



Fees and Charges – 2021/22

Introduction

Section 3 of the Localism Act 2011 and Section 93 of the Local Government Act sets out the general legal framework relating to charging for services, albeit that various other specific legal provisions and local policy objectives may also influence or dictate the level of fees or income to be generated.

There are two types of fee and charge:

- **Statutory Fees and Charges** – are charging structures set by relevant national bodies, usually with regulatory responsibility for the service which must be adhered to, and
- **Discretionary Fees and Charges** – are charges that generally fall into the following categories:
 - **Cost Recovery** – a fee or charge levied to ensure the cost of the service provided is fully recovered,
 - **Subsidised** – where the County Council has decided to subsidise a service when setting a fee or charge.

Generally, the County Council increases its fees and charges by the published September Retail Price Index (RPI) rate. This is in-line with the County Council's policy to budget for cost inflation. The RPI rate as at September 2020 increased by 1.1%. All changes will be implemented from 1st April 2021, unless otherwise stated.

The County Council endorsed the discretionary 2021/22 Fees and Charges within the budget setting process agreed at Full County Council on the 12th February 2021.

This document lists the County Council's Fees and Charges for 2021/22.

Libraries Fees and Charges

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Libraries	Audiobooks (up to 8 cassettes/CDs)	3 Weeks	£1.45	Discretionary
Libraries	Audiobooks (9+ cassettes/CDs)	3 Weeks	£2.90	Discretionary
Libraries	Audiobooks (Playaway - digital audio)	3 Weeks	£2.90	Discretionary
Libraries	Fax: to UK	Per Page	£2.00	Discretionary
Libraries	Fax: to Europe	Per Page	£2.70	Discretionary
Libraries	Fax: to Rest of World	Per Page	£3.40	Discretionary
Libraries	Fax: receiving fax	Per Page	£1.36	Discretionary
Libraries	Public Access Computers: charge for non-members using PCs	Hour	£2.00	Discretionary
Libraries	Reservation Fees - books in West Sussex or partnership libraries	Item	£1.00	Discretionary
Libraries	Reading Groups - subscription	Year	£33.00	Discretionary
Libraries	CDs - other	1 Week	£1.20	Discretionary
Libraries	Membership Card replacement	Card	£1.75	Discretionary
Libraries	Overdue Charges (Administration charge for overdue letter)	Letter	£1.75	Discretionary
Libraries	Reservation Fees - Books reserved directly online	Item	£0.60	Discretionary
Libraries	Reservation Fees - Books from elsewhere	Item	£7.50	Discretionary
Libraries	Reservation Fees - Books from British Library	Item	£11.00	Discretionary
Libraries	Overdue Charges (Adult Books)	Day	£0.30	Discretionary
Libraries	Overdue Charges (Audio Books)	Day	£0.30	Discretionary
Libraries	Overdue Charges (General DVDs)	Day	£0.60	Discretionary
Libraries	Overdue Charges (Music CDs)	Day	£0.30	Discretionary
Libraries	DVDs (General)	1 Week	£2.00	Discretionary
Libraries	Exhibition booking fee	Per Week, When Items Are For Sale	£13.50	Discretionary
Libraries	Photocopying - A4 Black and White	Copy	£0.16	Discretionary
Libraries	Photocopying - A3 Black and White	Copy	£0.20	Discretionary
Libraries	Photocopying - A4 Colour	Copy	£0.50	Discretionary
Libraries	Photocopying - A3 Colour	Copy	£1.00	Discretionary
Libraries	Printing: charge for Internet Prints - A4 Black and White	Page	£0.20	Discretionary
Libraries	Printing: charge for Internet Prints - A4 Colour	Page	£0.60	Discretionary
Libraries	Reference research	30 Minutes - After Initial free 30 Minutes	£18.00	Discretionary
Libraries	Lettings - community use	1 hour	£10.00	Discretionary
Libraries	Lettings - SME business	1 hour	£20.00	Discretionary
Libraries	Lettings - commercial use	1 hour	£40.00	Discretionary
Libraries	Lettings - Crawley Library Meeting Rooms - community use	1 hour	£12.00	Discretionary
Libraries	Lettings - Crawley Library Meeting Rooms - SME business use	1 hour	£24.00	Discretionary
Libraries	Lettings - Crawley Library Meeting Rooms - commercial use	1 hour	£48.00	Discretionary
Libraries	Lettings - Longley Exhibition Room - community use	1 hour	£22.00	Discretionary
Libraries	Lettings - Longley Exhibition Room - SME business use	1 hour	£44.00	Discretionary
Libraries	Lettings - Longley Exhibition Room - commercial use	1 hour	£88.00	Discretionary
Libraries	Lettings - Worthing Library Lecture Theatre - community use	1 hour	£22.00	Discretionary
Libraries	Lettings - Worthing Library Lecture Theatre - SME business use	1 hour	£44.00	Discretionary
Libraries	Lettings - Worthing Library Lecture Theatre - commercial use	1 hour	£88.00	Discretionary

Records Office Fees and Charges

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Record Office	Publication fees for Film and TV	Photograph	£65.00	Discretionary
Record Office	Room Hire of Work Room (up to 12 people)	Full Day	£85.00	Discretionary
Record Office	Publication Fees for Garland photos UK Rights	Image	£28.00	Discretionary
Record Office	Publication Fees for Garland Photos World Rights	Image	£56.00	Discretionary
Record Office	Publication fee in books with print run of 1-1000	Photograph	£7.00	Discretionary
Record Office	Publication fee in books with print run of 1001-3000	Photograph	£14.00	Discretionary
Record Office	Publication fee in books with print run of 3001-5000	Photograph	£21.00	Discretionary
Record Office	Publication fee in books with print run of 5001 and over	Photograph	£28.00	Discretionary
Record Office	Publication Fees for national media/periodicals	Photograph	£28.00	Discretionary
Record Office	Record Office 'Surgeries'	Hour	£41.00	Discretionary
Record Office	Publication fees for other commercial publications	Photograph	£38.00	Discretionary
Record Office	Publication fees for Local Media	Photograph	£7.00	Discretionary
Record Office	Publication fees for Eric Gill Collection	Item	£11.50	Discretionary
Record Office	Scanned Image and Print A3	Sheet	£23.00	Discretionary
Record Office	Scanned Image and Print A3-A1	Sheet	£46.00	Discretionary
Record Office	Scanned Image and Print A4	Sheet	£11.50	Discretionary
Record Office	Supply of Scanned Image - A3-A0	Sheet	£30.00	Discretionary
Record Office	Supply of Scanned Image - A4-A3	Sheet	£15.00	Discretionary
Record Office	Supply of Scanned Image - up to A4	Sheet	£7.50	Discretionary
Record Office	Car Parking - full day	Day	£7.50	Discretionary
Record Office	Car Parking - half day	Half Day	£3.75	Discretionary
Record Office	Daytime tours of Record Office	Tour	£37.00	Discretionary
Record Office	Genealogical research fees	Tour	£36.00	Discretionary
Record Office	Other searches	Hour	£36.00	Discretionary
Record Office	Orders by post (up to 3 colour copies)	Up To 3 Sheets	£8.50	Discretionary
Record Office	Orders by post (up to 5 copies)	Up To 5 Sheets	£6.50	Discretionary
Record Office	Evening tours of Record Office	Tour	£68.00	Discretionary
Record Office	Out of office talks	Talk	£68.00	Discretionary
Record Office	Short research fee	30 Minutes	£18.00	Discretionary
Record Office	Evening talks at the Record Office	Person	£8.00	Discretionary
Record Office	Self-service Microform copying	Sheet	£0.45	Discretionary
Record Office	Self-service printing from computer	Sheet	£0.45	Discretionary
Record Office	A3 and A4 Photocopies	Sheet	£0.60	Discretionary
Record Office	Coffee Time sessions	Person	£7.50	Discretionary
Record Office	Photocopies - A3 Colour	Sheet	£3.00	Discretionary
Record Office	Photocopies - A4 Colour	Sheet	£1.50	Discretionary
Record Office	Room Hire of Work Room (up to 12 people)	Half Day	£42.50	Discretionary
Record Office	Certified copies of documents	Document	£15.00	Discretionary
Record Office	DIY photography in Search Room	Day	£12.00	Discretionary
Record Office	Baptism certificate	Certificate	£31.00	Discretionary

