

MEDWAY COUNCIL

Fees & Charges April 2019

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REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

Front Line Services

	Fee 2018/19	Fee 2019/20	Increase
	£	£	%

Trading Standards

Weights & Measures - General

Hourly rate of Charge - (minimum charge 1 hour)	98.06	101.00	3.00%
Certificate of Errors	98.06	101.00	3.00%
Supply of replacement certificate	98.06	101.00	3.00%
Certificate of Errors	30.66	31.60	3.07%
Supply of replacement certificate	30.66	31.60	3.07%

Weights & Measures - Weights

Weights exceeding 5kg, 10lb or not exceeding 500mg, 2CM	24.52	25.30	3.18%
Other weights	24.52	25.30	3.18%

Weights & Measures - Linear Measures

Linear measures not exceeding 3m or 10ft each scale	29.42	30.30	2.99%
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Weights & Measures - Capacity Measures

Capacity measures without diversions not exceeding 1 litre or 1 quart	24.52	25.30	3.18%
Cubic ballast measures (other than brim measures)	245.15	252.50	3.00%
Brim measures (unsubdivided) up to 1 metre	122.58	126.30	3.03%
Liquid capacity measures for making up and checking average quantity packages	49.03	50.50	3.00%

Weights & Measures - Weighing Instruments

Not exceeding 30kg - first item	49.03	50.50	3.00%
Not exceeding 30kg - Second and subsequent items	49.03	50.50	3.00%
Exceeding 30kg but not exceeding 1 tonne (1 ton)	49.03	50.50	3.00%
Exceeding 1 tonne but not 10 tonnes (1 ton - 10 tons)	98.06	101.00	3.00%
(1) Time on site of 4 hours or less (half day charge)	343.21	353.50	3.00%
(2) Time on site exceeding 4 hours (full day charge)	686.42	707.00	3.00%

Weights & Measures - Intoxicating Liquor Measuring Instruments

Not exceeding 5 fl. oz.	49.03	50.50	3.00%
Other	49.03	50.50	3.00%

Weights & Measures - Liquid Fuel Measuring Instruments

LFLO dispenser per meter/measuring container submitted	73.55	75.80	3.06%
Testing of peripheral electronic equipment on a later occasion than stamping of instrument - per site	73.55	75.80	3.06%
Charge for each credit card acceptor unit tested, irrespective of the number	73.55	75.80	3.06%

Weights & Measures - Road Tankers

Wet hose type with two testing liquids	294.18	303.00	3.00%
Jammed ticket printer (no replacement parts)	196.12	202.00	3.00%
Replacement of parts without effect on calibration	196.12	202.00	3.00%
(1) First or single dipstick	49.03	50.50	3.00%
(2) Each additional dipstick submitted at the same time	29.42	30.30	2.99%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

Front Line Services

	Fee 2018/19	Fee 2019/20	Increase
	£	£	%
Weights & Measures - Other			
Any other metrological testing, goods or equipment (per hour)	98.06	98.06	0.00%
Petroleum			
Petroleum Installation Record Search (per hour)	98.06	98.06	0.00%
Licence & Renewal			
Trader approval scheme			
Fair Trader Scheme "Large org. member" (Above VAT registered threshold)	248.00	255.40	2.98%
Fair Trader Scheme "Small org. member" (Below VAT registered threshold)	155.00	159.70	3.03%
Fair Trader Scheme initial application fee	100.00	100.00	0.00%
Fair Trader Scheme - extra categories on website per category	50.00	50.00	0.00%
Fair Trader Scheme - enhanced listing (with company logo hyperlink)	60.00	61.80	3.00%
Fair Trader Scheme - enhanced listing - Annual Continuation Fee	12.00	12.40	3.33%
Performing Animals			
Performing Animals registration	82.10	84.60	3.05%

Gillingham Pier**Rent of berth:****Western Side of slipway**

under 30 ft. - per month	61.10	62.90	2.95%
under 30 ft. - per annum	610.50	628.80	3.00%
30ft to under 40ft - per month	77.80	80.10	2.96%
30ft to under 40ft - per annum	776.30	799.60	3.00%
40 ft. and over - per month	112.70	116.10	3.02%
40 ft. and over - per annum	1134.10	1,168.10	3.00%

Pontoon

under 20 ft. - per month	61.10	62.90	2.95%
under 20 ft. - per annum	610.50	628.80	3.00%
20ft to under 30ft - per month	77.90	80.20	2.95%
20ft to under 30ft - per annum	776.30	799.60	3.00%
30ft to under 40ft - per month	112.70	116.10	3.02%
30ft to under 40ft - per annum	1134.10	1,168.10	3.00%

Mooring Fees**Commercial and Casual Mooring**

Under 20ft - per day	10.70	11.00	2.80%
20ft to under 30ft - per day	11.20	11.50	2.68%
30ft to under 40ft - per day	15.70	16.20	3.18%
40ft to under 50ft - per day	16.40	16.90	3.05%
50ft to under 60ft - per day	21.60	22.20	2.78%
60ft to under 70ft - per day	31.00	31.90	2.90%
70ft to under 80ft - per day	41.20	42.40	2.91%
80ft to under 90ft - per day	52.60	54.20	3.04%
90ft to under 100ft - per day	64.80	66.70	2.93%
Per additional foot over 100ft - per day	1.40	1.40	0.00%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

Front Line Services

	Fee 2018/19	Fee 2019/20	Increase
	£	£	%
Commercial vessels of 20 tons Grt and over (approx. 50ft) per tonne per day	0.40	0.40	0.00%
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	120.00	0.00%

Slipways**Painting, repairs etc. daily rate**

Under 30ft	19.20	19.80	3.13%
30ft - 40ft	27.10	27.90	2.95%
40ft - 45ft	40.90	42.10	2.93%

Launching (launch and haul out)

under 30ft	15.50	16.00	3.23%
30ft to under 40ft	17.40	17.90	2.87%
40ft to under 45 ft.	44.90	46.20	2.90%

Waste Services**Bulky Collection**

Standard collection	21.00	22.00	4.76%
Collection within two working days	38.00	39.00	2.63%
Recovery of lost item from recycling bring bank	30.00	31.00	3.33%

Graffiti Removal

Hourly charge for removal of graffiti from private land	40.00	41.20	3.00%
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Household Waste Recycling Centre's (HWRC's)

Car tyre disposal	4.00	4.10	2.50%
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Food Waste Caddy Liners

1 roll of 26 caddy liners	2.00	2.10	5.00%
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Public Conveniences

Access Key to Disabled Persons' Convenience	5.00	5.20	4.00%
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Highway Group**Vehicle crossings**

New / extended crossings (using Term Contractor)	154.50	159.10	2.98%
New / extended crossings (using Private Contractor)	200.00	206.00	3.00%
Charge for TMA notices - Per Notice	5.30	5.50	3.77%
Charge for service plans - Per Site	44.40	45.70	2.93%
Checking legality of crossings	154.50	159.10	2.98%
Confirming permission was given (conveyancing queries)	46.00	47.40	3.04%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

Front Line Services

	Fee 2018/19	Fee 2019/20	Increase
	£	£	%
Highway lighting			
Checking lighting designs	250.00	257.50	3.00%
Additional charge for every 50m length of Highway in design	50.00	51.50	3.00%
Application to alter/move Highway lighting equipment (street light, sign)	155.00	159.70	3.03%
Application to fit shielding to a street light	30.00	30.90	3.00%
Hourly rate to administer and monitor third party works	50.00	51.50	3.00%
Highways - Highway Adoption via S38/S278 Agreements			
Technical/Supervision Fee Charges	10%	10%	0.00%
Traffic Management fixed Fee Charge.	2000.00	2000.00	0.00%
Structures Fixed Fee Charge	1500.00	1500.00	0.00%
Medway Norse (Landscaping) Fixed Fee Charge	1500.00	1500.00	0.00%
Traffic Signals Fixed Fee Charge	1500.00	1500.00	0.00%
Solicitor Enquiry re Highway Adoption Charge	45.00	46.35	3.00%
Street Naming and numbering Charges			
Charge to Developer for Amending Plans previously Named and Numbered and re-sending out again - Per Building	68.60	70.70	3.06%
Charge for Amending a Road Name, i.e. request by local residents etc.	686.30	706.90	3.00%
Charge for Registering a New House or Building	68.60	70.70	3.06%
Charge for Registering 2 to 10 Buildings/Properties	203.00	209.10	3.00%
Charge for Registering 11 to 20 Buildings/Properties	275.00	283.30	3.02%
Charge for Registering 21 to 30 Buildings/Properties	345.00	355.40	3.01%
Charge for Registering 31 to 50 Buildings/Properties	491.00	505.70	2.99%
Charge for Registering 51 to 60 Buildings/Properties	634.00	653.00	3.00%
Charge for Registering 61 or more Buildings/Properties	792.00	815.80	3.01%
Charge for Amending a House Name/Building Name	68.60	70.70	3.06%
Charge for Amending a House Number	68.60	70.70	3.06%
Charge for Amending Property Details, i.e. a House becoming x no of Flats - Per Flat	68.60	70.70	3.06%
Charge for registering a Hotel	211.20	217.50	2.98%
Charge for Historical Information, i.e. enquiries from Solicitors etc.	285.10	293.70	3.02%
Highway Search Charges			
Standard Search	25.30	26.10	3.16%
Additional charge per question	6.40	6.60	3.12%
Additional charge for requested A3 size plan	12.70	13.10	3.15%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

Front Line Services

	Fee 2018/19	Fee 2019/20	Increase
	£	£	%

Community Safety & Enforcement**Environmental Health**

per hour officer cost (£40 + vat = £48.00 per hour)	48.00	49.40	2.92%
Contaminated Land Searches min cost (up to 3 hours)	150.00	154.50	3.00%
Contaminated Land Searches per hour thereafter	50.00	51.50	3.00%

Private Water Supplies

Analysis under regulation 10	25.00	25.80	3.20%
All other charges (per hour) - see website for national capped charges	50.00	51.50	3.00%

Unfit Food

Examination of Food and the issue of Certificates for voluntary surrender	191.60	197.30	2.97%
Officer time per hour over and above the first two hours	49.90	51.40	3.01%
Disposal of unfit food - transportation and tipping charges	At Cost	At Cost	

Food Hygiene

FHRS re-score visit request	160.00	164.80	3.00%
Level 2 Award in Food Safety in Catering (pp subject to min 10 people)	55.00	56.70	3.09%
Level 3 Award in Supervising Food Safety in Catering (pp nb min 4 pec)	280.00	288.40	3.00%
Issue of export certificate (per hour officer time, min 1 hour)	50.00	51.50	3.00%

Health and Safety

Level 2 award in health and safety in the workplace	55.00	56.70	3.09%
Asbestos Training - Half Day	55.00	56.70	3.09%
General Safety Certificate as defined by section 1 of Safety of Sports Ground Act 1975. (rate/hour of work undertaken).	26.00	26.80	3.08%

Port Health

Ship Water Sampling Requests minimum up to 2 hours	50.00	51.50	3.00%
Rate per hour thereafter	40.00	41.20	3.00%

Ship Water Sampling Requests minimum up to 2 hours (Weekends and BH)

Rate per hour for weekends and bank holidays thereafter	75.00	77.30	3.07%
	53.50	55.10	2.99%

Licensing (See separate tab for Animal Licensing)

Skin Piercing (Registration)	175.00	180.00	2.86%
Skin Piercing (minor variation)	85.00	88.00	3.53%
Charge dependant on maximum number of animals that can be accommodated at establishment - Does not include vet fees			
1 - 15	190.00	195.70	3.00%
16 - 50	242.90	250.20	3.01%
51+	274.50	282.70	2.99%
Amendment/Replacement of a licence or certificate	49.90	51.40	3.01%
Pleasure boat licences	131.90	135.90	3.03%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

Front Line Services

	Fee 2018/19	Fee 2019/20	Increase
	£	£	%

Safer Communities

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	57.20	58.90	2.97%
Fees for the removal of unauthorised posters. N.B. Price will increase significantly if traffic management is necessary.	40.00	41.20	3.00%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

