

	2012/13 Rate	2013/14 Rate
Directorate: Social Care Health and Housing	£	£
Housing		
Service Charges (VAT n/a) - per week (48 week basis)		
Door Entry Systems	0.20	0.20
District Heating	3.70 - 19.20	3.80 - 19.60
Communal Heating	0.10 - 4.10	0.10 - 4.20
Communal Cleaning	0.40 - 5.90	0.40 - 6.00
Communal Electric	0.10 - 6.80	0.10 - 6.90
Window Cleaning	0.30	0.30
General Management for sheltered and mini schemes	0.10 - 2.90	0.10 - 3.00
Staircase Lighting - General Dwellings	0.10 - 1.50	0.10 - 1.50
Supporting People Charges (VAT n/a) - per week (48 week basis)		
Red House Court	19.10	19.50
Other sheltered accommodation	19.00	19.40
Designated elderly person dwellings	6.80	6.90
Community Alarm System		
persons in council sheltered accommodation or disabled	3.70	3.80
not in council sheltered accommodation (includes VAT)	4.40	4.50
Guest Rooms		
Per night		
Single	9.30	9.50
Double	14.50	14.80
Laundry - per let or week whichever is the shorter	6.60	6.70

	2012/13 Rate	2013/14 Rate
Directorate: Social Care Health and Housing	£	£
Garages VAT n/a		
Per week exclusive of rates (48 week basis)		
Council Tenant	9.60	9.80
Not Council Tenant (includes VAT)	11.50	11.70
Cesspit Charges (VAT n/a) - per week (48 week basis)	4.00	4.10
Emergency Accommodation Management Fee (VAT n/a)		
Self contained accommodation	n/a	3.50
Shared accommodation single person	n/a	3.50
Shared accommodation family of 2	n/a	4.00
Shared accommodation family of 3+	n/a	4.50
Short Term Leased Properties (VAT n/a) - per week (52 weeks)	146.40	149.30
Homeless Hostel (VAT n/a) - per week (52 weeks)		
Scheme Manager	36.50	37.20
Communal Heating	1.50	1.50
Communal Electric	3.00	3.10
Heating & Domestic Hot Water	3.80 - 5.70	3.90 - 5.80
TV	0.30	0.30
Communal Cleaning	2.30	2.30
Window Cleaning	0.30	0.30
Communal Television (VAT n/a) - per week (48 week basis)	0.30	0.30

	2012/13 Rate	2013/14 Rate
Directorate: Social Care Health and Housing	£	£
Careline Emergency Response (VAT n/a) - per week (48 week basis)	2.70	2.80
Outreach Service (VAT n/a)		
Careline + 1 visit from Sheltered Housing Officer per week	n/a	4.50
Careline + 2 visits from Sheltered Housing Officer per week	n/a	6.00
Careline + 3 visits from Sheltered Housing Officer per week	n/a	8.00
Sealing on Redemption Fee (+ registry search fee)		
Sealing on Redemption Fee (VAT n/a) - one off fee	107.10	109.20
Land Registry Search Fee (VAT n/a) - one off fee	4.00	4.00
Charges for reference to banks & building societies (VAT n/a)	27.90	28.50
Retrospective Consent Applications (RTB) (VAT n/a)	41.20	42.00
Consent for Cable Installations (VAT n/a)	121.30	123.70
Housing Act 2004 Enforcement (VAT n/a)		
Recipient of Housing Act Enforcement Notice (per person)	204.00	208.10
Admin charge for undertaking Works in Default in relation to enforcement activity - per Enforcement Notice	20% of cost	20% of cost
Houses of Multiple Occupation		
Licensing Scheme (per property) - license granted for 5 years	389.70	397.50

	2012/13 Rate	2013/14 Rate
Directorate: Social Care Health and Housing	£	£
Traveller site pitch fees (VAT n/a) - per week (52 weeks)		
Single pitch	95.20	97.10
Double pitch	103.80	105.90
Service charges	9.43	9.60
Sheltered Housing		
Sheltered Communal Lounge hire (per hour)	12.90	13.20
Careline Response Charge (VAT n/a - per response)	20.40	20.80
Big Button Telephone (VAT n/a) - supply and fit	14.30	14.60
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)	1,863.20	1,900.50
Day Opportunities and Day Care (VAT n/a)		
Day Centres for Adults with Learning Disabilities (per day)	51.50	52.50
Day Centres for Adults with Mental Health Needs (per day)		TBA
Day and Social Centres for Older People (per day)	28.90	29.50
Travel to Day Centre (per journey)	1.50	1.50

Directorate: Social Care Health and Housing	2012/13 Rate	2013/14 Rate
	£	£
Domiciliary Care		
Home Care (per hour) (VAT n/a)	17.80	18.20
Care provided in Supported Living units (per hour) (VAT n/a)	17.80	18.20
Care provided in Extra Care Sheltered Housing (per hour) (VAT n/a)	17.80	18.20
Telecare Services		
Telecare Service provided to meet eligible social care needs per week (VAT n/a)	4.00	4.10
Flat rate charge		
Meals: (VAT n/a)		
Frozen meal (per meal)	3.20	3.30
Hot meal (per meal)*	3.60	3.70
Meals at day centres (per meal)*	3.60	3.70
Telecare Services		
Telecare Service provided outside social care eligibility criteria where customer has VAT exemption (VAT n/a)	4.00	4.10
Telecare Service provided outside social care eligibility criteria	4.80	4.90
Fee for Issue of a Blue Badge	10.00	10.00

Directorate: Social Care Health and Housing	2012/13 Rate	2013/14 Rate
	£	£
Charges to Organisations and Other Local Authorities		
Social Care Services		
Linsell House (Home for Adults with Multiple Disabilities) (per week)	1,863.20	1,900.50
Day Centres for Adults with Learning Disabilities incl. transport (per day)	63.20	64.50
Day Centres for Adults with Learning Disabilities excl. transport (per day)	51.50	52.50
Day Centres for Older People - per day incl. transport (per day) (VAT n/a)	42.90	43.80
Day Centres for Older People excl. Transport (per day) (VAT n/a)	28.90	29.50
Lettings: (VAT n/a)		
Side Room / Small Room up to 4 hours	28.80	29.40
additional hour	5.20	5.30
Main Hall up to 4 hours	41.20	42.00
additional hour	10.50	10.70
Kitchen up to 4 hours	13.80	14.10

