

**Resources Management Team**

**14 March 2023**

**Annual Review of Fees & Charges  
2023/24 - 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 2023/24. Within the Registration Service, marriage bookings are sometimes made over a year in advance and normally, for this service, charges would be proposed for 2024/25. The Registration Service is moving to The Story at Mount Oswald and at the moment the service is unsure of what packages there will be on offer. In addition, the economic climate is uncertain and therefore difficult to set an increase for 2024/25 to cover costs at this stage.

### **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 2023/24 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 2023/24 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 5% has been assumed for all 2023/24 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 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 5% from 2022/23. 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;
  - Transactional and Customer 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 2023/24, including increases from 2022/23, 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 2022/23 is forecasted to be just below the budget despite the uncertainty of the pandemic. Given the assumption in MTFP 13 that fees and charges will increase by 5% it is therefore proposed that fees should increase from the 2022/23 level, as detailed at Appendix 3.

## **Legal and Democratic Services – Commercial**

- 19 Commercial charges have not increased since 2020/21 and it is proposed to increase all commercial fees and charges by 10% (subject to rounding), as detailed in Appendix 3.

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

- 20 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 are shown in Appendix 3.

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

- 21 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 £585. 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**

- 22 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.
- 23 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**

- 24 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.
- 25 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.
- 26 It is suggested that the legal fees proposed for 2023/24 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 Transactional and Customer 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**

- 27 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.
- 28 The revised prices for 2023/24, including Marriage and Civil Partnership ceremonies, reflect an enhanced service and have been set to keep Durham charges harmonised with those in surrounding authorities. The Registration Service is moving to The Story at Mount Oswald and at the moment the service is unsure of what packages there will be on offer. In addition, the economic climate is uncertain and therefore difficult to set an increase for 2024/25 to cover costs at this stage. The service are also keeping a close watch on celebrants and their charges in preparation for a law change expected arising from a Law Commission review. The 2023/24 revised prices are detailed in Appendix 4.
- 29 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).
- 30 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.
- 31 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.
- 32 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.
- 33 These new statutory fees replace the other fees set by the local authority.

## **People and Talent Management**

- 34 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. It is worth noting that most of the fees for

2023/24 will be priced on application rather than set in advance due to external costs fluctuating significantly throughout the year.

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

- 35 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.
- 36 The court cost charge is discretionary and determined by the County Council. Regulation 34(7) of the Council Tax (Administration and Enforcement) Regulations 1992 (SI 1992 No.613) state that a court, when granting a liability order, shall make an order reflecting the aggregate of the outstanding council tax and "a sum of an amount equal to the costs reasonably incurred by the applicant in obtaining the order. These costs were challenged in court and the implications of the judgement was that every local authority should review its procedures for seeking court costs to ensure the amount requested reflected the actual costs incurred by the local authority, limiting them to the summons and liability order application.
- 37 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. A piece of work is currently underway to justify the current charges in light of the legal judgement and a small number of recent enquiries on the breakdown of the charges. As a result, it is recommended that no change to the current charges should apply for 2023/24.
- 38 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.

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

- 39 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 Transactional and Customer 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 for 2023/24.

- 40 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.
- 41 With regard to valuation costs associated with the deferred payments scheme; these are currently undertaken externally by JW Wood and charged at a flat fee of £150 (as detailed in Appendix 3).

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

- 42 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

### **Background papers**

- Resources Management Team Report (22 March 2022) – Annual Review of Fees & Charges 2022/23.

### **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 2023/24.

### **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 2023/24

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	£577.50	£577.50	£577.50	£577.50	£577.50
	500 to 749 pupils	£869.00	£869.00	£869.00	£869.00	£869.00
	750 to 999 pupils	£1,155.00	£1,155.00	£1,155.00	£1,155.00	£1,155.00
	1,000 to 1,499 pupils	£1,732.50	£1,732.50	£1,732.50	£1,732.50	£1,732.50
	1,500 to 1,999 pupils	£2,310.00	£2,310.00	£2,310.00	£2,310.00	£2,310.00
<b>Legal Advice (Academies)</b>	£ per admissions appeal	£266.00	£266.00	£266.00	£266.00	£266.00
<b>People &amp; Talent Management</b>						
<b>Human Resources (HR) Advisory Service</b>	/School	£1,113.00	£1,113.00	£1,113.00	£1,113.00	£1,113.00
	/Pupil	£2.81	£2.81	£2.81	£2.55	£3.00
<b>Payroll</b>	/School	£295.05	£295.05	£295.05	£588.00	£295.05
	/Employee	£94.58	£94.58	£94.58	£94.58	£94.58
<b>Occupational Health Service</b>	/School	£268.80	£268.80	£268.80	£268.80	£268.80
	/Pupil	£1.18	£1.18	£1.18	£1.18	£1.18
<b>Procurement and Business Support</b>						
<b>Access to County Council Contracts &amp; Purchasing Advice</b>	/School	£582.75	£582.75	£582.75	£582.75	£582.75
	/Pupil	£1.17	£1.24	£1.17	£1.00	£1.21
<b>Financial Support Service - Creditors</b>	£ per school	£432.60	£505.05	£432.60	£1,440	£505.05
	£ per pupil	£1.80	£1.80	£1.80	£1.80	£1.80
	£ per residential place					£12.02
	Support service per half-day	£91.85	£91.85	£91.85	£91.85	£91.85
	Support service per day	£172.19	£172.19	£172.19	£172.19	£172.19
	Support service per hour	£22.96	£22.96	£22.96	£22.96	£22.96
<b>Corporate Finance &amp; Commercial Services</b>						
<b>Financial Advice and Information</b>	£ per school	£2,000.00	£3,020.00	£3,020.00	£3,020.00	£3,020.00
<b>Nursery Bursar</b>	£ per school	£3,780.00				
<b>Long-term Staff Absence Insurance Scheme</b>	£ per school	£3,050.25	£9,009.00	£3,050.25	£14,883.75	£9,009.00
	£ per employee	£364.16	£600.18	£364.16	£435.22	£600.18