Registrar's Fees and Charges

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Citizenship Ceremony	Individually organised Citizenship ceremony for one person at a registration office.	Ceremony	£115.00	Discretionary
Citizenship Ceremony	Individually organised Citizenship ceremony for a family at a registration office.	Family Ceremony	£150.00	Discretionary
Citizenship Ceremony	Individually organised Citizenship ceremony for one person at a registration office on a Saturday	Ceremony	£130.00	Discretionary
Citizenship Ceremony	Individually organised Citizenship ceremony for a family at a registration office on a Saturday	Family Ceremony	£160.00	Discretionary
Non-Statutory Ceremonies	Fee for commemorative certificate	Certificate	£11.00	Discretionary
Additional fee for Notice of Marriage given on Saturdays	Additional administration fee for Notice Appointments requested on Saturdays. Added to reflect increased cost of delivery of a Saturday service	Notice	£12.50	Discretionary
Attendance of Registrars in a West Sussex Venue. Category A Room (e.g. Balcony, Chichester Ceremony Room) To register a marriage/ civil partnership	Monday - Thursday	Ceremony	£217.00	Discretionary
Attendance of Registrars in a West Sussex Venue. Category A Room (e.g. Balcony, Chichester Ceremony Room) To register a marriage/ civil partnership	Friday	Ceremony	£280.00	Discretionary
Attendance of Registrars in a West Sussex Venue. Category A Room (e.g. Balcony, Chichester Ceremony Room) To register a marriage/ civil partnership	Saturday / Sunday	Ceremony	£310.00	Discretionary
Attendance of Registrars in a West Sussex Venue. Category A Room (e.g. Balcony, Chichester Ceremony Room) To register a marriage/ civil partnership	Public Holiday	Ceremony	£404.00	Discretionary
Non statutory Ceremonies such as baby naming & renewal of vows in West Sussex Rooms (Category A)	Monday - Thursday	Ceremony	£217.00	Discretionary
Non statutory Ceremonies such as baby naming & renewal of vows in West Sussex Rooms (Category A)	Friday	Ceremony	£280.00	Discretionary
Non statutory Ceremonies such as baby naming & renewal of vows in West Sussex Rooms (Category A)	Saturday / Sunday	Ceremony	£310.00	Discretionary
Non statutory Ceremonies such as baby naming & renewal of vows in West Sussex Rooms (Category A)	Public Holiday	Ceremony	£404.00	Discretionary
Attendance of Registrars in a West Sussex Venue. Category B Room (e.g. Parlour, Henshall) To register a marriage/ civil partnership	Monday - Thursday	Ceremony	£260.00	Discretionary
Attendance of Registrars in a West Sussex Venue. Category B Room (e.g. Parlour, Henshall) To register a marriage/ civil partnership	Friday	Ceremony	£317.00	Discretionary
Attendance of Registrars in a West Sussex Venue. Category B Room (e.g. Parlour, Henshall) To register a marriage/ civil partnership	Saturday / Sunday	Ceremony	£376.00	Discretionary
Attendance of Registrars in a West Sussex Venue. Category B Room (e.g. Parlour, Henshall) To register a marriage/ civil partnership	Public Holiday	Ceremony	£490.00	Discretionary
Non statutory ceremonies such as baby naming & renewal of vows in West Sussex Rooms (Category B)	Monday - Thursday	Ceremony	£260.00	Discretionary
Non statutory ceremonies such as baby naming & renewal of vows in West Sussex Rooms (Category B)	Friday	Ceremony	£317.00	Discretionary
Non statutory ceremonies such as baby naming & renewal of vows in West Sussex Rooms (Category B)	Saturday / Sunday	Ceremony	£376.00	Discretionary
Non statutory ceremonies such as baby naming & renewal of vows in West Sussex Rooms (Category B)	Public Holiday	Ceremony	£490.00	Discretionary
Attendance of Registrars in a West Sussex Venue. Category C Room (e.g. The Drawing Room) To register a marriage/ civil partnership	Monday - Thursday	Ceremony	£455.00	Discretionary
Attendance of Registrars in a West Sussex Venue. Category C Room (e.g. The Drawing Room) To register a marriage/ civil partnership	Friday	Ceremony	£505.00	Discretionary
Attendance of Registrars in a West Sussex Venue. Category C Room (e.g. The Drawing Room) To register a marriage/ civil partnership	Saturday / Sunday	Ceremony	£618.00	Discretionary
Attendance of Registrars in a West Sussex Venue. Category C Room (e.g. The Drawing Room) To register a marriage/ civil partnership	Public Holiday	Ceremony	£682.00	Discretionary

