

Each January a set of fees and charges for the coming year are proposed. In the past, these have been subject to approval by individual Lead Members but for 2019/20 these will be subject to collective decision making by Leadership Team as part of the budget setting process.

The draft charges are proposed as part of the report to Leadership Team on 9 January 2019 and will then be examined by Scrutiny Committees at their meetings in February 2019 before final approval by Leadership Team on 20 February as part of the Council Tax report. The schedule that follows sets out the draft fees and charges that have now been proposed for 2019/20. The Council's overall approach is to uplift charges by 2%, however, there are some exceptions. The need to avoid single pence means that in most cases, charges are rounded.

Once agreed, this schedule will be published on the Council's website within the relevant service sections of the website.

Points to note:

- a) The proposed fees and charges are presented by Directorate for the purposes of this report.
- b) Subject to feedback from Scrutiny Committees, the majority of these charges will be formally approved by Leadership Team on 20 February. However, there are a couple of exceptions, notably
 - a. Charges to schools for Council provided services have been excluded from this schedule and are subject to a separate decision making process.
 - b. Some fees and charges are subject to a separate decision making process and approval by Licencing Committee on 13 February 2019. These are highlighted in the relevant tables below.

1. Adult Social Care Fees and Charges

Councils are required to have a client contribution policy that is demonstrably fair and does not undermine the overall objectives of social care – to promote both independence and social inclusion of individuals. Following a review of charging undertaken by a Scrutiny Committee Sub-Group, a new contributions policy for Adult Social Care services was agreed in December 2009. This policy was implemented with effect from Monday 31 May 2010 and remains in place.

A financial assessment is undertaken in line with the Contributions Policy and determines for each individual, the financial contribution that they are asked to make towards the cost of their care. The amount an individual contributes must be an 'affordable' amount, based on their ability to pay.

The table below sets out the fees and charges for Adult Social Care services. In most cases, the percentage increase is in line with the Council's approach of a 2% increase and rounded to the nearest 10p.

Within Adult Social Care there are some charges which are set regionally, such as residential and nursing care. These are excluded from the fees and charges set out below.

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
<u>Home Care Services</u> The charge for home care services is set at the average of rates charged by the Council's main home care contractors as at April 2019 <i>(calculations are currently underway and will be included in the report to Adult Social Care and Public Health Scrutiny Committee)</i>	16.70	TBC
<u>Reablement Services</u> A local authority is not allowed to charge for the first 6 weeks of intermediate care.	No Charge	No Charge
<u>Day Care (per half day session)</u> <ul style="list-style-type: none"> • Standard • Complex Needs 	17.80 23.60	18.20 24.10
<u>Transport Provision</u> A charge for each round trip to and from a day centre	9.80	10.00
<u>Meals</u> A charge is made for home meals and for meals at day centres which is deemed to cover the food element. No charge is currently made for delivery of meals	3.90	4.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
<p><u>Deferred Payment Agreements</u> The Care Act 2014 introduced a universal deferred payment scheme which allows adult social care clients to defer the cost of their care that is required to be paid owing to the value of their property. The Act allows local authorities to charge fees for the cost of administering this scheme.</p> <ul style="list-style-type: none"> • One off set up charge • Ongoing annual maintenance charge 	<p style="text-align: right;">500 100</p>	<p style="text-align: right;">500 100</p>

2. Environment and Communities

The Environment and Communities Directorate spans a number of different services for which there are associated fees and charges. Many of these are discretionary for which the Council has control but some are set nationally, such as planning fees and others are subject to approval by an alternative Committee, such as the Licensing Committee. Details are highlighted in the tables that follow where required.

Planning and Borough Development

Local Land Charges (FORM LLC1, CON29R & O)

Fee Description (excluding VAT) (subject to standard rate VAT)	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Fee type (combined VAT & non VAT charge)		
Standard Search Fee	£257.50 (£230.00 subject to VAT)	£257.50 (£230.00 subject to VAT)
Fee type (excluding. VAT)		
Con29R Only Search	230.00	235.00
Con29O Questions (each)	12.00	12.00
Fee type (VAT exempt)		
LLC1 Search	27.50	28.00
LLC1 Search (one part of register)	6.00	6.00
Additional Parcels (each)	44.00	45.00
Copy Searches	33.50	34.00
Copy Documents (each)	17.76	18.00
Copies of Plans (each)	5.58	5.69
Photocopy/printing A4	16p	16p
Photocopy/printing A3	56p	57p
Photocopy/printing A0	5.08	5.18
Registration of a charge in Part 11 of the register (light obstruction notices)	67.00	68.00
Filing a definitive certificate of the Lands Tribunal under rule 10(3) in part 11 of the register (light obstruction charges)	2.50	3.00
Filing a judgement, order or application for the variation or cancellation of any entry in part 11 of the register (light obstruction charges)	7.00	7.00

Street Naming and Numbering Charges

Fee Description (excluding VAT) (subject to standard rate VAT)	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Fee type (VAT exempt)		
Naming or renaming of a building	284.00	290.00
Naming or renaming of a road	853.00	2,500.00
Numbering or renumbering of a building		

Fee Description (excluding VAT) (subject to standard rate VAT)	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
One single unit	111.00	113.00
Additional units (£/unit)	52.00	53.00
Internal address registration/verification		
One single unit	52.00	53.00
Additional units (£/unit)	52.00	53.00

Planning Enforcement Charges (including VAT)

Fee Description (excluding VAT) (subject to standard rate VAT)	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Requests to confirm compliance with an Enforcement Notice	326.00	333.00
Requests to confirm compliance with an Enforcement Notice – one hour meeting included	422.00	430.00
Requests to withdraw an Enforcement Notice	547.00	558.00
Requests to withdraw an Enforcement Notice – one hour meeting included	643.00	656.00
Miscellaneous meeting – one hour (at the HoDM's discretion)	698.00	712.00
Miscellaneous meeting – two hours (at the HoDM's discretion)	1,183.00	1,207.00

Section 106 Compliance Charges (including VAT)

Fee Description (excluding VAT) (subject to standard rate VAT)	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Consideration of clauses in a S106 obligation	422.00	430.00
Confirmation of compliance with clauses in a S106	446.00	455.00
Confirmation of compliance with clauses in a S106 – with one hour meeting	542.00	553.00
Miscellaneous meeting – one hour (at the HoDM's discretion)	698.00	712.00
Miscellaneous meeting – two hours (at the HoDM's discretion)	1,183.00	1,207.00

Policy Documents

Fee Description (excluding VAT) (subject to standard rate VAT)	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Local Plan	50.00	51.00
Local Plan Proposal Map	15.00	15.00
Supplementary Planning Documents	25.00	26.00
Conservation Area Proposal Statements	25.00	26.00

Rechargeable Tree Work

Fee Description (VAT Exempt)	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
RECHARGEABLE TREE WORK		
Part of legislation that regulates the control of vegetation on the highway also allows local authorities to carry out work on private trees if they are causing a nuisance but the owners refuse to do the remedial work themselves. In these circumstances the cost of the work can then be recharged to the owner	Contractor costs + 40% monitoring and admin charge	Contractor costs + 40% monitoring and admin charge

Fee Description (VAT Exempt)	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Responses to solicitor letters, requests for additional copies of completion certificates and approval notices	77.00	79.00

Demolition Notices

Fee Description (excluding VAT) (subject to standard rate VAT)	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Section 10(3) of the London Local Authorities Act 2004 provides for the recovery of reasonable incurred expenses from a person on whom a notice under Section 81 of the Building Act 1984 is served.	113.00	115.00

Planning Advice Charges

Fee Description (Including VAT)	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Level 1 Advice		
Householder not including subterranean	446.00	455.00
Householder including subterranean	575.00	590.00
Local community groups	254.00	260.00
Advertisements	446.00	455.00

Fee Description (Including VAT)	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Telecommunications	460.00	470.00
Advice under Garden Square legislation	Fee will be calculated as per planning permission advice	Fee will be calculated as per planning permission advice
Residential, including changes of use and conversions (1-4 units)	878.00	900.00
Residential, including changes of use and conversions (5-9 units)	2,364.00	2,415.00
Residential, including changes of use and conversions (10-49 units)	3,139.00	3,205.00
Residential, including changes of use and conversions (50-199 units)	5,236.00	5,340.00
Residential, including changes of use and conversions (200+ units)	9,750.00	9,945.00
Non-residential, including changes of use (Less than 100m2 floorspace)	364.00	370.00
Non-residential, including changes of use (100-499m2 floorspace)	878.00	900.00
Non-residential, including changes of use (500-999m2 floorspace)	2,364.00	2,415.00
Non-residential, including changes of use (1000-4999m2 floorspace)	3,139.00	3,205.00
Non-residential, including changes of use (5000-9999m2 floorspace)	5,236.00	5,340.00
Non-residential, including changes of use (10000m2+ floorspace)	9,750.00	9,945.00
Miscellaneous 1 hour meetings (at HoDM discretion)	698.00	710.00
Miscellaneous 2 hour meetings (at HoDM discretion)	1,183.00	1,200.00
Level 2 Advice		
Householder not including subterranean	446.00	455.00
Householder including subterranean	863.00	885.00
Local community groups	254.00	260.00
Advertisements	446.00	455.00
Telecommunications	460.00	470.00
Details required by condition	350.00	360.00
Advice under Garden Square legislation	Fee will be calculated as per planning permission advice	Fee will be calculated as per planning permission advice
Internal alterations to listed buildings where planning permission not required (time limited)	446.00	455.00
Residential, including changes of use and conversions (1-4 units)	878.00	900.00

Fee Description (Including VAT)	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Residential, including changes of use and conversions (5-9 units)	2,364.00	2,415.00
Residential, including changes of use and conversions (10-49 units)	3,999.00	4,085.00
Residential, including changes of use and conversions (50-199 units)	6,096.00	6,220.00
Residential, including changes of use and conversions (200+ units)	10,610.00	10,830.00
Non-residential, including changes of use (Less than 100m2 floorspace)	364.00	370.00
Non-residential, including changes of use (100-499m2 floorspace)	878.00	900.00
Non-residential, including changes of use (500-999m2 floorspace)	2,364.00	2,415.00
Non-residential, including changes of use (1000-4999m2 floorspace)	3,999.00	4,085.00
Non-residential, including changes of use (5000-9999m2 floorspace)	6,096.00	6,220.00
Non-residential, including changes of use (10000m2+ floorspace)	10,610.00	10,830.00
Level 3 Advice		
Householder not including subterranean	542.00	555.00
Householder including subterranean	959.00	985.00
Local community groups	350.00	360.00
Advertisements	542.00	555.00
Telecommunications	556.00	570.00
Details required by condition	446.00	455.00
Advice under Garden Square legislation	Fee will be calculated as per planning permission advice	Fee will be calculated as per planning permission advice
Internal alterations to listed buildings where planning permission not required (time limited)	542.00	555.00
Residential, including changes of use and conversions (1-4 units)	974.00	995.00
Residential, including changes of use and conversions (5-9 units)	2,486.00	2,540.00
Residential, including changes of use and conversions (10-49 units)	4,121.00	4,210.00
Residential, including changes of use and conversions (50-199 units)	6,586.00	6,720.00
Residential, including changes of use and conversions (200+ units)	11,282.00	11,505.00
Non-residential, including changes of use (Less than 100m2 floorspace)	460.00	470.00

Fee Description (Including VAT)	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Non-residential, including changes of use (100-499m2 floorspace)	974.00	995.00
Non-residential, including changes of use (500-999m2 floorspace)	2,486.00	2,540.00
Non-residential, including changes of use (1000-4999m2 floorspace)	4,121.00	4,210.00
Non-residential, including changes of use (5000-9999m2 floorspace)	6,586.00	6,720.00
Non-residential, including changes of use (10000m2+ floorspace)	11,282.00	11,505.00
Level 4 Advice		
Miscellaneous 1 hour meetings (at HoDM discretion)	698.00	710.00
Miscellaneous 2 hour meetings (at HoDM discretion)	1,183.00	1,200.00
Advice relating to all fee types	Contact Head of Development Management for assessed fee	Contact Head of Development Management for assessed fee
Level 2 Follow Up Advice		
Householder not including subterranean	302.00	310.00
Householder including subterranean	623.00	640.00
Local community groups	254.00	260.00
Advertisements	302.00	310.00
Telecommunications	316.00	325.00
Details required by condition	302.00	310.00
Advice under Garden Square legislation	Fee will be calculated as per planning permission advice	Fee will be calculated as per planning permission advice
Internal alterations to listed buildings where planning permission not required (time limited)	350.00	360.00
Residential, including changes of use and conversions (1-4 units)	590.00	605.00
Residential, including changes of use and conversions (5-9 units)	1,747.00	1,785.00
Residential, including changes of use and conversions (10-49 units)	2,755.00	2,810.00
Residential, including changes of use and conversions (50-199 units)	4,547.00	4,645.00
Residential, including changes of use and conversions (200+ units)	7,271.00	7,420.00
Non-residential, including changes of use (Less than 100m2 floorspace)	268.00	275.00
Non-residential, including changes of use (100-499m2 floorspace)	590.00	605.00

Fee Description (Including VAT)	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Non-residential, including changes of use (500-999m2 floorspace)	1,747.00	1,785.00
Non-residential, including changes of use (1000-4999m2 floorspace)	2,755.00	2,810.00
Non-residential, including changes of use (5000-9999m2 floorspace)	4,547.00	4,645.00
Non-residential, including changes of use (10000m2+ floorspace)	7,271.00	7,420.00
Level 3 Follow Up		
Householder not including subterranean	380.00	405.00
Householder including subterranean	719.00	735.00
Local community groups	350.00	360.00
Advertisements	398.00	405.00
Telecommunications	412.00	420.00
Details required by condition	398.00	405.00
Advice under Garden Square legislation	Fee will be calculated as per planning permission advice	Fee will be calculated as per planning permission advice
Internal alterations to listed buildings where planning permission not required (time limited)	446.00	455.00
Residential, including changes of use and conversions (1-4 units)	686.00	700.00
Residential, including changes of use and conversions (5-9 units)	1,870.00	1,910.00
Residential, including changes of use and conversions (10-49 units)	2,974.00	3,035.00
Residential, including changes of use and conversions (50-199 units)	5,036.00	5,145.00
Residential, including changes of use and conversions (200+ units)	7,943.00	8,100.00
Non-residential, including changes of use (Less than 100m2 floorspace)	364.00	370.00
Non-residential, including changes of use (100-499m2 floorspace)	686.00	700.00
Non-residential, including changes of use (500-999m2 floorspace)	1,870.00	1,910.00
Non-residential, including changes of use (1000-4999m2 floorspace)	2,974.00	3,035.00
Non-residential, including changes of use (5000-9999m2 floorspace)	5,036.00	5,145.00
Non-residential, including changes of use (10000m2+ floorspace)	7,943.00	8,100.00

