

Ref.	Description	11/12		12/13	VAT Code
		Current Charges £	Proposed Charges £		
1	Allotment provision				
	Prices to increase Jan 2013 by approx 4%, 1 years notice given Prices increase in Jan each year, with one year's notice				
1.001	£30 / £50 / £70 for small, med or large plot in Jan 2012	small	N/A	30.00	8
1.002	£24 / £40 / £56 (i.e. 20% discount) for snr citizens Jan 2012	medium	N/A	50.00	8
1.003		large	N/A	70.00	8
	Price per square metre				
1.004	Band A (includes Tarmac path/s)		0.2000	N/A	8
1.005	Band B		N/A	N/A	8
	Senior Citizen concessions (over 60's):				
1.006		small		24.00	8
1.007		medium		40.00	8
1.008		large		56.00	8
1.009	Band A (includes Tarmac path/s)		0.1000	N/A	8
1.010	Band B		N/A	N/A	8
1.011	Extra charge for Council shed		7.43	10.00	8
1.012	Admin fee (new tenant)		13.00	15.00	8
1.013	Deposit for key - sites with Yale type key		5.00	5.00	8
1.014	Deposit for key - sites with Garrison security key		10.00	10.00	8
2	Art Gallery & Museum (note Art Gallery & Museum closed until 2013)				
	Meeting Room - Daytime/Corporate				
2.001	Mon - Sat 09.30 - 17.00		106.00	108.65	9
2.002	Mon - Sat 09.30 - 13.00		74.25	76.11	9
2.003	Mon - Sat 14.00 - 17.00		63.55	65.14	9
	Meeting Room - Daytime/Community				
2.004	Mon - Sat 09.30 - 17.00		58.35	59.81	9
2.005	Mon - Sat 09.30 - 13.00		37.10	38.03	9
2.006	Mon - Sat 14.00 - 17.00		37.10	38.03	9
	Meeting Room - Evening Hire/Corporate				
2.007	Mon - Fri 18.00 - 22.00, minimum 2 hrs charge		106.00	108.65	9
2.008	Additional time per 1/2 hour		26.50	27.16	9
	Meeting Room - Evening Hire/Community				
2.009	Mon - Fri 18.00 - 22.00, minimum 2 hrs charge		53.00	54.33	9
2.010	Additional time per 1/2 hour		10.55	10.81	9
	Museum Opening - Evening Hire				
2.011	Mon - Fri 18.00 - 22.00, minimum 2 hrs charge		159.15	163.13	9
2.012	Additional time per 1/2 hour		26.50	27.16	9
	Rates negotiable for Sunday Hire - VAT is not applicable on the above charges				
	Lecture/Tour by a Curator (inclusive of VAT)				
2.013	Lecture: Mon - Fri (incl use of Mtg room)		87.00	89.18	2
2.014	Tour: Mon - Fri (maximum 20 persons)		65.10	66.73	2
	Prices for lectures outside the Museum and evening lectures & tours are negotiable. VAT is inclusive on the above charges				
	Cancellation Charges				
2.015	50% charge applies for cancellation 2 weeks or less prior to the event. If a booking is not kept and a cancellation not made, customer invoiced in full.				
	Reproduction of Images				
2.016			NIL	NIL	
	If the image is held by Bridgeman Art Library				
2.017	CAGM can have the reproduction fee waived if it is deemed appropriate; however, this waiver does not include the Bridgeman 'search fee'.		NIL	NIL	
	If the image is not held by Bridgeman Art Library				
2.018	For high quality colour images Client charged the cost of creating the transparency in addition to any reproduction fee administered by Bridgeman			Calculated on case by case basis	
	For black and white or low resolution colour images and slides held by the Art Gallery & Museum				
2.019	Images		13.00	13.33	2
2.020	Slides		7.00	7.18	2
	For black and white images (excluding VAT)				
2.021	EU Rights: Books - periodicals, journals and CD ROMs		26.50	27.16	2
2.022	EU Rights: Educational text books and scholarly publications, journals and CD ROMs		15.90	16.30	2
2.023	EU Rights: Book jackets and magazine covers		79.55	81.54	2
2.024	World Rights: Books - periodicals, journals and CD ROMs		47.65	48.84	2
2.025	World Rights: Educational text books and scholarly publications, journals and CD ROMs		31.80	32.60	2
2.026	World Rights: Book jackets and magazine covers		159.10	163.08	2
	Postage and packing prices will be applied at the same rates as CAGM mail order items. These currently stand at:				
	UK (including VAT)				
2.027	Order value up to £19.99		2.75	2.82	2
2.028	Order value up to £49.99		5.35	5.48	2
2.029	Order value over £50		7.55	7.74	2
	Europe (including VAT)				
2.030	Order value up to £19.99		8.15	8.35	2
2.031	Order value up to £49.99		13.55	13.89	2
2.032	Order value over £50		17.40	17.84	2
	Other (including VAT)				
2.033	Order value up to £19.99		10.90	11.17	2
2.034	Order value up to £49.99		16.30	16.71	2
2.035	Order value over £50		22.00	22.55	2
3	Banners Income (excludes VAT)				
	High Street/Royal Well sites				
3.001	Commercially - per site per week		100.00	100.00	2
3.002	Internally - per site per week i.e. Festivals		NIL	NIL	
3.003	Race week (external) - per site per week		30.00	30.00	2
3.004	Charities		50.00	50.00	7
	Other Sites				
3.005	Events - per site per week		10.00	10.00	2
3.006	Internally - per site per week i.e. Festivals		NIL	NIL	
3.007	Race week (external) - per site per week		30.00	30.00	2
3.008	Charities		5.00	5.00	7
4	Box Office				
	Ticket Sales				
4.001	Commercially viable decision made dependent on the function and taking into account the national/local market, cost of promotion and public accessibility.		Variable	Variable	2
	Booking Fees				
4.002	On tickets sold for events at Town Hall or PPR		NIL	1.50	2
4.003	On tickets sold for other venues i.e. Centaur - negotiated with promoter.		Varies	Varies	2
	Performing Rights Society				
4.004	Net of Box Office - Classical		4.8% + VAT	4.8% + VAT	2
4.005	Net of Box Office - Pop		3% + VAT	3% + VAT	2
	Admin Postage Fees (including VAT)				
4.006	Charged per transaction		1.00	1.00	2

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5	Building Control Fees (including VAT)				
	Building Control Charges				
	In accordance with Building (Local Authority Charges) Regulation 1998	No. of houses being built			
	TABLE 1 New Dwellings				
	(Total internal floor area of each dwelling must be less than 300m ²)				
5.001		1	639.60	639.60	2
5.002		2	881.40	881.40	2
5.003		3	1,123.20	1,123.20	2
5.004		4	1,357.20	1,357.20	2
5.005		5	1,606.80	1,606.80	2
5.006		6	1,825.20	1,825.20	2
	Projects larger than six properties calculated on an individual basis. Houses over 300m ² total floor area calculated on an individual basis.				
	TABLE 2 Domestic and Commercial Extensions				
	Description of work				
5.007	The erection or extension of a DETACHED garage or carport, or both, not exceeding 60m ² in total		312.00	312.00	2
5.008	Conversion of garage to a habitable accommodation		234.38	234.38	2
5.009	Any extension and loft conversion with a floor area which does not exceed 20m ²		483.60	483.60	2
5.010	Any extension and loft conversion with a floor area which exceeds 20m ² but does not exceed 60m ²		639.60	639.60	2
5.011	Any extension and loft conversion with a floor area which exceeds 60m ² but does not exceed 100m ²		803.40	803.40	2
	TABLE 3 Conversions and Alterations				
5.012		Under 1,000	117.00	162.00	2
5.013	(i.e. those not specifically covered by Table 1 & 2)	1,001 to 5,000	234.00	234.00	2
5.014		5,001 to 10,000	312.00	312.00	2
5.015		10,001 to 20,000	429.00	429.00	2
5.016		20,001 to 30,000	608.40	608.40	2
5.017		30,001 to 40,000	741.00	741.00	2
5.018		40,001 to 50,000	858.00	858.00	2
5.019		50,001 to 60,000	1,065.00	1,065.00	2
5.020		60,001 to 70,000	1,131.00	1,131.00	2
5.021		70,001 to 80,000	1,248.00	1,248.00	2
5.022		80,001 to 90,000	N/A	1,365.00	2
5.023		90,001 to 100,000	N/A	1,482.00	2
	Projects over £80,001 to be agreed on an individual basis				
5.024	Up to 8 new windows installed by a non FENSA installer		76.60	76.60	2
5.025	Over 8 new windows installed by a non FENSA installer		Calculated on individual basis		2
6	Built Environment (inclusive of VAT where applicable)				
6.001	Ordnance survey site plans (+VAT)		25.00	25.00	2
6.002	Planning Services Fee (i.e history searches etc)		£50 ph	£50 ph	2
6.003	Photocopying charge	per page A4 / A3	25p per page	25p per page	2
6.004		per page A2 and above B&W	3.50	3.50	2
6.005		per page A2 and above Colour	5.50	5.50	2
6.006	Local Plan		9.80 + P&P	9.80 + P&P	8
6.007	Postage and packing		2.95	2.95	9
6.008	LLC1 Local Land Charge Search Fee (postal)		22.00	22.00	8
6.009	LLC1 Local Land Charge Search Fee (NLIS)		22.00	22.00	8
6.010	LLC1 Additional Property		3.50	3.50	8
6.011	LLC1 Register Part		2.50	2.50	8
6.012	CON29R Standard Enquiries		77.00	77.00	8
6.013	CON29R Additional parcel of Land		16.00	16.00	8
6.014	CON 290 (Part II Optional enquiries) per question 4-21		10.00	10.00	8
6.015	CON 290 (Part II Optional enquiries) per question 4-21 (Additional parcel of land)		4.00	4.00	8
6.016	CON 290 (Part II Optional enquiries) per question 22		25.00	25.00	8
6.017	Non-Standard enquiries		25.00	25.00	8
6.018	CLVG search (Common land, village green)		25.00	25.00	8
6.019	House Naming		35.00	35.00	8
6.020	New Development per plot		50.00	50.00	8
6.021	New street or name change to a street		100.00	100.00	8
6.022	New block of flats		100.00	100.00	8
7	Bus Station Departures (Royal Well)				
7.001	Bus departures, price per departure (local)		0.80	0.80	2
7.002	Bus departures, price per departure (visitors)		1.50	1.50	2
8	Car Parking Fines - On/Off Street				
	Penalty Charge Notices - On/Off Street *				
8.001	Higher Band (e.g. parking on double yellow line or in disabled bay (without badge)) *	Paid within 14 days	35.00	35.00	9
8.002	Higher Band *	Paid after 14 days	70.00	70.00	9
8.003	Lower Band (e.g. overstays, failure to pay the parking charge or display a valid ticket) *	Paid within 14 days	25.00	25.00	9
8.004	Lower Band *	Paid after 14 days	50.00	50.00	9
	* Set by Gloucestershire County Council acting as the Highways Authority in accordance with Department of Transport regulations				
9	Car Parking - Off Street (inclusive of VAT)				
9.001	Bath Parade	Up to 1 hr	1.40	1.40	2
9.002	Portland Street	Up to 2 hrs	2.60	2.60	2
9.003	St George's Road	Up to 3 hrs	3.60	3.60	2
9.004	St James Street	Up to 4 hrs	4.00	4.00	2
9.005		Up to 6 hrs	7.50	7.50	2
9.006		Over 6 hrs	10.00	10.00	2
9.007	Royal Well	Up to half an hour	1.00	1.00	2
9.008		Up to 1 hr	1.50	1.50	2
9.009		Up to 2 hrs	2.60	2.60	2
9.010		Up to 3 hrs	3.80	3.80	2
9.011		Up to 4 hrs	4.80	4.80	2
9.012	Brewery	Up to 1 hr	1.40	1.40	2
9.013	(Max 2hrs)	Up to 2 hrs	2.60	2.60	2
9.014	Chelt Walk	Up to 1 hr	1.40	1.40	2
9.015		Up to 2 hrs	2.60	2.60	2
9.016		Up to 3 hrs	3.60	3.60	2
9.017		Up to 4 hrs	4.00	4.00	2
9.018		Over 4 hrs	6.00	6.00	2
9.019	North Place	Up to 1 hr	1.40	1.40	2
9.020	Sherbourne Place	Up to 2 hrs	2.60	2.60	2
9.021	High Street	Up to 3 hrs	3.60	3.60	2
9.022		Up to 4 hrs	4.00	4.00	2
9.023		Over 4 hrs	5.50	5.50	2
9.024	North Place - Coaches	1/2 day	7.50	7.50	2
9.025		1 day	15.00	15.00	2
9.026	North Place - permits	3 mth permit	225.00	225.00	2
9.027		6 mth permit	390.00	390.00	2
9.028		Annual permit	720.00	720.00	2
9.029	Bath Terrace	Up to 1 hr	0.60	0.60	2
9.030	Commercial Street	Up to 2 hrs	0.90	0.90	2
9.031		Up to 3 hrs	1.20	1.20	2
9.032		Over 3 hrs	5.00	5.00	2

