

Cabinet	Agenda Item:
Meeting Date	31 October 2018
Report Title	Review of Fees & Charges 2019/20
Cabinet Member	Cllr Duncan Dewar-Whalley, Cabinet Member for Finance & Performance
SMT Lead	Nick Vickers, Chief Financial Officer
Head of Service	Nick Vickers, Chief Financial Officer
Lead Officer	Caroline Frampton, Principal Accountant
Key Decision	Yes
Classification	Open
Forward Plan	Reference number:
Recommendations	<ol style="list-style-type: none"> 1. To approve the proposed fees and charges 2019/20 as set out in this report for submission to Council. 2. That delegated authority be given to the Head of Commissioning, Environment & Leisure Services in consultation with the Chief Financial Officer and the Cabinet Member for Environment and Rural Affairs to amend the 2019/20 charge for the new Environmental Fixed Penalty Notice for 'Duty of Care in the disposal of household waste' in the event that the draft national guidance on this specific Fixed Penalty Notice gets amended prior to implementation of the legislation. 3. That the Animal Welfare Licensing charges are implemented on 15 November 2018. 4. That the charges for the new Bourne Street Multi-Storey Car Park are implemented from its day of opening.

1. Purpose of Report and Executive Summary

- 1.1 This report invites Cabinet to consider the proposals for the level of fees and charges to be levied for the next financial year 2019/20. Charges will take effect from 1 April 2019 with the exception of those for Animal Welfare Licensing which will take effect from 15 November and the new Bourne Street Multi-Storey Car Park which will apply from the day of its opening.
- 1.2 Appendix I details proposals on a service-by-service basis for the level of fees to be charged in 2019/20 on those services where this Council sets the charges. Appendix II sets out the fees and charges which are set nationally by Government. Appendix III details the 2018/19 budget for fees and charges for services.

- 1.3 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 2018/19 the fees and charges budget covered by this report where the Council sets the level of fees or charges was £3 million (see Appendix III).
- 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 2019/20; and Appendix II those that are set by Government.

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 will be considering the proposals on 7 November before submission to Council on 14 November 2018.

6. Implications

Issue	Implications
Corporate Plan	The income from fees and charges is a key component of the Council's budget and supports the achievement of corporate priorities, including "A council to be proud of".

Issue	Implications
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, Statutory and Procurement	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: Proposed fees and charges for 2019/20 set by the Council;
- Appendix II: Fees and charges set nationally by Government; and
- Appendix III: Summary of fee income for 2018/19 budget.

8. Background Papers

8.1 None.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Communications							
(D Clifford)							
Advertising Fees for Inside Swale (residents magazine)							
Discounts are applied for multiple advertisers:							
2 issues 5%							
3 issues 7.5%							
4 issues 10%							
Outside back cover	650.00	130.00	780.00	650.00	130.00	780.00	Need to keep competitive with our local advertisers.
Internal full page	495.00	99.00	594.00	495.00	99.00	594.00	As above.
Half internal page (portrait or landscape)	275.00	55.00	330.00	275.00	55.00	330.00	As above.
Quarter internal page	150.00	30.00	180.00	150.00	30.00	180.00	As above.
Double internal page	895.00	179.00	1,074.00	895.00	179.00	1,074.00	As above.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			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	105.00	21.00	126.00	116.66	23.34	140.00	Discretionary service. Minimal service impact. Charge in line with other authorities. Applicants are able to use other agencies.
Staying Put Handyperson Rates							
Hourly rate for a handyperson	13.50	2.70	16.20	13.50	2.70	16.20	The charges are contractual as set by KCC who fund the service and not at the Council's discretion.
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.
Private disabled works (household not eligible for Disabled Facilities Grant)	150.00	0.00	150.00	150.00	0.00	150.00	As above.
Disabled Facilities Grant (DFG) fee (statutory % charge)			12.5%			12.5%	Fees charged as a percentage of total project cost to manage disabled works. Currently 12.50% (maximum set by MHCLG)

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Planning							
(J Freeman)							
Pre-Application Planning Advice							
Meetings							
Very large major	1,666.66	333.34	2,000.00	1,666.66	333.34	2,000.00	The pre-application fees are top quartile with Kent LPAs and further increase could deter applicants submitting pre-applications and reducing potential income.
Major	833.33	166.67	1,000.00	833.33	166.67	1,000.00	As above.
Minor	416.67	83.33	500.00	416.67	83.33	500.00	As above.
Other (excluding householders and listed buildings)	125.00	25.00	150.00	125.00	25.00	150.00	As above.
Charities, voluntary groups and parish councils	0.00	0.00	0.00	0.00	0.00	0.00	As above.
Works/repairs to listed buildings	0.00	0.00	0.00	0.00	0.00	0.00	As above.
Letters							
Very large major	833.33	166.67	1,000.00	833.33	166.67	1,000.00	As above.
Major	416.67	83.33	500.00	416.67	83.33	500.00	As above.
Minor	208.33	41.67	250.00	208.33	41.67	250.00	As above.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Other (excluding householders and listed buildings)	62.50	12.50	75.00	62.50	12.50	75.00	As above.
Householder	41.67	8.33	50.00	41.67	8.33	50.00	As above.
Charities, voluntary groups and parish councils	0.00	0.00	0.00	0.00	0.00	0.00	As above.
Works/repairs to listed buildings	0.00	0.00	0.00	0.00	0.00	0.00	As above.
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	450.00	0.00	450.00	400.00	0.00	400.00	Whilst attempting to recover costs the significant fee attached to such an application can act as a deterrent to such submissions. Very few applications are made each year with no significant impact on budget.
Planning Portal							
Please note that from September 2018, 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.							

