

MEDWAY COUNCIL

Fees and Charges 2025/26

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

	Fee 2024/25	Fee 2025/26	Increase
	£	£	%
Trading Standards			
Weights & Measures - General			
Hourly rate of Charge - (minimum charge 1 hour)	125.50	135.50	7.97%
Certificate of Errors	125.50	135.50	7.97%
Supply of replacement certificate	125.50	135.50	7.97%
Certificate of Errors	39.40	42.60	8.12%
Supply of replacement certificate	39.40	42.60	8.12%
Weights & Measures - Weights			
Weights exceeding 5kg, 10lb or not exceeding 500mg, 2CM	31.50	34.00	7.94%
Other weights	31.50	34.00	7.94%
Weights & Measures - Linear Measures			
Linear measures not exceeding 3m or 10ft each scale	37.70	40.70	7.96%
Weights & Measures - Capacity Measures			
Capacity measures without diversions not exceeding 1 litre or 1 quart	31.50	34.00	7.94%
Cubic ballast measures (other than brim measures)	313.90	339.00	8.00%
Brim measures (unsubdivided) up to 1 metre	157.00	169.60	8.03%
Liquid capacity measures for making up and checking average quantity packages	62.90	67.90	7.95%
Weights & Measures - Weighing Instruments			
Not exceeding 30kg - first item	62.90	67.90	7.95%
Not exceeding 30kg - Second and subsequent items	62.90	67.90	7.95%
Exceeding 30kg but not exceeding 1 tonne (1 ton)	62.90	67.90	7.95%
Exceeding 1 tonne but not 10 tonnes (1 ton - 10 tons)	125.50	135.50	7.97%
(1) Time on site of 4 hours or less (half day charge)	439.40	474.60	8.01%
(2) Time on site exceeding 4 hours (full day charge)	878.50	948.80	8.00%
Weights & Measures - Intoxicating Liquor Measuring Instruments			
Not exceeding 5 fl. oz.	62.90	67.90	7.95%
Other	62.90	67.90	7.95%
Weights & Measures - Liquid Fuel Measuring Instruments			
LFLO dispenser per meter/measuring container submitted	94.20	101.70	7.96%
Testing of peripheral electronic equipment on a later occasion than stamping of instrument - per site	94.10	101.60	7.97%
Charge for each credit card acceptor unit tested, irrespective of the number	94.10	101.60	7.97%
Weights & Measures - Road Tankers			
Wet hose type with two testing liquids	376.60	406.70	7.99%
Jammed ticket printer (no replacement parts)	250.90	271.00	8.01%
Replacement of parts without effect on calibration	250.90	271.00	8.01%
(1) First or single dipstick	62.90	67.90	7.95%
(2) Each additional dipstick submitted at the same time	37.70	40.70	7.96%
Weights & Measures - Other			
Any other metrological testing, goods or equipment (per hour)	121.90	131.70	8.04%
Petroleum			
Petroleum Installation Record Search (per hour)	120.70	130.40	8.04%
Licence & Renewal			
Trader approval scheme			
Fair Trader Scheme "Large org. member" (Above VAT registered threshold) Member Before 31/3/19	304.60	329.00	8.01%
Fair Trader Scheme "Small org. member" (Below VAT registered threshold) Member Before 31/3/19	219.90	237.50	8.00%
Fair Trader Scheme initial application fee	146.90	158.70	8.03%
Fair Trader Scheme - extra categories on website per category	64.60	69.80	8.05%
Fair Trader Scheme - enhanced listing (with company logo hyperlink)	77.30	83.50	8.02%
Fair Trader Scheme - enhanced listing - Annual Continuation Fee	15.00	16.20	8.00%
Fair Trader Scheme "Large org. member" (Above VAT registered threshold) NEW Member Rate from 1 April 2019	435.90	470.80	8.01%
Fair Trader Scheme "Small org. member" (Below VAT registered threshold) NEW Member Rate from 1 April 2019	363.10	392.10	7.99%

Front Line Services

	Fee 2024/25	Fee 2025/26	Increase
	£	£	%

Gillingham Pier

Rent of berth:

Western Side of slipway

under 30 ft. - per month	78.30	86.10	9.96%
under 30 ft. - per annum	781.20	859.30	10.00%
30ft to under 40ft - per month	99.50	109.50	10.05%
30ft to under 40ft - per annum	993.50	1,092.90	10.01%
40 ft. and over - per month	144.20	158.60	9.99%
40 ft. and over - per annum	1,451.40	1,596.50	10.00%

Pontoon

under 20 ft. - per month	78.30	86.10	9.96%
under 20 ft. - per annum	781.20	859.30	10.00%
20ft to under 30ft - per month	99.60	109.60	10.04%
20ft to under 30ft - per annum	993.50	1,092.90	10.01%
30ft to under 40ft - per month	144.20	158.60	9.99%
30ft to under 40ft - per annum	1,451.40	1,596.50	10.00%

Mooring Fees

Commercial and Casual Mooring

Under 20ft - per day	13.50	14.90	10.37%
20ft to under 30ft - per day	14.20	15.60	9.86%
30ft to under 40ft - per day	20.00	22.00	10.00%
40ft to under 50ft - per day	20.90	23.00	10.05%
50ft to under 60ft - per day	27.50	30.30	10.18%
60ft to under 70ft - per day	39.60	43.60	10.10%
70ft to under 80ft - per day	52.60	57.90	10.08%
80ft to under 90ft - per day	67.30	74.00	9.96%
90ft to under 100ft - per day	82.90	91.20	10.01%
Per additional foot over 100ft - per day	1.60	1.80	12.50%

Commercial vessels of 20 tons Grt and over (approx. 50ft) per tonne per day 0.50 0.55 10.00%
 Note - for long term stays 60% discount to be allowed for the second period of seven days and 80% for any subsequent periods of seven days.

Season Tickets per boat 149.00 163.90 10.00%

Slipways

Painting, repairs etc. daily rate

Under 30ft	24.50	27.00	10.20%
30ft - 40ft	34.70	38.20	10.09%
40ft - 45ft	52.50	57.80	10.10%

Launching (launch and haul out)

under 30ft	20.30	22.30	9.85%
30ft to under 40ft	22.70	25.00	10.13%
40ft to under 45 ft.	57.30	63.00	9.95%

Waste Services

Bulky Collection

Standard collection - Metal	26.10	28.20	8.05%
Standard collection - Non Metal	26.10	28.20	8.05%
Collection within two working days	47.60	51.40	7.98%
Recovery of lost item from recycling bring bank	37.10	40.10	8.09%

Graffiti Removal

Hourly charge for removal of graffiti from private land 49.90 53.90 8.02%

Household Waste Recycling Centre's (HWRC's)

Car tyre disposal	4.60	5.10	10.87%
Ancillary Charge at HWRC	12.50	13.75	10.00%

Food Waste Caddy Liners

1 roll of 26 caddy liners	2.30	2.50	8.70%
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Front Line Services

	Fee 2024/25	Fee 2025/26	Increase
	£	£	%

Public Conveniences

Access Key to Disabled Persons' Convenience	6.50	7.00	7.69%
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Highway Group

Vehicle crossings

New / extended crossings (using Term Contractor)	395.00	430.00	8.86%
New / extended crossings (using Private Contractor)	285.00	310.00	8.77%
Charge for TMA notices - Per Notice	10.00	11.00	10.00%
Charge for service plans - Per Site	70.00	76.00	8.57%
Checking legality of crossings	250.00	265.00	6.00%
Confirming permission was given (conveyancing queries)	100.00	115.00	15.00%
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)	150.00	160.00	6.67%

Highways Licensing Fees

Licence to place articles on the highway (to display goods - commercial premises Annual Fee)	200.00	250.00	25.00%
A Boards - placement on highway (Fee per Board)	0.00	100.00	New Charge
Section 177 Oversailing Licence - Application Fee (A fee to gather information and pass to legal where permanent structures overhang the highway)	650.00	690.00	6.15%
Section 142 Licence to permit planting in highways greenspaces (to allow residents and community groups to plant and maintain highway verges and amenity grass)	150.00	160.00	6.67%
Application to install a memorial bench on land designated as a highway (S14 Public Health Act 1925)	200.00	215.00	7.50%
Banner Application Fee (Per Application - Maximum of 2 locations)	-	80.00	New Charge

Highway lighting

Checking lighting designs	950.00	1,500.00	57.89%
Additional charge for every 50m length of Highway in design	75.00	100.00	33.33%
Application to alter/move Highway lighting equipment (street light, sign etc.).	200.00	225.00	12.50%
Application to fit shielding to a street light	40.00	45.00	12.50%
Hourly rate to administer and monitor third party works	65.00	70.00	7.69%

Highways - Highway Adoption via S38/S278 Agreements

Technical/Supervision Fee Charges	10%	10%	
Traffic Management fixed Fee Charge.	2,484.90	2,683.70	8.00%
Structures Fixed Fee Charge	1,863.70	2,012.80	8.00%
Medway Norse (Landscaping) Fixed Fee Charge	1,863.70	2,012.80	8.00%
Traffic Signals Fixed Fee Charge	1,863.70	2,012.80	8.00%
Solicitor Enquiry re Highway Adoption Charge	57.50	62.10	8.00%
Highway Drainage Fixed Fee Charge	1,863.70	2,012.80	8.00%

Highway Search Charges

Standard Search	40.00	44.00	10.00%
Additional charge per question	10.00	11.00	10.00%
Additional charge for requested A3 size plan	20.00	21.50	7.50%

Requests to Stop Up the Highway

Administrating and processing a request to stop up highway rights	750.00	800.00	6.67%
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Highways Pre Application Advice for Developers

Small Residential Developments (less than 10 units)	215.20	232.40	7.99%
- Preliminary Advice	263.80	284.90	8.00%
- Full Advice			
Medium Residential Developments (between 10 and 50 units)			
- Preliminary Advice	311.20	336.10	8.00%
- Full Advice	358.70	387.40	8.00%

Front Line Services

	Fee 2024/25	Fee 2025/26	Increase
	£	£	%
Large Residential Developments (between 51 & 100 units)			
- Preliminary Advice	406.20	438.70	8.00%
- Full Advice	454.70	491.10	8.01%
Strategic Residential Developments (over 101 units)			
- Preliminary Advice	502.20	542.40	8.00%
- Full Advice	549.70	593.70	8.00%
Dropped Kerb			
Admin Fee for amendments to TRO	1,536.10	1,689.71	10.00%

Community Safety & Enforcement

Environmental Health

per hour officer cost (minimum 1 hour charge)	62.10	67.10	8.05%
Contaminated Land Searches min cost (up to 3 hours)	174.00	187.90	7.99%
Contaminated Land Searches per hour thereafter	62.10	67.10	8.05%

Private Water Supplies

Analysis under regulation 10	31.10	33.60	8.04%
All other charges (per hour) - see website for national capped charges	62.10	67.10	8.05%

Unfit Food

Examination of Food and the issue of Certificates for voluntary surrender	243.50	263.00	8.01%
Officer time per hour over and above the first two hours	62.00	67.00	8.06%
Disposal of unfit food - transportation and tipping charges	At Cost	At Cost	N/A

Food Hygiene

FHRS re-score visit request	202.90	219.10	7.98%
Level 2 Award in Food Safety in Catering (pp subject to min 10 people per course)	67.80	73.20	7.96%
Level 3 Award in Supervising Food Safety in Catering (pp n.b. min 4 people per course)	347.80	375.60	7.99%
Issue of export certificate (per hour officer time, min 1 hour)	62.00	67.00	8.06%

Health and Safety

Level 2 award in health and safety in the workplace	68.70	74.20	8.01%
Asbestos Training - Half Day (pp - minimum 10 people per course)	93.10	100.50	7.95%
General Safety Certificate as defined by section 1 of Safety of Sports Ground Act 1975. (rate/hour of work undertaken).	62.10	67.10	8.05%

Port Health

Ship Water Sampling Requests minimum up to 2 hours	62.00	67.00	8.06%
Rate per hour thereafter	62.00	67.00	8.06%
PHE water sample fees (where charged)			
Ship Water Sampling Requests minimum up to 2 hours (Weekends and BH)	92.70	100.10	7.98%
Rate per hour for weekends and bank holidays thereafter	92.70	100.10	7.98%

Licensing

Skin Piercing (Registration)	220.30	237.90	7.99%
Skin Piercing (minor variation)	104.30	112.60	7.96%
Amendment/Replacement of a licence or certificate	63.70	68.80	8.01%
Pleasure boat licences	174.00	187.90	7.99%

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.	71.80	78.00	8.64%
Additional part/daily fee the kennelling of stray dogs - additional to minimum fee; per day rate	16.00	18.20	13.75%
Additional fee if dog is collected out of hours	17.40	19.00	9.20%
Fees for the sale of unclaimed stray dogs	179.70	Remove	N/A
Delivery of stray dog to the owner from the kennel (Kennels are not open to the public)	29.50	32.00	8.47%
Dog owners' suggested contribution towards expenses incurred in rehoming their dog. Larger amounts are acceptable at the owners' discretion.	63.70	68.80	8.01%

Front Line Services

	Fee 2024/25 £	Fee 2025/26 £	Increase %
Fixed penalty charge for depositing waste. Discounted to £500 if paid within 21 days	750.00	750.00	0.00%
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.	300.00	300.00	0.00%
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%

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	72.50	78.30	8.00%
Fees for the removal of unauthorised posters. N.B. Price will increase significantly if traffic management is necessary.	46.40	50.10	7.97%
Dog waste bags for pack of 50	1.90	2.00	5.26%

Travel Safety

Accident Data Searches:

1 junction - 36 months	72.30	78.10	8.02%
1 junction - 60 months	78.50	84.80	8.03%
2 junctions - 36 months	104.20	112.50	7.97%
2 junctions - 60 months	115.20	124.40	7.99%
3 junctions - 36 months	138.20	149.30	8.03%
3 junctions - 60 months	149.00	160.90	7.99%
4 junctions - 36 months	169.00	182.50	7.99%
4 junctions - 60 months	184.20	198.90	7.98%
5 junctions - 36 months	199.60	215.60	8.02%
5 junctions - 60 months	222.70	240.50	7.99%
6 junctions - 36 months	233.50	252.20	8.01%
6 junctions - 60 months	258.20	278.90	8.02%
7 junctions - 36 months	268.90	290.40	8.00%
7 junctions - 60 months	291.80	315.10	7.98%
8 junctions - 36 months	299.40	323.40	8.02%
8 junctions - 60 months	330.20	356.60	8.00%
9 junctions - 36 months	331.50	358.00	7.99%
9 junctions - 60 months	365.70	395.00	8.01%
10 junctions - 36 months	365.70	395.00	8.01%
10 junctions - 60 months	400.90	433.00	8.01%
11 junctions - 36 months	394.90	426.50	8.00%
11 junctions - 60 months	445.20	480.80	8.00%
12 junctions - 36 months	430.20	464.60	8.00%
12 junctions - 60 months	470.00	507.60	8.00%
13 junctions - 36 months	464.10	501.20	7.99%
13 junctions - 60 months	507.00	547.60	8.01%
14 junctions - 36 months	496.30	536.00	8.00%
14 junctions - 60 months	545.40	589.00	7.99%
15 junctions - 36 months	527.10	569.30	8.01%
15 junctions - 60 months	580.60	627.00	7.99%

