

MEDWAY COUNCIL

Fees & Charges 2023

Contents

Directorate	Page	Service
Regeneration, Culture and Environment	1-7	Front Lines Services
Regeneration, Culture and Environment	8	Parking (Pay & Display)
Regeneration, Culture and Environment	9	Animal Licensing
Regeneration, Culture and Environment	10	Integrated Transport
Regeneration, Culture and Environment	11-13	Greenspaces
Regeneration, Culture and Environment	14-16	Planning
Regeneration, Culture and Environment	17	Economic Development
Regeneration, Culture and Environment	18-19	Sports and Leisure
Regeneration, Culture and Environment	20-21	Heritage
Regeneration, Culture and Environment	22	Archives
Regeneration, Culture and Environment	23-24	Theatres
Regeneration, Culture and Environment	25-26	Corn Exchange
Regeneration, Culture and Environment	27-28	Housing
Regeneration, Culture and Environment	29	Libraries
Regeneration, Culture and Environment	30-34	Bereavement
Regeneration, Culture and Environment	35	Registration
Regeneration, Culture and Environment	36	Adult Learning
Regeneration, Culture and Environment	37-39	Property & Capital Projects
Children and Adults	40	Childrens & Adults Services
Business Support Department	41-43	Customer and Business Support: Community Interpreters and Blue Badges
Business Support Department	44	Democratic and Electoral Services
Business Support Department	45	Street Naming & Numbering
Business Support Department	46-50	Corporate Services

**REGENERATION, CULTURE AND ENVIRONMENT
Front Line Services**

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Trading Standards			
Weights & Measures - General			
Hourly rate of Charge - (minimum charge 1 hour)	108.30	119.00	9.88%
Certificate of Errors	108.30	119.00	9.88%
Supply of replacement certificate	108.30	119.00	9.88%
Certificate of Errors	33.90	37.30	10.03%
Supply of replacement certificate	33.90	37.30	10.03%
Weights & Measures - Weights			
Weights exceeding 5kg, 10lb or not exceeding 500mg, 2CM	27.20	29.90	9.93%
Other weights	27.20	29.90	9.93%
Weights & Measures - Linear Measures			
Linear measures not exceeding 3m or 10ft each scale	32.47	35.70	9.95%
Weights & Measures - Capacity Measures			
Capacity measures without diversions not exceeding 1 litre or 1 quart	27.19	29.90	9.97%
Cubic ballast measures (other than brim measures)	270.70	297.50	9.90%
Brim measures (unsubdivided) up to 1 metre	135.40	148.80	9.90%
Liquid capacity measures for making up and checking average quantity packages	54.20	59.60	9.96%
Weights & Measures - Weighing Instruments			
Not exceeding 30kg - first item	54.20	59.60	9.96%
Not exceeding 30kg - Second and subsequent items	54.20	59.60	9.96%
Exceeding 30kg but not exceeding 1 tonne (1 ton)	54.20	59.60	9.96%
Exceeding 1 tonne but not 10 tonnes (1 ton - 10 tons)	108.30	119.00	9.88%
(1) Time on site of 4 hours or less (half day charge)	379.00	416.50	9.89%
(2) Time on site exceeding 4 hours (full day charge)	757.70	832.70	9.90%
Weights & Measures - Intoxicating Liquor Measuring Instruments			
Not exceeding 5 fl. oz.	54.20	59.60	9.96%
Other	54.20	59.60	9.96%
Weights & Measures - Liquid Fuel Measuring Instruments			
LFLO dispenser per meter/measuring container submitted	81.27	89.30	9.88%
Testing of peripheral electronic equipment on a later occasion than stamping of instrument - per site	81.20	89.20	9.85%
Charge for each credit card acceptor unit tested, irrespective of the number	81.20	89.20	9.85%
Weights & Measures - Road Tankers			
Wet hose type with two testing liquids	324.80	357.00	9.91%
Jammed ticket printer (no replacement parts)	216.40	237.80	9.89%
Replacement of parts without effect on calibration	216.40	237.80	9.89%
(1) First or single dipstick	54.20	59.60	9.96%
(2) Each additional dipstick submitted at the same time	32.50	35.70	9.85%
Weights & Measures - Other			
Any other metrological testing, goods or equipment (per hour)	105.10	115.50	9.90%
Petroleum			
Petroleum Installation Record Search (per hour)	104.10	114.40	9.89%
Licence & Renewal			
Trader approval scheme			
Fair Trader Scheme "Large org. member" (Above VAT registered threshold) Member Before 31/3/19	262.70	288.70	9.90%
Fair Trader Scheme "Small org. member" (Below VAT registered threshold) Member Before 31/3/19	189.60	208.40	9.92%
Fair Trader Scheme initial application fee	126.70	139.20	9.87%
Fair Trader Scheme - extra categories on website per category	55.70	61.20	9.87%
Fair Trader Scheme - enhanced listing (with company logo hyperlink)	66.70	73.30	9.90%
Fair Trader Scheme - enhanced listing - Annual Continuation Fee	12.90	14.20	10.08%
Fair Trader Scheme "Large org. member" (Above VAT registered threshold) NEW Member Rate from 1 April 2019	375.95	413.20	9.91%
Fair Trader Scheme "Small org. member" (Below VAT registered threshold) NEW Member Rate from 1 April 2019	313.20	344.20	9.90%

Front Line Services

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Exhibiting Animals			
EXHIBITING Animals registration	196.70	216.20	9.91%
Gillingham Pier			
Rent of berth:			
Western Side of slipway			
under 30 ft. - per month	67.50	74.20	9.93%
under 30 ft. - per annum	673.80	740.50	9.90%
30ft to under 40ft - per month	85.80	94.30	9.91%
30ft to under 40ft - per annum	856.90	941.70	9.90%
40 ft. and over - per month	124.40	136.70	9.89%
40 ft. and over - per annum	1,251.80	1,375.70	9.90%
Pontoon			
under 20 ft. - per month	67.50	74.20	9.93%
under 20 ft. - per annum	673.80	740.50	9.90%
20ft to under 30ft - per month	85.90	94.40	9.90%
20ft to under 30ft - per annum	856.90	941.70	9.90%
30ft to under 40ft - per month	124.40	136.70	9.89%
30ft to under 40ft - per annum	1,251.80	1,375.70	9.90%
Mooring Fees			
Commercial and Casual Mooring			
Under 20ft - per day	11.70	12.80	9.40%
20ft to under 30ft - per day	12.30	13.50	9.76%
30ft to under 40ft - per day	17.30	19.00	9.83%
40ft to under 50ft - per day	18.00	19.80	10.00%
50ft to under 60ft - per day	23.80	26.10	9.66%
60ft to under 70ft - per day	34.20	37.50	9.65%
70ft to under 80ft - per day	45.40	49.90	9.91%
80ft to under 90ft - per day	58.10	63.80	9.81%
90ft to under 100ft - per day	71.50	78.60	9.93%
Per additional foot over 100ft - per day	1.40	1.50	7.14%
Commercial vessels of 20 tons Grt and over (approx. 50ft) per tonne per day	0.40	0.44	10.00%
Note - for long term stays 60% discount to be allowed for the second period of seven days and 80% for any subsequent periods of seven days.			
Season Tickets per boat	128.50	141.20	9.88%
Slipways			
Painting, repairs etc. daily rate			
Under 30ft	21.10	23.20	9.95%
30ft - 40ft	29.90	32.90	10.03%
40ft - 45ft	45.30	49.80	9.93%
Launching (launch and haul out)			
under 30ft	17.50	19.20	9.71%
30ft to under 40ft	19.60	21.50	9.69%
40ft to under 45 ft.	49.40	54.30	9.92%
Waste Services			
Bulky Collection			
Standard collection - Metal	22.50	24.70	9.78%
Standard collection - Non Metal	22.50	24.70	9.78%
Collection within two working days	41.00	45.10	10.00%
Recovery of lost item from recycling bring bank	32.00	35.20	10.00%
Graffiti Removal			
Hourly charge for removal of graffiti from private land	43.00	47.30	10.00%

Front Line Services

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Household Waste Recycling Centre's (HWRC's)			
Car tyre disposal	4.00	4.40	10.00%
Ancillary Charge at HWRC	-	12.50	New Charge

Food Waste Caddy Liners

1 roll of 26 caddy liners	2.00	2.20	10.00%
Fixed penalty charge for depositing waste. Discounted to £200 if paid within 10 days	400.00	400.00	0.00%
Fixed penalty charge for failure to produce waste documents – no reduction	300.00	300.00	0.00%
Fixed penalty charge for failure to comply with duty of care (household). Discounted to £120 if paid within 10 days.	200.00	200.00	0.00%
Fixed penalty charge for failure to comply with waste receptacles notice. Discounted to £60 if paid within 10 days.	80.00	80.00	0.00%
Fixed penalty charge for failure to comply with waste receptacles notice. Discounted to £75 if paid within 10 days.	110.00	110.00	0.00%
Fixed penalty charge for failure to produce authority to transport waste – no reduction	300.00	300.00	0.00%
Fixed penalty charge for abandonment of a vehicle. Discounted to £150 if paid within 10 days.	200.00	200.00	0.00%

Public Conveniences

Access Key to Disabled Persons' Convenience	5.60	6.15	9.82%
---	------	------	-------

Highway Group

Vehicle crossings

New / extended crossings (using Term Contractor)	172.00	331.40	92.67%
New / extended crossings (using Private Contractor)	220.00	250.00	13.64%
Charge for TMA notices - Per Notice	6.00	6.60	10.00%
Charge for service plans - Per Site	49.50	55.00	11.11%
Checking legality of crossings	172.00	189.50	10.17%
Confirming permission was given (conveyancing queries)	51.00	57.00	11.76%

Highway lighting

Checking lighting designs	500.00	550.00	10.00%
Additional charge for every 50m length of Highway in design	60.00	66.00	10.00%
Application to alter/move Highway lighting equipment (street light, sign etc.).	170.50	187.00	9.68%
Application to fit shielding to a street light	33.50	36.50	8.96%
Hourly rate to administer and monitor third party works	55.50	61.00	9.91%

Highways - Highway Adoption via S38/S278 Agreements

Technical/Supervision Fee Charges	10%	10%	
Traffic Management fixed Fee Charge.	2,143.20	2,355.40	9.90%
Structures Fixed Fee Charge	1,607.40	1,766.50	9.90%
Medway Norse (Landscaping) Fixed Fee Charge	1,607.40	1,766.50	9.90%
Traffic Signals Fixed Fee Charge	1,607.40	1,766.50	9.90%
Solicitor Enquiry re Highway Adoption Charge	49.60	54.50	9.88%
Highway Drainage Fixed Fee Charge	1,607.40	1,766.50	9.90%

Highway Search Charges

Standard Search	28.50	35.00	22.81%
Additional charge per question	7.40	9.00	21.62%
Additional charge for requested A3 size plan	14.20	17.00	19.72%

Requests to Stop Up the Highway

Administrating and processing a request to stop up highway rights	500.00	555.00	11.00%
---	--------	--------	--------

Front Line Services

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Highways Pre Application Advice for Developers			
Small Residential Developments (less than 10 units)	186.00	204.00	9.68%
- Preliminary Advice	227.00	250.00	10.13%
- Full Advice			
Medium Residential Developments (between 10 and 50 units)			
- Preliminary Advice	268.00	295.00	10.07%
- Full Advice	309.00	340.00	10.03%
Large Residential Developments (between 51 & 100 units)			
- Preliminary Advice	350.00	385.00	10.00%
- Full Advice	392.00	431.00	9.95%
Strategic Residential Developments (over 101 units)			
- Preliminary Advice	433.00	476.00	9.93%
- Full Advice	474.00	521.00	9.92%
Dropped Curb			
Admin Fee for amendments to TRO	1,324.00	1,456.00	9.97%
Community Safety & Enforcement			
Environmental Health			
per hour officer cost	53.60	58.90	9.89%
Contaminated Land Searches min cost (up to 3 hours)	150.00	164.90	9.93%
Contaminated Land Searches per hour thereafter	53.60	58.90	9.89%
Private Water Supplies			
Analysis under regulation 10	26.80	29.50	10.07%
All other charges (per hour) - see website for national capped charges	53.60	58.90	9.89%
Unfit Food			
Examination of Food and the issue of Certificates for voluntary surrender	210.00	230.80	9.90%
Officer time per hour over and above the first two hours	53.50	58.80	9.91%
Disposal of unfit food - transportation and tipping charges	At Cost	At Cost	N/A
Food Hygiene			
FHRS re-score visit request	175.00	192.30	9.89%
Level 2 Award in Food Safety in Catering (pp subject to min 10 people per course)	58.50	64.30	9.91%
Level 3 Award in Supervising Food Safety in Catering (pp nb min 4 people per course)	300.00	329.70	9.90%
Issue of export certificate (per hour officer time, min 1 hour)	53.50	58.80	9.91%
Health and Safety			
Level 2 award in health and safety in the workplace	59.20	65.10	9.97%
Asbestos Training - Half Day (pp - minimum 10 people per course)	80.30	88.20	9.84%
General Safety Certificate as defined by section 1 of Safety of Sports Ground Act 1975. (rate/hour of work undertaken).	53.60	58.90	9.89%
Port Health			
Ship Water Sampling Requests minimum up to 2 hours	53.50	58.80	9.91%
Rate per hour thereafter	53.50	58.80	9.91%
PHE water sample fees (where charged)			
Ship Water Sampling Requests minimum up to 2 hours (Weekends and BH)	80.00	87.90	9.88%
Rate per hour for weekends and bank holidays thereafter	80.00	87.90	9.88%
Licensing			
Skin Piercing (Registration)	190.00	208.80	9.89%
Skin Piercing (minor variation)	90.00	98.90	9.89%
Amendment/Replacement of a licence or certificate	55.00	60.40	9.82%
Pleasure boat licences	150.00	164.90	9.93%

