



Fees and Charges – 2022/23

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 2021 increased by 4.9%. All changes will be implemented from 1st April 2022, unless otherwise stated.

The County Council endorsed the discretionary 2022/23 fees and charges within the budget setting process agreed at Full County Council on the 28th February 2022.

This document lists the County Council's fees and charges for 2022/23.

Library Service - Fees and Charges

Service	Fee or Charge	Per What?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Library Service	Audiobooks (Up To 8 Cassettes/CDs)	3 Weeks	1.45	Cost Recovery
Library Service	Audiobooks (9+ Cassettes/CDs)	3 Weeks	2.90	Cost Recovery
Library Service	Audiobooks (Playaway - Digital Audio)	3 Weeks	2.90	Cost Recovery
Library Service	CDs - Other	1 Week	1.20	Cost Recovery
Library Service	DVDs (General)	1 Week	2.00	Cost Recovery
Library Service	Reservation Fees - Books Reserved Directly Online	Item	0.60	Cost Recovery
Library Service	Reservation Fees - Books in West Sussex or Partnership Libraries	Item	1.00	Cost Recovery
Library Service	Reservation Fees - Books From Elsewhere	Item	7.50	Cost Recovery
Library Service	Reservation Fees - Books From British Library	Item	11.00	Cost Recovery
Library Service	Overdue Charges (Administration Charge For Overdue Letter)	Letter	1.75	Cost Recovery
Library Service	Overdue Charges (Adult Books)	Day	0.30	Cost Recovery
Library Service	Overdue Charges (Audio Books)	Day	0.30	Cost Recovery
Library Service	Overdue Charges (General DVDs)	Day	0.60	Cost Recovery
Library Service	Overdue Charges (Music CDs)	Day	0.30	Cost Recovery
Library Service	Membership Card Replacement	Card	1.75	Cost Recovery
Library Service	Exhibition Booking Fee	Per week, When Items Are For Sale	13.50	Cost Recovery
Library Service	Fax: to UK	Per Page	2.00	Cost Recovery
Library Service	Fax: to Europe	Per Page	2.70	Cost Recovery
Library Service	Fax: to Rest of World	Per Page	3.40	Cost Recovery
Library Service	Fax: Receiving Fax	Per Page	1.36	Cost Recovery
Library Service	Photocopying - A4 Black and White	Copy	0.15	Cost Recovery
Library Service	Photocopying - A3 Black and White	Copy	0.20	Cost Recovery
Library Service	Photocopying - A4 Colour	Copy	0.50	Cost Recovery
Library Service	Photocopying - A3 Colour	Copy	1.00	Cost Recovery
Library Service	Printing: Charge For Internet Prints - A4 Black and White	Page	0.20	Cost Recovery
Library Service	Printing: Charge For Internet Prints - A4 Colour	Page	0.60	Cost Recovery
Library Service	Public Access Computers: Charge For Non-Members Using PCs	Hour	2.00	Cost Recovery
Library Service	Reading Groups - Subscription	Year	33.00	Cost Recovery
Library Service	Reference Research	Half-hour, After Initial Free 30 Minutes	18.00	Cost Recovery
Library Service	Lost & Damaged Book - Administration Fee (In Addition To Replacement Cost)	Item	1.75	Cost Recovery
Library Service	Lettings - Community Use	1 Hour	10.00	Cost Recovery
Library Service	Lettings - SME Business	1 Hour	20.00	Cost Recovery
Library Service	Lettings - Commercial Use	1 Hour	40.00	Cost Recovery
Library Service	Lettings - Crawley Library Meeting Rooms - Community Use	1 Hour	12.00	Cost Recovery
Library Service	Lettings - Crawley Library Meeting Rooms - SME Business Use	1 Hour	24.00	Cost Recovery
Library Service	Lettings - Crawley Library Meeting Rooms - Commercial Use	1 Hour	48.00	Cost Recovery
Library Service	Lettings - Longley Exhibition Room - Community Use	1 Hour	22.00	Cost Recovery
Library Service	Lettings - Longley Exhibition Room - SME Business Use	1 Hour	44.00	Cost Recovery
Library Service	Lettings - Longley Exhibition Room - Commercial Use	1 Hour	88.00	Cost Recovery
Library Service	Lettings - Worthing Library Lecture Theatre - Community Use	1 Hour	22.00	Cost Recovery
Library Service	Lettings - Worthing Library Lecture Theatre - SME Business Use	1 Hour	44.00	Cost Recovery
Library Service	Lettings - Worthing Library Lecture Theatre - Commercial Use	1 Hour	88.00	Cost Recovery

Records Office - Fees and Charges

Service	Fee or Charge	Per What?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Record Office	Publication Fees For Film & TV	Photograph	68.00	Cost Recovery
Record Office	Room Hire of Work Room (Up To 12 People)	Full day	90.00	Cost Recovery
Record Office	Publication Fees For Garland Photos UK Rights	Image	30.00	Cost Recovery
Record Office	Publication Fees For Garland Photos World Rights	Image	60.00	Cost Recovery
Record Office	Publication Fee In Books With Print Run Of 1-1000	Photograph	7.50	Cost Recovery
Record Office	Publication Fee In Books With Print Run Of 1,001-3,000	Photograph	15.00	Cost Recovery
Record Office	Publication Fee In Books With Print Run Of 3,001-5,000	Photograph	22.50	Cost Recovery
Record Office	Publication Fee In Books With Print Run Of 5,001 & Over	Photograph	30.00	Cost Recovery
Record Office	Publication Fees For National Media/ Periodicals	Photograph	30.00	Cost Recovery
Record Office	Record Office 'Surgeries'	Hour	42.00	Cost Recovery
Record Office	Publication Fees For Other Commercial Publications	Photograph	40.00	Cost Recovery
Record Office	Publication Fees For Local Media	Photograph	7.50	Cost Recovery
Record Office	Publication Fees For Eric Gill Collection	Item	12.00	Cost Recovery