Front Line Services

	Fee 2024/25	Fee 2025/26	Increase
	£	£	%
16 junctions - 36 months	563.80	608.90	8.00%
16 junctions - 60 months	614.50	663.70	8.01%
17 junctions - 36 months	591.40	638.70	8.00%
17 junctions - 60 months	648.30	700.20	8.01%
18 junctions - 36 months	622.10	671.90	8.01%
18 junctions - 60 months	686.80	741.70	7.99%
19 junctions - 36 months	657.70	710.30	8.00%
19 junctions - 60 months	725.10	783.10	8.00%
20 junctions - 36 months	694.20	749.70	7.99%
20 junctions - 60 months	761.90	822.90	8.01%
21 junctions - 36 months	723.60	781.50	8.00%
21 junctions - 60 months	800.20	864.20	8.00%
22 junctions - 36 months	752.70	812.90	8.00%
22 junctions - 60 months	838.80	905.90	8.00%
23 junctions - 36 months	790.90	854.20	8.00%
23 junctions - 60 months	868.10	937.50	7.99%
24 junctions - 36 months	821.80	887.50	7.99%
24 junctions - 60 months	906.50	979.00	8.00%
25 junctions - 36 months	860.50	929.30	8.00%
25 junctions - 60 months	944.80	1,020.40	8.00%
26 junctions + will be priced based on the application received			
Stage 1 Safety Audit - Simple Priority Junction	767.90	829.30	8.00%
Stage 1 Safety Audit - Other Junction or arrangements	895.80	967.50	8.00%
Stage 1 Safety Audit - Complex junctions or Estate layouts	Price on application	Price on application	N/A
Stage 2, 3 and monitoring stage (Combined fee)	4,366.90	4,716.30	8.00%
Review of External Safety Audit and Proposal	497.90	537.70	7.99%
Road Safety Assessment (Vehicle crossing)	119.10	128.60	7.98%
Traffic Management			
Disabled Parking Bays	48.70	Remove	N/A
Scaffold/ Hoarding Licence			
Processing and first inspection	150.00	165.00	10.00%
Subsequent inspections	80.00	86.00	7.50%
Keep Clear markings	46.10	50.00	8.46%
Removal of unauthorised signs (per sign)	116.40	125.00	7.39%
Miscellaneous			
Skip licence (first 14 days)	65.00	70.00	7.69%
Consent to place or store materials on the highway (This may include building materials, spoil, storage containers, contractors plant, debris from trees/vegetation, GPR or topographical surveys and traffic management (not including traffic lights or stop and go boards) - First 14 days	95.00	110.00	15.79%
Charge for Additional 2 week period	-	80.00	New Charge
Crane over sailing licence	225.00	250.00	11.11%
Temporary Traffic sign permit / site approval:			
Weekday core time (8am - 6pm)	176.50	190.00	7.65%
Weekdays outside Core time	261.20	280.00	7.20%
Weekends	345.70	370.00	7.03%

Front Line Services

	Fee 2024/25	Fee 2025/26	Increase
	£	£	%
Temporary Event or Development signing approval	150.10	162.10	7.99%
Table and chairs permit Chatham High St		Remove	N/A
A boards Chatham High St (nil charge)		Remove	N/A
Abnormal load support	POA	POA	N/A
Temporary Traffic Signal Approval	POA	POA	N/A
Temporary 15 minute closure approval	83.20	89.00	6.97%
Signal Bagging	POA	POA	N/A
Temporary Traffic management layout approval	POA	POA	N/A
Traffic Regulation Order (Permanent)	4,220.00	4,500.00	6.64%
Traffic Counts (survey results)			
ATC Up to 2 years old	177.00	191.20	8.02%
ATC Older than 2 years	88.60	95.70	8.01%
Manual counts	POA	POA	N/A
Licence for private Service in the Highway (Up to 200m)	700.00	750.00	7.14%
Licence for private Service in the Highway (every 200m after)	200.00	215.00	7.50%
Temporary road closures			
Emergency Closures 14(2)	1,244.15	1,350.00	8.51%
Planned closures 14(1) - Up to 21 days	1,605.24	1,750.00	9.02%
Planned closures 14(1) - More than 21 days	2,000.00	2,150.00	7.50%
Town and Police Closure orders	95.00	105.00	10.53%

Parking (Excluding Pay and Display)

Permit Type

Resident	33.00	35.00	6.06%
Resident Support	33.00	35.00	6.06%
Daily visitor vouchers each	2.20	2.30	4.55%
Season Ticket Medway Residents	640.00	710.00	10.94%
Season Ticket Medway Residents Quarterly	190.00	210.00	10.53%
Season Ticket Non Medway Resident	730.00	810.00	10.96%
Season Ticket Non Medway Resident Quarterly	220.00	250.00	13.64%
Shoppers Season Ticket	720.00	800.00	11.11%
Shoppers Season Ticket Quarterly	210.00	250.00	19.05%
Single Car Park	500.00	560.00	12.00%
Cared for Permit (Individual)	30.00	32.00	6.67%
Business	167.00	184.00	10.18%
Special Business	187.00	206.00	10.16%
Late Night	50.00	55.00	10.00%
Worship Permit	50.00	55.00	10.00%
Jezreels	120.00	140.00	16.67%
Dispensations per day	10.00	20.00	100.00%
Suspended Bays per bay per day	40.00	50.00	25.00%
Rochester Multi Storey Car Park Season Ticket	860.00	950.00	10.47%
Rochester Multi Storey Car Park Season Ticket Quarterly	260.00	290.00	11.54%
Traders Permit	167.00	184.00	10.18%
Traders Permit Fair trade member	151.00	159.00	5.30%
Business permit for schools	43.00	48.00	11.63%
Carers permit	50.00	53.00	6.00%
Essential User Permit	50.00	60.00	20.00%
Special Permit	170.00	190.00	11.76%
Admin Charge for permit Amendments	20.00	25.00	25.00%

Front Line Services

Fee 2024/25	Fee 2025/26	Increase
£	£	%

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%
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 2025

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	24/25 Tariff (pence)	25/26 Tariff (pence)
0-0.5	130	190
0.5-1	180	240
1-2	230	290
2-4	330	390
5	380	440
4-6	430	490
6+	600	660
48	1080	1140

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

Time Period in Hours	24/25 Tariff (pence)	25/26 Tariff (pence)
5 - 18 Hours	1320	1380

Rochester Riverside MSCP

Time Period in Hours	24/25 Tariff (pence)	25/26 Tariff (pence)
0-1	180	240
1-2	230	290
2-3	280	340
3-5	330	390
5-18	710	770

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	24/25 Tariff (pence)
0-0.5	130
0.5-1	180
1-2	230
2-4	330
4-6	430
6+	600
48	1080

25/26 Tariff (pence)
190
240
290
390
490
660
1140

Multi Storey Car Park (Brook & Pentagon)

Time Period in Hours	24/25 Tariff (pence)
0-1	180
1-2	230
2-3	280
3-4	330
4-5	380
5-6	430
6+	600

25/26 Tariff (pence)
240
290
340
390
440
490
660

Frontline Services Licensing

2024/25 Fees				2025/26 Fees					Increase %			
Nature of Licensable activity	Size of licensable activity	Fees Part A	Fees Part B	Nature of Licensable activity	Size of licensable activity	Fees Part A	Fees Part B			Increase %		
			1 & 2 star establishment. 1 year licence.				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	£240 plus vet fees	£240	Animal Boarding - Kennels & Catteries	1-15 pens/kennels	£260 plus vet fees	£260	£400	£575	8.33%	8.11%	8.49%
Boarding for Cats	16-30 pens/kennels	£320 plus vet fees			16-30 pens/kennels	£345 plus vet fees						
	31+ pens/kennels	£370 plus vet fees			31+ pens/kennels	£400 plus vet fees						
Selling of Animal as Pets		£240 plus vet fees	£240	Selling of Animal as Pets		£260 plus vet fees	£260	£400	£575	8.33%	8.11%	8.49%
Home Boarding of Dogs and Day Care for Dogs	1-5 Dogs	£240 plus vet fees		Home Boarding of Dogs and Day Care for Dogs	1-5 Dogs	£260 plus vet fees						
	6+ Dogs	£320 plus vet fees			6+ Dogs	£345 plus vet fees						
Arranging Home Boarding for Dogs with Hosts (Arranged not providing Home Boarding themselves)	Franchise Fee	£240 plus Vet Fees	£240	Arranging Home Boarding for Dogs with Hosts (Arranged not providing Home Boarding themselves)	Franchise Fee	£260 plus vet fees	£260	£400	£575	8.33%	8.11%	8.49%
	Hosts	£85 per additional host plus vets fees	N/A		Hosts	£92 per additional host plus vets fees	N/A	N/A	N/A	N/A	N/A	N/A
Breeding of Dogs	1-10 adult dogs resident	£240 plus vet fees	£240	Breeding of Dogs	1-10 adult dogs resident	£260 plus vet fees	£260	£400	£575	8.33%	8.11%	8.49%
	11-20 adult dogs resident	£320 plus vet fees			11-20 adult dogs resident	£345 plus vet fees						
	21+ adult dogs resident	£400 plus vet fees			21+ adult dogs resident	£435 plus vet fees						
Hiring of Horses	1-30 Horses on the premises	£320 plus vet fees	£240	Hiring of Horses	1-30 Horses on the premises	£345 plus vet fees	£260	£400	£575	8.33%	8.11%	8.49%
	31+ horses on the premises	£400 plus vet fees			31+ horses on the premises	£435 plus vet fees						
Keeping or training animals for exhibition	N/A	£240 plus vet fees	N/A	Keeping or training animals for exhibition	N/A	£260 plus vet fees	N/A	N/A	£260	N/A	N/A	8.33%
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.				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.								

Nature of Licensable activity	Size of licensable activity	Fees Part A	Fees Part B	Nature of Licensable activity	Size of licensable activity	Fees Part A	Fees Part B	Increase %		
Other Charges				Other Charges						
Requests for variations	Administration fee	£42	Vet fees will be charged separately if applicable.	Requests for variations	Administration fee	£45	Vet fees will be charged separately if applicable.	7.14%	N/A	N/A
	Pre-application/Site inspection (if required)	£84			Pre-application/Site inspection (if required)	£90		7.14%	N/A	N/A
Request for re-inspection		£120		Request for re-inspection		£130		8.33%	N/A	N/A
Pre Application Advice		£115		Pre Application Advice		£125	If pre application advice leads to a licence application. The Part A fee detailed above will be reduced by £30	8.70%	N/A	N/A
Zoo fees		£875	Vet fees will be charged separately	Zoo fees		£945	Vet fees will be charged separately	8.00%	N/A	N/A
Dangerous Wild animals		£350		Dangerous Wild animals		£380		8.57%	N/A	N/A

REGENERATION, CULTURE AND ENVIRONMENT

FRONT LINE SERVICES

Fee 2024/25 Fee 2025/26 Increase

£ £ %

INTEGRATED TRANSPORT

Subsidised Bus Services

Bus Contract Deductions for Administration (per hour)	174.40	185.00	6.08%
Yellow Bus Fares - charge for one term	70.00	80.00	14.29%
Yellow Bus Fares - charge for two terms	130.00	150.00	15.38%
Yellow Bus Fares - charge for one year -	350.00	390.00	11.43%
Replacement of Medway Scholar pass (except Arriva)	14.00	15.00	7.14%
Replacement of Medway School Yellow Bus pass	11.00	15.00	36.36%

Concessionary Fares

Application fee for young persons half fare bus pass. Fee to come into effect July for new academic year.	10.00	15.00	50.00%
Replacement of lost bus pass - elderly and disabled persons concession (no charge if crime number given)	10.00	15.00	50.00%
Replacement of lost bus pass - young persons half fare concession (no charge if crime number given). Fee to come into effect July.	10.00	15.00	50.00%

Local Transport Plan

Information from existing automatic traffic count (per site)	67.00	72.40	8.06%
Information from existing manual traffic count (per site)	200.00	216.00	8.00%

Chatham Waterfront Bus Station

Charge per bus service departure	0.90	0.90	0.00%
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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%

Working Without a Permit (Reduced rate if paid within 29 Days)	500.00	500.00	0.00%
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Disabled Bays

Disabled Parking Bays	44.00	46.00	4.55%
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REGENERATION, CULTURE AND ENVIRONMENT

GREENSPACE SERVICES

	Fee 2024/25	Fee 2025/26	Increase
	£	£	%
Country Parks			
Fishing			
Day ticket (no night fishing) adult	12.40	13.40	8.06%
Day ticket (no night fishing) Junior/+60	7.30	7.90	8.22%
Pre-booked club outings	255.10	275.50	8.00%
Parking Fees (All Country Parks)			
Flat Rate Parking Fee (per day)	2.50	2.50	0.00%
Coaches (per day)	9.00	9.00	0.00%
Annual Season Ticket	60.00	60.00	0.00%
Orienteering			
Orienteering / price per visit per child	2.50	2.70	8.00%
Other Activities			
Children's activity sessions	3.80	4.10	7.89%
Guided walks	3.70	4.00	8.11%
Forest School Visit - price per child	5.50	5.90	7.27%
Fishing teach ins for children	12.20	13.20	8.20%
Event Site Hire - All Green Spaces (price per event)			
Up to 100 People	64.90	70.10	8.01%
101 to 500 People	366.40	395.70	8.00%
501 to 1,000 people	684.10	738.80	8.00%
1001 to 5000 people	1344.90	1,452.50	8.00%
More than 5000 people	4185.60	4,520.40	8.00%
Deposit against damage - £500 to £1000 (subject to proposed event)			
25% discount for registered charities on all the above			
Boot Camps and Fitness Classes	131.00	141.50	8.02%
Toilet cleaning charge post external event hire (cleaning costs only)	125.20	135.20	7.99%
Allotment Rental - Charge per sq. metre			
Plot and water	0.35	0.38	8.57%
Plot only	0.25	0.27	8.00%
Flat rate per shed	21.30	23.00	7.98%
Flat rate use of container	8.10	8.70	7.41%
Bloor Lane Church Allotment	44.90	48.50	8.02%
Miscellaneous Recreation			
Playhut - Playgroups - per 3 hours	26.10	28.20	8.05%
Cricket Pitch Hire - from 10 am to 6 pm			
Per day - Adult	95.10	102.70	7.99%

