

MEDWAY COUNCIL

Fees and Charges 2024/25

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REGENERATION, CULTURE AND ENVIRONMENT

Front Line Services

Trading Standards

Weights & Measures - General

	Fee 2023/24 £	Fee 2024/25 £	Increase %
Hourly rate of Charge - (minimum charge 1 hour)	119.00	125.50	5.46%
Certificate of Errors	119.00	125.50	5.46%
Supply of replacement certificate	119.00	125.50	5.46%
Certificate of Errors	37.30	39.40	5.63%
Supply of replacement certificate	37.30	39.40	5.63%

Weights & Measures - Weights

Weights exceeding 5kg, 10lb or not exceeding 500mg, 2CM	29.90	31.50	5.35%
Other weights	29.90	31.50	5.35%

Weights & Measures - Linear Measures

Linear measures not exceeding 3m or 10ft each scale	35.70	37.70	5.60%
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Weights & Measures - Capacity Measures

Capacity measures without diversions not exceeding 1 litre or 1 quart	29.90	31.50	5.35%
Cubic ballast measures (other than brim measures)	297.50	313.90	5.51%
Brim measures (unsubdivided) up to 1 metre	148.80	157.00	5.51%
Liquid capacity measures for making up and checking average quantity packages	59.60	62.90	5.54%

Weights & Measures - Weighing Instruments

Not exceeding 30kg - first item	59.60	62.90	5.54%
Not exceeding 30kg - Second and subsequent items	59.60	62.90	5.54%
Exceeding 30kg but not exceeding 1 tonne (1 ton)	59.60	62.90	5.54%
Exceeding 1 tonne but not 10 tonnes (1 ton - 10 tons)	119.00	125.50	5.46%
(1) Time on site of 4 hours or less (half day charge)	416.50	439.40	5.50%
(2) Time on site exceeding 4 hours (full day charge)	832.70	878.50	5.50%

Weights & Measures - Intoxicating Liquor Measuring Instruments

Not exceeding 5 fl. oz.	59.60	62.90	5.54%
Other	59.60	62.90	5.54%

Weights & Measures - Liquid Fuel Measuring Instruments

LFLO dispenser per meter/measuring container submitted	89.30	94.20	5.49%
Testing of peripheral electronic equipment on a later occasion than stamping of instrument - per site	89.20	94.10	5.49%
Charge for each credit card acceptor unit tested, irrespective of the number	89.20	94.10	5.49%

Weights & Measures - Road Tankers

Wet hose type with two testing liquids	357.00	376.60	5.49%
Jammed ticket printer (no replacement parts)	237.80	250.90	5.51%
Replacement of parts without effect on calibration	237.80	250.90	5.51%
(1) First or single dipstick	59.60	62.90	5.54%
(2) Each additional dipstick submitted at the same time	35.70	37.70	5.60%

Weights & Measures - Other

Any other metrological testing, goods or equipment (per hour)	115.50	121.90	5.54%
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Petroleum

Petroleum Installation Record Search (per hour)	114.40	120.70	5.51%
Licence & Renewal			

Trader approval scheme

Fair Trader Scheme "Large org. member" (Above VAT registered threshold) Member Before 31/3/19	288.70	304.60	5.51%
Fair Trader Scheme "Small org. member" (Below VAT registered threshold) Member Before 31/3/19	208.40	219.90	5.52%
Fair Trader Scheme initial application fee	139.20	146.90	5.53%
Fair Trader Scheme - extra categories on website per category	61.20	64.60	5.56%
Fair Trader Scheme - enhanced listing (with company logo hyperlink)	73.30	77.30	5.46%
Fair Trader Scheme - enhanced listing - Annual Continuation Fee	14.20	15.00	5.63%
Fair Trader Scheme "Large org. member" (Above VAT registered threshold) NEW Member Rate from 1 April 2019	413.20	435.90	5.49%
Fair Trader Scheme "Small org. member" (Below VAT registered threshold) NEW Member Rate from 1 April 2019	344.20	363.10	5.49%

Front Line Services

	Fee 2023/24	Fee 2024/25	Increase
	£	£	%
Exhibiting Animals			
EXHIBITING Animals registration	216.20	Remove	N/A
Gillingham Pier			
Rent of berth:			
Western Side of slipway			
under 30 ft. - per month	74.20	78.30	5.53%
under 30 ft. - per annum	740.50	781.20	5.50%
30ft to under 40ft - per month	94.30	99.50	5.51%
30ft to under 40ft - per annum	941.70	993.50	5.50%
40 ft. and over - per month	136.70	144.20	5.49%
40 ft. and over - per annum	1,375.70	1,451.40	5.50%
Pontoon			
under 20 ft. - per month	74.20	78.30	5.53%
under 20 ft. - per annum	740.50	781.20	5.50%
20ft to under 30ft - per month	94.40	99.60	5.51%
20ft to under 30ft - per annum	941.70	993.50	5.50%
30ft to under 40ft - per month	136.70	144.20	5.49%
30ft to under 40ft - per annum	1,375.70	1,451.40	5.50%
Mooring Fees			
Commercial and Casual Mooring			
Under 20ft - per day	12.80	13.50	5.47%
20ft to under 30ft - per day	13.50	14.20	5.19%
30ft to under 40ft - per day	19.00	20.00	5.26%
40ft to under 50ft - per day	19.80	20.90	5.56%
50ft to under 60ft - per day	26.10	27.50	5.36%
60ft to under 70ft - per day	37.50	39.60	5.60%
70ft to under 80ft - per day	49.90	52.60	5.41%
80ft to under 90ft - per day	63.80	67.30	5.49%
90ft to under 100ft - per day	78.60	82.90	5.47%
Per additional foot over 100ft - per day	1.50	1.60	6.67%
Commercial vessels of 20 tons Grt and over (approx. 50ft) per tonne per day	0.44	0.50	13.64%
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	141.20	149.00	5.52%
Slipways			
Painting, repairs etc. daily rate			
Under 30ft	23.20	24.50	5.60%
30ft - 40ft	32.90	34.70	5.47%
40ft - 45ft	49.80	52.50	5.42%
Launching (launch and haul out)			
under 30ft	19.20	20.30	5.73%
30ft to under 40ft	21.50	22.70	5.58%
40ft to under 45 ft.	54.30	57.30	5.52%
Waste Services			
Bulky Collection			
Standard collection - Metal	24.70	26.10	5.67%
Standard collection - Non Metal	24.70	26.10	5.67%
Collection within two working days	45.10	47.60	5.54%
Recovery of lost item from recycling bring bank	35.20	37.10	5.40%

Front Line Services

	Fee 2023/24	Fee 2024/25	Increase
	£	£	%
Graffiti Removal			
Hourly charge for removal of graffiti from private land	47.30	49.90	5.50%
Household Waste Recycling Centre's (HWRC's)			
Car tyre disposal	4.40	4.60	4.55%
Ancillary Charge at HWRC	12.50	12.50	0.00%

Food Waste Caddy Liners

1 roll of 26 caddy liners	2.20	2.30	4.55%
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Public Conveniences

Access Key to Disabled Persons' Convenience	6.15	6.50	5.69%
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Highway Group

Vehicle crossings

New / extended crossings (using Term Contractor)	331.40	395.00	19.19%
New / extended crossings (using Private Contractor)	250.00	285.00	14.00%
Charge for TMA notices - Per Notice	6.60	10.00	51.52%
Charge for service plans - Per Site	55.00	70.00	27.27%
Checking legality of crossings	189.50	250.00	31.93%
Confirming permission was given (conveyancing queries)	57.00	100.00	75.44%

Vehicle Crossing inspection Pre Application (A check to see if consent would be given prior to formal application - Balance due on receipt of formal application)	0.00	150.00	New Charge
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Highways Licensing Fees

Licence to place tables & chairs on the highway	0.00	200.00	New Charge
Section 177 Oversailing Licence - Application Fee (A fee to gather information and pass to legal where permanent structures overhang the highway)	0.00	650.00	New Charge
Section 142 Licence to permit planting in highways greenspaces (to allow residents and community groups to plant and maintain highway verges and amenity grass)	0.00	150.00	New Charge
Application to install a memorial bench on land designated as a highway (S14 Public Health Act 1925)	0.00	200.00	New Charge

Highway lighting

Checking lighting designs	550.00	950.00	72.73%
Additional charge for every 50m length of Highway in design	66.00	75.00	13.64%
Application to alter/move Highway lighting equipment (street light, sign etc.).	187.00	200.00	6.95%
Application to fit shielding to a street light	36.50	40.00	9.59%
Hourly rate to administer and monitor third party works	61.00	65.00	6.56%

Highways - Highway Adoption via S38/S278 Agreements

Technical/Supervision Fee Charges	10%	10%	
Traffic Management fixed Fee Charge.	2,355.40	2,484.90	5.50%
Structures Fixed Fee Charge	1,766.50	1,863.70	5.50%
Medway Norse (Landscaping) Fixed Fee Charge	1,766.50	1,863.70	5.50%
Traffic Signals Fixed Fee Charge	1,766.50	1,863.70	5.50%
Solicitor Enquiry re Highway Adoption Charge	54.50	57.50	5.50%
Highway Drainage Fixed Fee Charge	1,766.50	1,863.70	5.50%

Highway Search Charges

Standard Search	35.00	40.00	14.29%
Additional charge per question	9.00	10.00	11.11%
Additional charge for requested A3 size plan	17.00	20.00	17.65%

Requests to Stop Up the Highway

Administrating and processing a request to stop up highway rights	555.00	750.00	35.14%
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Front Line Services

	Fee 2023/24	Fee 2024/25	Increase
	£	£	%
Highways Pre Application Advice for Developers			
Small Residential Developments (less than 10 units)	204.00	215.20	5.49%
- Preliminary Advice	250.00	263.80	5.52%
- Full Advice			
Medium Residential Developments (between 10 and 50 units)			
- Preliminary Advice	295.00	311.20	5.49%
- Full Advice	340.00	358.70	5.50%
Large Residential Developments (between 51 & 100 units)			
- Preliminary Advice	385.00	406.20	5.51%
- Full Advice	431.00	454.70	5.50%
Strategic Residential Developments (over 101 units)			
- Preliminary Advice	476.00	502.20	5.50%
- Full Advice	521.00	549.70	5.51%

Dropped Kerb

Admin Fee for amendments to TRO	1,456.00	1,536.10	5.50%
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Community Safety & Enforcement

Environmental Health

per hour officer cost (minimum 1 hour charge)	58.90	62.10	5.43%
Contaminated Land Searches min cost (up to 3 hours)	164.90	174.00	5.52%
Contaminated Land Searches per hour thereafter	58.90	62.10	5.43%

Private Water Supplies

Analysis under regulation 10	29.50	31.10	5.42%
All other charges (per hour) - see website for national capped charges	58.90	62.10	5.43%

Unfit Food

Examination of Food and the issue of Certificates for voluntary surrender	230.80	243.50	5.50%
Officer time per hour over and above the first two hours	58.80	62.00	5.44%
Disposal of unfit food - transportation and tipping charges	At Cost	At Cost	N/A

Food Hygiene

FHRS re-score visit request	192.30	202.90	5.51%
Level 2 Award in Food Safety in Catering (pp subject to min 10 people per course)	64.30	67.80	5.44%
Level 3 Award in Supervising Food Safety in Catering (pp nb min 4 people per course)	329.70	347.80	5.49%
Issue of export certificate (per hour officer time, min 1 hour)	58.80	62.00	5.44%

Health and Safety

Level 2 award in health and safety in the workplace	65.10	68.70	5.53%
Asbestos Training - Half Day (pp - minimum 10 people per course)	88.20	93.10	5.56%
General Safety Certificate as defined by section 1 of Safety of Sports Ground Act 1975. (rate/hour of work undertaken).	58.90	62.10	5.43%

Port Health

Ship Water Sampling Requests minimum up to 2 hours	58.80	62.00	5.44%
Rate per hour thereafter	58.80	62.00	5.44%
PHE water sample fees (where charged)			
Ship Water Sampling Requests minimum up to 2 hours (Weekends and BH)	87.90	92.70	5.46%
Rate per hour for weekends and bank holidays thereafter	87.90	92.70	5.46%

Licensing

Skin Piercing (Registration)	208.80	220.30	5.51%
Skin Piercing (minor variation)	98.90	104.30	5.46%
Amendment/Replacement of a licence or certificate	60.40	63.70	5.46%
Pleasure boat licences	164.90	174.00	5.52%

Front Line Services

	Fee 2023/24	Fee 2024/25	Increase
	£	£	%
Safer Communities			
Minimum fees for collection and return of stray dogs directly to owner (including £25 statutory charge) prior to transporting dogs to the contracted kennels.	68.10	71.80	5.43%
Additional part/daily fee the kennelling of stray dogs - additional to minimum fee; per day rate	13.20	16.00	21.21%
Additional fee if dog is collected out of hours	16.50	17.40	5.45%
Fees for the sale of unclaimed stray dogs	170.30	179.70	5.52%
Delivery of stray dog to the owner from the kennel (Kennels are not open to the public)	28.00	29.50	5.36%
Dog owners' suggested contribution towards expenses incurred in rehoming their dog. Larger amounts are acceptable at the owners' discretion.	60.40	63.70	5.46%
Fixed penalty charge for depositing waste. Discounted to £500 if paid within 21 days	400.00	750.00	87.50%
Fixed penalty charge for failure to produce waste documents – no reduction (fee to be paid in 28 days)	300.00	300.00	0.00%
Fixed penalty charge for failure to comply with duty of care (household). No reduction full payment to be paid in 28 days.	200.00	300.00	50.00%
Fixed penalty charge for failure to comply with waste receptacles notice. Discounted to £60 if paid within 21 days.	80.00	80.00	0.00%
Fixed penalty charge for failure to comply with waste receptacles notice. Discounted to £75 if paid within 21 days.	110.00	110.00	0.00%
Fixed penalty charge for failure to produce authority to transport waste – no reduction full payment to be paid in 28 days.	300.00	300.00	0.00%
Fixed penalty charge for abandonment of a vehicle. Discounted to £150 if paid within 21 days.	200.00	200.00	0.00%
Fixed penalty charge for depositing litter. Discounted to £90 if paid within 10 days	150.00	150.00	0.00%
Fixed penalty for fly posting. Discounted to £90 if paid within 10 days	150.00	150.00	0.00%
Fixed penalty for the unauthorised distribution of free printed matter.	150.00	150.00	0.00%
Fixed penalty for graffiti. Discounted to £90 if paid within 10 days	150.00	150.00	0.00%
Fixed penalty charge for failing to comply with a Dog Control Order. The penalty is discounted to £60 if paid within 10 days	80.00	Remove	N/A
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	68.70	72.50	5.53%
Fees for the removal of unauthorised posters. N.B. Price will increase significantly if traffic management is necessary.	44.00	46.40	5.45%
Dog waste bags for pack of 50	1.80	1.90	5.56%

Front Line Services

Travel Safety

Accident Data Searches:

