

Public Document Pack

Southend-on-Sea City Council

Strategy, Change & Governance

Executive Director: Stephen Meah Sims (Interim)

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19 July 2022

CABINET - TUESDAY, 26TH JULY, 2022 SUPPLEMENTARY REPORT PACK: FEES AND CHARGES UPDATE

Please find enclosed, for consideration at the next meeting of the Cabinet taking place on Tuesday, 26th July, 2022, the following report that was unavailable when the agenda was published and printed.

Agenda No	Item
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13.	<u>Fees and Charges Update</u> (Pages 1 - 16)
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Report of Executive Director (Finance and Resources) attached

Robert Harris
Principal Democratic Services Officer

Southend-on-Sea City Council

Report of the Deputy Chief Executive and Executive
Director (Finance & Resources)

To

Cabinet

On

26th July 2022

Report prepared by: Gary Perry-Ambrose, Senior Finance
Business Partner

Agenda
Item No.

13

Fees and Charges Update

Relevant Scrutiny Committee: Policy and Resources Scrutiny Committee
Cabinet Members: Councillor Stephen George and Councillor Paul Collins

Part 1 (Public Agenda Item)

1. Purpose of Report

To consider the introduction of a selected range of new fees and charges, together with some targeted increases above CPI which are outside the scope of the Council's delegated fees and charges policy.

2. Recommendations

Cabinet is requested to approve the new fees and charges proposed for property and legal services at Appendix 1a and the revisions to fees and charges shown in the schedule at Appendix 1b.

3. Background

3.1 Raising revenue from charges for services is an important consideration in the overall financing of the Council's services and activities and a key element for financial self-sustainability. It can in other circumstances play a range of other roles, including demonstrating the value of a service or discouraging abuse of a service. It can also play a role in furthering desirable strategic outcomes. Consideration is therefore given on a regular basis to the scope for raising additional revenue and/or re-enforcing Council policy objectives through charges for services. The review considers the appropriateness and adequacy of the levels of charges proposed and where possible benchmarking local charges against other levels across the region/country.

- 3.2 In September 2018 the Fees and Charges Policy was approved and the constitution updated at Part 3 Schedule 3 paragraph 3.2(k) which delegated authority to Chief Officers to set fees and charges in their areas of responsibility (save for parking charges) including making in year changes in accordance with the approved policy.
- 3.3 The policy states that the prices for services will be decided on an annual basis. However, Fees and Charges may be revised at any stage of the financial year if the need arises such as from legislative changes, supply & demand in the marketplace, or any other factors in line with the Constitution.
- 3.4 Our Medium Term Financial Forecast (Reported in February 2022) highlighted that there is a significant future budget gap which needs to be closed and appropriate levels of fees and charges will form an important part of that work. Receiving income for the services we deliver will also assist in ensuring that we remain financially sustainable as the value of government support continues to reduce.
- 3.5 The fees and charges in this report have been benchmarked against comparator authorities and organisations to ensure that they are fair, appropriate and reasonable.
- 3.6 The majority of the proposed new charges are for services delivered to private organisations rather than local residents as we continue to try to support people during the current cost of living challenge. Of those charges which will impact on residents, the increase is primarily due to a number of years where the price has remained frozen, whilst the medium term financial plan assumptions have continued to increase the budget by inflation, creating a gap which is not sustainable in the long term.
- 3.7 It is anticipated that these proposed changes to fees and charges will be implemented on 1st October 2022 subject to the necessary consultation periods for the relevant services.

3.8 Property and Legal Fees

These fees and charges which are associated with the management, leasing and disposal of the Council's land have been reviewed and benchmarked against the fees and charges levied by other authorities mainly across the East of England region. The Powers to Charge have also been confirmed by independent solicitors, Sharpe Pritchard. This work has been undertaken as part of the corporate 'Know Your Business' initiative. The property and legal charges are in most cases both applicable to property transactions and by presenting them together it is hoped that this is made clear.