Service	Basis of Charge	Nursery	PRU	Primary	Secondary	Special
<b>Internal Audit &amp; Insurance</b>						
<b>Internal Audit</b>	£ per school (single payment)	£1,000.00	£1,750.00	£1,750.00	£2,000.00	£1,750.00
	£ per school per year (five annual instalments)	£200.00	£350.00	£350.00	£400.00	£350.00
	Certification of Grant Funded Expenditure	POA	POA	POA	POA	POA
<b>Insurance</b>	Fire & boilers £ per school	£953.80	£3,000.52	£953.80	£13,371.71	£3,000.52
	Fire & boilers £ per pupil	£11.30	£11.30	£11.30	£11.30	£11.30
	VA school discount on fire & boiler	N/A	N/A	10%	N/A	N/A
	Employer's liability £ per pupil	£3.88	£3.88	£3.88	£3.88	£3.88
	Public liability £ per pupil	£7.98	£7.98	£7.98	£7.98	£7.98
	Insurance Fund £ per school	£51.00	£51.00	£51.00	£85.02	£51.00
	Insurance Fund £ per pupil	1.27	1.27	1.27	1.27	1.27
<b>Digital Services</b>						
<b>Computing Curriculum Support</b>	/School	£351.09	£706.71	£706.71	-	£706.71
	/Pupil	£1.42	£1.42	£1.42	-	£1.42
<b>Admin Hardware Repairs Service</b>	/School	£194.75	£259.50	£259.50	£474.97	£259.50
	/Pupil	N/A	£0.14	£0.14	£1.61	£0.14
<b>Anti-Virus Service</b>	/Device Licence	£2.96	£2.96	£2.96	£2.96	£2.96
<b>Audio &amp; Visual Aid Support service</b>	/School	N/A	N/A	N/A	N/A	N/A
	/Pupil	£2.25	£9.72	£1.73	£3.13	£9.72
<b>Broadband Service</b>	/Pupil	£4.73	£4.73	£4.73	£8.79	£4.73
	10 Mbps NGA	£840.00	£840.00	£840.00	N/A	£840.00
	10 Mbps	£1,010.00	£1,010.00	£1,010.00	£2,121.00	£1,010.00
	30 Mbps	£2,121.00	£2,121.00	£2,121.00	N/A	£2,121.00
	100 Mbps	N/A	N/A	N/A	£7,474.00	N/A
	200 Mbps (2 x 100)	N/A	N/A	N/A	£29,000.00	N/A
<b>Cleaning Equipment Maintenance and Repairs Service</b>	/Floor Machine	£92.05	£92.05	£92.05	£92.05	£92.05
	/Vacuum Cleaner	£62.92	£62.92	£62.92	£62.92	£62.92
<b>Communications Support Service</b>	/School	£367.04	£367.04	£367.04	£367.04	£367.04
	/Pupil	N/A	N/A	N/A	N/A	N/A
<b>Cooker Maint. and Repairs Service</b>	/School per item	N/A	£73.04	N/A	£73.04	£73.04
	/Pupil	N/A	N/A	N/A	N/A	N/A
<b>Curriculum Hardware Repairs Service</b>	/School	£68.78	N/A	£75.82	N/A	N/A
	/Pupil	£4.14	£16.47	£5.69	£8.01	£16.47
<b>Systems Support Service</b>	/School (plus £303.87 per additional server, primary, PRU, secondary, special)	£381.13	£767.50	£534.39	£1,525.93	£767.50
	/Pupil	£3.82	£3.82	£3.82	£1.08	£3.82

Service	Basis of Charge	Nursery	PRU	Primary	Secondary	Special
<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
<b>Digital Signage Solution</b>	/Screen	£110.88	£110.88	£110.88	£110.88	£110.88
<b>Internet Content Filtering Service</b>	/School	N/A	N/A	N/A	N/A	N/A
	/Pupil	£1.51	£1.51	£1.51	£1.51	£1.51
<b>Learning Cloud Service</b>	/School	N/A	N/A	N/A	N/A	N/A
	/Pupil (min site charge £233.00)	£4.96	£4.96	£4.96	£4.96	£4.96
<b>Local Exhaust Ventilation Service</b>	/School per item (min site charge £98.63)	N/A	£63.89	N/A	£63.89	£63.89
	/Pupil	N/A	N/A	N/A	N/A	N/A
<b>Man. Information Systems Service</b>	/School	£423.80	£774.45	£784.92	£2,857.93	£774.45
	/Pupil	£4.43	£4.39	£4.43	£2.54	£4.39
<b>Office Backup Service (New Customers)</b>	/ School 50GB	£303.98	£303.98	£303.98	£303.98	£303.98
	/ School 100GB	£397.95	£397.95	£397.95	£397.95	£397.95
	/ School 200GB	£585.90	£585.90	£585.90	£585.90	£585.90
	/ School 300GB	£773.85	£773.85	£773.85	£773.85	£773.85
	/ School 400GB	£961.80	£961.80	£961.80	£961.80	£961.80
	/ School 500GB	£1,149.75	£1,149.75	£1,149.75	£1,149.75	£1,149.75
	/ School 750GB	£1,619.10	£1,619.10	£1,619.10	£1,619.10	£1,619.10
	/ School 1TB	£2,089.50	£2,089.50	£2,089.50	£2,089.50	£2,089.50
	/ School 1.5TB	£3,029.25	£3,029.25	£3,029.25	£3,029.25	£3,029.25
	/ School 2TB	£3,969.00	£3,969.00	£3,969.00	£3,969.00	£3,969.00
	/ School 2.5TB	£4,908.75	£4,908.75	£4,908.75	£4,908.75	£4,908.75
	/ School 3TB	£5,848.50	£5,848.50	£5,848.50	£5,848.50	£5,848.50
	/ School 3.5TB	£6,788.25	£6,788.25	£6,788.25	£6,788.25	£6,788.25
	/ School 4TB	£7,728.00	£7,728.00	£7,728.00	£7,728.00	£7,728.00
<b>Portable Appliance Testing Service</b>	/School per item tested	£2.98	£2.98	£2.98	£2.98	£2.98
	/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	£355.87	N/A
<b>Remote Device Management Control Service</b>	/School (only available to Schools purchasing the Curriculum Support Support)	£645.49	£645.49	£645.49	£645.49	£645.49
<b>Shared Engineer Service</b>	/School (Schools taking this service are strongly recommended to take the full ICT service (Hardware and Systems Services))	£2,953.43	£2,953.43	£2,953.43	N/A	£2,953.43
<b>Telephony Service</b>	/School	On Request	On Request	On Request	On Request	On Request
<b>School Website Service</b>	/School per website	£673.74	£673.74	£673.74	£673.74	£673.74
	/Pupil	N/A	N/A	N/A	N/A	N/A