	Fee 2023/24	Fee 2024/25	Increase
	£	£	%
1 junction - 36 months	68.50	72.30	5.55%
1 junction - 60 months	74.40	78.50	5.51%
2 junctions - 36 months	98.80	104.20	5.47%
2 junctions - 60 months	109.20	115.20	5.49%
3 junctions - 36 months	131.00	138.20	5.50%
3 junctions - 60 months	141.20	149.00	5.52%
4 junctions - 36 months	160.20	169.00	5.49%
4 junctions - 60 months	174.60	184.20	5.50%
5 junctions - 36 months	189.20	199.60	5.50%
5 junctions - 60 months	211.10	222.70	5.50%
6 junctions - 36 months	221.30	233.50	5.51%
6 junctions - 60 months	244.70	258.20	5.52%
7 junctions - 36 months	254.90	268.90	5.49%
7 junctions - 60 months	276.60	291.80	5.50%
8 junctions - 36 months	283.80	299.40	5.50%
8 junctions - 60 months	313.00	330.20	5.50%
9 junctions - 36 months	314.20	331.50	5.51%
9 junctions - 60 months	346.60	365.70	5.51%
10 junctions - 36 months	346.60	365.70	5.51%
10 junctions - 60 months	380.00	400.90	5.50%
11 junctions - 36 months	374.30	394.90	5.50%
11 junctions - 60 months	422.00	445.20	5.50%
12 junctions - 36 months	407.80	430.20	5.49%
12 junctions - 60 months	445.50	470.00	5.50%
13 junctions - 36 months	439.90	464.10	5.50%
13 junctions - 60 months	480.60	507.00	5.49%
14 junctions - 36 months	470.40	496.30	5.51%
14 junctions - 60 months	517.00	545.40	5.49%
15 junctions - 36 months	499.60	527.10	5.50%
15 junctions - 60 months	550.30	580.60	5.51%
16 junctions - 36 months	534.40	563.80	5.50%
16 junctions - 60 months	582.50	614.50	5.49%
17 junctions - 36 months	560.60	591.40	5.49%
17 junctions - 60 months	614.50	648.30	5.50%
18 junctions - 36 months	589.70	622.10	5.49%
18 junctions - 60 months	651.00	686.80	5.50%
19 junctions - 36 months	623.40	657.70	5.50%
19 junctions - 60 months	687.30	725.10	5.50%
20 junctions - 36 months	658.00	694.20	5.50%
20 junctions - 60 months	722.20	761.90	5.50%
21 junctions - 36 months	685.90	723.60	5.50%
21 junctions - 60 months	758.50	800.20	5.50%
22 junctions - 36 months	713.50	752.70	5.49%
22 junctions - 60 months	795.10	838.80	5.50%
23 junctions - 36 months	749.70	790.90	5.50%
23 junctions - 60 months	822.80	868.10	5.51%
24 junctions - 36 months	779.00	821.80	5.49%
24 junctions - 60 months	859.20	906.50	5.51%
25 junctions - 36 months	815.60	860.50	5.51%
25 junctions - 60 months	895.50	944.80	5.51%
26 junctions + will be priced based on the application received			
Stage 1 Safety Audit - Simple Priority Junction	727.90	767.90	5.50%
Stage 1 Safety Audit - Other Junction or arrangements	849.10	895.80	5.50%
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)	4,366.90	4,366.90	0.00%
Review of External Safety Audit and Proposal	471.90	497.90	5.51%
Road Safety Assessment (Vehicle crossing)	112.90	119.10	5.49%

Front Line Services

Traffic Management

	Fee 2023/24	Fee 2024/25	Increase
	£	£	%
Disabled Parking Bays	46.20	48.70	5.41%

Scaffold/ Hoarding Licence

Processing and first inspection	125.00	150.00	20.00%
Subsequent inspections	66.00	80.00	21.21%
Keep Clear markings	43.70	46.10	5.49%
Removal of unauthorised signs (per sign)	110.30	116.40	5.53%

Miscellaneous

Skip licence (first 14 days)	50.00	65.00	30.00%
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Building Material licences	75.00	95.00	26.67%
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Crane over sailing licence	175.00	225.00	28.57%
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Temporary Traffic sign permit / site approval:

Weekday core time (8am - 6pm)	167.30	176.50	5.50%
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Weekdays outside Core time	247.60	261.20	5.49%
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Weekends	327.70	345.70	5.49%
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Temporary Event or Development signing approval	142.30	150.10	5.48%
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Table and chairs permit Chatham High St

A boards Chatham High St (nil charge)

Abnormal load support

POA	POA	N/A
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Temporary Traffic Signal Approval

POA	POA	N/A
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Temporary 15 minute closure approval

78.90	83.20	5.45%
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Signal Bagging

POA	POA	N/A
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Temporary Traffic management layout approval

POA	POA	N/A
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Traffic Regulation Order (Permanent)

4,000.00	4,220.00	5.50%
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Traffic Counts (survey results)

ATC Up to 2 years old	167.80	177.00	5.48%
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ATC Older than 2 years	84.00	88.60	5.48%
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Manual counts	POA	POA	N/A
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Licence for private Service in the Highway (Up to 200m)

565.00	700.00	23.89%
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Licence for private Service in the Highway (every 200m after)	0.00	200.00	New Charge
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Temporary road closures

Emergency Closures 14(2)	1,184.90	1,244.15	5.00%
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Planned closures 14(1) - Up to 21 days	1,528.80	1,605.24	5.00%
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Planned closures 14(1) - More than 21 days	0.00	2,000.00	New Charge
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Town and Police Closure orders	76.50	95.00	24.18%
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Front Line Services

	Fee 2023/24	Fee 2024/25	Increase
	£	£	%

Parking (Excluding Pay and Display)

Permit Type

Resident	31.00	33.00	6.45%
Resident Support	31.00	33.00	6.45%
Daily visitor vouchers each	2.10	2.20	4.76%
Season Ticket Medway Residents	578.00	640.00	10.73%
Season Ticket Medway Residents Quarterly	170.00	190.00	11.76%
Season Ticket Non Medway Resident	660.00	730.00	10.61%
Season Ticket Non Medway Resident Quarterly	192.00	220.00	14.58%
Shoppers Season Ticket	652.00	720.00	10.43%
Shoppers Season Ticket Quarterly	187.00	210.00	12.30%
Single Car Park	446.00	500.00	12.11%
Cared for Permit (Individual)	20.60	30.00	45.63%
Business	152.00	167.00	9.87%
Special Business	170.00	187.00	10.00%
Late Night	39.00	50.00	28.21%
Worship Permit	39.00	50.00	28.21%
Jezreels	103.00	120.00	16.50%
Dispensations per day	6.20	10.00	61.29%
Suspended Bays per bay per day	33.00	40.00	21.21%
Rochester Multi Storey Car Park Season Ticket	776.00	860.00	10.82%
Rochester Multi Storey Car Park Season Ticket Quarterly	230.00	260.00	13.04%
Traders Permit	152.00	167.00	9.87%
Traders Permit Fair trade member	137.00	151.00	10.22%
Business permit for schools	39.00	43.00	10.26%
Carers permit	41.00	50.00	21.95%
Essential User Permit	41.00	50.00	21.95%
Special Permit	152.00	170.00	11.84%
Admin Charge for permit Ammendments	15.00	20.00	33.33%

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	23/24 Tariff (pence)	24/25 Tariff (pence)	Increase %
0-0.5	70	130	85.71%
0.5-1	120	180	50.00%
1-2	170	230	35.29%
2-4	270	330	22.22%
4-6	370	430	16.22%
6+	540	600	11.11%
48	1020	1080	5.88%

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	23/24 Tariff (pence)	24/25 Tariff (pence)	Increase %
5+ Hours	1320	1320	0%

Rochester Riverside MSCP

Time Period in Hours	23/24 Tariff (pence)	24/25 Tariff (pence)	Increase %
0-1	120	180	50.00%
1-2	170	230	35.29%
2-3	220	280	27.27%
3-5	270	330	22.22%
5-15	650	710	9.23%

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	23/24 Tariff (pence)	24/25 Tariff (pence)	Increase %
0-0.5	70	130	85.71%
0.5-1	120	180	50.00%
1-2	170	230	35.29%
2-4	270	330	22.22%
4-6	370	430	16.22%
6+	540	600	11.11%
48	1020	1080	5.88%

Multi Storey Car Park (Brook & Pentagon)

Time Period in Hours	23/24 Tariff (pence)	24/25 Tariff (pence)	Increase %
0-1	120	180	50.00%
1-2	170	230	35.29%
2-3	220	280	27.27%
3-4	270	330	22.22%
4-5	320	400	25.00%
5-6	370	430	16.22%
6+	540	600	11.11%

The Parking Charges have previously been frozen for 4 Years following the 2021/22 increase

Frontline Services Licensing

2023/24 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	£231 plus vet fees	£231	£350	£502
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
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
	Hosts	£80 per additional host plus vets fees	N/A	N/A	N/A
Breeding of Dogs	1-10 adult dogs resident	£231 plus vet fees	£231	£350	£502
	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
	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
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.		
	Pre-application/Site inspection (if required)	£80			
Request for re-inspection		£115			
Pre Application Advice		£109			
Zoo fees		£832	Vet fees will be charged separately		
Dangerous Wild animals		£330			

2024/25 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.
Animal Boarding - Kennels & Catteries	1-15 pens/kennels	£240 plus vet fees	£240	£370	£530
	16-30 pens/kennels	£320 plus vet fees			
	31+ pens/kennels	£370 plus vet fees			
Selling of Animal as Pets		£240 plus vet fees	£240	£370	£530
Home Boarding of Dogs and Day Care for Dogs	1-5 Dogs	£240 plus vet fees			
	6+ Dogs	£320 plus vet fees			
Arranging Home Boarding for Dogs with Hosts (Arranged not providing Home Boarding themselves)	Franchise Fee	£240 plus vet fees	£240	£370	£530
	Hosts	£85 per additional host plus vets fees	N/A	N/A	N/A
Breeding of Dogs	1-10 adult dogs resident	£240 plus vet fees	£240	£370	£530
	11-20 adult dogs resident	£320 plus vet fees			
	21+ adult dogs resident	£400 plus vet fees			
Hiring of Horses	1-30 Horses on the premises	£320 plus vet fees	£240	£370	£530
	31+ horses on the premises	£400 plus vet fees			
Keeping or training animals for exhibition	N/A	£240 plus vet fees	N/A	N/A	£240
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	£42	Vet fees will be charged separately if applicable.		
	Pre-application/Site inspection (if required)	£84			
Request for re-inspection		£120			
Pre Application Advice		£115	If pre application advice leads to a licence application. The Part A fee detailed above will be reduced by £30		
Zoo fees		£875	Vet fees will be charged separately		
Dangerous Wild animals		£350			

Increase %		
3.94%	5.74%	5.54%
3.90%	5.71%	5.58%
3.90%	5.71%	5.58%
N/A	N/A	N/A
3.90%	5.71%	5.58%
N/A	N/A	4.35%
5.00%	N/A	N/A
5.00%	N/A	N/A
4.35%	N/A	N/A
5.50%	N/A	N/A
5.17%	N/A	N/A
6.06%	N/A	N/A

REGENERATION, CULTURE AND ENVIRONMENT

FRONT LINE SERVICES

	Fee 2023/24	Fee 2024/25	Increase
	£	£	%
<u>INTEGRATED TRANSPORT</u>			
Subsidised Bus Services			
Bus Contract Deductions for Administration (per hour)	165.30	174.40	5.51%
Yellow Bus Fares - charge for one term	60.80	70.00	15.13%
Yellow Bus Fares - charge for two terms	116.40	130.00	11.68%
Yellow Bus Fares - charge for one year -	330.60	350.00	5.87%
Replacement of Medway Scholar pass (except Arriva)	13.40	14.00	4.48%
Replacement of Medway School Yellow Bus pass	10.30	11.00	6.80%
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)	63.40	67.00	5.68%
Information from existing manual traffic count (per site)	190.10	200.00	5.21%
Chatham Waterfront Bus Station			
Charge per bus service departure	0.90	0.90	0.00%
Streetworks Permit Scheme (These need Dft approval so could be subject variation if following consultation these are not agreed)			
Permit Fee - Maid Road Category 0,1 & 2 - Provisional Advance Activity	97.00	97.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Major works 10 days+	218.00	218.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Major works 10 to 4 days	119.00	119.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Major works up to 3 days	61.00	61.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Standard Activity	119.00	119.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Minor Activity	61.00	61.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Immediate Activity	56.00	56.00	0.00%
Permit Fee - Main Road Category 3 & 4 - Provisional Advance Activity	97.00	97.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works 10 days+	218.00	218.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works 10 to 4 days	119.00	119.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works up to 3 days	61.00	61.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Standard Activity	119.00	119.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Minor Activity	61.00	61.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Immediate Activity	56.00	56.00	0.00%
Permit Fee - Main Road Category 3 & 4 - Provisional Advance Activity (Non Traffic Sensitive)	70.00	70.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works 10 days+ (Non Traffic Sensitive)	137.00	137.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works 10 to 4 days (Non Traffic Sensitive)	70.00	70.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works up to 3 days (Non Traffic Sensitive)	43.00	43.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Standard Activity (Non Traffic Sensitive)	70.00	70.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Minor Activity (Non Traffic Sensitive)	43.00	43.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Immediate Activity (Non Traffic Sensitive)	38.00	38.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Provisional Advance Activity	70.00	70.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Major works 10 days+	137.00	137.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Major works 10 to 4 days	70.00	70.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Major works up to 3 days	43.00	43.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Standard Activity	70.00	70.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Minor Activity	43.00	43.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Immediate Activity	38.00	38.00	0.00%
Permit Fee - Category 0, 1, 2 and 3 & 4 TSS - Variation to Permit	45.00	45.00	0.00%
Permit Fee - Category 3 & 4 Non TSS - Variation to Permit	35.00	35.00	0.00%
Disabled Bays			
Disabled Parking Bays	42.00	44.00	4.76%

REGENERATION, CULTURE AND ENVIRONMENT

GREENSPACE SERVICES	Fee 2023/24	Fee 2024/25	Increase
	£	£	%
Country Parks			
Fishing			
Day ticket (no night fishing) adult	11.80	12.40	5.08%
Day ticket (no night fishing) Junior/+60	6.90	7.30	5.80%
Pre-booked club outings	241.80	255.10	5.50%
Parking Fees (All Country Parks)			
Flat Rate Parking Fee (per day)	0.00	2.50	New Charge
Coaches (per day)	0.00	9.00	New Charge
Annual Season Ticket	0.00	60.00	New Charge
Orienteering			
Orienteering / price per visit per child	2.30	2.50	8.70%
		0.00	
Other Activities			
Children's activity sessions	3.60	3.80	5.56%
Guided walks	3.50	3.70	5.71%
Forest School Visit - price per child	5.20	5.50	5.77%
Fishing teach ins for children	11.60	12.20	5.17%
Event Site Hire - All Green Spaces (price per event)			
Up to 100 People	61.50	64.90	5.53%
101 to 500 People	347.30	366.40	5.50%
501 to 1,000 people	648.40	684.10	5.51%
1001 to 5000 people	1274.80	1,344.90	5.50%
More than 5000 people	3967.40	4,185.60	5.50%
Deposit against damage - £500 to £1000 (subject to proposed event)			
25% discount for registered charities on all the above			
Boot Camps and Fitness Classes	124.20	131.00	5.48%
Toilet cleaning charge post external event hire (cleaning costs only)	118.70	125.20	5.48%
Allotment Rental - Charge per sq. metre			
Plot and water	0.30	0.35	16.67%
Plot only	0.20	0.25	25.00%
Flat rate per shed	20.20	21.30	5.45%
Flat rate use of container	7.70	8.10	5.19%
Bloor Lane Church Allotment	42.60	44.90	5.40%

