

Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Building Control - R. Walton - M. Leggatt - Cllr Bartlett								
1	General	Building Regulations general enquires	N	£53	£53.00	£100	0%	
2	General	Solicitors enquiries & other specialist advice	N	£26.65	£26.65		0%	
3	General	Where customer specifies the relevant application reference and no research is required, the charge for a certified true copy	N	£5	£5.00		0%	
4	General	Production of Standard Assessment Procedure (SAP) - energy ratings	N	£303.00	£303.00	£1,500	0%	reduction in BC staff has meant that there is insufficient resource to service many SAP applications
5	General	Fees for Building Regulations Fee Earning Work as defined by Building (Local Authority Charges) Regulations 2010. Copy of charges scheme available in Building Control - fees sheets available on internet	N		Various	£280,000	0%	
6	General	Structural design	N		£0.00	£0	0%	Service suspended following departure of Senior BCS (replaced with part qualified BCS)

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7	General	Administration/professional charges for dealing with dangerous structures	N	£53	£0.00	£200	-100%	Dangerous structure notifications number 20 to 30 a year - vast majority resolved without need to charge.
Dover Museum - R Walton - J Iverson - Cllr Watkins								
8	General	Adults	N	£4.50	£0.00		-100%	This element of fees and charges was subject to an agreement to allow free entry to the museum for a trial period. This will be reviewed at the completion of that period. The income loss was offset by adjustments in internal budgets and by a grant from Dover Town Council.
9	General	Children	N	£3.20	£0.00		-100%	
10	General	OAP	N	£3.20	£0.00		-100%	
11	General	Family Day	N		£0.00		0%	
12	General	Family Ticket (2 adults, 2 children)	N	£11.50	£0.00		-100%	
13	General	Schools	N	£3.50	£0.00	£18,000	-100%	Reflects increased cost of external providers
14	General	Schools Service: 2 hour workshop	N	£4.50	£5.00		11%	
15	General	Talks and artefact handling	N	£3.50	£4.00		14%	
16	General	World War Two Festival	N	£5.50	£6.00		9%	
17	General	Roman/Victorian/Tudor Festivals	N	£5.50	£6.00		9%	
18	General	Curator talks (at Dover Museum)	N	£175.00	£200.00	£500	14%	
19	General	Talks (at Dover Museum) Non-DDC Area	N	£3.50	£3.50		0%	
20	General	Curator talks (other venues)	N	£175.00	£200.00		14%	
21	General	Photo repro stills - TV, film Video	N	£40.00	£48.00		20%	Prices have remained static since 2015 and do not reflect current costs
22	General	Photo repro stills - TV, film Video	N	£68.50	£82.20		20%	Prices have remained static since 2015 and do not reflect current costs

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23	General	Photo repro stills - books/periodicals - commercial	N	£28.50	£34.20	£1,200	20%	Prices have remained static since 2015 and do not reflect current costs
24	General	Photo repro stills - books/periodicals academic and local history	N	£11.50	£13.80		20%	Prices have remained static since 2015 and do not reflect current costs
25	General	Photo repro stills - newspapers - local and regional	N	£23.00	£27.60		20%	Prices have remained static since 2015 and do not reflect current costs
26	General	Photo repro stills - newspapers - national	N	£40.00	£48.00		20%	Prices have remained static since 2015 and do not reflect current costs
27	General	Photo repro stills - exhibition commercial	N	£23.00	£27.60		20%	Prices have remained static since 2015 and do not reflect current costs
28	General	Photo repro stills - exhibition non commercial	N	£13.75	£16.50		20%	Prices have remained static since 2015 and do not reflect current costs
29	General	Film and video broadcast - regional one use	N	£3.45	£4.14		20%	Prices have remained static since 2015 and do not reflect current costs
30	General	Film and video broadcast - regional continuing use	N	£5.75	£6.90		20%	Prices have remained static since 2015 and do not reflect current costs
31	General	Film and video broadcast - network one use, one country	N	£8.00	£9.60		20%	Prices have remained static since 2015 and do not reflect current costs
32	General	Film and video broadcast - network continuing use, one country	N	£11.50	£13.80		20%	Prices have remained static since 2015 and do not reflect current costs
33	General	Film and video broadcast - network continuing use, EC region	N	£14.25	£17.10		20%	Prices have remained static since 2015 and do not reflect current costs
34	General	Film and video broadcast - network continuing use, world	N	£18.25	£21.90		20%	Prices have remained static since 2015 and do not reflect current costs
35	General	Film and video broadcast - commercials etc. (world)	N	£36.50	£43.80	20%	Prices have remained static since 2015 and do not reflect current costs	

