

Activity/Item	Basis	Vatable Enter Y or N	2013/14 Value Excl. VAT £	2013/14 Value Incl. VAT 20% £	2012/13 Value Excl. VAT £	2012/13 Value Incl. VAT 20% £	Incr/Decr
<b>Finance &amp; HR Group</b>							
<b>Court Costs Charged to Local Taxation Defaulters</b>							
Council Tax summons	Fees set with permission of the court	N	60.00	60.00	60.00	60.00	0.00%
Council Tax Liability Order	Fees set with permission of the court	N	30.00	30.00	30.00	30.00	0.00%
Non Domestic Rates summons*	Fees set with permission of the court	N	75.00	75.00	75.00	75.00	0.00%
Non Domestic Rates Liability Order	Fees set with permission of the court	N	40.00	40.00	40.00	40.00	0.00%
<b>Sale of Agenda and Minutes</b>							
Copy Charges	Per Sheet	N	2.00	2.00	2.00	2.00	0.00%
Copy of recording of Meeting	Charge per CD/DVD	N	10.70	10.70	10.40	10.40	2.88%
Registration of Electors	Per Confirmation of residence letter	N	25.70	25.70	25.00	25.00	2.80%
Registration of Electors	Sale of Registers (paper copy)	N	1,755.00	1,755.00	1,755.00	1,755.00	0.00%
Registration of Electors	Sale of Registers(data copy)	N	282.50	282.50	282.50	282.50	0.00%
Registration of Electors	Sale of monthly alterations (data)	N	193.50	193.50	193.50	193.50	0.00%
Registration of Electors	Sale of Overseas voter list (paper)	N	15.00	15.00	15.00	15.00	0.00%
Registration of Electors	Overseas voter list (data)	N	21.50	21.50	21.50	21.50	0.00%
Elections	Sale of marked register	N	270.00	270.00	270.00	270.00	0.00%
Elections	Sale of Marked postal vote list	N	60.00	60.00	60.00	60.00	0.00%
<b>Legal Charges</b>							
Legal Advice Charges – Principal (equiv. to at least 8 yrs relevant post qualification/call)	Per Hour - dependant on type of advice	Y	195.84	235.01	190.51	228.61	2.80%
Legal Advice Charges – Senior (equiv. to at least 4 yrs relevant post-qualification/call)	Per Hour - dependant on type of advice	Y	178.04	213.64	173.19	207.83	2.80%
Legal Advice Charges – Assistant (other solicitors, barristers, legal executives or fee earners of equivalent experience)	Per Hour - dependant on type of advice	Y	160.23	192.28	155.87	187.04	2.80%
Legal Advice Charges – Paralegals or fee earners of equivalent experience	Per Hour - dependant on type of advice	Y	106.82	128.19	103.91	124.69	2.80%
Legal Advice Charges – Trainee solicitors (may vary on grade of trainee)	Per Hour - dependant on type of advice	Y	124.63	149.55	121.23	145.48	2.80%
Legal service charges – rates for specific services (Property)	Per Hour - dependant upon type of advice or service-	Y	142.43	170.91	138.55	166.26	2.80%
Legal Case Bundles	Per Sheet	N	0.20	0.20	0.20	0.20	0.00%
<b>Public Access</b>							
<b>Bury Field Common</b>							
Horse Riding Permit - (Non Commercial)	Per Horse	N	36.00	36.00	35.00	35.00	2.86%
Horse Riding Permit - (Commercial)	Per Horse	N	72.00	72.00	70.00	70.00	2.86%
<b>Adult Social Care &amp; Health</b>							
<b>Standard Rate Charges</b>							
Meals	Per Meal	N	5.33	5.33	5.19	5.19	2.70%
Laundry	Per Load	N	10.07	10.07	9.81	9.81	2.70%
Learning Disability Travel	Per return journey	N	2.77	2.77	2.70	2.70	2.70%
Blue Badges	Per badge	N	2.00	2.00	2.00	2.00	0.00%
<b>Community Alarm</b>							
Installation Charges	One Off	Y	0.00	0.00	21.70	26.04	-100.00%
Community Alarm - non - VATable	Per Week	N	3.46	3.46	3.37	3.37	2.70%
Community Alarm – VATable	Per Week	Y	3.46	4.15	3.37	4.04	2.70%
Visiting Warden Alarm – non -VATable	Per Week	N	1.67	1.67	1.63	1.63	2.70%
Visiting Warden Alarm –VATable	Per Week	Y	1.67	2.01	1.63	1.96	2.70%
Telecare non-VATable	Per Week	N	3.14	3.14	3.06	3.06	2.70%
Telecare VATable	Per Week	Y	3.14	3.77	3.06	3.67	2.70%

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<b>Sheltered Housing</b>							
Category 1	Per Week	N	15.31	15.31	14.91	14.91	2.70%
Category 2	Per Week	N	18.63	18.63	18.14	18.14	2.70%
Category 3	Per Week	N	17.12	17.12	16.67	16.67	2.70%
<b>Housing &amp; Community Group</b>							
<b>Homelessness</b>							
Emergency Bed & Breakfast Accommodation for families/individuals where the applicant is over 25 yrs. (This charge is to cover services not eligible for housing benefit e.g. Lighting, laundry)	Per Week	N	10.71	10.71	10.42	10.42	2.80%
Emergency Bed & Breakfast Accommodation for families/individuals where the applicant is under 25 yrs. (This charge is to cover services not eligible for housing benefit e.g. Lighting, laundry)	Per Week	N	5.36	5.36	5.21	5.21	2.80%
Emergency Bed & Breakfast Accommodation for families/individuals	Per Night	N	26.05	26.05	26.05	26.05	0.00%
Homebond Payout recharges	<b>Variable Monthly rental charge</b>		< see note	< see note			
<b>Private Sector Housing</b>							
Statutory Notice Scheme	Governed by Statute	N	225.00	225.00	225.00	225.00	0.00%
Houses Of Multiple Occupancy	Currently under review	N	885.00	885.00	885.00	885.00	0.00%
Immigration Inspections	Per case	N	110.00	110.00	110.00	110.00	0.00%
<b>Neighbourhood Services</b>							
<b>Trading Standards</b>							
<b>Weighing and Measuring Equipment</b>	Per Officer Hour: The charges for examining, adjusting, testing, certifying, stamping, authorising or reporting of weighing or measuring equipment should be individually calculated at the standard hourly rate of £56.63 per weights and measures inspector hour and £33.95 per technical officer hour and to include a charge for travelling time. If specialist equipment is required, an additional fee may be charged according to the circumstances.	*Yes, unless under the Measuring Instruments (EEC Requirements) Regs 1988	58.22 & 34.90	69.87 & 41.88	56.63 + 33.95	67.96 + 40.74	2.70%
<b>Weighing Instruments</b>							
a) Non-EC	Per Officer Hour	see above	58.22 & 34.90	69.87 & 41.88	56.63 + 33.95	67.96 + 40.74	2.70%
b) EC Scales following repair	Per Officer Hour	see above	58.22 & 34.90	69.87 & 41.88	56.63 + 33.95	67.96 + 40.74	2.70%
<b>Measuring Instruments for Measuring Liquid Fuel or Lubricants</b>							
Single/Multi-outlets (nozzles)	Per Officer Hour	see above	58.22 & 34.90	69.87 & 41.88	56.63 + 33.95	67.96 + 40.74	2.70%
<b>Certificate of Errors</b>							
For Supplying a Certificate containing Results of Errors Found on Testing (certificate supplied upon request of the submitter; fee applies when no other fee is payable).	Per Officer Hour	see above	58.22 & 34.90	69.87 & 41.88	56.63 + 33.95	67.96 + 40.74	2.70%
<b>All Other Weighing and Measuring Equipment</b>							
Where MKC cannot provide a weights and measures verification or testing service, arrangements can be made for another local Weights and Measures Authority to do so.	Per Officer Hour	see above	58.22 & 34.90	69.87 & 41.88	56.63 + 33.95	67.96 + 40.74	2.70%
<b>Poisons Act Registration</b>							
Listing Premises for the Sale of Poisons included in Part 2 of the Poisons List:							
Initial Registration	-	N	32.60	32.60	31.72	31.72	2.77%
Re-registration	-	N	17.20	17.20	16.72	16.72	2.87%
Change in Details of Registration	-	N	8.79	8.79	8.55	8.55	2.81%
<b>Explosives Registration/Licences</b>							
Registration and Renewal of Registration of Premises for the Keeping of Explosives:							

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Licence	-	N	183.00	183.00	178.00	178.00	2.81%
Licence Renewal	-	N	85.32	85.32	83.00	83.00	2.80%
Registration	-	N	107.95	107.95	105.00	105.00	2.81%
Registration Renewal	-	N	53.45	53.45	52.00	52.00	2.79%
All-year Licence	Per Item	N	514.00	514.00	500.00	500.00	2.80%
<b>Other Work</b>							
Fees for any work not listed above and for which a charge is payable (these fees may be subject to the addition of Analyst's fees and VAT).*	Per Officer Hour	Y	58.22	69.86	56.63	67.96	2.81%
Initial BOSS registration fee	Includes first hour of advice	Y	75.00	90.00	75.00	90.00	0.00%
Animal Boarding Establishment Licence (plus cost of vet inspection)	Small Operations	N	88.65	88.65	86.23	86.23	2.81%
Animal Boarding Establishment Licence (plus cost of vet inspection)	Medium Operations	N	112.80	112.80	109.72	109.72	2.81%
Animal Boarding Establishment Licence (plus cost of vet inspection)	Large Operations	N	136.55	136.55	132.83	132.83	2.80%
Breeding of Dogs (plus cost of veterinary inspection)	-	N	131.80	131.80	128.21	128.21	2.80%
Dangerous Wild Animal (plus cost of vet inspection)	-	N	261.20	261.20	254.10	254.10	2.79%
Pet Shop (plus cost of vet inspection)	-	N	261.20	261.20	254.10	254.10	2.79%
Riding Establishment (plus cost of vet inspection)	-	N	261.20	261.20	254.10	254.10	2.79%
Zoo Licence (plus cost of vet inspection)	-	N	356.20	356.20	346.50	346.50	2.80%

#### Guidance

i. These fees are based on a chargeable rate of **£56.63 for a weights and measures inspector and £33.95 for a technical officer where required**, designed to fa

ii. For any work not covered by this guidance, or which varies significantly or is carried out in exceptional circumstances, An appropriate charge may be calculated using the hourly rate.

iii. When a visit is made by a Trading Standards Officer to any premises for the purpose of carrying out any of the functions or activities listed above, each visit may be subject to a minimum charge of £56.63 (the hourly rate for a weights and measures inspector) per visit regardless of the nature or amount of work requested or completed.

iv. A fee in the case of cancellation or curtailment of the work to be carried out is chargeable. This will be £56.63 or based on the officer time on site, whichever is the greater.

v. Visits carried out partly or entirely outside of normal office hours may incur a surcharge of 50% on the standard hourly rate per Officer per hour.

vi. **VAT:** Fees will be subject to VAT. It must be remembered that the VAT is not chargeable on any work completed under the Measuring Instruments (EEC Requirements) Regulations 1988.

Please note fees charged for weights and measures equipment testing have been restructured in line with LGR recommendations.

<b>Trading Standards - Animal Control</b>							
<b>Domestic</b>							
Services Provided to those on Retirement Pensions & Other Benefits, inc. Registered Disabled, (excl. Child Benefit). receive £50% disc							
Rats and Mice	Per Service - max 4 visits	Y	0.00	0.00	50.00	60.00	-100.00%
Fleas	Per Service	Y	0.00	0.00	54.17	65.00	-100.00%
House Dust Mite	Per Service	Y	0.00	0.00	54.17	65.00	-100.00%
Wasps and Bees	Per Service	Y	0.00	0.00	50.00	60.00	-100.00%
Ants	Per Service	Y	0.00	0.00	54.17	65.00	-100.00%
Cockroaches	Per Service	Y	0.00	0.00	125.00	150.00	-100.00%
Bed-Bugs	Per Dwelling - max 3 bed house + £50 for each additional bedroom	Y	0.00	0.00	175.00	210.00	-100.00%
Pharaoh's Ants	Per Service	Y	0.00	0.00	91.67	110.00	-100.00%
Squirrels	Per Service	Y	0.00	0.00	91.67	110.00	-100.00%
Other Flies and Beetles	Per Service	Y	0.00	0.00	54.17	65.00	-100.00%
Visit and Advice only	Per Service	Y	0.00	0.00	16.67	20.00	-100.00%
Same Day Service	Per Service	Y	0.00	0.00	16.67	20.00	-100.00%
[1] Pest Control contracts are negotiable. All charges are per ½ hour (or part thereof) per Pest Controller.							
Rats and Mice	Per Half Hour	Y	0.00	0.00	73.66	88.39	-100.00%
Fleas	Per Half Hour	Y	0.00	0.00	73.66	88.39	-100.00%
Wasps and Bees	Per Half Hour	Y	0.00	0.00	73.66	88.39	-100.00%
Ants in Premises	Per Half Hour	Y	0.00	0.00	73.66	88.39	-100.00%
Cockroaches	Per Half Hour	Y	0.00	0.00	73.66	88.39	-100.00%

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Bedbugs	Per Half Hour	Y	0.00	0.00	73.66	88.39	-100.00%
Other Flies, Beetles and Miscellaneous Pests	Per Half Hour	Y	0.00	0.00	73.66	88.39	-100.00%
Stray Dogs:							
Statutory Fine	Per Dog	N	0.00	0.00	25.00	25.00	-100.00%
<b>Environmental Health - Burials and Cremation</b>							
<b>Cemeteries</b>							
Child Stillborn or under 16 years		N	128.00	128.00	128.00	128.00	0.00%
Person over 16 years single depth grave (MK resident)	-	N	693.00	693.00	674.00	674.00	2.82%
Person over 16 years single depth grave (non-resident)	-	N	1,386.00	1,386.00	1,348.00	1,348.00	2.82%
Person over 16 years double depth grave (MK resident)	-	N	746.50	746.50	726.00	726.00	2.82%
Person over 16 years double depth grave (non-resident)	-	N	1,493.00	1,493.00	1,452.00	1,452.00	2.82%
Person over 16 years triple depth grave (MK resident)	-	N	837.00	837.00	814.00	814.00	2.83%
Person over 16 years triple depth grave (non-resident)	-	N	1,674.00	1,674.00	1,628.00	1,628.00	2.83%
Adult Internment after first to single depth (MK & non-resident)	-	N	693.00	693.00	674.00	674.00	2.82%
Adult Internment after first to double depth (MK & non-resident)	-	N	746.50	746.50	726.00	726.00	2.82%
Internment of Cremated Remains	-	N	251.00	251.00	244.00	244.00	2.87%
Internment of Children's Cremated Remains		N	128.00	128.00	128.00	128.00	0.00%
Internment of Body Parts	-	N	251.00	251.00	244.00	244.00	2.87%
Internment of Cremated Remains in Urn Plot including Exclusive Rights of Burial for 30 years	-	N	658.00	658.00	640.00	640.00	2.81%
Supplementary Fee for Saturday burial (By request)	-	N	389.00	389.00	378.00	378.00	2.91%
Supplementary Fee for Sunday/Bank Holiday burial (By request)	-	N	678.50	678.50	660.00	660.00	2.80%
<b>Exclusive Right of Burial for 30 years</b>							
Child Grave not exceeding 1.4m length	-	N	85.00	85.00	85.00	85.00	0.00%
Adult Grave - Not exceeding single depth	-	N	543.00	543.00	528.00	528.00	2.84%
- Not exceeding double depth	-	N	678.50	678.50	660.00	660.00	2.80%
- Exceeding double depth	-	N	814.50	814.50	792.00	792.00	2.84%
Urn Plot for 2 cremated remains	-	N	407.50	407.50	396.00	396.00	2.90%
Urn Plot for 4 cremated remains	-	N	407.50	407.50	396.00	396.00	2.90%
New Urn -plots	-	N	658.00	658.00	640.00	640.00	2.81%
Re-open Urn Plot	-	N	251.00	251.00	244.00	244.00	2.87%
Reservation of Urn and Graves to be subject to a <b>3</b> year renewable fee	-	N	0.00	0.00	0.00	0.00	0.00%
Reservation of Urn and Graves to be subject to a <b>5</b> year renewable fee	-	N	236.50	236.50	230.00	230.00	2.83%
<b>Monuments, Gravestones, Tablets and Monumental Inscriptions</b>							
Right to erect Headstone (max height 1.3m) or cross & make inscription thereon	-	N	204.00	204.00	198.00	198.00	3.03%
Right to erect a tablet & make inscription thereon	-	N	102.00	102.00	99.00	99.00	3.03%
Right to erect bronze plaque	-	N	102.00	102.00	99.00	99.00	3.03%
Right to make Inscriptions on a monument etc. after the first	-	Y	68.00	81.60	66.00	66.00	3.03%
Right to erect any other monument not described above	-	N	305.50	305.50	297.00	297.00	2.86%
Right to erect a Memorial (inc kerbs) on a child's grave	-	N	118.00	118.00	118.00	118.00	0.00%
<b>Other Fees</b>							
Transfer of any Grant of Exclusive Burial	-	N	79.50	79.50	77.00	77.00	3.25%
Turfing/Seeding a Grave Space	-	Y	77.00	92.40	77.00	77.00	0.00%
Grave Maintenance – Clipping, cutting and weeding	-	Y	154.00	184.80	154.00	154.00	0.00%
Grave Maintenance – Plus planting twice a year	-	Y	187.00	224.40	187.00	187.00	0.00%
Search of Registers etc.	-	N	82.50	82.50	80.00	80.00	3.13%
Certified Copy of Entry	-	N	93.00	93.00	90.00	90.00	3.33%
Supplementary Primary Location charge for Graves (New)	-	N	678.50	678.50	660.00	660.00	2.80%
Supplementary Fee for Cremation on a Saturday	-	N	389.00	389.00	378.00	378.00	2.91%
Supplementary Fee for Cremation on a Sunday/Bank Holiday	-	N	678.50	678.50	660.00	660.00	2.80%
Burial in Common Grave	-	N	565.50	565.50	550.00	550.00	2.82%
Exhumation	-	N	PoA	PoA	PoA	PoA	0.00%
Wooden lining provided to graves	-	N	257.00	257.00	250.00	250.00	2.80%
<b>Crematorium</b>							
<b>[1] Fees include Cremation, Disposal of ashes, Deposit (1 month), Use of Chapel (30 min) and Sound System.</b>							
Body Parts	-	N	82.50	82.50	80.00	80.00	3.13%
Stillborn to 1 year old	-	N	36.00	36.00	36.00	36.00	0.00%
1 year to 16 years old	-	N	67.00	67.00	67.00	67.00	0.00%
Person over 16 years old	-	N	565.50	565.50	550.00	550.00	2.82%
Certificate of Medical Referee	-	N	22.00	22.00	21.00	21.00	4.76%
Environmental Charge	-	N	82.50	82.50	80.00	80.00	3.13%
<b>Other Fees</b>							
Use of Chapel for extra period or prior to burial	Per 15 mins	N	144.00	144.00	140.00	140.00	2.86%
Use of Chapel for Memorial service (by arrangement) Sat	Per 15 mins	N	389.00	389.00	378.00	378.00	2.91%
Temporary Deposit after first month	Per Month	N	58.50	58.50	56.70	56.70	3.17%