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Planning Photocopying Charges							
	Charges per page			Charges per page			
A4 Black/white	0.08	0.02	0.10	0.12	0.03	0.15	Fee increase in response to significant fall in requests for copies and reflect more closely actual cost of providing service.
A3 Black/white	0.16	0.04	0.20	0.21	0.04	0.25	As above.
A2 Or larger	2.50	0.50	3.00	3.00	0.60	3.60	As above.
A4 Colour	0.62	0.13	0.75	1.00	0.20	1.20	As above.
A3 Colour	1.25	0.25	1.50	1.50	0.30	1.80	As above.
Local Land Charges							
Official Searches							
LLC1 only	35.00	0.00	35.00	37.00	0.00	37.00	Increase in line with LLC across all three MKS authorities.
LLC1 only - additional parcel	10.00	0.00	10.00	11.00	0.00	11.00	As above.
Con 29	95.00	19.00	114.00	99.00	19.80	118.80	As above.
Con 29 - additional parcel	15.00	3.00	18.00	16.00	3.20	19.20	As above.
Standard search (LLC1 & Con29)	130.00	19.00*	149.00	136.00	19.80*	155.80	As above.
Standard search (LLC1 & Con29) - additional parcel	25.00	3.00*	28.00	27.00	3.20*	30.20	As above.
Part II enquiry - Con29 questions 4-21	10.00	2.00	12.00	11.00	2.20	13.20	As above.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Part II enquiry - Con29 question 22	24.00	4.80	28.80	25.00	5.00	30.00	As above.
Additional questions	18.33	3.67	22.00	19.00	3.80	22.80	As above.
*VAT applicable only to the Con29 part of the charge.							
Personal Searches							
1.1 (a-l) (Planning)	5.00	1.00	6.00	6.00	1.20	7.20	As above.
1.1 (J, K, L) (Building Regulations)	5.00	1.00	6.00	5.00	1.00	6.00	SBC is passing on the direct cost of an external supplier providing the service.
2.1 (b-d)	5.00	1.00	6.00	5.00	1.00	6.00	Inflationary increase not appropriate for this fee.
3.1 Land for public purpose	2.50	0.50	3.00	3.00	0.60	3.60	As above.
3.3 Drainage matters	2.50	0.50	3.00	3.00	0.60	3.60	As above.
3.5 Railway schemes	2.50	0.50	3.00	3.00	0.60	3.60	As above.
3.7 Outstanding Notices	10.00	2.00	12.00	10.00	2.00	12.00	Inflationary increase not appropriate for this fee.
3.8 Building Regulations Contravention	2.50	0.50	3.00	3.00	0.60	3.60	As above.
3.9 Enforcement	5.00	1.00	6.00	5.00	1.00	6.00	Inflationary increase not appropriate for this fee.
3.10 CILs	2.50	0.50	3.00	3.00	0.60	3.60	As above.
3.12 Compulsory purchase	2.50	0.50	3.00	3.00	0.60	3.60	As above.
3.13b Contaminated land	2.50	0.50	3.00	3.00	0.60	3.60	As above.
3.13c Contaminated land	2.50	0.50	3.00	3.00	0.60	3.60	As above.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			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	General parking charges remain the same as they have undergone major reviews in recent years.
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.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
	Charges Apply from Date of opening						
Bourne Place Multi-Storey Car Park							
The charge is for ALL parking bays including disabled and parent/child bays							
No season tickets will be permitted in this car park							
Patrons of Light Cinema will have free parking all day on Sundays only							
Up to 30 minutes	0.42	0.08	0.50	0.42	0.08	0.50	As above.
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	New charge
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	New charge
Up to a maximum of 6 hours	5.00	1.00	6.00	5.00	1.00	6.00	New charge.
Over 6 hours (within 24 hour period)	12.50	2.50	15.00	12.50	2.50	15.00	New charge.
Travelodge (preferential rate for hotel guests (for 24 hours))	2.50	0.50	3.00	2.50	0.50	3.00	As above.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			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	As above.
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	As above.
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	2.50	0.50	3.00	2.50	0.50	3.00	As above.
Over 4 hours	3.33	0.67	4.00	3.33	0.67	4.00	As above.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
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	As above.
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)							
Season per quarter	208.33	41.67	250.00	208.33	41.67	250.00	As above.
All pay and display car parks – closure of parking bays through events or other activities	Price on application.			Price on application dependent on car park location, type of event (communal – enthusiast – voluntary/community) and local impact			Revised charging arrangements for events based on type of event and local impact.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			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	16.67	3.33	20.00	17.08	3.42	20.50	Increased in line with inflation (no increase since 2011).
Sheerness: Delamark Road car park (residents only)							
Per quarter	12.50	2.50	15.00	12.92	2.58	15.50	Increased in line with inflation (no increase since 2011).
Residents' Parking Permits (on street)							
Per annum	45.00	0.00	45.00	45.00	0.00	45.00	General parking charges remain the same as they have undergone major reviews in recent years.
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	As above.
Business per annum	45.00	0.00	45.00	45.00	0.00	45.00	As above.
Nativity Close (exemption permit concession)	30.00	0.00	30.00	30.00	0.00	30.00	One-off admin fee.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Residents/Business/Exemption permit concessions. Replacement permit for lost, stolen or destroyed permits	N/A	N/A	N/A	10.00	0.00	10.00	This supports the cost of administration.
Outdoor Fitness Licence Fees (per annum)							
Once a week (1-4 people)	0.00	0.00	0.00	0.00	0.00	0.00	No change proposed.
Once a week (5-15 people)	155.00	0.00	155.00	155.00	0.00	155.00	This is a relatively new scheme so no increase whilst market is being reviewed.
2-4 times a week (5-15 people)	310.00	0.00	310.00	310.00	0.00	310.00	As above.
5+ times a week (5-15 people)	515.00	0.00	515.00	515.00	0.00	515.00	As above.
Once a week (16-35)	360.00	0.00	360.00	360.00	0.00	360.00	As above.
2-4 times a week (16-35 people)	620.00	0.00	620.00	620.00	0.00	620.00	As above.
5+ times a week (16-35 people)	1,030.00	0.00	1,030.00	1,030.00	0.00	1,030.00	As above.
Sports Facilities							
<i>With changing facilities and showers</i>							
- Senior	60.00	12.00	72.00	61.42	12.28	73.70	Inflationary increase.
- Under 18s	20.00	4.00	24.00	20.50	4.10	24.60	As above.
- Under 16s & mini soccer	15.00	3.00	18.00	15.33	3.07	18.40	As above.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
With changing facilities only							
- Senior	50.00	10.00	60.00	51.17	10.23	61.40	Inflationary increase.
- Under 18s	16.67	3.33	20.00	17.08	3.42	20.50	As above.
- Under 16s & mini soccer	14.17	2.83	17.00	14.50	2.90	17.40	As above.
With no facilities							
- Senior	34.17	6.83	41.00	35.00	7.00	42.00	Inflationary increase.
- Under 18s	15.00	3.00	18.00	15.33	3.07	18.40	As above.
- Under 16s & mini soccer	9.17	1.83	11.00	9.42	1.88	11.30	As above.
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	42.00	0.00	42.00	43.00	0.00	43.00	Inflation increase.
Plots of 10 rods & pro rata (OAPs/Disabled)	21.00	0.00	21.00	21.50	0.00	21.50	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	10.00	0.00	10.00	Fees to remain the same in line with other hirers.
Playgroups (per morning)	25.00	0.00	25.00	25.00	0.00	25.00	As above.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Tea room – for children’s parties only (per hour) minimum 1 hour hire	8.00	0.00	8.00	8.00	0.00	8.00	As above.
Caretaking services – set up and clear away: standard tables and/or chairs	6.00	0.00	6.00	6.00	0.00	6.00	As above.
Refundable deposits	150.00	0.00	150.00	150.00	0.00	150.00	As above.
Bank Holidays, New Year’s Eve	Double the standard rate			Double the standard rate			As above.
Alleygate Key							
Fee	17.92	3.58	21.50	17.92	3.58	21.50	Charge in line with cost of replacement key.
Cemeteries Burial Fees							
<i>Exclusive Right of Burial, Interment, Memorial & Re-inscription Permits</i>							
1 st Burial Sittingbourne, Faversham & Murston	1,887.00	0.00	1,887.00	1,933.00	0.00	1,933.00	Major review of cemetery fees in 2016/17 to align with neighbouring Councils. Proposed inflationary increase for 2019/20.
1 st Burial Sheppey	1,730.00	0.00	1,730.00	1,773.00	0.00	1,773.00	As above.
1 st Burial if no use of previously purchased grave Sittingbourne, Faversham & Murston	940.00	0.00	940.00	963.00	0.00	963.00	As above.
1 st Burial if no use of previously purchased grave Sheppey	777.00	0.00	777.00	796.00	0.00	796.00	As above.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
2 nd Burial Sittingbourne, Faversham & Murston	777.00	0.00	777.00	796.00	0.00	796.00	As above.
2 nd Burial Sheppey	642.00	0.00	642.00	658.00	0.00	658.00	As above.
3 rd Burial Sittingbourne, Faversham & Murston	642.00	0.00	642.00	658.00	0.00	658.00	As above.
<i>Cremated Remains</i> <i>(includes Exclusive Rights to Burial, Interment, Memorial & Re-inscription Permit)</i>							
1 st Burial	594.00	0.00	594.00	609.00	0.00	609.00	As above.
1 st Burial (where no use has been made of previously purchased grave)	216.00	0.00	216.00	221.00	0.00	221.00	As above.
2 nd Burial	216.00	0.00	216.00	221.00	0.00	221.00	As above.
3 rd Burial	216.00	0.00	216.00	221.00	0.00	221.00	As above.
4 th Burial	216.00	0.00	216.00	221.00	0.00	221.00	As above.
Burial of loose ashes	100.00	0.00	100.00	103.00	0.00	103.00	As above.
<i>Child Coffin Burial</i>							
Under 12 years of age in child's plot (resident of Swale)	0.00	0.00	0.00	0.00	0.00	0.00	Staying same. No fee levied.
Under 12 years of age in adult's plot (resident of Swale)	216.00	0.00	216.00	221.00	0.00	221.00	Major review of cemetery fees in 2016/17 to align with neighbouring Councils. Proposed inflationary increase for 2019/20.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Under 12 years of age in child's plot (non-resident of Swale)	144.00	0.00	144.00	148.00	0.00	148.00	As above.
Under 12 years of age in adult's plot (non-resident of Swale)	350.00	0.00	350.00	360.00	0.00	360.00	As above.
Ancillary Services							
Issue of letter of confirmation where deed is lost	60.00	0.00	60.00	62.00	0.00	62.00	Major review of cemetery fees in 2016/17 to align with neighbouring Councils. Proposed inflationary increase for 2019/20.
Use of chapel in Sittingbourne	85.00	0.00	85.00	87.00	0.00	87.00	As above.
Use of chapel in Faversham	115.00	0.00	115.00	118.00	0.00	118.00	As above.
Planted grave (per annum)	115.00	0.00	115.00	118.00	0.00	118.00	As above.
Turfed grave	At cost			At cost			
Transfer of deed ownership	60.00	0.00	60.00	62.00	0.00	62.00	As above.
Record search & certificate (each grave)	30.00	0.00	30.00	31.00	0.00	31.00	As above.
Extra cost of large coffin or casket (measuring 30 inches or more)	155.00	0.00	155.00	160.00	0.00	160.00	As above.
Exhumation of coffin	1,440.00	0.00	1,440.00	1,600.00	0.00	1,600.00	Above inflation increase of 10% to start to align with other LAs fees (average exhumation fee £2,233) and increased contractor costs.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Exhumation of cremated remains	290.00	0.00	290.00	297.00	0.00	297.00	Major review of cemetery fees in 2016/17 to align with neighbouring Councils. Proposed inflationary increase for 2019/20.
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)							
Seafront Memorial Bench							
Memorial bench with basic installation	625.00	125.00	750.00	640.00	128.00	768.00	Inflationary increase.
Memorial bench with concrete installation	791.67	158.33	950.00	810.67	162.13	972.80	As above.
Travelling Fairs and Fetes							
Pitch premium for days open to the public only (per day)	800.00	0.00	800.00	900.00	0.00	900.00	The fee has not increased for a few years to stay competitive with other land owners, but we are getting increased competition so feel it is the right time to increase.
Use of Council Land – Travelling Fairs							
On site fee payable whether or not open to the public (including arrival and departure days)	56.00	0.00	56.00	57.30	0.00	57.30	As above.
Refundable deposit	600.00	0.00	600.00	600.00	0.00	600.00	Deposit there as deterrent only.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Use of Council Land – Fetes							
Fetes	50.00	0.00	50.00	51.20	0.00	51.20	Inflationary increase.
Refundable deposit	62.00	0.00	62.00	62.00	0.00	62.00	
Beach Hut Charges							
Locations now at Minster Leas and Leysdown							
Ground rental	385.00	0.00	385.00	395.00	0.00	395.00	Inflationary increase.
Licence fee	1,029.17	205.83	1,235.00	1,055.00	211.00	1,266.00	As above.
Refundable keys deposit	N/A	N/A	N/A	25.00	0.00	25.00	New to this report.
Purchase of beach hut	Market price			Market price			
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	65.00	0.00	65.00	This is a fee charged when removal or delivery firms require access over SBC open space to get to the front/back of a property. No increase proposed.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			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	1,000.00	0.00	1,000.00	KCC can also issue TROs. They have their fee structure and the current SBC fees are set at a comparative price. It achieves additional income to offset the increasing maintenance costs of on-street lining and restrictions.
Medium (31-50 consultations)	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	As above.
Large (50+ consultations)	1,500.00	0.00	1,500.00	1,500.00	0.00	1,500.00	As above.
<i>On application (loading bays, single bays)</i>							
Small (1-30 consultations)	500.00	0.00	500.00	500.00	0.00	500.00	As above.
Medium (31-50 consultations)	750.00	0.00	750.00	750.00	0.00	750.00	As above.
Large (50+ consultations)	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00	As above.
<i>No objections received (yellow lines and changes to existing orders)</i>							
Small (1-30 consultations)	500.00	0.00	500.00	500.00	0.00	500.00	As above.
Medium (31-50 consultations)	500.00	0.00	500.00	500.00	0.00	500.00	As above.
Large (50+ consultations)	500.00	0.00	500.00	500.00	0.00	500.00	As above.
<i>No objections received (loading bays, single bays)</i>							
Small (1-30 consultations)	250.00	0.00	250.00	250.00	0.00	250.00	As above.
Medium (31-50 consultations)	250.00	0.00	250.00	250.00	0.00	250.00	As above.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Large (50+ consultations)	250.00	0.00	250.00	250.00	0.00	250.00	As above.
<i>Objections received (JTB report)</i>							
Small (1-30 consultations)	250.00	0.00	250.00	250.00	0.00	250.00	As above.
Medium (31-50 consultations)	250.00	0.00	250.00	250.00	0.00	250.00	As above.
Large (50+ consultations)	250.00	0.00	250.00	250.00	0.00	250.00	As above.
<i>Progress/implement scheme (yellow lines and changes to existing orders)</i>							
Small (1-30 consultations)	500.00	0.00	500.00	500.00	0.00	500.00	As above.
Medium (31-50 consultations)	600.00	0.00	600.00	600.00	0.00	600.00	As above.
Large (50+ consultations)	700.00	0.00	700.00	700.00	0.00	700.00	As above.
<i>Progress/implement scheme (loading bays, single bays)</i>							
Small (1-30 consultations)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Medium (31-50 consultations)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Large (50+ consultations)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Inclusion of new or amended waiting restrictions into Traffic Regulation Order	N/A	N/A	N/A	1,000.00	0.00	1,000.00	Proposed cost of adding new or amended waiting restrictions into Traffic Regulation Order which is already in progress, and therefore costs to SBC are minimal.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Disabled Parking Bay Application							
Per bay	0.00	0.00	0.00	0.00	0.00	0.00	No fee currently applied during 2018/19.
Harbour Mooring Fees							
Faversham Town Quay per night	7.50	1.50	9.00	7.50	1.50	9.00	Minimal annual income generated.
Garden Waste Subscription (brown bins – domestic)							
Fortnightly collection of garden waste including hire of bin Per annum – 26 collections	37.00	0.00	37.00	37.00	0.00	37.00	All three partners in the Mid Kent Waste Partnership are planning to keep the same as could potentially stop subscriptions from increasing therefore affecting recycling rates.
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	25.00	0.00	25.00	Price reflective of encouraging residents to use the service rather than rogue traders.
Wheeled Bins							
Wheeled bins 140 litre	38.00	0.00	38.00	38.90	0.00	38.90	Inflationary increase.
Wheeled bins 180 litre	43.00	0.00	43.00	44.00	0.00	44.00	As above.
Wheeled bins 240 litre	43.00	0.00	43.00	44.00	0.00	44.00	As above.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Wheeled bins 1,100 litre	435.00	0.00	435.00	435.00	0.00	435.00	This is a cost to commercial companies rather than residents and the fee is set to ensure section 106 agreements. This will be reviewed again next year.
Lid in lid 140 litre food waste bin	75.00	0.00	75.00	76.80	0.00	76.80	Inflationary increase.
Food waste container 23 litre	10.00	0.00	10.00	10.20	0.00	10.20	Inflationary increase.
Kitchen caddy 5 litre	5.00	0.00	5.00	5.10	0.00	5.10	Inflationary increase.
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	250.00	50.00	300.00	256.00	51.20	307.20	As above.
Ashmount	205.00	41.00	246.00	209.92	41.98	251.90	As above.
Admiral	213.00	42.60	255.60	218.09	43.61	261.70	As above.
Broxap Turvy	208.00	41.60	249.60	213.00	42.60	255.60	As above.
Admiral bin liner	34.00	6.80	40.80	34.84	6.96	41.80	As above.
Additional Dog Bins (each)							
Additional dog bin (56 litre)	199.00	39.80	238.80	203.75	40.75	244.50	As above.
Additional dog bin (60 litre)	247.00	49.40	296.40	252.92	50.58	303.50	As above.
Additional dog bin (heavy duty)	638.00	127.60	765.60	653.34	130.66	784.00	As above.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Bin store clearance – per occasion	100.00	20.00	120.00	102.42	20.48	122.90	As above.
Wheeled Bins for Community Events							
Provision of wheeled bins for events (cost per occasion) – delivery/collection charge	79.00	15.80	94.80	80.92	16.18	97.10	As above.
Wheeled bin hire (cost per bin)	10.00	2.00	12.00	10.25	2.05	12.30	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	Covers cost of key.
Street Naming & Numbering							
Changing or requesting new property	64.80	0.00	64.80	66.40	0.00	66.40	Inflationary increase.
New street name	108.00	0.00	108.00	110.60	0.00	110.60	As above.
New street developments (4 or more properties/units) per property/unit with minimum charge of £180	43.20	0.00	43.20	44.20	0.00	44.20	As above.
Provision of historical information relating to street naming & numbering	27.00	0.00	27.00	27.60	0.00	27.60	As above.
Changing street name	648.90	0.00	648.90	664.50	0.00	664.50	As above.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Environmental – Fixed Penalty Notices (FPN)							
Fly tipping	400.00 ¹	0.00	400.00 ¹	400.00¹	0.00	400.00¹	This is already set at the maximum limit as set out in the legislation (the early payment reduction will assist in keeping payment rates high and reduce costs for administration).
Householders duty of care – lack of care in disposal of waste	N/A	N/A	N/A	400.00¹	0.00	400.00¹	This is a new FPN that has been consulted on nationally. The guidance is in draft format at the time of producing this report. The fee is set at the maximum limit as set out in the draft guidance (the early payment reduction will assist in keeping payment rates high and reduce costs for administration). Delegated authority has been requested as a specific recommendation to reflect any changes in national guidance.
Abandoning a vehicle	120.00	0.00	120.00	200.00	0.00	200.00	This fee is set in legislation.
Smoking in an enclosed vehicle carrying a juvenile	50.00	0.00	50.00	50.00	0.00	50.00	This fee is set in legislation.
Refuse left out inappropriately	80.00	0.00	80.00	80.00	0.00	80.00	The Deregulation Act 2015 reduces the previous level of FPN (£100) to a scale of between £60 and £80.
Littering and graffiti	150.00	0.00	150.00	150.00	0.00	150.00	This is already set at the maximum limit as set out in the legislation.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Dog fouling and other dog control orders	100.00	0.00	100.00	100.00	0.00	100.00	In October 2017 all previous Dog Control Orders are to be replaced by Public Space Protection Orders. It is recommended that Fixed Penalty Notices be set at the maximum allowed amount of £100 (set by legislation).
Fly posting	150.00	0.00	150.00	150.00	0.00	150.00	This is already set at the maximum limit as set out in the legislation.
Waste carrier offences	300.00	0.00	300.00	300.00	0.00	300.00	This is already set at the maximum limit as set out in the legislation.
Smoking in a smoke free premises or vehicle	50.00 ²	0.00	50.00 ²	50.00²	0.00	50.00²	This is already set at the maximum limit as set out in the legislation.
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	This is already set at the maximum limit as set out in the legislation.
Failure to comply with a Community Protection Notice	100.00	0.00	100.00	100.00	0.00	100.00	This is already set at the maximum limit as set out in the legislation.
Breach of any Public Space Protection Orders (PSPOs)	100.00	0.00	100.00	100.00	0.00	100.00	This is already set at the maximum limit as set out in the legislation.
¹ Reduced to £300 if paid in full within 7 days ² Reduced to £30.00 if paid within 15 days ³ Reduced to £150.00 if paid within 15 days							

