

Fees and Charges Schedule 2026-27			
	Current Fee 2025/26	PROPOSED Fee 2026/27	% increase
Leisure and Wellbeing			
Rugby Art Gallery and Museum			
Floor One Gallery artist exhibition hire 2 weeks	155.10	161.00	3.80%
Public Liability Insurance administration fee (Floor One Gallery)	33.00	34.30	3.94%
Children's workshops - 2 hours	12.70	13.20	3.94%
Children's workshops - 10 - 4	31.70	32.90	3.79%
Baby Splats	6.90	7.00	1.45%
Tripointium - Roman Britain school workshop	126.70	150.00	18.39%
Roman Day	272.50	285.00	4.59%
Arts Award 'Discover in a Day' school session per child	8.70	9.00	3.45%
Sketch book journey school workshop	126.70	150.00	18.39%
Historic loans box hire	8.70	9.00	3.45%
Magic Carpet	145.70	150.00	2.95%
Draw, Draw, Draw	126.70	150.00	18.39%
Rugby Collection	120.40	125.00	3.82%
Archaeological archive deposits, per box:			
Large box - £330.30 (up to 255mm x 405mm x 225mm)	330.30	330.30	0.00%
Small box - £165.15 (up to 268mm x 405mm x 80mm)	165.15	165.15	0.00%
Centre supervisor to stay after hours (hourly rate)	52.80	54.80	3.79%
Gallery Assistant (per hour)	39.50	41.00	3.80%
Education Room 1 - hire charges			
Per hour	29.80	30.90	3.69%
National Charities/Education	23.90	24.80	3.77%
Local Groups/Charities/Education	20.80	21.60	3.85%
Education Room 2 - hire charges			
Per hour	21.10	21.90	3.79%
National Charities/Education	16.90	17.50	3.55%
Local Groups/Charities/Education	14.60	15.20	4.11%
Note: Room Hire			
<i>FULL day room hire offers a 5% discount</i>			
<i>Refreshments can be provided at an additional cost please contact service directly for details</i>			
Rugby Open fee - single artwork	8.40	8.70	3.57%
Rugby Open fee - three artworks	22.10	22.90	3.62%
Rugby Open late collection of artwork fee (per artwork per day)	6.10	6.30	3.28%
Rugby Open commission on artwork sales	25% commission	25% commission	
Benn Hall			
Monday - Thursday per hour			
Main Hall	45.00	60.00	33.33%
Rokeby Room	30.00	40.00	33.33%
Bar	25.00	30.00	20.00%
Whole Building	75.00	100.00	33.33%
Friday 9-5 per hour			
Main Hall	75.00	75.00	0.00%
Rokeby Room	50.00	50.00	0.00%
Bar	25.00	25.00	0.00%
Whole Building	125.00	125.00	0.00%
Friday from 5pm, Saturday, Sunday & Bank Holidays per hour			
Whole Building	125.00	125.00	0.00%
Use of Kitchen Facilities for the provision of:-			
Tea/Coffee/Squash/Biscuits	45.00	45.00	0.00%
All other catering per hour	30.00	30.00	0.00%
Show Packages			
Monday - Wednesday	520.00	820.00	57.69%
Thursday to Sunday	820.00	1020.00	24.39%
NOTE:			
<i>(a) Preparation time, if required, must be arranged at time of booking. Please note this cannot always be guaranteed.</i>			
<i>(b) Christmas Eve, New Year's Eve and New Year's Day will be charged at weekend rate.</i>			
Sports and Recreation			
Use of Community Sports Coach	21.30	21.30	0.00%
Use of a Play Ranger	21.30	21.30	0.00%
Use of On Track Sports Leaders			
Schools (PPA/Lunch)	21.30	22.10	3.76%
Sport Specific	25.80	26.80	3.88%
Mentoring	25.80	26.80	3.88%
Small Group Work	38.70	40.20	3.88%
Youth Club	21.80	22.60	3.67%
Sport Leader Courses	38.70	40.20	3.88%
Boxing Leader Courses	38.70	40.20	3.88%

