

<b>Cabinet</b>	<b>Ref No: CAB11 19-20</b>
<b>14 January 2020</b>	<b>Key Decision: Yes</b>
<b>Review of Fees and Charges 2020-21</b>	<b>Part I</b>
<b>Report by Director of Finance and Support Services</b>	<b>Electoral Divisions: All</b>
<p><b>Summary</b></p> <p>To support completion of the County Council budget for 2020-21, approval is sought regarding discretionary fees and charges for the next financial 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 2020-21 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 2020 or as otherwise stated within this report.</li> <li>2. That Directors, in consultation with the Director of Finance and Support Services 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.</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 in Appendix A. To support completion of the County Council budget for 2020-21, there needs to be agreement of the extent to which these fees and charges are changed.
- 1.2. Section 3 of the Localism Act 2011 and Section 93 of the local Government Act 2003 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 of the prior year (to which the changes is being proposed); for 2020-21, this amounts to a 2.4% increase. This is in line with the County Council's policy to budget for cost inflation. All changes will be implemented from 1 April 2020, unless otherwise stated.
- 1.5. In that context, a summary of the proposed charges and their rationale is set out below by portfolio.
- 1.6 At times it may be necessary to vary fees within the year to account for situations such as changing market environments, increased service costs and change demand. Therefore, delegation to Directors, in consultation with the Director of Finance and Support Services 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 is sought.

## **2. Proposal Details**

### **2.1 Adults and Health Portfolio**

#### **Adults**

- 2.1.1 With the exception of the Blue Badge scheme which is a Statutory Fee, the remaining Adults and Health Fees and charges are proposed to be increased in line with RPI.
- 2.1.2 Transport Day services relates to the provision of transport to the day facilities that the County Council operates. As agreed with Members in 2015, the full cost of the service is not recovered from users. This is because the cost that is made is charged against the personal budget that the County Council provides for a customer to meet their care needs. Consequently, any increase in charge over and above inflation may result in a higher personal budget having to be agreed so that the additional cost can be afforded. It should also be noted that a review is separately being

undertaken of transport to day services, partly in context of an objective to promote independent travel. This may lead to a different approach being proposed in due course, including to charging.

### **Coroner's Service Fees**

- 2.1.3 All the Fees and Charges within the Coroner's service are Statutory in nature and as such are set at a national level and will be adjusted once any changes are advised.

## **2.2 Children and Young People Portfolio**

### **Children's**

- 2.2.1 It is proposed that the training for Early years providers will be increased by at least RPI, which is in line with West Sussex County Council's (Council) Fees and Charges costing methodology. However, some will differ from the RPI increase – this is due to a number of the 2020-21 amounts being rounded up as part of this process.
- 2.2.2 The nursery fees chargeable were changed in 2019-20 due to the operational model becoming mornings only. This has changed the cost base and accordingly the fee has been increased by slightly above RPI.
- 2.2.3 Statutory fees in this portfolio include those charged for adoption and fostering cases, where the service will follow national charging guidelines. This ensures, when charging other local authorities for these services, that there is equity in treatment.

## **2.3 Finance Portfolio**

### **Finance**

- 2.3.1 Included in this area are the Fees and Charges relating to the provision of financial services to schools. The three annual School Financial services Service Level Agreement (SLA's) have been increased in line with RPI.
- 2.3.2. The Council's support for the year-end financial closedown will increase by 2.4%. This is an RPI increase rounded down to the nearest pound.
- 2.3.3 Also included are the charges for the rental of the nine plots at the West Sussex Transit Site. These fees were increased by 10% for 2019-20 and as such it felt inappropriate to increase further for 2020-21.
- 2.3.4 The Financial Services provided to schools on an ad-hoc request basis have been reviewed and re-organised to ensure cost effectiveness to the Council and provide more clarity to schools when requesting the Council's services. As such seven Fees have been withdrawn and replaced with four new Fees with a new pricing mechanism.

- 2.3.5 Within this portfolio are the Council's property leases and rents. Whilst any increases are limited due to contractual arrangements, it is Council policy to ensure any new or re-negotiated contracts are at the appropriate Market value at the time.
- 2.3.6 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.
- 2.3.7 This 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.

### **Property Services**

- 2.3.8 This area contains the Fees and Charges the Council charges for property services provided to Schools and Academies. It is proposed that all fees are increased by RPI with some further small adjustments for rounding.

## **2.4 Education and Skills Portfolio**

### **Education and Skills**

- 2.4.1 Included in this area are the Fees and Charges relating to the provision of SLA support the Council provides to schools. For the majority of the services provided the intention is to increase by RPI, however there may be some minor differences to this due to rounding.
- 2.4.2 The SLA's with schools for the provision of Governor services will increase by 2.4%. This is an initial increase by RPI with some further rounding to the nearest pound.
- 2.4.3 The SLA with Schools with outdoor education is proposed to be increased by 2.1% - again an RPI increase but rounded down.
- 2.4.4 The fees charged against the nine Sickness and Maternity schemes provided are to be increased by an average of 2.4%. This is based on an RPI increase then a further rounding to the nearest pound (up and down).
- 2.4.5 It is proposed to increase the Home to School transport service by more than RPI. This is to reflect more closely the commercial bus fares and align with the Council's costs. These costs have also been benchmarked against neighbouring authorities. There are five differing services provided within this range and for 2020-21 increases average 7.5% (including rounding to the nearest pound).
- 2.4.6 It is intended to increase the rates for both full and half day Education Psychology and Behaviour courses by 22.2%. This above inflationary uplift

is based on benchmarking data and also to bring the charges more in line with the school effectiveness charging.

- 2.4.7 There is no increase planned for the charges to schools for the statutory induction for newly qualified teachers. It is thought that any price increase at this stage risk reducing the current subscription numbers.
- 2.4.8 Also included in this portfolio are charges for the provision of both Free school and special school meals – again it is proposed that these charges are increased by 2.4%, in line with RPI.
- 2.4.9 Charges to schools for services provided in converting to academy status is proposed to remain as current. Currently funding for this is provided through a government grant which has not increased.
- 2.4.10 The portfolio includes the Martlet’s restaurant (Chichester County Hall site), it is proposed to increase the fees at an average of 2.4% (RPI)
- 2.4.11 This portfolio includes six statutory charging fee – as such these fees are set externally and the Council will continue to follow national charging guidelines.

## **2.5 Economy and Corporate Resources Portfolio**

### **Law**

- 2.5.1 There are several charges relating to the provision of legal services – it is proposed that the majority of these services be increased by RPI for 2020-21. There are two exceptions to this: the Fee for copy orders and agreements is proposed to increase by 2.5% (£0.15) and Fee for other types of copying to increase by 3% (£0.03).

## **2.6 Fire & Rescue and Communities Portfolio**

### **Fire and Rescue Service**

- 2.6.1 There has been a comprehensive review and Benchmarking exercise carried out in regard to the costs and charges for those services provided by West Sussex Fire & Rescue Service (WSCC FRS). The outcome of this review was that a number of the fees and charges are no longer required. Of the remaining charges the majority of the services were undervalued and not cost effective, as such it will be necessary to increase the fees by more than RPI.
- 2.6.2 The cost of providing a large vehicle and crew will increase by 30.1% to £414.00 per hour. With the cost for the provision of a smaller vehicle increasing to £354 per hour (122.3% increase). Whilst this is a significant increase these fees only apply to the use of WSCC FRS assets on commercial and private events and do not affect or influence the use of these assets at local D&B and parish events, which will remain at the discretion of WSCC FRS and will not be charged for.

- 2.6.3 The cost of providing a pumping appliance with crew will increase by 4.8% to £276.00 per hour. A similar Fee will be withdrawn as on reflection there is no requirement for having two different fees.
- 2.6.4 There is no proposed increase for 2020-21 for the testing of a dry-riser.
- 2.6.5 Providing a copy of a fire report will increase by 62.7% (increase to £108 per report). A similar Fee will be withdrawn as it is no longer required.
- 2.6.6 The charge for a fire investigation interview will increase by 2.7% per hour. This is an RPI increase and then rounded up to the nearest pound. The charge for a standard fire investigation report will increase by RPI. Both these charges may incur further costs, but this will depend on the requirement and materials requested.
- 2.6.7 The charge for the provision of a Fire Crew at special events has now been removed as any charge will be covered by the existing charges for the provision of a large or small vehicle (plus crew).
- 2.6.8 It is proposed that the charge for labour for both the first hour and any subsequent 30 minutes there on will be changed from a fixed fee to a fee dependant on the costs of providing any individual and the rank of that person - ensuring that full costs recovery is achieved.
- 2.6.9 On top of this there are further historical charges that the service believe are no longer required and as such will be removed.
- 2.6.10 The Fire based commercial training provided by the Council was remodelled for 2019-20 following market research and looking at both the prevention agenda and legislative requirements. Given the above RPI charge increase for 2019-20 it is proposed not to increase the rates charged for 2020-21. It is hoped that by maintaining a competitive rate that attendance levels can be maintained and where possible increased.

### **Records Office**

- 2.6.11 The Record Office provides an eclectic range of discretionary services, the majority of which are not subject to specific statutory regulation. All the fees and charges were reviewed as to their appropriateness and whether cost effective. This was carried out by benchmarking the fees against adjacent County Archive and Library Services. As a result, the proposed fees for 2020-21 are as follows:
- 2.6.12 Benchmarking highlighted the following fees and charges requiring an above RPI increase – while the inflation figure looks high, the monetary value increase is relatively low and is shown in brackets.
- Publication fees for film and TV are proposed to increase by 3.2% (£2.00).
  - Image publication fee for Garland Photos (UK Rights) to increase by 3.8% (£1.00)
  - Image publication fee for Garland Photos (World Rights) to increase by 3.9% (£2.00)

- Photograph publication fee in books with print run of between 1 and 1000 to increase by 7.6% (£0.50)
- Photograph publication fee in books with print run of between 1001 and 3000 to increase by 7.8% (£1.00)
- Photograph publication fee in books with print run of between 3001 and 5000 to increase by 10.5% (£2.00)
- Photograph publication fee in books with print run of 5001 and over to increase by 12% (£3.00)
- Photograph publication fee for National Media/periodicals to increase by 8% (£2.00)
- Photograph publication fee for local media are to increase by 7.6% (£0.50)
- Photograph publication fee for other commercial publications are to increase by 2.7% (£1.00)
- The hourly fee for a record office "surgery" to increase by 2.5% (£1.00)
- The Publication fee for each item for the Eric Gill collection is to increase by 4.5% (£0.50)

2.6.13 Due to the relatively low charge the following fees and charges were not increased last year, but in order to maintain cost effectiveness it is proposed to increase them this year by a higher than RPI amount.

- Scanned image A3 to increase by 4.6% (£1.00)
- Scanned image A3 to A1 to increase by 4.5% (£2.00)
- Scanned image A4 to increase by 4.5% (£0.50)
- Supply of a scanned image A3 to A0 to increase by 7.2% (£2.00)
- Supply of a scanned image A4 to A3 to increase by 7.1% (£1.00)
- Supply of a scanned image up to A4 to increase by 7.2% (£0.50)

2.6.14 After benchmarking with other Records offices and Libraries, it was established that a number of services were price sensitive and were priced at the higher end of the market and as such it is proposed that the following Fees and Charges are not increased for 2020-21:

- Half day hire of work room
- The day rate for DIY Photography in the search room
- Per person Fees for Evening talks at the record office.
- The fee per sheet for self-service Microform copying
- The fee per sheet for self-service printing from a computer
- The per sheet cost for A3 and A4 photocopies (both black and white and colour).
- The fee for both Half and full day parking at the record office
- The fee for Genealogical research tours.
- The fee for other searches at the record office
- The fee for orders by post (black and white and colour)

2.6.15 It is also proposed to not increase the fees applicable to the charges made to the coffee time sessions, both daytime and evening tours of the record office, and any out of office talks – these services are deemed key increasing the reputation and understanding of the role of the record office and audience development.

2.6.16 The Fees for certified copies per document are to remain at 2019-20 levels – in order to keep in line with the Church of England Fees

2.6.17 There are also two services relating to Microfilming are to be withdrawn as they are no longer provided.

### **Libraries**

2.6.18 The Library Service has an eclectic range of discretionary fees and charges, all of which are not subject to other specific regulation.

2.6.19 All fees and charges were reviewed against price, sensitivity and customer reaction and as a result the proposals for 2020-21 are detailed below.

2.6.20 Rentals fees for audiobooks, will see an average increase of 3.6% - based on an RPI increase plus further rounding (to include VAT) to the nearest 5 pence due to library machine limitations.

2.6.21 Fees to receive and send (dependant on destination) Faxes will see price increases between 2.5% and 6% (including an element of rounding). Whilst still used by the public, it is a declining service and need to be priced to ensure cost effectiveness.

2.6.22 Fees for non-members and non-residents using public access computers is proposed to increase by 17.6% (£0.30 per hour).

2.6.23 Fees for reserving books had an above inflationary increase last year and as such it is proposed to not increase the fees across the four categories (including reserving books from the British Library).

2.6.24 Fees for reading groups subscriptions increased by RPI last year. It is proposed that the price should not be increased this year.

2.6.25 There is no proposed increase in the rental price of CDs with one line being withdrawn completely (as there is no genre differential applied). This is a declining service with no new CDs having been purchased since 2016. It is hoped by maintaining the same fee that usage with existing stock will continue at a reasonable level.

2.6.26 Fees for replacement membership cards are proposed to rise by £0.05 (2.9%) – this increase is based on RPI with further marginal rounding.

