

AGENDA

EXTRAORDINARY COUNCIL MEETING

Date: Wednesday, 3 February 2021

Time: 7.00 pm

Venue: Virtual Meeting Via Skype*

RECORDING NOTICE

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At the start of the meeting the Chairman will confirm if all or part of the meeting is being audio recorded. The whole of the meeting will be recorded, except where there are confidential or exempt items.

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Quorum = 16

Pages

Information for the Public

*Members of the press and public can listen to this meeting live. Details of how to join the meeting will be added to the website after 4pm on 2 February 2021.

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dataprotectionofficer@swale.gov.uk or by calling 01795 417179.

1. Apologies
2. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

(c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the room while that item is considered.

Advice to Members: If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

3. Review of Fees & Charges 2021/22 3 - 76
4. Swale Borough Local Plan Review pre-submission consultation draft (to follow)

Issued on Monday, 25 January 2021

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of Council, please visit www.swale.gov.uk

**Chief Executive, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

Council	Agenda Item: 3
Meeting Date	03 February 2021
Report Title	Review of Fees & Charges 2021/22
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance
SMT Lead	Nick Vickers, Chief Financial Officer
Head of Service	Nick Vickers, Chief Financial Officer
Lead Officer	Caroline Frampton, Principal Accountant and Lyn Stringer, Insurance Officer
Key Decision	Yes
Classification	Open
Forward Plan	Reference number:
Recommendations	<ol style="list-style-type: none"> 1. To agree the proposed fees and charges 2021/22 as set out in this report. 2. Regarding Pest Control agree that that delegated authority be given to the Head of Commissioning, Environment and Leisure Services in consultation with the Chief Financial Officer and the Cabinet Member for Environment to amend the fees and charges and/or the wording to the Pest Control charges based on the outcomes from industry research and expressions of interest over the coming months, and to implement the revised charges to reflect any new pest control contract start dates (which may be before or after the 1 April 2021). If a suitable contract is not deemed viable, these fees and charges will be removed.

1. Purpose of Report and Executive Summary

- 1.1 This report has previously been considered by Cabinet on 28 October and Scrutiny Committee on 18 November. Whilst Scrutiny Committee did not make any specific recommendations there were a number of changes which were agreed and these are shown in mark up in the report (questions and responses attached in Appendix I). There is also a change to the charges for travelling fairs at the request of the Deputy Leader and Cabinet Member for Planning.
- 1.2 All the charges included in this report under the Council's control will take effect from 1 April 2021.

- 1.3 Appendix II details proposals on a service-by-service basis for the level of fees to be charged in 2021/22 on those services where this Council sets the charges. Appendix III sets out the fees and charges which are set nationally by Government. Appendix IV details the 2020/21 budget for fees and charges for services.
- 1.4 We need to ensure that for discretionary services, where there is a choice over whether the local resident does choose to buy the service, they pay a level which covers costs and is reasonable in comparison to neighbouring councils.

2. Background

- 2.1 In 2020/21 the fees and charges budget covered by this report where the Council sets the level of fees or charges was £3,879k (see Appendix III). Fees and charges income, particularly from car parking, will be heavily impacted in this financial year by the consequences of covid 19. The return to the Ministry of Housing, Communities and Local Government (MHCLG) forecasts a reduction of £1.2 million this year in fees and charges income.
- 2.2 Managers and all service areas were asked to review the current schedule of fees and charges for the forthcoming financial year.
- 2.3 Authorities have a statutory duty to ensure fees are set in accordance with the Local Government Act 2003. This allows local authorities to charge for discretionary services. Discretionary services are those services that a council has the power to, but is not obliged to, provide. A pre-condition to charging is the person has to agree to the provision of the service, and they are prepared to pay for it. Some charges depend on relevant consultation being carried out by the service concerned.

3. Proposals

- 3.1 Appendix I details the proposed fees and charges to be set by the Council for 2021/22 and Appendix III those that are set by Government.
- 3.2 Heads of Service were advised that any indexation be based on the Consumer Price Index (June 0.6%) be used and rounded to the nearest 10 pence.

4. Alternative Options

- 4.1 The alternative would be to propose a general flat rate increase or no increases in fees or charges. These alternatives are not recommended as they would fail to take into account statutory requirements, individual circumstances, or the increased cost of delivering services.

5. Consultation Undertaken or Proposed

- 5.1 Any necessary consultation will be undertaken by the managers of the relevant service area.

- 5.2 There will be specific consultation required on changes to hackney carriages charges.
- 5.3 Scrutiny Committee considered the proposals on 18 November 2020 before submission to this Council meeting.

6. Implications

Issue	Implications
Corporate Plan	The income from fees and charges is a key component of the Council's budget and is key to supporting the Corporate Plan objectives.
Financial, Resource and Property	Work will continue on the detailed impact of the proposals. In proposing the new charges, consideration has been given to the likely impact on income levels given the anticipated response of service users to increases in charges.
Legal and Statutory	All proposals for charges reflect the relevant legislation.
Crime and Disorder	None identified.
Environment and Sustainability	None identified.
Health and Wellbeing	None identified.
Risk Management and Health and Safety	None identified.
Equality and Diversity	Where there are underlying policy issues to any proposed changes in charges, these will be supported by a service equality impact assessment, and any necessary mitigations undertaken.
Privacy and Data Collection	None identified

7. Appendices

- 7.1 The following documents are to be published with this report and form part of the report:
- Appendix I: Scrutiny Committee questions and responses.
 - Appendix II: Proposed fees and charges for 2021/22 set by the Council
 - Appendix III: Fees and charges set nationally by Government
 - Appendix IV: Summary of fee income for 2020/21 budget

8. Background Papers

None.

Scrutiny Committee 18 November 2020 – Fees and Charges Questions

Question	Response
P8 what does the 12.5% refer to? GP	12.5% is the fee that our Staying put Service charge for their service in dealing with a disabled facilities grant on behalf of a client. The fee is calculated based on the cost of grant works undertaken and is paid for as part of the grant. The amount is in line with the other Home Improvement Agency acting on behalf of other councils in Kent. The fee covers the costs of running the service in any normal year. The client does not need to use this service and can opt for anyone else if they choose so the amount needs to be competitive and not so expensive that it reduces the amount of grant available to undertake the disabled adaptations needed.
P11 What is a Con29?	CON29 is a set of standard enquiries which are usually made when buying a property these include matters such as major road proposals, traffic schemes and road adoption status.
P16 Season ticket £250 - add text that excludes Bourne Place	N/A
P22 new category of local travelling fairs to be added	N/A
P35 with the UK leaving the EU the differentiation between EU and non EU should be taken out	N/A
P43-48 charges to betting premises to be increased to the max	N/A
P49 do we issue any pleasure boat licences and if so to whom	One issued to Mr Jarvis who carries out trips from the island.
P50 pavement licenses	Pavement Licences are the new responsibility for tables and chairs that we had to quickly get processes in place following the Business and Planning Act 2020 coming in to force from July 2020. This is currently our responsibility until 30/09/21. They are issued for 12 months and under KCC the fee was £190.
P52 Swale House room hire - these need to be revised for 2022/23 to reflect the refurb	N/A
P53 Guildhall is the pm session afternoon and evening i.e. twice as long as am	The session time is 4 hours. Any booking exceeding this time is charged at an additional £10 per hour.

Scrutiny Committee 18 November 2020 – Fees and Charges Questions

Question	Response
P54 how is new mobile home site defined and how have we calculated the charges GP	A new mobile home site, is any new site known as a relevant protected site that is granted planning permission for permanent all year round residency and requires a licence under the Caravan Sites and Control of Development Act 1960. The fee is based on officer hourly rate and time taken to process the application as in accordance with legislation and government guidance.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Housing Services (C Hudson)							
Home Inspection for Immigration Application Fee							
Requests received to inspect and provide report on suitability of proposed home in connection with immigration applications	120.00	24.00	144.00	123.00	24.60	147.60	The charges reflect officer time and the increase reflects officer hourly rate rounded up. This is a discretionary service that we offer in line with most other authorities, there is little demand for the service but it is competitively priced to provide a service for residents who may wish to get independent confirmation of their property's fitness for the immigration authorities.
Staying Put Handyperson Rates							
Hourly rate for a handyperson	13.50	2.70	16.20	13.50	2.70	16.20	Need to maintain current fee as costs were agreed in the contract with Kent County Council (KCC) supporting people.
Subsidised hourly rate for a handyperson – client in receipt of benefits	5.00	1.00	6.00	5.00	1.00	6.00	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Private disabled works (household not eligible for Disabled Facilities Grant)	150.00	0.00	150.00	150.00	0.00	150.00	Maintain the current fee.
Disabled Facilities Grant (DFG) fee (statutory % charge)	12.5%			12.5%			Maintain the current fee which is a good rate and is the same as other agencies in Kent or higher. The client is free to choose other agencies if they wish so this keeps us competitive.
Alleygate Key							
Fee	17.92	3.58	21.50	17.92	3.58	21.50	No price increase.
Town Centre Licence							
Licence for large events of 10,000 people or more	500.00	0.00	500.00	500.00	0.00	500.00	No price increase.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Planning (J Freeman)							
Pre-Application Planning Advice							
Meetings							
Very large major	2,500.00	500.00	3,000.00	2,750.00	550.00	3,300.00	10% increase – to recognise cost of providing service.
Major	1,666.66	333.34	2,000.00	1,833.33	366.67	2,200.00	As above.
Minor	416.67	83.33	500.00	458.33	91.67	550.00	As above.
Other (excluding householders and listed buildings)	125.00	25.00	150.00	137.50	27.50	165.00	As above.
Charities, voluntary groups and parish councils	0.00	0.00	0.00	0.00	0.00	0.00	
Works/repairs to listed buildings	0.00	0.00	0.00	0.00	0.00	0.00	
Letters							
Very large major	833.33	166.67	1,000.00	916.67	183.33	1,100.00	10% increase – to recognise cost of providing service.
Major	416.67	83.33	500.00	458.34	91.67	550.00	As above.
Minor	208.33	41.67	250.00	229.16	45.83	275.00	As above.
Other (excluding householders and listed buildings)	62.50	12.50	75.00	68.75	13.75	82.50	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Householder	41.67	8.33	50.00	45.84	9.17	55.00	As above.
Charities, voluntary groups and parish councils	0.00	0.00	0.00	0.00	0.00	0.00	
Works/repairs to listed buildings	0.00	0.00	0.00	0.00	0.00	0.00	
Very large major: over 200 dwellings or 4 hectares. Commercial over 10,000m ² or 2 hectares							
Major: 10-199 dwellings or less than 4 hectares. Commercial 1,000m ² - 9,999m ² or less than 2 hectares							
Minor: 1-9 dwellings or less than 0.5 hectares. Commercial less than 1,000m ² or 1 hectare							
Complaints made under the High Hedges Legislation							
Standard fee	500.00	0.00	500.00	550.00	0.00	550.00	10% increase – to recognise cost of providing service.
Planning Portal							
The Planning Portal will be charging a £20 (£16.67 + VAT) service charge payable by applicants on any planning application that attracts a fee. Applications that do not attract a fee will not incur this service charge.							
Planning Photocopying Charges							
	Charges per page			Charges per page			
A4 Black/white	0.17	0.03	0.20	0.17	0.03	0.20	
A3 Black/white	0.25	0.05	0.30	0.25	0.05	0.30	

