

## P&C: Schedule of Fees & Charges

Directorate	Policy Line	Service	Description of charge	Stat / non stat	2019-20 Current charge (£)	2020-21 proposed Charge(£) (Inflation rate 3%)	Full/Partial cost recovery?	Additional information
People & Communities	Adults & Safeguarding	Adult Social Care	Deferred payment set up / administration charge	Non-Statutory	£125 for setting up the agreement £20 for a change in the agreement £20 for closing	£130 for setting up the agreement £25 for a change in the agreement £25 for closing	Partial	
People & Communities	Adults & Safeguarding	Adult Social Care	Self funder arrangement fee	Non-Statutory	£75 one off fee	Being reviewed Jan 2020		For those that have capital above the LA funding threshold (£23k) but would like their care arranged by CCC
People & Communities	0-19 Organisation & Planning	<b>0-19 Place and Planning organisation service</b>						
People & Communities	0-19 Organisation & Planning	0-19 Place and Planning organisation service	School Admissions Academy Service Level Agreement (SLA)	Non-Statutory	Service Package 1a Transitions Validation: Remains unchanged until 31.8.2019: £395.00 net/Academic Year (Primary) £1995.00 net/Academic Year (Secondary)  Service Package 2a and 2b Appeals: With effect from 1.9.2019 there will be no charge for this service	Service Package 1a under review Feb 2020  Service Packages 2a and 2b- there is no longer a charge for this service with effect from 01/09/19		Package 1a Prices tbc
People & Communities	0-19 Organisation & Planning	0-19 Place and Planning organisation service	School Admissions Voluntary Aided & Foundation School Service Level Agreement (SLA)	Non-Statutory	Service Package 1a Transitions Validation: Remains unchanged until 31.8.2019: £395.00 net/Academic Year (Primary) £1995.00 net/Academic Year (Secondary)  Service Package 2a and 2b Appeals: With effect from 1.9.2019 there will be no charge for this service	Service Package 1a under review Feb 2020  Service Packages 2a and 2b- there is no longer a charge for this service with effect from 01/09/19		Package 1a Prices from September tbc
People & Communities	0-19 Organisation & Planning	Home to School Transport - Mainstream	Mainstream Transport	Statutory	Free	Free		Providing the student meets the Home to School/College Travel Assistance Policy criteria there is no charge to the family for their transport. For students not meeting the criteria please see Spare Seats
People & Communities	0-19 Organisation & Planning	Home to School Transport - Mainstream	Mainstream Spare seats	Non-Statutory	£240 per term (£720 per academic year) September 2019 to August 2020	under review February 2020		Prices per academic year

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People & Communities	0-19 Organisation & Planning	Home to School Transport - Mainstream	Post 16 Transport - low income households	Non-Statutory	£120 per term (£360 full academic year) September 2019 to August 2020	under review February 2020		Prices per academic year
People & Communities	0-19 Organisation & Planning	Home to School Transport - Special	SEND Post 16 payers	Non-Statutory	£195 per tem (£585 per academic year) September 2019 to August 2020	under review February 2020		Prices per academic year
People & Communities	0-19 Organisation & Planning	Education Welfare Benefits	Free Schools Meals for Primary and Secondary Academy schools	Non-Statutory	£9 per eligible child	under review February 2020		Prices cover academic year
People & Communities	Schools Intervention Service	Primary Schools Adviser Support						
People & Communities	Schools Intervention	Adviser Support	Primary Adviser / Associate Support	Non-Statutory	£100	£100 / £103		Per hour
People & Communities	Schools Intervention	Adviser Support	Primary Adviser / Associate Support	Non-Statutory	£480	£480 / £494.40		Per day
People & Communities	Schools Intervention Service	Adviser Support	Primary School Improvement Offer Service Level Agreement (SLA) Subscription LA Schools	Non-Statutory	£2050 - £3105	Under Review		Per Annum
People & Communities	Schools Intervention Service	Adviser Support	Primary School Improvement Offer Service Level Agreement (SLA) Subscription Academies	Non-Statutory	£2250 - £3415	Under Review		Per Annum
People & Communities	Schools Intervention Service	Adviser Support	Primary School Improvement Courses, conferences and Briefings	Non-Statutory	Multiple charging structure	Under Review		Per course/conference/briefing
People & Communities	Cultural & Community Services	Libraries	Borrowing Charges					
People & Communities	Cultural & Community Services	Libraries	Books	Statutory	Free	Free		
People & Communities	Cultural & Community Services	Libraries	eBooks	Non-statutory	Free	Free		
People & Communities	Cultural & Community Services	Libraries	Magazines	Non-statutory	Free	Free		
People & Communities	Cultural & Community Services	Libraries	eMagazines/eNewspapers	Non-statutory	Free	Free		
People & Communities	Cultural & Community Services	Libraries	Home energy meter	Non-statutory	N/A	N/A		

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People & Communities	Cultural & Community Services	Libraries	Audio book or language course- junior/ young adult	Non-statutory	Free	Free		
People & Communities	Cultural & Community Services	Libraries	Audio book or language course - adult	Non-statutory	£1.60	£1.60		No change due to rise last year slightly above % inc
People & Communities	Cultural & Community Services	Libraries	eAudio book	Non-statutory	Free	Free		
People & Communities	Cultural & Community Services	Libraries	DVD	Non-statutory	£1	£1		Competition from other sources i.e. Netflix means rise could reduce income.
People & Communities	Cultural & Community Services	Libraries	Music CD	Non-statutory	£1.10	£1.10		As with DVDs other cheaper sources
People & Communities	Cultural & Community Services	Libraries	<b>Overdue Charges</b>					
People & Communities	Cultural & Community Services	Libraries	Books and magazines- Junior	Non-statutory	5p per day (maximum £1)	5p per day (maximum £1)		Other debt recovery methods being used to increase income from fines
People & Communities	Cultural & Community Services	Libraries	Books and magazines- Adult	Non-statutory	25p per day (maximum £5)	25p per day (maximum £5)		Other debt recovery methods being used to increase income from fines
People & Communities	Cultural & Community Services	Libraries	eBooks/eMagazines/eNews papers	Non-statutory	N/A	N/A		
People & Communities	Cultural & Community Services	Libraries	Audio book or language course- Junior	Non-statutory	5p per day (maximum £1)	5p per day (maximum £1)		Other debt recovery methods being used to increase income from fines
People & Communities	Cultural & Community Services	Libraries	Audio book or language course- Adult	Non-statutory	65p (maximum £13)	70p (maximum £13)		Other debt recovery methods being used to increase income from fines
People & Communities	Cultural & Community Services	Libraries	eAudio book	Non-statutory	N/A	N/A		
People & Communities	Cultural & Community Services	Libraries	DVD	Non-statutory	65p per day (20p per short) (Maximum £13 or £5 short)	70p per day (20p per short) (Maximum £13 or £5 short)		Other debt recovery methods being used to increase income from fines
People & Communities	Cultural & Community Services	Libraries	Music CD	Non-statutory	45p per day (Max. £9)	50p per day (Max. £9)		Other debt recovery methods being used to increase income from fines

