

Fees and Charges April 2020 - March 2021	* Includes VAT	Discretionary Fee	Statutory Fee	2019-2020 Actuals £	2020-2021 Current Estimate £	Current Charges 2020-2021 £	Proposed Charges 2021-2022 £	% Change	2020-2021 + / - Income £	2021 - 2022 Estimate £	Comments
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Parks and Open Spaces

Football											
Seniors - single let (hirer to erect nets)	*	x		6,448	15,900	48.00	48.00	0%		15,900	
Seniors - 10 or more lets (hirer to erect nets)	exempt	x				40.00	40.00	0%			
Juniors - 11 v 11 pitch single let (hirer to erect nets) for U13 and U14 with junior goals	*					26.00	26.00	0%			
Juniors - 11 v 11 pitch 10 or more lets (hirer to erect nets) for U13 and U14 with junior goals	exempt					21.66	21.66	0%			
Juniors - 11 v 11 pitch single let (hirer to erect nets) for U15, U16 and U18 with adult goals	*					32.00	32.00	0%			
Juniors - 11 v 11 pitch 10 or more lets (hirer to erect nets) for U15, U16 and U18 with adult goals	exempt					26.66	26.66	0%			
Juniors - 9 v 9 pitch single let (hirer to erect nets)	*					20.00	20.00	0%			
Juniors - 9 v 9 pitch 10 or more lets (hirer to erect nets)	exempt					16.66	16.66	0%			
Juniors - 7 v 7 pitch single let (hirer to erect nets)	*					14.00	14.00	0%			
Juniors - 7 v 7 pitch 10 or more lets (hirer to erect nets)	exempt					11.66	11.66	0%			
Juniors - 5 v 5 pitch single let (hirer to erect nets)	*					14.00	14.00	0%			
Juniors - 5 v 5 pitch 10 or more lets (hirer to erect nets)	exempt					11.66	11.66	0%			
Use of five-a-side football nets - per set	*					21.00	21.00	0%			
Juniors - hire of an adult pitch (hirer to erect nets)	*					38.40	38.40	0%			
Juniors - 10 or more hires of an adult pitch (hirer to erect nets)	exempt					32.00	32.00	0%			
Rugby											
Seniors - single let	*	x		23	1,610	63.50	63.50	0%		1,610	
Seniors - 10 or more lets	exempt	x				53.00	53.00	0%			
Juniors - single let	*	x				32.00	32.00	0%			
Juniors - 10 or more lets	exempt	x				26.50	26.50	0%			
				6,471	17,510				0	17,510	

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				£	£	£	£		£	£	

Parks and Open Spaces-Leisure Activities

Tennis - per court per hour											
Adult - single hire	*	x			0	8.40	8.40	0.00%		0	Tennis fees are not collected as the cost to collect them was more than the income.
Adult -10 or more hires	exempt	x				7.00	7.00	0.00%			
OAP/Junior - single hire	*	x				4.60	4.60	0.00%			
OAP/Junior - 10 or more hires	exempt	x				3.80	3.80	0.00%			
Bowls - Season - Adult											
- OAP/Junior	*	x	735	1,220		80.00	80.00	0%		1,220	
- per Green - Adult	*	x				40.00	40.00	0%			
- OAP/Junior	*	x				6.00	6.00	0%			
-Match fees	*	x				3.00	3.00	0%			
Use of Woods - per hour/match - Adult	*	x				4.80	4.80	0%			
- OAP/Junior	*	x				3.50	3.50	0%			
- per match - Adult	*	x				2.30	2.30	0%			
- OAP/Junior	*	x				3.50	3.50	0%			
- OAP/Junior	*	x				2.30	2.30	0%			
Rounders - Weekends	*	x				53.50	53.50	0%			
- Evenings 5 - 9.30pm	*	x				41.50	41.50	0%			
Use of Changing Rooms and Showers											
	*	x				20.00	20.00	0%			
Events											
Fairs and circuses - per day (min. charge)	exempt	x	3,780	21,330		620.00	620.00	0%		21,330	no booking - no longer a viable income stream
Big top show - per evening (min. charge)	exempt	x				430.00	430.00	0%			no booking - no longer a viable income stream
Hire of Parks											
Fitness Classes (10-70 participants) - per session (min charge)		x	3,620	5,200		18.50	18.50	0%		5,200	no change - already more expensive than other venues
All Events (Commercial Opportunities)											
Disruption fee for all events (min charge) per day G715			12,542	14,780						14,780	
- up to 100 participants	exempt	x				50.00	50.00	0%			No change to any fees for events as industry not able to take increase. Better to increase every 2-3 years
100 to 499 participants	exempt	x				95.00	95.00	0%			
500 - 899 participants	exempt	x				420.00	420.00	0%			
901+ by negotiation	exempt	x									
Booking and hire fee (min charge) per day											
Commercial and charity ticketed events - Mote Park		x				300.00	300.00	0%		0	
Free events - Mote Park		x				65.00	65.00	0%			
Additional hire fee for event parking per day (Mote Park only)		x				300.00	300.00	0%			
Commercial and charity ticketed events - All other Parks		x				150.00	150.00	0%			
Free events - All other Parks		x				60.00	60.00	0%			

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				£	£	£	£			£	£

Parks and Open Spaces-Leisure Activities (contd.)