Service	Fee or Charge	Per What?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Record Office	Scanned Image & Print A3	Sheet	24.00	Cost Recovery
Record Office	Scanned Image & Print A3-A1	Sheet	48.00	Cost Recovery
Record Office	Scanned Image & Print A4	Sheet	12.00	Cost Recovery
Record Office	Supply of Scanned Image - A3-A0	Sheet	32.00	Cost Recovery
Record Office	Supply of Scanned Image - A4-A3	Sheet	16.00	Cost Recovery
Record Office	Supply of Scanned Image - Up To A4	Sheet	8.00	Cost Recovery
Record Office	Car Parking - Full Day	Day	8.00	Cost Recovery
Record Office	Car Parking - Half Day	Half Day	4.00	Cost Recovery
Record Office	Daytime Tours of Record Office	Tour	37.00	Cost Recovery
Record Office	Genealogical Research Fees	Tour	36.00	Cost Recovery
Record Office	Other Searches	Hour	36.00	Cost Recovery
Record Office	Orders By Post (Up To 3 Colour Copies at A4 Or 2 Colour Copies at A3)	Up To 3 Sheets	9.00	Cost Recovery
Record Office	Orders By Post (Up To 5 Copies)	Up To 5 Sheets	6.50	Cost Recovery
Record Office	Evening Tours of Record Office	Tour	68.00	Cost Recovery
Record Office	Out of Office Talks	Talk	68.00	Cost Recovery
Record Office	Online Talks	Talk	5.00	Cost Recovery
Record Office	Short Research Fee	30 Minutes	18.00	Cost Recovery
Record Office	Evening Talks At The Record Office	Person	8.00	Cost Recovery
Record Office	Self-service Microform Copying	Sheet	0.50	Cost Recovery
Record Office	Self-service Printing From Computer	Sheet	0.50	Cost Recovery
Record Office	A3 and A4 Photocopies	Sheet	0.65	Cost Recovery
Record Office	Coffee Time Sessions	Person	7.50	Cost Recovery
Record Office	Photocopies - A3 Colour	Sheet	3.25	Cost Recovery
Record Office	Photocopies - A4 Colour	Sheet	1.75	Cost Recovery
Record Office	Digital Copy Of Tithe Map (One Format)	Document	20.00	Cost Recovery
Record Office	Filming On-site	Day	250.00	Cost Recovery
Record Office	Room Hire of Work Room (Up To 12 People)	Half Day	45.00	Cost Recovery
Record Office	Certified Copies of Documents	Document	16.00	Cost Recovery
Record Office	DIY Photography In Search Room	Day	12.00	Cost Recovery
Record Office	Baptism Certificate	Certificate	31.00	Cost Recovery

Registration Service - Fees and Charges

Service	Fee or Charge	Per What?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Registration Service	Individually Organised Citizenship Ceremony - for one person at a Registration Office	Ceremony	120.00	Cost Recovery
Registration Service	Individually Organised Citizenship Ceremony - for a family at a Registration Office	Family Ceremony	157.00	Cost Recovery
Registration Service	Individually Organised Citizenship Ceremony - for one person at a Registration Office on a Saturday	Ceremony	136.00	Cost Recovery
Registration Service	Individually Organised Citizenship Ceremony - for a family at a Registration Office on a Saturday	Family Ceremony	168.00	Cost Recovery
Registration Service	Non-Statutory Ceremonies - Fee for Commemorative Certificate	Certificate	11.00	Cost Recovery
Registration Service	Additional Administration Fee For Notice Appointments Requested On Saturdays. Added to reflect increased cost of delivery of a Saturday service	Notice	13.00	Cost Recovery
Registration Service	Cat A Room Crawley - Small ceremonies on a Thursday morning	Ceremony	172.00	Cost Recovery
Registration Service	Attendance Of Registrars In A West Sussex Venue. Cat A Room (e.g. Balcony, Chichester Ceremony Room). To register a Marriage/ Civil Partnership - Monday - Thursday	Ceremony	228.00	Cost Recovery
Registration Service	Attendance Of Registrars In A West Sussex Venue. Cat A Room (e.g. Balcony, Chichester Ceremony Room). To register a Marriage/ Civil Partnership - Friday	Ceremony	294.00	Cost Recovery
Registration Service	Attendance Of Registrars In A West Sussex Venue. Cat A Room (e.g. Balcony, Chichester Ceremony Room). To register a Marriage/ Civil Partnership - Saturday / Sunday	Ceremony	325.00	Cost Recovery
Registration Service	Attendance Of Registrars In A West Sussex Venue. Cat A Room (e.g. Balcony, Chichester Ceremony Room). To register a Marriage/ Civil Partnership - Public Holiday	Ceremony	424.00	Cost Recovery
Registration Service	Non Statutory Ceremonies - such as a Baby Naming or Renewal Of Vows in West Sussex rooms (Cat A) - Monday - Thursday	Ceremony	250.00	Cost Recovery
Registration Service	Non Statutory Ceremonies - such as a Baby Naming or Renewal Of Vows in West Sussex rooms (Cat A) - Friday	Ceremony	316.00	Cost Recovery
Registration Service	Non Statutory Ceremonies - Baby Naming or Renewal Of Vows in West Sussex Rooms (Cat A) - Saturday / Sunday	Ceremony	347.00	Cost Recovery
Registration Service	Non Statutory Ceremonies - Baby Naming or Renewal Of Vows in West Sussex Rooms (Cat A) - Public Holiday	Ceremony	446.00	Cost Recovery
Registration Service	Attendance of Registrars In A West Sussex Venue. Cat B Room (e.g. Parlour, Henshall). To register a Marriage/ Civil Partnership - Monday - Thursday	Ceremony	273.00	Cost Recovery
Registration Service	Attendance of Registrars In A West Sussex Venue. Cat B Room (e.g. Parlour, Henshall). To register a Marriage/ Civil Partnership - Friday	Ceremony	333.00	Cost Recovery
Registration Service	Attendance of Registrars In A West Sussex Venue. Cat B Room (e.g. Parlour, Henshall). To register a Marriage/ Civil Partnership - Saturday / Sunday	Ceremony	394.00	Cost Recovery