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People & Communities	Cultural & Community Services	Libraries	CD Rom	Non-statutory	75p per day (maximum £15)	N/A		Redundent technology no longer stocked in libraries.
People & Communities	Cultural & Community Services	Libraries	<b>Membership</b>					
People & Communities	Cultural & Community Services	Libraries	Memership Card	Statutory	Free	Free		
People & Communities	Cultural & Community Services	Libraries	Replacement card-adult/junior	Non-statutory	£2.10/£1.10	£2.25/£1.25	Full	
People & Communities	Cultural & Community Services	Libraries	Lost/damaged load items	Non-statutory	Variable rate dependent on item value. Full cost recovery	Variable rate dependent on item value. Full cost recovery	Full	
People & Communities	Cultural & Community Services	Libraries	Reading Groups	Non-statutory	£31	£35	Partial	Include offer to take part in district reading group set purchases.
People & Communities	Cultural & Community Services	Libraries	<b>Requests</b>					
People & Communities	Cultural & Community Services	Libraries	Vocal scores	Non-statutory	Under 25 copies £11 internal, £21 external	Under 25 copies £11 internal, £21 external		Compared to nearest neighbours and could lose buisness if too high
People & Communities	Cultural & Community Services	Libraries	Vocal scores	Non-statutory	25 - 50 copies £21 internal, £41 external	25 - 50 copies £21 internal, £41 external		Compared to nearest neighbours and could lose buisness if too high
People & Communities	Cultural & Community Services	Libraries	Vocal scores	Non-statutory	Over 50 copies £31 internal, £62 external	Over 50 copies £31 internal, £62 external		Compared to nearest neighbours and could lose buisness if too high
People & Communities	Cultural & Community Services	Libraries	Items not in Cambridgeshire stock	Non-statutory	£8.50	£8.50		
People & Communities	Cultural & Community Services	Libraries	British Library Loan	Non-statutory	£16.00	£18.00	Full cost recovery	Rise matching charges from British Library
People & Communities	Cultural & Community Services	Libraries	Reservation of Cambridgeshire adult stock	Non-statutory	£1.00	£1.00		
People & Communities	Cultural & Community Services	Libraries	Reservation of SPINE stock	Non-statutory	£2.00	£2.00		
People & Communities	Cultural & Community Services	Libraries	<b>Printing and Copying</b>					

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People & Communities	Cultural & Community Services	Libraries	A4 black and white	Non-statutory	20p	20p		Additional print from any device to be offered in 2020. Need to ensure it remains competitive to launch servicem ensure take up and generate additional income.
People & Communities	Cultural & Community Services	Libraries	A4 colour	Non-statutory	75p	75p		Additional print from any device to be offered in 2020. Need to ensure it remains competitive to launch servicem ensure take up and generate additional income.
People & Communities	Cultural & Community Services	Libraries	A3 black and white (copying only)	Non-statutory	40p	40p		Additional print from any device to be offered in 2020. Need to ensure it remains competitive to launch servicem ensure take up and generate additional income.
People & Communities	Cultural & Community Services	Libraries	A3 colour (copying only)	Non-statutory	£1.25	£1.25		Additional print from any device to be offered in 2020. Need to ensure it remains competitive to launch servicem ensure take up and generate additional income.
People & Communities	Cultural & Community Services	Libraries	A4/A3 microfilm	Non-statutory	75p/£1.25	75p/£1.25		Additional print from any device to be offered in 2020. Need to ensure it remains competitive to launch servicem ensure take up and generate additional income.
People & Communities	Cultural & Community Services	Libraries	<b>Fax</b>					
People & Communities	Cultural & Community Services	Libraries	UK first page/ extra page	Non-statutory	£1.25/65p	£1.25/65p		Declining service, not being maintained in libraries as replaced by scanning.
People & Communities	Cultural & Community Services	Libraries	Europe first page/ extra page	Non-statutory	£2.25/£1.00	£2.25/£1.00		Declining service, not being maintained in libraries as replaced by scanning.
People & Communities	Cultural & Community Services	Libraries	World first page/ extra page	Non-statutory	£2.85/£1.10	£2.85/£1.10		Declining service, not being maintained in libraries as replaced by scanning.
People & Communities	Cultural & Community Services	Libraries	Receiving first page/ extra page	Non-statutory	60p/25p	60p/25p		Declining service, not being maintained in libraries as replaced by scanning.
People & Communities	Cultural & Community Services	Libraries	<b>Internet and Email</b>					
People & Communities	Cultural & Community Services	Libraries	Online reference resources	Statutory	Free	Free		
People & Communities	Cultural & Community Services	Libraries	Internet and email access	Non-statutory	Free	Free		Free from 1 April 2019

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People & Communities	Cultural & Community Services	Libraries	Wi-Fi access	Non-statutory	Free	Free		
People & Communities	Cultural & Community Services	Libraries	<b>Events</b>					
People & Communities	Cultural & Community Services	Libraries	Adult	Non-statutory	£5 - £10 donation	£5 - £10 donation		For general use and/or attendance at free events. Added new web page, self service card donations and staff awareness on importance.
People & Communities	Cultural & Community Services	Libraries	Children	Non-statutory	50p donation	50p donation		For general use and/or attendance at free events. Added new web page, self service card donations and staff awareness on importance.
People & Communities	Cultural & Community Services	Libraries	<b>Central Library - Cambridge Room Hire Charges</b>					
People & Communities	Cultural & Community Services	Libraries	Meeting room 1	Non-statutory	£26.30 ph (commercial) £14.70 ph (Council partner) £12.10 ph (community)	£26.50 ph (commercial) £15.00 ph (Council partner) £12.25 ph (community)		
People & Communities	Cultural & Community Services	Libraries	Meeting room 2	Non-statutory	£26.30 ph (commercial) £14.70 ph (Council partner) £12.10 ph (community)	£26.50 ph (commercial) £15.00 ph (Council partner) £12.25 ph (community)		
People & Communities	Cultural & Community Services	Libraries	Meeting room 3	Non-statutory	£44.05 ph (commercial) £23.65 ph (Council partner) £21.00 ph (community)	£44.50 ph (commercial) £24.00 ph (Council partner) £21.00 ph (community)		
People & Communities	Cultural & Community Services	Libraries	Conference room	Non-statutory	£51.25 ph (commercial) £29.85 ph (Council partner) £23.65 ph (community)	£50.50 ph (commercial) £30.00 ph (Council partner) £24.00 ph (community)		
People & Communities	Cultural & Community Services	Libraries	Exhibition space	Non-statutory	£196.05 pw (commercial) £119.45 pw (Council partner) £95.25 pw (community)	£200.00 pw (commercial) £120.00 pw (Council partner) £96.00 pw (community)		
People & Communities	Cultural & Community Services	Libraries	<b>Chatteris Library Room Hire Charges</b>					
People & Communities	Cultural & Community Services	Libraries	Meeting room 1	Non-statutory	£21.85 ph (commercial) £12.10 ph (Council partner) £7.35 ph (community)	£22.50 ph (commercial) £12.50 ph (Council partner) £7.50 ph (community)		
People & Communities	Cultural & Community Services	Libraries	<b>Cherry Hinton Library Room Hire Charges</b>					

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People & Communities	Cultural & Community Services	Libraries	Community Space	Non-statutory	£5.75 ph (not for profit groups in the local community) £14.25 ph (all other bookings)	£5.75 ph (not for profit groups in the local community) £14.25 ph (all other bookings)		
People & Communities	Cultural & Community Services	Libraries	<b>Ely Library Room Hire Charges</b>					
People & Communities	Cultural & Community Services	Libraries	Meeting room 1	Non-statutory	£21.85 ph (commercial) £12.10 ph (Council partner) £7.35 ph (community)	£22.50 ph (commercial) £12.50 ph (Council partner) £7.50 ph (community)		To be reviewed following layout cahnges at Ely Library for Skills and Learning
People & Communities	Cultural & Community Services	Libraries	Interview room 1	Non-statutory	£14.60 ph (commercial) £7.35 ph (Council partner) £5.75 ph (community)	£15.00 ph (commercial) £7.50 ph (Council partner) £5.75 ph (community)		To be reviewed following layout cahnges at Ely Library for Skills and Learning
People & Communities	Cultural & Community Services	Libraries	<b>Huntingdon Library Room Hire Charges</b>					
People & Communities	Cultural & Community Services	Libraries	Meeting room 1	Non-statutory	£18 ph (commercial) £9.45 ph (Council partner) £6.25 ph (community)	£18.50 ph (commercial) £9.50 ph (Council partner) £6.50 ph (community)		
People & Communities	Cultural & Community Services	Libraries	Meeting room 2	Non-statutory	£21.85 ph (commercial) £12.10 ph (Council partner) £7.35 ph (community)	£22.50 ph (commercial) £12.50 ph (Council partner) £7.50 ph (community)		
People & Communities	Cultural & Community Services	Libraries	Meeting room 1 and 2	Non-statutory	£25.75 ph (commercial) £14.70 ph (Council partner) £8.40 ph (community)	£26.00 ph (commercial) £14.75 ph (Council partner) £8.50 ph (community)		
People & Communities	Cultural & Community Services	Libraries	Interview Rooms & Pods	Non-statutory	£14.90ph (commercial) £7.35 ph (Council partner) £5.75 ph (community)	£15.00 ph (commercial) £7.50 ph (Council partner) £6.00 ph (community)		
People & Communities	Cultural & Community Services	Libraries	Exhibition space	Non-statutory	£60.00 pw (commercial) £47.50pw (Council partner) £35 pw (community)	£60.00 pw (commercial) £47.50 pw (Council partner) £35.00 pw (community)		
People & Communities	Cultural & Community Services	Libraries	<b>March Library Room Hire Charges</b>					
People & Communities	Cultural & Community Services	Libraries	Meeting room 1	Non-statutory	£22 ph (commercial) £12.10 ph (Council partner) £7.35 ph (community)	£22.50 ph (commercial) £12.50 ph (Council partner) £7.50 ph (community)		
People & Communities	Cultural & Community Services	Libraries	Interview room	Non-statutory	£14.60 ph (commercial) £7.35 ph (Council partner) £5.75 ph (community)	£15.00 ph (commercial) £7.50 ph (Council partner) £5.50 ph (community)		
People & Communities	Cultural & Community Services	Libraries	<b>Milton Road Library Room Hire Charges</b>					