There may be some instances where contractual agreements such as leases, limit or prescribe different fees and charges and where there is a contractual position, that will take precedence. The notes to the schedule explain the VAT position and provide that going forward, fees and charges will be uplifted in line with other fees and charges and rounded to the nearest £5. In addition, there is provision for bespoke fee structures to be agreed where appropriate for specific transactions including where charity, community or third sector organisations are involved.

3.9 Planning Fees

A number of changes are proposed to the current pre-application advice service. These include changes to the level and categories of fee used. Reference is also made to the service being applicable to a post application situation, should the applicant wish to engage with that service. This reflects long established existing practice in Southend and elsewhere and is only added for clarity.

A council's approach to planning advice services is determined locally and individual council's take very widely varying approaches to it. A table has been prepared to give a broad general sense of the fees charged at other councils in Essex. However, the significant variations in the categories used and approaches to charging for planning advice in all regards makes direct comparison difficult. The data in the table should be viewed with this in mind.

In broad terms the changes seek to increase fees and introduce some new categories of fees. These will ensure that the charges levied more accurately cover this cost of the work involved. As far as they are comparable the changes will also bring our charges more into line with other similar authorities in Essex.

If adopted the service would be more expensive than it is at present. However, we would not be the most expensive authority in Essex in any given category of development. It should be emphasised that the changes are not about endeavouring to make a profit, they are seeking to better allow the recovery of the costs incurred in delivering the planning advice service.

3.10 Museums Service

The fees charged in the service area are relatively low and as a result any increases, when rounded to the nearest whole number tend to have a significant percentage increase. The museums service has now reviewed a number of their charges and the result is a small increase in financial terms.

3.11 Parking

A number of car parks in zone 3 currently remain non-chargeable and in order to ensure that they become available to users correctly and to encourage appropriate use and turnover of spaces some of these need to become fee paying.

One barrier to these car parks becoming chargeable is the negative impact it will have on current users who are using them for legitimate reasons and have indicated a willingness to pay the appropriate fee providing that a season ticket option is made available. Therefore, it is proposed that a zone 3 season ticket price is introduced so that these car parks can be utilised appropriately with the intention that they will encourage greater use and turnover of spaces rather than being blocked out for significant portions of the day.

3.12 Highways and Enforcement

It is critical that any works on the public highway are done so in a prompt and safe manner and any reinstatement works are to the appropriate standard to ensure longevity of our asset. To this end it is proposed that the fees and charges are reviewed to encourage this behaviour.

In order to reduce unnecessary vehicle access onto a pedestrian zone the fee is being increased to limit vehicle movements and improve safety. Permit extensions will now be charged at the same price as the original permit to remove the low cost option of extending a permit which does not encourage a prompt return to a clear highway. Deposit values are being increased to be able to cover the costs of any reinstatement works should they be required. If the works do not cause any damage, then this will be fully refundable.

The cost of site inspections is also increasing to recover costs of a minimum of 3 inspections (before, during and after).

All of these increases are in order to recover costs, provide a deterrent to overruns on the public highway and encourage a high standard of works which will in turn protect the local street scene.

The value of private vehicle crossings has also been benchmarked against other authorities in the local area and has taken account of the work required within the department to facilitate these.

3.13 Flood Risk Management

Consent is required if temporary or permanent works affect the flow of water or cross-sectional area of an ordinary watercourse. As the Lead Local Flood Authority, we may issue this consent under Section 23 of the Land Drainage Act 1991. Gaining this consent to ensure that water flows are unaffected is critical for any development, especially in an urban area such as Southend.

These new charges will ensure that developers are able to discuss any plans prior to submitting a planning application and can utilise the expert knowledge within the Council to support them during the planning phase.

4. Other Options

To retain fees and charges at their current levels which will result in an increasing gap between income and expenditure as inflationary pressures drive up costs whilst fees and charges remain static.

5. Reasons for Recommendations

As part of our commitment to achieving financial self-sustainability and improved resilience we must ensure a sensible commercial mindset where appropriate. The recommendations in this report allow the Council to improve its income generating capabilities and ensure that appropriate charges are levied where necessary to better cover (or make a contribution) to the costs incurred for delivery of that service.