REGENERATION, CULTURE AND ENVIRONMENT

GREENSPACE SERVICES	Fee 2024/25	Fee 2025/26	Increase
	£	£	%
Public Rights of Way			
Process Application for pre-publication stage	71.10	76.80	8.02%
Land Registry Search plus search fee	28.40	30.70	8.10%
Site visit	212.80	229.80	7.99%
Preparation of Plans	99.40	107.40	8.05%
Initial consultation	141.90	153.30	8.03%
Responding to consultation replies. (Includes £150 site visit)	354.90	383.30	8.00%
Preparation of Committee Report	312.20	337.20	8.01%
Order Making Stage			
Prepare Order, Notice and Statement	241.60	260.90	7.99%
Distribution of Order	170.50	184.10	7.98%
Posting Notices on Site	156.20	168.70	8.00%
Advertise Notice of Making of Order. (plus cost of advertisement)	49.60	53.60	8.06%
Responding to replies	141.90	153.30	8.03%
Site visits as required - per visit	212.80	229.80	7.99%
Forwarding documentation to DEFRA	738.10	797.10	7.99%
Confirmation of Order			
Site visit	141.90	153.30	8.03%
Preparation of Confirmation Notice	71.10	76.80	8.02%
Distribution of Confirmed Order	170.50	184.10	7.98%
Post Notices on Site	156.20	168.70	8.00%
Advertise Notice of Confirmation of Order. (plus cost of advertisement)	49.60	53.60	8.06%
Produce LEO, amend Definitive Map and inform OS	170.50	184.10	7.98%
Additional letter (to applicants and objectors)	42.80	46.20	7.94%
Additional site visit (to check plans, meet objectors etc.)	212.80	229.80	7.99%
Site visit to check works have been carried out and standard agreed	212.80	229.80	7.99%
Certificate Preparation for bringing into force	71.10	76.80	8.02%
Advertising of Certificate for bringing into force (plus cost of advertisement)	49.60	53.60	8.06%
Distribution of Certificate	141.90	153.30	8.03%
Recreation Grounds - With Pavilion			
Per Season - Adult - 18 matches (with pavilion)	707.30	763.90	8.00%
Per Season - Junior / 60+ - 18 matches (with pavilion)	255.10	275.50	8.00%
Recreation Grounds - Without Pavilion			
Per Season - Adult - 18 matches (without pavilion)	446.40	482.10	8.00%
Per Season - Junior /60+ - 18 matches (without pavilion)	129.90	140.30	8.01%
Casual Use with Pavilion			
Adults (casual use)	115.90	125.20	8.02%
Junior / 60+ (casual use)	109.00	117.70	7.98%
Casual Use without Pavilion			
Adults (casual use/without pavilion)	61.40	66.30	7.98%
Junior / 60+ (casual use/ without pavilion)	34.80	37.60	8.05%
School Parties with Pavilion	158.90	171.60	7.99%
School Parties without Pavilion	85.20	92.00	7.98%

REGENERATION, CULTURE AND ENVIRONMENT

GREENSPACE SERVICES	Fee 2024/25	Fee 2025/26	Increase
	£	£	%
Pitch & Putt			
Round with Clubs Adult	10.10	10.90	7.92%
Round with Clubs Junior/60+	5.00	5.40	8.00%
Round with own Clubs Adult	6.60	7.10	7.58%
Round with own Clubs Junior/60+	3.70	4.00	8.11%
Broken Club	42.00	45.40	8.10%
Lost Ball	4.70	5.10	8.51%
Deposit on Club	15.00	16.20	8.00%

REGENERATION, CULTURE AND ENVIRONMENT

PLANNING

Fee 2024/25 Fee 2025/26 Increase

£ £ %

PLANNING

VAT to be added where applicable

Photocopying (per page)	0.10	0.10	0.00%
Plan copying (A0 per plan)	18.50	20.00	8.11%
Plan copying (A1 per plan)	9.50	10.30	8.42%
Plan copying (A2 per plan)	4.80	5.20	8.33%
Plan copying (A3 per plan)	2.20	2.40	9.09%
Plan copying (A4 per plan)	1.00	1.10	10.00%
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)	47.00	51.00	8.51%
Research for private property sales/purchases (per hour thereafter)			
	47.00	51.00	8.51%
Search of adjoining land/property up to 200m - (plus research fee as above)	60.00	64.80	8.00%

Pre Application Service

Charge per hour: Assistant Director	165.50	179.00	8.16%
Charge per hour: Head of Service	140.50	152.00	8.19%
Charge per hour: Group Manager / Principal Planner	124.50	134.50	8.03%
Charge per hour: Senior Planner / Senior Arboriculture Officer	108.00	117.00	8.33%
Charge per hour: EHO / Highways Officer / Conservation Officer	99.50	107.50	8.04%
Charge per hour: Planners	83.00	90.00	8.43%
Charge for Presentations to Members	955.00	1,031.00	7.96%

Major Developments

Strategic Residential

Preliminary Advice	424.00	458.00	8.02%
Meeting and Written Advice	3,710.00	4,007.00	8.01%

Major Residential

Preliminary Advice	424.00	458.00	8.02%
Meeting and Written Advice	1,855.00	2,004.00	8.03%

Strategic Commercial

Preliminary Advice	424.00	458.00	8.02%
Meeting and Written Advice	3,710.00	4,007.00	8.01%

Major Commercial

Preliminary Advice	424.00	458.00	8.02%
Meeting and Written Advice	1,855.00	2,004.00	8.03%

REGENERATION, CULTURE AND ENVIRONMENT

PLANNING	Fee 2024/25	Fee 2025/26	Increase
	£	£	%
<u>PLANNING</u>			
VAT to be added where applicable			
<u>Minor Developments</u>			
Minor Residential			
Written	495.00	535.00	8.08%
Meeting and Written Advice	618.00	668.00	8.09%
Minor Commercial			
Written	495.00	535.00	8.08%
Meeting and Written Advice	618.00	668.00	8.09%
Other			
Householder			
Meeting	180.00	194.00	7.78%
Additional Sites as above plus £50 plus VAT	60.00	65.00	8.33%
Officer Hourly Rates			
Hourly rates: Head of Service	140.50	152.00	8.19%
Hourly rates: Principal Planner	124.50	134.50	8.03%
Hourly rates: Senior Planner	108.00	117.00	8.33%
Hourly rates: Planners	83.00	90.00	8.43%
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	131.00	142.00	8.40%
Trees			
Meeting - hourly rate	108.00	117.00	8.33%
<u>Section 106 - Post Resolution Preparation - Charge For Planning Officer Time</u>			
Officer time	see above	see above	

REGENERATION, CULTURE AND ENVIRONMENT

ECONOMIC DEVELOPMENT	Fee 2024/25	Fee 2025/26	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)	50.00	50.00	0.00%
Darwin Room (per half day - 4 hours)	180.00	180.00	0.00%
Darwin Room (per day - 8 hours)	300.00	300.00	0.00%
G3 Room (per hour)	33.00	33.00	0.00%
G3 Room (per half day - 4 hours)	105.00	105.00	0.00%
G3 Room (per day - 8 hours)	150.00	150.00	0.00%
G5 Room (per hour)	33.00	33.00	0.00%
G5 Room (per half day - 4 hours)	105.00	105.00	0.00%
G5 Room (per day - 8 hours)	150.00	150.00	0.00%
Non-Tenants			
Darwin Room - per hour	68.00	68.00	0.00%
Darwin Room (per half day - 4 hours)	230.00	230.00	0.00%
Darwin Room (per day - 8 hours)	380.00	380.00	0.00%
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)	15.00	18.00	20.00%
Data Centre space (per half rack of space per month)	310.00	325.00	4.84%
Data Centre space (per 1 rack of space per month)	500.00	525.00	5.00%
Data Centre power (per KWh per month)	0.19	0.20	5.26%
Non-Tenants			
Data Centre space (per "U" of space per month)	30.00	35.00	16.67%
Data Centre space (per half rack of space per month)	360.00	380.00	5.56%
Data Centre space (per 1 rack of space per month)	560.00	585.00	4.46%
Data Centre power (per KWh per month)	0.19	0.20	5.26%
<u>Bandwidth</u>			
Starting from 10mb			
Internal Tenants			
Per mb per month	12.50	13.50	8.00%
Non-Tenants			
Per mb per month	16.00	17.00	6.25%

REGENERATION, CULTURE AND ENVIRONMENT

ECONOMIC DEVELOPMENT	Fee 2024/25	Fee 2025/26	Increase
	£	£	%
<u>ECONOMIC DEVELOPMENT</u>			
Innovation Centre Medway			
VAT to be added where applicable			
<u>Other Charges</u>			
Office set up fee	150.00	165.00	10.00%
Floor box moving fee - per box	38.00	40.00	5.26%
Floor box power usage for individual offices (per KWh per month)	0.24	0.25	4.17%
Printing/copying per copy black and white	0.07	0.08	14.29%
Printing/copying per copy colour	0.13	0.14	12.00%
Telephone hire per handset per month	12.50	13.50	8.00%
Telephone calls Local per minute	0.04	0.05	7.14%
Telephone calls National per minute	0.12	0.13	8.70%
<u>Markets Pitch Hire (3 Meters by 3 Meters)</u>			
Gillingham Market (Monday & Saturday) - Regular Trader	22.00	22.00	0.00%
- Casual Trader	25.00	27.00	8.00%
Rochester Market - Food Stall	24.00	25.00	4.17%
- Craft Stall	13.00	15.00	15.38%
<i>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</i>			

REGENERATION, CULTURE AND ENVIRONMENT

LEISURE CENTRES	Fee 2024/25	Fee 2025/26	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	975.00	990.00	1.54%
Premier Membership - Monthly (Direct Debit)	39.95	39.95	0.00%
Premier Membership - Monthly (Pay & Play)	48.50	55.75	14.95%
Family Membership - Monthly (Direct Debit)	81.25	87.75	8.00%
Senior Membership - Monthly (Direct Debit)	22.50	24.30	8.00%
Senior Membership - Monthly (Pay & Play)	26.00	29.90	15.00%
Junior Membership (Monthly Pay & Play)	14.50	16.50	13.79%
Gym and swim Membership - Monthly (Direct Debit)	37.95	38.95	2.64%
Gym and swim Membership - Monthly (Pay & Play)	44.00	50.60	15.00%
Class and swim Membership - Monthly (Direct Debit)	37.95	38.95	2.64%
Class and swim Membership - Monthly (Pay & Play)	44.00	50.60	15.00%
Rackets and swim Membership - Monthly (Direct Debit)	37.95	38.95	2.64%
Rackets and swim Membership - Monthly (Pay & Play)	44.00	50.60	15.00%
Student Membership - Monthly	29.95	32.40	8.18%
Disabled Membership - Monthly	25.00	25.00	0.00%
Swimming Membership - Monthly	24.90	26.90	8.03%
Echoes Gym Non-Member Casual	13.50	15.50	14.81%
Gym induction	22.60	25.00	10.62%
Centre admission annual pass			
Adult	59.00	63.75	8.05%
Family	83.60	90.30	8.01%
Junior (under 16)	30.50	32.95	8.03%
Senior	30.50	32.95	8.03%
Centre admission fee - daily			
Adult	3.30	3.60	9.09%
Junior (under 16)	2.40	2.60	8.33%
Senior	2.40	2.60	8.33%
Casual Swim (There is a £2 reduction for Customers with an Annual Centre Admission Pass)			
Adult	7.55	7.70	1.99%
Under 16's	5.15	5.25	1.94%
Over 60's	5.15	5.25	1.94%
Disability Swim	5.15	5.25	1.94%
Designated Family Holiday Swim Sessions: Children (under-16) - £1 when accompanied by full fee-paying adult.			
Swimming Lessons			
Adults	10.00	11.00	10.00%
Children and Young People (under-16)	8.50	8.70	2.35%
School swim	3.60	3.80	5.56%
Squash - 40 minutes	13.20	13.40	1.52%
Badminton - per hour	15.60	15.80	1.28%
Table Tennis - per hour	12.00	12.20	1.67%
Fitness classes	8.50	8.80	3.53%
Senior Sports Activities (£2 reduction with annual Centre admission pass)	8.00	8.25	3.13%

Medway Park - Hire of Pool (Per Hour)

Training Pool	47.70	51.50	7.97%
Diving Pool	47.70	51.50	7.97%
All Pools	227.30	245.50	8.01%
Gala (including timing) 3 hour package	559.70	604.50	8.00%

Sports Hall hire

Sports Hall 1 (12 Court Hall) per hour	187.20	189.60	1.28%
Sports Hall 2 (6 Court Hall) per hour	93.60	94.80	1.28%

ROOM HIRE (Medway Park and Strood)

Per Hour	24.10	26.00	7.88%
Per Day	128.00	138.25	8.01%

Dance Studios

Dance studios per hour	35.60	38.50	8.15%
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Athletics Tracks (Medway Park and Deangate)

Clubs per hour	71.20	76.90	8.01%
Floodlights per hour	24.10	26.00	7.88%
Individual Use	5.10	5.50	7.84%

STRAND LEISURE PARK**Summer Season****Admissions**

Adult per session	7.20	7.80	8.33%
Jnr per session	4.75	5.15	8.42%
Senior per session	4.75	5.15	8.42%

STROOD SPORTS CENTRE & HUNDRED OF HOO SPORTS CENTRE**Wet Side Strood & Hoo**

Large Pool per hour Strood	156.10	168.60	8.01%
Training Pool per hour Strood	47.70	51.50	7.97%
Large Pool per hour Hoo	78.10	84.30	7.94%
Training Pool per hour Hoo	47.70	51.50	7.97%
Hydrotherapy pool per hour Strood	71.10	76.80	8.02%

Sports Hall Hire (Strood)

Sports Hall (Six Court Hall)	93.60	94.80	1.28%
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Sauna & Steam (Strood Only)

Sauna & Steam (There is a £2 reduction for Customers with an Annual Centre Admission Pass)	11.80	12.20	3.39%
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KICKS**Peak times Monday - Thursday after 5pm.**

