

## **Appendix D Fees & Charges 2016 – Review**

The Fees & Charges Policy was approved by Council in November 2014. It states that 'All fees and charges should be reviewed on a more fundamental basis at least every 3 years, where it is necessary to examine all the factors set out below in accordance with good practice guidance i.e. the CIPFA Practical Guide for Local Authorities on Income Generation (Fully revised 2008).'

The Council provides around c900 individual Fees & Charges services (or variants thereof) to the public and organisations within Central Bedfordshire.

Because of the very large number of services provided, this review is currently being undertaken on a rolling basis and is being coordinated by Finance. Fees & Charges will be reviewed in phases over a three yearly cycle.

For 2016 all Directorates were asked to identify their top ten Fees & Charges to review. This task was undertaken between June 2015 and August 2015.

The questions covered in this review are shown below.

- Description of the service
  - Name
  - Overview
  - Owner/contacts
  - Identify which are shared services
- Statutory Status
  - Which are statutory
  - Is it the provision, price or both
  - What is the price change date (January/April/Other)
- How does the customer request the service
  - Method
  - Frequency
- Volumetrics
  - What were the volumes (number of times service provided) for 2013/14 and 2014/15
  - How much revenue was generated 2013/2014 and 2014/15
- How do we provide the service and what are the costs
  - In house resource
  - Outsourced/commissioned

- Standard offer to all
  - Bespoke (e.g. would Planning fees depend on complexity)
  - What is the nature of the cost (What are the cost drivers, e.g. staff time, materials, other)
- What is the evidence of cost / how do/can you track this
  - When was it last updated
  - Does the cost change with volume, if so, how is this factored in
  - Is there actually any incremental cost (do we actually incur costs or is it part of day job)
  - How have overheads been applied, e.g. pension costs, national insurance, corporate overheads.
- How have we priced the service
  - Is it cost reflective, benchmarked, market price.
  - What is the proposed charge for 2016 and how does this compare to 2015
- How is the service billed
  - By whom
  - What system (e.g. SAP, SWIFT)
  - How is payment collected (point of access (e.g. payment card/machine), invoice, other)
  - How is payment coded in the billing system
  - What are the payment terms
  - What is the VAT treatment – is it correct.
- How is the service monitored
  - How are volumes tracked
  - What granularity of revenue is available in SAP or other systems for each service
- Other
  - Are we billing for services but not reflecting in the published F&C on our website
  - Which services are not billed and why (might also be a question for Finance e.g. low value sales vs, cost of invoicing)
  - Are there other issues relating to your services that you would like to flag up.

Due to the sheer volume of information held, the outcome of individual reviews has not been included within this paper, but a list of those that have been reviewed is also provide below. Again, those shaded are statutory.

<b>Directorate</b>	<b>Name of F&amp;C</b>
Regeneration	Street Naming and Numbering new addresses: 1-5 Plots
Regeneration	Street Naming and Numbering new addresses: 6-25 Plots
Regeneration	Street Naming and Numbering new addresses: 26-75 Plots
Regeneration	Street Naming and Numbering new addresses: 76+ Plots
Regeneration	Additional charge where this includes naming a building (e.g. block of flats)
Regeneration	Street Naming and Numbering - Change/amendment of existing address
Regeneration	Existing Street - Rename
Regeneration	Existing Street - Rename - additional charge per property
Regeneration	New Street - Additional charge to house numbering where this includes naming of a street
Regeneration	HER Search fee (Remote search) HER search fee (visit) HER data licence (for one year with an update after 6 months based on percentage of records in dataset): In-house/hour
Regeneration	HER Search fee (Remote search) HER search fee (visit) HER data licence (for one year with an update after 6 months)
Regeneration	<b>Building Control</b>
Regeneration	Duplicate certificate - administration charge on projects prior to 1st April 2003
Regeneration	Confirmation of satisfactory final inspection where certificate has not previously been issued
Regeneration	Site Inspection and letter of confirmation of satisfactory completion of works (Building Regs)
Regeneration	Sale of Plans - VAT applicable at standard rate : A2
Regeneration	Sale of Plans - VAT applicable at standard rate : A1
Regeneration	Sale of Plans - VAT applicable at standard rate : A0

<b>Directorate</b>	<b>Name of F&amp;C</b>
Regeneration	<b>Creation or conversion to New Dwellings</b>
Regeneration	<b>Pre-application Advice</b>
Regeneration	<b>Pre-Application Enquiry Charging Regime For Minerals &amp; Waste (With Effect From 1st January 2016)</b>
Regeneration	<b>Development Management</b>
Regeneration	<b>High Hedges</b>
Regeneration	High Hedges Legislation - Administer a complaint brought under Part 8 of Anti-Social Behaviour Act 2003
Regeneration	Concession for applicants on means tested benefit
Regeneration	Section 106 Town & Country Planning Act 1990 Agreement - Larger Colour Documents
Regeneration	Tree Preservation Orders
Regeneration	<b>Completion Certificates</b>
Regeneration	Section 106 Town & Country Planning Act 1990 Agreement and Unilateral Undertakings: Compliance monitoring fee (charges associated with monitoring obligations contained in agreements and undertakings) :
Regeneration	Unilateral Undertakings
Regeneration	Agreements
Regeneration	Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on
Regeneration	Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on
Regeneration	Section 278 Highways Act 1980 Agreements - Administration of schemes for the improvement or alteration to a public
Regeneration	Minerals Letters: per enquiry
Regeneration	<b>Adult Skills Service</b>
Regeneration	Room Hire - Kingsland & Samuel Whitbread - per hour-Within business hours: Commercial
Regeneration	Room Hire - Kingsland & Samuel Whitbread - per hour-Within business hours: Community
Regeneration	Room Hire - Kingsland & Samuel Whitbread - per hour-Outside business hours: Commercial
Regeneration	Room Hire - Kingsland & Samuel Whitbread - per hour-Outside business hours: Community