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Non statutory ceremonies such as baby naming & renewal of vows in West Sussex Rooms (Category C)	Monday - Thursday	Ceremony	£455.00	Discretionary
Non statutory ceremonies such as baby naming & renewal of vows in West Sussex Rooms (Category C)	Friday	Ceremony	£505.00	Discretionary
Non statutory ceremonies such as baby naming & renewal of vows in West Sussex Rooms (Category C)	Saturday / Sunday	Ceremony	£618.00	Discretionary
Non statutory ceremonies such as baby naming & renewal of vows in West Sussex Rooms (Category C)	Public Holiday	Ceremony	£682.00	Discretionary
Attendance of Registrars in West Sussex Venue Category C room (e.g. The Drawing Room)	Additional ceremony at venue already paying for one ceremony - i.e. baby naming	Additional Ceremony	£115.00	Discretionary
Non statutory ceremonies such as baby naming & renewal of vows in West Sussex Rooms (Category D)	Monday - Thursday	Ceremony	£775.00	Discretionary
Non statutory ceremonies such as baby naming & renewal of vows in West Sussex Rooms (Category D)	Friday	Ceremony	£826.00	Discretionary
Non statutory ceremonies such as baby naming & renewal of vows in West Sussex Rooms (Category D)	Saturday / Sunday	Ceremony	£904.00	Discretionary
Non statutory ceremonies such as baby naming & renewal of vows in West Sussex Rooms (Category D)	Public Holiday	Ceremony	£981.00	Discretionary
Attendance of Registrars in a West Sussex Venue. Category D Room (e.g. The Richmond Room Room) To register a marriage/ civil partnership	Monday - Thursday	Ceremony	£775.00	Discretionary
Attendance of Registrars in a West Sussex Venue. Category D Room (e.g. The Richmond Room Room) To register a marriage/ civil partnership	Friday	Ceremony	£826.00	Discretionary
Attendance of Registrars in a West Sussex Venue. Category D Room (e.g. The Richmond Room Room) To register a marriage/ civil partnership	Saturday / Sunday	Ceremony	£904.00	Discretionary
Attendance of Registrars in a West Sussex Venue. Category D Room (e.g. The Richmond Room Room) To register a marriage/ civil partnership	Public Holiday	Ceremony	£981.00	Discretionary
Attendance of Registrars at an outside venue to register a marriage / civil partnership	Monday - Thursday	Ceremony	£455.00	Discretionary
Attendance of Registrars at an outside venue to register a marriage / civil partnership	Friday	Ceremony	£505.00	Discretionary
Attendance of Registrars at an outside venue to register a marriage / civil partnership	Saturday / Sunday	Ceremony	£618.00	Discretionary
Attendance of Registrars at an outside venue to register a marriage / civil partnership	Public Holiday	Ceremony	£682.00	Discretionary
Non-Statutory ceremonies such as Baby Naming & Renewal of vows at Outside Venues and non-licenced premises	Monday - Thursday	Ceremony	£455.00	Discretionary
Non-Statutory ceremonies such as Baby Naming & Renewal of vows at Outside Venues and non-licenced premises	Friday	Ceremony	£505.00	Discretionary
Non-Statutory ceremonies such as Baby Naming & Renewal of vows at Outside Venues and non-licenced premises	Saturday / Sunday	Ceremony	£618.00	Discretionary
Venue Licensing	Licence valid for three years for a venue to hold marriages & civil partnership.	License	£2,018.00	Discretionary
Licensing a Religious Building to hold civil partnerships	Appeal against a refusal to grant a license.	Appeal	£403.00	Discretionary
Venue Licensing	License valid for three years for a venue to hold Marriages & CPs: Fee for Additional room	Additional Room	£347.00	Discretionary
Attendance of Registrars at venue of choice to celebrate of marriage or civil partnership following statutory ceremony in the West Sussex Register Office	Monday - Thursday	Ceremony	£440.00	Discretionary
Attendance of Registrars at venue of choice to celebrate of marriage or civil partnership following statutory ceremony in the West Sussex Register Office	Friday	Ceremony	£488.00	Discretionary
Attendance of Registrars at venue of choice to celebrate of marriage or civil partnership following statutory ceremony in the West Sussex Register Office	Saturday / Sunday	Ceremony	£602.00	Discretionary
Attendance of Registrars at venue of choice to celebrate of marriage or civil partnership following statutory ceremony in the West Sussex Register Office	Public Holiday	Ceremony	£666.00	Discretionary

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Registrar to register a civil partnership at a religious building	Monday - Thursday	Ceremony	£172.00	Discretionary
Registrar to register a civil partnership at a religious building	Friday	Ceremony	£231.00	Discretionary
Registrar to register a civil partnership at a religious building	Saturday / Sunday	Ceremony	£260.00	Discretionary
Registrar to register a civil partnership at a religious building	Public Holiday	Ceremony	£346.00	Discretionary
Attendance of Registrars at a venue subject to specific partnership arrangement to Register a marriage/civil partnership	Friday	Ceremony	£279.00	Discretionary
Attendance of Registrars at a venue subject to specific partnership arrangement to Register a marriage/civil partnership	Saturday	Ceremony	£310.00	Discretionary
Registration Service	Search (by public) of indexes, not exceeding 6 successive hours	Search	£18.00	Statutory
Registration Service	Registration of a building for the solemnisation of marriages	Registration	£123.00	Statutory
Registration Service	Consideration of a correction to the register by the SR	Correction to a register page	£75.00	Statutory
Registration Service	Space 17 amendment (change of baby name in first year)	Amendment to register page	£40.00	Statutory
Registration Service	Consideration of a reduction in 28-day notice period for marriage or civil partnership (triage arrangement with GRO getting £40 - Total fee to customers is £60)	Waiver of notice period	£60.00	Statutory
Registration Service	Complex corrections of a register (triage arrangement with GRO getting £58 - Total fee to customers is £90)	Complex correction of a register page	£90.00	Statutory
Registration Service	SR's fee for attesting a notice away from his office for housebound	Notice	£47.00	Statutory
Registration Service	SR's fee for attesting a notice away from his office for detained.	Notice	£68.00	Statutory
Registration Service	Taking a notice of marriage/Civil Partnership	Notice	£35.00	Statutory
Registration Service	Consideration of a divorce/civil partnership document from outside British Isles by the Superintendent Registrar	Notice	£50.00	Statutory
Registration Service	Consideration of a divorce/civil partnership document from outside British Isles where this cannot be dealt with by the Local Authority and is referred to GRO	Notice	£75.00	Statutory
Registration Service	Registrar attending a marriage/civil partnership at a register office	Ceremony	£46.00	Statutory
Registration Service	Registrar attending a marriage at a registered building	Ceremony	£86.00	Statutory
Registration Service	Registrar attending a marriage / civil partnership at the residence of a housebound person	Ceremony	£81.00	Statutory
Registration Service	Registrar attending a marriage/civil partnership of a detained person	Ceremony	£88.00	Statutory
Registration Service	SR Attending a marriage at the residence of a housebound person	Ceremony	£84.00	Statutory
Registration Service	SR Attending a marriage at the residence of a detained person	Ceremony	£94.00	Statutory
Registration Service	Short or Full certificate of Birth, marriage, civil partnership or death	Certificate	£11.00	Statutory
Registration Service	Priority Service (within 24 Hours) – Charges include cost of certificate	Certificate issued within 24 Hours	£35.00	Statutory
Registration Service	Certification of a place of meeting for religious worship	Certification	£29.00	Statutory

Gypsy and Traveller Sites Fees and Charges

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Gypsy and Travellers Sites	Gypsy Roma Traveller Site plot rental – Fairplace Hill (4 X Double pitch plot rental)	Week	£105.50	Discretionary
Gypsy and Travellers Sites	Gypsy Roma Traveller Site plot rental – Fairplace Hill (5 X Single pitch plot rental)	Week	£84.00	Discretionary
Gypsy and Travellers Sites	Plot Rental all other sites	Week	£57.00	Discretionary
Gypsy and Travellers Sites	Gypsy Roma Traveller Site plot rental – Fairplace Hill (1 X Single pitch plot rental)	Week	£100.69	Discretionary
Legal	West Sussex Transit Site Plot rental (nine plots)	Week	£77.00	Discretionary

