

Cabinet – Supplementary agenda No.2

A meeting of the Cabinet will be held on:

Date: 4 February 2020

Time: 3.00pm

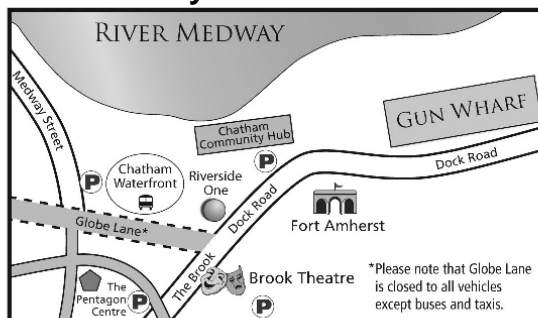
Venue: Meeting Room 2 - Level 3, Gun Wharf, Dock Road, Chatham ME4 4TR

Items

9. **Capital and Revenue Budgets 2020/21** (Pages 3 - 54)
Please find attached Appendix 5 (Fees and Charges) to the report.
20. **Business Rate Relief** (Pages 55 - 64)
Please find attached an urgent report for consideration and approval for the reasons specified in paragraph 1.2 of the report.

For further information please contact Teri Reynolds, Democratic Services Officer on Telephone: 01634 332104 or Email: democratic.services@medway.gov.uk

Date: 31 January 2020



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A summary of this information can be made available in other formats from **01634 333333**

If you have any questions about this meeting and you want to speak to someone in your own language please ring **01634 335577**

বাংলা	331780	ગુજરાતી	331782	ਪੰਜਾਬੀ	331784	کوردی	331841	أروو	331785	Русский	332374
中文	331781	हिंदी	331783	Polski	332373	এহেৎশাফ	331786	فارسی	331840	Lietuviškai	332372

Appendix 5

MEDWAY COUNCIL

Fees & Charges April 2020

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REGENERATION, CULTURE AND ENVIRONMENT

Front Line Services

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%
Trading Standards			
Weights & Measures - General			
Hourly rate of Charge - (minimum charge 1 hour)	101.00	103.00	1.98%
Certificate of Errors	101.00	103.00	1.98%
Supply of replacement certificate	101.00	103.00	1.98%
Certificate of Errors	31.60	32.20	1.90%
Supply of replacement certificate	31.60	32.20	1.90%
Weights & Measures - Weights			
Weights exceeding 5kg, 10lb or not exceeding 500mg, 2CM	25.30	25.80	1.98%
Other weights	25.30	25.80	1.98%
Weights & Measures - Linear Measures			
Linear measures not exceeding 3m or 10ft each scale	30.30	30.90	1.98%
Weights & Measures - Capacity Measures			
Capacity measures without diversions not exceeding 1 litre or 1 quart	25.30	25.80	1.98%
Cubic ballast measures (other than brim measures)	252.50	257.60	2.02%
Brim measures (unsubdivided) up to 1 metre	126.30	128.80	1.98%
Liquid capacity measures for making up and checking average quantity packages	50.50	51.50	1.98%
Weights & Measures - Weighing Instruments			
Not exceeding 30kg - first item	50.50	51.50	1.98%
Not exceeding 30kg - Second and subsequent items	50.50	51.50	1.98%
Exceeding 30kg but not exceeding 1 tonne (1 ton)	50.50	51.50	1.98%
Exceeding 1 tonne but not 10 tonnes (1 ton - 10 tons)	101.00	103.00	1.98%
(1) Time on site of 4 hours or less (half day charge)	353.50	360.60	2.01%
(2) Time on site exceeding 4 hours (full day charge)	707.00	721.10	1.99%
Weights & Measures - Intoxicating Liquor Measuring Instruments			
Not exceeding 5 fl. oz.	50.50	51.50	1.98%
Other	50.50	51.50	1.98%
Weights & Measures - Liquid Fuel Measuring Instruments			
LFLO dispenser per meter/measuring container submitted	75.80	77.30	1.98%
Testing of peripheral electronic equipment on a later occasion than stamping of instrument - per site	75.80	77.30	1.98%
Charge for each credit card acceptor unit tested, irrespective of the number	75.80	77.30	1.98%
Weights & Measures - Road Tankers			
Wet hose type with two testing liquids	303.00	309.10	2.01%
Jammed ticket printer (no replacement parts)	202.00	206.00	1.98%
Replacement of parts without effect on calibration	202.00	206.00	1.98%
(1) First or single dipstick	50.50	51.50	1.98%
(2) Each additional dipstick submitted at the same time	30.30	30.90	1.98%
Weights & Measures - Other			
Any other metrological testing, goods or equipment (per hour)	98.06	100.00	1.98%
Petroleum			
Petroleum Installation Record Search (per hour)	98.06	100.00	1.98%
Licence & Renewal			
Trader approval scheme			
Fair Trader Scheme "Large org. member" (Above VAT registered threshold)			
Member Before 31/3/19	250.00	250.00	0.00%
Fair Trader Scheme "Small org. member" (Below VAT registered threshold)			
Member Before 31/3/19	170.00	180.00	5.88%
Fair Trader Scheme initial application fee	110.00	120.00	9.09%
Fair Trader Scheme - extra categories on website per category	52.00	53.00	1.92%

REGENERATION, CULTURE AND ENVIRONMENT

Front Line Services

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%
Fair Trader Scheme - enhanced listing (with company logo hyperlink)	62.00	63.20	1.94%
Fair Trader Scheme - enhanced listing - Annual Continuation Fee	12.00	12.00	0.00%
Fair Trader Scheme "Large org. member" (Above VAT registered threshold) NEW Member Rate from 1 April 2019	360.00	360.00	0.00%
Fair Trader Scheme "Small org. member" (Below VAT registered threshold) NEW Member Rate from 1 April 2019	300.00	300.00	0.00%

Exhibiting Animals

EXHIBITING Animals registration	189.00	192.80	2.01%
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Gillingham Pier

Rent of berth:

Western Side of slipway

under 30 ft. - per month	62.90	64.20	2.07%
under 30 ft. - per annum	628.80	641.40	2.00%
30ft to under 40ft - per month	80.10	81.70	2.00%
30ft to under 40ft - per annum	799.60	815.60	2.00%
40 ft. and over - per month	116.10	118.40	1.98%
40 ft. and over - per annum	1168.10	1,191.50	2.00%

Pontoon

under 20 ft. - per month	62.90	64.20	2.07%
under 20 ft. - per annum	628.80	641.40	2.00%
20ft to under 30ft - per month	80.20	81.80	2.00%
20ft to under 30ft - per annum	799.60	815.60	2.00%
30ft to under 40ft - per month	116.10	118.40	1.98%
30ft to under 40ft - per annum	1168.10	1,191.50	2.00%

Mooring Fees

Commercial and Casual Mooring

Under 20ft - per day	11.00	11.20	1.82%
20ft to under 30ft - per day	11.50	11.70	1.74%
30ft to under 40ft - per day	16.20	16.50	1.85%
40ft to under 50ft - per day	16.90	17.20	1.78%
50ft to under 60ft - per day	22.20	22.60	1.80%
60ft to under 70ft - per day	31.90	32.50	1.88%
70ft to under 80ft - per day	42.40	43.20	1.89%
80ft to under 90ft - per day	54.20	55.30	2.03%
90ft to under 100ft - per day	66.70	68.00	1.95%
Per additional foot over 100ft - per day	1.40	1.40	0.00%

Commercial vessels of 20 tons Grt and over (approx. 50ft) per tonne per day	0.40	0.40	0.00%
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Note - for long term stays 60% discount to be allowed for the second period of seven days and 80% for any subsequent periods of seven days.

Season Tickets per boat	120.00	122.40	2.00%
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Slipways

Painting, repairs etc. daily rate

Under 30ft	19.80	20.00	1.01%
30ft - 40ft	27.90	28.50	2.15%
40ft - 45ft	42.10	43.00	2.14%

REGENERATION, CULTURE AND ENVIRONMENT

Front Line Services

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%
Launching (launch and haul out)			
under 30ft	16.00	16.50	3.13%
30ft to under 40ft	17.90	18.50	3.35%
40ft to under 45 ft.	46.20	47.00	1.73%

Waste Services

Bulky Collection

Standard collection	10.00	Remove	N/A
Standard collection - Metal	0.00	21.00	N/A
Standard collection - Non Metal	0.00	21.00	N/A
Collection within two working days	38.00	39.00	2.63%
Recovery of lost item from recycling bring bank	30.00	30.50	1.67%

Graffiti Removal

Hourly charge for removal of graffiti from private land	40.00	40.80	2.00%
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Household Waste Recycling Centre's (HWRC's)

Car tyre disposal	4.00	4.00	0.00%
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Food Waste Caddy Liners

1 roll of 26 caddy liners	2.00	2.00	0.00%
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Public Conveniences

Access Key to Disabled Persons' Convenience	5.20	5.30	1.92%
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Highway Group

Vehicle crossings

New / extended crossings (using Term Contractor)	159.10	163.00	2.45%
New / extended crossings (using Private Contractor)	206.00	210.50	2.18%
Charge for TMA notices - Per Notice	5.50	5.60	1.82%
Charge for service plans - Per Site	45.70	47.00	2.84%
Checking legality of crossings	159.10	163.00	2.45%
Confirming permission was given (conveyancing queries)	47.40	48.50	2.32%

Highway lighting

Checking lighting designs	257.50	263.00	2.14%
Additional charge for every 50m length of Highway in design	51.50	53.00	2.91%
Application to alter/move Highway lighting equipment (street light, sign etc.).	159.70	163.00	2.07%
Application to fit shielding to a street light	30.90	31.50	1.94%
Hourly rate to administer and monitor third party works	51.50	52.50	1.94%

Highways - Highway Adoption via S38/S278 Agreements

Technical/Supervision Fee Charges	10%	10%	0.00%
Traffic Management fixed Fee Charge.	2000.00	2,040.00	2.00%
Structures Fixed Fee Charge	1500.00	1,530.00	2.00%
Medway Norse (Landscaping) Fixed Fee Charge	1500.00	1,530.00	2.00%
Traffic Signals Fixed Fee Charge	1500.00	1,530.00	2.00%
Solicitor Enquiry re Highway Adoption Charge	46.35	47.30	2.05%

REGENERATION, CULTURE AND ENVIRONMENT

Front Line Services

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%
Street Naming and numbering Charges			
Charge to Developer for Amending Plans previously Named and Numbered and re-sending out again - Per Building	70.70	72.50	2.55%
Charge for Amending a Road Name, i.e. request by local residents etc.	706.90	721.00	1.99%
Charge for Registering a New House or Building	70.70	72.50	2.55%
Charge for Registering 2 to 10 Buildings/Properties	209.10	214.00	2.34%
Charge for Registering 11 to 20 Buildings/Properties	283.30	290.00	2.36%
Charge for Registering 21 to 30 Buildings/Properties	355.40	363.00	2.14%
Charge for Registering 31 to 50 Buildings/Properties	505.70	516.00	2.04%
Charge for Registering 51 to 60 Buildings/Properties	653.00	667.00	2.14%
Charge for Registering 61 or more Buildings/Properties	815.80	832.50	2.05%
Charge for Amending a House Name/Building Name	70.70	72.50	2.55%
Charge for Amending a House Number	70.70	72.50	2.55%
Charge for Amending Property Details, i.e. a House becoming x no of Flats - Per Flat	70.70	72.50	2.55%
Charge for registering a Hotel	217.50	222.00	2.07%
Charge for Historical Information, i.e. enquiries from Solicitors etc.	293.70	300.00	2.15%
Highway Search Charges			
Standard Search	26.10	27.00	3.45%
Additional charge per question	6.60	7.00	6.06%
Additional charge for requested A3 size plan	13.10	13.50	3.05%
Dropped Curb			
Admin Fee for amendments to TRO	1260.30	1260.30	0.00%
Community Safety & Enforcement			
Environmental Health			
per hour officer cost	50.00	51.00	2.00%
Contaminated Land Searches min cost (up to 3 hours)	150.00	150.00	0.00%
Contaminated Land Searches per hour thereafter	50.00	51.00	2.00%
Private Water Supplies			
Analysis under regulation 10	25.00	25.50	2.00%
All other charges (per hour) - see website for national capped charges	50.00	51.00	2.00%
Unfit Food			
Examination of Food and the issue of Certificates for voluntary surrender	200.00	204.00	2.00%
Officer time per hour over and above the first two hours	50.00	51.00	2.00%
Disposal of unfit food - transportation and tipping charges	At Cost	At Cost	
Food Hygiene			
FHRS re-score visit request	165.00	168.30	2.00%
Level 2 Award in Food Safety in Catering (pp subject to min 10 people per course)	55.00	56.10	2.00%
Level 3 Award in Supervising Food Safety in Catering (pp nb min 4 people per course)	280.00	285.60	2.00%
Issue of export certificate (per hour officer time, min 1 hour)	50.00	51.00	2.00%

REGENERATION, CULTURE AND ENVIRONMENT

Front Line Services

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%
Health and Safety			
Level 2 award in health and safety in the workplace	55.00	56.10	2.00%
Asbestos Training - Half Day (pp - minimum 10 people per course)	75.00	76.50	2.00%
General Safety Certificate as defined by section 1 of Safety of Sports Ground Act 1975. (rate/hour of work undertaken).	50.00	51.00	2.00%
Port Health			
Ship Water Sampling Requests minimum up to 2 hours	50.00	51.00	2.00%
Rate per hour thereafter	50.00	51.00	2.00%
PHE water sample fees (where charged)	at cost	at cost	
Ship Water Sampling Requests minimum up to 2 hours (Weekends and BH)	75.00	76.50	2.00%
Rate per hour for weekends and bank holidays thereafter	75.00	76.50	2.00%
Licensing			
Skin Piercing (Registration)	180.00	183.60	2.00%
Skin Piercing (minor variation)	85.00	86.70	2.00%
Amendment/Replacement of a licence or certificate	51.40	52.40	1.95%
Pleasure boat licences	140.00	142.80	2.00%
Safer Communities			
Minimum fees for collection and return of stray dogs directly to owner (including £25 statutory charge)	55.00	56.00	1.82%
Additional part/daily fee the kennelling of stray dogs - additional to minimum fee; per day rate	10.30	10.50	1.94%
Fees for the sale of unclaimed stray dogs - pure breed	154.50	160.00	3.56%
Fees for the sale of unclaimed stray dogs - mixed breed	103.00	105.00	1.94%
Fees for the sale of unclaimed stray dogs - Staffordshire bull terrier type	72.00	73.00	1.39%
Dog owners' suggested contribution towards expenses incurred in rehoming their dog. Larger amounts are acceptable at the owners' discretion.	50.00	51.00	2.00%
Anti Social Behaviour, Crime and Policing Act 2014			
Failure to adhere to a Community Protection Notice or Public Spaces Protection Order. The penalty charge notice is reduced to £70 if paid within 10 days	100.00	100.00	0.00%
Country Park out of hours vehicle release fee	58.90	60.00	1.87%
Fees for the removal of unauthorised posters. N.B. Price will increase significantly if traffic management is necessary.	41.20	40.00	-2.91%
Fixed penalty charge for depositing litter. Discounted to £90 if paid within 10 days	150.00	150.00	0.00%
Fixed penalty for fly posting. Discounted to £90 if paid within 10 days	150.00	150.00	0.00%
Fixed penalty for the unauthorised distribution of free printed matter.	150.00	150.00	0.00%
Fixed penalty for graffiti. Discounted to £90 if paid within 10 days	150.00	150.00	0.00%
Fixed penalty charge for failing to comply with a Dog Control Order. The penalty	80.00	80.00	0.00%
Failure to adhere to a Community Protection Notice or Public Spaces Protection	100.00	100.00	0.00%
Dog waste bags for pack of 50	1.50	1.50	0.00%
Travel Safety			
Accident Data Searches:			
1 junction - 36 months	58.10	59.30	2.07%
1 junction - 60 months	63.10	64.40	2.06%

REGENERATION, CULTURE AND ENVIRONMENT

Front Line Services

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%
2 junctions - 36 months	83.90	85.60	2.03%
2 junctions - 60 months	92.70	94.60	2.05%
3 junctions - 36 months	111.20	113.40	1.98%
3 junctions - 60 months	120.00	122.40	2.00%
4 junctions - 36 months	136.10	138.80	1.98%
4 junctions - 60 months	148.30	151.30	2.02%
5 junctions - 36 months	160.70	163.90	1.99%
5 junctions - 60 months	179.20	182.80	2.01%
6 junctions - 36 months	187.90	191.70	2.02%
6 junctions - 60 months	207.80	212.00	2.02%
7 junctions - 36 months	216.40	220.70	1.99%
7 junctions - 60 months	234.90	239.60	2.00%
8 junctions - 36 months	241.00	245.80	1.99%
8 junctions - 60 months	265.80	271.10	1.99%
9 junctions - 36 months	266.90	272.20	1.99%
9 junctions - 60 months	294.30	300.20	2.00%
10 junctions - 36 months	294.30	300.20	2.00%
10 junctions - 60 months	322.60	329.10	2.01%
11 junctions - 36 months	317.80	324.20	2.01%
11 junctions - 60 months	358.30	365.50	2.01%
12 junctions - 36 months	346.30	353.20	1.99%
12 junctions - 60 months	378.30	385.90	2.01%
13 junctions - 36 months	373.50	381.00	2.01%
13 junctions - 60 months	408.10	416.30	2.01%
14 junctions - 36 months	399.40	407.40	2.00%
14 junctions - 60 months	438.90	447.70	2.01%
15 junctions - 36 months	424.20	432.70	2.00%
15 junctions - 60 months	467.30	476.60	1.99%
16 junctions - 36 months	453.70	462.80	2.01%
16 junctions - 60 months	494.60	504.50	2.00%
17 junctions - 36 months	476.00	485.50	2.00%
17 junctions - 60 months	521.80	532.20	1.99%
18 junctions - 36 months	500.80	510.80	2.00%
18 junctions - 60 months	552.70	563.80	2.01%
19 junctions - 36 months	529.30	539.90	2.00%
19 junctions - 60 months	583.60	595.30	2.00%
20 junctions - 36 months	558.70	569.90	2.00%
20 junctions - 60 months	613.20	625.50	2.01%
21 junctions - 36 months	582.40	594.00	1.99%
21 junctions - 60 months	644.10	657.00	2.00%
22 junctions - 36 months	605.80	617.90	2.00%
22 junctions - 60 months	675.10	688.60	2.00%
23 junctions - 36 months	636.60	649.30	1.99%
23 junctions - 60 months	698.60	712.60	2.00%
24 junctions - 36 months	661.50	674.70	2.00%
24 junctions - 60 months	729.50	744.10	2.00%
25 junctions - 36 months	692.50	706.40	2.01%
25 junctions - 60 months	760.40	775.60	2.00%
26 junctions + will be priced based on the application received			
Stage 1 Safety Audit - Simple Priority Junction	618.00	630.40	2.01%
Stage 1 Safety Audit - Other Junction or arrangements	721.00	735.40	2.00%
Stage 1 Safety Audit - Complex junctions or Estate layouts	Price on application	Price on application	
Stage 2, 3 and monitoring stage (Combined fee)	3,708.00	3,782.20	2.00%