6. Corporate Implications

6.1 Contribution to the Southend 2050 Road Map

Improving our income base from locally generated revenue sources will assist in moving the Council towards financial independence.

6.2 Financial Implications

As set out in this report

6.3 Legal Implications

None at this time

6.4 People Implications

None at this time

6.5 Property Implications

None at this time

6.6 Consultation

All relevant consultations will take place prior to the implementation of these charges.

6.7 Equalities and Diversity Implications

Any equality and diversity implications will need to be addressed by the individual service areas responsible for the charges and the services which are delivered.

6.8 Risk Assessment

None at this time

6.9 Value for Money

In order to deliver value for money it is essential that the Council gets the right balance between charging for services and funding services from Council Tax. These proposals will improve our income base whilst charging a fair and reasonable fee to users of those services.

6.10 Community Safety Implications

None at this time

6.11 Environmental Impact

None at this time

7. **Appendices**

Appendix 1a – Proposed Fees relating to Property and Legal Services

Appendix 1b – Proposed Fees and Charges Schedule 2022/23

8. **Background Papers**

None

FEES RELATING TO PROPERTY & LEGAL SERVICES

1. Commercial Land / Property Transactions			
	Transaction/activity	Recommended Fee - Property/Surveyors	Recommended Fee - Legal/Solicitor
1.1	Freehold Transfer / Sale (marketed) (Minimum value £4,000 ¹)	Each party to bear own costs	Each party to bear own costs.
1.2	Freehold Transfer / Sale (off-market / special purchaser) (Minimum value £4,000)	1% of greater of market value or agreed price subject to minimum fee £750	Simple transfers of land under £1000: £750 For all other transfers by agreement with Legal Services or £100 per hour.
1.3	New Commercial Lease (marketed)	Each party to bear own costs	Each party to bear own costs.
1.4	New Commercial Lease (off-market / special purchaser)	10% of greater of greater of market rent / agreed rent or 1% of market value / agreed premium depending on lease type. Subject to minimum fee £750	By agreement with Legal Services or £100 per hour.
1.5	Supplemental Lease / Short Form Lease or Licence	£500	£750
1.6	Renewal of lease on same terms (using the same precedent lease as the tenant's existing lease with no drafting changes (changes to rent, dates etc included). Note: Costs on renewal can only be charged where the lease is contracted out or where a lease is not contracted out but a represented tenant has agreed to pay costs	£500	£500
1.7	Deed of Release / Deed of Variation or Rectification / Deed of Covenant	£500	£500
1.8	Licence to Assign / Underlet / Change Use / Alter	£500 Note: + 50% additional charge if more than one element – e.g. to assign and alter would be stated fee x 1.5.	Licence to Assign: £300 minimum Licence to Assign with AGA/GAGA/with guarantor: £500 minimum
1.9	Surrender of Lease / other legal document.	£500 Note: In the case of a surrender and renewal only 50% fee to be charged on surrender and full new lease fee.	£500
1.10	Registration of Assignment, Underletting or Charge (unless fee otherwise stated in lease)	N/A	£40
1.11	Tenancy at Will	£250	£300 minimum

¹ Minimum sale price - if we receive a request to purchase land, the value of which is less than £4,000 then the minimum sale price of £4,000 will apply, plus any other fees and costs linked to that transaction.

