

Scrutiny		Agenda Item:
Meeting Date	26 January 2022	
Report Title	Review of Fees & Charges 2022/23	
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance	
SMT Lead	Lisa Fillery, Director of Resources	
Head of Service	Phil Wilson, Head of Finance and Procurement	
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 note the proposed fees and charges 2022/23 as set out in this report. 2. Regarding Taxi Licensing that delegated authority be given to the Head of Housing & Community Services in consultation with the Director of Resources and the Cabinet Member for Community Services to amend the fees and charges as a result of a review of the charges in 2021/22. 	

1. Purpose of Report and Executive Summary

- 1.1 This report invites Scrutiny to note the proposals for the level of fees and charges to be levied for the next financial year 2022/23. Charges will take effect from 1 April 2022.
- 1.2 All the charges included in this report under the Council's control will take effect from 1 April 2022.
- 1.3 Appendix I details proposals on a service-by-service basis for the level of fees to be charged in 2022/23 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 2021/22 budget for fees and charges for service.
- 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 2021/22 the fees and charges budget covered by this report where the Council sets the level of fees or charges was £3,991,000 (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 2022/23 and Appendix II those that are set by Government.
- 3.2 Heads of Service were advised that any indexation be based on the Consumer Price Index (June 2.5%) 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.

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, Statutory and Procurement	All proposals for charges reflect the relevant legislation.
Crime and Disorder	None identified.

Issue	Implications
Environment and Climate/ Ecological Emergency	None identified.
Health and Wellbeing	None identified.
Safeguarding of Children, Young People and Vulnerable Adults	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 2022/23 set by the Council
- Appendix II: Fees and charges set nationally by Government
- Appendix III: Summary of fee income for 2021/22 budget

8. Background Papers

None.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			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	123.00	24.60	147.60	126.10	25.20	151.30	The charges reflect officer time and the 2.5% increase. 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 2022/23 set by the Council

	2021/22			2022/23			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	No price increase. The Council does not undertake much private work due to time available. Rate remains the same to offer vulnerable clients an affordable service.
Disabled Facilities Grant (DFG) fee (statutory % charge)	12.5%			12.5%			The rate is charged as part of the Disabled Facility Grant where Staying Put act in their capacity as the home improvement agency for the client. The rate is the same as other agencies in Kent, the client is free to choose other agencies if they wish; this keeps us competitive and funds the service.
Alleygate Key							
Fee	17.92	3.58	21.50	17.92	3.58	21.50	No price increase. Reimbursement of costs.
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 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Planning (J Freeman)							
Pre-Application Planning Advice							
Meetings							
Very large major	2,750.00	550.00	3,300.00	2,916.67	583.33	3,500.00	Increased charge
Major	1,833.33	366.67	2,200.00	2,083.33	416.67	2,500.00	Increased charge
Minor	458.33	91.67	550.00	458.33	91.67	550.00	No change.
Other (excluding householders and listed buildings)	137.50	27.50	165.00	137.50	27.50	165.00	No change.
Charities, voluntary groups and parish councils	0.00	0.00	0.00	0.00	0.00	0.00	No change.
Works/repairs to listed buildings	0.00	0.00	0.00	0.00	0.00	0.00	No change.
Letters							
Very large major	916.67	183.33	1,100.00	916.67	183.33	1,100.00	No change
Major	458.34	91.67	550.00	458.33	91.67	550.00	No change
Minor	229.16	45.83	275.00	229.17	45.83	275.00	No change
Other (excluding householders and listed buildings)	68.75	13.75	82.50	68.75	13.75	82.50	No change
Householder	45.84	9.17	55.00	45.83	9.17	55.00	No change

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Charities, voluntary groups and parish councils	0.00	0.00	0.00	0.00	0.00	0.00	No change.
Works/repairs to listed buildings	0.00	0.00	0.00	0.00	0.00	0.00	No change.
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	550.00	0.00	550.00	565.00	0.00	565.00	2.5% increase rounded up
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	No change. Very limited income received (£200 per annum). Changing charge will not have any significant impact on budget

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
A3 Black/white	0.25	0.05	0.30	0.25	0.05	0.30	As above.
A2 Or larger	3.33	0.67	4.00	3.33	0.67	4.00	As above.
A4 Colour	1.67	0.33	2.00	1.67	0.33	2.00	As above.
A3 Colour	2.50	0.50	3.00	2.50	0.50	3.00	As above.
Local Land Charges							
Official Searches							
LLC1 only	40.00	0.00	40.00	42.00	0.00	42.00	5% increase
LLC1 only - additional parcel	11.00	0.00	11.00	12.00	0.00	12.00	5% increase rounded up.
Con 29	100.00	20.00	120.00	102.50	20.50	123.00	2.5% increase.
Con 29 - additional parcel	17.50	3.50	21.00	17.50	3.50	21.00	No change
Standard search (LLC1 & Con29)	140.00	20.00*	160.00	144.50	20.50*	165.00	3% increase rounded up.
Standard search (LLC1 & Con29) - additional parcel	28.50	3.50*	32.00	29.50	3.50*	33.00	2,5% rounded up.
Part II enquiry - Con29 questions 4-21	12.50	2.50	15.00	13.00	2.60	15.60	4% increase.
Part II enquiry - Con29 question 22	25.00	5.00	30.00	25.00	5.00	30.00	No change.
Additional questions	19.00	3.80	22.80	19.50	3.90	23.40	2.5% rounded up.
*VAT applicable only to the Con29 part of the charge.							