Planning Performance Agreement Charges

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Fee type (rate excludes VAT but is added) day rate		
• Support Staff	328.00	335.00
• Officers	500.00	510.00
• Senior Officers	625.00	638.00
• Principal Officers	710.00	724.00
• Team Leaders	803.00	819.00
• SMT	1,341.00	1,368.00

Building Control Fees

Fee Description (Including VAT)	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Our fees are set against a 'cost recovery' basis and will be tailored to meet the scope of the project. Our fees are determined by making use of the LABC (Local Authority Building Control) risk assessment principles in the LABC Service Plan models.	120 per hour	120 per hour

Miscellaneous Fees and Charge

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Governance Service		
School Admission Appeals	200	200
Any subsequent appeal	130	130
School Exclusion Appeals	200	200
Any subsequent appeal	130	130

Waste and Enforcement

Management and Street Cleansing

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Waste Management and Street Cleansing (20% Discount Applied for Charities)		
Household Bulky Collections Zero rate VAT		
Up to 10 items of unwanted household furniture, electrical items/appliances or similar items	32.00	32.60
Gritting		
Grit salt per 10Kg Sack	11.70	11.90
Removal from Gullies		
Standard Charge	79.60	81.20
Pensioners and registered Disabled (10% Of Standard charge)	7.90	8.10
Other removals from the Highways		
Shopping Trolleys - Removal, transport and administration	57.90	59.10
Removal of Estate Agent Boards (per board)	163.80	167.10
Removal of Small Items from the Highway - Standard Charge	73.60	75.10
Removal of Small Items from the Highway - Storage per day	9.80	10.00
Removal of debris after a motor incident (minor accident)	153.30	156.40
Removal of debris after a motor incident (major accident)	Actual Cost	Actual Cost
Removal of Builders waste or other flytipped items on the Highway	Actual Cost	Actual Cost
Removal of damaged items/debris as a result of extreme weather events	Actual Cost	Actual Cost
Removal of abandoned vehicles from land other than the public highway or Council land:		
• Inspection/Admin Fee	105.10	107.20
• Removal/Admin Fee	157.60	160.80
Public Conveniences		
Public conveniences - charge per use	0.30	0.30
Commercial Waste (20% Discount Applied for Charities)		
Bagged Waste and Recycling		
General Waste Sacks - cost per sack	1.98	1.99
Recycling Sacks - cost per sack	1.10	1.14
Wheelie Bin Waste and Recycling		
Waste collection charge 240 L General	6.26	6.40
Waste collection charge 240L Recycling	2.33	2.60
360 Ltr Wheelie Bins - General Waste - cost per empty	7.50	7.65
360 Ltr Wheelie Bins - Recycling - cost per empty	3.45	3.70
660 Ltr Wheelie Bins - General Waste - cost per empty	10.65	10.85

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
660 Ltr Wheelie Bins - Recycling - cost per empty	8.10	8.25
Paladins / Chamberlains		
940 Ltr Paladins & Chamberlains - General Waste Only	14.00	14.30
Euro Bin Waste and Recycling		
1100 Ltr Euro Bins - General Waste - cost per empty	15.05	15.60
1100 Ltr Euro Bins - Compacted Waste - cost per empty	40.15	41.00
1100 Ltr Euro Bins - Recycling - cost per empty	11.40	11.65
Office Recycling Box (takes one recycling sack)		
• 1-5 boxes	5.30	5.40
• 6-10 boxes	4.80	4.90
• 11-15 boxes	4.40	4.50
• 16-20 boxes	4.10	4.20
• 20+ boxes	3.70	3.80
• Large cardboard bale	4.90	5.00
• Cardboard units	1.10	1.10
Domestic Bin hire		
240 Ltr Euro Bins - Domestic Bin Hire - cost per bin per week	2.10	2.15
360 Ltr Euro Bins - Domestic Bin Hire - cost per bin per week	2.20	2.25
660 Ltr Euro Bins - Domestic Bin Hire - cost per bin per week	2.30	2.35
1100 Ltr Euro Bins - Domestic Bin Hire - cost per bin per week	2.30	2.35
Palladin Bins - Domestic Bin Hire - cost per bin per week	2.00	2.10
Container Replacement		
Paladin replacement	320.00	330.00
Chamberlain 940 Litre replacement	320.00	330.00
1100 Litre replacement	345.00	355.00
660 Litre replacement	345.00	355.00
360 Litre replacement - waste	70.00	72.00
360 Litre replacement - recycling	70.00	72.00
Bin Repair (Non RBKC container)		
Lid	42.70	43.60
Wheels (per wheel)	13.40	13.70
Container Steam Cleansing		
Container/Paladin per cleanse	33.50	34.20
Winter Service		
Grit Salt 10kg + Delivery	10.70	10.90
Commercial Bulky Waste Collections		
Minimum Charge	45.00	46.00
Skips and Compactors		
Commercial Compactors - 7 cubic yards	248.10	253.10

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Commercial Compactors - 10-14 cubic yards	306.90	313.00
Commercial Compactors - 14-18 cubic yards	340.30	347.10
Collection and Storage of Builders Skips of any size		
Monday to Friday (normal hours)	175.60	179.10
Monday to Friday (call out drivers)	206.30	210.40
Saturday	206.30	210.40
Sunday	237.60	242.40
Storage (per day).	9.40	9.60
Commercial recycling contamination charge		
Orange Sack - Customer not removing contamination - 1 contaminated sack	26.60	27.10
Orange Sack - Customer not removing contamination - additional sacks	0.55	0.60
360 Ltr Euro Bins - Customer not removing contamination - 1 contaminated container	28.30	28.90
360 Ltr Euro Bins - Customer not removing contamination - additional containers	2.40	2.40
360 Ltr Euro Bins - Customer removes contamination and requires additional collection - 1 contaminated container	26.70	27.20
360 Ltr Euro Bins - Customer removes contamination and requires additional collection - additional containers	0.70	0.70
660 Ltr Euro Bins - Customer not removing contamination - 1 contaminated container	30.30	30.90
660 Ltr Euro Bins - Customer not removing contamination - additional containers	4.30	4.40
660 Ltr Euro Bins - Customer removes contamination and requires additional collection - 1 contaminated container	27.30	27.80
660 Ltr Euro Bins - Customer removes contamination and requires additional collection - additional containers	1.30	1.30
1100 Ltr Euro Bins - Customer not removing contamination - 1 contaminated container	33.10	33.80
1100 Ltr Euro Bins - Customer not removing contamination - additional containers	7.10	7.20
1100 Ltr Euro Bins - Customer removes contamination and requires additional collection - 1 contaminated container	28.10	28.70
1100 Ltr Euro Bins - Customer removes contamination and requires additional collection - additional containers	2.20	2.20
Distribution of Free Literature Licenses (Zero VAT)		
Standard Application Fee for each Site for 1 Distributor (A Site is a Street) for up to 1 Month	199.80	203.80

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Short Notice Application Fee for each Site for 1 Distributor (A Site is a Street) for up to 1 Month	241.60	246.40
Additional Fee for applications over 1 Month (£ per month)	10.70	10.90
Each Additional Distributor at each Site	28.20	28.80
Administration charge for alterations to licenses which have already been issued (including the replacement of licenses and or distributors permit IDs.	42.80	43.70
Newspaper distributors outside underground stations only - placement of paper distribution containers to be used only during licence operational period in partnership with a distributor. (£ per month)	10.00	10.20
Private Street Sweeping		
Sweeping		
• Weekday per hour	44.70	45.60
• Saturday per hour	45.90	46.80
• Sunday per hour	56.40	57.50
Gullies		
• Weekday per gully	17.10	17.40
• Saturday per gully	17.80	18.20
• Sunday per gully	21.70	22.10
Garden Waste		
Annual subscription	65.00	66.30

Cultural Services - Museums

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Leighton House (Includes VAT at 20%)		
Entry Charges		
Adult Entry	9.00	9.00
Concessions Entry	7.00	7.00
Entry for Special Events and Exhibitions	POA	POA
Joint Ticket to Leighton House and 18 Stafford Terrace. Pre-booked only Adult	12.50	16.00
Joint Ticket to Leighton House and 18 Stafford Terrace. Pre-booked only Concession	9.50	12.00
Tours		
Guided Tours	12.40	12.00
Guided Tours - Students (undergrad/postgrad)	9.30	10.00
Joint Guided Tours (LH & 18 Stafford Terrace)	20.60	22.00
Student Joint Guided Tours (LH & 18 Stafford Terrace)	15.50	18.00
Walking Tours of Artists Houses (Normal)	20.60	15.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Private Evening Tours - Non-Costumed Guide (ppn)	POA	500.00
Children		
School visits - per class of 30 (RBKC)	67.50	65.00
School visits - per class of 30 (non-RBKC)	93.20	65.00
Family Events (per child)	POA	POA
Course, Lectures and Study Days		
Drawing Classes of 10 week duration - Full Day	POA	POA
Courses per day (not drawing)	POA	POA
Study Days	POA	POA
Lectures (Day or Evening)	POA	POA
18 Stafford Terrace – Entrance Fees (Includes VAT at 20%)		
Adult Entry (Open Access)	7.20	9.00
Concessions Entry (children free under 16, adults 60+)	5.20	7.00
Adult Entry – Standard Tour	12.40	12.00
Concession - Standard Tour (children free under 16, adults 60+)	9.30	10.00
Adult Entry - Costumed Tour	-	15.00
Concession - Costumed Tour (children free under 16, adults 60+)	-	13.00
Group Rate (12 or less)	148.30	144.00
Public Evening Tours - Costumed Guide	20.60	20.00
School visits - per class of 30 (RBKC)	206.00	200.00
School visits - per class of 30 (non-RBKC)	247.20	240.00
Leighton House Lettings		
Lectures / Meetings / AGM'S	800.00	800.00
Concerts - Weekdays	900.00	900.00
Use of Audio/Visual equipment for talks/events	100.00	TBC
Concert with catering		2,750.00
Dinners	4,000.00	4,900.00
Cocktail Parties (Whole house)	2,850.00	3,800.00
Cocktail Parties - Arab Hall & Dining Room only	2,300.00	3,000.00
Dinners in Leighton's Dining Room	2,700.00	3,300.00
Dinner in Narcissus Hall	4,500.00	4,500.00
Filming / TV/ Photo-shoots	POA	POA
Events in Parks / on Council Land		
<i>N.B.50% concession for Charity events</i>		
Community Event	140.00	142.80
Street Parties (with commercial activity)	140.00	142.80
Events under 3,000 people	1,500.00	1,530.00
Events over 3,000 people	POA	POA

Promotions on the Highways

To note - 50% concession for charity events – values quoted are a minimum level.

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Promotions on the Highways		
Temporary Highways Consent to use the public highway for promotional activity - payable on all promotional activities	230.00	234.60
Small event (e.g. Red Carpet)	310.00	316.20
Small promotional distribution (small product giveaway e.g. chocolate bar). Includes up to 2 distributors	560.00	571.20
Medium promotional distribution. Includes up to 4 distributors	695.00	708.90
Additional distributors (per distributor / per day)	35.00	35.70
Promotions more than three days in duration	POA	POA

Filming and Photography

To note - includes video and stills photography and excludes extra staff and car parking fees.

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Full scale features all park locations (approval needed from Ward Councillors)	POA	POA
Flagship Sites	364.00	371.30
All other parks	182.00	185.60
Flagship sites including Holland Park (concessions)	182.00	185.60
All other parks (concessions)	93.00	94.90
<i>Per Hour 50% concession for:</i>		
<ul style="list-style-type: none"> • Stills photography where not more than 2 people involved • Registered charity • Educational documentary, not for cinema or television distribution. • Voluntary organisations meeting criteria. 		
Unit Base (per day)		
• Small (10 Bays)	571.00	582.40
• Medium (40 Bays))	566 - 2,060	577 - 2,101
• Large (over 40 bays)	POA	POA
Film Locations Fee Structure		
Tier 4: Community spaces (Kensington Lesuire, Chelsea Sports Centre)	0 to 3,000	0 to 3,000
Tier 3: Unusual locations across the borough	3,000 to 4,000	3,000 to 4,000
Tier 2: Classic borough locations that are in high demand	4,000 to 5,000	4,000 to 5,000
Tier 1: Iconic location - international recognised	5,000+	5,000+
Administration Fees		
Admin charge for all paying jobs (minimum charge for first hour)	100.00	102.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Out of hours fee (for Events/Filming taking place before 8am or after 6pm)	103.00	105.10
Short Notice Fee Supplement	82.00	83.60
Cancellation Fee Supplement	82.00	83.60
Administration Fees for Filming Applications:		
• Student and Charity (up to 10)	15.50	15.80
• Small Crews (up to 10)	40.00	40.80
• Medium Crews (11 to 24)	80.00	81.60
• Large Crews 25+	120.00	122.40
Temporary Highways Consent to use the public highway for Filming - payable on all filming activity	181.00	184.60
Structure on the Highway - Half Day	115.00	117.30
Structure on the Highway - Full Day	230.00	234.60

Markets

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Traders Storage Units		
Haydens Place (all with traders) Storage Unit		
• 14 units	95.40	97.30
Dunworth Mews (all with traders) Storage Unit		
• Unit 1	112.50	114.80
• Unit 2	104.50	106.60
• Unit 3	133.70	136.40
• Unit 4	121.70	124.10
Munro Mews (20 units) Storage Unit		
• Traders	53.00	54.10
• Non-traders	75.70	77.20
Lonsdale Mews (20 units) Storage Unit - Traders		
• Units 1 to 5	66.10	67.40
• Units 6 to 8	91.30	93.10
• Units 9 to 12	86.10	87.80
• Unit 13	67.60	69.00
• Unit 14	72.80	74.30
• Units 15 and 16	80.60	82.20
• Unit 17	75.40	76.90
• Units 18 and 19	59.50	60.70
• Unit 20	34.50	35.20
Non-traders		
• Units 1 to 5	94.50	96.40
• Units 6 to 8	130.40	133.00
• Units 9 to 12	123.00	125.50
• Unit 13	96.50	98.40
• Unit 14	104.00	106.10
• Units 15 and 16	115.30	117.60