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People & Communities	Cultural & Community Services	Libraries	Meeting Room 1&2	Non-statutory	£30 ph (commercial) £15 ph (Council partner) £11 ph (community)	£30 ph (commercial) £15 ph (Council partner) £11 ph (community)		New service launched late 2019 so prices frozen
People & Communities	Cultural & Community Services	Libraries	Meeting Room 3	Non-statutory	£40 ph (commercial) £20 ph (Council partner) £15 ph (community)	£40 ph (commercial) £20 ph (Council partner) £15 ph (community)		New service launched late 2019 so prices frozen
People & Communities	Cultural & Community Services	Libraries	Kitchen	Non-statutory	£10 ph (commercial) £5 ph (Council partner) Free (community)	£10 ph (commercial) £5 ph (Council partner) Free (community)		New service launched late 2019 so prices frozen
People & Communities	Cultural & Community Services	Libraries	Whole Lib	Non-statutory	£50 ph (commercial) £25 ph (Council partner) £20 ph (community)	£50 ph (commercial) £25 ph (Council partner) £20 ph (community)		New service launched late 2019 so prices frozen
People & Communities	Cultural & Community Services	Libraries	<b>Ramsey Library Room Hire Charges</b>					
People & Communities	Cultural & Community Services	Libraries	Meeting room 1	Non-statutory	£21.85 ph (commercial) £12.10 ph (Council partner) £7.35 ph (community)	£22.50 ph (commercial) £12.50 ph (Council partner) £7.50 ph (community)		
People & Communities	Cultural & Community Services	Libraries	Interview room	Non-statutory	£14.90ph (commercial) £7.35 ph (Council partner) £5.75 ph (community)	£15.00 ph (commercial) £7.50 ph (Council partner) £6.00 ph (community)		
People & Communities	Cultural & Community Services	Libraries	<b>Rock Road Library Room Hire Charges</b>					
People & Communities	Cultural & Community Services	Libraries	Community Space	Non-statutory	£5.75 ph (not for profit groups in the local community) £14.40 ph (all other bookings)	£5.75 ph (not for profit groups in the local community) £14.40 ph (all other bookings)		
People & Communities	Cultural & Community Services	Libraries	<b>Soham Library Room Hire Charges</b>					
People & Communities	Cultural & Community Services	Libraries	Meeting room 1	Non-statutory	£18 ph (commercial) £9.45 ph (Council partner) £6.25 ph (community)	£18.50 ph (commercial) £9.50 ph (Council partner) £6.25 ph (community)		
People & Communities	Cultural & Community Services	Libraries	<b>St Ives Library Room Hire Charges</b>					



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People & Communities	Cultural & Community Services	Libraries	Meeting room 1	Non-statutory	£21.85 ph (commercial) £12.10 ph (Council partner) £7.35 ph (community)	£22.50 ph (commercial) £12.50 ph (Council partner) £7.50 ph (community)		
People & Communities	Cultural & Community Services	Libraries	Meeting room 2	Non-statutory	£18 ph (commercial) £9.45 ph (Council partner) £6.25 ph (community)	£18.50 ph (commercial) £9.50 ph (Council partner) £6.50 ph (community)		
People & Communities	Cultural & Community Services	Libraries	Foyer Space	Non-statutory	£56.50 pw (commercial) £35.75 pw (Council partner) £23.50 pw (community)	£58.00 pw (commercial) £37.00 pw (Council partner) £25.00 pw (community)		
People & Communities	Cultural & Community Services	Libraries	<b>St Neots Library Room Hire Charges</b>					
People & Communities	Cultural & Community Services	Libraries	Meeting room 1	Non-statutory	£11.80 ph (commercial) £7.35 ph (Council partner) £5.75 ph (community)	£12.00 ph (commercial) £7.50 ph (Council partner) £6.00 ph (community)		
People & Communities	Cultural & Community Services	Libraries	Meeting room 2	Non-statutory	£11.80 ph (commercial) £7.35 ph (Council partner) £5.75 ph (community)	£12.00 ph (commercial) £7.50 ph (Council partner) £6.00 ph (community)		
People & Communities	Cultural & Community Services	Libraries	Community space 1	Non-statutory	£21.85 ph (commercial) £12.10 ph (Council partner) £7.35 ph (community)	£22.50 ph (commercial) £12.50 ph (Council partner) £7.50 ph (community)		
People & Communities	Cultural & Community Services	Libraries	Community space 2	Non-statutory	£21.85 ph (commercial) £12.10 ph (Council partner) £7.35 ph (community)	£22.50 ph (commercial) £12.50 ph (Council partner) £7.50 ph (community)		
People & Communities	Cultural & Community Services	Libraries	Exhibition space	Non-statutory	£56.50 pw (commercial) £35.75 pw (Council partner) £23.50 pw (community)	£58.00 pw (commercial) £37.00 pw (Council partner) £25.00 pw (community)		
People & Communities	Cultural & Community Services	Libraries	Foyer space	Non-statutory	£56.50 pw (commercial) £35.75 pw (Council partner) £23.50 pw (community)	£58.00 pw (commercial) £37.00 pw (Council partner) £25.00 pw (community)		
People & Communities	Cultural & Community Services	Libraries	<b>Whittlesey Library Room Hire Charges</b>					
People & Communities	Cultural & Community Services	Libraries	Meeting room 1	Non-statutory	£18 ph (commercial) £9.45 ph (Council partner) £6.25 ph (community)	£18.50 ph (commercial) £9.50 ph (Council partner) £6.50 ph (community)		
People & Communities	Cultural & Community Services	Libraries	<b>Wisbech Library Room Hire Charges</b>					
People & Communities	Cultural & Community Services	Libraries	Meeting room 1	non-statutory	£18 ph (commercial) £9.45 ph (Council partner) £6.25 ph (community)	£18.50 ph (commercial) £9.50 ph (Council partner) £6.50 ph (community)		
People & Communities	Cultural & Community Services	Libraries	Meeting room 2	non-statutory	£18 ph (commercial) £9.45 ph (Council partner) £6.25 ph (community)	£18.50 ph (commercial) £9.50 ph (Council partner) £6.50 ph (community)		