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Animal Welfare Licensing							
The Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018 came into force on 1 October 2018. This legislation introduced a new risk based scoring regime for licensing animal establishments. The new scheme is accompanied by a new charging system based upon a star rating. National guidance from DEFRA has only recently been published which has made the timescales challenging for local authorities to introduce the appropriate fees and charges for these activities for the implementation date of 1 October 2018. Charges have been calculated using the Local Government Association guidance document on locally set licence fees ('Open for Business'). Dangerous Wild Animals and Zoo Licences have been tweaked to reflect estimated costs.							
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							
(Includes arranging the provision of home boarding for dogs and or dog day care with hosts)							
Part A	N/A	N/A	N/A	211.00¹	0.00	211.00¹	See introduction to Animal Licensing above.
Part B	N/A	N/A	N/A	169.00	0.00	169.00	See introduction to Animal Licensing above.
1 Star and 2 Star establishments - 1 year licence							
3 Star and 4 Star establishments - 2 year licence	N/A	N/A	N/A	282.00	0.00	282.00	See introduction to Animal Licensing above.
5 Star establishments - 3 year licence	N/A	N/A	N/A	395.00	0.00	395.00	See introduction to Animal Licensing above.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Hiring of Horses							
Part A	N/A	N/A	N/A	211.00 ²	0.00	211.00 ²	See introduction to Animal Licensing above.
Part B 1 Star and 2 Star establishments - 1 year licence	N/A	N/A	N/A	133.00 ³	0.00	133.00 ³	See introduction to Animal Licensing above.
3 Star and 4 Star establishments - 2 year licence	N/A	N/A	N/A	266.00 ³	0.00	266.00 ³	See introduction to Animal Licensing above.
5 Star establishments - 3 year licence	N/A	N/A	N/A	399.00 ³	0.00	399.00 ³	See introduction to Animal Licensing above.
Keeping or Training Animals for Exhibition							
Part A For a 3 year licence	N/A	N/A	N/A	282.00 ¹	0.00	282.00 ⁴	See introduction to Animal Licensing above.
Part B For a 3 year licence	N/A	N/A	N/A	236.00 ⁴	0.00	236.00 ⁴	See introduction to Animal Licensing above.
Dangerous Wild Animal Licence							
Part A For a 2 year licence	N/A	N/A	N/A	225.00 ¹	0.00	225.00 ¹	See introduction to Animal Licensing above.
Part B For a 2 year licence	N/A	N/A	N/A	125.00	0.00	125.00	See introduction to Animal Licensing above.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
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) ⁴ Plus vet fees (if applicable) based upon an hourly rate (including travel time) ⁵ Applicable annually for the duration of the licence							
Other Charges							
Licence renewals	N/A	N/A	N/A	Charged at the same rate as new applications			See introduction to Animal Licensing above.
Request for re-inspection (for all licences) (plus vet fees if applicable)	N/A	N/A	N/A	71.00	0.00	71.00	See introduction to Animal Licensing above.
Requests for Variations							
Administration amendment only	N/A	N/A	N/A	34.00	0.00	34.00	See introduction to Animal Licensing above.
Inspector visit (if required) (additional to administration charge)	N/A	N/A	N/A	56.00	0.00	56.00	See introduction to Animal Licensing above.
Vet fees	N/A	N/A	N/A	Will be recharged based upon an hourly rate plus travel time			

