

## 2018/19 Fees and Charges

1. Mendip District Council charges the public for some services that they use. Some charges are set by Central Government whilst others are discretionary and so set by Mendip. The Council has three key principles for setting charges:
  - First, the charging arrangements for any service must meet the full cost of providing the service and include sound arrangements for income collection, in line with the Council's constitution and Medium Term Resource Strategy. The full cost of provision includes a share of central costs and a forecast for the effects of inflation.
  - Second, the Council must comply with all legal requirements for setting charges and income generation. Where appropriate, this will override other factors to ensure the Council is not exposed to the risk of legal challenge.
  - The Council also recognises that these two principles may need to be balanced against other relevant factors. The appropriateness of charges set may be dependent on the wider aims and context of the service. Relevant factors are set out below and officers must consider all these factors and assess their relative importance when setting charges for individual services:
    - a) Charging decisions will be taken in the context of the Council's goals and values as set out in its Corporate Strategy;
    - b) Access, affordability and elasticity of demand should be fully considered;
    - c) Consistency with the Council's principals of Value for Money, Equalities and Customer Access, e.g. consideration should be given to any disproportionate impact on vulnerable groups and those least able to pay;
    - d) Where services are provided on a trading basis, charges will be set at the maximum level the market can sustain without eroding demand to a point at which the overall financial position of the service offering is weakened;
    - e) Benchmarking with comparable local authorities and where charges are identified as being significantly lower than in other comparable authorities, increases should be fast tracked in order to bring them in line.
2. The following Fees & Charges excluded from this report:
  - Housing – Excluded as this is largely covered by statute.
  - Building Control – Excluded as from 2016/17 as a New Somerset Building Control shared service will exist hosted by Sedgemoor DC and Mendip staff will have transferred. MDC will be a 30% partner.
  - Car Parks – Options relating to car parking provision, together with associated fees and charges, are included under a separate report on this agenda.
3. Following a full review, this appendix contains the proposed discretionary fees and charges for 2018/19.

## **PROPOSED FEES AND CHARGES FOR 2018/19**

### **Crematoria and Cemeteries – per April 2014 Cabinet report**

Increase cremation fees by 10% from £484 to £533 as per the agreement by Cabinet.

	<b>Current Fee</b>	<b>2018/19 Fee</b>	<b>Increase / Decrease</b>
<b>Cemeteries</b>			
Exclusive right of burial	£485	£533	£48
Burial single	£485	£533	£48
Burial double	£570	£627	£57
Burial cremation	£172	£189	£17
Burial Right - Child	£68	£69	£1
Exclusive Right	£485	£533	£48
Exclusive Right (crem)	£299	£329	£30
Pre purchase of plot	£641	£706	£65
Pre purchase (crem plot)	£427	£470	£43
Headstone	£207	£207	£0
Flat or desk tablets	£139	£139	£0
Second inscription	£52	£52	£0
Photograph	£0	£0	£0
Slab or ledger*	£339	£339	£0
Kerbs in addition to above*	£339	£339	£0
Total surround including headstone	£483	£483	£0
Vase	£54	£54	£0
Register Search	£54	£54	£0
Service in Chapel (Shepton or Street)	£41	£41	£0
Plaque (Shepton or Street)	£42	£42	£0

Interment is free for the body of a stillborn child or a child whose age at the time of death did not exceed sixteen years.

### **Garden Waste Collection and Recycling - per Somerset Waste Partnership**

A reduction of revenue subsidy for the garden waste collection service by proposing to increase green waste bin charges from £53.50 to £55.40. A modest increase is also proposed for garden waste sacks and for bulky items.

	<b>Current Fee</b>	<b>2018/19 Fee</b>	<b>Increase / Decrease</b>
<b>Waste</b>			
Green Waste Bins	£53.50	£55.40	£1.90
Green Waste Sacks x10	£26.50	£27.40	£1.40
3 x bulky items	£41.50	£42.90	£1.90
Subsequent items	£11.50	£11.90	£0.90

## Land Charges

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Land Charges</b>			
Residential Standard Search*	£163.75	TBC	
Commercial Standard Search*	£163.75	TBC	
Site with Valid Planning Permission for Development*	£163.75	TBC	
Additional Parcels (each)	£19.20	TBC	
Con 29R Enquiries	£128.75	TBC	
Each Printed Con29 'Optional' Enquiry (Con 290 4 - 22)	£13.20	TBC	
Each Con290 Additional Enquiry Δ	£19.20	TBC	
First Con290 question in isolation from Standard Search	£36	TBC	
Each subsequent Con290 question submitted in isolation from standard search	£13.20	TBC	