Front Line Services

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Safer Communities			
Minimum fees for collection and return of stray dogs directly to owner (including £25 statutory charge)	62.00	68.10	9.84%
Additional part/daily fee the kennelling of stray dogs - additional to minimum fee; per day rate	12.00	13.20	10.00%
Additional fee if dog is collected out of hours	15.00	16.50	10.00%
Fees for the sale of unclaimed stray dogs	155.00	170.30	9.87%
Delivery of stray if owner is unable to collect from kennels	25.50	28.00	9.80%
Dog owners' suggested contribution towards expenses incurred in rehoming their dog. Larger amounts are acceptable at the owners' discretion.	55.00	60.40	9.82%
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	62.50	68.70	9.92%
Fees for the removal of unauthorised posters. N.B. Price will increase significantly if traffic management is necessary.	40.00	44.00	10.00%
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	1.65	1.80	9.09%
Travel Safety			
Accident Data Searches:			
1 junction - 36 months	62.30	68.50	9.95%
1 junction - 60 months	67.70	74.40	9.90%
2 junctions - 36 months	89.90	98.80	9.90%
2 junctions - 60 months	99.40	109.20	9.86%
3 junctions - 36 months	119.20	131.00	9.90%
3 junctions - 60 months	128.50	141.20	9.88%
4 junctions - 36 months	145.80	160.20	9.88%
4 junctions - 60 months	158.90	174.60	9.88%
5 junctions - 36 months	172.20	189.20	9.87%
5 junctions - 60 months	192.10	211.10	9.89%
6 junctions - 36 months	201.40	221.30	9.88%
6 junctions - 60 months	222.70	244.70	9.88%
7 junctions - 36 months	231.90	254.90	9.92%
7 junctions - 60 months	251.70	276.60	9.89%
8 junctions - 36 months	258.20	283.80	9.91%
8 junctions - 60 months	284.80	313.00	9.90%
9 junctions - 36 months	285.90	314.20	9.90%
9 junctions - 60 months	315.40	346.60	9.89%
10 junctions - 36 months	315.40	346.60	9.89%
10 junctions - 60 months	345.80	380.00	9.89%
11 junctions - 36 months	340.60	374.30	9.89%
11 junctions - 60 months	384.00	422.00	9.90%
12 junctions - 36 months	371.10	407.80	9.89%
12 junctions - 60 months	405.40	445.50	9.89%
13 junctions - 36 months	400.30	439.90	9.89%
13 junctions - 60 months	437.30	480.60	9.90%
14 junctions - 36 months	428.00	470.40	9.91%
14 junctions - 60 months	470.40	517.00	9.91%
15 junctions - 36 months	454.60	499.60	9.90%
15 junctions - 60 months	500.70	550.30	9.91%
16 junctions - 36 months	486.30	534.40	9.89%
16 junctions - 60 months	530.00	582.50	9.91%
17 junctions - 36 months	510.10	560.60	9.90%

Front Line Services

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
17 junctions - 60 months	559.10	614.50	9.91%
18 junctions - 36 months	536.60	589.70	9.90%
18 junctions - 60 months	592.40	651.00	9.89%
19 junctions - 36 months	567.20	623.40	9.91%
19 junctions - 60 months	625.40	687.30	9.90%
20 junctions - 36 months	598.70	658.00	9.90%
20 junctions - 60 months	657.10	722.20	9.91%
21 junctions - 36 months	624.10	685.90	9.90%
21 junctions - 60 months	690.20	758.50	9.90%
22 junctions - 36 months	649.20	713.50	9.90%
22 junctions - 60 months	723.50	795.10	9.90%
23 junctions - 36 months	682.20	749.70	9.89%
23 junctions - 60 months	748.70	822.80	9.90%
24 junctions - 36 months	708.80	779.00	9.90%
24 junctions - 60 months	781.80	859.20	9.90%
25 junctions - 36 months	742.10	815.60	9.90%
25 junctions - 60 months	814.80	895.50	9.90%
26 junctions + will be priced based on the application received			
Stage 1 Safety Audit - Simple Priority Junction	662.30	727.90	9.90%
Stage 1 Safety Audit - Other Junction or arrangements	772.60	849.10	9.90%
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)	3,973.50	4,366.90	9.90%
Review of External Safety Audit and Proposal	429.40	471.90	9.90%
Road Safety Assessment (Vehicle crossing)	102.70	112.90	9.93%

Traffic Management

Disabled Parking Bays	42.00	46.20	10.00%
Scaffold/ Hoarding Licence			
Processing and first inspection	113.00	125.00	10.62%
Subsequent inspections	60.00	66.00	10.00%
Keep Clear markings	39.80	43.70	9.80%
Removal of unauthorised signs (per sign)	100.40	110.30	9.86%
Miscellaneous			
Skip licence (first 14 days)	45.00	50.00	11.11%
Building Material licences	67.00	75.00	11.94%
Crane over sailing licence	160.00	175.00	9.38%
Temporary Traffic sign permit / site approval:			
Weekday core time (8am - 6pm)	152.20	167.30	9.92%
Weekdays outside Core time	225.30	247.60	9.90%
Weekends	298.20	327.70	9.89%
Temporary Event or Development signing approval	129.50	142.30	9.88%
Table and chairs permit Chatham High St			
A boards Chatham High St (nil charge)			
Abnormal load support	POA	POA	N/A
Temporary Traffic Signal Approval	POA	POA	N/A
Temporary 15 minute closure approval	71.80	78.90	9.89%
Signal Bagging	POA	POA	N/A
Temporary Traffic management layout approval	POA	POA	N/A
Traffic Regulation Order (Permanent)	-	4,000.00	New Charge

Front Line Services

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Traffic Counts (survey results)			
ATC Up to 2 years old	152.70	167.80	9.89%
ATC Older than 2 years	76.40	84.00	9.95%
Manual counts	POA	POA	N/A
Licence for private Service in the Highway	515.00	565.00	9.71%
Temporary road closures			
Emergency Closures 14(2)	1,078.20	1,184.90	9.90%
Planned closures 14(1)	1,391.10	1,528.80	9.90%
Town and Police Closure orders	69.60	76.50	9.91%

Parking (Excluding Pay and Display)

Permit Type

Resident	31.00	31.00	0.00%
Resident Support	31.00	31.00	0.00%
Daily visitor vouchers each	2.10	2.10	0.00%
Season Ticket Medway Residents	578.00	578.00	0.00%
Season Ticket Medway Residents Quarterly	170.00	170.00	0.00%
Season Ticket Non Medway Resident	660.00	660.00	0.00%
Season Ticket Non Medway Resident Quarterly	192.00	192.00	0.00%
Shoppers Season Ticket	652.00	652.00	0.00%
Shoppers Season Ticket Quarterly	187.00	187.00	0.00%
Single Car Park	446.00	446.00	0.00%
Cared for Permit (Individual)	20.60	20.60	0.00%
Business	152.00	152.00	0.00%
Special Business	170.00	170.00	0.00%
Late Night	39.00	39.00	0.00%
Worship Permit	39.00	39.00	0.00%
Jezreels	103.00	103.00	0.00%
Dispensations per day	6.20	6.20	0.00%
Suspended Bays per bay per day	33.00	33.00	0.00%
Rochester Multi Storey Car Park Season Ticket	776.00	776.00	0.00%
Rochester Multi Storey Car Park Season Ticket Quarterly	230.00	230.00	0.00%
Traders Permit	152.00	152.00	0.00%
Traders Permit Fair trade member	137.00	137.00	0.00%
Business permit for schools	39.00	39.00	0.00%
Carers permit	41.00	41.00	0.00%
Essential User Permit	41.00	41.00	0.00%
Special Permit	152.00	152.00	0.00%
Admin Charge for permit Ammendments	-	15.00	New Charge

Traffic Management Act 2004 - Notification of Penalty Charge Notice Rates

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

Transport Act 2000 - Notification of Penalty Charge Notice Rates

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

Medway Council Pay and Display Charges from 1st April 2024

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	22/23 Tariff (pence)	23/24 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%

Charge to be implemented using the Chief Operating Officers delegated Powers:

- Short Stay Car Parks in Rochester (Cathedral Garage, Corporation Street, Blue Boar Lane) following the implementation of ANPR Technology

Time Period in Hours	22/23 Tariff (pence)	23/24 Tariff (pence)	Increase %
5+ Hours	1320	1320	0%

Rochester Riverside MSCP

Time Period in Hours	22/23 Tariff (pence)	23/24 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	22/23 Tariff (pence)	23/24 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	22/23 Tariff (pence)	23/24 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

2022/23 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	£210 plus vet fees	£210	£318	£457
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
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
	Hosts	£73 per additional host plus vets fees			
Breeding of Dogs	1-10 adult dogs resident	£210 plus vet fees	£210	£318	£457
	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
	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
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.		
	Pre-application/Site inspection (if required)	£73			
Request for re-inspection		£105			
Pre Application Advice		£99			
Zoo fees		£757	Vet fees will be charged separately		
Dangerous Wild animals		£300			

2023/24 Fees						Increase %		
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	£231 plus vet fees	£231	£350	£502	9.90%	9.89%	9.89%
Boarding for Cats	16-30 pens/kennels	£310 plus vet fees						
	31+ pens/kennels	£350 plus vet fees						
Selling of Animal as Pets		£231 plus vet fees	£231	£350	£502	10.00%	10.06%	9.85%
Home Boarding of Dogs and Day Care for Dogs	1-5 Dogs	£231 plus vet fees						
	6+ Dogs	£310 plus vet fees						
Arranging Home Boarding for Dogs with Hosts (Arranged not providing Home Boarding themselves)	Franchise Fee	£231 plus vet fees	£231	£350	£502	10.00%	10.06%	9.85%
	Hosts	£80 per additional host plus vets fees						
Breeding of Dogs	1-10 adult dogs resident	£231 plus vet fees	£231	£350	£502	10.00%	10.06%	9.85%
	11-20 adult dogs resident	£310 plus vet fees						
	21+ adult dogs resident	£386 plus vet fees						
Hiring of Horses	1-30 Horses on the premises	£310 plus vet fees	£231	£350	£502	10.00%	10.06%	9.85%
	31+ horses on the premises	£386 plus vet fees						
Keeping or training animals for exhibition	N/A	£231 plus vet fees	N/A	N/A	£230	N/A	N/A	9.52%
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	£40	Vet fees will be charged separately if applicable.			11.11%	N/A	N/A
	Pre-application/Site inspection (if required)	£80						
Request for re-inspection		£115				9.52%	N/A	N/A
Pre Application Advice		£109	10.10%	N/A	N/A			
Zoo fees		£832	Vet fees will be charged separately			9.91%	N/A	N/A
Dangerous Wild animals		£330				10.00%	N/A	N/A

REGENERATION, CULTURE AND ENVIRONMENT

FRONT LINE SERVICES

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
<u>INTEGRATED TRANSPORT</u>			
Subsidised Bus Services			
Bus Contract Deductions for Administration (per hour)	150.40	165.30	9.91%
Yellow Bus Fares - charge for one term - to come into effect for the new academic year	60.80	60.80	0.00%
Yellow Bus Fares - charge for two terms - to come into effect for the new academic year	116.40	116.40	0.00%
Yellow Bus Fares - charge for one year - to come into effect for the new academic year	330.60	330.60	0.00%
Replacement of Medway Scholar pass (except Arriva)	13.40	13.40	0.00%
Replacement of Medway School Yellow Bus pass	10.30	10.30	0.00%
Concessionary Fares			
Application fee for young persons half fare bus pass. Fee to come into effect July for new academic year.	10.00	10.00	0.00%
Replacement of lost bus pass - elderly and disabled persons concession (no charge if crime number given)	10.00	10.00	0.00%
Replacement of lost bus pass - young persons half fare concession (no charge if crime number given). Fee to come into effect July.	10.00	10.00	0.00%
Local Transport Plan			
Information from existing automatic traffic count (per site)	57.70	63.40	9.88%
Information from existing manual traffic count (per site)	173.00	190.10	9.88%
Chatham Waterfront Bus Station			
Charge per bus service departure	0.82	0.90	9.76%
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	42.00	42.00	0.00%

REGENERATION, CULTURE AND ENVIRONMENT

GREENSPACE SERVICES	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Country Parks			
Fishing			
Day ticket (no night fishing) adult	10.70	11.80	10.28%
Day ticket (no night fishing) Junior/+60	6.30	6.90	9.52%
Pre-booked club outings	220.00	241.80	9.91%
Orienteering			
Orienteering / price per visit per child	2.10	2.30	9.52%
Other Activities			
Children's activity sessions	3.30	3.60	9.09%
Guided walks	3.20	3.50	9.37%
Forest School Visit - price per child	4.75	5.20	9.47%
Fishing teach ins for children	10.60	11.60	9.43%
Event Site Hire - All Green Spaces (price per event)			
Up to 100 People	56.00	61.50	9.82%
101 to 500 People	316.00	347.30	9.91%
501 to 1,000 people	590.00	648.40	9.90%
1001 to 5000 people	1160.00	1,274.80	9.90%
More than 5000 people	3610.00	3,967.40	9.90%
Deposit against damage - £500 to £1000 (subject to proposed event)			
25% discount for registered charities on all the above			
Boot Camps and Fitness Classes	113.00	124.20	9.91%
Toilet cleaning charge post external event hire (cleaning costs only)	108.00	118.70	9.91%
Allotment Rental - Charge per sq. metre			
Plot and water	0.25	0.30	20.00%
Plot only	0.20	0.20	0.00%
Flat rate per shed	18.40	20.20	9.78%
Flat rate use of container	7.00	7.70	10.00%
Bloor Lane Church Allotment	38.76	42.60	9.91%
Miscellaneous Recreation			
Playhut - Playgroups - per 3 hours	22.50	24.70	9.78%
Circus Visits & Fairs			
Circus & Fairs Daily Hire Fee	645.00	708.90	9.91%
Deposit Against damage and fly posting	1650.00	1,813.40	9.90%

