

DEPARTMENT: CENTRAL SERVICES

APPENDIX 1

REFERENCE	SERVICE	CURRENT CHARGE	PROPOSED CHARGE	DATE OF LAST CHANGE	REASON FOR PROPOSED CHANGE
1.	Property Enquiry Certificates	£127	£130	April 2007	Inflation
2.	Council House Sale Missives	£180	£185	April 2007	Inflation
3.	Title lending	Minimum £25, increasing depending on time taken	Minimum £25, increasing depending on time taken	April 2007	No change – cost relates to actual time taken
4.	Conveyancing	Minimum £225, increasing with length/ complexity of transaction at £30 - £60 per hour	Minimum £225, increasing with length/ complexity of transaction at £30 - £60 per hour	April 2007	Increase in minimum charge reflects increasing complexities of transactions.
5.	Applications to purchase ground for incorporation into gardens: Initial fee (confirming ownership, valuation, preparing plan) Final fee (processing application) Committee report preparation	£128 £282 £77	£130 £290 £80	April 2007	Inflation

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6.	Orders under Town and Country Planning (Scotland) Act and other Roads/planning matters	£200	£225	April 2007	Above inflation increase to reflect the level and complexity of work involved.
7.	Litigation	Statutory Rates	Statutory Rates	April 2007	
8.	Licensing	Statutory Rates	90% of statutory maximum	April 2007	To fully recover costs in line with new legislative requirements.
9.	Judicial expenses: Court proceedings including recovery of rent arrears and licensing matters	According to scale/taxed rate	According to scale/taxed rate	April 2007	
10.	Searches in Indexes of Statutory Registers: Particular search for specified entry	Charges are set by the Registrar of Sasines	As set by the Registrar of Sasines.	April 2007	
11.	Searches in Indexes of Statutory Registers: General search by customer: First hour or part thereof Second or subsequent hour or part thereof				

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12.	Certificates: Full extract of birth, death or marriage and abbreviated certificate	Statutory Rate	Statutory Rate	April 2007	
13.	Note of Marriage	Statutory Rate	Statutory Rate	April 2007	
14.	Marriage Fee	Statutory Rate	Statutory Rate	April 2007	
15.	Saturday surcharge for Marriages	£71	£75	April 2007	Inflation
16.	Surcharge for marriages in Approved Venues	£71	£75	April 2007	Inflation
17.	Surcharge for marriages in Rural Approved Venues	£125	£125	April 2007	Above inflation increase previously
18.	Application for Period/Temporary approval of Premises to hold Civil Marriages	£170	£170	April 2007	Above inflation increase previously
19.	Freedom of Information requests	10% of the cost to the Council as defined by statute for costs over £100	As left	October 2007	Recently introduced therefore no change proposed

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20.	Environmental Information Photocopying A4 black & white A3 black & white A4 colour A3 colour Plus staff costs to a maximum of £15 per person per hour	10p 20p £1.00 £1.50 Up to £15 per person per hour	As left	October 2007	Recently introduced therefore no change proposed.
21.	Re-use of public sector information	As above	As above	As above	As above
22.	Data Subject Access Request Education Subject Access Request	£10 photocopies as above	£10 photocopies as above	October 2007 October 2007	As above As above
23.	Pupil Education Records	£10 plus photocopies as above	£10 plus photocopies as above	October 2007	As above
24.	Committee services documents	Available free on internet, otherwise £5.50 admin fee plus 10p per side of photocopy	As left	As above	As above

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