<b>Directorate</b>	<b>Name of F&amp;C</b>
ICS	Marriages - Outside Venue Monday - Friday
ICS	Marriages - Outside Venue Saturday
ICS	Marriages - Outside Venue Sunday
ICS	Civil Partnerships - Outside Venue Monday - Friday
ICS	Civil Partnerships - Outside Venue Saturday
ICS	Civil Partnerships - Outside Venue Sunday
ICS	Celebratory Services - Approved Premises - outside venue - weekdays
ICS	Celebratory Services - Approved Premises - outside venue Saturdays
ICS	Celebratory Services - Approved Premises - outside venue - Sundays
ICS	Celebratory Services - Approved Premises - Local Authority venue - weekdays
ICS	Celebratory Services - Approved Premises - Local Authority venue - Saturdays
ICS	Marriages and Civil Partnerships - Ceremony Rooms Ampthill & Bedford: Monday - Friday
ICS	Marriages and Civil Partnerships - Ceremony Rooms Ampthill & Bedford: Saturday
ICS	Marriages and Civil Partnerships - Ceremony Rooms Biggleswade, Dunstable, Leighton B: Monday - Friday
ICS	Marriages and Civil Partnerships - Ceremony Rooms Biggleswade, Dunstable, Leighton B: Saturday
ICS	Nationality Checking Service - Adults who submit a single application pays one fee
ICS	Nationality Checking Service - Husband and wife living together who apply at the same time pay one fee
ICS	Nationality Checking Service - Children's applications
ICS	Settlement Checking Service
ICS	Citizenship Ceremonies - Individual Ceremony (VAT n/a)

<b>Directorate</b>	<b>Name of F&amp;C</b>
ICS	Approved Premises Licence Fee (Three year) First application (minimum fee for 2 rooms only - £100 to be added for each
ICS	Approved Premises Licence Fee (Three year) Renewal (minimum fee for 2 rooms only - £100 to be added for each
ICS	Civil Funerals
ICS	Express Certificates (includes statutory fee)
ICS	Postage for certificates
ICS	Notice of Marriage
ICS	Notice of Civil Partnership
ICS	Attending a marriage at the register office
ICS	Signing by the civil partnership registrar of the civil partnership schedule
ICS	Standard certificate of birth, death or marriage - from closed register
ICS	Short birth cert from closed register
ICS	Short birth cert issued at time of registration
ICS	Any other short birth cert issued at time of registration
ICS	Any other short birth cert issued after the time of registration
ICS	Standard certificate of birth, death or marriage - at the time of registration
ICS	Standard certificate of birth, death or marriage - after the time of registration
ICS	Civil Partnerships - certified copy or extract issued at the time of registration
ICS	Civil Partnerships - certified copy or extract issued after the time of registration
ICS	Attesting a notice of marriage away from his/her office for a housebound person.
ICS	Attesting a notice of marriage away from his/her office for a detained person.
ICS	Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of
ICS	Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of

Directorate	Name of F&C
ICS	Attending a marriage at the residence of a housebound person.
ICS	Attending a marriage at the residence of a detained person.
ICS	Attending a marriage at a registered building.
ICS	Attending a marriage at the residence of a housebound person.
ICS	Attending a marriage at the residence of a detained person.
ICS	Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for house-bound
ICS	Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for detained persons.
ICS	Conversion of Civil Partnership to Marriage - Standard procedure
ICS	Conversion of Civil Partnership to Marriage - Two stage procedure
ICS	Conversion of Civil Partnership to Marriage - Certificate issued on the day of conversion.
ICS	Conversion of Civil Partnership to Marriage - Certificate issued after the day of conversion.
ICS	Certificate of worship for religious worship
ICS	Registration of a building for the solemnization of marriage between a man and a woman (building not already registered
ICS	Registration of a building for the solemnization of marriages of same sex couples (building not already registered for the
ICS	Joint application for the registration of a building for the solemnization of marriage of a man and woman and same sex
ICS	General Search of the Indexes
ICS	Supply of transcript of inquest on CD
ICS	Additional copies of CD
ICS	Charge for paper copies per document of 10 pages or less
ICS	Charge for paper copies for each additional page
ICS	Fee for transcription of an inquest hearing of 360 words or less
ICS	Fee for transcription of an inquest hearing of between 361 and up to and including 1439 words
ICS	Fee for transcription of an inquest hearing of 1440 words or more, for the first 1440 words
ICS	Fee for transcription of an inquest hearing of 1440 words or more, after the first 1440 words, per each additional 72 words