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
• Unit 17	107.60	109.80
• Units 18 and 19	85.10	86.80
• Unit 20	49.20	50.20

Street Trading Charges

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Portobello Road and 'Isolated Pitches'		
• 7 day - Monday to Sunday (isolated pitches only)	60.00	60.00
• 6 day - Monday to Saturday	47.00	47.00
• 5 day - Monday to Friday	33.00	33.00
• 4 day - Monday to Thursday	24.00	24.00
• 2 day - Friday and Saturday	44.00	44.00
• 1 day - Friday - Antiques	13.00	13.00
• 1 day - Friday - Other	18.50	18.50
• 1 day - Saturday	41.00	41.00
• 1 day – Saturday Arts and Crafts	15.00	15.00
• 1 day - Sunday (isolated pitches only)	25.00	25.00
Site 166 Portobello Road Northwards		
• 6 day - Monday to Saturday	36.50	36.50
• 2 day - Friday and Saturday	32.00	32.00
• 1 day - Friday	11.50	11.50
• 1 day - Saturday	28.00	28.00
Site 213 Portobello Road Northwards		
• 6 day - Monday to Saturday	35.00	35.00
• 2 day - Friday and Saturday	30.00	30.00
• 1 day - Friday	10.00	10.00
• 1 day - Saturday	25.00	25.00
Golborne Road		
• 6 day - Monday to Saturday	40.50	40.50
• 2 day - Friday and Saturday	36.00	36.00
• 1 day - Friday	14.00	14.00
• 1 day - Saturday	32.00	32.00
Receptacle Space		
• 6 day	34.00	34.00
• 2 day	17.00	17.00
• Daily	8.50	8.50
Receptacle Space - Munro Mews		
• 6 day	9.00	9.00
• 2 day	4.50	4.50
• Daily	3.00	3.00

Pest Control

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Pest Investigation	25.00	25.00
Cockroaches	115.50	117.90
• <i>Per additional visit</i>	50.00	51.00
Bedbugs	171.00	174.50
• <i>Per additional visit</i>	99.00	101.00
NB- From April 2017 £25 retained if treatment does not proceed		
Fleas	118.50	120.90
Pharaoh ants	172.00	146.00
Garden ants	45.00	45.00
Carpet beetles	118.50	120.90
Rats	126.00	127.00
• <i>Per additional visit</i>	50.00	50.00
NB- From April 2017- This price is for up to 5 rooms. Plus £10.50 for additional rooms.		
Mice	126.00	127.00
• <i>Per additional visit</i>	50.00	50.00
NB- From April 2017 extra £10.50 per additional room		
Trapped live rodent visit (one off)	41.00	41.90
Collection and removal of dead rodent	26.00	26.00
Wasps nest	59.00	59.00
Silverfish	63.00	64.30
Domestic Beetle	63.00	64.30
Squirrels (inside home or loft only)	120.50	123.00
• <i>Three visit treatment</i>	182.30	186.00
Extra charge for larger properties	40.00	40.80
Aborted visits (client fails to keep appointment, premises not prepared for work or visit cancelled with less than 24 hours' notice)	25.00	25.00
Air vents and interceptor cap charges:	0.00	0.00
• Supply of prefabricated sub-floor air vent covers	14.50	14.80
• Supply of interceptor cap	14.50	14.80
• Supply & fit prefabricated sub-floor air vent covers	34.00	34.70
• Supply and fit interceptor cap	68.00	69.40
CCTV drain surveys	156.00	159.20
Collection of carelessly discarded syringes on commercial and private property	46.50	47.50
Individual treatment visits for Commercial, RSLs and Landlords. (per flat / standard house)	124.60	126.00
Revisit for Commercial, RSLs and Landlords. (per flat / standard house)	63.90	65.20
Bedbugs: Individual treatment visits for RSLs and Landlords. (per flat / standard house)	169.40	174.50
Bedbugs: Revisit for RSLs and landlords (per flat/standard house)	0.00	0.00
• No treatment	63.90	65.20
• Treatment	98.90	100.90

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Inspection / investigation visit with Report (no treatment)	25.00	25.50
Clinical Waste Collection	30.50	30.50
Charge for baits/ equipment where client fails to allow officers to reclaim baits and equipment after treatment has been completed.	30.50	31.20
Identification and treatment of clothes moth (1-2 rooms)	240.00	244.80
Additional rooms for moth treatment (2 rooms)	60.00	61.20
Drain clearance	145.00	147.90
Drain clearance and interceptor cap	170.00	173.40
Sales of moth traps (pack of 10), including delivery. (delivery within the Borough)	54.99	54.99
Sales of moth traps (pack of 10), including delivery. (postage to address in UK but outside the Borough)	59.99	59.99
Sales of moth traps (pack of 10), collection from Pembroke Road reception.	49.99	49.99

Public Health Training

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Training at Offices in Pembroke Road- Commercial Organisations:		
• 1 (half day)	50.00	50.00
• 2 (half day)	50.00	50.00
• 2 (whole day)	65.00	67.00
• 3 (one day)	95.00	95.00
• 3 (two or three days plus exam)	340.00	350.00
• 4 (5 days plus exam)	453.00	460.00
• Workshop (0.5)	35.00	35.00
Training at Offices in Pembroke Road: Non-Commercial Organisations:		
• 1 (half day)	45.00	45.00
• 2 (half day)	45.00	45.00
• 2 (whole day)	56.00	58.00
• 3 (one day)	89.00	89.00
• 3 (two or three days plus exam)	280.00	290.00
• 4 (5 days plus exam)	453.00	460.00
• Workshop (0.5)	30.00	30.00
Current and proposed fees for existing courses at their own premises: Commercial Organisations		
• 1 (half day)	50.00	50.00
• 2 (half day)	50.00	50.00
• 2 (whole day)	60.00	62.00
• 3 (one day)	90.00	90.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
• 3 (three days plus exam)	340.00	340.00
• 4 (5 days plus exam)	453.00	460.00
• Workshop (0.5)	35.00	35.00
Current and proposed fees for existing courses at their own premises: Non-Commercial Organisations		
• 1 (half day)	45.00	45.00
• 2 (half day)	45.00	45.00
• 2 (whole day)	56.00	58.00
• 3 (one day)	84.00	84.00
• 3 (three days plus exam)	280.00	280.00
• 4 (5 days plus exam)	453.00	460.00
• Workshop (0.5)	30.00	30.00
Guided or Blended Learning Courses- Fees for literature and on-site Examination. Commercial Organisations:		
• Level 1	45.00	50.00
• Level 2	50.00	50.00
• Level 3	200.00	220.00
• Level 4	350.00	350.00
Guided or Blended Learning Courses- Fees for literature and on-site Examination. Non-Commercial Organisations:		
• Level 1	30.00	35.00
• Level 2	35.00	40.00
• Level 3	155.00	170.00
• Level 4	300.00	300.00
Revision plus fees for Examination & Literature- Commercial Organisations:		
• Level 1 (half day)	45.00	50.00
• Level 2 (half day)	50.00	50.00
• Level 3 (full day)	200.00	220.00
• Level 4 (full day)	320.00	320.00
Revision plus fees for Examination & Literature- Non- Commercial Organisations:		
• Level 1 (half day)	35.00	40.00
• Level 2 (half day)	40.00	40.00
• Level 3 (full day)	160.00	180.00
• Level 4 (full day)	260.00	260.00
Exam re-sit Fees		
• Level 1	35.00	40.00
• Level 2	35.00	45.00
• Level 3	90.00	90.00
• Level 4	110.00	130.00
E-Learning programme		
• Level 1 and 2	20.00	20.00
• Level 3	145.00	145.00
E-Learning Programme and Qualification Exam		
• Level 1 and 2	50.00	50.00
• Level 3	190.00	190.00
On-site food safety coaching for food business operators		
• Half day	130.00	150.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
• Full day	260.00	300.00

Trading Standards

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Section 11(5) of the Weights and Measures Act 1985		
For the testing of equipment submitted under UK national initial or partial verification	81.50	84.00
Section 76 of the Weights and Measures Act 1985		
For the testing of weighing and measuring equipment with a view to EU initial or partial verification	81.50	83.00
For services provided for authorisations, certificates or other documents issues in pursuance of an EU obligation	71.50	73.00
London Local Authorities Act 2007		
Registration Fee for Mail Forwarding Addresses	207.00	213.00
The Fireworks Regulations 2004		
Fireworks – License to sell all year round*	500.00	500.00
Greater London Council General Powers Act		
Competitive Bidding Registration.	273.00	281.00
Competitive Bidding Certificate of Exemption	100.00	103.00
Private Sector Housing		
HMO Licensing Set-up Costs	355.50	362.70
Admin hourly rate**** for service of notices*/orders*/HMO Licensing	39.50	40.30
Housing Officer hourly rate**** for service of notices*/HMO Licensing	53.50	54.60
Manager hourly rate**** for service of notices*/HMO Licensing	65.50	66.90
Assisted fee for HMO Licensing*	294.50	300.40
Penalty Charge Notice for non-compliance with a Remedial Notice**	5,150.00	5,253.00
Professional advice to landlords ***	294.50	300.40

Pollution Prevention and Control

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Installation Fees		
<i>Part B Statutory Fees - Pollution Prevention and Control Act 1999 - PART 2</i>		
Application fee for a permit for an installation		
<i>Amount payable is the sum of each activity being carried out</i>		

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Waste Oil Burners under 0.4 MW	155.00	155.00
Dry Cleaners	155.00	155.00
Service Stations - PVR I & II	257.00	257.00
Vehicle Coating	362.00	362.00
Any other Part B activity or any other solvent emission activity	1,650.00	1,650.00
Additional fee for operating without a permit	1,188.00	1,188.00
Additional fee if a direction is issued under regulation 33, requiring a local authority to exercise Environment Agency functions in respect of a single permit	279.00	279.00
Mobile Plant Fees		
Application fee for grant of a permit for mobile plant:		
• for the 1st permit	1,650.00	1,650.00
• for the 2nd permit	1,650.00	1,650.00
• for the 3rd permit	985.00	985.00
• for the 4th permit	985.00	985.00
• for the 5th permit	985.00	985.00
• for the 6th permit	985.00	985.00
• for the 7th permit	985.00	985.00
• for the eighth and subsequent applications	498.00	498.00
Additional fee for operating without a permit:		
Permits authorising reduced fee activities	71.00	71.00
Permits authorising any other Part B or solvent emission activity	1,188.00	1,188.00
Additional fee if a direction is issued under regulation 33, requiring a local authority to exercise Environment Agency functions in respect of a single permit	279.00	279.00
Permit Variation Fees		
Part B Statutory Fees - Pollution Prevention and Control Act 1999 - PART 2		
Permits authorising reduced fee activities	102.00	102.00
Permits authorising any other Part B or solvent emission activity	1,050.00	1,050.00
Variations resulting in substantial changes	1,650.00	1,650.00
Permit Transfer Fees		
Part B Statutory Fees - Pollution Prevention and Control Act 1999 - PART 2		
Permits authorising reduced fee activities - Partial Transfer	47.00	47.00
Permits authorising reduced fee activities - Total Transfer	0.00	0.00
Permits authorising any other Part B or solvent emission activity - Partial Transfer	497.00	497.00
Permits authorising any other Part B or solvent emission activity - Total Transfer	169.00	169.00
Supplement for joint application transfer (no fee for second transfer)	53.00	53.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Annual Subsistence Charge		
Part B Statutory Fees - Pollution Prevention and Control Act 1999 - PART 3		
Low Risk Installations		
Service Stations - PVR I	79.00	79.00
Service Stations - PVR I & II	113.00	113.00
Waste Oil Burners under 0.4 MW	79.00	79.00
Dry Cleaning	79.00	79.00
Vehicle Coating	228.00	228.00
Odourising of Natural Gas	79.00	79.00
Any other Part B activity or any other solvent emission activity	772.00	772.00
<i>40% reduction for reduced emission activities</i>		
Additional fee if a direction is issued under regulation 33, requiring a local authority to exercise Environment Agency functions in respect of a single permit	104.00	104.00
Mobile Plant		
• for the third to seventh authorisations		
• for the 1st permit	626.00	626.00
• for the 2nd permit	626.00	626.00
• for the 3rd permit	385.00	385.00
• for the 4th permit	385.00	385.00
• for the 5th permit	385.00	385.00
• for the 6th permit	385.00	385.00
• for the 7th permit	385.00	385.00
• for the eighth and subsequent authorisations	198.00	198.00
<i>40% reduction for reduced emission activities</i>		
Medium Risk Installations		
Service Stations - PVR I	158.00	158.00
Service Stations - PVR I & II	226.00	226.00
Waste Oil Burners under 0.4 MW	158.00	158.00
Dry Cleaning	158.00	158.00
Vehicle Coating	365.00	365.00
Odourising of Natural Gas	158.00	158.00
Any other Part B activity or any other solvent emission activity	1,161.00	1,161.00
<i>40% reduction for reduced emission activities</i>		
Additional fee if a direction is issued under regulation 33, requiring a local authority to exercise Environment Agency functions in respect of a single permit	156.00	156.00
Change of operator of low risk activity permit**	78.00	78.00
Mobile Plant		
• for the third to seventh authorisations		
• for the 1st permit	1,034.00	1,034.00
• for the 2nd permit	1,034.00	1,034.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
• for the 3rd permit	617.00	617.00
• for the 4th permit	617.00	617.00
• for the 5th permit	617.00	617.00
• for the 6th permit	617.00	617.00
• for the 7th permit	617.00	617.00
• for the eighth and subsequent authorisations	314.00	314.00
<i>40% reduction for reduced emission activities</i>		
High Risk Installations		
Service Stations - PVR I	237.00	237.00
Service Stations - PVR I & II	341.00	341.00
Waste Oil Burners under 0.4 MW	237.00	237.00
Dry Cleaning	237.00	237.00
Vehicle Coating	548.00	548.00
Odourising of Natural Gas	237.00	237.00
Any other Part B activity or any other solvent emission activity	1,747.00	1,747.00
<i>40% reduction for reduced emission activities</i>		
Additional fee if a direction is issued under regulation 33, requiring a local authority to exercise Environment Agency functions in respect of a single permit	207.00	207.00
Change of operator of low risk activity permit**		
Mobile Plant		
• for the third to seventh authorisations		
• for the 1st permit	1,551.00	1,551.00
• for the 2nd permit	1,551.00	1,551.00
• for the 3rd permit	924.00	924.00
• for the 4th permit	924.00	924.00
• for the 5th permit	924.00	924.00
• for the 6th permit	924.00	924.00
• for the 7th permit	924.00	924.00
• for the eighth and subsequent authorisations	473.00	473.00
<i>40% reduction for reduced emission activities</i>		
Payment Charges		
Additional charge for payment by instalments***	38.00	38.00
Late payment	52.00	52.00
Admin fee if subsistence changes from reduced to full in year****	52.00	52.00
Notes		
*Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts.		
**If at the 1st April, it has been established in the previous 12 months that there has been a change of operator of a reduced fee activity that has previously been classified as low risk, an additional fee of £78 shall be paid by the new operator to cover the costs of an additional local authority visit to check whether the activity can continue to be classified as low risk.		

