

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2022/23 Fees & Charges £	Draft 2023/24 Fees & Charges £
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<u>FINANCE AND DEMOCRACY COMMITTEE</u>					
<u>Revenues & Benefits Service</u>					
Council Tax Administration					
Recovery of admin costs in issuing summonses & liability orders	d	Each	D	72.50	72.50
Business Rates (NNDR) Administration					
Recovery of admin costs in issuing summonses & liability orders	d	Each	D	72.50	72.50
<u>Electoral Services</u>					
Register of Electors					
Sale of copies :- (a) Data Format	d	Each	P	20.00 plus £1.50 per 1000 names (or part)	20.00 plus £1.50 per 1000 names (or part)
- (b) Printed Format	d	Each	P	10.00 plus £5.00 per 1000 names (or part)	10.00 plus £5.00 per 1000 names (or part)
Price of a copy of return or declaration of election expenses (or accompanying document)	d	Each side	P	0.20	0.20
Sale of marked copies of Register / Absent Voters List					
- (a) Printed Format	d	Each	P	10.00 plus £2.00 per 1000 names (or part)	10.00 plus £2.00 per 1000 names (or part)
- (b) Data Format	d	Each	P	10.00 plus £1.00 per 1000 names (or part)	10.00 plus £1.00 per 1000 names (or part)

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<u>Estates</u>					
Fees for Disposal of Freehold (including lease premiums / reverse premiums)					
Commercial, Charities and Community Groups:					
Up to £5,000	c	Per transaction	D	500.00	500.00
£5,000 - £10,000	c	Per transaction	D	825.00	825.00
£10,000 - £25,000	c	Per transaction	D	1,000.00	1,000.00
£25,000 - £50,000	c	Per transaction	D	1,250.00	1,250.00
Over £50,000	c	Per transaction	D	3% of transaction	3% of transaction
Fees for Disposal of Leaseholds					
Commercial:					
New Lease Rent up to £7,500 pa	c	Per transaction	D	750.00	750.00
New Lease Rent over £7,500 pa	c	Per transaction	D	950.00	950.00
Lease Renewal	c	Per transaction	D	500.00	500.00
Fees for Disposal of Leaseholds continued					
Charities and Community Groups:					
New Lease Rent up to £7,500 pa	c	Per transaction	D	300.00	300.00
New Lease Rent over £7,500 pa	c	Per transaction	D	400.00	400.00
Lease Renewal	c	Per transaction	D	200.00	200.00

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Fees for Easements, Licences and Agreements					
Commercial:					
Less than 1 year	c	Per transaction	D	350.00	350.00
Over 1 year	c	Per transaction	D	500.00	500.00
Licence Renewals	c	Per transaction	D	150.00	150.00
Charities and Community Groups:					
Less than 1 year	c	Per transaction	D	50.00	50.00
Over 1 year	c	Per transaction	D	150.00	150.00
Licence Renewals	c	Per transaction	D	50.00	50.00
Fees for Assignment, Alterations and User Clause					
Commercial:					
Assignment without Guarantor / Rent Deposit	c	Per transaction	D	750.00	750.00
Assignment with Guarantor / Rent Deposit	c	Per transaction	D	950.00	950.00
Licence to alter / vary terms within a lease	c	Per transaction	D	950.00	950.00
Commercial:					
Change of User Clause	c	Per transaction	D	Negotiable – minimum £850	Negotiable – minimum £850
Charities and Community Groups:					
Assignment without Guarantor / Rent Deposit	c	Per transaction	D	250.00	250.00
Assignment with Guarantor / Rent Deposit	c	Per transaction	D	350.00	350.00

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Fees for Assignment, Alterations and User Cause continued					
Charities and Community Groups:					
Licence to alter / vary terms within a lease	c	Per transaction	D	500.00	500.00
Change of User Clause	c	Per transaction	D	450.00	450.00
Fees for Surrender /Re-Gear of Leasehold Interest					
Commercial:					
Surrender	c	Per transaction	D	750.00*	750.00*
Re-Gear of Leasehold	c	Per transaction	D	1,250.00*	1,250.00*
* represents a minimum – premium fees apply					
Fees for Statutory Management / Covenant Breach					
Commercial:					
S146 Notice	c	Per transaction	D	750.00	750.00
Other Covenant Breaches	c	Per transaction	D	650.00	650.00
Charities and Community Groups:					
S146 Notice	c	Per transaction	D	250.00	250.00
Other Covenant Breaches	c	Per transaction	D	150.00	150.00
Note – All Transactions					
All transactions (most cases will be within the set price scale but more complex cases charges may exceed this)	c	Per transaction	D	500.00-1500.00	500.00-1500.00

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Filming and Photography					
Filming on Council land – minimum charge*	c	Per half day	D	-	500.00
Licence Agreement*	c	Per transaction	D	350.00	350.00
Student Filming and Photography	c	Per transaction	D	50.00	50.00
*Plus additional charge for use of land, property, parking and overnight storage / welfare facilities per request	c	Per transaction	D	Negotiable	Negotiable
<u>Civic Room Hire</u>					
Civil and Naming Ceremonies					
Monday - Friday	c	Per Ceremony	D	350.00	450.00
Saturday - Sunday and Bank Holidays	c	Per Ceremony	D	550.00	650.00
Corkage Charge – Celebratory drinks package with customers own drinks	c	Per Bottle	D	10.00	10.00

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