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
A2 Or larger	3.33	0.67	4.00	3.33	0.67	4.00	
A4 Colour	1.67	0.33	2.00	1.67	0.33	2.00	
A3 Colour	2.50	0.50	3.00	2.50	0.50	3.00	
Local Land Charges							
Official Searches							
LLC1 only	40.00	0.00	40.00	40.00	0.00	40.00	No increase proposed.
LLC1 only - additional parcel	11.00	0.00	11.00	11.00	0.00	11.00	As above.
Con 29	100.00	20.00	120.00	100.00	20.00	120.00	As above.
Con 29 - additional parcel	17.50	3.50	21.00	17.50	3.50	21.00	As above.
Standard search (LLC1 & Con29)	140.00	20.00*	160.00	140.00	20.00*	160.00	As above.
Standard search (LLC1 & Con29) - additional parcel	28.50	3.50*	32.00	28.50	3.50*	32.00	As above.
Part II enquiry - Con29 questions 4-21	12.50	2.50	15.00	12.50	2.50	15.00	As above.
Part II enquiry - Con29 question 22	25.00	5.00	30.00	25.00	5.00	30.00	As above.
Additional questions	19.00	3.80	22.80	19.00	3.80	22.80	As above.
*VAT applicable only to the Con29 part of the charge.							
Personal Searches							
Enhanced Personal Search	15.00	0.00	15.00	15.00	0.00	15.00	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
1.1 (a-l) (Planning)	6.00	1.20	7.20	6.00	1.20	7.20	As above.
1.1 (J, K, L) (Building Regulations)	6.00	1.20	7.20	6.00	1.20	7.20	As above.
2.1 (b-d)	5.00	1.00	6.00	5.00	1.00	6.00	As above.
3.1 Land for public purpose	3.00	0.60	3.60	3.00	0.60	3.60	As above.
3.3 Drainage matters	3.00	0.60	3.60	3.00	0.60	3.60	As above.
3.5 Railway schemes	3.00	0.60	3.60	3.00	0.60	3.60	As above.
3.7 Outstanding Notices	10.00	2.00	12.00	10.00	2.00	12.00	As above.
3.8 Building Regulations Contravention	3.00	0.60	3.60	3.00	0.60	3.60	As above.
3.9 Enforcement	6.00	1.20	7.20	6.00	1.20	7.20	As above.
3.10 CILs	4.00	0.80	4.80	4.00	0.80	4.80	As above.
3.12 Compulsory purchase	3.00	0.60	3.60	3.00	0.60	3.60	As above.
3.13b Contaminated land	3.00	0.60	3.60	3.00	0.60	3.60	As above.
3.13c Contaminated land	3.00	0.60	3.60	3.00	0.60	3.60	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Commissioning, Environment and Leisure							
(M Cassell)							
Car Parks and Season Tickets							
All Swale Borough Council car parks are free to use between 6pm and 8am Monday to Sunday							
Short Stay Covering							
Faversham: Central car park (season tickets for business only), Institute Road car park (no season tickets)							
Sittingbourne: Albany Road, Central Avenue, Crown Quay Lane, The Forum, The Swallows, Swale House (weekends only), The Forum (business only), Station Street (up to 2 hours only)							
Sheerness (no season tickets): Rose Street (including land adjacent to Wood Street), Trinity Place, Beachfields							
Up to 30 minutes	0.42	0.08	0.50	0.42	0.08	0.50	No change proposed.
Up to 1 hour	0.83	0.17	1.00	0.83	0.17	1.00	As above.
Up to 2 hours	1.67	0.33	2.00	1.67	0.33	2.00	As above.
Up to 4 hours	3.33	0.67	4.00	3.33	0.67	4.00	As above.
Season per quarter (for business only Central car park, Faversham/ Forum, Sittingbourne)	195.83	39.17	235.00	195.83	39.17	235.00	As above.
Electric vehicle parking/charging tariff per hour	0.83	0.17	1.00	0.83	0.17	1.00	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Bourne Place Multi-Storey Car Park							
The charge is for ALL parking bays including disabled and parent/child bays Patrons of Light Cinema will have free parking all day on Sundays							
Charges apply from date of opening							
Up to 30 minutes	0.42	0.08	0.50	0.42	0.08	0.50	No increase proposed.
Up to 1 hour	0.83	0.17	1.00	0.83	0.17	1.00	As above.
Up to 2 hours	1.67	0.33	2.00	1.67	0.33	2.00	As above.
Up to 3 hours	2.50	0.50	3.00	2.50	0.50	3.00	As above.
Up to 4 hours	3.33	0.67	4.00	3.33	0.67	4.00	As above.
Up to 5 hours	4.17	0.83	5.00	4.17	0.83	5.00	As above.
Up to a maximum of 6 hours	5.00	1.00	6.00	5.00	1.00	6.00	As above.
Over 6 hours (within 24 hour period)	5.83	1.17	7.00	5.83	1.17	7.00	As above.
Lost ticket	N/A	N/A	N/A	5.83	1.17	7.00	Charge already in place mid-year but formalising in fees and charges.
Season ticket per quarter (subject to a maximum capacity)	N/A	N/A	N/A	195.83	39.17	235.00	New addition – limited number will be issued to maintain capacity for Bourne Place leisure facilities.
Travelodge							
(Preferential rate for hotel guests (for 24 hours))	2.50	0.50	3.00	2.50	0.50	3.00	Contracted to stay the same.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Long Stay Covering							
Faversham: Partridge Lane, Queens Hall Sittingbourne: Spring Street, St Michael's Road, Bell Road Sheerness: Albion Place, Beach Street, Bridge Road, Cross Street, Trinity Road							
Up to 30 minutes	0.42	0.08	0.50	0.42	0.08	0.50	No change proposed.
Up to 1 hour	0.83	0.17	1.00	0.83	0.17	1.00	As above.
Up to 2 hours	1.67	0.33	2.00	1.67	0.33	2.00	As above.
Up to 4 hours	3.33	0.67	4.00	3.33	0.67	4.00	As above.
Over 4 hours	4.17	0.83	5.00	4.17	0.83	5.00	As above.
Season per month (long stay car park)	73.33	14.67	88.00	73.33	14.67	88.00	As above.
Season per quarter (long stay car park)	195.83	39.17	235.00	195.83	39.17	235.00	As above.
Long Stay Covering							
Sittingbourne: Cockleshell Walk							
Up to 30 minutes	0.42	0.08	0.50	0.42	0.08	0.50	No change proposed.
Up to 1 hour	0.83	0.17	1.00	0.83	0.17	1.00	No change proposed.
Up to 2 hours	1.67	0.33	2.00	1.67	0.33	2.00	As above.
Up to 4 hours	2.50	0.50	3.00	2.50	0.50	3.00	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Over 4 hours	3.33	0.67	4.00	3.33	0.67	4.00	As above.
Season per month (long stay car park)	73.33	14.67	88.00	73.33	14.67	88.00	As above.
Season per quarter (long stay car park)	195.83	39.17	235.00	195.83	39.17	235.00	As above.
Leysdown: Promenade (seasonal) (all day between 1 March and 31 October)							
Up to 4 hours	1.75	0.35	2.10	1.75	0.35	2.10	No change proposed.
All day	2.83	0.57	3.40	2.83	0.57	3.40	As above.
Motorcycles	0.00	0.00	0.00	0.00	0.00	0.00	As above.
Season tickets (to be used at any long stay car park throughout the Borough - excluding Bourne Place)							
Season per quarter	208.33	41.67	250.00	208.33	41.67	250.00	No change proposed.
Replacement for lost, stolen or destroyed season tickets	8.34	1.67	10.00	8.34	1.67	10.00	As above.
All pay and display car parks – closure of parking bays through events or other activities	Price on application dependent on car park location, type of event (commercial – enthusiast – voluntary/ community) and local impact		Price on application dependent on car park location, type of event (commercial – enthusiast – voluntary/community) and local impact				

