

Consumer Price Index 2.8% as at October 2017

Service area	Description of charge	Additional Info	VAT rating (Standard 20%)	Existing 2017-18 Fee £	2018-19 Fee £	Increase (Decrease) £	Increase (Decrease) %
TRADING STANDARDS	Business advice provided under a Primary Authority partnership - hourly rate		Exempt	63.80	66.35	2.55	4.0%
	Business advice outside of Primary Authority - hourly rate		Standard	63.80	66.35	2.55	4.0%
	Environmental Searches		Exempt	89.54	93.13	3.58	4.0%
	Performing Animals Fee for registration to exhibit or train animals under the Performing Animals (Regulations) Act 1925		Exempt	33.58	34.92	1.34	4.0%
	Special Weighing & Measuring Equipment (Category A) Equipment not covered by B to F below - per hour (minimum charge 15 minutes) Plus support officer hourly rate (where relevant) - per hour (minimum charge 15 minutes)		Exempt	63.80	66.35	2.55	4.0%
			Exempt	39.18	40.74	1.57	4.0%
	Weights (Category B) Trade weight verification up to 25kg		Standard	10.63	11.05	0.43	4.0%
	Bulk Fuel Systems (Above 100 litres) - (Category C) Wet Hose Meter Systems (2 fuels) Dry Hose Meter Systems (2 fuels) Regulation 65 or 66 occurrence functional tests - per category A Dipstick - Initial Dipstick - Spare Dipstick - Replacement (including examination of compartment)		Standard	240.66	250.29	9.63	4.0%
			Standard	291.00	302.64	11.64	4.0%
			Standard	See Category A			
			Standard	22.38	23.27	0.90	4.0%
			Standard	22.38	23.27	0.90	4.0%
	Non-Automatic Weighing Scales - (Category D) Not exceeding 100kg: NAWM UK verification Not exceeding 100kg: NAWI EC verification Not exceeding 1 tonne: NAWM UK verification Not exceeding 1 tonne: NAWI EC verification Exceeding 1 tonne to 10 tonne: NAWM UK verification Exceeding 1 tonne to 10 tonne: NAWI EC verification Exceeding 10 tonne: NAWM UK verification Exceeding 10 tonne: NAWI EC verification Additional charge for testing weighing scales which incorporate price-computing, printing, multi-range, or remote facilities Discounts per weighing scale bought into our Wootton Hall Park office for verification. Discounts per weighing scale for second & subsequent weighing scales tested on site on the same occasion Discount per weighing scale over 1 tonne capacity when submitted provides assistance in testing		Standard	53.73	55.88	2.15	4.0%
			Standard	69.39	72.17	2.78	4.0%
			Standard	79.47	82.65	3.18	4.0%
			Standard	111.24	115.69	4.45	4.0%
			Standard	109.69	114.07	4.39	4.0%
			Standard	161.17	167.62	6.45	4.0%
			Standard	238.39	247.93	9.54	4.0%
			Standard	280.94	292.18	11.24	4.0%
		Standard	5.60	5.82	0.22	4.0%	
		Exempt	-16.39	-17.05	-0.66	4.0%	
		Exempt	-16.39	-17.05	-0.66	4.0%	
		Exempt	-46.96	-48.84	-1.88	4.0%	
Automatic Weighing Machines - Automatic Catchweighers (Category E) Not exceeding 10kg: UK verification & EC verification Not exceeding 10kg: MID EC initial verification Not exceeding 100kg: UK verification & EC verification Not exceeding 100kg: MID EC initial verification Exceeding 100kg: UK verification & EC verification - as per section A		Standard	63.80	66.35	2.55	4.0%	
		Standard	85.06	88.47	3.40	4.0%	
		Standard	127.60	132.71	5.10	4.0%	
		Standard	175.73	182.76	7.03	4.0%	
