

# **Contents**

Format and Key

Appendix 1 Proposed fees and charges relating to

Finance and Corporate Governance  
Change and Improvement

# **Fees and Charges Booklet**

**2011-2012**

## **KEY**

### **VAT indicator**

Throughout this booklet the following VAT indicators are used

Z = zero

O = outside scope

E = exempt

S = standard

### **Statutory or Discretionary indicator**

Throughout this booklet the following statutory or discretionary indicators are used

S = statutory

D = discretionary

### **Notes on presentation**

It is assumed that the date of increase in all cases will be 1st April.

	STATUTORY OR DISCRETIONARY	BASIC CHARGE 2010/11	Increase £	Increase %	Total proposed basic charge 2011/12	VAT GROUP	CHARGE INCLUDING VAT (Where applicable)
FINANCE & CORPORATE GOVERNANCE							
		£	£		£		£
<b>MISCELLANEOUS</b>							
Licences to assign Leasehold Premises	D	425.00	12.75	3.0%	437.75	O	437.75
Authorised Guarantee Agreement	D	395.00	11.85	3.0%	406.85	O	406.85
Shop Leases	D	590.00	17.70	3.0%	607.70	O	607.70
Sale of Land	D	1% or less if under 1,000 (min £350)				E	1% or less if under 1,000 (min £350)
Sale of Garden Land/Additional Land	D	577.00	17.30	3.0%	594.30	E	594.30
Copy of Lease	D	73.02	2.19	3.0%	75.21	S	90.25
Commercial Lease Assignment	D	532.00	15.95	3.0%	547.95	E	547.95
Commercial Lease Grant	D	577.00	17.30	3.0%	594.30	E	594.30
Commercial Licences	D	425.5-603.75	0.00	0.0%	425.5-603.75	E	425.5-603.75
Deed of Covenants	D	383.00	11.50	3.0%	394.50	E	394.50
Landlords Licence	D	450.00	13.50	3.0%	463.50	O	463.50
Licence of Alteration	D	577.00	17.30	3.0%	594.30	O	594.30
Notice of Assignment	D	67.00	2.00	3.0%	69.00	O	69.00
Notice of Charge	D	67.00	2.00	3.0%	69.00	O	69.00
Retrospective Consent	D	98.00	2.95	3.0%	100.95	O	100.95
Right to Buy Engrossment	D	60.00	1.80	3.0%	61.80	O	61.80
<u>Legal charge re drafting of document for:-</u>							
Section 106	S	816.80	24.50	0.0%	841.30	O	841.30
Section 278	S	816.80	24.50	0.0%	841.30	O	841.30
Reg of Assign	S	26.45	0.80	3.0%	27.25	O	27.25
Rent Reviews	D	184-242.65	0.00	0.0%	184-242.65	O	184-242.65

	STATUTORY OR DISCRETIONARY	BASIC CHARGE 2010/11	Increase £	Increase %	Total proposed basic charge 2011/12	VAT GROUP	CHARGE INCLUDING VAT (Where applicable)
FINANCE & CORPORATE GOVERNANCE		£	£		£		£
Easements	D	699.00	21.00	3.0%	720.00	O	720.00
Surrenders	D	456.00	13.70	3.0%	469.70	O	469.70
Deed of Variation	D	456.00	13.70	3.0%	469.70	O	469.70
Grazing Licence	S	395.95	11.85	3.0%	407.80	O	407.80
Street Licence	S	275.65	8.25	3.0%	283.90	O	283.90
Transfer of Open Spaces	D	633.50	18.70	3.0%	652.20	O	652.20
Section 50 Agreement	S	422.30	12.70	3.0%	435.00	O	435.00
Wayleave Agreement	D	261.05	7.95	3.0%	269.00	O	269.00
<b><u>COUNCIL HOUSE SALES</u></b>							
Transfer prints	D	35.85	1.10	3.1%	36.95	O	36.95
Lease prints	D	57.40	1.70	3.0%	59.10	O	59.10
Registration Fees Ownership Changes Leaseholds Houses & Flats	D	37.50	1.15	3.1%	38.65	O	38.65
Transfer of Equity approval and seal	D	59.95	1.80	3.0%	61.75	O	61.75
Stat charge discharge - discount 3 year period	D	58.20	1.75	3.0%	59.95	O	59.95
Letter of Postponement concerning authorized works on properties with statutory discount charge	D	56.05	1.70	3.0%	57.75	O	57.75
Leasehold Enquiries - Maintenance and rent details , insurance etc.	D	131.25	3.95	3.0%	135.20	O	135.20
Copy of Landlord's Offer Notice (full)	D	29.40	0.89	3.0%	30.29	S	36.35
(part)	D	12.05	0.37	3.1%	12.42	S	14.90
Fee for Application to buy garage	D	63.83	1.92	3.0%	65.75	S	78.90
Copy of Service Charge Certificate	D	25.53	0.76	3.0%	26.29	S	31.55
Copy of Insurance Policy	D	38.30	1.16	3.0%	39.46	S	47.35