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
<p>***Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £38.</p> <p>****If the qualifying criteria for a reduced subsistence charge cease to apply within 12 months from the date of the acceptance notice, the operator must pay for the period it has benefitted from the reduced charge, the difference between the full subsistence charge the operator would have paid, the reduced subsistence charge actually paid, and a £52 administration fee.</p>		
Substantial Changes s10 & s11		
Part B Statutory Fees - Pollution Prevention and Control Act 1999		
Standard Process	1,050.00	1,050.00
Standard Process where the substantial change results in a new PPC activity	1,650.00	1,650.00
Service Stations - PVR I & II	102.00	102.00
Waste Oil Burners under 0.4 MW	102.00	102.00
Dry Cleaners	102.00	102.00
Vehicle Coating	102.00	102.00
Transfer Fee:		
• Service Stations - PVR I & II Partial Transfer	47.00	47.00
• Waste Oil Burners under 0.4 MW Partial Transfer	47.00	47.00
• Dry Cleaners Partial Transfer	47.00	47.00
• Vehicle Coating Partial Transfer	47.00	47.00
• Standard Process Partial Transfer	497.00	497.00
• New Operator at Low Risk Reduced Fee Activity	78.00	78.00
• Standard Process Transfer	169.00	169.00
• Surrender: all Part B activities	0.00	0.00
• Reduced fee activities: transfer	0.00	0.00
• Temporary transfer for mobiles - First Transfer	53.00	53.00
• Temporary transfer for mobiles - Repeat transfer	0.00	0.00
• Temporary transfer for mobiles - Repeat following enforcement or warning	53.00	53.00
Part A2 Statutory fees - LA-IPPC		
• Application	3,363.00	3,363.00
• Additional fee for operating without a permit	1,188.00	1,188.00
• Annual Subsistence LOW	1,343.00	1,343.00
• Annual Subsistence MEDIUM	1,507.00	1,507.00
• Annual Subsistence HIGH	2,230.00	2,230.00
• Late Subsistence Fee Payment	53.00	53.00
• *The annual subsistence fee is subject to an additional £30 if payment is made on a quarterly basis.		
• Substantial Variation	1,309.00	1,309.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
• Transfer	235.00	235.00
• Partial transfer	698.00	698.00
• Surrender	698.00	698.00
Environmental Quality		
Full search	119.00	121.40
Bespoke search	77.30	78.90
Private Water Supplies		
<i>Statutory charges. The Regulations allow the Council to recover reasonable costs to a prescribed maximum as follows:</i>		
Risk Assessment (each assessment) The officer average hourly rate (includes on costs), to cover travel, assessment prior to the visit, the visit, risk assessment and sampling as appropriate.	500.00	500.00
Sampling (each visit) <i>No fee is payable where a sample is taken and analysed solely to confirm or clarify the results of the analysis of a previous sample.</i>	100.00	157.50
Investigation (each investigation)****	100.00	189.00
Granting an authorisation (each authorisation)	100.00	126.00
Analysing a Sample:		
Regulation 10 - single and small supplies - non-optional parameters***** <i>Where a supply to a single dwelling is monitored, where it is suspected that the supply presents a potential risk to human health, a charge is only made if the owner or occupier requests the monitoring</i>	25.00	25.00
Regulation 10 -single and small supplies - additional risk-based parameters		
• Commercial and Large Supplies -taken during check monitoring	100.00	100.00
• Commercial and Large Supplies - taken during audit monitoring and monitoring under Regulation 11 (radioactive substances) for all supplies	500.00	500.00
Please note: A minimum fee of £217 for a half day consultation will be charged. Any further additional time will be charged by the hour.		
Officer Hourly Rate*		
• Head of Service	101.00	104.00
• Team Manager	75.00	78.00
• Environmental Health Officer	61.00	63.00
• Admin Officer	40.00	41.00
Miscellaneous Environmental Health Fees		
Food Export Certificates **	100.50	102.50
Food Export Certificates within 24 hours **	New Charge	153.75
Food Safety:		
• Food Hygiene re-rating	284.00	290.00
• Start-up Advice with Site Visit	183.00	189.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
• Pre-opening Compliance Checks Site Visit	152.50	157.50
• Coaching visit for Safe Food Better Business Management System	122.00	126.00
• Advice Visit on how to improve your Food Hygiene Rating	183.00	189.00
• Bespoke Arrangements With Environmental Health Officer	61.00	63.00
• Bespoke Arrangements with Team Manager	75.00	78.00
• Food condemnation/Food Surrender Certificate	0.00	189.00
Food Register *		
• <i>Full copy of Register</i>	86.50	88.30
• <i>Per Sheet</i>	2.00	2.10
• Deceased Persons (Cadaver) Certificates*	40.00	40.80
Copies of Miscellaneous Documents*		
• First sheet in any document	7.50	7.70
• Subsequent sheets	0.25	0.30
Officer Hourly Rate*		
• Head of Service***	101.00	104.00
• Team Manager***	75.00	78.00
• Environmental Health Officer/Trading Standards Officer***	61.00	63.00
• Admin Officer***	40.00	41.00

Parks and Leisure

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
LEISURE IN PARKS		
FOOTBALL (GRASS PITCHES) - Holland Park and Kensington Memorial Park		
Game is defined as a 2 hour booking (bookings for 10 or more games are exempt from VAT)		
• Per pitch - Adult	96.00	97.90
• Per pitch - Junior	62.90	64.10

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Sports session per area - please note there are 3 available area in Holland Park and 2 in Kensington Memorial Park	26.30	26.80
• Block Booking - adult	90.80	92.60
• Block Booking - junior	58.70	59.90
5-A-SIDE MULTI-USE GAMES AREA (MUGA) (ASTRO-TURF PITCHES) - EMSLIE HORNIMAN PLEASANCE		
Bookings for 10 or more games are exempt from VAT		
• Per pitch - Adult	35.50	36.20
• Per pitch - Junior	17.80	18.10
• Block Booking per pitch - Adult	30.30	30.90
• Block Booking per pitch - Junior	15.00	15.30
7-A-SIDE MULTI-USE GAMES AREA (MUGA) (ASTRO-TURF PITCHES) - EMSLIE HORNIMAN PLEASANCE AND AVONDALE PARK		
Bookings for 10 or more games are exempt from VAT		
• Per pitch - Adult	56.90	58.00
• Per pitch - Junior	28.40	28.90
• Block Booking per pitch - Adult	52.80	53.80
• Block Booking per pitch - Junior	26.30	26.80
CRICKET (ARTIFICIAL) - HOLLAND PARK AND KENSINGTON MEMORIAL PARK		
Bookings for 10 or more games are exempt from VAT		
• Per pitch at Holland Park (one off booking)	-	85.40
• Per pitch at Holland Park	76.10	77.60
• Junior practice session at Holland Park (one off booking)	New Charge	37.50
• Junior practice session at Holland Park	33.50	34.10
• Per pitch at Kensington Memorial Park (for use for junior games only) (one off booking)	New Charge	37.50
• Per pitch at Kensington Memorial Park (for use for junior games only)	33.50	34.10
CRICKET NETS - HOLLAND PARK		
• Per net excluding equipment (one off booking)	4.30	15.00
• Per net including equipment (one off booking)	New Charge	20.00
• Per net excluding (5 credits)	New Charge	60.00
• Per net including (5 credits)	New Charge	80.00
TENNIS		
Off-peak is from 12pm-3pm Monday-Friday		
• Pay and play per court - Adult	8.20	8.40
• Pre-booked per court (minimum of 5 bookings)	41.20	42.00
• Pre-booked per court (minimum of 10 bookings)	82.40	84.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
• Pay and play per court - Junior	4.20	4.30
• Off-peak per court - Junior	2.70	2.80
• Off-peak per court - Adult	5.40	5.50
• Per court - Leisure Pass	4.20	4.30
• Leisure Tennis Session (2 courts for 2 hours)	7.60	7.80
• Annual Tennis Registration Fee	16.40	16.70
MISCELLANEOUS		
• Replacement of lost registration card	4.20	4.30
• Hire of tennis racket - Adult	4.60	4.70
• Deposit for tennis racket - Adult	New Charge	20.00
• Sale of tennis balls (tube of 4 balls)	New Charge	7.00
• Hire of golf clubs (any 3 clubs)	4.20	4.30
• Deposit for golf clubs	New Charge	20.00
• Hire of cricket equipment	New Charge	TBC
• Deposit of cricket equipment	New Charge	50.00
• Floodlights per hour	3.20	3.30
COACHED TENNIS ACTIVITIES		
• Adult individual	53.50	54.50
• Junior individual	41.70	42.50
• Group coaching adult - 6 sessions	72.60	74.00
• Group coaching adult - single session	New Charge	12.10
• Group coaching junior - 6 sessions	New Charge	50.40
• Group Coaching junior - single session	9.40	9.60
• Tennis Activator (Holland Park)	5.00	5.00
• Tennis Activator (all other sites)	2.00	2.00
• Cardio tennis local residents (proof of residency required)	8.90	9.10
• Cardio tennis non-residents	11.30	11.60
NETBALL		
Astro-turf 7-a-side charge applies if 3 courts are booked at any one time		
• Adult - Holland Park and Avondale Park	25.50	26.00
• Junior - Holland Park and Avondale Park	12.70	13.00
• Adult - Emslie Horniman Pleasance	17.80	18.20
• Junior - Emslie Horniman Pleasance	9.70	9.90
GROUP FITNESS LICENCE - ANNUAL FEE		
Group of 3-10 clients:		
• 1 - 6 sessions per week (312 per annum)	875.90	893.00
• 7+ sessions per week (365+ per annum)	1,030.00	1,051.00
• Sports field hire (per hour)	26.20	26.70
Group of 11-20 clients:		
• 1 - 6 sessions per week (312 per annum)	1,030.00	1,051.00
• 7+ sessions per week (365+ per annum)	1,236.00	1,261.00
• Sports field hire (per hour)	26.20	26.70
PERSONAL FITNESS LICENCE - ANNUAL FEE		
Group of 2 or less clients:		
• 1 - 6 sessions per week (312 per annum)	360.60	367.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
• 7+ sessions per week (365+ per annum)	618.30	630.00
GROUP/PERSONAL DAILY FITNESS LICENCE FEES (Charges are per trainer, per park)		
• Group of 3 or less clients	51.50	52.50
• Group of more than 4 clients (plus £25.40 for sports field booking)	103.00	105.10
GOLF PRACTICE NETS - HOLLAND PARK		
• Adult	5.50	5.60
• Junior	2.80	2.90
HIRE OF SPORTS FIELD AREA (SCHOOLS AND NON-CHARGE ACTIVITIES) - HOLLAND PARK		
• Full Day (1/2 pitch)	52.80	53.80
• Half Day (1/2 pitch)	27.10	27.60
• Full Day (whole pitch)	105.40	107.50
• Half Day (whole pitch)	53.70	54.80
PETANQUE		
• Game	4.70	4.80
• Equipment deposit		20.00
SPORTS CENTRES		
SWIMMING		
• Adult Swim	4.60	4.70
• Junior Swim	1.80	1.85
• Concession - Standard	1.80	1.85
• Exercise Referral Scheme	1.80	1.85
Swimming Lessons / Coaching (per person per lesson)		
• Adult Group	8.30	8.45
• Junior Group	5.30	5.65
School Swimming (per 30 minutes)		
• Main Pool One Lane - Kensington	25.30	25.80
• Main Pool One Lane - Chelsea	25.30	25.80
• Small Pool - Kensington	25.30	25.80
• Small Pool - Chelsea	25.30	25.80
Pool Hire (per hour)		
• Main Pool - Kensington	125.00	127.50
• Main Pool - Chelsea	111.40	113.60
• Small Pool - Kensington	66.20	67.50
• Small Pool - Chelsea	66.20	67.50
Showers	1.80	TBC
BADMINTON (per court per 30 minutes)		
• Adult	6.20	6.35
• Junior/Concession	3.00	3.10
SQUASH (per court per 30 minutes)		
• Adult	6.20	6.35
• Junior/Concession	3.00	3.10
TABLE TENNIS (per table per hour)		
• Adult	6.20	6.35
• Junior/Concession	3.00	3.10

