



## **Charges 2020-2021**

1st April 2020 - 31st March 2021

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# Summary

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This booklet details a list of the services and other items for which Inverclyde Council impose fees or charges and applies from 1st April 2020 to 31st March 2021.

Inverclyde Council operates a corporate approach to achieve Best Value when implementing its charging policy.

Charges are paid by two methods; at the time of booking/delivery of service or through the raising of a debtors account.

When issuing a debtors account the council's best practice policy is followed which establishes guidelines on the issuing of invoices to ensure an efficient practice is followed.

This charges booklet can be found on the Inverclyde Council website at **[www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)**

Where a charge is inclusive of VAT this is calculated at 20.0%. Statutory charges are subject to revision per governing legislation.

<b>BURIAL GROUNDS</b>		<b>2020 - 2021</b>
<b>Fee Type</b>		<b>Unit Cost £</b>
<b>Crematorium</b>		
Children 17 Years and Under		0.00
Simple Funeral (Committal Service Only, No Family in Attendance)		385.90
All Persons Over (18 Years+)		722.20
Saturday/Holiday Surcharge (18 Years+ )		136.90
Provision of Cremation Casket		48.20
Service Taped (inc. tape)		24.95
<b>Burial Grounds</b>		
Children 17 Years and Under		0.00
All Persons Over (18 Years+)		918.75
Cremated Remains Casket		153.85
Saturday/Holiday Surcharge (18 Years+ )		131.85
Rankin Ground Interments/Common Ground		29.35
Purchase of Lairs		989.85
Purchase of Cremation Casket Lairs		545.40
Exhumation Fee Coffin		POA
Exhumation Fee Cremated Remains		POA
Test Dig Lair for Future Interment		131.20
<b>Miscellaneous Cemetery Fees</b>		
Scattering of Ashes other Crematorium		23.80
Scattering of Ashes on Lair		25.45
Duplicate/Transfer/Relinquish Title Deeds		21.65
Record Sheet (Family Tree) 1 Search		17.00
Record Sheet (Family Tree) Additional Searches		8.25
<b>Book of Remembrance</b>		
2 Line Entry (Includes 1 free Swipe Card)		75.20
5 Line Entry (Includes 1 free Swipe Card)		106.60
8 Line Entry (Includes 1 free Swipe Card)		145.45

<b>BURIAL GROUNDS cont</b>	<b>2020 - 2021</b>
<b>Fee Type</b>	<b>Unit Cost £</b>
<b>Memorial Cards</b>	
2 Line Entry	33.55
5 Line Entry	44.55
8 Line Entry	52.85
Additional Swipe Card	11.10
New Swipe Card (pre-July 2007 Entry)	20.60
1 Additional Screen (up to 4 per Entry)	40.95
<b>Memorial Wall Plaques</b>	
10 Year Lease	376.85
15 Year Lease	536.15
10 Year Lease Renewal Price Using Existing Plaque	285.30
15 Year Lease Renewal Price Using Existing Plaque	427.85
<b>Memorial Bench Plaque</b>	
10 Year Lease Renewal Price Using Existing Plaque	216.30
<b>Babies Book of Remembrance</b>	
Hand Drawn (5 lines max)	28.45
Hand Drawn Motif	28.45
<b>Rankin Memorial Kerb</b>	
Granart Kerb Stone 8"x4" Black Granite Plaque	132.85

<b>BURIAL GROUNDS cont</b>	<b>2020 - 2021</b>
<b>Fee Type</b>	<b>Unit Cost £</b>
<b>Monumental</b>	
Erect a Memorial Foundation and Permit Fee	165.20
Added Inscription (Permit Fee Only)	29.80
Erect a Memorial Plaque or Vase (Permit Fee Only)	29.80
Erect a Replacement Stone (Foundation Under 30 Years)	29.80
Marker/Vase in Front of Original Memorial (Permit Only)	29.80
Replace Vase with Memorial	135.15
Clean Repaint Memorial (Permit Only)	No Charge
Replacement Foundation only	35.00
Replacement Stone (New Foundation or Over 30 Years)	64.25

### **Burial and Cremation Fees**

- The fees and charges shown are set for services provided by Inverclyde Council for Burial and Cremation.
- The fees do not include the additional services provided by a funeral director, when contacting a funeral director they may provide you with a no obligation quote on request for services that will meet your needs.
- The cremation fees are inclusive for the Cremation, Environmental Surcharge, Organ or CD Music, the remains being scattered in the Garden of Remembrance or a suitable container for collection.
- Burial Grounds charge for funeral directors and monumental sculptor fees through the issuing of a debtors invoice.

<b>SCHOOL LETS</b>	<b>2020 - 2021</b>
<b>Fee Type</b>	<b>Unit Cost £</b>

### **Synthetic Pitch – Schools**

Adult 7's (1/3 Pitch) per hour	43.50
Adult Half Pitch 30 minutes	28.90
Adult Full Pitch 1 hour	74.30
Juvenile 7's (1/3 Pitch) per hour	26.00
Juvenile Half Pitch 30 minutes	19.70
Juvenile Full Pitch 1 hour	45.90
MUGA per hour	21.30

### **CATEGORIES OF LETS – SCHOOLS**

	Large Halls per hour
Large Rooms/Large Gyms	61.60
School Games Halls	61.60
School Assembly Halls	61.60
	Small Halls per hour
Medium Size Room/Classroom	30.80
School Gyms/Dining Halls	30.80
School Dance Studios	30.80

Prices for Halls/School Lets are for guidance purposes only.  
Full details are available from Inverclyde Leisure's booking office on 01475 213131.