Planning Fees and Charges

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Implementation	S38 & S278 Highway agreements	Agreement	Various	Discretionary
Monitoring and Records	Local land charge fees	Search	£26.40	Discretionary
Monitoring and Records	Local land charge search follow-up	Request	Various	Discretionary
Monitoring and Records	Highway boundaries information	Request	Various	Discretionary
Monitoring and Records	S106 Agreement enquiries	Hour	£60.00	Discretionary
Planning and Transport Policy	Access to traffic modelling	Request	Various	Discretionary
Planning and Transport Policy	Copies of highway scheme plans	Plan	At cost	Discretionary
Highways Development Management	Pre-application advice fees	Written Response or Meeting/Site Visit & Written Response	Various	Discretionary
Monitoring and Records	Monitoring of S106 contributions	Per Trigger	£200.00	Discretionary
Monitoring and Records	Highway Boundaries – Bespoke enquiries	Hour	£60.00	Discretionary
County Planning	Pre-application advice fees	Meeting or Site Visit and Written Response, or Written Response Only	Various	Discretionary
Environment & Heritage	Historic Environment Record - Searches	Householder Search	£114.00	Discretionary
Environment & Heritage	Historic Environment Record - Searches	Standard Search	£189.60	Discretionary
Environment & Heritage	Historic Environment Record - Searches	Priority Search	£302.40	Discretionary
Environment & Heritage	Historic Environment Record - Searches	Statutory Undertaker Standard Search	£196.80	Discretionary
Environment & Heritage	Historic Environment Record - Searches	Statutory Undertaker Priority Search	£405.60	Discretionary
Environment & Heritage	Advice and support to statutory undertakers	Hours	£104.40	Discretionary
Environment & Heritage	Pre-application advice fees	Written Response or Meeting/Site Visit & Written Response	Various	Discretionary
Environment & Heritage	Contribution by District and Borough Councils to maintenance of the HER	Annual Fee	£3,000.00	Discretionary
County Planning	Planning Application fees	Application	Various	Statutory
County Planning	Fees Monitoring site visits	Site Visit	Various	Statutory
County Planning	Discharge of Conditions	Request	£116.00	Statutory
Environment & Heritage	Higher Stewardship Level advice	Mid-Tier 0-30ha	£35.00	Statutory
Environment & Heritage	Higher Stewardship Level advice	Mid-Tier 31-75 ha	£70.00	Statutory
Environment & Heritage	Higher Stewardship Level advice	Mid-Tier 76-150 ha	£140.00	Statutory
Environment & Heritage	Higher Stewardship Level advice	Mid-Tier 150+ ha	£280.00	Statutory
Environment & Heritage	Higher Stewardship Level advice	High Tier 0-30ha	£52.00	Statutory
Environment & Heritage	Higher Stewardship Level advice	High Tier 31-75 ha	£105.00	Statutory
Environment & Heritage	Higher Stewardship Level advice	High Tier 76-150 ha	£210.00	Statutory
Environment & Heritage	Higher Stewardship Level advice	High Tier 150+ ha	£420.00	Statutory

Waste Services Fees and Charges

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Waste Recycling	Co-mingled Recyclate	Tonne	£129.00	Discretionary
Waste Disposal	Trade Waste	Tonne	£180.00	Discretionary
Waste Recycling	Green Waste	Tonne	£75.00	Discretionary
Waste Recycling	WEEE Category A	Tonne	£176.00	Discretionary
Waste Recycling	WEEE Category B	Tonne	£494.00	Discretionary
Waste Recycling	WEEE Category C	Tonne	£494.00	Discretionary
Waste Recycling	WEEE Category D	Tonne	£494.00	Discretionary
Waste Recycling	WEEE Category E	Tonne	£176.00	Discretionary
Waste Recycling	Single Stream Recyclate	Tonne	£15.10	Discretionary
Waste Disposal	Motor Vehicle Tyre	Tyre	£5.00	Discretionary
Waste Disposal	Trade Waste - Mattress Disposal	Mattress	£15.00	Discretionary

Rights of Way Fees and Charges

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Countryside Facilities	Rental of land and fishing rights	Agreement	Various	Discretionary
Countryside Services	Family Bushcraft	Per Family	£64.20	Discretionary
Countryside Services	All guided walks/night hike/food for free with/without hot drink	Per Person	£6.60	Discretionary
Countryside Services	Craft events e.g. Christmas Wreaths (includes materials/drinks)	Per Person	£21.50	Discretionary
Countryside Services	Hire of BCP Countryside Centre with refreshments hourly charge (All potential bookings must be checked and agreed with the duty ranger first)	Per Hour (Minimum 2-Hour Charge)	£21.50	Discretionary
Countryside Services	Schools and hire of Forest School area (per child)	Per Child	£2.20	Discretionary
Rights of Way	Unopposed Public Path Orders administrative fees	Order	£2,325.00	Discretionary
Rights of Way	Opposed Public Path Orders administrative fees - legal and case officer support to Public Inquiry (In addition to the fee stated as "Unopposed Public Path Order").	Order	£1,315.00	Discretionary
Rights of Way	Opposed Public Path Orders administrative fees - where objections withdrawn following officer correspondence, so Order can be confirmed as unopposed (in addition to the fee stated as "Unopposed Public Path Order").	Order	£405.00	Discretionary
Rights of Way	Un/Opposed Public Path Orders administrative fees - additional Order(s) in addition to the fee stated as "Unopposed Public Path Order" and "Opposed Public Path Order" fee as applicable)	Order	£405.00	Discretionary
Rights of Way	Un/Opposed Public Path Orders administrative fees - additional site inspections by case officer prior to determining application (in addition to the fee stated as "Unopposed Public Path Order" and "Opposed Public Path Order" fee as applicable).	Site Visit plus associated costs	£205.00	Discretionary
Rights of Way	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (21 days emergency/ unplanned Orders)	Path Order	£556.00	Discretionary
Rights of Way	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (5 days planned works Orders)	Path Order	£556.00	Discretionary
Countryside Services	Licence fee for access across or on to COUNCIL land	Application	Various	Discretionary
Rights of Way	Charge for advice on PPO legislation and procedures to potential applicants and Order Making Authorities	Per Hour	£28.30	Discretionary

Fire Service Fees and Charges

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Fire and Rescue Service- Special Services	Major appliance/Large vehicle & crew	Hour	£420.00	Discretionary
Fire and Rescue Service- Special Services	Major appliance/Small vehicle & crew	Hour	£360.00	Discretionary
Fire and Rescue Service- Special Services	Pumping Appliance	Hour	£282.00	Discretionary
Fire and Rescue Service- Special Services	Small Vehicle (e.g. 4wd)	Hour	£276.00	Discretionary
Fire and Rescue Service- Special Services	Testing of Dry Riser	Test	£366.00	Discretionary
Fire and Rescue Service- Special Services	Additional Dry Riser	Test	£270.00	Discretionary
Fire and Rescue Service- Special Services	Copy of Fire Report	Report	£114.00	Discretionary
Fire and Rescue Service- Special Services	Fire Investigation Interview	Hour	£168.00	Discretionary
Fire and Rescue Service- Special Services	Fire Investigation Report (standard)	Report	£528.00	Discretionary
Fire and Rescue Service- Special Services	Fire Report Photocopies of maps and plans	Copy	£30.00	Discretionary
Fire and Rescue Service- Special Services	Labour (dependent on role) - First hour or part thereof	Hour	£84.00	Discretionary
Fire and Rescue Service- Special Services	Labour (dependent on role) - Each subsequent 1/2 hour	Half Hour	£44.40	Discretionary
Fire and Rescue Service- Special Services	Event Charges	Hour	£426.00	Discretionary
Fire and Rescue Service- Special Services	Repeated calls to an unwanted Automatic Fire AlarmAFA	Per Incident	£480.00	Discretionary
Commercial Training	Open Course face to face Training - Fire Safety - various	Per Head	£125.00	Discretionary
Commercial Training	On-Site face to face Training - Fire Safety Awareness	Course - Max 20 people.	£350.00	Discretionary
Commercial Training	On-Site face to face Training - Fire Extinguisher	Course - Max 15 people.	£440.00	Discretionary
Commercial Training	On-Site face to face Training - Fire Warden	Course - Max 15 people.	£585.00	Discretionary
Commercial Training	On-Site face to face Training - Manual Handling	Course - Max 15 people.	£585.00	Discretionary
Commercial Training	On-Site face to face Training - Management of Fire Risk	Course - Max 15 people.	£585.00	Discretionary
Commercial Training	Fire Extinguisher Maintenance	Extinguisher	Various	Discretionary

