

# Fees and Charges Booklet

2015-2016

## KEY

### VAT indicator

Throughout this booklet the following VAT indicators are used

Z = zero

O = outside scope

E = exempt

S = standard

### Statutory or Discretionary indicator

This Booklet is divided into 2 parts;

Part A is Statutory or reasonable charges

Part B is Discretionary charges

POA - Price on Application

### Notes on presentation

It is assumed that the date of increase in all cases will be 1st April.

# **Fees and Charges Booklet**

**2015-2016**

## **CONTENTS**

### **Part A Statutory and Reasonable Cost Charges**

#### **Chief Executives**

Legal Services

**Page 1**

LEGAL AND DEMOCRATIC SERVICES	STATUTORY OR DISCRETIONAR	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
		£		£	£
<u>Legal charge re drafting of document for:-</u>					
Section 106 (Standard)	S	867.00	O	910.35	910.35
Section 278	S	867.00	O	910.35	910.35
Reg of Assign	S	28.00	O	29.40	29.40
Grazing Licence	S	420.00	O	441.00	441.00
Street Licence	S	293.00	O	307.65	307.65
Section 50 Agreement	S	448.00	O	470.40	470.40

# **Fees and Charges Booklet**

**2015-2016**

## **CONTENTS**

### **Part B Discretionary Charges**

#### **Chief Executives**

Legal Services

Business Services

Corporate Assets

**Pages 1-5**

**Page 6**

**Page 37**

LEGAL AND DEMOCRATIC SERVICES	STATUTORY OR DISCRETIONAR	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
		£		£	£
<b>MISCELLANEOUS</b>					
Licences to assign Leasehold Premises	D	478.50	O	502.45	502.45
Authorised Guarantee Agreement	D	444.50	O	466.75	466.75
Shop Leases	D	664.00	O	697.20	697.20
Sale of Land	D	If under £1,000 min charge £350, then incremental depending on value	E	If under £1,000 min charge £368, then incremental depending on value	If under £1,000 min charge £368, then incremental depending on value
Sale of Garden Land/Additional Land	D	650.00	E	682.50	682.50
Copy of Lease	D	83.30	S	87.50	105.05
Commercial Lease Assignment	D	600.00	E	630.00	630.00
Commercial Lease Grant	D	650.00	E	682.50	682.50
Commercial Licences	D	465.00-660.00	E	188.25-693	188.25-693
Deed of Covenants	D	417.50	E	438.40	438.40
Landlords Licence	D	506.50	O	531.85	531.85
Licence of Alteration	D	650.00	O	682.50	682.50
Notice of Assignment	D	75.50	O	79.30	79.30
Notice of Charge	D	75.50	O	79.30	79.30
Retrospective Consent	D	110.50	O	116.05	116.05
Right to Buy Engrossment	D	68.00	O	71.40	71.40

LEGAL AND DEMOCRATIC SERVICES	STATUTORY OR DISCRETIONAR	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
<b><u>MISCELLANEOUS</u></b>		£		£	£
<b><u>Legal charge re drafting of document for:-</u></b>					
Section 106 (Complex)	D	1591.00	O	1670.55	1670.55
Rent Reviews	D	201.00-265.00	O	211.05 - 278.25	211.05 - 278.25
Easements	D	787.00	O	826.35	826.35
Surrenders	D	514.00	O	539.70	539.70
Deed of Variation	D	514.00	O	539.70	539.70
Transfer of Open Spaces	D	713.00	O	748.65	748.65
Wayleave Agreement	D	294.00	O	308.70	308.70