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Personal Searches							
Enhanced Personal Search	15.00	0.00	15.00	15.00	0.00	15.00	No change.
1.1 (a-l) (Planning)	6.00	1.20	7.20	6.50	1.30	7.80	8% increase rounded up.
1.1 (J, K, L) (Building Regulations)	6.00	1.20	7.20	6.50	1.30	7.80	8% increase rounded up.
2.1 (b-d)	5.00	1.00	6.00	5.25	1.05	6.30	5% increase.
3.1 Land for public purpose	3.00	0.60	3.60	3.25	0.65	3.90	8% increase rounded up.
3.3 Drainage matters	3.00	0.60	3.60	3.25	0.65	3.90	8% increase rounded up.
3.5 Railway schemes	3.00	0.60	3.60	3.25	0.65	3.90	8% increase rounded up.
3.7 Outstanding Notices	10.00	2.00	12.00	10.00	2.00	12.00	No change.
3.8 Building Regulations Contravention	3.00	0.60	3.60	3.25	0.65	3.90	8% increase rounded up.
3.9 Enforcement	6.00	1.20	7.20	6.50	1.30	7.80	8% increase rounded up.
3.10 CILs	4.00	0.80	4.80	4.50	0.90	5.40	12% increase rounded up.
3.12 Compulsory purchase	3.00	0.60	3.60	3.25	0.65	3.90	8% increase rounded up.
3.13b Contaminated land	3.00	0.60	3.60	3.25	0.65	3.90	8% increase rounded up.
3.13c Contaminated land	3.00	0.60	3.60	3.25	0.65	3.90	8% increase rounded up.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
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 (Excluding the Forum car park Sittingbourne)							
Forum car park Sittingbourne is free to use between midnight 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) and Milton Regis (up to 2 hours only)							
Sheerness (no season tickets): Rose Street (including land adjacent to Wood Street), Trinity Place, Beachfields, and Hope Street							
Up to 30 minutes	0.42	0.08	0.50	0.50	0.10	0.60	Increased charge
Up to 1 hour	0.83	0.17	1.00	1.00	0.20	1.20	As above.
Up to 2 hours	1.67	0.33	2.00	2.00	0.40	2.40	As above.
Up to 4 hours	3.33	0.67	4.00	4.00	0.80	4.80	As above.
Season per quarter (for business only Central car park, Faversham/ Forum, Sittingbourne)	195.83	39.17	235.00	200.83	40.17	241.00	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Electric vehicle parking/charging per kilowatt hour (kWh)	n/a	n/a	n/a	0.21	0.04	0.25	New charge.
Sittingbourne: East Street car park, Albany Service Road car park							
Maximum stay 1 hour	n/a	n/a	n/a	1.00	0.20	1.20	New charge. (cashless transactions only)
<i>Bourne Place Multi-Storey Car Park</i>							
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 and after 6pm Mon-Sat. Ticket must be validated at the Light before payment at car park machine							
Up to 30 minutes	0.42	0.08	0.50	0.50	0.10	0.60	Increased in line with surface car park charges.
Up to 1 hour	0.83	0.17	1.00	1.00	0.20	1.20	As above
Up to 2 hours	1.67	0.33	2.00	2.00	0.40	2.40	As above
Up to 3 hours	2.50	0.50	3.00	3.00	0.60	3.60	As above
Up to 4 hours	3.33	0.67	4.00	4.00	0.80	4.80	As above
Up to 5 hours	4.17	0.83	5.00	5.00	1.00	6.00	As above
Up to a maximum of 6 hours	5.00	1.00	6.00	6.00	1.20	7.20	As above
Over 6 hours (within 24 hour period)	5.83	1.17	7.00	7.00	1.40	8.40	As above
Lost ticket	5.83	1.17	7.00	7.00	1.40	8.40	As above

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Season ticket per quarter (subject to a maximum capacity)	195.83	39.17	235.00	200.83	40.17	241.00	As above
Travelodge (Preferential rate for hotel guests (for 24 hours))	2.50	0.50	3.00	2.50	0.50	3.00	Contractually held.
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	0.50	0.10	0.60	Increased charge.
Up to 1 hour	0.83	0.17	1.00	1.00	0.20	1.20	As above.
Up to 2 hours	1.67	0.33	2.00	2.00	0.40	2.40	As above.
Up to 4 hours	3.33	0.67	4.00	4.00	0.80	4.80	As above.
Over 4 hours	4.17	0.83	5.00	5.00	1.00	6.00	As above.
Season per month (long stay car park)	73.33	14.67	88.00	75.00	15.00	90.00	As above.
Season per quarter (long stay car park)	195.83	39.17	235.00	200.83	40.17	241.00	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Long Stay Covering							
Sittingbourne: Cockleshell Walk							
Up to 30 minutes	0.42	0.08	0.50	0.50	0.10	0.60	Increased charge.
Up to 1 hour	0.83	0.17	1.00	1.00	0.20	1.20	As above.
Up to 2 hours	1.67	0.33	2.00	2.00	0.40	2.40	As above.
Up to 4 hours	2.50	0.50	3.00	4.00	0.80	4.80	As above.
Over 4 hours	3.33	0.67	4.00	5.00	1.00	6.00	As above.
Season per month (long stay car park)	73.33	14.67	88.00	75.00	15.00	90.00	As above.
Season per quarter (long stay car park)	195.83	39.17	235.00	200.83	40.17	241.00	As above.
Leysdown: Promenade (seasonal) (all day between 1 March and 31 October)							
Up to 1 hour	n/a	n/a	n/a	1.00	0.20	1.20	New charge.
Up to 2 hours	n/a	n/a	n/a	2.00	0.40	2.40	New charge.
Up to 4 hours	1.75	0.35	2.10	4.00	0.80	4.80	Increased charge.
All day	2.83	0.57	3.40	5.00	1.00	6.00	As above.
Motorcycles	0.00	0.00	0.00	0.00	0.00	0.00	
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	213.33	42.67	256.00	Increased charge.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Replacement for lost, stolen or destroyed season tickets	8.33	1.67	10.00	8.33	1.67	10.00	No change proposed.
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			No change proposed
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.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
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 admin fee)	30.00	0.00	30.00	30.00	0.00	30.00	As above.
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	12.00	0.00	12.00	Increased charge
Maximum 1 week	33.00	0.00	33.00	36.00	0.00	36.00	As above.
Maximum 2 weeks	n/a	n/a	n/a	45.00	0.00	45.00	New charge.
Maximum 1 month	n/a	n/a	n/a	60.00	0.00	60.00	New charge.
Over 1 month (to a maximum of 3 months) - per month (or part month)	n/a	n/a	n/a	50.00	0.00	50.00	New charge.
Suspension admin fee	70.00	0.00	70.00	100.00	0.00	100.00	Increased charge.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Sports Facilities							
<i>With changing facilities and showers</i>							
- Senior	63.00	12.60	75.60	64.60	12.90	77.50	Increased.
- Under 18s	21.00	4.20	25.20	21.50	4.30	25.80	As above.
- Under 16s & mini soccer	15.75	3.15	18.90	16.20	3.20	19.40	As above.
<i>With changing facilities only</i>							
- Senior	52.50	10.50	63.00	53.80	10.70	64.50	Increased.
- Under 18s	17.50	3.50	21.00	17.90	3.60	21.50	As above.
- Under 16s & mini soccer	14.80	2.96	17.80	15.10	3.00	18.10	As above.
<i>With no facilities</i>							
- Senior	35.90	7.18	43.10	36.80	7.30	44.10	Increased.
- Under 18s	15.67	3.13	18.80	16.00	3.20	19.20	As above.
- Under 16s & mini soccer	9.60	1.92	11.50	9.85	1.95	11.80	As above.

