

Torridge District Council

Fees and Charges 2019/20

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<u>VAT Status</u>	<u>Rate</u>
(S) - Standard	20%
(E) - Exempt	N/A
(N) - Non-Business	N/A
(Z) - Zero Rated	0%

Torrige District Council - Fees & Charges 2019/20

Note: Amounts listed include VAT (if applicable)

2018/19

2019/20

VAT Status

Culture and Leisure

Sport Facilities (per game)

Football Pitches	£45.00	£46.00	S
Rugby Outside Pitch	£45.00	£46.00	S
Cricket Grass Wicket	£50.00	£52.00	S
Cricket Artificial Wicket	£17.00	£17.50	S
Cricket Pavilion	£10.00	£10.50	E
Standard Youth Hire	£15.00	£15.50	S

Note: For block bookings of a minimum of 10 with no more than a two-week gap between each date and paid in advance, then charges may be exempt from VAT. Please contact Leisure Services for more information.

The Council also owns 3 Leisure Centres across the District, in Northam, Holsworthy and Torrington. These are managed by 1610 Ltd. Please visit www.1610.org.uk for opening hours, price lists and programmes.

Land Licences

Admin Fee for all Licences	£30.00	£31.00	S
Commercial Event (per day)	£200.00	£210.00	E

Charities & not for profit organisations with commercial elements involved (per day)	£55.00	£57.00	E
Damage Deposit Fee	£500.00	£500.00	N
Water and Electricity charge at events (per day)	£6.00	£6.50	S

Voluntary Wind, Waves & Water beach safety acknowledgement certificate

	£95.00	£100.00	S
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Beach Huts

Beach Hut -The sale of the beach hut structure itself is a private agreement between the buyer and seller.

Per annum, there may be a slight variation depending on the site.

Site rental	£504.00	£516.00	S
Tenancy Termination Fee - (April to February, 100% of rent)	£504.00	£516.00	S
Tenancy Termination Fee - (March, 50% of Rent)	£252.00	£258.00	S

Payment Admin Fee: 5% of annual rent - (Excludes DD & Payment in Advance)	£25.20	£25.80	S
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National Non-Domestic Rate charge (Per annum, there maybe a slight variation, depending on the site, 50%SBRR)

	Varies	varies	S
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Garages

Garage Rentals (High View and Tuckers Park)	£738.00	£750.00	S
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Note: Amounts listed include VAT (if applicable) 2018/19 2019/20 VAT Status

Cemeteries

TDC Resident Reduction on below fee's marked with asterisk*	50%	50%	
Interment			
Adult			
Single*	£1,230.00	£1,260.00	E
Double*	£1,500.00	£1,540.00	E
Triple*	£1,760.00	£1,800.00	E
Child			
Under 16	Free	Free	E
Under 6	Free	Free	E
Ashes			
Adult*	£280.00	£290.00	E
Child (under 16)	Free	Free	E
Child (under 6)	Free	Free	E
Scattering*	£146.00	£150.00	E
Interment at Weekend additional fee*	£280.00	£290.00	E
Exclusive Rights of Burial - For 25 years			
Adult*	£990.00	£1,020.00	E
Child (under 16)	£490.00	Free	E
Child (under 6)	Free	Free	E
Renewal (Plot Un-used)*	£990.00	£1,020.00	E
Renewal (Plot in use)	£130.00	£135.00	E
Ashes*	£146.00	£150.00	E
NOTE: Pre-booking of grave plots at Northam and Torrington is no longer available due to a limited amount of remaining spaces.			
Chapel Use / Services / Overnight Laying of Coffin additional fee*	£218.00	£224.00	E
Erection of Headstone*	£332.00	£340.00	E
Erection of Tablet / Vase*	£188.00	£192.00	E
Additional Headstone Inscription	£68.00	£70.00	E
Search of Register	£42.00	£43.00	E
Copy of Register Entry	£42.00	£43.00	E
Memorial Benches			
Concrete & timber seat	£925.00	£950.00	S
Solid timber bench	£665.00	£685.00	S
Additional plaque	£73.00	£75.00	S
Refurbishment of existing bench	£465.00	£480.00	S
Trees			
Prices on Application. Approximately:	£100.00 - £150.00	£100.00 - £150.01	N
Free standing plaque	£88.00	£90.00	S

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North Devon Crematorium

Cremation fees

A person 16 years of age and over	£660.00	£680.00	E
Babies and Children up to 16 years of age	No Fee	No Fee	E
Cremation delivery fee or Walk through / No Service (before 9.00am)	£560.00	£580.00	E
Direct Cremation (no mourners or service)		£499.00	E
Use of chapel for a memorial service including resident organist for 30 minutes	£160.00	£170.00	E
Charge for service overrun (including fee for 30 minute time extension)	£210.00	£220.00	E
Bearing of coffin ('emergency' service only)	£30.00	£30.00	E
Service cancellation within 72hrs of service	£160.00	£170.00	E

Note: The Cremation fee includes:- Use of the chapel, waiting room etc., services of Chapel Attendant, Organist or music system as available, Medical Referee's fee, Disposal of cremated remains in Gardens (unwitnessed).

Webcast Services (Rowan Chapel Only)

Live - Webcast of service via internet	£30.00	£30.00	S
Live, 28 Days Watch Again, Service Download	£45.00	£45.00	S
Physical Copy (DVD/Blu-Ray/USB Stick)	£50.00	£50.00	S

Visual Tribute Services

Single Photo - As single photo (shown throughout)	£12.00	£12.00	S
Simple Slideshow - Slide show max 25 pics (once or on loop)	£38.00	£38.00	S
Professional Photo Tribute - Slide show max 25 pics with music (played once)	£70.00	£70.00	S
Professional Photo Tribute Extra Pics - Per additional 25 Pictures	£25.00	£25.00	S
Family Supplied Video Checking - Checking supplied video (played once)	£18.00	£18.00	S
Physical Copy of Pro Photo Tribute	£15.00	£15.00	S
Download Copy of Pro Photo Tribute	£10.00	£10.00	S
Each extra copy of any DVD/USB	£21.00	£21.00	S
Extra Work - Adding video to Photo Tribute or non standard	£15.00	£15.00	S

Cremated remains containers

Cardboard casket	£10.00	£10.00	E
Polytainer	£10.00	£10.00	E
Scatter Tube	£20.00	£20.00	E
Keepsake Tube	£10.00	£10.00	E

Burial of cremated remains

Attendance fee	£35.00	£35.00	E
Placement fee for cremated remains when returned 12 months or more following cremation	£50.00	£50.00	E
Placement fee for cremated remains where cremation took place elsewhere	£99.00	£99.00	E
Temporary deposit of cremated remains per month after the first month	£15.00	£15.00	E

Book of Remembrance

You can arrange for an entry to be placed in our book of remembrance on any date you choose. All entries are inscribed by hand including the emblems. The book of remembrance is available to view every day on the respective date. There is also an electronic version of the book to view alternative dates and an on-line version so you can view any entry via the internet (link on crematorium website).

