

**Subject: Fees and Charges 2019/20**

**Report to: ELT 12 November 2018**

**Policy and Resources Committee 27 November 2018**

**Full Council 13 December 2018**

**Report by: Finance Director**

#### **SUBJECT MATTER/RECOMMENDATIONS**

**This report outlines for approval the schedule of fees and Charges for the 2019/20 financial year.**

#### **Recommendation:**

That Council be recommended to agree to the schedule of fees and charges for 2019/20 as detailed in Appendix A of the report.

## **1. INTRODUCTION AND BACKGROUND**

- 1.1. The Council approved a fees and charges policy in December 2014. This policy was agreed as part of the financial planning and transformation work stream to provide a framework within which the Council's fees and charges would be set annually as part of the budget setting process. Income from fees and charges provides a key source of income to the Council for the provision of its services.
- 1.2. Operating within a fees and charges policy provides a clear framework for setting the annual fees and charges for services provided by the Borough Council. There will be occasions when decisions around the setting of fees and charges need to be made that are outside of the policy, for example in response to local factors which influence demand for a service. There needs to be clear reasons for making changes outside of the policy and these would need to take into account the longer term income generation opportunities.
- 1.3. The setting of the fees and charges annually provides a key element of the annual budget setting process to inform the service income budgets which will also take into account local demand and other local factors. In addition future financial projections will take into account planned increases to fees and charges in line with the current policy to provide estimates on the level of future income.

- 1.4. The policy sets out some criteria and rationale for the annual changes to fees and charges which largely covered an annual increase of RPI plus 2% for the period until 2020. There are exceptions to this including the following:
  - 1.4.1. Where fees are statutory and are therefore outside the scope of control for the Council to set;
  - 1.4.2. Where fees are set within national rules for cost recovery, for example land charges and building control;
  - 1.4.3. Fees and charges subject to separate reviews and form part of the 2019/20 savings and additional income proposals.

## **2. FEES AND CHARGES PROPOSALS FOR 2019/20**

- 2.1. The proposed fees and charges for 2019/20 are included at Appendix A to the report. In line with the fees and charges policy the fees included in the schedule have been increased by RPI plus 2%, this equates to an increase of 5.2%, based on RPI being 3.2% at August 2018. For administration, the proposals will have been rounded, as applicable, for example where charges are reliant upon change such as car parking charges.
- 2.2. All fees and charges have been increased in line with the fees and Charges policy, with the exception of the following listed below.
- 2.3. **Market Fees:** The market fees are recommended to be £1 per foot for the two days markets in 2019/20. Casual two day market charges will continue to be 30% more than the standard two day market (as per Appendix A).
- 2.4. With regards to all other Market fees and the future redevelopment proposals of the Market, the proposal is to maintain the current rent levels set in 2018/19, with an added incentive of a 5% discount for payment by Direct Debit.
- 2.5. **Pay and Display Car Parks:** The hourly rate of town centre car parks are recommended to remain frozen at 2018/19 rates and overnight and evening charges from 4pm to remain free. The over 4 hour charge rate has increased by 10p, making this charge £8.00 in 2019/20. The proposed charges for Sunday rates have also been increased by RPI only.

- 2.6. Town centre long stay charges are also proposed to remain frozen for the hourly rate; however an increase of 4% has been added to the over 4 hour charge, making this £4.80. Sunday charges are to be increased by RPI only and overnight and evening charges from 4pm are to remain free.
- 2.7. The Seafront short stay car parks are anticipated to increase as follows:
- First 2 hours – RPI only
  - After 2 hours & Winter cost per hour – RPI +2%
  - Overnight charges – 50% increase to £1.50.
- 2.8. Details on other car park fee increases, Season tickets and Rover tickets increases can be viewed in Appendix A and these have also been set outside of the corporate policy. These increases have been made on a lessor margin to the corporate policy or frozen to keep charges competitive and attractive.
- 2.9. Beach coach station charges are proposed to be increased outside of the corporate policy, with exception to the car summer peak charges and coach charges up to three hours, these charges are proposed to increase by RPI + 2% and the Daily Coach ticket proposed to be increased by RPI only.
- 2.10. **Town Hall:** Fees for the Town Hall have been reviewed and an updated structure of fees can be seen in Appendix A. Fees have been updated outside the corporate policy to ensure competitive rates attract future bookings of events.
- 2.11. **Filming and Commercial Photography:** Fees been reviewed to ensure they cover the staff time involved in dealing with the applications of different production sizes, including the back-office processing of certificates and notices. The proposal is for tiered fees for different sized-productions, on the basis that larger productions normally require greater council support and involvement. A new proposed fee structure can be found in Appendix A.
- 2.12. **Crematorium:** The overall increase to crematorium fees are split between an RPI only increase (3.2%) and corporate policy increase (5.2%). The Crematorium fees and charges continue to be maximised where possible whilst ensuring we remain competitive in this area. The fees proposed and are due to be finalised by the end of the year.
- 2.13. **Licencing fees and charges:** Fees for 2019/20 will be maintained at the 2018/19 rate. Regulations state that the fees for these services are to remain

proportionate and reasonable. A review of all fees for these services has been undertaken and no changes are recommended this year.

- 2.14. **Sports and Leisure fees and charges:** Fees are proposed to be frozen at the 2018/19 rates for the majority of sports and outdoor facilities at the Wellesley Recreation Ground. This includes Great Yarmouth Town Football Club charge, casual hire of the ground for football and the fee to the Athletics Club. This freeze also includes use of the multi sports area. A review of the fees and charges for this site will take place as part of the ongoing feasibility for the site.
- 2.15. **Land Charges:** A proposal of an increase of RPI only across the board has been made on all existing land charges fees, due to charges being subject to open market competition from a growing number of private search companies.
- 2.16. **Additional Fees & Charges in 2019/20 from Savings proposals**
- 2.17. **Street naming and numbering & tree services:** A range of new and amended fees have been identified for street naming/numbering, tree and mapping services. Changing a dwelling name/number and mapping services have been increased above the corporate policy due to a review of competitive local charges and recovery costs of the service.
- 2.18. **Print room and design:** is a commercial area that has been updated and recommended to be added in 2019/20. Fees have been increased as per the corporate policy and pricing will continue to be reviewed year on year.
- 2.19. **Crematorium;** A new low cost funeral option of direct funeral services was introduced in May 2018/19. It is proposed this will continue to be part of the crematorium fees and charges in 2019/20 to further establish this service.
- 2.20. **Fees and charges still under review 2019/20**
- 2.21. Planning and the Crematorium fees and charges are currently only draft figures and under review. A further update to these fees and charges will be made before the 2019/20 budget setting.

### **3. FINANCIAL IMPLICATIONS**

- 3.1. The financial implications from the proposed changes will be factored into the detailed service budgets for 2019/20 and used to inform the future financial projections.

### **4. RISK IMPLICATIONS**

- 4.1. There is a risk of non-delivery of budgeted income from the fees and charges for example as a result of a reduction in demand for a service, an element of this risk is mitigated by the informed calculation of the income budgets taking into account known local and national factors and also current and past trends.
- 4.2. Where the level of income is related to service demand there are factors that are outside of the control of the Council, for example the impact that weather can have on the level of car parking income, or confidence in the economy on planning application income. A prudent approach is taken to the setting of these income budgets and the more significant demand income budgets, for example car parking fee income and planning income are closely monitored during the year.
- 4.3. The level of income from fees and charges is reviewed during the year in terms of delivery of income targets as part of the budget monitoring process and therefore future charges could be subject to change to mitigate any financial risks.
- 4.4. The general reserve includes an allowance for fluctuations in income from demand led services which can be used to mitigate significant impacts during the year of reductions in income, although this should not be seen as a long term source of mitigation.

### **5. CONCLUSIONS**

- 5.1. The proposed fees and charges for 2019/20 have been calculated based on the current fees and charges policy and where there are opportunities to deliver additional income to help reduce the future financial gap that the Council is facing.
- 5.2. The proposals will be factored into the detailed budget for 2019/20 which will be brought forward for Member approval in February 2019. In addition the

future financial implications from 2019/20 will be used to inform the later financial projections for the Council.

## **6. RECOMMENDATIONS**

- 6.1. That Council be recommended to agree to the schedule of fees and charges for 2019/20, as detailed in Appendix A of the report.

## **7. BACKGROUND PAPERS**

- 7.1. Fees and Charges Policy as approved in December 2014.  
7.2. Current (2018/19) fees and charges.

*Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?*

<b>Area for consideration</b>	<b>Comment</b>
Monitoring Officer Consultation:	
Section 151 Officer Consultation:	Report Author
Existing Council Policies:	Fees and Charges Policy
Financial Implications:	Included in the detail of the report
Legal Implications (including human rights):	N/A
Risk Implications:	Included in the detail of the report
Equality Issues/EQIA assessment:	N/A
Crime & Disorder:	N/A
Every Child Matters:	N/A

# **Fees and Charges**

**2019 - 2020**

## **Fees and Charges**

<b>Title</b>	<b>Page Number</b>
<b>Crematorium and Cemeteries</b>	<b>3</b>
<b>Environment</b>	<b>7</b>
<b>Environmental Health</b>	<b>9</b>
<b>Garden Waste Bins</b>	<b>11</b>
<b>Housing Needs and Welfare Services</b>	<b>12</b>
<b>Land Charges</b>	<b>13</b>
<b>Market Fees</b>	<b>14</b>
<b>Market Fairs Fees</b>	<b>15</b>
<b>Filming and photography</b>	<b>16</b>
<b>Licenses</b>	<b>17</b>
<b>Pay and Display Car Parks</b>	<b>19</b>
<b>Sports and Leisure</b>	<b>22</b>
<b>Town Hall</b>	<b>25</b>
<b>Borough News Advertising</b>	<b>27</b>
<b>Print Room &amp; Design</b>	<b>28</b>
<b>Street naming &amp; numbering &amp; tree services</b>	<b>31</b>

† Indicates Fees and Charges inclusive of VAT



## Fees & Charges Crematorium and Cemeteries 2019-20

2018/19 Charges VAT @ 20% (where applicable)	2019/20 Charges VAT @ 20% (where applicable)
--	--

### Great Yarmouth Borough Council Funeral Services

#### Essential Rose Package

Cremation only, no service and no attendance	1,295.00	1,295.00	No change
--	----------	----------	-----------

#### Essential Plus Rose package

Cremation and 15 Minute Service in the chapel with attendance. Includes music choices For Service times: 08:15, 08:45, 16:00 and 16:30	1,995.00	1,995.00	No change
---	----------	----------	-----------

#### Premium Rose Package

Flexible cremation & 25 minute service in the chapel with attendance. Includes music choices. For Service times 09:15, 10:00, 10:45, 11:30, 12:15, 13:00, 13:45, 14:30, 15:15	2,495.00	2,495.00	No change
--	----------	----------	-----------

### Cremation Charges

NB: From 01 April 2019 the Medical Referee Fee of £28 is included in the Cremation Fee.  
The fee also includes an Environmental Charge of £65  
The use of the Wesley Music System is included.

#### The following charges relate to cremation:

Non-viable foetus or stillborn child	No Charge	No Charge	
The body of a child not exceeding four years of age at time of death	No Charge	No Charge	
The body of a child of four years, but not exceeding twelve years at the time of death	No Charge	No Charge	
The body of a person whose age at the time of death exceeded twelve years	<b>See below:</b>	<b>See below:</b>	
For Service times: 08:15, 08:45, 16:00 and 16:30 (30 minutes)	750.00	780.00	
For Service times 09:15, 10:00, 10:45, 11:30, 12:15, 13:00, 13:45, 14:30, 15:15 (45 minutes)	790.00	820.00	
Funeral Director No Attendance (arrangements required, no service) - delivery by agreement	510.00	510.00	No change
Saturday Services details on request			
50% cancellation fee will apply to cremations cancelled within 48hrs of the service			

#### Additional Charges

Scattering of cremated remains from another Crematorium in the lawn area	125.00	125.00	No change
Scattering of cremated remains from this Crematorium in the lawn area, with relatives and an officer in attendance	90.00	95.00	
Scattering of cremated remains from this Crematorium in the lawn area, <b>no attendance</b>	59.50	62.00	
Hire of Crematorium Chapel:			
For Burial / Memorial Service	131.00	175.00	
Extension of half an hour for Cremation Service	150.00	180.00	
Hire of Crematorium Chapel only	275.50	290.00	
Temporary retention of ashes, after first four weeks, per month	24.00	26.00	
Ash containers (bronze urns)	24.00	35.00	
Baby bio-degradable box urn	No Charge	No Charge	
Bio-degradable box urn	No Charge	No Charge	
Additional Certificate of Cremation	19.00	20.00	
Certified extract from Register of Cremations	19.00	20.00	
† Pall bearers (each) (VAT included in fee 2019-20)	30.50	31.00	No change
† Audio recording of the service presented on USB or CD (VAT included in fee 2019-20)	55.00	57.00	
The use of the Wesley Music System is provided			

#### Visual Tributes

Webcast	85.00	88.00
DVD	55.00	57.00
Extra DVD	45.00	47.00
Tribute up to 10 Photographs	75.00	78.00
Tribute up to 20 Photographs	110.00	114.00
Single Photograph	25.00	26.00
Video Tribute (up to 3 minutes)	65.00	68.00

#### Dedications

† Two line entry (VAT included in fee 2019-20)	87.50	91.00
† Five line entry (VAT included in fee 2019-20)	124.00	128.00
† Eight line entry (VAT included in fee 2019-20)	165.00	171.00
† Five line entry with flower illustration or similar (VAT included in fee 2019-20)	184.00	190.00
† Five line entry with heraldic device (VAT included in fee 2019-20)	199.00	206.00
† Eight line entry with flower illustration or similar (VAT included in fee 2019-20)	199.00	206.00
† Eight line entry with full heraldic device or crest (VAT included in fee 2019-20)	356.00	368.00

#### Memorial Cards

† Two line entry (VAT included in fee 2019-20)	19.50	21.00
† Five line entry (VAT included in fee 2019-20)	24.70	26.00
† Eight line entry (VAT included in fee 2019-20)	43.00	45.00
† Five line entry with flower illustration or similar (VAT included in fee 2019-20)	68.00	71.00
† Eight line entry with flower illustration or similar (VAT included in fee 2019-20)	84.50	88.00
† Five line entry with heraldic device (VAT included in fee 2019-20)	92.00	95.00

## Fees & Charges Crematorium and Cemeteries 2019-20

	2018/19 Charges VAT @ 20% (where applicable)	2019/20 Charges VAT @ 20% (where applicable)
† Eight line entry with full heraldic device or crest (VAT included in fee 2019-20)	108.50	112.00

### Memory Books

† Two line entry (VAT included in fee 2019-20)	68.00	71.00
† Five line entry (VAT included in fee 2019-20)	75.00	78.00
† Eight line entry (VAT included in fee 2019-20)	84.50	88.00
† Five line entry with flower illustration or similar (VAT included in fee 2019-20)	108.50	112.00
† Eight line entry with flower illustration or similar (VAT included in fee 2019-20)	116.50	121.00
† Five line entry with heraldic device (VAT included in fee 2019-20)	134.00	139.00
† Eight line entry with full heraldic device (VAT included in fee 2019-20)	151.00	156.00

NB: For each additional entry in Velum book - as in Memorial Cards above inclusive of postage and packing

### Memorial Garden (including provision of Bronze Plaque) Ten year dedication period

† Shrub (VAT included in fee 2019-20)	282.00	292.00
† Standard Rose (VAT included in fee 2019-20)	330.00	341.00
† Double Plaque (to replace single) (VAT included in fee 2019-20)	72.50	75.00
† Embossed motif (from selection) on bronze plaque (VAT included in fee 2019-20)	19.00	20.00
† Postage and packing of expired memorial plaque (VAT included in fee 2019-20)	7.50	8.00

### Memorial Tree (including provision of Bronze Plaque) Ten year dedication period

† Ten year dedication period (VAT included in fee 2019-20)	420.00	434.00
† Renewal - ten year dedication period (VAT included in fee 2019-20)	250.00	258.00

### Individual Memorial Seat (including provision of Bronze Plaque) Ten year dedication period

† Six foot seat (VAT included in fee 2019-20)	1,123.00	1,182.00
† Additional bronze plaque (VAT included in fee 2019-20)	195.00	206.00
† Renewal for ten year dedication period (VAT included in fee 2019-20)	250.00	263.00

### Individual Wall Plaques Ten year dedication period

† Bronze plaque - black with gold lettering (VAT included in fee 2019-20)	170.50	176.00
† Renewal of existing plaque - 10 year dedication period (VAT included in fee 2019-20)	113.50	118.00
† To add additional name or request new plaque to replace existing (new 4 line plaque) (VAT included in fee 2019-20)	85.00	88.00

### Polished Sterling Grey Granite Memorial Vase Kerbs Ten year dedication period

† Granite Memorial Vase Kerbs with 6 line inscription (VAT included in fee 2019-20)	418.50	432.00
† To add additional name (new 6 line granite plate) (VAT included in fee 2019-20)	126.00	131.00
† Renewal - 10 year dedication period (VAT included in fee 2019-20)	320.50	331.00

### Hexagonal Sandstone Tower with Granite Plaque Ten year dedication period

Granite memorial plaque with 6 line inscription	176.50	183.00
New plaque for additional name to be added	119.50	124.00
Renewal of existing plaque for ten year period	119.50	124.00

### Sanctum 2000 above ground vaults Twenty year lease period

20 year lease of granite vault and black granite plaque and lettering (up to 80 letters) first interment and first posy vase	965.00	996.00
Decorative motifs/floral tribute on plaque (samples & price on request)		
Cameo photograph arranged and fixed to plaque (4cm x 3cm)	116.00	120.00
Cameo photograph arranged and fixed to plaque (7cm x 5cm)	139.50	144.00
Heart shaped cameo photo, arranged and fixed to plaque	186.00	192.00
Replacement of black granite plaque (excluding photograph) up to 80 letters	371.00	383.00
Additional letters (per letter)	3.50	4.00
Repainting of current plaque price on request (dependent on characters and motifs)		