Proposed fees and charges for 2022/23 set by the Council

If your booking meets all of the rules below, you can choose to save money and not pay VAT on the booking.

VAT exemption rules

- The booking consists of 10 or more dates.
- Each booking is for the same sport.
- Each booking is in the same place. This condition is still met where a different pitch, court or lane is used (or a different number of pitches, courts or lanes), as long as these are at the same location.
- The gap between each session is at least 1 day but not more than 14 days (for a gap to be at least 1 day, 24 hours must elapse between the start of each booking). The length of the bookings may be different on different dates. There is no exception for gaps greater than 14 days if the facility is closed for any reason (such as the Christmas period).
- The booking is to be paid for as a whole and there is written evidence to the fact. This must include evidence that payment is to be made in full whether or not the right to use the facility for any specific booking is actually exercised. Provision for a refund given by the provider in the event of the unforeseen non-availability of their facility would not affect this condition.
- The facilities are booked out to a school, club, association or an organisation representing affiliated clubs or constituent associations, such as a local league.
- The person to whom the facilities are booked has exclusive use of them during the bookings.

If you want your booking to be VAT exempt, you must make sure that it meets all of the rules above. Because the rules are given to us by the government, we cannot change them.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
All bookings must be paid for in full before the start of the booking. You cannot change VAT exempt bookings once they have been paid for, so you must make sure the dates and times are right for you.							
Allotments							
Plots of 10 rods & pro rata	44.10	0.00	44.10	45.20	0.00	45.20	Increased.
Plots of 10 rods & pro rata (OAPs/Disabled)	22.10	0.00	22.10	22.60	0.00	22.60	As above.
King George's Pavilion							
Main hall/tea room (hourly rate) (minimum hire 1 hour)							
Mon-Sun (9am-midnight)	10.10	0.00	10.10	10.30	0.00	10.30	Increased.
Playgroups (per morning)	25.20	0.00	25.20	25.80	0.00	25.80	As above.
Tea room – for children's parties only (per hour) minimum 1 hour hire	8.10	0.00	8.10	8.30	0.00	8.30	Increased.
Caretaking services – set up and clear away: standard tables and/or chairs	6.10	0.00	6.10	6.20	0.00	6.20	As above.
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				

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Cemeteries Burial Fees							
<i>Includes Exclusive Right of Burial for 50 years, Interment, Memorial & Re-inscription Permits</i>							
1 st Burial Sittingbourne, Faversham & Murston	1,933.00	0.00	1,933.00	1,982.00	0.00	1,982.00	Increased. Rounded up to nearest £.
1 st Burial Sheppey and Iwade	1,773.00	0.00	1,773.00	1,817.00	0.00	1,817.00	As above.
1 st Burial if no use of previously purchased grave Sittingbourne, Faversham & Murston	963.00	0.00	963.00	982.00	0.00	982.00	Amended due to new Exclusive Right of Burial extension fee below to bring all sites into line.
1 st Burial if no use of previously purchased grave Sheppey	796.00	0.00	796.00	816.00	0.00	816.00	As above.
2 nd Burial Sittingbourne, Faversham & Murston	796.00	0.00	796.00	816.00	0.00	816.00	As above.
2 nd Burial Sheppey and Iwade	658.00	0.00	658.00	675.00	0.00	675.00	As above.
3 rd Burial Sittingbourne, Faversham & Murston	658.00	0.00	658.00	675.00	0.00	675.00	As above.
Extended right of burial extension – 10 years	N/A	N/A	N/A	200.00	0.00	200.00	New charge.
Extended right of burial extension – 20 years	N/A	N/A	N/A	400.00	0.00	400.00	New charge.
Extended right of burial extension – 30 years	N/A	N/A	N/A	600.00	0.00	600.00	New charge.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Extended right of burial extension – 40 years	N/A	N/A	N/A	800.00	0.00	800.00	New charge.
<i>Cremated Remains (all sites)</i> <i>(includes Exclusive Rights to Burial for 50 years, Interment, Memorial & Re-inscription Permit)</i>							
1 st Burial	594.00	0.00	594.00	608.80	0.00	608.80	Increased.
1 st Burial (where no use has been made of previously purchased grave)	216.00	0.00	216.00	221.40	0.00	221.40	As above.
2 nd Burial	216.00	0.00	216.00	221.40	0.00	221.40	As above.
3 rd Burial	216.00	0.00	216.00	221.40	0.00	221.40	As above.
4 th Burial	216.00	0.00	216.00	221.40	0.00	221.40	As above.
Burial of loose ashes	100.00	0.00	100.00	102.50	0.00	102.50	As above.
Extended right of burial extension – 10 years	N/A	N/A	N/A	77.50	0.00	77.50	New charge.
Extended right of burial extension – 20 years	N/A	N/A	N/A	155.00	0.00	155.00	New charge.
Extended right of burial extension – 30 years	N/A	N/A	N/A	232.40	0.00	232.40	New charge.
Extended right of burial extension – 40 years	N/A	N/A	N/A	309.90	0.00	309.90	New charge.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Child Burial							
Under 18 years of age	Covered by Children's Funeral Fund for England. Subject to criteria.			Covered by Children's Funeral Fund for England. Subject to criteria.			
Ancillary Services							
Issue of letter of confirmation where deed is lost	62.00	0.00	62.00	63.60	0.00	63.60	Increased.
Use of chapel in Sittingbourne	87.00	0.00	87.00	89.10	0.00	89.10	As above.
Use of chapel in Faversham	118.00	0.00	118.00	120.90	0.00	120.90	As above.
Turfed grave	At cost			At cost			
Transfer of deed ownership	62.00	0.00	62.00	63.50	0.00	63.50	Increased.
Record search & certificate (each grave)	31.00	0.00	31.00	31.70	0.00	31.70	As above.
Extra cost of large coffin or casket (measuring 30 inches or more)	160.00	0.00	160.00	164.00	0.00	164.00	As above.
Exhumation of coffin	1,600.00	0.00	1,600.00	1,640.00	0.00	1,640.00	As above.
Exhumation of cremated remains	297.00	0.00	297.00	304.40	0.00	304.40	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)							

