

Appendix 7

Fees and Charges

Section 3 of the Localism Act 2011 and Section 93 of the Local Government Act set out the **general legal framework regarding charging for services**, albeit that various other specific legal provisions and local policy objectives may also influence or dictate the level of fees or income to be generated.

Statutory Fees and Charges are charging structures set by relevant national bodies, usually with regulatory responsibility for the service which must be adhered to.

The proposed **Discretionary Fees and Charges** for 2024/25 are detailed in the document below. Discretionary Fees and Charges largely fall into the following categories:

- **Cost Recovery** - a fee or charge levied to ensure the cost of the service provided is fully recovered,
- **Subsidised** - where the County Council has decided to subsidise a service when setting the related fees and charges.

Generally, the County Council increases its fees and charges by the published September Retail Price Index (RPI) rate; in-line with the County Council's policy to budget for cost inflation. However, detailed reviews of services and prices have been undertaken which has resulted in some bespoke updates. The RPI rate as at September 2023 increased by 8.9%.

Some prices have been rounded to the nearest largest denominator (either in pence or pound - dependent on the service and value). This may have resulted in some small % variations.

All changes will be implemented from **1st April 2024**, unless otherwise stated.

A full list of the West Sussex Fees and Charges for 2024/25 will be published separately on the County Council's website in April.

Adult's Services Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Adult Services	Meeting Space Letting: Small Room (1)	Hour	9.50	9.50	Exempt (0%)	10.00	10.00	5.3%	Cost Recovery
Adult Services	Meeting Space Letting: Medium Room (1)	Hour	12.50	12.50	Exempt (0%)	14.00	14.00	12.0%	Cost Recovery
Adult Services	Meeting Space Letting: Large Room (1)	Hour	15.50	15.50	Exempt (0%)	17.00	17.00	9.7%	Cost Recovery
Adult Services	Care Act 2014: Support Brokerage	One-off Discretionary Fee	195.00	195.00	Non-Business (0%)	212.00	212.00	8.7%	Cost Recovery
Adult Services	Care Act 2014: Support Brokerage	Review Request	195.00	195.00	Non-Business (0%)	212.00	212.00	8.7%	Cost Recovery
Adult Services	Care Act 2014: Support Brokerage	Weekly Administration Fee	6.00	6.00	Non-Business (0%)	6.50	6.50	8.3%	Cost Recovery
Adult Services	Care Act 2014: Deferred Payment Agreements	Set-up, One-off Fee	615.00	615.00	Non-Business (0%)	670.00	670.00	8.9%	Cost Recovery
Adult Services	Care Act 2014: Deferred Payment Agreements	Property Evaluation - One-off Fee	299.60	299.60	Non-Business (0%)	326.00	326.00	8.8%	Cost Recovery
Adult Services	Care Act 2014: Deferred Payment Agreements	Weekly Administration Fee	8.90	8.90	Non-Business (0%)	10.00	10.00	12.4%	Cost Recovery

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%

Children and Young People, Learning and Skills Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Education & Skills	Services For Schools: Range of Review and Consultancy Services	Various	Various	Various	Non-Business (0%)	Various	Various	Various	Cost Recovery
Education & Skills	Services For Schools: Range of Professional Learning and Development Courses	Various	Various	Various	Non-Business (0%)	Various	Various	Various	Cost Recovery
Education & Skills	Services For Schools: Products and Services for Children (e.g. Careers Team West Sussex)	School	Various	Various	Outside scope (0%)	Various	Various	Various	Cost Recovery
Education & Skills	Schools SLA: Governor Services: Training and Support for School Governing Bodies	Lump Sum Based on Total Pupil Numbers. Less than <150 pupils	1,191.00	1,191.00	Exempt (0%)	1,266.00	1,266.00	6.3%	Cost Recovery
Education & Skills	Schools SLA: Governor Services: Training and Support for School Governing Bodies	Lump Sum Based on Total Pupil Number. >150 or more, but less than <500 pupils.	1,308.00	1,308.00	Exempt (0%)	1,390.00	1,390.00	6.3%	Cost Recovery
Education & Skills	Schools SLA: Governor Services: Training and Support for School Governing Bodies	Lump Sum Based on Total Pupil Numbers: >500 or more; but less than <850 pupils	1,551.00	1,551.00	Exempt (0%)	1,649.00	1,649.00	6.3%	Cost Recovery
Education & Skills	Schools SLA: Governor Services: Training and Support for School Governing Bodies	Lump Sum Based on Total Pupil Numbers: >850 pupils or more.	1,669.00	1,669.00	Exempt (0%)	1,774.00	1,774.00	6.3%	Cost Recovery
Education & Skills	Schools SLA: Outdoor Education: Charge to Academies, Further Education Colleges, etc.	Pupil	1.60	1.60	Exempt (0%)	1.80	1.80	12.5%	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme - Secondary School Teacher	Weighted Pupil Numbers	61.00	61.00	Non-Business (0%)	73.60	73.60	20.7%	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme - Primary School Teacher	Weighted Pupil Numbers	43.00	43.00	Non-Business (0%)	46.00	46.00	7.0%	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme -Nursery / Planned Places - Teacher	Weighted Pupil Numbers	50.00	50.00	Non-Business (0%)	52.90	52.90	5.8%	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme - Special School Teachers	Weighted Pupil Numbers	201.00	201.00	Non-Business (0%)	213.90	213.90	6.4%	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme - NJC Grades 3/4	Flat rate, pro-rated for hours	6.50	6.50	Non-Business (0%)	6.80	6.80	4.6%	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme - NJC Grades 5/6	Flat rate, pro-rated for hours	7.20	7.20	Non-Business (0%)	7.55	7.55	4.9%	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme - NJC Grades 7/8	Flat rate, pro-rated for hours	7.90	7.90	Non-Business (0%)	8.30	8.30	5.1%	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme - NJC Grades 9/10	Flat rate, pro-rated for hours	8.60	8.60	Non-Business (0%)	9.00	9.00	4.7%	Cost Recovery
Education & Skills	Schools SLA: Schools' Information Services and Financial Management System (Bromcom)	School	Various	Various	Non-Business (0%)	Pass through contract costs	Pass through contract costs	N/A	Cost Recovery
Education & Skills	Schools SLA: Charge Per Pupil For Data Analyses to Support School Improvement Planning NCER	Lump Sum According to School Size Plus Sum Per Pupil: Infant Mainstream School	Pass through contract costs	Pass through contract costs	Outside Scope (0%)	Pass through contract costs	Pass through contract costs	N/A	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Education & Skills	Schools SLA: Charge Per Pupil For Data Analyses to Support School Improvement Planning NCER	Lump Sum According to School Size Plus Sum Per Pupil: Infant Academy School	Pass through contract costs	Pass through contract costs	Standard Rated (20%)	Pass through contract costs	Pass through contract costs	N/A	Cost Recovery
Education & Skills	Schools SLA: Subscriptions for Pupil Data Analyses to Support School Improvement Planning FFT	Lump Sum According to School Size Plus Sum Per Pupil: Infant	Pass through contract costs	Pass through contract costs	Outside scope (0%)	Pass through contract costs	Pass through contract costs	N/A	Cost Recovery
Education & Skills	Schools SLA: Subscriptions for Pupil Data Analyses to Support School Improvement Planning FFT (Academies)	Lump Sum According to School Size Plus Sum Per Pupil: Infant	Pass through contract costs	Pass through contract costs	Standard Rated (20%)	Pass through contract costs	Pass through contract costs	N/A	Cost Recovery
Education & Skills	Schools SLA: Subscriptions for Pupil Data Analyses to Support School Improvement Planning FFT	Lump Sum According to School Size Plus Sum Per Pupil: Primary	Pass through contract costs	Pass through contract costs	Outside scope (0%)	Pass through contract costs	Pass through contract costs	N/A	Cost Recovery
Education & Skills	Schools SLA: Subscriptions for Pupil Data Analyses to Support School Improvement Planning FFT (Academies)	Lump Sum According to School Size Plus Sum Per Pupil: Primary	Pass through contract costs	Pass through contract costs	Outside scope (0%)	Pass through contract costs	Pass through contract costs	N/A	Cost Recovery
Education & Skills	Schools SLA: Subscriptions for Pupil Data Analyses to Support School Improvement Planning FFT - Academy Administration	Lump Sum According to School Size Plus Sum Per Pupil: Secondary	Pass through contract costs	Pass through contract costs	Standard Rated (20%)	Pass through contract costs	Pass through contract costs	N/A	Cost Recovery
Education & Skills	Schools SLA: Subscriptions for Pupil Data Analyses to Support School Improvement Planning FFT	Lump Sum According to School Size Plus Sum Per Pupil: Secondary	Pass through contract costs	Pass through contract costs	Outside scope (0%)	Pass through contract costs	Pass through contract costs	N/A	Cost Recovery
Education & Skills	Schools SLA: Subscriptions for Pupil Data Analyses to Support School Improvement Planning FFT (Academies)	Lump Sum According to School Size Plus Sum Per Pupil: Secondary	Pass through contract costs	Pass through contract costs	Standard Rated (20%)	Pass through contract costs	Pass through contract costs	N/A	Cost Recovery
Education & Skills	Schools SLA: Employment Support Services	School, Per Annum	Various	Various	Non-Business (0%)	Various	Various	5.0%	Cost Recovery
Education & Skills	Schools SLA: Health and Safety	Per School and Per Pupil	Various	Various	Non-Business (0%)	Various	Various	5.0%	Cost Recovery
Education & Skills	Schools SLA: Headteacher Recruitment	Item	N/A	N/A	Standard Rated (20%)	Various	Various	NEW	Cost Recovery
Education & Skills	Schools SLA: DBS Charges for Academies	Item	N/A	N/A	Standard Rated (20%)	Various	Various	NEW	Cost Recovery
Education & Skills	Schools SLA: Safe Digital Life - Online	School	N/A	N/A	Outside Scope (0%)	125.00	125.00	NEW	Cost Recovery
Education & Skills	Schools SLA: Safe Digital Life - Online for Academies and Free Schools	School	N/A	N/A	Standard Rated (20%)	125.00	150.00	NEW	Cost Recovery
Education & Skills	Schools SLA: Safe Digital Life - Bespoke Requests	School	N/A	N/A	Outside Scope (0%)	Various	Various	NEW	Cost Recovery
Education & Skills	Schools SLA: Safe Digital Life - Bespoke Requests for Academies and Free Schools	School	N/A	N/A	Outside Scope (0%)	Various	Various	NEW	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Education & Skills	Charges to Schools for Services Provided in Converting to Academy Status	School	8,000.00	8,000.00	Exempt (0%)	9,000.00	9,000.00	12.5%	Cost Recovery
Education & Skills	Home to School Transport: Primary School Children Living Within Walking Distance	Year	350.00	350.00	Non-Business (0%)	389.00	389.00	11.1%	Cost Recovery
Education & Skills	Home to School Transport: Primary School Children Living Beyond Walking Distance	Year	378.00	378.00	Non-Business (0%)	389.00	389.00	2.9%	Cost Recovery
Education & Skills	Home to School Transport: Secondary School Children Living Within Walking Distance	Year	518.00	518.00	Non-Business (0%)	570.00	570.00	10.0%	Cost Recovery
Education & Skills	Home to School Transport: Secondary School Children Living Beyond Walking Distance	Year	546.00	546.00	Non-Business (0%)	570.00	570.00	4.4%	Cost Recovery
Education & Skills	Home to School Transport: Post 16 Students (Concessionary and Special Educational Needs)	Year	770.00	770.00	Non-Business (0%)	826.00	826.00	7.3%	Cost Recovery
Education & Skills	Early Years Training: Webinar 1 -2 Hours	Training Attendee	17.00	17.00	Exempt (0%)	Pass through contract costs	Pass through contract costs	N/A	Cost Recovery
Education & Skills	Early Years Training: Webinar or Face to Face - Half Day	Training Attendee	27.00	27.00	Exempt (0%)	Pass through contract costs	Pass through contract costs	N/A	Cost Recovery
Education & Skills	Early Years Training: Webinar or Face to Face - Full Day	Training Attendee	54.00	54.00	Exempt (0%)	Pass through contract costs	Pass through contract costs	N/A	Cost Recovery
Education & Skills	Early Years Training: Online Course - Log In	Training Attendee	10.00	10.00	Exempt (0%)	Pass through contract costs	Pass through contract costs	N/A	Cost Recovery
Education & Skills	Early Years Training: Conference - Face to Face	Training Attendee	82.00	82.00	Exempt (0%)	Pass through contract costs	Pass through contract costs	N/A	Cost Recovery
Education & Skills	Early Years Training: Paediatric First Aid - Full 12 Hour Course	Training Attendee	83.00	83.00	Exempt (0%)	Pass through contract costs	Pass through contract costs	N/A	Cost Recovery