<u>Fees per head all events (min charge)</u>											
Commercial (ticketed) Concerts			x			0.45	0.45	0%			
Commercial (ticketed) Walks/runs/sporting			x			0.45	0.45	0%			
Commercial (ticketed) Other			x			0.35	0.35	0%			
Charity Fundraising (ticketed) Concerts			x			0.30	0.30	0%			
Charity Fundraising (ticketed) Walks/runs/sporting			x			0.17	0.17	0%			
Charity Fundraising (ticketed) Other			x			0.17	0.17	0%			
Commercial (free event) Concerts			x			0.10	0.10	0%			
Commercial (free event) walks/Runs/Sporting			x			No Charge	No Charge				
Commercial (free event) Other			x			No Charge	No Charge				
Charity Fundraising (free event) Concerts			x			0.10	0.10	0%			
Charity Fundraising (free event) Walks/Runs/Sporting			x			No Charge	No Charge				
Charity Fundraising (free event) Other			x			No Charge	No Charge				
Not-for-profit (free event) Concerts			x			0.10	0.10	0%			
Not-for-profit (free event) Walks/Runs/Sporting			x			No Charge	No Charge				
Not-for-profit (free event) Other			x			No Charge	No Charge				
<u>Filming companies</u> - (min charge) per day											
- Mote Park	exempt	x				320.00	320.00	0%			
- Brenchley Gardens	exempt	x				210.00	210.00	0%			
- others by negotiation											
<u>Commercial medical units</u> - per day											
Hot air ballooning (per flight/landing) - Private	exempt	x				115.00	115.00	0%			
<u>Mooring Fee</u>											
PER VESSEL (20 feet length)											
per Night	*	x				8.00	8.00	0%			Not currently collected but there may be opportunities to do so in the future.
per Week	*	x				40.00	40.00	0%			
per Month	*	x				140.00	140.00	0%			
per Quarter	*	x				350.00	350.00	0%			
						20,677	42,530			0	42,530

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			£	£	£	£		£	£	
Cemetery										
Purchase of Exclusive Right of Burial			60,813	62,070				0	62,070	
Resident Fees										
General Section - 30 years Exclusive Rights		x			845.00	845.00	0.00%			
Class: Lawn - 30 years Exclusive Rights		x			845.00	845.00	0.00%			
General Section - 60 years Exclusive Rights		x			1,690.00	1,690.00	0.00%			
Class: Lawn - 60 years Exclusive Rights		x			1,690.00	1,690.00	0.00%			
Class: Vault					POA	POA				
Class: Cremated remains burial plot - 30 years Exclusive Rights		x			470.00	470.00	0.00%			
Class: Cremated remains burial plot - 60 years Exclusive Rights		x			940.00	940.00	0.00%			
Transfer of Exclusive Rights		x			90.00	90.00	0.00%			Admin fee
To add an existing name to Exclusive Rights		x			50.00	50.00	0.00%			Admin fee
Non Resident Fees										
General Section - 30 years Exclusive Rights		x			2,500.00	2,685.00	7.40%			Higher charge as trying to discourage out of area purchasing graves
Class: Lawn - 30 years Exclusive Rights		x			2,500.00	2,685.00	7.40%			Higher charge as trying to discourage out of area purchasing graves
General Section - 60 years Exclusive Rights		x			5,000.00	5,370.00	7.40%			Higher charge as trying to discourage out of area purchasing graves
Class: Lawn - 60 years Exclusive Rights		x			5,000.00	5,370.00	7.40%			Higher charge as trying to discourage out of area purchasing graves
Transfer of Exclusive Rights		x			90.00	90.00	0.00%			Admin fee
To add an existing name to Exclusive Rights		x			50.00	50.00	0.00%			
Grave Selection Fee		x			50.00	50.00	0.00%			Charge made for personal selection of plot - where staff time is involved
Interment Fees										
Stillborn to 4 years (Stillborn post 24 week gestation)		x	61,782	60,320	No charge	No charge			60,320	
5 to 18 years		x			260.00	260.00	0.00%			charges recovered from Childrens Funeral Fund (CFF)
18 years and over (18 years and 1 day)		x			595.00	605.00	1.68%			charges recovered from Childrens Funeral Fund (CFF)
Double		x			710.00	730.00	2.82%			
Treble		x			950.00	990.00	4.21%			
Cremated remains		x			245.00	250.00	2.04%			
Interment in existing vault and interment/excavation new vault		x			POA	POA				
Ashes casket (to purchase)		x			59.00	60.00	1.69%			
Ashes urn (to purchase)		x			41.00	45.00	9.76%			
Unpurchased grave		x			595.00	605.00	1.68%			Charge for Public Health Funerals
Excavation of non standard grave (additional charge to above)		x			145.00	145.00	0.00%			
Exhumation of cremated remains		x			260.00	300.00	15.38%			Reflects Admin work involved as well as actual exhumation
Exhumation of buried remains		x			POA	POA				