Service	Fee or Charge	Per What?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Registration Service	Attendance of Registrars In A West Sussex Venue. Cat B Room (e.g. Parlour, Henshall). To register a Marriage/ Civil Partnership - Public Holiday	Ceremony	514.00	Cost Recovery
Registration Service	Non Statutory Ceremonies - Baby Naming or Renewal Of Vows in West Sussex Rooms (Cat B) - Monday - Thursday	Ceremony	295.00	Cost Recovery
Registration Service	Non Statutory Ceremonies - Baby Naming or Renewal Of Vows in West Sussex Rooms (Cat B) - Friday	Ceremony	355.00	Cost Recovery
Registration Service	Non Statutory Ceremonies - Baby Naming or Renewal Of Vows in West Sussex Rooms (Cat B) - Saturday / Sunday	Ceremony	416.00	Cost Recovery
Registration Service	Non Statutory Ceremonies - Baby Naming or Renewal Of Vows in West Sussex Rooms (Cat B) - Public Holiday	Ceremony	536.00	Cost Recovery
Registration Service	Attendance Of Registrars In A West Sussex Venue. Cat C Room (e.g. The Drawing Room). To register a Marriage/ Civil Partnership - Monday - Thursday	Ceremony	455.00	Cost Recovery
Registration Service	Attendance Of Registrars In A West Sussex Venue. Cat C Room (e.g. The Drawing Room). To register a Marriage/ Civil Partnership - Friday	Ceremony	505.00	Cost Recovery
Registration Service	Attendance Of Registrars In A West Sussex Venue. Cat C Room (e.g. The Drawing Room). To register a Marriage/ Civil Partnership - Saturday / Sunday	Ceremony	618.00	Cost Recovery
Registration Service	Attendance Of Registrars In A West Sussex Venue. Cat C Room (e.g. The Drawing Room). To register a Marriage/ Civil Partnership - Public Holiday	Ceremony	682.00	Cost Recovery
Registration Service	Non Statutory Ceremonies - Baby Naming or Renewal Of Vows in West Sussex Rooms (Cat C) - Monday - Thursday	Ceremony	477.00	Cost Recovery
Registration Service	Non Statutory Ceremonies - Baby Naming or Renewal Of Vows in West Sussex Rooms (Cat C) - Friday	Ceremony	527.00	Cost Recovery
Registration Service	Non Statutory Ceremonies - Baby Naming or Renewal Of Vows in West Sussex Rooms (Cat C) - Saturday / Sunday	Ceremony	640.00	Cost Recovery
Registration Service	Non Statutory Ceremonies - Baby Naming or Renewal Of Vows in West Sussex Rooms (Cat C) - Public Holiday	Ceremony	704.00	Cost Recovery
Registration Service	Attendance of Registrars In West Sussex Venue Cat C Room (e.g. The Drawing Room). Additional ceremony at venue already paying for one ceremony - i.e. Baby Naming	Additional Ceremony	121.00	Cost Recovery
Registration Service	Non Statutory Ceremonies - Baby Naming or Renewal Of Vows in West Sussex Rooms (Cat D) - Monday - Thursday	Ceremony	797.00	Cost Recovery
Registration Service	Non Statutory Ceremonies - Baby Naming or Renewal Of Vows in West Sussex Rooms (Cat D) - Friday	Ceremony	848.00	Cost Recovery
Registration Service	Non Statutory Ceremonies - Baby Naming or Renewal Of Vows in West Sussex Rooms (Cat D) - Saturday / Sunday	Ceremony	926.00	Cost Recovery
Registration Service	Non Statutory Ceremonies - Baby Naming or Renewal Of Vows in West Sussex Rooms (Cat D) - Public Holiday	Ceremony	1,003.00	Cost Recovery
Registration Service	Attendance Of Registrars In A West Sussex Venue. Cat D Room (e.g. The Richmond Room Room). To register a Marriage/ Civil Partnership - Monday - Thursday	Ceremony	775.00	Cost Recovery
Registration Service	Attendance Of Registrars In A West Sussex Venue. Cat D Room (e.g. The Richmond Room Room). To register a Marriage/ Civil Partnership - Friday	Ceremony	826.00	Cost Recovery
Registration Service	Attendance Of Registrars In A West Sussex Venue. Cat D Room (e.g. The Richmond Room Room). To register a Marriage/ Civil Partnership - Saturday / Sunday	Ceremony	904.00	Cost Recovery
Registration Service	Attendance Of Registrars In A West Sussex Venue. Cat D Room (e.g. The Richmond Room Room). To register a Marriage/ Civil Partnership - Public Holiday	Ceremony	981.00	Cost Recovery
Registration Service	Attendance Of Registrars at an outside venue to register a Marriage / Civil Partnership - Monday - Thursday	Ceremony	455.00	Cost Recovery
Registration Service	Attendance Of Registrars at an outside venue to register a Marriage / Civil Partnership - Friday	Ceremony	505.00	Cost Recovery
Registration Service	Attendance Of Registrars at an outside venue to register a Marriage / Civil Partnership - Saturday / Sunday	Ceremony	618.00	Cost Recovery
Registration Service	Attendance Of Registrars at an outside venue to register a Marriage / Civil Partnership - Public Holiday	Ceremony	682.00	Cost Recovery
Registration Service	Non-Statutory Ceremonies - Baby Naming or Renewal Of Vows at outside venues & non-licenced premises - Monday - Thursday	Ceremony	477.00	Cost Recovery
Registration Service	Non-Statutory Ceremonies - Baby Naming or Renewal Of Vows at outside venues & non-licenced premises - Friday	Ceremony	527.00	Cost Recovery
Registration Service	Non-Statutory Ceremonies - Baby Naming or Renewal Of Vows at outside venues & non-licenced premises - Saturday / Sunday	Ceremony	640.00	Cost Recovery
Registration Service	Venue Licensing Licence - valid for three years for a venue to hold Marriages & Civil Partnerships	License	2,117.00	Cost Recovery
Registration Service	Licensing a Religious Building to hold Civil Partnerships Appeal against a refusal to grant a license	Appeal	423.00	Cost Recovery
Registration Service	Venue Licensing License - valid for three years for a venue to hold Marriages & Civil Partnerships. Fee for additional room	Additional Room	364.00	Cost Recovery
Registration Service	Attendance Of Registrars at Venue of choice to celebrate Marriage or Civil Partnership following statutory ceremony in the West Sussex Register Office - Monday - Thursday	Ceremony	461.00	Cost Recovery
Registration Service	Attendance Of Registrars at Venue of choice to celebrate Marriage or Civil Partnership following statutory ceremony in the West Sussex Register Office - Friday	Ceremony	512.00	Cost Recovery
Registration Service	Attendance Of Registrars at Venue of choice to celebrate Marriage or Civil Partnership following statutory ceremony in the West Sussex Register Office - Saturday / Sunday	Ceremony	631.00	Cost Recovery
Registration Service	Attendance Of Registrars at Venue of choice to celebrate Marriage or Civil Partnership following statutory ceremony in the West Sussex Register Office - Public Holiday	Ceremony	698.00	Cost Recovery
Registration Service	Registrar to register a Civil Partnership at a religious building - Monday - Thursday	Ceremony	180.00	Cost Recovery
Registration Service	Registrar to register a Civil Partnership at a religious building - Friday	Ceremony	241.67	Cost Recovery
Registration Service	Registrar to register a Civil Partnership at a religious building - Saturday / Sunday	Ceremony	273.00	Cost Recovery
Registration Service	Registrar to register a Civil Partnership at a religious building - Public Holiday	Ceremony	363.00	Cost Recovery
Registration Service	Attendance Of Registrars at a venue subject to specific partnership arrangement to register a Marriage or Civil Partnership - Friday	Ceremony	315.00	Cost Recovery

