

Appendix **A – Fees & Charges Schedule – Community Services and Regeneration & Business Support.**

Note: yellow highlighting indicates national set charges or statutory charges.
(CMT Note: Minor formatting changes still required)

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Transfer of Ownership of Vehicles		
Where the ownership of a vehicle already licensed 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	110.00	115.00
Where the vehicle licence is transferred and is to remain in force until its expiry date	110.00	115.00
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
2 years		
3 years	174.00	174.00
Over 50,000 litres		
1 year	120.00	120.00
2 years		
3 years	360.00	360.00
Transfer of Petroleum Licence	8.00	8.00
Other Licensing		
Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing		
One-off registration fees:		
Premises	151.90	155.00
Person	142.80	146.00
Person(if member of accredited body)	45.00	46.00
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	600.30	615.00
Vary a Premises Licence	600.30	615.00
Transfer a Premises Licence	154.00	158.00
Re-instatement of a Premises Licence	273.70	280.00
Provisional Statement	600.30	615.00
Premises Licence with a Provisional Statement	107.20	110.00
Copy of Licence	20.00	21.00
Notification of Change of Address	33.30	34.00
Annual Premises Licence Fee	273.70	280.00
Sex Shop/Cinema		
Grant	593.00	610.00
Renewal	416.20	425.00
Transfer or Variation	416.20	425.00
Sexual Entertainment Venues		
Grant	1,394.10	1,430.00
Renewal	998.80	1,025.00
Transfer or Variation	998.80	1,025.00
Poisons Act 1972:		
New entry or change of name on list	34.00	35.00
Subsequent renewal of name on list	18.00	19.00
Alteration to premises (where listed person is entitled to sell)	9.20	10.00

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Explosives Manufacture and Storage of Explosives Regulations 2005		
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.	90.50	93.00
Food		
Food Export Certificate	53.00	55.00
Food Hygiene Course Lecturing	65.60	67.00
Food Premises Register		
Full	1,009.20	1,030.00
Single Entry	19.80	20.00
Primary Authority status		
Other - Public Protection		
Water Sampling	Cost Recovery	Cost Recovery
Voluntary Surrender Certificate	105.10	108.00
Preparation of report for accident investigation	69.70	72.00
Street Trading - annual	390.20	400.00
Street Trading - One off event	87.40	90.00
Trading Standards		
Annual Membership Fee	189.30	189.30
Renewal Fee for Existing Member	142.50	142.50
United Kingdom Trade Confederation Membership Fee	159.20	159.20
United Kingdom Trade Confederation Renewal Fee	159.20	159.20
Trading Standards Approved Stickers		
per 100	13.60	13.90
per 500	18.80	19.00
per 1000	25.00	25.50
Consumer Guide Leaflet		
per 100	30.20	30.50
per 500	76.00	77.50
per 1000	155.00	158.50
Trading Standards Approved Plaque	38.50	39.50
Replacement/Additional Membership Certificate	13.60	13.90

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Licensing Act 2003		
Temporary Event Notices - new application		21.00
Premises Licences/club certificates - new application/variation fee:		
Rateable value band A - new application/variation fee		100.00
Rateable value band A - renewal fee		70.00
Rateable value band B - new application/variation fee		190.00
Rateable value band B - renewal fee		180.00
Rateable value band C - new application/variation fee		315.00
Rateable value Band C - renewal fee		295.00
Rateable value Band D - new application/variation fee		450.00
Rateable value Band D - renewal fee		320.00
Rateable value Band E - new application/variation fee		635.00
Rateable value Band E - renewal fee		350.00
In addition, a multiplier will be applied to town and city centre pubs (those in bands D and E) where they are exclusively or primarily in the business of selling alcohol:		
Rateable value Band D (x2) - town centre pub application fee		900.00
Rateable value Band D (x2) - town centre pub annual charge		640.00
Rateable value Band E (x3) - town centre pub application fee		1,905.00
Rateable value Band E (x3) - town centre pub annual charge		1,050.00
Minor Variation to Premises Licence		89.00
Transfer responsibility from DPS to management committee (where the premises already has a DPS)		23.00
Transfer of DPS on new applications or variations to add alcohol sales		Full/new variation fee
Personal Licence New/Renewal		37.00
Personal Licence Change Name/address		10.50
New from October 2013		
Scrap Metal Dealers Licence		
Collectors Licence (3 years)		455.00
Site Licence (3 years)		530.00
Community Safety		
Community Safety - Fixed Penalty Notices - 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