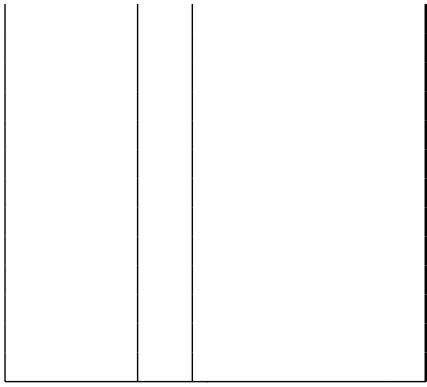
FINANCE & CORPORATE GOVERNANCE	STATUTORY OR DISCRETIONARY	BASIC CHARGE 2010/11	Increase £	Increase %	Total proposed basic charge 2011/12	VAT GROUP	CHARGE INCLUDING VAT (Where applicable)
		£	£		£		£
<b>REGISTRATION</b>							
<b>STATUTORY</b>							
Fees issued by Registrar of Births & Deaths at time of registration							
Standard Certificate of Birth at time of registration	S	3.50	0.00	0.0%	3.50	O	3.50
Standard Certificate of Death at time of registration	S	3.50	0.00	0.0%	3.50	O	3.50
Standard Certificate of Marriage at time of registration	S	3.50	0.00	0.0%	3.50	O	3.50
Short Certificate of Birth at time of registration	S	3.50	0.00	0.0%	3.50	O	3.50
Fees issued by Registrar of Births & Deaths after registration	S	7.00	0.00	0.0%	7.00	O	7.00
Standard Certificate of Birth after registration	S	7.00	0.00	0.0%	7.00	O	7.00
Standard Certificate of Death after registration	S	7.00	0.00	0.0%	7.00	O	7.00
Standard Certificate of Marriage after registration	S	7.00	0.00	0.0%	7.00	O	7.00
Short Certificate of Birth after registration	S	7.00	0.00	0.0%	7.00	O	7.00
Registration of marriage at Register Office	S	40.00	0.00	0.0%	40.00	O	40.00
Registration of marriage at registered building	S	80.00	0.00	0.0%	80.00	O	80.00
Certificates issued by Superintendent Registrar							
Standard Certificate of Birth - 5 working day service	S	9.00	0.00	0.0%	9.00	O	9.00
Standard Certificate of Death - 5 working day service	S	9.00	0.00	0.0%	9.00	O	9.00
Standard Certificate of Marriage - 5 working day service	S	9.00	0.00	0.0%	9.00	O	9.00
Short Certificate of Birth - 5 working day service	S	9.00	0.00	0.0%	9.00	O	9.00
Notice of Marriage/Civil Partnership	S	33.50 per person	0.00	0.0%	33.50 per person	O	33.50 per person
<b>DISCRETIONARY</b>							
Certificates issued by Superintendent Registrar							
Standard Certificate of Birth - 24 hour service	D	12.00	1.00	8.3%	13.00	O	13.00
Standard Certificate of Death - 24 hour service	D	12.00	1.00	8.3%	13.00	O	13.00
Standard Certificate of Marriage - 24 hour service	D	12.00	1.00	8.3%	13.00	O	13.00
Short Certificate of Birth - 24 hour service	D	12.00	1.00	8.3%	13.00	O	13.00
Certificates issued by Superintendent Registrar							
Standard Certificate of Birth - 2 hour service	D	25.00	0.00	0.0%	25.00	O	25.00
Standard Certificate of Death - 2 hour service	D	25.00	0.00	0.0%	25.00	O	25.00
Standard Certificate of Marriage - 2 hour service	D	25.00	0.00	0.0%	25.00	O	25.00
Short Certificate of Birth - 2 hour service	D	25.00	0.00	0.0%	25.00	O	25.00
Fees for S.R. attendance at approved premises for Marriage/Civil Partnership							
Monday - Friday	D	300.00	10.00	3.3%	310.00	O	310.00
Saturday	D	340.00	10.00	2.9%	350.00	O	350.00
Sunday, Bank or Public Holiday	D	380.00	10.00	2.6%	390.00	O	390.00
Fees for SR/Registrar attendance at Register Office for Naming Ceremonies/Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership)							
Saturday	D	160.00	10.00	6.3%	170.00	O	170.00
Fees for SR/Registrar attendance at Approved Premise for Naming Ceremonies/Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership)							
Monday - Friday	D	190.00	10.00	5.3%	200.00	O	200.00
Saturday	D	220.00	10.00	4.5%	230.00	O	230.00
Sunday	D	250.00	10.00	4.0%	260.00	O	260.00
Approved Premises Regulations							
application for approval	D	1750.50	52.50	3.0%	1803.00	O	1803.00
request for review	D	551.70	16.55	3.0%	568.25	O	568.25