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36	General	Cost of Preparing and sending images Print	N	£8.30	£9.96	£300	20%	Prices have remained static since 2015 and do not reflect current costs
37	General	Cost of Preparing and sending Film and video	N	£20.80	£24.96		20%	Prices have remained static since 2015 and do not reflect current costs
38	General	Cost of preparing and sending stills	N	£20.80	£24.96		20%	Prices have remained static since 2015 and do not reflect current costs
39	General	Cost of preparing and sending digital images	N	£5.20	£6.24		20%	Prices have remained static since 2015 and do not reflect current costs
40	General	Cost of preparing and sending digital images on CD	N	£10.40	£12.48		20%	Prices have remained static since 2015 and do not reflect current costs
41	General	Developing/printing 7x5	N	£6.85	£8.22	Negligible income expected	20%	Prices have remained static since 2015 and do not reflect current costs
42	General	Developing/Printing 10x8	N	£9.15	£10.98		20%	Prices have remained static since 2015 and do not reflect current costs
43	General	Developing/printing 12x10	N	£11.40	£13.68		20%	Prices have remained static since 2015 and do not reflect current costs
44	General	Handprint 10x8	N	£22.80	£27.36		20%	Prices have remained static since 2015 and do not reflect current costs
45	General	Handprint 12x10	N	£29.70	£35.64		20%	Prices have remained static since 2015 and do not reflect current costs
46	General	Handprint 16x12	N	£36.50	£43.80		20%	Prices have remained static since 2015 and do not reflect current costs
47	General	Handprint 20x16	N	£45.80	£54.96		20%	Prices have remained static since 2015 and do not reflect current costs
48	General	Photocopy A4	N	£0.25	£0.30	£75	20%	Prices have remained static since 2015 and do not reflect current costs
49	General	Photocopy A3	N	£0.35	£0.42		20%	Prices have remained static since 2015 and do not reflect current costs

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50	General	Film and video non-broadcast Educational continuing use world (Rights)	N	£3.45	£4.14	£150	20%	Prices have remained static since 2015 and do not reflect current costs
51	General	Film and video non-broadcast corporate non theatrical continuing use world (Rights)	N	£5.75	£6.90		20%	Prices have remained static since 2015 and do not reflect current costs
52	General	Theatrical shorts non broadcast less than 60 minutes (Rights)	N	£14.25	£17.10		20%	Prices have remained static since 2015 and do not reflect current costs
53	General	Theatrical films non broadcast longer than 60 minutes	N	£23.00	£27.60		20%	Prices have remained static since 2015 and do not reflect current costs
54	General	Digital Commercial Low res email (Rights)	N	£1.15	£1.38		20%	Prices have remained static since 2015 and do not reflect current costs
55	General	Digital Commercial High Res email (Rights)	N	£6.90	£8.28		20%	Prices have remained static since 2015 and do not reflect current costs
56	General	Digital Commercial Rescan email (Rights)	N	£9.20	£11.04		20%	Prices have remained static since 2015 and do not reflect current costs
57	General	Digital Commercial Internet single use email (Rights)	N	£91.25	£109.50		20%	Prices have remained static since 2015 and do not reflect current costs
58	General	Digital Commercial Exhibition (Rights)	N	£22.80	£27.36		20%	Prices have remained static since 2015 and do not reflect current costs
59	General	Digital Commercial Publication (Rights)	N	£28.20	£33.84		20%	Prices have remained static since 2015 and do not reflect current costs
60	General	Digital Commercial Newspaper National (Rights)	N	£40.00	£48.00	20%	Prices have remained static since 2015 and do not reflect current costs	

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61	General	Digital Commercial Newspaper Regional (Rights)	N	£22.80	£27.36		20%	Prices have remained static since 2015 and do not reflect current costs

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Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
62	Unsound Food Certificates	Not exceeding 1 metric tonne	N	£103.00	£103.00	£309	0%	Plus disposal charge
63	Unsound Food Certificates	Exceeding 1 metric tonne	N	£209	£209	£418	0%	Plus disposal charge
64	Port Health	Ship Sanitation Certificate	Y			£10,000	0%	Fees between £80 and £600 varies depending on tonnage and passenger capacity
65	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011	Y	£15	£15	£0	0%	Documentary Check A
66	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011	Y	£50	£50		0%	Documentary Check B
67	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011	Y	£100	£100		0%	Sampling Check plus £45 Courier (if required) plus analyst fees
68	Port Health	DPI Imported Food Examinations. Commission Implementing Regulation (EC) No 884/2014. (Previously (EC) No 1152/2009)	Y	£15	£15	£5,000	0%	Documentary Check A
69	Port Health	DPI Imported Food Examinations. Commission Implementing Regulation (EC) No 884/2014. (Previously (EC) No 1152/2009)	Y	£50	£50		0%	Documentary Check B

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Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
70	Port Health	DPI Imported Food Examinations. Commission Implementing Regulation (EC) No 884/2014. (Previously (EC) No 1152/2009)	Y	£100	£100		0%	Sampling Check plus £45 Courier (if required) plus analyst fees
71	Port Health	DPE Imported Food Examinations. Commission Implementing Regulation (EC) No 669/2009	Y	£50	£50	£0	0%	Documentary Check
72	Port Health	DPE Imported Food Examinations. Commission Implementing Regulation (EC) No 669/2009.	Y	£100	£100		0%	Sampling Check plus £45 Courier (if required) plus analyst fees
73	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£40	£40		0%	Endorsement of Cert up to 5 certs
74	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£60	£60	£500	0%	6-10 certs
75	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£70	£70		0%	11-20 certs
76	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£80	£80		0%	21+certs

