

**Subject: Fees and Charges 2017/18**

Report to: Policy and Resources Committee 29 November 2016  
Full Council 22 December 2016

Report by: S 151 Officer

**SUBJECT MATTER/RECOMMENDATIONS**

**This report outlines for approval the schedule of fees and Charges for the 2017/18 financial year.**

**Recommendation: It is recommended that the Policy and Resources agree and recommend for approval by Full Council the fees and charges as detailed within 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 priority 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. 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 the future financial projections will take into account planned increases to fees and charges in line with the policy to provide estimates on the level of future income.
- 1.3. 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:
  - 1.3.1. Where fees are statutory and are therefore outside the scope of control for the Council to set;
  - 1.3.2. Where fees are set within national rules for cost recovery, for example land charges and building control;
  - 1.3.3. Fees and charges subject to separate reviews and form part of the 2017/18 savings and additional income proposals.

## 2. FEES AND CHARGES PROPOSALS FOR 2017/18

- 2.1. As part of the budget process for 2017/18 Group Managers and Executive Management Team have been tasked with putting forward savings and additional income proposals to reduce the forecast funding gap from 2017/18 onwards. The draft proposals have been subject to officer and member challenge as part of the preparatory work on the budget ahead of proposals being brought forward as part of setting and approving the budget for 2017/18 which is due to be presented for approval in February 2017.
- 2.2. Some of the proposals that have been submitted include changes to fees and charges from 2017/18 which differ from the current fees and charges policy and require approval by Members. These are outlined below:

<b>Service Area</b>	<b>Description of New Fee/ Charge</b>	<b>Value (17/18)</b>
Planning	Charging for pre-application discussions, advice and general planning enquiries. These charges would be set independently of the fees and charges policy and based on officer time.	£30,000
Planning	Charging for re-opening old building regulation applications and review of prescribed charges.	£15,000
Environmental Health	Charging of an administration fee for replacement or extra bins and for new bins provided as part of redevelopment, the charges would be set based on cost to the council and will therefore increase annually in line with the fees and charges policy.	£23,777
Environmental Health	Full cost recovery of collection and detaining stray dogs where it is necessary to return to kennels, to be passed to the owner (in addition a statutory fee of £25 is chargeable independent of the fees and charges policy and will not therefore inflate annually).	£13,000
Safe at Homes	Increase fees to 19.1% and 21.6% (from 10.0% and 12.5%)	£38,568

- 2.3. In addition the Town Hall schedule of fees has been updated to include the Atrium and the discount for charities to be 25%. Other fees and charges have been assumed to increase by RPI + 2% for administration these will have been rounded as applicable, for example to nearest £.
- 2.4. The reason for presenting for approval the fees and charges ahead of the detailed budget report in February is to allow accurate forecasting of income to be included in the budget for 2017/18 and future projections and also to allow implementation time of changes as applicable.
- 2.5. The Market fees have been subject to a separate review which is being considered by Economic Development Committee on 21 November 2016 for which recommendations will then be made to the Policy and Resources Committee and Full Council for approval. These have therefore not been included as part of this report.

2.6. The fees and charges structure for the crematorium are currently being review and will come forward for recommendation as part of the budget report to Members for approval.

2.7. Appendix A details the proposed fees and charges for 2017/18.

### **3. FINANCIAL IMPLICATIONS**

3.1. The financial implications from the proposed changes will be factored into the detailed service budgets for 2017/18 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, 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 will be reviewed during the year in terms of delivery of income targets and therefore future charges could be subject to change to mitigate any financial risks.

### **5. CONCLUSIONS**

5.1. The proposed fees and charges for 2017/18 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 2017/18 which will be brought forward for Member approval in February 2017. In addition the future financial implications from 2018/19 will be used to inform the later financial projections for the Council.

## 6. RECOMMENDATIONS

- 6.1. It is recommended that Policy and Resources agree and recommend to Full Council the schedule of fees and charges as detailed in Appendix A for 2017/18.

## 7. BACKGROUND PAPERS

- 7.1. Fees and Charges Policy as approved in December 2014.  
7.2. Current (2016/17) 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:	
Existing Council Policies:	
Financial Implications:	
Legal Implications (including human rights):	
Risk Implications:	
Equality Issues/EQIA assessment:	
Crime & Disorder:	
Every Child Matters:	

## **Fees and Charges**

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† Indicates Fees and Charges inclusive of VAT

	2016/17 Charges VAT @ 20% (where applicable)	2017/18 Charges VAT @ 20% (where applicable)
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## CREMATION CHARGES

NB: From 01 April 2017 the Medical Referee Fee of £25 is included in the Cremation Fee.  
The fee also includes an Environmental Charge of £60  
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	698.00	<b>Under Review</b>