REGENERATION, CULTURE AND ENVIRONMENT

GREENSPACE SERVICES	Fee 2023/24	Fee 2024/25	Increase
	£	£	%
Miscellaneous Recreation			
Playhut - Playgroups - per 3 hours	24.70	26.10	5.67%
Circus Visits & Fairs			
Circus & Fairs Daily Hire Fee	708.90	Remove	N/A
Deposit Against damage and fly posting	1813.40	Remove	N/A
Cricket Pitch Hire - from 10 am to 6 pm			
Per day - Adult	90.10	95.10	5.55%
Public Rights of Way			
Process Application for pre-publication stage	67.40	71.10	5.49%
Land Registry Search plus search fee	26.90	28.40	5.58%
Site visit	201.70	212.80	5.50%
Preparation of Plans	94.20	99.40	5.52%
Initial consultation	134.50	141.90	5.50%
Responding to consultation replies. (Includes £150 site visit)	336.40	354.90	5.50%
Preparation of Committee Report	295.90	312.20	5.51%
Order Making Stage			
Prepare Order, Notice and Statement	229.00	241.60	5.50%
Distribution of Order	161.60	170.50	5.51%
Posting Notices on Site	148.10	156.20	5.47%
Advertise Notice of Making of Order. (plus cost of advertisement)	47.00	49.60	5.53%
Responding to replies	134.50	141.90	5.50%
Site visits as required - per visit	201.70	212.80	5.50%
Forwarding documentation to DEFRA	699.60	738.10	5.50%
Confirmation of Order			
Site visit	134.50	141.90	5.50%
Preparation of Confirmation Notice	67.40	71.10	5.49%
Distribution of Confirmed Order	161.60	170.50	5.51%
Post Notices on Site	148.10	156.20	5.47%
Advertise Notice of Confirmation of Order. (plus cost of advertisement)	47.00	49.60	5.53%
Produce LEO, amend Definitive Map and inform OS	161.60	170.50	5.51%
Additional letter (to applicants and objectors)	40.60	42.80	5.42%
Additional site visit (to check plans, meet objectors etc.)	201.70	212.80	5.50%
Site visit to check works have been carried out and standard agreed	201.70	212.80	5.50%
Certificate Preparation for bringing into force	67.40	71.10	5.49%
Advertising of Certificate for bringing into force (plus cost of advertisement)	47.00	49.60	5.53%
Distribution of Certificate	134.50	141.90	5.50%
Recreation Grounds - With Pavilion			
Per Season - Adult - 18 matches (with pavilion)	670.40	707.30	5.50%
Per Season - Junior / 60+ - 18 matches (with pavilion)	241.80	255.10	5.50%

REGENERATION, CULTURE AND ENVIRONMENT

GREENSPACE SERVICES	Fee 2023/24	Fee 2024/25	Increase
	£	£	%
Recreation Grounds - Without Pavilion			
Per Season - Adult - 18 matches (without pavilion)	423.10	446.40	5.51%
Per Season - Junior /60+ - 18 matches (without pavilion)	123.10	129.90	5.52%
Casual Use with Pavilion			
Adults (casual use)	109.90	115.90	5.46%
Junior / 60+ (casual use)	103.30	109.00	5.52%
Casual Use without Pavilion			
Adults (casual use/without pavilion)	58.20	61.40	5.50%
Junior / 60+ (casual use/ without pavilion)	33.00	34.80	5.45%
School Parties with Pavilion	150.60	158.90	5.51%
School Parties without Pavilion	80.80	85.20	5.45%
Pitch & Putt			
Round with Clubs Adult	9.60	10.10	5.21%
Round with Clubs Junior/60+	4.80	5.00	4.17%
Round with own Clubs Adult	6.30	6.60	4.76%
Round with own Clubs Junior/60+	3.50	3.70	5.71%
Broken Club	39.80	42.00	5.53%
Lost Ball	4.50	4.70	4.44%
Deposit on Club	14.20	15.00	5.63%

REGENERATION, CULTURE AND ENVIRONMENT

PLANNING

PLANNING

VAT to be added where applicable

	Fee 2023/24	Fee 2024/25	Increase
	£	£	%
Photocopying (per page)	0.10	0.10	0.00%
Plan copying (A0 per plan)	17.60	18.50	5.11%
Plan copying (A1 per plan)	8.80	9.50	7.95%
Plan copying (A2 per plan)	4.50	4.80	6.67%
Plan copying (A3 per plan)	2.10	2.20	4.76%
Plan copying (A4 per plan)	1.00	1.00	0.00%
Decision notices (copies of per page plus postage & packing)	0.10	0.10	0.00%
Section 106 agreements (copies of per page plus postage & packing)	0.10	0.10	0.00%
Research for private property sales/purchases (up to one hour)	44.00	47.00	6.82%
Research for private property sales/purchases (per hour thereafter)	44.00	47.00	6.82%
Search of adjoining land/property up to 200m - (plus research fee as above)	57.10	60.00	5.08%

Pre Application Service

Charge per hour: Assistant Director	156.60	165.50	5.68%
Charge per hour: Head of Service	132.80	140.50	5.80%
Charge per hour: Group Manager / Principal Planner	117.90	124.50	5.60%
Charge per hour: Senior Planner / Senior Arboriculture Officer	102.10	108.00	5.78%
Charge per hour: EHO / Highways Officer / Conservation Officer	94.10	99.50	5.74%
Charge per hour: Planners	78.30	83.00	6.00%
Charge for Presentations to Members	905.60	955.00	5.45%

Major Developments

Strategic Residential

Preliminary Advice	401.90	424.00	5.50%
Meeting and Written Advice	3,509.10	3,710.00	5.73%

Major Residential

Preliminary Advice	401.90	424.00	5.50%
Meeting and Written Advice	1,754.60	1,855.00	5.72%

Strategic Commercial

Preliminary Advice	401.90	424.00	5.50%
Meeting and Written Advice	3,509.10	3,710.00	5.73%

Major Commercial

Preliminary Advice	401.90	424.00	5.50%
Meeting and Written Advice	1,754.60	1,855.00	5.72%

REGENERATION, CULTURE AND ENVIRONMENT

PLANNING

	Fee 2023/24	Fee 2024/25	Increase
	£	£	%
<u>PLANNING</u>			
VAT to be added where applicable			
<u>Minor Developments</u>			
Minor Residential			
Written	468.20	495.00	5.72%
Meeting and Written Advice	584.80	618.00	5.68%
Minor Commercial			
Written	468.20	495.00	5.72%
Meeting and Written Advice	584.80	618.00	5.68%
Other			
Householder			
Meeting	170.00	180.00	5.88%
Additional Sites as above plus £50 plus VAT	56.60	60.00	6.01%
Officer Hourly Rates			
Hourly rates: Head of Service	132.80	140.50	5.80%
Hourly rates: Principal Planner	117.90	124.50	5.60%
Hourly rates: Senior Planner	102.10	108.00	5.78%
Hourly rates: Planners	78.30	83.00	6.00%
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	124.50	131.00	5.22%
Trees			
Meeting - hourly rate	102.10	108.00	5.78%

REGENERATION, CULTURE AND ENVIRONMENT

PLANNING	Fee 2023/24	Fee 2024/25	Increase
	£	£	%
<u>PLANNING</u>			
VAT to be added where applicable			
<u>Section 106 - Post Resolution Preparation - Charge For Planning Officer Time</u>			
Officer time	see above	see above	
Administration Charge for invalid Planning Applications			
Householder, Minor and Other Applications With no Planning officer Input	49.50	52.50	6.06%
Major Applications and applications where officer input required	98.90	105.00	6.17%
Administration Charge for retrospective applications following an Enforcement Investigation			
All Planning Applications	37.00	39.00	5.41%
S106 Monitoring Cost Per Obligation Trigger - no VAT	511.00	540.00	5.68%

REGENERATION, CULTURE AND ENVIRONMENT

ECONOMIC DEVELOPMENT	Fee 2023/24	Fee 2024/25	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)	48.00	50.00	4.17%
Darwin Room (per half day - 4 hours)	173.00	180.00	4.05%
Darwin Room (per day - 8 hours)	292.00	300.00	2.74%
G3 Room (per hour)	32.00	33.00	3.13%
G3 Room (per half day - 4 hours)	104.00	105.00	0.96%
G3 Room (per day - 8 hours)	148.00	150.00	1.35%
G5 Room (per hour)	32.00	33.00	3.13%
G5 Room (per half day - 4 hours)	104.00	105.00	0.96%
G5 Room (per day - 8 hours)	148.00	150.00	1.35%
Non-Tenants			
Darwin Room - per hour	66.00	68.00	3.03%
Darwin Room (per half day - 4 hours)	220.00	230.00	4.55%
Darwin Room (per day - 8 hours)	374.00	380.00	1.60%
G3 Room (per hour)	40.00	40.00	0.00%
G3 Room (per half day - 4 hours)	140.00	140.00	0.00%
G3 Room (per day - 8 hours)	231.00	231.00	0.00%
G5 Room (per hour)	40.00	40.00	0.00%
G5 Room (per half day - 4 hours)	140.00	140.00	0.00%
G5 Room (per day - 8 hours)	231.00	231.00	0.00%
<u>Data Centre</u>			
Internal Tenants			
Data Centre space (per "U" of space per month)	13.00	15.00	15.38%
Data Centre space (per half rack of space per month)	308.00	310.00	0.65%
Data Centre space (per 1 rack of space per month)	495.00	500.00	1.01%
Data Centre power (per KWh per month)	0.18	0.19	7.95%
Non-Tenants			
Data Centre space (per "U" of space per month)	25.00	30.00	20.00%
Data Centre space (per half rack of space per month)	346.00	360.00	4.05%
Data Centre space (per 1 rack of space per month)	540.00	560.00	3.70%
Data Centre power (per KWh per month)	0.18	0.19	7.95%
<u>Bandwidth</u>			
Starting from 10mb			
Internal Tenants			
Per mb per month	12.00	12.50	4.17%
Non-Tenants			
Per mb per month	15.00	16.00	6.67%

REGENERATION, CULTURE AND ENVIRONMENT

ECONOMIC DEVELOPMENT

	Fee 2023/24	Fee 2024/25	Increase
	£	£	%
<u>ECONOMIC DEVELOPMENT</u>			
Innovation Centre Medway			
VAT to be added where applicable			
<u>Other Charges</u>			
Office set up fee	140.00	150.00	7.14%
Floor box moving fee - per box	36.00	38.00	5.56%
Floor box power usage for individual offices (per KWh per month)	0.23	0.24	3.90%
Printing/copying per copy black and white	0.07	0.07	6.06%
Printing/copying per copy colour	0.12	0.13	3.31%
Telephone hire per handset per month	12.00	12.50	4.17%
Telephone calls Local per minute	0.04	0.04	5.00%
Telephone calls National per minute	0.11	0.12	4.55%
<u>Markets Pitch Hire (3 Meters by 3 Meters)</u>			
Gillingham Market (Monday & Saturday) - Regular Trader	20.00	22.00	10.00%
- Casual Trader	0.00	25.00	New Charge
Rochester Market - Food Stall	22.00	24.00	9.09%
- Craft Stall	11.00	13.00	18.18%

A 50% Discount is applied to the Market Pitch Hires above for Jan to Mar to encourage traders to attend the markets in the winter months, at the Discretion of the Head of Service

REGENERATION, CULTURE AND ENVIRONMENT

LEISURE CENTRES	Fee 2023/24	Fee 2024/25	Increase
SPORTS CENTRE FACILITIES			
MEMBERSHIPS			
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	924.00	975.00	5.52%
Premier Membership - Monthly (Direct Debit)	39.95	39.95	0.00%
Premier Membership - Monthly (Pay & Play)	43.95	48.50	10.35%
Family Membership - Monthly (Direct Debit)	77.00	81.25	5.52%
Senior Membership - Monthly (Direct Debit)	17.35	22.50	29.68%
Senior Membership - Monthly (Pay & Play)	19.00	26.00	36.84%
Junior Membership (Monthly Pay & Play)	13.55	14.50	7.01%
Gym and swim Membership - Monthly (Direct Debit)	33.20	37.95	14.31%
Gym and swim Membership - Monthly (Pay & Play)	36.50	44.00	20.55%
Class and swim Membership - Monthly (Direct Debit)	33.20	37.95	14.31%
Class and swim Membership - Monthly (Pay & Play)	36.50	44.00	20.55%
Rackets and swim Membership - Monthly (Direct Debit)	33.20	37.95	14.31%
Rackets and swim Membership - Monthly (Pay & Play)	36.50	44.00	20.55%
Student Membership - Monthly	27.00	29.95	10.93%
Disabled Membership - Monthly	22.00	25.00	13.64%
Swimming Membership - Monthly	20.60	24.90	20.87%
Echoes Gym Non-Member Casual	10.50	13.50	28.57%
Gym induction	19.60	22.60	15.31%
Centre admission annual pass			
Adult	53.75	59.00	9.77%
Family	76.00	83.60	10.00%
Junior (under 16)	27.70	30.50	10.11%
Senior	27.70	30.50	10.11%
Centre admission fee - daily			
Adult	3.00	3.30	10.00%
Junior (under 16)	2.15	2.40	11.63%
Senior	2.15	2.40	11.63%
Casual Swim (There is a £2 reduction for Customers with an Annual Centre Admission Pass)			
Adult	7.15	7.55	5.59%
Under 16's	4.90	5.15	5.10%
Over 60's	4.90	5.15	5.10%
Disability Swim	3.30	5.15	56.06%
Designated Family Holiday Swim Sessions: Children (under-16) - £1 when accompanied by full fee-paying adult.			
Swimming Lessons			
Adults	7.95	10.00	25.79%
Children and Young People (under-16)	7.95	8.50	6.92%
School swim	3.30	3.60	9.09%
Squash - 40 minutes	12.50	13.20	5.60%
Badminton - per hour	14.70	15.60	6.12%
Table Tennis - per hour	11.30	12.00	6.19%
Fitness classes	7.70	8.50	10.39%
Senior Sports Activities (£2 reduction with annual Centre admission pass)	6.65	8.00	20.30%

Medway Park - Hire of Pool (Per Hour)			
Training Pool	45.20	47.70	5.53%
Diving Pool	45.20	47.70	5.53%
All Pools	215.40	227.30	5.52%
Gala (including timing) 3 hour package	530.40	559.70	5.52%
Sports Hall hire			
Sports Hall 1 (12 Court Hall) per hour	176.40	187.20	6.12%
Sports Hall 2 (6 Court Hall) per hour	88.20	93.60	6.12%
ROOM HIRE (Medway Park and Strood)			
Per Hour	22.80	24.10	5.70%
Per Day	121.30	128.00	5.52%
Dance Studios			
Dance studios per hour	33.70	35.60	5.64%
Athletics Tracks (Medway Park and Deangate)			
Clubs per hour	67.40	71.20	5.64%
Floodlights per hour	22.80	24.10	5.70%
Individual Use	4.75	5.10	7.37%
STRAND LEISURE PARK			
Summer Season			
Admissions			
Adult per session	6.80	7.20	5.88%
Jnr per session	4.50	4.75	5.56%
Senior per session	4.50	4.75	5.56%
STROOD SPORTS CENTRE & HUNDRED OF HOO SPORTS CENTRE			
Wet Side Strood & Hoo			
Large Pool per hour Strood	147.95	156.10	5.51%
Training Pool per hour Strood	45.20	47.70	5.53%
Large Pool per hour Hoo	74.00	78.10	5.54%
Training Pool per hour Hoo	45.20	47.70	5.53%
Hydrotherapy pool per hour Strood	67.40	71.10	5.49%
Sports Hall Hire (Strood)			
Sports Hall (Six Court Hall)	88.20	93.60	6.12%
Sauna & Steam (Strood Only)			
Sauna & Steam (There is a £2 reduction for Customers with an Annual Centre Admission Pass)	11.15	11.80	5.83%
KICKS			
Peak times Monday - Thursday after 5pm.			
5-a-side Pitch Hire	38.00	40.10	5.53%
7-a-side Pitch Hire	60.00	63.30	5.50%
WATLING PARK FOOTBALL CENTRE			
(per session)			
Full pitch	96.00	99.00	3.13%
Half pitch	60.00	63.30	5.50%

NEW SPORTS CENTRE (Splashes Leisure Pool)