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Residents Only Parking Permits (off street) (5pm-9am evenings, weekends and bank holidays)							
Faversham: Central car park (residents of Cross Lane and Bank Street), Queens Hall (residents of Victoria Place and Dorset Place) Sheerness: Albion Place (residents of Harris Road, Portland Terrace and Albion Place), Cross Street (Sheerness town centre residents), Trinity Road (residents of Trinity Road only)							
Per quarter	17.08	3.42	20.50	17.08	3.42	20.50	No change proposed.
Sheerness: Delamark Road car park (residents only)							
Per quarter	12.92	2.58	15.50	12.92	2.58	15.50	No change proposed.
Residents' Parking Permits (on street)							
Per annum	45.00	0.00	45.00	45.00	0.00	45.00	No change proposed.
Visitors permit book (10 days)	11.00	0.00	11.00	11.00	0.00	11.00	As above.
Visitors parking permits (per day)	1.10	0.00	1.10	1.10	0.00	1.10	As above.
Hourly scratchcards (per hour)	1.10	0.00	1.10	1.10	0.00	1.10	As above.
Hourly scratchcards (per book of 10 hours)	10.00	0.00	10.00	10.00	0.00	10.00	No change proposed.
Business per annum	45.00	0.00	45.00	45.00	0.00	45.00	As above.
Nativity Close (exemption permit concession admin fee)	30.00	0.00	30.00	30.00	0.00	30.00	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Residents/Business/Exemption permit concessions. Replacement permit for lost, stolen or destroyed permits	10.00	0.00	10.00	10.00	0.00	10.00	As above.
<i>Dispensation / Waivers</i>							
Maximum 1 day	11.00	0.00	11.00	11.00	0.00	11.00	No change proposed.
Maximum 1 week	33.00	0.00	33.00	33.00	0.00	33.00	As above.
Maximum 3 months	55.00	0.00	55.00	55.00	0.00	55.00	As above.
Suspension admin fee	70.00	0.00	70.00	70.00	0.00	70.00	As above.
Sports Facilities							
<i>With changing facilities and showers</i>							
- Senior	62.58	12.52	75.10	63.00	12.60	75.60	Indexation applied. Comparable with Medway and Maidstone.
- Under 18s	20.92	4.18	25.10	21.00	4.20	25.20	Indexation applied.
- Under 16s & mini soccer	15.67	3.13	18.80	15.75	3.15	18.90	As above.
<i>With changing facilities only</i>							
- Senior	52.17	10.43	62.60	52.50	10.50	63.00	As above.
- Under 18s	17.42	3.48	20.90	17.50	3.50	21.00	As above.
- Under 16s & mini soccer	14.75	2.95	17.70	14.80	2.96	17.80	Indexation applied. Rounded up.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
With no facilities							
- Senior	35.67	7.13	42.80	35.90	7.18	43.10	Indexation applied. Rounded up.
- Under 18s	15.58	3.12	18.70	15.67	3.13	18.80	Indexation applied. Rounded down.
- Under 16s & mini soccer	9.58	1.92	11.50	9.60	1.92	11.50	Indexation applied. Rounded down resulting in no change.
Block bookings of 10 or more series of lets is VAT exempt. Varies based on prices above minus VAT.							
Allotments							
Plots of 10 rods & pro rata	43.80	0.00	43.80	44.10	0.00	44.10	Indexation applied.
Plots of 10 rods & pro rata (OAPs/Disabled)	21.90	0.00	21.90	22.10	0.00	22.10	As above.
King George's Pavilion							
Main hall/tea room (hourly rate) (minimum hire 1 hour)							
Mon-Sun (9am-midnight)	10.00	0.00	10.00	10.10	0.00	10.10	As above.
Playgroups (per morning)	25.00	0.00	25.00	25.20	0.00	25.20	As above.
Tea room – for children's parties only (per hour) minimum 1 hour hire							
	8.00	0.00	8.00	8.10	0.00	8.10	As above.
Caretaking services – set up and clear away: standard tables and/or chairs	6.00	0.00	6.00	6.10	0.00	6.10	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Refundable deposits	150.00	0.00	150.00	150.00	0.00	150.00	No increase.
Bank Holidays, New Year's Eve	Double the standard rate			Double the standard rate			
Cemeteries Burial Fees							
<i>Exclusive Right of Burial, Interment, Memorial & Re-inscription Permits</i>							
1 st Burial Sittingbourne, Faversham & Murston	1,933.00	0.00	1,933.00	1,944.60	0.00	1,944.60	Indexation applied.
1 st Burial Sheppey and Iwade	1,773.00	0.00	1,773.00	1,783.60	0.00	1,783.60	As above.
1 st Burial if no use of previously purchased grave Sittingbourne, Faversham & Murston	963.00	0.00	963.00	968.80	0.00	968.80	As above.
1 st Burial if no use of previously purchased grave Sheppey	796.00	0.00	796.00	800.80	0.00	800.80	As above.
2 nd Burial Sittingbourne, Faversham & Murston	796.00	0.00	796.00	800.80	0.00	800.80	As above.
2 nd Burial Sheppey and Iwade	658.00	0.00	658.00	662.00	0.00	662.00	As above.
3 rd Burial Sittingbourne, Faversham & Murston	658.00	0.00	658.00	662.00	0.00	662.00	As above.
<i>Cremated Remains (all sites)</i> <i>(includes Exclusive Rights to Burial, Interment, Memorial & Re-inscription Permit)</i>							
1 st Burial	594.00	0.00	594.00	612.70	0.00	612.70	Fee adjustment plus inflation.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
1 st Burial (where no use has been made of previously purchased grave)	216.00	0.00	216.00	222.30	0.00	222.30	Fee adjustment plus inflation.
2 nd Burial	216.00	0.00	216.00	222.30	0.00	222.30	As above.
3 rd Burial	216.00	0.00	216.00	222.30	0.00	222.30	As above.
4 th Burial	216.00	0.00	216.00	222.30	0.00	222.30	As above.
Burial of loose ashes	100.00	0.00	100.00	103.60	0.00	103.60	As above.
Child Burial							
Under 18 years of age	0.00	0.00	0.00	Covered by Children's Funeral Fund for England. Subject to criteria.			Not strictly a new charge, it is a change in the way we claim back costs from Central Government.
Ancillary Services							
Issue of letter of confirmation where deed is lost	62.00	0.00	62.00	62.40	0.00	62.40	Indexation applied.
Use of chapel in Sittingbourne	87.00	0.00	87.00	87.50	0.00	87.50	As above.
Use of chapel in Faversham	118.00	0.00	118.00	118.70	0.00	118.70	As above.
Planted grave (per annum)	118.00	0.00	118.00	118.70	0.00	118.70	As above.
Turfed grave	At cost			At cost			
Transfer of deed ownership	62.00	0.00	62.00	62.40	0.00	62.40	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Record search & certificate (each grave)	31.00	0.00	31.00	31.20	0.00	31.20	As above.
Extra cost of large coffin or casket (measuring 30 inches or more)	160.00	0.00	160.00	161.00	0.00	161.00	As above.
Exhumation of coffin	1,600.00	0.00	1,600.00	1,609.60	0.00	1,609.60	As above.
Exhumation of cremated remains	297.00	0.00	297.00	298.80	0.00	298.80	As above.
Other services (vatable)	At cost			At cost			
Non-residents of Swale (not living in Swale at time of death or have not been a resident of Swale for at least 15 consecutive years) required to pay double the costs set out above (except child burials)							
Memorial Bench (Seafronts & Green Space, Excludes Cemeteries)							
Memorial bench with basic installation	652.17	130.43	782.60	656.10	131.22	787.30	Indexation applied. Rounded down.
Memorial bench with concrete installation	826.08	165.22	991.30	831.00	166.20	997.20	Indexation applied.
Travelling Fairs							
Pitch premium for days open to the public only (per day)	900.00	0.00	900.00	905.50	0.00	905.50	As above.
Pitch premium for days open to the public only (per day) Local Operator	N/A	N/A	N/A	299.00	0.00	299.00	New discounted charge for local operators.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<i>Use of Council Land – Travelling Fairs</i>							
On site fee payable whether or not open to the public (including arrival and departure days)	57.30	0.00	57.30	57.90	0.00	57.90	As above.
On site fee payable whether or not open to the public (including arrival and departure days) Local Operator	57.30	0.00	57.30	19.10	0.00	19.10	As above.
Refundable deposit	600.00	0.00	600.00	600.00	0.00	600.00	No uplift.
<i>Use of Council Land – Travelling Shows</i>							
On site fee for days open to the public	200.00	0.00	200.00	201.20	0.00	201.20	Indexation applied.
On site fee payable when not open to the public (including arrival and departure days)	57.30	0.00	57.30	57.90	0.00	57.90	As above.
Refundable deposit	600.00	0.00	600.00	600.00	0.00	600.00	No uplift.
<i>Use of Council Land – Events</i>							
On site fee for small commercial events – day usage of open space	200.00	0.00	200.00	201.20	0.00	201.20	Indexation applied.
On site fee for large commercial events – day usage of open space	Price on Application			Price on Application			

