

Discretionary Fees and Charges 2020/21

VAT KEY OS Outside the scope of VAT
S Standard Rated 20%
E Exempt

APPENDIX 2

| Service | Further Information | VAT Category | Charges for 2019/20 Net of VAT if applicable £ | Charges for 2019/20 with VAT if applicable £ | Charges for 2020/21 Net of VAT if applicable £ | Charges for 2020/21 with VAT if applicable £ |
|---|---------------------------|--------------|--|--|--|--|
| LEGAL, DEMOCRATIC AND CONTRACTS SERVICES | | | | | | |
| Freedom of Information Act 2000 | | | | | | |
| Estimation of officer time taken to process the request – 18 hours or more: (disbursements eg. photocopying and postage will be charged separately) | | | | | | |
| Initial charge (for first 18 hours) | | OS | 450.00 | 450.00 | 450.00 | 450.00 |
| Additional hours (per hour) | | OS | 25.00 | 25.00 | 25.00 | 25.00 |
| Environmental Information Regulations | | | | | | |
| Requests under the Environmental Information Regulations will be charged at £25 an hour (disbursements eg. photocopying and postage will be charged separately) | | | | | | |
| 25.00 | | | | | | |
| 25.00 | | | | | | |
| 0.00 | | | | | | |
| 0.00 | | | | | | |
| Data Protection Act (Effective from 25 May 2018) | | | | | | |
| Manifestly unfounded or excessive request - estimation of officer time taken to process the request – 18 hours or more: (disbursements eg. photocopying and postage will be charged separately) | | | | | | |
| Initial charge (for first 18 hours) | | OS | 450.00 | 450.00 | 450.00 | 450.00 |
| Additional hours (per hour) | | OS | 25.00 | 25.00 | 25.00 | 25.00 |
| Requests for further copies of information already supplied: hours charged at £25 per hour (disbursements eg. photocopying and postage will be charged separately) | | OS | 25.00 | 25.00 | 25.00 | 25.00 |
| Legal Fees | | | | | | |
| Development/planning agreements | First 10 hours | OS | 700 to 4,000 | 700 to 4,000 | 715 to 4,080 | 715 to 4,080 |
| Hourly rate thereafter | | OS | 110.00 | 110.00 | 110.00 | 110.00 |
| Commercial property / lease | Hourly rate if applicable | OS | 450 to 850 | 450 to 850 | 460 to 870 | 460 to 870 |
| Transfer of miscellaneous land | | OS | 550 to 750 | 550 to 750 | 560 to 765 | 560 to 765 |
| Lease renewals | | OS | 250 to 500 | 250 to 500 | 255 to 510 | 255 to 510 |
| License to assign | | OS | 400 to 850 | 400 to 850 | 410 to 870 | 410 to 870 |
| Licenses for land | | OS | 250 to 850 | 250 to 850 | 255 to 870 | 255 to 870 |
| Easements | | OS | 350 to 800 | 350 to 800 | 360 to 820 | 360 to 820 |
| Land enquiries - abortive transaction fee | | OS | 150.00 | 150.00 | 155.00 | 155.00 |
| Deed of surrender | | OS | 400 to 850 | 400 to 850 | 410 to 870 | 410 to 870 |
| Deed of novation | | OS | 400 to 850 | 400 to 850 | 410 to 870 | 410 to 870 |
| Leaseholder matters/post RTB Matter | | OS | 150 to 300 | 150 to 300 | 155 to 310 | 155 to 310 |
| Discharge of mortgages | | OS | 120.00 | 120.00 | 125.00 | 125.00 |
| Rent reviews | | OS | 150.00 | 150.00 | 155.00 | 155.00 |
| Supplying copies of deed/misc land documents per A4 photocopying charge | | OS | 0.10 | 0.10 | 0.10 | 0.10 |
| Hourly rate for providing services to external organisations or hourly rate to be applied in complex property/development transactions | | S | 105.00 | 126.00 | 110.00 | 132.00 |

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|---|---------------------|--------------|--|--|--|--|
| Hythe Swimming Pool | | | | | | |
| <i>These activities are subjected to standard VAT unless there is a block booking of 10 or more sessions by schools, clubs or</i> | | | | | | |
| Swimming – Adult | | S | 3.50 | 4.20 | 3.60 | 4.30 |
| Swimming – Junior | | S | 2.20 | 2.60 | 2.25 | 2.70 |
| Swimming – Senior | | S | 2.20 | 2.60 | 2.25 | 2.70 |
| Swimming – Off Peak | | S | 2.70 | 3.20 | 2.75 | 3.30 |
| Swimming – Disabled | | S | 1.75 | 2.10 | 1.75 | 2.10 |
| Swimming – Carer | | S | 1.75 | 2.10 | 1.75 | 2.10 |
| Organised Groups – Adults | | S | 3.00 | 3.60 | 3.00 | 3.60 |
| Organised Groups – Junior | | S | 1.90 | 2.30 | 1.95 | 2.30 |
| Family ticket (2 adults & 2 juniors or 1 adult & 3 juniors) | | S | 9.20 | 11.00 | 9.30 | 11.20 |
| Aqua Aerobics/Fit | | S | 4.50 | 5.40 | 4.50 | 5.40 |
| Aqua Zumba | | S | 4.50 | 5.40 | 4.50 | 5.40 |
| Spectator Admission | | S | 0.80 | 1.00 | 0.80 | 1.00 |
| Gym | | S | 4.60 | 5.50 | 4.60 | 5.50 |
| Adult lessons – course of 10 (45 minute lessons) | | E | 81.50 | 81.50 | 81.50 | 81.50 |
| Adult (front crawl) training - per session | | E | 5.40 | 5.40 | 5.40 | 5.40 |
| Junior lessons – course of 10 (30 minute lessons) | | E | 56.00 | 56.00 | 56.00 | 56.00 |
| Pool hire per hour (includes 1 lifeguard and upto 30 people) | | S | 93.33 | 112.00 | 95.00 | 114.00 |
| Teaching Pool hire per hour | | S | 33.75 | 40.50 | 34.42 | 41.30 |
| Club hire (Monday-Saturday) | | E | 68.00 | 68.00 | 69.40 | 69.40 |
| Club hire (Sunday) | | E | 62.00 | 62.00 | 63.20 | 63.20 |
| Lifeguard for clubs | | E | 11.70 | 11.70 | 11.95 | 11.95 |
| Adult blue voucher book (12 tickets) | | S | 35.00 | 42.00 | 35.80 | 43.00 |
| Senior voucher book (12 tickets) | | S | 22.00 | 26.00 | 22.50 | 27.00 |
| Junior voucher book (12 tickets) | | S | 22.00 | 26.00 | 22.50 | 27.00 |
| Disabled Voucher book (12 tickets) | | S | 17.50 | 21.00 | 17.50 | 21.00 |
| Aqua Aerobics yellow voucher books (12 tickets) | | S | 45.00 | 54.00 | 45.00 | 54.00 |
| School swimming teacher - per half hour | | S | 7.08 | 8.50 | 7.25 | 8.70 |
| Schools non exclusive – per child per half hour | | S | 1.85 | 2.20 | 1.85 | 2.20 |
| School exclusive pool hire – per half hour (maximum 20 children) | | S | 29.00 | 35.00 | 29.00 | 35.00 |
| School exclusive pool hire – additional children | | S | 1.25 | 1.50 | 1.25 | 1.50 |
| Private lessons per half hour – 1 child | | E | 13.50 | 13.50 | 13.50 | 13.50 |
| Direct debit - annual advance payment | | S | 175.00 | 210.00 | 175.00 | 210.00 |
| Direct debit - monthly payment on a minimum 12 month contract | | S | 15.30 | 18.40 | 15.30 | 18.40 |
| Direct debit monthly payment - open contract (no minimum term can be cancelled at | | S | 19.70 | 23.60 | 19.70 | 23.60 |
| Joining fee for open contract direct debit | | S | 13.70 | 16.40 | 13.70 | 16.40 |