Premier-plus membership (monthly)	0.00	55.95	New Charge
Family Premier-plus membership (monthly)	0.00	115.00	New Charge
Leisure pool (with centre admission pass)	0.00	7.00	New Charge
Leisure pool (without centre admission pass)	0.00	10.50	New Charge
Family Splash (leisure pool + inflatables) (with centre admission pass)	0.00	8.50	New Charge
Family Splash (leisure pool + inflatables) (without centre admission pass)	0.00	12.50	New Charge
Casual swim (with centre admission pass)	0.00	6.90	New Charge
Causal swim (without centre admission pass)	0.00	9.60	New Charge
Parent and baby (under 3) (with centre admission pass)	0.00	6.00	New Charge
Parent and baby (under 3) (without centre admission pass)	0.00	9.50	New Charge
Parties	0.00	400.00	New Charge
Party with exclusive whole leisure pool hire	0.00	700.00	New Charge
Room hire (per hour)	0.00	24.10	New Charge

REGENERATION, CULTURE AND ENVIRONMENT

		Fee 2023/24 £	Fee 2024/25 £	Increase %
Medway Outdoor Events (As Agreed at Cabinet 8th August 2023)				
<u>General Fees</u>				
Application Fee (Non Refundable set fee regardless of the size of the Event)	Commercial	180.00	180.00	0.00%
	Community	60.00	60.00	0.00%
Hire Fee (Fee applied to the sole or first event day)	Small	316.00	316.00	0.00%
	Medium	590.00	590.00	0.00%
	Large	1160.00	1160.00	0.00%
	Major	POA*	POA*	N/A
Hire Fee (Additional consecutive event days - Charged at 30% of hire fee)	Small	94.80 per day	94.80 per day	0.00%
	Medium	177.00 per day	177.00 per day	0.00%
	Large	348.00 per day	348.00 per day	0.00%
Hire Fee - (Site build and derig days - Charged at 15% of hire fees)	Major	POA*	POA*	N/A
	Small	47.40 per day	47.40 per day	0.00%
	Medium	88.50 per day	88.50 per day	0.00%
Environmental Impact Fee (Charged to commercial and private events only)	Large	174.00 per day	174.00 per day	0.00%
	Major	POA*	POA*	N/A
	Small	10% of Hire Fee	10% of Hire Fee	N/A
	Medium	10% of Hire Fee	10% of Hire Fee	N/A
	Large	15% of Hire Fee	15% of Hire Fee	N/A
	Major	20% of Hire Fee	20% of Hire Fee	N/A
Damage Deposit (Fully refundable if not required)	Charged to any event at the councils discretion	£500 or 20% of total hire fee, whichever is higher	£500 or 20% of total hire fee, whichever is higher	N/A
Overstay Fee (Charged when an event has not left by the agreed time)	charged to any event at the Councils discretion	15% of one day hire fee	15% of one day hire fee	N/A
<u>Amusements</u>				
Application Fee (Non Refundable)	Small (up to 500)	180.00	180.00	0.00%
	Medium (up to 1000)	180.00	180.00	0.00%
	Large (1000+)	180.00	180.00	0.00%
Hire Fee (One day Event)	Small	645.00	645.00	0.00%
	Medium	645.00	645.00	0.00%
	Large	645.00	645.00	0.00%
Hire Fee (Additional event days)	Small	645.00	645.00	0.00%
	Medium	645.00	645.00	0.00%
	Large	645.00	645.00	0.00%
Hire Fee (Rig and de rig days - Charged at 15% of one event day hire fee, per day)	Small	96.75	96.75	0.00%
	Medium	96.75	96.75	0.00%
	Large	96.75	96.75	0.00%
Green Space Levy (Charged to commercial and private events only)	Small	10% of total hire fee	10% of total hire fee	N/A
	Medium	10% of total hire fee	10% of total hire fee	N/A
	Large	20% of total hire fee	20% of total hire fee	N/A
Damage Deposit (Fully refundable if not required)	Small	1650.00	1650.00	0.00%
	Medium	1650.00	1650.00	0.00%
	Large	1650.00	1650.00	0.00%
Overstay Fee (Charged when an Event has not left the site by the agreed time)	Small	15% of one day hire	15% of one day hire	N/A
	Medium	15% of one day hire	15% of one day hire	N/A
	Large	15% of one day hire	15% of one day hire	N/A

Overstay Fee - Is charged to any event at the Councils Discretion

*POA - Price on Application

Additional Charges may be required and will be quoted for on an ad hoc basis dependant of the requirements of the application ,size and type of the event.

The application of any discounts to these charges are incorporated in the Medway Council Outdoor Events Policy document

REGENERATION, CULTURE AND ENVIRONMENT

	Fee 2023/24	Fee 2024/25	Increase %
	£	£	%
Entrance fees for castles are set in conjunction with English Heritage.			
<u>ROCHESTER CASTLE</u>			
Per Person (Adult)	7.70	8.50	10.39%
Per Person (60+)	5.60	6.00	7.14%
Per Person (Child 5-17 years)	3.40	4.00	17.65%
Family - 2 adult and 2 child	19.95	22.50	12.78%
English Heritage membership including corporate	Free	Free	N/A
Education visit Inc. introduction in Tower Two	23.10	24.40	5.63%
Hire - grounds only (per hour)	330.00	350.00	6.06%
Hire - whole site (per hour)	1,100.00	1,160.00	5.45%
Wedding hire (castle and grounds - four hours)	3,850.00	4,060.00	5.45%
<u>UPNOR CASTLE</u>			
Per Person (Adult)	7.70	8.10	5.19%
Per Person (60+)	5.60	6.00	7.14%
Per Person (Child 5-17 years)	3.40	3.60	5.88%
Family - 2 adult and 2 child	19.95	21.00	5.26%
English Heritage membership including corporate	Free	Free	N/A
Wedding hire (castle and grounds - four hours)	2,200.00	2,320.00	5.45%
Upnor Castle residents pass (season)	27.50	29.00	5.45%
Hire - Whole site per hour	605.00	640.00	5.79%
Half day visit with Education Officer	70.50	75.00	6.38%
<u>TEMPLE MANOR</u>			
Hire of site per hour	83.60	88.00	5.26%
Half day visit with Education Officer	70.50	75.00	6.38%
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 - Adult	0.00	5.00	New Charge
Admission - Under 16 (when accompanied by a fee paying Adult)	0.00	1.00	New Charge
Hire of Members room to Oyster Fisheries	50.90	54.00	6.09%
Hire of Members room per hour 9am - 5pm	52.70	56.00	6.26%
Hire of Guildhall Chamber per hour 9am - 5pm	87.20	92.00	5.50%
Illustrated lectures for adult groups in the Museum		37.00	
Illustrated lectures for adult groups - outreach (daytime)	35.10	37.00	5.41%
Illustrated lectures for adult groups - outreach (evening)	92.95	98.00	5.43%
Heritage engagement sessions - on site introductions	70.30	74.00	5.26%
Education Outreach Visits - Medway Schools - Morning	198.20	210.00	5.95%
Education Outreach Visits - Medway Schools - Whole day	271.90	285.00	4.82%
Weddings	538.10	570.00	5.93%
<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)	6.10	6.50	6.56%
Per Person (60+)	3.30	4.50	36.36%
Per Person (Child 5-17 years)	2.80	3.00	7.14%
Family - 2 adult and 2 child	15.50	17.10	10.32%
English Heritage members 20% discount			
Education visit	70.40	75.00	6.53%
Hire of activity room Wednesday to Sunday (per hour)	13.65	15.00	9.89%
Hire of activity room Monday to Tuesday (per hour)	19.25	20.00	3.90%
Hire of whole house Monday to Tuesday 10am - 5pm per hour	61.70	65.00	5.35%
Hire of whole house Monday to Tuesday 5pm to 8pm per hour	87.20	95.00	8.94%
Weddings Inc. registrars fee	1,220.00	1,300.00	6.56%

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

Per Person (Adult)	11.05	12.00	8.60%
Per Person (60+)	7.10	8.40	18.31%
Per Person (Child 5-17 years)	4.95	5.60	13.13%
Family - 2 adult and 2 children	28.35	31.70	11.82%

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

Per Person (Adult)	17.05	17.30	1.47%
Per Person (60+)	11.40	12.40	8.77%
Per Person (Child 5-17 years)	7.50	7.95	6.00%
Family - 2 adult and 2 children	41.55	45.50	9.51%

REGENERATION, CULTURE AND ENVIRONMENT

MEDWAY ARCHIVES, LOCAL STUDIES CENTRE	Fee 2023/24	Fee 2024/25	Increase
	£	£	%
Photocopying (Local Studies) A4	0.40	0.50	25.00%
Photocopying (Local Studies) A3	0.60	0.70	16.67%
<i>Photocopying (Local Studies) colour A4</i>	0.80	0.90	12.50%
<i>Photocopying (Local Studies) colour A3</i>	1.10	1.20	9.09%
Computer printing black and white A4 per page	0.10	0.20	100.00%
Computer printing colour A4 per page	0.80	0.90	12.50%
Computer printing black and white A3 per page	0.20	0.40	100.00%
Computer printing colour A3 per page	1.00	1.80	80.00%
Digital image supply - flat bed scanner, 300dpi) (£2.50 per subsequent image if from the same item)	6.50	7.00	7.69%
Digital image supply (quick photography)	5.00	7.00	40.00%
Microfiche/Microfilm printouts A4	0.90	1.00	11.11%
Microfiche/Microfilm printouts A3	1.10	1.20	9.09%
Self service digital image permit (non-commercial)	12.00	13.00	8.33%
Self service digital image permit (up to 5 images) (non-commercial)	6.00	7.00	16.67%
Self service digital image permit (commercial users)	30.00	35.00	16.67%
Postage	1.50	3.00	100.00%
Medway Archives - Other Charges			
Baptism Certificate (National charge)	32.00	34.00	6.25%
Talks/Visits			
Talks to external groups (at discretion of staff)	60.00	70.00	16.67%
Talks to groups visiting (excluding school visits and at the discretion of staff)	50.00	60.00	20.00%
Remote Research & Reprographic Fees			
Research per hour private users (at discretion of Archivist)	40.00	50.00	25.00%
Research per hour commercial users (at discretion of Archivist)	100.00	160.00	60.00%
Publication & Reuse Fees			
Reproduction of photograph in print media (including e-books) (UK only publication) Market rate	50.00	55.00	10.00%
Reproduction of photograph in print media (including e-books) (Worldwide publication) Market rate	70.00	80.00	14.29%
Reproduction of photograph in TV programme (per image)-market rate	110.00	150.00	36.36%
Reproduction of photograph on publication cover (UK only publication)	80.00	90.00	12.50%
Reproduction of photograph on publication cover (Worldwide publication)	115.00	130.00	13.04%
Reproduction of photograph in web-based publication.	50.00	60.00	20.00%
Preparations for media visits and filming on premises : per hour	110.00	150.00	36.36%
Learning Resources Fees			
Education and reminiscence packs - creation of new packs for customer	55.00	60.00	9.09%
Education and reminiscence packs - printing of existing pack	30.00	35.00	16.67%
Exhibitions - loan of existing physical exhibition and reminiscence packs	30.00	35.00	16.67%

REGENERATION, CULTURE AND ENVIRONMENT

THEATRES	Fee 2023/24	Fee 2024/25	Increase	per hour excess		
				Fee 2023/24	Fee 2024/25	Increase
	£	£	%	£	£	%

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

THE CENTRAL THEATRE

SCALE A - Concerts and Entertainments

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

Daily Minimum Charge

Monday - Tuesday	3,080.00	3,250.00	5.52%	197.00	208.00	5.58%
Wednesday - Thursday	3,266.00	3,446.00	5.51%	210.00	222.00	5.71%
Friday/Saturday/Sunday	3,980.00	4,199.00	5.50%	292.00	309.00	5.82%
Bank Holidays	5,790.00	6,109.00	5.51%	335.00	354.00	5.67%
Extra Performance	867.00	915.00	5.54%			
Extra Performance (Bank hols)	1,113.00	1,175.00	5.57%			

Rehearsal and fit-up rates

Minimum of 3 hours on non-show days

Monday - Tuesday	95.00	101.00	6.32%			
Wednesday - Thursday	106.00	112.00	5.66%			
Friday/Saturday/Sunday	141.00	149.00	5.67%			
Bank Holidays	180.00	190.00	5.56%			
		0.00				
Non-returnable deposit	780.00	823.00	5.51%			
Non-returnable deposit (3 days or more)	1,640.00	1,731.00	5.55%			

SCALE C (Formerly Scale B)

(Voluntary Organisations/Registered Charities/Non Commercial Organisations)

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

Monday - Tuesday	737.00	778.00	5.56%	126.00	133.00	5.56%
Wednesday - Thursday	795.00	839.00	5.53%	176.00	186.00	5.68%
Friday/Saturday/Sunday	1,580.00	1,667.00	5.51%	204.00	216.00	5.88%
Bank Holidays	2,185.00	2,308.00	5.63%	230.00	243.00	5.65%
Extra Performance	620.00	655.00	5.65%			
Extra Performance (bank hols)	730.00	771.00	5.62%			

Rehearsal and fit-up rates

Minimum of 3 hours on non-show days

Monday - Tuesday	62.00	66.00	6.45%			
Wednesday - Thursday	75.00	80.00	6.67%			
Friday/Saturday/Sunday	116.00	123.00	6.03%			
Bank Holidays	162.00	171.00	5.56%			
Non-returnable deposit	346.00	366.00	5.78%			
Non-returnable deposit (3 days or more)	712.00	752.00	5.62%			

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 2023/24	Fee 2024/25	Increase	per hour excess		
				Fee 2023/24	Fee 2024/25	Increase
	£	£	%	£	£	%
THE BROOK THEATRE						
The Brook Theatre is closed for refurbishment works 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	Facility Closed	Facility Closed	N/A			
Main Theatre Floor events	Facility Closed	Facility Closed	N/A			
Mayor's Parlour	Facility Closed	Facility Closed	N/A			
Studio Room Hire	Facility Closed	Facility Closed	N/A			
Conference Room	Facility Closed	Facility Closed	N/A			
Meeting Room	Facility Closed	Facility Closed	N/A			
Activity Room	Facility Closed	Facility Closed	N/A			
Large Dance Studio	Facility Closed	Facility Closed	N/A			
Small Dance Studio	Facility Closed	Facility Closed	N/A			
Function Room	Facility Closed	Facility Closed	N/A			
Basement Dance Studio	Facility Closed	Facility Closed	N/A			
Basement Drama Studio	Facility Closed	Facility Closed	N/A			
Non-returnable deposit	Facility Closed	Facility Closed	N/A			
Non-returnable deposit (3 days or more)	Facility Closed	Facility Closed	N/A			
SCALE B - Professional arts based organisations						
Main Theatre	Facility Closed	Facility Closed	N/A			
Main Theatre Floor Events	Facility Closed	Facility Closed	N/A			
Mayor's Parlour	Facility Closed	Facility Closed	N/A			
Studio Room Hire	Facility Closed	Facility Closed	N/A			
Conference Room	Facility Closed	Facility Closed	N/A			
Meeting Room	Facility Closed	Facility Closed	N/A			
Activity Room	Facility Closed	Facility Closed	N/A			
Large Dance Studio	Facility Closed	Facility Closed	N/A			
Small Dance Studio	Facility Closed	Facility Closed	N/A			
Function Room	Facility Closed	Facility Closed	N/A			
Basement Dance Studio	Facility Closed	Facility Closed	N/A			
Basement Drama Studio	Facility Closed	Facility Closed	N/A			
Non-returnable deposit	Facility Closed	Facility Closed	N/A			
Non-returnable deposit (3 days or more)	Facility Closed	Facility Closed	N/A			
SCALE C - Amateur arts based organisations						
Main Theatre	Facility Closed	Facility Closed	N/A			
Main Theatre Floor Events	Facility Closed	Facility Closed	N/A			
Mayor's Parlour	Facility Closed	Facility Closed	N/A			
Studio Room Hire	Facility Closed	Facility Closed	N/A			
Conference Room	Facility Closed	Facility Closed	N/A			
Meeting Room	Facility Closed	Facility Closed	N/A			
Activity Room	Facility Closed	Facility Closed	N/A			
Large Dance Studio	Facility Closed	Facility Closed	N/A			
Small Dance Studio	Facility Closed	Facility Closed	N/A			
Function Room	Facility Closed	Facility Closed	N/A			
Basement Dance Studio	Facility Closed	Facility Closed	N/A			
Basement Drama Studio	Facility Closed	Facility Closed	N/A			
Non-returnable deposit	Facility Closed	Facility Closed	N/A			
Non-returnable deposit (3 days or more)	Facility Closed	Facility Closed	N/A			