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Parks and Open Spaces					
Caldecott Park - to be fixed with the café leaseholder					
<u>Special Events on Parks and Open Spaces</u>					
Sports Tournaments	price on application		price on application		
Charitable Events	no charge		no charge		
Dog Shows - per opening day	372.70		386.90		3.81%
Fairs/Circuses - per operating day	494.60		513.40		3.80%
Fairs/Circuses - per setting up day	141.00		146.40		3.83%
Returnable deposit for new fair/circus operator	390.60		405.40		3.79%
Commercial Events	497.00		515.90		3.80%
Filming rights (per day)	264.00		274.00		3.79%
Ice Cream Licence	price on application		price on application		
NOTE: SPORTS PITCHES ARE HIRED PER SESSION (not including time spent changing)					
All hirers must provide evidence of Public Liability insurance of £5 million and sign the current Terms and Condition of Hire					
Matches must be completed by 9pm Monday to Saturday and by 6pm on Sunday					
Rugby Football: 1 session is deemed to last up to 100 minutes					
Football: 1 session is deemed to last up to 120 minutes					
Cricket: 1 session is deemed to last up to 4 hours					
Changing Facilities: where booked will be charged per pitch session as above					
This is an unattended service provided to specific clubs/teams by prior agreement.					
An attended service is available for a casual booking - additional charge payable					
Where an all day booking is made, morning is deemed to be one session, afternoon one session and evening one session. Each session will be charged as detailed.					
<u>Senior pitch hire</u>					
Football, Rugby, Cricket, Gaelic Football (Block Booking, sports teams or coaches)	Single Booking	Block Booking	Single Booking	Block Booking	
	45.80	39.90	47.54	41.42	3.80%
Football, Rugby, Cricket, Gaelic Football (Single Booking)	54.96	39.90	57.05	41.42	3.80%
<u>Intermediate pitch hire</u>					
Football (Block Booking, sports teams or coaches)	35.70	31.70	37.06	32.90	3.80%
Football, Rugby, Cricket, Gaelic Football (Single Booking)	42.84	31.70	44.47	32.90	3.80%
<u>Junior pitch hire</u>					
Football, Rugby (Block Booking, sports teams or coaches)	35.70	31.70	37.06	32.90	3.80%
Football, Rugby, Cricket, Gaelic Football (Single Booking)	42.84	31.70	44.47	32.90	3.80%
<u>Mini pitch hire</u>					
Football (Block Booking, sports teams or coaches)	17.90	15.30	18.58	15.88	3.80%
Football, Rugby, Cricket, Gaelic Football (Single Booking)	21.48	15.30	22.30	15.88	3.80%
UNAUTHORISED USE OF FACILITIES - DOUBLE FEE PAYABLE					
Training (per training session) (Block Booking, sports teams or coaches)	12.30	12.90	12.77	13.39	3.80%
Training (per training session) (Single Booking)	14.76	12.90	15.32	13.39	3.80%
Changing Rooms (subject to change as facilities are refurbished)					
Charged per session as above. Changing rooms are opened as for Football/Cricket, 30 minutes before kick-off, Rugby/Gaelic 60 minutes before kick-off and early opening - price on application.					
<u>Unattended regular use through the season on specified number of occasions (minimum 10)</u>					
Seniors per room per occasion (no refunds unless cancelled by Council)	22.70		23.60		3.96%
Juniors per room per occasion (no refunds unless cancelled by Council)	15.60		16.20		3.85%
<u>Juniors</u>					
Weekly access to toilets only (For season- dates as agreed)	310.70		322.50		3.80%
<u>Unattended casual use (less than 10 occasions)</u>					
Seniors £18.00 per room per occasion	27.50		28.50		3.64%
Juniors £12.50 per room per occasion	19.10		19.80		3.66%
Attended Service					
Additional £25 payable					
<u>Late Booking Charges</u>					
Each Pitch (Including VAT)	13.10		13.60		3.82%
Changing room(s) (plus VAT as appropriate)	13.10		13.60		3.82%
<u>Professional Trainers (per hour)</u>	17.90		18.60		3.91%
Growth and Investment					
Planning Services					
<u>Pre-application Charges</u>					
Householder Extensions or Outbuildings	110.00		115.00		4.55%
<u>Other Commercial Development</u>					
1-4 Dwellings, Agriculture, Change of Use or other Minor Development Proposals	470.00		490.00		4.26%
Additional Meeting or Advice Notice in regard to above	145.00		150.00		3.45%
5-9 Dwellings; or any development with 500m2 to 999m2 of Floor Space	1,260.00		1,310.00		3.97%
Additional Meeting or Advice Notice in regard to above	145.00		150.00		3.45%
10 to 49 dwellings; or any development up to 0.49; or 1,000 to 4,999 m2 of floor space	2,870.00		2,980.00		3.83%
Additional Meeting or Advice Notice in regard to above	600.00		625.00		4.17%
50 to 99 dwellings; or development 0.5 to 0.99ha or 5,000 to 9,999 m2 of floor space	4,420.90		4,590.00		3.83%
Additional Meeting or Advice Notice in regard to above	600.00		625.00		4.17%
100-199 Dwellings or development 1ha to 2ha	Price on application		Price on application		
Additional Meeting or Advice Notice in regard to above	Price on application		Price on application		

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200+ Dwellings; or development greater than 2 ha; or gross floor area greater than 10,000m2	Price on application	Price on application	
Additional Meeting or Advice Notice in regard to above	Price on application	Price on application	
<u>Planning Performance Agreements</u> Major strategic developments where a Planning Performance Agreement (PPA) is required: to be negotiated	price on application	price on application	
Planning Application Fees - set nationally A Guide to the Fees for Planning Applications in England Available on line via national Planning Portal website			
<u>Plan Printing – Size A0 + (per copy)</u>			
Size A0	10.70	11.10	3.74%
Size A1	7.90	8.20	3.80%
Size A2	5.40	5.60	3.70%
Size A3	2.50	2.60	4.00%
Size A4	1.20	1.20	0.00%
<u>Planning Decision Notices (including appeal decisions)</u>			
Per copy	20.00	20.80	4.00%
<u>Miscellaneous Documentation</u>			
First copy from each file	1.20	1.20	0.00%
Subsequent copies (black and white) per side	0.11	0.12	9.09%
Subsequent copies (colour) per side	0.22	0.23	4.55%
<u>Section 106 Agreements & Unilateral Undertakings</u>			
For any obligation related to Affordable Housing which contains eligibility criteria	600.00	622.80	3.80%
For each obligation which only seeks a monetary contribution	600.00	622.80	3.80%
<i>5% of the total financial contribution per obligation where additional ongoing monitoring is required over and above just a monetary contribution</i>			
<i>Any large scale developments (such as 350 dwellings or more, or 15,000 square metres gross or more, including Sustainable Urban Extensions, will be subject to bespoke monitoring fee arrangements</i>			
<u>Additional monitoring fees for Section 106 Agreements, Unilateral Undertakings and Conditions</u>			
Site inspection fee	240.00	249.10	3.79%
Approval of details/documents, including conditions per submission/compliance request	360.00	373.70	3.81%
Deed of variation per s106/UU topic	710.00	737.00	3.80%
Monitoring in relation to discounted market affordable housing dwellings (per dwelling)	500.00	519.00	3.80%
Confirmation Planning Enforcement Notice or other such formal enforcement matter has been complied with or request to be withdrawn (per notice/matter) from a property/site	250.00	259.50	3.80%
<u>Biodiversity net gain (BNG)</u>			
Biodiversity net gain (BNG) monitoring for all new applicable development sites in relation to onsite and offsite BNG and Habitat Banks	price on application dependent on size of site	price on application dependent on size of site	
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information.			
Land Charges			
Additional Questions each	45.90	47.60	3.70%
Additional Parcels each	23.10	24.00	3.90%
Con29 - Residential	130.50	135.50	3.83%
Con29 - Commercial (to split out from above, so new fee for 26/27))	130.50	135.50	3.83%
Con29 O - Optional Enquiries, except ones listed below	21.90	22.70	3.65%
Con29 O - Optional Enquiry 22	23.40	24.30	3.85%
*We DO NOT answer Questions 4 & 16			
<u>Other CON29 questions</u>			
Question 1.1 j, k, l	21.00	21.80	3.81%
Question 2	41.10	42.70	3.89%
Question 3.7	18.30	19.00	3.83%
Question 3.8	6.30	6.50	3.17%
Question 3.9	6.60	6.90	4.55%
Question 3.11	19.80	20.60	4.04%
Question 3.13	2.10	2.20	4.76%
Environmental Information Regulations 2004 (as amended) request (Part 2, Regulation 8) (excluding Planning CON29 requests)	0.00	0.00	0.00%
Rugby Outdoor Market			
Rugby Market Daily Pitch Fee (payable to CJ Events)	28.00	28.00	0.00%
Street name and numbering			
Add a name to an existing address - Price per address	31.70	32.90	3.79%
Change an existing address - Price per address	31.70	32.90	3.79%
Register a new address - Price per address	31.70	32.90	3.79%
New Addresses on Large Developments - Price per 2 - 5 plots	126.70	131.50	3.79%
New Addresses on Large Developments - Price per 6 - 10 plots	253.50	263.10	3.79%
New Addresses on Large Developments - Price per 11 - 19 plots	380.20	394.60	3.79%
New Addresses on Large Developments - Price per 20+ plots	507.00	526.30	3.81%
New Addresses on Large Developments - Price per additional plot over 20 plots	19.00	19.70	3.68%
Register a new Street - Price per street	126.70	131.50	3.79%
Rename an existing street - Price per street	253.50	263.10	3.79%
+ a per address charge - Price per address	31.70	32.90	3.79%