Catering Services Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Catering Service	Schools SLA: Catering Support Services (Nursery)	Nursery	430.00	430.00	Outside Scope (0%)	468.00	468.00	8.8%	Cost Recovery
Catering Service	Schools SLA: Catering Support Services (Primary)	School	811.00	811.00	Outside Scope (0%)	883.00	883.00	8.9%	Cost Recovery
Catering Service	Schools SLA: Catering Support Services (Secondary/Special)	School	905.00	905.00	Outside Scope (0%)	986.00	986.00	9.0%	Cost Recovery
Catering Service	Schools SLA: Catering Support Services (Primary Academies/ Free School)	School	811.00	973.20	Standard Rated (20%)	883.00	1,059.60	8.9%	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Catering Service	Schools SLA: Catering Support Services (Secondary / Special Academies and Free Schools)	School	905.00	1,086.00	Standard Rated (20%)	986.00	1,183.20	9.0%	Cost Recovery
Catering Service	Schools SLA: Delivery of a School Meals Service (Primary Schools - DIH Easy Lunch only)	FSM Headcount	15.50	15.50	Outside Scope (0%)	16.38	16.38	5.7%	Cost Recovery
Catering Service	Schools SLA: Delivery of a School Meals Service (Primary Schools - DIH Easy Lunch only) - Academies	FSM Headcount	15.50	18.60	Standard Rated (20%)	16.38	19.66	5.7%	Cost Recovery
Catering Service	Schools SLA: Delivery of a School Meals Service (Primary Schools)	FSM Headcount	60.40	60.40	Outside Scope (0%)	64.20	64.20	6.3%	Cost Recovery
Catering Service	Schools SLA: Delivery of a School Meals Service (Primary Schools)- Academies and Free Schools	FSM Headcount	60.40	72.48	Standard Rated (20%)	64.20	77.04	6.3%	Cost Recovery
Catering Service	Schools SLA: Delivery of a School Meals Service (Special Schools)	FSM Headcount	Various	Various	Outside Scope (0%)	Various	Various	6.3%	Cost Recovery
Catering Service	Schools SLA: Free School Meals (FSM) Eligibility Assessment - Academies and Free Schools	School Headcount	0.55	0.66	Standard Rated (20%)	0.55	0.66	0.0%	Cost Recovery

Legal Services Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Legal Services	Fee to Copy a Common Land or Town or Village Green Register Entry	Copy	28.00	28.00	Non-Business (0%)	30.00	30.00	7.1%	Cost Recovery
Legal Services	Fee for the Supply of a Definitive Map/Statement Extract	Copy	13.00	13.00	Non-Business (0%)	14.00	14.00	7.7%	Cost Recovery
Legal Services	Fee for Copy Orders/Agreements	Copy	7.00	7.00	Non-Business (0%)	8.00	8.00	14.3%	Cost Recovery
Legal Services	Fee for Copy Orders/ Agreements	Copy	1.20	1.20	Non-Business (0%)	1.30	1.30	8.3%	Cost Recovery
Legal Services	Fee to process a Highways or CROW Act Landowner Deposit	Deposit	481.00	481.00	Non-Business (0%)	524.00	524.00	8.9%	Cost Recovery
Legal Services	Fee to Process a Corrective Application Made under the Commons Act 2006	Course	1,011.00	1,011.00	Non-Business (0%)	1,100.00	1,100.00	8.8%	Cost Recovery
Legal Services	Legal Agreements Linked to S106 Contributions	Hour	235.00	235.00	Non-Business (0%)	256.00	256.00	8.9%	Cost Recovery
Legal Services	Highway Agreement Works	Hour	235.00	235.00	Non-Business (0%)	256.00	256.00	8.9%	Cost Recovery
Legal Services	Schools SLA: Legal Services	Item	Various	Various	Non-Business (0%)	Various	Various	4.0%	Cost Recovery

Trading Standards Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Trading Standards	Weights and Measures Act 1985 - Inspector of Weights & Measures	Hour	88.20	105.80	Standard Rated (20%)	96.00	115.20	8.8%	Cost Recovery
Trading Standards	Weights and Measures Act 1985 - Support Officer	Hour	56.30	67.60	Standard Rated (20%)	61.00	73.20	8.3%	Cost Recovery
Trading Standards	Hourly Charge For Demand Led Discretionary Business Support Services	Hour	88.20	105.80	Standard Rated (20%)	96.00	115.20	8.8%	Cost Recovery
Trading Standards	Variation of Licence - Other Than Name or Address	Hour	88.20	105.80	Standard Rated (20%)	96.00	115.20	8.8%	Cost Recovery