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9.033	Coronation Square					
9.034		Up to 1 hr	0.20	0.20	2	
9.035		Up to 2 hrs	0.40	0.40	2	
9.036		Up to 4 hrs	0.80	0.80	2	
	Local businesses only	Annual Permit (All day)	60.00	60.00	2	
9.037	Grosvenor Terrace					
9.038		Up to 1 hr	1.20	1.20	2	
9.039		Up to 2 hrs	2.00	2.00	2	
9.040		Up to 3 hrs	2.60	2.60	2	
9.041		Over 3 hrs	5.50	5.50	2	
9.042		3 mth permit	225.00	225.00	2	
9.043		6 mth permit	390.00	390.00	2	
		Annual permit	720.00	720.00	2	
9.044	Phoenix Passage (West End)					
9.045		Up to 1 hr	0.70	0.70	2	
9.046		Up to 2 hrs	1.30	1.30	2	
9.047		Up to 3 hrs	1.80	1.80	2	
		Over 3 hrs	5.00	5.00	2	
9.048	Regent Arcade					
9.049		after 5.30pm	2.50	2.50	2	
9.050		Up to 1 hr	1.50	1.50	2	
9.051		Up to 2 hrs	2.90	2.90	2	
9.052		Up to 3 hrs	4.30	4.30	2	
9.053		Up to 4 hrs	5.50	5.50	2	
9.054		Up to 6 hrs	9.00	9.00	2	
9.055		Up to 8 hrs	12.00	12.00	2	
9.056		Over 8 hrs	14.00	14.00	2	
		Lost ticket	14.00	14.00	2	
9.057	Rodney Road					
9.058		Up to 1 hr	1.50	1.50	2	
9.059		Up to 2 hrs	2.60	2.60	2	
9.060		Up to 3 hrs	3.60	3.60	2	
9.061		Up to 4 hrs	4.00	4.00	2	
9.062		Up to 6 hrs	7.50	7.50	2	
		Over 6 hrs	10.00	10.00	2	
9.063	Sandford Lido (inclusive of VAT) *					
9.064		10 month permit	750.00	750.00	2	
9.065		Up to 1 hr	N/A	1.50	2	
9.066		Up to 2 hrs	2.90	2.90	2	
9.067		Up to 3 hrs	N/A	4.00	2	
9.068		4 to 6 hrs	N/A	6.50	2	
9.069		Up to 4 hrs	4.80	N/A	2	
9.070		Up to 6 hrs	6.50	N/A	2	
9.071		6 + hrs	N/A	8.20	2	
9.072		Up to 8 hrs	8.20	N/A	2	
9.072	Admin Fee		14.00	16.00	2	
10	Car Parking - On Street					
	Managed by CBC on behalf of the County Council (charges set by GCC acting as the Highways Authority)					
10.001	Inner Promenade					
10.002		Up to 30 mins	1.00	1.00	8	
10.003	Promenade (north)					
10.004		Up to 1 hr	1.70	1.70	8	
	Cambray Place					
		Up to 1hr 30 mins	2.50	2.50	8	
	Rodney Road					
		Up to 2 hrs	3.30	3.30	8	
10.005	Imperial Square					
10.006		Up to 1 hr	1.60	1.60	8	
10.007	Montpellier Street					
10.008		Up to 2 hrs	2.80	2.80	8	
10.009	Promenade (south)					
		Up to 3 hrs	4.00	4.00	8	
	Upper Promenade					
		Up to 4 hrs	5.50	5.50	8	
		Up to 10 hrs	10.00	10.00	8	
10.010	Bath Road (North)					
10.011		Up to 1 hrs	1.60	1.60	8	
10.012	Crescent Terrace/Place					
		Up to 2 hrs	2.80	2.80	8	
	Oriel Road					
		Up to 3 hrs	3.80	3.80	8	
	St James Street					
	Wellington Street					
	Winchcombe Street					
		(Up to 3 hrs available Sunday ONLY)				
10.013	Argyll Road					
10.014		Up to 1 hr	N/A	1.00	8	
10.015	College Road					
10.016		Up to 2 hrs	N/A	2.00	8	
	Keynsham Road					
		Up to 3 hrs	N/A	3.00	8	
	Orrisdale Terrace					
		Up to 4 hrs	N/A	4.00	8	
	St Lukes					
10.017	St Annes Road					
10.018		Up to 1 hr	N/A	1.00	8	
		Up to 2 hrs	N/A	2.00	8	
10.019	Jessop Avenue					
10.020		Up to 1 hrs	1.30	1.30	8	
10.021		Up to 2 hrs	2.60	2.60	8	
10.022		Up to 3 hrs	3.90	3.90	8	
		Up to 12 hrs	6.00	6.00	8	
10.023	Bath Road (South)					
10.024		Up to 1 hr	N/A	1.50	8	
	Gloucester Place					
		Up to 2 hrs	N/A	3.00	8	
	Grosvenor Street					
10.025	Imperial Square & Montpellier Street Permits					
10.026		12 months	850.00	850.00	8	
		6 months	475.00	475.00	8	
10.027	Imperial Square (Outside the Town Hall)					
10.028		1 hr	N/A	1.60	8	
		2 hrs	N/A	2.80	8	
10.029	Bayshill/Parabola Road					
10.030		15 mins	N/A	0.20	8	
10.031	Upper Montpellier Street					
10.032		30 mins	N/A	0.40	8	
10.033	Montpellier Parade					
10.034		45 mins	N/A	0.70	8	
10.035	Bath Road (outside Eagle Tower)					
10.036		1 hr	N/A	1.00	8	
		1.5 hrs	N/A	1.50	8	
		2 hrs	N/A	2.00	8	
		3 hrs	N/A	4.00	8	
		4 hrs	N/A	5.00	8	
10.037	Fauconberg Road					
10.038		15 mins	N/A	0.20	8	
10.039	Montpellier Walk					
10.040		30 mins	N/A	0.40	8	
10.041	Montpellier Spa Road (North)					
10.042		45 mins	N/A	0.70	8	
	Montpellier Drive					
		1 hr	N/A	1.00	8	
	Vittoria Walk					
		1.5 hrs	N/A	1.50	8	
		2 hrs	N/A	2.00	8	
10.043	Montpellier Terrace					
10.044		15 mins	N/A	0.20	8	
10.045	Montpellier Spa Road (South)					
10.046		30 mins	N/A	0.40	8	
10.047		45 mins	N/A	0.70	8	
10.048		1 hr	N/A	1.00	8	
10.049		1.5 hrs	N/A	1.50	8	
		2 hrs	N/A	2.00	8	
		3 hrs	N/A	4.00	8	
10.050	Residents Parking					
10.051		Annual Residents Permit	72.00	80.00	8	
10.052		Reduced Charge Permit (tax band A vehicles and 300cc motorcycles)	36.00	40.00	8	
10.053		Annual Residents Permit	90.00	100.00	8	
10.054		Annual Business Permit	250.00	360.00	8	
10.055		Replacement Permit Admin Fee	14.00	14.00	8	
10.056		Visitors Vouchers - £1 per visitor voucher	10.00	1.00	8	
		Essential visitor Carer permit	free	free	8	

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11	Car Parking - Off Street permits (inclusive of VAT)			
11.001	Existing residents' Off street Annual all-day permit (Mon to Sun)	222.50	222.50	2
11.002	Any residents' Off street Annual overnight permit (Mon to Sun 5pm to 9am)	58.00	58.00	2
11.003	Farmers' Market annual market day parking permit for North Place	14.00	14.00	2
11.004	Councillors annual permit for rear Municipal Offices Parking	57.00	57.00	2
11.005	St Johns Primary School annual permit (pick-up set-down St James Street car park)	14.20	14.20	2
11.006	Crescent Bakery Surgery - annual permit for St Georges Road	770.00	770.00	2
11.007	St Georges Road daily permit (CPS, Magistrates, Probation Office only)	8.60	8.60	2
11.008	Bath Terrace Business Permits	219.50	219.50	2
11.009	Bath Terrace Business Permits (Half yearly)	120.50	120.50	2
11.010	Cheltenham Bowls Club (4 hour permit)	2.70	2.70	2
12	Cemetery			
12.001	FEE for USE of CHAPEL for BURIAL and MEMORIAL SERVICES at CHELTENHAM CEMETERY	140.00	144.00	9
12.002	USE of ORGAN & ORGANIST (incl. in above fee 10/11)	N/A	N/A	
	BURIAL FEES			
	NEW PURCHASE GRAVES			
12.003	Exclusive Right of Burial 50 years	517.00	530.00	9
12.004	Exclusive Right of Burial 75 years	753.00	772.00	9
12.005	Exclusive Right of Burial 99 years	927.00	950.00	9
	CREMATION GRAVES			
12.006	Exclusive Right of Burial 50 years	300.00	310.00	9
12.007	Exclusive Right of Burial 75 years	400.00	410.00	9
12.008	Exclusive Right of Burial 99 years	500.00	510.00	9
	CHILD'S GRAVE (not available at Charlton Kings Cemetery)			
12.009	Exclusive Right of Burial 50 years	210.00	215.00	9
12.010	Exclusive Right of Burial 75 years	315.00	322.00	9
12.011	Exclusive Right of Burial 99 years	420.00	430.00	9
	For children up to the age of 12 years, in used or new ground (at a depth not exceeding 6ft. (1.8m))			
	COMMON UNPURCHASED GRAVES (For which no Exclusive Right of Burial has been granted)			
	1. PERSON WHOSE AGE AT THE TIME OF DEATH EXCEEDS 16 YEARS:			
12.012	(a) GRAVE for ONE INTERMENT - 5FT (1.5m)	505.00	518.00	9
12.013	(b) GRAVE for TWO INTERMENTS - 7FT (2.1m)	580.00	595.00	9
12.014	(c) GRAVE for THREE INTERMENTS - 9FT (2.7m)	675.00	690.00	9
12.015	2. STILLBORN CHILD/FOETAL REMAINS/CHILD not EXCEEDING 16 YEARS (to a depth not exceeding 5ft)	0.00	0.00	
12.016	3. INTERMENT for CREMATED REMAINS	130.00	133.00	9
	(Note: Memorials of any kind are not permitted on Common Unpurchased Graves)			
	INTERMENT FEES			
	FEES to OPEN EXISTING PLOT (Interment Fee)			
12.017	Child who has not reached his or her 16th Birthday not exceeding single depth	0.00	0.00	9
12.018	Open for single interment	505.00	518.00	9
12.019	Open for double interment	580.00	595.00	9
12.020	Open for triple interment	675.00	690.00	9
12.021	Open for ashes	130.00	133.00	9
	PRE-PURCHASE of FULL GRAVES			
12.022	Exclusive Right of Burial 50 years	640.00	656.00	9
12.023	Exclusive Right of Burial 75 years	883.00	905.00	9
12.024	Exclusive Right of Burial 99 years	1,063.00	1,090.00	9
	MONUMENTS, HEADSTONES, VASES and TABLETS (Not liable to VAT)			
	For the Right to Erect or place on a Grave or Vault in respect of which an Exclusive Right of Burial has been granted.			
12.025	(A) i) Lawn Garden - Headstone not exceeding 3ft 6 ins. (1070mm) high by 3ft (915mm) wide including base by 2ft 6in (762mm) front to back	205.00	210.00	9
12.026	ii) Non-Lawn Garden - Headstone or Monument in any other form not exceeding 5ft (1525mm) high by 3ft 1in (940mm) wide by 7 ft 1in (2160mm) front to back	205.00	210.00	9
12.027	iii) Non-Lawn Garden - Kerb set additional to headstone not exceeding 3ft 1in (940mm) wide by 7 ft 1in (2160mm) front to back	113.00	116.00	9
12.028	iv) Non-Lawn Garden - Headstone and Kerbs or Kerb Set only.	318.00	326.00	9
12.029	v) Child's Grave - Headstone or Monument in any other form not exceeding 3ft (915mm) high by 2ft (610mm) wide by 2ft 6ins (762mm) including the headstone or monument in any other form.	142.00	145.00	9
12.030	(B) As Inscribed Vase not exceeding 12ins (0.3m) high, provided that no such fee shall be payable if such Vase is erected or placed in conjunction with a headstone or monument in any other form.	85.00	87.00	9
12.031	(C) An Inscribed Tablet not exceeding 24ins (0.6m) by 18ins (0.4m) on any position grave except in the Lawn Garden.	85.00	87.00	9
12.032	(D) Charlton Kings Gardens of Remembrance - An Inscribed Vase or Tablet not exceeding 12ins (0.3m) high or 12ins (0.3m) square.	85.00	87.00	9
12.033	(E) Additional Inscriptions	82.00	84.00	9
	OPTIONAL CHARGES			
	Caskets Surcharge (exceeding 7" long by 34" wide) This fee will come into effect for larger coffins and/or if families wish to have the grave backfilled immediately or wish to backfill themselves. The fee covers the cost of the loss of the timber shoring in the grave.	160.00	195.00	9
	CHELTENHAM & CHARLTON KINGS CEMETERIES - GRAVE MAINTENANCE			
	Annual Charge			
12.035	(i) Tidying single space, paved or chippings	140.00	144.00	9
12.036	(ii) Planting twice annually, tidying and clipping single space	265.00	272.00	9
12.037	** Memorial Seat (subject to availability)	P.O.A.	P.O.A.	
13	Contaminated Land Fees (inclusive of VAT)			
13.001	Contaminated land and pollution searches	66.42	69.74	2
14	Council Tax/NNDR			
	Legal Fees			
14.001	Costs charged for summonses to court for non-payment of Council Tax/NNDR	50.00	52.00	9
15	Cremations			
15.001	ADULT SERVICE	570.00	565.00	9
15.002	MEDICAL REFEREE FEE	N/A	20.00	8
15.003	STILL BORN CHILD/FOETAL REMAINS/CHILD not EXCEEDING 16 YEAR	0.00	0.00	9
15.004	ENVIRONMENTAL FEE - MERCURY ABATEMENT	0.00	0.00	9
15.005	USE of ORGAN (no longer separate - included in Cremation fee)	0.00	0.00	9
	BOOK of REMEMBRANCE (inclusive of VAT)			
15.006	2 Line Entry	44.00	45.00	2
15.007	5 Line Entry	92.00	95.00	2
15.008	8 Line Entry	132.00	135.00	2
15.009	Crest, Badge or Floral Emblem - with 5 Line Entry	164.00	160.00	2
15.010	Crest, Badge or Floral Emblem - or Full Heraldic Device - with 8 Line Entry	229.00	235.00	2