### Sanctum Panorama above ground vaults Twenty year lease period

20 year lease of granite vault and black granite plaque and lettering (up to 80 letters) first interment and first posy vase		
Top level:	902.00	931.00
Mid level:	869.00	897.00
Lower level:	814.00	841.00
Cameo photograph arranged and fixed to plaque (4cm x 3cm)	117.00	121.00
Cameo photograph arranged and fixed to plaque (7cm x 5cm)	139.50	144.00
Heart shaped cameo photo, arranged and fixed to plaque	186.00	192.00
Replacement of black granite plaque (excluding photograph) up to 80 letters	371.00	383.00
Additional letters (per letter)	3.50	4.00
Repainting of current plaque price on request (dependent on characters and motifs)		

## Fees & Charges Crematorium and Cemeteries 2019-20

	2018/19 Charges VAT @ 20% (where applicable)	2019/20 Charges VAT @ 20% (where applicable)	
<b>Buxton Bench</b>			
<b>Twenty year lease period</b>			
20 year lease Granite bench with two recesses for plaque, including one 7' x 5' engraved memorial plaque	850.00	850.00	} No change
Second plaque	117.00	117.00	
Renewal of 10 year lease	489.50	490.00	
<b>Ornamental Memorial Tree in Garden of Remembrance</b>			
<b>Twenty year lease period</b>			
Ornamental tree with plaque including inscription and motif, on a 20 year lease	670.50	671.00	No change
<b><u>CEMETERY CHARGES</u></b>			
<b>Interment Charges</b>			
<b>The following charges relate to burial of persons resident within the Borough area at the time of death:</b>			
The body of a stillborn child or child whose age at the time of death did not exceed one month	No Charge	No Charge	
The body of a child whose age at the time of death exceeded one month, but did not exceed twelve years	162.00	No Charge	
The body of a person whose age at the time of death exceeded twelve years	643.00	750.00	
<b>The following charges relate to the burial of persons who are not resident within the Borough are:</b>			
The body of a stillborn child or child whose age at the time of death did not exceed one month	128.00	135.00	
The body of a child whose age at the time of death exceeded one month, but did not exceed twelve years	162.50	171.00	
The body of a person whose age at the time of death exceeded twelve years	1,109.50	1,200.00	
<b>Additional Charges</b>			
Burial at 9' depth	131.00	140.00	
For excavation for caskets	131.00	138.00	
Excavation for 9' x 4' walled graves (not including construction of walls)	201.50	212.00	
Larger excavations - prices upon request			
For burial at 3pm or after	60.00	65.00	
<b>Interment of cremated remains</b>			
In a grave for which Exclusive Right of Burial has been granted			
The body of a child not exceeding four years of age at the time of death	50.00	52.00	
The body of a child of four years but not exceeding twelve years at the time of death	60.00	62.00	
The body of a person whose age at the time of death exceeded twelve years (resident)	207.50	250.00	
The body of a person whose age at the time of death exceeded twelve years (non-resident interred into new grave)	408.00	422.00	
The body of a person whose age at the time of death exceeded 12 yrs (non-resident interred into occupied grave)	207.50	250.00	
Double interment of cremated remains (resident)	220.50	228.00	
Double interment of cremated remains (non-resident interred into occupied grave)	220.50	228.00	
<b>Exhumation Charges</b>			
† Exhumation of body of any age (VAT included in fee 2019-20)	1,724.50	2,000.00	
† Exhumation of cremated remains (VAT included in fee 2019-20)	248.00	275.00	
<b>Reinterment Charges</b>			
Charges for each reinterment in accordance with normal fees			
<b>Purchase of Exclusive Right of Burial - 50 years</b>			
Purchase by resident of the Borough: (Temporary memorial free upon request for the first interment)			
Earthen grave 9'x4'	736.50	775.00	
Earthen grave 2'x2' (ashes)	498.00	524.00	
Earthen grave 4'x2' (Child up to age of four)	150.00	158.00	
Purchase by <b>non resident</b> of the Borough: (Temporary memorial free upon request for the first interment)			
Earthen grave 9'x4'	1,240.00	1,305.00	
Earthen grave 2'x2' (ashes)	826.50	870.00	
Earthen grave 4'x2' (Child up to age of four)	142.00	165.00	
† Temporary memorial (including carriage) (VAT included in fee 2019-20)	65.00	68.00	
<b>Monuments and Gravestones</b>			
From 1st April 2019 there will be an administration charge for the permission to erect a memorial on all plots in all cemeteries.	100.00	100.00	No change

## Fees & Charges Crematorium and Cemeteries 2019-20

2018/19 Charges VAT @ 20% (where applicable)	2019/20 Charges VAT @ 20% (where applicable)
--	--

On safety grounds, no memorial constructed of wood, glass, china or plastic material, with the exception of the approved design for temporary memorials issued by the Council, shall be placed on any grave and all memorials shall conform to the requirements

### Supplementary Charges

Search Fee for Burial Registers (excluding genealogy enquiries) (per entry)	39.00	41.00
Indemnity Form (where owner is unable to produce original purchase Deed)	20.50	22.00
Fee for transfer of Deed of Exclusive Right	41.00	43.00
Fee for transfer of Deed of Exclusive Right (Deed not available)	65.50	69.00
† Genealogy enquires per hour or part thereof (VAT included in fee 2019-20)	41.50	44.00
Selection of new grave or cremated remains plot (Officer in attendance)	48.00	50.00
Search for grave on behalf of family or funeral director, by officer	48.00	50.00
† Administrative Fee (for preparation/production/amended/duplication of paperwork) (VAT included in fee 2019-20)	24.00	25.00

(NB - fee non-refundable, if after search grave is not located)

## Fees & charges 2019-20 DEFRA (currently set at 2018/19 charges)

**PLEASE NOTE:** The following fees have been prescribed by the Government.

Website address: <http://www.defra.gov.uk>

Type of Charge	Type of process	Charges		
<b>Application Fee</b>	Standard Process	£1,579		
	Additional fee for operating without a permit	£1,137		
	Reduced fee activities (except VRs)	£148		
	PVR I & II combined	£246		
	Vehicle refinishers (VRs)	£346		
	Reduced fee activities: Additional fee for operating without a permit	£68		
	Mobile screening and crushing plant	£1,579		
	for the third to seventh applications	£943		
	for the eighth and subsequent applications	£477		
	Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts			
<b>Annual Subsistence Charge</b>	Standard process Low	£739 (+£99)*		
	Standard process Medium	£1,111 (+£149)*		
	Standard process High	£1,672 (+£198)*		
	Reduced fee activities Low / Medium / High	£76	£151	£227
	PVR I & II combined	£108	£216	£326
	Vehicle refinishers Low / Medium / High	£218	£349	£524
	Mobile screening and crushing plant, for first and second permits L / M / H	£618	£989	£1,484
	for the third to seventh permits L / M / H	£368	£590	£884
	eighth and subsequent permits L / M / H	£189	£302	£453
	Late payment Fee	£50		
	* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation			
	Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts			
<b>Transfer and Surrender</b>	Standard process transfer	£162		
	Standard process partial transfer	£476		
	New operator at low risk reduced fee activity	£75		
	Surrender: all Part B activities	£0		
	Reduced fee activities: transfer	£0		
	Reduced fee activities: partial transfer	£45		
<b>Temporary transfer for mobiles</b>	First transfer	£51		
	Repeat following enforcement or warning	£51		
<b>Substantial change</b>	Standard process	£1,005		
	Standard process where the substantial change results in a new PPC activity	£1,579		
	Reduced fee activities	£98		

## LAPPC mobile plant charges

Number of permits	Application fee	Subsistence fee		
		Low	Med	High
1	£1,579	£618	£989	£1,484
2	£1,579	£618	£989	£1,484
3	£943	£368	£590	£884
4	£943	£368	£590	£884
5	£943	£368	£590	£884
6	£943	£368	£590	£884
7	£943	£368	£590	£884
8 and over	£477	£189	£302	£453

## LA-IPPC charges

NB - every subsistence charge in the table below includes the additional £99 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation

Type of Charge	Local authority element
Application	£3,218
Additional fee for operating without a permit	£1,137
Annual Subsistence LOW	£1,384
Annual Subsistence MEDIUM	£1,541
ANNUAL Subsistence HIGH	£2,233
Substantial Variation	£1,309
Transfer	£225
Partial transfer	£668
Surrender	£668

## Key

Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £36.

Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW.

## Newspaper advertisements

Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs.

## Environment Agency Subsistence Fees for Discharge to Controlled Waters

Charge band	Applicability	Charge
A	Where permit conditions contain numerical water discharge limits other than for the pollutants or parameters listed in bands B and C	£2,270
B	Where permit conditions contain numerical water discharge limits for BOD, COD <sup>1</sup> or ammonia	£760
C	Where permit conditions contain numerical limits for water flow, volume, suspended solids, pH, temperature, or oil or grease	£222
D	Where conditions are included in a permit which do not fall within any of the descriptions in bands A-C (e.g. descriptive conditions)	£66

There is no extra fee payable to the Environment Agency where quarterly payments are made.