REGENERATION, CULTURE & ENVIRONMENT

ROCHESTER CORN EXCHANGE	Fee 2023/24	2024/25 Agreed Fee	2024/25 Revised Fee	Increase	Fee 2025/26	2025/26 Revised Fee	Increase	Fee 2026/27	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)	1,730.00	1,820.00	1,830.00	0.55%	1,870.00	1,920.00	2.67%	2,010.00	4.69%
Full Day Hire (Flexible Access)	3,500.00	3,600.00	3,700.00	2.78%	3,700.00	3,850.00	4.05%	4,042.00	4.99%
Hourly Rate	288.33	303.33	305.00	0.55%	311.67	320.00	2.67%	335.00	4.69%
Princes Hall									
In addition to the above it includes access to staffed bar									
Half Day Hire (Minimum of 4 hour hire)	280.00	290.00	290.00	0.00%	300.00	315.00	5.00%	330.00	4.76%
Full Day Hire (Flexible Access)	1,150.00	1,210.00	1,210.00	0.00%	1,250.00	1280.00	2.40%	1343.00	4.92%
Hourly Rate	70.00	72.50	72.50	0.00%	75.00	78.75	5.00%	82.50	4.76%
BUSINESS EVENTS									
A range of options for the hire of rooms only. Hirers will have access to tables, chairs and in house audio visual equipment. Catering not included.									
Queen's Hall									
Half Day Hire (Minimum 4 hour hire)	1,150.00	1,210.00	1220.00	0.83%	1,250.00	1280.00	2.40%	1344.00	5.00%
Full Day Hire (Flexible access between 8am and midnight)	3,460.00	3,600.00	3700.00	2.78%	3,710.00	3850.00	3.77%	4042.00	4.99%
Hourly Rate	287.50	302.50	305.00	0.83%	312.50	320.00	2.40%	336.00	5.00%
Prince's Hall									
Half Day Hire (Minimum 4 hour hire)	265.00	290.00	290.00	0.00%	300.00	315.00	5.00%	330.00	4.76%
Full Day Hire (Flexible access between 8am and midnight)	1,730.00	1,810.00	1210.00	-33.15%	1,900.00	1280.00	-32.63%	1343.00	4.92%
Hourly Rate	66.25	72.50	72.50	0.00%	75.00	78.75	5.00%	82.50	4.76%
Delegate Packages									
Two delegate packages are available for businesses who require a complete hire and catering package. Each package has specific food and beverage options. The room allocation for these rates are dependant on the number of delegates attending.									
Standard delegate rate (per head)	By negotiation								
Premium delegate rate (per head)	By negotiation								

ROCHESTER CORN EXCHANGE	Fee 2023/24	2024/25 Agreed Fee	2024/25 Revised Fee	Increase	Fee 2025/26	2025/26 Revised Fee	Increase	Fee 2026/27	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	3,700.00	3,894.00	3894.00	0.00%	4,050.00	4088.00	0.94%	4290.00	4.94%
Friday and Saturday	4,800.00	5,062.00	5062.00	0.00%	5,265.00	5315.00	0.95%	5580.00	4.99%
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	5,800.00	6,172.00	6172.00	0.00%	6,420.00	6420.00	0.00%	6741.00	5.00%
Friday and Saturday	7,000.00	7,384.00	7384.00	0.00%	7,680.00	7680.00	0.00%	8064.00	5.00%
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	7,400.00	7,788.00	7788.00	0.00%	8,100.00	8100.00	0.00%	8500.00	4.94%
Friday and Saturday	8,900.00	9,345.00	9345.00	0.00%	9,720.00	9720.00	0.00%	9900.00	1.85%

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

REGENERATION, CULTURE AND ENVIRONMENT

	Fee 2023/24	Fee 2024/25	Increase
	£	£	%
PRIVATE SECTOR HOUSING			
Enforcement Activity			
Copy of Notices	7.70	8.10	5.19%
Service of statutory notice	606.10	624.28	3.00%
HMO License Renewal Charge	680.90	701.32	3.00%
Non Statutory Accommodation Inspections (plus £83.50 per additional follow up inspection	161.70	166.55	3.00%
Fee for Assistance with (HMO) Applications and pre application Inspection (plus £7.50 per room over 5)	184.80	190.34	3.00%
Sec232 Housing Act2004 Register of Licences Viewings	50.27	51.77	2.98%
Inspections			
Licensing of Houses in Multiple Occupation	1,217.37	1,253.89	3.00%
Second or Subsequent Application	1,081.96	1,114.41	3.00%
Change of manager	126.72	130.52	3.00%
Licence variation	154.55	159.18	3.00%
Licence renewal fee - with significant changes	773.52	796.72	3.00%
2nd Reminder Letter for a HMO Licence	45.98	47.35	2.98%
Unlicensed HMO Fine	196.90	202.80	3.00%
HOUSING SOLUTIONS			
Weekly Cost of Temporary Accommodation			
Shared 1 Bed	109.62	122.77	12.00%
1 bed self contained	158.66	177.70	12.00%
2 bed self contained*	183.58	205.61	12.00%
3 bed self contained*	200.19	224.21	12.00%
4 bed self contained*	262.50	294.00	12.00%
5 bed self contained *	327.60	366.91	12.00%
<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	183.58	0.00%
TRAVELLERS PERMANENT ACCOMMODATION			
Weekly Rent Per Pitch	87.15	98.51	13.04%

	Fee 2023/24	Fee 2024/25	Increase
	£	£	%
Mobile Homes Act 2013			
Application for a new licence	410.30	410.30	0.00%
Application for a new licence Band A	767.84	767.84	0.00%
Application for a new licence Band B	885.84	885.84	0.00%
Application for a new licence Band C	1,071.84	1,071.84	0.00%
Application for a new licence Band D	1,393.84	1,393.84	0.00%
Application for a new licence: per pitch	7.99	7.99	0.00%
Application for a new licence: per pitch	9.74	9.74	0.00%
Annual licence existing Band A	387.84	387.84	0.00%
Annual licence existing Band B	505.84	505.84	0.00%
Annual licence existing Band C	691.84	691.84	0.00%
Annual licence existing Band D	1,013.84	1,013.84	0.00%
Annual Licence: per pitch	4.88	4.88	0.00%
Annual Licence: per pitch	9.74	9.74	0.00%
Application to transfer or amend an existing licence:			
Minor amendment	160.16	160.16	0.00%
Minor amendment Band A	278.00	278.00	0.00%
Minor amendment Band B	278.00	278.00	0.00%
Minor amendment Band C	278.00	278.00	0.00%
Minor amendment Band D	278.00	278.00	0.00%
Major amendment	320.10	320.10	0.00%
Major amendment Band A	278.00	278.00	0.00%
Major amendment Band B	278.00	278.00	0.00%
Major amendment Band C	278.00	278.00	0.00%
Major amendment Band D	278.00	278.00	0.00%
Annual Licence Fee (Admin and Monitoring existing site)	32.00	32.00	0.00%
Annual Licence Fee (Admin and Monitoring existing site Band A)	387.84	387.84	0.00%
Annual Licence Fee (Admin and Monitoring existing site Band B)	505.84	505.84	0.00%
Annual Licence Fee (Admin and Monitoring existing site Band C)	691.84	691.84	0.00%
Annual Licence Fee (Admin and Monitoring existing site Band D)	1,013.84	1,013.84	0.00%
Annual Licence Fee (Admin and Monitoring existing site) per pitch	4.88	4.88	0.00%
Annual Licence Fee (Admin and Monitoring existing site) per pitch	12.76	12.76	0.00%
Park Rules Register	75.00	75.00	0.00%
Park Rules Register per pitch	0.61	0.61	0.00%
Fit and Proper Person New	314.00	314.00	0.00%
Fit and Proper Person New per pitch	2.56	2.56	0.00%
Fit and Proper Person Annual	261.00	261.00	0.00%
Fit and Proper Person Annual per pitch	2.13	2.13	0.00%
Fit and Proper Person Variation	297.00	297.00	0.00%
Fit and Proper Person Variation per pitch	2.42	2.42	0.00%
First Homes			
Application Fee	250.00	250.00	0.00%

REGENERATION, CULTURE AND ENVIRONMENT

LIBRARIES	Fee 2023/24	Fee 2024/25	Increase %
Overdue Charges (Per item per day)			
Adults(£15 maximum)	0.20	0.25	25.00%
Children (no charge)	Free	Free	N/A
Teenagers & Retired aged 60 or over (£2.00 max)	0.05	0.10	100.00%
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	Remove	N/A
DVD's	1.00	1.00	0.00%
Membership Charges			
Library card replacement - Adults (Including Over 60's)	3.00	3.50	16.67%
Library card replacement -Teenagers	Free	1.00	New Charge
Library card replacement - Children	Free	Free	New Cahрге
Guest use of public computer session	3.00	3.50	16.67%
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	0.20	100.00%
Black & White A3 - per page	0.30	0.40	33.33%
Colour A4 - per page	0.75	0.90	20.00%
Colour A3 - per page	1.50	1.80	20.00%
Fax Transmissions			
UK	1.20	Remove	N/A
Europe and North America	2.60	Remove	N/A
Rest of World	2.60	Remove	N/A
Free fax nos.	0.60	Remove	N/A
Incoming - each	0.60	Remove	N/A
Meeting room hire Strood Library Hall, Twydall Library and all other library premises.			
Basic Rate			
Inside Library opening hours - per hour	15.50	17.00	9.68%
Outside Library opening hours - per hour	23.50	25.00	6.38%
Equipment Hire			
Laptop, Projector and Screen - per event	0.00	50.00	New Charge
Microphone and Amplifier - per event	0.00	50.00	New Charge

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 2023/24 £		Fee 2024/25 £		increase %	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Interment and attendance fee post 24 weeks gestation 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%
Interment and attendance fee for Pre 24 week gestation			-	700.00	0.00%	New Charge
Interment and attendance fee: 18 years and above to single or double depth.	850.00	1,700.00	900.00	1,800.00	5.88%	5.88%
Interment and attendance fee: 18 years and above to treble depth.	1,050.00	2,100.00	1,150.00	2,300.00	9.52%	9.52%
Interment and attendance fee: 18 years and above to quadruple depth is special request with minimum 7 working days notice.	2,000.00	4,000.00	2,120.00	4,240.00	6.00%	6.00%
Two full burials undertaken at same time, add to interment fee:	200.00	400.00	215.00	430.00	7.50%	7.50%
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.	200.00	400.00	220.00	440.00	10.00%	10.00%
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.	250.00	500.00	275.00	550.00	10.00%	10.00%
Extra digging etc. to accommodate internal boarding, framework, covers etc. Prices from:	275.00	275.00	290.00	290.00	5.45%	5.45%
Relocation of spoil away from graveside prior to service / interment. Prices from:	300.00	300.00	Remove	Remove	N/A	N/A
Saturday Interment - by arrangement - min 8 working days notice and subject to availability: add	750.00	750.00	Remove	Remove	N/A	N/A
Saturday Interment of cremated remains - by arrangement - minimum 8 days notice and subject to availability. In addition to interment fees above.	200.00	200.00	Remove	Remove	N/A	N/A
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.	125.00	125.00	150.00	150.00	20.00%	20.00%
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.	200.00	200.00	210.00	210.00	5.00%	5.00%

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. 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 2023/24		Fee 2024/25		increase	
	£		£		%	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Grave Selection next-in-line	60.00	60.00	65.00	65.00	8.33%	8.33%
Grave Selection	175.00	175.00	185.00	185.00	5.71%	5.71%
Exclusive Right of Burial (<30" x 84") Adult graves 30 years	1,150.00	2,300.00	1,215.00	2,430.00	5.65%	5.65%
Exclusive Right of Burial (<30" x 84") Adult graves 50 years	1,800.00	3,600.00	1,900.00	3,800.00	5.56%	5.56%
Exclusive Right of Burial (<30" to 84") Adult graves 99 years	3,500.00	7,000.00	3,695.00	7,390.00	5.57%	5.57%
Additional grave space for any coffins larger than 30" wide or 84" long	0.00	0.00	700.00	1,400.00	New Charge	New Charge
Child graves 6' x 3' : 50 years Inc., memorial permit/right to erect.	750.00	1,500.00	795.00	1,590.00	6.00%	6.00%
Child graves 6' x 3' : 99 years Inc., memorial permit/right to erect	1,200.00	2,400.00	1,265.00	2,530.00	5.42%	5.42%
Cremated remains grave (3' x 3') 30 years Inc., memorial permit, the right to erect and selection	650.00	1,300.00	685.00	1,370.00	5.38%	5.38%
Cremated remains grave (3' x 3') 50 years Inc., memorial permit the right to erect and selection	1,050.00	2,100.00	1,110.00	2,220.00	5.71%	5.71%
Cremated remains grave (3' x 3') 99 years Inc., memorial permit, the right to erect and selection	1,700.00	3,400.00	1,795.00	3,590.00	5.59%	5.59%
Woodland Interment of cremated remains (no tree) includes exclusive right of burial (99 years) and interment fee	1,000.00	2,000.00	Remove	Remove	N/A	N/A
Woodland Burial fee - includes exclusive right of burial (99 years) - interment fee and memorial tree	2,050.00	4,100.00	Remove	Remove	N/A	N/A
Pre Purchased fee Woodland Burial (99 years) includes memorial tree separate interment fee will apply at time of burial	1,900.00	3,800.00	Remove	Remove	N/A	N/A
Woodland Burial memorial tree (inclusive of 3 year maintenance), EROB & Interment not included	0.00	0.00	1,000.00	2,000.00	New Charge	New Charge

CEMETERY MISCELLANEOUS

	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Use of Cemetery Chapel (Duration of Service: 45 minutes).	100.00	100.00	115.00	115.00	15.00%	15.00%
Children up to 18 years - use of Cemetery Chapel (Duration of Service:45 mins)	100.00	100.00	115.00	115.00	15.00%	15.00%
Private Use of Cemetery Chapel	200.00	200.00	250.00	250.00	25.00%	25.00%
Heating of Chapel - October to April (per service)	35.00	35.00	37.00	37.00	5.71%	5.71%
Re-open walled grave - from:	325.00	325.00	345.00	345.00	6.15%	6.15%
Exhumation – from:	1,450.00	1,450.00	1,550.00	1,550.00	6.90%	6.90%
Exhumation of cremated remains – from:	500.00	500.00	550.00	550.00	10.00%	10.00%
Alterations or transfers of right of exclusive burial and duplicate EROB's (For spouse - deduct £20.00)	65.00	65.00	68.00	68.00	4.62%	4.62%
Genealogical Search fee per surname and subject to date of Register entry (assisted searches extra)	22.00	22.00	25.00	25.00	13.64%	13.64%
Marking / identification of grave prior to visit - special request (min 5 days notice)	65.00	65.00	70.00	70.00	7.69%	7.69%
NEW: Extension to full grave EROB of 20 years - including alteration of grave deed	715.00	1,430.00	753.00	1,506.00	5.31%	5.31%
NEW: Extension to full grave EROB of 49 years - including alteration of grave deed	1,722.00	3,444.00	1,863.00	3,726.00	8.19%	8.19%
NEW: Extension to EROB full grave of 69 years - including alteration of grave deed	2,415.00	4,830.00	2,548.00	5,096.00	5.51%	5.51%
NEW: Extension to EROB cremated remains grave of 20 years - including alteration of grave deed	465.00	930.00	493.00	986.00	6.02%	6.02%
NEW: Extension to EROB cremated remains grave of 49 years - including alteration of grave deed	1,715.00	3,430.00	1,808.00	3,616.00	5.31%	5.31%
NEW: Extension to EROB cremated remains grave of 69 years - including alteration of grave deed	1,115.00	2,230.00	1,178.00	2,356.00	5.65%	5.65%

