

Fees & charges approval template, 2013-14

**NOTE: PROPOSED CHARGES ARE SUBJECT TO APPROVAL BY CABINET IN MARCH '13
ONCE APPROVED, CHARGES TO BE EFFECTIVE 1-4-13**

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 £			% change	Charge payable by the customer/ client Existing	
PLD & PSD Day Care Charges - PER SESSION = HALF-DAY (Clients to be charged a package cost):									
Community based Groups with a local activity programme 1 to 2	Locally	VZVE	53.00						
Community based Groups with a local activity programme 1 to 3	Locally	VZVE	39.00						
Community based Groups with a local activity programme 1 to 4	Locally	VZVE	30.00						
Community based Groups with a local activity programme 1 to 5	Locally	VZVE	28.00						
Community based Groups with a local activity programme 1 to 6	Locally	VZVE	25.00						
Community based Groups with a local activity programme 1 to 7-9	Locally	VZVE	20.00						
Community based Groups with a local activity programme 1 to 10 plus	Locally	VZVE	17.00						
Centre Based Multi Activity Programmes (includes trips out) 1 to 1	Locally	VZVE	65.00						
Centre Based Multi Activity Programmes (includes trips out) 1 to 2	Locally	VZVE	55.00						
Centre Based Multi Activity Programmes (includes trips out) 1 to 3	Locally	VZVE	40.00						
Centre Based Multi Activity Programmes (includes trips out) 1 to 4	Locally	VZVE	31.00						
Centre Based Multi Activity Programmes (includes trips out) 1 to 5	Locally	VZVE	29.00						
Centre Based Multi Activity Programmes (includes trips out) 1 to 6	Locally	VZVE	26.00						
Centre Based Multi Activity Programmes (includes trips out) 1 to 7 - 9	Locally	VZVE	21.00						
Centre Based Multi Activity Programmes (includes trips out) 1 to 10 plus	Locally	VZVE	18.00						
Multi Activity Programmes (includes trips out) 1 to 1	Locally	VZVE		80.00					
Multi Activity Programmes (includes trips out) 1 to 2	Locally	VZVE		55.00					
Multi Activity Programmes (includes trips out) 1 to 3	Locally	VZVE		40.00					
Multi Activity Programmes (includes trips out) 1 to 4	Locally	VZVE		31.00					
Multi Activity Programmes (includes trips out) 1 to 5	Locally	VZVE		29.00					
Multi Activity Programmes (includes trips out) 1 to 6	Locally	VZVE		26.00					
Multi Activity Programmes (includes trips out) 1 to 7 - 9	Locally	VZVE		21.00					
Multi Activity Programmes (includes trips out) 1 to 10 plus	Locally	VZVE		18.00					
Oasis (Redhill)	Locally	VZVE	59.00						
Isis (Redhill)	Locally	VZVE	59.00						
Ucan (Guildford)	Locally	VZVE	45.00						
Pipers (Guildford)	Locally	VZVE	45.00						
The Cottage (Ewell)	Locally	VZVE	45.00						
Spectrum (Redhill)	Locally	VZVE	45.00						
Horticultural Work & Volunteering Projects	Locally	VZVE	30.00						
Catering	Locally	VZVE	35.00						
Arts & Craft - small group	Locally	VZVE	30.00						
Firestone Rock Band - Band	Locally	VZVE	28.00						
Office Skills Work & Volunteering Programme	Locally	VZVE	27.00						
Garden Centre	Locally	VZVE	27.00						
DIY / Maintenance	Locally	VZVE	27.00						
Educational	Locally	VZVE	27.00						
Arts & Craft - creative group	Locally	VZVE	25.00						
Job Clubs	Locally	VZVE	25.00						
Performing Arts	Locally	VZVE	19.00						
Income generated from these charges is									
Rate Used in Fairer Charging Assessment - income generated from these rates will be included under Fairer Charging yield. Rates harmonised in 2012-13 no amendment proposed for 2013-14									

Fees & charges approval template

Directorate:	Children's, Schools & Families
Service:	Children's Service, Schools & Learning, 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			Existing	Proposed	% change		
Children's Services												
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.	
Local Authority	Nationally	No VAT	£13,138	£13,138	0.0%	21		13,318	13,318	0.0%	Charges occur when children leave Surrey - not a regular form of income. The charge is set nationally based on NJC pay rates, as there has been a pay freeze, the rate has not increased.	
Voluntary Agency	Nationally	No VAT	£27,000	£27,000	0.0%			27,000	27,000	0.0%		
London Agency Voluntary	Nationally	No VAT	£29,700	£29,700	0.0%			29,700	29,700	0.0%		
London Agency LA	Nationally	No VAT	£14,452	£14,452	0.0%			14,452	14,452	0.0%		
Schools and Learning												
Training subscriptions (Early Years)		No VAT	see comments			48	n/a	see comments			Charges are based on locality and what facilities are available.	
Children's centres other income		No VAT	see comments			230	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	Locally	No VAT	n/a	1,200		394		n/a	1,200		Following the restructure of Schools and learning the basis of the charges to schools for additional support from education Officers has been reviewed.	
Schools Support to Academy Schools	Locally	VAT	n/a	1,500					1,800			
Not school' education at home £90 per/Week per child	Locally (but based on AWP/PU Rates)	No VAT	90	100	11.1%	130	01/09/2013	90	100	11.1%		
Physical & Sensory Service supporting 16+ students with visual or hearing impairments this includes, text and material modification, exam support and modification and E-coaching		No VAT	81.5	81.5	0.0%	373		81.5	81.5	0.0%	Commercially sensitive	
Teacher of the Deaf		No VAT	81.5	81.5	0.0%							
Teacher for Vision Impairment		No VAT	81.5	81.5	0.0%							
Teacher for Physical Disability		No VAT	42	42	0.0%				42	42		0.0%
Deaf Instructor		No VAT	32	32	0.0%				32	32		0.0%
Student Support Workers in educational establishments	Locally	No VAT	42	42	0.0%				42	42		0.0%
Sign Language Interpreters in educational establishments		No VAT	48	48	0.0%				48	48		0.0%
Sign Language Interpreters in non-educational establishments		No VAT	30	30	0.0%				30	30		0.0%
Amanuensis - Transcription Service		No VAT	85	85	0.0%				85	85		0.0%
Educational Audiologist		No VAT	85	85	0.0%				85	85		0.0%
Bespoke Assessments		No VAT	85	85	0.0%			85	85	0.0%		
Schools & Learning Services to Academies	Locally					443	n/a					

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Service: Children's Service, Schools & Learning, 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	Change payable by the customer/client			
								Existing	Proposed		% change
Commercial Services fees & charges	Locally	Some			22,918	n/a				Commercially sensitive	
Services for Young People											
Surrey Outdoor Learning and Development (SOLD)											
Surrey Outdoor Learning Session rate (3 hours) for Surrey Young People's Groups	Locally	No VAT	120	130	1,230	1-Apr-2013	120	130	8.3%	8.3%	A session is for a maximum of 10
Surrey Outdoor Learning Session rate (3 hours) for Young People's Groups External to Surrey	Locally	No VAT	130	140		1-Apr-2013	130	140	7.7%	7.7%	A session is for a maximum of 10
Adult Development sessions (3 hours)	Locally	No VAT	250	280		1-Apr-2013	250	280	12.0%	12.0%	£280 is the minimum price charged
Food per 24 hours per person (3 meals)	Locally	No VAT	17.5	17.5		1-Apr-2013	17.50	17.50	0.0%	0.0%	Adult meals are charged as per the individual customer needs
Log Cabin Accommodation	Locally	No VAT	250	300		1-Apr-2013	250	300	20.0%	20.0%	£300 for the first night then £250 per night
Tepee Village camping Surrey group	Locally	No VAT	174	174		1-Apr-2013	174	174	0.0%	0.0%	There is one smaller Tepee village available at a lower price
Tepee Village camping Non Surrey group	Locally	No VAT	190	190		1-Apr-2013	190	190	0.0%	0.0%	
Duke of Edinburgh											
Provision of Duke of Edinburgh Award Scheme Books - Bronze & Silver	Locally	No VAT	19	19	125	n/a	19	19	0.0%	0.0%	
Provision of Duke of Edinburgh Award Scheme Books - Bronze & Silver	Locally	No VAT	26	26		n/a	26	26	0.0%	0.0%	

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Directorate: Customer and Communities
Service: Cultural Services - Adult & Community Learning