		Standard	See Category A				
		Standard	See Category A				

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	Exceeding 100kg: MID EC initial verification - as per section A		Standard	See Category A			
	Automatic Gravimetric Filling Instruments (Category E) Not exceeding 60kg: UK verification & EC re-verification Not exceeding 60kg: MID EC initial verification Exceeding 60kg: UK verification & EC re-verification - as per section A Exceeding 60kg: MID EC initial verification - as per section A		Standard Standard Standard Standard	212.66 238.39 See Category A See Category A	221.16 247.93 	8.51 9.54 	4.0% 4.0%
	Measuring Instruments for Liquid Fuel and Lubricants - (Category F) First nozzle tested per site: UK verification & MID EC re-verification First nozzle tested per site: MID EC Initial verification Each additional nozzle tested that site: UK verification & MID EC re-verification Each additional nozzle tested that site: MID EC Initial verification Testing of ancillary electronic equipment or other additional testing on site - as per category A		Standard Standard Standard Standard	125.35 139.91 60.44 67.16 See Category A	130.36 145.51 62.86 69.84 	5.01 5.60 2.42 2.69 	4.0% 4.0% 4.0% 4.0%
	Statements of Test - (Category G) Statements of Test (OP 11.2)- as per category A		Standard	See Category A			
	Weight Hire - (Category H) Single day per tonne or part tonne Second and subsequent days Other equipment - rate negotiated with the approval of the Section manager		Standard Standard	49.24 24.63	51.21 25.62	1.97 0.99	4.0% 4.0%
	Metrology Laboratory Pricing Schedule Calibration of Weights & Poles - (Category I) Up to 25kg: 1st 3 weights Up to 25kg: 4 - 10 weights Up to 25kg: 2nd and subsequent 10 weights Up to 25kg: certificate Above 25kg: 1st 3 weights Above 25kg: 2nd and subsequent 3 weights Certificate Adjustment/Cleaning where necessary per weight Accuracy test for Motor cycle brake testers & other non-automatic weighing scales equal or less than 200kg Certificate Where the above charges are inappropriate, charges shall be levied as per category A, with a charge of £21.27 for a Certificate.		Standard Standard Standard Standard Standard Standard Standard Standard Standard Standard Standard Standard Standard Standard Standard Standard Standard Standard Standard Standard	29.10 42.54 32.46 21.27 42.54 32.46 21.27 6.71 21.27 21.27 See Category A	30.26 44.24 33.76 22.12 44.24 33.76 22.12 6.98 22.12 22.12 	1.16 1.70 1.30 0.85 1.70 1.30 0.85 0.27 0.85 0.85 	4.0% 4.0% 4.0% 4.0% 4.0% 4.0% 4.0% 4.0% 4.0% 4.0%
HIGHWAYS & TRAFFIC MANAGEMENT	Reports Collision data reports - 3 years data Collision data reports - 5 years data Section 50 NRSWA 1991 – Private Apparatus <u>Section 115(E) Highways Act 1980 – Use of objects on the highway.</u> 1-4 Seats 5-10 Seats 11-16 Seats 17-24 Seats Section 116 Highways Act 1980 – Stopping up of the highway <u>Section 116E Promotions</u> Large - weekday Large - weekend		Standard Standard Exempt Exempt Exempt Exempt Exempt Exempt Exempt Exempt Exempt Exempt	125.00 205.00 575.00 225.00 270.00 390.00 630.00 4,150.00 190.00 250.00	130.00 215.00 600.00 235.00 280.00 405.00 655.00 4,325.00 200.00 260.00	5.00 10.00 25.00 10.00 10.00 15.00 25.00 175.00 10.00 10.00	4% 5% 4% 4% 4% 4% 4% 4% 5% 4%