1.12	Licence to Occupy / Temporary Access Licence e.g. for works access etc	£500	£500
1.13	Authorised Guarantee Agreement / Other form of Guarantee	£250	
1.14	Rent Deposit Agreement	N/A	£300
1.15	Nomination Agreement	N/A	£300
1.16	Easement / Wayleave / Substation Agreement	Case by case – minimum fee £500 then hourly rate, total capped at £1,500 depending on complexity. Discretion to waive if delivering infrastructure for a Council project.	Simple documents: £750 For all other documents by agreement with Legal Services or £100 per hour.
1.17	Preparation and service of Notices of default (e.g. s.146)	Case by Case – minimum fee £250 then hourly rate.	£300
1.18	Schedule of dilapidations	Case by case	N/A
1.19	Agreement for Lease / Option Agreement	Minimum fee £500 – case by case, hourly rate applied and capped at £10,000. If off-market, all Council costs to be underwritten.	Simple Agreement: £750 For all other Agreements by agreement with Legal Services or £100 per hour.
2. Right to Buy matters		Property	Legal
2.1	Vacation of mortgage/removal of registered charge including sending deeds to borrower's solicitors	N/A	N/A
2.2	Registration of charge (including deferred charges)	N/A	N/A
2.3	Notice of Assignment	N/A	N/A
2.4	Deed of Variation / Rectification	£250 - £500 depending on complexity.	£350 for Deed of Variation
3. Beach Huts		Property	Legal
3.1	Consent to assign		£25
3.2	Notice of assignment for registration of an assignment or a grant of probate of letters of administration		£40
3.3	Granting new lease		£350
4. S106 Agreements		Property	Legal
4.1	S106 agreements and unilateral undertakings	N/A	£500 minimum 3 or more obligations: £1,500 – £2,500 Large sites: £4,000 - £6,000
5. Other / Disbursements		Property	Legal
5.1	Copy documents (non FOI) - certified	n/a	£50 minimum
5.2	Document recovery charge (if documents held in off site storage)	£10 per box required	At cost
5.3	Provision of soft copy documents where they are already held electronically	No charge	£25
5.4	Local and Environmental Searches	N/A	At cost quoted unless unduly complex

5.5	Land Registry Documents	At cost	At cost
5.6	Advertising	At cost + £25	At cost + £25
5.7	Third party costs (e.g. independent valuation, counsel fees, technical reports needed)	At cost quoted Note, additional time cost may be incurred if procurement other than single-source is required.	At cost quoted Note, additional time cost may be incurred if procurement other than single-source is required.

6. Time charges as applicable / if required.

Title	Descriptor (indicative)	Hourly Rate - Property	Legal
Director / Head of Service	Director / Service Lead 10+ years Post Qualification Experience	£150	£150
Team Leader / Senior Surveyor /	Team Leader / Manager	£125	£125
Surveyor / Solicitor/Legal Exec (8 years plus PQE)	Experienced Surveyor / Solicitor / Legal Executive 8 years Post Qualification Experience	£100	£100
Surveyor/Solicitor/Legal Exec	0-7 years Post Qualification Experience	£85	£85
Graduate Surveyor / Trainee Legal Exec/Trainee Solicitor		£60	£60
Paralegal		£45	£45

Notes:

All above fees and charges to be inflated inline with the annually agreed fees and charges and rounded to the nearest £5.

Payments: [insert section on MySouthend once set up]

The holding, letting and management of property is not a statutory service and as such, subject to the terms of any relevant legal agreements, the Council will, where possible and reasonable, seek to recover the costs of dealing with any property transactions or other matters.

Minimum sale price - if we receive a request to purchase land, the value of which is less than £4,000 then the minimum sale price of £4,000 will apply, plus any other fees and costs linked to that transaction. Note: This minimum figure would not necessarily apply to Statutory Valuations (i.e. Leasehold Enfranchisement).

The Council is permitted to recover costs in applying the general charging (cost recovery) provisions contained in Section 93 of the Local Government Act 2003 and/or Sections 1 and 3 of the Localism Act 2011 whereby the Council can seek to recover costs for discretionary services where the person who receives the service has agreed to its provision. Discretionary services are those services that the Council has the power but not a duty to provide.

The fee scale sets out broad guidelines for the charging of fees and where possible the Council will work within these guidelines. However, fees will be considered in the context of the anticipated work involved and the Council reserves the right to levy a bespoke fee structure for particular transactions where appropriate, including where charitable, community or third sector organisations or similar are involved.

VAT is payable on the fees at the prevailing rate (currently 20%). VAT will be charged on all surveying and legal fees, disbursements and third part costs where they themselves are subject to VAT.

