

**Annex 3: Fees &
Charges schedules
2014/15**

FEES & CHARGES SCHEDULE 2014/15

Fees & charges approval template, 2014-15

Directorate:	Adult Social Care
Service:	Service Delivery

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable		Expected yield for year £000s	Effective date of new charge	Including VAT, where applicable		Comments/ special considerations
			Existing charge £	Proposed charge £			Charge payable by the customer/client	% change	
Office Skills Work and Volunteering 1.5+ Staff Ratio	Locally	VZVE	£27 per half day	£7.71 ph					
Horticultural Work & Garden Centre 1.5+ Staff Rat	Locally	VZVE	£27 per half day	£7.71 ph					
DIY/Maintenance 1.5+ Staff Ratio	Locally	VZVE	£27 per half day	£7.71 ph					
Day Service Access Transport - PER VISIT	Locally	VZVE	£15.00	£15.00				#DIV/0!	
Residential care for people with learning disabilities - Weekly charges:									
Anundel	Locally	VZVE	£1,024.00	£1,024.00				#DIV/0!	
Badger's Wood	Locally	VZVE	£1,106.00	£1,106.00				#DIV/0!	
Coveham	Locally	VZVE	£1,536.00	£1,536.00				#DIV/0!	
Hillside	Locally	VZVE	£907.00	£907.00				#DIV/0!	
Mallow Crescent	Locally	VZVE	£1,294.00	£1,294.00				#DIV/0!	
Langdown	Locally	VZVE	£1,244.00	£1,244.00				#DIV/0!	
Rodney House	Locally	VZVE	£1,362.00	£1,362.00				#DIV/0!	
Residential care for people with learning disabilities - Respite, charge per night:									
Anundel	Locally	VZVE	£146.29	£146.29	41,958			#DIV/0!	
Badger's Wood	Locally	VZVE	£158.00	£158.00				#DIV/0!	
Coveham	Locally	VZVE	£219.43	£219.43				#DIV/0!	
Hillside	Locally	VZVE	£129.57	£129.57				#DIV/0!	
Mallow Crescent	Locally	VZVE	£184.86	£184.86				#DIV/0!	
Langdown	Locally	VZVE	£177.71	£177.71				#DIV/0!	
Rodney House	Locally	VZVE	£194.57	£194.57				#DIV/0!	
Shared Lives Management Fee - Weekly charges for permanently placed clients									
Basic payment	Locally	VZVE	£36.42	£36.42				#DIV/0!	
Level 1	Locally	VZVE	£51.36	£51.36				#DIV/0!	
Level 2	Locally	VZVE	£64.43	£64.43				#DIV/0!	

Fees & charges approval template, 2014-15

Directorate:	Adult Social Care
Service:	Service Delivery

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable		% change	Expected yield for year £000s	Effective date of new charge	Including VAT, where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £				Existing	Proposed	% change	
Level 3	Locally	VZVE	£81.24	£81.24	0.0%						
<u>Older People:</u>											
Residential weekly charge	Locally	VZVE	£642.68	£642.68	0.0%					#DIV/0!	
Residential nightly charge	Locally	VZVE	£91.81	£91.81	0.0%					#DIV/0!	
Brook Unit at Park Hall (specifically, older LD clients)	Locally	VZVE	£1,163.00	£1,163.00	0.0%					#DIV/0!	
Day Service (excl. meals) - per weekday hour	Locally	VZVE	£6.18	£6.18	0.0%					#DIV/0!	
Day Service (excl. meals) - per weekend hour	Locally	VZVE	£8.02	£8.02	0.0%					#DIV/0!	
Day Service (excl. meals) - per public holiday hour	Locally	VZVE	£10.08	£10.08	0.0%					#DIV/0!	
Night Service (excl. bedroom and meals) - per weekday hour	Locally	VZVE	£9.58	£9.58	0.0%					#DIV/0!	
Night Service (excl. bedroom and meals) - per weekend hour	Locally	VZVE	£12.73	£12.73	0.0%					#DIV/0!	
Night Service (excl. bedroom and meals) - per public holiday hour	Locally	VZVE	£15.88	£15.88	0.0%					#DIV/0!	
Service Delivery: Home Care, per hour	Locally	VZVE	£16.50	£16.50	0.0%					#DIV/0!	
Service Delivery: Supported Living, per hour of staff provision (charge as package)	Locally	VZVE	£16.50	£16.50	0.0%					#DIV/0!	
Accessing premises only - per hour, all buildings	Locally	VZVE	£2.00	£2.00	0.0%					#DIV/0!	
In-house Home Based Care (after Reablement) and Extra Care											
Older People Homes - Lunch provided as part of Day Care											
Residential - CRAG	National Charging Policy	VZVE	Subject to financial assessment	Subject to financial assessment			April '2014			#DIV/0!	National Charging for Residential Accommodation Guide (CRAG) includes local allowance for Respite.
											Review in progress expected to conclude in year
											For approval

Fees & charges approval template, 2014-15

Directorate:	Adult Social Care
Service:	Service Delivery

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable		Expected yield for year £000s	Effective date of new charge	Including VAT, where applicable			
			Existing charge £	Proposed charge £			% change	Charge payable by the customer/ client		
									Existing	Proposed
Other Community Care Services - Fairer charging	Locally	VZVE	Subject to financial assessment	Subject to financial assessment		April 2014			#DIV/0!	Locally determined policy for Other Community Care Services.
Minimum charge for client assessments	Locally	VZVE	£2.00	£2.00						If Assessed to pay less than £2 then no charge is made.
Standard minimum disability related expenditure disregard	Locally	VZVE	£20.00	£20.00						
Capital limit	Locally	VZVE	£24,500.00	£24,500.00						
Standard High Street saving interest rate applied to capital above	Nationally	VZVE	£14,250.00	£14,250.00						Rates used as disregards within the Financial Assessment
Respite care allowance	Locally	VZVE	£20.00	£20.00						
Deputyship fees are charged in line with the Lord Chancellor's rates for Local Authority Deputies	Nationally		Various	Various						

FEES & CHARGES SCHEDULE 2014/15

Fees & charges approval template

Directorate:	Children's, Schools & Families
Service:	Children's Service

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Charge payable by the customer/client		% change	
								Existing	Proposed		
Children's Service											
OLA Fostering	Locally	No VAT	£100	£100	0.0%	10		100	100	0.0%	Charge is per child per week, and covers the cost of Social Worker supervision of placements for children from Other Local Authorities being placed with SCC Foster Carers.
Safeguarding Board - Training	Locally	No VAT	£75	£75	0.0%	41		75	75	0.0%	Charge for staff from non-members of the Surrey Safeguarding Children's Board to attend training provided by the Board. The charge is per place per day.
Inter-agency Adoption - Outside London	Nationally	No VAT	£27,000	£27,000	0.0%	21		27,000	27,000	0.0%	Charges occur where children are placed with families outside Surrey. Charges are paid in instalments over a number of years, and are not a regular form of income. Rates are set nationally and revised rates for 2014/15 have not yet been advised.
Inter-agency Adoption - London	Nationally	No VAT	£29,700	£29,700	0.0%			29,700	29,700	0.0%	

Fees & charges approval template

Directorate:	Children's, Schools & Families
Service:	Schools & Learning

Goods/ service for which charge is made	Charge set nationally/ locally?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
		Existing charge £	Proposed charge £	% change			Existing	Proposed	% change	
Training subscriptions (Early Years)		No VAT	see comments		72 n/a		see comments			Charges are based on locality and what facilities are available.
Children's centres other income		No VAT	see comments		300 n/a		see comments			None of the services within children's centres have standardised rates as they are based on local costs. There is a drive to make them self sufficient so any uplifts in charges again will be based on local requirements.
School Support to maintained schools per year	Locally	No VAT	1,200		404 n/a		1,200		1,200	Following the restructure of Schools and learning the basis of the charges to schools for additional support from education Officers was reviewed.
Schools Support to Academy Schools per year	Locally	VAT	1,500			1,800				
Not school' education at home per week per child	Locally (but based on AWP/PU Rates)	No VAT	100	10.0%	140	01/09/2014	100	110	10%	
Physical & Sensory Service supporting 16+ students with visual or hearing impairments - includes, text and material modification, exam support and modification and E-coaching. Charges are per hour:										
Teacher of the Deaf		No VAT	81.5	0.0%	461 n/a		81.5	81.5	0.0%	Fees to be reviewed, changes would apply from Sept 2014
Teacher for Vision Impairment		No VAT	81.5	0.0%		81.5	81.5	0.0%		
Teacher for Physical Disability		No VAT	81.5	0.0%		81.5	81.5	0.0%		
Deaf Instructor	Locally	No VAT	42	0.0%			42	42	0.0%	

Fees & charges approval template

Directorate:	Children's, Schools & Families
Service:	Schools & Learning

Goods/ service for which charge is made	Charge set nationally/ locally?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
		Existing charge £	Proposed charge £	% change			Existing	Proposed	% change	
Student Support Workers in educational establishments	Locally	32	32	0.0%	717	n/a	32	32	0.0%	Commercially sensitive
Sign Language Interpreters in educational establishments		42	42	0.0%			42	42	0.0%	
Sign Language Interpreters in non-educational establishments		48	48	0.0%			48	48	0.0%	
Amanuensis - Transcription Service		30	30	0.0%			30	30	0.0%	
Educational Audiologist		85	85	0.0%			85	85	0.0%	
Bespoke Assessments		85	85	0.0%			85	85	0.0%	
Schools & Learning Services to Maintained Schools and Academies	Locally				717	n/a				Commercially sensitive
Commercial Services fees & charges	Locally				25,439	n/a				Commercially sensitive

27,533

Fees & charges approval template

Directorate:	Children's, Schools & Families
Service:	Services for Young People.

