

<b>Jeremy Hunt, Cabinet Member for Finance and Resources</b>	<b>Ref No: FR20 18.19</b>
<b>February 2019</b>	<b>Key Decision: Yes</b>
<b>Review of Fees and Charges 2019/2020</b>	<b>Part I</b>
<b>Report by Head of Finance and Director Finance, Performance and Procurement</b>	<b>Electoral Divisions: All</b>
<p><b>Summary</b></p> <p>To support completion of the County Council budget for 2019/20, approval is sought regarding discretionary fees and charges for next year.</p>	
<p><b>West Sussex Plan: Policy Impact and Context</b></p> <p>This proposal is in line with the West Sussex Plan priorities, predominantly 'A Strong, Safe and Sustainable place' and "A council that works for the community"</p>	
<p><b>Financial Impact</b></p> <p>The proposals are aligned to support the Council in achieving its draft 2019/2020 revenue budget.</p>	
<p><b>Recommendations</b></p> <ol style="list-style-type: none"> <li>1. That the discretionary fees and charges as set out at Appendix A be approved, to take effect from 1 April 2019 or as otherwise stated within this report.</li> <li>2. That Directors, in consultation with the Director of Finance, Performance and Procurement and the relevant Cabinet Member/s, be granted delegated authority to vary fees and charges in-year within their respective portfolios in support of achieving their income budgets, taking account of changes in service costs, the market environment, demand and/or service levels and any statutory constraints, except where other specific decision-making arrangements have been formally adopted (for example, on-street car parking).</li> </ol>	

## **Proposal**

### **1. Background and Context**

- 1.1. This report outlines the County Council's approach to setting discretionary fees and charges, which are detailed at Appendix A. To support completion of the County Council budget for 2019/20, there needs to be agreement of the extent to which these fees and charges are increased.
- 1.2. Section 3 of the Localism Act 2011 and Section 93 of the local Government Act set out the general legal framework regarding charging for services,

albeit that various other specific legal provisions and local policy objectives may also influence or dictate the level of fees or income to be generated.

- 1.3. Taking account of the above, the County's fees and charges fall into the following broad categories:
  - a) Fees which are statutory and the charging structure is set by the relevant national body, generally with regulatory responsibility for the service;
  - b) Fees based on cost recovery, this reflecting the general regulatory framework for charging for services, other than through trading undertakings;
  - c) Fees where the County Council uses its specific powers to pursue other financial outcomes or policy objectives through its charging policy, for example, traffic management; and
  - d) Fees where the County Council has taken a clear policy decision to subsidise a service, in setting the related fees and charges.
- 1.4. As a rule, the County Council generally increases fees and charges by the Retail Price Index (RPI) as at September; for 2019/20, this amounts to a 3.3% increase. This is in line with the County Council's policy to budget for cost inflation. All changes will be implemented from 1 April 2019, unless otherwise stated.
- 1.5. In that context, a summary of the proposed charges and their rationale is set out below by portfolio. It should be noted that during the course of next year, the cost bases underpinning much of the Council's charging policy will be reviewed and refined, with a view to identifying options for increasing income generation.

## **2. Proposal Details**

### **Children and Young People**

- 2.1 Nursery and Playgroup fees for 2-4 year olds are proposed to increase by RPI, which is in line with West Sussex County Council's (WSCC) Fees and Charges costing methodology.
- 2.2 The Beechfield entry has been removed from the 2019/20 Fees and Charges as the Secure Children's Home is currently closed and is unlikely to be reopened in 2019/20. If the service is re-commissioned, then a separate decision regarding any new Fees and Charges will need to be taken, based on the type of service and provision being proposed. Any ongoing further decisions after this will be taken through the annual Fees and Charges process.
- 2.3 The portfolio includes fees and charges for the provision of training for Early Years providers. After review it is proposed to remodel the way in which the subscriptions are purchased – this more flexible offer should provide more accessibility to courses and enable providers to tailor training requirements

to their individual settings. As such there is a number of training options have been removed, but replaced with the new remodelled options.

- 2.4 Statutory fees in this portfolio include those charged for adoption and fostering cases, where the portfolio follows national charging guidelines. This ensures, when charging other local authorities for these services, that there is equity in treatment.

### **Adults and Health**

- 2.5 With the exception of the Blue Badge scheme which is a Statutory Fee, the remaining Adults & Health Fees and charges have all been increased in line with inflation. Transport to Day services charges have also been increased by RPI, but as agreed with members in 2015 this is a subsidised service and therefore the proposals do not seek to fully recover costs.

### **Finance and Resources**

- 2.6 Included in this area are the Fees and Charges relating to the provision of financial services to schools. These have all been increased by RPI, with an additional rounding to the nearest pound. It is also proposed to introduce a half day charge for a peripatetic bursar support (currently there is a full day charge only); this will allow a more flexible approach to the financial services support.
- 2.7 There are also a number of legal charges relating to Rights of Way requests, again these have been increased by RPI with a further process of rounding the charge to the nearest pound. The impact of the roundings has created a number of different percentage increase parameters, but this is a result of the roundings rather than an arbitrary increase in the Fees and Charges.
- 2.8 Also included within this portfolio are the charges for the rental of the nine plots at the West Sussex Transit Site. It is proposed to increase these fees by £7.00 per week (10%) – there was no fee increase last year and therefore this proposal is considered reasonable.
- 2.9 The Fee charged for the attendance of WSCC staff at Bursar interviews is no longer applicable as Schools now carry out this service themselves.
- 2.10 The portfolio has one main statutory area of charging, associated with the Financial Adult Safeguarding service, which will continue to follow national charging guidelines from the Court of Protection. In addition to this are charges in regards to properties, leases and rents – as these are contractual for each lease, they are bound by the terms and conditions of the lease, with any changes being made in line with the contractual obligations.

### **Corporate Relations**

- 2.11 Included in this portfolio are the fees and charges applicable to the County Council's services to schools. Charges for these services are based on cost recovery and as such have been increased in line with inflation.

- 2.12 Hourly charges for Legal services work associated with developer agreements will increase in line with inflation to £192 per hour.
- 2.13 This portfolio also includes the Catering services for the county council; it is proposed that the fees and charges for the Martlets catering service are increased in line with RPI at 3.3%. These were increased by above RPI last year due to the service making a loss, but income levels have continued to fall. The amounts being charged by the likes of Mark and Spencer and Boots for lunches etc have been taken into account given the proximity of Chichester city centre.

### **Leader**

- 2.14 Proposed fees for charging for advertising space in Taste West Sussex and West Sussex Connections, our two print publications, are based on keeping current prices fixed for the next financial year. The full charging rates are rarely achieved given that the market is very competitive and currently the fees appear relatively high compared to the competition. The previous rates were based on the print market and digital development has considerably impacted on the prices that can be achieved.

### **Stronger Safer Communities**

#### **Records Office**

- 2.15 The Record Office has a wide range of discretionary fees and charges, all of which are not subject to other specific statutory regulation. The proposals for each fee are detailed below.
- 2.16 All charges for publication fees, microfilming, room hire, Record office "surgeries", document copying and photography services are subject to a proposed RPI (3.3%) increase. Further to that all the fees and charges will have the charge rounded up to provide a whole pound VAT inclusive rate. This has meant that due to the relatively low charges, this rounding has created an overall increase for 2019/20 of between 3.3% and 10%, the exception being one charge for Microfilming increasing by 20% - but in monetary terms this amounts to only 50 pence.
- 2.17 Charges for the evening tours of the Record Office and out of office talks are proposed to increase by 1.5%. This limited increase is due to market sensitivity, with the aim of increasing take-up of these events.
- 2.18 After benchmarking with other Records offices and libraries, it was established that many of the services provided were priced at the top end of the market and as such it is proposed that the following Fees and Charges are not increased for 2019/20: Orders by post, Scanning, photocopying, searches, research fees, self-service printing, genealogical research fees, coffee time sessions, daytime tours of the Record Office and evening talks at the record office.
- 2.19 There is no proposed increase for the Records Office off-street Car Parking charges for 2019/20 as there was a 7.1% increase in 2018/19. These six

spaces are available for individuals specifically using the records office for research.

## **Libraries**

- 2.20 The Libraries Service has a wide range of discretionary fees and charges, all of which are not subject to other specific regulation.
- 2.21 All fees and charges were reviewed against price, sensitivity and customer reaction and as a result the proposals for 2019/20 are detailed below.
- 2.22 Fees for the rental of DVDs will not increase this year – there is a reducing demand for this service and fees need to remain competitive to retain demand.
- 2.23 Rentals fees for audiobooks, fees to send and receive faxes, will see an average increase of 3.6% - this is based on an RPI increase plus further roundings (including VAT) to the nearest 5 pence due to library machine limitations.
- 2.24 Rentals for CDs are to increase by 10 pence per week (9.1%) – there was no increase last year and it is believed that this increase will not affect demand.
- 2.25 Fees for letting of library meeting rooms and other spaces to external parties will not see an increase in 2019/20 – they were increased last year by 4.8%, and any further increase is likely to have an effect on use and see a reduction in bookings.
- 2.26 Fees for Photocopying, Printing, Exhibition Booking Fees and Reference Research will not increase in 2019/20 due to price sensitivities and pressure on demand.
- 2.27 Fees for replacement membership cards are proposed to rise on average by 6.2%, the increase is an attempt to encourage residents to look after these assets.
- 2.28 Charges for letters regarding overdue items (to cover the administration, postal and stationery costs) are proposed to increase by 40 pence, but all other related charges will not increase, partly to ensure they do not become a deterrent to demand for otherwise declining services.
- 2.29 Fees for using public access computers will increase by 13% (a small monetary amount – 17 pence) – there was no increase last year and it is believed this will not reduce demand.
- 2.30 Fees for reserving books did not increase last year and as such it is proposed to increase the fees across the three categories from between 7% and 20%. These are relatively small monetary increases with the 20% increase representing an additional 10 pence.
- 2.31 Fees for reading groups subscriptions did not increase last year, but it is proposed to increase these by RPI for 2019/20.