### Cancellation Policy

The Council has implemented a cancellation policy which will apply to both internal and external customers. (See details below)

Over 28 Days' Notice		No Charge
14 – 27 Days' Notice		10% Charge
7 – 13 Days' Notice		50% Charge
Less than 6 days	-	100% Charge

All cancellations must be notified in writing within the above timescales. Failure to cancel in writing will result in the total charge for the booking being made. The Head of Safer and Inclusive Communities will have the authority to waive these charges if he considers it appropriate.

Applicants will be debarred from making any further bookings of Council Facilities until such time as any fee is paid.



<b>EDUCATION SERVICES</b>		<b>2020 - 2021</b>
<b>Fee Type</b>		<b>Unit Cost £</b>
<b>Childcare Charges</b>		
Early Years Wraparound Charge per hour (Term Time & Holiday Care)		4.25
5-12 Years Out of School Care Charge for 1st hour (Term Time)		4.25
after 1st hour charged per session (Term Time)		10.55
5-12 years Out of School Care Charge per half day session (Holiday Care)		10.55
5-12 years Out of School Care Charge per full day session (Holiday Care)		20.10
<b>School Meal</b>		
Adults (Average Costs)		
Adults - 2 Course Meal		2.80
Pupils (Average Costs)		
Primary School - 2 Course Meal		2.15
Secondary School - 2 Course Meal		2.35
<b>Music Tuition</b>		
Music Tuition		124.00
(pupils who qualify for free meals, clothing grants or study national/higher music are exempt)		
<b>Breakfast Clubs</b>		
Breakfast Club (per day)*		1.00

\*Breakfast Club Method of Payment to be advised later.

#### **Education Services charge for services on the following basis:**

- Prices are effective from the start of the school year in August:
- Primary School meals can be paid via ParentPay or via paypoint.
- Secondary School meals can be paid in cash at school, online via ParentPay or via paypoint.
- Monthly wraparound care is paid by standing order throughout the year.  
Additional care at holiday periods is paid through the issue of a debtors invoice.
- Music tuition is charged through the issuing of a debtors invoice.  
Three 4 monthly instalments at £41.00 (June, October and February)

<b>TAXI ENFORCEMENT</b>	<b>2020 - 2021</b>
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<b>Fee Type</b>	<b>Unit Cost £</b>
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<b>Taxi/Private Hire Fees</b>
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Taxi Driver	74.00
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<b>General Hire</b>
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Taxi Operator	350.00
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Surrender	350.00
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Variation – New Agent	46.00
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Annual Test and Meter Test	150.85
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6 Monthly Test and Meter Test	100.00
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Test after Surrender	160.00
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Replacement Vehicle	206.00
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Renewal and Replacement Vehicle	510.00
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Taxi/Private Hire Booking Office	618.00
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Booking Office renewal	618.00
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<b>General &amp; Private Hire</b>
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Pre-test	70.00
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Re-test	68.00
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Partial Re-test	23.00
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Test after Accidental Damage	68.00
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Meter Test	50.00
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Flexi Plate	25.00
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Black Flexi Plate Holder	19.00
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Advertising On Door	48.00
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Advertising On Full Taxi	113.00
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**Fee Type****Unit Cost £****Private Hire**

Private Hire Operator	350.00
Variation – New Agent	46.00
Annual Test with Meter	150.85
Annual Test without Meter	97.85
6 Monthly Test with Meter	100.00
6 Monthly Test without Meter	70.00
Test after Grant of New Licence with Meter	160.00
Test after Grant of New Licence without Meter	111.00
Replacement Vehicle with Meter	206.00
Replacement Vehicle without Meter	156.00
Renewal and Replacement Vehicle with Meter	510.00
Renewal and Replacement Vehicle without Meter	461.00

Prices for taxi charges are subject to change during the course of the year as and when the Ministry of Transport increases the charge for an MOT test

<b>TRADE WASTE DISPOSAL and COLLECTION</b>	<b>2020 – 2021</b>
<b>Fee Type</b>	<b>Unit Cost £</b>
Special Uplift 1/2 hour Minimum Charge	87.35
Special Uplift 3/4 hour	131.00
Special Uplift 1 hour	174.60
Fridge Disposal* (Standard Height)	43.95
* prices are available on request for other sizes and type of fridges and freezers	
Contaminated Food	On Assessment
Tipping Permits per half tonne 1 ticket	92.50
Tipping Permits per half tonne (Book 10)	924.95
Trade Waste Sacks (25) Includes uplift/disposal	45.40
Trade Waste WRC 240 Litre Bin	64.15
Trade Waste WRC 240 Litre Bin – Second Hand (Subject to Availability)	32.05
Trade Waste 1100 Litre Bin Metal	451.75
Trade Waste 1100 Litre Bin – Second Hand (Subject to Availability)	360.10
Delivery Fee (For up to 10 x 240L Bins)	37.80
Bin Uplift/Disposal 120 Litres (Per Lift)	3.70
Bin Uplift/Disposal 240 Litres (Per Lift)	5.85
Bin Uplift/Disposal 360 Litres (Per Lift)	7.95
Bin Uplift/Disposal 660 Litres (Per Lift)	14.30
Bin Uplift/Disposal 750 Litres (Per Lift)	15.95
Bin Uplift/Disposal 1100 Litres (Per Lift)	23.40
Bin Uplift/Disposal 1280 Litres (Per Lift)	24.40
Bulk Uplift: 1-5 Items (Minimum Charge)	24.60
Bulk Uplift: 6-10 Items	49.25
House Clearance	On Assessment
DIY Goods/Non Specific Items	On Assessment
Black Sacks: Roll of 8	1.30
240 Litre Black Bin – New	42.45
240 Litre Black Bin – Second Hand (Subject to Availability)	21.20
Delivery Fee (For up to 10 x 240L Bins)	37.80
Delivery Fee (For a domestic bin)	5.35

