



Scale of Charges 2015/2016

Introduction

This document sets out Sedgemoor District Council's Scale of Charges for 2015/2016. The layout incorporates the net amount, the VAT amount, the total charge and the VAT liability for each receipt. Also included, in the appendices, is further information on the VAT exemptions, which can apply to the letting of sports facilities. These charges are applicable from 1st April 2015.

Queries re omissions, errors or suggestions for improvement should be discussed with the compiler of this document, Sarah Haste on 01278 435452.

VAT queries should be directed to Alison Monteith on 01278 435769.

Scale of Charges 2015/16
Environmental: Beaches

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
Berrow Beach Parking Charges							
01-Apr-15	1691/7605	Cars	Standard	per vehicle	3.75	0.75	4.50
01-Apr-15	1691/7605	Cars after 2-30pm	Standard	per vehicle	2.92	0.58	3.50
01-Apr-15	1691/7605	Berrow Residents - Cars	Standard	per vehicle	2.08	0.42	2.50
01-Apr-15	1691/7605	Horse Box, Minibus & Caravanettes	Standard	per vehicle	5.83	1.17	7.00
01-Apr-15	1691/7605	Horse Transporter	Standard	per vehicle	11.67	2.33	14.00
01-Apr-15	1691/7605	Coach	Standard	per vehicle	11.67	2.33	14.00
01-Apr-15	1691/7605	Disabled Badge Holder	Standard	per vehicle	2.08	0.42	2.50
01-Apr-15	1691/7605	Berrow Residents - Disabled Badge Holders	Standard	per vehicle	1.25	0.25	1.50
01-Apr-15	1691/7605	Annual Parking Pass - Cars	Standard	per vehicle	33.33	6.67	40.00
01-Apr-15	1691/7605	Annual Parking Pass - Horsebox/Caravanette	Standard	per vehicle	41.67	8.33	50.00
01-Apr-15	1691/7605	Annual Parking Pass - Horse Transporter	Standard	per vehicle	62.50	12.50	75.00
01-Apr-15	1691/7815	Annual Jetty Permits - Boats general users	Standard	per permit	62.50	12.50	75.00
01-Apr-15	1691/7815	One Day Launch Charge BOS Jetty- Boats general users	Standard	per day	12.50	2.50	15.00
01-Apr-15	1691/7815	EA/Government-Commercial - Hovercraft	Standard	per launch	120.83	24.17	145.00
01-Apr-15	1691/7815	Recreational - Hovercraft	Standard	per launch	50.00	10.00	60.00
Beach Concessions							
01-Apr-15	1691/7800	Burnham/Brean Beach Concessions		per pitch	various		
01-Apr-15	1691/7801	Berrow Beach Concessions		per pitch	various		
01-Apr-15	1691/7680	Filming/photography charges		by negotiation according to facilities, staffing requirements & circumstances			

Scale of Charges 2015/2016
CDW : Car Parks and Departure Charges

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
01-Apr-15	0900/7601	Contractors vehicles Standard charge at all car parks per vehicle	Standard	per week	8.33	1.67	10.00
		Residents Parking Charges <i>For residents on application to the Council</i>					
01-Apr-15	0900/7601	Quarterly	Standard	per quarter	70.83	14.17	85.00
01-Apr-15	0900/7601	Annually	Standard	per annum	270.83	54.17	325.00
		Season Tickets					
01-Apr-15	0900/7601	Quarterly charge	Standard	per quarter	141.67	28.33	170.00
01-Apr-15	0900/7601	Annual charge* <i>(*5% discount given for purchase of 5-10 tickets 10% discount given for purchase of more than 10 tickets)</i>	Standard	per annum	541.67	108.33	650.00
01-Apr-15		Bridgwater House, Bridgwater All day permit, cars per day	Standard	per charge	4.17	0.83	5.00
01-Apr-15	0900/7040	Duplicate Season Tickets - administration charge	Standard	per charge	4.17	0.83	5.00
		Coach station departure charges based on notional charge of:					
01-Apr-15	1188/7414	for coaches	Exempt	per coach	1.00	0.00	1.00
01-Apr-15	1188/7414	for service buses	Exempt	per bus	0.06	0.00	0.06

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CDW : Car Parks 1

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		<u>Pay and Display</u>					
		Moorland Street, Axbridge					
01-Apr-15	0902/7600	Cars up to 1/2 hour	Standard	per ticket	0.25	0.05	0.30
01-Apr-15	0902/7600	Cars up to 1 hour	Standard	per ticket	0.50	0.10	0.60
01-Apr-15	0902/7600	Cars up to 2 hours	Standard	per ticket	1.00	0.20	1.20
01-Apr-15	0902/7600	Cars up to 4 hours	Standard	per ticket	2.00	0.40	2.40
		Eastover Shoppers, Barclay Street, Bridgwater					
01-Apr-15	0906/7600	Cars up to 1/2 hour	Standard	per ticket	0.25	0.05	0.30
01-Apr-15	0906/7600	Cars up to 1 hour	Standard	per ticket	0.50	0.10	0.60
01-Apr-15	0906/7600	Cars up to 2 hours	Standard	per ticket	1.00	0.20	1.20
01-Apr-15	0906/7600	Cars up to 4 hours	Standard	per ticket	2.00	0.40	2.40
01-Apr-15	0906/7600	Cars per day to 18:00	Standard	per ticket	2.92	0.58	3.50
		Coach Station, Bridgwater					
01-Apr-15	0911/7600	Permit parking for coach passengers, cars per day to 18:00	Standard	per ticket	0.50	0.10	0.60
		Dampiet Street, Bridgwater					
01-Apr-15	0908/7600	Cars up to 1 hour	Standard	per ticket	0.58	0.12	0.70
01-Apr-15	0908/7600	Cars up to 2 hours	Standard	per ticket	1.17	0.23	1.40
		Eastover short stay, Bridgwater					
01-Apr-15	0916/7600	Cars up to 1/2 hour	Standard	per ticket	0.25	0.05	0.30
01-Apr-15	0916/7600	Cars up to 1 hour	Standard	per ticket	0.58	0.12	0.70
01-Apr-15	0916/7600	Cars up to 2 hours	Standard	per ticket	1.17	0.23	1.40

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CDW : Car Parks 2

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		Pay and Display					
		Mount Street West, Bridgwater					
01-Apr-15	0909/7600	Cars up to 4 hours	Standard	per ticket	2.17	0.43	2.60
01-Apr-15	0909/7600	Cars per day to 18:00	Standard	per ticket	3.75	0.75	4.50
		Mount Street East, Bridgwater					
01-Apr-15	0909/7600	Cars up to 1 hour	Standard	per ticket	0.58	0.12	0.70
01-Apr-15	0909/7600	Cars up to 2 hours	Standard	per ticket	1.17	0.23	1.40
01-Apr-15	0909/7600	Cars up to 4 hours	Standard	per ticket	2.17	0.43	2.60
01-Apr-15	0909/7600	Cars per day to 18:00	Standard	per ticket	3.75	0.75	4.50
		Northgate, Bridgwater					
01-Apr-15	0910/7600	Cars up to 1 hour	Standard	per ticket	0.58	0.12	0.70
01-Apr-15	0910/7600	Cars up to 2 hours	Standard	per ticket	1.17	0.23	1.40
01-Apr-15	0910/7600	Cars up to 4 hours	Standard	per ticket	2.17	0.43	2.60
01-Apr-15	0910/7600	Cars per day to 18:00	Standard	per ticket	3.75	0.75	4.50
		Market Street, Bridgwater					
01-Apr-15	0914/7600	Cars up to 1 hour	Standard	per ticket	0.58	0.12	0.70
01-Apr-15	0914/7600	Cars up to 2 hours	Standard	per ticket	1.17	0.23	1.40
01-Apr-15	0914/7600	Cars up to 4 hours	Standard	per ticket	2.17	0.43	2.60
01-Apr-15	0914/7600	Cars per day to 18:00	Standard	per ticket	3.75	0.75	4.50
		Discount Car park,Berrow Road, Burnham-on-Sea					
01-Apr-15	0921/7600	Cars up to 1 hour	Standard	per ticket	0.50	0.10	0.60
01-Apr-15	0921/7600	Cars up to 2 hours	Standard	per ticket	1.00	0.20	1.20
01-Apr-15	0921/7600	Cars up to 4 hours	Standard	per ticket	2.00	0.40	2.40
01-Apr-15	0921/7600	Cars per day to 18:00	Standard	per ticket	2.92	0.58	3.50

