

MEDWAY COUNCIL

Fees & Charges April 2022

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REGENERATION, CULTURE AND ENVIRONMENT

Front Line Services

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
Trading Standards			
Weights & Measures - General			
Hourly rate of Charge - (minimum charge 1 hour)	105.10	108.30	3.04%
Certificate of Errors	105.10	108.30	3.04%
Supply of replacement certificate	105.10	108.30	3.04%
Certificate of Errors	32.90	33.90	3.04%
Supply of replacement certificate	32.90	33.90	3.04%
Weights & Measures - Weights			
Weights exceeding 5kg, 10lb or not exceeding 500mg, 2CM	26.40	27.20	3.03%
Other weights	26.40	27.20	3.03%
Weights & Measures - Linear Measures			
Linear measures not exceeding 3m or 10ft each scale	31.52	32.47	3.01%
Weights & Measures - Capacity Measures			
Capacity measures without diversions not exceeding 1 litre or 1 quart	26.40	27.19	2.99%
Cubic ballast measures (other than brim measures)	262.80	270.70	3.01%
Brim measures (unsubdivided) up to 1 metre	131.40	135.40	3.04%
Liquid capacity measures for making up and checking average quantity packages	52.60	54.20	3.04%
Weights & Measures - Weighing Instruments			
Not exceeding 30kg - first item	52.60	54.20	3.04%
Not exceeding 30kg - Second and subsequent items	52.60	54.20	3.04%
Exceeding 30kg but not exceeding 1 tonne (1 ton)	52.60	54.20	3.04%
Exceeding 1 tonne but not 10 tonnes (1 ton - 10 tons)	105.10	108.30	3.04%
(1) Time on site of 4 hours or less (half day charge)	367.90	379.00	3.02%
(2) Time on site exceeding 4 hours (full day charge)	735.60	757.70	3.00%
Weights & Measures - Intoxicating Liquor Measuring Instruments			
Not exceeding 5 fl. oz.	52.60	54.20	3.04%
Other	52.60	54.20	3.04%
Weights & Measures - Liquid Fuel Measuring Instruments			
LFLO dispenser per meter/measuring container submitted	78.90	81.27	3.00%
Testing of peripheral electronic equipment on a later occasion than stamping of instrument - per site	78.90	81.20	2.92%
Charge for each credit card acceptor unit tested, irrespective of the number	78.90	81.20	2.92%
Weights & Measures - Road Tankers			
Wet hose type with two testing liquids	315.30	324.80	3.01%
Jammed ticket printer (no replacement parts)	210.10	216.40	3.00%
Replacement of parts without effect on calibration	210.10	216.40	3.00%
(1) First or single dipstick	52.60	54.20	3.04%
(2) Each additional dipstick submitted at the same time	31.52	32.50	3.11%
Weights & Measures - Other			
Any other metrological testing, goods or equipment (per hour)	102.00	105.10	3.04%
Petroleum			
Petroleum Installation Record Search (per hour)	101.00	104.10	3.07%
Licence & Renewal			
Trader approval scheme			
Fair Trader Scheme "Large org. member" (Above VAT registered threshold) Member Before 31/3/19	255.00	262.70	3.02%
Fair Trader Scheme "Small org. member" (Below VAT registered threshold) Member Before 31/3/19	184.00	189.60	3.04%
Fair Trader Scheme initial application fee	123.00	126.70	3.01%
Fair Trader Scheme - extra categories on website per category	55.00	55.70	1.27%
Fair Trader Scheme - enhanced listing (with company logo hyperlink)	65.00	66.70	2.62%
Fair Trader Scheme - enhanced listing - Annual Continuation Fee	12.50	12.90	3.20%
Fair Trader Scheme "Large org. member" (Above VAT registered threshold) NEW Member Rate from 1 April 2019	365.00	375.95	3.00%
Fair Trader Scheme "Small org. member" (Below VAT registered threshold) NEW Member Rate from 1 April 2019	304.00	313.20	3.03%
Exhibiting Animals			
EXHIBITING Animals registration	196.70	196.70	0.00%

Front Line Services

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%

Gillingham Pier

Rent of berth:

Western Side of slipway

under 30 ft. - per month	65.50	67.50	3.05%
under 30 ft. - per annum	654.20	673.80	3.00%
30ft to under 40ft - per month	83.30	85.80	3.00%
30ft to under 40ft - per annum	831.90	856.90	3.01%
40 ft. and over - per month	120.80	124.40	2.98%
40 ft. and over - per annum	1,215.30	1,251.80	3.00%

Pontoon

under 20 ft. - per month	65.50	67.50	3.05%
under 20 ft. - per annum	654.20	673.80	3.00%
20ft to under 30ft - per month	83.40	85.90	3.00%
20ft to under 30ft - per annum	831.90	856.90	3.01%
30ft to under 40ft - per month	120.80	124.40	2.98%
30ft to under 40ft - per annum	1,215.30	1,251.80	3.00%

Mooring Fees

Commercial and Casual Mooring

Under 20ft - per day	11.40	11.70	2.63%
20ft to under 30ft - per day	11.90	12.30	3.36%
30ft to under 40ft - per day	16.80	17.30	2.98%
40ft to under 50ft - per day	17.50	18.00	2.86%
50ft to under 60ft - per day	23.10	23.80	3.03%
60ft to under 70ft - per day	33.20	34.20	3.01%
70ft to under 80ft - per day	44.10	45.40	2.95%
80ft to under 90ft - per day	56.40	58.10	3.01%
90ft to under 100ft - per day	69.40	71.50	3.03%
Per additional foot over 100ft - per day	1.40	1.40	0.00%

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

Season Tickets per boat	124.80	128.50	2.96%
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Slipways

Painting, repairs etc. daily rate

Under 30ft	20.50	21.10	2.93%
30ft - 40ft	29.00	29.90	3.10%
40ft - 45ft	44.00	45.30	2.95%

Launching (launch and haul out)

under 30ft	17.00	17.50	2.94%
30ft to under 40ft	19.00	19.60	3.16%
40ft to under 45 ft.	48.00	49.40	2.92%

Waste Services

Bulky Collection

Standard collection - Metal	22.00	22.50	2.27%
Standard collection - Non Metal	22.00	22.50	2.27%
Collection within two working days	40.00	41.00	2.50%
Recovery of lost item from recycling bring bank	31.00	32.00	3.23%

Graffiti Removal

Hourly charge for removal of graffiti from private land	42.00	43.00	2.38%
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Front Line Services

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
Household Waste Recycling Centre's (HWRC's)			
Car tyre disposal	4.00	4.00	0.00%

Food Waste Caddy Liners

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

Access Key to Disabled Persons' Convenience	5.40	5.60	3.70%
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Highway Group

Vehicle crossings

New / extended crossings (using Term Contractor)	167.00	172.00	2.99%
New / extended crossings (using Private Contractor)	215.00	220.00	2.33%
Charge for TMA notices - Per Notice	5.80	6.00	3.45%
Charge for service plans - Per Site	48.00	49.50	3.13%
Checking legality of crossings	167.00	172.00	2.99%
Confirming permission was given (conveyancing queries)	49.50	51.00	3.03%

Highway lighting

Checking lighting designs	270.00	500.00	85.19%
Additional charge for every 50m length of Highway in design	54.50	60.00	10.09%
Application to alter/move Highway lighting equipment (street light, sign etc.).	167.00	170.50	2.10%
Application to fit shielding to a street light	32.50	33.50	3.08%
Hourly rate to administer and monitor third party works	54.00	55.50	2.78%

Highways - Highway Adoption via S38/S278 Agreements

Technical/Supervision Fee Charges	10%	10%	
Traffic Management fixed Fee Charge.	2,080.80	2,143.20	3.00%
Structures Fixed Fee Charge	1,560.60	1,607.40	3.00%
Medway Norse (Landscaping) Fixed Fee Charge	1,560.60	1,607.40	3.00%
Traffic Signals Fixed Fee Charge	1,560.60	1,607.40	3.00%
Solicitor Enquiry re Highway Adoption Charge	48.20	49.60	2.90%
Highway Drainage Fixed Fee Charge	1,560.60	1,607.40	3.00%

Street Naming and numbering Charges

Charge to Developer for Amending Plans previously Named and Numbered and re-sending out again - Per Building	74.50	76.50	2.68%
Charge for Amending a Road Name, i.e. request by local residents etc.	740.00	760.00	2.70%
Charge for Registering a New House or Building	74.50	76.50	2.68%
Charge for Registering 2 to 10 Buildings/Properties	220.00	225.00	2.27%
Charge for Registering 11 to 20 Buildings/Properties	297.00	305.00	2.69%
Charge for Registering 21 to 30 Buildings/Properties	372.00	382.00	2.69%
Charge for Registering 31 to 50 Buildings/Properties	530.00	545.00	2.83%
Charge for Registering 51 to 60 Buildings/Properties	685.00	705.00	2.92%
Charge for Registering 61 or more Buildings/Properties	850.00	875.00	2.94%
Charge for Amending a House Name/Building Name	74.50	76.50	2.68%
Charge for Amending a House Number	74.50	76.50	2.68%
Charge for Amending Property Details, i.e. a House becoming x no of Flats - Per Flat	74.50	76.50	2.68%
Charge for registering a Hotel	228.00	235.00	3.07%
Charge for Historical Information, i.e. enquiries from Solicitors etc.	308.00	315.00	2.27%

Highway Search Charges

Standard Search	27.80	28.50	2.52%
Additional charge per question	7.20	7.40	2.78%
Additional charge for requested A3 size plan	13.80	14.20	2.90%

Requests to Stop Up the Highway

Administrating and processing a request to stop up highway rights	500.00	New Charge	
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Front Line Services

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
Highways Pre Application Advice for Developers			
Small Residential Developments (less than 10 units)	180.00	186.00	3.33%
- Preliminary Advice	220.00	227.00	3.18%
- Full Advice			
Medium Residential Developments (between 10 and 50 units)			
- Preliminary Advice	260.00	268.00	3.08%
- Full Advice	300.00	309.00	3.00%
Large Residential Developments (between 51 & 100 units)			
- Preliminary Advice	340.00	350.00	2.94%
- Full Advice	380.00	392.00	3.16%
Strategic Residential Developments (over 101 units)			
- Preliminary Advice	420.00	433.00	3.10%
- Full Advice	460.00	474.00	3.04%
Dropped Curb			
Admin Fee for amendments to TRO	1,285.50	1,324.00	2.99%

Community Safety & Enforcement

Environmental Health

per hour officer cost	52.00	53.60	3.08%
Contaminated Land Searches min cost (up to 3 hours)	150.00	150.00	0.00%
Contaminated Land Searches per hour thereafter	52.00	53.60	3.08%

Private Water Supplies

Analysis under regulation 10	26.00	26.80	3.08%
All other charges (per hour) - see website for national capped charges	52.00	53.60	3.08%

Unfit Food

Examination of Food and the issue of Certificates for voluntary surrender	208.00	210.00	0.96%
Officer time per hour over and above the first two hours	52.00	53.50	2.88%
Disposal of unfit food - transportation and tipping charges	At Cost	At Cost	

Food Hygiene

FHRS re-score visit request	170.00	175.00	2.94%
Level 2 Award in Food Safety in Catering (pp subject to min 10 people per course)	57.00	58.50	2.63%
Level 3 Award in Supervising Food Safety in Catering (pp nb min 4 people per course)	290.00	300.00	3.45%
Issue of export certificate (per hour officer time, min 1 hour)	52.00	53.50	2.88%

Health and Safety

Level 2 award in health and safety in the workplace	57.50	59.20	2.96%
Asbestos Training - Half Day (pp - minimum 10 people per course)	78.00	80.30	2.95%
General Safety Certificate as defined by section 1 of Safety of Sports Ground Act 1975. (rate/hour of work undertaken).	52.00	53.60	3.08%

Port Health

Ship Water Sampling Requests minimum up to 2 hours	52.00	53.50	2.88%
Rate per hour thereafter	52.00	53.50	2.88%
PHE water sample fees (where charged)	At Cost		
Ship Water Sampling Requests minimum up to 2 hours (Weekends and BH)	78.00	80.00	2.56%
Rate per hour for weekends and bank holidays thereafter	78.00	80.00	2.56%

Licensing

Skin Piercing (Registration)	187.00	190.00	1.60%
Skin Piercing (minor variation)	88.00	90.00	2.27%
Amendment/Replacement of a licence or certificate	53.50	55.00	2.80%
Pleasure boat licences	145.00	150.00	3.45%

Front Line Services

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
Safer Communities			
Minimum fees for collection and return of stray dogs directly to owner (including £25 statutory charge)	60.00	62.00	3.33%
Additional part/daily fee the kennelling of stray dogs - additional to minimum fee; per day rate	12.00	12.00	0.00%
Additional fee if dog is collected out of hours	10.00	15.00	50.00%
Fees for the sale of unclaimed stray dogs	150.00	155.00	3.33%
Delivery of stray if owner is unable to collect from kennels	25.00	25.50	2.00%
Dog owners' suggested contribution towards expenses incurred in rehoming their dog. Larger amounts are acceptable at the owners' discretion.	52.50	55.00	4.76%
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	62.00	62.50	0.81%
Fees for the removal of unauthorised posters. N.B. Price will increase significantly if traffic management is necessary.	40.00	40.00	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.	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	80.00	80.00	0.00%
Dog waste bags for pack of 50	1.60	1.65	3.12%
Travel Safety			
Accident Data Searches:			
1 junction - 36 months	60.50	62.30	2.98%
1 junction - 60 months	65.70	67.70	3.04%
2 junctions - 36 months	87.30	89.90	2.98%
2 junctions - 60 months	96.50	99.40	3.01%
3 junctions - 36 months	115.70	119.20	3.03%
3 junctions - 60 months	124.80	128.50	2.96%
4 junctions - 36 months	141.60	145.80	2.97%
4 junctions - 60 months	154.30	158.90	2.98%
5 junctions - 36 months	167.20	172.20	2.99%
5 junctions - 60 months	186.50	192.10	3.00%
6 junctions - 36 months	195.50	201.40	3.02%
6 junctions - 60 months	216.20	222.70	3.01%
7 junctions - 36 months	225.10	231.90	3.02%
7 junctions - 60 months	244.40	251.70	2.99%
8 junctions - 36 months	250.70	258.20	2.99%
8 junctions - 60 months	276.50	284.80	3.00%
9 junctions - 36 months	277.60	285.90	2.99%
9 junctions - 60 months	306.20	315.40	3.00%
10 junctions - 36 months	306.20	315.40	3.00%
10 junctions - 60 months	335.70	345.80	3.01%
11 junctions - 36 months	330.70	340.60	2.99%
11 junctions - 60 months	372.80	384.00	3.00%
12 junctions - 36 months	360.30	371.10	3.00%
12 junctions - 60 months	393.60	405.40	3.00%
13 junctions - 36 months	388.60	400.30	3.01%
13 junctions - 60 months	424.60	437.30	2.99%
14 junctions - 36 months	415.50	428.00	3.01%
14 junctions - 60 months	456.70	470.40	3.00%
15 junctions - 36 months	441.40	454.60	2.99%
15 junctions - 60 months	486.10	500.70	3.00%
16 junctions - 36 months	472.10	486.30	3.01%
16 junctions - 60 months	514.60	530.00	2.99%