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| | | | Net of VAT if applicable £ | Charges for 2019/20 with VAT if applicable £ | Net of VAT if applicable £ | Charges for 2020/21 with VAT if applicable £ |
| Waste & Recycling | | | | | | |
| Bulky household collection (1 item) | | OS | 24.50 | 24.50 | 24.99 | 24.99 |
| Bulky waste additional items (collected on the same visit) | | OS | 6.00 | 6.00 | 6.00 | 6.00 |
| Abortive visits (including scheduled collections not cancelled 1 working day in advance) | | OS | 24.50 | 24.50 | 24.99 | 24.99 |
| Cancelled visits - (including scheduled collections not cancelled 1 working day in advance) | | OS | 5.00 | 5.00 | 5.00 | 5.00 |
| Garden waste sacks individual | | OS | 1.25 | 1.25 | 1.30 | 1.30 |
| Garden waste sacks (roll of 10 sacks) | | OS | 11.45 | 11.45 | 11.70 | 11.70 |
| Purple sacks (restrictions apply) - individual | | OS | 2.45 | 2.45 | 2.50 | 2.50 |
| Purple sacks (restrictions apply) - roll of 13 sacks | | OS | 29.95 | 29.95 | 30.50 | 30.50 |
| Supply & delivery of 140 litre wheeled bin | | OS | 35.99 | 35.99 | 36.70 | 36.70 |
| Supply & delivery of 180 litre wheeled bin | | OS | 49.99 | 49.99 | 50.99 | 50.99 |
| Supply & delivery of 240 litre wheeled bin | | OS | 47.95 | 47.95 | 48.90 | 48.90 |
| Supply & delivery of 360 litre wheeled bin | | OS | 75.95 | 75.95 | 77.50 | 77.50 |
| Supply & delivery of 660 litre green (residual) wheeled bin | | OS | 235.00 | 235.00 | 239.70 | 239.70 |
| Supply & delivery of 660 litre wheeled bin (recyclables) | | OS | 245.00 | 245.00 | 249.90 | 249.90 |
| Supply & delivery of 1100 litre green (residual) wheeled bin | | OS | 252.00 | 252.00 | 257.00 | 257.00 |
| Supply & delivery of 1100 litre wheeled bin (recyclables) | | OS | 262.00 | 262.00 | 265.00 | 265.00 |
| Bin authorisation fee (2 wheeled bin) | | OS | 6.00 | 6.00 | 6.00 | 6.00 |
| Bin authorisation fee (4wheeled bin) | | OS | 12.00 | 12.00 | 12.00 | 12.00 |
| Food waste collections, kerbside container | | OS | 9.95 | 9.95 | 10.15 | 10.15 |
| Food waste collections, kitchen caddy | | OS | 5.95 | 5.95 | 6.70 | 6.70 |
| New property container offer (Up to 2WB, 2 Food + Box) Price capped at | | OS | 84.95 | 84.95 | 86.65 | 86.65 |
| Black box recycling container | | OS | 9.95 | 9.95 | 10.15 | 10.15 |
| Purple box recycling container | | OS | 9.95 | 9.95 | 10.15 | 10.15 |
| Green waste collection - contribute towards purchase | | OS | 29.95 | 29.95 | 30.50 | 30.50 |
| Green waste collection - annual subs. | | OS | 47.00 | 47.00 | 48.00 | 48.00 |
| Green waste collection - direct debit | | OS | 47.00 | 47.00 | 48.00 | 48.00 |