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Memorial Bench (Seafronts & Green Space, Excludes Cemeteries)							
Memorial bench with basic installation	656.10	131.22	787.30	675.00	135.00	810.00	Increased. Rounded up to nearest £.
Memorial bench with concrete installation	831.00	166.20	997.20	854.17	170.83	1,025.00	As above.
Travelling Fairs							
Pitch premium for days open to the public only (per day)	905.50	0.00	905.50	930.00	0.00	930.00	Increased. Rounded up to nearest £.
Pitch premium for days open to the public only (per day) Local Operator	299.00	0.00	299.00	310.00	0.00	310.00	As above.
Use of Council Land – Travelling Fairs							
On site fee payable whether or not open to the public (including arrival and departure days)	57.90	0.00	57.90	60.00	0.00	60.00	Increased.
On site fee payable whether or not open to the public (including arrival and departure days) Local Operator	19.10	0.00	19.10	20.00	0.00	20.00	As above.
Refundable deposit	600.00	0.00	600.00	615.00	0.00	615.00	As above.
Use of Council Land – Travelling Shows							
On site fee for days open to the public	201.20	0.00	201.20	206.20	0.00	206.20	Increased.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
On site fee payable when not open to the public (including arrival and departure days)	57.90	0.00	57.90	59.30	0.00	59.30	As above.
Refundable deposit	600.00	0.00	600.00	615.00	0.00	615.00	As above.
Use of Council Land – Events							
On site fee for small commercial events – day usage of open space	201.20	0.00	201.20	210.00	0.00	210.00	Increased. Rounded up to nearest £.
On site fee for large commercial events – day usage of open space	Price on Application			Price on Application			
On site fee for enthusiast event – day usage of open space	100.60	0.00	100.60	105.00	0.00	105.00	Increased. Rounded up to nearest £.
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	200.00	0.00	200.00	205.00	0.00	205.00	Increased. Rounded up to nearest £.
Beach Hut Charges							
Locations now at Minster Leas and Leysdown							
Ground rental – beach hut owned	404.90	0.00	404.90	415.00	0.00	415.00	Increased.
Annual rental	1,081.50	216.30	1,297.80	1,108.50	221.70	1,330.20	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Weekly rental	n/a	n/a	n/a	80.00	16.00	96.00	Proposed new charge to allow usage of unrented huts plus make available to more local people.
Refundable keys deposit	25.00	0.00	25.00	25.00	0.00	25.00	No change.
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			No change.
Purchase of beach hut	Market price			Market price			No change.
Access Over Open Space Licence							
Used for residential properties requiring access over our land to undertake works/deliveries etc.							
Standard fee	65.40	0.00	65.40	67.00	0.00	67.00	Increased.
Traffic Regulation Order Applications							
<i>On application (yellow lines and changes to existing orders)</i>							
Small (1-30 consultations)	1,006.00	0.00	1,006.00	1,100.00	0.00	1,100.00	Rounded up to nearest £100
Medium (31-50 consultations)	1,207.20	0.00	1,207.20	1,300.00	0.00	1,300.00	As above.
Large (50+ consultations)	1,509.00	0.00	1,509.00	1,600.00	0.00	1,600.00	As above.
<i>On application (loading bays, single bays)</i>							
Small (1-30 consultations)	503.00	0.00	503.00	520.00	0.00	520.00	Increased.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Medium (31-50 consultations)	754.50	0.00	754.50	780.00	0.00	780.00	As above.
Large (50+ consultations)	1,006.00	0.00	1,006.00	1,040.00	0.00	1,040.00	As above.
<i>No objections received (yellow lines and changes to existing orders)</i>							
All size consultations	503.00	0.00	503.00	520.00	0.00	520.00	Increased.
<i>No objections received (loading bays, single bays)</i>							
All size consultations	251.50	0.00	251.50	260.00	0.00	260.00	Increased.
<i>Objections received (Joint Transportation Board report)</i>							
All size consultations	251.50	0.00	251.50	260.00	0.00	260.00	Increased.
<i>Progress/implement scheme (yellow lines and changes to existing orders)</i>							
Small (1-30 consultations)	503.00	0.00	503.00	520.00	0.00	520.00	Increased.
Medium (31-50 consultations)	603.60	0.00	603.60	620.00	0.00	620.00	As above.
Large (50+ consultations)	704.20	0.00	704.20	730.00	0.00	730.00	As above.
<i>Progress/implement scheme (loading bays, single bays)</i>							
Small (1-30 consultations)	100.60	0.00	100.60	110.00	0.00	110.00	Increased.
Medium (31-50 consultations)	100.60	0.00	100.60	110.00	0.00	110.00	As above.
Large (50+ consultations)	100.60	0.00	100.60	110.00	0.00	110.00	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Inclusion of new or amended waiting restrictions into Traffic Regulation Order	1,006.00	0.00	1,006.00	1,100.00	0.00	1,100.00	Increased.
White Bar Markings							
Installation of new white bar marking across vehicle crossing	125.00	25.00	150.00	128.20	25.60	153.80	2.5% increase, rounded to nearest 10p.
Re-painting existing white bar marking across vehicle crossing	104.17	20.83	125.00	106.75	21.35	128.10	As above.
Installation of Advisory Bays on Private Lane (e.g. Disabled Bay in Housing Association Car Park)							
Installation of Advisory Parking Bay on Private Land	n/a	n/a	n/a	100.00	0.00	100.00	Proposed introduction of new fee
Street Naming & Numbering							
Changing or requesting new property	65.20	0.00	65.20	75.00	0.00	75.00	Increased.
New street name	108.60	0.00	108.60	150.00	0.00	150.00	As above.
New street developments (4 or more properties/units) per property/unit with minimum charge of £180	44.50	0.00	44.50	50.00	0.00	50.00	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Provision of historical information relating to street naming & numbering	27.80	0.00	27.80	30.00	0.00	30.00	As above.
Changing street name	668.50	0.00	668.50	700.00	0.00	700.00	As above.
Harbour Mooring Fees							
Faversham Town Quay per night	7.58	1.52	9.10	7.75	1.55	9.30	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	40.00	0.00	40.00	45.00	0.00	45.00	Swale garden waste bin charges remain some of the lowest in the county. Waste & Resources Action Programme (WRAP) suggested that the national average price for garden bin subscriptions in 2020 was approx. £43. With inflation this would now be £45.
Bulky Waste Collections							
Charge covers up to 4 bulky items. If fridge/fridge-freezer, charge covers only one item, but any size	25.20	0.00	25.20	26.00	0.00	26.00	Inflation increase

