

SCHEDULE OF FEES AND CHARGES - CENTRAL BEDFORDSHIRE COUNCIL - 2011/12

Colour Key:		
Statutory Charge		
Directorate: Social Care Health and Housing		
	2010/11 Rate	2011/12 Rate inc VAT @ 20%
Except where indicated, all figures include VAT which will be levied at the prevailing rate where applicable	£	£
Housing		
Service Charges (VAT n/a) - per week (48 week basis)		
Door Entry Systems	0.18	0.19
District Heating	9.60 - 15.58	10.08 - 16.36
Communal Heating	0.10 – 3.85	0.11 – 4.04
Communal Cleaning	0.36 – 5.58	0.38 – 5.86
Communal Electric	0.08 – 6.43	0.08 – 6.70
Window Cleaning	0.23	0.29
General Management for sheltered and mini schemes	0.10 – 3.20	0.11 – 3.36
Staircase Lighting - General Dwellings	0.11 – 1.34	0.12 – 1.41
Supporting People Charges (VAT n/a) - per week (48 week basis)		
Red House Court	17.87	18.76
Other sheltered accommodation	17.74	18.63
Designated elderly person dwellings	6.33	6.65
Community Alarm System		
persons in council sheltered accommodation or disabled	3.42	3.59
not in council sheltered accommodation (includes VAT)	4.02	4.31

Guest Rooms		
Per night		
Single	8.46	9.07
Double	13.25	14.21
Laundry - per let or week whichever is the shorter	6.12	6.43
Garages		
Per week exclusive of rates (48 week basis)		
Council Tenant (VAT n/a)	8.93	9.38
Not Council Tenant	10.49	11.25
Quarterly charge (VAT n/a)	14.48	15.20
Cesspit Charges (VAT n/a) - per week (48 week basis)	3.76	3.95
Bed & Breakfast Accommodation (VAT n/a) - per week (52 weeks)	140.76	147.80
Breakfast per person (any age) per week	3.06	3.21
Short Term Leased Properties (VAT n/a) - per week (52 weeks)	136.68	143.51
Homeless Hostel (VAT n/a) - per week (52 weeks)		
Scheme Manager	34.12	35.83
Communal Heating	1.44	1.51
Communal Electric	2.83	2.97
Communal Heating & Domestic Hot Water	3.55 - 5.30	3.73 - 5.57
TV	0.16	0.30

Leasehold Enquiry (VAT n/a) - per enquiry	66.00	69.30
Communal Television (VAT n/a) - per week (48 week basis)	0.17	0.30
Careline Emergency Response (VAT n/a) - per week (48 week basis)	2.50	2.63
Home Loss Payments (VAT n/a)		
Prescribed amount - Home Loss regulations 2008 - one off payment	4,700.00	4,700.00
Sealing on Redemption Fee (+ registry search fee)		
Sealing on Redemption Fee (VAT n/a) - one off fee	100.00	105.00
Land Registry Search Fee (VAT n/a) - one off fee	4.00	4.00
Charges for reference to banks & building societies (VAT n/a)	26.01	27.31
Retrospective Consent Applications (RTB) (VAT n/a)	38.51	40.44
Consent for Cable Installations (VAT n/a)	113.22	118.88
Disturbance and Removal Allowances (VAT n/a)		
Based on actual removal of costs - one off payment	500.00	500.00
Housing Act 2004 Enforcement (VAT n/a)		
Recipient of Housing Act Enforcement Notice (per person)	N/A	200.00
Admin charge for undertaking Works in Default in relation to enforcement activity - per Enforcement Notice	N/A	20% of cost
Houses of Multiple Occupation		
Licensing Scheme (per property) - license granted for 5 years	356.29	382.06

Traveller site pitch fees (VAT n/a) - per week (52 weeks)		
Single pitch	78.00	89.00
Double pitch	87.00	97.00
Service charges	10.00	15.00
Sheltered Housing		
Sheltered Communal Lounge hire (per hour)	11.75	12.60
Careline Response Charge (VAT n/a - per response)	N/A	20.00
Big Button Telephone (VAT n/a) - supply and fit	N/A	13.99
Adult Social Care		
Charges to Customers and Individuals		
<i>Maximum Applicable charge following Financial Assessment</i>		
Residential Care (VAT n/a)		
Linsell House (Home for Adults with Multiple Disabilities) (per week)	1771.74	1,826.66
Group Homes Trial Periods not exceeding 48 Hours (per day)	4.08	4.21
Group Homes Rental Charge – Standard Room (per week)	53.04	54.68
Group Homes Rental Charge – Small Room (per week)	48.96	50.48
Day Opportunities and Day Care (VAT n/a)		
Day Centres for Adults with Learning Disabilities (per day)	49.00	50.52
Day and Social Centres for Older People (per day)	27.50	28.35
Domiciliary Care (VAT n/a)		
Home Care (per hour)	16.93	17.45
Care provided in Supported Living units (per hour)	16.93	17.45
Care provided in Extra Care Sheltered Housing (per hour)	16.93	17.45