Directorate: Children's Services	2012/13 Rate	2013/14 Rate
	£	£
Music Service VAT (n/a)		
Lesson Setting (Per Term)	Direct Debit	Direct Debit
Lower Schools		
Group	86.90	86.90
Individual	130.50	130.50
Middle, Upper and Community		
Group	86.90	86.90
Individual 20 mins	130.50	130.50
Middle and Upper		
Individual 30 mins	195.60	195.60
Individual 40 mins	260.80	260.80
Out of County and non-LEA schools		
Group	92.50 - 90.70 by DD	92.50 - 90.70 by DD
Individual 20 mins	144.20 - 141.40 by DD	144.20 - 141.40 by DD
Individual 30 mins	216.30 - 212.10 by DD	216.30 - 212.10 by DD
School Transport		
Concessions & Post 16 bus pass		
per term	146.90	149.80
half term	73.30	74.75
year	398.80	406.80
Replacement Bus Pass	tour operators charge plus a handling fee of £10	tour operators charge plus a handling fee of £10

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
	rounded to nearest 0.10p where applicable	rounded to nearest 0.10p where applicable
Public Protection		
Licences		
Riding Establishments		
Full Licence	257.00	
1-5 Horses	N/A	120.00
6-12 Horses	N/A	180.00
13+ Horses	N/A	250.00
Provisional Licence	25% of full	25% of relevant full fee
Dangerous Wild Animals	588.50	190.00
Renewal of Dangerous Wild Animals	N/A	80.00
Pet Shops	235.60	190.00
Animal Breeders	222.40	175.00
Animal Boarding Establishments	268.30	120.00
Animal Home Boarding	N/A	175.00
Animal Boarding and Breeding	N/A	225.00
Zoos		50.00 Plus costs calculated on basis of officer hourly rate for each hour spent Hourly rate = 45.00
Grant / New	1,045.50	
Renewal	652.80	
Zoos with dispensation status from DEFRA - Grant/New	50% of Grant / New	
Zoos with dispensation status from DEFRA - Renewal	50% of Renewal	

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Licensing of Hackney Cabs and Private Hire Vehicles		
Licence Fee (12 months or less)		
Private Hire - New	240.00	240.00
Private Hire - Renew	162.00	162.00
Hackney Carriage - New	290.00	290.00
Hackney Carriage - Renew	220.00	220.00
Replacement Plate	25.00	25.00
Temporary Replacement Vehicle (3 Month Licence)	90.00	90.00
Variation / withdrawal / application administration fee	25.00	25.00
Private Hire Vehicle and Hackney Cab Driver Licence		
New or renewal combined 3 year driver's licence	150.00	150.00
New or renewal combined 1 year driver's licence	90.00	90.00
Driver Knowledge Test	25.00	25.00
Replacement badge	20.00	20.00
CRB Check - Standard	26.00 (at cost and subject to CRB uplift)	26.00 (at cost and subject to CRB uplift)
CRB Check - Enhanced	44.00 (at cost and subject to CRB uplift)	44.00 (at cost and subject to CRB uplift)
CRB check administration fee	15.00	15.00
Private Hire Operators Licence		
New Private Hire Operators Licence	195.00	195.00
Renewal Private Hire Operators Licence	72.00	72.00
Hackney cab and private hire vehicle licence - pre- application advice		
Per hour	25.00	25.00

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Transfer of Ownership of Vehicles		
Where the vehicle licence is transferred and is to remain in force until its expiry date	110.00	110.00
Other Licensing		
Petroleum Licence Fees		
Up to 2,499 litres		
1 year	42.00	42.00
3 years	126.00	126.00
2,500 up to 50,000 litres		
1 year	58.00	58.00
3 years	174.00	174.00
Over 50,000 litres		
1 year	120.00	120.00
3 years	360.00	360.00
Transfer of Petroleum Licence	8.00	8.00
Performing Animals (per licence)	32.60	33.30
Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing		
One-off registration fees:		
Premises	148.90	151.90
Person	142.80	142.80
For acupuncturists registered with a recognised professional body - per Person	N/A	45.00

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Lottery Cert		
Grant (statutory fee / charge)	40.00	40.00
Renewal (statutory fee / charge)	20.00	20.00
Gambling Act 2005 Premises Licence Fees:		
New Premises Licence	588.50	600.30
Vary a Premises Licence	588.50	600.30
Transfer a Premises Licence	151.00	154.00
Re-instatement of a Premises Licence	268.30	273.70
Provisional Statement	588.50	600.30
Premises Licence with a Provisional Statement	105.10	107.20
Copy of Licence	20.00	20.00
Notification of Change of Address	32.60	33.30
Annual Premises Licence Fee	268.30	273.70
Sex Shop/Cinema		
Grant	581.40	593.00
Renewal	408.00	416.20
Transfer or Variation	408.00	416.20
Sexual Entertainment Venues		
Grant	1,366.80	1,394.10
Renewal	979.20	998.80
Transfer or Variation	979.20	998.80
Motor Salvage Operator (3 Years)	91.80	93.60
Poisons Act 1972:		
New entry or change of name on list	33.30	34.00
Subsequent renewal of name on list	17.60	18.00
Alteration to premises (where listed person is entitled to sell)	9.00	9.20