2 lines	£55.00	£57.00	S
5 lines	£92.00	£95.00	S
8 lines	£121.00	£125.00	S
5 lines & emblem	£184.00	£190.00	S
8 lines & emblem	£210.00	£217.00	S

Torrige District Council - Fees & Charges 2019/20

Note: Amounts listed include VAT (if applicable)	<u>2018/19</u>	<u>2019/20</u>	<u>VAT Status</u>
Memorials - 10 Year Lease Period /Renewal			
Please note: Plaque purchase may be required, see below.			
Sanctum - an above ground vault (for up to two sets of ashes)	£980.00	£999.00	S
Cordon Pear Tree (for up to two sets of ashes)	£385.00	£423.00	S
Standard Rose / Climbing Plant	£290.00	£319.00	S
Rose Bush / Shrub	£272.00	£299.00	S
Vase Block	£227.00	£234.00	S
Memorial Tower	£204.00	£210.00	S
Granite Mushroom (one of three or five dedications per mushroom)	£182.00	£187.00	S
Children's Teddy Memorial	£159.00	£159.00	S
Memorial Bench (one of three dedications per bench)	£170.00	£175.00	S
Memorial Branch	£114.00	£117.00	S
5 Year Renewal			
Cordon Pear Tree (for up to two sets of ashes)	£203.00	£223.00	S
Standard Rose / Climber / Tree	£152.00	£167.00	S
Rose Bush / Shrub	£143.00	£158.00	S
Granite Vase Block	£120.00	£124.00	S
Memorial Tower	£108.00	£111.00	S
Granite Mushroom (one of three or five dedications per mushroom)	£95.00	£98.00	S
Children's Teddy Memorial	£84.00	£84.00	S
Memorial Bench (one of three dedications per bench)	£89.00	£92.00	S
Phillips Memorial	£73.00	£92.00	S
Memorial Branch	£60.00	£62.00	S
Bird Box	£66.00	£68.00	S
Bird Bath/Sundial	£150.00	£155.00	S
Plaques			
Granite plaque for Sanctum (includes first 80 letters)	£155.00	£160.00	S
Bronze plaque (for garden use)	£130.00	£135.00	S
Acrylic plaque (for garden use / benches)	£62.00	£65.00	S
Granite plaque for Vase Block	£125.00	£129.00	S
Granite plaque for Memorial Tower	£93.00	£96.00	S
Granite plaque for Children's Teddy Memorial (varying sizes) prices from:	£83.00	£83.00	S
Granite disc for Granite Mushroom	£98.00	£101.00	S
Bronze finish leaf for Memorial Branch	£47.00	£49.00	S

N.B. All items of memorialisation are subject to availability.
All ashes are buried loosely in the ground.

Please ask at reception of the Crematorium for further Memorials and urns, including bespoke possibilities.

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2018/19

2019/20

VAT Status

Planning

Planning Application Fees

Pre-Application Charges

A planning fees calculator, information on how to apply and a link to the Simplified Pre-Application guide is available online at www.torrige.gov.uk/planningforms or please contact the office on 01237 428711 who can give assistance and full fee information.

Enforcement Fees (which can include Enforcement Appeals) for a ground (a) appeal	£770.00	£770.00	N
Enforcement Letters	£25.00	£25.00	N

Planning History Research (Third Party)

	Charge in accordance with EIR (see page 27)	Charge in accordance with EIR (see page 27)	
Professional / Admin staff			S

Building Control

Building Control Fees

Building Control Application Fees

Building Control Inspection Fees

Building Regulation Regularisation

* Please contact the office on 01237 428724 who can give assistance and full fee information.

Enforcement Fees	£335.00	£335.00	N
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Demolition Notice Fee	£165.00	£165.00	N
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Building Control Documents

Copy of Building Regulation Approval/Completion Certificate	£18.50	£18.50	S
Third party Land Sales (letter)	£43.00	£43.00	S

NB: Any information requested for an Appeal by an applicant or agent is free of charge

Street Naming and Numbering

Change of Property Name / Addition of Alias Name	£45.00	£47.00	N
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Confirmation of Address Letter	£29.00	£30.00	N
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New developments:

- charge set for street naming with an additional fee for number of properties	£67.50	£70.00	N
per unit (1-10 properties)	£11.00	£11.50	N
per unit (11-100 properties)	£5.60	£5.80	N
per unit (101+ properties)	£1.40	£1.45	N

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VAT Status

Licensing

Application fees are payable at the time of making an application, and are not refundable if the application is subsequently refused
Grant fees do not have to be paid until the licence is ready to be issued - if paid earlier, this part of the fee will be refunded if the application is refused
Where both types of fee are payable in connection with a licence application type, it is up to the applicant as to whether they wish to make one payment for the total fees at the time of application, or to pay both fees separately as their application progresses.

Licensing Act 2003

Licensed Premises - Rateable Value (rate)

£0 - £4,300 (A) Grant/Variation	£100.00	£100.00	N
£0 - £4,300 (A) Annual Fee	£70.00	£70.00	N
£4,301 - £33,000 (B) Grant/Variation	£190.00	£190.00	N
£4,301 - £33,000 (B) Annual Fee	£180.00	£180.00	N
£33,001 - £87,000 (C) Grant/Variation	£315.00	£315.00	N
£33,001 - £87,000 (C) Annual Fee	£295.00	£295.00	N
£87,001 - £125,000 (D) Grant/Variation	£450.00	£450.00	N
£87,001 - £125,000 (D) Annual Fee	£320.00	£320.00	N
Over £125,000 (E) Grant/Variation	£635.00	£635.00	N
Over £125,000 (E) Annual Fee	£350.00	£350.00	N

- Notes:
- (a) Large events with attendance over 5,000 people attract a surcharge.
 - (b) Fee exemptions may apply to community & Educational Premises where alcohol is not sold

Personal Licences (Sale of Alcohol)

