

Fees and Charges 2019-20

This report provides a summary by Service of changes to existing Fees and Charges in 2019-20. A full list of Fees and Charges for 2019-20 is detailed within this report.

The Medium Term Plan (MTP) requires the Council to review opportunities for income generation, with the details below summarising the main changes to fees and charges for 2019-20.

Wellbeing and Prevention Services

Libraries

Libraries have traditionally had a high income target for many years so have sought to achieve this through fees and charges. This means that in comparison with other library authorities we already charge significantly more than the surrounding areas services. In 2017-18 we raised our room hire fees by 10% and this resulted in a significant reduction in use and income generated. Having surveyed the surrounding authorities we believe that we could raise the following fees:

- Bring remaining research and local history fees in line with those charged by the Record Office
- Our printing/photocopying is comparatively high but raising A4 colour copies to 70 pence would bring us in line with other authorities
- Raising our reservation charge from £1.30 to £1.50 would bring us in line with other authorities
- The lending of Music sets service operates on a subscription level and as we haven't raised this in a couple of years we consider that an increase from £220 to £275 would be reasonable.

Registration

Increases are applied to those fees not set by statute, and are based on a variety of factors: an assessment of what the market will bear; local knowledge; reference to other authorities' fee levels, all bearing in mind the cost of delivery where appropriate to ensure value for money for the taxpayer.

The regulator has introduced some new statutory fees for existing services, including applications for customer-fault corrections to register entries, prioritisation certificate fees and consideration of divorces granted outside the British Isles.

Charges in relation to the Nationality Checking Services have been held, as it is understood that the national scheme for these services is scheduled to cease before the end of the financial year.

The service is maintaining a seasonal tier to its ceremony prices at its busiest times: Fridays and Saturdays in June to September. This is to reflect its greater staff costs to maintain service delivery and to encourage customers to book their ceremonies "off-peak" to spread demand across the week and seasons. In 2018 the application of this additional fee enabled the service to meet peak demand throughout the summer.

The Registration Service requires the flexibility provided by NCC's policy to enable decision-makers to increase, decrease or introduce new fees and charges in-year in certain circumstances and for a variety of reasons.

Adult Learning

There are currently no plans to increase Adult Learning Service (ALS) fees. ALS charges fees for the universal programme and these were raised for the summer term 2017 by 50p an hour, meaning that the programme subsidised by the ESFA (Education and Skills Funding Agency) now costs £5.50 an hour. In the last academic year a number of full cost courses were also introduced at a cost of £8.20 an hour and as a consequence fee income for the year reduced overall due to lower take up on these courses. The service is currently undertaking a review of which courses should be subsidised and which should go to full cost for the next financial year, which is being influenced by emerging government policy and the ESFA contract and funding rules. As this service is grant funded, any surpluses are required to be reinvested into the service.

Northamptonshire Sport

Northamptonshire Sport have been unable to deliver the community swimming lessons service since July due to ongoing facility maintenance issues at the Duston School pool, resulting in the temporary closure of the pool. In addition, the Duston School is in negotiation with a third party to take over the running of the pool, which would result in the loss of pool time in the future. There are no other pools in the surrounding area with facilities available for us to use.

School swimming lessons to primary aged children will continue as part of the Sport England specification. There is scope for a moderate fee increase for these lessons. This provision is grant funded and therefore any surpluses are required to be reinvested into the service.

Children's Services

Educational Psychology Service

For 2019-20, the Educational Psychology Service (EPS) has increased its fees by an average of just under 2%, reflecting unavoidable cost increases in service delivery. To minimise the impact of this price increase, schools are encouraged to work together to achieve the higher number of days per Service Level Agreement (SLA). An alternative can be to create a SLA that extends over more than 1-year to change the 'banding' into which the SLA falls. Maximum length is for 3 years. Costs are fixed for the duration of the SLA. This provides protected pricing to those SLAs that extend beyond one year.

The Virtual School

The Virtual School Conference charges have increased by 3% and 4% to reflect the increased costs of running these events.

School Effectiveness

School Effectiveness Charges have increased by 2% reflecting the increased cost of delivering training and brokering support.

Provision of Appropriate Body functions

There are no proposals to change the existing charges.

Moderation

Moderation charges have increased by between 1% and 3% to reflect the increased cost of delivering conferences and workshops, brokering support and training moderators. A further review of charges will take place during 2019.

Leadership and Governance

There are no proposals to change the existing charges.

Place Services

Country Parks

Pay and display machine parking charges account for 75% of total park income. There is known price sensitivity here and increasing prices above what the customers consider to be value can and has in the past resulted in less income. It is particularly important not to depress the off peak demand in order to avoid negative impacts on health & wellbeing, and on the financial viability of cafe tenancies. There are also practicalities against introducing small 5p/10p etc. inflationary increments as the machines do not give change. Costs have increased, with the law changing in January 2018, making it illegal to charge more for credit card than cash sales. The per transaction cost for pay and display machines is unavoidably high compared to other means, with each transaction costing 18p. Since the price was equalised the use of credit cards for pay and display in country parks increased from 5% to 20%. The additional cost needs to be passed on to the customer to avoid losing up to £30k per annum, hence the suggested 20p increase – an amount that minimises the number of additional coins needed by cash paying customers.

It is proposed to increase season ticket parking charges by £1 per ticket to be commensurate with increase in day tickets and in a way that maintains a 'rounded sum' for ease of promotion.

The Education Ranger pricing structure has been reverted back to a previous model as this was more successful than the 2018 model. Demand is precarious here as school budgets come under pressure and transport costs increase. This area of work generates a small surplus and also encourages visits to parks by parents during out of school times and reduces vandalism in parks by teaching children to respect their parks.

Outdoor Learning

The outdoor learning market remains largely static with limited opportunity to alter prices. Current customer feedback would suggest that the local and national marketplace will not withstand an increase in price.

Knuston Hall

It is felt that the local and national marketplace for our products will not withstand any increase in price in the next 18 months.

Highways & Transport

The County Council is responsible for the control and management of a wide range of activities that take place on the highway, and in doing so issues various licences, orders, consents and agreements to appropriate parties. The County Council also undertakes highway searches and enquiries on behalf of a number of stakeholder organisations. To ensure that there is no cost to the Council legislation allows the authority to recover costs that are incurred in granting these permissions and in undertaking searches, etc. in accordance with legislation, mainly the Local Authorities (Transport Charge) Regulations. The majority of charges are at the County Councils discretion, but some are statutory such as Blue Badges, where the charge is set by central government. In determining its charges the authority must take into account the reasonable costs incurred in providing these services.

A recent review during 2018-19 resulted in the majority of fees and charges increasing by 3.5% (RPI). This change will be implemented during the 2019-20 financial year.

Trading Standards

It is proposed that for 2019-20, fees and charges are increased by 3.5% (RPI).

Archives and Heritage

The Service makes income from charging for services over and above the basic provision of access to records and information. Most have been in place for many years, and include fees and charges for copies of documents, permits of various sorts, research undertaken for users who cannot visit in person, commercial searches and personal consultations.

This year, the Service has actively and critically reviewed all fees and charges. The major changes are the proposed introduction of a number of fees for commercial users of the service, who will be charged at a higher rate than other customers, and higher rates for customers who want a particular service completed more quickly than the standard times. Through an examination of the work processes involved in delivering the different products/services, further changes are also proposed where work previously provided at no cost now incurs an additional fee, for example, for two digital images to be 'stitched together'.

For the majority of core charges, RPI with some rounding has been applied. There are some instances where this has not been applied, as it is known from market research that the cost is as high as the market will bear. The take-up of services is declining overall, nor can it be controlled in any way, so it is important not to price the 'offering' out of the market.

Chester Farm

It is intended to open to the public from spring 2019. The overall aim is to generate income from the site that will cover its operational costs. The types of services to be charged for will include car parking, rental of space, box charges for deposition of archaeological archives, charges for education sessions and events, project work and produce/goods.

Olympus Care Services**Adults and Wellbeing Services**

The January 2018 Cabinet approved the recommendation to give delegated authority to Director of Adult Social Care Services in consultation with the Portfolio Holder for Adult Social Care to take the appropriate actions to bring Olympus Care Services back into the Council under this new directorate and close the Local Authority Trading Company (LACT).

The fees and charges shown within the schedule provide the details of the current expected pricing structure for 2019-20. Olympus provides a range of social care and community services for both NCC funded social care clients and self-funded clients. The price list reflects the rates charged to self-funded clients going forward.

Consumer Price Index 2.2% as at October 2018

Fees and Charges Schedule 2019-2020- CHILDREN'S SERVICES

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % | |
|---|---|--|--|------------------------|----------------|-----------------------|-----------------------|----|
| LEARNING SKILLS & EDUCATION | Provision of appropriate body function (per term) | | Exempt | 80.00 | 80.00 | 0.00 | 0% | |
| | Education Psychology Services | | | | | | | |
| | 21 days or more: daily rate | | Exempt | 432.00 | 440.00 | 8.00 | 2% | |
| | 11 to 20 days: daily rate | | Exempt | 475.00 | 485.00 | 10.00 | 2% | |
| | 4 to 10 days: daily rate | | Exempt | 500.00 | 510.00 | 10.00 | 2% | |
| | 1 to 3 days: daily rate | | Exempt | 565.00 | 575.00 | 10.00 | 2% | |
| | Hourly Rate | | Exempt | n/a | n/a | n/a | n/a | |
| | School Effectiveness | | | | | | | |
| | Consultancy Rate - Commissioned Heads | Daily Rate | NCC maintained (Out of Scope), Non NCC maintained (Standard) | | 400.00 | 408.00 | 8.00 | 2% |
| | Education Entitlement Team | | | | | | | |
| | Non-School Attendance fixed penalty notice | Paid within 21 | Out of Scope | | 60.00 | 60.00 | 0.00 | 0% |
| | Non-School Attendance fixed penalty notice | Paid within 28 days | Out of Scope | | 120.00 | 120.00 | 0.00 | 0% |
| | Virtual School | | | | | | | |
| | Virtual School Conference | £55 per half day per delegate (no lunch). | NCC maintained (Out of Scope), Non NCC maintained (Standard) | | 55.00 | 57.00 | 2.00 | 4% |
| | Virtual School Conference | £90 per full day per delegate including lunch. | NCC maintained (Out of Scope), Non NCC maintained (Standard) | | 90.00 | 93.00 | 3.00 | 3% |
| | Leadership and Governance | | | | | | | |
| | Governor Hub (charge per school) | | NCC maintained (Out of Scope), Non NCC maintained (Standard) | | 150.00 | 150.00 | 0.00 | 0% |
| | Governor Newsletter (annual subscription per school) | New provision in 2018-19. | NCC maintained (Out of Scope), Non NCC maintained (Standard) | | 50.00 | 50.00 | 0.00 | 0% |
| | Governor conference (charge per delegate) | | NCC maintained (Out of Scope), Non NCC maintained (Standard) | | 80.00 | 80.00 | 0.00 | 0% |
| | Moderation | | | | | | | |
| | Key Stage 1: Moderation visit of Y2 Teacher Assessments - single form entry | | NCC maintained (Out of Scope), Non NCC maintained (Standard) | | 300.00 | 303.00 | 3.00 | 1% |
| | Key Stage 1: Moderation visit of Y2 Teacher Assessments - two form entry | | NCC maintained (Out of Scope), Non NCC maintained (Standard) | | 350.00 | 357.00 | 7.00 | 2% |
| | Key Stage 1: Moderation visit of Y2 Teacher Assessments - three form entry | | NCC maintained (Out of Scope), Non NCC maintained (Standard) | | 400.00 | 407.00 | 7.00 | 2% |
| Partnership heads / consultancy occasional extra Senior School Improvement Manager day (charge per day) | | NCC maintained (Out of Scope), Non NCC maintained (Standard) | | | | | | |
| Key Stage 1: Statutory assessment training for experienced teachers in Y2 | Full day | NCC maintained (Out of Scope), Non NCC maintained (Standard) | | 125.00 | 127.00 | 2.00 | 2% | |
| Key stage 2: Monitoring of Y6 tests (unannounced visit) | | NCC maintained (Out of Scope), Non NCC maintained (Standard) | | 75.00 | 77.00 | 2.00 | 3% | |
| Key stage 2: Moderation visit of Y6 writing teacher assessments - single form entry | | NCC maintained (Out of Scope), Non NCC maintained (Standard) | | 300.00 | 303.00 | 3.00 | 1% | |
| Key stage 2: Moderation visit of Y6 writing teacher assessments - two form entry | | NCC maintained (Out of Scope), Non NCC maintained (Standard) | | 350.00 | 357.00 | 7.00 | 2% | |
| Key stage 2: Moderation visit of Y6 writing teacher assessments - three form entry | | NCC maintained (Out of Scope), Non NCC maintained (Standard) | | 400.00 | 407.00 | 7.00 | 2% | |
| Key Stage 2: Statutory assessment training for teachers new to Y6 | Full day | NCC maintained (Out of Scope), Non NCC maintained (Standard) | | 125.00 | 127.00 | 2.00 | 2% | |
| Key Stage 2: Statutory assessment training for experienced teachers in Y6 | | NCC maintained (Out of Scope), Non NCC maintained (Standard) | | | | | | |
| Moderation workshops (Half day) | New provision in 2017-18 | | | 65.00 | 68.00 | 3.00 | 5% | |