Trading Standards Fees and Charges

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Trading Standards	Weights and Measures Act 1985 - Inspector of Weights and Measures	Hour	£89.76	Discretionary
Trading Standards	Weights and Measures Act 1985 - Support Officer	Hour	£57.60	Discretionary
Trading Standards	Hourly charge for demand led discretionary business support services	Hour	£89.76	Discretionary
Trading Standards	Variation of a licence (other than name or address)	Hour	£89.76	Discretionary
Trading Standards	Petroleum storage licence Band A - under 2500 litres	Year	£45.00	Statutory
Trading Standards	Petroleum storage licence Band B - 2500 -50000 litres	Year	£61.00	Statutory
Trading Standards	Petroleum storage licence Band C - over 50,000 litres	Year	£128.00	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	1 Year	£189.00	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	2 Years	£248.00	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	3 Years	£311.00	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	4 Years	£382.00	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	5 Years	£432.00	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	1 Year	£88.00	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	2 Years	£150.00	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	3 Years	£211.00	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	4 Years	£272.00	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	5 Years	£333.00	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	1 Year	£111.00	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	2 Years	£144.00	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	3 Years	£177.00	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	4 Years	£211.00	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	5 Years	£243.00	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	1 Year	£55.00	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	2 Years	£88.00	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	3 Years	£123.00	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	4 Years	£155.00	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	5 Years	£189.00	Statutory
Trading Standards	Explosives storage - varying the name of licensee or address of site	Variation	£37.00	Statutory
Trading Standards	Explosives storage - transfer of licence or replacement licence if lost	Transfer	£37.00	Statutory
Trading Standards	All year sale of fireworks	Annual	£500.00	Statutory

Highways Fees and Charges

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Licensing - Highways	Hoarding Application	m2 per 6 weeks	£27.00	Discretionary
Licensing - Highways	Hoarding Application - Extension	m2 per 8 weeks	£27.00	Discretionary
Licensing - Highways	Hoarding Application - Retrospective	Additional Fee Per License	£305.30	Discretionary
Licensing - Highways	Scaffold License	Month	£192.10	Discretionary
Licensing - Highways	Scaffold License - Extension	Extra Months	£128.40	Discretionary
Licensing - Highways	Scaffold License - Retrospective	Additional Fee Per License	£305.30	Discretionary
Licensing - Highways	Special Event Orders Section 16 (Note: In exceptional circumstances, a fee reduction may be agreeing at the discretion of the Traffic Manager for community events with minimal impact on the network)	Order	£2,168.60	Discretionary
Licensing - Highways	Temporary Traffic Orders: by Notice - only if agreed with Streetworks Section S14 (2)	Notice	£432.70	Discretionary
Licensing - Highways	Temporary Traffic Orders: by Notice followed by full Order (NOTICE + 2nd public notice) (Section 14 (1))	Order	£2,168.60	Discretionary
Licensing - Highways	Temporary Traffic Orders: by Order (Section 14 (1))	Order	£2,168.60	Discretionary
Licensing - Highways	Temporary Traffic Orders: Extension	Order	£2,168.60	Discretionary
Licensing - Highways	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (6-month Orders)	Path Order	£2,022.00	Discretionary
Licensing - Highways	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (Extensions)	Path Order	£2,022.00	Discretionary
Licensing - Highways	Vehicle Crossover Licence - Application Fee	Application Fee	£155.70	Discretionary
Licensing - Highways	Vehicle Crossover Licence - Works Permission Fee	Works Permission Fee	£223.40	Discretionary
Licensing - Highways	Letter to support VCO legality - Part of house sale	Per Letter	£50.60	Discretionary
Licensing - Highways	Section 50 - New Roads and Street Works Act 1991: Private apparatus in the Highway	Units of 200m per Street	£592.50	Discretionary
Document Copies - Highways	Local Land charges -Provision of site drawing, electronic	Number	£61.90	Discretionary
Document Copies - Highways	Local Land charges -Provision of controller specification	Number	£64.30	Discretionary
Document Copies - Highways	Local Land Charges -Provision of SCOOT, UTC or MOVA data	Number	£120.10	Discretionary
Flood Risk Management/Drainage Advice and Data	Developer enquiries (pre app advice) for housing developments - professional advice over and above risk summary data - one off charge	Hectares of Development - Banded	Various	Discretionary
Local Highway Operations - Markings	Access Protection Lines - road markings to deter parking across private access - per set	New Lines	£163.80	Discretionary
Local Highway Operations - Markings	Access Protection Lines - road markings to deter parking across private access - per set	Refurbishment	£163.80	Discretionary
Licensing - Highways	Moving Elevated Work Platform - Notice required	Up to 10 Working Days	£104.00	Discretionary
Local Highway Operations	Tourist & Private Directional signs – Survey and admin fees (Design and Manufacture costs in addition to this)	Application	£323.00	Discretionary
Signs - Highways	Tourist & Private Directional signs - Non-refundable vetting fee	Application	£129.40	Discretionary
Temp Signs - Highways	Temporary Direction Signs (new developments) - First 5 signs	Up to 5 Signs	£567.20	Discretionary
Temp Signs - Highways	Temporary Direction Signs (new developments) - Additional signs	Additional Sign	£113.20	Discretionary
TROs - Highways	Traffic Regulation Orders (TRO's) required as a consequence of development or another promoter	Traffic Regulation Order	£7,933.30	Discretionary
Licensing - Highways	Skip License - Initial 14-day license	14 days	£63.00	Discretionary
Licensing - Highways	Skip License - 14-day extension	14 days	£63.00	Discretionary
Licensing - Highways	Skip License - Over run fee cost recovery	License	£93.00	Discretionary
Licensing - Highways	Skip License - Retrospective	Application	£104.00	Discretionary
Licensing - Highways	Materials on a Highway - Licence Section 171 to temporarily deposit building materials etc, no excavation (non-apparatus) etc OVER 24-hours: 1 to 5 days	Licence 1 to 5 days	£91.00	Discretionary
Licensing - Highways	Section 171 Licence - Excavation	Licence 1 to 5 days	£592.50	Discretionary
Licensing - Highways	Moving Elevated Work Platform - Over run fee	Day	£155.70	Discretionary
Licensing - Highways	Moving Elevated Work Platform - Admin fee for change of date	One Off	£36.40	Discretionary
Licensing - Highways	Scaffold - Fine for over run or failure to notify removal complete	Application	£242.00	Discretionary
Licensing - Highways	Materials on a Highway - Licence to temporarily deposit building materials - Over run per day	Day	£36.40	Discretionary
Licensing - Highways	Temp Vehicle Crossover Licence: Developer Applications - 1 to 5 Properties (Dwellings) on site	Application	£565.20	Discretionary
Licensing - Highways	Temp Vehicle Crossover Licence: Developer Applications - 6 to 25 (Dwellings) Properties on site	Application	£1,130.30	Discretionary