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Regulation and Safety			
Bereavement Services - Crematorium			
<i>Note: Adult rates apply to persons aged 18 or over</i>			
<u>Cremation Fees -inclusive of medical referee fees, unwitnessed scattering of ashes and environmental levy (where applicable)</u>			
Child - up to 24 weeks gestation	no charge	no charge	
Child - from 24 weeks gestation up to and including 17 years of age (N.B. this is not to be paid by the family but will be claimed from the Children's Funeral Fund by RBC)	310.00	322.00	3.87%
Adult - service 10.00am - 4pm (45 mins max chapel time, to include entry and exit of chapel)	1,050.00	1,160.00	10.48%
Adult - service 9.00am (45 mins max chapel time, to include entry and exit of chapel)		1,060.00	
Adult - no service 8.15am - 8.25am (no music, minister or family present)	610.00	610.00	0.00%
Adult- no service with attendance 8.30am to 9am (max 25 people, 10 mins chapel time)	660.00	660.00	0.00%
Cremation of body parts (if we did not cremate deceased)	243.00	252.00	3.70%
Cremation of body parts (if we cremated deceased)	110.00	115.00	4.55%
Use of Ceremony Room (No Cremation)	360.00	374.00	3.89%
Extended Chapel Time - Booked In advance (Additional 45mins)		360.00	
Extended Chapel Time - Not booked in advance		450.00	
<u>Weekend Surcharge</u>			
Saturday cremation 10.00am - 12 noon - strict rotation	770.00	800.00	3.90%
Saturday interment of cremated remains (am only)	325.00	340.00	4.62%
Saturday scattering of cremated remains (am only)	130.00	135.00	3.85%
Scattering of ashes when cremation has taken place at Rainsbrook	55.00	58.00	5.45%
Scattering of ashes when cremation has taken place elsewhere	108.00	113.00	4.63%
Wooden casket/biodegradable casket	From £80	From £90	
Additional Biobox	16.00	17.00	6.25%
Forwarding cremated remains by post (inland)	price on application	price on application	
DVD recording of service	80.00	85.00	6.25%
Download link (Add on)	30.00	35.00	16.67%
Download link (stand alone)	60.00	65.00	8.33%
Music tribute up to 25 photographs timed to your chosen piece of music	95.00	100.00	5.26%
Music tribute up to 50 photographs timed to your chosen piece of music	125.00	135.00	8.00%
Basic slideshow (up to 25 photographs played on a loop throughout the service – cannot be timed to music)	65.00	70.00	7.69%
Themed tribute up to 25 photographs timed to your chosen piece of music	120.00	130.00	8.33%
Themed tribute up to 50 photographs timed to your chosen piece of music	150.00	160.00	6.67%
Virtual Memorial Service (for unattended services)	60.00	83.00	38.33%
Single photograph displayed	10.00	12.00	20.00%
Family Supported Tribute	40.00	42.00	5.00%
Bespoke tributes	price on application	price on application	
Webcast	95.00	100.00	5.26%
Administration fee (for additional work/non compliance) (For Clarification please call the office)	From £50	From £55	
Bearer's fee (advance booking only)	40.00	40.00	0.00%
Late arrival / overrun per 15 minutes past the booked time)	360.00	375.00	4.17%
Late cancellation	115.00	120.00	4.35%
Retention of ashes (per month, after first three months)	27.00	30.00	11.11%
Duplicate Cremation certificate	16.00	17.00	6.25%
Family history search	55.00	57.00	3.64%
Corporate Events		price on application	
<u>Memorial Items</u>			
<u>Book of Remembrance</u>			
Two line entry	100.00	105.00	5.00%
Five line entry	160.00	168.00	5.00%
Five line entry with emblem	220.00	230.00	4.55%
Eight line entry	240.00	250.00	4.17%
Eight line entry with emblem	280.00	290.00	3.57%
Memorial Tree (Bronze Plaque only, 10 year lease)	600.00	650.00	8.33%
Memorial Barbican Plaque (5 year lease)	550.00	570.00	3.64%
Memorial Bench (Bronze Plaque only, 10 year lease)	600.00	650.00	8.33%
Granite Memorial Package (50 year lease, inclusive price)	From £2,750	From £2,850	
Memorial Kerb (10 year lease)	800.00	830.00	3.75%
Tree of Life (10 year lease)	650.00	675.00	3.85%
Memorial Boulder (10 year lease)	800.00	830.00	3.75%
Armed Forces Plaque	700.00	730.00	4.29%
Bespoke Memorial	Prices from 150.00	Prices from 150.00	
Reservation fee: Granite Memorial Annual Charge for Space only	130.00	150.00	15.38%
Bereavement Services - Cemeteries			
Croop Hill Cemetery, Whinfield Cemetery, Watts Lane Cemetery, Clifton Road Cemetery			
<u>Burial Charges</u>			
Non-residents of Rugby are subject to triple fees in respect of Exclusive Right of Burial and Interment fees			
<u>Purchase of Exclusive Right of Burial for 50 years</u>			
Adult's Plot	2,100.00	2,200.00	4.76%
Adult Plot - Reservation Fee	n/a		
Adult's Plot - Watts Lane Green Burial area (single depth only)	2,100.00	2,200.00	4.76%
Adult Plot - Reservation Fee	n/a		
<u>Interment fees - preparation and backfilling of grave</u>			
Children - up to 24 weeks gestation - private arrangement	From no charge to 150.00	From no charge to 150.00	
Children - up to 24 weeks gestation - shared grave	150.00	156.00	4.00%
Children -from 24 weeks gestation up to 17 yrs (N.B. this is not to be paid by the family but will be claimed from the Children's Funeral Fund) – all areas including Cloverleaf Memorial Garden	450.00	470.00	4.44%