## **Fire & Rescue**

- 2.32 With the exception of the Commercial Training element, all the Fees and Charges for the services provided by West Sussex Fire & Rescue Service will be increased by RPI with further small additional roundings to the nearest 10 pence.
- 2.33 The Council aims to generate additional income through Commercial Training. Following market research, and looking at both the prevention agendas and the legislative requirements, the courses have been remodelled as to how they are provided. In line with this change it is proposed to increase the charges above September's RPI figure (details as per Appendix A). It is expected the level of take up should not reduce the attendance levels, but as a commercial flexible charge it will be continuously monitored.

## **Trading Standards**

- 2.34 The County Council's Trading Standard service also offers a Trading Standards Approval scheme called 'Buy With Confidence' (BWC). This is a discretionary service which is also delivered by other Local Authority Trading Standard Services. These charges are currently two-tier in nature, with the higher fees applying to customers who have joined the BWC after April 2016. The Fees for members joining after April 2016 are deemed to be at the top of their range given the competitive market - as such it is proposed that there is no increase in fees for 2019/20.
- 2.35 The fees for those joining before April 16 will increase by 3.3% with the figures being rounded to the nearest pound
- 2.36 The hourly rate for Metrology Verification Fees, Trading Standards Business support and administration in licence variations for Explosive storage will rise by 3.3%, again rounded to the nearest pound.
- 2.37 The same 3.3% RPI rounded increase is proposed for advertising in the Buy with Confidence Directory.
- 2.38 The Trading Standards service also has a number of statutory charges, set by Health and Safety Fees Regulations (2012) concerning inspection of petroleum storage, explosives storage and the sale of fireworks and as such WSCC will continue to follow these national regulations in regards to Fees and Charges setting.

## **Registrars**

- 2.39 The Registrar portfolio provides an eclectic range of services. For 2019/20 the majority of these services are proposed to increase in line with RPI (3.3%). However to provide a VAT inclusive rounded fee some of the increases are marginally above or below the 3.3% increase intended. The services included in this increase are: Individual citizenship ceremonies;

Licencing; attendance of registrars at licensed venues and ceremony rooms, and administration costs included in the provisions of these services. For Non Statutory Ceremonies it is proposed to increase these by £5.84 – after review it has been found that the production costs are the same as the other certificates, as such it is proposed to bring the cost in line with those.

- 2.40 There are two services that are no longer offered and have been removed from the Fees and Charges service list – these are the Nationality checking service and Passport checking service. The cost for certificates is being rationalised and updated so they are the same cost whenever ordered and the 24 hour priority service will now become a statutory fee.
- 2.41 There are a number of services (listed at Appendix A) within the Registration and Coroners service whose fees are governed by the General Register office and Ministry of Justice respectively. As such WSCC will continue to follow their guidance in the application of Fees and charges for these specific services.
- 2.42 Edes House is a Grade 1 listed Building which is predominantly used for weddings whose fees and charges are included in the detail above. For all other events being held at Edes House it is proposed to increase the charges by RPI as well.

### **Community Safety and Wellbeing**

- 2.43 This portfolio deals with the Traveller sites across the county. The increases proposed are within the restriction directed by the Mobile Homes Act 1983 (which limits increases to a maximum increase of RPI in September of the relevant year).

### **Highways and Infrastructure**

#### **Highways**

- 2.44 The portfolio includes a small number of statutory fees for highways inspections and some elements of the County Council's licensing service.
- 2.45 The majority of charges for Highways licensing, flood risk advice, traffic signs, markings and document copies will all increase by RPI.
- 2.46 There are a small number of fees and charges which have been increased above the RPI rate – these relate to Skip and Building materials Licences, Elevated Platform notices, and Housing Development Developer enquires (Flood risk). These increases are a result of benchmarking exercise and bring the charge broadly in line with similar Local Authorities.
- 2.47 Two charges for the switch off of Traffic signals have been frozen for 2019/20. When benchmarked, WSCC are currently higher than similar Local Authorities and as such it is proposed that the charges remain frozen for the time being.
- 2.48 There are several new charges to be introduced; four of which relate to the overrun of previously issued licences – these charges are standard practice to

deter behaviour and attempt to ensure any highways impact is limited to the original licence period. Three new charges relate to vehicle crossover licences for developer applications only (previous fees and charges related to both domestic and developer applications). The final new charge relates to the removal of Temporary Direction signs when the licence has expired. When benchmarking, it was established that other local authorities differ between both domestic and requests and as such the fees have now been proposed with differing charges for developer and domestic request.

- 2.49 There are a number of fees and charges within the Highways portfolio which are statutory in nature and as such WSCC will continue to follow national guidelines and rates.
- 2.50 The Fees and Charges for Tables and Chair licences allow for cost recovery, and are proposed to increase significantly in 2019/20. This change is a result of benchmarking with similar Local Authorities and includes a realignment of charges to ensure there is a single charge for all years (historically there was a significantly lower charge for licences after the first year). This will result in a 26% increase for the first year and 260% increase for subsequent years.
- 2.51 The Consent for alterations for an ordinary watercourse has also been removed. This is because WSCC is not the charging authority as this has been delegated to the Districts and Boroughs under agreement.

### **Transport**

- 2.52 For the Bicycle training courses, it is proposed that the two beginner courses will be increased by RPI, with the amounts being rounded up to the nearest fifty pence. However to make WSCC more competitive with its external competitors it is proposed to reduce the cost of the advanced cycle training course from £54.00 to £45.00.
- 2.53 The S19 Minibus permit was not increased in 2018/19 and in order to ensure that all costs are recovered it is proposed to increase the charge above inflation to £12.50.
- 2.54 It is also proposed to increase the Experienced Driver Assessment charge above inflation, to £46.50 (8%) – this is to ensure that the service remains cost neutral in the future.
- 2.55 As the charge was doubled in 2018/19, it is not proposed to increase the fee for replacement of English National Concessionary Fare bus passes.
- 2.56 It is thought that any increase in the fee for DBS (Disclosure and Barring Service) checks for external transport staff, will impact on the numbers of drivers and escorts willing to work for WSCC. As such it is proposed that there is no fee increase.
- 2.57 The Safer Sussex Roads Partnership (SSRP) speed awareness courses are Statutory in nature (set by Sussex police) and as such WSCC will follow these guidelines



- 2.58 All on-street parking charges are reviewed annually in a decision taken by the Cabinet member for Highways and Infrastructure; hence they are excluded from this report. Implementation of any changes will be each September with the decision report being submitted in June. For clarity, whilst this report seeks certain delegations to Officers for varying fees and charges, these delegations would not apply in this instance.

## **Environment**

### **Planning**

- 2.59 The portfolio also includes a range of fees and charges for the County Council's planning services. In the last two years there have been a number of significant increases after benchmarking and cost reviews were carried out. Further reviews were carried out as part of this year's review, which identified that the fees and charges are now in line with comparators and as such there are no proposed increases proposed in this area.
- 2.60 Pre-application advice fees for County Planning were reviewed and increased in 2016/17 to ensure all costs are recovered and bring in line with other Local Authorities. The fees have been reviewed again and are still considered appropriate and as such no changes are proposed for 2019/20.
- 2.61 Across the Environment and Heritage service, the proposal is that there is no change for the 2019/20 fees and charges. A review of fees for Historic Environment record searches established that the charges are at the upper end of charges across the country (but not excessive) as such there are no planned increases. For both the pre-application advice fees and support to statutory undertakers, any inflationary increase would be relatively small and as such uplifts are normally included every 3 years (there was a 6.3% increase in 2018/19). In regards to the contribution by District and Borough Councils a fee structure has already been agreed at £3,000 per planning authority.
- 2.62 For S38 and S278 agreements, substantive changes were made in 2018/19 after a benchmarking exercise. The minimum charge increased by 6.3% and the fee increased from 9% to 10% of the cost of the works, for the majority of the agreements. The Charges remain in line with other Local Authorities and as such there no proposed increases this year.
- 2.63 For 2019/20 there are no planned increases for the Monitoring and Records service Fees and Charges. There were increases made in 2018/19 and given the relative small charge amounts, the fees are normally rounded up for inflation and cost to the nearest £5 every 2-3 years.
- 2.64 No fee increases are proposed for Planning and Transport Policy services as these services are based on a formula approach depending on the nature of the application.
- 2.65 Fees for pre-application advice for County Highways were reviewed against costs and benchmarking and are still considered appropriate, therefore no changes are proposed for 2019/20.

- 2.66 Those fees pertinent to County Planning and Environment and Heritage that are statutory in nature will continue to follow national guidelines.

### **Waste**

- 2.67 The County Council charges for a small number of waste recycling and disposal services. These are normally increased in line with the standard annual cost indexation of the County Council's recycling PFI contract. It is proposed that the charge for tyre disposal remains at £4.00 (Inc VAT) as the associated cost of implementing an increase (signage changes, communications with residents and advertising) would cost more than the increased revenue.
- 2.68 District and Borough Councils have discretion to provide a waste collection service to local business and recover reasonable costs. In doing so, they are in competition with commercial providers. Most district councils who offer this service do so with the benefits of the fixed assets to provide household collection already in place. The County Council is the waste disposal authority and has a statutory obligation to arrange for commercial waste disposal collected by district councils (but not by commercial providers who must pay market rates for disposal). The County Council recharges the district councils for the disposal element of the service and this should, to avoid subsidy, be recovered in the price paid by commercial customers. As such the charges for trade waste disposal are proposed to increase for 2019/20 by 3.6% which is in line with the standard annual cost indexation of the County Council's contract.