Ref.	Description	11/12		12/13		VAT Code
		Current Charges £	Proposed Charges £	Current Charges £	Proposed Charges £	
	REMEMBRANCE CARDS with COPY of INSCRIPTION (inclusive of VAT) (Only in conjunction with an Entry in the Book of Remembrance)					
15.011	2 Line Entry	40.00	41.00			2
15.012	5 Line Entry	44.00	45.00			2
15.013	8 Line Entry	59.00	60.00			2
15.014	Crest, Badge or Floral Emblem - with 5 Line Entry	122.00	125.00			2
15.015	Crest, Badge or Floral Emblem - or Full Heraldic Device - with 8 Line Entry	133.00	136.00			2
	MINIATURE BOOK of REMEMBRANCE with COPY of INSCRIPTION (inclusive of VAT) (Only in conjunction with an Entry in the Book of Remembrance) Note: Each Additional inscription in the miniature book will be as remembrance card prices					
15.016	2 Line Entry	56.00	57.00			2
15.017	5 Line Entry	62.00	64.00			2
15.018	8 Line Entry	70.00	72.00			2
15.019	Crest, Badge or Floral Emblem - with 5 Line Entry	139.00	143.00			2
15.020	Crest, Badge or Floral Emblem - or Full Heraldic Device - with 8 Line Entry	153.00	157.00			2
	BRONZE MEMORIAL KERB, SEAT and TREE PLAQUES (Inclusive of VAT)					
15.021	Kerb Plaque (153mm x 102mm) (6" x 4") for 10 years	172.00	211.00			2
15.022	Kerb Plaque (153mm x 102mm) (6" x 4") for 15 years	232.00	286.00			2
15.023	Kerb Plaque (153mm x 102mm) (6" x 4") for 20 years	283.00	348.00			2
15.024	Kerb Plaque (153mm x 102mm) (6" x 4") for 30 years	372.00	457.00			2
15.025	Kerb Plaque (153mm x 102mm) (6" x 4") for 40 years	456.00	560.00			2
15.026	Memorial Tree Plaque (178mm x 128mm) (7" x 5")	253.00	312.00			2
15.027	Memorial Tree Plaque (230mm x 153mm) (9" x 6")	390.00	480.00			2
15.028	Rockery, rose or feature plaque for ten years	390.00	480.00			2
15.029	Rockery, rose or feature plaque for twenty years	568.00	698.00			2
15.030	Rockery, rose or feature plaque for thirty years	652.00	800.00			2
15.031	Memorial Seat Plaque 9" x 2.5" or 12" x 2.5"	204.00	252.00			2
15.032	Reservation of Kerb Plaque Space in the Gardens of Remembrance - not refundable. (not liable to VAT)	74.00	76.00			9
	GRANITE SEAT PLAQUE (inclusive of VAT)					
15.033	Granite Seat Plaque (Single Inscription) 10 years	390.00	480.00			2
15.034	Granite Seat Plaque (Single Inscription) 20 years	570.00	698.00			2
15.035	Granite Seat Plaque (Single Inscription) 30 years	655.00	800.00			2
	RECORDIA WALL MEMORIAL PLAQUE in the GARDENS of REMEMBRANCE at CHARLTON KINGS CEMETERY					
15.036	Wall Plaque (153mm x 102mm) (6" x 4") (inclusive of VAT)	234.00	288.00			2
15.037	Reservation of Plaque Space (not liable to VAT)	74.00	76.00			9
	EXTENSION of ERECTION RIGHTS on MEMORIAL PLAQUES (not liable to VA)					
15.038	Renewal of rights on Kerb Plaques for 5 years	61.00	63.00			9
15.039	Renewal of rights on Kerb Plaques for 10 years	111.00	114.00			9
15.040	Renewal of rights on Kerb Plaques for 20 years	200.00	205.00			9
15.041	Renewal of rights on Kerb Plaques for 30 years	284.00	290.00			9
	BABY REMEMBRANCE GARDEN MEMORIAL PLAQUES (inclusive of VA)					
15.042	6" x 3" 10 years	172.00	211.00			9
15.043	6" x 3" 15 years	232.00	286.00			9
15.044	6" x 3" 20 years	283.00	348.00			9
15.045	6" x 3" 30 years	372.00	457.00			9
15.046	6" x 3" 40 years	456.00	560.00			9
15.047	7.25" x 3" 10 years	207.00	254.00			9
15.048	7.25" x 3" 15 years	267.00	328.00			9
15.049	7.25" x 3" 20 years	318.00	390.00			9
15.050	7.25" x 3" 30 years	407.00	500.00			9
15.051	7.25" x 3" 40 years	491.00	600.00			9
15.052	8.5" x 3" 10 years	243.00	298.00			9
15.053	8.5" x 3" 15 years	303.00	372.00			9
15.054	8.5" x 3" 20 years	354.00	435.00			9
15.055	8.5" x 3" 30 years	442.00	543.00			9
15.056	8.5" x 3" 40 years	527.00	648.00			9
15.057	9.75" x 3" 10 years	279.00	343.00			9
15.058	9.75" x 3" 15 years	339.00	416.00			9
15.059	9.75" x 3" 20 years	390.00	480.00			9
15.060	9.75" x 3" 30 years	478.00	588.00			9
15.061	9.75" x 3" 40 years	563.00	692.00			9
15.062	11" x 3" 10 years	314.00	386.00			9
15.063	11" x 3" 15 years	374.00	459.00			9
15.064	11" x 3" 20 years	424.00	522.00			9
15.065	11" x 3" 30 years	514.00	666.00			9
15.066	11" x 3" 40 years	598.00	735.00			9
	VASE BLOCK (inclusive of VAT)					
15.067	Vase Block (Single Inscription) 10 years	390.00	480.00			2
15.068	Vase Block (Single Inscription) 20 years	568.00	698.00			2
15.069	Vase Block (Single Inscription) 30 years	652.00	800.00			2
	COLUMBARIUM NICHE (inclusive of VAT)					
15.070	Above ground vault - large enough to accept two sets of cremated remains 20 Years	790.00	972.00			2
15.071	Above ground vault - large enough to accept two sets of cremated remains 50 Years	1,125.00	1,383.00			2
15.072	Above ground vault - large enough to accept two sets of cremated remains 75 Years	1,335.00	1,640.00			2
	MISCELLANEOUS CHARGES					
15.073	Renovation of Bronze Kerb, Tree or Seat Plaque, (including removal, treatment with lacquer finish and reaffixing) (not liable to VAT)	62.00	64.00			9
15.074	Removal and Resiting of Kerb Plaque in Gardens of Remembrance (excluding renovation) (including VAT)	49.00	50.00			2
15.075	Replacement Kerb Plaque (153mm x 102mm) (6" x 4") (inclusive of VAT)	90.00	110.00			2
15.076	Replacement Tree / Seat Plaques (inclusive of VAT)	P.O.A.	P.O.A.			2
	FEES for SCATTERING/INTERRING CREMATION ASHES SCATTER in GARDENS of REMEMBRANCE or ON A GRAVE					
15.077	Cremated at Cheltenham	64.00	66.00			9
15.078	Cremated Elsewhere	79.00	81.00			9
	INTER IN:					
	a) GARDENS of REMEMBRANCE BENEATH TREE or SEA'					
	b) IN A GRAVE					
	c) IN A PLOT at CHARLTON KINGS GARDEN of REMEMBRANCE					
15.079	Cremated at Cheltenham No Appointment	N/A	N/A			
15.080	" " " By Appointment	130.00	133.00			9
15.081	Cremated Elsewhere No Appointment)	130.00	133.00			9
15.082	" " " By Appointment)	130.00	133.00			9
	MISCELLANEOUS CHARGES (not liable to VAT)					
15.083	Use of Chapel for extra time in conjunction with Cremation Service	140.00	144.00			9
15.084	Retention of Cremated Remains in temporary deposit pending final disposal -per month after the first month	25.00	26.00			9
15.085	Loan of Bronze Scattering Casket where final disposal is elsewhere	42.00	43.00			9
15.086	Additional Cremation Certificate	15.00	15.00			9
15.087	Certified Extract from Register of Cremations	15.00	16.00			9
15.088	Search Fee	31.00	32.00			9
15.089	Provision of a council sanctioned hardwood 5 foot bench in Cemetery including memorial plaque, hard standing fixing lease period of 20 years (inclusive of VAT)	862.00	975.00			2
15.090	Renovation of memorial seat. To include removal cleaning, retreating and replacement	72.00	92.00			9
15.091	Choice of appropriately size and species of tree in Cemetery, planting, establishing and yearly pruning and maintenance inclusive of bronze plaque with brass stem.	442.00	455.00			9
	MISCELLANEOUS CHARGES (inclusive of VAT)					
15.092	Polytainer	25.00	26.00			2
15.093	Urn	32.00	33.00			2
15.094	Casket	38.00	39.00			2
15.095	Transfer of Grave Ownership	32.00	33.00			2
	(Note: There is no Chapel at Charlton Kings Cemetery - Committal Services only)					