Goods / service for which charge is made	Charge set	VAT?	Before VAT, where		Expected yield for	Including VAT		Comments/ special considerations		
			Existing charge	Proposed charge		Charge payable Existing £	Proposed £		% change	
Course fees, per hour	Local	Exempt	5.60 - 8.40	5.60 - 8.40	1,600	5.60 - 8.40	5.60 - 8.40	Fees and charges are set for the 2012/13 academic year will be agreed early in the new financial year.		
Course fees for learners with learning difficulties	Local	Exempt	2.10	2.10		2.10	2.10		0.0%	
Sale of course materials	Local	Exempt	Various	Various		Various	Various		0.0%	
Cafe income	Local	Exempt	Various	Various		Various	Various		0.0%	
Vending	Local	Exempt	Various	Various		Various	Various		0.0%	
Sole use hire of space in centres, per m ²	Local	Exempt	14.50	14.50		14.50	14.50		0.0%	
Classrooms for up to 39 people, non commercial use per hour	Local	Exempt	19.30	19.30		19.30	19.30		0.0%	
Classrooms for up to 39 people, commercial use per hour	Local	Exempt	36.60	36.60		36.60	36.60		0.0%	
Halls for 40 people or more, non commercial use per hour	Local	Exempt	35.60	35.60		35.60	35.60		0.0%	
Halls for 40 people or more, commercial use per hour	Local	Exempt	68.00	68.00		68.00	68.00		0.0%	
Reduction for longer hire periods, 6 hours or more in a day	Local	Exempt	10%	10%		10%	10%		0.0%	
Reduction for longer hire periods, more than 2 hours per session for more than 3 days or more per term	Local	Exempt	20%	20%		Included in other income above	20%		20%	Fees and charges are set for the 2012/13 academic year will be agreed early in the new financial year.
Hire of equipment	Local	Standard	2.50	2.50			3.00		3.00	
Out of hours, additional charge	Local	Standard	Cost recovery plus 10%	Cost recovery plus 10%	Cost recovery plus 10%		Cost recovery plus 10%	0.0%		
Hire of either 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 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 per hour for ongoing room usage			

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Directorate:

Customer and Communities

Service:

Cultural Services - Heritage

Goods / service for which charge is made	Charge set Nationally /	VAT?	Before VAT, where applicable		Expected yield for year	Effective date of new charge	Including VAT where applicable		Comments/ special considerations		
			Existing charge £	Proposed charge £			Charge payable by customer / Existing £	Proposed £		% change	
Baptism certificates	National	Standard	7.50	17.50	78	Jan-13 (if approved)	9.00	21.00	133.3%	Proposed Church of England fees from 1 Jan 2013.	
Marriage Certificates	National	Standard	7.71	7.50			9.25	9.00	-2.7%		
Certified copies of other documents	Local	Standard	12.50	12.50			15.00	15.00	0.0%		
Postage of certificates, if required	Local	Exempt	1.20	1.20			1.20	1.20	0.0%		
Photocopy, A4 & A3 per sheet	Local	Standard	0.50	0.50			0.60	0.60	0.0%		
Postage of up to five copies	Local	Exempt	5.00	5.00			5.00	5.00	0.0%		
Postage, each additional copy	Local	Exempt	0.60	0.60			0.60	0.60	0.0%		
A0 copies of 25" OS maps out of copyright	Local	Standard	8.33	8.33			10.00	10.00	0.0%		Price will vary to ensure recovery of printing costs.
Postage of copied maps, if required	Local	Exempt	2.40	2.40			2.40	2.40	0.0%		
Removal of staples, pins etc from archive materials for photocopying	Local	Standard	14.33	14.58			17.20	17.50	1.7%		
Prints on microfilm/microfiche, A3 or A4	Local	Standard	0.50	0.50	0.60	0.60	0.0%				
Postage of up to five copies	Local	Exempt	5.00	5.00	5.00	5.00	0.0%				
Postage of each additional copy	Local	Exempt	1.00	1.00	1.00	1.00	0.0%				
Copies microfiche, up to 4	Local	Standard	19.33	19.33	23.20	23.20	0.0%				

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Directorate: Customer and Communities

Service: Cultural Services - Heritage

Goods / service for which charge is made	Charge set Nationally /	VAT?	Before VAT, where applicable			Expected yield for year	Effective date of new charge	Including VAT where applicable		Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing Charge payable by customer / £	Proposed £	
Copy of each additional microfiche	Local	Standard	4.83	4.83	0.0%	Included in general fees and charges above		5.80	5.80	0.0%
Postage of microfiche, per order	Local	Exempt	2.40	2.40	0.0%			2.40	2.40	0.0%
Copies of microfilm	Local	Standard	66.00	66.00	0.0%			79.20	79.20	0.0%
Postage of microfilm, per order	Local	Exempt	2.40	2.40	0.0%			2.40	2.40	0.0%
Print out from SHC lists or databases, first 20 sheets	Local	Standard	Free	Free	0.0%			Free	Free	0.0%
Postage, per order	Local	Exempt	2.40	2.40	0.0%			2.40	2.40	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	6.46	6.58	1.9%			7.75	7.90	1.9%
Photography Permit, five days	Local	Standard	19.33	19.79	2.4%			23.20	23.75	2.4%
Removal of staples, pins etc from archive materials for photography	Local	Standard	13.75	14.58	6.1%			16.50	17.50	6.1%
Talk by a member of staff to groups within Surrey	Local	Standard	50.00	50.00	0.0%			60.00	60.00	0.0%
Tour of SHC, group of up to 15 people	Local	Standard	29.17	29.17	0.0%			35.00	35.00	0.0%
Digital image, A4 basic paper	Local	Standard	6.46	6.58	1.9%			7.75	7.90	1.9%

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Service: Cultural Services - Heritage

Goods / service for which charge is made	Charge set Nationally /	VAT?	Before VAT, where applicable			Expected yield for year	Effective date of new charge	Including VAT where applicable		
			Existing charge £	Proposed charge £	% Change			Existing Charge payable by customer / £	Proposed £	% change
Digital image, A4 photo quality paper	Local	Standard	9.17	9.42	2.7%	Included in general fees and charges above	11.00	11.30	2.7%	
Digital image, A3 basic paper	Local	Standard	10.13	10.33	2.1%		12.15	12.40	2.1%	
Digital image, A3 photo quality paper	Local	Standard	18.33	18.83	2.7%		22.00	22.60	2.7%	
Digital image on CD, first image	Local	Standard	9.17	9.42	2.7%		11.00	11.30	2.7%	
Digital image on CD, subsequent images	Local	Standard	5.54	5.67	2.3%		6.65	6.80	2.3%	
Postage, per digital image order UK	Local	Exempt	2.40	2.40	0.0%		2.40	2.40	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	2.40	2.40	0.0%	2.40	2.40	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	2.40	0.0%	2.40	2.40	0.0%		
Postage of books from shop, large orders	Local	Exempt	On application	On application		On application	On application			

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Directorate: Customer and Communities

Service: Cultural Services - Heritage

Goods / service for which charge is made	Charge set Nationally /	VAT?	Before VAT, where applicable			Expected yield for year	Effective date of new charge	Including VAT where applicable		Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Charge payable by customer / Existing £	Proposed £	
Paid research service, per half hour	Local	Standard	14.33	14.58	1.7%	Included in general fees and charges above	Apr-13	17.20	17.50	1.7%
One to One surgeries, per hour	Local	Standard	28.67	29.17	1.7%		Apr-13	34.40	35.00	1.7%
Filming fee, per day	Local	Standard	166.67	166.67	0.0%			200.00	200.00	0.0%
Publication fee: scholarly, non-profit making, with print runs < 1,000,copies, per image	Local	Zero rated	6.00	6.00	0.0%			6.00	6.00	0.0%
Publication fee: books with print runs > 1,000 copies, per image	Local	Zero rated	34.40	35.00	1.7%			34.40	35.00	1.7%
Publication fee, book and magazine covers, per image	Local	Zero rated	55.00	55.00	0.0%			55.00	55.00	0.0%
Publication fee, TV, film, video stills or moving image, per image	Local	Standard	45.83	45.83	0.0%			55.00	55.00	0.0%
Publication fee, digital publication intranet only, per image	Local	Standard	5.00	5.00	0.0%			6.00	6.00	0.0%
Publication fee, digital publication commercial use, per image	Local	Standard	28.67	29.17	1.7%			34.40	35.00	1.7%
Publication fee, digital publication non profit CD ROM, per image	Local	Standard	5.00	5.00	0.0%			6.00	6.00	0.0%
Publication fee, commercial interior design and decoration, per image	Local	Standard	45.83	45.83	0.0%		55.00	55.00	0.0%	

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Directorate: Customer and Communities