Directorate	Name of F&C
ICS	<b>Freedom of Information:</b>
ICS	Requests that require 18 hours or less to compile
ICS	Requests that require 18 hours to compile
ICS	Additional cost per hour or part thereof
ICS	<b>Disbursement Costs:</b>
ICS	Postage under £20
ICS	Postage £20 or over
ICS	E-mail Transmission
ICS	CD / DVD per disk
ICS	<b>Elections:</b>
ICS	For each register per 1000 names or part thereof - data format
ICS	For each register per 1000 names or part thereof - printed format
ICS	<b>Local Land Charges:</b>
ICS	Full Residential Search (LLC1 and Con29)
ICS	Full Commercial Search (LLC1 and Con29)
ICS	LLC1 Certificate of Search
ICS	Con 29 Local Enquiries (Residential)
ICS	Con 29 Local Enquiries (Commercial)
ICS	Part II optional
ICS	Solicitors own question
ICS	Additional parcel of land
ICS	Personal Search
ICS	Copy documents
ICS	<b>Human Resources:</b>
ICS	Disclosure and Barring Service (DBS) Checks -
ICS	Cost Per DBS check
ICS	Standard
ICS	Enhanced
ICS	Administrative Charge



<b>Directorate</b>	<b>Name of F&amp;C</b>
ICS	
ICS	<b>Local Taxation:</b>
ICS	Cost of Collection -
ICS	Administration charge on Court Costs - Council Tax
ICS	Administration charge on Court Costs - NNDR
ICS	<b>Communications</b>
ICS	<b>Advertising in News Central -</b>
ICS	Full page
ICS	Half page
ICS	Quarter page
ICS	Eighth of page
ICS	(External rate card value before vat)
ICS	<b>Legal Services:</b>
	S38 per hour (with minimum charge 2015-£1212, 2016 - £1250)
ICS	S278
ICS	Planning Agreements
ICS	Unilateral Undertaking (VAT n/a)
ICS	Notice of Registration (VAT n/a)
ICS	Consent to Postpone (VAT n/a)
ICS	Deed of Covenant (VAT n/a)
ICS	Consent to Sub-let (VAT n/a)
ICS	Deferred Payment Charge
ICS	Any Other Charge Rate / 3rd Party Charge Rate per hour
ICS	Leasehold enquiries per hour
ICS	Photocopying (external solicitors and other parties) - per sheet
ICS	Photocopying (external solicitors and other parties) - admin charge

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	Parking: 30 minutes
Community Services	Parking: Up to 1 hour
Community Services	Parking: Up to 2 hours
Community Services	Parking: Up to 3 hours
Community Services	Parking: Up to 5 hours
Community Services	Parking: Up to 10 hours
Community Services	Parking: 1 Week
Community Services	Parking: Market Trader Permit - 1 day
Community Services	Parking: Market Trader Permit - 12 months
Community Services	Parking: Lost Token (MSCP only)
Community Services	MSCP Sunday Parking - 1 day
Community Services	Employee Permit - 1 month
Community Services	Employee Permit - 3 months
Community Services	Employee Permit - 12 months
Community Services	Disabled Badge Holders
Community Services	Parking: Steppingley Road - 1 Day (Mon-Fri)
Community Services	Parking: Steppingley Road - 1 week (Mon-Sun)
Community Services	Parking: Steppingley Road - 1 Day (Sat & Sun)
Community Services	Parking: Dispensation per vehicle - 1 day
Community Services	Parking: Dispensation per vehicle - 1 week
Community Services	Penalty Charge Notices: Standard Rate
Community Services	Penalty Charge Notices: Discounted Rate- if paid within 14 days
Community Services	Penalty Charge Notices: Charge Certificate stage
Community Services	Penalty Charge Notices: Court and Bailiff Stage
Community Services	Resident Permit per annum
Community Services	Resident Permit: Incremental increased fee - 2nd vehicle
Community Services	Resident Permit: Incremental increased fee -3rd and subsequent vehicle
Community Services	Commercial Permit (for town centre businesses) (for use in CBC car parks): 12 months
Community Services	Visiting Carers Permit

Directorate	Name of F&C
Community Services	Book 25 visitor's day tickets
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Nuisance parking - cars for sale and repair
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Abandoning a vehicle
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Litter
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Street litter control notices and litter clearing
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Unauthorised distribution of free literature
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Graffiti and fly posting
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to produce authority (Waste Transfer
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to possess a Waste Carriers Licence
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Offence in relation to waste receptacles
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Offences under Dog Control Orders
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to nominate key holder and inform Local
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Noise from licensed premises under Noise Act
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Allowing a dog to foul under Dog Fouling of Land
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick within opening hours-Commercial
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick within opening hours-Community
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick outside opening hours-Commercial
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick outside opening hours-Community
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room within opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room outside opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room outside opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room outside opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade Ivel room within opening hours-

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade Ivel room within opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade Ivel room outside opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade Ivel room outside opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) outside
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) outside
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor) within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor) within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor)
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor)
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room within opening
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room within opening
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room outside opening
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room outside opening
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Sandy Library meeting Room within opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Sandy Library meeting Room within opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Houghton Regis Library meeting Room within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Houghton Regis Library meeting Room within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Dunstable Library meeting Room within opening
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Dunstable Library meeting Room within opening
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - within opening hours-Commercial