Property Services Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Property Services	Schools SLA: Tree Inspection Service (Small) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	171.00	171.00	Non-Business (0%)	156.00	156.00	-8.8%	Cost Recovery
Property Services	Schools SLA: Tree Inspection Service (Medium) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	220.00	220.00	Non-Business (0%)	189.00	189.00	-14.1%	Cost Recovery
Property Services	Schools SLA: Tree Inspection Service (Large) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	229.00	229.00	Non-Business (0%)	221.00	221.00	-3.5%	Cost Recovery
Property Services	Schools SLA: Tree Inspection Service (Small) Primary Academy & Secondary Academy Schools	Service Level Agreement	171.00	205.20	Standard Rated (20%)	156.00	187.20	-8.8%	Cost Recovery
Property Services	Schools SLA: Tree Inspection Service (Medium) Primary Academy & Secondary Academy Schools	Service Level Agreement	220.00	264.00	Standard Rated (20%)	189.00	226.80	-14.1%	Cost Recovery
Property Services	Schools SLA: Tree Inspection Service (Large) Primary Academy & Secondary Academy Schools	Service Level Agreement	229.00	274.80	Standard Rated (20%)	221.00	265.20	-3.5%	Cost Recovery
Property Services	Schools SLA: Level 3 Tree Inspection - Maintained Schools	Service Level Agreement	N/A	N/A	Non-Business (0%)	Various	Various	8.9%	Cost Recovery
Property Services	Schools SLA: Level 3 Tree Inspection - Academy Schools	Service Level Agreement	N/A	N/A	Standard Rated (20%)	Various	Various	8.9%	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections x 3 (Small) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	202.00	202.00	Non-Business (0%)	221.00	221.00	9.4%	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections x3 (Medium) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	223.00	223.00	Non-Business (0%)	238.00	238.00	6.7%	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections x3 (Large) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	244.00	244.00	Non-Business (0%)	254.00	254.00	4.1%	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Property Services	Schools SLA: Annual Playground Inspections x 3 (Small) Nursery, Primary, Secondary & Special Schools - Academy Schools	Service Level Agreement	202.00	202.00	Standard Rated (20%)	221.00	265.20	9.4%	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections x3 (Medium) Nursery, Primary, Secondary & Special Schools - Academy Schools	Service Level Agreement	223.00	223.00	Standard Rated (20%)	238.00	285.60	6.7%	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections x3 (Large) Nursery, Primary, Secondary & Special Schools - Academy Schools	Service Level Agreement	244.00	244.00	Standard Rated (20%)	254.00	304.80	4.1%	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections	Service Level Agreement	N/A	N/A	Non-Business (0%)	192.00	192.00	NEW	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections - Academy Schools	Service Level Agreement	N/A	N/A	Standard Rated (20%)	192.00	230.40	NEW	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Small) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	201.00	201.00	Non-Business (0%)	189.00	189.00	-6.0%	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Medium) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	234.00	234.00	Non-Business (0%)	205.00	205.00	-12.4%	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Large) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	317.00	317.00	Non-Business (0%)	271.00	271.00	-14.5%	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Small) Primary Academy & Secondary Academy	Service Level Agreement	201.00	241.20	Standard Rated (20%)	189.00	226.80	-6.0%	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Medium) Primary Academy & Secondary Academy	Service Level Agreement	234.00	280.80	Standard Rated (20%)	205.00	246.00	-12.4%	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Large) Primary Academy & Secondary Academy	Service Level Agreement	317.00	380.40	Standard Rated (20%)	271.00	325.20	-14.5%	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Small) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	578.00	578.00	Non-Business (0%)	672.00	672.00	16.3%	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Medium) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	794.00	794.00	Non-Business (0%)	848.00	848.00	6.8%	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Large) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	1,050.00	1,050.00	Non-Business (0%)	1,125.00	1,125.00	7.1%	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Small) Primary Academy & Secondary Academy	Service Level Agreement	578.00	693.60	Standard Rated (20%)	672.00	806.40	16.3%	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Medium) Primary Academy & Secondary Academy	Service Level Agreement	794.00	952.80	Standard Rated (20%)	848.00	1,017.60	6.8%	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Large) Primary Academy & Secondary Academy	Service Level Agreement	1,050.00	1,260.00	Standard Rated (20%)	1,125.00	1,350.00	7.1%	Cost Recovery
Property Services	Schools SLA: Swimming Pool Management (S/M/L) Nursery, Primary, Secondary & Special Schools - Seasonal	Service Level Agreement	270.00	270.00	Non-Business (0%)	280.00	280.00	3.7%	Cost Recovery
Property Services	Schools SLA: Swimming Pool Management (S/M/L) Nursery, Primary, Secondary & Special Schools - Seasonal	Service Level Agreement	270.00	324.00	Standard Rated (20%)	280.00	336.00	3.7%	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Property Services	School SLA: Swimming Pool Management (S/M/L) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	439.00	270.00	Non-Business (0%)	444.00	444.00	1.1%	Cost Recovery
Property Services	School SLA: Swimming Pool Management (S/M/L) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	439.00	526.80	Standard Rated (20%)	444.00	532.80	1.1%	Cost Recovery
Property Services	School SLA: Recruitment Support (S/M/L Nursery, Primary, Secondary & Special Schools	Service Level Agreement	709.00	709.00	Non-Business (0%)	709.00	709.00	0.0%	Cost Recovery
Property Services	Schools SLA: Recruitment Support (S/M/L) Primary Academy & Secondary Academy	Service Level Agreement	709.00	850.80	Standard Rated (20%)	709.00	850.80	0.0%	Cost Recovery
Property Services	Schools SLA: Funding Bid Application Support (S/M/L) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	Various	Various	Non-Business (0%)	Various	Various	8.9%	Cost Recovery
Property Services	Schools SLA: Funding Bid Application Support (S/M/L) Primary Academy & Secondary Academy	Service Level Agreement	Various	Various	Standard Rated (20%)	Various	Various	8.9%	Cost Recovery
Property Services	Schools SLA: Core SLA Subscription (S/M/L) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	948.00	948.00	Non-Business (0%)	1,081.00	1,081.00	14.0%	Cost Recovery
Property Services	Schools SLA: Core SLA subscription (S/M/L) Primary Academy & Secondary Academy	Service Level Agreement	948.00	1,137.60	Standard Rated (20%)	1,081.00	1,297.20	14.0%	Cost Recovery
Property Services	Lettings - Main Conference Room and Park Suite - (Both Rooms Booked Together)	Service Level Agreement	1,810.00	1,810.00	Non-Business (0%)	2,150.00	2,150.00	18.8%	Cost Recovery
Property Services	Lettings - Park Suite	Day	905.00	905.00	Non-Business (0%)	1,100.00	1,100.00	21.5%	Cost Recovery
Property Services	Lettings - Main Conference Room	Day	905.00	905.00	Non-Business (0%)	1,100.00	1,100.00	21.5%	Cost Recovery
Property Services	Lettings - Cowdray Room	Day	305.00	305.00	Non-Business (0%)	350.00	350.00	14.8%	Cost Recovery
Property Services	Lettings - Goodwood Room	Day	305.00	305.00	Non-Business (0%)	350.00	350.00	14.8%	Cost Recovery
Property Services	Lettings - Parham Room	Day	305.00	305.00	Non-Business (0%)	350.00	350.00	14.8%	Cost Recovery
Property Services	Lettings - Cowdray/ Goodwood Rooms (Set Up of Rooms Joined Together)	Day	610.00	610.00	Non-Business (0%)	750.00	750.00	23.0%	Cost Recovery
Property Services	Lettings - Bodium Room	Day	230.00	230.00	Non-Business (0%)	280.00	280.00	21.7%	Cost Recovery
Property Services	Lettings - Hastings/Knepp Rooms (As One Room)	Day	150.00	150.00	Non-Business (0%)	180.00	180.00	20.0%	Cost Recovery
Property Services	Lettings - Lewes Room	Day	125.00	125.00	Non-Business (0%)	150.00	150.00	20.0%	Cost Recovery
Property Services	Lettings - General Meeting Room Bookings For Less Than 10 People	Per Hour	40.00	40.00	Non-Business (0%)	45.00	45.00	12.5%	Cost Recovery
Property Services	Lettings - General Meeting Room Bookings For Between 11 and 20 People	Per Hour	48.00	48.00	Non-Business (0%)	55.00	55.00	14.6%	Cost Recovery
Property Services	Lettings - General Meeting Room Bookings For Over 21 People	Per Hour	88.00	88.00	Non-Business (0%)	100.00	100.00	13.6%	Cost Recovery

Planning Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Planning Services	Implementation S38 & S278 Highway Agreements	Agreement	Various	Various	Non-Business (0%)	Various	Various	0.0%	Cost Recovery
Planning Services	Monitoring and Records Local Land Charge Fees	Search	26.00	0.00	Standard Rated (20%)	27.00	32.40	3.8%	Cost Recovery
Planning Services	Monitoring and Records Local Land Charge Search Follow-up	Request	Various	Various	Standard Rated (20%)	Various	Various	8.9%	Cost Recovery
Planning Services	Monitoring and Records Highway Boundaries Information	Request	Various	Various	Standard Rated (20%)	Various	Various	8.9%	Cost Recovery
Planning Services	Monitoring and Records S106 Agreement Enquiries	Hour	60.00	0.00	Standard Rated (20%)	65.00	78.00	8.3%	Cost Recovery
Planning Services	Planning and Transport Policy Access to traffic modelling	Request	Various	Various	Standard Rated (20%)	Various	Various	8.9%	Cost Recovery
Planning Services	Planning and Transport Policy Copies of Highway Scheme Plans	Plan	Various	Various	Standard Rated (20%)	Various	Various	8.9%	Cost Recovery
Planning Services	Highways Development Management Pre-application Advice Fees	Written Response or Meeting/Site Visit & Written Response	Various	Various	Standard Rated (20%)	Various	Various	8.9%	Cost Recovery
Planning Services	Monitoring and Records Monitoring of S106 Contributions	Per Trigger	240.00	0.00	Outside Scope (0%)	260.00	260.00	8.3%	Cost Recovery
Planning Services	Monitoring and Records Highway Boundaries – Bespoke Enquiries	Hour	60.00	0.00	Standard Rated (20%)	65.00	78.00	8.3%	Cost Recovery
Planning Services	County Planning Pre-application Advice Fees	Meeting or Site Visit and Written Response, or Written Response Only	Various	Various	Standard Rated (20%)	Various	Various	8.9%	Cost Recovery
Planning Services	Environment & Heritage Historic Environment Record - Searches	Householder Search	115.00	0.00	Standard Rated (20%)	125.00	150.00	8.7%	Cost Recovery
Planning Services	Environment & Heritage Historic Environment Record - Searches	Standard Search	190.00	0.00	Standard Rated (20%)	205.00	246.00	7.9%	Cost Recovery
Planning Services	Environment & Heritage Historic Environment Record - Searches	Priority Search	300.00	0.00	Standard Rated (20%)	325.00	390.00	8.3%	Cost Recovery
Planning Services	Environment & Heritage Historic Environment Record - Searches	Statutory Undertaker Standard Search	195.00	0.00	Standard Rated (20%)	210.00	252.00	7.7%	Cost Recovery
Planning Services	Environment & Heritage Historic Environment Record - Searches	Statutory Undertaker Priority Search	405.00	0.00	Standard Rated (20%)	440.00	528.00	8.6%	Cost Recovery
Planning Services	Environment & Heritage Advice and Support to Statutory Undertakers	Hours	105.00	0.00	Standard Rated (20%)	115.00	138.00	9.5%	Cost Recovery
Planning Services	Environment & Heritage Pre-application Advice Fees	Written Response or Meeting/Site Visit & Written Response	Various	Various	Standard Rated (20%)	Various	Various	8.9%	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Planning Services	Environment & Heritage Contribution by District and Borough Councils to maintenance of the HER	Annual Fee	3,000.00	0.00	Non-Business (0%)	3,000.00	3,000.00	0.0%	Cost Recovery
Planning Services	Flood Risk Management Pre-application Advice Fees	Hectares of development - banded	Various	Various	Standard Rated (20%)	Various	Various	8.9%	Cost Recovery