Service	Basis of Charge	Nursery	PRU	Primary	Secondary	Special
<b>Workshop Equipment Service</b>	/School	N/A	N/A	N/A	N/A	N/A
	/Pupil	N/A	£4.31	N/A	£4.31	£4.31
<b>Digital Services – Ad-Hoc/Non SLA Services</b>						
Service	Basis of Charge	Nursery	PRU	Primary	Secondary	Special
<b>Additional in School Support (Non shared Engineer)</b>	/3 hours	£186.56	£186.56	£186.56	£186.56	£186.56
<b>Courses (delivered at ICT Services premises)</b>	/person (2 day course)	£488.25	£488.25	£488.25	£488.25	£488.25
	/person (1 day course)	£256.20	£256.20	£256.20	£256.20	£256.20
	/person (½ day course)	£123.90	£123.90	£123.90	£123.90	£123.90
<b>Courses (delivered at ICT Services premises) Non-MIS SLA Customers</b>	/person (2 day course)	£622.65	£622.65	£622.65	£622.65	£622.65
	/person (1 day course)	£326.55	£326.55	£326.55	£326.55	£326.55
	/person (½ day course)	£157.50	£157.50	£157.50	£157.50	£157.50
<b>Additional Shared Engineer Support</b>	/School (full day session)	£305.45	£305.45	£305.45	N/A	£305.45
	/School (half day session)	£155.44	£155.44	£155.44	N/A	£155.44
<b>Ad hoc LEV testing</b>	(minimum site charge of £94)	N/A	£65.10	N/A	£65.10	£65.10
<b>Labour associated with Installations (Networking, Panel's, Projectors etc)</b>	/Hour	£74.55	£74.55	£74.55	£74.55	£74.55
<b>Labour associated with Non SLA Network Repairs</b>	/Hour	£74.55	£74.55	£74.55	£74.55	£74.55
<b>Projector/Optical Cleaning (Schools without AVA Contract)</b>	/Item	£98.70	£98.70	£98.70	£98.70	£98.70
<b>Projector Filter Cleaning (requiring Scaffolding)</b>	/Item	£145.95	£145.95	£145.95	£145.95	£145.95
<b>Labour associated with Bespoke Designs/Special Projects</b>	/Hour	£74.55	£74.55	£74.55	£74.55	£74.55
<b>Labour associated with Software Installations (Non Shared Engineer)</b>	/Hour	£74.55	£74.55	£74.55	£75	£74.55
<b>Re-commissioning following inability to supply a valid Backup</b>	/Hour	£74.55	£74.55	£74.55	£74.55	£74.55

Service	Basis of Charge	Nursery	PRU	Primary	Secondary	Special
<b>General Support Labour Charge</b>	/Hour	£74.55	£74.55	£74.55	£74.55	£74.55

## Appendix 3: Schedule of Fees and Charges

Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</b>					
<b>1 Residential</b>					
LLC1	19.70	20.70	1.00	5.08%	Outside Scope All elements Standard Rate
CON29 - complete form	101.00	106.00	5.00	4.95%	
<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;	9.90	10.40	0.50	5.05%	
(b) a listed building consent;	9.90	10.40	0.50	5.05%	
(c) a conservation area consent;	9.90	10.40	0.50	5.05%	
(d) a certificate of lawfulness of existing use or development;	9.90	10.40	0.50	5.05%	
(e) a certificate of lawfulness of proposed use or development;	9.90	10.40	0.50	5.05%	
(f) a certificate of lawfulness of proposed works for listed buildings	9.90	10.40	0.50	5.05%	
(g) a heritage partnership agreement	5.70	6.00	0.30	5.26%	
(h) a listed building consent order					
(i) a local listed building consent order	5.70	6.00	0.30	5.26%	
(j) building regulations approval	4.90	5.15	0.25	5.10%	
(k) a building regulation completion certificate;	4.90	5.15	0.25	5.10%	
(l) any building regulations certificate or notice issued in respect of work carried out under a competent person self-certification scheme?	4.90	5.15	0.25	5.10%	
<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	5.15	0.25	5.10%	
<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	5.15	0.25	5.10%	



Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</b>					
(b) subject to adoption and, supported by a bond or bond waiver;	4.90	5.15	0.25	5.10%	All elements Standard Rate
(c) to be made up by a local authority who will reclaim the cost from the frontagers;	0.50	0.52	0.02	4.00%	
(d) to be adopted by a local authority without reclaiming the cost from the frontagers?	0.50	0.52	0.02	4.00%	
<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	5.15	0.25	5.10%	
2.3 Are there any pending applications to record a public right of way that abuts or crosses the property?	4.90	5.15	0.25	5.10%	
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	5.15	0.25	5.10%	
2.5 If so, please attach a plan showing the approximate route	4.90	5.15	0.25	5.10%	
<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	1.05	0.05	5.00%	
<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	1.05	0.05	5.00%	
<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	5.15	0.25	5.10%	
(b) Are there adopted Suds features within the boundaries of the property?	4.90	5.15	0.25	5.10%	
(c) If the property benefits from a SUDS, who bills the property for the surface water drainage charge?	4.90	5.15	0.25	5.10%	
<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	5.15	0.25	5.10%	
(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	5.15	0.25	5.10%	

Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</b>					
(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	5.15	0.25	5.10%	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	5.15	0.25	5.10%	
(e) the centre line of the proposed route of a new road under proposals published for public consultation; or	4.90	5.15	0.25	5.10%	
(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	5.15	0.25	5.10%	
<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	0.52	0.02	4.00%	
(b) are there any proposals for railway, tramway, light railway or monorail within the Local Authorities boundary?	1.00	1.05	0.05	5.00%	
<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	5.15	0.25	5.10%	
(b) waiting or loading restrictions;	4.90	5.15	0.25	5.10%	
(c) one way driving;	4.90	5.15	0.25	5.10%	
(d) prohibition of driving;	4.90	5.15	0.25	5.10%	
(e) pedestrianisation;	4.90	5.15	0.25	5.10%	
(f) vehicle width or weight restriction;	4.90	5.15	0.25	5.10%	
(g) traffic calming works including road humps;	4.90	5.15	0.25	5.10%	
(h) residents parking controls;	4.90	5.15	0.25	5.10%	

Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</b>					
(i) minor road widening or improvement;	4.90	5.15	0.25	5.10%	All elements Standard Rate
(j) pedestrian crossings;	4.90	5.15	0.25	5.10%	
(k) cycle tracks;	4.90	5.15	0.25	5.10%	
(l) bridge building?	4.90	5.15	0.25	5.10%	
<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	5.15	0.25	5.10%	
(b) environment;	8.40	8.80	0.40	4.76%	
(c) health and safety;	8.40	8.80	0.40	4.76%	
(d) housing;	8.40	8.80	0.40	4.76%	
(e) highways;	1.90	2.00	0.10	5.26%	
(f) public health?	8.40	8.80	0.40	4.76%	
(g) flood and coastal erosion risk management	0.50	0.52	0.02	4.00%	
<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	5.15	0.25	5.10%	
<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	22.00	1.00	4.76%	
(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;					

Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</b>					
(l) order requiring discontinuance of use or alteration or removal of building or works;					
(m) tree preservation order;					All elements Standard Rate
(n) proceedings to enforce a planning agreement or planning contribution?					
<b>3.10 Community Infrastructure Levy (CIL)</b> Is there a CIL charging schedule? 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? Has the local authority received any appeal against the above? Has a decision been taken to apply for a liability order? Has a liability order been granted? Have any other enforcement measures been taken?	4.90	5.15	0.25	5.10%	
<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?	5.70	6.00	0.30	5.26%	
<b>3.12. Compulsory Purchase</b> Has any enforceable order or decision been made to compulsorily purchase or acquire the property?	4.90	5.15	0.25	5.10%	
<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;	1.00	1.05	0.05	5.00%	

Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</b>					
(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;					
(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? <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? <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 ... 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? Discount when all CON29 questions requested <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; (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. 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:	0.50 4.90 4.90 - 220.60 - 231.60 - 11.00 4.30 4.30 9.90	0.52 5.15 5.15 - 231.60 - 4.50 4.50 10.40	0.02 0.25 0.25 - 11.00 0.20 0.20 0.50	4.00% 5.10% 5.10% 4.99% 4.65% 5.05%	All elements Standard Rate

Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</b>					
(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	4.50	0.20	4.65%	
(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?  <b>COMPLETION NOTICES</b>  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 & Country Planning Act 1990?  <b>PARKS AND COUNTRYSIDE</b> <b>Areas of Outstanding Natural Beauty</b> 7.1. Has any order under s.82 of the Countryside and Rights of Way Act 2000 been made? <b>National Parks</b> 7.2. Is the property within a National Park designated under s.7 of the National Parks and Access to the Countryside Act 1949? <b>PIPELINES</b> 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? <b>HOUSES IN MULTIPLE OCCUPATION</b> 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? <b>NOISE ABATEMENT</b> <b>Noise Abatement Zone</b> 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?	0.80	0.84	0.04	5.00%	All elements Standard Rate
	1.90	2.00	0.10	5.26%	
	1.90	2.00	0.10	5.26%	
	1.90	2.00	0.10	5.26%	
	8.40	8.80	0.40	4.76%	
	8.40	8.80	0.40	4.76%	

Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</b>					
<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>10.3. If there is any entry, how can copies be obtained and where can that Register be inspected?</p> <p><b>URBAN DEVELOPMENT AREAS</b></p> <p>11.1 Is the area an urban development area designated under Part XVI of the Local Government, Planning and Land Act 1980</p> <p>11.2 If so, please state the name of the urban development corporation and the address of its principal office</p> <p><b>ENTERPRISE ZONES, LOCAL DEVELOPMENT ORDERS AND BIDS</b></p> <p>12.1 Is the area designated as an enterprise zone?</p> <p>12.2 Is the area subject to a local development order?</p> <p>12.3 Is the area a Business Improvement District (BID)?</p> <p><b>INNER URBAN IMPROVEMENT AREAS</b></p> <p>13. Has the Council resolved to define the area as an improvement area under s.4 of the Inner Urban Areas Act 1978?</p> <p><b>SIMPLIFIED PLANNING ZONES</b></p> <p>14.1. Is the area a simplified planning zone adopted or approved pursuant to s.83 of the Town &amp; Country Planning Act 1990?</p> <p>14.2. Have the Council approved any proposal for designating the area as a simplified planning zone?</p> <p><b>LAND MAINTENANCE NOTICES</b></p> <p>15. Have the Council authorised the service of a maintenance notice under s.215 of the Town &amp; Country Planning Act 1990?</p> <p><b>MINERAL CONSULTATION AREAS</b></p> <p>16. Is the area a mineral consultation area notified by the county planning authority under Schedule 1 para 7 of the Town &amp; Country Planning Act 1990?</p> <p><b>HAZARDOUS SUBSTANCE CONSENTS</b></p> <p>17.1. Please list any entries in the Register kept pursuant to s.28 of the Planning (Hazardous Substances) Act 1990.</p> <p>17.2. If there are any entries:</p> <p>(a) How can copies of the entries be obtained?</p>	<p>1.00</p> <p>1.00</p> <p>1.00</p> <p>1.00</p> <p>1.90</p> <p>1.00</p> <p>1.00</p> <p>1.00</p> <p>4.30</p> <p>1.90</p> <p>9.90</p> <p>1.00</p>	<p>1.05</p> <p>1.05</p> <p>1.05</p> <p>1.05</p> <p>2.00</p> <p>1.05</p> <p>1.05</p> <p>4.50</p> <p>2.00</p> <p>10.40</p> <p>1.05</p>	<p>0.05</p> <p>0.05</p> <p>0.05</p> <p>0.05</p> <p>0.10</p> <p>0.05</p> <p>0.05</p> <p>0.20</p> <p>0.10</p> <p>0.50</p> <p>0.05</p>	<p>5.00%</p> <p>5.00%</p> <p>5.00%</p> <p>5.00%</p> <p>5.26%</p> <p>5.00%</p> <p>5.00%</p> <p>5.00%</p> <p>4.65%</p> <p>5.26%</p> <p>5.05%</p> <p>5.00%</p>	<p>All elements Standard Rate</p>

Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</b>					
(b) Where can the Register be inspected?	1.00	1.05	0.05	5.00%	All elements Standard Rate
<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	8.80	0.40	4.76%	
<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	8.80	0.40	4.76%	
<b>HEDGEROW NOTICES</b>					
20.1. Please list any entries in the record maintained under regulation 10 of the Hedgerows Regulations	9.90	10.40	0.50	5.05%	
21.2. If there are any entries:					
(a) how can copies of the matters entered be obtained?	1.90	2.00	0.10	5.26%	
(b) where can the record be inspected?	1.90	2.00	0.10	5.26%	
<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	10.40	0.50	5.05%	
<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	17.95	0.85	4.97%	
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	2.50	2.60	0.10	4.00%	Outside Scope



Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</b>					
CON29	12.60	13.20	0.60	4.76%	All elements Standard Rate
CON29R					
<b>2 Commercial</b>					
LLC1	39.40	43.30	3.90	9.90%	Outside Scope
CON29 - complete form	180.80	198.80	18.00	9.96%	All elements Standard Rate
<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; 29.60 32.60 3.00 10.14% (b) a listed building consent; 29.60 32.60 3.00 10.14% (c) a conservation area consent; 29.60 32.60 3.00 10.14% (d) a certificate of lawfulness of existing use or development; 29.60 32.60 3.00 10.14% (e) a certificate of lawfulness of proposed use or development; 29.60 32.60 3.00 10.14% (f) a certificate of lawfulness of proposed works for listed buildings 29.60 32.60 3.00 10.14% (g) a heritage partnership agreement 5.70 6.30 0.60 10.53% (h) a listed building consent order (i) a local listed building consent order 5.70 6.30 0.60 10.53% (j) building regulations approval 9.90 10.90 1.00 10.10% (k) a building regulation completion certificate; 9.90 10.90 1.00 10.10% (l) any building regulations certificate or notice issued in respect of work carried out under a competent person self-certification scheme? 9.90 10.90 1.00 10.10% <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 5.40 0.50 10.20% <b>2. ROADS AND PUBLIC RIGHTS OF WAY</b> <b>Roads, footways and footpaths</b>					

Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</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	5.40	0.50	10.20%	
(b) subject to adoption and, supported by a bond or bond waiver;	4.90	5.40	0.50	10.20%	
(c) to be made up by a local authority who will reclaim the cost from the frontagers;	0.50	0.55	0.05	10.00%	All elements Standard Rate
(d) to be adopted by a local authority without reclaiming the cost from the frontagers?	0.50	0.55	0.05	10.00%	
<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	5.40	0.50	10.20%	
2.3 Are there any pending applications to record a public right of way that abuts or crosses the property?	4.90	5.40	0.50	10.20%	
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	5.40	0.50	10.20%	
2.5 If so, please attach a plan showing the approximate route	4.90	5.40	0.50	10.20%	
<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	1.10	0.10	10.00%	
<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	1.10	0.10	10.00%	
<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	2.10	0.20	10.53%	
(b) Are there adopted SUDS features within the boundaries of the property?	1.00	1.10	0.10	10.00%	
(c) If the property benefits from a SUDS, who bills the property for the surface water drainage charge?	1.00	1.10	0.10	10.00%	
<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	3.30	0.30	10.00%	

Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</b>					
(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	3.30	0.30	10.00%	
(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	3.30	0.30	10.00%	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	3.30	0.30	10.00%	
(e) the centre line of the proposed route of a new road under proposals published for public consultation; or	3.00	3.30	0.30	10.00%	
(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	3.30	0.30	10.00%	
<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	0.55	0.05	10.00%	
(b) are there any proposals for railway, tramway, light railway or monorail within the Local Authorities boundary?	1.00	1.10	0.10	10.00%	
<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	5.40	0.50	10.20%	
(b) waiting or loading restrictions;	4.90	5.40	0.50	10.20%	
(c) one way driving;	4.90	5.40	0.50	10.20%	
(d) prohibition of driving;	4.90	5.40	0.50	10.20%	
(e) pedestrianisation;	4.90	5.40	0.50	10.20%	

Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</b>					
(f) vehicle width or weight restriction;	4.90	5.40	0.50	10.20%	
(g) traffic calming works including road humps;	4.90	5.40	0.50	10.20%	
(h) residents parking controls;	4.90	5.40	0.50	10.20%	
(i) minor road widening or improvement;	4.90	5.40	0.50	10.20%	All elements Standard Rate
(j) pedestrian crossings;	4.90	5.40	0.50	10.20%	
(k) cycle tracks;	4.90	5.40	0.50	10.20%	
(l) bridge building?	4.90	5.40	0.50	10.20%	
<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	10.90	1.00	10.10%	
(b) environment;	8.40	9.20	0.80	9.52%	
(c) health and safety;	8.40	9.20	0.80	9.52%	
(d) housing;	8.40	9.20	0.80	9.52%	
(e) highways;	1.90	2.10	0.20	10.53%	
(f) public health?	8.40	9.20	0.80	9.52%	
(g) flood and coastal erosion risk management	0.50	0.55	0.05	10.00%	
<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	10.90	1.00	10.10%	
<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	23.10	2.10	10.00%	
(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;					



Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</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;	1.00	1.10	0.10	10.00%	
(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?  <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?  <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 ...  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?  Discount when all CON29 questions requested	0.50  4.90  4.90  - 261.00	0.55  5.40  5.40  -287.00	0.05  0.50  0.50  - 26.00	10.00%  10.20%  10.20%  9.96%	All elements Standard Rate
<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;  (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>	4.30	4.70	0.40	9.30%	

Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</b>					
<p>5.1. Please list any entries in the Register of applications, directions and decisions relating to consent for the display of advertisements.</p> <p>5.2. If there are any entries, where can that Register be inspected?</p> <p><b>Notices, Proceedings and Orders</b></p> <p>5.3. Except as shown in the Official Certificate of Search:</p> <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> <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>29.60</p> <p>4.30</p> <p>0.80</p> <p>1.90</p> <p>1.90</p> <p>1.90</p> <p>8.40</p>	<p>32.50</p> <p>4.70</p> <p>0.88</p> <p>2.10</p> <p>2.10</p> <p>2.10</p> <p>9.30</p>	<p>2.90</p> <p>0.40</p> <p>0.08</p> <p>0.20</p> <p>0.20</p> <p>0.20</p> <p>0.90</p>	<p>9.80%</p> <p>9.30%</p> <p>10.00%</p> <p>10.53%</p> <p>10.53%</p> <p>10.53%</p> <p>10.71%</p>	

Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</b>					
<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	9.00	0.80	9.76%	
<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>10.3. If there is any entry, how can copies be obtained and where can that Register be inspected?</p> <p><b>URBAN DEVELOPMENT AREAS</b></p> <p>11.1 Is the area an urban development area designated under Part XVI of the Local Government, Planning and Land Act 1980</p> <p>11.2 If so, please state the name of the urban development corporation and the address of its principal office</p> <p><b>ENTERPRISE ZONES, LOCAL DEVELOPMENT ORDERS AND BIDS</b></p> <p>12.1 Is the area designated as an enterprise zone?</p> <p>12.2 Is the area subject to a local development order?</p> <p>12.3 Is the area a Business Improvement District (BID)?</p> <p><b>INNER URBAN IMPROVEMENT AREAS</b></p> <p>13. Has the Council resolved to define the area as an improvement area under s.4 of the Inner Urban Areas Act 1978?</p> <p><b>SIMPLIFIED PLANNING ZONES</b></p> <p>14.1. Is the area a simplified planning zone adopted or approved pursuant to s.83 of the Town &amp; Country Planning Act 1990?</p> <p>14.2. Have the Council approved any proposal for designating the area as a simplified planning zone?</p> <p><b>LAND MAINTENANCE NOTICES</b></p> <p>15. Have the Council authorised the service of a maintenance notice under s.215 of the Town &amp; Country Planning Act 1990?</p> <p><b>MINERAL CONSULTATION AREAS</b></p>					All elements Standard Rate
	1.00	1.10	0.10	10.00%	
	1.00	1.10	0.10	10.00%	
	1.00	1.10	0.10	10.00%	
	1.00	1.10	0.10	10.00%	
	1.90	2.10	0.20	10.53%	
	1.00	1.10	0.10	10.00%	
	1.00	1.10	0.10	10.00%	
	1.00	1.10	0.10	10.00%	
	4.30	4.70	0.40	9.30%	



Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</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? <b>HAZARDOUS SUBSTANCE CONSENTS</b>	1.90	2.10	0.20	10.53%	
17.1. Please list any entries in the Register kept pursuant to s.28 of the Planning (Hazardous Substances) Act 1990.	29.60	32.50	2.90	9.80%	
17.2. If there are any entries:					
(a) How can copies of the entries be obtained?	1.00	1.10	0.10	10.00%	All elements Standard Rate
(b) Where can the Register be inspected?	1.00	1.10	0.10	10.00%	
<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	9.20	0.80	9.52%	
<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	9.20	0.80	9.52%	
<b>HEDGEROW NOTICES</b> 20.1. Please list any entries in the record maintained under regulation 10 of the Hedgerows Regulations	29.60	32.50	2.90	9.80%	
21.2. If there are any entries:					
(a) how can copies of the matters entered be obtained?	1.90	2.10	0.20	10.53%	
(b) where can the record be inspected?	1.90	2.10	0.20	10.53%	
<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	10.90	1.00	10.10%	
<b>COMMON LAND, TOWN AND VILLAGE GREENS</b>					

Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</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? 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>17.10</b>	<b>18.80</b>	<b>1.70</b>	<b>9.94%</b>	
<b>LLC1</b>	<b>4.90</b>	<b>5.40</b>	<b>0.50</b>	<b>10.20%</b>	Outside Scope All elements Standard Rate
<b>CON29</b>	<b>22.60</b>	<b>24.90</b>	<b>2.30</b>	<b>10.18%</b>	
<b>CON29R</b>					
<b>Legal &amp; Democratic Services - Conveyancing</b>					
<b>3 Fixed Fee Services</b>					
<b>Sales - unconditional</b>					To be determined at the point of the transaction
Less than £100,000	<b>590.00</b>	<b>649.00</b>	<b>59.00</b>	<b>10.00%</b>	
Greater than £100,000	<b>860.00</b>	<b>946.00</b>	<b>86.00</b>	<b>10.00%</b>	
<b>Leases</b>					
Standard Industrial/retail - new lease/lease renewal	<b>355.00</b>	<b>390.00</b>	<b>35.00</b>	<b>9.86%</b>	
Non-Standard Industrial/retail - new lease/lease renewal	<b>860.00</b>	<b>946.00</b>	<b>86.00</b>	<b>10.00%</b>	
<b>Other</b>					
Transfer of Open Space	<b>460.00</b>	<b>506.00</b>	<b>46.00</b>	<b>10.00%</b>	
Deed of Easement/Deed of Variation	<b>460.00</b>	<b>506.00</b>	<b>46.00</b>	<b>10.00%</b>	
Standard Deed of Covenant (new fixed fee)	<b>285.00</b>	<b>314.00</b>	<b>29.00</b>	<b>10.18%</b>	
Licence to Assign	<b>175.00</b>	<b>192.00</b>	<b>17.00</b>	<b>9.71%</b>	
<b>4 Variable Rate Services</b>					
<b>Sales - Conditional</b>					As above
Minor (less than £1m)	<b>2,935.00</b>	<b>3,228.00</b>	<b>293.00</b>	<b>9.98%</b>	
Major (more than £1m)	<b>Unlimited</b>				
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					
Costs based on time recorded at an hourly rate					

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<b>Legal &amp; Democratic Services - Land Charges</b>					
<b>Legal &amp; Democratic Services - Planning Agreements</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 £585 and £2,500. Agreements that have several parties and involve protracted negotiations and amendments have in the past cost up to £7,500.	<b>605.00</b>	<b>665.00</b>	<b>60.00</b>	<b>9.92%</b>	Outside Scope
<b>Legal &amp; Democratic Services - Highways and Village Green Charges</b>					
<b>6 Highway Matters</b> Stopping up applications under S116 of the Highways Act 1980 Agreements under S38 or S278 of Highways Act 1980 Combined agreements under S38 and S278 of Highways Act 1981 Section 50 New Roads & Street works Licence  <b>Commons Act 2006 - Application Fees</b> Section 15 A -deposit landowner statement & map to rebut claims for village green status (land less than 200 Hectares)	<b>2,320.00</b>  <b>475.00</b>  <b>865.00</b>  <b>200.00</b>	<b>2,552.00</b>  <b>523.00</b>  <b>952.00</b>  <b>220.00</b>	<b>232.00</b>  <b>48.00</b>  <b>87.00</b>  <b>20.00</b>	<b>10.00%</b>  <b>10.11%</b>  <b>10.06%</b>  <b>10.00%</b>	Outside Scope Outside Scope Outside Scope Outside Scope
Section 15 A (Larger land holdings) Additional  Section 19 (2)(a) - to correct a mistake made by the Authority in making or amending an entry in the Commons Registers  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>	<b>£35.00 per hour</b>  -  <b>920.00</b>	<b>£38.50 per hour</b>  -  <b>1,012.00</b>	<b>3.50 per hour</b>  N/A  <b>92.00</b>	<b>10.00%</b>  N/A  <b>10.00%</b>	Outside Scope  Outside Scope
<b>Legal &amp; Democratic Services - Care Act</b>					
<b>7 Care Act</b> Preparation and registration of Deferred Payment Agreement (DPA) and charge - Registered land  Preparation and registration of Deferred Payment Agreement (DPA) and charge - unregistered land  Removal of charge	<b>155.00</b>  <b>205.00</b>  <b>50.00</b>	<b>155.00</b>  <b>205.00</b>  <b>50.00</b>	-  -  -	<b>0.00%</b>  <b>0.00%</b>  <b>0.00%</b>	Outside Scope  Outside Scope

Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</b>					
In the event of the DPA applicant withdrawing then abortive fees of 50% may be claimed. [For Administration Fee - see Financial Services]					
<b>Legal &amp; Democratic Services - Registration Service</b>					
<b>8 Marriages and Civil Partnerships (See Appendix 4)</b>					Exempt
<b>9 Naming ceremonies and renewal of vows ceremonies</b> <b>County Council Ceremony Rooms</b> (Inc. of VAT and Commemorative Certificate) Monday to Thursday Friday Saturday Sunday/Public Holiday <b>Approved Premises</b> (Inc. of VAT and Commemorative Certificate) Monday to Thursday Friday Saturday Sunday/Public Holiday	<b>265.00</b> <b>285.00</b> <b>305.00</b> <b>350.00</b> <b>295.00</b> <b>350.00</b> <b>365.00</b> <b>400.00</b>	<b>290.00</b> <b>320.00</b> <b>335.00</b> <b>385.00</b> <b>325.00</b> <b>385.00</b> <b>400.00</b> <b>440.00</b>	<b>25.00</b> <b>35.00</b> <b>30.00</b> <b>35.00</b> <b>30.00</b> <b>35.00</b> <b>35.00</b> <b>40.00</b>	<b>9.43%</b> <b>12.28%</b> <b>9.84%</b> <b>10.00%</b> <b>10.17%</b> <b>10.00%</b> <b>9.59%</b> <b>10.00%</b>	Standard Rate Standard Rate Standard Rate Standard Rate Standard Rate Standard Rate Standard Rate Standard Rate
<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 <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  N/A	<b>11.00</b> <b>11.00</b> <b>11.00</b> <b>11.00</b> <b>35.00</b>  <b>N/A</b>	<b>11.00</b> <b>11.00</b> <b>11.00</b> <b>11.00</b> <b>35.00</b>  <b>On Request</b>	- - - - -  	<b>0.00%</b> <b>0.00%</b> <b>0.00%</b> <b>0.00%</b> <b>0.00%</b>  	Exempt Exempt Exempt Exempt Exempt  Exempt

Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</b>					
Guaranteed Next Day Postal Service - requests received before 2.00pm					
<b>People and Talent Management - Occupational Health</b>					
11 Asbestos Workers Medicals (Licensed)	109.00	114.00	5.00	4.59%	Exempt
Asbestos Workers Medicals (Non Licensed)	65.00	68.00	3.00	4.62%	Exempt
12 <b>Health Surveillance</b> <b>Hand Arm Vibration Syndrome (HAVs) Assessments</b>					Exempt
Initial or Baseline Assessment by Specialist Nurse Practitioner	44.00	46.00	2.00	4.55%	Exempt
Annual Postal Questionnaire by Specialist Nurse Practitioner	16.00	46.00	30.00	187.50%	Exempt
Clinical Assessment by Specialist Nurse Practitioner	44.00	63.00	19.00	43.18%	Exempt
Assessment by OH Physician	165.00	173.00	8.00	4.85%	Exempt
Further referral for standardised testing	Price on Application	Price on Application	N/A	N/A	Exempt
Hearing Conservation	44.00	63.00	19.00	43.18%	Exempt
Respiratory Health Surveillance	44.00	63.00	19.00	43.18%	Exempt
Skin Surveillance	Price on Application	Price on Application	N/A	N/A	Exempt
Further appointments with qualified Occupational Health Physician (MFOM)	97.00	126.00	29.00	29.90%	Exempt
13 <b>Fitness to Work Health Assessments</b>					
Pre-employment/Pre-placement Assessments	27.00	29.00	2.00	7.41%	Standard Rate
Night Worker Assessments	28.00	29.00	1.00	3.57%	Exempt
Further appointments with qualified Occupational Health Physician (MFOM)	165.00	173.00	8.00	4.85%	Exempt
Construction Plant Operator Fitness Medicals	65.00	Price on Application	N/A	N/A	Exempt
Confined Space Fitness Assessments	Price on Application	Price on Application	N/A	N/A	Exempt
Work Place Assessments	62.00 (plus Mileage costs)	115.00 (plus Mileage Costs)	53.00	88.33%	Standard Rate
14 <b>Occupational Immunisation</b>					

Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</b>					
<b>Immunisations</b>					
Hepatitis B (Single Dose)	42.00	Price on Application	N/A	N/A	Exempt
Hepatitis A (Single Dose)	44.00	Price on Application	N/A	N/A	Exempt
Varicella (Per Dose)	55.00	Price on Application	N/A	N/A	Exempt
MMR (Priorix) (Per Dose)	30.00	Price on Application	N/A	N/A	Exempt
Influenza (Annual Dose)	16.00	Price on Application	N/A	N/A	Exempt
<b>15 Laboratory Blood Tests</b>					
Hepatitis B	31.00	Price on Application	N/A	N/A	Exempt
Varicella	31.00	Price on Application	N/A	N/A	Exempt
Rubella	22.00	Price on Application	N/A	N/A	Exempt
Measles	26.00	Price on Application	N/A	N/A	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)	219.00	230.00	11.00	5.02%	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	107.00	200.00	93.00	86.92%	Exempt
IRMP Pensions Opinion	Price on Application	Price on Application	N/A	N/A	Exempt
<b>Transactional and Customer Services - Revenues and Benefits</b>					

Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</b>					
<b>18 Court Fees</b>					
Issue of Summons	50.00	50.00	0.00	0.00%	Outside Scope
Liability Order	40.00	40.00	0.00	0.00%	Outside Scope
<b>Transactional and Customer Services - Revenues and Benefits</b>					
<b>19 Care Act</b>					
Admin. Fee – in Deferred Charging Policy					
- Initial Fee	190.00	206.00	16.00	8.42%	Standard Rate
- Annual Fee	50.00	54.00	4.00	8.00%	Standard Rate
[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%	Outside Scope
Category II - Annual Management Fee - first year – per year	775.00	775.00	-	0.00%	Outside Scope
Category II - Annual Management Fee - second and subsequent years – per year	650.00	650.00	-	0.00%	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%	0.00%	0.00%	Outside Scope
Category III - Annual Property Management Fee – per year	300.00	300.00	-	0.00%	Outside Scope
Category IV - Fee for preparing Annual accounts – per year	216.00	216.00	-	0.00%	Outside Scope
<b>21 Miscellaneous Charges</b>					
Referrals to Treasury Solicitor-per case	350.00	350.00	-	0.00%	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.	0.95%	0.95%	0.00%	0.00%	Outside Scope
Valuation Costs	150.00	150.00	-	0.00%	Standard
<b>Purchasing and Business Support</b>					
<b>23 Blue Badge Scheme</b>					

Description	Actual Charge 2022/2023 £	Proposed Charge 2023/2024 £	Year on Year Increase £	Year on Year Increase %	VAT Code
<b>Legal &amp; Democratic Services - Land Charges</b>					
Maximum fee permitted by legislation	10.00	10.00	-	0.00%	Outside Scope
<b>People and Talent Management</b>					
<b>25 Training / Support activities</b>					
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%	Outside Scope
Training for staff of other Local Authorities / Partner organisations (per participant per half day)	53.45	53.45	-	0.00%	Outside Scope
<b>Internal Audit and Risk Insurance - no relevant services (other than SLA services stated above)</b>					
<b>Digital Services - no relevant services (other than SLA services stated above)</b>					



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

Day	Actual Charge 2022/23 £	Proposed Charge 2023/24 £	Year on Year Increase %	Proposed Charge 2024/25 £	Year on Year Increase %	VAT Code
Booking Fee-applies to all bookings as an additional fee	40	50	10.00%	50	0.00%	Exempt
Notice of Marriage-cost per person	35	35	0.00%	35	0.00%	Exempt
<b>Aykley Heads House / New Location The Story Durham Room and Oswald Room</b>						
<b>Main Room</b>						
Monday	262	290	10.69%	290	0.00%	Exempt
Tuesday	262	290	10.69%	290	0.00%	Exempt
Wednesday	262	290	10.69%	290	0.00%	Exempt
Thursday	262	290	10.69%	290	0.00%	Exempt
Friday	295	330	11.86%	330	0.00%	Exempt
Saturday	310	355	14.52%	355	0.00%	Exempt
Sunday	375	375	0.00%	375	0.00%	Exempt
Bank Holiday	375	375	0.00%	375	0.00%	Exempt
<b>Blue Room/Staircase not in use post covid restrictions. Staircase The Story after move</b>						
Monday	185	205	10.81%	205	0.00%	Exempt
Tuesday	185	205	10.81%	205	0.00%	Exempt
Wednesday	185	205	10.81%	205	0.00%	Exempt
Thursday	185	205	10.81%	205	0.00%	Exempt
Friday	300	330	10.00%	330	0.00%	Exempt
Saturday	320	355	10.94%	355	0.00%	Exempt
Sunday	375	415	10.67%	415	0.00%	Exempt
Bank Holiday	375	415	10.67%	415	0.00%	Exempt
<b>Bishop Auckland</b>						
<b>Cockton House – Bishop Auckland Office will close after the move to the story</b>						
Monday	185	205	10.81%	205	0.00%	Exempt
Tuesday	185	205	10.81%	205	0.00%	Exempt
Wednesday	185	205	10.81%	205	0.00%	Exempt
Thursday	185	205	10.81%	204	0.00%	Exempt
Friday	300	330	10.00%	330	0.00%	Exempt
Saturday	320	355	10.94%	355	0.00%	Exempt
Sunday	375	415	10.67%	415	0.00%	Exempt
Bank Holiday	375	415	10.67%	415	0.00%	Exempt
<b>Conservatory Fee after the move to The Story ceremony room and 8 guests</b>						
Monday	115	130	13.04%	130	0.00%	Exempt
Tuesday	115	130	13.04%	130	0.00%	Exempt
Wednesday	115	130	13.04%	130	0.00%	Exempt
Thursday	115	205	78.26%	205	0.00%	Exempt
Friday	300	X	X	X	X	Exempt
Saturday	320	X	X	X	X	Exempt
Sunday	375	X	X	X	X	Exempt

Day	Actual Charge 2022/23 £	Proposed Charge 2023/24 £	Year on Year Increase %	Proposed Charge 2024/25 £	Year on Year Increase %	VAT Code
Bank Holiday	375	X	X	X	X	Exempt
<b>Register Office Bishop Auckland – The Story after move</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	X	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	185	205	10.81%	205	0.00%	Exempt
Tuesday	185	205	10.81%	205	0.00%	Exempt
Wednesday	185	205	10.81%	205	0.00%	Exempt
Thursday	185	205	10.81%	205	0.00%	Exempt
Friday	300	330	10.00%	330	0.00%	Exempt
Saturday	320	355	10.94%	355	0.00%	Exempt
Sunday	375	415	10.67%	415	0.00%	Exempt
Bank Holiday	375	415	10.67%	415	0.00%	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	477	540	13.21%	540	0.00%	Exempt
Sunday	477	540	13.21%	540	0.00%	Exempt
Bank Holiday (weekend)	522	585	12.07%	585	0.00%	Exempt
<b>Approved Premises</b>						
Monday	445	490	10.11%	490	0.00%	Exempt
Tuesday	445	490	10.11%	490	0.00%	Exempt
Wednesday	445	490	10.11%	490	0.00%	Exempt
Thursday	445	490	10.11%	490	0.00%	Exempt
Friday	490	540	10.20%	540	0.00%	Exempt
Saturday	490	540	10.20%	540	0.00%	Exempt
Sunday	490	540	10.20%	540	0.00%	Exempt
Bank Holiday (weekend)	530	580	10.38%	580	0.00%	Exempt
Premises Licence	£2,000 in advance for a 5 year licence	£2,000 in advance for a 5 year licence		£2,000 in advance for a 5 year licence		Exempt

The amounts above are exclusive of VAT.

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**Approvals trail: to be removed before Cabinet/Committee**

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Name	Title	Response or approval date
Contributors:		
Ian Herberson	Finance Manager	9 <sup>th</sup> March 2023
Approvers:		
Jeff Garfoot	Head of Corporate Finance and Commercial Services	9 <sup>th</sup> March 2023