### **Countryside and Rights of Way**

- 2.69 The Environment portfolio also includes countryside and rights of way charges. The countryside facilities services will rise in line with RPI for 2019/20. For the Rights of Way, the administrative fees relating to additional work required for opposed Public path orders will rise by RPI with the charge then being rounded up to the nearest £10.
- 2.70 There were a number of increases for Rights of Way services which are above RPI (5.4% to 11.1% increase) and are a result of a review of costs and benchmarking in the county. These include the administrative fee for public path closure orders and temporary traffic regulation orders.
- 2.71 A new charge is to be introduced within Countryside services, is for the establishment of a licence fee for access across or onto WSCC land. This fee will be variable in nature and will be charged according to the frequency and type of use. WSCC Land Agents and Valuers will provide advice on appropriate charges for the licences.
- 2.72 The processing of a corrective application for Rights of Way is covered under the Commons Act 2006 and as such is a Statutory Fee. Accordingly WSCC will follow national guidelines when applying the charge.

### **Education and Skills**

- 2.73 The portfolio comprises a range of fees and charges relating to the County Council's provisions of services to schools. These include the Service Level Agreement with schools for a range of services such as; Governor Services and outdoor education – it is proposed that these fees and charges be increased in line with RPI at 3.3%
- 2.74 Also included in this portfolio are the Schools Financial Services Sickness Maternity scheme, the provision of both Free school and special school meals – again it is proposed that these charges are increased by 3.3%.
- 2.75 For the Home to School transport provision it is proposed to increase the Fees being charged by 8% in 2019/20 - with the exception of those Post 16 students (concessionary and SEN) where these fees were increased significantly last year and this year a 5% increase is proposed. These above inflation increases are needed to reflect more closely commercial bus fares, WSCC costs and the amounts being charged by neighbouring authorities.
- 2.76 WSCC also provides Education Psychology and Behaviour courses. After benchmarking with internal services and neighbouring Local Authorities it is proposed to increase the Fees for the half day course by 8% and the full day course by 13%.
- 2.77 It is proposed that there is no change in the charge to schools for the Induction provided for Newly Qualified Teachers. This was not increased in 2018/19; however benchmarking has informed WSCC that if the fees are not in line with regional and national pricing then there is high risk of losing subscriptions.
- 2.78 A new fee has been introduced for the current academic year – this is a charge to those schools wishing to convert to Academy Status. The fee of £8,000 per school was agreed with the Cabinet member in 2018 and will be applied to any schools converting after the current academy orders issued.
- 2.79 There are two types of statutory charges within the Education and Skills portfolio: Subscription charges to schools and academies for pupil data analysis; and fixed penalty notices for unauthorised school absences. For both WSCC will continue to follow national guidelines in regards to charges.
- 2.80 All 2019/20 rates have been rounded to the nearest pound.

## **Factors taken into account**

### **3. Consultation**

- 3.1 There are no relevant public or user consultations but proposals have been discussed with WSCC stakeholders including Budget holders and Heads of departments.

### **4. Financial (revenue and capital) and Resource Implications**

- 4.1 **Revenue consequences of proposal** – The proposals are aligned to generate income in line with the 2019/20 draft revenue budget and

associated increases in relation to inflation. Whilst fees or charges are generally increasing, such increases are considered appropriate and for the most part in line with inflation and the cost in providing the service.

4.2 **Capital consequences** – There are no capital consequences of these changes.

4.3 **Human Resources, IT and Assets Impact** – It is anticipated that there are no implications within these categories. If subsequent implications are identified each service is comfortable that any requirements can be managed effectively and within existing budgets.

5. **Legal Implications** - Key legal considerations are set out in the report and have been taken account of in developing the proposals.

## 6. **Risk Assessment Implications and Mitigations**

6.1 The risk of public concern and the Council's reputation has been considered in developing the proposals, as has the risk of a reduced level of demand for discretionary services – particularly if there are viable alternative providers. Benchmarking comparisons, market analysis and an understanding of the cost of providing services have all been drawn on in developing proposals, and in considering risk. There is the potential that the changes will impact current income levels and reduce net budgets for services. This risk is considered manageable however, through any shortfalls of income being met from within the service, and furthermore the proposed delegations to Officers are also a risk mitigation measure.

## 7. **Other Options Considered**

7.1 In general terms, alternative options for increasing (or even reducing) various fees and charges by different amounts have been considered in developing these proposals, in context of seeking to achieve a better outcome for the Council and taking account of expected demand and other factors. The proposals are considered to reflect the optimum solution for 2019/20. Nonetheless, further review of charging policy, benchmarking and cost bases will be undertaken to inform future years, with the aim of identifying proposals to increase the Council's income generation opportunities.

## 8. **Equality and Human Rights Assessment**

8.1 The fees and charges review is designed to ensure that the costs of providing the services are at least covered (unless agreed otherwise). The costs of these discretionary services is therefore not inadvertently subsidised by the general council tax payer. The decision to increase, maintain or reduce a fee/charge is exclusively based on the financial impact to West Sussex County Council in providing for those services. The application of a consistent fee for each service, regardless of whether a user shares a protected characteristic, ensures equality of access to the service for all users. Therefore it is not considered necessary to undertake a full Equality Impact Assessment for these proposals.

## 9. **Social Value and Sustainability Assessment**

9.1 There are no specific Social value or Sustainability issues associated with this proposal.

## **10. Crime and Disorder Reduction Assessment**

10.1 There are no specific implications associated with this proposal.

### **Katharine Eberhart**

Director Finance, Performance and Procurement

### **Nadine Muschamp**

Head of Finance

**Contact Officer: Andrew Guinea** - Strategic Finance Manager

Tel: 03302 225068

### **Appendices**

Appendix A

### **Background papers**

None

**\*\*\*All Fees and Charges are cost recovery unless stated as Statutory or Subsidised**

**Adults & Health Fees and Charges**

Service	Fee/Charge	Current Fee/Charge ex VAT(£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase	
Adults' Services	Transport to Day Services	£5.71	Return trip per day	£5.90	3.3%	Subsidised
	Meeting space letting <sup>1</sup>	£7.84	Small Room/Hour	£8.10	3.3%	
		£10.39	Medium Room/Hour	£10.73	3.3%	
		£13.14	Large Room/Hour	£13.58	3.3%	
	Care Act 2014: support brokerage	£166.76	One off discretionary fee	£172.26	3.3%	
	Care Act 2014: support brokerage	£166.76	Review request	£172.26	3.3%	
	Care Act 2014: support brokerage	£5.35	Weekly admin fee	£5.53	3.3%	
	Care Act 2014: deferred payment agreements	£528.85	set-up one-off fee	£546.30	3.3%	
	Care Act 2014: deferred payment agreements	£267.02	Property valuation one off fee	£275.83	3.3%	
Care Act 2014: deferred payment agreements	£7.64	Weekly admin fee	£7.89	3.3%		

**Adults & Health Statutory Fees and Charges**

Service	Fee/Charge	Current Fee/Charge ex VAT(£)	VAT rate	Current Fee/Charge inc VAT(£)	Per what?
Blue Badge (Disabled Parking) Scheme - Transport	Fee upon successful application	10.00	Non Business	10.00	Per badge

<sup>1</sup>Meeting space Letting; the full charge only applies when the use of the room is unrelated to Adult Services. If use is mixed including Adults' services then the charge is set at 50%

**Children and Young People Fees and Charges**

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase
Nursery Fees / Playgroup	One 2 year old child	£4.74	Hour	£4.90	3.3%
Nursery Fees / Playgroup	One 3 or 4 year old	£4.63	Hour	£4.78	3.3%
Beechfield Secure Unit	Charge to other Local Authorities for placing a child	£6,546.00	Week	Removed	
Early years providers - Training subscriptions	1 to 2 staff (childminders)	£55.00	Setting	Removed and restructured	
Early years providers - Training subscriptions	3 to 5 staff	£161.00	Setting	Removed and restructured	
Early years providers - Training subscriptions	6 to 10 staff	£375.00	Setting	Removed and restructured	
Early years providers - Training subscriptions	11 to 15 staff	£588.00	Setting	Removed and restructured	
Early years providers - Training subscriptions	16 to 20 staff	£855.00	Setting	Removed and restructured	
Early years providers - Training subscriptions	21 + staff	£1,122.00	Setting	Removed and restructured	
Early years providers - Training subscriptions	Out of school clubs	£202.00	Setting	Removed and restructured	
Early years providers - Training subscriptions	Schools	£144.00	Setting	Removed and restructured	
Early years providers - Training subscriptions	Mini bundle - 10 tokens +	New	Setting	£160.00	New
Early years providers - Training subscriptions	Midi Bundle - 30 tokens +	New	Setting	£350.00	New
Early years providers - Training subscriptions	Maxi Bundle - 60 tokens +	New	Setting	£550.00	New
Early years providers - Training course fee	Childminder	New	Full Day Course	£20.00	New
Early years providers - Training course fee	Childminder	New	Half day course	£15.00	New
Early years providers - Training online course	Online courses bundle	New	Bundle	£25.00	New
Early years providers - Training online course	Online courses	New	Course	£10.00	New

**Children and Young People Statutory Fees and Charges**

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?
Adoption	Inter- authority adoption fee - one child	£27,000.00	Adoption placement
Adoption	Inter- authority adoption fee - two siblings placed together	£43,000.00	Adoption placement
Adoption	Inter- authority adoption fee - three siblings placed together	£60,000.00	Adoption placement
Adoption	Inter- authority adoption fee - four siblings placed together	£68,000.00	Adoption placement
Adoption	Inter- authority adoption fee - five siblings placed together	£80,000.00	Adoption placement
Fostering	Fostering Charges	Determined on individual basis based on Families for Children IFA Rates.	Per child