REGENERATION, CULTURE AND ENVIRONMENT

GREENSPACE SERVICES	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Cricket Pitch Hire - from 10 am to 6 pm			
Per day - Adult	82.00	90.10	9.88%
Public Rights of Way			
Process Application for pre-publication stage	61.30	67.40	9.95%
Land Registry Search plus search fee	24.50	26.90	9.80%
Site visit	183.50	201.70	9.92%
Preparation of Plans	85.70	94.20	9.92%
Initial consultation	122.40	134.50	9.89%
Responding to consultation replies. (Includes £150 site visit)	306.10	336.40	9.90%
Preparation of Committee Report	269.20	295.90	9.92%
Order Making Stage			
Prepare Order, Notice and Statement	208.40	229.00	9.88%
Distribution of Order	147.00	161.60	9.93%
Posting Notices on Site	134.80	148.10	9.87%
Advertise Notice of Making of Order. (plus cost of advertisement)	42.80	47.00	9.81%
Responding to replies	122.40	134.50	9.89%
Site visits as required - per visit	183.50	201.70	9.92%
Forwarding documentation to DEFRA	636.60	699.60	9.90%
Confirmation of Order			
Site visit	122.40	134.50	9.89%
Preparation of Confirmation Notice	61.30	67.40	9.95%
Distribution of Confirmed Order	147.00	161.60	9.93%
Post Notices on Site	134.80	148.10	9.87%
Advertise Notice of Confirmation of Order. (plus cost of advertisement)	42.80	47.00	9.81%
Produce LEO, amend Definitive Map and inform OS	147.00	161.60	9.93%
Additional letter (to applicants and objectors)	36.90	40.60	10.03%
Additional site visit (to check plans, meet objectors etc.)	183.50	201.70	9.92%
Site visit to check works have been carried out and standard agreed	183.50	201.70	9.92%
Certificate Preparation for bringing into force	61.30	67.40	9.95%
Advertising of Certificate for bringing into force (plus cost of advertisement)	42.80	47.00	9.81%
Distribution of Certificate	122.40	134.50	9.89%
Recreation Grounds - With Pavilion			
Per Season - Adult - 18 matches (with pavilion)	610.00	670.40	9.90%
Per Season - Junior / 60+ - 18 matches (with pavilion)	220.00	241.80	9.91%
Recreation Grounds - Without Pavilion			
Per Season - Adult - 18 matches (without pavilion)	385.00	423.10	9.90%
Per Season - Junior /60+ - 18 matches (without pavilion)	112.00	123.10	9.91%

REGENERATION, CULTURE AND ENVIRONMENT

GREENSPACE SERVICES

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Casual Use with Pavilion			
Adults (casual use)	100.00	109.90	9.90%
Junior / 60+ (casual use)	94.00	103.30	9.89%
Casual Use without Pavilion			
Adults (casual use/without pavilion)	53.00	58.20	9.81%
Junior / 60+ (casual use/ without pavilion)	30.00	33.00	10.00%
School Parties with Pavilion	137.00	150.60	9.93%
School Parties without Pavilion	73.50	80.80	9.93%
Pitch & Putt			
Round with Clubs Adult	8.70	9.60	10.34%
Round with Clubs Junior/60+	4.35	4.80	10.34%
Round with own Clubs Adult	5.70	6.30	10.53%
Round with own Clubs Junior/60+	3.20	3.50	9.37%
Broken Club	36.20	39.80	9.94%
Lost Ball	4.10	4.50	9.76%
Deposit on Club	12.95	14.20	9.62%

REGENERATION, CULTURE AND ENVIRONMENT

0.00

PLANNING

Fee 2022/23	Fee 2023/24	Increase
£	£	%

PLANNING

VAT to be added where applicable

Photocopying (per page)	0.10	0.10	0.00%
Plan copying (A0 per plan)	16.00	17.60	10.00%
Plan copying (A1 per plan)	8.00	8.80	10.00%
Plan copying (A2 per plan)	4.10	4.50	9.76%
Plan copying (A3 per plan)	1.90	2.10	10.53%
Plan copying (A4 per plan)	0.90	1.00	11.11%
Ordnance Survey site locations plans of 6 A4 block plan scale 1:500	32.40	Remove	N/A
Ordnance Survey site locations plans of 6 A4 site plan scale 1:1250	32.40	Remove	N/A
Ordnance Survey site locations plans of 6 A4 site plan scale 1:250	64.90	Remove	N/A
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)	40.00	44.00	10.00%
Research for private property sales/purchases (per hour thereafter)	40.00	44.00	10.00%
Search of adjoining land/property up to 200m - (plus research fee as above)	52.00	57.10	9.81%

Pre Application Service

Charge per hour: Assistant Director	142.50	156.60	9.89%
Charge per hour: Head of Service	120.85	132.80	9.89%
Charge per hour: Group Manager / Principal Planner	107.25	117.90	9.93%
Charge per hour: Senior Planner / Senior Arboriculture Officer	92.90	102.10	9.90%
Charge per hour: EHO / Highways Officer / Conservation Officer	85.65	94.10	9.87%
Charge per hour: Planners	71.25	78.30	9.89%
Charge for Presentations to Members	824.00	905.60	9.90%

Major Developments

Strategic Residential

Preliminary Advice	365.70	401.90	9.90%
Meeting and Written Advice	3,193.00	3,509.10	9.90%

Major Residential

Preliminary Advice	365.70	401.90	9.90%
Meeting and Written Advice	1,596.50	1,754.60	9.90%

Strategic Commercial

Preliminary Advice	365.70	401.90	9.90%
Meeting and Written Advice	3,193.00	3,509.10	9.90%

Major Commercial

Preliminary Advice	365.70	401.90	9.90%
Meeting and Written Advice	1,596.50	1,754.60	9.90%

REGENERATION, CULTURE AND ENVIRONMENT

0.00

PLANNING

Fee 2022/23 Fee 2023/24 Increase

£ £ %

PLANNING

VAT to be added where applicable

Minor Developments

Minor Residential

Written	426.00	468.20	9.91%
Meeting and Written Advice	532.15	584.80	9.89%

Minor Commercial

Written	426.00	468.20	9.91%
Meeting and Written Advice	532.15	584.80	9.89%

Other

Householder

Meeting	154.50	170.00	10.03%
Additional Sites as above plus £50 plus VAT	51.50	56.60	9.90%

Officer Hourly Rates

Hourly rates: Head of Service	120.85	132.80	9.89%
Hourly rates: Principal Planner	107.25	117.90	9.93%
Hourly rates: Senior Planner	92.90	102.10	9.90%
Hourly rates: Planners	71.25	78.30	9.89%

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	113.30	124.50	9.89%
---------------------	--------	--------	-------

Trees

Meeting - hourly rate	92.90	102.10	9.90%
-----------------------	-------	--------	-------

REGENERATION, CULTURE AND ENVIRONMENT

0.00

PLANNING

Fee 2022/23 Fee 2023/24 Increase

£ £ %

PLANNING

VAT to be added where applicable

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

Officer time see above see above

Administration Charge for invalid Planning Applications

Householder, Minor and Other Applications With no Planning officer Input	45.00	49.50	10.00%
Major Applications and applications where officer input required	90.00	98.90	9.89%

Administration Charge for retrospective applications following an Enforcement Investigation

All Planning Applications	33.70	37.00	9.79%
---------------------------	-------	-------	-------

S106 Monitoring Cost Per Obligation Trigger - no VAT	465.00	511.00	9.89%
--	--------	--------	-------

REGENERATION, CULTURE AND ENVIRONMENT

ECONOMIC DEVELOPMENT	Fee 2022/23	Fee 2023/24	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)	44.00	48.00	9.09%
Darwin Room (per half day - 4 hours)	157.00	173.00	10.19%
Darwin Room (per day - 8 hours)	265.00	292.00	10.19%
G3 Room (per hour)	29.00	32.00	10.34%
G3 Room (per half day - 4 hours)	95.00	104.00	9.47%
G3 Room (per day - 8 hours)	135.00	148.00	9.63%
G5 Room (per hour)	29.00	32.00	10.34%
G5 Room (per half day - 4 hours)	95.00	104.00	9.47%
G5 Room (per day - 8 hours)	135.00	148.00	9.63%
Non-Tenants			
Darwin Room - per hour	60.00	66.00	10.00%
Darwin Room (per half day - 4 hours)	200.00	220.00	10.00%
Darwin Room (per day - 8 hours)	340.00	374.00	10.00%
G3 Room (per hour)	37.00	40.00	8.11%
G3 Room (per half day - 4 hours)	127.00	140.00	10.24%
G3 Room (per day - 8 hours)	210.00	231.00	10.00%
G5 Room (per hour)	37.00	40.00	8.11%
G5 Room (per half day - 4 hours)	127.00	140.00	10.24%
G5 Room (per day - 8 hours)	210.00	231.00	10.00%
<u>Data Centre</u>			
Internal Tenants			
Data Centre space (per "U" of space per month)	11.50	13.00	13.04%
Data Centre space (per half rack of space per month)	280.00	308.00	10.00%
Data Centre space (per 1 rack of space per month)	450.00	495.00	10.00%
Data Centre power (per KWh per month)	0.16	0.18	10.00%
Non-Tenants			
Data Centre space (per "U" of space per month)	23.00	25.00	8.70%
Data Centre space (per half rack of space per month)	315.00	346.00	9.84%
Data Centre space (per 1 rack of space per month)	490.00	540.00	10.20%
Data Centre power (per KWh per month)	0.16	0.18	10.00%
<u>Bandwidth</u>			
Starting from 10mb			
Internal Tenants			
Per mb per month	10.80	12.00	11.11%
Non-Tenants			
Per mb per month	13.80	15.00	8.70%
<u>Other Charges</u>			
Office set up fee	125.00	140.00	12.00%
Floor box moving fee - per box	33.00	36.00	9.09%
Floor box power usage for individual offices (per KWh per month)	0.21	0.23	10.00%
Printing/copying per copy black and white	0.06	0.07	10.00%
Printing/copying per copy colour	0.11	0.12	10.00%
Telephone hire per handset per month	11.00	12.00	9.09%
Telephone calls Local per minute	0.03	0.04	33.33%
Telephone calls National per minute	0.10	0.11	10.00%
Telephone calls International to be charged at standard tariff from supplier			

REGENERATION, CULTURE AND ENVIRONMENT

LEISURE CENTRES

Fee 2022/23 Fee 2023/24 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	924.00	10.00%
Premier Membership - Monthly (Direct Debit)	39.95	39.95	0.00%
Premier Membership - Monthly (Pay & Play)	-	43.95	New Charge
Family Membership - Monthly (Direct Debit)	70.00	77.00	10.00%
Senior Membership - Monthly (Direct Debit)	16.50	17.35	5.15%
Senior Membership - Monthly (Pay & Play)	17.35	19.00	9.51%
Gym and swim Membership - Monthly (Direct Debit)	31.45	33.20	5.56%
Gym and swim Membership - Monthly (Pay & Play)	-	36.50	New Charge
Class and swim Membership - Monthly (Direct Debit)	31.45	33.20	5.56%
Class and swim Membership - Monthly (Pay & Play)	-	36.50	New Charge
Rackets and swim Membership - Monthly (Direct Debit)	31.45	33.20	5.56%
Rackets and swim Membership - Monthly (Pay & Play)	-	36.50	New Charge
Student Membership - Monthly	25.75	27.00	4.85%
Disabled Membership - Monthly	21.00	22.00	4.76%
Swimming Membership - Monthly	19.60	20.60	5.10%
Echoes Gym Non-Member Casual	9.50	10.50	10.53%
Gym induction	17.80	19.60	10.11%
Centre admission annual pass			
Adult	48.85	53.75	10.03%
Family	69.10	76.00	9.99%
Junior (under 16)	25.20	27.70	9.92%
Senior	25.20	27.70	9.92%
Centre admission fee - daily			
Adult	2.70	3.00	11.11%
Junior (under 16)	1.95	2.15	10.26%
Senior	1.95	2.15	10.26%
Squash - 40 minutes	11.35	12.50	10.13%
Badminton - per hour	13.40	14.70	9.70%
Table Tennis - per hour	-	11.30	New Charge
School swim	3.00	3.30	10.00%
Fitness classes	7.00	7.70	10.00%
Medway Park			
Hire of Pool (per hour)			
Training Pool	41.10	45.20	9.98%
Diving Pool	41.10	45.20	9.98%
All Pools	195.80	215.40	10.01%
Gala (including timing) 3 hour package	482.20	530.40	10.00%