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Adult grave	1,050.00	1,090.00	3.81%
Stepped single grave - for burial without coffin	1,100.00	1,150.00	4.55%
Weekend surcharge - Saturday 9.30am to 12.00 noon (when agreed)	785.00	815.00	3.82%
Construction of vault	price on application	price on application	
<u>Interment of Cremated Remains in a Cemetery</u>			
Purchase of Exclusive Right of Burial for 50 yrs			
Cremation plot for 2 caskets (most plots are this size)	800.00	830.00	3.75%
Cremation plot for 4 caskets (Croop Hill Cemetery)	950.00	986.00	3.79%
Reservation Fee - ashes plot	450.00	470.00	4.44%
<u>Interment fees (ashes)- preparation and backfilling of grave</u>			
Children -from 24 weeks gestation up to 17 yrs (N.B. this is not to be paid by the family but will be claimed from the Children's Funeral Fund)		470.00	
Adult - interment of cremated remains	450.00	470.00	4.44%
Adult - strewing of cremated remains under turf	250.00	260.00	4.00%
<u>Scattering of ashes on the surface is not permitted</u>			
Use of Cemetery Chapel at Watts Lane or Croop Hill Cemeteries	250.00	260.00	4.00%
On site appointment at cemeteries	50.00	52.00	4.00%
Use of Rainsbrook Ceremony Room (no cremation)	360.00	374.00	3.89%
Cemetery Memorial Tree with bronze plaque (10 year lease)	600.00	650.00	8.33%
Cemetery Memorial Bench			
Family History Search - Detailed genealogy research	56.00	58.00	3.57%
Exhumation			
Plaque on Whinfield Memorial Scrolls	300.00	350.00	16.67%
Plaque on Watts Lane Memorial Book	300.00	350.00	16.67%
Plaque on Child in Hand Memorial at Clifton Road	300.00	350.00	16.67%
Transfer of ownership of reserved grave to non resident (2 x EROB charge)	4,200.00	4,400.00	4.76%
Transfer of ownership	100.00	105.00	5.00%
Administration charge	From £50	From £55	
<u>Memorial Permit Fees</u>			
<u>Main Cemetery Areas (purchased graves only)</u>			
<u>Headstone (including any base slab)</u>			
Up to 5'6" high x 3'0" wide x 1'6" deep for Whinfield Cemetery, Watts Lane, Croop Hill and Clifton Road - Rainsbrook Cemetery up to 3ft tall	350.00	365.00	4.29%
<u>Vase</u>			
Up to 1'3" high and 1'0" diameter	200.00	208.00	4.00%
<u>Plaque/tablet - Main Cemetery Section</u>			
Up to 2'0" (h) x 2'6" (w) x 1'6" (d)	200.00	208.00	4.00%
<u>Plaque/tablet - Whinfield Cremation Section</u>			
Up to 2'0" (h) x 2'0" (w) x 2'0" (d)	200.00	207.60	3.80%
<u>Plaque/tablet - Watts Lane Cremation Section</u>			
Up to 2'0" (h) x 2'3" (w) x 2'0" (d)	200.00	208.00	4.00%
<u>Plaque/tablet - Croop Hill Cremation Section</u>			
Up to 1'6" (h) x 1'6" (w) x 3'0" (d)	200.00	208.00	4.00%
Added inscription to any memorial	200.00	208.00	4.00%
Replacement of existing memorial where no amendment to previous approval	50.00	52.00	4.00%
Kerbstones including headstone (where permitted)	600.00	623.00	3.83%
Kerbstones only (where permitted)	400.00	415.00	3.75%
Oversized headstone	5,000.00	5,190.00	3.80%
<u>Cloverleaf Memorial Garden</u>			
Contact Bereavement Services 01788 533715			
<u>Regulatory Services</u>			
<u>Domestic Pest Control</u>			
Rats - up to 3 visits	65.80	67.80	3.04%
Mice - up to 3 visits	113.40	116.40	2.65%
Bedbugs - up to 2 visits	152.50	157.00	2.95%
Fleas - up to 2 visits	125.30	128.80	2.79%
Cockroaches - up to 3 visits	152.50	157.00	2.95%
Squirrels- up to 3 visits	109.10	112.10	2.75%
<u>Wasps and Hornets - up to 2 visits</u>			
General charge	96.10	96.10	0.00%
Additional wasp nest (no concessions)	11.90	11.90	0.00%
<u>Commercial Pest Control</u>			
Wasps (non contract)	131.80	135.50	2.81%
Wasps (contract)	104.70	107.50	2.67%
<u>Minimum charge 1 hour, charged per 30 minutes thereafter.</u>			
Bedbugs, fleas and cockroaches	131.00	132.90	1.45%
Rats and Mice	125.00	127.80	2.24%
<u>Contracts (additional treatment over and above agreed contracts terms and conditions)</u>			
Bedbugs, fleas and cockroaches	104.30	106.10	1.73%
Rats and Mice	99.00	100.80	1.82%
<u>Miscellaneous</u>			
Fumigation void premises	100.40	102.20	1.79%
House clearance	63.10	64.90	2.85%
Key collections (Rugby area only)	62.30	64.67	3.80%