Ref.	Description	11/12		12/13	VAT Code
		Current Charges £	Proposed Charges £	Proposed Charges £	
16	Electoral Registration				
	SALE OF PUBLICATIONS				
16.001	Register of Electors - hardcopy	Varies	Varies		7
16.002	Data for Register of Electors - hardcopy Plus cost of actual postage if applicable (can be emailed) Cost set down in legislation.	Varies	Varies		8
16.003	Labels i.e. names & house addresses for parties Rare occurrence & cost set down in legislation.	Varies	Varies		8
16.004	Street Index	20.00	20.00		8
16.005	Data for Street Index Plus cost of actual postage if applicable (can be emailed)	23.00	23.00		8
16.006	Marked copies of Polling Station Registers - (cost set down in legislation)	Varies	Varies		8
	Letters				
16.007	- confirmation on current register	10.00	10.00		8
16.008	- confirmation on register for up to three years	15.00	15.00		8
16.009	- confirmation on register for more than three years	20.00	20.00		8
16.010	Copies of election expenses Cost set down in legislation but no requests made since 2001.	20p per page	20p per page		8
17	Farmers Market				
17.001	Stall Booking Fee (per stall)	32.00	32.00		9
17.002	Electricity Fee (per stall) (non-profit making activity - cost recovery)	5.00	5.00		9
18	Fleet Services (inclusive of VAT where applicable)				
18.001	MOT testing class 4 - Commercial	per test - Staff	44.50	45.60	9
18.002		per test - Public	52.50	53.60	9
18.003	MOT testing class 7 - Commercial		56.00	57.40	9
18.004	MOT Re-tests - Commercial		0.00	0.00	
18.005	Duplicate Test Certificates - Statutory		10.00	10.25	9
18.006	Police vehicle defect Tickets - Commercial (No activity in last 12 months)		25.00	25.60	9
18.007	Repair /servicing private/3rd party motor vehicles - Commercial (incl VAT)		36.18	37.10	2
18.008	Taxi Test - Licensed Taxis - Chelt and Tewkesbury		52.50	53.80	9
18.009	Taxi Retest - Licensed Taxis - Chelt and Tewkesbury		20.00	20.50	9
18.010	Test fee for trailer licensed for use with HC or PH vehicle		15.50	15.90	9
18.011	Vehicle test cancellation charge – without giving minimum of 24 hours notice (25% of test fee)		13.00	13.30	9
18.012	Vehicle test cancellation charge – without any prior notice		52.50	53.80	9
18.013	Additional hackney carriage light and meter test		26.25	26.90	9
19	Food Safety Fees (inclusive of VAT)				
19.001	Sampling of foods	£65 plus cost of analysis	£75 plus cost of analysis		2
20	Health & Safety Fees (inclusive of VAT)				
20.001	Health and Safety statement	95.00	98.00		2
20.002	Copies of any reports	85.00	92.00		2
21	Holiday Recreation Schemes (PlayZone)				
21.001	Full day community holiday play scheme - drop in sessions	3.00	3.00		8
21.002	Half day community holiday play scheme - drop in sessions	2.00	2.00		8
21.003	Trips - Cost price up to a value of current fee, after which subsidised.	8.00	8.00		8
	In addition to these long standing programmes, the Sport & Play team now deliver a broader range of play schemes and sports activity sessions.				
21.004	Prices for the longer day PlayZone scheme - Full day booked in advance	14.00	14.00		8
21.005	Prices for the longer day PlayZone scheme - Half day booked in advance	8.00	8.00		8
21.006	The Sports Development activity sessions generally tend to be £5 for a 2 or 3 hour course - with longer sessions costing appropriately more.	2 or 3 hour course 5.00	5.00		8
22	Licence Fees				
	Acupuncture, tattooing, electrolysis and skin piercing				
22.001	Personal licence	92.00	94.00		9
22.002	Premises licence	120.00	123.00		9
22.003	Ear piercing	90.00	92.00		9
	Animal boarding establishments				
22.004	Initial and renewal	210.00	215.00		9
22.005	Renewal	150.00	154.00		9
	Dangerous wild animals				
22.006	New	885.00	907.00		9
22.007	Renewal	600.00	615.00		9
	Dog Breeding				
22.008	New	170.00	174.00		9
22.009	Renewal	N/A	150.00		9
	Riding Establishments (Not inclusive of veterinary fees)				
22.010	New	150.00	154.00		9
22.011	Renewal	N/A	125.00		9
	GAMBLING ACT 2005 - Bingo Club				
22.012	New application	min 2,664.00	2,731.00		9
22.013	Annual fee	min 763.00	762.00		9
22.014	Application to vary	min 1,335.00	1,368.00		9
22.015	Application to transfer	min 914.00	937.00		9
22.016	Application for reinstatement	min 914.00	937.00		9
22.017	Application for provisional statement	min 2,664.00	2,731.00		9
22.018	Licence application (provisional statement holders)	min 914.00	937.00		9
22.019	Copy licence	min 23.00	24.00		9
22.020	Notification of change	min 38.00	39.00		9
	GAMBLING ACT 2005 - Betting Premises Exc. Track				
22.021	New application	min 2,286.00	2,343.00		9
22.022	Annual fee	min 457.00	468.00		9
22.023	Application to vary	min 1,141.00	1,170.00		9
22.024	Application to transfer	min 914.00	937.00		9
22.025	Application for reinstatement	min 914.00	937.00		9
22.026	Application for provisional statement	min 2,286.00	2,343.00		9
22.027	Licence application (provisional statement holders)	min 914.00	937.00		9
22.028	Copy licence	min 23.00	24.00		9
22.029	Notification of change	min 38.00	39.00		9
	GAMBLING ACT 2005 - Track				
22.030	New application	min 1,902.00	1,950.00		9
22.031	Annual fee	min 763.00	762.00		9
22.032	Application to vary	min 951.00	975.00		9
22.033	Application to transfer	min 726.00	744.00		9
22.034	Application for reinstatement	min 726.00	744.00		9
22.035	Application for provisional statement	min 1,902.00	1,950.00		9
22.036	Licence application (provisional statement holders)	min 726.00	744.00		9
22.037	Copy licence	min 23.00	24.00		9
22.038	Notification of change	min 38.00	39.00		9
22.039	Temporary Use Notice	min 526.00	539.00		9
22.040	Temporary Use Notice - copy	min 27.00	28.00		9
	GAMBLING ACT 2005 - Family Entertainment Centre				
22.041	New application	min 1,524.00	1,562.00		9
22.042	Annual fee	min 573.00	587.00		9
22.043	Application to vary	min 763.00	782.00		9

Ref.	Description		11/12		12/13		VAT Code
			Current Charges £	Proposed Charges £	Current Charges £	Proposed Charges £	
22.044	Application to transfer	min	726.00	744.00		9	
22.045	Application for reinstatement	min	726.00	744.00		9	
22.046	Application for provisional statement	min	1,524.00	1,562.00		9	
22.047	Licence application (provisional statement holders)	min	726.00	744.00		9	
22.048	Copy licence	min	23.00	24.00		9	
22.049	Notification of change	min	38.00	39.00		9	
GAMBLING ACT 2005 - Adult Gaming Centre							
22.050	New application	min	1,524.00	1,562.00		9	
22.051	Annual fee	min	763.00	782.00		9	
22.052	Application to vary	min	763.00	782.00		9	
22.053	Application to transfer	min	914.00	937.00		9	
22.054	Application for reinstatement	min	914.00	937.00		9	
22.055	Application for provisional statement	min	1,524.00	1,562.00		9	
22.056	Licence application (provisional statement holders)	min	914.00	937.00		9	
22.057	Copy licence	min	23.00	24.00		9	
22.058	Notification of change	min	38.00	39.00		9	
GAMBLING ACT 2005 - Large Casino							
22.059	New application	min	7,613.00	7,803.00		9	
22.060	Annual fee	min	7,613.00	7,803.00		9	
22.061	Application to vary	min	3,807.00	3,902.00		9	
22.062	Application to transfer	min	1,637.00	1,678.00		9	
22.063	Application for reinstatement	min	1,637.00	1,678.00		9	
22.064	Application for provisional statement	min	7,613.00	7,803.00		9	
22.065	Licence application (provisional statement holders)	min	3,807.00	3,902.00		9	
22.066	Copy licence	min	23.00	24.00		9	
22.067	Notification of change	min	39.00	40.00		9	
GAMBLING ACT 2005 - Small Casino							
22.068	New application	min	11,419.00	11,704.00		9	
22.069	Annual fee	min	11,419.00	11,704.00		9	
22.070	Application to vary	min	5,709.00	5,852.00		9	
22.071	Application to transfer	min	4,948.00	5,072.00		9	
22.072	Application for reinstatement	min	4,948.00	5,072.00		9	
22.073	Application for provisional statement	min	11,419.00	11,704.00		9	
22.074	Licence application (provisional statement holders)	min	6,090.00	6,242.00		9	
22.075	Copy licence	min	23.00	24.00		9	
22.076	Notification of change	min	39.00	40.00		9	
GAMBLING ACT 2005 - Permits (fee fixed by statute)							
22.077	FEC gaming machine Application fee		300.00	300.00		9	
22.078	Renewal fee		300.00	300.00		9	
22.079	Transitional application fee		100.00	100.00		9	
22.080	Prize Gaming Application fee		300.00	300.00		9	
22.081	Renewal fee		100.00	100.00		9	
22.082	Transitional application fee		100.00	100.00		9	
22.083	FEC permits change of name		25.00	25.00		9	
22.084	copy of permit		15.00	15.00		9	
22.085	Prize gaming permits change of name		25.00	25.00		9	
22.086	copy of permit		15.00	15.00		9	
22.087	Notification of intention to make (up to 2) gaming machines available		50.00	50.00		9	
Licensed premises gaming machine permits (more than 2 gaming machine):							
22.088	Application existing operator		100.00	100.00		9	
22.089	Application new operator		150.00	150.00		9	
22.090	Variation of permit		100.00	100.00		9	
22.091	Transfer of permit		25.00	25.00		9	
22.092	Change of name on permit		25.00	25.00		9	
22.093	Copy of permit		15.00	15.00		9	
22.094	Annual fee		£50 payable with 30 days of issue then annually on anniversary of issue	£50 payable with 30 days of issue then annually on anniversary of issue		9	
GAMBLING ACT 2005 - Club gaming and club machine permits (fee fixed by statute)							
22.095	Application existing operator		100.00	100.00		9	
22.096	Application holder of club premises cert		100.00	100.00		9	
22.097	Application new applicant		200.00	200.00		9	
22.098	Renewal (every 10 years)		£200 (£100 for club premises certificate holder)	£200 (£100 for club premises certificate holder)		9	
22.099	Variation of permit		100.00	100.00		9	
22.100	Copy of permit		15.00	15.00		9	
22.101	Annual fee		£50 payable with 30 days of issue then annually on anniversary of issue	£50 payable with 30 days of issue then annually on anniversary of issue		9	
Hackney carriage and private hire							
22.102	Vehicle licences initial		200.00	200.00		9	
22.103	Vehicle licences renewal		180.00	180.00		9	
22.104	Vehicle transfer or change		64.00	64.00		9	
Driver licences							
22.105	Private hire - 1 year Initial Application		90.00	90.00		9	
22.106	Private hire - 3 year Initial Application		215.00	215.00		9	
22.107	Hackney Carriage - 1 year Initial Application		90.00	90.00		9	
22.108	Hackney carriage - 3 year Initial application		215.00	215.00		9	
22.109	Hackney carriage - 3 yearly renewal		215.00	215.00		9	
22.110	Hackney carriage - 1 year renewal		90.00	90.00		9	
22.111	Private hire - Three yearly Renewal		215.00	215.00		9	
Private hire operators licences*							
22.112	Up to 2 cars		200.00	200.00		9	
22.113	3 - 6 cars		277.00	277.00		9	
22.114	7 - 10 cars		369.00	369.00		9	
22.115	11 - 20 cars		701.00	701.00		9	
22.116	21 - 30 cars		807.00	807.00		9	
22.117	31 - 40 cars		904.00	904.00		9	
22.118	41 - 50 cars		1,005.00	1,005.00		9	
22.119	51 - 60 cars		1,105.00	1,105.00		9	
22.120	61 - 70 cars		1,205.00	1,205.00		9	
22.121	71 - 80 cars		£90.20 per extra 10 vehicles over 70	£90.20 per extra 10 vehicles over 70		9	
22.122	81 - 90 cars		(as above)	(as above)		9	
22.123	91 - 100 cars		(as above)	(as above)		9	
Miscellaneous							
22.124	Additional hackney carriage light and meter test (excl. MoT 10/11)		27.00	28.00		9	
22.125	Plate brackets		9.00	9.00		2	
22.126	Bus lane stickers		3.00	3.00		9	
22.127	Replacement drivers badge		7.00	7.00		9	
22.128	Replacement window badge		7.00	7.00		9	
22.129	Charge for vehicle test missed appointment without prior notice		52.50	53.80		9	
22.130	Vehicle test appointment change - without giving 24hrs notice		13.00	13.30		9	
22.131	Window pouch		3.00	3.00		2	
22.132	Replacement licence		12.00	12.00		9	
22.133	Replacement licence (change of circumstances) - per licence		12.00	12.00		9	
22.134	Copy of DVLA driving licence		6.00	6.00		9	
22.135	Loan of temporary top light		£127 - £99 refund on return	£130 - £101 refund on return		9	
22.136	Copy of insurance document		6.00	6.00		9	
22.137	Copy of log book		6.00	6.00		9	
22.138	Hackney carriage and Private Hire local knowledge test		72.00	74.00		9	
22.139	Independent safeguarding Authority CRB check (from July 2010)		64.00	66.00		9	
22.140	Unsuccessful vehicle application administration fee		46.00	47.00		9	
22.141	Enhanced CRB check (fee not refundable)		35.00	35.00		9	
22.142	Standard CRB check (fee not refundable)		N/A	32.00		9	