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	Small - weekday		Exempt	125.00	130.00	5.00	4%
	Small - weekend		Exempt	190.00	200.00	10.00	5%
	<u>Section 139 Highways Act 1980 – Skip</u>						
	First week		Exempt	17.00	18.00	1.00	6%
	Subsequent weeks		Exempt	17.00	18.00	1.00	6%
	Pedestrian area in larger towns - per week		Exempt	110.00	115.00	5.00	5%
	Additional weekly charge for occupying on-street P&D in Northampton - per bay		Exempt				
	Extra over for unlicensed skip		Exempt	125.00	130.00	5.00	4%
	<u>Section 142 Highways Act 1980 – Cultivation of verge</u>		Exempt	225.00	235.00	10.00	4%
	<u>Section 169 Highways Act 1980 – Scaffold</u>						
	<5m per month		Exempt	60.00	62.50	2.50	4%
	5m-10m per month		Exempt	95.00	100.00	5.00	5%
	10m-20m per month		Exempt	125.00	130.00	5.00	4%
	plus for each additional 20m (or part of) over 20m per month		Exempt	35.00	36.50	1.50	4%
	Additional weekly charge for occupying on-street P&D in Northampton - per bay		Exempt				
	Extra over for unlicensed scaffold		Exempt	125.00	130.00	5.00	4%
	<u>Section 171 Highways Act 1980 – Deposit of building materials</u>		Exempt	95.00	100.00	5.00	5%
	Additional weekly charge for occupying on-street P&D in Northampton - per bay		Exempt				
	Extra over for unauthorised storage		Exempt	125.00	130.00	5.00	4%
	<u>Section 171 Highways Act 1980 – Excavation in the highway road opening</u>		Exempt	225.00	235.00	10.00	4%
	<u>Section 172 Highways Act 1980 – Hoarding</u>						
	<5m per month		Exempt	60.00	62.50	2.50	4%
	5m-10m per month		Exempt	95.00	100.00	5.00	5%
	10m-20m per month		Exempt	125.00	130.00	5.00	4%
	plus for each additional 20m (or part of) over 20m		Exempt	35.00	36.50	1.50	4%
	Additional weekly charge for occupying on-street P&D in Northampton - per bay		Exempt				
	Extra over for unlicensed hoarding		Exempt	125.00	130.00	5.00	4%
	<u>Section 176 Highways Act 1980 - Construction of bridge over the highway</u>		Exempt	525.00	550.00	25.00	5%
	<u>Section 177 Highways Act 1980 – Construction of Building over highway</u>		Exempt	525.00	550.00	25.00	5%
	<u>Section 177 Highways Act 1980 – Over sailing of crane over the highway</u>		Exempt	225.00	235.00	10.00	4%
	<u>Section 179 Highways Act 1980 – Construction of a Cellar under a street</u>		Exempt	225.00	235.00	10.00	4%
	Plus additional charge for Section 171		Exempt	225.00	235.00	10.00	4%
	<u>Section 180 Highways Act 1980 – Control of cellar opening/lights under a street</u>		Exempt	225.00	235.00	10.00	4%
	Plus additional charge for Section 171		Exempt	225.00	235.00	10.00	4%
	<u>Section 184 Highways Act 1980 – Vehicular access</u>		Exempt	225.00	235.00	10.00	4%
	<u>Section 1 Road Traffic Regulation Act 1984 – Permanent traffic order</u>		Exempt	3,500.00	3,650.00	150.00	4%
	<u>Section 14 Road Traffic Regulation Act 1984 – Temporary traffic order</u>		Exempt	1,750.00	1,825.00	75.00	4%
	<u>Section 14 Road Traffic Regulation Act 1984 – Temporary traffic notice</u>		Exempt	1,355.00	1,410.00	55.00	4%

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	Section 14 Road Traffic Regulation Act 1984 – Emergency temporary traffic notice		Exempt	925.00	960.00	35.00	4%