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<u>Untagged</u>			
First Offence	95.00	98.61	3.80%
Subsequent Offence	105.00	108.99	3.80%
<u>Tagged</u>			
First Offence	70.00	70.00	0.00%
Subsequent Offence	90.00	90.00	0.00%
Kennel costs (per day) subject to third party increases	18.00	18.70	3.89%
<i>Note: A day includes part days and is applied from the day of acceptance into the kennel. Micro-chipping is a service provided by the Councils Stray Dog Kennels Provider</i>			
Licensing			
<u>Animal Licences</u>			
House to House Licence	no charge	no charge	
<u>Pet Shops/Selling of animals</u>			
1 Year Licence	195.00	195.00	0.00%
2 Year Licence	320.00	320.00	0.00%
3 Year Licence	467.00	467.00	0.00%
Renewal	145.00	145.00	0.00%
<u>Animal Boarding Establishments (large establishments- 7 and over)</u>			
1 Year Licence	210.00	210.00	0.00%
2 Year Licence	367.00	367.00	0.00%
3 Year Licence	525.00	525.00	0.00%
Renewal	160.00	160.00	0.00%
<u>Animal Boarding Establishments (small establishments- 6 and under)</u>			
1 Year Licence	180.00	180.00	0.00%
2 Year Licence	315.00	315.00	0.00%
3 Year Licence	450.00	450.00	0.00%
Renewal	130.00	130.00	0.00%
<u>Dog day care</u>			
1 Year Licence	175.00	175.00	0.00%
2 Year Licence	300.00	300.00	0.00%
3 Year Licence	425.00	425.00	0.00%
Renewal	130.00	130.00	0.00%
<u>Hiring of horses (plus annual vet's fee- payable separately)</u>			
1 Year Licence	220.00	220.00	0.00%
2 Year Licence	385.00	385.00	0.00%
3 Year Licence	550.00	550.00	0.00%
Renewal	170.00	170.00	0.00%
<u>Breeding of Dogs (plus vet's fee- payable separately)</u>			
1 Year Licence	240.00	240.00	0.00%
2 Year Licence	420.00	420.00	0.00%
3 Year Licence	600.00	600.00	0.00%
Renewal	190.00	190.00	0.00%
Keeping or training animals for exhibition (3 year licence)	180.00	180.00	0.00%
Keeping or training animals for exhibition (renewal)	130.00	130.00	0.00%
Re-rating visits	175.00	175.00	0.00%
Variation of a licence	130.00	130.00	0.00%
Dangerous Wild Animals Act (excluding vet fees)	315.00	315.00	0.00%
Zoo Licence (excluding vet fees)	625.00	625.00	0.00%
Skin Piercing etc., Acupuncture, tattooing, electrolysis and ear piercing (per practitioner)	165.00	165.00	0.00%
Skin Piercing etc., Acupuncture, tattooing, electrolysis and ear piercing (temporary events e.g. conventions and guest tattooists. Limited to 2 weeks and only if registered with another local authority - proof required.)	40.00	40.00	0.00%
Ear piercing only (per practitioner)	85.00	85.00	0.00%
Food Premises Registration	no charge	no charge	
Sex Establishment Licence	4,779.90	4,779.90	0.00%
Hypnotism	100.00	100.00	0.00%
Pavement Licence	60.00	60.00	0.00%
<i>Note: all animal licenses may be subject to further vet fees in accordance with the relevant legislation. All fees stated exclude vet fees.</i>			
<u>Pollution Prevention and Control</u>			
The fee charging regime for these industries will change with effect from 1st April. The charging regime is set by Government annually. The new regime is risk based and full details are available on request or can be found at www.defra.gov.uk/environment/ppc/localauth/fees-risk/fees.htm			
<u>Lotteries and Amusement</u>			
Initial	40.00	40.00	0.00%
Renewal	20.00	20.00	0.00%
Licensing Act 2003			
<u>Main Application Fee - per Rateable Band</u>			
Band A	100.00	100.00	0.00%
Band B	190.00	190.00	0.00%
Band C	315.00	315.00	0.00%
Band D	450.00	450.00	0.00%
Band E	635.00	635.00	0.00%
Band D X (2)	900.00	900.00	0.00%

Fees and Charges Schedule 2026-27

	Current Fee 2025/26	PROPOSED Fee 2026/27	% increase
Band E X (3)	1,905.00	1,905.00	0.00%

Fees and Charges Schedule 2026-27

	Current Fee 2025/26	PROPOSED Fee 2026/27	% increase
<u>Main Annual Charge</u>			
Band A	70.00	70.00	0.00%
Band B	180.00	180.00	0.00%
Band C	295.00	295.00	0.00%
Band D	320.00	320.00	0.00%
Band E	350.00	350.00	0.00%
Band D X (2)	640.00	640.00	0.00%
Band E X (3)	1,050.00	1,050.00	0.00%
<u>Variation</u>			
Band A	100.00	100.00	0.00%
Band B	190.00	190.00	0.00%
Band C	315.00	315.00	0.00%
Band D	450.00	450.00	0.00%
Band E	635.00	635.00	0.00%
<u>Personal Licences, Temporary Events and Other Fees</u>			
Application for a grant or renewal of personal licence	37.00	37.00	0.00%
Temporary event notice	21.00	21.00	0.00%
Theft, loss etc. of premises licence or summary	10.50	10.50	0.00%
Application for a provisional statement where premises being built etc.	varies	varies	
Notification of change of name or address	10.50	10.50	0.00%
Application to vary licence to specify individual as premises supervisor	23.00	23.00	0.00%
Application for transfer of premises licence	23.00	23.00	0.00%
Theft, loss etc. of certificate or summary	10.50	10.50	0.00%
Notification of change of name alteration of rules of club	10.50	10.50	0.00%
Change of relevant registered address of club	10.50	10.50	0.00%
Theft, loss etc. of temporary event notice	10.50	10.50	0.00%
Theft, loss etc. of personal licence	10.50	10.50	0.00%
Duty to notify change of name or address	10.50	10.50	0.00%
Right of freeholder etc. to be notified of licensing matters	21.00	21.00	0.00%
Interim Authority notice following death etc. of licence holder	23.00	23.00	0.00%
<u>Fees for Scrap Metal Dealers Act 2013 scrap metal licence applications and incidental costs</u>			
Scrap metal dealer site licence application fee	350.00	350.00	0.00%
Scrap metal dealer site licence renewal fee	250.00	250.00	0.00%
Scrap metal dealer site licence variation fee	90.00	90.00	0.00%
Scrap metal dealer collector licence fee	250.00	250.00	0.00%
Scrap metal dealer collector renewal fee	230.00	230.00	0.00%
Scrap metal dealer collector variation fee	90.00	90.00	0.00%
Replacement licence	30.00	30.00	0.00%
<u>Fees for Mobile Homes Act 2013 licence applications and incidental costs</u>			
Application	250.00	250.00	0.00%
Annual fee 2 to 10 residential units	150.00	150.00	0.00%
Annual fee 11 to 30 residential units	220.00	220.00	0.00%
Annual fee 31+ residential units	300.00	300.00	0.00%
Compliance notice	335.00	335.00	0.00%
Transfer of licence	72.00	72.00	0.00%
Variation of licence	215.00	215.00	0.00%
<i>Fees only apply to relevant mobile homes sites. If exempt, licence fee £nil, no annual fee, compliance notices do not apply and transfer or variation fees £nil.</i>			
<u>Licensed premises gaming machines permits:</u>			
Grant	150.00	150.00	0.00%
Existing operator grant	100.00	100.00	0.00%
Variation	100.00	100.00	0.00%
Transfer	25.00	25.00	0.00%
Annual fee	50.00	50.00	0.00%
Change of name	25.00	25.00	0.00%
Copy of permit	15.00	15.00	0.00%
<u>Licensed premises automatic notification process</u>			
On Notification	50.00	50.00	0.00%
<u>Club gaming permits</u>			
Grant	200.00	200.00	0.00%
Grant (club premises certificate holder)	100.00	100.00	0.00%
Existing operator grant	100.00	100.00	0.00%
Variation	100.00	100.00	0.00%
Renewal	200.00	200.00	0.00%
Renewal (club premises certificate holder)	100.00	100.00	0.00%
Annual fee	50.00	50.00	0.00%
Copy of permit	15.00	15.00	0.00%
<u>Club machine permits</u>			
Grant	200.00	200.00	0.00%
Grant (club premises certificate holder)	100.00	100.00	0.00%
Existing operator grant	100.00	100.00	0.00%
Variation	100.00	100.00	0.00%
Renewal	200.00	200.00	0.00%
Renewal (club premises certificate holder)	100.00	100.00	0.00%
Annual fee	50.00	50.00	0.00%
Copy of permit	15.00	15.00	0.00%