Front Line Services

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
17 junctions - 36 months	495.20	510.10	3.01%
17 junctions - 60 months	542.80	559.10	3.00%
18 junctions - 36 months	521.00	536.60	2.99%
18 junctions - 60 months	575.10	592.40	3.01%
19 junctions - 36 months	550.70	567.20	3.00%
19 junctions - 60 months	607.20	625.40	3.00%
20 junctions - 36 months	581.30	598.70	2.99%
20 junctions - 60 months	638.00	657.10	2.99%
21 junctions - 36 months	605.90	624.10	3.00%
21 junctions - 60 months	670.10	690.20	3.00%
22 junctions - 36 months	630.30	649.20	3.00%
22 junctions - 60 months	702.40	723.50	3.00%
23 junctions - 36 months	662.30	682.20	3.00%
23 junctions - 60 months	726.90	748.70	3.00%
24 junctions - 36 months	688.20	708.80	2.99%
24 junctions - 60 months	759.00	781.80	3.00%
25 junctions - 36 months	720.50	742.10	3.00%
25 junctions - 60 months	791.10	814.80	3.00%
26 junctions + will be priced based on the application received			
Stage 1 Safety Audit - Simple Priority Junction	643.00	662.30	3.00%
Stage 1 Safety Audit - Other Junction or arrangements	750.10	772.60	3.00%
Stage 1 Safety Audit - Complex junctions or Estate layouts	Price on application	Price on application	N/A
Stage 2, 3 and monitoring stage (Combined fee)	3,857.80	3,973.50	3.00%
Review of External Safety Audit and Proposal	416.90	429.40	3.00%
Road Safety Assessment (Vehicle crossing)	99.70	102.70	3.01%

Traffic Management

Disabled Parking Bays	41.00	42.00	2.44%
Scaffold/ Hoarding Licence			
Processing and first inspection	110.00	113.00	2.73%
Subsequent inspections	58.00	60.00	3.45%
Keep Clear markings	38.60	39.80	3.11%
Removal of unauthorised signs (per sign)	97.50	100.40	2.97%
Miscellaneous			
Skip licence (first 14 days)	43.00	45.00	4.65%
Building Material licences	65.00	67.00	3.08%
Crane over sailing licence	154.00	160.00	3.90%
Crane or MEVP Licence			
Temporary Traffic sign permit / site approval:			
Weekday core time (8am - 6pm)	147.80	152.20	2.98%
Weekdays outside Core time	218.70	225.30	3.02%
Weekends	289.50	298.20	3.01%
Temporary Event or Development signing approval	125.68	129.50	3.04%
Table and Chairs permit (outside of COVID Legislation)	34.40	Remove	N/A
Table and Chairs permit - Under COVID Legislation (Currently in place until 31/09/21 but could be extended)	100.00	Remove	N/A
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	69.70	71.80	3.01%
Signal Bagging	POA	POA	
Temporary Traffic management layout approval	POA	POA	

Front Line Services

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
Traffic Counts (survey results)			
ATC Up to 2 years old	148.30	152.70	2.97%
ATC Older than 2 years	74.20	76.40	2.96%
Manual counts	POA	POA	
Licence for private Service in the Highway	500.00	515.00	3.00%
Temporary road closures			
Emergency Closures 14(2)	1,046.80	1,078.20	3.00%
Planned closures 14(1)	1,350.60	1,391.10	3.00%
Town and Police Closure orders	67.60	69.60	2.96%

Parking (Excluding Pay and Display)

Permit Type

Resident	30.00	31.00	3.33%
Resident Support	30.00	31.00	3.33%
Daily visitor vouchers each	2.00	2.10	5.00%
Season Ticket Medway Residents	561.00	578.00	3.03%
Season Ticket Medway Residents Quarterly	165.00	170.00	3.03%
Season Ticket Non Medway Resident	647.00	660.00	2.01%
Season Ticket Non Medway Resident Quarterly	186.00	192.00	3.23%
Shoppers Season Ticket	633.00	652.00	3.00%
Shoppers Season Ticket Quarterly	182.00	187.00	2.75%
Single Car Park	433.00	446.00	3.00%
Cared for Permit (Individual)	20.00	20.60	3.00%
Business	148.00	152.00	2.70%
Special Business	165.00	170.00	3.03%
Late Night	38.00	39.00	2.63%
Worship Permit	38.00	39.00	2.63%
Jezreels	100.00	103.00	3.00%
Dispensations per day	6.00	6.20	3.33%
Suspended Bays per bay per day	32.00	33.00	3.13%
Rochester Multi Storey Car Park Season Ticket	753.00	776.00	3.05%
Rochester Multi Storey Car Park Season Ticket Quarterly	223.00	230.00	3.14%
Traders Permit	148.00	152.00	2.70%

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	31.00	3.33%
Bus Lane Enforcement - paid after 14 days	60.00	62.00	3.33%

Medway Council Pay and Display Charges from 1st April 2022

Off Street Parking

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

Time Period in Hours	21/22 Tariff (pence)	22/23 Tariff (pence)	Increase %
0-0.5	70	70	0%
0.5-1	120	120	0%
1-2	170	170	0%
2-4	270	270	0%
4-6	370	370	0%
6+	540	540	0%
48	1020	1020	0%

Rochester Riverside MSCP

Time Period in Hours	21/22 Tariff (pence)	22/23 Tariff (pence)	Increase %
0-1	120	120	0%
1-2	170	170	0%
2-3	220	220	0%
3-5	270	270	0%
5-15	650	650	0%

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	21/22 Tariff (pence)	22/23 Tariff (pence)	Increase %
0-0.5	70	70	0%
0.5-1	120	120	0%
1-2	170	170	0%
2-4	270	270	0%
4-6	370	370	0%
6+	540	540	0%
48	1020	1020	0%

Multi Storey Car Park (Brook & Pentagon)

Time Period in Hours	20/21 Tariff (pence)	21/22 Tariff (pence)	Increase %
0-1	120	120	0%
1-2	170	170	0%
2-3	220	220	0%
3-4	270	270	0%
4-5	320	320	0%
5-6	370	370	0%
6+	540	540	0%

The Parking Charges have been frozen for 4 Years following the 2021/22 increase until 2025/26

Frontline Services Licensing

2021/22 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	£204 plus vet fees	£204	£309	£444
Boarding for Cats	16-30 pens/kennels	£274 plus vet fees			
	31+ pens/kennels	£309 plus vet fees			
Selling of Animal as Pets		£204 plus vet fees	£204	£309	£444
Home Boarding of Dogs and Day Care for Dogs	1-5 Dogs	£204 plus vet fees			
	6+ Dogs	£274 plus vet fees			
Arranging Home Boarding for Dogs with Hosts (Arranged not providing Home Boarding themselves)	Franchise Fee	£204 plus Vet Fees	£204	£309	£444
	Hosts	£71 per additional host plus vets fees			
Breeding of Dogs	1-10 adult dogs resident	£204 plus vet fees	£204	£309	£444
	11-20 adult dogs resident	£274 plus vet fees			
	21+ adult dogs resident	£341 plus vet fees			
Hiring of Horses	1-30 Horses on the premises	£274 plus vet fees	£200	£303	£435
	31+ horses on the premises	£341 plus vet fees			
Keeping or training animals for exhibition	N/A	£204 plus vet fees	N/A	N/A	£204
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	£35	Vet fees will be charged separately if applicable.		
	Pre-application/Site inspection (if required)	£71			
Request for re-inspection		£102			
Pre Application Advice		£68			
Zoo fees		£735	Vet fees will be charged separately		
Dangerous Wild animals		£290			

2022/23 Fees								
Nature of Licensable activity	Size of licensable activity	Fees Part A	Fees Part B			Increase %		
			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	£210 plus vet fees	£210	£318	£457	2.99%	3.01%	3.00%
Boarding for Cats	16-30 pens/kennels	£282 plus vet fees						
	31+ pens/kennels	£318 plus vet fees						
Selling of Animal as Pets		£210 plus vet fees	£210	£318	£457	2.94%	2.91%	2.93%
Home Boarding of Dogs and Day Care for Dogs	1-5 Dogs	£210 plus vet fees						
	6+ Dogs	£282 plus vet fees						
Arranging Home Boarding for Dogs with Hosts (Arranged not providing Home Boarding themselves)	Franchise Fee	£210 plus Vet Fees	£210	£318	£457	2.94%	2.91%	2.93%
	Hosts	£73 per additional host plus vets fees						
Breeding of Dogs	1-10 adult dogs resident	£210 plus vet fees	£210	£318	£457	2.94%	2.91%	2.93%
	11-20 adult dogs resident	£282 plus vet fees						
	21+ adult dogs resident	£351 plus vet fees						
Hiring of Horses	1-30 Horses on the premises	£282 plus vet fees	£210	£318	£457	5.00%	4.95%	5.06%
	31+ horses on the premises	£351 plus vet fees						
Keeping or training animals for exhibition	N/A	£210 plus vet fees	N/A	N/A	£210	N/A	N/A	2.94%
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	£36	Vet fees will be charged separately if applicable.			3.75%	N/A	N/A
	Pre-application/Site inspection (if required)	£73						
Request for re-inspection		£105						
Pre Application Advice		£99	If pre application advice leads to a licence application. The Part A fee detailed above will be reduced by £30			45.59%	N/A	N/A
Zoo fees		£757	Vet fees will be charged separately			2.99%	N/A	N/A
Dangerous Wild animals		£300				3.45%	N/A	N/A

REGENERATION, CULTURE AND ENVIRONMENT

FRONT LINE SERVICES

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
<u>INTEGRATED TRANSPORT</u>			
Subsidised Bus Services			
Bus Contract Deductions for Administration (per hour)	146.00	150.40	3.01%
Yellow Bus Fares - charge for one term - to come into effect for the new academic year	59.00	60.80	3.05%
Yellow Bus Fares - charge for two terms - to come into effect for the new academic year	113.00	116.40	3.01%
Yellow Bus Fares - charge for one year - to come into effect for the new academic year	321.00	330.60	2.99%
Replacement of Medway Scholar pass (except Arriva)	13.00	13.40	3.08%
Replacement of Medway School Yellow Bus pass	10.00	10.30	3.00%
Concessionary Fares			
Application fee for young persons half fare bus pass. Fee to come into effect July for new academic year.	10.00	10.00	0.00%
Replacement of lost bus pass - elderly and disabled persons concession (no charge if crime number given)	10.00	10.00	0.00%
Replacement of lost bus pass - young persons half fare concession (no charge if crime number given). Fee to come into effect July.	10.00	10.00	0.00%
Local Transport Plan			
Information from existing automatic traffic count (per site)	56.00	57.70	3.04%
Information from existing manual traffic count (per site)	168.00	173.00	2.98%
Chatham Waterfront Bus Station			
Charge per bus service departure	0.82	0.82	0.00%
Streetworks Permit Scheme (These need Dft approval so could be subject variation if following consultation these are not agreed)			
Permit Fee - Maid Road Category 0,1 & 2 - Provisional Advance Activity	97.00	97.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Major works 10 days+	218.00	218.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Major works 10 to 4 days	119.00	119.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Major works up to 3 days	61.00	61.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Standard Activity	119.00	119.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Minor Activity	61.00	61.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Immediate Activity	56.00	56.00	0.00%
Permit Fee - Main Road Category 3 & 4 - Provisional Advance Activity	97.00	97.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works 10 days+	218.00	218.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works 10 to 4 days	119.00	119.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works up to 3 days	61.00	61.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Standard Activity	119.00	119.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Minor Activity	61.00	61.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Immediate Activity	56.00	56.00	0.00%
Permit Fee - Main Road Category 3 & 4 - Provisional Advance Activity (Non Traffic Sensitive)	70.00	70.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works 10 days+ (Non Traffic Sensitive)	137.00	137.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works 10 to 4 days (Non Traffic Sensitive)	70.00	70.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works up to 3 days (Non Traffic Sensitive)	43.00	43.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Standard Activity (Non Traffic Sensitive)	70.00	70.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Minor Activity (Non Traffic Sensitive)	43.00	43.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Immediate Activity (Non Traffic Sensitive)	38.00	38.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Provisional Advance Activity	70.00	70.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Major works 10 days+	137.00	137.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Major works 10 to 4 days	70.00	70.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Major works up to 3 days	43.00	43.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Standard Activity	70.00	70.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Minor Activity	43.00	43.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Immediate Activity	38.00	38.00	0.00%
Permit Fee - Category 0, 1, 2 and 3 & 4 TSS - Variation to Permit	45.00	45.00	0.00%
Permit Fee - Category 3 & 4 Non TSS - Variation to Permit	35.00	35.00	0.00%
Disabled Bays			
Disabled Parking Bays	41.00	42.00	2.44%

REGENERATION, CULTURE AND ENVIRONMENT

GREENSPACE SERVICES	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
Country Parks			
Fishing			
Day ticket (no night fishing) adult	10.40	10.70	2.88%
Day ticket (no night fishing) Junior/+60	6.20	6.30	1.61%
Pre-booked club outings	218.00	220.00	0.92%
Orienteering			
Orienteering / price per visit per child	2.05	2.10	2.44%
Other Activities			
Children's activity sessions	3.20	3.30	3.12%
Guided walks	3.15	3.20	1.59%
Forest School Visit - price per child	4.65	4.75	2.15%
Fishing teach ins for children	10.40	10.60	1.92%
Event Site Hire - All Green Spaces (price per event)			
Up to 100 People	55.00	56.00	1.82%
101 to 500 People	310.00	316.00	1.94%
501 to 1,000 people	580.00	590.00	1.72%
1001 to 5000 people	1,140.00	1160.00	1.75%
More than 5000 people	3,540.00	3610.00	1.98%
Deposit against damage - £500 to £1000 (subject to proposed event)			
25% discount for registered charities on all the above			
Boot Camps and Fitness Classes	110.00	113.00	2.73%
Toilet cleaning charge post external event hire (cleaning costs only)	105.00	108.00	2.86%
Allotment Rental - Charge per sq. metre			
Plot and water	0.24	0.25	4.17%
Plot only	0.19	0.20	5.26%
Flat rate per shed	18.00	18.40	2.22%
Flat rate use of container	6.80	7.00	2.94%
Bloor Lane Church Allotment	38.00	38.76	2.00%
Miscellaneous Recreation			
Playhut - Playgroups - per 3 hours	22.00	22.50	2.27%
Circus Visits & Fairs			
Circus & Fairs Daily Hire Fee	630.00	645.00	2.38%
Deposit Against damage and fly posting	1,600.00	1650.00	3.13%