<b>TRADE WASTE DISPOSAL and COLLECTION cont</b>	<b>2020 - 2021</b>
<b>Fee Type</b>	<b>Unit Cost £</b>
Charity Tipping Permits per half tonne 1 ticket (incl VAT)	46.25
Tipping Permits per half tonne (Book 10) (incl VAT)	462.45
Charity Bin Uplift/Disposal 120 Litres (Per Lift)	1.75
Charity Bin Uplift/Disposal 240 Litres (Per Lift)	3.00
Charity Bin Uplift/Disposal 360 Litres (Per Lift)	3.70
Charity Bin Uplift/Disposal 660 Litres (Per Lift)	6.80
Charity Bin Uplift/Disposal 750 Litres (Per Lift)	7.50
Charity Bin Uplift/Disposal 1,100 Litres (Per Lift)	9.50
Charity Bin Uplift/Disposal 1,280 Litres (Per Lift)	10.80

<b>TRADERS LICENSE FEES/WARRANTS</b>		<b>2020 - 2021</b>
<b>Fee Type</b>		<b>Unit Cost £</b>
<b>License Fees</b>		
<b>Second Hand Dealer</b>		
Application		171.00
Notification of Material Change		74.00
Variation		74.00
<b>Market Operator</b>		
Application		526.00
Notification of Material Change		113.00
Variation		255.00
<b>Late Hours Catering</b>		
Application		526.00
Notification of Material Change		85.00
Variation		255.00
<b>Public Entertainment</b>		
Application – Permanent		526.00
Application – Temporary		175.00
Notification of Material Change		85.00
Variation		255.00
<b>Window Cleaner</b>		
Application		148.00
Notification of Material Change		50.00
Variation		50.00
<b>Boat Hirer</b>		
Application		174.00
Notification of Material Change		85.00
Variation (Excludes Cost of Inspection of Vessel)		85.00

<b>TRADERS LICENSE FEES/WARRANTS cont</b>		<b>2020 - 2021</b>		
<b>Fee Type</b>	<b>Unit Cost £</b>			
<b>Metal Dealer</b>				
Application				267.00
Notification of Material Change				85.00
Variation				85.00
		£	£	£
<b>Street Trader</b>	<b>Fixed</b>	<b>Mobile</b>	<b>Employee</b>	
Application	433.00	113.00	113.00	
Notification of Material Change	55.00	55.00	55.00	
Variation	227.00	55.00	55.00	
Street Traders Certificate of Compliance	47.00			
<b>Knife Dealer</b>				
Application				336.00
Notification of Material Change				82.00
Variation				82.00
<b>Cinema</b>				
Application				426.00
<b>Skin Piercing and Tattooing</b>				
Application for Skin Piercing and Tattooing				391.00
Application for Renewal – Skin Piercing and Tattooing				391.00
Application for Skin Piercing only (Reduced fee)				105.00
Application for Electrolysis only (Reduced fee)				105.00
<b>Sex Shop</b>				
Application				347.00
Notification of Material Change				347.00
Variation				347.00

**TRADERS LICENSE FEES/WARRANTS cont** **2020 - 2021****Fee Type** **Unit Cost £****Caravan Site**

Application	255.00
Notification of Material Change	85.00
Mobile Home Site with Permanent Residents	515.00

**Hypnotist**

Application	175.00
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**Indoor Sports Centre**

Application	347.00
Notification of Material Change	85.00
Variation	85.00

**Theatre**

Application	346.00
Notification of Material Change	85.00
Variation	85.00

**Sports Ground Safety Certificate**

Application	346.00
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**Raised Structures**

Application for Occupancy of up to 1,000 Persons	366.00
Additional Fee Increase per 1,000 Persons or Part Thereof	122.00

**Additional Matters**

Application for Certified (Duplicate Licence)	31.00
Application for Certified True Copy of any Licence	31.00

**Houses in Multiple Occupation**

Application for Grant (New Licence, Lasts one year)	1227.00
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**Fee Type****Unit Cost £****Property Enquiry Report**

Property Enquiry Report 93.00

Legal Services charge for services under the Civic Government (Scotland) Act 1982 and payment is required when licence is applied for

**Application Fees**

Licensing (Scotland) Act 2005

**Premises Licences**

Category 1 (no or nil Rateable Value) 200.00

Category 2 (Rateable Value £1 to £11,500) 800.00

Category 3 (Rateable Value £11,501 to £35,000) 1,100.00

Category 4 (Rateable Value £35,001 to £70,000) 1,300.00

Category 5 (Rateable Value £70,001 to £140,000) 1,700.00

Category 6 (Rateable Value above £140,000) 2,000.00

**Annual Fees**

Category 1 180.00

Category 2 220.00

Category 3 280.00

Category 4 500.00

Category 5 700.00

Category 6 900.00

**Provisional Statement**

All Categories 200.00

<b>TRADERS LICENSE FEES/WARRANTS cont</b>	<b>2020 - 2021</b>
<b>Fee Type</b>	<b>Unit Cost £</b>
<b>Transfers</b>	
By Licence Holder with Variation	330.00
By Licence Holder with no Variation	165.00
By Person other than Licence Holder with Variation	330.00
By Person other than Licence Holder with no Variation	165.00
<b>Variation of Premises Licence</b>	
Variation to Substitute Premises Manager with no Variation other than Minor Variation	31.00
Minor Variation	20.00
Non Minor Variation	200.00
<b>Personal Licence</b>	
All Applications	50.00
Replacement Personal Licence	35.00
<b>Application for Extended Hours</b>	
All Applications	10.00
<b>Occasional Licence</b>	
All Applications	10.00
<b>Betting, Gaming &amp; Lotteries Fees</b>	
Gambling Act 2005	