Fees and Charges Schedule 2026-27

	Current Fee 2025/26	PROPOSED Fee 2026/27	% increase
<u>Family entertainment centre gaming machine permits</u>			
Grant	300.00	300.00	0.00%
Renewal	300.00	300.00	0.00%
Existing operator grant	100.00	100.00	0.00%
Change of name	25.00	25.00	0.00%
Copy of permit	15.00	15.00	0.00%
<u>Prize gaming permits</u>			
Grant	300.00	300.00	0.00%
Renewal	300.00	300.00	0.00%
Existing operator grant	100.00	100.00	0.00%
Change of name	25.00	25.00	0.00%
Copy of permit	15.00	15.00	0.00%
<u>Converted Casino</u>			
Non-conversion provisional statement	no charge	no charge	
Non-conversion application	no charge	no charge	
1st Annual fee	2,400.00	2,400.00	0.00%
Annual fee	2,400.00	2,400.00	0.00%
Vary licence	1,600.00	1,600.00	0.00%
Transfer licence	1,080.00	1,080.00	0.00%
Reinstatement of licence	1,080.00	1,080.00	0.00%
Provisional	no charge	no charge	
<u>Bingo</u>			
Non conversion provisional statement	960.00	960.00	0.00%
Non conversion application	2,800.00	2,800.00	0.00%
1st annual fee	800.00	800.00	0.00%
Annual fee	800.00	800.00	0.00%
Vary Licence	1,400.00	1,400.00	0.00%
Transfer Licence	960.00	960.00	0.00%
Reinstatement of licence	960.00	960.00	0.00%
Provisional	2,800.00	2,800.00	0.00%
<u>Adult Gaming Centre</u>			
Non conversion provisional statement	960.00	960.00	0.00%
Non conversion application	1,600.00	1,600.00	0.00%
1st annual fee	800.00	800.00	0.00%
Annual fee	800.00	800.00	0.00%
Vary licence	800.00	800.00	0.00%
Transfer licence	960.00	960.00	0.00%
Reinstatement of licence	960.00	960.00	0.00%
Provisional	1,600.00	1,600.00	0.00%
<u>Track betting</u>			
Non conversion provisional statement	790.00	790.00	0.00%
Non conversion application	2,050.00	2,050.00	0.00%
1st annual fee	830.00	830.00	0.00%
Annual fee	830.00	830.00	0.00%
Vary licence	1,050.00	1,050.00	0.00%
Transfer Licence	790.00	790.00	0.00%
Reinstatement of licence	790.00	790.00	0.00%
Provisional	2,100.00	2,100.00	0.00%
<u>Betting (other)</u>			
Non conversion provisional statement	1,000.00	1,000.00	0.00%
Non conversion application	2,500.00	2,500.00	0.00%
1st annual fee	500.00	500.00	0.00%
Annual fee	500.00	500.00	0.00%
Vary licence	1,250.00	1,250.00	0.00%
Transfer licence	1,000.00	1,000.00	0.00%
Re-instatement of licence	1,000.00	1,000.00	0.00%
Provisional	2,500.00	2,500.00	0.00%
<u>Family Entertainment Centre</u>			
Non conversion provisional statement	790.00	790.00	0.00%
Non conversion application	1,650.00	1,650.00	0.00%
1st annual fee	625.00	625.00	0.00%
Annual fee	625.00	625.00	0.00%
Vary licence	830.00	830.00	0.00%
Transfer licence	790.00	790.00	0.00%
Re-instatement of licence	790.00	790.00	0.00%
Provisional	1,650.00	1,650.00	0.00%
Temporary Use Notices	500.00	500.00	0.00%
Copy of Licences	25.00	25.00	0.00%
Notification of Change of Licence	50.00	50.00	0.00%