Countryside and Rights of Way Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Countryside Facilities	Rental of Land and Fishing Rights	Agreement	Various	Various	Exempt (0%)	Various	Various	8.9%	Cost Recovery
Countryside Services	All Guided Walks/ Night Hike/ Food For Free With/ Without Hot Drink	Per Person	7.80	0.00	Exempt (0%)	8.00	8.00	2.6%	Cost Recovery
Countryside Services	Craft Events e.g. Christmas Wreaths (Includes Materials/Drinks)	Per Person	25.40	0.00	Exempt (0%)	28.00	28.00	10.2%	Cost Recovery
Countryside Services	Hire of Buchan Country Park Countryside Centre with Refreshments Hourly Charge (All Potential Bookings Must Be Checked & Agreed With the Duty Ranger)	Per Hour (minimum 2-hour Charge)	25.40	0.00	Exempt (0%)	28.00	28.00	10.2%	Cost Recovery
Countryside Services	Schools and Hire of Forest School Area (Per Child)	Per Child	2.60	0.00	Exempt (0%)	3.00	3.00	15.4%	Cost Recovery
Countryside Services	Licence Fee for Access Across or on to COUNCIL Land	Application	Various	Various	Non-Business (0%)	Various	Various	12.6%	Cost Recovery
Rights of Way	Unopposed Public Path Orders Administrative Fees	Order	2,746.00	0.00	Non-Business (0%)	2,990.00	2,990.00	8.9%	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").	Order	1,553.00	0.00	Non-Business (0%)	1,691.00	1,691.00	8.9%	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" & "Opposed Public Path Order" fee as applicable)	Order	478.00	0.00	Non-Business (0%)	521.00	521.00	9.0%	Cost Recovery
Rights of Way	Public Path Orders Administrative Fees - Temporary Traffic Regulation Order (Path Closure) (21 days emergency/ unplanned orders)	Path Order	657.00	0.00	Non-Business (0%)	715.00	715.00	8.8%	Cost Recovery
Rights of Way	Public Path Orders Administrative Fees - Temporary Traffic Regulation Order (Path Closure) (5 days planned works orders)	Path Order	657.00	0.00	Non-Business (0%)	715.00	715.00	8.8%	Cost Recovery

Waste Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Waste Recycling & Disposal	Co-mingled Recyclate	Tonne	126.70	152.04	Standard Rated (20%)	138.00	165.60	8.9%	Cost Recovery
Waste Recycling & Disposal	Trade Waste Disposal	Tonne	177.30	212.76	Standard Rated (20%)	193.00	231.60	8.9%	Cost Recovery
Waste Recycling & Disposal	Green Waste Disposal	Tonne	74.10	88.92	Standard Rated (20%)	81.00	97.20	9.3%	Cost Recovery
Waste Recycling & Disposal	WEEE Category A Recycling	Tonne	173.60	208.32	Standard Rated (20%)	189.00	226.80	8.9%	Cost Recovery
Waste Recycling & Disposal	WEEE Category B Recycling	Tonne	486.10	583.32	Standard Rated (20%)	529.00	634.80	8.8%	Cost Recovery
Waste Recycling & Disposal	WEEE Category C Recycling	Tonne	486.10	583.32	Standard Rated (20%)	529.00	634.80	8.8%	Cost Recovery
Waste Recycling & Disposal	WEEE Category D Recycling	Tonne	486.10	583.32	Standard Rated (20%)	529.00	634.80	8.8%	Cost Recovery
Waste Recycling & Disposal	WEEE Category E Recycling	Tonne	173.60	208.32	Standard Rated (20%)	189.00	226.80	8.9%	Cost Recovery
Waste Recycling & Disposal	Single Stream Recyclate	Tonne	15.00	18.00	Standard Rated (20%)	16.00	19.20	6.7%	Cost Recovery
Waste Recycling & Disposal	Motor Vehicle Tyre Disposal	Tyre	4.90	6.00	Standard Rated (20%)	4.90	6.00	0.0%	Cost Recovery
Waste Recycling & Disposal	Trade Waste Mattress Disposal	Mattress	14.80	17.75	Standard Rated (20%)	17.00	20.40	14.9%	Cost Recovery

Energy Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Energy Services	School SLA: Schools Display Energy Certificates	Per Certificate	59.00	59.00	Non-Business (0%)	63.00	63.00	6.8%	Cost Recovery
Energy Services	School SLA: Schools Display Energy Certificates - Academy	Per Certificate	59.00	70.80	Standard Rated (20%)	63.00	75.60	6.8%	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 1	1-5 Meters	373.40	373.40	Non-Business (0%)	399.00	399.00	6.9%	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 1. Academy	1-5 Meters	373.40	448.10	Standard Rated (20%)	399.00	478.80	6.9%	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 2	6-9 Meters	435.80	435.80	Non-Business (0%)	469.00	469.00	7.6%	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Energy Services	School SLA: Schools Energy Management Service. Band 2. Academy	6-9 Meters	435.80	523.00	Standard Rated (20%)	469.00	562.80	7.6%	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 3	10+ Meters	540.80	540.80	Non-Business (0%)	585.00	585.00	8.2%	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 3. Academy	10+ Meters	540.80	649.00	Standard Rated (20%)	585.00	702.00	8.2%	Cost Recovery

Finance Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Schools Financial Services	Schools SLA: Schools Financial Services - Nursery, Primary, Secondary and Special Schools	School, Per Annum	£1,090 per school plus £0.54 per pupil	£1,090 per school plus £0.54 per pupil	Non-Business (0%)	£1,250 per school plus £0.57 per pupil	£1,250 per school plus £0.57 per pupil	14.6%	Cost Recovery
Schools Financial Services	Schools SLA: Schools Financial Services - Year-end Financial Closedown - Minimum of 4 Hours	Fixed (4 hours)	160.00	160.00	Non-Business (0%)	168.00	168.00	5.0%	Cost Recovery
Schools Financial Services	Schools SLA: Group Training Courses or Workshops (Half Day)	Person	50.00	50.00	Non-Business (0%)	50.00	50.00	0.0%	Cost Recovery
Schools Financial Services	Schools SLA: Group Training Courses or Workshops (Full Day)	Person	80.00	80.00	Non-Business (0%)	80.00	80.00	0.0%	Cost Recovery
Schools Financial Services	Schools SLA: Group Training Courses or Workshops (Online)	Person	20.00	20.00	Non-Business (0%)	20.00	20.00	0.0%	Cost Recovery
Schools Financial Services	Schools Financial Services - Pre-booked Visits to Schools - Minimum 2.5 hours	Hours	144.00	144.00	Non-Business (0%)	151.00	151.00	4.9%	Cost Recovery
Schools Financial Services	Schools Financial Services - Pre-booked Dial-ups to Schools	Hour	40.00	40.00	Non-Business (0%)	42.00	42.00	5.0%	Cost Recovery
Schools Financial Services	Schools SLA: Schools Financial Services - School Fund support	Fixed	100.00	100.00	Non-Business (0%)	105.00	105.00	5.0%	Cost Recovery

Fire Service Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Fire and Rescue Service - Special Services	Major appliance/Large Vehicle & Crew (e.g. Aerial Ladder Platform, Bulk Water Carrier)	Hour	405.00	486.00	Standard Rated (20%)	441.00	529.20	8.9%	Cost Recovery
Fire and Rescue Service - Special Services	Pumping Appliance	Hour	450.00	540.00	Standard Rated (20%)	490.00	588.00	8.9%	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Fire and Rescue Service - Special Services	Small Vehicle (e.g. 4x4, Community Engagement Vehicle)	Hour	340.00	408.00	Standard Rated (20%)	370.00	444.00	8.8%	Cost Recovery
Fire and Rescue Service - Special Services	Copy of IRS report	Report	110.00	132.00	Standard Rated (20%)	120.00	144.00	9.1%	Cost Recovery
Fire and Rescue Service - Special Services	Fire Investigation Interview	Hour	165.00	198.00	Standard Rated (20%)	180.00	216.00	9.1%	Cost Recovery
Fire and Rescue Service - Special Services	Copy of Fire Report	Report	510.00	612.00	Standard Rated (20%)	555.00	666.00	8.8%	Cost Recovery
Fire and Rescue Service - Special Services	Labour (dependent on role) - First Hour or Part Thereof	Hour	85.00	102.00	Standard Rated (20%)	95.00	114.00	11.8%	Cost Recovery
Fire and Rescue Service - Special Services	Labour (dependent on role) - Each Subsequent 30 Minutes	Half Hour	50.00	60.00	Standard Rated (20%)	55.00	66.00	10.0%	Cost Recovery
Fire and Rescue Service - Special Services	Event Charges	Hour	400.00	480.00	Standard Rated (20%)	450.00	540.00	12.5%	Cost Recovery
Fire and Rescue Service - Special Services	Primary Authority Scheme (PAS) - Hourly Fee	Hour	N/A	N/A	Exempt (0%)	90.00	90.00	NEW	Cost Recovery
Fire and Rescue Service - Special Services	Open Course Face to Face Training - Fire Safety - Various	Per Head	140.00	140.00	Exempt (0%)	145.00	145.00	3.6%	Cost Recovery
Fire and Rescue Service - Special Services	On-Site Face to Face Training - Fire Safety Awareness	Course - Max 20 people.	385.00	385.00	Exempt (0%)	395.00	395.00	2.6%	Cost Recovery
Fire and Rescue Service - Special Services	On-Site Face to Face Training - Fire Extinguisher	Course - Max 15 people.	485.00	485.00	Exempt (0%)	495.00	495.00	2.1%	Cost Recovery
Fire and Rescue Service - Special Services	On-Site Face to Face Training - Fire Warden	Course - Max 15 people.	645.00	645.00	Exempt (0%)	660.00	660.00	2.3%	Cost Recovery
Fire and Rescue Service - Commercial Training	On-Site Face to Face Training - Manual Handling	Course - Max 15 people.	645.00	645.00	Exempt (0%)	660.00	660.00	2.3%	Cost Recovery
Fire and Rescue Service - Commercial Training	On-Site Face to Face Training - Management of Fire Risk	Course - Max 15 people.	645.00	645.00	Exempt (0%)	660.00	660.00	2.3%	Cost Recovery
Fire and Rescue Service - Commercial Training	Fire Extinguisher Maintenance	Extinguisher	Various	Various	Exempt (0%)	Various	Various	2.0%	Cost Recovery