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Charge payable by the customer/ client			
								Existing	Proposed	% change	
Services for Young People											
Surrey Outdoor Learning and Development (SOLD)											
Surrey Outdoor Learning	Locally		130	135	3.8%	1,534	1-Apr-2014	130	135	3.8%	A session is for a maximum of 10
Session rate (3 hours) for Groups of Young People	Locally		280	320	14.3%		1-Apr-2014	280	320	14.3%	
Adult Development sessions (3 hours)	Locally		17.5	18.5	5.7%		1-Apr-2014	17.50	18.50	5.7%	Adult meals are charged as per the individual customer needs
Food per 24 hours per person (3 meals)	Locally		300	315	5.0%		1-Apr-2014	300	315	5.0%	£315 for the first night then £262.50 per night
Log Cabin Accommodation	Locally		174	190	9.2%		1-Apr-2014	174	190	9.2%	Minimum occupancy 32 persons
Tepee/Yurt Village accommodation	Locally										
Duke of Edinburgh											
Provision of Duke of Edinburgh Award Scheme Books - Bronze & Silver	Locally	zero rated	33	33	0.0%	176	n/a	33	33	0.0%	
Provision of Duke of Edinburgh Award Scheme Books - Gold	Locally	zero rated	39	39	0.0%		n/a	39	39	0.0%	

Fees & charges approval template

Directorate:	Children's, Schools & Families
Service:	Strategic Services

Goods/ service for which charge is made	Charge set nationally/ locally?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
		Existing charge £	Proposed charge £	% change			Charge payable by the customer/ client			
							Existing	Proposed	% change	
Health & Safety Service Buyback by Academies - Per Pupil Charge	Locally	1.5	1.5	0.00%	54	N/A	1.5	1.5	0.00%	Only Academies that opt to buy back this service

FEES & CHARGES SCHEDULE 2014/15

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Libraries

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Overdue books, Adult books per open day	Local	Non-business	0.17	0.20	17.6%	281	Apr-14	0.17	0.20	17.6%	Plan to increase max no of books/other items borrowed to 20 (books currently max 9). Max fine currently reached after 40 days, reduction to 30 days.
Overdue adult books, maximum charge	Local	Non-business	6.80	6.00	-11.8%		Apr-14	6.80	6.00	-11.8%	
Overdue books, Young Adult/Children's books on an adult ticket, per open day	Local	Non-business	0.05	0.05	0.0%		Apr-14	0.05	0.05	0.0%	
Overdue young adult/Children's books, maximum charge	Local	Non-business	2.00	1.50	-25.0%		Apr-14	2.00	1.50	-25.0%	
Overdue books, administrative charge for reminder @ <u>6</u> weeks	Local	Non-business	2.00	2.00	0.0%		Apr-14	2.00	2.00	0.0%	
Replacement Library Card	Local	Non-business	2.50	2.50	0.0%		9	Apr-14	2.50	2.50	

Fees & charges approval template

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Service:	Libraries

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable				Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change	Charge payable by customer / client						
						Existing £			Proposed £	% change		
Entertainment DVD lowest popularity/length per week	Local	Non-business	2.00	2.00	0.0%	164	Apr-14	2.00	2.00	0.0%		
Entertainment DVD low popularity/length, per week	Local	Non-business	2.50	2.50	0.0%		Apr-14	2.50	2.50	0.0%		
Overdue charge low/lowest cost entertainment DVD, per open day	Local	Non-business	0.50	0.50	0.0%		Apr-14	0.50	0.50	0.0%		
Maximum overdue charge for low/lowest cost entertainment DVD, 40 days	Local	Non-business	20.00	15.00	-25.0%		Apr-14	20.00	15.00	-25.0%	Max fine currently reached after 40 days, reduction to 30 days.	
Entertainment DVD high popularity/length per week	Local	Non-business	3.00	3.00	0.0%		Apr-14	3.00	3.00	0.0%		
Entertainment DVD multiple disc set/length per week	Local	Non-business	6.00	6.00	0.0%		Apr-14	6.00	6.00	0.0%		
Overdue charge high/highest cost entertainment DVD, per open day	Local	Non-business	0.60	0.60	0.0%		Apr-14	0.60	0.60	0.0%		
Maximum overdue charge for high/highest cost entertainment DVD, 40 days	Local	Non-business	24.00	18.00	-25.0%		Apr-14	24.00	18.00	-25.0%	Max fine currently reached after 40 days reduction to 30 days.	
Information DVD	Local	Non-business	Free	Free			Apr-14	Free	Free		Most Information DVDs are to be withdrawn due to low turnover. Max fine currently reached after 40 days, considering reduction to 30 days.	
Information DVD, overdue charge per open day	Local	Non-business	0.17	0.20	17.6%		Apr-14	0.17	0.20	17.6%		
Information DVD, maximum overdue charge	Local	Non-business	6.80	6.00	-11.8%		Apr-14	6.80	6.00	-11.8%		

Fees & charges approval template

Directorate:	Customers and Communities
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Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable				Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change	Charge payable by customer / client						
						Existing £			Proposed £	% change		
Music CD single disc, per week	Local	Non-business	0.75	0.75	0.0%	25	Apr-14	0.75	0.75	0.0%	Service to be withdrawn in spring 2014. Max fine currently reached after 40 days, reduction to 30 days.	
Music CD, two or more in set, per week	Local	Non-business	1.00	1.00	0.0%		Apr-14	1.00	1.00	0.0%		
Music CD overdue charge per open day	Local	Non-business	0.17	0.20	17.6%	81	Apr-14	0.17	0.20	17.6%	Low stock and take up in this category	
Music CD, maximum overdue charge	Local	Non-business	6.80	6.00	-11.8%		Apr-14	6.80	6.00	-11.8%		
Spoken word CD, single or set of two, 3 week loan	Local	Non-business	0.75	0.75	0.0%	81	Apr-14	0.75	0.75	0.0%	Max fine currently reached after 40 days, reduction to 30 days.	
Spoken word CD, set of 3/4/5, 3 week loan	Local	Non-business	1.50	1.50	0.0%		Apr-14	1.50	1.50	0.0%		
Spoken word CD, set of six or more, 3 week loan	Local	Non-business	2.00	2.00	0.0%	81	Apr-14	2.00	2.00	0.0%	Max fine currently reached after 40 days, reduction to 30 days.	
Spoken word CD overdue charge per open day	Local	Non-business	0.17	0.20	17.6%		Apr-14	0.17	0.20	17.6%		
Spoken word CD, maximum overdue charge	Local	Non-business	6.80	6.00	-11.8%	81	Apr-14	6.80	6.00	-11.8%	Max fine currently reached after 40 days, reduction to 30 days.	
Spoken word cassettes, adult titles, single	Local	Non-business	0.40	0.40	0.0%		Apr-14	0.40	0.40	0.0%		
Spoken word cassettes, adult titles, 2/3 cassettes	Local	Non-business	0.50	0.50	0.0%	81	Apr-14	0.50	0.50	0.0%	Max fine currently reached after 40 days, reduction to 30 days.	
Spoken word cassettes, adult titles, 4 or more	Local	Non-business	1.50	1.50	0.0%		Apr-14	1.50	1.50	0.0%		
Spoken word Cassette overdue charge per open day	Local	Non-business	0.17	0.20	17.6%	81	Apr-14	0.17	0.20	17.6%	Max fine currently reached after 40 days, reduction to 30 days.	
Spoken word Cassette, maximum overdue charge	Local	Non-business	6.80	6.00	-11.8%		Apr-14	6.80	6.00	-11.8%		

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Libraries

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Spoken word CDs and cassettes, children's, 3 week loan	Local	Non-business	Free	Free	}	Apr-14	Free	Free			
Children spoken word CD/cassette overdue charge per day on an adult card	Local	Non-business	0.05	0.05		0.0%	Apr-14	0.05	0.05	0.0%	
Children spoken word CD/cassette overdue charge per day on an early years/child/young adult card	Local	Non-business	Free	Free			Apr-14	Free	Free		
Children's spoken word CD/Cassette, on an adult card, maximum overdue charge	Local	Non-business	2.00	1.50	-25.0%	Apr-14	2.00	1.50	-25.0%	Max fine currently reached after 40 days, reduction to 30 days.	
Language courses on CD or cassette	Local	Non-business	Free	Free	}	Apr-14	Free	Free			
Language courses overdue charge per open day	Local	Non-business	0.17	0.20		17.6%	Apr-14	0.17	0.20	17.6%	
Language courses, maximum overdue charge	Local	Non-business	6.80	6.00		-11.8%	Apr-14	6.80	6.00	-11.8%	Max fine currently reached after 40 days
Request for adult book in Surrey library stock	Local	Non-business	1.00	1.20	20.0%	Apr-14	1.00	1.20	20.0%		
On line request for adult book in Surrey library stock	Local	Non-business	0.50	0.60	20.0%	Apr-14	0.50	0.60	20.0%		
Reservation fee for reading groups per title	Local	Non-business	2.50	2.70	8.0%	56	Apr-14	2.50	2.70	8.0%	
Request for periodical article	Local	Non-business	4.00	6.00	50.0%		Apr-14	4.00	6.00	50.0%	
Copy of periodical article, per A4 sheet	Local	Non-business	0.20	0.20	0.0%	Apr-14	0.20	0.20	0.0%		