**Finance & Resources Fees and Charges**

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase
Schools Financial Services SLA - Section 8 charges	Secondary School	£805.00	Per school, per annum	£832.00	3.4%
	Primary & Nursery School	£1,134.00	Per school, per annum	£1,172.00	3.4%
	Special School	£1,155.00	Per school, per annum	£1,172.00	1.5%
Schools Financial Services - Level 3 services	Sick and absent bursar cover	£50.00	Per hour	£52.00	4.0%
	Ad hoc visit	£66.00	Per hour	£68.00	3.0%
	Pre-booked peripatetic bursar accounts check	£222.00	Per day (5 hours)	£230.00	3.6%
	Pre-booked peripatetic bursar budget prep	£222.00	Per day (5 hours)	£230.00	3.6%
	SIMS/FMS onsite training	£66.00	Per hour	£68.00	3.0%
	Year-end financial closedown	£137.00	Fixed (3 hours)	£141.00	2.9%
	Attendance of Bursar Interviews	£66.50	Per hour	Removed	
	Pre-booked peripatetic bursar – (visit or dial up) Accounts check (half day)	New	Half day	£125.00	New
	Pre-booked peripatetic bursar – (visit or dial up) Budget Preparation (half day)	New	Half day	£125.00	New
Legal	Fee to copy a Common Land or Town or Village Green register entry	£22.50	Copy	£23.00	2.2%
Legal	Fee for the supply of a definitive map/statement extract	£11.00	Copy	£11.00	0.0%
Legal	Fee for copy orders/agreements	£5.50	Copy	£6.00	9.1%
Legal	Fee for other copying – in accordance with the Record Office’s current scale of charges	£0.70	Hour	£1.00	42.3%
Legal	Fee to process a Highways or CROW Act landowner deposit	£380.10	Deposit	£393.00	3.4%
Legal	Fee to process a corrective application made under the Commons Act 2006	£800.25	Course	£827.00	3.3%
Legal	West Sussex Transit Site Plot rental (9 plots)	£70.00	Week	£77.00	10.0%



**Finance and Resources Statutory Fees and Charges**

Fee/Charge	Current Fee/Charge ex VAT(£)	Per what?
<b>Category I</b> Court making an order appointing a deputy for property and affairs	£745.00	client
<b>Category II</b> Annual management fee where the net assets of a person under deputyship are below £16,000, must not exceed 3% of that person's net assets on the anniversary of the court order appointing the local authority as deputy. Annual management fee for a public authority deputy (property and affairs) <b>First Year</b>	£775.00 or 3.5% of the client's net assets if the net assets are below £16,000	client
<b>Category II</b> Annual management fee where the net assets of a person under deputyship are below £16,000, must not exceed 3% of that person's net assets on the anniversary of the court order appointing the local authority as deputy. Annual management fee for a public authority deputy (property and affairs) <b>Second and Subsequent Years</b>	£650.00 or 3.5% of the client's net assets if the net assets are below £16,000	client
<b>Category II</b> Annual management fee for a public authority deputy (health and welfare): taken by the local authority and not exceeding 2.5% of the person's net assets on the anniversary of the court order appointing the local authority as deputy (up to a maximum of £555).	lower of 2.5% of the person's net assets or £555.00	client
<b>Category III</b> Annual property management fee to include work involved in preparing property for sale, instructing agents, conveyancers, etc or the ongoing maintenance of property including management and letting of a rental property or properties where the client is a tenant.	£300.00	client
<b>Category IV</b> Preparation and lodgement of an annual report or account to the Public Guardian	£216.00	Annual report or account
<b>Category V</b> Preparation of a Basic HMRC income tax return (bank or NS&I interest and taxable benefits)	£70.00	Return
<b>Category V</b> Preparation of a Complex HMRC income tax return (bank or NS&I interest, taxable benefits, small investment portfolio)	£140.00	Return
<b>Capital &amp; infrastructure</b> Property, Leases and Rents	Various	Per Lease

**Finance & Resources (Corporate Relations) Fees and Charges**

<b>Service</b>	<b>Fee/Charge</b>	<b>Current Fee/Charge ex VAT (£)</b>	<b>Per what?</b>	<b>Proposed Fee/Charge ex VAT (£)</b>	<b>% Increase</b>
Facilities Management	Schools SLA's and Supplies Service	Various	SLA	Various	3.3%
Facilities Management	Academies SLA and Supplies Service	Various	SLA	Various	3.3%
Legal	Legal agreements linked to S106 contributions	£186.00	Hour	£192.00	3.3%
Facilities Management	Martlets (Catering)	N/A	N/A	N/A	3.3%

**Finance & Resources (Leader) Fees and Charges**

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase
West Sussex Connections	Advertising - Option 1 388mm H x 297mm W (full page)	£5,462.00	Issue	£5,462.00	0%
	Advertising - Option 2 404mm H x 300mm W (back page)	£5,462.00	Issue	£5,462.00	0%
	Advertising - Option 3 140mm H x 274mm W	£2,237.00	Issue	£2,237.00	0%
	Advertising - Option 4 140mm H x 180mm W	£1,512.00	Issue	£1,512.00	0%
	Advertising - Option 5 140mm H x 88mm W	£762.00	Issue	£762.00	0%
	Advertising - Option 6 Event lineage (max 30 words)	£65.00	Issue	£65.00	0%
Taste West Sussex	Advertising - Back cover - (216mm w x 266mm h) £840	£1,068.00	Issue	£1,068.00	0%
	Advertising - Inside back cover - (216mm w x 266mm h)	£966.00	Issue	£966.00	0%
	Advertising - Inside front cover - (216mm w x 266mm h) £780	£992.00	Issue	£992.00	0%
	Advertising - Full page - (216mm w x 266mm h)	£839.00	Issue	£839.00	0%
	Advertising - Half page - (182mm w x 114mm h)	£458.00	Issue	£458.00	0%
	Advertising - Quarter page - (89mm w x 114mm h)	£254.00	Issue	£254.00	0%
	Advertising - Eighth page - (89mm w x 55mm h)	£153.00	Issue	£153.00	0%

**Safer and Stronger Communities (Records Office) Fees and Charges**

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase
Record Office	Publication fees for film and TV	£43.06	Per photograph	£51.67	3.3%
Record Office	Microfilming - per film	£43.06	Per film	£51.67	3.3%
Record Office	Room Hire of Work Room (up to 12 people)	£80.00	For full day	£83.00	3.8%
Record Office	Publication fees for Garland photos UK rights	£18.06	Per image	£21.67	4.0%
Record Office	Publication fees for Garland photos world rights	£36.11	Per image	£43.33	4.0%
Record Office	Publication fee in books with print run of 5001 and over	£17.36	Per photograph	£20.83	4.1%
Record Office	Publication fees for national media/periodicals	£17.36	Per photograph	£20.83	4.1%
Record Office	Room Hire of Work Room (up to 12 people)	£40.00	For half day	£42.00	5.0%
Record Office	Record Office 'surgeries'	£28.47	Per hour	£34.17	5.1%
Record Office	Publication fee in books with print run of 3001-5000	£13.19	Per photograph	£15.83	5.5%
Record Office	Publication fees for other commercial publications	£25.69	Per photograph	£30.83	5.7%
Record Office	Certified copies of documents	£10.83	Per Document	£11.67	7.7%
Record Office	Publication fee in books with print run of 1-1000	£5.00	Per photograph	£5.42	8.3%
Record Office	Publication fee in books with print run of 1001-3000	£9.03	Per photograph	£10.83	8.3%
Record Office	Publication fees for local media	£4.51	Per photograph	£5.42	8.3%
Record Office	DIY Photography in searchroom	£9.17	Per day	£10.00	9.1%
Record Office	Publication fees for Eric Gill Collection	£7.64	Per item	£9.17	10.0%
Record Office	Microfilming - additional charge per frame	£2.08	Per film	£2.50	20.0%
Record Office	Evening talks at the Record Office	£8.00	Per person	£8.00	0.0%
Record Office	Self-service microform copying	£0.38	Per sheet	£0.38	0.0%

## Appendix A

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase
Record Office	Self-service printing from computer	£0.38	Per sheet	£0.38	0.0%
Record Office	A3 and A4 photocopies	£0.50	Per sheet	£0.50	0.0%
Record Office	Coffee Time Sessions	£7.50	Per person	£7.50	0.0%
Record Office	Photocopies - A3 colour	£2.50	Per sheet	£2.50	0.0%
Record Office	Photocopies - A4 colour	£1.25	Per sheet	£1.25	0.0%
Record Office	Scanned image and print A3	£18.33	Per sheet	£18.33	0.0%
Record Office	Scanned image and print A3-A1	£36.67	Per sheet	£36.67	0.0%
Record Office	Scanned image and print A4	£9.17	Per sheet	£9.17	0.0%
Record Office	Supply of scanned image - A3-A0	£23.33	Per sheet	£23.33	0.0%
Record Office	Supply of scanned image - A4-A3	£11.67	Per sheet	£11.67	0.0%
Record Office	Supply of scanned image - up to A4	£5.83	Per sheet	£5.83	0.0%
Record Office	Car Parking - full day	£6.25	Day	£6.25	0.0%
Record Office	Car Parking - half day	£3.13	Half day	£3.13	0.0%
Record Office	Daytime tours of Record Office	£36.00	Per tour	£36.00	0.0%
Record Office	Genealogical Research Fees	£30.00	Per hour	£30.00	0.0%
Record Office	Other searches	£30.00	Per hour	£30.00	0.0%
Record Office	Orders by Post (up to 3 colour copies)	£7.08	Up to 3 sheets	£7.08	0.0%
Record Office	Orders by Post (up to 5 copies)	£5.42	Up to 5 sheets	£5.42	0.0%
Record Office	Evening tours of Record Office	£66.00	Per tour	£67.00	1.5%
Record Office	Out of office talks	£66.00	Per talk	£67.00	1.5%
Record Office	Short Research Fee	£15.00	Per 30mins	£15.00	0.0%