Records Office Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Record Office	Room Hire of Work Room (Up to 12 People)	Full Day	100.00	100.00	Exempt (0%)	110.00	110.00	10.0%	Cost Recovery
Record Office	Publication Fees for National Media/Periodicals	Photograph	27.08	32.50	Standard Rated (20%)	27.08	32.50	0.0%	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Record Office	Record Office 'Surgeries'	Hour	37.50	45.00	Standard Rated (20%)	37.50	45.00	0.0%	Cost Recovery
Record Office	Publication Fees for Other Commercial Publications	Photograph	37.50	45.00	Standard Rated (20%)	37.50	45.00	0.0%	Cost Recovery
Record Office	Publication Fees for Local Media	Photograph	8.33	10.00	Standard Rated (20%)	10.00	12.00	20.0%	Cost Recovery
Record Office	Not For Profit or Scholarly Publication (up to 1,000 copies)	Photograph	N/A	N/A	Standard Rated (20%)	4.17	5.00	NEW	Cost Recovery
Record Office	Commercial Publications (Print Run Over 1,000 Copies)	Photograph	N/A	N/A	Standard Rated (20%)	33.33	40.00	NEW	Cost Recovery
Record Office	Front or Back Cover (Additional, Per Image)	Photograph	N/A	N/A	Standard Rated (20%)	16.67	20.00	NEW	Cost Recovery
Record Office	E-Book (Additional, Per Image)	Photograph	N/A	N/A	Standard Rated (20%)	8.33	10.00	NEW	Cost Recovery
Record Office	Website: Not For Profit (Web-Optimised Image)	Photograph	N/A	N/A	Standard Rated (20%)	4.17	5.00	NEW	Cost Recovery
Record Office	Website: Commercial (Web-Optimised Image)	Photograph	N/A	N/A	Standard Rated (20%)	33.33	40.00	NEW	Cost Recovery
Record Office	Film or TV Feature: Local or Regional	Photograph	N/A	N/A	Standard Rated (20%)	41.67	50.00	NEW	Cost Recovery
Record Office	Film or TV Feature: UK (or Single Country)	Photograph	N/A	N/A	Standard Rated (20%)	62.50	75.00	NEW	Cost Recovery
Record Office	Film or TV Feature: International and Streaming	Photograph	N/A	N/A	Standard Rated (20%)	83.33	100.00	NEW	Cost Recovery
Record Office	Conservation Work (Per Hour, Excluding Materials)	Hour	N/A	N/A	Standard Rated (20%)	29.17	35.00	NEW	Cost Recovery
Record Office	Exhibition: Local (West Sussex) or Temporary	Photograph	N/A	N/A	Standard Rated (20%)	33.33	40.00	NEW	Cost Recovery
Record Office	Exhibition: Commercial or Permanent	Photograph	N/A	N/A	Standard Rated (20%)	21.67	26.00	NEW	Cost Recovery
Record Office	Scanned Image and Print A3	Sheet	20.00	24.00	Standard Rated (20%)	21.67	26.00	8.4%	Cost Recovery
Record Office	Scanned Image and Print A3-A1	Sheet	40.00	48.00	Standard Rated (20%)	43.33	52.00	8.3%	Cost Recovery
Record Office	Scanned Image and Print A4	Sheet	10.00	12.00	Standard Rated (20%)	10.83	13.00	8.3%	Cost Recovery
Record Office	Supply of Scanned Image - A3-A0	Sheet	26.67	32.00	Standard Rated (20%)	26.67	32.00	0.0%	Cost Recovery
Record Office	Supply of Scanned Image - A4-A3	Sheet	13.33	16.00	Standard Rated (20%)	13.33	16.00	0.0%	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Record Office	Supply of Scanned Image - up to A4	Sheet	6.67	8.00	Standard Rated (20%)	6.67	8.00	0.0%	Cost Recovery
Record Office	Car Parking - Full Day	Day	7.08	8.50	Standard Rated (20%)	7.08	8.50	0.0%	Cost Recovery
Record Office	Car Parking - Half Day	Half Day	3.54	4.25	Standard Rated (20%)	3.54	4.25	0.0%	Cost Recovery
Record Office	Daytime Tours of Record Office	Tour	40.00	40.00	Exempt (0%)	40.00	40.00	0.0%	Cost Recovery
Record Office	Genealogical Research Fees	Tour	30.00	36.00	Standard Rated (20%)	30.00	36.00	0.0%	Cost Recovery
Record Office	Other Searches	Hour	30.00	36.00	Standard Rated (20%)	30.00	36.00	0.0%	Cost Recovery
Record Office	Evening Tours of Record Office	Tour	75.00	75.00	Exempt (0%)	80.00	80.00	6.7%	Cost Recovery
Record Office	Out of Office Talks	Talk	62.50	75.00	Standard Rated (20%)	66.67	80.00	6.7%	Cost Recovery
Record Office	Online Talks (Per Person)	Talk	5.00	5.00	Exempt (0%)	5.00	5.00	0.0%	Cost Recovery
Record Office	Short Research Fee	30 Minutes	15.00	18.00	Standard Rated (20%)	15.00	18.00	0.0%	Cost Recovery
Record Office	Evening Talks at the Record Office	Person	6.67	8.00	Standard Rated (20%)	6.67	8.00	0.0%	Cost Recovery
Record Office	Self-service Microform Copying	Sheet	0.42	0.50	Standard Rated (20%)	0.50	0.60	19.0%	Cost Recovery
Record Office	Self-service Printing from Computer	Sheet	0.42	0.50	Standard Rated (20%)	0.50	0.60	19.0%	Cost Recovery
Record Office	A3 and A4 Photocopies	Sheet	0.54	0.65	Standard Rated (20%)	0.63	0.75	16.7%	Cost Recovery
Record Office	Coffee Time Sessions	Person	7.50	7.50	Exempt (0%)	8.00	8.00	6.7%	Cost Recovery
Record Office	Photocopies - A3 Colour	Sheet	4.17	5.00	Standard Rated (20%)	4.17	5.00	0.0%	Cost Recovery
Record Office	Photocopies - A4 Colour	Sheet	2.08	2.50	Standard Rated (20%)	2.08	2.50	0.0%	Cost Recovery
Record Office	Digital Copy of Tithe Map (One Format)	Document	20.83	25.00	Standard Rated (20%)	20.83	25.00	0.0%	Cost Recovery
Record Office	Filming On-site	Day	250.00	300.00	Standard Rated (20%)	291.67	350.00	16.7%	Cost Recovery
Record Office	Room Hire of Work Room (up to 12 people)	Half Day	50.00	50.00	Exempt (0%)	60.00	60.00	20.0%	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Record Office	Certified Copies of Documents	Document	16.67	20.00	Standard Rated (20%)	16.67	20.00	0.0%	Cost Recovery
Record Office	DIY Photography in Search Room	Day	10.00	12.00	Standard Rated (20%)	10.00	12.00	0.0%	Cost Recovery
Record Office	Baptism Certificate	Certificate	26.67	32.00	Standard Rated (20%)	28.33	34.00	6.2%	Cost Recovery