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Licensing - Highways	Temp Vehicle Crossover Licence: Developer Applications - 25+ Properties (Dwellings)	Application	£2,824.70	Discretionary
Licensing - Highways	Temporary Direction signs (new developments) - unauthorised sign removal	Each Sign Removal	£104.10	Discretionary
Traffic Signals	Temporary switch off for pedestrian crossing	Each	£617.00	Discretionary
Traffic Signals	Temporary switch off for signalised junction	Each	£804.00	Discretionary
Local Highway Operations	Tree planting contribution	Application	£200.00	Discretionary
Local Highway Operations	Various Licences -Under Section 115E of Highways Act and Consents to temporary activities- Admin fee	Application	Various	Discretionary
Local Highway Operations	Section 59 Licence Agreements	Application	£500.00	Discretionary
Inspections - Highways	Streetworks Sample Inspections	Inspection	£50.00	Statutory
Inspections - Highways	Section 74 Streetworks Charges	Day	Various	Statutory
Inspections - Highways	Third Party Streetworks Report Inspections	Inspection	£50.00	Statutory
Inspections - Highways	Defect Inspection Fees	Inspection	£47.50	Statutory
Inspections - Highways	Fixed Penalty Notices - Working without a valid permit: Discounted when paid within 29-days	Discounted Fine	£300.00	Statutory
Inspections - Highways	Fixed Penalty Notices - Working without a valid permit	Fine	£500.00	Statutory
Inspections - Highways	Fixed Penalty Notices - fines for incorrect streetworks notices: Discounted when paid within 29-days	Discounted Fine	£80.00	Statutory
Inspections - Highways	Fixed Penalty Notices - Fines for incorrect streetworks notices	Fine	£120.00	Statutory

Transport Fees and Charges

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Road Safety	Cycle Training Course - complete beginner	1 Hour Session	£35.70	Discretionary
Road Safety	Cycle Training Course - beginner/road riding	1.5 Hour Session	£41.40	Discretionary
Transport Bureau - Transport	Minibus Permit S19	Permit	£15.00	Discretionary
Road Safety	Experienced Driver Assessment	Hour	£48.10	Discretionary
Road Safety	Cycle Training Course - advanced	2 Hour	£46.60	Discretionary
Transport Bureau - Transport	English National Concessionary Travel Scheme - replacement bus pass	Pass	£10.00	Discretionary
Transport Bureau - Transport	Transport DBS – DBS Checks for external transport staff	Check	£72.00	Discretionary
Sussex Safer Road Partnership - Transport/Road Safety	Driver Awareness - National Speed Awareness Course	Course	£90.00	Statutory
Sussex Safer Road Partnership - Transport/Road Safety	Driver Awareness -National Motorway Awareness Course	Course	£90.00	Statutory
Sussex Safer Road Partnership - Transport/Road Safety	Driver Awareness - What's Driving Us Course	Course	£95.00	Statutory
Sussex Safer Road Partnership - Transport/Road Safety	Driver Awareness -National Driver Awareness Course - Safe & Considerate Driving Course	Course	£185.00	Statutory

Adult's Services Fees and Charges

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Adult Services	Meeting space letting (1)	Small Room/Hour	£8.38	Discretionary
Adult Services	Meeting space letting (1)	Medium Room/Hour	£11.11	Discretionary
Adult Services	Meeting space letting (1)	Large Room/Hour	£14.06	Discretionary
Adult Services	Care Act 2014: support brokerage	One off discretionary fee	£178.33	Discretionary
Adult Services	Care Act 2014: support brokerage	Review request	£178.33	Discretionary
Adult Services	Care Act 2014: support brokerage	Weekly admin fee	£5.72	Discretionary
Adult Services	Care Act 2014: deferred payment agreements	Set-up one-off fee	£565.56	Discretionary
Adult Services	Care Act 2014: deferred payment agreements	One-off fee	£285.56	Discretionary
Adult Services	Care Act 2014: deferred payment agreements	Weekly admin fee	£8.17	Discretionary
Adult Services	Transport to Day Services (2)	Return trip per day	£6.11	Discretionary
Blue Badge (Disabled Parking) Scheme - Transport	Blue Badge (Disabled Parking) Scheme - Badge Admin Fee	Fee upon successful application	£10.00	Statutory

1) Meeting Space Letting: the full charge only applies when the use of the room is unrelated to Adult Services. If use is mixed including Adults' services, then the charge is set at 50%

2) This charge forms part of a social care customer's personal budget if using an in-house day service. This does not generate any income to the County Council

Coroner's Service Fees and Charges

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Coroner	Fee for transcription of an inquest hearing	Copy consisting of 360 words or less	£6.20	Statutory
Coroner	Fee for transcription of an inquest hearing	Copy consisting of between 361 and 1439 words inclusive	£13.10	Statutory
Coroner	Fee for transcription of an inquest hearing	70p for each additional 72 words over 1440 words	£0.70	Statutory
Coroner	Fee for disclosure of a document to an interested party after an inquest	Document of 10 pages or less	£5.00	Statutory
Coroner	Fee for disclosure of a document to an interested party after an inquest	Each subsequent page	£0.50	Statutory
Coroner	Fee for disclosure of a document to an interested party after an inquest	Document disclosed in any medium other than paper	£5.00	Statutory

Energy Services Fees and Charges

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Energy	Schools Display Energy Certificates - SLA	Per certificate	£56.00	Discretionary
Energy	Schools Display Energy Certificates - SLA Academy	Per certificate	£67.20	Discretionary
Energy	Schools Energy Management Service - SLA. Band 1	1-5 meters	£342.00	Discretionary
Energy	Schools Energy Management Service - SLA. Band 1. Academy	1-5 meters	£410.40	Discretionary
Energy	Schools Energy Management Service - SLA. Band 2	6-9 meters	£399.00	Discretionary
Energy	Schools Energy Management Service - SLA. Band 2. Academy	6-9 meters	£478.80	Discretionary
Energy	Schools Energy Management Service - SLA. Band 3	10+ meters	£496.00	Discretionary
Energy	Schools Energy Management Service - SLA. Band 3. Academy	10+ meters	£595.20	Discretionary

Legal Services Fees and Charges

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Legal	Fee to copy a Common Land or Town or Village Green register entry	Copy	£23.81	Discretionary
Legal	Fee for the supply of a definitive map/statement extract	Copy	£11.38	Discretionary
Legal	Fee for copy orders/agreements	Copy	£6.22	Discretionary
Legal	Fee for other copying – in accordance with the Record Office's current scale of charges	Copy	£1.04	Discretionary
Legal	Fee to process a Highways or CROW Act landowner deposit	Deposit	£406.90	Discretionary
Legal	Fee to process a corrective application made under the Commons Act 2006	Course	£856.17	Discretionary
Legal	Legal agreements linked to Section 106 contributions	Hour	£198.77	Discretionary
Legal	Highway Agreement Works	Hour	£198.77	Discretionary