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % | |
|--|---|--|--|------------------------|----------------|-----------------------|-----------------------|--|
| School Admissions | 1. Initial Entry Admissions: | | | | | | | |
| | Measurement Detail only | Per application | NCC maintained (Out of Scope), Non NCC maintained (Standard) | 2.75 | 2.75 | 0.00 | 0% | |
| | Priority ranking | Per application | NCC maintained (Out of Scope), Non NCC maintained (Standard) | 0.00 | 0.00 | 0.00 | 0% | |
| | Maintaining reserve/waiting list (including ranking as above) | Per application | NCC maintained (Out of Scope), Non NCC maintained (Standard) | 4.75 | 4.75 | 0.00 | 0% | |
| | 2. Mid-Phase/In Year Admissions: | | | | | | | |
| | Primary - distance measuring only | | | | | | | |
| | 1 form entry (or fewer) | | NCC maintained (Out of Scope), Non NCC maintained (Standard) | 100.00 | 100.00 | 0.00 | 0% | |
| | 2 form entry | | NCC maintained (Out of Scope), Non NCC maintained (Standard) | 125.00 | 125.00 | 0.00 | 0% | |
| | 3 form entry | | NCC maintained (Out of Scope), Non NCC maintained (Standard) | 175.00 | 175.00 | 0.00 | 0% | |
| | Primary - distance measuring & Maintenance of waiting lists | | | | | | | |
| | 1 form entry (or fewer) | | NCC maintained (Out of Scope), Non NCC maintained (Standard) | 150.00 | 150.00 | 0.00 | 0% | |
| | 2 form entry | | NCC maintained (Out of Scope), Non NCC maintained (Standard) | 175.00 | 175.00 | 0.00 | 0% | |
| | 3 form entry | | NCC maintained (Out of Scope), Non NCC maintained (Standard) | 225.00 | 225.00 | 0.00 | 0% | |
| | Secondary - distance measuring only - for any size school | | NCC maintained (Out of Scope), Non NCC maintained (Standard) | 250.00 | 250.00 | 0.00 | 0% | |
| | Secondary - distance measuring and maintenance of waiting lists - for any size school | | NCC maintained (Out of Scope), Non NCC maintained (Standard) | 350.00 | 350.00 | 0.00 | 0% | |
| | 3. Fair Access | | | | | | | |
| | Fact finding over and above that indicated on the standard fair access additional information form. | Per child | NCC maintained (Out of Scope), Non NCC maintained (Standard) | 50.00 | 0.00 | -50.00 | -100% | |
| | 4. Appeals for OAA Schools | | | | | | | |
| | First Appeal each day (for each intake year) | | NCC maintained (Out of Scope), Non NCC maintained (Standard) | 130.00 | 130.00 | 0.00 | 0% | |
| | For subsequent appeals | | NCC maintained (Out of Scope), Non NCC maintained (Standard) | 45.00 | 45.00 | 0.00 | 0% | |
| 5. Representation at Parent/Open Evenings | | | | | | | | |
| Schools Admissions Team representative | per day/evening | NCC maintained (Out of Scope), Non NCC maintained (Standard) | 130.00 | 130.00 | 0.00 | 0% | | |
| 6. Other Services | | | | | | | | |
| Pay-as-you-use agreement | Based on hourly rate for the officer(s) carrying out the work. | NCC maintained (Out of Scope), Non NCC maintained (Standard) | Variable | Variable | 0.00 | 0% | | |

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
|--------------|-----------------------|-----------------|---------------------------|------------------------|----------------|-----------------------|-----------------------|
|--------------|-----------------------|-----------------|---------------------------|------------------------|----------------|-----------------------|-----------------------|

Fees and Charges Schedule 2019-2020 - PUBLIC HEALTH & WELLBEING

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % | |
|---|--|---------------------------------------|---------------------------|------------------------|----------------|-----------------------|-----------------------|---|
| LIBRARIES | Room Hire (Non Private Space) | | | | | | | |
| | Not for profit - per hour | | Includes standard VAT | 7.00 | 7.00 | 0.00 | 0% | |
| | Room Hire / Pod Hire (Private Space) | | | | | | | |
| | Not for profit - per hour | | Includes standard VAT | 10.50 | 10.50 | 0.00 | 0% | |
| | Standard charge for caretaker/staff - per hour | | Includes standard VAT | 35.00 | 35.00 | 0.00 | 0% | |
| | Non Commercial & Commercial - per hour | | Includes standard VAT | 16.50 | 16.50 | 0.00 | 0% | |
| | Standard charge for caretaker/staff - per hour | | Includes standard VAT | 35.00 | 35.00 | 0.00 | 0% | |
| | Carnegie Room - Central Library | | | | | | | |
| | Not for profit - per hour | | Includes standard VAT | 16.50 | 16.50 | 0.00 | 0% | |
| | Standard charge for caretaker/staff - per hour | | Includes standard VAT | 35.00 | 35.00 | 0.00 | 0% | |
| | Commercial - per hour | | Includes standard VAT | 18.00 | 18.00 | 0.00 | 0% | |
| | Standard charge for caretaker/staff - per hour | | Includes standard VAT | 35.00 | 35.00 | 0.00 | 0% | |
| | Light refreshments & catering equipment | Available on request, variable prices | Includes standard VAT | on request | - | - | - | - |
| | Computer Suite Hire | | | | | | | |
| | Brixworth, Daventry Northamptonshire Central & Wellingborough Per Computer | | Includes standard VAT | 3.00 | 0.00 | -3.00 | -100% | |
| | Not for profit room hire per hour | | Includes standard VAT | 7.00 | 0.00 | -7.00 | -100% | |
| | Commercial room hire per hour | | Includes standard VAT | 13.00 | 0.00 | -13.00 | -100% | |
| | Standard charge for caretaker/staff - per hour | | Includes standard VAT | 30.00 | 0.00 | -30.00 | -100% | |
| | Exhibition Space Hire | | | | | | | |
| | 20% of sales + VAT | | Includes standard VAT | 40.00 | 0.00 | -40.00 | -100% | |
| | Minimum charge + VAT | | Includes standard VAT | 10.00 | 0.00 | -10.00 | -100% | |
| | Daily Exhibition charge | | | | | | | |
| | Company House Prints | | | | | | | |
| | Plus postage & packaging | | Zero rated | 2.00 | 0.00 | -2.00 | -100% | |
| | Printouts charged separately | | | | | | | |
| | Kompass | | | | | | | |
| | Printouts - per page | | Zero rated | 0.30 | 0.00 | -0.30 | -100% | |
| Download of company information per company | | Zero rated | 0.10 | 0.00 | -0.10 | -100% | | |
| Handling Fee (if enquirer not present) | | Includes standard VAT | 4.00 | 0.00 | -4.00 | -100% | | |
| Computer Hire (Free on Fridays) | | | | | | | | |
| Per hour | | Includes standard VAT | 3.00 | 3.00 | 0.00 | 0% | | |
| Minimum charge for 20 minutes | | Includes standard VAT | 1.00 | 1.00 | 0.00 | 0% | | |
| Laminating | | | | | | | | |
| A4 and smaller – per sheet | | Includes standard VAT | 1.50 | 1.65 | 0.15 | 10% | | |
| A3 – per sheet | | Includes standard VAT | 3.00 | 3.30 | 0.30 | 10% | | |
| Photocopying | | | | | | | | |
| Black & White | | | | | | | | |
| A4 – per sheet | | Includes Standard VAT | 0.20 | 0.20 | 0.00 | 0% | | |
| Minimum 50 copies from one original sheet | | Includes Standard VAT | 0.10 | 0.10 | 0.00 | 0% | | |
| A3 – per sheet | | Includes Standard VAT | 0.30 | 0.30 | 0.00 | 0% | | |
| Minimum 50 copies from one original sheet | | Includes Standard VAT | 0.15 | 0.15 | 0.00 | 0% | | |
| Colour | | | | | | | | |
| A4 – per sheet | | Includes Standard VAT | 0.50 | 0.70 | 0.20 | 40% | | |
| Minimum 50 copies from one original sheet | | Includes Standard VAT | 0.30 | 0.30 | 0.00 | 0% | | |
| A3 – per sheet | | Includes Standard VAT | 1.00 | 1.00 | 0.00 | 0% | | |
| Minimum 50 copies from one original sheet | | Includes Standard VAT | 0.75 | 0.75 | 0.00 | 0% | | |
| Printing | | | | | | | | |
| Black and White | | | | | | | | |
| A4 – per sheet | | Includes Standard VAT | 0.20 | 0.20 | 0.00 | 0% | | |
| A3 – per sheet | | Includes Standard VAT | 0.30 | 0.30 | 0.00 | 0% | | |
| Colour | | | | | | | | |
| A4 – per sheet | | Includes Standard VAT | 0.50 | 0.70 | 0.20 | 40% | | |
| A3 – per sheet | | Includes Standard VAT | 1.00 | 1.00 | 0.00 | 0% | | |

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
|--------------|--|-----------------|--|--|--|---|---|
| | Faxing UK, Ireland, Europe, USA, Canada First Page Subsequent Page Rest of the World First Page Subsequent Page Fax receipt at Libraries First Page Subsequent Page | | Includes Standard VAT Includes Standard VAT Includes Standard VAT Includes Standard VAT Includes Standard VAT Includes Standard VAT | 1.80 0.70 2.40 1.30 1.00 0.05 | 0.00 0.00 0.00 0.00 0.00 0.00 | -1.80 0.00 -2.40 -1.30 -1.00 -0.05 | -100% 0% -100% -100% -100% -100% |
| | Searching and printing Maps - A4 sheet Patent and Trademark Searching | | Includes Standard VAT Includes Standard VAT | 7.00 70.00 | 0.00 70.00 | -7.00 0.00 | -100% 0% |
| | Scanning and Printing from Local Studies photographs Basic Higher quality on request | | Includes Standard VAT | 10.00 | 0.00 | -10.00 | -100% |
| | Permission Fee for photo's etc. For commercial Other by negotiation | | Includes Standard VAT | 50.00 | 0.00 | -50.00 | -100% |
| | Local and Family History Research Fee Up to 1hr plus cost of printing | | Includes Standard VAT | 20.00 | 30.00 | 10.00 | 50% |
| | Fees for copying resources where research is not required Handling Fee plus cost of copies/prints and postage | | Includes Standard VAT | 5.00 | 5.80 | 0.80 | 16% |
| | Group/school visits to Discover Fees on request | | Includes Standard VAT | On Request | - | - | - |
| | Talks Per hour plus travelling costs | | Includes Standard VAT | 35.00 | 0.00 | -35.00 | -100% |
| | Items for Sale – Withdrawn Stock and Donations <u>Adult Books – per book or individually priced</u> Hard back Non Fiction/Information Paperback Non Fiction/Information Hardback Fiction/novels Paperback Fiction/novels <u>Children's Books – per book or individually priced</u> Hard back Non Fiction/Information Hardback Fiction/novels Paperbacks Picture Books <u>Multimedia</u> Audiobooks on tape Audiobooks on CD CDs – single disc CDs – each additional disc in sets DVDs | | Zero Rated | 1.55 0.50 0.50 0.25 0.50 0.40 0.25 0.50 1.50 5.00 1.50 0.75 2.00 | 1.55 0.50 0.50 0.25 0.50 0.40 0.25 0.50 0.00 5.00 0.00 0.00 2.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 -1.50 0.00 -1.50 -0.75 0.00 | 0% 0% 0% 0% 0% 0% 0% 0% -100% 0% -100% -100% 0% |
| | Lost or damaged stock items Membership cards Replacing lost damaged stock handling fee | | Includes standard VAT Includes standard VAT | 2.50 5.00 | 2.50 5.00 | 0.00 0.00 | 0% 0% |