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	60.00	60.00	70.00	70.00	16.67%	16.67%
Wooden Cross (and other temporary marker) 1 year permit	25.00	25.00	30.00	30.00	20.00%	20.00%
Woodland burial plaques (10 years).	250.00	250.00	300.00	300.00	20.00%	20.00%
Woodland burial plaque - extension of lease	150.00	150.00	175.00	175.00	16.67%	16.67%

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)	125.00	125.00	Remove	Remove	N/A	N/A
Additional Inscriptions (no charge if undertaken in-situ and memorials not removed or detached from grave)	90.00	90.00	95.00	95.00	5.56%	5.56%
30 Year Permit for the erection of a memorial/headstone 12" or larger	250.00	250.00	Remove	Remove	N/A	N/A
30 Year Permit for the erection of full kerbs and cover slabs.	375.00	375.00	Remove	Remove	N/A	N/A
30 Year Permit for Memorial/headstone with full kerbs	575.00	575.00	Remove	Remove	N/A	N/A
30 Year Permit for Small kerbs (lawn section/cremated remains) and cover slabs	325.00	325.00	Remove	Remove	N/A	N/A
30 Year Permit Memorial/headstone with small kerbs	450.00	450.00	Remove	Remove	N/A	N/A
All inclusive 30 Year Permit fee	0.00	0.00	385.00	385.00	New Charge	New Charge

(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 2023/24 £	Fee 2024/25 £	increase %
	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
Adult cremation.	750.00	795.00	6.00%
Adult cremation: 9.00am and 9.30am services	575.00	610.00	6.09%
Adult Saturday Cremation - subject to availability. Includes facilities to witness the charging of the coffin.	975.00	1,025.00	5.13%
16 and under Saturday Cremation - subject to availability. Includes facilities to witness the charging of the coffin.	250.00	265.00	6.00%
NO SERVICE Cremation 07:45 - 08:45 or 16:00 - 17:00. 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.	275.00	275.00	0.00%
Joint service/cremations - 2 adults (includes Medway container) - 45 Minute service	1,100.00	1,175.00	6.82%
Witness Coffin being committed into Cremator (Services after 9.30 am)	30.00	30.00	0.00%
Extra costs for Service Overrun from:	50.00	125.00	150.00%
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)	50.00	55.00	10.00%
Cancellation within 48 hours of booked service (Postponement - no charge)	150.00	160.00	6.67%
Additional Chapel Time/Memorial Service	300.00	315.00	5.00%
Administration charge to cover requests for information, alterations etc. to records.	20.00	25.00	25.00%
Additional or replacement Certified Extract, label or other proof of cremation	35.00	35.00	0.00%

Obitus in service tribute - Simple Slideshow	45.00	49.00	8.89%
Obitus in service tribute - Professional Photo Tribute	80.00	85.00	6.25%
Obitus in service tribute - Family supplied video	25.00	30.00	20.00%
Obitus in service tribute - Themed tribute	0.00	95.00	New Charge
Obitus in service tribute - Physical copy of Pro Tribute	35.00	37.00	5.71%
Obitus in service tribute - Downloadable link to Pro Tribute	15.00	16.00	6.67%
Obitus in service tribute - Extra photos (each additional batch upto 25 photos)	25.00	27.00	8.00%
Obitus Webcast of service - Live broadcast	40.00	45.00	12.50%
Obitus Webcast of service - Live broadcast + 28 days playback + downloadable	55.00	60.00	9.09%
Obitus Webcast of service - for young people (upto 18 years of age)	Free	Free	N/A
Obitus Video book keepsake	0.00	95.00	New Charge
Obitus Memory Box keepsake	0.00	130.00	New Charge
Obitus additional physical copy DVD, BluRay, USB	0.00	30.00	New Charge
Obitus additional physical copy Video Book	0.00	50.00	New Charge
Obitus additional physical copy memory box	0.00	70.00	New Charge
Obitus Webcast of service - Physical copy on DVD, Blue-Ray or USB	60.00	65.00	8.33%

Overside Coffin - if a coffin is over 26" wide, we must have coffin sizes on the paperwork three days before the service	100.00	105.00	5.00%
Receiving cremated remains from elsewhere	100.00	110.00	10.00%
Witness strewing of Cremated Remains	0.00	45.00	New Charge
Unwitnessed Interment of Cremated Remains	0.00	75.00	New Charge
Witnessed Interment of Cremated Remains	0.00	120.00	New Charge

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

Book of Remembrance - includes 1 swipe card

	Resident and Non Resident
2 Line Entry	80.00
5 Line Entry	160.00
8 Line Entry	210.00
5 Line Entry with motif	230.00
8 Line Entry with motif	265.00
Additional screens of text, motif, pictures etc. for digital book of remembrance (per screen)	65.00
Additional swipe card for digital book of remembrance (existing entries)	25.00

Resident and Non Resident
85.00
169.00
222.00
243.00
280.00
70.00
27.00

Resident and Non Resident
6.25%
5.63%
5.71%
5.65%
5.66%
7.69%
8.00%

Book of Remembrance for Babies - includes 1 swipe card

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

21.00
80.00
64.00
27.00

5.00%
6.67%
6.67%
8.00%

Fee 2023/24
£

Fee 2024/25
£

increase
%

Miniature Books - Existing books only

Each Additional Line	30.00
All Crests/Motifs	75.00
Postage and Packaging of books - Studio Returns	15.00

32.00
79.00
16.00

6.67%
5.33%
6.67%

Memorial Plaques

Perspex plaque - replacement or alteration to existing plaque including additional name	90.00
Perspex garden plaque - new and renewal (5 years)	150.00
End of lease buyback	0.00

95.00
158.00
20.00

5.56%
5.33%
New Charge

Bronze Wall Plaques 5 -10 year lease - Renewal Only

Bronze wall plaque - extension of lease 10 years, no new plaque	200.00
Bronze wall plaque - extension of lease 5 years, no new plaque	110.00
Replacement or alteration to existing plaque including additional name	175.00

210.00
115.00
Remove

5.00%
4.55%
N/A

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

5 year lease - New Granite / Floris wall plaque inscription only	200.00
Extension of lease - 5 years. Existing wall plaque used	130.00
10 year lease - New Granite / Floris wall plaque inscription only	350.00
Extension of lease - 10 years. Existing wall plaque used	250.00
Wall plaque Motif / Photo	150.00
Replacement or alternation to existing wall plaque	225.00
End of lease buyback	0.00

211.00
137.00
369.00
364.00
155.00
235.00
40.00

5.50%
5.38%
5.43%
45.60%
3.33%
4.44%
New Charge

Benches - 5-10 year lease - (12" x 2½" plaque) 10 year lease various locations around the grounds subject to availability

	Resident and Non Resident
Extension of lease 10 years	1,150.00
Extension of lease 5 years	600.00
Additional Bronze Plaque	200.00

Resident and Non Resident
1,250.00
635.00
210.00

Resident and Non Resident
8.70%
5.83%
5.00%

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	90.00
Shared bench Perspex plaque [5 Years] - New & Renewal	175.00
End of lease buyback	0.00

95.00
185.00
20.00

5.56%
5.71%
New Charge

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

Columbaria & Granite Niche - 5- 10 year lease subject to availability

Columbaria Motifs extra (subject to design) – includes first 80 characters [10 years]	1,300.00
Columbaria - extension of lease 10 years without refurbishment	800.00
Columbaria - extension of lease 5 years without refurbishment	500.00
Granite Niche - [10 years]	1,200.00
Granite Niche - [5 years]	800.00
Granite Niche - extension of lease 10 years without refurbishment	750.00
Granite Niche - extension of lease 5 years without refurbishment	475.00
Granite Niche / Columbaria refurbishment (inc P&P)	125.00
Columbaria inscriptions (price per character after the first 80)	3.50
Columbaria Motif (from standard catalogue). Prices from:	150.00
Columbaria Motif (own design supplied). Prices from:	175.00
Columbaria Motif/photo on ceramic from:	200.00
Replacement Plate for columbaria - includes 80 characters	225.00
Additional Inscription to Columbaria - includes 80 characters +P&P	200.00
Postage and packing of columbaria plates - Courier	60.00
Columbaria, Motifs extra (subject to design) – includes first 80 characters [5 years]	850.00
End of lease buyback	0.00

Fee 2023/24
£

Granite Flower Kerbs - 5 -10 year lease (RWA Glades 32 & 38) subject to availability

Granite Flower Kerb both colours [10 years]	600.00
Granite Flower Kerb both colours extension of lease 10 years without refurbishment	475.00
Granite Flower Kerb both colours extension of lease 5 years without refurbishment	250.00
Granite Flower Kerb replacement both colours	175.00
Granite Flower Kerb both colours [5 Years]	400.00
Granite Flower Kerb refurbishment (include P&P)	75.00
End of lease buyback	0.00

Mushrooms - 5-10 year lease (glades 5 & 18, Podkin and 2 area's of bluebell walk)

	Resident and Non Resident
Mushroom Plaque 10 years	350.00
Mushroom Plaque 5 years	225.00
Replacement Mushroom Plaque (Carriage included)	150.00
Extension of lease 10 year without refurbishment	250.00
Extension of lease 5 years without refurbishment	150.00
Mushroom Plaque Refurbishment (carriage included)	75.00

Dedicated roses - 5 -10 year lease

Standard rose tree replacement plaque or replacement (maximum of 3 plaques)	95.00
Standard rose tree with plaque on stem [5 Years] - New & Renewal	300.00
Standard rose tree [10 Years] - New & Renewal (not including plaque)	0.00

Dedicate Tree - 10 year lease

Dedicated Tree plaque (maximum of 5 plaques)	0.00
Dedicated Tree (10 year lease) (not including plaque)	0.00

1,350.00
850.00
530.00
1,265.00
840.00
790.00
500.00
130.00
4.00
155.00
180.00
210.00
240.00
210.00
60.00
900.00
50.00

Fee 2024/25
£

635.00
500.00
265.00
185.00
425.00
80.00
30.00

Resident and Non Resident

375.00
240.00
160.00
265.00
160.00
80.00

110.00
320.00
575.00

110.00
875.00

3.85%
6.25%
6.00%
5.42%
5.00%
5.33%
5.26%
4.00%
14.29%
3.33%
2.86%
5.00%
6.67%
5.00%
0.00%
5.88%
New Charge

increase
%

5.83%
5.26%
6.00%
5.71%
6.25%
6.67%
New Charge

Resident and Non Resident

7.14%
6.67%
6.67%
6.00%
6.67%
6.67%

15.79%
6.67%
New Charge

New Charge
New Charge

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

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]	1,100.00
Single memorial - (stand alone) inscription only [10 years]	1,250.00
Single memorial - (left or right of a pair) inscription only [5 Years]	600.00
Single memorial - (stand alone) inscription only [5 Years]	675.00
Single memorial renewal 10 years no refurbishment	750.00
Single memorial renewal 5 years no refurbishment	475.00
Replacement plate with or without photo	200.00
Bluebell Memorial Ceramic motif / picture	150.00
Bluebell Memorial refurbishment	95.00
End of lease buyback	0.00

1,150.00
1,315.00
630.00
710.00
790.00
500.00
210.00
158.00
100.00
40.00

4.55%
5.20%
5.00%
5.19%
5.33%
5.26%
5.00%
5.33%
5.26%
New Charge

Granite Book - 5-10 year lease (6" x 4" plaque) entrance to glade 16 subject to availability

Granite Book Plaque [10 years]	200.00
--------------------------------	--------

210.00

5.00%

	Resident and Non Resident
Sundial & Babe-in-Hand- 5 -10 year lease subject to availability	
Small plaque [10 years]	300.00
Medium Plaque [10 years]	315.00
Large Plaque [10 years]	330.00
Replacement plaque (all sizes)	125.00
Extension of lease - 10 years without refurbishment	195.00
Extension of lease - 5 years without refurbishment	125.00
Small plaque [5 Years]	200.00
Medium plaque [5 Years]	215.00
Large plaque [5 Years]	230.00
Refurbishment (all sizes)	75.00

Resident and Non Resident
315.00
330.00
345.00
135.00
205.00
130.00
210.00
225.00
240.00
80.00

Resident and Non Resident
5.00%
4.76%
4.55%
8.00%
5.13%
4.00%
5.00%
4.65%
4.35%
6.67%

	Resident and Non Resident
Memorial - Mulberry Tree	
5 Year Lease	250.00
10 Year Lease	400.00

Resident and Non Resident
265.00
425.00

Resident and Non Resident
6.00%
6.25%

Other charges

Postage for garden plaques	12.00
Postage for larger plaques i.e. kerbs	35.00
Arrange funeral under Public Health (Control of Disease) Act 1984, including full property search. From:	650.00
Arrange funeral under Public Health (Control of Disease) Act 1984. From :	295.00

13.00
Remove
685.00
310.00

8.33%
N/A
5.38%
5.08%

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

REGENERATION, CULTURE AND ENVIRONMENT

Registration Services

(All charges include VAT where applicable)

	Fee 2023/24	Fee 2024/25	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 2024)

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) 2023/24 £	Course fees (concession 75%) 2023/24 £	Course fees (full) 2024/25 £	Course fees (concession 75%) 2024/25 £	Course Fees (Full) Increase %	Course fees (concession 75%) %
<i>Academic Year £ (per hour excluding registration fee):</i>	4.00	2.90	4.22	3.06	0.05	0.06
<i>20 guided learning hours including registration fee</i>	93.00	72.80	98.12	76.81	0.06	0.06
<i>40 guided learning hours including registration fee</i>	172.00	132.10	181.46	139.36	0.06	0.05
<i>60 guided learning hours including registration fee</i>	251.00	191.50	264.80	202.03	0.05	0.05
<i>80 guided learning hours including registration fee</i>	330.00	251.00	348.15	264.80	0.05	0.05
Community Learning Courses						
<i>Academic Year £ (per hour excluding registration fee):</i>	4.00	3.00	4.22	3.17	0.05	0.06
<i>3 guided learning hours including registration fee</i>	21.00	17.90	22.16	18.88	0.06	0.05
<i>10 guided learning hours including registration fee</i>	53.00	42.10	55.91	44.42	0.05	0.06
<i>20 guided learning hours including registration fee</i>	96.00	75.70	101.28	79.86	0.06	0.05
<i>40 guided learning hours including registration fee</i>	179.00	138.10	188.84	145.69	0.05	0.05
<i>60 guided learning hours including registration fee</i>	262.00	200.30	276.41	211.32	0.06	0.06
Drawing and painting, pottery, ceramics, dressmaking and stained glass courses						
<i>Academic Year £ (per hour excluding registration fee):</i>	4.00	3.00	4.22	3.17	0.05	0.06
<i>3 guided learning hours including registration fee</i>	21.00	18.10	22.16	19.10	0.06	0.06
<i>10 guided learning hours including registration fee</i>	54.00	42.80	56.97	45.15	0.06	0.05
<i>20 guided learning hours including registration fee</i>	99.00	77.20	104.45	81.47	0.06	0.06
<i>40 guided learning hours including registration fee</i>	184.00	140.90	194.12	148.65	0.06	0.06
<i>60 guided learning hours including registration fee</i>	269.00	204.80	283.80	216.06	0.06	0.05
Commercial rate courses (non-SFA funded)						
<i>Academic Year £ (per hour excluding registration fee):</i>	9.00	N/A	9.50	N/A	0.06	N/A
<i>20 guided learning hours including registration fee</i>	195.00	N/A	205.73	N/A	0.06	N/A
<i>57.5 guided learning hours including registration fee</i>	537.00	N/A	566.54	N/A	0.06	N/A
Lettings						
Standard classroom per hour	19.00	N/A	20.05	N/A	0.06	N/A
ICT suite per hour	54.00	N/A	56.97	N/A	0.06	N/A