REGENERATION, CULTURE AND ENVIRONMENT

Front Line Services

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%
Review of External Safety Audit and Proposal	400.70	408.70	2.00%
Road Safety Assessment (Vehicle crossing)	95.80	97.70	1.98%

Traffic Management

Disabled Parking Bays	40.00	41.00	2.50%
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Scaffold/ Hoarding Licence

Processing and first inspection	105.10	107.20	2.00%
Subsequent inspections	55.60	56.70	1.98%
Keep Clear markings	37.10	37.80	1.89%
Removal of unauthorised signs (per sign)	93.70	95.60	2.03%

Miscellaneous

Skip licence (first 14 days)	41.20	42.00	1.94%
Skip licence (next 14 days)	18.50	18.90	2.16%

Building Material licences	62.00	63.20	1.94%
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Crane over sailing licence	POA	POA	
Crane or MEVP Licence			

Temporary Traffic sign permit / site approval:			
Weekday core time (8am - 6pm)	142.10	144.90	1.97%
Weekdays outside Core time	210.20	214.40	2.00%
Weekends	278.20	283.80	2.01%

Table and Chairs permit	33.00	33.70	2.12%
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Table and chairs permit Chatham High St			
A boards Chatham High St (nil charge)			
Abnormal load support	POA	POA	
Temporary Traffic Signal Approval	POA	POA	
Temporary 15 minute closure approval	67	68.30	1.94%
Signal Bagging	POA	POA	
Temporary Traffic management layout approval	POA	POA	

Traffic Counts (survey results)

ATC Up to 2 years old	142.50	145.40	2.04%
ATC Older than 2 years	71.25	72.70	2.04%

Manual counts	POA	POA	
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Licence for private Service in the Highway	168.80	172.20	2.01%
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Temporary road closures

Emergency Closures 14(2)	1006.20	1,026.30	2.00%
Planned closures 14(1)	1298.10	1,324.10	2.00%

REGENERATION, CULTURE AND ENVIRONMENT

Front Line Services

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%
Town and Police Closure orders	65.00	66.30	2.00%

Parking (Excluding Pay and Display)

Permit Type

Resident	30.00	30.00	0.00%
Resident Support	30.00	30.00	0.00%
Daily visitor vouchers each	2.00	2.00	0.00%
Season Ticket Medway Residents	545.00	545.00	0.00%
Season Ticket Medway Residents Quarterly	160.00	160.00	0.00%
Season Ticket Non Medway Resident	628.30	628.30	0.00%
Season Ticket Non Medway Resident Quarterly	180.30	180.30	0.00%
Shoppers Season Ticket	615.00	615.00	0.00%
Shoppers Season Ticket Quarterly	177.00	177.00	0.00%
Single Car Park	420.00	420.00	0.00%
Cared for Permit (Individual)	20.00	20.00	0.00%
Business	144.00	144.00	0.00%
Special Business	160.00	160.00	0.00%
Late Night	37.00	37.00	0.00%
Worship Permit	37.00	37.00	0.00%
Jezreels	96.80	96.80	0.00%
Dispensations per day	5.70	5.70	0.00%
Suspended Bays per bay per day	30.90	30.90	0.00%
Rochester Multi Storey Car Park Season Ticket	731.30	731.30	0.00%
Rochester Multi Storey Car Park Season Ticket Quarterly	216.30	216.30	0.00%
Traders Permit	144.00	144.00	0.00%
Blue Badge application fee administration charge per badge	10.30	10.30	0.00%

Traffic Management Act 2004 - Notification of Penalty Charge Notice Rates

Full charge PCN Serious Offences	70.00	70.00	0.00%
Full charge PCN Less Serious Offences	50.00	50.00	0.00%
Working Without a Permit	500.00	500.00	0.00%
Reduced rate (if paid within 14 days) Serious Offences	35.00	35.00	0.00%
Reduced rate (if paid within 14 days) Less Serious Offences	25.00	25.00	0.00%

Transport Act 2000 - Notification of Penalty Charge Notice Rates

Bus Lane Enforcement - paid within 14 days	30.00	30.00	0.00%
Bus Lane Enforcement - paid after 14 days	60.00	60.00	0.00%

Medway Council Pay and Display Charges from 1st April 2020

Off Street Parking

Dependent on the time permitted for a vehicle to stay within the car park, a variation of the below will be charged:

Time Period in Hours	19/20 Tariff
0-0.5	50p
0.5-1	100p
1-2	150p
2-4	250p
4-6	350p
6+	520p
48	1000p

20/21 Tariff
50p
100p
150p
250p
350p
520p
1000p

Rochester Riverside MSCP

Time Period in Hours	Tariff
0-1	100p
1-2	150p
2-3	200p
3-5	250p
5-15	600p

Tariff
100p
150p
200p
250p
600p

On Street Parking

Dependent on the time permitted for a vehicle to stay within each parking location, a variation of the below will be charged:

Time Period in Hours	Tariff
0-0.5	50p
0.5-1	100p
1-2	150p
2-4	250p
4-6	350p
6+	520p
48	1000p

Tariff
50p
100p
150p
250p
350p
520p
1000p

Multi Storey Car Park (Brook & Pentagon)

Star Chamber 6th January 2020 agreed to harmonise the Pentagon and Brook Multi Storey charges by adopting the charging structure currently applied to the Brook

Time Period in Hours	Tariff
0-1	100p
1-2	150p
2-3	200p
3-4	250p
4-5	300p
5-6	350p
6+	520p

Tariff
100p
150p
200p
250p
300p
350p
520p

Frontline Services Licensing

2019/20 Fees					
Nature of Licensable activity	Size of licensable activity	Fees Part A	Fees Part B		
			1 & 2 star establishment. 1 year licence.	3 & 4 star establishment. 2 year licence.	5 star establishment. 3 year licence.
Boarding in kennels for Dogs	1-15 pens/kennels	£195 plus vet fees	£195	£294	£422
Boarding for Cats	16-30 pens/kennels	£260 plus vet fees			
	31+ pens/kennels	£294 plus vet fees			
Selling of Animal as Pets		£195 plus vet fees	£195	£294	£422
Home Boarding of Dogs and Day Care for Dogs	1-5 Dogs	£195 plus vet fees			
	6+ Dogs	£260 plus vets fees			
Breeding of Dogs	1-10 adult dogs resident	£195 plus vet fees	£195	£294	£422
	11-20 adult dogs resident	£260 plus vet fees			
	21+ adult dogs resident	£324 plus vet fees			
Hiring of Horses	1-30 Horses on the premises	£260 plus vet fees	£195	£294	£422
	31+ horses on the premises	£324 plus vet fees			
Keeping or training animals for exhibition	N/A	£195 plus vet fees	N/A	N/A	£195
Part A covers the application and authorisation process. Part B is the cost for administering and enforcing the framework.					
Other Charges					
Requests for variations	Administration fee	£33	Vet fees will be charged separately if applicable.		
	Pre-application/Site inspection (if required)	£65			
Request for re-inspection		£98			
Pre Application Advice		£65			
Zoo fees	£700	Vet fees will be charged separately			
Dangerous Wild animals	£285				

2020/21 Fees					
Nature of Licensable activity	Size of licensable activity	Fees Part A	Fees Part B		
			1 & 2 star establishment. 1 year licence.	3 & 4 star establishment. 2 year licence.	5 star establishment. 3 year licence.
Boarding in kennels for Dogs	1-15 pens/kennels	£200 plus vet fees	£200	£303	£435
Boarding for Cats	16-30 pens/kennels	£268 plus vet fees			
	31+ pens/kennels	£303 plus vet fees			
Selling of Animal as Pets		£200 plus vet fees	£200	£303	£435
Home Boarding of Dogs and Day Care for Dogs	1-5 Dogs	£200 plus vet fees			
	6+ Dogs	£268 plus vet fees			
Breeding of Dogs	1-10 adult dogs resident	£200 plus vet fees	£200	£303	£435
	11-20 adult dogs resident	£268 plus vet fees			
	21+ adult dogs resident	£334 plus vet fees			
Hiring of Horses	1-30 Horses on the premises	£268 plus vet fees	£200	£303	£435
	31+ horses on the premises	£334 plus vet fees			
Keeping or training animals for exhibition	N/A	£200 plus vet fees	N/A	N/A	£200
Part A covers the application and authorisation process. Part B is the cost for administering and enforcing the framework.					
Other Charges					
Requests for variations	Administration fee	£34	Vet fees will be charged separately if applicable.		
	Pre-application/Site inspection (if required)	£67			
Request for re-inspection		£100			
Pre Application Advice		£67			
Zoo fees	£720	Vet fees will be charged separately			
Dangerous Wild animals	£295				

REGENERATION, CULTURE AND ENVIRONMENT

FRONT LINE SERVICES

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%
INTEGRATED TRANSPORT			
Subsidised Bus Services			
Bus Contract Deductions for Administration (per hour)	140.00	143.00	2.14%
Yellow Bus Fares - charge for one term - to come into effect for the new academic year	57.00	58.00	1.75%
Yellow Bus Fares - charge for two terms - to come into effect for the new academic year	109.00	111.00	1.83%
Yellow Bus Fares - charge for one year - to come into effect for the new academic year	309.00	315.00	1.94%
Replacement of Medway Scholar pass (except Arriva)	13.00	13.00	0.00%
Replacement of Medway School Yellow Bus pass	10.00	10.00	0.00%
Concessionary Fares			
Application fee for young persons half fare bus pass. Fee to come into effect July for new academic year.	10.00	10.00	0.00%
Replacement of lost bus pass - elderly and disabled persons concession (no charge if crime number given)	10.00	10.00	0.00%
Replacement of lost bus pass - young persons half fare concession (no charge if crime number given). Fee to come into effect July.	10.00	10.00	0.00%
Local Transport Plan			
Information from existing automatic traffic count (per site)	54.00	55.00	1.85%
Information from existing manual traffic count (per site)	162.00	165.00	1.85%
Chatham Waterfront Bus Station			
Charge per bus service departure	0.82	0.82	0.00%
Streetworks Permit Scheme			
Permit Fee - Maid Road Category 0,1 & 2 - Provisional Advance Activity	95.00	95.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Major works 10 days+	216.00	216.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Major works 10 to 4 days	117.00	117.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Major works up to 3 days	59.00	59.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Standard Activity	117.00	117.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Minor Activity	59.00	59.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Immediate Activity	54.00	54.00	0.00%
Permit Fee - Main Road Category 3 & 4 - Provisional Advance Activity	95.00	95.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works 10 days+	216.00	216.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works 10 to 4 days	117.00	117.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works up to 3 days	59.00	59.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Standard Activity	117.00	117.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Minor Activity	59.00	59.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Immediate Activity	54.00	54.00	0.00%
Permit Fee - Main Road Category 3 & 4 - Provisional Advance Activity (Non Traffic Sensitive)	68.00	68.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works 10 days+ (Non Traffic Sensitive)	135.00	135.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works 10 to 4 days (Non Traffic Sensitive)	68.00	68.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works up to 3 days (Non Traffic Sensitive)	41.00	41.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Standard Activity (Non Traffic Sensitive)	68.00	68.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Minor Activity (Non Traffic Sensitive)	41.00	41.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Immediate Activity (Non Traffic Sensitive)	36.00	36.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Provisional Advance Activity	68.00	68.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Major works 10 days+	135.00	135.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Major works 10 to 4 days	68.00	68.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Major works up to 3 days	41.00	41.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Standard Activity	68.00	68.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Minor Activity	41.00	41.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Immediate Activity	36.00	36.00	0.00%
Disabled Bays			
Disabled Parking Bays	40.00	41.00	2.50%

The Streetworks Permit Scheme Charges require DfT approval to apply any Increases. Future Years Fees and Charges will be reviewed Mid Year and submitted to the DfT to allow any increases to be properly applied.

REGENERATION, CULTURE AND ENVIRONMENT

GREENSPACE SERVICES

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%
Country Parks			
Fishing			
Day ticket (no night fishing) adult	10.00	10.20	2.00%
Day ticket (no night fishing) Junior/+60	6.00	6.10	1.67%
Pre-booked club outings	210.00	214.00	1.90%
Orienteering			
Orienteering / price per visit per child	2.00	2.00	0.00%
Other Activities			
Children's activity sessions	3.00	3.10	3.33%
Guided walks	3.00	3.10	3.33%
Education visits by Medway schools/ price per visit per child for ranger led sessions	3.20	3.30	3.12%
Forest School Visit - price per child	4.50	4.60	2.22%
Fishing teach ins for children	10.00	10.20	2.00%
Event Site Hire - All Green Spaces (price per event)			
Up to 100 People	53.00	54.10	2.08%
101 to 500 People	300.00	305.00	1.67%
501 to 1,000 people	560.00	570.00	1.79%
1001 to 5000 people	1,100.00	1120.00	1.82%
More than 5000 people	3,400.00	3470.00	2.06%
Deposit against damage - £500 to £1000 (subject to proposed event)			
25% discount for registered charities on all the above			
Boot Camps and Fitness Classes	105.00	107.00	1.90%
Dog Walking Companies	106.10	108.00	1.79%
Toilet cleaning charge post external event hire (cleaning costs only)	100.80	102.00	1.19%
Allotment Rental - Charge per sq. metre			
Plot and water	0.22	0.23	4.55%
Plot only	0.17	0.18	5.88%
Flat rate per shed	17.00	17.50	2.94%
Flat rate use of container	6.50	6.60	1.54%
Bloor Lane Church Allotment	36.00	37.00	2.78%
Miscellaneous Recreation			
Playhut - Playgroups - per 3 hours	21.00	21.50	2.38%

REGENERATION, CULTURE AND ENVIRONMENT

GREENSPACE SERVICES

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%
Circus Visits & Fairs			
Circus & Fairs Daily Hire Fee	600.00	620.00	3.33%
Deposit Against damage and fly posting	1,500.00	1550.00	3.33%
Public Rights of Way			
Process Application for pre-publication stage	57.20	58.30	1.92%
Land Registry Search plus search fee	22.80	23.30	2.19%
Site visit	171.30	174.70	1.98%
Preparation of Plans	80.00	81.60	2.00%
Initial consultation	114.20	116.50	2.01%
Responding to consultation replies. (Includes £150 site visit)	285.70	291.40	2.00%
Preparation of Committee Report	251.30	256.30	1.99%
Order Making Stage			
Prepare Order, Notice and Statement	194.40	198.30	2.01%
Distribution of Order	137.20	139.90	1.97%
Posting Notices on Site	125.80	128.30	1.99%
Advertise Notice of Making of Order. (plus cost of advertisement)	40.00	40.80	2.00%
Responding to replies	114.20	116.50	2.01%
Site visits as required - per visit	171.30	174.70	1.98%
Forwarding documentation to DEFRA	594.10	606.00	2.00%
Confirmation of Order			
Site visit	114.20	116.50	2.01%
Preparation of Confirmation Notice	57.20	58.30	1.92%
Distribution of Confirmed Order	137.20	139.90	1.97%
Post Notices on Site	125.80	128.30	1.99%
Advertise Notice of Confirmation of Order. (plus cost of advertisement)	40.00	40.80	2.00%
Produce LEO, amend Definitive Map and inform OS	137.20	139.90	1.97%
Additional letter (to applicants and objectors)	34.40	35.10	2.03%
Additional site visit (to check plans, meet objectors etc.)	171.30	174.70	1.98%
Site visit to check works have been carried out and standard	171.30	174.70	1.98%
Certificate Preparation for bringing into force	57.20	58.30	1.92%
Advertising of Certificate for bringing into force (plus cost of advertisement)	40.00	40.80	2.00%
Distribution of Certificate	114.20	116.50	2.01%
Recreation Grounds - With Pavilion			
Per Season - Adult - 18 matches (with pavilion)	585.00	595.00	1.71%
Per Season - Junior / 60+ - 18 matches (with pavilion)	205.00	210.00	2.44%
Recreation Grounds - Without Pavilion			
Per Season - Adult - 18 matches (without pavilion)	370.00	375.00	1.35%
Per Season - Junior /60+ - 18 matches (without pavilion)	104.00	106.00	1.92%

REGENERATION, CULTURE AND ENVIRONMENT

GREENSPACE SERVICES

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%
Casual Use with Pavilion			
Adults (casual use)	94.00	96.00	2.13%
Junior / 60+ (casual use)	88.00	90.00	2.27%
Casual Use without Pavilion			
Adults (casual use/without pavilion)	50.00	51.00	2.00%
Junior / 60+ (casual use/ without pavilion)	28.50	29.00	1.75%
School Parties with Pavilion	130.00	132.50	1.92%
School Parties without Pavilion	70.00	71.50	2.14%
Pitch & Putt			
Round with Clubs Adult	8.20	8.40	2.44%
Round with Clubs Junior/60+	4.10	4.20	2.44%
Round with own Clubs Adult	5.40	5.50	1.85%
Round with own Clubs Junior/60+	3.00	3.10	3.33%
Broken Club	34.00	35.00	2.94%

REGENERATION, CULTURE AND ENVIRONMENT

PHYSICAL & CULTURAL REGENERATION

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%
<u>PLANNING</u>			
VAT to be added where applicable			
Weekly list of applications	0.00	0.00	0.00%
Photocopying (per page)	0.10	0.10	0.00%
Plan copying (A0 per plan)	15.50	15.50	0.00%
Plan copying (A1 per plan)	7.80	7.80	0.00%
Plan copying (A2 per plan)	4.00	4.00	0.00%
Plan copying (A3 per plan)	1.90	1.90	0.00%
Plan copying (A4 per plan)	0.90	0.90	0.00%
Ordnance Survey site locations plans of 6 A4 block plan scale 1:500	32.40	32.40	0.00%
Ordnance Survey site locations plans of 6 A4 site plan scale 1:1250	32.40	32.40	0.00%
Ordnance Survey site locations plans of 6 A4 site plan scale 1:250	64.90	64.90	0.00%
Decision notices (copies of per page plus postage & packing)	0.10	0.10	0.00%
Section 106 agreements (copies of per page plus postage & packing)	0.10	0.10	0.00%
Research for private property sales/purchases (up to one hour)	34.80	37.50	7.76%
Research for private property sales/purchases (per hour thereafter)	34.80	37.50	7.76%
Search of adjoining land/property up to 200m - (plus research fee as above)	45.90	48.33	5.29%
<u>Pre Application Service</u>			
Charge per hour: Assistant Director	128.60	131.67	2.39%
Charge per hour: Head of Service	109.40	111.67	2.07%
Charge per hour: Group Manager / Principal Planner	96.50	99.17	2.77%
Charge per hour: Senior Planner / Senior Arboriculture Officer	83.50	85.83	2.79%
Charge per hour: EHO / Highways Officer / Conservation Officer	77.30	79.17	2.42%
Charge per hour: Planners	64.20	65.83	2.54%
Charge for pre application site visits	120.70	Remove	N/A
Charge for Presentations to Members	618.20	800.00	29.41%
<u>Major Developments</u>			
Strategic Residential			
Preliminary Advice	326.20	350.00	7.30%
Meeting and Written Advice	2,740.30	3,000.00	9.48%
Major Residential			
Preliminary Advice	326.20	350.00	7.30%
Meeting and Written Advice	1,389.80	1,500.00	7.93%
Strategic Commercial			
Preliminary Advice	326.20	350.00	7.30%
Meeting and Written Advice	2,740.30	3,000.00	9.48%
Major Commercial			
Preliminary Advice	326.20	350.00	7.30%
Meeting and Written Advice	1,389.80	1,500.00	7.93%