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
|--------------|--|-----------------|---------------------------|------------------------|----------------|-----------------------|-----------------------|
| | Replacing lost damaged stock | | | | | | |
| | Adult Non Fiction Hardback | | Zero Rated | 16.67 | 16.67 | 0.00 | 0% |
| | Adult Non Fiction Paperback | | Zero Rated | 12.25 | 12.25 | 0.00 | 0% |
| | Adult Fiction Hardback | | Zero Rated | 14.06 | 14.06 | 0.00 | 0% |
| | Adult Fiction Paperback | | Zero Rated | 9.99 | 9.99 | 0.00 | 0% |
| | Graphic novel | | Zero Rated | 12.99 | 12.99 | 0.00 | 0% |
| | Child Non Fiction Hardback | | Zero Rated | 12.73 | 12.73 | 0.00 | 0% |
| | Child Non Fiction Paperback | | Zero Rated | 10.07 | 10.07 | 0.00 | 0% |
| | Child Fiction Hardback | | Zero Rated | 11.44 | 11.44 | 0.00 | 0% |
| | Child Fiction Paperback | | Zero Rated | 9.88 | 9.88 | 0.00 | 0% |
| | Young Adult Non Fiction Hardback | | Zero Rated | 13.97 | 13.97 | 0.00 | 0% |
| | Young Adult Non Fiction Paperback | | Zero Rated | 11.07 | 11.07 | 0.00 | 0% |
| | Young Adult Fiction Hardback | | Zero Rated | 12.74 | 12.74 | 0.00 | 0% |
| | Young Adult Fiction Paperback | | Zero Rated | 10.38 | 10.38 | 0.00 | 0% |
| | Giant picture book | | Zero Rated | 16.31 | 16.31 | 0.00 | 0% |
| | Large Print Adult Non Fiction Hardback | | Zero Rated | 23.76 | 23.76 | 0.00 | 0% |
| | Large Print Adult Non Fiction Paperback | | Zero Rated | 19.17 | 19.17 | 0.00 | 0% |
| | Large Print Adult Fiction Hardback | | Zero Rated | 22.26 | 22.26 | 0.00 | 0% |
| | Large Print Adult Fiction Paperback | | Zero Rated | 15.83 | 15.83 | 0.00 | 0% |
| | Audio Books | | | | | | |
| | Individual tapes | | Zero Rated | 5.50 | 5.50 | 0.00 | 0% |
| | Individual CDs | | Zero Rated | 10.50 | 10.50 | 0.00 | 0% |
| | Play away audio book and player combined | | Zero Rated | 50.00 | 50.00 | 0.00 | 0% |
| | Sets | | | | | | |
| | Single CD | | Zero Rated | 13.80 | 0.00 | -13.80 | -100% |
| | Set of CDs | | Zero Rated | 15.78 | 0.00 | -15.78 | -100% |
| | Language Course | | | | | | |
| | CD single | | Zero Rated | 29.30 | 0.00 | -29.30 | -100% |
| | Multi CD | | Zero Rated | 28.59 | 0.00 | -28.59 | -100% |
| | Single DVD | | Zero Rated | 19.50 | 0.00 | -19.50 | -100% |
| | Late Return Charges | | | | | | |
| | Static Library | | | | | | |
| | Adults – per day | | Includes standard VAT | 0.35 | 0.35 | 0.00 | 0% |
| | Maximum | | Includes standard VAT | 7.35 | 7.35 | 0.00 | 0% |
| | 5 – 18's – per day | | Includes standard VAT | 0.05 | 0.05 | 0.00 | 0% |
| | Maximum | | Includes standard VAT | 2.10 | 2.10 | 0.00 | 0% |
| | Under 5's | | | No Charge | - | - | - |
| | Mobile Library | | | | | | |
| | Adults – per visit missed | | Includes standard VAT | 0.60 | 0.00 | -0.60 | -100% |
| | Maximum | | Includes standard VAT | 7.20 | 0.00 | -7.20 | -100% |
| | 5 – 18's – per visit missed | | Includes standard VAT | 0.15 | 0.00 | -0.15 | -100% |
| | Maximum | | Includes standard VAT | 1.80 | 0.00 | -1.80 | -100% |
| | Under 5's | | | No Charge | - | - | - |
| | Audio Books(Tape/CD) | | | | | | |
| | Adult | | Includes standard VAT | 1.80 | 1.80 | 0.00 | 0% |
| | Child | | Includes standard VAT | 0.80 | 0.80 | 0.00 | 0% |
| | CDs - includes sets | | Includes standard VAT | 1.00 | 1.00 | 0.00 | 0% |
| | Maximum | | Includes standard VAT | 10.00 | 10.00 | 0.00 | 0% |
| | DVDs | | | | | | |
| | 1 week loans | | Includes standard VAT | 2.50 | 2.50 | 0.00 | 0% |
| | Maximum | | Includes standard VAT | 25.00 | 25.00 | 0.00 | 0% |
| | 3+ discs | | Includes standard VAT | 4.00 | 4.00 | 0.00 | 0% |
| | Maximum | | Includes standard VAT | 40.00 | 40.00 | 0.00 | 0% |
| | Children's Non Feature | | Includes standard VAT | 1.50 | 1.50 | 0.00 | 0% |
| | Maximum | | Includes standard VAT | 15.00 | 15.00 | 0.00 | 0% |
| | Language course (single) | | Includes standard VAT | 1.50 | 1.50 | 0.00 | 0% |
| | Maximum | | Includes standard VAT | 15.00 | 15.00 | 0.00 | 0% |
| | Language course (multi-part) | | Includes standard VAT | 3.50 | 3.50 | 0.00 | 0% |
| | Maximum | | Includes standard VAT | 35.00 | 35.00 | 0.00 | 0% |

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
|-----------------------------|--|--|---|--|--|--|---|
| | Reservation Charges Stock – per item (Northamptonshire) British Library other Library | | Includes standard VAT Includes standard VAT | 1.30 10.17 | 1.50 0.00 | 0.20 -10.17 | 15% -100% |
| | Stock and Hire Charges Audio Books on CD and tape Adults – per item Children – per item Drama Sets 3 week hire DVDs Single DVDs - per item for 1 week Sets of 3 discs or more - per set for 2 weeks Children's non-feature DVDs - per item Language Courses Single DVDs – per item Multi part – per item Music CDs (include sets) – per item Story Sacks Loan of Story Sacks - charge per weeks Music score sets – up to 50 copies Maximum of 10 sets per year of up to 50 copies per set Up to 50 additional copies Individual charge (flat charge for any number of copies) Up to 50 additional copies Late return charge for a 3 week re-hire period (or part of) - per set | | 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 Includes standard VAT Includes standard VAT Includes standard VAT Includes standard VAT Includes standard VAT Includes standard VAT Zero Rated Zero Rated Zero Rated Zero Rated Includes standard VAT | 1.50 0.60 4.50 2.00 3.50 1.50 1.50 3.50 1.00 1.00 220.00 20.00 35.00 20.00 10.00 | 1.50 0.60 5.00 2.00 3.50 1.50 0.00 0.00 0.00 1.00 275.00 20.00 35.00 20.00 10.00 | 0.00 0.00 0.50 0.00 0.00 0.00 -1.50 -3.50 -1.00 0.00 55.00 0.00 0.00 0.00 0.00 | 0% 0% 11% 0% 0% 0% -100% -100% -100% 0% 25% 0% 0% 0% 0% |
| | Passport Services European Passport Return Service | | Includes standard VAT | 15.00 | 0.00 | -15.00 | -100% |
| REGISTRATION SERVICE | Marriage or Civil Partnership Legal Formalities Notice of Marriage/Civil Partnership Notice of Marriage/Civil Partnership appointment booking fee (per person and subject to terms and conditions) Notice of Marriage for person subject to Home Office Referral Appointment fee between 17:00 and 20:00 weekdays or between 09:00 16:30 on Saturday depending on availability. This is for an up to 30 minute appointment only, the statutory fee also applies and subject to availability. Ts and Cs apply Appointment fee between 17:00 and 20:00 weekdays or between 09:00 16:30 on Saturday depending on availability. This is for an up to 60 minute appointment only, the statutory fee also applies and subject to availability. Ts and Cs apply | Full fee at time of booking Full fee at time of booking | Out of Scope Out of Scope Out of Scope Out of Scope Out of Scope | 35.00 35.00 47.00 50.00 60.00 | 35.00 35.00 47.00 50.00 60.00 | 0.00 0.00 0.00 0.00 0.00 | 0% 0% 0% 0% 0% |
| | Copy Certificates Copy of Certificate at time of Registering Copy of Certificate open Register Copy of Certificate closed Register Priority Copy Cert Service Supplementary fee for Copy certificate orders placed via telephone to the Customer Service Centre - replaced with new fee, below. Post, packaging and handling | Per copy Per copy Per copy Per order Per order | Out of Scope Out of Scope Out of Scope Out of Scope Out of Scope Includes Standard VAT | 4.00 7.00 10.00 22.00 2.00 | 11.00 11.00 11.00 35.00 2.00 | 7.00 4.00 1.00 13.00 0.00 | 175% 57% 10% 59% 0% |

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
|--------------|---|-----------------------------|--|------------------------|----------------|-----------------------|-----------------------|
| | Approved Venues | | | | | | |
| | Approved Venue Licence (incl. Religious premises for civil partnerships) | 3 year licence | Out of Scope | 1700.00 | 1700.00 | 0.00 | 0% |
| | Appeal for licence refusal | | Out of Scope | 500.00 | 500.00 | 0.00 | 0% |
| | Addition of a room mid licence (standard fee irrespective of expiry date of approved venue licence) | | Out of Scope | 500.00 | 500.00 | 0.00 | 0% |
| | Health and Safety Inspection (commercial premises external open air structure when within 3 licence term) Non-refundable | Per visit | Out of Scope | 50.00 | 50.00 | 0.00 | 0% |
| | Health and Safety Inspection (domestic premises). Non-refundable | Per visit | Out of Scope | 50.00 | 50.00 | 0.00 | 0% |
| | Civil Partnership Conversion | | | | | | |
| | Standard conversion procedure at the Register Office (providing information and signing in one appointment) | | Out of Scope | 45.00 | 45.00 | 0.00 | 0% |
| | Civil Partnership Conversion ceremony Pt 1 providing information to the SR and checking of evidence | | Out of Scope | 27.00 | 27.00 | 0.00 | 0% |
| | Civil Partnership Conversion ceremony Pt 2 A ceremony at either a Registration Service venue or an approved venue - See ceremony fees below | | Out of Scope | | 0.00 | 0.00 | 0% |
| | Note: A deposit for any ceremony taken at the time of booking. The deposit is set at £100.00 (extracted from overall ceremony fee) * Fee for Renewal of Vows and Naming ceremonies below excludes VAT at the prevailing rate | | | | | | |
| | Marriage, Civil Partnership, Renewal of Vows* or Naming ceremony* held in an Approved Venue or Registration Office Venue between 08:00 and 18:00 | | | | | | |
| | Ceremony held Monday to Thursday | £100 deposit | Out of Scope | 395.00 | 395.00 | 0.00 | 0% |
| | Ceremony held on Friday | £100 deposit | Out of Scope | 475.00 | 475.00 | 0.00 | 0% |
| | Ceremony held on Saturday | £100 deposit | Out of Scope | 495.00 | 495.00 | 0.00 | 0% |
| | Ceremony held on Sunday & Bank Holiday (includes special dates e.g. Valentines, Easter Sunday, Christmas Eve, Christmas Day, Boxing Day, New Years Eve, New Years Day). | £100 deposit | Out of Scope | 545.00 | 545.00 | 0.00 | 0% |
| | Your Day Your Way (Office registration, celebration ceremony, H&S inspection, NOM/CP, planning meeting with CO) held at a venue of customer's choice between 0800: and 18:00 | | | | | | |
| | Ceremony held Monday to Thursday | | Includes Standard VAT on some elements | 620.00 | 620.00 | 0.00 | 0% |
| | Ceremony held on Friday | | Includes Standard VAT on some elements | £700.00 | 700.00 | 0.00 | 0% |
| | Ceremony held on Saturday | | Includes Standard VAT on some elements | £730.00 | 730.00 | 0.00 | 0% |
| | Ceremony held on Sunday & Bank Holiday (includes special dates e.g. Valentines, Easter Sunday, Christmas Eve, Christmas Day, Boxing Day, New Years Eve, New Years Day). | | Includes Standard VAT on some elements | £775.00 | 775.00 | 0.00 | 0% |
| | Registration Office Wedding or Civil Partnership Registration | | | | | | |
| | Marriage or Civil Partnership Registration, Monday to Friday between 08:00 and 18:00 subject to Office availability (includes the first copy of the certificate) | Full fee at time of booking | Out of Scope | 50.00 | 50.00 | 0.00 | 0% |