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CDW : Car Parks 3

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
Pay and Display							
High Street, Burnham-on-Sea (Lynton Road)							
01-Apr-15	0922/7600	Cars up to 1/2 hour	Standard	per ticket	0.25	0.05	0.30
01-Apr-15	0922/7600	Cars up to 1 hour	Standard	per ticket	0.58	0.12	0.70
01-Apr-15	0922/7600	Cars up to 2 hours	Standard	per ticket	1.17	0.23	1.40
01-Apr-15	0922/7600	Cars up to 4 hours	Standard	per ticket	2.67	0.53	3.20
01-Apr-15	0922/7600	Cars per day to 18:00	Standard	per ticket	4.17	0.83	5.00
Oxford Street, Burnham-on-Sea							
01-Apr-15	0923/7600	Cars up to 1/2 hour	Standard	per ticket	0.25	0.05	0.30
01-Apr-15	0923/7600	Cars up to 1 hour	Standard	per ticket	0.58	0.12	0.70
01-Apr-15	0923/7600	Cars up to 2 hours	Standard	per ticket	1.17	0.23	1.40
01-Apr-15	0923/7600	Cars up to 4 hours	Standard	per ticket	2.17	0.43	2.60
01-Apr-15	0923/7600	Cars per day to 18:00	Standard	per ticket	3.75	0.75	4.50
Pier Street (East), Burnham-on-Sea							
01-Apr-15	0924/7600	Cars up to 1 hour	Standard	per ticket	0.58	0.12	0.70
01-Apr-15	0924/7600	Cars up to 2 hours	Standard	per ticket	1.17	0.23	1.40
01-Apr-15	0924/7600	Cars up to 4 hours	Standard	per ticket	2.67	0.53	3.20
01-Apr-15	0924/7600	Cars per day to 18:00	Standard	per ticket	4.17	0.83	5.00
01-Apr-15	0924/7600	Boat trailers up to 3 hours	Standard	per ticket	3.75	0.75	4.50
01-Apr-15	0924/7600	Boat trailers all day	Standard	per ticket	5.42	1.08	6.50
Pier Street (South), Burnham-on-Sea							
01-Apr-15	0924/7600	Cars and motorhomes up to 1 hour	Standard	per ticket	0.58	0.12	0.70
01-Apr-15	0924/7600	Cars and motorhomes up to 2 hours	Standard	per ticket	1.17	0.23	1.40
01-Apr-15	0924/7600	Cars and motorhomes up to 4 hours	Standard	per ticket	2.67	0.53	3.20
01-Apr-15	0924/7600	Cars and motorhomes per day to 18:00	Standard	per ticket	4.17	0.83	5.00

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CDW: Car Parks 4

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		Pay and Display					
		Pier Street (West), Burnham-on-Sea					
01-Apr-15	0924/7600	Cars up to 1/2 hour	Standard	per ticket	0.25	0.05	0.30
01-Apr-15	0924/7600	Cars up to 1 hour	Standard	per ticket	0.58	0.12	0.70
01-Apr-15	0924/7600	Cars up to 2 hours	Standard	per ticket	1.17	0.23	1.40
		Yacht Club, Burnham-on-Sea					
01-Apr-15	0926/7600	Cars per day to 18.00 (April-September only)	Standard	per ticket	2.92	0.58	3.50
		Church Street, Cheddar					
01-Apr-15	0932/7600	Cars up to 1 hour	Standard	per ticket	0.50	0.10	0.60
01-Apr-15	0932/7600	Cars up to 2 hours	Standard	per ticket	1.00	0.20	1.20
01-Apr-15	0932/7600	Cars up to 4 hours	Standard	per ticket	2.00	0.40	2.40
01-Apr-15	0932/7600	Cars per day to 18:00	Standard	per ticket	2.92	0.58	3.50
		Cliff Street, Cheddar					
01-Apr-15	0931/7600	Cars up to 1 hour	Standard	per ticket	0.58	0.12	0.70
01-Apr-15	0931/7600	Cars per day to 18:00	Standard	per ticket	2.92	0.58	3.50
		Bank Street, Highbridge					
01-Apr-15	0936/7600	Cars up to 1/2 hour	Standard	per ticket	0.25	0.05	0.30
01-Apr-15	0936/7600	Cars up to 1 hour	Standard	per ticket	0.50	0.10	0.60
01-Apr-15	0936/7600	Cars up to 2 hours	Standard	per ticket	1.00	0.20	1.20
01-Apr-15	0936/7600	Cars up to 4 hours	Standard	per ticket	2.00	0.40	2.40
01-Apr-15	0936/7600	Cars per day to 18:00	Standard	per ticket	2.92	0.58	3.50

Scale of Charges 2015/16
Customer Services - CCTV

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		CCTV					
01-Apr-15	1172/7664	Charge for viewing videotape by a solicitor of an incident	Standard	per tape	133.33	26.67	160.00
01-Apr-15	1172/7664	Copy of the incident on tape	Standard	per tape	133.33	26.67	160.00
01-Apr-15	1172/7664	Supply of extra CCTV copies to the police	Standard	per print	26.67	5.33	32.00
01-Apr-15	1172/7664	Rent of CCTV equipment for Covert/Overt use to RSL's and HiS	Standard	per month	31.67	6.33	38.00
01-Apr-15	1172/7664	Installation of Covert/Overt CCTV for use by RSL's and HiS	Standard	per installation	80.00	16.00	96.00
01-Apr-15	1172/7664	Retrieval of evidence from loaned CCTV equipment	Standard	per hour	26.67	5.33	32.00

Scale of Charges 2015/16
Corporate Support - CRB and Data Protection

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		<u>DBS checks</u>					
01-Apr-15	2300/8134	Fee for DBS certificate of disclosure - Standard disclosure	Non-business	per check	26.00	0.00	26.00
01-Apr-15	2300/8134	Fee for DBS certificate of disclosure - Enhanced disclosure	Non-business	per check	44.00	0.00	44.00
01-Apr-15	2300/7040	Route 2 verification check	Standard	per check	5.00	1.00	6.00
01-Apr-15	2300/7040	Admin. Charge	Standard	per check	11.29	2.26	13.55
01-Apr-15	2910/8134	Admin. Charge - Taxi licenses	Non-business	per check	11.29	0.00	11.29
		<u>Data Protection</u>					
01-Apr-15	2319/7843	Subject access request	Non business	per request	10.00	0.00	10.00

Scale of Charges 2015/16
Development Control - Copies and Lists

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		<p>Development Control</p> <p>1. Information and documents from applications received or decided from 1st. December 2005, are available on the Council's Web site – www.sedgemoor.gov.uk/planning.</p> <p>2. Historical planning documentation including decision notices from 1974 to some of 1997, can now also be viewed online. (1997 onwards are gradually being added)</p> <p>3. Details for all planning applications including conditions and reasons for planning decisions, received from 1 Jan 2000 can be viewed online.</p> <p>4. If the web site does not fulfil your requirements please put requests including references and site location details in writing, by e-mail or fax, or in person at reception. This is to minimise change of mind by customers and to avoid errors and debate about details requested.</p> <p>5. The appropriate money if required must accompany orders for less than £50.</p> <p>6. If cheques are promised "up-front" and not received, customers will be invoiced at the minimum charge of £50.</p> <p>7. We will seek to have copies ready for collection or to send out within 5 working days of receipt of request (in line with the Council's Customer Charter).</p> <p>If the total copying charge is less than £2 no charge will be made.</p> <p>Copy of Planning certificates / Copies of other documentation*</p>					
01-Apr-15	2120/7620	A4 Black and white	Standard	per copy	0.08	0.02	0.10
		A4 Colour	Standard	per copy	0.25	0.05	0.30
		A3 Black and white	Standard	per copy	0.17	0.03	0.20
		A3 Colour	Standard	per copy	0.50	0.10	0.60
		*for example: general correspondence, copies of consultation replies, representations, Committee Report, listed building report, plans not with other documentation, Planning applications, Section 52 & 106 Agreements.					
01-Apr-15	2120/7620	Large Plans - A2	Standard	per plan	0.33	0.07	0.40
01-Apr-15	2120/7620	Large Plans - A1	Standard	per plan	0.42	0.08	0.50
01-Apr-15	2120/7620	Large Plans - A0	Standard	per plan	0.50	0.10	0.60
01-Apr-15	2120/7264	Research for supply of Planning information e.g. planning history	Standard	per hour or part	35.00	7.00	42.00
01-Apr-15	2120/7621	Minimum charge for invoicing	Standard	per invoice	41.67	8.33	50.00
		<p>Site Maps for Planning Applications</p> <p>Due to changes in the licensing arrangements with Ordnance Survey from Oct. 1st. 2007, we no longer provide copies of maps for Planning and Building Control applications. Planning applications can be submitted electronically via www.planningportal.gov.uk</p> <p>If paper maps are required these can be obtained from licensed local suppliers. Names of these can be obtained from the Ordnance Survey Web Site - www.ordnancesurvey.co.uk , or contacting Sedgemoor District Council.</p>					

Scale of Charges 2015/16
Development Control - Planning Applications - Consent to display advertisements

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	VAT Amount £	Total Charge £
		Category of development				
		1. Advertisements displayed on business premises, on the forecourt of business premises or on other land within the curtilage of the business premises, wholly with reference to all or any of the following matters:-				
01-Apr-15	2120/7847	a) The nature of the business or other activity carried on on the premises.	Non-business	per application	0.00	110.00
01-Apr-15		b) The goods sold or the services provided on the premises.	Non-business	per application	0.00	110.00
01-Apr-15		c) The name and qualifications of the person carrying on such business or activity or supplying such goods and services.	Non-business	per application	0.00	110.00
01-Apr-15		2. Advertisements for the purposes 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.	Non-business	per application	0.00	110.00
01-Apr-15		3. All other advertisements.	Non-business	per application	0.00	385.00
		Application for a new planning permission to replace an extant planning permission				
01-Apr-15		Householder	Non-business	per application	0.00	57.00
01-Apr-15		Major Development	Non-business	per application	0.00	575.00
01-Apr-15		Renewal of temporary permission	Non-business	per application	0.00	195.00
01-Apr-15		Variation of condition of planning permission	Non-business	per application	0.00	195.00
		2. Applications for Certificate of Lawful Development				
01-Apr-15		Existing use - NOT supported by an "established use" certificate	Non-business	per application		Fee as for an equivalent planning application
01-Apr-15		Existing use - supported by an "established use" certificate	Non-business	per application		Fee as for an equivalent planning application
01-Apr-15		Proposed use	Non-business	per application		Half of the fee as for an equivalent planning application
		3. Applications for certain developments which are permitted development under the General Development Order but which require notification to the local planning authority				
01-Apr-15		i) Agricultural Developments	Non-business	per application	0.00	80.00
01-Apr-15		ii) Demolition of Building	Non-business	per application	0.00	80.00
		iii) Telecommunications Developments				
01-Apr-15		a) Including telephone boxes	Non-business	per application	0.00	80.00
01-Apr-15		b) Including telecommunication masts	Non-business	per application	0.00	385.00