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
On site fee for enthusiast event – day usage of open space	100.00	0.00	100.00	100.60	0.00	100.60	50% of commercial fee above.
On site fee for community/voluntary event – day usage of open space	0.00	0.00	0.00	0.00	0.00	0.00	
Refundable deposit	N/A	N/A	N/A	200.00	0.00	200.00	
Beach Hut Charges							
Locations now at Minster Leas and Leysdown							
Ground rental – beach hut owned	402.50	0.00	402.50	404.90	0.00	404.90	Indexation applied.
Annual rental	1,075.00	215.00	1,290.00	1,081.50	216.30	1,297.80	As above.
Refundable keys deposit	25.00	0.00	25.00	25.00	0.00	25.00	No increase.
Transfer of an owned beach hut licence	A fee of three times the ground rent or 10% of the sale value whichever is greatest		A fee of three times the ground rent or 10% of the sale value whichever is greatest				
Purchase of beach hut	Market price		Market price		A recent valuation was £12,000 for a Beach Hut.		
Access Over Open Space Licence							
Used for residential properties requiring access over our land to undertake works/deliveries etc.							
Standard fee	65.00	0.00	65.00	65.40	0.00	65.40	Indexation applied.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Traffic Regulation Order Applications							
<i>On application (yellow lines and changes to existing orders)</i>							
Small (1-30 consultations)	1,000.00	0.00	1,000.00	1,006.00	0.00	1,006.00	Indexation applied.
Medium (31-50 consultations)	1,200.00	0.00	1,200.00	1,207.20	0.00	1,207.20	As above.
Large (50+ consultations)	1,500.00	0.00	1,500.00	1,509.00	0.00	1,509.00	As above.
<i>On application (loading bays, single bays)</i>							
Small (1-30 consultations)	500.00	0.00	500.00	503.00	0.00	503.00	As above.
Medium (31-50 consultations)	750.00	0.00	750.00	754.50	0.00	754.50	As above.
Large (50+ consultations)	1,000.00	0.00	1,000.00	1,006.00	0.00	1,006.00	As above.
<i>No objections received (yellow lines and changes to existing orders)</i>							
All size consultations	500.00	0.00	500.00	503.00	0.00	503.00	As above.
<i>No objections received (loading bays, single bays)</i>							
All size consultations	250.00	0.00	250.00	251.50	0.00	251.50	As above.
<i>Objections received (Joint Transportation Board report)</i>							
All size consultations	250.00	0.00	250.00	251.50	0.00	251.50	As above.
<i>Progress/implement scheme (yellow lines and changes to existing orders)</i>							
Small (1-30 consultations)	500.00	0.00	500.00	503.00	0.00	503.00	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Medium (31-50 consultations)	600.00	0.00	600.00	603.60	0.00	603.60	As above.
Large (50+ consultations)	700.00	0.00	700.00	704.20	0.00	704.20	As above.
<i>Progress/implement scheme (loading bays, single bays)</i>							
Small (1-30 consultations)	100.00	0.00	100.00	100.60	0.00	100.60	As above.
Medium (31-50 consultations)	100.00	0.00	100.00	100.60	0.00	100.60	As above.
Large (50+ consultations)	100.00	0.00	100.00	100.60	0.00	100.60	As above.
Inclusion of new or amended waiting restrictions into Traffic Regulation Order	1,000.00	0.00	1,000.00	1,006.00	0.00	1,006.00	As above.
White Bar Markings							
Installation of new white bar marking across vehicle crossing	125.00	25.00	150.00	125.00	25.00	150.00	No change. Charging for these from August 2020.
Re-painting existing white bar marking across vehicle crossing	104.17	20.83	125.00	104.17	20.83	125.00	As above.
Street Naming & Numbering							
Changing or requesting new property	64.80	0.00	64.80	65.20	0.00	65.20	Indexation applied.
New street name	108.00	0.00	108.00	108.60	0.00	108.60	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
New street developments (4 or more properties/units) per property/unit with minimum charge of £180	44.20	0.00	44.20	44.50	0.00	44.50	As above.
Provision of historical information relating to street naming & numbering	27.60	0.00	27.60	27.80	0.00	27.80	As above.
Changing street name	664.50	0.00	664.50	668.50	0.00	668.50	As above.
Harbour Mooring Fees							
Faversham Town Quay per night	7.50	1.50	9.00	7.58	1.52	9.10	Indexation applied plus round up to nearest 10p.
Garden Waste Subscription (brown bins – domestic)							
Fortnightly collection of garden waste (excluding Christmas where service is suspended for 2 weeks). Fee includes hire of bin. Price is per annum	37.00	0.00	37.00	40.00	0.00	40.00	Bring fee closer in line with partners and neighbouring authorities. This is one of the lowest prices in Kent.
Bulky Waste Collections							
Charge covers up to 4 bulky items. If fridge/fridge-freezer, charge covers only one item, but any size	25.00	0.00	25.00	25.20	0.00	25.20	Inflation increase only.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Wheeled Bins							
Wheeled bins 140 litre	39.60	0.00	39.60	39.80	0.00	39.80	Inflation increase only.
Wheeled bins 180 litre	44.80	0.00	44.80	45.10	0.00	45.10	As above.
Wheeled bins 240 litre	44.80	0.00	44.80	45.10	0.00	45.10	As above.
Wheeled bins 1,100 litre	435.00	0.00	435.00	437.60	0.00	437.60	As above.
Lid in lid 140 litre food waste bin	78.20	0.00	78.20	78.70	0.00	78.70	As above.
Food waste container 23 litre	10.40	0.00	10.40	10.50	0.00	10.50	As above.
Kitchen caddy 5 litre	5.20	0.00	5.20	5.20	0.00	5.20	Inflation increase resulted in no change.
Note: Wheeled bins are non-vatable when supplied directly to a householder for domestic/household waste collection.							
Additional Litter Bins (each)							
Wybone 145 litre galvanised (fee does not include emptying the bin)	260.83	52.17	313.00	262.42	52.48	314.90	Inflation increase. Rounded up.
Bin Store Clearance							
Per occasion	125.00	0.00	125.00	125.80	0.00	125.80	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Wheeled Bins for Community Events							
Provision of wheeled bins for events (cost per occasion) – delivery/ collection charge	82.50	16.50	99.00	83.00	16.60	99.60	As above.
Wheeled bin hire (cost per bin)	10.42	2.08	12.50	10.50	2.10	12.60	As above.
Servicing of bins during event	Price on application		Price on application				
Radar Key for Disabled Toilets							
Fee	3.00	0.00	3.00	3.00	0.00	3.00	Inflation increase resulted in no change.
Environmental – Fixed Penalty Notices (FPN)							
Fly tipping	400.00 ¹	0.00	400.00 ¹	400.00¹	0.00	400.00¹	Already set at maximum permitted.
Householders duty of care – lack of care in disposal of waste	400.00 ¹	0.00	400.00 ¹	400.00¹	0.00	400.00¹	As above.
Refuse left out inappropriately	80.00	0.00	80.00	80.00	0.00	80.00	As above.
Littering and graffiti	150.00	0.00	150.00	150.00	0.00	150.00	As above.
Fly posting	150.00	0.00	150.00	150.00	0.00	150.00	As above.
Waste carrier offences	300.00	0.00	300.00	300.00	0.00	300.00	As above.
Failure to comply with a Community Protection Notice	100.00	0.00	100.00	100.00	0.00	100.00	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Breach of any Public Space Protection Orders (PSPOs)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
¹Reduced to £300.00 if paid in full within 10 days							
All of these Environmental FPN's are at the maximum allowed by the Government banding							
Animal Welfare Licensing							
The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 came into force on 1 October 2018. Charges have been calculated using the Local Government Association guidance document on locally set licence fees ('Open for Business').							
Part A - Covers the application and authorisation process.							
Part B - Is the cost for administering and enforcing the legislative framework.							
Boarding in Kennels for Dogs, Boarding for Cats, Day Care for Dogs, Home Boarding for Dogs, Breeding Dogs and Selling Animals as Pets							
(This fee applies to both arranging the provision of accommodation for other people's dogs and/or host families where dogs are boarded within the Borough.)							
Part A	211.00 ¹	0.00	211.00 ¹	212.30¹	0.00	212.30¹	Inflation increase only.
Part B	169.00	0.00	169.00	170.00	0.00	170.00	As above.
1 Star and 2 Star establishments - 1 year licence							
3 Star and 4 Star establishments - 2 year licence	282.00	0.00	282.00	283.70	0.00	283.70	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
5 Star establishments - 3 year licence	395.00	0.00	395.00	397.40	0.00	397.40	As above.
Hiring of Horses							
Part A	211.00 ¹	0.00	211.00 ¹	212.30¹	0.00	212.30¹	As above.
Part B 1 Star and 2 Star establishments - 1 year licence	169.00 ³	0.00	169.00 ³	170.00³	0.00	170.00³	As above.
3 Star and 4 Star establishments - 2 year licence	282.00 ²	0.00	282.00 ²	283.70²	0.00	283.70²	As above.
5 Star establishments - 3 year licence	395.00 ²	0.00	395.00 ²	397.40²	0.00	397.40²	As above.
Keeping or Training Animals for Exhibition							
Part A For a 3 year licence	211.00 ¹	0.00	211.00 ¹	212.30¹	0.00	212.30¹	As above.
Part B For a 3 year licence	395.00 ³	0.00	395.00 ³	397.40³	0.00	397.40³	As above.
Dangerous Wild Animal Licence							
Part A For a 2 year licence	211.00 ¹	0.00	211.00 ¹	212.30¹	0.00	212.30¹	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Part B For a 2 year licence	282.00 ³	0.00	282.00 ³	283.70³	0.00	283.70³	As above.
Zoo Licence (Please discuss your application with the Animal Control Officer prior to applying for a licence.)							
Part A For a 4 year licence	950.00 ²	0.00	950.00 ²	955.70²	0.00	955.70²	As above.
Part B For a 4 year licence	525.00 ³	0.00	525.00 ³	528.60³	0.00	528.60³	As above.
¹ Plus vet fees based upon an hourly rate (including travel time)							
² Plus vet fees for an initial inspection based upon an hourly rate (including travel time)							
³ Plus annual vet fees based upon an hourly rate (including travel time)							
Other Charges							
Licence renewals	Charged at the same rate as new applications			Charged at the same rate as new applications			
Request for re-inspection (for all licences) (plus vet fees if applicable)	90.00	0.00	90.00	90.50	0.00	90.50	As above.
Requests for Variations							
Administration amendment only	34.00	0.00	34.00	34.20	0.00	34.20	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Inspector visit (if required) (additional to administration charge)	56.00	0.00	56.00	56.30	0.00	56.30	As above.
Vet fees	Will be recharged based upon an hourly rate plus travel time			Will be recharged based upon an hourly rate plus travel time			
Stray Dog Collection							
Fee for collecting/returning stray dogs	30.00	0.00	30.00	35.00	0.00	35.00	The kennel used to house stray dogs is now based outside of the borough. The £5.00 increase reflects increased officer time.
Out of hours fee for collecting/returning stray dogs	40.00	0.00	40.00	45.00	0.00	45.00	As above.
Transport fee for returning dog to owner	25.00	0.00	25.00	30.00	0.00	30.00	As above.
Pest Control							
Rats (per visit) with a minimum of 2 visits required	24.17	4.83	29.00	25.00	5.00	30.00	These charges include inflation rounded up to the nearest pound to make them consistent with Maidstone BC fees and charges as we will be tendering in partnership for a new pest control contractor from January 2021.
Mice (per visit) with a minimum of 2 visits required	24.17	4.83	29.00	25.00	5.00	30.00	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Wasps per nest	48.75	9.75	58.50	50.00	10.00	60.00	As above.
Wasps per additional nest	8.33	1.67	10.00	9.17	1.83	11.00	As above.
Fleas and other household pests (up to 6 rooms)	58.33	11.67	70.00	59.17	11.83	71.00	As above.
Each additional room (up to 4)	8.33	1.67	10.00	9.17	1.83	11.00	As above.
Cockroaches in domestic premises (up to 6 rooms)	58.33	11.67	70.00	59.17	11.83	71.00	As above.
Each additional room (up to 4)	8.33	1.67	10.00	9.17	1.83	11.00	As above.
Ants, insects etc.	25.00	5.00	30.00	25.83	5.17	31.00	As above.
Bed bugs (up to 4 bedroom house). Anything larger will require a survey	233.33	46.67	280.00	238.33	47.67	286.00	As above.
Hourly charge for treatments carried out on industrial and commercial properties (hourly rate)	To be quoted by contractors on a job by job basis so as to remain competitive			To be quoted by contractors on a job by job basis so as to remain competitive			As above.
For treatments outside of normal office hours (hourly rate)	As above			As above			As above.
Woodworm, birds, death watch beetle, foxes, moles & squirrels	Price on application (surveys required)			Price on application (surveys required)			As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Environmental Health (T Beattie)							
Food Export Certificate							
For businesses already in receipt of Export Health Certificate (EHC) issued by Swale BC	120.00	0.00	120.00	121.00	0.00	121.00	Approximately 0.8% increase to reflect static fee for previous 2 years
For new businesses applying for export certificates	250.00	0.00	250.00	251.00	0.00	251.00	As above.
Admin charge for changes to certificate	25.00	0.00	25.00	25.50	0.00	25.50	Slight increase to reflect static fee for previous 2 years.
EHC for transit to destination country	30.00	0.00	30.00	35.00	0.00	35.00	No transit certificates have been issued. Other similar councils charge significantly more. Reference to Eu deleted.
Voluntary Surrender of Food							
Charge for food unfit for human consumption or unsuitable for sale	204.00	0.00	204.00	205.00	0.00	205.00	Document used by some companies to reclaim loss of food from insurance company or third party government exporters.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Chartered Institute of Environmental Health (CIEH) Level 2 Award Training in Food Safety in Catering							
Fee charged to food handlers for training in food hygiene	65.00	0.00	65.00	65.00	0.00	65.00	Minimal uptake of the course due to alternative cheaper on-line course availability plus impact of Covid 19. Maintain at current level to review uptake over further 12 month period.
Food Hygiene Rating Scheme							
Fee to food businesses for re-inspection and re-scoring	163.00	0.00	163.00	164.00	0.00	164.00	Rescore requests between 10 -15 per year.
Food Business Advice							
Fee to food businesses for pre-opening advice	N/A	N/A	N/A	45.84	9.16	55.00	Hourly rate for non-mandatory direct approach by a food business for advice on; <ul style="list-style-type: none"> Plans and layout of the food business. (including approved premises) setting up a new food business (pre start up advice) kitchen design advice or expanding an existing business.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Registration Fee under the Local Government (Miscellaneous Provision) Act							
(Relates to establishments offering cosmetic piercing, electrolysis, tattooing or acupuncture)							
Standard fee	319.00	0.00	319.00	320.00	0.00	320.00	Approximately 15 – 20 applications received per year.
Supplementary treatment registration fee (for additional beauty treatment registration inspection either at or after initial registration)	54.00	0.00	54.00	54.50	0.00	54.50	Fewer than 5 per year.
Tattoo and Beauty Treatment Events (falling within the Local Government (Miscellaneous Provisions) Act)	200.00	0.00	200.00	200.00	0.00	200.00	No increase due to impact of coronavirus on large gatherings potentially limiting this event for the foreseeable future. Currently no events planned in Swale district.
Tattoo and Beauty Treatment Event charge for Artists (new artist registrations)	25.00	0.00	25.00	25.00	0.00	25.00	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Requests for Environmental Information (e.g. Contaminated land)							
Charge per hour	N/A	N/A	N/A	45.84	9.16	55.00	New direct approach from consultant to review and approve either scope of works or completed report prior to submission. Written response and advice provided and site visits.
Requests for Enhanced Environmental Information for Contaminated Land and Professional Opinion							
Charge per hour	N/A	N/A	N/A	45.84	9.16	55.00	New charge to provide additional research into planning history to identify any contaminated land reports that may be connected to the site. Professional opinion on likelihood of site being subject to further investigation under P2A of the Environmental Protection Act 1990 based on information available to the council at the time of the request.
Charges for photocopying apply at 10p per page plus postage							