**Safer and Stronger Communities (Library) Fees and Charges**

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase
Libraries	Audiobooks (up to 8 cassettes/CDs)	£1.35	3 weeks	£1.40	3.7%
Libraries	Audiobooks (9+ cassettes/CDs)	£2.70	3 weeks	£2.80	3.7%
Libraries	Audiobooks (Playaway - digital audio)	£2.70	3 weeks	£2.80	3.7%
Libraries	Fax: to UK	£1.58	Transmission per page	£1.63	2.6%
Libraries	Fax: to Europe	£2.08	Transmission per page	£2.17	4.0%
Libraries	Fax: to Rest of World	£2.58	Transmission per page	£2.67	3.2%
Libraries	Fax: receiving Fax	£1.04	Transmission per page	£1.08	4.0%
Libraries	Public Access Computers: charge for non-members using PCs	£1.25	Hour	£1.42	13.3%
Libraries	Reservation Fees - books in West Sussex or partnership libraries	£0.90	Item	£1.00	11.1%
Libraries	Reading groups - subscription	£26.67	Year	£27.55	3.3%
Libraries	CDs - pop	£1.10	1 Week	£1.20	9.1%
Libraries	CDs - other	£1.10	1 Week	£1.20	9.1%
Libraries	Membership card replacement	£1.60	Card	£1.70	6.2%
Libraries	Overdue Charges (Administration charge for overdue letter)	£1.30	Letter	£1.70	30.8%
Libraries	Reservation Fees - books reserved directly online	£0.50	Item	£0.60	20.0%
Libraries	Reservation Fees - books from elsewhere	£7.00	Item	£7.50	7.1%
Libraries	Reservation Fees - books from British Library	£10.00	Item	£11.00	10.0%
Libraries	Overdue Charges (Star DVDs)	£0.75	Day	£0.75	0.0%
Libraries	Overdue Charges (adult books)	£0.25	Day	£0.25	0.0%
Libraries	Overdue Charges (audio books)	£0.25	Day	£0.25	0.0%
Libraries	Overdue Charges (General DVDs)	£0.60	Day	£0.60	0.0%
Libraries	Overdue Charges (music CDs)	£0.25	Day	£0.25	0.0%
Libraries	DVDs (General)	£2.00	1 Week	£2.00	0.0%
Libraries	DVDs (Star and Blu-Ray)	£3.00	1 Week	£3.00	0.0%
Libraries	Exhibition Booking Fee	£13.00	Per week, when items are for sale	£13.00	0.0%
Libraries	Photocopying - A4 black and white	£0.08	Copy	£0.08	0.0%
Libraries	Photocopying - A3 black and white	£0.13	Copy	£0.13	0.0%

## Appendix A

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase
Libraries	Photocopying - A4 colour	£0.42	Copy	£0.42	0.0%
Libraries	Photocopying - A3 colour	£0.83	Copy	£0.83	0.0%
Libraries	Printing: charge for Internet Prints - A4 Black and White	£0.17	Page	£0.17	0.0%
Libraries	Printing: charge for Internet Prints - A4 Colour	£0.50	Page	£0.50	0.0%
Libraries	Reference Research	£15.00	Per half-hour, after initial free 30 mins	£15.00	0.0%
Libraries	Lettings - Community Use	£20.00	2 hour	£20.00	0.0%
Libraries	Lettings - SME Business	£40.00	2 hour	£40.00	0.0%
Libraries	Lettings - Commercial Use	£80.00	2 hour	£80.00	0.0%
Libraries	Lettings - Crawley Library Meeting Rooms - Community Use	£24.00	2 hour	£24.00	0.0%
Libraries	Lettings - Crawley Library Meeting Rooms - SME Business Use	£48.00	2 hour	£48.00	0.0%
Libraries	Lettings - Crawley Library Meeting Rooms - Commercial Use	£96.00	2 hour	£96.00	0.0%
Libraries	Lettings - Longley Exhibition Room - Community Use	£44.00	2 hour	£44.00	0.0%
Libraries	Lettings - Longley Exhibition Room - SME Business Use	£88.00	2 hour	£88.00	0.0%
Libraries	Lettings - Longley Exhibition Room - Commercial Use	£176.00	2 hour	£176.00	0.0%
Libraries	Lettings - Worthing Library Lecture Theatre - Community Use	£44.00	2 hour	£44.00	0.0%
Libraries	Lettings - Worthing Library Lecture Theatre - SME Business Use	£88.00	2 hour	£88.00	0.0%
Libraries	Lettings - Worthing Library Lecture Theatre - Commercial Use	£176.00	2 hour	£176.00	0.0%
Libraries	Lost and damaged book - admin fee (in addition to replacement cost)	£1.70	Book	£1.70	0.0%

## Safer and Stronger Communities (Fire and Rescue) Fees and Charges

## Appendix A

Service	Fee/Charge	Current Fee /Charge ex VAT(£)	Per what?	Proposed Fee /Charge ex VAT (£)	% Increase
Special Services	Major appliance or large vehicle (e.g ALP) and crew	£256.73	Hour	£265.20	3.3%
Special Services	Major appliance or large vehicle (e.g ALP) and crew	£128.41	Hour	£132.70	3.3%
Special Services	Pumping Appliance	£212.49	Hour	£219.50	3.3%
Special Services	Pumping Appliance	£109.16	Hour	£112.80	3.3%
Special Services	Small Vehicle (e.g 4wd)	£160.47	Hour	£165.80	3.3%
Special Services	Loan of Fire Investigation Unit	£216.68	To FRS only	£223.80	3.3%
Special Services	Testing of Dry Riser	£289.85	Per Test	£299.40	3.3%
Special Services	Loan of Salvage Sheets	£15.32	Day	£15.80	3.1%
Special Services	Loan of Salvage Sheets	£76.53	Salvage Sheets	£79.10	3.4%
Special Services	Copy of Fire Report	£53.52	Report	£55.30	3.3%
Special Services	Copy of Fire Report	£57.23	Report	£59.10	3.3%
Special Services	Fire Investigation Interview	£127.17	Hour	£131.40	3.3%
Special Services	Fire Investigation Report (standard)	£413.31	Report	£427.00	3.3%
Special Services	Replace post & plate and remove existing	£84.91	Each	£87.70	3.3%
Special Services	False spindle 1" (25mm)	£15.37	Each	£15.90	3.5%
Special Services	False spindle 1 1/2" (32mm)	£21.28	Each	£22.00	3.4%
Special Services	Supply Only Hydrant Post	£31.84	Each	£32.90	3.3%
Special Services	Supply Only Hydrant Plate	£12.76	Each	£13.20	3.5%
Special Services	Supply Only Hydrant Bracket	£4.28	Each	£4.40	2.8%
Special Services	Event Charges	Various	Per Day	Various	
Special Services	Supply Frame & Cover	£63.59	Each	£65.70	3.3%
Special Services	Supply Carsnite Yellow Post	£26.49	Each	£27.40	3.4%
Special Services	Supply Blank Cap	£21.20	Each	£21.90	3.3%
Special Services	Labour - First hour of part thereof	£65.00	Hour	£67.10	3.3%
Special Services	Labour - Each subsequent 1/2 hour of part of	£35.00	Half Hour	£36.20	3.2%
Commercial Training	Open Course Training - Fire Safety - various	NEW	Course	£125.00	NEW
Commercial Training	On-Site Training - Fire Safety Awareness	£225.00	Course	£350.00	55.6%
Commercial Training	On-Site Training - Fire Extinguisher	£380.00	Course	£440.00	15.8%
Commercial Training	On-Site Training - Fire Warden	£510.00	Course	£585.00	14.7%
Commercial Training	On-Site Training - Manual Handling	£510.00	Course	£585.00	14.7%
Commercial Training	On-Site Training - Management of Fire Risk	£510.00	Course	£585.00	14.7%
Commercial Training	Fire Extinguisher maintenance	Various	Per Extinguisher	Various	3.3% to 8%



**Safer and Stronger Communities (Trading Standards) Fees and Charges**

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase
Trading Standards Metrology Verification Fees	Weights and Measures Act 1985 - Inspector of Weights and Measures	£70.00	Hour	£72.00	2.9%
	Weights and Measures Act 1985 - Support Officer	£45.00	Hour	£46.00	2.2%
Trading Standards - Business Support	Hourly charge for demand led discretionary business support services	£70.00	Hour	£72.00	2.9%
Trading Standards - Buy With Confidence (BWC) trader assurance scheme (Members joining before April 2016)	Buy with Confidence Membership - Annual Membership fee for 1-5 staff	£134.00	Year	£138.00	3.0%
	Buy with Confidence Membership - Annual Membership fee for 6-20 staff	£223.00	Year	£230.00	3.1%
	Buy with Confidence Membership - Annual Membership fee for 21+ staff	£267.00	Year	£276.00	3.4%
Trading Standards - Buy With Confidence (BWC) trader assurance scheme (Members joining after April 2016)	Application Fee 1 - 5 employees	£125.00	Application	£125.00	0.0%
	Annual Fee 1 - 5 employees	£250.00	Year	£250.00	0.0%
	Application Fee 6 - 20 employees	£167.00	Application	£167.00	0.0%
	Annual Fee 6 - 20 employees	£375.00	Year	£375.00	0.0%
	Application Fee 20 - 49 employees	£208.00	Application	£208.00	0.0%
	Annual Fee 20 - 49 employees	£500.00	Year	£500.00	0.0%
Buy with Confidence Directory	Full page - (120mm w x 186mm h)	£390.00	Edition	£403.00	3.3%
	Half page - (120mm w x 90mm h)	£275.00	Edition	£284.00	3.3%
	Quarter page - (57mm w x 90mm h)	£175.00	Edition	£181.00	3.4%
	Eighth page - (57mm w x 42mm h)	£99.00	Edition	£102.00	3.0%
Trading Standards Explosives Storage	Variation of a licence (other than name or address)	£70.00	Hour	£72.00	2.9%