Disbursements will be charged at cost in addition to any other fees and depending on the circumstances, the surveyor may require these to be paid on account or covered by a solicitor's undertaking in advance of incurring expenditure. Disbursements are out of pocket expenses which are (or are to be) incurred to a third party as a necessary expense while dealing with a transaction or enquiry. Examples of disbursements include the cost involved in procuring services/documents such as searches, land registry documents, specific surveys, credit referencing, CHAPS payment fees (same day electronic transfer of funds fees), placing public notices, other costs or third-party fees.

ENDS

HIGHWAYS (Highways, Transport & Parking)

Description of Service	Basis of Charge	Current Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Proposed Net Charge 2022/23	VAT (20%)	Proposed Gross 2022/23 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
Highways & Traffic Management Services									
1	Vehicle access onto pedestrian zone	15.00		15.00	85.00		85.00	70.00	466.67%
Apparatus on the highway (crane, cherrypicker etc)									
2	Application/Permission to erect temporary structures such as a crane/cherry picker on the highway for up to 5 working days (fee is for each 5 day period) non refundable	245.00		245.00	245.00		245.00	0.00	0.00%
3	Deposit - per m2 (minimum deposit £1000)	58.00		58.00	110.00		110.00	52.00	89.66%
4	Permit extensions - a new permit is required if works are to be extended	58.00		58.00	245.00		245.00	187.00	322.41%
5	Site Inspections to monitor compliance - per inspection (minimum of three inspections)	58.00		58.00	85.00		85.00	27.00	46.55%
Scaffolding or Other Structure on or over the Public Highway									
6	Application/permission to erect scaffolding on the highway for up to 28 days (fee is for each 28 day period) non-refundable	245.00	Full Cost Recovery	245.00	245.00		245.00	0.00	0.00%
7	Deposit - per m2 (minimum deposit £1000.00)	58.00		58.00	110.00		110.00	52.00	89.66%
8	Permit extensions - a new permit is required if works are to be extended	58.00		58.00	245.00		245.00	187.00	322.41%
9	Site Inspections to monitor compliance - per inspection (minimum of three inspection)	58.00		58.00	85.00		85.00	27.00	46.55%
Hoarding or Fence on the Public Highway									
10	Application/permission of an application/permission to erect a hoarding on the highway for up to 28 days (fee is for each 28 day period) non refundable	245.00		245.00	245.00		245.00	0.00	0.00%
11	Deposit - per m2 (minimum deposit £1000.00)	58.00		58.00	110.00		110.00	52.00	89.66%
12	Permit extensions - a new permit is required if works are to be extended	58.00		58.00	245.00		245.00	187.00	322.41%
13	Site Inspections to monitor compliance - per inspection (minimum of three inspections)	58.00		58.00	85.00		85.00	27.00	46.55%