REGENERATION, CULTURE AND ENVIRONMENT

PHYSICAL & CULTURAL REGENERATION

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%
<u>PLANNING</u>			
VAT to be added where applicable			
<u>Minor Developments</u>			
Minor Residential			
Meeting	271.80	Removed	N/A
Written	380.70	400.00	5.07%
Meeting and Written Advice	435.00	500.00	14.94%
Minor Commercial			
Meeting	271.90	Removed	N/A
Written	380.70	400.00	5.07%
Meeting and Written Advice	435.00	500.00	14.94%
Other			
Householder			
Meeting	108.80	150.00	37.87%
Meeting and Written Advice	163.20	Removed	N/A
Additional Sites as above plus £50 plus VAT	48.90	50.00	2.25%
Officer Hourly Rates			
Hourly rates: Head of Service	109.40	111.67	2.07%
Hourly rates: Principal Planner	96.50	99.17	2.77%
Hourly rates: Senior Planner	83.50	85.83	2.79%
Hourly rates: Planners	64.20	65.83	2.54%
Discharge of Conditions - Discussion of requirements			
Meeting	see above	see above	
Discussions relating to amendments to previously approved schemes			
Meeting	see above	see above	
Discussion post refusal			
No pre-app sought prior to submitting planning application	Relevant Pre-App Charges apply	Relevant Pre-App Charges apply	
Pre-App sought prior to submitting planning application	see above	see above	
Listed Building			
Written Advice Only	105.50	108.33	2.68%
Trees			
Meeting - hourly rate	82.2	85.83	4.42%

REGENERATION, CULTURE AND ENVIRONMENT

PHYSICAL & CULTURAL REGENERATION

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%

PLANNING

VAT to be added where applicable

Section 106 - Post Resolution Preparation - Charge For Planning Officer Time

Officer time	see above	see above
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Medway Aimsun Model Transport Assessment

Application type	Licence	Transport Assessment	Impartial validation	Total
Strategic	£6,800	Unknown – applicant to appoint suitable consultant	£3,200	£10,000
Major	£4,300	Unknown – applicant to appoint suitable consultant	£3,200	£7,500

Administration Charge for invalid Planning Applications

Householder, Minor and Other Applications With no Planning officer Input	41.20	42.50	3.16%
Major Applications and applications where officer input required	82.40	85.00	3.16%

Administration Charge for retrospective applications following an Enforcement Investigation

All Planning Applications	30.90	31.67	2.49%
S106 Monitoring Cost Per Obligation Trigger - no VAT	350.00	450.00	28.57%

REGENERATION, CULTURE AND ENVIRONMENT

PHYSICAL & CULTURAL REGENERATION

Fee 2019/20	Fee 2020/21	Increase
£	£	%

ECONOMIC DEVELOPMENT

Innovation Centre Medway

VAT to be added where applicable

Room Hire

NB: Rates for all rooms negotiable for introductory, long-term and regular bookings

Charity and Public Sector

Darwin Room (per hour)	41.00	42.00	2.44%
Darwin Room (per half day - 4 hours)	146.00	149.00	2.05%
Darwin Room (per day - 8 hours)	247.00	252.00	2.02%
Sunderland Room (per hour)	26.00	35.00	34.62%
Sunderland Room (per half day - 4 hours)	88.00	120.00	36.36%
Sunderland Room (per day - 8 hours)	125.00	180.00	44.00%
G3 Room (per hour)	26.00	27.00	3.85%
G3 Room (per half day - 4 hours)	88.00	90.00	2.27%
G3 Room (per day - 8 hours)	125.00	128.00	2.40%
G5 Room (per hour)	26.00	27.00	3.85%
G5 Room (per half day - 4 hours)	88.00	90.00	2.27%
G5 Room (per day - 8 hours)	125.00	128.00	2.40%

Non-Tenants

Darwin Room - per hour	55.00	57.00	3.64%
Darwin Room (per half day - 4 hours)	180.00	190.00	5.56%
Darwin Room (per day - 8 hours)	300.00	320.00	6.67%
Sunderland Room (per hour)	48.00	52.00	8.33%
Sunderland Room (per half day - 4 hours)	165.00	175.00	6.06%
Sunderland Room (per day - 8 hours)	230.00	260.00	13.04%
G3 Room (per hour)	35.00	35.00	0.00%
G3 Room (per half day - 4 hours)	120.00	120.00	0.00%
G3 Room (per day - 8 hours)	200.00	200.00	0.00%
G5 Room (per hour)	35.00	35.00	0.00%
G5 Room (per half day - 4 hours)	120.00	120.00	0.00%
G5 Room (per day - 8 hours)	200.00	200.00	0.00%

Data Centre

Internal Tenants

Data Centre space (per "U" of space per month)	11.00	11.00	0.00%
Data Centre space (per half rack of space per month)	260.00	265.00	1.92%
Data Centre space (per 1 rack of space per month)	424.00	432.00	1.89%
Data Centre power (per KWh per month)	0.15	0.15	0.00%

Non-Tenants

REGENERATION, CULTURE AND ENVIRONMENT

PHYSICAL & CULTURAL REGENERATION

ECONOMIC DEVELOPMENT

Innovation Centre Medway

VAT to be added where applicable

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%
Data Centre space (per "U" of space per month)	20.00	20.00	0.00%
Data Centre space (per half rack of space per month)	295.00	301.00	2.03%
Data Centre space (per 1 rack of space per month)	459.00	468.00	1.96%
Data Centre power (per KWh per month)	0.15	0.15	0.00%

Bandwidth

Starting from 10mb

Internal Tenants

Per mb per month	10.10	10.30	1.98%
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Non-Tenants

Per mb per month	12.80	13.10	2.34%
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Other Charges

Office set up fee	116.70	119.00	1.97%
Floor box moving fee - per box	30.80	31.40	1.95%
Floor box power usage for individual offices (per KWh per month)	0.20	0.20	0.00%
Printing/copying per copy black and white	0.05	0.05	0.00%
Printing/copying per copy colour	0.10	0.10	0.00%
Telephone hire per handset per month	10.60	10.80	1.89%
Telephone calls Local per minute	0.03	0.03	0.00%
Telephone calls National per minute	0.10	0.10	0.00%
Telephone calls International to be charged at standard tariff from supplier			

2019/20 EXISTING FEES AND CHARGES

	Fee 2019/20 £
SPORTS AND LEISURE FACILITIES	
MEMBERSHIPS	
Increased prices will apply to new members only as existing members have 'price for life.'	
Premier Membership - Advance annual payment	481.00
Couple - Advance annual payment	842.00
Premier Off Peak Membership - Advance annual payment	360.60
Premier Membership - Monthly	44.60
Couple - Monthly	78.00
Echoes Gym Non Member Casual	8.00
Centre annual admission fee	
Adult	45.10
Family	64.50
Junior	23.40
Senior	23.40
Day admission fee	
Adult	2.20
Junior	1.70
Senior	1.70
Squash - 40 minutes	7.90
Badminton - per hour	9.40
School swim	2.70
Fitness classes	6.60
Medway Park	
Hire of Pool (per hour)	
Training Pool	38.30
Diving Pool	38.30
All Pools	182.70

2020/21 PROPOSED FEES AND CHARGES

	Fee 2020/21 £
SPORTS CENTRE FACILITIES	
MEMBERSHIPS	
Increased Membership prices will apply to new members only as existing members have 'price for life.'	
Premier Membership - Advance annual payment	455.00
Family Membership - Advance annual payment	798.00
Premier Membership - Monthly	39.95
Family Membership - Monthly	70.00
Senior Membership - Monthly	15.70
Gym and swim Membership - Monthly	29.95
Class and swim Membership - Monthly	29.95
Rackets and swim Membership - Monthly	29.95
Student Membership - Monthly	23.96
Disabled Membership - Monthly	20.00
Swimming Membership - Monthly	18.25
Echoes Gym Non-Member Casual	9.00
Gym induction	17.00
Centre admission annual pass	
Adult	46.40
Family	65.80
Junior (under 16)	23.90
Senior	23.90
Centre admission fee - daily	
Adult	2.50
Junior (under 16)	1.80
Senior	1.80
Squash - 40 minutes	11.00
Badminton - per hour	13.00
School swim	2.80
Fitness classes	6.70
Medway Park	
Hire of Pool (per hour)	
Training Pool	39.10
Diving Pool	39.10
All Pools	186.40

2019/20 EXISTING FEES AND CHARGES

2020/21 PROPOSED FEES AND CHARGES

	Fee 2019/20 £		Fee 2020/21 £
SPORTS AND LEISURE FACILITIES			
Gala (including timing) 3 hour package	450.00	SPORTS CENTRE FACILITIES	
ROOM HIRE (Medway Park and Strood)			
Per Hour	19.30	Gala (including timing) 3 hour package	459.00
Per Day	102.90	ROOM HIRE (Medway Park and Strood)	
Dance Studios			
Dance studios per hour	28.50	Per Hour	19.70
Athletics Tracks (Medway Park and Deangate)			
Clubs per hour	57.20	Per Day	105.00
Floodlights per hour	19.30	Dance Studios	
Individual Use	3.50	Dance studios per hour	29.10
SPLASHES			
Admissions			
Adult Swim	5.90	Athletics Tracks (Medway Park and Deangate)	
Child / Senior	5.10	Clubs per hour	58.30
Family Swim Ticket	17.00	Floodlights per hour	19.70
Under Threes (no charge)	0.00	Individual Use	4.00
STRAND LEISURE PARK			
Summer Season Admissions			
Adult per session	5.40	SPLASHES	
Jnr per session	3.40	Admissions	
Senior per session	3.40	Adult Swim	5.95
Crazy Golf			
Adult	3.20	Child / Senior	5.10
Jnr	2.50	Family Swim Ticket	0.00
Senior	2.50	STRAND LEISURE PARK	
Family	6.40	Summer Season Admissions	
Netball			
5-a-side (per session)	21.20	Adult per session	6.00
Tennis (per hour Strand and Deangate Ridge)			
Tennis Court Hire	7.10	Jnr per session	4.00
Ball deposit (2 balls)	10.60	Senior per session	4.00
Racquet Deposit	10.60	Crazy Golf	
Miniature Railway - per person	1.40	Adult	3.20
STROOD SPORTS CENTRE & HUNDRED OF HOO SPORTS CENTRE			
Wet Side Strood			
STROOD SPORTS CENTRE & HUNDRED OF HOO SPORTS CENTRE			
Wet Side Strood			

2019/20 EXISTING FEES AND CHARGES

	Fee 2019/20 £
SPORTS AND LEISURE FACILITIES	
Large Pool per hour Strood	91.50
Training Pool per hour Strood	38.30
Large Pool per hour Hoo	62.80
Training Pool per hour Hoo	38.30
Hydrotherapy pool per hour Strood	57.20
KICKS	
Peak times Monday - Thursday after 5pm.	
5-a-side Pitch Hire	33.00
7-a-side Pitch Hire	50.00
Monday - Thursday before 4pm, all day Fri., Sat. & Sun.	
5-a-side Hire Pitch Hire	28
7-a-side Pitch Hire	38.50
Per team game = £35 (40mins)	54.1

2020/21 PROPOSED FEES AND CHARGES

	Fee 2020/21 £
SPORTS CENTRE FACILITIES	
Large Pool per hour Strood	128.00
Training Pool per hour Strood	39.10
Large Pool per hour Hoo	64.00
Training Pool per hour Hoo	39.10
Hydrotherapy pool per hour Strood	58.30
KICKS	
Peak times Monday - Thursday after 5pm.	
5-a-side Pitch Hire	35.00
7-a-side Pitch Hire	55.00
Monday - Thursday before 4pm, all day Fri., Sat. & Sun.	
5-a-side Hire Pitch Hire	28
7-a-side Pitch Hire	38.50
Per team game (40mins)	54.1

REGENERATION, CULTURE AND ENVIRONMENT

Entrance fees for castles are set in conjunction with English Heritage.

ROCHESTER CASTLE

	Fee 2019/20 £	Fee 2020/21 £	Increase %
Per Person (Adult)	6.60	7.00	6.06%
Per Person (60+)	4.00	5.00	25.00%
Per Person (Child 5-17 years)	4.00	3.00	-25.00%
Family - 2 adult and 1 child	16.80	17.00	1.19%
English Heritage membership including corporate	Free	Free	N/A
Group 11+ people (Adult)	5.70	5.95	4.39%
Group 11+ people (Child)	3.50	2.55	-27.14%
Audio guide	1.00	1.00	0.00%
Education visit Inc. introduction in Tower Two	20.00	20.00	0.00%
Hire of grounds daytime	565.00	1,000.00	76.99%
Hire of grounds evening/over night	1,236.00	2,000.00	61.81%
Hire of grounds charity	288.00	500.00	73.61%

UPNOR CASTLE

Per Person (Adult)	6.60	7.00	6.06%
Per Person (60+)	4.00	5.00	25.00%
Per Person (Child 5-17 years)	4.00	3.00	-25.00%
Family - 2 adult and 1 child	16.80	17.00	1.19%
Group 11+ people (Adult). 15% discount	5.70	5.95	4.39%
Group 11+ people (Child) 15% discount	3.50	2.55	-27.14%
English Heritage membership including corporate	Free	Free	N/A
Audio guide	1.00	1.00	0.00%
Wedding (Friday & Saturday)	980.00	1,000.00	2.04%
Midweek wedding (Monday-Thursday)	670.00	690.00	2.99%
Wedding late booking discount (6 month prior to date) -25%			
Upnor Castle residents pass (season)	18.00	25.00	38.89%
Hire - Part of site per hour	72.00	75.00	4.17%
Hire - Whole site per hour	155.00	160.00	3.23%
Half day visit with Education Officer	60.00	60.00	0.00%

TEMPLE MANOR

Hire of site per hour	72.00	74.00	2.78%
Half day visit with Education Officer	60.00	60.00	0.00%

Discretionary entry fee discounts to maximise marketing -

Head of Service authorised

- Buy -one-get one free
- Free admission for charity/school raffles
- 50% discount
- Kids go free
- Big day out participation

GUILDHALL MUSEUM

Admission	0.00	0.00	0.00%
Hire of Members room to Oyster Fisheries	42.00	43.00	2.38%
Hire of Members room per hour 9am - 5pm	42.00	45.00	7.14%
Hire of Guildhall Chamber per hour 9am - 5pm	72.00	75.00	4.17%
Education Visits - Medway Schools - 1 hour session	0.00	0.00	0.00%
Education Visits - non-Medway Schools - 1 hour session	0.00	0.00	0.00%
Handling materials for self-guided visits	0.00	0.00	0.00%

Illustrated lectures for adult groups in the Museum	0.00	0.00	0.00%
Illustrated lectures for adult groups - outreach (daytime)	30.00	30.00	0.00%
Illustrated lectures for adult groups - outreach (evening)	75.00	80.00	6.67%
Heritage engagement sessions - on site introductions	60.00	60.00	0.00%
Education Outreach Visits - Medway Schools - Morning	165.00	170.00	3.03%
Education Outreach Visits - Medway Schools - Whole day	230.00	235.00	2.17%
Overnight hire of Guildhall Museum	980.00	1,000.00	2.04%
Weddings	460.00	460.00	0.00%

Outdoor theatre

By negotiation and sign-off by Head of Service
Normal terms 80:20 split of ticket sales

Filming/Photo shoots

By negotiation and sign-off by Head of Service

Photo shoot minimum charge (commercial)	62.00	65.00	4.84%
Filming minimum charge (commercial)	125.00	130.00	4.00%
Handling fee per hour	0.00	30.00	N/A

EASTGATE HOUSE

Per Person (Adult)	5.50	5.60	1.82%
Per Person (60+)	4.00	3.00	-25.00%
Per Person (Child 5-17 years)	4.00	2.50	-37.50%
Family - 2 adult and 1 child	15.50	13.70	-11.61%
English Heritage members 20% discount			
Group 11+ people (Adult). 15% discount	4.65	4.75	
Group 11+ people (Child) 15% discount	3.40	2.10	
Education visit	60.00	60.00	0.00%
Hire of activity room Wednesday - Sunday 10am to 4pm	21.00	22.00	4.76%
Hire of activity room Monday to Tuesday 10am to 4pm	31.00	35.00	12.90%
Additional hours 4pm - 7pm per hour	10.00	11.00	10.00%
Additional hours 7pm - 10pm per hour	15.50	16.00	3.23%
Additional hours after 10pm per hour	21.00	22.00	4.76%
Hire of whole house Monday to Tuesday 10am - 5pm per hour	52.00	53.00	1.92%
Hire of whole house Monday to Tuesday 5pm to 8pm per hour	72.00	75.00	4.17%
Hire of whole house After 8pm/overnight	To be negotiated	To be negotiated	
Weddings Inc. registrars fee	1030.00	1,050.00	1.94%

REGENERATION, CULTURE AND ENVIRONMENT

MEDWAY ARCHIVES, LOCAL STUDIES CENTRE

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%
Photocopying (Local Studies) A4	0.30	0.30	0.00%
Photocopying (Local Studies) A3	0.50	0.50	0.00%
<i>Photocopying (Local Studies) colour A4</i>	0.00	0.75	New Charge
<i>Photocopying (Local Studies) colour A3</i>	0.00	1.05	New Charge
Photocopying (Archives original doc) A4	0.80	0.80	0.00%
Photocopying (Archives original doc) A3	1.10	1.10	0.00%
<i>Photocopying (Archives original doc) colour A4</i>	0.00	1.20	New Charge
<i>Photocopying (Archives original doc) colour A3</i>	0.00	1.50	New Charge
Computer printing black and white A4 per page	0.10	0.10	0.00%
Computer printing colour A4 per page	0.80	0.80	0.00%
Computer printing black and white A3 per page	0.20	0.20	0.00%
Computer printing colour A3 per page	1.00	1.00	0.00%
Local Studies Scanning depending on copyright A4 colour	3.30	Removed	N/A
Local Studies Scanning depending on copyright A3 colour	3.90	Removed	N/A
Local Studies Scanning depending on copyright A4 black & white	0.80	Removed	N/A
Local Studies Scanning depending on copyright A3 black & white	0.90	Removed	N/A
Archive scanning (discretion of archivist) A4 colour	4.30	Removed	N/A
Archive scanning (discretion of archivist) A3 colour	4.80	Removed	N/A
Digital image supply	0.00	5.00	New Charge
Microfiche/Microfilm printouts A4	0.80	0.80	0.00%
Microfiche/Microfilm printouts A3	1.00	1.00	0.00%
Requests for arranging services by professional photographer/microfilming- Photographer's fee plus charge per item	8.70	8.90	2.30%
Photographs/ slides - non commercial self service full day permit	11.70	10.00	-14.53%
Photographs self service - non commercial self service (up to 5 images)	0.00	5.00	New Charge
Commercial Users self service photography permit	24.60	25.10	2.03%
Photocopies sent in response to research enquiries by letter or e- mail (i.e. handling charge) handling charge + cost of copies + postage	8.70	8.90	2.30%
Medway Archives - Other Charges			
Baptism Certificate (National charge)	14.00	14.00	0.00%
Preparations for media visits and filming on premises : per hour	102.30	104.30	1.96%
Issue of conviction certificate copy (magistrates courts)	41.40	42.20	1.93%
Storage of magistrates' court records(per box per annum)	8.70	8.90	2.30%
Royalties for reproduction of still photographs (UK)	34.80	35.50	2.01%
Royalties for reproduction of moving images cost per second(running time) used by national & international media	104.40	106.60	2.11%
Talks to external groups (at discretion of staff)	54.40	55.50	2.02%
Talks to groups visiting (excluding school visits and at the discretion	43.50	44.40	2.07%
Research per hour private users (at discretion of Archivist)	37.00	37.00	0.00%
Research per hour commercial users (at discretion of Archivist)	96.70	98.60	1.96%

REGENERATION, CULTURE AND ENVIRONMENT

MEDWAY ARCHIVES, LOCAL STUDIES CENTRE

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%
ROYALTIES - All royalties fees checked as being market rate wif	45.70	46.60	1.97%
Royalties: reproduction of still photographs (UK)	34.80	35.50	2.01%
Royalties: photo (out-Europe)	56.50	57.60	1.95%
Royalties: photo in TV prog per second	102.30	104.30	1.96%
Royalties: photo on cover (Europe)	69.60	71.00	2.01%
Royalties: photo on cover(worldwide)	102.30	104.30	1.96%
Royalties: photo in e-book	62.00	63.20	1.94%
Royalties: reproduction of moving images cost per second(running time) used by national & international media (commercial rate)	104.40	106.50	2.01%
Estimates for bulk orders (to deduct from final cost when order place	8.70	8.90	2.30%
Photo facsimile (when scanning not possible)	5.50	5.60	1.82%

REGENERATION, CULTURE AND ENVIRONMENT

	Fee 2019/20	Fee 2020/21	Increase	per hour excess 2019/20	Fee 2020/21	Increase
	£	£	%	£	£	%

Bookings outside these times can only be accepted after negotiation with Management and at additional cost

THE CENTRAL THEATRE

SCALE A - Concerts and Entertainments

Auditorium 6.00 p.m. - 11.00 p.m.

