

TENDRING DISTRICT COUNCIL

SCALE OF CHARGES 2024/25

All Fees and Charges are determined by the Council as part of the budget setting process unless indicated to the contrary

Department

Corporate Services

Operational Services

Planning and Regeneration Services

The charges apart from car parks, which are VAT inclusive charges only, are set out as follows:

Column A - 2023/24 Charge Exclusive of VAT

Column B - 2023/24 Charge Inclusive of VAT @ 20%

Column C - 2024/25 Charge Exclusive of VAT

Column D - 2024/25 Charge Inclusive of VAT @ 20%

Some of the VAT inclusive amounts shown in columns B, and D have been rounded for operational efficiency purposes.

The VAT indicators shown on the following pages are as follows:

- V Standard Rated
- N Non - Business
- Z Zero Rated
- X Exempt from VAT

Corporate Services - General Fund

Scale of Charges 2024/25

	(A)		(B)		(C)		(D)		
	<----- 2023/24 ----->		<----- 2024/25 ----->						
	Effective from	Charge Exclusive of VAT	Charge Inclusive of VAT where applicable @ 20%		Charge Exclusive of VAT	Charge Inclusive of VAT where applicable @ 20%		VAT Ind	
	01/04/23	£	01/04/23	£	01/04/24	£	01/04/24	£	
LEGAL CHARGES - FIXED FEES									
Acquisitions - New builds to be determined at time of negotiation			Maximum £2,500 (excluding VAT) unless work exceeds 10 hours (thereafter charged at hourly rate)			Maximum £2,500 (excluding VAT) unless work exceeds 10 hours (thereafter charged at hourly rate)		V	
Acquisitions - Individual purchases to be determined at time of negotiation			Minimum £500 (excluding VAT), maximum £1000 (excluding VAT) unless work exceeds 10 hours (thereafter charged at hourly rate)			Minimum £500 (excluding VAT), maximum £1000 (excluding VAT) unless work exceeds 10 hours (thereafter charged at hourly rate)		V	
Disposals			Minimum £400 (excluding VAT), maximum £850 (excluding VAT) unless work exceeds 10 hours (thereafter charged at hourly rate)			Minimum £400 (excluding VAT), maximum £850 (excluding VAT) unless work exceeds 10 hours (thereafter charged at hourly rate)		V	
Shared Equity & DIYSO Lease Enquiries		171.00	205.20			171.00	205.00		V
Shared Equity Lease Extensions		725.00	870.00			750.00	900.00		V
Standard Lease Extensions		NEW	NEW			700.00	840.00		V
Deed of Consent		440.00	528.00			460.00	552.00		V
Deed of Release of Covenant *		440.00	528.00			460.00	552.00		V
Deed of Variation or Surrender *		440.00	528.00			460.00	552.00		V
Deed of Easement or Wayleaves *		630.00	756.00			650.00	780.00		V
Licence to Occupy		440.00	528.00			460.00	552.00		V
Leases: Commercial (works in excess of 7 hours charged at hourly rate)		820.00	984.00			850.00	1,020.00		V
Leases: Others * (works in excess of 7 hours charged at hourly rate)		755.00	906.00			755.00	906.00		V
Various and miscellaneous Licences for eg. to assign, alterations, sublet etc. *		440.00	528.00			460.00	552.00		V
Transfer		670.00	804.00			700.00	840.00		V
Providing DS1 on repayment of a Charge		112.00	134.00			112.00	134.00		V
Certificate of Compliance		171.00	205.00			171.00	205.00		V

Corporate Services - General Fund

Scale of Charges 2024/25

(A) (B) (C) (D)

<----- 2023/24 -----> <----- 2024/25 ----->

	Effective from	Charge Exclusive of VAT	Charge Inclusive of VAT where applicable @ 20%	Charge Exclusive of VAT	Charge Inclusive of VAT where applicable @ 20%	VAT Ind
	01/04/23	01/04/23	01/04/24	01/04/24		
	£	£	£	£		
Registering Assignments and Charges	As specified in the lease but normally varies from £40 to £100+ depending on work involved		As specified in the lease but normally varies from £40 to £100+ depending on work involved			**
Preparation Fee for Unilateral Undertakings	Varies from £112 to £225 per hour		250.00	250.00		N
<u>Right to Buy</u>						
Repayment of discount (RTB)	183.00	183.00	183.00	183.00		N
Postponement of Legal charge (RTB)	172.00	206.40	172.00	206.40		V
Lease enquiries (RTB)	172.00	206.40	172.00	206.40		V
Retrospective consents to alterations (RTB)	172.00	206.40	172.00	206.40		V
Engrossment Fee for Lease/Transfer	85.00	100.00	85.00	100.00		V

* If entitled to Community Asset Rent Off-Setting Scheme (a CAROS grant) all fees are discounted by the same percentage/proportion of the grant. Renewals with no significant alterations/amendments charged at an hourly rate

** Follows the same VAT treatment as main supply.

HOURLY RATES (WHERE FIXED FEES DO NOT APPLY)

In accordance with total number of staff hours spent, plus any disbursements, expenses and VAT where applicable