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| COMMUNICATIONS | | | | | | |
| <i>Below are the advertised rates, but discretionary discounts could be considered.</i> | | | | | | |
| Advertising space in Your District Today | 1/4 Page | S | 295.00 | 354.00 | 295.00 | 354.00 |
| Advertising space in Your District Today | 1/2 Page | S | 495.00 | 594.00 | 495.00 | 594.00 |
| Advertising space in Your District Today | Full Page | S | 850.00 | 1,020.00 | 850.00 | 1,020.00 |
| Advertising space in Your District Today | Back Page | S | 995.00 | 1,194.00 | 995.00 | 1,194.00 |
| Advertising space in Your District Today | Inside Front/Back cover | S | 900.00 | 1,080.00 | 900.00 | 1,080.00 |
| HOUSING SERVICES | | | | | | |
| Housing Revenue Account | | | | | | |
| Garages let to SDC tenants | Per week | OS | 11.70 | 11.70 | 11.90 | 11.90 |
| Garages let privately | Per week | S | 11.70 | 14.00 | 11.93 | 14.30 |
| Parking spaces let to SDC tenants | Per week | E | 3.40 | 3.40 | 3.50 | 3.50 |
| Parking spaces let privately | Per week | S | 3.40 | 4.00 | 3.50 | 3.50 |
| Stores | Per week | E | 17.50 | 17.50 | 17.90 | 17.90 |
| Hire of scooter store | Per week | E | 2.40 | 2.40 | 2.45 | 2.45 |
| Lounge hire - sheltered accommodation | Per hour | E | 14.60 | 14.60 | 14.90 | 14.90 |
| Guest rooms - sheltered accommodation | Per night | E | 17.50 | 17.50 | 17.85 | 17.85 |
| Lifeline for Council tenants (VAT is zero rated for clients with disabilities) | Per week | S | 1.00 | 1.20 | 1.00 | 1.20 |
| Long lease renewals | | | | | | |
| Administrative fee | | S | 210.00 | 252.00 | 214.20 | 257.00 |
| Valuation fee | | S | 377.00 | 452.40 | 384.50 | 461.40 |
| Plan fee | | S | 100.00 | 120.00 | 102.00 | 122.40 |
| Supporting People | | | | | | |
| - Full Sheltered | Per week | E | 11.20 | 11.20 | 11.40 | 11.40 |
| - Semi Sheltered | Per week | E | 0.80 | 0.80 | 0.80 | 0.80 |
| Shed | | | | | | |
| Shed | Per week | E | 3.90 | 3.90 | 3.98 | 3.98 |
| RTB - management fee | | | | | | |
| RTB - management fee | Annual | E | 220.00 | 220.00 | 220.00 | 220.00 |
| RTB - reference for purchase | | | | | | |
| RTB - reference for purchase | | E | 45.00 | 45.00 | 45.90 | 45.90 |
| RTB - service charges enquiry | | | | | | |
| RTB - service charges enquiry | | E | 79.00 | 79.00 | 80.60 | 80.60 |
| Sale of land - administration fee | | | | | | |
| Sale of land - administration fee | | S | 263.00 | 315.60 | 268.25 | 321.90 |
| Housing | | | | | | |
| Non-Statutory Inspection fee | Per inspection | S | 115.83 | 139.00 | 120.00 | 144.00 |

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|--|---------------------|--------------|--|--|--|--|
| COMMERCIAL & TECHNICAL SERVICES | | | | | | |
| Parking Services | | | | | | |
| Provision of white 'access' road markings (outside premises or private drive): | | | | | | |
| Analysis and survey work | per application | E | 121.00 | 121.00 | 121.00 | 121.00 |
| Installation and maintenance (10 years) | per application | E | 158.00 | 158.00 | 158.00 | 158.00 |
| Hire of Land | | | | | | |
| Refundable deposit - non-commercial events(minimum of £100) - sliding scale | | OS | up to £500.00 | up to £500.00 | up to £500.00 | up to £500.00 |
| Small non-commercial events (excluding Boot Fairs) - hire charge | | OS | 135.00 | 135.00 | 143.00 | 143.00 |
| Charitable/Community events - hire charge | | OS | 40.00 | 40.00 | 41.00 | 41.00 |
| Boot Fairs | | OS | 260.00 | 260.00 | 280.00 | 280.00 |
| Commercial events hire charge (per day) | | OS | 1,150.00 | 1,150.00 | 1,210.00 | 1,210.00 |
| Refundable deposit - commercial events (minimum of £500) - sliding scale | | OS | up to £1,000.00 | up to £1,000.00 | up to £1,000.00 | up to £1,000.00 |
| Arranging TPC road closure (admin fee) | | OS | 25.00 | 25.00 | 25.00 | 25.00 |
| Cleaning & restocking charge for use of WCs used by event organiser (some exemptions available on request) | | S | 104.00 | 125.00 | 110.83 | 133.00 |
| Public Toilets | | | | | | |
| Dymchurch Sea Wall toilets | | OS | 0.20 | 0.20 | 0.20 | 0.20 |
| Radar keys | | S | 2.20 | 2.60 | 2.24 | 2.70 |
| Outdoor Sports and Recreation | | | | | | |
| Outdoor Sports and Recreation | | | | | | |
| These activities are subjected to standard VAT unless there is a block booking of 10 or more sessions by schools, clubs or associations, then it is treated as an exempt activity. | | | | | | |
| Cricket – Shorncliffe | | S | 61.40 | 73.70 | 62.63 | 75.20 |
| Cricket – Shorncliffe (Concession) | | S | 25.60 | 30.70 | 26.11 | 31.30 |
| Football – Sports Ground (Cheriton) | | S | 66.50 | 79.80 | 67.83 | 81.40 |
| Football – Sports Ground (Cheriton) (concession) | | S | 46.00 | 55.20 | 46.92 | 56.30 |
| Mini Soccer - Sports Ground (Cheriton) | | S | 14.80 | 17.80 | 15.10 | 18.10 |
| Football - 9v9 Sports Ground (Cheriton Rd and North Rd) | | S | 29.70 | 35.60 | 30.30 | 36.40 |
| Football – Stadium (Cheriton) | | S | 56.30 | 67.60 | 57.43 | 68.90 |
| Football – Stadium (Cheriton) (concession) | | S | 35.80 | 43.00 | 36.52 | 43.80 |
| Royal Military Canal: | | | | | | |
| Allotments (Green Lane) Full Plot | | OS | 41.00 | 41.00 | 41.80 | 41.80 |
| Allotments (Green Lane) Half Plot | | OS | 20.50 | 20.50 | 20.90 | 20.90 |
| Shingle Extraction | | | | | | |
| Annual Fee up to 120,000 cubic metres | | OS | n/a | n/a | n/a | n/a |
| Fee per cubic metre over 120,000 cubic metres | | OS | 1.02 | 1.02 | 1.04 | 1.04 |
| Beach Huts | | | | | | |
| Hythe | per annum | | 800.00 | 800.00 | 800.00 | 800.00 |
| Sale of Documents | | | | | | |
| Sale of miscellaneous documents - Building Control | | S | Variable | Variable | Variable | Variable |