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People & Communities	Cultural & Community Services	Libraries	Meeting room 1 and 2	non-statutory	£26.25 ph (commercial) £14.10 ph (Council partner) £8.40 ph (community)	£26.50 ph (commercial) £14.50 ph (Council partner) £8.50 ph (community)		
People & Communities	Cultural & Community Services	Libraries	Interview room	non-statutory	£14.60 ph (commercial) £7.35 ph (Council partner) £5.75 ph (community)	£15.00 ph (commercial) £7.50 ph (Council partner) £5.75 ph (community)		
People & Communities	Cultural & Community Services	Libraries	<b>Yaxley Library Room hire charges</b>					
People & Communities	Cultural & Community Services	Libraries	Meeting room 1	non-statutory	£9.00 ph (not for profit groups in the local community) £7.35 ph (all other bookings)	£9.00 ph (not for profit groups in the local community) £7.35 ph (all other bookings)		
People & Communities	Cultural & Community Services	Libraries	<b>Local Studies Research Services charges</b>					
People & Communities	Cultural & Community Services	Libraries	30 mins	Non-statutory	Free	Free		Updated in 2019
People & Communities	Cultural & Community Services	Libraries	1 hour	Non-statutory	£32	£32	Full	Updated in 2019
People & Communities	Cultural & Community Services	Libraries	1.5 hours	Non-statutory	£48	£48		Updated in 2019
People & Communities	Cultural & Community Services	Libraries	2 hours	Non-statutory	£64	£64	Full	Updated in 2019
People & Communities	Cultural & Community Services	Libraries	Each Additional 30 min	Non-statutory	£16	£16		Updated in 2019
People & Communities	Cultural & Community Services	Libraries	Adopt a Book Scheme	Non-statutory	£25 per annum	£25 per annum		New scheme 2019
People & Communities	Cultural & Community Services	Libraries	<b>Libraries Extra</b>					
People & Communities	Cultural & Community Services	Libraries	Libraries Extra	Non-statutory	£40 Individual,	£40 Individual,		New scheme 2019 - needs further work to develop offer.
People & Communities	Cultural & Community Services	Libraries	<b>Archives Services charges</b>					
People & Communities	Cultural & Community Services	Archives	1 hour	Non-statutory	£32	£35	Full	

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Directorate	Policy Line	Service	Description of charge	Stat / non stat	2019-20 Current charge (£)	2020-21 proposed Charge(£) (Inflation rate 3%)	Full/Partial cost recovery?	Additional information
People & Communities	Cultural & Community Services	Archives	2 hours	Non-statutory	£64	£70	Full	
People & Communities	Cultural & Community Services	Archives	Specialist research for business or professional clients	Non-statutory	£75	£80	Full	
People & Communities	Cultural & Community Services	Archives	Replacement of lost CARN ticket	Non-statutory	£1.50	£5.00	Full	
People & Communities	Cultural & Community Services	Archives	<b>Reproduction Fees</b>					
People & Communities	Cultural & Community Services	Archives	Local, limited distribution publications (1-10 pictures)	Non-statutory	£5 per image or see additional info	£5 per image or see additional info		Reproduction online: £20 for 1-5 images, £30 for 6-10 images. Negotiable over 10 images.
People & Communities	Cultural & Community Services	Archives	Other publications and media use	Non-statutory	£100	£100		
People & Communities	Cultural & Community Services	Archives	<b>Outreach fees</b>					
People & Communities	Cultural & Community Services	Archives	Group Visits to Archives	Non-statutory	£60	£60	Partial	
People & Communities	Cultural & Community Services	Archives	Talks to groups outside the office	Non-statutory	£75	£75	Partial	
People & Communities	Cultural & Community Services	Archives	<b>Archives and Local Studies: Digitisation</b>					
People & Communities	Cultural & Community Services	Archives	Document up to A3	Non-statutory	£7.50	£7.75	Full	
People & Communities	Cultural & Community Services	Archives	Document between A3 and A1	Non-statutory	£12.50	£12.75	Full	
People & Communities	Cultural & Community Services	Archives	Document larger than A1	Non-statutory	£30.00	£31.00	Full	Requires two scans

## P&C: Schedule of Fees & Charges

Directorate	Policy Line	Service	Description of charge	Stat / non stat	2019-20 Current charge (£)	2020-21 proposed Charge (£) (Inflation rate 3%)	Full/Partial cost recovery?	Additional information
People & Communities	Cultural & Community Services	Archives	35mm transparency	Non-statutory	£7.50	£7.50	Full	At a specific DPI
People & Communities	Cultural & Community Services	Archives	C19 lantern slide	Non-statutory	£7.50	£7.50	Full	At a specific DPI
People & Communities	Cultural & Community Services	Archives	C19 glass plate	Non-statutory	£10.00	£10.00	Full	At a specific DPI
People & Communities	Cultural & Community Services	Archives	Pre-digitised A4-A2	Non-statutory	£5.00	£5.00	Full	
People & Communities	Cultural & Community Services	Archives	Pre-digitised A1-A0	Non-statutory	£11.00	£11.00	Full	
People & Communities	Cultural & Community Services	Archives	Inclosure / tithe / estate maps	Non-statutory	£25.00	£25.00	Full	
People & Communities	Cultural & Community Services	Archives	Bulk scanning / large projects / volumes	Non-statutory	£25.00	£25.00	Full	Hourly rate
People & Communities	Cultural & Community Services	Archives	Image retouching	Non-statutory	£40.00	£40.00	Full	Per image
People & Communities	Cultural & Community Services	Libraries	Local Studies: Non-digitised images (from negatives)					
People & Communities	Cultural & Community Services	Libraries	6 x 4 BW	non-statutory	£7.50	Will be reviewed after move to Ely Site in Autumn 2019.		Rates will remain the same as 2018-19 until the new site in Ely has been opened.
People & Communities	Cultural & Community Services	Libraries	6 x 4 Sepia	non-statutory	£7.50	Will be reviewed after move to Ely Site in Autumn 2019.		Rates will remain the same as 2018-19 until the new site in Ely has been opened.
People & Communities	Cultural & Community Services	Libraries	7 x 5 BW	non-statutory	£6.00	Will be reviewed after move to Ely Site in Autumn 2019.		Rates will remain the same as 2018-19 until the new site in Ely has been opened.
People & Communities	Cultural & Community Services	Libraries	7 x 5 Sepia	non-statutory	£8.50	Will be reviewed after move to Ely Site in Autumn 2019.		Rates will remain the same as 2018-19 until the new site in Ely has been opened.
People & Communities	Cultural & Community Services	Libraries	8 x 6 BW	non-statutory	£7.00	Will be reviewed after move to Ely Site in Autumn 2019.		Rates will remain the same as 2018-19 until the new site in Ely has been opened.

## P&C: Schedule of Fees & Charges

Directorate	Policy Line	Service	Description of charge	Stat / non stat	2019-20 Current charge (£)	2020-21 proposed Charge (£) (Inflation rate 3%)	Full/Partial cost recovery?	Additional information
People & Communities	Cultural & Community Services	Libraries	8 x 6 Sepia	non-statutory	£9.50	Will be reviewed after move to Ely Site in Autumn 2019.		Rates will remain the same as 2018-19 until the new site in Ely has been opened.
People & Communities	Cultural & Community Services	Libraries	10 x 8 BW	non-statutory	£8.00	Will be reviewed after move to Ely Site in Autumn 2019.		Rates will remain the same as 2018-19 until the new site in Ely has been opened.
People & Communities	Cultural & Community Services	Libraries	10 x 8 Sepia	non-statutory	£10.50	Will be reviewed after move to Ely Site in Autumn 2019.		Rates will remain the same as 2018-19 until the new site in Ely has been opened.
People & Communities	Cultural & Community Services	Libraries	12 x 9 BW	non-statutory	£10.00	Will be reviewed after move to Ely Site in Autumn 2019.		Rates will remain the same as 2018-19 until the new site in Ely has been opened.
People & Communities	Cultural & Community Services	Libraries	12 x 9 Sepia	non-statutory	£12.50	Will be reviewed after move to Ely Site in Autumn 2019.		Rates will remain the same as 2018-19 until the new site in Ely has been opened.
People & Communities	Cultural & Community Services	Libraries	16 x 12	non-statutory	£18.00	Will be reviewed after move to Ely Site in Autumn 2019.		Rates will remain the same as 2018-19 until the new site in Ely has been opened.
People & Communities	Cultural & Community Services	Archives	35 mm slides	non-statutory	£2	£2		
People & Communities	Cultural & Community Services	Archives	Negatives of privately owned images	non-statutory	£6	£7		
People & Communities	Cultural & Community Services	Archives	Conservation work	non-statutory	£30 per hour, plus materials	£35 per hour, plus materials	Full	
People & Communities	Cultural & Community Services	Archives	Photocopies and print outs in the search room					
People & Communities	Cultural & Community Services	Archives	A4 photocopy	Non-statutory	£0.75	£0.75	£0.75	
People & Communities	Cultural & Community Services	Archives	A3 photocopy	Non-statutory	£1.00	£1.00	£1.00	
People & Communities	Cultural & Community Services	Archives	A4 Microform print self service	Non-statutory	£0.75	£0.75	£0.75	
People & Communities	Cultural & Community Services	Archives	A3 Microform print self service	Non-statutory	£1.20	£1.20	£1.20	
People & Communities	Cultural & Community Services	Archives	IT printout black and white	Non-statutory	£0.20	£0.20	£0.20	