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
|--------------|---|-----------------|---------------------------|------------------------|----------------|-----------------------|-----------------------|
| | Non-Approved Venue Naming or Renewals of vows ceremony Fee, between 08:00 and 18:00 (does not include Health and Safety Inspection) | | | | | | |
| | Attendance of a Ceremony Officer to conduct ceremony Monday to Thursday | £100 deposit | Excludes Standard VAT | 395.00 | 395.00 | 0.00 | 0% |
| | Attendance of a Ceremony Officer to conduct ceremony Friday | £100 deposit | Excludes Standard VAT | 475.00 | 475.00 | 0.00 | 0% |
| | Attendance of a Ceremony Officer to conduct ceremony Saturday | £100 deposit | Excludes Standard VAT | 495.00 | 495.00 | 0.00 | 0% |
| | Attendance of a Ceremony Officer to conduct ceremony on Sunday, Bank Holiday and special dates as noted above | £100 deposit | Excludes Standard VAT | 545.00 | 545.00 | 0.00 | 0% |
| | Combined wedding or civil partnership 'celebration' ceremony (wedding or civil partnership registration followed by 'celebration'. Fee does not include Health and Safety Inspection (see above for fee) | | | | | | |
| | Monday to Thursday | £100 deposit | Includes Standard VAT | 445.00 | 445.00 | 0.00 | 0% |
| | Friday | £100 deposit | Includes Standard VAT | 525.00 | 525.00 | 0.00 | 0% |
| | Saturday | £100 deposit | Includes Standard VAT | 545.00 | 545.00 | 0.00 | 0% |
| | Sunday, Bank Holiday and special dates as noted above (limited building opening) | £100 deposit | Includes Standard VAT | 595.00 | 595.00 | 0.00 | 0% |
| | Combined wedding or civil partnership including a naming ceremony | | | | | | |
| | Monday to Thursday | £100 deposit | Standard or mix | 495.00 | 495.00 | 0.00 | 0% |
| | Friday | £100 deposit | Standard or mix | 575.00 | 575.00 | 0.00 | 0% |
| | Saturday | £100 deposit | Standard or mix | 595.00 | 595.00 | 0.00 | 0% |
| | Sunday, Bank Holiday and special dates as noted above (limited building opening) | £100 deposit | Standard or mix | 645.00 | 645.00 | 0.00 | 0% |
| | Combined Renewal of vows and Naming ceremony | | | | | | |
| | Monday to Thursday | £100 deposit | Includes Standard VAT | 495.00 | 495.00 | 0.00 | 0% |
| | Friday | £100 deposit | Includes Standard VAT | 575.00 | 575.00 | 0.00 | 0% |
| | Saturday | £100 deposit | Includes Standard VAT | 595.00 | 595.00 | 0.00 | 0% |
| | Sunday, Bank Holiday and special dates as noted above | £100 deposit | Includes Standard VAT | 645.00 | 645.00 | 0.00 | 0% |
| | Ceremonies starting after 18:00 (ceremony fee plus hour rate below) | | | | | | |
| | Ceremony between 18:00 and 19:00 | | Includes Standard VAT | 25.00 | 25.00 | 0.00 | 0% |
| | Ceremony between 19:00 and 20:00 | | Includes Standard VAT | 35.00 | 35.00 | 0.00 | 0% |
| | Ceremony between 20:00 and 22:00 | | Includes Standard VAT | 55.00 | 55.00 | 0.00 | 0% |
| | Ceremony between 22:00 and 00:00 | | Includes Standard VAT | 105.00 | 105.00 | 0.00 | 0% |
| | Ceremony between 00:00 and 08:00 *subject to availability | | Includes Standard VAT | N/A | 195.00 | 0.00 | 0% |
| | Summer premium (all ceremony types) | | | | | | |
| | Additional fee for Fridays and Saturdays from 1st June to 30th September. | | Includes Standard VAT | 30.00 | 30.00 | 0.00 | 0% |

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
|--------------|--|-----------------|---------------------------|------------------------|----------------|-----------------------|-----------------------|
| | Ceremony planning meeting | | | | | | |
| | Planning meeting at Registration Service office (per meeting) | | Includes Standard VAT | 40.00 | 40.00 | 0.00 | 0% |
| | Nationality Checking Service (Type of application) | | | | | | |
| | Adult (18 or over) | £20 deposit | Includes Standard VAT | 100.00 | 0.00 | -100.00 | -100% |
| | Couple (married or in civil partnership) | £20 deposit | Includes Standard VAT | 120.00 | 0.00 | -120.00 | -100% |
| | Family (2 adults and up to 2 children under 18) | £20 deposit | Includes Standard VAT | 160.00 | 0.00 | -160.00 | -100% |
| | Single Parent (and up to 2 Children under 18) | £20 deposit | Includes Standard VAT | 110.00 | 0.00 | -110.00 | -100% |
| | Additional children on parents application | £20 deposit | Includes Standard VAT | 60.00 | 0.00 | -60.00 | -100% |
| | Child under the age of 18 who applies separately from their parents. | £20 deposit | Includes Standard VAT | 70.00 | 0.00 | -70.00 | -100% |
| | Joint Citizenship and Passport application (at the time of NCS appt, additional fee per person). | | Includes Standard VAT | 10.00 | 0.00 | -10.00 | -100% |
| | Personal Citizenship Ceremonies (full fee collected at time of booking) | | | | | | |
| | Personal Citizenship Ceremony (per adult taking part in the event, children under 18 free) | £20 deposit | Includes Standard VAT | 160.00 | 160.00 | 0.00 | 0% |
| | Other Fees | | | | | | |
| | Cancellation Charges (Period of notice relative to the ceremony with refund applied to deposit) | | | | | | |
| | Over 6 months before the date of the ceremony | | Out of Scope | 100% | - | - | - |
| | Between 6 months and 3 months | | Out of Scope | 75% | - | - | - |
| | Between 3 months and 8 weeks | | Out of Scope | 50% | - | - | - |
| | Less than 8 weeks | | Out of Scope | 0% | - | - | - |
| | Change of date/time/venue to existing booking | | | | | | |
| | Change of date/time/venue to existing booking | | Includes Standard VAT | 30.00 | 30.00 | 0.00 | 0% |
| | Commemorative Certificate | | | | | | |
| | Commemorative certificate | | Includes Standard VAT | 20.00 | 20.00 | 0.00 | 0% |
| | Application to reduce waiting period | | | | | | |
| | Fee for service's time administering a customer's application to the regulator to reduce the waiting period after notice of marriage or civil partnership, in addition to the statutory fee payable by the customer. - Replaced by new statutory fee below. | | Includes Standard VAT | 0.00 | 0.00 | 0.00 | 0% |
| | Statutory fee for consideration of a reduction of the 28 day notice period to marry or form a civil partnership, per person | | | 60.00 | 60.00 | 0.00 | 0% |
| | Statutory fee for consideration of a divorce or CP dissolution obtained outside the British Isles, per person | | | 50.00 | 50.00 | 0.00 | 0% |
| | * by the Superintendent Registrar | | | 75.00 | 75.00 | 0.00 | 0% |
| | * by the General Register Office | | | | | | |
| | Statutory fee for consideration of an application to correct an entry in a register | | | 75.00 | 75.00 | 0.00 | 0% |
| | * by the Superintendent Registrar | | | 90.00 | 90.00 | 0.00 | 0% |
| | * by the General Register Office | | | | | | |

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
|-----------------------|---|--------------------------------------|---------------------------|------------------------|----------------|-----------------------|-----------------------|
| | Statutory fee for an application to add a forename within 12 months of registration | | | 40.00 | 40.00 | 0.00 | 0% |
| | Fee to complete a transaction on the phone via the Customer Service Centre when it is available online. | | | 6.00 | 6.00 | 0.00 | 0% |
| | Passports for newly-weds and civil partners (PD2), per passport Administration fee for Superintendent Registrar to complete Part 1 of form PD2. | | Out of Scope | 35.00 | 35.00 | 0.00 | 0% |
| | Advertising space on Yourdaynorthants.com | | | | | | |
| | Gold Advert 12 months | Payment at time of submitting advert | Includes Standard VAT | 520.00 | 520.00 | 0.00 | 0% |
| | Gold Advert 6 months | Payment at time of submitting advert | Includes Standard VAT | 350.00 | 350.00 | 0.00 | 0% |
| | Gold Advert 3 months | Payment at time of submitting advert | Includes Standard VAT | 260.00 | 260.00 | 0.00 | 0% |
| | Silver Advert 12 months | Payment at time of submitting advert | Includes Standard VAT | 270.00 | 270.00 | 0.00 | 0% |
| | Silver Advert 6 months | Payment at time of submitting advert | Includes Standard VAT | 180.00 | 180.00 | 0.00 | 0% |
| | Silver Advert 3 months | Payment at time of submitting advert | Includes Standard VAT | 140.00 | 140.00 | 0.00 | 0% |
| ADULT LEARNING | Hourly full fee rate (ESFA Funded) * One day courses (or longer) - £5.50 per hour plus £5 registration fee (courses with life models have an additional fee of £10 per learner) | | Exempt | 5.50 | 5.50 | 0.00 | 0% |
| | *Two hour courses - £5.50 per hour with registration fee waiver | | Exempt | 5.50 | 5.50 | 0.00 | 0% |
| | *One hour courses - £5.50 with registration fee waiver | | Exempt | 5.50 | 5.50 | 0.00 | 0% |
| | Hourly Remitted fee rate (ESFA Funded) Calculated at 30% of the full fee (£5.50 per hour) plus a £5 registration fee | | Exempt | 1.65 | 1.65 | 0.00 | 0% |
| | *Two hour courses – 30% of full fee plus £5 registration fee | | Exempt | 8.30 | 8.30 | 0.00 | 0% |
| | Hourly Fee Rate (Non ESFA Funded) Leisure Course Programme | | Exempt | 8.20 | 8.20 | 0.00 | 0% |
| | Dyslexia: NCC Services Staff - Post assessment support / Hour | | Exempt | 30.00 | 30.00 | 0.00 | 0% |
| SPORT | School Swimming | | | | | | |
| | School Swimming Lessons - 1 hour | | Std | 31.00 | 32.00 | 1.00 | 3% |
| | Community Swimming Lessons – 30 minutes charged on a termly basis | | Exempt | 5.25 | 5.25 | 0.00 | 0% |
| | Community Swimming Lessons – 45 minutes charged on a termly basis | | Exempt | 6.75 | 6.75 | 0.00 | 0% |

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
|---|--|---|---------------------------|------------------------|---|-----------------------|-----------------------|
| Fees and Charges Schedule 2019-2020 - PLACE SERVICES | | | | | | | |
| COUNTRY PARKS | Car Parking | | | | | | |
| | Parking (up to 4 hours) ALL YEAR | | | 3.00 | 3.20 | 0.20 | 7% |
| | Parking (5 to 8 hours) ALL YEAR | | | 5.00 | 5.20 | | |
| | Parking (up to 12 hours) ALL YEAR | | | | 7.20 | 7.20 | |
| | Parking season ticket (one park) | 12 months parking - one named park | Includes standard VAT | 37.00 | 38.00 | 1.00 | 3% |
| | Parking season ticket (all parks) | 12 months parking - all NCC parks | Includes standard VAT | 50.00 | 51.50 | 1.50 | 3% |
| | Parking season ticket (additional car) | Charge for having a second car on ticket provided it is registered to same address | Includes standard VAT | 5.00 | 5.10 | 0.10 | 2% |
| | Parking season ticket (changed car) | Admin charge for changing existing ticket | Includes standard VAT | 5.00 | 5.00 | 0.00 | 0% |
| | Parking season permit (Per car charge for additional ticket for vehicles registered to same address) | | Includes standard VAT | 10.00 | 15.00 | 5.00 | 50% |
| | Early payment excess charge | Early payment charge for failing to pay and display (FINE) | Outside Scope | 20.00 | 20.00 | 0.00 | 0% |
| | Standard excess charge | Standard charge for failing to pay and display (FINE) | Outside Scope | 50.00 | 50.00 | 0.00 | 0% |
| | Room Hire | | | | | | |
| | <u>Brixworth – Mackintosh Centre</u> | | | | | | |
| | Lapwing and Woodpecker rooms | | Exempt | 20.00 | 21.00 | 1.00 | 5% |
| | Wagtail Room | | Exempt | 0.00 | 0.00 | 0.00 | 0% |
| | <u>Irchester</u> | | | | | | |
| | Nature Hut | | Exempt | 15.00 | 15.00 | 0.00 | 0% |
| | <u>Fermyn Woods</u> | | | | | | |
| | Skylark Activity Shelter | | Exempt | 8.00 | 9.00 | 1.00 | 13% |
| | Activities | | | | | | |
| | Education Ranger standard activities | Charge per participant for standard packages | Exempt | NA | 5.00 | NA | NA |
| | Education Ranger standard activities- 2 session discount | effective for us and them | Exempt | | 7.00 | NA | NA |
| | Education Ranger survival skills - Children | Charge per participant for survival skills (children) | Exempt | NA | 7.50 | NA | NA |
| | Education Ranger survival skills - Adults | Charge per participant for survival skills - Adults | Exempt | NA | 10.00 | NA | NA |
| | Education Ranger team building - Children | Charge per participant for team building (children) | Exempt | NA | 7.50 | NA | NA |
| | Education Ranger team building - Adults | Charge per participant for team building - Adults (1.5 hr session) | Exempt | NA | 7.50 | NA | NA |
| | Education Ranger team building - Adults | Charge per participant for team building - Adults (3 hr session) | Exempt | NA | 18.00 | NA | NA |
| | Nature Tots | Environmental activities for pre-school | Exempt | 3.50 | 3.50 | 0.00 | 0% |
| | Meadow hire | Private/ticketed events (car park charges apply - Ranger assistance charged @ £30/hr) | Exempt | | £100 booking fee + 10% gross takings (less VAT) over £1,000 | - | - |
| | Stalls in park | Charge per stall | Exempt | | Minimum £10 plus 10% gross takings | - | - |
| | Themed Trail with prize | Charge per trail sheet (INSTRUCTION LEAFLET) | Zero Rated | | Various | - | - |