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Pest Control		
VAT included at current standard rate		
Rats (First infestation treated in a twelve month period)	0.00	see below
Rats (Subsequent infestation treated in a twelve month period)	57.20	
Rats (charge for each infestation treated in a twelve month period)		60.00
Rats Concession	28.60	30.00
Mice (First infestation treated in a twelve month period)	0.00	see below
Mice (Subsequent infestation treated in a twelve month period)	57.20	
Mice (charge for each infestation treated in a twelve month period)		60.00
Mice Concession	28.60	30.00
Bedbugs (First infestation treated in a twelve month period)	0.00	see below
Bed Bugs (Subsequent infestation treated in a twelve month period)	57.20	
Bed Bugs (charge for each infestation treated in a twelve month period)		60.00
Bedbugs Concession	28.60	30.00
Cockroach (First infestation treated in a twelve month period)	0.00	see below
Cockroaches (Subsequent infestation treated in a twelve month period)	57.20	
Cockroaches (charge for each infestation treated in a twelve month period)		60.00
Cockroach Concession	28.60	30.00
Wasps (First nest)	62.40	see below
Wasps		68.00
Wasps (Concession)	31.20	34.00
Ants	67.60	68.00
Ant (Concession)	33.80	34.00
Fleas	67.60	68.00
Flea (Concession)	33.80	34.00
Dog Control		
Veterinary fee	Cost Recovery	Cost Recovery
Direct return to owner where dogs are chipped / tagged	27.50	28.00
Owner collects from kennels	54.70	56.00
Kennelling (per night)	10.90	11.00
Warden collects dog from kennels and returns to owner	109.20	112.00
Kennelling (per night)	10.90	11.00
Waste - other charges		
VAT included at current standard rate		
Bulky Waste		
To collect bulky waste from domestic premises (per load or part thereof)	50.00	50.00
Concession	25.00	25.00
Fridges & Freezers		
To collect fridges and freezers from domestic premises	39.10	40.00
Concession	19.55	20.00
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

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Abandoned / End-of-life Vehicles		
To collect and dispose of end-of-life vehicles from domestic premises	Free (except caravans - contact the service)	
To collect and dispose of end-of-life vehicle or abandoned vehicles from non-domestic premises	28.10	see below
To collect and dispose of end-of-life vehicles		Free
To collect and dispose of end-of-life caravans		170.00
Highways and Transportation		
Temporary Traffic Regulation Orders (including where orders extended by applicant)		
Orders from companies	1,250.00	1,280.00
Orders from individuals	750.00	770.00
Temporary Traffic Regulation Orders for special events	1,250.00	1,280.00
Special Events Orders for charities and local authorities	155.00	160.00
Emergency Traffic Regulation Orders either through Highways or Countyside Access Teams		
Orders from companies	625.00	645.00
Orders from individuals	375.00	380.00
Scaffold Licences, excavation of carriageway and hoarding	105.00	108.00
Streetworks Licences	260.00	267.00
Road Opening Permit Fee (non refundable)	95.00	97.00
Road Opening Permits (Refundable Bond) - less £100 inspection fee	450.00	461.00
Additional charge for above, over 5m2 (Refundable Bond)	90.00 per m2	92.00 per m2
Additional charge for excavations of footway or verge (Refundable Bond)	30.00 per m2	31.00 per m2
Developer Directional Signage - per application (non refundable)	140.00	145.00 or cost if higher
Developer Directional Signage (per sign) refundable deposit	60.00	62.00
Off Street Car Parking Charges		
VAT applicable included at current standard rate		
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 Car Parking Charges Aston Square, St Mary's Gate, Eleanor's Cross		
2 Hour	0.50	0.50
3 Hour	1.50	1.50
5 Hour	3.50	3.50
All Day	6.00	6.00