Ref.	Description	11/12		12/13	VAT Code
		Current Charges £	Proposed Charges £	Proposed Charges £	
22.143	Plate exemption Application	77.00	79.00	9	
22.144	Plate Clips (for 4 clips)	1.00	1.00	2	
22.145	Application to Approve External Advertising	30.00	31.00	9	
22.146	Advance Booking Only Sticker (each)	1.00	1.00	9	
22.147	Change from PHD to HCD - Administration Fee	25.00	25.00	9	
Replacement vehicle plates					
22.148	- hackney carriage	15.00	15.00	9	
22.149	- private hire	15.00	15.00	9	
GAMBLING ACT 2005 - Lotteries (fee fixed by statute)					
22.150	Initial registration	40.00	40.00	9	
22.151	Renewal	20.00	20.00	9	
Motor salvage					
22.152	Administration fee not refundable for unsuccessful applicants	46.00	47.00	9	
22.153	Motor salvage operator registration (3 yearly registration)	97.00	99.00	9	
Scrap Metal Dealer					
22.154	Administration fee not refundable for unsuccessful applicants	46.00	N/A	9	
22.155	Scrap Metal Dealer registration (3 yearly registration)	97.00	N/A	9	
Objects on the highway					
22.156	Any - Charities/Non Profit Organisations	46.00	47.00	9	
Advertising structures					
22.157	Administration fee not refundable for unsuccessful applicants (including A boards)	92.00	92.00	9	
22.158		376.00	376.00	9	
22.159		195.00	195.00	9	
22.160	Replacement paper licence	12.00	12.00	9	
Information structures					
22.161	Administration fee not refundable for unsuccessful applicants	92.00	94.00	9	
Charges inclusive of non refundable admin fee of £90					
50% fee reduction if charitable purposes, but minimum fee of £45					
Miscellaneous goods and other items					
22.162	Administration fee not refundable for unsuccessful applicants	92.00	94.00	9	
22.163	Up to 3 square metres	179.00	163.00	9	
22.164		128.00	131.00	9	
22.165	3 to 6 square metres	376.00	385.00	9	
22.166		190.00	195.00	9	
22.167	6.1 to 12 square metres	500.00	513.00	9	
22.168		247.00	253.00	9	
Breakdown of fees:					
22.169	- information table	81.00	83.00	9	
22.170	- information table plus other structure e.g. free standing board	96.00	96.00	9	
22.171	- object such as small vehicle (e.g. car)	132.00	135.00	9	
22.172	- object such as large vehicle (e.g. tank or bus)	196.00	201.00	9	
22.173	- object such as vehicle for longer period	510.00	523.00	9	
Tables and chairs					
22.174	Administration fee not refundable for unsuccessful applicants	92.00	92.00	9	
22.175	- annual	85.00	85.00	9	
22.176	- occasional (28 days maximum)	17.00	17.00	9	
22.177	- variation plus rate per chair for extra chairs	47.00	47.00	9	
22.178	Replacement paper licence	12.00	12.00	9	
Pet shops					
22.179	New	160.00	164.00	9	
22.180	Renewal	120.00	123.00	9	
23	Licensing Act 2003 (set centrally by Secretary of State for Culture, Media and Sport) The Secretary of State can alter fee levels at any time by means of amending regulations and fee levels will be monitored to ensure that they are enabling licensing authorities to recover fully their costs. If it proves necessary to raise the fees in the future, they would be increased. Similarly, the fees could be reduced if experience showed that they had been set too high.				
Premises licenses					
23.001	New application & variation		100.00	9	
23.002		Band A	190.00	9	
23.003		Band B	315.00	9	
23.004		Band C	450.00	9	
23.005		Band D	635.00	9	
The Government has used the non-domestic rateable value (NDRV) as the means of allocating premises to fee bands. NDRV is considered the fairest method of allocating fee bands because it:					
23.006	Application for minor variation of licence (fixed by statute)		89.00	9	
23.007	Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises.	Band D x2	900.00	9	
23.008		Band E x3	1,905.00	9	
23.009	Annual charge *	Band A	70.00	9	
23.010		Band B	180.00	9	
23.011		Band C	295.00	9	
23.012		Band D	320.00	9	
23.013		Band E	350.00	9	
23.014	Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises.	Band D x2	640.00	9	
23.015		Band E x3	1,050.00	9	
Club premises certificates					
23.016	New application and variation		100.00	9	
23.017		Band A	190.00	9	
23.018		Band B	315.00	9	
23.019		Band C	450.00	9	
23.020		Band D	635.00	9	
23.021	Annual Charge	Band A	70.00	9	
23.022		Band B	180.00	9	
23.023		Band C	295.00	9	
23.024		Band D	320.00	9	
23.025		Band E	350.00	9	
*There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5,000+), unless certain conditions apply. Please read Regulation 4(4) and 4(5) of The Licensing Act 2003 (Fees) Regulations 2005					
Additional Premises Licence fee					
23.026	Number in attendance at any one time	5,000 to 9,999	1,000.00	9	
23.027		10,000 to 14,999	2,000.00	9	
23.028		15,000 to 19,999	4,000.00	9	
23.029		20,000 to 29,999	8,000.00	9	
23.030		30,000 to 39,999	16,000.00	9	
23.031		40,000 to 49,999	24,000.00	9	
23.032		50,000 to 59,999	32,000.00	9	
23.033		60,000 to 69,999	40,000.00	9	
23.034		70,000 to 79,999	48,000.00	9	
23.035		80,000 to 89,999	56,000.00	9	
23.036		90,000 and over	64,000.00	9	

Ref.	Description	11/12		12/13		VAT Code
		Current Charges £	Proposed Charges £	Current Charges £	Proposed Charges £	
	Additional annual fee payable, if applicable					
23.037	Number in attendance at any one time	5,000 to 9,999	500.00	500.00		9
23.038		10,000 to 14,999	1,000.00	1,000.00		9
23.039		15,000 to 19,999	2,000.00	2,000.00		9
23.040		20,000 to 29,999	4,000.00	4,000.00		9
23.041		30,000 to 39,999	8,000.00	8,000.00		9
23.042		40,000 to 49,999	12,000.00	12,000.00		9
23.043		50,000 to 59,999	16,000.00	16,000.00		9
23.044		60,000 to 69,999	20,000.00	20,000.00		9
23.045		70,000 to 79,999	24,000.00	24,000.00		9
23.046		80,000 to 89,999	28,000.00	28,000.00		9
23.047		90,000 and over	32,000.00	32,000.00		9
	Other fees					
	Licensing Authorities will also be able to charge other fees in relation to their duties, most notably for temporary events and personal licences.					
23.048	Application for the grant or renewal of a personal licence		37.00	37.00		9
23.049	Temporary event notice		21.00	21.00		9
23.050	Theft, loss, etc. of premises licence or summary		11.00	11.00		9
23.051	Application for a provisional statement where premises being built etc.		315.00	315.00		9
23.052	Notification of change of name or address		11.00	11.00		9
23.053	Application to vary licence to specify individual as premises supervisor		23.00	23.00		9
23.054	Application for transfer of premises licence		23.00	23.00		9
23.055	Interim authority notice following death etc. of licence holder		23.00	23.00		9
23.056	Theft, loss etc. of certificate or summary		11.00	11.00		9
23.057	Notification of change of name or alteration of rules of club		11.00	11.00		9
23.058	Change of relevant registered address of club		11.00	11.00		9
23.059	Theft, loss etc. of temporary event notice		11.00	11.00		9
23.060	Theft, loss etc. of personal licence		11.00	11.00		9
23.061	Duty to notify change of name or address		11.00	11.00		9
23.062	Right of freeholder recto to be notified of licensing matters		21.00	21.00		9
23.063	Temporary Use Notice (Gambling Act) - Fee (*see note below)		500.00	500.00		9
23.064	- Copy of Notice (*see note below)		25.00	25.00		9
	* Note - Additional fee added since the original budget consultation period. (Regulations prescribing the fees for this licence were not laid by Government until Dec. 2007)					
	Sex establishments					
23.065	Deposit		941.00	965.00		9
23.066	Initial Application		9,624.00	9,624.00		9
23.067	Subsequent Fee		1,025.00	1,051.00		9
23.068	Transfer or variation		605.00	620.00		9
	Sexual Entertainment Licence					
23.069	Deposit		941.00	965.00		9
23.070	Initial Application		9,624.00	9,624.00		9
23.071	Subsequent Fee		1,025.00	1,051.00		9
23.072	Transfer or variation		605.00	620.00		9
	Street trading consents - annual					
23.073	Administration fee for unsuccessful applicants		95.00	95.00		9
23.074	Day rate for occasional street trading		185.00	185.00		9
	Ice cream vehicles					
23.075	- annual		1,141.00	1,141.00		9
23.076	- seasonal	Apr - Sep	747.00	747.00		9
	Hot food units - Town Centre only (Core Commercial Area)					
23.077	Consent	Full Year	4,700.00	4,700.00		9
23.078		Half Year	2,350.00	2,350.00		9
23.079		Three Months	1,175.00	1,175.00		9
	Hot food units - Outside Town Centre					
23.080	Consent	Full Year	3,075.00	3,075.00		9
23.081		Half Year	1,538.00	1,538.00		9
23.082		Three Months	769.00	769.00		9
	Mobile and static Units					
23.083	Mobile Unit - Drinks only		4,100.00	4,100.00		9
	Flower stalls - prime sites (to include Promenade and High Street between Pittville Street and Bath Road)					
23.084	Consent	Full Year	3,750.00	3,750.00		9
23.085		Half Year	1,875.00	1,875.00		9
23.086		Three Months	938.00	938.00		9
	Flower stalls - secondary sites					
23.087	Consent	Full Year	3,000.00	3,000.00		9
23.088		Half Year	1,500.00	1,500.00		9
23.089		Three Months	750.00	750.00		9
	Other stalls or units - prime sites (to include Promenade and High Street between Boots Corner and Bath Road, including sites up to 20 metres away from Promenade and High Street)					
23.090	Consent	Full Year	3,856.00	3,856.00		9
23.091		Half Year	1,928.00	1,928.00		9
23.092		Three Months	964.00	964.00		9
	Other stalls or units - secondary sites					
23.093	Consent	Full Year	3,085.00	3,085.00		9
23.094		Half Year	1,543.00	1,543.00		9
23.095		Three Months	771.00	771.00		9
	Markets					
23.096	Christmas Market		626.00	626.00		9
23.097	Suffolk Street Traders and Montpellier Profile Group		196.00	196.00		9
23.098	Continental Market		324.00	324.00		9
23.099	Arts and Crafts Market		196.00	196.00		9
23.100	Farmers Market		196.00	196.00		9
23.101	Local Produce Market		196.00	196.00		9
23.102	Charity Market		196.00	196.00		9
23.103	Food & Drink Market		196.00	196.00		9
	24 Lifeline (inclusive of VAT)					
	*Majority will be exempt due to long term health condition - a few will not be therefore charged at 20%					
24.001	Weekly Rental of Lifeline alarm unit		3.59	3.77		9/2*
	25 Local Plan (inclusive of VAT)					
	Cheltenham Borough Local Plan Second Review					
25.001	Inspector's Report (March 2005)	Postage & Packing	1.75	6.55		2
25.002	Cheltenham Borough Local Plan Second Review (Adopted July 2006)*		0.90	8.80		2
25.003	Cheltenham Borough Local Plan Second Review Proposals Map (Adopted July 2006)		-	3.40		2
	Cheltenham Borough Local Plan Second Review AND Proposals Map		10.70	10.95		2
	Adopted Supplementary Planning Guidance					
25.004	Signs and Advertisements on Listed Buildings in Commercial Use (adopted 1997)		0.30	1.45		2
25.005	Travel Plans (adopted April 2003)		0.30	1.45		2
25.006	Planning Obligations (adopted April 2003)		0.30	1.45		2
25.007	Play Space in Residential Areas (adopted April 2003)		0.30	1.45		2