Grant or renewal of personal licence	£37.00	£37.00	N
Temporary event Notice	£21.00	£21.00	N
Theft, loss etc. of premises licence or summary	£10.50	£10.50	N
Provisional statement where premises being built	£315.00	£315.00	N
Change of name and address	£10.50	£10.50	N
Variation of licence to specify premises supervisor	£23.00	£23.00	N
Transfer of premises licence	£23.00	£23.00	N
Interim authority notice	£23.00	£23.00	N
Theft, loss etc. of certificate or summary	£10.50	£10.50	N
Notify of change of name/alteration of rules of club rules	£10.50	£10.50	N
Change of registered address of club	£10.50	£10.50	N
Theft, loss etc. of temporary event Notice	£10.50	£10.50	N
Theft, loss etc. or personal licence	£10.50	£10.50	N
Duty to notify change of name or address	£10.50	£10.50	N
Right of freeholder etc. to be notified of licensing matters	£21.00	£21.00	N
Minor Variation	£89.00	£89.00	N

Torridge District Council - Fees & Charges 2019/20

Note: Amounts listed include VAT (if applicable)	<u>2018/19</u>	<u>2019/20</u>	<u>VAT Status</u>
Gambling Act 2005			
Betting and Gaming:			
Premises licences			
Bingo Club			
New Application	£1,178.00	£1,200.00	N
Variation	£1,178.00	£1,200.00	N
Annual Fee	£722.00	£736.00	N
Transfer	£478.00	£488.00	N
Re-instatement	£478.00	£488.00	N
Provisional Statement	£1,129.00	£1,152.00	N
Application - Provisional Statement Holders	£478.00	£488.00	N
Betting Premises (non-track)			
New Application	£1,178.00	£1,200.00	N
Variation	£1,178.00	£1,200.00	N
Annual Fee	£600.00	£600.00	N
Transfer	£478.00	£488.00	N
Re-instatement	£478.00	£488.00	N
Provisional Statement	£1,129.00	£1,152.00	N
Application - Provisional Statement Holders	£478.00	£488.00	N
Tracks			
New Application	£1,178.00	£1,200.00	N
Variation	£1,178.00	£1,200.00	N
Annual Fee	£722.00	£736.00	N
Transfer	£478.00	£488.00	N
Re-instatement	£478.00	£488.00	N
Provisional Statement	£1,129.00	£1,152.00	N
Application - Provisional Statement Holders	£478.00	£488.00	N
Family Entertainment Centre			
New Application	£1,178.00	£1,200.00	N
Variation	£1,000.00	£1,000.00	N
Annual Fee	£722.00	£736.00	N
Transfer	£478.00	£488.00	N
Re-instatement	£478.00	£488.00	N
Provisional Statement	£1,129.00	£1,152.00	N
Application - Provisional Statement Holders	£478.00	£488.00	N
Adult Gaming Centre			
New Application	£1,178.00	£1,200.00	N
Variation	£1,000.00	£1,000.00	N
Annual Fee	£722.00	£736.00	N
Transfer	£478.00	£488.00	N
Re-instatement	£478.00	£488.00	N
Provisional Statement	£1,129.00	£1,152.00	N
Application - Provisional Statement Holders	£478.00	£488.00	N
All Premises Licence Types			
Duplicate Licence	£25.00	£25.00	N
Change of Details	£50.00	£50.00	N

Note: Amounts listed include VAT (if applicable)	<u>2018/19</u>	<u>2019/20</u>	<u>VAT Status</u>
Gambling Act 2005			
Betting and Gaming:			
Permits and Society Lotteries			
Gaming Machines (Alcohol Licensed Premises)			
Notification of Two or Less Gaming Machines	£50.00	£50.00	N
New Application - Gaming Machine Permit	£150.00	£150.00	N
Variation	£100.00	£100.00	N
Transfer	£25.00	£25.00	N
Annual Fees	£50.00	£50.00	N
Change of Details	£25.00	£25.00	N
Duplicate Permit	£15.00	£15.00	N
Gaming Machines (clubs)			
Club Machine Permit or Club Gaming Permit			
Grant - No Club Premises Certificates held	£200.00	£200.00	N
Grant - Where Club Premises Certificates held	£100.00	£100.00	N
Renewal - No Club Premises Certificates held	£200.00	£200.00	N
Renewal - Where Club Premises Certificates held	£100.00	£100.00	N
Variation	£100.00	£100.00	N
Change of Details	£25.00	£25.00	N
Duplicate Permit	£15.00	£15.00	N
Annual Fee	£50.00	£50.00	N
Prize Gaming Permit			
Grant	£300.00	£300.00	N
Renewal	£300.00	£300.00	N
Transfer	£25.00	£25.00	N
Duplicate Permit	£15.00	£15.00	N
Family Entertainment Centre Gaming Machine Permit			
Grant	£300.00	£300.00	N
Renewal	£300.00	£300.00	N
Transfer	£25.00	£25.00	N
Duplicate Permit	£15.00	£15.00	N
Society Lotteries			
Grant	£40.00	£40.00	N
Renewal	£20.00	£20.00	N

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Taxis and Private Hire			
Hackney Carriage Vehicle Licence (1 Year)			
Application (includes £72 fee for demand survey)		£150.00	N
Grant (Plus Plate Deposit Below)	£219.00	£75.00	N
Private Hire Vehicle Licence (1 Year)			
Application		£80.00	N
Grant (Plus Plate Deposit Below)	£147.00	£75.00	N
HC/PH Hire Drivers Licence (1 year) - Grant			
Application		£100.00	N
Grant	£171.00	£75.00	N
HC/PH Hire Drivers Licence (1 year) - Renewal			
Application		£60.00	N
Grant	£123.00	£75.00	N
HC/PH Hire Drivers Licence (3 year) - Grant			
Application		£100.00	N
Grant	£318.00	£225.00	N
HC/PH Hire Drivers Licence (3 year) - Renewal			
Application		£60.00	N
Grant	£282.00	£225.00	N
Private Hire Operators Licence - per vehicle (1 year)			
Application		£30.00	N
Grant	£87.00	£75.00	N
Private Hire Operators Licence - per vehicle (5 year)			
Application		£30.00	N
Grant	£342.00	£375.00	N
Replacement/duplicate HC/PH License or ID badge	£10.00	£10.00	N
Replacement/duplicate licence plates	£23.00	£20.00	N
Transfer of Vehicle Licence (vehicle) + Charge for Licence	£25.00	£25.00	N
Admin Fee - Licence Amendment / Cancellation	£25.00	£25.00	N
Transfer of Vehicle Licence (proprietor)	£25.00	£25.00	N
Deposit for Licence Plate	£56.00	£56.00	N
Deposit for HC/PH Driver ID Badge	£30.00	£30.00	N
Criminal Records Disclosure (DBS)	£57.00	£57.00	N
Temporary Vehicle Licence per month Plus Charge for Replacement Licence Plate	£25.00	£30.00	N