5-a-side Pitch Hire	40.10	43.30	7.98%
7-a-side Pitch Hire	63.30	68.25	7.82%

WATLING PARK FOOTBALL CENTRE**(per session)**

Full pitch	99.00	102.00	3.03%
Half pitch	63.30	65.50	3.48%

Cozenton Park

Premier-plus membership (monthly)	55.95	60.40	7.95%
Family Premier-plus membership (monthly)	115.00	124.20	8.00%
Leisure pool (with centre admission pass)	7.00	7.10	1.43%
Leisure pool (without centre admission pass)	10.50	10.60	0.95%
Family Splash (leisure pool + inflatables) (with centre admission pass)	8.50	8.60	1.18%
Family Splash (leisure pool + inflatables) (without centre admission pass)	12.50	12.60	0.80%
Casual Swim (There is a £2 reduction for Customers with an Annual Centre Admission Pass) (excludes leisure pool)			
Adult		7.70	Revised Charge
Under 16's		5.25	Revised Charge
Over 60's		5.25	Revised Charge
Disability Swim		5.25	Revised Charge
Designated Family Holiday Swim Sessions: Children (under-16) - £1 when accompanied by full fee-paying adult.			
Casual swim (with centre admission pass)	6.90	Remove	N/A
Causal swim (without centre admission pass)	9.60	Remove	N/A
Parent and baby (under 3) (with centre admission pass)	6.00	5.25	-12.50%
Parent and baby (under 3) (without centre admission pass)	9.50	7.70	-18.95%
Parties	400.00	400.00	0.00%
Party with exclusive whole leisure pool hire	700.00	700.00	0.00%
Room hire (per hour)	24.10	26.00	7.88%

REGENERATION, CULTURE AND ENVIRONMENT

		Fee 2024/25 £	Fee 2025/26 £	Increase %
<u>General Fees</u>				
Application Fee (Non Refundable set fee regardless of the size of the Event)	Commercial	180.00	195.00	8.33%
	Community	60.00	65.00	8.33%
Hire Fee (Fee applied to the sole or first event day)	Small	316.00	345.00	9.18%
	Medium	590.00	640.00	8.47%
	Large	1160.00	1,250.00	7.76%
	Major	POA*	POA*	N/A
Hire Fee (Additional consecutive event days - Charged at 30% of hire fee)	Small	94.80 per day	100 per day	5.48%
	Medium	177.00 per day	190.00 per day	7.34%
	Large	348.00 per day	380.00 per day	9.19%
	Major	POA*	POA*	N/A
Hire Fee - (Site build and derig days - Charged at 15% of hire fees)	Small	47.40 per day	55.00 per day	16.03%
	Medium	88.50 per day	95.00 per day	7.34%
	Large	174.00 per day	190.00 per day	9.19%
	Major	POA*	POA*	N/A
Environmental Impact Fee (Charged to commercial and private events only)	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	195.00	8.33%
	Medium (up to 1000)	180.00	195.00	8.33%
	Large (1000+)	180.00	195.00	8.33%
Hire Fee (One day Event)	Small	645.00	700.00	8.53%
	Medium	645.00	700.00	8.53%
	Large	645.00	700.00	8.53%
Hire Fee (Additional event days)	Small	645.00	700.00	8.53%
	Medium	645.00	700.00	8.53%
	Large	645.00	700.00	8.53%
Hire Fee (Rig and de rig days - Charged at 15% of one event day hire fee, per day)	Small	96.75	105.00	8.53%
	Medium	96.75	105.00	8.53%
	Large	96.75	105.00	8.53%
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	1,800.00	9.09%
	Medium	1650.00	1,800.00	9.09%
	Large	1650.00	1,800.00	9.09%
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 2024/25	Fee 2025/26	Increase
	£	£	%
Entrance fees for castles are set in conjunction with English Heritage.			
<u>ROCHESTER CASTLE</u>			
Per Person (Adult)	8.50	9.50	11.76%
Per Person (60+)	6.00	6.50	8.33%
Per Person (Child 5-16 years)	4.00	4.50	12.50%
Family - 2 adult and 2 child	22.50	22.50	0.00%
English Heritage membership including corporate	Free	Free	N/A
Education visit Inc. introduction in Tower Two	24.40	27.00	10.66%
Hire - grounds only (per hour)	350.00	385.00	10.00%
Hire - whole site (per hour)	1,160.00	1,276.00	10.00%
Wedding hire (castle and grounds - four hours)	4,060.00	4,466.00	10.00%
<u>UPNOR CASTLE</u>			
Per Person (Adult)	8.10	8.50	4.94%
Per Person (60+)	6.00	6.50	8.33%
Per Person (Child 5-16 years)	3.60	4.00	11.11%
Family - 2 adult and 2 child	21.00	21.00	0.00%
English Heritage membership including corporate	Free	Free	N/A
Wedding hire (castle and grounds - four hours)	2,320.00	1,300.00	-43.97%
Upnor Castle residents pass (season)	29.00	32.00	10.34%
Hire - Whole site per hour	640.00	640.00	0.00%
Hire - Grounds only per hour	-	125.00	New Charge
Half day visit with Education Officer	75.00	82.50	10.00%
<u>TEMPLE MANOR</u>			
Hire of site per hour	88.00	100.00	13.64%
Half day visit with Education Officer	75.00	100.00	33.33%
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	5.00	5.00	0.00%
Admission - Child (5-16 years) when accompanied by a fee paying Adult	1.00	1.10	10.00%
Annual family pass - two adult and two child	-	10.00	New Charge
Hire of Members room to Oyster Fisheries	54.00	59.50	10.19%
Hire of Members room per hour 9am - 5pm	56.00	62.00	10.71%
Hire of Guildhall Chamber per hour 9am - 5pm	92.00	102.00	10.87%
Illustrated lectures for adult groups in the Museum	37.00	40.00	8.11%
Illustrated lectures for adult groups - outreach (daytime)	37.00	40.00	8.11%
Illustrated lectures for adult groups - outreach (evening)	98.00	110.00	12.24%
Heritage engagement sessions - on site introductions	74.00	85.00	14.86%
Education Outreach Visits - Medway Schools - Morning	210.00	230.00	9.52%
Education Outreach Visits - Medway Schools - Whole day	285.00	310.00	8.77%
Weddings	570.00	630.00	10.53%
<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)	6.50	7.00	7.69%
Per Person (60+)	4.50	5.00	11.11%
Per Person (Child 5-16 years)	3.00	3.50	16.67%
Family - 2 adult and 2 child	17.10	17.10	0.00%
English Heritage members 20% discount			
Education visit	75.00	82.50	10.00%
Hire of activity room Wednesday to Sunday (per hour)	15.00	18.00	20.00%
Hire of activity room Monday to Tuesday (per hour)	20.00	24.00	20.00%
Hire of whole house Monday to Tuesday 10am - 5pm per hour	65.00	71.50	10.00%
Hire of whole house Monday to Tuesday 5pm to 8pm per hour	95.00	104.50	10.00%
Weddings Inc. registrars fee	1,300.00	1,300.00	0.00%

HERITAGE - Annual Passes**Rochester Castle, Guildhall Museum and Eastgate House (20% Discount for joint ticket)**

Per Person (Adult)	12.00	17.20	43.33%
Per Person (60+)	8.40	13.20	57.14%
Per Person (Child 5-16 years)	5.60	7.30	30.36%
Family - 2 adult and 2 children	31.70	39.70	25.24%

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

Per Person (Adult)	17.30	22.50	30.06%
Per Person (60+)	12.40	17.25	39.11%
Per Person (Child 5-16 years)	7.95	9.80	23.27%
Family - 2 adult and 2 children	45.50	53.00	16.48%

REGENERATION, CULTURE AND ENVIRONMENT

MEDWAY ARCHIVES, LOCAL STUDIES CENTRE	Fee 2024/25	Fee 2025/26	Increase
	£	£	%
Photocopying (Local Studies) A4	0.50	0.60	20.00%
Photocopying (Local Studies) A3	0.70	0.85	21.43%
<i>Photocopying (Local Studies) colour A4</i>	0.90	1.10	22.22%
<i>Photocopying (Local Studies) colour A3</i>	1.20	1.45	20.83%
Computer printing black and white A4 per page	0.20	0.25	25.00%
Computer printing colour A4 per page	0.90	1.00	11.11%
Computer printing black and white A3 per page	0.40	0.50	25.00%
Computer printing colour A3 per page	1.80	2.00	11.11%
Digital image supply - flat bed scanner, 300dpi) (£2.50 per subsequent image if from the same item)	7.00	8.50	21.43%
Digital image supply (quick photography)	7.00	8.50	21.43%
Microfiche/Microfilm printouts A4	1.00	1.20	20.00%
Microfiche/Microfilm printouts A3	1.20	1.45	20.83%
Self service digital image permit (non-commercial)	13.00	15.50	19.23%
Self service digital image permit (up to 5 images) (non-commercial)	7.00	8.50	21.43%
Self service digital image permit (commercial users)	35.00	40.00	14.29%
Postage	3.00	3.30	10.00%
Medway Archives - Other Charges			
Baptism Certificate (National charge)	34.00	36.00	5.88%
Talks/Visits			
Talks to external groups (at discretion of staff)	70.00	85.00	21.43%
Talks to groups visiting (excluding school visits and at the discretion of staff)	60.00	75.00	25.00%
Remote Research & Reprographic Fees			
Research per hour private users (at discretion of Archivist)	50.00	60.00	20.00%
Research per hour commercial users (at discretion of Archivist)	160.00	195.00	21.88%
Publication & Reuse Fees			
Reproduction of photograph in print media (including e-books) (UK only publication) Market rate	55.00	60.00	9.09%
Reproduction of photograph in print media (including e-books) (Worldwide publication) Market rate	80.00	90.00	12.50%
Reproduction of photograph in TV programme (per image)-market rate	150.00	180.00	20.00%
Reproduction of photograph on publication cover (UK only publication)	90.00	110.00	22.22%
Reproduction of photograph on publication cover (Worldwide publication)	130.00	155.00	19.23%
Reproduction of photograph in web-based publication.	60.00	75.00	25.00%
Preparations for media visits and filming on premises : per hour	150.00	180.00	20.00%
Learning Resources Fees			
Education and reminiscence packs - creation of new packs for customer	60.00	75.00	25.00%
Education and reminiscence packs - printing of existing pack	35.00	45.00	28.57%
Exhibitions - loan of existing physical exhibition and reminiscence packs	35.00	45.00	28.57%

REGENERATION, CULTURE AND ENVIRONMENT

THEATRES	Fee 2024/25	Fee 2025/26	Increase	per hour excess		
				Fee 2024/25	Fee 2025/26	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	3,250.00	3,510.00	8.00%	208.00	225.00	8.17%
Wednesday - Thursday	3,446.00	3,722.00	8.01%	222.00	240.00	8.11%
Friday/Saturday/Sunday	4,199.00	4,535.00	8.00%	309.00	334.00	8.09%
Bank Holidays	6,109.00	6,598.00	8.00%	354.00	383.00	8.19%
Extra Performance	915.00	989.00	8.09%			
Extra Performance (Bank hols)	1,175.00	1,269.00	8.00%			
Rehearsal and fit-up rates						
Minimum of 3 hours on non-show days						
Monday - Tuesday	101.00	110.00	8.91%			
Wednesday - Thursday	112.00	121.00	8.04%			
Friday/Saturday/Sunday	149.00	161.00	8.05%			
Bank Holidays	190.00	206.00	8.42%			
	0.00	-				
Non-returnable deposit	823.00	889.00	8.02%			
Non-returnable deposit (3 days or more)	1,731.00	1,870.00	8.03%			
SCALE C (Formerly Scale B)						
(Voluntary Organisations/Registered Charities/Non Commercial Organisations)						
Auditorium 6.00 p.m. - 11.00 p.m.						
Monday - Tuesday	778.00	895.00	15.04%	133.00	153.00	15.04%
Wednesday - Thursday	839.00	940.00	12.04%	186.00	209.00	12.37%
Friday/Saturday/Sunday	1,667.00	1,801.00	8.04%	216.00	234.00	8.33%
Bank Holidays	2,308.00	2,493.00	8.02%	243.00	263.00	8.23%
Extra Performance	655.00	708.00	8.09%			
Extra Performance (bank hols)	771.00	833.00	8.04%			
Rehearsal and fit-up rates						
Minimum of 3 hours on non-show days						
Monday - Tuesday	66.00	76.00	15.15%			
Wednesday - Thursday	80.00	90.00	12.50%			
Friday/Saturday/Sunday	123.00	133.00	8.13%			
Bank Holidays	171.00	185.00	8.19%			
		-				
Non-returnable deposit	366.00	396.00	8.20%			
Non-returnable deposit (3 days or more)	752.00	813.00	8.11%			

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 2024/25	Fee 2025/26	Increase	per hour excess		
				Fee 2024/25	Fee 2025/26	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 2024/25	2025/26 Agreed Fee	2025/26 Revised Fee	Increase	Fee 2026/27	2026/27 Revised Fee	Increase	Fee 2027/28	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)	1,830.00	1,920.00	1,920.00	4.92%	2,010.00	2,010.00	4.69%	2,110.00	4.98%
Full Day Hire (Flexible Access)	3,700.00	3,850.00	3,850.00	4.05%	4,042.00	4,042.00	4.99%	4,244.00	5.00%
Hourly Rate	305.00	320.00	320.00	4.92%	335.00	335.00	4.69%	352.00	5.07%
After Midnight (per hour)	N/A	N/A	400.00	New Charge	N/A	420.00	5.00%	440.00	4.76%
Princes Hall									
In addition to the above it includes access to staffed bar									
Half Day Hire (Minimum of 4 hour hire)	290.00	315.00	315.00	8.62%	330.00	330.00	4.76%	347.00	5.15%
Full Day Hire (Flexible Access)	1,210.00	1,280.00	1,280.00	5.79%	1,343.00	1,343.00	4.92%	1,410.00	4.99%
Hourly Rate	72.50	78.75	78.75	8.62%	82.50	82.50	4.76%	86.62	4.99%
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) - Monday to Friday	1,220.00	1,280.00	1000.00	-18.03%	1,344.00	1052.00	5.20%	1104.00	4.94%
Half Day Hire (Minimum 4 hour hire) Saturday to Sunday	1,220.00	1,280.00	1280.00	4.92%	1,344.00	1344.00	5.00%	1411.00	4.99%
Full Day Hire (Flexible access between 8am and midnight) - Monday to Friday	3,700.00	3,850.00	3000.00	-18.92%	4,042.00	3200.00	6.67%	3360.00	5.00%
Full Day Hire (Flexible access between 8am and midnight) - Saturday to Sunday	3,700.00	3,850.00	3850.00	4.05%	4,042.00	4042.00	4.99%	4244.00	5.00%
Full Day Hire (9am to 5pm) - Monday to Friday	N/A	N/A	2250.00	New Charge	N/A	2367.00	5.20%	2484.00	4.94%
Full Day Hire (9am to 5pm) - Saturday to Sunday	N/A	N/A	2520.00	New Charge	N/A	2646.00	5.00%	2790.00	5.44%
Hourly Rate - Monday to Friday	305.00	320.00	250.00	-18.03%	336.00	263.00	5.20%	276.00	4.94%
Hourly Rate - Saturday to Sunday	305.00	320.00	320.00	4.92%	336.00	336.00	5.00%	352.00	4.76%
Bar Service - Per Hour	N/A	N/A	100.00	New Charge	N/A	105.00	5.00%	110.00	4.76%
Prince's Hall									
Half Day Hire (Minimum 4 hour hire)	290.00	315.00	315.00	8.62%	330.00	330.00	4.76%	348.00	5.45%
Full Day Hire (9am to 5pm)	1,210.00	1,280.00	630.00	-47.93%	1,343.00	660.00	4.76%	696.00	5.45%
Hourly Rate	72.50	78.75	78.75	8.62%	82.50	82.50	4.76%	87.00	5.45%
Bar Service - Per Hour	N/A	N/A	60.00	New Charge	N/A	63.00	5.00%	66.00	4.76%
Hire of Bar Area for Meetings	N/A	N/A	55.00	New Charge	N/A	57.00	3.64%	60.00	5.26%