Flat rate charge to all customers		
Meals: (VAT n/a)		
Frozen meal (per meal)	3.06	3.15
Hot meal (per meal)*	3.50	3.50
Meals at day centres (per meal)*	3.50	3.50
Charges to Organisations and Other Local Authorities		
Social Care Services		
Linsell House (Home for Adults with Multiple Disabilities) (per week)	1771.74	1,826.66
Day Centres for Adults with Learning Disabilities incl. transport (per day) (VAT	60.18	62.05
Day Centres for Adults with Learning Disabilities excl. transport (per day) (VAT	48.96	50.48
Day Centres for Older People - per day incl. transport (per day) (VAT n/a)	40.80	42.06
Day Centres for Older People excl. Transport (per day) (VAT n/a)	27.54	28.39
Lettings: (VAT n/a)		
Side Room / Small Room		
up to 4 hours	19.38	20.35
additional hour	4.90	5.15
Main Hall		
up to 4 hours	38.45	40.37
additional hour	9.79	10.28
Kitchen		
up to 4 hours	12.85	13.49

* Increased during 2010-11 from £3.26 to £3.50

† New charge introduced in 2010-11

SCHEDULE OF FEES AND CHARGES - CENTRAL BEDFORDSHIRE COUNCIL - 2011/12

Colour Key:		
Statutory Charge		
Directorate: Children's Services Except where indicated, all figures <u>include</u> VAT which will be levied at the prevailing rate where applicable	2010/11 Rate	2011/12 Rate inc VAT @ 20%
	£	£
MUSIC SERVICE		
Lesson Setting (Per Term)		
Lower Schools - Group and Individual	£69.30 if by DD or £79.05 by other payment methods	A. £121.28 if by DD @75% increase B. £159.39 if by DD @130% increase
Middle, Upper and Community	£69.30 if by DD or £79.05 by other payment methods	As Above
Group		A. £181.91 if by DD @75% increase B. £239.09 if by DD at 130% increase
Individual 20 mins	£103.95 if by DD or £107.80 if by other payment methods	
Middle and Upper	£155.90 if by DD or £161.70 if by other payment methods	A. £272.83 if by DD @75% increase B. £358.57 if by DD at 130% increase
Individual 30 mins		
Middle and Upper	£207.90 if by DD or £215.60 if by other payment methods	A. £363.83 if by DD @75% increase B. £478.17 if by DD at 130% increase
Individual 40 mins		

Out of County and non-LEA schools	Group	£73.70 if by DD or £78.10 if by other payment method	A. £128.98 if by DD @ 75% increase B. £169.51 if by DD @130% increase
	Individual 20 mins	£114.95 if by DD or £118.25 if by other payment method	A. £201.16 if by DD @ 75% increase B. £264.39 if by DD @130% increase
	Individual 30 mins	£172.40 if by DD or £177.35 if by other payment method	A. £301.70 if by DD @75% increase B. £396.52 if by DD @ 130% increase
Transport Charges - Staff			
Education Driver/Escort/Carer (per hour)	0700-1730 Mon - Fri	TBA	TBA
	1730-1700 Mon - Fri	TBA	TBA
	0001 - 2359 Saturday	TBA	TBA
	0001 - 2359 Sunday	TBA	TBA
Transport Charges - Vehicles			
1st 24 hours - Accessible		TBA	TBA
Accessible (per mile)		TBA	TBA
1st 24 hours - Minibus/MPV/Car		TBA	TBA
Minibus/MPV/Car (per mile)		TBA	TBA
School Transport			
Concessions & Post 16 bus pass	per term	133.95	143.64
	half term	66.97	71.81
	year	364.25	390.60
Replacement Bus Pass		5.00	tour operators charge plus a handling fee of £5

SCHEDULE OF FEES AND CHARGES - CENTRAL BEDFORDSHIRE COUNCIL - 2011/12

Colour Key:		
Statutory Charge		
Directorate: Sustainable Communities	2010/11 Rate	2011/12 Rate inc VAT @ 20%
Except where indicated, all figures include VAT which will be levied at the prevailing rate where applicable	£	£
Miscellaneous		
Skin Piercing, Including Tatooning, Acupuncture, Electrolysis and Ear Piercing One-off Registration fees:		
Premises	136.40	146.00
Person	130.40	140.00
Preparation of Report for Accident Investigation	62.20	67.00
Production of Housing specialist report	62.20	67.00
Voluntary Surrender Certificate	94.50	101.00
Water Sampling	Cost Recovery	Cost Recovery
Food		
Food Export Certificate	47.80	51.00
Food Hygiene Course Lecturing	58.75	63.00
Food Premises Register		
Full	900.00	970.00
Single Entry	18.00	19.00
Pest Control		
Rats, Mice, Bedbugs, Cockroaches	1st visit Free, then 50.00	1st visit Free, then 51.00
Concession	1st visit Free, then 50% of above	1st visit Free, then 50% of above
Ants and fleas	50.00	54.00