## Additional Charges

Scattering of cremated remains from another Crematorium in the lawn area	180.00	187.50
Scattering of cremated remains from this Crematorium in the lawn area, with relatives and an officer in attendance	82.50	86.00
Scattering of cremated remains from this Crematorium in the lawn area	53.50	56.00
Hire of Crematorium Chapel:		
For Burial / Memorial Service	118.50	123.50
Extension of half an hour for Cremation Service	118.50	123.50
Hire of Crematorium Chapel only	250.00	260.00
Temporary retention of ashes, after first four weeks, per month	21.60	22.50
Ash containers (bronze urns)	21.60	22.50
Baby bio-degradable box urn	No Charge	No Charge
Bio-degradable box urn	No Charge	No Charge
Additional Certificate of Cremation	16.50	17.50
Certified extract from Register of Cremations	16.50	17.50
† Pall bearers (each) (VAT included in fee 2017-18)	27.00	28.50
† Audio recording of the service presented on USB or CD (VAT included in fee 2017-18)	60.00	62.50
The use of the Wesley Music System is provided		

## Dedications

† Two line entry (VAT included in fee 2017-18)	84.00	87.50
† Five line entry (VAT included in fee 2017-18)	119.00	124.00
† Eight line entry (VAT included in fee 2017-18)	158.50	165.00
† Five line entry with flower illustration or similar (VAT included in fee 2017-18)	177.00	184.00
† Five line entry with heraldic device (VAT included in fee 2017-18)	191.30	199.00
† Eight line entry with flower illustration or similar (VAT included in fee 2017-18)	191.30	199.00
† Eight line entry with full heraldic device or crest (VAT included in fee 2017-18)	342.50	356.00

## Memorial Cards

† Two line entry (VAT included in fee 2017-18)	18.50	19.50
† Five line entry (VAT included in fee 2017-18)	23.70	24.70
† Eight line entry (VAT included in fee 2017-18)	41.20	43.00
† Five line entry with flower illustration or similar (VAT included in fee 2017-18)	65.00	68.00
† Eight line entry with flower illustration or similar (VAT included in fee 2017-18)	81.00	84.50
† Five line entry with heraldic device (VAT included in fee 2017-18)	88.50	92.00
† Eight line entry with full heraldic device or crest (VAT included in fee 2017-18)	104.00	108.50

## Memory Books

† Two line entry (VAT included in fee 2017-18)	65.00	68.00
† Five line entry (VAT included in fee 2017-18)	72.00	75.00
† Eight line entry (VAT included in fee 2017-18)	81.00	84.50
† Five line entry with flower illustration or similar (VAT included in fee 2017-18)	104.00	108.50
† Eight line entry with flower illustration or similar (VAT included in fee 2017-18)	112.00	116.50
† Five line entry with heraldic device (VAT included in fee 2017-18)	128.50	134.00
† Eight line entry with full heraldic device (VAT included in fee 2017-18)	145.00	151.00

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

## Memorial Rose (including provision of Bronze Plaque)

### Five year dedication period

† Bush Rose (VAT included in fee 2017-18)	128.00	133.00
† Standard Rose (VAT included in fee 2017-18)	150.00	156.00
† Double Plaque (to replace single) (VAT included in fee 2017-18)	65.00	68.00
† Embossed motif (from selection) on bronze plaque (VAT included in fee 2017-18)	16.50	17.50
† Postage and packing of expired memorial plaque (VAT included in fee 2017-18)	6.70	7.00