Fees and Charges Schedule 2026-27			
	Current Fee 2025/26	PROPOSED Fee 2026/27	% increase
Hackney Carriages			
Vehicle Licence			
Vehicle Licence- New (valid for one year)	200.00	200.00	0.00%
Vehicle Licence- Renewal (valid for one year)	190.00	190.00	0.00%
Vehicle Licence- if vehicle six years + (valid for 6 months)	100.00	100.00	0.00%
Transfer of Vehicle Licence	190.00	190.00	0.00%
Replacement Vehicle Plate	20.00	20.00	0.00%
Replacement Vehicle Plate Bracket	10.00	10.00	0.00%
DBS checks	50.00	50.00	0.00%
Knowledge Test	40.00	40.00	0.00%
DVLA check	10.00	10.00	0.00%
Transfer of Proprieter	10.00	10.00	0.00%
Vehicle Safety Check (Carried out by Rugby Borough Council Work Services)	50.00	50.00	0.00%
Vehicle Safety Check cancellation fee	10.00	10.00	0.00%
Operator's Licence:			
New Applications (valid for 5 years):			
1-4 Vehicles	790.00	790	0.00%
5-9 Vehicles	860.00	860	0.00%
10-19 Vehicles	970.00	970	0.00%
20+ Vehicles	1,130.00	1130	0.00%
Application Renewal (valid for 5 years)			
1-4 Vehicles	790.00	790	0.00%
5-10 Vehicles	860.00	860	0.00%
10 or more Vehicles	970.00	970	0.00%
20+ Vehicles	1,130.00	1130	0.00%
Driver's Licence - Dual Hackney and PHV Licence:			
New Application (Valid for 3 years)	480.00	480.00	0.00%
Application Renewal (Valid for 3 years)	480.00	480.00	0.00%
Transfer of Vehicle Licence	190.00	190.00	0.00%
Replacement Vehicle Plate	20.00	20.00	0.00%
Replacement Vehicle Plate Bracket	10.00	10.00	0.00%
Knowledge Test	40.00	40.00	0.00%
Replacement Operators License	10.00	10.00	0.00%
Transfer of Proprieter	10.00	10.00	0.00%
Replacement of Dual Drivers License/PHV License (Badge)	20.00	20.00	0.00%
Vehicle Safety Check (Carried out by Rugby Borough Council Work Services)	50.00	50.00	0.00%
Vehicle Safety Check cancellation fee	10.00	10.00	0.00%
Street Trading			
Street Trading License Application Cost		157.00	
Street Trading License Application License Cost		848.00	
Mobile License Annual Application Cost		157.00	
Mobile License Annual Application License Cost		552.00	
Temporary 7 day License Application Fee		157.00	
Temporary 7 day License Application License Fee		159.00	
Special Event Application Cost		91.00	
Special Event License Cost		23.00	
<i>Fees do not include any electrical charges (these will be charged separately)</i>			
Car Parking			
Off Street Parking			
John Barford Car Park			
Up to 3 hours	1.00	1.00	0.00%
Up to 5 hours	2.50	2.50	0.00%
Up to 11 hours	5.00	5.00	0.00%
Sunday	1.00	1.00	0.00%
Railway Terrace/Gas Street/Old Market Place			
Up to 3 hours	1.00	1.00	0.00%
Up to 5 hours	4.00	4.00	0.00%
Up to 11 hours	10.00	10.00	0.00%
Sunday	no charge	no charge	
Chestnut Field/North Street/Little Church Street/Evreux Way			
Up to 2 hours	1.00	1.00	0.00%
Up to 3 hours	1.30	1.30	0.00%
Sunday	1.00	1.00	0.00%
Westway			
Up to 5 hours	2.50	2.50	0.00%
Up to 11 hours	5.00	5.00	0.00%
Sunday	no charge	no charge	
Newbold Road			
Up to 3 hours	1.00	1.00	0.00%
Up to 5 hours (weekdays only)	4.00	4.00	0.00%
Up to 11 hours	10.00	10.00	0.00%
Saturday up to 11 hours	3.00	3.00	0.00%
Sunday	no charge	no charge	
Penalty Charges			
Penalty charge	50.00 or 70.00	50.00 or 70.00	
Penalty charge if paid within 14 days	25.00 or 35.00	25.00 or 35.00	

Fees and Charges Schedule 2026-27

	Current Fee 2025/26	PROPOSED Fee 2026/27	% increase
Season Tickets - Day Passes			
<u>John Barford/Westway</u>			
3 months	120.00	120.00	0.00%
6 months	215.00	215.00	0.00%
Yearly	400.00	400.00	0.00%
 <u>Railway Terrace/Gas Street/Old Market Place</u>			
3 months	180.00	180.00	0.00%
6 months	325.00	325.00	0.00%
Yearly	615.00	615.00	0.00%
 <u>Other Charges</u>			
Vehicles over 3 tonnes/Coaches	not permitted	not permitted	
Caravan/trailers and towing vehicles used for exhibitions, trade etc. (per space)	10.00	10.00	0.00%
Enforcement Charges			
<u>Fixed Penalty Fines</u>			
<i>The Council has, where possible, determined to set its own level of fines within the standard range of penalties. The general formula is adopted to set the default penalty level to be the maximum possible within the range for that offence. However, this penalty is DISCOUNTED to the minimum penalty possible within the range, IF the penalty is paid within 10 days in the case of Public Space Protection Orders and Fly tipping, and 7 days for all other listed offences.</i>			
	Fixed Penalty	Maximum	
Depositing Litter*	80.00	2,500.00	
<i>*reduced to £50 if paid within 7 days</i>			
Graffiti and fly posting	80.00	2,500.00	
Nuisance parking	100.00	2,500.00	
Fly tipping	400.00	unlimited	
Exposing vehicles for sale on a road	100.00	2,500.00	
Repairing vehicles on a road	100.00	2,500.00	
Abandoning a vehicle	200.00	2,500.00	
Unauthorised distribution of free printed matter	80.00	2,500.00	
Failure to furnish documentation (Waste Carriers Licence)	300.00	unlimited	
Failure to produce authority (Waste Transfer Note)	300.00	unlimited	
Failure to comply with a Public Space Protection Order*	100.00	2,500.00	
<i>*reduced to £75 if paid within 10 days</i>			
*Failure to comply with a Community Protection Notice (Individual)	100.00	2,500.00	
<i>*reduced to £ 50 if paid within 10 days</i>			
Failure to comply with a Community Protection Notice (Business)	100.00	unlimited	
Failure to comply with noise warning notice (licenced)	500.00	unlimited	
Failure to comply with a Public Space Protection Order (Dogs)*	100.00	1,000.00	
<i>*reduced to £ 50 if paid within 10 days</i>			
 <u>Landlords</u>			
<i>Implementation of the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 on 1st April 2015 will result in penalty charges being issued against landlords where they have breached their legal duties in relation to offences under the regulations which require landlords to provide smoke alarms and carbon monoxide alarms in rented properties:</i>			
	Charges Imposed	If Paid Within 14 Days	
First Offence	1,000.00	750.00	
Second Offence	2,000.00	n/a	
Third Offence (and all Consequent Offences)	5,000.00	n/a	
 <u>Officer Rates</u>			
<i>For reclaiming officer costs when investigating matters that result in a legal proceeding being instituted etc.</i>			
Category A - salary grade D and below	59.50	61.80	3.87%
Category B - salary grade E to F	78.40	81.40	3.83%
Category C - salary grade G	100.20	104.00	3.79%
Category D - Heads of Service or above	119.20	123.70	3.78%
 <u>Administration charges for works in default etc.:</u>			
<i>For each property or person responsible, minimum fee to apply until hourly rate and associated costs exceed this figure</i>			
	72.20	74.90	3.74%
Any associated letters, reports etc.	15.20	15.80	3.95%
Officers statement for solicitors (minimum 1 hour)	officer rates	officer rates	
 <i>Mileage charged at current casual user rates</i>			
Note: Fees and Charges marked with an asterisk "*" are set by national legislation and will be amended as and when specified charges are amended			