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Explosives Manufacture and Storage of Explosives Regulations 2005 (VAT N/A) Storage:		
New - one year licence	178.00	178.00
New - two year licence	234.00	234.00
Renew - one year licence	83.00	83.00
Renew - two year licence	141.00	141.00
Registration:		
New - one year licence	105.00	105.00
New - two year licence	136.00	136.00
Renew - one year licence	52.00	52.00
Renew - two year licence	83.00	83.00
Variations/Replacements/Transfers	35.00	35.00
Fireworks Act 2003-Fireworks Regulations 2004 (licence for all year sale)	500.00	500.00
Contaminated Land		
Contaminated Land Enquiries To provide additional information to solicitors, developers etc.	88.70	90.50
Food		
Food Export Certificate	52.00	53.00
Food Hygiene Course Lecturing	64.30	65.60
Food Premises Register		
Full	989.40	1,009.20
Single Entry	19.40	19.80
Other - Public Protection		
Water Sampling	Cost Recovery	Cost Recovery
Voluntary Surrender Certificate	103.00	105.10
Preparation of report for accident investigation	68.30	69.70
Street Trading - annual	382.50	390.20
Street Trading - One off event	85.70	87.40

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Trading Standards		
Annual Membership Fee	185.60	189.30
Renewal Fee for Existing Member	139.70	142.50
United Kingdom Trade Confederation Membership Fee	156.10	159.20
United Kingdom Trade Confederation Renewal Fee	156.10	159.20
Trading Standards Approved Stickers		
per 100	13.30	13.60
per 500	18.40	18.80
per 1000	24.50	25.00
Consumer Guide Leaflet		
per 100	29.60	30.20
per 500	74.50	76.00
per 1000	152.00	155.00
Trading Standards Approved Plaque	37.70	38.50
Replacement/Additional Membership Certificate	13.30	13.60
Milton Keynes Scales		
Pass per item	27.00	27.00
Fail per item	27.00	27.00
Concessionary Fares		
Replacement concessionary travel permits	5.60	10.00
Travel Aid Scheme	1.00	5.00

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Community Safety		
Community Safety - Fixed Penalty Notices (VAT n/a) - charging the maximum allowed by law	Maximum / Discounted	Maximum / Discounted
Nuisance parking - cars for sale and repair	100 / 60	100 / 60
Abandoning a vehicle	200 / 140	200 / 140
Litter	80 / 50	80 / 50
Street litter control notices and litter clearing notices	100 / 60	100 / 60
Unauthorised distribution of free literature	80 / 50	80 / 50
Graffiti and fly posting	80 / 50	80 / 50
Failure to produce authority (Waste Transfer Notes)	300 / 200	300 / 200
Failure to possess a Waste Carriers Licence	300 / 200	300 / 200
Offence in relation to waste receptacles	100 / 60	100 / 60
Offences under Dog Control Orders	80 / 50	80 / 50
Failure to nominate key holder and inform Local Authority	80 / 50	80 / 50
Noise from licensed premises under Noise Act 1996	Not adopted	Not adopted
Allowing a dog to foul under Dog Fouling of Land Act 1979/Environmental Protection Act 1990	50.00 / no discount	50.00 / no discount
Pest Control		
Rats (First infestation treated in a twelve month period)	0.00	0.00
Rats (Subsequent infestation treated in a twelve month period)	56.10	57.20
Rats Concession	28.10	28.60
Mice (First infestation treated in a twelve month period)	0.00	0.00
Mice (Subsequent infestation treated in a twelve month period)	56.10	57.20
Mice Concession	28.10	28.60
Bedbugs (First infestation treated in a twelve month period)	0.00	0.00
Bed Bugs (Subsequent infestation treated in a twelve month period)	56.10	57.20
Bedbugs Concession	28.10	28.60
Cockroach (First infestation treated in a twelve month period)	0.00	0.00
Cockroaches (Subsequent infestation treated in a twelve month period)	56.10	57.20
Cockroach Concession	28.10	28.60
Wasps (First nest)	61.20	62.40
Wasps (Concession)	30.60	31.20
Ants	66.30	67.60
Ant (Concession)	33.20	33.80
Fleas	66.30	67.60
Flea (Concession)	33.20	33.80

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Dog Control - No VAT		
Veterinary fee	Cost Recovery	Cost Recovery
Direct return to owner where dogs are chipped / tagged	27.00	27.50
Owner collects from kennels	53.60	54.70
Kennelling (per night)	10.70	10.90
Warden collects dog from kennels and returns to owner	107.10	109.20
Kennelling (per night)	10.70	10.90
Waste		
Bulky Waste		
To collect bulky waste from domestic premises (per load or part thereof)	49.00	50.00
Concession	24.50	25.00
Fridges & Freezers		
To collect fridges and freezers from domestic premises	38.30	39.10
Concession	19.20	19.55
Cement Bound Asbestos		
To collect cement-bound asbestos from domestic premises:	Assessed on individual case basis - contact the Service	Assessed on individual case basis - contact the Service
Persons in receipt of means tested benefit	Assessed on individual case basis - contact the Service	Assessed on individual case basis - contact the Service
Abandoned / End-of-life Vehicles		
To collect and dispose of end-of-life vehicles from domestic premises	Free (except caravans - contact the service)	Free (except caravans - contact the service)
To collect and dispose of end-of-life vehicle or abandoned vehicles from non-domestic premises	27.50	28.10

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Planning		
Building Control		
duplicate certificate - administration charge on projects prior to 1st April 2003	29.50	29.50
confirmation of satisfactory final inspection where certificate has not previously been issued	29.50	29.50
Site Inspection and letter of confirmation of satisfactory completion of works (Building Regs) (VAT n/a)	59.50	59.50
Sale of Plans		
A2	9.20	9.40
A1	11.70	11.90
A0	14.80	15.10
Street Naming (VAT n/a)		
Existing Property - House Name Change	60.20	60.20
New Property - Naming / Numbering		
1-5 Plots	180.50	180.50
6-25 Plots	301.90	301.90
26-75 Plots	725.20	725.20
76+ Plots	997.60	997.60
Additional charge where this includes naming a building (e.g. block of flats)	241.70	241.70
Existing Street - Rename	301.90	301.90
Existing Street - Rename - additional charge per property	60.20	60.20
New Street - Additional charge to house numbering where this includes naming of a street	241.70	241.70