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Animal Welfare - Licensing</b>			
Animal Boarding - less than 5 animals	£143	£143	£0
Animal Boarding	£190	£190	£0
Animal Boarding - Further Licence	£219	£219	£0
Dangerous Wild Animals	£190	£190	£0
Dangerous Wild Animals - Further Licence	£219	£219	£0
Dog Breeding	£190	£190	£0
Dog Breeding - Further Licence	£219	£219	£0
Pet Shop Licence	£190	£190	£0
Pet Shop - Further Licence	£219	£219	£0
Riding Establishments	£190	£190	£0
Riding Establishments - Further Licence	£219	£219	£0
Zoos	N/A	N/A	N/A

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Scrap Metal Dealers - Licensing</b>			
Site licence fee	£530	£530	£0
Collectors fee	£250	£250	£0
Variation with changes	£55	£55	£0
Variation with changes of site manager	£60	£60	£0
Variation from collector to site licence	£280	£280	£0
Replacement Site licence	£25	£25	£0
Replacement Collector Vehicle licence	£10	£10	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Sex Establishments</b>			
New Premises Application	£983	£983	£0
Renewal	£796	£796	£0
Variation	£83	£83	£0
Transfer	£49	£49	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Skin Piercing</b>			
New Premises Application	£143	£143	£0
Additional Person/Activity	£93	£93	£0
Changes to existing Registration	£93	£93	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Street Trading Consent – Licensing</b>			
Static consent for 1 standard sized stall/vehicle for less than 1 month	£30	£30	£0
Static consent for 1 standard sized stall/vehicle for 1 month or longer for 1 standard size stall/vehicle	£146	£146	£0
Short term mobile consent for 5 or less different locations - initial application fee plus £43 for each added location	£146	£146	£0
Static consents for traders at Commercial Events 0-10	£161	£161	£0
Static consents for traders at Commercial Events 11-30	£204	£204	£0
Static consents for traders at Commercial Events 30 +	£248	£248	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>New Regional Casino - None in Mendip</b>			
New Application	£12,750	£12,750	£0
New Application – with Provisional Statement	£6,800	£6,800	£0
Provisional Statement	£12,750	£12,750	£0
Transfer	£5,525	£5,525	£0
Re-instatement	£5,525	£5,525	£0
Variation	£6,375	£6,375	£0
Annual Fees	£12,750	£12,750	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>New Large Casino-None in Mendip</b>			
New Application	£8,500	£8,500	£0
New Application – with Provisional Statement	£4,250	£4,250	£0
Provisional Statement	£8,500	£8,500	£0
Transfer	£1,830	£1,830	£0
Re-instatement	£1,830	£1,830	£0
Variation	£4,250	£4,250	£0
Annual Fees	£8,500	£8,500	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>New Small Casino None in Mendip</b>			
New Application	£6,800	£6,800	£0
New Application – with Provisional Statement	£2,550	£2,550	£0
Provisional Statement	£6,800	£6,800	£0
Transfer	£1,530	£1,530	£0
Re-instatement	£1,530	£1,530	£0
Variation	£3,400	£3,400	£0
Annual Fees	£4,250	£4,250	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Bingo</b>			
New Application	£2,975	£2,975	£0
New Application – with Provisional Statement	£510	£510	£0
Provisional Statement	£2,975	£2,975	£0
Transfer	£1,020	£1,020	£0
Re-instatement	£1,020	£1,020	£0
Variation	£1,500	£1,500	£0
Annual Fees	£850	£850	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Betting – not on course</b>			
New Application	£2,500	£2,500	£0
New Application – with Provisional Statement	£510	£510	£0
Provisional Statement	£2,550	£2,550	£0
Transfer	£1,020	£1,020	£0
Re-instatement	£1,020	£1,020	£0
Variation	£1,275	£1,275	£0
Annual Fees	£510	£510	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Track Betting (on course)</b>			
New Application	£2,125	£2,125	£0
New Application – with Provisional Statement	£400	£400	£0
Provisional Statement	£2,125	£2,125	£0
Transfer	£800	£800	£0
Re-instatement	£800	£800	£0
Variation	£1,100	£1,100	£0
Annual Fees	£850	£850	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Adult Gaming Centre</b>			
New Application	£1,700	£1,700	£0
New Application – with Provisional Statement	£510	£510	£0
Provisional Statement	£1,700	£1,700	£0
Transfer	£1,020	£1,020	£0
Re-instatement	£1,020	£1,020	£0
Variation	£850	£850	£0
Annual Fees	£850	£850	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Family Entertainment Centre</b>			
New Application	£1,700	£1,700	£0
New Application – with Provisional Statement	£400	£400	£0
Provisional Statement	£1,700	£1,700	£0
Transfer	£800	£800	£0
Re-instatement	£800	£800	£0
Variation	£850	£850	£0
Annual Fees	£650	£650	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Family Entertainment Centre Gaming Machine Permits</b>			
New application	£300	£300	£0
Renewal	£300	£300	£0
Change of name	£25	£25	£0
Copy of permit	£15	£15	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Licensed Premises Gaming Machine Permit</b>			
New Application	£150	£150	£0
Variation	£100	£100	£0
Transfer	£25	£25	£0
Change of Name	£25	£25	£0
Copy of permit	£15	£15	£0
Annual Fee	£50	£50	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Prize Gaming Permit Notification of 2 or less Gaming Machines</b>			
Notification	£50	£50	£0
New Application	£300	£300	£0
Renewal	£300	£300	£0
Change of name	£25	£25	£0
Copy of permit	£15	£15	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Club Gaming Permit</b>			
New Application	£200	£200	£0
Variation	£100	£100	£0
Copy Permit	£15	£15	£0
Renewal	£200	£200	£0
Annual Fee	£50	£50	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Club Machine Permit</b>			
New Application	£200	£200	£0
Variation	£100	£100	£0
Copy Permit	£15	£15	£0
Renewal	£200	£200	£0
Annual Fee	£50	£50	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Lotteries</b>			
New	£40	£40	£0
Renewal	£20	£20	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Temporary Use Notice</b>			
New	£425	£425	£0
Replacement	£25	£25	£0
Occasional Use Notice	£0	£0	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Premises Licence / Club Premises Certificate Grant</b>			
Band A	£100	£100	£0
Band B	£190	£190	£0
Band C	£315	£315	£0
Band D	£450	£450	£0
Band D*	£900	£900	£0
Band E	£635	£635	£0
Band E*	1,905	1,905	£0
*Band D 2 times multiplier on the initial and annual fees and Band E is 3 times multiplier of Initial and subsequent annual fees where alcohol is primary activity.			