Ref.	Description	11/12		12/13		VAT Code
		Current Charges £	Proposed Charges £	Current Charges £	Proposed Charges £	
25.008	Amenity Space (adopted April 2003)	0.30	1.45	1.50	2	
25.009	Security and Crime Prevention (adopted April 2003)	0.30	1.45	1.50	2	
25.010	Telecommunications Masts, Antennas and Base Stations (April 2003)	0.30	1.45	1.50	2	
25.011	Flooding and Sustainable Drainage Systems (adopted April 2003)	0.30	1.45	1.50	2	
25.012	Sustainable Developments (adopted April 2003)	0.30	1.45	1.50	2	
25.013	Sustainable Buildings (adopted April 2003)	0.30	1.45	1.50	2	
25.014	Affordable Housing (July 2004)	0.30	1.45	1.50	2	
25.015	Planning Obligations: Transport (July 2004)	0.30	1.45	1.50	2	
25.016	Submission of Planning Applications (July 2004)	0.30	1.45	1.50	2	
25.017	Landscaping in New Developments (July 2004)	0.30	1.45	1.50	2	
25.018	Public Art (July 2004)	0.30	1.45	1.50	2	
25.019	Residential Alterations and Extensions (July 2004)	0.30	1.45	1.50	2	
25.020	Character Statement for the Prestbury Conservation Area	0.22	1.40	1.45	2	
25.021	Character Statement for the Poets Conservation Area	0.22	1.40	1.45	2	
25.022	Character Statement for the Bafford Conservation Area	0.22	1.40	1.45	2	
25.023	Character Statement for the St Mary's Conservation Area	0.22	1.40	1.45	2	
25.024	Character Statement for the Cudnall Street Conservation Area	0.22	1.40	1.45	2	
Adopted Development Briefs						
25.025	St.Margaret's Development Brief (adopted Jan 1999)	0.50	2.75	2.80	2	
25.026	Chelt. Spa Railway Station Development Brief (April 2000)	0.50	2.75	2.80	2	
25.027	The Park Design & Development Brief (adopted May 2000)	0.50	2.75	2.80	2	
25.028	Outer West Development Brief (adopted Sept 2000)	0.50	2.75	2.80	2	
25.029	Gloucester Place, Sherborne Place & Fairview Road Development Brief (Adopted April 2001)	0.50	2.75	2.80	2	
Local Development Framework						
25.030	Statement of Community Involvement	0.53	18.30	18.75	2	
25.031	Local Development Scheme	0.53	33.25	34.00	2	
25.032	Annual Monitoring Report	0.53	31.00	31.80	2	
25.033	Waste Minimisation SPD (September 2006)		Contact Gloucestershire County Council			
25.034	Gloucester, Cheltenham, Tewkesbury Joint Core Strategy Issues and Key Questions, November 2009-February 2010	1.24	6.50	6.65	2	
Adopted Supplementary Planning Documents						
25.035	Shop front Design Guide (adopted February 2007)	0.53	16.65	17.05	2	
25.036	Central Conservation Area (Bayshill) Character Appraisal and Management Plan	0.53	28.15	28.85	2	
25.037	Central Conservation Area (Montpellier) Character Appraisal and Management Plan	0.53	37.25	38.20	2	
25.038	Central Conservation Area (Old Town) Character Appraisal and Management Plan	0.53	26.90	27.60	2	
25.039	Swindon Village Conservation Area Character Appraisal and Management Plan	0.53	26.80	27.50	2	
25.040	Index of Buildings of Local Interest	0.53	13.15	13.50	2	
Other Documents						
25.041	Donaldsons Cheltenham Town Centre Study (February 1996)	2.20	10.10	10.40	2	
25.042	Donaldsons Cheltenham Town Centre Study (May 2002)	0.95	6.65	6.80	2	
25.043	Residential Land Availability (all copies)	0.95	6.65	6.80	2	
25.044	Urban Capacity Study (2004)	0.70	4.10	4.20	2	
25.045	Land at Farm Lane/Church Road, Leckhampton: Landscape and Visual Appraisal	0.95	6.65	6.80	2	
25.046	Gloucestershire Landscape Character Assessment (January 2006)		Contact Gloucestershire County Council			
25.047	DPDS Cheltenham Retail and Leisure Study (December 2006)	6.50	61.45	63.00	2	
25.048	AERC Cheltenham Green Belt Review (March 2007)	1.86	75.20	77.10	2	
25.049	Nathaniel Lichfield and Partners Employment Land Review (September 2007)	2.11	39.20	40.20	2	
NB: Postage & Packing added to prices in accordance with actual postal weights per package.						
26	Miscellaneous Properties					
Property Rents						
26.001	Agreed with tenants - determined by leases		N/A	N/A		
Regent Arcade Rents						
26.002	Agreed with tenants - determined by leases		N/A	N/A		
Obtaining L/L Consent						
Schedule of Dilapidations						
Condition Surveys						
Valuations						
26.004	Third Party asset valuations and survey works		£200 minimum charge plus any additional charges depending upon the complexity and time expended.	* Charges:- Surveyors charge £36 per hour plus mileage, administration and any other departmental cost or specialist advice. £200 minimum charge plus any additional charges depending upon the complexity and time expended.	2	
26.005	Thursday Market - Henrietta Street		75 p per square metre occupied	75 p per square metre occupied	9	
27	Municipal Offices					
Lettings						
27.001	2004 Decision made not to charge for lettings due to VAT cost implications.		N/A	N/A		
28	Neighbourhood Regeneration					
28.001	06/07 Statutory License (Housing Act 2004)	Charge per property	£370 plus cost recovery	£450 plus cost recovery	9	
28.002	06/07 Formal Notices - Housing Standards Officer - Charged on a cost recovery basis, based on time recording and hourly rates of officers.		Recover actual costs incurred	Recover actual costs incurred	9	
29	Outdoor Recreation (inclusive of VAT)					
29.001	Adult Football with changing rooms		41.40	42.45	2	
29.002	Pitch only		21.40	21.94	2	
29.003	Junior football with changing rooms		22.40	22.96	2	
29.004	Junior football pitch only		20.00	20.50	2	
29.005	Rugby with changing rooms		41.40	42.45	2	
29.006	Adult Cricket Weekends		43.30	44.37	2	
29.007	Tea Rooms		8.90	9.13	2	
29.008	Pavilions (per session)		£10.10p per hour	£10.36 per hour	2	
29.009	Playgroups per session		10.60	10.85	2	
29.010	Playgroup Swindon Village		8.55	8.75	2	
29.011	Tennis per hour per court		5.60	5.75	2	
29.012	Tennis half hour " "		2.80	2.90	2	
29.013	Tennis OAP/Jnr. " "		3.20	3.30	2	
29.014	Fishing Adult all day		5.90	6.05	2	
29.015	Fishing OAP/Jnr all day		3.50	3.60	2	
29.016	Golf Adult		4.80	5.00	2	
29.017	Golf OAP/Jnr		3.40	3.50	2	
29.018	Equipment Hire - Irons		2.00	2.05	2	
29.019	Golf Balls (each)		0.70	0.75	2	
29.020	Fishing Permits		6.50	6.65	2	
29.021	Boating - Rowing 1 hr		9.40	9.65	2	
29.022	Rowing half an hour		5.90	6.05	2	
29.023	Juniors under 10, half an hour		3.50	3.60	2	
29.024	Housing Rents - Tramway Cottages per month		468.40	480.10	2	
29.025	Housing Rents - Montpellier Lodge per month		264.35	270.95	2	
29.026	Housing Rents - Cemetery Lodge per month		317.20	325.15	2	
29.027	Housing Rents - 2 Nursery Houses per wk		16.25	16.65	2	
Event Daily Charges for Parks, Gardens & Playing fields						
Montpellier Gardens:-						
29.028	Commercial		527.90	541.10	9	
29.029	Registered Charity		207.30	212.50	9	
29.030	Community		34.60	35.50	9	
Sandford Park						
29.031	Commercial		527.90	541.10	9	
29.032	Registered Charity		207.30	212.50	9	
29.033	Community		34.60	35.50	9	
Pittville park						
29.034	Commercial		527.90	541.10	9	
29.035	Registered Charity		207.30	212.50	9	
29.036	Community		34.60	35.50	9	

Ref.	Description	11/12		12/13		VAT Code
		Current Charges £		Proposed Charges £		
	Imperial Gardens - Hard standing Area					
29.037	Commercial	262.55		269.10		9
29.038	Registered Charity	103.70		106.30		9
29.039	Community	34.60		35.50		9
	Imperial Gardens - Whole Gardens					
29.040	Commercial	527.90		541.10		9
29.041	Registered Charity	103.70		106.30		9
29.042	Community	34.60		35.50		9
	Other Areas					
29.043	Commercial	262.55		269.10		9
29.044	Registered Charity	103.70		106.30		9
29.045	Community	34.60		35.50		9
29.046	Set-Up Charge		50% of daily charge			
30	Pest Control Fees (inclusive of VAT) Charges may vary depending on how many rooms need to be treated Standard Prices					
30.001	Bedbugs	£90.00 first hour + £43.00 for sub hrs		£95.00 first treatment + £50.00 for further treatments		2
30.002	Cockroaches (includes 2 visits)	63.00		95.00		2
30.003	Flies (house and cluster) per treatment	63.00		65.00		2
30.004	Fleas - £ 30 non refundable deposit. Minimum charge up to 2 room plus £10 per room thereafter	75.00		50.00		2
30.005	Mice (Up to 3 visits) Non refundable deposit £30	50.00		£60.00 subsequent visits £25.00		2
30.006	Rats (Up to 3 visits) Non refundable deposit £25	50.00		£60.00 subsequent visits £25.00		2
30.007	Squirrels (Maximum of 5 visits) £25 per subsequent visit. Non refundable deposit of £25.	110.00		120.00		2
30.008	Wasps (per nest) £15 per additional nest	52.00		50.00		2
	Prices for people on Income Support					
30.009	Bedbugs - heavy infestation	£45.00 first hour + £22.50 for sub hrs		£45.00 first hour + £22.50 for sub hrs		2
30.010	Beetles	32.00		38.00		2
30.011	Booklice	32.00		38.00		2
30.012	Carpet beetles and moths	32.00		First visit £38.00 follow up visits £32.00		2
30.013	Cockroaches	32.00		First visit £40.00 follow up visits £32.00		2
30.014	Flies (house and cluster) minimum charge	32.00		38.00		2
30.015	Fleas 1 - 3 rooms	32.00		First visit £38.00 follow up visits £32.00		2
30.016	Fleas 4 rooms + (minimum charge)	48.00		First visit £50.00 follow up visits £40.00		2
30.017	Mice	25.00		Initial treatment £30.00 subsequent treatments £25.00		2
30.018	Rats (includes 2 visits)	25.00		Initial treatment £30.00 subsequent treatments £25.00		2
30.019	Silverfish	32.00		38.00		2
30.020	Squirrels	48.00		First visit £50.00 follow up visits £40.00		2
30.021	Wasps	24.00		32.00		2
30.022	Woodlice (minimum charge)	32.00		38.00		2
	Commercial or business customer (no pest control contract with the council)					
30.023	Ants	80.00		First visit £86.00 follow up visits £55.00		2
30.024	Cockroaches	£90.00 first hour + £43.00 for sub hrs		£95.00 first hour + £45.00 for sub hrs		2
30.025	Bedbugs	£105.00 first hour + £52.50 for sub hrs		£110.00 first hour + £55.00 for sub hrs		2
30.026	Flies (house and cluster)	From £63		First visit £68.00 follow up visits £40.00		2
30.027	Fleas	From £75		First visit £95.00 follow up visits £55.00		2
30.028	Mice (up to 3 visits)	63.00		Initial treatment £70.00 further treatments £35.00		2
30.029	Rats (up to 3 visits)	63.00		Initial treatment £70.00 further treatments £35.00		2
30.030	Wasps (per nest) £20 per additional nest	53.00		60.00		2
30.031						2
30.032	Survey/Advice Fee - Standard	22.00		25.00		2
30.033	Survey/Advice Fee - Income Support	11.00		15.00		2
30.034	Non specific pest £50 non refundable	N/A		50.00		2
31	Planning Fees The Town and Country Planning Act 1990					
31.001	The Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2005 require that fees shall be paid in respect of planning and advertisement applications.	Set nationally		Set nationally		9
31.002	Compliance with Planning Condition Charges	25.00	Minor Developments	25.00		8
31.003	Compliance with Planning Condition Charges	85.00	Large Developments	85.00		8
	Fees are payable when applications are made to the Local Planning Authority					
32	Pollution Control Fees					
32.001				Officer time - fee wage + 30% Contractor fees - at cost		9
						9
33	Pump Room Hall Lettings - 20% discount available for Charities					
	Daytime (8am - 5pm)					
33.001	Monday - Thursday	95.00		95.00		9
33.002	Friday/Sunday & Bank Holidays	140.00		140.00		9
	Evening (5pm - midnight)					
33.003	Monday - Thursday	120.00		120.00		9
33.004	Friday/Sunday & Bank Holidays	170.00		170.00		9
	Midnight to 8am					
33.005	Monday - Thursday	195.00		195.00		9
33.006	Friday/Sunday & Bank Holidays (Minimum of 3 hours hire)	195.00		195.00		9
	Exclusive all day hire					
33.007	Monday - Thursday	1,150.00		1,150.00		9
33.008	Friday - Sunday & Bank Holidays	1,650.00		1,650.00		9
	Upstairs Rooms Lettings					
	West Room					
33.009	Daytime (9am - 5pm)	35.00		35.00		9
33.010	Evening (5pm - Midnight)	50.00		50.00		9
33.011	Midnight - 7.30am	By arrangement		By arrangement		
	Oval Room					
33.012	Daytime (9am - 5pm)	35.00		35.00		9
33.013	Evening (5pm - Midnight)	50.00		50.00		9
33.014	Midnight - 7.30am	By arrangement		By arrangement		
	(Minimum of 3 hours hire) evening Oval & West Room					
	Internal lettings					
33.015	Charged at Charities rate	See above		See above		
	Wedding Hire					
33.016	Ceremony only (1 1/2 hours) - in Apse	450.00		450.00		9
33.017	Ceremony only (1 1/2 hours) - in Main Room	550.00		550.00		9
33.018	Reception (including ceremony if required)	2,350.00		2,350.00		9