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Development Management		
High Hedges		
High Hedges Legislation - Administer a complaint brought under Part 8 of Anti-Social Behaviour Act 2003	500.80	700.00
Concession for applicants on means tested benefit	50% reduction	50% reduction
Section 106 Town & Country Planning Act 1990 Agreement - Larger Colour Documents	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost
Tree Preservation Orders	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost
Completion Certificates (VAT n/a)		
Section 106 Town & Country Planning Act 1990 Agreement and Unilateral Undertakings: Compliance monitoring fee (charges associated with monitoring obligations contained in agreements and undertakings) :		
Unilateral Undertakings	306.00	312.10
Agreements	459.00	468.20
Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on estimated cost of works before a signed Agreement for a proposed road scheme is in place	11%	11%
Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on estimated cost of works after a signed Agreement for a road scheme is in place	8.50%	8.50%
Section 278 Highways Act 1980 Agreements - Administration of schemes for the improvement or alteration to a public highway - percentage of fee based on scheme value	7%	7%
Highway Enquiry and Search letters: per standard enquiry (VAT N/A)	15.70	16.00
Highway Enquiry & Search Letters : per non standard enquiry including VAT	48.20	49.20
Minerals Letters: per enquiry	42.80	43.70
Planning Application fees http://www.planningportal.gov.uk/planning/usefultools	Charges set nationally	Charges set nationally
Mineral & Landfill Monitoring Fees - (nationally set fees)		
Current Site	288.00	Charges set nationally - not yet set
Dormant Site	96.00	Charges set nationally - not yet set

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Heritage		
Use of Historic Environmental Records (HER):		
Per hour by visit	45.90	46.80
Per hour by remote enquiry	66.30	67.60
Highways and Transportation		
Highways Maintenance (VAT N/A)		
Temporary Traffic Regulation Orders	1224.00*	1250.00*
* This rate also applies where the Countryside Access Team make such Orders for companies (the majority of cases). Where applications are made to the Countryside Access Team from individuals 60% of the fee is charge		
Temporary Traffic Regulation Orders for special events	1,224.00	1,250.00
Special Events Orders for charities and local authorities		
	153.00	155.00
Emergency Traffic Regulation Orders	612.00*	625.00*
* This rate also applies where the Countryside Access Team make such Orders for companies (the majority of cases). Where applications are made to the Countryside Access Team from individuals 60% of the fee is charge		
Scaffold Licences, excavation of carriageway and hoarding	102.00	105.00
Streetworks Licences	255.00	260.00
Road Opening Permit Fee (non refundable)	91.80	95.00
Road Opening Permits (Refundable Bond) - less £100 inspection fee	450.00	450.00
Additional charge for above, over 5m2 (Refundable Bond)	90.00 per m2	90.00 per m2
Additional charge for excavations of footway or verge (Refundable Bond)	30.00 per m2	30.00 per m2
Developer Directional Signage - per application (non refundable)	127.50	140.00
Developer Directional Signage (per sign) refundable deposit	60.00	60.00

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Off Street Car Parking Charges		
Dunstable		
West Street (2hr time limit)	Free	Free
Westfield Road (3 hr time limit)	Free	Free
Houghton Regis		
Bedford Square (3 hr time limit)	Free	Free
Tithe Farm Road (3 hr time limit)	Free	Free
Leighton Buzzard		
Baker Street (2 hr time limit)	Free	Free
Linslade		
New Road (2 hr time limit)	Free	Free
Off Street Parking Charges		
1 Hour	0.50	0.50
2 Hour	1.00	1.00
3 Hour	1.50	1.50
5 Hour	3.50	3.50
All Day	6.00	6.00
Off Street Car Parking Charges Aston Square, St Mary's Gate, Eleanor's Cross		
1 Hour	0.50	0.50
2 Hour	0.50	0.50
3 Hour	1.50	1.50
5 Hour	3.50	3.50
All Day	6.00	6.00

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Penalty Charge Notices - No VAT Charges set by government as national standard and cannot be changed without the direction of the government		
Standard Rate	70.00 (high level) 50.00 (low level)	70.00 (high level) 50.00 (low level)
Discounted Rate- if paid within 14 days	35.00 (high level) 25.00 (low level)	35.00 (high level) 25.00 (low level)
Charge Certificate stage	105.00 (high level) 75.00 (low level)	105.00 (high level) 75.00 (low level)
Court and Bailiff Stage	110.00 (high level) plus costs 80.00 (low level) plus costs	110.00 (high level) plus costs 80.00 (low level) plus costs
Permits		
Resident Permit per annum	50.00	10.00
Resident Permit: Incremental increased fee - 2nd vehicle	70.00	70.00
Resident Permit: Incremental increased fee - 3rd vehicle	90.00	90.00
Commercial Permit (for town centre businesses) (for use in CBC car parks) 12 months	386.00	386.00
Employee (for town centre workers) (for use in CBC car parks) 12 months	386.00	386.00
3 months	129.00	129.00
1 month	52.00	52.00
Market Trader - per pitch per market day 12 months	64.00	64.00
1 day	3.50	3.50
General Public Permit (for use in CBC car parks) - 1 week	12.80	12.80
Dispensation - per day	5.00	5.00
Dispensation: per week	20.00	20.00
Book 25 visitor's day tickets	50.00	30.00
Disabled badge holders	Free in designated bays only	Free in designated bays only