Scale of Charges 2015/16
Development Control, Planning Applications - Categories 1- 3

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Total Charge £	
Category of development - 1. Operations						
1. The erection of dwelling houses (other than within category 6 below)						
01-Apr-15	2120/7847	a) where the application is for outline planning permission and	Non-business	per 0.1 hectare	385.00	
01-Apr-15		i) the site area does not exceed 2.5 hectares	Non-business	starting at	9,527.00	
01-Apr-15		ii) the site area exceeds 2.5 hectares. Subject to a maximum in total of £125,000	Non-business	per additional 0.1 hectare	115.00	
b) In other cases						
01-Apr-15		i) where the no. of dwelling houses to be created by the development, is 50 or fewer	Non-business	per dwelling hse	385.00	
01-Apr-15		ii) where the no. of dwelling houses to be created by the development, exceeds 50	Non-business	starting at	19,049.00	
01-Apr-15		subject to a maximum in total of £250,000	Non-business	per additional dwelling hse	115.00	
2. The erection of buildings (other than those coming within categories 1,3,4,5 or 7)						
a) where the application is for outline planning permission and						
01-Apr-15		i) the site area does not exceed 2.5 hectares	Non-business	per 0.1 hectare	385.00	
01-Apr-15		ii) the site area exceeds 2.5 hectares. Subject to a maximum in total of £125,000	Non-business	starting at	9,527.00	
01-Apr-15			Non-business	per additional 0.1 hectare	115.00	
b) In other cases						
01-Apr-15	i) where no floor space is to be created by the development	Non-business	per application	195.00		
01-Apr-15	ii) Where the area of the gross floor space to be created by the development does not exceed 40m ²	Non-business	per application	195.00		
01-Apr-15	iii) Where the area of the gross floor space to be created by the development exceeds 40m ² but does not exceed 75m ²	Non-business	per application	385.00		
01-Apr-15	iv) Where the area of the gross floor space to be created by the development exceeds 75m ² , but does not exceed 3750m ²	Non-business	per 75m ²	385.00		
01-Apr-15	v) Where the area of the gross floor space to be created by the development exceeds 3750m ² , subject to a maximum in total of £250,000	Non-business	starting at	19,049.00		
			per additional 75m ²	115.00		
3. The erection on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings coming within category 4)						
a) where the application is for outline planning permission and						
01-Apr-15	i) the site area does not exceed 2.5 hectares	Non-business	per 0.1 hectare	385.00		
01-Apr-15	ii) the site area exceeds 2.5 hectares. Subject to a maximum in total of £125,000	Non-business	starting at	9,527.00		
01-Apr-15		Non-business	per additional 0.1 hectare	115.00		
b) In other cases						
01-Apr-15	i) Where the area of the gross floor space to be created by the development does not exceed 465 m ²	Non-business	per application	80.00		
01-Apr-15	ii) Where the area of the gross floor space to be created by the development exceeds 465m ² but does not exceed 540m ²	Non-business	per application	385.00		

Scale of Charges 2015/16
Development Control; Planning Applications - Categories 3- 8

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Total Charge £
		Category of development - 1. Operations cont.			
		3. The erection on land used for the purposes of agriculture, cont:-			
01-Apr-15	2120/7847	iii) Where the area of the gross floor space to be created by the development exceeds 540m ² , but does not exceed 4215m ² for first 540m ² and each 75m ² in excess of 540m ² .	Non-business	first 540m ²	385.00
				per additional 75m ²	385.00
01-Apr-15		iv) Where the area of the gross floor space to be created by the development exceeds 4215m ² , subject to a maximum in total of £250,000.	Non-business	first 4215m ²	19,049.00
				per additional 75m ²	115.00
		4. The erection of glasshouses on land used for the purposes of agriculture			
01-Apr-15		a) Where the area of the gross floor space to be created by the development does not exceed 465 m ²	Non-business	per application	80.00
01-Apr-15		b) Where the area of the gross floor space to be created by the development exceeds 465 m ²	Non-business	per application	2,150.00
		5. The erection, alteration or replacement of plant and machinery.			
01-Apr-15		a) Where the site area does not exceed 5 hectares	Non-business	per 0.1 hectare	385.00
01-Apr-15		b) Where the site area exceeds 5 hectares, subject to a maximum in total of £250,000.	Non-business	starting at	19,049.00
01-Apr-15			Non-business	per additional 0.1 hectare	115.00
		6. The enlargement, improvement or other alteration of existing dwelling houses			
01-Apr-15		a) Where the application relates to one dwelling house	Non-business	per application	172.00
01-Apr-15		b) Where the application relates to two or more dwelling houses	Non-business	per application	339.00
		7a) The carrying out of operations (including the erection of a building) within the curtilage of an existing dwelling house, for purposes ancillary to the enjoyment of the dwelling house as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwelling house; or	Non-business	per application	172.00
01-Apr-15		b) the construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.	Non-business	per application	195.00
		8. The carrying out of any operations connected with exploratory drilling for oil or natural gas.			
01-Apr-15		a) Where the site area does not exceed 7.5 hectares	Non-business	per 0.1 hectare	385.00
01-Apr-15		b) Where the site area exceeds 7.5 hectares, subject to a maximum in total of £250,000.	Non-business	starting at	28,750.00
				per additional 0.1 hectare	115.00

Scale of Charges 2015/2016
Development Control - Planning Applications - Categories 9 - 12

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Total Charge £
		Category of development - 1. Operations cont.			
		9. The carrying out of any operations not coming within any of the above categories.			
01-Apr-15	2120/7847	a) in the case of operations for the winning and working of minerals	Non-business	per 0.1 hectare	195.00
01-Apr-15		i) the site area does not exceed 15 hectares	Non-business	starting at	29,112.00
01-Apr-15		ii) the site area exceeds 15 hectares. Subject to a maximum in total of £65,000	Non-business	per additional 0.1 hectare	115.00
01-Apr-15		b) in other cases, subject to a maximum of £250,000.	Non-business	per 0.1 hectare	195.00
		Category of development - 2. Use of Land			
		10. The change of use of a building to use as one or more separate dwelling houses			
	2120/7847	a) Where the change is from a previous use as a single dwelling house to use as two or more single dwelling houses			
01-Apr-15		i) where the change of use is to use as 50 or fewer dwelling houses	Non-business	per dwelling house	385.00
01-Apr-15		ii) where the change of use is to use as more than 50 dwelling houses. Subject to a maximum in total of £250,000	Non-business	starting at	19,049.00
01-Apr-15			Non-business	per additional dwelling hse	115.00
01-Apr-15		b) In other cases:-			
01-Apr-15		i) where the change of use is to use as 50 or fewer dwelling houses	Non-business	per dwelling house	385.00
01-Apr-15		ii) where the change of use is to use as more than 50 dwelling houses. Subject to a maximum in total of £250,000	Non-business	starting at	19,049.00
01-Apr-15			Non-business	per additional dwelling hse	115.00
		11a) The use of land for the disposal of refuse or waste materials or the deposit of material remaining after minerals have been extracted from land; or b) the use of land for the storage of materials in the open.			
01-Apr-15		i) the site area does not exceed 15 hectares	Non-business	per 0.1 hectare	195.00
01-Apr-15		ii) the site area exceeds 15 hectares. Subject to a maximum in total of £65,000	Non-business	starting at	29,112.00
01-Apr-15			Non-business	per additional 0.1 hectare	115.00
01-Apr-15		12) The making of a material change in the use of a building or land (other than a material change of use coming within any of the above categories).	Non-business	per application	385.00

Scale of Charges 2015/16
Elections

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		<u>Elections</u>					
01-Apr-15	2920/7200	Confirmation of inclusion on Register of Electors	non -business	per transaction	10.00	0.00	10.00

Scale of Charges 2015/16
Environmental Services - Gambling Act 2005 page 1

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
Gambling Premises Licence - Bingo							
01-Apr-15	2910/7960	New	Non-business	per licence	2,975.00	0.00	2,975.00
01-Apr-15	2910/7960	Transfer	Non-business	per licence	1,020.00	0.00	1,020.00
01-Apr-15	2910/7960	Variation	Non-business	per licence	1,500.00	0.00	1,500.00
01-Apr-15	2910/7960	Reinstatement	Non-business	per licence	1,020.00	0.00	1,020.00
01-Apr-15	2910/7960	Annual Fee	Non-business	per licence	850.00	0.00	850.00
01-Apr-15	2910/7960	Admin. Fee for paying by instalments but this and full annual fee must be received before licence expiration	Non-business	per licence	25.00	0.00	25.00
01-Apr-15	2910/7960	Provisional Statement	Non-business	per licence	2,975.00	0.00	2,975.00
01-Apr-15	2910/7960	New, with Provisional Statement	Non-business	per licence	510.00	0.00	510.00
Gambling Premises Licence - Betting - not on Course							
01-Apr-15	2910/7960	New	Non-business	per licence	2,550.00	0.00	2,550.00
01-Apr-15	2910/7960	Transfer	Non-business	per licence	1,020.00	0.00	1,020.00
01-Apr-15	2910/7960	Variation	Non-business	per licence	1,275.00	0.00	1,275.00
01-Apr-15	2910/7960	Reinstatement	Non-business	per licence	1,020.00	0.00	1,020.00
01-Apr-15	2910/7960	Annual Fee	Non-business	per licence	510.00	0.00	510.00
01-Apr-15	2910/7960	Admin. Fee for paying by instalments but this and full annual fee must be received before licence expiration	Non-business	per licence	25.00	0.00	25.00
01-Apr-15	2910/7960	Provisional Statement	Non-business	per licence	2,550.00	0.00	2,550.00
01-Apr-15	2910/7960	New, with Provisional Statement	Non-business	per licence	510.00	0.00	510.00
Gambling Premises Licence - Track Betting							
01-Apr-15	2910/7960	New	Non-business	per licence	2,125.00	0.00	2,125.00
01-Apr-15	2910/7960	Transfer	Non-business	per licence	800.00	0.00	800.00
01-Apr-15	2910/7960	Variation	Non-business	per licence	1,100.00	0.00	1,100.00
01-Apr-15	2910/7960	Reinstatement	Non-business	per licence	800.00	0.00	800.00
01-Apr-15	2910/7960	Annual Fee	Non-business	per licence	850.00	0.00	850.00
01-Apr-15	2910/7960	Admin. Fee for paying by instalments but this and full annual fee must be received before licence expiration	Non-business	per licence	25.00	0.00	25.00
01-Apr-15	2910/7960	Provisional Statement	Non-business	per licence	2,125.00	0.00	2,125.00
01-Apr-15	2910/7960	New, with Provisional Statement	Non-business	per licence	400.00	0.00	400.00