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			£	£	£	£		£	£	
Cemetery (contd.)										
Other charges										
Use of chapel and organ		x								Chapel closed awaiting repair
Witness Fee		x			50.00	50.00	0.00%			Reflects staff time and mileage travelling to Cemetery
Cost for less than 3 days notice where the Council incurs additional costs, this can include hiring equipment and additional staff or late paperwork						150.00				
Hardwood seat with Stone Effect plaque		x								
Monuments			13,186	13,040					13,040	
Headstone		x			150.00	160.00	6.67%			
Kerbstone		x			150.00	160.00	6.67%			
Indicator stone		x			40.00	45.00	12.50%			
Cremated remains memorial		x			150.00	160.00	6.67%			
Tablet 12" x 12"		x			150.00	160.00	6.67%			
Vase		x			150.00	160.00	6.67%			
Initial inscription		x			150.00	160.00	6.67%			
Additional inscription		x			105.00	110.00	4.76%			
Any other monument		x			148.50	160.00	7.74%			
Memorial inspection re-instatement (standard)		x			145.00	160.00	10.34%			
Lawn Grave foundation - by MBS		x			140.00	160.00	14.29%			To reflect current labour costs.
Search fees										
1-5 years		x			10.00	10.00	0.00%			General searches to be priced at £10, however, should the request be particularly involved or urgent then it is suggested that the £40.00 charge be made.
6-10 years		x			10.00	10.00	0.00%			
Over 10 years		x			10.00	10.00	0.00%			
Personal search (by appointment)		x			40.00	40.00	0.00%			
Maintenance										
Earthing		x			85.00	90.00	5.88%			Dependant on charges from ground maintenance team
Turfing		x			85.00	90.00	5.88%			
Memorials			3,548	3,950					3,950	
Mushrooms		x			82.00	85.00	3.66%			
Mushrooms dedication		x			125.00	125.00	0.00%			
Benches (new location)		x			410.00	380.00	-7.32%			
Existing bench		x			360.00	280.00	-22.22%			
Benches dedication annual		x			73.50	74.00	0.68%			
Majestic Mausolia		x								
Majestic Mausolia dedication 30 year (new) with 4 caskets		x			2,500.00	2,500.00	0.00%			
Inscription on Mausolia plaque front (price per line)		x			36.00	36.00	0.00%			
Additional removal of plaque for additional inscription		x			52.00	52.00	0.00%			
Posy Holder for Mausolea		x								
Circular Bench		x			164.00	164.00	0.00%			
Circular Bench dedication		x			66.00	66.00	0.00%			
Cemetery Total			139,329	139,380				0	139,380	

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			£	£	£	£		£	£	
Crematorium										
Cremations			1,133,028	1,099,850					1,099,850	
Service charges	x									
Medical Referee's Fee	x				28.00	28.00	0.00%			£23.50 fee set by relevant professional body. £5.00 per visit to cover mileage
Non viable foetus and stillborn	x				no charge	no charge				
Less than 5 years	x				95.00	95.00	0.00%			charges recovered from Childrens Funeral Fund (CFF)
5 to 18 years	x				109.00	109.00	0.00%			charges recovered from Childrens Funeral Fund (CFF)
Adult (18 + 1 day)	x				595.00	595.00	0.00%			
08.15 cremation only - no service and no attendees	x				365.00	365.00	0.00%			
08.30 cremation only - no service and no attendees	x				365.00	365.00	0.00%			
08.45 cremation only - no service and no attendees	x				365.00	365.00	0.00%			
Adult - committal slot 9.00 A.M. (includes Environmental surcharge, Medical Referee fee & Cremation Carton)	x				495.00	495.00	0.00%			Retaining prices at existing levels in line with competitors.
Adult - reduced cremation slot 9.30 A.M. (includes Environmental surcharge, Medical Referee fee & Cremation Carton)	x				565.00	565.00	0.00%			
Environmental Surcharge	x				66.00	70.00	6.06%			
Cremation of body parts	x				105.00	105.00	0.00%			
Use of chapel (additional item)	x				275.00	280.00	1.82%			Double ceremony slots - this is an additional 1/2 hour in the Chapel, so effectively eliminates potential fee generation from the days capacity - this increase reflects the income lost by offering a double ceremony.
Use of chapel organ	x				10.00	10.00	0.00%			
Visual Tributes for services up to 30 slides	x				60.00	60.00	0.00%			
Visual Tributes for services 31-99 slides	x				105.00	105.00	0.00%			
Visual Tributes for services 100-150 slides	x				165.00	165.00	0.00%			
Visual Tributes for services 151-200 slides	x				235.00	235.00	0.00%			
Visual Tributes for services over 30 slides	x				105.00	105.00	0.00%			Retaining prices at existing levels in line with competitors.
DVD of Visual Tribute	x				55.00	55.00	0.00%			
Webcasting	x				65.00	65.00	0.00%			
DVD of Webcasting	x				55.00	55.00	0.00%			
Witness fee	x				42.00	42.00	0.00%			
Saturday morning supplement fee	x				500.00	500.00	0.00%			Charge reflects cost for staff premium rates + high utility costs
Service over-run fee	x				From 70.00	From 70.00				Services that over-run can severely affect the days schedule - charges to be levied on Funeral Directors who fail to control length of services