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Stray Dog Collection							
Statutory collection charge element	25.00	0.00	25.00	25.00	0.00	25.00	Statutory charge.
Administration fee element for collection/ returned stray dogs	30.00	0.00	30.00	30.00	0.00	30.00	This amount ensures reasonable payment rates without the need for additional administration.
Out of hours administration fee or collection/returned stray dogs	40.00	0.00	40.00	40.00	0.00	40.00	As above.
Transport fee for returning dog to owner	25.00	0.00	25.00	25.00	0.00	25.00	This was a recently introduced fee that gives customers a choice between either picking the dog up themselves from the Kennels or for the Council to return it to them but for which they will have to pay this additional fee.
Pest Control							
Rats (per visit) with a minimum of 2 visits required	24.17	4.83	29.00	24.17	4.83	29.00	The recently agreed pest control contract fees are based upon these costs. An increase in costs will not result in an increase in income to the Council.
Rats (per visit) with a minimum of 2 visits required – clients on benefits	24.17	4.83	29.00	24.17	4.83	29.00	As above.
Mice (per visit) with a minimum of 2 visits required	24.17	4.83	29.00	24.17	4.83	29.00	As above.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Mice (per visit) with a minimum of 2 visits required – clients on benefits	24.17	4.83	29.00	24.17	4.83	29.00	As above.
Wasps per nest	48.75	9.75	58.50	48.75	9.75	58.50	As above.
Wasps per additional nest	8.33	1.67	10.00	8.33	1.67	10.00	As above.
Fleas and other household pests (up to 6 rooms)	58.33	11.67	70.00	58.33	11.67	70.00	As above.
Each additional room (up to 4)	8.33	1.67	10.00	8.33	1.67	10.00	As above.
Cockroaches in domestic premises (up to 6 rooms)	58.33	11.67	70.00	58.33	11.67	70.00	As above.
Each additional room (up to 4)	8.33	1.67	10.00	8.33	1.67	10.00	As above.
Ants, insects etc.	25.00	5.00	30.00	25.00	5.00	30.00	As above.
Ants, insects etc. – clients on benefits	25.00	5.00	30.00	25.00	5.00	30.00	As above.
Bed bugs (up to 4 bedroom house). Anything larger will require a survey	233.33	46.67	280.00	233.33	46.67	280.00	As above.
Hourly charge for treatments carried out on industrial and commercial properties (hourly rate)	To be quoted by contractors (Goodwin Pest Management) on a job by job basis so as to remain competitive		To be quoted by contractors (Goodwin Pest Management) on a job by job basis so as to remain competitive			As above.	