Daily Minimum Charge

Monday - Tuesday	2,601.78	2,666.72	2.50%	161.60	170.55	5.54%
Wednesday - Thursday	2,759.37	2,828.43	2.50%	172.20	181.82	5.59%
Friday/Saturday/Sunday	3,366.04	3,450.36	2.51%	239.80	253.16	5.57%
Bank Holidays	4,891.47	5,013.40	2.49%	275.30	290.65	5.58%
Extra Performance	732.33	750.43	2.47%			
Extra Performance (Bank hols)	940.39	963.39	2.45%			
Rehearsal and fit-up rates						
Minimum of 3 hours on non-show days						
Monday - Tuesday	80.34	82.61	2.83%			
Wednesday - Thursday	89.61	92.00	2.67%			
Friday/Saturday/Sunday	119.48	122.48	2.51%			
Bank Holidays	151.41	155.48	2.69%			
Non-returnable deposit	659.20	676.00	2.55%			
Non-returnable deposit (3 days or more)	1,392.56	1,425.00	2.33%			

SCALE C (Formerly Scale B)

(Voluntary Organisations/Registered Charities/Non Commercial Organisations)

Auditorium 6.00 p.m. - 11.00 p.m.

Monday - Tuesday	623.15	638.54	2.47%	104.00	109.59	5.38%
Wednesday - Thursday	672.59	689.02	2.44%	145.00	152.97	5.50%
Friday/Saturday/Sunday	1,336.94	1,370.40	2.50%	168.00	177.24	5.50%
Bank Holidays	1,846.79	1,893.23	2.51%	189.00	199.74	5.68%
Extra Performance	524.27	537.58	2.54%			
Extra Performance (bank hols)	619.03	633.96	2.41%			
Rehearsal and fit-up rates						
Minimum of 3 hours on non-show days						
Monday - Tuesday	52.53	53.88	2.57%			
Wednesday - Thursday	63.86	65.01	1.80%			
Friday/Saturday/Sunday	98.88	100.96	2.10%			
Bank Holidays	136.99	140.74	2.74%			
Non-returnable deposit	292.52	300.00	2.56%			
Non-returnable deposit (3 days or more)	601.52	617.00	2.57%			

Central & Brook Theatre Box Office commission 10% of Gross

Central & Brook Theatre Credit Card Inc. handling charge 3% PRS 3%

Central & Brook Theatre Basic charge includes mailing list entry, ticket printing and poster display.

Central & Brook Theatre Extra charges as incurred

REGENERATION, CULTURE AND ENVIRONMENT

	Fee 2019/20	Fee 2020/21	Increase	per hour excess 2019/20	Fee 2020/21	Increase
	£	£	%	£	£	%
THE BROOK THEATRE						
SCALE A - Commercial organisations/Non-Voluntary organisations (non-arts based)						
All fees are charged at an hourly rate for between 8.30am and 10.30pm						
Main Theatre	92.70	94.63	2.08%			
Main Theatre Floor events	65.92	67.42	2.28%			
Mayor's Parlour	28.84	29.94	3.81%			
Studio Room Hire	44.29	45.01	1.63%			
Conference Room	28.84	29.94	3.81%			
Meeting Room	15.45	16.28	5.37%			
Activity Room	11.33	11.48	1.32%			
Large Dance Studio	15.45	15.85	2.59%			
Small Dance Studio	10.30	10.50	1.94%			
Function Room	17.51	18.36	4.85%			
Basement Dance Studio	13.39	13.11	-2.09%			
Basement Drama Studio	13.39	14.10	5.30%			
Non-returnable deposit	299.73	306.00	2.09%			
Non-returnable deposit (3 days or more)	597.40	612.00	2.44%			
SCALE B - Professional arts based organisations						
Main Theatre	57.68	59.11	2.48%			
Main Theatre Floor Events	41.20	42.18	2.38%			
Mayor's Parlour	19.57	19.78	1.07%			
Studio Room Hire	27.81	28.18	1.33%			
Conference Room	19.57	19.78	1.07%			
Meeting Room	10.30	10.92	6.02%			
Activity Room	7.21	7.54	4.58%			
Large Dance Studio	10.30	10.50	1.94%			
Small Dance Studio	6.70	6.56	-2.09%			
Function Room	13.39	13.66	2.02%			
Basement Dance Studio	9.79	10.05	2.66%			
Basement Drama Studio	10.30	10.70	3.88%			
Non-returnable deposit	299.73	306.00	2.09%			
Non-returnable deposit (3 days or more)	597.40	612.00	2.44%			
SCALE C - Amateur arts based organisations						
Main Theatre	35.02	35.72	2.00%			
Main Theatre Floor Events	24.72	25.03	1.25%			
Mayor's Parlour	12.88	13.11	1.79%			
Studio Room Hire	18.54	18.91	2.00%			
Conference Room	12.36	13.10	5.99%			
Meeting Room	7.21	7.21	0.00%			
Activity Room	5.15	5.13	-0.39%			
Large Dance Studio	7.21	7.11	-1.39%			
Small Dance Studio	5.15	4.80	-6.80%			
Function Room	9.27	9.07	-2.16%			
Basement Dance Studio	6.18	6.45	4.37%			
Basement Drama Studio	7.21	7.11	-1.39%			
Non-returnable deposit	227.63	234.00	2.80%			
Non-returnable deposit (3 days or more)	370.80	378.00	1.94%			

PROPOSED 20/21 REVISED SCHEDULE

REGENERATION, CULTURE & ENVIRONMENT

CORN EXCHANGE Fee 2020/21

Bookings outside these times can only be accepted after negotiation with Management and at additional cost.

QUEENS HALL

Basic Hire (Minimum four hours flexible from 8am to midnight) 1,000.00
Business Events 3,000.00

PRINCES HALL

Basic Hire (Minimum four hours flexible from 8am to midnight) 240.00
Business Events 1,500.00

Wedding Hire

A suite of Wedding packages has been put together for the Re launch of the Corn Exchange following the Refurbishment of the Facility. The Packages will be clearly defined but can ultimately be as bespoke as the customer requires charged at a day rate from 9am and midnight.

The Courtyard 4,500.00

A basic hire of the Queens Hall that includes tables, chairs, use of the bar & kitchen allowing hirers to add their own finishing touches, allowing greater flexibility with food & drinks options

The Castle 5,500.00

A midscale package that includes all of the hire benefits of the Courtyard package with additional dressing and a drinks package

The Cathedral 7,500.00

A high quality package that offers all of the hire benefit of the Castle package plus additional decoration (ie A star cloth and a light up dance floor)

2019/20 EXISTING SCHEDULE

REGENERATION, CULTURE & ENVIRONMENT

CORN EXCHANGE

QUEEN'S HALL

Includes

Fee
2019/20
£

	Hall	Bar	Kitchen	
Mon - Thur 9am - 12 midnight	✓	✓	✓	1648.00
Mon - Thur 12 noon - 12 midnight	✓	✓	✓	1306.00
Mon - Thur 6 p.m. - 12 midnight	✓	✓	✓	653.00
Fri 9am - 12 midnight	✓	✓	✓	1803.00
Fri 12 noon - 12 midnight	✓	✓	✓	1442.00
Fri 6 p.m. - 12 midnight	✓	✓	✓	721.00
Sat 9am - 12 midnight	✓	✓	✓	1906.00
Sat - 6 p.m. - 12 midnight	✓	✓	✓	762.00
Sun 9am - 10.30 p.m.	✓	✓	✓	1442.00
Sun 12 noon - 6 p.m.	✓	✓	✓	979.00

Hall Hire Only

Mon - Thur 9 a.m. - 12 noon	✓	179.00
Mon - Thur 1 p.m. - 6 p.m.	✓	299.00
Fri 9 a.m. - 12 noon	✓	212.00
Fri 12 noon - 6 p.m.	✓	353.00

Kitchen hire per booking	164.00
Bar hire per hour	43.00

PRINCES HALL

Hall Hire Only

Prices per hour - Minimum hire - 3 hours

Mon - Thur	✓	45.00
Fri	✓	52.00
Sat - Sun & Bank Holidays	✓	55.00

REGENERATION, CULTURE AND ENVIRONMENT

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%
PRIVATE SECTOR HOUSING			
Enforcement Activity			
Copy of Notices	6.60	6.70	1.52%
Service of statutory notice			
Inspections			
Non Statutory Accommodation Inspections	103.30	105.40	2.03%
Licensing of Houses in Multiple Occupation	1033.30	1,054.00	2.00%
Second or Subsequent Application	918.40	936.80	2.00%
Removed cannot change licence holder - must submit a new application			
Change of manager	107.50	109.70	2.05%
Licence variation	131.20	133.80	1.98%
Licence renewal fee - with no significant changes	388.00	395.80	2.01%
Licence renewal fee - with significant changes	656.70	669.80	1.99%
2nd Reminder Letter for a HMO Licence	39.00	39.80	2.05%
Unlicensed HMO Fine	167.20	170.50	1.97%
HOUSING SOLUTIONS			
Weekly Cost of Temporary Accommodation			
Shared 1 Bed	109.62	109.62	0.00%
1 bed self contained	158.66	158.66	0.00%
2 bed self contained*	183.58	183.58	0.00%
3 bed self contained*	200.19	200.19	0.00%
4 bed self contained*	262.50	262.50	0.00%
5 bed self contained *	327.60	327.60	0.00%
<i>*(The above charges are subject to change and will be calculated using 90% of LHA rates plus £60 Management Fee).</i>			
General Fund Properties			
85 THE BROOK- 2 bed property	183.58	183.58	0.00%
87 THE BROOK - 2 Bed property	183.58	183.58	0.00%
76 Newnham Street Chatham - 3 bed Property	200.19	200.19	0.00%
194 Darnley Rd - 3 bed Property	200.19	200.19	0.00%
41 Byron Road - 3 bed Property	200.19	200.19	0.00%
83 Edinburgh Road - 3 bed Property	200.19	200.19	0.00%
9 Alfred Close - 2 bed Property	183.58	183.58	0.00%
Scottswood House St Lenoards Ave -2 bed Property	183.58	183.58	0.00%
Scottswood House St Lenoards Ave -2 bed Property	183.58	183.58	0.00%
Scottswood House St Lenoards Ave -2 bed Property	183.58	183.58	0.00%
Scottswood House St Lenoards Ave -2 bed Property	183.58	183.58	0.00%

TRAVELLERS PERMANENT ACCOMMODATION

Weekly Rent Per Pitch	69.40	72.90	5.0%
Mobile Homes Act 2013			
Application for a new licence	348.00	355.00	2.01%
Application for a new licence: per pitch	8.20	8.40	2.44%
Application to transfer or amend an existing licence:			
Minor amendment	135.90	138.60	1.99%
Major amendment	271.90	277.30	1.99%
Annual Licence Fee (Admin and Monitoring existing site)	27.20	27.70	1.84%
Annual Licence Fee (Admin and Monitoring existing site) per pitch	10.90	11.10	1.83%

REGENERATION, CULTURE AND ENVIRONMENT

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%
LIBRARIES			
Overdue Charges (Per item per day)			
Adults(£15 maximum)	0.20	0.20	0.00%
Children (no charge)	0.00	0.00	0.00%
Teenagers & Retired aged 60 or over (£2.00 max)	0.05	0.05	0.00%
Overdue items reminder notice	1.00	1.00	0.00%
Reservation Fees			
Reservation fee for any book not in stock	3.00	3.00	0.00%
Audio Visual Charges			
New DVD rentals 1 day loan	1.25	1.25	0.00%
DVD boxed set 1 week loan	1.70	1.70	0.00%
Language courses - 3 month loans	6.00	6.00	0.00%
All other videos, DVDs, CDs	1.00	1.00	0.00%
Ticket Replacement Adults	3.00	3.00	0.00%
Damaged & Lost Books			
All items in print - Full replacement cost			
Antiquarian, unique & out of print material - At discretion of service			
Damaged & Lost Audio Visual Material - At discretion of service			
Photocopying/Printing Charges (all sources)			
Black & White A4 - per page	0.10	0.10	0.00%
Black & White A3 - per page	0.30	0.30	0.00%
Colour A4 - per page	0.75	0.75	0.00%
Colour A3 - per page	1.50	1.50	0.00%
Fax Transmissions			
UK	1.20	1.20	0.00%
Europe and North America	2.60	2.60	0.00%
Rest of World	2.60	2.60	0.00%
Free fax nos.	0.60	0.60	0.00%
Incoming - each	0.60	0.60	0.00%
Meeting room hire Strood Library Hall, Twydall Library and all other library premises.			
Basic Rate			
Inside Library opening hours - per hour	13.50	14.00	3.70%
Outside Library opening hours - per hour	21.00	21.50	2.38%

REGENERATION, CULTURE AND ENVIRONMENT

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

CEMETERIES

INTERMENTS. The fee includes preparation and excavation of grave, matting and presentation where required, and attendance by cemetery staff and backfilling on day of service. Subject to a minimum of 3 days notice (additional fees may be required for arrangements made in less than 3 working days). The fee also includes all administration, entries in burial registers and cemetery plan marking and a contribution towards cemetery maintenance. The fees do not include removal of any memorial, planting, shrubs, flowers or trees. Applicants must arrange for the removal of anything that has been placed on a purchased grave, at their cost and anything left remaining when digging commences will be disposed. All graves have a maximum coffin size (width and length) than can be accommodated. Where any grave has been pre-purchased alternative arrangements may have to be made for any coffin exceeding these dimensions, which may include purchasing another grave.

Where any tree or shrub that cannot be easily and quickly removed remains, the authority reserves the right to cancel or postpone the funeral and/or make an additional charge for the removal of any tree or shrub. Where necessary, specialist contractors will be used to remove trees and their costs (plus OH&P) added to any costs. Where any tree or plant is of such a size that removing it would affect the stability of any surrounding memorials or ground, the council reserves the right to recover all reasonable costs in making good, or alternatively may refuse any further burial in that grave. Digging will not proceed where an approved memorial has not been removed.

	Fee 2019/20		Fee 2020/21		increase	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Interment and attendance fee up to 18 years: max grave length 1.8 m (max coffin length is 1.65m). (Adult fee is applied to a person under 18 if interred in full sized adult grave.)	0.00	0.00	0.00	0.00	0.00%	0.00%
Interment and attendance fee: 18 years and above to single or double depth.	760.00	1,520.00	775.00	1,550.00	1.97%	1.97%
Interment and attendance fee: 18 years and above to treble depth.	920.00	1,840.00	938.00	1,877.00	1.96%	2.01%
Interment and attendance fee: 18 years and above to quadruple depth is special request with minimum 7 working days notice.	1,255.00	2,510.00	1,280.00	2,560.00	1.99%	1.99%
Two full burials undertaken at same time, add to interment fee:	149.00	298.00	152.00	304.00	2.01%	2.01%
Cremated Remains interment to a maximum depth of 900 mm, additional depths may be necessary if grave is to be re-used: additional depths charged according to depth and/or method of digging. Price on application.	160.00	320.00	163.00	326.00	1.88%	1.88%
2 sets of cremated remains at same time to a maximum depth of 900 mm, additional depths may be necessary if grave is to be re-used: additional depths charged according to depth and/or method of digging. Price on application.	216.00	432.00	220.00	441.00	1.85%	2.08%
Extra digging etc. to accommodate internal boarding, framework, covers etc. Prices from:	227.00	227.00	232.00	232.00	2.20%	2.20%
Relocation of spoil away from graveside prior to service / interment. Prices from:	244.00	244.00	249.00	249.00	2.05%	2.05%
Saturday Interment - by arrangement - min 8 working days notice and subject to availability: add	644.00	644.00	657.00	657.00	2.02%	2.02%
Saturday interment of cremated remains - by arrangement - minimum 8 days notice and subject to availability. In addition to interment fees above.	155.00	155.00	158.00	158.00	1.94%	1.94%
Services times are 90 minutes (in total, inclusive of chapel and graveside) - extra service time is 45 minutes. This cost may be trebled if prior warning not provided.	90.00	90.00	92.00	92.00	2.22%	2.22%
Less than 3 days notice where additional costs are incurred. Additional costs includes hiring in equipment and providing staff from elsewhere. 'Notice' means that FULL details must be deposited with Bereavement Services before Medway Council will commence making any arrangements and note that it may not be possible to make all necessary arrangements within this shortened timeframe where resources are unavailable.	175.00	175.00	179.00	179.00	2.29%	2.29%

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(All charges include VAT where applicable)

BEREAVEMENT SERVICES

GRAVE PURCHASE. Fee includes Exclusive burial rights for the registered owner for the agreed time period, maintenance of any grave space that is not covered by a memorial and the first memorial permit with a 'Right to Erect' a memorial. The fee does not include the rights of ownership of the land, nor any right to place a non-approved memorial. The fee also includes all administration, entries in cemetery registers and plans and a contribution towards cemetery maintenance.

All Rights to Erect are for a maximum period of 30 years, renewable at the fee in place at the time of renewal).

