

FEES AND CHARGES 2017-18

INTRODUCTION

Dartford Borough Council 2017/18 fees and charges for services are set out in the following pages.

Please note that statutory and mandatory fees are subject to change as/when notified by the relevant body.

VAT GUIDANCE

The current rates of VAT chargeable in the UK, and the codes given to them by Dartford BC are listed below. Please ensure that the correct VAT code is quoted.

VAT Code	Description
1	Zero rated supplies
2	Standard Rate (20%)
3	5% rate
4	Exempt supplies
8	Outside the scope

For further information and guidance on VAT, please refer to the Finance Guidance Manual, Section 18.

ALL PRICES ARE SHOWN INCLUSIVE OF VAT UNLESS OTHERWISE STATED

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BUILDING CONTROL CHARGES SCHEME 2017/18 FOR DARTFORD BOROUGH COUNCIL TO BE READ IN CONJUNCTION WITH THE BUILDING [LOCAL AUTHORITY CHARGES] REGULATIONS 2010

Definitions

The following definitions apply to this Charging Scheme and should be read in conjunction with the other clauses and tables which constitute the Charging Scheme:

'building' means any permanent or temporary building but not any other kind of structure or erection, and a reference to a building includes a reference to part of a building.

'building notice' means a notice given in accordance with regulations 12(2)(A)(a) and 13 of the Building Regulations 2000 (as amended).

'building work' means:

- (a) the erection or extension of a building;
- (b) the provision or extension of a controlled service or fitting in or in connection with a building;
- (c) the material alteration of a building, or a controlled service or fitting;
- (d) work required by building regulation 6 (requirements relating to material change of use); (e) the insertion of insulating material into the cavity wall of a building;
- (f) work involving the underpinning of a building;
- (g) work required by building regulation 4A (requirements relating to thermal elements); (h) work required by building regulation 4B (requirements relating to a change of energy status);
- (i) work required by building regulation 17D (consequential improvements to energy performance);

'chargeable function' means a function relating to the following –

- (a) the passing or rejection of plans of proposed building work which has been deposited with the council in accordance with section 16 of the Building Act 1984 (as amended).
- (b) the inspection of building work for which plans have been deposited with the council in accordance with the Building Regulation 2000 (as amended) and with section 16 of the Building Act 1984 (as amended)
- (c) the consideration of a building notice which has been given to the council in accordance with the Building Regulations 2000 (as amended)
- (d) the consideration of building work reverting to the council under the Building (Approved Inspectors etc.) Regulations 2000 (as amended)
- (e) the consideration of a regularisation application submitted to the council under regulation 21 of the Building Regulations 2000 (as amended).

'cost' does not include any professional fees paid to an architect, quantity surveyor or any other person.

'dwelling' includes a dwelling-house and a flat.
'dwelling-house' does not include a flat or a building containing a flat.

'flat' means a separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is divided horizontally.

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'floor area of a building or extension' is the total floor area of all the storeys which comprise that building. It is calculated by reference to the finished internal faces of the walls enclosing the area, or, if at any point there is no enclosing wall, by reference to the outermost edge of the floor.

'relevant person' means:

- (a) in relation to a plan charge, inspection charge, reversion charge or building notice charge, the person who carries out the building work or on whose behalf the building work is carried out;
- (b) in relation to a regularisation charge, the owner of the building; and
- (c) in relation to chargeable advice, any person requesting advice for which a charge may be made pursuant to the definition of 'chargeable advice'

Principles of this Scheme

The set charges or method of establishing the charge have been established in this scheme for the functions prescribed in the Building (Local Authority Charges) Regulations 2010 (referred to as the chargeable functions), namely:

- **A plan charge**; payable when plans of the building work are deposited with the Local Authority.
- **An inspection charge**, payable on demand after the authority carry out the first inspection in respect of which the charge is payable.
- **A building notice charge**, payable when the building notice is given to the authority.
- **A reversion charge**, payable for building work in relation to a building: -
 1. Which has been substantially completed before plans are first deposited with the Authority in accordance with Regulation 20(2)(a)(i) of the Approved Inspectors Regulations, or
 2. In respect of which plans for further building work have been deposited with the Authority in accordance with the Regulation 20(3) of the Approved Inspectors Regulations, on the first occasion on which those plans are or have been deposited.
- **A regularisation charge**, payable at the time of the application to the authority in accordance with Regulation 21 of the Building Regulations.
- **Chargeable advice**, a local authority can make a charge for giving advice in anticipation of the future exercise of their chargeable functions (i.e. before an application or notice is received for a particular case), which is payable after the first hour of advice, on demand after the authority has given notice required by Regulation 7(7) of the Building (Local Authority) Charges Regulations 2010 (i.e. the charge has been confirmed in writing following an individual determination). This charge can be discounted from a subsequent application or notice received for the work in question.

The above charges are payable by the relevant person (see above for definition).

Any charge which is payable to the authority may, in a particular case, and with the agreement of the authority, be paid by instalments of such amounts payable on such dates as may be specified by the authority. If the applicant and an authority are agreeable, an inspection charge can be fully or partly paid up front with the plans charge.

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The charge for providing a chargeable function or chargeable advice is based on the principle of achieving full cost recovery.

The charges will be calculated by using the Council officers' average hourly rate stated in the charging scheme, multiplied by the time taken to carry out the functions/advice, taking the following factors into account, as applicable, in estimating the time required by officers to carry out the function/advice:

- The existing use of a building, or the proposed use of the building after completion of the building work;
- The different kinds of building work described in regulation 3(1)(a) to (i) of the Building Regulations;
- The floor area of the building or extension;
- The nature of the design of the building work and whether innovative or high risk construction techniques are to be used;
- The estimated duration of the building work and the anticipated number of inspections to be carried out;
- The estimated cost of the building work;
- Whether a person who intends to carry out part of the building work is a person mentioned in regulation 12(5) or 20B(4) of the Building Regulations (i.e. related to competent person/self certification schemes);
- Whether in respect of the building work a notification will be made in accordance with regulation 20A(4) of the Building Regulations (i.e. where design details approved by Robust Details Ltd have been used);
- Whether an application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other;
- Whether an application or building notice is in respect of building work, which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority;
- Whether chargeable advice has been given which is likely to result in less time being taken by a local authority to perform that function;
- Whether it is necessary to engage and incur the costs of a consultant to provide specialist advice in relation to a particular aspect of the building work.

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Principles of the scheme in respect of the erection of domestic buildings, garages, carports and extensions.

- Where the charge relates to an erection of a dwelling the charge includes for the provision of a detached or attached domestic garage or carport providing it is constructed at the same time as the dwelling.
- Where any building work comprises or includes the erection of more than one extension to a building, the total floor areas of all such extensions shall be aggregated to determine the relevant charge payable, providing that the building work for all aggregated extensions is carried out at the same time.

Exemption from charges

The Authority has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing dwelling that is, or is to be, occupied by a disabled person as a permanent residence; and where the whole of the building work in question is solely-

- (a) for the purpose of providing means of access for the disabled person by way of entrance or exit to or from the dwelling or any part of it, or
- (b) for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of the disabled person.

The council has not fixed by means of its scheme, nor intends to recover a charge for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of a disabled person in relation to an existing dwelling, which is, or is to be, occupied by that disabled person as a permanent residence where such work consists of -

- (a) the adaptation or extension of existing accommodation or an existing facility or the provision of alternative accommodation or an alternative facility where the existing accommodation or facility could not be used by the disabled person or could be used by the disabled person only with assistance; or
- (b) the provision or extension of a room which is or will be used solely-
 - (i) for the carrying out for the benefit of the disabled person of medical treatment which cannot reasonably be carried out in any other room in the dwelling, or
 - (ii) for the storage of medical equipment for the use of the disabled person, or
 - (iii) to provide sleeping accommodation for a carer where the disabled person requires 24- hour care.

The council has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing building to which members of the public are admitted (whether on payment or otherwise); and where the whole of the building work in question is solely-

- (a) for the purpose of providing means of access for disabled persons by way of entrance or exit to or from the building or any part of it; or
- (b) for the provision of facilities designed to secure the greater health, safety, welfare or disabled persons.

Note: 'disabled person' means a person who is within any of the descriptions of persons to whom

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Section 29(1) of the National Assistance Act 1948, as extended by virtue of Section 8(2) of the Mental Health Act 1959, applied but disregarding the amendments made by paragraph 11 of Schedule 13 to the Children Act 1989.

The words in section 8(2) of the Mental Health Act 1959 which extend the meaning of disabled person in section 29(1) of the National Assistance Act 1948, are prospectively repealed by the National Health Service and Community Care Act 1990, section 66(2), Schedule 10, as from a day to be appointed.

Information required to determine charges

If the authority requires additional information to enable it to determine the correct charge the authority can request the information under the provisions of regulation 9 of The Building (Local Authority Charges) Regulation 2010.

The standard information required for all applications is detailed on the authority's Building Regulation application forms. This includes the existing and proposed use of the building and a description of the building work.

Additional information may be required in relation to –

- The floor area of the building or extension
- The estimated duration of the building work and the anticipated number of inspections to be carried out.
- The use of competent persons or Robust Details Ltd.
- Any accreditations held by the builder or other member of the design team.
- The nature of the design of the building work and whether innovative or high-risk construction is to be used.
- The estimated cost of the building work. *If this is used as one of the factors in establishing a charge the 'estimate' is required to be such reasonable amount as would be charged by a person in business to carry out such building work (excluding the amount of any value added tax chargeable).*

Establishing the Charge

The authority has established standard charges using the principles contained within The Building (Local Authority Charges) Regulations 2010.

Standard charges are detailed in the following tables. In the tables below any reference to number of storeys includes each basement level as one-storey and floor areas are cumulative.

If the building work that you are undertaking is not listed as a standard charge it will be individually determined in accordance with the principles and relevant factors contained within The Building (Local Authority Charges) Regulations 2010. If the authority considers it necessary to engage and incur the costs of a consultant to provide specialist advice or services in relation to a particular aspect of building work, those costs shall also be included in setting the charge.

When the charge is individually determined the authority shall calculate the charge in the same way a standard charge was set by using the average hourly rate of officers' time, multiplied by the

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estimated time taken to carry out their building regulation functions in relation to that particular piece of building work and taking into account the applicable factors listed in regulation 7(5) of the charges regulations.

Individually determined charges will be confirmed in writing specifying the amount of the charge and the factors that have been taken into account in determining the charge.

The building regulation charges for the following types of building work will be individually determined and the authority will state which factors in regulation 7(5) of the charges regulations it has taken into account in establishing a standard or individually determined charge.

- A reversion charge
- The building work is in relation to more than one building or
- The building work consists of alterations to any use of building where the estimated cost exceeds £100,000 or
- The work consists of a non-domestic extension or new build and the floor area exceeds 200m² or
- The work consists of a domestic garage with a floor area over 60m² or
- The work consists of the erection or conversion of 10 or more dwellings or
- The work consists of the erection or conversion of dwellings where the floor area of each dwelling exceeds 300m² or
- Any other work when the estimated cost of work exceeds £100,000 or
- Where more than one standard charge applies to the building work and, with the agreement of the relevant person, the authority will establish the charge by individually determining the charge.

Other matters relating to calculation of charges

In calculating these charges, refunds or supplementary charges, an officer hourly rate has been used.

Any charge payable to the authority shall be paid with an amount equal to any value added tax payable in respect of that charge.

Charges are not payable for the first hour when calculating an advice charge

The authority accepts payment by instalments in respect of all building work where the total charge exceeds **£60,000**. The authority, on request, will specify the amounts payable and dates on which instalments are to be paid.

Reductions

Reduced charges are shown in the tables of standard charges and reduced charges will also be made in relation to individually assessed charges when work, or the relevant part of the work, has been, or intends to be carried out by a person mentioned in regulation 12(5) or 20B(4) of the Principal Regulations in respect of that part of the work, (i.e. competent person/self-certification schemes or other defined non-notifiable work).

Any reduced charges that will be made in relation to individually assessed charges when a notification is made in accordance with regulation 20A(4) of the Principal Regulations, (i.e. where, for the purpose of achieving compliance with Requirement E1 of the Principal Regulations, design details approved by Robust Details Limited have been used) are shown in the tables of standard charges and will also be considered in calculating individually determined charges.

The authority will make a reduction in a standard or individually determined charge when

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chargeable advice has been given before receipt of an application or notice for proposed building work, which is likely to result in less time being taken by the local authority to perform the chargeable function for that work.

When it is intended to carry out additional building work on a dwelling at the same time as any work to which Table 3 relates, then the charge for this additional work will be individually determined, with the agreement of the applicant.

Where in accordance with Regulation 7(5)(i) of the charges regulations one application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other a **30%** reduction in the standard Plan charge will be made or **7.5%** of the building notice charge payable will be applied.

Where in accordance with Regulation 7(5)(j) of the charges regulations an application or building notice is deposited in respect of building work which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority, a **25%** reduction in the Plan/Inspection charge will be made.