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Temporary containers for ashes	-	N	35.00	35.00	34.00	34.00	2.94%
Urns and Caskets - various sizes	-	N	PoA	PoA	PoA	PoA	0.00%
Packing and despatch of ashes	Dependant on size	N	PoA	PoA	PoA	PoA	0.00%
Scattering, witnessing, or disposal of cremated remains	-	N	95.00	95.00	95.00	95.00	0.00%
Extract from Cremations Register	-	N	84.50	84.50	82.00	82.00	3.05%
Use of Organ Willow chapel only (per service)	-	Y	26.00	31.20	25.20	30.24	3.17%
Cancellation of Service within 3 days of date booked	-	N	188.00	188.00	182.70	182.70	2.90%
Webcasting Service (5 days notice prior to service)	-	Y	41.50	49.80	40.00	48.00	3.75%
CD Recording of Service	-	Y	41.50	49.80	40.00	48.00	3.75%
DVD of service	-	Y	41.50	49.80	40.00	48.00	3.75%
Tribute screen	-	Y	41.50	49.80	PoA	PoA	0.00%
DVD of Service including Visual Tribute	-	Y	50.00	60.00	0.00	0.00	-100.00%
Additional CD,DVD after the first (10 ore more price on request)	-	Y	15.50	18.60	15.00	18.00	3.33%
Witness scattering of cremated remains (by appointment)	-	N	98.00	98.00	95.00	95.00	3.16%
Witness scattering of cremated remains Sat/Sun/Bank Holiday (by request & appointment)	-	N	144.00	144.00	140.00	140.00	2.86%
Connection to house music system etc. Oak chapel only	-	Y	26.00	31.20	25.20	30.24	3.17%
<b>Crematorium Memorials</b>							
Renewal of Kerb Plaque for 5 year period	-	Y	87.50	105.00	87.50	105.00	0.00%
Wall Plaque for first 5 year period	-	Y	206.00	247.20	200.00	240.00	3.00%
Renewal of Wall Plaque for 5 year period	-	Y	87.50	105.00	87.50	105.00	0.00%
Memorial Tree Seat per section (max-6 Sections) for a 5 year period	-	Y	324.00	388.80	315.00	378.00	2.86%
Memorial Seat and Plaque for first 10 years	-	Y	997.50	1,197.00	970.00	1,164.00	2.84%
Additional Plaque on Seat	-	Y	177.00	212.40	172.00	206.40	2.91%
Renewal of Memorial Seat for 5 year period	-	Y	257.00	308.40	250.00	300.00	2.80%
Dedication of Tree with Plaque for first 5 year period	-	Y	555.50	666.60	540.00	648.00	2.87%
Additional Plaque for Tree for first 5 year period	-	Y	177.00	212.40	172.00	206.40	2.91%
Renewal of Tree for 5 year period	-	Y	257.00	308.40	250.00	300.00	2.80%
Dedication of Rose Bush with Plaque for first 5 year period	-	Y	267.50	321.00	260.00	312.00	2.88%
Additional Plaque for Rose Bush	-	Y	177.00	212.40	172.00	206.40	2.91%
Renewal of Rose Bush for 5 year period	-	Y	257.00	308.40	250.00	300.00	2.80%
Woodland Memorial with Plaque	-	Y	177.00	212.40	172.00	206.40	2.91%
Kerb Plaque with Vase	-	Y	257.00	308.40	250.00	300.00	2.80%
Additional Motif (optional) for Kerb / Woodland Memorial Plaque	-	Y	36.00	43.20	35.00	42.00	2.86%
Additional Oval Photo Motif (optional) for Kerb / Woodland Memorial Plaque	-	Y	123.50	148.20	120.00	144.00	2.92%
<b>Book of Remembrance</b>							
2 Lines	-	Y	48.50	58.20	46.73	56.07	3.80%
5 Lines	-	Y	85.50	102.60	82.95	99.54	3.07%
8 Lines	-	Y	150.00	180.00	145.53	174.64	3.07%
Temporary Insert	-	Y	28.14	33.77	28.14	33.77	0.00%
<b>Miniature Book of Remembrance</b>							
2 Lines	-	Y	85.50	102.60	82.95	99.54	3.07%
5 Lines	-	Y	97.50	117.00	94.50	113.40	3.17%
8 Lines	-	Y	106.00	127.20	102.90	123.48	3.01%
<b>Memorial Cards</b>							
2 Lines White	-	Y	24.00	28.80	23.04	27.64	4.18%
5 Lines White Memorial Cards	-	Y	37.00	44.40	35.70	42.84	3.64%
8 Lines White Memorial Cards	-	Y	51.00	61.20	49.19	59.03	3.67%
Flowers painted in Book of Remembrance	-	Y	68.50	82.20	66.44	79.73	3.09%
Emblems/Badges into Book 5/8 line only	-	Y	92.00	110.40	89.25	107.10	3.08%
<b>Miscellaneous Charges</b>							
Photocopying	Per A3 page	Y	0.31	0.37	0.30	0.36	3.33%
	Per A4 page	Y	0.21	0.25	0.20	0.24	5.00%
Administration charge for works in default	Per Property	Y	32.90	39.48	32.00	38.40	2.81%
Confirmation of Receipt of Accident Notification (for solicitors)	Per Item	Y	82.24	98.69	80.00	96.00	2.80%
Statement of Facts (for solicitors)	Per Hour	Y	80.70	96.84	78.50	94.20	2.80%
Non-Statutory Work undertaken for clients e.g. voluntary surrender of food	Per Hour	Y	82.24	98.69	80.00	96.00	2.80%
Food Safety Export Certificates	-	Y	56.54	67.85	55.00	66.00	2.80%
<b>Environmental Protection</b>							
Request for Environmental Information Research (up to 56 day response) – Commercial	Per Hour	Y	150.00	180.00	100.00	120.00	50.00%
Request for Environmental Information Research (up to 56 day response) – Domestic	Per Hour	Y	75.00	90.00	50.00	60.00	50.00%
Request for Environmental Information Research (7 day response) - all	Per Hour	Y	300.00	360.00	200.00	240.00	50.00%
Water Sampling - Private Supplies	Per Sample	N	PoA	PoA	PoA	PoA	0.00%
<b>LAPC<sup>[1]</sup> and LAPPC<sup>[2]</sup> Mobile Plant charges</b>							

Activity/Item	Basis	Vatable Enter Y or N	2013/14 Value Excl. VAT £	2013/14 Value Incl. VAT 20% £	2012/13 Value Excl. VAT £	2012/13 Value Incl. VAT 20% £	Incr/Decr
<b>Number of authorisations - Application fees</b>							
1 or 2 authorisations held by the operator	-	N	1,579.00	1,579.00	1,579.00	1,579.00	0.00%
3 to 7 authorisations held by the operator	-	N	943.00	943.00	943.00	943.00	0.00%
8 and over authorisations held by the operator	-	N	477.00	477.00	477.00	477.00	0.00%
<b>Low Risk - Number of authorisations - Subsistence Fees</b>							
1 or 2 authorisations held by operator	-	N	618.00	618.00	618.00	618.00	0.00%
3 to 7 authorisations held by the operator	-	N	368.00	368.00	368.00	368.00	0.00%
8 and over authorisations held by the operator	-	N	189.00	189.00	189.00	189.00	0.00%
<b>Medium Risk - Number of authorisations - Subsistence Fees</b>							
1 or 2 authorisations held by operator	-	N	989.00	989.00	989.00	989.00	0.00%
3 to 7 authorisations held by the operator	-	N	590.00	590.00	590.00	590.00	0.00%
8 and over authorisations held by the operator	-	N	302.00	302.00	302.00	302.00	0.00%
<b>High Risk - Number of authorisations - Subsistence Fees</b>							
1 or 2 authorisations held by operator	-	N	1,484.00	1,484.00	1,484.00	1,484.00	0.00%
3 to 7 authorisations held by the operator	-	N	884.00	884.00	884.00	884.00	0.00%
8 and over authorisations held by the operator	-	N	453.00	453.00	453.00	453.00	0.00%
<b>Local Authority Pollution Prevention and Control (LAPPC) Fees &amp; Charges</b>							
<b>Application Fee:</b>							
Standard Process	-	N	1,579.00	1,579.00	1,579.00	1,579.00	0.00%
Additional fee for operating without a permit	-	N	1,137.00	1,137.00	1,137.00	1,137.00	0.00%
Reduced fee activities (except VRs)	-	N	148.00	148.00	148.00	148.00	0.00%
PVR 1 & II combined	-	N	246.00	246.00	246.00	246.00	0.00%
Vehicle refinishers (VRs)	-	N	346.00	346.00	346.00	346.00	0.00%
Reduced fee activities: Additional fee for operating without a permit	-	N	68.00	68.00	68.00	68.00	0.00%
Mobile Screening and Crushing plant	-	N	1,579.00	1,579.00	1,579.00	1,579.00	0.00%
- for third to seventh applications	-	N	943.00	943.00	943.00	943.00	0.00%
- for eighth and subsequent applications	-	N	477.00	477.00	477.00	477.00	0.00%
Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amount	-	N	297.00	297.00	297.00	297.00	0.00%
<b>Annual Subsistence Charge:</b>							
Standard process: Low risk (1)	-	N	739.00	739.00	739.00	739.00	0.00%
Standard process: Medium risk (2)	-	N	1,111.00	1,111.00	1,111.00	1,111.00	0.00%
Standard process: High risk (3)	-	N	1,672.00	1,672.00	1,672.00	1,672.00	0.00%
(1) Low risk: Amount to be added where permit is for combined Part B and waste installation	-	N	99.00	99.00	99.00	99.00	0.00%
(2) Medium risk: Amount to be added where permit is for combined Part B and waste installation	-	N	149.00	149.00	149.00	149.00	0.00%
(3) High risk: Amount to be added where permit is for combined Part B and waste installation	-	N	198.00	198.00	198.00	198.00	0.00%
Reduced fee activities (Inc Odourising Natural gas): Low Risk	-	N	76.00	76.00	76.00	76.00	0.00%
Reduced fee activities (Inc Odourising Natural gas): Medium Risk	-	N	151.00	151.00	151.00	151.00	0.00%
Reduced fee activities (Inc Odourising Natural gas): High Risk	-	N	227.00	227.00	227.00	227.00	0.00%
PVR I & II combined: Low risk	-	N	108.00	108.00	108.00	108.00	0.00%
PVR I & II combined: Medium risk	-	N	216.00	216.00	216.00	216.00	0.00%
PVR I & II combined: High risk	-	N	326.00	326.00	326.00	326.00	0.00%
Vehicle refinishers: Low risk	-	N	218.00	218.00	218.00	218.00	0.00%
Vehicle refinishers: Medium risk	-	N	349.00	349.00	349.00	349.00	0.00%
Vehicle refinishers: High risk	-	N	524.00	524.00	524.00	524.00	0.00%
Mobile Screening and Crushing Plant: Low risk	-	N	618.00	618.00	618.00	618.00	0.00%
- for third to seventh applications	-	N	368.00	368.00	368.00	368.00	0.00%
- for eighth and subsequent applications	-	N	189.00	189.00	189.00	189.00	0.00%
Mobile Screening and Crushing Plant: Medium risk	-	N	989.00	989.00	989.00	989.00	0.00%
- for third to seventh applications	-	N	590.00	590.00	590.00	590.00	0.00%
- for eighth and subsequent applications	-	N	302.00	302.00	302.00	302.00	0.00%
Mobile Screening and Crushing Plant: High risk	-	N	1,484.00	1,484.00	1,484.00	1,484.00	0.00%
- for third to seventh applications	-	N	884.00	884.00	884.00	884.00	0.00%
- for eighth and subsequent applications	-	N	453.00	453.00	453.00	453.00	0.00%
Where a Part B installation is subject to reporting under the E-PRTR Regulation this amount must be added to the above amounts	-	N	99.00	99.00	99.00	99.00	0.00%
Late payment fee	-	N	50.00	50.00	50.00	50.00	0.00%
<b>Transfer and Surrender</b>							
Standard Process Transfer	-	N	162.00	162.00	162.00	162.00	0.00%
Standard Process Partial Transfer	-	N	476.00	476.00	476.00	476.00	0.00%
New operator at a low risk reduced fee activity	-	N	75.00	75.00	75.00	75.00	0.00%
Reduced fee activities: Partial transfer	-	N	45.00	45.00	45.00	45.00	0.00%
<b>Temporary transfer for mobiles:</b>							

Activity/Item	Basis	Vatable Enter Y or N	2013/14 Value Excl. VAT £	2013/14 Value Incl. VAT 20% £	2012/13 Value Excl. VAT £	2012/13 Value Incl. VAT 20% £	Incr/Decr
First transfer	-	N	51.00	51.00	51.00	51.00	0.00%
Repeat transfer	-	N	10.00	10.00	10.00	10.00	0.00%
Repeat following enforcement or warning	-	N	51.00	51.00	51.00	51.00	0.00%
<b>Substantial Changes s10 and s11:</b>							
Standard process	-	N	1,005.00	1,005.00	1,005.00	1,005.00	0.00%
Standard process where the substantial change results in a new PPC activity	-	N	1,579.00	1,579.00	1,579.00	1,579.00	0.00%
Reduced fee activities**	-	N	98.00	98.00	98.00	98.00	0.00%
<b>Subsistence charges</b> can be paid in four equal quarterly instalments on 1 April, July, October & January. This incurs a further £36 administration charge.	-	N	36.00	36.00	36.00	36.00	0.00%
<b>LA-IPPC Fees and Charges</b>							
Application	-	N	3,218.00	3,218.00	3,218.00	3,218.00	0.00%
Additional fee for operating without a permit	-	N	1,137.00	1,137.00	1,137.00	1,137.00	0.00%
Annual Subsistence: Low risk	-	N	1,384.00	1,384.00	1,384.00	1,384.00	0.00%
Annual Subsistence: Medium risk	-	N	1,541.00	1,541.00	1,541.00	1,541.00	0.00%
Annual Subsistence: High risk	-	N	2,233.00	2,233.00	2,233.00	2,233.00	0.00%
Late payment fee	-	N	50.00	50.00	50.00	50.00	0.00%
Additional fee for paying by four equal quarterly instalments	-	N	36.00	36.00	36.00	36.00	0.00%
Substantial Variation	-	N	1,309.00	1,309.00	1,309.00	1,309.00	0.00%
Transfer	-	N	225.00	225.00	225.00	225.00	0.00%
Partial Transfer	-	N	668.00	668.00	668.00	668.00	0.00%
Surrender	-	N	668.00	668.00	668.00	668.00	0.00%
<b>Licences – Health</b>							
Motor Salvage Operators Licence	-	N	123.40	123.40	120.00	120.00	2.83%
Sex Establishment Licence -Initial Payment	-	N	4,369.00	4,369.00	4,250.00	4,250.00	2.80%
Sex Establishment Licence - Annual	-	N	2,632.00	2,632.00	2,560.00	2,560.00	2.81%
- Transfer	-	N	1,336.00	1,336.00	1,300.00	1,300.00	2.77%
Skin Piercing Registration:	-	N	168.00	168.00	163.00	163.00	3.07%
- Acupuncture	-	N	168.00	168.00	163.00	163.00	3.07%
Tattooing, Ear Piercing & Electrolysis, Body Piercing and skin pigmentation by the use of a needle (per activity)	-	N	168.00	168.00	163.00	163.00	3.07%
- Premises	-	N	168.00	168.00	163.00	163.00	3.07%
Variation of above (as applicable)	-	N	72.00	72.00	70.00	70.00	2.86%
Admin Fee for additional documents etc	per 15 minutes	N	20.60	20.60	20.00	20.00	3.00%
<b>Street Trading Consents</b>							
Annual Single Street – 1 hr in 24hrs	-	N	252.00	252.00	245.00	245.00	2.86%
Variation – each additional hour	-	N	252.00	252.00	245.00	245.00	2.86%
<b>Building Control</b>							
<b>Copy of Building Regulation Decision Notice:</b>							
Replacement Decision Notice	-	Y	51.50	61.80	50.00	60.00	3.00%
Replacement Completion Certificate	-	Y	51.50	61.80	50.00	60.00	3.00%
<b>Enquiry and Examination of Building Regulation Records:</b>							
To professionals for commercial purposes	-	Y	118.50	142.20	115.00	138.00	3.04%
To residential owners/occupiers for private purposes	-	Y	28.50	34.20	27.50	33.00	3.64%
Responses to Professional Letters for Commercial Purposes	-	Y	118.50	142.20	50.00	60.00	137.00%
Exemption Certificate	-	Y	21.50	25.80	20.83	25.00	3.22%
<b>Sustainability</b>							
provision of DEC certificate	-	Y	98.00	117.60	95.00	114.00	3.16%
<b>Petroleum Licensing</b>							
Replacement Licence	-	Y	46.80	56.16	46.80	56.16	0.00%
<b>Licence to keep Petroleum Spirit of a quantity:</b>							
Not exceeding 2,500 litres	Per Annum	N	42.00	42.00	42.00	42.00	0.00%
Exceeding 2,500 litres but not exceeding 50,000 litres	Per Annum	N	58.00	58.00	58.00	58.00	0.00%
Exceeding 50,000 litres	Per Annum	N	120.00	120.00	120.00	120.00	0.00%
Transfer of Licence	-	N	8.00	8.00	8.00	8.00	0.00%
<b>Taxi Licensing</b>							
<b>Licences - Hackney Carriages</b>							
Hackney Carriage Drivers Licence - initial	3 years	N	189.00	189.00	189.00	189.00	0.00%
Hackney Carriage Drivers Licence - renewal	3 years	N	97.00	97.00	97.00	97.00	0.00%
Private Hire Operators Licence	Annual Fee - Process & fees subject to review	N	272.00	272.00	272.00	272.00	0.00%
Private Hire Operators Licence (all vehicles adapted to carry wheelchairs)	Per Annum	N	136.00	136.00	136.00	136.00	0.00%
Private Hire Drivers Licence - initial	3 years	N	141.00	141.00	141.00	141.00	0.00%
Private Hire Drivers Licence - renewal	3 years	N	97.00	97.00	97.00	97.00	0.00%
Combined Drivers Licence - initial	3 years	N	189.00	189.00	189.00	189.00	0.00%
Combined Drivers Licence - renewal	3 years	N	116.00	116.00	116.00	116.00	0.00%
Private Hire Vehicle (inclusive of MOGO[2] Plate)	-	N	154.00	154.00	154.00	154.00	0.00%
Plate Exempt	-	N	140.00	140.00	140.00	140.00	0.00%

Activity/Item	Basis	Vatable Enter Y or N	2013/14 Value Excl. VAT £	2013/14 Value Incl. VAT 20% £	2012/13 Value Excl. VAT £	2012/13 Value Incl. VAT 20% £	Incr/Decr
Hackney Carriage Vehicle (inclusive of 2 x MOGO plates)	-	N	172.00	172.00	172.00	172.00	0.00%
Induction	Process & fees subject to review	N	354.00	354.00	354.00	354.00	0.00%
Knowledge Test fee	Process & fees subject to review	N	121.00	121.00	121.00	121.00	0.00%
Test to Lift Police prohibition	-	N	66.00	66.00	66.00	66.00	0.00%
Transfer of Licence Plate:							
New Vehicle	-	N	43.00	43.00	43.00	43.00	0.00%
Over 3 years old and London style H/C over 5 years	-	N	92.00	92.00	92.00	92.00	0.00%
Under 3 years old and London style H/C under 5 years	-	N	43.00	43.00	43.00	43.00	0.00%
Transfer of Ownership	-	N	43.00	43.00	43.00	43.00	0.00%
Replacement Vehicle - Licence and window disc	-	N	34.00	34.00	34.00	34.00	0.00%
Criminal Records Bureau Charge -	Raised to reflect charge made by other Depts.	N	64.00	64.00	64.00	64.00	0.00%
Replacement of Plate	-	N	26.00	26.00	26.00	26.00	0.00%
Replacement of Bracket	-	N	15.00	15.00	15.00	15.00	0.00%
Replacement of Drivers Badge	-	N	30.00	30.00	30.00	30.00	0.00%
Replacement Drivers Licence	-	N	31.00	31.00	31.00	31.00	0.00%
Plate Magnet Set	-	N	25.00	25.00	25.00	25.00	0.00%
VIP Bracket	-	N	15.00	15.00	15.00	15.00	0.00%
Vehicle Retest Fee (after 7 days)	-	N	90.00	90.00	90.00	90.00	0.00%
Non-attendance at Synergy for vehicle test	-	N	40.00	40.00	40.00	40.00	0.00%
Fitting of bracket at Synergy	-	N	PoA	PoA	PoA	PoA	0.00%
Returned cheque fee	-	N	45.00	45.00	45.00	45.00	0.00%
Meter Check	-	N	25.00	25.00	25.00	25.00	0.00%
VIP Plate	-	N	14.00	14.00	14.00	14.00	0.00%
Non-attendance at Synergy for vehicle- re test	-	N	20.00	20.00	20.00	20.00	0.00%
Insurance/Hire - Transfer driver (Each way - £43 - £86)	-	N	43.00	43.00	43.00	43.00	0.00%
Late/No show	-	N	40.00	40.00	40.00	40.00	0.00%
First Aid Kit	-	N	12.00	12.00	12.00	12.00	0.00%
<b>Other Fees</b>							
<b>Personal Licence</b>							
Application for Personal Licence	-	N	37.00	37.00	37.00	37.00	0.00%
Application for Copy of Personal Licence on theft, loss etc.	-	N	10.50	10.50	10.50	10.50	0.00%
Notification of Change of Name or Address (holder of personal licence)	-	N	10.50	10.50	10.50	10.50	0.00%
<b>Premises Licence</b>							
Application for Copy of Premise Licence or Summary on theft, loss etc.	-	N	10.50	10.50	10.50	10.50	0.00%
Notification of Change of Name or Address (holder of premises licence)	-	N	10.50	10.50	10.50	10.50	0.00%
Application to Vary Specified Individual as Premises Supervisor	-	N	23.00	23.00	23.00	23.00	0.00%
Application to Transfer Premises Licence	-	N	23.00	23.00	23.00	23.00	0.00%
Interim Authority Notice	-	N	23.00	23.00	23.00	23.00	0.00%
Application for Making of Provisional Statement	-	N	315.00	315.00	315.00	315.00	0.00%
<b>Club Premises Certificate</b>							
Application for Copy of Club Premise Certificate or Summary on theft, loss etc.	-	N	10.50	10.50	10.50	10.50	0.00%
Notification of Change of Name or Alteration of Club Rules	-	N	10.50	10.50	10.50	10.50	0.00%
Change of Relevant Registered Address of Club	-	N	10.50	10.50	10.50	10.50	0.00%
<b>TEN</b>							
Temporary Event Notice	-	N	21.00	21.00	21.00	21.00	0.00%
Application for Copy of Notice on theft, loss etc.	-	N	10.50	10.50	10.50	10.50	0.00%
<b>Other</b>							
Supply of Copies of Information Contained in Register	Info now supplied free on line	N	PoA	PoA	POA	POA	0.00%
Notice of Interest in Premises	-	N	21.00	21.00	21.00	21.00	0.00%
<b>Gambling Premises Licences</b>							
<b>Bingo Club</b>							
Application	-	N	3,500.00	3,500.00	3,500.00	3,500.00	0.00%
Annual Fee	-	N	1,000.00	1,000.00	1,000.00	1,000.00	0.00%
Variation	-	N	1,750.00	1,750.00	1,750.00	1,750.00	0.00%
Transfer	-	N	1,200.00	1,200.00	1,200.00	1,200.00	0.00%
Reinstatement	-	N	1,200.00	1,200.00	1,200.00	1,200.00	0.00%
Provisional Statement	-	N	3,500.00	3,500.00	3,500.00	3,500.00	0.00%
Licence Application following Provisional Statement	-	N	1,200.00	1,200.00	1,200.00	1,200.00	0.00%
<b>Adult Gaming Centre</b>							
Application	-	N	2,000.00	2,000.00	2,000.00	2,000.00	0.00%
Annual Fee	-	N	1,000.00	1,000.00	1,000.00	1,000.00	0.00%
Variation	-	N	1,000.00	1,000.00	1,000.00	1,000.00	0.00%
Transfer	-	N	1,200.00	1,200.00	1,200.00	1,200.00	0.00%
Reinstatement	-	N	1,200.00	1,200.00	1,200.00	1,200.00	0.00%