## Fees & Charges Environmental Health 2019-20

	2018/19 Charges	2019/20 Charges	
<b><u>Local Licences</u></b>			
<b>Skin Piercing and Tattooists</b>			
Skin piercing (registration) + 1 personal licence	297.00	313.00	
Convention per Individual	66.00	70.00	
or Event fee - whichever is the Greater variation to licence	237.50	250.00	
<b>Animals</b>			
Pet Shop	119.00	205.00	
Riding Establishment (Vet charges are recoverable)	209.00	184.00	
Dog Breeding	119.00	164.00	
Dangerous Wild Animals (Biennial)	119.00	126.00	
Animal Boarding	119.00	164.00	
Keeping animals for exhibition	155.00	164.00	
combination of activities - equal ro highest activity fee (vets fees where required)			
variation to licence/re-evaluation of rating for animal boarding, pet shops and keeping animals for exhibition	75.00	79.00	
variation to licence/re-evaluation of rating including breeding and riding activities (plus vet fees)	75.00	79.00	
variations to reduce the licensible activities or numbers of animals	25.00	27.00	
<b>Zoo</b>			
Application	231.00	244.00	
Grant	95.50	101.00	
Renewal (Vet charges are recoverable)	320.00	337.00	
<b>Food/Water Samples</b>			
Upon request	Cost Recovery	Cost Recovery	
<b>Commercial Health Certificates</b>			
Authorisation	13.00	14.00	
Preparation and authentication	24.50	26.00	
Port Health	5.50	6.00	
<b>Food Premises Register</b>			
Copy of an entry	11.00	12.00	
Copy of register	815.50	858.00	
Request for information (plus VAT)	80.50	85.00	
NOTE: The Food Premises Register is available free to view at the offices, however, if a copy of the full register or a single entry is required please see charges above.			
<b>House in Multiple Occupation Licence</b>			
House in Multiple Occupation Licence Application - Standard 5	770.00	810.00	
Units of accommodation:			
Each Additional Unit at	25.00	26.00	
House in Multiple Occupation Renewal of Licence - Standard 5	770.00	810.00	
Units of accommodation			
Each Additional Unit at	25.00	26.00	
Variation of a Licence	25.00	26.00	
Follow up costs (e.g. due to incomplete information, failure to respond to requests etc) to be charged at an extra cost at time actually spent. Officer time per unit is £44.00 inclusive of administration and VAT.			
<b>Housing Act 2004</b>			
Recovery of costs re Enforcement Notices	357.00	376.00	} No change
Failure to provide smoke alarms	5,000.00	5,000.00	
Failure to provide carbon monoxide alarms	5,000.00	5,000.00	
<b>Scrap Metal Dealer Licence Fees</b>			
Site Licence			
- New	294.50	310.00	
- Renewal	272.50	287.00	
- Variation	119.00	126.00	
Collectors Licence			
- New	178.00	188.00	
- Renewal	155.00	164.00	
- Variation	119.00	126.00	
<b>Bulky Items</b>			
Collection of Bulky Items by Order:			
1 Item	13.00	14.00	
3 Items	18.50	19.00	

## Fees & Charges Environmental Health 2019-20

	2018/19 Charges	2019/20 Charges	
<b><u>Local Licences</u></b>			
<b>Public Health Act Funerals</b>			
Administration and Officer rate - flat fee (inclusive of VAT)	498.00	524.00	
Out of Borough Excess Cost Recovery	56.50	60.00	
<b>Dog Warden - Fees</b>			
Contractors Fee for Collection and Kennelling per dog (Recharges include VAT)	Cost recovery	Cost recovery	
Statutory Fee	25.00	25.00	No change
<b>Pest Control</b>			
Mouse and Rat Control and Extermination Fee ( <i>Excluding VAT</i> )	40.00	42.00	
<b>Ship Sanitation Charges</b>			
<i>These fees are set by the Association of Port Health Authorities - prices are subject to change and the prescribed charges will be adopted once published)</i>			
These fees are set by the Association Of Port Health Authorities.			
Gross Tonnage Charge (£)			
Below 1,001	79.00	79.00	No change
From 1,001 to 3,000	116.00	116.00	
3,001 - 10,000	177.00	177.00	
10,001 - 20,000	235.00	235.00	
20,001 - 30,000	299.00	299.00	
Over 30,000	355.00	355.00	
With the exception of:			
Vessels with the capacity to carry between 50 and 1,000 persons	369.00	369.00	No change
Vessels with the capacity to carry more than 1,000 persons	636.00	636.00	
Over 1,000 persons Extensions	54.50	54.50	
Extra charges may be added for exceptional costs such as launch hire, lengthy journeys to the port or laboratories, out of hour visits and samples taken.			
<b>Mobile Homes Act 2013</b>			
<b>Costs of New Application</b>			
1-5 pitches	234.00	247.00	
6-24 pitches	250.50	264.00	
25-99 pitches	267.00	281.00	
100+ pitches	300.50	317.00	
<b>Annual Inspection Fees</b>			
1-3 pitches	NIL	NIL	
4-5 pitches	133.50	141.00	
6-24 pitches	200.50	211.00	
25-99 pitches	267.00	281.00	
100+ pitches	300.00	316.00	



## Fees & Charges Garden Waste 2019-20

	2018/19 Charges VAT @ 20% (where applicable)	2019/20 Charges VAT @ 20% (where applicable)
<b><u>Garden Waste Bins &amp; Bags</u></b>		
Initial Annual bin collection fee - one bin	58.50	62.00
Initial Annual bin collection fee - two bin	100.00	106.00
Initial Annual bin collection fee - three bin	142.00	150.00
Renewal of Annual bin collection fee - one bin	45.00	48.00
Renewal of Annual bin collection fee - two bin	66.00	70.00
Renewal of Annual bin collection fee - three bin	87.50	93.00
New Bins	20.00	21.00
Additional / Replacement Bins	20.00	21.50
Pick up cost		
one bin	2.00	2.50
additional bin	1.00	1.50
Brown Waste Bags		
12 bags	21.00	22.50
24 bags	41.50	44.00
<b><u>Administration Fees</u></b>		
Replacement or extra bins	32.00	34.00
Provision of bins at new properties	53.00	56.00

**Fees & Charges Community Alarm Service - 'Yarecare' 2019-20**

	<b>2018/19 Charges</b>	<b>2019/10 Charges</b>
<b><u>Community Alarm Service - 'Yarecare'</u></b>		
<b><u>Private</u></b>		
Alarm monitoring service - per week (plus VAT)	1.30	1.36
Alarm monitoring service - per month (plus VAT)	5.62	5.91
Alarm monitoring service - per annum (plus VAT)	67.54	71.05
Alarm unit rental - per week (inc monitoring) (plus VAT)	2.97	3.13
Alarm unit rental - per month (inc monitoring) (plus VAT)	12.90	13.57
Alarm unit rental - per quarter (inc monitoring) (plus VAT)	38.87	40.89
Alarm unit rental - per annum (inc monitoring) (plus VAT)	155.49	163.57
Yare Care Installation Charge (plus VAT) - within Borough	35.00	37.00
Yare Care Installation Charge (plus VAT) - outside of Borough	40.00	42.00
<b><u>Council</u></b>		
Alarm monitoring service - per week (plus VAT)	1.40	1.48
Alarm unit rental - per week (inc monitoring) (plus VAT)	3.10	3.26

## Fees & Charges Land Searches 2019-20

	2018/19 Charges	2019/20 Charges
<b><u>Local Land Charge Fees</u></b>		
Local Search	11.25	11.65
Local Standard Enquiry	135.25	139.60
<b><u>County</u></b>		
Q2; Q22 and Rights of way	13.40	13.85
Local Search (LLC1) additional parcel of land	-	-
Standard Enquiries (CON29) additional parcel of land (non-commercial)	13.90	14.35
Standard Enquiries (CON29) additional parcel of land (commercial)	13.90	14.35
<b><u>Additional Enquiries</u></b>		
Optional enquiry (Part 2)	9.55	9.90
Optional enquiry (Part 3)	9.55	9.90
<b><u>Personal Searches</u></b>		
Statutory Personal Search Fee	no charge	no charge
Additional parcel of land	no charge	no charge
Fee for an assisted Personal Search	44.60	46.05
Copy of Planning Permission Notice (plus VAT)	5.80	6.00