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Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
77	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£20	£20	£500	0%	Bilateral Agreements Cert for up to 5 certs
78	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£35	£35		0%	6-10 certs
79	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£45	£45		0%	11-20 certs
80	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£55	£55		0%	21+ certs
81	Organic Food Certificates	Organic Products (import from Third Countries Regulations 2003)	Y	£45	£45	£11,500	0%	
82	Export Certificates	The Natural Mineral Water, Spring Water and Bottled Drinking Water (England) Regulations 2007 as amended	N	£50	£50	£0	0%	
83	Dog Control	Removal of stray dogs to kennels	Y	£25	£25	£4,500	0%	Increase based on income from last year.
84	Dog Control	Out of hours Dog Collection	N	£40	£40		0%	

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Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
85	Dog Control	Kennelling fee per calendar day (up to a maximum of seven days)	N	£12.50	£12.50		0%	
86	Private Water Supplies	Risk Assessment		£500	£500	£0	0%	Hourly rate x officer time. Maximum fee £500.
87	Private Water Supplies	Sampling	Y	£100	£100	£0	0%	Hourly rate x officer time. Maximum fee £100.
88	Private Water Supplies	Investigation	Y	£100	£100	£0	0%	Hourly rate x officer time. Maximum fee £100.
89	Private Water Supplies	Granting an Authorisation	Y	£100	£100	£0	0%	Hourly rate x officer time. Maximum fee £100.
90	Private Water Supplies	Analysing a Sample under Reg 10	Y	£25	£25	£0	0%	
91	Private Water Supplies	Analysing a sample (Check Monitoring)	Y	£100	£100	£0	0%	Hourly rate x officer time. Maximum fee £100.
92	Private Water Supplies	Analysing a Sample (Audit monitoring)	Y	£500	£500	£0	0%	Hourly rate x officer time. Maximum fee £500.
93	Contaminated Land Enquiry	Up to 250m distance	N	£73	£22	£200	56%	Hourly rate for officer time. Minimum fee 1 hour

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Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
94	Contaminated Land Enquiry	Up to 500m distance	N	£142	£142	£200	0%	Hourly rate for officer time. Minimum fee £1 hour.
95	Environmental Protection Act 1990 - Air Pollution	Initial Application Fee (Standard)	Y			£0		Charges advised by DEFRA
96	Environmental Protection Act 1990 - Air Pollution	Substantial Changes Fee (Standard) including partial transfer and surrender fees for LA-IPPC	Y			£0		
97	Environmental Protection Act 1990 - Air Pollution	Substantial Changes Fee (Sections 10 and 11)	Y			£0		
98	Environmental Protection Act 1990 - Air Pollution	Annual Subsistence Charge (Standard)	Y			£10,000		
99	Public Health funerals	Officers admin fees in arranging funeral.	N	Maximum of £250	Maximum of £250	£500	N/A	Hourly rate x officer time. Maximum fee £250.
Recycling & Waste Collections - R. Walton - M. Pile - Cllr Kenton								
100	Domestic Recycling & Refuse Collection	Supply & Delivery of 140 litre bin	N	£34.99	£34.99	£1,050	0%	30
101	Domestic Recycling & Refuse Collection	Supply & Delivery of 180 litre bin	N	£47.35	£47.35	£1,421	0%	30
102	Domestic Recycling & Refuse Collection	Supply & Delivery of 240 litre bin	N	£46.65	£46.65	£1,400	0%	30
103	Domestic Recycling & Refuse Collection	Supply & Delivery of 360 litre bin	N	£73.55	£73.55	£2,207	0%	30
104	Domestic Recycling & Refuse Collection	Supply & Delivery of 660 litre bin	N	£246.99	£246.99	£7,410	0%	30

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Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
105	Domestic Recycling & Refuse Collection	Supply & Delivery of 1100 litre bin	N	£275.35	£275.35	£8,261	0%	30
106	Domestic Recycling & Refuse Collection	Supply & Delivery of 55l Black Box or Blue Box	N	£8.35	£8.35	£251	0%	30
107	Domestic Recycling & Refuse Collection	Supply & Delivery of 23l Kerbside Caddy for food collections	N	£8.35	£8.35	£251	0%	30
108	Domestic Recycling & Refuse Collection	Supply & Delivery of 7l Kitchen Caddy for food collections	N	£4.80	£4.80	£144	0%	30
109	Domestic Recycling & Refuse Collection	Supply & Delivery of Container 'Launch Pack' (2 WB, 2 Food + Box)	N	£75.95	£75.95	£2,279	0%	30
110	Domestic Recycling & Refuse Collection	Green Waste Collections; Annual Subscription for up to 6 sacks	N	£39.95	£39.95	£199,750	0%	5000
111	Domestic Recycling & Refuse Collection	Green Waste Collections; Supply & Delivery of 60l Reusable Garden Waste Sack	N	£3.60	£3.60	£7,200	0%	2000
112	Domestic Refuse	Bulk Domestic Waste - Collection (charge for 5 items)	Y	£29.95	£29.95	£29,950	0%	1000
113	Domestic Refuse	Bulk Domestic Waste, Abortive Visit	Y	£29.95	£29.95	£150	0%	5
114	Domestic Refuse	Bulk Domestic Waste, Additional Items	Y	£5.00	£5.00	£50	0%	10
Leisure Facilities - R. Walton - M. Leggatt - Cllr Bartlett								
115	Deal Pier Fishing	Daytime (08:00 to 22:00 hrs April-November, 08:00 to 18:00 hrs December-March) - adult	N	£6.00	£6.00		0%	