Finance Fees and Charges

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Schools Financial Services	Schools Financial Services SLA - Section 8 charges. Secondary School	School, Per Annum	£1,000 per school plus £0.50 per pupil	Discretionary
Schools Financial Services	Schools Financial Services SLA - Section 8 charges. Primary & Nursery School	School, Per Annum	£1,000 per school plus £0.50 per pupil	Discretionary
Schools Financial Services	Schools Financial Services SLA - Section 8 charges. Special School	School, Per Annum	£1,000 per school plus £0.50 per pupil	Discretionary
Schools Financial Services	Schools Financial Services - Level 3 services. Year-end financial closedown	Fixed (4 hours)	£146.00	Discretionary
Schools Financial Services	Pre-booked visits to schools	Hours - £36.50 per hour (minimum 2.5 hours) plus a flat rate travel charge of £40.50	£132.00 minimum	Discretionary
Schools Financial Services	Pre-booked dial-ups to schools	Hour - £36.50 per hour (minimum 1 hour)	£36.50 minimum	Discretionary
Schools Financial Services	Training events/workshops	Person	£50.00	Discretionary
Schools Financial Services	Training events/workshops	Person	£80.00	Discretionary
Finance	Financial Adult Safeguarding (FAS) -Category I. Court making an order appointing a deputy for property and affairs	Client	£745.00	Statutory
Finance	Financial Adult Safeguarding (FAS) - Category II. Annual management fee where the net assets of a person under deputyship are below £16,000, must not exceed 3% of that person's net assets on the anniversary of the court order appointing the local authority as deputy. Annual management fee for a public authority deputy (property and affairs) First Year	Client	£775.00 or 3.5% of the client's net assets if the net assets are below	Statutory
Finance	Financial Adult Safeguarding (FAS) - Category II. Annual management fee where the net assets of a person under deputyship are below £16,000, must not exceed 3% of that person's net assets on the anniversary of the court order appointing the local authority as deputy. Annual management fee for a public authority deputy (property and affairs) Second and Subsequent Years	Client	£0.00	Statutory
Finance	Financial Adult Safeguarding (FAS) Category II. Annual management fee for a public authority deputy (health and welfare): taken by the local authority and not exceeding 2.5% of the person's net assets on the anniversary of the court order appointing the local authority as deputy (up to a maximum of £555).	Client	£0.00	Statutory
Finance	Financial Adult Safeguarding (FAS) Category III. Annual property management fee to include work involved in preparing property for sale, instructing agents, conveyancers, etc or the ongoing maintenance of property including management and letting of a rental property or properties where the client is a tenant.	Client	£300.00	Statutory
Finance	Financial Adult Safeguarding (FAS) - Category IV. Preparation and lodgement of an annual report or account to the Public Guardian	Client	£216.00	Statutory
Finance	Financial Adult Safeguarding (FAS) - Category V. Preparation of a Basic HMRC income tax return (bank or NS&I interest and taxable benefits)	Return	£70.00	Statutory
Finance	Financial Adult Safeguarding (FAS) - Category V. Preparation of a Complex HMRC income tax return (bank or NS&I interest, taxable benefits, small investment portfolio)	Return	£140.00	Statutory

Children's Fees and Charges

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Early years providers - Training course fee	Early Years Training - Webinar (1-2 hours)	Training attendee	£15.00	Discretionary
Early years providers - Training course fee	Early Years Training - Webinar or Face to Face Half day	Training attendee	£25.00	Discretionary
Early years providers - Training course fee	Early Years Training - Webinar or Face to Face Full Day	Training attendee	£50.00	Discretionary
Early years providers - Training course fee	Early Years Training - Online course Log in	Training attendee	£10.00	Discretionary
Early years providers - Training course fee	Early Years Training - Conference Face to Face	Training attendee	£75.00	Discretionary
Early years providers - Training course fee	Early Years Training - Paediatric First Aid full 12 hour course	Training attendee	£60.00	Discretionary
Adoption	Inter- authority adoption fee - one child	Adoption placement	£27,000.00	Statutory
Adoption	Inter- authority adoption fee - two siblings placed together	Adoption placement	£43,000.00	Statutory
Adoption	Inter- authority adoption fee - three siblings placed together	Adoption placement	£60,000.00	Statutory
Adoption	Inter- authority adoption fee - four siblings placed together	Adoption placement	£68,000.00	Statutory
Adoption	Inter- authority adoption fee - five siblings placed together	Adoption placement	£80,000.00	Statutory
Fostering	Fostering Charges	Child	In line with Families for Children IFA Rates.	Statutory

Education and Skills Fees and Charges

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Education & Skills	SLA With Schools - Governor Services: training and support for school governing bodies	Lump sum based on total pupil numbers: <150 pupils	£1,091.00	Discretionary
Education & Skills	SLA With Schools - Governor Services: training and support for school governing bodies	Lump sum based on total pupil numbers: =>150 <500 pupils	£1,199.00	Discretionary
Education & Skills	SLA With Schools - Governor Services: training and support for school governing bodies	Lump sum based on total pupil numbers: =>500 <850 pupils	£1,421.00	Discretionary
Education & Skills	SLA With Schools - Governor Services: training and support for school governing bodies	Lump sum based on total pupil numbers: =>850 pupils	£1,530.00	Discretionary
Education & Skills	SLA With Schools - Outdoor Education: Charge to academies, FE colleges etc	Pupil	£1.45	Discretionary
Education & Skills	SLA With Schools - Free School Meals	N/A	N/A	Discretionary
Education & Skills	SLA With Schools - Special School Meals	N/A	N/A	Discretionary
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Secondary School Teacher	Weighted pupil no.	£36.00	Discretionary
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Primary School Teacher	Weighted pupil no.	£40.00	Discretionary
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Nursery, planned places - Teacher	Weighted pupil no.	£46.00	Discretionary
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Caretaker / Bursar	Flat rate, pro-rated for hours	£256.00	Discretionary
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Nursery Nurse	Flat rate, pro-rated for hours	£204.00	Discretionary
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Special School Teachers	Weighted pupil no.	£186.00	Discretionary
Education & Skills	Home to School Transport - Primary school children living within walking distance	Year	£266.00	Discretionary
Education & Skills	Home to School Transport - Primary school children living beyond walking distance	Year	£308.00	Discretionary
Education & Skills	Home to School Transport - Secondary school children living within walking distance	Year	£406.00	Discretionary
Education & Skills	Home to School Transport - Secondary school children living beyond walking distance	Year	£462.00	Discretionary
Education & Skills	Home to School Transport - Post 16 students (concessionary and SEN)	Year	£658.00	Discretionary
Education & Skills	SLA with Schools - Education Psychology and behaviour	Full day course	£550.00	Discretionary
Education & Skills	SLA With Schools - Education Psychology and behaviour	Half day course	£275.00	Discretionary
Education & Skills	SLA With Schools - Charges to schools for statutory induction for Newly Qualified Teachers (NQTs)	NQT FTE	£309.00	Discretionary
Education & Skills	Charges to Schools for services provided in converting to academy status	School	£8,000.00	Discretionary
Education & Skills	SLA With Schools -Subscriptions: Charges to schools and academies for subscriptions for pupil data analyses to support school improvement planning NCER	Lump sum according to school size plus sum per pupil: Infant	LA schools - £0.46 per pupil Academies £0.55 per pupil	Discretionary
Education & Skills	SLA With Schools -Subscriptions: Charges to schools and academies for subscriptions for pupil data analyses to support school improvement planning FFT	Lump sum according to school size plus sum per pupil: Infant	LA schools £40 school rate + £0.37 per pupil Academies £48 school rate + £0.44 per pupil	Discretionary
Education & Skills	SLA With Schools -Subscriptions: Charges to schools and academies for subscriptions for pupil data analyses to support school improvement planning FFT	Lump sum according to school size plus sum per pupil: Primary	LA Schools £52 school rate + £0.37 per pupil Academies £62.40 school rate + £0.44 per pupil	Discretionary
Education & Skills	SLA With Schools -Subscriptions: Charges to schools and academies for subscriptions for pupil data analyses to support school improvement planning FFT Academy Admin	Lump sum according to school size plus sum per pupil: Secondary	Various	Discretionary
Education & Skills	SLA With Schools -Subscriptions: Charges to schools and academies for subscriptions for pupil data analyses to support school improvement planning FFT	Lump sum according to school size plus sum per pupil: Secondary	LA Schools £460 school rate + £0.37 per pupil Academies £552 school rate + £0.44 per pupil	Discretionary
Education & Skills	SLA With Schools -Subscriptions: Charges to schools and academies for subscriptions for pupil data analyses to support school improvement planning	Lump sum according to school size plus sum per pupil: Special schools	LA Schools £2.49 per stated pupil Academies £2.99 per stated pupil	Discretionary
Education & Skills	Range of Ad-hoc services within Education and Skills	Various	Various	Discretionary
Education & Skills	Fixed Penalty Notice. Charge to Parents for unauthorised absence from School - if paid after 21 days of issue	Parent per child per absence	£120.00	Statutory
Education & Skills	Fixed Penalty Notice. Charge to Parents for unauthorised absence from School - if paid within 21 days of issue	Parent per child per absence	£60.00	Statutory