REGENERATION, CULTURE AND ENVIRONMENT

GREENSPACE SERVICES	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
Cricket Pitch Hire - from 10 am to 6 pm			
Per day - Adult	81.00	82.00	1.23%
Public Rights of Way			
Process Application for pre-publication stage	59.50	61.30	3.03%
Land Registry Search plus search fee	23.80	24.50	2.94%
Site visit	178.20	183.50	2.97%
Preparation of Plans	83.20	85.70	3.00%
Initial consultation	118.80	122.40	3.03%
Responding to consultation replies. (Includes £150 site visit)	297.20	306.10	2.99%
Preparation of Committee Report	261.40	269.20	2.98%
Order Making Stage			
Prepare Order, Notice and Statement	202.30	208.40	3.02%
Distribution of Order	142.70	147.00	3.01%
Posting Notices on Site	130.90	134.80	2.98%
Advertise Notice of Making of Order. (plus cost of advertisement)	41.60	42.80	2.88%
Responding to replies	118.80	122.40	3.03%
Site visits as required - per visit	178.20	183.50	2.97%
Forwarding documentation to DEFRA	618.10	636.60	2.99%
Confirmation of Order			
Site visit	118.80	122.40	3.03%
Preparation of Confirmation Notice	59.50	61.30	3.03%
Distribution of Confirmed Order	142.70	147.00	3.01%
Post Notices on Site	130.90	134.80	2.98%
Advertise Notice of Confirmation of Order. (plus cost of advertisement)	41.60	42.80	2.88%
Produce LEO, amend Definitive Map and inform OS	142.70	147.00	3.01%
Additional letter (to applicants and objectors)	35.80	36.90	3.07%
Additional site visit (to check plans, meet objectors etc.)	178.20	183.50	2.97%
Site visit to check works have been carried out and standard agreed	178.20	183.50	2.97%
Certificate Preparation for bringing into force	59.50	61.30	3.03%
Advertising of Certificate for bringing into force (plus cost of advertisement)	41.60	42.80	2.88%
Distribution of Certificate	118.80	122.40	3.03%
Recreation Grounds - With Pavilion			
Per Season - Adult - 18 matches (with pavilion)	600.00	610.00	1.67%
Per Season - Junior / 60+ - 18 matches (with pavilion)	215.00	220.00	2.33%

REGENERATION, CULTURE AND ENVIRONMENT

GREENSPACE SERVICES	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
Recreation Grounds - Without Pavilion			
Per Season - Adult - 18 matches (without pavilion)	380.00	385.00	1.32%
Per Season - Junior /60+ - 18 matches (without pavilion)	110.00	112.00	1.82%
Casual Use with Pavilion			
Adults (casual use)	98.00	100.00	2.04%
Junior / 60+ (casual use)	92.00	94.00	2.17%
Casual Use without Pavilion			
Adults (casual use/without pavilion)	52.00	53.00	1.92%
Junior / 60+ (casual use/ without pavilion)	29.50	30.00	1.69%
School Parties with Pavilion	135.00	137.00	1.48%
School Parties without Pavilion	72.50	73.50	1.38%
Pitch & Putt			
Round with Clubs Adult	8.55	8.70	1.75%
Round with Clubs Junior/60+	4.25	4.35	2.35%
Round with own Clubs Adult	5.60	5.70	1.79%
Round with own Clubs Junior/60+	3.15	3.20	1.59%
Broken Club	35.65	36.20	1.54%
Lost Ball	4.00	4.10	2.50%
Deposit on Club	12.70	12.95	2.00%

REGENERATION, CULTURE AND ENVIRONMENT

PLANNING

PLANNING

VAT to be added where applicable

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
Photocopying (per page)	0.10	0.10	0.00%
Plan copying (A0 per plan)	15.50	16.00	3.23%
Plan copying (A1 per plan)	7.80	8.00	2.56%
Plan copying (A2 per plan)	4.00	4.10	2.50%
Plan copying (A3 per plan)	1.90	1.90	0.00%
Plan copying (A4 per plan)	0.90	0.90	0.00%
Ordnance Survey site locations plans of 6 A4 block plan scale 1:500	32.40	32.40	0.00%
Ordnance Survey site locations plans of 6 A4 site plan scale 1:1250	32.40	32.40	0.00%
Ordnance Survey site locations plans of 6 A4 site plan scale 1:250	64.90	64.90	0.00%
Decision notices (copies of per page plus postage & packing)	0.10	0.10	0.00%
Section 106 agreements (copies of per page plus postage & packing)	0.10	0.10	0.00%
Research for private property sales/purchases (up to one hour)	38.50	40.00	3.90%
Research for private property sales/purchases (per hour thereafter)	38.50	40.00	3.90%
Search of adjoining land/property up to 200m - (plus research fee as above)	50.00	52.00	4.00%

Pre Application Service

Charge per hour: Assistant Director	138.25	142.50	3.07%
Charge per hour: Head of Service	117.25	120.85	3.07%
Charge per hour: Group Manager / Principal Planner	104.13	107.25	3.00%
Charge per hour: Senior Planner / Senior Arboriculture Officer	90.12	92.90	3.08%
Charge per hour: EHO / Highways Officer / Conservation Officer	83.13	85.65	3.03%
Charge per hour: Planners	69.12	71.25	3.08%
Charge for Presentations to Members	800.00	824.00	3.00%

Major Developments

Strategic Residential

Preliminary Advice	355.00	365.70	3.01%
Meeting and Written Advice	3,100.00	3,193.00	3.00%

Major Residential

Preliminary Advice	355.00	365.70	3.01%
Meeting and Written Advice	1,550.00	1,596.50	3.00%

Strategic Commercial

Preliminary Advice	355.00	365.70	3.01%
Meeting and Written Advice	3,100.00	3,193.00	3.00%

Major Commercial

Preliminary Advice	355.00	365.70	3.01%
Meeting and Written Advice	1,550.00	1,596.50	3.00%

REGENERATION, CULTURE AND ENVIRONMENT

PLANNING	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
<u>PLANNING</u>			
VAT to be added where applicable			
<u>Minor Developments</u>			
Minor Residential			
Written	413.32	426.00	3.07%
Meeting and Written Advice	516.65	532.15	3.00%
Minor Commercial			
Written	413.32	426.00	3.07%
Meeting and Written Advice	516.65	532.15	3.00%
Other			
Householder			
Meeting	150.00	154.50	3.00%
Additional Sites as above plus £50 plus VAT	50.00	51.50	3.00%
Officer Hourly Rates			
Hourly rates: Head of Service	117.25	120.85	3.07%
Hourly rates: Principal Planner	104.13	107.25	3.00%
Hourly rates: Senior Planner	90.12	92.90	3.08%
Hourly rates: Planners	69.12	71.25	3.08%
Discharge of Conditions - Discussion of requirements			
Meeting	see above	see above	
Discussions relating to amendments to previously approved schemes			
Meeting	see above	see above	
Discussion post refusal			
No pre-app sought prior to submitting planning application	Relevant Pre-App Charges apply	Relevant Pre-App Charges apply	
Pre-App sought prior to submitting planning application	see above	see above	
Listed Building			
Written Advice Only	110.00	113.30	3.00%
Trees			
Meeting - hourly rate	90.12	92.90	3.08%

REGENERATION, CULTURE AND ENVIRONMENT

PLANNING

Fee 2021/22 Fee 2022/23 Increase

£ £ %

PLANNING

VAT to be added where applicable

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

Officer time

see above

see above

Medway Aimsun Model Transport Assessment

Application type	Licence	Transport Assessment	Impartial validation	Total
Strategic	£6,100	Unknown – applicant to appoint suitable consultant	£3,900	£10,000
Major	£3,600	Unknown – applicant to appoint suitable consultant	£2,900	£6,500

Administration Charge for invalid Planning Applications

Householder, Minor and Other Applications With no Planning officer Input	44.00	45.00	2.27%
Major Applications and applications where officer input required	87.00	90.00	3.45%

Administration Charge for retrospective applications following an Enforcement Investigation

All Planning Applications	32.72	33.70	3.00%
S106 Monitoring Cost Per Obligation Trigger - no VAT	450.00	465.00	3.33%

REGENERATION, CULTURE AND ENVIRONMENT

ECONOMIC DEVELOPMENT	Fee 2021/22	Fee 2022/23	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)	43.00	44.00	2.33%
Darwin Room (per half day - 4 hours)	152.00	157.00	3.29%
Darwin Room (per day - 8 hours)	257.00	265.00	3.11%
Sunderland Room (per hour)	36.00	Remove	N/A
Sunderland Room (per half day - 4 hours)	122.50	Remove	N/A
Sunderland Room (per day - 8 hours)	185.00	Remove	N/A
G3 Room (per hour)	28.00	29.00	3.57%
G3 Room (per half day - 4 hours)	92.00	95.00	3.26%
G3 Room (per day - 8 hours)	131.00	135.00	3.05%
G5 Room (per hour)	28.00	29.00	3.57%
G5 Room (per half day - 4 hours)	92.00	95.00	3.26%
G5 Room (per day - 8 hours)	131.00	135.00	3.05%
Non-Tenants			
Darwin Room - per hour	58.00	60.00	3.45%
Darwin Room (per half day - 4 hours)	194.00	200.00	3.09%
Darwin Room (per day - 8 hours)	327.00	340.00	3.98%
Sunderland Room (per hour)	53.00	Remove	N/A
Sunderland Room (per half day - 4 hours)	179.00	Remove	N/A
Sunderland Room (per day - 8 hours)	266.00	Remove	N/A
G3 Room (per hour)	36.00	37.00	2.78%
G3 Room (per half day - 4 hours)	123.00	127.00	3.25%
G3 Room (per day - 8 hours)	204.00	210.00	2.94%
G5 Room (per hour)	36.00	37.00	2.78%
G5 Room (per half day - 4 hours)	123.00	127.00	3.25%
G5 Room (per day - 8 hours)	204.00	210.00	2.94%
<u>Data Centre</u>			
Internal Tenants			
Data Centre space (per "U" of space per month)	11.25	11.50	2.22%
Data Centre space (per half rack of space per month)	271.00	280.00	3.32%
Data Centre space (per 1 rack of space per month)	441.00	450.00	2.04%
Data Centre power (per KWh per month)	0.16	0.16	0.00%
Non-Tenants			
Data Centre space (per "U" of space per month)	22.00	23.00	4.55%
Data Centre space (per half rack of space per month)	307.00	315.00	2.61%
Data Centre space (per 1 rack of space per month)	477.40	490.00	2.64%
Data Centre power (per KWh per month)	0.16	0.16	0.00%

REGENERATION, CULTURE AND ENVIRONMENT

ECONOMIC DEVELOPMENT	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
<u>ECONOMIC DEVELOPMENT</u>			
Innovation Centre Medway			
VAT to be added where applicable			
<u>Bandwidth</u>			
Starting from 10mb			
Internal Tenants			
Per mb per month	10.50	10.80	2.86%
Non-Tenants			
Per mb per month	13.40	13.80	2.99%
<u>Other Charges</u>			
Office set up fee	122.00	125.00	2.46%
Floor box moving fee - per box	32.00	33.00	3.13%
Floor box power usage for individual offices (per KWh per month)	0.20	0.21	5.00%
Printing/copying per copy black and white	0.06	0.06	0.00%
Printing/copying per copy colour	0.11	0.11	0.00%
Telephone hire per handset per month	11.00	11.00	0.00%
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 AND ENVIRONMENT

LEISURE CENTRES

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
SPORTS CENTRE FACILITIES			
MEMBERSHIPS			
Increased Membership prices will apply to new members or rejoining members. It should be noted that some existing members have a 'price for life.'			
Premier Membership - Advance annual payment	479.40	479.40	0.00%
Family Membership - Advance annual payment	840.00	840.00	0.00%
Premier Membership - Monthly	39.95	39.95	0.00%
Family Membership - Monthly	70.00	70.00	0.00%
Senior Membership - Monthly	16.00	16.50	3.13%
Senior Membership - Monthly pay and play	16.50	17.35	5.15%
Gym and swim Membership - Monthly	29.95	31.45	5.01%
Class and swim Membership - Monthly	29.95	31.45	5.01%
Rackets and swim Membership - Monthly	29.95	31.45	5.01%
Student Membership - Monthly	24.50	25.75	5.10%
Disabled Membership - Monthly	20.40	21.00	2.94%
Swimming Membership - Monthly	18.65	19.60	5.09%
Echoes Gym Non-Member Casual	9.20	9.50	3.26%
Gym induction	17.30	17.80	2.89%
Centre admission annual pass			
Adult	47.40	48.85	3.06%
Family	67.10	69.10	2.98%
Junior (under 16)	24.40	25.20	3.28%
Senior	24.40	25.20	3.28%
Centre admission fee - daily			
Adult	2.60	2.70	3.85%
Junior (under 16)	1.90	1.95	2.63%
Senior	1.90	1.95	2.63%
Squash - 40 minutes	11.00	11.35	3.18%
Badminton - per hour	13.00	13.40	3.08%
School swim	2.90	3.00	3.45%
Fitness classes	6.80	7.00	2.94%
Medway Park			
Hire of Pool (per hour)			
Training Pool	39.90	41.10	3.01%
Diving Pool	39.90	41.10	3.01%
All Pools	190.10	195.80	3.00%
Gala (including timing) 3 hour package	468.20	482.20	2.99%