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Pre-Application Consultation for Environmental Health Advice for Acoustics, Air Quality, Contaminated Land Assessments							
Charge per hour	N/A	N/A	N/A	45.84	9.16	55.00	New direct approach from consultant to review and approve either scope of works or completed report prior to submission. Written response and advice provided and site visits.
Private Water Supplies Regulations 2016 & 2018 Amendments							
Risk assessment (hourly rate)	500.00	0.00	500.00	45.84	9.16	55.00	The charge setting arrangement has transferred to district authority from central government; the £500 was a maximum charge which now does not apply. The proposal is to cover costs based on an hourly officer charge.
Sampling (hourly rate)	100.00	0.00	100.00	45.84	9.16	55.00	Hourly officer charge.
Investigation (hourly rate)	100.00	0.00	100.00	45.84	9.16	55.00	Hourly officer charge.
Derogation request	100.00	0.00	100.00	45.84	9.16	55.00	Hourly officer charge.
Analysis – Group A – Laboratory charge passed directly to owner/ occupier/person requesting sample	25.00	0.00	25.00	25.00	0.00	25.00	Laboratory charge passed directly to owner/occupier/person requesting sample.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Analysis – Group B – Laboratory charge passed directly to owner/ occupier/person requesting sample	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Analysis – audit monitoring	500.00	0.00	500.00	500.00	0.00	500.00	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Resources							
(D Fackrell)							
Taxi Licensing							
Vehicle licence for 1 year	290.00	0.00	290.00	290.00	0.00	290.00	This fee rate came into effect in June 2017 following an extensive review. It is therefore not felt to be necessary to increase these charges for 2021/22.
Private Hire operator licence valid for 5 years	430.00	0.00	430.00	430.00	0.00	430.00	As above.
Licence and plate for temporary hire vehicle	40.00	0.00	40.00	40.00	0.00	40.00	As above.
Knowledge test – initial	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Knowledge test – re-sit	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Dual / Private Hire Drivers Badge for 1 year (for medical or over 70 years of age)	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Upgrade Private Hire Drivers Badge to a Dual Badge	35.00	0.00	35.00	35.00	0.00	35.00	As above.
Dual / Private Hire Drivers Badge for 3 years	150.00	0.00	150.00	150.00	0.00	150.00	As above.
Non-refundable plate fee (plate number only issued once)	50.00	0.00	50.00	50.00	0.00	50.00	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Replacement plate	15.00	0.00	15.00	15.00	0.00	15.00	As above.
Change of address	10.00	0.00	10.00	10.00	0.00	10.00	As above.
Change of ownership licensed vehicle	35.00	0.00	35.00	35.00	0.00	35.00	As above.
Dual / Private Hire Drivers badge replacement	10.00	0.00	10.00	10.00	0.00	10.00	As above.
Replacement paper licence certificate	10.00	0.00	10.00	10.00	0.00	10.00	As above.
Change of vehicle on an existing plate	80.00	0.00	80.00	80.00	0.00	80.00	As above.
Street Trading Licensing							
Annual consents (not events)	110.00	0.00	110.00	110.00	0.00	110.00	The Street Trading Policy is currently being reviewed and the cost of producing these consents will be investigated as part of that review.
6 month consents (not events)	55.00	0.00	55.00	55.00	0.00	55.00	As above.
One off consent	35.00	0.00	35.00	35.00	0.00	35.00	As above.
Event Consents							
1-19 stalls	75.00	0.00	75.00	75.00	0.00	75.00	As above.
20-49 stalls	145.00	0.00	145.00	145.00	0.00	145.00	As above.
50+ stalls	220.00	0.00	220.00	220.00	0.00	220.00	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Gambling Licensing							
<i>New Applications/Applications for Provisional Statement</i>							
Small casino	8,000.00	0.00	8,000.00	8,000.00	0.00	8,000.00	Discretionary to a Statutory Maximum £8,000.
Large casino	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	Discretionary to a Statutory Maximum £10,000.
Bingo club	2,375.00	0.00	2,375.00	2,389.00	0.00	2,389.00	Discretionary to a Statutory Maximum £3,500. 0.6% inflationary increase applied.
Betting premises	2,365.00	0.00	2,365.00	3,000.00	0.00	3,000.00	Discretionary to a Statutory Maximum £3,000. Increase to maximum.
Tracks	1,855.00	0.00	1,855.00	1,866.00	0.00	1,866.00	Discretionary to a Statutory Maximum £2500. 0.6% inflationary increase applied.
Family entertainment centres	1,855.00	0.00	1,855.00	1,866.00	0.00	1,866.00	Discretionary to a Statutory Maximum £2,000. 0.6% inflationary increase applied.
Adult gaming centre	2,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00	Discretionary to a Statutory Maximum £2,000.
Temporary use notice	255.00	0.00	255.00	256.50	0.00	256.50	Discretionary to a Statutory Maximum £500. 0.6% inflationary increase applied.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<i>Licence Applications (Provisional Statement Holders)</i>							
Small casino	3,000.00	0.00	3,000.00	3,000.00	0.00	3,000.00	Discretionary to a Statutory Maximum £3,000.
Large casino	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	Discretionary to a Statutory Maximum £5,000.
Bingo club	980.00	0.00	980.00	985.90	0.00	985.90	Discretionary to a Statutory Maximum £1,200. 0.6% inflationary increase applied.
Betting premises	980.00	0.00	980.00	1,200.00	0.00	1,200.00	Discretionary to a Statutory Maximum £1,200. Increase to maximum.
Tracks	950.00	0.00	950.00	950.00	0.00	950.00	Discretionary to a Statutory Maximum £950.
Family entertainment centre	815.00	0.00	815.00	819.90	0.00	819.90	Discretionary to a Statutory Maximum £950. 0.6% inflationary increase applied.
Adult gaming centre	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	Discretionary to a Statutory Maximum £1,200.
<i>Annual Fee</i>							
Small casino	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	Discretionary to a Statutory Maximum £5,000.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Large casino	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	Discretionary to a Statutory Maximum £10,000.
Bingo club	735.00	0.00	735.00	739.40	0.00	739.40	Discretionary to a Statutory Maximum £1,000. 0.6% inflationary increase applied
Betting premises	485.00	0.00	485.00	600.00	0.00	600.00	Discretionary to a Statutory Maximum £600. Increase to maximum.
Tracks	735.00	0.00	735.00	739.40	0.00	739.40	Discretionary to a Statutory Maximum £1,000. 0.6% inflationary increase applied.
Family entertainment centres	640.00	0.00	640.00	643.80	0.00	643.80	Discretionary to a Statutory Maximum £750. 0.6% inflationary increase applied.
Adult gaming centre	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00	Discretionary to a Statutory Maximum £1,000.
<i>Application to Vary</i>							
Small casino	4,000.00	0.00	4,000.00	4,000.00	0.00	4,000.00	Discretionary to a Statutory Maximum £4,000.
Large casino	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	Discretionary to a Statutory Maximum £5,000.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Bingo club	1,620.00	0.00	1,620.00	1,629.70	0.00	1,629.70	Discretionary to a Statutory Maximum £1,750. 0.6% inflationary increase applied.
Betting premises	1,365.00	0.00	1,365.00	1,500.00	0.00	1,500.00	Discretionary to a Statutory Maximum £1,500. Increase to maximum.
Tracks	1,240.00	0.00	1,240.00	1,247.40	0.00	1,247.40	Discretionary to a Statutory Maximum £1,250. 0.6% inflationary increase applied.
Family entertainment centres	840.00	0.00	840.00	845.00	0.00	845.00	Discretionary to a Statutory Maximum £1,000. 1.9% inflationary increase applied.
Adult gaming centre	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00	Discretionary to a Statutory Maximum £1,000.
Copy licence	25.00	0.00	25.00	25.00	0.00	25.00	Discretionary to a Statutory Maximum £25.
Notification of change	35.00	0.00	35.00	35.20	0.00	35.20	Discretionary to a Statutory Maximum £50. 0.6% inflationary increase applied.
<i>Application to Transfer a Licence</i>							
Small casino	1,800.00	0.00	1,800.00	1,800.00	0.00	1,800.00	Discretionary to a Statutory Maximum £1,800.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Large casino	2,150.00	0.00	2,150.00	2,150.00	0.00	2,150.00	Discretionary to a Statutory Maximum £2,150.
Bingo club	980.00	0.00	980.00	985.90	0.00	985.90	Discretionary to a Statutory Maximum £1,200. 0.6% inflationary increase applied.
Betting premises	980.00	0.00	980.00	1,200.00	0.00	1,200.00	Discretionary to a Statutory Maximum £1,200. Increase to maximum.
Tracks	900.00	0.00	900.00	905.40	0.00	905.40	Discretionary to a Statutory Maximum £950. 0.6% inflationary increase applied.
Family entertainment centres	900.00	0.00	900.00	905.40	0.00	905.40	Discretionary to a Statutory Maximum £950. 0.6% inflationary increase applied.
Adult gaming centre	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	Discretionary to a Statutory Maximum £1,200.
<i>Application for Re-instatement</i>							
Small casino	1,800.00	0.00	1,800.00	1,800.00	0.00	1,800.00	Discretionary to a Statutory Maximum £1,800.
Large casino	2,150.00	0.00	2,150.00	2,150.00	0.00	2,150.00	Discretionary to a Statutory Maximum £2,150.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Bingo club	980.00	0.00	980.00	985.90	0.00	985.90	Discretionary to a Statutory Maximum £1,200. 0.6% inflationary increase applied.
Betting premises	980.00	0.00	980.00	1,200.00	0.00	1,200.00	Discretionary to a Statutory Maximum £1,200. Increase to maximum.
Tracks	900.00	0.00	900.00	905.40	0.00	905.40	Discretionary to a Statutory Maximum £950. 0.6% inflationary increase applied.
Family entertainment centres	900.00	0.00	900.00	905.40	0.00	905.40	Discretionary to a Statutory Maximum £950. 0.6% inflationary increase applied.
Adult gaming centre	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	Discretionary to a Statutory Maximum £1,200.
Sex Establishment Licensing (sex shop, sex cinema and sex encounter venue)							
Application fee and 1 st licence	4,385.00	0.00	4,385.00	4,411.30	0.00	4,411.30	0.6% inflationary increase applied.
Annual licence renewal	680.00	0.00	680.00	684.10	0.00	684.10	As above.
Application to vary	785.00	0.00	785.00	789.70	0.00	789.70	As above.
Transfer of licence	30.00	0.00	30.00	30.00	0.00	30.00	Applying the 0.6% inflationary increase meant this fee would rise to £30.20. This is an occasional charge so is better to be kept at £30.00.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Duplicate licence	15.00	0.00	15.00	15.00	0.00	15.00	Applying the 0.6% inflationary increase meant this fee would rise to £15.10. This is an occasional charge so is better to be kept at £15.00.
Scrap Metal Dealers Licensing							
Site licence	470.00	0.00	470.00	472.80	0.00	472.80	0.6% inflationary increase applied.
Site licence renewal	450.00	0.00	450.00	452.70	0.00	452.70	As above.
Collections licence, grant or renewal	220.00	0.00	220.00	221.30	0.00	221.30	As above.
Variation – collector to site	75.00	0.00	75.00	75.50	0.00	75.50	As above.
Variation – site to collector	55.00	0.00	55.00	55.30	0.00	55.30	As above.
Variation (minor administration, such as change of address)	35.00	0.00	35.00	35.20	0.00	35.20	As above.
Change of site manager	105.00	0.00	105.00	105.60	0.00	105.60	As above.
Pleasure Boat Licence							
Licence	145.00	0.00	145.00	145.90	0.00	145.90	0.6% inflationary increase applied.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Pavement Licence							
Application Fee	0.00	0.00	0.00	100.00	0.00	100.00	Licence came into effect in July 2020 under the Business & Planning Act 2020. Discretionary to a Statutory Maximum of £100.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			2020/21
	VAT 20%	Total Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£	£
Legal							
(P Narebor)							
Legal Charges for Third Parties							
Hourly rate (no VAT)	221.00	0.00	221.00	225.00	0.00	225.00	This represents a 1.8 % or £4 increase. The reason for this rise is to ensure we are recouping the cost of the statutory services we provide which is the basis for our hourly charge rate. 90% of our costs are represented by salary which saw a 2% rise in April.
Hourly rate (when VAT applicable)	221.00	44.20	265.20	225.00	45.00	270.00	As above.
<p>Note:</p> <p>VAT may be chargeable depending on the nature of the transaction.</p> <p>VAT is not payable in relation to most income (as most income is S106 related, which derives from a statutory function) but VAT is payable in certain circumstances, e.g. charging for provision of extra copies of documents.</p>							No increase in total income is expected as S.106 agreements are expected to be down based on the fall in planning applications.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Property							
(A Adams)							
Room Hire of Swale House							
<i>Non-Commercial</i>							
Council chamber (half day)	75.00	15.00	90.00	75.00	15.00	90.00	Review of charges not necessary as current hirers are all exempt.
Council chamber (full day)	125.00	25.00	150.00	125.00	25.00	150.00	As above.
Committee room (half day)	50.00	10.00	60.00	50.00	10.00	60.00	As above.
Committee room (full day)	75.00	15.00	90.00	75.00	15.00	90.00	As above.
Assembly room (half day)	37.50	7.50	45.00	37.50	7.50	45.00	As above.
Assembly room (full day)	62.50	12.50	75.00	62.50	12.50	75.00	As above.
<i>Commercial</i>							
Council chamber (half day)	150.00	30.00	180.00	150.00	30.00	180.00	As above.
Council chamber (full day)	250.00	50.00	300.00	250.00	50.00	300.00	As above.
Committee room (half day)	100.00	20.00	120.00	100.00	20.00	120.00	As above.
Committee room (full day)	150.00	30.00	180.00	150.00	30.00	180.00	As above.
Assembly room (half day)	75.00	15.00	90.00	75.00	15.00	90.00	As above.
Assembly room (full day)	125.00	25.00	150.00	125.00	25.00	150.00	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Charity groups or meetings where Swale residents will benefit	No cost			No cost			
Guildhall (minimum 1 session hire)							
Main hall (minimum 1 session)							
Session (am/pm)	40.00	0.00	40.00	40.00	0.00	40.00	As above.
Refundable deposits	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Bank Holidays, New Year's Eve	40.00 per session	0.00	40.00 per session	40.00 per session	0.00	40.00 per session	As above.
Landlord's Consent Fee							
Assignments, subletting, charging	300.00	60.00*	360.00	300.00	60.00*	360.00	Fees are maintained at the appropriate level.
Alterations	300.00	60.00*	360.00	300.00	60.00*	360.00	As above.
* VAT is only applicable if the rent is subject to VAT.							