Refunds and supplementary charges

If the basis on which the charge has been set or determined changes, the Council will refund or request a supplementary charge and provide a written statement setting out the basis of the refund/supplementary charge and also state how this has been calculated. In the calculation of refunds/supplementary charges no account shall be taken of the first hour of an officer's time.

Non-Payment of a Charge

Your attention is drawn to Regulation 8(2) of the Building (Local Authority Charges) Regulations 2010, which explains that plans are not treated as being deposited for the purposes of Section 16 of the Building Act or building notices given unless the Council has received the correct charge. In other words, relevant timescales do not start until the agreed payment has been made. The debt recovery team of the authority will also pursue any non- payment of a charge.

Complaints about Charges

If you have a complaint about the level of charges you should initially raise your concern with the relevant officer. The Council has a comprehensive complaint handling process. If your complaint is not satisfactorily responded to by the officer concerned, details of how to resolve your complaint is available on request and can be viewed on the Council's web site:

<http://www.dartford.gov.uk/complaints>

STANDARD CHARGES

Standard charges include works of drainage in connection with the erection or extension of a building or buildings, even where those works are commenced in advance of the plans for the building(s) being deposited.

These standard charges have been set by the authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques (details available from the authority) and/or the duration of the building work from commencement to completion does not exceed 12 months.

The charges have also been set on the basis that the design and building work is undertaken by a

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person or company that is competent to carry out the design and building work referred to in the standard charges tables that they are undertaking. If not, the work may incur supplementary charges.

If chargeable advice has been given in respect of any of the work detailed in these tables and this is likely to result in less time being taken by the authority then a reduction to the standard charge will be made.

Plan and Inspection Charges

The plan charge and inspection charge are listed in the following tables.

Building Notice Charge

Where building work is of a relatively minor nature the Building Notice charge is the same as the total plan and inspection charge. In relation to more complex work the time to carry out the building regulation function is higher and the resultant additional costs of using the Building Notice procedure results in the higher charge as detailed in the following tables.

Reversion Charge

These charges will be individually determined

Regularisation Charge

The regularisation charge payable in respect of the erection of one or more small domestic building is an amount equal to **120%** of the total of the building notice charge which would be payable in accordance with the Table 1 in this Schedule if a building notice for the carrying out of that work has been deposited at the time of the application for regularisation in accordance with the Principal Regulations.

The following tables are included as examples only; these categories/descriptions of set charges are not prescriptive.

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Table 1 - Standard Charges for the Creation or Conversion to New Dwellings not exceeding 300m² and Flats up to 3 storeys				
Number of Dwellings	Plan Charge - incl VAT (£)	Inspection Charge (IC) - incl VAT (£)	Building Notice (BN) Charge - incl VAT (£)	Regularisation Charge (VAT 8) (£)
1	290	675	965	965
2	350	815	1,165	1165
3	420	980	1,400	1,400
4	510	1,190	1,700	1,700
5	390	905	1,295	1,295
6	445	1,040	1,485	1,485
7	740	1,720	2,460	2,460
8	770	1,800	2,570	2,570
9	800	1,875	2,675	2,675
10	865	2,020	2,885	2,885

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Table 2 - Standard Charges for: Domestic extensions and alterations, rooms in the roof and detached garages and carports up to 60m²				
Type of Work	Plan Charge - incl VAT (£)	Inspection Charge (IC) - incl VAT (£)	Building Notice (BN) Charge - incl VAT (£)	Regularisation Charge (VAT 8) (£)
1. Erection or extension of an attached or detached building which consists solely of a garage or carport, or both, having a floor area not exceeding 60m ² in total	160	380	540	540
2. Extension of a dwelling (including loft conversion) with total floor area of which does not exceed 10m ²	215	500	715	715
3. Extension of a dwelling (including loft conversion) the total floor area of which exceeds 10m ² , but does not exceed 40m ²	220	515	735	735
4. Extension of a dwelling (including loft conversion) the total floor area of which exceeds 40m ² but does not exceed 60m ²	230	540	770	770
5. Conversion of a garage into a habitable room(s)	120	270	390	390
6. Removal of a load bearing wall to create a 'through room' in a domestic dwelling	75	170	245	245
7. Removal of a chimney stack (or part thereof) in a domestic dwelling	75	170	245	245
8. Installation of up to 5 windows	50	110	160	160
9. Replacement or renewal of a thermal element	70	160	230	230

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Table 3: Standard Charges for Other Work				
Value of work based on estimated cost	Plan Charge - incl VAT (£)	Inspection Charge (IC) - incl VAT (£)	Building Notice (BN) Charge - incl VAT (£)	Regularisation Charge excl VAT (£)
Up to £2,000	80	180	260	260
£2,001 to £5,000	95	225	320	320
£5,001 to £10,000	120	280	400	400
£10,001 to £20,000	140	320	460	460
£20,001 to £30,000	120	560	680	680
£30,001 to £40,000	190	610	800	800
£40,001 to £70,000	195	810	1,005	1,005

Guidance Notes for Table 3

Estimated Cost of Works

The estimated cost of the work is that which would be charged by a person in business to carry out the work but excludes the amount of any VAT. The estimated cost of works is only that work which is controlled under the Building Act 1984.

Extension of a Dwelling

Where in an extension to a dwelling, the total floor area exceeds 60m², the sum of the plan charge and the inspection charge must not be less than £768.37 (including VAT).

Works at Bluewater Shopping Centre or in Excess of £70,000

For fees for works at Bluewater or in excess of £70,000, please contact us for an Individually Determined Charge (IDC).

Electrical installation works

Where notifiable electrical work is carried out by persons not registered under a 'Competent persons' registration scheme, the fees are based on the estimated cost of the work.

Reductions

Reductions may apply where a competent person is used or a self-certification scheme applies (e.g. Robust details).

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<u>CAR PARKING</u>	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
			£	£
Acacia Car Park (High Street, Dartford)	E4031 9463	2		
Monday to Saturday inclusive 8.00am – 6.30pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			5.00	5.00
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
Season ticket: charge per month up to 12 months			60.00	60.00
Release fee			50.00	50.00
Central Car Park (Market Street, Dartford)	E4031 9472	2		
Monday to Saturday inclusive 8.00am-6.30pm				
Up to 1 hour			0.50	0.50
Up to 2 hours			1.00	1.00
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
Cranford Road Car Park (Dartford)				
Monday to Saturday inclusive 8.00am-6.30pm				
Up to 2 hours			Free	Free
Blue Badge holders (up to 3 hours)			Free	Free
Highfield Road Car Park (Spring Vale, Dartford)	E4031 9464	2		
Monday to Saturday inclusive 8.00am-6.30pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			5.00	5.00
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
Highfield Road Car Park (Highfield Road (South))				
Monday to Sunday at any time			Free	Free
Overy Street Car Park (1)	E4031 9474	2		
Overy Street Car Park (2)	E4031 9512	2		
Overy Street Car Park (3)	E4031 9570	2		
Overy Street Car Park (4)	E4031 9571	2		
Monday to Saturday inclusive 8.00am-6.30pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			5.00	5.00
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
Season ticket: charge per month up to 12 months			60.00	60.00
Walnut Tree Avenue Car Park				
Monday to Sunday at any time			Free	Free

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<u>CAR PARKING</u> (continued)	INCOME CODE	VAT CODE	2016/17	PROPOSED NEW CHARGES 1.4.2017
			£	£
Westgate Car Park (Kent Road, Dartford)	E4031 9499	2		
Monday 8.00am to Saturday 6.30pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			5.00	5.00
6.30 pm – 8.00am			1.00	1.00
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
Rapid Charge tariff: £2.50 (minimum fee for 10 minutes charge) plus £0.25 per minute thereafter	E1075 9572	2	2.50 + 0.25/min	2.50 + 0.25/min
Westgate House Car Park	E4031 9485	2		
Monday to Saturday inclusive 8.00am-6.30pm				
One hour only			0.50	0.50
Up to 2 hours			1.00	1.00
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
Town Car Park (Greenhithe)	E4031 9442	2		
Monday to Friday inclusive 8.00am – 6.00pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			3.00	3.00
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
Season ticket: charge per month up to 12 months			60.00	60.00
Steele Avenue Car Park (Greenhithe)	E4031 9573	2		
Monday to Friday inclusive 8.00am – 6.00pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			3.00	3.00
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
Season ticket: charge per month up to 12 months			60.00	60.00
Woodlands Car Park (Greenhithe)	E4031 9578	2		
Monday to Friday inclusive 8.00am – 6.00pm				
Up to 2 hours			Free	Free
Up to 4 hours			2.00	2.00
No stay over 4 hours			-	-
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
Darenth Road (on-street)	E4030 9457	8		
Monday to Saturday inclusive 8.00am – 6.30pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			5.00	5.00
Blue Badge holders (up to 3 hours)			Free	Free

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CAR PARKING (continued)	INCOME CODE	VAT CODE	2016/17	PROPOSED NEW CHARGES 1.4.2017
			£	£
Heath Street (on-street)	E4030 9462	8		
Monday to Saturday inclusive 8.00am-6.30pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			5.00	5.00
Blue Badge holders (up to 3 hours)			Free	Free
Hythe Street (on-street)	E4030 9466	8		
Monday to Saturday inclusive 8.00am-6.30pm				
One hour only			0.50	0.50
Blue Badge holders (up to 3 hours)			Free	Free
Kent Road (on-street)	E4030 9468	8		
Monday to Saturday inclusive 8.00am – 6.30pm				
One hour only			0.50	0.50
Blue Badge holders (up to 3 hours)			Free	Free
Market Street (on-street)	E4030 9469	8		
Monday to Saturday inclusive 8.00am- 6.30pm				
One hour only			0.50	0.50
Blue Badge holders (up to 3 hours)			Free	Free
Priory Hill (on-street)	E4030 9475	8		
Monday to Saturday inclusive 8.00am – 6.30pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			5.00	5.00
Blue Badge holders (up to 3 hours)			Free	Free
Spital Street (on-street)	E4030 9452	8		
Monday to Saturday inclusive 8.00am – 6.30pm				
One hour only			0.50	0.50
Blue Badge holders (up to 3 hours)			Free	Free
Steele Avenue (on-street)	E4030 9448	8		
Monday to Friday inclusive 8.00am – 6.00pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			4.00	4.00
Blue Badge holders (up to 3 hours)			Free	Free
Eagles Road, Greenhithe (on-street)	E4030 9575	8		
Season ticket: charge per month up to 12 months			60.00	60.00
Station Road, Greenhithe (on-street)	E4030 9458	8		
Season ticket: charge per month up to 12 months			60.00	60.00

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CAR PARKING (continued)	INCOME CODE	VAT CODE	2016/17	PROPOSED NEW CHARGES 1.4.2017
			£	£
Permits and Exemptions				
Resident Permit	E4030 9419	8	50.00	50.00
Visitor Permit (Book of 5)	E4030 9418	8	5.00 (5 x £1)	5.00 (5 x £1)
Resident Exemption	E4030 9419	8	50.00	50.00
Dispensations	E4030 9853	8		
- Daily			5.00	5.00
- Weekly			15.00	15.00
- Administration Fee			5.00	5.00
PCN Charges (TMA 2004)				
Code dependent upon location of contravention	E4030/9951 E4031/9951			
Differential Charges:				
Penalty Charge: Higher	*	8	70.00	70.00
Discounted	*	8	35.00	35.00
Penalty Charge: Lower	*	8	50.00	50.00
Discounted	*	8	25.00	25.00
HIGHWAY INSTALLATIONS				
Disabled Persons Parking Bay (DPPB) with TRO	E4030 9860	8	250.00	250.00
Interim DPPB without TRO (not enforceable)	-	8	Free	Free
Bay Suspension	E4030 9576	8	75.00	75.00
Vehicle Access Marking	E4030 9577	8	75.00	75.00

FEES AND CHARGES 2017-18

<u>CCTV</u>	INCOME CODE	VAT CODE	2016/2017 £	PROPOSED NEW CHARGES 1.4.2017 £
CCTV Insurance Check request	A3700 9516	2	50.00	51.00

FEES AND CHARGES 2017-18

<u>CEMETERIES</u>	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
			£	£
All burial charges are trebled in price for non-Borough residents (except, at the discretion of the Bereavement Services Manager, for former residents who were placed in an elderly persons home or with relatives outside of the Borough, for the latter years of their life).				
Purchased Graves:				
Exclusive Right of Burial	C2015 9459	8	800.00	820.00
Interment to depth up to 4'6":				
Stillborn and up to 12 months	N/A		Free	Free
Stillborn and up to 12 months of non-Borough residents	C2015 9467	8	Free	Free
Children over 12 months, up to 16 years	C2015 9467	8	240.00	245.00
Adults (17 years and over) *	C2015 9467	8	515.00	525.00
Interment to depth up to 6'6":				
Stillborn and up to 12 months	C2015 9467	8	310.00	320.00
Children over 12 months, up to 16 years	C2015 9467	8	440.00	450.00
Adults (17 years and over) *	C2015 9467	8	650.00	665.00
Interment to depth up to 8'6":				
Stillborn and up to 12 months	C2015 9467	8	365.00	375.00
Children over 12 months, up to 16 years	C2015 9467	8	575.00	585.00
Adults (17 years and over) *	C2015 9467	8	895.00	915.00
*Charges based on a coffin size of 80" in length by 26" width (203cm x 66cm)			100.00	100.00
Additional charge for Casket instead of Coffin:				
Interment up to 4'6"	C2015 9467	8	165.00	170.00
Interment to 6'6"	C2015 9467	8	290.00	295.00
Interment to 8'6"	C2015 9467	8	420.00	430.00
Burial of Wooden Casket of Cremated Remains	C2015 9467	8	200.00	205.00
Right to Scatter Cremated Remains	C2015 9467	8	100.00	105.00