Activity/Item	Basis	Vatable Enter Y or N	2013/14 Value Excl. VAT £	2013/14 Value Incl. VAT 20% £	2012/13 Value Excl. VAT £	2012/13 Value Incl. VAT 20% £	Incr/Decr
Provisional Statement	-	N	2,000.00	2,000.00	2,000.00	2,000.00	0.00%
Licence Application following Provisional Statement	-	N	1,200.00	1,200.00	1,200.00	1,200.00	0.00%
<b>Track Betting</b>							
Application	-	N	2,500.00	2,500.00	2,500.00	2,500.00	0.00%
Annual Fee	-	N	1,000.00	1,000.00	1,000.00	1,000.00	0.00%
Variation	-	N	1,250.00	1,250.00	1,250.00	1,250.00	0.00%
Transfer	-	N	950.00	950.00	950.00	950.00	0.00%
Reinstatement	-	N	950.00	950.00	950.00	950.00	0.00%
Provisional Statement	-	N	2,500.00	2,500.00	2,500.00	2,500.00	0.00%
Licence Application following Provisional Statement	-	N	950.00	950.00	950.00	950.00	0.00%
<b>Family Entertainment Centre</b>							
Application	-	N	2,000.00	2,000.00	2,000.00	2,000.00	0.00%
Annual Fee	-	N	750.00	750.00	750.00	750.00	0.00%
Variation	-	N	1,000.00	1,000.00	1,000.00	1,000.00	0.00%
Transfer	-	N	950.00	950.00	950.00	950.00	0.00%
Reinstatement	-	N	950.00	950.00	950.00	950.00	0.00%
Provisional Statement	-	N	2,000.00	2,000.00	2,000.00	2,000.00	0.00%
Licence Application following Provisional Statement	-	N	950.00	950.00	950.00	950.00	0.00%
<b>Betting Premises</b>							
Application	-	N	1,200.00	1,200.00	1,200.00	1,200.00	0.00%
Annual Fee	-	N	250.00	250.00	250.00	250.00	0.00%
Variation	-	N	550.00	550.00	550.00	550.00	0.00%
Transfer	-	N	450.00	450.00	450.00	450.00	0.00%
Reinstatement	-	N	450.00	450.00	450.00	450.00	0.00%
Provisional Statement	-	N	1,200.00	1,200.00	1,200.00	1,200.00	0.00%
Licence Application following Provisional Statement	-	N	450.00	450.00	450.00	450.00	0.00%
<b>Large Casino</b>							
Application	-	N	10,000.00	10,000.00	10,000.00	10,000.00	0.00%
Annual Fee	-	N	10,000.00	10,000.00	10,000.00	10,000.00	0.00%
Variation	-	N	5,000.00	5,000.00	5,000.00	5,000.00	0.00%
Transfer	-	N	2,150.00	2,150.00	2,150.00	2,150.00	0.00%
Reinstatement	-	N	2,150.00	2,150.00	2,150.00	2,150.00	0.00%
Provisional Statement	-	N	10,000.00	10,000.00	10,000.00	10,000.00	0.00%
Licence Application following Provisional Statement	-	N	5,000.00	5,000.00	5,000.00	5,000.00	0.00%
<b>Gambling Permits</b>							
<b>Prize Gaming Permit</b>							
Application	-	N	300.00	300.00	300.00	300.00	0.00%
Renewal	-	N	300.00	300.00	300.00	300.00	0.00%
Name Change	-	N	25.00	25.00	25.00	25.00	0.00%
Copy Permit	-	N	15.00	15.00	15.00	15.00	0.00%
<b>Licensed Premises Gaming Machine Permit</b>							
Application	-	N	150.00	150.00	150.00	150.00	0.00%
Name Change	-	N	25.00	25.00	25.00	25.00	0.00%
Copy Permit	-	N	15.00	15.00	15.00	15.00	0.00%
Annual Fee	-	N	50.00	50.00	50.00	50.00	0.00%
Variation	-	N	100.00	100.00	100.00	100.00	0.00%
Transfer	-	N	25.00	25.00	25.00	25.00	0.00%
<b>Notification of Gaming Machine in Licensed Premises</b>							
Application	-	N	50.00	50.00	50.00	50.00	0.00%
<b>Club Machine Permit</b>							
Application -non existing	-	N	200.00	200.00	200.00	200.00	0.00%
Application - existing operator	-	N	100.00	100.00	100.00	100.00	0.00%
Renewal (fast track)	-	N	100.00	100.00	100.00	100.00	0.00%
Renewal (non fast track)	-	N	200.00	200.00	200.00	200.00	0.00%
Copy Permit	-	N	15.00	15.00	15.00	15.00	0.00%
Annual Fee	-	N	50.00	50.00	50.00	50.00	0.00%
Variation	-	N	100.00	100.00	100.00	100.00	0.00%
<b>Club Gaming Permit</b>							
Application (non existing operator)	-	N	200.00	200.00	200.00	200.00	0.00%
Application existing operator	-	N	100.00	100.00	100.00	100.00	0.00%
Renewal (non fast track)	-	N	200.00	200.00	200.00	200.00	0.00%
Renewal (fast track)	-	N	100.00	100.00	100.00	100.00	0.00%
Copy Permit	-	N	15.00	15.00	15.00	15.00	0.00%
Annual Fee	-	N	50.00	50.00	50.00	50.00	0.00%
Variation	-	N	100.00	100.00	100.00	100.00	0.00%
<b>Family Entertainment Centre Gaming Machine Permit</b>							
Application	-	N	300.00	300.00	300.00	300.00	0.00%
Renewal	-	N	300.00	300.00	300.00	300.00	0.00%
Name Change	-	N	25.00	25.00	25.00	25.00	0.00%
Copy Permit	-	N	15.00	15.00	15.00	15.00	0.00%
<b>Registrar</b>							
First Birth or Death Certificate		N	4.00	4.00	4.00	4.00	0.00%
birth or Death Certificate from archived Register		N	10.00	10.00	10.00	10.00	0.00%
Standard Certificates issued from current Register after Registration		N	7.00	7.00	7.00	7.00	0.00%
Short Birth Certificate		N	0.00	0.00	9.00	9.00	-100.00%
Short Birth Certificate from Archived Register		N	10.00	10.00	0.00	0.00	100.00%
Short Birth Certificate from Current Register after Registration		N	7.00	7.00	0.00	0.00	100.00%
First Paid Short Birth Certificate		N	4.00	4.00	4.00	4.00	0.00%

Activity/Item	Basis	Vatable Enter Y or N	2013/14 Value Excl. VAT £	2013/14 Value Incl. VAT 20% £	2012/13 Value Excl. VAT £	2012/13 Value Incl. VAT 20% £	Incr/Decr
Notice to enter marriage from 1 January 2001	Per Person	N	35.00	35.00	35.00	35.00	0.00%
Marriage at Register Office		N	45.00	45.00	45.00	45.00	0.00%
Marriage in Decommissioned Ceremony Room	wef 01/09/12 Mon - Fri am Fri pm & Sat Fri pm & Sat	N	105.00	105.00	100.00	100.00	5.00%
		N	155.00	155.00	150.00	150.00	3.33%
Marriage at Licensed Venue (weekday)		N	310.00	310.00	300.00	300.00	3.33%
Marriage at Licensed Venue (Saturday)		N	445.00	445.00	430.00	430.00	3.49%
Marriage at Licensed Venue (Sunday)		N	515.00	515.00	500.00	500.00	3.00%
Licensing of Venue for Marriage (1 room) (3 year licence)		N	1,210.00	1,210.00	1,175.00	1,175.00	2.98%
Each Additional Room	No charges for additional rooms	N	0.00	0.00	0.00	0.00	0.00%
<b>*Nationality Checking Service</b>	11/12 figures entered charges governed by statute						
Single Adult		Y	72.00	86.40	70.00	84.00	2.86%
Husband & Wife (living together)		Y	144.00	172.80	140.00	168.00	2.86%
Husband & Wife + up to 2 Children		Y	206.00	247.20	200.00	240.00	3.00%
Single Parent + up to 2 Children		Y	134.00	160.80	130.00	156.00	3.08%
Additional Children on Parents Application	Per Child	Y	31.00	37.20	30.00	36.00	3.33%
Children Under 18 years (applying separately from Parents)	Per Child	Y	72.00	86.40	70.00	84.00	2.86%
<b>Community Facilities Unit</b>							
<b>Leisure Services Core Prices</b>							
<b>Directly Managed Sports Grounds and Community Centres</b>							
<b>Woughton on the Green</b>		See note below about one-off bookings					
Football Weekly Cost – Adult/Senior	(34 games)	N	1,931.61	1,931.61	1,879.00	1,879.00	2.80%
Football Fortnightly cost – Adult/Senior	(17 games)	N	1,022.04	1,022.04	994.20	994.20	2.80%
Football Casual Game	Per Game	Y	83.83	100.60	81.55	97.86	2.80%
Football Weekly Cost – Junior	(34 games)	N	1,497.13	1,497.13	1,456.35	1,456.35	2.80%
Football Fortnightly cost – Junior	(17 games)	N	791.83	791.83	770.26	770.26	2.80%
Football Casual Game – Junior	Per Game	Y	63.88	76.66	62.14	74.57	2.80%
Football – Nursery 7's (Football Activity)	Per Game	N	11.01	11.01	10.71	10.71	2.80%
<b>ASTROTURF</b>							
Whole Pitch- Daytime	Per Hour	N	74.79	74.79	72.75	72.75	2.80%
Whole Pitch- Evening	Per Hour	N	88.98	88.98	86.56	86.56	2.80%
Half Pitch-Weekday Daytime	Per Hour	N	37.40	37.40	36.38	36.38	2.80%
Half Pitch-Weekday Evening	Per Hour	N	44.49	44.49	43.28	43.28	2.80%
<b>Cricket</b>							
Cricket Weekly Cost – with changing facilities - Daytime	(18 games)	N	1,304.49	1,304.49	1,268.96	1,268.96	2.80%
Cricket Fortnightly Cost – with changing facilities - Daytime	(10 games)	N	728.16	728.16	708.33	708.33	2.80%
Cricket Casual Game – with changing facilities - Weekends	Per Game	Y	79.84	95.81	77.67	93.20	2.80%
Cricket Weekly Cost – with changing facilities - Evening	(18 games)	N	1,097.90	1,097.90	1,068.00	1,068.00	2.80%
Cricket Fortnightly Cost – with changing facilities - Evening	(10 games)	N	537.69	537.69	523.04	523.04	2.80%
Cricket Casual Game – with changing facilities - Evening	Per Game	Y	68.11	81.73	66.25	79.50	2.80%
Cricket Weekly Cost – without changing facilities - Daytime and Evening	(18 games)	N	878.84	878.84	854.90	854.90	2.80%
Cricket Fortnightly Cost – without changing facilities - Daytime and Evening	(10 games)	N	453.52	453.52	441.17	441.17	2.80%
Cricket Casual Game – without changing facilities - Daytime and Evening	Per Game	Y	53.93	64.71	52.46	62.95	2.80%
<b>Baseball Pitch</b>							
Baseball Weekly Cost	(18 games)	N	1,140.69	1,140.69	1,109.62	1,109.62	2.80%
Baseball Weekly Cost	(10 games)	N	693.54	693.54	674.65	674.65	2.80%
Baseball Casual Game	Per Game	Y	64.71	77.66	62.95	75.54	2.80%
Bar	Per Hour	N	25.24	25.24	24.55	24.55	2.80%
Bar (off peak)	Per Hour	N	15.77	15.77	15.34	15.34	2.80%
Bar Function (Party)	7pm-Midnight	Y	158.83	190.59	154.50	185.40	2.80%
Meeting Room	Per Hour	N	14.86	14.86	14.46	14.46	2.80%
Meeting Room (off peak)	Per Hour	N	12.07	12.07	11.74	11.74	2.80%
Tennis Courts	Per Hour	Y	6.37	7.65	6.20	7.44	2.80%
Tennis Courts	Per Hour	Y	6.07	7.28	5.90	7.08	2.80%
<b>Rickley Park, Tattenhoe Lane, Browns Wood, Woolstones</b>							
<b>NOTE: One off bookings for sports events NOT relating to our regular bookers must be charged VAT</b>							
<b>Football</b>							
Football Weekly Cost – Adult/Senior	(34 games)	N	1,931.43	1,931.43	1,878.82	1,878.82	2.80%
Football Fortnightly cost – Adult/Senior	(17 games)	N	1,022.06	1,022.06	994.22	994.22	2.80%
Football Casual Game	Per Game	Y	83.84	100.61	81.56	97.87	2.80%

Activity/Item	Basis	Vatable Enter Y or N	2013/14 Value Excl. VAT £	2013/14 Value Incl. VAT 20% £	2012/13 Value Excl. VAT £	2012/13 Value Incl. VAT 20% £	Incr/Decr
Football Weekly Cost – Junior	(34 games)	N	1,496.90	1,496.90	1,456.13	1,456.13	2.80%
Football Fortnightly cost – Junior	(17 games)	N	791.83	791.83	770.26	770.26	2.80%
Football Casual Game – Junior	Per Game	Y	63.88	76.66	62.14	74.57	2.80%
Football – Nursery 7's (Football Activity)	Per Game	N	11.01	11.01	10.71	10.71	2.78%
<b>Rickley Park, Tattenhoe Lane, - Tournaments with facilities</b>	Per Day	Y	208.46	250.15	202.78	243.33	2.80%
<b>Rickley Park, Tattenhoe Lane, - Tournaments without facilities</b>	Per Day	Y	155.65	186.78	151.41	181.69	2.80%
<b>Cricket</b>							
Cricket Weekly Cost – with changing facilities - Daytime	(18 games)	N	1,304.49	1,304.49	1,268.96	1,268.96	2.80%
Cricket Fortnightly Cost – with changing facilities - Daytime	(10 games)	N	728.16	728.16	708.33	708.33	2.80%
Cricket Casual Game – with changing facilities - Weekends	Per Game	Y	79.84	95.81	77.67	93.20	2.80%
Cricket Weekly Cost – with changing facilities - Evening	(18 games)	N	1,097.90	1,097.90	1,068.00	1,068.00	2.80%
Cricket Fortnightly Cost – with changing facilities - Evening	(10 games)	N	537.69	537.69	523.04	523.04	2.80%
Cricket Casual Game – with changing facilities - Evening	Per Game	Y	68.11	81.73	66.25	79.50	2.80%
Cricket Weekly Cost – without changing facilities - Daytime and Evening	(18 games)	N	878.84	878.84	854.90	854.90	2.80%
Cricket Fortnightly Cost – without changing facilities - Daytime and Evening	(10 games)	N	453.52	453.52	441.17	441.17	2.80%
Cricket Casual Game – without changing facilities - Daytime and Evening	Per Game	Y	53.93	64.71	52.46	62.95	2.80%
<b>WOUGHTON LEISURE CENTRE</b>							
<b>CENTRE</b>							
Sports Hall Club 1 x 4 courts	per court	N	11.50	11.50	11.50	11.50	0.00%
Sports Hall Casual 1 x 4 courts	per court	Y	9.58	11.50	9.52	11.42	0.63%
Gallery Club	per hour	N	12.85	12.85	11.50	11.50	11.74%
Gallery Casual	per hour	Y	12.85	15.42	9.52	11.42	34.98%
Dojo Club	per hour	N	20.50	20.50	20.00	20.00	2.50%
Dojo Casual	per hour	Y	17.08	20.50	16.67	20.00	2.46%
Theatre (Various Usage)	P.O.A	TBA	0.00	0.00	0.00	0.00	0.00%
Studio Club	per hour	N	16.20	16.20	15.75	15.75	2.86%
Studio Casual	per hour	Y	13.50	16.20	13.13	15.76	2.82%
<b>SWIMMING POOL</b>							
Schools	per hour	N	65.00	65.00	65.00	65.00	0.00%
Schools Lifeguard	per hour	Y	8.33	10.00	8.33	10.00	0.00%
Swimming Lessons (Avg)	per term	N	45.00	45.00	45.00	45.00	0.00%
Swimming Classes (aqua etc)	per session	N	5.25	5.25	5.00	5.00	5.00%
Swimming Party	per booking	Y	83.33	100.00	66.66	79.99	25.01%
Swimming Party with Inflatable	per booking	Y	100.00	120.00	83.33	100.00	20.00%
<b>ACADEMY</b>							
Sports Hall Club 1 x 4 courts		N	0.00	0.00	0.00	0.00	0.00%
Sports Hall Casual 1 x 4 courts		Y	0.00	0.00	0.00	0.00	0.00%
Studio Club		N	0.00	0.00	0.00	0.00	0.00%
Studio Casual		Y	0.00	0.00	0.00	0.00	0.00%
Mainhall Club		N	0.00	0.00	0.00	0.00	0.00%
Mainhall Casual		Y	0.00	0.00	0.00	0.00	0.00%
Muga Club 1x3	per court	N	22.60	22.60	22.00	22.00	2.73%
Muga Casual 1x3	per court	Y	18.83	22.60	18.34	22.01	2.67%
Astro Turf Club 1x2	per court	N	47.30	47.30	46.00	46.00	2.83%
Astro Turf Casual 1x2	per court	Y	39.42	47.30	38.34	46.01	2.82%
<b>Library Services</b>							
<b>Hire Fees and Loan Periods</b>							
Spoken Word Cassettes - Up to 4 tapes	3 weeks	N	1.50	1.50	1.50	1.50	0.00%
Spoken Word Cassettes – 5+ tapes	3 weeks	N	2.00	2.00	2.00	2.00	0.00%
Spoken Word Cassettes – 12+ tapes	3 weeks	N	2.50	2.50	2.50	2.50	0.00%
Spoken Word CDs - Up to 4 discs	3 weeks	N	2.00	2.00	2.00	2.00	0.00%
Spoken Word CDs – 5+ discs	3 weeks	N	2.50	2.50	2.50	2.50	0.00%
Compact Discs - Single	2 weeks	N	1.60	1.60	1.50	1.50	6.67%
Compact Discs - Double	2 weeks	N	1.60	1.60	1.50	1.50	6.67%
CD-ROMs - Blue	2 weeks	N	1.50	1.50	1.50	1.50	0.00%
DVDs	1 week	N	2.75	2.75	2.75	2.75	0.00%
DVDs – Boxed Sets	2 weeks	N	5.50	5.50	5.50	5.50	0.00%
DVDs – Children's	1 week	N	1.50	1.50	1.50	1.50	0.00%
Blu Ray	1 week	N	2.75	2.75	2.75	2.75	0.00%
Playaways	3 weeks	N	2.50	2.50	2.50	2.50	0.00%
Reading Group Sets	6 weeks	N	6.00	6.00	5.00	5.00	20.00%
<b>Fines</b>							
Adults Books, Magazines, Cassettes, CDs	Each per day, max. £6.25	N	0.25	0.25	0.25	0.25	0.00%
Children's Books	Each per day, max. £1.25	N	0.05	0.05	0.05	0.05	0.00%
Videos, DVDs & CD-ROMs	Each per day, max. £13.75	N	0.55	0.55	0.55	0.55	0.00%
<b>Photocopying and FAX</b>							
Photocopies	Per A4 sized page	Y	0.17	0.20	0.17	0.20	2.00%