REGENERATION, CULTURE AND ENVIRONMENT

LEISURE CENTRES	Fee 2021/22	Fee 2022/23	Increase %
	£	£	
SPORTS CENTRE FACILITIES			
ROOM HIRE (Medway Park and Strood)			
Per Hour	20.10	20.70	2.99%
Per Day	107.10	110.30	2.99%
Dance Studios			
Dance studios per hour	29.70	30.60	3.03%
Athletics Tracks (Medway Park and Deangate)			
Clubs per hour	59.50	61.30	3.03%
Floodlights per hour	20.10	20.70	2.99%
Individual Use	4.20	4.30	2.38%
SPLASHES (Facility Currently closed to the Public, this charge will be reviewed in the business plan for the new Facility when it reopens to the public)			
Admissions			
Adult Swim	5.95	Remove	N/A
Child / Senior	5.10	Remove	N/A
Under Threes (no charge)	FREE	Remove	N/A
STRAND LEISURE PARK			
Summer Season			
Admissions			
Adult per session	6.00	6.20	3.33%
Jnr per session	4.00	4.10	2.50%
Senior per session	4.00	4.10	2.50%
Netball			
5-a-side (per session)	21.60	Remove	N/A
STROOD SPORTS CENTRE & HUNDRED OF HOO SPORTS CENTRE			
Wet Side Strood			
Large Pool per hour Strood	130.60	134.50	2.99%
Training Pool per hour Strood	39.90	41.10	3.01%
Large Pool per hour Hoo	65.30	67.30	3.06%
Training Pool per hour Hoo	39.90	41.10	3.01%
Hydrotherapy pool per hour Strood	59.50	61.30	3.03%
KICKS			
Peak times Monday - Thursday after 5pm.			
5-a-side Pitch Hire	35.00	36.00	2.86%
7-a-side Pitch Hire	55.00	56.70	3.09%
WATLING PARK FOOTBALL CENTRE			
(per session)			
Full pitch	90.00	92.70	3.00%
Half pitch	55.00	56.70	3.09%

REGENERATION, CULTURE AND ENVIRONMENT

	Fee 2021/22	Fee 2022/23	Increase %
	£	£	%
Entrance fees for castles are set in conjunction with English Heritage.			
<u>ROCHESTER CASTLE</u>			
Per Person (Adult)	7.20	7.40	2.78%
Per Person (60+)	5.15	5.30	2.91%
Per Person (Child 5-17 years)	3.10	3.20	3.23%
Family - 2 adult and 1 child	17.50	18.00	2.86%
English Heritage membership including corporate	Free	Free	N/A
Group 11+ people (Adult)	6.10	6.30	3.28%
Group 11+ people (Child)	2.65	2.70	1.89%
Audio guide	1.05	Remove	N/A
Education visit Inc. introduction in Tower Two	20.50	21.00	2.44%
Hire of grounds daytime	1,025.00	Remove	N/A
Hire of grounds evening/over night	2,050.00	Remove	N/A
Hire of grounds charity	515.00	Remove	N/A
Hire - grounds only (per hour)		300.00	New Charge
Hire - whole site (per hour)		1,000.00	New Charge
Wedding hire (castle and grounds - four hours)		3,500.00	New Charge
<u>UPNOR CASTLE</u>			
Per Person (Adult)	7.20	7.40	2.78%
Per Person (60+)	5.15	5.30	2.91%
Per Person (Child 5-17 years)	3.10	3.20	3.23%
Family - 2 adult and 1 child	17.50	18.00	2.86%
Group 11+ people (Adult). 15% discount	6.10	6.30	3.28%
Group 11+ people (Child) 15% discount	2.65	2.70	1.89%
English Heritage membership including corporate	Free	Free	N/A
Audio guide	1.05	Remove	N/A
Wedding (Friday & Saturday)	1,025.00	Remove	N/A
Midweek wedding (Monday-Thursday)	710.00	Remove	N/A
Wedding hire (castle and grounds - four hours)		2,000.00	New Charge
Wedding late booking discount (6 month prior to date) -25%		Remove	
Upnor Castle residents pass (season)	25.60	26.40	3.12%
Hire - Part of site per hour	77.00	Remove	N/A
Hire - Whole site per hour	164.00	550.00	235.37%
Half day visit with Education Officer	62.00	64.00	3.23%
<u>TEMPLE MANOR</u>			
Hire of site per hour	76.00	76.00	0.00%
Half day visit with Education Officer	62.00	64.00	3.23%
Discretionary entry fee discounts to maximise marketing - Head of Service authorised			
Buy -one-get one free			
Free admission for charity/school raffles			
50% discount			
Kids go free			
Big day out participation			

GUILDHALL MUSEUM

Admission	0.00	0.00	0.00%
Hire of Members room to Oyster Fisheries	45.00	46.30	2.89%
Hire of Members room per hour 9am - 5pm	46.50	47.90	3.01%
Hire of Guildhall Chamber per hour 9am - 5pm	77.00	79.30	2.99%

Illustrated lectures for adult groups in the Museum			
Illustrated lectures for adult groups - outreach (daytime)	31.00	31.90	2.90%
Illustrated lectures for adult groups - outreach (evening)	82.00	84.50	3.05%
Heritage engagement sessions - on site introductions	62.00	63.90	3.06%
Education Outreach Visits - Medway Schools - Morning	175.00	180.20	2.97%
Education Outreach Visits - Medway Schools - Whole day	240.00	247.20	3.00%
Overnight hire of Guildhall Museum	1,025.00	Remove	N/A
Weddings	475.00	489.20	2.99%

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)	67.00	Remove	N/A
Filming minimum charge (commercial)	134.00	Remove	N/A
Handling fee per hour	50.00	Remove	N/A

*By negotiation and sign-off by Head of Service due to the varying needs of the hirer***EASTGATE HOUSE**

Per Person (Adult)	5.75	5.90	2.61%
Per Person (60+)	3.10	3.20	3.23%
Per Person (Child 5-17 years)	2.60	2.70	3.85%
Family - 2 adult and 1 child	14.00	14.40	2.86%
English Heritage members 20% discount			
Group 11+ people (Adult). 15% discount	4.90	5.05	3.06%
Group 11+ people (Child) 15% discount	2.20	2.30	4.55%
Education visit	62.00	64.00	3.23%
Hire of activity room Wednesday - Sunday 10am to 4pm	23.00	Remove	N/A
Hire of activity room Monday to Tuesday 10am to 4pm	36.00	Remove	N/A
Hire of activity room Wednesday to Sunday (per hour)		12.40	New Charge
Hire of activity room Monday to Tuesday (per hour)		17.50	New Charge
Additional hours 4pm - 7pm per hour	12.00	Remove	N/A
Additional hours 7pm - 10pm per hour	17.00	Remove	N/A
Additional hours after 10pm per hour	23.00	Remove	N/A
Hire of whole house Monday to Tuesday 10am - 5pm per hour	54.50	56.10	2.94%
Hire of whole house Monday to Tuesday 5pm to 8pm per hour	77.00	79.30	2.99%
Hire of whole house After 8pm/overnight			
Weddings Inc. registrars fee	1075.00	1,107.25	3.00%

JOINT HERITAGE TICKETS**Rochester Castle and Eastgate House (20% Discount for joint ticket)**

Per Person (Adult)	10.35	10.65	2.90%
Per Person (60+)	6.60	6.80	3.03%
Per Person (Child 5-17 years)	4.55	4.70	3.30%
Family - 2 adult and 2 children	25.20	25.90	2.78%

Rochester Castle, Upnor Castle, and Eastgate House (25% Discount for joint ticket)

Per Person (Adult)	15.10	15.50	2.65%
Per Person (60+)	10.05	10.35	2.99%
Per Person (Child 5-17 years)	6.75	6.80	0.74%
Family - 2 adult and 2 children	36.75	37.80	2.86%

REGENERATION, CULTURE AND ENVIRONMENT

MEDWAY ARCHIVES, LOCAL STUDIES CENTRE	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
Photocopying (Local Studies) A4	0.30	0.30	0.00%
Photocopying (Local Studies) A3	0.50	0.50	0.00%
<i>Photocopying (Local Studies) colour A4</i>	0.75	0.75	0.00%
<i>Photocopying (Local Studies) colour A3</i>	1.05	1.05	0.00%
Photocopying (Archives original doc) A4	1.00	REMOVE	N/A
Photocopying (Archives original doc) A3	2.00	REMOVE	N/A
<i>Photocopying (Archives original doc) colour A4</i>	2.00	REMOVE	N/A
<i>Photocopying (Archives original doc) colour A3</i>	4.00	REMOVE	N/A
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%
Digital image supply (£2 per subsequent image if from the same item)	5.00	6.00	20.00%
Microfiche/Microfilm printouts A4	0.80	0.80	0.00%
Microfiche/Microfilm printouts A3	1.00	1.00	0.00%
Self service digital image permit (non-commercial)	10.00	10.00	0.00%
Self service digital image permit (up to 5 images) (non-commercial)	5.00	5.00	0.00%
Self service digital image permit (commercial users)	26.00	26.00	0.00%
Remote reprographics handling charge per item (including for digitisation/photographing carried out by a professional photographer)	9.00	REMOVE	N/A
Medway Archives - Other Charges			
Baptism Certificate (National charge)	31.00	31.00	0.00%
Preparations for media visits and filming on premises : per hour	105.00	105.00	0.00%
Issue of conviction certificate copy (magistrates courts)	43.00	45.00	4.65%
Storage of magistrates' court records(per box per annum)	9.00	10.00	11.11%
Talks to external groups (at discretion of staff)	55.00	55.00	0.00%
Talks to groups visiting (excluding school visits and at the discretion of staff)	45.00	45.00	0.00%
Research per hour private users (at discretion of Archivist)	40.00	40.00	0.00%
Research per hour commercial users (at discretion of Archivist)	100.00	100.00	0.00%
ROYALTIES - All royalties fees checked as being market rate with similar institutions]			
Reproduction of photograph in print media (including e-books) (UK only publication) Market rate	45.00	45.00	0.00%
Reproduction of photograph in print media (including e-books) (Worldwide publication) Market rate	60.00	60.00	0.00%
Reproduction of photograph in TV programme (per image)-market rate	100.00	100.00	0.00%
Reproduction of photograph on publication cover (UK only publication)	72.00	72.00	0.00%
Reproduction of photograph on publication cover (Worldwide publication)	105.00	105.00	0.00%
Reproduction of photograph in web-based publication.	45.00	45.00	0.00%
Education and reminiscence packs - creation of new packs for customer	50.00	50.00	0.00%
Education and reminiscence packs - printing of existing pack	25.00	25.00	0.00%
Exhibitions - loan of existing physical exhibition and reminiscence packs	25.00	25.00	0.00%

REGENERATION, CULTURE AND ENVIRONMENT

THEATRES	Fee	Fee	Increase	per hour excess		
	2021/22	2022/23		Fee	Fee	Increase
	£	£		2021/22	2022/23	%

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

THE CENTRAL THEATRE

SCALE A - Concerts and Entertainments

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

Daily Minimum Charge

Monday - Tuesday	2,720.05	2,801.70	3.00%	173.96	179.18	3.00%
Wednesday - Thursday	2,885.00	2,971.50	3.00%	185.46	191.02	3.00%
Friday/Saturday/Sunday	3,519.37	3,624.90	3.00%	258.22	265.97	3.00%
Bank Holidays	5,113.67	5,267.10	3.00%	296.46	305.36	3.00%
Extra Performance	765.44	788.40	3.00%			
Extra Performance (Bank hols)	982.66	1,012.10	3.00%			
Rehearsal and fit-up rates						
Minimum of 3 hours on non-show days						
Monday - Tuesday	84.26	86.79	3.00%			
Wednesday - Thursday	93.84	96.66	3.00%			
Friday/Saturday/Sunday	124.93	128.68	3.00%			
Bank Holidays	158.59	163.35	3.00%			
Non-returnable deposit	689.52	710.21	3.00%			
Non-returnable deposit (3 days or more)	1,453.50	1,497.11	3.00%			

SCALE C (Formerly Scale B)

(Voluntary Organisations/Registered Charities/Non Commercial Organisations)

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

Monday - Tuesday	651.31	670.85	3.00%	111.78	115.14	3.00%
Wednesday - Thursday	702.80	723.88	3.00%	156.03	160.71	3.00%
Friday/Saturday/Sunday	1,397.81	1,439.74	3.00%	180.78	186.21	3.00%
Bank Holidays	1,931.09	1,989.03	3.00%	203.73	209.85	3.00%
Extra Performance	548.33	564.78	3.00%			
Extra Performance (bank hols)	646.64	666.04	3.00%			
Rehearsal and fit-up rates						
Minimum of 3 hours on non-show days						
Monday - Tuesday	54.96	56.61	3.00%			
Wednesday - Thursday	66.31	68.30	3.00%			
Friday/Saturday/Sunday	102.98	106.07	3.00%			
Bank Holidays	143.55	147.86	3.00%			
Non-returnable deposit	306.00	315.18	3.00%			
Non-returnable deposit (3 days or more)	629.34	648.22	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 AND ENVIRONMENT

THEATRES	Fee	Fee	Increase	per hour excess		
	2021/22	2022/23		Fee	Fee	Increase
	£	£	%	£	£	%
THE BROOK THEATRE						
SCALE A - Commercial organisations/Non-Voluntary organisations (non-arts based)						
All fees are charged at an hourly rate for between 8.30am and 10.30pm						
Main Theatre	96.52	99.42	3.00%			
Main Theatre Floor events	68.77	70.83	3.00%			
Mayor's Parlour	30.54	31.45	3.00%			
Studio Room Hire	45.91	47.29	3.00%			
Conference Room	30.54	31.45	3.00%			
Meeting Room	16.61	17.10	3.00%			
Activity Room	11.71	12.06	3.00%			
Large Dance Studio	16.17	16.65	3.00%			
Small Dance Studio	10.71	11.03	3.00%			
Function Room	18.73	19.29	3.00%			
Basement Dance Studio	13.37	13.77	3.00%			
Basement Drama Studio	14.38	14.81	3.00%			
Non-returnable deposit	312.12	321.48	3.00%			
Non-returnable deposit (3 days or more)	624.24	642.97	3.00%			
SCALE B - Professional arts based organisations						
Main Theatre	60.29	62.10	3.00%			
Main Theatre Floor Events	43.02	44.31	3.00%			
Mayor's Parlour	20.18	20.78	3.00%			
Studio Room Hire	28.74	29.61	3.00%			
Conference Room	20.18	20.78	3.00%			
Meeting Room	11.14	11.47	3.00%			
Activity Room	7.69	7.92	3.00%			
Large Dance Studio	10.71	11.03	3.00%			
Small Dance Studio	6.69	6.89	3.00%			
Function Room	13.93	14.35	3.00%			
Basement Dance Studio	10.25	10.56	3.00%			
Basement Drama Studio	10.91	11.24	3.00%			
Non-returnable deposit	312.12	321.48	3.00%			
Non-returnable deposit (3 days or more)	624.24	642.97	3.00%			
SCALE C - Amateur arts based organisations						
Main Theatre	36.43	37.53	3.00%			
Main Theatre Floor Events	25.53	26.30	3.00%			
Mayor's Parlour	13.37	13.77	3.00%			
Studio Room Hire	19.29	19.87	3.00%			
Conference Room	13.36	13.76	3.00%			
Meeting Room	7.35	7.57	3.00%			
Activity Room	5.23	5.39	3.00%			
Large Dance Studio	7.25	7.47	3.00%			
Small Dance Studio	4.90	5.04	3.00%			
Function Room	9.25	9.53	3.00%			
Basement Dance Studio	6.58	6.78	3.00%			
Basement Drama Studio	7.25	7.47	3.00%			
Non-returnable deposit	238.68	245.84	3.00%			
Non-returnable deposit (3 days or more)	385.56	397.13	3.00%			