Concession		50% of above	50% of above
Wasps		45.00	48.00
Concession		50% of above	50% of above
Dog Control			
Veterinary Fee		Cost Recovery	Cost Recovery
Direct return to owner where dogs are chipped / tagged		25.00	27.00
Owner collects from kennels		50.00	54.00
	Kennelling (per night)	10.00	11.00
Warden collects dog from kennels and returns to owner		100.00	107.00
	Kennelling (per night)	10.00	11.00
Licences - Animals			
Riding Establishments			
	Full Licence	235.00	252.00
	Provisional Licence	25% of full	25% of full
Dangerous Wild Animals		538.00	577.00
Pet Shops		215.50	231.00
Dog Breeders		203.50	218.00
Animal Boarding Establishments		245.00	263.00
Zoos			
	Grant / New	955.00	1,025.00
	Renewal	597.00	640.00
	Zoo's with dispensation status from DEFRA - Grant/New	50% of Grant / New	50% of Grant / New
	Zoo's with dispensation status from DEFRA - Renewal	50% of Renewal	50% of Renewal
Licensing of Hackney Cabs & Private Hire Vehicles			
Licence Fee (12 months or less)			
Private Hire		240.00	260.00
Hackney Carriage		290.00	310.00
Replacement Plate		25.00	27.00
Variation/withdrawal/application Administration fee		25.00	27.00

Private Hire Vehicle and Taxi Driver Licence		
New or Renewal Combined 1 year Drivers Licence	90.00	97.00
3 year Drivers Licence	170.00	182.00
Driver Knowledge Test	25.50	27.00
Replacement Badge	19.50	21.00
CRB check	36.00	39.00
CRB check administration fee	15.00	16.00
Variation/withdrawal/application Administration fee	25.00	27.00
Private Hire Operators Licence		
New Private Hire Operators Licence	195.50	210.00
Renewal Private Hire Operators Licence	72.00	77.00
Variation/withdrawal/application Administration fee	25.00	27.00
Transfer of Ownership of Vehicles		
Where the ownership of a vehicle already licenced by Central Bedfordshire Council is transferred to another person the following fees will be due by the new owner upon receipt of a successful application		
Where the vehicle licence is transferred and is to remain in force until its expiry date	110.00	118.00
Other Licensing		
Pools / Tote Promoter	Statutory Fee	Statutory Fee
Lottery Cert	Statutory Fee	Statutory Fee
Grant (Statutory fee / charge)	Statutory Fee	Statutory Fee
Renewal (statutory fee / charge)	Statutory Fee	Statutory Fee
Gambling Act 2005 Premises Licence Fees:		
New Premises Licence	538.00	577.00
Vary a Premises Licence	538.00	577.00
Transfer a Premises Licence	137.50	148.00
Re-instatement of a Premises Licence	245.00	263.00
Provisional Statement	538.00	577.00
Premises Licence with a Provisional Statement	96.00	103.00

Copy of Licence	Statutory Fee	Statutory Fee
Notification of Change of Address	30.00	32.00
Annual Premises Licence Fee	245.00	263.00
Amusements with prizes (£10+)	Statutory Fee	
Amusements with prizes - Statutory	Statutory Fee	
Sex Shop		
Grant	2415.00	2,590.00
Renewal	1621.50	1,739.00
Transfer or Variation	1621.50	1,739.00
Motor Salvage Operator (3 Years)	83.75	90.00
CRB (set by CRB)	Statutory Fee	Statutory Fee
CRB for other organisations (set by CRB)	Statutory Fee	Statutory Fee
Copy Documents		
<i>Photocopying and Printing of Documents A4 size</i>		
Single request up to 50 sheets		
1st sheet	No charge	No charge
every additional sheet	10p per sheet	10p per sheet
Contaminated Land		
Contaminated Land Enquiries		
To provide additional information to solicitors, developers etc.	81.50	87.00
Concessionary Rates		
Replacement concessionary travel permits	5.00	5.50
Community Safety - Fixed Penalty Notices (VAT n/a)	Maximum / Discounted	
Nuisance Parking - Cars for Sale and Repair	100 / 60	105 / 63
Abandoning a Vehicle	200 / 140	210 / 147
Litter	80 / 50	84 / 53
Street litter control notices and litter clearing notices	100 / 60	105 / 63
Unauthorised distribution of free literature	80 / 50	84 / 53
Graffiti and Fly Posting	80 / 50	84 / 53
Failure to produce authority (Waste Transfer Notes)	300 / 200	315 / 210

Failure to produce documentation (Waste Carrier Licence)	300 / 200	315 / 210
Offence in relation to Waste Receptacles	100 / 60	107 / 67
Offences under Dog Control Orders	80 / 50	84/ 53
Failure to nominate keyholder and inform Local Authority	80 / 50	84/ 53
Noise from licenced premises under Noise Act 1996	Not adopted	Not adopted
Planning Service		
High Hedges		
High Hedges Legislation - Administer a complaint brought under Part 8 of Anti-Social behaviour Act 2003	458.25	491.00
Concession for applicants on means tested benefit	50% reduction	50% reduction
Street Naming (VAT n/a)		
Existing Property - House Name Change	55.00	58.00
New Property - Naming / Numbering		
1-5 Plots	143.35	151.00
6-25 Plots	258.50	271.00
26-75 Plots	646.25	679.00
76+ Plots	904.75	950.00
Additional Charge where this includes naming a building (e.g. block of flats)	193.87	204.00
Existing Street - Rename	250.27	263.00
Existing Street - Rename - additional charge per property	45.47	48.00
New Street - Additional charge to house numbering where this includes naming of a street	193.87	204.00
Public Path Orders		
Processing where no objection received	Cost Recovery	Cost Recovery
Processing where an objection is received	Cost Recovery	Cost Recovery
Advertising Costs	Cost Recovery	Cost Recovery