Ref.	Description	11/12		12/13		VAT Code
		Current Charges £		Proposed Charges £		
	Piano Hire (excluding VAT)					
33.019	Charged per event excludes £70 piano tune	150.00		150.00		2
33.020	Upright - Free	40.00		40.00		2
33.021	Piano Tuning	charged at cost		charged at cost		2
	Catering Commission (excluding VAT)					
33.022	Internal catering	0%		0%		2
33.023	Public food catering	12.5%		12.5%		2
33.024	Liquor/hospitality catering	15%		15%		2
	Car Parking Charges (including VAT)					
33.025	Raised during Race Week by PFR Staff - charged per day	5.00		5.00		2
	Shop					
33.026	Trading winding down - only restocking postcards	N/A		N/A		
	Events					
	Ceroc					
33.027	Hall hire (Special rate for Mon & Wed rate only) - currently £250	320.00		250.00		9
	Normal rates for other nights					
	Flower Club					
33.028	Hall hire (once a month)	300.00		300.00		9
	Box Office Commission (excluding VAT)					
33.029	Events charged hall hire plus Box Office Commission received on ticket sales	10%		10%		2
34	Leisure @ (including VAT where applicable)					
	excl. VAT when a booking of 10 or more session is made by an affiliated club *					
34.001	Main Pool Hire	Std	104.00	108.00		2
34.002	Teaching Pool Hire	Std	63.50	66.00		2
34.003	Diving Pool Hire	Std	40.50	42.50		2
34.004	Main Pool Single Lane Hire	Std	17.50	18.20		2
34.005	Sports Hall Whole Hire	Std	78.50	81.75		2
34.006	Sports Hall Half Hire	Std	39.50	41.00		2
34.007	Sports Hall Quarter Hire	Std	20.00	21.00		2
34.008	Crocket Hall	Std	39.50	41.00		2
34.009	Dance Studio Hire	Std	35.00	36.50		2
34.010	Lakeside suite	Std	23.60	24.50		2
34.011	Lakeside suite 4 hours	Std	52.50	55.00		2
34.012	Lakeside suite 8 hours	Std	86.00	90.00		2
34.013	Multi Activity Studio	Std	35.00	36.50		2
34.014	POW Small Room 1 hour	Std	10.00	10.50		2
34.015	POW Small Room 4 hour	Std	30.00	31.00		2
34.016	POW Small Room 8 hour	Std	43.00	44.50		2
34.017	POW Meeting Room 1 hour	Std	17.50	18.00		2
34.018	POW Meeting Room 4 hours	Std	45.50	48.00		2
34.019	POW Meeting Room 8 hours	Std	68.00	72.00		2
34.020	POW hire Mon to Fri	Std	39.50	41.00		2
34.021	POW hire Sat/Sun bank holidays	Std	39.50	41.00		2
34.022	POW Schools 4 hrs	Std	105.00	110.00		2
34.023	POW school 8 hrs	Std	210.00	220.00		2
34.024	POW Schools set up	Std	89.00	92.00		2
34.025	POW County Clubs set up	Std	89.00	92.00		2
34.026	5-a-side in sports hall	Std	39.50	41.00		2
34.027	Basketball	Std	39.50	41.00		2
34.028	Badminton	Std	8.40	8.70		2
34.029	Badminton Concession Off Peak	Std	2.30	4.75		2
34.030	Social Badminton per person	Std	2.30	2.40		2
34.031	Table Tennis	Std	8.40	8.70		2
34.032	Table Tennis off peak concession	Std	2.30	4.75		2
34.033	Squash 45mins	Std	6.00	6.20		2
34.034	Squash Concession off peak per court	Std	2.30	4.75		2
34.035	Bowls	Std	8.40	8.70		2
34.036	Short tennis	Std	8.40	8.70		2
34.037	Short tennis off peak	Std	2.30	4.75		2
34.038	Spectator	Std	1.60	1.70		2
34.039	Exercise to music classes	Exempt	5.50	5.70		9
34.040	Exercise to music classes Concession	Exempt	4.10	4.20		9
34.041	Active Life	Exempt	3.40	3.50		9
34.042	Active Life 2 activities	Exempt	5.50	5.70		9
34.043	Bodywaves	Exempt	5.50	5.70		9
34.044	Baby Gym	Std	3.90	4.00		2
34.045	12 x Swim Book	Std	38.00	39.50		2
34.046	12 x Swim Book Concession	Std	21.00	21.74		2
34.047	Spectator	Std	1.60	1.70		2
34.048	Shower	Std	1.60	1.70		2
34.049	Ed Swim Slot	Exempt	45.50	50.00		9
34.050	12 x Track	Std	28.50	29.50		2
34.051	12 x Track Concession	Std	18.00	19.00		2
34.052	Adult Swim	Std	3.80	3.95		2
34.053	Concession off peak adult swim	Std	1.10	1.10		2
34.054	Junior Swim	Std	2.10	2.20		2
34.055	Concession peak swim	Std	2.10	2.20		2
34.056	Family 3 swim (1 adult + 2 children)	Std	3.80	3.95		2
34.057	Family 4 Swim (2 adults + 2 children)	Std	7.60	7.90		2
34.058	Gym Adult	Std	6.70	6.95		2
34.059	Gym Adult Concession	Std	4.95	5.15		2
35.060	Gym concession off peak	Std	2.10	2.10		2
34.061	Gym Induction	Std	11.50	12.00		2
34.062	POW spectator	Std	1.60	1.70		2
34.063	POW track adult	Std	2.85	2.95		2
34.064	POW track off peak	Std	1.80	1.90		2
34.065	POW track child	Std	1.80	1.90		2
34.066	Lost card	Std	5.80	6.00		2
34.067	Equipment hire	Std	1.00	1.00		2
34.068	Deposit on equipment	Std	10.00	10.00		2
34.069	One to One Swim lessons Adult	Exempt	22.00	23.00		9
34.070	One to One Swim lessons Child	Exempt	18.00	19.00		9
34.071	Ducklings swim course	Exempt	54.50	56.50		9
34.072	Non swim course 1	Exempt	54.50	56.50		9
34.073	Non swim course 2	Exempt	54.50	56.50		9
34.074	Beginner swim course	Exempt	54.50	56.50		9
34.075	Dolphin swim course	Exempt	54.50	56.50		9
34.076	Improver 1 swim course	Exempt	54.50	56.50		9
34.077	Improver 2 swim course	Exempt	54.50	56.50		9
34.078	Advanced 1 swim course	Exempt	54.50	56.50		9
34.079	Advanced 2 swim course	Exempt	54.50	56.50		9
34.080	Trampoline 5-9yrs course	Exempt	64.60	67.00		9
34.081	Trampoline 10-16yrs course	Exempt	64.60	67.00		9
34.082	Trampoline Adult	Exempt	64.60	67.00		9
34.083	Pre School Gym 18m -3yrs	Exempt	64.60	67.00		9
34.084	Pre School Gym 3-5yrs	Exempt	64.60	67.00		9
34.085	Gymnastics	Exempt	64.60	67.00		9
34.086	Crash Gymnastics	Exempt	32.00	33.00		9
34.087	Crash trampolining	Exempt	32.00	33.00		9
34.088	Child Dive course	Exempt	64.60	67.00		9
34.089	Teen Dive	Exempt	64.60	67.00		9
34.090	Adult Dive	Exempt	64.60	67.00		9
34.091	Membership Introduction fee	Std	27.50	28.00		2
34.092	Concession membership	Std	32.50	34.00		2
34.093	Non contract membership (replaced old 6 mth contract rate)	Std	49.50	42.00		2
34.094	Annual single	Std	364.50	373.50		2
34.095	Annual concession	Std	325.00	333.00		2
34.096	Annual joint	Std	666.00	690.00		2
34.097	Concession card	Std	5.80	6.00		2
34.098	Sports Party	Std	54.00	56.00		2
34.099	Splash Party	Std	70.00	73.00		2