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Crematorium (contd.)											
<u>Containers for cremated remains</u>											
Polytainer / Cremation carton / strewing tube	*	x			18.00	18.00	0.00%				
Urn	*	x			41.00	41.00	0.00%				
Casket	*	x			59.00	59.00	0.00%				
Baby urn	*	x			12.75	12.75	0.00%				
<u>Other related services</u>											
Exhumation of cremated remains		x			260.00	270.00	3.85%				
Disposal from other crematoriums		x			62.00	62.00	0.00%				
Burial in individual plot		x			52.50	52.50	0.00%			Admin cost to find vacant or family burial plot	
Memorials			147,925	163,080					163,080	To satisfy VAT regulations the elements of the memorial charge are identified separately as distinct elements. Customers may provide such elements of the memorial as appropriate providing that such elements satisfy the	
<u>Book of Remembrance</u>											
line entry (min 2 lines) *	*	x			108.00	108.00	0.00%				
Flower/Crest/or Badge *	*	x			270.00	275.00	1.85%				
Folded Remembrance Card		x									
Card purchase *	*	x			10.00	10.00	0.00%				
per line entry (minimum 2 lines) *	*	x			54.00	54.00	0.00%				
Flower/Crest/or Badge *	*	x			280.00	280.00	0.00%				
<u>Cloister Hall of Remembrance</u>											
<u>Wall vases</u>											
Vase	*	x			32.00	34.00	6.25%				
Plot Rental - per annum		x			50.00	51.00	2.00%				
Stone Block vase	*	x			94.00	98.00	4.26%				
Plot Rental - per annum		x			50.00	51.00	2.00%				
<u>Cloister Hall of Remembrance</u>											
<u>Cloister wall tablets</u>											
Single	*	x			185.00	185.00	0.00%				
Plot Rental - 10 year dedication		x			170.50	180.00	5.57%			£18 p.a.	
Double (2 inscriptions)	*	x			370.00	370.00	0.00%				
Plot Rental - 10 year		x			230.00	250.00	8.70%			£25.00 p.a.	
Refurbishment per letter - re-gild	*	x			3.00	4.00	33.33%				
Refurbishment per letter - repaint	*	x			3.00	4.00	33.33%				
Second inscription	*	x			185.00	185.00	0.00%				
<u>Memorial Hall</u>											
Leather plaques	*	x			50.00	62.00	24.00%				
Plot Rental -5 year		x			87.50	90.00	2.86%			£18.00 p.a.	
Added inscription	*	x			50.00	62.00	24.00%				

Medium Term Financial Strategy 2021-22
Fees and Charges
Communities, Housing Environment Committee

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Crematorium (contd.)										
<u>Gardens of Remembrance</u>										
Stone effect plaque	*	x			94.00	98.00	4.26%			
Stone effect plaque for bench	*	x			94.00	98.00	4.26%			
Stone effect plaque on spike	*	x			94.00	98.00	4.26%			
Plot Rental 10 year		x			205.00	215.00	4.88%			£21.50 p.a.
Added inscription	*	x			94.00	98.00	4.26%			
Refurbishment	*	x			25.00	25.00	0.00%			Bronze plaques only
<u>Gardens of Remembrance</u>										
<u>Sanctum Vault</u>										
Vault with inscription	*	x			360.00	0.00	-100.00%			Merged with lease
10 year lease		x			1,393.00	1,400.00	0.50%			
20 year lease		x			2,099.50	2,100.00	0.02%			
30 year lease		x			3,134.25	3,145.00	0.34%			
<u>Family Sanctum Vault (From Jan 15)</u>										
10 year lease		x			1,680.50	1,700.00	1.16%			
20 year lease		x			2,520.75	2,540.00	0.76%			
30 year lease		x			3,781.50	3,800.00	0.49%			

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Crematorium (contd.)										
<u>Gardens of Remembrance</u>										
		x								
Bench & Plaque	*	x			350.00	280.00	-20.00%			Have a high number unadopted, lowered price to entice sales
Plot Rental - 5 years		x			367.50	370.00	0.68%			£74.00 p.a.
Plot Rental - bench and SE Plaque - Annual		x			73.50	74.00	0.68%			
Added inscription	*	x			94.00	98.00	4.26%			
Sanctum Panorama Vault 10 years		x			1,130.00	1,140.00	0.88%			
Sanctum Panorama Vault 20 years		x			1,695.00	1,700.00	0.29%			
Sanctum Panorama Vault 30 years		x			2,542.50	2,555.00	0.49%			
Barbican		x			210.00	210.00	0.00%			
Barbican - annual renewal		x			24.50	25.00	2.04%			
Woodside Sundial		x			210.00	210.00	0.00%			
Woodside Sundial annual renewal		x			24.50	25.00	2.04%			
Granite bench x 2 plaques		x			160.00	160.00	0.00%			
Granite bench		x			20.00	20.00	0.00%			
Illustration, photo plaques etc.		x			P.O.A.	P.O.A.				
Chapel Lawn Planter		x								
Plaque with inscription	*	x			94.00	98.00	4.26%			
Plus 10 year dedication		x			205.00	215.00	4.88%			£21.50 p.a.
Birdbath Memorial	*	x								
6" x 3" plaque with inscription	*	x			118.00	118.00	0.00%			
Annual dedication		x			16.00	17.00	6.25%			
7 1/4" x 3" plaque with inscription	*	x			123.00	128.00	4.07%			
Annual dedication		x			17.00	18.00	5.88%			
8 1/2 " x 3" plaque with inscription	*	x			128.50	138.00	7.39%			
Annual dedication		x			18.00	19.00	5.56%			
9 3/4 " x 3" plaque with inscription	*	x			133.50	148.00	10.86%			
Annual dedication		x			19.00	20.00	5.26%			
11 " x 3" plaque with inscription	*	x			138.50	158.00	14.08%			
Annual dedication		x			20.00	21.00	5.00%			
		x								
<u>Woodside Walk Book</u>										
Plaque with inscription	*	x			68.00	65.00	-4.41%			Reducing price to encourage takeup.
Plus 10 year dedication		x			160.00	150.00	-6.25%			£15.00 p.a.