Development & Building Control		
Supply of weekly list of Planning and Building Regulation Applications - Former Mid Beds area	127.25	136.00
Photocopies - Planning Decisions Building Regulations Decisions Section 106 Agreement	0.00	0.00
Up to 50 sheets (A4)	0.00	0.00
Over 50 sheets (A4)	10p per sheet	11p per sheet
Section 106 Agreement - Larger Colour Documents	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost
Appeal Decisions Decision Letter Inspector Reports	0.00	1.10
Up to 50 sheets (A4)	0.00	1.10
Over 50 sheets (A4)	10p per sheet	11p per sheet
Tree Preservation Orders	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost
Completion Certificates if not previously issued duplicate certificate	Free 19.25	Free 21.00
Letter of confirmation of satisfactory completion of works (Building Regs)	19.25	21.00
Sale of Plans		
A4	10p per sheet (Free up to 50)	11p per sheet (Free up to 50)
A3	6.60	7.10
A2	8.60	9.20
A1	10.70	11.50
A0	13.50	14.50
Photocopies of other documents 1st 50 A4 copies each	Free 10p per sheet	Free 11p per sheet

Development & Building Control		
S106 Town & Country Planning Act 1990 Agreements charging introduced Sept 2002 (Rate for straightforward agreements and thereafter at the fee earners hourly rate)	630.00	676.00
S38 Agreements - Technical audit, administration and supervision - percentage based on estimated cost of works before Agreement	7.50%	11%
S38 Agreements - Technical audit, administration and supervision - percentage based on estimated cost of works after Agreement	7.50%	8.50%
S278 Agreements - Administration - percentage based on scheme value	5%	7%
Waste Related Charges		
Bulky Waste		
To collect bulky waste from domestic premises (per load or part thereof) - First Collection in year	20.00	21.50
To collect bulky waste from domestic premises (per load or part thereof) - Subsequent Collections in year	45.00	48.00
Concession	50% reduction on above	50% reduction on above
Cement Bound Asbestos		
<i>To collect cement-bound asbestos from domestic premises:</i>		
up to 8 sheets or equivalent	TBA	
any number of sheets above 8 sheets or equivalent up to a maximum of 16 sheets in total be subject to an additional charge of (per sheet - a sheet being approx 2m x 1m)	TBA	
Persons in receipt of means tested benefit	50% of above	50% of above
Abandoned / End-of-life vehicles		
To collect and dispose of end-of-life vehicles from domestic premises	Free	Free
To collect and dispose of end-of-life vehicle or abandoned vehicles from non-domestic premises	25.00	27.00

Fridges & Freezers		
To collect fridges and freezers from domestic premises	1 free, subsequently 35.25	2 free, subsequently 37.80
Persons in receipt of means tested benefit	1 Free, subsequently 50% of above	2 Free, subsequently 50% of above
Department for Planning & Control		
Highway Enquiry & Search Letters : per enquiry	39.36	42.00
Minerals Letters: per enquiry	39.36	42.00
DSC Reports		
Initial Search	37.01	40.00
Per Application	0.05	0.05
GIS Maps		
A4	3.47	3.70
A3	6.70	7.20
A2	13.51	14.50
A1	17.04	18.30
A0	44.18	47.40
Scanner		
Internal Annual Fee: unlimited use	394.80	423.00
One-off: per copy	32.31	35.00
External: Unlimited use	394.80	423.00
External: per copy	32.31	35.00
Commons Searches (CR21)	16.74	18.00
Photocopying Charges		
A4 per copy	0.11	0.12
A3 per copy	0.23	0.25
Mineral & Landfill Monitoring Fees - Current Site		
Current Site	354.85	380.00
Dormant Site	119.85	129.00

Heritage		
Trees	Cost Price	Cost Price
Use of Historic Environmental Records (HER). Per hour	43.00	46.00
Photocopying	0.10	0.11
Highways Maintenance Services		
Highways		
Current charges:		
Temporary notices up to 21 days duration	1109.20	Replaced by the charges below
Temporary Traffic Regulation Orders	1109.20	
Emergency Order up to 5 days duration	554.60	
Emergency Order up to 21 days duration	554.60	
Temporary Traffic Regulation Order up to 18 months duration	1109.20	
Additional costs for possible extension of 18 months order	1109.20	
Road Traffic Regulation Orders for Special Events	1109.20	
Temporary Traffic Signs (AA & RAC)	123.37	
	No charge	
Proposed charges:		
Temporary Traffic Regulation Orders		1,200.00
Temporary Traffic Regulation Orders for special events		1,200.00
Special Events Orders for charities and local authorities		150.00
Emergency Traffic Regulation Orders		600.00
Scaffold Licences		90.00
Streetworks Licences		250.00
Road Opening Permits (Bond)		450.00
Additional charge for above over 5m2 (Bond)		90.00
On third of above for excavations in footway or verge (Bond)		30.00
Road Opening Permit fee		90.00