Service	Fee or Charge	Per What?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Registration Service	Attendance Of Registrars at a venue subject to specific partnership arrangement to register a Marriage or Civil Partnership - Saturday	Ceremony	347.00	Cost Recovery
Registration Service	Booking Amendment Fee	Each Booking	25.00	Cost Recovery
Registration Service	Registration Service Search (by public) of indexes, not exceeding 6 successive hours	Search	18.00	Statutory
Registration Service	Registration Service Registration of a building for the solemnisation of marriages	Registration	123.00	Statutory
Registration Service	Registration Service Consideration of a correction to the register by the SR	Correction to a register page	75.00	Statutory
Registration Service	Registration Service Space 17 amendment (change of baby name in first year)	Amendment to register page	40.00	Statutory
Registration Service	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	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	Registration Service SR's fee for attesting a notice away from his office for housebound	Notice	47.00	Statutory
Registration Service	Registration Service SR's fee for attesting a notice away from his office for detained	Notice	68.00	Statutory
Registration Service	Registration Service Taking a notice of marriage/Civil Partnership	Notice	35.00	Statutory
Registration Service	Registration Service Consideration of a divorce/civil partnership document from outside British Isles by the Superintendent Registrar	Notice	50.00	Statutory
Registration Service	Registration Service Consideration of a divorce/civil partnership document from outside British Isles where this cannot be dealt with by the LA, and is referred to GRO (triage arrangement with GRO getting £47 - Total fee to customer is £75)	Notice	75.00	Statutory
Registration Service	Registration Service Registrar attending a marriage/civil partnership at a register office	Ceremony	46.00	Statutory
Registration Service	Registration Service Registrar attending a marriage at a registered building	Ceremony	86.00	Statutory
Registration Service	Registration Service Registrar attending a marriage / civil partnership at the residence of a housebound person	Ceremony	81.00	Statutory
Registration Service	Registration Service Registrar attending a marriage/civil partnership of a detained person	Ceremony	88.00	Statutory
Registration Service	Registration Service SR Attending a marriage at the residence of a housebound person	Ceremony	84.00	Statutory
Registration Service	Registration Service SR Attending a marriage at the residence of a detained person	Ceremony	94.00	Statutory
Registration Service	Registration Service Short or Full certificate of Birth, marriage, civil partnership or death	Certificate	11.00	Statutory
Registration Service	Registration Service Priority Service (within 24 Hours) -Charges include cost of certificate	Certificate issued within 24 Hours	35.00	Statutory
Registration Service	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?	2022/23 Fee or Charge - Inclusive of 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	110.70	Subsidised
Gypsy and Travellers Sites	Gypsy Roma Traveller Site Plot Rental - Fairplace Hill (5 X Single Pitch Plot Rental)	Week	88.10	Subsidised
Gypsy and Travellers Sites	Gypsy Roma Traveller Site Plot Rental - Fairplace Hill (1 X Single Pitch Plot Rental)	Week	105.60	Subsidised
Gypsy and Travellers Sites	Gypsy Roma Traveller Site Plot Rental - Withy Park (16 X Plot Rental)	Week	68.20	Subsidised
Gypsy and Travellers Sites	Plot Rental - All Other Sites	Week	59.80	Subsidised
Gypsy and Travellers Sites	West Sussex Transit Site Plot Rental (9 plots)	Week	80.80	Subsidised

Planning Services - Fees and Charges

Service	Fee or Charge	Per What?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Planning Services	Implementation S38 & S278 Highway Agreements	Agreement	Various	Cost Recovery
Planning Services	Local Land Charge Fees	Search	26.40	Cost Recovery
Planning Services	Local Land Charge Search Follow-up	Request	Various	Cost Recovery
Planning Services	Highway Boundaries Information	Request	Various	Cost Recovery
Planning Services	S106 Agreement Enquiries	Hour	60.00	Cost Recovery
Planning Services	Access to Traffic Modelling	Request	Various	Cost Recovery
Planning Services	Policy Copies of Highway Scheme Plans	Plan	Various	Cost Recovery
Planning Services	Highways and Development Pre-application Advice Fees	Written Response or Meeting/Site Visit & Written Response	Various	Cost Recovery
Planning Services	Monitoring of S106 Contributions	Per Trigger	200.00	Cost Recovery
Planning Services	Highway Boundaries - Bespoke Enquiries	Hour	60.00	Cost Recovery
Planning Services	County Planning Pre-application Advice Fees	Meeting or Site Visit and Written Response, or Written Response Only	Various	Cost Recovery
Planning Services	Historic Environment Record - Searches	Householder Search	114.00	Cost Recovery
Planning Services	Historic Environment Record - Searches	Standard Search	189.60	Cost Recovery
Planning Services	Historic Environment Record - Searches	Priority Search	302.40	Cost Recovery

Service	Fee or Charge	Per What?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Planning Services	Historic Environment Record - Searches	Statutory Undertaker Standard Search	196.80	Cost Recovery
Planning Services	Historic Environment Record - Searches	Statutory Undertaker Priority Search	405.60	Cost Recovery
Planning Services	Advice and Support to Statutory Undertakers	Hours	104.40	Cost Recovery
Planning Services	Pre-application Advice Fees	Written Response or Meeting/Site Visit & Written Response	Various	Cost Recovery
Planning Services	Contribution by District and Borough Councils to Maintenance of the Historic Environment Record	Annual Fee	3,000.00	Cost Recovery
Planning Services	Planning Application fees	Application	Various	Statutory
Planning Services	Fees Monitoring site visits	Site Visit	Various	Statutory
Planning Services	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?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Waste Recycling & Disposal	Co-mingled Recyclate	Tonne	135.00	Cost Recovery
Waste Recycling & Disposal	Green Waste	Tonne	79.00	Cost Recovery
Waste Recycling & Disposal	Waste Electrical & Electronic Equipment Recycling (WEEE) - Category A	Tonne	185.00	Cost Recovery
Waste Recycling & Disposal	Waste Electrical & Electronic Equipment Recycling (WEEE) - Category B	Tonne	518.00	Cost Recovery
Waste Recycling & Disposal	Waste Electrical & Electronic Equipment Recycling (WEEE) - Category C	Tonne	518.00	Cost Recovery
Waste Recycling & Disposal	Waste Electrical & Electronic Equipment Recycling (WEEE) - Category D	Tonne	518.00	Cost Recovery
Waste Recycling & Disposal	Waste Electrical & Electronic Equipment Recycling (WEEE) - Category E	Tonne	185.00	Cost Recovery
Waste Recycling & Disposal	Single Stream Recyclate	Tonne	16.00	Cost Recovery
Waste Recycling & Disposal	Trade Waste	Tonne	189.00	Cost Recovery
Waste Recycling & Disposal	Trade Waste - Mattress Disposal	Mattress	15.75	Cost Recovery
Waste Recycling & Disposal	Motor Vehicle Tyre	Tyre	5.25	Cost Recovery

Countryside Services - Fees and Charges

Service	Fee or Charge	Per What?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Countryside Services	Rental of Land and Fishing Rights	Agreement	Various	Cost Recovery
Countryside Services	Family Bushcraft	Per Family	67.30	Cost Recovery
Countryside Services	All Guided Walks/ Night Hike/ Food For Free With/ Without Hot Drink	Per Person	6.90	Cost Recovery
Countryside Services	Craft Events e.g. Christmas Wreaths (Includes Materials/Drinks)	Per Person	22.60	Cost Recovery
Countryside Services	Hire of Buchan Country Park Countryside Centre with Refreshments Hourly Charge (All Potential Bookings Must Be Checked & Agreed With the Duty Ranger)	Per Hour (Minimum 2-Hour Charge)	22.60	Cost Recovery
Countryside Services	Schools and Hire of Forest School Area (Per Child)	Per Child	2.30	Cost Recovery
Rights of Way	Licence Fee For Access Across Or On to COUNCIL Land	Application	Various	Cost Recovery
Rights of Way	Unopposed Public Path Orders Administrative Fees	Order	2,438.90	Cost Recovery
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	1,379.40	Cost Recovery
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	424.80	Cost Recovery
Rights of Way	Un/Opposed Public Path Orders Administrative Fees - Additional Order(s) - In addition to the fee stated as "Unopposed Public Path Order" & "Opposed Public Path Order" fee as applicable)	Order	424.80	Cost Recovery
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	215.00	Cost Recovery
Rights of Way	Public Path Orders Administrative Fees - Temporary Traffic Regulation Order (Path Closure) (21 days emergency/ unplanned orders)	Path Order	583.20	Cost Recovery
Rights of Way	Public Path Orders Administrative Fees - Temporary Traffic Regulation Order (Path Closure) (5 days planned works orders)	Path Order	583.20	Cost Recovery
Rights of Way	Charge For Advice On PPO Legislation & Procedures To Potential Applicants & Order Making Authorities	Per Hour	29.70	Cost Recovery