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Off Street Parking Charges - Flitwick		
Monday to Friday		5.00
Saturday and Sunday		1.00
Off Street Parking Charges - all other		
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
Other parking charges		
Excess Overnight Charge for parking in multi storey car park		12.00
Overnight parking (before 6.00am and after 8.00pm) - off street	Free	Free
Sunday parking	Free	Free
Lost car park token		6.00
Penalty Charge Notices		
Charges set by government as national standard and cannot be changed without the direction of the government (VAT N/A)		
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	10.00	10.00
Resident Permit: Incremental increased fee - 2nd vehicle	70.00	70.00
Resident Permit: Incremental increased fee -3rd and subsequent 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 Allocated Parking Bay - 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
Visiting Carers Permit		Free
Book 25 visitor's day tickets	30.00	30.00
Disabled badge holders	Free in designated bays only	Free in designated bays only

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Highway Licences		
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	35.00	36.00
Oversailing of crane over the highway	105.00	108.00
Permission to place skip on highway	35.00	36.00
Provision of estimate for construction of crossover	105.00	110.00 (+ 10% admin fee)
Construction of crossover	At cost	At cost
Mobile Food Trading		
First application inspection fee	51.00	52.50
Annual fee	510.00	525.00
Provision of H bar road markings	Cost	Cost
Charges for damaged highway assets	Cost	Cost
Concessionary Fares		
Replacement concessionary travel permits	10.00	10.50
Travel Aid Scheme	5.00	5.00
Room Hire Charges - hourly rate		
NB Requests for use of space (other than meeting rooms) will be negotiated by the library service on an individual basis		
Library Meeting Rooms:		
Flitwick Meeting Room:		
Within opening hours		
Commercial	19.80	21.50
Community	9.90	10.50
Outside opening hours		
Commercial	33.30	36.50
Community	23.50	25.50
Flitwick Small Meeting Room:		
Within opening hours:		
Commercial	13.60	14.00
Community	6.70	7.00
Outside opening hours:		
Commercial	26.00	29.00
Community	19.80	22.00
Biggleswade Ivel Room:		
Within opening hours:		
Commercial	13.60	14.00
Community	6.70	7.00
Outside opening hours:		
Commercial	26.00	29.00
Community	19.80	22.00
Leighton Buzzard Learning Room 1 (first floor):		
Within opening hours:		
Commercial	n/a	14.00
Community	n/a	7.00
Outside opening hours:		
Commercial	n/a	29.00
Community	n/a	22.00
Leighton Buzzard Learning Room 2 (first floor):		
Within opening hours:		
Commercial	n/a	20.00
Community	n/a	10.00
Outside opening hours:		
Commercial	n/a	35.00
Community	n/a	25.00
Leighton Buzzard Activities Room:		
Within opening hours:		
Commercial	n/a	10.00
Community	n/a	5.00
Outside opening hours:		
Commercial	n/a	25.00
Community	n/a	20.00
Sandy Library Meeting Room (within opening hours):		
Commercial	13.60	14.00
Community	6.70	7.00
Houghton Regis Library Meeting Room (within opening hours):		
Commercial	13.60	14.00
Community	6.70	7.00
Dunstable Library Meeting Room (within opening hours):		
Commercial	13.60	14.00
Community	6.70	7.00