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Animal Activity Licenses			
Animal Boarding			
Application	£130.00	£130.00	N
Grant	£140.00	£140.00	N
Dog Day Care			
Application	£130.00	£130.00	N
Grant	£140.00	£140.00	N
Selling Animals as Pets			
Application	£130.00	£130.00	N
Grant	£140.00	£140.00	N
Home Boarding			
Application	£110.00	£110.00	N
Grant	£140.00	£140.00	N
Keeping Animals for Exhibition			
Application	£110.00	£110.00	N
Grant	£140.00	£140.00	N
Breeding of Dogs (Plus Vet Fees)			
Application	£100.00	£100.00	N
Grant	£140.00	£140.00	N
Hiring of Horses (Plus Vet Fees)			
Application	£100.00	£100.00	N
Grant	£140.00	£140.00	N
Fee for each additional activity			
Maximum fee per activity	£60.00	£60.00	N
Dangerous Wild Animals (Plus Vet Fees)			
Application	£200.00	£200.00	N
Grant - plus Vet fees	£150.00	£150.00	N
Above two combined			
Zoos (Plus Inspection Fee)			
Application	£160.00	£160.00	N
Grant - plus Vet fees	£470.00	£470.00	N
Variation to license/Re-evaluation of rating (Plus Inspection Fees)	£40.00	£40.00	N
Replacement/Duplicate Licence	£10.00	£10.00	N
All Animal Welfare Licence Applications will be charged the Vets Fee if Required.			

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Sundry Licences and Registration			
Boat And Boatman's Licensing			
Boat - Grant			
Application		£50.00	N
Grant	£108.00	£60.00	N
Boat - Renewal			
Application		£40.00	N
Grant	£99.00	£60.00	N
Boatmen - Grant			
Application		£70.00	N
Grant	£108.00	£50.00	N
Boatmen - Renewal			
Application		£30.00	N
Grant	£99.00	£50.00	N
Operator - Grant			
Application		£90.00	N
Grant		£60.00	N
Operator - Renewal			
Application		£40.00	N
Grant		£60.00	N
Replacement/Duplicate License/ID Badge		£10.00	N
Licensing of Sex Establishments			
Grant	£4,912.00	Under Review	N
Renewal	£3,380.00	Under Review	N
Transfer	£3,380.00	Under Review	N
Scrap Metal Dealers Licence			
Site Licence			
Application		£60.00	N
Grant	£167.00	£110.00	N
Mobile Collector			
Application		£45.00	N
Grant	£113.00	£75.00	N
Replacement/Duplicate License/ID Badge		£10.00	N

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Environmental Health & Public Protection Charges			
Food Safety			
The Food Safety (Fishery products and Live Shellfish) (Hygiene) Amendment (No.2) Regulations 1999			
Fishery Product Establishments (Euro per tonne to be converted to GBP)	£0.50	£0.50	N
Export Certificates			
Food	£51.00	£51.00	N
Premises	£51.00	£51.00	N
Note: If inspection required per hour - min. 1 hour (Max £112)	£34.00	£34.00	N
Re-inspection requests for FHRS	£150.00	£150.00	N
Primary Authority Scheme		POA	N
Food Condemnation Certificate			
Per hour plus food collection costs* (*direct recharge of 3rd party costs)	£40.00	£40.00	N
Safer Food Better Business Catering Pack			
Pack plus Postage	£6.75	£6.75	Z
12 Month Diary Sheet Pack	£8.00	£8.00	Z
	£3.00	£3.00	Z
Primary Authority Partnership		POA	N
Ear Piercing, Tattooing, Acupuncture or Electrolysis			
Premises registration	£126.50	£129.00	N
Person Registration Competency Check & Certificate	£50.50	£51.50	N
Personal Registration Certificate (Amendment)	£23.00	£23.50	N
Control of Stray Dogs			
Stray dogs			
1 day at kennels	£78.50	£80.00	N
2 days at kennels	£94.50	£96.40	N
3 days at kennels	£111.00	£113.20	N
4 days at kennels	£127.50	£130.00	N
5 days at kennels	£143.00	£145.80	N
6 days at kennels	£160.00	£163.20	N
7 days at kennels	£176.50	£180.00	N
8 days at kennels	£192.00	£195.80	N
Note: Above fees includes statutory fee, handling fee and Kennelling / reception per day of:	£16.50	£16.80	N
Park Homes			
New Park Home Site Licence (+ per pitch)	£260 (+3.81)	£265.20 (+3.89)	N
Annual Fee (+ per pitch)	£142.80 (+3.81)	£145.66 (+3.89)	N
Standard Licence Transfer or Amendment (no visit required)	£115.25	£117.56	N
Significant Licence Amendment (additional fee) (+ per pitch)	£74 (+3.81)	£75.48 (+3.89)	N
Deposit of Site Rules	£53.50	£54.57	N
Enforcement Charges (Determined on a case by case basis) (See Park Homes Fees Policy for more details)			
Community Protection Fixed Penalty Notice			
Paid within 10 days	£60.00	£60.00	N
Paid within 14 days	£100.00	£100.00	N
Failure to Furnish Documentation (Waste Carriers Licence)			
Paid within 10 days	£180.00	£180.00	N
Paid within 14 days	£300.00	£300.00	N
Failure to Produce Authority (Waste Carriers Licence)			
Paid within 10 days	£180.00	£180.00	N
Paid within 14 days	£300.00	£300.00	N