2.6.27 Charges for letters in relation to overdue items (to cover the administration, postal and stationery costs) are also proposed to increase by 2.9% (£0.05). This again is based on RPI and some minor rounding. This is a reducing service as email messages are the preferred communication method where possible. It is also proposed to increase the administration fee for dealing with a lost or damaged book by same RPI (2.9% - £0.05)

2.6.28 Increases of 20% (£0.05) are proposed for both Overdue books, Music CDs and Audio books. The higher than RPI increases relates to the limitations of the self-service kiosks within the library and is the first increase since 2015.

- 2.6.29 Fees for the rental of DVDs will not increase this year, as there is a reducing demand for this service and fees need to remain competitive to retain demand. It is intended to reduce this service in 2020 by ceasing any further DVD purchases.
- 2.6.30 It is not proposed to increase the fee from the current 2019-20 level for the late return of DVDs. This is a declining service and will keep the fee at its current level to try and maintain usage.
- 2.6.31 There was no increase in the Exhibition Booking Fee in 2019-20, however it is proposed to increase the fee from April 2020 by 3.8% per week (£0.50).
- 2.6.32 With the exception A4 Black and White copies, all Photocopying and Printing will remain at existing rates (these rates have remained at the same levels for several years and are still cost effective). However, a review of costs identified it is necessary to increase the cost of both A4 and A3 black and white photocopies by £0.05 per copy. While this is a significant proportionate increase, the price has not increased since 2011. The Council are also restricted to increases in multiples of five pence due to the technology used on the photocopiers.
- 2.6.33 It is proposed that from April 2020 the charge for letting library meeting spaces will be charged at an hourly rate rather than the current two-hour rate. The rate per hour will remain the same.
- 2.6.34 It is not proposed to increase fees for Reference Research in 2019-20 due to price sensitivities and pressure on demand.

### **Registration Service**

- 2.6.35 The registration service provides a wide-ranging set of services for life events. For 2020-21 most of these services are proposed to increase in line with RPI with some minor adjusting rounding carried out which may affect the RPI increase percentage.
- 2.6.36 It is proposed to increase the charges to provide individual citizenship ceremonies of between 5.6% and 21.5%. These above inflation increases are needed to ensure cost recovery and have been benchmarked against other Local Authorities and will be comparable from 2020-21.
- 2.6.37 There is no proposed increase for the provision of a commemorative certificate as this is kept the same as the statutory fees for a similar service.
- 2.6.37 The additional fee for the notice on Marriage on a Saturday is to increase by £2.50 (25.1%) per notice. This fee has not been increased for a number of years due to the relatively low fee amount and this maintains its cost recovery.
- 2.6.38 There has been a change in guidance in regard to the Fees charged where a service or package that includes a registrar for a legal ceremony. A recent HMRC tribunal has advised that only reasonable costs incurred in providing a registrar can be excluded from a VAT charge. All other elements in the

provision of a service or package must charge VAT on all costs with the exception of the reasonable costs for a registrar. As such this change requires the Council to effectively to separate the reasonable costs charged for legal ceremonies when using a West Sussex venue, with the remaining costs being subject to VAT (these are shown in the table in Appendix A).

- 2.6.39 Costs for ceremonies and events carried out in West Sussex venues vary dependant on the category of room (normally based on size).
- 2.6.40 For the use of a West Sussex Category A rooms: The Fees charged for the use of the room, including the attendance of Registrars and the use for non-statutory ceremonies is proposed to be increased by an average of 10.1%. However, these rates are lower than the reasonable costs attributed to the provision of a registrar (as such no VAT will be applicable). The provision of these types of events are carried out in a highly competitive and price sensitive market, where it is likely that a higher charge was made would reduce the use of these rooms. As such it is necessary to keep the fees at a competitive rate rather than charge at a full cost recovery rate.
- 2.6.41 For the use of a West Sussex Category B rooms, it is proposed that the Fees for the use of the room including the attendance of a registrar and the use for non-statutory ceremonies will increase by an average of 2.3% (marginally below RPI). Again, these fees are commercially sensitive, and it is believed that any higher increases would likely have a detrimental effect on future bookings and use. Any Fees that exceed the reasonable costs for the provision of a registrar will be subject to VAT.
- 2.6.42 For the use of a West Sussex Category C rooms, it is proposed that the Fees for the use of the room including the attendance of a registrar and the use for non- statutory ceremonies will increase by an average of 2.5% (marginally above RPI). The commercial nature of these fees and the competitive environment limit the increases available. It is hoped that by maintaining quality and competitive pricing, the use of the Council's venues will increase over time. Again, any Fees that exceed the reasonable costs for the provision of a registrar will be subject to VAT.
- 2.6.43 For the use of a West Sussex Category D rooms: it is not proposed to increase the Fees for the use of the room, the attendance of a registrar and the use for non- statutory ceremonies. Limited by the competitive environment it is believed the rates are at the top of what would be commercially acceptable without impacting usage. As such it is believed that by maintaining the current rate the venues will continue to be used. Again, any Fees that exceed the reasonable costs for the provision of a registrar will be subject to VAT.
- 2.6.44 It is proposed the Fees charged for the attendance of Registrars at an outside venue to register a marriage or civil partnership will increase by an average of RPI. The same RPI increase applies to the Fees applicable to non-Statutory ceremonies such as Baby Naming & Renewal of vows at outside Venues and non-licenced premises.

- 2.6.45 The Fees applicable to venue licencing (marriages and civil partnerships), and any appeals for refusal will increase by an average of 2.3% (marginally below RPI due to rounding to the nearest pound).
- 2.6.46 The Fees for an additional room at religious buildings has been withdrawn as this service is no longer required.
- 2.6.47 It is proposed that the fee for the attendance of a registrar at venue of choice to celebrate a marriage or civil partnership following a statutory ceremony in the West Sussex Register Office will on average be increased by 2.5% (this is an RPI increase then rounded to the nearest pound).
- 2.6.48 The charge for a registrar to attend and register a civil partnership at a religious building is proposed to increase by RPI (2.4%)
- 2.6.49 The Fee for attendance of Registrars at a venue subject to specific partnership arrangement to Register a marriage/civil ceremony is to increase by an average of 28%. Historically this has been kept low to try and increase popularity, however it now believed that the fee should be more in line with that use of a Category A room fee.
- 2.6.50 The posting and packaging charge for copy certificates is being withdrawn as this charge is included within an existing Statutory charge.
- 2.6.51 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 in with RPI (2.4%).
- 2.6.52 There are a number of fees and charges within the Registrar Office portfolio which are statutory in nature and as such the Council will continue to follow national guidelines and rates.

### **Gypsy and Travellers**

- 2.6.53 The proposed increases to the Gypsy and Travellers fees are based on RPI with a further small rounding up. The exception to this is the fee charged for single plot rental a Fairplace Hill which will not be increased and is to be maintained at its current 2019-20 rate. The increases proposed are within the restrictions directed by the Mobile Homes Act 1983.

## **2.7 Highways and Infrastructure Portfolio**

### **Highways**

- 2.7.1 The majority of Fees for Highways have increased by RPI with rounding to the nearest pound being responsible for any minor deviations from the 2.4% rate.
- 2.7.2 The charge for Vehicle Crossover Licence (VCO) - residential applications has been withdrawn and split into two different charges covering the approval process i.e. the Application Fee and the Works Permission Fee. The initial application fee will cover officer time and will be an online fee

gathered through the Streetworks team web site. The remainder of the VCO licence fee will be charged to the contractor carrying out the actual works when the licence to work on the Public Highway is offered. There are no new charges just a reassessment of when and how the charges are applied to reduce spurious applications which involve officer time but do not progress to the construction stage. The increase across the two charges for 2020-21 is RPI with rounding, compared to the single element previously.

- 2.7.3 A new Fee is to be introduced for the issue of a letter supporting the legality of a VCO (normally required as part of a house sale).
- 2.7.4 The Fee for surveying and administration costs to the tourist and private directional signs will increase by 2.5%, With the vetting fee being increased by RPI. The charges for design, manufacture and installation of these signs is to be withdrawn, as it is no longer a service the Council provide, with applicants being directed to the contractor.
- 2.7.5 The Licence charge for a moving elevated work platform has increased by 3% - the charge will change from a per day rate to a per 10 working days rate. The admin fees for changing the licence dates will increase by 2.9% (RPI rounded). The charge for any overrun being increased by 2.7% (RPI rounded).
- 2.7.6 There are seven historical Fees and charges to be withdrawn – there have been no requests for these services in a number of years and as such are deemed obsolete. These include: Provision of site drawings; count information, provision of TRANSYT/LINSIG 1/LINSIG 2 and 3 files.
- 2.7.7 The Fees for the licences for Table and charges on the highway have been temporarily removed from this Fees and charges report. A review of the operating model is currently being undertaken and revised charges will be agreed in a separate decision report prior to an April 2020 implementation. In future years it is intended that it will be reintroduced into this report.
- 2.7.8 There are a number of fees and charges within the Highways portfolio which are statutory in nature and as such the Council will continue to follow national guidelines and rates. The exception to this is the fee for a permit to work on the highways – this has been removed from this report pending a separate decision report for implementation from April 2020. It will be re-introduced to this report for 2021-22.

### **Transport**

- 2.7.9 It is proposed to increase the fees for Cycle Training courses by RPI. Rounding to the nearest ten pence will marginally affect the actual increase.
- 2.7.10 The S19 Minibus permit has been benchmarked against other designated issuing bodies and the rate was found to be lower than comparable local authorities. As such it is proposed to increase the permit charge by 20% (£2.50).
- 2.7.11 It is proposed to increase the Experienced Driver Assessment charge by RPI for 2020-21.

- 2.7.12 The charge for the replacement of English National Concessionary Fare bus passes was doubled in 2018-19 to £10.00. It has been benchmarked against neighbouring local authorities and by not increasing in 2020-21 it is in line with their charges.
- 2.7.13 It is not proposed to increase the fee for Disclosure and Barring Service (DBS) checks for external transport staff. The Council are trying to encourage more driver and escorts to volunteer and this charge being a major stumbling block.
- 2.7.14 The Safer Sussex Roads Partnership (SSRP) speed awareness courses are Statutory in nature (Fees set by Sussex police) and as such the Council will follow these guidelines.
- 2.7.15 A new fee has been introduced in October 2019 – the charge for suspending or relocating a bus stop. As a new fee it is not proposed to increase this in 2020-21.

## **2.8 Environment Portfolio**

### **Planning**

- 2.8.1 This portfolio includes a range of fees and charges for the Council's planning services. Benchmarking and reviews are carried out annually to ensure that the costs are appropriate.
- 2.8.2 It is not proposed to increase Pre-Application advice fees. These are normally increased every three years with the next increase expected in 2021/22.
- 2.8.3 Historic Environment Record searches have been reviewed and are proposed to increase to take account of increased costs, cumulative inflation over the last three years (where no increases have been applied) and benchmarking with other local authorities. As such it is proposed to increase the Fees for the following types of search: Householder search – 5.6%; Standard search – 9.0%; Priority search 9.6%; Statutory Undertaker Standard search – 9.3%; Statutory Undertaker Priority Search 12.7%.
- 2.8.4 Advice and Support to Statutory undertakers will be increased by inflation at 2.4%, as will various fees the pre-Application advice.
- 2.8.5 There is no planned increase to the contributions made by the District and Boroughs in relation to the Historic Environment Records – the current SLA is due to be reviewed in 2020-21 and as such if any changes are agreed this will take place from 2021-22.
- 2.8.6 For Section 38 and Section 278 agreements, no increases were made in 2019-20. A review of costs and a benchmarking exercise has taken place which has resulted in a proposed 9% increase in the minimum fee expected.

- 2.8.7 For Local land charges and follow up request there is no proposed increase for 2020-21. These fees are normally increased every three years with the next increase expected in 2021-22.
- 2.8.8 For Section 106 agreement enquiries, Highways Boundary request, Traffic Modelling request and copies of Highway scheme plans are generally increased every three years. These fees are reviewed annually and for 2020-21 it is not proposed to increase the charges.
- 2.8.9 Pre-application fees have been reviewed and it is proposed that after three years of no increases a 10% fee increase should apply.
- 2.8.10 Following a legislative change in September 2019, a new fee will be introduced for the monitoring of Section 106 contributions based on a per trigger basis.
- 2.8.11 Those fees relevant to both County Planning, and Environment and Heritage that are statutory in nature will continue to follow national guidelines.

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

- 2.8.12 The charge against the Rental of land and fishing rights is governed by a number of existing legal agreements. As such there is no proposed increased planned for 2020-21.
- 2.8.13 The charge for the use and access to various events run on the Council's countryside sites has historically been a variable charge dependant on the type of event. To provide more clarity it is now proposed to split the differing costs out by effectively showing the differing type of events and their respective charges within this report. This has resulted in the removal of one fee and the introduction of six new fees. There has not been an increase last two years on these fees as such there is an above RPI increase this year of 5.8%.
- 2.8.14 For the Rights of Way, the administrative fees relating to additional work required for opposed and unopposed Public path orders have been reviewed and benchmarked to bring in line with a South East average. As a result, the increases proposed are between 2.6% and 17.9%.
- 2.8.15 The additional site inspections charge for Rights of Way applications has increased by 42.9% (£60.00). This above RPI increase reflects the true cost of staff time required to carry out the task.
- 2.8.16 The administrative Fees for the Temporary traffic regulations required for Public Path orders have been reviewed and the proposal is to bring them in line with similar charges across other local authorities in the South East. Consequently, the proposed increase for 2020-21 is between 2.6% and 10%.
- 2.8.17 The licence fee for access across or onto the Council's land is variable in nature and will be charged according to the frequency and type of use. The Council's Land Agents and Valuers will provide advice on appropriate charges for the licences.

2.8.18 A new charge is to be introduced for providing advice on Public Path order legislation and procedures to potential applicants and order making authorities – this charge will be made at an hourly rate.