Service: Cultural Services - Heritage

Goods / service for which charge is made	Charge set Nationally / Local	VAT?	Before VAT, where applicable		Proposed charge £	% Change	Expected yield for year	Effective date of new charge	Including VAT where applicable		Comments/ special considerations	
			Existing charge £	Cost recovery					Existing £	Proposed £		% change
Out of hours room hire, additional fee	Local	Standard	Cost recovery 41.67	Cost recovery	50.00	20.0%	Included in general fees and charges above 207	Apr-13	Cost recovery 50.00	Cost recovery 60.00	20.0%	
Historic Environment Record planning consultation	Local	Standard	£2.50 - £4.17	4.17					£3.00 - £5.00	5.00		
Talk at SHC or other venue, per ticket	Local	Standard	Cost recovery	Cost recovery						Cost recovery	Cost recovery	
Archaeology services	Local	Standard										

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Directorate:

Customer and Communities

Service:

Cultural Services - Libraries

Goods / service for which charge is made	Charge set nationally /	VAT?	Before VAT, where applicable			Expected yield for year	Effective date of new charge	Including VAT where applicable		Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Charge payable by customer / Existing £	Proposed £	
Overdue books, Adult books per open day	Local	Non-business	0.15	0.17	13.3%	304	Jan-13	0.15	0.17	13.3%
Overdue adult books, maximum charge	Local	Non-business	6.00	8.00	33.3%		Jan-13	6.00	8.00	33.3%
Overdue books, Young Adult/Children's books on an adult ticket, per open day	Local	Non-business	0.04	0.05	25.0%		Jan-13	0.04	0.05	25.0%
Overdue young adult/Children's books, maximum charge	Local	Non-business	1.60	1.60	0.0%		Jan-13	1.60	1.60	0.0%
Overdue books, administrative charge for reminder @ £ weeks	Local	Non-business	2.00	2.00	0.0%	9		2.00	2.00	0.0%
Replacement Library Card	Local	Non-business	2.00	2.50	25.0%		Jan-13	2.00	2.50	25.0%

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Goods / service for which charge is made	Charge set nationally /	VAT?	Before VAT, where applicable			Expected yield for year	Effective date of new charge	Including VAT where applicable		Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Charge payable by customer / Existing £	Proposed £	
Entertainment DVD lowest popularity/length per week	Local	Non-business	2.00	2.00	0.0%	}		2.00	2.00	0.0%
Entertainment DVD low popularity/length, per week	Local	Non-business	2.50	2.50	0.0%			2.50	2.50	0.0%
Overdue charge low/lowest cost entertainment DVD, per open day	Local	Non-business	0.40	0.50	25.0%		Jan-13	0.40	0.50	25.0%
Maximum overdue charge for low/lowest cost entertainment DVD, 40 days	Local	Non-business	16.00	20.00	25.0%		Jan-13	16.00	20.00	25.0%
Entertainment DVD high popularity/length per week	Local	Non-business	3.00	3.00	0.0%	}		3.00	3.00	0.0%
Entertainment DVD multiple disc set/length per week	Local	Non-business	6.00	6.00	0.0%			6.00	6.00	0.0%
Overdue charge high/highest cost entertainment DVD, per open day	Local	Non-business	0.50	0.60	20.0%		Jan-13	0.50	0.60	20.0%
Maximum overdue charge for high/highest cost entertainment DVD, 40 days	Local	Non-business	20.00	24.00	20.0%		Jan-13	20.00	24.00	20.0%
Information DVD	Local	Non-business	Free	Free				Free	Free	
Information DVD, overdue charge per open day	Local	Non-business	0.15	0.17	13.3%		Jan-13	0.15	0.17	13.3%
Information DVD, maximum overdue charge	Local	Non-business	6.00	6.80	13.3%		Jan-13	6.00	6.80	13.3%

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Customer and Communities

Service:

Cultural Services - Libraries

Goods / service for which charge is made	Charge set nationally /	VAT?	Before VAT, where applicable			Expected yield for year	Effective date of new charge	Including VAT where applicable		Comments/ special considerations	
			Existing charge £	Proposed charge £	% Change			Charge payable by customer / Existing £	Proposed £		% change
Music CD single disc, per week	Local	Non-business	0.75	0.75	0.0%	25	Jan-13	0.75	0.75	0.0%	Use of CDs is declining so the aim is to maintain income by changing stock rather than increasing charges Low stock and take up in this category
Music CD, two or more in set, per week	Local	Non-business	1.00	1.00	0.0%						
Music CD overdue charge per open day	Local	Non-business	0.15	0.17	13.3%	81		0.15	0.17	13.3%	
Music CD, maximum overdue charge	Local	Non-business	6.00	6.00	0.0%						
Spoken word CD, single or set of two, 3 week loan	Local	Non-business	0.75	0.75	0.0%			0.75	0.75	0.0%	
Spoken word CD, set of 3/4/5, 3 week loan	Local	Non-business	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%			2.00	2.00	0.0%	
Spoken word CD overdue charge per open day	Local	Non-business	0.15	0.15	0.0%						
Spoken word CD, maximum overdue charge	Local	Non-business	6.00	6.00	0.0%			6.00	6.00	0.0%	
Spoken word cassettes, adult titles, single	Local	Non-business	0.40	0.40	0.0%						
Spoken word cassettes, adult titles, 2/3 cassettes	Local	Non-business	0.50	0.50	0.0%			0.50	0.50	0.0%	
Spoken word cassettes, adult titles, 4 or more	Local	Non-business	1.50	1.50	0.0%						
Spoken word Cassette overdue charge per open day	Local	Non-business	0.15	0.15	0.0%			0.15	0.15	0.0%	
Spoken word Cassette, maximum overdue charge	Local	Non-business	6.00	6.00	0.0%						

Fees & charges approval template

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Directorate: Customer and Communities

Service: Cultural Services - Libraries

Goods / service for which charge is made	Charge set nationally /	VAT?	Before VAT, where applicable			Expected yield for year	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change		Existing Charge payable by customer / £	Proposed £	% change	
Spoken word CDs and cassettes, children's, 3 week loan	Local	Non-business	Free	Free		Included on Spoken Word Above	Free	Free		
Children spoken word CD/cassette overdue charge per day on an adult card	Local	Non-business	0.04	0.05	25.0%		Jan-13	0.04	0.05	25.0%
Children spoken word CD/cassette overdue charge per day on an early years/child/young adult card	Local	Non-business	Free	Free			Jan-13	Free	Free	66.7%
Children's spoken word CD/Cassette, on an adult card, maximum overdue charge	Local	Non-business	1.20	2.00	66.7%		Jan-13	1.20	2.00	66.7%
Language courses on CD or cassette	Local	Non-business	Free	Free			Jan-13	Free	Free	13.3%
Language courses overdue charge per open day	Local	Non-business	0.15	0.17	13.3%		Jan-13	0.15	0.17	13.3%
Language courses, maximum overdue charge	Local	Non-business	6.00	6.80	13.3%		Jan-13	6.00	6.80	13.3%
Request for adult book in Surrey library stock	Local	Non-business	1.00	1.00	0.0%		Jan-13	1.00	1.00	0.0%
On line request for adult book in Surrey library stock	Local	Non-business	0.50	0.50	0.0%		Jan-13	0.50	0.50	0.0%
Reservation fee for reading groups per title	Local	Non-business	2.00	2.50	25.0%		56	2.00	2.50	25.0%
Request for periodical article	Local	Non-business	3.00	3.50	16.7%		Jan-13	3.00	3.50	16.7%
Copy of periodical article, per A4 sheet	Local	Non-business	0.20	0.20	0.0%		Jan-13	0.20	0.20	0.0%

Fees & charges approval template

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Directorate:

Customer and Communities

Service:

Cultural Services - Libraries

Goods / service for which charge is made	Charge set nationally /	VAT?	Before VAT, where applicable		Expected yield for year	Effective date of new charge	Including VAT where applicable		Comments/ special considerations	
			Existing charge £	Proposed charge £			Charge payable by customer / Existing £	Proposed £		% change
Request for a large print book	Local	Non-business	Free	Free	Included in request fees above		Free	Free		
Request for adult book not in Surrey library stock obtained <u>within</u> the UK	Local	Non-business	3.00	4.00		33.3%	Jan-12	3.00	4.00	33.3%
Request for adult book not in Surrey library stock obtained <u>outside</u> the UK	Local	Non-business	5.00	6.00		20.0%	Jan-13	5.00	6.00	20.0%
Renewal of inter library loan (first renewal)	Local	Non-business	1.00	1.50		50.0%	Jan-13	1.00	1.50	50.0%
Renewal of inter library loan (second renewal)	Local	Non-business	1.00	1.50		50.0%	Jan-13	1.00	1.50	50.0%
Request for a children's/young adult book in Surrey library stock	Local	Non-business	Free	Free				Free	Free	
Request for a children's/young adult book <u>not</u> in Surrey library stock obtained <u>within</u> the UK	Local	Non-business	2.00	2.50		25.0%	Jan-13	2.00	2.50	25.0%
Request for a children's/young adult book <u>not</u> in Surrey library stock obtained <u>outside</u> the UK	Local	Non-business	4.00	6.00		50.0%	Jan-13	4.00	6.00	50.0%
On line request for audio book/music CD/Video or DVD	Local	Non-business	0.50	0.50		0.0%		0.50	0.50	0.0%
Request for audio book/music CD/Video or DVD	Local	Non-business	1.00	1.00		0.0%		1.00	1.00	0.0%