Activity/Item	Basis	Vatable Enter Y or N	2013/14 Value Excl. VAT £	2013/14 Value Incl. VAT 20% £	2012/13 Value Excl. VAT £	2012/13 Value Incl. VAT 20% £	Incr/Decr
Photocopies	Per A3 sized page	Y	0.25	0.30	0.25	0.30	0.00%
Microforms		Y	0.46	0.55	0.46	0.55	0.36%
Colour Copying	Per A4 sized page	Y	1.00	1.20	1.00	1.20	0.00%
Colour Copying	Per A3 sized page	Y	1.33	1.60	1.33	1.60	-0.25%
FAX - Receiving	Per Page	Y	0.42	0.50	0.42	0.50	0.80%
FAX - Sending - UK	Per Page	Y	1.08	1.30	1.08	1.30	-0.31%
FAX - Sending - Europe	Per Page	Y	2.08	2.50	2.08	2.50	-0.16%
FAX - Sending - rest of world	Per Page	Y	2.50	3.00	2.50	3.00	0.00%
<b>Computers</b>							
Extra Sessions and Non-Members	Per half hour	Y	1.08	1.30	1.08	1.30	-0.31%
Printing: Black & White	Per page	Y	0.21	0.25	0.21	0.25	0.80%
Printing: Colour	Per page	Y	0.63	0.76	0.63	0.75	0.80%
<b>Reservations</b>							
Items from MK Stock	Per item	N	0.75	0.75	0.70	0.70	7.14%
Items from SELMS partner's stock	Per item	N	3.00	3.00	2.00	2.00	50.00%
Items from Outside SELMS (ILL)	Per item	N	4.00	4.00	4.00	4.00	0.00%
Vocal Scores	Up to 40 copies	N	20.00	20.00	11.00	11.00	81.82%
Vocal Scores	Per additional copy over 40 copies	N	0.25	0.25	0.25	0.25	0.00%
Music/orchestral sets	Per set	N	10.00	10.00	6.00	6.00	66.67%
<b>Other Charges</b>							
Business research	Per A4 sheet	Y	0.21	0.25	0.21	0.25	0.80%
Family History Research	Per enquiry	Y	5.00	6.00	5.00	6.00	0.00%
Family History Research	Per A4 sheet	Y	0.46	0.55	0.46	0.55	0.36%
Laminating	Per A4 sheet	Y	0.83	1.00	0.83	1.00	-0.40%
Laminating	Per A3 sheet	Y	1.25	1.50	1.25	1.50	0.00%
Lost library card replacement	Per card	N	3.00	3.00	2.50	2.50	20.00%
<b>School Library Service</b>							
Gold SLS Subscription	£400 + £13.80 per pupil (Up to 400 pupils)	N	0.00	0.00	0.00	0.00	0.00%
Silver SLS Subscription	£300 + £12.80 per pupil (Up to 400 pupils)	N	0.00	0.00	0.00	0.00	0.00%
Bronze SLS Subscription	£7.75 per pupil (up to 400 pupils)	N	0.00	0.00	0.00	0.00	#DIV/0!
Lost Resources for subscribing schools (Books)	Books	N	1.15	1.15	1.15	1.15	0.00%
Lost Resources for subscribing schools (Audio Visual resources)	Audio Visual Material charged at replacement cost based on individual items	N	0.00	0.00	0.00	0.00	0.00%

<b>Education, Effectiveness and Participation</b>							
<b>Adult Continued Education</b>							
Actions Speak Louder than Words! - an Introduction to Body Language	6	N	40.00	40.00	40.00	40.00	0.00%
All Day French - Absolute Beginners	6	N	40.00	40.00	40.00	40.00	0.00%
All Day French - Revive your Rusty O Level/GCSE	6	N	40.00	40.00	40.00	40.00	0.00%
All Day German - Absolute Beginners	6	N	40.00	40.00	40.00	40.00	0.00%
All Day Italian - Absolute Beginners	6	N	40.00	40.00	40.00	40.00	0.00%
All Day Spanish - Absolute Beginners	6	N	40.00	40.00	40.00	40.00	0.00%
Art Skills 1 - Graphite Pencils and Conte Crayons	20	N	107.00	107.00	105.00	105.00	1.90%
Art Skills 2 - Charcoal and Pastels	20	N	107.00	107.00	105.00	105.00	1.90%
Art Skills 2 - Coloured Pencils and Pastels	20	N	107.00	107.00	105.00	105.00	1.90%
Art Skills 3 - Pen, Ink and Watercolours	20	N	107.00	107.00	105.00	105.00	1.90%
Award in Preparing to Teach in the Lifelong Learning Sector	37.5	N	241.00	241.00	237.00	237.00	1.69%
Basic Barbering Techniques	8	N	42.00	42.00	42.00	42.00	0.00%
Beaded Jewellery - an Introduction	6	N	47.00	47.00	46.00	46.00	2.17%
Beaded Jewellery - Beginners	10	N	54.00	54.00	53.00	53.00	1.89%
Bletchley Park - Home of the Code Breakers	5	N	32.00	32.00	32.00	32.00	0.00%
Bollywood Just Jhoom - Beginners	10	N	54.00	54.00	53.00	53.00	1.89%
Bridal Makeup - an Introduction	6	N	40.00	40.00	40.00	40.00	0.00%
Budgeting -Action Planning (Ixion)	7hrs	N	0.00	0.00	0.00	0.00	0.00%
Budgeting Skills (Ixion)	7hrs	N	0.00	0.00	0.00	0.00	0.00%
Budgeting Skills (MARC)	8hrs	N	0.00	0.00	0.00	0.00	0.00%
Business Basics - design and build your own database in MS Access	6	N	40.00	40.00	40.00	40.00	0.00%
Business Basics - Social Network Marketing	6	N	40.00	40.00	40.00	40.00	0.00%
Business Basics - Starting up a Small Business	16	N	0.00	0.00	0.00	0.00	0.00%
Cake Decorating - Advanced	20	N	107.00	107.00	105.00	105.00	1.90%
Cake Decorating - Christmas Cake	6	N	40.00	40.00	40.00	40.00	0.00%
Cake Decorating - Cup Cakes	6	N	47.00	47.00	46.00	46.00	2.17%
Cake Decorating - Handbag Cake/Carved Cake	6	N	40.00	40.00	40.00	40.00	0.00%
Cake Decorating - Improvers	20	N	107.00	107.00	105.00	105.00	1.90%
Cake Decorating - Sugar Flowers	12	N	64.00	64.00	63.00	63.00	1.59%

Activity/Item	Basis	Vatable Enter Y or N	2013/14 Value Excl. VAT £	2013/14 Value Incl. VAT 20% £	2012/13 Value Excl. VAT £	2012/13 Value Incl. VAT 20% £	Incr/Decr
Cake Decorating - Sugar Paste	20	N	107.00	107.00	105.00	105.00	1.90%
Cake Decorating Beginners - Royal Icing	20	N	107.00	107.00	105.00	105.00	1.90%
Calligraphy - an Introduction	6	N	40.00	40.00	40.00	40.00	0.00%
Calligraphy - Decorated Alphabet - Summer School	18	N	107.00	107.00	94.00	94.00	13.83%
Calligraphy for All	20	N	107.00	107.00	105.00	105.00	1.90%
Calligraphy for Christmas - Gothic Lettering	6	N	40.00	40.00	40.00	40.00	0.00%
Catering - an Introduction	8	N	0.00	0.00	0.00	0.00	0.00%
Chinese - Advanced	20	N	107.00	107.00	105.00	105.00	1.90%
Chinese (Mandarin) - Advanced	20	N	107.00	107.00	105.00	105.00	1.90%
Chinese (Mandarin) - First Steps	7.5	N	40.00	40.00	40.00	40.00	0.00%
Chinese (Mandarin) - Moving on to Advanced	20	N	107.00	107.00	105.00	105.00	1.90%
Chinese (Mandarin) - Moving on to Improvers	20	N	107.00	107.00	105.00	105.00	1.90%
Chinese (Mandarin) - Next Steps	22.5	N	120.00	120.00	118.00	118.00	1.69%
Computer Skills for Beginners	22	N	0.00	0.00	0.00	0.00	0.00%
Cookery	20	N	54.00	54.00	53.00	53.00	1.89%
Cookery - Baking for Beginners	12	N	65.00	65.00	63.00	63.00	3.17%
Cookery - Baking Improvers	8	N	40.00	40.00	40.00	40.00	0.00%
Cookery - Beyond the Basics	10	N	54.00	54.00	53.00	53.00	1.89%
Cookery - Chocolate Gifts	6	N	47.00	47.00	46.00	46.00	2.17%
Cookery - Christmas Gifts	5	N	26.00	26.00	26.00	26.00	0.00%
Cookery - How to Cook the Basics	12	N	64.00	64.00	63.00	63.00	1.59%
Cookery - Indian Beginners	10	N	54.00	54.00	53.00	53.00	1.89%
Cookery - Indian Improvers	12	N	64.00	64.00	63.00	63.00	1.59%
Counselling - an Introduction	20	N	107.00	107.00	105.00	105.00	1.90%
Creative Computing - Photoshop Elements	6	N	40.00	40.00	40.00	40.00	0.00%
Creative Digital Photography - Beginners	20	N	107.00	107.00	105.00	105.00	1.90%
Creative Digital Photography - Further Techniques	6	N	40.00	40.00	40.00	40.00	0.00%
Creative Digital Photography - Getting to grips with your digital camera	6	N	40.00	40.00	40.00	40.00	0.00%
Creative Digital Photography - Improvers	20	N	107.00	107.00	105.00	105.00	1.90%
Creative Sketchbooks - Summer School	10	N	54.00	54.00	53.00	53.00	1.89%
Creative Textiles - City & Guilds Level 1 Award	30	N	166.00	166.00	165.00	165.00	0.61%
Creative Textiles - Further Techniques	20	N	107.00	107.00	105.00	105.00	1.90%
Creative Writing - Children's Books & Stories	6	N	40.00	40.00	40.00	40.00	0.00%
Creative Writing - Novel Writing for Beginners	20	N	107.00	107.00	105.00	105.00	1.90%
Creative Writing - Short Stories - an Introduction	6	N	40.00	40.00	40.00	40.00	0.00%
Customer Service - an Introduction	8	N	0.00	0.00	0.00	0.00	0.00%
Dance - Ballet - Advanced	11	N	59.00	59.00	58.00	58.00	1.72%
Dance - Ballet - Beginners	10	N	59.00	59.00	53.00	53.00	11.32%
Dance - Ballet - Improvers	11	N	59.00	59.00	58.00	58.00	1.72%
Dance - Ballet - Intermediate/Advanced	4	N	21.00	21.00	21.00	21.00	0.00%
Dance - Ballroom & Latin American - Absolute Beginners	10	N	54.00	54.00	53.00	53.00	1.89%
Dance - Ballroom & Latin American - Improvers	10	N	54.00	54.00	53.00	53.00	1.89%
Dance - Bollywood for Beginners	10	N	54.00	54.00	53.00	53.00	1.89%
Dance - Jazz - Intermediate	10	N	54.00	54.00	53.00	53.00	1.89%
Dance - Tap - Advanced	11	N	59.00	59.00	58.00	58.00	1.72%
Dance - Tap - Beginners	4	N	21.00	21.00	21.00	21.00	0.00%
Dance - Tap - Improvers	11	N	59.00	59.00	58.00	58.00	1.72%
Dance - Tap - Improvers	11	N	59.00	59.00	58.00	58.00	1.72%
Dance - Tap - Intermediate	10	N	54.00	54.00	53.00	53.00	1.89%
Dance - Tap - Intermediate - Advanced	4	N	21.00	21.00	21.00	21.00	0.00%
Dance Leadership Level 1	30	N	167.00	167.00	165.00	165.00	1.21%
Data Inputting - Level 1	15	N	0.00	0.00	0.00	0.00	0.00%
Decorative Gift Wrapping	6	N	40.00	40.00	40.00	40.00	0.00%
Digital Photography - Intro to Using a Compact Camera	6	N	40.00	40.00	40.00	40.00	0.00%
Digital Photography - Picassa (Free Software Download)	6	N	40.00	40.00	40.00	40.00	0.00%
Digital Photography and Photoshop Elements - Beginners	10	N	54.00	54.00	53.00	53.00	1.89%
Digital Scrap-booking	12	N	0.00	0.00	0.00	0.00	0.00%
Drawing - Still Life in Coloured Pencil - Summer School	12	N	64.00	64.00	63.00	63.00	1.59%
Drawing & Painting - Advanced	20	N	107.00	107.00	105.00	105.00	1.90%
Drawing for All	20	N	107.00	107.00	105.00	105.00	1.90%
Drawing in Pastel, Charcoal and Ink - Summer School	15	N	86.00	86.00	85.00	85.00	1.18%
Drawing Skills	20	N	107.00	107.00	105.00	105.00	1.90%
Drawing with Pastels - an Introduction	6	N	40.00	40.00	40.00	40.00	0.00%
Drawing with Pen & Ink - an Introduction	6	N	40.00	40.00	40.00	40.00	0.00%
Dressmaking - Beginners - Summer School	15	N	86.00	86.00	85.00	85.00	1.18%
Dressmaking for All	20	N	107.00	107.00	105.00	105.00	1.90%
Eastern Massage Techniques	8	N	46.00	46.00	46.00	46.00	0.00%
Emergency First Aid at Work	6	N	40.00	40.00	40.00	40.00	0.00%
Employability Award - Business Start Up	60	N	0.00	0.00	0.00	0.00	0.00%
Employability Award - Media	60	N	0.00	0.00	0.00	0.00	0.00%
English E3/L11	90	N	0.00	0.00	0.00	0.00	0.00%
English Entry Level	90	N	0.00	0.00	0.00	0.00	0.00%
English GCSE	75	N	0.00	0.00	0.00	0.00	0.00%
English L1/2	90	N	0.00	0.00	0.00	0.00	0.00%
ESOL E1/2	36	N	183.00	183.00	180.00	180.00	1.67%
ESOL E3/L1/L2	36	N	183.00	183.00	180.00	180.00	1.67%
Event Planning	6	N	0.00	0.00	0.00	0.00	0.00%
Excel - an Introduction	6	N	40.00	40.00	40.00	40.00	0.00%
Excel - Formulae and Functions	6	N	40.00	40.00	40.00	40.00	0.00%
Excel - Improvers	6	N	40.00	40.00	40.00	40.00	0.00%

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Excel - Macros	3	N	19.00	19.00	19.00	19.00	0.00%
Excel - Pivot Tables	3	N	19.00	19.00	19.00	19.00	0.00%
Fabric Printing for Vintage Fashion	6	N	47.00	47.00	46.00	46.00	2.17%
Face Painting - an Introduction	6	N	47.00	47.00	46.00	46.00	2.17%
Family History - First Steps	10	N	54.00	54.00	53.00	53.00	1.89%
Family History - Next Steps	10	N	54.00	54.00	53.00	53.00	1.89%
Family History - Problem Solving & Recording	10	N	54.00	54.00	53.00	53.00	1.89%
Family History - Problem Solving & Recording	10	N	54.00	54.00	53.00	53.00	1.89%
Fashion - City & Guilds Level 1 Certificate	60	N	305.00	305.00	300.00	300.00	1.67%
Fashion/Party Makeup	6	N	40.00	40.00	40.00	40.00	0.00%
Felt Jewellery for Vintage Fashion	6	N	47.00	47.00	46.00	46.00	2.17%
Film Studies - AS Level	75	N	335.00	335.00	330.00	330.00	1.52%
FLC Spotlight	40	N	0.00	0.00	0.00	0.00	0.00%
Floral Design - Bridal Flowers	15	N	80.00	80.00	79.00	79.00	1.27%
Floral Design - Christmas Table Arrangements	5	N	32.00	32.00	32.00	32.00	0.00%
Floral Design - City & Guilds Level 1 Award - Traditional	30	N	167.00	167.00	165.00	165.00	1.21%
Floral Design - Contemporary	20	N	107.00	107.00	105.00	105.00	1.90%
Floral Design - Contemporary Table Arrangements	6	N	40.00	40.00	40.00	40.00	0.00%
Floral Design - Spring/Easter	6	N	40.00	40.00	40.00	40.00	0.00%
Floral Design - Wedding Bouquets, Corsages and Buttonholes	12	N	77.00	77.00	76.00	76.00	1.32%
Floral Design - Wreaths for Christmas	6	N	40.00	40.00	40.00	40.00	0.00%
Floral Design for Maximum Impact	6	N	40.00	40.00	40.00	40.00	0.00%
Floristry - an Introduction	20	N	107.00	107.00	105.00	105.00	1.90%
Floristry - Improvers	20	N	107.00	107.00	105.00	105.00	1.90%
Food Safety - Basic - CIEH	7.75	N	61.00	61.00	60.00	60.00	1.67%
Food Safety - Level 1 - CIEH	4	N	38.00	38.00	38.00	38.00	0.00%
Food Safety - Level 2 - CIEH	7.5	N	61.00	61.00	60.00	60.00	1.67%
French - Advanced	20	N	107.00	107.00	105.00	105.00	1.90%
French - First Steps	7.5	N	40.00	40.00	40.00	40.00	0.00%
French - Intermediate	20	N	107.00	107.00	105.00	105.00	1.90%
French - Moving on to Improvers	20	N	107.00	107.00	105.00	105.00	1.90%
French - Moving on to Intermediate	20	N	107.00	107.00	105.00	105.00	1.90%
French - Next Steps	22.5	N	120.00	120.00	118.00	118.00	1.69%
Garden Design - Order in your Border	20	N	107.00	107.00	105.00	105.00	1.90%
Garden Scrimping	6	N	40.00	40.00	40.00	40.00	0.00%
Gardeners' 'World' - Kitchen Gardening	20	N	107.00	107.00	105.00	105.00	1.90%
Gardeners' 'World' - Propagating, Pruning and Potting Up	6	N	40.00	40.00	40.00	40.00	0.00%
Gel Polish Manicure	6	N	40.00	40.00	40.00	40.00	0.00%
German - Intermediate	20	N	107.00	107.00	105.00	105.00	1.90%
German - First Steps	7.5	N	40.00	40.00	40.00	40.00	0.00%
German - Moving on to Advanced	20	N	107.00	107.00	105.00	105.00	1.90%
German - Moving on to Improvers	20	N	107.00	107.00	105.00	105.00	1.90%
German - Next Steps	22.5	N	120.00	120.00	118.00	118.00	1.69%
Getting on at Work - Assertiveness & Confidence Building	6	N	40.00	40.00	40.00	40.00	0.00%
Getting on at Work - Supervising Others & Managing Challenges	6	N	40.00	40.00	40.00	40.00	0.00%
Greenwood Garden Furniture	6	N	40.00	40.00	40.00	40.00	0.00%
Guitar - Acoustic - Beginners	15	N	80.00	80.00	79.00	79.00	1.27%
Guitar - Acoustic - Beginners Plus	15	N	80.00	80.00	79.00	79.00	1.27%
Hairdressing - an Introduction	20	N	107.00	107.00	105.00	105.00	1.90%
Hairdressing - an Introduction	20	N	107.00	107.00	105.00	105.00	1.90%
Hairdressing and barbering	12 hrs	N	0.00	0.00	0.00	0.00	0.00%
Hairdressing and Barbering Taster	2 hrs	N	0.00	0.00	0.00	0.00	0.00%
Have you ever thought about being self-employed?	6	N	0.00	0.00	0.00	0.00	0.00%
Herbal Gifts for Christmas	6	N	40.00	40.00	40.00	40.00	0.00%
Herbalism - an Introduction	6	N	40.00	40.00	40.00	40.00	0.00%
Herbalism - Winter Remedies	4	N	25.00	25.00	25.00	25.00	0.00%
Herbalism for Beginners	10	N	54.00	54.00	53.00	53.00	1.89%
Herbalism for Beginners	10	N	54.00	54.00	53.00	53.00	1.89%
HTML Web Page Creation - an Introduction	10	N	54.00	54.00	53.00	53.00	1.89%
HTML Web Page Creation - Beyond the Basics	10	N	54.00	54.00	53.00	53.00	1.89%
Indian Head Massage	6	N	40.00	40.00	40.00	40.00	0.00%
Interior Design - Beginners & Improvers	30	N	161.00	161.00	158.00	158.00	1.90%
Interior Design - City & Guilds Level 1 Award	30	N	168.00	168.00	165.00	165.00	1.82%
Internet - e-bay - all you need to know about selling	6	N	40.00	40.00	40.00	40.00	0.00%
Internet - Skype	3	N	19.00	19.00	19.00	19.00	0.00%
Internet - Starting your Family Tree	6	N	40.00	40.00	40.00	40.00	0.00%
Internet and E-mail - First Steps	10	N	0.00	0.00	0.00	0.00	0.00%
Internet and e-mail - Over 65s	8	N	54.00	54.00	53.00	53.00	1.89%
Internet and e-Mail Level 1	15	N	0.00	0.00	0.00	0.00	0.00%
Interpersonal Skills Course (Art Room)	25	N	0.00	0.00	0.00	0.00	0.00%
Interpersonal Skills Course- An Introduction	10.5 hrs	N	0.00	0.00	0.00	0.00	0.00%
Interpersonal Skills Course- C&G	25	N	0.00	0.00	0.00	0.00	0.00%
Introduction to budgeting	2hrs	N	0.00	0.00	0.00	0.00	0.00%
Introduction to Care Work Taster	2	N	0.00	0.00	0.00	0.00	0.00%
Introduction to Computers - First Steps	10	N	0.00	0.00	0.00	0.00	0.00%
Introduction to Computers - Next Steps	10	N	54.00	54.00	53.00	53.00	1.89%
Introduction to Computers - Over 65s	10	N	0.00	0.00	0.00	0.00	0.00%
Introduction to Internet and Email - Over 65s	10	N	0.00	0.00	0.00	0.00	0.00%
Italian - Advanced	20	N	107.00	107.00	105.00	105.00	1.90%