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Housing Services (C Hudson)							
Houses in Multiple Occupation Licensing							
<i>New Application</i>							
Non-accredited landlord	694.60	0.00	694.60	708.50	0.00	708.50	Statute only allows for recovery of costs involved in processing applications, costs reflect officer time.
Accredited landlord	569.20	0.00	569.20	580.60	0.00	580.60	As above.
<i>Renewal of Application</i>							
Non-accredited landlord	524.30	0.00	524.30	534.80	0.00	534.80	Statute only allows for recovery of costs involved in processing applications, costs reflect officer time.
Accredited landlord	461.00	0.00	461.00	470.20	0.00	470.20	As above.
Mobile Home Site Licence Fee							
<i>New Mobile Home Site Licence Application Fee</i>							
1-5 mobile homes on site	150.00	0.00	150.00	153.00	0.00	153.00	Statute only allows for recovery of costs involved in managing and processing licence applications; reviewed time involved and adjusted hourly costs accordingly.
6-24 mobile homes on site	206.00	0.00	206.00	210.00	0.00	210.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
25-99 mobile homes on site	262.00	0.00	262.00	267.00	0.00	267.00	As above.
100+ mobile homes on site	301.00	0.00	301.00	307.00	0.00	307.00	As above. No sites of this size exist at present.
Annual Mobile Home Site Inspection Fee							
Relevant sites occupied solely by owners and family members	No charge			No charge			These sites once set up cause no additional work to the Council.
1-5 mobile homes on site	No charge			No charge			As above.
6-24 mobile homes on site	168.30	0.00	168.30	172.00	0.00	172.00	Statute only allows for recovery of costs involved in inspecting site any excess would need to be then taken into account in the following year and fees would need to be reduced accordingly.
25-99 mobile homes on site	202.00	0.00	202.00	206.00	0.00	206.00	Increase due to correction of hours to inspect site, as statute only allows for recovery of costs involved in inspecting site, any excess would need to be taken into account in the following year and fees would need to be reduced accordingly.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
100+ mobile homes on site	243.80	0.00	243.80	248.70	0.00	248.70	Statute only allows for recovery of costs involved in inspecting site any excess would need to be taken into account in the following year and fees would need to be reduced accordingly. No sites of this size exist within Swale at present.
<i>Fee to Transfer or Amend Mobile Home Site Licence</i>							
Transfer or amend mobile home site licence	109.10	0.00	109.10	111.30	0.00	111.30	Statute allows for recovery of costs involved - hourly rate adjusted to reflect increase in salaries.
<i>Fee for the Deposit of Mobile Home Site Rules</i>							
Deposit of mobile home site rules	149.90	0.00	149.90	152.90	0.00	152.90	Statute allows for recovery of costs involved - hourly rate adjusted to reflect increase in salaries.
Smoke and Carbon Monoxide Regulations 2015							
Fine level progresses to maximum fine permitted (1st offence £1,500, 2nd £2,500, 3rd £5,000)							
Penalty charge for non-compliance of Smoke or CO Alarm Regulations	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	Maximum fine set by statute intermediate levels set by Cabinet.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
The Redress Scheme for Lettings Agency Work & Management Work Order 2014							
Fine level progresses to maximum fine permitted (1st offence £2,500, 2nd £5,000)							
Penalty charge for non-compliance of Redress Scheme for Letting Agents Order	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	Maximum fine set by statute intermediate levels set by Cabinet.
Non-Compliance with Minimum Energy Standards in Private Rented Properties							
<i>Breaching the ban on letting a property with an F or G rating for less than 3 months (Statutory maximum £2,000)</i>							
First offence £1,000 (or £750 if paid within 21 days)	N/A	N/A	N/A	1,000.00	0.00	1,000.00	New charge.
All other offences £2,000 (or £1,500 if paid within 21 days)	N/A	N/A	N/A	2,000.00	0.00	2,000.00	As above.
<i>Breaching the ban on letting a property with an F or G rating for more than three months (Statutory maximum £4,000)</i>							
First offence £2,000 (or £1,500 if paid within 21 days)	N/A	N/A	N/A	2,000.00	0.00	2,000.00	As above.
All other offences £4,000 (or £3,000 if paid within 21 days)	N/A	N/A	N/A	4,000.00	0.00	4,000.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Registering false or misleading information on the Private Rented Sector Exemptions Register (Statutory maximum £1,000)							
First offence £500 (or £375 if paid within 21 days)	N/A	N/A	N/A	500.00	0.00	500.00	As above.
All other offences £2,000 (or £1,500 if paid within 21 days)	N/A	N/A	N/A	2,000.00	0.00	2,000.00	As above.
Failing to provide information to the council demanded by a Compliance Notice (Statutory maximum £2,000)							
First offence £1,000 (or £750 if paid within 21 days)	N/A	N/A	N/A	1,000.00	0.00	1,000.00	As above.
All other offences £2,000 (or £1,500 if paid within 21 days)	N/A	N/A	N/A	2,000.00	0.00	2,000.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Planning (J Freeman)							
Planning Fees	The full details of current Planning fees can be found on https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf						