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - within opening hours-Community
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - outside opening hours-Commercial
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - outside opening hours-Community
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - within opening hours-Commercial
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - within opening hours-Community
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Commercial
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Community
Community Services	Libraries: Shefford - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Commercial
Community Services	Libraries: Shefford - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Community
Community Services	Refreshment facilities at Libraries
Community Services	Theatre hires: Auditorium - Non Performance-Commercial per hour
Community Services	Theatre hires: Auditorium - Non Performance-Non commercial per hour
Community Services	Theatre hires: Auditorium - Non Performance-Sunday per hour - (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance-Commercial - Mon-Wed per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance-Non commercial - Mon-Wed per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance-Commercial - Mon-Wed 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance-Non commercial - Mon-Wed 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance-Commercial - Thur-Sat per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance-Non commercial - Thur-Sat per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance-Commercial - Thur-Sat 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance-Non commercial Thur-Sat 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Non Performance Plus Meeting Room-Commercial per hour
Community Services	Theatre hires: Auditorium - Non Performance Plus Meeting Room-Non-Commercial per hour
Community Services	Theatre hires: Auditorium - Non Performance Plus Meeting Room-Sunday per hour - (4 hours minimum)

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Non-Commercial per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial - Mon-Wed 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Non-commercial - Mon-Wed 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial - Thur-Sat per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Non commercial -Thur-Sat per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial - Thur-Sat 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Non commercial Thur-Sat 9.30 to 23.00
Community Services	Theatre hires: Other Charges-Technician per hour - VAT applicable at standard rate
Community Services	Theatre hires: Other Charges-Late Vacating - to be charged at the appropriate hourly rate above ( minimum charge one hour
Community Services	Theatre hires: Other Charges-Block bookings of 5 days inclusive of 'get in and get out' 20% discount
Community Services	Theatre hires: Other Charges-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
Community Services	CDs (full price)
Community Services	CDs - concessions
Community Services	DVDs
Community Services	DVDs - concessions
Community Services	Spoken word (full price)
Community Services	Spoken word - concessions
Community Services	Requests
Community Services	Requests - (viewpoint and staff assisted) charge per request - concessions
Community Services	Request charges for 16 – 18 year olds are at the concessionary rate
Community Services	Photocopies (black & white) - A4
Community Services	Photocopies (black & white) - A3
Community Services	Photocopies (colour) - A4

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	Photocopies (colour) - A3
Community Services	Black and white microfilm reader/printers - per copy A4
Community Services	Colour CD-ROM and Internet prints - containing photographs, artwork or charts
Community Services	Fax charges - UK (75p sub sheet)
Community Services	Fax charges - Europe (£1.60 sub sheet)
Community Services	Fax charges - Rest of World (£2.30 sub sheet)
Community Services	Receiving faxes (per sheet)
Community Services	Receiving faxes from premium rate lines - Standard charge
Community Services	Receiving faxes from premium rate lines - plus price per sheet
Community Services	Fines - per day adults (max £7.80)
Community Services	Fines - per day children (max £2.10)
Community Services	Fines - per day concessions (max £3.90); concession rate 2015 - 60, 2016 - 65
Community Services	Internet access - First 2 hours
Community Services	Internet charges per additional hour (volume= sessions)
Community Services	Lost and Damaged items (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).
Community Services	Magazines - charged at face value plus
Community Services	Additional charge for books borrowed from outside Bedfordshire
Community Services	Vocal scores : per set of 5 - 30
Community Services	Vocal scores per set of 31+
Community Services	Lost Ticket Replacement - Charge per lost ticket (Adult only)
Community Services	Events and activities for adults and children

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	<b>Highway Licences :</b>
Community Services	Deposit for scaffolding on or over highway
Community Services	Deposit for hoarding/fences on highway
Community Services	Consent to deposit materials on the highway
Community Services	Over sailing of crane over the highway
Community Services	Permission to place skip on highway
Community Services	Provision of estimate for construction of crossover
Community Services	Construction of crossover
Community Services	Mobile Food Trading - First application inspection fee
Community Services	Mobile Food Trading - Annual fee
Community Services	Provision of H bar road markings
Community Services	Charges for damaged highway assets
Community Services	<b>Highways and Transportation</b>
Community Services	Application for a temporary traffic regulation order on the highway - emergency (Companies)
Community Services	Application for a temporary traffic regulation order on the highway - emergency (Individuals)
Community Services	Scaffold licence
Community Services	Temporary Directional Signage (per sign) refundable deposit
Community Services	Temporary Traffic Regulation Orders (including where orders extended by applicant)
Community Services	Orders from companies
Community Services	Orders from individuals
Community Services	Temporary Traffic Regulation Orders for special events
Community Services	Special Events Orders for charities and local authorities
Community Services	Street works Licences
Community Services	Road Opening Permit Fee (non refundable)



<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	Road Opening Permits (Refundable Bond) - less £100 inspection fee
Community Services	Additional charge for above, over 5m2 (Refundable Bond) per m2
Community Services	Additional charge for excavations of footway or verge (Refundable Bond) per m2
Community Services	Tourist and Temporary Directional Signage - per application (non refundable)
Community Services	Developer Directional Signage - per application (non refundable)
Community Services	
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): No rateable value to £4,300 - band A
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £4,301 to £33,000 - band B
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £33,001 to £87,000 - band C
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £87,001 to £125,000 - band D
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £125,001 and above - band E
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): No rateable value to £4,300 - band A
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £4,301 to £33,000 - band B
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £33,001 to £87,000 - band C
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £87,001 to £125,000 - band D
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £125,001 and above - band E
Community Services	Premises Licenses/Club certificates: Application - Minor variation of club certificate