	2016/17 Charges VAT @ 20% (where applicable)	2017/18 Charges VAT @ 20% (where applicable)
<b>Memorial Tree (including provision of Bronze Plaque)</b>		
<b>Five year dedication period</b>		
† Five year dedication period (VAT included in fee 2017-18)	375.00	390.00
† Renewal - five year dedication period (VAT included in fee 2017-18)	142.00	148.00
† Renewal - ten year dedication period (VAT included in fee 2017-18)	223.00	232.00
<b>Individual Memorial Seat (including provision of Bronze Plaque)</b>		
<b>Five year dedication period</b>		
† Six foot seat (VAT included in fee 2017-18)	1,020.00	1,060.00
† Additional bronze plaque (VAT included in fee 2017-18)	113.50	118.00
† Renewal for five year dedication period (VAT included in fee 2017-18)	149.00	155.00
† Renewal for ten year dedication period (VAT included in fee 2017-18)	224.20	233.00
<b>Individual Wall Plaques</b>		
<b>Ten year dedication period</b>		
† Bronze plaque - black with gold lettering (VAT included in fee 2017-18)	154.50	161.00
† Renewal of existing plaque - 10 year dedication period (VAT included in fee 2017-18)	103.00	107.00
† To add additional name or request new plaque to replace existing (new 4 line plaque) (VAT included in fee 2017-18)	77.00	80.00
<b>Polished Sterling Grey Granite Memorial Vase Kerbs</b>		
<b>Ten year dedication period</b>		
† Granite Memorial Vase Kerbs with 6 line inscription (VAT included in fee 2017-18)	387.00	402.50
† To add additional name (new 6 line granite plate) (VAT included in fee 2017-18)	116.20	121.00
† Renewal - 10 year dedication period (VAT included in fee 2017-18)	296.00	308.00
<b>Hexagonal Sandstone Tower with Granite Plaque</b>		
<b>Ten year dedication period</b>		
Granite memorial plaque with 6 line inscription	160.00	166.50
New plaque for additional name to be added	108.00	112.50
Renewal of existing plaque for ten year period	108.00	112.50
<b>Sanctum 2000 above ground vaults</b>		
<b>Twenty year lease period</b>		
20 year lease of granite vault and black granite plaque and lettering (up to 80 letters) first interment and first posy vase	965.00	965.00
Decorative motifs/floral tribute on plaque (samples & price on request)		
Cameo photograph arranged and fixed to plaque (4cm x 3cm)	107.00	111.50
Cameo photograph arranged and fixed to plaque (7cm x 5cm)	128.50	134.00
Heart shaped cameo photo, arranged and fixed to plaque	172.00	179.00
Replacement of black granite plaque (excluding photograph) up to 80 letters	343.40	357.00
Renewal of 10 year lease	450.50	468.50
Additional letters (per letter)	3.00	3.15
Repainting of current plaque price on request (dependent on characters and motifs)		
<b>Sanctum Panorama above ground vaults</b>		
<b>Twenty year lease period</b>		
20 year lease of granite vault and black granite plaque and lettering (up to 80 letters) first interment and first posy vase		
Top level:	868.00	868.00
Mid level:	836.00	836.00
Lower level:	783.00	783.00
Decorative motifs/floral tribute on plaque (samples & price on request)		
Cameo photograph arranged and fixed to plaque (4cm x 3cm)	108.00	112.50
Cameo photograph arranged and fixed to plaque (7cm x 5cm)	128.50	134.00
Heart shaped cameo photo, arranged and fixed to plaque	172.00	179.00
Replacement of black granite plaque (excluding photograph) up to 80 letters	343.40	357.00
Renewal of 10 year lease	452.50	470.50
Additional letters (per letter)	3.00	3.15
Repainting of current plaque price on request (dependent on characters and motifs)		
<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	1,020.00	1,020.00
Second plaque	108.00	112.50
Renewal of 10 year lease	453.00	471.00
<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	620.00	645.00

	2016/17 Charges VAT @ 20% (where applicable)	2017/18 Charges VAT @ 20% (where applicable)
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## CEMETERY CHARGES

### Interment Charges

The following charges relate to burial of persons resident within the Borough area at the time of death:

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	No Charge	No Charge
The body of a person whose age at the time of death exceeded twelve years	595.00	618.50

The following charges relate to cremation of persons who are not resident within the Borough area at the time of death:

The body of a stillborn child or child whose age at the time of death did not exceed one month	118.00	123.00
The body of a child whose age at the time of death exceeded one month, but did not exceed twelve years	150.00	156.00
The body of a person whose age at the time of death exceeded twelve years	1,027.00	1,067.50

### Additional Charges

Burial at 9' depth	118.50	123.50
For excavation for caskets	118.50	123.50
Excavation for 9' x 4' walled graves (not including construction of walls)	182.00	190.00
Larger excavations - prices upon request		
For burial at 3pm British Summer Time Only	54.00	56.50

### Interment of cremated remains

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	38.00	39.50
The body of a child of four years but not exceeding twelve years at the time of death	53.50	56.00
The body of a person whose age at the time of death exceeded twelve years (resident)	188.00	195.50
The body of a person whose age at the time of death exceeded twelve years (non-resident interred into new grave)	370.00	385.00
The body of a person whose age at the time of death exceeded 12 yrs (non-resident interred into occupied grave)	188.00	195.50
Double interment of cremated remains (resident)	200.00	208.00
Double interment of cremated remains (non-resident interred into occupied grave)	200.00	208.00

### Exhumation Charges

† Exhumation of body of any age (VAT included in fee 2017-18)	1,566.00	1,628.00
† Exhumation of cremated remains (VAT included in fee 2017-18)	225.00	234.00

### Reinterment Charges

Charges for each reinterment in accordance with normal fees

### Purchase of Exclusive Right of Burial - 50 years

Purchase by resident of the Borough:

(Temporary memorial free upon request for the first interment)

Earthen grave 9'x4'	644.00	695.00
Earthen grave 2'x2' (ashes)	429.00	470.00
Earthen grave 4'x2' (Child up to age of four)	80.00	83.50

Purchase by **non resident** of the Borough:

(Temporary memorial free upon request for the first interment)

Earthen grave 9'x4'	1,126.00	1,170.50
Earthen grave 2'x2' (ashes)	750.00	780.00
Earthen grave 4'x2' (Child up to age of four)	128.50	134.00

† Temporary memorial (including carriage) (VAT included in fee 2017-18)	58.60	61.00
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### Monuments and Gravestones

From 2005/2006 onwards, monument fees have been incorporated into the scale of fees and charges for exclusive rights of burial and interment fees.