**Safer and Stronger Communities (Trading Standards) Statutory Fees and Charges**

**Appendix A**

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?
<p>Trading Standards - Petroleum Storage</p> <p>Statutory fees set by the Health and Safety Fees Regs 2012, as amended by Petroleum Consolidation Regs 2014. Annual fee same as previously, but the scheme has moved away from a three year licence and allows the petrol keeper to pay annual fee up to 10 years in advance. The licence transfer fee is no longer applicable.</p>	Band A under 2500 litres	£44.00	year
	Band B 2500 -50000 litres	£60.00	year
	Band C over 50,000 litres	£125.00	year
<p>Trading Standards - Explosives Storage</p> <p>Statutory fees set by the Health and Safety Fees Regs 2012, as amended by Explosive Regs 2014. The new regs allow the licence to be paid for up to 5 years in advance, as opposed to an annual fee.</p>	<p>Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed</p>	£185.00	1 year
		£243.00	2 years
		£304.00	3 years
		£374.00	4 years
		£423.00	5 years
	<p>Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed</p>	£86.00	1 year
		£147.00	2 years
		£206.00	3 years
		£266.00	4 years
		£326.00	5 years
	<p>Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed</p>	£109.00	1 year
		£141.00	2 years
		£173.00	3 years
		£206.00	4 years
		£238.00	5 years
	<p>Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed</p>	£54.00	1 year
		£86.00	2 years
		£120.00	3 years
		£152.00	4 years
		£185.00	5 years
<p>Varying the name of licensee or address of site</p>	£35.00	variation	
<p>Transfer of licence or replacement licence if lost</p>	£35.00	transfer	
<p>Statutory fee made under Firework Regs 2004</p>	<p>All year sale of fireworks</p>	£500.00	annual

## Safer and Stronger Communities (Registrar) Fees and Charges

## Appendix A

Service	Fee/Charge	Current Fee/ Charge ex VAT(£)	Per what?	Proposed Fee/ Charge ex VAT (£)	% Increase
Citizenship ceremony	Individually organised Citizenship ceremony for one person at a registration office.	£94.00	Ceremony	£97.00	3.2%
	Individually organised Citizenship ceremony for a family at a registration office.	£137.00	Family Ceremony	£142.00	3.6%
Venue Licensing	Licence valid for three years for a venue to hold Marriages & CPs.	£1,908.00	License	£1,971.00	3.3%
Licensing a Religious Building to hold civil partnerships	Licence valid for three years	£1,908.00	License	£1,971.00	3.3%
Venue Licensing	Appeal against a refusal to grant a license.	£381.00	Appeal	£394.00	3.4%
Licensing a Religious Building to hold civil partnerships	Appeal against a refusal to grant a license.	£381.00	Appeal	£394.00	3.4%
Venue Licensing	License valid for three years for a venue to hold Marriages & CPs: Fee for Additional room	£328.00	Additional room	£339.00	3.3%
Licensing a Religious Building to hold civil partnerships	Licence valid for three years: Fee for Additional room	£328.00	Additional room	£339.00	3.3%
Attendance of Registrars at venue of choice to celebrate of marriage or civil partnership following statutory ceremony in the West Sussex Register Office	Monday - Thursday	£346.00	Ceremony	£357.50	3.3%
	Friday	£384.00	Ceremony	£396.67	3.3%
	Saturday / Sunday	£474.00	Ceremony	£490.00	3.4%
	Public Holiday	£524.00	Ceremony	£541.67	3.4%
Attendance of Registrars in a West Sussex Venue. Cat A room (e.g Balcony, Chichester ceremony room) To register a marriage/ civil partnership	Monday - Thursday	£191.00	Ceremony	£197.00	3.1%
	Friday	£246.00	Ceremony	£254.00	3.2%
	Saturday / Sunday	£273.00	Ceremony	£282.00	3.3%
	Public Holiday	£355.00	Ceremony	£367.00	3.4%
Attendance of Registrars in a West Sussex Venue. Cat B room ( e.g Parlour, Henshall ) To register a marriage/ civil partnership	Monday - Thursday	£246.00	Ceremony	£254.00	3.3%
	Friday	£300.00	Ceremony	£310.00	3.3%
	Saturday / Sunday	£355.00	Ceremony	£367.00	3.4%
	Public Holiday	£464.00	Ceremony	£479.00	3.2%
Attendance of Registrars in a West Sussex Venue. Cat C room ( e.g The Drawing Room) To register a marriage/ civil partnership	Monday - Thursday	£430.00	Ceremony	£444.00	3.3%
	Friday	£477.00	Ceremony	£493.00	3.3%
	Saturday / Sunday	£585.00	Ceremony	£604.00	3.3%
	Public Holiday	£645.00	Ceremony	£666.00	3.3%

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase
Attendance of Registrars in a West Sussex Venue. Cat D room ( e.g The Richmond Room Room) To register a marriage/ civil partnership	Monday - Thursday	£750.00	Ceremony	£775.00	3.3%
	Friday	£800.00	Ceremony	£826.00	3.3%
	Saturday / Sunday	£875.00	Ceremony	£904.00	3.3%
	Public Holiday	£950.00	Ceremony	£981.00	3.3%
Attendance of Registrars at an outside venue to register a marriage / civil partnership	Monday - Thursday	£430.00	Ceremony	£444.00	3.3%
	Friday	£477.00	Ceremony	£493.00	3.3%
	Saturday / Sunday	£585.00	Ceremony	£604.00	3.3%
	Public Holiday	£645.00	Ceremony	£666.00	3.3%
Registrar to register a civil partnership at a religious building	Monday - Thursday	£163.00	Ceremony	£168.00	3.1%
	Friday	£219.00	Ceremony	£226.00	3.2%
	Saturday	£246.00	Ceremony	£254.00	3.3%
	Sunday/Bank Holiday	£327.00	Ceremony	£338.00	3.4%
Non statutory Ceremonies such as Baby naming & Renewal of vows in West Sussex Rooms (Cat A)	Monday - Thursday	£136.81	Ceremony	£164.17	3.1%
	Friday	£176.39	Ceremony	£211.67	3.3%
	Saturday / Sunday	£195.83	Ceremony	£235.00	3.3%
	Public Holiday	£254.86	Ceremony	£305.83	3.4%
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat B)	Monday - Thursday	£176.39	Ceremony	£211.67	3.3%
	Friday	£215.28	Ceremony	£258.33	3.3%
	Saturday / Sunday	£254.86	Ceremony	£305.83	3.4%
	Public Holiday	£332.64	Ceremony	£399.17	3.2%
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat C)	Monday - Thursday	£308.33	Ceremony	£370.00	3.3%
	Friday	£342.36	Ceremony	£410.83	3.3%
	Saturday / Sunday	£419.44	Ceremony	£503.33	3.3%
	Public Holiday	£462.50	Ceremony	£555.00	3.3%
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat D)	Monday - Thursday	£538.19	Ceremony	£645.83	3.3%
	Friday	£573.61	Ceremony	£688.33	3.3%
	Saturday / Sunday	£627.78	Ceremony	£753.33	3.3%
	Public Holiday	£681.25	Ceremony	£817.50	3.3%
Non Statutory ceremonies such as Baby Naming & Renewal of vows at Outside Venues and non-licenced premises	Monday - Thursday	£358.00	Ceremony	£370.00	3.3%
	Friday	£397.00	Ceremony	£410.00	3.3%
	Saturday / Sunday	£488.00	Ceremony	£504.17	3.3%
	Public Holiday	£538.00	Ceremony	£555.83	3.3%

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase
Attendance of Registrars in West Sussex Venue Cat C room (e.g The Drawing Room)	Additional ceremony at venue already paying for one ceremony - i.e. baby naming	£90.00	Additional ceremony.	£93.33	3.7%
Non Statutory Ceremonies	Fee for commemorative certificate	£3.33	Certificate	£9.17	275%
Attendance of Registrars at a venue subject to specific partnership arrangement to Register a marriage/civil partnership	Friday	£212.00	Ceremony	£219.00	3.3%
	Saturday	£233.00	Ceremony	£241.00	3.4%
Citizenship ceremony	Individually organised Citizenship ceremony for one person at a registration office on a Saturday	£104.00	Ceremony	£107.00	2.9%
	Individually organised Citizenship ceremony for a family at a registration office on a Saturday	£145.46	Family Ceremony	£150.00	3.1%
Additional fee for Notice of Marriage given on Saturdays	Additional administration fee for Notice Appointments requested on Saturdays. Added to reflect increased cost of delivery of a Saturday service	£8.33	Notice	£8.33	0.0%
Copy Certificates	Postage and Packing	£1.00	Per Application	£1.00	0.0%
Nationality Checking Service	Checking appointment for an individual	£73.50	Applicant	Removed	
Passport Checking Service	Additional fee for checking passport application at time of Nationality Checking appointment	£12.99	Per person	Removed	

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase
Venue Hire	Edes House	Various	Event	Various	3.3%