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Premises Licence/Club Premises Certificate Variation</b>			
Band A	£100	£100	£0
Band B	£190	£190	£0
Band C	£315	£315	£0
Band D	£450	£450	£0
Band D*	£900	£900	£0
Band E	£635	£635	£0
Band E*	1,905	1,905	£0
*Band D 2 times multiplier on the initial and annual fees and Band E is 3 times multiplier of Initial and subsequent annual fees where alcohol is primary activity.			



	Current Fee	2018/19 Fee	Increase / Decrease
<b>Annual Fee</b>			
Band A	£70	£70	£0
Band B	£180	£180	£0
Band C	£295	£295	£0
Band D	£320	£320	£0
Band D*	£640	£640	£0
Band E	£350	£350	£0
Band E*	£1,050	£1,050	£0
Personal Licence – Grant	£37	£37	£0
Personal Licence Renewal	£37	£37	£0
Temporary Event Notice (TEN)	£21	£21	£0
Replacement Premises Licence	£10.50	£10.50	£0
Provisional Statement	£315	£315	£0
Change of name and/or address	£10.50	£10.50	£0
Variation of DPS	£23	£23	£0
*Band D 2 times multiplier on the initial and annual fees and Band E is 3 times multiplier of Initial and subsequent annual fees where alcohol is primary activity.			

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Disapplication of DPS</b>			
Transfer of Premises Licence	£23	£23	£0
Interim Authority Notice	£23	£23	£0
Change of Club name or rules	£10.50	£10.50	£0
Change of Club address	£10.50	£10.50	£0
Replacement TEN	£10.50	£10.50	£0
Replacement Personal Licence	£10.50	£10.50	£0
Name/address change (Pers. Lic)	£10.50	£10.50	£0
Right of freeholder to be notified of licensing matters	£21	£21	£0
Minor Variation	£89	£89	£0
Note Fast Track Fee	£225	£225	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Dual Use Driver Licence - 3 year licence:</b>			
Knowledge test	£30	£30	£0
Vehicles – New inc DBS £44	£223	£223	£0
Vehicles – Renewal	£141	£141	£0
DBS check where Update Service has lapsed	£44	£44	£0
Replacement lapel or window badge each	£17	£17	£0
Notification of driving licence endorsements	£6.50	£6.50	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Private Hire/ Hackney Vehicles – 1 year licence:</b>			
New application (including brand new vehicle or change of licence type)	£143	£143	£0
New Application inc DBS £44	£223	£223	£0
Renewal application	£141	£141	£0
Replacement application	£145	£145	£0
Substitute temporary vehicle	£80	£80	£0
Replacement plate	£33	£33	£0
Replacement front window plate	£10	£10	£0
Replacement plate & front window plate	£42	£42	£0
Mogo vehicle plate bracket (model 'M' only)	£10	£10	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Private Hire Operator - 5 year licence:</b>			
New application	£158	£158	£0
New Application inc DBS £44	£143	£143	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Contaminated Land – Optional service</b>			
House conveyance Proposed Hourly Fee Pay in advance (cheque)	N/A	£60 first hour subsequent hours £50	N/A
Commercial site Proposed Hourly Fee Pay in advance (cheque)	N/A	£50 first hour subsequent hours £75	N/A
Additional charge Invoice	N/A	£15	N/A