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Highway Licences (VAT N/A)		
Deposit for scaffolding on or over highway	No charge	No charge
Deposit for hoarding/fences on highway	No charge	No charge
Consent to deposit materials on the highway	33.70	35.00
Oversailing of crane over the highway	101.00	105.00
Permission to place skip on highway	33.70	35.00
Provision of estimate for construction of crossover	99.50	105.00
Construction of crossover	At cost	At cost (+10% admin fee) TBC
Tables and chairs on the highway		
Annual fee	Up to 2 sets of tables and chairs (maximum of 4 chairs per table) - free of charge over 2 and up to 10 sets of tables and chairs - £500 over 10 sets of tables and chairs - £1000	Up to 2 sets of tables and chairs (maximum of 4 chairs per table) - free of charge over 2 and up to 10 sets of tables and chairs - £510 over 10 sets of tables and chairs - £1020
Supplementary charge for consultation process undertaken for a new application	£150 per application	£153 per application
Advertising Frames (portable advertising boards)		
Annual fee	£100 for each portable advertising board £50 per application	£102 for each portable advertising board £51 per application
Supplementary charge for consultation process undertaken for a new application		
Variation of tables and chairs / portable advertising board licence	£50 where no consultation is required £150 where consultation is required	£51 where no consultation is required £153 where consultation is required
Mobile Food Trading	£50 first application inspection fee £500 (application to use the highway) annual fee	£51 first application inspection fee £510 (application to use the highway) annual fee
Provision of H bar road markings	Cost	Cost
Charges for damaged highway plant	Cost	Cost
Renew concrete bollard	Cost	Cost

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Rights of Way		
Public Path/Town & Country Planning Act 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
Public documents		
Definitive Statement	0.60	0.62
Confirmed Orders	3.60	3.70
Policy statements	11.20	11.40
Documents/requests relating to statutory procedures		
Completed user evidence forms	0.60	0.62
Witness interview write ups	0.60	0.62
Statutory declarations by Council officers [per hour]	34.70	35.40
Certified true copy of Definitive Statement	0.60	0.62
Certified true copy of Definitive Map		
per copy A4	22.50	22.50
per copy A3	30.00	30.00
per copy 60x80cm	40.00	40.00
GIS Maps		
A4	3.60	3.70
A3	7.10	7.20
A2	14.80	15.10
A1	18.90	19.30
A0	48.50	49.50
Documents not originating from CBC		
Inspectors' decision letters	4.40	4.50
Other		
One-off Definitive Map searches, planning enquiries etc	57.00	58.10
Produce plan	34.70	35.40
Administration associated with processing public path orders (per hour)	43.90	44.80

Directorate: Sustainable Communities		2012/13 Rate	2013/14 Rate
		£	£
Libraries			
Room Hire Charges (non VAT)			
i) Flitwick, Leighton Buzzard - Hourly charge:			
Within opening hours			
Commercial	19.40 (Flitwick and Leighton Buzzard libraries only)	19.80 (Flitwick and Leighton Buzzard libraries only)	
Community	9.70 (Flitwick and Leighton Buzzard libraries only)	9.90 (Flitwick and Leighton Buzzard libraries only)	
Outside opening hours			
Commercial	32.60 (Flitwick and Leighton Buzzard libraries only)	33.30 (Flitwick and Leighton Buzzard libraries only)	
Community	23.00 (Flitwick and Leighton Buzzard libraries only)	23.50 (Flitwick and Leighton Buzzard libraries only)	
ii) Other Libraries - Hourly charge			
Within opening hours			
Commercial	13.30 (other libraries including Houghton Regis Library)	13.60 (other libraries including Houghton Regis Library)	
Community	6.60 (other libraries including Houghton Regis Library)	6.70 (other libraries including Houghton Regis Library)	
Outside opening hours			
Commercial	25.50 (other libraries including Houghton Regis Library)	26.00 (other libraries including Houghton Regis Library)	
Community	19.40 (other libraries including Houghton Regis Library)	19.80 (other libraries including Houghton Regis Library)	

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Audio Visual (non VAT) (per item)		
CDs - per week		
Standard rate	1.00	1.00
Concessions	0.50	0.50
Registered blind, partially sighted and hearing impaired people	Free	Free
Videos - per week		
Standard rate	1.50	1.50
Concessions & children's Videos	0.80	0.80
Registered blind, partially sighted and hearing impaired people, people with dyslexia, people with dyspraxia	Free	Free
DVD's - per week		
Standard rate	2.30	2.35
Concessions and children's DVDs	1.20	1.25
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	1.30	1.35
Concessions	0.70	0.75
Registered blind, partially sighted and hearing impaired people; housebound service clients; children's spoken word; people with dyslexia, people with dyspraxia	Free	Free
Library Fines		
Standard		
per day open	0.25	0.25
Maximum (after 5 weeks)	7.50	7.50
Concessions		
per day open	0.12	0.12
Maximum (after 5 weeks)	3.60	3.60
Children's Tickets and Children's Books		
per day open	0.05	0.05
Maximum (after 5 weeks)	1.50	1.50
CD's, DVD's and Videos.	Further hire charge is made	Further hire charge is made

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Lost and Damaged items	Charge on library catalogue plus £1. If not on catalogue refer to Service Development Manager	Charge on library catalogue plus £1. If not on catalogue refer to Service Development Manager
Magazines - charged at face value plus 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.	0.60	0.00
British Library Lost Book Charge (50% remission if subsequently returned)	Actual + 3.30 admin fee	Actual + 3.40 admin fee
Requests (viewpoint and staff assisted) charge per request		
Standard rate	1.20	1.20
Children’s rate	No charge	No charge
Concessions	0.60	0.60
Additional charge for books borrowed from outside Bedfordshire	2.00	2.20
Vocal scores : per set of 5 - 30	6.10	6.10
Vocal scores per set of 31+	12.20	12.20
Request charges for 16 – 18 year olds are at the concessionary rate		
Lost Ticket Replacement		
Charge per lost ticket (Adult only)	1.00	1.00
Libraries - Photocopies and Print Outs		
i) Black and white photocopies, fax, CD-ROM and internet prints		
Per copy A4	0.10	0.10
A3	0.15	0.15
ii) Black and white microform reader/printers		
Per copy A4	0.30	0.35
iii) Colour CD-ROM and Internet prints containing photographs, artwork or charts	0.50	0.50
iv) Colour photocopies		
Per copy A4	1.00	1.00
A3	1.50	1.50
(Use discretion where library only has colour printers and print would have been b & w if available)		