REGENERATION, CULTURE AND ENVIRONMENT

LEISURE CENTRES	Fee 2022/23	Fee 2023/24	Increase
SPORTS CENTRE FACILITIES			
Sports Hall hire			
Sports Hall 1 (12 Court Hall) per hour	-	176.40	New Charge
Sports Hall 2 (6 Court Hall) per hour	-	88.20	New Charge
ROOM HIRE (Medway Park and Strood)			
Per Hour	20.70	22.80	10.14%
Per Day	110.30	121.30	9.97%
Dance Studios			
Dance studios per hour	30.60	33.70	10.13%
Athletics Tracks (Medway Park and Deangate)			
Clubs per hour	61.30	67.40	9.95%
Floodlights per hour	20.70	22.80	10.14%
Individual Use	4.30	4.75	10.47%
STRAND LEISURE PARK			
Summer Season			
Admissions			
Adult per session	6.20	6.80	9.68%
Jnr per session	4.10	4.50	9.76%
Senior per session	4.10	4.50	9.76%
STROOD SPORTS CENTRE & HUNDRED OF HOO SPORTS CENTRE			
Wet Side Strood & Hoo			
Large Pool per hour Strood	134.50	147.95	10.00%
Training Pool per hour Strood	41.10	45.20	9.98%
Large Pool per hour Hoo	67.30	74.00	9.96%
Training Pool per hour Hoo	41.10	45.20	9.98%
Hydrotherapy pool per hour Strood	61.30	67.40	9.95%
Sports Hall Hire (Strood)			
Sports Hall (Six Court Hall)	-	88.20	New Charge
KICKS			
Peak times Monday - Thursday after 5pm.			
5-a-side Pitch Hire	36.00	38.00	5.56%
7-a-side Pitch Hire	56.70	60.00	5.82%
WATLING PARK FOOTBALL CENTRE			
(per session)			
Full pitch	92.70	96.00	3.56%
Half pitch	56.70	60.00	5.82%

REGENERATION, CULTURE AND ENVIRONMENT		0.00	
	Fee 2022/23	Fee 2023/24	Increase %
	£	£	%
Entrance fees for castles are set in conjunction with English Heritage.			
<u>ROCHESTER CASTLE</u>			
Per Person (Adult)	7.40	7.70	4.05%
Per Person (60+)	5.30	5.60	5.66%
Per Person (Child 5-17 years)	3.20	3.40	6.25%
Family - 2 adult and 1 child	18.00	Remove	N/A
Family - 2 adult and 2 child	-	19.95	New Charge
English Heritage membership including corporate	Free	Free	N/A
Group 11+ people (Adult)	6.30	Remove	N/A
Group 11+ people (Child)	2.70	Remove	N/A
Education visit Inc. introduction in Tower Two	21.00	23.10	10.00%
Hire - grounds only (per hour)	300.00	330.00	10.00%
Hire - whole site (per hour)	1,000.00	1,100.00	10.00%
Wedding hire (castle and grounds - four hours)	3,500.00	3,850.00	10.00%
<u>UPNOR CASTLE</u>			
Per Person (Adult)	7.40	7.70	4.05%
Per Person (60+)	5.30	5.60	5.66%
Per Person (Child 5-17 years)	3.20	3.40	6.25%
Family - 2 adult and 1 child	18.00	Remove	N/A
Family - 2 adult and 2 child	-	19.95	New Charge
Group 11+ people (Adult). 15% discount	6.30	Remove	N/A
Group 11+ people (Child) 15% discount	2.70	Remove	N/A
English Heritage membership including corporate	Free	Free	N/A
Wedding hire (castle and grounds - four hours)	2,000.00	2,200.00	10.00%
Upnor Castle residents pass (season)	26.40	27.50	4.17%
Hire - Whole site per hour	550.00	605.00	10.00%
Half day visit with Education Officer	64.00	70.50	10.16%
<u>TEMPLE MANOR</u>			
Hire of site per hour	76.00	83.60	10.00%
Half day visit with Education Officer	64.00	70.50	10.16%
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			
<u>GUILDHALL MUSEUM</u>			
Admission	0.00	0.00	0.00%
Hire of Members room to Oyster Fisheries	46.30	50.90	9.94%
Hire of Members room per hour 9am - 5pm	47.90	52.70	10.02%
Hire of Guildhall Chamber per hour 9am - 5pm	79.30	87.20	9.96%
Illustrated lectures for adult groups in the Museum			
Illustrated lectures for adult groups - outreach (daytime)	31.90	35.10	10.03%
Illustrated lectures for adult groups - outreach (evening)	84.50	92.95	10.00%
Heritage engagement sessions - on site introductions	63.90	70.30	10.02%
Education Outreach Visits - Medway Schools - Morning	180.20	198.20	9.99%
Education Outreach Visits - Medway Schools - Whole day	247.20	271.90	9.99%
Weddings	489.20	538.10	10.00%
<u>Outdoor theatre</u>			
<i>By negotiation and sign-off by Head of Service</i>			
Normal terms 80:20 split of ticket sales			

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

Per Person (Adult)	5.90	6.10	3.39%
Per Person (60+)	3.20	3.30	3.12%
Per Person (Child 5-17 years)	2.70	2.80	3.70%
Family - 2 adult and 1 child	14.40	Remove	N/A
Family - 2 adult and 2 child	-	15.50	New Charge
English Heritage members 20% discount			
Group 11+ people (Adult). 15% discount	5.05	Remove	N/A
Group 11+ people (Child) 15% discount	2.30	Remove	N/A
Education visit	64.00	70.40	10.00%
Hire of activity room Wednesday to Sunday (per hour)	12.40	13.65	10.08%
Hire of activity room Monday to Tuesday (per hour)	17.50	19.25	10.00%
Hire of whole house Monday to Tuesday 10am - 5pm per hour	56.10	61.70	9.98%
Hire of whole house Monday to Tuesday 5pm to 8pm per hour	79.30	87.20	9.96%
Weddings Inc. registrars fee	1,107.25	1,220.00	10.18%

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

Per Person (Adult)	10.65	11.05	3.76%
Per Person (60+)	6.80	7.10	4.41%
Per Person (Child 5-17 years)	4.70	4.95	5.32%
Family - 2 adult and 2 children	25.90	28.35	9.46%

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

Per Person (Adult)	15.50	17.05	10.00%
Per Person (60+)	10.35	11.40	10.14%
Per Person (Child 5-17 years)	6.80	7.50	10.29%
Family - 2 adult and 2 children	37.80	41.55	9.92%

REGENERATION, CULTURE AND ENVIRONMENT

MEDWAY ARCHIVES, LOCAL STUDIES CENTRE	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Photocopying (Local Studies) A4	0.30	0.40	33.33%
Photocopying (Local Studies) A3	0.50	0.60	20.00%
<i>Photocopying (Local Studies) colour A4</i>	0.75	0.80	6.67%
<i>Photocopying (Local Studies) colour A3</i>	1.05	1.10	4.76%
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 - flat bed scanner, 300dpi) (£2.50 per subsequent image if from the same item)	6.00	6.50	8.33%
Digital image supply (quick photography)	-	5.00	New Charge
Microfiche/Microfilm printouts A4	0.80	0.90	12.50%
Microfiche/Microfilm printouts A3	1.00	1.10	10.00%
Self service digital image permit (non-commercial)	10.00	12.00	20.00%
Self service digital image permit (up to 5 images) (non-commercial)	5.00	6.00	20.00%
Self service digital image permit (commercial users)	26.00	30.00	15.38%
Postage	-	1.50	New Charge
Medway Archives - Other Charges			
Baptism Certificate (National charge)	31.00	32.00	3.23%
Issue of conviction certificate copy (magistrates courts)	45.00	Remove	N/A
Talks/Visits			
Talks to external groups (at discretion of staff)	55.00	60.00	9.09%
Talks to groups visiting (excluding school visits and at the discretion of staff)	45.00	50.00	11.11%
Remote Research & Reprographic Fees			
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%
Publication & Reuse Fees			
Reproduction of photograph in print media (including e-books) (UK only publication) Market rate	45.00	50.00	11.11%
Reproduction of photograph in print media (including e-books) (Worldwide publication) Market rate	60.00	70.00	16.67%
Reproduction of photograph in TV programme (per image)-market rate	100.00	110.00	10.00%
Reproduction of photograph on publication cover (UK only publication)	72.00	80.00	11.11%
Reproduction of photograph on publication cover (Worldwide publication)	105.00	115.00	9.52%
Reproduction of photograph in web-based publication.	45.00	50.00	11.11%
Preparations for media visits and filming on premises : per hour	105.00	110.00	4.76%
Learning Resources Fees			
Education and reminiscence packs - creation of new packs for customer	50.00	55.00	10.00%
Education and reminiscence packs - printing of existing pack	25.00	30.00	20.00%
Exhibitions - loan of existing physical exhibition and reminiscence packs	25.00	30.00	20.00%

REGENERATION, CULTURE AND ENVIRONMENT

THEATRES	Fee	Fee 2023/24	Increase	per hour excess		
	2022/23			Fee	Fee	Increase
	£	£	%	2022/23	2023/24	%
	£	£	%	£	£	%

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	2,801.70	3,080.00	9.93%	179.18	197.00	9.95%
Wednesday - Thursday	2,971.50	3,266.00	9.91%	191.02	210.00	9.94%
Friday/Saturday/Sunday	3,624.90	3,980.00	9.80%	265.97	292.00	9.79%
Bank Holidays	5,267.10	5,790.00	9.93%	305.36	335.00	9.71%
Extra Performance	788.40	867.00	9.97%			
Extra Performance (Bank hols)	1,012.10	1,113.00	9.97%			
Rehearsal and fit-up rates						
Minimum of 3 hours on non-show days						
Monday - Tuesday	86.79	95.00	9.46%			
Wednesday - Thursday	96.66	106.00	9.67%			
Friday/Saturday/Sunday	128.68	141.00	9.58%			
Bank Holidays	163.35	180.00	10.19%			

Non-returnable deposit

Non-returnable deposit (3 days or more)

710.21	780.00	9.83%
1,497.11	1,640.00	9.54%

SCALE C (Formerly Scale B)

(Voluntary Organisations/Registered Charities/Non Commercial Organisations)

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

Monday - Tuesday	670.85	737.00	9.86%	115.14	126.00	9.44%
Wednesday - Thursday	723.88	795.00	9.82%	160.71	176.00	9.51%
Friday/Saturday/Sunday	1,439.74	1,580.00	9.74%	186.21	204.00	9.55%
Bank Holidays	1,989.03	2,185.00	9.85%	209.85	230.00	9.60%
Extra Performance	564.78	620.00	9.78%			
Extra Performance (bank hols)	666.04	730.00	9.60%			
Rehearsal and fit-up rates						
Minimum of 3 hours on non-show days						
Monday - Tuesday	56.61	62.00	9.53%			
Wednesday - Thursday	68.30	75.00	9.81%			
Friday/Saturday/Sunday	106.07	116.00	9.36%			
Bank Holidays	147.86	162.00	9.56%			

Non-returnable deposit

Non-returnable deposit (3 days or more)

315.18	346.00	9.78%
648.22	712.00	9.84%

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 2023/24	Increase	per hour excess		
	2022/23			Fee	Fee	Increase
	£	£	%	2022/23	2023/24	%
				£	£	
THE BROOK THEATRE						
The Brook Theatre is closed for refurbishment works in 2023/24 and the pricing structure will be reviewed once the facility reopens to the public						
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	99.42	Facility Closed	N/A			
Main Theatre Floor events	70.83	Facility Closed	N/A			
Mayor's Parlour	31.45	Facility Closed	N/A			
Studio Room Hire	47.29	Facility Closed	N/A			
Conference Room	31.45	Facility Closed	N/A			
Meeting Room	17.10	Facility Closed	N/A			
Activity Room	12.06	Facility Closed	N/A			
Large Dance Studio	16.65	Facility Closed	N/A			
Small Dance Studio	11.03	Facility Closed	N/A			
Function Room	19.29	Facility Closed	N/A			
Basement Dance Studio	13.77	Facility Closed	N/A			
Basement Drama Studio	14.81	Facility Closed	N/A			
Non-returnable deposit	321.48	Facility Closed	N/A			
Non-returnable deposit (3 days or more)	642.97	Facility Closed	N/A			
SCALE B - Professional arts based organisations						
Main Theatre	62.10	Facility Closed	N/A			
Main Theatre Floor Events	44.31	Facility Closed	N/A			
Mayor's Parlour	20.78	Facility Closed	N/A			
Studio Room Hire	29.61	Facility Closed	N/A			
Conference Room	20.78	Facility Closed	N/A			
Meeting Room	11.47	Facility Closed	N/A			
Activity Room	7.92	Facility Closed	N/A			
Large Dance Studio	11.03	Facility Closed	N/A			
Small Dance Studio	6.89	Facility Closed	N/A			
Function Room	14.35	Facility Closed	N/A			
Basement Dance Studio	10.56	Facility Closed	N/A			
Basement Drama Studio	11.24	Facility Closed	N/A			
Non-returnable deposit	321.48	Facility Closed	N/A			
Non-returnable deposit (3 days or more)	642.97	Facility Closed	N/A			
SCALE C - Amateur arts based organisations						
Main Theatre	37.53	Facility Closed	N/A			
Main Theatre Floor Events	26.30	Facility Closed	N/A			
Mayor's Parlour	13.77	Facility Closed	N/A			
Studio Room Hire	19.87	Facility Closed	N/A			
Conference Room	13.76	Facility Closed	N/A			
Meeting Room	7.57	Facility Closed	N/A			
Activity Room	5.39	Facility Closed	N/A			
Large Dance Studio	7.47	Facility Closed	N/A			
Small Dance Studio	5.04	Facility Closed	N/A			
Function Room	9.53	Facility Closed	N/A			
Basement Dance Studio	6.78	Facility Closed	N/A			
Basement Drama Studio	7.47	Facility Closed	N/A			
Non-returnable deposit	245.84	Facility Closed	N/A			
Non-returnable deposit (3 days or more)	397.13	Facility Closed	N/A			