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Private Water Supply Fees</b>			
Sampling visit	£73	£100	£27
Risk Assessment	£68+£34	£98 + £49/hour up to £500 max (£68 + £34) thereafter	£30+£15
Investigation	£34	£49/hour plus analysis cost*	£15
Grant Authorisation	£34	£49 per hour up to £100 max + analysis costs*	£15
Analysis Fees	N/A	TBA	N/A
Check Analysis	N/A	TBA	N/A
Check Analysis (Surface Water)	N/A	TBA	N/A

\*Audit analysis costs will always vary depending upon the risk factors on your supply, historical sampling data, and emerging risks identified nationally and regionally.

	Current Fee	2018/19 Fee	Increase / Decrease
<b>LAPPC (Part B) Charges for 2018/19</b> nb Possible increase 4.5% on all permit fees and subsistence charges shown, pending DEFRA confirmation.			
Standard process (includes solvent emission activities)	£1,650	£1,650	£0
Additional fee for operating without a permit	£1,188	£1,188	£0
PVRI, and Dry Cleaners	£155	£155	£0
PVR I & II combined	£257	£257	£0
VRs and other Reduced Fee Activities	£362	£362	£0
Reduced fee activities: Additional fee for operating without a permit	£99	£99	£0
Mobile plant**	£1,650	£1,650	£0
for the third to seventh applications	£985	£985	£0
for the eighth and subsequent applications	£498	£498	£0
Where an application for any of the above is for a combined Part B and waste application, add an extra £310 to the above amounts.			

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Annual subsistence charge</b>			
Standard process Low	£772 (+£103)*	£772 (+£103)*	£0
Standard process Medium	£1161 (+£156)*	£1161 (+£156)*	£0
Standard process High	£1747 (+£207)*	£1747 (+£207)*	£0
PVRI, and Dry Cleaners L/M/H	£79 / £158 / £237	£79 / £158 / £237	£0
PVR I & II combined L/M/H	£113 / £226 / £341	£113 / £226 / £341	£0
VRs and other Reduced Fees L/M/H	£228 / £365 / £548	£228 / £365 / £548	£0
Mobile plant, for first and second permits L/M/H**	£646 / £1034 / £1506	£646 / £1034 / £1506	£0
for the third to seventh permits L/M/H	£385 / £617 / £924	£385 / £617 / £924	£0
eighth and subsequent permits L/M/H	£198 / £316 / £473	£198 / £316 / £473	£0
Late payment Fee	£52	£52	£0
* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation			
**Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £103 to the above amounts			

	Current Fee	2018/19 Fee	Increase / Decrease
Standard process transfer	£169	£169	£0
Standard process partial transfer	£497	£497	£0
New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging scheme)	£78	£78	£0
Surrender: all Part B activities	£0	£0	£0
Reduced fee activities: transfer	£0	£0	£0
Reduced fee activities: partial transfer	£47	£47	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Temporary transfer for mobile plant</b>			
First transfer	£53	£53	£0
Repeat following enforcement or warning	£53	£53	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Temporary transfer for mobile plant</b>			
First transfer	£53	£53	£0
Repeat following enforcement or warning	£53	£53	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Temporary transfer for mobile plant</b>			
Standard process	£1,050	£1,050	£0
Standard process where the substantial change results in a new PPC activity	£1,650	£1,650	£0
Reduced fee activities	£102	£102	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>LAPPC (Part B) mobile plant charges for 2018/19 (Not using simplified permits)</b>			
<b>Number of permits</b>			
<b>1 - Application fee + L/M/H</b>	£1650 + £646 / £1034 / £1506	£1650 + £646 / £1034 / £1506	£0
<b>2 - Application fee + L/M/H</b>	£1650 + £646 / £1034 / £1506	£1650 + £646 / £1034 / £1506	£0
<b>3 - Application fee + L/M/H</b>	£985 + £385 / £617 / £924	£985 + £385 / £617 / £924	£0
<b>4 - Application fee + L/M/H</b>	£985 + £385 / £617 / £924	£985 + £385 / £617 / £924	£0
<b>5 - Application fee + L/M/H</b>	£985 + £385 / £617 / £924	£985 + £385 / £617 / £924	£0
<b>6 - Application fee + L/M/H</b>	£985 + £385 / £617 / £924	£985 + £385 / £617 / £924	£0
<b>7 - Application fee + L/M/H</b>	£985 + £385 / £617 / £924	£985 + £385 / £617 / £924	£0
<b>8 and over - Application fee + L/M/H</b>	£498 + £198 / £316 / £473	£498 + £198 / £316 / £473	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>LA-IPPC (Part A2) charges for 2018/19</b>			
NB – every subsistence charge in the table below includes the additional £103 charge to cover LA costs in dealing with reporting under the E-PRTR Regulation.			
Application	£3,363	£3,363	£0
Additional fee for operating without a permit	£1,188	£1,188	£0
Subsistence LOW	£1,446	£1,446	£0
Annual Subsistence MEDIUM	£1,610	£1,610	£0
Annual Subsistence HIGH	£2,333	£2,333	£0
Late payment fee	£52	£52	£0
Substantial variation	£202	£202	£0
Transfer	£235	£235	£0
Partial transfer	£698	£698	£0