TRADING STANDARDS		
Annual Membership Fee	170.00	182.00
Renewal Fee for Existing Member	128.00	137.00
UKTC Membership Fee	142.50	153.00
UKTC Renewal Fee	142.50	153.00
Trading Standards Approved Stickers		
per 100	12.00	13.00
per 500	16.75	18.00
per 1000	22.75	24.00
Consumer Guide Leaflet		
per 100	27.50	29.00
per 500	68.25	73.00
per 1000	138.75	149.00
Trading Standards Approved Plaque	34.75	37.00
Replacement/Additional Membership Certificate	12.00	13.00
WEIGHTS AND MEASURES ACT 1985		
I - Hire of Weights		
Charge per weight per week or part thereof	5.60	6.00
J - Duplicate Petroleum Licence	25.00	27.00
K - Performing Animals		
Performing Animals (per licence)	30.00	32.00
L - Milton Keynes Scales *		
Pass (per item)	10.00	10.70
Fail (per item)	5.00	5.40
* VAT may or may not be applied depending on the reason for testing. The application of VAT to weights and measures activities is currently the subject of national discussion.		

LIBRARIES				
1 - Letting Charges (non VAT)				
i) Fitwick, Houghton Regis, Leighton Buzzard - Hourly charge:				
Within opening hours	Commercial	17.50		19.00
	Community	8.75		9.50
Outside opening hours	Commercial	30.25		33.00
	Community	21.50		23.00
ii) Other Libraries - Hourly charge				
Within opening hours	Commercial	11.50		12.30
	Community	5.75		6.20
Outside opening hours	Commercial	24.25		26.00
	Community	18.50		20.00
NB: Where a block booking of 10 or more sessions is made, a discount may be offered at the discretion of the Library Services Manager. Equipment, e.g. flipchart, may be available at some libraries on request.				
2 - Audio Visual (non VAT) (per item)				
CDs - per week	Standard rate	1.00		1.10
	Concessions	0.50		0.55
	Registered blind, partially sighted and hearing impaired people	Free		Free
Videos - per week	Standard rate	1.50		1.60
	Concessions & children's Videos	0.75		0.80
	Registered blind, partially sighted and hearing impaired people, people with dyslexia, people with dyspraxia	Free		Free

DVD's - per week	Standard rate	2.20	2.40
	Concessions and children's DVDs	1.10	1.20
	Registered blind, partially sighted and hearing impaired people, people with dyslexia, people with dyspraxia	Free	Free
Spoken Word CDs and Cassettes (3 week loan period)	Standard rate	1.20	1.30
	Concessions	0.60	0.65
	Registered blind, partially sighted and hearing impaired people; housebound service clients; children's spoken word; people with dyslexia, people with dyspraxia	Free	Free
3 - Fines			
Standard	per day open	0.22	0.25
	Maximum (after 5 weeks)	6.60	7.00
Concessions	per day open	0.11	0.12
	Maximum (after 5 weeks)	3.30	3.50
Children's Tickets and Children's Books	per day open	0.05	0.05
	Maximum (after 5 weeks)	1.50	1.60
CD's, DVD's and Videos.	Further hire charge is made	Further hire charge is made	
4 - Lost and Damaged items (Full replacement cost of items is charged if higher than the minimum charge)			
Adult Fiction (hardback)		16.55	17.80
Children's Fiction (hardback and paperback)		4.35	4.70
Adult Non-Fiction (hardback and paperback)		17.95	19.25
Children's Non-Fiction		6.65	7.10
Adult Fiction Paperbacks		6.90	7.40
Cassettes		8.70	9.30
CDs		17.20	18.40

Adult Spoken Word CD's	17.20	18.40
Adult Spoken Word Cassettes Double or single	8.90	9.50
Each additional cassette	4.55	4.90
Children's Spoken Word Cassettes	4.55	4.90
Children's Spoken Word CD's (per CD)	10.40	11.20
Adult Videos	11.20	12.00
Children's Videos	8.50	9.10
Adult DVDs	19.40	20.80
Children's DVDs	11.25	12.00
Magazines - charged at face value plus	0.50	0.55
No charge for damaged books borrowed by or for children aged 0 – 5 years. Charges for lost children's books, adult books damaged by a child, or damaged audio visual items still apply.		
5 - British Library Lost Book Charge		
(50% remission if subsequently returned)	Actual + 3.00 admin fee	Actual + 3.20 admin fee
6 - Requests (viewpoint and staff assisted) charge per request		
Standard rate	1.00	1.10
Children's rate	No charge	No charge
Concessions	0.50	0.55
Additional charge for books borrowed from outside Bedfordshire	1.50	1.60
Vocal scores : per set of 5 - 30	5.50	5.90
Vocal scores per set of 31+	11.00	11.80
Request charges for 16 – 18 year olds are at the concessionary rate.		
7 - Lost Ticket Replacement		
Charge per lost ticket (Adult only)	1.00	1.10
8 - Picture Hanging Service		
Charge per item sold 20% commission +VAT on sales price		