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
ROOM HIRE (per hour)		
• Whole Main Hall - Kensington	93.90	95.80
• Half Main Hall - Kensington	45.90	46.80
• Studio - Kensington	68.40	69.80
• Studio - Chelsea	56.80	57.90
• Meeting Room - Kensington	52.30	53.30
HARD PLAY AREA (per pitch per hour)		
• Adult	37.90	38.60
• Junior	18.70	19.10
COACHED ACTIVITIES (KENSINGTON AND CHELSEA)		
• Adult (per hour)	6.30	6.45
• Junior (per hour)	5.40	5.50
CONCESSIONARY CARD (KENSINGTON AND CHELSEA)		
• 6 Months	7.50	7.65
• Annual	14.90	15.20
• Family	14.90	15.20
FITNESS GYM (KENSINGTON AND CHELSEA)		
• Standard Session (1 hour)	7.90	8.05
• Concessions	3.60	3.70
• Induction Session - Casual	25.80	26.30
• Induction Session - Concessions	14.90	15.20
MEMBERSHIP		
Monthly Membership	49.50	50.50
ECOLOGY CENTRE (All charges are Exempt from VAT)		
Ecology		
Environmental Education		
Provision of Ecology Staff - up to 2 hours (RBKC funded schools/groups)	68.70	70.00
Provision of Ecology Staff - up to 2 hours (Non-RBKC funded schools/groups - private and out of borough)	90.00	105.00
Self Led Sessions Including use of wildlife area		
Ecology Centre Talk (RBKC funded schools/groups)	25.00	30.00
Ecology Centre Talk (Non-RBKC funded schools/groups - private and out of borough)	25.00	30.00
Attendance Wildlife Area (RBKC funded schools/groups)	2.50	2.60
Attendance Wildlife Area (Non-RBKC funded schools/groups - private and out of borough)	3.50	3.70
Forest School		
Taster Session - up to 2 hours	70.00	70.00
Taster Session - up to 2 hours (Non-RBKC funded schools/groups - private and out of borough)	90.00	90.00
6 Week Programme (RBKC funded schools/groups)	360.00	375.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
6 Week Programme (Non-RBKC funded schools/groups - private and out of borough)	440.00	480.00
Full Day Forest School Program - up to 5 hours (Possible revision of Forest provision in 2019) - RBKC funded Schools/groups	New Charge	150.00
Full Day Forest School Program - up to 5 hours (Possible revision of Forest provision in 2019) - Non RBKC funded schools/groups and private and out of borough schools	New Charge	210.00
Holiday Program - 2 hour session		
• Standard Individual	5.20	5.30
• Concessions	4.30	4.40
• NatureTots - Under 5's nature explorers activity	New Charge	7.00
• Entrance fee	2.00	2.00
Holiday Program - 2-4 hour session		
• Standard Individual	10.00	10.20
• Concessions	7.80	8.00
• Forest School Holiday Program - per day	20.00	28.00
Adult Event (per person/max. 2 hours)		
• Standard Individual	6.00	6.10
• Concessions	4.90	5.00
• Entrance fee	2.00	2.00
Adult Event/Workshop (per person/ 2-5 hours)		
• Standard Individual	45.50	55.00
• Concessions	38.50	40.00
• Individual charge for half day inset session	35.00	35.00
• Inset Training per half day	350.00	350.00
• Gardening Workshop - per session	10.00	10.00
Centre Hire		
• Per hour rate – minimum 2 hours (weekdays & working hours)	36.00	38.00
• Per hour rate – minimum 2 hours (after hours & weekends)	56.00	58.00
• Corporate Hire - Per Hour	75.00	78.00
• Professional filming/photography - exclusive use of centre	New Charge	POA
• Provision of Refreshments: Tea, Coffee and biscuits - per head	New Charge	2.50
• Audio visual equipment per session	55.00	55.00
• Flip Chart stand, pads and pens per set per booking	15.00	15.00
Birthday Parties		
Weekday Ecology Party (centre hire and environmental activity led by Ecology Staff) – up to 2 hours, plus 1 hour each side for preparation/clean up	370.00	378.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Weekend Ecology Party (centre hire and environmental activity led by Ecology Staff) – up to 2 hours, plus 1 hour each side for preparation/clean up	490.00	498.00
Other		
1 lb (12oz) Jar of Holland Park Honey	13.00	13.30
0.5 lb (8oz) Jar of Holland Park Honey	8.20	8.40
New Nature Explorer Bags - for hire per person	New Charge	5.00
ICE HOUSE		
Public Exhibitions (11 day hire)		
• Standard Rate	936.30	955.00
• Local Artist	762.00	777.00
Single Day Events		
• Weekday Hire (per half day/ 4hrs)	126.00	128.00
• Weekend Hire (per half day/ 4hrs)	211.00	215.00
DONATED BENCHES & TREES		
• Donated Benches	971.60	991.00
• Donated Tree	178.90	182.50

Cemeteries (exempt from VAT)

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
GRAVE PURCHASE - GUNNERSBURY CEMETERY		
2.13m x 0.91m (7ft x 3ft) STANDARD		
Single Grave Space		
Grave Purchase & Grant - Gunnersbury - Pathside - Resident	2,873.00	2,931.00
Grave Purchase & Grant - Gunnersbury - Pathside - Non Resident	5,746.00	5,862.00
Grave Purchase & Grant - Gunnersbury - Non Pathside - Resident	2,155.00	2,199.00
Grave Purchase & Grant - Gunnersbury - Non Pathside - Non Resident	4,310.00	4,398.00
Grave Purchase & Reserve - Gunnersbury - Pathside - Resident	4,315.00	4,403.00
Grave Purchase & Reserve - Gunnersbury - Pathside - Non Resident	8,630.00	8,806.00
Grave Purchase & Reserve - Gunnersbury - Non Pathside - Resident	3,234.00	3,300.00
Grave Purchase & Reserve - Gunnersbury - Non Pathside - Non Resident	6,468.00	6,600.00
Double Grave Space		
Grave Purchase & Grant - Gunnersbury - Pathside - Resident	2,726.00	2,781.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Grave Purchase & Grant - Gunnersbury - Pathside - Non Resident	5,452.00	5,562.00
Grave Purchase & Grant - Gunnersbury - Non Pathside - Resident	2,044.00	2,085.00
Grave Purchase & Grant - Gunnersbury - Non Pathside - Non Resident	4,088.00	4,170.00
Grave Purchase & Reserve - Gunnersbury - Pathside - Resident	4,090.00	4,173.00
Grave Purchase & Reserve - Gunnersbury - Pathside - Non Resident	8,180.00	8,346.00
Grave Purchase & Reserve - Gunnersbury - Non Pathside - Resident	3,067.00	3,129.00
Grave Purchase & Reserve - Gunnersbury - Non Pathside - Non Resident	6,134.00	6,258.00
Treble Grave Space		
Grave Purchase & Grant - Gunnersbury - Pathside - Resident	2,576.00	2,628.00
Grave Purchase & Grant - Gunnersbury - Pathside - Non Resident	5,152.00	5,256.00
Grave Purchase & Grant - Gunnersbury - Non Pathside - Resident	1,931.00	1,970.00
Grave Purchase & Grant - Gunnersbury - Non Pathside - Non Resident	3,862.00	3,940.00
Grave Purchase & Reserve - Gunnersbury - Pathside - Resident	3,864.00	3,943.00
Grave Purchase & Reserve - Gunnersbury - Pathside - Non Resident	7,728.00	7,886.00
Grave Purchase & Reserve - Gunnersbury - Non Pathside - Resident	2,897.00	2,956.00
Grave Purchase & Reserve - Gunnersbury - Non Pathside - Non Resident	5,794.00	5,912.00
2m x 0.75m (6ft 6ins x 2ft 6ins) SMALL		
Single Grave Space		
Grave Purchase & Grant - Gunnersbury - Pathside - Resident	2,107.00	2,150.00
Grave Purchase & Grant - Gunnersbury - Pathside - Non Resident	4,214.00	4,300.00
Grave Purchase & Grant - Gunnersbury - Non Pathside - Resident	1,402.00	1,430.00
Grave Purchase & Grant - Gunnersbury - Non Pathside - Non Resident	2,804.00	2,860.00
Grave Purchase & Reserve - Gunnersbury - Pathside - Resident	3,161.00	3,225.00
Grave Purchase & Reserve - Gunnersbury - Pathside - Non Resident	6,322.00	6,450.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Grave Purchase & Reserve - Gunnersbury - Non Pathside - Resident	2,150.00	2,194.00
Grave Purchase & Reserve - Gunnersbury - Non Pathside - Non Resident	4,300.00	4,388.00
Double Grave Space		
Grave Purchase & Grant - Gunnersbury - Pathside - Resident	1,996.00	2,036.00
Grave Purchase & Grant - Gunnersbury - Pathside - Non Resident	3,992.00	4,072.00
Grave Purchase & Grant - Gunnersbury - Non Pathside - Resident	1,356.00	1,383.00
Grave Purchase & Grant - Gunnersbury - Non Pathside - Non Resident	2,712.00	2,766.00
Grave Purchase & Reserve - Gunnersbury - Pathside - Resident	2,993.00	3,054.00
Grave Purchase & Reserve - Gunnersbury - Pathside - Non Resident	5,986.00	6,108.00
Grave Purchase & Reserve - Gunnersbury - Non Pathside - Resident	2,034.00	2,075.00
Grave Purchase & Reserve - Gunnersbury - Non Pathside - Non Resident	4,068.00	4,150.00
Treble Grave Space		
Grave Purchase & Grant - Gunnersbury - Pathside - Resident	1,884.00	1,922.00
Grave Purchase & Grant - Gunnersbury - Pathside - Non Resident	3,768.00	3,844.00
Grave Purchase & Grant - Gunnersbury - Non Pathside - Resident	1,280.00	1,306.00
Grave Purchase & Grant - Gunnersbury - Non Pathside - Non Resident	2,560.00	2,612.00
Grave Purchase & Reserve - Gunnersbury - Pathside - Resident	2,827.00	2,884.00
Grave Purchase & Reserve - Gunnersbury - Pathside - Non Resident	5,654.00	5,768.00
Grave Purchase & Reserve - Gunnersbury - Non Pathside - Resident	1,921.00	1,960.00
Grave Purchase & Reserve - Gunnersbury - Non Pathside - Non Resident	3,842.00	3,920.00
GRAVE PURCHASE - HANWELL CEMETERY		
2m x 0.75m (6ft 6ins x 2ft 6ins) SMALL		
Single Grave Space		
Grave Purchase & Grant - Hanwell - Pathside - Resident	1,076.00	1,098.00
Grave Purchase & Grant - Hanwell - Pathside - Non Resident	2,152.00	2,196.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Grave Purchase & Grant - Hanwell - Non Pathside - Resident	861.00	878.00
Grave Purchase & Grant - Hanwell - Non Pathside - Non Resident	1,722.00	1,756.00
Grave Purchase & Reserve - Hanwell - Pathside - Resident	1,615.00	1,648.00
Grave Purchase & Reserve - Hanwell - Pathside - Non Resident	3,230.00	3,296.00
Grave Purchase & Reserve - Hanwell - Non Pathside - Resident	1,293.00	1,319.00
Grave Purchase & Reserve - Hanwell - Non Pathside - Non Resident	2,586.00	2,638.00
Double Grave Space		
Grave Purchase & Grant - Hanwell - Pathside - Resident	1,023.00	1,043.00
Grave Purchase & Grant - Hanwell - Pathside - Non Resident	2,046.00	2,086.00
Grave Purchase & Grant - Hanwell - Non Pathside - Resident	823.00	839.00
Grave Purchase & Grant - Hanwell - Non Pathside - Non Resident	1,646.00	1,678.00
Grave Purchase & Reserve - Hanwell - Pathside - Resident	1,534.00	1,565.00
Grave Purchase & Reserve - Hanwell - Pathside - Non Resident	3,068.00	3,130.00
Grave Purchase & Reserve - Hanwell - Non Pathside - Resident	1,234.00	1,259.00
Grave Purchase & Reserve - Hanwell - Non Pathside - Non Resident	2,468.00	2,518.00
Treble Grave Space		
Grave Purchase & Grant - Hanwell - Pathside - Resident	965.00	984.00
Grave Purchase & Grant - Hanwell - Pathside - Non Resident	1,930.00	1,968.00
Grave Purchase & Grant - Hanwell - Non Pathside - Resident	774.00	789.00
Grave Purchase & Grant - Hanwell - Non Pathside - Non Resident	1,548.00	1,578.00
Grave Purchase & Reserve - Hanwell - Pathside - Resident	1,449.00	1,478.00
Grave Purchase & Reserve - Hanwell - Pathside - Non Resident	2,898.00	2,956.00
Grave Purchase & Reserve - Hanwell - Non Pathside - Resident	1,161.00	1,184.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Grave Purchase & Reserve - Hanwell - Non Pathside - Non Resident	2,322.00	2,368.00
INTERMENT & REOPENING OF GRAVES		
The interment cost for residents' children up to 16 years of age are waived		
Single interment - Resident	1,805.00	1,842.00
Single interment - Non Resident	3,610.00	3,684.00
Up to 2 interments / Reopenings (each) - Resident	1,805.00	1,842.00
Up to 2 interments / Reopenings (each) - Non Resident	3,610.00	3,684.00
INTERMENT OF CREMATED REMAINS		
Grave Purchase & Reserve - Resident	915.00	933.00
Grave Purchase & Reserve - Non Resident	1,830.00	1,866.00
Grave Purchase and Grant - Resident	609.00	621.00
Grave Purchase and Grant - Non Resident	1,218.00	1,242.00
Interment - Resident	359.00	366.00
Interment - Non Resident	718.00	732.00
Double Internment - Resident	538.50	549.00
Double Internment - Non Resident	1,077.00	1,098.00
Triple Internment - Resident	718.00	732.00
Triple Internment - Non Resident	1,436.00	1,464.00
INTERMENTS - UNPURCHASED GRAVES		
Still-born and infants up to 30 days		
• resident	198.00	202.00
• non-resident	198.00	202.00
Child up to 12 years		
• resident	904.00	922.00
• non-resident	1,808.00	1,844.00
Person exceeding 12 years		
• resident	1,805.00	1,842.00
• non-resident	3,610.00	3,684.00
INTERMENTS - PRIVATE GRAVES		
(Includes grass matting)		
Still-born and infants up to 30 days		
• resident	198.00	202.00
• non-resident	396.00	404.00
Child up to 12 years		
• resident	904.00	922.00
• non-resident	1,808.00	1,844.00
Person exceeding 12 years		
• resident	1,805.00	1,842.00
• non-resident	3,610.00	3,684.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Coffin longer than 6'9" (2.06m) and/or wider than 2'5" (0.74m) or a Casket/Non-standard coffin		
• resident	2,259.00	2,305.00
• non-resident	4,518.00	4,610.00
Out of Hours Charges for Interment		
Monday to Friday	255.00	260.00
NON PRIVATE GRAVES		
• Grave Space Only - Resident	1,805.00	1,842.00
• Grave Space Only - Non Resident	3,610.00	3,684.00
EXHUMATIONS (Includes VAT at 20%)		
Standard Charge (Coffin or Casket) - Resident	3,683.00	3,758.00
Standard Charge (Coffin or Casket) - Non Resident	7,366.00	7,516.00
Disinterment of Cremated Remains - Resident	372.00	379.00
Disinterment of Cremated Remains - Non Resident	744.00	758.00
MEMORIALS		
Small/Standard Headstone (including Tablet, Vase,etc) - Resident	224.00	228.00
Small/Standard Headstone (including Tablet, Vase,etc) - Non Resident	448.00	456.00
Large/Double Headstone (including Tablet, Vase,etc) - Resident	321.00	327.00
Large/Double Headstone (including Tablet, Vase,etc) - Non Resident	642.00	654.00
Garden of Remembrance - Resident	108.00	110.00
Garden of Remembrance - Non Resident	216.00	220.00
Additional inscription - Resident	61.00	62.00
Additional inscription - Non Resident	122.00	124.00
REGISTER SEARCH FEE		
• Per Search	29.50	30.00
• Certified copy of entry	20.50	21.00
CHANGE OF OWNERSHIP		
Registering change of ownership & new Deed	97.00	99.00
Replacement Deed of Grant only	56.00	57.00
USE OF CHAPEL (Per Hour)		
Standard Hours (Monday - Friday 10am-4pm)	98.00	100.00
Out of Hours (Weekdays After 4pm / Saturdays / Bank Holidays). 24 Hours Notice Required	98.00	100.00
Officer attendance (Per hour at weekends)	POA	POA
MAINTENANCE OF GRAVES & MEMORIALS		
<i>A 10 year maintenance agreement may be entered into for the following services. The charge is 12 times that of the annual fee to cover inflation and administrative costs.</i>		
Grave Planting and Maintenance (Per annum/per grave space)		
• Large/Double	361.00	368.00
• Standard	259.00	264.00
• Small	232.00	236.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Memorials		
• Washing - Standard/Small (per annum charge)	86.00	87.50
• Washing - Large/Double (per annum charge)	131.00	133.50
• Lift and re-level memorial	91.00	93.00
• Turfing	100.00	102.00
Garden of Remembrance		
• Planting (twice per annum)	118.00	120.50
• Washing of memorial (per annum)	44.00	45.00
REMOVAL AND REPLACEMENT OF GRAVESTONES AND MONUMENTS		
SMALL/STANDARD		
Headstone up to 0.76m - 1.07m(2' 6" - 3'6") high	310.00	316.00
Full memorial up to 0.76m - 1.07m (2'6" - 3'6") high	616.00	628.00
LARGE/DOUBLE		
Headstone up to 0.76m - 1.07m (2'6" - 3'6") high	414.00	422.00
Full memorial up to 0.76m - 1.07m (2'6" - 3'6") high	823.00	839.00
Additions/alterations to existing masonry	110.00	112.00
Inspection and staking of weak memorials	23.50	24.00
Inspection and bonding of weak crosses	79.50	81.00
Double memorial	1,659.00	1,693.00
PURCHASE OF INTER GRAVE STRIP		
Purchase of inter grave strip between two plots	525.00	536.00