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
|--|--|--|---|------------------------|----------------|-----------------------|-----------------------|
| | Coarse Fishing | | | | | | |
| | Coarse Fishing - Barnwell | Day ticket -standard | Includes standard VAT | 5.00 | 5.00 | 0.00 | 0% |
| | Coarse Fishing - Barnwell (Concessionary) | Day ticket - 12 to 16s, Blue badge and Snr Citizen | Includes standard VAT | 3.00 | 3.00 | 0.00 | 0% |
| | Coarse Fishing - Barnwell | Season ticket - standard | Includes standard VAT | 90.00 | 90.00 | 0.00 | 0% |
| | Coarse Fishing - Barnwell (Concessionary) | Season ticket - 12 to 16s, Blue badge and Snr Citizen | Includes standard VAT | 72.00 | 72.00 | 0.00 | 0% |
| | Coarse Fishing - Barnwell - Winter ticket | Winter ticket - standard Oct 1st to March 31st | Includes standard VAT | 50.00 | 50.00 | 0.00 | 0% |
| | Coarse Fishing - Barnwell - Winter ticket (Concessionary) | Winter ticket - 12 to 16s, Blue badge and Snr Citizen | Includes standard VAT | 40.00 | 40.00 | 0.00 | 0% |
| | Coarse Fishing - Sywell | Day ticket -standard | Includes standard VAT | 8.00 | 8.00 | 0.00 | 0% |
| | Coarse Fishing - Sywell | Day ticket - 12 to 16s, Blue badge and Snr Citizen | Includes standard VAT | 4.00 | 4.00 | 0.00 | 0% |
| | Coarse Fishing - Sywell | Evening ticket -standard | Includes standard VAT | 4.00 | 4.00 | 0.00 | 0% |
| | Coarse Fishing - Sywell | 24 hour ticket -standard | Includes standard VAT | 12.00 | 12.00 | 0.00 | 0% |
| | Coarse Fishing - Sywell | 24 hour ticket - 12 to 16s, Blue badge and Snr Citizen | Includes standard VAT | 6.00 | 6.00 | 0.00 | 0% |
| | Coarse Fishing - Sywell- Season ticket (Standard) | Season ticket - standard | Includes standard VAT | 100.00 | 100.00 | 0.00 | 0% |
| | Coarse Fishing - Sywell - Season ticket (Concessions) | Season ticket - 12 to 16s, Blue badge and Snr Citizen | Includes standard VAT | 50.00 | 50.00 | 0.00 | 0% |
| | Coarse Fishing - Sywell - Winter ticket (Standard) | Winter ticket - standard Oct 1st to March 31st | Includes standard VAT | 50.00 | 50.00 | 0.00 | 0% |
| | Coarse Fishing - Sywell - Winter ticket (Concessions) | Winter ticket - 12 to 16s, Blue badge and Snr Citizen | Includes standard VAT | 25.00 | 25.00 | 0.00 | 0% |
| | Coarse Fishing - Fermyn | Day ticket -standard | Includes standard VAT | 3.00 | 3.00 | 0.00 | 0% |
| | Other | | | | | | |
| | Memorial Bench - Standard | Donation- per bench - including installation and surfacing (plaque provided by client) | Outside Scope | Variable | - | - | - |
| | Memorial Bench - Heavy duty | donation- per bench - including installation and surfacing (plaque provided by client) | Outside Scope | Variable | - | - | - |
| | Mobility Scooter hire - Up to 2 hours | Charge per hour | 20% UNLESS * | 5.00 | 5.00 | 0.00 | 0% |
| | Mobility Scooter hire - Season ticket | Buys 12 months use at park | 20% UNLESS * | 30.00 | 30.00 | 0.00 | 0% |
| | | | * UNLESS You would need to keep evidence of zero rating (photo-copy of certificate). | | | | |
| EVERDON OUTDOOR LEARNING CENTRE | Residential Young People | | | | | | |
| | <u>High Season</u> | | | | | | |
| | 5 Day Visit - per person | | Includes Standard VAT | 219.00 | 219.00 | 0.00 | 0% |
| | 2 Nights | | Includes Standard VAT | 119.00 | 119.00 | 0.00 | 0% |
| | 1 Night | | Includes Standard VAT | 60.00 | 60.00 | 0.00 | 0% |
| | <u>Low Season</u> | | | | | | |
| | 5 Day Visit - per person | | Includes Standard VAT | 179.00 | 179.00 | 0.00 | 0% |
| | 2 Nights | | Includes Standard VAT | 99.00 | 99.00 | 0.00 | 0% |
| | 1 Night | | Includes Standard VAT | 49.00 | 49.00 | 0.00 | 0% |
| | Activity Days | | | | 0.00 | | |
| | School age per child | | Includes Standard VAT | 10.00 | 10.00 | 0.00 | 0% |
| | Pre-Schools per child - full day | | Includes Standard VAT | 10.00 | 10.00 | 0.00 | 0% |
| | Pre-School age per child - half day - no mini bus | | Includes Standard VAT | 6.00 | 6.00 | 0.00 | 0% |
| | Forest School Courses 6 week half day per child - with mini bus | | Includes Standard VAT | 9.00 | 9.00 | 0.00 | 0% |
| | Forest School Courses 6 week half day per child - without mini bus | | Includes Standard VAT | 6.50 | 6.50 | 0.00 | 0% |
| | Forest School Leaders Courses | | | | | | |
| | Adult Courses over 2 weeks per year plus Observation Days - per person | | Includes Standard VAT | 875.00 | 875.00 | 0.00 | 0% |
| | Forest school assistants course | | Includes Standard VAT | 320.00 | 320.00 | 0.00 | 0% |

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
|--|--|-----------------|---------------------------|------------------------|----------------|-----------------------|-----------------------|
| | Professional Development | | | | | | |
| | Great Outdoors - 3 hour | | Includes Standard VAT | NA | NA | - | - |
| | Introduction to Forest Schools - 2 hour | | Includes Standard VAT | 30.00 | 30.00 | 0.00 | 0% |
| | Creative Crafts - 2 hour | | Includes Standard VAT | 20.00 | 20.00 | 0.00 | 0% |
| | Science in the Outdoors - day | | Includes Standard VAT | 60.00 | 60.00 | 0.00 | 0% |
| | Maths in the Outdoors - day | | Includes Standard VAT | 60.00 | 60.00 | 0.00 | 0% |
| | Literacy in the Outdoors - day | | Includes Standard VAT | 60.00 | 60.00 | 0.00 | 0% |
| | Twilight Session | | Includes Standard VAT | 25.00 | 25.00 | 0.00 | 0% |
| | INSET training (on school site) | | Includes Standard VAT | 295.00 | 295.00 | 0.00 | 0% |
| | Bunkhouse Accommodation | | | | | | |
| | Per Night - per person | | Includes Standard VAT | 20.00 | 20.00 | 0.00 | 0% |
| | Hall Hire | | | | | | |
| | Full Day | | Includes Standard VAT | 135.00 | 135.00 | 0.00 | 0% |
| | Half Day | | Includes Standard VAT | 90.00 | 90.00 | 0.00 | 0% |
| | Ranger Outreach - Early Years & Forest Schools | | | | | | |
| | <u>Half a day - September - February half term - inclusive</u> | | | | | | |
| | 1 session | | Includes Standard VAT | 85.00 | 85.00 | 0.00 | 0% |
| | <u>Half a day - February half term - August - inclusive</u> | | | | | | |
| | 1 session | | Includes Standard VAT | 100.00 | 100.00 | 0.00 | 0% |
| | Day Visits & Outreach Work With Schools & Academies | | | | | | |
| | <u>Ranger For A Day</u> | | | | | | |
| | 1 session | | Includes Standard VAT | 195.00 | 195.00 | 0.00 | 0% |
| | <u>Ranger For Half A Day</u> | | | | | | |
| | 1 session | | Includes Standard VAT | 99.00 | 99.00 | 0.00 | 0% |
| | Travel charged @ .45p/mile | | Includes Standard VAT | 0.45 | 0.45 | 0.00 | 0% |
| | Holiday Activity Days | | | | | | |
| | Dinky Discoverers | | Includes Standard VAT | 6.00 | 6.00 | 0.00 | 0% |
| | Minibus Training | | | | | | |
| | Standard Midas | | Includes Standard VAT | 169.00 | 169.00 | 0.00 | 0% |
| | Accessible Midas | | Includes Standard VAT | 189.00 | 189.00 | 0.00 | 0% |
| | Refresher | | Includes Standard VAT | 99.00 | 99.00 | 0.00 | 0% |
| | Accessible Midas - refresher | | Includes Standard VAT | 119.00 | 119.00 | 0.00 | 0% |
| GRENDON OUTDOOR LEARNING CENTRE | Residentials | | | | | | |
| | <u>High Season</u> | | | | | | |
| | 1 Night - Programmed | | Includes Standard VAT | 72.95 | 72.95 | 0.00 | 0% |
| | 2 Nights - Programmed | | Includes Standard VAT | 134.95 | 134.95 | 0.00 | 0% |
| | Self Programmed - per person, per night | | Includes Standard VAT | 39.95 | 39.95 | 0.00 | 0% |
| | <u>Low Season</u> | | | | | | |
| | 1 Night - Programmed | | Includes Standard VAT | 59.00 | 59.00 | 0.00 | 0% |
| | 2 Nights - Programmed | | Includes Standard VAT | 99.00 | 99.00 | 0.00 | 0% |
| | Self Programmed - per person, per night | | Includes Standard VAT | 37.50 | 37.50 | 0.00 | 0% |
| | <u>Additions</u> | | | | | | |
| | Cooked evening meal | | Includes Standard VAT | 9.95 | 9.95 | 0.00 | 0% |
| | Cooked Breakfast | | Includes Standard VAT | 5.95 | 5.95 | 0.00 | 0% |
| | Packed Lunch | | Includes Standard VAT | 5.45 | 5.45 | 0.00 | 0% |

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
|--------------|---|-----------------|---------------------------|------------------------|----------------|-----------------------|-----------------------|
| | Training/Meeting Room Hire | | | | | | |
| | <u>Half Day</u> | | | | | | |
| | Willow Suite | | Includes Standard VAT | 45.00 | 45.00 | 0.00 | 0% |
| | Sycamore Room | | Includes Standard VAT | 35.00 | 35.00 | 0.00 | 0% |
| | Sanchos Room | | Includes Standard VAT | 35.00 | 35.00 | 0.00 | 0% |
| | Marlow Hall | | Includes Standard VAT | 90.00 | 90.00 | 0.00 | 0% |
| | Main House | | Includes Standard VAT | 90.00 | 90.00 | 0.00 | 0% |
| | <u>Full Day</u> | | | | | | |
| | Willow Suite | | Includes Standard VAT | 80.00 | 80.00 | 0.00 | 0% |
| | Sycamore Room | | Includes Standard VAT | 60.00 | 60.00 | 0.00 | 0% |
| | Sanchos Room | | Includes Standard VAT | 60.00 | 60.00 | 0.00 | 0% |
| | Marlow Hall | | Includes Standard VAT | 150.00 | 150.00 | 0.00 | 0% |
| | Main House | | Includes Standard VAT | 150.00 | 150.00 | 0.00 | 0% |
| | <u>Additional Extras</u> | | | | | | |
| | Tea & Coffee - Half Day | | Includes Standard VAT | 1.95 | 1.95 | 0.00 | 0% |
| | Tea & Coffee - Full Day | | Includes Standard VAT | 3.90 | 3.90 | 0.00 | 0% |
| | Buffet Lunch - per person | | Includes Standard VAT | 7.95 | 7.95 | 0.00 | 0% |
| | 2-course hot buffet/cooked lunch - per person | | Includes Standard VAT | 12.95 | 12.95 | 0.00 | 0% |
| | Activity Session | | | | | | |
| | 3 Hrs per person | | Includes Standard VAT | 14.95 | 14.95 | 0.00 | 0% |
| | DofE Camping - per person per night | | Includes Standard VAT | 4.00 | 4.00 | 0.00 | 0% |
| | Camping - per person per night | | Includes Standard VAT | 6.00 | 6.00 | 0.00 | 0% |
| | Instructor Outreach | | | | | | |
| | <u>Instructor For a Day</u> | | | | | | |
| | 1 session | | Includes Standard VAT | 189.00 | 189.00 | 0.00 | 0% |
| | <u>Instructor for Half a Day</u> | | | | | | |
| | 1 session | | Includes Standard VAT | 99.00 | 99.00 | 0.00 | 0% |
| | Holiday Activity Days - ages 6+ | | | | | | |
| | Day - Per Child | | Includes Standard VAT | 40.00 | 40.00 | 0.00 | 0% |
| | Birthday Parties | | | | | | |
| | Half Day per person - Including party buffet | | Includes Standard VAT | 20.95 | 20.95 | 0.00 | 0% |
| | Minibus Training | | | | 0.00 | 0.00 | |
| | Standard Midas | | Includes Standard VAT | 169 | 169.00 | 0.00 | 0% |
| | Accessible Midas | | Includes Standard VAT | 189 | 189.00 | 0.00 | 0% |
| | Refresher | | Includes Standard VAT | 99 | 99.00 | 0.00 | 0% |
| | Accessible Midas - refresher | | Includes Standard VAT | 119 | 119.00 | 0.00 | 0% |
| | Duke of Edinburgh's Award | | | | | | |
| | Introduction to DofE | | Exempt | 50.00 | 50.00 | 0.00 | 0% |
| | Expedition Supervisor | | Exempt | 50.00 | 50.00 | 0.00 | 0% |
| | Expedition Assessor | | Exempt | 50.00 | 50.00 | 0.00 | 0% |
| | DofE Courses | | | | | | |
| | Introduction to DofE - per person | | Exempt | 50.00 | 50.00 | 0.00 | 0% |
| | Expedition Supervisor | | Exempt | 50.00 | 50.00 | 0.00 | 0% |
| | Expedition Assessor | | Exempt | 50.00 | 50.00 | 0.00 | 0% |