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Commissioning & Customer Contact (M Cassell)							
Civil Parking Enforcement - Penalty Charge Notices (rate depends on offence)							
<i>Lower Penalty System</i>							
Up to 14 Days	25.00	0.00	25.00	25.00	0.00	25.00	Statutory charge.
14 days to 56 days	50.00	0.00	50.00	50.00	0.00	50.00	As above.
57 days to 70 days	75.00	0.00	75.00	75.00	0.00	75.00	As above.
After 70 days	82.00	0.00	82.00	82.00	0.00	82.00	As above.
<i>Higher Penalty System</i>							
Up to 14 days	35.00	0.00	35.00	35.00	0.00	35.00	As above.
14 days to 56 days	70.00	0.00	70.00	70.00	0.00	70.00	As above.
57 days to 70 days	105.00	0.00	105.00	105.00	0.00	105.00	As above.
After 70 days	112.00	0.00	112.00	112.00	0.00	112.00	As above.
Environmental Fixed Penalty Notices							
Anti Idling (failure to turn off engine once requested to do so)	20.00 ¹	0.00	20.00 ¹	20.00¹	0.00	20.00¹	As above.
Abandoning a vehicle	200.00	0.00	200.00	200.00	0.00	200.00	As above.
Smoking in a smoke free premises or vehicle	50.00 ²	0.00	50.00 ²	50.00²	0.00	50.00²	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Failure to display no smoking signs in smoke free premises or vehicle	200.00 ³	0.00	200.00 ³	200.00³	0.00	200.00³	As above.
Smoking in an enclosed vehicle carrying a person under 18	50.00 ²	0.00	50.00 ²	50.00²	0.00	50.00²	As above.
¹ Increases to £40 if not paid within 28 days ² Reduced to £30.00 if paid within 15 days ³ Reduced to £150.00 if paid within 15 days							
Stray Dog Collection							
Statutory Charge	25.00	0.00	25.00	25.00	0.00	25.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Resources							
(D Fackrell)							
Liquor Licensing							
<i>Main Application Fees for Premises and Personal Liquor Licensing</i>							
Rateable Value B and A	100.00	0.00	100.00	100.00	0.00	100.00	Statutory fee set by Central Government.
Rateable Value B and B	190.00	0.00	190.00	190.00	0.00	190.00	As above.
Rateable Value B and C	315.00	0.00	315.00	315.00	0.00	315.00	As above.
Rateable Value B and D	450.00	0.00	450.00	450.00	0.00	450.00	As above.
Rateable Value B and E	635.00	0.00	635.00	635.00	0.00	635.00	As above.
<i>Main Annual Charge for Premises and Personal Liquor Licensing</i>							
Rateable Value B and A	70.00	0.00	70.00	70.00	0.00	70.00	As above.
Rateable Value B and B	180.00	0.00	180.00	180.00	0.00	180.00	As above.
Rateable Value B and C	295.00	0.00	295.00	295.00	0.00	295.00	As above.
Rateable Value B and D	320.00	0.00	320.00	320.00	0.00	320.00	As above.
Rateable Value B and E	350.00	0.00	350.00	350.00	0.00	350.00	As above.
Personal licence for alcohol	37.00	0.00	37.00	37.00	0.00	37.00	As above.
Personal licence change	10.50	0.00	10.50	10.50	0.00	10.50	As above.
Premises licence change	23.00	0.00	23.00	23.00	0.00	23.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Transfers	23.00	0.00	23.00	23.00	0.00	23.00	As above.
Temporary events	21.00	0.00	21.00	21.00	0.00	21.00	As above.
Register of interests	21.00	0.00	21.00	21.00	0.00	21.00	As above.
Licensed Premises Gaming Machine Permit							
Grant	150.00	0.00	150.00	150.00	0.00	150.00	As above.
Existing operator grant	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Variation	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Transfer	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Annual fee	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Change of name	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00	As above.
Licenses Premises Automatic Notification Process							
On notification	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Club Gaming Permits							
Grant	200.00	0.00	200.00	200.00	0.00	200.00	As above.
Grant (Club Premises Certificate holder)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Existing Operator Grant	100.00	0.00	100.00	100.00	0.00	100.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Variation	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Renewal fee	200.00	0.00	200.00	200.00	0.00	200.00	As above.
Renewal (Club Premises Certificate Holder)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Annual Fee	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00	As above.
<i>Club Machine Permits</i>							
Grant	200.00	0.00	200.00	200.00	0.00	200.00	As above.
Grant (Club Premises Certificate holder)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Existing Operator Grant	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Variation	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Renewal fee	200.00	0.00	200.00	200.00	0.00	200.00	As above.
Renewal (Club Premises Certificate Holder)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Annual Fee	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00	As above.
<i>Family Entertainment Centre Gaming Machine Permits</i>							
Application fee	300.00	0.00	300.00	300.00	0.00	300.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Renewal fee	300.00	0.00	300.00	300.00	0.00	300.00	As above.
Transitional application fee	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Change of name	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00	As above.
Prize Gaming Permits							
Grant	300.00	0.00	300.00	300.00	0.00	300.00	As above.
Renewal	300.00	0.00	300.00	300.00	0.00	300.00	As above.
Existing Operator Grant	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Change of name	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00	As above.
Annual Fee	20.00	0.00	20.00	20.00	0.00	20.00	As above.
Small Lottery Registration							
Grant	40.00	0.00	40.00	40.00	0.00	40.00	As above.
Annual Fee	20.00	0.00	20.00	20.00	0.00	20.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Electoral Services							
(D Clifford)							
Purchase of Electoral Register							
<i>Full Register and the Notices of Alteration</i>							
Hard copies (standard charge) plus charge (a) below	10.00	0.00	10.00	10.00	0.00	10.00	Statutory charges.
(a) charge for each 1,000 entries	5.00	0.00	5.00	5.00	0.00	5.00	As above.
Data format (standard charge) plus charge (b) below	20.00	0.00	20.00	20.00	0.00	20.00	As above.
(b) charge for each 1,000 entries	1.50	0.00	1.50	1.50	0.00	1.50	As above.
<i>List of Overseas Electors</i>							
Hard copies (standard charge) plus charge (c) below	10.00	0.00	10.00	10.00	0.00	10.00	As above.
(c) charge per 100 entries	5.00	0.00	5.00	5.00	0.00	5.00	As above.
Data format (standard charge) plus charge (d) below	20.00	0.00	20.00	20.00	0.00	20.00	As above.
(d) charge per 100 entries	1.50	0.00	1.50	1.50	0.00	1.50	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<i>Edited Register</i>							
<i>(Available for purchase by anyone)</i>							
Hard copies (standard charge) plus charge (e) below	10.00	0.00	10.00	10.00	0.00	10.00	As above.
(e) charge per 1,000 entries	5.00	0.00	5.00	5.00	0.00	5.00	As above.
Data format (standard charge) plus charge (f) below	20.00	0.00	20.00	20.00	0.00	20.00	As above.
(f) charge per 1,000 entries	1.50	0.00	1.50	1.50	0.00	1.50	As above.
<i>Marked Polling Station and Absent Voter Registers</i>							
Hard copies (standard charge) plus charge (g) below	10.00	0.00	10.00	10.00	0.00	10.00	As above.
(g) charge per 1,000 entries	2.00	0.00	2.00	2.00	0.00	2.00	As above.
Data format (standard charge) plus charge (h) below	10.00	0.00	10.00	10.00	0.00	10.00	As above.
(h) charge per 1,000 entries	1.00	0.00	1.00	1.00	0.00	1.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Environmental Health (T Beattie)							
Public Health Control of Diseases Act 1984							
Various Fixed Penalty Notices issues under the Coronavirus legislation						Due to the pandemic and changing situation, control measures issued by Government include a number of FPNs district authorities can issue. Fees scale are subject to variation and their purpose is to act as a deterrent to the spread of Coronavirus.	
Pollution Prevention Control							
A2 Process Application Fees							
A2 New application	3,363.00	0.00	3,363.00	3,363.00	0.00	3,363.00	No increase. Set by Government.
Additional fee for operating without a permit (A2 and Standard Part B)	1,188.00	0.00	1,188.00	1,188.00	0.00	1,188.00	As above.
A2 Process Subsistence Fees							
A2 Low	1,447.00	0.00	1,447.00	1,447.00	0.00	1,447.00	As above.
A2 Medium	1,610.00	0.00	1,610.00	1,610.00	0.00	1,610.00	As above.
A2 High	1,747.00	0.00	1,747.00	1,747.00	0.00	1,747.00	As above.
A2 Low (E-PRTR)	1,551.00	0.00	1,551.00	1,551.00	0.00	1,551.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
A2 Medium (E-PRTR)	1,715.00	0.00	1,715.00	1,715.00	0.00	1,715.00	As above.
A3 High (E-PRTR)	2,438.00	0.00	2,438.00	2,438.00	0.00	2,438.00	As above.
Part B Process Application Fees							
Part B (Standard Process)	1,650.00	0.00	1,650.00	1,650.00	0.00	1,650.00	As above.
Part B Standard Process Subsistence Fees							
Part B Subsistence low	772.00	0.00	772.00	772.00	0.00	772.00	As above.
Part B Subsistence medium	1,161.00	0.00	1,161.00	1,161.00	0.00	1,161.00	As above.
Part B Subsistence high	1,747.00	0.00	1,747.00	1,747.00	0.00	1,747.00	As above.
Part B Reduced Fee Application Fees (including car re-sprayers)							
Reduced fee application fee	362.00	0.00	362.00	362.00	0.00	362.00	As above.
Part B Reduced Fee Subsistence Fees (including car re-sprayers)							
Reduced fee subsistence low	228.00	0.00	228.00	228.00	0.00	228.00	As above.
Reduced fee subsistence medium	365.00	0.00	365.00	365.00	0.00	365.00	As above.
Reduced fee subsistence high	548.00	0.00	548.00	548.00	0.00	548.00	As above.
Petrol Vapour Recovery I and Dry Cleaners Application Fees							
PVR I & DC New Application	155.00	0.00	155.00	155.00	0.00	155.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Petrol Vapour Recovery I and Dry Cleaners Subsistence Fees							
PVR I and DC subsistence fees low	79.00	0.00	79.00	79.00	0.00	79.00	As above.
PVR I and DC subsistence fees medium	158.00	0.00	158.00	158.00	0.00	158.00	As above.
PVR I and DC subsistence fees high	237.00	0.00	237.00	237.00	0.00	237.00	As above.
Petrol Vapour Recovery I & II Combined Application Fees							
PVR I & II Application Fees	257.00	0.00	257.00	257.00	0.00	257.00	As above.
Petrol Vapour Recovery I & II Combined Subsistence Fees							
PVR I & II Subsistence low	113.00	0.00	113.00	113.00	0.00	113.00	As above.
PVR I & II Subsistence medium	226.00	0.00	226.00	226.00	0.00	226.00	As above.
PVR I & II Subsistence high	341.00	0.00	341.00	341.00	0.00	341.00	As above.
Part B Mobile Concrete Crusher Plant – Application Fee per Number of Permits							
1 – 2	1,650.00	0.00	1,650.00	1,650.00	0.00	1,650.00	As above.
3 – 7	985.00	0.00	985.00	985.00	0.00	985.00	As above.
8 or more	498.00	0.00	498.00	498.00	0.00	498.00	As above.
Part B Mobile Concrete Crusher Plant – Subsistence Fee per Number of Permits							
1 – 2 Low	626.00	0.00	626.00	626.00	0.00	626.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
1 – 2 Medium	1,034.00	0.00	1,034.00	1,034.00	0.00	1,034.00	As above.
1 – 2 High	1,551.00	0.00	1,551.00	1,551.00	0.00	1,551.00	As above.
3 – 7 Low	385.00	0.00	385.00	385.00	0.00	385.00	As above.
3 – 7 Medium	617.00	0.00	617.00	617.00	0.00	617.00	As above.
3 – 7 High	924.00	0.00	924.00	924.00	0.00	924.00	As above.
8 or over Low	198.00	0.00	198.00	198.00	0.00	198.00	As above.
8 or over Medium	316.00	0.00	316.00	316.00	0.00	316.00	As above.
8 or over High	473.00	0.00	473.00	473.00	0.00	473.00	As above.
Late Payment of Subsistence Fee							
All Permits	N/A	N/A	N/A	52.00	0.00	52.00	Applied following 8 week payment window.
Operating without a Permit Fee							
Reduced Fee Activities				71.00	0.0	71.00	Fee applied in addition to permit fee should officers become aware of business operating without permit. The purpose is to ensure consistency of application across businesses within sectors.
Standard Part B and A2				1,188.00	0.0	1,188.00	As above.