FEES AND CHARGES 2017-18

<u>CEMETERIES (continued)</u>	INCOME CODE	VAT CODE	2016/2017 £	PROPOSED NEW CHARGES 1.4.2017 £
Unpurchased Graves:				
Stillborn and up to 12 months	N / A		Free	Free
Stillborn and up to 12 months of non-Borough residents	C2015 9467	8	310.00	320.00
Children over 12 months, up to 16 years	C2015 9467	8	365.00	375.00
Adults (17 years and over)	C2015 9467	8	515.00	525.00
Chapel Fees (including taped Music or CD facilities):				
Use of Chapel at the Cemetery	C2015 9415	8	165.00	170.00
Use of Chapel at the Cemetery (non-Borough residents)	C2015 9415	8	330.00	340.00
Miscellaneous Fees:				
Late arrival of Funeral Director, +30 mins after booked time and each 30 mins thereafter	C2015 9467	8	100.00	150.00
Disposal of excess floral tributes/wreaths	C2015 9467	8	N/A	195.00
Deed of Assignment	C2015 9414	8	50.00	50.00
Transfer of Deed	C2015 9414	8	50.00	50.00
Certified copy of entry in Burial Register	C2015 9414	8	25.00	25.00
Hire of excavator for excavation of graves other than those programmed by the Council	C2015 9467	2	At hire cost for time required plus admin charge	At hire cost for time required plus admin charge
Removal of soil from around excavated grave when requested	C2015 9467	2	At cost incurred on a time basis	At cost incurred on a time basis
Top soiling and seeding of grave on request.	C2015 9467	2	25.00	25.00
Exhumation	C2015 9467	4 (part) 2 (part)	Cost of hire of equipment plus excavation costs and other staff time	Cost of hire of equipment plus excavation costs and other staff time
Search Fees (to be paid in advance): per name (at Cemetery Manager's discretion)	C2015 9944	2	25.00	25.00
Grave identification and selection for immediate or future use.	C2015 9944	2	175.00	180.00

FEES AND CHARGES 2017-18

<u>CEMETERIES (continued)</u>	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
			£	£
Memorials, Monuments & Inscriptions:				
Headstone including first inscription	C2015 9471	8	200.00	205.00
A Full Kerb Memorial – headstone and kerbs, including first inscription	C2015 9471	8	270.00	275.00
Additional tablet or vase with inscription	C2015 9416	2	125.00	130.00
Additional inscription	C2015 9416	2	100.00	105.00
Clean and Repair to existing memorial (Permit is still required)	N / A		Free	Free
All memorials other than a headstone or full kerb for stillborn and children up to 12 months for Borough residents	N / A		Free	Free
For non-Borough residents, including still born and children up to 12 months standard fees apply.				
Memorial permit applications from the War Graves Commission.			Free	Free
Applications for the replacement of old or worn memorials on a like for like basis			Free	Free
Watling Street Cemetery – Garden of Remembrance:				
Sanctum 2000 Columbaria units :				
Columbarium lease period 25 years, inclusive of first interment and inscription up to 80 letters	C2015 9417	4	1,255.00	1,280.00
Second interment of cremated remains	C2015 9417	8	200.00	205.00
Additional inscribed plaque for second interment	C2015 9417	2	240.00	245.00
Additional inscription - per letter	C2015 9417	2	2.10	2.20
Photo plaque	C2015 9417	2	185.00	188.00
Motif	C2015 9417	2	170.00	175.00
Renewal fee on expiry of lease for further 25 years	C2015 9417	4	Current fee at time of renewal	Current fee at time of renewal

FEES AND CHARGES 2017-18

<u>CEMETERIES (continued)</u>	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
			£	£
Memorial Pergola :				
10 year lease of single upright timber, inclusive of cast bronze plaque up to 80 letters, scattering of cremated remains, and floral tribute vase with holder	C2015 9417	4	495.00	505.00
Additional cast bronze plaque	C2015 9417	2	200.00	205.00
Scattering of additional cremated remains on dedicated area	C2015 9417	2	100.00	105.00
Renewal fee on expiry of lease for further 10 years	C2015 9417	4	295.00	295.00
Memorial Seats :				
Balmoral memorial bench, 25 year lease, inclusive of cast bronze plaque up to 80 letters, scattering of cremated remains, and floral tribute vase with holder	C2015 9417	4	1070.00	1090.00
Additional cast bronze plaque	C2015 9417	2	130.00	135.00
Scattering of additional cremated remains on dedicated area	C2015 9417	2	100.00	105.00
Renewal fee on expiry of lease for further 25 years	C2015 9417	4	Current fee at time of renewal	Current fee at time of renewal
Stone and Swanscombe Cemeteries only: (half sized graves for cremated remains)				
Purchase of Exclusive Right of Burial for 50 years	C2015 9459	8	535.00	545.00
Interment of cremated remains (as existing)	C2015 9467	8	200.00	205.00

Note: In the case of memorials for cremated remains, the usual triple fees for non-borough residents would not apply. Triple (or double) fees are charged by Burial Authorities to reflect actual cost of interment and maintenance of cemetery. At the present time this restriction will not apply to memorials for cremated remains.

FEES AND CHARGES 2017-18

<u>CIVIC CENTRE HIRE</u>	INCOME CODE	VAT CODE	2016/17 £	PROPOSED NEW CHARGES 1.4.2017 £
Hire of Council Chamber				
Basic hourly rate weekdays until 9pm	A3040 9412	2	38.00	40.00
After 9pm and weekends hourly rate	A3040 9412	2	43.00	45.00
Plus hourly caretaking fee (evening bookings only)	A3040 9412	2	38.00	40.00
Hire of Committee Room				
Basic hourly rate weekdays until 9pm	A3040 9412	2	32.50	33.00
After 9pm and weekends hourly rate	A3040 9412	2	43.00	45.00
Plus hourly caretaking fee (evening bookings only)	A3040 9412	2	38.00	40.00
<u>Hire of Committee Room and / or Council Chamber where hire is given free to a Voluntary or Charitable Organisation</u>				
Basic hourly rate weekdays until 9pm			Free	Free
After 9pm and weekends hourly rate	A3040 9412	2	32.50	33.00
Plus hourly caretaking fee (evening bookings only)	A3040 9412	2	38.00	40.00
<p>Note : The purpose of the meeting should be checked to ascertain whether it is for Council business. No charge is made for the hire of the chamber for Council business (Officers or Members) or to Registered Charities.</p>				
Hire of Other Meeting Rooms				
Basic hourly rate weekdays – Office hours only	A3040 9412	2	10.00	10.00

FEES AND CHARGES 2017-18

CORPORATE CHARGES

Please refer to the Schedule of Charges, located on the Internet, for more detailed information.

INCOME CODE (individual cost centre)	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
		£	£

PHOTOCOPYING CHARGES

Account
code 9536

A4 sheets			
0-6 (Black and White only)		Free	Free
Each subsequent page (B&W)	2	10p per sheet	10p per sheet
Colour	2	20p per sheet	20p per sheet
A3 sheets			
0-6 (Black and White only)		Free	Free
Each subsequent page (B&W)	2	20p per sheet	20p per sheet
Colour	2	40p per sheet	40p per sheet
A2 (Plan size) (B&W)	2	2.00 per plan	2.00 per plan
A1 (Plan size) (B&W)	2	2.50 per plan	2.50 per plan
A0 (Plan size) (B&W)	2	3.50 per plan	3.50 per plan

PRINTING

Account
code 9503

A4 sheets (non plotter copies)			
0-6 (Black and White only)		Free	Free
Each subsequent page (B&W)	2	10p per sheet	10p per sheet
Colour	2	20p per sheet	20p per sheet
High Quality (plotter copying)			
A2	2	2.50 per sheet	2.50 per sheet
A1	2	2.75 per sheet	3.00 per sheet
A0	2	5.50 per sheet	5.50 per sheet
High Gloss (plotter copying)			
A2	2	2.75 per sheet	3.00 per sheet
A1	2	5.00 per sheet	5.00 per sheet
A0	2	10.00 per sheet	10.00 per sheet

AUDIO VISUAL

Account
code 9430

CD	2	1.50 per CD	1.50 per CD
DVD	2	2.00 per DVD	2.00 per DVD
Audio Cassette	2	Price on application	Price on application

FEES AND CHARGES 2017-18

<u>CORPORATE CHARGES</u> (continued)	INCOME CODE (individual cost centre)	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
			£	£
EMAIL (including scanned images)			Free	Free
POSTAGE	Account code 9504			
Variable weight and size (based on Royal Mail Standard 2 nd class)		4	Cost dependent on weight & size	Cost dependent on weight & size
Sent 'Signed For'/Special Delivery'		4	Costs to be met by applicant	Costs to be met by applicant
FREEDOM OF INFORMATION ACT 2000	Account code 9566			
NB: Full costs of search, retrieval and collation etc of information can be charged for, if in excess of £450. Disbursements may also be charged for. If costs are below £450, no charge, although disbursements may be charged for.		8	Hourly rate of £25 per person	Hourly rate of £25 per person
DATA PROTECTION 1988: SUBJECT ACCESS REQUESTS	Account code 9445			
Structured Filing System searches		2	£10 maximum (per entry)	£10 maximum (per entry)
Unstructured Filing System searches		2	As per FOI charging rules	As per FOI charging rules

VAT on FOI Requests

- VAT is not charged on information which is only available from public authorities.
- Information available from another source (not being a public authority) would attract VAT on fees. This would still be the case even if the Council was obliged to supply the information because the cost of answering was below the threshold of £450.
- Fees charged for information that is provided in accordance with the Council's Publication Scheme will attract VAT.

FEES AND CHARGES 2017-18

DARTFORD FESTIVAL - COMMERCIAL AND CHARITY STALLS

Services offered may change from year to year and so may market conditions. Accordingly fees and charges for the Festival have been delegated to the Managing Director.

INCOME CODE: C6051 9542 (Vat Code 4)

DBC FIRE ENGINE

The hire of the fire engine is set at a minimum of £320 for a half day booking, with the actual rate to be agreed by the Managing Director to reflect the nature of the event.

The use of the fire engine for charitable events is to be limited to 15 occasions per calendar year.

Use of the fire engine by Dartford Borough Council for Council events is to be charged to the event to offset costs of maintenance, storage, fuel etc. at a full cost recovery rate.

INCOME CODE: A3875 9450 (Vat Code 2)

FEES AND CHARGES 2017-18

<u>DEVELOPMENT CONTROL</u>	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
			£	£
Photocopying of planning applications and related documents (A3 & A4)	G1502 9331	2	Free for up to 6 black and white copies- 10p per A4 sheet thereafter, 20p per A4 sheet thereafter Colour copies– 20p per A4 sheet, 40p per A3 sheet	Free for up to 6 black and white copies- 10p per A4 sheet thereafter, Colour copies– 20p per A4 sheet, 40p per A3 sheet
Photocopying of planning applications and related documents (A2, A1 & A0)	G1502 9331	2	A2 size – 2.00 per plan A1 size - 2.50 per plan A0 size - 3.50 per plan	A2 size – 2.00 per plan A1 size - 2.50 per plan A0 size - 3.50 per plan
		2	Copying of coloured plans will incur additional variable charges	Copying of coloured plans will incur additional variable charges
Decisions first copy Each additional copy (Majority are available on the Internet)	G1502 9331	2	Free for up to 6 black and white copies- 10p per sheet thereafter Colour copies – 20p per A4 sheet	Free for up to 6 black and white copies- 10p per sheet thereafter Colour copies – 20p per A4 sheet
Weekly List - Yearly Payment	G1502 9338	2	75.00	75.00
Weekly List - Quarterly Payment (Lists will be available on the Internet)	G1502 9338	2	25.00	25.00
Fee for checking compliance with planning conditions and s106 on a planning permission	G1502 9560	2	95.00 per request; 25.00 for householder applications	97.00 per permission; 25.00 for householder applications.
CIL liability search and confirmation	G1502 9560	2	NA	50.00 per property

FEES AND CHARGES 2017-18

<u>DEVELOPMENT CONTROL</u> (continued)	INCOME CODE	VAT CODE	2016/2017 £	PROPOSED NEW CHARGES 1.4.2017 £
Planning History Printout - First Page	G1502 9331	2	10p per sheet	10p per sheet
- Subsequent Pages	G1502 9331	2	10p per sheet	10p per sheet
(Available on the Internet)				
 Fee for dealing with High Hedge Complaints (under the Anti-Social Behaviour Act 2003)	 G1502 9451	 2	 390.00	 390.00
 Research of planning history Written advice	 G1502 9560	 2	 40.00 per hour or part thereof	 40.00 per hour or part thereof

<u>PRE APPLICATION ADVICE</u> (exclusive of VAT)	INCOME CODE	VAT CODE	2016/2017 £	PROPOSED NEW CHARGES 1.4.2017 £
<u>Large Major Development</u> ¹				
Written advice (flat rate)	G1502 9487	2	450.00	NA
Follow up written advice (flat rate)	G1502 9487	2	250.00	NA
Meeting with officers (per hour or part thereof) ²	G1502 9487	2	700.00	2,000.00
Follow up meeting with officers (per hour or part thereof)	G1502 9487	2	350.00	1,000.00

¹ Large major: over 50 dwellings or 1 hectare. Commercial over 5,000m² or 1 hectare.
Where a series of discussions are proposed, the Council will consider a one off payment up front based on the likely charge.