Fire and Rescue Service - Fees and Charges

Service	Fee or Charge	Per What?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Fire and Rescue Service - Special Services	Major Appliance/ Large Vehicle & Crew	Hour	432.00	Cost Recovery
Fire and Rescue Service - Special Services	Major Appliance/ Small Vehicle & Crew	Hour	372.00	Cost Recovery
Fire and Rescue Service - Special Services	Pumping Appliance	Hour	480.00	Cost Recovery
Fire and Rescue Service - Special Services	Small Vehicle (e.g. 4wd)	Hour	360.00	Cost Recovery
Fire and Rescue Service - Special Services	Testing of Dry Riser	Test	366.00	Cost Recovery
Fire and Rescue Service - Special Services	Additional Dry Riser	Test	270.00	Cost Recovery
Fire and Rescue Service - Special Services	Copy of Fire Report	Report	118.80	Cost Recovery
Fire and Rescue Service - Special Services	Fire Investigation Interview	Hour	174.00	Cost Recovery
Fire and Rescue Service - Special Services	Fire Investigation Report (Standard)	Report	546.00	Cost Recovery
Fire and Rescue Service - Special Services	Fire Report Photocopies of Maps & Plans	Copy	31.20	Cost Recovery
Fire and Rescue Service - Special Services	Labour (Dependent on Role) - First Hour or Part Thereof	Hour	90.00	Cost Recovery
Fire and Rescue Service - Special Services	Labour (Dependent on Role) - Each Subsequent Half Hour	Half Hour	54.00	Cost Recovery
Fire and Rescue Service - Special Services	Event Charges	Hour	432.00	Cost Recovery
Fire and Rescue Service - Commercial Training	Open Course Face to Face Training - Fire Safety - Various	Per Head	125.00	Cost Recovery
Fire and Rescue Service - Commercial Training	On-Site Face to Face Training - Fire Safety Awareness	Course - Max 20 People	350.00	Cost Recovery
Fire and Rescue Service - Commercial Training	On-Site Face to Face Training - Fire Extinguisher	Course - Max 15 People	440.00	Cost Recovery
Fire and Rescue Service - Commercial Training	On-Site Face to Face Training - Fire Warden	Course - Max 15 People	585.00	Cost Recovery
Fire and Rescue Service - Commercial Training	On-Site Face to Face Training - Manual Handling	Course - Max 15 People	585.00	Cost Recovery
Fire and Rescue Service - Commercial Training	On-Site Face to Face Training - Management of Fire Risk	Course - Max 15 People	585.00	Cost Recovery
Fire and Rescue Service - Commercial Training	Fire Extinguisher Maintenance	Extinguisher	Various	Cost Recovery

Trading Standards - Fees and Charges

Service	Fee or Charge	Per What?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Trading Standards	Weights and Measures Act 1985 - Inspector of Weights & Measures	Hour	94.00	Cost Recovery
Trading Standards	Weights and Measures Act 1985 - Support Officer	Hour	60.00	Cost Recovery
Trading Standards	Hourly charge For Demand Led Discretionary Business Support Services	Hour	94.00	Cost Recovery
Trading Standards	Variation of a Licence (Other Than Name or Address)	Hour	94.00	Cost Recovery
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

Service	Fee or Charge	Per What?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
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 Services - Fees and Charges

Service	Fee or Charge	Per What?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Highways Services	Hoarding Application	M2 per 6 Weeks	28.30	Cost Recovery
Highways Services	Hoarding Application - Extension	M2 per 8 Weeks	28.30	Cost Recovery
Highways Services	Hoarding Application - Retrospective	Additional Fee Per License	320.30	Cost Recovery
Highways Services	Scaffold License	Month	201.50	Cost Recovery
Highways Services	Scaffold License - Extension	Extra Months	134.70	Cost Recovery
Highways Services	Scaffold License - Retrospective	Additional Fee Per License	320.30	Cost Recovery
Highways Services	Special Event Orders S16 (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	2,274.90	Cost Recovery
Highways Services	Temporary Traffic Orders: By Notice - only if agreed with Streetworks Section (S14 (2))	Notice	453.90	Cost Recovery
Highways Services	Temporary Traffic Orders: by Notice followed by full Order (NOTICE + 2nd public notice) (S14 (1)) / Temporary Traffic Orders: by Order (S14 (1)) / Temporary Traffic Orders: Extension	Order	2,274.90	Cost Recovery
Highways Services	Public Path Orders Administrative Fees - Temporary Traffic Regulation Order (Path Closure) (6-Month Orders)	Path Order	2,121.10	Cost Recovery
Highways Services	Public Path Orders Administrative Fees - Temporary Traffic Regulation Order (Path Closure (Extensions)	Path Order	2,121.10	Cost Recovery
Highways Services	Vehicle Crossover Licence - Application Fee	Application Fee	163.30	Cost Recovery
Highways Services	Vehicle Crossover Licence - Works Permission Fee	Works Permission Fee	234.30	Cost Recovery
Highways Services	Letter To Support VCO Legality - Part of house sale	Per Letter	53.10	Cost Recovery
Highways Services	Section 50 - New Roads & Street Works Act 1991: Private apparatus in the Highway	Units of 200m Per Street	621.50	Cost Recovery
Highways Services	Local Land Charges. Provision of site drawing, electronic	Number	64.92	Cost Recovery
Highways Services	Local Land Charges. Provision of controller specification	Number	67.44	Cost Recovery
Highways Services	Local Land Charges -Provision of SCOOT, UTC or MOVA data	Number	126.00	Cost Recovery
Highways Services	Access Protection Lines - Road Markings to deter parking across private access - per set	New lines	171.84	Cost Recovery
Highways Services	Access Protection Lines - Road Markings to deter parking across private access - per set	Refurbishment	171.84	Cost Recovery
Highways Services	Moving Elevated Work Platform - Notice Required	Up to 10 Working Days	109.10	Cost Recovery
Highways Services	Tourist & Private Directional Signs - Survey & Admin Fees (design & manufacture costs in addition to this)	Application	338.80	Cost Recovery
Highways Services	Tourist & Private Directional Signs - Non-refundable vetting fee	Application	135.70	Cost Recovery
Highways Services	Temporary Direction Signs (New Developments) - First five signs	Up to 5 Signs	595.00	Cost Recovery
Highways Services	Temporary Direction Signs (New Developments) - Additional signs	Additional Sign	118.70	Cost Recovery
Highways Services	TROs Required - as a consequence of development or another promoter	TRO	8,322.00	Cost Recovery
Highways Services	Skip License - Initial 14-day license	14 Days	66.10	Cost Recovery
Highways Services	Skip license - 14-day extension	14 Days	66.10	Cost Recovery
Highways Services	Skip License - over run fee cost recovery	License	97.60	Cost Recovery
Highways Services	Skip License - Retrospective	Application	109.10	Cost Recovery
Highways Services	Materials on a Highway - Licence 171 to temporarily deposit building materials etc, no excavation (non-apparatus) etc OVER 24-Hours: 1-5 Days	License 1 to 5 Days	95.50	Cost Recovery
Highways Services	License 171 Excavation	License 1 to 5 Days	621.50	Cost Recovery
Highways Services	Moving Elevated Work Platform - over run fee	Day	163.30	Cost Recovery
Highways Services	Moving Elevated Work Platform - Change of date administration	One-off	38.20	Cost Recovery
Highways Services	Scaffold - Fine for over run or failure to notify removal complete	Application	253.90	Cost Recovery
Highways Services	Materials on a Highway - Licence to temporarily deposit building materials - Over run per day	Day	38.20	Cost Recovery
Highways Services	Temp Vehicle Crossover Licence: Developer Applications - 1 to 5 properties (dwellings) on site	Application	592.90	Cost Recovery
Highways Services	Temp Vehicle Crossover Licence: Developer Applications - 6 to 25 (dwellings) properties on site	Application	1,185.70	Cost Recovery
Highways Services	Temp Vehicle Crossover Licence: Developer Applications - 25+ properties (dwellings)	Application	2,963.10	Cost Recovery
Highways Services	Temporary Direction Signs (new developments) - Unauthorised Sign Removal	Each Sign Removal	109.20	Cost Recovery
Highways Services	Temporary Switch Off for Pedestrian Crossing	Each	647.20	Cost Recovery
Highways Services	Temporary Switch Off for Signalised Junction	Each	843.40	Cost Recovery
Highways Services	Tree Planting Contribution	Application	209.80	Subsidised
Highways Services	S59 Licence Agreements	Application	524.50	Cost Recovery
Highways Services	Various Licences -Under S115E of Highways Act and Consents to temporary activities - Admin Fee	Application	Various	Subsidised