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| Private Lifeline Charges | | | | | | |
| <i>Equipment subject to VAT but client has option to complete VAT exemption form.</i> | | | | | | |
| Gemini unit (per week) | per week | S | 3.50 | 4.20 | 3.50 | 4.20 |
| Bogus caller alarm | | S | 31.00 | 37.20 | 31.00 | 37.20 |
| CO2 fall & flood detector | Quarterly charge | S | 34.50 | 41.40 | 34.50 | 41.40 |
| GPS Footprint | per week | S | 5.30 | 6.40 | 5.30 | 6.40 |
| Universal sensor | Quarterly charge | S | 17.20 | 20.60 | 17.20 | 20.60 |
| Epilepsy sensor | per week | S | 6.70 | 8.00 | 6.70 | 8.00 |
| Pull cord | | S | 2.00 | 2.40 | 2.00 | 2.40 |
| Property exit sensor | | S | 2.20 | 2.60 | 2.20 | 2.60 |
| Bed occupancy sensor | Quarterly | S | 81.25 | 97.50 | 81.25 | 97.50 |
| Bed sensory pad | per week | S | 1.50 | 1.80 | 1.50 | 1.80 |
| PR / fault visits | | S | 39.00 | 46.80 | 39.00 | 46.80 |
| Safe socket | | S | 31.00 | 37.20 | 31.00 | 37.20 |
| Smoke detectors | per week | S | 2.30 | 2.80 | 2.30 | 2.80 |
| Telephone extension lead | | S | 6.00 | 7.20 | 6.00 | 7.20 |
| Electrical extension lead | | S | 9.00 | 10.80 | 9.00 | 10.80 |
| Pendant | | S | 72.50 | 87.00 | 72.50 | 87.00 |
| Pendant rental | per week | S | 1.50 | 1.80 | 1.50 | 1.80 |
| Replacement pendant (used) | | S | 40.00 | 48.00 | 40.00 | 48.00 |
| Lost units (replacements) | | S | 138.00 | 165.60 | 138.00 | 165.60 |
| GSM (mobile phone lifeline) | per week | S | 6.70 | 8.00 | 6.70 | 8.00 |
| Care assist | per week | S | 3.30 | 4.00 | 3.30 | 4.00 |
| Care assist for existing clients with faulty line | | S | 44.00 | 52.80 | 44.00 | 52.80 |
| Replacement power supply | per unit | S | 36.00 | 43.20 | 36.00 | 43.20 |
| Big button phone | per unit | S | 17.50 | 21.00 | 17.50 | 21.00 |
| Minuet pendants | per unit | S | 85.00 | 102.00 | 85.00 | 102.00 |
| ADSL filters | Unit price +10% | S | 5.00 | 6.00 | 5.00 | 6.00 |
| Installation charge | | S | 40.00 | 48.00 | 40.00 | 48.00 |
| Out of area installation charge | | S | 69.50 | 83.40 | 69.50 | 83.40 |
| RSL monitoring income shown as an hourly rate | | S | 0.11 | 0.13 | 0.11 | 0.13 |
| Wristband set up charge | | S | 35.00 | 42.00 | 35.00 | 42.00 |
| Wristbands (per annum) | | S | 20.00 | 24.00 | 20.00 | 24.00 |
| Telehealth monitoring | | S | 1.85 | 2.20 | 1.85 | 2.20 |
| Warm Homes | | S | 1.55 | 1.90 | 1.55 | 1.90 |
| Lone Worker scheme set-up | per person | S | 5.50 | 6.60 | 5.50 | 6.60 |
| Lone Worker scheme part-time | per week | S | 0.90 | 1.10 | 0.90 | 1.10 |
| Lone Worker scheme full-time | per week | S | 1.20 | 1.40 | 1.20 | 1.40 |
| Data holding and contract holding | per week | S | 0.60 | 0.70 | 0.60 | 0.70 |
| Monitoring only - donated (per week) | As per supporting people | S | 2.20 | 2.60 | 2.20 | 2.60 |
| Daily Check Calls | per quarter | S | 14.60 | 17.50 | 14.60 | 17.50 |
| Daily Check Calls | per annum | S | 58.40 | 70.10 | 58.40 | 70.10 |