## Markets

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Markets</b>			
Wells Pitch	£26	£26	£0
Other Markets Pitch/Day standard Please refer to website for Shepton and winter	£25	£25	£0
Wells Christmas Market	£40	£40	£0
Wells Christmas Chalet Hire	£0	£75-100	N/A
Gazebos hire Dependent on Size and location	£25	£29 -£50	£0

## Planning

Following the government's revisions to English application fees to assist house building a number of fees have increased by 20%.

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Pre Application planning advice</b> - Written advice is the lower price and the higher price is for meeting and summary notes			
Alterations to Houses and flats written advice; or Meeting and summary notes (based on 1 hour work)	Written advice £50	£60 or £120	£10
Advertisements (based on 1 hour work)	Written advice £50	£60 or £120	£10
1 to 9 dwellings; or all agricultural development; or non-residential development upto 0.5 hectare or 999m2 floorspace	£150	£180 or £360	£30
10 to 50 dwellings; or all agricultural development; or non-residential development upto 1ha hectare or 1,999m2 floorspace	£550	£660 & £1200	£90
Greater than 50 dwellings; or all agricultural development; or non-residential development upto 1ha hectare or 1,999m2 floorspace	£1,100	£1320 or £2640	£220
Commercial change of use	N/A	£180 or £360	N/A
Works to listed buildings, including site visit	£75	£90	N/A
Treeworks including site visit	£50	£60	N/A

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Whether permission is required</b>			
Advice about whether planning permission or listed consent is required	N/A	Free (householders) others £90	N/A
Clarifications and exemptions refer to website Pre Planning Applications	N/A	N/A	N/A
1 to 9 dwellings; or all agricultural development; or non-residential development up to 1ha (or 999m2 floorspace)	£180	£180	£0
10 to 50 dwellings or for non-residential development up to 1ha or 1,999m2 floorspace	£660	£660	£0
>50 dwellings or for non-residential development >1ha or >1,999m2 floorspace	£1,320	£1,320	£0
High Hedges	£480	£480	£0
Rights of Way Diversions	£1,800	£1,800	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>All Outline Applications</b>			
£385 per 0.1 hectare for sites up to and including 2.5 hectares	£385 per 0.1 hectare	£462 per 0.1 hectare	£77
£9,527 + £115 for each 0.1 in excess of 2.5 hectares to a maximum of £125,000	£9,527 + £115 per 0.1 hectare	£11,432 + £138 per 0.1 hectare	£1,905 + £23

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Householder Applications</b>			
Alterations/extensions to a single dwelling house, including works within boundary			
Single dwelling house	£172	£206	£34

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Full Applications (and First Submissions of Reserved Matters)</b>			
Alterations/extensions to two or more dwelling houses, including works within boundaries	N/A		N/A
New Dwelling houses upto and including 50	£172	£206	£34
New dwelling houses (for more than 50)	£19,049 +£115	£22,859 + £138 per additional dwelling house in excess of 50 up to a maximum fee of £300,000	£3,810 + £23

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Erection of buildings</b> (not dwelling houses, agricultural, glasshouses, plant nor machinery):			
Gross floor space to be created by the development:			
No increase in gross floor space or no more than 40 sq m	£195	£234	£39
More than 40 sq m but no more than 75 sq m	£385	£462	£77
More than 75 sq m but no more than 3,750 sq m	£385	£462 for each 75sq m or part thereof	£77
More than 3,750 sq m	£19,049 + £115	£22,859 + £138 for each additional 75 sq m in excess of 3750 sq m to a maximum of £300,000	£3,810 + £23