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 Package									
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	3,894.00	4,088.00	4088.00	4.98%	4,290.00	4290.00	4.94%	4500.00	4.90%
Friday and Saturday	5,062.00	5,315.00	5315.00	5.00%	5,580.00	5580.00	4.99%	5860.00	5.02%
Bank Holiday (Charged at the Saturday Rate)	N/A	N/A	5315.00	New Charge	N/A	5580.00	4.99%	5860.00	5.02%
The Castle Package									
A mid-scale package that includes all of the hire benefits of the Courtyard package with additional dressing and a drinks package - PACKAGE NO LONGER OFFERED									
Sunday to Thursday	6,172.00	6,420.00	Remove	N/A	6,741.00	Remove	N/A	Remove	N/A
Friday and Saturday	7,384.00	7,680.00	Remove	N/A	8,064.00	Remove	N/A	Remove	N/A
The Cathedral Package									
This premium package offers all of the hire benefit of The Courtyard package plus sweet cart or selfie mirror, use of cake stand and knife, easel and party packs for our younger guests and a premium drinks									
Sunday to Thursday	7,788.00	8,100.00	8100.00	4.01%	8,500.00	8500.00	4.94%	8925.00	5.00%
Friday and Saturday	9,345.00	9,720.00	9720.00	4.01%	9,900.00	9900.00	1.85%	10395.00	5.00%
Bank Holiday (Charged at the Saturday Rate)	N/A	N/A	9720.00	New Charge	N/A	9900.00	1.85%	10395.00	5.00%
The Diamond Package									
Full day Ceremony, reception & evening package to include canapes, wedding breakfast, evening buffet and drinks package. This package also includes DJ, sweet cart, and selfie mirror. (Registrars fees not included)									
Hire Charge (from 9am)	N/A	N/A	16200.00	New Charge	N/A	16950.00	4.63%	17800.00	5.01%
The Twilight Package:									
Twilight ceremony, canape and drink reception, buffet, DJ. (Registrars fees not included)									
Hire Charge (from 1pm)	N/A	N/A	7300.00	New Charge	N/A	7700.00	5.48%	8100.00	5.19%

REGENERATION, CULTURE AND ENVIRONMENT

	Fee 2024/25	Fee 2025/26	Increase
	£	£	%
PRIVATE SECTOR HOUSING			
Enforcement Activity			
Copy of Notices	8.10	8.43	4.10%
Service of statutory notice	624.28	649.88	4.10%
HMO License Renewal Charge	701.32	730.07	4.10%
Non Statutory Accommodation Inspections (plus £83.50 per additional follow up inspection)	166.55	173.38	4.10%
Fee for Assistance with (HMO) Applications and pre application Inspection (plus £7.50 per room over 5)	190.34	198.14	4.10%
Sec232 Housing Act2004 Register of Licences Viewings	51.77	53.89	4.10%
Inspections			
Licensing of Houses in Multiple Occupation	1,253.89	1,305.30	4.10%
Second or Subsequent Application	1,114.41	1,160.10	4.10%
Change of manager	130.52	135.87	4.10%
Licence variation	159.18	165.71	4.10%
Licence renewal fee - with significant changes	796.72	829.39	4.10%
2nd Reminder Letter for a HMO Licence	47.35	49.29	4.10%
Unlicensed HMO Fine	202.80	211.11	4.10%
HOUSING SOLUTIONS			
Weekly Cost of Temporary Accommodation			
Shared 1 Bed	122.77	122.77	0.00%
1 bed self contained	177.70	177.70	0.00%
2 bed self contained*	205.61	205.61	0.00%
3 bed self contained*	224.21	224.21	0.00%
4 bed self contained*	294.00	294.00	0.00%
5 bed self contained *	366.91	366.91	0.00%

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

	Fee 2024/25	Fee 2025/26	Increase
	£	£	%
TRAVELLERS PERMANENT ACCOMMODATION			
Weekly Rent Per Pitch	98.51	102.56	4.11%
Mobile Homes Act 2013			
Application for a new licence	410.30	427.12	4.10%
Application for a new licence: per pitch	9.74	10.13	4.06%
Annual Licence: per pitch	9.74	10.13	4.06%
Application to transfer or amend an existing licence:			
Minor amendment	160.16	166.73	4.10%
Major amendment	320.10	333.32	4.13%
Annual Licence Fee (Admin and Monitoring existing site)	32.00	33.31	4.09%
Annual Licence Fee (Admin and Monitoring existing site) per pitch	12.76	13.28	4.08%
First Homes			
Application Fee	250.00	260.25	4.10%

REGENERATION, CULTURE AND ENVIRONMENT

LIBRARIES	Fee 2024/25	Fee 2025/26	Increase %
Overdue Charges (Per item per day)			
Adults(£15 maximum)	0.25	0.30	20.00%
Children (no charge)	Free	Free	N/A
Teenagers & Retired aged 60 or over (£2.00 max)	0.10	0.15	50.00%
Reservation Fees			
Reservation fee for any book not in stock	3.00	4.00	33.33%
Audio Visual Charges			
DVD's	1.00	1.30	30.00%
Membership Charges			
Library card replacement - Adults (Including Over 60's)	3.50	4.00	14.29%
Library card replacement -Teenagers	1.00	1.50	50.00%
Library card replacement - Children	Free	Free	N/A
Guest use of public computer session	3.50	4.00	14.29%
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	0.20	0.25	25.00%
Black & White A3 - per page	0.40	0.50	25.00%
Colour A4 - per page	0.90	1.00	11.11%
Colour A3 - per page	1.80	2.00	11.11%
Meeting room hire Strood Library Hall, Twydall Library and all other library premises.			
Basic Rate			
Inside Library opening hours - per hour	17.00	18.50	8.82%
Outside Library opening hours - per hour	25.00	27.00	8.00%
Equipment Hire			
Laptop, Projector and Screen - per event	50.00	55.00	10.00%
Microphone and Amplifier - per event	50.00	55.00	10.00%

REGENERATION, CULTURE AND ENVIRONMENT

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

CEMETERIES

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

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

	Fee 2024/25		Fee 2025/26		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%
Interment and attendance fee for Pre 24 week gestation	-	700.00	-	700.00	0.00%	0.00%
Interment and attendance fee: 18 years and above to single or double depth.	900.00	1,800.00	955.00	1,910.00	6.11%	6.11%
Interment and attendance fee: 18 years and above to treble depth.	1,150.00	2,300.00	1,230.00	2,460.00	6.96%	6.96%
Interment and attendance fee: 18 years and above to quadruple depth is special request with minimum 7 working days notice.	2,120.00	4,240.00	2,270.00	4,540.00	7.08%	7.08%
Two full burials undertaken at same time, add to interment fee:	215.00	430.00	230.00	460.00	6.98%	6.98%
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.	220.00	440.00	235.00	470.00	6.82%	6.82%
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.	275.00	550.00	295.00	590.00	7.27%	7.27%
Extra digging etc. to accommodate internal boarding, framework, covers etc. Prices from:	290.00	290.00	310.00	310.00	6.90%	6.90%
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.	150.00	150.00	160.00	160.00	6.67%	6.67%
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.	210.00	210.00	225.00	225.00	7.14%	7.14%

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 2024/25		Fee 2025/26		increase	
	£		£		%	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Grave Selection next-in-line	65.00	65.00	70.00	70.00	7.69%	7.69%
Grave Selection	185.00	185.00	195.00	195.00	5.41%	5.41%
Exclusive Right of Burial (<30" x 84") Adult graves 30 years	1,215.00	2,430.00	1,300.00	2,600.00	7.00%	7.00%
Exclusive Right of Burial (<30" x 84") Adult graves 50 years	1,900.00	3,800.00	2,030.00	4,060.00	6.84%	6.84%
Exclusive Right of Burial (<30" to 84") Adult graves 99 years	3,695.00	7,390.00	3,950.00	7,900.00	6.90%	6.90%
Additional grave space for any coffins larger than 30" wide or 84" long	700.00	1,400.00	750.00	1,500.00	7.14%	7.14%
Child graves 6' x 3' : 50 years Inc.,, memorial permit/right to erect.	795.00	1,590.00	850.00	1,700.00	6.92%	6.92%
Child graves 6' x 3' : 99 years Inc.,, memorial permit/right to erect	1,265.00	2,530.00	1,350.00	2,700.00	6.72%	6.72%
Cremated remains grave (3' x 3') 30 years Inc.,, memorial permit, the right to erect and selection	685.00	1,370.00	730.00	1,460.00	6.57%	6.57%
Cremated remains grave (3' x 3') 50 years Inc.,, memorial permit the right to erect and selection	1,110.00	2,220.00	1,185.00	2,370.00	6.76%	6.76%
Cremated remains grave (3' x 3') 99 years Inc.,, memorial permit, the right to erect and selection	1,795.00	3,590.00	1,920.00	3,840.00	6.96%	6.96%
Woodland Burial memorial tree (inclusive of 3 year miniatous), EROB & Interment not included	1,000.00	2,000.00	1,075.00	2,150.00	7.50%	7.50%

CEMETERY MISCELLANEOUS

	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Use of Cemetery Chapel (Duration of Service: 45 minutes).	115.00	115.00	125.00	125.00	8.70%	8.70%
Children up to 18 years - use of Cemetery Chapel (Duration of Service:45 mins)	115.00	115.00	125.00	125.00	8.70%	8.70%
Private Use of Cemetery Chapel	250.00	250.00	275.00	275.00	10.00%	10.00%
Heating of Chapel - October to April (per service)	37.00	37.00	40.00	40.00	8.11%	8.11%
Re-open walled grave - from:	345.00	345.00	370.00	370.00	7.25%	7.25%
Exhumation – from:	1,550.00	1,550.00	1,650.00	1,650.00	6.45%	6.45%
Exhumation of cremated remains – from:	550.00	550.00	590.00	590.00	7.27%	7.27%
Alterations or transfers of right of exclusive burial and duplicate EROB's (For spouse - deduct £20.00)	68.00	68.00	70.00	70.00	2.94%	2.94%
Genealogical Search fee per surname and subject to date of Register entry (assisted searches extra)	25.00	25.00	26.00	26.00	4.00%	4.00%
Marking / identification of grave prior to visit - special request (min 5 days notice)	70.00	70.00	75.00	75.00	7.14%	7.14%
NEW: Extension to full grave EROB of 20 years - including alteration of grave deed	753.00	1,506.00	800.00	1,600.00	6.24%	6.24%
NEW: Extension to full grave EROB of 49 years - including alteration of grave deed	1,863.00	3,726.00	1,990.00	3,980.00	6.82%	6.82%
NEW: Extension to EROB full grave of 69 years - including alteration of grave deed	2,548.00	5,096.00	2,720.00	5,440.00	6.75%	6.75%
NEW: Extension to EROB cremated remains grave of 20 years - including alteration of grave deed	493.00	986.00	525.00	1,050.00	6.49%	6.49%
NEW: Extension to EROB cremated remains grave of 49 years - including alteration of grave deed	753.00	1,506.00	805.00	1,610.00	6.91%	6.91%
NEW: Extension to EROB cremated remains grave of 69 years - including alteration of grave deed	1,178.00	2,356.00	1,260.00	2,520.00	6.96%	6.96%

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	70.00	70.00	75.00	75.00	7.14%	7.14%
Wooden Cross (and other temporary marker) 1 year permit	30.00	30.00	32.00	32.00	6.67%	6.67%
Woodland burial plaques (10 years).	300.00	300.00	320.00	320.00	6.67%	6.67%
Woodland burial plaque - extension of lease	175.00	175.00	185.00	185.00	5.71%	5.71%

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%
Additional Inscriptions (no charge if undertaken in-situ and memorials not removed or detached from grave)	95.00	95.00	100.00	100.00	5.26%	5.26%
All inclusive 30 Year Permit fee	385.00	385.00	410.00	410.00	6.49%	6.49%

(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 2024/25 £	Fee 2025/26 £	increase %
	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
Adult cremation.	795.00	820.00	3.14%
Adult cremation: 9.00am and 9.30am services	610.00	625.00	2.46%
Adult Saturday Cremation - subject to availability. Includes facilities to witness the charging of the coffin.	1,025.00	1,075.00	4.88%
16 and under Saturday Cremation - subject to availability. Includes facilities to witness the charging of the coffin.	265.00	280.00	5.66%
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	290.00	5.45%
Joint service/cremations - 2 adults (includes Medway container) - 45 Minute service	1,175.00	1,235.00	5.11%
Witness Coffin being committed into Cremator (Services after 9.30 am)	30.00	30.00	0.00%
Extra costs for Service Overrun from:	125.00	140.00	12.00%
Cremations under 16 years (excluding 'Late Cremations')	-	-	0.00%
CREMATORIUM MISCELLANEOUS			
Temporary Storage of Remains - per month - (min period of storage = 3 months, payable in advance)	55.00	58.00	5.45%
Cancellation within 48 hours of booked service (Postponement - no charge)	160.00	175.00	9.38%
Additional Chapel Time/Memorial Service	315.00	330.00	4.76%
Administration charge to cover requests for information, alterations etc. to records.	25.00	25.00	0.00%
Additional or replacement Certified Extract, label or other proof of cremation	35.00	35.00	0.00%
Obitus in service tribute - Simple Slideshow	49.00	51.00	4.08%
Obitus in service tribute - Professional Photo Tribute	85.00	89.00	4.71%
Obitus in service tribute - Family supplied video	30.00	32.00	6.67%
Obitus in service tribute - Themed tribute	95.00	100.00	5.26%
Obitus in service tribute - Physical copy of Pro Tribute	37.00	40.00	8.11%
Obitus in service tribute - Downloadable link to Pro Tribute	16.00	17.00	6.25%
Obitus in service tribute - Extra photos (each additional batch up to 25 photos)	27.00	28.00	3.70%
Obitus Webcast of service - Live broadcast	45.00	REMOVE	N/A
Obitus Webcast of service - Live broadcast + 28 days playback + downloadable	60.00	65.00	8.33%
Obitus Webcast of service - for young people (up to 18 years of age)	Free	-	N/A
Obitus Video book keepsake	95.00	99.00	4.21%
Obitus Memory Box keepsake	130.00	135.00	3.85%
Obitus additional physical copy DVD, BluRay, USB	30.00	32.00	6.67%
Obitus additional physical copy Video Book	50.00	52.00	4.00%
Obitus additional physical copy memory box	70.00	73.00	4.29%
Obitus Webcast of service - Physical copy on DVD, Blue-Ray or USB	65.00	68.00	4.62%
Overside Coffin - if a coffin is over 26" wide, we must have coffin sizes on the paperwork three days before the service	105.00	110.00	4.76%
Receiving cremated remains from elsewhere	110.00	115.00	4.55%
Witness strewing of Cremated Remains	45.00	45.00	0.00%
Unwitnessed Interment of Cremated Remains	75.00	75.00	0.00%
Witnessed Interment of Cremated Remains	120.00	125.00	4.17%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