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
For treatments outside of normal office hours (hourly rate)	As above			As above			As above.
Woodworm, birds, deathwatch beetle, foxes, moles & squirrels	Price on application (surveys required)			Price on application (surveys required)			As above.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Environmental Health (T Beattie)							
Food Export Certificate							
For existing or repeat businesses in Swale	84.50	0.00	84.50	120.00	0.00	120.00	Following a management review of the time taken to process certificates the increase is proposed to reflect the cost to the service of officer time, inspection and administration.
For new businesses applying for export certificates	N/A	N/A	N/A	250.00	0.00	250.00	New business require additional time to carry out full site inspections, detailed review of procedures and documentation a well a service administration costs.
Admin charge for changes to certificate	N/A	N/A	N/A	25.00	0.00	25.00	To cover the administration costs associated with re-issuing certificates.
Food in transit	30.00	0.00	30.00	30.00	0.00	30.00	
Voluntary Surrender of Food							
Charge for food unfit for human consumption or unsuitable for sale	N/A	N/A	N/A	200.00	0.00	200.00	Business sometimes require local authorities to provide certification for insurers or importing countries to confirm that food is either unsuitable for sale or unfit for human consumption.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
CIEH Level 2 Award Training in Food Safety in Catering							
Fee charged to food handlers for training in food hygiene	52.00	13.00	65.00	52.00	13.00	65.00	
Food Hygiene Rating Scheme							
Fee to food businesses for re-inspection and re-scoring	160.00	0.00	160.00	160.00	0.00	160.00	
Registration Fee under the Local Government (Miscellaneous Provision) Act							
(Relates to establishments offering cosmetic piercing, electrolysis, tattooing or acupuncture)							
Standard fee	303.00	0.00	303.00	313.00	0.00	313.00	Rise to bring in line across the EH service.
Supplementary treatment registration fee (for additional beauty treatment registration inspection either at or after initial registration)	51.50	0.00	51.50	53.00	0.00	53.00	Rise to bring in line across the EH service.
Requests for Environmental Information (e.g. contaminated land)							
Charge per hour	20.00	5.00	25.00	20.00	5.00	25.00	This is the agreed fee for Mid Kent EH Contaminated Land and Env Information Regs requests.
Charges for photocopying apply at 10p per page plus postage							