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Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Request for a large print book	Local	Non-business	Free	Free		Apr-14	Free	Free			
Request for book not in Surrey library stock obtained <u>within</u> the UK	Local	Non-business	4.00	6.00	50.0%	} Included in request fees above	Apr-14	4.00	6.00	50.0%	
Request for book not in Surrey library stock obtained <u>outside</u> the UK	Local	Non-business	6.00	10.00	66.7%		Apr-14	6.00	10.00	66.7%	
Renewal of inter library loan (first renewal)	Local	Non-business	1.50	1.50	0.0%		Apr-14	1.50	1.50	0.0%	
Renewal of inter library loan (second renewal)	Local	Non-business	1.50	1.50	0.0%		Apr-14	1.50	1.50	0.0%	
Request for a children's/young adult book in Surrey library stock	Local	Non-business	Free	Free			Apr-14	Free	Free		
On line request for audio book/music CD/Video or DVD	Local	Non-business	0.50	0.60	20.0%	Apr-14	0.50	0.60	20.0%		
Request for audio book/music CD/Video or DVD	Local	Non-business	1.00	1.20	20.0%	Apr-14	1.00	1.20	20.0%		

Fees & charges approval template

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Service:	Libraries

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable				Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change	Charge payable by customer / client						
						Existing £			Proposed £	% change		
Replacement of a lost/damaged item still in print (refunded if lost item found within 12 months)	Local	Non-business	Full replacement price	Full replacement price		25	Apr-14	Full replacement price	Full replacement price			
Replacement of a lost/damaged item out of print	Local	Non-business	Suppliers average price	Suppliers average price			Apr-14	Suppliers average price	Suppliers average price			
Use of a computer - first two hours	Local	Non-business	Free	Free		Free	Apr-14	Free	Free			
Use of a computer - a further two hours	Local	Non-business	4.00	4.00	0.0%	15	Apr-14	4.00	4.00	0.0%		
Use of a computer, non-member guest log-in, two hours	Local	Non-business	4.00	4.00	0.0%		Apr-14	4.00	4.00	0.0%		
Room hire	Local	exempt	Various	Various		135	Apr-14	Various	Various		Increases have been made in individual libraries	
Performing Arts, reservation fee (per title) for sets ordered in advance	Local	Non-business	3.00	3.00	0.0%	Minimal	Apr-14	3.00	3.00	0.0%		
Performing Arts, inter-library loan fee per application to other library authorities	Local	Non-business	4.00	4.00	0.0%	Minimal	Apr-14	4.00	4.00	0.0%		
Performing Arts, Surrey/West Sussex groups, annual subscription	Local	Non-business	25.00	25.00	0.0%	65	Apr-14	25.00	25.00	0.0%		
Performing Arts, other groups, annual subscription	Local	Non-business	32.00	32.00	0.0%		Apr-14	32.00	32.00	0.0%		

Fees & charges approval template

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Service:	Libraries

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable				Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change	Existing £			Proposed £	% change		
Performing Arts, Surrey/West Sussex groups, loan of vocal scores, per month	Local	Non-business	5.00	5.00	0.0%	Included in performing arts fees & charges above	Apr-14	5.00	5.00	0.0%	There is a full review being undertaken for Performing Arts. This will impact on the prices PA charges. Changes only to orchestral sets to bring them up to parity with other authorities.	
Performing Arts, Surrey/West Sussex groups, loan of packaged vocal sets, per month	Local	Non-business	4.00	4.00	0.0%		Apr-14	4.00	4.00	0.0%		
Performing Arts, Surrey/West Sussex groups, loan of orchestral sets, per month	Local	Non-business	8.00	8.00	0.0%		Apr-14	8.00	8.00	0.0%		
Performing Arts, Surrey/West Sussex groups, loan of play sets, per month	Local	Non-business	4.00	4.00	0.0%		Apr-14	4.00	4.00	0.0%		
Performing Arts, other groups, loan of vocal scores, per month	Local	Non-business	7.00	7.00	0.0%		Apr-14	7.00	7.00	0.0%		
Performing Arts, other groups, loan of orchestral sets, per month	Local	Non-business	10.00	10.00	0.0%		Apr-14	10.00	10.00	0.0%		
Performing Arts, other groups, loan of packaged vocal sets, per month	Local	Non-business	6.00	6.00	0.0%		Apr-14	6.00	6.00	0.0%		
Performing arts, other groups, loan of play sets, per month	Local	Non-business	5.00	5.00	0.0%		Apr-14	5.00	5.00	0.0%		

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Libraries

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Charge payable by customer / client			
								Existing £	Proposed £	% change	
Printing from computer, black & white, A4	Local	Standard	0.13	0.17	33.3%	80	Apr-14	0.15	0.20	33.3%	
Printing from microform readers (microfilm/microfiche), per page	Local	Standard	0.42	0.42	0.0%		57	Apr-14	0.50	0.50	0.0%
Printing from computer, colour, A4	Local	Standard	0.83	0.83	0.0%	17		Apr-14	1.00	1.00	0.0%
Photocopying, A4 B&W, per sheet	Local	Standard	0.08	0.08	0.0%		127	Apr-14	0.10	0.10	0.0%
Photocopying, A3 B&W, per sheet	Local	Standard	0.17	0.17	0.0%	127		Apr-14	0.20	0.20	0.0%
Photocopying, A4 colour, per sheet	Local	Standard	0.83	0.83	0.0%		127	Apr-14	1.00	1.00	0.0%
Photocopying, A3 colour, per sheet	Local	Standard	1.25	1.25	0.0%	127		Apr-14	1.50	1.50	0.0%
Fax service, send to UK & Eire first page	Local	Standard	1.25	1.25	0.0%		127	Apr-14	1.50	1.50	0.0%
Fax service, send to UK & Eire further pages	Local	Standard	0.83	0.83	0.0%	127		Apr-14	1.00	1.00	0.0%
Fax service, send to Europe - first page	Local	Standard	2.08	2.08	0.0%		127	Apr-14	2.50	2.50	0.0%
Fax service, send to Europe - further pages	Local	Standard	1.25	1.25	0.0%	127		Apr-14	1.50	1.50	0.0%
Fax service, send to rest of world - first page	Local	Standard	3.33	3.33	0.0%		127	Apr-14	4.00	4.00	0.0%
Fax service, send to rest of world - further pages	Local	Standard	1.67	1.67	0.0%	127		Apr-14	2.00	2.00	0.0%
Fax service, to receive a fax - first page	Local	Standard	1.25	1.25	0.0%		127	Apr-14	1.50	1.50	0.0%
Sale of miscellaneous items (stationery, books, stamps)	Local	Mixed	Various	Various	Various	127		Apr-14	Various	Various	Various

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Libraries

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
			Car Parking	Local	Standard			Various	Various	9	
Author talks	Local	Standard	Various	Various	14	Apr-14	Various	Various			
Loan of headphones	Local	Standard	0.42	0.42	1	Apr-14	0.50	0.50	0.0%		
Other services e.g. laminating	Local	Standard	Various	Various	34	Apr-14	Various	Various			
Sale of ex stock	Local	Zero rated	Various	Various	66	Apr-14	Various	Various			

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Adult & Community Learning

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Course fees, per hour	Local	Exempt	5.60 - 8.40	5.80 - 8.50	3.5%	1,611		5.60 - 8.40	5.80 - 8.50	3.5%	
Course fees for learners with learning difficulties	Local	Exempt	2.10	2.30	9.5%			2.10	2.30	9.5%	
Sale of course materials	Local	Exempt	Various	Various		116		Various	Various		
Café income	Local	Exempt	Various	Various				Various	Various		
Vending	Local	Exempt	Various	Various				Various	Various		
Sole use hire of space in centres, per m ²	Local	Exempt	14.50	15.00	3.4%			14.50	15.00	3.4%	
Classrooms for up to 39 people, non commercial use per hour	Local	Exempt	19.30	20.00	3.6%			19.30	20.00	3.6%	
Classrooms for up to 39 people, commercial use per hour	Local	Exempt	36.60	38.00	3.8%			36.60	38.00	3.8%	
Halls for 40 people or more, non commercial use per hour	Local	Exempt	35.60	37.00	3.9%			35.60	37.00	3.9%	
Halls for 40 people or more, commercial use per hour	Local	Exempt	68.00	70.00	2.9%			68.00	70.00	2.9%	
Reduction for longer hire periods, 6 hours or more in a day	Local	Exempt	10%	10%				10%	10%		

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Adult & Community Learning

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Reduction for longer hire periods, more than 2 hours per session for more than 3 days or more per term	Local	Exempt	20%	20%	3.3%			20%	20%		
Hire of equipment	Local	Standard	2.50	2.58	3.3%			3.00	3.10	3.3%	
Out of hours, additional charge	Local	Standard	Cost recovery plus 10%	Cost recovery plus 10%				Cost recovery plus 10%	Cost recovery plus 10%		
Hire to other SCC Directorates	Local	Internal, not applicable	No charge for one off use - £10 per hour for ongoing room usage	No charge for one off use - £10.50 per hour for ongoing room usage				No charge for one off use - £10 per hour for ongoing room usage	No charge for one off use - £10.50 per hour for ongoing room usage		