9 - Photocopies and Print Outs		
i) Black and white photocopies, Fax, CD-ROM and Internet prints		
Per copy A4	0.10	0.11
A3	0.15	0.16
ii) Black and white microform reader/printers		
Per copy A4	0.25	0.30
iii) Colour CD-ROM and Internet prints containing photographs, artwork or charts	0.35	0.40
iv) Colour photocopies		
Per copy A4	1.00	1.10
A3	1.50	1.60
(Use discretion where library only has colour printers and print would have been b & w if available)		
10 - Fax charges per copy sent		
UK		
first sheet	1.25	1.30
subsequent sheets	0.65	0.70
Europe & N America		
first sheet	2.55	2.70
subsequent sheets	1.30	1.40
Rest of world		
first sheet	3.90	4.20
subsequent sheets	1.95	2.10
Receiving faxes (per sheet)	0.75	0.80
Receiving faxes from premium rate lines		
standard charge	3.00	3.20
plus price per sheet	0.75	0.80
Sale of 1GB USB drives	6.00	6.40
Public Record Office Vouchers (per voucher)	5.00	5.40
'Occasional' local publications (to be agreed with OPS Manager) at cost + commission		

11 - Display of Commercial Posters		
All charges to be for a maximum display period of 4 weeks. Charge per week		
A3	27.00	29.00
A4	16.45	17.60
A5	10.00	10.70
Postcard size	4.70	5.00
12- Sales items		
Memory sticks	6.00	6.40
Occasional' local publications (to be agreed with OPS Manager) at cost + commision charge of	0.10	0.11
National Archives Vouchers	5.00	5.40
13- Charity and Commercial Group Sales		
Biggleswade, Dunstable, Flitwick, Houghton Regis, Leighton Buzzard	16.75 per day	18.00 per day
Other Libraries	11.10 per day	12.00 per day
ARCHIVES (Fees jointly agreed with Beds Borough under a Service Level Agreement)		
Photocopying		
Minimum charge for copies ordered by post (including postage and packaging)- UK AND Overseas (per copy)	TBA	TBA
Straightforward copying e.g. searchroom library items (per copy)	TBA	TBA
Complex copying (postal only) e.g. most items ordered from the stacks, such as wills; copies from census microfilm and pre-1813 parish register entries	TBA	TBA
Discounts per copy (A4 or A3)		
Students in full-time education (must be present)	TBA	TBA
Bulk e.g. succession of pages from archive	TBA	TBA
Colour photocopying		
A4	TBA	TBA
A3	TBA	TBA
Discount, students in full-time education		

Plan printing per copy (A2 to A0) done off-site - first - subsequent (at same time)		
	TBA	TBA
	TBA	TBA
Photography		
Digital Images		
Minimum charge per A4 or A3 size copy (per 15/20 mins)	TBA	TBA
Additional manipulation i.e. cropping, colour correction and some image sharpening	TBA	TBA
We have a digital camera and a scanner with which we are able to produce digital images from glass plate negatives and items that cannot be photocopied without risking damage. Images can be supplied in hard copy on a range of papers or as files on CD.		
Research fees		
General research work (e.g. family history) and transcription, charge per hour (exclusive of copying charges - per hour)	TBA	TBA
30 Minutes Research	TBA	TBA
Specialist research for business or professional purposes (per hour)	TBA	TBA
Internal charge to BCC (per hour)	TBA	TBA
Certificates and Certified Copies (for verified entries not involving a search)		
Baptism certificate	Statutory Fee	Statutory Fee
Marriage certificate	Statutory Fee	Statutory Fee
General certification of documents (non-statutory)	TBA	TBA
Group visits to the archives office (evenings or daytime) involving special arrangements.		
Talks by staff, stackroom tours, documents out in advance. (minimum)	TBA	TBA
Charge for lectures (exclusive of travelling costs for lectures outside 25 mile radius) (minimum)	TBA	TBA

Reproduction Fees		
Use of Premises and/or documents for commercial photography		
Still photography (per 7 hour day):	TBA	TBA
Filming (per 7 hour day):	TBA	TBA
Hourly charge pro rata: minimum charge - 2hrs		
English Language or Single Language Rights		
UK Rights	TBA	TBA
World Rights	TBA	TBA
Educational or Academic Use		
UK Rights	TBA	TBA
World Rights	TBA	TBA
Local History Publications		
£5-20 per image depending on quantity used		
Book jackets, Cover illustrations		
(e.g. audio cassettes, CDs, etc), and other packaging, CD Roms		
UK Rights	TBA	TBA
World Rights	TBA	TBA
Advertising, Photo décor (murals, wall displays, etc)		
£50 per image up to 2sq.m. larger images pro rata		
UK Rights	TBA	TBA
World Rights	TBA	TBA
Television: First Flash		
UK Rights	TBA	TBA
World Rights	TBA	TBA
Second flash - 50% of fee for first flash		
Re-use as video - additional 100% of appropriate fee for first flash		
Re-use as video		

OUTDOOR CENTRES - Fees jointly agreed with Beds Borough under a Service Level Agreement			
Kempston Outdoor Centre	Half day	TBA	TBA
	Full Day	TBA	TBA
Mobile Climbing Tower School & Community Use	Half day	TBA	TBA
	Full Day	TBA	TBA
Blue Peris Mountain Centre			
40 Students	Autumn	TBA	TBA
	Winter	TBA	TBA
	Spring	TBA	TBA
	Summer Peak period	TBA	TBA
	Summer (excl peak)	TBA	TBA
Less than 40 Students	Autumn	TBA	TBA
	Winter	TBA	TBA
	Spring	TBA	TBA
	Summer (excl peak)	TBA	TBA