² Includes letter after meeting confirming advice given at no extra charge

FEES AND CHARGES 2017-18

<u>DEVELOPMENT CONTROL</u> (continued)	INCOME CODE	VAT CODE	2016/17	PROPOSED NEW CHARGES 1.4.17
			£	£
PRE APPLICATION ADVICE (continued) (exclusive of VAT) Major Development³				
Written advice (flat rate)	G1502 9487	2	450.00	1000.00
Follow up written advice (flat rate)	G1502 9487	2	250.00	500.00
Meeting with officers(per hour or part thereof) ⁴	G1502 9487	2	550.00	1,500.00
Follow up meeting with officers (per hour or part thereof)	G1502 9487	2	225.00	750.00
Minor⁵				
Written advice (flat rate)	G1502 9487	2	175.00	250.00
Follow up written advice (flat rate)	G1502 9487	2	90.00	100.00
Meeting with officers(per hour or part thereof) ⁶	G1502 9487	2	275.00	500.00
Follow up meeting with officers (per hour or part thereof)	G1502 9487	2	140.00	250.00
Householder Applications				
Meeting with officers (per hour or part thereof) ⁸	G1502 9548	2	NA	175.00
Written advice (flat rate)	G1502 9548	2	NA	80.00

³ Major: 10 - 49 dwellings or 0.5 - 1 hectare. Commercial 1,000m² – 4,999m² or 0.5 - 1 hectare.

⁴ Includes letter after meeting confirming advice given at no extra charge

⁵ Minor: 1 - 9 dwellings or less than 0.5 hectares. Commercial less than 1,000m² or 1 hectare.

⁶ Includes letter after meeting confirming advice given at no extra charge

FEES AND CHARGES 2017-18

<u>DEVELOPMENT CONTROL (continued)</u> <u>PRE APPLICATION ADVICE (continued)</u> (exclusive of VAT)	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
			£	£
<u>Other (anything not covered by the above categories)</u>				
Meeting with officers(per hour or part thereof) ⁸	G1502 9487	2	NA	275.00
Follow up meeting with officers (per hour or part thereof)	G1502 9487	2	NA	140.00
Written advice (flat rate)	G1502 9487	2	NA	175.00
Follow up written advice (flat rate)	G1502 9487	2	NA	80.00

Exemptions Charges will not be made for the following pre application advice

- Works to facilitate access to public buildings for disabled persons;
- Works to a Listed Building or to buildings within a Conservation Area;
- Works to Trees covered by Tree Preservation Orders or located in Conservation Areas;
- Advice on how to submit an application to establish whether planning permission is required;
- Advice to Parish Councils and other local authorities, housing associations, residents associations, charities, voluntary/community groups and Government Departments/Agencies.

PLANNING FEES

The provisions for charging planning application fees are set out in section 303 of the Town and Country Planning Act 1990, as substituted by section 199 of the Planning Act 2008. These provisions:

- allow fees to be charged in relation to any function of a local planning authority and for matters ancillary to those functions
- allow the Secretary of State to prescribe fees or a means of calculating fees to be set by someone else (such as a local planning authority)
- allow the Secretary of State to prescribe when a service would be exempt from fees

The fees charged by Dartford Borough Council are currently set on a national basis. The fees were increased by Government by 15% as of 22 November 2012 and will apply until further notice.

⁸ Includes letter after meeting confirming advice given at no extra charge

⁹ Includes letter after meeting confirming advice given at no extra charge

FEES AND CHARGES 2017-18

PLANNING FEES	16/17 Fee	16/17 Maximum	Threshold from 22/11/12 as set by Govt. Will apply for financial year 2017/18	Maximum from 22/11/12
<i>BUILDINGS, DWELLINGS AND OPERATIONS</i>				
1. New dwellings OUTLINE				
Per 0.1 hectare up to 2.5 hectares	£385	£125,000	£385	£125,000
Sites over 2.5 hectares	£9,527 + £115 per 0.1 hectare		£9,527 + £115 per 0.1 hectare	
2. New dwellings OTHERS				
Per dwelling up to 50	£385	£250,000	£385	£250,000
Over 50 dwellings	£19,049 + £115 per dwelling		£19,049 + £115 per dwelling	
3. Buildings (other than dwellings, agricultural buildings, plant or glasshouses etc.) OUTLINE				
Per 0.1 hectare up to 2.5 hectares	£385	£125,000	£385	£125,000
Over 2.5 hectares	£9,527 + £100 per 0.1 hectare		£9,527 + £100 per 0.1 hectare	
4. Buildings (other than dwellings, agricultural buildings, plant or glasshouses etc.) OTHER				
No floor area created (includes shopfronts, fences, flagpoles, walls etc)	£195	£250,000	£195	£250,000
Floor area less than 40 sq m	£195		£195	
Floor area between 40 and 75 sq m	£385		£385	
Floor area in excess of 75 sq m up to 3750 sq m	£385 per 75 sq m		£385 per 75 sq m	
Floor area in excess of 3750 sq m	£19,049 + £115 per 75 sq m		£19,049 + £115 per 75 sq m	
<i>AGRICULTURAL AND HORTICULTURAL</i>				
5. Agricultural Buildings on agricultural land (other than glasshouses) OUTLINE				
Per 0.1 hectare up to 2.5 hectares	£335	£125,000	£335	£125,000
Over 2.5 hectares	£9,527 + £115 per 0.1 hectare		£9,527 + £115 per 0.1 hectare	

FEES AND CHARGES 2017-18

PLANNING FEES (continued)	16/17 Fee	16/17 Maximum	Threshold 2017/18	Maximum from 22/11/12
6. Agricultural Buildings on agricultural land (other than glasshouses) OTHER				
Floor area less than 465 sq m	£80	£250,000	£80	£250,000
Floor area between 465 sq m and 540 sq m	£385		£385	
Floor area in excess of 540 sq m up to 4215 sq m	£385 up to 540 sq m & then £385 per 75 sq m		£385 up to 540 sq m & then £385 per 75 sq m	
Floor area over 4215 sq m	£19,049 + £115 per 75 sq m		£19,049 + £115 per 75 sq m	
7. Glasshouses on agricultural land				
Floor area less than 465 sq m	£80	£80	£80	
Floor area in excess of 465 sq m	£2,150	£2,150	£2,150	
OPERATIONS				
8. Erection, alteration or replacement of plant and machinery				
Per 0.1 hectare up to 5 hectares	£385	£250,000	£385	£250,000
Sites over 5 hectares	£19,049 + £115 per 0.1 hectare		£19,049 + £115 per 0.1 hectare	
9. Enlargement, improvement or alteration of dwellings for domestic purposes				
One dwelling	£172	£172	£172	
Two or more dwellings	£339	£339	£339	
10. Operations within residential curtilage for domestic purposes (including building gates, fences etc)				
	£172	£172	£172	
11. Car parks, roads and access to serve a single undertaking where associated with existing use				
	£195	£195	£195	
12. Operations connected with exploratory drilling for oil or gas				
Per 0.1 hectare up to 7.5 hectares	£385	£250,000	£385	£250,000
Sites over 7.5 hectares	£28,750 + £115 per 0.1 hectare		£28,750 + £115 per 0.1 hectare	
13. Operations connected with oil or natural gas				
Per 0.1 hectare up to 7.5 hectares	£385	£250,000	£385	£250,000
Sites over 7.5 hectares	£28,750 + £115 per 0.1 hectare		£28,750 + £115 per 0.1 hectare	
14. Mineral operations				
Per 0.1 hectare up to 15 hectares	£195	£65,000	£195	£65,000
Sites over 15 hectares	£29,112 + £115 per 0.1 hectare		£29,112 + £115 per 0.1 hectare	

FEES AND CHARGES 2017-18

PLANNING FEES (continued)	16/17 Fee	16/17 Maximum	Threshold 2017/18	Maximum from 22/11/12
15. Operations not within above categories – other per 0.1 hectare	£195	£1,690	£195	£1690
USES				
16. Change of use of a building to one or more dwellings – from existing building to one or more dwellings, and from other building to one or more dwellings				
Per extra dwelling	£385	£250,000	£385	£250,000
Over 50 dwellings	£19,049 + £115 per additional dwelling		£19,049 + £115 per additional dwelling	
17. Change of use of a building to one or more dwellings				
Up to 50 dwellings	£385 per dwelling	£250,000	£385 per dwelling	£250,000
Over 50 dwellings	£19,049 + £115 per additional dwelling		£19,049 + £115 per additional dwelling	
18. Use for disposal of refuse or waste minerals and open mineral storage				
Per 0.1 hectare up to 15 hectares	£195	£65,000	£195	£65,000
Sites over 15 hectares	£29,112+ £115 per 0.1 hectare		£29,112+ £115 per 0.1 hectare	
OTHER				
19. Playing fields (ancillary works except new buildings)				
Non profit making clubs etc	£385	£385	£385	
20. Advertisements displayed on business premises, on the forecourt of business premises or on other land within the curtilage of business premises, wholly with reference to all or any of the following matters:	£110	£110	£110	
<ul style="list-style-type: none"> - the nature of the business or other activity on the premises - the goods sold or the services provided on the premises - the name and qualifications of the person carrying on such a business activity or supplying such goods or services 				

FEES AND CHARGES 2017-18

PLANNING FEES (continued)	16/17 Fee	16/17 Maximum	Threshold & Maximum 2017/18
21. Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site	£110	£110	£110
22. All other advertisements	£385	£385	£385
23. Variation of Conditions	£195	£195	£195
24. Determination for Prior Approval Parts 6,7 or 31 Part 24	£80 £385	£80 £385	£80 £385
25. Reserved matters where applicant's earlier reserved matters applications have incurred total fees equivalent to that for a full application for entire scheme	£385	£385	£385
26. Lawful development certificate for existing use or development	The relevant fee as if permission were being applied for	The relevant fee as if permission were being applied for	The relevant fee as if permission were being applied for
27. Lawful development relating to non compliance with a condition or limitation	£195	£195	£195
28. Lawful development certificate for proposed use or development	Half the relevant fee as if permission were being applied for	Half the relevant fee as if permission were being applied for	Half the relevant fee as if permission were being applied for
29. Confirmation of discharge of a planning condition			
Householder development	£28	£28	£28
All other cases	£97	£97	£97

INCOME CODE: G1502 9451 (Vat Code 8)

FEES AND CHARGES 2017-18

ELECTIONS (Statutory Fee)

	INCOME CODE	VAT CODE	2016/17 £	PROPOSED NEW CHARGES 1.4.2017 £
Fee for inspecting a return or declaration of election expenses (Regulation 10(3) RPR 2001)	A2132 9309	8	5.00	20p per side of each page

REGISTER OF ELECTORS & LISTS

(Statutory Fees)

Sale of Full/Edited (open) Register –

Data Form (Regulation 111(5)(a) RPR 2001)	A2132 9309	8	20.00 plus 1.50 per 1000 entries (or part) plus postage and packaging (Electronic/CD)	20.00 plus 1.50 per 1000 entries (or part) plus postage and packaging (Electronic/CD)
Printed Form (Regulation 111(5)(b) RPR 2001)	A2132 9309	8	10.00 plus 5.00 per 1000 entries (or part) plus postage and packaging	10.00 plus 5.00 per 1000 entries (or part) plus postage and packaging

Sale of Monthly Updates to the Electoral Register

Data copy	A2132 9309	8	£21.50 per update	£21.50 per update
Paper copy	A2132 9309	8	£15.00 per update	£15.00 per update

Sale of List of Overseas Electors

Data Form (Regulation 111(6)(a) RPR 2001)	A2132 9309	8	20.00 plus 1.50 per 100 entries (or part) plus postage and packaging (Electronic /CD)	20.00 plus 1.50 per 100 entries (or part) plus postage and packaging (Electronic /CD)
Printed Form (Regulation 111(6)(b) RPR 2001)	A2132 9309	8	10.00 plus 5.00 per 100 entries (or part) plus postage	10.00 plus 5.00 per 100 entries (or part) plus postage