## P&C: Schedule of Fees & Charges

Directorate	Policy Line	Service	Description of charge	Stat / non stat	2019-20 Current charge (£)	2020-21 proposed Charge(£) (Inflation rate 3%)	Full/Partial cost recovery?	Additional information
People & Communities	Cultural & Community Services	Archives	IT printout colour	Non-statutory	£0.50	£0.50	£0.50	
People & Communities	Cultural & Community Services	Archives	<b>Photocopies and print outs by post</b>					
People & Communities	Cultural & Community Services	Archives	Photocopies or printouts	non-statutory	Minimum Charge of £6 (including postage) for up to 5 pages then £1 for each additional page	Minimum Charge of £6 (including postage) for up to 5 pages then £1 for each additional page		
People & Communities	Cultural & Community Services	Archives	Certified Copies	non-statutory	£20	£20	Full	
People & Communities	Cultural & Community Services	Archives	Photo permit - use of own camera in the search room	non-statutory	£10	£10		
People & Communities	Cultural & Community Services	Archives	<b>Digital Photography by post</b>					
People & Communities	Cultural & Community Services	Archives	A4 Colour print	non-statutory	£5.50	£5.50	Full	
People & Communities	Cultural & Community Services	Archives	A3 Colour print	non-statutory	£8.50	£8.50	Full	
People & Communities	Cultural & Community Services	Archives	Plus Handling Charge	non-statutory	UK: £3.50 Europe: £6.50 Rest of the world: £10.00 or actual postage if in excess	UK: £3.50 Europe: £6.50 Rest of the world: £10.00 or actual postage if in excess	Full	
People & Communities	Cultural & Community Services	Archives	<b>Digital Photography by email</b>					
People & Communities	Cultural & Community Services	Archives	Per Photograph	non-statutory	£5.50	£5.50		
People & Communities	Cultural & Community Services	Archives	Per email (max. 5jpegs per email)	non-statutory	£2.50	£2.50		
People & Communities	Cultural & Community Services	Archives	Specialist photography by FSB Scanning Bureau	non-statutory	Prices available on application	Prices available on application	Full	Prints larger than A3 have to be done by an external company and are quoted for on spec.
People & Communities	Cultural & Community Services	Registrations	<b>Ceremonies</b>					
People & Communities	Cultural & Community Services	Registrations	Room 1 (stat fee ceremonies)	Statutory	£46	£46		A statutory ceremony only

## P&C: Schedule of Fees & Charges

Directorate	Policy Line	Service	Description of charge	Stat / non stat	2019-20 Current charge (£)	2020-21 proposed Charge(£) (Inflation rate 3%)	Full/Partial cost recovery?	Additional information
People & Communities	Cultural & Community Services	Registrations	Venue marriage or CP Mon-Sat	non-statutory	£540	£560		
People & Communities	Cultural & Community Services	Registrations	Venue marriage or CP Sun & current B/H	non-statutory	£635	£655		
People & Communities	Cultural & Community Services	Registrations	Ceremonies-Marriage or CP #					
People & Communities	Cultural & Community Services	Registrations	Council Ceremony room Mon to Thurs all day	non-statutory	£225	£235		
People & Communities	Cultural & Community Services	Registrations	Council Ceremony room Friday & Sat all day	non-statutory	£320	£355		
People & Communities	Cultural & Community Services	Registrations	Council Ceremony room Sunday	non-statutory	£400	£410		Being considered as part of relocations
People & Communities	Cultural & Community Services	Registrations	Ceremonies- Naming/ Renewals					
People & Communities	Cultural & Community Services	Registrations	All Council Ceremony room fees as per marriage / cp	non-statutory	Usual Council Ceremony Room fees	Usual Council Ceremony Room fees		
People & Communities	Cultural & Community Services	Registrations	Any venue Mon to Sat	non-statutory	Usual venue fees apply	Usual venue fees apply		
People & Communities	Cultural & Community Services	Registrations	Any venue Sun or B/H	non-statutory	Usual venue fees apply	Usual venue fees apply		
People & Communities	Cultural & Community Services	Registrations	Ceremonies-Private Citizenship					
People & Communities	Cultural & Community Services	Registrations	Then # applies	non-statutory	Usual Council Ceremony Room fees (No Sat Ceremonies)	Usual Council Ceremony Room fees (No Sat Ceremonies)		
People & Communities	Cultural & Community Services	Registrations	Approved Premise Approvals					
People & Communities	Cultural & Community Services	Registrations	Approval fee	non-statutory	£1,750	£1,800		for a three year approval but can be extended to five years at no extra charge if Terms & Conditions are met
People & Communities	Cultural & Community Services	Registrations	General Search					

## P&C: Schedule of Fees & Charges

Directorate	Policy Line	Service	Description of charge	Stat / non stat	2019-20 Current charge (£)	2020-21 proposed Charge(£) (Inflation rate 3%)	Full/Partial cost recovery?	Additional information
People & Communities	Cultural & Community Services	Registrations	S.31(2)(a), B&D Regn Act 1953; S.64(2)(a), Mge Act 1949- A general search in	Statutory	£18	£18		Search in registration index books (free search available on-line via CAMDEX anyway)
People & Communities	Cultural & Community Services	Registrations	<b>Certificates-Superintendent Registrar</b>					
People & Communities	Cultural & Community Services	Registrations	S.31(2)(c), B&D Regn Act 1953; S.64(2)(c), Mge Act 1949- Issuing a standard	Statutory	£10	£11		Certificate
People & Communities	Cultural & Community Services	Registrations	S.10, Savings Bank Act 1887, as amended; S.178(1), Factories Act	Statutory	£10	£11		Certificate
People & Communities	Cultural & Community Services	Registrations	S.33(1), B&D Regn Act 1953- Issuing a short certificate of birth	Statutory	£10	£11		Certificate
People & Communities	Cultural & Community Services	Registrations	<b>Certificates- Registrar</b>					
People & Communities	Cultural & Community Services	Registrations	S.32(c), B&D Regn Act 1953; S.63(1)(b), Mge Act 1949- Issuing a standard	Statutory	£4	£11		Certificate
People & Communities	Cultural & Community Services	Registrations	S.32(c), B&D Regn Act 1953; S.63(1)(b), Mge Act 1949- Issuing a standard	Statutory	£7	£11		Certificate
People & Communities	Cultural & Community Services	Registrations	S.10, Savings Bank Act 1887, as amended; S.178(1), Factories Act	Statutory	£4	£11		Certificate
People & Communities	Cultural & Community Services	Registrations	S.10, Savings Bank Act 1887, as amended; S.178(1), Factories Act	Statutory	£7	£11		Certificate
People & Communities	Cultural & Community Services	Registrations	S.33(1), B&D Regn Act 1953- Any other short certificate of birth at the	Statutory	£4	£11		Certificate
People & Communities	Cultural & Community Services	Registrations	S.33(1), B&D Regn Act 1953- Any other short certificate of birth after the	Statutory	£7	£11		Certificate
People & Communities	Cultural & Community Services	Registrations	<b>Marriages-Superintendent Registrar</b>					
People & Communities	Cultural & Community Services	Registrations	S.27(7), Mge Act 1949- Attending outside his/her office to be given notice of	Statutory	£47 (housebound) £68 detained	£47 (housebound) £68 detained		Attending to take notice away from office
People & Communities	Cultural & Community Services	Registrations	S.27(6), Mge Act 1949- Entering a notice of marriage in a marriage	Statutory	£35	£35		Giving legal notice. Additional £12 per person if not exempt