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	Deposit of Building Materials on the public highway (S171 licence)									
14	Application/Permission to deposit building materials on the highway up to 28 days. (fee is for each 28 day period) non refundable	Full Cost Recovery	245.00	245.00	245.00	245.00	245.00	0.00	0.00%	
15	Deposit - per m2 (minimum deposit £1000.00)		58.00	58.00	110.00	110.00	110.00	52.00	89.66%	
16	Permit extensions - a new permit is required if works are to exceed 28 days		58.00	58.00	245.00	245.00	245.00	187.00	322.41%	
17	Site Inspections to monitor compliance - per inspection (minimum of three inspections)		58.00	58.00	85.00	85.00	85.00	27.00	46.55%	
	Application/permission to carry out works by Licence under Section 50 NRSWA 1991									
18	Permission to carry out works by Licence under Section 50 NRSWA 1991		245.00	245.00	245.00	245.00	245.00	0.00	0.00%	
19	Deposit - per m2 (minimum deposit £1000.00)		58.00	58.00	110.00	110.00	110.00	52.00	89.66%	
20	Validation or extension request to a s50 licence		245.00	245.00	245.00	245.00	245.00	0.00	0.00%	
21	Site Inspections to monitor compliance - per inspection (minimum of three inspections)		58.00	58.00	85.00	85.00	85.00	27.00	46.55%	
	Temporary Disturbance/Builders Crossing Licence (New)									
22	Application/Permission for temporary disturbance licence for up to 28 working days (fee is for each 28 day period) non refundable		245.00	245.00	245.00	245.00	245.00	0.00	0.00%	
23	Deposit - per m2 (minimum deposit £1000)		58.00	58.00	110.00	110.00	110.00	52.00	89.66%	
24	Permit extensions - a new permit is required if works are to be extended		58.00	58.00	245.00	245.00	245.00	187.00	322.41%	
25	Site Inspections to monitor compliance - per inspection (minimum of three inspection)		58.00	58.00	85.00	85.00	85.00	27.00	46.55%	
	Permanent Vehicular Crossing									
26	PVX; application fee – includes inspection and administration (non refundable)		150.00	150.00	245.00	245.00	245.00	95.00	63.33%	
27	PVX; application fee – includes inspection and administration (non refundable) – cross a watercourse or ditch		200.00	200.00	245.00	245.00	245.00	45.00	22.50%	
28	Advance Payments Code - inspection, administration and legal fees				850.00	850.00	850.00	850.00	NEW	
29	Road Adoption (minimum fee)				500.00	500.00	500.00	500.00	NEW	
	Flood Risk Management									
	Section 23 - Land Drainage Act (1991)									
30	Pre-Application advice - written advice				165.00	165.00	165.00	165.00	NEW	
31	Pre-Application advice - site visit and written advice				325.00	325.00	325.00	325.00	NEW	
32	Watercourse consent (per structure)				50.00	50.00	50.00	50.00	NEW	
33	Sustainable Drainage Systems (SuDS) planning advice					various			NEW	

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CAR PARKING (Highways, Transport & Parking)

Location/Description	Unit	Zone 1a 8am - 6pm	Zone 1b 8am - 6pm	Zone 2 8am - 6pm	Zone 3 8am - 6pm
Season Ticket for a Named Car Park** (VAT applicable)	Annual	£600.00	£600.00	£500.00	£250.00
	6 month	£310.00	£310.00	£260.00	£130.00
	Quarterly	£160.00	£160.00	£135.00	£70.00
	Monthly	£55.00	£55.00	£45.00	£30.00
Season Ticket for Car Parks within a specified Zone ** (VAT applicable)	Annual	£1,100.00	£1,100.00	£900.00	
	Quarterly	£330.00	£330.00	£270.00	
	Monthly	£110.00	£110.00	£90.00	
Season Ticket - Baxter Avenue Car Park **	Annual	£1,200 per bay			

- * Just the zone 3 charge is new
- * Just the zone 3 charge is new
- * Just the zone 3 charge is new
- * Just the zone 3 charge is new

List of car parks and zones

<https://www.southend.gov.uk/car-parks-1/parking-charges-1st-april-2021>

Zone 1a, 1b and 2 are shown for information purposes only

PLANNING (Environment, Culture & Tourism)