Solicitor 8+ years PQE (per hour)	265.00	318.00	275.00	330.00	V
Solicitor 4 years up to 8 years PQE (per hour)	212.00	254.00	225.00	270.00	V
Solicitor 2 years up to 4 years PQE (per hour)	185.00	222.00	200.00	240.00	V
Trainee Legal Executive/Paralegal (per hour)	112.00	134.00	120.00	144.00	V
Criminal cases (per hour) :					
Solicitor 8+ years PQE	210.00	252.00		0.00	V
Legal Professional < 8 years qualified	157.00	188.00		0.00	V

Corporate Services - General Fund

Scale of Charges 2024/25

	(A)	(B)	(C)	(D)	
	<----- 2023/24 ----->		<----- 2024/25 ----->		
	Charge Exclusive of VAT	Charge Inclusive of VAT where applicable @ 20%	Charge Exclusive of VAT	Charge Inclusive of VAT where applicable @ 20%	VAT Ind
Effective from	01/04/23	01/04/23	01/04/24	01/04/24	
	£	£	£	£	
HIRE OF ACCOMMODATION					
<u>Town Hall, Clacton</u>					
Connaught Room/Whitelaw Room:					
3 hour booking or part thereof					
Inside normal hours (9am - 5pm)	32.00	32.00	96.00	96.00	X
Outside normal hours	37.00	37.00	192.00	192.00	X
Additional hourly charge thereafter					
Inside normal hours (9am - 5pm)	12.00	12.00	32.00	32.00	X
Outside normal hours	15.40	15.40	64.00	64.00	X
Tea/Coffee per person (1 serving)	NEW	NEW	2.00	2.00	V
Use of AV Screen per hour	NEW	NEW	5.00	5.00	V

Corporate Services - General Fund

Scale of Charges 2024/25

	(A)	(B)	(C)	(D)	
	<----- 2023/24 ----->		<----- 2024/25 ----->		
	Charge Exclusive of VAT	Charge Inclusive of VAT where applicable @ 20%	Charge Exclusive of VAT	Charge Inclusive of VAT where applicable @ 20%	VAT Ind
Effective from	01/04/23 £	01/04/23 £	01/04/24 £	01/04/24 £	
ADMINISTRATION - GENERAL					
Provision of Council Book for full year <i>Charge shown excludes postage.</i>	95.00	95.00		DELETED	N
Provision of each Council Book		Reimbursement of costs with a minimum of £5.00 plus postage	DELETED		N
Provision of Council Constitution per copy		Reimbursement of costs with a minimum of £5.00 plus postage	DELETED		N
Provision of Cabinet and Committee Minutes and Reports etc		Reimbursement of costs with a minimum of £5.00 plus postage	DELETED		N
Provision of CD recording of Council Meeting	6.15	6.15		DELETED	N
LOCAL GOVERNMENT ACT 1972					
Access to Information - Inspection of Papers - up to 5 documents	1.12	1.12		DELETED	N
Access to Information - Inspection of Papers - over 5 documents	2.24	2.24		DELETED	N

Corporate Services - General Fund

Scale of Charges 2024/25

	(A)	(B)	(C)	(D)	
	<----- 2023/24 ----->		<----- 2024/25 ----->		
	Charge Exclusive of VAT	Charge Inclusive of VAT where applicable @ 20%	Charge Exclusive of VAT	Charge Inclusive of VAT where applicable @ 20%	VAT Ind
Effective from	01/04/23 £	01/04/23 £	01/04/24 £	01/04/24 £	
ELECTIONS AND ELECTORAL REGISTRATION					
(Statutory Fee of the Electoral Registration Officer)					
Register of Electors:					
Written confirmation of inclusion on current years register	10.00	10.00	10.00	10.00	N
Written confirmation of inclusion on previous years register	20.00	20.00	20.00	20.00	N
Supply of street and postcode index (per side)	1.50	1.50	1.50	1.50	N
Sale of Register - Data Copy:					
Standard Charge	20.00	20.00	20.00	20.00	N
Cost per 1,000 entries in addition to Standard Charge	1.50	1.50	1.50	1.50	N
Sale of Register - Hard Copy:					
Standard Charge	10.00	10.00	10.00	10.00	N
Cost per 1,000 entries in addition to Standard Charge	5.00	5.00	5.00	5.00	N
Sale of Overseas Electors List - Data Copy					
Standard Charge	20.00	20.00	20.00	20.00	N
Cost per 100 entries (or part there of) in addition to Standard Charge	1.50	1.50	1.50	1.50	N
Sale of Overseas Electors List - Hard Copy:					
Standard Charge	10.00	10.00	10.00	10.00	N
Cost per 100 entries (or part there of) in addition to Standard Charge	5.00	5.00	5.00	5.00	N
Sale of Marked Register and Absent Voting Lists - Data Copy:					
Standard Charge	10.00	10.00	10.00	10.00	N
Cost per 1,000 entries (or part there of) in addition to Standard Charge	1.00	1.00	1.00	1.00	N
Sale of Marked Register and Absent Voting Lists - Hard Copy:					
Standard Charge	10.00	10.00	10.00	10.00	N
Cost per 1,000 entries (or part there of) in addition to Standard Charge	2.00	2.00	2.00	2.00	N
Copies of Candidate spending returns and accompanying documents:					
Charge per side	0.20	0.20	0.20	0.20	N
Endorsement of foreign pension certificates (Proof of Life)	25.00	25.00	25.00	25.00	N