Ref.	Description		11/12	12/13	VAT Code
			Current Charges £	Proposed Charges £	
34.100	Soft Play Party		48.50	51.00	2
34.101	12 month contract membership	Std	34.00	35.00	2
34.102	UNiversal Activity	Std	2.00	2.10	2
34.103	UNiversal Whole Hall (Day Rate)	Std	50.00	52.00	2
34.104	UNiversal Half Hall (Day Rate)	Std	25.00	26.00	2
34.105	Health Spa	Std	6.50	6.75	2
34.106	Health Spa Concession	Std	4.95	5.15	2
34.107	Health Spa Reactive (ticket includes swim & spa price adjusted as 2 activities)	Std	2.00	4.20	2
35	Seat Sponsorship				
35.001	Charge = actual cost of seat and installation		Recharge Actual Costs	Recharge Actual Costs	2
36	Shopmobility (plus VAT where applicable)*				
	Hire Charges				
36.001	Wheelchair Hire	Returnable deposit	25.00	30.00	9
36.002	Wheelchair Hire charge per week		9.85	9.85	2
36.003	Scooter Hire - overnight hire only (per week)		28.70	29.45	2
36.004	Scooter Hire - overnight / long term hire	Returnable deposit	100.00	100.00	9
36.005	Annual Registration Fee - Scooters/Wheelchairs		14.35	14.70	2
36.006	Daily Hire Fee (max. 3trx/annum) Scooters/Wheelchairs		4.80	5.00	2
36.007	Insurance Fee - Scooters/Wheelchairs (Annual)		3.40	4.35	9
36.008	Insurance Fee - Scooters/Wheelchairs (Daily Rate)		1.15	1.45	9
36.009	Insurance Fee - Scooters long term hire (per week)		3.40	4.35	9
36.010	Insurance Fee - Wheelchairs long term hire (per week)		1.15	1.45	9
37	Street Care (excluding VAT)				
37.001	Private Call out	Response out of hours	100.00	120.00	2
38	Streetscene Enforcement				
	Abandoned Vehicle				
38.001	Inspection of Abandoned Vehicle and arranging for removal on private land		60.00	65.00	2
38.002	Removal of vehicle from private land (per hour - set by Contractor)		40.00	40.00	9
38.003	Reclaiming vehicle after removal (set by contractor)		150.00	150.00	9
38.004	Destruction of a vehicle (set by contractor)		50.00	50.00	9
38.005	Storage of vehicle per day (set by contractor)		20.00	20.00	9
38.006	Administration Fee		15.00	25.00	2
38.007	Additional administration fee if invoice sent		45.00	45.00	2
	Animal Welfare				
38.008	Statutory Fee		25.00	25.00	9
38.009	Administration Fee		15.00	20.00	2
38.010	Additional administration fee if invoice sent		45.00	48.00	2
38.011	Callout charge		25.00	35.00	2
38.012	Cheltenham Animal Shelter Kennelling costs for any day or part day		15.00	10.00	9
38.013	Cheltenham Animal Shelter Administration		12.00	12.00	9
38.014	Cheltenham Animal Shelter Vaccination charge		35.00	35.00	9
38.015	Veterinary Fee	Set by Veterinary practice			
38.016	Microchipping dogs		12.00	10.00	2
38.017	Dog Warden assistance/inspection within Borough first hour		50.00	55.00	2
38.018	Dog Warden assistance/inspection within Borough subsequent hours		25.00	32.00	2
38.019	Dog Warden assistance/inspection/presentations outside Borough first hour		75.00	80.00	2
38.020	Dog Warden assistance/inspection/presentations outside Borough subsequent hours		25.00	40.00	2
	Fixed Penalty Notices served in Environmental Protection & Streetscene Enforcement				
38.021	Abandoning a vehicle		200.00	200.00	8
38.022	- if paid within a reduced time		120.00	120.00	8
38.023	Depositing Litter		80.00	80.00	8
38.024	- if paid within a reduced time		50.00	50.00	8
38.025	Failure to comply with a Litter Clearing Notice		100.00	100.00	8
38.026	- if paid within a reduced time		60.00	60.00	8
38.027	Failure to comply with Street Litter Control Notice		100.00	100.00	8
38.028	- if paid within a reduced time		60.00	60.00	8
38.029	Distributing of Printed Matter		80.00	80.00	8
38.030	- if paid within a reduced time		50.00	50.00	8
38.031	Graffiti (on property)		80.00	80.00	8
38.032	- if paid within a reduced time		50.00	50.00	8
38.033	Graffiti (highway signs)		80.00	80.00	8
38.034	- if paid within a reduced time		50.00	50.00	8
38.035	Graffiti (on highways)		80.00	80.00	8
38.036	- if paid within a reduced time		50.00	50.00	8
38.037	Fly-posting (illegal adverts)		80.00	80.00	8
38.038	- if paid within a reduced time		50.00	50.00	8
38.039	Failure to comply with household waste provisions		100.00	100.00	8
38.040	- if paid within a reduced time		60.00	60.00	8
38.041	Failure to comply with commercial or industrial waste provisions		100.00	100.00	8
38.042	- if paid within a reduced time		60.00	60.00	8
38.043	Failure to keep/provide documents relating to controlled waste		300.00	300.00	8
38.044	- if paid within a reduced time		240.00	240.00	8
38.045	Failure to produce waste transfer notes		300.00	300.00	8
38.046	- if paid within a reduced time		240.00	240.00	8
38.047	Parking vehicles exposed for sale on the road		100.00	100.00	8
38.048	- if paid within a reduced time		50.00	50.00	8
38.049	Repairing of vehicles on the road by a business		100.00	100.00	8
38.050	- if paid within a reduced time		60.00	60.00	8
38.051	Failing to remove dog faeces from designated land		80.00	80.00	8
38.052	- if paid within a reduced time		50.00	50.00	8
38.053	Failure to have dog on lead in designated area		80.00	80.00	8
38.054	- if paid within a reduced time		50.00	50.00	8
38.055	Failing to attach a lead to a dog when requested to do so		80.00	80.00	8
38.056	- if paid within a reduced time		50.00	50.00	8
38.057	Allowing dog in a restricted (dog free) area		80.00	80.00	8
38.058	- if paid within a reduced time		50.00	50.00	8
38.059	Noise from dwellings		100.00	100.00	8
38.060	- if paid within a reduced time		60.00	60.00	8
38.061	Noise from premises (other than dwellings)		500.00	500.00	8
38.062	Smoking in a smoke free premises or vehicle		50.00	50.00	8
38.063	- if paid within a reduced time		30.00	30.00	8
38.064	Failure to display no smoking signs in smoke free premises and vehicles		200.00	200.00	8
38.065	- if paid within a reduced time		150.00	150.00	8

Ref.	Description	11/12		12/13		VAT Code
		Current Charges £	Proposed Charges £	Current Charges £	Proposed Charges £	
Fees set under Private Water Supplies Regulations						
38.066	Risk Assessment	500.00	500.00			2
38.067	Sampling (each visit)	100.00	100.00			2
38.068	Each Investigation	100.00	100.00			2
38.069	Granting of each authorisation	100.00	100.00			2
38.070	Analysing a sample taken under Reg 10 (small, non-commercial supplies serving 50 people)	25.00	25.00			2
38.071	Analysing a sample taken during check monitoring	100.00	100.00			2
38.072	Analysing a sample taken during audit monitoring	500.00	500.00			2
39 TIC						
Shop Sales						
39.001	Set at commercially viable mark up value.	N/A	N/A			
Bookings Commission						
39.002	Set at 8% + VAT as Industry Standard - CBC set at 10% + VAT for ease, therefore increases with increased cost of hotel bookings etc.	N/A	N/A			
Event Tickets						
39.003	Dependent on event, some events give commission but is decided by events organisers.	N/A	N/A			
Ticket Booking Fees						
39.004	Can be £5/£7 but more often NIL - varies with type & value of event - decided with events organisers.	N/A	N/A			
40 Town Hall Commission						
40.001	Programme/Merchandise % (hirer's own sellers)	15% + VAT	15% + VAT			2
40.002	Gross Box Office Receipts up to £5,000	10% + VAT	10% + VAT			2
40.003	Gross Box Office Receipts over £5,000	12.5% + VAT	12.5% + VAT			2
40.004	Credit Card Charges	At Cost	At Cost			9
Main Hall (including all Side Rooms) Lettings						
20% discount available for Charities						
Daytime up to 5pm (per hour)						
40.005	Monday - Thursday	195.00	195.00			9
40.006	Friday	300.00	300.00			9
40.007	Saturday	300.00	300.00			9
40.008	Sunday/Public Holidays	300.00	300.00			9
Evening after 5pm (per hour)						
40.009	Monday - Thursday	305.00	305.00			9
40.010	Friday	410.00	410.00			9
40.011	Saturday	410.00	410.00			9
40.012	Sunday/Public Holidays	410.00	410.00			9
After Midnight						
40.013	Monday - Thursday	425.00	425.00			9
40.014	Friday	455.00	455.00			9
40.015	Saturday	455.00	455.00			9
40.016	Sunday/Public Holidays	455.00	455.00			9
Daily Rate (after Midnight by negotiation)						
40.017	Monday - Thursday	2,665.00	2,665.00			9
40.018	Friday - Sunday / Public Holiday	3,690.00	3,690.00			9
Get in/Get out (on day of event)						
40.019	8 am - Midnight (per hour)	135.00	135.00			9
40.020	After Midnight (per hour)	350.00	350.00			9
Get in/Get out (previous or following day)						
40.021	8 am - Midnight	875.00	875.00			9
40.022	After Midnight	1,750.00	1,750.00			9
Side Rooms Lettings						
Pillar Room						
40.023	Monday - Friday (per hour)	85.00	85.00			9
40.024	Saturday/Sunday (per hour)	130.00	130.00			9
40.025	Daily Rate (Monday - Friday)	525.00	525.00			9
40.026	Daily Rate (Saturday/Sunday)	640.00	640.00			9
Drawing Room						
40.027	Monday - Friday (per hour)	70.00	70.00			9
40.028	Saturday/Sunday (per hour)	120.00	120.00			9
40.029	Daily Rate (Monday - Friday)	405.00	405.00			9
40.030	Daily Rate (Saturday/Sunday)	520.00	520.00			9
Conference Suite A or B						
40.031	Monday - Friday (per hour)	55.00	55.00			9
40.032	Saturday/Sunday (per hour)	65.00	65.00			9
40.033	Daily Rate (Monday - Friday)	175.00	175.00			9
40.034	Daily Rate (Saturday/Sunday)	230.00	230.00			9
Both Conference Suites						
40.035	Monday - Friday (per hour)	70.00	70.00			9
40.036	Saturday/Sunday (per hour)	95.00	95.00			9
40.037	Daily Rate (Monday - Friday)	300.00	300.00			9
40.038	Daily Rate (Saturday/Sunday)	350.00	350.00			9
Get in/Get out (same day)						
40.039	Monday - Friday (per hour)	35.00	35.00			9
40.040	Saturday/Sunday (per hour)	50.00	50.00			9
NB. Minimum three hour hire charge taken from start of event. Parts of hour are charged at full hourly rate. Get in Time - charged from entering the premises to the time the doors open to the public.						
Internal Lettings						
40.041	Charged at the charitable rates noted above.	N/A	see above			
Catering Commission (excluding vat)						
40.042	Internal catering	0%	0%			
40.043	Public food catering	12.5%	12.5%			2
40.044	Liquor/hospitality catering Note - all as per Catering Contract	15%	15%			2
Additional Charges						
Staging						
40.045	Extension stage	No charge	No charge			
40.046	Use of portable staging	No charge	No charge			
Pianos/Organ						
40.047	Hire of Steinway Model D Grand Piano	£150.00	£150.00			2
40.048	Tuning of Steinway Piano	Charged at cost	Charged at cost			2
40.049	Hire of Chappell Baby Grand	£35.00	£35.00			2
40.050	Tuning of Baby Grand Piano	Charged at cost	Charged at cost			2
40.051	Hire Kawai Upright Piano	£40.00	£40.00			2
40.052	Tuning of Upright Piano	Charged at cost	Charged at cost			2
40.053	Use of Town Hall Organ	No charge	No charge			
PA/Lights						
40.054	Use of portable PA	No charge	No charge			
40.055	Use of portable lights	No charge	No charge			
40.056	Use of House PA/mics (including operator)	No charge	No charge			
40.057	Use of House Lighting (including operator)	No charge	No charge			

Ref.	Description	11/12		12/13	VAT Code
		Current Charges £		Proposed Charges £	
	Staff				
40.058	Sound Operator		Charged at cost	Charged at cost	2
40.059	Lighting Operator		Charged at cost	Charged at cost	2
40.060	Follow-spot Operators (per show - max 2)		Charged at cost	Charged at cost	2
40.061	Security Staff		Charged at cost	Charged at cost	2
40.062	Cloakroom Attendant (per hour - each)		No charge	No charge	
40.063	Programme/Merchandise sellers (per show - each)		No charge	No charge	
40.064	Show crew		Charged at cost	Charged at cost	2
	Miscellaneous				
40.065	Flip chart + pens (per set)		No charge	No charge	
40.066	Use of balloon net + balloon pump		No charge	No charge	
40.067	Provision and inflation of balloons + use of net		Charged at cost	Charged at cost	2
40.068	Hire of towels		No charge	No charge	
40.069	Replacement of towels		Charged at cost	Charged at cost	2
40.070	Hire of table cloths (small square)		Charge set by Fosters	Charge set by Fosters	
40.071	Hire of table cloths (large rectangular)		Charge set by Fosters	Charge set by Fosters	
40.072	Provision of catering		Contract	Contract	
41	Waste & Cleansing (plus VAT unless non-vatable)				
41.001	Special Collections		14.71	15.05	8
41.002	Trade Bags	x25	28.22	29.00	2
41.003	Trade Labels	x25	28.22	29.00	2
41.004	Garden Waste Service	Annual	36.00	36.00	8
41.005	Replacement Garden Waste Bins		25.00	25.00	8
41.006	Delivery Charge of bags/labels	each	3.76	3.85	2
41.007	Replacement 190 Ltr Wheelie Bins	each	39.92	39.95	8
41.008	Replacement 370 Ltr "	each	84.05	82.00	8
41.009	Replacement 1100 Ltr "	each	330.95	322.88	8
41.010	To empty 190 Ltr "	per empty	5.10	5.50	2
41.011	To empty 370 Ltr "	per empty	6.25	7.00	2
41.012	To empty 1100 Ltr "	per empty	11.25	11.90	2