Service	Fee or Charge	Per What?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Highways Services	Crane Licence	Licence- 4 Weeks	367.50	Subsidised
Highways Services	Crane Licence - Extension	Licence- 4 Weeks	173.40	Subsidised
Highways Services	Traffic Survey Licence (per USRN)	Licence- 2 Weeks	75.00	Subsidised
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
Highways Services	Bus Stop Suspension / Relocation	Bus Stop Site	200.00	Statutory

Transport Services - Fees and Charges

Service	Fee or Charge	Per What?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Transport - Road Safety	Cycle Training Course - Complete Beginner	1 hour Session	37.40	Cost Recovery
Transport - Road Safety	Cycle Training Course - Beginner/Road Riding	1.5 Hour Session	41.40	Cost Recovery
Transport - Road Safety	Cycle Training Course - Advanced	2 Hour	46.60	Cost Recovery
Transport - Road Safety	Children's Cycle Training Course - Bikeability	2 Hour	20.00	Cost Recovery
Transport - Road Safety	Experienced Driver Assessment	Hour	50.50	Cost Recovery
Transport Bureau	Minibus Permit S19	Permit	15.70	Cost Recovery
Transport Bureau	English National Concessionary Travel Scheme - Replacement Bus Pass	Pass	10.50	Cost Recovery
Transport Bureau	Transport DBS - DBS Checks for External Transport Staff	Check	75.50	Cost Recovery
Sussex Safer Road Partnership	Driver Awareness - National Speed Awareness Course	Course	90.00	Statutory
Sussex Safer Road Partnership	Driver Awareness - National Motorway Awareness Course	Course	90.00	Statutory
Sussex Safer Road Partnership	Driver Awareness - What's Driving Us Course	Course	95.00	Statutory
Sussex Safer Road Partnership	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?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Adult Services	Meeting Space Letting - Small Room (1)	Hour	8.80	Cost Recovery
Adult Services	Meeting Space Letting - Medium Room (1)	Hour	11.70	Cost Recovery
Adult Services	Meeting Space Letting - Large Room (1)	Hour	14.70	Cost Recovery
Adult Services	Care Act 2014: Support Brokerage	One-off Discretionary Fee	187.10	Cost Recovery
Adult Services	Care Act 2014: Support Brokerage	Review Request	187.10	Cost Recovery
Adult Services	Care Act 2014: Support Brokerage	Weekly Administration Fee	6.00	Cost Recovery
Adult Services	Care Act 2014: Deferred Payment Agreements	Set Up. One-off Fee	593.30	Cost Recovery
Adult Services	Care Act 2014: Deferred Payment Agreements	One-off Fee	299.60	Cost Recovery
Adult Services	Care Act 2014: Deferred Payment Agreements	Weekly Administration Fee	8.60	Cost Recovery
Adult Services	Transport to Day Services (2)	Return Trip Per Day	6.40	Subsidised
Adult Services	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?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Coroner's Service	Fee for transcription of an inquest hearing	Copy consisting of 360 words or less	6.20	Statutory
Coroner's Service	Fee for transcription of an inquest hearing	Copy consisting of between 361 and 1439 words inclusive	13.10	Statutory
Coroner's Service	Fee for transcription of an inquest hearing	70p for each additional 72 words over 1440 words	0.70	Statutory
Coroner's Service	Fee for disclosure of a document to an interested party after an inquest	Document of 10 pages or less	5.00	Statutory
Coroner's Service	Fee for disclosure of a document to an interested party after an inquest	Each subsequent page	0.50	Statutory
Coroner's Service	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?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Energy Services	Schools Display Energy Certificates - SLA	Per Certificate	59.00	Cost Recovery
Energy Services	Schools Display Energy Certificates - SLA Academy	Per Certificate	70.80	Cost Recovery
Energy Services	Schools Energy Management Service - SLA. Band 1	1-5 Meters	359.00	Cost Recovery
Energy Services	Schools Energy Management Service - SLA. Band 1. Academy	1-5 Meters	430.80	Cost Recovery
Energy Services	Schools Energy Management Service - SLA. Band 2	6-9 Meters	419.00	Cost Recovery
Energy Services	Schools Energy Management Service - SLA. Band 2. Academy	6-9 Meters	502.80	Cost Recovery
Energy Services	Schools Energy Management Service - SLA. Band 3	10+ Meters	520.00	Cost Recovery
Energy Services	Schools Energy Management Service - SLA. Band 3. Academy	10+ Meters	624.00	Cost Recovery