	Fee 2024/25 £	Fee 2025/26 £	increase %
Book of Remembrance - includes 1 swipe card	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
2 Line Entry	85.00	85.00	0.00%
5 Line Entry	169.00	169.00	0.00%
8 Line Entry	222.00	222.00	0.00%
5 Line Entry with motif	243.00	243.00	0.00%
8 Line Entry with motif	280.00	280.00	0.00%
Additional screens of text, motif, pictures etc. for digital book of remembrance (per screen)	70.00	70.00	0.00%
Additional swipe card for digital book of remembrance (existing entries)	27.00	27.00	0.00%
Book of Remembrance for Babies - includes 1 swipe card			
Charge Per Line	21.00	21.00	0.00%
Charge For Motif	80.00	80.00	0.00%
Additional screens of text, motif, pictures etc., for digital book of remembrance (per screen)	64.00	64.00	0.00%
Additional swipe card for digital book of remembrance (existing entries)	27.00	27.00	0.00%
Miniature Books - Existing books only			
Each Additional Line	32.00	32.00	0.00%
All Crests/Motifs	79.00	79.00	0.00%
Postage and Packaging of books - Studio Returns	16.00	16.00	0.00%
Memorial Plaques			
Perspex plaque - replacement or alteration to existing plaque including additional name	100.20	100.20	0.00%
Perspex garden plaque - new and renewal (5 years)	158.00	158.00	0.00%
End of lease buyback	20.00	20.00	0.00%
Bronze Wall Plaques 5 -10 year lease - Renewal Only			
Bronze wall plaque - extension of lease 10 years, no new plaque	210.00	210.00	0.00%
Bronze wall plaque - extension of lease 5 years, no new plaque	115.00	115.00	0.00%
Wall Plaques (Granite and Flois available) - Replacement Charges for the Above			
5 year lease - New Granite / Floris wall plaque inscription only	222.60	222.60	0.00%
Extension of lease - 5 years. Existing wall plaque used	137.00	137.00	0.00%
10 year lease - New Granite / Floris wall plaque inscription only	369.00	369.00	0.00%
Extension of lease - 10 years. Existing wall plaque used	364.00	364.00	0.00%
Wall plaque Motif / Photo	155.00	155.00	0.00%
Replacement or alternation to existing wall plaque	235.00	235.00	0.00%
End of lease buyback	40.00	40.00	0.00%
Benches - 5-10 year lease - (12" x 2½ " plaque) 10 year lease various locations around the grounds subject to availability	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
Extension of lease 10 years	1,250.00	1,250.00	0.00%
Extension of lease 5 years	635.00	635.00	0.00%
Additional Bronze Plaque	210.00	210.00	0.00%
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	95.00	95.00	0.00%
Shared bench Perspex plaque [5 Years] - New & Renewal	185.00	185.00	0.00%
End of lease buyback	20.00	20.00	0.00%

(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]	1,350.00	1,350.00	0.00%
Columbaria - extension of lease 10 years without refurbishment	850.00	850.00	0.00%
Columbaria - extension of lease 5 years without refurbishment	530.00	530.00	0.00%
Granite Niche - [10 years]	1,265.00	1,265.00	0.00%
Granite Niche - [5 years]	840.00	840.00	0.00%
Granite Niche - extension of lease 10 years without refurbishment	790.00	790.00	0.00%
Granite Niche - extension of lease 5 years without refurbishment	500.00	500.00	0.00%
Granite Niche / Columbaria refurbishment (inc P&P)	130.00	130.00	0.00%
Columbaria inscriptions (price per character after the first 80)	4.00	4.00	0.00%
Columbaria Motif (from standard catalogue). Prices from:	155.00	155.00	0.00%
Columbaria Motif (own design supplied). Prices from:	180.00	180.00	0.00%
Columbaria Motif/photo on ceramic from:	210.00	210.00	0.00%
Replacement Plate for columbaria - includes 80 characters	240.00	240.00	0.00%
Additional Inscription to Columbaria - includes 80 characters +P&P	210.00	210.00	0.00%
Postage and packing of columbaria plates - Courier	60.00	60.00	0.00%
Columbaria, Motifs extra (subject to design) – includes first 80 characters [5 years]	900.00	900.00	0.00%
End of lease buyback	50.00	50.00	0.00%

Fee 2024/25
£

Fee 2025/26
£

increase
%

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

Granite Flower Kerb both colours [10 years]	635.00	635.00	0.00%
Granite Flower Kerb both colours extension of lease 10 years without refurbishment	500.00	500.00	0.00%
Granite Flower Kerb both colours extension of lease 5 years without refurbishment	265.00	265.00	0.00%
Granite Flower Kerb replacement both colours	185.00	185.00	0.00%
Granite Flower Kerb both colours [5 Years]	425.00	425.00	0.00%
Granite Flower Kerb refurbishment (include P&P)	80.00	80.00	0.00%
End of lease buyback	30.00	30.00	0.00%

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

	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
Mushroom Plaque 10 years	375.00	375.00	0.00%
Mushroom Plaque 5 years	240.00	240.00	0.00%
Replacement Mushroom Plaque (Carriage included)	160.00	160.00	0.00%
Extension of lease 10 year without refurbishment	265.00	265.00	0.00%
Extension of lease 5 years without refurbishment	160.00	160.00	0.00%
Mushroom Plaque Refurbishment (carriage included)	80.00	80.00	0.00%

Dedicated roses - 5 -10 year lease

Standard rose tree replacement plaque or replacement (maximum of 3 plaques)	110.00	110.00	0.00%
Standard rose tree with plaque on stem [5 Years] - New & Renewal	320.00	320.00	0.00%
Standard rose tree [10 Years] - New & Renewal (not including plaque)	575.00	575.00	0.00%

Dedicate Tree - 10 year lease

Dedicated Tree plaque (maximum of 5 plaques)	110.00	110.00	0.00%
Dedicated Tree (10 year lease) (not including plaque)	875.00	875.00	0.00%

(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]	1,150.00
Single memorial - (stand alone) inscription only [10 years]	1,315.00
Single memorial - (left or right of a pair) inscription only [5 Years]	630.00
Single memorial - (stand alone) inscription only [5 Years]	710.00
Single memorial renewal 10 years no refurbishment	790.00
Single memorial renewal 5 years no refurbishment	500.00
Replacement plate with or without photo	210.00
Bluebell Memorial Ceramic motif / picture	158.00
Bluebell Memorial refurbishment	100.00
End of lease buyback	40.00

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

0.00%
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%

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

Granite Book Plaque [10 years]	210.00
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210.00

0.00%

Sundial & Babe-in-Hand- 5 -10 year lease subject to availability

	Resident and Non Resident
Small plaque [10 years]	315.00
Medium Plaque [10 years]	330.00
Large Plaque [10 years]	345.00
Replacement plaque (all sizes)	135.00
Extension of lease - 10 years without refurbishment	205.00
Extension of lease - 5 years without refurbishment	130.00
Small plaque [5 Years]	210.00
Medium plaque [5 Years]	225.00
Large plaque [5 Years]	240.00
Refurbishment (all sizes)	80.00

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
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%

Memorial - Mulberry Tree

	Resident and Non Resident
5 Year Lease	265.00
10 Year Lease	425.00

Resident and Non Resident
265.00
425.00

Resident and Non Resident
0.00%
0.00%

Other charges

Postage for garden plaques	13.00
Arrange funeral under Public Health (Control of Disease) Act 1984, including full property search. From:	685.00
Arrange funeral under Public Health (Control of Disease) Act 1984. From :	310.00

13.00
700.00
330.00

0.00%
2.19%
6.45%

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 2024/25	Fee 2025/26	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 2025)

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)	Course fees (concession 75%)	Course fees (full)	Course fees (concession 75%)	Course Fees (Full) Increase %	Course fees (concession 75%) %
	2024/25 £	2024/25 £	2025/26 £	2025/26 £		
<i>Academic Year £ (per hour excluding registration fee):</i>						
20 guided learning hours including registration fee	4.22	3.06	4.56	3.30	8.06%	7.84%
40 guided learning hours including registration fee	98.12	76.81	105.97	82.95	8.00%	7.99%
60 guided learning hours including registration fee	181.46	139.36	195.98	150.51	8.00%	8.00%
80 guided learning hours including registration fee	264.80	202.03	285.98	218.19	8.00%	8.00%
	348.15	264.80	376.00	285.98	8.00%	8.00%
Community Learning Courses						
<i>Academic Year £ (per hour excluding registration fee):</i>						
3 guided learning hours including registration fee	4.22	3.17	4.56	3.42	8.06%	7.89%
10 guided learning hours including registration fee	22.16	18.88	23.93	20.39	7.99%	8.00%
20 guided learning hours including registration fee	55.91	44.42	60.38	47.97	7.99%	7.99%
40 guided learning hours including registration fee	101.28	79.86	109.38	86.24	8.00%	7.99%
60 guided learning hours including registration fee	188.84	145.69	203.94	157.35	8.00%	8.00%
	276.41	211.32	298.52	228.23	8.00%	8.00%
Drawing and painting, pottery, ceramics, dressmaking and stained glass courses						
<i>Academic Year £ (per hour excluding registration fee):</i>						
3 guided learning hours including registration fee	4.22	3.17	4.56	3.42	8.06%	7.89%
10 guided learning hours including registration fee	22.16	19.10	23.93	20.63	7.99%	8.01%
20 guided learning hours including registration fee	56.97	45.15	61.53	48.76	8.00%	8.00%
40 guided learning hours including registration fee	104.45	81.47	112.81	87.98	8.00%	7.99%
60 guided learning hours including registration fee	194.12	148.65	209.65	160.54	8.00%	8.00%
	283.80	216.06	306.50	233.34	8.00%	8.00%
Commercial rate courses (non-SFA funded)						
<i>Academic Year £ (per hour excluding registration fee):</i>						
20 guided learning hours including registration fee	9.50	N/A	10.26	N/A	8.00%	N/A
57.5 guided learning hours including registration fee	205.73	N/A	222.19	N/A	8.00%	N/A
	566.54	N/A	611.86	N/A	8.00%	N/A
Lettings						
Standard classroom per hour	20.05	N/A	21.65	N/A	7.98%	N/A
ICT suite per hour	56.97	N/A	61.53	N/A	8.00%	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 2024/25	Fee 2025/26	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)	19.50	21.10	8.21%
Hall hire evening rate (per hour)	23.90	25.80	7.95%

Non Regular Users

Hall hire Monday to Friday day (per hour)	27.60	29.80	7.97%
Hall hire Monday to Thursday evening (per hour)	39.40	42.60	8.12%
Hall hire Saturday & Sunday day (per hour)	30.40	32.90	8.22%
Hall hire Friday, Saturday & Sunday evening (per hour)	54.60	59.00	8.06%
Large Kitchen day (per booking)	44.10	47.70	8.16%
Large Kitchen evening (per booking)	44.10	47.70	8.16%
Small Kitchen day (per booking)	20.40	22.00	7.84%
Small Kitchen evening (per booking)	22.00	23.80	8.18%

LARGE ROOM (Weddings & functions room hire only)

Regular User Groups

Hall hire daytime rate (per hour)	15.10	16.30	7.95%
Hall hire evening rate (per hour)	16.70	18.00	7.78%

Non Regular Users

Room hire Monday to Friday day (per hour)	18.40	19.90	8.15%
Room hire Monday to Thursday evening (per hour)	20.80	22.50	8.17%
Room hire Saturday & Sunday day (per hour)	17.50	18.90	8.00%
Hall hire Friday, Saturday & Sunday evening (per hour)	33.20	35.90	8.13%

SMALL ROOM (Room hire only)

Regular User Groups

Hall hire daytime rate (per hour)	8.10	8.70	7.41%
Hall hire evening rate (per hour)	8.50	9.20	8.24%

Non Regular Users

Room hire Monday to Friday day (per hour)	9.40	10.20	8.51%
Room hire Monday to Thursday evening (per hour)	9.60	10.40	8.33%
Room hire Saturday & Sunday day (per hour)	16.50	17.80	7.88%
Hall hire Friday, Saturday & Sunday evening (per hour)	17.40	18.80	8.05%

COMPUTER SUITE

Regular User Groups - day or evening (per hour)	15.10	16.30	7.95%
Non Regular Users - day or evening (per hour)	15.70	17.00	8.28%
My Desk - Individual desk work space (per month)	142.60	154.00	7.99%

REGENERATION, CULTURE AND ENVIRONMENT

PROPERTY & CAPITAL PROJECTS

	Fee 2024/25	Fee 2025/26	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)	17.70	19.10	7.91%
One To One Room hire day or evening (per hour)	17.70	19.10	7.91%

Non Regular Users

Main Hall hire Monday to Thursday day or evening and Friday day (per h	27.60	29.80	7.97%
Main Hall hire Saturday & Sunday day (per hour)	30.40	32.80	7.89%
Main Hall hire Friday, Saturday & Sunday evening (per hour)	39.90	43.10	8.02%
One To One Room hire day or evening (per hour)	18.60	20.10	8.06%
Family Room hire day or evening (per hour)	15.70	17.00	8.28%

CHATTENDEN COMMUNITY CENTRE

MAIN COMMUNITY BUILDING

Regular User Groups

Main Hall hire day or evening (per hour)	17.70	19.10	7.91%
Crèche hire day or evening (per hour)	17.70	19.10	7.91%
One to One Room day or evening (per hour)	17.70	19.10	7.91%
Computer Suite day or evening (per hour)	17.70	19.10	7.91%

Non Regular Users

Hall hire Monday to Thursday day or evening and Friday day (per hour)	27.60	29.80	7.97%
Main Hall hire Saturday & Sunday day (per hour)	29.60	32.00	8.11%
Hall hire Friday, Saturday & Sunday evening (per hour)	32.40	35.00	8.02%
Crèche hire day or evening (per hour)	18.60	20.10	8.06%
One to One Room day or evening (per hour)	18.60	20.10	8.06%
Computer Suite day or evening (per hour)	18.60	20.10	8.06%
My Desk - Individual desk work space (per month)	142.60	154.00	7.99%