REGENERATION, CULTURE & ENVIRONMENT

ROCHESTER CORN EXCHANGE	Fee 2022/23	2023/24 Agreed Fee	2023/24 Revised Fee	Increase	Fee 2024/25	2024/25 Revised Fee	Increase	Fee 2025/26	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)	1,575.00	1,650.00	1,730.00	9.84%	1,740.00	1820.00	5.20%	1870.00	2.75%
Full Day Hire (Flexible Access)	3,150.00	3,350.00	3,500.00	11.11%	3,520.00	3600.00	2.86%	3700.00	2.78%
Princes Hall									
In addition to the above it includes access to staffed bar									
Half Day Hire (Minimum of 4 hour hire)	252.00	265.00	280.00	11.11%	280.00	290.00	3.57%	300.00	3.45%
Full Day Hire (Flexible Access)	1,050.00	1,100.00	1,150.00	9.52%	1,155.00	1210.00	5.22%	1250.00	3.31%
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)	1,050.00	1,100.00	1150.00	9.52%	1,160.00	1210.00	5.22%	1250.00	3.31%
Full Day Hire (Flexible access between 8am and midnight)	3,150.00	3,350.00	3460.00	9.84%	3,520.00	3600.00	4.05%	3710.00	3.06%
Prince's Hall									
Half Day Hire (Minimum 4 hour hire)	252.00	265.00	265.00	5.16%	280.00	290.00	9.43%	300.00	3.45%
Full Day Hire (Flexible access between 8am and midnight)	1,575.00	1,660.00	1730.00	9.84%	1,743.00	1810.00	4.62%	1900.00	4.97%
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)	By negotiation								
Premium delegate rate (per head)	By negotiation								

ROCHESTER CORN EXCHANGE	Fee 2022/23	2023/24 Agreed Fee	2023/24 Revised Fee	Increase	Fee 2024/25	2024/25 Revised Fee	Increase	Fee 2025/26	Increase
Bookings outside these times can only be accepted after negotiation with Management and at additional cost.	£	£	£	%	£	£	%	£	%
WEDDING PACKAGES									
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	3,375.00	3,560.00	3700.00	9.63%	3,738.00	3894.00	5.24%	4050.00	4.01%
Friday and Saturday	4,387.50	4,650.00	4800.00	9.40%	4,883.00	5062.00	5.46%	5265.00	4.01%
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	5,350.00	5,650.00	5800.00	8.41%	5,940.00	6172.00	6.41%	6420.00	4.02%
Friday and Saturday	6,400.00	6,750.00	7000.00	9.38%	7,088.00	7384.00	5.49%	7680.00	4.01%
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	6,750.00	7,100.00	7400.00	9.63%	7,455.00	7788.00	5.24%	8100.00	4.01%
Friday and Saturday	8,100.00	8,550.00	8900.00	9.88%	8,978.00	9345.00	5.00%	9720.00	4.01%

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

REGENERATION, CULTURE AND ENVIRONMENT

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
PRIVATE SECTOR HOUSING			
Enforcement Activity			
Copy of Notices	7.00	7.70	10.00%
Service of statutory notice	551.00	606.10	10.00%
HMO License Renewal Charge	619.00	680.90	10.00%
Non Statutory Accommodation Inspections (plus £83.50 per additional follow up inspection	147.00	161.70	10.00%
Fee for Assistance with (HMO) Applications and pre application Inspection (plus £7.50 per room over 5)	168.00	184.80	10.00%
Sec232 Housing Act2004 Register of Licences Viewings	45.70	50.27	10.00%
Inspections			
Licensing of Houses in Multiple Occupation	1,106.70	1,217.37	10.00%
Second or Subsequent Application	983.60	1,081.96	10.00%
Change of manager	115.20	126.72	10.00%
Licence variation	140.50	154.55	10.00%
Licence renewal fee - with significant changes	703.20	773.52	10.00%
2nd Reminder Letter for a HMO Licence	41.80	45.98	10.00%
Unlicensed HMO Fine	179.00	196.90	10.00%
HOUSING SOLUTIONS			
Weekly Cost of Temporary Accommodation			
Shared 1 Bed	109.62	109.62	0.00%
1 bed self contained	158.66	158.66	0.00%
2 bed self contained*	183.58	183.58	0.00%
3 bed self contained*	200.19	200.19	0.00%
4 bed self contained*	262.50	262.50	0.00%
5 bed self contained *	327.60	327.60	0.00%
<i>*(The above charges are subject to change and will be calculated using 90% of LHA rates plus £60 Management Fee).</i>			
General Fund Properties			
85 THE BROOK- 2 bed property	183.58	183.58	0.00%
87 THE BROOK - 2 Bed property	183.58	183.58	0.00%
76 Newnham Street Chatham - 3 bed Property	200.19	200.19	0.00%
194 Darnley Rd - 3 bed Property	200.19	200.19	0.00%
41 Byron Road - 3 bed Property	200.19	200.19	0.00%
83 Edinburgh Road - 3 bed Property	200.19	200.19	0.00%
9 Alfred Close - 2 bed Property	183.58	183.58	0.00%
Scottswood House St Lenoards Ave -2 bed Property	183.58	183.58	0.00%
Scottswood House St Lenoards Ave -2 bed Property	183.58	183.58	0.00%
Scottswood House St Lenoards Ave -2 bed Property	183.58	183.58	0.00%
Scottswood House St Lenoards Ave -2 bed Property	183.58	183.58	0.00%
3 Quenn Street - 2 bed property	-	183.58	N/A
TRAVELLERS PERMANENT ACCOMMODATION			
Weekly Rent Per Pitch	79.22	87.15	10.00%

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Mobile Homes Act 2013			
Application for a new licence	373.00	410.30	10.00%
Application for a new licence Band A	-	767.84	New Charge
Application for a new licence Band B	-	885.84	New Charge
Application for a new licence Band C	-	1071.84	New Charge
Application for a new licence Band D	-	1393.84	New Charge
Application for a new licence: per pitch	-	7.99	New Charge
Application for a new licence: per pitch	8.85	9.74	10.00%
Annual licence existing Band A	-	387.84	New Charge
Annual licence existing Band B	-	505.84	New Charge
Annual licence existing Band C	-	691.84	New Charge
Annual licence existing Band D	-	1,013.84	New Charge
Annual Licence: per pitch	-	4.88	New Charge
Annual Licence: per pitch	8.85	9.74	10.00%
Application to transfer or amend an existing licence:			
Minor amendment	145.60	160.16	10.00%
Minor amendment Band A	-	278.00	New Charge
Minor amendment Band B	-	278.00	New Charge
Minor amendment Band C	-	278.00	New Charge
Minor amendment Band D	-	278.00	New Charge
Major amendment	291.00	320.10	10.00%
Major amendment Band A	-	278.00	New Charge
Major amendment Band B	-	278.00	New Charge
Major amendment Band C	-	278.00	New Charge
Major amendment Band D	-	278.00	New Charge
Annual Licence Fee (Admin and Monitoring existing site)	29.10	32.00	9.97%
Annual Licence Fee (Admin and Monitoring existing site Band A)	-	387.84	New Charge
Annual Licence Fee (Admin and Monitoring existing site Band B)	-	505.84	New Charge
Annual Licence Fee (Admin and Monitoring existing site Band C)	-	691.84	New Charge
Annual Licence Fee (Admin and Monitoring existing site Band D)	-	1,013.84	New Charge
Annual Licence Fee (Admin and Monitoring existing site) per pitch	-	4.88	New Charge
Annual Licence Fee (Admin and Monitoring existing site) per pitch	11.60	12.76	10.00%
Park Rules Register	-	75.00	New Charge
Park Rules Register per pitch	-	0.61	New Charge
Fit and Proper Person New	-	314.00	New Charge
Fit and Proper Person New per pitch	-	2.56	New Charge
Fit and Proper Person Annual	-	261.00	New Charge
Fit and Proper Person Annual per pitch	-	2.13	New Charge
Fit and Proper Person Variation	-	297.00	New Charge
Fit and Proper Person Variation per pitch	-	2.42	New Charge
First Homes			
Application Fee	-	250.00	New Charge

REGENERATION, CULTURE AND ENVIRONMENT

LIBRARIES	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Overdue Charges (Per item per day)			
Adults(£15 maximum)	0.20	0.20	0.00%
Children (no charge)	Free	Free	N/A
Teenagers & Retired aged 60 or over (£2.00 max)	0.05	0.05	0.00%
Reservation Fees			
Reservation fee for any book not in stock	3.00	3.00	0.00%
Audio Visual Charges			
DVD boxed set 1 week loan	1.70	1.70	0.00%
All other videos, DVDs, CDs	1.00	1.00	0.00%
Ticket Replacement Adults	3.00	3.00	0.00%
Damaged & Lost Books			
All items in print - Full replacement cost			
Antiquarian, unique & out of print material - At discretion of service			
Damaged & Lost Audio Visual Material - At discretion of service			
Photocopying/Printing Charges (all sources)			
Black & White A4 - per page	0.10	0.10	0.00%
Black & White A3 - per page	0.30	0.30	0.00%
Colour A4 - per page	0.75	0.75	0.00%
Colour A3 - per page	1.50	1.50	0.00%
Fax Transmissions			
UK	1.20	1.20	0.00%
Europe and North America	2.60	2.60	0.00%
Rest of World	2.60	2.60	0.00%
Free fax nos.	0.60	0.60	0.00%
Incoming - each	0.60	0.60	0.00%
Meeting room hire Strood Library Hall, Twydall Library and all other library premises.			
Basic Rate			
Inside Library opening hours - per hour	14.00	15.50	10.71%
Outside Library opening hours - per hour	21.50	23.50	9.30%
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 2022/23 £		Fee 2023/24 £		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.	800.00	1,600.00	850.00	1,700.00	6.25%	6.25%
Interment and attendance fee: 18 years and above to treble depth.	980.00	1,960.00	1,050.00	2,100.00	7.14%	7.14%
Interment and attendance fee: 18 years and above to quadruple depth is special request with minimum 7 working days notice.	1,850.00	3,700.00	2,000.00	4,000.00	8.11%	8.11%
Two full burials undertaken at same time, add to interment fee:	175.00	350.00	200.00	400.00	14.29%	14.29%
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.	176.00	352.00	200.00	400.00	13.64%	13.64%
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.	235.00	470.00	250.00	500.00	6.38%	6.38%
Extra digging etc. to accommodate internal boarding, framework, covers etc. Prices from:	245.00	245.00	275.00	275.00	12.24%	12.24%
Relocation of spoil away from graveside prior to service / interment. Prices from:	262.00	262.00	300.00	300.00	14.50%	14.50%
Saturday Interment - by arrangement - min 8 working days notice and subject to availability: add	690.00	690.00	750.00	750.00	8.70%	8.70%
Saturday Interment of cremated remains - by arrangement - minimum 8 days notice and subject to availability. In addition to interment fees above.	170.00	170.00	200.00	200.00	17.65%	17.65%
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.	98.00	98.00	125.00	125.00	27.55%	27.55%
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.	186.00	186.00	200.00	200.00	7.53%	7.53%

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

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

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

	Fee 2022/23		Fee 2023/24		increase	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Grave Selection next-in-line	54.00	54.00	60.00	60.00	11.11%	11.11%
Grave Selection	165.00	165.00	175.00	175.00	6.06%	6.06%
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	1,035.00	2,070.00	1,150.00	2,300.00	11.11%	11.11%
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	1,633.00	3,266.00	1,800.00	3,600.00	10.23%	10.23%
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).	3,188.00	6,376.00	3,500.00	7,000.00	9.79%	9.79%
Child graves 6' x 3' : 50 years Inc., memorial permit/right to erect.	711.00	1,422.00	750.00	1,500.00	5.49%	5.49%
Child graves 6' x 3' : 99 years Inc., memorial permit/right to erect	1,108.00	2,216.00	1,200.00	2,400.00	8.30%	8.30%
Cremated remains grave (3' x 3') 30 years Inc., memorial permit, the right to erect and selection	605.00	1,210.00	650.00	1,300.00	7.44%	7.44%
Cremated remains grave (3' x 3') 50 years Inc., memorial permit the right to erect and selection	1,008.00	2,016.00	1,050.00	2,100.00	4.17%	4.17%
Cremated remains grave (3' x 3') 99 years Inc., memorial permit, the right to erect and selection	1,506.00	3,012.00	1,700.00	3,400.00	12.88%	12.88%
Woodland Interment of cremated remains (no tree) includes exclusive right of burial (99 years) and interment fee	933.00	1,866.00	1,000.00	2,000.00	7.18%	7.18%
Woodland Burial fee - includes exclusive right of burial (99 years) - interment fee and memorial tree	1,886.00	3,772.00	2,050.00	4,100.00	8.70%	8.70%
Pre Purchased fee Woodland Burial (99 years) includes memorial tree separate interment fee will apply at time of burial	1,769.00	3,538.00	1,900.00	3,800.00	7.41%	7.41%

CEMETERY MISCELLANEOUS

	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Use of Cemetery Chapel (Duration of Service: 45 minutes).	93.00	93.00	100.00	100.00	7.53%	7.53%
Children up to 18 years - use of Cemetery Chapel (Duration of Service:45 mins)	93.00	93.00	100.00	100.00	7.53%	7.53%
Private Use of Cemetery Chapel	165.00	165.00	200.00	200.00	21.21%	21.21%
Heating of Chapel - October to April (per service)	31.00	31.00	35.00	35.00	12.90%	12.90%
Re-open walled grave - from:	299.00	299.00	325.00	325.00	8.70%	8.70%
Exhumation – from:	1,303.00	1,303.00	1,450.00	1,450.00	11.28%	11.28%
Exhumation of cremated remains – from:	464.00	464.00	500.00	500.00	7.76%	7.76%
Alterations or transfers of right of exclusive burial and duplicate EROB's (For spouse - deduct £20.00)	62.00	62.00	65.00	65.00	4.84%	4.84%
Genealogical Search fee per surname and subject to date of Register entry (assisted searches extra)	20.00	20.00	22.00	22.00	10.00%	10.00%
Marking / identification of grave prior to visit - special request (min 5 days notice)	60.00	60.00	65.00	65.00	8.33%	8.33%
NEW: Extension to full grave EROB of 20 years - including alteration of grave deed	660.00	1,320.00	715.00	1,430.00	8.33%	8.33%
NEW: Extension to full grave EROB of 49 years - including alteration of grave deed	1,617.00	3,234.00	1,722.00	3,444.00	6.49%	6.49%
NEW: Extension to EROB full grave of 69 years - including alteration of grave deed	2,215.00	4,430.00	2,415.00	4,830.00	9.03%	9.03%
NEW: Extension to EROB cremated remains grave of 20 years - including alteration of grave deed	465.00	930.00	465.00	930.00	0.00%	0.00%
NEW: Extension to EROB cremated remains grave of 49 years - including alteration of grave deed	560.00	1,120.00	715.00	1,430.00	27.68%	27.68%
NEW: Extension to EROB cremated remains grave of 69 years - including alteration of grave deed	963.00	1,926.00	1,115.00	2,230.00	15.78%	15.78%

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.