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| PLANNING SERVICES | | | | | | |
| Planning Pre-Application Charging Schedule | | | | | | |
| Householder application - written advice only | | S | 43.75 | 52.50 | 44.63 | 53.60 |
| Householder application - up to 1 hour meeting with written advice | | S | 131.25 | 157.50 | 133.89 | 160.70 |
| Equestrian development (domestic) - written advice only | | S | 43.75 | 52.50 | 44.63 | 53.60 |
| Equestrian development (domestic) - up to 1 hour meeting with written advice | | S | 131.25 | 157.50 | 133.89 | 160.70 |
| Replacement dwellings | | | | | | |
| Single dwelling/flat/holiday let/self contained annexe, incl change of use - written | | S | 131.25 | 157.50 | 133.89 | 160.70 |
| Single dwelling/flat/holiday let/self contained annexe, incl change of use - up to 1 hour meeting with written advice | | S | 218.75 | 262.50 | 223.13 | 267.80 |
| 2 - 9 dwellings/flats/holiday lets incl HMOs, self contained units with care - written advice only | | S | 216.75 | 260.10 | 221.09 | 265.30 |
| 2 - 9 dwellings/flats/holiday lets incl HMOs, self contained units with care - up to 1 hour meeting with written advice | | S | 367.50 | 441.00 | 374.85 | 449.80 |
| 10 - 20 dwellings/flats/holiday lets incl HMOs, self contained units with care - up to 2 hour meeting with written advice | | S | 568.75 | 682.50 | 580.13 | 696.20 |
| 21 - 49 dwellings/flats/holiday lets incl HMOs, self contained units with care - up to 2 hour meeting with written advice | | S | 743.75 | 892.50 | 758.63 | 910.40 |
| 50 - 199 dwellings/flats/holiday lets incl HMOs, self contained units with care - up to 2 hour meeting with written advice. (Planning Performance Agreement if appropriate for cost recovery of officer time and consultant costs) | | S | 875.00 | 1,050.00 | 892.50 | 1,071.00 |
| Strategic development 200 units and over - Planning Performance Agreement for cost recovery of officer time and consultant costs | | S | Variable | Variable | Variable | Variable |
| External alterations requiring planning permission - all uses | | S | 43.75 | 52.50 | 44.63 | 53.60 |
| Listed Buildings where no associated planning permission required - written advice only | | S | 65.60 | 78.70 | 66.91 | 80.30 |
| Listed Buildings where no associated planning permission required - 30 minute meeting with written advice | | S | 131.25 | 157.50 | 133.89 | 160.70 |
| Listed building work also requiring planning permission - relevant pre application planning fee. | | S | Variable | Variable | Variable | Variable |
| Advertisements (initial one hour advice meeting and letter) | | S | 43.75 | 52.50 | 44.63 | 53.60 |
| Businesses - further work following initial advice and all other business/commercial with a floor space 500m ² and below | | S | 437.50 | 525.00 | 446.25 | 535.50 |
| Businesses - further work following initial advice and all other business/commercial with a floor space above 500m ² - £525 plus £1,000 per 500m ² thereafter | | S | Variable | Variable | Variable | Variable |
| All Other operations and developments including changes of use | | S | 437.50 | 525.00 | 446.25 | 535.50 |
| Sale of Documents | | | | | | |
| Sale of miscellaneous documents - Planning Policy | | S | Variable | Variable | Variable | Variable |
| Sale of miscellaneous documents - Development Management | | S | Variable | Variable | Variable | Variable |
| Charging for monitoring legal agreements | | S | Variable | Variable | Variable | Variable |
| Shepway Core Strategy Local Plan | Hard Copy | S | 73.50 | 88.20 | 74.97 | 90.00 |
| Shepway Core Strategy Local Plan | Saved Policies | S | 94.40 | 113.30 | 96.29 | 115.50 |
| Shepway Core Strategy Local Plan - concessionary rate for local residents, Town and Parish Councils | Hard Copy with Saved Policies | S | 52.50 | 63.00 | 53.55 | 64.30 |
| | | S | 73.50 | 88.20 | 74.97 | 90.00 |
| Self-Build and Custom Build Housing Projects Register | | | | | | |
| First time applicants | | S | 25.00 | 30.00 | 25.50 | 30.60 |
| Annual renewal | | S | 12.50 | 15.00 | 12.75 | 15.30 |

Discretionary Fees and Charges 2020/21

VAT KEY OS Outside the scope of VAT
S Standard Rated 20%
E Exempt

APPENDIX 2

| Service | Further Information | VAT Category | Charges for 2019/20 Net of VAT if applicable £ | Charges for 2019/20 with VAT if applicable £ | Charges for 2020/21 Net of VAT if applicable £ | Charges for 2020/21 with VAT if applicable £ |
|--|----------------------|--------------|--|--|--|--|
| COMMUNITY SERVICES | | | | | | |
| Hackney Carriage Licensing | | | | | | |
| Drivers Single Licence | | OS | 130.00 | 130.00 | 135.00 | 135.00 |
| Drivers Dual Licence | | OS | 177.00 | 177.00 | 185.00 | 185.00 |
| Knowledge Test | | OS | 61.00 | 61.00 | 62.00 | 62.00 |
| Vehicle Licence – Annual | | OS | 279.00 | 279.00 | 273.00 | 273.00 |
| Vehicle Licence – Transfer | | OS | 94.00 | 94.00 | 96.00 | 96.00 |
| Vehicle Licence - Change of Ownership (no plates) | | | | | 45.00 | 45.00 |
| Vehicle Plate replacement | | OS | 20.50 | 20.50 | 21.00 | 21.00 |
| Driver Badge replacement | | OS | 20.50 | 20.50 | 21.00 | 21.00 |
| Private Hire Operator Licence (Per vehicle) | | OS | 64.50 | 64.50 | 63.00 | 63.00 |
| Refund Processing Fee (surrendered Licence) | | | | | 25.00 | 25.00 |
| Copy of Paper Licence | | | | | 10.50 | 10.50 |
| Amend Paper Licence (change of address details) | | | | | 10.50 | 10.50 |
| Miscellaneous Licensing | | | | | | |
| Dangerous Wild Animals Act 1964 & 1970 | Every Two years | OS | 420.00 | 420.00 | 428.50 | 428.50 |
| Boarding in Kennels for Dogs Boarding For Cats (Part A) | | | | | 184.50 | 184.50 |
| Selling Animals As Pets (Part A) | | | | | 184.50 | 184.50 |
| Homeboarding for Dogs (6 or more animals), Dog Day Care, Homeboarding Agent (Part A) | | | | | 166.50 | 166.50 |
| Homeboarding for Dogs (5 or less animals) (Part A) | | | | | 148.50 | 148.50 |
| Breeding of Dogs (Part A) | | | | | 166.50 | 166.50 |
| Keeping/Training Animals for Exhibition (5 or less animals) (Part A) | | | | | 148.50 | 148.50 |
| Keeping/Training Animals for Exhibition (6 or more animals) (Part A) | | | | | 184.50 | 184.50 |
| 1 year Licence (Part B) | | | | | 113.00 | 113.00 |
| 2 year Licence (Part B) | | | | | 176.00 | 176.00 |
| 3 year Licence (Part B) | | | | | 229.00 | 229.00 |
| Hiring of Horses (Part A) | | | 120.00 | 120.00 | 166.50 | 166.50 |
| Other Charges | | | | | | |
| Request for Variations | | | | | | |
| - administrative amendment only | | | 20.00 | 20.00 | 20.00 | 20.00 |
| - inspector visit (if required) | | | 80.00 | 80.00 | 80.00 | 80.00 |
| Request for re-inspection (for all licences) plus vet fees if applicable | | | 80.00 | 80.00 | 80.00 | 80.00 |
| Zoo Licence Act 1982 | | | | | | |
| Application Fee | | | | | 604.20 | 604.20 |
| LA Inspector per hour | | | | | 26.30 | 26.30 |
| Veterinary fees (all animal licences) - recharged at cost. | | | 0.00 | N/A | 0.00 | N/A |
| Street Trading Consent/Licence (Annual) | | OS | 290.00 | 290.00 | 295.00 | 295.00 |
| Street Trading Consent (3 month) | | | | | 120.00 | 120.00 |
| Non mobiles > 25 feet in length | | OS | 803.00 | 803.00 | 803.00 | 803.00 |
| Stall per foot- Sandgate Road | March to December | OS | 3.00 | 3.50 | 3.00 | 3.50 |
| Stall per foot- Sandgate Road | January and February | OS | 1.80 | 1.80 | 1.80 | 1.80 |
| Stall per foot- Guildhall Street | March to December | OS | 2.00 | 2.35 | 2.00 | 2.35 |
| Stall per foot- Guildhall Street | January and February | OS | 1.35 | 1.35 | 1.35 | 1.35 |
| Street Trading Licence (Lanterns) - per stall per day | per foot | OS | 2.00 | 2.00 | 5.00 | 5.00 |
| Market License fee | | | tba | tba | tba | tba |
| Canoe - annual | | OS | 29.00 | 29.00 | 29.50 | 29.50 |
| Canoe - seasonal | | OS | 19.00 | 19.00 | 19.50 | 19.50 |
| Boat - annual | | OS | 47.00 | 47.00 | 48.00 | 48.00 |
| Boat - seasonal | | OS | 29.50 | 29.50 | 30.00 | 30.00 |