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Italian - First Steps	7.5	N	40.00	40.00	40.00	40.00	0.00%
Italian - Improvers	20	N	214.00	214.00	210.00	210.00	1.90%
Italian - Moving on to Advanced	20	N	107.00	107.00	105.00	105.00	1.90%
Italian - Moving on to Improvers	20	N	107.00	107.00	105.00	105.00	1.90%
Italian - Next Steps	22.5	N	120.00	120.00	118.00	118.00	1.69%
ITQ Level 1 Award	60	N	0.00	0.00	0.00	0.00	0.00%
Japanese - Moving on to Advanced	20	N	107.00	107.00	105.00	105.00	1.90%
Japanese - First Steps	7.5	N	40.00	40.00	40.00	40.00	0.00%
Japanese-intermediate	40	N	214.00	214.00	210.00	210.00	1.90%
Japanese - Intermediate	20	N	107.00	107.00	105.00	105.00	1.90%
Japanese - Moving on to Advanced	20	N	107.00	107.00	105.00	105.00	1.90%
Japanese - Moving on to Improvers	20	N	107.00	107.00	105.00	105.00	1.90%
Japanese - Next Steps	22.5	N	120.00	120.00	118.00	118.00	1.69%
Jewellery - an Introduction	6	N	47.00	47.00	46.00	46.00	2.17%
Jewellery & Silversmithing - Beginners - Summer School*	12	N	73.00	73.00	72.00	72.00	1.39%
Jewellery & Silversmithing - Beginners*	20	N	122.00	122.00	120.00	120.00	1.67%
Jewellery & Silversmithing - City & Guilds Level 1 Award*	30	N	214.00	214.00	210.00	210.00	1.90%
Jewellery & Silversmithing - Precious Metal Clay*	7	N	71.00	71.00	70.00	70.00	1.43%
Jewellery & Silversmithing - Project Based	20	N	122.00	122.00	120.00	120.00	1.67%
Jobsearch WW	16.5	N	0.00	0.00	0.00	0.00	0.00%
Just Jhoom	8.45	N	0.00	0.00	0.00	0.00	0.00%
Kiln Glass - an Introduction	6	N	40.00	40.00	40.00	40.00	0.00%
Kiln Glass - Improvers	6	N	40.00	40.00	40.00	40.00	0.00%
Kiln Glass - Improvers	6	N	47.00	47.00	46.00	46.00	2.17%
Landscape Techniques - Photography	6	N	40.00	40.00	40.00	40.00	0.00%
Landscape Techniques in Watercolour - Beginners	20	N	107.00	107.00	105.00	105.00	1.90%
Landscape Techniques in Watercolour - Beginners/Improvers	20	N	107.00	107.00	105.00	105.00	1.90%
Landscape Techniques in Watercolour - Intermediate/Advanced	20	N	107.00	107.00	105.00	105.00	1.90%
Learn to Speak with Confidence at Presentations, Public Events and Meetings	6	N	40.00	40.00	40.00	40.00	0.00%
Life Drawing	6	N	53.00	53.00	52.00	52.00	1.92%
Life Drawing - Advanced	20	N	137.00	137.00	135.00	135.00	1.48%
Lip-reading - Beginners	15	N	80.00	80.00	79.00	79.00	1.27%
Lip-reading - Improvers	15	N	80.00	80.00	79.00	79.00	1.27%
Lip-reading -an Introduction	3	N	0.00	0.00	0.00	0.00	0.00%
Local history - Saxons in Milton Keynes	6	N	40.00	40.00	40.00	40.00	0.00%
Local History - Normans in Milton Keynes	6	N	40.00	40.00	40.00	40.00	0.00%
Local History - Romans in Milton Keynes	6	N	40.00	40.00	40.00	40.00	0.00%
Local History - Saxons in Milton Keynes	6	N	40.00	40.00	40.00	40.00	0.00%
Local History - Vikings in Milton Keynes	6	N	40.00	40.00	40.00	40.00	0.00%
Machine Embroidery - an Introduction	6	N	40.00	40.00	40.00	40.00	0.00%
Machine Sewing - Absolute Beginners	12	N	64.00	64.00	63.00	63.00	1.59%
Machine Sewing - Beginners	20	N	107.00	107.00	105.00	105.00	1.90%
Machine Sewing - Beginners and Improvers	20	N	107.00	107.00	105.00	105.00	1.90%
Machine Sewing - Soft Furnishings - Summer School	15	N	80.00	80.00	79.00	79.00	1.27%
Machine Sewing Basics	6	N	40.00	40.00	40.00	40.00	0.00%
Machine Sewing for Fetes and Fayres	6	N	47.00	47.00	46.00	46.00	2.17%
Macros for MS Office Word and Excel	3	N	0.00	0.00	0.00	0.00	0.00%
Make Do & Mend Weekend - Fabric Printing for Vintage Fashion	6	N	47.00	47.00	46.00	46.00	2.17%
Make Do & Mend Weekend - Machine & Hand Sewing - Dolls' Clothes	6	N	40.00	40.00	40.00	40.00	0.00%
Make Do & Mend Weekend - Recycled Fabric Projects	4	N	25.00	25.00	25.00	25.00	0.00%
Make Do & Mend Weekend - Sculpture from Found Objects	6	N	47.00	47.00	46.00	46.00	2.17%
Make Do & Mend Weekend - Upcycling Ideas	4	N	30.00	30.00	30.00	30.00	0.00%
Manicure/Pedicure	6	N	40.00	40.00	40.00	40.00	0.00%
Manual Bookkeeping - OCR Level 1 Award	36	N	206.00	206.00	202.00	202.00	1.98%
Massage - an Introduction	6	N	40.00	40.00	40.00	40.00	0.00%
Massage - Beginners	8	N	42.00	42.00	42.00	42.00	0.00%
Massage - Improvers	8	N	42.00	42.00	42.00	42.00	0.00%
Maths E3	90	N	0.00	0.00	0.00	0.00	0.00%
Maths Entry Level	90	N	0.00	0.00	0.00	0.00	0.00%
Maths GCSE Foundation	60	N	0.00	0.00	0.00	0.00	0.00%
Maths GCSE Higher	75	N	0.00	0.00	0.00	0.00	0.00%
Maths L1/2	90	N	0.00	0.00	0.00	0.00	0.00%
Meditation & Visualisation Techniques	20	N	107.00	107.00	105.00	105.00	1.90%
Minute Taking Skills	6	N	40.00	40.00	40.00	40.00	0.00%
MovieMaker - an Introduction	6	N	40.00	40.00	40.00	40.00	0.00%
Multi-language Day	6	N	40.00	40.00	40.00	40.00	0.00%
Music - Keyboards - Beginners Plus	15	N	80.00	80.00	79.00	79.00	1.27%
Music - Keyboards for Beginners	15	N	80.00	80.00	79.00	79.00	1.27%
Music and Drama	20	N	54.00	54.00	53.00	53.00	1.89%
Music Technology - Beginners	20	N	107.00	107.00	105.00	105.00	1.90%
Nail Art - an Introduction	6	N	40.00	40.00	40.00	40.00	0.00%
NLP - Neuro Linguistic Programming - an Introduction	6	N	40.00	40.00	40.00	40.00	0.00%
NLP - Neuro-Linguistic Programming - Improvers	10	N	54.00	54.00	53.00	53.00	1.89%
Painting - Acrylics for All	20	N	107.00	107.00	105.00	105.00	1.90%
Painting in Acrylics - an Introduction	6	N	47.00	47.00	46.00	46.00	2.17%

Activity/Item	Basis	Vatable Enter Y or N	2013/14 Value Excl. VAT £	2013/14 Value Incl. VAT 20% £	2012/13 Value Excl. VAT £	2012/13 Value Incl. VAT 20% £	Incr/Decr
Painting in Acrylics - Beginners	20	N	107.00	107.00	105.00	105.00	1.90%
Painting in Acrylics - Beginners & Improvers	20	N	107.00	107.00	105.00	105.00	1.90%
Painting in Oils - an Introduction	6	N	47.00	47.00	46.00	46.00	2.17%
Painting in Oils - Beginners & Improvers	20	N	107.00	107.00	105.00	105.00	1.90%
Photoshop Elements - Improvers	10	N	54.00	54.00	53.00	53.00	1.89%
Polish - First Steps	7.5	N	40.00	40.00	40.00	40.00	0.00%
Polish - Next Steps	22.5	N	120.00	120.00	118.00	118.00	1.69%
Portrait Drawing - an Introduction	6	N	40.00	40.00	40.00	40.00	0.00%
Portraits in Oils or Acrylics - Summer School	20	N	107.00	107.00	105.00	105.00	1.90%
Portuguese - First Steps	7.5	N	40.00	40.00	40.00	40.00	0.00%
Portuguese - Next Steps	22.5	N	120.00	120.00	118.00	118.00	1.69%
Pottery - an Introduction	6	N	47.00	47.00	46.00	46.00	2.17%
Pottery - Beginners	20	N	107.00	107.00	105.00	105.00	1.90%
Pottery - Beginners - Summer School	12	N	64.00	64.00	63.00	63.00	1.59%
Pottery - Beginners and Improvers	20	N	107.00	107.00	105.00	105.00	1.90%
Pottery for All	20	N	107.00	107.00	105.00	105.00	1.90%
PowerPoint and Presentation Skills	6	N	40.00	40.00	40.00	40.00	0.00%
Practical Herbalism - Autumn/Winter	10	N	54.00	54.00	53.00	53.00	1.89%
Practical Herbalism - Spring/Summer	10	N	54.00	54.00	53.00	53.00	1.89%
Preparing for Business Start Up	10	N	0.00	0.00	0.00	0.00	0.00%
Preparing to to Work in an Office	15	N	0.00	0.00	0.00	0.00	0.00%
Preparing to Work in Media	10	N	0.00	0.00	0.00	0.00	0.00%
Printmaking - an Introduction	6	N	40.00	40.00	40.00	40.00	0.00%
Produce Documents - MS Word Level 1	15	N	0.00	0.00	0.00	0.00	0.00%
Reflexology	16	N	85.00	85.00	84.00	84.00	1.19%
Reiki Practitioners - Level 1	12	N	77.00	77.00	76.00	76.00	1.32%
Reiki Practitioners - Level 2	12.5	N	64.00	64.00	63.00	63.00	1.59%
Retail - an Introduction	8	N	0.00	0.00	0.00	0.00	0.00%
Russian - Advanced	20	N	107.00	107.00	105.00	105.00	1.90%
Russian - First Steps	7.5	N	40.00	40.00	40.00	40.00	0.00%
Russian - Moving on to Improvers	20	N	107.00	107.00	105.00	105.00	1.90%
Russian - Next Steps	22.5	N	120.00	120.00	118.00	118.00	1.69%
RYA Dayskipper	44	N	235.00	235.00	231.00	231.00	1.73%
RYA Yachtmaster	42	N	254.00	254.00	250.00	250.00	1.60%
Sage - Computerised Accounts - Level 1	24	N	134.00	134.00	132.00	132.00	1.52%
Sage - Computerised Accounts - Level 1 - Fast Track	24	N	134.00	134.00	132.00	132.00	1.52%
Sage - Computerised Accounts - Level 2	30	N	162.00	162.00	159.00	159.00	1.89%
Sage - Computerised Accounts - Level 2 - Fast Track	30	N	162.00	162.00	159.00	159.00	1.89%
Sage - Computerised Accounts - Level 3 - Fast Track	40	N	224.00	224.00	220.00	220.00	1.82%
Science GCSE	75	N	335.00	335.00	330.00	330.00	1.52%
Sculpture - an Introduction	6	N	47.00	47.00	46.00	46.00	2.17%
Sign Language - First Steps	7.5	N	40.00	40.00	40.00	40.00	0.00%
Sign Language - Moving on to Improvers	20	N	107.00	107.00	105.00	105.00	1.90%
Sign Language - Next Steps	22.5	N	120.00	120.00	118.00	118.00	1.69%
Sign Language Level 1	67.5	N	360.00	360.00	354.00	354.00	1.69%
Sign Language Level 2	100	N	535.00	535.00	525.00	525.00	1.90%
Silk Painting for Beginners	10	N	54.00	54.00	53.00	53.00	1.89%
Silk Painting for Beginners	10	N	54.00	54.00	53.00	53.00	1.89%
Singing - Find Your Voice	6	N	40.00	40.00	40.00	40.00	0.00%
Skin Care & Makeup for All Ages	6	N	40.00	40.00	40.00	40.00	0.00%
Skype for Beginners	4	N	25.00	25.00	25.00	25.00	0.00%
Spanish - AS	75	N	346.00	346.00	340.00	340.00	1.76%
Spanish - First Steps	7.5	N	40.00	40.00	40.00	40.00	0.00%
Spanish - GCSE	60	N	234.00	234.00	230.00	230.00	1.74%
Spanish - Improvers	40	N	214.00	214.00	210.00	210.00	1.90%
Spanish - Moving on to Improvers	20	N	107.00	107.00	105.00	105.00	1.90%
Spanish - Moving on to Intermediate	20	N	107.00	107.00	105.00	105.00	1.90%
Spanish - Next Steps	22.5	N	120.00	120.00	118.00	118.00	1.69%
Spreadsheets - Basic Formulae, Charts & Graphs Level 1	16	N	0.00	0.00	0.00	0.00	0.00%
Stained Glass - Advanced	30	N	161.00	161.00	158.00	158.00	1.90%
Stained Glass - Advanced	30	N	161.00	161.00	158.00	158.00	1.90%
Stained Glass - an Introduction - Copper Foil	6	N	40.00	40.00	40.00	40.00	0.00%
Stained Glass - an Introduction - Leaded Panels	6	N	40.00	40.00	40.00	40.00	0.00%
Stained Glass - Beginners	30	N	161.00	161.00	158.00	158.00	1.90%
Stained Glass - City & Guilds Level 1 Award	30	N	168.00	168.00	165.00	165.00	1.82%
Starting up a Small Business	12	N	0.00	0.00	0.00	0.00	0.00%
Starting up a Small Business - Finance and Tax affairs	6	N	40.00	40.00	40.00	40.00	0.00%
Starting up a Small Business - What you need to Know	6	N	40.00	40.00	40.00	40.00	0.00%
Sugar Flowers - Beginners	6	N	40.00	40.00	40.00	40.00	0.00%
Support Work in Schools - Induction Day	3	N	0.00	0.00	0.00	0.00	0.00%
Support Work in Schools - Level 2 Certificate	75	N	394.00	394.00	387.00	387.00	1.81%
Support Work in Schools - Level 3 Certificate	75	N	394.00	394.00	387.00	387.00	1.81%
Swimming Beginners - Mixed Group	10	N	54.00	54.00	53.00	53.00	1.89%
Swimming Beginners - Women only	10	N	54.00	54.00	53.00	53.00	1.89%
Swimming Beginners Plus - Women only	10	N	54.00	54.00	53.00	53.00	1.89%
Swimming Improvers - Mixed Group	10	N	54.00	54.00	53.00	53.00	1.89%
Swimming Improvers - Women Only	10	N	54.00	54.00	53.00	53.00	1.89%
Understanding Architecture - Georgian Period	6	N	40.00	40.00	40.00	40.00	0.00%
Understanding Architecture - Tudor and Stuart Periods	6	N	40.00	40.00	40.00	40.00	0.00%
Understanding Architecture - Victorian/Edwardian Periods	6	N	40.00	40.00	40.00	40.00	0.00%
Upholstery - Beginners & Improvers	20	N	107.00	107.00	105.00	105.00	1.90%



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Volunteering Skills- Gift Wrapping and Festive Decorations	6 hrs	N	0.00	0.00	0.00	0.00	0.00%
Watercolour Painting - Absolute Beginners	20	N	107.00	107.00	105.00	105.00	1.90%
Watercolour Painting - Beginners	20	N	107.00	107.00	105.00	105.00	1.90%
Watercolour Painting - Improvers	20	N	107.00	107.00	105.00	105.00	1.90%
Watercolour Painting - Intermediate	20	N	107.00	107.00	105.00	105.00	1.90%
Watercolour Painting for All	20	N	107.00	107.00	105.00	105.00	1.90%
Watercolour Workshop	6	N	40.00	40.00	40.00	40.00	0.00%
Watercolours & Other Media - Intermediate	20	N	107.00	107.00	105.00	105.00	1.90%
Weaving with Rush - Summer School	12	N	71.00	71.00	70.00	70.00	1.43%
Wirework Sculpture for the Garden	6	N	40.00	40.00	40.00	40.00	0.00%
Woodcarving - an Introduction	3	N	19.00	19.00	19.00	19.00	0.00%
Woodcarving - Beginners - Summer School	12	N	64.00	64.00	63.00	63.00	1.59%
Woodturning - Beginners - Summer School*	12	N	73.00	73.00	72.00	72.00	1.39%
Woodturning - an Introduction	6	N	40.00	40.00	40.00	40.00	0.00%
Working in Schools - An Overview	10 hrs	N	0.00	0.00	0.00	0.00	0.00%
Working in the Care Sector- Taster	3.5 hrs	N	0.00	0.00	0.00	0.00	0.00%

\*\*ACE fees for 2011-12 currently show an increase from £5 an hour on non-accredited courses to £5.25 an hour. The course length has changed in many instances causing a more significant change in fees which may appear at first sight as a reduction e.g. Language First Steps courses have been reduced from 10 hours to 7.5 hours.

20% Concession OTHER: over 65yrs, council tax, housing and incapacity benefits, pension guarantee credit, employment and support, disability and carer's allowances, job seeker's allowance (income and contribution based), income support, offender serving in the community, unwaged dependant on the above

100% Concession: Registered with the Employment Agency means 'only job ready income related benefits i.e. JSA/ESA (WRAG)

NB: The 100% concession also applies to 16-18yrs  
Numeracy and English are 100% concession for all learners

<b>Milton Keynes Community Language Service</b>							
<b>Milton Keynes Council</b>							
	Admin Fee £18.00						
Interpreting with a DPSI Interpreter	£19.70 Per hour (min of 1hr)	N		0.00	0.00	0.00	N/A
Interpreting with a non-DPSI Interpreter	£17.40 Per hour (min of 1hr)	N		0.00	0.00	0.00	N/A
Telephone Interpreting	£10.00 based on 15 minutes time segment + £2.70 per cost of call	N		0.00	0.00	0.00	N/A
<b>Translations</b>	<b>£43</b>						
Translation	For one language per first 100 words (£10 per each subsequent 100 words). Multiple languages, multiple documents and specialised layout charges by arrangement.	N		0.00	0.00	0.00	N/A
Proof Reading	Per 100 words (then £2.60 per each Subsequent 100 words)	N		0.00	0.00	0.00	N/A
Travel Costs	£10.00 per hour travel time to venue, where 30 miles or more on a round trip (plus parking if necessary, cost of public transport or taxi to be agreed in advance)	N		0.00	0.00	0.00	N/A
Mileage	£0.40 per mile	N		0.00	0.00	0.00	N/A
<b>Bedford Hospital, Bedford PCT &amp; Bedford Borough Council</b>							
	Admin Fee £18.00						
Interpreting with a DPSI Interpreter	£19.70 Per hour (min of 1hr)	Y		0.00	0.00	0.00	N/A
Interpreting with a non-DPSI Interpreter	£17.40 Per hour (min of 1hr)	Y		0.00	0.00	0.00	N/A
Telephone Interpreting	£10.00 based on 15 minutes time segment + £2.70 per cost of call	Y		0.00	0.00	0.00	N/A
<b>Translations</b>	<b>£43</b>						

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Translation	For one language per first 100 words (£10 per each subsequent 100 words). Multiple languages, multiple documents and specialised layout charges by arrangement.	Y		0.00	0.00	0.00	N/A
Proof Reading	Per 100 words (then £2.60 per each Subsequent 100 words)	Y		0.00	0.00	0.00	N/A
Travel Costs	£10.00 per hour travel time to venue, where 30 miles or more on a round trip (plus parking if necessary, cost of public transport or taxi to be agreed in advance)	Y		0.00	0.00	0.00	N/A
Mileage	£0.40 per mile	Y		0.00	0.00	0.00	N/A
<b>All other Public Bodies</b>							
<b>Admin Fee £23.20</b>							
Interpreting with a DPSI Interpreter	£19.70 Per hour (min of 1hr)	Y		0.00	0.00	0.00	N/A
Interpreting with a non-DPSI Interpreter	£17.40 Per hour (min of 1hr)	Y		0.00	0.00	0.00	N/A
Telephone Interpreting	£10.00 per call plus £16.00 hourly interpreters fee based on 15 minutes time segment.	Y		0.00	0.00	0.00	N/A
<b>TRANSLATIONS</b>							
<b>£43</b>							
Translation	For one language per first 100 words (£10 per each subsequent 100 words). Multiple languages, multiple documents and specialised layout charges by arrangement.	Y		0.00	0.00	0.00	N/A
Proof Reading	Per 100 words (then £2.60 per each Subsequent 100 words)	Y		0.00	0.00	0.00	N/A
Travel Costs	£10.00 per hour travel time to venue, where 30 miles or more on a round trip (plus parking if necessary, cost of public transport or taxi to be agreed in advance)	Y		0.00	0.00	0.00	N/A
Mileage	£0.40 per mile	Y		0.00	0.00	0.00	N/A
<b>Luton PCT</b>							
<b>Admin Fee £16.80 per booking</b>							
Plus interpreting charges with a DPSI Interpreter	£19.70 Per hour (min of 1hr)	Y		0.00	0.00	0.00	N/A
Plus interpreting charges with a non-DPSI Interpreter	£17.40 Per hour (min of 1hr)	Y		0.00	0.00	0.00	N/A
<b>TRANSLATIONS</b>							
<b>£43</b>							
Translation	For one language per first 100 words (£10 per each subsequent 100 words). Multiple languages, multiple documents and specialised layout charges by arrangement.	Y		0.00	0.00	0.00	N/A
Proof Reading	Per 100 words (then £2.60 per each Subsequent 100 words)	Y		0.00	0.00	0.00	N/A