	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Eco surround Renewal of lease 1 year	54.00	54.00	60.00	60.00	11.11%	11.11%
Wooden Cross (and other temporary marker) 1 year permit	22.00	22.00	25.00	25.00	13.64%	13.64%
Woodland burial plaques (10 years).	237.00	237.00	250.00	250.00	5.49%	5.49%
Woodland burial plaque - extension of lease	147.00	147.00	150.00	150.00	2.04%	2.04%

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

	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
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)	116.00	116.00	125.00	125.00	7.76%	7.76%
Additional Inscriptions (no charge if undertaken in-situ and memorials not removed or detached from grave)	84.00	84.00	90.00	90.00	7.14%	7.14%
30 Year Permit for the erection of a memorial/headstone 12" or larger	220.00	220.00	250.00	250.00	13.64%	13.64%
30 Year Permit for the erection of full kerbs and cover slabs.	343.00	343.00	375.00	375.00	9.33%	9.33%
30 Year Permit for Memorial/headstone with full kerbs	526.00	526.00	575.00	575.00	9.32%	9.32%
30 Year Permit for Small kerbs (lawn section/cremated remains) and cover slabs	290.00	290.00	325.00	325.00	12.07%	12.07%
30 Year Permit Memorial/headstone with small kerbs	414.00	414.00	450.00	450.00	8.70%	8.70%

(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 cremated remains in the Gardens (including witness and family led strews), and where required a Certificate of Disposal and a simple cardboard cremated remains box.

	Fee 2022/23 £	Fee 2023/24 £	increase %
	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
Adult cremation.	730.00	750.00	2.74%
Late cremation after 15.30pm add £50.00, (by arrangement only)			
Adult cremation: 9.00am and 9.30am services	540.00	575.00	6.48%
Adult Saturday Cremation - subject to availability. Includes facilities to witness the charging of the coffin.	886.00	975.00	10.05%
16 and under Saturday Cremation - subject to availability. Includes facilities to witness the charging of the coffin.	243.00	250.00	2.88%
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.	270.00	275.00	1.85%
Joint service/cremations - 2 adults (includes Medway container) - 45 Minute service	1,005.00	1,100.00	9.45%
Witness Coffin being committed into Cremator (Services after 9.30 am)	30.00	30.00	0.00%
Extra costs for Service Overrun from:	45.00	50.00	11.11%
Cremations under 16 years (excluding 'Late Cremations')	0.00	0.00	0.00%

CREMATORIUM MISCELLANEOUS

Temporary Storage of Remains - per month - (min period of storage = 3 months, payable in advance)	43.00	50.00	16.28%
Cancellation within 48 hours of booked service (Postponement - no charge)	124.00	150.00	20.97%
Additional Chapel Time/Memorial Service	263.00	300.00	14.07%
Administration charge to cover requests for information, alterations etc. to records.	17.00	20.00	17.65%
Additional or replacement Certified Extract, label or other proof of cremation	33.00	35.00	6.06%

Obitus in service tribute - Single Photo	14.00	Remove	N/A
Obitus in service tribute - Simple Slideshow	41.00	45.00	9.76%
Obitus in service tribute - Professional Photo Tribute	75.00	80.00	6.67%
Obitus in service tribute - Family supplied video	20.00	25.00	25.00%
Obitus in service tribute - Physical copy of Pro Tribute	32.00	35.00	9.38%
Obitus in service tribute - Downloadable link to Pro Tribute	12.00	15.00	25.00%
Obitus in service tribute - Extra photos (each additional batch upto 25 photos)	20.00	25.00	25.00%
Obitus Webcast of service - Live broadcast	33.00	40.00	21.21%
Obitus Webcast of service - Live broadcast + 28 days playback + downloadable	48.00	55.00	14.58%
Obitus Webcast of service - Physical copy on DVD, Blue-Ray or USB	52.00	60.00	15.38%

Overside Coffin - if a coffin is over 26" wide, we must have coffin sizes on the paperwork three days before the service	100.00	100.00	0.00%
Receiving cremated remains from elsewhere, including strewing (witnessed / unwitnessed)	90.00	100.00	11.11%

Book of Remembrance - includes 1 swipe card

	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
2 Line Entry	75.00	80.00	6.67%
5 Line Entry	147.00	160.00	8.84%
8 Line Entry	191.00	210.00	9.95%
5 Line Entry with motif	210.00	230.00	9.52%
8 Line Entry with motif	242.00	265.00	9.50%
Additional screens of text, motif, pictures etc. for digital book of remembrance (per screen)	59.00	65.00	10.17%
Additional swipe card for digital book of remembrance (existing entries)	20.00	25.00	25.00%

Book of Remembrance for Babies - includes 1 swipe card

Charge Per Line	18.00	20.00	11.11%
Charge For Motif	67.00	75.00	11.94%
Additional screens of text, motif, pictures etc., for digital book of remembrance (per screen)	52.00	60.00	15.38%
Additional swipe card for digital book of remembrance (existing entries)	20.00	25.00	25.00%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

	Fee 2022/23 £	Fee 2023/24 £	increase %
Miniature Books - Existing books only			
Each Additional Line	25.00	30.00	20.00%
All Crests/Motifs	67.00	75.00	11.94%
Postage and Packaging of books - Studio Returns	12.00	15.00	25.00%
Memorial Plaques			
Perspex plaque - replacement or alteration to existing plaque including additional name	85.00	90.00	5.88%
Perspex garden plaque - new and renewal (5 years)	137.00	150.00	9.49%
Bronze Wall Plaques 5 -10 year lease - Renewal Only			
Bronze wall plaque - extension of lease 10 years, no new plaque	191.58	200.00	4.40%
Bronze wall plaque - extension of lease 5 years, no new plaque	99.91	110.00	10.10%
Replacement or alteration to existing plaque including additional name	168.92	175.00	3.60%
Wall Plaques (Granite and Flois available) - Replacement Charges for the Above			
5 year lease - New Granite / Floris wall plaque inscription only	190.00	200.00	5.26%
Extension of lease - 5 years. Existing wall plaque used	120.00	130.00	8.33%
10 year lease - New Granite / Floris wall plaque inscription only	310.00	350.00	12.90%
Extension of lease - 10 years. Existing wall plaque used	225.00	250.00	11.11%
Wall plaque Motif / Photo	140.00	150.00	7.14%
Replacement or alteration to existing wall plaque	205.00	225.00	9.76%
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	1,055.00	1,150.00	9.00%
Extension of lease 5 years	530.00	600.00	13.21%
Additional Bronze Plaque or replacement or alteration to existing bronze plaque including additional name	174.00	200.00	14.94%
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	90.00	5.88%
Shared bench Perspex plaque [5 Years] - New & Renewal	153.00	175.00	14.38%
Columbaria & Granite Niche - 5- 10 year lease subject to availability			
Columbaria Motifs extra (subject to design) – includes first 80 characters [10 years]	1,237.00	1,300.00	5.09%
Columbaria - extension of lease 10 years without refurbishment	730.00	800.00	9.59%
Columbaria - extension of lease 5 years without refurbishment	475.00	500.00	5.26%
Granite Niche - [10 years]	1,160.00	1,200.00	3.45%
Granite Niche - [5 years]	767.00	800.00	4.30%
Granite Niche - extension of lease 10 years without refurbishment	690.00	750.00	8.70%
Granite Niche - extension of lease 5 years without refurbishment	456.00	475.00	4.17%
Granite Niche / Columbaria refurbishment (inc P&P)	118.00	125.00	5.93%
Columbaria inscriptions (price per character after the first 80)	3.00	3.50	16.67%
Columbaria Motif (from standard catalogue). Prices from:	142.00	150.00	5.63%
Columbaria Motif (own design supplied). Prices from:	160.00	175.00	9.38%
Columbaria Motif/photo on ceramic from:	196.00	200.00	2.04%
Replacement Plate for columbaria - includes 80 characters	202.00	225.00	11.39%
Additional Inscription to Columbaria - includes 80 characters +P&P	179.00	200.00	11.73%
Postage and packing of columbaria plates - Courier	53.00	60.00	13.21%
Columbaria, Motifs extra (subject to design) – includes first 80 characters [5 years]	768.00	850.00	10.68%
Installation of new Columbaria unit between Glades 16 to 18	350.00	Remove	N/A

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

	Fee 2022/23 £	Fee 2023/24 £	increase %
Granite Flower Kerbs - 5 -10 year lease (RWA Glades 32 & 38) subject to availability			
Granite Flower Kerb both colours [10 years]	556.00	600.00	7.91%
Granite Flower Kerb both colours extension of lease 10 years without refurbishment	441.00	475.00	7.71%
Granite Flower Kerb both colours extension of lease 5 years without refurbishment	220.00	250.00	13.64%
Granite Flower Kerb replacement both colours	154.00	175.00	13.64%
Granite Flower Kerb both colours [5 Years]	362.00	400.00	10.50%
Granite Flower Kerb refurbishment (include P&P)	67.00	75.00	11.94%
	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	300.00	350.00	16.67%
Mushroom Plaque 5 years	205.00	225.00	9.76%
Replacement Mushroom Plaque (Carriage included)	124.00	150.00	20.97%
Extension of lease 10 year without refurbishment	195.00	250.00	28.21%
Extension of lease 5 years without refurbishment	87.00	150.00	72.41%
Mushroom Plaque Refurbishment (carriage included)	67.00	75.00	11.94%
Dedicated roses - 5 -10 year lease			
Standard rose tree replacement plaque or replacement (maximum of 3 plaques)	88.00	95.00	7.95%
Standard rose tree with plaque on stem [5 Years] - New & Renewal	273.00	300.00	9.89%
Standard rose tree with plaque on stem [10 Years extension] - No new plaque	325.00	Remove	N/A
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]	1,046.00	1,100.00	5.16%
Single memorial - (stand alone) inscription only [10 years]	1,216.00	1,250.00	2.80%
Single memorial - (left or right of a pair) inscription only [5 Years]	531.00	600.00	12.99%
Single memorial - (stand alone) inscription only [5 Years]	626.00	675.00	7.83%
Single memorial renewal 10 years no refurbishment	882.00	750.00	-14.97%
Single memorial renewal 5 years no refurbishment	488.00	475.00	-2.66%
Replacement plate with or without photo	199.00	200.00	0.50%
Bluebell Memorial Ceramic motif / picture	142.00	150.00	5.63%
Bluebell Memorial refurbishment	88.00	95.00	7.95%
Granite Book - 5-10 year lease (6" x 4" plaque) entrance to glade 16 subject to availability			
Granite Book Plaque [10 years]	180.00	200.00	11.11%
	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]	276.00	300.00	8.70%
Medium Plaque [10 years]	287.00	315.00	9.76%
Large Plaque [10 years]	303.00	330.00	8.91%
Replacement plaque (all sizes)	117.00	125.00	6.84%
Extension of lease - 10 years without refurbishment	179.00	195.00	8.94%
Extension of lease - 5 years without refurbishment	115.00	125.00	8.70%
Small plaque [5 Years]	183.00	200.00	9.29%
Medium plaque [5 Years]	195.00	215.00	10.26%
Large plaque [5 Years]	206.00	230.00	11.65%
Refurbishment (all sizes)	67.00	75.00	11.94%
	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
Memorial - Mulberry Tree			
5 Year Lease	-	250.00	New Charge
10 Year Lease	-	400.00	New Charge
Other charges			
Postage for garden plaques	11.00	12.00	9.09%
Postage for larger plaques i.e. kerbs NEW	32.00	35.00	9.38%
Arrange funeral under Public Health (Control of Disease) Act 1984, including full property search. From:	617.00	650.00	5.35%
Arrange funeral under Public Health (Control of Disease) Act 1984. From :	268.00	295.00	10.07%

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 2022/23	Fee 2023/24	Increase
	£	£	%
Medway Register Office			
ALL CEREMONIES - APPROVED PREMISES			
Ceremony fee (Booking) non refundable	60.00	60.00	0.00%
Monday to Friday Ceremony fee (Attendance)	490.00	490.00	0.00%
Saturday Ceremony fee (Attendance)	590.00	590.00	0.00%
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	60.00	60.00	0.00%
Monday to Friday Ceremony fee (Attendance)	200.00	200.00	0.00%
Saturday Ceremony fee (Attendance)	250.00	250.00	0.00%
ALL CEREMONIES The Guildhall Rochester			
Saturdays only			
Ceremony fee (Booking) non refundable	60.00	60.00	0.00%
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	1,950.00	1,950.00	0.00%
Request for review	500.00	500.00	0.00%
Sale of Products/Additional Services			
Name Change	50.00	50.00	0.00%