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Wheeled Bins							
Wheeled bins 140 litre	39.80	0.00	39.80	41.10	0.00	41.10	Inflation increase
Wheeled bins 180 litre	45.10	0.00	45.10	46.60	0.00	46.60	As above.
Wheeled bins 240 litre	45.10	0.00	45.10	46.60	0.00	46.60	As above.
Wheeled bins 1,100 litre	437.60	0.00	437.60	451.80	0.00	451.80	As above.
Lid in lid 140 litre food waste bin	78.70	0.00	78.70	81.30	0.00	81.30	As above.
Food waste container 23 litre	10.50	0.00	10.50	10.80	0.00	10.80	As above.
Kitchen caddy 5 litre	5.20	0.00	5.20	5.40	0.00	5.40	As above
Replacement domestic 180 litre or 240 litre refuse or recycling bin if damaged, lost or stolen (unless damaged during emptying by contractor). This fee includes delivery of new bin and removal/disposal of old bin.	N/A	N/A	N/A	30.00	0.00	30.00	This is a new charge to contribute towards rising costs of bin replacements. Most local authorities in Kent already charge for replacement bins. This new charge will be in line with the lowest charged level in the county. In Swale, charges will only apply for replacement blue and green bins – all other domestic bins will remain free.
Note: Wheeled bins are non-vatable when supplied directly to a householder for domestic/household waste collection.							

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Additional Litter Bins (each)							
Wybone 145 litre galvanised (fee does not include emptying the bin)	262.42	52.48	314.90	375.00	75.00	450.00	Manufacturers have increased the price of the bins due to material cost increases. The cost of installation is factored into this price.
Bin Store Clearance							
Per occasion	125.80	0.00	125.80	129.90	0.00	129.90	Inflation increase
Wheeled Bins for Community Events							
Provision of wheeled bins for events (cost per occasion) – delivery/ collection charge	83.00	16.60	99.60	85.70	17.10	102.80	As above.
Wheeled bin hire (cost per bin)	10.50	2.10	12.60	10.80	2.20	13.00	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	Customers to be pointed to national website for provision, but radar keys will still be available from reception if customer is unable to purchase online.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			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	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.
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.							

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
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	212.30 ¹	0.00	212.30 ¹	217.60¹	0.00	217.60¹	Inflation increase only.
Part B	170.00	0.00	170.00	174.30	0.00	174.30	As above.
1 Star and 2 Star establishments - 1 year licence							
3 Star and 4 Star establishments - 2 year licence	283.70	0.00	283.70	290.80	0.00	290.80	As above.
5 Star establishments - 3 year licence	397.40	0.00	397.40	407.30	0.00	407.30	As above.
Hiring of Horses							
Part A	212.30 ¹	0.00	212.30 ¹	217.60¹	0.00	217.60¹	As above.
Part B	170.00	0.00	170.00 ³	174.30³	0.00	174.30³	As above.
1 Star and 2 Star establishments - 1 year licence							
3 Star and 4 Star establishments - 2 year licence	283.70 ²	0.00	283.70 ²	290.80²	0.00	290.80²	As above.
5 Star establishments - 3 year licence	397.40 ²	0.00	397.40 ²	407.30²	0.00	407.30²	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Keeping or Training Animals for Exhibition							
Part A For a 3 year licence	212.30 ¹	0.00	212.30 ¹	217.60₁	0.00	217.60₁	As above.
Part B For a 3 year licence	397.40 ³	0.00	397.40 ³	407.30³	0.00	407.30³	As above.
Dangerous Wild Animal Licence							
Part A For a 2 year licence	212.30 ¹	0.00	212.30 ¹	217.60¹	0.00	217.60¹	As above.
Part B For a 2 year licence	283.70 ³	0.00	283.70 ³	290.80³	0.00	290.80³	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	955.70 ²	0.00	955.70 ²	979.60²	0.00	979.60²	As above.
Part B For a 4 year licence	528.60 ³	0.00	528.60 ³	541.80³	0.00	541.80³	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			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)							
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)	90.50	0.00	90.50	92.80	0.00	92.80	As above.
Requests for Variations							
Administration amendment only	34.20	0.00	34.20	35.10	0.00	35.10	As above.
Inspector visit (if required) (additional to administration charge)	56.30	0.00	56.30	57.70	0.00	57.70	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	35.00	0.00	35.00	35.90	0.00	35.90	As above.
Out of hours fee for collecting/returning stray dogs	45.00	0.00	45.00	46.10	0.00	46.10	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Transport fee for returning dog to owner	30.00	0.00	30.00	30.80	0.00	30.80	As above.
Pest Control							
Rats (per visit) with a minimum of 2 visits required	25.00	5.00	30.00	25.60	5.10	30.70	As above.
Mice (per visit) with a minimum of 2 visits required	25.00	5.00	30.00	25.60	5.10	30.70	As above.
Wasps per nest	50.00	10.00	60.00	51.30	10.30	62.60	As above.
Wasps per additional nest	9.17	1.83	11.00	9.40	1.90	11.30	As above.
Fleas and other household pests (up to 6 rooms)	59.17	11.83	71.00	60.60	12.10	72.70	As above.
Each additional room (up to 4)	9.17	1.83	11.00	9.40	1.90	11.30	As above.
Cockroaches in domestic premises (up to 6 rooms)	59.17	11.83	71.00	60.60	12.10	72.70	As above.
Each additional room (up to 4)	9.17	1.83	11.00	9.40	1.90	11.30	As above.
Ants, insects etc.	25.83	5.17	31.00	26.50	5.30	31.80	As above.
Bed bugs (up to 4 bedroom house). Anything larger will require a survey	238.33	47.67	286.00	244.50	48.90	293.40	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
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 2022/23 set by the Council