<b>LEGAL AND DEMOCRATIC SERVICES</b>	<b>STATUTORY OR DISCRETIONAR</b>	<b>BASIC CHARGE 2014/15</b>	<b>VAT GROUP</b>	<b>2015-16 PROPOSED BASIC CHARGE</b>	<b>2015-16 PROPOSED CHARGE INCLUDING VAT</b>
		£		£	£
<b><u>COUNCIL HOUSE SALES</u></b>					
Transfer prints	D	40.50	O	42.55	42.55
Lease prints	D	65.00	O	68.25	68.25
Ownership Changes Leaseholds Houses & Flats	D	42.50	O	44.65	44.65
Transfer of Equity approval and seal	D	67.50	O	70.90	70.90
Stat charge discharge - discount 3 year period	D	65.50	O	68.80	68.80
Letter of Postponement concerning authorized works on properties with statutory discount charge	D	63.50	O	66.70	66.70
Leasehold Enquiries - Maintenance and rent details , insurance etc.	D	148.00	O	155.40	155.40
Copy of Landlord's Offer Notice Full	D	33.35	S	35.00	42.00
Copy of Landlord's Offer Notice Part	D	13.37	S	14.05	16.80
Fee for Application to buy garage	D	72.53	S	76.15	91.35
Copy of Service Charge Certificate	D	28.75	S	30.20	36.25
Copy of Insurance Policy	D	43.33	S	45.50	54.60
Document retrieval	D	0.00	S	9.00	10.80
Photocopying					
A4	D	0.00	S	0.83	1.00
A3	D	0.00	S	1.25	1.50
Post & Packing	E	0.00	E	3.00	3.00

LEGAL AND DEMOCRATIC SERVICES	STATUTORY OR DISCRETIONAR	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
		£		£	£
<b>REGISTRATION</b>					
Certificates issued by Superintendent Registrar					
Standard Certificate of Birth - 24 hour service	D	16.00	O	17.00	17.00
Standard Certificate of Death - 24 hour service	D	16.00	O	17.00	17.00
Standard Certificate of Marriage - 24 hour service	D	16.00	O	17.00	17.00
Short Certificate of Birth - 24 hour service	D	16.00	O	17.00	17.00
Certificates issued by Superintendent Registrar					
Standard Certificate of Birth - 2 hour service	D	25.00	O	26.00	26.00
Standard Certificate of Death - 2 hour service	D	25.00	O	26.00	26.00
Standard Certificate of Marriage - 2 hour service	D	25.00	O	26.00	26.00
Short Certificate of Birth - 2 hour service	D	25.00	O	26.00	26.00
Fees for Superintendent Registrar attendance at approved premises for Marriage/Civil Partnership					
Monday - Friday	D	375.00	O	390.00	390.00
Saturday	D	410.00	O	420.00	420.00
Sunday, Bank or Public Holiday	D	465.00	O	480.00	480.00
Fees for Superintendent Registrar attendance at Register Office for Naming Ceremonies/Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership)					
Saturday	D	215.00	O	225.00	225.00
Fees for Superintendent Registrar attendance at Approved Premise for Naming Ceremonies/Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership)					
Monday - Friday	D	255.00	O	265.00	265.00
Saturday	D	285.00	O	295.00	295.00
Sunday	D	315.00	O	325.00	325.00



LEGAL AND DEMOCRATIC SERVICES	STATUTORY OR DISCRETIONAR	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
		£		£	£
<b>REGISTRATION</b>					
Approved Premises Regulations					
- application for approval	D	1,860.00	O	1,915.00	1,915.00
- request for review	D	585.00	O	600.00	600.00
Hawthorne Suite - Thameside					
Monday - Friday	D	170.00	O	175.00	175.00
Saturday	D	200.00	O	210.00	210.00
Saturday PM	D	250.00	O	260.00	260.00
Private Citizenship Ceremony					
Monday - Saturday	D	135.00	O	140.00	140.00
Nationality Checking Services	D	50.00	O	60.00	60.00
Ceremonies held in Thameside Theatre Mon-Fri	D	220.00	O	230.00	230.00
Thameside Theatre Saturday	D	250.00	O	260.00	260.00
<b>REGISTER OF ELECTIONS</b>					
Register of Electors - Certificate of Residency, per elector, per year	D	13.00	E	13.00	13.00