Front Line Services

Travel Safety

Accident Data Searches:

	Fee 2018/19	Fee 2019/20	Increase
	£	£	%
1 junction - 36 months	56.40	58.10	3.01%
1 junction - 60 months	61.30	63.10	2.94%
2 junctions - 36 months	81.50	83.90	2.94%
2 junctions - 60 months	90.00	92.70	3.00%
3 junctions - 36 months	108.00	111.20	2.96%
3 junctions - 60 months	116.50	120.00	3.00%
4 junctions - 36 months	132.10	136.10	3.03%
4 junctions - 60 months	144.00	148.30	2.99%
5 junctions - 36 months	156.00	160.70	3.01%
5 junctions - 60 months	174.00	179.20	2.99%
6 junctions - 36 months	182.40	187.90	3.02%
6 junctions - 60 months	201.70	207.80	3.02%
7 junctions - 36 months	210.10	216.40	3.00%
7 junctions - 60 months	228.10	234.90	2.98%
8 junctions - 36 months	234.00	241.00	2.99%
8 junctions - 60 months	258.10	265.80	2.98%
9 junctions - 36 months	259.10	266.90	3.01%
9 junctions - 60 months	285.70	294.30	3.01%
10 junctions - 36 months	285.70	294.30	3.01%
10 junctions - 60 months	313.20	322.60	3.00%
11 junctions - 36 months	308.50	317.80	3.01%
11 junctions - 60 months	347.90	358.30	2.99%
12 junctions - 36 months	336.20	346.30	3.00%
12 junctions - 60 months	367.30	378.30	2.99%
13 junctions - 36 months	362.60	373.50	3.01%
13 junctions - 60 months	396.20	408.10	3.00%
14 junctions - 36 months	387.80	399.40	2.99%
14 junctions - 60 months	426.10	438.90	3.00%
15 junctions - 36 months	411.80	424.20	3.01%
15 junctions - 60 months	453.70	467.30	3.00%
16 junctions - 36 months	440.50	453.70	3.00%
16 junctions - 60 months	480.20	494.60	3.00%
17 junctions - 36 months	462.10	476.00	3.01%
17 junctions - 60 months	506.60	521.80	3.00%
18 junctions - 36 months	486.20	500.80	3.00%
18 junctions - 60 months	536.60	552.70	3.00%
19 junctions - 36 months	513.90	529.30	3.00%
19 junctions - 60 months	566.60	583.60	3.00%
20 junctions - 36 months	542.40	558.70	3.01%
20 junctions - 60 months	595.30	613.20	3.01%
21 junctions - 36 months	565.40	582.40	3.01%
21 junctions - 60 months	625.30	644.10	3.01%
22 junctions - 36 months	588.20	605.80	2.99%
22 junctions - 60 months	655.40	675.10	3.01%
23 junctions - 36 months	618.10	636.60	2.99%
23 junctions - 60 months	678.30	698.60	2.99%
24 junctions - 36 months	642.20	661.50	3.01%
24 junctions - 60 months	708.30	729.50	2.99%
25 junctions - 36 months	672.30	692.50	3.00%
25 junctions - 60 months	738.30	760.40	2.99%
26 junctions + will be priced based on the application received			

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

Front Line Services

	Fee 2018/19	Fee 2019/20	Increase
	£	£	%
Stage 1 Safety Audit - Simple Priority Junction	600.00	618.00	3.00%
Stage 1 Safety Audit - Other Junction or arrangements	700.00	721.00	3.00%
Stage 1 Safety Audit - Complex junctions or Estate layouts	Price on appli	Price on	
Stage 2, 3 and monitoring stage (Combined fee)	3,600.00	3,708.00	3.00%
Review of External Safety Audit and Proposal	389.00	400.70	3.01%
Road Safety Assessment (Vehicle crossing)	93.00	95.80	3.01%

Traffic Management

Disabled Parking Bays	40.00	40.00	0.00%
Scaffold/ Hoarding Licence			
Processing and first inspection	102.00	105.10	3.04%
Subsequent inspections	54.00	55.60	2.96%
Keep Clear markings	36.00	37.10	3.06%
Removal of unauthorised signs (per sign)	91.00	93.70	2.97%

Miscellaneous

Skip licence (first 14 days)	40.00	41.20	3.00%
Skip licence (next 14 days)	18.00	18.50	2.78%
Building Material licences	60.20	62.00	2.99%
Crane over sailing licence	POA	POA	
Crane or MEVP Licence			
Temporary Traffic sign permit / site approval:			
Weekday core time (8am - 6pm)	138.00	142.10	2.97%
Weekdays outside Core time	204.10	210.20	2.99%
Weekends	270.10	278.20	3.00%
Table and Chairs permit	32.00	33.00	3.13%
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		65	3.08%
Signal Bagging	POA	POA	
Temporary Traffic management layout approval	POA	POA	

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

Front Line Services

	Fee 2018/19	Fee 2019/20	Increase
	£	£	%
Traffic Counts (survey results)			
ATC Up to 2 years old	85.10	142.50	67.45%
ATC Older than 2 years	42.80	71.25	66.47%
Manual counts	POA	POA	
Licence for private Service in the Highway	163.90	168.80	2.99%
Temporary road closures			
Emergency Closures 14(2)	976.90	1,006.20	3.00%
Planned closures 14(1)	1260.30	1,298.10	3.00%
Town and Police Closure orders	65.00	65.00	0.00%

Parking (Excluding Pay and Display)

Permit Type			
Resident	30.00	30.90	3.00%
Daily visitor vouchers each	2.00	2.10	5.00%
Season Ticket Medway Residents	545.00	561.40	3.01%
Season Ticket Medway Residents Quarterly	160.00	164.80	3.00%
Season Ticket Non Medway Resident	610.00	628.30	3.00%
Season Ticket Non Medway Resident Quarterly	175.00	180.30	3.03%
Shoppers Season Ticket	615.00	633.50	3.01%
Shoppers Season Ticket Quarterly	177.00	182.30	2.99%
Single Car Park	420.00	432.60	3.00%
Cared for Permit (Individual)	20.00	20.60	3.00%
Business	144.00	148.30	2.99%
Special Business	160.00	164.80	3.00%
Late Night	37.00	38.10	2.97%
Worship Permit	37.00	38.10	2.97%
Jezreels	94.00	96.80	2.98%
Dispensations per day	5.50	5.70	3.64%
Suspended Bays per bay per day	30.00	30.90	3.00%
Rochester Multi Storey Car Park Season Ticket	710.00	731.30	3.00%
Rochester Multi Storey Car Park Season Ticket Quarterly	210.00	216.30	3.00%
Traders Permit	144.00	148.30	2.99%
Blue Badge application fee administration charge per badge	10.00	10.30	3.00%

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 2019**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	Tariff
0-0.5	50p
0.5-1	100p
1-2	150p
2-4	250p
4-6	350p
6+	520p
48	1000p

Rochester Riverside MSCP

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

Frontline Services Licensing (cont)

2018/19 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	£189 plus vet fees	£189	£285	£410
Boarding for Cats	16-30 pens/kennels	£252 plus vet fees			
	31+ pens/kennels	£285 plus vet fees			
Selling of Animal as Pets		£189 plus vet fees	£189	£285	£410
Home Boarding of Dogs and Day Care for Dogs	1-5 Dogs	£189 plus vet fees	£189	£285	£410
	6+ Dogs	£252 plus vets fees			
Breeding of Dogs	1-10 adult dogs resident	£189 plus vet fees	£189	£285	£410
	11-20 adult dogs resident	£252 plus vet fees			
	21+ adult dogs resident	£315 plus vet fees			
Hiring of Horses	1-30 Horses on the premises	£252 plus vet fees	£189	£285	£410
	31+ horses on the premises	£315 plus vet fees			
Keeping or training animals for exhibition	N/A	£189 plus vet fees	N/A	N/A	£189
Part A covers the application and authorisation process. Part B is the cost for administering and enforcing the framework. Both fees must be paid in full (along with any veterinary fees) prior to the licence being issued.					
Other Charges					
Requests for variations	Administration fee	£32	Vet fees will be charged separately if applicable.		
	Pre-application/Site inspection (if required)	£63			
Request for re-inspection		£95			
Pre Application Advice		£63			

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	£195	£294	£422
	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. Both fees must be paid in full (along with any veterinary fees) prior to the licence being issued.					
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			

Licensing (cont)

	Fee 2018/19 £	Fee 2019/20 £	Increase %
Fees for the kennelling of stray dogs (daily charge)	10.00	10.30	3.00%
Fees for the sale of unclaimed stray dogs - pure breed	150.00	154.50	3.00%
Fees for the sale of unclaimed stray dogs - mixed breed	100.00	103.00	3.00%
Fees for the sale of unclaimed stray dogs - staffordshire bull terrier type	70.00	72.10	3.00%
Dog owners' suggested contribution towards expenses incurred in rehoming their dog. Larger amounts are acceptable at the owners' discretion.	50.00	51.50	3.00%
Sale of dog bags - per pack of 50	150.00	150.00	0.00%
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. Discounted to £90 if paid within 10 days	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 is discounted to £60 if paid within 10 days	80.00	80.00	0.00%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

FRONT LINE SERVICES

INTEGRATED TRANSPORT**Subsidised Bus Services**

	Fee 2018/19 £	Fee 2019/20 £	Increase %
Bus Contract Deductions for Administration (per hour)	135.00	140.00	3.70%
Yellow Bus Fares - charge for one term - to come into effect for the new academic year	55.00	57.00	3.64%
Yellow Bus Fares - charge for two terms - to come into effect for the new academic year	105.00	109.00	3.81%
Yellow Bus Fares - charge for one year - to come into effect for the new academic year	300.00	309.00	3.00%
Replacement of Medway Scholar pass (except Arriva)	13.00	13.00	0.00%
Replacement of Medway School Yellow Bus pass	6.00	10.00	66.67%

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)	52.00	54.00	3.85%
Information from existing manual traffic count (per site)	157.00	162.00	3.18%

Chatham Waterfront Bus Station

Charge per bus service departure	0.80	0.82	2.50%
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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	40.00	0.00%
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REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

GREENSPACE SERVICES

	Fee 2018/19 £	Fee 2019/20 £	Increase %
Country Parks			
Fishing			
Day ticket (no night fishing) adult	10.00	10.00	0.00%
Day ticket (no night fishing) Junior/+60	6.00	6.00	0.00%
Pre-booked club outings	210.00	210.00	0.00%
Orienteering			
Orienteering / price per visit per child	2.00	2.00	0.00%
Other Activities			
Children's activity sessions	3.00	3.00	0.00%
Guided walks	3.00	3.00	0.00%
Education visits by Medway schools/ price per visit per child for ranger led sessions	3.10	3.20	3.23%
Forest School Visit - price per child	4.40	4.50	2.27%
Fishing teach ins for children	10.00	10.00	0.00%
Event Site Hire - All Green Spaces (price per event)			
Up to 100 People	51.50	53.00	2.91%
101 to 500 People	290.00	300.00	3.45%
501 to 1,000 people	540.00	560.00	3.70%
1001 to 5000 people	1,070.00	1100.00	2.80%
More than 5000 people	3,313.00	3412.00	2.99%
Deposit against damage - £500 to £1000 (subject to proposed event)			
25% discount for registered charities on all the above			
Boot Camps and Fitness Classes	103.00	106.10	3.01%
Dog Walking Companies	103.00	106.10	3.01%
Toilet cleaning charge post external event hire (cleaning costs only)	97.90	100.80	2.96%
Allotment Rental - Charge per sq. metre			
Plot and water	0.21	0.22	4.76%
Plot only	0.16	0.16	3.23%
Flat rate per shed	16.50	17.00	3.03%
Flat rate use of container	6.20	6.40	3.23%
Bloor Lane Church Allotment	17.50	18.00	2.86%
Miscellaneous Recreation			
Playhut - Playgroups - per 3 hours	20.60	21.20	2.91%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