	Current Fee	2018/19 Fee	Increase / Decrease
<b>The erection of buildings</b> (on land used for agriculture for agricultural purposes)			
Gross floor space to be created by the development:			
Not more than 465 sq m	£80	£96	£16
More than 465 sq m but not more than 540 sq m	£385	£462	£77
More than 540 sq m but not more than 4,215 sq m	£385+ £385	£462 for first 540 sq m + £462 for each 75 sq m (or part thereof) in excess of 540 sq m	£77 + £77
More than 4,215 sq m	£19,049 + £115	£22,859 + £138 for each 75 sq m (or part thereof) in excess of 4,215 sq m up to a maximum of £300,000	£3,810 + £23

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Erection of glasshouses</b> (on land used for the purposes of agriculture)			
Gross floor space to be created by the development:			
Not more than 465 sq m	£80	£96	£16
More than 465 sq m	£2,150	£2,580	£430

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Erection/alterations/replacement of plant and machinery</b>			
Site area - Not more than 5 hectares	£385	£462 for each 0.1 hectare (or part thereof)	£77
Site area - More than 5 hectares	£19,049 + £115	£22,859 + additional £138 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £300,000	£3,810 + £23



	Current Fee	2018/19 Fee	Increase / Decrease
<b>Applications other than Building Works</b>			
Car parks, service roads or other accesses (For existing uses)	£195	£234	£39
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)			
Site area - Not more than 15 hectares	£195	234	£39
Site area - More than 15 hectares	£29,112+ £115	£34,934 + £138 for each 0.1 hectare (or part thereof) up to a maximum of £78,000	£5,822+£23

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Operations connected with exploratory drilling for oil or natural gas</b>			
Site area - Not more than 15 hectares	£423	£508 for each 0.1 hectare (or part thereof)	£85
Site area - More than 15 hectares	£32,100 +£126	£38,070 + £151 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £300,000	£5970 + £25

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Operations (other than exploratory drilling) for the winning and working of oil or natural gas</b>			
Site area - Not more than 15 hectares	£214	£257 for each 0.1 hectare (or part thereof)	£40
Site area - More than 15 hectares	£32,100 +£126	£38,520 + £151 for each 0.1 in excess of 15 hectare up to a maximum of £78,000	£6,150+£25

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Other operations (winning and working of minerals) excluding oil and natural gas</b>			
Site area - Not more than 15 hectares	£195	£234 for each 0.1 hectare (or part thereof)	£39
Site area - More than 15 hectares	£29,112 +£115	£34,934 + £138 for each 0.1 in excess of 15 hectare up to a maximum of £78,000	£5,822 + £25

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Other operations (not coming within any of the above categories)</b>			
Any Site area	£195	£234 for each 0.1 hectare (or part thereof) up to a maximum of £2,028	£39

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Lawful Development Certificate</b>			
Existing use or operation	£385	same as full at £462	£77
Existing use or operation - lawful not to comply with any condition or limitation	£195	£234	£39
Proposed use or operation	£192.5 or £86	Half the normal planning fee i.e 50% for Full £231; or 50% £103	N/A

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Prior Approval</b>			
Agricultural and Forestry buildings & operations or demolition of buildings	£80	£96	£16
Telecommunications Code Systems Operators	£385	£462	£77
Proposed Change of Use to State Funded School or Registered Nursery	£80	£96	£16
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	£80	£96	£16
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure	£80	£96	£16
Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwelling house)	£80	£96	£16
Proposed Change of Use of Agricultural Building to a Dwelling house (Use Class C3), where there are no Associated Building Operations	£80	£96	£16
Proposed Change of Use of Agricultural Building to a Dwelling house (Use Class C3), and Associated Building Operations	£172	£206	£34
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwelling house), where there are no Associated Building Operations	£80	£96	£16
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwelling house), and Associated Building Operations	£172	£206	£34
Notification for Prior Approval for a Change Of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwelling houses (Class C3)	£80	£96	£16
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwelling houses (Class C3)	£80	£96	£16
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwelling houses (Class C3), and Associated Building Operations	£172	£206	£34

Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3)	£80	£96	£16
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3), and Associated Building Operations	£172	£206	£34
Notification for Prior Approval for a Change of Use from Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2)	£80	£96	£16

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Reserved Matters</b>			
Application for approval of reserved matters following outline approval	£385	Full fee due dependent on fee paid on the outline application; or if full fee already paid then £462 due	£77

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Approval/Variation/discharge of condition</b>			
Application for removal or variation of a condition following grant of planning permission	£195	£234	£39
Request for confirmation that one or more planning conditions have been complied with	TBA	£33.60 per request for Householder otherwise £116.40 per request	

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Change of Use of a building or land to use as one or more separate dwelling houses, or other cases</b>			
Not more than 50 dwelling houses	£385	£462 for each	£77
More than 50 dwelling houses	£19,049 +£115	£22,859 + £138 for each in excess of 50 up to a maximum of £300,000	£3,810 + £23