**Safer and Stronger Communities (Registrar) Statutory Fees and Charges**

Service	Fee/Charge	Current Fee/Charge ex VAT(£)	Per what?
Coroner's Service	Fee for transcription of an inquest hearing	£6.20	Copy consisting of 360 words or less
	Fee for transcription of an inquest hearing	£13.10	Copy consisting of between 361 and 1439 words inclusive
	Fee for transcription of an inquest hearing	£0.70	70p for each additional 72 words over 1440 words
	Fee for disclosure of a document to an interested party after an inquest	£5.00	Document of 10 pages or less
	Fee for disclosure of a document to an interested party after an inquest	£0.50	Each subsequent page
	Fee for disclosure of a document to an interested party after an inquest	£5.00	Per document disclosed in any medium other than paper
Registration Service	Short or Full certificate of Birth, marriage, civil partnership or death	£11	Certificate
	Priority Service (within 24 Hours) –charges includes cost of certificate	£35	Certificate issued within 24 Hours
	Search (by public) of indexes, not exceeding 6 successive hours	£18.00	Search
	Registrar attending a marriage/civil partnership at a register office	£46.00	Ceremony
	Registrar attending a marriage at a registered building	£86.00	Ceremony
	Registrar attending a marriage / civil partnership at the residence of a housebound person	£81.00	Ceremony
	Registrar attending a marriage/civil partnership of a detained person	£88.00	Ceremony
	SR's fee for attesting a notice away from his office for housebound	£47.00	Notice
	SR's fee for attesting a notice away from his office for detained.	£68.00	Notice
	SR Attending a marriage at the residence of a housebound person	£84.00	Ceremony
	SR Attending a marriage at the residence of a detained person	£94.00	Ceremony
	Taking a notice of marriage/Civil Partnership	£35.00	Notice
	Certification of a place of meeting for religious worship	£29.00	Certification
	Registration of a building for the solemnisation of marriages	£123.00	Registration
	Consideration of a correction to the register by the SR	£75.00	Correction to a register page
	Consideration of a divorce/civil partnership document from outside British Isles by the Superintendent Registrar	£50.00	Notice
	Consideration of a divorce/civil partnership document from outside British Isles where this cannot be dealt with by the LA, and is referred to GRO ( triage arrangement with GRO getting £47 - Total fee to customer is £75)	£75.00	Notice
Space 17 amendment ( change of baby name in first year)	£40.00	Amendment to register page	
Registration Service	Consideration of a reduction in 28day notice period for marriage or civil partnership (triage arrangement with GRO getting £40 - Total fee to customers is £60)	£60.00	Waiver of notice period
	Complex corrections of a register ( triage arrangement with GRO getting £58 - Total fee to customers is £90)	£90.00	Complex correction of a register page

**Safer and Stronger Communities (Community Safety and Wellbeing) Fees and Charges**

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase
Community Safety & Wellbeing	Gypsy Roma Traveller Site plot rental – Fairplace Hill (Double pitch plot rental)	£99.69	Week	£102.00	2.3%
Community Safety & Wellbeing	Gypsy Roma Traveller Site plot rental – Fairplace Hill (Single pitch plot rental)	£78.70	Week	£81.00	2.9%
Community Safety & Wellbeing	Plot rental all other sites	£53.31	Week	£55.00	3.2%

**Highways and Infrastructure (Transport) Fees and Charges**

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase
Road Safety	Cycle Training Course - complete beginner	£33.26	1 Hour Session	£34.50	3.7%
	Cycle Training Course - beginner/road riding	£38.30	1.5 Hour Session	£40.00	4.4%
Transport Bureau - Transport	Minibus Permit S19	£11.00	Permit	£12.50	13.6%
Road Safety	Experienced Driver Assessment	£42.94	Per Hour	£46.50	8.3%
Road Safety	Cycle Training Course - advanced	£54.00	2 Hour Session	£45.00	-16.7%
Transport	English National Concessionary Travel Scheme - replacement bus pass	£10.00	Per Pass	£10.00	0.00%
Transport Bureau	Disclosure Barring Scheme Checks for external transport staff	£70.00	Per Check	£70.00	0.00%
Road Safety	Cycle Training Level 1 - basic level	£54.43	2 Hour course	Removed	

**Highways and Infrastructure (Transport) Statutory Fees and Charges**

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?
SSRP - Transport / Road Safety	National Speed Awareness Course	£90.00	per course
	National Motorway Awareness Course	£90.00	per course
	What's Driving Us Course	£95.00	per course
	National Driver Awareness Course - Safe & Considerate Driving Course	£185.00	per course
	Driving 4 Change (ends Nov 18)	£105.00	per course



**Highways and Infrastructure (Highways) Fees and Charges**

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase
Licensing - Highways	Hoarding Application	£179.44	Month	£185.36	3.3%
Licensing - Highways	Hoarding Application - extension	£119.69	Extra months	£123.64	3.3%
Licensing - Highways	Hoarding Application - Fine for over run or failure to notify removal complete	£225.77	Per Application	£233.22	3.3%
Licensing - Highways	Hoarding Application - Retrospective	£285.10	Additional Fee Per license	£294.51	3.3%
Licensing - Highways	Scaffold License	£179.44	Month	£185.36	3.3%
Licensing - Highways	Scaffold License - extension	£119.69	Extra months	£123.64	3.3%
Licensing - Highways	Scaffold License - Retrospective	£285.10	Additional Fee Per license	£294.51	3.3%
Licensing - Highways	Special Event Orders S16 (Note: In exceptional circumstances, a fee reduction may be agree at the discretion of the Traffic Manager for community events with minimal impact on the network)	£2,027.50	Order	£2,094.41	3.3%
Licensing - Highways	Temporary Traffic Orders: by Notice - only if agreed with Streetworks Section (S14 (2))	£404.90	Notice	£418.26	3.3%
Licensing - Highways	Temporary Traffic Orders: by Notice followed by full Order (NOTICE + 2nd public notice) (S14 (1))	£2,027.50	Order	£2,094.41	3.3%
Licensing - Highways	Temporary Traffic Orders: by Order (S14 (1))	£2,027.50	Order	£2,094.41	3.3%
Licensing - Highways	Temporary Traffic Orders: Extension	£2,027.50	Order	£2,094.41	3.3%
Licensing - Highways	Vehicle Crossover Licence: Residential Applicants	£353.88	Application	£365.56	3.3%
Street Works Licences	Section 50 - New Roads and Street Works Act 1991: Private apparatus in the Highway	£553.79	Units of 200m per street	£572.07	3.3%

## Appendix A

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase
Document Copies - Highways	Provision of site drawing up to A3	£29.40	Number	£30.37	3.3%
Document Copies - Highways	Provision of site drawing over A3	£48.11	Number	£49.70	3.3%
Document Copies - Highways	Provision of site drawing, electronic	£48.11	Number	£49.70	3.3%
Document Copies - Highways	Provision of controller specification	£49.87	Number	£51.52	3.3%
Document Copies - Highways	Provision of count information, classified up to 2 years old	£99.74	Number	£103.03	3.3%
Document Copies - Highways	Provision of count information, unclassified or older than 2 years	£49.87	Number	£51.52	3.3%
Document Copies - Highways	Provision of TRANSYT file	£79.28	Number	£81.90	3.3%
Document Copies - Highways	Provision of LINSIG 1 file	£30.23	Number	£31.23	3.3%
Document Copies - Highways	Provision of LINSIG 2/3 file	£49.87	Number	£51.52	3.3%
Document Copies - Highways	Provision of SCOOT, UTC or MOVA data	£93.51	Number	£96.60	3.3%
Flood Risk Management/Drainage Advice and Data	Developer enquiries (pre app advice) for housing developments - professional advice over and above risk summary data - one off charge	Various	Hectares of development - banded	Various	3.3%
Markings - Highways	Access Protection Lines - road markings to deter parking across private access - per set	£127.17	New lines	£131.37	3.3%
	Access Protection Lines - road markings to deter parking across private access - per set	£127.17	Refurbishment	£131.37	3.3%

## Appendix A

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase
Signs - Highways	Tourist & Private Directional signs - survey, consultation and admin fees	£301.21	Application	£311.15	3.3%
Signs - Highways	Tourist & Private Directional signs - sign design	Various	Sign	Various	3.3%
Signs - Highways	Tourist & Private Directional signs - manufacture and installation	Various	Sign	Various	3.3%
Temp Signs - Highways	Temporary Direction signs (new developments) - first 5 signs	£529.89	Up to 5 signs	£547.38	3.3%
Temp Signs - Highways	Temporary Direction signs (new developments) - additional signs	£105.98	Additional sign	£109.48	3.3%
TROs - Highways	TROs required as a consequence of development or another promoter	£7,418.46	Per TRO	£7,663.27	3.3%
Table & Chairs - Highway	Table & Chairs on the Highway - Annual Fee	£412.00	Per Year	£520.00	26%
Table & Chairs - Highway	Table & Chairs on the Highway – Following Years	£200.00	Later Years	£520.00	260%
Licensing - Highways	Moving Elevated Work Platform - Notice required	£89.77	Per day	£100.00	11%
Licensing - Highways	Skip License - initial 14 day license	£36.37	14 days	£60.00	65%
Licensing - Highways	Skip License - 14 day extension	£52.99	14 days	£60.00	13%
Licensing - Highways	Skip License - Over run fee cost recovery	£82.70	Per license	£90.00	9%
Licensing - Highways	Skip License - Retrospective	£67.85	Per Application	£100.00	47%
Licensing - Highways	Materials - Licence to temporarily deposit building materials etc, excavate (non-apparatus) etc OVER 24-hours: 1 to 5 days	£36.37	Licence 1 to 5 days	£88.00	142%
Flood Risk Management/Drainage Advice and Data	Developer enquiries for housing developments - current flood risk summary held by the County Council - one off charge	£158.97	Enquiry	£250.00	57%
Signs - Highways	Tourist & Private Directional signs - non-refundable vetting fee	£116.47	Application	£125.00	7%
Licensing – Highways	Moving Elevated Work Platform - Over run fee	New	Per day	£150.00	New
Licensing – Highways	Moving Elevated Work Platform - Admin fee for change of date	New	One off	£35.00	New

## Appendix A

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase
Licensing - Highways	Scaffold - Fine for over run or failure to notify removal complete	New	Per Application	£233.22	New
Licensing - Highways	Materials - Licence to temporarily deposit building materials - Over run per day	New	Per day	£35.00	New
Licensing - Highways	Vehicle Crossover Licence: Developer Applications - 1 to 5 Properties on site	New	Application	£546.00	New
Licensing - Highways	Vehicle Crossover Licence: Developer Applications - 6 to 25 Properties on site	New	Application	£1,092.00	New
Licensing - Highways	Vehicle Crossover Licence: Developer Applications - 26+ Properties on site	New	Application	£2,729.00	New
Licensing - Highways	Temporary Direction signs (new developments) - unauthorised sign removal	New	Each sign removal	£100.00	New
Ordinary Watercourse Consenting	Consent to alter or modify an ordinary watercourse	Various	Per Consent	Removed	