Fees and Charges April 2020 - March 2021	* Includes VAT	Discretionary Fee	Statutory Fee	2019-2020 Actuals £	2020-2021 Current Estimate £	Current Charges 2020-2021 £	Proposed Charges 2021-2022 £	% Change	2020-2021 + / - Income £	2021 - 2022 Estimate £	Comments
				£	£	£	£		£	£	
Crematorium (contd.)											
<u>Woodside Walk Mushrooms</u>		x									
Tablet with inscription	*	x				82.00	85.00	3.66%			
Plus 10 year dedication		x				250.00	250.00	0.00%			£25.00 p.a.
3 tablet Family Mushrooms (New Memorial)	*	x				246.00	255.00	3.66%			
3 tablet Family Mushrooms (New Memorial) dedciation		x				75.00	75.00	0.00%			
5 tablet Family Mushrooms (new memorial)	*	x				328.00	340.00	3.66%			
5 tablet Family Mushrooms (new memorial) dedication		x				100.00	100.00	0.00%			
Blossom Valley Barbican (new memorial)	*	x				210.00	210.00	0.00%			
Blossom Valley Barbican (new memorial) dedication	*	x				24.50	25.00	2.04%			
Standing Stone (new memorial)	*	x				310.00	310.00	0.00%			
Standing Stone (new memorial) dedication	*	x				28.50	30.00	5.26%			
<u>Gardens of Remembrance</u>		x		47,797	53,430					53430	
<u>Memorial shrubs in beds</u>		x									
Shrubs with Stone Effect Plaque on Spike Annual	*	x				94.00	98.00	4.26%			
Adoption renewal (Shrub only)	*	x				120.00	120.00	0.00%			£24 p.a.
Adoption renewal (Shrub & Plq) only		x				222.50	235.00	5.62%			£47 p.a.
Added inscription	*	x				94.00	98.00	4.26%			
Standard roses in bed (5 years)	*	x				144.00	144.00	0.00%			
Standard roses in bed with SE Plaque - annual charge *		x				247.00	197.00	-20.24%			
Adoption renewal annual	*	x				45.50	48.00	5.49%			
Individual standard rose with Plaque (5 years)	*	x				280.50	197.00	-29.77%			Merged roses together - price reduced to encourage sales.
Adoption renewal	*	x				150.00	150.00	0.00%			
Adoption renewal annual	*	x				51.50	48.00	-6.80%			
SpecimanTree and SE Plaque - Annual	*	x				132.00	132.00	0.00%			
Plot rental - annual Speciman Tree		x				42.00	45.00	7.14%			
Acer & Plaque on stake	*	x				140.00	180.00	28.57%			
Adoption renewal		x				72.00	70.00	-2.78%			
		x									
<u>Search fees</u>		x									
1-5 years		x				10.00	10.00	0.00%			
		x									
6-10 years		x				10.00	10.00	0.00%			
		x									
Over 10 years		x				10.00	10.00	0.00%			
Personal search (by appointment)		x				35.00	35.00	0.00%			
Crematorium Total				1,328,750	1,316,360				0	1,316,360	

Fees and Charges April 2020 - March 2021	* Includes VAT	Statutory Fee	Discretionary Fee	2019-2020 Actuals £	2020-2021 Current Estimate	Current Charges 2020-2021	Proposed Charges 2021-2022	% Change	2020-2021 + / - Income	2021 - 2022 Estimate	Comments
				£	£	£	£		£	£	