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Registrars

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable				Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations	
			Existing charge £	Proposed 2014/15 £	% Change	Proposed 2015/16 £			Existing £	Proposed 2014/15 £	% change		Proposed 2015/16 £
			Charge payable by customer / client										
Full certificate of Birth/Death/Marriage, on day of registration	National	Non-business	4.00	4.00	0.0%	4.00		4.00	4.00	0.0%	4.00	Statutory fees are set by central government. Review of fees expected early 2014 no date for the outcome of the review	
Full certificate of Birth/Death/Marriage, from a current register standard service	National	Non-business	7.00	7.00	0.0%	7.00	Minimal	7.00	7.00	0.0%	7.00		
Full certificate of Birth/Death/Marriage, from a completed register standard service	National	Non-business	10.00	10.00	0.0%	10.00	100	10.00	10.00	0.0%	10.00		
Short Birth Certificate from a current register, standard service	National	Non-business	7.00	7.00	0.0%	7.00	Minimal	7.00	7.00	0.0%	7.00		
Short Birth Certificate from a completed register, standard service	National	Non-business	10.00	10.00	0.0%	10.00	Minimal	10.00	10.00	0.0%	10.00		
Civil Partnership certificates, on day of registration	National	Non-business	4.00	4.00	0.0%	4.00	Minimal	4.00	4.00	0.0%	4.00		
Civil Partnership certificates, after day of registration standard service	National	Non-business	10.00	10.00	0.0%	10.00	Minimal	10.00	10.00	0.0%	10.00		
Notice of Marriage or civil partnership	National	Non-business	35.00	35.00	0.0%	35.00	300	35.00	35.00	0.0%	35.00		
Certificates, additional fee for Priority service (in addition to statutory fees above)	Local	Non-business	6.00	6.00	0.0%	6.00	22	6.00	6.00	0.0%	6.00		
Amendment fee	Local	Non-business	30.00	30.00	0.0%	30.00	Minimal	30.00	30.00	0.0%	30.00		

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Registrars

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable				Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed 2014/15 £	% Change	Proposed 2015/16 £			Charge payable by customer / client			
									Existing £	Proposed 2014/15 £	% change	
Commemorative Certificate	Local	Non-business	5.00	5.00	0.0%	5.00		5.00	5.00	0.0%	5.00	
Non refundable booking fee for ceremonies (included in fees below)	Local	Non-business	100.00	100.00	0.0%	100.00	40	100.00	100.00	0.0%	100.00	2014/15 fees already agreed as fees are taken up to 2 years in advance
Marriage/Civil Partnership at Register Office, Monday - Thursday	Local	Non-business	105.00	110.00	4.8%	115.00	251	105.00	110.00	4.8%	115.00	
Marriage/Civil Partnership at Register Office, Friday	Local	Non-business	180.00	195.00	8.3%	200.00		180.00	195.00	8.3%	200.00	
Marriage/Civil Partnership at Register Office, Saturday	Local	Non-business	240.00	255.00	6.3%	260.00	Minimal	240.00	255.00	6.3%	260.00	
Statutory Register Office Ceremony	National	Non-business	45.00	45.00	0.0%	45.00		45.00	45.00	0.0%	45.00	Statutory fee
Attend venue for civil marriage/civil partnership, Monday - Thursday	Local	Non-business	380.00	395.00	3.9%	410.00	762	380.00	395.00	3.9%	410.00	
Attend venue for civil marriage/civil partnership, Friday and Saturday	Local	Non-business	420.00	455.00	8.3%	470.00		420.00	455.00	8.3%	470.00	
Attend venue for civil marriage/civil partnership, Sunday and Bank Holidays	Local	Non-business	490.00	500.00	2.0%	520.00	20	490.00	500.00	2.0%	520.00	
Marriage/Civil Partnership, small room at Arlington House or Tynney room at The Mansion	Local	Non-business	60.00	60.00	0.0%	60.00		60.00	60.00	0.0%	60.00	
Renewal of Vows and naming ceremonies at Register offices, Monday - Thursday	Local	Standard	105.00	110.00	4.8%	115.00	Minimal	126.00	132.00	4.8%	138.00	

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Registrars

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable				Expected yield for year £000s	Effective date of new charge	Including VAT where applicable				Comments/ special considerations
			Existing charge £	Proposed 2014/15 £	% Change	Proposed 2015/16 £			Charge payable by customer / client		Proposed 2014/15 £	Proposed 2015/16 £	
									Existing £	Proposed £			
Renewal of Vows and naming ceremonies at Register offices, Friday	Local	Standard	180.00	195.00	8.3%	200.00	Minimal	Apr-14	216.00	234.00	8.3%	240.00	
Renewal of Vows and naming ceremonies at Register offices, Saturday	Local	Standard	240.00	255.00	6.2%	260.00	Minimal	Apr-14	288.00	306.00	6.3%	312.00	
Renewal of Vows/naming ceremony at another venue, Monday-Thursday	Local	Standard	205.00	210.00	2.4%	215.00	Minimal	Apr-14	246.00	252.00	2.4%	258.00	
Renewal of Vows/naming ceremony at another venue, Friday	Local	Standard	270.00	275.00	1.9%	280.00	Minimal	Apr-14	324.00	330.00	1.9%	336.00	
Renewal of Vows/naming ceremony at another venue, Saturday	Local	Standard	270.00	275.00	1.9%	280.00	Minimal	Apr-14	324.00	330.00	1.9%	336.00	
Renewal of Vows/naming ceremony at another venue, Sunday	Local	Standard	325.00	330.00	1.5%	335.00	Minimal	Apr-14	390.00	396.00	1.5%	402.00	
Licensing premises for civil ceremonies, one room	Local	Non-business	2,000.00	2,000.00	0.0%	2,000.00	50		2,000.00	2,000.00	0.0%	2,000.00	
Licensing premises for civil ceremonies, each additional room	Local	Non-business	195.00	205.00	5.1%	210.00	Minimal	Apr-14	195.00	205.00	5.1%	210.00	
Licensing premises for civil ceremonies, appeal/review following rejection/revocation (non refundable)	Local	Non-business	350.00	350.00	0.0%	350.00	Minimal		350.00	350.00	0.0%	350.00	
Nationality application checking service, single application, adult or child	Local	Standard	60.00	65.00	8.3%	70.00	20	Apr-14	72.00	78.00	8.3%	84.00	

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Registrars

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable				Expected yield for year £000s	Effective date of new charge	Including VAT where applicable				Comments/ special considerations
			Existing charge £	Proposed 2014/15 £	% Change	Proposed 2015/16 £			Charge payable by customer / client		Proposed 2014/15 £	Proposed 2015/16 £	
									Existing £	% change			
Nationality application checking service, child as part of a family	Local	Standard	60.00	65.00	8.3%	70.00	Apr-14	72.00	78.00	8.3%	84.00		
Nationality application checking service, additional appointment	Local	Standard	25.00	25.00	0.0%	25.00		30.00	30.00	0.0%	30.00		
Citizen Ceremony fee, Individual	Local	Non-business	80.00	85.00	6.3%	90.00	Apr-14	80.00	85.00	6.3%	90.00		
Additional fee for Private Ceremony	Local	Non-business	120.00	130.00	8.3%	150.00	Apr-14	120.00	130.00	8.3%	150.00		
Citizen Ceremony fee Family	Local	Non-business	80.00	80.00	0.0%	80.00		80.00	80.00	0.0%	80.00	Fee from the Home Office	
Additional fee for Private Ceremony	Local	Non-business	120.00	130.00	8.3%	150.00	Apr-14	120.00	130.00	8.3%	150.00		
Citizenship Ceremony fee received from the Home Office for each new citizen	National	Non-business	80.00	80.00	0.0%	80.00		80.00	80.00	0.0%	80.00	Fee from the Home Office	

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Surrey Arts

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Children's music lessons (10per term), varies depending on number of participants and length of lesson	Local	Exempt	41.00 - 349.00	42.00 - 359.00	2.5%	2,183	Sep-14	41.00 - 349.00	42.00 - 359.00	2.5%	Surrey Arts tuition fees are reviewed prior to the start of each new academic year in September. This is when the annual price increase is normally applied. Surrey Arts will keep the increase as low as possible. Music tuition is supported by government grant. New arrangements are in place for grant funding which include an open competitive bidding process. Surrey Arts is acting as lead organisation for the Surrey Music Education Hub. Grant funding has been agreed for three years from October 2012 but decreases from £1,208,000 to £1,043,000 in 2013-14. The grant for 2014-15 should be in the region of £1,061,000.
Adult music lessons (10 week term), varies depending on number of participants and length of lesson	Local	Exempt	63.00 - 377.00	65.00 - 388.00	3.0%		Sep-14	63.00 - 377.00	65.00 - 388.00	3.0%	
Tuning up programme (10 sessions per term)	Local	Exempt	21.00	49.00	133.3%	42	Sep-14	21.00	49.00	133.3%	
Primary Festivals Concerts Ticket	Local	Exempt	7.00	7.00	0.0%	32		7.00	7.00	0.0%	
Ensemble membership	Local	Exempt	47.00 - 63.00	48.00 - 65.00	2.3%	152	Sep-14	47.00 - 63.00	48.00 - 65.00	2.3%	
Instrument hire, per term	Local	Standard	13.33	40.00	200.0%	32	Sep-14	16.00	48.00	200.0%	
Assisted purchase admin fee	Local	Non-business	5%, max £50	5%, max £50	0.0%	Minimal		5%, max £50	5%, max £50	0.0%	
Examination administration fee, per entry	Local	Non-business	7.50	7.50	0.0%	Minimal		7.50	7.50	0.0%	
School recitals	Local	Non-business	105.00 - 210.00	105.00 - 210.00	0.0%	Minimal		105.00 - 210.00	105.00 - 210.00	0.0%	
Gatton Residential Course	Local	Exempt	60.00 - 260.00	60.00 - 260.00	0.0%	Minimal		60.00 - 260.00	60.00 - 260.00	0.0%	
Artists open studios	Local	Standard	35.00 - 235.83	40.00 - 277.00	14.3%	32	Sep-14	35.00 - 235.83	40.00 - 277.00	14.3%	