Scale of Charges 2015/2016
Environmental Services Gambling Act 2005 page 2

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		Gambling Premises Licence - AGC					
01-Apr-15	2910/7960	New	Non-business	per licence	1,700.00	0.00	1,700.00
01-Apr-15	2910/7960	Transfer	Non-business	per licence	1,020.00	0.00	1,020.00
01-Apr-15	2910/7960	Variation	Non-business	per licence	850.00	0.00	850.00
01-Apr-15	2910/7960	Reinstatement	Non-business	per licence	1,020.00	0.00	1,020.00
01-Apr-15	2910/7960	Annual Fee	Non-business	per licence	850.00	0.00	850.00
01-Apr-15	2910/7960	Admin. Fee for paying by instalments but this and full annual fee must be received before licence expiration	Non-business	per licence	25.00	0.00	25.00
01-Apr-15	2910/7960	Provisional Statement	Non-business	per licence	1,700.00	0.00	1,700.00
01-Apr-15	2910/7960	New, with Provisional Statement	Non-business	per licence	510.00	0.00	510.00
		Gambling Premises Licence - FEC					
01-Apr-15	2910/7960	New	Non-business	per licence	1,700.00	0.00	1,700.00
01-Apr-15	2910/7960	Transfer	Non-business	per licence	800.00	0.00	800.00
01-Apr-15	2910/7960	Variation	Non-business	per licence	850.00	0.00	850.00
01-Apr-15	2910/7960	Reinstatement	Non-business	per licence	800.00	0.00	800.00
01-Apr-15	2910/7960	Annual Fee	Non-business	per licence	650.00	0.00	650.00
01-Apr-15	2910/7960	Admin. Fee for paying by instalments but this and full annual fee must be received before licence expiration	Non-business	per licence	25.00	0.00	25.00
01-Apr-15	2910/7960	Provisional Statement	Non-business	per licence	1,700.00	0.00	1,700.00
01-Apr-15	2910/7960	New, with Provisional Statement	Non-business	per licence	400.00	0.00	400.00
01-Apr-15	2910/7961	Gaming Machine Permits - uFEC - New	Non-business	per licence	300.00	0.00	300.00
		AWP on Licensed Premises					
01-Apr-15	2910/7961	New	Non-business	per licence	150.00	0.00	150.00
01-Apr-15	2910/7961	Transfer	Non-business	per licence	25.00	0.00	25.00
01-Apr-15	2910/7961	Variation	Non-business	per licence	100.00	0.00	100.00
01-Apr-15	2910/7961	Annual Fee	Non-business	per licence	50.00	0.00	50.00
01-Apr-15	2910/7961	Copy of permit	Non-business	per licence	15.00	0.00	15.00
01-Apr-15	2910/7961	Notification of up to 2 AWP's on Licensed Premises	Non-business	per licence	50.00	0.00	50.00

Scale of Charges 2015/2016
Environmental Services - Gambling Act 2005 page 3

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		Gaming Permit - Clubs					
01-Apr-15	2910/7961	New	Non-business	per licence	200.00	0.00	200.00
01-Apr-15	2910/7961	Renew	Non-business	per licence	200.00	0.00	200.00
01-Apr-15	2910/7961	Annual Fee	Non-business	per licence	50.00	0.00	50.00
01-Apr-15	2910/7961	Vary	Non-business	per licence	100.00	0.00	100.00
01-Apr-15	2910/7961	Copy of Permit	Non-business	per licence	15.00	0.00	15.00
		Gaming Machine - Clubs					
01-Apr-15	2910/7961	New	Non-business	per licence	200.00	0.00	200.00
01-Apr-15	2910/7961	Renew	Non-business	per licence	200.00	0.00	200.00
01-Apr-15	2910/7961	Annual Fee	Non-business	per licence	50.00	0.00	50.00
01-Apr-15	2910/7961	Vary	Non-business	per licence	100.00	0.00	100.00
01-Apr-15	2910/7961	Copy of Permit	Non-business	per licence	15.00	0.00	15.00
		Gaming Machine & Gaming Permit - Clubs					
01-Apr-15	2910/7961	New	Non-business	per licence	200.00	0.00	200.00
01-Apr-15	2910/7961	Transfer	Non-business	per licence	200.00	0.00	200.00
01-Apr-15	2910/7961	Variation	Non-business	per licence	50.00	0.00	50.00
01-Apr-15	2910/7961	Annual Fee	Non-business	per licence	100.00	0.00	100.00
01-Apr-15	2910/7961	Copy of permit	Non-business	per licence	15.00	0.00	15.00
		Registration of Societies for Lotteries					
01-Apr-15	2910/7851	First registration	Non-business	per licence	40.00	0.00	40.00
01-Apr-15	2910/7851	Registration thereafter	Non-business	per licence	20.00	0.00	20.00

Scale of Charges 2015/16
Environmental Services - Licensing Act 2003

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		Licence applications					
01-Apr-15	2910/8370	Premises Licences	Non-business	per licence	set by Government but linked to Non Domestic rateable value		
01-Apr-15	2910/8370	Club Registration Certificates	Non-business	per licence	set by Government but linked to Non Domestic rateable value		
01-Apr-15	2910/8371	Personal Licences	Non-business	per licence	37.00	0.00	37.00
01-Apr-15	2910/8369	Temporary Event Notices	Non-business	per licence	21.00	0.00	21.00
01-Apr-15	2910/8370	Application to conduct exhibition,demonstration or performance of hypnotism	Non-business	per licence	30.00	0.00	30.00

Scale of Charges 2015/16
Environmental Health - Public Protection

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		Food Premises Register					
01-Apr-15	0221/7856	Individual entry	Standard	per entry	27.25	5.45	32.70
01-Apr-15	0221/7856	Whole register	Standard	per register	759.92	151.98	911.90
		Food Inspection - Voluntary surrender of unfit food certificates					
01-Apr-15	0221/7656	Provision of certificate - minimum charge 1 hr officer time	Non-business		41.00	0.00	41.00
01-Apr-15	0221/7656	Extra time charged in 30 min blocks	Non-business		20.50	0.00	20.50
01-Apr-15	0221/7895	Disposal charges of condemned food	Non-business			Rechargeable	
		Export Certificates					
01-Apr-15	0221/7656	Authentication/Certification fee (if prepared/signed and stamped by SDC)					
01-Apr-15	0221/7656	Minimum Charge 1hr officer time	Non-business	per hour	41.00	0.00	41.00
01-Apr-15	0221/7656	Extra time charged in 30 min blocks	Non-business	per 1/2 hour	20.50	0.00	20.50
01-Apr-15	0221/7656	Additional lists - charged at time in 30 min block	Non-business	per 1/2 hour	20.50	0.00	20.50
01-Apr-15	0221/7656	Authentication/Certification fee (if work carried out by client)	Non-business	per annum	38.58	7.72	46.30
01-Apr-15	0221/7656	Letter of Origin - minimum charge 1hr officer time	Non-business	per hour	41.00	0.00	41.00
01-Apr-15	0221/7656	Extra time charged in 30 min blocks	Non-business	per 1/2 hour	20.50	0.00	20.50
		Health & Safety Course					
01-Apr-15	0231/7341	Basic Health & Safety course	Exempt	per person	62.50	0.00	62.50
01-Apr-15	0231/7341	Non-specific training course	Exempt	per person	28.40	0.00	28.40
		Health and Safety					
01-Apr-15	0231/7251	Factual statements	Standard	per statement	108.00	21.60	129.60
01-Apr-15	0231/7251	Photographs (plus processing costs)	Standard	per photograph	2.50	0.50	3.00
01-Apr-15	0231/7251	Documents (plus photocopying costs)	Standard	per case	64.33	12.87	77.20
01-Apr-15	0231/7251	Research and Information (accidents/Insurance claims)	Standard	per enquiry	64.33	12.87	77.20
		Public Health Funeral Charges					
		Burials (under Public Health Control of Diseases Act 1984)					
01-Apr-15	0236/8106	Minimum Charge 1hr officer time	Non-business	per hour	41.00	0.00	41.00
01-Apr-15	0236/8106	Extra time charged in 30 min blocks	Non-business	per 1/2 hour	20.50	0.00	20.50
01-Apr-15	0236/8106	Expenses (i.e. Death Certificate etc)				Rechargeable	
01-Apr-15	various	Officer time recharge eg. out of hours call outs	Non-business	per hour	41.00	0.00	41.00
01-Apr-15	0208/7620	Copy of office documents - subject to:	Standard	per sheet	0.46	0.09	0.55
01-Apr-15	0208/7620	- Minimum Charge	Standard	per request	4.79	0.96	5.75