## Fees & Charges Market 2019-20

		2018/19 Charges		2019/20 Charges	
		per metre	per foot	per metre	per foot
<b><u>Two Day Market - charges</u></b>					
Summer (April to September)		1.64	0.50	3.28	1.00
Winter (October to March)		TBC	TBC	3.28	1.00
Casual - Summer (April to September)		2.13	0.65	4.27	1.30
Casual - Winter (October to March)		TBC	TBC	4.27	1.30
<b><u>Six Day Market - charges per stall type</u></b>					
Hot Food - 1		721.50	Monthly Charge	721.50	Monthly Charge
Groceries		487.50	Monthly Charge	487.50	Monthly Charge
Dry Goods		536.25	Monthly Charge	536.25	Monthly Charge
Hot Food - 2		682.50	Monthly Charge	682.50	Monthly Charge
From the 1st April 2019 fees paid in advance by direct debit will be subject to a 5% discount:					
Hot Food - 1		685.50	Monthly Charge	685.50	Monthly Charge
Groceries		463.50	Monthly Charge	463.50	Monthly Charge
Dry Goods		509.50	Monthly Charge	509.50	Monthly Charge
Hot Food - 2		648.50	Monthly Charge	648.50	Monthly Charge
No change					
<b><u>Friday and Other Markets - charges</u></b>					
Up to 10 foot/ 3 Metres		10.00		10.00	
Up to 20 foot/ 6 Metres		20.00	(based on £1 per foot)	20.00	as per standard Market Days
Up to 30 foot/ 9 Metres		30.00		30.00	
Charity Barrow Fee		FREE	FREE	FREE	FREE
Craft Barrow Fee		10.00	Daily Charge	10.00	Daily Charge

## Fees & Charges Market Fairs 2019-20

		2018/19 Charges	2019/20 Charges
	Costs based of square metres		
<u>Category</u>	<u>Attractions Description:</u>		
<b>A</b>	Roundabouts over 25ft (7.62m) in diameter or any other machinery or apparatus, whether operated by electricity, steam, hand or other means	2.90	3.10
<b>B</b>	Roundabouts less than 25ft (7.6sm) in diameter, power operated Hooplas, Spinners and games of similar nature	5.10	5.40
<b>C</b>	Non-mechanical operated Hooplas, Swinging boats, Booths, Shows and Exhibitions and Refreshments kiosks	3.40	3.60
<b>D</b>	Dart stalls, Coconut-shy, Shooting Galleries and other Shooting Games	1.70	1.80
	<b>Minimum Charge</b>	33.40	35.20

## Fees & Charges Filming and Photography 2019-20

	2018/19 Charges	2019/20 Charges	
<b><u>Filming and Photography fees</u></b>			
Filming and photography permit	30.00	n/a	
<b>New structure:</b>			
Notice of no objection for filming and photography	n/a	30.00	no change
Consent Certificate for Commercial Photography	n/a	30.00	new
Standard filming fee	n/a	60.00	new
Small feature film fee	n/a	100.00	new
Large feature film fee	n/a	480.00	new

## Fees & Charges Licensing 2019-20

	2018/19 Charges	2019/20 Charges		
<b><u>HACKNEY CARRIAGES</u></b>				
First class hackney carriage and private hire vehicle	230.00	230.00		
Second class hackney carriage	250.00	250.00		
Transfer of Landau Vehicle Licence	60.00	60.00		
Private hire operator (5 years) - covers any number of vehicles	300.00	300.00		
Private hire vehicle	230.00	230.00		
Drivers licence (3 years) - to be ratified by Council February 2016	150.00	150.00		
Drivers licence (1 year issue for exceptional circumstances)	95.00	95.00		
Transfer of vehicle licence	60.00	60.00		
Knowledge test	15.00	15.00		
Badges/Crests (included within costs)				
<b><u>SEX ESTABLISHMENTS</u></b>				
Grant of annual licence	2,000.00	2,000.00		
Renewal of annual licence (unless objections received/referred to Committee)	500.00	500.00		
Transfer of annual licence	800.00	800.00		
<b><u>GAMBLING ACT 2005 LICENCES</u></b>				
<b>Large Casino</b>				
New	10,000.00	10,000.00		
Annual fee	10,000.00	10,000.00		
Variation	5,000.00	5,000.00		
Transfer	2,150.00	2,150.00		
Reinstatement	2,150.00	2,150.00		
Provisional Statement	10,000.00	10,000.00		
Licence Application (Prov. Holders)	5,000.00	5,000.00		
<b>Existing Casinos</b>				
New	N/A	N/A		
Annual fee	1,540.00	1,540.00		
Variation	1,440.00	1,440.00		
Transfer	980.00	980.00		
Reinstatement	980.00	980.00		
Provisional Statement	N/A	N/A		
Licence Application (Prov. Holders)	N/A	N/A		
<b>Betting premises</b>				
New	2,100.00	2,100.00		
Annual fee	470.00	470.00		
Variation	1,050.00	1,050.00		
Transfer	830.00	830.00		
Reinstatement	830.00	830.00		
Provisional Statement	2,100.00	2,100.00		
Licence Application (Prov. Holders)	830.00	830.00		
<b>Betting (Tracks)</b>				
New	1,830.00	1,830.00		
Annual fee	520.00	520.00		
Variation	890.00	890.00		
Transfer	680.00	680.00		
Reinstatement	680.00	680.00		
Provisional Statement	1,830.00	1,830.00		
Licence Application (Prov. Holders)	680.00	680.00		
<b>Bingo premises</b>				
New	2,560.00	2,560.00		
Annual fee	630.00	630.00		
Variation	1,250.00	1,250.00		
Transfer	830.00	830.00		
Reinstatement	830.00	830.00		
Provisional Statement	2,560.00	2,560.00		
Licence Application (Prov. Holders)	830.00	830.00		
<b>Adult Gaming Centre</b>				
New	1,460.00	1,460.00		
Annual fee	639.00	639.00		
Variation	730.00	730.00		
Transfer	830.00	830.00		

## Fees & Charges Licensing 2019-20

	2018/19 Charges	2019/20 Charges	
Reinstatement	830.00	830.00	}
Provisional Statement	1,460.00	1,460.00	
Licence Application (Prov. Holders)	830.00	830.00	
<b>Family Ent. Centres</b>			
New	1,460.00	1,460.00	}
Annual fee	520.00	520.00	
Variation	730.00	730.00	
Transfer	680.00	680.00	
Reinstatement	680.00	680.00	
Provisional Statement	1,460.00	1,460.00	
Licence Application (Prov. Holders)	680.00	680.00	
			No change
<b>Copy Licence</b>	15.00	15.00	
<b>Notification of Change</b>	30.00	30.00	



## Fees & Charges Pay & Display Car Parks 2019-20

		2018/19 Charges	2019/20 Charges	
<b><u>Town Centre Car Parks - Short Stay</u></b>				
<b>Howard Street (Palmers)</b>				
	Up to 4 hours - cost per hour	1.00	1.00	No change
	Over 4 hours (previously over 5 hours)	7.90	8.00	
	Evenings from 4pm	Free	Free	No change
	Sundays normal hourly rate to a maximum	2.90	3.00	
	Overnight (6pm to 8am)	Free	Free	No change
<b>King Street</b>				
	Up to 4 hours - cost per hour	1.00	1.00	No change
	Over 4 hours (previously over 5 hours)	7.90	8.00	
	Evenings from 4pm	Free	Free	No change
	Sundays normal hourly rate to a maximum	2.90	3.00	
	Wednesday 12pm to 4pm	Free	Free	No change
	Overnight (6pm to 8am)			
<b>Market Place</b>				
	Up to 4 hours - cost per hour	1.00	1.00	No change
	Over 4 hours	7.90	8.00	
	Evenings from 4pm	Free	Free	No change
	Sundays normal hourly rate to a maximum	2.90	3.00	
	Overnight (6pm to 8am)	Free	Free	No change
<b>Stonecutters</b>				
	Up to 4 hours - cost per hour	1.00	1.00	No change
	Over 4 hours	7.90	8.00	
	Evenings from 4pm	Free	Free	No change
	Sundays normal hourly rate to a maximum	2.90	3.00	
	Overnight (6pm to 8am)	Free	Free	No change
<b>George Street</b>				
	Up to 4 hours - cost per hour	1.00	1.00	No change
	Over 4 hours	7.90	8.00	
	Evenings from 4pm	Free	Free	No change
	Sundays normal hourly rate to a maximum	2.90	3.00	
	Overnight (6pm to 8am)	Free	Free	No change
	Wednesday 12pm to 4pm	Free	Free	No change
<b>Brewery Plain</b>				
	Up to 4 hours - cost per hour	1.00	1.00	No change
	Over 4 hours (previously over 5 hours)	7.90	8.00	
	Evenings from 4pm	Free	Free	No change
	Sundays normal hourly rate to a maximum	2.90	3.00	
	Overnight (6pm to 8am)	Free	Free	No change
	Wednesday 12pm to 4pm	Free	Free	No change
<b>Greyfriars</b>				
	Up to 4 hours - Cost per hour	1.00	1.00	No change
	Over 4 hours	7.90	8.00	
	Evenings from 4pm	Free	Free	No change
	Sundays normal hourly rate to a maximum	2.90	3.00	
	Overnight (6pm to 8am)	Free	Free	No change
<b><u>Town Centre Car Parks - Long Stay</u></b>				
<b>Fullers Hill</b>				
	Up to 4 hours - Cost per hour	1.00	1.00	No change
	Over 4 hours	4.60	4.80	
	Evenings from 4pm	Free	Free	No change
	Sundays normal hourly rate to a maximum	2.90	3.00	
	Overnight (6pm to 8am)	Free	Free	No change
<b><u>Seafront Car Parks - Long Stay</u></b>				
<b>St Nicholas - Closed in Winter</b>				
	Up to 4 hours (1 April to 31 October inclusive)	5.20	5.50	
	Over 4 hours (1 April to 31 October inclusive)	8.00	8.50	
<b>North Drive - Closed in Winter</b>				
	Up to 4 hours (1 April to 31 October inclusive)	5.20	5.50	
	Over 4 hours (1 April to 31 October inclusive)	8.00	8.50	