Marked Registers

Data Form (Regulation 120 (2) (b) RPR)	A2132 9309	8	10.00 plus 1.00 per 1000 entries (or part) plus postage and packaging (Electronic /CD)	10.00 plus 1.00 per 1000 entries (or part) plus postage and packaging (Electronic /CD)
Printed Form (Regulation 120 (2) (a) RPR)	A2132 9309	8	10.00 plus 2.00 per 1000 entries (or part) plus postage	10.00 plus 2.00 per 1000 entries (or part) plus postage
Street Index (non statutory)	A2132 9309	8	26.00	27.50

FEES AND CHARGES 2017-18

<u>ENFORCEMENT AND REGULATION</u>	INCOME CODE	VAT CODE	plus postage 2016/2017 £	plus postage PROPOSED NEW CHARGES 1.4.2017 £
Nuisance Parking/Exposing vehicles for sale/ Repairing vehicles on road:				
Discounted payment (within 10 days)	H0107 9951	8	60.00	60.00
Full payment			100.00	100.00
Abandoned vehicles:	H0107 9951	8		
Discounted payment (within 10 days)			120.00	120.00
Full payment			200.00	200.00
Litter:	H0107 9951	8		
Discounted payment (within 10 days)			50.00	50.00
Full payment			80.00	80.00
Street litter control notices and litter clearing notices:	H0107 9951	8		
Discounted payment (within 10 days)			75.00	75.00
Full payment			110.00	110.00
Unauthorised distribution of literature:	H0107 9951	8		
Discounted payment (within 10 days)			50.00	50.00
Full payment			80.00	80.00
Graffiti/fly-posting:	H0107 9951	8		
Discounted payment (within 10 days)			50.00	50.00
Full payment			80.00	80.00
Failure to produce transfer note:	H0107 9951	8		
Discounted payment (within 10 days)			180.00	180.00
Full payment			300.00	300.00
Failure to furnish documentation (waste carriers licence):	H0107 9951	8		
Discounted payment (within 10 days)			180.00	180.00
Full payment			300.00	300.00
Offences in relation to waste receptacles/ Notice for bins for household waste/ Bins for commercial waste:	H0107 9951	8		
Discounted payment (within 10 days)			75.00	75.00
Full payment			100.00	100.00
Litter enforcement:	H0140 9951	8		
Litter (within 14 days - nil discount for early payment)			75.00	75.00
Dog fouling (within 14 days - nil discount for early payment)			50.00	50.00

FEES AND CHARGES 2017-18

<u>ENFORCEMENT AND REGULATION</u> <u>(continued)</u>	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
			£	£
Fixed penalty notices (FPN) for Community Protection Notices (CPNs): Maximum payment	H0107 9951	8	100.00	100.00
Fixed penalty notices (FPN) for Public Spaces Protection Orders (PSPOs): Maximum payment	H0107 9951	8	100.00	100.00
Fixed penalty notices (FPN) for Fly Tipping Unauthorised depositing of waste' s.33 Environmental Protection Act 1990: Discounted payment (within 10 days) Full payment	H0107 9951	8	250.00 400.00	250.00 400.00

FEES AND CHARGES 2017-18

<u>ENVIRONMENTAL CLEANSING AND REFUSE COLLECTION</u>	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
			£	£
A. DOMESTIC SERVICES				
Refuse collection sacks (18)	H5040 9316	2	1.00	1.00
Garden Waste collection – annual fee	H5048 9451	8	38.00	39.00
Special domestic refuse collections :				
First quarter hour	H5040 9451	8	30.00	30.00
Each additional quarter hour	H5040 9451	8	15.00	15.00
Collection of domestic refrigerators and deep freezers	H5040 9451	8	As above	As above
B. CLINICAL WASTE (TRADE)				
Annual charge for one bag per week	H5045 9451	2	730.00	745.00
Additional bags – bag/week	H5045 9451	2	3.75	4.00
Provision of Sharps Box	H5045 9451	2	3.00	3.00
C. WHEELED BIN SALES				
140 litre bin (each)	H5040 9451	2	32.00	33.00
180 litre bin (each)	H5040 9451	2	40.00	41.00
240 litre Garden Waste bin (each)	H5048 9451	2	40.00	41.00
360 litre bin (each)	H5040 9451	2	68.00	70.00
660 litre bin (each)	H5040 9451	2	415.00	425.00
1100 litre bin (each)	H5040 9451	2	480.00	490.00
D. RECYCLING BOX SALES				
	H5046 9451	2	6.75	7.00

FEES AND CHARGES 2017-18

<u>ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION</u>	INCOME CODE	VAT CODE	2016/2017 £	PROPOSED NEW CHARGES 1.4.2017 £
PEST CONTROL SERVICE				
Rodent control – domestic: Rats	H1340 9492	2	Free	Free
Mice (discretionary price for those in receipt of Housing Benefit and Council Tax Benefit)	H1340 9492	2	39.00	40.00
Mice (full price fee)	H1340 9492	2	62.00	65.00
Wasp nests – domestic	H1340 9492	2	65.00	70.00
Additional charge for second nest or infestation	H1340 9492	2	30.00	35.00
DOG WARDEN SERVICE				
Dogs : Reclaimed by owner within 3 days, not tagged by DBC	H1320 9493	8	106.00	110.00
Charge for additional days	H1320 9493	8	15.00 per day	20.00 per day
Reclaimed by owner within 3 days, tagging carried out by DBC, or where prior notification received that dog has been lost.	H1320 9493	8	95.00	100.00
Charge for additional days	H1320 9493	8	15.00	20.00
Reclaimed by owner, within 3 days, already tagged	H1320 9493	8	55.00	60.00
Charge for additional days	H1320 9493	8	15.00	20.00
Micro-chipping of dog	H1320 9493	8	29.00	30.00
CLEAN NEIGHBOURHOODS AND ENVIRONMENT ACT 2005 FIXED PENALTY NOTICES :				
Notification of key holder in notification area: Discounted payment (within 10 days)	H1380 9951	8	50.00	50.00
Full payment			80.00	80.00
Noise from premises (domestic): Discounted payment (within 10 days)	H1380 9951	8	75.00	75.00
Full payment			110.00	110.00
Noise from premises (other): Discounted payment (within 10 days)	H1380 9951	8	N/A	N/A
Full payment			500.00	500.00

FEES AND CHARGES 2017-18

<u>ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION (continued)</u>	INCOME CODE	VAT CODE	2016/2017 £	PROPOSED NEW CHARGES 1.4.2017 £
Registration: -	H1390 9451	8		
Ear piercers (one practitioner)			135.00	135.00
each additional practitioner			25.00	25.00
Electrolysis & Acupuncture (one practitioner)			165.00	165.00
each additional practitioner			40.00	40.00
Cosmetic body piercing, tattooing & semi-permanent skin colouring (one practitioner)			245.00	245.00
each additional practitioner			60.00	60.00
Unsaleable Food Certificates and Voluntary Surrender Certificates	H1390 9451	2	165.00 + VAT minimum charge for max of 2 hrs. Thereafter additional £65.00 per hour or part thereof	165.00 + VAT minimum charge for max of 2 hrs. Thereafter additional £65.00 per hour or part thereof
Export Certificates	H1390 9451	2	65 + VAT minimum for the first 2 hours and then an additional £30 per hour or part thereof	65 + VAT minimum for the first 2 hours and then an additional £30 per hour or part thereof
Level 2 Food Hygiene/Health & Safety Training	H1390 9444	4	65.00	65.00
Food Hygiene Rating Scheme Re-scoring inspection	H1270 9553	8	N/A	200.00
Food Hygiene Advice to Businesses (ACCESS)	H1270 9553	4	N/A	100 minimum for the first 2 hours and then an additional £50 per hour or part thereof
Primary Authority Advice	H1270 9553	4	N/A	70 per hour
Safer Food Better Business (SFBB) Caterers pack	H1270 9539	2	NA	10.00 plus p&p £2
Safer Food Better Business (SFBB) Retailers pack	H1270 9539	2	NA	9.00 plus p&p £2
Safer Food Better Business (SFBB) additional diary sheets	H1270 9539	2	NA	5.00 plus p&p £2

FEES AND CHARGES 2017-18

<u>ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION</u> (continued)	INCOME CODE	VAT CODE	2016/2017 £	PROPOSED NEW CHARGES 1.4.2017 £
Pet Animals Act 1951				
Initial Fee	H1380 9451	8	315.00 + recharge of veterinary fee where incurred	325.00 + recharge of veterinary fee where incurred
Renewal Fee	H1380 9451	8	180.00 + vets fees where incurred	185.00 + vets fees where incurred
Breeding of Dogs Act 1973				
Initial Fee	H1380 9451	8	285.00 + recharge of veterinary fee where incurred	295.00 + recharge of veterinary fee where incurred
Renewal Fee	H1380 9451	8	110.00 + veterinary fee where incurred	115.00 + veterinary fee where incurred
Animal Boarding Establishments Act 1963				
Initial Fee	H1380 9451	8	280.00 + recharge of veterinary fee where incurred	290.00 + recharge of veterinary fee where incurred
Renewal Fee	H1380 9451	8	120.00 + veterinary fee where incurred	125.00 + veterinary fee where incurred
Home Boarding				
Initial Fee	H1380 9451	8	110.00 + veterinary fee where incurred	115.00 + veterinary fee where incurred
Renewal Fee	H1380 9451	8	60.00 + veterinary fee where incurred	65.00 + veterinary fee where incurred
Performing Animals (Regulation) Act 1925 :				
Registration Fee	H1380 9451	8	130.00 + vets fees where incurred	135.00 + vets fees where incurred
Riding Establishment Acts 1964 and 1970 :				
Any number of horses	H1380 9451	8	325.00+ vets fees where incurred	335.00+ vets fees where incurred
Dangerous Wild Animals Act				
Initial Fee	H1380 9451	2	445.00 + vets fees where incurred + VAT	455.00 + vets fees where incurred + VAT

FEES AND CHARGES 2017-18

<u>ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION</u> (continued)	INCOME CODE	VAT CODE	2016/2017 £	PROPOSED NEW CHARGES 1.4.2017 £
Renewal Fee	H1380 9451	2	280.00 + vets fees where incurred + VAT	290.00 + vets fees where incurred + VAT
Noise and Statutory Nuisance Act 1993 :				
Application for consent regarding operation of loudspeaker in street	H1380 9451	8	125.00	130.00
Environmental Protection Act 1990 :				
Audible Intruder Alarms	H1380 9495	2	Officer hourly rate (plus on-costs and VAT) from service of notice to completion of task + contractors fees	Officer hourly rate (plus on-costs and VAT) from service of notice to completion of task + contractors fees
Sunday Trading Act 1994 :				
Application for consent:- Loading Provisions	H1390 9451	8	270.00	270.00
Copy of Food Premises Register:				
(whole)	H1390 9451	2	165.00	165.00
(per page)	H1390 9451	2	11.00	15.00
Environmental Enquiry :				
	H1390 9491	2	For enquiries up to 2 hours: 100.00 plus VAT and standard photocopying charge	For enquiries up to 2 hours: 105.00 plus VAT and standard photocopying charge
			For enquiries 2 hours and above: Hourly rate of 65.00 plus VAT and standard photocopying charge	For enquiries 2 hours and above: Hourly rate of 70.00 plus VAT and standard photocopying charge

FEES AND CHARGES 2017-18

ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION (continued)

PRESCRIBED PROCESSES	H1380 9491	8	See table below:
<i>Application Fees *</i>			
Standard Process			Set by Government
Service Stations			Set by Government
Waste Oil Burners (WOB) (<0.4MW)			Set by Government
Mobile Screening & Crushing Plant			Set by Government
For 3 rd – 7 th Applications			Set by Government
For 8 th & Subsequent Applications			Set by Government
Annual Subsistence Fees *			
Standard Process			Set by Government
Standard Process paid quarterly			Set by Government
Service Station			Set by Government
WOB (<0.4MW)			Set by Government
Odourising Natural Gas			Set by Government
Mobile Screening & Crushing Plant			Set by Government
For 3 rd – 7 th Authorisations			Set by Government
For 8 th & subsequent Authorisations			Set by Government
Substantial Changes under Sections 10 & 11 *			
Standard Process			Set by Government
Service Station			Set by Government
WOB (<0.4MW)			Set by Government
To implement an upgrading plan			Set by Government
* Statutory Fees set by DEFRA			
Health Act 2006 :			
Smoking in a smokefree place			Set by Government
Failing to display required 'No Smoking' signs			Set by Government
Failing to prevent smoking in a smokefree place			Set by Government