Libraries

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Book/Audio fines	0.25	0.25
Book/Audio fines 16-17 years	0.10	0.10
Charge for posting overdue notices	1.00	1.00
Charge for posting overdue notices under 18	0.40	0.40
Maximum overdue fine limit aged 18+	10.00	10.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Maximum overdue fine limit 16-17 years	2.00	2.00
Replacement Library card	3.00	3.00
Replacement Library card under 16s	1.00	1.00
Standard reservation	1.00	1.00
Reservations - concessions	0.50	0.60
Reservations - 16-17 years	0.50	0.60
British Library loan - books, Interlibrary loan outside UK, or interlibrary loan via academic institutions	13.00	14.00
British Library loan - books, Interlibrary loan outside UK, or interlibrary loan via academic institutions (reservation fee)	1.00	1.00
British Library Loan - periodical article	7.00	7.00
British Library Loan - periodical article (per page)	0.10	0.10
Periodical article	1.00	1.00
Periodical article (per page)	0.10	0.10
Periodical article - concessions	0.50	0.50
Periodical article - concessions (per page)	0.10	0.10
CD single or set	1.00	1.00
CDs single or sets (concessions -people receiving benefits, RBKC staff)	0.40	0.40
Language course on cassette/CD	2.50	2.50
Language course cassette/CD (concessions – people receiving benefits, RBKC staff)	1.10	1.10
Language courses on CD-ROM	2.50	2.50
Language courses on DVD	2.50	2.50
Language courses on DVD (RBKC staff)	2.00	2.00
Online language courses	6.00	6.00
Talking books (3 weeks)	1.00	1.00
Talking books (concessions -people receiving benefits, RBKC staff)	0.50	0.50
New release DVDs	2.50	2.50
New release (RBKC staff)	2.00	2.00
Feature DVDs	2.00	2.00
Feature DVDs RBKC staff	2.00	2.00
Children's DVDs non feature	1.00	1.00
Children's DVD features and Feature films U	1.00	1.00
DVD boxed sets	2.50	2.50
DVD boxed sets (RBKC staff)	2.00	2.00
Black and white A4 photocopying per side	0.20	0.20
Black and white A3	0.40	0.40
Colour A4	0.80	0.80
Printing - A4 Black and white	0.20	0.20
Printing - A3 Black and white	0.40	0.40
Printing - A3 colour	1.50	1.50
Internet - subsequent hour (minimum charge 25p per charged booking)	1.00	1.00
Advert to be displayed - weekly	1.00	1.50

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Maximum charge author and miscellaneous events (where charged)	5.00	15.00
Maximum charge concessions	3.00	9.00
Filming - standard library opening hours / per hour	150.00	150.00
Filming - out of hours / per hour	200.00	200.00
Parking	60.00	60.00
Lost identifiable items inc DVDs (maximum charge)	10.00	10.00
Damaged items (maximum charge)	10.00	10.00
Lost unidentifiable Items (maximum charge)	10.00	10.00
Books black and white RBKC Local Studies reproduction fees	27.00	27.00
Books colour	52.00	52.00
Books non-profit black and white	8.00	8.00
Books non-profit colour	16.00	16.00
Book jackets black and white	80.00	80.00
Book jackets colour	160.00	160.00
Newspapers black and white	32.00	32.00
Newspapers colour	65.00	65.00
Postcards trade black and white	65.00	65.00
Postcards trade colour	130.00	130.00
Postcards charity black and white	33.00	33.00
Postcards charity colour	65.00	65.00
Posters and calendars black and white	130.00	130.00
Posters and calendars colour	260.00	260.00
Advertising black and white	86.00	86.00
Advertising colour	170.00	170.00
TV/film black and white	66.00	66.00
TV/film colour	130.00	130.00
Specific enquiries including short enquiries	5.00	5.00
Census enquiries	4.50	4.50
Longer searches min 1 hour (inc VAT per hour)	21.00	21.00
Lecture theatre Kensington Central Library	60.00	65.00
Lecture theatre local rate	32.00	45.00
Lecture theatre Saturday rate	70.00	75.00
Meeting room in conjunction with lecture theatre	13.00	15.00
Meeting room in conjunction with lecture theatre - local rate	9.00	11.00
Meeting room in conjunction with lecture theatre - Saturday rate	14.00	16.00
Meeting room separately	27.00	30.00
Meeting room separately - local rate	18.00	20.00
Meeting room separately - Saturday rate	37.00	40.00
Kitchen and crockery Equipment hire	21.00	22.00
Piano and tuning	95.00	100.00
Screen only	9.00	10.00
Lighting theatre	42.00	45.00
Flip chart	11.00	12.00
Projector	55.00	55.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Laptop	55.00	55.00
1 week standard rate Chelsea Library Gallery hire	200.00	240.00
1 week local rate	180.00	195.00
2 weeks standard Rate	300.00	360.00
2 weeks local rate	270.00	290.00
Private view	155.00	170.00
Private view - local rate	145.00	160.00
Corridor boards per booking (additional space)	105.00	110.00
Corridor boards per booking - local rate	95.00	100.00
Corridor boards per booking (2 weeks)	145.00	160.00
Corridor boards per booking - local rate	120.00	130.00
Standard rate (per hour) (Monday to Friday)	18.00	25.00
Local rate (per hour) (Monday to Friday)	13.50	20.00
Saturday rate	25.00	30.00
DVD, video and TV	68.00	68.00
Flip chart	11.00	11.00

Transport and Highways Fees

The following fees and charges remain subject to review and approval by the Council's Licensing Committee on 13 February 2019.

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Banners		
There are 48 sites available, in Kensington High Street		
• Hire charge per single site per week	£25	£26
• Erection and removal	Actual costs plus administration charge plus VAT	
• Festive decorations licence	£57	£58
Highways		
Permission to deposit a skip on the highway	£93	£95
Permission to erect scaffolding on the highway	£162	£165
Permission to deposit building materials on the highway	£162	£165
Permission to erect a hoarding or fence on the highway	£162	£165
Permission to carry out a crane operation on the highway	£169	£172
Permission to carry out works by Licence under Section 50 NRSWA 1991	£204	£208
Permission to carry out construction works on the highway.	5% of the cost of the works deducted from a deposit which is placed with the Council prior to the works commencing	
* Permission to make an opening of the footway to make an entrance of a cellar or vault.	5% of the cost of the works deducted from a deposit which is placed with the Council prior to the works commencing	

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Permission to carry out work on the street to provide means of admitting light to an adjacent premises.	5% of the cost of the works deducted from a deposit which is placed with the Council prior to the works commencing	
Application under S247 TCPA 1990 to stop up the highway	£1,870	£1,907
Fee to modify an application under S247 TCPA 1990 to stop up the highway following a refusal of related planning permission or the withdrawal of a related planning application	N/A	£196
Cost of dealing with a public inquiry if the making of a stopping up order is challenged	Actual cost deducted from a £2,000 deposit placed with us before work begins	Actual cost deducted from a £2,000 deposit placed with us before work begins
TECHNICAL APPROVAL OF HIGHWAY STRUCTURES		
Fee for checking and approving structures (Category 0 - no departures)	£1,276	£1,302
Fee for checking and approving structures (Category 1 - no departures)	£1,805	£1,841
Fee for checking and approving structures (Category 2 - no departures)	£2,338	£2,385
Fee for checking and approving structures (Category 2 - with departures)	£3,022	£3,082
TEMPORARY STRUCTURE LICENCE		
Remedial work below £250.00	£51	£52
PLACING OF AMENITIES ON PUBLIC HIGHWAY		
Tables and Chairs and other amenities		
• Application fee	482.00	492.00
• Fee per chair	19.00	19.00
• Additional charge beyond 9pm	235.00	240.00
• Duplication of licence fee	48.00	49.00
• Licence transfer	143.00	146.00

Highways and Public Lighting

All charges provided below relate to the amount of money that the Council receives, i.e. if a charge is applied by the customer's bank for making a payment, e.g. in the case of cheques or transfers from foreign banks (where accepted), then this charge is payable by the customer in addition to the charges below. It should be noted that if the charges are not paid in full, the application will not proceed until the full amount is received by the Council.

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Charge for making changes to street lighting equipment	Actual Cost + 20%	Actual Cost + 20%
Fee for approving the design of private works on the public highway including footway crossovers	10% of the of the estimated cost of the works	10% of the of the estimated cost of the works
Charge for supervising/implementing works including footway crossovers	Actual Cost + 20%	Actual Cost + 20%
Fee for supervising work on the highway carried out by developers under agreement <i>The fee for supervising work on the highway carried out by developers under agreement is 20 per cent of the cost of the works. This fee has not changed but appears as a new line in the schedule of charges to make it clearer to developers that this fee will be payable. Previously this charge was included in the charge for "Fee for supervising/implementing works including footway crossovers"</i>	20% of the total cost of the works	20% of the total cost of the works
Section 177 Oversail Licence	226.00	231.00
Initial plug-in charge for users of electric vehicle charging points in lamp columns and bollards	1.00	1.00
Charge per hour after the first 24 hours of being plugged in to electric vehicle charging points in lamp columns and bollards	1.00	1.00
ROAD TRAFFIC REGULATION		
Permission to introduce special temporary waiting restrictions for a relevant (special) event	n/a	n/a
Cost of making a temporary road traffic regulation order	1,563.00	1,594.00
Cost of road closures for relevant (special) events	1,563.00	1,594.00
Cost of making an emergency temporary road traffic notice	350.00	357.00
Admin cost of each traffic order change which is included in the four monthly Miscellaneous Parking Amendment Order statutory consultation associated with planning permission granted, vehicle crossovers, creating or moving any specific parking bay (except diplomatic parking bays) designated for a specific set of users e.g. doctor's permit bays, car club bays, antique dealer bays, coach bays, bus stops/ stands, police bays, ambulance bays, taxi ranks etc.	400.00	408.00
Implementation cost of each traffic order change which is included in the four monthly Miscellaneous Parking Amendment Order statutory consultation associated with planning permission granted, vehicle crossovers, creating	509.00	519.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
or moving any specific parking bay (except diplomatic parking bays) designated for a specific set of users e.g. doctor's permit bays, car club bays, antique dealer bays, coach bays, bus stops/stands, police bays, ambulance bays, taxi ranks etc.		
Cost per bay of creating a diplomatic parking bay	2,000.00	2,000.00
Cost of removing any specific parking bay designated for a specific set of users as part of the four monthly Miscellaneous Parking Amendment Order, e.g. doctor's permit bays, car club bays, diplomatic parking bays, antique dealer bays, coach bays, bus stops/stands, police bays, ambulance bays, taxi ranks etc.	Free	Free
Cost of creating, moving or removing resident bays, pay and display bays, electric vehicle charging bay, disabled blue badge bays, personalised disabled bays, Housing estate disabled bays, all motorcycle bays, loading bays and on-carriageway bicycle bays (not related to a planning application, vehicle crossover or specific set of users)	Free	Free
Cost of making a permanent road traffic regulation order (outside the four monthly Miscellaneous Parking Amendment Order)	Actual Cost	Actual Cost
Permission for the erection of temporary signs	38.00	39.00
Permission for and the supply and erection of a traffic sign to specific land or premises	Actual Cost + 20%	Actual Cost + 20%
SEARCH FEES		
Road layout search fee	89.00	91.00
Highway status enquiries	97.00	99.00
Housing Estate Parking Permits Tenants and Leaseholders (TLSC) – charge per week		
External Hardstand – North (inc. Lancaster West)	£5.35	£5.46
External Hardstand – South	£6.89	£7.03
Indoor Car Park Bay – Elm Park Gardens	£26.68	£27.21
Indoor Car Park Bay – Walnut Tree House	£14.38	£14.67
Indoor Car Park Bay – Warwick Road	£12.22	£12.46
Indoor Car Park Bay – Worlds End	£17.56	£17.91
Indoor Car Park Bay – Swinbrook Estate (new charge to be introduced when bays created)	£9.35	£9.54
Charges to tenants and leaseholders with a disabled persons purple badge	Free	Free
Others (OUSC) – charge per week		
External Hardstand – North (inc. Lancaster West)	£13.37	£13.64
External Hardstand – South	£17.21	£17.55
Indoor Car Park Bay – Elm Park Gardens	£66.69	£68.02
Indoor Car Park Bay – Walnut Tree House	£35.93	£36.65

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Indoor Car Park Bay – Warwick Road	£30.51	£31.12
Indoor Car Park Bay – Worlds End	£43.90	£44.78
Indoor Car Park Bay – Swinbrook Estate (new charge to be introduced when bays created)	£23.36	£23.83
Charges to tenants and leaseholders with a disabled persons purple badge	Free	Free

Additional Notes on Charging of Electric Vehicles using Lamp Columns

- 1.1. In October 2017, the Deputy Leader and Lead Member for Environmental Health, Leisure and Resident Services agreed¹ that the Council let a direct award contract to Ubitricity for the supply and installation of 46 lamp column charging points and four bollard charging points in the Royal Borough and that, in addition to the electricity tariff and subscription paid directly to the service provider, users would be billed:
- £1 every time they plugged into a lamp column; and
 - £1 per hour after the first 24 hours of being plugged in.
- 1.2. These costs are set by and paid to the Council and the income will be used to help maintain the equipment, and potentially to fund future deployments and replacements.
- 1.3. The uplift in inflation has not been great enough to warrant an increase in this charge since it was last set in April 2018.