Discretionary Fees and Charges 2020/21

VAT KEY OS Outside the scope of VAT
S Standard Rated 20%
E Exempt

APPENDIX 2

| Service | Further Information | VAT Category | Charges for 2019/20 | Charges for 2019/20 | Charges for 2020/21 | Charges for 2020/21 |
|---|----------------------------|--------------|-------------------------------|-----------------------------|-------------------------------|-----------------------------|
| | | | Net of VAT if applicable £ | with VAT if applicable £ | Net of VAT if applicable £ | with VAT if applicable £ |
| Scrap Metal Licensing | | | | | | |
| Grant of site licence | | OS | 503.00 | 503.00 | 513.00 | 513.00 |
| Renewal of site licence | | OS | 472.00 | 472.00 | 481.00 | 481.00 |
| Collectors licence | | OS | 295.50 | 295.50 | 300.00 | 300.00 |
| Variation of licence | | OS | 64.50 | 64.50 | 65.80 | 65.80 |
| Change of details | | OS | 54.00 | 54.00 | 55.00 | 55.00 |
| Personal & Premises Licences | | | | | | |
| Personal - Acupuncture, ear piercing, electrolysis & semi-permanent ink | | OS | 193.00 | 193.00 | 193.00 | 193.00 |
| Personal - Tattooing Registration | | OS | 308.00 | 308.00 | 308.00 | 308.00 |
| Personal - Sex Shop Consent | | OS | 2,067.00 | 2,067.00 | 2,067.00 | 2,067.00 |
| Personal - Change to Registration | | OS | 107.00 | 107.00 | 107.00 | 107.00 |
| Premise Licence Pre-Application Schedule | | | | | | |
| Written advice (basic) following letter/submission received | | S | 20.50 | 24.60 | 21.00 | 25.20 |
| Per 60 minute meeting with written advice | | S | 39.00 | 46.80 | 79.50 | 95.40 |
| Dog Control | | | | | | |
| Kennelling per night | | OS | 19.50 | 19.50 | 19.90 | 19.90 |
| Out of hours dog collection | | OS | 51.15 | 51.15 | 52.20 | 52.20 |
| Veterinary fees at cost | | OS | Variable | Variable | Variable | Variable |
| Microchip fee | | OS | 5.00 | 5.00 | 5.00 | 5.00 |
| Flea treatment (dependant on size of the dog) | | OS | 8.00 to 12.00 | 8.00 to 12.00 | 8.00 to 12.00 | 8.00 to 12.00 |
| Worming (dependant on size of the dog) | | OS | 8.00 to 13.00 | 8.00 to 13.00 | 8.00 to 13.00 | 8.00 to 13.00 |
| Vaccination charge | | OS | 25.00 | 25.00 | 25.00 | 25.00 |
| Pollution Environmental Health | | | | | | |
| Contaminated land search fee | | OS | 150.00 | 150.00 | 153.00 | 153.00 |
| Hourly fee for works in default (returning seized goods and removal of fly posting) | | OS | 15.00 | 15.00 | 15.30 | 15.30 |
| Food and Safety | | | | | | |
| Certificate for voluntary surrender of unfit food (Including 1 hour officer time) | | OS | 92.00 | 92.00 | 94.00 | 94.00 |
| Plus officer time per additional hour | | OS | 42.00 | 42.00 | 43.00 | 43.00 |
| Food export certificate | | OS | 140.00 | 140.00 | 45.00 | 45.00 |
| Plus additional charge per consignment where inspection is required | | | | | 90.00 | 90.00 |
| Food Hygiene course - fee per person | | E | 60.00 | 60.00 | 60.00 | 60.00 |
| Food Hygiene Scheme - re-rating | per application | E | 130.00 | 130.00 | 130.00 | 130.00 |
| Private Water Supply Sampling | | | | | | |
| Risk assessments(If carried out by contractor) | per hour | OS | 52.50 | 52.50 | 52.50 | 52.50 |
| Risk assessments(If carried out by SDC staff) | per hour | OS | 26.30 | 26.30 | 26.30 | 26.30 |
| Mileage | per mile | OS | 0.60 | 0.60 | 0.60 | 0.60 |
| Sampling | per visit | OS | 56.30 | 56.30 | 56.30 | 56.30 |
| Analysis and courier (first sample) | first sample | OS | 16.30 | 16.30 | 16.30 | 16.30 |
| Additional sample | each | OS | 5.50 | 5.50 | 5.50 | 5.50 |
| Caravan Site Licensing | | | | | | |
| New application | Band A (single pitch) | E | 0.00 | 0.00 | 0.00 | 0.00 |
| New application | Band B (2 - 10 pitches) | E | 528.00 | 528.00 | 538.00 | 538.00 |
| New application | Band C (11 - 25 pitches) | E | 614.00 | 614.00 | 626.00 | 626.00 |
| New application | Band D (26 - 50 pitches) | E | 757.00 | 757.00 | 772.00 | 772.00 |
| New application | Band E (51 - 100 pitches) | E | 1,021.00 | 1,021.00 | 1,041.00 | 1,041.00 |
| New application | Band F (101 - 200 pitches) | E | 1,565.00 | 1,565.00 | 1,596.00 | 1,596.00 |
| New application | Band G (201 - 400 pitches) | E | 2,638.00 | 2,638.00 | 2,690.00 | 2,690.00 |
| New application | Band H (401 - 800 pitches) | E | 4,783.00 | 4,783.00 | 4,878.00 | 4,878.00 |
| Annual fee | Band A | E | 0.00 | 0.00 | 0.00 | 0.00 |
| Annual fee | Band B | E | 313.00 | 313.00 | 319.00 | 319.00 |
| Annual fee | Band C | E | 399.00 | 399.00 | 407.00 | 407.00 |

