

## Resources Management Team

23 March 2021

### Annual Review of Fees & Charges 2021/22 - Resources

#### Ordinary Decision



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## Report of Finance Manager – Ian Herberson

### Electoral division(s) affected:

Countywide

### Purpose of the Report

- 1 To set out details of the proposed fees and charges to be levied by the Resources Service Grouping for 2021/22. Within the Registration Service, marriage bookings are sometimes made over a year in advance, therefore, for this service, charges proposed for 2022/23 are also detailed.

### Executive summary

- 2 Fees and charges should be reviewed at least annually and adjusted where appropriate. Increases in fees and charges are necessary to take into account current and future pressures on budgets and the need to achieve Medium Term Financial Plan (MTFP) savings through maximising service income, as well as reducing expenditure. However, the difficult economic climate means that careful consideration must be given to increasing prices in all discretionary generating areas, to ensure they are affordable, equitable and sustainable.
- 3 Proposed fees and charges for 2021/22 are shown in the tables in Appendices 2, 3 and 4.

### Recommendation(s)

- 4 It is recommended that Resources Management Team approve the fees and charges for 2021/22 in the schedules attached at Appendices 2, 3 and 4. The impact of these proposals will be built into the budget next year.

## Background

- 5 The Constitution provides delegated powers to each Corporate Director, in consultation with their respective Portfolio Holders to introduce, review or amend fees and charges.
- 6 In accordance with the MTFP model an inflationary increase of 1.5% has been assumed for all 2021/22 income and expenditure “price” budgets. Separate provisions are made for pay inflation. It is for service groupings to decide how this inflation is applied, for example if a service wishes to not apply a 1.5% increase to a certain charge, this needs to be offset by savings elsewhere. Some fees are determined by outside bodies and some elements of discretionary fees have other restrictions imposed that limit the services discretion to amend fee levels.
- 7 A significant part of Resources service grouping income is derived from Service Level Agreements (SLAs). These agreements and fees are negotiated directly with a client (e.g. the County Durham Housing Group) or via negotiations with ‘groups’ (e.g. schools). The agreements take into account reciprocal working agreements and specific market considerations. Income can be received as a “one-off” charge or through an ongoing contractual payment. The charges will be set when the service agreement is made. Details of unit charges included in the Services to Schools SLA brochure are included at Appendix 2. In general, these fees and charges have been increased by 1.5% from 2020/21. However, in some instances, increases are higher in order to cover costs.
- 8 The remaining income comes from charges for specific services provided and agreed fee levels need to be determined for these services. The service areas are
  - Legal and Democratic Services – covering several areas that include Land Charges (search fees), legal fees for conveyancing and planning agreements and the Registrar’s Service;
  - Occupational Health services to businesses at rates that take account of market conditions, with reduced rates applying for other non-commercial bodies, such as Town & Parish Councils;
  - Finance and Transactional Services – the Revenues and Benefits service levy a charge on council tax and NNDR taxpayers to recover costs of court action taken to obtain payment. The charge is in two parts, the first on issue of a summons and the second on issue of a liability order. Other charges are made for administration of care fees charged under the Care Act 2014.

## **Strategic Context**

- 9 The principle aims of the Council's Fees & Charges Policy are to support future budget processes and to provide a framework for Durham County Council's approach to charging for services. The Policy, which was developed pre-LGR and adopted by CMT, is built around the following key principles:
- (a) Develop an entrepreneurial approach so that charges whether new or reviewed are properly considered and consistent.
  - (b) Compliance with the Local Government Act 2003, which gives wide general powers to provide and charge for "discretionary services".
  - (c) Adherence to the financial duty to ensure income does not exceed cost.
  - (d) Charges may be set so that different people are charged different amounts and in different areas to satisfy local needs and objectives (a service can also continue to be free).
  - (e) The income derived from charging will normally be used to offset the costs of providing the service being charged for, including support service costs.
- 10 Further to this policy, the Localism Act 2011 gave all Council's a General Power of Competence (GPC), which provides the ability to charge for discretionary services on a cost recovery basis, and this should also inform the Council's approach to fees and charges
- 11 As a general principle, all proposals put forward to alter charges must be affordable, equitable and sustainable. These principles have been applied with regards to price increases throughout this report.

## **Statutory / Regulatory & Discretionary Charges**

- 12 The Council can charge for certain statutory services, with the fee being determined by the Council, in accordance with regulatory restrictions to ensure no "undue profit" is being generated from the charging policy applied.
- 13 Other fees and charges are set at the discretion of the Council, with only reputational and market conditions being a factor in the decision on the charge that is appropriate. The attached schedule at Appendix 3 details the proposed fees and charges for 2021/22, including increases from 2020/21, and these are considered in more detail below.

## **Legal and Democratic Services – Land Charges**

- 14 The Land Charges Service provides a range of services to commercial and residential customers. Some services are provided through searches of the statutory Local Land Charges register, which is maintained under the 'Local Land Charges Act 1975'. These services are provided in competition with commercial providers.
- 15 Others searches cover areas where there is no statutory requirement to maintain a record (including searches on planning and building control history, nearby unadopted highways, etc.), but where prospective property buyers are willing to pay a price for the information. These are known, after the form that is completed to provide the information, as CON29 searches.
- 16 The charge for such searches is set at the discretion of the Local Council. However, the level of charges levied should be calculated on a robust and demonstrable basis to justify the fee set and ensure that no 'profit' is being generated by this service.
- 17 A full review of the charges was carried out during 2016/17 when a new suite of questions to be included in the searches was issued by the Law Society. The new fee arrangements were approved by RMT in July 2016 and have applied from 1st August 2016.
- 18 Income in 2020/21 is forecasted to closely match the budget despite the ongoing pandemic. Whilst there is no guarantee this will result will be repeated next year, the obligation not to charge fees in excess of the cost of service delivery makes it prudent to freeze the fees for 2021/22. It is therefore suggested that fees should remain at current levels, as detailed at Appendix 3.

## **Legal and Democratic Services - Conveyancing**

- 19 Sales agreements entered into with external parties requiring conveyancing activity attract a discretionary fee for legal services that is determined by the Council and the recommended charges after inflationary increases (subject to rounding) are shown in Appendix 3.

## **Legal and Democratic Services – Planning Agreements**

- 20 A range of charges for work undertaken on agreements related Section 106 of the Town and Country Planning Act (1990) were approved six and a half years ago, based on a calculation of the full cost recovery rate for solicitors usually involved in these processes. The calculated charges were subsequently benchmarked against fees levied in a competitive market and found to be reasonable. In determining the charge applicable for an agreement the practice is to discuss how much

work will be involved in drawing up the agreement and then agree a fixed fee starting from £575. Most agreements vary between the minimum figure and around £2,500 but in the more complex cases the hourly rate has produced up to £7,500.

### **Legal and Democratic Services – Highways and Village Green Charges**

- 21 The Council is entitled to recover its costs when it agrees to a request to exercise its power to request a Magistrates court to stop up a highway on the grounds it is no longer necessary.
- 22 The Council also has had the power to charge for work undertaken in connection with corrective applications covering the registration of Commons and village greens. The current fees and proposed increases including inflation are shown in Appendix 3.

### **Legal and Democratic Services – Care Act Charges**

- 23 Under the Care Act 2014 a universal deferred payment scheme was established, under which people are not forced to sell their home in their lifetime to pay for care. The regulations for the scheme are set out in the Care and Support (Deferred Payments Agreement [DPA]) Regulations 2014.
- 24 The registration charges that are made are detailed in Appendix 3. Local authorities are able to recoup administrative costs (including legal and on-going running costs) incurred in calculating deferred payments. Following the transfer of the DPA administrative team from CAS to Resources in 2015/16, setting these administrative charges is now the responsibility of the Resources service grouping.
- 25 It is suggested that the legal fees proposed for 2021/22 are unchanged. The Council strives to increase uptake on Deferred payment agreements which offer valuable protection to the Council's ability to recover fees advanced. Any uplift is therefore regarded as contrary to the Council's interests. The responsibility for administration fees is held by the Revenues and Benefits team and are detailed under the Finance and Transactional Services heading. Whilst the Council will not now normally offer first registration of title the fee has been left in to cover any exceptional cases where this assistance might be warranted.

### **Legal and Democratic Services – Registration Service**

- 26 Registration services are provided as a statutory function, though the level of fees charged for services is mostly set at the Council's discretion. The aim is to make the Registration Service self-financing.

- 27 The revised prices for 2021/22, including Marriage and Civil Partnership ceremonies, reflect an enhanced service and have been set to keep Durham charges harmonised with those in surrounding authorities. As marriage bookings are sometimes made over a year in advance, the proposals for these services for 2022/23 are also covered and detailed in Appendix 4.
- 28 One service that is not discretionary is the basic wedding/civil partnership ceremony, which the Registration Service is obliged by law to provide. In Durham County these weddings only take place in Bishop Auckland. The General Register Office (GRO), part of HM Passport Office, has set the fee for conducting this ceremony at £46 (to which the £11 cost of a certificate is added to give a total cost of £57).
- 29 The statutory fee for a certificate increased from £4 to £11 on 16 February 2019 and this has been reflected in all fees previously set for 2019/20 onwards.
- 30 The General Register Office introduced new statutory fees for the issuing of copy historical birth, death, marriage and civil partnership certificates from the central repository at Bishop Auckland on 16 February 2019 to £11. The fee has been set to include the fee for second class postage.
- 31 The General Register Office set a new £35 priority service for certificates ordered before 3pm to be issued and collected or posted 1st class on the same day. Should a request for certificates to be sent guaranteed next day delivery, the customer should cover the cost of this additional postal charge.
- 32 These new statutory fees replace the other fees set by the local authority.

### **Corporate Finance and Commercial Services**

- 33 The main income stream is derived from a range of charges for specific Occupational Health services. These charges have been reviewed and are detailed at Appendix 3.

### **Finance and Transactional Services – Revenues and Benefits – Court Costs**

- 34 In pursuing outstanding council tax and NNDR the Council sometimes has to access the courts system to secure settlement of the outstanding council tax and NNDR. The additional costs incurred are recovered by 'court costs' charges levied to those cases being pursued via the courts. These charges are added to their outstanding debt.

- 35 The court cost charge is discretionary and determined by the County Council. A benchmarking comparison with neighbouring authorities in 2012 indicated that the charges levied were amongst the lowest in the region and not deemed to be excessively high. Therefore, RMT agreed at its meeting on 28 November 2012 to progressively increase charges, to help meet MTFP savings targets in 2014/15 and 2015/16.
- 36 The court cost fee is chargeable in two stages - at issue of summons and then at liability order stage. The current charges are for £50 at summons stage, with a further £40 levied at liability order stage, giving a gross total court cost fee (both stages) of £90. Following the increase in charges made in previous years it is recommended that no change to the charges should apply for 2021/22.
- 37 The fees associated with debt collection by enforcement agents (bailiffs) are prescribed within legislation and therefore non-negotiable. They are charged directly to the customer by the enforcement agents and collected by them.