## Fees & Charges Pay & Display Car Parks 2019-20

		2018/19 Charges	2019/20 Charges	
<b><u>Seafront Car Parks - Short Stay</u></b>				
<b>Euston Road</b>				
	Summer - Cost per hour, first 2 hours	2.20	2.30	
	Summer - Cost per hour, after 2 hours	2.80	3.00	
	Winter - Cost per hour	1.10	1.20	
	Overnight (9pm to 8am)	1.00	1.50	
<b>Anchor Gardens</b>				
	Summer - Cost per hour, first 2 hours	2.20	2.30	
	Summer - Cost per hour, after 2 hours	2.80	3.00	
	Winter - Cost per hour	1.10	1.20	
	Overnight (9pm to 8am)	1.00	1.50	
<b>Jetty North</b>				
	Summer - Cost per hour, first 2 hours	2.20	2.30	
	Summer - Cost per hour, after 2 hours	2.80	3.00	
	Winter - Cost per hour	1.10	1.20	
	Overnight (9pm to 8am)	1.00	1.50	
<b>Jetty South</b>				
	Summer - Cost per hour, first 2 hours	2.20	2.30	
	Summer - Cost per hour, after 2 hours	2.80	3.00	
	Winter - Cost per hour	1.10	1.20	
	Overnight (9pm to 8am)	1.00	1.50	
<b><u>Other Car Parks</u></b>				
<b>Gorleston High Street</b>				
	All year cost per hour, first 2 hours	0.40	0.50	
	All year cost per hour, after 2 hours	0.70	0.80	
	Resident passes per quarter	18.30	19.00	
<b>Caister</b>				
	Summer - cost per hour or part thereof	0.70	1.00	
	Winter - cost per hour or part thereof	-	-	
	Resident passes per quarter	18.30	19.00	
<b>Season Tickets</b>				
	Season Ticket Fullers Hill (Monday to Friday only) and Beach Coach Station per month	34.00	35.00	} No change
	Season Ticket excluding Palmers, Marina, Euston Road, Empire, Jetty North & South (per month)	78.00	78.00	
	Reserved bays (Seafront) per Annum	580.00	610.00	
<b>Rover Tickets</b>				
	Weekly	28.60	30.00	
<b>Any 3 day</b>	Three day (72 hours)	10.60	12.00	
<b><u>Penalty Charge Notices (1)</u></b>				
	Payment received within 14 days	35.00	35.00	} No change
	Payment received after 14 days	70.00	70.00	
<b><u>Penalty Charge Notices (2)</u></b>				
	Payment received within 14 days	25.00	25.00	} No change
	Payment received after 14 days	50.00	50.00	
<b><u>BEACH COACH STATION</u></b>				
<b>Cars</b>				
	Summer - peak tariff up to 4 hours (1 April to 31 October)	5.10	5.50	
	Summer - peak tariff over 4 hours (1 April to 31 October)	8.00	8.50	
	Winter - per day	1.10	1.20	
	Overnight (9pm to 8am)	1.00	1.50	
<b>Coaches</b>				
	All year - bay fee up to 3 hours	5.20	5.50	
	All year - daily ticket	9.20	9.50	
	All year - weekly ticket	51.00	53.00	
<b>Lorries</b>				
	All year - per 12 hour period	13.00	14.00	

## Fees & Charges Pay & Display Car Parks 2019-20

		2018/19 Charges	2019/20 Charges	
<b>Solo Motor Cycles and Scooter</b>	In designated area only	No Charge	No Charge	
<b>Left Luggage</b>	Per Item	N/A	N/A	
<b>Resident Advantage Card</b>	Advantage Card available to residents only	2.60	2.60	No change
<b>Marina Centre</b>	Marina Centre/restroskate customers up to 3 hours	1.00	1.00	No change
	All other users:			
	Up to 4 hours	10.00	10.00	
	Up to 5 hours	13.00	13.00	
	Up to 6 hours	16.00	16.00	
	Up to 7 hours	19.00	19.00	
	Up to 8 hours	22.00	22.00	
	Up to 9 hours	25.00	25.00	
	Extra per hour thereafter	3.00	3.00	
<b>Preservation Trust Blackfriars car park</b>	Up to 2 hours (Monday to Sunday incl BH)	1.00	1.00	No change
	2 to 4 hours	2.00	2.00	
	Overnight 9pm to 8am	Free	Free	
<b>Middlegate</b>	Between 8am and 9pm Monday to Sunday incl BH (per hour)	1.00	1.00	No change
<b>Market Traders</b>	Fullers Hill Car Park (per annum)	50.00	50.00	
<b>Private Car Park Bays</b>	High Mill Road (per annum)	84.00	90.00	
<b>GYBC Land</b>	All others (per annum)	156.00	170.00	

## Fees & Charges Sport and Leisure 2019-20

	2018/19 Charges	2019/20 Charges
<b><u>PITCH AND PUTT</u></b>		
<b>Bure Park (18 hole)</b>		
Adult - per round	6.10	6.50
Concession - per round	4.10	4.40
<b>Book of 10 Rounds</b>		
Adults - per book	44.50	46.90
Concessions - per book	29.90	31.50
Lost ball charge	1.40	1.50
Deposit on Equipment (returnable)	3.00	3.20
Pencils	No Charge	No Charge
<b><u>ALL TENNIS COURTS</u></b>		
<b>Courts</b>		
Adults - per person per hour	2.80	3.00
Concessions - per person per hour	2.00	2.20
Organised clubs - per person per hour	2.00	2.20
<b>Equipment</b>		
Deposit per person (returnable)	5.00	5.30
Lost ball charge	1.20	1.30
<b><u>PUTTING GREENS</u></b>		
<b>Gorleston Cliffs (9 hole)</b>		
Adult - per round	2.60	2.80
Concession - per round	1.70	1.80
Pencils	No Charge	No Charge
<b>Equipment</b>		
Deposit per putter	1.40	1.50
<b>Petanque</b>		
Adults - per person per hour	1.60	1.70
Concessions - per person per hour	1.20	1.30
Floodlights per piste per hour (Seasonal fee for club by arrangement)	No Charge	No Charge
<b><u>ALL BOWLING GREENS</u></b>		
<b>Green Fees</b>		
Adult - per hour (incl woods)	3.90	4.20
Concession - per hour (incl woods)	2.70	2.90
<b>Book of 10 x 1 hour tickets</b>		
Adult	27.20	28.70
Concession	18.70	19.70
<b>Book of 20 x 1 hour tickets</b>		
Adult	45.80	48.20
Concession	31.20	32.90
<b>Equipment</b>		
Hire of woods and/or footwear per hour	No Charge	No Charge
Deposit per person	6.40	6.80
<b>Personal locker hire</b>		
- per week	3.50	3.70
- per season	18.10	19.10
<b>Kitchen facilities</b>		
Use of kitchen facilities up to 4 hours	No Charge	No Charge
Use of kitchen facilities - deposit	17.20	18.10

## Fees & Charges Sport and Leisure 2019-20

	2018/19 Charges	2019/20 Charges
<b>Club Bookings Monday to Saturday only</b>		
Per rink per 2 hours (minimum of 2 rinks)	14.20	15.00
Club bookings to cover ONLY league or cup fixtures and clubs' internal tournaments. For all other matches including touring sides, rink charges will be £11.50 for all greens.	15.40	16.30
<b>Great Yarmouth Festival of Bowls Tournament</b>		
Entrance fee per person per competition	5.80	6.20

## FOOTBALL & RUGBY

All teams based at Council pitches will have season tickets.