### **Trading Standards**

2.8.19 The Weights and Measures charges are proposed to increase by RPI. Rounding to the nearest pound have meant the average increase is 3.1%.

2.8.20 The hourly charge for the business support service is to be increased by 2.8% (RPI plus rounding).

2.8.21 The Council's Trading Standard service offers a Trading Standards Approval scheme called 'Buy With Confidence' (BWC). This is a discretionary service which is also delivered by other Local Authorities 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. All fees will increase by RPI and rounded.

2.8.22 The advertising charges for each edition of the BWC directory have been increased by an average of 2.7% - this was based on an RPI increase plus rounding to the nearest pound (excluding VAT).

2.8.23 After reviewing the work carried out it is the intention to increase the fee for carrying out licence variations by 2.8% (£2.40).

2.8.24 The Trading Standards service also has a number of statutory charges, set by Health and Safety and Nuclear Fees Regulations (2012) concerning inspection of petroleum storage, explosives storage and the sale of fireworks and as such Council will continue to follow these national regulations.

### **Waste**

2.8.25 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 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 Council recharges the District Councils for the disposal element of the service, and this should, to avoid subsidy, also be recovered in the price paid by commercial customers. As such the charges for trade waste disposal are proposed to increase for 2020-21 by RPI with some minor increases above this for rounding purposes.

2.8.26 The exception to this RPI increase is the disposal of Motor Vehicle Tyres. It is proposed that an increase of 25.2% (£1.00) be applied. Whilst this is a higher than RPI increase this is a fee that has remained static for a number of years mainly due to the cost of implementing the change (Signage) and the additional income that would be received.

## **Energy**

2.8.27 The SLA for the Schools Energy Management Service will be increased in line with RPI. However, the Fee charged for the School Display Energy Certificate is proposed to increase. The County Council's previous contract for display electricity certificates expired in 2019/20 after three years of below RPI increases. A procurement of the new contract has led to a price increase of 12.2% which reflects the current cost of providing the service.

## **Factors taken into account**

### **3. Consultation**

3.1 There are no relevant public or user consultations, but proposals have been discussed with Council 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 2020-21 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 2020-21. 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 or charge is exclusively based on the financial impact to the 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.

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**Appendices**

Appendix A

**Background papers**

None

**Adult's Services Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Adult Services	Meeting space letting (1)	8.10	Small Room/Hour	8.29	Exempt (0%)	8.29	2.4%	Cost Recovery
Adult Services	Meeting space letting (1)	10.73	Medium Room/Hour	10.99	Exempt (0%)	10.99	2.4%	Cost Recovery
Adult Services	Meeting space letting (1)	13.58	Large Room/Hour	13.91	Exempt (0%)	13.91	2.4%	Cost Recovery
Adult Services	Care Act 2014: support brokerage	172.26	One off discretionary fee	176.39	Non-business (0%)	176.39	2.4%	Cost Recovery
Adult Services	Care Act 2014: support brokerage	172.26	Review request	176.39	Non-business (0%)	176.39	2.4%	Cost Recovery
Adult Services	Care Act 2014: support brokerage	5.53	Weekly admin fee	5.66	Non-business (0%)	5.66	2.4%	Cost Recovery
Adult Services	Care Act 2014: deferred payment agreements	546.30	set-up one-off fee	559.41	Non-business (0%)	559.41	2.4%	Cost Recovery
Adult Services	Care Act 2014: deferred payment agreements	275.83	one-off fee	282.45	Non-business (0%)	282.45	2.4%	Cost Recovery
Adult Services	Care Act 2014: deferred payment agreements	7.89	Weekly admin fee	8.08	Non-business (0%)	8.08	2.4%	Cost Recovery

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Adult Services	Transport to Day Services (2)	5.90	Return trip per day	6.04	Non-business (0%)	6.04	2.4%	Subsidised

(1) 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%

(2) This charge forms part of a social care customer's personal budget if using an in-house day service. This does not generate any income to the County Council.

**Adult's Services Fees and Charges (Statutory Fees)**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	VAT Type	Type of charge
Blue Badge (Disabled Parking) Scheme - Transport	Blue Badge (Disabled Parking) Scheme - Transport	10.00	Fee upon successful application	Outside scope (0%)	Statutory

**Coroner’s Service Fees and Charges (Statutory Fees)**

<b>Fee or Charge</b>	<b>2019-20 Fee or Charge (£)</b>	<b>Per what?</b>	<b>VAT Type</b>	<b>Type of charge</b>
Fee for transcription of an inquest hearing	6.20	Copy consisting of 360 words or less	Outside scope (0%)	Statutory
Fee for transcription of an inquest hearing	13.10	Copy consisting of between 361 and 1439 words inclusive	Outside scope (0%)	Statutory
Fee for transcription of an inquest hearing	0.70	70p for each additional 72 words over 1440 words	Outside scope (0%)	Statutory
Fee for disclosure of a document to an interested party after an inquest	5.00	Document of 10 pages or less	Outside scope (0%)	Statutory
Fee for disclosure of a document to an interested party after an inquest	0.50	Each subsequent page	Outside scope (0%)	Statutory
Fee for disclosure of a document to an interested party after an inquest	5.00	document disclosed in any medium other than paper	Outside scope (0%)	Statutory

**Children’s Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge inc VAT (£)	% Increase	Type of charge
Nursery Fees / Playgroup	One 2-year-old child - Nursery Fees / Playgroup	4.76	Hour	4.90	Exempt (0%)	4.90	2.9%	Cost Recovery
Nursery Fees / Playgroup	One 3 or 4-year-old - Nursery Fees / Playgroup	4.64	Hour	4.78	Exempt (0%)	4.78	3.0%	Cost Recovery
Early years providers - Training subscriptions	Early years providers - Training. Bronze bundle - 13 tokens	160.00	Setting	164.00	Exempt (0%)	164.00	2.5%	Cost Recovery
Early years providers - Training subscriptions	Early years providers - Training. Silver Bundle - 30 tokens	350.00	Setting	358.00	Exempt (0%)	358.00	2.3%	Cost Recovery
Early years providers - Training subscriptions	Early years providers - Training. Gold Bundle - 60 tokens	550.00	Setting	563.00	Exempt (0%)	563.00	2.4%	Cost Recovery
Early years providers - Training course fee	Early years providers - Training. Childminder	20.00	Full Day course	20.50	Exempt (0%)	20.50	2.5%	Cost Recovery
Early years providers - Training course fee	Early years providers - Training. Childminder	15.00	Half day course	15.50	Exempt (0%)	15.50	3.3%	Cost Recovery
Early years providers - Training online course	Early years providers - Training. Online courses bundle - 5 logins	25.00	Bundle	25.50	Exempt (0%)	25.50	2.0%	Cost Recovery
Early years providers - Training online course	Early years providers - Training. Online course - 1 login	10.00	Course	10.50	Exempt (0%)	10.50	5.0%	Cost Recovery

**Children’s Statutory Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (£)	Per what?	VAT Type	Type of charge
Adoption	Inter- authority adoption fee - one child	27,000.00	Adoption placement	Outside scope (0%)	Statutory
Adoption	Inter- authority adoption fee - two siblings placed together	43,000.00	Adoption placement	Outside scope (0%)	Statutory
Adoption	Inter- authority adoption fee - three siblings placed together	60,000.00	Adoption placement	Outside scope (0%)	Statutory
Adoption	Inter- authority adoption fee - four siblings placed together	68,000.00	Adoption placement	Outside scope (0%)	Statutory
Adoption	Inter- authority adoption fee - five siblings placed together	80,000.00	Adoption placement	Outside scope (0%)	Statutory
Fostering	Fostering Charges	In line with Families for Children IFA Rates.	Child	Outside scope (0%)	Statutory

**Finance Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Schools Financial Services	Schools Financial Services SLA - Section 8 charges. Secondary School	832.00	school, per annum	852.00	Non-business (0%)	852.00	2.4%	Cost Recovery
Schools Financial Services	Schools Financial Services SLA - Section 8 charges. Primary & Nursery School	1,172.00	school, per annum	1,200.00	Non-business (0%)	1,200.00	2.4%	Cost Recovery
Schools Financial Services	Schools Financial Services SLA - Section 8 charges. Special School	1,172.00	school, per annum	1,200.00	Non-business (0%)	1,200.00	2.4%	Cost Recovery
Schools Financial Services	Schools Financial Services - Level 3 services. Year-end financial closedown	141.00	Fixed (3 hours)	144.00	Non-business (0%)	144.00	2.1%	Cost Recovery
Legal	West Sussex Transit Site Plot rental (9 plots)	77.00	Week	77.00	Non-business (0%)	77.00	0.0%	Subsidised
Schools Financial Services	Schools Financial Services - Level 3 services. Sick and absent bursar cover	52.00	hour	Withdrawn and replaced with Pre-booked visits to schools				
Schools Financial Services	Schools Financial Services - Level 3 services. Ad hoc visit	68.00	hour	Withdrawn and replaced with Pre-booked visits to schools				
Schools Financial Services	Schools Financial Services - Level 3 services. Pre-booked peripatetic bursar accounts check	230.00	day (5 hours)	Withdrawn as no longer applicable				
Schools Financial Services	Schools Financial Services - Level 3 services. Pre-booked peripatetic bursar budget prep	230.00	day (5 hours)	Withdrawn as no longer applicable				

**Appendix A**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Schools Financial Services	Schools Financial Services - Level 3 services. SIMS/FMS onsite training	68.00	hour	Withdrawn and replaced with Pre-booked visits to schools				
Schools Financial Services	Schools Financial Services - Level 3 services. Pre-booked peripatetic bursar – (visit or dial up) Accounts check (half day)	125.00	Half day	Withdrawn and replaced with Pre-booked visits to schools				
Schools Financial Services	Schools Financial Services - Level 3 services. Pre-booked peripatetic bursar – (visit or dial up) Budget Preparation (half day)	125.00	Half day	Withdrawn and replaced with Pre-booked visits to schools				
Schools Financial Services	Pre-booked visits to schools	New	Hours	130.00	Non-business (0%)	130.00	New	Cost Recovery
Schools Financial Services	Pre-booked dial-ups to schools	New	Hour	36.00	Non-business (0%)	36.00	New	Cost Recovery
Schools Financial Services	Training events/workshops	New	Person	50.00	Non-business (0%)	50.00	New	Cost Recovery
Schools Financial Services	Training events/workshops	New	Person	80.00	Non-business (0%)	80.00	New	Cost Recovery
Finance	Capital & infrastructure Property, Leases and Rents	Various	Lease	Various	Various	Various	2.4%	Cost Recovery
West Sussex Connections	Advertising - Option 1 388mm H x 297mm W (full page)	6,554.40	Issue	5,462.00	Standard	6,554.40	0.0%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
West Sussex Connections	Advertising - Option 2 404mm H x 300mm W (back page)	6,554.40	Issue	5,462.00	Standard	6,554.40	0.0%	Cost Recovery
West Sussex Connections	Advertising - Option 3 140mm H x 274mm W	2684.40	Issue	2,237.00	Standard	2,684.40	0.0%	Cost Recovery
West Sussex Connections	Advertising - Option 4 140mm H x 180mm W	1,814.40	Issue	1,512.00	Standard	1,814.40	0.0%	Cost Recovery
West Sussex Connections	Advertising - Option 5 140mm H x 88mm W	914.40	Issue	762.00	Standard	914.40	0.0%	Cost Recovery
West Sussex Connections	Advertising - Option 6 Event lineage (max 30 words)	78.00	Issue	65.00	Standard	78.00	0.0%	Cost Recovery
Taste West Sussex	Advertising - Back cover - (216mm w x 266mm h)	1,281.60	Issue	1,068.00	Standard	1,281.60	0.0%	Cost Recovery
Taste West Sussex	Advertising - Inside back cover - (216mm w x 266mm h)	1,159.20	Issue	966.00	Standard	1,159.20	0.0%	Cost Recovery
Taste West Sussex	Advertising - Inside front cover - (216mm w x 266mm h)	1,190.40	Issue	992.00	Standard	1,190.40	0.0%	Cost Recovery
Taste West Sussex	Advertising - Full page - (216mm w x 266mm h)	1,006.80	Issue	839.00	Standard	1,006.80	0.0%	Cost Recovery
Taste West Sussex	Advertising - Half page - (182mm w x 114mm h)	549.60	Issue	458.00	Standard	549.60	0.0%	Cost Recovery
Taste West Sussex	Advertising - Quarter page - (89mm w x 114mm h)	304.80	Issue	254.00	Standard	304.80	0.0%	Cost Recovery
Taste West Sussex	Advertising - Eighth page - (89mm w x 55mm h)	183.60	Issue	153.00	Standard	183.60	0.0%	Cost Recovery

**Finance Fees and Charges Statutory Fees**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	VAT Type	Type of charge
Finance	FAS -Category I Court making an order appointing a deputy for property and affairs	£745	Client	Outside scope (0%)	Statutory
Finance	FAS - Category II 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) First Year	£775.00 or 3.5% of the client's net assets if the net assets are below	Client	Outside scope (0%)	Statutory
Finance	FAS - Category II 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) Second and Subsequent Years	£650.00 or 3.5% of the client's net assets if the net assets are below £16,000	Client	Outside scope (0%)	Statutory
Finance	Category II 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	Outside scope (0%)	Statutory
Finance	Category III 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	Outside scope (0%)	Statutory
Finance	FAS - Category IV Preparation and lodgement of an annual report or account to the Public Guardian	216.00	Client	Outside scope (0%)	Statutory
Finance	FAS - Category V Preparation of a Basic HMRC income tax return (bank or NS&I interest and taxable benefits)	70.00	Return	Outside scope (0%)	Statutory
Finance	FAS -Category V Preparation of a Complex HMRC income tax return (bank or NS&I interest, taxable benefits, small investment portfolio)	140.00	Return	Outside scope (0%)	Statutory