REGENERATION, CULTURE & ENVIRONMENT

ROCHESTER CORN EXCHANGE	Fee 2021/22	Fee 2022/23	Increase	Fee 2023/24	Increase	Fee 2024/25	Increase
Bookings outside these times can only be accepted after negotiation with Management and at additional cost.	£	£	%	£	%	£	%
PARTIES AND CELEBRATIONS							
A range of room only options are available that have access to tables, chairs, staging (Queen's Hall only) and dance floor. Catering is not included.							
Queens Hall							
In addition to the above, also includes staffed bar and seating area							
Half Day Hire (Minimum of 6 hour hire)	1,500.00	1,575.00	5.00%	1,650.00	4.76%	1,740.00	5.17%
Full Day Hire (Flexible Access)	3,000.00	3,150.00	5.00%	3,350.00	6.35%	3,520.00	4.83%
Princes Hall							
In addition to the above it includes access to staffed bar							
Half Day Hire (Minimum of 4 hour hire)	240.00	252.00	5.00%	265.00	5.16%	280.00	5.36%
Full Day Hire (Flexible Access)	1,000.00	1,050.00	5.00%	1,100.00	4.76%	1,155.00	4.76%
BUSINESS EVENTS							
A range of options for the hire of rooms only. Hirers will have access to tables, chairs and in house audio visual equipment. Catering not included.							
Queen's Hall							
Half Day Hire (Minimum 4 hour hire)	1,000.00	1,050.00	5.00%	1,100.00	4.76%	1,160.00	5.17%
Full Day Hire (Flexible access between 8am and midnight)	3,000.00	3,150.00	5.00%	3,350.00	6.35%	3,520.00	4.83%
Prince's Hall							
Half Day Hire (Minimum 4 hour hire)	240.00	252.00	5.00%	265.00	5.16%	280.00	5.36%
Full Day Hire (Flexible access between 8am and midnight)	1,500.00	1,575.00	5.00%	1,660.00	5.40%	1,743.00	4.76%
Delegate Packages							
Two delegate packages are available for businesses who require a complete hire and catering package. Each package has specific food and beverage options. The room allocation for these rates are dependant on the number of delegates attending.							
Standard delegate rate (per head)	25.00	By negotiation					
Premium delegate rate (per head)	37.50	By negotiation					
WEDDING PACKAGES							

ROCHESTER CORN EXCHANGE	Fee 2021/22	Fee 2022/23	Increase	Fee 2023/24	Increase	Fee 2024/25	Increase
Bookings outside these times can only be accepted after negotiation with Management and at additional cost.	£	£	%	£	%	£	%
A suite of Wedding packages has been put together for the re-launch of the Rochester Corn Exchange following the Refurbishment of the Facility. The packages will be clearly defined but can ultimately be as bespoke as the customer requires charged at a day rate from 9am and midnight.							
The Courtyard							
A standard hire of the Queens Hall that includes tables, chairs, use of the bar & kitchen allowing hirers to add their own finishing touches, allowing greater flexibility with food & drinks options							
Sunday to Thursday	3,000.00	3,375.00	12.50%	3,560.00	5.48%	3,738.00	4.76%
Friday and Saturday	3,900.00	4,387.50	12.50%	4,650.00	5.98%	4,883.00	4.77%
The Castle							
A mid-scale package that includes all of the hire benefits of the Courtyard package with additional dressing and a drinks package							
Sunday to Thursday	4,750.00	5,350.00	12.63%	5,650.00	5.61%	5,940.00	4.88%
Friday and Saturday	5,700.00	6,400.00	12.28%	6,750.00	5.47%	7,088.00	4.77%
The Cathedral							
This premium package offers all of the hire benefit of The Castle package plus additional decoration and a premium drinks package.							
Sunday to Thursday	6,000.00	6,750.00	12.50%	7,100.00	5.19%	7,455.00	4.76%
Friday and Saturday	7,200.00	8,100.00	12.50%	8,550.00	5.56%	8,978.00	4.77%

Any promotional offer that differs to the charges above will need Director & Portfolio Holder Sign off

REGENERATION, CULTURE AND ENVIRONMENT

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
PRIVATE SECTOR HOUSING			
Enforcement Activity			
Copy of Notices	6.80	7.00	2.94%
Service of statutory notice	535.50	551.00	2.89%
HMO License Renewal Charge	601.60	619.00	2.89%
Non Statutory Accommodation Inspections (plus £83.50 per additional follow up inspection)	142.80	147.00	2.94%
Fee for Assistance with (HMO) Applications and pre application Inspection (plus £7.50 per room over 5)	163.20	168.00	2.94%
Sec232 Housing Act2004 Register of Licences Viewings	44.40	45.70	2.93%
Inspections			
Non Statutory Accommodation Inspections	107.50	Remove	N/A
Licensing of Houses in Multiple Occupation Second or Subsequent Application	1,075.10	1,106.70	2.94%
Change of manager	955.50	983.60	2.94%
Licence variation	111.90	115.20	2.95%
Licence renewal fee - with no significant changes	136.50	140.50	2.93%
Licence renewal fee - with significant changes	403.70	Remove	N/A
2nd Reminder Letter for a HMO Licence	683.20	703.20	2.93%
Unlicensed HMO Fine	40.60	41.80	2.96%
	173.90	179.00	2.93%
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%

**(The above charges are subject to change and will be calculated using 90% of LHA rates plus £60 Management Fee).*

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
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	76.55	79.22	3.50%
Mobile Homes Act 2013			
Application for a new licence	362.10	373.00	3.01%
Application for a new licence: per pitch	8.60	8.85	2.91%
Application to transfer or amend an existing licence:			
Minor amendment	141.40	145.60	2.97%
Major amendment	282.80	291.00	2.90%
Annual Licence Fee (Admin and Monitoring existing site)	28.30	29.10	2.83%
Annual Licence Fee (Admin and Monitoring existing site) per pitch	11.30	11.60	2.65%

REGENERATION, CULTURE AND ENVIRONMENT

LIBRARIES	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
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	Remove	N/A
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	Remove	N/A
DVD boxed set 1 week loan	1.70	1.70	0.00%
Language courses - 3 month loans	6.00	Remove	N/A
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	14.00	14.00	0.00%
Outside Library opening hours - per hour	21.50	21.50	0.00%
Guest use of public computer session	3.00	3.00	0.00%

REGENERATION, CULTURE AND ENVIRONMENT

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

CEMETERIES

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

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

	Fee 2021/22		Fee 2022/23		increase	
	£		£		%	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Interment and attendance fee up to 18 years: max grave length 1.8 m (max coffin length is 1.65m). (Adult fee is applied to a person under 18 if interred in full sized adult grave.)	0.00	0.00	0.00	0.00	0.00%	0.00%
Interment and attendance fee: 18 years and above to single or double depth.	785.00	1,570.00	800.00	1,600.00	1.91%	1.91%
Interment and attendance fee: 18 years and above to treble depth.	960.00	1,920.00	980.00	1,960.00	2.08%	2.08%
Interment and attendance fee: 18 years and above to quadruple depth is special request with minimum 7 working days notice.	1,800.00	3,100.00	1,850.00	3,700.00	2.78%	19.35%
Two full burials undertaken at same time, add to interment fee:	169.00	338.00	175.00	350.00	3.55%	3.55%
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.	170.00	340.00	176.00	352.00	3.53%	3.53%
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.	225.00	450.00	235.00	470.00	4.44%	4.44%
Extra digging etc. to accommodate internal boarding, framework, covers etc. Prices from:	237.00	237.00	245.00	245.00	3.38%	3.38%
Relocation of spoil away from graveside prior to service / interment. Prices from:	254.00	254.00	262.00	262.00	3.15%	3.15%
Saturday Interment - by arrangement - min 8 working days notice and subject to availability: add	670.00	670.00	690.00	690.00	2.99%	2.99%
Saturday Interment of cremated remains - by arrangement - minimum 8 days notice and subject to availability. In addition to interment fees above.	165.00	165.00	170.00	170.00	3.03%	3.03%
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.	95.00	95.00	98.00	98.00	3.16%	3.16%
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.	180.00	180.00	186.00	186.00	3.33%	3.33%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

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

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

	Fee 2021/22		Fee 2022/23		increase	
	£		£		%	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Grave Selection next-in-line	52.00	52.00	54.00	54.00	3.85%	3.85%
Grave Selection	160.00	160.00	165.00	165.00	3.13%	3.13%
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	1,005.00	2,010.00	1,035.00	2,070.00	2.99%	2.99%
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	1,585.00	3,170.00	1,633.00	3,266.00	3.03%	3.03%
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).	3,095.00	6,190.00	3,188.00	6,376.00	3.00%	3.00%
Child graves 6' x 3' : 50 years Inc., memorial permit/right to erect.	690.00	1,311.00	711.00	1,422.00	3.04%	8.47%
Child graves 6' x 3' : 99 years Inc., memorial permit/right to erect	1,075.00	2,109.00	1,108.00	2,216.00	3.07%	5.07%
Cremated remains grave (3' x 3') 30 years Inc., memorial permit, the right to erect and selection	587.00	1,174.00	605.00	1,210.00	3.07%	3.07%
Cremated remains grave (3' x 3') 50 years Inc., memorial permit the right to erect and selection	978.00	1,956.00	1,008.00	2,016.00	3.07%	3.07%
Cremated remains grave (3' x 3') 99 years Inc., memorial permit, the right to erect and selection	1,462.00	2,924.00	1,506.00	3,012.00	3.01%	3.01%
Woodland Interment of cremated remains (no tree) includes exclusive right of burial (99 years) and interment fee	905.00	1,810.00	933.00	1,866.00	3.09%	3.09%
Woodland Burial fee - includes exclusive right of burial (99 years) - interment fee and memorial tree	1,831.00	3,662.00	1,886.00	3,772.00	3.00%	3.00%
Pre Purchased fee Woodland Burial (99 years) includes memorial tree separate interment fee will apply at time of burial	1,717.00	3,434.00	1,769.00	3,538.00	3.03%	3.03%

	Fee 2021/22		Fee 2022/23		increase	
	£		£		%	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
CEMETERY MISCELLANEOUS						
Use of Cemetery Chapel (Duration of Service: 45 minutes).	90.00	90.00	93.00	93.00	3.33%	3.33%
Children up to 18 years - use of Cemetery Chapel (Duration of Service:45 mins)	90.00	90.00	93.00	93.00	3.33%	3.33%
Private Use of Cemetery Chapel	155.00	155.00	165.00	165.00	6.45%	6.45%
Heating of Chapel - October to April (per service)	30.00	30.00	31.00	31.00	3.33%	3.33%
Re-open walled grave - from:	290.00	290.00	299.00	299.00	3.10%	3.10%
Exhumation – from:	1,265.00	1,265.00	1,303.00	1,303.00	3.00%	3.00%
Exhumation of cremated remains – from:	450.00	450.00	464.00	464.00	3.11%	3.11%
Alterations or transfers of right of exclusive burial and duplicate EROB's (For spouse - deduct £20.00)	60.00	60.00	62.00	62.00	3.33%	3.33%
Genealogical Search fee per surname and subject to date of Register entry (assisted searches extra)	20.00	20.00	20.00	20.00	0.00%	0.00%
Marking / identification of grave prior to visit - special request (min 5 days notice)	60.00	60.00	60.00	60.00	0.00%	0.00%
NEW: Extension to full grave EROB of 20 years - including alteration of grave deed	640.00	1,280.00	660.00	1,320.00	3.13%	3.13%
NEW: Extension to full grave EROB of 49 years - including alteration of grave deed	1,570.00	3,140.00	1,617.00	3,234.00	2.99%	2.99%
NEW: Extension to EROB full grave of 69 years - including alteration of grave deed	2,150.00	4,300.00	2,215.00	4,430.00	3.02%	3.02%
NEW: Extension to EROB cremated remains grave of 20 years - including alteration of grave deed	451.00	902.00	465.00	930.00	3.10%	3.10%
NEW: Extension to EROB cremated remains grave of 49 years - including alteration of grave deed	544.00	1,088.00	560.00	1,120.00	2.94%	2.94%
NEW: Extension to EROB cremated remains grave of 69 years - including alteration of grave deed	935.00	1,870.00	963.00	1,926.00	2.99%	2.99%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

CEMETERY LEASED MEMORIALS

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

Eco surround Renewal of lease 1 year	52.00	52.00	54.00	54.00	3.85%	3.85%
Wooden Cross (and other temporary marker) 1 year permit	21.00	21.00	22.00	22.00	4.76%	4.76%
Woodland burial plaques (10 years).	230.00	230.00	237.00	237.00	3.04%	3.04%
Woodland burial plaque - extension of lease	142.00	142.00	147.00	147.00	3.52%	3.52%

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)	112.00	112.00	116.00	116.00	3.57%	3.57%
Additional Inscriptions (no charge if undertaken in-situ and memorials not removed or detached from grave)	81.00	81.00	84.00	84.00	3.70%	3.70%
30 Year Permit for the erection of a memorial/headstone 12" or larger	213.00	213.00	220.00	220.00	3.29%	3.29%
30 Year Permit for the erection of full kerbs and cover slabs.	333.00	333.00	343.00	343.00	3.00%	3.00%
30 Year Permit for Memorial/headstone with full kerbs	510.00	510.00	526.00	526.00	3.14%	3.14%
30 Year Permit for Small kerbs (lawn section/cremated remains) and cover slabs	281.00	281.00	290.00	290.00	3.20%	3.20%
30 Year Permit Memorial/headstone with small kerbs	401.00	401.00	414.00	414.00	3.24%	3.24%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