GREENSPACE SERVICES

	Fee 2018/19 £	Fee 2019/20 £	Increase %
Circus Visits & Fairs			
Circus & Fairs Daily Hire Fee	579.80	597.20	3.00%
Deposit Against damage and fly posting	1,331.00	1370.90	3.00%
Public Rights of Way			
Process Application for pre-publication stage	55.50	57.20	3.06%
Land Registry Search plus search fee	22.10	22.80	3.17%
Site visit	166.30	171.30	3.01%
Preparation of Plans	77.70	80.00	2.96%
Initial consultation	110.90	114.20	2.98%
Responding to consultation replies. (Includes £150 site visit)	277.40	285.70	2.99%
Preparation of Committee Report	244.00	251.30	2.99%
Order Making Stage			
Prepare Order, Notice and Statement	188.70	194.40	3.02%
Distribution of Order	133.20	137.20	3.00%
Posting Notices on Site	122.10	125.80	3.03%
Advertise Notice of Making of Order. (plus cost of advertisement)	38.80	40.00	3.09%
Responding to replies	110.90	114.20	2.98%
Site visits as required - per visit	166.30	171.30	3.01%
Forwarding documentation to DEFRA	576.80	594.10	3.00%
Confirmation of Order			
Site visit	110.90	114.20	2.98%
Preparation of Confirmation Notice	55.50	57.20	3.06%
Distribution of Confirmed Order	133.20	137.20	3.00%
Post Notices on Site	122.10	125.80	3.03%
Advertise Notice of Confirmation of Order. (plus cost of advertisement)	38.80	40.00	3.09%
Produce LEO, amend Definitive Map and inform OS	133.20	137.20	3.00%
Additional letter (to applicants and objectors)	33.40	34.40	2.99%
Additional site visit (to check plans, meet objectors etc.)	166.30	171.30	3.01%
Site visit to check works have been carried out and standard	166.30	171.30	3.01%
Certificate Preparation for bringing into force	55.50	57.20	3.06%
Advertising of Certificate for bringing into force (plus cost of advertisement)	38.80	40.00	3.09%
Distribution of Certificate	110.90	114.20	2.98%
Recreation Grounds - With Pavilion			
Per Season - Adult - 18 matches (with pavilion)	568.50	585.60	3.01%
Per Season - Junior / 60+ - 18 matches (with pavilion)	201.17	207.20	3.00%
Recreation Grounds - Without Pavilion			
Per Season - Adult - 18 matches (without pavilion)	359.25	370.00	2.99%
Per Season - Junior /60+ - 18 matches (without pavilion)	100.80	103.80	2.98%
Casual Use with Pavilion			
Adults (casual use)	91.00	93.70	2.97%
Junior / 60+ (casual use)	85.29	87.80	2.94%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

GREENSPACE SERVICES

	Fee 2018/19	Fee 2019/20	Increase
	£	£	%
Casual Use without Pavilion			
Adults (casual use/without pavilion)	48.03	49.50	3.06%
Junior / 60+ (casual use/ without pavilion)	27.79	28.60	2.91%
School Parties with Pavilion	126.11	129.90	3.01%
School Parties without Pavilion	69.35	71.40	2.96%
Pitch & Putt			
Round with Clubs Adult	8.00	8.20	2.50%
Round with Clubs Junior/60+	4.00	4.10	2.50%
Round with own Clubs Adult	5.20	5.40	3.85%
Round with own Clubs Junior/60+	2.90	3.00	3.45%
Broken Club	33.00	34.00	3.03%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

PHYSICAL & CULTURAL REGENERATION

	Fee 2018/19 £	Fee 2019/20 £	Increase %
PLANNING			
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)	15.00	15.50	3.33%
Plan copying (A1 per plan)	7.60	7.80	2.63%
Plan copying (A2 per plan)	3.90	4.00	2.56%
Plan copying (A3 per plan)	1.80	1.90	5.56%
Plan copying (A4 per plan)	0.90	0.90	0.00%
Ordnance Survey site locations plans of 6 A4 block plan scale 1:500	31.50	32.40	2.86%
Ordnance Survey site locations plans of 6 A4 site plan scale 1:1250	31.50	32.40	2.86%
Ordnance Survey site locations plans of 6 A4 site plan scale 1:250	63.00	64.90	3.02%
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)	33.80	34.80	2.96%
Research for private property sales/purchases (per hour thereafter)	33.80	34.80	2.96%
Search of adjoining land/property up to 200m - (plus research fee as above)	44.60	45.90	2.91%
Pre Application Service			
Charge per hour: Assistant Director	124.90	128.60	2.96%
Charge per hour: Head of Service	106.20	109.40	3.01%
Charge per hour: Group Manager / Principal Planner	93.70	96.50	2.99%
Charge per hour: Senior Planner / Senior Arboriculture Officer	81.10	83.50	2.96%
Charge per hour: EHO / Highways Officer / Conservation Officer	75.00	77.30	3.07%
Charge per hour: Planners	62.30	64.20	3.05%
Charge for pre application site visits	117.20	120.70	2.99%
Charge for Presentations to Members	600.20	618.20	3.00%
Major Developments			
Strategic Residential			
Preliminary Advice	316.70	326.20	3.00%
Meeting and Written Advice	2,660.50	2,740.30	3.00%
Major Residential			
Preliminary Advice	316.70	326.20	3.00%
Meeting and Written Advice	1,349.30	1,389.80	3.00%
Strategic Commercial			
Preliminary Advice	316.70	326.20	3.00%
Meeting and Written Advice	2,660.50	2,740.30	3.00%
Major Commercial			
Preliminary Advice	316.70	326.20	3.00%
Meeting and Written Advice	1,349.30	1,389.80	3.00%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

PHYSICAL & CULTURAL REGENERATION

	Fee 2018/19 £	Fee 2019/20 £	Increase %
PLANNING			
VAT to be added where applicable			
Minor Developments			
Minor Residential			
Meeting	263.90	271.80	2.99%
Written	369.60	380.70	3.00%
Meeting and Written Advice	422.30	435.00	3.01%
Minor Commercial			
Meeting	264.00	271.90	2.99%
Written	369.60	380.70	3.00%
Meeting and Written Advice	422.30	435.00	3.01%
Other			
Householder			
Meeting	105.60	108.80	3.03%
Meeting and Written Advice	158.40	163.20	3.03%
Additional Sites as above plus £37.50 plus VAT	47.50	48.90	2.95%
Officer Hourly Rates			
Hourly rates: Head of Service	106.20	109.40	3.01%
Hourly rates: Principal Planner	93.70	96.50	2.99%
Hourly rates: Senior Planner	81.10	83.50	2.96%
Hourly rates: Planners	62.30	64.20	3.05%
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			
	Relevant Pre-App Charges apply	Relevant Pre-App Charges apply	
No pre-app sought prior to submitting planning application			
Pre-App sought prior to submitting planning application	see above	see above	
Listed Building			
Written Advice Only	102.40	105.50	3.03%
Trees			
Meeting - hourly rate	79.8	82.20	3.01%
<u>Section 106 - Post Resolution Preparation - Charge For Planning Officer Time</u>			

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

PHYSICAL & CULTURAL REGENERATION

Fee 2018/19 £	Fee 2019/20 £	Increase %
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PLANNING

VAT to be added where applicable

Officer time

see above see above

Medway Aimsun Model Transport Assessment

Application type	Licence	Trans - port Assess - ment	Impart - ial valid - ation	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	40.00	41.20	3.00%
Major Applications and applications where officer input required	80.00	82.40	3.00%

Administration Charge for retrospective applications following an Enforcement Investigation

All Planning Applications	30.00	30.90	3.00%
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REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

PHYSICAL & CULTURAL REGENERATION	Fee 2018/19 £	Fee 2019/20 £	Increase %
<u>ECONOMIC DEVELOPMENT</u>			
Innovation Centre Medway			
VAT to be added where applicable			
<u>Room Hire</u>			
<i>NB: Rates for all rooms negotiable for introductory, long-term and regular bookings</i>			
Charity and Public Sector			
Darwin Room (per hour)	40.00	41.00	2.50%
Darwin Room (per half day - 4 hours)	142.00	146.00	2.82%
Darwin Room (per day - 8 hours)	240.00	247.00	2.92%
Swan Room (per hour)	25.00	26.00	4.00%
Swan Room (per half day - 4 hours)	85.00	88.00	3.53%
Swan Room (per day - 8 hours)	121.00	125.00	3.31%
G3 Room (per hour)	25.00	26.00	4.00%
G3 Room (per half day - 4 hours)	85.00	88.00	3.53%
G3 Room (per day - 8 hours)	121.00	125.00	3.31%
G5 Room (per hour)	25.00	26.00	4.00%
G5 Room (per half day - 4 hours)	85.00	88.00	3.53%
G5 Room (per day - 8 hours)	121.00	125.00	3.31%
Non-Tenants			
Darwin Room - per hour	55.00	55.00	0.00%
Darwin Room (per half day - 4 hours)	180.00	180.00	0.00%
Darwin Room (per day - 8 hours)	300.00	300.00	0.00%
Swan Room (per hour)	48.00	48.00	0.00%
Swan Room (per half day - 4 hours)	165.00	165.00	0.00%
Swan Room (per day - 8 hours)	230.00	230.00	0.00%
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%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

PHYSICAL & CULTURAL REGENERATION	Fee 2018/19 £	Fee 2019/20 £	Increase %
<u>ECONOMIC DEVELOPMENT</u>			
Innovation Centre Medway			
VAT to be added where applicable			
<u>Data Centre</u>			
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)	252.00	260.00	3.17%
Data Centre space (per 1 rack of space per month)	412.00	424.00	2.91%
Data Centre power (per KWh per month)	0.15	0.15	0.00%
Non-Tenants			
Data Centre space (per "U" of space per month)	19.00	20.00	5.26%
Data Centre space (per half rack of space per month)	286.00	295.00	3.15%
Data Centre space (per 1 rack of space per month)	446.00	459.00	2.91%
Data Centre power (per KWh per month)	0.15	0.15	0.00%
<u>Bandwidth</u>			
Starting from 10mb			
Internal Tenants			
Per mb per month	9.80	10.10	3.06%
Non-Tenants			
Per mb per month	12.40	12.80	3.23%
<u>Other Charges</u>			
Office set up fee	113.30	116.70	3.00%
Floor box moving fee - per box	29.90	30.80	3.01%
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	10.30	10.60	2.91%
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			

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

	Fee 2018/19 £	Fee 2019/20 £	Increase %
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	467.00	481.00	3.00%
Couple - Advance annual payment	817.60	842.00	2.98%
Premier Off Peak Membership - Advance annual payment	350.10	360.60	3.00%
Premier Membership - Monthly	43.30	44.60	3.00%
Couple - Monthly	75.70	78.00	3.04%
Echoes Gym Non Member Casual	7.80	8.00	2.56%
Centre memberships - annual			
Adult	43.80	45.10	2.97%
Family	62.60	64.50	3.04%
Junior	22.70	23.40	3.08%
Senior	22.70	23.40	3.08%
Day membership admission fee			
Adult	2.10	2.20	4.76%
Junior	1.60	1.70	6.25%
Senior	1.60	1.70	6.25%
Squash - 40 minutes	7.70	7.90	2.60%
Badminton - per hour	9.10	9.40	3.30%
School swim	2.60	2.70	3.85%
Fitness classes	6.40	6.60	3.12%
Medway Park			
Hire of Pool (per hour)			
Training Pool	37.20	38.30	2.96%
Diving Pool	37.20	38.30	2.96%
All Pools	177.40	182.70	2.99%
Gala (including timing) 3 hour package	430.00	450.00	4.65%
ROOM HIRE (Medway Park and Strood)			
Per Hour	18.70	19.30	3.21%
Per Day	99.90	102.90	3.00%
Dance Studios			
Dance studios per hour	27.50	28.50	3.64%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