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Private Water Supplies and Distribution							
Risk assessment	500.00	0.00	500.00	500.00	0.00	500.00	These are the maximum statutory fees chargeable, but are discretionary and not subject to VAT.
Sampling	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Investigation	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Authorisation	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Analysis – under Regulation 10	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Analysis – check monitoring comm. Supplies	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 2019/20 set by the Council

	2018/19			2019/20			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 2019/20.
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	N/A	N/A	N/A	35.00	0.00	35.00	Due to changing the Taxi Street Knowledge Test drivers may drive a Private Hire Vehicle on a lower pass rate. They may take another test to upgrade to a Dual Badge.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Dual / Private Hire Drivers Badge for 3 years	150.00	0.00	150.00	150.00	0.00	150.00	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 2019/20.
Non-refundable plate fee (plate number only issued once)	50.00	0.00	50.00	50.00	0.00	50.00	As above.
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	N/A	N/A	N/A	80.00	0.00	80.00	Replacement fee of 'Change existing vehicle from a Private Hire Vehicle to a Hackney Carriage Vehicle' and vice versa. Approved at General Licensing Committee on 2/10/18.
Street Trading Licensing							
Annual consents (not events)	100.00	0.00	100.00	100.00	0.00	100.00	The Street Trading Policy is to be reviewed and the cost of producing these consents will be investigated as part of that review ready for 2020/21.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
6 month consents (not events)	50.00	0.00	50.00	50.00	0.00	50.00	As above.
One off consent	30.00	0.00	30.00	30.00	0.00	30.00	As above.
<i>Event Consents</i>							
1-19 stalls	65.00	0.00	65.00	65.00	0.00	65.00	As above.
20-49 stalls	130.00	0.00	130.00	130.00	0.00	130.00	As above.
50+ stalls	200.00	0.00	200.00	200.00	0.00	200.00	As above.
Gambling Licensing							
<i>New Applications/Applications for Provisional Statement</i>							
Small casino	N/A	N/A	N/A	8,000.00	0.00	8,000.00	Discretionary to a statutory maximum £8,000.
Large casino	N/A	N/A	N/A	10,000.00	0.00	10,000.00	Discretionary to a statutory maximum £10,000.
Bingo club	2,268.00	0.00	2,268.00	2,330.00	0.00	2,330.00	Discretionary to a Statutory Maximum £3,500.
Betting premises	2,268.00	0.00	2,268.00	2,320.00	0.00	2,320.00	Discretionary to a Statutory Maximum £3,000.
Tracks	1,775.00	0.00	1,775.00	1,820.00	0.00	1,820.00	Discretionary to a Statutory Maximum £2,500.
Family entertainment centres	1,775.00	0.00	1,775.00	1,820.00	0.00	1,820.00	Discretionary to a Statutory Maximum £2,000.
Adult gaming centre	1,775.00	0.00	1,775.00	2,000.00	0.00	2,000.00	Discretionary to a Statutory Maximum £2,000.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Temporary use notice	N/A	N/A/	N/A	250.00	0.00	250.00	Discretionary to a Statutory Maximum £500.
<i>Licence Applications (Provisional Statement Holders)</i>							
Small casino	N/A	N/A/	N/A	3,000.00	0.00	3,000.00	Discretionary to a statutory maximum £3,000.
Large casino	N/A	N/A/	N/A	5,000.00	0.00	5,000.00	Discretionary to a statutory maximum £5,000.
Bingo club	935.00	0.00	935.00	960.00	0.00	960.00	Discretionary to a Statutory Maximum £1,200.
Betting premises	935.00	0.00	935.00	960.00	0.00	960.00	Discretionary to a Statutory Maximum £1,200.
Tracks	935.00	0.00	935.00	950.00	0.00	950.00	Discretionary to a Statutory Maximum £950.
Family entertainment centre	772.00	0.00	772.00	800.00	0.00	800.00	Discretionary to a Statutory Maximum £950.
Adult gaming centre	935.00	0.00	935.00	1,200.00	0.00	1,200.00	Discretionary to a Statutory Maximum £1,200.
<i>Annual Fee</i>							
Small casino	N/A	N/A/	N/A	5,000.00	0.00	5,000.00	Discretionary to a statutory maximum £5,000.
Large casino	N/A	N/A/	N/A	10,000.00	0.00	10,000.00	Discretionary to a statutory maximum £10,000.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Bingo club	703.00	0.00	703.00	720.00	0.00	720.00	Discretionary to a Statutory Maximum £1,000.
Betting premises	450.00	0.00	450.00	475.00	0.00	475.00	Discretionary to a Statutory Maximum £600.
Tracks	703.00	0.00	703.00	720.00	0.00	720.00	Discretionary to a Statutory Maximum £1,000.
Family entertainment centres	610.00	0.00	610.00	625.00	0.00	625.00	Discretionary to a Statutory Maximum £750.
Adult gaming centre	703.00	0.00	703.00	1,000.00	0.00	1,000.00	Discretionary to a Statutory Maximum £1,000.
<i>Application to Vary</i>							
Small casino	N/A	N/A/	N/A	4,000	0.00	4,000	Discretionary to a statutory maximum £4,000.
Large casino	N/A	N/A/	N/A	5,000	0.00	5,000	Discretionary to a statutory maximum £5,000.
Bingo club	1,550.00	0.00	1,550.00	1,590.00	0.00	1,590.00	Discretionary to a statutory maximum £1,750.
Betting premises	1,308.00	0.00	1,308.00	1,340.00	0.00	1,340.00	Discretionary to a statutory maximum £1,500.
Tracks	1,186.00	0.00	1,186.00	1,215.00	0.00	1,215.00	Discretionary to a statutory maximum £1,250.
Family entertainment centres	800.00	0.00	800.00	820.00	0.00	820.00	Discretionary to a statutory maximum £1,000.
Adult gaming centre	800.00	0.00	800.00	1,000.00	0.00	1,000.00	Discretionary to a statutory maximum £1,000.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Copy licence	26.50	0.00	26.50	25.00	0.00	25.00	Discretionary to a statutory maximum £25. Fee reduced due to being over the statutory maximum.
Notification of change	26.50	0.00	26.50	30.00	0.00	30.00	Discretionary to a statutory maximum £50.
<i>Application to Transfer a Licence</i>							
Small casino	0.00	0.00	0.00	1,800.00	0.00	1,800.00	Discretionary to a statutory maximum £1,800.
Large casino	0.00	0.00	0.00	2,150.00	0.00	2,150.00	Discretionary to a statutory maximum £2,150.
Bingo club	860.00	0.00	860.00	960.00	0.00	960.00	Discretionary to a statutory maximum £1,200.
Betting premises	860.00	0.00	860.00	960.00	0.00	960.00	Discretionary to a statutory maximum £1,200.
Tracks	860.00	0.00	860.00	880.00	0.00	880.00	Discretionary to a statutory maximum £950.
Family entertainment centres	860.00	0.00	860.00	880.00	0.00	880.00	Discretionary to a statutory maximum £950.
Adult gaming centre	860.00	0.00	860.00	1,200.00	0.00	1,200.00	Discretionary to a statutory maximum £1,200.
<i>Application for Re-instatement</i>							
Small casino	0.00	0.00	0.00	1,800.00	0.00	1,800.00	Discretionary to a statutory maximum £1,800.
Large casino	0.00	0.00	0.00	2,150.00	0.00	2,150.00	Discretionary to a statutory maximum £2,150.
Bingo club	860.00	0.00	860.00	960.00	0.00	960.00	Discretionary to a statutory maximum £1,200.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Betting premises	860.00	0.00	860.00	960.00	0.00	960.00	Discretionary to a statutory maximum £1,200.
Tracks	860.00	0.00	860.00	880.00	0.00	880.00	Discretionary to a statutory maximum £950.
Family entertainment centres	860.00	0.00	860.00	880.00	0.00	880.00	Discretionary to a statutory maximum £950.
Adult gaming centre	860.00	0.00	860.00	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	4,200.00	0.00	4,200.00	4,300.00	0.00	4,300.00	Inflationary increase.
Annual licence renewal	650.00	0.00	650.00	665.00	0.00	665.00	As above.
Application to vary	750.00	0.00	750.00	770.00	0.00	770.00	As above.
Transfer of licence	25.00	0.00	25.00	26.00	0.00	26.00	As above.
Duplicate licence	15.00	0.00	15.00	15.00	0.00	15.00	This is an occasional charge so no increase proposed.
Scrap Metal Dealers Licensing							
Site licence	450.00	0.00	450.00	460.00	0.00	460.00	Inflationary increase.
Site licence renewal	425.00	0.00	425.00	435.00	0.00	435.00	As above.
Collections licence, grant or renewal	210.00	0.00	210.00	215.00	0.00	215.00	As above.
Variation – collector to site	70.00	0.00	70.00	72.00	0.00	72.00	As above.
Variation – site to collector	50.00	0.00	50.00	51.00	0.00	51.00	As above.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Variation (minor administration, such as change of address)	30.00	0.00	30.00	31.00	0.00	31.00	As above.
Change of site manager	100.00	0.00	100.00	102.00	0.00	102.00	As above.