	<u>Section 16A Road Traffic Regulation Act 1984 – Temporary traffic order for events</u>		Exempt	1,750.00	1,825.00	75.00	4%
	Section 23 Road Traffic Regulation Act 1984 – Pedestrian crossing notice		Exempt	1,750.00	1,825.00	75.00	4%
	<u>Section 65 Road Traffic Regulation Act 1984 – Temporary traffic signs</u>						
	AA/RAC temporary traffic signs		Exempt	FREE	FREE	x	x
	Temporary traffic signs - Administration fee		Exempt	120.00	125.00	5.00	4%
	Temporary traffic signs - Fee per sign		Exempt	25.00	26.00	1.00	4%
	Sections 65/66 Highways Act 1980 - Footway to Cycle Track conversion notice		Exempt	1,750.00	1,825.00	75.00	4%
	Section 90C Highways Act 1980 – Road hump notice		Exempt	1,750.00	1,825.00	75.00	4%
	Access Road Marking		Standard	150.00	155.50	5.50	4%
	<u>Disabled/Access Road Marking</u>		Standard	175.00	185.00	10.00	6%
	If sign requires a post		Standard	125.00	130.00	5.00	4%
	<u>Rights of Way - Deposit of a Statement and Map</u>						
	Notice and A4 Map Size		Exempt	202.00	210.00	8.00	4%
	Notice and A3 Map Size		Exempt	241.00	250.00	9.00	4%
	Notice and A2 Map Size		Exempt	315.00	328.00	13.00	4%
	Notice and A1 Map Size		Exempt	385.50	400.00	14.50	4%
	Notice and A0 Map Size		Exempt	403.50	420.00	16.50	4%
	<u>Rights of Way - Submission of Declaration of an Existing Deposit</u>						
	Notice and A4 Map Size		Exempt	168.50	175.00	6.50	4%
	Notice and A3 Map Size		Exempt	175.00	182.00	7.00	4%
	Notice and A2 Map Size		Exempt	182.00	190.00	8.00	4%
	Notice and A1 Map Size		Exempt	252.50	262.50	10.00	4%
	Notice and A0 Map Size		Exempt	270.00	280.00	10.00	4%
	<u>Rights of Way - Additional Deposit Notice</u>						
	Per Notice and A4 Map Size		Exempt	26.50	27.50	1.00	4%
	Per Notice and A3 Map Size		Exempt	32.50	34.00	1.50	5%
	Per Notice and A2 Map Size		Exempt	40.00	42.00	2.00	5%
	Per Notice and A1 Map Size		Exempt	53.50	56.00	2.50	5%
	Per Notice and A0 Map Size		Exempt	66.50	70.00	3.50	5%
	<u>Rights of Way - Extract of the Definitive Map - Scale 1:10000</u>						
	A4 Map Size		Exempt	57.50	60.00	2.50	4%
	A3 Map Size		Exempt	75.00	78.00	3.00	4%
	A2 Map Size		Exempt	86.00	90.00	4.00	5%
	A1 Map Size		Exempt	92.00	96.00	4.00	4%
	A0 Map Size		Exempt	97.50	102.00	4.50	5%
	Additional copies:-						
	A4 Map Size		Exempt	5.75	6.00	0.25	4%
	A3 Map Size		Exempt	11.50	12.00	0.50	4%
	A2 Map Size		Exempt	17.25	18.00	0.75	4%
	A1 Map Size		Exempt	23.00	24.00	1.00	4%
	A0 Map Size		Exempt	28.75	30.00	1.25	4%
	<u>Rights of Way - Extract of the Working Copy of the Definitive Map - Scale 1:10000</u>						
	A4 Map Size		Exempt	20.50	21.50	1.00	5%
	A3 Map Size		Exempt	26.00	27.00	1.00	4%
	A2 Map Size		Exempt	31.00	32.50	1.50	5%
	A1 Map Size		Exempt	36.00	37.50	1.50	4%
	A0 Map Size		Exempt	41.00	42.50	1.50	4%
	Additional copies:-						
	A4 Map Size		Exempt	5.75	6.00	0.25	4%

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	A3 Map Size		Exempt	11.50	12.00	0.50	4%
	A2 Map Size		Exempt	17.25	18.00	0.75	4%
	A1 Map Size		Exempt	23.00	24.00	1.00	4%
	A0 Map Size		Exempt	28.75	30.00	1.25	4%
	Rights of Way - Public Path Orders		Exempt	5,250.00	5,460.00	210.00	4%
	CON29 Required Enquiries						