	Fee 2019/20		Fee 2020/21		increase	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Grave Selection next-in-line	50.00	50.00	51.00	51.00	2.00%	2.00%
Grave Selection	155.00	155.00	158.00	158.00	1.94%	1.94%
Exclusive Right of Burial (<30") Adult graves 30 years - Inc., memorial permit/right to erect and 30 years memorial safety inspection fees. Grave space in excess between 30" and 45" (if insufficient, then two graves must be purchased) add £175.00 resident, £350.00 non resident	880.00	1,760.00	998.00	1,895.00	13.41%	7.67%
Exclusive Right of Burial (<30") Adult graves 50 years - Inc., memorial permit/right to erect and 30 years memorial safety inspection fees. Grave space in excess between 30" and 45" (if insufficient, then two graves must be purchased) add £287.00 resident, £575.00 non resident	1,440.00	2,880.00	1,569.00	3,038.00	8.96%	5.49%
Exclusive Right of Burial (<30") Adult graves 99 years - Inc., memorial permit/right to erect and 30 years memorial safety inspection fees. Grave space in excess between 30" and 45" add £ 537.00 resident, £1075.00 non resident (if insufficient, then two graves must be purchased).	2,925.00	5,850.00	3,084.00	6,067.00	5.44%	3.71%
Child graves 6' x 3' : 50 years Inc., memorial permit/right to erect.	575.00	1,150.00	687.00	1,273.00	19.48%	10.70%
Child graves 6' x 3' : 99 years Inc., memorial permit/right to erect	955.00	1,910.00	1,074.00	2,048.00	12.46%	7.23%
Cremated remains grave (3' x 3') 30 years Inc., memorial permit, the right to erect and selection	570.00	1,140.00	581.00	1,163.00	1.93%	2.02%
Cremated remains grave (3' x 3') 50 years Inc., memorial permit the right to erect and selection	950.00	1,900.00	969.00	1,938.00	2.00%	2.00%
Cremated remains grave (3' x 3') 99 years Inc., memorial permit, the right to erect and selection	1,420.00	2,840.00	1,448.00	2,897.00	1.97%	2.01%
Woodland Interment of cremated remains (no tree) includes exclusive right of burial (99 years) and interment fee	870.00	1,740.00	887.00	1,775.00	1.95%	2.01%
Woodland Burial fee - includes exclusive right of burial (99 years) - interment fee and memorial tree	1,760.00	3,520.00	1,795.00	3,590.00	1.99%	1.99%
Pre Purchased fee Woodland Burial (99 years) includes memorial tree separate interment fee will apply at time of burial	1,650.00	3,300.00	1,683.00	3,366.00	2.00%	2.00%

	Fee 2019/20		Fee 2020/21		increase	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
CEMETERY MISCELLANEOUS						
Use of Cemetery Chapel (Duration of Service: 45 minutes).	85.00	85.00	90.00	90.00	5.88%	5.88%
Children up to 18 years - use of Cemetery Chapel (Duration of Service:45 mins)	0.00	0.00	90.00	90.00	0.00%	0.00%
Private Use of Cemetery Chapel	115.00	115.00	150.00	150.00	30.43%	30.43%
Heating of Chapel - October to April (per service)	0.00	0.00	30.00	30.00	New Charge	New Charge
Re-open walled grave - from:	278.00	278.00	284.00	284.00	2.16%	2.16%
Exhumation - from:	1,210.00	1,210.00	1,234.00	1,234.00	1.98%	1.98%
Exhumation of cremated remains - from:	400.00	400.00	408.00	408.00	2.00%	2.00%
Alterations or transfers of right of exclusive burial and duplicate EROB's (For spouse - deduct £20.00)	58.00	58.00	59.00	59.00	1.72%	1.72%
Genealogical Search fee per surname and subject to date of Register entry (assisted searches extra)	10.00	10.00	20.00	20.00	100.00%	100.00%
Marking / identification of grave prior to visit - special request (min 5 days notice)	21.00	21.00	60.00	60.00	185.71%	185.71%
Extension to EROB's, per 5 year period - max 30 years	120.00	120.00	122.00	122.00	1.67%	1.67%
Extension to full grave EROB of 20 years	0.00	0.00	571.00	1,142.00	New Charge	New Charge
Extension to full grave EROB of 49 years	0.00	0.00	1,515.00	3,030.00	New Charge	New Charge
Extension to EROB full grave of 69 years	0.00	0.00	2,086.00	4,172.00	New Charge	New Charge
Extension to EROB cremated remains grave of 20 years	0.00	0.00	388.00	776.00	New Charge	New Charge
Extension to EROB cremated remains grave of 49 years	0.00	0.00	479.00	958.00	New Charge	New Charge
Extension to EROB cremated remains grave of 69 years	0.00	0.00	867.00	1,734.00	New Charge	New Charge

CEMETERY LEASED MEMORIALS

MEDWAY ECO-SURROUND. These are intended as being temporary grave surrounds until such time that a formal memorial is erected. The fee includes fitting and removal. Materials are re-cycled.

Eco surround Renewal of lease 1 year	50.00	50.00	51.00	51.00	2.00%	2.00%
Eco surround Renewal of lease 5 years	81.00	81.00	83.00	83.00	2.47%	2.47%
Wooden Cross (and other temporary marker) 1 year permit	21.00	21.00	21.00	21.00	0.00%	0.00%
Wooden Cross (and other temporary marker) 5 year permit	71.00	71.00	72.00	72.00	1.41%	1.41%
Woodland burial plaques (10 years)	221.00	221.00	225.00	225.00	1.81%	1.81%
Woodland burial plaque - extension of lease	136.00	136.00	139.00	139.00	2.21%	2.21%
Bench dedications new and renewal (subject to availability) 5 years	773.00	773.00	788.00	788.00	1.94%	1.94%
Bench dedications new and renewal (subject to availability) 10 years	1,375.00	1,375.00	1,403.00	1,403.00	2.04%	2.04%
Bench dedications Extension of lease 10 years (no plaque renewal)	968.00	968.00	987.00	987.00	1.96%	1.96%
Bench dedications Extension of lease 5 years (no plaque renewal)	515.00	515.00	525.00	525.00	1.94%	1.94%

CEMETERY MEMORIAL PERMITS. Includes issue of permit, installation inspection and safety inspections during the 30 periods that the Rights to maintain a grave are in place

Permit for a cleaning, planted areas etc.	0.00	0.00	0.00	0.00	0.00%	0.00%
30 Year Permit for Small Inscribed vase or tablet (less than 12", 300mm)	108.00	108.00	110.00	110.00	1.85%	1.85%
Additional Inscriptions (no charge if undertaken in-situ and memorials not removed or detached from grave)	77.00	77.00	79.00	79.00	2.60%	2.60%
30 Year Permit for the erection of a memorial/headstone 12" or larger	205.00	205.00	209.00	209.00	1.95%	1.95%
30 Year Permit for the erection of full kerbs and cover slabs.	320.00	320.00	326.00	326.00	1.88%	1.88%
30 Year Permit for Memorial/headstone with full kerbs	490.00	490.00	500.00	500.00	2.04%	2.04%
30 Year Permit for Small kerbs (lawn section/cremated remains) and cover slabs	270.00	270.00	275.00	275.00	1.85%	1.85%
30 Year Permit Memorial/headstone with small kerbs	385.00	385.00	393.00	393.00	2.08%	2.08%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

CREMATORIUM

CREMATION FEE. The Cremation fee includes contributions towards the environmental protection fund and the environmental surcharge, all Medical Referee Fees, Obitus Music, all attendances after the coffin has been placed on the catafalque, strewing of

	Fee 2019/20 £	Fee 2020/21 £	increase %
	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
Adult cremation.	700.00	710.00	1.43%
Late cremation after 15.30pm add £50.00. (by arrangement only)			
Adult cremation: 9.00am and 9.30am services	500.00	510.00	2.00%
Adult Saturday Cremation - subject to availability. Includes facilities to witness the charging of the coffin.	825.00	845.00	2.42%
16 and under Saturday Cremation - subject to availability. Includes facilities to witness the charging of the coffin.	232.00	237.00	2.16%
NO SERVICE Cremation at 8:15am. This provides for a cremation only together with the strewing of cremated remains in the Gardens (where the family are not in attendance), and where required a Certificate of Disposal and cardboard cremated remains box. There is no service nor family attendance.	250.00	255.00	2.00%
Joint service/cremations - 2 adults (includes Medway container) - 45 Minute service	937.00	955.00	1.92%
Witness Coffin being committed into Cremator (Services after 9.30 am)	25.00	25.00	0.00%
Extra costs for Service Overrun from:	38.00	39.00	2.63%
Cremations under 16 years (excluding Late Cremations)	0.00	0.00	0.00%

CREMATORIUM MISCELLANEOUS

Temporary Storage of Remains - per month - (min period of storage = 3 months, payable in advance)	40.00	41.00	2.50%
Cancellation within 48 hours of booked service (Postponement - no charge)	116.00	118.00	1.72%
Receiving cremated remains from elsewhere	50.00	50.00	0.00%
Witnessing Strewing from elsewhere (Up to 2 deceased, add £5.00 per person thereafter)	30.00	35.00	16.67%
Family last strewing from elsewhere (previously referred to as obitus strewing) - (up to 2 deceased, add £5.00 per person thereafter)	20.00	25.00	25.00%
Additional Medway Container (Medway black scatter tube add £8.00)	12.00	0.00	Removed
Metal Urn (with cremation)	36.00	0.00	Removed
Additional Metal Urn	40.00	0.00	Removed
Additional Chapel Time/Memorial Service	139.00	250.00	79.86%
Administration charge to cover requests for information, alterations etc. to records.	16.00	16.00	0.00%
Additional or replacement Certified Extract, label or other proof of cremation	30.00	31.00	3.33%
Wesley recording of service - includes 1 CD	38.00	0.00	Removed
Wesley recording of service -additional CD	18.00	0.00	Removed

Obitus in service tribute - Single Photo	0.00	12.00	New Charge
Obitus in service tribute - Simple Slideshow	0.00	38.00	New Charge
Obitus in service tribute - Professional Photo Tribute	0.00	70.00	New Charge
Obitus in service tribute - Family supplied video	0.00	18.00	New Charge
Obitus in service tribute - Physical copy of Pro Tribute	0.00	30.00	New Charge
Obitus in service tribute - Downloadable link to Pro Tribute	0.00	10.00	New Charge
Obitus in service tribute - Extra photos (each additional batch upto 25 photos)	0.00	15.00	New Charge
Obitus Webcast of service - Live broadcast	0.00	30.00	New Charge
Obitus Webcast of service - Live broadcast + 28 days playback + downloadable	0.00	45.00	New Charge
Obitus Webcast of service - Physical copy on DVD, Blue-Ray or USB	0.00	50.00	New Charge

(All charges include VAT where applicable)

BEREAVEMENT SERVICES**CREMATORIUM MEMORIALS****Book of Remembrance - includes 1 swipe card**

	Fee 2019/20 £
	Resident and Non Resident
2 Line Entry	70.00
5 Line Entry	135.00
8 Line Entry	175.00
5 Line Entry with motif	195.00
8 Line Entry with motif	220.00
Additional screens of text, motif, pictures etc. for digital book of remembrance (per screen)	55.00
Additional swipe card for digital book of remembrance (existing entries)	19.00

Book of Remembrance for Babies - includes 1 swipe card

	£
Charge Per Line	17.00
Charge For Motif	62.00
Additional screens of text, motif, pictures etc., for digital book of remembrance (per screen)	48.00
Additional swipe card for digital book of remembrance (existing entries)	19.00

Miniature Books - Existing books only

	£
Each Additional Line	24.00
All Crests/Motifs	62.00
Postage and Packaging of books - Studio Returns	11.00

Memorial Plaques

	£
Perspex garden plaque - new and renewal (10 years)	175.00
Perspex plaque - replacement or alteration to existing plaque including additional name	72.00
Perspex garden plaque - new and renewal (5 years)	113.00
Granite garden plaque 5 years	175.00
Granite garden plaque 10 years	237.00
Granite garden plaque - replacement or alteration to existing plaque including additional name	118.00

Bronze Wall Plaques 5-10 year lease - Renewal Only

	£
Bronze wall plaque - extension of lease 10 years, no new plaque	178.00
Bronze wall plaque - extension of lease 5 years, no new plaque	93.00
Replacement or alteration to existing plaque including additional name	158.00

Floris Wall Plaques 5-10 year lease - Walls by chapel of meditation. Subject to availability

	£
Floris Plaque inscription only [10 years]	274.00
Floris Plaque with motif/photo/engraving [10 years]	356.00
Replacement or alteration to existing plaque including additional name [5 & 10 years]	195.00
Extension of lease - 10 year existing plaque used	220.00
Extension of lease - 5 year existing plaque used	115.00
Floris Plaque inscription only [5 years]	165.00
Floris Plaque with ceramic motif/photo [5 years]	225.00

Granite Wall Plaques 5-10 year lease - Subject to availability

	£
Granite wall plaque inscription only [10 years]	275.00
Granite wall plaque inscription only [5 years]	179.00
Granite wall plaque with inscription and photo or motif [10 years]	365.00
Granite wall plaque with inscription and photo or motif [5 years]	212.00
Granite wall plaque inscription only - replacement [5 & 10 years]	120.00
Granite wall plaque with photo or motif - replacement 5 & 10 years.	150.00
Extension of lease (10 years) without refurbishment	140.00
Extension of lease (5 years) without refurbishment	70.00

Fee 2020/21 £
Resident and Non Resident
71.00
138.00
179.00
199.00
224.00
56.00
19.00

17.00
63.00
49.00
19.00

24.00
63.00
11.00

Removed
85.00
130.00
Removed
Removed
Removed

182.00
95.00
161.00

279.00
363.00
199.00
224.00
117.00
168.00
230.00

281.00
183.00
372.00
216.00
122.00
153.00
143.00
71.00

increase %
Resident and Non Resident
1.43%
2.22%
2.29%
2.05%
1.82%
1.82%
0.00%

0.00%
1.61%
2.08%
0.00%

0.00%
1.61%
0.00%

0.00%
18.06%
15.04%
0.00%
0.00%
0.00%

2.25%
2.15%
1.90%

1.82%
1.97%
2.05%
1.82%
1.74%
1.82%
2.22%

2.18%
2.23%
1.92%
1.89%
1.67%
2.00%
2.14%
1.43%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

	Fee 2019/20 £	Fee 2020/21 £	increase %
Benches - 5-10 year lease - (12" x 2½" plaque) 10 year lease various locations around the grounds subject to availability	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
Extension of lease 10 years	984.00	1,004.00	2.03%
Extension of lease 5 years	494.00	504.00	2.02%
Additional Perspex Plaque or replacement or alteration to existing plaque including additional name	54.00	55.00	1.85%
Additional Bronze Plaque or replacement or alteration to existing bronze plaque including additional name	163.00	166.00	1.84%
Shared Benches - (5" x 3" plaque) 5 year lease various locations around the grounds subject to availability			
Shared bench Perspex plaque - replacement or alteration to existing plaque including additional name	71.00	85.00	19.72%
Shared bench Perspex plaque [10 Years extension no new plaque]	163.00	166.00	1.84%
Shared bench Perspex plaque [5 Years extension no new plaque]	87.00	89.00	2.30%
Shared bench Perspex plaque [5 Years]	130.00	145.00	11.54%
Chapel Chair - both chapels, east - blue and west - pink			
Chapel Chair additional plaque (Special requests only)	71.00	72.00	1.41%
Replacement chapel chair plaque (Special requests only)	71.00	72.00	1.41%
Columbaria & Granite Niche - 5- 10 year lease subject to availability			
Columbaria Motifs extra (subject to design) – includes first 80 characters [10 years]	1,154.00	1,177.00	1.99%
Columbaria - extension of lease 10 years with refurbishment +P&P	783.00	799.00	2.04%
Columbaria - extension of lease 10 years without refurbishment	680.00	694.00	2.06%
Columbaria - extension of lease 5 years without refurbishment	443.00	452.00	2.03%
Columbaria - extension of lease 5 years with refurbishment +P&P	494.00	504.00	2.02%
Granite Niche - [10 years]	1,082.00	1,104.00	2.03%
Granite Niche - [5 years]	716.00	730.00	1.96%
Granite Niche - extension of lease 10 years with refurbishment	747.00	762.00	2.01%
Granite Niche - extension of lease 10 years without refurbishment	644.00	657.00	2.02%
Granite Niche - extension of lease 5 years without refurbishment	425.00	434.00	2.12%
Granite Niche - extension of lease 5 years with refurbishment	477.00	487.00	2.10%
Columbaria inscriptions (price per character after the first 80)	3.00	3.00	0.00%
Columbaria Motif (from standard catalogue). Prices from:	135.00	138.00	2.22%
Columbaria Motif (own design supplied). Prices from:	149.00	152.00	2.01%
Columbaria Motif/photo on ceramic from:	183.00	187.00	2.19%
Replacement Plate for columbaria - includes 80 characters	188.00	192.00	2.13%
Additional Inscription to Columbaria - includes 80 characters +P&P	168.00	171.00	1.79%
Postage and packing of columbaria plates - Courier	50.00	50.00	0.00%
Columbaria, Motifs extra (subject to design) – includes first 80 characters [5 years]	716.00	730.00	1.96%
Wall Columbaria - 5-10 year lease chapel of meditation walls 4 & 5 subject to availability (Reduced prices to reflect poor condition of memorials - need major refurbishment)			
Wall Columbaria without/with own motif [10 years]	489.00	0.00	Remove
Wall Columbaria - replacement	103.00	0.00	Remove
Wall Columbaria without/with own motif [5 Years]	309.00	0.00	Remove
Wall Columbaria 5 year renewal	206.00	0.00	Remove
Wall Columbaria 10 year renewal	412.00	0.00	Remove
Granite Flower Kerbs - 5 -10 year lease (RWA Glades 32 & 38) subject to availability			
Granite Flower Kerb both colours [10 years]	519.00	529.00	1.93%
Granite Flower Kerb both colours extension of lease 10 years with refurbishment	464.00	473.00	1.94%
Granite Flower Kerb both colours extension of lease 10 years with refurbishment	464.00	473.00	1.94%
Granite Flower Kerb both colours extension of lease 10 years without refurbishment	412.00	420.00	1.94%
Granite Flower Kerb both colours extension of lease 5 years without refurbishment	206.00	210.00	1.94%
Granite Flower Kerb replacement both colours	143.00	146.00	2.10%
Granite Flower Kerb both colours [5 Years]	337.00	344.00	2.08%
Granite Flower Kerb both colours extension of lease 5 years with refurbishment	278.00	284.00	2.16%
Granite Flower Kerb both colours extension of lease 10 years with refurbishment	464.00	473.00	1.94%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