Environmental Health

Level 2 Food Hygiene Courses - C040			x	715	500	65.00	65.00	0.00%	-500	0	Due to Covid 19 this form of training is unlikely to run. External on-line courses are available.
Gain and Maintain 5 Star Rating and Allergen Advice			x	0	300	30.00	30.00	0.00%	-300	0	Delete the course - no longer running - poor uptake
Voluntary Surrender of unsound food (certificate)			x	0	0	204.00	205.00	0.49%	0	0	No food businesses currently use this discretionary service, however the cost reflects the time spent by officers to inspect and issue the certificate.
Food Export certificate			x	541	600	120.00	121.00	0.83%	0	600	Fees in place and steady increase during year reflecting profile of distribution facilities in borough and proximity to Europe.
Food Export certificate (New Business)			x		500	250.00	251.00	0.40%	0	500	Food business with no previous history of exporting food in Borough. Fee reflects the additional research, assessment and inspection time involved for officers.
Admin Charge for changes to certificates, re-issue of certificates			x	25	50	25.00	25.25	1.00%	0	50	Changes to certificates already issued and requested by business to meet the importing Country's individual requirements before the goods can enter.
Food business pre-opening advice (hourly rate)	x	x					55.00		220	220	To support businesses at the pre-opening stages or where additional discretionary guidance is sought.
Charge for Re-Visit and Re-scoring under the Food Hygiene Rating Scheme - C	x			3,444	1,120	160.00	164.00	2.50%	520	1,640	Fee increase reflects stable charge for 2 years.
Contaminated Land search fee per hour			x	525	500	25.00	25.00	0.00%	0	500	Based on advice from Mid Kent Legal the fee should be £25 per hour rather than a set fee.
Requests for Enhanced Environmental Information for Contaminated Land and Professional Opinion	x	x					55.00		220	220	New charge to provide additional research into planning history to identify any contaminated land reports that may be connected to the site.
Pre Application Consultation for Environmental Health Advice for Acoustics, Air Quality, Contaminated Land Assessments (hourly rate)	x	x					55.00		220	220	New direct approach from consultant to review and approve either scope of works or completed report prior to submission. Written response and advice provided and site visits
Private Water Risk Assessment- per hour- (hourly rate)	x	x				40.00	55.00	37.50%			The charge setting arrangement has transferred to district authority from central government. The proposal is to cover costs based on an hourly officer charge.
Private Water Sampling Charge - (hourly rate)	x	x				40.00	55.00	37.50%			as above
Private water Authorisation Charge - (hourly rate)	x	x				100.00	55.00	-45.00%			as above
Private Water Investigation Charge - (hourly rate)	x	x				100.00	55.00	-45.00%			as above
Derogation Request (hourly rate)	x	x				100.00	55.00	-45.00%			as above
Analysis – Group A			x			100.00		-100.00%			Local authority arranges sampling and passes on laboratory charges to owner/occupier/person requesting sample
Analysis – Group B			x			100.00		-100.00%			

Fees and Charges April 2020 - March 2021	* Includes VAT	Discretionary Fee	Statutory Fee	2019-2020 Actuals £	2020-2021 Current Estimate	Current Charges 2020-2021	Proposed Charges 2021-2022	% Change	2020-2021 + / - Income	2021 - 2022 Estimate	Comments
				£	£	£	£		£	£	
Environmental Health (contd.)											
Tattooing, Electrolysis, Acupuncture & Ear-piercing - C205			x	7,387	6,000				0	6,000	
Skin Piercing/Tattooing Registration		x				319.00	320.00	0.31%			Based on estimated registration of tattooists.
Additional registration of tattoo/piercing or other beauty treatment		x				54.00	54.50	0.93%			Fee charged for amendment or increase in treatments provided by previously registered practitioner.
Tattoo & other beauty treatments Events		x			200	200.00	200.00	0.00%	0	200	Possible that events of this nature will not occur due to Covid 19
Per New Artist & Practitioner at Events		x			250	25.00	25.00	0.00%	0	250	see above
Pollution Control											
Statutory Fees for 48 Pollution Prevention Control Processes - C061			x	8,937	8,000	*	*		0	8,000	The fee levels for this are set by DEFRA under the Environmental Permitting Regulations. If better pollution controls are implemented by the business their fees reduce and Maidstone income reduces.
Environmental Health Total				21,574	18,020				380	18,400	

Fees and Charges April 2020 - March 2021	* Includes VAT	Statutory Fee Discretionary Fee	2019-2020 Actuals £	2020-2021 Current Estimate	Current Charges 2020- 2021	Proposed Charges 2021- 2022	% Change	2020- 2021 + / - Income	2021 - 2022 Estimate	Comments
			£	£	£	£		£	£	

Waste Crime/Community Protection

Fixed Penalty Fines		x	38,528	43,700	120.00	120.00	0.00%		43,700	Charge reduces to £90 if paid within 14 days.
Failure to produce waste documents		x			300.00	300.00	0.00%			
Failure to produce authority to transport waste		x			300.00	300.00	0.00%			
Unauthorised distribution of free printed matter		x			75.00	75.00	0.00%			
Fly Posting		x			80.00	80.00	0.00%			
Abandonment of a vehicle		x			200.00	200.00	0.00%			
Repairing vehicles on a road		x			100.00	100.00	0.00%			
Graffiti		x			75.00	75.00	0.00%			
Failure to comply with a waste receptacles notice		x			100.00	100.00	0.00%			
Smoking in a smoke free place		x			50.00	50.00	0.00%			Discounted to £30 for early payment - set by central government
Failure to display no smoking signs		x			200.00	200.00	0.00%			Discounted to £150 for early payment - set by central government
Community Protection Notice Fixed Penalty Notice		x			100.00	100.00	0.00%			Amount shown is the maximum penalty
Public Space Protection Order Fixed Penalty Notice		x			100.00	100.00	0.00%			Amount shown is the maximum penalty
Duty of Care (Household Waste)		x			300.00	300.00	0.00%			This is a new charge for 2019/20
Fly tipping		x			400.00	400.00	0.00%			Amount shown is the maximum penalty
Duty of Care (Household Waste)		x			300.00	300.00	0.00%			This is a new charge for 2019/20
Fly tipping		x			400.00	400.00	0.00%			Amount shown is the maximum penalty
Waste Crime Total			38,528	43,700				0	43,700	