LARGE HALL

Regular User Groups

Hall hire day or evening (per hour)	23.40	25.30	8.12%
End Hall hire day or evening (per hour)	15.90	17.20	8.18%
Back Office hire day or evening (per hour)	18.00	19.50	8.33%

Non Regular Users

Hall hire Monday to Thursday day or evening and Friday day (per hour)	27.60	29.80	7.97%
Hall hire Saturday & Sunday day (per hour)	31.40	33.90	7.96%
Hall hire Friday, Saturday & Sunday evening (per hour)	39.90	43.10	8.02%
End Hall hire day or evening (per hour)	18.60	20.10	8.06%
Back Office hire day or evening (per hour)	18.60	20.10	8.06%

REGENERATION, CULTURE AND ENVIRONMENT

PROPERTY & CAPITAL PROJECTS

	Fee 2024/25	Fee 2025/26	Increase
	£	£	%

COMMUNITY CENTRES

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

ST GEORGE'S CENTRE HALL HIRE RATES

(Bank Holidays, New Years Eve and Christmas On Application)

Monday - Thursday

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

- Charity/Community Groups	384.50	415.30	8.01%
- All Others	474.20	512.20	8.01%

Full Day 9am - 5pm

- Charity/Community Groups	709.00	765.80	8.01%
- All Others	877.80	948.00	8.00%

Evening 6pm - 12 midnight

- Charity/Community Groups	499.00	539.00	8.02%
- All Others	628.80	679.10	8.00%

Friday, Saturday or Sunday

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

- Charity/Community Groups	384.00	414.70	7.99%
- All Others	474.20	512.20	8.01%

Full Day 9am - 5pm

- Charity/Community Groups	709.00	765.70	8.00%
- All Others	877.80	948.00	8.00%

Evening 6pm - 12 midnight

- Charity/Community Groups	755.90	816.40	8.00%
- All Others	947.40	1,023.20	8.00%

Audio Visual Equipment

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

- Charity/Community Groups	127.10	137.30	8.03%
- All Others	163.50	176.60	8.01%

Full Day 9am - 5pm

- Charity/Community Groups	229.50	247.90	8.02%
- All Others	284.30	307.10	8.02%

Evening 6pm - 12 midnight

- Charity/Community Groups	195.70	211.40	8.02%
- All Others	250.60	270.70	8.02%

Use of Catering Kitchen

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

- Charity/Community Groups	50.60	54.70	8.10%
- All Others	64.40	69.60	8.07%

Full Day 9am - 5pm

- Charity/Community Groups	95.00	102.60	8.00%
- All Others	117.10	126.50	8.03%

Evening 6pm - 12 midnight

- Charity/Community Groups	124.00	133.90	7.98%
- All Others	157.70	170.30	7.99%

REGENERATION, CULTURE AND ENVIRONMENT

PROPERTY & CAPITAL PROJECTS

Fee 2024/25 Fee 2025/26 Increase

£ £ %

COMMUNITY CENTRES

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

General Fund Properties (To be charged to Housing)

85 THE BROOK- 2 bed property	183.58	191.11
87 THE BROOK - 2 Bed property	183.58	191.11
76 Newnham Street Chatham - 3 bed Property	200.19	208.40
194 Darnley Rd - 3 bed Property	200.19	208.40
41 Byron Road - 3 bed Property	200.19	208.40
83 Edinburgh Road - 3 bed Property	200.19	208.40
9 Alfred Close - 2 bed Property	183.58	191.11
Scottswood House St Lenoards Ave -2 bed Property	183.58	191.11
Scottswood House St Lenoards Ave -2 bed Property	183.58	191.11
Scottswood House St Lenoards Ave -2 bed Property	183.58	191.11
Scottswood House St Lenoards Ave -2 bed Property	183.58	191.11
3 Quenn Street - 2 bed property	183.58	191.11

Any new acquisitions will be charged at the same rate as above

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	All Documents		All Documents		Increase in Rate / 1,000 words	Increase in Minimum
	Rate/ 1000	Minimum 200 words	Rate/ 1000	Minimum Charge		
	£	£	£	£	%	%
Albanian						
Arabic	165.00	50.00	165.00	50.00	0.0%	0.0%
Bengali	165.00	50.00	165.00	50.00	0.0%	0.0%
Bosnian/Serbo-Croat	165.00	50.00	165.00	50.00	0.0%	0.0%
Chinese	165.00	50.00	165.00	50.00	0.0%	0.0%
Czech	165.00	50.00	165.00	50.00	0.0%	0.0%
Danish	165.00	50.00	165.00	50.00	0.0%	0.0%
Dutch	182.00	50.00	182.00	50.00	0.0%	0.0%
Farsi/Persian	182.00	50.00	182.00	50.00	0.0%	0.0%
French	165.00	50.00	165.00	50.00	0.0%	0.0%
German	165.00	50.00	165.00	50.00	0.0%	0.0%
Greek	165.00	50.00	165.00	50.00	0.0%	0.0%
Gujarati	165.00	50.00	165.00	50.00	0.0%	0.0%
Hindi	165.00	50.00	165.00	50.00	0.0%	0.0%
Hungarian	165.00	50.00	165.00	50.00	0.0%	0.0%
Italian	165.00	50.00	165.00	50.00	0.0%	0.0%
Japanese	165.00	50.00	165.00	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	182.00	50.00	182.00	50.00	0.0%	0.0%
Lithuanian	165.00	50.00	165.00	50.00	0.0%	0.0%
Nepalese	165.00	50.00	165.00	50.00	0.0%	0.0%
Polish	182.00	50.00	182.00	50.00	0.0%	0.0%
Punjabi	165.00	50.00	165.00	50.00	0.0%	0.0%
Portuguese	165.00	50.00	165.00	50.00	0.0%	0.0%
Pashto	165.00	50.00	165.00	50.00	0.0%	0.0%
Romanian	165.00	50.00	165.00	50.00	0.0%	0.0%
Russian	165.00	50.00	165.00	50.00	0.0%	0.0%
Slovak	165.00	50.00	165.00	50.00	0.0%	0.0%
Somali	165.00	50.00	165.00	50.00	0.0%	0.0%
Spanish	165.00	50.00	165.00	50.00	0.0%	0.0%
Swahili	165.00	50.00	165.00	50.00	0.0%	0.0%
Tamil	165.00	50.00	165.00	50.00	0.0%	0.0%
Thai	165.00	50.00	165.00	50.00	0.0%	0.0%
Turkish	182.00	50.00	182.00	50.00	0.0%	0.0%
Ukrainian	165.00	50.00	165.00	50.00	0.0%	0.0%
Vietnamese	165.00	50.00	165.00	50.00	0.0%	0.0%
Urdu	165.00	50.00	165.00	50.00	0.0%	0.0%
<i>Other languages available on request</i>	165.00	50.00	165.00	50.00	0.0%	0.0%

Face to Face Interpreting Charges

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

	Fee 2024/25				Fee 2025/26				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	£	£	£	£	£	£	£	£	%	%
Mon-Fri 5pm-9am	0.00	48.00	0.40	As incurred	0.00	48.00	0.40	As incurred	0.0%	0.0%
Saturdays	0.00	72.00	0.40	As incurred	0.00	72.00	0.40	As incurred	0.0%	0.0%
Sundays & Bank Holidays	0.00	72.00	0.40	As incurred	0.00	72.00	0.40	As incurred	0.0%	0.0%
Day rate (between 5 and 8 hours) - one charge per day	0.00	96.00	0.40	As incurred	0.00	96.00	0.40	As incurred	0.0%	0.0%
	0.00	275.00	0.40	As incurred	0.00	275.00	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 2024/25				Fee 2025/26				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	£	£	£	£	£	£	£	£	%	%
Mon-Fri 5pm-9am	22.50	11.25	0.10	0.30	22.50	11.25	0.10	0.30	0.0%	0.0%
Saturdays	33.75	16.88	0.10	0.30	33.75	16.88	0.10	0.30	0.0%	0.0%
Sundays & Bank Holidays	33.75	16.88	0.10	0.30	33.75	16.88	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 2024/25	
	Cancelled Within 24 Hours	Did Not Proceed as booked
	£	£
Face to face Interpreting - duration of appointment booked		
Travel - per hour	48.00	48.00
Mileage - per mile	0.00	0.00
Expenses	0.00	0.40
	0.00	As incurred
Legal Aid prescribed rates:		
Interpreting per hour		
Travel - per hour	28.00	28.00
Mileage - per mile	0.00	18.66
Expenses	0.00	0.40
	0.00	As incurred
Telephone interpreting - minimum of 30 mins - per hour		
	22.50	22.50

Fee 2025/26	
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
%	%
0.0%	0.0%
N/A	N/A
N/A	0.0%
N/A	N/A
0.0%	0.0%
N/A	0.0%
N/A	0.0%
N/A	N/A
0.0%	0.0%

Short Notice Charges

	Fee 2024/25
	Booked within 12 hours
	£
Face to face or remote interpreting requested within 12 hours of the appointment	12.00

Fee 2025/26
Booked within 12 hours
£
12.00

% Increase
Booked within 12 hours
%
0.0%

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 2024/25		Fee 2025/26		Increase in Rate / 1,000 words	Increase in Minimum
	Rate/ 1000 words	Minimum Charge	Rate/ 1000 words	Minimum Charge		
Albanian						
Arabic	£	£	£	£	%	%
Bengali	149.00	50.00	149.00	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	164.00	50.00	164.00	50.00	0.0%	0.0%
Dutch	164.00	50.00	164.00	50.00	0.0%	0.0%
Farsi/Persian	182.00	50.00	182.00	50.00	0.0%	0.0%
French	182.00	50.00	182.00	50.00	0.0%	0.0%
German	164.00	50.00	164.00	50.00	0.0%	0.0%
Greek	149.00	50.00	149.00	50.00	0.0%	0.0%
Gujarati	149.00	50.00	149.00	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	164.00	50.00	164.00	50.00	0.0%	0.0%
Japanese	164.00	50.00	164.00	50.00	0.0%	0.0%
Kurdish Kurmanji	149.00	50.00	149.00	50.00	0.0%	0.0%
Kurdish Sorani	182.00	50.00	182.00	50.00	0.0%	0.0%
Latvian	182.00	50.00	182.00	50.00	0.0%	0.0%
Lithuanian	182.00	50.00	182.00	50.00	0.0%	0.0%
Nepalese	164.00	50.00	164.00	50.00	0.0%	0.0%
Polish	164.00	50.00	164.00	50.00	0.0%	0.0%
Punjabi	182.00	50.00	182.00	50.00	0.0%	0.0%
Portuguese	146.00	50.00	146.00	50.00	0.0%	0.0%
Pashto	164.00	50.00	164.00	50.00	0.0%	0.0%
Romanian	149.00	50.00	149.00	50.00	0.0%	0.0%
Russian	164.00	50.00	164.00	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	149.00	50.00	149.00	50.00	0.0%	0.0%
Tamil	164.00	50.00	164.00	50.00	0.0%	0.0%
Thai	164.00	50.00	164.00	50.00	0.0%	0.0%
Turkish	164.00	50.00	164.00	50.00	0.0%	0.0%
Ukrainian	182.00	50.00	182.00	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	149.00	50.00	149.00	50.00	0.0%	0.0%
	164.00	50.00	164.00	50.00	0.0%	0.0%

Face to Face Interpreting Charges

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

	Fee 2024/25				Fee 2025/26				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	£	£	£	£	£	£	£	£	%	%
Mon-Fri 5pm-9am	0.00	45.00	0.40	As incurred	0.00	45.00	0.40	As incurred	N/A	0.0%
Saturdays	0.00	67.50	0.40	As incurred	0.00	67.50	0.40	As incurred	N/A	0.0%
Sundays & Bank Holidays	0.00	67.50	0.40	As incurred	0.00	67.50	0.40	As incurred	N/A	0.0%
Day rate (between 5 and 8 hours) - one charge per day	0.00	90.00	0.40	As incurred	0.00	90.00	0.40	As incurred	N/A	0.0%
	0.00	250.00	0.40	As incurred	0.00	250.00	0.40	As incurred	N/A	0.0%

Legal Aid prescribed rates	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
	£	£	£	£	£	£	£	£	%	%
	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 2024/25				Fee 2025/26				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	£	£	£	£	£	£	£	£	%	%
Mon-Fri 5pm-9am	22.50	7.50	0.10	0.30	22.50	7.50	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 2024/25	
	Cancelled Within 24 Hours	Did Not Proceed as booked
Face to face Interpreting - duration of appointment booked		
Travel - per hour	£	£
Mileage - per mile	45.00	45.00
Expenses	0.00	0.00
	0.00	0.40
Legal Aid prescribed rates:	0.00	As incurred
Interpreting per hour		
Travel - per hour		
Mileage - per mile	28.00	28.00
Expenses	0.00	19.00
	0.00	0.40
	0.00	As incurred
Telephone interpreting - minimum of 30 mins - per hour		
	22.50	22.50

Fee 2025/26	
Cancelled Within 24 Hours	Did Not Proceed as booked
£	£
45.00	45.00
0.00	0.00
0.00	0.40
0.00	As incurred
28.00	28.00
0.00	19.00
0.00	0.40
0.00	As incurred
22.50	22.50

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

Short Notice Charges

	Fee 2023/24
Face to face or remote interpreting requested within 12 hours of the appointment	Booked within 12 hours
	£
	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 2024/25	Fee 2025/26	Increase
£	£	%
10.00	10.00	0.0%

BUSINESS SUPPORT DEPARTMENT**Fee 2024/25** **Fee 2025/26** **Increase**

£ £ %

SALE OF AGENDAS

Annual charge per committee 125.00 135.00 8.00%

PHOTOCOPYING CHARGE

Admin charge 3.10 3.40 9.68%

Each Page 0.10 0.10 0.00%

Minimum charge (admin plus one copy) 3.20 3.50 9.37%

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 2024/25 **Fee 2025/26** **Increase**