	Fee 2019/20 £	Fee 2020/21 £	increase %
Mushrooms - 5-10 year lease (glades 5 & 18, Podkin and 2 area's of bluebell walk)			
	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
Mushroom Plaque 10 years	280.00	286.00	2.14%
Mushroom Plaque 5 years	191.00	195.00	2.09%
Replacement Mushroom Plaque	100.00	102.00	2.00%
Extension of lease 10 year without refurbishment	183.00	187.00	2.19%
Extension of lease 10 year with refurbishment	226.00	231.00	2.21%
Extension of lease 5 years without refurbishment	72.00	73.00	1.39%
Extension of lease 5 years with refurbishment	107.00	109.00	1.87%
Re-paint / Re-quild due to deterioration where refurbishment option not taken + carriage where necessary @ £20.00	32.00	0.00	Removed
Re-paint / Re-quild due to deterioration where refurbishment option not taken (carriage included)	52.00	53.00	1.92%
Dedicated roses - 5-10 year lease			
Standard rose tree with plaque on stem [10 years]	350.00	0.00	Removed
Standard rose tree replacement plaque or replacement (maximum of 3 plaques)	82.00	85.00	3.66%
Standard rose tree with plaque on stem [5 Years extension]	220.00	0.00	Removed
Standard rose tree with plaque on stem [5 Years] - New & Renewal	242.00	265.00	9.50%
Standard rose tree with plaque on stem [10 Years extension] - No new plaque	283.00	315.00	11.31%
Bluebell Memorials - 5-10 year lease (Podkin glade and bluebell walk) Subject to availability			
Single memorial - (left or right of a pair) inclusive of ceramic picture if required [10 years]	1,103.00	1,125.00	1.99%
Single memorial - (stand alone) inclusive of ceramic picture if required [10 years]	1,262.00	1,287.00	1.98%
Single memorial - (left or right of a pair) inclusive of ceramic picture if required [5 Years]	618.00	630.00	1.94%
Single memorial - (stand alone) inclusive of ceramic picture if required [5 Years]	700.00	714.00	2.00%
Double memorial - (a pair) inclusive of ceramic picture if required [10 years]	2,186.00	2,230.00	2.01%
Double memorial - (a pair) inclusive of ceramic picture if required [5 Years]	1,164.00	1,187.00	1.98%
Single memorial renewal 10 years with refurbishment	902.00	920.00	2.00%
Single memorial renewal 5 years with refurbishment	559.00	570.00	1.97%
Single memorial renewal 10 years no refurbishment	823.00	839.00	1.94%
Single memorial renewal 5 years no refurbishment	507.00	517.00	1.97%
Double memorial 10 Years with refurbishment - Renewal	979.00	999.00	2.04%
Double memorial 5 years with refurbishment - Renewal	597.00	609.00	2.01%
Double memorial 10 Years no refurbishment - Renewal	902.00	920.00	2.00%
Double memorial 5 Years no refurbishment - Renewal	559.00	570.00	1.97%
Replacement plate with or without photo	185.00	189.00	2.16%
Granite Book - 5-10 year lease (6" x 4" plaque) entrance to glade 16 subject to availability			
Granite Book Plaque [10 years]	270.00	215.00	-20.37%
Granite Book Plaque [5 years]	216.00	170.00	-21.30%
Granite Book Replacement Plaque	98.00	100.00	2.04%
Plaque renewals with refurbishment [5 years] Glade 16 only	158.00	140.00	-11.39%
Plaque renewals with refurbishment [10 years] Glade 16 only	232.00	195.00	-15.95%
Plaque renewals no refurbishment [10 years]	196.00	165.00	-15.82%
Plaque renewal no refurbishment [5 Years]	144.00	110.00	-23.61%
Granite Book renewal with refurbishment [5 Years]	157.00	160.00	1.91%
(New or renewal) Granite Book rear of East Chapel 25 years	350.00	357.00	2.00%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

	Fee 2019/20	Fee 2020/21	increase
	£	£	%
	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
Sundial & Babe-in-Hand- 5 -10 year lease subject to availability			
Small plaque [10 years]	258.00	263.00	1.94%
Medium Plaque [10 years]	268.00	273.00	1.87%
Large Plaque [10 years]	282.00	288.00	2.13%
Replacement plaque (all sizes)	109.00	111.00	1.83%
Extension of lease - 10 years without refurbishment	167.00	170.00	1.80%
Extension of lease - 5 years without refurbishment	109.00	111.00	1.83%
Extension of lease - 10 years with refurbishment	206.00	210.00	1.94%
Extension of lease - 5 years with refurbishment	144.00	147.00	2.08%
Small plaque [5 Years]	171.00	174.00	1.75%
Medium plaque [5 Years]	181.00	185.00	2.21%
Large plaque [5 Years]	196.00	200.00	2.04%
Other charges			
Postage for garden plaques	10.00	10.00	0.00%
Postage for larger plaques i.e. kerbs NEW	30.00	31.00	3.33%
Arrange funeral under Public Health (Control of Disease) Act 1984, including full property search. From:	575.00	587.00	2.09%
Arrange funeral under Public Health (Control of Disease) Act 1984. From :	250.00	255.00	2.00%

Other memorials and services available subject to demand and availability. Fees determined as necessary if new products introduced during year. Extended leases may be available on certain memorials subject to availability and demand - price on application. Medical Referee fees are included in the cremation fee. Should these fees be increased, the cremation fee is to be increased accordingly.

REGENERATION, CULTURE AND ENVIRONMENT

(All charges include VAT where applicable)

	Fee 2019/20	Fee 2020/21	Increase (%)
	£	£	
Medway Register Office			
ALL CEREMONIES - APPROVED PREMISES			
Ceremony fee (Booking) non refundable	55.00	57.00	3.64%
Monday to Friday Ceremony fee (Attendance)	470.00	480.00	2.13%
Saturday Ceremony fee (Attendance)	570.00	580.00	1.75%
ALL CEREMONIES Corn Exchange (Library Room)			
Venues annexed to the Register Office, for up to 60 Guests.			
(Larger parties subject to negotiation in context)			
Ceremony fee (Booking) non refundable	55.00	57.00	3.64%
Monday to Friday Ceremony fee (Attendance)	185.00	190.00	2.70%
Saturday Ceremony fee (Attendance)	235.00	240.00	2.13%
ALL CEREMONIES The Guildhall Rochester			
Saturdays only			
Ceremony fee (Booking) non refundable	55.00	57.00	3.64%
Saturday Ceremony fee (Attendance)	335.00	340.00	1.49%
Handling Fees for bookings on behalf of other premises			
Personal Citizenship Ceremonies	230.00	250.00	8.70%
Initial licensing/Renewal of a venue	1900.00	1,900.00	0.00%
Request for review	480.00	480.00	0.00%
Sale of Products/Additional Services			
Priority Certificate Production	10.00	Removed	0.00%
Postage 1st	1.00	Removed	0.00%
Name Change	40.00	41.00	2.50%

REGENERATION, CULTURE AND ENVIRONMENT

Medway Adult Education

Academic Year Charges (from 1 August 2016)	Course fees (full)	Course fees (concessionary 75%)	Course fees (full)	Course fees (concessionary 75%)	Increase %	Increase %
	2019/20 £	2019/20 £	2020/21 £	2020/21 £		
Adult Skills Courses						
<i>Academic Year £ (per hour excluding registration fee):</i>	3.45	2.59	3.52	2.64	2.00%	2.00%
<i>20 guided learning hours including registration fee</i>	80.62	63.43	82.23	64.70	2.00%	2.00%
<i>40 guided learning hours including registration fee</i>	149.56	115.19	152.55	117.50	2.00%	2.00%
<i>60 guided learning hours including registration fee</i>	218.50	166.95	222.87	170.29	2.00%	2.00%
<i>80 guided learning hours including registration fee</i>	287.44	218.72	293.19	223.09	2.00%	2.00%
Community Learning Courses						
<i>Academic Year £ (per hour excluding registration fee):</i>	3.62	2.72	3.69	2.77	2.00%	2.00%
<i>3 guided learning hours including registration fee</i>	18.28	15.57	18.64	15.89	2.00%	2.00%
<i>10 guided learning hours including registration fee</i>	45.72	36.71	46.64	37.44	2.00%	2.00%
<i>20 guided learning hours including registration fee</i>	84.02	65.99	85.70	67.31	2.00%	2.00%
<i>40 guided learning hours including registration fee</i>	156.38	120.31	159.50	122.71	2.00%	2.00%
<i>60 guided learning hours including registration fee</i>	228.73	174.62	233.30	178.12	2.00%	2.00%
Drawing and painting, pottery, ceramics, dressmaking and stained glass courses						
<i>Academic Year £ (per hour excluding registration fee):</i>	3.60	2.70	3.60	2.70	0.00%	0.00%
<i>3 guided learning hours including registration fee</i>	18.57	15.76	18.94	16.08	2.00%	2.00%
<i>10 guided learning hours including registration fee</i>	46.68	37.34	47.61	38.09	2.00%	2.00%
<i>20 guided learning hours including registration fee</i>	85.93	67.26	87.65	68.61	2.00%	2.00%
<i>40 guided learning hours including registration fee</i>	160.20	122.85	163.40	125.31	2.00%	2.00%
<i>60 guided learning hours including registration fee</i>	234.46	178.44	239.15	182.01	2.00%	2.00%
Commercial rate courses (non-SFA funded)						
<i>Academic Year £ (per hour excluding registration fee):</i>	7.95	not applicable	8.11	not applicable	2.00%	not applicable
<i>20 guided learning hours including registration fee</i>	170.31	not applicable	173.72	not applicable	2.00%	not applicable
<i>57.5 guided learning hours including registration fee</i>	468.40	not applicable	477.77	not applicable	2.00%	not applicable
Additional charges - will be levied on individual courses to reflect costs of materials, examination fees and venue hire for external venues. Please refer to the directory of adult learning courses for the definitive price for particular courses.						
Lettings						
Standard classroom per hour	16.59		16.93		2.00%	
ICT suite per hour	46.67		47.61		2.00%	

Business Support Department
Community Interpreting Service (CIS)

Fees & Charges for the Community Interpreting Service that are delivered outside of Medway & Kent are to be negotiated on an individual basis.

Translation Charges

Translation can be delivered electronically, by fax or as a hard copy. All prices are excluding VAT

Language	Fee 2019/20		Fee 20120/21		Increase in Rate / 1,000 words	Increase in Minimum
	All Documents		All Documents			
	Rate/ 1000 words	Minimum 200 words	Rate/ 1000 words	Minimum Charge		
	£	£	£	£	%	%
Albanian	146.00	43.00	146.00	43.00	0.0%	0.0%
Arabic	164.00	48.00	164.00	48.00	0.0%	0.0%
Bengali	164.00	38.00	164.00	38.00	0.0%	0.0%
Bosnian/Serbo-Croat	164.00	55.00	164.00	55.00	0.0%	0.0%
Chinese	164.00	43.00	164.00	43.00	0.0%	0.0%
Czech	164.00	55.00	164.00	55.00	0.0%	0.0%
Danish	182.00	55.00	182.00	55.00	0.0%	0.0%
Dutch	182.00	POA	182.00	POA	0.0%	0.0%
Farsi/Persian	164.00	48.00	164.00	48.00	0.0%	0.0%
French	146.00	38.00	146.00	38.00	0.0%	0.0%
German	146.00	38.00	146.00	38.00	0.0%	0.0%
Greek	164.00	38.00	164.00	38.00	0.0%	0.0%
Gujarati	164.00	38.00	164.00	38.00	0.0%	0.0%
Hindi	164.00	38.00	164.00	38.00	0.0%	0.0%
Hungarian	164.00	POA	164.00	POA	0.0%	0.0%
Italian	146.00	38.00	146.00	38.00	0.0%	0.0%
Japanese	182.00	66.00	182.00	66.00	0.0%	0.0%
Kurdish Kurmanji	182.00	60.00	182.00	60.00	0.0%	0.0%
Kurdish Sorani	182.00	60.00	182.00	60.00	0.0%	0.0%
Latvian	164.00	55.00	164.00	55.00	0.0%	0.0%
Lithuanian	164.00	55.00	164.00	55.00	0.0%	0.0%
Nepalese	182.00	60.00	182.00	60.00	0.0%	0.0%
Polish	146.00	38.00	146.00	38.00	0.0%	0.0%
Punjabi	164.00	38.00	164.00	38.00	0.0%	0.0%
Portuguese	146.00	48.00	146.00	48.00	0.0%	0.0%
Pashto	164.00	43.00	164.00	43.00	0.0%	0.0%
Romanian	164.00	55.00	164.00	55.00	0.0%	0.0%
Russian	146.00	43.00	146.00	43.00	0.0%	0.0%
Slovak	164.00	48.00	164.00	48.00	0.0%	0.0%
Somali	146.00	43.00	146.00	43.00	0.0%	0.0%
Spanish	164.00	55.00	164.00	55.00	0.0%	0.0%
Swahili	164.00	55.00	164.00	55.00	0.0%	0.0%
Tamil	164.00	43.00	164.00	43.00	0.0%	0.0%
Thai	182.00	43.00	182.00	43.00	0.0%	0.0%
Turkish	146.00	38.00	146.00	38.00	0.0%	0.0%
Ukrainian	164.00	43.00	164.00	43.00	0.0%	0.0%
Vietnamese	146.00	38.00	146.00	38.00	0.0%	0.0%
Urdu	164.00	38.00	164.00	38.00	0.0%	0.0%

Other languages available on request

Community Interpreting Service (CIS)

Fees & Charges for the Community Interpreting Service that are delivered outside of Medway & Kent are to be negotiated on an individual basis.

Face to Face Interpreting Charges

Charges are made for a minimum of 30 minutes and then at increments of 15 minutes for interpreting

	Fee 2019/20/19				Fee 2020/21				Travel Time Increase	Interpreting Fee Increase
	Travel Time Per Hour	Interpreting Per Hour	Mileage Per Mile	Parking Fees	Travel time	Interpreting Fixed Fee Per Hour	Mileage Per Mile	Parking Fees		
	£	£	£	£	£	£	£	£		
Mon-Fri 9am-5pm	0.00	45.00	0.40	As incurred	0.00	45.00	0.40	As incurred	0.0%	0.0%
Mon-Fri 5pm-9am	0.00	67.50	0.40	As incurred	0.00	67.50	0.40	As incurred	0.0%	0.0%
Saturdays	0.00	67.50	0.40	As incurred	0.00	67.50	0.40	As incurred	0.0%	0.0%
Sundays & Bank Holidays	0.00	90.00	0.40	As incurred	0.00	90.00	0.40	As incurred	0.0%	0.0%
Day rate (between 5 and 8 hours) - one charge per day	0.00	250.00	0.40	As incurred	0.00	250.00	0.40	As incurred	0.0%	0.0%
	Travel Time Per Hour	Interpreting Per Hour	Mileage Per Mile	Parking Fees	Travel time	Interpreting Per Hour	Mileage Per Mile	Parking Fees	Travel Time Increase	Interpreting Time Increase
Legal Aid prescribed rates	18.66	28.00	0.40	As incurred	18.66	28.00	0.40	As incurred	0.0%	0.0%

Telephone Interpreting Charges

Charges are made for a minimum of 5 minutes and then at 1 minute increments thereafter plus utility charge* if applicable

	Fee 2019/20				Fee 2020/21				Increase In Charge Per Minute First 15 Minutes	Increase In Charge Per Minute Every 15 Minutes Thereafter
	First 15 Minutes	Every 15 Minutes There-after	Utility Charge - Landline Per Minute	Utility Charge - Mobile Per Minute	per minute - equivalent to first 15 Minutes	Charged per minute - equivalent to every 15 minutes thereafter	Utility Charge - Landline Per Minute	Utility Charge - Mobile Per Minute		
	£	£	£	£	£	£	£	£		
Mon-Fri 9am-5pm	19.50	19.50	0.10	0.30	19.50	19.50	0.10	0.30	0.0%	0.0%
Mon-Fri 5pm-9am	29.25	29.25	0.10	0.30	29.25	29.25	0.10	0.30	0.0%	0.0%
Saturdays	29.25	29.25	0.10	0.30	29.25	29.25	0.10	0.30	0.0%	0.0%
Sundays & Bank Holidays	35.00	35.00	0.10	0.30	35.00	35.00	0.10	0.30	0.0%	0.0%

*applies only to calls made by interpreters for the actual duration of telephone interpreting at £0.10/minute for land lines and £0.30 or higher/minute for mobiles.

Cancellation Charges

	Fee 2019/20		Fee 2020/21		Increase cancelled within 24 hours	Increase - Did not proceed as booked
	Cancelled Within 24 Hours	Did Not Proceed as booked	Cancelled Within 24 Hours	Did Not Proceed as booked		
	£	£	£	£	%	%
Face to face Interpreting - duration of appointment booked	45.00	45.00	45.00	45.00	0.0%	0.0%
Travel - per hour	0.00	0.00	0.00	0.00	0.0%	0.0%
Mileage - per mile	0.00	0.40	0.00	0.40	0.0%	0.0%
Expenses	0.00	As incurred	0.00	As incurred	0.0%	0.0%
Legal Aid prescribed rates:						
Interpreting per hour	28.00	28.00	28.00	28.00	0.0%	0.0%
Travel - per hour	0.00	18.66	0.00	18.66	0.0%	0.0%
Mileage - per mile	0.00	0.40	0.00	0.40	0.0%	0.0%
Expenses	0.00	As incurred	0.00	As incurred	0.0%	0.0%
Telephone interpreting - minimum of 30 mins - per hour	19.50	19.50	19.50	19.50	0.0%	0.0%

BUSINESS SUPPORT DIRECTORATE

	Fee 2019/20 £	Fee 2020/21 £	Increase %
SALE OF AGENDAS			
Annual charge per committee	100.00	102.00	2.00%
PHOTOCOPYING CHARGE			
Admin charge	2.40	2.45	2.00%
Each copy up to 20 copies	0.13	0.13	2.00%
Minimum charge (admin plus one copy)	2.53	2.58	2.00%
Each copy over 20	0.12	0.12	2.00%
REGISTER OF ELECTORS (Statutory)			
Full Register (restricted sales to credit agencies only) as at 1 December			
	2019/20 fees	2020/21 fees will be subject to the 2020 published Register	
Full register - paper format			
Full register - data format			
Edited register - paper format			
Edited register - data format			
Postage & packing	27.18	27.73	2.00%
Street Index	16.32	16.64	2.00%
Sale of Medway ward map	16.32	16.64	2.00%
Letter of confirmation on Register of Electors	0.00	0.00	
Confirmation of "proof of life" for pensions	0.00	0.00	

BUSINESS SUPPORT**PROPERTY & CAPITAL PROJECTS**

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%

COMMUNITY CENTRES*NB: Rates for all rooms negotiable for long-term, regular and community group bookings***HOOK MEADOW COMMUNITY CENTRE****MAIN HALL (Bank holidays, New Year's Eve & Christmas on application)****Regular User Groups**

Hall hire daytime rate (per hour)	15.70	16.00	1.91%
Hall hire evening rate (per hour)	19.30	19.70	2.07%

Non Regular Users

Hall hire Monday to Friday day (per hour)	22.20	22.60	1.80%
Hall hire Monday to Thursday evening (per hour)	31.70	32.30	1.89%
Hall hire Saturday & Sunday day (per hour)	24.40	24.90	2.05%
Hall hire Friday, Saturday & Sunday evening (per hour)	43.90	44.80	2.05%
Large Kitchen day (per booking)	35.50	36.20	1.97%
Large Kitchen evening (per booking)	35.50	36.20	1.97%
Small Kitchen day (per booking)	16.50	16.80	1.82%
Small Kitchen evening (per booking)	17.60	18.00	2.27%

LARGE ROOM (Weddings & functions room hire only)**Regular User Groups**

Hall hire daytime rate (per hour)	12.20	12.40	1.64%
Hall hire evening rate (per hour)	13.40	13.70	2.24%

Non Regular Users

Room hire Monday to Friday day (per hour)	14.70	15.00	2.04%
Room hire Monday to Thursday evening (per hour)	16.80	17.10	1.79%
Room hire Saturday & Sunday day (per hour)	14.10	14.40	2.13%
Hall hire Friday, Saturday & Sunday evening (per hour)	26.90	27.40	1.86%

SMALL ROOM (Room hire only)**Regular User Groups**

Hall hire daytime rate (per hour)	6.60	6.70	1.52%
Hall hire evening rate (per hour)	7.00	7.10	1.43%