Stray dog charges										
		x	-3,498	3,900					3,900	
Collection charge (office hours)		x			85.00	85.00	0.00%			
Collection charge (out of office hours)		x			85.00	85.00	0.00%			Reduced to £65 if paid within two weeks of the invoice date.
Collection charge (out of office hours (after midnight))		x			85.00	85.00	0.00%			Includes statutory fee of £25

Fees and Charges April 2020 - March 2021	* Includes VAT	Statutory Fee Discretionary Fee	2019-2020 Actuals £	2020-2021 Current Estimate £	Current Charges 2020-2021 £	Proposed Charges 2021-2022 £	% Change	2020-2021 + / - Income £	2021 - 2022 Estimate £	Comments
			£	£	£	£		£	£	
Community Protection (contd.)										
Pest Control charges										Proposed fees for Tender being undertaken currently.
Hourly charge for treatments carried out on industrial and commercial properties						"Call for quote"				Flexible to allow competition in bidding for contracts
For treatments outside of normal office hours	x				96.00	98.00	2.08%			
Charge per visit for the treatment of wasps nests carried out on domestic properties	x				58.50	60.00	2.56%			Per visit charge (Wasp nest requiring treatment using a ladder/tower scaffold, this will require a survey as a surcharge may be applied)
Additional nests treatment	x				8.00	8.00	0.00%			Additional nests treated on same visit
Charge per visit for the treatment of rat and mouse nests carried out on domestic premises for initial two visits.	x				58.00	59.00	1.72%			For mandatory two visits
Additional rat and mouse treatment visits £29 per visit	x				29.00	30.00	3.45%			
Minimum charge for treatment of ants on domestic premises	x				30.00	31.00	3.33%			Per visit charge
Squirrels: for a 2 x Fenn Trapping Programme	x				96.00	98.00	2.08%			
Culls	x				70.00	71.00	1.43%			
For the treatment of fleas and other household pests (Flies, Lice, Silverfish etc.) carried out on a domestic premises up to 6 x rooms. Additional rooms over the original 6 are £10 each	x				70.00	71.00	1.43%			Subsequent minimum charge will apply for further treatments after a period of 14 days has elapsed
Minimum charge (including up to four rooms) for the treatment of bedbugs carried out on a domestic premises	x				280.00	286.00	2.14%			Higher cost in relation to other services reflects the nature of the treatment and number of visits required. Subsequent minimum charge will apply for further treatments after a period of 14 days has elapsed.
For each additional room (up to four rooms additional)	x				10.00	10.00	0.00%			As above
Documentation charge added to charges above where it is necessary to send an invoice for payment.	x				29.50	30.00	1.69%			
Community Safety Charges										
Road closure application	x		975	0	75.00	75.00				Standard fee to cover the cost of trained operatives displaying signage and an administration fee
CCTV Footage request (insurance companies etc.)	x				50.00	0.00				These are considered to be subject access requests and we cannot charge for them.
Fixed Penalty Fines			100							
Public Space Protection Order (formerly Dog Control Order) (Fouling)		*			80.00	80.00	0.00%			replaced by Dog Control PSPO
Public Space Protection Order (formerly Dog Control Order) (Exclusion)		*			80.00	80.00	0.00%			replaced by Dog Control PSPO
Public Space Protection Order (Dog Control) Fixed Penalty Notice		x				100.00				
Public Space Protection Order (Town Centre) Fixed Penalty Notice		x			100.00	100.00	0.00%			Set by Order
Community Protection Total			-2,423	3,900				0	3,900	

Fees and Charges April 2020 - March 2021	* Includes VAT	Statutory Fee Discretionary Fee	2019-2020 Actuals £	2020-2021 Current Estimate £	Current Charges 2020- 2021 £	Proposed Charges 2021- 2022 £	% Change	2020- 2021 + / - Income £	2021 - 2022 Estimate £	Comments
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Recycling & Refuse Collection

Bulky Collection			130,046	131,870				4,000	135,870	
1-4 items		x			25.00	26.00	4.00%			
5-8 items		x			35.00	36.00	2.86%			
Fridge/Freezers		x			20.00	21.00	5.00%			
Garden Waste Service										
140 litre bin hire		x	948,355	942,340	36.00	40.50	12.50%	145,000	1,087,340	Also appears as budget saving proposal.
240 litre bin hire		x			40.00	45.00	12.50%			
Trade Waste			134,361	176,170				0	176,170	
Sack collection - refuse only		x			2.00	2.00	0.00%			It is recommended that prices are frozen at the current level in order to allow this service to remain competitive within the market.
240 litre bin - refuse only		x			9.00	9.00	0.00%			
500 litre bin - refuse only		x			20.00	20.00	0.00%			
1100 litre bin - refuse only		x			25.00	25.00	0.00%			
Sack collection - with recycling		x			2.00	2.00	0.00%			
240 litre bin - with recycling		x			8.00	8.00	0.00%			
500litre bin - with recycling		x			16.50	16.50	0.00%			
1100 litre bin - with recycling		x			20.00	20.00	0.00%			
£1 charge per 240 litre bin or weekly sacks collection - for paper/cardboard		x			1.00	1.00	0.00%			
Recycling & Refuse Collection Total			1,212,761	1,250,380				149,000	1,399,380	