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Directorate:

Customer and Communities

Service:

Cultural Services - Libraries

Goods / service for which charge is made	Charge set nationally /	VAT?	Before VAT, where applicable			Expected yield for year	Effective date of new charge	Including VAT where applicable		
			Existing charge £	Proposed charge £	% Change			Existing Charge payable by customer / £	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		Full replacement price	Full replacement price	
Replacement of a lost/damaged item out of print	Local	Non-business	Suppliers average price	Suppliers average price				Suppliers average price	Suppliers average price	
Use of a computer - first two hours	Local	Non-business	Free	Free	Free	} 15		Free	Free	
Use of a computer - a further two hours	Local	Non-business	3.00	4.00			Jan-13	3.00	4.00	33.3%
Use of a computer, non-member guest log-in, two hours	Local	Non-business	3.00	4.00		Jan-13	3.00	4.00	33.3%	
Room hire	Local	exempt	Various	Various	21		Various	Various		Increases will be made in individual libraries
Performing Arts, reservation fee (per title) for sets ordered in advance	Local	Non-business	3.00	3.00	Minimal		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	Minimal		4.00	4.00	0.0%	
Performing Arts, Surrey/West Sussex groups, annual subscription	Local	Non-business	25.00	25.00	} 12		25.00	25.00	0.0%	
Performing Arts, other groups, annual subscription	Local	Non-business	32.00	32.00				32.00	32.00	0.0%

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Directorate:

Customer and Communities

Service:

Cultural Services - Libraries

Goods / service for which charge is made	Charge set nationally /	VAT?	Before VAT, where applicable		Expected yield for year	Effective date of new charge	Including VAT where applicable		Comments/ special considerations	
			Existing charge £	Proposed charge £			Change %	Charge payable by customer / Existing £		Proposed £
Performing Arts, SurreyWestSussex groups, loan of vocal scores, per month	Local	Non-business	5.00	5.00	63		5.00	5.00	0.0%	
Performing Arts, SurreyWestSussex groups, loan of packaged vocal sets, per month	Local	Non-business	4.00	4.00			4.00	4.00	0.0%	
Performing Arts, SurreyWestSussex groups, loan of orchestral sets, per month	Local	Non-business	6.00	8.00			6.00	8.00	33.3%	Changes only to orchestral sets to bring them up to parity with other authorities.
Performing Arts, SurreyWestSussex groups, loan of play sets, per month	Local	Non-business	3.00	4.00			3.00	4.00	33.3%	
Performing Arts, other groups, loan of vocal scores, per month	Local	Non-business	7.00	7.00			7.00	7.00	0.0%	
Performing Arts, other groups, loan of orchestral sets, per month	Local	Non-business	8.00	10.00			8.00	10.00	25.0%	
Performing Arts, other groups, loan of packaged vocal sets, per month	Local	Non-business	6.00	6.00			6.00	6.00	0.0%	
Performing arts, other groups, loan of play sets, per month	Local	Non-business	4.00	5.00			4.00	5.00	25.0%	

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Directorate:

Customer and Communities

Service:

Cultural Services - Libraries

Goods / service for which charge is made	Charge set nationally /	VAT?	Before VAT, where applicable			Expected yield for year	Effective date of new charge	Including VAT where applicable		Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Charge payable by customer / Existing £	Proposed £	
Printing from computer, black & white, A4	Local	Standard	0.13	0.13	0.0%	80		0.15	0.15	0.0%
Printing from microform readers (microfilm/microfiche), per page	Local	Standard	0.42	0.42	0.0%					
Printing from computer, colour, A4	Local	Standard	0.83	0.83	0.0%	57		1.00	1.00	0.0%
Photocopying, A4 B&W, per sheet	Local	Standard	0.08	0.08	0.0%					
Photocopying, A3 B&W, per sheet	Local	Standard	0.17	0.17	0.0%	17		0.20	0.20	0.0%
Photocopying, A4 colour, per sheet	Local	Standard	0.83	0.83	0.0%					
Photocopying, A3 colour, per sheet	Local	Standard	1.25	1.25	0.0%	127		1.50	1.50	0.0%
Fax service, send to UK & Eire - first page	Local	Standard	1.00	1.25	25.0%					
Fax service, send to UK & Eire - further pages	Local	Standard	0.63	0.83	33.3%	Jan-13		0.75	1.00	33.3%
Fax service, send to Europe - first page	Local	Standard	1.67	2.08	25.0%					
Fax service, send to Europe - further pages	Local	Standard	0.83	1.25	50.0%	Jan-13		1.00	1.50	50.0%
Fax service, send to rest of world - first page	Local	Standard	2.50	3.33	33.3%					
Fax service, send to rest of world - further pages	Local	Standard	1.25	1.67	33.3%	Jan-13		1.50	2.00	33.3%
Fax service, to receive a fax - first page	Local	Standard	0.83	1.25	50.0%					
Sale of miscellaneous items (stationery, books, stamps)	Local	Mixed	Various	Various	Various			Various	Various	Various

Fees & charges approval template

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Directorate:

Customer and Communities

Service:

Cultural Services - Libraries

Goods / service for which charge is made	Charge set nationally /	VAT?	Before VAT, where applicable		Expected yield for year	Effective date of new charge	Including VAT where applicable		Comments/ special considerations
			Existing charge £	Proposed charge £			Charge payable by customer / Existing £	Proposed £	
Car Parking	Local	Standard	Various	Various	9		Various	Various	
Author talks	Local	Standard	Various	Various	9		Various	Various	
Loan of headphones	Local	Standard	0.42	0.42	1		0.50	0.50	0.0%
USB Drive	Local	Standard	7.08	7.08	1		8.50	8.50	0.0%
Other services e.g. laminating	Local	Standard	Various	Various	34		Various	Various	
Sale of ex stock	Local	Zero rated	Various	Various	66		Various	Various	

Fees & charges approval template

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Directorate: Customer and Communities
Service: Cultural Services - Registrars

Goods / service for which charge is made	Charge set	VAT?	Before VAT, where applicable				Expected yield	Effective date of	Including VAT where applicable			Comments/ special considerations	
			Existing charge	Proposed 2013/14	%	Proposed 2014/15			Charge Existing £	Proposed 2013/14 £	% change		Proposed 2014/15 £
Full certificate of Birth/Death/Marriage, on day of registration	National	Non-business	4.00	4.00	0.0%	4.00	439		4.00	4.00	0.0%	4.00	Statutory fees are set by central government. No change expected 13/14
Full certificate of Birth/Death/Marriage, from a current register standard service	National	Non-business	7.00	7.00	0.0%	7.00	1		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	1		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	

Fees & charges approval template

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Directorate: Customer and Communities
Service: Cultural Services - Registrars

Goods / service for which charge is made	Charge set	VAT?	Before VAT, where applicable			Expected yield	Effective date of	Including VAT where applicable			Comments/ special considerations	
			Existing charge	Proposed 2013/14	%			Proposed 2013/14 £	% change	Proposed 2014/15 £		
Amendment fee	Local	Non-business	20.00	20.00	0.0%	8		20.00	0.0%	25.00	25.00	
Commemorative Certificate	Local	Non-business	5.00	5.00	0.0%	Minimal		5.00	0.0%	5.00	5.00	
Non refundable booking fee for ceremonies (included in fees below)	Local	Non-business	100.00	100.00	0.0%	40		100.00	0.0%	100.00	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	100.00	105.00	5.0%	245		100.00	5.0%	105.00	110.00	
Marriage/Civil Partnership at Register Office, Friday	Local	Non-business	175.00	180.00	2.9%			175.00	2.9%	180.00	195.00	
Marriage/Civil Partnership at Register Office, Saturday	Local	Non-business	235.00	240.00	2.1%	6		235.00	2.1%	240.00	255.00	
Statutory Register Office Ceremony	National	Non-business	45.00	45.00	0.0%			45.00	0.0%	45.00	45.00	45.00
Attendance for civil marriage/civil partnership, Monday - Thursday	Local	Non-business	360.00	380.00	5.6%	770		360.00	5.6%	380.00	395.00	
Attendance for civil marriage/civil partnership, Friday and Saturday	Local	Non-business	400.00	420.00	5.0%			400.00	5.0%	420.00	455.00	455.00
Attendance for civil marriage/civil partnership, Sunday and Bank Holidays	Local	Non-business	470.00	490.00	4.3%			470.00	4.3%	490.00	500.00	