Discretionary Fees and Charges 2020/21

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APPENDIX 2

| Service | Further Information | VAT Category | Charges for 2019/20 | Charges for 2019/20 | Charges for 2020/21 | Charges for 2020/21 |
|------------|-----------------------|--------------|-------------------------------|-----------------------------|-------------------------------|-----------------------------|
| | | | Net of VAT if applicable £ | with VAT if applicable £ | Net of VAT if applicable £ | with VAT if applicable £ |
| Annual fee | Band D | E | 542.00 | 542.00 | 552.90 | 552.90 |
| Annual fee | Band E | E | 807.00 | 807.00 | 823.20 | 823.20 |
| Annual fee | Band F | E | 1,350.00 | 1,350.00 | 1,377.00 | 1,377.00 |
| Annual fee | Band G | E | 2,423.00 | 2,423.00 | 2,471.50 | 2,471.50 |
| Annual fee | Band H | E | 4,569.00 | 4,569.00 | 4,660.40 | 4,660.40 |
| Transfer | Band A | E | 0.00 | 0.00 | 0.00 | 0.00 |
| Transfer | Band B to Band H | E | 58.00 | 58.00 | 59.00 | 59.00 |
| Amendment | Band A (single pitch) | E | 0.00 | 0.00 | 0.00 | 0.00 |
| Amendment | Band B to Band H | E | 81.00 | 81.00 | 82.60 | 82.60 |
| Site rules | Band A (single pitch) | E | 0.00 | 0.00 | 0.00 | 0.00 |
| Site rules | Band B to Band H | E | 39.00 | 39.00 | 39.50 | 39.50 |

FINANCE, CUSTOMER & SUPPORT SERVICES

Street Naming and Numbering

| | | | | | | |
|-------------------------------------|--|----|--------|--------|--------|--------|
| Changing a property address | | OS | 57.00 | 57.00 | 80.00 | 80.00 |
| Registering a new property | | OS | 114.00 | 114.00 | 135.00 | 135.00 |
| New Street/Building (2-10 units) | | OS | 217.00 | 217.00 | 280.00 | 280.00 |
| New Street/Building (11-19 units) | | OS | 354.00 | 354.00 | 390.00 | 390.00 |
| New Street/Building (>20 units) | | OS | 354.00 | 354.00 | 390.00 | 390.00 |
| Additional unit | | OS | 30.00 | 30.00 | 30.00 | 30.00 |
| Changing a street name | | OS | 571.00 | 571.00 | 735.00 | 735.00 |
| Provision of historical information | | OS | 239.00 | 239.00 | 245.00 | 245.00 |

Cemeteries

Purchase fees

| | | | | | | |
|--|--|----|----------|----------|----------|----------|
| Children not exceeding 12 | | OS | 202.00 | 202.00 | 247.00 | 247.00 |
| Person over 12 – purchase fee | | OS | 559.00 | 559.00 | 611.00 | 611.00 |
| Burial and Plot Fees (now included within above) | | OS | 1,038.00 | 1,038.00 | 0.00 | 0.00 |
| Green Burials (Hawkinge Only) | | OS | 1,008.00 | 1,008.00 | 1,008.00 | 1,008.00 |

Plot purchase, first internment & right to erect

| | | | | | | |
|---|--|----|--------|--------|--------|--------|
| Garden of remembrance (Lydd, Double Plot) | | OS | 610.00 | 610.00 | 610.00 | 610.00 |
| Garden of remembrance (New Romney, Double Plot) | | OS | 610.00 | 610.00 | 610.00 | 610.00 |
| Garden of remembrance (New Romney, Single Plot) | | OS | 382.00 | 382.00 | 382.00 | 382.00 |

Digging Fees

| | | | | | | |
|---------------------------------------|--|----|----------|----------|----------|----------|
| Children stillborn - No charge | | E | | | | |
| Person over 12 – single depth digging | | OS | 576.00 | 576.00 | 587.00 | 587.00 |
| Person over 12 – double depth | | OS | 855.00 | 855.00 | 872.00 | 872.00 |
| Person over 12 – triple depth | | OS | 1,145.00 | 1,145.00 | 1,168.00 | 1,168.00 |

Other Fees

| | | | | | | |
|---|--|----|----------|----------|----------|----------|
| Exhumation Fee (at cost) | | E | 1,219.00 | 1,219.00 | Variable | Variable |
| Internment of ashes | | OS | 144.00 | 144.00 | 147.00 | 147.00 |
| Late internment | | OS | 137.00 | 137.00 | 140.00 | 140.00 |
| Spreading of ashes | | OS | 49.00 | 49.00 | 50.00 | 50.00 |
| Scattering of ashes under turf | | OS | 144.00 | 144.00 | 147.00 | 147.00 |
| Re-open fee | | OS | 87.00 | 87.00 | 89.00 | 89.00 |
| Add. inscription | | OS | 74.00 | 74.00 | 75.00 | 75.00 |
| Use of chapel | | OS | 142.00 | 142.00 | 145.00 | 145.00 |
| Memorials – 6 X 3 | | OS | 246.00 | 246.00 | 251.00 | 251.00 |
| Vases | | OS | 94.00 | 94.00 | 96.00 | 96.00 |
| Kerbs | | OS | 437.00 | 437.00 | 446.00 | 446.00 |
| Laying down unsafe memorial | | OS | 124.00 | 124.00 | 127.00 | 127.00 |
| Standard cost of a donated memorial bench, new plaque and 10 years mtce | | OS | 1,530.00 | 1,530.00 | 1,591.00 | 1,591.00 |