Property Services Fees and Charges

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Facilities Management	Schools SLA's (Building Services and Engineering Support) - Nursery	SLA	£1,402.50	Discretionary
Facilities Management	Schools SLA's (Building Services and Engineering Support) - Nursery Number On Roll	SLA	£4.05	Discretionary
Facilities Management	Schools SLA's (Building Services and Engineering Support) - Primary	SLA	£1,402.50	Discretionary
Facilities Management	Schools SLA's (Building Services and Engineering Support)- Primary Number On Roll	SLA	£4.05	Discretionary
Facilities Management	Schools SLA's (Building Services and Engineering Support) - Primary Academy	SLA	£1,683.00	Discretionary
Facilities Management	Schools SLA's (Building Services and Engineering Support) - Primary Academy Number On Roll	SLA	£4.86	Discretionary
Facilities Management	Schools SLA's (Building Services and Engineering Support) - Secondary	SLA	£1,839.00	Discretionary
Facilities Management	Schools SLA's (Building Services and Engineering Support) - Secondary Number on Roll	SLA	£3.15	Discretionary
Facilities Management	Schools SLA's (Building Services and Engineering Support)- Secondary Academy	SLA	£2,206.80	Discretionary
Facilities Management	Schools SLA's (Building Services and Engineering Support) - Secondary Academy Number on Roll	SLA	£3.78	Discretionary
Facilities Management	Schools SLA's (Building Services and Engineering Support) - Special Schools	SLA	£1,529.00	Discretionary
Facilities Management	Schools SLA's (Building Services and Engineering Support) - Special Schools Number on Roll	SLA	£3.45	Discretionary
Facilities Management	Schools SLA's (Building Services and Engineering Support)- PRU	SLA	£1,657.50	Discretionary
Facilities Management	Schools SLA's (Caretaking and Premises Support) - Nursery	SLA	£587.50	Discretionary
Facilities Management	Schools SLA's (Caretaking and Premises Support) - Primary	SLA	£587.50	Discretionary
Facilities Management	Schools SLA's (Caretaking and Premises Support) - Primary Academy	SLA	£705.00	Discretionary
Facilities Management	Schools SLA's (Caretaking and Premises Support) - Secondary	SLA	£1,059.00	Discretionary
Facilities Management	Schools SLA's (Caretaking and Premises Support) - Secondary Academy	SLA	£1,270.80	Discretionary
Facilities Management	Schools SLA's (Caretaking and Premises Support) - Special Schools	SLA	£626.00	Discretionary
Facilities Management	Schools SLA's (Caretaking and Premises Support) - PRU	SLA	£626.00	Discretionary
Facilities Management	Schools SLA's (Grounds Maintenance Support) - Nursery	SLA	£342.80	Discretionary
Facilities Management	Schools SLA's (Grounds Maintenance Support) - Primary	SLA	£342.80	Discretionary
Facilities Management	Schools SLA's (Grounds Maintenance Support) - Primary Academy	SLA	£411.36	Discretionary
Facilities Management	Schools SLA's (Grounds Maintenance Support) - Secondary	SLA	£516.80	Discretionary
Facilities Management	Schools SLA's (Grounds Maintenance Support) - Secondary Academy	SLA	£620.16	Discretionary
Facilities Management	Schools SLA's (Grounds Maintenance Support) - Special Schools	SLA	£433.00	Discretionary
Facilities Management	Schools SLA's (Grounds Maintenance Support) - PRU	SLA	£433.00	Discretionary
Facilities Management	Schools SLA's (Grounds Maintenance Support) Additional Play Area Inspection - Nursery, Primary, Secondary, Special School & PRU	SLA	£80.00	Discretionary
Facilities Management	Schools SLA's (Grounds Maintenance Support) Additional Play Area Inspection - Primary & Secondary Academy	SLA	£96.00	Discretionary
Facilities Management	Schools SLA's (Contract Services Team) Supplies- Nursery	SLA	£433.00	Discretionary
Facilities Management	Schools SLA's (Contract Services Team) Supplies- Primary	SLA	£433.00	Discretionary
Facilities Management	Schools SLA's (Contract Services Team) Supplies- Primary Academy	SLA	£519.60	Discretionary
Facilities Management	Schools SLA's (Contract Services Team) Supplies- Secondary	SLA	£433.00	Discretionary
Facilities Management	Schools SLA's (Contract Services Team) Supplies- Secondary Academy	SLA	£519.60	Discretionary
Facilities Management	Schools SLA's (Contract Services Team) Supplies- Special Schools	SLA	£433.00	Discretionary
Facilities Management	Schools SLA's (Contract Services Team) Supplies- PRU	SLA	£433.00	Discretionary
Facilities Management	Buyback 4 SLA'S Nursery - Building & Surveying, Caretaking, Grounds Maintenance & Contract Services	Four SLA'S	£2,515.80	Discretionary
Facilities Management	Buyback 4 SLA'S Primary - Building & Surveying, Caretaking, Grounds Maintenance & Contract Services	Four SLA'S	£2,515.80	Discretionary
Facilities Management	Buyback 4 SLA'S Secondary - Building & Surveying, Caretaking, Grounds Maintenance & Contract Services	Four SLA'S	£3,597.80	Discretionary
Facilities Management	Buyback 4 SLA'S Special Schools - Building & Surveying, Caretaking, Grounds Maintenance & Contract Services	Four SLA'S	£2,771.00	Discretionary
Facilities Management	Buyback 4 SLA'S Primary Academies- Building & Surveying, Caretaking, Grounds Maintenance & Contract Services	Four SLA'S	£3,018.96	Discretionary

Service	Fee or Charge	Per what?	Proposed 2021/22 Fee or Charge (inc VAT where applicable) (£)	Type of Charge
Facilities Management	Buyback 4 SLA'S Secondary Academies- Building & Surveying, Caretaking, Grounds Maintenance & Contract Services	Four SLA'S	£4,317.36	Discretionary
Facilities Management	Schools Management Project Admin Fee (SMP) -Nursery, Primary, Secondary, Special Schools	Project	£100.00	Discretionary
Facilities Management	Schools Management Project Admin Fee (SMP) - Primary Academy & Secondary Academy	Project	£120.00	Discretionary
Facilities Management	Mid Year Joining Fee - Nursery, Primary, Secondary & Special School	SLA	£50.00	Discretionary
Facilities Management	Mid Year Joining Fee - Primary Academy & Secondary Academy	SLA	£60.00	Discretionary