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Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
116	Deal Pier Fishing	Daytime (08:00 to 22:00 hrs April-November, 08:00 to 18:00 hrs December-March) - concessions (unemployed, senior citizens, disabled and students (including under 16's))	N	£3.00	£3.00	£37,500	0%	Certain charges frozen, others raised between 0 and 5% in order to facilitate collection of fees and minimise change.
117	Deal Pier Fishing	Daytime (08:00 to 22:00 hrs April-November, 08:00 to 18:00 hrs December-March) - hand lines	N	£1.45	£1.50		3%	
118	Deal Pier Fishing	Evening (17:00 to 22:00 hrs April-November, 13:00-18:00 hrs December to March) - adult	N	£4.30	£4.50		5%	
119	Deal Pier Fishing	Evening (17:00 to 22:00 hrs April-November, 13:00 to 18:00 hrs December-March) - concessions (unemployed, senior citizens, disabled and students (including under 16's))	N	£2.20	£2.30		5%	
120	Deal Pier Fishing	Night Time (22:00 to 06:00 hrs) - adult	N	£8.40	£8.50		1%	
121	Deal Pier Fishing	Night Time (22:00 to 06:00 hrs) - concessions (unemployed, senior citizens, disabled and students (including under 16's))	N	£4.80	£5.00		4%	
122	Deal Pier Fishing	Combined 'Day and Night' Ticket - adult	N	£10.75	£11.00		2%	
123	Deal Pier Fishing	Combined 'Day and Night' Ticket - concessions (unemployed, senior citizens, disabled and students (including under 16's))	N	£7.05	£7.00		-1%	
124	Hire of Pier	Per night booking	N	£193	£200.00		4%	

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Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
125	Sports - Parks and Recreation Grounds	Bowls: Season Ticket - Adult	N	£66	£67.00	1500	2%	Income figures estimated as collection rates under new management structure may vary
126	Sports - Parks and Recreation Grounds	Bowls: Season Ticket - OAP	N	£66	£67.00		2%	
127	Sports - Parks and Recreation Grounds	Bowls: Season Ticket - Junior	N	£32.75	£33.50		2%	
128	Sports - Parks and Recreation Grounds	Visitors green fees per game 21 ends (per game per person) per game (per set – 4 woods and 1 Jack)	N	£3.20	£3.30		3%	
129	Sports - Parks and Recreation Grounds	Football: Pitch Hire - Adult	N	£51.50	£53.00		3%	Higher increase keeps charge simple
130	Sports - Parks and Recreation Grounds	Football: Pitch Hire - Juniors	N	£21	£21.50		5%	
131	Sports - Parks and Recreation Grounds	Netball	N	£25.00	£26.00		4%	
132	Sports - Parks and Recreation Grounds	Tennis - Adult (per court per hour)	N	£4.80	£5.00		4%	
133	Sports - Parks and Recreation Grounds	Tennis - Junior (per court per hour)	N	£1.65	£1.70		3%	

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Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
134	Sports - Parks and Recreation Grounds	Tennis - OAP (per court per hour)	N	£1.65	£1.70		3%	
135	Parks	Standard Hire Event	N	£156		£19,475	-100%	Delete - too similar to small commercial combine categories
136	Parks	Deposit	N				0%	
137	Parks	Small Commercial/stnadard Event - Operating Day	N	£163	£170.00		4%	
138	Parks	Small Commercial Event - Non-Operating Day	N	£38	£40.00		5%	
139	Parks	Small Commercial Event - Deposit	N	£1,000	£1,000.00		0%	
140	Parks	Large Commercial Event - Operating Day	N	£530	£555.00		5%	
141	Parks	Large Commercial Event - Non-Operating Day	N	£84.50	£88.50		5%	
142	Parks	Large Commercial Event - Deposit	N	£1,000	£1,000.00		0%	
143	Parks	Mobile Exhibition - Per Day	N	£75	£79.00		5%	

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Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
144	Parks	Mobile Exhibition - Deposit	N	£200	£200.00		0%	
145	Parks	Community Event or Event run by a registered charity - per day	N	£45	£45.00		0%	
146	Parks	Community Event or Event run by a registered charity - per deposit	N	£200	£200.00		0%	
147	Parks	Use of parks for commercially run fitness and similar activities - fee per session	N	£15.00	£25.00		n/a	
148	Parks	Commemorative Trees	N	£375	£395.00	(Included in £157,500 below)	5%	
149	Parks	Memorial Benches administration fee	N	£210	£195.00		-7%	
150	Parks	Commemorative Plaques	N	£199	£200.00		1%	
151	Cemetery - R. Walton - M. Leggatt - Cllr Bartlett							
152	General	Maintenance	N	£51	£52.50		3%	
153	General	Maintenance and Planting	N	£107	£110.00		3%	
154	General	Purchase of Grave Space - Adult (This fee will be doubled for non residents)	N	£655	£675.00		3%	

Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
155	General	Purchase of Grave Space - Child under 12 years	N	£0	£0	£157,500	0%	
156	General	Purchase of Cremation Grave/Ashes Plot (This fee will be doubled for non residents)	N	£185	£190.00		3%	
157	General	Use of Chapel	N	£151	£155.00		3%	
158	General	Garden of Remembrance - right to erect a tablet	N	£89	£91.00		3%	
159	General	Interment of Ashes (excluding caskets or urns)	N	£187	£192.00		3%	
160	General	Search in Burial Register (to be charged when time involved exceeds 1 hr)	N	£55	£57.50		5%	
161	General	Right to erect a memorial not exceeding 1.06 metres in height, 0.76 metres in width and 0.45 metres in depth	N	£169	£174.00		3%	
162	General	Vase not exceeding 0.30 metres in height or tablet not exceeding 0.25 metres (including a tablet for a stillborn child) with only the name or initials, date of death and age of person inscribed	N	£79	£81.00		3%	
163	General	Right to place on any flagstone, headstone, kerbstone, border stone, inscribed vase, tablet or monument, each further inscription	N	£71	£73.00		2%	
164	General	Replacement of a headstone with a new headstone	N	£35	£40.00	14%	Current (2016/17) charge does not cover costs of the service	

Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
165	General	Right to place kerb - depending upon location within cemetery		£375	£385.00		3%	
166	General	Interment of cremated remains in any grave	N	£187	£192.00		3%	
167	General	Interment of a stillborn child or child under 6 months	N	£56	£57.00		2%	
168	General	Interment of a child exceeding 6 months but under 12 years	N	£245	£250.00		2%	
169	General	Interment of an adult or child exceeding 12 years: single depth - new grave	N	£810	£835.00		3%	
170	General	Interment of an adult or child exceeding 12 years: single depth - reopen	N	£630	£650.00		3%	
171	General	Interment of an adult or child exceeding 12 years: double depth - new grave	N	£930	£960.00		3%	
172	General	Interment of an adult or child exceeding 12 years: double depth - reopen	N	£785	£810.00		3%	
173	General	Interment of an adult or child exceeding 12 years: triple depth	N	£1,140	£1,175.00		3%	
174	General	Laying Down of Unsafe Memorials Or Making Memorials Safe	N	£108	£0.00		-100%	Delete - occurs on old graves, majority of occurrences the family are difficult impossible to trace hence not cost effective to pursue charge
175	General	One Off Contribution For Maintenance For Coffin Burials	N	£215	£222.00		3%	
176	General	One Off Contribution For Maintenance For Cremated Remains	N	£83.00	£85.00		2%	

Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
177		The above charges apply where the person to be interred is, or immediately before death was a resident in the Dover District Council area, or in the case of a stillborn child, where the parents (or one of them) are residents of the District.						
Foreshore - R. Walton - M. Leggatt - Cllr Bartlett								
178	Beach Plot Charges	Walmer Plot	N	£320	£320.00	£15,456	0%	Fee will be held for 17/18 then 2% annual increase until 21/22 and 5 year licences granted to reduce admin.
179	beach Plot charges	Deal/Walmer commercial plot	N	£151	£151.00		0%	
180	Beach Plot Charges	St Margaret's Plot	N	£225	£231.00		3%	
181	Beach Plot Charges	Kingsdown Plot	N	£178	£183.00		3%	Omit 50% discount ramp replaced
182	Beach Plot Charges	Extra Boat on Plot	N	£78.50			-100%	Delete - Difficult to monitor limited income pick up on overall cost of plot
183	Beach Huts	St Margaret's Bay - Annual	N	£1,150	£1,185.00	£16,590	3%	
184	Beach Huts	The Endeavour Centre - Daily	N	£34.00	£35.00	£140	3%	
185	Sandwich Quay	Long stay moorings per m per day (minimum 3 months) - Residents	N	£3.20	£3.20	£2,500	0%	Left at 16/17 prices to encourage greater use of the quay so that it is a vibrant environment, prices are not below Kent market values given the offering.
186	Sandwich Quay	Long stay moorings per m per day (minimum 3 months) - Non-Residents	N	£5.00	£5.00		0%	
187	Sandwich Quay	Short Stay Moorings per day (maximum 28 days)	N	£10.00	£10.00		0%	

Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
188	Beach Huts	Beach Hut Plots Kingsdown	N	£450.00	£465.00	£9,300	3%	
189	Filming on DDC land	Fee - per day	N	£570.00	£600.00	£3,000	5%	
190	Filming on DDC land	Fee - per hour	N	£97.00	£102.00		5%	
191	Statutory Street Naming and Numbering	Registering a New Property Address	N	£130.00	£135.00	£15,500	4%	
192	Statutory Street Naming and Numbering	New Street or Building Comprising 2-10 units	N	£270	£280.00		4%	
193	Statutory Street Naming and Numbering	New Street or Building Comprising 11-20 units	N	£430	£440.00		2%	
194	Statutory Street Naming and Numbering	New Street or Building Comprising 21 + units	N	£440	£450.00		2%	For developments in excess of 20 units - fee will be £440 plus £10 fee for each unit in excess of 20 units . No maximum fee.
195	Statutory Street Naming and Numbering	Changing Street Name	N	£570	£585		3%	
196	Non Statutory Street Naming and Numbering	Administration Fee for undertaking Non Statutory Function Street Naming and Numbering	N	£55	£55.00		0%	Current charge covers hourly charge out rate