	Fee 2018/19	Fee 2019/20	Increase
	£	£	%
SPORTS AND LEISURE FACILITIES			
Athletics Tracks (Medway Park and Deangate)			
Clubs per hour	55.50	57.20	3.06%
Floodlights per hour	18.70	19.30	3.21%
Individual Use	3.40	3.50	2.94%
SPLASHES			
Admissions			
Adult Swim	5.70	5.90	3.51%
Child / Senior	4.90	5.10	4.08%
Family Swim Ticket	16.50	17.00	3.03%
Under Threes (no charge)	0.00	0.00	
STRAND LEISURE PARK			
Summer Season			
Admissions			
Adult per session	5.20	5.40	3.85%
Jnr per session	3.30	3.40	3.03%
Senior per session	3.30	3.40	3.03%
Crazy Golf			
Adult	3.10	3.20	3.23%
Jnr	2.40	2.50	4.17%
Senior	2.40	2.50	4.17%
Family	6.20	6.40	3.23%
Netball			
5-a-side (per session)	20.60	21.20	2.91%
Tennis (per hour Strand and Deangate Ridge)			
Tennis Court Hire	6.90	7.10	2.90%
Ball deposit (2 balls)	10.30	10.60	2.91%
Racquet Deposit	10.30	10.60	2.91%
Miniature Railway - per person	1.30	1.40	7.69%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

	Fee 2018/19 £	Fee 2019/20 £	Increase %
SPORTS AND LEISURE FACILITIES			
STROOD SPORTS CENTRE & HUNDRED OF HOO SPORTS CENTRE			
Wet Side Strood			
Large Pool per hour Strood	88.80	91.50	3.04%
Training Pool per hour Strood	37.20	38.30	2.96%
Large Pool per hour Hoo	61.00	62.80	2.95%
Training Pool per hour Hoo	37.20	38.30	2.96%
Hydrotherapy pool per hour Strood	55.50	57.20	3.06%
KICKS			
Peak times Monday - Thursday after 5pm.			
5-a-side Pitch Hire	32.00	33.00	3.13%
7-a-side Pitch Hire	48.00	50.00	4.17%
Monday - Thursday before 4pm, all day Fri., Sat. & Sun.			
5-a-side Hire Pitch Hire	27.00	28.00	3.70%
7-a-side Pitch Hire	37.00	38.50	4.05%
Per team game = £35 (40mins)	52.50	54.10	3.05%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

	Fee 2018/19	Fee 2019/20	Increase
	£	£	%
Entrance fees for castles are set in conjunction with English Heritage.			
<u>ROCHESTER CASTLE</u>			
Per Person (Adult)	6.40	6.60	3.12%
Per Person (Jnr/60+)	4.00	4.00	0.00%
Family - 2 adult and 1 child	16.80	16.80	0.00%
English Heritage membership including corporate	Free	Free	
Group 11+ people (Adult)	5.50	5.70	3.64%
Group 11+ people (Child)	3.40	3.50	2.94%
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	550.00	565.00	2.73%
Hire of grounds evening/over night	1,200.00	1,236.00	3.00%
Hire of grounds charity	280.00	288.00	2.86%
<u>UPNOR CASTLE</u>			
Per Person (Adult)	6.40	6.60	3.12%
Per Person (Jnr/60+)	4.00	4.00	0.00%
Family - 2 adult and 1 child	16.80	16.80	0.00%
Group 11+ people (Adult). 15% discount	5.50	5.70	3.64%
Group 11+ people (Child) 15% discount	3.40	3.50	2.94%
English Heritage membership including corporate	Free	Free	
Audioguide	1.00	1.00	0.00%
Wedding (Friday & Saturday)	950.00	980.00	3.16%
Midweek wedding (Monday-Thursday)	650.00	670.00	3.08%
Wedding late booking discount (6 month prior to date) -25%			
Upnor Castle residents pass (season)	17.50	18.00	2.86%
Hire - Part of site per hour	70.00	72.00	2.86%
Hire - Whole site per hour	150.00	155.00	3.33%
Half day visit with Education Officer	60.00	60.00	0.00%
<u>TEMPLE MANOR</u>			
Hire of site per hour	70.00	72.00	2.86%
Half day visit with Education Officer	60.00	60.00	0.00%
Discretionary entry fee discounts to maximise marketing -			
<i>Head of Service authorised</i>			
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	41.20	42.00	1.94%
Hire of Members room per hour 9am - 5pm	41.20	42.00	1.94%
Hire of Guildhall Chamber per hour 9am - 5pm	70.20	72.00	2.56%
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	75.00	0.00%
Heritage engagement sessions - on site introductions	60.00	60.00	0.00%
Education Outreach Visits - Medway Schools - Morning	160.00	165.00	3.13%
Education Outreach Visits - Medway Schools - Whole day	220.00	230.00	4.55%
Overnight hire of Guildhall Museum	950.00	980.00	3.16%
Weddings	450.00	460.00	2.22%

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)	60.00	62.00	3.33%
Filming minimum charge (commercial)	120.00	125.00	4.17%

EASTGATE HOUSE

Per Person (Adult)	5.50	5.50	0.00%
Per Person (Jnr/60+)	4.00	4.00	0.00%
Family - 2 adult and 1 child	15.00	15.50	3.33%
English Heritage members 20% discount			
Group 11+ people (Adult)			
Group 11+ people (Child)			
Education visit	60.00	60.00	0.00%
Hire of activity room Wednesday - Sunday 10am to 4pm	20.00	21.00	5.00%
Hire of activity room Monday to Tuesday 10am to 4pm	30.00	31.00	3.33%
Additional hours 4pm - 7pm per hour	10.00	10.00	0.00%
Additional hours 7pm - 10pm per hour	15.00	15.50	3.33%
Additional hours after 10pm per hour	20.00	21.00	5.00%
Hire of whole house Monday to Tuesday 10am - 5pm per hour	50.00	52.00	4.00%
Hire of whole house Monday to Tuesday 5pm to 8pm per hour	70.00	72.00	2.86%
Hire of whole house After 8pm/overnight	To be negotiated	To be negotiated	
Weddings Inc. registrars fee	1000.00	1,030.00	3.00%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

MEDWAY ARCHIVES, LOCAL STUDIES CENTRE

	Fee 2018/19 £	Fee 2019/20 £	Increase %
Photocopying (Local Studies) A4	0.30	0.30	0.00%
Photocopying (Local Studies) A3	0.50	0.50	0.00%
Photocopying (Archives original doc) A4	0.80	0.80	0.00%
Photocopying (Archives original doc) A3	1.10	1.10	0.00%
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	3.20	3.30	3.12%
Local Studies Scanning depending on copyright A3 colour	3.80	3.90	2.63%
Local Studies Scanning depending on copyright A4 black & white	0.80	0.80	0.00%
Local Studies Scanning depending on copyright A3 black & white	0.90	0.90	0.00%
Archive scanning (discretion of archivist) A4 colour	4.20	4.30	2.38%
Archive scanning (discretion of archivist) A3 colour	4.70	4.80	2.13%
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	8.40	8.70	3.57%
Photographs/ slides - non commercial self service full day permit	11.40	11.70	2.63%
Commercial Users self service photography permit	23.90	24.60	2.93%
Photocopies sent in response to research enquiries by letter or e- mail (i.e. handling charge) handling charge + cost of copies + postage	8.40	8.70	3.57%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

MEDWAY ARCHIVES, LOCAL STUDIES CENTRE

	Fee 2018/19 £	Fee 2019/20 £	Increase %
Medway Archives - Other Charges			
Baptism Certificate (National charge)	14.00	14.00	0.00%
Preparations for media visits and filming on premises : per hour	99.30	102.30	3.02%
Issue of conviction certificate copy (magistrates courts)	40.20	41.40	2.99%
Storage of magistrates' court records(per box per annum)	8.40	8.70	3.57%
Royalties for reproduction of still photographs (UK)	33.80	34.80	2.96%
Royalties for reproduction of moving images cost per second(running time) used by national & international media (commercial rate)	101.40	104.40	2.96%
Talks to external groups (at discretion of staff)	52.80	54.40	3.03%
Talks to groups visiting (excluding school visits and at the	42.20	43.50	3.08%
Research per hour private users (at discretion of Archivist)	35.90	37.00	3.06%
Research per hour commercial users (at discretion of Archivist)	93.90	96.70	2.98%
ROYALTIES - All royalties fees checked as being market rate wi	44.40	45.70	2.93%
Royalties: reproduction of still photographs (UK)	33.80	34.80	2.96%
Royalties: photo (out-Europe)	54.90	56.50	2.91%
Royalties: photo in TV prog per second	99.30	102.30	3.02%
Royalties: photo on cover (Europe)	67.60	69.60	2.96%
Royalties: photo on cover(worldwide)	99.30	102.30	3.02%
Royalties: photo in e-book	60.20	62.00	2.99%
Royalties: reproduction of moving images cost per second(running time) used by national & international media (commercial rate)	101.40	104.40	2.96%
Estimates for bulk orders (to deduct from final cost when order place	8.40	8.70	3.57%
Photo facsimile (when scanning not possible)	5.30	5.50	3.77%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

	Fee 2018/19	Fee 2019/20	Increase	per hour excess 2018/19	Fee 2019/20	Increase
	£	£	%	£	£	%
THE CENTRAL THEATRE						
SCALE A - Concerts and Entertainments						
Auditorium 6.00 p.m. - 11.00 p.m.						
Daily Minimum Charge						
Monday - Tuesday	2,526.00	2,601.78	3.00%	161.60	166.45	3.00%
Wednesday - Thursday	2,679.00	2,759.37	3.00%	172.20	177.37	3.00%
Friday/Saturday/Sunday	3,268.00	3,366.04	3.00%	239.80	246.99	3.00%
Bank Holidays	4,749.00	4,891.47	3.00%	275.30	283.56	3.00%
Extra Performance	711.00	732.33	3.00%			
Extra Performance (Bank hols)	913.00	940.39	3.00%			
Rehearsal and fit-up rates						
Minimum of 3 hours on non-show days						
Monday - Tuesday	78.00	80.34	3.00%			
Wednesday - Thursday	87.00	89.61	3.00%			
Friday/Saturday/Sunday	116.00	119.48	3.00%			
Bank Holidays	147.00	151.41	3.00%			
Non-returnable deposit	640.00	659.20	3.00%			
Non-returnable deposit (3 days or more)	1,352.00	1,392.56	3.00%			

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

	Fee 2018/19	Fee 2019/20	Increase	per hour excess 2018/19	Fee 2019/20	Increase
	£	£	%	£	£	%
SCALE C (Formerly Scale B)						
(Voluntary Organisations/Registered Charities/Non Commercial Organisations)						
Auditorium 6.00 p.m. - 11.00 p.m.						
Monday - Tuesday	605.00	623.15	3.00%	104.00	107.12	3.00%
Wednesday - Thursday	653.00	672.59	3.00%	145.00	149.35	3.00%
Friday/Saturday/Sunday	1,298.00	1,336.94	3.00%	168.00	173.04	3.00%
Bank Holidays	1,793.00	1,846.79	3.00%	189.00	194.67	3.00%
Extra Performance	509.00	524.27	3.00%			
Extra Performance (bank hols)	601.00	619.03	3.00%			
Rehearsal and fit-up rates						
Minimum of 3 hours on non-show days						
Monday - Tuesday	51.00	52.53	3.00%			
Wednesday - Thursday	62.00	63.86	3.00%			
Friday/Saturday/Sunday	96.00	98.88	3.00%			
Bank Holidays	133.00	136.99	3.00%			
Non-returnable deposit	284.00	292.52	3.00%			
Non-returnable deposit (3 days or more)	584.00	601.52	3.00%			
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, ENVIRONMENT & TRANSFORMATION