Fees and Charges April 2020 - March 2021	* Includes VAT	Statutory Fee Discretionary Fee	2019-2020 Actuals £	2020-2021 Current Estimate £	Current Charges 2020-2021 £	Proposed Charges 2021-2022 £	% Change	2020-2021 + / - Income £	2021 - 2022 Estimate £	Comments
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HMO Licensing

Mandatory HMO Licensing			22,663	20,380				19,940	40,320	Estimate based on 63 HMO's renewals in 21/22 year
Initial Licence Fees - Landlord Accreditation Status										(These fees are applicable on first application for a licence, or where a licence has been revoked or has lapsed.)
Accredited landlord on application		x			565.00	665.00	17.70%			
Non-accredited landlord		x			585.00	685.00	17.09%			
Renewal Licence Fees - Landlord Accreditation Status										(These fees are applicable on application for a licence renewal, where a licence remains in force at the time of the application.)
Accredited landlord on application		x			530.00	620.00	16.98%			
Non-accredited landlord		x			550.00	640.00	16.36%			
Variation application licence fees applicable										Fees for variation of licencing are not chargeable
Change of address details of any existing licence holder, manager, owner, mortgagor, freeholder, leaseholder etc.					0.00	0.00				
Change of mortgagor, owner, freeholder, and leaseholder (unless they are also the licence holder or manager)					0.00	0.00				
Reduction in the number of maximum occupiers for licensing purposes					0.00	0.00				
Variation of licence instigated by the council					0.00	0.00				
Increase in the number of habitable rooms					0.00	0.00				
Increase in the number of maximum occupiers for licensing purposes					0.00	0.00				
Change of use of HMO, e.g. from bedsits to shared house					0.00	0.00				
Change in room sizes of HMO					0.00	0.00				
Change in amenity provision					0.00	0.00				

Fees and Charges April 2020 - March 2021	* Includes VAT	Discretionary Fee	Statutory Fee	2019-2020 Actuals £	2020-2021 Current Estimate	Current Charges 2020-2021	Proposed Charges 2021-2022	% Change	2020-2021 + / - Income	2021 - 2022 Estimate	Comments
				£	£	£	£		£	£	
HMO Licensing (contd.)											
Other licence fees applicable											
(These fees are applicable as appropriate in relation to HMO licensing applications, or where HMOs are licensed.)											
Revocation of licence						0.00	0.00				No refund on relevant licence application
Application refused by the council						0.00	0.00				Initial application fee with no refund
Application withdrawn by the applicant						0.00	0.00				Initial application fee with no refund
Application made in error						0.00	0.00				Refund of application fee will be made
Properties that cease to be licensable during the licensing process						0.00	0.00				Initial application fee with no refund
Charge for enforcement under S49 of the Housing Act 2004											
(These fees are applicable under the Housing Act 2004.)											
Service of Improvement Notice under s11 and/or s12		x				450.00	530.00	17.78%			This type of charge is rarely made.
Service of Prohibition Order under s20 and/or s21		x				450.00	530.00	17.78%			This type of charge is rarely made.
Service of Hazard Awareness Notice under s28 and/or s29		x				450.00	530.00	17.78%			This type of charge is rarely made.
Taking Emergency Remedial Action under s40		x				450.00	530.00	17.78%			Charge In addition to cost of works plus administration fee of 30% (minimum £100)
Making of Emergency Prohibition Order under s43		x				450.00	530.00	17.78%			This type of charge is rarely made.
Works in Default of Enforcement Notice		x				100.00	100.00	0.00%			Cost of works + 30% (minimum of £100)
Immigration - housing inspection and accommodation certificates											
Fee for inspection	*	x				195.00	230.00	17.95%			These applications are rarely made
Housing Register Application Medical Fee											
						75.00	75.00	0.00%			
HMO Licensing Total				22,663	20,380				19,940	40,320	

Fees and Charges April 2020 - March 2021	* Includes VAT	Statutory Fee Discretionary Fee	2019-2020 Actuals £	2020-2021 Current Estimate £	Current Charges 2020- 2021 £	Proposed Charges 2021- 2022 £	% Change	2020- 2021 + / - Income £	2021 - 2022 Estimate £	Comments
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Gypsy and Travellers Sites

<u>Gypsy & Traveller Site Plot fee</u>										
Stilebridge Lane		x	35,184	30,340	55.10	55.98	1.60%	19,146	49,486	Weekly Increase in line with RPI 1.6 % increase12 months to July 2020. Increase in line with Mobile Homes Act 1983 formula. 17 Plots available at present pending completion of capital works by others
Water Lane		x	25,006	40,000	64.09	65.12	1.61%	634	40,634	Weekly increase in line with RPI 1.6 % increase12 months to July 2020. Increase in line with Mobile Homes Act 1983 formula. 12 plots available only at present pending completion of capital works by others.
Gypsy & Traveller Site Total			60,191	70,340				19,780	90,120	

GRAND TOTAL

2,848,520 2,922,500

189,100 3,111,600