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Libraries fax charges per copy sent		
UK		
first sheet	1.50	1.50
subsequent sheets	0.70	0.70
Europe & N America		
first sheet	2.80	2.90
subsequent sheets	1.50	1.50
Rest of world		
first sheet	4.10	4.20
subsequent sheets	2.10	2.10
Receiving faxes (per sheet)	1.00	1.00
Receiving faxes from premium rate lines		
standard charge	3.30	3.40
plus price per sheet	1.00	1.00
Occasional local publications (to be agreed with Operations Manager) at cost + commission		
Display of Commercial Posters		
All charges to be for a maximum display period of 4 weeks. Charge per week		
A3	29.60	Deleted
A4	17.90	Deleted
A5	10.70	Deleted
Postcard size	5.10	Deleted
Libraries Sales items		
Occasional local publications (to be agreed with Operations Manager) at cost + commission charge of	10%	Deleted
Charity and Commercial Group Sales		
Biggleswade Dunstable, Flitwick, Houghton Regis, Leighton Buzzard	18.40 per day	Deleted
Other Libraries	12.20 per day	Deleted

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Archives - charges set by Bedford Borough as part of its responsibility under the SLA (published on their internet site)		
New Leighton Buzzard Theatre Prices		
Lounge		
Non Commercial per hour	18.00	18.40
Commercial per hour	25.00	26.00
Meeting Room		
Non Commercial per hour	13.00	13.30
Commercial per hour	20.00	20.40
Auditorium Non Performance		
Non Commercial per hour	30.00	30.60
Commercial per hour	40.00	40.80
Auditorium Performance		
Mon-Wed per hour 4 hours min non commercial	40.00	40.80
Mon-Wed per hour 4 hours min commercial	45.00	46.00
Mon-Wed 9.30 to 23.00 non commercial	500.00	510.00
Mon-Wed 9.30 to 23.00 commercial	580.00	591.60
Thur-Sat per hour 4 hours min non-commercial	50.00	51.00
Thur-Sat per hour 4 hours min commercial	55.00	56.10
Thur-Sat 9.30 to 23.00 non commercial	550.00	561.00
Thur-Sat 9.30 to 23.00 commercial	650.00	663.00
Late Vacating per 1/2hr or portion thereof	30.00	30.60
Sunday per hour	50.00	51.00
Technician per hour	20.00	20.40
Block bookings of 5 days inclusive of 'get in and get out' 20% discount		
Notes - All room hire - non VAT . Technical hire is a separate item. In addition to the Fees and Charges a number of long standing and regular hirers have 'side agreements' within the Terms & Conditions of hire		

TABLE A

STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW DWELLING

The charge for dwellings includes an attached or detached single storey garage up to 30m² floor area.

NEW DWELLINGS			
No	Full Plans		Building Notice Charge
	Plan Charge	Inspection Charge	
1	£195	£460	£655
2	£255	£515	£770
3	£315	£635	£950
4	£375	£690	£1065
5	£435	£870	£1305
6	£495	£930	£1425
7	£555	£985	£1540
8	£615	£1110	£1725
9	£675	£1225	£1900
10	£725	£1350	£2075
11	£775	£1420	£2195
12	£825	£1490	£2315
13	£875	£1615	£2490
14	£925	£1685	£2610
15	£975	£1815	£2790
16	£1025	£1880	£2905
17	£1075	£2005	£3080
18	£1125	£2075	£3200
19	£1175	£2205	£3380
20	£1225	£2335	£3560

Note - for 20 or more dwellings or if the floor area of a dwelling exceeds 300m² the charge is individually determined.

TABLE B
DOMESTIC EXTENSIONS TO A SINGLE BUILDING

SINGLE and TWO STOREY EXTENSIONS					
Category	Description	Plan Charge	Inspection Charge	Building Notice Charge	Additional Charge*
B1	Single and Two storey extension floor area not exceeding 40m ²	£160	£195	£355	£60.00
B2	Single and Two storey extension floor exceeding 40m ² but not exceeding 60 m ²	£160	£285	£445	£60.00
B3	Single and Two storey extension floor exceeding 60m ² but not exceeding 100m ²	£160	£375	£535	£60.00
LOFT CONVERSIONS					
Category	Description	Plan Charge	Inspection Charge	Building Notice Charge	Additional Charge*
B4	Loft conversion that does not include the construction of a dormer	£160	£255	£415	£60.00
B5	Loft conversion that includes the construction of a dormer	£160	£375	£535	£60.00
GARAGES AND CARPORTS					
Category	Description	Plan Charge	Inspection Charge	Building Notice Charge	Additional Charge*
B6	Erection or extension of a non exempt attached or detached domestic garage or carport up to 100m ²	£160	£140	£300	£60.00
OTHER					
Category	Description	Plan Charge	Inspection Charge	Building Notice Charge	Additional Charge*
B7	Conversion of a garage to a dwelling to a habitable room(s)	£210	Nil	£210	£60.00
B8	Alterations to extend or create a basement up to 100m ²	£210	Nil	£210	£60.00

* An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

TABLE C

Domestic alterations to a single building

ALTERATIONS						
Category of Work		Basis of Charge	Plan Charge	Inspection Charge	Building Notice Charge	Details of any reduction for work carried out at the same time as work referred to in Table B
C1	The installation of any controlled fitting or other building work ancillary to the building of an extension.	Included in the charge for an extension.	N/A	N/A	N/A	N/A
C2	Traditional Underpinning	Up to 25m in length	£265	Nil	£265	£50
C3	Renovation of a thermal element to a single dwelling.	Fixed price.	£200	Nil	£200	£50
C4.	Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of the extension no additional charge)	Fixed price based on estimated cost bands, Estimated cost less than £5,000 Estimated cost exceeding £5,000 up to £25,000 Estimated cost exceeding £25,001 and up to £50,000 Estimated cost exceeding £50,001 and up to £75,000	£175 £175 £175 £175	Nil £150 £300 £360	£175 £325 £475 £535	N/A
C5	Window replacement (non competent person's scheme).	Fixed price grouped by numbers of windows, Per installation up to 20 windows Per installation over 20	£125 £175	Nil Nil	£125 £175	£50 £50
C6	Electrical work (non competent person's scheme).	Windows. Fixed price based on estimated cost Estimated Cost up to £10,000 Estimated Cost Exceeding £10,000	£210 £270	Nil Nil	£210 £270	£50 £50