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
|--------------------------|--|-----------------|---------------------------|------------------------|----------------|-----------------------|-----------------------|
| | Educational Visits | | | | | | |
| | Educational Visits SLA - per pupil on roll (<150) | | Includes Standard VAT | 2.15 | 2.15 | 0.00 | 0% |
| | Educational Visits SLA - per pupil on roll (150-2,000) | | | 2.00 | 2.00 | 0.00 | 0% |
| | Educational Visits SLA - per pupil on roll (2,000+) | | | 1.90 | 1.90 | 0.00 | 0% |
| | Educational Visits SLA - (Multi-Academy Trust)per pupil on roll (2,000+) | | | 1.90 | 1.90 | 0.00 | 0% |
| | EVC Training | | Includes Standard VAT | 99.00 | 99.00 | 0.00 | 0% |
| | On site visit leader training - full day | | Includes Standard VAT | 600.00 | 600.00 | 0.00 | 0% |
| | On site visits leader training - twilight | | Includes Standard VAT | 750.00 | 750.00 | 0.00 | 0% |
| | Visit Leader Training - Per Person | | Includes Standard VAT | 99.00 | 99.00 | 0.00 | 0% |
| KNUSTON HALL | Residential & Courses | | | | | | |
| | Day Delegate Rate | | Includes Standard VAT | 37.00 | 37.00 | 0.00 | 0% |
| | Half Day Rate | | Includes Standard VAT | 30.00 | 30.00 | 0.00 | 0% |
| | Extended Day Delegate Rate | | Includes Standard VAT | 55.00 | 55.00 | 0.00 | 0% |
| | 24 hour Rate | | Includes Standard VAT | 120.00 | 120.00 | 0.00 | 0% |
| | Bed & Breakfast (single occ) | | Includes Standard VAT | 65.00 | 65.00 | 0.00 | 0% |
| | Bed & Breakfast (shared occ) | | Includes Standard VAT | 45.00 | 45.00 | 0.00 | 0% |
| | Breakfast | | Includes Standard VAT | 8.00 | 8.00 | 0.00 | 0% |
| | 2 course 'normal' lunch | | Includes Standard VAT | 12.00 | 12.00 | 0.00 | 0% |
| | Evening meal / Sunday Lunch | | Includes Standard VAT | 18.00 | 18.00 | 0.00 | 0% |
| | Tea / Coffee / fruit teas | | Includes Standard VAT | 1.50 | 1.50 | 0.00 | 0% |
| | Meeting Room (Room Only) DAY | | Zero Rated | 30.00 - 300.00 | - | - | - |
| | Meeting Room (Room Only) HALF-DAY | | Zero Rated | 15.00 - 200.00 | 15.00 - 200.00 | - | - |
| | Weekend Course (in a shared bedroom) | | Exempt | 270.00 | 270.00 | 0.00 | 0% |
| | Weekend Course (in a single bedroom) | | Exempt | 308.00 | 308.00 | 0.00 | 0% |
| | Weekend Course (non-resident) | | Exempt | 170.00 | 170.00 | 0.00 | 0% |
| | Sun-Fri Course (in a shared bedroom) | | Exempt | 555.00 | 555.00 | 0.00 | 0% |
| | Sun-Fri Course (in a single bedroom) | | Exempt | 625.00 | 625.00 | 0.00 | 0% |
| | Sun-Fri Course (non-resident) | | Exempt | 350.00 | 350.00 | 0.00 | 0% |
| | Day Course | | Exempt | 68.00 | 68.00 | 0.00 | 0% |
| | Dinner Talk | | Exempt | 23.95 | 23.95 | 0.00 | 0% |
| | Lunch Talk | | Exempt | 15.95 | 15.95 | 0.00 | 0% |
| TRADING STANDARDS | Business advice provided under a Primary Authority partnership - hourly rate | | Exempt | 66.35 | 68.67 | 2.32 | 3% |
| | Business advice outside of Primary Authority - hourly rate | | Standard | 66.35 | 68.67 | 2.32 | 3% |
| | Environmental Searches | | Exempt | 93.13 | 96.39 | 3.26 | 3% |
| | Performing Animals | | | | | | |
| | Fee for registration to exhibit or train animals under the Performing Animals (Regulations) Act 1925 | | Exempt | 34.92 | 34.92 | 0.00 | 0% |
| | Special Weighing & Measuring Equipment (Category A) | | | | | | |
| | Equipment not covered by B to F below - per hour (minimum charge 15 minutes) | | Exempt | 66.35 | 68.67 | 2.32 | 3% |
| | Plus support officer hourly rate (where relevant) - per hour (minimum charge 15 minutes) | | Exempt | 40.74 | 42.17 | 1.43 | 4% |

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
|--------------|--|-----------------|---------------------------|------------------------|----------------|-----------------------|-----------------------|
| | Weights (Category B) | | | | | | |
| | Trade weight verification up to 25kg | | Standard | 11.05 | 11.44 | 0.39 | 3% |
| | Bulk Fuel Systems (Above 100 litres) - (Category C) | | | | | | |
| | Wet Hose Meter Systems (2 fuels) | | Standard | 250.29 | 259.05 | 8.76 | 3% |
| | Dry Hose Meter Systems (2 fuels) | | Standard | 302.64 | 313.23 | 10.59 | 4% |
| | Regulation 65 or 66 occurrence functional tests - per category A | | Standard | - | - | - | - |
| | Dipstick - Initial | | Standard | 23.27 | 24.09 | 0.81 | 3% |
| | Dipstick - Spare | | Standard | 23.27 | 24.09 | 0.81 | 3% |
| | Dipstick - Replacement (including examination of compartment) | | Standard | 52.39 | 54.23 | 1.83 | 3% |
| | Non-Automatic Weighing Scales - (Category D) | | | | | | |
| | Not exceeding 100kg: NAWM UK verification | | Standard | 55.88 | 57.84 | 1.96 | 3% |
| | Not exceeding 100kg: NAWI EC verification | | Standard | 72.17 | 74.69 | 2.53 | 4% |
| | Not exceeding 1 tonne: NAWM UK verification | | Standard | 82.65 | 85.54 | 2.89 | 3% |
| | Not exceeding 1 tonne: NAWI EC verification | | Standard | 115.69 | 119.74 | 4.05 | 3% |
| | Exceeding 1 tonne to 10 tonne: NAWM UK verification | | Standard | 114.07 | 118.07 | 3.99 | 3% |
| | Exceeding 1 tonne to 10 tonne: NAWI EC verification | | Standard | 167.62 | 173.48 | 5.87 | 3% |
| | Exceeding 10 tonne: NAWM UK verification | | Standard | 247.93 | 256.61 | 8.68 | 3% |
| | Exceeding 10 tonne: NAWI EC verification | | Standard | 292.18 | 302.41 | 10.23 | 3% |
| | Additional charge for testing weighing scales which incorporate price-computing, printing, multi-range, or remote facilities | | Standard | 5.82 | 6.02 | 0.20 | 3% |
| | Discounts per weighing scale bought into our Wootton Hall Park office for verification. | | Exempt | -17.05 | -17.64 | -0.60 | 3% |
| | Discounts per weighing scale for second & subsequent weighing scales tested on site on the same occasion | | Exempt | -17.05 | -17.64 | -0.60 | 3% |
| | Discount per weighing scale over 1 tonne capacity when submitted provides assistance in testing | | Exempt | -48.84 | -50.55 | -1.71 | 3% |
| | Automatic Weighing Machines - Automatic Catchweighers (Category E) | | | | | | |
| | Not exceeding 10kg: UK verification & EC verification | | Standard | 66.35 | 68.67 | 2.32 | 3% |
| | Not exceeding 10kg: MID EC initial verification | | Standard | 88.47 | 91.56 | 3.10 | 3% |
| | Not exceeding 100kg: UK verification & EC verification | | Standard | 132.71 | 137.35 | 4.64 | 3% |
| | Not exceeding 100kg: MID EC initial verification | | Standard | 182.76 | 189.15 | 6.40 | 4% |
| | Exceeding 100kg: UK verification & EC verification - as per section A | | Standard | 0.00 | 0.00 | 0.00 | - |
| | Exceeding 100kg: MID EC initial verification - as per section A | | Standard | 0.00 | 0.00 | 0.00 | - |
| | Automatic Gravimetric Filling Instruments (Category E) | | | | | | |
| | Not exceeding 60kg: UK verification & EC re-verification | | Standard | 221.16 | 228.90 | 7.74 | 3% |
| | Not exceeding 60kg: MID EC initial verification | | Standard | 247.93 | 256.61 | 8.68 | 3% |
| | Exceeding 60kg: UK verification & EC re-verification - as per section A | | Standard | 0.00 | 0.00 | 0.00 | - |
| | Exceeding 60kg: MID EC initial verification - as per section A | | Standard | 0.00 | 0.00 | 0.00 | - |
| | Measuring Instruments for Liquid Fuel and Lubricants - (Category F) | | | | | | |
| | First nozzle tested per site: UK verification & MID EC re-verification | | Standard | 130.36 | 134.92 | 4.56 | 3% |
| | First nozzle tested per site: MID EC Initial verification | | Standard | 145.51 | 150.60 | 5.09 | 4% |
| | Each additional nozzle tested that site: UK verification & MID EC re-verification | | Standard | 62.86 | 65.06 | 2.20 | 4% |
| | Each additional nozzle tested that site: MID EC Initial verification | | Standard | 69.84 | 72.29 | 2.44 | 3% |
| | Testing of ancillary electronic equipment or other additional testing on site - as per category A | | Standard | - | - | - | - |

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
|--|---|-----------------|--|--|---|---|--|
| | Statements of Test - (Category G) Statements of Test (OP 11.2)- as per category A | | Standard | | - | - | - |
| | 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 | 51.21 25.62 | 53.00 26.51 | 1.79 0.90 | 4% 3% |
| | Metrology Laboratory Pricing Schedule Calibration of Weights & Poises - (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 | 30.26 44.24 33.76 22.12 44.24 33.76 22.12 6.98 22.12 22.12 | 31.32 45.79 34.94 22.89 45.79 34.94 22.89 7.23 22.89 22.89 | 1.06 1.55 1.18 0.77 1.55 1.18 0.77 0.24 0.77 0.77 | 3% 3% 4% 3% 3% 4% 3% 3% 3% 3% |
| 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 Small - weekday Small - weekend | | Standard Standard Exempt Exempt Exempt Exempt Exempt Exempt Exempt Exempt Exempt | 130.00 215.00 600.00 235.00 280.00 405.00 655.00 4,325.00 200.00 260.00 130.00 200.00 | 134.55 222.53 621.00 243.23 289.80 419.18 677.93 4476.38 207.00 269.10 134.55 207.00 | 4.55 7.52 21.00 8.22 9.80 14.18 22.93 151.38 7.00 9.10 4.55 7.00 | 3% 3% 4% 4% 3% 3% 3% 4% 3% 3% 3% 3% |