Activity/Item	Basis	Vatable Enter Y or N	2013/14 Value Excl. VAT £	2013/14 Value Incl. VAT 20% £	2012/13 Value Excl. VAT £	2012/13 Value Incl. VAT 20% £	Incr/Decr
Travel Costs	Per hour travel time to venue, where applicable (plus £0.40 per mile plus parking if necessary, cost of public transport or taxi to be agreed in advance)	Y		0.00	0.00	0.00	N/A
<b>Commercial Companies in and outside Milton Keynes</b>							
Interpreting with a DPSI Interpreter	£19.70 Per hour (min of 1hr)	Y		0.00	0.00	0.00	N/A
Interpreting with a non-DPSI Interpreter	£17.40 Per hour (min of 1hr)	Y		0.00	0.00	0.00	N/A
Telephone Interpreting	£10.00 per call plus £16.00 hourly interpreters fee based on 15 minutes time segment.	Y		0.00	0.00	0.00	N/A
<b>TRANSLATIONS</b>							
	£43						
Translation	For one language per first 100 words (£10 per each subsequent 100 words). Multiple languages, multiple documents and specialised layout charges by arrangement.	Y		0.00	0.00	0.00	N/A
Proof Reading	Per 100 words (then £2.60 per each Subsequent 100 words)	Y		0.00	0.00	0.00	N/A
Travel Costs	Per hour travel time to venue, where applicable (plus £0.40 per mile plus parking if necessary, cost of public transport or taxi to be agreed in advance)	Y		0.00	0.00	0.00	N/A
<b>MK PCT</b>							
	Admin fee £13.00 per booking						
Interpreting with a DPSI Interpreter	£19.70 Per hour (min of 1hr)	Y		0.00	0.00	0.00	N/A
Interpreting with a non-DPSI Interpreter	£17.40 Per hour (min of 1hr)	Y		0.00	0.00	0.00	N/A
<b>TRANSLATIONS</b>							
	£43						
Translation	For one language per first 100 words (£10 per each subsequent 100 words). Multiple languages, multiple documents and specialised layout charges by arrangement.	Y		0.00	0.00	0.00	N/A
Proof Reading	Per 100 words (then £2.60 per each Subsequent 100 words)	Y		0.00	0.00	0.00	N/A
Travel Costs	Per hour travel time to venue, where applicable (plus £0.40 per mile plus parking if necessary, cost of public transport or taxi to be agreed in advance)	Y		0.00	0.00	0.00	N/A
<b>Charity Organisations</b>							
	Admin fee £16.80 per hour						
Interpreting with a DPSI Interpreter	£19.70 Per hour (min of 1hr)	Y		0.00	0.00	0.00	N/A
Interpreting with a non-DPSI Interpreter	£17.40 Per hour (min of 1hr)	Y		0.00	0.00	0.00	N/A
Please note: Prices may vary accordingly to a rare language or a self-employed interpreter been used/requested.							
<b>ECP (Formerly PCP)</b>							

Activity/Item	Basis	Vatable Enter Y or N	2013/14 Value Excl. VAT £	2013/14 Value Incl. VAT 20% £	2012/13 Value Excl. VAT £	2012/13 Value Incl. VAT 20% £	Incr/Decr
<b>BROADBAND</b>							
Secondary Schools - Maintained schools	Base Charge	N	4,575.00	4,575.00	4,505.00	4,505.00	1.55%
Small Schools Less than 100 pupils - Maintained	Base Charge	N	2,005.00	2,005.00	1,975.00	1,975.00	1.52%
Other Schools: Maintained	Base Charge	N	2,570.00	2,570.00	2,530.00	2,530.00	1.58%
Secondary Schools: Maintained	Per 4 pupils	N	18.00	18.00	17.85	17.85	0.84%
Other Schools - Maintained	Per 8 pupils	N	18.00	18.00	17.85	17.85	0.84%
Secondary Schools - Academies	Base Charge	Y	4,575.00	5,490.00	0.00	0.00	N/A
Small Schools Less than 100 pupils Academies	Base Charge	Y	2,005.00	2,406.00	0.00	0.00	N/A
Other Schools: Academies	Base Charge	Y	2,570.00	3,084.00	0.00	0.00	N/A
Secondary Schools: Academies	Per 4 pupils	Y	18.00	21.60	0.00	0.00	N/A
Other Schools Academies	Per 8 pupils	Y	180.00	216.00	0.00	0.00	N/A
<b>SCHOOL BUYERS' NETWORK formerly called Client Services Support for Schools i.e. 10/11</b>							
	ANNUAL Core Fee dependent on School Size						
Small Schools (under 105 pupils)	Small Schools	N	511.94	511.94	517.92	517.92	-1.15%
Primary Schools	Primary Schools	N	1,022.86	1,022.86	1,034.80	1,034.80	-1.15%
Secondary Schools	Secondary Schools	N	2,045.72	2,045.72	2,069.60	2,069.60	-1.15%
Small Schools (under 105 pupils) Academies	Small Academies	Y	511.94	614.32	517.92	621.50	-1.15%
Primary Schools - Academies	Primary Academies	Y	1,022.86	1,227.43	1,034.80	1,241.76	-1.15%
Secondary Schools - Academies	Secondary Academies	Y	2,045.72	2,454.86	2,069.60	2,483.52	-1.15%
<b>LICENCES FOR SCHOOLS</b>							
	ANNUAL Core Fee dependent on Package Choice made by School						
CAPITA Core Charge per Setting		N	150.00	150.00	165.00	165.00	-9.09%
SIMS Pack 1 -Primary & Primary Age Special (NOT available to academies)		N	3.31	3.31	3.18	3.18	4.09%
SIMS Pack 1 - Secondary & Secondary Age Special (NOT available to academies)		N	4.13	4.13	3.97	3.97	4.03%
SIMS Pack 1 - Administration fee (NOT available to academies)		N	0.00	0.00	135.00	135.00	-100.00%
Pack 2 Core Charge PPL/ PRS & CLEAPPS (Maintained Schools)		N	0.00	0.00	247.74	247.74	0.00%
Pack 2 Core Charge - PPL/ PRS & CLEAPPS ACADEMY		Y	0.00	Variable	247.74	297.29	0.00%
Pack 2 Per Primary School Pupil - (CLA & ERA)		N	0.00	0.00	1.67	1.67	-100.00%
Pack 2 Per Secondary School Pupil (11-15) (CLA & ERA)		N	0.00	0.00	1.99	1.99	-100.00%
Pack 2 Per Secondary School Pupil (16-19) (CLA & ERA)		N	0.00	0.00	4.40	4.40	-100.00%
Pack 2 Per Primary ACADEMY Pupil - (CLA & ERA)		Y	0.00	0.00	1.67	2.00	-100.00%
Pack 2 Per Secondary ACADEMY Pupil (11-15) (CLA & ERA)		Y	0.00	0.00	1.99	2.39	-100.00%
Pack 2 Per Secondary ACADEMY Pupil (16-19) (CLA & ERA)		Y	0.00	0.00	4.40	5.28	-100.00%
Pack 2 - Academy Schools (ERA/PPL/PRS/CLEAPSS)	Per Pupil	Y	Variable	Variable	0.00	0.00	0.00%
Pack 2 - Academy Schools - ADMIN FEE	Per Academy School	Y	275.00	330.00	0.00	0.00	0.00%
Pack 3 - CWCL/CWMRL / PVS Admin Fee - Maintained School		N	0.00	0.00	40.00	40.00	-100.00%
Pack 3 CWCL/CWMRL / PVS Admin Fee Academy School		Y	0.00	0.00	80.00	96.00	-100.00%
<b>FREE SCHOOL MEALS APPLICATION SERVICE</b>							
MKC Maintained Schools		N	343.72	343.72	331.00	331.00	3.84%
Primary Academies		Y	516.00	619.20	496.00	595.20	4.03%
Secondary Academies		Y	687.00	824.40	661.00	793.20	3.93%
<b>CATERING CONSULTANCY SERVICE</b>							
formerly called School Meal Packages i.e. in 10/11	In 10/11 delivered on an hourly rate / pay-as-used basis, but in 11/12 delivered as a core package.	N	0.00	0.00	676.00	676.00	-100.00%
<b>SICKNESS ABSENCE &amp; PARENTAL LEAVE SCHEME</b>							
	Teacher, FT	N	0.00	0.00	787.28	787.28	-100.00%
	Non Teaching Member of Staff, FT	N	0.00	0.00	410.80	410.80	-100.00%
	Teacher, FT	N	0.00	0.00	668.72	668.72	-100.00%
	Non Teaching Member of Staff, FT	N	0.00	0.00	348.40	348.40	-100.00%
<b>EOP (Formerly Universal)</b>							
<b>Music Fees</b>							
Junior Membership (inclusive fee for any combination of weekday and Saturday morning Junior Music Centre ensembles)	-	N	47.80	47.80	46.50	46.50	2.80%
Core Ensembles (inclusive fee for any 2 week day or Saturday morning ensembles)	-	N	58.60	58.60	57.00	57.00	2.81%
Extra Core Ensembles		N	31.50	31.50	30.00	30.00	5.00%
Adult ensemble membership (one activity)	-	N	45.00	45.00	40.00	40.00	12.50%
Chamber Group (4-5)		N	33.60	33.60	32.00	32.00	5.00%
Chamber Group (7-8)		N	23.50	23.50	22.00	22.00	6.82%
Area Band		N	37.00	37.00	35.00	35.00	5.71%

Activity/Item	Basis	Vatable Enter Y or N	2013/14 Value Excl. VAT £	2013/14 Value Incl. VAT 20% £	2012/13 Value Excl. VAT £	2012/13 Value Incl. VAT 20% £	Incr/Decr
<b>Tuition Package (Child)</b> - Individual Tuition	(30 mins x 10 lessons)	N	174.00	174.00	174.00	174.00	0.00%
<b>Tuition Package (Adult)</b> - Individual Tuition	(30 mins x 10 lessons)	N	200.00	200.00	200.00	200.00	0.00%
<b>Tuition Package</b> - Group of 4 or more (restricted availability)	(30 mins x 10 lessons)	N	47.50	47.50	47.50	47.50	0.00%
<b>Tuition Package</b> - Group of 3 (restricted availability)	(30 mins x 10 lessons)	N	61.00	61.00	61.00	61.00	0.00%
<b>Tuition Package</b> - Group of 2 (restricted availability)	(30 mins x 10 lessons)	N	90.00	90.00	90.00	90.00	0.00%
<b>Tuition Package</b> - Theory/Conducting	-	N	32.00	32.00	30.00	30.00	6.67%
<b>Tuition Package</b> - Junior Strings Project	-	N	82.00	82.00	79.00	79.00	3.80%
<b>Tuition Package</b> - Kindermusik	-	N	32.00	32.00	30.00	30.00	6.67%
<b>Rock School</b>	-	N	88.50	88.50	86.00	86.00	2.91%
<b>School charge (per hour)</b>	-	N	39.00	39.00	38.00	38.00	2.63%
<b>Education Welfare</b>							
School Attendance Fixed Penalty Notices	per notice -Statutory Charge if paid within 42 days	N	60.00	60.00	50.00	50.00	20.00%
School Attendance Fixed Penalty Notices	per notice -Statutory Charge if paid after 42 days	N	120.00	120.00			N/A
Training charges to be agreed before the start of the next financial year							
Designated Teacher Training	per person	N		0.00	75.00	75.00	-100.00%
Whole School safeguarding Training	per school	N		0.00	50.00	50.00	-100.00%
<b>Unable to provide figure due to pending re-organisation.</b>							
<b>Property Support to Schools</b>							
Professional advice (Hourly)	removed	N	0.00	0.00	55.00	55.00	-100.00%
<b>Governor Services</b>							
Governor Support	-	N	1,805.00	1,805.00	1,755.00	1,755.00	2.85%
Governor Support for Academies	-	Y	2,000.00	2,400.00	0.00	0.00	N/A
Governor Development package 9-13 governors		N	740.00	740.00	725.00	725.00	2.07%
Governor Development package 14 + governors		N	936.00	936.00	910.00	910.00	2.86%
Academies Governor Development package 9-13 governors		Y	815.00	978.00	0.00	0.00	N/A
Academies Governor Development package 14 + governors	-	Y	1,025.00	1,230.00	0.00	0.00	N/A
Lay Clerk Service	-	N	815.00	815.00	790.00	790.00	3.16%
Lay Clerk Service for Academies		Y	870.00	1,044.00	0.00	0.00	N/A
Lay Clerks Induction	-	N	335.00	335.00	325.00	325.00	3.08%
Lay Clerks Induction for Academies		Y	350.00	420.00	0.00	0.00	N/A
Governing Body Review	NO TAKE UP IN FINANCIAL YEAR 2012/13 - NOT OFFERED IN 2013/2014 SERVICE TO BE REVIEWED	N	0.00	0.00	420.00	420.00	-100.00%
Clerking for hearings: range of prices 1 hour £325; 2 hours £515; 3 hours £660; Half day £1,100; 1 day £1,705	-	N	335-1705	335-1705	325-1650	325-1650	
Clerking for hearings for Academies: range of prices 1 hour £355; 2 hours £550; 3 hours £705; Half day £1,175; 1 day £1,820		Y	355-1820	426-2184	0.00	0.00	
Additional meetings	-	N	190.00	190.00	185.00	185.00	2.70%
Additional meetings Academies		Y	205.00	246.00	0.00	0.00	N/A
Additional options committee meetings	-	N	190.00	190.00	185.00	185.00	2.70%
Additional options committee meetings Academies		Y	205.00	246.00	0.00	0.00	N/A
<b>MK Local Authority schools and settings: (EMASS)</b>							
Buyback service for schools: consultancy	cost per day	N	440.00	440.00	425.00	425.00	3.53%
	3 days support	N	1,245.00	1,245.00	1,200.00	1,200.00	3.75%
	6 days support	N	2,390.00	2,390.00	2,300.00	2,300.00	3.91%
	9 days support	N	3,435.00	3,435.00	3,300.00	3,300.00	4.09%
	25 days support	N	9,375.00	9,375.00	9,000.00	9,000.00	4.17%
Buyback service for schools: Support Staff Advisors (SSA)	cost per day	N	310.00	310.00	300.00	300.00	3.33%
	3 days support	N	830.00	830.00	800.00	800.00	3.75%
Combined consultancy and SSA	3 days consultancy + 1 day SSA	N	1,500.00	1,500.00	1,450.00	1,450.00	3.45%
	3 days consultancy + 3 days SSA	N	2,025.00	2,025.00	1,950.00	1,950.00	3.85%
	6 days consultancy + 1 day SSA	N	2,650.00	2,650.00	2,550.00	2,550.00	3.92%
	6 days consultancy + 3 days SSA	N	3,170.00	3,170.00	3,000.00	3,000.00	5.67%
<b>Non MK Local Authority schools (including academies):</b>							
Consultancy	cost per day	Y	485.00	582.00	470.00	564.00	3.19%
SSA	cost per day	Y	335.00	402.00	325.00	390.00	3.08%

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<b>Academies and schools outside MK:</b>							
Membership of the Multicultural Resource Centre	Annual membership	Y	155.00	186.00	150.00	180.00	3.33%
EMA Co-ordinators network meetings	3 twilight sessions per year per school	Y	155.00	186.00	150.00	180.00	3.33%
Support Staff Network meetings	3 sessions per year per school	Y	155.00	186.00	150.00	180.00	3.33%
Any of the above meetings on a termly basis		Y	55.00	66.00	0.00	0.00	N/A
Training for support staff working with BME & EAL CYP 3 sessions per year	1st delegate	N	N/A	N/A	300.00	300.00	N/A
	subsequent delegates	N	N/A	N/A	50.00	50.00	N/A
	delegates outside MK LA	N	N/A	N/A	400.00	400.00	N/A
Language and Literacy Across the Curriculum (LiLAC) training	10 twilight sessions		N/A	N/A			
<b>Integrated Support and Social Care</b>							
<b>Children's Centres Nurseries</b>							
0-2 years per session full time	per session	N	25.01	25.01	24.33	24.33	2.79%
0-2 years per session part time	per session	N	26.43	26.43	25.71	25.71	2.80%
0-2 years per hour	per hour	N	5.28	5.28	5.14	5.14	2.72%
2-3 years per session full time	per session	N	22.92	22.92	22.30	22.30	2.78%
2-3 years per session part time	per session	N	24.31	24.31	23.65	23.65	2.79%
2-3 years per hour	per hour	N	4.86	4.86	4.73	4.73	2.75%
3-4 years per session full time	per session	N	20.83	20.83	20.26	20.26	2.81%
3-4 years per session part time	per session	N	22.17	22.17	21.57	21.57	2.78%
3-4 years per hour	per hour	N	4.43	4.43	4.31	4.31	2.78%
<b>Planning, Economy &amp; Development</b>							
Adopted Local Plan - 2001 to 2011 (Adopted Dec 05)*	-	N	64.15	64.15	62.40	62.40	2.80%
Proposals Maps (full set only)*	-	N	42.76	42.76	41.60	41.60	2.79%
CD Rom version	-	N	16.04	16.04	15.60	15.60	2.82%
<b>MILTON KEYNES LOCAL PLAN DOCUMENTS</b>							
Local Plan Review: Directions Paper	-	N	7.48	7.48	7.28	7.28	2.75%
Local Plan Review: Responses to Issues Papers Report	-	N	7.48	7.48	7.28	7.28	2.75%
Local Plan Review: Infill Study	-	N	7.48	7.48	7.28	7.28	2.75%
Local Plan Deposit Version*	-	N	37.42	37.42	36.40	36.40	2.80%
Local Plan Sustainability Appraisal (First Deposit Stage)	-	N	24.59	24.59	23.92	23.92	2.80%
Local Plan Second Deposit Version*	-	N	40.63	40.63	39.52	39.52	2.81%
Local Plan Second Deposit Version: Sustainability Appraisal*	-	N	22.99	22.99	22.36	22.36	2.82%
MKLPI Inspector's Part 1 Report*	-	N	6.41	6.41	6.24	6.24	2.72%
MKLPI Inspector's Part 2 Report*	-	N	13.36	13.36	13.00	13.00	2.77%
Proposed Modifications	-	N	10.69	10.69	10.40	10.40	2.79%
CD version of Proposed Modifications	-	N	2.14	2.14	2.08	2.08	2.88%
<b>STUDIES AND REPORTS</b>							
Milton Keynes Expansion Study - 1996 Update (Llewelyn-Davies)	-	N	72.70	72.70	70.72	70.72	2.80%
Milton Keynes Expansion Study - Final Report (Llewelyn-Davies)	-	N	29.94	29.94	29.12	29.12	2.82%
** cost to commissioning authorities		N	13.36	13.36	13.00	13.00	2.77%
Milton Keynes Borough: Retail Strategy Review (Chesterton)	-	N	29.94	29.94	29.12	29.12	2.82%
Milton Keynes Council: Retail Strategy Review - Stage 2 (CB Hillier Parker) (2-part set: main report and appendices)	-	N	121.88	121.88	118.56	118.56	2.80%
Retail Strategy Review 2003 (CBRE)	-	N	58.80	58.80	57.20	57.20	2.80%
Wildlife Corridors Project Report	-	N	5.35	5.35	5.20	5.20	2.88%
Landscape Character Study	-	N	36.35	36.35	35.36	35.36	2.80%
Local Landscape Designations Study (The Landscape Partnership): two part document	-	N	32.07	32.07	31.20	31.20	2.79%
Urban Capacity Study (Entec)*	-	N	70.56	70.56	68.64	68.64	2.80%
Housing Needs Study 1999 (Opinion Research Services, University of Wales)*	-	N	12.83	12.83	12.48	12.48	2.80%
Housing Needs Study: Update (ORS for MKC/EP)*	-	N	7.48	7.48	7.28	7.28	2.75%
Employment Land Study (Halcrow): Main Report and Appendices (Executive Summary available from Sarah Evans/MKWeb)*	-	N	18.71	18.71	18.20	18.20	2.80%
<b>DEVELOPMENT FRAMEWORKS AND BRIEFS</b>							
Newton Longville Planning Brief	-	N	18.18	18.18	17.68	17.68	2.83%
The Mill and Willows, Stony Stratford, Constraints Brief	-	N	18.18	18.18	17.68	17.68	2.83%
Wavendon Tower Development Brief	-	N	18.18	18.18	17.68	17.68	2.83%
Denbigh School Site Brief <b>(out of stock, can be printed on request)</b>	-	N	18.18	18.18	17.68	17.68	2.83%
Bletchley Park Area Development Framework*	-	N	18.18	18.18	17.68	17.68	2.83%