REGENERATION, CULTURE AND ENVIRONMENT

Medway Adult Education

Academic Year Charges (from 1 August 2016)

Adult Skills Courses

Academic Year £ (per hour excluding registration fee):
 20 guided learning hours including registration fee
 40 guided learning hours including registration fee
 60 guided learning hours including registration fee
 80 guided learning hours including registration fee

Community Learning Courses

Academic Year £ (per hour excluding registration fee):
 3 guided learning hours including registration fee
 10 guided learning hours including registration fee
 20 guided learning hours including registration fee
 40 guided learning hours including registration fee
 60 guided learning hours including registration fee

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

Academic Year £ (per hour excluding registration fee):
 3 guided learning hours including registration fee
 10 guided learning hours including registration fee
 20 guided learning hours including registration fee
 40 guided learning hours including registration fee
 60 guided learning hours including registration fee

Commercial rate courses (non-SFA funded)

Academic Year £ (per hour excluding registration fee):
 20 guided learning hours including registration fee
 57.5 guided learning hours including registration fee

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
 ICT suite per hour

	Course fees (full) 2022/23 £	Course fees (concessionary 75%) 2022/23 £	Course fees (full) 2023/24 £	Course fees (concessionary 75%) 2023/24 £	Course Fees (Full) Increase %	Course Fees (Concessionary) Increase %
<i>Academic Year £ (per hour excluding registration fee):</i>	3.80	2.80	4.00	2.90	5.26%	3.57%
20 guided learning hours including registration fee	88.10	69.30	93.00	72.80	5.56%	5.05%
40 guided learning hours including registration fee	163.40	125.80	172.00	132.10	5.26%	5.01%
60 guided learning hours including registration fee	238.70	182.40	251.00	191.50	5.15%	4.99%
80 guided learning hours including registration fee	314.10	239.00	330.00	251.00	5.06%	5.02%
<i>Academic Year £ (per hour excluding registration fee):</i>	4.00	2.90	4.00	3.00	0.00%	3.45%
3 guided learning hours including registration fee	20.00	17.00	21.00	17.90	5.00%	5.29%
10 guided learning hours including registration fee	50.00	40.10	53.00	42.10	6.00%	4.99%
20 guided learning hours including registration fee	91.80	72.10	96.00	75.70	4.58%	4.99%
40 guided learning hours including registration fee	170.80	131.50	179.00	138.10	4.80%	5.02%
60 guided learning hours including registration fee	249.90	190.80	262.00	200.30	4.84%	4.98%
<i>Academic Year £ (per hour excluding registration fee):</i>	3.90	2.90	4.00	3.00	2.56%	3.45%
3 guided learning hours including registration fee	20.30	17.20	21.00	18.10	3.45%	5.23%
10 guided learning hours including registration fee	51.00	40.80	54.00	42.80	5.88%	4.90%
20 guided learning hours including registration fee	93.90	73.50	99.00	77.20	5.43%	5.03%
40 guided learning hours including registration fee	175.00	134.20	184.00	140.90	5.14%	4.99%
60 guided learning hours including registration fee	256.10	195.00	269.00	204.80	5.04%	5.03%
<i>Academic Year £ (per hour excluding registration fee):</i>	8.70	not applicable	9.00	not applicable	3.45%	not applicable
20 guided learning hours including registration fee	186.10	not applicable	195.00	not applicable	4.78%	not applicable
57.5 guided learning hours including registration fee	511.70	not applicable	537.00	not applicable	4.94%	not applicable
Standard classroom per hour	18.20	not applicable	19.00	not applicable	4.40%	not applicable
ICT suite per hour	51.00	not applicable	54.00	not applicable	5.88%	not applicable

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

REGENERATION, CULTURE AND ENVIRONMENT 0.00

PROPERTY & CAPITAL PROJECTS

Fee 2022/23 Fee 2023/24 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)	16.80	18.50	10.12%
Hall hire evening rate (per hour)	20.70	22.70	9.66%

Non Regular Users

Hall hire Monday to Friday day (per hour)	23.80	26.20	10.08%
Hall hire Monday to Thursday evening (per hour)	33.90	37.30	10.03%
Hall hire Saturday & Sunday day (per hour)	26.20	28.80	9.92%
Hall hire Friday, Saturday & Sunday evening (per hour)	47.10	51.80	9.98%
Large Kitchen day (per booking)	38.00	41.80	10.00%
Large Kitchen evening (per booking)	38.00	41.80	10.00%
Small Kitchen day (per booking)	17.60	19.30	9.66%
Small Kitchen evening (per booking)	19.00	20.90	10.00%

LARGE ROOM (Weddings & functions room hire only)

Regular User Groups

Hall hire daytime rate (per hour)	13.00	14.30	10.00%
Hall hire evening rate (per hour)	14.40	15.80	9.72%

Non Regular Users

Room hire Monday to Friday day (per hour)	15.80	17.40	10.13%
Room hire Monday to Thursday evening (per hour)	17.90	19.70	10.06%
Room hire Saturday & Sunday day (per hour)	15.10	16.60	9.93%
Hall hire Friday, Saturday & Sunday evening (per hour)	28.70	31.50	9.76%

SMALL ROOM (Room hire only)

Regular User Groups

Hall hire daytime rate (per hour)	7.00	7.70	10.00%
Hall hire evening rate (per hour)	7.40	8.10	9.46%

Non Regular Users

Room hire Monday to Friday day (per hour)	8.10	8.90	9.88%
Room hire Monday to Thursday evening (per hour)	8.30	9.10	9.64%
Room hire Saturday & Sunday day (per hour)	14.20	15.60	9.86%
Hall hire Friday, Saturday & Sunday evening (per hour)	15.00	16.50	10.00%

COMPUTER SUITE

Regular User Groups - day or evening (per hour)	13.00	14.30	10.00%
Non Regular Users - day or evening (per hour)	13.60	14.90	9.56%
My Desk - Individual desk work space (per month)	123.00	135.20	9.92%

REGENERATION, CULTURE AND ENVIRONMENT 0.00

PROPERTY & CAPITAL PROJECTS

Fee 2022/23 Fee 2023/24 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)	15.30	16.80	9.80%
One To One Room hire day or evening (per hour)	15.30	16.80	9.80%

Non Regular Users

Main Hall hire Monday to Thursday day or evening and Friday day (per hour)	23.80	26.20	10.08%
Main Hall hire Saturday & Sunday day (per hour)	26.20	28.80	9.92%
Main Hall hire Friday, Saturday & Sunday evening (per hour)	34.40	37.80	9.88%
One To One Room hire day or evening (per hour)	16.00	17.60	10.00%
Family Room hire day or evening (per hour)	13.60	14.90	9.56%

CHATTENDEN COMMUNITY CENTRE

MAIN COMMUNITY BUILDING

Regular User Groups

Main Hall hire day or evening (per hour)	15.30	16.80	9.80%
Crèche hire day or evening (per hour)	15.30	16.80	9.80%
One to One Room day or evening (per hour)	15.30	16.80	9.80%
Computer Suite day or evening (per hour)	15.30	16.80	9.80%

Non Regular Users

Hall hire Monday to Thursday day or evening and Friday day (per hour)	23.80	26.20	10.08%
Main Hall hire Saturday & Sunday day (per hour)	25.60	28.10	9.77%
Hall hire Friday, Saturday & Sunday evening (per hour)	27.90	30.70	10.04%
Crèche hire day or evening (per hour)	16.00	17.60	10.00%
One to One Room day or evening (per hour)	16.00	17.60	10.00%
Computer Suite day or evening (per hour)	16.00	17.60	10.00%
My Desk - Individual desk work space (per month)	123.00	135.20	9.92%

LARGE HALL

Regular User Groups

Hall hire day or evening (per hour)	20.20	22.20	9.90%
End Hall hire day or evening (per hour)	13.70	15.10	10.22%
Back Office hire day or evening (per hour)	15.60	17.10	9.62%

Non Regular Users

Hall hire Monday to Thursday day or evening and Friday day (per hour)	23.80	26.20	10.08%
Hall hire Saturday & Sunday day (per hour)	27.10	29.80	9.96%
Hall hire Friday, Saturday & Sunday evening (per hour)	34.40	37.80	9.88%
End Hall hire day or evening (per hour)	16.00	17.60	10.00%
Back Office hire day or evening (per hour)	16.00	17.60	10.00%

REGENERATION, CULTURE AND ENVIRONMENT

0.00

PROPERTY & CAPITAL PROJECTS**Fee 2022/23 Fee 2023/24 Increase****£ £ %****COMMUNITY CENTRES*****NB: Rates for all rooms negotiable for long-term, regular and community group bookings*****ST GEORGE'S CENTRE HALL HIRE RATES***(Bank Holidays, New Years Eve and Christmas On Application)***Monday - Thursday**

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

- Charity/Community Groups

331.50 364.50 9.95%

- All Others

409.00 449.50 9.90%

Full Day 9am - 5pm

- Charity/Community Groups

612.00 672.00 9.80%

- All Others

757.00 832.00 9.91%

Evening 6pm - 12 midnight

- Charity/Community Groups

430.50 473.00 9.87%

- All Others

542.00 596.00 9.96%

Friday, Saturday or Sunday

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

- Charity/Community Groups

331.50 364.00 9.80%

- All Others

409.00 449.50 9.90%

Full Day 9am - 5pm

- Charity/Community Groups

612.00 672.00 9.80%

- All Others

757.00 832.00 9.91%

Evening 6pm - 12 midnight

- Charity/Community Groups

652.00 716.50 9.89%

- All Others

817.00 898.00 9.91%

Audio Visual Equipment

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

- Charity/Community Groups

110.00 120.50 9.55%

- All Others

141.00 155.00 9.93%

Full Day 9am - 5pm

- Charity/Community Groups

198.00 217.50 9.85%

- All Others

245.00 269.50 10.00%

Evening 6pm - 12 midnight

- Charity/Community Groups

169.00 185.50 9.76%

- All Others

216.00 237.50 9.95%

Use of Catering Kitchen

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

- Charity/Community Groups

44.00 48.00 9.09%

- All Others

55.50 61.00 9.91%

Full Day 9am - 5pm

- Charity/Community Groups

82.00 90.00 9.76%

- All Others

101.00 111.00 9.90%

Evening 6pm - 12 midnight

- Charity/Community Groups

107.00 117.50 9.81%

- All Others

136.00 149.50 9.93%

Children and Adults Directorate

	Fee 2022/23	Proposed Fees 2023/24	Increase
<u>Children's</u>			
<u>Parklands</u>			
After School Club (per child per session)	8.24	9.06	9.90%
<u>Section 20</u>			
Individually calculated based on the section 20 charging policy.			
<u>Education</u>			
<u>Post 16 Parental SEND Transport Contribution towards Costs</u>			
Full contribution per academic year	659.00	724.24	9.90%
Reduced contribution for families on low incomes per academic	494.25	543.18	9.90%
<u>New Charges</u>			
Replacement lost or damaged Medway bus pass	10.00	10.99	9.90%
<u>Adult Social Care</u>			
<u>Client Financial Affairs – Charge for Service:</u>			
Service User Savings	10.00	10.99	9.90%
Under £500	No Charge	No Charge	N/A
£500-2,999.99	No Charge	£50 per year	N/A
£3,000-9,999.99	£5 per week	£5 per week	0.00%
£10,000-£15,999.99	3% of Assets Held – annual charge	3.5% of Assets Held – annual Charge	0.05%
£16,000 and over	£585 per year	£650 per year	11.00%
<u>Estate Management Work</u>			
Work done on behalf of estate after CFA client passes away	350.00	350.00	0.00%
<u>Charging for the Deferred Payment Scheme</u>			
Deferred Payment Set Up Administration Fee	65.06	68.31	5.00%
Deferred Payment Annual Administration Fee	75.75	79.01	5.00%
Deferred Payment Legal Costs	700.00	735.00	5.00%
<u>Charges for people who can afford to pay in full for their care at home</u>			
If someone can afford to pay the full cost of their care at home (as determined by a financial assessment), they can ask Medway Council to arrange services for them. In setting up these services, there is an administration cost to the Council and the Care Act allows councils to charge for some of those administration costs. There will be charges to set up the arrangements to begin with, known as the “Set Up Administration Fee” and the ongoing costs, known as the “Annual Administration Fee”.			
The Set Up Administration Fee	101.35	106.42	5.00%
The Annual Administration Fee	117.37	123.24	5.00%

BUSINESS SUPPORT DEPARTMENT
Community Interpreting Service (CIS)

0.00 0.00

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 2022/23		Fee 2023/24		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 2022/23				Fee 2023/24					
	Travel Time Per Hour	Interpreting Per Hour	Mileage Per Mile	Parking Fees	Travel time	Interpreting Fixed Fee Per Hour	Mileage Per Mile	Parking Fees	Travel Time Increase	Interpreting Fee Increase
	£	£	£	£	£	£	£	£	%	%
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 2022/23				Fee 2023/24					
	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	Increase In Charge Per Minute First 30 Minutes	Increase In Charge Per Minute Every 15 Minutes Thereafter
	£	£	£	£	£	£	£	£	%	%
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 2022/23	
	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 2023/24	
	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%
N/A	N/A
N/A	0.0%
N/A	N/A
0.0%	0.0%
N/A	0.0%
N/A	0.0%
N/A	N/A
0.0%	0.0%

Short Notice Charges

	Fee 2022/23	
	Booked within 12 hours	
	£	
Face to face or remote interpreting requested within 12 hours of the appointment		0.00