## P&C: Schedule of Fees & Charges

Directorate	Policy Line	Service	Description of charge	Stat / non stat	2019-20 Current charge (£)	2020-21 proposed Charge(£) (Inflation rate 3%)	Full/Partial cost recovery?	Additional information
People & Communities	Cultural & Community Services	Registrations	S.17(2), Marriage (Registrar General's Licence) Act 1970- Entering a notice of	Statutory	£3	£3		Giving legal notice.
People & Communities	Cultural & Community Services	Registrations	S.51(2), Mge Act 1949- Attending a marriage at the residence of a house-bound	Statutory	£84 housebound, £94 detained	£84 housebound, £94 detained		Attending to take notice away from office
People & Communities	Cultural & Community Services	Registrations	S.17(2), Marriage (Registrar General's Licence) Act 1970- Attending a marriage	Statutory	£2	£3		Exceptional circumstances marriage (one person with very limited life expectancy)
People & Communities	Cultural & Community Services	Registrations	S.51(1A)(b), Mge Act 1949; Reg 12(6), The Marriages and Civil Partnerships	Statutory	As set by the local authority	As set by the local authority		See non stat fees
People & Communities	Cultural & Community Services	Registrations	<b>Marriages- Registrar</b>					
People & Communities	Cultural & Community Services	Registrations	S.51(1), Mge Act 1949- Attending a marriage at the register office	Statutory	£46	£46		Marriage registration - statutory ceremony
People & Communities	Cultural & Community Services	Registrations	S.51(1), Mge Act 1949- Attending a marriage at a registered building or the	Statutory	£88 (Detained person) £81 Housebound	£88 (Detained person) £81 Housebound		Marriage registration - church / chapel / housebound / detained (prison / secure health unit)
People & Communities	Cultural & Community Services	Registrations	S.17(2), Marriage (Registrar General's Licence) Act 1970- Attending a marriage	Statutory	£2	£2		Exceptional circumstances marriage (one person with very limited life expectancy)
People & Communities	Cultural & Community Services	Registrations	<b>Certification for Worship and Registration for Marriage-Superintendent</b>					
People & Communities	Cultural & Community Services	Registrations	S.5, Place of Worship Registration Act 1855- Certification of a place of	Statutory	£29	£29		Legal notification of a church / chapel being registered for worship
People & Communities	Cultural & Community Services	Registrations	S.41(6), Mge Act 1949- Registration of a building for the solemnization of	Statutory	£123	£123		Legal notification of a church / chapel being registered for such ceremonies
People & Communities	Cultural & Community Services	Registrations	S.43D Mge Act 1949- Registration of a building for the solemnization of	Statutory	£64	£64		Legal notification of a church / chapel being registered for such ceremonies
People & Communities	Cultural & Community Services	Registrations	S.43D Mge Act 1949- Registration of a building for the solemnization of	Statutory	£123	£123		Legal notification of a church / chapel being registered for such ceremonies
People & Communities	Cultural & Community Services	Registrations	S.43D Mge Act 1949- Registration of a building for the solemnization of	Statutory	£64	£64		Legal notification of a church / chapel being registered for such ceremonies
People & Communities	Cultural & Community Services	Registrations	S.43D Mge Act 1949- Joint application for the registration of a building for	Statutory	£123	£123		Legal notification of a church / chapel being registered for such ceremonies

## P&C: Schedule of Fees & Charges

Directorate	Policy Line	Service	Description of charge	Stat / non stat	2019-20 Current charge (£)	2020-21 proposed Charge(£) (Inflation rate 3%)	Full/Partial cost recovery?	Additional information
People & Communities	Cultural & Community Services	Registrations	Certificates					
People & Communities	Cultural & Community Services	Registrations	Civil Partnership Act 2004c.33, Pt 2 c.1s. 34(1) & 36(4)- For a certified copy	Statutory	£4	£11		Certificate
People & Communities	Cultural & Community Services	Registrations	Civil Partnership Act 2004c.33, Pt 2 c.1s. 34(1) & 36(4)- For a certified copy	Statutory	£10	£11		Certificate
People & Communities	Cultural & Community Services	Registrations	Civil Partnership Act 2004c.33, Pt 2 c.1s. 34(1) & 36(4)- For a certified extract	Statutory	£4	£11		Certificate
People & Communities	Cultural & Community Services	Registrations	Civil Partnership Act 2004c.33, Pt 2 c.1s. 34(1) & 36(4)- For a certified extract	Statutory	£10	£11		Certificate
People & Communities	Cultural & Community Services	Registrations	Civil Partnership Act 2004c.33, Pt 2 c.1s. 34(1) & 36(4)- For a certified copy	Statutory	9.25	£11		Certificate
People & Communities	Cultural & Community Services	Registrations	Notices					
People & Communities	Cultural & Community Services	Registrations	Civil Partnership Act 2004c.33, Pt 2 c.1s. 34(1) & 36(4)- Attestation by an	Statutory	£35	£35		Giving legal notice. Additional £12 per person if not exempt
People & Communities	Cultural & Community Services	Registrations	Civil Partnership Act 2004c.33, Pt 2 c.1s. 34(1) & 36(4)- Attendance of an	Statutory	£47 (housebound) £68 detained	£47 (housebound) £68 detained		Attending to take notice away from office
People & Communities	Cultural & Community Services	Registrations	Civil Partnership Act 2004c.33, Pt 2 c.1s. 34(1) & 36(4)- Attestation by an	Statutory	£3	£3		Additional process
People & Communities	Cultural & Community Services	Registrations	Civil Partnership Act 2004c.33, Pt 2 c.1s. 34(1) & 36(4)- Application to	Statutory	£60	£60		Application to reduce the normal 28 day period - exceptional reasons only
People & Communities	Cultural & Community Services	Registrations	Civil Partnership Act 2004c.33, Pt 2 c.1s. 34(1) & 36(4)- Issue of Registrar-	Statutory	£15	£15		Exceptional circumstances marriage (one person with very limited life expectancy)
People & Communities	Cultural & Community Services	Registrations	Civil Partnership Act 2004c.33, Pt 2 c.1s. 34(1) & 36(4)- On giving notice to a	Statutory	£35	£35		Giving legal notice. Additional £12 per person if not exempt
People & Communities	Cultural & Community Services	Registrations	Registration					
People & Communities	Cultural & Community Services	Registrations	Civil Partnership Act 2004c.33, Pt 2 c.1s. 34(1) & 36(4)- Signing by the civil	Statutory	£46	£46		Statutory minimum required

## P&C: Schedule of Fees & Charges

Directorate	Policy Line	Service	Description of charge	Stat / non stat	2019-20 Current charge (£)	2020-21 proposed Charge (£) (Inflation rate 3%)	Full/Partial cost recovery?	Additional information
People & Communities	Cultural & Community Services	Registrations	Civil Partnership Act 2004c.33, Pt 2 c.1s. 34(1) & 36(4)- Attendance of the	Statutory	£81 housebound, £88 detained	£81 housebound, £88 detained		Attendance at church / chapel / housebound / detained (prison / secure health unit)
People & Communities	Cultural & Community Services	Registrations	Civil Partnership Act 2004c.33, Pt 2 c.1s. 34(1) & 36(4)- Attendance of the	Statutory	£2	£2		Exceptional circumstances marriage (one person with very limited life expectancy)
People & Communities	Cultural & Community Services	Registrations	Consideration by a Superintendent Registrar of a divorce/civil partnership	Statutory	£50	£50		All decree absolutes in this category require checking process
People & Communities	Cultural & Community Services	Registrations	Consideration by the Registrar General of a divorce/civil partnership	Statutory	£75	£75		All decree absolutes in this category require checking process
People & Communities	Cultural & Community Services	Registrations	Forename added within 12 months of birth registration (Space 17)	Statutory	£40	£40		Where a child's name is changed via "Space 17" amendment
People & Communities	Cultural & Community Services	Registrations	Consideration by Registrar / Superintendent Registrar of a correction application	Statutory	£75	£75		All formal corrections in this category require additional process
People & Communities	Cultural & Community Services	Registrations	Consideration by the Registrar General of a correction application	Statutory	£90	£90		All formal corrections in this category require additional process
People & Communities	Cultural & Community Services	Registrations	Waiver per individual notice	Statutory	£60 each	£60 each		Application to reduce the normal 28 day period - exceptional reasons only
People & Communities	Cultural & Community Services	Registrations	Letter provided by the Registrar General confirming that, on the	Statutory	£50	£50		
People & Communities	Cultural & Community Services	Registrations	Other Fees (inc. VAT where applicable)					
People & Communities	Cultural & Community Services	Registrations	Premium appointment	non-statutory	£40	£40		Not yet in use
People & Communities	Cultural & Community Services	Registrations	Post & handling (standard)	non-statutory	£4.00	£4.50		