CREMATORIUM

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

	Fee 2021/22
	£
	Resident and Non Resident
Adult cremation.	720.00
Late cremation after 15.30pm add £50.00, (by arrangement only)	
Adult cremation: 9.00am and 9.30am services	525.00
Adult Saturday Cremation - subject to availability. Includes facilities to witness the charging of the coffin.	860.00
16 and under Saturday Cremation - subject to availability. Includes facilities to witness the charging of the coffin.	235.00
NO SERVICE Cremation at 8:15am. This provides for a cremation only together with the strewing of cremated remains in the Gardens (where the family are not in attendance), and where required a Certificate of Disposal and cardboard cremated remains box. There is no service nor family attendance.	265.00
Joint service/cremations - 2 adults (includes Medway container) - 45 Minute service	975.00
Witness Coffin being committed into Cremator (Services after 9.30 am)	30.00
Extra costs for Service Overrun from:	40.00
Cremations under 16 years (excluding 'Late Cremations')	0.00

	Fee 2022/23
	£
	Resident and Non Resident
	730.00
	540.00
	886.00
	243.00
	270.00
	1,005.00
	30.00
	45.00
	0.00

	increase %
	Resident and Non Resident
	1.39%
	2.86%
	3.02%
	3.40%
	1.89%
	3.08%
	0.00%
	12.50%
	0.00%

CREMATORIUM MISCELLANEOUS

Temporary Storage of Remains - per month - (min period of storage = 3 months, payable in advance)	41.00
Cancellation within 48 hours of booked service (Postponement - no charge)	120.00
Receiving cremated remains from elsewhere	50.00
Witnessing Strewing from elsewhere (Up to 2 deceased, add £5.00 per person thereafter)	35.00
Family Led Strewing, from elsewhere (previously referred to as Silent strewing) - (up to 2 deceased, add £5.00 per person thereafter)	25.00
Additional Chapel Time/Memorial Service	255.00
Administration charge to cover requests for information, alterations etc. to records.	16.00
Additional or replacement Certified Extract, label or other proof of cremation	32.00

	43.00
	124.00
	Remove
	Remove
	Remove
	263.00
	17.00
	33.00

	4.88%
	3.33%
	N/A
	N/A
	N/A
	3.14%
	6.25%
	3.13%

Obitus in service tribute - Single Photo	13.00
Obitus in service tribute - Simple Slideshow	39.00
Obitus in service tribute - Professional Photo Tribute	72.00
Obitus in service tribute - Family supplied video	18.00
Obitus in service tribute - Physical copy of Pro Tribute	30.00
Obitus in service tribute - Downloadable link to Pro Tribute	10.00
Obitus in service tribute - Extra photos (each additional batch upto 25 photos)	16.00
Obitus Webcast of service - Live broadcast	30.00
Obitus Webcast of service - Live broadcast + 28 days playback + downloadable	45.00
Obitus Webcast of service - Physical copy on DVD, Blue-Ray or USB	50.00

	14.00
	41.00
	75.00
	20.00
	32.00
	12.00
	20.00
	33.00
	48.00
	52.00

	7.69%
	5.13%
	4.17%
	11.11%
	6.67%
	20.00%
	25.00%
	10.00%
	6.67%
	4.00%

New: Service charge - Overside Coffin - if a coffin is over 26" wide, we must have coffin sizes on the paperwork three days before the service	New
NEW: Receiving cremated remains from elsewhere, including strewing (witnessed / unwitnessed)	New

	100.00
	90.00

	N/A
	N/A

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

CREMATORIUM MEMORIALS

Book of Remembrance - includes 1 swipe card

	Fee 2021/22 £
	Resident and Non Resident
2 Line Entry	72.00
5 Line Entry	142.00
8 Line Entry	185.00
5 Line Entry with motif	203.00
8 Line Entry with motif	235.00
Additional screens of text, motif, pictures etc. for digital book of remembrance (per screen)	57.00
Additional swipe card for digital book of remembrance (existing entries)	19.00

	Fee 2022/23 £
	Resident and Non Resident
	75.00
	147.00
	191.00
	210.00
	242.00
	59.00
	20.00

	increase %
	Resident and Non Resident
	4.17%
	3.52%
	3.24%
	3.45%
	2.98%
	3.51%
	5.26%

Book of Remembrance for Babies - includes 1 swipe card

Charge Per Line	17.00
Charge For Motif	65.00
Additional screens of text, motif, pictures etc., for digital book of remembrance (per screen)	50.00
Additional swipe card for digital book of remembrance (existing entries)	19.00

	18.00
	67.00
	52.00
	20.00

	5.88%
	3.08%
	4.00%
	5.26%

Miniature Books - Existing books only

Each Additional Line	24.00
All Crests/Motifs	65.00
Postage and Packaging of books - Studio Returns	11.00

	25.00
	67.00
	12.00

	4.17%
	3.08%
	9.09%

Memorial Plaques

Perspex plaque - replacement or alteration to existing plaque including additional name	85.00
Perspex garden plaque - new and renewal (5 years)	133.00

	85.00
	137.00

	0.00%
	3.01%

Bronze Wall Plaques 5 -10 year lease - Renewal Only

Bronze wall plaque - extension of lease 10 years, no new plaque	186.00
Bronze wall plaque - extension of lease 5 years, no new plaque	97.00
Replacement or alteration to existing plaque including additional name	164.00

	191.58
	99.91
	168.92

	3.00%
	3.00%
	3.00%

Floris Wall Plaques: Renewal only

Extension of lease (10 years) - same plaque used	228.00
Extension of lease (5 years) - same plaque used	119.00
Replacement or alternation to existing Floris Wall plaque	203.00

	Remove
	Remove
	Remove

	N/A
	N/A
	N/A

Granite Wall Plaques: Renewal only

Extension of lease (10 years) - same plaque used	146.00
Extension of lease (5 years) - same plaque used	72.00
Replacement or alternation to existing Granite Wall plaque	124.00
Replacement or alternation to existing Granite Wall plaque with photo/ motif	156.00

	Remove
	Remove
	Remove
	Remove

	N/A
	N/A
	N/A
	N/A

Wall Plaques (Granite and Flois available) - Replacement Charges for the Above

5 year lease - New Granite / Floris wall plaque inscription only	New
Extension of lease - 5 years. Existing wall plaque used	New
10 year lease - New Granite / Floris wall plaque inscription only	New
Extension of lease - 10 years. Existing wall plaque used	New
Wall plaque Motif / Photo	New
Replacement or alternation to existing wall plaque	New

	190.00
	120.00
	310.00
	225.00
	140.00
	205.00

	N/A
	N/A
	N/A
	N/A
	N/A
	N/A

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

	Fee 2021/22	Fee 2022/23	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	1,024.00	1,055.00	3.03%
Extension of lease 5 years	514.00	530.00	3.11%
Additional Bronze Plaque or replacement or alteration to existing bronze plaque including additional name	169.00	174.00	2.96%
Shared Benches - (5" x 3" plaque) 5 year lease various locations around the grounds subject to availability			
Shared bench Perspex plaque - replacement or alteration to existing plaque including additional name	85.00	85.00	0.00%
Shared bench Perspex plaque [5 Years] - New & Renewal	148.00	153.00	3.38%
Columbaria & Granite Niche - 5- 10 year lease subject to availability			
Columbaria Motifs extra (subject to design) – includes first 80 characters [10 years]	1,201.00	1,237.00	3.00%
Columbaria - extension of lease 10 years without refurbishment	708.00	730.00	3.11%
Columbaria - extension of lease 5 years without refurbishment	461.00	475.00	3.04%
Granite Niche - [10 years]	1,126.00	1,160.00	3.02%
Granite Niche - [5 years]	745.00	767.00	2.95%
Granite Niche - extension of lease 10 years without refurbishment	670.00	690.00	2.99%
Granite Niche - extension of lease 5 years without refurbishment	443.00	456.00	2.93%
Granite Niche / Columbaria refurbishment (inc P&P)	115.00	118.00	2.61%
Columbaria inscriptions (price per character after the first 80)	3.00	3.00	0.00%
Columbaria Motif (from standard catalogue). Prices from:	138.00	142.00	2.90%
Columbaria Motif (own design supplied). Prices from:	155.00	160.00	3.23%
Columbaria Motif/photo on ceramic from:	191.00	196.00	2.62%
Replacement Plate for columbaria - includes 80 characters	196.00	202.00	3.06%
Additional Inscription to Columbaria - includes 80 characters +P&P	174.00	179.00	2.87%
Postage and packing of columbaria plates - Courier	51.00	53.00	3.92%
Columbaria, Motifs extra (subject to design) – includes first 80 characters [5 years]	745.00	768.00	3.09%
Installation of new Columbaria unit between Glades 16 to 18	NEW	350.00	N/A
Granite Flower Kerbs - 5 -10 year lease (RWA Glades 32 & 38) subject to availability			
Granite Flower Kerb both colours [10 years]	540.00	556.00	2.96%
Granite Flower Kerb both colours extension of lease 10 years without refurbishment	428.00	441.00	3.04%
Granite Flower Kerb both colours extension of lease 5 years without refurbishment	214.00	220.00	2.80%
Granite Flower Kerb replacement both colours	149.00	154.00	3.36%
Granite Flower Kerb both colours [5 Years]	351.00	362.00	3.13%
Granite Flower Kerb refurbishment (include P&P)	65.00	67.00	3.08%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

	Fee 2021/22 £	Fee 2022/23 £	increase %
	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
Mushrooms - 5-10 year lease (glades 5 & 18, Podkin and 2 area's of bluebell walk)			
Mushroom Plaque 10 years	291.00	300.00	3.09%
Mushroom Plaque 5 years	199.00	205.00	3.02%
Replacement Mushroom Plaque (Carriage included)	120.00	124.00	3.33%
Extension of lease 10 year without refurbishment	189.00	195.00	3.17%
Extension of lease 5 years without refurbishment	84.00	87.00	3.57%
Mushroom Plaque Refurbishment (carriage included)	65.00	67.00	3.08%
Dedicated roses - 5-10 year lease			
Standard rose tree replacement plaque or replacement (maximum of 3 plaques)	85.00	88.00	3.53%
Standard rose tree with plaque on stem [5 Years] - New & Renewal	265.00	273.00	3.02%
Standard rose tree with plaque on stem [10 Years extension] - No new plaque	315.00	325.00	3.17%
Bluebell Memorials - 5-10 year lease (Podkin glade and bluebell walk) Subject to availability			
Single memorial - (left or right of a pair) inscription only [10 years]	1,015.00	1,046.00	3.05%
Single memorial - (stand alone) inscription only [10 years]	1,180.00	1,216.00	3.05%
Single memorial - (left or right of a pair) inscription only [5 Years]	515.00	531.00	3.11%
Single memorial - (stand alone) inscription only [5 Years]	608.00	626.00	2.96%
Single memorial renewal 10 years no refurbishment	856.00	882.00	3.04%
Single memorial renewal 5 years no refurbishment	474.00	488.00	2.95%
Replacement plate with or without photo	193.00	199.00	3.11%
Bluebell Memorial Ceramic motif / picture	138.00	142.00	2.90%
Bluebell Memorial refurbishment	85.00	88.00	3.53%
Granite Book - 5-10 year lease (6" x 4" plaque) entrance to glade 16 subject to availability			
Granite Book Plaque [10 years]	175.00	180.00	2.86%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

	Fee 2019/20	Fee 2020/21	increase
	£ Resident and Non Resident	£ Resident and Non Resident	% Resident and Non Resident
Sundial & Babe-in-Hand- 5 -10 year lease subject to availability			
Small plaque [10 years]	268.00	276.00	2.99%
Medium Plaque [10 years]	278.00	287.00	3.24%
Large Plaque [10 years]	294.00	303.00	3.06%
Replacement plaque (all sizes)	113.00	117.00	3.54%
Extension of lease - 10 years without refurbishment	173.00	179.00	3.47%
Extension of lease - 5 years without refurbishment	111.00	115.00	3.60%
Small plaque [5 Years]	177.00	183.00	3.39%
Medium plaque [5 Years]	189.00	195.00	3.17%
Large plaque [5 Years]	200.00	206.00	3.00%
Refurbishment (all sizes)	65.00	67.00	3.08%
Other charges			
Postage for garden plaques	10.00	11.00	10.00%
Postage for larger plaques i.e. kerbs NEW	31.00	32.00	3.23%
Arrange funeral under Public Health (Control of Disease) Act 1984, including full property search. From:	599.00	617.00	3.01%
Arrange funeral under Public Health (Control of Disease) Act 1984. From :	260.00	268.00	3.08%

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

REGENERATION, CULTURE AND ENVIRONMENT

Registration Services

(All charges include VAT where applicable)

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
Medway Register Office			
ALL CEREMONIES - APPROVED PREMISES			
Ceremony fee (Booking) non refundable	57.00	60.00	5.26%
Monday to Friday Ceremony fee (Attendance)	485.00	490.00	1.03%
Saturday Ceremony fee (Attendance)	585.00	590.00	0.85%
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	57.00	60.00	5.26%
Monday to Friday Ceremony fee (Attendance)	195.00	200.00	2.56%
Saturday Ceremony fee (Attendance)	245.00	250.00	2.04%
ALL CEREMONIES The Guildhall Rochester			
Saturdays only			
Ceremony fee (Booking) non refundable	57.00	60.00	5.26%
Saturday Ceremony fee (Attendance)	350.00	350.00	0.00%
Handling Fees for bookings on behalf of other premises			
Personal Citizenship Ceremonies	255.00	255.00	0.00%
Initial licensing/Renewal of a venue	1,900.00	1,950.00	2.63%
Request for review	490.00	500.00	2.04%
Sale of Products/Additional Services			
Name Change	45.00	50.00	11.11%

REGENERATION, CULTURE AND ENVIRONMENT

Medway Adult Education

Academic Year Charges (from 1 August 2016)

Adult Skills Courses

	Course fees (full) 2021/22 £	Course fees (concessionary 75%) 2021/22 £	Course fees (full) 2021/22 £	Course fees (concessionary 75%) 2021/22 £	Course Fees (Full) Increase %	Course Fees (Concessionary) Increase %
<i>Academic Year £ (per hour excluding registration fee):</i>	3.60	2.70	3.80	2.80	5.56%	3.70%
<i>20 guided learning hours including registration fee</i>	83.90	66.00	88.10	69.30	5.01%	5.00%
<i>40 guided learning hours including registration fee</i>	155.60	119.80	163.40	125.80	5.01%	5.01%
<i>60 guided learning hours including registration fee</i>	227.30	173.70	238.70	182.40	5.02%	5.01%
<i>80 guided learning hours including registration fee</i>	299.10	227.60	314.10	239.00	5.02%	5.01%