	2021/22			2022/23			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	121.00	0.00	121.00	124.00	0.00	124.00	One certificate issued in first half of 21-22
For new businesses applying for export certificates	251.00	0.00	251.00	257.00	0.00	257.00	Business that have no history of export require more resource at initial visits.
Admin charge for changes to certificate	25.50	0.00	25.50	26.00	0.00	26.00	2.5% Inflation increase.
Sampling associated with Export Health Certificates (per hour)	n/a	n/a	n/a	55.00	11.00	66.00	In specific situations, e.g. export of high risk products of plant origin sampling is required in line with EU requirements.
EHC for transit to destination country	35.00	0.00	35.00	36.00	0.00	36.00	2.5% Inflation increase.
Voluntary Surrender of Food							
Charge for food unfit for human consumption or unsuitable for sale	205.00	0.00	205.00	210.00	0.00	210.00	2.5% Inflation increase.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			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	n/a	n/a	n/a	This course can be taken online at a cheaper rate and so it is not financially feasible for the Council to run it.
Food Hygiene Rating Scheme							
Fee to food businesses for re-inspection and re-scoring	164.00	0.00	164.00	168.00	0.00	168.00	2.5% Inflation increase.
Food Business Advice							
Food hygiene advice (per hour)	45.84	9.16	45.84	55.00	11.00	66.00	Advice – pre-opening, changes of process etc. to enable efficient businesses process, including travel time to site.
Registration Fee under the Local Government (Miscellaneous Provision) Act							
(Relates to establishments offering cosmetic piercing, electrolysis, tattooing or acupuncture)							
Standard fee	320.00	0.00	320.00	328.00	0.00	328.00	2.5% Inflation increase.
Supplementary treatment registration fee (for additional beauty treatment registration inspection either at or after initial registration)	54.50	0.00	54.50	56.00	0.00	56.00	2.5% Inflation increase.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Tattoo and Beauty Treatment Events (falling within the Local Government (Miscellaneous Provisions) Act)	200.00	0.00	200.00	205.00	0.00	205.00	2.5% Inflation increase.
Tattoo and Beauty Treatment Event charge for Artists (new artist registrations)	25.00	0.00	25.00	25.00	0.00	25.00	No increase.
Requests for Environmental Information (e.g. Contaminated land)							
Charge per hour	20.83	4.17	25.00	20.83	4.17	25.00	The fee for a basic search for environmental information.
Requests for Enhanced Environmental Information for Contaminated Land and Professional Opinion							
Charge per hour	45.84	9.16	55.00	55.00	11.00	66.00	Benchmarking with other regulatory services indicated our previous rate as being substantially lower. The new rate reflects on costs and competency requirements
Charges for photocopying apply at 10p per page plus postage							
Pre-Application Consultation for Environmental Health Advice for Acoustics, Air Quality, Contaminated Land Assessments							
Charge per hour	45.84	9.16	55.00	55.00	11.00	66.00	Hourly officer charge.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Private Water Supplies Regulations 2016 & 2018 Amendments							
Risk assessment (hourly rate)	45.84	9.16	55.00	55.00	11.00	66.00	Hourly officer charge.
Sampling (hourly rate)	45.84	9.16	55.00	55.00	11.00	66.00	Hourly officer charge.
Investigation (hourly rate)	45.84	9.16	55.00	55.00	11.00	66.00	Hourly officer charge.
Derogation request	45.84	9.16	55.00	55.00	11.00	66.00	Hourly officer charge.
Analysis – Group A	25.00	0.00	25.00	n/a	n/a	n/a	This charge will vary. SBC is invoiced directly by the laboratory and SBC will recover the full laboratory costs from the supply owner.
Analysis – Group B	100.00	0.00	100.00	n/a	n/a	n/a	As above.
Analysis – audit monitoring	500.00	0.00	500.00	n/a	n/a	n/a	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Housing & Community Services (D Fackrell)							
Taxi Licensing							
Vehicle licence for 1 year This will be discussed with members at the General Licensing Committee in January 2022 alongside proposals for changes to the taxi policy	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. The policy and fees are being reviewed during 2021/22. Any changes will need to be consulted on.
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.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
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	80.00	0.00	80.00	80.00	0.00	80.00	As above.
Street Trading Licensing							
Annual consents (not events)	130.00	0.00	130.00	130.00	0.00	130.00	These fees were updated in 2021/22 following a review of the Policy
6 month consents (not events)	65.00	0.00	65.00	65.00	0.00	65.00	As above.
One off consent	10.00	0.00	10.00	10.00	0.00	10.00	As above
Assistants Badge	15.00	0.00	15.00	15.00	0.00	15.00	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			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	2,389.00	0.00	2,389.00	2,449.00	0.00	2,449.00	Discretionary to a Statutory Maximum £3,500. 2.5% inflationary increase applied.
Betting premises	3,000.00	0.00	3,000.00	3,000.00	0.00	3,000.00	Discretionary to a Statutory Maximum £3,000.
Tracks	1,866.00	0.00	1,866.00	2,500.00	0.00	2,500.00	Discretionary to a Statutory Maximum £2,500.
Family entertainment centres	1,866.00	0.00	1,866.00	1,913.00	0.00	1,913.00	Discretionary to a Statutory Maximum £2,000. 2.5% 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	256.50	0.00	256.50	263.00	0.00	263.00	Discretionary to a Statutory Maximum £500. 2.5% inflationary increase applied.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			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	985.90	0.00	985.90	1,010.60	0.00	1,010.60	Discretionary to a Statutory Maximum £1,200. 2.5% inflationary increase applied.
Betting premises	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	Discretionary to a Statutory Maximum £1,200.
Tracks	950.00	0.00	950.00	950.00	0.00	950.00	Discretionary to a Statutory Maximum £950.
Family entertainment centre	819.90	0.00	819.90	840.40	0.00	840.40	Discretionary to a Statutory Maximum £950. 2.5% 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.
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.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Bingo club	739.40	0.00	739.40	758.00	0.00	758.00	Discretionary to a Statutory Maximum £1,000. 2.5% inflationary increase applied
Betting premises	600.00	0.00	600.00	600.00	0.00	600.00	Discretionary to a Statutory Maximum £600.
Tracks	739.40	0.00	739.40	1,000.00	0.00	1,000.00	Discretionary to a Statutory Maximum £1,000.
Family entertainment centres	643.80	0.00	643.80	660.00	0.00	660.00	Discretionary to a Statutory Maximum £750. 2.5% 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.
Bingo club	1,629.70	0.00	1,629.70	1,670.00	0.00	1,670.00	Discretionary to a Statutory Maximum £1,750. 2.5% inflationary increase applied.
Betting premises	1,500.00	0.00	1,500.00	1,500.00	0.00	1,500.00	Discretionary to a Statutory Maximum £1,500.
Tracks	1,247.40	0.00	1,247.40	1,250.00	0.00	1,250.00	Discretionary to a Statutory Maximum £1,250.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Family entertainment centres	845.00	0.00	845.00	866.00	0.00	866.00	Discretionary to a Statutory Maximum £1,000. 2.5% 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	35.20	0.00	35.20	36.00	0.00	36.00	Discretionary to a Statutory Maximum £50. 2.5% 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.
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	985.90	0.00	985.90	1,010.60	0.00	1,010.60	Discretionary to a Statutory Maximum £1,200. 2.5% inflationary increase applied.
Betting premises	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	Discretionary to a Statutory Maximum £1,200.
Tracks	905.40	0.00	905.40	950.00	0.00	950.00	Discretionary to a Statutory Maximum £950.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Family entertainment centres	905.40	0.00	905.40	928.00	0.00	928.00	Discretionary to a Statutory Maximum £950. 2.5% 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.
Bingo club	985.90	0.00	985.90	1,010.60	0.00	1,010.60	Discretionary to a Statutory Maximum £1,200. 2.5% inflationary increase applied.
Betting premises	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	Discretionary to a Statutory Maximum £1,200.
Tracks	905.40	0.00	905.40	950.00	0.00	950.00	Discretionary to a Statutory Maximum £950.
Family entertainment centres	905.40	0.00	905.40	928.00	0.00	928.00	Discretionary to a Statutory Maximum £950. 2.5% 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.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Sex Establishment Licensing (sex shop, sex cinema and sex encounter venue)							
Application fee and 1 st licence	4,411.30	0.00	4,411.30	4,522.00	0.00	4,522.00	2.5% inflationary increase applied.
Annual licence renewal	684.10	0.00	684.10	701.20	0.00	701.20	As above.
Application to vary	789.70	0.00	789.70	809.40	0.00	809.40	As above.
Transfer of licence	30.00	0.00	30.00	31.00	0.00	31.00	As above.
Duplicate licence	15.00	0.00	15.00	15.50	0.00	15.50	As above.
Scrap Metal Dealers Licensing							
Site licence	472.80	0.00	472.80	484.60	0.00	484.60	2.5% inflationary increase applied.
Site licence renewal	452.70	0.00	452.70	464.00	0.00	464.00	As above.
Collections licence, grant or renewal	221.30	0.00	221.30	226.80	0.00	226.80	As above.
Variation – collector to site	75.50	0.00	75.50	77.40	0.00	77.40	As above.
Variation – site to collector	55.30	0.00	55.30	56.70	0.00	56.70	As above.
Variation (minor administration, such as change of address)	35.20	0.00	35.20	36.10	0.00	36.10	As above.
Change of site manager	105.60	0.00	105.60	108.20	0.00	108.20	As above.
Pleasure Boat Licence							
Licence	145.90	0.00	145.90	149.60	0.00	149.60	2.5% inflationary increase applied.
Pavement Licence							