SCHEDULE OF FEES AND CHARGES - CENTRAL BEDFORDSHIRE COUNCIL - 2011/12

Colour Key:			
Statutory Charge			
Directorate: Sustainable Communities			
Building Regulation Charges			
2010/11 & 2011/12 Rates			
Standard Charges for the creation or conversion to New Dwellings			
No of Dwellings	Full Plans		Building Notice Charge
	Plan Charge	Inspection Charge	
	£	£	£
1	195.00	460.00	655.00
2	255.00	515.00	770.00
3	315.00	635.00	950.00
4	375.00	690.00	1,065.00
5	435.00	870.00	1,305.00
6	495.00	930.00	1,425.00
7	555.00	985.00	1,540.00
8	615.00	1,110.00	1,725.00
9	675.00	1,225.00	1,900.00
10	725.00	1,350.00	2,075.00
11	775.00	1,420.00	2,195.00
12	825.00	1,490.00	2,315.00
13	875.00	1,615.00	2,490.00
14	925.00	1,685.00	2,610.00
15	975.00	1,815.00	2,790.00
16	1,025.00	1,880.00	2,905.00
17	1,075.00	2,005.00	3,080.00
18	1,125.00	2,075.00	3,200.00
19	1,175.00	2,205.00	3,380.00
20	1,225.00	2,335.00	3,560.00

2010/11 & 2011/12 Rates					
Domestic Extensions to a Single Building					
SINGLE STOREY EXTENSIONS					
Category	Description	Plan Charge	Inspection Charge	Building Notice charge	Additional Charge
		£	£	£	£
1	Single Storey Extension floor area not exceeding 40m2	160.00	195.00	355.00	60.00
2	Single Storey Extension exceeding 40m2 but not exceeding 60m2	160.00	285.00	445.00	60.00
3	Single Storey Extension exceeding 60m2 but not exceeding 100m2	160.00	375.00	535.00	60.00
TWO STOREY EXTENSIONS					
Category	Description	Plan Charge	Inspection Charge	Building Notice charge	Additional Charge
		£	£	£	£
4	Two Storey Extension floor area not exceeding 60m2	160.00	285.00	445.00	60.00
5	Two Storey Extension exceeding 60m2 but not exceeding 100m2	160.00	375.00	535.00	60.00
LOFT CONVERSIONS					
Category	Description	Plan Charge	Inspection Charge	Building Notice charge	Additional Charge
		£	£	£	£
6	Loft conversion not exceeding 40m2 floor area	160.00	255.00	415.00	60.00
7	Loft conversion exceeding 40m2 floor area but not exceeding 100m2	160.00	375.00	535.00	60.00

GARAGES AND CARPORTS					
Category	Description	Plan Charge	Inspection Charge	Building Notice charge	Additional Charge
		£	£	£	£
8	Erection or extension of a non exempt attached or detached domestic garage or carport up to 100m2	160.00	140.00	300.00	60.00
9	Conversion of a garage to a dwelling to a habitable room(s)	210.00	Nil	210.00	60.00
10	Alterations to extend or create a basement up to 100m2	210.00	Nil	210.00	60.00

DOMESTIC ALTERATIONS TO A SINGLE BUILDING						
Category	Description	Basis of Charge	Plan Charge	Inspection Charge	Building Notice Charge	Reduction for work carried out at the same time as an extension
		£	£	£	£	
1	The installation of a controlled fitting or other building work ancillary to the building of an extension	Included in charge for extension	n/a	n/a	n/a	n/a
2	Traditional Underpinning	Up to 25m in length	265.00	Nil	265.00	50.00
3	Renovation of a thermal element	Fixed Price	200.00	Nil	200.00	50.00

4	Other Alterations, installations of fittings (not electrical) and/or structural alterations. (If ancillary to the building of an extension no additional charge)	Fixed Price Based on Estimated Cost Bands				
		Estimated Cost up to £5000	175.00	Nil	175.00	
		Estimated Cost exceeding £5000 up to £25,000	175.00	150.00	325.00	
		Estimated cost exceeding £25,000 up to £50,000	175.00	300.00	475.00	
		Estimated cost exceeding £50,000 up to £75,000	175.00	360.00	535.00	
5	Window Replacement (non competent persons scheme)	Fixed Price grouped by number of windows				
		Per installation up to 20	125.00	Nil	125.00	50.00
		Per Installation over 20	175.00	Nil	175.00	50.00
6	Electrical Work (not competent persons scheme)	Fixed Price based on estimated cost bands				
		Estimated cost up to £10,000	210.00	Nil	210.00	50.00
		Estimated Cost exceeding £10,000	270.00	Nil	270.00	50.00