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Surrey Arts

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations	
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change		
Wardrobe hire, per item first seven days	Local	Standard	0.23 - 21.67	0.23 - 21.67	0.0%	49		0.28 - 26.00	0.28 - 26.00	0.0%	Wardrobe hire fees were restructured in Nov 2010 onto a simplified per item basis.	
Wardrobe hire, per item further 7days	Local	Standard	25% of first week fee	25% of first week fee	0.0%			25% of first week fee	25% of first week fee	0.0%		A concessionary membership fee of £25.00 is available for students and those receiving unemployment and low income benefits
Wardrobe membership (group and family/individual)	Local	Standard	39.17 - 56.67	39.17 - 56.67	0.0%			47.00 - 68.00	47.00 - 68.00	0.0%		
Concert ticket sales	Local	Standard	4.17 - 26.67	4.17 - 26.67	0.0%	Minimal		5.00 - 25.00	5.00 - 25.00	0.0%		
Arts Events (Boys Dance, Jnr Art School, Surrey Youth Theatre)	Local	Standard	Various	Various	0.0%	Minimal		Various	Various	0.0%		

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Heritage

Goods / service for which charge is made	Charge set Nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Baptism certificates	National	Standard	17.50	17.50	0.0%	65		21.00	21.00	0.0%	These fees are set by the Church of England Price will vary to ensure recovery of printing costs.
Marriage Certificates	National	Standard	8.33	8.33	0.0%			10.00	10.00	0.0%	
Certified copies of other documents	Local	Standard	12.50	12.50	0.0%			15.00	15.00	0.0%	
Postage of certificates, if required	Local	Exempt	1.50	1.50	0.0%			1.50	1.50	0.0%	
Photocopy, A4 & A3 per sheet	Local	Standard	0.50	0.58	16.7%			0.60	0.70	16.7%	
Postage of up to five copies	Local	Exempt	5.00	5.00	0.0%			5.00	5.00	0.0%	
Postage, each additional copy	Local	Exempt	0.60	0.70	16.7%			0.60	0.70	16.7%	
A0 copies of 25" OS maps out of copyright	Local	Standard	8.33	10.00	20.0%			10.00	12.00	20.0%	
Postage of copied maps, if required	Local	Exempt	2.80	2.80	0.0%			2.80	2.80	0.0%	
Removal of staples, pins etc from archive materials for photocopying	Local	Standard	14.58	15.00	2.9%			17.50	18.00	2.9%	
Prints from microfilm/microfiche, A3 or A4	Local	Standard	0.50	0.58	16.7%			0.60	0.70	16.7%	
Postage of up to five copies	Local	Exempt	5.00	5.00	0.0%			5.00	5.00	0.0%	
Postage of each additional copy	Local	Exempt	1.00	1.00	0.0%			1.00	1.00	0.0%	
Copies of microfiche, up to 4	Local	Standard	19.33	20.00	3.4%			23.20	24.00	3.4%	

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Heritage

Goods / service for which charge is made	Charge set Nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Copy of each additional microfiche	Local	Standard	4.83	5.00	3.4%	Included in general fees and charges above	Apr-14	5.80	6.00	3.4%	
Postage of microfiche, per order	Local	Exempt	2.80	2.80	0.0%			2.80	2.80	0.0%	
Copies of microfilm	Local	Standard	66.00	67.92	2.9%			79.20	81.50	2.9%	
Postage of microfilm, per order	Local	Exempt	2.80	2.80	0.0%			2.80	2.80	0.0%	
Print out from SHC lists or databases, first 20 sheets	Local	Standard	Free					Free			
Postage, per order	Local	Exempt	2.80	2.80	0.0%			2.80	2.80	0.0%	
Printouts from internet/CD ROMs on site at SHC, per sheet	Local	Standard	0.13	0.13	0.0%			0.15	0.15	0.0%	
Colour print outs from Sites and Monument Record, per sheet	Local	Standard	1.00	1.00	0.0%			1.20	1.20	0.0%	
Photography Permit, one day	Local	Standard	6.58	6.75	2.5%			7.90	8.10	2.5%	
Photography Permit, five days	Local	Standard	19.79	20.25	2.3%			23.75	24.30	2.3%	
Removal of staples, pins etc from archive materials for photography	Local	Standard	14.58	15.00	2.9%			17.50	18.00	2.9%	
Talk by a member of staff to groups within Surrey	Local	Standard	50.00	54.17	8.3%			60.00	65.00	8.3%	
Tour of SHC, group of up to 15 people	Local	Standard	29.17	30.83	5.7%			35.00	37.00	5.7%	
Digital image, A4 basic paper	Local	Standard	6.58	6.75	2.5%			7.90	8.10	2.5%	

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Heritage

Goods / service for which charge is made	Charge set Nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Digital image, A4 photo quality paper	Local	Standard	9.42	9.67	2.7%	Included in general fees and charges above	Apr-14	11.30	11.60	2.7%	
Digital image, A3 basic paper	Local	Standard	10.33	10.67	3.2%		Apr-14	12.40	12.80	3.2%	
Digital image, A3 photo quality paper	Local	Standard	18.83	19.33	2.7%		Apr-14	22.60	23.20	2.7%	
Digital image on CD, first image	Local	Standard	9.42	9.67	2.7%		Apr-14	11.30	11.60	2.7%	
Digital image on CD, subsequent images	Local	Standard	5.67	5.83	2.9%		Apr-14	6.80	7.00	2.9%	
Postage, per digital image order UK	Local	Exempt	2.80	2.80	0.0%			2.80	2.80	0.0%	
Postage, per digital image order overseas	Local	Exempt	4.00	4.00	0.0%			4.00	4.00	0.0%	
Books, stamps, cards, gifts etc from shop	Local	Standard	Various	Various				Various	Various		
Reproduction historic map, John Speed 1610	Local	Standard	10.00	10.00	0.0%			12.00	12.00	0.0%	
Reproduction historic map, John Blaeu 1645	Local	Standard	10.00	10.00	0.0%			12.00	12.00	0.0%	
Reproduction historic map, Emanuel Bowen c. 1753-1760	Local	Standard	8.33	8.33	0.0%			10.00	10.00	0.0%	
Postage of maps, UK	Local	Exempt	2.80	2.80	0.0%			2.80	2.80	0.0%	
Postage of maps, overseas	Local	Exempt	4.00	4.00	0.0%			4.00	4.00	0.0%	
Postage of books from shop	Local	Exempt	2.40	2.80	16.7%			2.40	2.80	16.7%	
Postage of books from shop, large orders	Local	Exempt	On application	On application			On application	On application			

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Heritage

Goods / service for which charge is made	Charge set Nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Charge payable by customer / client		% change	
								Existing £	Proposed £		
Paid research service, per half hour	Local	Standard	14.58	15.00	2.9%	Included in general fees and charges above	Apr-14	17.50	18.00	2.9%	
One to One surgeries, per hour	Local	Standard	29.17	30.00	2.9%		Apr-14	35.00	36.00	2.9%	
Filming fee, per day	Local	Standard	166.67	166.67	0.0%		Apr-14	200.00	200.00	0.0%	
Publication fee: scholarly, non-profit making, with print runs < 1,000copies, per image	Local	Zero rated	6.00	6.20	3.3%		Apr-14	6.00	6.20	3.3%	
Publication fee: books with print runs > 1,000 copies, per image	Local	Zero rated	35.00	36.00	2.9%		Apr-14	35.00	36.00	2.9%	
Publication fee, book and magazine covers, per image	Local	Zero rated	55.00	56.00	1.8%		Apr-14	55.00	56.00	1.8%	
Publication fee, TV, film, video stills or moving image, per image	Local	Standard	45.83	46.67	1.8%		Apr-14	55.00	56.00	1.8%	
Publication fee, digital publication intranet only, per image	Local	Standard	5.00	5.17	3.3%		Apr-14	6.00	6.20	3.3%	
Publication fee, digital publication commercial use, per image	Local	Standard	29.17	30.00	2.9%		Apr-14	35.00	36.00	2.9%	
Publication fee, digital publication non profit CD ROM, per image	Local	Standard	5.00	5.17	3.3%		Apr-14	6.00	6.20	3.3%	
Publication fee, commercial interior design and decoration, per image	Local	Standard	45.83	46.67	1.8%		Apr-14	55.00	56.00	1.8%	

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Heritage

Goods / service for which charge is made	Charge set Nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Publication fee, postcards, greeting cards, calendars, giftware, mugs, posters etc, per image	Local	Standard	45.83	46.67	1.8%	Included in general fees & charges above	Apr-14	55.00	56.00	1.8%	
Conference Room hire, full day	Local	Exempt	230.00	240.00	4.3%		Apr-14	230.00	240.00	4.3%	
Conference Room hire, half day	Local	Exempt	118.00	120.00	1.7%		Apr-14	118.00	120.00	1.7%	
Seminar Room hire, half day	Local	Exempt	73.00	75.00	2.7%		Apr-14	73.00	75.00	2.7%	
Seminar Room hire, full day	Local	Exempt	138.00	140.00	1.4%		Apr-14	138.00	140.00	1.4%	
Events Room hire, full day	Local	Exempt	118.00	120.00	1.7%		Apr-14	118.00	120.00	1.7%	
Events Room hire, half day	Local	Exempt	62.00	65.00	4.8%		Apr-14	62.00	65.00	4.8%	
Catering with room hire	Local	Standard	Cost recovery	Cost recovery				Cost recovery	Cost recovery		
Out of hours room hire, additional fee	Local	Standard	Cost recovery	Cost recovery				Cost recovery	Cost recovery		
Historic Environment Record planning consultation	Local	Standard	50.00	50.00	0.0%			60.00	60.00	0.0%	
Talk at SHC or other venue, per ticket	Local	Standard	4.17	4.17	0.0%			5.00	5.00	0.0%	