Torridge District Council - Fees & Charges 2019/20

Note: Amounts listed include VAT (if applicable)	<u>2018/19</u>	<u>2019/20</u>	<u>VAT Status</u>
Fly Tipping Fixed Penalty Notice			
Paid within 10 days	£250.00	£250.00	N
Paid within 14 days	£400.00	£400.00	N
Household Waste Duty of Care Fixed Penalty Notice			
Paid within 10 days	N/A	£180.00	N
Paid within 14 days	N/A	£300.00	N
Littering Fixed Penalty Notice			
Paid within 10 days	£100.00	£100.00	N
Paid within 14 days	£150.00	£150.00	N
Littering From Vehicle - Fine			
Paid within 14 days	£100.00	£100.00	N
Paid within 28 days	£150.00	£150.00	N
Public Space Protection Order Fixed Penalty Notice			
Paid within 10 days	£60.00	£60.00	N
Paid within 14 days	£100.00	£100.00	N
Noise Pollution Control			
Application for consent for the operation of loud speakers in the street	£196.00	£199.92	N
Contaminated Land search fee - per hour			
Maximum 3 hours / See EIR Charges	£25.00	£25.00	N
Sampling and Analysis of Private Water Supplies			
Risk Assessment (incl. 'check sample' visit charge)*	£217.00	£245.00	N
Sampling Visit*	£73.00	£85.00	N
Investigation	£104.00	£100.00	N
Granting an Authorisation	£104.00	£100.00	N
Missed Appointments	£10.70	£10.90	N
(* plus analysis at cost up to limit in regulations as below)			
Analysing a sample -			
Taken under regulation 10	£25.00	£25.00	N
Check sample	£100.00	£100.00	N
Audit sample	£500.00	£500.00	N
Prescribed Processes under the Environmental Protection Act 1990			
Environmental Permitting - Local Authority fees for Integrated Pollution Prevention Control (IPPC) are set nationally and are available on the Following Department of Environment Food and Rural Affairs (DEFRA) website https://www.gov.uk/government/collections/environmental-permitting-resources-for-local-authorities#fees-and-charges			
For further guidance contact the Environmental Protection Team on environmental.protection@torridge.gov.uk or 01237 428700			
Public Health - National Assistance Burial administration			
Additional fee's (including undertakers) charged at cost	£250.00	£250.00	E
Exhumations - attendance and monitoring			
	£500.00	£500.00	E
Works in Default (various legislation): administrative charge			
	Cost plus 10%	Cost plus 10%	S

Torridge District Council - Fees & Charges 2019/20

Note: Amounts listed include VAT (if applicable)

2018/19

2019/20

VAT Status

Car Parks / Tolls

Bideford Car Parks

Bridge Street (52 spaces)

Per hour £1.00 £1.00 S

The Manor (15 spaces)

Up to 30 minutes only £0.30 £0.30 S

Per hour £1.00 £1.00 S

The Quay (38 spaces)

Up to 30 minutes only £0.30 £0.30 S

Per hour £1.00 £1.00 S

The Pill (118 Spaces)

Per hour £1.00 £1.00 S

Clarence Wharf (116 spaces)

Up to 1 hour £0.60 £0.60 S

Up to 2 hours £1.20 £1.20 S

Up to 4 hours £2.00 £2.00 S

All day £3.00 £3.00 S

All week £16.00 £16.00 S

The Pannier (formerly Honestone Street) Car Park

Up to 1 hour £0.60 £0.60 S

Up to 2 hours £1.20 £1.20 S

Up to 4 hours £2.00 £2.00 S

All day £3.00 £3.00 S

All week £16.00 £16.00 S

Riverbank (Short Stay, 87 spaces)

Per hour £1.00 £1.00 S

All day charge for Blue Badge Holders (Dedicated disabled spaces only) £3.00 £3.00 S

Riverbank (Long Stay, 300 spaces)

Up to 1 hour £0.60 £0.60 S

Up to 2 hours £1.20 £1.20 S

Up to 4 hours £2.00 £2.00 S

All day £3.00 £3.00 S

All week £16.00 £16.00 S

Coaches (per day) Free Free S

Commercial Vehicles (6pm to 8am) £2.00 £2.00 S

Motor homes ONLY per night, maximum two nights £5.00 £5.00 S

Cattle Market (100 spaces)

Per Day £1.00 £1.00 S

Springfield (50 spaces)

Per Day £1.00 £1.00 S

Torrige District Council - Fees & Charges 2019/20

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status
Appledore/Northam/Westward Ho!			
Churchfields (163 spaces)			
Up to 30 minutes only	£0.30	£0.30	S
Up to 1 hour	£0.60	£0.60	S
Up to 2 hours	£1.20	£1.20	S
Up to 4 hours	£2.00	£2.00	S
All day	£3.00	£3.00	S
All week	£16.00	£16.00	S
Coaches	Free	Free	S
Motor homes ONLY per night, maximum two nights			
	£5.00	£5.00	S
Vehicle / trailer combinations (each and every space occupied) (per space) to include	£5.00	£5.00	S
Winter Boat Storage - charge per feet, mono hulls / multi hulls (from 1st October)	£5.80 / £8.70	£5.80 / £8.70	S
Odun Road (37 spaces)			
Up to 1 hour	£0.60	£0.60	S
Up to 2 hours	£1.20	£1.20	S
Up to 4 hours	£2.00	£2.00	S
All day	£3.00	£3.00	S
All week	£16.00	£16.00	S
Westward Ho! Slipway Car Park 15th March - 31st October (37 spaces)			
Per hour	£1.00	£1.00	S
Westward Ho! Slipway Car Park 1st November - 14th March (37 spaces)			
Up to 1 hour	£0.60	£0.60	S
Up to 2 hours	£1.20	£1.20	S
Up to 4 hours	£2.00	£2.00	S
All day	£3.00	£3.00	S
All week	£16.00	£16.00	S
Notes: For slipway charges (with combined trailer parking) please see Harbours and Pilotage.			
Main Car Park - Westward Ho! 15th March – 31st October (131 spaces)			
Up to 30 minutes only	£0.30	£0.30	S
Up to 1 hour	£1.00	£1.00	S
Up to 2 hours	£2.00	£2.00	S
Up to 4 hours	£4.00	£4.00	S
All day	£7.00	£7.00	S
All week	£17.00	£17.00	S
Motor homes ONLY per night, maximum two nights	£5.00	£5.00	S
Main Car Park - Westward Ho! 1st November – 14th March (131 spaces)			
Up to 30 minutes only	£0.30	£0.30	S
Up to 1 hour	£0.60	£0.60	S
Up to 2 hours	£1.20	£1.20	S
Up to 4 hours	£2.00	£2.00	S
All day	£3.00	£3.00	S
All week	£16.00	£16.00	S
Motor homes ONLY per night, maximum two nights	£5.00	£5.00	S
Seafeld Car Park - Westward Ho!			
Up to 30 minutes only	£0.30	£0.30	S
Up to 1 hour	£0.60	£0.60	S
Up to 2 hours	£1.20	£1.20	S
Up to 4 hours	£2.00	£2.00	S
All day	£3.00	£3.00	S
All week	£16.00	£16.00	S
West Appledore (29 spaces)			
Up to 30 minutes only	£0.30	£0.30	S
Up to 1 hour	£0.60	£0.60	S
Up to 2 hours	£1.20	£1.20	S
Up to 4 hours	£2.00	£2.00	S
All day	£3.00	£3.00	S
All week	£16.00	£16.00	S
Windmill Lane (25 spaces numbered spaces)			
Reserve Bays (Charge per annum)	£80.00	£80.00	S
Windmill Lane (7 spaces)			
All day	£1.00	£1.00	S
(No cash machine - so need to purchase through Park Mobile)			