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	Application - Replacement certificate or summary
Community Services	Premises Licenses/Club certificates: Application - Change of name or alteration of rules of club
Community Services	Premises Licenses/Club certificates: Application - Change of relevant registered address of club
Community Services	Application - Change of certificate holder's name or address
Community Services	In addition, a multiplier will be applied to town and city centre pubs (those in bands D and E) where they are exclusively or
Community Services	Rateable value Band D (x2) - town centre pub application fee
Community Services	Rateable value Band D (x2) - town centre pub annual charge
Community Services	Rateable value Band E (x3) - town centre pub application fee
Community Services	Rateable value Band E (x3) - town centre pub annual charge
Community Services	
Community Services	Temporary Event Notices (TENS)
Community Services	Variation of Designated Premises Supervisor (DPS)
Community Services	Personal licence new/renewal
Community Services	Personal licence change name/address
Community Services	New or renewal combined 3 year driver's licence
Community Services	Driver knowledge check
Community Services	Licence Fee (12 months or less): Private Hire - renew
Community Services	Licence Fee (12 months or less): Private Hire - new
Community Services	Licence Fee (12 months or less): Hackney Carriage - new
Community Services	Licences - Animals- Riding Establishments -full licence:1-5 Horses
Community Services	Licences - Animals- Riding Establishments -full licence:6-12 Horses

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	Licences - Animals- Riding Establishments -full licence:13+ Horses
Community Services	Licences - Animals- Riding Establishments :Provisional Licence
Community Services	Licences - Animals- :Dangerous Wild Animals
Community Services	Licences - Animals- :Renewal of Dangerous Wild Animals
Community Services	Licences - Animals- :Pet Shops
Community Services	Licences - Animals- :Animal Breeders
Community Services	Licences - Animals- :Animal Boarding Establishments
Community Services	Licences - Animals- :Animal Home Boarding
Community Services	Licences - Animals- :Animal Boarding and Breeding
Community Services	Licences - Animals-: Zoos
Community Services	Licences - Animals Grant / New
Community Services	Licences - Animals Renewal
Community Services	Licences - Animals: Performing Animals (per licence)
Community Services	<b>Licence Fee (12 months or less)</b>
Community Services	Hackney Carriage - New
Community Services	Replacement Plate
Community Services	Temporary Replacement Vehicle (3 Month Licence)
Community Services	Variation / withdrawal / application administration fee
Community Services	<b>Private Hire Vehicle and Hackney Cab Driver Licence:</b>
Community Services	New or renewal combined 1 year driver's licence
Community Services	Replacement badge
Community Services	CRB Check - Standard
Community Services	CRB Check - Enhanced
Community Services	CRB check administration fee

Directorate	Name of F&C
Community Services	DBS enhanced check
Community Services	Disclosure and Barring Scheme (admin fee)
Community Services	DVLA enquiry fee
Community Services	Variation / withdrawal / application administration fee
Community Services	<b>Private Hire Operators Licence:</b>
Community Services	New Private Hire Operators Licence
Community Services	Renewal Private Hire Operators Licence
Community Services	Hackney cab and private hire vehicle licence - pre-application advice Per hour
Community Services	Transfer of Ownership of Vehicles: Where the ownership of a vehicle already licensed by Central Bedfordshire Council is
Community Services	Transfer of Ownership of Vehicles: Where the vehicle licence is transferred and is to remain in force until its expiry date
Community Services	Petroleum Licence Fees (Up to 2,499 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of years]
Community Services	Petroleum Licence Fees (2,500 up to 50,000 litres): 1 year [charges for additional years up to 10 years = year 1 charge x
Community Services	Petroleum Licence Fees (Over 50,000 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of
Community Services	Petroleum Licence Fees: Transfer of Petroleum Licence
Community Services	Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Premises
Community Services	Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Person
Community Services	Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Person(if member
Community Services	Lottery Certificate: Grant (statutory fee / charge)
Community Services	Lottery Certificate: Renewal (statutory fee / charge)

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	Gambling Act 2005 Premises Licence Fees: New Premises Licence
Community Services	Gambling Act 2005 Premises Licence Fees: Vary a Premises Licence
Community Services	Gambling Act 2005 Premises Licence Fees: Transfer a Premises Licence
Community Services	Gambling Act 2005 Premises Licence Fees: Re-instatement of a Premises Licence
Community Services	Gambling Act 2005 Premises Licence Fees: Provisional Statement
Community Services	Gambling Act 2005 Premises Licence Fees: Premises Licence with a Provisional Statement
Community Services	Gambling Act 2005 Premises Licence Fees: Copy of Licence
Community Services	Gambling Act 2005 Premises Licence Fees: Notification of Change of Address
Community Services	Gambling Act 2005 Premises Licence Fees: Annual Premises Licence Fee
Community Services	Sex Shop/Cinema licence: Grant
Community Services	Sex Shop/Cinema licence: Renewal
Community Services	Sex Shop/Cinema licence: Transfer or Variation
Community Services	Sexual Entertainment Venues licence: Grant
Community Services	Sexual Entertainment Venues licence: Renewal
Community Services	Sexual Entertainment Venues licence: Transfer or Variation
Community Services	Poisons Act 1972: New entry or change of name on list
Community Services	Poisons Act 1972: Subsequent renewal of name on list
Community Services	Poisons Act 1972: Alteration to premises (where listed person is entitled to sell)
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: New - one year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: New - two year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: Renew - one year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: Renew - two year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: New - one year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: New - two year licence