Scale of Charges 2015/16
Environmental Services - Environmental Protection

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
Animal Welfare Licences							
01-Apr-15	0224/7875	Animal boarding establishment	Non-business	per licence	98.00	0.00	98.00
01-Apr-15	0224/7875	Kennels and Cattery on same site	Non-business	per licence	144.00	0.00	144.00
01-Apr-15	0224/7884	Pet shop	Non-business	per licence	98.00	0.00	98.00
01-Apr-15	0224/7885	Dog breeder	Non-business	per licence	98.00	0.00	98.00
01-Apr-15	0224/7886	Riding establishment	Non-business	per licence	160.00	0.00	160.00
Plus vets fee							
01-Apr-15	0224/7887	Dangerous wild animals	Non-business	per licence	applications to be decided separately		
01-Apr-15	0224/7848	Zoos	Non-business	per licence	applications to be decided separately		
Stray Dogs							
01-Apr-15	0209/7899	Seizure fee	Non-business	per dog	55.00	0.00	55.00
01-Apr-15	0209/7899	Seizure fee - out of hours	Non-business	per dog	80.00	0.00	80.00
01-Apr-15	0209/7899	Prescribed fee (this charge will be waived for OAPs, those on income support, working family tax credit or registered disabled)	Non-business	per dog	25.00	0.00	25.00
01-Apr-15	0209/7899	Kennelling fee per day (or part thereof)	Non-business	per dog	12.50	0.00	12.50
01-Apr-15	0209/7899	Returned dog on day	Non-business	per dog	25.00	0.00	25.00
01-Apr-15	0209/7649	Dog testing at a dog club/open day	Standard	per dog	3.33	0.67	4.00
01-Apr-15	0209/7223	Microchipping	Standard	per dog	20.83	4.17	25.00
<i>NB the fee is reduced during microchipping promotions. This reduced fee will be advertised as part of the promotion.</i>							
Environmental Protection Act 1990							
Prescribed processes							
01-Apr-15	0205/7629	List of applications	Non-business	per list	42.10	0.00	42.10
01-Apr-15	0205/7862	Individual application* <i>* plus photocopying charges</i>	Non-business	per application	42.10	0.00	42.10
Contaminated Land							
<i>Recharge of officer time on Contaminated Land Enquiries</i>							
01-Apr-15	0205/7874	First 30 minutes	Non-business	per enquiry	66.60	0.00	66.60
01-Apr-15	0205/7874	Every 30 minutes thereafter	Non-business	per enquiry	41.20	0.00	41.20
Shipham Soil Contamination							
01-Apr-15	0205/7628	Shipham Cadmium Survey reports	Non-business	per report	32.00	0.00	32.00
01-Apr-15	0205/7628	Shipham soil analysis	Non-business	per analysis	44.75	0.00	44.75
Private Water Supplies - Please note where sampling/analysis or risk assessment is undertaken at the request of a member of the public or business which does not form part of our statutory duties VAT will be added							
01-Apr-15	0218/	Risk Assessment (a minimum charge of £66.00 - additional time charged at	Non-business	per assessment	£500.00 Max		
01-Apr-15	7883	15 minute intervals - maximum charge of £500.00 - officer time is £33.00 hr					
01-Apr-15		Sampling (Min charge of £66.00)	Non-business	per sample	£100 Max		
01-Apr-15		Investigation (£33/hr with a maximum charge of £100 + Analysis Costs	Non-business	per investigation	£100.00Max + Analysis Costs		
01-Apr-15		Authorisation (£33/hr with a maximum charge of £100 + Analysis Costs	Non-business	per authorisation	£100.00 Max + Analysis Costs		
01-Apr-15	0218/7051	Laboratory change	Standard	per sample	at cost		

Scale of Charges 2015/2016
Environmental Services- Sports Pitches and Hire of open spaces

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
	1490	Cranleigh/Eastover Park (Football, 1 sn & 1 jn) Mansfield Playing Field (Football and changing rooms) Victoria Park (Football and changing rooms) Burnham Road Playing Field (Football 4 sn, 2 mini, 1 large mini) Highbridge Recreation Ground (Football, 1 sn)					
		1st detail code for VAT standard 2nd for VAT exempt					
01-Apr-15	7644:7451	FOOTBALL PITCH Football or Rugby pitch	Standard#	per match	22.50	4.50	27.00
01-Apr-15	7645:7452	Changing facilities	Standard#	per occasion	11.67	2.33	14.00
01-Apr-15	7645:7452	Hire of pitches for youth teams (under 16)*	Standard#	as above	33.3% reduction		
01-Apr-15	2209/8112	Public Liability cover for season, home games only (seniors) based on 10 bookings	Non-business	per season	32.40	0.00	32.40
01-Apr-15	2209/8112	Public Liability cover for season, home games only (juniors) based on 10 bookings	Non-business	per season	21.60	0.00	21.60
	8250	Litter clearance following games <i>*With the proviso that payment is made within one month of account</i>	Standard#	per occasion	22.00	4.40	26.40
		# A VAT exemption may apply:see Appendix 1					
		PUBLIC OPEN SPACE Primary sites include; Blake Gardens, Eastover Park, St Matthews Field, Manor Gardens Apex Park and Marine Cove					
01-Apr-15	1490/7941	Hire of Public open space - booking fee	Exempt	per booking	20.00	0.00	20.00
		Hire of Public open space - block booking fee (applied when two or more dates, but less than 4, are booked at once)	Exempt	block booking	50.00	0.00	50.00
01-Apr-15	1490/7941	additional charge when additional administrative is involved such as notification to local residents.	Exempt	per booking	50.00	0.00	50.00
					additional officer time may also be chargeable		
01-Apr-15	2209/8112	Public liability cover hire of public open space	Non-business	per booking	20.00	0.00	20.00
01-Apr-15	0263	Open public conveniences - Blake Gardens (sundays only)	Exempt	per booking	35.00	0.00	35.00
01-Apr-15	0285	Open public conveniences - Crosses pen	Exempt	per booking	22.00	0.00	22.00
		There will be no charge made when a public open space is hired for non profit-making activities such as wedding photos, carol singing, childrens activities., provided the 'conditions for hire' are met. Public Liability Insurance must be purchased or evident for the hire to continue. Charges will apply should the area be damaged following the hire.					

Scale of Charges 2015/16
Environmental Services - Street Trading and Specialist Licenses

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		Street Trading					
01-Apr-15	2910/7856	(a) For stalls up to 5m ² operating area	Non-business	per month	142.00	0.00	142.00
01-Apr-15	2910/7856	(b) For stalls up to 7.5 m ² operating area	Non-business	per month	211.00	0.00	211.00
01-Apr-15	2910/7856	Other Urban/Residential location £8.00 per day (subject to a minimum charge of £124 for commercial traders) up to a maximum of £676 per annum	Non-business	per licence	24 minimum	0.00	124 min
01-Apr-15	2910/7856	One year - layby	Non-business	per year	676.00	0.00	676.00
01-Apr-15	2910/7856	Street/House-to-house collection	Non-business	-		Free of Charge	
		Specialist Shop Licensing					
01-Apr-15	2910/7856	Sex Establishment	Non-business	per licence	3,300.00	0.00	3300.00
		Skin Piercing					
01-Apr-15	0236/7846	Licences - Body Piercing*, Tattooing*	Non-business	per licence	100.00	0.00	100.00
01-Apr-15	0236/7849	Licences - Acupuncturist*	Non-business	per licence	100.00	0.00	100.00
		*Licences required for premise and per operative					
		Specialist Licensing					
01-Apr-15	2910/7866	Scrap Dealers Site Licence - 3 year licence	Non-business	per licence	400.00	0.00	400.00
01-Apr-15	2910/7866	Scrap Dealers Collectors Licence - 3 year licence	Non-business	per licence	205.00	0.00	205.00
01-Apr-15	2910/7866	Scrap Dealers Variation Fee	Non-business	per licence	50.00	0.00	50.00

Scale of Charges 2015/16
Environmental Services - Hackney Carriage/Private Hire

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		<u>Licences</u>					
01-Apr-15	2910/7853	Hackney Carriage Vehicle Licence	Non-business	per licence	213.00	0.00	213.00
01-Apr-15	2910/7853	New Hackney Carriage driver (Plus CRB check & administration thereof)	Non-business	per licence	157.00	0.00	157.00
01-Apr-15	2910/7853	Renewal Hackney Carriage driver (Plus CRB check & administration)	Non-business	per licence	142.00	0.00	142.00
01-Apr-15	2910/7853	Replacement badge	Non-business	per licence	22.00	0.00	22.00
01-Apr-15	2910/7853	Private Hire Vehicle Licence	Non-business	per licence	213.00	0.00	213.00
01-Apr-15	2910/7853	Private Hire driver (Plus CRB check and administration thereof)	Non-business	per licence	142.00	0.00	142.00
01-Apr-15	2910/7853	Private Hire Operator	Non-business	per licence	86.00	0.00	86.00
01-Apr-15	2910/7853	Copy/Replacement of any Licence	Non-business	per licence	10.50	0.00	10.50
01-Apr-15	2910/7853	Administration fee for withdrawn/refused Licence applications	Non-business	per application	39.00	0.00	39.00
01-Apr-15	2910/7853	Vehicle plate charge	Non-business	per licence	40.00	0.00	40.00
01-Apr-15	2910/7853	Drivers licence badge charge	Non-business	per licence	22.00	0.00	22.00
01-Apr-15	2910/7853	Transfer of vehicle ownership	Non-business	per transfer	28.00	0.00	28.00