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

REGENERATION, CULTURE AND ENVIRONMENT

PROPERTY & CAPITAL PROJECTS

Fee 2023/24 Fee 2024/25 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)	18.50	19.50	5.41%
Hall hire evening rate (per hour)	22.70	23.90	5.29%

Non Regular Users

Hall hire Monday to Friday day (per hour)	26.20	27.60	5.34%
Hall hire Monday to Thursday evening (per hour)	37.30	39.40	5.63%
Hall hire Saturday & Sunday day (per hour)	28.80	30.40	5.56%
Hall hire Friday, Saturday & Sunday evening (per hour)	51.80	54.60	5.41%
Large Kitchen day (per booking)	41.80	44.10	5.50%
Large Kitchen evening (per booking)	41.80	44.10	5.50%
Small Kitchen day (per booking)	19.30	20.40	5.70%
Small Kitchen evening (per booking)	20.90	22.00	5.26%

LARGE ROOM (Weddings & functions room hire only)

Regular User Groups

Hall hire daytime rate (per hour)	14.30	15.10	5.59%
Hall hire evening rate (per hour)	15.80	16.70	5.70%

Non Regular Users

Room hire Monday to Friday day (per hour)	17.40	18.40	5.75%
Room hire Monday to Thursday evening (per hour)	19.70	20.80	5.58%
Room hire Saturday & Sunday day (per hour)	16.60	17.50	5.42%
Hall hire Friday, Saturday & Sunday evening (per hour)	31.50	33.20	5.40%

SMALL ROOM (Room hire only)

Regular User Groups

Hall hire daytime rate (per hour)	7.70	8.10	5.19%
Hall hire evening rate (per hour)	8.10	8.50	4.94%

Non Regular Users

Room hire Monday to Friday day (per hour)	8.90	9.40	5.62%
Room hire Monday to Thursday evening (per hour)	9.10	9.60	5.49%
Room hire Saturday & Sunday day (per hour)	15.60	16.50	5.77%
Hall hire Friday, Saturday & Sunday evening (per hour)	16.50	17.40	5.45%

COMPUTER SUITE

Regular User Groups - day or evening (per hour)	14.30	15.10	5.59%
Non Regular Users - day or evening (per hour)	14.90	15.70	5.37%
My Desk - Individual desk work space (per month)	135.20	142.60	5.47%

REGENERATION, CULTURE AND ENVIRONMENT

PROPERTY & CAPITAL PROJECTS

Fee 2023/24 Fee 2024/25 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)	16.80	17.70	5.36%
One To One Room hire day or evening (per hour)	16.80	17.70	5.36%

Non Regular Users

Main Hall hire Monday to Thursday day or evening and Friday day (per hour)	26.20	27.60	5.34%
Main Hall hire Saturday & Sunday day (per hour)	28.80	30.40	5.56%
Main Hall hire Friday, Saturday & Sunday evening (per hour)	37.80	39.90	5.56%
One To One Room hire day or evening (per hour)	17.60	18.60	5.68%
Family Room hire day or evening (per hour)	14.90	15.70	5.37%

CHATTENDEN COMMUNITY CENTRE

MAIN COMMUNITY BUILDING

Regular User Groups

Main Hall hire day or evening (per hour)	16.80	17.70	5.36%
Crèche hire day or evening (per hour)	16.80	17.70	5.36%
One to One Room day or evening (per hour)	16.80	17.70	5.36%
Computer Suite day or evening (per hour)	16.80	17.70	5.36%

Non Regular Users

Hall hire Monday to Thursday day or evening and Friday day (per hour)	26.20	27.60	5.34%
Main Hall hire Saturday & Sunday day (per hour)	28.10	29.60	5.34%
Hall hire Friday, Saturday & Sunday evening (per hour)	30.70	32.40	5.54%
Crèche hire day or evening (per hour)	17.60	18.60	5.68%
One to One Room day or evening (per hour)	17.60	18.60	5.68%
Computer Suite day or evening (per hour)	17.60	18.60	5.68%
My Desk - Individual desk work space (per month)	135.20	142.60	5.47%

LARGE HALL

Regular User Groups

Hall hire day or evening (per hour)	22.20	23.40	5.41%
End Hall hire day or evening (per hour)	15.10	15.90	5.30%
Back Office hire day or evening (per hour)	17.10	18.00	5.26%

Non Regular Users

Hall hire Monday to Thursday day or evening and Friday day (per hour)	26.20	27.60	5.34%
Hall hire Saturday & Sunday day (per hour)	29.80	31.40	5.37%
Hall hire Friday, Saturday & Sunday evening (per hour)	37.80	39.90	5.56%
End Hall hire day or evening (per hour)	17.60	18.60	5.68%
Back Office hire day or evening (per hour)	17.60	18.60	5.68%

ST GEORGE'S CENTRE HALL HIRE RATES

REGENERATION, CULTURE AND ENVIRONMENT

PROPERTY & CAPITAL PROJECTS

	Fee 2023/24	Fee 2024/25	Increase
	£	£	%
<u>COMMUNITY CENTRES</u>			
<i>NB: Rates for all rooms negotiable for long-term, regular and community group bookings</i>			
<i>(Bank Holidays, New Years Eve and Christmas On Application)</i>			
Monday - Thursday			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	364.50	384.50	5.49%
- All Others	449.50	474.20	5.49%
Full Day 9am - 5pm			
- Charity/Community Groups	672.00	709.00	5.51%
- All Others	832.00	877.80	5.50%
Evening 6pm - 12 midnight			
- Charity/Community Groups	473.00	499.00	5.50%
- All Others	596.00	628.80	5.50%
Friday, Saturday or Sunday			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	364.00	384.00	5.49%
- All Others	449.50	474.20	5.49%
Full Day 9am - 5pm			
- Charity/Community Groups	672.00	709.00	5.51%
- All Others	832.00	877.80	5.50%
Evening 6pm - 12 midnight			
- Charity/Community Groups	716.50	755.90	5.50%
- All Others	898.00	947.40	5.50%
Audio Visual Equipment			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	120.50	127.10	5.48%
- All Others	155.00	163.50	5.48%
Full Day 9am - 5pm			
- Charity/Community Groups	217.50	229.50	5.52%
- All Others	269.50	284.30	5.49%
Evening 6pm - 12 midnight			
- Charity/Community Groups	185.50	195.70	5.50%
- All Others	237.50	250.60	5.52%
Use of Catering Kitchen			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	48.00	50.60	5.42%
- All Others	61.00	64.40	5.57%
Full Day 9am - 5pm			
- Charity/Community Groups	90.00	95.00	5.56%
- All Others	111.00	117.10	5.50%
Evening 6pm - 12 midnight			
- Charity/Community Groups	117.50	124.00	5.53%
- All Others	149.50	157.70	5.48%

BUSINESS SUPPORT DEPARTMENT

Community Interpreting Service (CIS) Non NHS Fees & Charges

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 2023/24		Fee 2024/25		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	165.00	50.00	10.7%	0.0%
Arabic	164.00	50.00	165.00	50.00	0.6%	0.0%
Bengali	164.00	50.00	165.00	50.00	0.6%	0.0%
Bosnian/Serbo-Croat	164.00	50.00	165.00	50.00	0.6%	0.0%
Chinese	164.00	50.00	165.00	50.00	0.6%	0.0%
Czech	164.00	50.00	165.00	50.00	0.6%	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	165.00	50.00	0.6%	0.0%
French	149.00	50.00	165.00	50.00	10.7%	0.0%
German	149.00	50.00	165.00	50.00	10.7%	0.0%
Greek	164.00	50.00	165.00	50.00	0.6%	0.0%
Gujarati	164.00	50.00	165.00	50.00	0.6%	0.0%
Hindi	164.00	50.00	165.00	50.00	0.6%	0.0%
Hungarian	164.00	50.00	165.00	50.00	0.6%	0.0%
Italian	149.00	50.00	165.00	50.00	10.7%	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	165.00	50.00	0.6%	0.0%
Lithuanian	164.00	50.00	165.00	50.00	0.6%	0.0%
Nepalese	182.00	50.00	182.00	50.00	0.0%	0.0%
Polish	146.00	50.00	165.00	50.00	13.0%	0.0%
Punjabi	164.00	50.00	165.00	50.00	0.6%	0.0%
Portuguese	149.00	50.00	165.00	50.00	10.7%	0.0%
Pashto	164.00	50.00	165.00	50.00	0.6%	0.0%
Romanian	164.00	50.00	165.00	50.00	0.6%	0.0%
Russian	149.00	50.00	165.00	50.00	10.7%	0.0%
Slovak	164.00	50.00	165.00	50.00	0.6%	0.0%
Somali	149.00	50.00	165.00	50.00	10.7%	0.0%
Spanish	164.00	50.00	165.00	50.00	0.6%	0.0%
Swahili	164.00	50.00	165.00	50.00	0.6%	0.0%
Tamil	164.00	50.00	165.00	50.00	0.6%	0.0%
Thai	182.00	50.00	182.00	50.00	0.0%	0.0%
Turkish	149.00	50.00	165.00	50.00	10.7%	0.0%
Ukrainian	164.00	50.00	165.00	50.00	0.6%	0.0%
Vietnamese	149.00	50.00	165.00	50.00	10.7%	0.0%
Urdu	164.00	50.00	165.00	50.00	0.6%	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 2023/24				Fee 2024/25					
	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	48.00	0.40	As incurred	0.0%	6.7%
Mon-Fri 5pm-9am	0.00	67.50	0.40	As incurred	0.00	72.00	0.40	As incurred	0.0%	6.7%
Saturdays	0.00	67.50	0.40	As incurred	0.00	72.00	0.40	As incurred	0.0%	6.7%
Sundays & Bank Holidays	0.00	90.00	0.40	As incurred	0.00	96.00	0.40	As incurred	0.0%	6.7%
Day rate (between 5 and 8 hours) - one charge per day	0.00	250.00	0.40	As incurred	0.00	275.00	0.40	As incurred	0.0%	10.0%

	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 2023/24				Fee 2024/25					
	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	11.25	0.10	0.30	0.0%	50.0%
Mon-Fri 5pm-9am	33.75	11.25	0.10	0.30	33.75	16.88	0.10	0.30	0.0%	50.0%
Saturdays	33.75	11.25	0.10	0.30	33.75	16.88	0.10	0.30	0.0%	50.0%
Sundays & Bank Holidays	45.00	15.00	0.10	0.30	45.00	22.50	0.10	0.30	0.0%	50.0%

*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 2023/24	
	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 2024/25	
	Cancelled Within 24 Hours	Did Not Proceed as booked
	£	£
	48.00	48.00
	0.00	0.00
	0.00	0.40
	0.00	As incurred
	28.00	28.00
	0.00	18.66
	0.00	0.40
	0.00	As incurred
	22.50	22.50

Increase cancelled within 24 hours	Increase - Did not proceed as booked
%	%
6.7%	6.7%
N/A	N/A
N/A	0.0%
N/A	N/A
0.0%	0.0%
N/A	-1.8%
N/A	0.0%
N/A	N/A
0.0%	0.0%

Short Notice Charges

	Fee 2023/24	
	Booked within 12 hours	
	£	
Face to face or remote interpreting requested within 12 hours of the appointment	10.00	

Fee 2024/25	
Booked within 12 hours	
£	
12.00	

% Increase
Booked within 12 hours
%
20.0%

Community Interpreting Service (CIS) NHS Fees and Charges

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 2023/24		Fee 2024/25		Increase in Rate / 1,000 words	Increase in Minimum
	All Documents		All Documents			
	Rate/ 1000 words	Minimum Charge	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 2023/24				Fee 2024/25				Travel Time Increase	Interpreting Fee Increase
	Travel Time Per Hour	Interpreting Per Hour	Mileage Per Mile	Parking Fees	Travel time	Interpreting Fixed Fee Per Hour	Mileage Per Mile	Parking Fees		
	£	£	£	£	£	£	£	£		
Mon-Fri 9am-5pm	0.00	45.00	0.40	As incurred	0.00	45.00	0.40	As incurred	0.0%	0.0%
Mon-Fri 5pm-9am	0.00	67.50	0.40	As incurred	0.00	67.50	0.40	As incurred	0.0%	0.0%
Saturdays	0.00	67.50	0.40	As incurred	0.00	67.50	0.40	As incurred	0.0%	0.0%
Sundays & Bank Holidays	0.00	90.00	0.40	As incurred	0.00	90.00	0.40	As incurred	0.0%	0.0%
Day rate (between 5 and 8 hours) - one charge per day	0.00	250.00	0.40	As incurred	0.00	250.00	0.40	As incurred	0.0%	0.0%

	Travel Time Per Hour	Interpreting Per Hour	Mileage Per Mile	Parking Fees	Travel time	Interpreting Per Hour	Mileage Per Mile	Parking Fees	Travel Time Increase	Interpreting Time Increase
	£	£	£	£	£	£	£	£	%	%
Legal Aid prescribed rates	18.66	28.00	0.40	As incurred	18.66	28.00	0.40	As incurred	0.0%	0.0%

Telephone Interpreting Charges

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

	Fee 2023/24				Fee 2024/25				Increase In Charge Per Minute First 30 Minutes	Increase In Charge Per Minute Every 15 Minutes Thereafter
	Charged per minute - equivalent to first 30 Minutes	Charged per minute - equivalent to every 15 minutes thereafter	Utility Charge - Landline Per Minute	Utility Charge - Mobile Per Minute	Charged per minute - equivalent to first 30 Minutes	Charged per minute - equivalent to every 15 minutes thereafter	Utility Charge - Landline Per Minute	Utility Charge - Mobile Per Minute		
	£	£	£	£	£	£	£	£		
Mon-Fri 9am-5pm	22.50	7.50	0.10	0.30	22.50	7.50	0.10	0.30	0.0%	0.0%
Mon-Fri 5pm-9am	33.75	11.25	0.10	0.30	33.75	11.25	0.10	0.30	0.0%	0.0%
Saturdays	33.75	11.25	0.10	0.30	33.75	11.25	0.10	0.30	0.0%	0.0%
Sundays & Bank Holidays	45.00	15.00	0.10	0.30	45.00	15.00	0.10	0.30	0.0%	0.0%

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

Cancellation Charges

	Fee 2023/24		Fee 2024/25		Increase cancelled within 24 hours	Increase - Did not proceed as booked
	Cancelled Within 24 Hours	Did Not Proceed as booked	Cancelled Within 24 Hours	Did Not Proceed as booked		
	£	£	£	£		
Face to face Interpreting - duration of appointment booked	45.00	45.00	45.00	45.00	0.0%	0.0%
Travel - per hour	0.00	0.00	0.00	0.00	N/A	N/A
Mileage - per mile	0.00	0.40	0.00	0.40	N/A	0.0%
Expenses	0.00	As incurred	0.00	As incurred	N/A	N/A