Community Learning Courses

<i>Academic Year £ (per hour excluding registration fee):</i>	3.80	2.80	4.00	2.90	5.26%	3.57%
<i>3 guided learning hours including registration fee</i>	19.00	16.20	20.00	17.00	5.26%	4.94%
<i>10 guided learning hours including registration fee</i>	47.60	38.20	50.00	40.10	5.04%	4.97%
<i>20 guided learning hours including registration fee</i>	87.40	68.70	91.80	72.10	5.03%	4.95%
<i>40 guided learning hours including registration fee</i>	162.70	125.20	170.80	131.50	4.98%	5.03%
<i>60 guided learning hours including registration fee</i>	238.00	181.70	249.90	190.80	5.00%	5.01%

Drawing and painting, pottery, ceramics, dressmaking and stained glass courses

<i>Academic Year £ (per hour excluding registration fee):</i>	3.70	2.80	3.90	2.90	5.41%	3.57%
<i>3 guided learning hours including registration fee</i>	19.30	16.40	20.30	17.20	5.18%	4.88%
<i>10 guided learning hours including registration fee</i>	48.60	38.90	51.00	40.80	4.94%	4.88%
<i>20 guided learning hours including registration fee</i>	89.40	70.00	93.90	73.50	5.03%	5.00%
<i>40 guided learning hours including registration fee</i>	166.70	127.80	175.00	134.20	4.98%	5.01%
<i>60 guided learning hours including registration fee</i>	243.90	185.70	256.10	195.00	5.00%	5.01%

REGENERATION, CULTURE AND ENVIRONMENT

Medway Adult Education

Academic Year Charges (from 1 August 2016)	Course fees (full) 2021/22	Course fees (concessionary 75%) 2021/22	Course fees (full) 2021/22	Course fees (concessionary 75%) 2021/22	Course Fees (Full) Increase %	Course Fees (Concessionary) Increase %
Commercial rate courses (non-SFA funded)						
<i>Academic Year £ (per hour excluding registration fee):</i>	8.30	not applicable	8.70		4.82%	not applicable
<i>20 guided learning hours including registration fee</i>	177.20	not applicable	186.10		5.02%	not applicable
<i>57.5 guided learning hours including registration fee</i>	487.30	not applicable	511.70		5.01%	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	17.30	not applicable	18.20	not applicable	5.20%	not applicable
ICT suite per hour	48.60	not applicable	51.00	not applicable	4.94%	not applicable

Any discounts/special offers to maximise course attendance are to be authorised by the *Head of Service & Director*

REGENERATION, CULTURE AND ENVIRONMENT

PROPERTY & CAPITAL PROJECTS

	Fee 2021/22	Fee 2022/23	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)	16.30	16.80	3.07%
Hall hire evening rate (per hour)	20.10	20.70	2.99%

Non Regular Users

Hall hire Monday to Friday day (per hour)	23.10	23.80	3.03%
Hall hire Monday to Thursday evening (per hour)	32.90	33.90	3.04%
Hall hire Saturday & Sunday day (per hour)	25.40	26.20	3.15%
Hall hire Friday, Saturday & Sunday evening (per hour)	45.70	47.10	3.06%
Large Kitchen day (per booking)	36.90	38.00	2.98%
Large Kitchen evening (per booking)	36.90	38.00	2.98%
Small Kitchen day (per booking)	17.10	17.60	2.92%
Small Kitchen evening (per booking)	18.40	19.00	3.26%

LARGE ROOM (Weddings & functions room hire only)

Regular User Groups

Hall hire daytime rate (per hour)	12.60	13.00	3.17%
Hall hire evening rate (per hour)	14.00	14.40	2.86%

Non Regular Users

Room hire Monday to Friday day (per hour)	15.30	15.80	3.27%
Room hire Monday to Thursday evening (per hour)	17.40	17.90	2.87%
Room hire Saturday & Sunday day (per hour)	14.70	15.10	2.72%
Hall hire Friday, Saturday & Sunday evening (per hour)	27.90	28.70	2.87%

SMALL ROOM (Room hire only)

Regular User Groups

Hall hire daytime rate (per hour)	6.80	7.00	2.94%
Hall hire evening rate (per hour)	7.20	7.40	2.78%

Non Regular Users

Room hire Monday to Friday day (per hour)	7.90	8.10	2.53%
Room hire Monday to Thursday evening (per hour)	8.10	8.30	2.47%
Room hire Saturday & Sunday day (per hour)	13.80	14.20	2.90%
Hall hire Friday, Saturday & Sunday evening (per hour)	14.60	15.00	2.74%

COMPUTER SUITE

Regular User Groups - day or evening (per hour)	12.60	13.00	3.17%
Non Regular Users - day or evening (per hour)	13.20	13.60	3.03%
My Desk - Individual desk work space (per month)	119.40	123.00	3.02%

REGENERATION, CULTURE AND ENVIRONMENT

PROPERTY & CAPITAL PROJECTS

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%

COMMUNITY CENTRES

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

WHITE ROAD COMMUNITY CENTRE

Regular User Groups

Main Hall hire day or evening (per hour)	14.90	15.30	2.68%
One To One Room hire day or evening (per hour)	14.90	15.30	2.68%

Non Regular Users

Main Hall hire Monday to Thursday day or evening and Friday day (per hour)	23.10	23.80	3.03%
Main Hall hire Saturday & Sunday day (per hour)	25.40	26.20	3.15%
Main Hall hire Friday, Saturday & Sunday evening (per hour)	33.40	34.40	2.99%
One To One Room hire day or evening (per hour)	15.50	16.00	3.23%
Family Room hire day or evening (per hour)	13.20	13.60	3.03%

CHATTENDEN COMMUNITY CENTRE

MAIN COMMUNITY BUILDING

Regular User Groups

Main Hall hire day or evening (per hour)	14.90	15.30	2.68%
Crèche hire day or evening (per hour)	14.90	15.30	2.68%
One to One Room day or evening (per hour)	14.90	15.30	2.68%
Computer Suite day or evening (per hour)	14.90	15.30	2.68%

Non Regular Users

Hall hire Monday to Thursday day or evening and Friday day (per hour)	23.10	23.80	3.03%
Main Hall hire Saturday & Sunday day (per hour)	24.90	25.60	2.81%
Hall hire Friday, Saturday & Sunday evening (per hour)	27.10	27.90	2.95%
Crèche hire day or evening (per hour)	15.50	16.00	3.23%
One to One Room day or evening (per hour)	15.50	16.00	3.23%
Computer Suite day or evening (per hour)	15.50	16.00	3.23%
My Desk - Individual desk work space (per month)	119.40	123.00	3.02%

LARGE HALL

Regular User Groups

Hall hire day or evening (per hour)	19.60	20.20	3.06%
End Hall hire day or evening (per hour)	13.30	13.70	3.01%
Back Office hire day or evening (per hour)	15.10	15.60	3.31%

Non Regular Users

Hall hire Monday to Thursday day or evening and Friday day (per hour)	23.10	23.80	3.03%
Hall hire Saturday & Sunday day (per hour)	26.30	27.10	3.04%
Hall hire Friday, Saturday & Sunday evening (per hour)	33.40	34.40	2.99%
End Hall hire day or evening (per hour)	15.50	16.00	3.23%
Back Office hire day or evening (per hour)	15.50	16.00	3.23%

REGENERATION, CULTURE AND ENVIRONMENT

PROPERTY & CAPITAL PROJECTS

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
<u>COMMUNITY CENTRES</u>			
<i>NB: Rates for all rooms negotiable for long-term, regular and community group bookings</i>			
ST GEORGE'S CENTRE HALL HIRE RATES			
<i>(Bank Holidays, New Years Eve and Christmas On Application)</i>			
Monday - Thursday			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	322.00	331.50	2.95%
- All Others	397.00	409.00	3.02%
Full Day 9am - 5pm			
- Charity/Community Groups	594.00	612.00	3.03%
- All Others	735.00	757.00	2.99%
Evening 6pm - 12 midnight			
- Charity/Community Groups	418.00	430.50	2.99%
- All Others	526.00	542.00	3.04%
Friday, Saturday or Sunday			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	322.00	331.50	2.95%
- All Others	397.00	409.00	3.02%
Full Day 9am - 5pm			
- Charity/Community Groups	594.00	612.00	3.03%
- All Others	735.00	757.00	2.99%
Evening 6pm - 12 midnight			
- Charity/Community Groups	633.00	652.00	3.00%
- All Others	793.00	817.00	3.03%
Audio Visual Equipment			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	107.00	110.00	2.80%
- All Others	137.00	141.00	2.92%
Full Day 9am - 5pm			
- Charity/Community Groups	192.00	198.00	3.13%
- All Others	238.00	245.00	2.94%
Evening 6pm - 12 midnight			
- Charity/Community Groups	164.00	169.00	3.05%
- All Others	210.00	216.00	2.86%
Use of Catering Kitchen			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	43.00	44.00	2.33%
- All Others	54.00	55.50	2.78%
Full Day 9am - 5pm			
- Charity/Community Groups	80.00	82.00	2.50%
- All Others	98.00	101.00	3.06%
Evening 6pm - 12 midnight			
- Charity/Community Groups	104.00	107.00	2.88%
- All Others	132.00	136.00	3.03%

Children and Adults Directorate

	Fee 2021/22	Proposed Fees 2021/22	Increase
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Children's

Parklands

After School Club (per child per session)

8.00

8.24

3.00%

Section 20

Individually calculated based on the section 20 charging policy.

	Fee 2021/22	Proposed Fees 2022/23	Increase
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Education

Post 16 Parental SEND Transport Contribution towards Costs

Full contribution per academic year

600

659

9.83%

Reduced contribution for families on low incomes per academic

450

450

0

BUSINESS SUPPORT DEPARTMENT
Community Interpreting Service (CIS)

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

Translation Charges

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

Language	Fee 2021/22		Fee 2022/23		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	149.00	50.00	149.00	50.00	0.0%	0.0%
Arabic	164.00	50.00	164.00	50.00	0.0%	0.0%
Bengali	164.00	50.00	164.00	50.00	0.0%	0.0%
Bosnian/Serbo-Croat	164.00	50.00	164.00	50.00	0.0%	0.0%
Chinese	164.00	50.00	164.00	50.00	0.0%	0.0%
Czech	164.00	50.00	164.00	50.00	0.0%	0.0%
Danish	182.00	50.00	182.00	50.00	0.0%	0.0%
Dutch	182.00	50.00	182.00	50.00	0.0%	0.0%
Farsi/Persian	164.00	50.00	164.00	50.00	0.0%	0.0%
French	149.00	50.00	149.00	50.00	0.0%	0.0%
German	149.00	50.00	149.00	50.00	0.0%	0.0%
Greek	164.00	50.00	164.00	50.00	0.0%	0.0%
Gujarati	164.00	50.00	164.00	50.00	0.0%	0.0%
Hindi	164.00	50.00	164.00	50.00	0.0%	0.0%
Hungarian	164.00	50.00	164.00	50.00	0.0%	0.0%
Italian	149.00	50.00	149.00	50.00	0.0%	0.0%
Japanese	182.00	50.00	182.00	50.00	0.0%	0.0%
Kurdish Kurmanji	182.00	50.00	182.00	50.00	0.0%	0.0%
Kurdish Sorani	182.00	50.00	182.00	50.00	0.0%	0.0%
Latvian	164.00	50.00	164.00	50.00	0.0%	0.0%
Lithuanian	164.00	50.00	164.00	50.00	0.0%	0.0%
Nepalese	182.00	50.00	182.00	50.00	0.0%	0.0%
Polish	146.00	50.00	146.00	50.00	0.0%	0.0%
Punjabi	164.00	50.00	164.00	50.00	0.0%	0.0%
Portuguese	149.00	50.00	149.00	50.00	0.0%	0.0%
Pashto	164.00	50.00	164.00	50.00	0.0%	0.0%
Romanian	164.00	50.00	164.00	50.00	0.0%	0.0%
Russian	149.00	50.00	149.00	50.00	0.0%	0.0%
Slovak	164.00	50.00	164.00	50.00	0.0%	0.0%
Somali	149.00	50.00	149.00	50.00	0.0%	0.0%
Spanish	164.00	50.00	164.00	50.00	0.0%	0.0%
Swahili	164.00	50.00	164.00	50.00	0.0%	0.0%
Tamil	164.00	50.00	164.00	50.00	0.0%	0.0%
Thai	182.00	50.00	182.00	50.00	0.0%	0.0%
Turkish	149.00	50.00	149.00	50.00	0.0%	0.0%
Ukrainian	164.00	50.00	164.00	50.00	0.0%	0.0%
Vietnamese	149.00	50.00	149.00	50.00	0.0%	0.0%
Urdu	164.00	50.00	164.00	50.00	0.0%	0.0%

Other languages available on request

Face to Face Interpreting Charges

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

	Fee 2021/22				Fee 2022/23				Travel Time Increase	Interpreting Fee Increase
	Travel Time Per Hour	Interpreting Per Hour	Mileage Per Mile	Parking Fees	Travel time	Interpreting Fixed Fee Per Hour	Mileage Per Mile	Parking Fees		
	£	£	£	£	£	£	£	£		
Mon-Fri 9am-5pm	0.00	45.00	0.40	As incurred	0.00	45.00	0.40	As incurred	0.0%	0.0%
Mon-Fri 5pm-9am	0.00	67.50	0.40	As incurred	0.00	67.50	0.40	As incurred	0.0%	0.0%
Saturdays	0.00	67.50	0.40	As incurred	0.00	67.50	0.40	As incurred	0.0%	0.0%
Sundays & Bank Holidays	0.00	90.00	0.40	As incurred	0.00	90.00	0.40	As incurred	0.0%	0.0%
Day rate (between 5 and 8 hours) - one charge per day	0.00	250.00	0.40	As incurred	0.00	250.00	0.40	As incurred	0.0%	0.0%
	Travel Time Per Hour	Interpreting Per Hour	Mileage Per Mile	Parking Fees	Travel time	Interpreting Per Hour	Mileage Per Mile	Parking Fees	Travel Time Increase	Interpreting Time Increase
	£	£	£	£	£	£	£	£	%	%
Legal Aid prescribed rates	18.66	28.00	0.40	As incurred	18.66	28.00	0.40	As incurred	0.0%	0.0%