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Application Fee	100.00	0.00	100.00	100.00	0.00	100.00	Discretionary to a Statutory Maximum of £100.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Legal (C Valmond)							
Legal Charges for Third Parties							
Hourly rate (no VAT)	225.00	0.00	225.00	225.00	0.00	225.00	No Change
Hourly rate (when VAT applicable)	225.00	45.00	270.00	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>							

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Property							
(J Johnson)							
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 2022/23 set by the Council

	2021/22			2022/23			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 2022/23 set nationally by the Government

	2021/22			2022/23			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	708.50	0.00	708.50	724.30	0.00	724.30	Statute only allows for recovery of costs involved in processing applications; costs reflect officer time.
Accredited landlord	580.60	0.00	580.60	602.00	0.00	615.70	Statute only allows for recovery of costs involved in processing applications; costs reflect officer time and relevant oncosts and discount 15% for accreditation
<i>Renewal of Application</i>							
Non-accredited landlord	534.80	0.00	534.80	567.70	0.00	567.70	Statute only allows for recovery of costs involved in processing applications; costs reflect amendment to officer time and relevant oncosts
Accredited landlord	470.20	0.00	470.20	482.50	0.00	482.50	Statute only allows for recovery of costs involved in processing applications; costs reflect officer time and relevant oncosts and 15 % off for accreditation

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Mobile Home Site Licence Fee							
<i>New Mobile Home Site Licence Application Fee</i>							
1-5 mobile homes on site	153.00	0.00	153.00	156.80	0.00	156.80	Statute only allows for recovery of costs involved in managing and processing licence applications;
6-24 mobile homes on site	210.00	0.00	210.00	215.20	0.00	215.20	As above.
25-99 mobile homes on site	267.00	0.00	267.00	273.70	0.00	273.70	As above.
100+ mobile homes on site	307.00	0.00	307.00	314.70	0.00	314.70	As above.
<i>Annual Mobile Home Site Inspection Fee</i>							
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	172.00	0.00	172.00	176.30	0.00	176.30	Statute only allows for recovery of costs involved in inspecting site and recovery of relevant administration costs, any excess charges would need to be taken into account in the following year and fees would need to be reduced or increased accordingly.
25-99 mobile homes on site	206.00	0.00	206.00	211.20	0.00	211.20	As above.
100+ mobile homes on site	248.70	0.00	248.70	254.90	0.00	254.90	As above.