FEES AND CHARGES 2017-18

HOUSING SERVICES

	INCOME CODE	VAT CODE	2016/2017 £	PROPOSED NEW CHARGES 1.4.2017 £
LICENSING OF HOUSES IN MULTIPLE OCCUPATION :				
Standard fee	B7070 9496	8	801.00 per house	805.00 per house
Fee for accredited HMOs (up to a maximum of 30)	B7070 9496	8	751.00 per house	755.00 per house
Re-licensing fee	B7070 9496	8	619.00 per house	620.00 per house
Re-licensing fee for accredited HMOs	B7070 9496	8	569.00 per house	570.00 per house

HOUSING ACT 2004 :

Enforcement Notice fee Recharge of inspection and enforcement costs in cases of non-compliance	B7070 9523	2	£339 per notice plus VAT	£340 per notice plus VAT
Housing fitness: Entry clearance (Immigration) inspections	B7070 9545	8	125.00	125.00

MOBILE HOMES ACT 2013:

Caravan Site Licence Application Fee
Annual Caravan site licence fee
Site Rules Fee

Costs of New Licence

	B7070 9451	8		
0 to 5 Pitches			0	0
6 to 25 Pitches			473.00	475.00
26 to 99 Pitches			606.00	610.00
100 to 199 Pitches			786.00	790.00
200+ Pitches			968.00	970.00

FEES AND CHARGES 2017-18

<u>HOUSING SERVICES (continued)</u>	INCOME CODE	VAT CODE	2016/2017 £	PROPOSED NEW CHARGES 1.4.2017 £
MOBILE HOMES ACT 2013: (continued)	B7070 9451	8		
Annual Fees				
0 to 5 Pitches			0	0
6 to 25 Pitches			174.00	175.00
26 to 99 Pitches			307.00	310.00
100 to 199 Pitches			487.00	490.00
200+ Pitches			669.00	670.00
Amendment / Transfer (No Visit) 6 pitches and above	B7070 9451	8	152.00	155.00
Amendments / Transfer (With Visit) 6 pitches and above	B7070 9451	8	242.00	245.00
Cost of Deposit of Site Rules 6 pitches and above			52.00	55.00
Enforcement				
Service of Compliance Notice	B7070 9451	2	339.00	340.00

FEES AND CHARGES 2017-18

LAND CHARGES STATEMENT OF ESTIMATES 2017/18

Charges for property searches are based on a cost recovery model and takes account of the total estimated spend on the service.

The estimated number of requests for searches is as follows:

<u>Search Type</u>	<u>Estimated Requests</u>
LLC1 Manual Search	250
LLC1 Electronic Search	800
Manual CON29 Search	200
Electronic CON29 Search	1400

LAND CHARGES

	INCOME CODE	VAT CODE	2016/2017 £	PROPOSED NEW CHARGES 1.4.2017 £
Postal Searches (Official Search)				
Postal LLC1	A4152 9451	8	50.00	Removed
Postal Residential Con29R	A4152 9451	8	100.00	Removed
Postal Commercial Con29R	A4152 9451	8	130.00	Removed
Electronic (Official Search)				
Electronic LLC1	A4152 9451	8	30.00	40.00
Electronic Residential Con29R	A4152 9451	2	60.00	100.00
Electronic Commercial Con29R	A4152 9451	2	80.00	130.00
Additional Items (Official Search)				
Additional Questions	A4152 9451	2	10.00	15.00
Optional Enquiries (Con29O)	A4152 9451	2	10.00	15.00
Extra Land Parcel	A4152 9451	2	10.00	15.00
Expedited Search	A4152 9451	8	25.00	Removed
Additional Items (Personal Search)				
Individual Con29R Refined Data Search	A4152 9451	2	6.50	6.50
Electronic Compiled Register Only Search	A4152 9451	8	5.00	5.00
Street Naming and Numbering –				
Naming a new Street	A4155 9451	8	NA	250.00
Addressing New Properties				
1 to 5 Plots	A4155 9451	8	NA	50.00
6 to 25 Plots	A4155 9451	8	NA	40.00
26 to 75 Plots	A4155 9451	8	NA	35.00
76 Plus Plots	A4155 9451	8	NA	30.00
Adding an Alias to a property	A4155 9451	8	NA	10.00
Copies of Plot List	A4155 9451	8	10.00	10.00
Re-numbering of properties after the initial statutory naming and numbering. (per property)	A4155 9451	8	25.00	50.00
Renaming of an Existing Road	A4155 9451	8	1000.00	1000.00

FEES AND CHARGES 2017-18

<u>LEGAL SERVICES</u> (exclusive of VAT)	INCOME CODE	VAT CODE	2016/2017 £	PROPOSED NEW CHARGES 1.4.2017 £
Town and Country Planning Act 1990 Section 106 Agreements	A4051 9431	8	£1500.00 standard charge or £300.00 per hour for more complex agreements	£1530.00 standard charge or £306.00 per hour for more complex agreements
Unilateral Undertakings	A4051 9431	8	£1000.00 standard charge	£500.00 (for review consisting of no or minor amendments) £1020.00 (for review consisting of major amendments) standard charge
Licence to Assign or Sublet	A4051 9432	2	270.00 standard charge*	280.00 standard charge*
Sale of freehold – Downs Estate	A4051 9433	8	360.00	368.00
Sale of small parcels of Council owned land	A4051 9433	2	365 **	372.50*
Lease extension - residential flat	A4051 9945	8	402.00 standard charge*	410.00 standard charge*
Licence for Alterations to Leased Premises	A4051 9941	8	190.00 standard charge*	195.00 standard charge*
Access Licence	A4051 9434	4	152.00	155.00
Deed of Grant of Easement	A4051 9436	4	360.00 standard charge*	368.00 standard charge*
Redemption Charge	A4051 9437	4	95.00	97.00
Questionnaire Fee	A4051 9811	2	113.00	115.50
Registration of Notice of Assignment	A4051 9813	2	44.00	45.00
Deed of Release of Covenants	A4051 9814	2	335.00 standard charge*	342.00 standard charge*
Administration Fee-Contract Deposits	A4051 9816	8	75.00 minimum (or 10% of bond)	77.00 minimum (or 10% of bond)
Administration Fee – Staircasing Payment (ie. Partial Redemption) under the Council's Legal Charge for Discounted Sale Units ***	A4051 9941	2	53.00	75.00

FEES AND CHARGES 2017-18

<u>LEGAL SERVICES</u> (exclusive of VAT) continued	INCOME CODE	VAT CODE	2016/2017 £	PROPOSED NEW CHARGES 1.4.2017 £
Administration Fee – Full Redemption (not on sale) under the Council’s Legal Charge for Discounted Sale Units ***	A4051 9941	2	53.00	150.00
Administration Fee – Approval of Prospective Purchaser’s Mortgage Offer for Discounted Sale Units	A4051 9941	2	105.00	110.00
Registration of Notices (Commercial)	A4051 9812	2	83.00	85.00

* Subject to enhancement for more complicated and detailed issues.

** 50% uplift for complicated transactions

*** For properties sold before November 2016. Those properties sold after that date are managed by Street UK Homes Limited.

FEES AND CHARGES 2017-18

<u>LICENSING</u>	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
GAMBLING ACT 2005				
Premises Licence Fee			£	£
New Small Casino –	H0105 9496	8		
New Application			6,180.00	6,300.00
Annual Fee			3,680.00	3,800.00
Application to vary			2,660.00	2,700.00
Application to transfer			1,390.00	1,420.00
Application for reinstatement			1,300.00	1,420.00
Application for Provisional Statement			6,180.00	6,300.00
Licence Application (provisional Statement holders)			2,310.00	2,360.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
New Large Casino –	H0105 9496	8		
New Application			7,725.00	7,880.00
Annual Fee			7,430.00	7,880.00
Application to vary			3,510.00	3,580.00
Application to transfer			1,660.00	1,690.00
Application for reinstatement			1,600.00	1,690.00
Application for Provisional Statement			7,725.00	7,880.00
Licence Application (provisional Statement holders)			3,810.00	3,890.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
Regional Casino –	H0105 9496	8		
New Application			11,590.00	11,820.00
Annual Fee			11,590.00	11,820.00
Application to vary			5,740.00	5,850.00
Application to transfer			4,175.00	4,260.00
Application for reinstatement			4,175.00	4,260.00
Application for Provisional Statement			11,590.00	11,820.00
Licence Application (provisional Statement holders)			5,950.00	6,070.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
Bingo Club –	H0105 9496	8		
Transitional Fast-track Application			N/A	N/A
Transitional Non Fast-track Application			N/A	N/A
New Application			2,225.00	2,270.00
Annual Fee			690.00	700.00
Application to vary			1,350.00	1,380.00
Application to transfer			845.00	860.00
Application for reinstatement			845.00	860.00
Application for Provisional Statement			2,225.00	2,270.00
Licence Application (provisional Statement holders)			915.00	930.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00

FEES AND CHARGES 2017-18

<u>LICENSING</u>	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
GAMBLING ACT 2005				
Premises Licence Fee continued			£	£
Betting Premises (excluding Tracks) –	H0105 9496	8		
Transitional Fast-track Application			N/A	N/A
Transitional Non Fast-track Application			N/A	N/A
New Application			2,225.00	2,270.00
Annual Fee			440.00	450.00
Application to vary			1,160.00	1,180.00
Application to transfer			845.00	860.00
Application for reinstatement			845.00	860.00
Application for Provisional Statement			2,225.00	2,270.00
Licence Application (Provisional Statement holders)			915.00	930.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
Tracks –	H0105 9496	8		
Transitional Fast-track Application			N/A	N/A
Transitional Non Fast-track Application			N/A	N/A
New Application			1,160.00	1,180.00
Annual Fee			690.00	700.00
Application to vary			990.00	1010.00
Application to transfer			730.00	745.00
Application for reinstatement			730.00	745.00
Application for Provisional Statement			1,740.00	1,775.00
Licence Application (Provisional Statement holders)			730.00	745.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
Family Entertainment Centres –	H0105 9496	8		
Transitional Fast-track Application			N/A	N/A
Transitional Non Fast-track Application			N/A	N/A
New Application			1,545.00	1,575.00
Annual Fee			575.00	585.00
Application to vary			770.00	785.00
Application to transfer			730.00	745.00
Application for reinstatement			730.00	745.00
Application for Provisional Statement			1,545.00	1,575.00
Licence Application (Provisional Statement holders)			730.00	745.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00

FEES AND CHARGES 2017-18

<u>LICENSING</u>	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
GAMBLING ACT 2005			£	£
Permit Fees & Registrations (prescribed by Government)				
Adult Gaming Centre –	H0105 9496	8		
Transitional Fast-track Application			N/A	N/A
Transitional Non Fast-track Application			N/A	N/A
New Application			1,545.00	1,575.00
Annual Fee			690.00	700.00
Application to vary			770.00	785.00
Application to transfer			845.00	860.00
Application for reinstatement			845.00	860.00
Application for Provisional Statement			1,545.00	1,575.00
Licence Application (provisional Statement holders)			975.00	995.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
FEC Gaming Machine –	H0105 9496	8		
Application fee			300.00	300.00
Renewal fee			300.00	300.00
Transitional Application Fee			100.00	100.00
Prize Gaming –	H0105 9496	8		
Application fee			300.00	300.00
Renewal fee			300.00	300.00
Transitional Application Fee			100.00	100.00
Miscellaneous Fees				
FEC Permits –	H0105 9496	8		
Change of Name			25.00	25.00
Copy of Permit			15.00	15.00
Variation			N/A	N/A
Transfer			N/A	N/A
Prize Gaming permits –	H0105 9496	8		
Change of Name			25.00	25.00
Copy of Permit			15.00	15.00
Variation			N/A	N/A
Transfer			N/A	N/A
Small Society Lotteries –	H0105 9496	8		
Application/Registration			40.00	40.00
Annual Fee			20.00	20.00
Club Gaming/Gaming Machine Permit –	H0105 9496	8		
Application fee			200.00	200.00
Application fee – with Club Premises Cert.			100.00	100.00
Annual fee			50.00	50.00
Variation			100.00	100.00
Copy of Permit			15.00	15.00
Alcohol Licensed Premises Gaming Machine Permit –	H0105 9496	8		
Notification of up to 2 machines			50.00	50.00
Application for Permit			150.00	150.00
Application Existing Operator			100.00	100.00
Variation			100.00	100.00
Annual fee			50.00	50.00
Transfer			25.00	25.00
Change of Name			25.00	25.00
Copy of Permit			15.00	15.00

FEES AND CHARGES 2017-18

<u>LICENSING</u>	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
LICENSING ACT 2003 CHARGES (premises/club premises/personal licenses)			£	£

Applications for :

**Premises Licences,
Club Premises Certificates,
Variations** (not changes of name/
address /designated
premises supervisor):

Non-Domestic Rateable band : A	H0105 9496	8	100.00	100.00
(see table below for bands)	B	H0105 9496	8	190.00
	C	H0105 9496	8	315.00
	D	H0105 9496	8	450.00
	E	H0105 9496	8	635.00

Note : For Band D and E see fee note below

Annual Fee (for those holding premises licences and club premises certificates):

Non-Domestic Rateable band : A	H0105 9496	8	70.00	70.00
	B	H0105 9496	8	180.00
	C	H0105 9496	8	295.00
	D	H0105 9496	8	320.00
	E	H0105 9496	8	350.00

Premises in band D and E exclusively or primarily in the business of selling alcohol (mainly large town and city centre pubs)

Application fee : D	H0105 9496	8	900.00	900.00
	E	H0105 9496	8	1905.00
Annual Charge : D	H0105 9496	8	640.00	640.00
	E	H0105 9496	8	1050.00

2017/18 Non-Domestic Rateable Value of Premises (for Licensing Act 2003 applications and annual fees):

Band	A	B	C	D	E
Non-Domestic Rateable Value	£0 - £4,300	£4,301 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 and over

To find out how much your non-domestic rateable value of your premises is please enter your postcode into the Valuation Office's website, www.voa.gov.uk.