However, where the Exclusive Right of Burial was purchased before 1st April 1989, a monument fee of £90.00 shall be paid.

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

	2016/17 Charges VAT @ 20% (where applicable)	2017/18 Charges VAT @ 20% (where applicable)
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#### Supplementary Charges

Search Fee for Burial Registers (excluding genealogy enquiries) (per entry)	35.00	36.50
Indemnity Form (where owner is unable to produce original purchase Deed)	18.00	19.00
Fee for transfer of Deed of Exclusive Right	37.00	38.50
Fee for transfer of Deed of Exclusive Right (Deed not available)	59.00	61.50
† Genealogy enquires per hour or part thereof (VAT included in fee 2017-18)	37.00	39.00
Selection of new grave or cremated remains plot (Officer in attendance)	43.00	45.00
Search for grave on behalf of family or funeral director, by officer	43.00	45.00
† Administrative Fee (for preparation/production/amended/duplication of paperwork) (VAT included in fee 2017-18)	21.60	22.50

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

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

Website address: <http://www.defra.gov.uk/industrial-emissions/files/List-of-Charges-2014.pdf>

Type of Charge	Type of process			
<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.

	2016/17 Charges	2017/18 Charges
<b>Local Licences</b>		
Skin Piercing and Tattooists		
Skin piercing (registration) + 1 personal licence	269.00	280.00
Convention per Individual	59.00	62.00
or Event fee - whichever is the Greater	215.00	224.00
Pet Shop (Annual)	107.00	112.00
Riding Establishment (Annual) (Vet charges are recoverable)	189.00	197.00
Dog Breeding (Annual)	107.00	112.00
Dangerous Wild Animals (Annual)	107.00	112.00
Dangerous Wild Animals New Application		
Animal Boarding (Annual)	107.00	112.00
<b>Zoo</b>		
Application	209.00	218.00
Grant	86.00	90.00
Renewal	290.00	302.00
(Vet charges are recoverable)		
<b>Food/Water Samples</b>		
Upon request	Cost Recovery	Cost Recovery
<b>Commercial Health Certificates</b>		
Authorisation	11.50	12.00
Preparation and authentication	22.00	23.00
Port Health	4.00	5.00
<b>Food Premises Register</b>		
Copy of an entry	9.50	10.00
Copy of register	740.00	770.00
Request for information (plus VAT)	73.00	76.00
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	450.00	470.00
Units of accommodation: Each Additional Unit at	27.00	29.00
House in Multiple Occupation Renewal of Licence - Standard 5	407.00	425.00
Units of accommodation Each Additional Unit at	27.00	29.00
Variation of a Licence	107.00	112.00
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	324.00	337.00
ADD NEW Failure to provide smoke alarms		5,000.00
ADD NEW Failure to provide carbon monoxide alarms		5,000.00

	2016/17 Charges	2017/18 Charges
<b>Scrap Metal Dealer Licence Fees</b>		
Site Licence		
- New	267.00	278.00
- Renewal	247.00	257.00
- Variation	107.00	112.00
Collectors Licence		
- New	161.00	168.00
- Renewal	140.00	146.00
- Variation	107.00	112.00
<b>Bulky Items</b> Collection of Bulky Items by Order:		
1 Item	11.00	12.00
3 Items	16.00	17.00
<b>Public Health Act Funerals</b>		
Administration and Officer rate - flat fee (inclusive of VAT)	450.00	470.00
Out of Borough Excess Cost Recovery	51.00	53.00
<b>Dog Warden - Fees</b>		
† ADD NEW Contractors Fee for Collection and Kennelling per dog (Recharges include VAT)	N/A	Cost recovery
Statutory Fee	25.00	25.00
<b>Pest Control</b>		
Mouse and Rat Control and Extermination Fee ( <i>Exlcuding VAT</i> )	36.00	37.50
<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
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
<b>MOBILE HOMES ACT 2013</b>		
<b>Costs of New Application</b>		
1-5 pitches	220.50	220.50
6-24 pitches	236.25	236.25
25-99 pitches	252.00	252.00
100+ pitches	283.50	283.50
Annual Inspection Fees		
1-3 pitches	NIL	NIL
4-5 pitches	126.00	126.00
6-24 pitches	189.00	189.00
25-99 pitches	252.00	252.00
100+ pitches	283.00	283.00