Scale of Charges 2015/16
Waste

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
Bulky Collections							
01-Apr-15	0312/7838	Domestic furniture / white goods - Up to 3 items	Non-business	up to 3 items	40.00	0.00	40.00
01-Apr-15	0312/7838	subsequent items up to 5	Non-business	per item	10.00	0.00	10.00
01-Apr-15	0312/7838	Cancellation charge	Non-business	per request	15.00	0.00	15.00
Garden Waste Scheme							
01-Apr-15	0312/8373	Green Wheeled bin - annual charge	Non-business	per item	48.00	0.00	48.00
01-Apr-15	0312/8374	Pack of 10 sacks	Non-business	per item	25.00	0.00	25.00
01-Apr-15	0312/8373	Replacement /exchange wheeled bin charge	Non-business	per item	25.00	0.00	25.00
01-Apr-15	0312/8373	Replacement green bin sticker	Non-business	per item	20.00	0.00	20.00
Refuse Collection							
01-Apr-15	0312/8373	Replacement/exchange wheeled bin charge	Non-business	per item	25.00	0.00	25.00

Scale of Charges 2015/16
Legal and Democratic Services: Land Charges

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		<u>Land Charges</u>					
		<u>Enquiries of Local Authority</u>					
		Part I Enquiries					
01-Apr-15	2930/7857	One parcel of land	Non-business	per enquiry	140.00	0.00	140.00
01-Apr-15	2930/7857	on-line search where information is transmitted electronically back and forward	Non-business	per enquiry	140.00	0.00	140.00
01-Apr-15	2930/7857	Each additional parcel	Non-business	per enquiry	10.50	0.00	10.50
		Part II Enquiries					
01-Apr-15	2930/7857	Each printed enquiry	Non-business	per enquiry	7.50	0.00	7.50
01-Apr-15	2930/7857	Additional enquiry	Non-business	per enquiry	10.00	0.00	10.00

Scale of Charges 2015/16
LAPPC 1

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		Application Fee					
01-Apr-15	0205/7862	Standard process (includes solvent emission activities)	Non-business	per process	1579.00	0.00	1579.00
01-Apr-15	0205/7862	Additional fee for operating without a permit	Non-business	per process	1137.00	0.00	1137.00
01-Apr-15	0205/7862	PVRI, SWOBs and Dry Cleaners	Non-business	per process	148.00	0.00	148.00
01-Apr-15	0205/7862	PVR I & II combined	Non-business	per process	246.00	0.00	246.00
01-Apr-15	0205/7862	VRs and other Reduced Fee Activities	Non-business	per process	346.00	0.00	346.00
01-Apr-15	0205/7862	Reduced fee activities: Additional fee for operating without a permit	Non-business	per process	68.00	0.00	68.00
01-Apr-15	0205/7862	Mobile plant**	Non-business	per process	1579.00	0.00	1579.00
01-Apr-15	0205/7862	for the third to seventh applications	Non-business	per process	943.00	0.00	943.00
01-Apr-15	0205/7862	for the eighth and subsequent applications	Non-business	per process	477.00	0.00	477.00
		Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts					
		Annual Subsistence Charge					
01-Apr-15	0205/7862	Standard process Low	Non-business	per permit	739.00	0.00	739.00
01-Apr-15	0205/7862	additional amount to the above where combined Part B & waste installation	Non-business	per permit	99.00	0.00	99.00
01-Apr-15	0205/7862	Standard process Medium	Non-business	per permit	1111.00	0.00	1111.00
01-Apr-15	0205/7862	additional amount to the above where combined Part B & waste installation	Non-business	per permit	149.00	0.00	149.00
01-Apr-15	0205/7862	Standard process High	Non-business	per permit	1672.00	0.00	1672.00
01-Apr-15	0205/7862	additional amount to the above where combined Part B & waste installation	Non-business	per permit	198.00	0.00	198.00
01-Apr-15	0205/7862	PVRI, SWOBs and Dry Cleaners - Low	Non-business	per permit	76.00	0.00	76.00
01-Apr-15	0205/7862	PVRI, SWOBs and Dry Cleaners - Medium	Non-business	per permit	151.00	0.00	151.00
01-Apr-15	0205/7862	PVRI, SWOBs and Dry Cleaners - High	Non-business	per permit	227.00	0.00	227.00
01-Apr-15	0205/7862	PVR I & II combined - Low	Non-business	per permit	108.00	0.00	108.00
01-Apr-15	0205/7862	PVR I & II combined - Medium	Non-business	per permit	216.00	0.00	216.00
01-Apr-15	0205/7862	PVR I & II combined - High	Non-business	per permit	326.00	0.00	326.00
01-Apr-15	0205/7862	VRs and other Reduced Fees - Low	Non-business	per permit	218.00	0.00	218.00
01-Apr-15	0205/7862	VRs and other Reduced Fees - Medium	Non-business	per permit	349.00	0.00	349.00
01-Apr-15	0205/7862	VRs and other Reduced Fees - High	Non-business	per permit	524.00	0.00	524.00
01-Apr-15	0205/7862	Mobile plant, for first and second permits - Low **	Non-business	per permit	618.00	0.00	618.00
01-Apr-15	0205/7862	Mobile plant, for first and second permits - Medium **	Non-business	per permit	989.00	0.00	989.00
01-Apr-15	0205/7862	Mobile plant, for first and second permits - High **	Non-business	per permit	1484.00	0.00	1484.00
01-Apr-15	0205/7862	for the third to seventh permits Low	Non-business	per permit	368.00	0.00	368.00
01-Apr-15	0205/7862	for the third to seventh permits Medium	Non-business	per permit	590.00	0.00	590.00
01-Apr-15	0205/7862	for the third to seventh permits High	Non-business	per permit	884.00	0.00	884.00
01-Apr-15	0205/7862	eighth and subsequent permits Low	Non-business	per permit	189.00	0.00	189.00
01-Apr-15	0205/7862	eighth and subsequent permits Medium	Non-business	per permit	302.00	0.00	302.00
01-Apr-15	0205/7862	eighth and subsequent permits High	Non-business	per permit	453.00	0.00	453.00
01-Apr-15	0205/7862	Late payment Fee	Non-business		50.00	0.00	50.00
		Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts					
		** Not using simplified permits					

**Scale of Charges 2015/16
LAPCC 2**

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		Transfer and Surrender					
01-Apr-15	0205/7862	Standard process transfer	Non-business		162.00	0.00	162.00
01-Apr-15	0205/7862	Standard process partial transfer	Non-business		476.00	0.00	476.00
01-Apr-15	0205/7862	New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging schedule)	Non-business		75.00	0.00	75.00
01-Apr-15	0205/7862	Surrender: all Part B activities	Non-business		0.00	0.00	0.00
01-Apr-15	0205/7862	Reduced fee activities: transfer	Non-business		0.00	0.00	0.00
01-Apr-15	0205/7862	Reduced fee activities: partial transfer	Non-business		45.00	0.00	45.00
		Temporary transfer for mobiles					
01-Apr-15	0205/7862	First transfer	Non-business		51.00	0.00	51.00
01-Apr-15	0205/7862	Repeat following enforcement or warning	Non-business		51.00	0.00	51.00
		Substantial change					
01-Apr-15	0205/7862	Standard process	Non-business		1005.00	0.00	1005.00
01-Apr-15	0205/7862	Standard process where the substantial change results in a new PPC activity	Non-business		1579.00	0.00	1579.00
01-Apr-15	0205/7862	Reduced fee activities	Non-business		98.00	0.00	98.00

**Scale of Charges 2015-16
LA-IPPC**

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		LA - IPPC					
01-Apr-15	0205/7862	Application	Non-business		3218.00	0.00	3218.00
01-Apr-15	0205/7862	Additional fee for operating without a permit	Non-business		1137.00	0.00	1137.00
01-Apr-15	0205/7862	Annual Subsistence Low	Non-business		1384.00	0.00	1384.00
01-Apr-15	0205/7862	Annual Subsistence Medium	Non-business		1541.00	0.00	1541.00
01-Apr-15	0205/7862	Annual Subsistence High	Non-business		2233.00	0.00	2233.00
01-Apr-15	0205/7862	Late payment fee	Non-business		50.00	0.00	50.00
01-Apr-15	0205/7862	Substantial Variation	Non-business		1309.00	0.00	1309.00
01-Apr-15	0205/7862	Transfer	Non-business		225.00	0.00	225.00
01-Apr-15	0205/7862	Partial transfer	Non-business		668.00	0.00	668.00
01-Apr-15	0205/7862	Surrender	Non-business		668.00	0.00	668.00
		Every subsistence charge includes the additional £99 charge to cover LA extra costs in dealing with reporting under the E-PRTR regulations					
		Subsistence charges can be paid in four equal quarterly payments on 1st April, 1st July, 1st October and 1st January. Where paid quarterly there is an additional charge of £36.00					
		Newspaper advertisements may be required under EPR at the discretion of the LA as part of the consultation process when considering an application. This will be undertaken and paid for by thre LA and the charging scheme contains a provision for the LA to recoup its costs.					