<b>TRADERS LICENSE FEES/WARRANTS cont</b>	<b>2020 - 2021</b>
<b>Fee Type</b>	<b>Unit Cost £</b>
<b>Non Conversion Application in Respect of Provisional Statement Premises</b>	
Large Casino	3,750.00
Small Casino	2,250.00
Bingo Premises	840.00
Adult Gaming Centre	840.00
Betting Premises (Track)	660.00
Family Entertainment Centre	660.00
Betting Premises (Other)	840.00
<b>Non Conversion Application in Respect of Other Premises/Application for Provisional</b>	
Large Casino	7,500.00
Small Casino	6,000.00
Bingo Premises	2,450.00
Adult Gaming Centre	1,400.00
Betting Premises (Track)	1,750.00
Family Entertainment Centre	1,400.00
Betting Premises (Other)	2,100.00
<b>Annual Fee:</b>	
Large Casino	7,500.00
Small Casino	3,750.00
Converted Casino	2,550.00
Bingo Premises	700.00
Adult Gaming Centre	700.00
Betting Premises (Track)	1,000.00
Family Entertainment Centre	500.00
Betting Premises (Other)	400.00

<b>TRADERS LICENSE FEES/WARRANTS cont</b>	<b>2020 - 2021</b>
<b>Fee Type</b>	<b>Unit Cost £</b>
<b>First Annual Fee following Non Conversion Application</b>	
Large Casino	5,620.00
Small Casino	2,810.00
Bingo Premises	525.00
Adult Gaming Centre	525.00
Betting Premises (Track)	750.00
Family Entertainment Centre	375.00
Betting Premises (Other)	300.00
<b>Application to Vary a Licence:</b>	
Large Casino	3,750.00
Small Casino	3,000.00
Converted Casino	1,500.00
Bingo Premises	1,200.00
Adult Gaming Centre	700.00
Betting Premises (Track)	870.00
Family Entertainment Centre	700.00
Betting Premises (Other)	1,050.00
<b>Application to Transfer or Reinstate a Licence:</b>	
Large Casino	1,600.00
Small Casino	1,350.00
Converted Casino	1,000.00
Bingo Premises	840.00
Adult Gaming Centre	840.00
Betting Premises (Track)	660.00
Family Entertainment Centre	660.00
Betting Premises (Other)	840.00

<b>TRADERS LICENSE FEES/WARRANTS cont</b>		<b>2020 - 2021</b>
<b>Fee Type</b>	<b>Unit Cost £</b>	
Change of Circumstances Fee	50.00	
Copy Licence	25.00	

<b>Fee Type</b>	<b>Application Fee</b>	<b>Annual Fee</b>	<b>Renewal Fee</b>
	£	£	£
FEC Gaming Machine	300.00	n/a	300.00
Prize Gaming	300.00	n/a	300.00
Alcohol Licensed Premises – Notification of 2 or less machines	50.00	n/a	n/a
Alcohol Licensed Premises – Notification of more than 2 machines	150.00	50.00	n/a
Club Gaming Permit	200.00	50.00	200.00
Club Gaming Machine Permit	200.00	50.00	200.00
Club Fast-Track for Gaming Permit or Gaming Machine Permit	100.00	50.00	100.00
Small Society Lottery Registration	40.00	20.00	n/a

**These fees are set by Statute and the licensing authority has no discretion to change them**

**TRADERS LICENSE FEES/WARRANTS cont****2020 - 2021****Fee Type****Unit Cost £****Miscellaneous Fees**

	<b>Change of Name</b>	<b>Copy of Permit</b>	<b>Variation</b>	<b>Transfer</b>
FEC Permits	300.00	n/a	300.00	n/a
Prize Gaming Permits	300.00	n/a	300.00	n/a

**Alcohol Licensed Premises**

- Notification of 2 or less Machines	150.00	50.00	150.00	50.00
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**Alcohol Licensed Premises**

-more than 2 machines	200.00	50.00	200.00	50.00
Club Gaming Permit	100.00	50.00	100.00	50.00
Club Gaming Machine Permit	40.00	20.00	40.00	20.00
Small Society Lottery Registration	n/a	n/a	n/a	n/a

<b>LIBRARY SERVICES</b>	<b>2020 - 2021</b>
<b>Fee Type</b>	<b>Unit Cost £</b>
Overdue Book per item per day Adult/Young Adult (up to a maximum of £3.00 per item per issue)	0.10
Overdue DVD per item per day Adult/Young Adult (up to a maximum of £3.00 per Item per Issue)	0.60
Requests Adult/Young Adult	Free
Requests Senior/Junior	Free
Requests for items not in stock Adult/Young Adult	0.50
Requests for items not in stock Senior/Junior	0.40
DVD Hire Adult/Young Adult	2.15
DVD Hire Senior/Junior	1.40
Lost/Replacement Tickets Adult/Young Adult	1.20
Lost/Replacement Tickets Senior/Junior	0.65
Inter Library Loan Adult/Young Adult	4.00
Inter Library Loan Senior/Junior	2.50
Sending Fax local per Page (for first page and £0.50 for each subsequent page)	1.10
Sending Fax international per Page	1.40
Receive Fax	1.00

<b>LIBRARY SERVICES cont</b>	<b>2020 - 2021</b>
<b>Fee Type</b>	<b>Unit Cost £</b>
Photocopying/print per A4 Page: Black and White	0.10
Photocopying/print per A3 Page: Black and white	0.20
Photocopying/print per A3 Page: Colour	1.20
Photocopying/print per A4 Page: Colour	0.60
Print From Microfilm per A4 Page Black and White	0.70
Print From Microfilm per A3 Page Black and White	1.00
Coffee	0.80
Tea	0.80
Cappuccino	0.90

**Library Services charge for services on the following basis:**

- DVD hire is paid for at time of hire;
- Overdue items are paid for at time of return;
- Photocopier/Printer/Fax charges are paid for at time of use;
- Requests are paid at time of request;
- Sale items are paid on purchase.