### **Finance and Transactional Services – Revenues and Benefits – Care Act**

- 38 The Council's responsibilities under the Care Act 2014 are described above under the heading in Legal and Democratic Services. In addition to the Legal Services support there is a responsibility for the Finance and Transactional Services team to administer the scheme and following the implementation of the Deferred Charging Policy there is an initial administration fee of £190 with a further annual administration fee of £50. These charges remain unchanged from 2020/21.
- 39 There are costs associated with the deferred payments scheme and they are set out in Appendix 3. These costs can be added to the amount deferred or paid for separately by the customer.
- 40 With regard to valuation costs associated with the deferred payments scheme; these are currently undertaken internally by Corporate Property & Land, charged at a flat fee of £150 (as detailed in Appendix 3). However, this service is to be withdrawn and replaced from 1<sup>st</sup> May 2021. A procurement exercise is currently underway to identify an external provider which is likely to involve a move to variable fees, linked directly to individual property values. Approval will be sought for the revised fee structure in due course.

### **Business Support – Blue Badge Service**

- 41 A fee of £10 (the maximum permitted by legislation) is payable upon agreement that the service user qualifies for a Blue Badge. This covers the administrative cost of the application. Fast tracked Blue Badges for people with a terminal illness continue to be provided free of charge.

## **Durham County Record Office**

- 42 Archives can be donated as a gift or can be deposited on long term loan. In the latter case, ownership remains with the depositor, and no charge is made for storage. The County Record Office is open for the public to view these archives for which no charge is made.
- 43 The County Record Office provides additional services for which a charge is made with a current budget of approx. £30,000:
- (a) Provision of copies of archives in a range of sizes and formats. E-mail is the preferred method of delivery, post only in exceptional circumstances;
  - (b) Use of own digital camera on some archives;
  - (c) Provision of a research service for people who are unable to visit in person;
  - (d) Delivery of workshops to schools, higher education establishments and community groups, either as a visit to the County Record Office or in their locality;
  - (e) Provision of a digitisation / microfilming service for the County Council, external organisations and individuals;
  - (f) Provision of a conservation service for the County Council, external organisations and individuals;
  - (e) For 2021/22 “Quick Search” will continue for short specific searches, a charge is made even if a search is unsuccessful. The Research Service is for more complex enquiries, at an hourly charge.
- 44 The charges are reviewed annually by the County Archivist. For 2021/22 it is proposed that charges are not increased from 2020/21 levels due to the continuing closure of the record office due to Covid-19, while enquiry and digitisation services have been maintained, free access in person to the archives is not possible. Talks and workshops are now delivered online, charges still apply. The online shop has proved vital during the last year, allowing customers to order and pay for services in an easy and efficient way.

## **Background papers**

- Resources Management Team Report (24 March 2020) – Annual Review of Fees & Charges 2020/21.



**Other useful documents**

- None

**Author(s)**

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## **Appendix 1: Implications**

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### **Legal Implications**

The proposal in this report comply with the restrictions on charging applicable to the Council.

### **Finance**

The financial impact of any price increases will be reflected in the revised income budgets for 2021/22.

### **Consultation**

None.

### **Equality and Diversity / Public Sector Equality Duty**

The sensitive pricing of services, particularly in discretionary service areas, is essential in the current economic climate.

### **Climate Change**

None.

### **Human Rights**

None.

### **Crime and Disorder**

None.

### **Staffing**

None.

### **Accommodation**

None.

### **Risk**

The sensitivity of competition where discretionary charges are made.

### **Procurement**

None.

## Appendix 2: Schedule of Unit Charges for Schools SLAs 2021/22

The School SLAs below will have standard VAT added when external schools are charged, except for Occupation Health SLA which is nearly always Non-Vatable. The amounts below are exclusive of VAT.

Service	Basis of Charge	Nursery	PRU	Primary	Secondary	Special
<b>Legal &amp; Democratic Services</b>						
<b>Legal Advice (Per school, or Trust, or Federation)</b>	Up 499 pupils	£510.00	£510.00	£510.00	£510.00	£510.00
	500 to 749 pupils	£765.00	£765.00	£765.00	£765.00	£765.00
	750 to 999 pupils	£1,020.00	£1,020.00	£1,020.00	£1,020.00	£1,020.00
	1,000 to 1,499 pupils	£1,530.00	£1,530.00	£1,530.00	£1,530.00	£1,530.00
	1,500 to 1,999 pupils	£2,040.00	£2,040.00	£2,040.00	£2,040.00	£2,040.00
<b>Legal Advice (Academies)</b>	£ per admissions appeal	£235.00	£235.00	£235.00	£235.00	£235.00
<b>People &amp; Talent Management</b>						
<b>Human Resources (HR) Advisory Service</b>	/School	£1,029.00	£1,029.00	£1,029.00	£1,029.00	£1,029.00
	/Pupil	£2.61	£2.77	£2.61	£2.36	£2.77
<b>Corporate Finance and Commercial Services</b>						
<b>Occupational Health Service</b>	/School	£248.00	£248.00	£248.00	£780.00	£248.00
	/Pupil	£1.08	£1.08	£1.08	£1.08	£1.08
<b>Access to County Council Contracts &amp; Purchasing Advice</b>	/School	£538.00	£538.00	£538.00	£538.00	£538.00
	/Pupil	£1.08	£1.14	£1.08	£0.93	£1.14
<b>Finance and Transactional Services</b>						
<b>Financial Advice and Information</b>	£ per school	£1,775.00	£2,650.00	£2,650.00	£2,650.00	£2,650.00
<b>Nursery Bursar</b>	£ per school	£3,400.00				
<b>Payroll</b>	/School	£273.00	£273.00	£273.00	£544.00	£273.00
	/Employee	£87.46	£87.46	£87.46	£87.46	£87.46
<b>Long-term Staff Absence Insurance Scheme</b>	£ per school	£2,820.00	£8,330.00	£2,820.00	£13,760.00	£8,330.00
	£ per employee	£336.72	£554.95	£336.72	£402.42	£554.95
<b>Financial Support Service - Creditors</b>	£ per school	£400.00	£467.00	£400.00	£1,331	£467.00
	£ per pupil	£1.66	£1.66	£1.66	£1.66	£1.66
	£ per residential place					£11.12
	Support service per half-day	£84.92	£84.92	£84.92	£84.92	£84.92
	Support service per day	£159.21	£159.21	£159.21	£159.21	£159.21
	Support service per hour	£21.23	£21.23	£21.23	£21.23	£21.23

Service	Basis of Charge	Nursery	PRU	Primary	Secondary	Special
<b>Internal Audit &amp; Risk Management</b>						
<b>Internal Audit</b>	£ per school (single payment)	£560.00	£1,120.00	£1,120.00	£1,680.00	£1,120.00
	£ per school per year (five annual instalments)	£112.00	£224.00	£224.00	£336.00	£224.00
	Certification of Grant Funded Expenditure	POA	POA	POA	POA	POA
	Audit of School Voluntary and Private School Funds	POA	POA	POA	POA	POA
<b>Insurance</b>	Fire & boilers £ per school	£671.50	£2,112.45	£671.50	£9,414.06	£2,112.45
	Fire & boilers £ per pupil	£7.95	£7.95	£7.95	£7.95	£7.95
	VA school discount on fire & boiler	N/A	N/A	10%	N/A	N/A
	Employer's liability £ per pupil	£2.73	£2.73	£2.73	£2.73	£2.73
	Public liability £ per pupil	£5.62	£5.62	£5.62	£5.62	£5.62
	Insurance Fund £ per school	£35.92	£35.92	£35.92	£59.86	£35.92
	Insurance Fund £ per pupil	0.90	0.90	0.90	0.90	0.90
<b>Information and Communications Technology</b>						
<b>Computing Curriculum Support</b>	/School	£350.00	£704.00	£704.00	-	£704.00
	/Pupil	£1.42	£1.42	£1.42	-	£1.42
<b>Admin Hardware Repairs Service</b>	/School	£185.49	£247.14	£247.14	£452.36	£247.14
	/Pupil	N/A	£0.13	£0.13	£1.54	£0.13
<b>Anti-Virus Service</b>	/Device Licence	£2.80	£2.80	£2.80	£2.80	£2.80
<b>Audio &amp; Visual Aid Support service</b>	/School	N/A	N/A	N/A	N/A	N/A
	/Pupil	£2.15	£9.26	£1.65	£2.98	£9.26
<b>Broadband Service</b>	/Pupil	£4.73	£4.73	£4.73	£8.79	£4.73
<b>Cleaning Equipment Maintenance and Repairs Service</b>	/Floor Machine	£87.67	£87.67	£87.67	£87.67	£87.67
	/Vacuum Cleaner	£59.92	£59.92	£59.92	£59.92	£59.92
<b>Communications Support Service</b>	/School	£349.56	£349.56	£349.56	£349.56	£349.56
	/Pupil	N/A	N/A	N/A	N/A	N/A
<b>Cooker Maint. and Repairs Service</b>	/School per item	N/A	£69.56	N/A	£69.56	£69.56
	/Pupil	N/A	N/A	N/A	N/A	N/A
<b>Curriculum Hardware Repairs Service</b>	/School	£65.51	N/A	£72.21	N/A	N/A
	/Pupil	£3.94	£15.70	£5.43	£7.64	£15.70
<b>Systems Support Service</b>	/School	£359.57	£724.07	£504.15	£1,439.56	£724.07
	/Pupil	£3.61	£3.61	£3.61	£1.03	£3.61
<b>Designated Support Engineer Service</b>	/School	N/A	N/A	N/A	On Request	N/A
	/Pupil	N/A	N/A	N/A	N/A	N/A