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Heritage

Goods / service for which charge is made	Charge set Nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Colour copies from tithe maps A4	Local	standard	1.00	1.00	0.0%	Included in general fees & charges above 477		1.20	1.20	0.0%	
Colour copies from tithe maps A3	Local	Standard	1.42	1.42	0.0%			1.70	1.70	0.0%	
Archive sources packs for schools already made up	Local		29.17	30.00	2.9%		Apr-14	35.00	36.00	2.9%	
Archive sources packs for schools requiring new research	Local		45.83	46.67	1.8%		Apr-14	55.00	56.00	1.8%	
Archaeology services	Local	Standard	Cost recovery	Cost recovery			Cost recovery	Cost recovery			

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Trading Standards

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Fireworks Registration, one year	National	Non business	105.00					105.00			The service has been working in partnership with Mole Valley Environmental Health with a view to transfer this activity and the associated income for explosives. However transfer has not been agreed
Fireworks Registration, one year renewal	National	Non business	52.00					52.00			
Fireworks Licence, one year	National	Non business	178.00					178.00			The service has been working in partnership with Mole Valley Environmental Health with a view to transfer this activity and the associated income for explosives. However transfer has not been agreed
Fireworks Licence, one year renewal	National	Non business	83.00					83.00			
Fireworks Registration, annual licence (outside permitted periods)	National	Non business	500.00					500.00			The service has been working in partnership with Mole Valley Environmental Health with a view to transfer this activity and the associated income for explosives. However transfer has not been agreed
Variation of the licensee or registrant, site address/ Transfer of Licence or registration/ replacement licence/registration	National	Non business	35.00					35.00			
Petrol licence, storage of up to 2,500 litres	National	Non business	42.00					42.00			Purchased on a 3 years cycle. Any fee increases will be minimal (controlled by statute). HSE are reviewing this area for possible change in 2014 which may end income stream.
Petrol licence, storage of 2,500-50,000 litres	National	Non business	58.00					58.00			
Petrol licence, storage of more than 50,000 litres	National	Non business	120.00					120.00			Purchased on a 3 years cycle. Any fee increases will be minimal (controlled by statute). HSE are reviewing this area for possible change in 2014 which may end income stream.
Change or transfer of an existing licence	National	Non business	8.00					8.00			

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Trading Standards

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Site searches of premises where petroleum has been stored, full information	Local	Standard	108.15	Free	-100.0%	0		129.78	Free	-100.0%	Case law established in 2013 that the authority can no longer charge for site searches under environmental legislation. Therefore the charge was removed mid year.
Site searches of premises where petroleum has been stored, no information	Local	Standard	54.08	Free	-100.0%	0		64.89	Free	-100.0%	
Plans of premises subject to site search	Local	Standard	10.82	Free	-100.0%	0		12.98	Free	-100.0%	
Poisons licence, initial registration, per premise	National	Non business	35.50	35.50	0.0%	Included in licence fees above		35.50	35.50	0.0%	The service are working in partnership with Mole Valley Environmental Health. Responsibility for these income streams will pass to Mole Valley from March 2014.
Poisons licence, registration renewal, per premise	National	Non business	18.55	18.55	0.0%			18.55	18.55	0.0%	
Variation of an existing poisons registration	National	Non business	9.30	9.30	0.0%			9.30	9.30	0.0%	
Performing animals licence	National	Non business	25.00	25.00	0.0%			25.00	25.00	0.0%	Statutory. Published March / April.

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Trading Standards

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
			Charge payable by customer / client								
Credit fitness checks per hour	National	Non business	Set by OFT	Set by OFT			Set by OFT	Set by OFT	0.0%	Conducted at request of OFT who also set fee levels, believe with transfer of function this service may end/change	
Primary Authority Principle Agreements	Local (cost recovery limit - National)	Standard	Various	Various			Various	Various	0.0%	Yield based on average officer charge (£67 per hour). No planned increase as restricted to cost recovery.	
Recovery of Officer time	Local	Standard	67.00	67.00	0.0%	144	67.00	67.00	0.0%	Yield depends on third party demand for officer services.	
Buy with Confidence, initial application fee	Local	Standard	222.50	222.50	0.0%		267.00	267.00	0.0%		
Buy with Confidence, annual fee, businesses with 1-5 employees	Local	Standard	121.67	121.67	0.0%		146.00	146.00	0.0%		
Buy with Confidence, annual fee, businesses with 6-20 employees	Local	Standard	178.33	178.33	0.0%		214.00	214.00	0.0%		
Buy with Confidence, annual fee, businesses with more than 20 employees	Local	Standard	279.17	279.17	0.0%		335.00	335.00	0.0%	BWC scheme management group has agreed maximum fees for all authorities, awaiting review and common fee proposals. Exploring alternatives for service provision	

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Fire and Rescue

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Charge payable by customer / client			
								Existing £	Proposed £	% change	
Cost recovery for "special services", per hour	Local	Standard	302.86	308.92	2.0%	71	Apr-14	363.43	370.70	2.0%	
Extracts from Fire Reports, per report	Local	Zero	64.07	65.35	2.0%		Apr-14	64.07	65.35	2.0%	
Safe Drive Stay Alive	Local	Exempt	2.50	2.55	2.0%		Apr-14	2.50	2.55	2.0%	

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Customer Services

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Charge payable by customer / client			
								Existing £	Proposed £	% change	
Blue parking badge	National	Non business	10.00	10.00	0.0%	135		10.00	10.00	0.0%	Maximum charge remains at £10. Expected income based on 3 yearly estimated renewals and actual average over last 12 months and actual average over same period last year (from BBIS system).

FEES & CHARGES SCHEDULE 2014/15

Fees & charges approval template

Directorate:	Environment & Infrastructure
Service:	Environment (Countryside)

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge	Proposed charge	% change		Expected yield for year	Charge payable by the customer/ client		
			£	£			£000s	Existing	Proposed	
Utilities temporary closure of Rights of Way (RoW) by Notice (5 day)	locally	non-business	£347	£400	15.3%	4	£347	£400	15.3%	
Utilities temporary closure of Rights of Way (RoW) by Order (6 month)	locally	non-business	various	various	n/a	13	various	various	n/a	
Diversion of ROW at request of landowner	locally	non-business	n/a	£2,500	n/a	15	n/a	2,500	n/a	New
Landowner Statutory Highway Declaration and Statement	locally	non-business	n/a	500	n/a	5	n/a	500	n/a	New following change in legislation
Lower Mole and Downlands Project	Cost recovery	cost recovery	cost recovery	cost recovery	n/a	91	cost recovery	cost recovery	n/a	Income related to actual costs incurred

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2060

Total Environment

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Highways

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Existing variable, subject to product and location	Proposed variable, subject to product and location	% change	
Recovery of laboratory testing services	Locally	non-business	variable, subject to product and location	variable, subject to product and location	0.0%	307		variable, subject to product and location	variable, subject to product and location	0.0%	
Core investigation failure	Nationally	non-business	122.75	122.75	0.0%	69		122.75	122.75	0.0%	
Core investigation inspection fee (D1)	Nationally	non-business	47.50	47.50	0.0%			47.50	47.50	0.0%	
Highways information team, standing charge	Locally	non-business	22.00	22.00	0.0%			22.00	22.00	0.0%	
Enquiry fee, up to 50m ²	Locally	non-business	10.00	10.00	0.0%			10.00	10.00	0.0%	
Enquiry fee, additional 50 meters (up to 500m)	Locally	non-business	10.00	10.00	0.0%			10.00	10.00	0.0%	
Enquiry fee, additional 10 meters (over 500m)	Locally	non-business	1.00	1.00	0.0%	685		1.00	1.00	0.0%	
Copy of agreement, including plans	Locally	non-business	60.00	60.00	0.0%			60.00	60.00	0.0%	
Electronic copy of agreements and plans	Locally	non-business	32.00	32.00	0.0%			32.00	32.00	0.0%	
Highway land search - Con29R	Locally	non-business	29.00	32.00	10.3%		1-Apr-14	29.00	32.00	10.3%	
Highway land search - Con29O	Locally	non-business	13.00	14.00	7.7%		1-Apr-14	13.00	14.00	7.7%	
Application to create vehicle crossover/dropped kerb (not refundable)	Locally	non-business	177.00	181.00	2.3%		1-Apr-14	177.00	181.00	2.3%	
Initial assessment of suitability for crossover	Locally	non-business	75.00	75.00	0.0%			75.00	75.00	0.0%	
Crossover Company registration fee	Locally	non-business	95.00	95.00	0.0%			95.00	95.00	0.0%	
Temporary notice (Emergency) section 14 (3) and 5, Day notice section 14(2)	Locally	non-business	725.00	740.00	2.1%	441	1-Apr-14	725.00	740.00	2.1%	
Temporary traffic order, section 14 (1)	Locally	non-business	719.00	734.00	2.1%		1-Apr-14	719.00	734.00	2.1%	