**Building Warrant Fee Table from 1st July 2017**

Estimated Value of project (£)	Fees	Estimated Value of project (£)	Fees	Estimated Value of project (£)	Fees
0,000 – 5,000	£150	20,001 – 30,000	£593	360,001 – 380,000	£2,476
5,001 , 5,500	£169	30,001 – 40,000	£656	380,001 – 400,000	£2,579
5,501 – 6,000	£188	40,001 – 50,000	£719	400,001 – 420,000	£2,682
6,001 – 6,500	£207	50,001 – 60,000	£782	420,001 – 440,000	£2,785
6,501 – 7,000	£226	60,001 – 70,000	£845	440,001 – 460,000	£2,888
7,001 – 7,500	£245	70,001 – 80,000	£908	460,001 – 480,000	£2,991
7,501 – 8,000	£264	80,001 – 90,000	£971	480,001 – 500,000	£3,094
8,001 – 8,500	£283	90,001 – 100,000	£1,034	500,001 – 550,000	£3,272
8,501 – 9,000	£302	100,001 – 120,000	£1,137	550,001 – 600,000	£3,450
9,001 – 9,500	£321	120,001 – 140,000	£1,240	600,001 – 650,000	£3,628
9,501 – 10,000	£340	140,001 – 160,000	£1,343	650,001 – 700,000	£3,806
10,001 – 11,000	£359	160,001 – 180,000	£1,446	700,001 – 750,000	£3,984
11,001 – 12,000	£378	180,001 – 200,000	£1,549	750,001 – 800,000	£4,162
12,001 – 13,000	£397	200,001 – 220,000	£1,652	800,001 – 850,000	£4,340
13,001 – 14,000	£416	220,001 – 240,000	£1,755	850,001 – 900,000	£4,518
14,001 – 15,000	£435	240,001 – 260,000	£1,858	900,001 – 950,000	£4,696
15,001 – 16,000	£454	260,001 – 280,000	£1,961	950,001 – 1,000,000	£4,874
16,001 – 17,000	£473	280,001 – 300,000	£2,064	For every + £100,000 (or part thereof) add on £253	
17,001 – 18,000	£492	300,001 – 320,000	£2,167		
18,001 – 19,000	£511	320,001 – 340,000	£2,270		
19,001 – 20,000	£530	340,001 – 360,000	£2,373		

- All above fees relate to where work has not already started.
- No fee shall be payable where the application relates to altering or extending a dwelling so that it is made suitable as a dwelling for a disabled person.
- All building warrant fees are subject to the Building Scotland Act.

## Building warrant fee and discounts

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The Building (Scotland) Act 2003 permits the optional procedure for design or construction work to be certified by qualified, experienced and reputable building professionals and tradesmen as complying with the building regulation

Certification may **only** be undertaken by an approved certifier of design or an approved certifier of construction who is registered in an appropriate approved certification scheme and, where relevant, holds the appropriate designation(s) in such a scheme.

Using this optional procedure allows percentage discounts from the **Payable Fee** (fee due as calculated from the Estimated Value of Works Table) as follows:

### Certifiers of Design

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Where one or more certificates are presented with a warrant application the Payable Fee is discounted at rates of between 3% and 20%. For details, please contact the Building Standards Office or refer to the Scottish Building Standards Procedural Handbook.

NOTE: These discounts also apply when a certificate from an Approved Certifier of Design has been submitted with a Completion Certificate where there is no warrant.

### Certifiers of Construction

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Where the Verifier is informed on the warrant application form of the intention to use an Approved Certifier of Construction, discounts of between 3% and 20% may apply.

For details, please contact the Building Standards Office or refer to the Scottish Building Standards Procedural Handbook.

PLANNING cont	2020 - 2021
Fee Type	Unit Cost £
Letters of Intent	202.00
Where an inspection of the property is also required (a further)	276.00
Search for Archived Planning/Building Standards Documentation	42.40
Application for a High Hedge Notice	208.00
<b><u>Application for amendment of warrant</u></b>	
Additional work where the new total estimated value is less than the original or is an increase of no more than £5000	100.00
Additional work where the new total estimated value increases by more than £5000	Fee is the amount for a building warrant of the same value as the increase. (That is, if the increase is £20,000, the fee will be £530.
<b><u>Application for amendment of warrant (continued)</u></b>	
Application for amendment to warrant for demolition or conversion only.	100.00
Application for an extension to warrant	100.00
<b><u>Work started or completed without a building warrant</u></b>	
Application for late building warrant, i.e where work is already started: application for a building warrant for the construction of a building or the provision of services, fittings, and equipment in connection with a building (whether or not combined with an application for demolition)	200% of fee from table
Demolition only	200.00
<b><u>Submission of a completion certificate where no warrant was obtained for:</u></b>	
The construction of a building or the provision of services, fittings or equipment (whether or not combined with an application for conversion or for demolition)	300% of fee from table
Application for warrant for demolitions only or for conversion only	300.00

Application for planning permission

Town & Country Planning (Scotland) Act 1997

SCALE OF FEES

Planning Application Fee Table - Inverclyde Council has no power to change planning application fees, this is set by Scottish Government

1 (Category of Development)

2 (Fee Payable)

I. Operations

1. Construction of buildings, structures or erections for use as residential accommodation (other than development within category 6).

Where the application is for -

(a) planning permission in principle -  
 (i) where the site area does not exceed 2.5 hectares, £401 for each 0.1 hectare or £401 where only one dwellinghouse is to be created by the development;  
 (ii) where the site area exceeds 2.5 hectares, £10,028 plus £100 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £62,500;

(b) other than planning permission in principle - (i) where the number of dwellinghouses to be created by the development does not exceed 50, £401 for each dwellinghouse;  
 (ii) where the number of dwellinghouses to be created by the development exceeds 50, £20,050 plus £200 for each dwellinghouse in excess of 50, subject to a maximum in total of £124,850.