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
|--------------|--|-----------------|---------------------------|------------------------|----------------|-----------------------|-----------------------|
| | <u>Section 139 Highways Act 1980 – Skip</u> | | | | | | |
| | First week | | Exempt | 18.00 | 18.63 | 0.63 | 3% |
| | Subsequent weeks | | Exempt | 18.00 | 18.63 | 0.63 | 3% |
| | Pedestrian area in larger towns - per week | | Exempt | 115.00 | 119.03 | 4.02 | 3% |
| | Additional weekly charge for occupying on-street P&D in Northampton - per bay | | Exempt | | | | |
| | Extra over for unlicensed skip | | Exempt | 130.00 | 134.55 | 4.55 | 3% |
| | <u>Section 142 Highways Act 1980 – Cultivation of verge</u> | | Exempt | 235.00 | 243.23 | 8.22 | 4% |
| | <u>Section 169 Highways Act 1980 – Scaffold</u> | | | | | | |
| | <5m per month | | Exempt | 62.50 | 64.69 | 2.19 | 4% |
| | 5m-10m per month | | Exempt | 100.00 | 103.50 | 3.50 | 3% |
| | 10m-20m per month | | Exempt | 130.00 | 134.55 | 4.55 | 3% |
| | plus for each additional 20m (or part of) over 20m per month | | Exempt | 36.50 | 37.78 | 1.28 | 3% |
| | Additional weekly charge for occupying on-street P&D in Northampton - per bay | | Exempt | | | | |
| | Extra over for unlicensed scaffold | | Exempt | 130.00 | 134.55 | 4.55 | 3% |
| | <u>Section 171 Highways Act 1980 – Deposit of building materials</u> | | Exempt | 100.00 | 103.50 | 3.50 | 3% |
| | Additional weekly charge for occupying on-street P&D in Northampton - per bay | | Exempt | | | | |
| | Extra over for unauthorised storage | | Exempt | 130.00 | 134.55 | 4.55 | 3% |
| | <u>Section 171 Highways Act 1980 – Excavation in the highway road opening</u> | | Exempt | 235.00 | 243.23 | 8.22 | 4% |
| | <u>Section 172 Highways Act 1980 – Hoarding</u> | | | | | | |
| | <5m per month | | Exempt | 62.50 | 64.69 | 2.19 | 4% |
| | 5m-10m per month | | Exempt | 100.00 | 103.50 | 3.50 | 3% |
| | 10m-20m per month | | Exempt | 130.00 | 134.55 | 4.55 | 3% |
| | plus for each additional 20m (or part of) over 20m | | Exempt | 36.50 | 37.78 | 1.28 | 3% |
| | Additional weekly charge for occupying on-street P&D in Northampton - per bay | | Exempt | | | | |
| | Extra over for unlicensed hoarding | | Exempt | 130.00 | 134.55 | 4.55 | 3% |
| | <u>Section 176 Highways Act 1980 - Construction of bridge over the highway</u> | | Exempt | 550.00 | 569.25 | 19.25 | 4% |
| | <u>Section 177 Highways Act 1980 – Construction of Building over highway</u> | | Exempt | 550.00 | 569.25 | 19.25 | 4% |
| | <u>Section 177 Highways Act 1980 – Over sailing of crane over the highway</u> | | Exempt | 235.00 | 243.23 | 8.22 | 4% |
| | <u>Section 179 Highways Act 1980 – Construction of a Cellar under a street</u> | | Exempt | 235.00 | 243.23 | 8.22 | 4% |
| | Plus additional charge for Section 171 | | Exempt | 235.00 | 243.23 | 8.22 | 4% |
| | <u>Section 180 Highways Act 1980 – Control of cellar opening/lights under a street</u> | | Exempt | 235.00 | 243.23 | 8.22 | 4% |
| | Plus additional charge for Section 171 | | Exempt | 235.00 | 243.23 | 8.22 | 4% |

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
|--------------|--|-----------------|---------------------------|------------------------|----------------|-----------------------|-----------------------|
| | Section 184 Highways Act 1980 – Vehicular access | | Exempt | 235.00 | 243.23 | 8.22 | 4% |
| | Section 1 Road Traffic Regulation Act 1984 – Permanent traffic order | | Exempt | 3,650.00 | 3777.75 | 127.75 | 3% |
| | <u>Section 14 Road Traffic Regulation Act 1984 – Temporary traffic order</u> | | Exempt | 1,825.00 | 1888.88 | 63.87 | 3% |
| | Section 14 Road Traffic Regulation Act 1984 – Temporary traffic notice | | Exempt | 1,410.00 | 1459.35 | 49.35 | 3% |
| | Section 14 Road Traffic Regulation Act 1984 – Emergency temporary traffic notice | | Exempt | 960.00 | 993.60 | 33.60 | 3% |
| | <u>Section 16A Road Traffic Regulation Act 1984 – Temporary traffic order for events</u> | | Exempt | 1,825.00 | 1888.88 | 63.87 | 3% |
| | Section 23 Road Traffic Regulation Act 1984 – Pedestrian crossing notice | | Exempt | 1,825.00 | 1888.88 | 63.87 | 3% |
| | <u>Section 65 Road Traffic Regulation Act 1984 – Temporary traffic signs</u> | | | | | | |
| | AA/RAC temporary traffic signs | | Exempt | FREE | x | x | x |
| | Temporary traffic signs - Administration fee | | Exempt | 125.00 | 129.38 | 4.38 | 4% |
| | Temporary traffic signs - Fee per sign | | Exempt | 26.00 | 26.91 | 0.91 | 3% |
| | Sections 65/66 Highways Act 1980 - Footway to Cycle Track conversion notice | | Exempt | 1,825.00 | 1888.88 | 63.87 | 3% |
| | Section 90C Highways Act 1980 – Road hump notice | | Exempt | 1,825.00 | 1888.88 | 63.87 | 3% |
| | Access Road Marking | | Standard | 155.50 | 160.94 | 5.44 | 4% |
| | <u>Disabled/Access Road Marking</u> | | Standard | 185.00 | 191.48 | 6.47 | 4% |
| | If sign requires a post | | Standard | 130.00 | 134.55 | 4.55 | 3% |
| | <u>Rights of Way - Deposit of a Statement and Map</u> | | | | | | |
| | Notice and A4 Map Size | | Exempt | 210.00 | 217.35 | 7.35 | 4% |
| | Notice and A3 Map Size | | Exempt | 250.00 | 258.75 | 8.75 | 4% |
| | Notice and A2 Map Size | | Exempt | 328.00 | 339.48 | 11.48 | 3% |
| | Notice and A1 Map Size | | Exempt | 400.00 | 414.00 | 14.00 | 3% |
| | Notice and A0 Map Size | | Exempt | 420.00 | 434.70 | 14.70 | 4% |
| | <u>Rights of Way - Submission of Declaration of an Existing Deposit</u> | | | | | | |
| | Notice and A4 Map Size | | Exempt | 175.00 | 181.13 | 6.13 | 4% |
| | Notice and A3 Map Size | | Exempt | 182.00 | 188.37 | 6.37 | 3% |
| | Notice and A2 Map Size | | Exempt | 190.00 | 196.65 | 6.65 | 3% |
| | Notice and A1 Map Size | | Exempt | 262.50 | 271.69 | 9.19 | 4% |
| | Notice and A0 Map Size | | Exempt | 280.00 | 289.80 | 9.80 | 3% |
| | <u>Rights of Way - Additional Deposit Notice</u> | | | | | | |
| | Per Notice and A4 Map Size | | Exempt | 27.50 | 28.46 | 0.96 | 3% |
| | Per Notice and A3 Map Size | | Exempt | 34.00 | 35.19 | 1.19 | 3% |
| | Per Notice and A2 Map Size | | Exempt | 42.00 | 43.47 | 1.47 | 4% |
| | Per Notice and A1 Map Size | | Exempt | 56.00 | 57.96 | 1.96 | 3% |
| | Per Notice and A0 Map Size | | Exempt | 70.00 | 72.45 | 2.45 | 3% |


| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
|--------------|--|-----------------|---------------------------|------------------------|----------------|-----------------------|-----------------------|
| | <u>Rights of Way - Extract of the Definitive Map - Scale 1:10000</u> | | | | | | |
| | A4 Map Size | | Exempt | 60.00 | 62.10 | 2.10 | 3% |
| | A3 Map Size | | Exempt | 78.00 | 80.73 | 2.73 | 3% |
| | A2 Map Size | | Exempt | 90.00 | 93.15 | 3.15 | 3% |
| | A1 Map Size | | Exempt | 96.00 | 99.36 | 3.36 | 3% |
| | A0 Map Size | | Exempt | 102.00 | 105.57 | 3.57 | 3% |
| | Additional copies:- | | | | | | |
| | A4 Map Size | | Exempt | 6.00 | 6.21 | 0.21 | 3% |
| | A3 Map Size | | Exempt | 12.00 | 12.42 | 0.42 | 3% |
| | A2 Map Size | | Exempt | 18.00 | 18.63 | 0.63 | 3% |
| | A1 Map Size | | Exempt | 24.00 | 24.84 | 0.84 | 3% |
| | A0 Map Size | | Exempt | 30.00 | 31.05 | 1.05 | 3% |
| | <u>Rights of Way - Extract of the Working Copy of the Definitive Map - Scale 1:10000</u> | | | | | | |
| | A4 Map Size | | Exempt | 21.50 | 22.25 | 0.75 | 3% |
| | A3 Map Size | | Exempt | 27.00 | 27.95 | 0.94 | 3% |
| | A2 Map Size | | Exempt | 32.50 | 33.64 | 1.14 | 3% |
| | A1 Map Size | | Exempt | 37.50 | 38.81 | 1.31 | 4% |
| | A0 Map Size | | Exempt | 42.50 | 43.99 | 1.49 | 3% |
| | Additional copies:- | | | | | | |
| | A4 Map Size | | Exempt | 6.00 | 6.21 | 0.21 | 3% |
| | A3 Map Size | | Exempt | 12.00 | 12.42 | 0.42 | 3% |
| | A2 Map Size | | Exempt | 18.00 | 18.63 | 0.63 | 3% |
| | A1 Map Size | | Exempt | 24.00 | 24.84 | 0.84 | 3% |
| | A0 Map Size | | Exempt | 30.00 | 31.05 | 1.05 | 3% |
| | Rights of Way - Public Path Orders | | Exempt | 5,460.00 | 5651.10 | 191.10 | 3% |
| | CON29 Required Enquiries | | | | | | |
| | All CON29 Required Enquiries | | Standard | 24.00 | 24.84 | 0.84 | 3% |
| | <u>Individual CON29 Required Enquiries</u> | | | | | | |
| | Q2 (a) Roads | | Standard | 1.05 | 1.09 | 0.04 | 3% |
| | Q2 (b) Roads | | Standard | 1.60 | 1.66 | 0.06 | 3% |
| | Q2 (c) Roads | | Standard | 1.05 | 1.09 | 0.04 | 3% |
| | Q2 (d) Roads | | Standard | 1.05 | 1.09 | 0.04 | 3% |
| | Q2.2/2.3/2.4 Rights of Way | | Standard | 5.75 | 5.95 | 0.20 | 4% |
| | Q3.1 Land required for Public purposes | | Standard | 1.05 | 1.09 | 0.04 | 3% |
| | Q3.2 Land to be acquired for road works | | Standard | 1.05 | 1.09 | 0.04 | 3% |
| | Q3.4 Nearby Road Schemes (a-l) | | Standard | 4.15 | 4.30 | 0.15 | 4% |
| | Q3.6 Traffic Schemes (a-l) | | Standard | 4.15 | 4.30 | 0.15 | 4% |
| | Q3.7 Outstanding Notices (e) | | Standard | 2.10 | 2.17 | 0.07 | 3% |
| | Q3.11 Compulsory Purchase | | Standard | 1.05 | 1.09 | 0.04 | 3% |
| | <u>CON29 Optional Enquiries</u> | | | | | | |
| | Q4 Part 11 Road proposals by private bodies | | Standard | 4.15 | 4.30 | 0.15 | 4% |
| | Q22 Part 11 Registered Common Land & Town or Village Green | | Standard | 10.50 | 10.87 | 0.37 | 4% |
| | Additional Highway Information - coloured plan 1:1250 scale - A4 | | Standard | 60.00 | 62.10 | 2.10 | 3% |
| | Additional Highway Information - coloured plan 1:1250 scale - A3 | | Standard | 78.00 | 80.73 | 2.73 | 3% |
| | Additional questions (each) | | Standard | 12.00 | 12.42 | 0.42 | 3% |

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
|---|---|-----------------------|---------------------------|------------------------|----------------|-----------------------|-----------------------|
| BLUE BADGE | <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% |
| | <u>Pay & Display Charges</u> | | | | | | |
| | On-street P&D per hour - Northampton | | Exempt | 1.20 | 1.20 | 0.00 | 0% |
| Valid for 3yrs | | Exempt | 10.00 | 10.00 | 0.00 | 0% | |
| ARCHIVES AND HERITAGE | <u>Photocopying</u> | | | | | | |
| | <u>Black & White</u> | | | | | | |
| | A4 per sheet | Per sheet | Includes Standard VAT | 0.80 | 0.90 | 0.10 | 13% |
| | A3 per sheet | Per sheet | Includes Standard VAT | 0.80 | 0.90 | 0.10 | 13% |
| | <u>Colour</u> | | | | | | |
| | A4 per sheet | Per sheet | Includes Standard VAT | 1.80 | 1.90 | 0.10 | 6% |
| | A3 per sheet | Per sheet | Includes Standard VAT | 2.90 | 3.00 | 0.10 | 3% |
| | <u>Printing from a PC</u> | | | | | | |
| | Black and White per sheet by customers | Per sheet | Includes Standard VAT | 0.30 | not an option | N/A | N/A |
| | Colour per sheet by customers | Per sheet | Includes Standard VAT | 0.60 | not an option | N/A | N/A |
| | Black and White produced by staff | Per sheet | Includes Standard VAT | 1.50 | 1.60 | 0.10 | 7% |
| | Colour produced by staff | Per sheet | Includes Standard VAT | 1.80 | 1.90 | 0.10 | 6% |
| | <u>Print out from film/fiche</u> | | | | | | |
| | Printed by staff | Per sheet | Includes Standard VAT | 1.80 | 1.90 | 0.10 | 6% |
| | Self Service | Per sheet | Includes Standard VAT | 1.00 | 1.00 | 0.00 | 0% |
| | <u>PDF copies of documents</u> | | | | | | |
| | PDF copy (if could have been photocopied) | | Includes Standard VAT | 0.80 | 0.90 | 0.10 | 13% |
| PDF of microfiche copy | | Includes Standard VAT | 2.60 | 2.70 | 0.10 | 4% | |
| PDF standard processing fee 1-5 attachments | | Includes Standard VAT | | 3.00 | 3.00 | 100% | |
| PDF standard processing fee 6+ attachments | | Includes Standard VAT | | 6.00 | 6.00 | 100% | |
| PDF express service 1-10 | | Includes Standard VAT | | 24.50 | 24.50 | 100% | |
| PDF express service 11-20 | | Includes Standard VAT | | 36.40 | 36.40 | 100% | |