	All CON29 Required Enquiries		Exempt	23.00	24.00	1.00	4%
	<u>Individual CON29 Required Enquiries</u>						
	Q2 (a) Roads		Exempt	1.00	1.05	0.05	5%
	Q2 (b) Roads		Exempt	1.50	1.60	0.10	7%
	Q2 (c) Roads		Exempt	1.00	1.05	0.05	5%
	Q2 (d) Roads		Exempt	1.00	1.05	0.05	5%
	Q2.2/2.3/2.4 Rights of Way			5.50	5.75	0.25	5%
	Q3.1 Land required for Public purposes		Exempt	1.00	1.05	0.05	5%
	Q3.2 Land to be acquired for road works		Exempt	1.00	1.05	0.05	5%
	Q3.4 Nearby Road Schemes (a-l)		Exempt	4.00	4.15	0.15	4%
	Q3.6 Traffic Schemes (a-l)		Exempt	4.00	4.15	0.15	4%
	Q3.7 Outstanding Notices (e)		Exempt	2.00	2.10	0.10	5%
	Q3.11 Compulsory Purchase		Exempt	1.00	1.05	0.05	5%
	<u>CON29 Optional Enquiries</u>						
	Q4 Part 11 Road proposals by private bodies		Exempt	4.00	4.15	0.15	4%
	Q22 Part 11 Registered Common Land & Town or Village Green		Exempt	10.00	10.50	0.50	5%
	Additional Highway Information - coloured plan 1:1250 scale - A4		Exempt	57.50	60.00	2.50	4%
	Additional Highway Information - coloured plan 1:1250 scale - A3		Exempt	75.00	78.00	3.00	4%
	Additional questions (each)			11.50	12.00	0.50	4%
	<u>Parking Permits</u>						
	Residents annual permit		Exempt	35.00	35.00	0.00	0%
	Short-term residents permit - over 6 months		Exempt	35.00	35.00	0.00	0%
	Short-term residents permit - 6 months or less		Exempt	17.50	17.50	0.00	0%
	Visitor annual permit		Exempt	35.00	35.00	0.00	0%
	Business annual permit		Exempt	350.00	350.00	0.00	0%
	Temporary permit		Exempt	35.00	35.00	0.00	0%
	Replacement permit		Exempt	7.50	7.50	0.00	0%
	Carer permit & healthcare worker permit		Exempt	10.00	10.00	0.00	0%
	Generic annual permit		Exempt	10.00	10.00	0.00	0%
	Waiver per 5m space for first day		Exempt	10.00	10.00	0.00	0%
	Waiver per 5m space for additional consecutive day		Exempt	5.00	5.00	0.00	0%
	Waiver per 5m space for full week		Exempt	25.00	25.00	0.00	0%
	Bay suspensions per 5m space for first day		Exempt	25.00	25.00	0.00	0%
	Bay suspensions per 5m space for additional consecutive day		Exempt	10.00	10.00	0.00	0%
BLUE BADGE	Valid for 3yrs		Exempt	10.00	10.00	0.00	0%
FIRE & RESCUE	Hire/use of vehicles						
	Fire appliance other than specified below (inclusive of personnel)		Includes standard VAT	680.04	680.04	0.00	0.00%
	Prime mover (inclusive of personnel)		Includes standard VAT	630.91	630.91	0.00	0.00%
	Portable pumps		Includes standard VAT	330.36	330.36	0.00	0.00%
	Ancillary vehicle		Includes standard VAT	60.60	60.60	0.00	0.00%
	<u>Community Outreach vehicle (COV)</u>						
	Half Day 4hrs		Includes standard VAT	216.00	216.00	0.00	0.00%
	Full Day 8hrs		Includes standard VAT	276.00	276.00	0.00	0.00%
	Hire of fully trained driver to transport and set up the COV for use (maximum 25 mile round trip)						
	4hrs RDS		Includes standard VAT	62.40	62.40	0.00	0.00%

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	4hrs WDS 8hrs RDS 8hrs WDS		Includes standard VAT Includes standard VAT Includes standard VAT	92.40 123.60 186.00	92.40 123.60 186.00	0.00 0.00 0.00	0.00% 0.00% 0.00%