## P&C: Schedule of Fees & Charges

Directorate	Policy Line	Service	Description of charge	Stat / non stat	2019-20 Current charge (£)	2020-21 proposed Charge (£) (Inflation rate 3%)	Full/Partial cost recovery?	Additional information
People & Communities	Cultural & Community Services	Registrations	Signed for post & handling (UK)	non-statutory	£5.00	£5.00		
People & Communities	Cultural & Community Services	Registrations	Signed for post & handling (Non-UK)	non-statutory	£10.50	£11.00		
People & Communities	Cultural & Community Services	Registrations	Express A (next working day, excludes stat cert fee)	non-statutory	£40.00	No longer available		Ceased to be able to offer this service - see line below
People & Communities	Cultural & Community Services	Registrations	Express	statutory	£35.00	£35.00		New statutory fee Feb 2019 - no longer able to offer any option other than express or standard
People & Communities	Cultural & Community Services	Registrations	Express B (1 working hour, excludes stat cert fee)	non-statutory	£50	No longer available		Ceased to be able to offer this service - see line above
People & Communities	Cultural & Community Services	Registrations	Media use of ceremony room	non-statutory	£135	£140		
People & Communities	Cultural & Community Services	Registrations	Ceremony amendment fee	non-statutory	£40	£40		
People & Communities	Cultural & Community Services	Registrations	Ceremony cancellation fee - More than six months before the ceremony date	non-statutory	You will receive a full refund of the fees paid (subject to the inclusion of an administration fee).	You will receive a full refund of the fees paid (subject to the inclusion of an administration fee).		

## P&C: Schedule of Fees & Charges

Directorate	Policy Line	Service	Description of charge	Stat / non stat	2019-20 Current charge (£)	2020-21 proposed Charge(£) (Inflation rate 3%)	Full/Partial cost recovery?	Additional information
People & Communities	Cultural & Community Services	Registrations	Ceremony cancellation fee - Between six months and 3 months before the ceremony date	non-statutory	You will receive a 75% refund of the fees paid (subject to the inclusion of an administration fee).	You will receive a 75% refund of the fees paid (subject to the inclusion of an administration fee).		
People & Communities	Cultural & Community Services	Registrations	Ceremony cancellation fee - Between three months and 30 day before the ceremony date	non-statutory	You will receive a 50% refund of the fees paid (subject to the inclusion of an administration fee).	You will receive a 50% refund of the fees paid (subject to the inclusion of an administration fee).		
People & Communities	Cultural & Community Services	Registrations	Ceremony cancellation fee - Less than 30 days before the ceremony or failure to cancel in writing before the ceremony date	non-statutory	no refund will be made on any fees paid.	no refund will be made on any fees paid.		
People & Communities	Cultural & Community Services	Registrations	Notice admin fee (applies only if T & Cs not met), per notice	non-statutory	£35	£35		Will be revised as and when statutory notice fee is updated.
People & Communities	Cultural & Community Services	Registrations	Ceremony discussion (30 mins) A - Normal weekday opening hours (in an RO, not with person conducting)	non-statutory	£60	£60		
People & Communities	Cultural & Community Services	Registrations	Ceremony discussion (30 mins) B - Saturday (in an RO, not with person conducting)	non-statutory	£85	£85		
People & Communities	Cultural & Community Services	Registrations	Request from Approved Premise to review / amend numbers / rooms (inc VAT)	non-statutory	£135	£140		
People & Communities	Cultural & Community Services	Registrations	Request from Approved Premise to issue duplicate documentation (inc VAT)	non-statutory	£35	£40		Plus postage & handling if by post instead of e-mail
People & Communities	Cultural & Community Services	Registrations	Passport PD2 form	non-statutory	£36	£37		
People & Communities	Cultural & Community Services	Registrations	European Passport Return Service (EPRS)	non-statutory	no longer available	no longer available		Home office removed service at the end of 2018
People & Communities	Cultural & Community Services	Registrations	Additional fee for an "anywhere" non-statutory ceremony	non-statutory	£105	£105		This is for a new service, not yet available
People & Communities	Cultural & Community Services	Registrations	Notice amendment admin fee, per notice	non-statutory	£40	£40		This is a new fee from 1st Jan 2019, for when a customer has to attend for such an amendment

## P&C: Schedule of Fees & Charges

Directorate	Policy Line	Service	Description of charge	Stat / non stat	2019-20 Current charge (£)	2020-21 proposed Charge(£) (Inflation rate 3%)	Full/Partial cost recovery?	Additional information
People & Communities	Cultural & Community Services	Registrations	Duplicate authority, per authority	non-statutory	£40	£40		This is a new fee in 18-19. Plus postage & handling
People & Communities	Cultural & Community Services	Registrations	Name change deed (inc 1 certificate)	non-statutory	£68	£70		This is for a new service
People & Communities	Cultural & Community Services	Registrations	Additional name change deed certificates	non-statutory	£10.50	£11.00		This is for a new service
People & Communities	Cultural & Community Services	Coroners	Document disclosed by a coroner by email to an interested person	Statutory	Free	Free		Fees set by national legislation. We are not aware of any planned increases.
People & Communities	Cultural & Community Services	Coroners	Recording of Inquest provided to PIP on CD	Statutory	£5	£5		Fees set by national legislation. We are not aware of any planned increases.
People and Communities	Environment & Commercial	Trading Standards	<b>Primary Authority Fees</b>					
People and Communities	Environment & Commercial	Trading Standards	Annual fee of 4 hours; to include 3 hours of bespoke business advice, with the balance contributing to the overall management of the scheme.	Non - Statutory	£264	£272.00	Full	VAT is not applicable
People and Communities	Environment & Commercial	Trading Standards	Work undertaken under the formal Primary Authority Agreement	Non - Statutory	£66 p/h	£68 p/h	Full	VAT is not applicable
People and Communities	Environment & Commercial	Trading Standards	Out of county mileage to be charged on Primary Authority-related journeys	Non - Statutory		45p per mile	Full	New charge introduced to allow the Authority to recover its extensive mileage costs. This is inline with the charging practices of other Authorities.
People and Communities	Environment & Commercial	Trading Standards	<b>Business Advice Fees</b>					
People & Communities	Environment & Commercial	Trading Standards	Business advice provided outside of a Primary Authority agreement	Non - Statutory	£66 p/hr plus VAT, charged in 15 minute intervals	£68 p/hr plus VAT charged in 15 minute intervals	Full	
People & Communities	Environment & Commercial	Trading Standards	<b>Testing &amp; Verification Fees</b>					
People & Communities	Environment & Commercial	Trading Standards	All equipment and other weights and measures services, including Public Weighbridge Operators	Statutory	£66 per hour (minimum charge £33)	£68 per hour (minimum charge £34)	Full	
People & Communities	Environment & Commercial	Trading Standards	If site visit required	Statutory	Additional charge of £66	Additional charge of £68	Full	
People & Communities	Environment & Commercial	Trading Standards	Certificate of accuracy when requested following routine testing	Statutory	£33.00	£34.00	Full	
People & Communities	Environment & Commercial	Trading Standards	<b>Licensing Fees - Explosives</b>					

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Directorate	Policy Line	Service	Description of charge	Stat / non stat	2019-20 Current charge (£)	2020-21 proposed Charge (£) (Inflation rate 3%)	Full/Partial cost recovery?	Additional information
People & Communities	Environment & Commercial	Trading Standards	New application where a minimum separation distance is prescribed (1 year duration)	Statutory	£185	£185	Fees set by legislation	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	New application where a minimum separation distance is prescribed (2 year duration)	Statutory	£243	£243	Fees set by legislation	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	New application where a minimum separation distance is prescribed (3 year duration)	Statutory	£304	£304	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	New application where a minimum separation distance is prescribed (4 year duration)	Statutory	£374	£374	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	New application where a minimum separation distance is prescribed (5 year duration)	Statutory	£423	£423	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	New application where <b>NO</b> minimum separation distance is prescribed (1 year duration)	Statutory	£109	£109	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	New application where <b>NO</b> minimum separation distance is prescribed (2 year duration)	Statutory	£141	£141	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	New application where <b>NO</b> minimum separation distance is prescribed (3 year duration)	Statutory	£173	£173	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	New application where <b>NO</b> minimum separation distance is prescribed (4 year duration)	Statutory	£206	£206	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	New application where <b>NO</b> minimum separation distance is prescribed (5 year duration)	Statutory	£238	£238	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	<b>Renewal</b> of licence where a minimum separation distance is prescribed (1 year duration)	Statutory	£86	£86	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020