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Directorate: Customer and Communities
Service: Cultural Services - Registrars

Goods / service for which charge is made	Charge set	VAT?	Before VAT, where applicable			Expected yield	Effective date of	Including VAT where applicable			Comments/ special considerations	
			Existing charge	Proposed 2013/14	%			Proposed 2014/15	Charge Existing £	Proposed 2013/14 £		% change
Marriage/Civil Partnership, small room at Arington House or Tynney room at The Mansion	Local	Non-business	50.00	55.00	10.0%	60.00	Apr-13	50.00	55.00	10.0%	60.00	
Renewal of Vows and naming ceremonies at Register offices, Monday - Thursday	Local	Standard	100.00	105.00	5.0%	110.00	Apr-13	120.00	126.00	5.0%	132.00	
Renewal of Vows and naming ceremonies at Register offices, Friday	Local	Standard	175.00	180.00	2.9%	195.00	Apr-13	210.00	216.00	2.9%	234.00	
Renewal of Vows and naming ceremonies at Register offices, Saturday	Local	Standard	235.00	240.00	2.1%	255.00	Apr-13	282.00	288.00	2.1%	306.00	
Renewal of Vows/naming ceremony at another venue, Monday-Thursday	Local	Standard	200.00	205.00	2.5%	210.00	Apr-13	240.00	246.00	2.5%	252.00	
Renewal of Vows/naming ceremony at another venue, Friday	Local	Standard	260.00	270.00	3.8%	275.00	Apr-13	312.00	324.00	3.8%	330.00	
Renewal of Vows/naming ceremony at another venue, Saturday	Local	Standard	260.00	270.00	3.8%	275.00	Apr-13	312.00	324.00	3.8%	330.00	
Renewal of Vows/naming ceremony at another venue, Sunday	Local	Standard	315.00	325.00	3.2%	330.00	Apr-13	378.00	390.00	3.2%	396.00	
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	185.00	195.00	5.4%	205.00	Apr-13	185.00	195.00	5.4%	205.00	

Fees & charges approval template

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Directorate: Customer and Communities
 Service: Cultural Services - Registrars

Goods / service for which charge is made	Charge set	VAT?	Before VAT, where applicable			Expected yield	Effective date of	Including VAT where applicable			Comments/ special considerations	
			Existing charge	Proposed 2013/14	%			Proposed 2014/15	Charge Existing £	Proposed 2013/14 £		% change
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	55.00	60.00	9.1%	65.00	20	66.00	72.00	9.1%	78.00	
Nationality application checking service, child as part of a family	Local	Standard	55.00	60.00	9.1%	65.00	4	66.00	72.00	9.1%	78.00	
Nationality application checking service, additional appointment	Local	Standard	25.00	25.00	0.0%	30.00	Minimal	30.00	30.00	0.0%	36.00	
Citizen Ceremony fee, Individual	Local	Non-business	80.00	80.00	0.0%	85.00	50	80.00	80.00	0.0%	85.00	
Additional fee for Private Ceremony	Local	Non-business	115.00	120.00	4.3%	130.00	15	115.00	120.00	4.3%	130.00	
Citizen Ceremony fee Family	National	Non-business	80.00	80.00	0.0%	80.00	185	80.00	80.00	0.0%	80.00	Fee from the Home Office
Additional fee for Private Ceremony												
Citizen Ceremony fee												
received from the Home Office												
for each new citizen												

Fees & charges approval template

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Directorate:

Customer and Communities

Service:

Cultural Services - Surrey Arts

Goods / service for which charge is made	Charge set nationally /	VAT?	Before VAT, where applicable			Expected yield for year	Effective date of new charge	Including VAT where applicable		Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Charge payable by customer / Existing £	Proposed £	
Children's music lessons (10per term), varies depending on number of participants and length of lesson	Local	Exempt	41.00 - 349.00	41.00 - 349.00	0.0%	2,423		41.00 - 349.00	41.00 - 349.00	0.0%
Adult music lessons (10 week term), varies depending on number of participants and length of lesson	Local	Exempt	63.00 - 377.00	63.00 - 377.00	0.0%			63.00 - 377.00	63.00 - 377.00	0.0%
Tuning up programme (10 sessions per term)	Local	Exempt	21.00	21.00	0.0%	145		21.00	21.00	0.0%
Primary Festivals Concerts Ticket	Local	Exempt	7.00	7.00	0.0%	34		7.00	7.00	0.0%
Ensemble membership	Local	Exempt	47.00 - 63.00	47.00 - 63.00	0.0%	31		47.00 - 63.00	47.00 - 63.00	0.0%
Instrument hire, per term	Local	Standard	13.33	13.33	0.0%	30		16.00	16.00	0.0%
Assisted purchase admin fee	Local	Non-business	5%, max £50	5%, max £50	0.0%	4		5%, max £50	5%, max £50	0.0%
Examination administration fee, per entry	Local	Non-business	6.50	7.50	15.4%	1	Sep-13	6.50	7.50	15.4%
Schools Recitals	Local	Non-business	105.00 - 210.00	105.00 - 210.00	0.0%	2		105.00 - 210.00	105.00 - 210.00	0.0%
Gatto Residential Course	Local	Exempt	60.00 - 260.00	60.00 - 260.00	0.0%	44		60.00 - 260.00	60.00 - 260.00	0.0%
Artist open studios	Local	Standard	35.00 - 235.83	35.00 - 235.83	0.0%	48		42.00 - 283.00	42.00 - 283.00	0.0%

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Directorate:

Customer and Communities

Service:

Cultural Services - Surrey Arts

Goods / service for which charge is made	Charge set nationally /	VAT?	Before VAT, where applicable		Expected yield for year	Effective date of new charge	Including VAT where applicable		Comments/ special considerations
			Existing charge £	Proposed charge £			Charge payable by customer / Existing £	Proposed £	
Wardrobe hire, per item first seven days	Local	Standard	0.23 - 21.67	0.23 - 21.67	37		0.28 - 26.00	0.28 - 26.00	Wardrobe hire fees were restructured in Nov 2010 onto a simplified per item basis.
Wardrobe hire, per item further 7 days	Local	Standard	25% of first week fee	25% of first week fee			25% of first week fee	25% of first week fee	Members receive a 15% discount on hire fees
Wardrobe membership (group and family/individual)	Local	Standard	39.17 - 56.67	39.17 - 56.67			47.00 - 68.00	47.00 - 68.00	A concessionary membership fee of £25.00 is available for students and those receiving unemployment and low income benefits
Concert ticket sales	Local	Standard	4.17 - 26.67	4.17 - 26.67	30		5.00 - 25.00	5.00 - 25.00	Fee varies dependent upon demand/popularity/event costs.
Arts Events (Boys Dance, Jnr Art School, Surrey Youth Theatre)	Local	Standard	Various	Various	12		Various	Various	

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Directorate:

Customer and Communities

Service:

Customer Services

Goods / service for which charge is made	Charge set nationally /	VAT?	Before VAT, where applicable		Expected yield for year	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £			% Change	Charge payable by customer / Existing £	Proposed £	
Blue parking badge	National	Non business	10.00	10.00	135.00		10.00	10.00	0.0%	Maximum charge is £10. Expected income based on 10 months actual plus 2 months estimated for first full year figures from new BBIS system

Fees & charges approval template

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Directorate: Customer and Communities
Service: Fire and Rescue

Goods / service for which charge is made	Charge set nationally /	VAT?	Before VAT, where applicable		Expected yield for year	Effective date of new charge	Including VAT where applicable		Comments/ special considerations
			Existing charge £	Proposed charge £			Charge payable by customer / Existing £	Proposed £	
Cost recovery for "special services", per hour	Local	Standard	322.40	302.86	93	Apr-13	386.88	363.43	-6.1%
Extracts from Fire Reports, per report	Local	Zero	60.09	64.07	5	Apr-13	60.09	64.07	6.6%
Safe Drive Stay Alive	Local	Exempt	2.50	2.50	30		2.50	2.50	0.0%

Revised fee reflects cost of provision

Fees & charges approval template

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Directorate:

Customer and Communities

Service:

Trading Standards

Goods / service for which charge is made	Charge set nationally /	VAT?	Before VAT, where applicable		Expected yield for year	Effective date of new charge	Including VAT where applicable		Comments/ special considerations
			Existing charge £	Proposed charge £			Charge payable by customer / Existing £	Proposed £	
Fireworks Registration, one year	National	Non business	105.00	These are all statutory fees and the annual increase has yet to be confirmed. This is not expected to be significant. Usually published March / April each year.	Minimal		105.00		The service are working in partnership with Mole Valley Environmental Health with a view to transfer this activity and the associated income for explosives to them in 2013.
Fireworks Registration, one year renewal	National	Non business	52.00						
Fireworks Licence, one year	National	Non business	178.00						
Fireworks Licence, one year renewal	National	Non business	83.00						
Fireworks Registration, annual licence (outside permitted periods)	National	Non business	500.00						
Variation of the licensee or registrant, site address/ Transfer of Licence or registration/ replacement licence/registration	National	Non business	35.00						
Petrol licence, storage of up to 2,500 litres	National	Non business	42.00						
Petrol licence, storage of 2,500-50,000 litres	National	Non business	58.00						
Petrol licence, storage of more than 50,000 litres	National	Non business	120.00						
Charge or transfer of an existing licence	National	Non business	8.00				8.00		

Fees & charges approval template

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Directorate:

Customer and Communities

Service:

Trading Standards

Goods / service for which charge is made	Charge set nationally /	VAT?	Before VAT, where applicable			Expected yield for year	Effective date of new charge	Including VAT where applicable		Comments/ special considerations	
			Existing charge £	Proposed charge £	% Change			Charge payable by customer / Existing £	Proposed £		% change
Site searches of premises where petroleum has been stored, full information	Local	Standard	105.00	108.15	3.0%	3	Apr-13	126.00	129.78	3.0%	The service are working in partnership with Mole Valley Environmental Health. Responsibility for these income streams will pass to Mole Valley from April 2013. These are based on the hourly rate of officers who perform the work (£36,70 - £48,44). Published March / April.
Site searches of premises where petroleum has been stored, no information	Local	Standard	52.50	54.08	3.0%		Apr-13	63.00	64.89	3.0%	
Plans of premises subject to site search	Local	Standard	10.50	10.82	3.0%		Apr-13	12.60	12.98	3.0%	
Poisons licence, initial registration, per premise	National	Non business	34.50	0.00		2	Apr-13	34.50	0.00		
Poisons licence, registration renewal, per premise	National	Non business	18.00	0.00			Apr-13	18.00	0.00		
Variation of an existing poisons registration	National	Non business	9.00	0.00		Apr-13	9.00	0.00			
Performing animals licence	National	Non business	25.00	Set by statute		Minimal	25.00	Set by statute			

Fees & charges approval template

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Directorate: Customer and Communities

Service: Trading Standards

Goods / service for which charge is made	Charge set nationally /	VAT?	Before VAT, where applicable		Expected yield for year	Effective date of new charge	Including VAT where applicable		Comments/ special considerations
			Existing charge £	Proposed charge £			Charge payable by customer / Existing £	Proposed £	
Weights and Measures testing: Liquid meters for fuel - 1st meter tested	Local	Standard	95.00	97.85	Minimal	Apr-13	114.00	117.42	3.0%
Weights and Measures testing: Liquid meters for fuel - subsequent meters	Local	Standard	58.33	60.08	Minimal	Apr-13	70.00	72.10	3.0%
Other Weights and Measures testing / verification fees	Local	Standard	Various	Various	Minimal	Apr-13	Various	Various	
Credit fitness checks per hour	National	Non business	66.57 max £900	Set by OFT	Minimal		66.57 max £900	Set by OFT	Conducted at request of OFT who also set fee levels.
Primary Authority Principle Agreements	Local (cost recovery limit - National)	Standard	Various	Various	15	Apr-13	Various	Various	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	8	Apr-13	67.00	67.00	Yield depends on third party demand for officer services.
Buy with Confidence, initial application fee	Local	Standard	215.83	222.50	11	Apr-13	259.00	267.00	
Buy with Confidence, annual fee, businesses with 1-5 employees	Local	Standard	118.33	121.67	60	Apr-13	142.00	146.00	
Buy with Confidence, annual fee, businesses with 6-20 employees	Local	Standard	172.92	178.33		Apr-13	207.50	214.00	
Buy with Confidence, annual fee, businesses with more than 20 employees	Local	Standard	270.42	279.17		Apr-13	324.50	335.00	

Fees & charges approval template

Directorate: Environment and Infrastructure
 Service: Economy, Transport & Planning (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			Existing	Proposed	% change	
County applications, new buildings, new floor space less than 40m ²	national	non-business	170	195	14.7%	}	22.11.12	170	195	14.7%	
			335	385	14.9%		22.11.12	335	385	14.9%	
			335	385	14.9%		22.11.12	335	385	14.9%	
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	£16,565 + £100 for each 75m ² in excess of 3,750 m ² , max £250,000	£19,049 + £115 for each 75m ² in excess of 3,750m ² , max £250,000		}	22.11.12	£16,565 + £100 for each 75m ² in excess of 3,750 m ² , max £250,000	£19,049 + £115 for each 75m ² in excess of 3,750m ² , max £250,000	0.0%	
			335	385	14.9%		22.11.12	335	385	14.9%	
			335	385	14.9%		22.11.12	335	385	14.9%	
County application for change of use	national	non-business	335	385	14.9%		22.11.12	335	385	14.9%	
County application for construction of car parks or service roads	national	non-business	170	195	14.7%		22.11.12	170	195	14.7%	
County application for construction of all weather pitch, for each 0.1 hectare or part thereof	national	non-business	170	195	14.7%	164	22.11.12	170	195	14.7%	

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Economy, Transport & Planning (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			Existing	Proposed	% change	
County application for other equipment (light columns/play equipment) if permission required	national	non-business	170	195	14.7%		22.11.12	170	195	14.7%	
Waste related applications, site area not more than 15 hectares, per 0.1 hectare or part thereof	national	non-business	170	195	14.7%		22.11.12	170	195	14.7%	
Waste related applications, site area greater than 15 hectares, per 0.1 hectare or part thereof	national	non-business	£23,315 +£100 for each 0.1 hectare above 15 hectares, max £65,000	£29,112 +£115 for each 0.1 hectare above 15 hectares, max £65,000			22.11.12	£23,315 +£100 for each 0.1 hectare above 15 hectares, max £65,000	£29,112 +£115 for each 0.1 hectare above 15 hectares, max £65,000	0.0%	
Minerals related applications, site area not more than 15 hectares, per 0.1 hectare or part thereof	national	non-business	170	195	14.7%		22.11.12	170	195	14.7%	
Waste related applications, site area greater than 15 hectares, per 0.1 hectare or part thereof	national	non-business	£23,315 +£100 for each 0.1 hectare above 15 hectares, max £65,000	£29,112 +£115 for each 0.1 hectare above 15 hectares, max £65,000			22.11.12	£23,315 +£100 for each 0.1 hectare above 15 hectares, max £65,000	£29,112 +£115 for each 0.1 hectare above 15 hectares, max £65,000	0.0%	

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Economy, Transport & Planning (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			Existing	Proposed	% change	
Planning monitoring visits to closed sites	national	non-business	96	110	14.6%	within above	22.11.12	96	110	14.6%	
Planning compliance visits to mineral extraction and waste sites (a maximum six chargeable visits p.a. per site)	national	non-business	288	331	14.9%		22.11.12	288	331	14.9%	

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Economy, Transport & Planning (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	
			12% of estimated construction cost	12% of estimated construction cost	0.0%			12% of estimated construction cost	12% of estimated construction cost	0.0%	
Verifying 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%	519	n/a	12% of estimated construction cost	12% of estimated construction cost	0.0%	
Pre-planning advice, residential development of 1-4 dwellings, written response	local	standard	100	100	0.0%		n/a	120	120	0.0%	
Pre-planning advice, residential development of 5-9 dwellings, written response	local	standard	250	250	0.0%		n/a	300	300	0.0%	
Pre-planning advice, residential development of 10-24 dwellings, written response	local	standard	450	450	0.0%		n/a	540	540	0.0%	
Pre-planning advice, residential development of 25-49 dwellings, written response	local	standard	750	750	0.0%		n/a	900	900	0.0%	
Pre-planning advice, residential development of 50-80 dwellings, written response	local	standard	1,200	1,200	0.0%		n/a	1,440	1,440	0.0%	