Torrige District Council - Fees & Charges 2019/20

Note: Amounts listed include VAT (if applicable)

2018/19

2019/20

VAT Status

Holsworthy Car Parks

Manor (166 spaces)

Up to 30 minutes only	£0.30	£0.30	S
Up to 1 hour	£0.60	£0.60	S
Up to 2 hours	£1.20	£1.20	S
Up to 4 hours	£2.00	£2.00	S
All day	£3.00	£3.00	S
All week	£16.00	£16.00	S
Coaches (per day)	Free	Free	S
Commercial Vehicles (6pm to 8am)	£2.00	£2.00	S
After 12 noon Saturday until 8am Monday each week	Free	Free	S
Motor homes ONLY per night, maximum two nights	£5.00	£5.00	S

Well Park (92 spaces)

Per day	£1.00	£1.00	S
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Barley Grove (70 spaces)

Up to 30 minutes only	£0.30	£0.30	S
Up to 1 hour	£0.60	£0.60	S
Up to 2 hours	£1.20	£1.20	S
Up to 4 hours	£2.00	£2.00	S
All day	£3.00	£3.00	S
All week	£16.00	£16.00	S

Sydney House (South Street, 280 spaces)

Up to 30 minutes only	£0.30	£0.30	S
Up to 1 hour	£0.60	£0.60	S
Up to 2 hours	£1.20	£1.20	S
Up to 4 hours	£2.00	£2.00	S
All day	£3.00	£3.00	S
All week	£16.00	£16.00	S
Coaches	Free	Free	S
After 12 noon Saturday until 8am Monday each week	Free	Free	S
Motor homes ONLY per night, maximum two nights	£5.00	£5.00	S

Torrige District Council - Fees & Charges 2019/20

Note: Amounts listed include VAT (if applicable)	<u>2018/19</u>	<u>2019/20</u>	<u>VAT Status</u>
Rural Car Parks			
Bucks Mills (25 spaces)	Free	Free	S
Halwill Junction	Free	Free	S
Annual Residents Permit			
Per Annum (Valid from 4pm to 10am and all day Sundays)	£60.00	£60.00	S
Tourist Permits - any 7 consecutive days	£20.00	£20.00	S
Season Ticket (Monday to Sunday inclusive in all long stay car parks only -			
Per month	£32.00	£32.00	S
Per half year	£189.00	£189.00	S
Per annum	£315.00	£315.00	S
Business Permits (Monday to Saturday in all long stay car parks only - except Westward Ho! main car park)			
Per month	£27.00	£27.00	S
Per half year	£158.00	£158.00	S
Per annum	£263.00	£263.00	S
Westward Ho! Main Car Park Permits - (Monday to Saturday) Winter season only (1st November - 14th March)			
Resident per year	£60.00	£60.00	S
Season per half year	£189.00	£189.00	S
'T' Business Permits - The Pill Car Park, Bideford - available only to businesses adjacent to this car park			
Per quarter	£189.00	£189.00	S
Reserved Bays			
Single	£447.00	£500.00	S
Double	£693.00	£775.00	S
Garages (West Appledore) (per quarter)	£158.00	£158.00	S
Penalty Charge Notices (Dependant on nature of contravention)			
Base charge	£50.00	£50.00	N
or	£70.00	£70.00	N
Discount on original charge if paid within 14 days	50 %	50 %	N

Torrige District Council - Fees & Charges 2019/20

Note: Amounts listed include VAT (if applicable)	<u>2018/19</u>	<u>2019/20</u>	<u>VAT Status</u>
Northam Burrows			
Daily Toll			
Motorcycles (Day and Evening) - returning entry	£2.00	£2.00	S
Car - Day - returning entry	£4.00	£4.00	S
Van/Camper Van (10 - 17 seats) - Day - returning entry	£6.00	£6.00	S
Car - Evening	£2.00	£2.00	S
Coach/Mini bus & Trailer - Day - returning entry	£9.00	£9.00	S
Season Ticket			
Weekly Car ticket	£15.00	£15.00	S
Season Motorcycle ticket	£25.00	£25.00	S
Season Car ticket	£40.00	£40.00	S
Commercial Vehicles (per annum)			
Coach/Bus	£550.00	£550.00	S
Minibus/Trailer	£440.00	£440.00	S
School Booking Fee	£25.00	£25.00	S
Discounts for pre-arranged visits:			
50% for organisations using the Burrows for educational use			
50% for charities and youth clubs			
50% for nursing homes			
Commercial Rent of Land (per day)	£25.00	£30.00	E
Commercial Rent of Land (per season)	£200.00	£220.00	E

Torrige District Council - Fees & Charges 2019/20

Note: Amounts listed include VAT (if applicable)	<u>2018/19</u>	<u>2019/20</u>	<u>VAT Status</u>
Harbour/Pilotage/Mooring Charges			
Harbour charges			
Conservancy Charge - per gross tonne	£0.52	£0.55	Z
Wharfage (loaded on or off) (Clay) - per tonne of cargo	£0.70	£0.72	Z
Wharfage (loaded on or off) (Logs) - per tonne of cargo	£0.88	£0.90	Z
Craneage (loaded on or off) - per tonne of cargo	£1.25	£1.30	Z
Water			
Connection - per vessel	£25.91	£26.00	Z
Supply - per tonne	£1.34	£1.40	Z
Craneage (during working hours)			
Single boat lift - per tonne (minimum charge of 2 tonnes)	£36.01	£40.00	S
Crane moving cost - per mile (minimum 1 mile)	£72.09	£75.00	S
Other crane lifts	By quotation	By quotation	S
Pilotage Charges			
Charge incl. boarding, landing and boatman - per gross tonne	£0.35	£0.35	Z
Charge with Pilot Exemption Certificate	25% of full charge	25% of full charge	Z
Pilot ordered to attend a vessel at tide time and such vessel does not then leave			
	£96.49	£96.49	Z
Pilot puts to sea to meet a vessel at her expected time of arrival but does not pilot her	£120.20	£120.20	Z
And additional pilot boat fee of (River Torrige):	£315.69	£315.69	Z
Pilot Boat Services - varies depending on size of vessel:	0-£315.79	0-£315.69	Z
Pilot Boat Services - surcharge within River Taw:	£240.38	£240.38	Z
Pilot Exemption Certificates			
Examination	£132.20	£132.20	N
Certificate	£34.87	£34.87	N
Renewal	£34.87	£34.87	N
Mooring Charges			
Pleasure mooring charges Bank End - per metre per annum	£33.34	£35.00	S
Commercial & Fishing Boat Mooring >15tonnes - per metre per annum	£37.31	£39.00	Z
Commercial & Fishing Boat Mooring <15 tonnes - per metre per annum	£37.31	£39.00	S
Churchfield & Riverbank Slipway charges (Payment via parking meter)			
1 x launch only	£6.00	£6.00	S
1 x launch and parking for one vehicle	£10.00	£10.00	S
5 x launches and parking for one vehicle	£50.00	£50.00	S
One month permit for launching and parking for one vehicle	£70.00	£70.00	S
3 month permit for launching and parking for one vehicle	£200.00	£200.00	S
Permit covering period 1st April to 30th September for launching and parking for one vehicle	£320.00	£320.00	S
(Trailer must stay attached to vehicle at all times)			