### Highways and Infrastructure (Highways) Statutory Fees and Charges

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?
Inspections - Highways	Streetworks Sample Inspections	£50.00	Inspection
Inspections - Highways	S74 Streetworks Charges	Various	Day
Inspections - Highways	3rd Party Streetworks Report Inspections	£50.00	Inspection
Inspections - Highways	Defect inspection fees	£47.50	Inspection
Inspections - Highways	Fixed Penalty Notices - Working without a valid permit: Discounted when paid within 29-days	£300.00	Discounted Fine
Inspections - Highways	Fixed Penalty Notices - Working without a valid permit	£500.00	Fine
Inspections - Highways	Fixed Penalty Notices - fines for incorrect streetworks notices: Discounted when paid within 29-days	£80.00	Discounted Fine
Inspections - Highways	Fixed Penalty Notices - fines for incorrect streetworks notices	£120.00	Fine
Street Works Permit Scheme	Permit to work on the Highways	Various	Per Permit

## Environment (Strategic Planning) Fees and Charges

## Appendix A

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase
County Planning (TD12)	Pre-application advice fees	Various	Meeting or site visit and written response, or written response only	Various	0.0%
Environment and Heritage (TD13)	Historic Environment Record - searches	Various	Search	Various	0.0%
	Advice and support to statutory undertakers	£85.00	Hours	£85.00	0.0%
	Pre-application advice fees	Various	Written response or meeting/site visit & written response	Various	0.0%
	Contribution by district and borough councils to maintenance of the HER	£3,000.00	Various	£3,000.00	0.0%
Implementation (TD14)	s38 & s278 Highway Agreements	Various	Agreement	Various	0.0%
Monitoring and Records (TD15)	Local Land Charge Fees	£20.00	Search	£20.00	0.0%
	Local Land Charge search follow-up	Various	Request	Various	0.0%
	Highway Boundaries information	Various	Request	Various	0.0%
	s106 Agreement enquiries	£45.00	Hour	£45.00	0.0%
Planning and Transport Policy (TD16)	Access to traffic modelling	Various	Request	Various	0.0%
	Copies of highway scheme plans	At cost	Plan	At cost	0.0%
Highways Development Management (TD17)	Pre-application advice fees	Various	Written response or meeting/site visit & written response	Various	0.0%

**Environment (Strategic Planning) Statutory Fees and Charges**

Service	Fee/Charge	Current Fee/Charge inc VAT (£)	Per what?
County Planning (TD12)	Planning Application fees	Various	Application
	Fees Monitoring site visits	Various	Site visit
	Discharge of Conditions	97.00	Request
Environment and Heritage (TD13)	Higher Stewardship Level advice	Various	Request

**Environment (Waste) Fees and Charges**

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase
Waste Recycling	Co-mingled Recyclate	£100.00	Tonne	£103.33	3.3%
	Green Waste	£57.50	Tonne	£60.00	4.3%
	WEEE Category A	£136.67	Tonne	£141.67	3.7%
	WEEE Category B	£384.17	Tonne	£397.50	3.5%
	WEEE Category C	£384.17	Tonne	£397.50	3.5%
	WEEE Category D	£384.17	Tonne	£397.50	3.5%
	WEEE Category E	£136.67	Tonne	£141.67	3.7%
	Single Stream Recyclate	£11.67	Tonne	£12.08	3.5%
Waste Disposal	Trade Waste	£139.17	Tonne	£144.17	3.6%
HWRS Non Household	Motor Vehicle Tyre	£3.33	Tyre	£3.33	0%

## Environment (Rights of Way) Fees and Charges

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase
Countryside Facilities	Rental of land and fishing rights	Various	Agreement	Various	3.3%
	Various events run on Countryside sites	Various	Event	Various	3.3%
Rights of Way	Opposed Public Path Orders administrative fees - legal and case officer support to Public Inquiry (in addition to the fee stated as "Unopposed Public Path Order").	£1,100.00	Order	£1,140.00	3.6%
	Opposed Public Path Orders administrative fees - where objections withdrawn following officer correspondence, so Order can be confirmed as unopposed (in addition to the fee stated as "Unopposed Public Path Order").	£375.02	Order	£390.00	4.0%
	Un/Opposed Public Path Orders administrative fees - additional Order(s) in addition to the fee stated as "Unopposed Public Path Order" and "Opposed Public Path Order" fee as applicable)	£375.02	Order	£390.00	4.0%
	Un/Opposed Public Path Orders administrative fees - additional site inspections by case officer prior to determining application (in addition to the fee stated as "Unopposed Public Path Order" and "Opposed Public Path Order" fee as applicable).	£135.00	Visit	£140.00	3.7%
Rights of Way	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (6 month Orders)	£1,849.65	Path order	£1,950.00	5.4%
	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (Extensions)	£1,849.65	Path order	£1,950.00	5.4%
	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (21 days emergency/ unplanned Orders)	£450.00	Path order	£500.00	11.1%
	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (5 days planned works Orders)	£450.00	Path order	£500.00	11.1%
	Unopposed Public Path Orders administrative fees	£1,800.00	Order	£1,950.00	8.3%
Countryside Services	Licence fee for access across or on to WSCC land	New	Per Application	Various	New

## Environment (Rights of Way) Statutory Fees and Charges

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?
Rights of Way	Fee to process a corrective application made under the Commons Act 2006	£750.00	Course



## Education and Skills Fees and Charges

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase
Service Level Agreements with schools	Governor Services: training and support for school governing bodies	<150 pupils: £1020	Lump sum based on total pupil numbers	<150 pupils: £1054	3.3%
		=>150<500 pupils: £1121	Lump sum based on total pupil numbers	=>150<500 pupils: £1158	3.3%
		=>500 <850 pupils: £1329	Lump sum based on total pupil numbers	=>500 <850 pupils: £1373	3.3%
		=>850 pupils: £1,431	Lump sum based on total pupil numbers	=>850 pupils: £1478	3.3%
Service Level Agreements with schools	Outdoor Education: Charge to academies, FE colleges etc	£1.35	per pupil	£1.40	3.3%
Service Level Agreements with schools	Free School Meals	N/A	N/A	N/A	3.3%
Service Level Agreements with schools	Special School Meals	N/A	N/A	N/A	3.3%
Schools Financial Services Sickness Maternity Scheme	Secondary School Teacher	£20.00	Per weighted pupil no.	£21.00	3.3%
Schools Financial Services Sickness Maternity Scheme	Primary School Teacher	£34.00	Per weighted pupil no.	£35.00	3.3%
Schools Financial Services Sickness Maternity Scheme	Nursery, planned places - Teacher	£88.00	Per weighted pupil no.	£91.00	3.3%
Schools Financial Services Sickness Maternity Scheme	Nursery, planned places - Other	£45.00	Per weighted pupil no.	£46.00	3.3%
Schools Financial Services Sickness Maternity Scheme	Caretaker / Bursar	£239.00	Flat rate, pro-rated for hours	£247.00	3.3%
Schools Financial Services Sickness Maternity Scheme	Nursery Nurse	£191.00	Flat rate, pro-rated for hours	£197.00	3.3%
Schools Financial Services Sickness Maternity Scheme	Special School Teachers	£103.00	Per weighted pupil no.	£106.00	3.3%

## **Appendix A**

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?	Proposed Fee/Charge ex VAT (£)	% Increase
Schools Financial Services Sickness Maternity Scheme	Special Nursery Nurses	£45.00	Per weighted pupil no.	£46.00	3.3%
Schools Financial Services Sickness Maternity Scheme	Special Caretaker / Bursar	£651.00	Flat rate, pro-rated for hours	£672.00	3.3%
Home to School Transport	Primary school children living within walking distance	£207.80	Per year	£224.00	8.0%
Home to School Transport	Primary school children living beyond walking distance	£236.89	Per year	£256.00	8.0%
Home to School Transport	Secondary school children living within walking distance	£318.97	Per year	£344.00	8.0%
Home to School Transport	Secondary school children living beyond walking distance	£358.46	Per year	£387.00	8.0%
Home to School Transport	Post 16 students (concessionary and SEN)	£600.00	Per year	£630.00	5.0%
Service Level Agreements with schools	Education Psychology and behaviour	£400.00	Full day course	£450.00	13%
Service Level Agreements with schools	Education Psychology and behaviour	£207.80	Per half day course	£225.00	8%
Service Level Agreements with schools	Charges to schools for statutory induction for Newly Qualified Teachers (NQTs)	£309.00	NQT FTE	£309.00	0.0%
Academy Conversion	Charges to Schools for services provided in converting to academy status	NEW	School	£8,000.00	NEW

**Education and Skills (Statutory) Fees and Charges**

Service	Fee/Charge	Current Fee/Charge ex VAT (£)	Per what?
Service Level Agreements with schools	Subscriptions: Charges to schools and academies for subscriptions for pupil data analyses to support school improvement planning	£30 school rate + £0.51 per pupil	Lump sum according to school size plus sum per pupil
Service Level Agreements with schools	Subscriptions: Charges to schools and academies for subscriptions for pupil data analyses to support school improvement planning	N/A	Lump sum according to school size plus sum per pupil
Service Level Agreements with schools	Subscriptions: Charges to schools and academies for subscriptions for pupil data analyses to support school improvement planning	£45 school rate + £0.51 per pupil	Lump sum according to school size plus sum per pupil
Service Level Agreements with schools	Subscriptions: Charges to schools and academies for subscriptions for pupil data analyses to support school improvement planning	Special schools: £2.36 per statemented pupil	Lump sum according to school size plus sum per pupil
Fixed Penalty Notice - School Attendance	Charge to Parents for unauthorised absence from School - if paid after 21 days of issue	£120.00	Per parent per child per absence
Fixed Penalty Notice - School Attendance	Charge to Parents for unauthorised absence from School - if paid within 21 days of issue	£60.00	Per parent per child per absence