Scale of Charges 2015/16
Legal and Democratic services: Legal Fees

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		Legal Fees					
01-Apr-15	2400/7858	Shared ownership - replying to mortgage/landlord questionnaire	Non-business	per questionnaire	84.00	0.00	84.00
01-Apr-15	2400/7858	Shared ownership - notice of assignment (charge dependent on terms of lease)	Non-business	per notice	84.00	0.00	84.00
01-Apr-15	2400/7858	Shared ownership - consent to alterations /improvements	Non-business	per consent	66.00	0.00	66.00
01-Apr-15	2400/7658	Mortgage redemption (to land registry) - RTB	standard rate	per mortgage	55.00	11.00	66.00
01-Apr-15	2400/7858	Deed of Postponment - RTB	Non-business	per deed	84.00	0.00	84.00
01-Apr-15	2400/7858	Retrospective Consent to Works - RTB	Non-business	per consent	84.00	0.00	84.00
01-Apr-15	2400/7858	Registration of RTB assignment of flats for new owner	Non-business	per assignment	84.00	0.00	84.00
01-Apr-15	2400/7858	Landlord questionnaire - RTB	Non-business	per questionnaire	84.00	0.00	84.00
01-Apr-15	2400/7858	Deed of release of covenant - RTB	Non-business	per deed	540.00	0.00	540.00
01-Apr-15	2400/7858	156A Consent - RTB	Non-business	per consent	66.00	0.00	66.00
01-Apr-15	2400/7858	Section 106 Agreement (minimum charge £500)	Non-business	per hour	200.00	0.00	200.00
01-Apr-15	2400/7858	Post Section 106 completion -consents for affordable housing	Non-business	per consent	84.00	0.00	84.00
01-Apr-15	2400/7858	Commercial licence to assign or alteration	Non-business	per licence	480.00	0.00	480.00

Scale of Charges 2015/2016
CDW : Lifeline

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		Lifeline system <i>These charges are invoiced on a quarterly basis, except for the installation charge and standard call out charge.</i>					
		<u>Private Sector Rent</u>					
01-Apr-15	2500/7898	Standard (some customers are eligible for a zero rate charge)	Standard*	per week	4.54	0.91	5.45
01-Apr-15	2500/7896	Installation (some customers are eligible for a zero rate charge) (free for customer on income support or housing benefit and council tax benefit)	Standard*	per installation	42.50	8.50	51.00
01-Apr-15	2500/7630	Standard call out charge [#]	Standard*	per visit	50.00	10.00	60.00
01-Apr-15	2500/7630	Telecare - Bogus Caller	Standard*	per week	0.30	0.06	0.36
01-Apr-15	2500/7630	Telecare - CO2	Standard*	per week	0.50	0.10	0.60
01-Apr-15	2500/7630	Telecare - DDA Pager Solution	Standard*	per week	1.40	0.28	1.68
01-Apr-15	2500/7630	Telecare - Enuresis Sensor	Standard*	per week	0.80	0.16	0.96
01-Apr-15	2500/7630	Telecare - Epilepsy Sensor	Standard*	per week	1.80	0.36	2.16
01-Apr-15	2500/7630	Telecare - Fall Detector	Standard*	per week	0.50	0.10	0.60
01-Apr-15	2500/7630	Telecare - Flood Detector	Standard*	per week	0.40	0.08	0.48
01-Apr-15	2500/7630	Telecare - Heat Detector	Standard*	per week	0.40	0.08	0.48
01-Apr-15	2500/7630	Telecare - Pill Dispenser	Standard*	per week	1.00	0.20	1.20
01-Apr-15	2500/7630	Telecare - Smoke Detector	Standard*	per week	0.30	0.06	0.36
01-Apr-15	2500/7630	Telecare - Temperature Extreme Sensor	Standard*	per week	0.40	0.08	0.48
01-Apr-15	2500/7630	Telecare - Universal Sensor (Door/Property Exit)	Standard*	per week	0.40	0.08	0.48
01-Apr-15	2500/7630	Telecare - Chair Occupancy	Standard*	per week	1.10	0.22	1.32
01-Apr-15	2500/7630	Telecare - Bed Occupancy	Standard*	per week	0.80	0.16	0.96
01-Apr-15	2500/7630	Pendant	Standard*	per week	0.50	0.10	0.60
		<i>*If VAT is applicable. Detail 7625 will apply</i>					
		<i># Applicable for futile calls only</i>					

Scale of Charges 2015/16
Legal and Democratic: Markets and Fairs

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		<u>St Matthews Fair</u>					
		Tolls for Trading - Field					
01-Apr-15	1986/7905	Quiet traders per foot frontage (minimum £67.50) plus £5.00 per pitch for fire road or corner pitch	Exempt	per day	4.50	0.00	4.50
		Street Trading					
01-Apr-15	1986/7906	Every stall, normal trading per foot frontage	Exempt	per day	4.10	0.00	4.10
01-Apr-15	1986/7906	Every stall for pitcher or demonstrator per foot frontage	Exempt	per day	4.80	0.00	4.80
		Plus					
01-Apr-15	1986/7906	Generator use per foot frontage	Exempt	per day	4.50	0.00	4.50
01-Apr-15	1986/7906	or Generator use per foot frontage for food traders/high consumption users	Exempt	per day	6.50	0.00	6.50
01-Apr-15	1986/7906	Peripatetic traders	Exempt	per week	150.00	0.00	150.00

Scale of Charges 2015/2016
Environmental Services : Port and Navigation

Comm From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		<u>Commercial Shipping using the Port of Bridgwater</u>					
		<u>Commercial Vessels to Berths within the Port</u>					
01-Apr-15	0098/7892	Harbour Conservancy Dues vessels 30m and above	Zero-rated	Per visit	341.00	0.00	341.00
01-Apr-15	0098/7892	Harbour Conservancy Dues for vessels/hovercraft of less than 30m undertaking commercial operations within the port	Zero-rated	Per visit	150.00	0.00	150.00
01-Apr-15	0098/7892	Harbour Conservancy Dues for commercial vessels/hovercraft of less than 30m based within the Port of Bridgwater	Zero-rated	Annual	200.00	0.00	200.00
01-Apr-15	0098/7892	Pilotage Charges	Zero-rated	Per act	414.00	0.00	414.00
01-Apr-15	0098/7892	Pilotage Charges - Tug and barge (2 Pilots)	Zero-rated	Per act	829.00	0.00	829.00
01-Apr-15	0098/7892	Boarding and Landing	Zero-rated	Per act	193.00	0.00	193.00
01-Apr-15	0098/7892	Cargo Tariff	Zero-rated	Per net ton	0.12	0.00	0.12
01-Apr-15	0098/7892	Boarding/Landing outside normal area (in addition to above) (see Notes)	Zero-rated	Per act	311.00	0.00	311.00
01-Apr-15	0098/7892	Attendance fee (Pilotage not completed)	Zero-rated	Per act	311.00	0.00	311.00
		<u>Commercial Vessels operating within the port limits</u>					
01-Apr-15	0098/7892	Harbour Conservancy Dues for vessels/hovercraft of less than 30m undertaking commercial operations within the port	Zero-rated	Per visit	150.00	0.00	150.00
01-Apr-15	0098/7892	Harbour Conservancy Dues for commercial vessels/hovercraft of less than 30m based within the Port of Bridgwater	Zero-rated	Annual	200.00	0.00	200.00
		<u>Pilotage Exemption Certificates</u>					
01-Apr-15	0098/7892	Charge for a Pilotage Exemption Examination/ Re examination	Zero-rated	per examination	373.00	0.00	373.00
01-Apr-15	0098/7892	Issue of PEC and annual renewal of certificate	Zero-rated	per renewal	37.00	0.00	37.00
01-Apr-15	0098/7892	Any alteration for a Pilotage Exemption Certificate	Zero-rated	per alteration	37.00	0.00	37.00
01-Apr-15	0098/7892	Charge on PEC vessels 1st visit each year (pilotage fee - see note 1)	Zero-rated	1st visit	414.00	0.00	414.00
01-Apr-15	0098/7892	Issuing or activating a notice to mariners on request	Zero-rated	per request	224.00	0.00	224.00
01-Apr-15	0098/7892	To update, cancel, edit or re-issue a notice to mariners	Zero-rated	per request	162.00	0.00	162.00
01-Apr-15	0098/7892	Servicing charges for the pilot vessel	Zero-rated	per hour	348.00	0.00	348.00
		<u>Pilotage for non compulsory vessels (less than 30m):</u>					
01-Apr-15	0098/7892	To River Brue & Highbridge	Zero-rated	per	318.00	0.00	318.00
01-Apr-15	0098/7892	To Combwich	Zero-rated	act/attendance	318.00	0.00	318.00
01-Apr-15	0098/7892	To Dunball	Zero-rated	per	318.00	0.00	318.00
01-Apr-15	0098/7892	To Bridgwater	Zero-rated	act/attendance	318.00	0.00	318.00
		(Charges are one way only and payable for each act or attendance whether moved or not)					
		Note 1. A vessel under the pilotage of the holder of a Pilotage Exemption Certificate will also incur charges as follows:					
		a) 100% Conservancy Charge					
		b) 100% of Boarding and Landing fees					
		c) 100% of Cargo Tariff					
		d) 20% of Attendance Fee if vessel fails to sail on time					
		Notes:					
		The normal pilot boarding area considered to be deep water channel extending north from a line due west of river Brue to a line due west of Burnham church tower					

Scale of Charges 2015/16
Strategy and Business Services: Local Plans and Publications