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Highways

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Charge payable by the customer/ client		% change	
								Existing	Proposed		
Temporary traffic order, section 14 (5) (Diversions)	Locally	non-business	303.00	309.00	2.0%		1-Apr-14	303.00	309.00	2.0%	
Licence to open road (s50)	Locally	non-business	145.00	145.00	0.0%			145.00	145.00	0.0%	
Inspection of road works (3 inspections required)	Locally	non-business	162.00	162.00	0.0%			162.00	162.00	0.0%	
Licence to open road (s184)	Locally	non-business	457.00	457.00	0.0%			457.00	457.00	0.0%	
Banner application	Locally	non-business	26.00	26.00	0.0%			26.00	26.00	0.0%	
Licence to place building materials on the highway	Locally	non-business	73.00	73.00	0.0%			73.00	73.00	0.0%	
Licence to place scaffolding/ hoardings on the highway	Locally	non-business	206.00 per 28 day period	206.00 per 28 day period	0.0%			206.00 per 28 day period	206.00 per 28 day period	0.0%	
HIPPO bags placed on the highway	Locally	non-business	35.00	35.00	0.0%			35.00	35.00	0.0%	
Skips placed on the highway, two weeks	Locally	non-business	70.00	72.00	2.9%		1-Apr-14	70.00	72.00	2.9%	
Skips placed on the highway, 28 days	Locally	non-business	95.00	97.00	2.1%		1-Apr-14	95.00	97.00	2.1%	
Licence to place crane on highway	Locally	non-business	145.00	145.00	0.0%	198		145.00	145.00	0.0%	
Construction over the highway	Locally	non-business	240.00	240.00	0.0%			240.00	240.00	0.0%	
Cultivation of the highway	Locally	non-business	78.00	78.00	0.0%			78.00	78.00	0.0%	
Pavement café annual fee	Locally	non-business	Min £104 up to 10 m ² , then £52 per additional m ¹	Min £104 up to 10 m ² , then £52 per additional m ¹	0.0%			Min £104 up to 10 m ² , then £52 per additional m ¹	Min £104 up to 10 m ² , then £52 per additional m ¹	0.0%	
Temporary road sign	Locally	non-business	145.00	145.00	0.0%			145.00	145.00	0.0%	

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Highways

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Existing	Proposed	% change	
Tourist road sign	Locally	non-business	145.00	145.00	0.0%			145.00	145.00	0.0%	
SCC Officer attendance to adjust permanent traffic signals or signalised crossings	Locally	non-business	87.00	87.00	0.0%			87.00	87.00	0.0%	
SCC Officer attendance to adjust permanent traffic signals or signalised crossings	Locally	non-business	173.00	173.00	0.0%			173.00	173.00	0.0%	
SCC Officer attendance to adjust permanent traffic signals or signalised crossings	Locally	non-business	229.00	229.00	0.0%			229.00	229.00	0.0%	
Weekend/Bank holiday	Nationally	non-business	47.50	47.50	0.0%			47.50	47.50	0.0%	
Sample inspection fees on utility works	Nationally	non-business	68.00	68.00	0.0%	417		68.00	68.00	0.0%	
Third Party Report inspection fees	Nationally	non-business	47.50	47.50	0.0%			47.50	47.50	0.0%	
Joint site meeting defect fee (D1)	Nationally	non-business	47.50	47.50	0.0%			47.50	47.50	0.0%	
Defect inspection whilst remedial is in progress fee (D2)	Nationally	non-business	47.50	47.50	0.0%	43		47.50	47.50	0.0%	
Defect inspection fee on remedial completion (D3)	Nationally	non-business	47.50	47.50	0.0%			47.50	47.50	0.0%	
Daily charges for Utilities overstaying notified time limits on Traffic Sensitive or Protect street not in road categories 2, 3, or 4	Nationally	non-business	5000.00	5000.00	0.0%			5,000.00	5,000.00	0.0%	
Daily charges for Utilities overstaying notified time limits on non Traffic Sensitive or non Protect street not in road categories 2, 3, or 4	Nationally	non-business	2500.00	2500.00	0.0%			2,500.00	2,500.00	0.0%	
Daily charges for Utilities overstaying notified time limits on Traffic Sensitive or Protect street in road categories 2	Nationally	non-business	3000.00	3000.00	0.0%			3,000.00	3,000.00	0.0%	

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Highways

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Charge payable by the customer/ client		% change	
								Existing	Proposed		
Daily charges for Utilities overstay notified time limits on non Traffic Sensitive or non Protect streets in road category 2	Nationally	non-business	2000.00	2000.00	0.0%			2,000.00	2,000.00	0.0%	
Daily charges for Utilities overstay notified time limits on Traffic Sensitive or Protect street in road categories 3 or 4	Nationally	non-business	750.00	750.00	0.0%			750.00	750.00	0.0%	
Daily charges for Utilities overstay notified time limits on non Traffic Sensitive or non Protect streets in road categories 3 or 4	Nationally	non-business	250.00	250.00	0.0%			250.00	250.00	0.0%	
Daily charges for Utilities overstay notified time limits on works other than on the carriageway not in street category 2, 3 or 4	Nationally	non-business	2500.00	2500.00	0.0%			2,500.00	2,500.00	0.0%	
Daily charges for Utilities overstay notified time limits on works other than on the carriageway in street category 2	Nationally	non-business	2000.00	2000.00	0.0%			2,000.00	2,000.00	0.0%	
Daily charges for Utilities overstay notified time limits on works other than on the carriageway in street category 3 or 4	Nationally	non-business	250.00	250.00	0.0%	267		250.00	250.00	0.0%	
Daily charges for Utilities overstay notified time limits, major or standard works on category 0 or 1 roads	Nationally	non-business	2500.00	2500.00	0.0%			2,500.00	2,500.00	0.0%	
Daily charges for Utilities overstay notified time limits, major or standard works on category 2 roads	Nationally	non-business	2000.00	2000.00	0.0%			2,000.00	2,000.00	0.0%	
Daily charges for Utilities overstay notified time limits, major or standard works on category 3 or 4 traffic sensitive roads	Nationally	non-business	750.00	750.00	0.0%			750.00	750.00	0.0%	

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Highways

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Existing	Proposed	% change	
			£	£	% change			£	£	% change	
Daily charges for Utilities overstaying notified time limits, minor or intermediate works on category 0, 1 or 2 roads	Nationally	non-business	500.00	500.00	0.0%			500.00	500.00	0.0%	
Daily charges for Utilities overstaying notified time limits, minor or intermediate works on category 3 or 4 traffic sensitive roads	Nationally	non-business	250.00	250.00	0.0%			250.00	250.00	0.0%	
Daily charges for Utilities overstaying notified time limits, major or standard works on category 3 or 4 non-traffic sensitive roads	Nationally	non-business	250.00	250.00	0.0%			250.00	250.00	0.0%	
Daily charges for Utilities overstaying notified time limits, minor or intermediate works on category 3 or 4 non-traffic sensitive roads	Nationally	non-business	100.00	100.00	0.0%			100.00	100.00	0.0%	
Fixed penalty notices for utilities failure to make required notifications to Surrey as street authority	Nationally	non-business	120.00	120.00	0.0%			120.00	120.00	0.0%	
Fixed penalty notices for utilities failure to make required notifications to Surrey as street authority payment received within 90 days	Nationally	non-business	80.00	80.00	0.0%			80.00	80.00	0.0%	
Permit Transcription Fee	Nationally	non-business	21.60	21.60	0.0%			21.60	21.60	0.0%	
Provisional advance authorisation - Main Roads*	Nationally	non-business	83.00	83.00	0.0%			83.00	83.00	0.0%	
Provisional advance authorisation - Minor Roads**	Nationally	non-business	66.00	66.00	0.0%			66.00	66.00	0.0%	
Major activity [over 10 days] and all major works requiring a traffic regulation order - Main Roads*	Nationally	non-business	216.00	216.00	0.0%			216.00	216.00	0.0%	
Major activity [over 10 days] and all major works requiring a traffic regulation order - Minor Roads**	Nationally	non-business	141.00	141.00	0.0%			141.00	141.00	0.0%	
Major activity [4-10 days] - Main Roads*	Nationally	non-business	127.00	127.00	0.0%			127.00	127.00	0.0%	

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Highways

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Charge payable by the customer/ client		% change	
								Existing	Proposed		
Major activity [4-10 days] - Minor Roads**	Nationally	non-business	0.00	0.00	0.0%	1,137		0.00	0.00	0.0%	
Major activity [up to 3 days] - Main Roads*	Nationally	non-business	58.00	58.00	0.0%			58.00	58.00	0.0%	
Major activity [up to 3 days] - Minor Roads**	Nationally	non-business	0.00	0.00	0.0%			0.00	0.00	0.0%	
Standard activity - Main Roads*	Nationally	non-business	127.00	127.00	0.0%			127.00	127.00	0.0%	
Standard activity - Minor Roads**	Nationally	non-business	0.00	0.00	0.0%			0.00	0.00	0.0%	
Minor activity - Main Roads*	Nationally	non-business	58.00	58.00	0.0%			58.00	58.00	0.0%	
Minor activity - Minor Roads**	Nationally	non-business	0.00	0.00	0.0%			0.00	0.00	0.0%	
Immediate activity - Main Roads*	Nationally	non-business	52.00	52.00	0.0%			52.00	52.00	0.0%	
Immediate activity - Minor Roads**	Nationally	non-business	0.00	0.00	0.0%			0.00	0.00	0.0%	
Permit variation - Main Roads*	Nationally	non-business	45.00	45.00	0.0%			45.00	45.00	0.0%	
Permit variation - Minor Roads**	Nationally	non-business	35.00	35.00	0.0%			35.00	35.00	0.0%	

* Main roads - all 0,1,2 Streets & Traffic Sensitive (at any time) 3 & 4 Streets

** Minor Roads - 3 & 4 / Non Traffic Sensitive Streets

Fees & charges approval template

Directorate:	Environment & Infrastructure
Service:	Environment (Waste & Sustainability)