Library Service Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Library Service	Audiobooks (up to 8 cassettes/CDs)	3 Weeks	1.50	1.50	Non-Business (0%)	1.50	1.50	0.0%	Cost Recovery
Library Service	Audiobooks (9+ cassettes/CDs)	3 Weeks	3.00	3.00	Non-Business (0%)	3.00	3.00	0.0%	Cost Recovery
Library Service	Audiobooks (Playaway - digital audio)	3 Weeks	3.00	3.00	Non-Business (0%)	3.00	3.00	0.0%	Cost Recovery
Library Service	CDs - Other	1 Week	1.50	1.50	Non-Business (0%)	1.50	1.50	0.0%	Cost Recovery
Library Service	DVDs (General)	1 Week	2.25	2.25	Non-Business (0%)	2.25	2.25	0.0%	Cost Recovery
Library Service	Reservation Fees - Books reserved directly online	Item	0.75	0.75	Non-Business (0%)	0.75	0.75	0.0%	Cost Recovery
Library Service	Reservation Fees - Books in West Sussex or Partnership Libraries	Item	1.00	1.00	Non-Business (0%)	1.00	1.00	0.0%	Cost Recovery
Library Service	Reservation Fees - Books from Elsewhere	Item	8.00	8.00	Non-Business (0%)	8.50	8.50	6.3%	Cost Recovery
Library Service	Reservation Fees - Books from British Library	Item	12.00	12.00	Non-Business (0%)	13.00	13.00	8.3%	Cost Recovery
Library Service	Overdue Charges (Administration Charge for overdue letter)	Letter	2.00	2.00	Non-Business (0%)	2.00	2.00	0.0%	Cost Recovery
Library Service	Overdue Charges (Adult Books)	Day	0.30	0.30	Non-Business (0%)	0.32	0.32	6.7%	Cost Recovery
Library Service	Overdue Charges (Audio Books)	Day	0.30	0.30	Non-Business (0%)	0.32	0.32	6.7%	Cost Recovery
Library Service	Overdue Charges (General DVDs)	Day	0.60	0.60	Non-Business (0%)	0.65	0.65	8.3%	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Library Service	Overdue Charges (Music CDs)	Day	0.30	0.30	Non-Business (0%)	0.32	0.32	6.7%	Cost Recovery
Library Service	Membership Card Replacement	Card	2.00	2.00	Non-Business (0%)	2.00	2.00	0.0%	Cost Recovery
Library Service	Exhibition Booking Fee	Per week, When Items Are For Sale	15.00	15.00	Exempt (0%)	15.00	15.00	0.0%	Cost Recovery
Library Service	Fax: to UK	Per Page	1.88	2.25	Standard Rated (20%)	1.88	2.25	0.0%	Cost Recovery
Library Service	Fax: to Europe	Per Page	2.50	3.00	Standard Rated (20%)	2.50	3.00	0.0%	Cost Recovery
Library Service	Fax: to Rest of World	Per Page	3.17	3.80	Standard Rated (20%)	3.17	3.80	0.0%	Cost Recovery
Library Service	Fax: Receiving Fax	Per Page	1.25	1.50	Standard Rated (20%)	1.25	1.50	0.0%	Cost Recovery
Library Service	Photocopying - A4 Black and White	Copy	0.13	0.15	Standard Rated (20%)	0.13	0.15	0.0%	Cost Recovery
Library Service	Photocopying - A3 Black and White	Copy	0.17	0.20	Standard Rated (20%)	0.17	0.20	0.0%	Cost Recovery
Library Service	Photocopying - A4 Colour	Copy	0.42	0.50	Standard Rated (20%)	0.42	0.50	0.0%	Cost Recovery
Library Service	Photocopying - A3 Colour	Copy	0.83	1.00	Standard Rated (20%)	0.83	1.00	0.0%	Cost Recovery
Library Service	Printing: charge for Internet Prints - A4 Black and White	Page	0.17	0.20	Standard Rated (20%)	0.17	0.20	0.0%	Cost Recovery
Library Service	Printing: charge for Internet Prints - A4 Colour	Page	0.50	0.60	Standard Rated (20%)	0.50	0.60	0.0%	Cost Recovery
Library Service	Public Access Computers: Charge for non-members using PCs	Hour	1.88	2.25	Standard Rated (20%)	1.88	2.25	0.0%	Cost Recovery
Library Service	Reading Groups - Subscription	Year	29.17	35.00	Standard Rated (20%)	30.83	37.00	5.7%	Cost Recovery
Library Service	Lost and damaged book - admin fee (in addition to replacement cost)	Item	2.00	2.00	Non-Business (0%)	2.00	2.00	0.0%	Cost Recovery
Library Service	Lettings - Community Use	1 Hour	10.00	10.00	Exempt (0%)	11.00	11.00	10.0%	Cost Recovery
Library Service	Lettings - SME Business	1 Hour	20.00	20.00	Exempt (0%)	22.00	22.00	10.0%	Cost Recovery
Library Service	Lettings - Commercial Use	1 Hour	40.00	40.00	Exempt (0%)	44.00	44.00	10.0%	Cost Recovery
Library Service	Lettings - Crawley Library Meeting Rooms - Community Use	1 Hour	12.00	12.00	Exempt (0%)	13.00	13.00	8.3%	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Library Service	Lettings - Crawley Library Meeting Rooms - SME Business Use	1 Hour	24.00	24.00	Exempt (0%)	26.00	26.00	8.3%	Cost Recovery
Library Service	Lettings - Crawley Library Meeting Rooms - Commercial Use	1 Hour	48.00	48.00	Exempt (0%)	52.00	52.00	8.3%	Cost Recovery
Library Service	Lettings - Longley Exhibition Room - Community Use	1 Hour	22.00	22.00	Exempt (0%)	24.00	24.00	9.1%	Cost Recovery
Library Service	Lettings - Longley Exhibition Room - SME Business Use	1 Hour	44.00	44.00	Exempt (0%)	48.00	48.00	9.1%	Cost Recovery
Library Service	Lettings - Longley Exhibition Room - Commercial Use	1 Hour	88.00	88.00	Exempt (0%)	96.00	96.00	9.1%	Cost Recovery
Library Service	Lettings - Worthing Library Lecture Theatre - Community Use	1 Hour	22.00	22.00	Exempt (0%)	24.00	24.00	9.1%	Cost Recovery
Library Service	Lettings - Worthing Library Lecture Theatre - SME Business Use	1 Hour	44.00	44.00	Exempt (0%)	48.00	48.00	9.1%	Cost Recovery
Library Service	Lettings - Worthing Library Lecture Theatre - Commercial Use	1 Hour	88.00	88.00	Exempt (0%)	96.00	96.00	9.1%	Cost Recovery
Library Service	Libraries - Sale of Merchandise	Per Item	Various	Various	Standard Rated (20%)	Various	Various	Various	Cost Recovery
Library Service	Schools SLA - School Library Service (Under 110 Pupils)	Per School	899.00	899.00	Exempt (0%)	944.00	944.00	5.0%	Cost Recovery
Library Service	Schools SLA - School Library Service (Under 110 Pupils) Academies and Free Schools	Per School	899.00	1078.80	Standard Rated (20%)	944.00	1,132.80	5.0%	Cost Recovery
Library Service	Schools SLA - School Library Service (Over 110 Pupils)	Per School & Per Pupil	4.00	4.00	Exempt (0%)	4.20	4.20	5.0%	Cost Recovery
Library Service	Schools SLA - School Library Service (Over 110 Pupils) Academies and Free Schools	Per Pupil	4.00	4.80	Standard Rated (20%)	4.20	5.04	5.0%	Cost Recovery