Description of Service		Basis of Charge	Current Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Proposed Net Charge 2022/23	VAT (20%)	Proposed Gross 2022/23 Charge	Proposed Increase	Gross Charge	
Pre-application advice - Large scale major		In most cases the pre-application process will only be appropriate for the initial meeting on these types of project. The case officer will advise on individual cases accordingly, but the Council will expect an applicant to enter into a Planning Performance Agreement for a bespoke fee for engagement beyond the initial meeting in most instances									
1	Written advice (Not applicable for this type of development)	Discretionary	1,638.54	327.71	1,966.25	2,166.67	433.33	2,600.00	633.75	32.23%	
2	Meeting plus written advice	Discretionary	881.67	176.33	1,058.00	1,166.67	233.33	1,400.00	342.00	32.33%	
Pre-application advice - Small scale major		In many cases the pre-application process will only be appropriate for the initial meeting on these types of project. The case officer will advise on individual cases accordingly, but the Council will expect an applicant to enter into a Planning Performance Agreement for a bespoke fee for engagement beyond the initial meeting in many instances									
3	Written advice	Discretionary	470.00	94.00	564.00	625.00	125.00	750.00	186.00	32.98%	
4	Meeting plus written advice	Discretionary	1,328.75	265.75	1,594.50	1,666.67	333.33	2,000.00	405.50	25.43%	
5	Follow up meeting plus written advice	Discretionary	345.83	69.17	415.00	833.33	166.67	1,000.00	585.00	140.96%	
Pre-application advice - Minor											
6	Written advice	Discretionary	232.08	46.42	278.50	316.67	63.33	380.00	101.50	36.45%	
7	Meeting plus written advice	Discretionary	695.83	139.17	835.00	916.67	183.33	1,100.00	265.00	31.74%	
8	Follow up meeting plus written advice	Discretionary	232.50	46.50	279.00	458.33	91.67	550.00	271.00	97.13%	
9	Replacement dwelling, one additional dwelling or annex to a dwelling – Written advice only	Discretionary				158.33	31.67	190.00	190.00	NEW	
10	Replacement dwelling, one additional dwelling or annex to a dwelling – Meeting and written advice	Discretionary				350.00	70.00	420.00	420.00	NEW	
11	Replacement dwelling, one additional dwelling or annex to a dwelling – Follow up meeting and written advice	Discretionary				166.67	33.33	200.00	200.00	NEW	
Pre-application advice for people wishing to extend/alter a dwelling											
12	Alterations to a dwelling – Written advice only	Discretionary				70.00		70.00	70.00	NEW	
13	Alterations to a dwelling – Meeting and written advice	Discretionary	106.50		106.50	200.00		200.00	93.50	87.79%	
14	Alterations to a dwelling – Follow up meeting and written advice	Discretionary				110.00		110.00	110.00	NEW	

MUSEUMS (Environment, Culture & Tourism)

Description of Service		Basis of Charge	Current Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Proposed Net Charge 2022/23	VAT (20%)	Proposed Gross 2022/23 Charge	Proposed Increase	Gross Charge
			£	£	£	£	£	£	£	%
Museum - Service fees										
Weddings/Civic Ceremonies (Southchurch Hall)										
1	Wed, Thur	Discretionary	358.33	71.67	430.00	420.83	84.17	505.00	75.00	17.44%
2	Mondays, Tuesday, Fridays, Saturdays, Sundays	Discretionary	541.67	108.33	650.00	595.83	119.17	715.00	65.00	10.00%

FEES AND CHARGES 2022/23

Appendix 2

Weddings/Civil Ceremonies (Priory)											
3	Wed, Thur before 18:00 hrs	Discretionary	879.17	175.83	1,055.00		920.83	184.17	1,105.00	50.00	4.74%
4	Wed, Thur 18:00 to 22:00 hrs	Discretionary	1,166.67	233.33	1,400.00		1,200.00	240.00	1,440.00	40.00	2.86%
5	Mon, Tues, Friday, Saturday, Sun before 18:00 hrs	Discretionary	1,350.00	270.00	1,620.00		1,375.00	275.00	1,650.00	30.00	1.85%
6	Mon, Tues, Friday, Saturday, Sun 18:00 to 22:00 hrs	Discretionary	1,908.33	381.67	2,290.00		1,908.33	381.67	2,290.00	0.00	0.00%
7	Deposit	Discretionary	131.67	26.33	158.00		131.67	26.33	158.00	0.00	0.00%
Planetarium Fees											
8	Single Adult	Discretionary	6.80		6.80		7.00		7.00	0.20	2.94%
9	Single Child/OAP	Discretionary	4.60		4.60		5.00		5.00	0.40	8.70%
10	Family Ticket (2 adults & 3 children)	Discretionary	21.00		21.00		24.00		24.00	3.00	14.29%
11	Groups (10 or more) Adult	Discretionary	5.30		5.30		6.00		6.00	0.70	13.21%
12	Groups (10 or more) Child	Discretionary	3.00		3.00		4.00		4.00	1.00	33.33%
13	Evening Booking Surcharge (for groups)	Discretionary			Market Rate				Market Rate		

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