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Leighton Buzzard Theatre - Meeting Rooms (hourly charge):		
Leighton Buzzard Theatre Lounge Area:		
Within opening hours:		
Commercial	26.00	27.00
Community	18.40	19.00
Outside opening hours:		
Commercial	n/a	42.00
Community	n/a	34.00
Leighton Buzzard Theatre Meeting Room:		
Within opening hours:		
Commercial	20.40	21.00
Community	13.30	13.50
Outside opening hours:		
Commercial	n/a	36.00
Community	n/a	28.50
Leighton Buzzard Theatre Prices		
Auditorium - Non Performance		
Commercial per hour	40.80	42.00
Non commercial per hour	30.60	32.00
Sunday per hour - (4 hours minimum)	51.00	53.00
Auditorium - Performance		
VAT applicable at current standard rate		
Commercial - Mon-Wed per hour (4 hours minimum)	46.00	47.00
Non commercial - Mon-Wed per hour (4 hours minimum)	40.80	42.00
Commercial - Mon-Wed 9.30 to 23.00	591.60	609.00
Non commercial - Mon-Wed 9.30 to 23.00	510.00	525.00
Commercial - Thur-Sat per hour (4 hours minimum)	56.10	58.00
Non commercial -Thur-Sat per hour (4 hours minimum)	51.00	53.00
Commercial - Thur-Sat 9.30 to 23.00	663.00	683.00
Non commercial Thur-Sat 9.30 to 23.00	561.00	578.00
Auditorium - Non Performance Plus Meeting Room		
Commercial per hour		52.00
Non-Commercial per hour		38.00
Sunday per hour - (4 hours minimum)		73.00
Auditorium - Performance Plus Meeting Room		
VAT applicable at current standard rate		
Commercial per hour (4 hours minimum)		67.00
Non-Commercial per hour (4 hours minimum)		50.00
Commercial - Mon-Wed 9.30 to 23.00		685.00
Non-commercial - Mon-Wed 9.30 to 23.00		575.00
Commercial - Thur-Sat per hour (4 hours minimum)		78.00
Non commercial -Thur-Sat per hour (4 hours minimum)		60.00
Commercial - Thur-Sat 9.30 to 23.00		757.00
Non commercial Thur-Sat 9.30 to 23.00		628.00

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Other Charges		
Technician per hour - VAT applicable at standard rate	20.40	21.00
Late Vacating - to be charged at the appropriate hourly rate above (minimum charge one hour) -for VAT see above	30.60	See hourly rate above
Block bookings of 5 days inclusive of 'get in and get out' 20% discount		
Note - 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		
Libraries		
All items for hire are free to Registered blind, partially sighted and hearing impaired people, people with dyslexia, people with dyspraxia		
Audio Visual (per item)		
CDs - per week		
Standard rate	1.00	1.00
Concessions	0.50	0.50
Videos - per week		
Standard rate	1.50	1.50
Concessions & children's Videos	0.80	0.80
DVD's - per week		
Standard rate	2.35	2.50
Concessions and children's DVDs	1.25	1.25
Spoken Word CDs and Cassettes (3 week loan period)		
Standard rate	1.35	1.50
Concessions	0.75	0.75
Library Fines		
Standard		
per day open	0.25	0.26
Maximum (after 5 weeks)*	7.50	7.80
Concessions		
per day open	0.12	0.13
Maximum (after 5 weeks)*	3.60	3.90
Children's Tickets and Children's Books		
per day open	0.05	0.07
Maximum (after 5 weeks)*	1.50	2.10
CD's, DVD's and Videos.	Further hire charge is made	Further hire charge is made
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	0.00	0.65
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.		
British Library Lost Book Charge (50% remission if subsequently returned)	Actual + 3.40 admin fee	Actual + 3.50 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	2.20	2.50
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	0.60	0.60