Registration Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Registration Service	Individually organised Citizenship ceremony for one person at a registration office or virtually	Ceremony	104.17	125.00	Standard Rated (20%)	113.33	136.00	8.8%	Cost Recovery
Registration Service	Individually organised Citizenship ceremony for a family at a registration office or virtually	Family Ceremony	135.83	163.00	Standard Rated (20%)	148.33	178.00	9.2%	Cost Recovery
Registration Service	Individually organised Citizenship ceremony for one person at a registration office or virtually on a Saturday	Ceremony	117.50	141.00	Standard Rated (20%)	128.33	154.00	9.2%	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Registration Service	Individually organised Citizenship ceremony for a family at a registration office or virtually on a Saturday	Family Ceremony	145.83	175.00	Standard Rated (20%)	158.33	190.00	8.6%	Cost Recovery
Registration Service	Non-Statutory Ceremonies - Fee for commemorative certificate	Certificate	9.17	11.00	Standard Rated (20%)	9.17	11.00	0.0%	Cost Recovery
Registration Service	Additional administration fee for Notice Appointments requested on Saturdays. Added to reflect increased cost of delivery of a Saturday service	Notice	11.67	14.00	Standard Rated (20%)	12.50	15.00	7.1%	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat A room (e.g. Balcony) To register a marriage/ civil partnership Monday - Thursday	Ceremony	237.00	237.00	Non-Business (0%)	258.00	258.00	8.9%	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat A room (e.g. Balcony) To register a marriage/ civil partnership Friday	Ceremony	306.00	306.00	Non-Business (0%)	333.00	333.00	8.8%	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat A room (e.g. Balcony) To register a marriage/ civil partnership Saturday / Sunday	Ceremony	338.00	338.00	Non-Business (0%)	368.00	368.00	8.9%	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat A room (e.g. Balcony) To register a marriage/ civil partnership Public Holiday	Ceremony	441.00	441.00	Non-Business (0%)	480.00	480.00	8.8%	Cost Recovery
Registration Service	Non statutory Ceremonies such as Baby naming & Renewal of vows in West Sussex Rooms (Cat A) Monday - Thursday	Ceremony	215.83	259.00	Standard Rated (20%)	235.00	282.00	8.9%	Cost Recovery
Registration Service	Non statutory Ceremonies such as Baby naming & Renewal of vows in West Sussex Rooms (Cat A) Friday	Ceremony	273.33	328.00	Standard Rated (20%)	298.33	358.00	9.1%	Cost Recovery
Registration Service	Non statutory Ceremonies such as Baby naming & Renewal of vows in West Sussex Rooms (Cat A) Saturday / Sunday	Ceremony	300.00	360.00	Standard Rated (20%)	326.67	392.00	8.9%	Cost Recovery
Registration Service	Non statutory Ceremonies such as Baby naming & Renewal of vows in West Sussex Rooms (Cat A) Public Holiday	Ceremony	385.83	463.00	Standard Rated (20%)	420.00	504.00	8.9%	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat B room (e.g. Parlour, Henshall) To register a marriage/ civil partnership Monday - Thursday	Ceremony	284.00	284.00	Non-Business (0%)	309.00	309.00	8.8%	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat B room (e.g. Parlour, Henshall) To register a marriage/ civil partnership Friday	Ceremony	346.00	346.00	Non-Business (0%)	377.00	377.00	9.0%	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat B room (e.g. Parlour, Henshall) To register a marriage/ civil partnership Saturday / Sunday	Ceremony	410.00	410.00	Non-Business (0%)	446.00	446.00	8.8%	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat B room (e.g. Parlour, Henshall) To register a marriage/ civil partnership Public Holiday	Ceremony	535.00	535.00	Non-Business (0%)	583.00	583.00	9.0%	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat B) Monday - Thursday	Ceremony	255.00	306.00	Standard Rated (20%)	278.33	334.00	9.1%	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat B) Friday	Ceremony	306.67	368.00	Standard Rated (20%)	334.17	401.00	9.0%	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Registration Service	Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat B) Saturday / Sunday	Ceremony	360.00	432.00	Standard Rated (20%)	391.67	470.00	8.8%	Cost Recovery
Registration Service	Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat B) Public Holiday	Ceremony	464.17	557.00	Standard Rated (20%)	505.00	606.00	8.8%	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat C room (e.g. The Drawing Room) To register a marriage/ civil partnership Monday - Thursday	Ceremony	473.00	473.00	Non-Business (0%)	515.00	515.00	8.9%	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat C room (e.g. The Drawing Room) To register a marriage/ civil partnership Friday	Ceremony	525.00	525.00	Non-Business (0%)	572.00	572.00	9.0%	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat C room (e.g. The Drawing Room) To register a marriage/ civil partnership Saturday / Sunday	Ceremony	643.00	643.00	Non-Business (0%)	700.00	700.00	8.9%	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat C room (e.g. The Drawing Room) To register a marriage/ civil partnership Public Holiday	Ceremony	709.00	709.00	Non-Business (0%)	772.00	772.00	8.9%	Cost Recovery
Registration Service	Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat C) Monday - Thursday	Ceremony	412.50	495.00	Standard Rated (20%)	449.17	539.00	8.9%	Cost Recovery
Registration Service	Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat C) Friday	Ceremony	455.83	547.00	Standard Rated (20%)	495.83	595.00	8.8%	Cost Recovery
Registration Service	Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat C) Saturday / Sunday	Ceremony	554.17	665.00	Standard Rated (20%)	604.17	725.00	9.0%	Cost Recovery
Registration Service	Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat C) Public Holiday	Ceremony	609.17	731.00	Standard Rated (20%)	663.33	796.00	8.9%	Cost Recovery
Registration Service	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	Additional Ceremony	126.00	126.00	Non-Business (0%)	137.00	137.00	8.7%	Cost Recovery
Registration Service	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	Ceremony	806.00	806.00	Non-Business (0%)	878.00	878.00	8.9%	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat D room (e.g. The Richmond Room Room) To register a marriage/ civil partnership Friday	Ceremony	859.00	859.00	Non-Business (0%)	935.00	935.00	8.8%	Cost Recovery
Registration Service	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	Ceremony	940.00	940.00	Non-Business (0%)	1024.00	1,024.00	8.9%	Cost Recovery
Registration Service	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	Ceremony	1020.00	1020.00	Non-Business (0%)	1111.00	1,111.00	8.9%	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Registration Service	Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat D) Monday - Thursday	Ceremony	690.00	828.00	Standard Rated (20%)	750.83	901.00	8.8%	Cost Recovery
Registration Service	Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat D) Friday	Ceremony	734.17	881.00	Standard Rated (20%)	799.17	959.00	8.9%	Cost Recovery
Registration Service	Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat D) Saturday / Sunday	Ceremony	801.67	962.00	Standard Rated (20%)	873.33	1,048.00	8.9%	Cost Recovery
Registration Service	Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat D) Public Holiday	Ceremony	868.33	1042.00	Standard Rated (20%)	945.83	1,135.00	8.9%	Cost Recovery
Registration Service	Attendance of Registrars at an outside venue to register a marriage / civil partnership Monday - Thursday	Ceremony	473.00	473.00	Non-Business (0%)	515.00	515.00	8.9%	Cost Recovery
Registration Service	Attendance of Registrars at an outside venue to register a marriage / civil partnership Friday	Ceremony	525.00	525.00	Non-Business (0%)	572.00	572.00	9.0%	Cost Recovery
Registration Service	Attendance of Registrars at an outside venue to register a marriage / civil partnership Saturday / Sunday	Ceremony	643.00	643.00	Non-Business (0%)	700.00	700.00	8.9%	Cost Recovery
Registration Service	Attendance of Registrars at an outside venue to register a marriage / civil partnership Public Holiday	Ceremony	709.00	709.00	Non-Business (0%)	772.00	772.00	8.9%	Cost Recovery
Registration Service	Non-Statutory ceremonies such as Baby Naming & Renewal of vows at Outside Venues and non-licenced premises Monday - Thursday	Ceremony	412.50	495.00	Standard Rated (20%)	449.17	539.00	8.9%	Cost Recovery
Registration Service	Non-Statutory ceremonies such as Baby Naming & Renewal of vows at Outside Venues and non-licenced premises Friday	Ceremony	455.83	547.00	Standard Rated (20%)	495.83	595.00	8.8%	Cost Recovery
Registration Service	Non-Statutory ceremonies such as Baby Naming & Renewal of vows at Outside Venues and non-licenced premises Saturday / Sunday	Ceremony	554.17	665.00	Standard Rated (20%)	604.17	725.00	9.0%	Cost Recovery
Registration Service	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	Ceremony	400.00	480.00	Standard Rated (20%)	435.83	523.00	9.0%	Cost Recovery
Registration Service	Attendance of Registrars at venue of choice to celebrate of marriage or civil partnership following statutory ceremony in the West Sussex Register Office Friday	Ceremony	443.33	532.00	Standard Rated (20%)	483.33	580.00	9.0%	Cost Recovery
Registration Service	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	Ceremony	546.67	656.00	Standard Rated (20%)	595.83	715.00	9.0%	Cost Recovery
Registration Service	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	Ceremony	605.00	726.00	Standard Rated (20%)	659.17	791.00	9.0%	Cost Recovery
Registration Service	Registrar to register a civil partnership at a religious building Monday - Thursday	Ceremony	187.00	187.00	Non-Business (0%)	204.00	204.00	9.1%	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Registration Service	Registrar to register a civil partnership at a religious building Friday	Ceremony	251.00	251.00	Non-Business (0%)	273.00	273.00	8.8%	Cost Recovery
Registration Service	Registrar to register a civil partnership at a religious building Saturday / Sunday	Ceremony	284.00	284.00	Non-Business (0%)	309.00	309.00	8.8%	Cost Recovery
Registration Service	Registrar to register a civil partnership at a religious building Public Holiday	Ceremony	378.00	378.00	Non-Business (0%)	412.00	412.00	9.0%	Cost Recovery
Registration Service	Attendance of Registrars at a venue subject to specific partnership arrangement to Register a marriage/civil partnership	Ceremony	361.00	361.00	Non-Business (0%)	393.00	393.00	8.9%	Cost Recovery
Registration Service	Category A Room Crawley - Small ceremonies on Thursday morning	Ceremony	172.00	172.00	Non-Business (0%)	187.00	187.00	8.7%	Cost Recovery
Registration Service	Small Basic Marriage or Civil Partnership in Small Worthing Ceremony Room	Ceremony	139.00	139.00	Non-Business (0%)	151.00	151.00	8.6%	Cost Recovery
Registration Service	Amendment Fee for Ceremonies (Dates, Times etc)	Amendment	35.00	35.00	Non-Business (0%)	38.00	38.00	8.6%	Cost Recovery
Registration Service	Venue Licensing Licence valid for three years for a venue to hold Marriages & CPs.	License	2202.00	2202.00	Non-Business (0%)	2398.00	2,398.00	8.9%	Cost Recovery
Registration Service	Licensing a Religious Building to hold civil partnerships Appeal against a refusal to grant a license.	Appeal	440.00	440.00	Non-Business (0%)	479.00	479.00	8.9%	Cost Recovery
Registration Service	Venue Licensing License valid for three years for a venue to hold Marriages & CPs: Fee for Additional room	Additional Room	379.00	379.00	Non-Business (0%)	413.00	413.00	9.0%	Cost Recovery

Gypsy and Traveller Sites

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Gypsy and Travellers Sites	Gypsy Roma Traveller Site Plot Rental – Fairplace Hill (4 X Double Pitch Plot Rental)	Week	116.00	116.00	Exempt (0%)	126.00	126.00	8.6%	Subsidised
Gypsy and Travellers Sites	Gypsy Roma Traveller Site Plot Rental – Fairplace Hill (5 X Single Pitch Plot Rental)	Week	93.00	93.00	Exempt (0%)	101.00	101.00	8.6%	Subsidised
Gypsy and Travellers Sites	Gypsy Roma Traveller Site Plot Rental – Fairplace Hill (1 X Single Pitch Plot Rental)	Week	111.00	111.00	Exempt (0%)	121.00	121.00	9.0%	Subsidised
Gypsy and Travellers Sites	Gypsy Roma Traveller Site Plot Rental – Withy Park (16 X Plot Rental)	Week	72.00	72.00	Exempt (0%)	78.00	78.00	8.3%	Subsidised
Gypsy and Travellers Sites	Plot Rental - All Other Sites	Week	63.00	63.00	Exempt (0%)	69.00	69.00	9.5%	Subsidised
Gypsy and Travellers Sites	West Sussex Transit Site Plot Rental (9 plots)	Week	85.00	85.00	Non-Business (0%)	91.00	91.00	7.1%	Subsidised