For premises under construction, that have not been allocated a non-domestic rateable value but will be given such a value as soon as a completion certificate is given, it is proposed to allocate such premises to band C. Subsequent annual fees will relate to the non-domestic rateable value given to the property.

FEES AND CHARGES 2017-18

LICENSING

LICENSING ACT 2003 CHARGES (continued)	INCOME CODE	VAT CODE	2016/2017 £	PROPOSED NEW CHARGES 1.4.2017 £
Personal Licence Application	H0105 9496	8	37.00	37.00
Minor Variation to Premises Licence	H0105 9496	8	89.00	89.00
Supply of copies of information contained in register	H0105 9496	8	Variable dependent on request	Variable dependent on request
Application for copy of licence or summary on theft, loss etc of premises licence or summary	H0105 9496	8	10.50	10.50
Application for copy of certificate or summary on theft, loss etc of certificate or summary	H0105 9496	8	10.50	10.50
Notification of change of name or address (holder of premises licence)	H0105 9496	8	10.50	10.50
Application to vary to specify individual as premises supervisor	H0105 9496	8	23.00	23.00
Disapply the mandatory alcohol condition in a community premises	H0105 9496	8	23.00	23.00
Interim Authority Notice	H0105 9496	8	23.00	23.00
Application to transfer premises licence	H0105 9496	8	23.00	23.00
Application for making a provisional statement	H0105 9496	8	315.00	315.00
Notification of change of name or alteration of club rules	H0105 9496	8	10.50	10.50
Change of relevant registered address of club	H0105 9496	8	10.50	10.50
Temporary Event Notices	H0105 9496	8	21.00	21.00
Application for copy of notice on theft, loss etc of temporary event notice	H0105 9496	8	10.50	10.50
Application for copy of licence on theft, loss etc of personal licence	H0105 9496	8	10.50	10.50
Notification of change of name or address (personal licence)	H0105 9496	8	10.50	10.50
Notice of interest in any premises	H0105 9496	8	21.00	21.00

FEES AND CHARGES 2017-18

LICENSING

LICENSING ACT 2003 CHARGES (continued)	INCOME CODE	VAT CODE	2016/2017 £	PROPOSED NEW CHARGES 1.4.2017 £
Exceptionally large events of a temporary nature that require premises licences are to be charged as follows:	H0105 9496	8		
Number of people : 5,000 – 9,999			1,000.00	1,000.00
10,000 – 14,999			2,000.00	2,000.00
15,000 – 19,999			4,000.00	4,000.00
20,000 – 29,999			8,000.00	8,000.00
30,000 – 39,999			16,000.00	16,000.00
40,000 – 49,999			24,000.00	24,000.00
50,000 – 59,999			32,000.00	32,000.00
60,000 – 69,999			40,000.00	40,000.00
70,000 – 79,999			48,000.00	48,000.00
80,000 – 89,999			56,000.00	56,000.00
90,000 and over			64,000.00	64,000.00

Premises licences sought for community centres, village/parish halls and some schools/colleges that permit regulated entertainment but do not permit the supply of alcohol and/or the provision of late night refreshment may not incur a fee. For more information please go to www.dartford.gov.uk/licensing or contact the Licensing team.

FEES AND CHARGES 2017-18

<u>LICENSING</u>	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
VEHICLE LICENSING				
ALL VEHICLE LICENCE FEES INCLUDE A £52 ADMIN FEE AND A GRANT FEE			£	£
Hackney Carriages	H0105 9555	8		
<u>Hackney Carriage Vehicle Licence</u>				
<i>Initial Fee:</i> 1 year			257.00 + 20.00 plate deposit	262.00 + 20.00 plate deposit
<i>Renewal Fee:</i> 1 year			215.00	220.00
<u>Hackney Carriage Driver's Licence</u>				
<i>Initial Fee:</i> 3 year			140.00 + 10.00 badge deposit	143.00 + 10.00 badge deposit
Annual			92.00 + 10.00 badge deposit	94.00 + 10.00 badge deposit
<i>Renewal Fee:</i> 3 year			104.00	106.00
Annual			57.00	58.00
<u>Dual Hackney Carriage / Private Hire Driver's Licence</u>				
<i>Initial Fee:</i> 3 year			188.00 + 10.00 badge deposit	192.00 + 10.00 badge deposit
Annual			124.00 + 10.00 badge deposit	126.00 + 10.00 badge deposit
<i>Renewal Fee:</i> 3 year			143.00	146.00
Annual			83.00	85.00
Private Hire	H0105 9497	8		
<u>Private Hire Operator's Licence</u>				
Annual			218.00	222.00
5 years			780.00	795.00
<u>Private Hire Vehicle Licence</u>				
<i>Initial Fee</i>			213.00 + 20.00 plate deposit	217.00 + 20.00 plate deposit
<i>Renewal Fee</i>			192.00	196.00
<u>Private Hire Driver's Licence</u>				
<i>Initial Fee:</i> 3 year			136.00 + 10.00 badge deposit	139.00 + 10.00 badge deposit
Annual			88.00 + 10.00 badge deposit	90.00 + 10.00 badge deposit
<i>Renewal Fee:</i> 3 year			104.00	106.00
Annual			57.00	58.00

FEES AND CHARGES 2017-18

<u>LICENSING</u>	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
VEHICLE LICENSING (continued)			£	£
Miscellaneous Fees		8		
Transfer of Hackney Carriage / Private Hire Vehicle Licence	H0105 9497 / H0105 9555		N/A	N/A
Transfer of Hackney Carriage / Private Hire Vehicle ownership	H0105 9497 / H0105 9555		10.00	10.00
Temporary Transfer of Licence	H0105 9497 / H0105 9555		60.00	60.00
Replacement of Licence Plate (through loss, damage or cancellation of appointment)	H0105 9497 / H0105 9555		45.00	45.00
Replacement of Backing Plate only	H0105 9497 / H0105 9555		10.00	10.00
Replacement of Driver's I.D. Badge (including change of licence type)	H0105 9497 / H0105 9555		20.00	20.00
Knowledge Test – Hackney Carriage (two part test)	H0105 9555		94.00 (2 x 47.00)	96.00 (2 x 48.00)
Knowledge Test – Private Hire (one part test)	H0105 9497		47.00	48.00
Disclosure and Barring Service Check (fee set by third party agency and is subject to change)	H0105 9858		56.00	65.00
External Validation Check (fee set by the External Agency and is subject to change)	H0105 9858		10.00	10.00
English Proficiency Test	H0105 9497/ H0105 9555		40.00	40.00
Disability Awareness Course	H0105 9505		50.00	50.00
Copies of Paper Licence Per Licence type	H0105 9497 / H0105 9555		10.50	10.50
DVLA Check	H0105 9830		10.00	10.00

FEES AND CHARGES 2017-18

<u>LICENSING</u>	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
VEHICLE LICENSING (continued)				
			£	£
Re-Issue of Licence due to change in circumstance	H0105 9497 / H0105 9555	8	10.50	10.50
Missing Appointments	H0105 9497	8	5.00	5.00
Returned Cheque	H0105 9497	8	20.00	20.00
Alteration to Temporary Vehicle Terms	H0105 9497	8	10. 50	10.50
 SEX ESTABLISHMENT LICENCE				
Submission of application (non-refundable)	H0107 9451	8	4,325.00	4,410.00
 SEXUAL ENTERTAINMENT VENUE LICENCE				
New licence	H0107 9451	8	3,190.00	3,255.00
Renewal of Licence	H0107 9451	8	2,370.00	2,420.00
 SCRAP METAL DEALERS ACT 2013				
Site Licence:				
Grant application			305.00	310.00
Renewal			275.00	280.00
Collector's Licence				
Grant application			203.00	215.00
Renewal			183.00	190.00
Miscellaneous Fees				
Variation (site to collector)			49.00	60.00
Variation (collector to site)			85.00	120.00
Change of name or address			10.50	10.50
Change of site			72.00	120.00
Change of Site Manager			36.00	36.00

FEES AND CHARGES 2017-18

<u>MARKETS</u>	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
			£	£
THURSDAY MARKET				
Permanent traders Mar – Dec	H0510 9661	4	20.00 per pitch	22.00 per pitch
Jan – Feb	H0510 9661	4	17.00 per pitch	19.00 per pitch
Casual traders Apr - March	H0510 9661	4	23.00 per pitch	23.00 per pitch
Payment Options for Permanent Traders:				
STANDING ORDER				
10 monthly payments (March–Dec) (inc. bookovers)	H0510 9661	4	104.00 per mnth	80.00 per mnth
2 monthly payments (Jan – Feb)(inc bookovers)	H0510 9661	4	78.00 per mnth	68.00 per mnth
NOTE: All new permanent traders must pay by standing order unless agreed otherwise by the relevant Director				
SATURDAY MARKET				
Permanent traders April – March	H0510 9662	4	30.00 per pitch	32.00 per pitch
Casual traders April – March	H0510 9662	4	36.00 per pitch	36.00 per pitch
Payment Options for Permanent Traders:				
STANDING ORDER				
12 monthly payments (inc bookovers)	H0510 9662	4	120.00 per month	120.00 per month
NOTE: All new permanent traders must pay by standing order unless agreed otherwise by the relevant Director				
Administration Charge	H0510 9208	2	35.00 + VAT	35.00 + VAT
Permanent traders taking casual vacancies:				
- Thursday Market	H0510 9661	4	{ Permanent	{ Permanent
- Saturday Market	H0510 9662	4	{ trader rate	{ trader rate

FEES AND CHARGES 2017-18

<u>MARKETS</u> (continued)	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
			£	£

Use of the market electrical system in the High Street for external events and promotions (this fee may be waived for charities at the discretion of the Market Manager).	H0510 9662	4	£15 a day	£15 a day
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TRANSFER OF PITCHES:

Thursday & Saturday Markets :-

			Thurs	Sat	Thurs	Sat
1 Pitch	H0510 9208	2	£210	£345	£210	£345
2 Pitches	H0510 9208	2	£260	£460	£260	£460
3 Pitches	H0510 9208	2	£315	£570	£315	£570
4 Pitches	H0510 9208	2	£370	£680	£370	£680

NEW TRADER INCENTIVE

Up to 50% rent reduction for potential new permanent traders may apply for a maximum of 4 weeks as agreed by the relevant Director.

The relevant Director will also have discretion to agree concessions on for any “pop up” market stalls and promotions.

Note : All pitch rents include a charge for electricity where appropriate.

FEES AND CHARGES 2017-18

<u>PARKS</u>	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
			£	£
Central Park *				
Charity events				
Per event	C0501 9664	4	Free	Free
Deposit (refundable)	X2715 8515	8	200.00	200.00
Circuses (non-animal only)				
Per Operational day	C0501 9664	4	235.00 per day	240.00 per day
Per Non-operational day (setting up/dismantling)	C0501 9664	4	95.00 per day	97.00 per day
Deposit (refundable)	X2715 8515	8	500.00	500.00
Commercial users - including fairs				
Per Operational day	C0501 9664	4	535.00 per day	545.00 per day
Per Non-operational day (setting up/dismantling)	C0501 9664	4	95.00 per day	97.00 per day
Deposit (refundable)	X2715 8515	8	500.00	500.00
Electricity Supply				
Access to electricity cabinet (per booking)	C0501 9664	4	80.00	82.00
Electricity consumption	C0501 9664	2	Value of units consumed if over £5 per day	Value of units consumed if over £5 per day

Deductions will be made against deposits in respect of litter clearance, damage to premises and equipment, ground reinstatement and other damage not attended to by the hirer.

* Currently these charges relate to Central Park, however if similar events are requested for other parks, these charges will apply.