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Economy, Transport & Planning (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	
			£	£	% change						
Pre-planning advice, residential development of 81 or more dwellings, written response	local	standard	2,000	2,000	0.0%	n/a	2,400	2,400	0.0%		
Pre-planning advice, residential development of 1-4 dwellings, with meeting	local	standard	125	125	0.0%	n/a	150	150	0.0%		
Pre-planning advice, residential development of 5-9 dwellings, with meeting	local	standard	315	315	0.0%	n/a	378	378	0.0%		
Pre-planning advice, residential development of 10-24 dwellings, with meeting	local	standard	560	560	0.0%	n/a	672	672	0.0%		
Pre-planning advice, residential development of 25-49 dwellings, with meeting	local	standard	950	950	0.0%	n/a	1,140	1,140	0.0%		
Pre-planning advice, residential development of 50-80 dwellings, with meeting	local	standard	1,200	1,200	0.0%	n/a	1,440	1,440	0.0%		
Pre-planning advice, residential development of 81 or more dwellings, with meeting	local	standard	2,000	2,000	0.0%	n/a	2,400	2,400	0.0%		

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Economy, Transport & Planning (TDP)

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Including VAT where applicable			Comments/ special considerations
			Existing charge	Proposed charge	% change	Existing	Proposed	% change	
			£	£	% change	£	£	% change	
Pre-planning advice, commercial & retail development, up to 100m ² , written response	local	standard	100	100	0.0%	120	120	0.0%	
Pre-planning advice, commercial & retail development, 100-500m ² , written response	local	standard	450	450	0.0%	540	540	0.0%	
Pre-planning advice, commercial & retail development, 501-1000m ² , written response	local	standard	750	750	0.0%	900	900	0.0%	
Pre-planning advice, commercial & retail development, 1001-2000m ² , written response	local	standard	1,200	1,200	0.0%	1,440	1,440	0.0%	
Pre-planning advice, commercial & retail development, 2001-5000m ² , written response	local	standard	1,750	1,750	0.0%	2,100	2,100	0.0%	
Pre-planning advice, commercial & retail development, 5001m ² or more written response	local	standard	2,000	2,000	0.0%	2,400	2,400	0.0%	
Pre-planning advice, commercial & retail development, up to 100m ² , with road planning	local	standard	125	125	0.0%	150	150	0.0%	

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Economy, Transport & Planning (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	
Pre-planning advice, commercial & retail development, 101-500m ² , with meeting	local	standard	560	560	0.0%		n/a	672	672	0.0%	
Pre-planning advice, commercial & retail development, 501-1000m ² , with meeting	local	standard	950	950	0.0%		n/a	1,140	1,140	0.0%	
Pre-planning advice, commercial & retail development, 1001-2000m ² , with meeting	local	standard	1,500	1,500	0.0%		n/a	1,800	1,800	0.0%	
Pre-planning advice, commercial & retail development, 2001-5000m ² , with meeting	local	standard	1,750	1,750	0.0%		n/a	2,100	2,100	0.0%	
Pre-planning advice, commercial & retail development, 5001m ² or more with meeting	local	standard	2,000	2,000	0.0%		n/a	2,400	2,400	0.0%	

Fees & charges approval template

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Directorate: Environment & Infrastructure
Service: 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			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	303	cost recovery	cost recovery	n/a	Supplemented by the increased grant received	
Bikeability, cycle training, level 2, per trainee	local	non-business	22.00	22.00	0	303	cost recovery	cost recovery	n/a	Supplemented by the increased grant received	

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%	66				0.0%		
Sample inspection fees on utility works	Nationally	non-business	47.50	47.50	0.0%	408		47.50	47.50	0.0%		
Third Party Report inspection fees	Nationally	Non-business	68.00	68.00	0.0%	4		68.00	68.00	0.0%		
Joint site meeting defect fee (D1)	Nationally	Non-business	47.50	47.50	0.0%	29		47.50	47.50	0.0%		
Defect inspection whilst remedial is in progress fee (D2)	Nationally	Non-business	47.50	47.50	0.0%			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%		
Core investigation failure	Nationally	Non-business	122.50	122.50	0.0%	55		122.50	122.50	0.0%		
Core investigation inspection fee (D1)	Nationally	Non-business	47.50	47.50	0.0%			47.50	47.50	0.0%		
Daily charges for Utilities overstay notified time limits on Traffic Sensitive or Protect street not in road categories 2, 3, or 4	Nationally	non-business	N/A	5,000.00		35					*Rising to £10,000 per day after first three days	
Daily charges for Utilities overstay notified time limits on non Traffic Sensitive or non Protect street in road categories 2, 3, or 4	Nationally	non-business	N/A	2,500.00								
Daily charges for Utilities overstay notified time limits on Traffic Sensitive or Protect street in road categories 2	Nationally	non-business	N/A	3,000.00								*Rising to £8,000 per day after first three days
Daily charges for Utilities overstay notified time limits on non Traffic Sensitive or non Protect streets in road categories 2	Nationally	non-business	N/A	2,000.00								
Daily charges for Utilities overstay notified time limits on Traffic Sensitive or Protect street in road categories 3 or 4	Nationally	non-business	N/A	750.00								
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	N/A	250.00								
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	N/A	2,500.00								
Daily charges for Utilities overstay notified time limits on works other than on the carriageway in street category 2	Nationally	non-business	N/A	2,000.00								
Daily charges for Utilities overstay notified time limits on works other than on the carriageway in street category 3 or 4	Nationally	non-business	N/A	250.00								
Daily charges for Utilities overstay notified time limits, major or standard works on category 0 or 1 roads	Nationally	non-business	2,500.00	0.00	-100.0%				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	2,000.00	0.00	-100.0%				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	0.00	-100.0%				750.00	750.00	0.0%	
Daily charges for Utilities overstay notified time limits, minor or intermediate works on category 0, 1 or 2 roads	Nationally	non-business	500.00	0.00	-100.0%				500.00	500.00	0.0%	
Daily charges for Utilities overstay notified time limits, minor or intermediate works on category 3 or 4 traffic sensitive roads	Nationally	non-business	250.00	0.00	-100.0%				250.00	250.00	0.0%	
Daily charges for Utilities overstay notified time limits, major or standard works on category 3 or 4 non-traffic sensitive roads	Nationally	non-business	250.00	0.00	-100.0%				250.00	250.00	0.0%	
Fixed penalty notices for utilities failure to make required notifications to Surrey as street authority	Nationally	non-business	100.00	0.00	-100.0%			100.00	100.00	0.0%		
Fixed penalty notices for utilities failure to make required notifications to Surrey as street authority payment recied within 90 days	Nationally	non-business	120.00	120.00	0.0%	0		120.00	120.00	0.0%		
Traffic signals switching off / on day time	Nationally	Non-business	80.00	80.00	0.0%	0		80.00	80.00	0.0%		
Traffic signals switching off / on evening	Locally	Non-business	87.00	88.74	2.0%	5		87.00	87.00	0.0%		
Traffic signals switching off / on weekend	Locally	Non-business	173.00	176.46	2.0%				173.00	173.00	0.0%	
Traffic signals switching off / on weekend	Locally	Non-business	229.00	233.58	2.0%				229.00	229.00	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	Change payable by the customer/client Existing Proposed % change		
Recovery of administrative costs re Damage to County Property (DCP), inspection & supervision including call out fee of £200	Locally	non-business	347.00	347.00	0.0%		347.00	347.00	0.0%	
Recovery of administrative costs re Damage to County Property (DCP), traffic signals minimum charge - variable according to resource hours	Locally	non-business	170.00	170.00	0.0%	179	170.00	170.00	0.0%	
Recovery of administrative costs re Traffic Regulation Orders (TRO) in addition to recovery of variable advertisement costs	Locally	non-business	719.00	719.00	0.0%		719.00	719.00	0.0%	
Application to create vehicle crossover/dropped kerb (not refundable)	Locally	non-business	177.00	177.00	0.0%		177.00	177.00	0.0%	
Initial assessment of suitability for crossover	Locally	non-business	75.00	75.00	0.0%	135	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	725.00	0.0%		725.00	725.00	0.0%	
Temporary traffic order, section 14 (1)	Locally	non-business	719.00	725.00	0.8%		719.00	719.00	0.0%	
Temporary traffic order, section 14 (5) (Diversion)	Locally	non-business	303.00	303.00	0.0%		303.00	303.00	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	206.00	0.0%		206.00	206.00	0.0%	
Licence to place scaffolding/ hoardings on the highway	Locally	non-business	per 28 day period	per 28 day period	0.0%		per 28 day period	per 28 day period	0.0%	
HIP 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	70.00	0.0%		70.00	70.00	0.0%	
Skips placed on the highway, 28 days	Locally	non-business	95.00	95.00	0.0%		95.00	95.00	0.0%	
Licence to place crane on highway	Locally	non-business	145.00	145.00	0.0%		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 ²	Min £104 up to 10 m ² , then £52 per additional m ²	0.0%	194	Min £104 up to 10 m ² , then £52 per additional m ²	Min £104 up to 10 m ² , then £52 per additional m ²	0.0%	
Temporary road sign	Locally	non-business	145.00	145.00	0.0%		145.00	145.00	0.0%	
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	88.74	2.0%		87.00	87.00	0.0%	
Monday-Friday 08.00 - 18.00										
SCC Officer attendance to adjust permanent traffic signals or signalised crossings	Locally	non-business	173.00	176.46	2.0%		173.00	173.00	0.0%	
Monday-Friday 18.00 - 08.00										
SCC Officer attendance to adjust permanent traffic signals or signalised crossings	Locally	non-business	229.00	233.58	2.0%		229.00	229.00	0.0%	
Weekend/Bank holiday										
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%	

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	
Highways information team, standing charge	Locally	non-business	22.00	22.00	0.0%	660		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%			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%			28.00	29.00	3.6%	
Highway/land search - Con29O	Locally	non-business	13.00	14.00	7.7%			12.00	13.00	8.3%	

Fees & charges approval template

Please note, unless otherwise indicated, these fees and charges for 2011/12 have been agreed under delegated authority or set nationally, so are included here for information .