Highways Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Highways Services	Hoarding Application	M2 per 6 weeks	31.90	31.90	Non-Business (0%)	35.00	35.00	9.7%	Cost Recovery
Highways Services	Hoarding Application - Extension	M2 per 8 weeks	31.90	31.90	Non-Business (0%)	35.00	35.00	9.7%	Cost Recovery
Highways Services	Hoarding Application - Retrospective	Additional Fee Per License	360.70	360.70	Non-Business (0%)	393.00	393.00	9.0%	Cost Recovery
Highways Services	Scaffold License	Month	226.90	226.90	Non-Business (0%)	247.00	247.00	8.9%	Cost Recovery
Highways Services	Scaffold License - Extension	Extra Months	151.70	151.70	Non-Business (0%)	165.00	165.00	8.8%	Cost Recovery
Highways Services	Scaffold License - Retrospective	Additional Fee Per License	360.70	360.70	Non-Business (0%)	393.00	393.00	9.0%	Cost Recovery
Highways Services	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)	Order	2,561.50	2,561.50	Non-Business (0%)	2,789.00	2,789.00	8.9%	Cost Recovery
Highways Services	Temporary Traffic Orders: by Notice - only if agreed with Streetworks Section (S14 (2))	Notice	511.10	511.10	Non-Business (0%)	557.00	557.00	9.0%	Cost Recovery
Highways Services	Temporary Traffic Orders: by Notice followed by full Order (NOTICE + 2nd public notice) (S14 (1))	Order	2,561.50	2,561.50	Non-Business (0%)	2,789.00	2,789.00	8.9%	Cost Recovery
Highways Services	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (6-month Orders)	Path Order	2,388.40	2,388.40	Non-Business (0%)	2,601.00	2,601.00	8.9%	Cost Recovery
Highways Services	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (Extensions)	Path Order	2,388.40	2,388.40	Non-Business (0%)	2,601.00	2,601.00	8.9%	Cost Recovery
Highways Services	Vehicle Crossover Licence - Application Fee	Application Fee	183.90	183.90	Non-Business (0%)	200.00	200.00	8.8%	Cost Recovery
Highways Services	Vehicle Crossover Licence - Works Permission Fee	Works Permission Fee	263.80	263.80	Non-Business (0%)	287.00	287.00	8.8%	Cost Recovery
Highways Services	Letter to support VCO legality - Part of house sale	Per Letter	59.80	59.80	Non-Business (0%)	65.00	65.00	8.7%	Cost Recovery
Highways Services	Section 50 - New Roads and Street Works Act 1991: Private apparatus in the Highway	Units of 200m per Street	699.80	699.80	Non-Business (0%)	762.00	762.00	8.9%	Cost Recovery
Highways Services	Local Land charges -Provision of site drawing, electronic	Number	61.00	73.20	Standard Rated (20%)	66.00	79.20	8.2%	Cost Recovery
Highways Services	Local Land charges -Provision of controller specification	Number	63.00	75.60	Standard Rated (20%)	69.00	82.80	9.5%	Cost Recovery
Highways Services	Local Land Charges -Provision of SCOOT, UTC or MOVA data	Number	118.00	141.60	Standard Rated (20%)	129.00	154.80	9.3%	Cost Recovery
Highways Services	Access Protection Lines - Road markings to deter parking across private access - per set	New Lines	161.00	193.20	Standard Rated (20%)	175.00	210.00	8.7%	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Highways Services	Access Protection Lines - Road markings to deter parking across private access - per set	Refurbishment	161.00	193.20	Standard Rated (20%)	175.00	210.00	8.7%	Cost Recovery
Highways Services	Moving Elevated Work Platform - Notice required	Up to 10 Working Days	122.80	122.80	Non-Business (0%)	134.00	134.00	9.1%	Cost Recovery
Highways Services	Tourist & Private Directional Signs – Survey and admin fees (Design and Manufacture costs in addition to this)	Application	381.50	381.50	Non-Business (0%)	415.00	415.00	8.8%	Cost Recovery
Highways Services	Tourist & Private Directional Signs - Non-refundable vetting fee	Application	152.80	152.80	Non-Business (0%)	166.00	166.00	8.6%	Cost Recovery
Highways Services	Temporary Direction Signs (New Developments) - First 5 signs	Up to 5 Signs	670.00	670.00	Non-Business (0%)	730.00	730.00	9.0%	Cost Recovery
Highways Services	Temporary Direction Signs (New Developments) - Additional signs	Additional Sign	133.70	133.70	Non-Business (0%)	146.00	146.00	9.2%	Cost Recovery
Highways Services	TROs required as a consequence of development or another promoter	TRO	9,370.60	9,370.60	Non-Business (0%)	10,205.00	10,205.00	8.9%	Cost Recovery
Highways Services	Skip License - Initial 14-day license	14 days	74.40	74.40	Non-Business (0%)	81.00	81.00	8.9%	Cost Recovery
Highways Services	Skip License - 14-day extension	14 days	74.40	74.40	Non-Business (0%)	81.00	81.00	8.9%	Cost Recovery
Highways Services	Skip License - Over run fee cost recovery	License	109.90	109.90	Non-Business (0%)	120.00	120.00	9.2%	Cost Recovery
Highways Services	Skip License - Retrospective	Application	122.80	122.80	Non-Business (0%)	134.00	134.00	9.1%	Cost Recovery
Highways Services	Materials on a Highway - Licence 171 to temporarily deposit building materials etc, no excavation (non-apparatus) etc OVER 24-hours: 1 to 5 days	Licence 1 to 5 days	107.50	107.50	Non-Business (0%)	117.00	117.00	8.8%	Cost Recovery
Highways Services	Licence 171 Excavation	Licence 1 to 5 days	699.80	699.80	Non-Business (0%)	762.00	762.00	8.9%	Cost Recovery
Highways Services	Moving Elevated Work Platform - Overrun Fee	Day	183.90	183.90	Non-Business (0%)	200.00	200.00	8.8%	Cost Recovery
Highways Services	Moving Elevated Work Platform - Admin fee for change of date	One Off	43.00	43.00	Non-Business (0%)	47.00	47.00	9.3%	Cost Recovery
Highways Services	Scaffold - Fine for over run or failure to notify removal complete	Application	285.90	285.90	Non-Business (0%)	311.00	311.00	8.8%	Cost Recovery
Highways Services	Materials on a Highway - Licence to temporarily deposit building materials - Over run per day	Day	43.00	43.00	Non-Business (0%)	47.00	47.00	9.3%	Cost Recovery
Highways Services	Temp Vehicle Crossover Licence: Developer Applications - 1 to 5 Properties (Dwellings) on site	Application	667.60	667.60	Non-Business (0%)	727.00	727.00	8.9%	Cost Recovery
Highways Services	Temp Vehicle Crossover Licence: Developer Applications - 6 to 25 (Dwellings) Properties on site	Application	1,335.10	1,335.10	Non-Business (0%)	1,454.00	1,454.00	8.9%	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Highways Services	Temp Vehicle Crossover Licence: Developer Applications - 25+ Properties (Dwellings)	Application	3,336.50	3,336.50	Non-Business (0%)	3,633.00	3,633.00	8.9%	Cost Recovery
Highways Services	Temporary Direction Signs (New Developments) - Unauthorised sign removal	Each Sign Removal	123.00	123.00	Non-Business (0%)	134.00	134.00	8.9%	Cost Recovery
Highways Services	Crane Licence	Licence 4 weeks	413.80	413.80	Outside Scope (0%)	451.00	451.00	9.0%	Cost Recovery
Highways Services	Crane Licence - Extension	Licence 4 weeks	195.20	195.20	Outside Scope (0%)	213.00	213.00	9.1%	Cost Recovery
Highways Services	Traffic Survey Licence (per USRN)	Licence 2 weeks	84.50	84.50	Outside Scope (0%)	92.00	92.00	8.9%	Cost Recovery
Highways Services	Temporary Switch Off for Pedestrian Crossing	Each	728.70	728.70	Non-Business (0%)	832.00	832.00	14.2%	Cost Recovery
Highways Services	Temporary Switch Off for Signalised Junction	Each	949.70	949.70	Non-Business (0%)	1,085.00	1,085.00	14.2%	Cost Recovery
Highways Services	Tree Planting Contribution	Application	236.20	236.20	Outside Scope (0%)	257.00	257.00	8.8%	Cost Recovery
Highways Services	Various Licences -Under s115E of Highways Act and Consents to temporary activities- Admin fee	Application	Various	Various	Non-Business (0%)	Various	Various	8.9%	Cost Recovery
Highways Services	S59 Licence Agreements	Application	590.60	590.60	Non-Business (0%)	643.00	643.00	8.9%	Cost Recovery

Transport Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Transport - Road Safety	Cycle Training Course - Complete Beginner	1 Hour Session	37.40	37.40	Exempt (0%)	42.10	42.10	12.6%	Cost Recovery
Transport - Road Safety	Cycle Training Course - Beginner/Road Riding	1.5 Hour Session	41.40	41.40	Exempt (0%)	46.60	46.60	12.6%	Cost Recovery
Transport - Road Safety	Cycle Training Course - Advanced	2 Hour	46.60	46.60	Exempt (0%)	52.50	52.50	12.6%	Cost Recovery
Transport - Road Safety	Children's Cycle Training Course - Bikeability	2 Hour	20.00	20.00	Exempt (0%)	20.00	20.00	0.0%	Cost Recovery
Transport - Road Safety	Experienced Driver Assessment	Hour	50.50	50.50	Exempt (0%)	56.90	56.90	12.6%	Cost Recovery
Transport - Road Safety	Local Transport Improvements - Bus Stop Suspension / Relocation	Bus Stop Suspension / Relocation	200.00	200.00	Exempt (0%)	336.00	336.00	68.0%	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Exclusive of VAT (£)	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	VAT Type	Proposed 2024/25 Fee or Charge - Exclusive of VAT (£)	Proposed 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	% Increase 2024/25	Type of Charge
Transport Bureau	Minibus Permit S19	Permit	15.70	15.70	Non-Business (0%)	17.50	17.50	11.5%	Cost Recovery
Transport Bureau	English National Concessionary Travel Scheme - Replacement Bus Pass	Pass	10.50	10.50	Exempt (0%)	10.50	10.50	0.0%	Cost Recovery
Transport Bureau	Transport DBS – DBS Checks for External Transport Staff	Check	75.50	75.50	Non-Business (0%)	75.50	75.50	0.0%	Cost Recovery
Transport Bureau	Removal of Damage to Trees on the Highway by Third Parties	Per Site	N/A	N/A	Outside Scope (0%)	Various	Various	NEW	Cost Recovery
Transport Bureau	Admin Fees for Management Recoverable (Green Claims)	Per Site	N/A	N/A	Outside Scope (0%)	Various	Various	NEW	Cost Recovery

Anacronyms	
SLA	Service Level Agreement
CROW	Countryside and Right of Way
WEEE	Waste of Electrical and Electronic Equipment
DBS	Disclosure and Barring Service
PPO	Public Path Order
TRO	Traffic Regulation Orders
SCOOT	Split Cycle Offset Optimisation Technique
UTC	Urban Traffic Control
MOVA	Microprocessor Optimised Vehicle Actuation