## P&C: Schedule of Fees & Charges

Directorate	Policy Line	Service	Description of charge	Stat / non stat	2019-20 Current charge (£)	2020-21 proposed Charge (£) (Inflation rate 3%)	Full/Partial cost recovery?	Additional information
People & Communities	Environment & Commercial	Trading Standards	Renewal of licence where a minimum separation distance is prescribed (2 year duration)	Statutory	£147	£147	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Renewal of licence where a minimum separation distance is prescribed (3 year duration)	Statutory	£206	£206	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Renewal of licence where a minimum separation distance is prescribed (4 year duration)	Statutory	£266	£266	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Renewal of licence where a minimum separation distance is prescribed (5 year duration)	Statutory	£326	£326	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Renewal of licence where <b>NO</b> minimum separation distance is prescribed (1 year duration)	Statutory	£54	£54	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Renewal of licence where <b>NO</b> minimum separation distance is prescribed (2 year duration)	Statutory	£86	£86	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Renewal of licence where <b>NO</b> minimum separation distance is prescribed (3 year duration)	Statutory	£120	£120	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Renewal of licence where <b>NO</b> minimum separation distance is prescribed (4 year duration)	Statutory	£152	£152	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Renewal of licence where <b>NO</b> minimum separation distance is prescribed (5 year duration)	Statutory	£185	£185	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Varying name of licensee or address of site	Statutory	£36	£36	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020



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Directorate	Policy Line	Service	Description of charge	Stat / non stat	2019-20 Current charge (£)	2020-21 proposed Charge (£) (Inflation rate 3%)	Full/Partial cost recovery?	Additional information
People & Communities	Environment & Commercial	Trading Standards	Any other kind of variation	Statutory	Charged at a reasonable cost to the authority of having the work carried out	Charged at a reasonable cost to the authority of having the work carried out	Full	
People & Communities	Environment & Commercial	Trading Standards	Transfer of licence or registration	Statutory	£36	£36	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Replacement of licence or registration referred to above if lost	Statutory	£36	£36	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Extended Fireworks Licence - Annual licence to sell fireworks outside the permitted periods as stated	Statutory	£500	£500	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual Fee - Certificate to store Petroleum					
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity not exceeding 2,500 litres (1 year duration)	Statutory	£44	£44	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity not exceeding 2,500 litres (2 year duration)	Statutory	£88	£88	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity not exceeding 2,500 litres (3 year duration)	Statutory	£132	£132	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity not exceeding 2,500 litres (4 year duration)	Statutory	£176	£176	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity not exceeding 2,500 litres (5 year duration)	Statutory	£220	£220	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity not exceeding 2,500 litres (6 year duration)	Statutory	£264	£264	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020

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Directorate	Policy Line	Service	Description of charge	Stat / non stat	2019-20 Current charge (£)	2020-21 proposed Charge (£) (Inflation rate 3%)	Full/Partial cost recovery?	Additional information
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity not exceeding <b>2,500 litres (7 year duration)</b>	Statutory	£308	£308	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity not exceeding <b>2,500 litres (8 year duration)</b>	Statutory	£352	£352	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity not exceeding <b>2,500 litres (9 year duration)</b>	Statutory	£396	£396	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity not exceeding <b>2,500 litres (10 year duration)</b>	Statutory	£440	£440	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 2,500 litres but <b>not exceeding 50,000 litres (1 year duration)</b>	Statutory	£60	£60	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 2,500 litres but <b>not exceeding 50,000 litres (2 year duration)</b>	Statutory	£120	£120	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 2,500 litres but <b>not exceeding 50,000 litres (3 year duration)</b>	Statutory	£180	£180	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 2,500 litres but <b>not exceeding 50,000 litres (4 year duration)</b>	Statutory	£240	£240	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 2,500 litres but <b>not exceeding 50,000 litres (5 year duration)</b>	Statutory	£300	£300	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020

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Directorate	Policy Line	Service	Description of charge	Stat / non stat	2019-20 Current charge (£)	2020-21 proposed Charge (£) (Inflation rate 3%)	Full/Partial cost recovery?	Additional information
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 2,500 litres but <b>not exceeding 50,000 litres (6 year duration)</b>	Statutory	£360	£360	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 2,500 litres but <b>not exceeding 50,000 litres (7 year duration)</b>	Statutory	£420	£420	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 2,500 litres but <b>not exceeding 50,000 litres (8 year duration)</b>	Statutory	£480	£480	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 2,500 litres but <b>not exceeding 50,000 litres (9 year duration)</b>	Statutory	£540	£540	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 2,500 litres but <b>not exceeding 50,000 litres (10 year duration)</b>	Statutory	£600	£600	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding <b>50,000 litres (1 year duration)</b>	Statutory	£125	£125	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding <b>50,000 litres (2 year duration)</b>	Statutory	£250	£250	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding <b>50,000 litres (3 year duration)</b>	Statutory	£375	£375	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding <b>50,000 litres (4 year duration)</b>	Statutory	£500	£500	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020

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People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding <b>50,000 litres (5 year duration)</b>	Statutory	£625	£625	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding <b>50,000 litres (6 year duration)</b>	Statutory	£750	£750	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding <b>50,000 litres (7 year duration)</b>	Statutory	£875	£875	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding <b>50,000 litres (8 year duration)</b>	Statutory	£1,000	£1,000	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding <b>50,000 litres (9 year duration)</b>	Statutory	£1,125	£1,125	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding <b>50,000 litres (10 year duration)</b>	Statutory	£1,250	£1,250	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	<b>Environmental Searches</b>					
People & Communities	Environment & Commercial	Trading Standards	Fees charged in respect of environmental searches carried out on request will include for up to two hours officer time	Statutory	£66 per hour (minimum charge £33)	£68 per hour (minimum charge £34)	Full	
People & Communities	Environment & Commercial	Trading Standards	Where environmental search requests are made that incur officer's time in excess of two hours, an additional charge of £33 per hour per officer, or part there of will be charged	Statutory	£32.00	£33 per hour		
People & Communities	Environment & Commercial	Trading Standards	<b>Fees Payable for Approval</b>					

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People & Communities	Environment & Commercial	Trading Standards	Manufacture only, or manufacture and placing on the market, of feed additives referred to in Article 10(1)(a) of Regulation 183/2005 other than those specified in Regulation 2(3), or of premixtures of such additives (Approvals)	Statutory	£451 one off	£451 one off	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	Placing on the market of feed additives referred to in Article 10(1)(a) of Regulation 183/2005 other than those specified in Regulation 2(3), or of premixtures of such (Approvals).	Statutory	£226 one off	£226 one off	Fees set by legislation.	Fees set by legislation. May be subject to increase April 2020
People & Communities	Environment & Commercial	Trading Standards	<b>Investigation fees</b>					
People & Communities	Environment & Commercial	Trading Standards	Hourly rate chargeable for Trading Standards Officer	Statutory	£66 per officer per hour, rounded up to the nearest hour	£68 per officer per hour, rounded up to the nearest hour	Full	
People & Communities	Environment & Commercial	Trading Standards	Hourly rate chargeable for Administrative Officer	Statutory	£39 per officer per hour, rounded up to the nearest hour	£40 per officer per hour, rounded up to the nearest hour	Full	
People & Communities	Environment & Commercial	Trading Standards	Hourly rate chargeable for Accredited Financial Investigator	Statutory	£66 per officer per hour, rounded up to the nearest hour	£68 per officer per hour, rounded up to the nearest hour	Full	