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NAMPAK Development Brief, Woburn Sands*	-	N	18.18	18.18	17.68	17.68	2.83%
Northern Expansion Area Development Framework SPG <i>(available on MKWeb; can be printed on request)*</i>	-	N	21.92	21.92	21.32	21.32	2.81%
Oakgrove Millennium Community	-	N	11.23	11.23	10.92	10.92	2.84%
Eastern Expansion Area Development Framework SPG*	-	N	42.76	42.76	41.60	41.60	2.79%
Western Expansion Area Development Framework*	-	N	42.76	42.76	41.60	41.60	2.79%
Stantonbury Park Development Framework	-	N	21.38	21.38	20.80	20.80	2.79%
<b>OTHER SUPPLEMENTARY PLANNING GUIDANCE</b>							
SPG on Planning Obligations for CMK*	-	N	17.11	17.11	16.64	16.64	2.82%
SPG on Planning Obligations for CMK: Statement of Public Consultation	-	N	17.11	17.11	16.64	16.64	2.82%
SPG on Affordable Housing*	-	N	17.11	17.11	16.64	16.64	2.82%
SPG on Development and Flood Risk*	-	N	17.11	17.11	16.64	16.64	2.82%
SPG for Parking Standards*	-	N	0.00	0.00	0.00	0.00	0.00%
SPG on Planning Obligations for Education*	-	N	17.11	17.11	16.64	16.64	2.82%
SPG on Planning Obligations for Leisure and Recreation*	-	N	17.11	17.11	16.64	16.64	2.82%
SPG on Petrol Filling Stations <i>(printed on request)</i>	-	N	5.35	5.35	5.20	5.20	2.88%
SPD Planning Obligations for Social Infrastructure	-	N	17.11	17.11	16.64	16.64	2.82%
SPD on Sustainable Construction*	-	N	17.11	17.11	16.64	16.64	2.82%
SPD on Urban Development Area Tariff*	-	N	17.11	17.11	16.64	16.64	2.82%
SPG on Outdoor Advertising*	-	N	17.11	17.11	16.64	16.64	2.82%
<b>LOCAL DEVELOPMENT DOCUMENTS</b>							
Statement of Community Involvement	-	N	21.38	21.38	20.80	20.80	2.79%
Annual Monitoring Report	-	N	21.38	21.38	20.80	20.80	2.79%
Pre- Submission Core Strategy	-	N	42.76	42.76	41.60	41.60	2.79%
CDRom	-	N	16.04	16.04	15.60	15.60	2.82%
Submission Core Strategy	-	N	41.60	41.60	0.00	0.00	0.00%
<b>MINERALS LOCAL PLAN</b>							
Minerals Local Plan Deposit Version	-	N	23.52	23.52	22.88	22.88	2.80%
Minerals Local Plan Second Deposit Version: CD format	-	N	2.14	2.14	2.08	2.08	2.88%
** set of these three documents available together	-	N	26.73	26.73	26.00	26.00	2.81%
Minerals Local Plan 2001-2011 Adopted	-	N	26.73	26.73	26.00	26.00	2.81%
<b>Local Land Charges Fees</b>							
Standard Local Search Fee		N	108.00	108.00	105.00	105.00	2.86%
<b>Official Search of Whole Register</b>				0.00			
One parcel of land		N	34.00	34.00	33.00	N/A	3.03%
For each additional parcel of land		N	1.50	1.50	1.00	N/A	50.00%
<b>Part I Enquiries</b>							
One parcel of land		N	74.50	74.50	72.00		3.47%
Each additional parcel of land		N	29.00	29.00	28.00	28.00	3.57%
<b>Part II Enquiries</b>							
Each printed enquiry		N	13.50	13.50	13.00	13.00	3.85%
Additional Enquiries on Land Charges		N	20.00	20.00	19.50	19.50	2.56%
<b>Personal Search</b>							
Office Copies(each)		N	1.50	1.50	1.00	1.00	50.00%
Reprint of search		N	16.50	16.50	16.00	16.00	3.13%
Expedition Fee, if completed within 48 hours		N	51.50	51.50	50.00	50.00	3.00%
Copy Agreements		N	21.00	21.00	20.00	20.00	5.00%
<b>CONSERVATION DOCUMENTS</b>							
Conservation Area Character Statement for Emberton, Lavendon, Ravenstone, Newton Blossomville, Stoke Goldington, Clifton Reynes	-	N	n/a	n/a	n/a	n/a	n/a
Set of all Conservation Area Maps		N	n/a	n/a	n/a	n/a	n/a
Photocopies of Conservation Area Character Statements	per page	N	1.77	1.77	1.72	1.72	2.91%
<b>ARCHAEOLOGY FEES</b>							
Searches (for commercial organisations)	-	Y	50.00	60.00	50.00	60.00	0.00%
<b>OTHER DOCUMENTS</b>							
<b>PLANNING PRE-APPLICATION ADVICE</b>							
Proposals for Advertisements, Telecommunications or developments which do not attract a fee for a formal planning application	-	-	0.00	0.00	0.00	0.00	0.00%
Proposals for developments by Householders (that is applications for alterations and extensions to dwellings, not the erection of new dwellings)	letter/email response	Y	76.67	92.00	66.67	80.00	15.00%
	letter/email response following a meeting with officers to discuss issues	Y	134.17	161.00	116.67	140.00	15.00%

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Proposals for (Small) developments of less than 6 dwellings: less than 500sqm of non residential floor space or sites of less than 0.2ha in size	letter/email response	Y	120.00	144.00	105.00	126.00	14.29%
	Meeting with officers but no letter	Y	235.00	282.00	205.00	246.00	14.63%
	letter/email response following a meeting with officers to discuss issues	Y	356.67	428.00	310.00	372.00	15.05%
	Up to 3 Meetings & 2 letters	Y	495.00	594.00	430.00	516.00	15.12%
Proposals for (Medium) developments of 6-25 (inclusive) dwellings, 500-2000sqm of non residential floor space or sites of between 0.2-1ha (inclusive) in size	letter/email response	Y	178.33	214.00	155.00	186.00	15.05%
	Meeting with officers but no letter	Y	356.67	428.00	310.00	372.00	15.05%
	letter/email response following a meeting with officers to discuss issues	Y	535.00	642.00	465.00	558.00	15.05%
	Up to 3 Meetings & 2 letters	Y	897.50	1,077.00	780.00	936.00	15.06%
	Up to 5 Meetings & 2 letters	Y	1,196.67	1,436.00	1,040.00	1,248.00	15.06%
	Up to 10 Meetings & 4 letters	Y	1,993.33	2,392.00	1,733.33	2,080.00	15.00%
Proposals for (Large) developments of more than 25 dwellings, more than 2000sqm of non residential floor space or sites over 1ha in size	letter/email response	Y	235.83	283.00	205.00	246.00	15.04%
	Meeting with officers but no letter	Y	477.50	573.00	415.00	498.00	15.06%
	letter/email response following a meeting with officers to discuss issues	Y	713.33	856.00	620.00	744.00	15.05%
	Up to 3 Meetings & 2 letters	Y	1,196.67	1,436.00	1,040.00	1,248.00	15.06%
	Up to 5 Meetings & 2 letters	Y	2,185.00	2,622.00	1,900.00	2,280.00	15.00%
	Up to 10 Meetings & 4 letters	Y	3,979.17	4,775.00	3,460.00	4,152.00	15.00%
	-						
<b>PLANNING OBLIGATION FEES</b>							
Monitoring Fee (per clause)	-	N	1,100.00	1,100.00	1,040.00	1,040.00	5.77%
S106 Copying charges (under 100 pages)	-	N	32.00	32.00	31.20	31.20	2.56%
S106 Copying charges (over 100 pages)	-	N	53.50	53.50	52.00	52.00	2.88%
<b>Highways &amp; Transportation</b>							
<b>Passenger Transport</b>							
Replacement of lost Junior, Senior and Disabled Smartcards	-	N	5.50	5.50	5.00	5.00	10.00%
Concessionary Fare Senior & Disabled before 0930 (Off-peak free)	-	N	0.50	0.50	0.50	0.50	0.00%
Junior Trippers (10 journeys)	-	N	4.50	4.50	3.50	3.50	28.57%
Junior Cityriders - per week	-	N	6.50	6.50	5.00	5.00	30.00%
Junior Cityriders - per month	-	N	22.50	22.50	17.50	17.50	28.57%
Junior Concessionary Fare - Single Journey	-	N	0.45	0.45	0.35	0.35	28.57%
Community Transport Membership Fee	-	N	0.00	0.00	0.00	0.00	0.00%
Community Transport Return Fare	-	N	3.90	3.90	2.65	2.65	47.17%
Community Transport Single Fare	-	N	2.20	2.20	1.50	1.50	46.67%
Criminal Records Bureau (CRB) Fee	-	N	66.00	66.00	64.00	64.00	3.13%
<b>Car Parking</b>							
<b>Penalty Charge Notices</b>							
Penalty Charge notice (PCN) (Higher Tier)	-	N	70.00	70.00	70.00	70.00	0.00%
Penalty Charge notice (PCN) (Lower Tier)	-	N	50.00	50.00	50.00	50.00	0.00%
If paid within 14 days (Higher Tier)	-	N	35.00	35.00	35.00	35.00	0.00%
If paid within 14 days (Lower Tier)	-	N	25.00	25.00	25.00	25.00	0.00%
If not paid within 28 days from notice to owner (charge certificate stage) (Higher Tier)	-	N	105.00	105.00	105.00	105.00	0.00%
If not paid within 28 days from notice to owner (charge certificate stage) (Lower Tier)	-	N	75.00	75.00	75.00	75.00	0.00%
<b>Residents Parking Permits (Duplicate permit charge - initial permit free of charge)</b>							
Central Milton Keynes	-	N	5.00	5.00	5.00	5.00	0.00%
Loughton	-	N	5.00	5.00	5.00	5.00	0.00%
Bletchley	-	N	5.00	5.00	5.00	5.00	0.00%
Bradwell Common	-	N	5.00	5.00	5.00	5.00	0.00%



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Conniburrow	-	N	5.00	5.00	5.00	5.00	0.00%
Oldbrook	-	N	5.00	5.00	5.00	5.00	0.00%
Middleton	-	N	5.00	5.00	5.00	5.00	0.00%
Woburn Sands	-	N	5.00	5.00	5.00	5.00	0.00%
Newport Pagnell	-	N	5.00	5.00	5.00	5.00	0.00%
Stony Stratford	-	N	5.00	5.00	5.00	5.00	0.00%
Neath Hill	-	N	5.00	5.00	5.00	5.00	0.00%
<b>CAR SHARE Membership Fees</b>							
Ordinary member application	Per member	N	30.00	30.00	30.00	30.00	0.00%
Duplicate permit charge	-	N	5.00	5.00	5.00	5.00	0.00%
<b>Pay and Display, Permits &amp; Stratchcards</b>							
CMK Scratchcards - Full Time	Per Book (5 days)	N	8.00	8.00	6.00	6.00	33.33%
CMK Scratchcards - Part Time	Per Book (5 days)	N	4.00	4.00	3.00	3.00	33.33%
Hotel Scratchcards	Per Book (5 days)	N	25.00	25.00	25.00	25.00	0.00%
CMK Pay & Display - std rate tariff	Per Hour	N	0.40	0.40	0.30	0.30	33.33%
CMK Pay & Display - premium rate tariff	Per Hour	N	1.40	1.40	1.20	1.20	16.67%
CMK Long Stay & Railway Station (12 Hours fixed tariff)	-	N	8.00	8.00	8.00	8.00	0.00%
CMK Long Stay Resident Discount	-	N	4.00	4.00	0.00	0.00	100.00%
Theatre Car Park	-	Y	0.00	0.00	0.00	0.00	0.00%
CMK - Business Permit - annual cost	Annual	N	360.00	360.00	270.00	270.00	33.33%
CMK - Business Permit - duplicate / copy permit	Annual	N	5.00	5.00	5.00	5.00	0.00%
Green permit - Initial	Annual	N	75.00	75.00	75.00	75.00	0.00%
Green permit - duplicate / copy permit	One off Charge	N	5.00	5.00	5.00	5.00	0.00%
Market traders permit	Per Month	N	18.75	18.75	18.75	18.75	0.00%
Market traders permit - duplicate / copy permit	One off Charge	N	5.00	5.00	5.00	5.00	0.00%
Commuters permit	Per Month	N	74.00	74.00	74.00	74.00	0.00%
Commuters permit - duplicate / copy permit	One off Charge	N	5.00	5.00	5.00	5.00	0.00%
<b>Off Street Car Parking</b>							
Off-Street Parking (per hour)	-	Y	0.00	0.00	0.00	0.00	N/A
Off-Street Parking (per day)	-	Y	0.00	0.00	0.00	0.00	N/A
<b>Other Parking</b>							
Bay suspensions	Per day, per bay	N	15.00	15.00	15.00	15.00	0.00%
<b>Bridges and Engineering</b>							
Section 38 Charges to Developers	7% of Bond Fee	N	POA	POA	0.07	0.07	0.00%
Section 38 Charges to Developers (additional flat rate fee)	-	N	1,500.00	1,500.00	1,500.00	1,500.00	0.00%
Provision of Temporary Traffic Order	-	N	2,056.00	2,056.00	2,000.00	2,000.00	2.80%
<b>Highways</b>							
Skip Licence (First 2 weeks)	-	N	20.56	20.56	20.00	20.00	2.80%
Skip Licence (Subsequent 2 weeks)	-	N	41.12	41.12	40.00	40.00	2.80%
Scaffold Licence - Simple	-	N	205.60	205.60	200.00	200.00	2.80%
Scaffold Licence - Complex	-	N	411.20	411.20	400.00	400.00	2.80%
Planting Licence	-	N	61.68	61.68	60.00	60.00	2.80%
Vehicle Crossing – Residential	-	N	102.80	102.80	100.00	100.00	2.80%
Vehicle Crossing – Industrial	-	N	514.00	514.00	500.00	500.00	2.80%
Materials deposited on the highway	-	N	51.40	51.40	50.00	50.00	2.80%
Tables & Chairs outside eating establishments - CMK	-	N	154.20	154.20	150.00	150.00	2.80%
Tables & Chairs outside eating establishments - rest of Borough	-	N	61.68	61.68	60.00	60.00	2.80%
<b>Officer Time</b>							
Road Safety Audits (base charge)	-	Y	2,000.00	2,400.00	2,000.00	2,400.00	0.00%
Road Safety Audits (additional 5% of the bond fee)	-	Y	PoA	PoA	PoA	PoA	0.00%
Provision of Collision Data	-	Y	76.00	91.20	74.00	88.80	2.70%
Traffic Management	-	Y	PoA	PoA	POA	POA	0.00%
Cycle Facilities - Gear change	-	Y	0.00	0.00	POA	POA	0.00%
Cycle Facilities - Station Square	-	Y	0.00	0.00	POA	POA	0.00%
<b>Street Lighting</b>							
Design of small Scheme	-	N	1,028.00	1,028.00	1,000.00	1,000.00	2.80%
Design of large Scheme	-	N	2,056.00	2,056.00	2,000.00	2,000.00	2.80%
<b>Neighbourhood Services</b>							
<b>Emberton Park</b>							
<b>Entrance To Park</b>							
Vehicle Entrance:							
April - October	Per day	Y	3.50	4.20	3.17	3.80	10.41%
November - March	Per day	Y	2.00	2.40	1.92	2.30	4.17%
<b>Vehicle Access Pass (unlimited use)</b>							
April - March	-	Y	43.00	51.60	41.67	50.00	3.19%
May - March	-	Y	39.00	46.80	37.50	45.00	4.00%
June - March	-	Y	33.50	40.20	32.50	39.00	3.08%
July - March	-	Y	29.50	35.40	28.33	34.00	4.13%

Activity/Item	Basis	Vatable Enter Y or N	2013/14 Value Excl. VAT £	2013/14 Value Incl. VAT 20% £	2012/13 Value Excl. VAT £	2012/13 Value Incl. VAT 20% £	Incr/Decr
August - March	-	Y	24.00	28.80	23.33	28.00	2.87%
September - March	-	Y	19.50	23.40	18.75	22.50	4.00%
October - March	-	Y	15.00	18.00	14.17	17.00	5.86%
<b>Fishing</b>							
Adult:							
Day Ticket	-	Y	7.50	9.00	7.25	8.70	3.45%
Week Ticket (7 days)	-	Y	24.00	28.80	23.33	28.00	2.87%
Season Ticket (April - March)	-	Y	42.00	50.40	40.42	48.50	3.91%
Season Ticket (May - March)	-	Y	38.50	46.20	37.08	44.50	3.83%
Season Ticket (June - March)	-	Y	34.50	41.40	33.33	40.00	3.51%
Season Ticket (July - March)	-	Y	32.50	39.00	31.25	37.50	4.00%
Season Ticket (August - March)	-	Y	29.50	35.40	28.33	34.00	4.13%
Season Ticket (Sept - March)	-	Y	27.50	33.00	26.67	32.00	3.11%
Junior (12-16 years) & OAP (60 years+):							
Day Ticket (24 hours)	-	Y	4.50	5.40	3.92	4.70	14.80%
Week Ticket (7 days)	-	Y	14.00	16.80	13.33	16.00	5.03%
Season Ticket (April - March)	-	Y	28.00	33.60	27.08	32.50	3.40%
Season Ticket (May - March)	-	Y	24.00	28.80	23.33	28.00	2.87%
Season Ticket (June - March)	-	Y	22.00	26.40	21.00	25.20	4.76%
Season Ticket (July - March)	-	Y	19.00	22.80	18.33	22.00	3.66%
Season Ticket (August - March)	-	Y	16.00	19.20	15.42	18.50	3.76%
Season Ticket (September - March)	-	Y	12.50	15.00	12.08	14.50	3.48%
Concessions (MKC 'Passport to Leisure' pass holders):							
Adult day Ticket (24 hours)	-	Y	0.92	1.10	0.58	0.70	58.62%
Junior/OAP day Ticket (24 hours)	-	Y	0.42	0.50	0.33	0.40	27.27%
<b>Camping</b>							
Touring Field (allocated pitches, toilet/shower block in field):							
Per night	Per Night	Y	18.33	22.00	18.33	22.00	0.00%
With Hook-up	Per Night	Y	21.25	25.50	21.25	25.50	0.00%
Per week	Per Week	Y	110.00	132.00	110.00	132.00	0.00%
With Hook-up	Per Week	Y	127.92	153.50	127.92	153.50	0.00%
Surcharge for parties of over four (subject to booking system compatibility)	Per person per night	Y	4.17	5.00	0.00	0.00	100.00%
Rally Field (open field, short walk to toilets/no showers):							
Per night	Per Night	Y	15.00	18.00	14.58	17.50	2.88%
Per week	Per Week	Y	90.00	108.00	87.08	104.50	3.35%
Rally Field - Groups (min 10 units):							
Per night	Per Night	Y	8.50	10.20	8.25	9.90	3.03%
Per week	Per Week	Y	51.00	61.20	49.17	59.00	3.72%
Extra vehicle during stay	Per Vehicle	Y	0.00	0.00	0.00	0.00	0.00%
Marquee	Per Night	Y	0.00	0.00	0.00	0.00	0.00%
Children's pup tents on parents pitch in all fields	Per Night	Y	4.00	4.80	3.83	4.60	4.44%
Children's pup tents on parents pitch in all fields	Per Week	Y	23.00	27.60	22.00	26.40	4.55%
Off Peak Charges:							
<b>1st September - 30th October £2.00 reduction per night. Not including group bookings in the Rally Fields.</b>							
Static Caravan Annual Ground Rent:							
Annual Rent 1x Payment		Y	925.50	1,110.60	900.00	1,080.00	2.83%
Annual Rent 2x Payments (2 x £500.00)		Y	977.00	1,172.40	950.00	1,140.00	2.84%
Caravan Storage							
6x months		Y	159.50	191.40	155.00	186.00	2.90%
12x months		Y	240.00	288.00	233.33	280.00	2.86%
<b>Waste Management</b>							
<b>Refuse Collection</b>							
Refuse Sacks	Per Sack	Y	0.05	0.06	0.05	0.06	0.00%
Bulky Waste Collections (up to 5 collections)	up to 5 Items	N	15.00	15.00	0.00	0.00	N/A
Special Collections - domestic waste	On specific day, per collection	N	10.80	10.80	10.50	10.50	2.86%
Chargeable "special" collections? - for DIY waste, garden waste and "industrial waste" (inc. DIY bag)	Per Hour, or thereafter part thereof	N	43.20	43.20	42.00	42.00	2.86%
<b>Officer Time</b>							
Chargeable work carried out not defined elsewhere.	Per Hour, or part thereof	Y	82.07	98.48	79.83	95.80	2.81%
Private Client Gritting	-	Y	PoA	PoA	POA	POA	0.00%
<b>Landscape &amp; Countryside</b>							
High Hedges	-	N	493.50	493.50	480.00	480.00	2.81%
Public Path Orders	-	N	1,028.00	1,028.00	1,000.00	1,000.00	2.80%
<b>Corporate Core</b>							

Activity/Item	Basis	Vatable Enter Y or N	2013/14 Value Excl. VAT £	2013/14 Value Incl. VAT 20% £	2012/13 Value Excl. VAT £	2012/13 Value Incl. VAT 20% £	Incr/Decr
<b>STREET NAMING AND NUMBERING</b>							
<b>New Development or Conversion/Change of Use Scheme</b>							
Per Case	-	N	154.20	154.20	150.00	150.00	2.80%
Per House	-	N	10.28	10.28	10.00	10.00	2.80%
Per Flat	-	N	20.56	20.56	20.00	20.00	2.80%
Per Retail Unit	-	N	20.56	20.56	20.00	20.00	2.80%
Per Industrial Unit	-	N	20.56	20.56	20.00	20.00	2.80%
Per Office Unit	-	N	20.56	20.56	20.00	20.00	2.80%
Per Building name (as part of a new development)	-	N	102.80	102.80	100.00	100.00	2.80%
Per Street name	-	N	154.20	154.20	150.00	150.00	2.80%
<b>Renaming a commercial/Industrial/retail building</b>							
Per Building Rename	-	N	102.80	102.80	100.00	100.00	2.80%
Per House	-	N	10.28	10.28	10.00	10.00	2.80%
Per Flat	-	N	20.56	20.56	20.00	20.00	2.80%
Per Retail Unit	-	N	20.56	20.56	20.00	20.00	2.80%
Per Industrial Unit	-	N	20.56	20.56	20.00	20.00	2.80%
Per Office Unit	-	N	20.56	20.56	20.00	20.00	2.80%
<b>Development Re-plan</b>							
Per Case	-	N	308.40	308.40	300.00	300.00	2.80%
Per House	-	N	10.28	10.28	10.00	10.00	2.80%
Per Flat	-	N	20.56	20.56	20.00	20.00	2.80%
Per Retail Unit	-	N	20.56	20.56	20.00	20.00	2.80%
Per Industrial Unit	-	N	20.56	20.56	20.00	20.00	2.80%
Per Office Unit	-	N	20.56	20.56	20.00	20.00	2.80%
Per Building name (as part of a new redevelopment)	-	N	102.80	102.80	100.00	100.00	2.80%
Per Street name	-	N	154.20	154.20	150.00	150.00	2.80%
<b>Other Services</b>							
Certificate of naming / numbering	-	N	30.84	30.84	30.00	30.00	2.80%
Investigations on behalf of a Solicitor, conveyances or individual occupiers or owners	-	N	102.80	102.80	100.00	100.00	2.80%
Supplying street naming and number plans - each	-	N	25.70	25.70	25.00	25.00	2.80%

General Photocopy charges (per sheet)

A4 B&W - 30p  
A3 B&W - 50p  
A4 Colour - 50p  
A3 Colour - 70p

\* It is extremely rare that streets need to be renamed or numbered see section 6.8 of the Councils Street Naming and Numbering Policy. Under the current charging policy the Council will not charge for this service but will review this annually.