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		Local Plans					
01-Apr-15	2110/7210	Sedgemoor Core Strategy	Zero-rated	per plan	50.00	0.00	50.00
01-Apr-15	2110/7210	Sedgemoor District Local Plan 1991-2011 Adopted version	Zero-rated	per plan	50.00	0.00	50.00
01-Apr-15	2110/7210	Bridgwater Vision	Zero-rated	per plan	30.00	0.00	30.00
01-Apr-15	2110/7210	District Landscape Character Assessment & Countryside Design Summary	Zero-rated	per plan	free	0.00	0.00
01-Apr-15	2110/7620	Copies of extracts from Local Plans documents	Standard	up to 10 pages	4.17	0.83	5.00
01-Apr-15	2110/7620	Additional page	Standard	additional page	0.42	0.08	0.50
01-Apr-15	2110/7210	Sustainability Appraisal Core Strategy	Zero-rated	per document	10.00	0.00	10.00

**Scale of Charges 2015/16
Revenues**

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		<u>Rating and Council Tax (2904)</u>					
01-Apr-15	-7850	Summons costs including Magistrates Court fee	Non Business	per summons	73.00	0.00	73.00
01-Apr-15	-7850	Enforcement Agent fees: schedule of charges available from Council Tax*	Non Business	per account		variable	
		<i>*Debtor bears VAT at standard rate on Enforcement Agent fees</i>					

Scale of Charges 2015/16
Housing - Letting of Halls

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		Communal Halls Hire					
01-Apr-15	7631/7377	Resident booking for residents only	Exempt	per booking	Free	Free	Free
01-Apr-15	7631/7377	Minimum 3 hour hire - non resident regular bookings	Exempt	per booking	25.00	0.00	25.00
01-Apr-15	7631/7377	Rate thereafter	Exempt	per hour	7.00	0.00	7.00
01-Apr-15	7631/7377	Minimum 3 hour hire - all other usage	Exempt	per booking	30.00	0.00	30.00
01-Apr-15	7631/7377	Rate thereafter	Exempt	per hour	8.50	0.00	8.50
		12% insurance to be added to all of the above					

Scale of Charges 2015/16
Environmental Health Strategic Housing

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
01-Apr-15	1225/7863	Immigration Inspections Charge for Property Inspection - immigration plus officer time at an hourly rate	Non-business	per inspection	129.00	0.00	129.00
						Plus Officer time	
		HMO Licences					
01-Apr-15	1225/7863	HMO basic licence (occupied by 5 persons)	Non-business	per licence	375.00	0.00	375.00
01-Apr-15	1225/7863	Return of incomplete application	No Charge				
01-Apr-15	1225/7863	Site visit to assist completion of forms	No Charge				
01-Apr-15	1225/7863	Site visit to assist completion of forms and draw sketch	No Charge				
01-Apr-15	1225/7863	Revoke or variation of licence	No Charge				
01-Apr-15	1225/7863	Renewal of licence	Non business	per licence	300.00	0.00	300.00
01-Apr-15	1225/7863	where properties exceed 5 persons & 2 households fee will increase by	Non-business	per additional household	30.00	0.00	30.00
		10% discount is offered to members of an organisation such as National Landlords Assoc.					
		Housing Act 2004 - Formal Notices					
01-Apr-15	1225/7863	Improvement notice	Non-business	per notice	131.95	0.00	131.95
01-Apr-15	1225/7863	Prohibition notice	Non-business	per notice	131.95	0.00	131.95

Scale of Charges 2015/2016
Environmental Services - Vehicles

Charge From	General Ledger Code	Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
		<u>Colley Lane Transport Depot, Bridgwater</u>					
		Inspection of Vehicles					
01-Apr-15	3190/7647	Certificate for assisted car purchase loan	Standard	per car	47.00	9.40	56.40
01-Apr-15	3190/7651	Inspection fee for Hackney Carriages	Non business	per vehicle	73.00	0.00	73.00
01-Apr-15	3190/7651	Retest fee for Hackney Carriages	Non business	per vehicle	47.00	0.00	47.00
01-Apr-15	3190	Charge for not keeping appointment (24 hour notice required)	Non business	per vehicle	36.00	0.00	36.00
		Abandoned Vehicles					
01-Apr-15	0240/7837	Removal of a vehicle other than on a motorway	Non business	per vehicle	110.00	0.00	110.00
01-Apr-15	0240/7837	Storage of a vehicle	Non business	per day	13.00	0.00	13.00
01-Apr-15	0240/7837	Disposal of a vehicle	Non business	per vehicle	52.00	0.00	52.00
01-Apr-15	0240/7837	Disposal of a caravan	Non business	per caravan	63.00	0.00	63.00

Scale of Charges 2015/2016
Appendix 1

Letting of Sports Facilities

Letting of Sports Facilities is normally VAT standard rated. It may be exempt if:

- (a) the letting is over 24 hours, or
- (b) there is a series of lettings to the same person over a period of time

Conditions for (b)

- ↵ The series must consist of 10 or more sessions.
- ↵ Each session is for the same sport or activity.
- ↵ Each session is at the same place (although a different pitch, court or lane is acceptable).
- ↵ The interval between each session is at least a day and not more than 14 days.
- ↵ The series is to be paid for as a whole in advance and there is written evidence to that effect.
- ↵ The person making the booking is acting on behalf of a school, club association or an organisation representing affiliated clubs or constituent associations.

Ancillary Supplies

Where changing rooms, floodlighting or other minor goods and services are included in a letting (ie racquet, balls) they are normally regarded as incidental to the letting and have the same liability.

This applies even if they are invoiced separately.

This criteria applies provided the conditions for (b) have been met.

Scale of Charges 2015/2016
Appendix 2

Financial Regulation 23: Income

- a The collection of income due to Council shall be under the supervision of the appropriate Service Managers, although the responsibility for its collection shall remain with the Section 151 Officer.
- b Each Service Manager shall, at least annually, and in consultation with the Section 151 Officer, review all charges made by the Council falling within their area of responsibility. Approval for the reviewed charges should be obtained from the Leader of the Council and Section 151 Officer. For key income lines namely Building Control Fees; Car Park Charges; Green Waste Bins; Lifeline Charges; and Search Fees, however recommendations should be submitted to The Executive for approval. Such recommendations must be reached in accordance with the Council's Income and Charging Policy (reference Best Value Review 2002). The Section 151 Officer shall be consulted upon any proposal to introduce new charges. All charges will be automatically increased in accordance with inflation uplift as agreed by the Section 151 Officer, with appropriate rounding, unless the Service Manager justifies an alternative. All charges should cover in full the cost of providing the service or Service Manager justifies an alternative. All charges should cover in full the cost of providing the service or Service Managers should provide justification why this is not appropriate for the forthcoming year.
- c Each Service Manager shall be responsible for ensuring accounts are issued in line with the debt collection process promptly to recover income due, and that these debts are recorded in the Council's accounts. All accounts raised (for miscellaneous income) shall be through the Council's sundry debtor system
- d Invoices shall not be raised for sums due below the de minimus level (currently £50).
- e No employee should raise invoices or make amendments on accounts for themselves, their family or friends
- f All sums collected shall be identified to the related account. Where there is uncertainty regarding which account is being settled, sums shall be credited to the oldest account in all cases.
- g Outstanding debts up to £2,000 may be written off by the Section 151 Officer. All sums, from all sources, exceeding £2,000 must be submitted to The Executive for approval, including those considered by panels appointed by the Council or by The Executive. Sums shall not be considered for write off until all reasonable avenues of collection have been explored and collection proved unsuccessful. Evidence of such actions must be retained. The write off process is detailed in Write Off Procedure document.
- h All debts credit noted/cancelled must be authorised by a second officer.
- i All unallocated income shall be dealt with on a daily basis by either allocation to the correct account or refund, whichever is applicable.
- j Reconciliation of subsidiary systems with the General Ledger should take place monthly (by the end of the 15th working day of the following month) and be reported to the Section 151 officer.
- k All new commercial tenants should provide two business and one financial reference which should be checked by the Councils's valuation section before commencement of the new tenancy
- l Where there is a connection (family/friendship/similar) between an employee and a debtor it is the employee's responsibility to make their manager and colleagues aware of the association. The association must also be recorded on the declaration of personal interest form. No employee should make amendments/input invoices on an account with which they have a connection.

Scale of Charges 2015/2016
Appendix 2

- m Each Service Manager shall be responsible for the storage, supply and issue of all controlled stationery appropriate to their Service.
- n Controlled Stationery that is used by a variety of services will be held by Finance who will be responsible for storage, supply and issue.
- o All remittances shall be recorded upon receipt and passed by the receiving officer to the Exchequer section promptly. No deduction shall be made from such income except that which the Section 151 Officer specifically authorises in writing. Monies retained must be held securely, and in accordance with insurance requirements. Car park income should be taken to the secure cash office. The money should then be counted and recorded with a receptionist present.
- p Each individual cheque banked must be identified separately
- q Personal cheques must not be exchanged for cash held on behalf of the Council.
- r As per (e) no employee should receive cash or other money for their own account or that of their family or close friends.
- s All transfers of Council's cash or cheques from one Officer to another shall be evidenced by the signature of the receiving Officer, in a manner approved by the Section 151 Officer.
- t Acknowledgements for money received on behalf of the Council shall not be given by any Officer except on an official receipt form or recorded on a cash register till located in Council premises. This regulation does not apply to legal documents prepared by the relevant Group Manager in charge of Legal Services.
- u The Section 151 Officer shall be responsible for ensuring that monies received through the Cash Offices are deposited with the Council's Bank promptly. Where the monies are collected by a third party, the liability of the Section 151 Officer shall be restricted to ensuring that monies are passed to an authorised representative and this transaction is signed as evidenced.
- v The maximum amount of cash that can be accepted by an officer is £5,000.
- w Non sterling cash is not accepted.