	Loan of Equipment Delivery hose and ancillary equipment (per length, per week, part week) Delivery hose and ancillary equipment (per length per day) Charging of cylinders – per hour Recharging of cylinders – per hour Internal clean/testing of gas tight suits – Per suit including delivery		Includes standard VAT Includes standard VAT Includes standard VAT Includes standard VAT Includes standard VAT	18.00 7.20 14.39 40.04 204.24	18.00 7.20 14.39 40.04 204.24	0.00 0.00 0.00 0.00 0.00	0.00% 0.00% 0.00% 0.00% 0.00%
	Testing and repair services Hose testing – per length Hose repair – per patch Bindings couplings – per coupling Hydrant test – per hydrant Pump test including report – per pump Dry raising mains – initial test Dry raising mains – each additional installation Dry raising mains – annual retest		Includes standard VAT Includes standard VAT Includes standard VAT Includes standard VAT Includes standard VAT Includes standard VAT Includes standard VAT Includes standard VAT	49.98 13.38 49.98 27.18 179.46 680.04 482.82 428.40	49.98 13.38 49.98 27.18 179.46 680.04 482.82 428.40	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%
	Replacement costs Oversize drums – per drum Heavy duty salvage sheets (62051) – per sheet Light duty salvage sheets (62050) – per sheet Replacement of gas tight suit (after use at chemical incidents) – per suit including delivery		Includes standard VAT Includes standard VAT Includes standard VAT Includes standard VAT	197.22 42.44 10.69 892.26	197.22 42.44 10.69 892.26	0.00 0.00 0.00 0.00	0.00% 0.00% 0.00% 0.00%
	Delivery Collection or delivery of equipment, or transportation of personnel not employed on appliances or portable pumps – per mile		Includes standard VAT	1.68	1.68	0.00	0.00%
	Personnel Interview with employee (no. of hrs x rate for role) minimum charge Personnel rates Firefighter – per hr or part thereof Station Manager – part hr or part thereof Role above Station Manager – part hr or part thereof Others/manual/mechanic etc – per hr or part thereof Personnel – all vehicle/equipment charges are inclusive of labour (unless stated). In the event of personnel being employed on a special service of a type other than set out above (i.e. standby for special theatre performance etc.) Cost will be levied per hour or part hour irrespective of role (the charge is based on the total crew hours rounded up to the next complete hr)		Includes standard VAT Includes standard VAT Includes standard VAT Includes standard VAT Includes standard VAT Includes standard VAT	61.30 23.40 30.30 45.72 19.80 30.30	61.30 23.40 30.30 45.72 19.80 30.30	0.00 0.00 0.00 0.00 0.00 0.00	0.00% 0.00% 0.00% 0.00% 0.00% 0.00%
	Miscellaneous Copy of basic Incident Recording System (IRS) fire report (zero rated) Fire investigation short report Fire investigation full report (including extensive investigation and photographs) Court attendance – per hr or part thereof Interviews (companies, insurance companies and loss adjusting agencies – zero rated) – part hr or part thereof Effecting entry (no life or fire risk) – minimum charge Gaining access – minimum charge Light portable pumps/generators Supply of smoke detectors to commercial premises Fitting of two smoke detectors to commercial premises Lift release (no life or fire risk) – per hour for first hour, then every 15 minutes thereafter		Exempt Includes standard VAT Includes standard VAT Includes standard VAT Includes standard VAT Includes standard VAT Includes standard VAT Includes standard VAT Includes standard VAT Includes standard VAT Includes standard VAT	97.15 412.44 538.62 58.50 259.60 262.04 177.36 29.64 7.20 108.48 340.02	97.15 412.44 538.62 58.50 259.60 262.04 177.36 29.64 7.20 108.48 340.02	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