Fee 2023/24	
Booked within 12 hours	
£	
	10.00

% Increase
Booked within 12 hours
%
New Charge

BUSINESS SUPPORT DEPARTMENT

Blue Badge application fee administration charge per badge

Fee 2022/23	Fee 2023/24	Increase
£	£	%
10.00	10.00	0.0% * Fee set by Government

BUSINESS SUPPORT DEPARTMENT

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
SALE OF AGENDAS			
Annual charge per committee	107.20	117.80	9.89%
PHOTOCOPYING CHARGE			
Admin charge	2.60	2.90	11.54%
Each copy up to 20 copies	0.10	0.10	0.00%
Minimum charge (admin plus one copy)	2.70	3.00	11.11%
Each copy over 20	0.10	0.10	0.00%

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 2022/23	Fee 2023/24	Increase
	£	£	%
Postage & packing for paper copies of the Register	29.10	32.00	9.97%
Street Index	17.50	19.25	10.00%
Sale of Medway ward map	17.50	19.25	10.00%
Letter of confirmation on Register of Electors	Free	Free	N/A
Confirmation of "proof of life" for pensions	Free	Free	N/A

BUSINESS SUPPORT DEPARTMENT

0.00

	Fee 2022/23 £	Fee 2023/24 £	Increase %
<u>Street Naming and numbering Charges</u>			
Charge to Developer for Amending Plans previously Named and Numbered and re-sending out again - Per Building	76.50	Remove	N/A
Charge for Amending a Road Name, i.e. request by local residents etc.	760.00	Remove	N/A
Charge for Registering a New House or Building	76.50	Remove	N/A
Charge for Registering 2 to 10 Buildings/Properties	225.00	Remove	N/A
Charge for Registering 11 to 20 Buildings/Properties	305.00	Remove	N/A
Charge for Registering 21 to 30 Buildings/Properties	382.00	Remove	N/A
Charge for Registering 31 to 50 Buildings/Properties	545.00	Remove	N/A
Charge for Registering 51 to 60 Buildings/Properties	705.00	Remove	N/A
Charge for Registering 61 or more Buildings/Properties	875.00	Remove	N/A
Charge for Amending a House Name/Building Name	76.50	Remove	N/A
Charge for Amending a House Number	76.50	Remove	N/A
Charge for Amending Property Details, i.e. a House becoming x no of Flats - Per Flat	76.50	Remove	N/A
Charge for registering a Hotel	235.00	Remove	N/A
Charge for Historical Information, i.e. enquiries from Solicitors etc.	315.00	Remove	N/A
<u>Streets</u>			
Naming a new street	-	219.80	New Charge
Amend a street/road name (excluding advertising costs and replacement SNPs)	-	836.00	New Charge
<u>New Residential property (including flats and maisonettes) or Business Unit</u>			
Registering 1 plot/unit	-	84.20	New Charge
Registering 2 to 10 plots/units (Cost per property/unit)	-	66.00	New Charge
Registering 11 or more plots/units			
· Standing charge for the first 10 plots/units	-	660.00	New Charge
· Cost per additional plot/unit (Cost per property/unit)	-	44.00	New Charge
Amend previously confirmed naming and numbering schedule and resend (Cost per property)	-	27.50	New Charge
<u>Existing Residential or Business Unit (including flats)</u>			
Charge for amending property details inc a flat, house, building name/number (Cost per property)	-	84.20	New Charge
Official registration of an existing unregistered property. (Cost per property)	-	66.00	New Charge

BUSINESS SUPPORT DEPARTMENT

0.00

Fee 2022/23 **Fee 2023/24** **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 @ £26.30, CON29 @ £52.50 plus VAT @ £10.50 Total of £89.30)

LOCAL LAND CHARGES

LLC1 only	25.50	26.30	3.14%
Additional parcel of land (LLC1 only)	20.40	21.00	2.94%
CON29 only	51.00	52.50	2.94%
Additional parcel of land with CON29 only	15.30	15.80	3.27%
Standard search including LLC1 fee and CON29	76.50	78.80	3.01%
Additional parcel of land with Standard Search including LLC1 and CON29	35.70	36.80	3.08%
<i>Commercial requests e.g. shopping centre or new development officially named & numbered - fee on request, but maximum of:</i>	2,550.00	2,626.50	3.00%
Updated service for Full search - first 3 months free	No fee	No Fee	N/A
Inspection of LLC Register under EIR	No fee	No Fee	N/A
Enhanced personal search service for the LLC Register	11.20	11.50	2.68%
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	10.50	2.94%
Part II printed enquiry - Con29O Question 22 (Common Land and Village Greens)	15.30	15.80	3.27%
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	2.70	3.85%
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	3.20	3.23%
Registration of a charge in Part 11 of the register	71.40	75.00	5.04%
Filing a definitive certificate of the Lands Tribunal under rule 10(3)	15.30	16.10	5.23%
Filing a judgement, order or application for the variation or cancellation of an entry in Part 11 of the register	20.40	21.40	4.90%
Inspection of documents filed under rule 10 in respect of each parcel of land	5.10	5.40	5.88%
Official search (including issue of official certificate of search): -			
a) in any one part of the register	5.10	5.40	5.88%
b) in the whole of the register			
(i) where the request is made by electronic means in accordance with rule 16	25.50	26.70	4.71%
(ii) in any other case	25.50	26.80	5.10%
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	21.40	4.90%
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	2.70	3.85%
Office copy of any plan or other documents filed pursuant to the Rules	2.60	2.70	3.85%
Provision under, or for the purposes of which, the application is made in respect of Commons & Village Greens			
Regulation 44 - declaration of entitlement to exercise a right of common	25.50	26.80	5.10%
Section 6 of the 2006 Act - creation of a right of common resulting in the registration of new common land	No fee	No Fee	N/A
Section 6 of the 2006 Act - creation of a right of common over existing common land	105.10	110.50	5.14%
Section 7 of the 2006 Act - variation of a right of common	105.10	110.50	5.14%
Section 8 of the 2006 Act - apportionment of a right of common	105.10	110.50	5.14%
Section 10 of the 2006 Act - attachment of a right of common	No fee		N/A
Section 11 of the 2006 Act - re-allocation of attached rights	105.10	110.50	5.14%
Section 12 of the 2006 Act - transfer of a right in gross	42.00	44.10	5.00%
Section 13 of the 2006 Act - surrender or extinguishment of a right of common	84.00	88.20	5.00%
Schedule 4, paragraph 8 - statutory disposition pursuant to s.14 of the 2006 Act (including the exchange of land for land subject to a statutory disposition)	157.60	165.50	5.01%
Section 15A of the 2006 Act; s.15 Growth and Infrastructure Act 2013 - landowner statement	262.70	275.80	4.99%
s.31(6) Highways Act 1980 - joint landowner statements and declarations	367.70	386.00	4.98%
Section 15(1) of the 2006 Act - registration of a new town or village green, other than by the owner	No fee	No Fee	N/A
Section 15(8) of the 2006 Act - registration of a new town or village green	No fee	No Fee	N/A
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	N/A
Section 19 of the 2006 Act - correction, for a purpose described in section 19(2)(b), (c) or (e)	105.10	110.30	4.95%
Section 19 of the 2006 Act - correction, for a purpose described in section 19(2)(d) (Per register unit)	15.80	16.60	5.06%
Schedule 1, paragraph 1(6)(b), to the 2006 Act - severance by transfer to public bodies	84.00	88.20	5.00%
Schedule 1, paragraph 3(7)(b), to the 2006 Act - severance authorised by order	84.00	88.20	5.00%
Schedule 2, paragraph 2 or 3, to the 2006 Act - non-registration of common land or town or village green	No fee	No Fee	N/A
Schedule 2, paragraph 4, to the 2006 Act - waste land of a manor not registered as common land	No fee	No Fee	N/A

BUSINESS SUPPORT DEPARTMENT

0.00

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Schedule 2, paragraph 5, to the 2006 Act - town or village green wrongly registered as common land	No fee	No Fee	N/A
Schedule 2, paragraphs 6 - 9, to the 2006 Act - deregistration of certain land registered as common land or as a town or village green	788.00	827.40	5.00%
Schedule 3, paragraph 2 to the 2006 Act: application made during the transitional application period - for any purpose listed	No fee	No Fee	N/A
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	199.60	210.00	5.21%
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	105.10	110.40	5.04%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period - variation of a right	189.10	198.60	5.02%
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)	168.10	176.50	5.00%
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	105.10	110.40	5.04%
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	105.10	110.40	5.04%
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)	189.10	199.60	5.55%

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)	30.00	30.00	0.00%

Street Trading

Street Trading Consent	316.00	348.00	10.13%
Street Trading Consent – Festivals (per day)	53.60	59.00	10.07%
Copy of Consent (if lost or stolen)	30.00	33.00	10.00%

Scrap Metal

Site licence 3 year – new or renewal - TOTAL	567.00	624.00	10.05%
Site licence 3 year – new or renewal – PART A – payable upon application	350.00	385.00	10.00%
Site licence 3 year – new or renewal – PART B – payable upon grant	217.00	239.00	10.14%
Collectors licence 3 year – new or renewal – TOTAL	330.00	363.00	10.00%
Collectors licence 3 year – new or renewal – PART A – payable upon application	276.00	304.00	10.14%
Collectors licence 3 year – new or renewal – PART B – payable upon grant	54.00	60.00	11.11%
Variation - collector to site licence	243.00	268.00	10.29%
Variation - site to collector's licence	75.00	83.00	10.67%
Change of site manager	123.50	136.00	10.12%
Minor variation	38.50	43.00	11.69%
Copy of licence (if lost or stolen)	30.00	33.00	10.00%

Hackney Carriage and Private Hire Fees

Vehicle Licence Fees (press notice needed)			
Vehicle Licence (all vehicles) - 1 year	150.00	165.00	10.00%
Drivers Licence (3 year)	173.50	191.00	10.09%
Knowledge Test	69.00	76.00	10.14%
Operators Fees (press notice needed)			
Operator – up to 5 vehicles – 5 year (standard duration)	569.00	626.00	10.02%
Operator – over 5 vehicles – 5 year (standard duration)	1,133.00	1,247.00	10.06%
Operator – up to 5 vehicles – 1 year (only when justified on case by case basis - S10 Dereg)	191.00	211.00	10.47%
Operator – over 5 vehicles – 1 year (only when justified on case by case basis - S10 Dereg)	380.00	418.00	10.00%
Copy of Plate following loss/damage, etc. (like for like)	21.00	24.00	14.29%
Replacement vehicle on existing plate	49.50	55.00	11.11%
Licensing of Temporary Vehicle following accident, etc. for 2 months	63.00	70.00	11.11%
Change of Ownership of Licenced Vehicle	35.00	39.00	11.43%
Copy of Badge following loss, damage, etc. (like for like)	16.00	18.00	12.50%
Change of vehicle registration and reissue of licence and plates	29.00	32.00	10.34%
Change of passenger number and reissue of licence and plates	30.00	33.00	10.00%
Reissue of vehicle licence following change of name/address	15.00	17.00	13.33%
Reissue of driver licence following change of name/address	18.00	20.00	11.11%
Reissue of operator licence following change of name/address	13.00	15.00	15.38%
Like for like copy of any paper part of licence only	12.00	14.00	16.67%
Enhanced DBS Check Application	62.00	69.00	11.29%

BUSINESS SUPPORT DEPARTMENT

0.00

	Fee 2022/23	Fee 2023/24	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

0.00

	Fee 2022/23	Fee 2023/24	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	2,144.00	2,144.00	0.00%
New Large Casino	3,216.00	3,216.00	0.00%
Regional Casino	4,287.00	4,287.00	0.00%
Betting (Track)	1,045.00	1,045.00	0.00%
Betting (Other)	1,319.00	1,319.00	0.00%
Family Entertainment Centre	992.00	992.00	0.00%
Adult Gaming Centre	992.00	992.00	0.00%
Bingo	1,662.00	1,662.00	0.00%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%

New Premises Application and Applications for Provisional Statement

New Small Casino	5,359.00	5,359.00	0.00%
New Large Casino	8,038.00	8,038.00	0.00%
Regional Casino	10,717.00	10,717.00	0.00%
Betting (Track)	1,930.00	1,930.00	0.00%
Betting (Other)	2,734.00	2,734.00	0.00%
Family Entertainment Centre	1,662.00	1,662.00	0.00%
Adult Gaming Centre	1,662.00	1,662.00	0.00%
Bingo	3,269.00	3,269.00	0.00%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%

Licence Application (Provisional Statement holders)

New Small Casino	2,144.00	2,144.00	0.00%
New Large Casino	3,216.00	3,216.00	0.00%
Regional Casino	5,359.00	5,359.00	0.00%
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	992.00	992.00	0.00%
Bingo	992.00	992.00	0.00%
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	1,072.00	1,072.00	0.00%
New Large Casino	1,608.00	1,608.00	0.00%
Regional Casino	3,216.00	3,216.00	0.00%
Betting (Track)	950.00	950.00	0.00%
Betting (Other)	992.00	992.00	0.00%
Family Entertainment Centre	628.00	628.00	0.00%
Adult Gaming Centre	933.00	933.00	0.00%
Bingo	933.00	933.00	0.00%
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	3,216.00	3,216.00	0.00%
New Large Casino	5,359.00	5,359.00	0.00%
Regional Casino	8,038.00	8,038.00	0.00%
Betting (Track)	1,000.00	1,000.00	0.00%
Betting (Other)	483.00	559.00	15.73%
Family Entertainment Centre	628.00	697.00	10.99%
Adult Gaming Centre	992.00	992.00	0.00%
Bingo	992.00	992.00	0.00%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%

BUSINESS SUPPORT DEPARTMENT

0.00

	Fee 2022/23	Fee 2023/24	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%