Fees and Charges 2017/18

				2016/17	2016/17	2016/17	2016/17	2016/17	2016/17	2017/18	2017/18		2017/18	2017/18		2017/18		2017/18	
Detail	Narrative	Vatable Y/N?	Proposed Amount of penalty if paid within 15 days	units / comments	Proposed Full amount of penalty - 14 days	Units / comments	Maximum penalty on conviction	Total Expected Income	Proposed Amount of penalty if paid within 15 days	Units / comments	Penalty Amount % change	Proposed Full amount of penalty - 14 days	Units / comments	Full Amount of Penalty % change	Maximum penalty on conviction	Maximum Penalty on conviction % change	Total Expected Income	Justification for charge levels	
Environmental Health - R. Walton - D Croucher - Cllr Bartlett																			
197	S48 Anti-Social Behaviour, Crime & Policing Act 2014	Failure to comply with a Community Protection Notice	N		£100		£2500 in the case of an individual, unlimited in the case of a body					£100		0%	£2500 in the case of an individual, unlimited in the case of a body	0%			
198	S33 Environmental Protection Act 1990	Fixed penalty notice for fly-tipping				Standard default levels as laid down in legislation (in accordance with DDC FPN Operational Policy)						£400			Unlimited fine.				New power to issue FPNs for fly-tipping introduced in May 2016. Proposed level of £400 subject to approval by Cabinet.
199	S34 Environmental Protection Act 90	Failure to produce waste documents	N	Not applicable. Dover District Council set the level of fines at the standard default level for each offence without an early payment option through its FPN Policy.									£300		0%	Unlimited on indictment, £5000 on summary	0%		
200	S5 Control of Pollution (amendment) Act 1989	Failure to produce authority to transport waste	N		£300		£5,000					£300		0%	£5,000	0%			
201	s47 Environmental Protection Act '90	Failure to comply with a waste receptacles notice (commercial)	N		£100		£1,000					£100		0%	£1,000	0%			
202	s46 Environmental Protection Act 1990	Failure to comply with a waste receptacles notice (domestic)	N		£60	Paid within 28 days	Recoverable as a civil debt					£60	Paid within 28 days	0%	Recoverable as a civil debt	0%			
203	S7 Health Act 2006	Smoking in a smoke free premises or vehicle	N	£30	Paid within 15 days	£50	Paid within 29 days	£200			£30	Paid within 15 days	0%	£50	Paid within 29 days	0%	£200	0%	
204	S7 Health Act 2006	Smoking in a vehicle with a person under the age of 18 present.									£30	Paid within 15 days		£50	Paid within 29 days		£200		Legislation introduced in October 2015.
205	S6 Health Act 2006	Failure to display no smoking signs in smoke free premises or vehicles	N	£150	Paid within 15 days	£200	Paid within 29 days	£1,000			£150	Paid within 15 days	0%	£200	Paid within 29 days	0%	£1,000	0%	
206	S4 Noise Act 1996	Noise from dwellings exceeding the permitted level (defined in the Act)	N		£100		£1,000					£100		0%	£1,000	0%			
207	S4A Noise Act 1996	Noise from licensed premises exceeding the permitted level (defined in the Act)	N		£500		£5,000					£500		0%	£5,000	0%			
208	S6 Clean Neighbourhoods & Env Act 2005	Nuisance Parking (exposing vehicles for sale on a road or repairing vehicles on a road)	N		£100		£2,500					£100		0%	£2,500	0%			
209	S.88(1) Environmental Protection Act 1990	Litter	N	No longer applicable. Dover District Council set the level of fines at the standard default level for each offence without an early payment option through its FPN Policy									£75		0%	£2,500	0%		
210	Sch. 3A para 7. EPA '90	Unauthorised distribution of literature on designated land	N		£75		£2,500					£75		0%	£2,500	0%			
211	S.43 Anti-Social Behaviour Act 2003	Graffiti and fly posting	N		£75		£2,500					£75		0%	£2,500	0%			
212	S.2A Refuse Disposal (Amenity) Act 1978	Abandoning a vehicle	N		£200		£2,500					£200		0%	£2,500	0%			
213	S.73 CNEA '05	Failure to nominate key holder (within an alarm notification area) or to notify the LA in writing of nominated key holder's details	N		£75		£1,000					£75		0%	£1,000	0%			
214	S.3 Dogs (Fouling of Land) Act 1996	Failure to remove dog faeces forthwith	N	Legislation still in force but fouling now dealt with under Public Spaces Protection Orders. May be reintroduced if PSPOs rescinded or not renewed.															