TABLE D
OTHER, NON DOMESTIC WORK - EXTENSIONS AND NEW BUILD

NON DOMESTIC – EXTENSIONS AND NEW BUILD					
Category of Work	Basis of charge	Building Usage			
		Industrial and Storage Use		All other uses*	
		Plan Charge	Inspection Charge	Plan Charge	Inspection Charge
D1	Floor area not exceeding 40m ²	£200	£275	£250	£350
D2	Floor area exceeding 40m ² but not exceeding 100m ²	£250	£400	£300	£450
D3	Floor area exceeding 100m ² but not exceeding 200m ²	£300	£500	£350	£600

*All Other Uses includes Assembly and Recreation; Other Residential; Office; Shops and Commercial Buildings

The amount of time to carry out the building regulation functions varies, dependent on the different use categories of buildings.

The amount of time to check and inspect a building used for industrial and storage use is considered less than that for other uses of same size buildings.

TABLE E
ALL OTHER NON DOMESTIC WORK - ALTERATIONS

NON DOMESTIC ALTERATIONS				
Category of Work		Basis of Charge	Plan Charge	Inspection charge
E1	The installation of any fitting or other work ancillary to the building of an extension.	Included in the charge for the building.	N/A	N/A
E2	Traditional Underpinning.	Up to 25m in length	£265	Nil
E3	Window and Shop Front(s) Replacement (non competent person's scheme).	Fixed price grouped by numbers of windows, e.g.:		
		Per installation up to 20 windows	£175	Nil
		Per installation over 20 windows up to 50 windows.	£200	Nil
E4	Renovation of a thermal element	Estimated cost up to £50,000	£225	Nil
E5	Other alterations not described elsewhere including structural alterations and installation of controlled fittings	Estimated cost up to £5,000	£265	Nil
		Estimated cost exceeding £5,000 and up to £25,000	£265	£300
		Estimated cost exceeding £25,000 and up to £50,000	£300	£350
		Estimated cost exceeding £50,000 and up to £100,000	£300	£600
E6	Installation of Mezzanine floor used solely for storage purposes up to 300m ²	Fixed price	£265	£300

Additional charge for the change of use of a building

The charge is £100 and all associated building work will be subject to the additional charges detailed above. This additional charge does not apply in relation to a building used for residential purposes that is altered to create more or fewer dwellings.

Pre-Application Advice – Charging & Information 2013-14

CATEGORY	TYPE OF DEVELOPMENT	FEE
1	50 dwellings + Please speak to a Planning Officer regarding undertaking a PPA	£2,000 + £100 per dwelling
2	3000sqm + or 30-49 dwellings	£2,000
3	2000sqm – 2999sqm or 20 – 29 dwellings	£1,200
4	1000sqm – 1999sqm or 10 – 19 dwellings	£800
5	Under 1000sqm or 5 – 9 dwellings	£500
6	2 – 4 dwellings	£250
7	1 dwelling including replacement dwellings	£150
8	Household extensions, alterations, outbuildings, PD check or Change of Use (no floor space created) N.B. A formal determination can be obtained through a Lawful Development Certificate for half the normal planning fee.	£70

Categories 1- 4: 8 weeks process, up to 2 hours of officer meeting time, a written response, full consultation with relevant planning consultees

Categories 5- 6: 28 day process, up to an hour of officer meeting time, a written response, full consultation with relevant planning consultees

Category 7: 28 day process, a written response, full consultation with relevant planning consultees

Category 8: 28 day process, a written response, consultation at case officer's discretion.

Free – Listed Building Advice, Tree Preservation Advice, Requests for Information.

Any development not falling within the above categories please contact the planning department to discuss a fee for pre-application advice, this is likely to be no more than £500.

PRE-APPLICATION ENQUIRY CHARGING REGIME FOR MINERALS & WASTE

Pre-application advice in writing following a formal written enquiry, including allowance for a single meeting with one or two officers for up to 2 hours

A flat fee of £500 will be charged for pre-application advice on the following matters:

1. Waste Management Development including landfilling, landraising, built development and associated land/facilities. These would include, but not exclusively, energy from waste facilities, gasification plants, mechanical biological treatment (MBT), pyrolysis, composting, anaerobic digesters, household recycling centres, waste transfer stations, materials recycling facility, aggregates recycling facilities, WEE facilities and scrapyards
2. New mineral winning and working sites and extensions including the use of land for storage of minerals in the open or for the deposit of materials remaining after mineral extraction and any operations connected with exploratory drilling for oil or natural gas
3. All applications for variations of existing planning permissions for Waste Management Development including landfilling, waste disposal and landraising and the winning and working of Minerals
4. Review of Old Mineral/Mining Permissions (ROMPS) or Interim Development Orders (IDOs)
5. Certificates of Lawfulness or Existing Use or Development OR Certificates of Lawfulness of Proposed Use or development for all mineral and waste development.

A fee of £150 will be charged for pre-application advice on the following:

Discharge of pre-development conditions or request for confirmation of compliance with conditions

Subsequent / follow up meetings:

£175 for attendance by up to two officers for up to 2 hours. Each additional officer in attendance charged at **£75**.

Pre-application advice in writing following a formal written enquiry (excluding meetings)

£175 standard charge (*all categories of development as identified above*)

Nb. In accordance with the fee exemptions set out in the current Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008, Parish and Town Councils incur half the fee.

