

DEPARTMENT: CENTRAL SERVICES

APPENDIX 1

REF	SERVICE	BASIS OF CHARGE	CURRENT CHARGE	PROPOSED CHARGE	DATE OF LAST CHANGE	REASON FOR PROPOSED CHANGE	METHOD OF COLLECTION
1.	Property Enquiry Certificates		£133	£136	April 2009	Inflation	
2.	Council House Sale Missives		£190	£194	April 2009	Inflation	
3.	Loan and title lending/copying (Estates and Legal Services)		Minimum £26, increasing depending on time taken	Minimum £26.50, increasing depending on time taken	April 2009	Inflation	
4.	Recharge of Council's legal costs in relation to discretionary property and leasing work	Hourly cost of time (salaries and overheads)	£40 - £90 per hour	£42 - £93 per hour	April 2009	Updated hourly costs	Payment by cheque on completion of transaction.

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5.	Applications to purchase ground for incorporation into gardens: Initial fee (confirming ownership, valuation, preparing plan) Final fee (processing application) Committee report preparation	Cost recovery	£133.25 £297.25 £82	£136 £303 £84	April 2009	Inflation increase	Paid on application at each stage.

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7.	Recharge of Council's Estates' costs – utility servitudes/ wayleaves	<p>Scottish Water/Gas –</p> <p>Rudes Scale min. £220</p> <p>Cost recovery</p>	<p>(a) Utility companies</p> <p>Electricity - £125</p> <p>Telecoms - £100</p> <p>(b) Private parties</p> <p>Water - £200</p> <p>Sewerage - £200</p>	<p>(a) Utility companies</p> <p>Scottish Water/Gas –</p> <p>Rudes Scale min. £245</p> <p>Electricity - £145</p> <p>Telecoms - £145</p> <p>(b) Private parties</p> <p>Water - £200</p> <p>Sewerage - £200</p>		To bring into line with current industry levels and other Local Authority's charges.	

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8.	Recharge of Council's Estates' costs in relation to discretionary property transactions/work	Cost recovery	Hourly rate of £25 - £47/hour	Hourly rate of £30 - £65/hour	2004	Update charges based on current levels of costs.	Payment on completion of transaction.
9.	Orders under Town and Country Planning (Scotland) Act and other Roads/planning matters	Hourly cost of time (salaries and overheads)	£40 - £90 per hour	£42 - £93 per hour	April 2009	Updated hourly costs	Cheque
10.	Licensing	(i) Liquor Licensing: Premises Licence fees based on rateable values and anticipated costs versus income and Annual fees on anticipated costs versus income.	90% of statutory maximum	90% of statutory minimum.	April 2008	(i) Cannot review 2008 figures for Premises Licence fees until 1.9.09 and Annual fees until October 2010 by statutory regime. Fee review to be undertaken in 2010 within statutory guidelines and limits.	(i) Paid on application by cheque or other approved payment methods/cash.

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		(ii) Licences under the Civic Government (Scotland) Act handled by Legal Services - these are currently based on historical information.	Charges vary from £1,000 for a three year licence for sex shops to £10 for a temporary window cleaner's licence.	We cannot currently quantify this but have undertaken to carry out a full fee review by reference to costings in 2010.	(ii) This varies as certain licence types are new. A limited number of fees have not been reviewed for some time.	(ii) The Licensing Committee has noted an undertaking by officers to carry out a fee review in 2010. The European Services Directive has also prompted this.	(ii) As above.
11.	Judicial expenses: Court proceedings including recovery of rent arrears and licensing matters	According to scale/taxed rate fixed by statutory instrument					Invoice
12.	Searches in Indexes of Statutory Registers: Particular search for specified entry	Set by the Registrar of Sasines					

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13.	Searches in Indexes of Statutory Registers: General search by customer: First hour or part thereof Second or subsequent hour or part thereof	Set by the Registrar of Sasines					
14.	Certificates: Full extract of birth, death or marriage and abbreviated certificate	Statutory Rate					Paid by cash, cheque or debit / credit card at registration offices.
15.	Note of Marriage	Statutory Rate					
16.	Marriage Fee	Statutory Rate					
17.	Saturday surcharge for Marriages	Payment to Registrar (£60) plus amount to cover heat / light etc	£77	£79	April 2008	Inflation	

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18.	Surcharge for marriages in Approved Venues	Payment to Registrar (£60) plus amount to cover travel costs	£77	£79	April 2008	Inflation	
19.	Surcharge for marriages in Rural Approved Venues	Payment for 2 Registration staff (£60 x 2) plus amount to cover travel	£136	£139	April 2007	Inflation (2 years)	
20.	Application for Period/Temporary approval of Premises to hold Civil Marriages		£174	£178	April 2007	Inflation (2 years)	
21.	Freedom of Information requests	Partial cost recovery	10% of the cost to the Council for costs over £100	10% of the cost to the Council for costs over £100	October 2007		

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22.	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	10p 20p £1.00 £1.50 Up to £15 per person per hour	October 2007		
23.	Re-use of public sector information		As above	As above	October 2007		
24.	Data Subject Access Request Education Subject Access Request	Statutory maximum	£10	£10	October 2007		
25.	Pupil Education Records	Statutory maximum	£10 plus photocopies as above to a maximum of £50	Sliding scale from £2 to a maximum of £50	October 2007		

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26.	Committee services documents		Available free on internet, otherwise £5.50 admin fee plus 10p per side of photocopy	Available free on internet, otherwise £5.50 admin fee plus 10p per side of photocopy	October 2007		

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