Service	Basis of Charge	Nursery	PRU	Primary	Secondary	Special
<b>Digital Signage Solution</b>	/Screen	£105.61	£105.61	£105.61	£105.61	£105.61
<b>Internet Content Filtering Service</b>	/School	N/A	N/A	N/A	N/A	N/A
	/Pupil	£1.54	£1.54	£1.54	£1.54	£1.54
<b>Learning Cloud Service</b>	/School	N/A	N/A	N/A	N/A	N/A
	/Pupil (min site charge £212.24)	£4.59	£4.59	£4.59	£4.59	£4.59
<b>Local Exhaust Ventilation Service</b>	/School per item (min site charge £92.55)	N/A	£60.85	N/A	£60.85	£60.85
	/Pupil	N/A	N/A	N/A	N/A	N/A
<b>Man. Information Systems Service</b>	/School	£391.87	£716.10	£725.78	£2,642.57	£716.10
	/Pupil	£4.11	£4.06	£4.11	£2.36	£4.06
<b>Mobile Device Management Service</b>	/School	N/A	£546.64	£546.64	£546.64	£546.64
	/Pupil	£2.52	£2.52	£2.52	£2.52	£2.52
	Licence Costs per Device – Inc. Secure Content Locker	£8.80	£8.80	£8.80	£8.80	£8.80
	Licence Costs per Device – Exc. Secure Content Locker	£6.01	£6.01	£6.01	£6.01	£6.01
<b>Office Backup Service</b>	/ School 50GB	£371.62	£371.62	£371.62	£371.62	£371.62
	/ School 100GB	£445.94	£445.94	£445.94	£445.94	£445.94
	/ School 200GB	£594.58	£594.58	£594.58	£594.58	£594.58
	/ School 300GB	£743.22	£743.22	£743.22	£743.22	£743.22
	/ School 400GB	£891.87	£891.87	£891.87	£891.87	£891.87
	/ School 500GB	£1,040.51	£1,040.51	£1,040.51	£1,040.51	£1,040.51
	/ School 650GB	£1,263.48	£1,263.48	£1,263.48	£1,263.48	£1,263.48
	/ School 750GB	£1,412.11	£1,412.11	£1,412.11	£1,412.11	£1,412.11
	/ School 1TB	£1,783.73	£1,783.73	£1,783.73	£1,783.73	£1,783.73
	/ School 1.25TB	£2,155.34	£2,155.34	£2,155.34	£2,155.34	£2,155.34
	/ School 1.5TB	£2,526.94	£2,526.94	£2,526.94	£2,526.94	£2,526.94
	/ School 2TB	£3,270.16	£3,270.16	£3,270.16	£3,270.16	£3,270.16
	/ School 2.5TB	£4,013.38	£4,013.38	£4,013.38	£4,013.38	£4,013.38
	/ School 3TB	£4,756.59	£4,756.59	£4,756.59	£4,756.59	£4,756.59
	/ School 3.5TB	£5,499.81	£5,499.81	£5,499.81	£5,499.81	£5,499.81
/ School 4TB	£6,243.03	£6,243.03	£6,243.03	£6,243.03	£6,243.03	
<b>Portable Appliance Testing Service</b>	/School per item tested	£2.85	£2.85	£2.85	£2.85	£2.85
	/Pupil	N/A	N/A	N/A	N/A	N/A
<b>Radiation Monitoring and Testing Service</b>	/School (Non Durham LA Maintained Schools)	N/A	N/A	N/A	£283.92	N/A
<b>Remote Device Management Control Service</b>	/School (only available to Schools purchasing the Curriculum Support Support)	£614.76	£614.76	£614.76	£614.76	£614.76
<b>Shared Engineer Service</b>	/School (Schools taking this service are strongly recommended to take the full ICT service (Hardware and Systems Services))	£2,717.06	£2,717.06	£2,717.06	£2,717.06	£2,717.06
<b>Telephony Service</b>	/School	On Request	On Request	On Request	On Request	On Request
<b>School Website Service</b>	/School per website	£622.97	£622.97	£622.97	£622.97	£622.97
	/Pupil	N/A	N/A	N/A	N/A	N/A

Service	Basis of Charge	Nursery	PRU	Primary	Secondary	Special
Workshop Equipment Service	/School	N/A	N/A	N/A	N/A	N/A
	/Pupil	N/A	£4.11	N/A	£4.11	£4.11
<b><u>Digital &amp; Customer Services – Ad-Hoc/Non SLA Services</u></b>						
Additional in School Support (Non shared Engineer)	/3 hours	£176.00	£176.00	£176.00	£176.00	£176.00
Courses (delivered at ICT Services premises)	/person (2 day course)	£465.00	£465.00	£465.00	£465.00	£465.00
	/person (1 day course)	£244.00	£244.00	£244.00	£244.00	£244.00
	/person (½ day course)	£118.00	£118.00	£118.00	£118.00	£118.00
Courses (delivered at ICT Services premises) Non-MIS SLA Customers	/person (2 day course)	£593.00	£593.00	£593.00	£593.00	£593.00
	/person (1 day course)	£311.00	£311.00	£311.00	£311.00	£311.00
	/person (½ day course)	£150.00	£150.00	£150.00	£150.00	£150.00
Additional Shared Engineer Support	/School (full day session)	£281.00	£281.00	£281.00	N/A	£281.00
	/School (half day session)	£143.00	£143.00	£143.00	N/A	£143.00
Ad hoc LEV testing	(minimum site charge of £94)	N/A	£61.00	N/A	£62.00	£62.00
Labour associated with Installations (Networking, Panel's, Projectors etc)	/Hour	£71.00	£71.00	£71.00	£71.00	£71.00
Labour associated with Non SLA Network Repairs	/Hour	£71.00	£71.00	£71.00	£71.00	£71.00
Projector/Optical Cleaning (Schools without AVA Contract)	/Item	£94.00	£94.00	£94.00	£94.00	£94.00
Projector Filter Cleaning (requiring Scaffolding)	/Item	£139.00	£139.00	£139.00	£139.00	£139.00
Labour associated with Bespoke Designs/Special Projects	/Hour	£71.00	£71.00	£71.00	£71.00	£71.00
Labour associated with Software Installations (Non Shared Engineer)	/Hour	£71.00	£71.00	£71.00	£71	£71.00
Re-commissioning following inability to supply a valid Backup	/Hour	£71.00	£71.00	£71.00	£71.00	£71.00
General Support Labour Charge	/Hour	£71.00	£71.00	£71.00	£71.00	£71.00

## Appendix 3: Schedule of Fees and Charges

Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</b>	<b>The figures below exclude VAT</b>				
<b>1 Residential</b>					
LLC1	19.70	19.70	0.00	0.0%	Outside Scope
CON29 - complete form	101.00	101.00	0.00	0.0%	
CON29 - specific questions					
<b>1. PLANNING AND BUILDING REGULATIONS</b>					All elements Standard Rate
<b>1.1. Planning and Building Decisions and Pending Applications</b>					
Which of the following relating to the property have been granted, issued or refused or (where applicable) are the subject of pending applications or agreements?					
(a) a planning permission;	9.90	9.90	0.00	0.0%	
(b) a listed building consent;	9.90	9.90	0.00	0.0%	
(c) a conservation area consent;	9.90	9.90	0.00	0.0%	
(d) a certificate of lawfulness of existing use or development;	9.90	9.90	0.00	0.0%	
(e) a certificate of lawfulness of proposed use or development;	9.90	9.90	0.00	0.0%	
(f) a certificate of lawfulness of proposed works for listed buildings	9.90	9.90	0.00	0.0%	
(g) a heritage partnership agreement	5.70	5.70	0.00	0.0%	
(h) a listed building consent order					
(i) a local listed building consent order	5.70	5.70	0.00	0.0%	
(j) building regulations approval	4.90	4.90	0.00	0.0%	
(k) a building regulation completion certificate;	4.90	4.90	0.00	0.0%	
(l) any building regulations certificate or notice issued in respect of work carried out under a competent person self-certification scheme?	4.90	4.90	0.00	0.0%	
<b>1.2. Planning Designations and Proposals</b>					
What designations of land use for the property or the area, and what specific proposals for the property, are contained in any existing or proposed development plan?	4.90	4.90	0.00	0.0%	
<b>2. ROADS AND PUBLIC RIGHTS OF WAY</b>					
<b>Roads, footways and footpaths</b>					
2.1 Which of the roads, footways and footpaths named in the application for this search (via boxes B and C) are:					
(a) highways maintainable at public expense;	4.90	4.90	0.00	0.0%	

Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code
(b) subject to adoption and, supported by a bond or bond waiver;	4.90	4.90	0.00	0.0%	All elements Standard Rate
(c) to be made up by a local authority who will reclaim the cost from the frontagers;	0.50	0.50	0.00	0.0%	
(d) to be adopted by a local authority without reclaiming the cost from the frontagers?	0.50	0.50	0.00	0.0%	
<b>Public Rights of Way</b>					
2.2 Is any public right of way, which abuts on or crosses the property, shown in a definitive map or revised definitive map?	4.90	4.90	0.00	0.0%	
2.3 Are there any pending applications to record a public right of way that abuts or crosses the property?	4.90	4.90	0.00	0.0%	
2.4 Are there any legal orders to stop up alter or create a public right of way which abuts or crosses the property not yet implemented or shown on a definitive map?	4.90	4.90	0.00	0.0%	
2.5 If so, please attach a plan showing the approximate route	4.90	4.90	0.00	0.0%	
<b>3. OTHER MATTERS</b>					
<b>3.1. Land Required for Public Purposes</b>					
Is the property included in land required for public purposes?	1.00	1.00	0.00	0.0%	
<b>3.2. Land to be Acquired for Road Works</b>					
Is the property included in land to be acquired for road works?	1.00	1.00	0.00	0.0%	
<b>3.3. Drainage matters</b>					
(a) Is the property served by a sustainable urban drainage system (SUDS) which is adopted by the SUDS Approval Body (SAB) for which there will be a surface water drainage charge?	4.90	4.90	0.00	0.0%	
(b) Are there adopted Suds features within the boundaries of the property?	4.90	4.90	0.00	0.0%	
(c) If the property benefits from a SUDS, who bills the property for the surface water drainage charge?	4.90	4.90	0.00	0.0%	
<b>3.4. Nearby Road Schemes</b>					
Is the property (or will it be) within 200 metres of any of the following:					
(a) the centre line of a new trunk road or special road specified in an order, draft order or scheme;	4.90	4.90	0.00	0.0%	
(b) the centre line of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway;	4.90	4.90	0.00	0.0%	



Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code
(c) the outer limits of construction works for a proposed alteration or improvement to an existing road, involving (i) the construction of a roundabout (other than a mini roundabout) or (ii) widening by construction of one or more additional traffic lanes;	4.90	4.90	0.00	0.0%	All elements Standard Rate
(d) the outer limits of (i) construction of a new road to be built by a local authority; (ii) an approved alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway; or (iii) construction of a roundabout (other than a mini roundabout) or widening by construction of one or more additional traffic lanes;	4.90	4.90	0.00	0.0%	
(e) the centre line of the proposed route of a new road under proposals published for public consultation; or	4.90	4.90	0.00	0.0%	
(f) the outer limits of (i) construction of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway; (ii) construction of a roundabout (other than a mini roundabout); or (iii) widening by construction of one or more additional traffic lanes, under proposals published for public consultation?	4.90	4.90	0.00	0.0%	
<b>3.5. Nearby Railway Schemes</b>					
(a) Is the property (or will it be) within 200 metres of the centre line of a proposed railway, tramway, light railway or monorail?	0.50	0.50	0.00	0.0%	
(b) are there any proposals for railway, tramway, light railway or monorail within the Local Authorities boundary?	1.00	1.00	0.00	0.0%	
<b>3.6. Traffic Schemes</b>					
Has a local authority approved but not yet implemented any of the following for the roads, footways and footpaths (named in box B) which abut the boundaries of the property:					
(a) permanent stopping up or diversion;	4.90	4.90	0.00	0.0%	
(b) waiting or loading restrictions;	4.90	4.90	0.00	0.0%	
(c) one way driving;	4.90	4.90	0.00	0.0%	
(d) prohibition of driving;	4.90	4.90	0.00	0.0%	
(e) pedestrianisation;	4.90	4.90	0.00	0.0%	
(f) vehicle width or weight restriction;	4.90	4.90	0.00	0.0%	
(g) traffic calming works including road humps;	4.90	4.90	0.00	0.0%	
(h) residents parking controls;	4.90	4.90	0.00	0.0%	

Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code	
(i) minor road widening or improvement; (j) pedestrian crossings; (k) cycle tracks; (l) bridge building?	4.90 4.90 4.90 4.90	4.90 4.90 4.90 4.90	0.00 0.00 0.00 0.00	0.0% 0.0% 0.0% 0.0%	All elements Standard Rate	
<b>3.7. Outstanding Notices</b>						
Do any statutory notices which relate to the following matters subsist in relation to the property other than those revealed in a response to any other enquiry in this Schedule:						
(a) building works;	4.90	4.90	0.00	0.0%		
(b) environment;	8.40	8.40	0.00	0.0%		
(c) health and safety;	8.40	8.40	0.00	0.0%		
(d) housing;	8.40	8.40	0.00	0.0%		
(e) highways;	1.90	1.90	0.00	0.0%		
(f) public health?	8.40	8.40	0.00	0.0%		
(g) flood and coastal erosion risk management	0.50	0.50	0.00	0.0%		
<b>3.8. Contravention of Building Regulations</b>						
Has a local authority authorised in relation to the property any proceedings for the contravention of any provision contained in Building Regulations?	4.90	4.90	0.00	0.0%		
<b>3.9. Notices, Orders, Directions and Proceedings under Planning Acts</b>						
Do any of the following subsist in relation to the property, or has any local authority decided to issue, serve, make or commence any of the following:						
(a) enforcement notice;	21.00	21.00	0.00	0.0%		
(b) stop notice;						
(c) listed building enforcement notice;						
(d) breach of condition notice;						
(e) planning contravention notice;						
(f) other notice relating to breach of planning control;						
(g) listed building repairs notice;						
(h) in the case of a listed building deliberately allowed to; fall into disrepair, a compulsory purchase order with a direction for minimum compensation;						
(i) building preservation notice;						
(j) direction restricting permitted development;						
(k) order revoking or modifying a planning permission;						
(l) order requiring discontinuance of use or alteration or removal of building or works;						

Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<p>(m) tree preservation order;</p> <p>(n) proceedings to enforce a planning agreement or planning contribution?</p> <p><b>3.10 Community Infrastructure Levy (CIL)</b></p> <p>Is there a CIL charging schedule?</p> <p>If yes, do any of the following subsist in relation to the property, or has a local authority decided to issue, serve, make or commence any of the following: (i) a liability notice; (ii) a notice of chargeable development; (iii) a demand notice; (iv) a default liability notice; (v) an assumption of liability notice: (vi) a commencement notice</p> <p>Has any demand notice been suspended?</p> <p>Has the local authority received full or part payment for any CIL liability?</p> <p>Has the local authority received any appeal against the above?</p> <p>Has a decision been taken to apply for a liability order?</p> <p>Has a liability order been granted?</p> <p>Have any other enforcement measures been taken?</p> <p><b>3.11. Conservation Areas</b></p> <p>Do the following apply in relation to the property:</p> <p>(a) the making of the area a Conservation Area before 31 August 1974;</p> <p>(b) unimplemented resolution to designate the area a Conservation Area?</p> <p><b>3.12. Compulsory Purchase</b></p> <p>Has any enforceable order or decision been made to compulsorily purchase or acquire the property?</p> <p><b>3.13. Contaminated Land</b></p> <p>Do any of the following apply (including any relating to land adjacent to or adjoining the property which has been identified as contaminated land because it is in such a condition that harm or pollution of controlled waters might be caused on the property):</p> <p>(a) a contaminated land notice;</p> <p>(b) in relation to a register maintained under section 78R of the Environmental Protection Act 1990:</p> <p>(i) a decision to make an entry;</p> <p>(ii) an entry;</p>	<p><b>4.90</b></p> <p><b>5.70</b></p> <p><b>4.90</b></p> <p><b>0.00</b></p> <p><b>1.00</b></p>	<p><b>4.90</b></p> <p><b>5.70</b></p> <p><b>4.90</b></p> <p><b>0.00</b></p> <p><b>1.00</b></p>	<p><b>0.00</b></p> <p><b>0.00</b></p> <p><b>0.00</b></p> <p><b>0.00</b></p> <p><b>0.00</b></p>	<p><b>0.0%</b></p> <p><b>0.0%</b></p> <p><b>0.0%</b></p> <p><b>N/A</b></p> <p><b>0.0%</b></p>	<p><b>All elements Standard Rate</b></p>

Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code
(c) consultation with the owner or occupier of the property conducted under section 78G (3) of the Environmental Protection Act 1990 before the service of a remediation notice?					All elements Standard Rate
<b>3.14. Radon Gas</b>					
Do records indicate that the property is in a "Radon Affected Area" as identified by the Health Protection Agency?	0.50	0.50	0.00	0.0%	
<b>3.15 Assets of Community Value</b>					
Has the property been nominated as an Asset of Community Value? If so: (i) Is it listed as an ...	4.90	4.90	0.00	0.0%	
If the property is listed: (i) Has the Local Authority decided to apply to Land Registry for an entry or cancellation of a restriction in respect listed land affecting the property?	4.90	4.90	0.00	0.0%	
Discount when all CON29 questions requested	-220.60	-220.60	0.00	0.0%	
<b>CON290 - specific questions</b>					
<b>ROAD PROPOSALS BY PRIVATE BODIES</b>					
4. What proposals by others, have been approved, or are the subject of pending applications, the limits of construction of which are adjoining or adjacent to the property, for:					
(a) the construction of a new road;	4.30	4.30	0.00	0.0%	
(b) the alteration or improvement of an existing road, involving the construction, whether or not within existing highway limits, of a subway, underpass, flyover, footbridge, elevated road, dual carriageway, the construction of a roundabout (other than a mini roundabout) or the widening of an existing road by the construction of one or more additional traffic lanes?					
<b>ADVERTISEMENTS</b>					
<b>Entries in the Register</b>					
5.1. Please list any entries in the Register of applications, directions and decisions relating to consent for the display of advertisements.	9.90	9.90	0.00	0.0%	
5.2. If there are any entries, where can that Register be inspected?					
<b>Notices, Proceedings and Orders</b>					
5.3. Except as shown in the Official Certificate of Search:					
(a) has any notice been given by the Secretary of State or served in respect of a direction or proposed direction restricting deemed consent for any class of advertisement?	4.30	4.30	0.00	0.0%	

Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<p>(b) have the Council resolved to serve a notice requiring the display of any advertisement to be discontinued?  (c) If a discontinuance notice has been served, has it been complied with to the satisfaction of the local authority?  (d) have the local authority resolved to serve any other notice or proceedings relating to a contravention of the control of advertisements?  (e) have the local authority resolved to make an order for the special control of advertisements for the area?</p> <p><b>COMPLETION NOTICES</b></p> <p>6. Which of the planning permissions in force have the Council resolved to terminate by means of a completion notice under s.94 of the Town &amp; Country Planning Act 1990?</p> <p><b>PARKS AND COUNTRYSIDE</b></p> <p><b>Areas of Outstanding Natural Beauty</b></p> <p>7.1. Has any order under s.82 of the Countryside and Rights of Way Act 2000 been made?</p> <p><b>National Parks</b></p> <p>7.2. Is the property within a National Park designated under s.7 of the National Parks and Access to the Countryside Act 1949?</p> <p><b>PIPELINES</b></p> <p>8. Has a map been deposited under s.35 of the Pipelines Act 1962, or Schedule 7 of the Gas Act 1986, showing a pipeline laid through, or within 100 feet (30.48 metres) of the property?</p> <p><b>HOUSES IN MULTIPLE OCCUPATION</b></p> <p>9. Is the property a house in multiple occupation, or is it designated or proposed to be designated for selective licensing of residential accommodation in accordance with the Housing Act 2004?</p> <p><b>NOISE ABATEMENT</b></p> <p><b>Noise Abatement Zone</b></p> <p>10.1. Have the Council made, or resolved to make, any noise abatement zone order under s.63 of the Control of Pollution Act 1974 for the area?</p>	<p>0.80</p> <p>1.90</p> <p>1.90</p> <p>1.90</p> <p>8.40</p> <p>8.40</p>	<p>0.80</p> <p>1.90</p> <p>1.90</p> <p>1.90</p> <p>8.40</p> <p>8.40</p>	<p>0.00</p> <p>0.00</p> <p>0.00</p> <p>0.00</p> <p>0.00</p> <p>0.00</p>	<p>0.0%</p> <p>0.0%</p> <p>0.0%</p> <p>0.0%</p> <p>0.0%</p> <p>0.0%</p>	<p>All elements Standard Rate</p>
<p><b>Entries in Register</b></p> <p>10.2. Has any entry been recorded in the Noise Level Register kept pursuant to s.64 of the Control of Pollution Act 1974?</p>					<p>All elements Standard Rate</p>

Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code
10.3. If there is any entry, how can copies be obtained and where can that Register be inspected?					
<b>URBAN DEVELOPMENT AREAS</b>					
11.1 Is the area an urban development area designated under Part XVI of the Local Government, Planning and Land Act 1980	1.00	1.00	0.00	0.0%	
11.2 If so, please state the name of the urban development corporation and the address of its principal office	1.00	1.00	0.00	0.0%	
<b>ENTERPRISE ZONES, LOCAL DEVELOPMENT ORDERS AND BIDS</b>					
12.1 Is the area designated as an enterprise zone?	1.00	1.00	0.00	0.0%	
12.2 Is the area subject to a local development order?	1.00	1.00	0.00	0.0%	
12.3 Is the area a Business Improvement District (BID)?	1.90	1.90	0.00	0.0%	
<b>INNER URBAN IMPROVEMENT AREAS</b>					
13. Has the Council resolved to define the area as an improvement area under s.4 of the Inner Urban Areas Act 1978?	1.00	1.00	0.00	0.0%	
<b>SIMPLIFIED PLANNING ZONES</b>					
14.1. Is the area a simplified planning zone adopted or approved pursuant to s.83 of the Town & Country Planning Act 1990?	1.00	1.00	0.00	0.0%	
14.2. Have the Council approved any proposal for designating the area as a simplified planning zone?	1.00	1.00	0.00	0.0%	
<b>LAND MAINTENANCE NOTICES</b>					
15. Have the Council authorised the service of a maintenance notice under s.215 of the Town & Country Planning Act 1990?	4.30	4.30	0.00	0.0%	
<b>MINERAL CONSULTATION AREAS</b>					
16. Is the area a mineral consultation area notified by the county planning authority under Schedule 1 para 7 of the Town & Country Planning Act 1990?	1.90	1.90	0.00	0.0%	
<b>HAZARDOUS SUBSTANCE CONSENTS</b>					
17.1. Please list any entries in the Register kept pursuant to s.28 of the Planning (Hazardous Substances) Act 1990.	9.90	9.90	0.00	0.0%	
17.2. If there are any entries:					
(a) How can copies of the entries be obtained?	1.00	1.00	0.00	0.0%	
(b) Where can the Register be inspected?	1.00	1.00	0.00	0.0%	
<b>ENVIRONMENTAL AND POLLUTION NOTICES</b>					
					All elements Standard Rate

Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code
18. What outstanding statutory or informal notices have been issued by the Council under the Environmental Protection Act 1990 or the Control of Pollution Act 1974? (This enquiry does not cover notices under Part IIA or Part III of the EPA, to which enquiries 3.12 or 3.7 apply) <b>FOOD SAFETY NOTICES</b>	8.40	8.40	0.00	0.0%	
19. What outstanding statutory notices or informal notices have been issued by the Council under the Food Safety Act 1990 or the Food Hygiene Regulations 2006? <b>HEDGEROW NOTICES</b>	8.40	8.40	0.00	0.0%	
20.1. Please list any entries in the record maintained under regulation 10 of the Hedgerows Regulations	9.90	9.90	0.00	0.0%	
21.2. If there are any entries: (a) how can copies of the matters entered be obtained? (b) where can the record be inspected?	1.90 1.90	1.90 1.90	0.00 0.00	0.0% 0.0%	
<b>FLOOD DEFENCE AND LAND DRAINAGE CONSENTS</b>					
21 Has any flood defence or land drainage consent relating to the property been given or refused or (if applicable) is the subject of a pending application	9.90	9.90	0.00	0.0%	
<b>COMMON LAND, TOWN AND VILLAGE GREENS</b>					
22.1. Is the property, or any land which abuts the property, registered common land or town or village green under the Commons Registration Act 1965 or the Commons Act 2006?	17.10	17.10	0.00	0.0%	
22.2 Is there any prescribed information about maps and statements, deposited under s15A of the Commons Act 2006, in the register maintained under s15B(1) of the Commons Act 2006 or under s31A of the Highways Act 1980					
22.3. If there are any entries, how can copies of the matters registered be obtained and where can the register be inspected?					
<b>Additional Parcels of Land:</b>					
<b>LLC1</b>	2.50	2.50	0.00	0.0%	Outside Scope
<b>CON29</b>	12.60	12.60	0.00	0.0%	All elements Standard Rate
<b>CON29R</b>	As per specific questions above				
<b>2 Commercial</b>					
<b>LLC1</b>	39.40	39.40	0.00	0.0%	Outside Scope

Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>CON29 - complete form</b>	<b>180.80</b>	<b>180.80</b>	<b>0.00</b>	<b>0.0%</b>	<b>All elements Standard Rate</b>
<b>CON29 - specific questions</b>					
<b>1. PLANNING AND BUILDING REGULATIONS</b>					
<b>1.1. Planning and Building Decisions and Pending Applications</b>					
Which of the following relating to the property have been granted, issued or refused or (where applicable) are the subject of pending applications or agreements?					
(a) a planning permission;	<b>29.60</b>	<b>29.60</b>	<b>0.00</b>	<b>0.0%</b>	
(b) a listed building consent;	<b>29.60</b>	<b>29.60</b>	<b>0.00</b>	<b>0.0%</b>	
(c) a conservation area consent;	<b>29.60</b>	<b>29.60</b>	<b>0.00</b>	<b>0.0%</b>	
(d) a certificate of lawfulness of existing use or development;	<b>29.60</b>	<b>29.60</b>	<b>0.00</b>	<b>0.0%</b>	
(e) a certificate of lawfulness of proposed use or development;	<b>29.60</b>	<b>29.60</b>	<b>0.00</b>	<b>0.0%</b>	
(f) a certificate of lawfulness of proposed works for listed buildings	<b>29.60</b>	<b>29.60</b>	<b>0.00</b>	<b>0.0%</b>	
(g) a heritage partnership agreement	<b>5.70</b>	<b>5.70</b>	<b>0.00</b>	<b>0.0%</b>	
(h) a listed building consent order					
(i) a local listed building consent order	<b>5.70</b>	<b>5.70</b>	<b>0.00</b>	<b>0.0%</b>	
(j) building regulations approval	<b>9.90</b>	<b>9.90</b>	<b>0.00</b>	<b>0.0%</b>	
(k) a building regulation completion certificate;	<b>9.90</b>	<b>9.90</b>	<b>0.00</b>	<b>0.0%</b>	
(l) any building regulations certificate or notice issued in respect of work carried out under a competent person self-certification scheme?	<b>9.90</b>	<b>9.90</b>	<b>0.00</b>	<b>0.0%</b>	
<b>1.2. Planning Designations and Proposals</b>					
What designations of land use for the property or the area, and what specific proposals for the property, are contained in any existing or proposed development plan?	<b>4.90</b>	<b>4.90</b>	<b>0.00</b>	<b>0.0%</b>	
<b>2. ROADS AND PUBLIC RIGHTS OF WAY</b>					
<b>Roads, footways and footpaths</b>					
2.1 Which of the roads, footways and footpaths named in the application for this search (via boxes B and C) are:					
(a) highways maintainable at public expense;	<b>4.90</b>	<b>4.90</b>	<b>0.00</b>	<b>0.0%</b>	
(b) subject to adoption and, supported by a bond or bond waiver;	<b>4.90</b>	<b>4.90</b>	<b>0.00</b>	<b>0.0%</b>	
(c) to be made up by a local authority who will reclaim the cost from the frontagers;	<b>0.50</b>	<b>0.50</b>	<b>0.00</b>	<b>0.0%</b>	



Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code
(d) to be adopted by a local authority without reclaiming the cost from the frontagers? <b>Public Rights of Way</b>	0.50	0.50	0.00	0.0%	All elements Standard Rate
2.2 Is any public right of way, which abuts on or crosses the property, shown in a definitive map or revised definitive map?	4.90	4.90	0.00	0.0%	
2.3 Are there any pending applications to record a public right of way that abuts or crosses the property?	4.90	4.90	0.00	0.0%	
2.4 Are there any legal orders to stop up alter or create a public right of way which abuts or crosses the property not yet implemented or shown on a definitive map?	4.90	4.90	0.00	0.0%	
2.5 If so, please attach a plan showing the approximate route	4.90	4.90	0.00	0.0%	
<b>3. OTHER MATTERS</b>					
<b>3.1. Land Required for Public Purposes</b>					
Is the property included in land required for public purposes?	1.00	1.00	0.00	0.0%	
<b>3.2. Land to be Acquired for Road Works</b>					
Is the property included in land to be acquired for road works?	1.00	1.00	0.00	0.0%	
<b>3.3. Drainage matters</b>					
(a) Is the property served by a sustainable urban drainage system (SUDS) which is adopted by the SUDS Approval Body (SAB) for which there will be a surface water drainage charge?	1.90	1.90	0.00	0.0%	
(b) Are there adopted SUDS features within the boundaries of the property?	1.00	1.00	0.00	0.0%	
(c) If the property benefits from a SUDS, who bills the property for the surface water drainage charge?	1.00	1.00	0.00	0.0%	
<b>3.4. Nearby Road Schemes</b>					
Is the property (or will it be) within 200 metres of any of the following:					
(a) the centre line of a new trunk road or special road specified in an order, draft order or scheme;	3.00	3.00	0.00	0.0%	
(b) the centre line of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway;	3.00	3.00	0.00	0.0%	

Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code
(c) the outer limits of construction works for a proposed alteration or improvement to an existing road, involving (i) the construction of a roundabout (other than a mini roundabout) or (ii) widening by construction of one or more additional traffic lanes;	3.00	3.00	0.00	0.0%	All elements Standard Rate
(d) the outer limits of (i) construction of a new road to be built by a local authority; (ii) an approved alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway; or (iii) construction of a roundabout (other than a mini roundabout) or widening by construction of one or more additional traffic lanes;	3.00	3.00	0.00	0.0%	
(e) the centre line of the proposed route of a new road under proposals published for public consultation; or	3.00	3.00	0.00	0.0%	
(f) the outer limits of (i) construction of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway; (ii) construction of a roundabout (other than a mini roundabout); or (iii) widening by construction of one or more additional traffic lanes, under proposals published for public consultation?	3.00	3.00	0.00	0.0%	
<b>3.5. Nearby Railway Schemes</b>					
(a) Is the property (or will it be) within 200 metres of the centre line of a proposed railway, tramway, light railway or monorail?	0.50	0.50	0.00	0.0%	
(b) are there any proposals for railway, tramway, light railway or monorail within the Local Authorities boundary?	1.00	1.00	0.00	0.0%	
<b>3.6. Traffic Schemes</b>					
Has a local authority approved but not yet implemented any of the following for the roads, footways and footpaths (named in box B) which abut the boundaries of the property:					
(a) permanent stopping up or diversion;	4.90	4.90	0.00	0.0%	
(b) waiting or loading restrictions;	4.90	4.90	0.00	0.0%	
(c) one way driving;	4.90	4.90	0.00	0.0%	
(d) prohibition of driving;	4.90	4.90	0.00	0.0%	
(e) pedestrianisation;	4.90	4.90	0.00	0.0%	
(f) vehicle width or weight restriction;	4.90	4.90	0.00	0.0%	
(g) traffic calming works including road humps;	4.90	4.90	0.00	0.0%	
(h) residents parking controls;	4.90	4.90	0.00	0.0%	

Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code
(i) minor road widening or improvement;	4.90	4.90	0.00	0.0%	All elements Standard Rate
(j) pedestrian crossings;	4.90	4.90	0.00	0.0%	
(k) cycle tracks;	4.90	4.90	0.00	0.0%	
(l) bridge building?	4.90	4.90	0.00	0.0%	
<b>3.7. Outstanding Notices</b>					
Do any statutory notices which relate to the following matters subsist in relation to the property other than those revealed in a response to any other enquiry in this Schedule:					
(a) building works;	9.90	9.90	0.00	0.0%	
(b) environment;	8.40	8.40	0.00	0.0%	
(c) health and safety;	8.40	8.40	0.00	0.0%	
(d) housing;	8.40	8.40	0.00	0.0%	
(e) highways;	1.90	1.90	0.00	0.0%	
(f) public health?	8.40	8.40	0.00	0.0%	
(g) flood and coastal erosion risk management	0.50	0.50	0.00	0.0%	
<b>3.8. Contravention of Building Regulations</b>					
Has a local authority authorised in relation to the property any proceedings for the contravention of any provision contained in Building Regulations?	9.90	9.90	0.00	0.0%	
<b>3.9. Notices, Orders, Directions and Proceedings under Planning Acts</b>					
Do any of the following subsist in relation to the property, or has any local authority decided to issue, serve, make or commence any of the following:					
(a) enforcement notice;	21.00	21.00	0.00	0.0%	
(b) stop notice;					
(c) listed building enforcement notice;					
(d) breach of condition notice;					
(e) planning contravention notice;					
(f) other notice relating to breach of planning control;					
(g) listed building repairs notice;					
(h) in the case of a listed building deliberately allowed to; fall into disrepair, a compulsory purchase order with a direction for minimum compensation;					
(i) building preservation notice;					
(j) direction restricting permitted development;					
(k) order revoking or modifying a planning permission;					
(l) order requiring discontinuance of use or alteration or removal of building or works;					

Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<p>(m) tree preservation order;</p> <p>(n) proceedings to enforce a planning agreement or planning contribution?</p> <p><b>3.10 Community Infrastructure Levy (CIL)</b> Is there a CIL charging schedule?</p> <p>If yes, do any of the following subsist in relation to the property, or has a local authority decided to issue, serve, make or commence any of the following: (i) a liability notice; (ii) a notice of chargeable development; (iii) a demand notice; (iv) a default liability notice; (v) an assumption of liability notice: (vi) a commencement notice Has any demand notice been suspended? Has the local authority received full or part payment for any CIL liability?</p> <p>Has the local authority received any appeal against the above?</p> <p>Has a decision been taken to apply for a liability order? Has a liability order been granted?</p> <p>Have any other enforcement measures been taken?</p> <p><b>3.11. Conservation Areas</b> Do the following apply in relation to the property: (a) the making of the area a Conservation Area before 31 August 1974; (b) unimplemented resolution to designate the area a Conservation Area?</p> <p><b>3.12. Compulsory Purchase</b> Has any enforceable order or decision been made to compulsorily purchase or acquire the property?</p> <p><b>3.13. Contaminated Land</b> Do any of the following apply (including any relating to land adjacent to or adjoining the property which has been identified as contaminated land because it is in such a condition that harm or pollution of controlled waters might be caused on the property): (a) a contaminated land notice; (b) in relation to a register maintained under section 78R of the Environmental Protection Act 1990: (i) a decision to make an entry; (ii) an entry;</p>	<p>4.90</p> <p>5.70</p> <p>4.90</p> <p>1.00</p>	<p>4.90</p> <p>5.70</p> <p>4.90</p> <p>1.00</p>	<p>0.00</p> <p>0.00</p> <p>0.00</p> <p>0.00</p>	<p>0.0%</p> <p>0.0%</p> <p>0.0%</p> <p>0.0%</p>	<p>All elements Standard Rate</p>

Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code
(c) consultation with the owner or occupier of the property conducted under section 78G (3) of the Environmental Protection Act 1990 before the service of a remediation notice?					All elements Standard Rate
<b>3.14. Radon Gas</b>					
Do records indicate that the property is in a "Radon Affected Area" as identified by the Health Protection Agency?	0.50	0.50	0.00	0.0%	
<b>3.15 Assets of Community Value</b>					
Has the property been nominated as an Asset of Community Value? If so: (i) Is it listed as an ...	4.90	4.90	0.00	0.0%	
If the property is listed: (i) Has the Local Authority decided to apply to Land Registry for an entry or cancellation of a restriction in respect listed land affecting the property?	4.90	4.90	0.00	0.0%	
Discount when all CON29 questions requested	-261.00	-261.00	0.00	0.0%	
<b>CON290 - specific questions</b>					
<b>ROAD PROPOSALS BY PRIVATE BODIES</b>					
4. What proposals by others, have been approved, or are the subject of pending applications, the limits of construction of which are adjoining or adjacent to the property, for:					
(a) the construction of a new road;	4.30	4.30	0.00	0.0%	
(b) the alteration or improvement of an existing road, involving the construction, whether or not within existing highway limits, of a subway, underpass, flyover, footbridge, elevated road, dual carriageway, the construction of a roundabout (other than a mini roundabout) or the widening of an existing road by the construction of one or more additional traffic lanes?					
<b>ADVERTISEMENTS</b>					
<b>Entries in the Register</b>					
5.1. Please list any entries in the Register of applications, directions and decisions relating to consent for the display of advertisements.	29.60	29.60	0.00	0.0%	
5.2. If there are any entries, where can that Register be inspected?					
<b>Notices, Proceedings and Orders</b>					All elements Standard Rate
5.3. Except as shown in the Official Certificate of Search:					

Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<p>(a) has any notice been given by the Secretary of State or served in respect of a direction or proposed direction restricting deemed consent for any class of advertisement?</p> <p>(b) have the Council resolved to serve a notice requiring the display of any advertisement to be discontinued?</p> <p>(c) If a discontinuance notice has been served, has it been complied with to the satisfaction of the local authority?</p> <p>(d) have the local authority resolved to serve any other notice or proceedings relating to a contravention of the control of advertisements?</p> <p>(e) have the local authority resolved to make an order for the special control of advertisements for the area?</p>	4.30	4.30	0.00	0.0%	
<p><b>COMPLETION NOTICES</b></p>					
<p>6. Which of the planning permissions in force have the Council resolved to terminate by means of a completion notice under s.94 of the Town &amp; Country Planning Act 1990?</p>	0.80	0.80	0.00	0.0%	
<p><b>PARKS AND COUNTRYSIDE</b></p>					
<p><b>Areas of Outstanding Natural Beauty</b></p>					
<p>7.1. Has any order under s.82 of the Countryside and Rights of Way Act 2000 been made?</p>	1.90	1.90	0.00	0.0%	
<p><b>National Parks</b></p>					
<p>7.2. Is the property within a National Park designated under s.7 of the National Parks and Access to the Countryside Act 1949?</p>	1.90	1.90	0.00	0.0%	
<p><b>PIPELINES</b></p>					
<p>8. Has a map been deposited under s.35 of the Pipelines Act 1962, or Schedule 7 of the Gas Act 1986, showing a pipeline laid through, or within 100 feet (30.48 metres) of the property?</p>	1.90	1.90	0.00	0.0%	
<p><b>HOUSES IN MULTIPLE OCCUPATION</b></p>					
<p>9. Is the property a house in multiple occupation, or is it designated or proposed to be designated for selective licensing of residential accommodation in accordance with the Housing Act 2004?</p>	8.40	8.40	0.00	0.0%	
<p><b>NOISE ABATEMENT</b></p>					
<p><b>Noise Abatement Zone</b></p>					
<p>10.1. Have the Council made, or resolved to make, any noise abatement zone order under s.63 of the Control of Pollution Act 1974 for the area?</p>	8.20	8.20	0.20	2.4%	

Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Entries in Register</b>					
10.2. Has any entry been recorded in the Noise Level Register kept pursuant to s.64 of the Control of Pollution Act 1974?					<b>All elements Standard Rate</b>
10.3. If there is any entry, how can copies be obtained and where can that Register be inspected?					
<b>URBAN DEVELOPMENT AREAS</b>					
11.1 Is the area an urban development area designated under Part XVI of the Local Government, Planning and Land Act 1980	1.00	1.00	0.00	0.0%	
11.2 If so, please state the name of the urban development corporation and the address of its principal office	1.00	1.00	0.00	0.0%	
<b>ENTERPRISE ZONES, LOCAL DEVELOPMENT ORDERS AND BIDS</b>					
12.1 Is the area designated as an enterprise zone?	1.00	1.00	0.00	0.0%	
12.2 Is the area subject to a local development order?	1.00	1.00	0.00	0.0%	
12.3 Is the area a Business Improvement District (BID)?	1.90	1.90	0.00	0.0%	
<b>INNER URBAN IMPROVEMENT AREAS</b>					
13. Has the Council resolved to define the area as an improvement area under s.4 of the Inner Urban Areas Act 1978?	1.00	1.00	0.00	0.0%	
<b>SIMPLIFIED PLANNING ZONES</b>					
14.1. Is the area a simplified planning zone adopted or approved pursuant to s.83 of the Town & Country Planning Act 1990?	1.00	1.00	0.00	0.0%	
14.2. Have the Council approved any proposal for designating the area as a simplified planning zone?	1.00	1.00	0.00	0.0%	
<b>LAND MAINTENANCE NOTICES</b>					
15. Have the Council authorised the service of a maintenance notice under s.215 of the Town & Country Planning Act 1990?	4.30	4.30	0.00	0.0%	
<b>MINERAL CONSULTATION AREAS</b>					
16. Is the area a mineral consultation area notified by the county planning authority under Schedule 1 para 7 of the Town & Country Planning Act 1990?	1.90	1.90	0.00	0.0%	
<b>HAZARDOUS SUBSTANCE CONSENTS</b>					
17.1. Please list any entries in the Register kept pursuant to s.28 of the Planning (Hazardous Substances) Act 1990.	29.60	29.60	0.00	0.0%	
17.2. If there are any entries:					

Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code
(a) How can copies of the entries be obtained?	1.00	1.00	0.00	0.0%	All elements Standard Rate
(b) Where can the Register be inspected?	1.00	1.00	0.00	0.0%	
<b>ENVIRONMENTAL AND POLLUTION NOTICES</b>					
18. What outstanding statutory or informal notices have been issued by the Council under the Environmental Protection Act 1990 or the Control of Pollution Act 1974? (This enquiry does not cover notices under Part IIA or Part III of the EPA, to which enquiries 3.12 or 3.7 apply)	8.40	8.40	0.00	0.0%	
<b>FOOD SAFETY NOTICES</b>					
19. What outstanding statutory notices or informal notices have been issued by the Council under the Food Safety Act 1990 or the Food Hygiene Regulations 2006?	8.40	8.40	0.00	0.0%	
<b>HEDGEROW NOTICES</b>					
20.1. Please list any entries in the record maintained under regulation 10 of the Hedgerows Regulations	29.60	29.60	0.00	0.0%	
21.2. If there are any entries:					
(a) how can copies of the matters entered be obtained?	1.90	1.90	0.00	0.0%	
(b) where can the record be inspected?	1.90	1.90	0.00	0.0%	
<b>FLOOD DEFENCE AND LAND DRAINAGE CONSENTS</b>					
21 Has any flood defence or land drainage consent relating to the property been given or refused or (if applicable) is the subject of a pending application	9.90	9.90	0.00	0.0%	
<b>COMMON LAND, TOWN AND VILLAGE GREENS</b>					
22.1. Is the property, or any land which abuts the property, registered common land or town or village green under the Commons Registration Act 1965 or the Commons Act 2006?	17.10	17.10	0.00	0.0%	
22.2 Is there any prescribed information about maps and statements, deposited under s15A of the Commons Act 2006, in the register maintained under s15B(1) of the Commons Act 2006 or under s31A of the Highways Act 1980					
22.3. If there are any entries, how can copies of the matters registered be obtained and where can the register be inspected?					
<b>Additional Parcels of Land:</b>					
LLC1	4.90	4.90	0.00	0.0%	Outside Scope All elements Standard Rate
CON29	22.60	22.60	0.00	0.0%	
CON29R					
	As per specific questions above				



Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Conveyancing</b>	<b>The figures below exclude VAT</b>				
<b>3 Fixed Fee Services</b>					
<b>Sales - unconditional</b>					
Less than £100,000	561.00	570.00	9.00	1.6%	To be determined at the point of the transaction
Greater than £100,000	821.00	835.00	14.00	1.7%	
<b>Leases</b>					
Standard Industrial/retail - new lease/lease renewal	336.60	345.00	8.40	2.50%	
Non-Standard Industrial/retail - new lease/lease renewal	821.00	835.00	14.00	1.7%	
<b>Other</b>					
Transfer of Open Space	438.60	445.00	6.40	1.5%	
Deed of Easement/Deed of Variation	438.60	445.00	6.40	1.5%	
Standard Deed of Covenant (new fixed fee)	270.30	275.00	4.70	1.7%	
Licence to Assign	168.30	170.00	1.70	1.0%	
<b>4 Variable Rate Services</b>					
<b>Sales - Conditional</b>					
Minor (less than £1m) Costs based on time recorded at an hourly rate and subject to a limit, with proviso that fee will be renegotiated if exceptional complications arise	2,774.40	2,850.00	75.60	2.72%	As above
Major (more than £1m) Costs based on time recorded at an hourly rate	Unlimited	Unlimited	N/A	N/A	
<b>Legal &amp; Democratic Services - Planning Agreements</b>	<b>The figures below exclude VAT</b>				<b>Outside the Scope</b>
<b>5 Section 106 Agreements under the Town and Country Planning Act 1990</b>					
Agreements solely for the payment of specified sums and other simple agreements More complex agreements will be charged on the basis of hourly rates, with most expected to cost between £555 and £2,500. Agreements that have several parties and involve protracted negotiations and amendments have in the past cost up to £7,500.	565.00	585.00	10.00	1.74%	Outside Scope
<b>Legal &amp; Democratic Services - Highways and Village Green Charges</b>	<b>The figures below exclude VAT</b>				<b>Outside the Scope</b>
<b>6 Highway Matters</b>					
Stopping up applications under S116 of the Highways Act 1980	2,210.00	2,250.00	40.00	1.8%	Outside Scope
Agreements under S38 or S278 of Highways Act 1980	450.00	460.00	10.00	2.2%	Outside Scope
Combined agreements under S38 and S278 of Highways Act 1981	825.00	840.00	15.00	1.8%	Outside Scope
Section 50 New Roads & Street works Licence	190.00	195.00	5.00	2.6%	Outside Scope
<b>Commons Act 2006 - Application Fees</b>					

Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code
Section 15 A -deposit landowner statement & map to rebut claims for village green status (land less than 200 Hectares)	245.00	250.00	5.00	2.0%	Outside Scope
Section 15 A (Larger land holdings) Additional	£35.00 per hour	£35.00 per hour	0.00	0.00%	Outside Scope
Section 19 (2)(a) - to correct a mistake made by the Authority in making or amending an entry in the Commons Registers	0.00	0.00	N/A	N/A	
Schedule 2, paragraphs 6-9 - de-registration of certain land registered as common land or town or village green <b>Additional fees will be incurred if external legal advice, an informal hearing, a Public Inquiry or a Planning Inspectorate determination is required</b>	875.00	890.00	15.00	1.7%	Outside Scope
<b>Legal &amp; Democratic Services - Care Act</b>	<b>The figures below exclude VAT</b>				<b>Outside the Scope</b>
<b>7 Care Act</b> Preparation and registration of Deferred Payment Agreement (DPA) and charge - Registered land	155.00	155.00	0.00	0.0%	Outside Scope
Preparation and registration of Deferred Payment Agreement (DPA) and charge - unregistered land	205.00	205.00	0.00	0.0%	Outside Scope
Removal of charge In the event of the DPA applicant withdrawing then abortive fees of 50% may be claimed. [For Administration Fee - see Financial Services]	50.00	50.00	0.00	0.0%	Outside Scope
<b>Legal &amp; Democratic Services - Registration Services</b>	<b>The figures below exclude VAT</b>				
<b>8 Marriages and Civil Partnerships (see Appendix 4)</b>					Exempt
<b>9 Naming Ceremonies and Renewal of Vows Ceremonies County Council Ceremony Rooms (Inc. of VAT and Commemorative Certificate)</b>					
Monday to Thursday	250.00	255.00	5.00	2.0%	Standard
Friday	270.00	275.00	5.00	1.9%	Standard
Saturday	285.00	290.00	5.00	1.8%	Standard
Sunday/Public Holiday	330.00	335.00	5.00	1.5%	Standard
<b>Approved Premises (Inc. of VAT and Commemorative Certificate)</b>					
Monday to Thursday	275.00	280.00	5.00	1.8%	Standard
Friday	315.00	320.00	5.00	1.6%	Standard
Saturday	340.00	345.00	5.00	1.5%	Standard

Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code
Sunday/Public Holiday	370.00	375.00	5.00	1.4%	Standard
<b>10 Certificate Issue</b> <b>From local registrar's office</b> Certificate issued at time of the registration Certificate issued after time of the registration	11.00 11.00	11.00 11.00	0.00 0.00	0.00% 0.00%	Exempt Exempt
<b>From central repository at Bishop Auckland</b> Standard Service-collection in person after minimum of 5 working days Standard Service-collection in person using 2nd class post Priority Service - certificate available for collection on the same day from Bishop Auckland Registrar's Office or posted the same day via 1st class post Guaranteed Next Day Postal Service - requests received before 2.00pm	11.00 11.00 35.00 N/A	11.00 11.00 35.00 N/A	0.00 0.00 0.00 N/A	0.00% 0.00% 0.00% N/A	Exempt Exempt Exempt Exempt
<b>Corporate Finance and Commercial Services – Occupational Health</b>	The figures below exclude VAT				
<b>11 Asbestos Workers Medicals (Licensed)</b>	104.00	106.00	2.00	1.92%	Exempt
Asbestos Workers Medicals (Non Licensed)	62.00	63.00	1.00	1.61%	Exempt
<b>12 Health Surveillance</b> <b>Hand Arm Vibration Syndrome (HAVs) Assessments</b> Initial or Baseline Assessment by Specialist Nurse Practitioner Annual Postal Questionnaire by Specialist Nurse Practitioner	42.00 16.00	43.00 16.00	1.00 0.00	2.38% 0.00%	Exempt Exempt
Clinical Assessment by Specialist Nurse Practitioner Assessment by OH Physician Further referral for standardised testing	42.00 158.00 Price on Application	43.00 160.00 Price on Application	1.00 2.00 N/A	2.38% 1.27% N/A	Exempt Exempt Exempt
Hearing Conservation Respiratory Health Surveillance Skin Surveillance	42.00 42.00 Price on Application	43.00 43.00 Price on Application	1.00 1.00 N/A	2.38% 2.38% N/A	Exempt Exempt Exempt
Further appointments with qualified Occupational Health Physician (MFOM)	93.00	94.00	1.00	1.08%	Exempt
<b>13 Fitness to Work Health Assessments</b> Pre-employment/Pre-placement Assessments Night Worker Assessments Further appointments with qualified Occupational Health Physician (MFOM) Construction Plant Operator Fitness Medicals	26.00 27.00 158.00 62.00	26.00 27.00 160.00 63.00	0.00 0.00 2.00 1.00	0.00% 0.00% 1.27% 1.61%	Standard Exempt Exempt Exempt

Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code
Confined Space Fitness Assessments	Price on Application	Price on Application	N/A	N/A	Exempt
Work Place Assessments	60.00 (plus Mileage costs)	61.00 (plus Mileage costs)	1.00	1.67%	Standard
<b>14 Occupational Immunisation Immunisations</b>					
Hepatitis B (Single Dose)	40.00	41.00	1.00	2.50%	Exempt
Hepatitis A (Single Dose)	42.00	43.00	1.00	2.38%	Exempt
Varicella (Per Dose)	52.00	53.00	1.00	1.92%	Exempt
MMR (Priorix) (Per Dose)	29.00	29.00	0.00	0.00%	Exempt
Influenza (Annual Dose)	16.00	16.00	0.00	0.00%	Exempt
<b>15 Laboratory Blood Tests</b>					
Hepatitis B	30.00	30.00	0.00	0.00%	Exempt
Varicella	30.00	30.00	0.00	0.00%	Exempt
Rubella	21.00	21.00	0.00	0.00%	Exempt
Measles	25.00	25.00	0.00	0.00%	Exempt
Gamma Interferon (Quantiferon Gold Test)	Price on Application	Price on Application	N/A	N/A	Exempt
<b>16 Other</b>					
Case Management/Referrals - Occupational Health Physician (OHP)	209.00	212.00	3.00	1.44%	Exempt
Physiotherapy Advice and Treatment	Price on Application	Price on Application	N/A	N/A	Exempt
Face-to-Face' Counselling and/or Cognitive Behavioural Therapy (CBT)	Price on Application	Price on Application	N/A	N/A	Exempt
Ill Health Retirement Applications	Price on Application	Price on Application	N/A	N/A	Exempt
Health Promotion Services	Price on Application	Price on Application	N/A	N/A	Exempt
Presentations/Training Modules	Price on Application	Price on Application	N/A	N/A	Exempt
<b>17 Non-Commercial Charges</b>					
Charge to individual for medical records - centrally set fee	N/A	N/A	N/A	N/A	Outside Scope
Charge to solicitor for medical records - centrally set fee	N/A	N/A	N/A	N/A	Outside Scope
Charge to town and parish councils for each referral dealt with by doctor	102.00	104.00	2.00	1.96%	Exempt
IRMP Pensions Opinion	Price on Application	Price on Application	N/A	N/A	Exempt
<b>Finance and Transactional Services - Revenues and Benefits</b>	The figures below exclude VAT				<b>Outside the Scope</b>
<b>18 Court Fees</b>					
Issue of Summons	50.00	50.00	0.00	0.0%	Outside Scope
Liability Order	40.00	40.00	0.00	0.0%	Outside Scope
<b>Finance and Transactional Services – Revenues and Benefits</b>	The figures below exclude VAT				<b>Standard</b>
<b>19 Care Act</b>					
Admin. Fee – in Deferred Charging Policy					
- Initial Fee	190.00	190.00	N/A	N/A	Standard
- Annual Fee	50.00	50.00	N/A	N/A	Standard