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: Renew - one year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: Renew - two year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration:
Community Services	Fireworks Act 2003-Fireworks Regulations 2004 (licence for all year sale)
Community Services	Contaminated Land Enquiries
Community Services	Food Export Certificate
Community Services	Food Hygiene Course Lecturing
Community Services	Food Premises Register: Full
Community Services	Food Premises Register: Single Entry
Community Services	Water Sampling
Community Services	Voluntary Surrender Certificate
Community Services	Preparation of report for accident investigation
Community Services	Street Trading - annual
Community Services	Street Trading - One off event
Community Services	Trading Standards: Annual Membership Fee
Community Services	Trading Standards: Renewal Fee for Existing Member
Community Services	Trading Standards: United Kingdom Trade Confederation Membership Fee
Community Services	Trading Standards: United Kingdom Trade Confederation Renewal Fee
Community Services	Trading Standards Approved Stickers per 100
Community Services	Trading Standards Approved Stickers per 500
Community Services	Trading Standards Approved Stickers per 1000
Community Services	Consumer Guide Leaflet per 100
Community Services	Consumer Guide Leaflet per 500
Community Services	Consumer Guide Leaflet per 1000
Community Services	Trading Standards Approved Plaque
Community Services	Trading Standards Replacement/Additional Membership Certificate
Community Services	Scrap Metal Dealers Licence: Collectors Licence (3 years)
Community Services	Scrap Metal Dealers Licence: Site Licence (3 years)
Community Services	Concessionary Fares - Replacement concessionary travel permits

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	Travel Aid
Community Services	Bulky waste collection (full price) - Domestic
Community Services	Bulky waste collection - concessions - Domestic
Community Services	Fridge and freezer collection (Full price) - Domestic
Community Services	Fridge and freezer collection (Concession) - Domestic
Community Services	End of Life Caravan collection
Community Services	Direct return to owner where dogs are chipped / tagged
Community Services	Collection of dogs from kennels
Community Services	Dog warden returns dog from kennels
Community Services	Kennelling of stray dogs
Community Services	Pest Control: Rats (charge for each infestation treated in a twelve month period)
Community Services	Pest Control: Rats Concession
Community Services	Pest Control: Mice (charge for each infestation treated in a twelve month period)
Community Services	Pest Control: Mice Concession
Community Services	Pest Control: Bed Bugs (charge for each infestation treated in a twelve month period)
Community Services	Pest Control: Bedbugs Concession
Community Services	Pest Control: Cockroaches (charge for each infestation treated in a twelve month period)
Community Services	Pest Control: Cockroach Concession
Community Services	Pest Control: Wasps
Community Services	Pest Control: Wasps (Concession)
Community Services	Pest Control: Ants
Community Services	Pest Control: Ant (Concession)
Community Services	Pest Control: Fleas
Community Services	Pest Control: Flea (Concession)
Community Services	Veterinary fee
Community Services	To collect cement-bound asbestos from domestic premises:
Community Services	To collect cement-bound asbestos - Persons in receipt of means tested benefit

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	<b>Rights of Way</b>
Community Services	<b>Growth and Infrastructure Act documents:</b>
Community Services	Landowner Statements (village greens)
Community Services	Processing applications:
Community Services	Additional site notices
Community Services	<b>Highways statements and declarations (section 31 deposits)</b>
Community Services	Processing applications
Community Services	Highway Enquiry and Search letters: per standard enquiry
Community Services	Highway Enquiry & Search Letters : per non standard enquiry including VAT
Community Services	<b>Definitive Map Modification Orders</b>
Community Services	All aspects of processing applications
Community Services	
Community Services	Pre application advice - only charged if an application is subsequently submitted and an order made.
Community Services	Processing where no objection received
Community Services	Processing past point where an objection is received
Community Services	Advertising costs
Community Services	<b>Public documents</b>
Community Services	<b>All copies listed below, sent by post, are subject to £2 P&amp;P charge</b>
Community Services	Definitive Statement
Community Services	Confirmed Orders
Community Services	Policy statements
Community Services	<b>Documents/requests relating to statutory procedures</b>
Community Services	Completed user evidence forms
Community Services	Witness interview write ups
Community Services	Statutory declarations by Council officers [per hour]
Community Services	Certified true copy of Definitive Statement
Community Services	Certified true copy of Definitive Map - per copy A4
Community Services	Certified true copy of Definitive Map - per copy A3
Community Services	Certified true copy of Definitive Map - per copy 60x80cm
Community Services	GIS Maps - A4
Community Services	GIS Maps - A3
Community Services	GIS Maps - A2
Community Services	GIS Maps - A1
Community Services	GIS Maps - A0
Community Services	One-off Definitive Map searches, planning enquiries etc.
Community Services	Produce plan