Parking

All charges provided below relate to the amount of money that the Council receives, i.e. if a charge is applied by the customer's bank for making a payment, e.g. in the case of cheques or transfers from foreign banks (where accepted), then this charge is payable by the customer in addition to the charges below. It should be noted that if the charges are not paid in full, the application will not proceed until the full amount is received by the Council.

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
* RESIDENTS' PARKING PERMITS		
Annual Permit Charges (permit charges for weekend only, three months, six months and nine months permits will be increased by RPI and rounded up to the nearest pound)		
• Band 1 - up to 100g/km	84.00	87.00
• Band 2 - 101 - 120g/km	112.00	116.00
• Band 3 - 121 - 150g/km	129.00	134.00
• Band 4 - 151 - 165g/km	144.00	149.00
• Band 5 - 166 - 185g/km	159.00	165.00
• Band 6 - 186 - 225g/km and vehicles over 225g/km registered from 01/03/2001 to 22/03/2006	172.00	178.00
• Band 7 -over 225g/km and registered from 23/03/2006	228.00	236.00

¹ Key Decision Report, 13 October 2017, "Electric Vehicle Charging Using Street Lighting Columns" (ref: 05050/17/P/A)

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Engine size not over 1549cc pre 01/03/01	129.00	134.00
Engine size over 1549cc pre 1/03/01	172.00	178.00
One month temporary permit	37.00	39.00
Combined Electric Motorcycle Permit (to park in motorcycle and resident permit bays)	84.00	87.00
Combined Electric Motorcycle Permit (reduced for holders of an Advanced Rider Training Certificate)	70.00	73.00
Combined Motorcycle Permit (to park in motorcycle and resident permit bays)	112.00	116.00
Combined Motorcycle Permit (reduced for holders of an Advanced Rider Training Certificate)	93.00	97.00
Motorcycle Permit (to park in motorcycle permit bays only)	Free	Free
Supplementary charges to residents' parking permit charges:		
Diesel surcharge for diesel vehicles	43.00	45.00
Second and subsequent residents' permit charge	73.00	76.00
DOCTORS' BAY PERMITS		
First permit for a doctors' bay (12 months)	279.00	289.00
Each additional permit for a doctors' bay (12 months)	13.00	13.00
CAR CLUB PERMITS		
Annual permit charges		
Permit for an electric car or a plug-in hybrid electric/petrol car in VED band A (for the first three years following the installation of a new electric-vehicle charging point, paid for by the car club operator)	84.00	87.00
Permit for a car in VED bands A and B	642.00	664.00
Permit for a car in VED band C <i>The Council charges more for cars in higher VED bands to be consistent with our CO2 emissions based resident permit bands.</i>	890.00	920.00
Permit for a Euro 6 vans	1,299.00	1,342.00
Permit for a Euro 5 vans	1,717.00	1,774.00
ADMINISTRATIVE CHARGES		
Administrative charge for processing refunds associated with all permits other than antique dealer permits	13.00	25.00
Administrative charge for processing refunds, replacing lost, stolen, damaged or destroyed permits and processing permanent or temporary change of vehicle applications, associated with all permits other than antique dealer permits	13.00	13.00
ANTIQUA DEALER PERMITS		
Antique Dealer Permit (12 month price)	195.00	202.00
Administrative charge for replacing antique dealer permits, i.e. replacing lost, destroyed, damaged or stolen permits, change of vehicle,	6.00	6.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
adding a second vehicle to the permit and issuing temporary permits.		
ON-STREET PAY AND DISPLAY TARIFF PER HOUR		
• Basic	1.30	1.30
• Low	2.50	2.60
• Intermediate	2.50	2.60
• Medium	3.70	3.80
• High	4.90	5.10
HOLLAND PARK CAR PARK		
• Up to 1 hour	3.70	3.80
• Up to 2 hours	7.40	7.60
• Up to 3 hours	11.10	11.40
• Up to 4 hours	14.80	15.20
PARKING SUSPENSIONS		
Fewer than six chargeable days (per space per chargeable day)	54.00	56.00
Six to 42 chargeable days inclusive (per space per chargeable day)	81.00	84.00
43 chargeable days or more (per space per chargeable day)	108.00	112.00
Utilities suspensions where the suspended bays will be excavated by the utility company	Suspension charges apply for the first day only	Suspension charges apply for the first day only
Utilities suspensions where the suspended bays will not be excavated by the utility company, e.g. traffic management reasons	Suspension charges apply for every day of the suspension	Suspension charges apply for every day of the suspension
Administrative charges for suspensions		
Cancelling a suspension after the suspension sign has already been posted (per suspension application)	18.00	18.00
Cancelling a suspension before the suspension sign has been posted (per suspension application)	13.00	13.00
Administrative charge for any change to the suspension sign on-street after the suspension sign has been posted (per suspension application)	18.00	18.00
Administration charge for changes to the suspension application where suspension sign has not been posted and where the change is the second or subsequent change made to that application	13.00	13.00
*PARKING DISPENSATIONS		
Fewer than six chargeable days (per five metre space per chargeable day)	54.00	56.00
Six to 42 chargeable days inclusive (per five metre space per chargeable day)	81.00	84.00

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
43 chargeable days or more (per five metre space per chargeable day)	108.00	112.00

Additional Notes on Parking Fees and Charges

Visitor parking tariffs

- 1.4. The Council links visitor parking tariffs to the Retail Price Index (RPI) to ensure that they keep pace with inflation. In this way, parking tariffs discourage non-essential trips and increase the opportunity for motorists to find a vacant space without excessive searching. The Council review charges each year, taking account of the change in RPI since the previous increase, but we do not necessarily increase them every year.
- 1.5. The Council last increased visitor parking tariffs in April 2018 based on an RPI increase between September 2014 and September 2017 of 6.8 per cent. All tariff bands with the exception of the Basic band, would see an increase if inflation is applied. This year, the recommendation is that the Council increases the Pay and Display tariff by inflation. This means there would not be an increase across all tariff bands because not to do so would mean that there would be a much larger increase in the higher tariff bands when an inflationary increase is applied after remaining constant for several years.
- 1.6. The Pay-by-phone parking system is not yet able to charge users different pay and display tariffs based on their vehicle emissions across all channels, e.g. the app, phone and web. Therefore, the Council is not proposing to link pay and display tariffs to vehicle emissions in 2019/20. However, it is anticipated that the technology will be in place to propose emission based pay and display tariffs in 2020/21.

Clarification of the cost of suspensions

- 1.7. It has come to our officers' attention that some customers are swapping the applicant names on suspension bookings so that they avoid the higher charges for longer suspensions. For clarification, the Council will apply the higher charge for suspensions when the cumulative days relate to the same planning permission rather than by applicant for suspensions which have an associated planning permission. The Council also reserves the right to apply the higher charge where it has evidence of swapping between applicants, or other behaviour, to avoid the higher charge.

Administrative charge for parking permit refunds

- 1.8. Following a recent review of the actual costs involved in carrying out administrative tasks, officers have identified that the cost of processing refunds for parking permits is significantly more than other administrative tasks such as changing the vehicle registration number associated with a permit. This is because when processing a refund, a member of staff needs to carry out a manual calculation, log the refund and enter it on to the parking system for audit purposes. A manager then needs to authorise the refund and a cheque raised and posted to the customer. The paperwork is scanned and added to the customer's account and the hard copy archived. These tasks are more time consuming than other administrative tasks.
- 1.9. The Council proposes an increase in the administrative charge for processing refunds for all parking permits (except antique dealer permits) from £13 to £25 to better reflect the actual cost to the Council for carrying out this task.

3. Chief Executive's Department

Legal Services

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Residential Property Work:		
Collective Enfranchisement	£1,840	£1,840
Deeds of Variation	£960	£960
Flat Enlargements / Divisions	£2,320	£2,320
Lease Extensions (via D of V)	£960	£960

Mortgages & Charges	£240	£240
Notices	£50	£50
Property Sales and Leases (Non RTB)	£1,760	£1,760
Residential Licences	£1,360	£1,360
All other residential work	£160 per hour.	£160 per hour.
Commercial Property work:		
Commercial Licences	£1,200	£1,200
All other Commercial work	£160 per hour	£160 per hour
Planning work:		
Section 106 Agreements	£260 per hour	£260 per hour
Section 106 Agreements – PPAs	£320 per hour	£320 per hour
Section 38 / 278 Agreements	£220 per hour	£220 per hour

REGISTRARS SERVICE

The first schedule sets out proposed charges for 2019/20 for the Registrar's Service. Fees for 2019/20 to take effect from 1 April 2019. All fees include VAT where VAT is applicable i.e. for non-statutory services). Fees do not include statutory fees and charges specified in legislation.

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Licence for Approved Premises for Civil Ceremonies (3 Years Validity)		
Maximum Capacity of Premises:		
• Up to 150	1,300	1,325
• 151 – 300	1,450	1,475
• 301 – 500	1,650	1,675
• 50 and over	1,850	1,875
• Renewal	1,300	1,325
Licence for Approved Premises for Civil Ceremonies (5 Years Validity)		
Maximum Capacity of Premises:		
• Up to 150	2,000	2,000
• 151 - 300	2,185	2,230
• 301 - 500	2,500	2,550
• 50 and over	2,750	2,800
• Renewal	2,000	2,000
Notice of Marriage or Civil Partnership Appointment Booking Fee (per person)	35	TBC
Register Office Ceremonies / Registrations	50	TBC
Nationality Services		
Nationality Checking Service (Adult)	85	87
Nationality Checking Service (Child)	42	43
Joint Citizenship and Passport Application	15	15
European Passport Return Service: per applicant excluding postage	20	21

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Applications for British citizenship: Advice / Document Checking / Document Photocopying and Return	50	51
Settlement Checking Service (Adult)	105	110
Settlement Checking Service (Dependents)	35	40
Settlement Application*	123	125
Swiss/EEA Application*	77	80
Further Leave to Remain*	88	90
Entry Clearance*	144	145
* Each additional dependent for the above appointments	35	40
Other nationality related services, or other trusted partner related services, if introduced	Recommended fee as specified by the National Panel for Registration and Local Registration Services Association, or higher to ensure the costs of RBKC delivering the service.	
Citizenship Ceremonies		
Private	200	200
Private Group (per person)	100	100
Private: Saturdays / Evenings (5pm and after)	225	200
Deed Poll		
Deed Poll Appointment (per applicant)	77	80
Additional Deed Poll certificates	5	5
Other		
Pack of Confetti	2.50	2.50
Bottled Water	1.00	1.00
Passport Holders	5.00	5.00
Certificate Wallets	1.00	1.00
Registered Post	1.60	1.60
International Post	10.00	10.00
Special Delivery Post	<2kg: 10.00	<2kg: 10.00
	2-10kg: 30.00	2-10kg: 30.00
	>10kg: 50.00	>10kg: 50.00
Priority Certificate Service	15.00	15.00
Any other registrars service (other than statutory fees) not otherwise detailed	N/A	£100 per hour

Registrars

The following schedule sets out the Non-Refundable Ceremony Booking Fees and Ceremony Attendance Fees. Fees are set one year in Advance and are therefore for 2020/21

Fee Description	2018/19 Charge for 2019/20 (£)	Proposed 2019/20 Charge for 2020/21 (£)
Civil Marriages, Civil Partnerships, Civil Partnership to Marriage Conversion Ceremonies, All Non-Statutory Ceremonies		

Fee Description	2018/19 Charge for 2019/20 (£)	Proposed 2019/20 Charge for 2020/21 (£)
Non-refundable booking fee for all ceremonies	100	100
Ceremony Change Fee	25	25
Harrington Room – Ceremony Attendance Fees		
• Mon - Fri:	125	130
• Saturday:	225	230
• Sunday:	275	280
• Public Holiday:	375	385
Rossetti Room – Ceremony Attendance Fees		
• Mon - Fri:	225	250
• Saturday:	275	300
• Sunday:	500	525
• Public Holiday:	600	625
Brydon Room – Ceremony Attendance Fees		
• Mon - Fri:	425	435
• Saturday:	550	560
• Sunday:	650	660
• Public Holiday:	750	760
Small Hall, Main Hall and Cadogan Suite – Ceremony Attendance Fees		
• Mon - Fri:	465	450
• Saturday:	545	530
• Sunday:	655	640
• Public Holiday:	755	740
Approved Venues – Ceremony Attendance Fees		
• Mon - Fri:	465	485
• Saturday:	545	565
• Sunday:	655	680
• Public Holiday:	755	785
Kensington Town Hall – Ceremony Attendance Fees		
Mayor’s Parlour		
• Mon – Fri:	450	450
• Saturday:	550	550
• Sunday:	650	650
• Public Holiday:	750	750
Committee Rooms 1, 3 or 4		
• Mon – Fri:	280	280
• Saturday:	320	320
• Sunday:	530	530
• Public Holiday:	630	630
Committee Room 2		
• Mon – Fri:	190	190
• Saturday:	200	200
• Sunday:	300	300
• Public Holiday:	400	400
Small Hall		

Fee Description	2018/19 Charge for 2019/20 (£)	Proposed 2019/20 Charge for 2020/21 (£)
• Mon – Fri:	475	475
• Saturday:	615	615
• Sunday:	725	725
• Public Holiday:	825	825
Council Chamber		
• Mon – Fri:	475	475
• Saturday:	615	615
• Sunday:	725	725
• Public Holiday:	825	825
Any other room in the Registration Service’s temporary accommodation which may be licensed for ceremonies		
• Mon – Fri:	280	280
• Saturday:	320	320
• Sunday:	530	530
• Public Holiday:	630	630

Conferences and Events

Fees and Charges for use of the Council's facilities for conferences and events is reviewed annually and published for the forthcoming two years.