Directorate: Environment & Infrastructure

Service: Countryside

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Including VAT where applicable			Comments/ special considerations			
			Existing charge	Proposed charge	% change	Expected yield for year	Effective date of new charge	Charge payable by the customer/client				
			£	£	% change	£000s		Existing		Proposed	% change	
Utilities temporary closure of Rights of Way (RoW) by Notice (5 day)	locally	non-business	347.00	£347	n/a	n/a	3	n/a	various	various	n/a	Charges similar to those made on the highway but in relation to Rights of Way. Relative to highways lower volume and yield
Utilities temporary closure of Rights of Way (RoW) by Order (6 month)	locally	non-business	various	various	n/a	n/a	10	n/a	various	various	n/a	Charges similar to those made on the highway but in relation to Rights of Way. Relative to highways lower volume and yield
Lower Mole Project	Cost recovery	cost recovery	cost recovery	na/a	n/a	n/a	58	n/a				

Fees & charges approval template

Please note, unless otherwise indicated, these fees and charges for 2011/12 have been agreed under delegated authority or set nationally, so are included here for information .

Directorate: Environment and Infrastructure

Service: Parking

Goods/ service for which charge is made	Charge set by statute or locally?	VAT?	Before VAT, where applicable			Including VAT where applicable			Comments/ special considerations
			Existing charge	Proposed change	% change	Existing	Proposed	% change	
			£	£		£000s	Effective date of new charge	£000s	
<u>Controlled Parking Zones</u>									
First household permit	local	non-business	50.00	50.00		50.00			
Second and subsequent permits per household (outside Guildford)	local	non-business	75.00	75.00		75.00			
Second and subsequent permits per household (Guildford)	local	non-business	80.00	80.00	N/a	80.00			
Visitor permits, per day	local	non-business	2.00	2.00		2.00			
replacement of lost permit or due to change of details (eg new vehicle)	local	non-business	15.00	15.00		15.00	2,700		£2.6m of the expected yield relates to prior year income received from Guildford BC.
<u>On-street Parking charges</u>									
Areas of high demand, per half hour	local	non-business	0.70	0.70		0.70			
Areas of medium demand, per half hour	local	non-business	0.50	0.50	N/a	0.50			
Areas of low demand, per half hour	local	non-business	0.30	0.30		0.30			

Fees & charges approval template

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Directorate: Environment and Infrastructure

Service: Parking

Goods/ service for which charge is made	Charge set by statute or locally?	VAT?	Before VAT, where applicable			Including VAT where applicable			Comments/ special considerations	
			Existing charge	Proposed charge	% change	Expected yield for year	Effective date of new charge	Charge payable by the customer/client		
			£	£	% change	£000s		Existing		Proposed
Suspension of a parking bay	local	non-business	£60 for 3 days, then £10 per extra day	£60 for 3 days, then £10 per extra day			Charges will be administered by the Districts - charge set in Transport Plan	£60 and £10		
Waiver	local	non-business	£15 for 3 days, then £5 per extra day	£15 for 3 days, then £5 per extra day	N/a		Charges will be administered by the Districts - charge set in Transport Plan	£15 and £5		

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Economy, Transport & Planning (Transport)

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Including VAT where applicable			Comments/ special considerations		
			Existing charge	Proposed charge	% change	Existing	Proposed	% change			
			£	£	% change	£000s	Effective date of new charge	Expected yield for year			
Charges for spare seats on SCC run school coaches for non entitled scholars, per term children up to age eight	local	zero rated	158	158	0.0%	154	n/a	158	158	0.0%	
Charges for spare seats on SCC run school coaches for non entitled scholars, per term children aged between 8 and 16	local	zero rated	158	158	0.0%	254	n/a	158	158	0.0%	Charges to be reviewed in April and changes implemented in September 2013 for the new academic year.
Charges for spare seats on SCC run school coaches for non entitled scholars, per term children aged 16 plus	local	zero rated	tbc	tbc		54	n/a	210	210	0.0%	
Replacement coach or bus pass (child)	local	non business	5	5	0.0%	2	n/a	5	5	0.0%	
Replacement rail pass (child)	local	non business	10	10	0.0%	0	n/a	10	10	0.0%	
CRB checks for transport contractors (drivers and escorts)	local	non business	55	57	3.3%	45	Apr-13	55	57	3.3%	Increased in line with January 2013 RPI
Post 16 (subsidised) travel pass - student fare card (bus and rail)	local	non business	25	25	0.0%	161	n/a	25	25	0.0%	Fees were reviewed and increased in July 2010 (from £10 to £25)

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Economy, Transport & Planning (Transport)

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Including VAT where applicable			Comments/special considerations		
			Existing charge £	Proposed charge £	% change	Expected yield for year £000s	Effective date of new charge	Change payable by the customer/client		% change	
Replacement of Concessionary bus pass (people aged 60+ and disabled people)	local	non business	5	5	0.0%	0	n/a	5	0.0%	To be reviewed during 2013 as part of scheme review	
Bus Stop suspension charge to utilities / developers for 1 day	local	non business	100	120	20.0%	24	Apr-13	100	120	20.0%	Increased in line with TIL rates
Bus Stop suspension charge to utilities / developers for 2 days or more	local	non business	200	240	20.0%		Apr-13	200	240	20.0%	
Traffic data - first site	local	standard	85	88	3.3%	9	Apr-13	102	105	3.3%	Increased in line with January 2013 RPI
Traffic data - each additional site	local	standard	30	31	3.3%		Apr-13	36	37	3.3%	
Personal Injury Collision (PIC) New site data (supply of data to consultants)	local	standard	100	103	3.3%		Apr-13	120	124	3.3%	Increased in line with January 2013 RPI
Personal Injury Collision (PIC) Repeat site data (supply of data to consultants)	local	standard	60	62	3.3%		Apr-13	72	74	3.3%	
Personal Injury Collision (PIC) No PIC data at site	local	standard	25	26	3.3%	5	Apr-13	30	31	3.3%	Fees will vary year on year depending on the total no. of casualties in Surrey. A proportion of costs then calculated for HA network (approx £.13 per collision).
Personal Injury Collision (PIC) provision of data to Highways Agency (HA)	local	standard	cost recovery	cost recovery	n/a	n/a	cost recovery	cost recovery	n/a		

Fees & charges approval template

Directorate:	Business Services
Service:	Property Services

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change	Expected yield for year £000s	Effective date of new charge	Change payable by the customer/ client	
						Existing	Proposed	% change	
Letting of County Hall for filming	locally	No VAT	see comments	see comments	0.0%	see comments	see comments	0.0%	Rates are negotiated on an individual basis, depending on requirements.

Fees & charges approval template

Directorate: Chief Executives Office
 Service: Legal & Democratic Services

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change	Expected yield for year £000s	Effective date of new charge	Change payable by the customer/ client	
Legal Services									
Legal Services to Secondary Schools	INTERNAL		£1,112	£1,134	2.0%	126	01/04/2013		Legal Buy-Back to Schools
Legal Services to Junior Schools	INTERNAL		£381	£389	2.0%		01/04/2013		Legal Buy-Back to Schools
Democratic Services									
Schools Appeals	INTERNAL		£270	£270	0.0%	60	01/04/2013	270	0.0% Maximum cost £270 per appeal

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			Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change	Expected yield for year £000s	Effective date of new charge	Change payable by the customer/ client	
Communications									
Surrey Matters advertising	Locally	SR				10	1-Apr-2013		various amounts charged dependent on size of advert and SCC offer