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Advertising</b>			
Relating to the business on the premises	£132	£132	£0
Advance signs which are not situated on or visible from the site, directing the public to a business	£132	£132	£0
Other advertisements	£426	£426	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Application for a Non-material Amendment Following a Grant of Planning Permission</b>			
Applications in respect of householder developments	£34	£34	£0
Applications in respect of other developments	£234	£234	£0

**Concessions are available for: Listed Buildings, Conservation areas, Parish Councils and applications for disabled accesses please refer to Mendip District Council website – Planning**

### **High Hedges & Rights of way**

High hedges applications	Current Fee	2018/19 Fee	Increase / Decrease
Checking validity of complaints			
Enter complaint into the corporate system, send an acknowledgement letter to the complainant, notify the owner of the complaint (and anyone else affected) and invite representations			
Visit the complainant's and hedge owner's properties to view the hedge and take measurements of the hedge height and its relationship with the garden and property (including windows).			
Analyse the complaint by calculating the light loss and write a report/recommendation, taking into account any representations made.			
Issue the decision (action or no action)			
If action is to be taken, prepare a High Hedge Remedial Notice and serve it on the owner/s			
Visit the site and take measurements to ensure compliance with the Notice.			
If the Notice has not been complied with, correspond with the owner to secure compliance			
If the Council's Tree Officer cannot secure compliance, instruct Legal Services to initiate prosecution proceedings for a failure to comply with the Notice			
General enquiries about the high hedges legislation and process			
<b>Total Costs</b>	£400	£400	£0

### **Rights Of Way Diversions**

Rights of Way Diversions	Current Fee	2018/19 Fee	Increase / Decrease
Checking validity of complaints			
Enter application into the corporate system, send an acknowledgement letter to the applicant and consult interested parties			
Visit the site to assess the routes of the existing rights of way and proposed diversion.			
Decide whether to proceed with the diversion proposal, taking into account any representations made.			
Prepare Diversion Order and Notices, and arrange for them to be sealed by Legal Services			
Send copies of the Notice of Diversion Order to interested parties			
Advertise the Notice of Diversion Order in the press			

Visit the site to ensure that the right of way has been diverted in accordance with the Diversion Order			
Prepare Diversion Order Certification and Confirmation			
Send confirmation of Order to interested parties			
Advertise Confirmation of Diversion Order in the local press			
<b>Total Costs</b>	£1,500	£1,500	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Food Hygiene</b>			
Voluntary Surrender, Certification & Condemnation (1 <sup>st</sup> hr)	£55	£55	£0
Food Rescoring visit	£160	£160	£0
Voluntary Surrender, Certification & Condemnation (after 1 <sup>st</sup> hr)	£38	£38	£0
Sample Request	£87.60	£87.60	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Certificates</b>			
Export Certificates (Large Businesses > 250 Employees)	£97	£97	£0
Export Certificate - (Medium Businesses > 50 but < 250 Employees) & Turnover < £100K	£65	£65	£0
Replacement Certificate (Amendment of non MDC errors/lost/duplicates)	£10	£10	£0
Export Certificate Inspection	£38	£38	£0
Export to Third Country Initial Compliance & Certification	£38	£38	£0
Other export supporting documentation	£38	£38	£0
Health Certificate (Foot & Mouth or similar certification)	£55	£55	£0
Other signature request (Other certification, letters of conformity or other)	£55	£55	£0
Letter of Origin (if appropriate to EH authentication)	£55	£55	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Food Hygiene Courses-</b>			
Food Hygiene Training (Level 2)	£58.50	£58.50	£0
Food Hygiene Training (Level 3)	£277	£277	£0
Bespoke Training £ hour	£55	£55	£0

### Shared Legal Partnership

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Legal - Per Hour</b>			
Commercial Charge	£180	£190	£10
Individual charge out	£130	£137	£7

## Street Naming

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Street Naming</b>			
New address for a single new property	£102.50	£105	£2.50
Change of individual property name	£75	£77	£2
New addresses for a development site, 10 plots or less	£153.80	£185	£31.20
New addresses for a development of more than 10 plots.	£153.8 +£10 per plot	£157 + £10 per plot	£3.20