	Fee 2018/19	Fee 2019/20	Increase	per hour excess 2018/19	Fee 2019/20	Increase
	£	£	%	£	£	%
THE BROOK THEATRE						
SCALE A - Commercial organisations/Non-Voluntary organisations (non-arts based)						
Main Theatre	90.00	92.70	3.00%			
Main Theatre Floor events	64.00	65.92	3.00%			
Mayor's Parlour	28.00	28.84	3.00%			
Studio Room Hire	43.00	44.29	3.00%			
Conference Room	28.00	28.84	3.00%			
Meeting Room	15.00	15.45	3.00%			
Activity Room	11.00	11.33	3.00%			
Large Dance Studio	15.00	15.45	3.00%			
Small Dance Studio	10.00	10.30	3.00%			
Function Room	17.00	17.51	3.00%			
Basement Dance Studio	13.00	13.39	3.00%			
Basement Drama Studio	13.00	13.39	3.00%			
Non-returnable deposit	291.00	299.73	3.00%			
Non-returnable deposit (3 days or more)	580.00	597.40	3.00%			
SCALE B - Professional arts based organisations						
Main Theatre	56.00	57.68	3.00%			
Main Theatre Floor Events	40.00	41.20	3.00%			
Mayor's Parlour	19.00	19.57	3.00%			
Studio Room Hire	27.00	27.81	3.00%			
Conference Room	19.00	19.57	3.00%			
Meeting Room	10.00	10.30	3.00%			
Activity Room	7.00	7.21	3.00%			
Large Dance Studio	10.00	10.30	3.00%			
Small Dance Studio	6.50	6.70	3.08%			
Function Room	13.00	13.39	3.00%			
Basement Dance Studio	9.50	9.79	3.05%			

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

	Fee 2018/19	Fee 2019/20	Increase	per hour excess 2018/19	Fee 2019/20	Increase
	£	£	%	£	£	%
Basement Drama Studio	10.00	10.30	3.00%			
Non-returnable deposit	291.00	299.73	3.00%			
Non-returnable deposit (3 days or more)	580.00	597.40	3.00%			
SCALE C - Amateur arts based organisations						
Main Theatre	34.00	35.02	3.00%			
Main Theatre Floor Events	24.00	24.72	3.00%			
Mayor's Parlour	12.50	12.88	3.04%			
Studio Room Hire	18.00	18.54	3.00%			
Conference Room	12.00	12.36	3.00%			
Meeting Room	7.00	7.21	3.00%			
Activity Room	5.00	5.15	3.00%			
Large Dance Studio	7.00	7.21	3.00%			
Small Dance Studio	5.00	5.15	3.00%			
Function Room	9.00	9.27	3.00%			
Basement Dance Studio	6.00	6.18	3.00%			
Basement Drama Studio	7.00	7.21	3.00%			
Non-returnable deposit	221.00	227.63	3.00%			
Non-returnable deposit (3 days or more)	360.00	370.80	3.00%			

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

CORN EXCHANGE

QUEEN'S HALL

	Includes			Fee 2018/19 £	Fee 2019/20 £	Increase %
	Hall	Bar	Kitchen			
Mon - Thur 9am - 12 midnight	✓	✓	✓	1600.00	1,648.00	3.00%
Mon - Thur 12 noon - 12 midnight	✓	✓	✓	1268.00	1,306.00	3.00%
Mon - Thur 6 p.m. - 12 midnight	✓	✓	✓	634.00	653.00	3.00%
Fri 9am - 12 midnight	✓	✓	✓	1750.00	1,803.00	3.03%
Fri 12 noon - 12 midnight	✓	✓	✓	1400.00	1,442.00	3.00%
Fri 6 p.m. - 12 midnight	✓	✓	✓	700.00	721.00	3.00%
Sat 9am - 12 midnight	✓	✓	✓	1850.00	1,906.00	3.03%
Sat - 6 p.m. - 12 midnight	✓	✓	✓	740.00	762.00	2.97%
Sun 9am - 10.30 p.m.	✓	✓	✓	1400.00	1,442.00	3.00%
Sun 12 noon - 6 p.m.	✓	✓	✓	950.00	979.00	3.05%

Hall Hire Only

Mon - Thur 9 a.m. - 12 noon	✓			174.00	179.00	2.87%
Mon - Thur 1 p.m. - 6 p.m.	✓			290.00	299.00	3.10%
Fri 9 a.m. - 12 noon	✓			206.00	212.00	2.91%
Fri 12 noon - 6 p.m.	✓			343.00	353.00	2.92%
Kitchen hire per booking				159.00	164.00	3.14%
Bar hire per hour				42.00	43.00	2.38%

PRINCES HALL

Prices per hour - Minimum hire - 3 hours

Hall Hire Only

Mon - Thur	✓			44.00	45.00	2.27%
Fri	✓			50.00	52.00	4.00%
Sat - Sun & Bank Holidays	✓			53.00	55.00	3.77%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

	Fee 2018/19	Fee 2019/20	Increase
	£	£	%
PRIVATE SECTOR HOUSING			
Enforcement Activity			
Copy of Notices	6.40	6.60	3.12%
Service of statutory notice			
Inspections			
Non Statutory Accommodation Inspections	100.32	103.30	2.97%
Licensing of Houses in Multiple Occupation	1003.22	1,033.30	3.00%
Second or Subsequent Application	891.67	918.40	3.00%
Removed cannot change licence holder - must submit a new application			
Change of manager	104.34	107.50	3.03%
Licence variation	127.41	131.20	2.97%
Licence renewal fee - with no significant changes	376.67	388.00	3.01%
Licence renewal fee - with significant changes	637.57	656.70	3.00%
2nd Reminder Letter for a HMO Licence	37.90	39.00	2.90%
Unlicensed HMO Fine	162.33	167.20	3.00%
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	69.40	0.0%
Electricity Pre-paid card Recharged at cost		0.00	
Water Charges		0.00	

Mobile Homes Act 2013

Application for a new licence	337.84	348.00	3.01%
Application for a new licence: per pitch	7.93	8.20	3.40%

Application to transfer or amend an existing licence:

Minor amendment	131.94	135.90	3.00%
Major amendment	263.99	271.90	3.00%

Annual Licence Fee (Admin and Monitoring existing site)	26.37	27.20	3.15%
Annual Licence Fee (Admin and Monitoring existing site) per pitch	10.61	10.90	2.73%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

	Fee 2018/19	Fee 2019/20	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	13.00	13.50	3.85%
Outside Library opening hours - per hour	20.00	21.00	5.00%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

(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 *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 2018/19 £		Fee 2019/20 £		Increase %	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Interment and attendance fee up to 16 years: max grave length 1.8 m (max coffin length is 1.65m). (Adult fee is applied to a person under 17 if interred in full sized adult grave.)	0.00	0.00	0.00	0.00	0.00%	0.00%
Interment and attendance fee: 17 years and above to single or double depth.	742.00	1,425.50	760.00	1,520.00	2.43%	6.63%
Interment and attendance fee: 17 years and above to treble depth.	900.00	1,565.60	920.00	1,840.00	2.22%	17.53%
Interment and attendance fee: 17 years and above to quadruple depth is special request with minimum 7 working days notice.	1,250.00	2,420.50	1,255.00	2,510.00	0.40%	3.70%
Two full burials undertaken at same time, add to interment fee:	145.00	284.30	149.00	298.00	2.76%	4.82%
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.	155.00	309.00	160.00	320.00	3.23%	3.56%
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.	210.00	422.30	216.00	432.00	2.86%	2.30%
Extra digging etc. to accommodate internal boarding, framework, covers etc. Prices from:	220.00	226.60	227.00	227.00	3.18%	0.18%
Relocation of spoil away from graveside prior to service / interment. Prices from:	236.90	226.60	244.00	244.00	3.00%	7.68%
Saturday Interment - by arrangement - min 8 working days notice and subject to availability: add	625.00	587.10	644.00	644.00	3.04%	9.69%
Saturday Interment of cremated remains - by arrangement - minimum 8 days notice and subject to availability. In addition to interment fees above.	150.00	142.10	155.00	155.00	3.33%	9.08%
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	87.60	90.00	90.00	0.00%	2.74%
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.	170.00	164.80	175.00	175.00	2.94%	6.19%

(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).

All graves have a maximum coffin size (width and length) than can be accommodated and consideration should be given at the time of purchase as to likely future coffin sizes. Coffins exceeding the available grave space cannot be accepted, even where the grave has been purchased for specific reasons.

	Fee 2018/19		Fee 2019/20		Increase	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Grave Selection next-in-line	50.00	100.00	50.00	50.00	0.00%	-50.00%
Grave Selection	150.00	300.00	155.00	155.00	3.33%	-48.33%
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	835.00	1,670.00	880.00	1,760.00	5.39%	5.39%
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	1,400.00	2,800.00	1,440.00	2,880.00	2.86%	2.86%
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).	2,850.00	5,700.00	2,925.00	5,850.00	2.63%	2.63%
Child graves 6' x 3' : 50 years Inc., memorial permit/right to erect.	555.00	1,110.00	575.00	1,150.00	3.60%	3.60%
Child graves 6' x 3' : 99 years Inc., memorial permit/right to erect	925.00	1,850.00	955.00	1,910.00	3.24%	3.24%
Cremated remains grave (3' x 3') 30 years Inc., memorial permit, the right to erect and selection	550.00	1,100.00	570.00	1,140.00	3.64%	3.64%
Cremated remains grave (3' x 3') 50 years Inc., memorial permit the right to erect and selection	925.00	1,850.00	950.00	1,900.00	2.70%	2.70%
Cremated remains grave (3' x 3') 99 years Inc., memorial permit, the right to erect and selection	1,375.00	2,750.00	1,420.00	2,840.00	3.27%	3.27%
Woodland Interment of cremated remains (no tree) includes exclusive right of burial (99 years) and interment fee	845.00	1,690.00	870.00	1,740.00	2.96%	2.96%
Woodland Burial fee - includes exclusive right of burial (99 years) - interment fee and memorial tree	1,700.00	3,400.00	1,760.00	3,520.00	3.53%	3.53%
Pre Purchased fee Woodland Burial (99 years) includes memorial tree separate interment fee will apply at time of burial	1,600.00	3,200.00	1,650.00	3,300.00	3.13%	3.13%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

	Fee 2018/19		Fee 2019/20		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	85.00	85.00	0.00%	0.00%
Children - use of Cemetery Chapel 0-4 years (Duration of Service:45 mins)	0.00	0.00	0.00	0.00	0.00%	0.00%
Private Use of Cemetery Chapel	110.00	110.00	115.00	115.00	4.55%	4.55%
Re-open walled grave - from:	270.00	270.00	278.00	278.00	2.96%	2.96%
Exhumation – from:	1,175.00	1,175.00	1,210.00	1,210.00	2.98%	2.98%
Exhumation of cremated remains – from:	390.00	390.00	400.00	400.00	2.56%	2.56%
Alterations or transfers of right of exclusive burial and duplicate EROB's (For spouse - deduct £20.00)	56.00	56.00	58.00	58.00	3.57%	3.57%
Genealogical Search fee per surname and subject to date of Register entry (assisted searches extra)	10.00	10.00	10.00	10.00	0.00%	0.00%
Marking / identification of grave prior to visit - special request (min 5 days notice)	20.00	20.00	21.00	21.00	5.00%	5.00%
Extension to EROB's, per 5 year period - max 30 years	120.00	120.00	120.00	120.00	0.00%	0.00%

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.

Eco surround Renewal of lease 1 year	49.00	49.00	50.00	50.00	2.04%	2.04%
Eco surround Renewal of lease 5 years	79.00	79.00	81.00	81.00	2.53%	2.53%
Wooden Cross (and other temporary marker) 1 year permit	20.00	20.00	21.00	21.00	5.00%	5.00%
Wooden Cross (and other temporary marker) 5 year permit	69.00	69.00	71.00	71.00	2.90%	2.90%
Woodland burial plaques (10 years)	215.00	215.00	221.00	221.00	2.79%	2.79%
Woodland burial plaque - extension of lease	132.00	132.00	136.00	136.00	3.03%	3.03%
Bench dedications new and renewal (subject to availability) 5 years	750.00	750.00	773.00	773.00	3.07%	3.07%
Bench dedications new and renewal (subject to availability) 10 years	1,335.00	1,335.00	1,375.00	1,375.00	3.00%	3.00%
Bench dedications Extension of lease 10 years (no plaque renewal)	940.00	940.00	968.00	968.00	2.98%	2.98%
Bench dedications Extension of lease 5 years (no plaque renewal)	500.00	500.00	515.00	515.00	3.00%	3.00%

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)	105.00	105.00	108.00	108.00	2.86%	2.86%
Additional Inscriptions (no charge if undertaken in-situ and memorials not removed or detached from grave)	75.00	75.00	77.00	77.00	2.67%	2.67%
30 Year Permit for the erection of a memorial/headstone 12" or larger	200.00	200.00	205.00	205.00	2.50%	2.50%
30 Year Permit for the erection of full kerbs and cover slabs.	295.00	295.00	320.00	320.00	8.47%	8.47%
30 Year Permit for Memorial/headstone with full kerbs	460.00	460.00	490.00	490.00	6.52%	6.52%
30 Year Permit for Small kerbs (lawn section/cremated remains) and cover slabs	260.00	260.00	270.00	270.00	3.85%	3.85%
30 Year Permit Memorial/headstone with small kerbs	370.00	370.00	385.00	385.00	4.05%	4.05%

(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, Wesley Music, all attendances after the coffin has been placed on the catafalque, strewing of cremated remains in the Gardens (including witness and family led strews), and where required a Certificate of Disposal and a simple cardboard cremated remains box.