Fees and Charges 2017/18

				2016/17	2016/17	2016/17	2016/17	2016/17	2016/17	2017/18	2017/18		2017/18	2017/18		2017/18		2017/18	
Detail	Narrative	Vatable Y/N?	Proposed Amount of penalty if paid within 15 days	units / comments	Proposed Full amount of penalty - 14 days	Units / comments	Maximum penalty on conviction	Total Expected Income	Proposed Amount of penalty if paid within 15 days	Units / comments	Penalty Amount % change	Proposed Full amount of penalty - 14 days	Units / comments	Full Amount of Penalty % change	Maximum penalty on conviction	Maximum Penalty on conviction % change	Total Expected Income	Justification for charge levels	
Environmental Health - R. Walton - D Croucher - Cllr Bartlett																			
215	The Public Space Protection Order (Dover District Council) 2014	Failure to comply with Public Space Protection Order	N	Not applicable. Dover District Council set the level of fines at the standard default level for each offence without an early payment option through its FPN Policy. The level of FPN was approved by Cabinet and Scrutiny in June 2015.	£75		£1,000		Not applicable. Dover District Council set the level of fines at the standard default level for each offence without an early payment option through its FPN Policy. The level of FPN was approved by Cabinet and Scrutiny in June 2015.			£75	Not applicable. Dover District Council set the level of fines at the standard default level for each offence without an early payment option through its FPN Policy. The level of FPN was approved by Cabinet and Scrutiny in June 2015.		£1,000	0%			

Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Legal - D. Randall - H. Rudd - Cllr Conolly								
216	General	Engrossments (Right to Buy – Leasehold Transactions)	N	£75	£120	£4,200	60%	
217	General	All charges for legal professional work being met by third parties	N	£205	£205	£4,100	0%	Per hour
Land Charges - D. Randall - L. Cooke - Cllr Conolly								
218	General	Requisition for Search (LLC1)	N	£27.50	£27.50		0%	
219	General	Optional Printed Enquiry (in Part 2 of Con 290)	N	£12.00	£12.00		0%	
220	General	Any Additional Enquiry submitted	N	£15.00	£15.00		0%	
221	General	Search in respect of any extra parcel of land	N	£13.00	£13.00		0%	
222	General	Existing Conveyancing Form (CON29)	N	£98.50	£98.50		0%	
223	General	Proposed New Conveyancing Form (CON29)	N				100%	
224	General	CON29 Q1.1(a,b,c,d,e,f,g,h,i)	N	£3.50	£3.50		0%	
225	General	CON29 Q1.1(j,k,l)	N	£6.00	£6.00		0%	
226	General	CON29 Q1.2	N	£2.00	£2.00		0%	
227	General	CON29 Q2.1(a,b,c,d)	N	£3.50	£3.50		0%	
228	General	Proposed New CON29 Q2.2, 2.3, 2.4, 2.5 (Refer to KCC)	N	£6.00	£6.00			
229	General	CON29 Q3.1	N	£2.00	£2.00		0%	

Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
230	General	CON29 Q3.2	N	£2.00	£2.00	£220,000 in total for Land Charges	0%	
231	General	New Question CON29 Q3.3(a,b,c)	N	£3.50	£3.50		0%	
232	General	CON29 Q3.4 (a,b,c,d,e,f)	N	£5.00	£5.00		0%	
233	General	CON29 Q3.5 (a,b)	N	£4.00	£4.00		0%	
234	General	CON29 Q3.6 (a,b,c,d,e,f,g,h,i,j,k,l)	N	£3.00	£3.00		0%	
235	General	CON29 Q3.7 Flood and coastal erosion added)	N	£18.00	£18.00		0%	
236	General	CON29 Q3.8	N	£4.00	£4.00		0%	
237	General	CON29 Q3.9 (a,b,c,d,e,f,g,h,i,j,k,l,m,n)	N	£2.50	£2.50		0%	
238	General	New Question CON29 Q3.10	N	N/A	N/A		100%	
239	General	CON29 Q3.11(a,b)	N	£4.00	£4.00			
240	General	CON29 Q3.12	N	£2.00	£2.00		0%	
241	General	CON29 Q3.13(a,b,c)	N	£5.00	£5.00		0%	
242	General	CON29 Q3.14	N	£3.00	£3.00		0%	
243	General	New Question CON29 Q3.15	N	£1.50	£1.50		100%	
244	General	CON29 Administration Fee plus Question fees	N	£18.00	£18.00		0%	£18 admin fee now charged for CON29O and additional questions submitted without a standard search

Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
245	General	Personal Search Land Charges Register	N	£0.00	£0.00		0%	Free
Electoral Services - D. Randall - L. Cooke - Cllr Conolly								
246	Representation of the People Acts and the Electoral Administration Act	Purchase of Register of Electors and copies of Election documents	Y	£0.00	£0.00		0%	As per Statutory Instrument
Miscellaneous - D. Randall - M. Weir - Cllr Conolly								
247	Access to Information and Data Protection Acts	Inspection of list of background papers	Y	£0.00	£0.00	£0.00	0%	Freedom of Information free up to 18 hour limit
248	Access to Information and Data Protection Acts	Inspection of each set of documents	Y	£2.50	£2.50	£0.00	0%	Freedom of Information free up to 18 hour limit
249	Access to Information and Data Protection Acts	Inspection of personal data	Y	£10.00	£10.00	£100.00	0%	Maximum fee Council can charge as per legislation
250	Access to Information and Data Protection Acts	Environmental Information Request	N	N/A	£32.00	£100.00	N/A	New Charge from 2017/18

Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT (where applicable)	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Comments (inc reasons for change in charges and/or income)
Housing - M. Davis - P Whitfield - Cllr Beresford								
251	Garages	Standard garages to Council tenants	N	£11.10	£11.22	£184,950	1.1%	Inflation increase 317 garages
252	Garages	Standard garages to Non-Council tenants	N	£11.10	£11.22	£230,945	1.1%	Inflation increase 475 garages
253	Garages	Garage Plots (per annum)	N	£132.93	£134.28	£21,350	1.0%	Inflation increase 159 garages
254	Garages let at full market rent	The Gateway, Dover	N	£19.22	£19.44	£1,685	1.1%	Inflation increase Two garages
255	Garages let at full market rent	Dover Town Area (Harold St, Godwyne Close, Pencester)	N	£17.22	£17.22	£15,222	0.0%	17 garages
256	Guest Room Rental	Rental of Guest Room in Sheltered Housing Blocks	N	£18.50	£18.50	£1,400	0.0%	£18.50 for the first night then £11.50 for any subsequent nights
257	Rent of Common Rooms	Rental of Common Rooms in Sheltered Housing Blocks	N	£10.00	£10.00	£1,500	0.0%	£10 per hour
258	Laundry Facilities	Use of Laundry Facilities within the Sheltered Housing Blocks	N	£0.20	£0.20	£600	0.0%	3000
259	Keys	Assa Keys for Communal Buildings	N	£18.00	£18.00	£900	0.0%	60
260	Supporting People Charges	Accommodation based service - sheltered	N	£10.24	£10.24	£142,021	0.0%	266 clients
261	Supporting People Charges	Alarm Service	N	£0.33	£0.33	£11,154	0.0%	650 clients (charge is per week)
262	Leaseholders	Solicitors enquiries from potential leaseholders	N	£108	£109.20	£3,185	1.1%	Inflation increase 35 expected
263	Notice of Transfer	Change of Leaseholder details		£75	£76.00	£2,280	1.3%	Inflation increase 30 expected
264	Leaseholders	Extension of Lease - initial work on lease valuation extension and legal costs. Does not include costs of actual lease extension		£656	£656	656	0.0%	One lease extension expected
265	Retrospective Consent	Retrospective consent from Housing to make alterations at Council Properties		£40	£45	£450	12.5%	More accurate reflection of actual cost 10 expected
Private Sector Housing - M. Davis - R. Kennedy - Cllr Beresford								
266	HMO Licensing	Initial application fee to licence an HMO.	N	£680	£700	£1,600	2.9%	Change due to benchmarking of surrounding councils charges
267	HMO Licensing	Fee for Licence renewal	N	£450	£460	£1,800	2.2%	Change due to benchmarking of surrounding councils charges
268	Housing Act Notices	Improvement and Prohibition notice	N	£350	£370	£1,000	5.7%	Change due to benchmarking of surrounding councils charges

Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT (where applicable)	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Comments (inc reasons for change in charges and/or income)
Housing - M. Davis - P Whitfield - Cllr Beresford								
269	Housing Act Notices	Suspended Improvement and Prohibition notice	N	£350	£370	£0	5.7%	Change due to benchmarking of surrounding councils charges
270	Housing Act Notices	Emergency Remedial Action	N	£500	£550	£550	10.0%	Change due to benchmarking of surrounding councils charges
271	Housing Act Notices	Demolition Order	N	£600	£610	£0	1.7%	Inflation costs
272	Mobile Homes Act 2013 licence	Initial Licence fee	N	£50	£50	£0	0.0%	
273	Mobile Homes Act 2013 licence	Annual licence fee	N	£10	£10	£0	0.0%	For each pitch
274	Mobile Homes Act 2013 licence	Transfer of licence	N	£300	£300	£0	0.0%	For each licence
275	Mobile Homes Act 2013 licence	Expansion fee	N	£200	£200	£0	0.0%	For each expansion plus £10 for each additional unit
276	Mobile Homes Act 2013 licence	Fee for depositing rules	N	£30	£30	£0	0.0%	Depositing rules
277	Mobile Homes Act 2013 licence	Charge for notices	N	£260	£260	£0	0.0%	One notice plus cost for specialist reports
278	The redress schemes for letting agency work and management agency work order 2014	Penalty notice for each breach of requirement of letting agent or managing agent to belong to a redress scheme	Y	£5,000	£5,000	£0	0.0%	Each breach of requirement
279	The Smoke and Carbon Monoxide Alarm (England) Regulations 2015	Penalty notice for each breach of requirement of letting agent or managing agent to belong to a redress scheme	Max yes	£1,500	£1,500	£0	0.0%	£1500 for first offence; £3000 for second offence; £5000 for third and subsequent offence
280	Immigration inspection	Requests to inspect properties and provide report of suitability of property for immigration	N	£100	£100	0	0.0%	For one property inspection
Miscellaneous - M. Davis - H. Lamb - Cllr Conolly								
281	Finance	Credit Card Surcharge	N		£0	£0	-100.0%	Credit card surcharge to be removed to encourage move to electronic payments and to support digital transformation.
282	Finance	Court Summons for Council Tax and Business Rates	N	£50	£50	£300,000	0.0%	No increase for 17/18 As the costs are only intended to reflect our actual costs in obtaining the summons or liability order it is difficult to justify increasing them when our overall budgets are reducing.
283	Finance	Liability Order for Council Tax and Business Rates	N	£50	£50		0.0%	