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	Abstraction of water from mains/open water (note: written permission must be sought prior to service being undertaken) – per hr, plus the cost of other equipment used eg. Hose, standpipe key bar)		Includes standard VAT	680.04	680.04	0.00	0.00%
ARCHIVES AND HERITAGE	Photocopying						
	Black & White						
	A4 per sheet	Per sheet	Includes Standard VAT	0.70	0.75	0.05	7%
	A3 per sheet	Per sheet	Includes Standard VAT	0.70	0.75	0.05	7%
	Colour						
	A4 per sheet	Per sheet	Includes Standard VAT	1.70	1.75	0.05	3%
	A3 per sheet	Per sheet	Includes Standard VAT	2.80	2.90	0.10	4%
	Printing from a PC						
	Black and White per sheet by customers	Per sheet	Includes Standard VAT	0.30	0.30	0.00	0%
	Colour per sheet by customers	Per sheet	Includes Standard VAT	0.60	0.60	0.00	0%
	B&W produced by staff	Per sheet	Includes Standard VAT	1.40	1.45	0.05	4%
	Colour produced by staff	Per sheet	Includes Standard VAT	1.70	1.80	0.10	6%
	Print out from film/fiche						
	Printed by staff	Per sheet	Includes Standard VAT	1.70	1.75	0.05	3%
	Self Service	Per sheet	Includes Standard VAT	0.90	0.94	0.04	4%
	PDF copies of documents						
	PDF copy (if could have been photocopied)		Includes Standard VAT	0.70	0.75	0.05	7%
	PDF of microfiche copy		Includes Standard VAT	1.70	1.75	0.05	3%
	Digital copies						
	Copies ordered onsite per scan	Per image	Includes Standard VAT	7.70	8.00	0.30	4%
	Copies ordered remotley per scan (not probate)	Per image	Includes Standard VAT	8.70	9.00	0.30	3%
	Printouts from digital image per sheet	Per CD	Includes Standard VAT	1.00	1.05	0.05	5%
	Admin & handling for electronic transfer (standard)	Per order	Includes Standard VAT	6.50	6.75	0.25	4%
	Admin & handling electronic transfer (express 1-10)		Includes Standard VAT	22.50	23.40	0.90	4%
	Admin & handling electronic transfer (express 11-20)		Includes Standard VAT	33.80	35.15	1.35	4%
	Probate ordered remotley		Includes Standard VAT	12.70	13.20	0.50	4%
	Probate ordered onsite per scan		Includes Standard VAT	7.70	8.00	0.30	4%
Maps ordered remotley		Includes Standard VAT	x		Discontinued	N/A	
Consecutive pages from one volume per page		Includes Standard VAT	3.50	3.65	0.15	4%	
Maps requiring more than 1 scan, per additional scan		Includes Standard VAT	5.00	5.20	0.20	4%	
Reproduction for publication							
Not for profit publication 1-5 images	Per image	Zero Rated	12.70	13.20	0.50	4%	
Not for profit publication 6-10 images		Zero Rated	20.00	20.80	0.80	4%	
Commercial publication	Per image	Zero Rated	By request				
Certified copies of archival documents			Zero Rated	25.30	26.30	1.00	4%
Minimum charge for orders by post							
UK	Per order	Exempt	5.60	5.80	0.20	4%	
Overseas	Per order	Exempt	11.30	11.75	0.45	4%	