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
|--------------|---|---------------------------------|---------------------------|------------------------|----------------|-----------------------|-----------------------|
| | Digital copies | | | | | | |
| | Copies ordered onsite per scan commercial | | | 0.00 | 19.50 | 19.50 | 100% |
| | Copies ordered onsite per scan | Per image | Includes Standard VAT | 8.00 | 8.00 | 0.00 | 0% |
| | Copies ordered remotely per scan commercial | | | 0.00 | 21.50 | 21.50 | 100% |
| | Copies ordered remotely per scan (not probate) | Per image | Includes Standard VAT | 9.00 | 9.00 | 0.00 | 0% |
| | Printouts from digital image per sheet | Per CD | Includes Standard VAT | 1.10 | 1.60 | 0.50 | 45% |
| | Admin & handling for electronic transfer (standard 1-10 images) | | Includes Standard VAT | 0.00 | 7.00 | 7.00 | 100% |
| | Admin & handling for electronic transfer (standard) | Per order | Includes Standard VAT | 6.80 | 6.80 | 0.00 | 0% |
| | Admin & handling electronic transfer (express 1-10) | | Includes Standard VAT | 23.50 | 23.50 | 0.00 | 0% |
| | Admin & handling electronic transfer (express 11-20) | | Includes Standard VAT | 35.00 | 35.00 | 0.00 | 0% |
| | Admin & handling for electronic transfer (standard 11-20) | Per order | Includes Standard VAT | 6.80 | 9.00 | 2.20 | 32% |
| | Admin & handling electronic transfer (express 1-10) | | Includes Standard VAT | 23.50 | 24.50 | 1.00 | 4% |
| | Admin & handling electronic transfer (express 11-20) | | Includes Standard VAT | 35.00 | 36.40 | 1.40 | 4% |
| | Probate ordered remotely | | Includes Standard VAT | | Not an option | N/A | N/A |
| | Probate ordered onsite per scan | | Includes Standard VAT | | Not an option | N/A | N/A |
| | Maps ordered remotely | | Includes Standard VAT | | Not an option | N/A | N/A |
| | Consecutive pages from one volume per page - (commercial) | | Includes Standard VAT | 0.00 | 8.90 | 8.90 | 100% |
| | Consecutive pages from one volume per page - (non commercial) | | Includes Standard VAT | 3.70 | 3.90 | 0.20 | 5% |
| | Maps requiring more than 1 scan, per additional scan | | Includes Standard VAT | 5.50 | 5.80 | 0.30 | 5% |
| | Maps requiring more than 1 scan, per additional scan commercial | | Includes Standard VAT | 0.00 | 13.60 | 13.60 | 100% |
| | Enhancement of digital images | per scan | Includes Standard VAT | 0.00 | 3.00 | 3.00 | 100% |
| | Stitching together of scans, max 8 | per scan | Includes Standard VAT | 0.00 | 5.00 | 5.00 | 100% |
| | Reproduction for publication | | | | | | |
| | Not for profit publication first image | Per image - new price structure | Zero Rated | 13.20 | 10.00 | -3.20 | -24% |
| | Not for profit publication subsequent images | Per image - new price structure | Zero Rated | 20.80 | 3.00 | -17.80 | -86% |
| | Commercial publication | Per image | Zero Rated | | on request | | N/A |
| | Certified copies of archival documents non commercial | | Zero Rated | 26.30 | 34.50 | 8.20 | 32% |
| | Certified copies of archival documents commercial | | | | 81.50 | | |
| | Minimum charge for orders by post | | | | | | |
| | UK | Per order | Exempt | 5.80 | 6.10 | 0.30 | 5% |
| | Overseas | Per order | Exempt | 11.80 | 12.30 | 0.50 | 4% |
| | Research Service | | | | | | |
| | Up to 15 minute search | Per look-up | Includes Standard VAT | | Discontinued | N/A | N/A |
| | Search up to 30 minutes commercial | | Includes Standard VAT | | 30.00 | 30.00 | |
| | Search up to 30 minutes | | Includes Standard VAT | 13.40 | 15.00 | 1.60 | 12% |
| | Family history/House History – per hour | Per hour | Includes Standard VAT | 32.80 | 32.80 | 0.00 | 0% |
| | Research per hour commercial | | Includes Standard VAT | | 81.20 | 81.20 | 100% |
| | Research – per hour non commercial | Per hour | Includes Standard VAT | 32.80 | 32.80 | 0.00 | 0% |
| | Transcript of a document – (part or whole) | Per hour | Includes Standard VAT | 40.00 | 41.60 | 1.60 | 4% |
| | Priority research (per request + hourly charge) | | Includes Standard VAT | 52.00 | 54.10 | 2.10 | 4% |
| | Personal Consultation Service | Per hour | | | | | |
| | 30 minutes | | Includes Standard VAT | 20.00 | 20.00 | 0.00 | 0% |
| | Per hour | | Includes Standard VAT | 32.80 | 32.80 | 0.00 | 0% |
| | Additional hour | | Includes Standard VAT | 30.50 | 30.50 | 0.00 | 0% |

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
|--------------|--|---|---------------------------|------------------------|----------------|-----------------------|-----------------------|
| | Tours and presentations | Per presentation | | | | | |
| | 30 min introduction tour or talk | | Includes Standard VAT | | 0.00 | 0.00 | 0% |
| | Tour during office hours | | Includes Standard VAT | 85.50 | 89.00 | 3.50 | 4% |
| | Tour outside office hours | | Includes Standard VAT | 110.00 | 114.40 | 4.40 | 4% |
| | All presentations | | Includes Standard VAT | | - | N/A | N/A |
| | Fees for Heritage Education Services | | | | | | |
| | Teachers packs (paper copy) plus P&P | Per session | Exempt | 13.50 | 14.00 | 0.50 | 4% |
| | Teachers packs (PDF) | | Exempt | 4.50 | 4.70 | 0.20 | 4% |
| | CD of images (included with teachers' packs) | Per CD | Exempt | 6.90 | 7.20 | 0.30 | 4% |
| | Consultation fee for heritage projects, conservation and preservation advice and cataloguing | Per hour | Includes standard VAT | 40.00 | 42.00 | 2.00 | 5% |
| | Archive staff to accompany documents off site | Per session | Includes Standard VAT | 40.00 | 42.00 | 2.00 | 5% |
| | Locality package | | Includes Standard VAT | 78.00 | not an option | 0.00 | 0% |
| | Commercial filming at the Record Office | | | | | | |
| | Normal Opening hours | Per hour | Includes Standard VAT | 110.00 | 115.00 | 5.00 | 5% |
| | Outside normal hours | Per hour | Includes Standard VAT | 150.00 | 160.00 | 10.00 | 7% |
| | Historic Environment Record | | | | | | |
| | Commercial searches | Per hour | Includes Standard VAT | 78.00 | 81.20 | 3.20 | 4% |
| | Non commercial searches | | Includes Standard VAT | 32.80 | 32.80 | 0.00 | 0% |
| | Priority research (per request + hourly charge) | | Includes Standard VAT | 52.00 | 54.10 | 2.10 | 4% |
| | Permit to use a camera in the office | | | | | | |
| | Per day | | Includes Standard VAT | 7.80 | 8.00 | 0.20 | 3% |
| | Per week | | Includes Standard VAT | 20.30 | 21.10 | 0.80 | 4% |
| | Per 4 weeks | | Includes Standard VAT | 60.00 | 62.40 | 2.40 | 4% |
| | Hire of circuit breaker to use electrical equipment | | | | | | |
| | Per day | | Includes Standard VAT | 2.80 | 3.00 | 0.20 | 7% |
| | Per week | | Includes Standard VAT | 7.80 | 8.10 | 0.30 | 4% |
| | Per 4 weeks | | Includes Standard VAT | 20.00 | 20.80 | 0.80 | 4% |
| | Coffee/Tea/pencils | | | | | | |
| | Per cup | | Includes Standard VAT | 0.50 | not an option | 0.00 | 0% |
| | Pencils | | Includes Standard VAT | 0.50 | 0.50 | 0.00 | 0% |
| | Temporary withdrawal of documents | First two free. Fee per box for subsequent. | | | 5.00 | | |
| | Room hire | | | | | | |
| | Commercial, per hour | | Includes Standard VAT | 20.80 | not an option | 0.00 | 0% |
| | Non commercial, per hour | | Includes Standard VAT | 10.40 | not an option | 0.00 | 0% |
| | Out of hours staff fee, per hour | | Includes Standard VAT | 40.00 | not an option | 0.00 | 0% |
| | Chester Farm | | | | | | |
| | Engagement activities and events | Charging scheme yet to be fully completed | Includes standard VAT | 5.00 - 20.00 | - | - | - |
| | Special events | Charging scheme yet to be fully completed | Includes standard VAT | 50.00 - 150.00 | - | - | - |

| Service area | Description of charge | Additional Info | VAT rating (Standard 20%) | Existing 2018-19 Fee £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
|--------------|-----------------------|-----------------|---------------------------|------------------------|----------------|-----------------------|-----------------------|
|--------------|-----------------------|-----------------|---------------------------|------------------------|----------------|-----------------------|-----------------------|

|  | | | | | | |
|---|-----------|------------------------------------|----------------------|----------------|-----------------------|-----------------------|
| | | | 2018-19 Fees £ | 2019-20 Fees £ | Increase (Decrease) £ | Increase (Decrease) % |
| Specialist Dementia Services | | | Private Sales | | | |
| Dementia Domiciliary Care | | Per Hour | £25 | 25.00 | 0.00 | 0% |
| Dementia Day Care | | Per Day (excl transport) | £63 | 63.00 | 0.00 | 0% |
| | | Per Day (incl transport) | £75 | 74.55 | 0.00 | 0% |
| Community Opportunities | | | | | | |
| LD Day Care | Standard | Per Day (excl transport) | | | | |
| | Standard | Per Day (incl transport) | £50 | 50.00 | 0.00 | 0% |
| | Enhanced | Per Day (excl transport) | £61 | 61.00 | 0.00 | 0% |
| | Enhanced | Per Day (incl transport) | £60 | 60.00 | 0.00 | 0% |
| | Intensive | Per Day (excl transport) | £71 | 71.00 | 0.00 | 0% |
| | Intensive | Per Day (incl transport) | £125 | 125.00 | 0.00 | 0% |
| | | | £136 | 136.00 | 0.00 | 0% |
| PD Day Care | Standard | Per Day (excl transport) | | | | |
| | Standard | Per Day (incl transport) | £52 | 52.00 | 0.00 | 0% |
| | | | £64 | 64.05 | 0.00 | 0% |
| Residential Care Services | | | | | | |
| Boniface House | | Weekly Charge | £750 | 750.00 | 0.00 | 0% |
| Evelyn Wright | | Weekly Charge | £750 | 750.00 | 0.00 | 0% |
| Ridgway | | Weekly Charge | £750 | 750.00 | 0.00 | 0% |
| Obelisk House | | Weekly Charge | £750 | 750.00 | 0.00 | 0% |
| Younger Adults Domiciliary Care | | Hours - Standard | | | | |
| | | Hours - Sun / Bank Holiday | £18.50 | 18.50 | 0.00 | 0% |
| | | Per Night - Sleep Ins | £23.50 | 23.50 | 0.00 | 0% |
| | | Hours - Waking Nights | £45 | 45.00 | 0.00 | 0% |
| | | Full Case Management Cost | £19 | 19.00 | 0.00 | 0% |
| | | | £21.50 | 21.50 | 0.00 | 0% |
| Da Vinci | | Weekly Charge | £650 | 650.00 | 0.00 | 0% |
| Short Breaks | | | | | | |
| Eleanor Lodge | | Weekly Charge | Needs assessed | TBC | TBC | TBC |
| Pine Lodge | | Weekly Charge | Needs assessed | TBC | TBC | TBC |
| Holiday Breaks | | Weekly Charge | Needs assessed | TBC | TBC | TBC |
| SERT | | | | | | |
| One off Charges | | Stand Alone Equipment Installation | | | | |
| | | Basic Life line | £29 | 29.16 | 0.00 | 0% |
| | | Plus Life Line | £4.00 | 4.00 | 0.00 | 0% |
| | | Social Care Response Bronze | £6.25 | 6.25 | 0.00 | 0% |
| | | Social Care Response Silver | £2.50 | 2.50 | 0.00 | 0% |
| | | Social Care Response Gold | £7.50 | 7.50 | 0.00 | 0% |
| | | SERT Rehab | £12.50 | 12.50 | 0.00 | 0% |
| | | | £8.50 | 8.50 | 0.00 | 0% |
| | | Session Attendance Fee | | | | |
| Youth Club | | | £3 | 3.00 | 0.00 | 0% |