2. The erection of buildings (other than buildings coming within category 1, 3, 4 or 6)

Where the application is for -

(a) planning permission in principle -  
 (i) where the site area does not exceed 2.5 hectares, £401 for each 0.1 hectare;  
 (ii) where the site area exceeds 2.5 hectares, £10,028 plus £100 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £62,500;

b) other than planning permission in principle

i) where no floor space is to be created by the development or where the area of gross floor space to be created by the development does not exceed 40sq. m, £202

ii) where the area of gross floor space to be created by the development exceeds 40sq. m but does not exceed 75sq. m, £401; and

(iii) where the area of gross floor space to be created by the development exceeds 75 square metres but does not exceed 3,750 square metres, £401 for each 75 square metres (or part thereof);

(iv) where the area of gross floor space to be created by the development exceeds 3,750 square metres, £20,050 plus £200 for each 75 square metres (or part thereof in excess of 3,750 square metres), subject to a maximum in total of £125,000.

3. The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings in category 4).

a) Where the application is for planning permission in principal £401 for each 0.1 ha of the site area, subject to a maximum of £10,028;

b) In all other cases

i) where the ground area to be covered by the development exceeds 465sq. m but does not exceed 540sq. m., £401;

ii) Where the ground area to be covered by the development exceeds 540sq. m., £401, and an additional £401 for each 75sq. m (or part thereof) in excess of 540sq. m., subject to a maximum of £20,055.

4. The erection of glasshouses on land used for the purposes of agriculture.

Where the ground area to be covered by the development exceeds 465sq. m., £2,321

5. The erection, alteration or replacement of plant or machinery.

Where the site area - (a) does not exceed 5 hectares, £401 for each 0.1 hectare; (b) exceeds 5 hectares, £20,050 plus £200 for each 0.1 hectare in excess of 5 hectares, subject to a maximum in total of £125,000.

6. The enlargement, improvement or other alteration of existing dwellinghouses.

a) Where the application relates to one dwellinghouse, £202;

b) Where the application relates to 2 or more dwellinghouses, £401.

<p>7. a) The carrying out of operations, including the erection of a building, within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouses as such;</p>	<p>£202.00</p>
<p>b) the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse; or</p>	<p>£202.00</p>
<p>c) the construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.</p>	<p>£202.00</p>
<p>8. The carrying out of any operations connected with exploratory drilling for oil or natural gas.</p>	<p>Where the site area - (a) does not exceed 7.6 hectares, £401 for each 0.1 hectare; (b) exceeds 7.6 hectares, £30,476 plus £200 for each 0.1 hectare in excess of 7.6 hectares, subject to a maximum in total of £125,000.</p>
<p>9. The placing or assembly of equipment in any part of any marine waters for the purposes of fish farming.</p>	<p>£183 for each 0.1 ha of the surface area of the marine waters to be used in relation to the placement or assembly of any equipment for the purposes of fish farming and £63 for each 0.1 ha of the sea bed to be used in relation to such development, subject to a maximum of £18,270.</p>

10. The carrying out of any operations not coming within any of the above categories.

In the case of operations for -

(a) the winning and working of minerals-  
 (i) where the site area does not exceed 15 hectares, £202 for each 0.1 hectare;  
 (ii) where the site area exceeds 15 hectares, £30,240 plus £100 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £125,000;

b) the winning and working of peat, £202 for each hectare of the site area, subject to a maximum of £3,024;

c) any other purpose, £202 for each 0.1 ha of the site area, subject to a maximum of £2,016.

**II. Uses of Land**

11. The change of use of a building to use as one or more dwellinghouses.

Where the number of additional dwellinghouses to be created by the development - (a) does not exceed 50, £401 for each additional dwellinghouse;  
 (b) where the number of additional dwellinghouses to be created by the development exceeds 50, £20,050 plus £200 for each additional dwellinghouse in excess of 50, subject to a maximum in total of £124,850.

12. a) The use of land for the disposal of refuse or waste materials or for the deposit of material remaining after minerals have been extracted from the land; or

Where the site area - (a) does not exceed 15 hectares, £202 for each 0.1 hectare; (b) exceeds 15 hectares, £30,240 plus £100 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £125,000.



b) the use of land for the storage of minerals in the open.

Where the site area - (a) does not exceed 15 hectares, £202 for each 0.1 hectare; (b) exceeds 15 hectares, £30,240 plus £100 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £125,000.

13. The making of a material change in the use of a building or land, other than a material change of use within category 12 or 11; or in the use of equipment placed or assembled in marine waters for the purposes of fish farming.

£401.00

**III. Advertisements**

14. All applications for express consent for the display of advertisements.

£202.00

**IV. Prior Notification**

15. Applications for determination as to whether the prior approval of the Authority is required for agricultural / forestry buildings with permitted development rights.