The first table sets out the proposed charges for 2019/20. The second table sets out proposed charges for 2020/21.

2019/20

Fee Description (excluding VAT) (subject to standard rate VAT)	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Kensington Town Hall (Monday to Friday)		
The Great Hall (inclusive of foyers)		
• Day (8am to 6pm)	4,365	4,585
• Late Day (2pm to midnight)	4,535	4,760
• Full Day (8am to midnight)	4,800	5,040
• Hourly Rate (Applies after midnight or for evening meetings after 6pm)	500	525
The Small Hall (inclusive of Foyers)		
• Day (8am to 6pm)	1,230	1,290
• Late Day (2pm to midnight)	1,365	1,435
• Full Day (8am to midnight)	1,510	1,585
• Hourly Rate (Applies after midnight or for evening meetings after 6pm)	215	225
The Great and Small Hall combined		
• Day (8am to 6pm)	4,945	5,190
• Late Day (2pm to midnight)	4,965	5,215
• Full Day (8am to midnight)	5,680	5,965

Fee Description (excluding VAT) (subject to standard rate VAT)	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
<ul style="list-style-type: none"> Hourly Rate (Applies after midnight or for evening meetings after 6pm) 	715	750
Kensington Town Hall (Saturday, Sunday and Bank Holidays)		
The Great Hall (inclusive of foyers)		
<ul style="list-style-type: none"> Day (8am to 6pm) 	4,805	5,045
<ul style="list-style-type: none"> Late Day (2pm to midnight) 	5,345	5,610
<ul style="list-style-type: none"> Full Day (8am to midnight) 	5,680	5,965
<ul style="list-style-type: none"> Hourly Rate (Applies after midnight or for evening meetings after 6pm) 	605	635
The Small Hall (inclusive of Foyers)		
<ul style="list-style-type: none"> Day (8am to 6pm) 	1,690	1,775
<ul style="list-style-type: none"> Late Day (2pm to midnight) 	1,850	1,945
<ul style="list-style-type: none"> Full Day (8am to midnight) 	1,965	2,065
<ul style="list-style-type: none"> Hourly Rate (Applies after midnight or for evening meetings after 6pm) 	295	310
The Great and Small Hall combined		
<ul style="list-style-type: none"> Day (8am to 6pm) 	5,805	6,095
<ul style="list-style-type: none"> Late Day (2pm to midnight) 	6,525	6,850
<ul style="list-style-type: none"> Full Day (8am to midnight) 	6,910	7,255
<ul style="list-style-type: none"> Hourly Rate (Applies after midnight or for evening meetings after 6pm) 	895	940
Mayor's Parlour (including Committee Rooms 3 and 4)		
<ul style="list-style-type: none"> Standard Hourly Rate (minimum booking 4 hours) 	410	430
Committee Rooms/Council Chamber		
<ul style="list-style-type: none"> Standard Hourly Rate (8am to 5pm; minimum booking 4 hours) 	75	80
<ul style="list-style-type: none"> Hourly extension rates (per hour) 	165	175
CHELSEA OLD TOWN HALL (exempt from VAT) (Monday to Friday)		
The Main Hall		
<ul style="list-style-type: none"> Day (8am to 6pm) 	1,590	1,780
<ul style="list-style-type: none"> Late Day (2pm to Midnight) 	1,930	2,160
<ul style="list-style-type: none"> Full Day (8am to midnight) 	2,050	2,295
<ul style="list-style-type: none"> Hourly Rate (Applies to evening meetings after 6pm) 	290	325
The Small Hall		
<ul style="list-style-type: none"> Day (8am to 6pm) 	875	980
<ul style="list-style-type: none"> Full Day (8am to midnight) 	1130	1265
<ul style="list-style-type: none"> Hourly Rate (Applies to evening meetings after 6pm) 	190	215
Cadogan Suite		
<ul style="list-style-type: none"> Day (8am to 6pm) 	875	980
<ul style="list-style-type: none"> Full Day (8am to midnight) 	1130	1265
<ul style="list-style-type: none"> Hourly Rate (Applies to evening meetings after 6pm) 	190	215

Fee Description (excluding VAT) (subject to standard rate VAT)	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Main Hall and Small Hall Combined		
• Day (8am to 6pm)	2,370	2,655
• Late Day (2pm to midnight)	2,730	3,060
• Full Day (8am to midnight)	2,900	3,250
• Hourly Rate (Applies to evening meetings after 6pm)	475	530
All Spaces Combined		
• Day (8am to 6pm)	2,770	3,100
• Late Day (2pm to midnight)	3,030	3,395
• Full Day (8am to midnight)	3,100	3,470
• Hourly Rate (Applies to evening meetings after 6pm)	495	555
CHELSEA OLD TOWN HALL (exempt from VAT) (Saturday, Sunday and Bank Holidays)		
The Main Hall		
• Day (8am to 6pm)	1,960	2,195
• Late Day (2pm to midnight)	2,285	2,560
• Full Day (8am to midnight)	2,610	2,925
• Hourly Rate (Applies to evening meetings after 6pm)	435	485
The Small Hall		
• Day (8am to 6pm)	1055	1,180
• Full Day (8am to midnight)	1,370	1,535
• Hourly Rate (Applies to evening meetings after 6pm)	255	285
Cadogan Suite		
• Day (8am to 6pm)	1045	1,170
• Full Day (8am to midnight)	1,370	1,535
• Hourly Rate (Applies to evening meetings after 6pm)	255	285
The Main and Small Hall combined		
• Day (8am to 6pm)	2,985	3,345
• Late Day (2pm to midnight)	3,160	3,540
• Full Day (8am to midnight)	3,330	3,730
• Hourly Rate (Applies to evening meetings after 6pm)	680	760
All Rooms Combined		
• Day (8am to 6pm)	3,385	3,790
• Late Day (2pm to midnight)	3,460	3,875
• Full Day (8am to midnight)	3,530	3,955
• Hourly Rate (Applies to evening meetings after 6pm)	700	785
ORANGERY (VAT applicable in certain circumstances)		
Weddings, Receptions and other events		
Monday to Thursday (excl. Bank Holidays):		
Day or Evening Hire (9.00-17.00 or 18.00-23.30)		
• 1 April - 31 Oct	2,130	2,195

Fee Description (excluding VAT) (subject to standard rate VAT)	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
• 1 Nov - 31 Mar	1,700	1,750
Late Day Rate (14:00 - 23:30)		
• 1 April - 31 Oct	3,395	3,495
• 1 Nov - 31 Mar	2,715	2,795
Full Day Hire (9.00-23.30)		
• 1 April - 31 Oct	4,065	4,185
• 1 Nov - 31 Mar	3,180	3,275
Friday to Sunday (incl. Bank Holidays):		
Day or Evening Hire (9.00-17.00 or 18.00-23.30)		
• 1 April - 31 Oct	2,370	2,440
• 1 Nov - 31 Mar	1,870	1,925
Late Day Rate (14:00 - 23:30)		
• 1 April - 31 Oct	3,745	3,855
• 1 Nov - 31 Mar	2,995	3,085
Full Day Hire (9.00-23.30)		
• 1 April - 31 Oct	4,500	4,635
• 1 Nov - 31 Mar	3,515	3,620
Hourly rate extension	315	325
Lawn hire for siting marquee	525	540

2020/21

Fee Description (excluding VAT) (subject to standard rate VAT)	2018/19 Charge (£)	Proposed 2020/21 Charge (£)
KENSINGTON TOWN HALL (Monday to Friday)		
The Great Hall (inclusive of foyers)		
• Day (8am to 6pm)	4,585	4,815
• Late Day (2pm to midnight)	4,760	5,000
• Full Day (8am to midnight)	5,040	5,290
• Hourly Rate (Applies after midnight or for evening meetings after 6pm)	525	550
The Small Hall (inclusive of Foyers)		
• Day (8am to 6pm)	1,290	1,355
• Late Day (2pm to midnight)	1,435	1,505
• Full Day (8am to midnight)	1,585	1,665
• Hourly Rate (Applies after midnight or for evening meetings after 6pm)	225	235
The Great and Small Hall combined		
• Day (8am to 6pm)	5,190	5,450
• Late Day (2pm to midnight)	5,215	5,475
• Full Day (8am to midnight)	5,965	6,265
• Hourly Rate (Applies after midnight or for evening meetings after 6pm)	750	790
KENSINGTON TOWN HALL (Saturday, Sunday and Bank Holidays)		
The Great Hall (inclusive of foyers)		

Fee Description (excluding VAT) (subject to standard rate VAT)	2018/19 Charge (£)	Proposed 2020/21 Charge (£)
• Day (8am to 6pm)	5,045	5,295
• Late Day (2pm to midnight)	5,610	5,890
• Full Day (8am to midnight)	5,965	6,265
• Hourly Rate (Applies after midnight or for evening meetings after 6pm)	635	665
The Small Hall (inclusive of Foyers)		
• Day (8am to 6pm)	1,775	1,865
• Late Day (2pm to midnight)	1,945	2,040
• Full Day (8am to midnight)	2,065	2,170
• Hourly Rate (Applies after midnight or for evening meetings after 6pm)	310	325
The Great and Small Hall combined		
• Day (8am to 6pm)	6,095	6,400
• Late Day (2pm to midnight)	6,850	7,195
• Full Day (8am to midnight)	7,255	7,620
• Hourly Rate (Applies after midnight or for evening meetings after 6pm)	940	985
Mayor's Parlour (including Committee Rooms 3 and 4)		
• Standard Hourly Rate (minimum booking 4 hours)	430	450
Committee Rooms/Council Chamber		
• Standard Hourly Rate (8am to 5pm; minimum booking 4 hours)	80	85
• Hourly extension rates (per hour)	175	185
CHELSEA OLD TOWN HALL (exempt from VAT) (Monday to Friday)		
The Main Hall		
• Day (8am to 6pm)	1,780	1,885
• Late Day (2pm to Midnight)	2,160	2,290
• Full Day (8am to midnight)	2,295	2,435
• Hourly Rate (Applies to evening meetings after 6pm)	325	345
The Small Hall		
• Day (8am to 6pm)	980	1040
• Full Day (8am to midnight)	1,265	1340
• Hourly Rate (Applies to evening meetings after 6pm)	215	230
Cadogan Suite		
• Day (8am to 6pm)	980	1040
• Full Day (8am to midnight)	1,265	1340
• Hourly Rate (Applies to evening meetings after 6pm)	215	230
Main Hall and Small Hall Combined		
• Day (8am to 6pm)	2,655	2,815
• Late Day (2pm to midnight)	3,060	3,245
• Full Day (8am to midnight)	3,250	3,445
• Hourly Rate (Applies to evening meetings after 6pm)	530	560

Fee Description (excluding VAT) (subject to standard rate VAT)	2018/19 Charge (£)	Proposed 2020/21 Charge (£)
All Spaces Combined		
• Day (8am to 6pm)	3,100	3,285
• Late Day (2pm to midnight)	3,395	3,600
• Full Day (8am to midnight)	3,470	3,680
• Hourly Rate (Applies to evening meetings after 6pm)	555	590
CHELSEA OLD TOWN HALL (exempt from VAT) (Saturday, Sunday and Bank Holidays)		
The Main Hall		
• Day (8am to 6pm)	2,195	2,325
• Late Day (2pm to midnight)	2,560	2,715
• Full Day (8am to midnight)	2,925	3,100
• Hourly Rate (Applies to evening meetings after 6pm)	485	515
The Small Hall		
• Day (8am to 6pm)	1,180	1,250
• Full Day (8am to midnight)	1,535	1,625
• Hourly Rate (Applies to evening meetings after 6pm)	285	300
Cadogan Suite		
• Day (8am to 6pm)	1,170	1,240
• Full Day (8am to midnight)	1,535	1,625
• Hourly Rate (Applies to evening meetings after 6pm)	285	300
The Main and Small Hall combined		
• Day (8am to 6pm)	3,345	3,545
• Late Day (2pm to midnight)	3,540	3,750
• Full Day (8am to midnight)	3,730	3,955
• Hourly Rate (Applies to evening meetings after 6pm)	760	805
All Rooms Combined		
• Day (8am to 6pm)	3,790	4,015
• Late Day (2pm to midnight)	3,875	4,110
• Full Day (8am to midnight)	3,955	4,190
• Hourly Rate (Applies to evening meetings after 6pm)	785	830
ORANGERY (VAT applicable in certain circumstances) Monday to Thursday (excl. Bank Holidays)		
Weddings, Receptions and other events		
• Day or Evening Hire (9.00-17.00 or 18.00-23.30)		
• 1 April - 31 Oct	2,195	2,260
• 1 Nov - 31 Mar	1,750	1,805
Late Day Rate (14:00 - 23:30)		
• 1 April - 31 Oct	3,495	3,600

Fee Description (excluding VAT) (subject to standard rate VAT)	2018/19 Charge (£)	Proposed 2020/21 Charge (£)
• 1 Nov - 31 Mar	2,795	2,880
Full Day Hire (9.00-23.30)		
• 1 April - 31 Oct	4,185	4,310
• 1 Nov - 31 Mar	3,275	3,375
ORANGERY (VAT applicable in certain circumstances) (Friday to Sunday (incl. Bank Holidays))		
Day or Evening Hire (9.00-17.00 or 18.00-23.30)		
• 1 April - 31 Oct	2,440	2,515
• 1 Nov - 31 Mar	1,925	1,985
Late Day Rate		
• 1 April – 31 Oct	3,855	3,970
• 1 Nov – 31 Mar	3,085	3,180
Full Day Hire (9.00-23.30)		
• 1 April - 31 Oct	4,635	4,775
• 1 Nov - 31 Mar	3,620	3,730
Hourly rate extension	325	335
Lawn hire for siting marquee	540	555

4. Resources and Assets (Customer Access)

Fee Description	2018/19 Charge (£)	Proposed 2019/20 Charge (£)
Blue Badges for Disabled People		
• Initial application	10.00	10.00
• Replacements	10.00	10.00
Revenue & Benefits		
Business Rates		
• Summons Costs	138.00	138.00
• Liability Costs	44.00	44.00
Council Tax		
Summons Costs	75.00	85.00
Liability Costs	30.00	35.00