Torridge District Council - Fees & Charges 2019/20

Note: Amounts listed include VAT (if applicable)	<u>2018/19</u>	<u>2019/20</u>	<u>VAT Status</u>
Housing			
Houses in Multiple Occupation (HMO) Licence			
Part A - Application Fee (Plus DBS Fee)		£315.00	N
Part B - Grant Fee (Management & Enforcement)	£452.50	£160.00	N
Houses in Multiple Occupation (HMO) Licence Variation			
Inspection required	£225.50	£220.00	N
No Inspection required	£225.50	£120.00	N
Hostel Rents:			
Per night for a single/1.5 person room	£41.00	£42.50	E
Per night for a family room	£45.50	£47.00	E
Hostel Service Charges:			
Per night	£2.00	£2.10	E
Private Sector Leased Properties (Temporary Accommodation for Homeless Households):			
Per night for a two bedroom property	£16.44	£17.00	E
Per night for a three bedroom property	£19.72	£20.50	E
Per night for a four bedroom property	£24.06	£24.90	E
Notices			
Prohibition, Improvement or Emergency Prohibition		£250.00	N
Review of Notice/Suspended Notice (Inspection Required)		£180.00	N
Review of Notice/Suspended Notice (No Inspection Required)		£115.00	N
Immigration Housing Requests - visit and report	£180.00	£180.00	N

Torrige District Council - Fees & Charges 2019/20

Note: Amounts listed include VAT (if applicable)	<u>2018/19</u>	<u>2019/20</u>	<u>VAT Status</u>
Electoral Registration			
Edited electoral register			
Data format			
Admin fee	£20.00	£20.00	N
For each 1000 entries	£1.50	£1.50	N
Printed format			
Admin fee	£10.00	£10.00	N
For each 1000 entries	£5.00	£5.00	N
Full electoral register			
Data format			
Admin fee	£20.00	£20.00	N
For each 1000 entries	£1.50	£1.50	N
Printed format			
Admin fee	£10.00	£10.00	N
For each 1000 entries	£5.00	£5.00	N
Marked registers			
Data format			
Admin fee	£10.00	£10.00	N
For each 1000 entries	£1.00	£1.00	N
Printed format			
Admin fee	£10.00	£10.00	N
For each 1000 entries	£2.00	£2.00	N
Marked postal vote lists			
Data format			
Admin fee	£10.00	£10.00	N
For each 1000 entries	£1.00	£1.00	N
Printed format			
Admin fee	£10.00	£10.00	N
For each 1000 entries	£2.00	£2.00	N
Confirmation of Residency Letters - per letter	£6.00 or	£6.00 or	
*This will only be charged if additional work by reviewing previous years is undertaken	*No Charge	*No Charge	N
Researching the Electoral Register			
Per each year manually researched	£5.00	£5.00	N

Torrige District Council - Fees & Charges 2019/20

Note: Amounts listed include VAT (if applicable)	<u>2018/19</u>	<u>2019/20</u>	<u>VAT Status</u>
Local Land Charges			
The following fees marked with an asterisk include fees charged by Devon County Council for their replies to CON 29 and CON 29O Enquiries			
LLC1 + CON 29 (i.e. Standard Search)*	£83.22	£83.22	Split S & N
Additional Parcel of Land	£0.92	£0.92	Split S & N
LLC1 Certificate of Search	£7.13	£7.13	N
Additional Parcel of Land	£0.42	£0.42	N
CON 29 Enquiries of the Local Authority (2016)*	£76.09	£76.09	S
Additional Parcel of Land	£0.50	£0.50	S
CON 29O Enquiries of the Local Authority (2016) when raised with CON 29			
Q4. Road proposals by private bodies	£5.09	£5.09	S
Q.5 Advertisements	£1.69	£1.69	S
Q.6 Completion Notices*	£2.50	£2.50	S
Q.7 Parks and Countryside*	£2.16	£2.16	S
Q.8 Pipelines	£0.34	£0.34	S
Q.9 Houses in Multiple Occupation	£1.40	£1.40	S
Q.10 Noise Abatement	£1.68	£1.68	S
Q.11 Urban Development Areas	N/a	N/a	S
Q.12 Enterprise Zones	N/a	N/a	S
Q.13 Inner Urban Improvement Areas	N/a	N/a	S
Q.14 Simplified Planning Zones	N/a	N/a	S
Q.15 Land Maintenance Notices	N/a	N/a	S
Q.16 Mineral Consultation Areas*	£3.58	£3.58	S
Q.17 Hazardous Substance Consents	£0.34	£0.34	S
Q.18 Environmental and Pollution Notices	£2.68	£2.68	S
Q.19 Food Safety Notices	£1.68	£1.68	S
Q.20 Hedgerow Notices	£0.85	£0.85	S
Q.21 Flood Defence and Land Drainage Consents*	£3.24	£3.24	S
Q.22 Common Land and Town or Village Greens*	£5.40	£5.40	S