Research Service							
Up to 15 minute search	Per look-up	Includes Standard VAT	x		Discontinued	N/A	
Search up to 30 minutes		Includes Standard VAT	12.90	13.40	0.50	4%	
Family history/House History – per hour	Per hour	Includes Standard VAT	31.50	32.75	1.25	4%	
Transcript of a document – (part or whole)	Per hour	Includes Standard VAT	38.30	39.85	1.55	4%	
Commercial research		Includes Standard VAT	75.00	78.00	3.00	4%	
Priority research (per request + hourly charge)		Includes Standard VAT	50.00	52.00	New	N/A	
Personal Consultation Service	Per hour						
30 minutes		Includes Standard VAT	19.20	20.00	0.80	4%	
per hour		Includes Standard VAT	31.50	32.75	1.25	4%	
additional hour		Includes Standard VAT	29.30	30.50	1.20	4%	
Tours and presentations	Per presentation						
30 min introduction tour or talk		Includes Standard VAT	Free		N/A	N/A	
Tour during office hours		Includes Standard VAT	82.20	85.50	3.30	4%	
Tour outside office hours		Includes Standard VAT	94.50	98.30	3.80	4%	
All presentations		Includes Standard VAT	94.50	98.30	3.80	4%	

Service area	Description of charge	Additional Info	VAT rating (Standard 20%)	Existing 2017-18 Fee £	2018-19 Fee £	Increase (Decrease) £	Increase (Decrease) %	
	Fees for Heritage Education Services							
	Teachers packs (paper copy) plus P&P	Per session	Exempt	13.00	13.50	0.50	4%	
	Teachers packs (PDF)		Exempt	4.00	4.15	0.15	4%	
	CD of images (included with teachers' packs)	Per CD	Exempt	6.60	6.85	0.25	4%	
	Consultation fee for heritage projects, conservation and preservation advice and cataloguing		Per hour	Includes standard VAT	38.50	40.00	1.50	4%
	Archive staff to accompany documents off site		Per session	Includes Standard VAT	38.50	40.00	1.50	4%
	Locality package			Includes Standard VAT	75.00	78.00	3.00	4%
	Commercial filming at the Record Office							
	Normal Opening hours	Per hour	Includes Standard VAT	101.30	105.35	4.05	4%	
	Outside normal hours	Per hour	Includes Standard VAT	112.50	117.00	4.50	4%	
	Historic Environment Record							
	Commercial searches	Per hour	Includes Standard VAT	75.00	78.00	3.00	4%	
	Non commercial searches		Includes Standard VAT	31.50	32.75	1.25	4%	
	Priority research (per request + hourly charge)		Includes Standard VAT	50.00	52.00	2.00	4%	
	Permit to use a camera in the office							
	Per day		Includes Standard VAT	7.50	7.80	0.30	4%	
	Per week		Includes Standard VAT	19.50	20.30	0.80	4%	
	Per 4 weeks		Includes Standard VAT	55.50	57.75	2.25	4%	
	Hire of circuit breaker to use electrical equipment							
	Per day		Includes Standard VAT	2.60	2.70	0.10	4%	
	Per week		Includes Standard VAT	6.50	6.75	0.25	4%	
	Per 4 weeks		Includes Standard VAT	15.60	16.25	0.65	4%	
	Coffee/Tea/pencils							
	Per cup		Includes Standard VAT	0.50	0.55	0.05	10%	
	pencils		Includes Standard VAT	0.50	0.55	0.05	10%	
	Room hire							
	Commercial, per hour		Includes Standard VAT	20.00	20.80	0.80	4%	
	non commercial, per hour		Includes Standard VAT	10.00	10.40	0.40	4%	
	Out of hours staff fee, per hour		Includes Standard VAT	38.00	39.50	1.50	4%	
	Chester Farm							
	Engagement activities and events		Includes standard VAT	5.00 - 20.00				
	Special events		Includes standard VAT	50.00 - 150.00				