Cut off date	Amount	Collections start	# collections	2nd Bin	2 Bins (new)	Renewal Price	2 Bins Renewal	3 Bins Renewal
2017								
1st April	£54.96	TBC	24	£39.38	£94.34	£42.24	£61.92	£82.60
1st May	£51.45	TBC	22	£37.61	£89.06	£38.72	£56.73	£75.74
1st June	£47.94	TBC	20	£35.95	£83.89	£35.20	£51.53	£68.78
1st July	£44.43	TBC	18	£34.18	£78.61	£31.68	£46.44	£61.92
1st August	£40.92	TBC	16	£32.52	£73.44	£28.16	£41.25	£55.07
1st September	£37.40	TBC	14	£30.75	£68.16	£24.64	£36.16	£48.21
1st October	£33.89	TBC	12	£28.99	£62.88	£21.12	£30.96	£41.35
1st November	£30.38	TBC	10	£27.33	£57.71	£17.60	£25.77	£34.39
1st December	£26.87	TBC	8	£25.56	£52.43	£14.08	£20.68	£27.53

Brown Bin Bags	2016/17 Charges	2017/18 Charges
Packet of 12	18.76	19.50
Packet of 24	37.52	39.00
<b>Garden Waste Bins &amp; Bags</b>		
New Bins	12.34	12.85
Additional / Replacement Bins	18.43	19.20
Pick up cost		
one bin	1.69	1.75
additional bin	0.85	0.90
<b>Brown Waste Bags</b>		
(no pick up costs for		
brown bags)		
one bag	1.56	1.65
12 bags	18.76	19.50
24 bags	37.52	39.00
<b>Administration Fees</b>		
ADD NEW Replacement or extra bins		30.00
ADD NEW Provision of bins at new properties		50.00

## HOUSING NEEDS AND WELFARE SERVICES

2016/17 Charges 2017/18 Charges

### Community Alarm Service - 'Yarecare'

#### Private

Alarm monitoring service - per week (plus VAT)	1.20	1.25
Alarm monitoring service - per month (plus VAT)	5.20	5.40
Alarm monitoring service - per annum (plus VAT)	62.44	65.00
Alarm unit rental - per week (inc monitoring) (plus VAT)	2.76	2.86
Alarm unit rental - per week (inc monitoring) (plus VAT)	11.95	12.41
Alarm unit rental - per quarter (inc monitoring) (plus VAT)	35.84	37.41
Alarm unit rental - per annum (inc monitoring) (plus VAT)	143.52	149.65
Alarm unit purchase (plus VAT)	135.00	N/A
From 01 April 2012 - Yare Care Installation Charge (plus VAT)	30.00	35.00

#### Council

Alarm monitoring service - per week (plus VAT)	1.25	1.35
Alarm unit rental - per week (inc monitoring) (plus VAT)	2.87	2.99
Alarm unit rental - per annum (inc monitoring) (plus VAT)	143.52	149.65
Alarm unit purchase (plus VAT)	135.00	N/A
From 01 April 2012 - Yare Care Installation Charge (plus VAT)	30.00	35.00

**LOCAL LAND CHARGES / SEARCHES**

	<b>2016/17 Charges</b>	<b>2017/18 Charges</b>
<b>Local Land Charge Fees</b>		
Local Search	10.79	11.25
Local Standard Enquiry	130.00	135.25
<b>County</b> Q2; Q22 and Rights of way	12.85	13.40
Local Search (LLC1) additional parcel of land	0.00	0.00
Standard Enquiries (CON29) additional parcel of land (non-commercial)	13.36	13.90
Standard Enquiries (CON29) additional parcel of land (commercial)	13.36	13.90
<b>Additional Enquiries</b>		
Optional enquiry (Part 2)	9.15	9.55
Optional enquiry (Part 3)	9.15	9.55
<b>Personal Searches</b>		
Statutory Personal Search Fee	no charge	no charge
Additional parcel of land	no charge	no charge
Fee for an assisted Personal Search	42.89	44.60
Copy of Planning Permission Notice (plus VAT)	5.37	5.80

**MARKET FEES**

	<b>2016/17 Charges</b>	<b>2017/18 Charges</b>
	<b>£</b>	<b>£</b>
Two Day Market - charges per metre		
Summer (May to September)	7.94 (£2.42 per foot)	
Winter (October to April)	3.67 (£1.12 per foot)	
Casual - Summer (May to September)	11.91 (£3.63 per foot)	
Casual - Winter (October to April)	5.51 (£1.68 per foot)	
Six Day Market - charges per stall type		
Types of stall: Hot Food - 1	740.00 Monthly Charge	
Groceries	500.00 Monthly Charge	
Dry Goods	550.00 Monthly Charge	
Hot Food - 2	700.00 Monthly Charge	

*Please refer to the  
Market Fees report to  
Economic  
Development  
Committee, 21  
November 2016*

	2016/2017 Charges	2017/2018 Charges
<b>HACKNEY CARRIAGES</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)	0.00	0.00
<b>SEX ESTABLISHMENTS</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>GAMBLING ACT 2005 LICENCES</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