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge	Proposed charge	% change			Charge payable by the customer/ client			
			£	£	% change			Existing	Proposed	% change	
Trade waste, recovery of disposal costs	local	non-business	cost recovery	cost recovery	n/a	n/a	cost recovery	cost recovery	n/a	The costs of disposing of trade waste are met by the districts and boroughs based on the actual costs of disposal. The level of income will depend upon the volume of trade waste disposed of.	
Bikeability, cycle training, level 1, per trainee	local	non-business	10.50	10.50	0	310	cost recovery	cost recovery	n/a	Supplemented by grant received. Charges and courses offered currently under review	
Bikeability, cycle training, level 2, per trainee	local	non-business	22.00	22.00							
1,240											

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Environment (Transport)

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Charge payable by the customer/ client		% change	
								Existing	Proposed		
Charges for spare seats on SCC run school coaches for non entitled scholars, per term children under 16 years	local	zero rated	158	162	2.3%	316	Sep-13	158	162	2.3%	Charges to be reviewed in April and changes implemented in September 2014 for the new academic year. Income will be dependent on the number of entitled students and the number of coaches
Charges for spare seats on SCC run school coaches for non entitled scholars, per term children aged 16 - 19	local	zero rated	210	225	7.1%	49	Sep-13	210	225	7.1%	
Replacement coach or bus pass (child) £5 for 1st & 2nd replacement £10 for 3rd or subsequent in an academic year	local	non business	5	5	0.0%	n/a	Sep-13	5	5	0.0%	Increased to cover costs of additional member of staff
Replacement rail pass (child)	local	non business	10	10	0.0%	2	Sep-13	10	10	0.0%	
CRB checks for transport contractors (drivers and escorts)	local	non business	57	70	22.8%	105	Apr-14	57	70	22.8%	To be reviewed during 2014 as part of scheme review
Post 16 (subsidised) travel pass - student fare card (bus)	local	non business	25	25	0.0%	160	Sep-13	25	25	0.0%	
Replacement of Concessionary bus pass (people aged 60+ and disabled people)	local	non business	5	5	0.0%	n/a	Sep-13	5	5	0.0%	Previously increased in line with TfL rates. TfL increases for 2014/15 not yet known.
Bus Stop suspension charge to utilities / developers for 1 day	local	non business	120	120	0.0%	60	Apr-14	120	120	0.0%	
Bus Stop suspension charge to utilities / developers for 2 days or more	local	non business	240	240	0.0%			Apr-14	240	240	0.0%

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Highways (Strategy)

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Charge payable by the customer/ client			
								Existing	Proposed	% change	
Traffic data - first site	local	standard	88	90	2.5%	2	Apr-14	105	108	2.5%	Increased in line with inflation
Traffic data - each additional site	local	standard	31	32	3.2%		Apr-14	37	38	3.2%	
Personal Injury Collision (PIC) New site data (supply of data to consultants)	local	standard	103	105	1.6%	6	Apr-14	124	126	1.6%	Joint responsibility with the Highways Agency. Now working in partnership and sharing data to reduce casualties
Personal Injury Collision (PIC) Repeat site data (supply of data to consultants)	local	standard	62	65	4.8%		Apr-14	74	78	4.8%	
Personal Injury Collision (PIC) No PIC data at site	local	standard	26	27	4.5%		Apr-14	31	32	4.5%	
Personal Injury Collision (PIC) provision of data to Highways Agency (HA)	local	standard	cost recovery	0	n/a	n/a	n/a	cost recovery	0	n/a	

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Directorate (Planning)

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Charge payable by the customer/ client		% change	
								Existing	Proposed		
County applications, new buildings, new floor space less than 40m ²	national	non-business	195	195	0.0%	106		195	195	0.0%	
County applications, new buildings, new floor space 40-75 m ²	national	non-business	385	385	0.0%			385	385	0.0%	
County applications, new buildings, new floor space greater than 75 m ² (but less than 3,750 m ²), for each 75m ² or part thereof	national	non-business	385	385	0.0%			385	385	0.0%	
County applications, new buildings, new floor space greater than 3,750 m ² ,	national	non-business	£19,049 + £115 for each 75m ² in excess of 3750m ² , max £250,000	£19,049 + £115 for each 75m ² in excess of 3750m ² , max £250,000	0.0%			£19,049 + £115 for each 75m ² in excess of 3750m ² , max £250,000	£19,049 + £115 for each 75m ² in excess of 3750m ² , max £250,000	0.0%	Extracts from Statutory Instrument fee schedule
County application for change of use	national	non-business	385	385	0.0%			385	385	0.0%	
County application for construction of car parks or service roads	national	non-business	195	195	0.0%			195	195	0.0%	
County application for construction of all weather pitch, for each 0.1 hectare or part thereof	national	non-business	195	195	0.0%			195	195	0.0%	
County application for other equipment (light columns/play equipment) if permission required	national	non-business	195	195	0.0%			195	195	0.0%	

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Directorate (TDP)

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Existing	Proposed	% change	
			£	£				£	£		
Vetting of developers construction, improvement or alterations to the highway prior to adoption as part of the highway (s278/s38 agreements)	local	non-business	12% of estimated construction cost	12% of estimated construction cost	0.0%	606		12% of estimated construction cost	12% of estimated construction cost	0.0%	
PRE-PLANNING ADVICE											
1) Residential development											
i) written response											
a) 1-4 Dwellings	local	standard	100	125	25.0%			120	150	25.0%	
b) 5 - 9 Dwellings	local	standard	250	315	26.0%			300	378	26.0%	
c) 10 - 24 Dwellings	local	standard	450	560	24.4%			540	672	24.4%	Current charges are now the same whether the response is written, at a meeting or a site visit
d) 25 - 49 Dwellings	local	standard	750	950	26.7%			900	1,140	26.7%	and only varies by the number of dwellings
e) 50 - 80 Dwellings	local	standard	1,200	1,200	0.0%			1,440	1,440	0.0%	
f) 81 or more Dwellings	local	standard	2,000	2,000	0.0%			2,400	2,400	0.0%	
ii) with Meeting											
a) 1-4 Dwellings	local	standard	125	125	0.0%			150	150	0.0%	
b) 5 - 9 Dwellings	local	standard	315	315	0.0%			378	378	0.0%	
c) 10 - 24 Dwellings	local	standard	560	560	0.0%			672	672	0.0%	Current charges are now the same whether the response is written, at a meeting or a site visit
d) 25 - 49 Dwellings	local	standard	950	950	0.0%			1,140	1,140	0.0%	and only varies by the number of dwellings

e) 50 - 80 Dwellings	local	standard	1,200	1,200	1,200	0.0%	1,440	1,440	0.0%
f) 81 or more Dwellings	local	standard	2,000	2,000	2,000	0.0%	2,400	2,400	0.0%
2) Commercial and retail development									
i) written response									
Gross floor area									
a) up to 100m ²	local	standard	100	125	120	25.0%	150	150	25.0%
b) 101 - 500m ²	local	standard	450	560	540	24.4%	672	672	24.4%
c) 501 - 1,000m ²	local	standard	750	950	900	26.7%	1,140	1,140	26.7%
d) 1,001 - 2,000m ²	local	standard	1,200	1,500	1,440	25.0%	1,800	1,800	25.0%
e) 2,001 - 5,000m ²	local	standard	1,750	1,750	2,100	0.0%	2,100	2,100	0.0%
f) 5,001m ² or more	local	standard	2,000	2,000	2,400	0.0%	2,400	2,400	0.0%
ii) with meeting									
Gross floor area									
a) up to 100m ²	local	standard	125	125	150	0.0%	150	150	0.0%
b) 101 - 500m ²	local	standard	560	560	672	0.0%	672	672	0.0%
c) 501 - 1,000m ²	local	standard	950	950	1,140	0.0%	1,140	1,140	0.0%
d) 1,001 - 2,000m ²	local	standard	1,500	1,500	1,800	0.0%	1,800	1,800	0.0%
e) 2,001 - 5,000m ²	local	standard	1,750	1,750	2,100	0.0%	2,100	2,100	0.0%
f) 5,001m ² or more	local	standard	2,000	2,000	2,400	0.0%	2,400	2,400	0.0%

Current charges are now the same whether the response is written, at a meeting or a site visit and only varies by the gross floor area of the site

Current charges are now the same whether the response is written, at a meeting or a site visit and only varies by the gross floor area of the site

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FEES & CHARGES SCHEDULE 2014/15

Fees & charges approval template

Directorate:	Business Services
Service:	All services

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Effective date of new charge	Including VAT where applicable			Comments/ special considerations	
			Existing charge £	Proposed charge £	% change		Expected yield for year £000s	Charge payable by the customer/ client			
								Existing	Proposed		% change
Property - management fee for School maintenance buy back service	Locally		-	-	-	645	-	-	-		
Human Resources & Organisational Development (HR&OD) - charges for HR consultancy (for specific individuals)	Locally		-	-	-	158	-	-	-		
HR&OD - charges to provide social care training	Locally		-	-	-	206	-	-	-		
Shared Services - schools for payroll	Locally		-	-	-	1,275	-	-	-		
Shared Services - CRB checking service	Locally		-	-	-	45	-	-	-		
Shared Services - recruitment	Locally		-	-	-	35	-	-	-		
Shared Services - additional income target but not yet identified where from	Locally		-	-	-	27	-	-	-		
Finance - insurance charges to schools	Locally		-	-	-	1,487	-	-	-		

All charges itemised are considered commercially sensitive, so are not disclosed.

FEES & CHARGES SCHEDULE 2014/15

Fees & charges approval template

Directorate:	Chief Executives Office
Service:	Communications Service

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Existing	Proposed	% change	
Communications											
Surrey Matters advertising	Locally	Standard rated				15	1-Apr-2014				various amounts charged dependent on size of advert and SCC offer