<b>Directorate</b>	<b>Name of F&amp;C</b>
SCHH	Service Charges (VAT n/a ) - per week ( 48 week basis): Door Entry Systems
SCHH	Service Charges (VAT n/a ) - per week ( 48 week basis): District Heating
SCHH	Service Charges (VAT n/a ) - per week ( 48 week basis): Communal Heating
SCHH	Service Charges (VAT n/a ) - per week ( 48 week basis): Communal Cleaning
SCHH	Service Charges (VAT n/a ) - per week ( 48 week basis): Communal Electric
SCHH	Service Charges (VAT n/a ) - per week ( 48 week basis): Window Cleaning
SCHH	Service Charges (VAT n/a ) - per week ( 48 week basis): General Management for sheltered and mini schemes
SCHH	Service Charges (VAT n/a ) - per week ( 48 week basis): Staircase Lighting - General Dwellings
SCHH	Guest Rooms per night: Single
SCHH	Guest Rooms per night: Double
SCHH	Supporting People Charges (VAT n/a) - per week (48 week basis): Red House Court
SCHH	Supporting People Charges (VAT n/a) - per week (48 week basis): Other sheltered accommodation
SCHH	Supporting People Charges (VAT n/a) - per week (48 week basis): Designated elderly person dwellings
SCHH	Community Alarm System : persons in council sheltered accommodation or disabled
SCHH	Community Alarm System : not in council sheltered accommodation (includes VAT)
SCHH	Guest Rooms per night: Laundry - per wash
SCHH	Guest Rooms per night: Laundry - per dry
SCHH	Garages - per week exclusive of rates (48 week basis): Council Tenant
SCHH	Garages - per week exclusive of rates (48 week basis): Not Council Tenant (includes VAT)
SCHH	Temporary Accommodation Service Charge per day (VAT n/a): Self contained accommodation
SCHH	Temporary Accommodation Service Charge per day (VAT n/a): Shared accommodation single person

Directorate	Name of F&C
SCHH	Temporary Accommodation Service Charge per day (VAT n/a): Shared accommodation family of 2
SCHH	Temporary Accommodation Service Charge per day (VAT n/a): Shared accommodation family of 3+
SCHH	Temporary Accommodation Service Charge per day (VAT n/a): Lease Properties
SCHH	Service charges per week (VAT N/A: Water supply (where property not metered))
SCHH	Homeless Hostels: Scheme Manager
SCHH	Homeless Hostels: Communal Heating
SCHH	Homeless Hostels: Communal Electric
SCHH	Homeless Hostels: Heating & Domestic Hot Water
SCHH	Homeless Hostels: TV
SCHH	Homeless Hostels: Communal Cleaning
SCHH	Homeless Hostels: Window Cleaning
SCHH	Non Homeless Hostels: Communal Television (VAT n/a) - per week (48 week basis)
SCHH	Lifeline: Lifeline Emergency Response (VAT n/a) - per week (48 week basis) - existing customers as at 31.03.2014
SCHH	Lifeline: Weekly rental
SCHH	Lifeline: Installation Cost
SCHH	Lifeline: Supply of additional pendant
SCHH	Lifeline: No fault call out fee
SCHH	Lifeline: Supply and fit key safe
SCHH	Lifeline: Lifeline One Call set up cost
SCHH	Lifeline: Annual subscription
SCHH	Outreach Service ( VAT n/a): Lifeline + 1 visit from Sheltered Housing Officer per week
SCHH	Outreach Service ( VAT n/a): Lifeline + 2 visits from Sheltered Housing Officer per week
SCHH	Outreach Service ( VAT n/a): Lifeline + 3 visits from Sheltered Housing Officer per week
SCHH	Charges for reference to banks & building societies: Charges for reference to banks & building societies (VAT n/a)
SCHH	Consent for Cable Installations ( VAT n/a): Consent for Cable Installations (VAT n/a)
SCHH	Housing Act 2004 and Park Homes Enforcement ( VAT n/a): Recipient of Housing Act or Park Homes Enforcement Notice (per person)
SCHH	Housing Act 2004 and Park Homes Enforcement ( VAT n/a): Admin charge for undertaking Works in Default in relation to enforcement activity - per Enforcement Notice
SCHH	Houses of Multiple Occupation: Licensing Scheme (per property) - license granted for 5 years
SCHH	Traveller site pitch fees ( VAT n/a) - per week (52 weeks): Single pitch

