

## Fees and Charges 2021/22

## Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2020/21 Fees & Charges £	DRAFT 2021/22 Fees & Charges £
<b><u>FINANCE AND DEMOCRACY COMMITTEE</u></b>					
<b><u>Revenues &amp; Benefits Service</u></b>					
<b>Council Tax Administration</b>					
Recovery of admin costs in issuing summonses & liability orders	d	Each	D	72.50	<b>72.50</b>
<b>Business Rates (NDR) Administration</b>					
Recovery of admin costs in issuing summonses & liability orders	d	Each	D	72.50	<b>72.50</b>
<b><u>Electoral Services</u></b>					
<b>Register of Electors</b>					
Sale of copies :- (a) Data Format	d	Each	P	20.00 plus £1.50 per 1000 names (or part)	<b>20.00 plus £1.50 per 1000 names (or part)</b>
- (b) Printed Format	d	Each	P	10.00 plus £5.00 per 1000 names (or part)	<b>10.00 plus £5.00 per 1000 names (or part)</b>
Price of a copy of return or declaration of election expenses (or accompanying document)	d	Each side	P	0.20	<b>0.20</b>
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)	<b>10.00 plus £2.00 per 1000 names (or part)</b>
- (b) Data Format	d	Each	P	10.00 plus £1.00 per 1000 names (or part)	<b>10.00 plus £1.00 per 1000 names (or part)</b>

**VAT Codes:**

a = Standard Rate   c = Exempt   d = Outside Scope   e = Zero Rated

## Fees and Charges 2021/22

## Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2020/21 Fees & Charges £	DRAFT 2021/22 Fees & Charges £
<b><u>Estates</u></b>					
<b>Fees for Disposal of Freehold (including lease premiums / reverse premiums)</b>					
<b>Commercial, Charities and Community Groups:</b>					
Up to £5,000	c	Per transaction	D	500.00	<b>500.00</b>
£5,000 - £10,000	c	Per transaction	D	825.00	<b>825.00</b>
£10,000 - £25,000	c	Per transaction	D	1,000.00	<b>1,000.00</b>
£25,000 - £50,000	c	Per transaction	D	1,250.00	<b>1,250.00</b>
Over £50,000	c	Per transaction	D	3% of transaction	<b>3% of transaction</b>
<b>Fees for Disposal of Leaseholds</b>					
<b>Commercial:</b>					
New Lease Rent up to £7,500 pa	c	Per transaction	D	750.00	<b>750.00</b>
New Lease Rent over £7,500 pa	c	Per transaction	D	950.00	<b>950.00</b>
Lease Renewal	c	Per transaction	D	750.00	<b>500.00</b>
<b>Fees for Disposal of Leaseholds continued</b>					
<b>Charities and Community Groups:</b>					
New Lease Rent up to £7,500 pa	c	Per transaction	D	250.00	<b>300.00</b>
New Lease Rent over £7,500 pa	c	Per transaction	D	350.00	<b>400.00</b>
Lease Renewal	c	Per transaction	D	250.00	<b>200.00</b>

**VAT Codes:**

a = Standard Rate   c = Exempt   d = Outside Scope   e = Zero Rated

## Fees and Charges 2021/22

## Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2020/21 Fees & Charges £	DRAFT 2021/22 Fees & Charges £
<b>Fees for Easements, Licences and Agreements</b>					
<b>Commercial:</b>					
Less than 1 year	c	Per transaction	D	350.00	<b>350.00</b>
Over 1 year	c	Per transaction	D	500.00	<b>500.00</b>
Licence Renewals	c	Per transaction	D	150.00	<b>150.00</b>
<b>Charities and Community Groups:</b>					
Less than 1 year	c	Per transaction	D	50.00	<b>50.00</b>
Over 1 year	c	Per transaction	D	150.00	<b>150.00</b>
Licence Renewals	c	Per transaction	D	50.00	<b>50.00</b>
<b>Fees for Assignment, Alterations and User Clause</b>					
<b>Commercial:</b>					
Assignment without Guarantor / Rent Deposit	c	Per transaction	D	750.00	<b>750.00</b>
Assignment with Guarantor / Rent Deposit	c	Per transaction	D	950.00	<b>950.00</b>
Licence to alter / vary terms within a lease	c	Per transaction	D	950.00	<b>950.00</b>
<b>Commercial:</b>					
Change of User Clause	c	Per transaction	D	Negotiable – minimum £850	<b>Negotiable – minimum £850</b>
<b>Charities and Community Groups:</b>					
Assignment without Guarantor / Rent Deposit	c	Per transaction	D	250.00	<b>250.00</b>
Assignment with Guarantor / Rent Deposit	c	Per transaction	D	350.00	<b>350.00</b>

**VAT Codes:**

a = Standard Rate   c = Exempt   d = Outside Scope   e = Zero Rated

## Fees and Charges 2021/22

## Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2020/21 Fees & Charges £	DRAFT 2021/22 Fees & Charges £
<b>Fees for Assignment, Alterations and User Cause continued</b>					
<b>Charities and Community Groups:</b>					
Licence to alter / vary terms within a lease	c	Per transaction	D	500.00	<b>500.00</b>
Change of User Clause	c	Per transaction	D	450.00	<b>450.00</b>
<b>Fees for Surrender /Re-Gear of Leasehold Interest</b>					
<b>Commercial:</b>					
Surrender	c	Per transaction	D	750.00*	<b>750.00*</b>
Re-Gear of Leasehold	c	Per transaction	D	1,250.00*	<b>1,250.00*</b>
* represents a minimum – premium fees apply					
<b>Fees for Statutory Management / Covenant Breach</b>					
<b>Commercial:</b>					
S146 Notice	c	Per transaction	D	750.00	<b>750.00</b>
Other Covenant Breaches	c	Per transaction	D	650.00	<b>650.00</b>
<b>Charities and Community Groups:</b>					
S146 Notice	c	Per transaction	D	250.00	<b>250.00</b>
Other Covenant Breaches	c	Per transaction	D	150.00	<b>150.00</b>
<b>Note – All Transactions</b>					
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	<b>500.00-1500.00</b>

### VAT Codes:

a = Standard Rate   c = Exempt   d = Outside Scope   e = Zero Rated

## Fees and Charges 2021/22

## Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2020/21 Fees & Charges £	DRAFT 2021/22 Fees & Charges £
<b>Filming and Photography</b>					
Licence Agreement*	c	Per transaction	D	350.00	<b>350.00</b>
Student Filming and Photography	c	Per transaction	D	50.00	<b>50.00</b>
*Plus additional charge for use of land, property, parking and overnight storage / welfare facilities per request	c	Per transaction	D	Negotiable	<b>Negotiable</b>
<b><u>Civic Room Hire</u></b>					
<b>Civil and Naming Ceremonies</b>					
Monday - Friday	c	Per Ceremony	D	350.00	<b>350.00</b>
Saturday - Sunday and Bank Holidays	c	Per Ceremony	D	550.00	<b>550.00</b>
Corkage Charge – Celebratory drinks package with customers own drinks	c	Per Bottle	D	10.00	<b>10.00</b>

**VAT Codes:**

a = Standard Rate   c = Exempt   d = Outside Scope   e = Zero Rated