	2016/2017 Charges	2017/2018 Charges
<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
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
<b>Copy Licence</b>	15.00	15.00
<b>Notification of Change</b>	30.00	30.00

	2016/17 Charges Inc VAT @ 20% (where applicable)	2017/18 Charges Inc VAT @ 20% (where applicable)
<b>Town Centre Car Parks - Short Stay</b>		
Howard Street (Palmers)		
Up to 4 hours - cost per hour	0.90	1.00
Over 4 hours (previously over 5 hours)	7.20	7.50
Evenings from 4pm	Free	Free
Sundays normal hourly rate to a maximum	2.60	2.70
Overnight (6pm to 8am)	Free	Free
King Street		
Up to 4 hours - cost per hour	0.90	1.00
Over 4 hours (previously over 5 hours)	7.20	7.50
Evenings from 4pm	Free	Free
Sundays normal hourly rate to a maximum	2.60	2.70
Wednesday 12pm to 4pm	Free	Free
Market Place		
Up to 4 hours - cost per hour	0.90	1.00
Over 4 hours	7.20	7.50
Evenings from 4pm	Free	Free
Sundays normal hourly rate to a maximum	2.60	2.70
Overnight (6pm to 8am)	Free	Free
Stonecutters		
Up to 4 hours - cost per hour	0.90	1.00
Over 4 hours	7.20	7.50
Evenings from 4pm	Free	Free
Sundays normal hourly rate to a maximum	2.60	2.70
Overnight (6pm to 8am)	Free	Free
George Street		
Up to 4 hours - cost per hour	0.90	1.00
Over 4 hours	7.20	7.50
Evenings from 4pm	Free	Free
Sundays normal hourly rate to a maximum	2.60	2.70
Overnight (6pm to 8am)	Free	Free
Wednesday 12pm to 4pm	Free	Free
Brewery Plain		
Up to 4 hours - cost per hour	0.90	1.00
Over 4 hours (previously over 5 hours)	7.20	7.50
Evenings from 4pm	Free	Free
Sundays normal hourly rate to a maximum	2.60	2.70
Overnight (6pm to 8am)	Free	Free
Wednesday 12pm to 4pm	Free	Free
Greyfriars		
Up to 4 hours - Cost per hour	0.90	1.00
Over 4 hours	7.20	7.50
Evenings from 4pm	Free	Free
Sundays normal hourly rate to a maximum	2.60	2.70
Overnight (6pm to 8am)	Free	Free
<b>Town Centre Car Parks - Long Stay</b>		
Fullers Hill		
Up to 4 hours - Cost per hour	0.90	1.00
Over 4 hours	4.10	4.30
Evenings from 4pm	0.00	Free
Sundays normal hourly rate to a maximum	2.60	2.70
Overnight (6pm to 8am)	0.00	Free

	2016/17 Charges Inc VAT @ 20% (where applicable)	2017/18 Charges Inc VAT @ 20% (where applicable)
<b>Seafront Car Parks - Long Stay</b>		
St Nicholas - Closed in Winter		
Up to 4 hours (1 April to 31 October inclusive)	4.70	4.90
Over 4 hours (1 April to 31 October inclusive)	7.20	7.50
North Drive - Closed in Winter		
Up to 4 hours (1 April to 31 October inclusive)	4.70	4.90
Over 4 hours (1 April to 31 October inclusive)	7.20	7.50
<b>Seafront Car Parks - Short Stay</b>		
Euston Road		
Summer - Cost per hour, first 2 hours	1.90	2.00
Summer - Cost per hour, after 2 hours	2.50	2.60
Winter - Cost per hour	0.90	1.00
Overnight (9pm to 8am)	1.00	1.00
Anchor Gardens		
Summer - Cost per hour, first 2 hours	1.90	2.00
Summer - Cost per hour, after 2 hours	2.50	2.60
Winter - Cost per hour	0.90	1.00
Overnight (9pm to 8am)	1.00	1.00
Jetty North		
Summer - Cost per hour, first 2 hours	1.90	2.00
Summer - Cost per hour, after 2 hours	2.50	2.60
Winter - Cost per hour	0.90	1.00
Overnight (9pm to 8am)	1.00	1.00
Jetty South		
Summer - Cost per hour, first 2 hours	1.90	2.00
Summer - Cost per hour, after 2 hours	2.50	2.60
Winter - Cost per hour	0.90	1.00
Overnight (9pm to 8am)	1.00	1.00
<b>Other Car Parks</b>		
Gorleston High Street		
All year cost per hour, first 2 hours	0.20	0.30
All year cost per hour, after 2 hours	0.50	0.60
Resident passes per quarter	16.50	17.25
<b>Caister</b>		
Summer - cost per hour or part thereof	0.60	0.70
Winter - cost per hour or part thereof	0.00	0.00
Resident passes per quarter	16.50	17.25
<b>Season Tickets</b>		
Season Ticket Fullers Hill (Monday to Friday only) and Beach Coach Station per month	31.00	32.00
Season Ticket excluding Palmers, Marina, Euston Road, Empire, Jetty North & South (per month)	72.00	75.00
Reserved bays (Seafront) per Annum	550.00	550.00
<b>Rover Tickets</b>		
Weekly	26.00	27.00
<b>Penalty Charge Notices (1)</b>		
Payment received within 14 days	35.00	35.00
Payment received after 14 days	70.00	70.00
<b>Penalty Charge Notices (2)</b>		
Payment received within 14 days	25.00	25.00
Payment received after 14 days	50.00	50.00
<b>BEACH COACH STATION</b>		
<b>Cars</b>		
Summer - peak tariff up to 4 hours (1 April to 31 October)	4.60	4.80
Summer - peak tariff over 4 hours (1 April to 31 October)	7.20	7.50
Winter - per day	1.00	1.00
Overnight (9pm to 8am)	1.00	1.00