Directorate	Name of F&C
SCHH	Traveller site pitch fees ( VAT n/a) - per week (52 weeks): Double pitch
SCHH	Traveller site pitch fees ( VAT n/a) - per week (52 weeks): Service charges
SCHH	Park Homes Charges ( per pitch unless otherwise stated): Initial Licence Fee
SCHH	Park Homes Charges ( per pitch unless otherwise stated): Amendment or transfer fee (per site/application)
SCHH	Park Homes Charges ( per application plus £8.90 [16/17 - £9.00] per additional pitch): Site expansion amendment fee
SCHH	Park Homes Charges ( per pitch unless otherwise stated): Annual fee
SCHH	Park Homes Charges ( per pitch unless otherwise stated): Fit and Proper Persons Register Application (per application)
SCHH	Park Homes Charges ( per pitch unless otherwise stated): Fee for Depositing Site Rules (per Deposit)
SCHH	Private Sector Housing: Fee for technical assistance with a Disabled Facilities Grant - % of cost (for grants not exceeding £27,000)
SCHH	Private Sector Housing: Fee for technical assistance with a Renewals Grant - % of cost
SCHH	Private Sector Housing: Fee chargeable in relation to Empty Homes cases - % of cost
SCHH	Housing Solutions Land Charge Enquiries
SCHH	Early Redemption Grant / Loan Assistance or Works in Default - Land Registry Charge removal
SCHH	Private Sector Housing: Immigration survey request - per survey
SCHH	Sheltered Housing: Sheltered Communal Lounge hire (per hour)
SCHH	Sheltered Housing: Lifeline Response Charge (VAT n/a - per response)
SCHH	Well Being Charge: Provision of emergency care 24/7 at Priory View (per person)
SCHH	Priory View Guest Rooms: Per night if only 1 night
SCHH	Priory View Guest Rooms: Per night for 2 or more nights
SCHH	Priory View Guest Rooms: Per hour to freshen up / wash etc.
SCHH	Priory View Guest Laundry: Per wash load if carried out by the Scheme Manager etc.
SCHH	Residential Care ( VAT n/a): Linsell House (Home for Adults with Multiple Disabilities) (per week)
SCHH	Day Opportunities and Day Care ( VAT n/a): Day Centres for Adults with Learning Disabilities (per day)
SCHH	Day Opportunities and Day Care ( VAT n/a): Day Centres for Adults with Mental Health Needs (per day)

Directorate	Name of F&C
SCHH	Day Opportunities and Day Care ( VAT n/a): Day and Social Centres for Older People (per day)
SCHH	Day Opportunities and Day Care ( VAT n/a): Travel to Day Centre (per journey)
SCHH	Domiciliary Care: Home Care (per hour) (VAT n/a)
SCHH	Domiciliary Care: Care provided in Supported Living units (per hour) (VAT n/a)
SCHH	Domiciliary Care: Care provided in Extra Care Sheltered Housing (per hour) (VAT n/a)
SCHH	Domiciliary Care: Telecare Service provided to meet eligible social care needs per week (VAT n/a)
SCHH	Meals ( VAT n/a): Frozen meal (per meal)
SCHH	Meals ( VAT n/a): Hot meal (per meal)*
SCHH	Meals ( VAT n/a): Meals at day centres (per meal)*
SCHH	Telecare Monitoring Service: Telecare Service provided outside social care eligibility criteria where customer has VAT exemption (VAT n/a)
SCHH	Telecare Monitoring Service: Telecare Service provided outside social care eligibility criteria
SCHH	Laundry Charges: Laundry Charges per washing load
SCHH	Fee for Issue of a Blue Badge: Fee for Issue of a Blue Badge (statutory maximum charge)
SCHH	Social Care Services: Linsell House (Home for Adults with Multiple Disabilities) (per week)
SCHH	Social Care Services: Day Centres for Adults with Learning Disabilities incl. transport (per day) (VAT n/a)
SCHH	Social Care Services: Day Centres for Adults with Learning Disabilities excl. transport (per day) (VAT n/a)
SCHH	Social Care Services: Day Centres for Older People - per day incl. transport (per day) (VAT n/a)
SCHH	Social Care Services: Day Centres for Older People excl. Transport (per day) (VAT n/a)
SCHH	Lettings (VAT n/a) - Side room/ Small Room: up to 4 hours
SCHH	Lettings (VAT n/a) - Side room/ Small Room: additional hour
SCHH	Lettings (VAT n/a) - Main Hall: up to 4 hours
SCHH	Lettings (VAT n/a) - Main Hall: additional hour
SCHH	Lettings (VAT n/a) - Kitchen: up to 4 hours

Directorate	Name of F&C
SCHH	Cost per Social Work hour: Cost per Social Work hour
SCHH	Best Interest Assessments / Deprivation of Liberty Safeguards (based on Association of Directors of Adult Social Services regulations): Best Interest Assessments / Deprivation of Liberty Safeguards (based on Association of Directors of Adult Social Services regulations)
SCHH	Weekly price per bed: Abbotsbury
SCHH	Weekly price per bed: Allison House
SCHH	Weekly price per bed: Ferndale
SCHH	Weekly price per bed: Greenacre
SCHH	Weekly price per bed: The Birches
SCHH	Weekly price per bed: Westlands
SCHH	Other Local Authority Weekly Price Per Bed: Abbotsbury
SCHH	Other Local Authority Weekly Price Per Bed: Allison House
SCHH	Other Local Authority Weekly Price Per Bed: Ferndale
SCHH	Other Local Authority Weekly Price Per Bed: Greenacre
SCHH	Other Local Authority Weekly Price Per Bed: The Birches
SCHH	Other Local Authority Weekly Price Per Bed: Westlands
SCHH	Deferred Payment Agreement: Set up costs (inc VAT)
SCHH	Deferred Payment Agreement: Annual Admin (inc VAT)
SCHH	Brokerage Fee for Self Funders: Admin fee (inc VAT)
Public Health/SCHH	Educational Supervision/ per Registrars (Public Health)

Directorate	Name of F&C
Children's Services	Music Service VAT (n/a)
Children's Services	School Transport- Concessions & Post 16 bus pass: per term
Children's Services	School Transport- Concessions & Post 16 bus pass: half term
Children's Services	School Transport- Concessions & Post 16 bus pass: year
Children's Services	School Transport: Replacement Bus Pass