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Lost Ticket Replacement		
Charge per lost ticket (Adult only)	1.00	1.50
Libraries - Photocopies and Print Outs - VAT included at standard rate		
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 microfilm reader/printers		
Per copy A4	0.35	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)		
Libraries fax charges per copy sent - Vat included at standard rate		
UK		
first sheet	1.50	1.55
subsequent sheets	0.70	0.75
Europe & N America		
first sheet	2.90	2.90
subsequent sheets	1.50	1.60
Rest of world		
first sheet	4.20	4.20
subsequent sheets	2.10	2.30
Receiving faxes (per sheet)	1.00	1.00
Receiving faxes from premium rate lines		
standard charge	3.40	3.50
plus price per sheet	1.00	1.20
Occasional local publications (to be agreed with Operations Manager)		At cost +commission
Events and activities for adults and children		Charge to be determined as appropriate by the service for events and activities outside the core offer
Internet access		
VAT included at standard rate		
First 2 hours		Free
Per hour		1.00
Archives - charges set by Bedford Borough as part of its responsibility under the SLA (published on their internet site)		

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Regeneration & Business Support	£	£
VAT applicable unless stated		
Building Control		
duplicate certificate - administration charge on projects prior to 1st April 2003	29.50	30.00
confirmation of satisfactory final inspection where certificate has not previously been issued	29.50	30.00
Site Inspection and letter of confirmation of satisfactory completion of works (Building Regs)	59.50	60.00
Sale of Plans - VAT applicable at standard rate		
A2	9.40	10.00
A1	11.90	12.00
A0	15.10	16.00
Street Naming		
Existing Property - House Name Change	60.20	62.00
New Property - Naming / Numbering		
1-5 Plots	180.50	185.00
6-25 Plots	301.90	310.00
26-75 Plots	725.20	750.00
76+ Plots	997.60	1,030.00
Additional charge where this includes naming a building (e.g. block of flats)	241.70	250.00
Existing Street - Rename	301.90	310.00
Existing Street - Rename - additional charge per property	60.20	62.00
New Street - Additional charge to house numbering where this includes naming of a street	241.70	250.00
Existing properties - additional charge where this includes naming of a building (e.g. block of flats)		
Heritage		
Use of Historic Environmental Records (HER):		
Per hour by visit	46.80	48.00
Per hour by remote enquiry	67.60	69.00
Development Management		
High Hedges		
High Hedges Legislation - Administer a complaint brought under Part 8 of Anti-Social Behaviour Act 2003	700.00	720.00
Concession for applicants on means tested benefit	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		
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	312.10	320.00
Agreements	468.20	480.00
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% for schemes up to a value of £750K, For schemes above this the percentage to be negotiated
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%	8.5% for schemes up to a value of £750K, For schemes above this the percentage to be negotiated
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	16.00	17.00
Highway Enquiry & Search Letters : per non standard enquiry including VAT	49.20	51.00
Minerals Letters: per enquiry	43.70	45.00
Planning Application fees http://www.planningportal.gov.uk/planning/usefultools	Charges set nationally	
Mineral & Landfill Monitoring Fees - (nationally set fees)		
Current Site	Charges set nationally - not yet set	
Dormant Site	Charges set nationally - not yet set	

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Regeneration & Business Support	£	£
VAT applicable unless stated		
Rights of Way		
Growth and Infrastructure Act documents:		
Landowner Statements (village greens)		
Processing applications:	44.80	Cost Recovery using flat rate fee of £48.00 per hr
Additional site notices		£20 each + mileage and travel time at £48/ hour
Highways statements and declarations (section 31 deposits)		
Processing applications		Cost Recovery using flat rate fee of £48.00 per hr
Definitive Map Modification Orders		
All aspects of processing applications	No Charge	No Charge
Public Path/Town & Country Planning Act Orders		
Pre application advice - only charged if an application is subsequently submitted and an order made.	Cost Recovery	Cost Recovery using flat rate fee of £48.00 per hr
Processing where no objection received	Cost Recovery	£2,000 or actual cost
Processing past point where an objection is received	No Charge	No Charge
Advertising costs	Cost Recovery	Cost Recovery based on charges from publishing paper
Public documents		
All copies listed below, sent by post, are subject to £2 P&P charge		
Definitive Statement	0.62	1.00
Confirmed Orders	3.70	4.00
Policy statements	11.40	12.00
Documents/requests relating to statutory procedures		
Completed user evidence forms	0.62	1.00
Witness interview write ups	0.62	1.00
Statutory declarations by Council officers [per hour]	35.40	48.00
Certified true copy of Definitive Statement	0.62	1.00
Certified true copy of Definitive Map		
per copy A4	22.50	23.20
per copy A3	30.00	31.00
per copy 60x80cm	40.00	41.20
GIS Maps		
A4	3.70	3.80
A3	7.20	7.50
A2	15.10	15.50
A1	19.30	20.00
A0	49.50	51.00
Other		
One-off Definitive Map searches, planning enquiries etc	58.10	60.00
Produce plan	35.40	Cost Recovery using flat rate fee of £48.00 per hr
Adult Skills Service		
Room Hire - Kingsland & Samuel Whitbread - per hour		
Within business hours		
Commercial	n/a - new	20.00
Community	n/a - new	10.00
Outside business hours		
Commercial	n/a - new	30.00
Community	n/a - new	20.00