Non Regular Users

Room hire Monday to Friday day (per hour)	7.50	7.70	2.67%
Room hire Monday to Thursday evening (per hour)	7.70	7.90	2.60%
Room hire Saturday & Sunday day (per hour)	13.20	13.50	2.27%
Hall hire Friday, Saturday & Sunday evening (per hour)	14.00	14.30	2.14%

COMPUTER SUITE

Regular User Groups - day or evening (per hour)	12.20	12.40	1.64%
Non Regular Users - day or evening (per hour)	12.60	12.90	2.38%
My Desk - Individual desk work space (per month)	114.80	117.10	2.00%

BUSINESS SUPPORT**PROPERTY & CAPITAL PROJECTS**

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%

COMMUNITY CENTRES*NB: Rates for all rooms negotiable for long-term, regular and community group bookings***WHITE ROAD COMMUNITY CENTRE****Regular User Groups**

Main Hall hire day or evening (per hour)	14.30	14.60	2.10%
One To One Room hire day or evening (per hour)	14.30	14.60	2.10%

Non Regular Users

Main Hall hire Monday to Thursday day or evening and Friday day (per hour)	22.20	22.60	1.80%
Main Hall hire Saturday & Sunday day (per hour)	24.40	24.90	2.05%
Main Hall hire Friday, Saturday & Sunday evening (per hour)	32.10	32.70	1.87%
One To One Room hire day or evening (per hour)	14.90	15.20	2.01%
Family Room hire day or evening (per hour)	12.60	12.90	2.38%

CHATTENDEN COMMUNITY CENTRE**MAIN COMMUNITY BUILDING****Regular User Groups**

Main Hall hire day or evening (per hour)	14.30	14.60	2.10%
Crèche hire day or evening (per hour)	14.30	14.60	2.10%
One to One Room day or evening (per hour)	14.30	14.60	2.10%
Computer Suite day or evening (per hour)	14.30	14.60	2.10%

Non Regular Users

Hall hire Monday to Thursday day or evening and Friday day (per hour)	22.20	22.60	1.80%
Main Hall hire Saturday & Sunday day (per hour)	23.90	24.40	2.09%
Hall hire Friday, Saturday & Sunday evening (per hour)	26.10	26.60	1.92%
Crèche hire day or evening (per hour)	14.90	15.20	2.01%
One to One Room day or evening (per hour)	14.90	15.20	2.01%
Computer Suite day or evening (per hour)	14.90	15.20	2.01%
My Desk - Individual desk work space (per month)	114.80	117.10	2.00%

LARGE HALL**Regular User Groups**

Hall hire day or evening (per hour)	18.80	19.20	2.13%
End Hall hire day or evening (per hour)	12.70	13.00	2.36%
Back Office hire day or evening (per hour)	14.50	14.80	2.07%

Non Regular Users

Hall hire Monday to Thursday day or evening and Friday day (per hour)	22.20	22.60	1.80%
Hall hire Saturday & Sunday day (per hour)	25.30	25.80	1.98%
Hall hire Friday, Saturday & Sunday evening (per hour)	32.10	32.70	1.87%
End Hall hire day or evening (per hour)	14.90	15.20	2.01%
Back Office hire day or evening (per hour)	14.90	15.20	2.01%

BUSINESS SUPPORT**PROPERTY & CAPITAL PROJECTS**

	Fee 2019/20	Fee 2020/21	Increase
	£	£	%

COMMUNITY CENTRES***NB: Rates for all rooms negotiable for long-term, regular and community group bookings*****ST GEORGE'S CENTRE HALL HIRE RATES***(Bank Holidays, New Years Eve and Christmas On Application)***Monday - Thursday**

Half Day 9am - 12.30pm or 1.30pm to 5pm

- Charity/Community Groups	310.00	316.00	1.94%
- All Others	381.00	389.00	2.10%

Full Day 9am - 5pm

- Charity/Community Groups	571.00	582.00	1.93%
- All Others	707.00	721.00	1.98%

Evening 6pm - 12 midnight

- Charity/Community Groups	402.00	410.00	1.99%
- All Others	506.00	516.00	1.98%

Friday, Saturday or Sunday

Half Day 9am - 12.30pm or 1.30pm to 5pm

- Charity/Community Groups	310.00	316.00	1.94%
- All Others	381.00	389.00	2.10%

Full Day 9am - 5pm

- Charity/Community Groups	571.00	582.00	1.93%
- All Others	707.00	721.00	1.98%

Evening 6pm - 12 midnight

- Charity/Community Groups	609.00	621.00	1.97%
- All Others	762.00	777.00	1.97%

Audio Visual Equipment

Half Day 9am - 12.30pm or 1.30pm to 5pm

- Charity/Community Groups	103.00	105.00	1.94%
- All Others	131.00	134.00	2.29%

Full Day 9am - 5pm

- Charity/Community Groups	184.00	188.00	2.17%
- All Others	228.00	233.00	2.19%

Evening 6pm - 12 midnight

- Charity/Community Groups	158.00	161.00	1.90%
- All Others	202.00	206.00	1.98%

Use of Catering Kitchen

Half Day 9am - 12.30pm or 1.30pm to 5pm

- Charity/Community Groups	41.00	42.00	2.44%
- All Others	52.00	53.00	1.92%

Full Day 9am - 5pm

- Charity/Community Groups	76.00	78.00	2.63%
- All Others	94.00	96.00	2.13%

Evening 6pm - 12 midnight

- Charity/Community Groups	100.00	102.00	2.00%
- All Others	126.00	129.00	2.38%

BUSINESS SUPPORT DIRECTORATE

	Fee 2019/20 £	Fee 2020/21 £	Increase %
(All charges shown are before VAT. The CON29 element of the Local Land Charges search is, however, subject to an additional 20% for VAT e.g. Standard search = LLC1 @ £25 CON29 @ £50 plus VAT @ £10 Total of £85)			
LOCAL LAND CHARGES			
LLC1 only	25.00	25.00	0.00%
Additional parcel of land (LLC1 only)	20.00	20.00	0.00%
CON29 only		50.00	Not previously listed separately
Additional parcel of land with CON29 only	15.00	15.00	0.00%
Standard search including LLC1 fee and CON29	75.00	75.00	0.00%
Additional parcel of land with Standard Search including LLC1 and CON29	35.00	35.00	0.00%
<i>Commercial requests e.g. shopping centre or new development officially named & numbered - fee on request, but maximum of:</i>	2,500.00	2500.00	0.00%
Updated service for Full search - first 3 months free	0.00	0.00	0.00%
Inspection of LLC Register under EIR	0.00	0.00	0.00%
Enhanced personal search service for the LLC Register	11.00	11.00	0.00%
Fees in respect of revisions to Con29 that came into force on 4th July 2016			
Part II printed enquiry - Con29O Questions 4 to 21	10.00	10.00	0.00%
Part II printed enquiry - Con29O Question 22 (Common Land and Village Greens)	15.00	15.00	0.00%
Enhanced component data service - Con29 Questions 1.1(Planning); 1.2; 2.1; 3.1 to 3.7 and 3.9 to 3.15	2.50	2.50	0.00%
Enhanced component data service - Con29 Questions 1.1(Building Control); 2.2-2.5 (Public Rights of Way) and 3.8 (Building Regulations)	3.00	3.00	0.00%
Registration of a charge in Part 11 of the register	70.00	70.00	0.00%
Filing a definitive certificate of the Lands Tribunal under rule 10(3)	15.00	15.00	0.00%
Filing a judgement, order or application for the variation or cancellation of an entry in Part 11 of the register	20.00	20.00	0.00%
Inspection of documents filed under rule 10 in respect of each parcel of land	5.00	5.00	0.00%
Official search (including issue of official certificate of search): -			
a) in any one part of the register	5.00	5.00	0.00%
b) in the whole of the register			
(i) where the request is made by electronic means in accordance with rule 16	25.00	25.00	0.00%
(ii) in any other case	25.00	25.00	0.00%
And in addition, in respect of each parcel of land above one, where under rule 11(3) more than one parcel is included in the same requisition (where the requisition is for a search in the whole or in any part of the register), subject to a maximum of £240	20.00	20.00	0.00%
Office copy of an entry in the register (not including a copy or extract of any plan or document filed pursuant to these Rules)	2.50	2.50	0.00%
Office copy of any plan or other documents filed pursuant to the Rules	2.50	2.50	0.00%
Provision under, or for the purposes of which, the application is made in respect of Commons & Village Greens			
Regulation 44 - declaration of entitlement to exercise a right of common	25.00	25.00	0.00%
Section 6 of the 2006 Act - creation of a right of common resulting in the registration of new common land	No fee	No fee	
Section 6 of the 2006 Act - creation of a right of common over existing common land	100.00	100.00	0.00%
Section 7 of the 2006 Act - variation of a right of common	100.00	100.00	0.00%
Section 8 of the 2006 Act - apportionment of a right of common	100.00	100.00	0.00%
Section 10 of the 2006 Act - attachment of a right of common	No fee	No fee	
Section 11 of the 2006 Act - re-allocation of attached rights	100.00	100.00	0.00%
Section 12 of the 2006 Act - transfer of a right in gross	40.00	40.00	0.00%
Section 13 of the 2006 Act - surrender or extinguishment of a right of common	80.00	80.00	0.00%
Schedule 4, paragraph 8 - statutory disposition pursuant to s.14 of the 2006 Act (including the exchange of land for land subject to a statutory disposition)	150.00	150.00	0.00%
Section 15A of the 2006 Act; s.15 Growth and Infrastructure Act 2013 - landowner statement	250.00	250.00	0.00%
s.31(6) Highways Act 1980 - joint landowner statements and declarations	350.00	350.00	0.00%
Section 15(1) of the 2006 Act - registration of a new town or village green, other than by the owner	No fee	No fee	
Section 15(8) of the 2006 Act - registration of a new town or village green	No fee	No fee	
Section 19 of the 2006 Act - correction, for the purpose of section 19(2)(a), of a mistake made by registration authority	No fee	No fee	
Section 19 of the 2006 Act - correction, for a purpose described in section 19(2)(b), (c) or (e)	100.00	100.00	0.00%
Section 19 of the 2006 Act - correction, for a purpose described in section 19(2)(d) (Per register unit)	15.00	15.00	0.00%
Schedule 1, paragraph 1(6)(b), to the 2006 Act - severance by transfer to public bodies	80.00	80.00	0.00%
Schedule 1, paragraph 3(7)(b), to the 2006 Act - severance authorised by order	80.00	80.00	0.00%
Schedule 2, paragraph 2 or 3, to the 2006 Act - non-registration of common land or town or village green	No fee	No fee	
Schedule 2, paragraph 4, to the 2006 Act - waste land of a manor not registered as common land	No fee	No fee	
Schedule 2, paragraph 5, to the 2006 Act - town or village green wrongly registered as common land	No fee	No fee	
Schedule 2, paragraphs 6 - 9, to the 2006 Act - deregistration of certain land registered as common land or as a town or village green	750.00	750.00	0.00%
Schedule 3, paragraph 2 to the 2006 Act: application made during the transitional application period - for any purpose listed	No fee	No fee	
Schedule 3, paragraph 2 or 4, to the 2006 Act: application made after the end of the transitional application period - creation of a right of common	190.00	190.00	0.00%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period - surrender or extinguishment of a right of common	100.00	100.00	0.00%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period - variation of a right	180.00	180.00	0.00%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period apportionment of a right of common (to facilitate any other purpose)	160.00	160.00	0.00%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period - severance of a right of common	100.00	100.00	0.00%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period - transfer of a right in gross	100.00	100.00	0.00%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period - statutory disposition (including the exchange of land for land subject to a statutory disposition)	180.00	180.00	0.00%

BUSINESS SUPPORT DIRECTORATE

	Fee 2019/20 £	Fee 2020/21 £	Increase %	
LICENSING				
Sex Shop & Sex Cinema				
New	4,300.00	4,300.00	0.00%	
Renewal and transfer	2,700.00	2,700.00	0.00%	
Sexual Entertainment Venues				
New or Renewal	4,300.00	4,300.00	0.00%	
Copy of licence (if lost or stolen)		28.00	NEW	
Street Trading				
Street Trading Consent	280.00	300.00	7.14%	
Street Trading Consent – Festivals (per day)	50.00	51.00	2.00%	
Copy of Consent (if lost or stolen)		28.00	NEW	
Scrap Metal				
Site licence 3 year – new or renewal - TOTAL				
Site licence 3 year – new or renewal – PART A – payable upon application	350.00	539.00	54.00%	Fee increase comes into effect after all current Site licences and Collectors licences should have been renewed and therefore will not be due for a further three years
Site licence 3 year – new or renewal – PART B – payable upon grant		333.00	NEW	
Collectors licence 3 year – new or renewal – TOTAL				
Collectors licence 3 year – new or renewal – PART A – payable upon application	175.00	313.00	78.86%	Fee increase comes into effect after all current Site licences and Collectors licences should have been renewed and therefore will not be due for a further three years
Collectors licence 3 year – new or renewal – PART B – payable upon grant		262.00	NEW	
Variation of licence (replaced by Variation fees below)	75.00	51.00	NEW	
Variation - collector to site licence		230.00	NEW	
Variation - site to collector's licence		71.00	NEW	
Change of site manager		117.00	NEW	
Minor variation		36.00	NEW	
Copy of licence (if lost or stolen)	25.00	28.00	12.00%	
Hackney Carriage and Private Hire Fees				
Vehicle Licence Fees (press notice needed)				
Vehicles under 3 years old (replaced by one fee for all vehicles below)	80.00	N/A		
Vehicles 3 – 5 years old (replaced by one fee for all vehicles below)	130.00	N/A		
Vehicles over 5 years old (replaced by one fee for all vehicles below)	140.00	N/A		
Vehicle Licence (all vehicles) - 1 year		142.50	NEW	
Drivers Licence (3 year)	160.00	168.00	5.00%	
Knowledge Test	65.00	67.00	3.08%	
Operators Fees (press notice needed)				
Operators Licence A (1-6 vehicles) - 3-year (replaced by new charges below)	270.00	N/A		
Operators Licence B (7-12 vehicles) - 3-year (replaced by new charges below)	600.00	N/A		
Operators Licence C (over 12 vehicles) - 3-year (replaced by new charges below)	945.00	N/A		
Operator – up to 5 vehicles – 5 year (standard duration)		552.00	NEW	
Operator – over 5 vehicles – 5 year (standard duration)		1,100.00	NEW	
Operator – up to 5 vehicles – 1 year (only when justified on case by case basis - S10 Deregulation Act 2015)		185.00	NEW	
Operator – over 5 vehicles – 1 year (only when justified on case by case basis - S10 Deregulation Act 2015)		368.00	NEW	
Copy of Plate following loss/damage, etc. (like for like)	25.00	20.00	-20.00%	
Replacement vehicle on existing plate		48.00	NEW	
Licensing of Temporary Vehicle following accident, etc. for 2 months		61.00	NEW	
Change of Ownership of Licenced Vehicle	25.00	34.00	36.00%	
Copy of Badge following loss, damage, etc. (like for like)	5.00	15.50	210.00%	
Application Fee	25.00	N/A	DELETED	
Change of vehicle registration and reissue of licence and plates		28.00	NEW	
Change of passenger number and reissue of licence and plates		29.00	NEW	
Duplicate Licence Fee (replaced by fees below)	10.50	N/A		
Reissue of vehicle licence following change of name/address		14.50	NEW	
Reissue of driver licence following change of name/address		17.50	NEW	
Reissue of operator licence following change of name/address		12.50	NEW	
Like for like copy of any paper part of licence only		11.50	NEW	
Enhanced DBS Check Application		60.00	NEW	
Licensing Act 2003 Fees and Charges (Set by Government)				
Premises License, Club Premises Certificate, Variation and Conversion Fees				
New premises fees structure is based on NNDR values				
New Applications for premises licence, Club premises certificate, Variation (not changes of name and address etc. or change of designated premises supervisor), including grandfather conversion and variations in transition period.				
BAND A £0 - £4,300	100.00	100.00	0.00%	
BAND B £4,301 - £33,000	190.00	190.00	0.00%	
BAND C £33,001 - £87,000	315.00	315.00	0.00%	
BAND D £87,001 - £125,000	450.00	450.00	0.00%	
BAND E £125,001 and over	635.00	635.00	0.00%	
Fee per band annual charge for premises licences and club premises certificates				
BAND A £0 - £4,300	70.00	70.00	0.00%	
BAND B £4,301 - £33,000	180.00	180.00	0.00%	
BAND C £33,001 - £87,000	295.00	295.00	0.00%	
BAND D £87,001 - £125,000	320.00	320.00	0.00%	
BAND E £125,001 and over	350.00	350.00	0.00%	

BUSINESS SUPPORT DIRECTORATE

	Fee 2019/20 £	Fee 2020/21 £	Increase %
Additional Fee for exceptionally large scale events requiring premises licenses, based on occupancy.			
Number of Occupants			
5,000 - 9,999	1,000.00	1,000.00	0.00%
10,000 - 14,999	2,000.00	2,000.00	0.00%
15,000 - 19,999	4,000.00	4,000.00	0.00%
20,000 - 29,999	8,000.00	8,000.00	0.00%
30,000 - 39,999	16,000.00	16,000.00	0.00%
40,000 - 49,999	24,000.00	24,000.00	0.00%
50,000 - 59,999	32,000.00	32,000.00	0.00%
60,000 - 69,999	40,000.00	40,000.00	0.00%
70,000 - 79,999	48,000.00	48,000.00	0.00%
80,000 - 89,999	56,000.00	56,000.00	0.00%
90,000 and over	64,000.00	64,000.00	0.00%

Licensing Act 2003 Fees and Charges (Set by Government) (cont.)

Additional Annual Fee for exceptionally large scale events requiring premises licenses, based on occupancy.