Discretionary Fees and Charges 2020/21

VAT KEY

OS
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| Service | Further Information | VAT Category | Charges for 2019/20 | Charges for 2019/20 | Charges for 2020/21 | Charges for 2020/21 |
|--|---------------------|--------------|-------------------------------|-----------------------------|-------------------------------|-----------------------------|
| | | | Net of VAT if applicable £ | with VAT if applicable £ | Net of VAT if applicable £ | with VAT if applicable £ |
| Standard cost of a refurbished donated memorial bench, new plaque and 10 years mtce | | OS | 900.00 | 900.00 | 936.00 | 936.00 |
| Standard cost of a refurbished donated memorial bench, existing plaque and 10 years mtce | | OS | 790.00 | 790.00 | 822.00 | 822.00 |
| Deed of grant | | E | 40.00 | 40.00 | 41.00 | 41.00 |
| Transfer of Deed of Grant | | E | 103.00 | 103.00 | 105.00 | 105.00 |
| Maintenance | | E | 97.00 | 97.00 | 99.00 | 99.00 |
| Reserved plot surcharge on use | | OS | 80.00 | 80.00 | 82.00 | 82.00 |
| Reservation fee | | OS | 80.00 | 80.00 | 82.00 | 82.00 |
| Family History Request - per request up to 3 names | | E | 30.00 | 30.00 | 31.00 | 31.00 |
| Family History Request - per request more than 3 names | | E | 60.00 | 60.00 | 61.00 | 61.00 |
| Replacement headstones - administration fee | | E | 50.00 | 50.00 | 51.00 | 51.00 |
| Burial where ashes are added - administration fee | | E | 50.00 | 50.00 | 51.00 | 51.00 |
| Mixing of two ashes - administration fee | | E | 50.00 | 50.00 | 51.00 | 51.00 |
| Public Health Funerals | | | 0.00 | 0.00 | 300.00 | 300.00 |

Discretionary Fees and Charges 2020/21
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| Service | Further Information | VAT Category | Charges for 2019/20 | Charges for 2019/20 | Charges for 2020/21 | Charges for 2020/21 |
|---|---|--------------|-------------------------------|-----------------------------|-------------------------------|-----------------------------|
| | | | Net of VAT if applicable £ | with VAT if applicable £ | Net of VAT if applicable £ | with VAT if applicable £ |
| Hiring of council meeting rooms for all non Folkestone & Hythe District Council meetings/functions | | | | | | |
| <i>KALC (Kent Association of Local Councils) and relevant voluntary/Charity organisations 100% discount</i> | | | | | | |
| Council Chamber | Basic Hourly rate | E | 35.80 | 35.80 | 35.80 | 35.80 |
| Council Chamber | Hourly rate after 9pm week day evenings & Saturday (including Civic Warden fee) | E | 60.60 | 60.60 | 60.60 | 60.60 |
| Council Chamber | Hourly rate for Sundays & Bank Holidays (including Civic Warden fee) | E | 67.10 | 67.10 | 67.60 | 67.60 |
| Boulogne and Middleburg Room | Basic Hourly rate | E | 26.60 | 26.60 | 26.60 | 26.60 |
| Boulogne and Middleburg Room | Hourly rate after 9pm week day evenings & Saturday (including Civic Warden fee) | E | 50.30 | 50.30 | 51.90 | 51.90 |
| Boulogne and Middleburg Room | Hourly rate for Sundays & Bank Holidays (including Civic Warden fee) | E | 56.90 | 56.90 | 58.50 | 58.50 |
| Other meeting rooms | Basic Hourly rate | E | 15.30 | 15.30 | 15.30 | 15.30 |
| Other meeting rooms | Hourly rate after 9pm week day evenings & Saturday | E | 40.10 | 40.10 | 40.60 | 40.60 |
| Other meeting rooms | Hourly rate for Sundays & Bank Holidays (including Civic Warden fee) | E | 46.60 | 46.60 | 47.20 | 47.20 |
| Use of drinks machine for non Folkestone & Hythe District Council meetings/functions | | | | | | |
| Per drink - Up to 30 persons | | S | 0.92 | 1.10 | 0.94 | 1.10 |
| 30 Persons or more | | S | 27.60 | 33.10 | 28.15 | 33.80 |
| General sale of documents / photocopying | | | | | | |
| Photocopying | per A4 sheet (black & white) | S | 0.12 | 0.15 | 0.12 | 0.15 |
| Photocopying | per A4 sheet (colour) | S | 0.16 | 0.20 | 0.16 | 0.20 |
| Photocopying | per A3 sheet (black & white) | S | 0.28 | 0.35 | 0.28 | 0.35 |
| Photocopying | per A3 sheet (colour) | S | 0.32 | 0.40 | 0.32 | 0.40 |
| Photocopying | per A1 sheet (black & white) | S | 3.00 | 3.60 | 3.00 | 3.60 |
| Photocopying | per A1 sheet (colour) | S | 3.50 | 4.00 | 3.50 | 4.00 |
| Photocopying | per A2 sheet (black & white) | S | 3.00 | 3.60 | 3.00 | 3.60 |
| Photocopying | per A2 sheet (colour) | S | 3.50 | 4.00 | 3.50 | 4.00 |
| Providing electronic copies (PDF or equivalent) | per sheet | S | 0.83 | 1.00 | 0.83 | 1.00 |
| Lost/Unreturned ID cards | | | | | | |
| Charge to staff | | E | 7.50 | 7.50 | 7.50 | 7.50 |
| Charge to contractors | | E | 7.50 | 7.50 | 7.50 | 7.50 |
| Court Costs | | | | | | |
| Summons & Liability Order - council tax | | E | 100.00 | 100.00 | 100.00 | 100.00 |
| Summons & Liability Order - business rates | | E | 174.00 | 174.00 | 174.00 | 174.00 |
| Failure to submit Completion of Means Enquiry Form | | E | 70.00 | 70.00 | 70.00 | 70.00 |