	<b>2016/17 Charges Inc VAT @ 20% (where applicable)</b>	<b>2017/18 Charges Inc VAT @ 20% (where applicable)</b>
<b>Coaches</b>		
All year - bay fee up to 3 hours	4.70	4.90
All year - daily ticket	8.30	8.60
All year - weekly ticket	46.00	47.80
<b>Lorries</b>		
All year - per 12 hour period	11.50	12.00
<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

**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).

	<b>2016/17 Charge VAT @ 20% (where applicable)</b>	<b>2017/18 Charge VAT @ 20% (where applicable)</b>
<b>PITCH AND PUTT</b>		
<b>Bure Park (18 hole)</b>		
Adult - per round	5.45	5.70
Concession - per round	3.65	3.80
<b>Book of 10 Rounds</b>		
Adults - per book	40.45	42.00
Concessions - per book	27.15	28.20
Lost ball charge	1.20	1.25
Deposit on Equipment (returnable)	3.00	3.00
Pencils	No Charge	No Charge
<b>ALL TENNIS COURTS</b>		
<b>Courts</b>		
Adults - per person per hour	2.50	2.60
Concessions - per person per hour	1.70	1.80
Organised clubs - per person per hour	1.70	1.80
<b>Equipment</b>		
Deposit per person (returnable)	5.00	5.00
Lost ball charge	1.05	1.10
<b>PUTTING GREENS</b>		
<b>Gorleston Cliffs (9 hole)</b>		
Adult - per round	2.30	2.40
Concession - per round	1.50	1.60
Pencils	No Charge	No Charge
<b>Equipment</b>		
Deposit per putter	1.20	1.25
<b>Petanque</b>		
Adults - per person per hour	1.40	1.50
Concessions - per person per hour	1.00	1.10
Floodlights per piste per hour (Seasonal fee for club by arrangement)	No Charge	No Charge

	2016/17 Charge VAT @ 20% (where applicable)	2017/18 Charge VAT @ 20% (where applicable)
<b>ALL BOWLING GREENS</b>		
<b>Green Fees</b>		
Adult - per hour (incl woods)	3.45	3.60
Concession - per hour (incl woods)	2.40	2.50
<b>Book of 10 x 1 hour tickets</b>		
Adult	24.60	25.60
Concession	16.90	17.60
<b>Book of 20 x 1 hour tickets</b>		
Adult	41.50	43.20
Concession	28.30	29.40
<b>Equipment</b>		
Hire of woods and/or footwear per hour	No Charge	No Charge
Deposit per person	6.00	6.00
<b>Personal locker hire</b>		
- per week	3.10	3.30
- per season	16.30	17.00
<b>Kitchen facilities</b>		
Use of kitchen facilities up to 4 hours	No Charge	No Charge
Use of kitchen facilities - deposit	15.55	16.20
<b>Club Bookings Monday to Saturday only</b>		
Per rink per 2 hours (minimum of 2 rinks)	12.85	13.40
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.	13.95	14.50
<b>Great Yarmouth Festival of Bowls Tournament</b>		
Entrance fee per person per competition	5.15	5.40
<b>FOOTBALL &amp; RUGBY</b>		
<b>All teams based at Council pitches will have season tickets.</b>		
<b>Season Tickets</b>		
<b>(for a maximum of 14 home matches or 17 if paid through the relevant league)</b>		
Adult	465.85	484.00
18 years old and under	228.60	237.50
<b>Casual Matches</b>		
Adult	54.50	56.70
18 years old and under	35.20	36.60
<b>Training</b>		
Per team per two hour session	26.65	27.70
Beaconsfield flood lit area per two hour session	28.90	30.10
<b>Football at Wellesley Recreation Ground</b>		
Great Yarmouth Town FC	5,777.50	6,000.00
School team per match	38.05	39.55
Other teams per match	67.35	70.00
All use of floodlights in addition	51.85	53.90
<b>Professional matches by negotiation</b>		