£78.00

Applications for determination as to whether the prior approval of the Authority is required for demolition of a building

£78.00

Where an application is made to a planning authority by virtue of sub-paragraph (23)(b) of class 67 of Part 20 (development by electronic communications code operators) of schedule 1 of the General Permitted Development Order

£300.00

**V. Certificates of Lawful Use or Development.**

Section 150 (1) (a) or (b) Contact planning office

Section 151 (1) (a) or (b) Contact planning office

**Cost of statutory planning notices in newspapers**

These are charged in accordance with regulation on a cost recovery basis and will vary according to costs set by newspapers. Contact planning office

<b>REGISTRAR SERVICES</b>	<b>2020 - 2021</b>
<b>Fee Type</b>	<b>Unit Cost £</b>

### **Statutory Fees**

#### **Birth Registration**

Certificate	10.00
Each Additional Copy	10.00

#### **Death Registration**

Certificate	10.00
Each Additional Copy	10.00

#### **Religious Marriage Ceremony**

Marriage Notices	60.00
Certificate	10.00
<b>TOTAL</b>	<b>70.00</b>

#### **Civil Marriage Ceremony – Registration Office (Couple and 2 witnesses)**

Marriage Notices	60.00
Certificate	10.00
Ceremony (Monday to Friday during office hours)	55.00
<b>TOTAL</b>	<b>125.00</b>

#### **Civil Marriage Ceremonies**

Prices include accommodating ceremonies conducted outside office hours and in external venues (inclusive of £125 statutory fees)

#### **Civil Marriage Ceremony (additional guests)**

Monday to Thursday	233.00
Friday	261.00
Saturday	392.00
Sunday	410.00
Public Holiday	459.00

<b>REGISTRAR SERVICES cont</b>	<b>2020 - 2021</b>
<b>Fee Type</b>	<b>Unit Cost £</b>

### Civil Marriage Ceremony at outside venue such as agreed with the Registrar

Monday to Friday during office hours	324.00
Out of Hours	370.00
Saturday	384.00
Sunday	399.00
Public Holiday	446.00

### Other Services – Statutory Fees

Copy certificate (more than 1 month after Registration)	15.00
Copy certificate (with abbreviated certificate)	10.00
Genealogy (per hour search with Registrar)	15.00
Particular Search traced or untraced	5.00

### Other Services – not subject to statutory fees

Baby Naming Ceremonies or Renewal of Vows	191.00
Additional ceremony	58.00
Certificate postage – first class	1.00
Admin Fee to alter date time place of ceremony*	27.00

\* One change to a ceremony is permitted; the charge is applied when subsequent changes are requested.

#### **Please Note:**

- A non-refundable deposit of £55.00 is required for all ceremonies
- Registrar Service charges are paid prior to the ceremony and preferably by debit or credit card
- External venues must be booked and paid separately

<b>SOCIAL WORK SERVICES</b>		<b>2020 - 2021</b>
<b>Fee Type</b>		<b>Unit Cost £</b>
Support at Home subject to Financial Assessment (per hour)		13.60
<b>Older People's and Adult Integrated Service – Respite</b>		
Aged 18-24 (per week)		64.10
Aged 25-59 (per week)		79.30
Aged 60+ (per week)		145.00
Independent Living Service – per Blue Badge		20.00
<b>Day Centres-Learning Disability (Other Local Authorities)</b>		
Excluding Transport (per day)		126.15
Including Transport (per day)		135.25
Transport Only (per day)		6.85
Support Services (per hour)		11.85
<b>Day Care - Meals</b>		
Inverclyde Day Care Centre (Includes Tea/Coffee)		2.85
Small Group Day Care (Includes Tea/Coffee)		2.85
Fitzgerald Resource Centre (Two Courses)		2.85
McPherson Resource Centre (Two Courses)		2.85
<b>Community Alarms</b>		
Community Alarms		2.70

**Social Work Services charge for services on the following basis:**

- Care and Support at Home is paid 4 weekly through the issuing of a debtors account;
- Older People's Integrated Services are paid through the issuing of a debtors account after the period of respite;
- Blue Badge is charged at point of service (payment by cheque, postal order or cash);
- Learning Disability Day Care is paid through the issuing of a debtors account.

<b>PUBLIC PROTECTION</b>	<b>2020 - 2021</b>
<b>Fee Type</b>	<b>Unit Cost £</b>
Rat and Mice Eradication	71.05
Wasp Nests	55.60
Additional Nests	26.80
Insect Treatment	55.60
Call-Out Fee For Pests (Refundable in the event of non-treatment)	22.65
Animal Boarding Licence for 4 or more animals	178.20
Animal Day Care for 4 or more animals	178.20
Animal Boarding Licence for fewer than 4 animals	113.30
Animal Day Care for fewer than 4 animals	113.30
Pet Shop Licence	178.20
Dog Breeders Licence*	178.20
Riding Establishments Licence*	243.10
Zoo Licence	260.60
Dangerous Wild Animals*	178.20
Performing Animals Registration	113.30
Animal Dealers Licence*	178.20
Export Certificates	97.85
Freezer Breakdowns	97.85
Access to Information	48.40
Registration Certificate	97.85
Immigration Report	97.85
Street Traders Certificate of Compliance	48.40
Food Hygiene Certificate	97.85
Private Water Supply Sampling Visit	70.00
Private Water Type B Sample	48.00
Private Water Supply Risk Assessment	50.00
Private Water Supply–Audit Sample (cat A)or (Cat B) Sample per unit	7.20
Admin Fee (Enforcement Notices) – Works up to £100	40.60

**PUBLIC PROTECTION cont** **2020 - 2021**

<b>Fee Type</b>	<b>Unit Cost £</b>
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Admin Fee (Enforcement Notices) – Works over £100	39.40
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Plus £13.50 per £100  
of works up to max of £290

**\*Plus vet fee**

**Environmental Services charge for services on the following basis:**

- Rats, mice and wasp eradication are pre-paid; and
- Licences in connection with animals are prepaid;
- All other services are paid through the issuing of a debtors invoice

**PUBLIC PROTECTION cont** **2020 - 2021**

<b>Fee Type</b>	<b>Unit Cost £</b>
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**Petroleum Licence Fees**

Not Exceeding 2,500 Litres	44.00
Exceeding 2,500 but not Exceeding 50,000	60.00
Exceeding 50,000 Litres	125.00