Legal Services - Fees and Charges

Service	Fee or Charge	Per What?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Legal Services	Fee to Copy a Common Land or Town or Village Green Register Entry	Copy	24.98	Cost Recovery
Legal Services	Fee for the Supply of a Definitive Map/Statement Extract	Copy	11.94	Cost Recovery
Legal Services	Fee for Copy Orders/Agreements	Copy	6.52	Cost Recovery
Legal Services	Fee for Other Copying - In Accordance With the Record Office's Current Scale of Charges	Copy	1.09	Cost Recovery
Legal Services	Fee to Process a Highways or CROW Act Landowner Deposit	Deposit	426.84	Cost Recovery
Legal Services	Fee to Process a Corrective Application Made Under the Commons Act 2006	Course	898.12	Cost Recovery
Legal Services	Legal Agreements Linked to S106 Contributions	Hour	208.51	Cost Recovery
Legal Services	Highway Agreement Works	Hour	208.51	Cost Recovery

Finance - Fees and Charges

Service	Fee or Charge	Per What?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Schools Financial Services	Schools Financial Services SLA - Nursery, Primary, Secondary & Special Schools	Per School	£1,049 per school plus £0.52 per pupil	Cost Recovery
Schools Financial Services	Year-end Financial Closedown	Fixed (4 Hours)	£38.00 Per Hour. Minimum of 4 Hours = £152.00	Cost Recovery
Schools Financial Services	Pre-booked Visits to Schools	Hour	£38.00 per hour (minimum 2.5 hours) plus a flat rate travel charge of £42.50 = £137.50	Cost Recovery
Schools Financial Services	Pre-booked Dial-ups to Schools	Hour	38.00	Cost Recovery
Schools Financial Services	Training Events/ Workshops - Half Day	Person	50.00	Cost Recovery
Schools Financial Services	Training Events/ Workshops - Full Day	Person	80.00	Cost Recovery
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

Education and Skills - Fees and Charges

Service	Fee or Charge	Per What?	2022/23 Fee or Charge - Inclusive of 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. Less than 150 pupils	1,145.00	Cost Recovery
Education & Skills	SLA With Schools - Governor Services: Training and Support for School Governing Bodies	Lump Sum Based on Total Pupil Number. 150 or more, but less than 500 pupils	1,258.00	Cost Recovery
Education & Skills	SLA With Schools - Governor Services: Training and Support for School Governing Bodies	Lump Sum Based on Total Pupil Numbers. 500 or more; but less than 850 pupils	1,491.00	Cost Recovery
Education & Skills	SLA With Schools - Governor Services: Training and Support for School Governing Bodies	Lump Sum Based on Total Pupil Numbers. 850 pupils or more	1,605.00	Cost Recovery
Education & Skills	SLA With Schools - Outdoor Education: Charge to Academies, Further Education Colleges, etc	Pupil	1.52	Cost Recovery
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Secondary School Teacher	Weighted Pupil Numbers	53.60	Cost Recovery
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Primary School Teacher	Weighted Pupil Numbers	42.00	Cost Recovery
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Nursery, Planned Places - Teacher	Weighted Pupil Numbers	48.25	Cost Recovery
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Caretaker / Bursar	Flat Rate, Pro-rated for Hours	261.22	Cost Recovery
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Nursery Nurse	Flat Rate, Pro-rated for Hours	237.54	Cost Recovery
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Special School Teachers	Weighted Pupil Numbers	195.00	Cost Recovery
Education & Skills	Home to School Transport - Primary School Children Living Within Walking Distance - September 2022 Increase	Year	308.00	Cost Recovery
Education & Skills	Home to School Transport - Primary School Children Living Beyond Walking Distance - September 2022 Increase	Year	350.00	Cost Recovery
Education & Skills	Home to School Transport - Secondary School Children Living Within Walking Distance - September 2022 Increase	Year	448.00	Cost Recovery
Education & Skills	Home to School Transport - Secondary School Children Living Beyond Walking Distance - September 2022 Increase	Year	504.00	Cost Recovery
Education & Skills	Home to School Transport - Post 16 Students (Concessionary and SEN) - September 2022 Increase	Year	700.00	Cost Recovery
Education & Skills	SLA with Schools - Education Psychology and Behaviour	Full Day Course	577.00	Cost Recovery
Education & Skills	SLA with Schools - Education Psychology and Behaviour	Half Day Course	288.00	Cost Recovery
Education & Skills	SLA With Schools - Charges to Schools for Statutory Induction for Newly Qualified Teachers (NQTs)	Early Career Teacher FTE	309.00	Cost Recovery
Education & Skills	Charges to Schools for Services Provided in Converting to Academy Status	School	8,000.00	Cost Recovery
Education & Skills	SLA With Schools -Subscriptions: Charge Per Pupil For Data Analyses to Support School Improvement Planning NCR	Lump Sum According to School Size Plus Sum Per Pupil: Infant Mainstream School	£0.50 Per Pupil	Cost Recovery
Education & Skills	SLA With Academies -Subscriptions: Charge Per Pupil For Data Analyses to Support School Improvement Planning NCR	Lump Sum According to School Size Plus Sum Per Pupil: Infant Academy School	£0.60p Per Pupil	Cost Recovery
Education & Skills	SLA With Schools -Subscriptions For Pupil Data Analyses To Support School Improvement Planning FFT	Lump Sum According to School Size Plus Sum Per Pupil: Infant Mainstream School	£50 School Rate + £0.40 Per Pupil	Cost Recovery
Education & Skills	SLA With Academies -Subscriptions For Pupil Data Analyses To Support School Improvement Planning FFT	Lump Sum According to School Size Plus Sum Per Pupil: Infant Academy School	£60 School Rate + £0.48 Per Pupil	Cost Recovery
Education & Skills	SLA With Schools -Subscriptions For Pupil Data Analyses To Support School Improvement Planning FFT	Lump Sum According to School Size Plus Sum Per Pupil: Primary School	£65 School Rate + £0.40 Per Pupil	Cost Recovery
Education & Skills	SLA With Academies -Subscriptions For Pupil Data Analyses To Support School Improvement Planning FFT	Lump Sum According to School Size Plus Sum Per Pupil: Primary Academy School	£78 School Rate + £0.48 Per Pupil	Cost Recovery
Education & Skills	SLA With Academies -Subscriptions For Pupil Data Analyses To Support School Improvement Planning FFT Academy Administration	Lump Sum According To School Size Plus Sum Per Pupil	Various	Cost Recovery
Education & Skills	SLA With Schools -Subscriptions For Pupil Data Analyses To Support School Improvement Planning FFT	Lump Sum According To School Size Plus Sum Per Pupil: Secondary School	£470 School Rate + £0.40 Per Pupil	Cost Recovery
Education & Skills	SLA With Academies -Subscriptions For Pupil Data Analyses To Support School Improvement Planning FFT	Lump Sum According To School Size Plus Sum Per Pupil: Secondary Academy School	£564 School Rate + £0.48 Per Pupil	Cost Recovery
Education & Skills	Range of Ad-hoc Services Within Education and Skills	Various	Various	Cost Recovery
Education & Skills	Early Years Training - Webinar (1-2 Hours)	Training Attendee	16.00	Cost Recovery
Education & Skills	Early Years Training - Webinar or Face to Face Half Day	Training Attendee	26.00	Cost Recovery
Education & Skills	Early Years Training - Webinar or Face to Face Full Day	Training Attendee	52.00	Cost Recovery
Education & Skills	Early Years Training - Online Course - Log In	Training Attendee	10.00	Cost Recovery
Education & Skills	Early Years Training - Conference Face to Face	Training Attendee	79.00	Cost Recovery
Education & Skills	Early Years Training - Paediatric First Aid - Full 12 Hour Course	Training Attendee	80.00	Cost Recovery