**Property Fees and Charges**

<b>Service</b>	<b>Fee or Charge</b>	<b>2019-20 Fee or Charge (inc VAT where applicable) (£)</b>	<b>Per what?</b>	<b>2020-21 Fee or Charge ex VAT (£)</b>	<b>VAT Type</b>	<b>2020-21 Fee or Charge (inc VAT where applicable) (£)</b>	<b>% Increase</b>	<b>Type of charge</b>
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service - Nursery	1,354.00	SLA	1,387.00	Non-business (0%)	1,387.00	2.4%	Cost Recovery
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service - Nursery Number On Roll	3.92	SLA	4.00	Non-business (0%)	4.00	2.0%	Cost Recovery
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service - Primary	1,354.00	SLA	1387.00	Non-business (0%)	1,387.00	2.4%	Cost Recovery
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service- Primary Number On Roll	3.92	SLA	4.00	Non-business (0%)	4.00	2.0%	Cost Recovery
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service - Primary Academy	1,624.80	SLA	1387.00	Standard	1,664.40	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service - Primary Academy Number On Roll	4.70	SLA	4.00	Standard	4.80	2.0%	Cost Recovery
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service - Secondary	1,776.00	SLA	1819.00	Non-business (0%)	1,819.00	2.4%	Cost Recovery
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service - Secondary Number on Roll	3.03	SLA	3.10	Non-business (0%)	3.10	2.3%	Cost Recovery
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service- Secondary Academy	2,131.20	SLA	1819.00	Standard	2,182.80	2.4%	Cost Recovery
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service - Secondary Academy Number on Roll	3.64	SLA	3.10	Standard	3.72	2.3%	Cost Recovery
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service - Special Schools	1,476.00	SLA	1512.00	Non-business (0%)	1,512.00	2.4%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service - Special Schools Number on Roll	3.32	SLA	3.40	Non-business (0%)	3.40	2.4%	Cost Recovery
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service- PRU	1,600.00	SLA	1,639.00	Non-business (0%)	1,639.00	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Caretaking and Premises) - Nursery	567.00	SLA	580.80	Non-business (0%)	580.80	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Caretaking and Premises) - Primary	567.00	SLA	580.80	Non-business (0%)	580.80	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Caretaking and Premises) - Primary Academy	680.40	SLA	580.80	Standard	696.96	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Caretaking and Premises) - Secondary	1,022.00	SLA	1,047.00	Non-business (0%)	1,047.00	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Caretaking and Premises) - Secondary Academy	1,226.40	SLA	1047.00	Standard	1,256.40	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Caretaking and Premises)- Special Schools	604.00	SLA	618.70	Non-business (0%)	618.70	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Caretaking and Premises)- PRU	604.00	SLA	618.70	Non-business (0%)	618.70	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Ground Maintenance) - Nursery	331.00	SLA	339.00	Non-business (0%)	339.00	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Ground Maintenance) - Primary	331.00	SLA	339.00	Non-business (0%)	339.00	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Ground Maintenance) - Primary Academy	397.20	SLA	339.00	Standard	406.80	2.4%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Facilities Management	Schools SLA's and Supplies Service (Ground Maintenance) - Secondary	499.00	SLA	511.00	Non-business (0%)	511.00	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Ground Maintenance) - Secondary Academy	598.80	SLA	511.00	Standard	613.20	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Ground Maintenance) - Special Schools	418.00	SLA	428.20	Non-business (0%)	428.20	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Ground Maintenance) - PRU	418.00	SLA	428.20	Non-business (0%)	428.20	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Supplies) - Nursery	418.00	SLA	428.20	Non-business (0%)	428.20	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Supplies) - Primary	418.00	SLA	428.20	Non-business (0%)	428.20	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Supplies) - Primary Academy	501.60	SLA	428.20	Standard	513.84	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Supplies) - Secondary	418.00	SLA	428.20	Non-business (0%)	428.20	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Supplies)- Secondary Academy	501.60	SLA	428.20	Standard	513.84	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Supplies) - Special Schools	418.00	SLA	428.20	Non-business (0%)	428.20	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Supplies) - PRU	418.00	SLA	428.20	Non-business (0%)	428.20	2.4%	Cost Recovery

**Education and Skills Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Education & Skills	SLA With Schools - Governor Services: training and support for school governing bodies	1,054.00	Lump sum based on total pupil numbers: <150 pupils	1,079.00	Exempt (0%)	1,079.00	2.4%	Cost Recovery
Education & Skills	SLA With Schools - Governor Services: training and support for school governing bodies	1158.00	Lump sum based on total pupil numbers: =>150 <500 pupils	1,186.00	Exempt (0%)	1,186.00	2.4%	Cost Recovery
Education & Skills	SLA With Schools - Governor Services: training and support for school governing bodies	1,373.00	Lump sum based on total pupil numbers: =>500 <850 pupils	1,406.00	Exempt (0%)	1,406.00	2.4%	Cost Recovery
Education & Skills	SLA With Schools - Governor Services: training and support for school governing bodies	1,478.00	Lump sum based on total pupil numbers: =>850 pupils	1,513.00	Exempt (0%)	1,513.00	2.4%	Cost Recovery
Education & Skills	SLA With Schools - Outdoor Education: Charge to academies, FE colleges etc	1.40	pupil	1.43	Exempt (0%)	1.43	2.1%	Cost Recovery
Education & Skills	SLA With Schools - Free School Meals	N/A	N/A	N/A	Exempt (0%)	N/A	2.4%	Cost Recovery
Education & Skills	SLA With Schools - Special School Meals	N/A	N/A	N/A	Exempt (0%)	N/A	2.4%	Cost Recovery
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Secondary School Teacher	21.00	weighted pupil no.	21.50	Non-business (0%)	21.50	2.4%	Cost Recovery
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Primary School Teacher	35.00	weighted pupil no.	36.00	Non-business (0%)	36.00	2.9%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Nursery, planned places - Teacher	91.00	weighted pupil no.	93.00	Non-business (0%)	93.00	2.2%	Cost Recovery
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Nursery, planned places - Other	46.00	weighted pupil no.	47.00	Non-business (0%)	47.00	2.2%	Cost Recovery
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Caretaker / Bursar	247.00	Flat rate, pro-rated for hours	253.00	Non-business (0%)	253.00	2.4%	Cost Recovery
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Nursery Nurse	197.00	Flat rate, pro-rated for hours	202.00	Non-business (0%)	202.00	2.5%	Cost Recovery
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Special School Teachers	106.00	weighted pupil no.	109.00	Non-business (0%)	109.00	2.8%	Cost Recovery
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Special Nursery Nurses	46.00	weighted pupil no.	47.00	Non-business (0%)	47.00	2.2%	Cost Recovery
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Special Caretaker / Bursar	672.00	Flat rate, pro-rated for hours	688.00	Non-business (0%)	688.00	2.4%	Cost Recovery
Education & Skills	Home to School Transport - Primary school children living within walking distance	224.00	year	245.00	Non-business (0%)	245.00	9.4%	Cost Recovery
Education & Skills	Home to School Transport - Primary school children living beyond walking distance	256.00	year	280.00	Non-business (0%)	280.00	9.4%	Cost Recovery
Education & Skills	Home to School Transport - Secondary school children living within walking distance	344.00	year	371.00	Non-business (0%)	371.00	7.8%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Education & Skills	Home to School Transport - Secondary school children living beyond walking distance	387.00	year	420.00	Non-business (0%)	420.00	8.5%	Cost Recovery
Education & Skills	Home to School Transport - Post 16 students (concessionary and SEN)	630.00	year	644.00	Non-business (0%)	644.00	2.2%	Cost Recovery
Education & Skills	SLA with Schools - Education Psychology and behaviour	450.00	Full day course	550.00	Non-business (0%)	550.00	22.2%	Cost Recovery
Education & Skills	SLA With Schools - Education Psychology and behaviour	225.00	half day course	275.00	Non-business (0%)	275.00	22.2%	Cost Recovery
Education & Skills	SLA With Schools - Charges to schools for statutory induction for Newly Qualified Teachers (NQTs)	309.00	NQT FTE	309.00	Exempt (0%)	309.00	0.0%	Cost Recovery
Education & Skills	Charges to Schools for services provided in converting to academy status	8,000.00	School	8,000.00	Exempt (0%)	8,000.00	0.0%	Cost Recovery

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Education & Skills	Martlets (Catering)	Various	Various		Standard	0.00	2.4%	Cost Recovery

**Education and Skills Statutory Fees and Charges**

Service	Fee or Charge	Current Fee	Per what?	VAT Type	Type of charge
Education & Skills	SLA 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: Infant/First (YrR to Yr3 & YrR to Yr5)	LA Schools - Outside scope (0%) Academies -Standard Rating (20%)	Statutory
Education & Skills	SLA With Schools -Subscriptions: Charges to schools and academies for subscriptions for pupil data analyses to support school improvement planning	Various	Lump sum according to school size plus sum per pupil: Primary, Middle, First & Middle, Junior < 100 pupils	LA Schools - Outside scope (0%) Academies -Standard Rating (20%)	Statutory
Education & Skills	SLA 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: Primary, Middle, First & Middle, Junior, Intermediate >100 pupils	LA Schools - Outside scope (0%) Academies -Standard Rating (20%)	Statutory
Education & Skills	SLA With Schools -Subscriptions: Charges to schools and academies for subscriptions for pupil data analyses to support school improvement planning	£2.36 per statemented pupil	Lump sum according to school size plus sum per pupil: Special schools	LA Schools - Outside scope (0%) Academies -Standard Rating (20%)	Statutory
Education & Skills	Fixed Penalty Notice. Charge to Parents for unauthorised absence from School - if paid after 21 days of issue	120.00	parent per child per absence	LA Schools - Outside scope (0%) Academies -Standard Rating (20%)	Statutory
Education & Skills	Fixed Penalty Notice. Charge to Parents for unauthorised absence from School - if paid within 21 days of issue	60.00	parent per child per absence	LA Schools - Outside scope (0%) Academies -Standard Rating (20%)	Statutory

**Legal Services Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Legal	Fee to copy a Common Land or Town or Village Green register entry	23.00	Copy	23.55	Non-business (0%)	23.55	2.4%	Cost Recovery
Legal	Fee for the supply of a definitive map/statement extract	11.00	Copy	11.26	Non-business (0%)	11.26	2.4%	Cost Recovery
Legal	Fee for copy orders/agreements	6.00	Copy	6.15	Non-business (0%)	6.15	2.5%	Cost Recovery
Legal	Fee for other copying – in accordance with the Record Office’s current scale of charges	1.00	Copy	1.03	Non-business (0%)	1.03	3.0%	Cost Recovery
Legal	Fee to process a Highways or CROW Act landowner deposit	393.00	Deposit	402.43	Non-business (0%)	402.43	2.4%	Cost Recovery
Legal	Fee to process a corrective application made under the Commons Act 2006	827.00	Course	846.85	Non-business (0%)	846.85	2.4%	Cost Recovery
Legal	Legal agreements linked to S106 contributions	192.00	Hour	196.61	Non-business (0%)	196.61	2.4%	Cost Recovery

**Fire Service Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Special Services	Major appliance/Large vehicle & crew	318.24	Hour	345.00	Standard	414.00	30.1%	Cost Recovery
Special Services	Major appliance/Small vehicle & crew	159.24	Hour	295.00	Standard	354.00	122.3%	Cost Recovery
Special Services	Pumping Appliance	263.40	Hour	230.00	Standard	276.00	4.8%	Cost Recovery
Special Services	Small Vehicle (e.g. 4wd)	198.96	Hour	225.00	Standard	270.00	35.7%	Cost Recovery
Special Services	Testing of Dry Riser	359.28	Test	299.40	Standard	359.28	0.0%	Cost Recovery
Special Services	Copy of Fire Report	66.36	Report	90.00	Standard	108.00	62.7%	Cost Recovery
Special Services	Fire Investigation Interview	157.68	Hour	135.00	Standard	162.00	2.7%	Cost Recovery
Special Services	Fire Investigation Report (standard)	512.40	Report	437.25	Standard	524.70	2.4%	Cost Recovery
Special Services	Labour - First hour or part thereof	67.10	Hour	Various	Standard	Various	Various	Cost Recovery
Special Services	Labour - Each subsequent 1/2 hour	36.20	Half Hour	Various	Standard	Various	Various	Cost Recovery
Special Services	Event Charges	Various	Hour	350.00	Standard	420.00	N/A	Cost Recovery
Special Services	Replace post & plate and remove existing	105.24	Each	Withdrawn as no longer required				
Special Services	False spindle 1" (25mm)	19.08	Each	Withdrawn as no longer required				
Special Services	False spindle 1 1/2" (32mm)	26.40	Each	Withdrawn as no longer required				
Special Services	Supply Only Hydrant Post	39.48	Each	Withdrawn as no longer required				
Special Services	Supply Only Hydrant Plate	15.84	Each	Withdrawn as no longer required				
Special Services	Supply Only Hydrant Bracket	5.28	Each	Withdrawn as no longer required				
Special Services	Supply Frame & Cover	78.84	Each	Withdrawn as no longer required				
Special Services	Supply Carsnite Yellow Post	32.88	Each	Withdrawn as no longer required				
Special Services	Supply Blank Cap	26.28	Each	Withdrawn as no longer required				
Special Services	Loan of Salvage Sheets	18.96	Day	Withdrawn as no longer required				
Special Services	Loan of Salvage Sheets	94.92	Salvage Sheets	Withdrawn as no longer required				
Special Services	Copy of Fire Report	70.92	Report	Withdrawn as charge standardised as a single charge				
Special Services	Pumping Appliance	135.36	Hour	Withdrawn as charge standardised as a single charge				
Special Services	Loan of Fire Investigation Unit	268.56	To FRS only	Withdrawn as no longer required				