### Season Tickets

(for a maximum of 14 home matches or 17 if paid through the relevant league)

Adult	512.60	512.60	No change
18 years old and under	251.60	264.70	

### Casual Matches

Adult	60.10	63.30
18 years old and under	38.80	40.90

### Training

Per team per two hour session	29.40	31.00
Beaconsfield flood lit area per two hour session	31.90	33.60

### Football at Wellesley Recreation Ground

Great Yarmouth Town FC	6,354.00	6,354.00
School team per match	41.90	41.90
Other teams per match	74.20	74.20
All use of floodlights in addition	57.10	57.10

### Professional matches by negotiation

### Athletics at Wellesley Recreation Ground

Great Yarmouth & District AC (incl floodlights)	5,369.20	5,369.20
---	----------	----------

## ATHLETIC MEETINGS

### Borough of Great Yarmouth Clubs and Schools

- Half Day	65.70	65.70
- Full Day	127.10	127.10

### Other groups and clubs

- Half Day	92.90	97.80
- Full Day	185.60	195.30

### Casual Use

Monday to Friday (10.00am to 4.00pm)	No Charge	No Charge
--------------------------------------	-----------	-----------

### All other times

Adult	No Charge	No Charge
Concession	No Charge	No Charge

### Multi-Sports Area (Wellesley) per hour

Monday to Friday (9.00am to 4.00pm)	16.10	16.10
All other times	30.80	30.80
(Charge includes floodlights)		

### Wellesley Kitchen Facilities

Facilities	No Charge	No Charge
Deposit - except Gt Yarm FC and Gt Yarm Athletics Club	13.40	13.40

No change

## Fees & Charges Sport and Leisure 2019-20

	2018/19 Charges	2019/20 Charges
<b><u>CRICKET</u></b>		
<b>Casual Matches</b>		
Monday to Friday	64.30	67.70
Saturday	74.10	78.00
Sunday	84.70	89.20
<b>Synthetic Pitch</b>		
Monday to Friday	57.60	60.60
Saturday	65.50	69.00
Sunday	71.50	75.30
<b>Club League and Cup Fixtures</b>		
Monday to Friday	42.70	45.00
Saturday	53.30	56.10
Sunday	61.50	64.70
<b>Miscellaneous</b>		
Barbecues (normal opening times)	24.70	26.00
<b>Camping - Cobholm playing field including use of pavilion</b>		
Per person per night	5.00	5.30
Minimum charge per night	47.90	50.40
<b>Fetes and similar events</b>		
Hire of recreation ground (in addition to any commercial concessions)	127.10	133.80

**Concession tickets** - are available for children of 16 years and under, persons of 60 years and over, recipients of Job Seekers Allowance, Incapacity Benefit, Attendance Allowance, Family Credit, Rent Rebate, Rent Allowance, Council Tax Benefit and Invalid Care Allowance.

**Block Bookings** - the Leisure Management Contractor and the Client Officer may jointly negotiate a fee for a large number of bookings for bowling rinks, petanque rinks, tennis courts and cricket pitches.

**Bank Holidays** - usage of facilities will be charged at the Sunday rate (where applicable).

## Fees & Charges Town Hall 2019-20

	2018/19 Charges		2019/20 Charges		
	Mon-Fri	Weekends & Bank Holidays	Mon-Fri	Weekends & Bank Holidays	
<b><u>Civil Ceremonies/Wedding Ceremonies Room Hire</u></b>					
	Per Day	Per Day	Per Day	Per Day	
Council Chamber (Maximum 2 hours)	302.00	551.00	300.00	500.00	
Supper Room/ Rambouillet/Council Chamber	Per Day	Per Day	Per Day	Per Day	
Renewal of Vows or Ceremonies where a private celebrant is used in any of the above rooms (maxium two hours room hire)	n/a	n/a	250.00	500.00	New
Supper Room or Rambouillet Room	Per Hour	Per Hour	Per Hour	Per Hour	
Wedding/ Party celebration up to midnight (minimum three hours).	n/a	n/a	60.00	100.00	New
A 20% Non-returnable deposit is required for above bookings					
All charges quoted below exclude VAT					
<b><u>Council Chamber</u></b>					
Private, Public and Commercial (Weekdays 08:00-18:00)	Half Day	Per Day	Half Day	Per Day	
	169.50	275.50	150.00	250.00	
Private, Public and Commercial ( Weekday Evenings 18:00-00.00)	Per Hour	Minimum Charge	Per Hour	Per Hour	
	111.50	334.00	60.00	60.00	
Private, Public and Commercial (Weekends and Bank Holidays) (£60 per hr after 8 hrs)	Half Day	Minimum Charge	Half Day (4 hrs)	Per Day (8 hrs)	
	275.50	826.50	200.00	400.00	
<b><u>Rambouillett Room &amp; Supper Room</u></b>					
Private, Public and Commercial (Weekdays 08:00-18:00)	Half Day	Per Day	Half Day	Per Day	
	n/a	n/a	100.00	200.00	New
Private, Public and Commercial (Evenings 18:00-00.00)	Half Day	Minimum Charge	Per Hour	Per Hour	
	111.50	334.00	60.00	60.00	
Private, Public and Commercial (Weekends and Bank Holidays) (£60 per hr after 8 hrs)	Per Hour	Minimum Charge	Half Day (4 hrs)	Per Day (8 hrs)	
	275.50	826.50	200.00	400.00	
<b><u>Extras</u></b>					
Atrium Drinks Reception/additional space with any room	n/a	n/a	100.00	100.00	New
Set Up Room Hire	n/a	n/a	100.00	100.00	New

## Fees & Charges Town Hall 2019-20

	2018/19 Charges		2019/20 Charges		
Extra Hire charge PA Equipment	n/a	n/a	100.00	100.00	New
Presentation TV Screen	n/a	n/a	50.00	50.00	New
Teas, coffee and Biscuits charges	Per Person n/a	Per Person n/a	Per Person 2.00	Per Person 2.00	New

### NOTE

*Subsidised and Charities Rate = 25% discount on all above: Rooms will only be available Mon-Thu at these rates.*

*All Fees subject to Plus VAT at the agreed rate.*

A 20% deposit will be required at the time of booking.

Outstanding balance will be paid within 14 days after the event.



## Fees & Charges Borough News advertising 2019-20

	2018/19 Charges	2019/20 Charges
<b><u>Borough News Advertising</u></b>		
Outside back cover (full page)	1,250.00	1,300.00
Full page	1,000.00	1,050.00
Half page	600.00	630.00
Quarter page	375.00	395.00
<b><u>Offers/ Discounts</u></b>		
Discount for paying in advance for the same size advert in two editions of the magazine	15%	15%
Community Group and Charities	150.00	160.00

\*Two advertorial slots available per edition for community groups or charities, each of 120 words plus photo, or 180 words without photo.

## Fees & Charges Printroom & Design 2019-20

	2018/19 Charges	2019/20 Charges
<b><u>Stock</u></b>		
<b>80 GSM - Black &amp; White Printer</b>		
A4 S/S White Paper	0.033	0.040
A4 D/S White Paper	0.061	0.070
A3 S/S White Paper	0.039	0.050
A3 D/S White Paper	0.066	0.070
A4 S/S Light Tints Paper	0.033	0.040
A4 D/S Light Tints Paper	0.061	0.070
A3 S/S Light Tints Paper	0.043	0.050
A3 D/S Light Tints Paper	0.070	0.080
A4 S/S Mid Tints Paper	0.037	0.040
A4 D/S Mid Tints Paper	0.064	0.070
A3 S/S Mid Tints Paper	0.047	0.050
A3 D/S Mid Tints Paper	0.074	0.080
A4 S/S Deep Tints Paper	0.039	0.050
A4 D/S Deep Tints Paper	0.066	0.070
A3 S/S Deep Tints Paper	0.049	0.060
A3 D/S Deep Tints Paper	0.078	0.090
<b>80 GSM - Colour Printer</b>		
A4 S/S Light Tints Paper	0.073	0.080
A4 D/S Light Tints Paper	0.113	0.120
A3 S/S Light Tints Paper	0.143	0.160
A3 D/S Light Tints Paper	0.243	0.260
A4 S/S Mid Tints Paper	0.077	0.090
A4 D/S Mid Tints Paper	0.117	0.130
A3 S/S Mid Tints Paper	0.147	0.160
A3 D/S Mid Tints Paper	0.247	0.260
A4 S/S Deep Tints Paper	0.079	0.090
A4 D/S Deep Tints Paper	0.119	0.130
A3 S/S Deep Tints Paper	0.149	0.160
A3 D/S Deep Tints Paper	0.278	0.300
<b>100 GSM - Colour Printer</b>		
A4 S/S White (Normal) Paper	0.084	0.090
A4 D/S White (Normal) Paper	0.140	0.150
A3 S/S White (Normal) Paper	0.129	0.140
A3 D/S White (Normal) Paper	0.170	0.180
A4 S/S White (Colour copy / smooth) Paper	0.090	0.100
A4 D/S White (Colour copy / smooth) Paper	0.160	0.170
A3 S/S White (Colour copy / smooth) Paper	0.180	0.190
A3 D/S White (Colour copy / smooth) Paper	0.260	0.280
<b>160 GSM - Black &amp; White Printer</b>		
A4 S/S White Paper	0.052	0.060
A4 D/S White Paper	0.082	0.090
A3 S/S White Paper	0.065	0.070
A3 D/S White Paper	0.088	0.100
A4 S/S Light Tints Paper	0.043	0.050
A4 D/S Light Tints Paper	0.071	0.080
A4 S/S Mid Tints Paper	0.044	0.050
A4 D/S Mid Tints Paper	0.072	0.080
A4 S/S Deep Tints Paper	0.046	0.050
A4 D/S Deep Tints Paper	0.073	0.080
<b>160 GSM - Colour Printer</b>		
A4 S/S White Paper	0.086	0.100
A4 D/S White Paper	0.126	0.140
A3 S/S White Paper	0.165	0.180
A3 D/S White Paper	0.265	0.280
A4 S/S Light Tints Paper	0.080	0.090
A4 D/S Light Tints Paper	0.128	0.140
A4 S/S Mid Tints Paper	0.090	0.100
A4 D/S Mid Tints Paper	0.130	0.140
A4 S/S Deep Tints Paper	0.092	0.100
A4 D/S Deep Tints Paper	0.132	0.140
<b>Various Weights - Black &amp; White Printer</b>		
A4 S/S Board Paper (400 GSM)	0.150	0.160