Number of Occupants			
5,000 - 9,999	500.00	500.00	0.00%
10,000 - 14,999	1,000.00	1,000.00	0.00%
15,000 - 19,999	2,000.00	2,000.00	0.00%
20,000 - 29,999	4,000.00	4,000.00	0.00%
30,000 - 39,999	8,000.00	8,000.00	0.00%
40,000 - 49,999	12,000.00	12,000.00	0.00%
50,000 - 59,999	16,000.00	16,000.00	0.00%
60,000 - 69,999	20,000.00	20,000.00	0.00%
70,000 - 79,999	24,000.00	24,000.00	0.00%
80,000 - 89,999	28,000.00	28,000.00	0.00%
90,000 and over	32,000.00	32,000.00	0.00%

Minor Variation Application - Premises Licence	89.00	89.00	0.00%
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Personal Licences

Personal fee	37.00	37.00	0.00%
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Miscellaneous Licence Fees and Charges

Application for copy of licence or summary on theft, loss etc. of premises licence or summary	10.50	10.50	0.00%
Notification of change of name or address (holder of premise licence)	10.50	10.50	0.00%
Application to vary /specify individual as premises supervisor	23.00	23.00	0.00%
Application to transfer premises licence	23.00	23.00	0.00%
Interim authority notice	23.00	23.00	0.00%
Application for making a provisional statement	315.00	315.00	0.00%
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	10.50	10.50	0.00%
Notification of change of name or alteration of club rules	10.50	10.50	0.00%
Change of relevant registered address of club	10.50	10.50	0.00%
Temporary event notice	21.00	21.00	0.00%
Application for copy of notice on theft, loss etc. of temporary event notice	10.50	10.50	0.00%
Application for copy of licence on theft, loss etc. of personal licence	10.50	10.50	0.00%
Notification of change of name or address (personal licence)	10.50	10.50	0.00%
Notice of interest in any premises	21.00	21.00	0.00%
Right of freeholder etc. to be notified of licensing matters	21.00	21.00	0.00%

Amusement with Prize Machines (Set by Government - No discretion for local authorities)

GAMBLING ACT 2005

Premises Licence (Maximum Fee set by Government - local authorities have discretion to set fees based on cost)

Application to Vary

New Small Casino	2,000.00	2,040.00	2.00%
New Large Casino	3,000.00	3,060.00	2.00%
Regional Casino	4,000.00	4,080.00	2.00%
Betting (Track)	975.00	994.50	2.00%
Betting (Other)	1,230.00	1,254.60	2.00%
Family Entertainment Centre	925.00	943.50	2.00%
Adult Gaming Centre	925.00	943.50	2.00%
Bingo	1,550.00	1,581.00	2.00%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%

New Premises Application and Applications for Provisional Statement

New Small Casino	5,000.00	5,100.00	2.00%
New Large Casino	7,500.00	7,650.00	2.00%
Regional Casino	10,000.00	10,200.00	2.00%
Betting (Track)	1,800.00	1,836.00	2.00%
Betting (Other)	2,550.00	2,601.00	2.00%
Family Entertainment Centre	1,550.00	1,581.00	2.00%
Adult Gaming Centre	1,550.00	1,581.00	2.00%
Bingo	3,050.00	3,111.00	2.00%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%

Licence Application (Provisional Statement holders)

New Small Casino	2,000.00	2,040.00	2.00%
New Large Casino	3,000.00	3,060.00	2.00%
Regional Casino	5,000.00	5,100.00	2.00%
Betting (Track)	950.00	950.00	0.00%
Betting (Other)	1,200.00	1,200.00	0.00%
Family Entertainment Centre	925.00	943.50	2.00%
Adult Gaming Centre	925.00	943.50	2.00%
Bingo	925.00	943.50	2.00%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%



CABINET

4 FEBRUARY 2020

BUSINESS RATE RELIEF

Portfolio Holder: Councillor Rupert Turpin, Portfolio Holder for Business Management

Report from: Phil Watts, Chief Finance Officer

Author: Patrick Knight, Head of Revenues and Benefits

Summary

Central Government has asked local authorities to consider using their discretionary powers to award business rate relief in certain circumstances.

1. Budget and Policy Framework

- 1.1 The approval of a Business Rate Relief Policy is a matter for Cabinet.
- 1.2 This report has been added to the agenda as an urgent item because the Government's announcement on this matter only took place on 27 January 2020. Therefore, the Cabinet is asked to accept this report as urgent to ensure that the Council can implement discretionary business rate relief for 2020/21, in particular to ensure that the Council can implement discretionary business rate relief for 2020/21 and in particular to ensure compliance with the timetable for issuing business rate bills for 2020/21 including the increased financial support thereon (the billing process is due to commence on 21 February 2020).

2. Background

- 2.1.1 On Monday 27 January 2020, the Financial Secretary to the Treasury made a Written Ministerial Statement announcing additional business rates measures that will apply from 1 April 2020. This included a new pub discount of £1,000 to eligible pubs; changes to retail discount; and the extension for an additional five years until 31 March 2025 of the local newspaper discount of £1,500. Additionally, the Government has further indicated in Business Rates Information Letter (1/2020) the doubling of Rural Rate relief from 50% to 100%.
- 2.2 This statement indicated that Local Authorities should start preparations to include these changes now, and act promptly to ensure eligible business

receive the increased support in their rates bills at the start of the 2020/2021 financial year.

- 2.3 The Local Government Finance Act 1988 provides local authorities with discretionary powers to grant relief from non domestic rates on property occupied by charities and other non-profit making organisations. Following the introduction of the Business Rates Retention Scheme Central Government, Medway Council and Kent and Medway Fire Authority will continue to share the cost of granting such relief on a 50:49:1 basis from 1 April 2020.
- 2.4 As the changes are a temporary measure, Government is not changing the rules on when a property becomes entitled to relief. Instead they are providing the relief by reimbursing local authorities that use their discretionary relief powers (under section 47 of the Local Government Finance Act 1988) to grant relief in prescribed circumstances. The reimbursement will be via a grant under section 31 of the Local Government Act 2003 claimed through the NNDR 1 and 3 returns.

3. Properties to benefit from relief

3.1 Pubs Discount 2020/21 scheme

The scheme is available to eligible occupied properties with a rateable value of less than £100,000. The majority of pubs are independently owned or managed and will not be part of chains. Where pubs are part of a chain, relief will be available for each eligible property in the chain, subject to meeting State Aid requirements.

3.1.1 Government guidance is that eligible pubs should:

- Be open to the general public
- Allow free entry other than when occasional entertainment is provided
- allow drinking without requiring food to be consumed
- permit drinks to be purchased at a bar

3.1.2 For these purposes, it should exclude:

- restaurants
- cafes
- nightclubs
- hotels
- snack bars
- guesthouses
- boarding houses
- sporting venues
- music venues
- festival sites
- theatres
- museums
- exhibition halls
- cinemas
- concert halls
- casinos

3.2 Retail Discount relief 2020/21

The Government's guidelines where a property is occupied with a rateable value below £51,000 have now been extended to include cinemas and live music venues. Consequently:

3.2.1 Government now considers that "shops, restaurants, cafes, drinking establishments, cinemas and live music venues" to mean:

i. Hereditaments that are being used for the sale of goods to visiting members of the public:

- Shops (such as: florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off licences, chemists, newsagents, hardware stores, supermarkets, etc)
- Charity shops
- Opticians
- Post offices
- Furnishing shops/display rooms (such as: carpet shops, double glazing, garage doors)
- Car/caravan showrooms
- Second hand car lots
- Markets
- Petrol stations
- Garden centres
- Art galleries (where art is for sale/hire)

ii. Hereditaments that are being used for the provision of the following services to visiting members of the public:

- Hair and beauty services (such as: hairdressers, nail bars, beauty salons, tanning shops, etc.)
- Shoe repairs/key cutting
- Travel agents
- Ticket offices e.g. for theatre
- Dry cleaners
- Launderettes
- PC/TV/domestic appliance repair
- Funeral directors
- Photo processing
- DVD/ video rentals
- Tool hire
- Car hire

iii. Hereditaments that are being used for the sale of food and/or drink to visiting members of the public:

- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops
- Pubs
- Bars

iv. Hereditaments which are being used as cinemas

v. Hereditaments that are being used as live music venues:

– live music venues are hereditaments wholly or mainly used for the performance of live music for the purpose of entertaining an audience. Hereditaments cannot be considered a live music venue for the purpose of business rates relief where a venue is wholly or mainly used as a nightclub or a theatre, for the purposes of the Town and Country Planning (Use Classes) Order 1987 (as amended).

– Hereditaments can be a live music venue even if used for other activities, but only if those other activities (i) are merely ancillary or incidental to the performance of live music (e.g. the sale/supply of alcohol to audience members) or (ii) do not affect the fact that the primary activity for the premises is the performance of live music (e.g. because those other activities are insufficiently regular or frequent, such as a polling station or a fortnightly community event).

– There may be circumstances in which it is difficult to tell whether an activity is a performance of live music or, instead, the playing of recorded music.

Although the Government expect this would be clear in most circumstances, guidance on this may be found in Chapter 16 of the statutory guidance issued in April 2018 under section 182 of the Licensing Act 2003.

3.2.2 In the Council's previously adopted retail discount relief scheme, Members agreed the following business usages in Medway that they consider broadly similar in nature to those set out in paragraph 3.2.1 above:

- MOT stations/vehicle repair workshops/garages
- Hand car washes
- Scrapyards
- Guest/Boarding Houses
- Hostels/Hotels
- Caravan Sites
- Daycare nurseries and playgroups
- Drop-in centres (advice and meetings)
- Cattery/Kennels
- Riding schools
- Land used for car boot sales
- Tattoo studios

3.2.3 Government's latest guidance further states that they do not consider the following types of use as retail and as such would not qualify for relief:

i. Hereditaments that are being used for the provision of the following services to visiting members of the public:

- Financial services (e.g. banks, building societies, cash points, bureaux de change, payday lenders, betting shops, pawn brokers)
- Other services (e.g. estate agents, letting agents, employment agencies)
- Medical services (e.g. vets, dentists, doctors, osteopaths, chiropractors)
- Professional services (e.g. solicitors, accountants, insurance agents/ financial advisers, tutors)
- Post office sorting offices

ii. Hereditaments that are not reasonably accessible to visiting members of the public

3.2.4 Government also does not consider other assembly or leisure uses beyond those listed at 3.2.1 above to be retail uses for the purpose of the discount. For example, theatres and museums are outside the scope of the scheme, as are nightclubs. Hereditaments used for sport or physical recreation (e.g. gyms) are also outside the scope of the discount.

3.2.5 In the Council's previously adopted retail relief scheme on 5 February 2019, the Cabinet agreed (decision numbers 20/2019 and 21/2019) that the following business usages in Medway that they consider comparable to 3.2.3 above are not compatible with the authority's wider objectives for the area:

- Social clubs
- Snooker clubs
- Amusement arcades
- Massage parlour
- Sex shops licensed under Local Government (Miscellaneous Provisions) Act 1982

3.2.6 The guidance states that where there is doubt over whether the property qualifies, the local authority should exercise their discretion with reference to the above and knowledge of their local tax base.

3.3 Local Newspaper relief

3.3.1 The relief which was due to end on 31 March 2020 for office space occupied by local newspapers subject to a maximum of one discount per local newspaper title has been extended to cover the financial years 2020/21 to 2024/25.

3.4 Rural Rate relief

3.4.1 The Government has further indicated in Business Rates Information Letter (1/2020) the doubling of this relief from 50% to 100%. The rural rate relief scheme was introduced to protect the last retail outlets and similar services in rural areas (settlement) with a population of less than 3,000. Under the scheme the only food shop, general store, or Post office with a rateable value

of less than £8,500 is eligible for relief. Additionally, the only public house or petrol station with a rateable value of up to £12,500 is eligible for relief. Local authorities are expected to use their local discount powers to grant 100% rural rate relief to eligible ratepayers.

4. Amount of relief to be awarded

4.1 Pubs Discount 2020/21

4.1.1 The Pubs discount will provide up to £1,000 discount to eligible pubs. This is in addition to any appropriate retail discount and will apply after the retail discount and the combined relief will not exceed the total net liability for the year.

4.2 Retail Discount relief 2020/21

4.2.1 The total amount of Government-funded relief available for each property for 2020-21 under this scheme is 50% of the bill after mandatory reliefs and, with the exception of the 2020/21 pubs discount (see 4.1 above), other discretionary reliefs funded by section 31 grants have been applied, excluding those where local authorities have used their discretionary relief powers introduced by the Localism Act which are not funded by section 31 grants. There is no relief available under this scheme for properties with a rateable value of £51,000 or more.

4.2.2 The eligibility for the relief and the relief itself will be assessed and calculated on a daily basis. The following formula should be used to determine the amount of relief to be granted for a chargeable day for a particular hereditament in the financial year:

$$\text{Amount of relief to be granted} = \frac{V}{2}$$

where V is the daily charge for the hereditament for the chargeable day after the application of any mandatory relief and any other discretionary reliefs, excluding the pubs discount and those where local authorities have used their discretionary relief powers which are not funded by section 31 grants.

4.2.3 This should be calculated ignoring any prior year adjustments in liabilities which fall to be liable on the day.

4.2.4 Examples of how the relief will be calculated are shown at Appendix 1 to the report.

4.2.5 Ratepayers that occupy more than one property will be entitled to relief for each of their eligible properties, subject to State Aid de minimis limits (see section 5 below).

4.3 Local Newspaper relief

4.3.1 Eligible businesses will receive £1,500 business rate discount per annum.

4.4 Rural rate relief

4.4.1 Eligible businesses will receive an additional “top-up” of 50% relief i.e. 100% relief.

4.5 In all cases detailed above a ratepayer has a right of appeal to the authority against any decision. Appeals against a refusal to grant relief will be dealt with as follows:

- Initial review by the Head of Revenues and Benefits;
- Second stage review by the Chief Finance Officer.

5. State Aid Relief

5.1 State Aid law is the means by which the European Union regulates state funded support to businesses. Providing discretionary relief to ratepayers is likely to amount to State Aid. However, Retail Relief will be State aid compliant where it is provided in accordance with the De Minimis aid EU Regulation 1407/2013.

5.2 The De Minimis Regulations allow an undertaking to receive up to €200,000 of De Minimis aid in a three-year period (consisting of the current financial year and the two previous financial years).

5.3 The local authority is required to establish that the award of relief will not exceed the de minimis limit. It is therefore recommended that any ratepayer receiving the relief is informed of the De Minimis Regulation and asked to declare if they consider that the award of relief will breach the relevant limit.

5.4 Whilst the UK left the EU on 31 January 2020, the Withdrawal Agreement negotiated by the Government and the EU provides that during an implementation period State Aid rules will continue to apply as now and will be subject to control by the EU Commission as at present. Local authorities should therefore continue to apply State Aid rules, including De Minimis, to the relief during the implementation period.

6. Risk Management

Risk	Description	Action to avoid or mitigate risk	Risk Rating
Government refuse to fund the relief	Likelihood D (Low) Impact 3 (Marginal) Relief not awarded in line with criteria specified by Government	Ensure scheme complies with Government guidelines	D3

7. Financial and Legal Implications

7.1 These are contained within the body of the report.

8. Recommendations

- 8.1 Cabinet is asked to agree that Pub Discount for hereditaments as defined at paragraph 3.1 of the report be awarded in accordance with paragraph 4.1.1.
- 8.2 Cabinet is asked to agree that Retail Discount for hereditaments as defined at paragraphs 3.2.1 to 3.2.2 of the report are awarded.
- 8.3 Cabinet is asked to agree that Retail Discount for hereditaments as defined at paragraphs 3.2.3 to 3.2.5 of the report are **not** awarded.
- 8.4 Cabinet is asked to agree that Local Newspaper relief for hereditaments as defined at paragraph 3.3 of the report are awarded.
- 8.5 Cabinet is asked to agree that Rural Rate relief is extended from 50% to 100% for qualifying hereditaments as defined at paragraph 3.4 of the report.

9. Suggested reasons for decisions

- 9.1 The Pubs Discount, Retail Discount, Local Newspaper Relief and Rural Rate relief schemes have been promoted by and will be funded by central Government to assist business ratepayers. Given the lack of cost to the local taxpayer it is appropriate for the Council to operate such schemes.

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Appendices:

Appendix 1 - Retail Rate Relief Calculation Examples for 2020/21

Background papers:

Business Rates information letter 1/2020: rate reliefs and provisional 2020 to 2021 business rate multipliers

<https://www.gov.uk/government/publications/12020-rate-reliefs-and-provisional-2020-to-2021-business-rates-multipliers>

Business Rates: pubs discount 2020 to 2021-local authority guidance

<https://www.gov.uk/government/publications/business-rates-pubs-discount-2020-to-2021-local-authority-guidance>

Business Rates: retail discount - guidance

<https://www.gov.uk/government/publications/business-rates-retail-discount-guidance>

Cabinet 5 February 2019 Retail Relief 2019/20 & 2020/21

<https://democracy.medway.gov.uk/mgConvert2PDF.aspx?ID=4131&T=10>

Retail Rate Relief Calculation Examples for 2020/21

The retail discount (50%) is always calculated after mandatory relief and other discretionary reliefs funded by section 31 grant.

Example 1: An occupied shop with a rateable value of £40,000

Gross rates (before any reliefs) = £40,000 x 0.499	= £19,960
Retail discount (50%):	= <u>-£ 9,980</u>
Rates due (after retail discount):	= £ 9,980

Example 2: An occupied charity shop with a rateable value of £40,000

Gross rates (before any reliefs) = £40,000 x 0.512	= £20,480
Net rates after charity relief:	= £ 4,096
Retail discount (50%):	= <u>-£ 2,048</u>
Rates due (after charity relief and retail discount):	= £ 2,048

Example 3: An occupied shop with a rateable value of £13,500 eligible for Small Business Rate Relief (SBRR)

Gross rates (before any reliefs) = £13,500 x 0.490	= £6,737
Net rates after SBRR (50%):	= £3,368
Retail discount (50%):	= <u>-£1,684</u>
Rates due (after SBRR and retail discount):	= £1,684

Example 4: An occupied shop with a rateable value of £10,000 eligible for Small Business Rate Relief (SBRR)

Gross rates (before any reliefs)	= £10,000 x 0.499 = £4,990
Net rates after SBRR (100%):	= £nil
Rates bill is nil and, therefore, no retail discount applies	

Example 5: An occupied shop with a rateable value of £40,000 eligible for Transitional Relief (TR) and receiving Revaluation Discretionary Relief

Gross rates (before any reliefs)	= £40,000 x 0.499 = £19,960
Transitional Relief (say):	= <u>-£ 1,500</u>
Net rates after Transitional Relief:	= <u>£18,460</u>
Net rates after Revaluation Discretionary Relief (say):	= £15,460
Retail discount (50%):	= <u>-£ 7,730</u>
Rates due (after TR, revaluation relief and retail discount):	= £ 7,730

Example 6: An occupied shop with a rateable value of £18,000 previously paying nothing prior to revaluation 2017 and eligible for Supporting Small Businesses Relief (SSB)

Gross rates (before any reliefs) = £18,000 x 0.499	= £8,982
Supporting Small Businesses Relief (say):	= <u>-£6,582</u>
Net rates after SSB:	= £2,400
Retail discount (50%):	= <u>-£1,200</u>
Rates due (after SSB and retail discount):	= £1,200

Example 7: A shop with a rateable value of £40,000 (example 1) but only occupied until 30 September 2020

Gross rates (before any reliefs) = £40,000 x 0.499	= £19,960
Retail discount (50%):	= <u>-£ 9,980</u>
Rates due p.a. (after retail discount):	= <u>£ 9,980</u>
Daily charge while occupied (leap year): = £27.34 per day	
Occupied charge 1/4/20 to 30/9/20 (183 days):	= £4,976
Unoccupied property relief (1/10/20 to 1/1/21):	= £nil
Unoccupied property rates (1/1/21 to 31/3/21), £40,000 x 0.512 x 91/365	= £5,106
Rates due for the year (after retail relief):	= £10,082

Example 8: A shop with a rateable value of £40,000 (example 1) with a rateable value increase to £60,000 with effect from 1 October 2020

Gross rates (before any reliefs) = £40,000 x 0.499	= £19,960
Retail discount (50%):	= <u>-£ 9,980</u>
Rates due p.a. (after retail discount):	= <u>£ 9,980</u>
Daily charge while occupied (leap year): = £27.34 per day	
Charge 1/4/20 to 30/9/20 (182 days):	= £ 4,976
Daily charge on standard multiplier (1/10/20 to 31/3/21): (£60,000 x 0.512)/365 = £84.16 per day	
Charge 1/10/20 to 31/3/21 (183 days):	= <u>£15,402</u>
Rates due for the year (after retail relief):	= £20,378