	2012/13 Rate	2013/14 Rate
Directorate: Corporate Resources	£	£
		rounded to nearest 0.10p 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	450.00
Additional cost per hour	25.00	25.00
Disbursement Costs		
Postage under £20	No charge	No charge
Postage £20 or over	Actual cost	Actual cost
E-mail Transmission	No charge	No charge
CD / DVD per disk	5.50	5.50
Registration (Fees jointly agreed with Beds Borough under a Service Level Agreement)		
Marriages - Approved Premises		
Local Authority Venue Monday - Thursday	115.00	115.00
Local Authority Venue Friday	120.00	120.00
Local Authority Venue Saturday	165.00	170.00
Outside Venue Monday - Friday	390.00	400.00
Outside Venue Saturday	465.00	475.00
Outside Venue Sunday	520.00	530.00
Civil Partnership Registrations - Approved Premises		
Local Authority Venue Monday - Thursday	115.00	115.00
Local Authority Venue Friday	120.00	120.00
Local Authority Venue Saturday	165.00	170.00
Outside Venue Monday - Friday	340.00	345.00
Outside Venue Saturday	395.00	400.00
Outside Venue Sunday	455.00	465.00
Celebratory Services - Approved Premises - Outside Venue		
weekdays	255.00	200.00
Saturdays	315.00	260.00
Sundays	370.00	315.00
Celebratory Services - Approved Premises - Local authority Venue		
weekdays	270.00	215.00
Saturdays	325.00	270.00
Nationality Checking Service		
Adults who submit a single application pays one fee	60.00	60.00
Husband and wife living together who apply at the same time pay one fee	100.00	100.00
Childrens applications	30.00	30.00
Settlement Checking Service	N/A	85.00
Citizenship Ceremonies - Individual Ceremony (VAT n/a)	110.00	110.00

	2012/13 Rate	2013/14 Rate
	£	£
Directorate: Corporate Resources		
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)	1,310.00	1335.00
Approved Premises Licence Fee (Three year) Renewal (minimum fee for 2 rooms only - £100 to be added for each additional room to be licenced)	960.00	980.00
Civil Funerals	200.00	205.00
Express Certificates (includes statutory fee)	21.00	21.00
Postage for certificates	1.00	1.00
Fees set by General Register Office (per item)		
Notice of Marriage	35.00	35.00
Notice of Civil Partnership	35.00	35.00
Register Office Marriage	45.00	45.00
Register Office Civil Partnership Registration	45.00	45.00
Standard certificate of birth, death or marriage - form closed register	10.00	10.00
Short birth cert from closed register	10.00	10.00
Short birth cert issued at time of registration	Free	Free
Any other short birth cert issued at time of registration	4.00	4.00
Any other short birth cert issued after the time of registration	7.00	7.00
Standard certificate of birth, death or marriage - at the time of registration	4.00	4.00
Standard certificate of birth, death or marriage - after the time of registration	7.00	7.00
Civil Partnerships - certified copy or extract issued at the time of registration	4.00	4.00
Civil Partnerships - certified copy or extract issued after the time of registration	10.00	10.00
Attendance to take a notice - housebound or detained (e.g. prison)	46.00	46.00
Attendance to take a notice - detained (e.g. prison)	67.00	67.00
Attendance of SR to conduct marriage or CP - housebound or detained	82.00	82.00
Attendance of SR to conduct marriage or CP - detained	93.00	93.00
Register marriage at Church, housebound or detained - Registrar's fee	84.00	84.00
Register marriage at Church, housebound - Registrar's fee	79.00	79.00
Register marriage at Church, detained eg prison - Registrar's fee	86.00	86.00
Certificate of worship (to licence a building for worship)	28.00	28.00
Licence a religious building for marriage	120.00	120.00
General Search of the Indexes	18.00	18.00
Coroners		
Supply of transcript of inquest on CD	32.20	33.00
Additional copies	10.80	11.02
Statutory charge for paper copies (per sheet)	1.10	1.10

	2012/13 Rate	2013/14 Rate
Directorate: Corporate Resources	£	£
Elections		
For each register per 1000 names or part thereof	1.50	
Local Land Charges		
Full Residential Search (LLC1 and Con29)	133.00	133.00
Full Commercial Search (LLC1 and Con29)	201.00	201.00
LLC1 Certificate of Search	20.00	20.00
Con 29 Local Enquiries (Residential)	113.00	113.00
Con 29 Local Enquiries (Commercial)	181.00	181.00
Part II optional	15.00	15.00
Solicitors own question	25.00	25.00
Additional parcel of land	13.50	13.50
Personal Search	Free	Free
Copy documents	2.20	2.24
Human resources		
Criminal Records Bureau (CRB) Checks		
Cost Per CRB check		
Standard	26.00	26.00
Enhanced	44.00	44.00
Administrative Charge	20.00	20.40
Local Taxation		
Cost of Collection		
Administration charge on Court Costs		
Council Tax	83.00	83.00
NNDR	83.00	83.00
Communications		
Advertising in News Central		
Full page	1,499.00	1,600.00
Half page	999.00	950.00
Quarter page	499.00	550.00
Eighth of page	269.00	280.00

	2012/13 Rate	2013/14 Rate
Directorate: Corporate Resources	£	£
Legal Services		
S38	152.40 per hour, minimum charge 1000.00	£133 minimum charge £1100.
S278	198.00 per hour	£173
Planning Agreements	198.00 per hour	£173
Unilateral Undertaking (VAT n/a)	Fixed Fee 400.00	Minimum charge £500
Notice of Registration (VAT n/a)	Fixed Fee 75.00	90.00
Consent to Postpone (VAT n/a)	Fixed Fee 75.00	90.00
Deed of Covenant (VAT n/a)	Fixed Fee 75.00	90.00
Consent to Sub-let (VAT n/a)	Fixed Fee 75.00	90.00
Deferred Payment Charge	200.00	225.00
ANO Paying	152.40 per hour	133 per hour
Leashold enquiries	152.40 per hour, minimum charge 152.40	133 per hour
Photocopying (external solicitors and other parties)	0.30 per sheet plus £5 admin	25p per sheet plus £5 admin