## Fees & Charges Printroom & Design 2019-20

	2018/19 Charges	2019/20 Charges
A4 D/S Board Paper (400 GSM)	0.200	0.220
A4 S/S Image Digi Colour (300 GSM)	0.080	0.090
A4 D/S Image Digi Colour (300 GSM)	0.120	0.130
A3 S/S Coated Glossy (170 GSM)	0.147	0.160
A3 D/S Coated Glossy (170 GSM)	0.191	0.210
A3 S/S Coated Glossy (250 GSM)	0.189	0.200
A3 D/S Coated Glossy (250 GSM)	0.269	0.290
A4 S/S NCR (White / top - 90 GSM)	0.064	0.070
A4 D/S NCR (White / top - 90 GSM)	0.099	0.110
A4 S/S NCR (Yellow / Middle - 85 GSM)	0.068	0.080
A4 D/S NCR (Yellow / Middle - 85 GSM)	0.103	0.110
A4 S/S NCR (Pink / Bottom - 90 GSM)	0.061	0.070
A3 S/S NCR (Pink / Bottom - 90 GSM)	0.096	0.110
A4 S/S Parchment (Champagne - 90 GSM)	0.185	0.200
A4 D/S Parchment (Champagne - 90 GSM)	0.235	0.250
A4 S/S Textured Card (White - 250 GSM)	0.150	0.160
<b>Various Weights - Colour Printer</b>		
A4 S/S Board Paper (400 GSM)	0.205	0.220
A4 D/S Board Paper (400 GSM)	0.270	0.290
A4 S/S Image Digi Colour (300 GSM)	0.121	0.130
A4 D/S Image Digi Colour (300 GSM)	0.187	0.200
A3 S/S Coated Glossy (170 GSM)	0.217	0.230
A3 D/S Coated Glossy (170 GSM)	0.291	0.310
A3 S/S Coated Glossy (250 GSM)	0.279	0.300
A3 D/S Coated Glossy (250 GSM)	0.353	0.380
A4 S/S NCR (White / top - 90 GSM)	0.104	0.110
A4 D/S NCR (White / top - 90 GSM)	0.139	0.150
A4 S/S NCR (Yellow / Middle - 85 GSM)	0.108	0.120
A4 D/S NCR (Yellow / Middle - 85 GSM)	0.143	0.160
A4 S/S NCR (Pink / Bottom - 90 GSM)	0.101	0.110
A3 S/S NCR (Pink / Bottom - 90 GSM)	0.136	0.150
A4 S/S Parchment (Champagne - 90 GSM)	0.225	0.240
A4 D/S Parchment (Champagne - 90 GSM)	0.275	0.290
A4 S/S Textured Card (White - 250 GSM)	0.200	0.220
<b>Plotter - Various Weights</b>		
A2 Instant Photo Glass (190 GSM)	8.00	8.42
A1 Instant Photo Glass (190 GSM)	10.00	10.52
A0 Instant Photo Glass (190 GSM)	14.00	14.73
Laminated Instant Photo Glass (A2 - Landscape 190 GSM)	2.20	2.32
Laminated Instant Photo Glass (A1 - Portrait 190 GSM)	3.00	3.16
A2 Plain Paper (90 GSM)	2.00	2.11
A1 Plain Paper (90 GSM)	4.00	4.21
A0 Plain Paper (90 GSM)	6.00	6.32
Laminated Plain Paper (A2 - Landscape 90 GSM)	2.20	2.32
Laminated Plain Paper (A1 - Portrait 90 GSM)	3.00	3.16
A2 Adeshive Vinyl	5.00	5.26
A1 Adeshive Vinyl	9.00	9.47
A0 Adeshive Vinyl	18.00	18.94
Laminated Adeshive Vinyl (A2 - Landscape)	N/A	N/A
Laminated Adeshive Vinyl (A1 - Portrait)	N/A	N/A
A2 Polycotton Canvas (345 GSM)	10.00	10.52
A1 Polycotton Canvas (345 GSM)	15.00	15.78
A0 Polycotton Canvas (345 GSM)	25.00	26.30
A2 Matte Film (200 MLC)	4.00	4.21
A1 Matte Film (200 MLC)	8.00	8.42
A0 Matte Film (200 MLC)	15.00	15.78
Laminated Matte Film (A2 - Landscape 200 MLC)	2.20	2.32
Laminated Matte Film (A1 - Portrait 200 MLC)	3.00	3.16
A2 Banner (400 GSM)	9.60	10.10
A1 Banner (400 GSM)	15.00	15.78
A0 Banner (400 GSM)	22.00	23.15
<b><u>Extras</u></b>		
Acetate	0.100	0.110

## Fees & Charges Printroom & Design 2019-20

		2018/19 Charges	2019/20 Charges
	Strawboard	0.100	0.110
	Laminating A4 (Gloss)	0.150	0.160
	Laminating A3 (Gloss)	0.300	0.320
	Laminating A4 (Matt)	0.200	0.220
	Laminating A3 (Matt)	0.300	0.320
	Laminating A2 (Gloss)	1.50	1.58
	Laminating A2 (Matt)	1.80	1.90
	Laminating A1 (Gloss)	2.90	3.06
	Laminating A1 (Matt)	3.60	3.79
	Textured Card	0.870	0.920
<b><u>Comb / Spiral</u></b>			
	Comb 8mm	0.230	0.250
	Comb 10mm	0.250	0.270
	Comb 14mm	0.320	0.340
	Comb 22mm	0.468	0.500
	Comb 32mm	0.668	0.710
	Comb 45mm	0.733	0.780
	Spiral 6mm	0.219	0.240
	Spiral 10mm	0.256	0.270
	Spiral 12mm	0.297	0.320
	Spiral 14mm	0.322	0.340
<b><u>Charges</u></b>			
	Leanne - Finishing	10.00	10.52
	Nathan	10.00	10.52
	<b>Design:</b> There is a minimum charge of 1 hour for any job required to be set up and any time spent on after the first hour to be charged at the current rates.		
	<b>Finishing:</b> There is a minimum charge of \$2.50 for any time spent on finishing work, or if the job goes over an hour then the job will be charged at the current rates.		
<b><u>Stationary</u></b>			
	Business Cards (Per 100)	5.00	5.26
	Letterhead (Per 100)	8.00	8.42
	Comp Slips (Per 100)	5.00	5.26
	A6 Leaflets (Colour single sided per 100)	4.60	4.84
	A5 Leaflets (Colour single sided per 100)	6.70	7.05
	A4 Posters (Colour single sided per 100)	8.40	8.84
	Raffle Tickets (Copy cost plus per 1000)	10.00	10.52
	Marina Tickets (Per session)	2.10	2.21
	Banners (Per Banner 900mm x 2000mm)	36.00	37.88

<b>A4</b>	297 x 210	<b>Sizes (mm)</b>
<b>A3</b>	420 x 297	
<b>A2</b>	594 x 420	
<b>A1</b>	841 x 594	
<b>A0</b>	1189 x 841	
<b>DL</b>	110 x 220	
<b>C5</b>	162 x 229	
<b>C4</b>	229 x 324	

## Fees & Charges for Streets Naming/Numbering, Trees and Mapping Services 2019-20

	2018/19 Charges	2019/20 Charges	
<b><u>Street naming and numbering services</u></b>			
<b>Property name change/addition</b>			
Dwelling (with existing SNN) - changing name and/or number	40.00	45.00	
Business or institutional unit (with existing SNN) - changing or adding name and/or number	0	45.00	New
<b>Miscellaneous street naming/numbering</b>			
Renaming street	0	100.00	New
Street Nameplates (new, replacement or relocation - per plate)	0	175.00	New
Formal confirmation of address to solicitors / conveyancers / owner or occupiers / etc.	0	20.00	New
<b><u>Tree Services</u></b>			
<b>Treeworks</b>			
<b>Proposals for new TPOs</b>			
TPO/Cons Area – informal site visit in advance of a formal application	0	45.00	New
<b>High Hedges</b>			
Site visit to confirm whether meets definition of a high hedge (fee refundable against consequent formal complaint - see below)	0	45.00	New
Formal Complaint (fee can be reduced by refund of site visit fee -see above)	295.00	295.00	No change
<b>Mapping Services</b>			
OS Mastermap A4 (6 copies) 32 x 32m @ 1:200	11.20	14.00	
OS Mastermap A4 (6 copies) 80 x 80m @ 1:500	11.20	14.00	
OS Mastermap A4 (6 copies) 200 x 200m @ 1:1250	19.95	24.00	
OS Mastermap A4 (6 copies) 400 x 400m rural @ 1:2500	19.95	24.00	
OS Mastermap A4 (6 copies) 400 x 400m urban @ 1:2500	46.45	49.00	
OS VectorMap Local A4 (6 copies) 1600 x 1600m @ 1:10000	21.46	24.00	