	Fee 2018/19 £	Fee 2019/20 £	increase %
	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
Adult cremation.	700.00	700.00	0.00%
Late cremation after 15.30pm add £50.00, (by arrangement only)			
Adult cremation: 9.00am and 9.30am services	0.00	500.00	
Adult Saturday Cremation - subject to availability. Includes facilities to witness the charging of the coffin.	800.00	825.00	3.13%
16 and under Saturday Cremation - subject to availability. Includes facilities to witness the charging of the coffin.	225.00	232.00	3.11%
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	415.00	300.00	-27.71%
Joint service/cremations - 2 adults (includes Medway container) - 45 Minute service	910.00	937.00	2.97%
Witness Coffin being committed into Cremator (Services after 9.30 am)	25.00	25.00	0.00%
Extra costs for Service Overrun from:	37.00	38.00	2.70%
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)	30.00	40.00	33.33%
Cancellation within 48 hours of booked service (Postponement - no charge)	113.00	116.00	2.65%
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	30.00	0.00%
Family Led Strewing, from elsewhere (previously referred to as Silent strewing) - (up to 2 deceased, add £5.00 per person thereafter)	20.00	20.00	0.00%
Additional Medway Container (Medway black scatter tube add £8.00)	12.00	12.00	0.00%
Metal Urn (with cremation)	35.00	36.00	2.86%
Additional Metal Urn	38.00	40.00	5.26%
Additional Chapel Time/Memorial Service	135.00	139.00	2.96%
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	27.00	30.00	11.11%
Wesley recording of service - includes 1 CD	37.00	38.00	2.70%
Wesley recording of service -additional CD	17.00	18.00	5.88%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

	Fee 2018/19 £	Fee 2019/20 £	increase %
CREMATORIUM MEMORIALS			
Book of Remembrance - includes 1 swipe card			
2 Line Entry	70.00	70.00	0.00%
5 Line Entry	134.00	135.00	0.75%
8 Line Entry	172.00	175.00	1.74%
5 Line Entry with motif	190.00	195.00	2.63%
8 Line Entry with motif	217.00	220.00	1.38%
Additional screens of text, motif, pictures etc. for digital book of remembrance (per screen)	47.00	55.00	17.02%
Additional swipe card for digital book of remembrance (existing entries)	18.00	19.00	5.56%
Book of Remembrance for Babies - includes 1 swipe card			
Charge Per Line	16.00	17.00	6.25%
Charge For Motif	60.00	62.00	3.33%
Additional screens of text, motif, pictures etc., for digital book of remembrance (per screen)	47.00	48.00	2.13%
Additional swipe card for digital book of remembrance (existing entries)	18.00	19.00	5.56%
Miniature Books - Existing books only			
Each Additional Line	23.00	24.00	4.35%
All Crests/Motifs	60.00	62.00	3.33%
Postage and Packaging of books - Studio Returns	11.00	11.00	0.00%
Memorial Plaques			
Perspex garden plaque - new and renewal (10 years)	170.00	175.00	2.94%
Perspex plaque - replacement or alteration to existing plaque including additional name	70.00	72.00	2.86%
Perspex garden plaque - new and renewal (5 years)	110.00	113.00	2.73%
Granite garden plaque 5 years	170.00	175.00	2.94%
Granite garden plaque 10 years	230.00	237.00	3.04%
Granite garden plaque - replacement or alteration to existing plaque including additional name	115.00	118.00	2.61%
Bronze Wall Plaques 5 -10 year lease - walls by chapel of meditation subject to availability			
Bronze wall plaque - extension of lease 10 years, no new plaque	178.00	183.00	2.81%
Bronze wall plaque - extension of lease 5 years, no new plaque	93.00	96.00	3.23%
Replacement or alteration to existing plaque including additional name	158.00	163.00	3.16%
Floris Wall Plaques 5- 10 year lease - Walls by chapel of meditation. Subject to availability			
Floris Plaque inscription only [10 years]	274.00	282.00	2.92%
Floris Plaque with motif/photo/engraving [10 years]	356.00	367.00	3.09%
Replacement or alteration to existing plaque including additional name [5 & 10 years]	195.00	201.00	3.08%
Extension of lease - 10 year existing plaque used	220.00	227.00	3.18%
Extension of lease - 5 year existing plaque used	115.00	118.00	2.61%
Floris Plaque inscription only [5 years]	165.00	170.00	3.03%
Floris Plaque with ceramic motif/photo [5 years]	225.00	232.00	3.11%
Granite Wall Plaques 5-10 year lease - Subject to availability			
Granite wall plaque inscription only [10 years]	275.00	283.00	2.91%
Granite wall plaque inscription only [5 years]	179.00	184.00	2.79%
Granite wall plaque with inscription and photo or motif [10 years]	365.00	376.00	3.01%
Granite wall plaque with inscription and photo or motif [5 years]	212.00	218.00	2.83%
Granite wall plaque inscription only - replacement [5 & 10 years]	120.00	124.00	3.33%
Granite wall plaque with photo or motif - replacement 5 & 10 years.	150.00	155.00	3.33%
Extension of lease (10 years) without refurbishment	140.00	144.00	2.86%
Extension of lease (5 years) without refurbishment	70.00	72.00	2.86%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

	Fee 2018/19 £	Fee 2019/20 £	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	955.00	984.00	3.04%
Extension of lease 5 years	480.00	494.00	2.92%
Additional Perspex Plaque or replacement or alteration to existing plaque including additional name	52.00	54.00	3.85%
Additional Bronze Plaque or replacement or alteration to existing bronze plaque including additional name	158.00	163.00	3.16%
Shared Benches - (5" x 3" plaque) 10 year lease various locations around the grounds subject to availability			
Shared bench Perspex plaque [10 years]	187.00	193.00	3.21%
Shared bench Perspex plaque - replacement or alteration to existing plaque including additional name	69.00	71.00	2.90%
Shared bench Perspex plaque [10 Years extension no new plaque]	158.00	163.00	3.16%
Shared bench Perspex plaque [5 Years extension no new plaque]	84.00	87.00	3.57%
Shared bench Perspex plaque [5 Years]	126.00	130.00	3.17%
Chapel Chair - both chapels, east - blue and west - pink			
Chapel Chair additional plaque (Special requests only)	69.00	71.00	2.90%
Replacement chapel chair plaque (Special requests only)	69.00	71.00	2.90%
Columbaria & Granite Niche - 5- 10 year lease subject to availability			
Columbaria Motifs extra (subject to design) – includes first 80 characters [10 years]	1,120.00	1,154.00	3.04%
Columbaria - extension of lease 10 years with refurbishment +P&P	760.00	783.00	3.03%
Columbaria - extension of lease 10 years without refurbishment	660.00	680.00	3.03%
Columbaria - extension of lease 5 years without refurbishment	430.00	443.00	3.02%
Columbaria - extension of lease 5 years with refurbishment +P&P	480.00	494.00	2.92%
Granite Niche - [10 years]	1,050.00	1,082.00	3.05%
Granite Niche - [5 years]	695.00	716.00	3.02%
Granite Niche - extension of lease 10 years with refurbishment	725.00	747.00	3.03%
Granite Niche - extension of lease 10 years without refurbishment	625.00	644.00	3.04%
Granite Niche - extension of lease 5 years without refurbishment	413.00	425.00	2.91%
Granite Niche - extension of lease 5 years with refurbishment	463.00	477.00	3.02%
Columbaria inscriptions (price per character after the first 80)	3.00	3.00	0.00%
Columbaria Motif (from standard catalogue). Prices from:	131.00	135.00	3.05%
Columbaria Motif (own design supplied). Prices from:	145.00	149.00	2.76%
Columbaria Motif/photo on ceramic from:	178.00	183.00	2.81%
Replacement Plate for columbaria - includes 80 characters	183.00	188.00	2.73%
Additional Inscription to Columbaria - includes 80 characters +P&P	163.00	168.00	3.07%
Postage and packing of columbaria plates - Courier	49.00	50.00	2.04%
Columbaria, Motifs extra (subject to design) – includes first 80 characters [5 years]	695.00	716.00	3.02%
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]	475.00	489.00	2.95%
Wall Columbaria - replacement	100.00	103.00	3.00%
Wall Columbaria without/with/own motif [5 Years]	300.00	309.00	3.00%
Wall Columbaria 5 year renewal	200.00	206.00	3.00%
Wall Columbaria 10 year renewal	400.00	412.00	3.00%
Granite Flower Kerbs - 5 -10 year lease (RWA Glades 32 & 38) subject to availability			
Granite Flower Kerb both colours [10 years]	504.00	519.00	2.98%
Granite Flower Kerb both colours extension of lease 10 years without refurbishment	400.00	412.00	3.00%
Granite Flower Kerb both colours extension of lease 5 years without refurbishment	200.00	206.00	3.00%
Granite Flower Kerb replacement both colours	139.00	143.00	2.88%
Granite Flower Kerb both colours [5 Years]	327.00	337.00	3.06%
Granite Flower Kerb both colours extension of lease 5 years with refurbishment	270.00	278.00	2.96%
Granite Flower Kerb both colours extension of lease 10 years with refurbishment	450.00	464.00	3.11%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

	Fee 2018/19 £	Fee 2019/20 £	increase %
Mushrooms - 5-10 year lease (glades 5 & 18, Podkin and 2 area's of bluebell walk)			
Mushroom Plaque 10 years	272.00	280.00	2.94%
Mushroom Plaque 5 years	185.00	191.00	3.24%
Replacement Mushroom Plaque	97.00	100.00	3.09%
Extension of lease 10 year without refurbishment	178.00	183.00	2.81%
Extension of lease 10 year with refurbishment	219.00	226.00	3.20%
Extension of lease 5 years without refurbishment	70.00	72.00	2.86%
Extension of lease 5 years with refurbishment	104.00	107.00	2.88%
Re-paint / Re-guild due to deterioration where refurbishment option not taken + carriage where necessary @ £20.00	29.00	32.00	10.34%
Dedicated roses - 5-10 year lease			
Standard rose tree with plaque on stem [10 years]	335.00	350.00	4.48%
Standard rose tree replacement plaque or replacement (maximum of 3 plaques)	80.00	82.00	2.50%
Standard rose tree with plaque on stem [5 Years extension]	210.00	220.00	4.76%
Standard rose tree with plaque on stem [5 Years]	235.00	242.00	2.98%
Standard rose tree with plaque on stem [10 Years extension]	275.00	283.00	2.91%
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]	1,071.00	1,103.00	2.99%
Single memorial - (stand alone) inclusive of ceramic picture if required [10 years]	1,225.00	1,262.00	3.02%
Single memorial - (left or right of a pair) inclusive of ceramic picture if required [5	600.00	618.00	3.00%
Single memorial - (stand alone) inclusive of ceramic picture if required [5 Years]	680.00	700.00	2.94%
Double memorial - (a pair) inclusive of ceramic picture if required [10 years]	2,122.00	2,186.00	3.02%
Double memorial - (a pair) inclusive of ceramic picture if required [5 Years]	1,130.00	1,164.00	3.01%
Single memorial renewal 10 years with refurbishment	876.00	902.00	2.97%
Single memorial renewal 5 years with refurbishment	543.00	559.00	2.95%
Single memorial renewal 10 years no refurbishment	799.00	823.00	3.00%
Single memorial renewal 5 years no refurbishment	492.00	507.00	3.05%
Double memorial 10 Years with refurbishment - Renewal	950.00	979.00	3.05%
Double memorial 5 years with refurbishment - Renewal	580.00	597.00	2.93%
Double memorial 10 Years no refurbishment - Renewal	876.00	902.00	2.97%
Double memorial 5 Years no refurbishment - Renewal	543.00	559.00	2.95%
Replacement plate with or without photo	180.00	185.00	2.78%
Granite Book - 5-10 year lease (6" x 4" plaque) entrance to glade 16 subject to availability			
Granite Book Plaque [10 years]	262.00	270.00	3.05%
Granite Book Plaque [5 years]	210.00	216.00	2.86%
Granite Book Replacement Plaque	95.00	98.00	3.16%
Plaque renewals with refurbishment [5 years] Glade 16 only	153.00	158.00	3.27%
Plaque renewals with refurbishment [10 years] Glade 16 only	225.00	232.00	3.11%
Plaque renewals no refurbishment [10 years]	190.00	196.00	3.16%
Plaque renewal no refurbishment [5 Years]	140.00	144.00	2.86%
Granite Book renewal with refurbishment [5 Years]	152.00	157.00	3.29%
(New or renewal) Granite Book rear of East Chapel 25 years	340.00	350.00	2.94%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