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Commercial Training	Open Course Training - Fire Safety - various	125.00	Exempt (0%)	125.00	Exempt (0%)	125.00	0.0%	Cost Recovery
Commercial Training	On-Site Training - Fire Safety Awareness	350.00	Course	350.00	Exempt (0%)	125.00	0.0%	Cost Recovery
Commercial Training	On-Site Training - Fire Extinguisher	440.00	Course	440.00	Exempt (0%)	350.00	0.0%	Cost Recovery
Commercial Training	On-Site Training - Fire Warden	585.00	Course	585.00	Exempt (0%)	440.00	0.0%	Cost Recovery
Commercial Training	On-Site Training - Manual Handling	585.00	Course	585.00	Exempt (0%)	585.00	0.0%	Cost Recovery
Commercial Training	On-Site Training - Management of Fire Risk	585.00	Course	585.00	Exempt (0%)	585.00	0.0%	Cost Recovery
Commercial Training	Fire Extinguisher maintenance	Various	Extinguisher	Various	Exempt (0%)	585.00	0.0%	Cost Recovery

**Records Office Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Records Office	Publication fees for film and TV	62.00	photograph	53.33	Standard	64.00	3.2%	Cost Recovery
Records Office	Room Hire of Work Room (up to 12 people)	83.00	full day	84.00	Exempt (0%)	84.00	1.2%	Cost Recovery
Records Office	Publication fees for Garland photos UK rights	26.00	image	22.50	Standard	27.00	3.8%	Cost Recovery
Records Office	Publication fees for Garland photos world rights	52.00	image	45.00	Standard	54.00	3.9%	Cost Recovery
Records Office	Publication fee in books with print run of 1-1000	6.50	photograph	5.83	Standard	7.00	7.6%	Cost Recovery
Records Office	Publication fee in books with print run of 1001-3000	13.00	photograph	11.67	Standard	14.00	7.8%	Cost Recovery
Records Office	Publication fee in books with print run of 3001-5000	19.00	photograph	17.50	Standard	21.00	10.5%	Cost Recovery
Records Office	Publication fee in books with print run of 5001 and over	25.00	photograph	23.33	Standard	28.00	12.0%	Cost Recovery
Records Office	Publication fees for national media/periodicals	25.00	photograph	22.50	Standard	27.00	8.0%	Cost Recovery
Records Office	Record Office 'surgeries'	40.00	hour	34.17	Standard	41.00	2.5%	Cost Recovery
Records Office	Publication fees for other commercial publications	37.00	photograph	31.67	Standard	38.00	2.7%	Cost Recovery
Records Office	Publication fees for local media	6.50	photograph	5.83	Standard	7.00	7.6%	Cost Recovery
Records Office	Publication fees for Eric Gill Collection	11.00	item	9.58	Standard	11.50	4.5%	Cost Recovery
Records Office	Scanned image and print A3	22.00	sheet	19.17	Standard	23.00	4.6%	Cost Recovery
Records Office	Scanned image and print A3-A1	44.00	sheet	38.33	Standard	46.00	4.5%	Cost Recovery
Records Office	Scanned image and print A4	11.00	sheet	9.58	Standard	11.50	4.5%	Cost Recovery
Records Office	Supply of scanned image - A3-A0	28.00	sheet	25.00	Standard	30.00	7.2%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Records Office	Supply of scanned image - A4-A3	14.00	sheet	12.50	Standard	15.00	7.1%	Cost Recovery
Records Office	Supply of scanned image - up to A4	7.00	sheet	6.25	Standard	7.50	7.2%	Cost Recovery
Records Office	Car Parking - full day	7.50	Day	6.25	Standard	7.50	0.0%	Cost Recovery
Records Office	Car Parking - half day	3.75	Half day	3.13	Standard	3.75	0.0%	Cost Recovery
Records Office	Daytime tours of Record Office	36.00	tour	36.00	Exempt (0%)	36.00	0.0%	Cost Recovery
Records Office	Genealogical Research Fees	36.00	tour	30.00	Standard	36.00	0.0%	Cost Recovery
Records Office	Other searches	36.00	hour	30.00	Standard	36.00	0.0%	Cost Recovery
Records Office	Orders by Post (up to 3 colour copies)	8.50	Up to 3 sheets	7.08	Standard	8.50	0.0%	Cost Recovery
Records Office	Orders by Post (up to 5 copies)	6.50	Up to 5 sheets	5.42	Standard	6.50	0.0%	Cost Recovery
Records Office	Evening tours of Record Office	67.00	tour	67.00	Exempt (0%)	67.00	0.0%	Cost Recovery
Records Office	Out of office talks	67.00	talk	55.83	Standard	67.00	0.0%	Cost Recovery
Records Office	Short Research Fee	18.00	30mins	15.00	Standard	18.00	0.0%	Cost Recovery
Records Office	Evening talks at the Record Office	8.00	person	6.67	Standard	8.00	0.0%	Cost Recovery
Records Office	Self-service microform copying	0.45	sheet	0.38	Standard	0.45	0.0%	Cost Recovery
Records Office	Self-service printing from computer	0.45	sheet	0.38	Standard	0.45	0.0%	Cost Recovery
Records Office	A3 and A4 photocopies	0.60	sheet	0.50	Standard	0.60	0.0%	Cost Recovery
Records Office	Coffee Time Sessions	7.50	person	7.50	Exempt (0%)	7.50	0.0%	Cost Recovery
Records Office	Photocopies - A3 colour	3.00	sheet	2.50	Standard	3.00	0.0%	Cost Recovery
Records Office	Photocopies - A4 colour	1.50	sheet	1.25	Standard	1.50	0.0%	Cost Recovery
Records Office	Room Hire of Work Room (up to 12 people)	42.00	half day	42.00	Exempt (0%)	42.00	0.0%	Cost Recovery
Records Office	Certified copies of documents	14.00	Document	11.67	Standard	14.00	0.0%	Cost Recovery
Records Office	DIY Photography in search room	12.00	day	10.00	Standard	12.00	0.0%	Cost Recovery
Records Office	Microfilming - additional charge per frame	3.00	film	2.50	Withdrawn as service no longer provided			
Records Office	Microfilming - per film	62.00	film	51.67	Withdrawn as service no longer provided			

**Libraries Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Libraries	Audiobooks (up to 8 cassettes/CDs)	1.40	3 weeks	1.45	Non-business (0%)	1.45	3.6%	Cost Recovery
Libraries	Audiobooks (9+ cassettes/CDs)	2.80	3 weeks	2.90	Non-business (0%)	2.90	3.6%	Cost Recovery
Libraries	Audiobooks (Playaway - digital audio)	2.80	3 weeks	2.90	Non-business (0%)	2.90	3.6%	Cost Recovery
Libraries	Fax: to UK	1.96	Per page	1.67	Standard	2.00	2.5%	Cost Recovery
Libraries	Fax: to Europe	2.60	Per page	2.25	Standard	2.70	3.7%	Cost Recovery
Libraries	Fax: to Rest of World	3.20	Per page	2.83	Standard	3.40	6.0%	Cost Recovery
Libraries	Fax: receiving Fax	1.30	Per page	1.13	Standard	1.35	4.2%	Cost Recovery
Libraries	Public Access Computers: charge for non-members using PCs	1.70	Hour	1.67	Standard	2.00	17.6%	Cost Recovery
Libraries	Reservation Fees - books in West Sussex or partnership libraries	1.00	Item	1.00	Non-business (0%)	1.00	0.0%	Cost Recovery
Libraries	Reading groups - subscription	33.00	Year	27.50	Standard	33.00	0.0%	Cost Recovery
Libraries	CDs - pop	1.20	1 Week	Charge withdrawn as there is no genre differential applied				
Libraries	CDs - other	1.20	1 Week	1.20	Non-business (0%)	1.20	0.0%	Cost Recovery
Libraries	Membership card replacement	1.70	Card	1.75	Non-business (0%)	1.75	2.9%	Cost Recovery
Libraries	Overdue Charges (Administration charge for overdue letter)	1.70	Letter	1.75	Non-business (0%)	1.75	2.9%	Cost Recovery
Libraries	Reservation Fees - books reserved directly online	0.60	Item	0.60	Non-business (0%)	0.60	0.0%	Cost Recovery
Libraries	Reservation Fees - books from elsewhere	7.50	Item	7.50	Non-business (0%)	7.50	0.0%	Cost Recovery
Libraries	Reservation Fees - books from British Library	11.00	Item	11.00	Non-business (0%)	11.00	0.0%	Cost Recovery
Libraries	Overdue Charges (Star DVDs)	0.75	Day	0.75	Non-business (0%)	0.75	0.0%	Cost Recovery
Libraries	Overdue Charges (adult books)	0.25	Day	0.30	Non-business (0%)	0.30	20.0%	Cost Recovery
Libraries	Overdue Charges (audio books)	0.25	Day	0.30	Non-business (0%)	0.30	20.0%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Libraries	Overdue Charges (General DVDs)	0.60	Day	0.60	Non-business (0%)	0.60	0.0%	Cost Recovery
Libraries	Overdue Charges (music CDs)	0.25	Day	0.30	Non-business (0%)	0.30	20.0%	Cost Recovery
Libraries	DVDs (General)	2.00	1 Week	2.00	Non-business (0%)	2.00	0.0%	Cost Recovery
Libraries	DVDs (Star and Blu-Ray)	3.00	1 Week	3.00	Non-business (0%)	3.00	0.0%	Cost Recovery
Libraries	Exhibition Booking Fee	13.00	Per week, when items are for sale	13.50	Exempt (0%)	13.50	3.8%	Cost Recovery
Libraries	Photocopying - A4 black and white	0.10	Copy	0.13	Standard	0.15	56.3%	Cost Recovery
Libraries	Photocopying - A3 black and white	0.15	Copy	0.17	Standard	0.20	33.3%	Cost Recovery
Libraries	Photocopying - A4 colour	0.50	Copy	0.42	Standard	0.50	0.0%	Cost Recovery
Libraries	Photocopying - A3 colour	1.00	Copy	0.83	Standard	1.00	0.0%	Cost Recovery
Libraries	Printing: charge for Internet Prints - A4 Black and White	0.20	Page	0.17	Standard	0.20	0.0%	Cost Recovery
Libraries	Printing: charge for Internet Prints - A4 Colour	0.60	Page	0.50	Standard	0.60	0.0%	Cost Recovery
Libraries	Reference Research	18.00	half-hour, after initial free 30 mins	15.00	Standard	18.00	0.0%	Cost Recovery
Libraries	Lettings - Community Use	20.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				
Libraries	Lettings - SME Business	40.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				
Libraries	Lettings - Commercial Use	80.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				
Libraries	Lettings - Crawley Library Meeting Rooms - Community Use	24.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				
Libraries	Lettings - Crawley Library Meeting Rooms - SME Business Use	48.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				
Libraries	Lettings - Crawley Library Meeting Rooms - Commercial Use	96.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				
Libraries	Lettings - Longley Exhibition Room - Community Use	44.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				
Libraries	Lettings - Longley Exhibition Room - SME Business Use	88.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Libraries	Lettings - Longley Exhibition Room - Commercial Use	176.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				
Libraries	Lettings - Worthing Library Lecture Theatre - Community Use	44.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				
Libraries	Lettings - Worthing Library Lecture Theatre - SME Business Use	88.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				
Libraries	Lettings - Worthing Library Lecture Theatre - Commercial Use	176.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				
Libraries	Lost and damaged book - admin fee (in addition to replacement cost)	1.70	Book	1.75	Non-business (0%)	1.75	2.9%	Cost Recovery
Libraries	Lettings - Community Use	New	1 hour	10.00	Exempt (0%)	10.00	New	Cost Recovery
Libraries	Lettings - SME Business	New	1 hour	20.00	Exempt (0%)	20.00	New	Cost Recovery
Libraries	Lettings - Commercial Use	New	1 hour	40.00	Exempt (0%)	40.00	New	Cost Recovery
Libraries	Lettings - Crawley Library Meeting Rooms - Community Use	New	1 hour	12.00	Exempt (0%)	12.00	New	Cost Recovery
Libraries	Lettings - Crawley Library Meeting Rooms - SME Business Use	New	1 hour	24.00	Exempt (0%)	24.00	New	Cost Recovery
Libraries	Lettings - Crawley Library Meeting Rooms - Commercial Use	New	1 hour	48.00	Exempt (0%)	48.00	New	Cost Recovery
Libraries	Lettings - Longley Exhibition Room - Community Use	New	1 hour	22.00	Exempt (0%)	22.00	New	Cost Recovery
Libraries	Lettings - Longley Exhibition Room - SME Business Use	New	1 hour	44.00	Exempt (0%)	44.00	New	Cost Recovery
Libraries	Lettings - Longley Exhibition Room - Commercial Use	New	1 hour	88.00	Exempt (0%)	88.00	New	Cost Recovery
Libraries	Lettings - Worthing Library Lecture Theatre - Community Use	New	1 hour	22.00	Exempt (0%)	22.00	New	Cost Recovery
Libraries	Lettings - Worthing Library Lecture Theatre - SME Business Use	New	1 hour	44.00	Exempt (0%)	44.00	New	Cost Recovery
Libraries	Lettings - Worthing Library Lecture Theatre - Commercial Use	New	1 hour	88.00	Exempt (0%)	88.00	New	Cost Recovery