Property Services - Fees and Charges

Service	Fee or Charge	Per What?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Property Services	Inspect & Assess - Level 1 Tree Inspection (Small) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	35.00	Cost Recovery
Property Services	Inspect & Assess - Operation Playground Inspection x 3 (Small) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	173.00	Cost Recovery
Property Services	Plan & Improve - Grounds Review & Development Plan (Small) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	91.00	Cost Recovery
Property Services	Inspect & Assess - Level 1 Tree Inspection (Medium) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	59.00	Cost Recovery
Property Services	Inspect & Assess - Operation Playground Inspection x 3 (Medium) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	230.00	Cost Recovery
Property Services	Plan & Improve - Grounds Review & Development Plan (Medium) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	118.00	Cost Recovery
Property Services	Inspect & Assess - Level 1 Tree Inspection (Large) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	94.00	Cost Recovery
Property Services	Inspect & Assess - Operation Playground Inspection x 3 (Large) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	288.00	Cost Recovery
Property Services	Plan & Improve - Grounds Review & Development Plan (Large) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	136.00	Cost Recovery
Property Services	Plan & Improve - Buildings Review & Development Plan (Small) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	513.00	Cost Recovery
Property Services	Plan & Improve - Buildings Review & Development Plan (Medium) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	663.00	Cost Recovery
Property Services	Plan & Improve - Buildings Review & Development Plan (Large) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	1,000.00	Cost Recovery
Property Services	Plan & Improve - Funding Bid Application Support (S/M/L) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	91.00	Cost Recovery
Property Services	Maintain & Manage - Swimming Pool Management (S/M/L) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	346.00	Cost Recovery
Property Services	Train & Develop - Leaver Transition Management (S/M/L) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	432.00	Cost Recovery
Property Services	Train & Develop - Recruitment Support (S/M/L) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	576.00	Cost Recovery
Property Services	Train & Develop - New Starter Transition Management (S/M/L) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	720.00	Cost Recovery
Property Services	Maintain & Manage - Contractor Liaison - Cleaning (Small) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	288.00	Cost Recovery
Property Services	Maintain & Manage - Contractor Liaison - Cleaning (Medium) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	346.00	Cost Recovery
Property Services	Maintain & Manage - Contractor Liaison - Cleaning (Large) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	403.00	Cost Recovery
Property Services	Maintain & Manage - Contractor Liaison - Grounds Maintenance (Small) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	235.00	Cost Recovery
Property Services	Maintain & Manage - Contractor Liaison - Grounds Maintenance (Medium) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	282.00	Cost Recovery
Property Services	Maintain & Manage - Contractor Liaison - Grounds Maintenance (Large) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	328.00	Cost Recovery
Property Services	Support & Advice - Core SLA subscription (S/M/L) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	804.00	Cost Recovery
Property Services	Inspect & Assess - Level 1 Tree Inspection (Small) Primary Academy & Secondary Academy	Service Level Agreement	42.00	Cost Recovery
Property Services	Inspect & Assess - Operation Playground Inspection x 3 (Small) Primary Academy & Secondary Academy	Service Level Agreement	207.60	Cost Recovery
Property Services	Plan & Improve - Grounds Review & Development Plan (Small) Primary Academy & Secondary Academy	Service Level Agreement	109.20	Cost Recovery
Property Services	Inspect & Assess - Level 1 Tree Inspection (Medium) Primary Academy & Secondary Academy	Service Level Agreement	70.80	Cost Recovery
Property Services	Inspect & Assess - Operation Playground Inspection x 3 (Medium) Primary Academy & Secondary Academy	Service Level Agreement	276.00	Cost Recovery
Property Services	Plan & Improve - Grounds Review & Development Plan (Medium) Primary Academy & Secondary Academy	Service Level Agreement	141.60	Cost Recovery
Property Services	Inspect & Assess - Level 1 Tree Inspection (Large) Primary Academy & Secondary Academy	Service Level Agreement	112.80	Cost Recovery
Property Services	Inspect & Assess - Operation Playground Inspection x 3 (Large) Primary Academy & Secondary Academy	Service Level Agreement	345.60	Cost Recovery
Property Services	Plan & Improve - Grounds Review & Development Plan (Large) Primary Academy & Secondary Academy	Service Level Agreement	163.20	Cost Recovery
Property Services	Plan & Improve - Buildings Review & Development Plan (Small) Primary Academy & Secondary Academy	Service Level Agreement	615.60	Cost Recovery
Property Services	Plan & Improve - Buildings Review & Development Plan (Medium) Primary Academy & Secondary Academy	Service Level Agreement	795.60	Cost Recovery
Property Services	Plan & Improve - Buildings Review & Development Plan (Large) Primary Academy & Secondary Academy	Service Level Agreement	1,200.00	Cost Recovery
Property Services	Plan & Improve - Funding Bid Application Support (S/M/L) Primary Academy & Secondary Academy	Service Level Agreement	109.20	Cost Recovery
Property Services	Maintain & Manage - Swimming Pool Management (S/M/L) Primary Academy & Secondary Academy	Service Level Agreement	415.20	Cost Recovery
Property Services	Train & Develop - Leaver Transition Management (S/M/L) Primary Academy & Secondary Academy	Service Level Agreement	518.40	Cost Recovery
Property Services	Train & Develop - Recruitment Support (S/M/L) Primary Academy & Secondary Academy	Service Level Agreement	691.20	Cost Recovery
Property Services	Train & Develop - New Starter Transition Management (S/M/L) Primary Academy & Secondary Academy	Service Level Agreement	864.00	Cost Recovery

Service	Fee or Charge	Per What?	2022/23 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Property Services	Maintain & Manage - Contractor Liaison - Cleaning (Small) Primary Academy & Secondary Academy	Service Level Agreement	345.60	Cost Recovery
Property Services	Maintain & Manage - Contractor Liaison - Cleaning (Medium) Primary Academy & Secondary Academy	Service Level Agreement	415.20	Cost Recovery
Property Services	Maintain & Manage - Contractor Liaison - Cleaning (Large) Primary Academy & Secondary Academy	Service Level Agreement	483.60	Cost Recovery
Property Services	Maintain & Manage - Contractor Liaison - Grounds Maintenance (Small) Primary Academy & Secondary Academy	Service Level Agreement	282.00	Cost Recovery
Property Services	Maintain & Manage - Contractor Liaison - Grounds Maintenance (Medium) Primary Academy & Secondary Academy	Service Level Agreement	338.40	Cost Recovery
Property Services	Maintain & Manage - Contractor Liaison - Grounds Maintenance (Large) Primary Academy & Secondary Academy	Service Level Agreement	393.60	Cost Recovery
Property Services	Support & Advice - Core SLA subscription (S/M/L) Primary Academy & Secondary Academy	Service Level Agreement	964.80	Cost Recovery