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Regeneration & Business Support	£	£
VAT applicable unless stated		
Rights of Way		
Growth and Infrastructure Act documents:		
Landowner Statements (village greens)		
Processing applications:		Cost Recovery using flat rate fee of £48.00 per hr
	44.80	
Additional site notices		£20 each + mileage and travel time at £48/ hour
Highways statements and declarations (section 31 deposits)		
Processing applications		Cost Recovery using flat rate fee of £48.00 per hr
Definitive Map Modification Orders		
All aspects of processing applications	No Charge	No Charge
Public Path/Town & Country Planning Act Orders		
Pre application advice - only charged if an application is subsequently submitted and an order made.		Cost Recovery using flat rate fee of £48.00 per hr
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Adult Skills Service		
Room Hire - Kingsland & Samuel Whitbread - per hour		
Within business hours		
Commercial	n/a - new	20.00
Community	n/a - new	10.00
Outside business hours		
Commercial	n/a - new	30.00
Community	n/a - new	20.00

Pre-Application Advice – Charging & Information

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.

Building Regulation Charges			
2013/14 & 2014/15 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

Domestic Extensions to a Single Building					
SINGLE STOREY EXTENSIONS					
Category	Description	Plan Charge £	Inspection Charge £	Building £	Additional Charge £
1	Single Storey Extension floor area not exceeding 40m ²	160.00	195.00	355.00	60.00
2	Single Storey Extension exceeding 40m ² but not exceeding 60m ²	160.00	285.00	445.00	60.00
3	Single Storey Extension exceeding 60m ² but not exceeding 100m ²	160.00	375.00	535.00	60.00

TWO STOREY EXTENSIONS					
Category	Description	Plan Charge £	Inspection Charge £	Building £	Additional Charge £
4	Two Storey Extension floor area not exceeding 60m ²	160.00	285.00	445.00	60.00
5	Two Storey Extension exceeding 60m ² but not exceeding 100m ²	160.00	375.00	535.00	60.00

LOFT CONVERSIONS					
Category	Description	Plan Charge £	Inspection Charge £	Building £	Additional Charge £
6	Loft conversion not exceeding 40m ² floor area	160.00	255.00	415.00	60.00
7	Loft conversion exceeding 40m ² floor area but not exceeding 100m ²	160.00	375.00	535.00	60.00

GARAGES AND CARPORTS					
Category	Description	Plan Charge £	Inspection Charge £	Building £	Additional Charge £
8	Erection or extension of a non exempt attached or detached domestic garage or carport up to 100m ²	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 100m ²	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

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 £510 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,
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
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
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 £155 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:

charged at **£80**.

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

£180 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

Complex and/or significant proposals:

Proposals which require a number of meetings, specialist advice from a number of subject areas and a schedule of timescales for determination of the application may be subject to Planning Performance Agreement (PPA) although this is not mandatory. Each PPA must be agreed on its