FEES AND CHARGES 2017-18

<u>PLANNING</u>	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
PLANNING POLICY (Please note postage charges will be updated as and when they change)			£	£
BOROUGH OF DARTFORD LOCAL PLAN (1995)				
Adopted Borough Local Plan with Proposal Maps (1995)	G1503 9341	8	£82.40 (4.57 p&p)	£84.00 (4.57 p&p)
Adopted Borough Local Plan	G1503 9341	8	£31.00 (+ 1.76 p&p)	£32.00 (+1.76 p&p)
Inquiry Inspector's Report	G1503 9341	8	£31.00 (+ 4.57 p&p)	£32.00 (+4.57 p&p)
Bean Triangle Inquiry Inspector's Report	G1503 9341	8	£5.15 (+ 0.44 p&p)	£5.50 (+0.44 p&p)
Photocopying of Development plans and related documents (A4)	G1503 9341	2	Free for first 6 copies black and white, 10p per A4 sheet there after. Colour copies-20p per A4 sheet, 40p per A3 sheet	Free for first 6 copies black and white, 10p per A4 sheet there after. Colour copies- 20p per A4 sheet, 40p per A3 sheet
Local Development Framework Documents				
Core Strategy - Preferred Policy Approaches – July 2006	G1503 9341	2	£10.30 (inc p&p)	£10.50 (inc p&p)
Core Strategy - Sustainability Appraisal Technical Report * - July 2006	G1503 9341	2	£41.20 (inc p&p)	£42.00 (inc p&p)

FEES AND CHARGES 2017-18

<u>PLANNING</u>	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
PLANNING POLICY (continued) (Please note postage charges will be updated as and when they change)			£	£
Core Strategy Preferred Options – January 2008	G1503 9341	2	£20.60 (inc p&p)	£21.00 (inc p&p)
Core Strategy Sustainability Report – January 2008	G1503 9341	2	£51.50 (inc p&p)	£52.50 (inc p&p)
Strategic Housing Land Availability Assessment (SHLAA) & Appendices – November 2009	G1503 9341	2	£20.60 (inc p&p)	£21.00 (inc p&p)
Strategic Housing Market Assessment (SHMA) document – September 2009	G1503 9341	2	£10.30 (inc p&p)	£10.50 (inc p&p)
Core Strategy Proposed Submission Document - September 2010	G1503 9341	2	£15.50 (inc p&p)	£16.00 (inc p&p)
Core Strategy Proposed Submission Sustainability Appraisal Technical Report & Appendices - Sept 2010	G1503 9341	2	£51.50 (inc p&p)	£52.50 (inc p&p)
Core Strategy Submission Document - February 2011	G1503 9341	2	£10.30 (inc p&p)	£10.50 (inc p&p)
Final Inspector's Report & Appendices - August 2011	G1503 9341	2	£10.30 (inc p&p)	£10.50 (inc p&p)
Adopted Core Strategy Document - September 2011	G1503 9341	2	£31.00 (inc p&p)	£32.00 (inc p&p)
Northern Gateway Supplementary Planning Document Consultation Draft Oct 2011	G1503 9341	2	£10.30 (inc p&p)	£10.50 (inc p&p)

FEES AND CHARGES 2017-18

<u>PLANNING</u>	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
PLANNING POLICY (continued) (Please note postage charges will be updated as and when they change)			£	£
Housing Windfall SPD Adopted October 2014	G1503 9341	2	£15.50 (inc p&p)	£16.00 (inc p&p)
Northern Gateway Supplementary Planning Document. Adopted April 2012	G1503 9341	2	£15.50 (inc p&p)	£16.00 (inc p&p)
Parking Standards Supplementary Planning Document. Adopted July 2012	G1503 9341	2	£15.50 (inc p&p)	£16.00 (inc p&p)
Dartford Community Infrastructure Levy: Charging Schedule April 2014	G1503 9341	2	10.30 (inc p&p)	£10.50 (inc p&p)

FEES AND CHARGES 2017-18

<u>SALE OF AGENDA</u>	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
			£	£
Per annum Agenda Council) including per annum Agenda)	A1017 9309	1	182.70	190.00
Development Control) postage	A1017 9309	1	285.60	300.00
Cost per Agenda	A1017 9309	1	36.20	40.00
Minutes	A1017 9309	1	22.00	25.00

FEES AND CHARGES 2017-18

<u>SPORTS</u>	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
			£	£
Football				
Dartford Heath per senior pitch with pavilion (charges with effect from start of 2017/18 season not 1/4/17)				
Seasonal use (alternate Saturdays)	C1009 9461	4	695.00	713.00
Seasonal use (alternate Sundays)	C1009 9461	4	850.00	872.00
Casual use per game in addition to contract by seasonal contract holders	C1009 9461	2	70.00	72.00
Casual use per game by non contract holders	C1009 9461	2	94.00	97.00
Deposit against damage and litter	X2705 8515	8	100.00	100.00
Central Park – no pavilion				
Only junior pitches per total site:				
Seasonal use Junior (every Saturday)	C0501 9451	4	528.00	541.00
Seasonal use Junior (every Sunday)	C0501 9451	4	659.00	675.00
Casual Junior use per occasion in addition to contract by seasonal contract holders	C0501 9451	2	59.00	61.00
Casual Junior use per occasion by non contract holders	C0501 9451	2	84.00	86.00
Princes Park Mini Pitches				
Hire of Pitches at peak times 17:00-22:00	C4040 9451	2	£32.00 per hour	£33.00 per hour
Hire of Pitches at off peak times 09:00-17:00	C4040 9451	2	£27.00 per hour	£28.00 per hour
Tennis (Hesketh Park)				
Pre-booking per court per hour			Free	Free

FEES AND CHARGES 2017-18

<u>TEMPLE HILL COMMUNITY CENTRE</u>	INCOME CODE	VAT CODE	2016/2017 £	PROPOSED NEW CHARGES 1.4.2017 £
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GROUP (A) HIRERS – SOCIAL USE

Types of use: Weddings, Dances, Dinners, Parties and Social use. Hourly charge includes the use of all facilities including the bar, all available equipment and crockery, cutlery and glasses

Temple Hill Hire Charges

Monday-Thursday, Per Hour:	K1701 9402	4	32.00	33.00
Friday-Saturday, Per Hour:			38.00	39.00
Sundays, Bank Holidays, Christmas and New Years Eve, Per Hour:			46.50	47.50

GROUP (B) HIRERS – COMMUNITY USE

Types of use: Community users, such as playgroups, senior citizens groups, self help, meetings, whist drives and bingo, youth groups, religious groups, bazaars, etc. Hourly charge includes the use of crockery, cutlery and glasses

Temple Hill Hire Charges

Monday-Thursday, Per Hour:				
Hall	K1701 9402	4	13.00	13.50
Lounge			9.50	10.00
Kitchen			9.50	10.00
Friday-Saturday, Per Hour:				
Hall			38.00	39.00
Lounge			Use included in above rate	Use included in above rate
Kitchen			Use included in above rate	Use included in above rate
Sundays, Bank Holidays, Christmas and New Years Eve, Per Hour:				
Hall			46.50	47.50
Lounge			Use included in above rate	Use included in above rate
Kitchen			Use included in above rate	Use included in above rate

FEES AND CHARGES 2017-18

<u>TEMPLE HILL COMMUNITY CENTRE (continued)</u>	INCOME CODE	VAT CODE	2016/17 £	PROPOSED NEW CHARGES 1.4.2017 £
GROUP (C) HIRERS – COMMERCIAL USE				
Types of use: Sessions such as keep-fit, martial arts, dancing classes and all profit making organisations (proof of existing insurance policy is required at the time of booking)				
Temple Hill Hire Charges				
Monday-Thursday, Per Hour:	K1701 9402	4		
Hall			20.00	21.00
Lounge			13.00	13.50
Kitchen			13.00	13.50
Friday-Saturday, Per Hour:				
Hall			39.00	40.00
Lounge				
Kitchen				
Sundays, Bank Holidays, Christmas and New Years Eve, Per Hour:			Centre not available	Centre not available
Miscellaneous Hire Charges – Groups (A) & (C):				
Equipment Charges				
Piano	K1701 9403	4	20.50	21.50
Miscellaneous Hire Charges – Groups (B) & (C):				
Storage space – per cubic metre, per week	K1701 9402	4	4.00	4.50
INSURANCE – GROUP (A)				
(Social & casual hirers, regular community hirers)				
Up to and including 4 hours hire	K1701 9943	4	15.00	15.00
Over 4 hours hire			20% of the hire charge, plus 6% Insurance Premium Tax	20% of the hire charge, plus 6% Insurance Premium Tax

FEES AND CHARGES 2017-18

<u>TEMPLE HILL COMMUNITY CENTRE</u> <u>(continued)</u>	INCOME CODE	VAT CODE	2016/17 £	PROPOSED NEW CHARGES 1.4.2017 £
INSURANCE – GROUP (B) (Existing regular community hirers)				
	K1701 9943			
Up to and including 4 hours hire		4	3.00	3.00
Over 4 hours hire			15% of the hire charge, plus 6% Insurance Premium Tax	15% of the hire charge, plus 6% Insurance Premium Tax
DEPOSIT AGAINST DAMAGE OR BREAKAGES				
Hirers using Council Insurance	X2706 8515	8	250.00	250.00
Hirers with their own insurance			Deposit paid on the excess of the Policy	Deposit paid on the excess of the Policy

FEES AND CHARGES 2017-18

<u>TREE ESTATE COMMUNITY CENTRE</u>	INCOME CODE	VAT CODE	2016/2017 £	PROPOSED NEW CHARGES 1.4.2017 £
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GROUP (A) HIRERS – SOCIAL USE

Types of use: Weddings, Dances, Dinners, Parties and Social use. Hourly charge includes the use of all facilities including the bar, all available equipment and crockery, cutlery and glasses

Tree Estate Hire Charges

Monday-Thursday & Friday (before 5pm), per hour	K1702 9402	4	29.00	30.00
Friday (after 5pm) & Saturday, per hour			34.00	35.00
Sundays, Bank Holidays, Christmas and New Years Eve, per hour			44.50	45.50

GROUP (B) HIRERS – COMMUNITY USE

Types of use: Community users, such as playgroups, senior citizens groups, self help, meetings, whist drives and bingo, youth groups, religious groups, bazaars, etc. Hourly charge includes the use of crockery, cutlery and glasses

Tree Estate Hire Charges

Monday-Thursday & Friday (before 5pm), per hour	K1702 9402	4		
Hall			12.00	12.50
Kitchen			7.00	7.50
 Friday (after 5pm) & Saturday per hour			 34.00	 35.00
Hall			Use included	Use included in
Kitchen			in above rate	above rate
 Sundays, Bank Holidays, Christmas and New Years Eve, per hour			 44.50	 45.50
Hall			Use included	Use included in
Kitchen			in above rate	above rate

FEES AND CHARGES 2017-18

<u>TREE ESTATE COMMUNITY CENTRE</u> <u>(continued)</u>	INCOME CODE	VAT CODE	2016/2017 £	PROPOSED NEW CHARGES 1.4.2017 £
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GROUP (C) HIRERS – COMMERCIAL USE

Types of use: Sessions such as keep-fit, martial arts, dancing classes and all profit making organisations (proof of existing insurance policy is required at the time of booking)

Tree Estate Hire Charges

Monday-Thursday & Friday (before 5pm) per hour	K1702 9402	4	17.50	18.00
Hall			12.00	12.50
Kitchen				
Friday (after 5pm) & Saturday per hour		4	34.00	35.00
Hall			Use included in above rate	Use included in above rate
Kitchen				
Sundays, Bank Holidays, Christmas and New Years Eve, per hour		4	44.50	45.50
Hall			Use included in above rate	Use included in above rate
Kitchen				

Miscellaneous Hire Charges – Groups (B) & (C):

Storage space – per cubic metre, per week	K1702 9402	4	4.00	4.50
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INSURANCE – GROUP (A)

(Social & casual hirers, regular community hirers)

Up to and including 4 hours hire	K1702 9943	4	15.00	15.00
Over 4 hours hire			20% of the hire charge, plus 6% Insurance Premium Tax	20% of the hire charge, plus 6% Insurance Premium Tax

INSURANCE – GROUP (B)

(Existing regular community hirers)

Up to and including 4 hours hire	K1702 9943	4	3.00	3.00
Over 4 hours hire			15% of the hire charge, plus 6% Insurance Premium Tax	15% of the hire charge, plus 6% Insurance Premium Tax

FEES AND CHARGES 2017-18

<u>TREE ESTATE COMMUNITY CENTRE</u> <u>(continued)</u>	INCOME CODE	VAT CODE	2016/2017 £	PROPOSED NEW CHARGES 1.4.2017 £
DEPOSIT AGAINST DAMAGE OR BREAKAGES				
Hirers using Council Insurance	X2706 8515	8	250.00	250.00
Hirers with their own insurance			Deposit paid on the excess of their Policy	Deposit paid on the excess of their Policy

FEES AND CHARGES 2017-18

<u>VALUER'S FEES</u> (exclusive of VAT)	INCOME CODE	VAT CODE	2016/2017	PROPOSED NEW CHARGES 1.4.2017
			£	£
Landlord's Consent – Minimum Fee	A6030 9941	2	285.00	295.00
Requests for small land purchases	A6030 9941	2	310.00	316.50
Wayleaves/easements – Minimum Fee	A6030 9657	2	285.00	295.00