List of income from fees and charges for 2020/21 budgets

Charges set by the Council		
Service	Charge	2020/21 Budget £'000
Commissioning, Environment & Leisure	Car parks and season tickets	2,064
Commissioning, Environment & Leisure	Multi-storey car park	100
Commissioning, Environment & Leisure	Garden waste collections (brown bins)	530
Commissioning, Environment & Leisure	Residents parking permits (including voucher parking for visitors parking in residential bays)	121
Commissioning, Environment & Leisure	Cemeteries burial fees	120
Commissioning, Environment & Leisure	Bulky waste collections	97
Commissioning, Environment & Leisure	Residential wheeled bins	21
Commissioning, Environment & Leisure	Street naming and numbering	36
Commissioning, Environment & Leisure	Beach hut charges	33
Commissioning, Environment & Leisure	Memorial bench	1
Commissioning, Environment & Leisure	Travelling fetes & fairs and access over open space licence	14
Commissioning, Environment & Leisure	Sports facilities	8
Commissioning, Environment & Leisure	Allotments	1
Commissioning, Environment & Leisure	Radar keys for disabled toilets	-
Resources	Taxi (Hackney Carriage) licensing	65
Resources	Gambling licensing	21
Resources	Legal services charges, including S106 application fees	51
Resources	Hire of meeting rooms at Swale House	-
Commissioning, Environment & Leisure	Fixed penalty notices – environmental response	122

List of income from fees and charges for 2020/21 budgets

Charges set by the Council		
Service	Charge	2020/21 Budget £'000
Commissioning, Environment & Leisure	King George's Pavilion	14
Policy, Communications and Customer Services	Advertising fees for Inside Swale	6
Commissioning, Environment & Leisure	Annual animal licences	14
Commissioning, Environment & Leisure	Stray dog collection	8
Commissioning, Environment & Leisure	Pest control treatments	5
Commissioning, Environment & Leisure	Alleygate key	-
Housing, Economy & Community Services	Guildhall	-
Housing, Economy & Community Services	Town Centre Licence	-
Housing, Economy & Community Services	Staying put handyperson charges	-
Housing, Economy & Community Services	Home inspection for immigration application fee	-
Mid-Kent Environmental Health Service	CIEH Level 2 Award Training in Food Safety in Catering	-
Mid-Kent Environmental Health Service	Registration fee under the Local Government (Misc Provisions) Act	5
Mid-Kent Environmental Health Service	Request for environmental information	1
Mid-Kent Environmental Health Service	Food export certificate	-
Planning	Local land charges	236
Planning	Pre-application planning advice fees	120
Planning	S106 Monitoring fees	65
Planning	Photocopying charges	-
Total fees & charges set by the Council & agreed as part of this report		3,879

List of income from fees and charges for 2020/21 budgets

Charges set by Government		
Service	Charge	2020/21 Budget £'000
Commissioning, Environment and Leisure	Civil Parking Enforcement - Penalty Charge Notices	523
Resources	Licences (premises and liquor, street trading, sex establishments and scrap metal)	120
Electoral Services	Purchase of electoral register	2
Housing, Economy & Community Services	Houses in multiple occupation	1
Housing, Economy & Community Services	Mobile home site licence fee	-
Housing, Economy & Community Services	Smoke or CO Alarm Regulations Redress Scheme for Lettings Agency Work & Management Work Order 2014	-
Planning	Planning fees – www.swale.gov.uk/types-of-application-and-fees/	1,168
Total fees and charges set by Government		1,814
Grand Total for all Fees and Charges		5,693