FINANCE & CORPORATE GOVERNANCE	STATUTORY OR DISCRETIONARY	BASIC CHARGE 2010/11	Increase £	Increase %
<b>REGISTRATION (Continued)</b>		£	£	
Hawthorne Suite - Thameside Monday - Friday	D	90.00	10.00	11.1%
Saturday	D	120.00	30.00	25.0%
Private Citizenship Ceremony Monday - Saturday	D	120.00	0.00	0.0%
<b>REGISTER OF ELECTIONS</b>				
Register of Electors - per '000 or part thereof Full Register, Edited Register, list of Overseas Electors - Statutory				
Data Format	S	£20+£1.50 per1000		
Printed Format	S	£10+£5 per1000		
Register of Electors - Sale of Marked Register, per '000 electors or part thereof				
Data Format	S	£10+£1 per 1000		
Printed Format	S	£10 +£2 per 1000		
Register of Electors - copy of Election Expenses - Statutory Photocopy fee, per side copied	S	0.20	0.00	0.0%
Register of Electors - Certificate of Residency, per elector, per year	D	11.50	0.50	4.3%

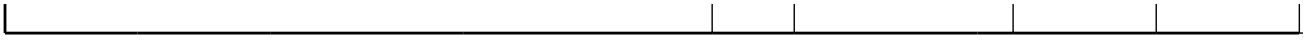


Total proposed basic charge 2011/12	VAT GROUP	CHARGE INCLUDING VAT (Where applicable)
£		£
100.00	O	100.00
150.00	O	150.00
120.00	O	120.00
	E	£20+£1.50 per1000
	E	£10+£5 per1000
	E	£10+£1 per 1000
	E	£10 +£2 per 1000
0.20	E	0.20
12.00	E	12.00





CHANGE & IMPROVEMENT	STATUTORY OR DISCRETIONARY	BASIC CHARGE 2010/11	Increase £	Increase %
<b>MISCELLANEOUS</b>		£	£	
Use of Council Chamber & Committee Rooms Per Hour	D	24.15	0.85	3.5%
Half Day	D	0.00	80.00	100.0%
Full Day	D	0.00	150.00	100.0%
Weekend - per hour	D	45.00	1.00	2.2%
Insurance Premium on Hire charge for non - commercial organisation	D	9% of hire fee		



Total proposed basic charge 2011/12	VAT GROUP	CHARGE INCLUDING VAT (Where applicable)
£		£
25.00	E	25.00
80.00	E	80.00
150.00	E	150.00
46.00	E	46.00
	E	9% of hire fee