	Fee	Fee 2019/20	increase
	2018/19		
	£	£	%
	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]	250.00	258.00	3.20%
Medium Plaque [10 years]	260.00	268.00	3.08%
Large Plaque [10 years]	274.00	282.00	2.92%
Replacement plaque (all sizes)	106.00	109.00	2.83%
Extension of lease - 10 years without refurbishment	162.00	167.00	3.09%
Extension of lease - 5 years without refurbishment	106.00	109.00	2.83%
Extension of lease - 10 years with refurbishment	200.00	206.00	3.00%
Extension of lease - 5 years with refurbishment	140.00	144.00	2.86%
Small plaque [5 Years]	166.00	171.00	3.01%
Medium plaque [5 Years]	176.00	181.00	2.84%
Large plaque [5 Years]	190.00	196.00	3.16%

Other charges

Postage for garden plaques	10.00	10.00	0.00%
Postage for larger plaques i.e. kerbs NEW	25.00	30.00	20.00%
Arrange funeral under Public Health (Control of Disease) Act 1984, including full property search. From:	540.00	575.00	6.48%
Arrange funeral under Public Health (Control of Disease) Act 1984. From :	240.00	250.00	4.17%

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.

BUSINESS SUPPORT DEPARTMENT (BSD)

(All charges include VAT where applicable)

	Fee 2018/19	Fee 2019/20	Increase (%)
	£	£	
Medway Register Office			
ALL CEREMONIES - APPROVED PREMISES			
Ceremony fee (Booking) non refundable	55.00	55.00	0.00%
Monday to Friday Ceremony fee (Attendance)	450.00	470.00	4.44%
Saturday Ceremony fee (Attendance)	560.00	570.00	1.79%
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	55.00	0.00%
Monday to Friday Ceremony fee (Attendance)	175.00	185.00	5.71%
Saturday Ceremony fee (Attendance)	230.00	235.00	2.17%
ALL CEREMONIES The Guildhall Rochester			
Saturdays only			
Ceremony fee (Booking) non refundable	55.00	55.00	0.00%
Saturday Ceremony fee (Attendance)	320.00	335.00	4.69%
Handling Fees for bookings on behalf of other premises			
Personal Citizenship Ceremonies	220.00	230.00	4.55%
Initial licensing/Renewal of a venue	1800.00	1,900.00	5.56%
Request for review	463.50	480.00	3.56%
Sale of Products/Additional Services			
Priority Certificate Production	10.00	10.00	0.00%
Postage 1st	1.00	1.00	0.00%
Name Change	35	40.00	14.29%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

Community Interpreting Service (CIS)

Fees & Charges for the Community Interpreting Service that are delivered outside of Medway & Ken 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 2018/19		Fee 2019/20		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%

Community Interpreting Service (CIS)

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

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 & Ken 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 2018/19				Fee 2019/20		
	Travel Time Per Hour	Interpreting Per Hour	Mileage Per Mile	Parking Fees	Travel time	Interpreting Fixed Fee Per Hour	Mileage Per Mile
	£	£	£	£	£	£	£
Mon-Fri 9am-5pm	0.00	45.00	0.40	As incurred	0.00	45.00	0.40
Mon-Fri 5pm-9am	0.00	67.50	0.40	As incurred	0.00	67.50	0.40
Saturdays	0.00	67.50	0.40	As incurred	0.00	67.50	0.40
Sundays & Bank Holidays	0.00	90.00	0.40	As incurred	0.00	90.00	0.40
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
	Travel Time Per Hour	Interpreting Per Hour	Mileage Per Mile	Parking Fees	Travel time	Interpreting Per Hour	Mileage Per Mile
Legal Aid prescribed rates	18.66	28.00	0.40	As incurred	18.66	28.00	0.40

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 2018/19				Fee 2019/20		
	First 15 Minutes	Every 15 Minutes Thereafter	Utility Charge - Landline Per Minute	Utility Charge - Mobile Per Minute	Charged per minute - equivalent to first 15 Minutes	Charged per minute - equivalent to every 15 minutes thereafter	Utility Charge - Landline Per Minute
	£	£	£	£	£	£	£
Mon-Fri 9am-5pm	19.50	19.50	0.10	0.30	19.50	19.50	0.10
Mon-Fri 5pm-9am	29.25	29.25	0.10	0.30	29.25	29.25	0.10
Saturdays	29.25	29.25	0.10	0.30	29.25	29.25	0.10
Sundays & Bank Holidays	35.00	35.00	0.10	0.30	35.00	35.00	0.10

*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.

Community Interpreting Service (CIS)

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

Cancellation Charges

	Fee 2018/19	
	Cancelled Within 24 Hours	Did Not Proceed as booked
	£	£
Face to face Interpreting - duration of appointment booked	45.00	45.00
Travel - per hour	0.00	0.00
Mileage - per mile	0.00	0.40
Expenses	0.00	As incurred
Legal Aid prescribed rates:		
Interpreting per hour	28.00	28.00
Travel - per hour	0.00	18.66
Mileage - per mile	0.00	0.40
Expenses	0.00	As incurred
Telephone interpreting - minimum of 30 mins - per hour	19.50	19.50

	Fee 2019/20	
	Cancelled Within 24 Hours	Did Not Proceed as booked
	£	£
	45.00	45.00
	0.00	0.00
	0.00	0.40
	0.00	As incurred
	28.00	28.00
	0.00	18.66
	0.00	0.40
	0.00	As incurred
	19.50	19.50

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

Medway Adult Education

Academic Year Charges (from 1 August 2016)	Course fees	Course fees	Course fees	Course fees	Increase %	Increase %
	(full)	(concessionary 75%)	(full)	(concessionary 75%)		
	2018/19	2018/19	2019/20	2019/20		
	£	£	£	£		
Adult Skills Courses						
<i>Academic Year £ (per hour excluding registration fee):</i>	3.35	2.51	3.45	2.59	3.00%	3.00%
<i>20 guided learning hours including registration fee</i>	78.27	61.58	80.62	63.43	3.00%	3.00%
<i>40 guided learning hours including registration fee</i>	145.20	111.84	149.56	115.19	3.00%	3.00%
<i>60 guided learning hours including registration fee</i>	212.14	162.09	218.50	166.95	3.00%	3.00%
<i>80 guided learning hours including registration fee</i>	279.07	212.34	287.44	218.72	3.00%	3.00%
Community Learning Courses						
<i>Academic Year £ (per hour excluding registration fee):</i>	3.52	2.64	3.62	2.72	3.00%	3.00%
<i>3 guided learning hours including registration fee</i>	17.75	15.12	18.28	15.57	3.00%	3.00%
<i>10 guided learning hours including registration fee</i>	44.39	35.64	45.72	36.71	3.00%	3.00%
<i>20 guided learning hours including registration fee</i>	81.58	64.07	84.02	65.99	3.00%	3.00%
<i>40 guided learning hours including registration fee</i>	151.82	116.80	156.38	120.31	3.00%	3.00%
<i>60 guided learning hours including registration fee</i>	222.07	169.54	228.73	174.62	3.00%	3.00%
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>	18.03	15.31	18.57	15.76	3.00%	3.00%
<i>10 guided learning hours including registration fee</i>	45.32	36.26	46.68	37.34	3.00%	3.00%
<i>20 guided learning hours including registration fee</i>	83.43	65.30	85.93	67.26	3.00%	3.00%
<i>40 guided learning hours including registration fee</i>	155.53	119.27	160.20	122.85	3.00%	3.00%
<i>60 guided learning hours including registration fee</i>	227.63	173.25	234.46	178.44	3.00%	3.00%
Commercial rate courses (non-SFA funded)						
<i>Academic Year £ (per hour excluding registration fee):</i>	7.95	not applicable	7.95	not applicable	0.00%	not applicable
<i>20 guided learning hours including registration fee</i>	170.31	not applicable	170.31	not applicable	0.00%	not applicable
<i>57.5 guided learning hours including registration fee</i>	468.40	not applicable	468.40	not applicable	0.00%	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	16.11	16.59	3.00%
ICT suite per hour	45.31	46.67	3.00%

BUSINESS SUPPORT DIRECTORATE

	Fee 2018/19 £	Fee 2019/20 £	Increase %
SALE OF AGENDAS			
Annual charge per committee	100.00	100.00	0.00%
PHOTOCOPYING CHARGE			
Admin charge	2.33	2.40	3.00%
Each copy up to 20 copies	0.13	0.13	3.00%
Minimum charge (admin plus one copy)	2.46	2.53	3.00%
Each copy over 20	0.11	0.12	3.00%
REGISTER OF ELECTORS (Statutory)			
Full Register (restricted sales to credit agencies only) as at 1 December			
	2018/19 fees	2019/20 fees will be subject to the 2019 published Register	
Full register - paper format			
Full register - data format			
Edited register - paper format			
Edited register - data format			
Postage & packing	26.39	27.18	3.00%
Street Index	15.84	16.32	3.00%
Sale of Medway ward map	15.84	16.32	3.00%
Letter of confirmation on Register of Electors	10.50	0.00	-100.00%
Confirmation of "proof of life" for pensions	10.00	0.00	-100.00%

BUSINESS SUPPORT**PROPERTY & CAPITAL PROJECTS**

	Fee 2018/19	Fee 2019/20	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)	15.20	15.70	3.29%
Hall hire evening rate (per hour)	18.70	19.30	3.21%

Non Regular Users

Hall hire Monday to Friday day (per hour)	21.60	22.20	2.78%
Hall hire Monday to Thursday evening (per hour)	30.80	31.70	2.92%
Hall hire Saturday & Sunday day (per hour)	23.70	24.40	2.95%
Hall hire Friday, Saturday & Sunday evening (per hour)	42.60	43.90	3.05%
Large Kitchen day (per booking)	34.50	35.50	2.90%
Large Kitchen evening (per booking)	34.50	35.50	2.90%
Small Kitchen day (per booking)	16.00	16.50	3.13%
Small Kitchen evening (per booking)	17.10	17.60	2.92%

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

Hall hire daytime rate (per hour)	11.80	12.20	3.39%
Hall hire evening rate (per hour)	13.00	13.40	3.08%

Non Regular Users

Room hire Monday to Friday day (per hour)	14.30	14.70	2.80%
Room hire Monday to Thursday evening (per hour)	16.30	16.80	3.07%
Room hire Saturday & Sunday day (per hour)	13.70	14.10	2.92%
Hall hire Friday, Saturday & Sunday evening (per hour)	26.10	26.90	3.07%

BUSINESS SUPPORT**PROPERTY & CAPITAL PROJECTS**

	Fee 2018/19	Fee 2019/20	Increase
	£	£	%

COMMUNITY CENTRES*NB: Rates for all rooms negotiable for long-term, regular and community group bookings***SMALL ROOM (Room hire only)****Regular User Groups**