(Note: CON 29O Enquiries of the Local Authority (2016) submitted on their own or

Torridge District Council - Fees & Charges 2019/20

Note: Amounts listed include VAT (if applicable)	<u>2018/19</u>	<u>2019/20</u>	<u>VAT Status</u>
Each additional enquiry raised by applicant with a Standard Search application (Note: See admin fee below)	£6.00	£6.00	S
The following charges apply when requesting component CON 29 Enquiries about a property and will also incur the admin fee detailed below.			
CON 29 Enquiries of the Local Authority (2016)			
Q.1.1 Planning and Building Decisions and Pending Applications			
(a)-(l)	£9.17	£9.17	S
(j)-(l)	£2.26	£2.26	S
Q.1.2 Planning Designations and Proposals*	£4.80	£4.80	S
Q.2 Roads and public rights of way*	£3.91	£3.91	S
Q.3.1 Land required for public purposes	£0.79	£0.79	S
Q.3.2 Land to be acquired for Road Works*	£1.31	£1.31	S
Q.3.3 Drainage matters*	£6.48	£6.48	S
Q.3.4 Nearby Road Schemes*	£5.17	£5.17	S
Q.3.5 Nearby Railway Schemes*	£3.83	£3.83	S
Q.3.6 Traffic Schemes*	£9.34	£9.34	S
Q.3.7 Outstanding Notices*	£2.83	£2.83	S
Q.3.8 Contravention of Building Regulations	£0.61	£0.61	S
Q.3.9 Notices, Orders, Directions and Proceedings under Planning Acts*	£3.86	£3.86	S
Q.3.10 Community Infrastructure Levy (CIL)	£0.79	£0.79	S
Q.3.11 Conservation Area	£0.64	£0.64	S
Q.3.12 Compulsory Purchase*	£4.16	£4.16	S
Q.3.13 Contaminated Land	£0.91	£0.91	S
Q.3.14 Radon Gas	£0.91	£0.91	S
Q.3.15 Assets of Community Value	£0.91	£0.91	S
Admin Fee (Payable in addition to the cost of any Component CON 29 and CON 290 Enquiries of the Local Authority (2016) or additional enquiries submitted on their own or raised separately)	£18.07	£18.07	S
Inspection of the Local Land Charges Register (i.e. a Personal Search)	Free	Free	S
Access to inspect and manually search unrefined Council records/information in situ in order to compile answers to CON 29 Enquiries	Free	Free	S

Torrige District Council - Fees & Charges 2019/20

Note: Amounts listed include VAT (if applicable)	<u>2018/19</u>	<u>2019/20</u>	<u>VAT Status</u>
Room Hire			
Caddsdwn			
Taw conference suite			
Full Day	£142.00	£146.00	S
Half Day	£85.00	£88.00	S
Wedding Ceremonies - booked via Devon County Council Registrar	£66.00	£68.00	S
Torrige conference suite			
Full Day	£142.00	£146.00	S
Half Day	£85.00	£88.00	S
Wedding Ceremonies - booked via Devon County Council Registrar	£66.00	£68.00	S
Studio J Meeting Room			
Full Day	£50.00	£55.00	D
Half Day	£25.00	£28.00	D
Other Facilities			
Refreshments - per serving	£2.35	£2.35	S
Lunchtime buffet - details available on request			S
Regular use discount - more than 10 booking made at same	10% discount	10% discount	S
Site Tenants discount	25% discount	25% discount	S
Windmill Lane Main Chamber			
Per Day (9am-4pm)	£44.00	£46.00	E
Per session (9am-12pm, 1pm-4pm)	£27.00	£28.00	E
Per hour after 4pm	£22.00	£23.00	E
Note: Bookings subject to checks with Northam Town Council			
Additional charges and discounts Windmill Lane			
Trade (Commercial) Use - per day			
	Rates are doubled	Rates are doubled	S
Registered charities and cultural bodies & societies			
	25% discount	25% discount	E
Regular use discount - more than 6 booking made at same time			
	25% discount	25% discount	S
Setting up and clearing away (extra outside booked times),	£20.00	£20.00	S
Fishdock			
Ice - charge per tonne	£54.50	£56.50	Z
Waste Management Services			
Collection of fridge or freezer - per item	£19.50	£20.00	N
Concessionary rate	£16.50	£17.00	N
1 to 2 Bulky Items (3 piece suites counts as 2 items)	£19.50	£20.00	N
Concessionary rate	£16.50	£17.00	N
3 Bulky Items	£26.50	£27.00	N
Concessionary rate	£22.50	£23.00	N
4 Bulky Items	£32.50	£34.00	N
Concessionary rate	£28.50	£29.00	N
Schedule 2 waste – collection not disposal (Domestic waste from business premises). Per bag, bag supplied by owner	£2.00	£2.10	S
Commercial waste bags includes disposal	£2.75	£2.85	N
Composting Bin	£13.50	£14.00	S
Green Waste - Annual collection charge (per green bin)	£35.00	£35.00	N

Torridge District Council - Fees & Charges 2019/20

Note: Amounts listed include VAT (if applicable)

	<u>2018/19</u>	<u>2019/20</u>	<u>VAT Status</u>
Customer Services			
Agenda's			
Per year			
Plans Committee Agenda's	£156.00	£161.50	S
All other Agenda's	£145.00	£150.00	S
Council Tax/Business Rates			
Summons	£55.00	£55.00	E
Liability Order	£10.00	£10.00	E
Miscellaneous			
Flood defence sacks (Aqua-sacs)	£3.70	£3.70	S
Radiolink			
Bideford scheme	£140.00	£140.00	S
Drone Services (Including Pilot)			
Half Day	£300.00	£300.00	S
Full Day	£500.00	£500.00	S
Payroll			
Processing payroll for the Parish Clerk:			
Initial setup fee per employee	£25.00	£25.00	S
Charge per payslip	£10.00	£10.00	S
Legal Department			
Certifying Pensions (to enable people to claim overseas pensions)	£25.00	£25.00	S
Planning Agreements (Section 106) - Legal Charge (per hour)	£80.00	£80.00	N
Lease Agreements -			
Prices shown inclusive of VAT - this may not be applicable in all circumstances as VAT Status follows taxable status of property			
Administration/Set Up Fee	£72.00	£72.00	E/S
Termination Fee (if termination occurs within the first year of the term)	£72.00	£72.00	E/S
Termination Fee (if termination occurs after the first year of the term)	£48.00	£48.00	E/S
Amendments (which require a change in the original Lease)	£36.00	£36.00	E/S
Deed of Surrender (termination of lease prior to end of the Break Notice) + Termination	£36.00	£36.00	E/S
Garden Lease Administration Fee	£30.00	£30.00	E/S
Garden Lease Termination Fee	£30.00	£30.00	E/S

Freedom of Information Charges / EIR Charges

Where possible simple requests under the Freedom of Information Act or Environmental Information Regulations will be processed free of charge. However we are permitted a charge to cover photocopying, (currently A4 - 10p per side, larger than A4 price on request documents produced externally will be charged at cost), and postage at cost. We will advise you of any costs involved during the processing of your request. More complex FOI/EIR enquiries may attract an additional charge to cover officers time in obtaining the data requested but will conform to Government/ICO guidelines (currently £25 per hour or part thereof). We will again advise you of any likely charges your request might incur. Standard charges will also be made for Information subject to a charging regime approved by Parliament or the Council.

Fees & Charges Booklet Last Updated: 29/04/19