Description	Actual Charge 2020/21 £	Proposed Charge 2021/2022 £	Year on Year Increase £	Year on Year Increase %	VAT Code
[For Legal Fees - see Legal Services]					
<b>20 Court of Protection (set by the Public Guardianship Office)</b>					
Category 1- for work involved in the application up to and including the date of the court order – per application	745.00	745.00	0.00	0.0%	Outside Scope
Category II - Annual Management Fee - first year – per year	775.00	775.00	0.00	0.0%	Outside Scope
Category II - Annual Management Fee - second and subsequent years – per year	650.00	650.00	0.00	0.0%	Outside Scope
For Service users with assets less than £16,000 to charge an annual management fee not exceeding 3.5% - per year	3.50%	3.50%	N/A	N/A	
Category III - Annual Property Management Fee – per year	300.00	300.00	0.00	0.0%	Outside Scope
Category IV - Fee for preparing Annual accounts – per year	216.00	216.00	0.00	0.0%	Outside Scope
<b>21 Miscellaneous Charges</b>					
Referrals to Treasury Solicitor-per case	350.00	350.00	0.00	0.0%	Outside Scope
<b>22 Deferred Payments Scheme</b>					
Interest Rate (to be maximum allowed) on balance owed – Reviewed on 1 January and 1 July each year.	1.65%	0.45%	N/A	N/A	
Valuation Costs	150.00	150.00	N/A	N/A	Outside Scope
<b>Transformation – Business Support</b>	<b>The figures below exclude VAT</b>				<b>Outside Scope</b>
<b>23 Blue Badge Scheme</b>					
Maximum fee permitted by legislation	10.00	10.00	0.00	0.0%	Outside Scope
<b>Transformation – County Records Office</b>	<b>The figures below exclude VAT</b>				
<b>24</b> Photocopies A3/A4 Self Service reader-printer (per copy)	0.42	0.42	0.00	0.0%	Standard
Photocopies A3/A4 Copies made by staff – order made and collected in Durham County Record Office (per copy)	0.42	0.42	0.00	0.0%	Standard
Photocopies A3/A4 Copies made by staff and sent by 2 <sup>nd</sup> class post (per copy)	4.17	4.17	0.00	0.0%	Standard
Quick Search and provision of single standard copy (per copy)	4.17	4.17	0.00	0.0%	Standard
Quick Search and provision of high quality colour digital copy (per copy)	10.00	10.00	0.00	0.0%	Standard
Quick Search and provision of certified copy (per copy)	10	10	0.00	0.0%	Standard

Description	Actual Charge 2020/21	Proposed Charge 2021/2022	Year on Year Increase	Year on Year Increase	VAT Code
	£	£	£	%	
Digital copies – document ordered via online shop (per copy)	4.17	4.17	0.00	0.0%	Standard
Digital copies – document up to A3 plus postage (per copy)	5.00	5.00	0.00	0.0%	Standard
Digital copies – document up to A1 (4 x A3) plus postage (per copy)	10.00	10.00	0.00	0.0%	Standard
Digital copies – document over A1 (4 x A3) plus postage (per copy)	16.67	16.67	0.00	0.0%	Standard
Digital copy Ordnance Survey Plans (County Series) and Tithe Plans (per copy)	10.00	10.00	0.00	0.0%	Standard
A3 black & white extract Ordnance Survey Plans (County series) and Tithe Plans (per copy)	4.17	4.17	0.00	0.0%	Standard
Use of customer's own digital camera (per day)	12.50	12.50	0.00	0.0%	Standard
Research Service (per hour)	29.17	29.17	0.00	0.0%	Standard
Standard talk / visit (per talk / visit)	50.00	50.00	0.00	0.0%	Standard
Customised talk / visit (per talk / visit)	83.33	83.33	0.00	0.0%	Standard
Development / delivery of projects / workshops (per hour)	41.67	41.67	0.00	0.0%	Standard
Digitisation / microfilming (per hour)	41.67	41.67	0.00	0.0%	Standard
Digitisation / microfilming (per day)	250.00	250.00	0.00	0.0%	Standard
Reproduction of documents held in Durham County Record Office (per image)	25.00	29.17	4.17	16.7%	Standard
Conservation (per hour)	41.67	41.67	0.00	0.0%	Standard
Conservation (per day)	250.00	250.00	0.00	0.0%	Standard
<b>People &amp; Talent Management</b>	<b>The figures below exclude VAT</b>				
<b>25 Training / Support activities</b>					Outside Scope
Training for foster carers living in the Durham area (supported by other local authorities) ( per participant per half day)	£53.45	£53.45	£0.00	0.0%	
Training for staff of other Local Authorities / Partner organisations (per participant per half day)	£53.45	£53.45	£0.00	0.0%	
<b>Internal Audit and Risk Management - no relevant services</b>					
<b>Digital and Customer Services - no relevant services (other than SLA services stated above)</b>					

## Appendix 4: Schedule of Fees and Charges: Marriages & Civil Partnerships

Day	Actual Charge 2020/21 £	Proposed Charge 2021/22 £	Year on Year Increase £	Proposed Charge 2022/23 £	Year on Year Increase £	VAT Code
Booking Fee-applies to all bookings as an additional fee	40	40	0.00%	40	0.00%	Exempt
Notice of Marriage-cost per person	35	35	0.00%	35	0.00%	Exempt
<b>Aykley Heads House</b>						
<b>Main Room</b>						
Monday	252	257	1.98%	262	1.95%	Exempt
Tuesday	252	257	1.98%	262	1.95%	Exempt
Wednesday	252	257	1.98%	262	1.95%	Exempt
Thursday	252	257	1.98%	262	1.95%	Exempt
Friday	285	290	1.75%	295	1.72%	Exempt
Saturday	300	305	1.67%	310	1.64%	Exempt
Sunday	365	370	1.37%	375	1.35%	Exempt
Bank Holiday	365	370	1.37%	375	1.35%	Exempt
<b>Blue Room/Staircase</b>						
Monday	175	179	2.29%	185	3.35%	Exempt
Tuesday	175	179	2.29%	185	3.35%	Exempt
Wednesday	175	179	2.29%	185	3.35%	Exempt
Thursday	175	179	2.29%	185	3.35%	Exempt
Friday	285	290	1.75%	300	3.45%	Exempt
Saturday	300	305	1.67%	320	4.92%	Exempt
Sunday	365	370	1.37%	375	1.35%	Exempt
Bank Holiday	365	370	1.37%	375	1.35%	Exempt
<b>Bishop Auckland</b>						
<b>Cockton House</b>						
Monday	175	179	2.29%	185	3.35%	Exempt
Tuesday	175	179	2.29%	185	3.35%	Exempt
Wednesday	175	179	2.29%	185	3.35%	Exempt
Thursday	175	179	2.29%	185	3.35%	Exempt
Friday	285	290	1.75%	300	3.45%	Exempt
Saturday	300	305	1.67%	320	4.92%	Exempt
Sunday	365	370	1.37%	375	1.35%	Exempt
Bank Holiday	365	370	1.37%	375	1.35%	Exempt
<b>Conservatory</b>						
Monday	110	112	1.82%	115	2.68%	Exempt
Tuesday	110	112	1.82%	115	2.68%	Exempt
Wednesday	110	112	1.82%	115	2.68%	Exempt
Thursday	110	112	1.82%	115	2.68%	Exempt
Friday	285	290	1.75%	300	3.45%	Exempt
Saturday	300	305	1.67%	320	4.92%	Exempt
Sunday	365	370	1.37%	375	1.35%	Exempt

Day	Actual Charge 2020/21 £	Proposed Charge 2021/22 £	Year on Year Increase £	Proposed Charge 2022/23 £	Year on Year Increase £	VAT Code
Bank Holiday	365	370	1.37%	375	1.35%	Exempt
<b>Register Office Bishop Auckland</b>						
Monday	57	57	0.00%	57	0.00%	Exempt
Tuesday	57	57	0.00%	57	0.00%	Exempt
Wednesday	57	57	0.00%	57	0.00%	Exempt
Thursday	57	X	X	X	X	Exempt
Friday	X	X	X	X	X	
Saturday	X	X	X	X	X	
Sunday	X	X	X	X	X	
Bank Holiday	X	X	X	X	X	
<b>Barnard Castle</b>						
Monday	175	179	2.29%	185	3.35%	Exempt
Tuesday	175	179	2.29%	185	3.35%	Exempt
Wednesday	175	179	2.29%	185	3.35%	Exempt
Thursday	175	179	2.29%	185	3.35%	Exempt
Friday	285	290	1.75%	300	3.45%	Exempt
Saturday	300	305	1.67%	320	4.92%	Exempt
Sunday	365	370	1.37%	375	1.35%	Exempt
Bank Holiday	365	370	1.37%	375	1.35%	Exempt
<b>Church Fees</b>						
Monday	97	97	0.00%	97	0.00%	Exempt
Tuesday	97	97	0.00%	97	0.00%	Exempt
Wednesday	97	97	0.00%	97	0.00%	Exempt
Thursday	97	97	0.00%	97	0.00%	Exempt
Friday	97	97	0.00%	97	0.00%	Exempt
Saturday	472	477	1.06%	490	2.73%	Exempt
Sunday	472	477	1.06%	490	2.73%	Exempt
Bank Holiday (weekend)	510	522	2.35%	530	1.53%	Exempt
<b>Approved Premises</b>						
Monday	427	437	2.34%	445	1.83%	Exempt
Tuesday	427	437	2.34%	445	1.83%	Exempt
Wednesday	427	437	2.34%	445	1.83%	Exempt
Thursday	427	437	2.34%	445	1.83%	Exempt
Friday	472	477	1.06%	490	2.73%	Exempt
Saturday	472	477	1.06%	490	2.73%	Exempt
Sunday	472	477	1.06%	490	2.73%	Exempt
Bank Holiday (weekend)	510	522	2.35%	530	1.92%	Exempt
Premises Licence		£2,000 in advance for a 5 year licence				Exempt

The amounts above are exclusive of VAT.