£ £ %

Sale of Medway ward map 20.00 21.00 5.00%

BUSINESS SUPPORT DEPARTMENT

	Fee 2024/25 £	Fee 2025/26 £	Increase %
<u>Street Naming and numbering Charges</u>			
<u>Streets</u>			
Naming a new street	231.90	270.00	16.43%
Amend a street/road name (excluding advertising costs and replacement SNPs)	882.00	1,027.00	16.44%
<u>New Residential property (including flats and maisonettes) or Business Unit</u>			
Registering 1 plot/unit	88.90	103.50	16.42%
Registering 2 to 10 plots/units (Cost per property/unit)	69.70	81.20	16.50%
Registering 11 or more plots/units			
· Standing charge for the first 10 plots/units	697.00	812.00	16.50%
· Cost per additional plot/unit (Cost per property/unit)	46.50	54.10	16.34%
Amend previously confirmed naming and numbering schedule and resend (Cost per property)	29.00	33.80	16.55%
<u>Existing Residential or Business Unit (including flats)</u>			
Charge for amending property details Inc. a flat, house, building name/number (Cost per property)	88.90	103.50	16.42%
Official registration of an existing unregistered property. (Cost per property)	69.70	81.20	16.50%

BUSINESS SUPPORT DEPARTMENT

	Fee 2024/25	Fee 2025/26	Increase
	£	£	%
All charges shown are before VAT.			
LOCAL LAND CHARGES			
LLC1 only	27.80	Remove	N/A
Additional parcel of land (LLC1 only)	22.20	Remove	N/A
CON29 only	55.40	60.00	8.30%
Additional parcel of land with CON29 only	16.70	18.50	10.78%
Standard search including LLC1 fee and CON29	83.20	Remove	N/A
Additional parcel of land with Standard Search including LLC1 and CON29	38.80	Remove	N/A
<i>Commercial requests e.g. shopping centre or new development officially named & numbered - fee on request, but maximum of:</i>	2,765.00	1,293.00	-53.24%
Updated service for CON29 search - first 3 months free	No Fee	No Fee	N/A
Inspection of LLC Register under EIR	No Fee	Remove	N/A
Enhanced personal search service for the LLC Register	12.20	Remove	N/A
Fees in respect of revisions to Con29 that came into force on 4th July 2016			
Part II printed enquiry - Con290 Questions 4 to 21	11.10	12.50	12.61%
Part II printed enquiry - Con290 Question 22 (Common Land and Village Greens)	16.70	18.50	10.78%
Enhanced component data service - Con29 Questions 1.1(Planning); 1.2; 2.1; 3.1 to 3.7 and 3.9 to 3.15	2.90	4.00	37.93%
Enhanced component data service - Con29 Questions 1.1(Building Control); 2.2-2.5 (Public Rights of Way) and 3.8 (Building Regulations)	3.50	5.00	42.86%
Registration of a charge in Part 11 of the register	79.50	Remove	N/A
Filing a definitive certificate of the Lands Tribunal under rule 10(3)	17.00	Remove	N/A
Filing a judgement, order or application for the variation or cancellation of an entry in Part 11 of the register	22.60	Remove	N/A
Inspection of documents filed under rule 10 in respect of each parcel of land	5.70	Remove	N/A
Official search (including issue of official certificate of search): -			
a) in any one part of the register	5.70	Remove	N/A
b) in the whole of the register			
(i) where the request is made by electronic means in accordance with rule 16	28.20	Remove	N/A
(ii) in any other case	28.40	Remove	N/A
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	22.60	Remove	N/A
Office copy of an entry in the register (not including a copy or extract of any plan or document filed pursuant to these Rules)	3.00	Remove	N/A
Office copy of any plan or other documents filed pursuant to the Rules	3.00	Remove	N/A
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	28.40	31.00	9.15%
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	117.00	130.00	11.11%
Section 7 of the 2006 Act - variation of a right of common	117.00	130.00	11.11%
Section 8 of the 2006 Act - apportionment of a right of common	117.00	130.00	11.11%
Section 10 of the 2006 Act - attachment of a right of common	No Fee	No Fee	N/A
Section 11 of the 2006 Act - re-allocation of attached rights	117.00	130.00	11.11%
Section 12 of the 2006 Act - transfer of a right in gross	46.60	52.00	11.59%
Section 13 of the 2006 Act - surrender or extinguishment of a right of common	93.00	105.00	12.90%
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)	175.00	200.00	14.29%
Section 15A of the 2006 Act; s. 15 Growth and Infrastructure Act 2013 - landowner statement	295.00	320.00	8.47%
s.31(6) Highways Act 1980 - joint landowner statements and declarations	408.00	450.00	10.29%
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)	116.50	128.00	9.87%
Section 19 of the 2006 Act - correction, for a purpose described in section 19(2)(d) (Per register unit)	17.60	20.00	13.64%
Schedule 1, paragraph 1(6)(b), to the 2006 Act - severance by transfer to public bodies	93.00	105.00	12.90%
Schedule 1, paragraph 3(7)(b), to the 2006 Act - severance authorised by order	93.00	105.00	12.90%
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
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	875.00	950.00	8.57%
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	225.00	250.00	11.11%
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	116.00	128.00	10.34%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period - variation of a right	210.00	240.00	14.29%
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)	185.50	205.00	10.51%
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	117.00	130.00	11.11%
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	117.00	130.00	11.11%
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)	212.50	230.00	8.24%

BUSINESS SUPPORT DEPARTMENT

	Fee 2024/25	Fee 2025/26	Increase
	£	£	%
LICENSING			
Sex Shop & Sex Cinema			
New	4,300.00	4,300.00	0.00%
Renewal and transfer	2,700.00	2,700.00	0.00%
Sexual Entertainment Venues			
New or Renewal	4,300.00	4,300.00	0.00%
Copy of licence (if lost or stolen)	36.00	38.00	5.56%
Street Trading			
Street Trading Consent	372.00	391.00	5.11%
Copy of Consent (if lost or stolen)	36.00	38.00	5.56%
Scrap Metal			
Site licence 3 year – new or renewal - TOTAL	667.00	701.00	5.10%
Site licence 3 year – new or renewal – PART A – payable upon application	411.00	432.00	5.11%
Site licence 3 year – new or renewal – PART B – payable upon grant	256.00	269.00	5.08%
Collectors licence 3 year – new or renewal – TOTAL	390.00	410.00	5.13%
Collectors licence 3 year – new or renewal – PART A – payable upon application	325.00	342.00	5.23%
Collectors licence 3 year – new or renewal – PART B – payable upon grant	65.00	69.00	6.15%
Variation - collector to site licence	286.00	301.00	5.24%
Variation - site to collector's licence	89.00	94.00	5.62%
Change of site manager	146.00	154.00	5.48%
Minor variation	46.00	49.00	6.52%
Copy of licence (if lost or stolen)	36.00	38.00	5.56%
Hackney Carriage and Private Hire Fees			
Vehicle Licence Fees (press notice needed)			
Vehicle Licence (all vehicles) - 1 year	177.00	186.00	5.08%
Drivers Licence (3 year)	204.00	215.00	5.39%
Knowledge Test	82.00	87.00	6.10%
Operators Fees (press notice needed)			
Operator – up to 5 vehicles – 5 year (standard duration)	668.00	702.00	5.09%
Operator – over 5 vehicles – 5 year (standard duration)	1,331.00	1,398.00	5.03%
Operator – up to 5 vehicles – 1 year (only when justified on case by case basis - S10 Deregulation Act 2015)	226.00	238.00	5.31%
Operator – over 5 vehicles – 1 year (only when justified on case by case basis - S10 Deregulation Act 2015)	447.00	470.00	5.15%
Copy of Plate following loss/damage, etc. (like for like)	26.00	28.00	7.69%
Licensing of Temporary Vehicle following accident, etc. for 2 months	75.00	79.00	5.33%
Change of Ownership of Licenced Vehicle	42.00	45.00	7.14%
Copy of Badge following loss, damage, etc. (like for like)	20.00	21.00	5.00%
Change of vehicle registration and reissue of licence and plates	35.00	37.00	5.71%
Change of passenger number and reissue of licence and plates	36.00	38.00	5.56%
Reissue of vehicle licence following change of name/address	19.00	20.00	5.26%
Reissue of driver licence following change of name/address	22.00	24.00	9.09%
Reissue of operator licence following change of name/address	17.00	18.00	5.88%
Like for like copy of any paper part of licence only	15.00	16.00	6.67%
Enhanced DBS Check Application	74.00	87.00	17.57%
Regrade of driver licence (from HC to PH or visa versa)	24.00	26.00	8.33%
Regrade of vehicles licence (from HC to PH or visa versa)	57.00	60.00	5.26%

BUSINESS SUPPORT DEPARTMENT

	Fee 2024/25	Fee 2025/26	Increase
	£	£	%
Licensing Act 2003 Fees and Charges (Set by Government)			
Premises License, Club Premises Certificate, Variation and Conversion Fees			
New premises fees structure is based on NNDR values			
New Applications for premises licence, Club premises certificate, Variation (not changes of name and address etc. or change of designated premises supervisor), including grandfather conversion and variations in transition period.			
BAND A £0 - £4,300	100.00	100.00	0.00%
BAND B £4,301 - £33,000	190.00	190.00	0.00%
BAND C £33,001 - £87,000	315.00	315.00	0.00%
BAND D £87,001 - £125,000	450.00	450.00	0.00%
BAND E £125,001 and over	635.00	635.00	0.00%
Fee per band annual charge for premises licences and club premises certificates			
BAND A £0 - £4,300	70.00	70.00	0.00%
BAND B £4,301 - £33,000	180.00	180.00	0.00%
BAND C £33,001 - £87,000	295.00	295.00	0.00%
BAND D £87,001 - £125,000	320.00	320.00	0.00%
BAND E £125,001 and over	350.00	350.00	0.00%
Additional Fee for exceptionally large scale events requiring premises licenses, based on occupancy.			
Number of Occupants			
5,000 - 9,999	1,000.00	1,000.00	0.00%
10,000 - 14,999	2,000.00	2,000.00	0.00%
15,000 - 19,999	4,000.00	4,000.00	0.00%
20,000 - 29,999	8,000.00	8,000.00	0.00%
30,000 - 39,999	16,000.00	16,000.00	0.00%
40,000 - 49,999	24,000.00	24,000.00	0.00%
50,000 - 59,999	32,000.00	32,000.00	0.00%
60,000 - 69,999	40,000.00	40,000.00	0.00%
70,000 - 79,999	48,000.00	48,000.00	0.00%
80,000 - 89,999	56,000.00	56,000.00	0.00%
90,000 and over	64,000.00	64,000.00	0.00%
Licensing Act 2003 Fees and Charges (Set by Government) (cont.)			
Additional Annual Fee for exceptionally large scale events requiring premises licenses, based on occupancy.			
Number of Occupants			
5,000 - 9,999	500.00	500.00	0.00%
10,000 - 14,999	1,000.00	1,000.00	0.00%
15,000 - 19,999	2,000.00	2,000.00	0.00%
20,000 - 29,999	4,000.00	4,000.00	0.00%
30,000 - 39,999	8,000.00	8,000.00	0.00%
40,000 - 49,999	12,000.00	12,000.00	0.00%
50,000 - 59,999	16,000.00	16,000.00	0.00%
60,000 - 69,999	20,000.00	20,000.00	0.00%
70,000 - 79,999	24,000.00	24,000.00	0.00%
80,000 - 89,999	28,000.00	28,000.00	0.00%
90,000 and over	32,000.00	32,000.00	0.00%
Minor Variation Application - Premises Licence	89.00	89.00	0.00%
Personal Licences			
Personal fee	37.00	37.00	0.00%

BUSINESS SUPPORT DEPARTMENT

	Fee 2024/25	Fee 2025/26	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	2,288.00	2,403.00	5.03%
New Large Casino	3,432.00	3,604.00	5.01%
Regional Casino	4,575.00	4,804.00	5.01%
Betting (Track)	1,116.00	1,172.00	5.02%
Betting (Other)	1,408.00	1,479.00	5.04%
Family Entertainment Centre	992.00	1,000.00	0.81%
Adult Gaming Centre	1,000.00	1,000.00	0.00%
Bingo	1,734.00	1,750.00	0.92%
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	5,719.00	6,005.00	5.00%
New Large Casino	8,577.00	9,006.00	5.00%
Regional Casino	11,436.00	12,008.00	5.00%
Betting (Track)	2,060.00	2,163.00	5.00%
Betting (Other)	2,918.00	3,000.00	2.81%
Family Entertainment Centre	1,774.00	1,863.00	5.02%
Adult Gaming Centre	1,774.00	1,863.00	5.02%
Bingo	3,446.00	3,500.00	1.57%
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	2,288.00	2,403.00	5.03%
New Large Casino	3,432.00	3,604.00	5.01%
Regional Casino	5,719.00	6,005.00	5.00%
Betting (Track)	950.00	950.00	0.00%
Betting (Other)	1,200.00	1,200.00	0.00%
Family Entertainment Centre	950.00	950.00	0.00%
Adult Gaming Centre	1,059.00	1,112.00	5.00%
Bingo	1,059.00	1,112.00	5.00%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%
Application to Transfer/Reinstatement of Licence			
New Small Casino	1,144.00	1,202.00	5.07%
New Large Casino	1,716.00	1,802.00	5.01%
Regional Casino	3,432.00	3,604.00	5.01%
Betting (Track)	950.00	998.00	5.05%
Betting (Other)	1,059.00	1,112.00	5.00%
Family Entertainment Centre	671.00	705.00	5.07%
Adult Gaming Centre	996.00	1,046.00	5.02%
Bingo	996.00	1,046.00	5.02%
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	3,432.00	3,604.00	5.01%
New Large Casino	5,719.00	6,005.00	5.00%
Regional Casino	8,577.00	9,006.00	5.00%
Betting (Track)	1,000.00	1,000.00	0.00%
Betting (Other)	597.00	600.00	0.50%
Family Entertainment Centre	744.00	750.00	0.81%
Adult Gaming Centre	992.00	1,000.00	0.81%
Bingo	992.00	1,000.00	0.81%
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 2024/25	Fee 2025/26	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%
Pavement Licences (This was introduced by the Business & Planning Act 2020 and made permanent by the Levelling Up & Regeneration Act 2023)			
New Applications (2 year duration)	-	500.00	New Charge
Renewals (2 year duration)	-	350.00	New Charge

Children and Adults Directorate

	Fee 2024/25	Fee 2025/26	Increase
	£	£	%
<u>Children's</u>			
<u>Parklands</u>			
After School Club (per child per session)	9.70	Remove	N/A
<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 (price may increase from September 2025)	772.70	850.00	10.00%
Reduced contribution for families on low incomes per academic (price may increase from September 2025)	579.50	637.50	10.01%
Replacement lost or damaged Medway bus pass	11.70	12.60	7.69%
<u>Adult Social Care</u>			
<u>Client Financial Affairs – Charge for Service:</u>			
Service User Savings	10.99	-	-100.00%
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	£824 per year	26.77%
<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	78.52	14.95%
Deferred Payment Annual Administration Fee	79.01	89.73	13.57%
Deferred Payment Legal Costs	735.00	750.00	2.04%

Charges for people who can afford to pay in full for their care at home

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	113.6	129.33	13.85%
The Annual Administration Fee	131.5	159.98	21.66%