PLEASE NOTE: HRA Fees & Charges detail list per below was approved at Dec Cabinet/Jan Council

<b>Housing &amp; Community - HRA</b>							
Land Purchase Enquiries	per Land purchase application (no charge for preliminary enquiries)	N	300.00	300.00	300.00	300.00	0.00%
Vehicular Access Licence	Admin charge	N	100.00	100.00	100.00	100.00	0.00%
Leasehold Subletting Fee	Per Sublet	N	10.00	10.00	10.00	10.00	0.00%
Leasehold Retrospective Consent to Alterations	Per Enquiry	N	82.24	82.24	80.00	80.00	2.80%
Leasehold Solicitor's Enquiries (re-mortgage or resale) - response within 5 days	Per Enquiry	N	102.80	102.80	100.00	100.00	2.80%
Leasehold Solicitor's Enquiries (re-mortgage or resale) - response within 10 days	Per Enquiry	N	77.10	77.10	75.00	75.00	2.80%
Shared Ownership Retrospective Consent to Alterations	Per Enquiry	N	82.24	82.24	80.00	80.00	2.80%
Shared Ownership Enquiries (re-mortgage only) - response within 5 days	Per Enquiry	N	102.80	102.80	100.00	100.00	2.80%
Shared Ownership Enquiries (re-mortgage only) - response within 10 days	Per Enquiry	N	77.10	77.10	75.00	75.00	2.80%
Shared Ownership Assignment Fees	Per Assignment	N	102.80	102.80	100.00	100.00	2.80%
Shared Ownership Staircasing Valuation	Per Valuation (variable depending on lease £5-£30)	N	5.00	5.00	5.00	5.00	0.00%
Notice of Transfer	Per Notice	N	40.00	40.00	30.00	30.00	33.33%
Notice of Charge / Mortgage	Per Notice	N	40.00	40.00	30.00	30.00	33.33%
Letter/Deed of Postponement	Per Notice	N	41.12	41.12	40.00	40.00	2.80%
Deed of Variation/Rectification	Per Notice	N	265.00	265.00	265.00	265.00	0.00%
<b>Average Tenant rent (all stock types)</b>	Per Week (50 Week)	N	84.72	84.72	81.46	81.46	4.00%
Average Shared ownership full equivalent rent (follows prior years Tenant increase)	Per Week (50 Week)	N	77.56	77.56	74.58	74.58	4.00%
Garage Rents - non-VATable	Per Week	N	11.15	11.15	10.72	10.72	4.00%
Garage Rents - VATable	Per Week	Y	11.15	13.38	10.72	12.86	4.00%
Carport Rents - non-VATable	Per Week	N	2.20	2.20	2.12	2.12	4.00%
Carport Rents - VATable	Per Week	Y	2.20	2.65	2.12	2.54	4.00%

Activity/Item	Basis	Vatable Enter Y or N	2013/14 Value Excl. VAT £	2013/14 Value Incl. VAT 20% £	2012/13 Value Excl. VAT £	2012/13 Value Incl. VAT 20% £	Incr/Decr
Hostels (Per Adult)	Per Night	N	0.00	0.00	12.88	12.88	-100.00%
Hostels (Per Child)	Per Night	N	0.00	0.00	7.02	7.02	-100.00%
Hostels (Per Household)	Per Household	N	25.00	25.00	0.00	0.00	100.00%
Mellish Court Concierge Charge - Tenants	Per Week	N	6.41	6.41	6.16	6.16	4.00%
Communal Flat Cleaning charge - Tenants	Per Week	N	0.92	0.92	0.88	0.88	4.00%
Communal Heating charge - Tenants	Per Week	N	9.37	9.37	9.01	9.01	4.00%
Communal Electricity charge - Tenants	Per Week	N	2.83	2.83	2.72	2.72	4.00%
Communal Gas charge - Tenants	Per Week	N	0.77	0.77	0.74	0.74	4.00%
Communal Water charge - Tenants	Per Week	N	4.19	4.19	4.03	4.03	4.00%
Security Key Purchase	Per Key	N	10.00	10.00	10.00	10.00	0.00%
Digital TV Ariel installation recharge - Sheltered schemes	Per Week	N	0.91	0.91	0.91	0.91	0.00%
Digital TV Ariel installation recharge - Tenants	Per Week	N	1.00	1.00	1.00	1.00	0.00%
Digital TV Ariel maintenance charge	Per Week	N	0.10	0.10	0.10	0.10	0.00%
Fees for tenant references - for mortgages	per case	N	25.70	25.70	25.00	25.00	2.80%

<b>Public Health</b>							
<b>Health Promotion Publications (excludes P&amp;P)</b>							
101 Ways to Show You Love Somebody (without having sex)	Poster	N	0.55	0.55	0.55	0.55	0.00%
102 Ways to Show You Love Somebody (without having sex)	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
103 Ways to Show You Love Somebody (without having sex)	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
A Change 4 the Better Your lifestyle pocket guide	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
A Change 4 the Better Your lifestyle pocket guide	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
A Good Night's Sleep babies and toddlers sleep guide	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
A Good Night's Sleep babies and toddlers sleep guide	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Accidents to the Under 5s Keep Babies and young children safe	Poster	N	0.55	0.55	0.55	0.55	0.00%
Accidents to the Under 5s Keep Babies and young children safe	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Accidents to the Under 5s Keep Babies and young children safe	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Alcohol & You Know the facts, count the units	Poster	N	0.55	0.55	0.55	0.55	0.00%
Alcohol & You Know the facts, count the units	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Alcohol & You Know the facts, count the units	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Be Active your way, every day! It's never too late to start!	Poster	N	0.55	0.55	0.55	0.55	0.00%
Be Active your way, every day! It's never too late to start!	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Be Active your way, every day! It's never too late to start!	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Breast Awareness Know what to look for	Poster	N	0.55	0.55	0.55	0.55	0.00%
Breast Awareness Know what to look for	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Breast Awareness Know what to look for	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Breakfast... What's for What is a healthy breakfast?	Poster	N	0.55	0.55	0.55	0.55	0.00%
Breakfast... What's for What is a healthy breakfast?	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Breakfast... What's for What is a healthy breakfast?	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Chlamydia - Do you know what you've downloaded?	Poster	N	0.55	0.55	0.55	0.55	0.00%
Chlamydia - Do you know what you've downloaded?	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Chlamydia - Do you know what you've downloaded?	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Depression, you're not alone Anyone can suffer from depression	Poster	N	0.55	0.55	0.55	0.55	0.00%
Depression, you're not alone Anyone can suffer from depression	Leaflet (1-100)	N	0.18	0.18	0.18	0.18	0.00%
Depression, you're not alone Anyone can suffer from depression	Leaflet (101+)	N	0.16	0.16	0.16	0.16	0.00%
Eat your way to 5 a day What is a portion of fruit and vegetables?	Poster	N	0.55	0.55	0.55	0.55	0.00%
Eat your way to 5 a day What is a portion of fruit and vegetables?	Leaflet (1-100)	N	0.18	0.18	0.18	0.18	0.00%
Eat your way to 5 a day What is a portion of fruit and vegetables?	Leaflet (101+)	N	0.16	0.16	0.16	0.16	0.00%
Eyes are important How to look after them	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Eyes are important How to look after them	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%

Activity/Item	Basis	Vatable Enter Y or N	2013/14 Value Excl. VAT £	2013/14 Value Incl. VAT 20% £	2012/13 Value Excl. VAT £	2012/13 Value Incl. VAT 20% £	Incr/Decr
Feel Good, Keep Moving Mobility advice & chair-based exercises for the older adult	Poster	N	0.55	0.55	0.55	0.55	0.00%
Feel Good, Keep Moving Mobility advice & chair-based exercises for the older adult	Leaflet (1-100)	N	0.18	0.18	0.18	0.18	0.00%
Feel Good, Keep Moving Mobility advice & chair-based exercises for the older adult	Leaflet (101+)	N	0.16	0.16	0.16	0.16	0.00%
Fussy Eating How can I help my child?	Leaflet (1-100)	N	0.20	0.20	0.20	0.20	0.00%
Fussy Eating How can I help my child?	Leaflet (101+)	N	0.18	0.18	0.18	0.18	0.00%
Get Moving It's easier than you think!	Poster	N	0.55	0.55	0.55	0.55	0.00%
Get Moving It's easier than you think!	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Get Moving It's easier than you think!	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Hand me 5 Fruit & vegetables are good for me	Leaflet (1-100)	N	0.18	0.18	0.18	0.18	0.00%
Hand me 5 Fruit & vegetables are good for me	Leaflet (101+)	N	0.16	0.16	0.16	0.16	0.00%
Head Lice Happy to be on any head	Poster	N	0.55	0.55	0.55	0.55	0.00%
Head Lice Happy to be on any head	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Head Lice Happy to be on any head	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Healthy Eating How to get the balance right	Poster	N	0.55	0.55	0.55	0.55	0.00%
Healthy Eating How to get the balance right	Leaflet (1-100)	N	0.18	0.18	0.18	0.18	0.00%
Healthy Eating How to get the balance right	Leaflet (101+)	N	0.16	0.16	0.16	0.16	0.00%
Healthy Men (covering twelve health topics)	Poster	N	0.55	0.55	0.55	0.55	0.00%
Healthy Men (covering twelve health topics)	Leaflet (1-100)	N	0.18	0.18	0.18	0.18	0.00%
Healthy Men (covering twelve health topics)	Leaflet (101+)	N	0.16	0.16	0.16	0.16	0.00%
Healthy Women (covering thirteen health topics)	Poster	N	0.55	0.55	0.55	0.55	0.00%
Healthy Women (covering thirteen health topics)	Leaflet (1-100)	N	0.18	0.18	0.18	0.18	0.00%
Healthy Women (covering thirteen health topics)	Leaflet (101+)	N	0.16	0.16	0.16	0.16	0.00%
Healthy Teeth for your baby Aged 0 to 2 years	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Healthy Teeth for your baby Aged 0 to 2 years	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Healthy Teeth for your child Aged 3 to 5 years	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Healthy Teeth for your child Aged 3 to 5 years	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Healthy Teeth for your school-age child Aged 5 to 12 years	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Healthy Teeth for your school-age child Aged 5 to 12 years	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
HIV/AIDS Fact Card Know the facts!	Poster	N	0.55	0.55	0.55	0.55	0.00%
HIV/AIDS Fact Card Know the facts!	Leaflet (1-100)	N	0.16	0.16	0.16	0.16	0.00%
HIV/AIDS Fact Card Know the facts!	Leaflet (101+)	N	0.14	0.14	0.14	0.14	0.00%
How close can you get? Dental Health guide for adults	Poster	N	0.55	0.55	0.55	0.55	0.00%
How close can you get? Dental Health guide for adults	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
How close can you get? Dental Health guide for adults	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
I'm Hungry A guide for healthy snacks	Poster	N	0.55	0.55	0.55	0.55	0.00%
I'm Hungry A guide for healthy snacks	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
I'm Hungry A guide for healthy snacks	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
In the dark about LARC? Long acting reversible contraception	Poster	N	0.55	0.55	0.55	0.55	0.00%
In the dark about LARC? Long acting reversible contraception	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
In the dark about LARC? Long acting reversible contraception	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%

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Keep ahead of the game A guide to testicular examination	Poster	N	0.55	0.55	0.55	0.55	0.00%
Keep ahead of the game A guide to testicular examination	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Keep ahead of the game A guide to testicular examination	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Managing your weight! It's a question of balance	Poster	N	0.55	0.55	0.55	0.55	0.00%
Managing your weight! It's a question of balance	Leaflet (1-100)	N	0.18	0.18	0.18	0.18	0.00%
Managing your weight! It's a question of balance	Leaflet (101+)	N	0.16	0.16	0.16	0.16	0.00%
Now I am 2, What can I do? Child development guide	Leaflet (1-100)	N	0.18	0.18	0.18	0.18	0.00%
Now I am 2, What can I do? Child development guide	Leaflet (101+)	N	0.16	0.16	0.16	0.16	0.00%
Poisonous Plants How safe does your garden grow?	Poster	N	0.55	0.55	0.55	0.55	0.00%
Poisonous Plants How safe does your garden grow?	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Poisonous Plants How safe does your garden grow?	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Positive steps for your Mental Health Look on the bright side	Poster	N	0.55	0.55	0.55	0.55	0.00%
Positive steps for your Mental Health Look on the bright side	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Positive steps for your Mental Health Look on the bright side	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Postnatal Depression You're not alone	Poster	N	0.55	0.55	0.55	0.55	0.00%
Postnatal Depression You're not alone	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Postnatal Depression You're not alone	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Pregnancy and Healthy Eating What to eat and foods to avoid	Leaflet (1-100)	N	0.19	0.19	0.19	0.19	0.00%
Pregnancy and Healthy Eating What to eat and foods to avoid	Leaflet (101+)	N	0.17	0.17	0.17	0.17	0.00%
Puberty...Boys Your guide to growing up	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Puberty...Boys Your guide to growing up	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Puberty...Girls Your guide to growing up	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Puberty...Girls Your guide to growing up	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Say YES to condoms No excuses!	Poster	N	0.55	0.55	0.55	0.55	0.00%
Say YES to condoms No excuses!	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Say YES to condoms No excuses!	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Smoke-free in a secure setting Guide to being smoke-free	Leaflet (1-100)	N	0.20	0.20	0.20	0.20	0.00%
Smoke-free in a secure setting Guide to being smoke-free	Leaflet (101+)	N	0.18	0.18	0.18	0.18	0.00%
Smoking - Young People's Pocket-guide to being smoke free	Leaflet (1-100)	N	0.18	0.18	0.18	0.18	0.00%
Smoking - Young People's Pocket-guide to being smoke free	Leaflet (101+)	N	0.16	0.16	0.16	0.16	0.00%
Some of your bits Your guide to personal hygiene	Poster	N	0.55	0.55	0.55	0.55	0.00%
Some of your bits Your guide to personal hygiene	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Some of your bits Your guide to personal hygiene	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Stress - Is your life a balancing act?	Poster	N	0.55	0.55	0.55	0.55	0.00%
Stress - Is your life a balancing act?	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Stress - Is your life a balancing act?	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Stress - What everyone should know	Leaflet (1-100)	N	0.18	0.18	0.18	0.18	0.00%
Stress - What everyone should know	Leaflet (101+)	N	0.16	0.16	0.16	0.16	0.00%
Sun Facts The burning issues	Poster	N	0.55	0.55	0.55	0.55	0.00%
Sun Facts The burning issues	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Sun Facts The burning issues	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Syphilis is back! Get tested	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Syphilis is back! Get tested	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%

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Talk to Me Child development	Poster	N	0.55	0.55	0.55	0.55	0.00%
Talk to Me Child development	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Talk to Me Child development	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Teenage depression You're not alone	Poster	N	0.55	0.55	0.55	0.55	0.00%
Teenage depression You're not alone	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Teenage depression You're not alone	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Teenagers - your choice of contraception	Poster	N	0.55	0.55	0.55	0.55	0.00%
Teenagers - your choice of contraception	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Teenagers - your choice of contraception	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Teenagers! When the going gets tough...try talking	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Teenagers! When the going gets tough...try talking	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Think Back! Guide to taking care of your back	Leaflet (1-100)	N	0.18	0.18	0.18	0.18	0.00%
Think Back! Guide to taking care of your back	Leaflet (101+)	N	0.16	0.16	0.16	0.16	0.00%
Up & About Kids on the move	Poster	N	0.55	0.55	0.55	0.55	0.00%
Up & About Kids on the move	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Up & About Kids on the move	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Vegetarian Vitality are you missing out?	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Vegetarian Vitality are you missing out?	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Wash your hands Why? When? How? A children's guide	Poster (A4)	N	0.25	0.25	0.25	0.25	0.00%
Wash your hands Why? When? How? A children's guide	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Wash your hands Why? When? How? A children's guide	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Water Coming soon from a tap near you	Poster	N	0.55	0.55	0.55	0.55	0.00%
Water Coming soon from a tap near you	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Water Coming soon from a tap near you	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Wet:Soap:Wash: Stop germs spreading: Wash your hands!	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Wet:Soap:Wash: Stop germs spreading: Wash your hands!	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
What's in your lunch box? Pack a healthier lunch	Poster	N	0.55	0.55	0.55	0.55	0.00%
What's in your lunch box? Pack a healthier lunch	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
What's in your lunch box? Pack a healthier lunch	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Be SunSmart (To reduce your risk of skin cancer)	Poster	N	0.55	0.55	0.55	0.55	0.00%
Bowel cancer (Don't let time run out!)	Poster	N	0.55	0.55	0.55	0.55	0.00%
Diabetes (Are you at risk?)	Poster	N	0.55	0.55	0.55	0.55	0.00%
Diabetes (What to look for)	Poster	N	0.55	0.55	0.55	0.55	0.00%
Get a Life (Physical Activity - Teenagers)	Poster	N	0.55	0.55	0.55	0.55	0.00%
How Safe is your Child from a serious fall?	Poster	N	0.55	0.55	0.55	0.55	0.00%
Imagine (Positive mental health)	Poster	N	0.55	0.55	0.55	0.55	0.00%
Kids on the Go! (Physical Activity - children)	Poster	N	0.55	0.55	0.55	0.55	0.00%
Preventing Skin Cancer (Know your skin type and colour)	Poster	N	0.55	0.55	0.55	0.55	0.00%
Prostate (Men do you have problems with your waterworks?)	Poster	N	0.55	0.55	0.55	0.55	0.00%
Salt (How much is too much?)	Poster	N	0.55	0.55	0.55	0.55	0.00%
Smoking (What's in a cigarette?)	Poster	N	0.55	0.55	0.55	0.55	0.00%
Smoking (What it does to your body)	Poster	N	0.55	0.55	0.55	0.55	0.00%
Staying Steady (How to improve strength and balance)	Poster	N	0.55	0.55	0.55	0.55	0.00%

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Why weight matters (Being overweight can put your health at risk)	Poster	N	0.55	0.55	0.55	0.55	0.00%
Potty Training Dry days ahead	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Potty Training Dry days ahead	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Flu It's not only older people who are at risk	Poster	N	0.55	0.55	0.55	0.55	0.00%
Flu It's not only older people who are at risk	Leaflet (1-100)	N	0.17	0.17	0.17	0.17	0.00%
Flu It's not only older people who are at risk	Leaflet (101+)	N	0.15	0.15	0.15	0.15	0.00%
Eat lots of fruit and vegetables every day Fruit and vegetables are good for my health	Leaflet (1-100)	N	0.18	0.18	0.18	0.18	0.00%
Eat lots of fruit and vegetables every day Fruit and vegetables are good for my health	Leaflet (101+)	N	0.16	0.16	0.16	0.16	0.00%
Childhood illnesses Your guide	Leaflet (1-100)	N	0.22	0.22	0.22	0.22	0.00%
Childhood illnesses Your guide	Leaflet (101+)	N	0.20	0.20	0.20	0.20	0.00%
Minor illnesses Guide for adults	Leaflet (1-100)	N	0.22	0.22	0.22	0.22	0.00%
Minor illnesses Guide for adults	Leaflet (101+)	N	0.20	0.20	0.20	0.20	0.00%