Hall hire daytime rate (per hour)	6.40	6.60	3.12%
Hall hire evening rate (per hour)	6.80	7.00	2.94%

Non Regular Users

Room hire Monday to Friday day (per hour)	7.30	7.50	2.74%
Room hire Monday to Thursday evening (per hour)	7.50	7.70	2.67%
Room hire Saturday & Sunday day (per hour)	12.80	13.20	3.12%
Hall hire Friday, Saturday & Sunday evening (per hour)	13.60	14.00	2.94%

COMPUTER SUITE

Regular User Groups - day or evening (per hour)	11.80	12.20	3.39%
Non Regular Users - day or evening (per hour)	12.20	12.60	3.28%
My Desk - Individual desk work space (per month)	111.50	114.80	2.96%

BUSINESS SUPPORT**PROPERTY & CAPITAL PROJECTS**

	Fee 2018/19	Fee 2019/20	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)	13.90	14.30	2.88%
One To One Room hire day or evening (per hour)	13.90	14.30	2.88%

Non Regular Users

Main Hall hire Monday to Thursday day or evening and Friday day (per hour)	21.60	22.20	2.78%
Main Hall hire Saturday & Sunday day (per hour)	23.70	24.40	2.95%
Main Hall hire Friday, Saturday & Sunday evening (per hour)	31.20	32.10	2.88%
One To One Room hire day or evening (per hour)	14.90	14.90	0.00%
Family Room hire day or evening (per hour)	12.20	12.60	3.28%

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

Main Hall hire day or evening (per hour)	13.90	14.30	2.88%
Crèche hire day or evening (per hour)	13.90	14.30	2.88%
One to One Room day or evening (per hour)	13.90	14.30	2.88%
Computer Suite day or evening (per hour)	13.90	14.30	2.88%

Non Regular Users

Hall hire Monday to Thursday day or evening and Friday day (per hour)	21.60	22.20	2.78%
Main Hall hire Saturday & Sunday day (per hour)	23.20	23.90	3.02%
Hall hire Friday, Saturday & Sunday evening (per hour)	25.30	26.10	3.16%
Crèche hire day or evening (per hour)	14.50	14.90	2.76%
One to One Room day or evening (per hour)	14.50	14.90	2.76%
Computer Suite day or evening (per hour)	14.50	14.90	2.76%
My Desk - Individual desk work space (per month)	111.50	114.80	2.96%

LARGE HALL**Regular User Groups**

Hall hire day or evening (per hour)	18.30	18.80	2.73%
End Hall hire day or evening (per hour)	12.30	12.70	3.25%
Back Office hire day or evening (per hour)	14.10	14.50	2.84%

Non Regular Users

Hall hire Monday to Thursday day or evening and Friday day (per hour)	21.60	22.20	2.78%
Hall hire Saturday & Sunday day (per hour)	24.60	25.30	2.85%
Hall hire Friday, Saturday & Sunday evening (per hour)	31.20	32.10	2.88%
End Hall hire day or evening (per hour)	14.50	14.90	2.76%
Back Office hire day or evening (per hour)	14.50	14.90	2.76%

BUSINESS SUPPORT DIRECTORATE

	Fee 2018/19 £	Fee 2019/20 £	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	20.00	20.00	0.00%
Standard search including LLC1 fee	75.00	75.00	0.00%
Additional parcel of land with Standard Search	35.00	35.00	0.00%
Additional parcel of land with CON29 only	15.00	15.00	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%

BUSINESS SUPPORT DIRECTORATE

	Fee 2018/19 £	Fee 2019/20 £	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)			
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	
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	

BUSINESS SUPPORT DIRECTORATE

	Fee 2018/19 £	Fee 2019/20 £	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)			
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%
LICENSING			
<i>Sex Shop & Sex Cinema</i>			
- New	4,300.00	4,300.00	0.00%
- Renewal and transfer	2,700.00	2,700.00	0.00%
<i>Sexual Entertainment Venues</i>			
- New	4,300.00	4,300.00	0.00%
- Renewal (dealt with in the same way as new application)	4,300.00	4,300.00	0.00%
<i>Street Trading</i>			
Street Trading Consent	280.00	280.00	0.00%
Street Trading Consent – Festivals (per day)	50.00	50.00	0.00%
<i>Scrap Metal</i>			
Site Licence - New - 3 year	350.00	350.00	0.00%
Site Licence - Renewal - 3 year	350.00	350.00	0.00%
Collectors Licence - New - 3 year	175.00	175.00	0.00%
Collectors Licence - Renewal - 3 year	175.00	175.00	0.00%
Variation of licence	75.00	75.00	0.00%
Copy of licence (if lost or stolen)	25.00	25.00	0.00%

BUSINESS SUPPORT DIRECTORATE

	Fee 2018/19 £	Fee 2019/20 £	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)			

Hackney Carriage and Private Hire Fees

Vehicle Licence Fees (press notice needed)			
- Vehicles under 3 years old	80.00	80.00	0.00%
- Vehicles 3 – 5 years old	130.00	130.00	0.00%
- Vehicles over 5 years old	140.00	140.00	0.00%
Drivers Licence (3 year)	160.00	160.00	0.00%
Knowledge Test	65.00	65.00	0.00%
Operators Fees (press notice needed)			
Operators Licence A (1-6 vehicles) - 3-year	270.00	270.00	0.00%
Operators Licence B (7-12 vehicles) - 3-year	600.00	600.00	0.00%
Operators Licence C (over 12 vehicles) - 3-year	945.00	945.00	0.00%
Plate Replacements	25.00	25.00	0.00%
Transfer of Ownership	25.00	25.00	0.00%
Driver licence badge replacement	5.00	5.00	0.00%
Application Fee	25.00	25.00	0.00%
Duplicate Licence Fee	10.50	10.50	0.00%

Licensing Act 2003 Fees and Charges (Set by Government)**Premises Licence, 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 2018/19 £	Fee 2019/20 £	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)			
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%

BUSINESS SUPPORT DIRECTORATE

	Fee 2018/19 £	Fee 2019/20 £	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)			
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	2,000.00	
New Large Casino	3,000.00	3,000.00	
Regional Casino	4,000.00	4,000.00	
Betting (Track)	975.00	975.00	0.00%
Betting (Other)	1,230.00	1,230.00	0.00%
Family Entertainment Centre	925.00	925.00	0.00%
Adult Gaming Centre	925.00	925.00	0.00%
Bingo	1,550.00	1,550.00	0.00%
Copy of a Licence	25.00	25.00	
Notification of Change of Circumstances	50.00	50.00	

New Premises Application and Applications for Provisional Statement

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

Licence Application (Provisional Statement holders)

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

BUSINESS SUPPORT DIRECTORATE

	Fee 2018/19 £	Fee 2019/20 £	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)			
<i>Application to Transfer/Reinstatement of Licence</i>			
New Small Casino	1,000.00	1,000.00	
New Large Casino	1,500.00	1,500.00	
Regional Casino	3,000.00	3,000.00	
Betting (Track)	925.00	925.00	0.00%
Betting (Other)	925.00	925.00	0.00%
Family Entertainment Centre	585.00	585.00	0.00%
Adult Gaming Centre	870.00	870.00	0.00%
Bingo	870.00	870.00	0.00%
Copy of a Licence	25.00	25.00	
Notification of Change of Circumstances	50.00	50.00	
<i>Annual Fee</i>			
New Small Casino	3,000.00	3,000.00	
New Large Casino	5,000.00	5,000.00	
Regional Casino	7,500.00	7,500.00	
Betting (Track)	975.00	975.00	0.00%
Betting (Other)	450.00	450.00	0.00%
Family Entertainment Centre	585.00	585.00	0.00%
Adult Gaming Centre	925.00	925.00	0.00%
Bingo	925.00	925.00	0.00%
Copy of a Licence	25.00	25.00	
Notification of Change of Circumstances	50.00	50.00	
PERMITS (Set by Government - No discretion for local authorities)			
<i>Licensed Premises Gaming Machine Permit</i>			
Application	150.00	150.00	0.00%
Existing operator Application	100.00	100.00	0.00%
Variation	100.00	100.00	0.00%
Transfer	25.00	25.00	0.00%
First Annual Fee	50.00	50.00	
Annual Fee	50.00	50.00	0.00%
Change of Name	25.00	25.00	0.00%
Copy of Permit	15.00	15.00	0.00%

BUSINESS SUPPORT DIRECTORATE

	Fee 2018/19 £	Fee 2019/20 £	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)			
<i>Licensed Premises Automatic Notification Process (2 or less gaming machines)</i>			
On notification	50.00	50.00	0.00%
Copy of notification	10.50	10.50	0.00%
<i>Club Gaming Permits</i>			
Application	200.00	200.00	0.00%
Application (Club Premises Certificate holder)	100.00	100.00	0.00%
Existing operator Application	100.00	100.00	0.00%
Variation	100.00	100.00	0.00%
Renewal	200.00	200.00	0.00%
Renewal (Club Premises Certificate holder)	100.00	100.00	0.00%
First Annual Fee	50.00	50.00	
Annual Fee	50.00	50.00	0.00%
Copy of Permit	15.00	15.00	0.00%
<i>Club Machine Permits</i>			
Application	200.00	200.00	0.00%
Application (Club Premises Certificate holder)	100.00	100.00	0.00%
Existing operator Application	100.00	100.00	0.00%
Variation	100.00	100.00	0.00%
Renewal	200.00	200.00	0.00%
Renewal (Club Premises Certificate holder)	100.00	100.00	0.00%
First Annual Fee	50.00	50.00	
Annual Fee	50.00	50.00	0.00%
Copy of Permit	15.00	15.00	0.00%
<i>Family Entertainment Centre Gaming Machine Permits</i>			
Application	300.00	300.00	0.00%
Renewal	300.00	300.00	0.00%
Existing operator Application	100.00	100.00	0.00%
Change of Name	25.00	25.00	0.00%
Copy of Permit	15.00	15.00	0.00%
<i>Prize Gaming Permits</i>			
Application	300.00	300.00	0.00%
Renewal	300.00	300.00	0.00%
Existing operator Application	100.00	100.00	0.00%
Change of Name	25.00	25.00	0.00%
Copy of Permit	15.00	15.00	0.00%
<i>Small Lottery Registration</i>			
Application	40.00	40.00	0.00%
Annual Fee	20.00	20.00	0.00%

BUSINESS SUPPORT DIRECTORATE

	Fee 2018/19 £	Fee 2019/20 £	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)			

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	301.00	310.00	2.99%
- All Others	370.00	381.00	2.97%

Full Day 9am - 5pm

- Charity/Community Groups	554.00	571.00	3.07%
- All Others	686.00	707.00	3.06%

Evening 6pm - 12 midnight

- Charity/Community Groups	390.00	402.00	3.08%
- All Others	491.00	506.00	3.05%

Friday, Saturday or Sunday

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

- Charity/Community Groups	301.00	310.00	2.99%
- All Others	370.00	381.00	2.97%

Full Day 9am - 5pm

- Charity/Community Groups	554.00	571.00	3.07%
- All Others	686.00	707.00	3.06%

Evening 6pm - 12 midnight

- Charity/Community Groups	591.00	609.00	3.05%
- All Others	740.00	762.00	2.97%

Audio Visual Equipment

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

- Charity/Community Groups	100.00	103.00	3.00%
- All Others	127.00	131.00	3.15%

Full Day 9am - 5pm

- Charity/Community Groups	179.00	184.00	2.79%
- All Others	221.00	228.00	3.17%

Evening 6pm - 12 midnight

- Charity/Community Groups	153.00	158.00	3.27%
- All Others	196.00	202.00	3.06%

Use of Catering Kitchen

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

- Charity/Community Groups	40.00	41.00	2.50%
- All Others	50.00	52.00	4.00%

Full Day 9am - 5pm

- Charity/Community Groups	74.00	76.00	2.70%
- All Others	91.00	94.00	3.30%

Evening 6pm - 12 midnight

- Charity/Community Groups	97.00	100.00	3.09%
- All Others	122.00	126.00	3.28%