**Registrar's Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Citizenship ceremony	Individually organised Citizenship ceremony for one person at a registration office.	97.00	Ceremony	115.00	Non-business (0%)	115.00	18.6%	Cost Recovery
Citizenship ceremony	Individually organised Citizenship ceremony for a family at a registration office.	142.00	Family Ceremony	150.00	Non-business (0%)	150.00	5.6%	Cost Recovery
Citizenship ceremony	Individually organised Citizenship ceremony for one person at a registration office on a Saturday	107.00	Ceremony	130.00	Non-business (0%)	130.00	21.5%	Cost Recovery
Citizenship ceremony	Individually organised Citizenship ceremony for a family at a registration office on a Saturday	150.00	Family Ceremony	160.00	Non-business (0%)	160.00	6.7%	Cost Recovery
Non-Statutory Ceremonies	Fee for commemorative certificate	11.00	Certificate	9.17	Standard	11.00	0.0%	Cost Recovery
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	10.00	Notice	10.42	Standard	12.50	25.1%	Cost Recovery
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	236.40 (previously VAT Standard rated 20%)	Ceremony	217.00	Non-business (0%)	217.00	10.2%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Attendance of Registrars in a West Sussex Venue. Cat A room (e.g. Balcony, Chichester ceremony room) To register a marriage/ civil partnership	Friday	304.80 (previously VAT Standard rated 20%)	Ceremony	280.00	Non-business (0%)	280.00	10.2%	Cost Recovery
Attendance of Registrars in a West Sussex Venue. Cat A room (e.g. Balcony, Chichester ceremony room) To register a marriage/ civil partnership	Saturday / Sunday	338.40 (previously VAT Standard rated 20%)	Ceremony	310.00	Non-business (0%)	310.00	9.9%	Cost Recovery
Attendance of Registrars in a West Sussex Venue. Cat A room (e.g. Balcony, Chichester ceremony room) To register a marriage/ civil partnership	Public Holiday	440.40 (previously VAT Standard rated 20%)	Ceremony	404.00	Non-business (0%)	404.00	10.1%	Cost Recovery
Non statutory Ceremonies such as Baby naming & Renewal of vows in West Sussex Rooms (Cat A)	Monday - Thursday	197.00	Ceremony	181.00	Standard	217.00	10.3%	Cost Recovery
Non statutory Ceremonies such as Baby naming & Renewal of vows in West Sussex Rooms (Cat A)	Friday	254.00	Ceremony	233.00	Standard	280.00	10.1%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Non statutory Ceremonies such as Baby naming & Renewal of vows in West Sussex Rooms (Cat A)	Saturday / Sunday	282.00	Ceremony	258.00	Standard	310.00	9.8%	Cost Recovery
Non statutory Ceremonies such as Baby naming & Renewal of vows in West Sussex Rooms (Cat A)	Public Holiday	367.00	Ceremony	337.00	Standard	404.00	10.2%	Cost Recovery
Attendance of Registrars in a West Sussex Venue. Cat B room (e.g. Parlour, Henshall ) To register a marriage/ civil partnership	Monday - Thursday	254.00	Ceremony	260.00	Non-business (0%)	260.00	2.4%	Cost Recovery
Attendance of Registrars in a West Sussex Venue. Cat B room (e.g. Parlour, Henshall ) To register a marriage/ civil partnership	Friday	310.00	Ceremony	305.00	Non-business (0%)	305.00	2.3%	Cost Recovery
As above - VAT element				10.00	Standard	12.00		
Attendance of Registrars in a West Sussex Venue. Cat B room (e.g. Parlour, Henshall ) To register a marriage/ civil partnership	Saturday / Sunday	367.00	Ceremony	351.00	Non-business (0%)	351.00	2.5%	Cost Recovery
As above - VAT element				20.83	Standard	25.00		

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Attendance of Registrars in a West Sussex Venue. Cat B room (e.g. Parlour, Henshall) To register a marriage/ civil partnership	Public Holiday	479.00	Ceremony	407.00	Non-business (0%)	407.00	2.3%	Cost Recovery
As above - VAT element				69.17	Standard	83.00		
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat B)	Monday - Thursday	254.00	Ceremony	217.00	Standard	260.00	2.5%	Cost Recovery
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat B)	Friday	310.00	Ceremony	264.00	Standard	317.00	2.2%	Cost Recovery
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat B)	Saturday / Sunday	367.00	Ceremony	313.00	Standard	376.00	2.3%	Cost Recovery
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat B)	Public Holiday	479.00	Ceremony	408.00	Standard	490.00	2.2%	Cost Recovery
Attendance of Registrars in a West Sussex Venue. Cat C room (e.g. The Drawing Room) To register a marriage/ civil partnership	Monday - Thursday	444.00	Ceremony	305.00	Non-business (0%)	305.00	2.5%	Cost Recovery
As above - VAT element				125.00	Standard	150.00		

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Attendance of Registrars in a West Sussex Venue. Cat C room (e.g. The Drawing Room) To register a marriage/ civil partnership	Friday	493.00	Ceremony	305.00	Non-business (0%)	305.00	2.4%	Cost Recovery
As above - VAT element				166.67	Standard	200.00		
Attendance of Registrars in a West Sussex Venue. Cat C room (e.g. The Drawing Room) To register a marriage/ civil partnership	Saturday / Sunday	604.00	Ceremony	351.00	Non-business (0%)	351.00	2.3%	Cost Recovery
As above - VAT element				222.50	Standard	267.00		
Attendance of Registrars in a West Sussex Venue. Cat C room (e.g. The Drawing Room) To register a marriage/ civil partnership	Public Holiday	666.00	Ceremony	407.00	Non-business (0%)	407.00	2.4%	Cost Recovery
As above - VAT element				229.17	Standard	275.00		
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat C)	Monday - Thursday	444.00	Ceremony	379.00	Standard	455.00	2.4%	Cost Recovery
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat C)	Friday	493.00	Ceremony	421.00	Standard	505.00	2.5%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat C)	Saturday / Sunday	604.00	Ceremony	515.00	Standard	618.00	2.3%	Cost Recovery
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat C)	Public Holiday	666.00	Ceremony	568.00	Standard	682.00	2.3%	Cost Recovery
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	93.33	Additional ceremony	96.00	Standard	115.00	2.9%	Cost Recovery
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat D)	Monday - Thursday	775.00	Ceremony	645.83	Standard	775.00	0.0%	Cost Recovery
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat D)	Friday	826.00	Ceremony	688.33	Standard	826.00	0.0%	Cost Recovery
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat D)	Saturday / Sunday	904.00	Ceremony	753.33	Standard	904.00	0.0%	Cost Recovery
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat D)	Public Holiday	981.00	Ceremony	817.50	Standard	981.00	0.0%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
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	775.00	Ceremony	305.00	Non-business (0%)	305.00	0.0%	Cost Recovery
As above - VAT element				391.67	Standard	470.00		
Attendance of Registrars in a West Sussex Venue. Cat D room (e.g. The Richmond Room Room) To register a marriage/ civil partnership	Friday	826.00	Ceremony	305.00	Non-business (0%)	305.00	0.0%	Cost Recovery
As above - VAT element				434.17	Standard	521.00		
Attendance of Registrars in a West Sussex Venue. Cat D room (e.g. The Richmond Room Room) To register a marriage/ civil partnership	Saturday / Sunday	904.00	Ceremony	351.00	Non-business (0%)	351.00	0.0%	Cost Recovery
As above - VAT element				460.83	Standard	553.00		
Attendance of Registrars in a West Sussex Venue. Cat D room (e.g. The Richmond Room Room) To register a marriage/ civil partnership	Public Holiday	981.00	Ceremony	407.00	Non-business (0%)	407.00	0.0%	Cost Recovery
As above - VAT element				478.33	Standard	574.00		

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Attendance of Registrars at an outside venue to register a marriage / civil partnership	Monday - Thursday	444.00	Ceremony	305.00	Non-business (0%)	305.00	2.5%	Cost Recovery
As above - VAT element				125.00	Standard	150.00		
Attendance of Registrars at an outside venue to register a marriage / civil partnership	Friday	493.00	Ceremony	305.00	Non-business (0%)	305.00	2.4%	Cost Recovery
As above - VAT element				166.67	Standard	200.00		
Attendance of Registrars at an outside venue to register a marriage / civil partnership	Saturday / Sunday	604.00	Ceremony	351.00	Non-business (0%)	351.00	2.3%	Cost Recovery
As above - VAT element				222.50	Standard	267.00		
Attendance of Registrars at an outside venue to register a marriage / civil partnership	Public Holiday	666.00	Ceremony	407.00	Non-business (0%)	407.00	2.4%	Cost Recovery
As above - VAT element				229.17	Standard	275.00		
Non-Statutory ceremonies such as Baby Naming & Renewal of vows at Outside Venues and non-licenced premises	Monday - Thursday	444.00	Ceremony	379.00	Standard	455.00	2.4%	Cost Recovery
Non-Statutory ceremonies such as Baby Naming & Renewal of vows at Outside Venues and non-licenced premises	Friday	492.00	Ceremony	421.00	Standard	505.00	2.7%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Non-Statutory ceremonies such as Baby Naming & Renewal of vows at Outside Venues and non-licenced premises	Saturday / Sunday	605.00	Ceremony	515.00	Standard	618.00	2.1%	Cost Recovery
Non-Statutory ceremonies such as Baby Naming & Renewal of vows at Outside Venues and non-licenced premises	Public Holiday	667.00	Ceremony	568.00	Standard	682.00	2.2%	Cost Recovery
Venue Licensing	Licence valid for three years for a venue to hold Marriages & CPs.	1,971.00	License	2,018.00	Non-business (0%)	2,018.00	2.4%	Cost Recovery
Licensing a Religious Building to hold civil partnerships	Licence valid for three years	1,971.00	License	2,018.00	Non-business (0%)	2,018.00	2.4%	Cost Recovery
Venue Licensing	Appeal against a refusal to grant a license.	394.00	Appeal	403.00	Non-business (0%)	403.00	2.3%	Cost Recovery
Licensing a Religious Building to hold civil partnerships	Appeal against a refusal to grant a license.	394.00	Appeal	403.00	Non-business (0%)	403.00	2.3%	Cost Recovery
Venue Licensing	License valid for three years for a venue to hold Marriages & CPs: Fee for Additional room	339.00	Additional room	347.00	Non-business (0%)	347.00	2.4%	Cost Recovery
Licensing a Religious Building to hold civil partnerships	Licence valid for three years: Fee for Additional room	339.00	Additional room	Withdrawn as no longer required				

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
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	429.00	Ceremony	366.67	Standard	440.00	2.6%	Cost Recovery
Attendance of Registrars at venue of choice to celebrate of marriage or civil partnership following statutory ceremony in the West Sussex Register Office	Friday	476.00	Ceremony	406.67	Standard	488.00	2.5%	Cost Recovery
Attendance of Registrars at venue of choice to celebrate of marriage or civil partnership following statutory ceremony in the West Sussex Register Office	Saturday / Sunday	588.00	Ceremony	501.67	Standard	602.00	2.4%	Cost Recovery
Attendance of Registrars at venue of choice to celebrate of marriage or civil partnership following statutory ceremony in the West Sussex Register Office	Public Holiday	650.00	Ceremony	555.00	Standard	666.00	2.5%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Registrar a civil partnership at a religious building	Monday - Thursday	168.00	Ceremony	172.00	Non-business (0%)	172.00	2.4%	Cost Recovery
Registrar to register a civil partnership at a religious building	Friday	226.00	Ceremony	231.00	Non-business (0%)	231.00	2.2%	Cost Recovery
Registrar a civil partnership at a religious building	Saturday / Sunday	254.00	Ceremony	260.00	Non-business (0%)	260.00	2.4%	Cost Recovery
Registrar a civil partnership at a religious building	Public Holiday	338.00	Ceremony	346.00	Non-business (0%)	346.00	2.4%	Cost Recovery
Attendance of Registrars at a venue subject to specific partnership arrangement to Register a marriage/civil partnership	Friday	219.00	Ceremony	279.00	Non-business (0%)	279.00	27.4%	Cost Recovery
Attendance of Registrars at a venue subject to specific partnership arrangement to Register a marriage/civil partnership	Saturday	241.00	Ceremony	310.00	Non-business (0%)	310.00	28.6%	Cost Recovery
Copy Certificates	Postage and Packing	1.00	Application	Withdrawn as now provided through a statutory Fee				
Venue Hire	Edes House	Various	Event	Various	Standard	Various	2.4%	Cost Recovery

**Registrar's Fees and Charges Statutory Fees**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	Type of charge
Registration Service	Search (by public) of indexes, not exceeding 6 successive hours	18.00	Search	Statutory
Registration Service	Registration of a building for the solemnisation of marriages	123.00	Registration	Statutory
Registration Service	Consideration of a correction to the register by the SR	75.00	Correction to a register page	Statutory
Registration Service	Space 17 amendment (change of baby name in first year)	40.00	Amendment to register page	Statutory
Registration Service	Consideration of a reduction in 28-day 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	Statutory
Registration Service	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	Statutory
Registration Service	SR's fee for attesting a notice away from his office for housebound	47.00	Notice	Statutory
Registration Service	SR's fee for attesting a notice away from his office for detained.	68.00	Notice	Statutory
Registration Service	Taking a notice of marriage/Civil Partnership	35.00	Notice	Statutory
Registration Service	Consideration of a divorce/civil partnership document from outside British Isles by the Superintendent Registrar	50.00	Notice	Statutory
Registration Service	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	Statutory
Registration Service	Registrar attending a marriage/civil partnership at a register office	46.00	Ceremony	Statutory
Registration Service	Registrar attending a marriage at a registered building	86.00	Ceremony	Statutory
Registration Service	Registrar attending a marriage / civil partnership at the residence of a housebound person	81.00	Ceremony	Statutory
Registration Service	Registrar attending a marriage/civil partnership of a detained person	88.00	Ceremony	Statutory
Registration Service	SR Attending a marriage at the residence of a housebound person	84.00	Ceremony	Statutory
Registration Service	SR Attending a marriage at the residence of a detained person	94.00	Ceremony	Statutory
Registration Service	Short or Full certificate of Birth, marriage, civil partnership or death	11.00	Certificate	Statutory
Registration Service	Priority Service (within 24 Hours) –charges include cost of certificate	35.00	Certificate issued within 24 Hours	Statutory
Registration Service	Certification of a place of meeting for religious worship	29.00	Certification	Statutory