Telephone Interpreting Charges

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

	Fee 2021/22				Fee 2022/23				Increase In Charge Per Minute First 30 Minutes	Increase In Charge Per Minute Every 15 Minutes Thereafter
	Charged per minute equivalent to first 30 Minutes	Charged per minute - equivalent to every 15 minutes thereafter	Utility Charge - Landline Per Minute	Utility Charge - Mobile Per Minute	Charged per minute - equivalent to first 30 Minutes	Charged per minute - equivalent to every 15 minutes thereafter	Utility Charge - Landline Per Minute	Utility Charge - Mobile Per Minute		
	£	£	£	£	£	£	£	£		
Mon-Fri 9am-5pm	22.50	7.50	0.10	0.30	22.50	7.50	0.10	0.30	0.0%	0.0%
Mon-Fri 5pm-9am	33.75	11.25	0.10	0.30	33.75	11.25	0.10	0.30	0.0%	0.0%
Saturdays	33.75	11.25	0.10	0.30	33.75	11.25	0.10	0.30	0.0%	0.0%
Sundays & Bank Holidays	45.00	15.00	0.10	0.30	45.00	15.00	0.10	0.30	0.0%	0.0%

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

Cancellation Charges

	Fee 2021/22	
	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	19.00
Mileage - per mile	0.00	0.40
Expenses	0.00	As incurred
Telephone interpreting - minimum of 30 mins - per hour	22.50	22.50

Fee 2022/23	
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	19.00
0.00	0.40
0.00	As incurred
22.50	22.50

Increase cancelled within 24 hours	Increase - Did not proceed as booked
%	%
0.0%	0.0%
0.0%	0.0%
0.0%	0.0%
0.0%	0.0%
0.0%	0.0%
0.0%	0.0%
0.0%	0.0%
0.0%	0.0%

BUSINESS SUPPORT DEPARTMENT

Blue Badge application fee administration charge per badge

Fee 2021/22	Fee 2022/23	Increase
£	£	%
10.00	10.00	0.00% * Fee set by Government

BUSINESS SUPPORT DEPARTMENT

	Fee 2021/22 £	Fee 2022/23 £	Increase %
SALE OF AGENDAS			
Annual charge per committee	104.04	107.20	3.04%
PHOTOCOPYING CHARGE			
Admin charge	2.50	2.60	4.10%
Each copy up to 20 copies	0.13	0.10	-25.38%
Minimum charge (admin plus one copy)	2.63	2.70	2.60%
Each copy over 20	0.12	0.10	-17.92%

BUSINESS SUPPORT DEPARTMENT

REGISTER OF ELECTORS (Statutory)

The fee for the Full Register (restricted sales to credit agencies only) and the Edited Register, in either paper or data format, is set on 1st December each year subject to the published Register. The fees are statutory and are based on per thousand Electors plus a small statutory administration fee.

	Fee 2021/22 £	Fee 2022/23 £	Increase %
Postage & packing for paper copies of the Register	28.28	29.10	2.90%
Street Index	16.97	17.50	3.10%
Sale of Medway ward map	16.97	17.50	3.10%
Letter of confirmation on Register of Electors	0.00	0.00	0.00%
Confirmation of "proof of life" for pensions	0.00	0.00	0.00%

BUSINESS SUPPORT DEPARTMENT

	Fee 2021/22 £	Fee 2022/23 £	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 @ £25.50, CON29 @ £51.00 plus VAT @ £10.20 Total of £86.70)			
LOCAL LAND CHARGES			
LLC1 only	25.50	25.50	0.00%
Additional parcel of land (LLC1 only)	20.40	20.40	0.00%
CON29 only	51.00	51.00	0.00%
Additional parcel of land with CON29 only	15.30	15.30	0.00%
Standard search including LLC1 fee and CON29	76.50	76.50	0.00%
Additional parcel of land with Standard Search including LLC1 and CON29	35.70	35.70	0.00%
<i>Commercial requests e.g. shopping centre or new development officially named & numbered - fee on request, but maximum of:</i>	2550.00	2,550.00	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	11.20	11.20	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	10.20	10.20	0.00%
Part II printed enquiry - Con29O Question 22 (Common Land and Village Greens)	15.30	15.30	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	2.60	2.60	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)	3.10	3.10	0.00%
Registration of a charge in Part 11 of the register	71.40	71.40	0.00%
Filing a definitive certificate of the Lands Tribunal under rule 10(3)	15.30	15.30	0.00%
Filing a judgement, order or application for the variation or cancellation of an entry in Part 11 of the register	20.40	20.40	0.00%
Inspection of documents filed under rule 10 in respect of each parcel of land	5.10	5.10	0.00%
Official search (including issue of official certificate of search): -			
a) in any one part of the register	5.10	5.10	0.00%
b) in the whole of the register			
(i) where the request is made by electronic means in accordance with rule 16	25.50	25.50	0.00%
(ii) in any other case	25.50	25.50	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	20.40	20.40	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)	2.60	2.60	0.00%
Office copy of any plan or other documents filed pursuant to the Rules	2.60	2.60	0.00%
Provision under, or for the purposes of which, the application is made in respect of Commons & Village Greens			
Regulation 44 - declaration of entitlement to exercise a right of common	25.50	25.50	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	102.00	105.10	3.04%
Section 7 of the 2006 Act - variation of a right of common	102.00	105.10	3.04%
Section 8 of the 2006 Act - apportionment of a right of common	102.00	105.10	3.04%
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	102.00	105.10	3.04%
Section 12 of the 2006 Act - transfer of a right in gross	40.80	42.00	2.94%
Section 13 of the 2006 Act - surrender or extinguishment of a right of common	81.60	84.00	2.94%
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)	153.00	157.60	3.01%
Section 15A of the 2006 Act; s.15 Growth and Infrastructure Act 2013 - landowner statement	255.00	262.70	3.02%
s.31(6) Highways Act 1980 - joint landowner statements and declarations	357.00	367.70	3.00%
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)	102.00	105.10	3.04%
Section 19 of the 2006 Act - correction, for a purpose described in section 19(2)(d) (Per register unit)	15.30	15.80	3.27%
Schedule 1, paragraph 1(6)(b), to the 2006 Act - severance by transfer to public bodies	81.60	84.00	2.94%
Schedule 1, paragraph 3(7)(b), to the 2006 Act - severance authorised by order	81.60	84.00	2.94%
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	

BUSINESS SUPPORT DEPARTMENT

	Fee 2021/22 £	Fee 2022/23 £	Increase %
Schedule 2, paragraph 5, to the 2006 Act - town or village green wrongly registered as common land	No fee	No fee	
Schedule 2, paragraphs 6 - 9, to the 2006 Act - deregistration of certain land registered as common land or as a town or village green	765.00	788.00	3.01%
Schedule 3, paragraph 2 to the 2006 Act: application made during the transitional application period - for any purpose listed	No fee	No fee	
Schedule 3, paragraph 2 or 4, to the 2006 Act: application made after the end of the transitional application period - creation of a right of common	193.80	199.60	2.99%
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	102.00	105.10	3.04%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period - variation of a right	183.60	189.10	3.00%
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)	163.20	168.10	3.00%
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	102.00	105.10	3.04%
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	102.00	105.10	3.04%
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)	183.60	189.10	3.00%
LICENSING			
Sex Shop & Sex Cinema			
New	4,300.00	4,300.00	0.00%
Renewal and transfer	2,700.00	2,700.00	0.00%
Sexual Entertainment Venues			
New or Renewal	4,300.00	4,300.00	0.00%
Copy of licence (if lost or stolen)	29.00	30.00	3.45%
Street Trading			
Street Trading Consent	306.00	316.00	3.27%
Street Trading Consent – Festivals (per day)	52.00	53.60	3.08%
Copy of Consent (if lost or stolen)	29.00	30.00	3.45%
Scrap Metal			
Site licence 3 year – new or renewal - TOTAL	550.00	567.00	3.09%
Site licence 3 year – new or renewal – PART A – payable upon application	340.00	350.00	2.94%
Site licence 3 year – new or renewal – PART B – payable upon grant	210.00	217.00	3.33%
Collectors licence 3 year – new or renewal – TOTAL	319.50	330.00	3.29%
Collectors licence 3 year – new or renewal – PART A – payable upon application	267.50	276.00	3.18%
Collectors licence 3 year – new or renewal – PART B – payable upon grant	52.00	54.00	3.85%
Variation - collector to site licence	235.50	243.00	3.18%
Variation - site to collector's licence	72.50	75.00	3.45%
Change of site manager	119.50	123.50	3.35%
Minor variation	37.00	38.50	4.05%
Copy of licence (if lost or stolen)	29.00	30.00	3.45%
Hackney Carriage and Private Hire Fees			
Vehicle Licence Fees (press notice needed)			
Vehicle Licence (all vehicles) - 1 year	145.50	150.00	3.09%
Drivers Licence (3 year)	171.50	173.50	1.17%
Knowledge Test	68.50	69.00	0.73%
Operators Fees (press notice needed)			
Operator – up to 5 vehicles – 5 year (standard duration)	563.00	569.00	1.07%
Operator – over 5 vehicles – 5 year (standard duration)	1,122.00	1,133.00	0.98%
Operator – up to 5 vehicles – 1 year (only when justified on case by case basis - S10 Dereg)	189.00	191.00	1.06%
Operator – over 5 vehicles – 1 year (only when justified on case by case basis - S10 Dereg)	375.50	380.00	1.20%
Copy of Plate following loss/damage, etc. (like for like)	20.50	21.00	2.44%
Replacement vehicle on existing plate	49.00	49.50	1.02%
Licensing of Temporary Vehicle following accident, etc. for 2 months	62.50	63.00	0.80%
Change of Ownership of Licenced Vehicle	35.00	35.00	0.00%
Copy of Badge following loss, damage, etc. (like for like)	16.00	16.00	0.00%
Change of vehicle registration and reissue of licence and plates	29.00	29.00	0.00%
Change of passenger number and reissue of licence and plates	30.00	30.00	0.00%
Reissue of vehicle licence following change of name/address	15.00	15.00	0.00%
Reissue of driver licence following change of name/address	18.00	18.00	0.00%
Reissue of operator licence following change of name/address	13.00	13.00	0.00%
Like for like copy of any paper part of licence only	12.00	12.00	0.00%
Enhanced DBS Check Application	61.50	62.00	0.81%

BUSINESS SUPPORT DEPARTMENT

	Fee 2021/22 £	Fee 2022/23 £	Increase %
Licensing Act 2003 Fees and Charges (Set by Government)			
Premises License, Club Premises Certificate, Variation and Conversion Fees			
New premises fees structure is based on NNDR values			
New Applications for premises licence, Club premises certificate, Variation (not changes of name and address etc. or change of designated premises supervisor), including grandfather conversion and variations in transition period.			
BAND A £0 - £4,300	100.00	100.00	0.00%
BAND B £4,301 - £33,000	190.00	190.00	0.00%
BAND C £33,001 - £87,000	315.00	315.00	0.00%
BAND D £87,001 - £125,000	450.00	450.00	0.00%
BAND E £125,001 and over	635.00	635.00	0.00%
Fee per band annual charge for premises licences and club premises certificates			
BAND A £0 - £4,300	70.00	70.00	0.00%
BAND B £4,301 - £33,000	180.00	180.00	0.00%
BAND C £33,001 - £87,000	295.00	295.00	0.00%
BAND D £87,001 - £125,000	320.00	320.00	0.00%
BAND E £125,001 and over	350.00	350.00	0.00%
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%
Personal Licences			
Personal fee	37.00	37.00	0.00%
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%

BUSINESS SUPPORT DEPARTMENT

	Fee 2021/22 £	Fee 2022/23 £	Increase %
Notification of change of name or alteration of club rules	10.50	10.50	0.00%
Change of relevant registered address of club	10.50	10.50	0.00%
Temporary event notice	21.00	21.00	0.00%
Application for copy of notice on theft, loss etc. of temporary event notice	10.50	10.50	0.00%
Application for copy of licence on theft, loss etc. of personal licence	10.50	10.50	0.00%
Notification of change of name or address (personal licence)	10.50	10.50	0.00%
Notice of interest in any premises	21.00	21.00	0.00%
Right of freeholder etc. to be notified of licensing matters	21.00	21.00	0.00%

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

GAMBLING ACT 2005

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

Application to Vary

New Small Casino	2,081.00	2,144.00	3.03%
New Large Casino	3,121.50	3,216.00	3.03%
Regional Casino	4,162.00	4,287.00	3.00%
Betting (Track)	1,014.50	1,045.00	3.01%
Betting (Other)	1,280.00	1,319.00	3.05%
Family Entertainment Centre	962.50	992.00	3.06%
Adult Gaming Centre	962.50	992.00	3.06%
Bingo	1,613.00	1,662.00	3.04%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%

New Premises Application and Applications for Provisional Statement

New Small Casino	5,202.00	5,359.00	3.02%
New Large Casino	7,803.00	8,038.00	3.01%
Regional Casino	10,404.00	10,717.00	3.01%
Betting (Track)	1,873.00	1,930.00	3.04%
Betting (Other)	2,654.00	2,734.00	3.01%
Family Entertainment Centre	1,613.00	1,662.00	3.04%
Adult Gaming Centre	1,613.00	1,662.00	3.04%
Bingo	3,173.50	3,269.00	3.01%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%

Licence Application (Provisional Statement holders)

New Small Casino	2,081.00	2,144.00	3.03%
New Large Casino	3,121.50	3,216.00	3.03%
Regional Casino	5,202.00	5,359.00	3.02%
Betting (Track)	950.00	950.00	0.00%
Betting (Other)	1,200.00	1,200.00	0.00%
Family Entertainment Centre	950.00	950.00	0.00%
Adult Gaming Centre	963.00	992.00	3.01%
Bingo	963.00	992.00	3.01%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%

Application to Transfer/Reinstatement of Licence

New Small Casino	1,040.50	1,072.00	3.03%
New Large Casino	1,561.00	1,608.00	3.01%
Regional Casino	3,121.50	3,216.00	3.03%
Betting (Track)	950.00	950.00	0.00%
Betting (Other)	962.50	992.00	3.06%
Family Entertainment Centre	609.00	628.00	3.12%
Adult Gaming Centre	905.50	933.00	3.04%
Bingo	905.50	933.00	3.04%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%

Annual Fee

New Small Casino	3,121.50	3,216.00	3.03%
New Large Casino	5,202.00	5,359.00	3.02%
Regional Casino	7,803.00	8,038.00	3.01%
Betting (Track)	1,000.00	1,000.00	0.00%
Betting (Other)	468.50	483.00	3.09%
Family Entertainment Centre	609.00	628.00	3.12%
Adult Gaming Centre	962.50	992.00	3.06%
Bingo	962.50	992.00	3.06%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%

BUSINESS SUPPORT DEPARTMENT

	Fee 2021/22 £	Fee 2022/23 £	Increase %
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	0.00%
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%
<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	0.00%
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	0.00%
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%