	2016/17 Charge VAT @ 20% (where applicable)	2017/18 Charge VAT @ 20% (where applicable)
<b>Athletics at Wellesley Recreation Ground</b>		
Great Yarmouth & District AC (incl floodlights)	4,878.55	5,070.00
<b>ATHLETIC MEETINGS</b>		
<b>Borough of Great Yarmouth Clubs and Schools</b>		
- Half Day	59.05	62.00
- Full Day	115.25	120.00
<b>Other groups and clubs</b>		
- Half Day	84.40	87.70
- Full Day	168.60	175.20
<b>Casual Use</b>		
Monday to Friday (10.00am to 4.00pm)	No Charge	No Charge
<b>All other times</b>		
Adult	No Charge	No Charge
Concession	No Charge	No Charge
<b>Multi-Sports Area (Wellesley) per hour</b>		
Monday to Friday (9.00am to 4.00pm)	14.55	15.20
All other times (Charge includes floodlights)	27.90	29.00
<b>Wellesley Kitchen Facilities</b>		
Facilities	No Charge	No Charge
Deposit - except Gt Yarm FC and Gt Yarm Athletics Club	12.05	12.60
<b>CRICKET</b>		
<b>Casual Matches</b>		
Monday to Friday	58.35	60.70
Saturday	67.25	69.90
Sunday	76.90	79.90
<b>Synthetic Pitch</b>		
Monday to Friday	52.25	54.30
Saturday	59.45	61.80
Sunday	64.90	67.50
<b>Club League and Cup Fixtures</b>		
Monday to Friday	38.70	40.30
Saturday	48.35	50.30
Sunday	55.75	58.00
<b>Miscellaneous</b>		
Barbecues (normal opening times)	22.35	23.30
<b>Camping - Cobholm playing field including use of pavilion</b>		
Per person per night	4.45	4.70
Minimum charge per night	43.35	45.20
<b>Fetes and similar events</b>		
Hire of recreation ground (in addition to any commercial concessions)	115.45	120.00

## Fees & Charges Town Hall 2016/17

	2016/17 Charges		2017/18 Charges	
	Mon-Fri	Weekends & Bank Holidays	Mon-Fri	Weekends & Bank Holidays
<b><u>Council Chamber</u></b>				
<b>Marriage Room Charges</b>	(incl VAT)	(incl VAT)	(incl VAT)	(incl VAT)
Council Chamber	£275.00	£500.00	£285.00	£520.00

A 20% Non-returnable deposit is required for above bookings

<b><u>Council Chamber</u></b>	All charges quoted below exclude VAT			
<b>Private, Public and Commercial (Weekdays 08:00-18:00)</b>	<b>Half Day</b>	<b>Per Day</b>	<b>Half Day</b>	<b>Per Day</b>
Minimum of 3 hours (plus VAT)	£150.00	£250.00	£160.00	£260.00
<b>Private, Public and Commercial (Evenings 18:00-00:00)</b>	<b>Per Hour</b>	<b>Minimum Charge</b>	<b>Per Hour</b>	<b>Minimum Charge</b>
Minimum of 3 hours (plus vat)	£100.00	£300.00	£105.00	£315.00
<b>Private, Public and Commercial (Weekends and Bank Holidays)</b>	<b>Half Day</b>	<b>Minimum Charge</b>	<b>Half Day</b>	<b>Minimum Charge</b>
Minimum of 3 hours (plus vat)	£250.00	£750.00	£260.00	£780.00

### **Rambouillet Room/Supper Room/ Nelson Room/Atrium**

<b>Private, Public and Commercial (Weekdays 08:00-18:00)</b>				
Hourly rate				
<b>Private, Public and Commercial (Evenings 18:00-00:00)</b>	<b>Half Day</b>	<b>Minimum Charge</b>	<b>Half Day</b>	<b>Minimum Charge</b>
Minimum of 3 hours (plus vat)	£100.00	£300.00	£105.00	£315.00
<b>Private, Public and Commercial (Weekends and Bank Holidays)</b>	<b>Per Hour</b>	<b>Minimum Charge</b>	<b>Per Hour</b>	<b>Minimum Charge</b>
Minimum of 3 hours (plus vat)	£250.00	£750.00	£260.00	£780.00

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

A 50% deposit will be required at the time of booking. Outstanding balance will be paid within 14 days after the event

Where the room is required by a customer before or after the main period of booking, and during normal working hours, the following additional daily charge will apply:

- |   |            |
|---|------------|
| - Private, Public & Commercial (plus VAT) | On Request |
| - Subsidised & Charities (plus VAT)       | On Request |