## Miscellaneous in Neighbourhood services

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Miscellaneous Fees</b>			
Non Charitable or Large Charitable Event - Administration Charge only*	£86.10	£86.10	£0
Small Charitable Event - Administration Charge only	£43	£43	£0
Small band or group for enjoyment of local people	£43	£43	£0
Large event incorporating performances, using marquees , sale of goods, fetes	£86.10	£86.10	£0
Local non charitable event (< 500expected attendance)	£148.60	£148.60	£0
Local non charitable event ( >500 & <1000 expected attendance)	£235.80	£235.80	£0
Local non charitable event (>1000 to 5000 expected attendance)	£358.80	£358.80	£0
Major Events 5000+ please call to discuss			
Circus or Fairs – Charge per day or part of day + refundable deposit of £471.50	£377.20	£377.20	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Civic Site Room Hire Rates per hour</b>			
Partners 50% discount			
Council Chamber	£50	£51	£1
Committee Room	£40	£41	£1
Conference Room	£26	£27	£1
Sheppey Room	£10	£11	£1
Meeting Room 3	£20	£21	£1
Equipment Hire	£20 per item + VAT	£20 per item + VAT	£0

## Schedule of fees for temporary occupation of land

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Administration Charges</b>			
Building Development Works	£150	£150	£0
Commercial Trading, (Including markets)	£100	£100	£0
Charitable Works	£0	£0	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Land Use Fees- exc Legal fees refer to Council</b>			
Private - Hard landscape	£50	£50	£0
Commercial - Hard landscape	£75	£75	£0
Private - Soft landscape	£75	£75	£0
Commercial - Soft landscape	£100	£100	£0

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Commercially desirable location (for non-trading use)</b>			
Selling of membership	N/A	£20 per use	N/A
Charitable stall	N/A	£0	N/A

	Current Fee	2018/19 Fee	Increase / Decrease
<b>Health &amp; Safety</b>			
Factual Statements	£66	£66	£0
Bespoke Training	£38	£38	£0

## Data Protection Act – Freedom of Information Act

### Legal Authority

The method of calculating charges within this report is in accordance with the Freedom of Information and Data Protection (appropriate limits and fees) Regulations 2004. Disbursements are set locally and should be reasonable and not designed to generate a surplus. The £10 for Data Protection Act subject access requests is a maximum and is discretionary but is helpful in limiting frivolous requests.

### Charges

When estimating the cost of complying with a written request for Information, the Council will take into account the staff time involved in the following activities:

- Determining whether the information is held.
- Locating the information or a document that may contain the information.
- Retrieving and extracting the information, or a document that may contain the Information.

The cost of the above activities will be calculated by applying an hourly rate of £25 per person. When calculating the costs to process requests, the Council cannot take account of the time taken to consider whether information is exempt under the Act or the time involved in redacting any information which is not to be disclosed.

Where the cost to process a request is **below** £450

Where the cost of complying with a written request for information is estimated to be below £450, there will be no charge unless the disbursement costs (printing copying and postage) exceed £10. Where disbursement costs exceed £10, the applicant will be issued with a fees notice and must pay the costs within a period of three months before the Council can comply with the request.

Where the cost to process a FOI request **exceeds** £450

The Council is not obliged to respond to a written request for information, where it estimates that the cost of complying with the request would be in excess of £450 (which equates to 18 hours of work at £25 per hour). If the cost exceeds £450, the Council will charge for all the hours at a rate of £25 per hour or decline the request - alternatively, the Council will assist the requester in refining the request to within 18 hours to ensure no charge (other than possible disbursements) will be incurred.

**Campaign requests**

If the Council receives two or more related requests within a period of 60 consecutive working days, from a person or different persons who appear to be acting in concert or in pursuance of a campaign, the costs of complying with the individual requests will be aggregated.

**Priced publications**

These will be charged at cover price plus postage where relevant.

**Disbursements**

The Council advises members of the public to use the copy services for which they pay direct at the relevant rate

Postage costs: Default postage will be by 2nd class Royal Mail.

Prices for alternative postage methods will be at the prevailing rates.

Other Charges

CD Rom/DVD £1 per Disc

**Data Protection Act 1998**

Under the Data Protection Act 1998, the Council will charge an individual the sum of £10 for requesting personal information held by the Council about the individual. These requests for information are referred to as subject access requests. The Council will not process the subject access request until the £10 fee has been received.

**Discounts**

None, although no charge for disbursements will be made where the aggregate cost is below £10.



## **Court Fees**

Council Tax is a charge to owners and occupiers of domestic dwellings and Business Rates, is a charge on the occupation of a nondomestic property. The Revenue Service bills those liable of the charges and collects the monies due. Sometimes, despite these reminders, the bill is not paid. In these cases the Revenues Service will issue a Summons and apply to the Magistrate's Court for a Liability Order. The costs of issuing the Summons is charged to the taxpayer.

Court Fees are set:

Court fees 1: <https://www.gov.uk/court-fees-what-they-are>

Full list of fees: <http://formfinder.hmctsformfinder.justice.gov.uk/ex50-eng.pdf>