**Explosives Licence Fees****Licence to Store Explosives:**

One Year Duration greater than zero metres separation	185.00
Renewal of Licence - One Year Duration	86.00
License – One Year Duration – Zero metres separation	109.00
Renewal of License - One Year Duration	54.00
Varying Name/Address on Licence	36.00
Transfer of Licence	36.00
Replacement of Licence	36.00

**Weights and Measures**

With the exception of the specific fees below, all weights and measures will be charged at the following hourly rate per officer	64.90
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**Weighing Instruments Non EC**

Not Exceeding 1 tonne*	70.05
Exceeding 1 tonne*	113.30
Exceeding 10 tonne*	238.95



<b>Fee Type</b>	<b>Unit Cost £</b>
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**EC (Non-Automatic Weighing Instruments)**

Not Exceeding 1 tonne*	116.40
Exceeding 1 tonne to 10 tonne*	178.20
Exceeding 10 tonne*	390.35

When testing instruments incorporating remote display or printing facilities, and where completion of the test requires a second person, or a second series of tests by the same person, an additional fee may be charged (50% surcharge plus VAT).

Note: When supplying specialist equipment (including but not limited to weighbridge test unit, van and test weights, etc) an additional fee may be charged hourly, daily or per appointment, according to circumstance.

\*Subject to VAT unless under the Measuring Instruments (EEC Requirements) Regs 1998.

**Measuring Instruments for Liquid Fuel and Lubricants**

Container Type, not Subdivided*	79.30
<b>Single/Mullet-outlets (nozzles)</b>	
(a) First Nozzle Tested, per site*	130.80
(b) Each Additional Nozzle Tested*	79.30
Testing of Peripheral Electronic Equipment on a Separate Visit (per site) per hour*	89.60
Testing of Credit Card Acceptor (per unit, regardless of slots/nozzles/pumps) per hour*	89.60

<b>PUBLIC PROTECTION cont</b>	<b>2020 - 2021</b>
<b>Fee Type</b>	<b>Unit Cost £</b>

### **Road Tanker Fuel Measuring Equip above 100 litres**

#### **Meter Measuring System**

(a) Wet Hose Type (2 Testing Liquids)*	278.10
(b) Wet Hose Type (3 Testing Liquids)*	325.50
(c) Dry Hose Type (2 Testing Liquids)*	312.10
(d) Dry Hose Type (3 Testing Liquids)*	357.40
(e) Wet/Dry Hose (2 Testing Liquids)*	435.70
(f) Wet/Dry Hose (3 Testing Liquids)*	464.55

#### **Dipstick Measuring System**

Up to 7,600 Litres*	190.55
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#### **Certificate of Errors**

For Supplying Certificate Containing Results of Errors Found on Testing*	45.30
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### **International Health Regulations Ship Inspection Charges**

#### **Gross Tonnage**

Up to 1000	95.00
1001-3000	130.00
3001-10000	200.00
10001-20000	255.00
20001-30000	320.00
Over 30000	390.00

#### **With the exception of:**

Vessels with the Capacity to Carry between 50 and 1000 persons	390.00
Vessels with the capacity to Carry more than 1000 persons	665.00
Extensions	65.00
Water Sample – Ship	£26.50 Sampling Charge plus £7.00 per unit.

**Extra charges may be added for exceptional costs such as launch hire**

\*Subject to VAT unless under the Measuring Instruments (EEC Requirements) Regs 1998

<b>ROADS AND TRANSPORTATION</b>		<b>2020 - 2021</b>
<b>Fee Type</b>		<b>Unit Cost £</b>
DDA Footway Crossovers (incl VAT)		854.30
Footway Crossovers (incl VAT)		854.30
Footway Crossover Permit		110.40
Roads Adoption Enquiries		70.35
Road Opening Permit – per Month		149.35
Inspection of Footway Crossovers (Carried out by External Contractor – Including Vat)		77.15
Driveway Markings (New £125 plus VAT)		150.00
Driveway Markings (Refresh £45 plus VAT))		54.00
<b>Road Occupation and Permit</b>		
For up to 24 Hours		32.75
For first Month		68.25
2-6 Months		136.55
Each 6 Months Thereafter		204.65
Retrospective Payment – one off Payment in Addition to above		68.25
Crane Permit per Occasion		47.80
Skip Permit per Week		29.05
Retrospective Payment – one off Payment in Addition to above		68.30
Street Café Permit per annum		136.50
<b><u>Temporary Traffic Regulation Order (TTRO) and Notices</u></b>		
Emergency Notice		322.50
5 day Works Notice		212.10
Planned TTRO (Add for Advertising)		514.80
<b><u>Temporary road signs etc if requested will be charged at the councils recharge rates plus VAT</u></b>		
Traffic Light Enquiries (Switching on/off)		68.30
Traffic Light Permit (3 way and above)		77.25
Developers and Contractors Consultations No 1 (First consultation free)		328.65

ROADS AND TRANSPORTATION cont	2020 - 2021
Fee Type	Unit Cost £

### Road Occupation and Permit

#### Thereafter per appointment (incl VAT)

Attendance on Third Party Hazards per Hazard per week (incl VAT)	409.40
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Any Additional Work will be Charged at the Councils Recharge Rates plus VAT

- Permits are paid at time of purchase (Domestic and Trade Customers)
- Any additional work will be charged at the council's recharge rates plus VAT

<b>ENVIRONMENTAL SERVICES - PARKING</b>		<b>2020 - 2021</b>
<b>Fee Type</b>		<b>Unit Cost £</b>
<b>Parking Charges - Greenock</b>		
Bullring (2 Machines)		2.00
Roslin Street		2.00
Hastie Street (2 Machines)		2.00
Station Avenue East		2.00
Station Avenue West		2.00
Cathcart Street East		2.00
Dalrymple Street		2.00
West Stewart Street		2.00
<b>Parking Charges - Gourock</b>		
Station Road North		2.00
Station Road South		2.00