**Gypsy and Travellers Sites Fees and Charges**

Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Gypsy Roma Traveller Site plot rental – Fairplace Hill (4 X Double pitch plot rental)	102.00	Week	104.50	Exempt (0%)	104.50	2.5%	Subsidised
Gypsy Roma Traveller Site plot rental – Fairplace Hill (5 X Single pitch plot rental)	81.00	Week	83.00	Exempt (0%)	83.00	2.5%	Subsidised
Plot rental all other sites	55.00	Week	56.50	Exempt (0%)	56.50	2.7%	Subsidised
Gypsy Roma Traveller Site plot rental – Fairplace Hill (1 X Single pitch plot rental)	99.69	Week	99.69	Exempt (0%)	99.69	0.0%	Subsidised

**Highways Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Licensing - Highways	Hoarding Application	185.36	Month	190.00	Non-business (0%)	190.00	2.5%	Cost Recovery
Licensing - Highways	Hoarding Application - extension	123.64	Extra months	127.00	Non-business (0%)	127.00	2.7%	Cost Recovery
Licensing - Highways	Hoarding Application - Fine for over run or failure to notify removal complete	233.22	Application	239.00	Non-business (0%)	239.00	2.5%	Cost Recovery
Licensing - Highways	Hoarding Application - Retrospective	294.51	Additional Fee Per license	302.00	Non-business (0%)	302.00	2.5%	Cost Recovery
Licensing - Highways	Scaffold License	185.36	Month	190.00	Non-business (0%)	190.00	2.5%	Cost Recovery
Licensing - Highways	Scaffold License - extension	123.64	Extra months	127.00	Non-business (0%)	127.00	2.7%	Cost Recovery
Licensing - Highways	Scaffold License - Retrospective	294.51	Additional Fee Per license	302.00	Non-business (0%)	302.00	2.5%	Cost Recovery
Licensing - Highways	Special Event Orders S16 (Note: In exceptional circumstances, a fee reduction may be agreeing at the discretion of the Traffic Manager for community events with minimal impact on the network)	2,094.41	Order	2,145.00	Non-business (0%)	2,145.00	2.4%	Cost Recovery
Licensing - Highways	Temporary Traffic Orders: by Notice - only if agreed with Streetworks Section (S14 (2))	418.26	Notice	428.00	Non-business (0%)	428.00	2.3%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Licensing - Highways	Temporary Traffic Orders: by Notice followed by full Order (NOTICE + 2nd public notice) (S14 (1))	2,094.41	Order	2,145.00	Non-business (0%)	2,145.00	2.4%	Cost Recovery
Licensing - Highways	Temporary Traffic Orders: by Order (S14 (1))	2,094.41	Order	2,145.00	Non-business (0%)	2,145.00	2.4%	Cost Recovery
Licensing - Highways	Temporary Traffic Orders: Extension	2,094.41	Order	2,145.00	Non-business (0%)	2,145.00	2.4%	Cost Recovery
Licensing - Highways	Vehicle Crossover Licence: Residential Applicants	365.56	Application	Withdrawn as Fee now between application Fees and permission Fee				
Licensing - Highways	Vehicle Crossover Licence - Application Fee	New	Application Fee	154.00	Non-business (0%)	154.00	New	Cost Recovery
Licensing - Highways	Vehicle Crossover Licence - Works Permission Fee	New	Works Permission Fee	221.00	Non-business (0%)	221.00	New	Cost Recovery
Licensing - Highways	Letter to support VCO legality - part of house sale	New	Per Letter	50.00	Non-business (0%)	50.00	N/A	Cost Recovery
Licensing - Highways	Section 50 - New Roads and Street Works Act 1991: Private apparatus in the Highway	572.07	Units of 200m per street	586.00	Non-business (0%)	586.00	2.4%	Cost Recovery
Document Copies - Highways	Local Land charges -Provision of site drawing, electronic	59.64	Number	51.00	Standard	61.20	2.6%	Cost Recovery
Document Copies - Highways	Local Land charges -Provision of controller specification	61.82	Number	53.00	Standard	63.60	2.9%	Cost Recovery
Document Copies - Highways	Local Land charges -Provision of SCOOT, UTC or MOVA data	115.92	Number	99.00	Standard	118.80	2.5%	Cost Recovery
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	Standard	Various	N/A	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Markings - Highways	Access Protection Lines - road markings to deter parking across private access - per set	157.64	New lines	135.00	Standard	162.00	2.8%	Cost Recovery
Markings - Highways	Access Protection Lines - road markings to deter parking across private access - per set	157.64	Refurbishment	135.00	Standard	162.00	2.8%	Cost Recovery
Licensing - Highways	Moving Elevated Work Platform - Notice required	100.00	Up to 10 working days	103.00	Non-business (0%)	103.00	3.0%	Cost Recovery
Signs - Highways	Tourist & Private Directional signs – survey and admin fees (Design and Manufacture costs in addition to this)	311.15	Application	319.00	Non-business (0%)	319.00	2.5%	Cost Recovery
Signs - Highways	Tourist & Private Directional signs - sign design	Various	Sign	Fee withdrawn as Applicant pays direct to contractor				
Signs - Highways	Tourist & Private Directional signs - manufacture and installation	Various	Sign	Fee withdrawn as Applicant pays direct to contractor				
Temp Signs - Highways	Temporary Direction signs (new developments) - first 5 signs	547.38	Up to 5 signs	561.00	Non-business (0%)	561.00	2.5%	Cost Recovery
Temp Signs - Highways	Temporary Direction signs (new developments) - additional signs	109.48	Additional sign	112.00	Non-business (0%)	112.00	2.3%	Cost Recovery
TROs - Highways	TROs required as a consequence of development or another promoter	7,663.27	TRO	7,847.00	Non-business (0%)	7,847.00	2.4%	Cost Recovery
Licensing - Highways	Skip License - initial 14-day license	60.00	14 days	62.00	Non-business (0%)	62.00	3.3%	Cost Recovery
Licensing - Highways	Skip License - 14-day extension	60.00	14 days	62.00	Non-business (0%)	62.00	3.3%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Licensing - Highways	Skip License - Over run fee cost recovery	90.00	license	92.00	Non-business (0%)	92.00	2.2%	Cost Recovery
Licensing - Highways	Skip License - Retrospective	100.00	Application	103.00	Non-business (0%)	103.00	3.0%	Cost Recovery
Licensing - Highways	Materials on a Highway - Licence to temporarily deposit building materials etc, excavate (non-apparatus) etc OVER 24-hours: 1 to 5 days	88.00	Licence 1 to 5 days	90.00	Non-business (0%)	90.00	2.3%	Cost Recovery
Flood Risk Management/Drainage Advice and Data	Developer enquiries for housing developments - current flood risk summary held by the County Council - one off charge	300.00	Enquiry	256.00	Standard	307.20	2.4%	Cost Recovery
Signs - Highways	Tourist & Private Directional signs - non-refundable vetting fee	125.00	Application	128.00	Non-business (0%)	128.00	2.4%	Cost Recovery
Licensing - Highways	Moving Elevated Work Platform - Over run fee	150.00	day	154.00	Non-business (0%)	154.00	2.7%	Cost Recovery
Licensing - Highways	Moving Elevated Work Platform - Admin fee for change of date	35.00	One off	36.00	Non-business (0%)	36.00	2.9%	Cost Recovery
Licensing - Highways	Scaffold - Fine for over run or failure to notify removal complete	233.22	Application	239.00	Non-business (0%)	239.00	2.5%	Cost Recovery
Licensing - Highways	Materials on a Highway - Licence to temporarily deposit building materials - Over run per day	35.00	day	36.00	Non-business (0%)	36.00	2.9%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee/ Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Licensing - Highways	Vehicle Crossover Licence: Developer Applications - 1 to 5 Properties (Dwellings) on site or equivalent commercial site development	546.00	Application	559.00	Non-business (0%)	559.00	2.4%	Cost Recovery
Licensing - Highways	Vehicle Crossover Licence: Developer Applications - 6 to 25 (Dwellings) Properties on site or equivalent commercial site development	1,092.00	Application	1,118.00	Non-business (0%)	1,118.00	2.4%	Cost Recovery
Licensing - Highways	Vehicle Crossover Licence: Developer Applications - 25+ Properties (Dwellings) on site or equivalent commercial site development	2,729.00	Application	2,794.00	Non-business (0%)	2,794.00	2.4%	Cost Recovery
Licensing - Highways	Temporary Direction signs (new developments) - unauthorised sign removal	100.00	Each sign removal	103.00	Non-business (0%)	103.00	3.0%	Cost Recovery
Traffic Signals	Temporary switch off for pedestrian crossing	596.64	Each	611.00	Non-business (0%)	611.00	2.4%	Cost Recovery
Traffic Signals	Temporary switch off for signalised junction	777.27	Each	796.00	Non-business (0%)	796.00	2.4%	Cost Recovery
Document Copies - Highways	Local Land charges -Provision of site drawing up to A3	36.44	Number	Fee Withdrawn as no longer required				
Document Copies - Highways	Local Land charges -Provision of site drawing over A3	59.64	Number	Fee Withdrawn as no longer required				
Document Copies - Highways	Local Land charges -Provision of count information, classified up to 2 years old	123.64	Number	Fee Withdrawn as no longer required				
Document Copies - Highways	Local Land charges -Provision of count information, unclassified or older than 2 years	61.82	Number	Fee Withdrawn as no longer required				

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Document Copies - Highways	Local Land charges - Provision of TRANSYT file	98.28	Number					Fee Withdrawn as no longer required
Document Copies - Highways	Local Land charges - Provision of LINSIG 1 file	37.48	Number					Fee Withdrawn as no longer required
Document Copies - Highways	Local Land charges - Provision of LINSIG 2/3 file	61.82	Number					Fee Withdrawn as no longer required
Table & Chairs - Highway	Table & Chairs on the Highway - Annual Fee	520.00	Year					Fee Withdrawn for this report as a full review of operating model is underway and revised charges to be agreed separately before April 1st implementation
Table & Chairs - Highway	Table & Chairs on the Highway - Following Years	520.00	Later Years					Fee Withdrawn for this report as a full review of operating model is underway and revised charges to be agreed separately before April 1st implementation

### Highways Fees and Charges Statutory Charges

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	VAT Type	Type of charge
Inspections - Highways	Streetworks Sample Inspections	50.00	Inspection	Outside scope (0%)	Statutory
Inspections - Highways	S74 Streetworks Charges	Various	Day	Outside scope (0%)	Statutory
Inspections - Highways	3rd Party Streetworks Report Inspections	50.00	Inspection	Outside scope (0%)	Statutory
Inspections - Highways	Defect inspection fees	47.50	Inspection	Outside scope (0%)	Statutory
Inspections - Highways	Fixed Penalty Notices - Working without a valid permit: Discounted when paid within 29-days	300.00	Discounted Fine	Outside scope (0%)	Statutory
Inspections - Highways	Fixed Penalty Notices - Working without a valid permit	500.00	Fine	Outside scope (0%)	Statutory
Inspections - Highways	Fixed Penalty Notices - fines for incorrect Streetworks notices: Discounted when paid within 29-days	80.00	Discounted Fine	Outside scope (0%)	Statutory
Inspections - Highways	Fixed Penalty Notices - fines for incorrect Streetworks notices	120.00	Fine	Outside scope (0%)	Statutory
Street Works Permit Scheme	Permit to work on the Highways				Withdrawn from this report for a separate decision on this Statutory Charge

**Transport Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Road Safety	Cycle Training Course - complete beginner	34.50	1 Hour Session	35.30	Exempt (0%)	35.30	2.3%	Cost Recovery
Road Safety	Cycle Training Course - beginner/road riding	40.00	1.5 Hour Session	41.00	Exempt (0%)	41.00	2.5%	Cost Recovery
Transport Bureau - Transport	Minibus Permit S19	12.50	Permit	15.00	Non-business (0%)	15.00	20.0%	Cost Recovery
Road Safety	Experienced Driver Assessment	46.50	Hour	47.60	Exempt (0%)	47.60	2.4%	Cost Recovery
Road Safety	Cycle Training Course - advanced	45.00	2 Hour	46.10	Exempt (0%)	46.10	2.4%	Cost Recovery
Transport	English National Concessionary Travel Scheme - replacement bus pass	10.00	Pass	10.00	Exempt (0%)	10.00	0.0%	Cost Recovery
Transport Bureau	Transport DBS – DBS Checks for external transport staff	70.00	Check	70.00	Non-business (0%)	70.00	0.0%	Cost Recovery
Local Transport Improvements	Bus Stop Suspension / Relocation	200.00	Bus stop site	200.00	Exempt (0%)	200.00	0.0%	Cost Recovery

**Transport Fees and Charges Statutory Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	Type of charge
SSRP - Transport/Road Safety	Driver Awareness - National Speed Awareness Course	90.00	Course	90.00	Exempt (0%)	Statutory
SSRP - Transport/Road Safety	Driver Awareness -National Motorway Awareness Course	90.00	Course	90.00	Exempt (0%)	Statutory
SSRP - Transport/Road Safety	Driver Awareness - What's Driving Us Course	95.00	Course	95.00	Exempt (0%)	Statutory
SSRP - Transport/Road Safety	Driver Awareness -National Driver Awareness Course - Safe & Considerate Driving Course	185.00	Course	185.00	Exempt (0%)	Statutory