SCHEDULE OF FEES AND CHARGES - CENTRAL BEDFORDSHIRE COUNCIL - 2011/12

Colour Key:		
Statutory Charge		
Directorate: Customer and Shared Services		
	2010/11 Rate	2011/12 Rate inc VAT @ 20%
Except where indicated, all figures include VAT which will be levied at the prevailing rate where applicable	£	£
Freedom of Information		
Requests that require 18 hours or less to compile	No charge	No charge
Requests that require 18 hours to compile	450.00	482.60
Additional cost per hour	25.00	27.00
Disbursement Costs		
Postage under £20	No charge	No charge
Postage £20 or over	Actual cost	Actual cost
E-mail Transmission	No charge	No charge
Paper Documents first sheet	see photocopying and printing document charges	see photocopying and printing document charges
CD / DVD per disk	5.00	5.40
Inspection facilities. Calculated per request requirements. Minimum charge	16.00	17.20
Registration (Fees jointly agreed with Beds Borough under a Service Level Agreement)		
Marriages - Approved Premises		
Local Authority Venue Monday - Friday	75.00	115.00
Local Authority Venue Saturday	95.00	160.00
Outside Venue Monday - Friday	380.00	390.00
Outside Venue Saturday	450.00	465.00
Outside Venue Sunday and Bank Holidays	505.00	520.00

Civil Partnership Registrations - Approved Premises		
Local Authority Venue Monday - Friday		120.00
Local Authority Venue Saturday		165.00
Outside Venue Monday - Friday	325.00	340.00
Outside Venue Saturday	360.00	395.00
Outside Venue Sunday and Bank Holidays	400.00	455.00
Celebratory Services - Approved Premises - Outside Venue		
weekdays	210.00	255.00
Saturdays	240.00	315.00
Sundays & Bank Holidays	270.00	370.00
Celebratory Services - Approved Premises - Local authority Venue		
weekdays	255.00	270.00
Saturdays	310.00	325.00
Sundays & Bank Holidays	360.00	380.00
Nationality Checking Service inclusive of VAT		
Adults who submit a single application pays one fee	45.00	60.00
Husband and wife living together who apply at the same time pay one fee	70.00	100.00
Childrens applications	20.00	30.00
Citizenship Ceremonies - Individual Ceremony not vatable	30.00	105.00
Approved Premises Licence Fee (Three year) First application (minimum fee for 2 rooms only - £100 to be added for each additional room to be licenced)	1270.00	1310.00
Approved Premises Licence Fee (Three year) Renewal (minimum fee for 2 rooms only - £100 to be added for each additional room to be licenced)	930.00	960.00
Civil Funerals	200.00	200.00
Express Certificates (includes statutory fee)	n/a	20.00
Postage for certificates	n/a	1.00
Fees set by General Register Office (per item)		
Notice of Marriage	33.50	TBA
Notice of Civil Partnership	33.50	TBA
Register Office Marriage	40.00	TBA
Register Office Civil Partnership Registration	40.00	TBA

Standard certificate of birth, death or marriage - form closed register	9.00	TBA
Short birth cert from closed register	9.00	TBA
Short birth cert issued at time of registration	Free	TBA
Any other short birth cert issued at time of registration	3.50	TBA
Any other short birth cert issued after the time of registration	7.00	TBA
Standard certificate of birth, death or marriage - at the time of registration	3.50	TBA
Standard certificate of birth, death or marriage - after the time of registration	7.00	TBA
Civil Partnerships - certified copy or extract issued at the time of registration	3.50	TBA
Civil Partnerships - certified copy or extract issued after the time of registration	9.00	TBA
Attendance to take a notice - housebound or detained (e.g. prison)	49.00	TBA
Attendance of SR to conduct marriage or CP - housebound or detained	85.00	TBA
Register marriage at Church, housebound or detained - Registrar's fee	80.00	TBA
Certificate of worship (to licence a building for worship)	28.00	TBA
Licence a religious building for marriage	120.00	TBA
General Search of the Indexes	18.00	TBA
Coroners		
Supply of transcript of inquest on CD	30.00	32.20
Additional copies	10.00	10.80
Committee Services		
Photocopies of Documents		
Up to 50 sheets	No charge	No charge
Over 50 sheets	10p per sheet	11p per sheet
Legal Services		
Photocopies of Documents		
Up to 50 sheets	No charge	No charge
Over 50 sheets	10p per sheet	11p per sheet

Elections		
For each register per 1000 names or part thereof	Statutory Fee	Statutory Fee
Local Land Charges		
Full Residential Search (LLC1 and Con29)	133.00	142.65
Full Commercial Search (LLC1 and Con29)	201.00	215.55
LLC1 Certificate of Search	20.00	21.45
Con 29 Local Enquiries (Residential)	113.00	121.20
Con 29 Local Enquiries (Commercial)	181.00	194.10
Part II optional	15.00	16.10
Solicitors own question	25.00	26.85
Additional parcel of land	13.50	14.50
Personal Search	11.00	
Copy documents	2.00	2.15
Local Taxation		
Cost of Collection		
Administration charge on Court Costs		
Council Tax	63.00	67.60
NDR	83.00	89.00
Photocopies of Documents		
Rating List		
Up to 50 sheets	No charge	No charge
Over 50 sheets	10p per sheet	11p per sheet
Human resources		
Criminal Records Bureau (CRB) Checks		
Cost Per CRB check	36.00	
Administrative Charge	18.00	19.30