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Legal (P Narebor)							
Legal Charges for Third Parties							
Hourly rate (no VAT)	216.00	0.00	216.00	221.00	0.00	221.00	The proposal is to raise the current flat rate MKLS fee of £216 per hour to £221 per hour (rounded to nearest 10 pence). The charge is pursuant to fees that an authority can charge for a discretionary service in accordance with the Local Government Act 2003, section 93. The charge will enable the cost of delivery of the service to be recovered and has been assessed in line with the Courts and Tribunals Solicitors' guideline hourly rates.
Hourly rate (when VAT applicable)				221.00	44.20	265.20	
<p><i>Note:</i></p> <p><i>VAT may be chargeable depending on the nature of the transaction</i></p> <p><i>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</i></p>							

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			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.
Charity groups or meetings where Swale residents will benefit	No cost			No cost			

Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
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.

Fees and charges set nationally by Government

	2018/19			2019/20			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	638.00	0.00	638.00	681.00	0.00	681.00	Statute only allows for recovery of costs involved in managing and processing licence applications reviewed time involved and adjusted hourly costs accordingly.
Accredited landlord	523.00	0.00	523.00	558.00	0.00	558.00	As above.
<i>Renewal of Application</i>							
Non-accredited landlord	482.00	0.00	482.00	514.00	0.00	514.00	Statute only allows for recovery of costs involved in managing and processing licence applications reviewed time involved and adjusted hourly costs accordingly.

Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Accredited landlord	367.00	0.00	367.00	452.00	0.00	452.00	Statute only allows for recovery of costs involved in managing and processing licence applications, so the time involved has been reviewed and hourly costs and time adjusted accordingly, whilst still leaving incentive for landlords to become accredited. The time taken to undertake a licence application has been reviewed as a result of changes to IT systems and the changes in licensing legislation, this showed the process is taking longer than previously calculated. The cost is still based on actual hourly rates for officers and the time taken to undertake the licensing process.
Mobile Home Site Licence Fee							
<i>New Mobile Home Site Licence Application Fee</i>							
1-5 mobile homes on site	144.00	0.00	144.00	147.00	0.00	147.00	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 adjusted accordingly. Changes to hourly rate only.
6-24 mobile homes on site	198.00	0.00	198.00	202.00	0.00	202.00	As above.

Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
25-99 mobile homes on site	289.00	0.00	289.00	295.00	0.00	295.00	As above.
100+ mobile homes on site	289.00	0.00	289.00	295.00	0.00	295.00	As above.
Annual Mobile Home Site Inspection Fee							
Relevant sites occupied solely by owners and family members	No charge			No charge			
1-5 mobile homes on site	No charge			No charge			
6-24 mobile homes on site	162.00	0.00	162.00	165.00	0.00	165.00	Statute only allows for recovery of costs involved in inspecting site and any excess would need to be then taken into account in the following year and fees would need to be adjusted accordingly. Changes to hourly rate only.
25-99 mobile homes on site	143.00	0.00	143.00	146.00	0.00	146.00	Statute only allows for recovery of costs involved in inspecting site and any excess would need to be then taken into account in the following year and fees would need to be reduced accordingly - hourly rate adjusted.
100+ mobile homes on site	234.00	0.00	234.00	239.00	0.00	239.00	As above.

Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<i>Fee to Transfer or Amend Mobile Home Site Licence</i>							
Transfer or amend mobile home site licence	105.00	0.00	105.00	107.00	0.00	107.00	Statute only allows for recovery of costs involved in processing application and any excess would need to be then taken into account in the following year and fees would need to be reduced accordingly - hourly rate adjusted.
<i>Fee for the Deposit of Mobile Home Site Rules</i>							
Deposit of mobile home site rules	143.00	0.00	143.00	146.00	0.00	146.00	Statute allows for recovery of costs involved - hourly rate adjusted.
<i>Smoke and Carbon Monoxide Regulations 2015</i>							
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.
<i>The Redress Scheme for Lettings Agency Work & Management Work Order 2014</i>							
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.

Fees and charges set nationally by Government

	2018/19			2019/20			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 www.swale.gov.uk/types-of-application-and-fees/						

Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Commissioning & Customer Contact							
(M Cassell)							
Car Parks Fixed Penalty 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 fee set by Central Government.
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.
<i>Dispensation/Waivers</i>							
Maximum 1 day	11.00	0.00	11.00	11.00	0.00	11.00	As above.
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.
Admin fee	70.00	0.00	70.00	70.00	0.00	70.00	As above.

Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Corporate Services (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 set nationally by Government

	2018/19			2019/20			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	Fees new to this report, but not new fees.
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	Fees new to this report, but not new fees.
Club Gaming Permits							
Grant	200.00	0.00	200.00	200.00	0.00	200.00	Fees new to this report, but not new fees.
Grant (Club Premises Certificate holder)	100.00	0.00	100.00	100.00	0.00	100.00	As above.

Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
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.
Club Machine Permits							
Grant	200.00	0.00	200.00	200.00	0.00	200.00	Fees new to this report, but not new fees.
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.

Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<i>FEC Gaming Machine Permits</i>							
Application fee	300.00	0.00	300.00	300.00	0.00	300.00	Statutory fee set by Central Government.
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.
<i>Prize Gaming Permits</i>							
Grant	300.00	0.00	300.00	300.00	0.00	300.00	Fees new to this report, but not new fees.
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.
<i>Small Lottery Registration</i>							
Grant	40.00	0.00	40.00	40.00	0.00	40.00	Fees new to this report, but not new fees.
Annual Fee	20.00	0.00	20.00	20.00	0.00	20.00	As above.

Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
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 change proposed.

Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Democratic Services							
(K Bescoby)							
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 set nationally by Government

	2018/19			2019/20			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.

Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Environmental Health							
(T Beattie)							
Pollution Prevention Control							
A2 New application	3,363.00	0.00	3,363.00	3,363.00	0.00	3,363.00	Fees not new, but new to this report. These are a series of complex statutory fees that we have a duty to charge on a wide variety of business and processes as specified in the relevant regulations. There is also a proviso that the fees change depending on whether we deem the business/process to be low, medium or high risk – again the fees are set by Government.
A2 Low	1,715.00	0.00	1,715.00	1,715.00	0.00	1,715.00	As above.
A2 Medium	1,715.00	0.00	1,715.00	1,715.00	0.00	1,715.00	As above.
A2 High	1,747.00	0.00	1,747.00	1,747.00	0.00	1,747.00	As above.
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.
Vehicle resprayers low	228.00	0.00	228.00	228.00	0.00	228.00	As above.
Vehicle resprayers medium	365.00	0.00	365.00	365.00	0.00	365.00	As above.
Vehicle resprayers high	548.00	0.00	548.00	548.00	0.00	548.00	As above.
PVR I & II Combined low	113.00	0.00	113.00	113.00	0.00	113.00	As above.

Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
PVR I & II Combined medium	226.00	0.00	226.00	226.00	0.00	226.00	As above.
PVR I & II Combined high	341.00	0.00	341.00	341.00	0.00	341.00	As above.
Reduced fee low	79.00	0.00	79.00	79.00	0.00	79.00	As above.
Reduced fee medium	158.00	0.00	158.00	158.00	0.00	158.00	As above.
Part B Subsistence high	237.00	0.00	237.00	237.00	0.00	237.00	As above.
Vehicle resprayers low	1,447.00	0.00	1,447.00	1,447.00	0.00	1,447.00	As above.
Vehicle resprayers medium	1,611.00	0.00	1,611.00	1,611.00	0.00	1,611.00	As above.
Vehicle resprayers high	2,334.00	0.00	2,334.00	2,334.00	0.00	2,334.00	As above.
A2 Subsistence low (E-PRTR)	1,551.00	0.00	1,551.00	1,551.00	0.00	1,551.00	As above.
A2 Subsistence medium (E-PRTR)	1,715.00	0.00	1,715.00	1,715.00	0.00	1,715.00	As above.
A2 Subsistence high (E-PRTR)	2,438.00	0.00	2,438.00	2,438.00	0.00	2,438.00	As above.
Part B New applications	1,650.00	0.00	1,650.00	1,650.00	0.00	1,650.00	As above.
Reduced Fee New application	362.00	0.00	362.00	362.00	0.00	362.00	As above.
Vehicle resprayers	346.00	0.00	346.00	346.00	0.00	346.00	As above.
PVR I & II New application	257.00	0.00	257.00	257.00	0.00	257.00	As above.

List of income from fees and charges for 2018/19 budgets

Charges set by the Council		
Service	Charge	2018/19 Budget £
Commissioning, Environment & Leisure	Car parks and season tickets	1,912,400
Commissioning, Environment & Leisure	Garden waste collections (brown bins)	367,500
Commissioning, Environment & Leisure	Residents parking permits (including voucher parking for visitors parking in residential bays)	121,000
Commissioning, Environment & Leisure	Cemeteries burial fees	105,110
Commissioning, Environment & Leisure	Bulky waste collections	57,000
Commissioning, Environment & Leisure	Residential wheeled bins	20,500
Commissioning, Environment & Leisure	Street naming and numbering	15,000
Commissioning, Environment & Leisure	Beach hut charges	7,500
Commissioning, Environment & Leisure	Seafront memorial bench	1,000
Commissioning, Environment & Leisure	Travelling fetes & fairs and access over open space licence	11,780
Commissioning, Environment & Leisure	Sports facilities	11,500
Commissioning, Environment & Leisure	Allotments	1,000
Commissioning, Environment & Leisure	Radar keys for disabled toilets	210
Resources	Taxi (Hackney Carriage) licensing	65,000
Resources	Gambling licensing	41,280
Resources	Legal services charges, including S106 application fees	91,440
Resources	Hire of meeting rooms at Swale House	100
Commissioning, Environment & Leisure	Fixed penalty notices – environmental response	3,000
Commissioning, Environment & Leisure	King George's Pavilion	13,980

List of income from fees and charges for 2018/19 budgets

Charges set by the Council		
Service	Charge	2018/19 Budget £
Policy, Communications and Customer Services	Advertising fees for Inside Swale	6,000
Commissioning, Environment & Leisure	Annual animal licences	10,500
Commissioning, Environment & Leisure	Stray dog collection	7,000
Commissioning, Environment & Leisure	Pest control treatments	5,000
Commissioning, Environment & Leisure	Alleygate key	50
Housing, Economy & Community Services	Guildhall	600
Housing, Economy & Community Services	Town Centre Licence	-
Housing, Economy & Community Services	Staying put handyperson charges	2,200
Housing, Economy & Community Services	Home inspection for immigration application fee	100
Mid-Kent Environmental Health Service	CIEH Level 2 Award Training in Food Safety in Catering	500
Mid-Kent Environmental Health Service	Registration fee under the Local Government (Misc Provisions) Act	1,500
Mid-Kent Environmental Health Service	Request for environmental information	1,000
Mid-Kent Environmental Health Service	Food export certificate	100
Planning	Local land charges	275,000
Planning	Pre-application planning advice fees	90,000
Planning	S106 Monitoring fees	65,000
Planning	Photocopying charges	2,000
Total fees & charges set by the Council & agreed as part of this report		3,312,850

List of income from fees and charges for 2018/19 budgets

Charges set by Government		
Service	Charge	2018/19 Budget £
Commissioning, Environment and Leisure	Fixed penalty notices – parking	504,890
Resources	Licences (premises and liquor, street trading, sex establishments and scrap metal)	99,500
Democratic Services	Purchase of electoral register	1,500
Housing, Economy & Community Services	Houses in multiple occupation	500
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/	951,850
Total fees and charges set by Government		1,558,240
Grand total for all fees and charges		4,871,090