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			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	111.30	0.00	111.30	132.60	0.00	132.60	Statute only allows for recovery of costs involved in inspecting site and administration, any excess charges would need to be taken into account in the following year and fees would need to be reduced or increased accordingly. Officer time adjusted.
<i>Fee for the Deposit of Mobile Home Site Rules</i>							
Deposit of mobile home site rules	152.90	0.00	152.90	186.90	0.00	186.90	Statute only allows for recovery of relevant costs; any excess charges would need to be taken into account in the following year and fees would need to be reduced or increased accordingly. Officer time adjusted.
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.
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)							

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
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.
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)	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00	Maximum fine set by statute.
All other offences £2,000 (or £1,500 if paid within 21 days)	2,000.00	0.00	2,000.00	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)	2,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00	Maximum fine set by statute.
All other offences £4,000 (or £3,000 if paid within 21 days)	4,000.00	0.00	4,000.00	4,000.00	0.00	4,000.00	As above.
<i>Registering false or misleading information on the Private Rented Sector Exemptions Register (Statutory maximum £1,000)</i>							
First offence £500 (or £375 if paid within 21 days)	500.00	0.00	500.00	500.00	0.00	500.00	Maximum fine set by statute.

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
All other offences £2,000 (or £1,500 if paid within 21 days)	2,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00	As above.
<i>Failing to provide information to the council demanded by a Compliance Notice (Statutory maximum £2,000)</i>							
First offence £1,000 (or £750 if paid within 21 days)	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00	Maximum fine set by statute.
All other offences £2,000 (or £1,500 if paid within 21 days)	2,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00	As above.

Fees and charges for 2022/23 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 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Environment & Leisure							
(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.

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Repairing vehicles on a road (or) exposing vehicles for sale on a road	n/a	n/a	n/a	100.00	0.00	100.00	This legislation came into force in 2005 via the Clean Neighbourhoods and Environment Act (CNEA). Adding this fee is for housekeeping purposes as not previously displayed here. Non-commercial (i.e., privately owned by residents) vehicles for sale are exempt from the legislation. Privately owned vehicles being repaired on the road are exempt if they meet certain criteria i.e., not being repaired for gain or reward (unless causing annoyance), or as a result of an accident/ breakdown at that location. This legislation is intended to target commercial operations that cause issues whilst using the highway as a salesroom or workshop. The £100 FPN charge is set by government within the CNEA legislation (Part 2, Section 6(8)).
Smoking in a smoke free premises or vehicle	50.00 ²	0.00	50.00 ²	50.00²	0.00	50.00²	Statutory 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	Statutory charge.
Smoking in an enclosed vehicle carrying a person under 18	50.00 ²	0.00	50.00 ²	50.00²	0.00	50.00²	Statutory charge.

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
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	Statutory charge.

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Housing and Community 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 for 2022/23 set nationally by the Government

	2021/22			2022/23			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 2022/23 set nationally by the Government

	2021/22			2022/23			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 2022/23 set nationally by the Government

	2021/22			2022/23			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 2022/23 set nationally by the Government

	2021/22			2022/23			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 2022/23 set nationally by the Government

	2021/22			2022/23			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 2022/23 set nationally by the Government

	2021/22			2022/23			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 (FPN's) 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 (PPC)							
A2 Process Application Fees							
A2 New application	3,363.00	0.00	3,363.00	3,363.00	0.00	3,363.00	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 2022/23 set nationally by the Government

	2021/22			2022/23			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	No increase in charge by DEFRA for any Pollution Prevention Charges.
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 2022/23 set nationally by the Government

	2021/22			2022/23			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 2022/23 set nationally by the Government

	2021/22			2022/23			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	52.00	0.00	52.00	52.00	0.00	52.00	Applied following 8 week payment window.
Operating without a Permit Fee							
Reduced Fee Activities	71.00	0.00	71.00	71.00	0.00	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	0.00	1,188.00	1,188.00	0.00	1,188.00	As above.

List of income from fees and charges for 2021/22 budgets

Charges set by the Council		
Service	Charge	2021/22 Budget £'000
Environment & Leisure	Car parks and season tickets	2,102
Environment & Leisure	Multi-storey car park	100
Environment & Leisure	Garden waste collections (brown bins)	580
Environment & Leisure	Residents parking permits (including voucher parking for visitors parking in residential bays)	121
Environment & Leisure	Cemeteries burial fees	120
Environment & Leisure	Bulky waste collections	97
Environment & Leisure	Residential wheeled bins	21
Environment & Leisure	Street naming and numbering	36
Environment & Leisure	Beach hut charges	33
Environment & Leisure	Memorial bench	1
Environment & Leisure	Travelling fetes & fairs and access over open space licence	13
Environment & Leisure	Sports facilities	8
Environment & Leisure	Allotments	1
Environment & Leisure	Radar keys for disabled toilets	-
Housing & Community Services	Taxi (Hackney Carriage) licensing	90
Housing & Community Services	Gambling licensing	21
MKS Legal	Legal services charges, including S106 application fees	51
Regeneration & Economic Development	Hire of meeting rooms at Swale House	-
Environment & Leisure	Fixed penalty notices – environmental response	110
Environment & Leisure	King George's Pavilion	14
Policy, Governance and Customer Services	Advertising fees for Inside Swale	6
Environment & Leisure	Annual animal licences	16
Environment & Leisure	Stray dog collection	8
Environment & Leisure	Pest control treatments	5
Environment & Leisure	Alleygate key	-

List of income from fees and charges for 2021/22 budgets

Charges set by the Council		
Service	Charge	2021/22 Budget £'000
Housing & Community Services	Guildhall	-
Housing & Community Services	Town Centre Licence	-
Housing & Community Services	Staying put handyperson charges	-
Housing, & 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	130
Planning	S106 Monitoring fees	65
Planning	Photocopying charges	-
Total fees & charges set by the Council & agreed as part of this report		3,991

List of income from fees and charges for 2021/22 budgets

Charges set by Government		
Service	Charge	2021/22 Budget £'000
Environment & Leisure	Civil Parking Enforcement - Penalty Charge Notices	523
Resources	Licences (premises and liquor, street trading, sex establishments and scrap metal)	146
Policy, Governance and Customer Services	Purchase of electoral register	2
Housing & Community Services	Houses in multiple occupation	1
Housing & Community Services	Mobile home site licence fee	-
Housing & 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/	1,167
Total fees and charges set by Government		1,839
Grand Total for all Fees and Charges		5,830