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

28.00	28.00
0.00	19.00
0.00	0.40
0.00	As incurred
22.50	22.50

0.0%	0.0%
N/A	0.0%
N/A	0.0%
N/A	N/A
0.0%	0.0%

Short Notice Charges

	Fee 2023/24	
	Booked within 12 hours	
	£	
Face to face or remote interpreting requested within 12 hours of the appointment		10.00

Fee 2024/25	
Booked within 12 hours	
£	
	10.00

% Increase	
Booked within 12 hours	
%	
	0.0%

BUSINESS SUPPORT DEPARTMENT

Blue Badge application fee administration charge per badge

Fee 2023/24	Fee 2024/25	Increase
£	£	%
10.00	10.00	0.0%

BUSINESS SUPPORT DEPARTMENT

	Fee 2023/24	Fee 2024/25	Increase
	£	£	%
SALE OF AGENDAS			
Annual charge per committee	117.80	125.00	6.11%
PHOTOCOPYING CHARGE			
Admin charge	2.90	3.10	6.90%
Each Page	0.10	0.10	0.00%
Minimum charge (admin plus one copy)	3.00	3.20	6.67%

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 2023/24	Fee 2024/25	Increase
	£	£	%
Postage & packing for paper copies of the Register	32.00	Remove	N/A
Street Index	19.25	Remove	N/A
Sale of Medway ward map	19.25	20.00	3.90%
Letter of confirmation on Register of Electors	Free	Remove	N/A
Confirmation of "proof of life" for pensions	Free	Remove	N/A

BUSINESS SUPPORT DEPARTMENT

	Fee 2023/24 £	Fee 2024/25 £	Increase %
<u>Street Naming and numbering Charges</u>			
<u>Streets</u>			
Naming a new street	219.80	231.90	5.51%
Amend a street/road name (excluding advertising costs and replacement SNPs)	836.00	882.00	5.50%
<u>New Residential property (including flats and maisonettes) or Business Unit</u>			
Registering 1 plot/unit	84.20	88.90	5.59%
Registering 2 to 10 plots/units (Cost per property/unit)	66.00	69.70	5.61%
Registering 11 or more plots/units			
· Standing charge for the first 10 plots/units	660.00	697.00	5.61%
· Cost per additional plot/unit (Cost per property/unit)	44.00	46.50	5.68%
Amend previously confirmed naming and numbering schedule and resend (Cost per property)	27.50	29.00	5.45%
<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	88.90	5.59%
Official registration of an existing unregistered property. (Cost per property)	66.00	69.70	5.61%

BUSINESS SUPPORT DEPARTMENT

	Fee 2023/24	Fee 2024/25	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 @ £27.80, CON29 @ £55.40 plus VAT @ £11.08 Total of £94.28)			
LOCAL LAND CHARGES			
LLC1 only	26.30	27.80	5.70%
Additional parcel of land (LLC1 only)	21.00	22.20	5.71%
CON29 only	52.50	55.40	5.52%
Additional parcel of land with CON29 only	15.80	16.70	5.70%
Standard search including LLC1 fee and CON29	78.80	83.20	5.58%
Additional parcel of land with Standard Search including LLC1 and CON29	36.80	38.80	5.43%
<i>Commercial requests e.g. shopping centre or new development officially named & numbered - fee on request, but maximum of:</i>	2,626.50	2,765.00	5.27%
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	11.50	12.20	6.09%
Fees in respect of revisions to Con29 that came into force on 4th July 2016			
Part II printed enquiry - Con29O Questions 4 to 21	10.50	11.10	5.71%
Part II printed enquiry - Con29O Question 22 (Common Land and Village Greens)	15.80	16.70	5.70%
Enhanced component data service - Con29 Questions 1.1(Planning); 1.2; 2.1; 3.1 to 3.7 and 3.9 to 3.15	2.70	2.90	7.41%
Enhanced component data service - Con29 Questions 1.1(Building Control); 2.2-2.5 (Public Rights of Way) and 3.8 (Building Regulations)	3.20	3.50	9.37%
Registration of a charge in Part 11 of the register	75.00	79.50	6.00%
Filing a definitive certificate of the Lands Tribunal under rule 10(3)	16.10	17.00	5.59%
Filing a judgement, order or application for the variation or cancellation of an entry in Part 11 of the register	21.40	22.60	5.61%
Inspection of documents filed under rule 10 in respect of each parcel of land	5.40	5.70	5.56%
Official search (including issue of official certificate of search): -			
a) in any one part of the register	5.40	5.70	5.56%
b) in the whole of the register			
(i) where the request is made by electronic means in accordance with rule 16	26.70	28.20	5.62%
(ii) in any other case	26.80	28.40	5.97%
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	21.40	22.60	5.61%
Office copy of an entry in the register (not including a copy or extract of any plan or document filed pursuant to these Rules)	2.70	3.00	11.11%
Office copy of any plan or other documents filed pursuant to the Rules	2.70	3.00	11.11%
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	26.80	28.40	5.97%
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	110.50	117.00	5.88%
Section 7 of the 2006 Act - variation of a right of common	110.50	117.00	5.88%
Section 8 of the 2006 Act - apportionment of a right of common	110.50	117.00	5.88%
Section 10 of the 2006 Act - attachment of a right of common			N/A
Section 11 of the 2006 Act - re-allocation of attached rights	110.50	117.00	5.88%
Section 12 of the 2006 Act - transfer of a right in gross	44.10	46.60	5.67%
Section 13 of the 2006 Act - surrender or extinguishment of a right of common	88.20	93.00	5.44%
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)	165.50	175.00	5.74%
Section 15A of the 2006 Act; s.15 Growth and Infrastructure Act 2013 - landowner statement	275.80	295.00	6.96%
s.31(6) Highways Act 1980 - joint landowner statements and declarations	386.00	408.00	5.70%
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)	110.30	116.50	5.62%
Section 19 of the 2006 Act - correction, for a purpose described in section 19(2)(d) (Per register unit)	16.60	17.60	6.02%
Schedule 1, paragraph 1(6)(b), to the 2006 Act - severance by transfer to public bodies	88.20	93.00	5.44%
Schedule 1, paragraph 3(7)(b), to the 2006 Act - severance authorised by order	88.20	93.00	5.44%
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

	Fee 2023/24	Fee 2024/25	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	827.40	875.00	5.75%
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	210.00	225.00	7.14%
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	110.40	116.00	5.07%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period - variation of a right	198.60	210.00	5.74%
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)	176.50	185.50	5.10%
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	110.40	117.00	5.98%
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	110.40	117.00	5.98%
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)	199.60	212.50	6.46%
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	36.00	20.00%
Street Trading			
Street Trading Consent	348.00	372.00	6.90%
Street Trading Consent – Festivals (per day)	59.00	Remove	N/A
Copy of Consent (if lost or stolen)	33.00	36.00	9.09%
Scrap Metal			
Site licence 3 year – new or renewal - TOTAL	624.00	667.00	6.89%
Site licence 3 year – new or renewal – PART A – payable upon application	385.00	411.00	6.75%
Site licence 3 year – new or renewal – PART B – payable upon grant	239.00	256.00	7.11%
Collectors licence 3 year – new or renewal – TOTAL	363.00	390.00	7.44%
Collectors licence 3 year – new or renewal – PART A – payable upon application	304.00	325.00	6.91%
Collectors licence 3 year – new or renewal – PART B – payable upon grant	60.00	65.00	8.33%
Variation - collector to site licence	268.00	286.00	6.72%
Variation - site to collector's licence	83.00	89.00	7.23%
Change of site manager	136.00	146.00	7.35%
Minor variation	43.00	46.00	6.98%
Copy of licence (if lost or stolen)	33.00	36.00	9.09%
Hackney Carriage and Private Hire Fees			
Vehicle Licence Fees (press notice needed)			
Vehicle Licence (all vehicles) - 1 year	165.00	177.00	7.27%
Drivers Licence (3 year)	191.00	204.00	6.81%
Knowledge Test	76.00	82.00	7.89%
Operators Fees (press notice needed)			
Operator – up to 5 vehicles – 5 year (standard duration)	626.00	668.00	6.71%
Operator – over 5 vehicles – 5 year (standard duration)	1,247.00	1,331.00	6.74%
Operator – up to 5 vehicles – 1 year (only when justified on case by case basis - S10 Deregulation Act 2015)	211.00	226.00	7.11%
Operator – over 5 vehicles – 1 year (only when justified on case by case basis - S10 Deregulation Act 2015)	418.00	447.00	6.94%
Copy of Plate following loss/damage, etc. (like for like)	24.00	26.00	8.33%
Replacement vehicle on existing plate	55.00	Remove	N/A
Licensing of Temporary Vehicle following accident, etc. for 2 months	70.00	75.00	7.14%
Change of Ownership of Licenced Vehicle	39.00	42.00	7.69%
Copy of Badge following loss, damage, etc. (like for like)	18.00	20.00	11.11%
Change of vehicle registration and reissue of licence and plates	32.00	35.00	9.38%
Change of passenger number and reissue of licence and plates	33.00	36.00	9.09%
Reissue of vehicle licence following change of name/address	17.00	19.00	11.76%
Reissue of driver licence following change of name/address	20.00	22.00	10.00%
Reissue of operator licence following change of name/address	15.00	17.00	13.33%
Like for like copy of any paper part of licence only	14.00	15.00	7.14%
Enhanced DBS Check Application	69.00	74.00	7.25%
Regrade of driver licence (from HC to PH or visa versa)	0.00	24.00	New charge
Regrade of vehicles licence (from HC to PH or visa versa)	0.00	57.00	New charge

BUSINESS SUPPORT DEPARTMENT

	Fee 2023/24	Fee 2024/25	Increase
	£	£	%
Licensing Act 2003 Fees and Charges (Set by Government)			
Premises Licence, Club Premises Certificate, Variation and Conversion Fees			
New premises fees structure is based on NNDR values			
New Applications for premises licence, Club premises certificate, Variation (not changes of name and address etc. or change of designated premises supervisor), including grandfather conversion and variations in transition period.			
BAND A £0 - £4,300	100.00	100.00	0.00%
BAND B £4,301 - £33,000	190.00	190.00	0.00%
BAND C £33,001 - £87,000	315.00	315.00	0.00%
BAND D £87,001 - £125,000	450.00	450.00	0.00%
BAND E £125,001 and over	635.00	635.00	0.00%
Fee per band annual charge for premises licences and club premises certificates			
BAND A £0 - £4,300	70.00	70.00	0.00%
BAND B £4,301 - £33,000	180.00	180.00	0.00%
BAND C £33,001 - £87,000	295.00	295.00	0.00%
BAND D £87,001 - £125,000	320.00	320.00	0.00%
BAND E £125,001 and over	350.00	350.00	0.00%
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%

BUSINESS SUPPORT DEPARTMENT

	Fee 2023/24	Fee 2024/25	Increase
	£	£	%
Miscellaneous Licence Fees and Charges			
Application for copy of licence or summary on theft, loss etc. of premises licence or summary	10.50	10.50	0.00%
Notification of change of name or address (holder of premise licence)	10.50	10.50	0.00%
Application to vary /specify individual as premises supervisor	23.00	23.00	0.00%
Application to transfer premises licence	23.00	23.00	0.00%
Interim authority notice	23.00	23.00	0.00%
Application for making a provisional statement	315.00	315.00	0.00%
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	10.50	10.50	0.00%
Notification of change of name or alteration of club rules	10.50	10.50	0.00%
Change of relevant registered address of club	10.50	10.50	0.00%
Temporary event notice	21.00	21.00	0.00%
Application for copy of notice on theft, loss etc. of temporary event notice	10.50	10.50	0.00%
Application for copy of licence on theft, loss etc. of personal licence	10.50	10.50	0.00%
Notification of change of name or address (personal licence)	10.50	10.50	0.00%
Notice of interest in any premises	21.00	21.00	0.00%
Right of freeholder etc. to be notified of licensing matters	21.00	21.00	0.00%
Amusement with Prize Machines (Set by Government - No discretion for local authorities)			
GAMBLING ACT 2005			
Premises Licence (Maximum Fee set by Government - local authorities have discretion to set fees based on cost)			
Application to Vary			
New Small Casino	2,144.00	2,288.00	6.72%
New Large Casino	3,216.00	3,432.00	6.72%
Regional Casino	4,287.00	4,575.00	6.72%
Betting (Track)	1,045.00	1,116.00	6.79%
Betting (Other)	1,319.00	1,408.00	6.75%
Family Entertainment Centre	992.00	992.00	0.00%
Adult Gaming Centre	992.00	1,000.00	0.81%
Bingo	1,662.00	1,734.00	4.33%
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	5,719.00	6.72%
New Large Casino	8,038.00	8,577.00	6.71%
Regional Casino	10,717.00	11,436.00	6.71%
Betting (Track)	1,930.00	2,060.00	6.74%
Betting (Other)	2,734.00	2,918.00	6.73%
Family Entertainment Centre	1,662.00	1,774.00	6.74%
Adult Gaming Centre	1,662.00	1,774.00	6.74%
Bingo	3,269.00	3,446.00	5.41%
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	2,288.00	6.72%
New Large Casino	3,216.00	3,432.00	6.72%
Regional Casino	5,359.00	5,719.00	6.72%
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	1,059.00	6.75%
Bingo	992.00	1,059.00	6.75%
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	1,144.00	6.72%
New Large Casino	1,608.00	1,716.00	6.72%
Regional Casino	3,216.00	3,432.00	6.72%
Betting (Track)	950.00	950.00	0.00%
Betting (Other)	992.00	1,059.00	6.75%
Family Entertainment Centre	628.00	671.00	6.85%
Adult Gaming Centre	933.00	996.00	6.75%
Bingo	933.00	996.00	6.75%
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	3,432.00	6.72%
New Large Casino	5,359.00	5,719.00	6.72%
Regional Casino	8,038.00	8,577.00	6.71%
Betting (Track)	1,000.00	1,000.00	0.00%
Betting (Other)	559.00	597.00	6.80%
Family Entertainment Centre	697.00	744.00	6.74%
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

	Fee 2023/24	Fee 2024/25	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%

Children and Adults Directorate

	Fee 2023/24	Fee 2024/25	Increase
	£	£	%
<u>Children's</u>			
<u>Parklands</u>			
After School Club (per child per session)	9.06	9.70	7.11%
<u>Section 20</u>			
Individually calculated based on the section 20 charging policy.			
<u>Eden House (New Charge)</u>			
Individually calculated based on the needs of the young person accepted.			
<u>Education</u>			
<u>Post 16 Parental SEND Transport Contribution towards Costs</u>			
Full contribution per academic year	724.24	772.70	6.69%
Reduced contribution for families on low incomes per academic	543.18	579.50	6.69%
Replacement lost or damaged Medway bus pass	10.99	11.70	6.46%
<u>Adult Social Care</u>			
<u>Client Financial Affairs – Charge for Service:</u>			
Service User Savings	10.99	10.99	0.00%
Under £500	No Charge	No Charge	N/A
£500-2,999.99	£50 per year	£50 per year	0.00%
£3,000-9,999.99	£5 per week	£5 per week	0.00%
£10,000-£15,999.99	3.5% of Assets Held - annual Charge	3.5% of Assets Held - annual Charge	0.00%
£16,000 and over	£650 per year	£650 per year	0.00%
<u>Estate Management Work</u>			
Estate Management Fee (deceased)	350.00	350.00	0.00%
<u>Charging for the Deferred Payment Scheme</u>			
Deferred Payment Set Up Administration Fee	68.31	68.31	0.00%
Deferred Payment Annual Administration Fee	79.01	79.01	0.00%
Deferred Payment Legal Costs	735.00	735.00	0.00%
<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	106.42	113.60	6.75%
The Annual Administration Fee	123.24	131.50	6.70%