Fees and Charges Schedule 2026-27			
	Current Fee 2025/26	PROPOSED Fee 2026/27	% increase
Operations and Traded Services			
Bulky Waste Service			
Bulky Waste Collection - up to 3 items	35.00	40.00	14.29%
<u>Each Additional Item:</u>			
Up to a maximum of 6	7.00	5.00	-28.57%
Over 6 household items or any number of garden items (sheds, play equipment)	price on application		
Cancellation Fee	5.00	10.00	100.00%
Garden Waste Service			
Domestic Garden Waste Collection (annual subscription)- charge per bin	46.00	46.00	0.00%
Trade Waste			
Trade Waste	price on application		
Emptying of Litter/Dog Waste Bin not on the Public Highway	3.00 per bin per empty	3.5 per bin per empty	16.67%
Street Cleansing Service			
Minor Road Closures	price on application		
Event Bin Hire	price on application		
Post Event Clearance	price on application		
Private Road/Carpark Sweeping	price on application		
COMMUNITIES & HOMES			
Welfare Services			
Replacement access fobs	15.30	15.90	3.92%
Lifeline Personal Alarm Service - weekly charge	5.60	5.80	3.57%
Easy Press Adaptor Pendant (one off cost)	10.50		-100.00%
Replacement Lifeline Pendant (one off cost)	62.64	65.00	3.77%
Fall Detector (one off cost)	100.00	103.80	3.80%
GSM Sim Card	1.20	1.20	0.00%
<i>NOTE: Some residents may qualify for a VAT exemption.</i>			
Housing Services			
Housing Guest Bedroom Charges (Including VAT)	17.90		
Housing Services			
Private Housing Inspection and Assessment for Immigration and other purposes	250.00	259.50	3.80%
House in Multiple Occupation Licence fee (valid for 5 years):			
<u>Where Landlord approaches Council:</u>			
1-6 occupants	1362.00	1,362.00	0.00%
7-11 occupants	1556.00	1,556.00	0.00%
12+ occupants	1694.00	1,694.00	0.00%
Surcharge where Landlord is found to be running an unlicensed HMO (in addition to relevant application fee)	900.00	934.20	3.80%
Renewal of an HMO Licence (valid for 5 years)	1177.00	1,177.00	0.00%
Copy of Licence	34.60	35.90	3.76%
Variation of Licence	208.50	216.40	3.79%
Revoking licence	208.50	216.40	3.79%
Service of Hazard awareness notice			
Service of formal notice/order	639.70	664.00	3.80%
Additional notices/orders for multiple hazards	64.10	66.50	3.74%
DBS check	50.00	50.00	0.00%
Public Registers and Other Information			
<i>All public registers can be viewed in person free of charge and attempts are being made to make some or all of these available on the internet.</i>			
Contaminated land and pollution searches	Price on application	Price on application	
Complete copies of list of Registered Food Premises	320.00	320.00	0.00%
Partial copies of the list of Registered Food Premises	0.00	0.00	0.00%
<u>Copies of or from other Public Registers:</u>			
Complete premises files (printed, plus photocopying charge)	40.00	40.00	0.00%
Partial extracts from premises file (per request, plus copying)	20.00	20.00	0.00%
Printed copies of Air Quality Assessment Reports etc	51.00	51.00	0.00%
<i>Information may be available in an electronic format. Prices available on request.</i>			
FINANCE, PERFORMANCE, LEGAL AND GOVERNANCE			
Legal Services			
Copy Document – S106 Agreement: Bilateral Agreement or Unilateral Undertaking*	79.00	82.00	3.80%
Copy Document – S106 Agreement: Supplemental Deed or Deed of Variation*	41.00	42.60	3.90%
Copy Document – TPO*	41.00	42.60	3.90%
Ex-Council House Consent	79.00	82.00	3.80%
Ex-Council House Consent: Retrospective	116.90	121.30	3.76%
Copy Document – Lease or Shared Ownership Lease	78.20	81.20	3.84%
Copy Document – Enforcement Notices	23.40	24.30	3.85%
Copy Document – Smoke Control Order	38.70	40.20	3.88%
Ex-Council House Deed of Postponement	79.00	82.00	3.80%
Ex-Council House Letter of Compliance	79.00	82.00	3.80%
Leasehold Enquiries	116.90	121.30	3.76%
Certificate of Existence	16.30	16.90	3.68%

Fees and Charges Schedule 2026-27

	Current Fee 2025/26	PROPOSED Fee 2026/27	% increase
<p>* Standard turnaround for copies is 1-3 working days. However, if any of the above documents require expediting straight away, an additional £30.00 is added to each.</p> <p>Copy documents will be emailed out to customers where possible. A number of copy documents are available on the Council's publicly accessible registers and customers are requested to check these registers prior to making a request for a copy document. Where the Council has already scanned a copy document in and holds an electronic version that can be emailed to the customer, an administration charge of £15 will be made rather than the fee shown above.</p>			
Electoral Services			
<p>The Open Electoral Register can be purchased in either data or paper form:-</p> <p>Fee for data copy £20.00 plus £1.50 for every 1,000 entries or part thereof purchased Fee for paper copy £10.00 plus £5.00 for every 1,000 entries or part thereof purchased</p>			
EXECUTIVE DIRECTOR			
<p>Freedom of Information and Environmental Information Regulation requests are charged for in just two cases:-</p> <ul style="list-style-type: none"> - where the cost of answering the enquiry goes over £450; and - where there are costs for preparing the information e.g. printing, photocopying, postage, providing information in other formats (CD-ROM, audio cassette, translation) <p>The time spent dealing with the above is calculated at £25 per hour. With the majority of requests the costs will be less than £450 and we will make no charge for the work involved.</p> <p>If however, the cost of dealing with your request goes over £450 we will contact you to discuss the information you have requested and the cost of providing it. If you still want the information in a format that is going to take the cost over that limit, then we will charge you the full amount.</p> <ul style="list-style-type: none"> - Photocopying or printing material; - Postage; - Producing material in a different format when requested e.g. CD Rom, audio cassette; - Providing extracts of databases; - Translating the material into a different language where requested; - Allowing you to reasonable time to inspect a record containing the information (FOI only); - 10p per A4 sheet for printing or photocopying, black and white; - 20p per A3 sheet for printing or photocopying, black and white; - 92p per A4 sheet for printing or photocopying, colour; - £1.24 per A3 sheet for printing or photocopying, colour; - Postage costs - documents will be sent by second class mail unless specified otherwise; - Any costs involving staff time will be charged at £25 per hour. <p>We can charge for these costs in all cases, whether or not we can also charge for the prescribed costs.</p> <p>If the total cost is less than £10, there is no charge.</p>			