**Planning Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
County Planning	Pre-application advice fees	Various	Meeting or site visit and written response, or written response only	Various	Standard	Various	0.0%	Cost Recovery
Environment & Heritage	Historic Environment Record - searches	108.00	householder Search	95.00	Standard	114.00	5.6%	Cost Recovery
Environment & Heritage	Historic Environment Record - searches	174.00	Standard Search	158.00	Standard	189.60	9.0%	Cost Recovery
Environment & Heritage	Historic Environment Record - searches	276.00	priority Search	252.00	Standard	302.40	9.6%	Cost Recovery
Environment & Heritage	Historic Environment Record - searches	180.00	Statutory Undertaker Standard Search	164.00	Standard	196.80	9.3%	Cost Recovery
Environment & Heritage	Historic Environment Record - searches	360.00	Statutory Undertaker Priority Search	338.00	Standard	405.60	12.7%	Cost Recovery
Environment & Heritage	Advice and support to statutory undertakers	102.00	Hours	87.00	Standard	104.40	2.4%	Cost Recovery
Environment & Heritage	Pre-application advice fees	Various	Written response or meeting/site visit & written response	Various	Standard	Various	2.4%	Cost Recovery
Environment & Heritage	Contribution by district and borough councils to maintenance of the HER	3,000.00	Annual fee	3,000.00	Non-business (0%)	3,000.00	0.0%	Cost Recovery
Implementation	s38 & s278 Highway Agreements	Various	Agreement	Various	Non-business (0%)	Various	9.0%	Cost Recovery
Monitoring and Records	Local Land Charge Fees	24.00	Search	20.00	Standard	24.00	0.0%	Cost Recovery
Monitoring and Records	Local Land Charge search follow-up	Various	Request	Various	Standard	Various	0.0%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Monitoring and Records	Highway Boundaries information	Various	Request	Various	Standard	Various	0.0%	Cost Recovery
Monitoring and Records	s106 Agreement enquiries	54.00	Hour	45.00	Standard	54.00	0.0%	Cost Recovery
Planning and Transport Policy	Access to traffic modelling	Various	Request	Various	Standard	Various	0.0%	Cost Recovery
Planning and Transport Policy	Copies of highway scheme plans	Various	Plan	Various	Standard	Various	0.0%	Cost Recovery
Highways Development Management	Pre-application advice fees	Various	Written response or meeting/site visit & written response	Various	Standard	Various	10.0%	Cost Recovery
Monitoring and Records	Monitoring of s106 contributions	N/A	Per trigger	200.00	Outside scope (0%)	200.00	N/A	Cost Recovery

### **Planning Fees and Charges Statutory Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	VAT Type	Type of charge
County Planning	Planning Application fees	Various	Application	Non-business (0%)	Statutory
County Planning	Fees Monitoring site visits	Various	Site visit	Non-business (0%)	Statutory
County Planning	Discharge of Conditions	116.00	Request	Non-business (0%)	Statutory
Environment & Heritage	Higher Stewardship Level advice	35.00	Mid-Tier 0-30ha	Outside scope (0%)	Statutory
Environment & Heritage	Higher Stewardship Level advice	70.00	Mid-Tier 31-75 ha	Outside scope (0%)	Statutory
Environment & Heritage	Higher Stewardship Level advice	140.00	Mid-Tier 76-150 ha	Outside scope (0%)	Statutory
Environment & Heritage	Higher Stewardship Level advice	280.00	Mid-Tier 150+ ha	Outside scope (0%)	Statutory
Environment & Heritage	Higher Stewardship Level advice	52.00	High Tier 0-30ha	Outside scope (0%)	Statutory
Environment & Heritage	Higher Stewardship Level advice	105.00	High Tier 31-75 ha	Outside scope (0%)	Statutory
Environment & Heritage	Higher Stewardship Level advice	210.00	High Tier 76-150 ha	Outside scope (0%)	Statutory
Environment & Heritage	Higher Stewardship Level advice	420.00	High Tier 150+ ha	Outside scope (0%)	Statutory

**Rights of Way and Countryside Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Countryside Facilities	Rental of land and fishing rights	Various	Agreement	Various	Exempt (0%)	Various	0.0%	Cost Recovery
Countryside Facilities	Various events run on Countryside sites	Various	Event	Removed from list - Split in to 6 separate charges below				Cost Recovery
Countryside Services	Bushcraft	New	Per Person	21.00	Exempt (0%)	21.00	New	Cost Recovery
Countryside Services	Family Bushcraft	New	Per Family	63.50	Exempt (0%)	63.50	New	Cost Recovery
Countryside Services	All guided walks/night hike/food for free with/without hot drink	New	Per person	6.50	Exempt (0%)	6.50	New	Cost Recovery
Countryside Services	Craft events e.g. Christmas Wreaths (includes materials/drinks)	New	Per Person	21.00	Exempt (0%)	21.00	New	Cost Recovery
Countryside Services	Hire of BCP Countryside Centre with refreshments hourly charge (All potential bookings must be checked and agreed with the duty ranger first)	New	Per Hour (minimum 2-hour Charge)	21.00	Exempt (0%)	21.00	New	Cost Recovery
Countryside Services	Schools and hire of Forest School area (per child)	New	Per Child	2.10	Exempt (0%)	2.10	New	Cost Recovery
Rights of Way	Unopposed Public Path Orders administrative fees	1,950.00	Order	2,300.00	Non-business (0%)	2,300.00	17.9%	Cost Recovery
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").	1,140.00	Order	1,300.00	Non-business (0%)	1,300.00	14.0%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Rights of Way	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").	390.00	Order	400.00	Non-business (0%)	400.00	2.6%	Cost Recovery
Rights of Way	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)	390.00	Order	400.00	Non-business (0%)	400.00	2.6%	Cost Recovery
Rights of Way	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).	140.00	Site Visit plus associated costs	200.00	Non-business (0%)	200.00	42.9%	Cost Recovery
Rights of Way	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (6-month Orders)	1,950.00	Path order	2,000.00	Non-business (0%)	2,000.00	2.6%	Cost Recovery
Rights of Way	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (Extensions)	1,950.00	Path order	2,000.00	Non-business (0%)	2,000.00	2.6%	Cost Recovery
Rights of Way	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (21 days emergency/unplanned Orders)	500.00	Path order	550.00	Non-business (0%)	550.00	10.0%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Rights of Way	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (5 days planned works Orders)	500.00	Path order	550.00	Non-business (0%)	550.00	10.0%	Cost Recovery
Countryside Services	Licence fee for access across or on to COUNCIL land	Various	Application	Various	Non-business (0%)	Various	Various	Cost Recovery
Rights of Way	Charge for advice on PPO legislation and procedures to potential applicants and Order Making Authorities	New	Per hour	28.00	Exempt (0%)	28.00	New	Cost Recovery

**Trading Standards Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Trading Standards	Weights and Measures Act 1985 - Inspector of Weights and Measures	86.40	Hour	74.00	Standard	88.80	2.8%	Cost Recovery
Trading Standards	Weights and Measures Act 1985 - Support Officer	55.20	Hour	47.50	Standard	57.00	3.3%	Cost Recovery
Trading Standards	Hourly charge for demand led discretionary business support services	86.40	Hour	74.00	Standard	88.80	2.8%	Cost Recovery
Trading Standards	Buy with Confidence Membership - Annual Membership fee for 1-5 staff	165.60	Year	142.00	Standard	170.40	2.9%	Cost Recovery
Trading Standards	Buy with Confidence Membership - Annual Membership fee for 6-20 staff	276.00	Year	236.00	Standard	283.20	2.6%	Cost Recovery
Trading Standards	Buy with Confidence Membership - Annual Membership fee for 21+ staff	331.20	Year	283.00	Standard	339.60	2.5%	Cost Recovery
Trading Standards	Application Fee 1 - 5 employees (2016 Membership onwards)	150.00	Application	128.00	Standard	153.60	2.4%	Cost Recovery
Trading Standards	Annual Fee 1 - 5 employees (2016 Membership onwards)	300.00	Year	256.00	Standard	307.20	2.4%	Cost Recovery
Trading Standards	Application Fee 6 - 20 employees (2016 Membership onwards)	200.40	Application	171.00	Standard	205.20	2.4%	Cost Recovery
Trading Standards	Annual Fee 6 - 20 employees (2016 Membership onwards)	450.00	Year	384.00	Standard	460.80	2.4%	Cost Recovery
Trading Standards	Application Fee 20 - 49 employees (2016 Membership onwards)	249.60	Application	213.00	Standard	255.60	2.4%	Cost Recovery
Trading Standards	Annual Fee 20 - 49 employees (2016 Membership onwards)	600.00	Year	512.00	Standard	614.40	2.4%	Cost Recovery
Trading Standards	Full page - (120mm w x 186mm h)	483.60	Edition	413.00	Standard	495.60	2.5%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Trading Standards	Half page - (120mm w x 90mm h)	340.80	Edition	291.00	Standard	349.20	2.5%	Cost Recovery
Trading Standards	Quarter page - (57mm w x 90mm h)	217.20	Edition	186.00	Standard	223.20	2.8%	Cost Recovery
Trading Standards	Eighth page - (57mm w x 42mm h)	122.40	Edition	105.00	Standard	126.00	2.9%	Cost Recovery
Trading Standards	Variation of a licence (other than name or address)	86.40	Hour	74.00	Standard	88.80	2.8%	Cost Recovery

**Trading Standards Fees and Charges Statutory Fees**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	VAT Type	Type of charge
Trading Standards	Band A - under 2500 litres	44.00	year	Outside scope (0%)	Statutory
Trading Standards	Band B - 2500 -50000 litres	60.00	year	Outside scope (0%)	Statutory
Trading Standards	Band C - over 50,000 litres	125.00	year	Outside scope (0%)	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	185.00	1 year	Outside scope (0%)	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	243.00	2 years	Outside scope (0%)	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	304.00	3 years	Outside scope (0%)	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	374.00	4 years	Outside scope (0%)	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	423.00	5 years	Outside scope (0%)	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	86.00	1 year	Outside scope (0%)	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	147.00	2 years	Outside scope (0%)	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	206.00	3 years	Outside scope (0%)	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	266.00	4 years	Outside scope (0%)	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	326.00	5 years	Outside scope (0%)	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	109.00	1 year	Outside scope (0%)	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	141.00	2 years	Outside scope (0%)	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	173.00	3 years	Outside scope (0%)	Statutory

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	206.00	4 years	Outside scope (0%)	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	238.00	5 years	Outside scope (0%)	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	54.00	1 year	Outside scope (0%)	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	86.00	2 years	Outside scope (0%)	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	120.00	3 years	Outside scope (0%)	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	152.00	4 years	Outside scope (0%)	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	185.00	5 years	Outside scope (0%)	Statutory
Trading Standards	Varying the name of licensee or address of site	35.00	variation	Outside scope (0%)	Statutory
Trading Standards	Transfer of licence or replacement licence if lost	35.00	transfer	Outside scope (0%)	Statutory
Trading Standards	All year sale of fireworks	500.00	annual	Outside scope (0%)	Statutory

**Waste Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Waste Recycling	Co-mingled Recyclate	124.00	Tonne	105.83	Standard	127.00	2.4%	Cost Recovery
Waste Disposal	Trade Waste	173.00	Tonne	147.50	Standard	177.00	2.3%	Cost Recovery
Waste Recycling	Green Waste	72.00	Tonne	61.67	Standard	74.00	2.8%	Cost Recovery
Waste Recycling	WEEE Category A	170.00	Tonne	145.00	Standard	174.00	2.4%	Cost Recovery
Waste Recycling	WEEE Category B	477.00	Tonne	407.08	Standard	488.50	2.4%	Cost Recovery
Waste Recycling	WEEE Category C	477.00	Tonne	407.08	Standard	488.50	2.4%	Cost Recovery
Waste Recycling	WEEE Category D	477.00	Tonne	407.08	Standard	488.50	2.4%	Cost Recovery
Waste Recycling	WEEE Category E	170.00	Tonne	145.00	Standard	174.00	2.4%	Cost Recovery
Waste Recycling	Single Stream Recyclate	14.50	Tonne	12.42	Standard	14.90	2.8%	Cost Recovery
HWRS Non-Household	Motor Vehicle Tyre	4.00	Tyre	4.17	Standard	5.00	25.2%	Cost Recovery

**Energy Fees and charges**

Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Schools Display Energy Certificates - SLA	49.00	Per certificate	55.00	Non-business (0%)	55.00	12.2%	Cost Recovery
Schools Display Energy Certificates - SLA Academy	58.80	Per certificate	55.00	Standard	66.00	12.2%	Cost Recovery
Schools Energy Management Service - SLA. Band 1	330.00	1-5 meters	338.00	Non-business (0%)	338.00	2.4%	Cost Recovery
Schools Energy Management Service - SLA. Band 1. Academy	396.00	1-5 meters	338.00	Standard	405.60	2.4%	Cost Recovery
Schools Energy Management Service - SLA. Band 2	385.00	6-9 meters	394.00	Non-business (0%)	394.00	2.3%	Cost Recovery
Schools Energy Management Service - SLA. Band 2. Academy	462.00	6-9 meters	394.00	Standard	472.80	2.3%	Cost Recovery
Schools Energy Management Service - SLA. Band 3	479.00	10+ meters	490.00	Non-business (0%)	490.00	2.3%	Cost Recovery
Schools Energy Management Service - SLA. Band 3. Academy	574.80	10+ meters	490.00	Standard	588.00	2.3%	Cost Recovery