



Resources and Governance Scrutiny Committee

Date: Thursday, 11 January 2024

Time: 10.00 am

Venue: Council Chamber, Level 2, Town Hall Extension

This is a **Fifth Supplementary Agenda** containing additional information about the business of the meeting that was not available when the agenda was published.

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Membership of the Resources and Governance Scrutiny Committee

Councillors - Simcock (Chair), Andrews, Brickell, Connolly, Davies, Evans, Kilpatrick, Kirkpatrick, Lanchbury, Rowles, Stogia and Wheeler

Fifth Supplementary Agenda

10. **Sales, Fees and Charges - Budget 2024/25** 3 - 40
Report of the Deputy Chief Executive and City Treasurer.

This report updates the committee on the current work being undertaken to review all sales fees and charges as part of the 2024/25 budget process to ensure that charges are correct, that the costs of providing the services are being recovered, and identify opportunities for increasing existing budgets in order to support the overall Council 2024/25 budget. This paper outlines £1m of additional income budgets as a result of this exercise to contribute to achieving a balanced budget.

Further Information

For help, advice and information about this meeting please contact the Committee Officer:

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This supplementary agenda was issued on **Tuesday, 9 January 2024** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 2, Town Hall Extension, Manchester, M60 2LA

**Manchester City Council
Report for Information**

Report to: Resources and Governance Scrutiny Committee – 11 January 2024

Subject: Sales, Fees and Charges – Budget 2024/25

Report of: Deputy Chief Executive and City Treasurer

Summary

The 2023/24 Council budgets include almost £125m per annum of income generated through sales, fees and charges. This is for services provided to residents, businesses and visitors to the City and charges are based on a large schedule of prices for each service provided.

The charges make an important contribution to the delivery of these services and the financial stability and sustainability of the Council, so it is important that the fees and charges are reviewed regularly.

This report updates the committee on the current work being undertaken to review all sales fees and charges as part of the 2024/25 budget process to ensure that charges are correct, that the costs of providing the services are being recovered, and identify opportunities for increasing existing budgets in order to support the overall Council 2024/25 budget. This paper outlines £1m of additional income budgets as a result of this exercise to contribute to achieving a balanced budget.

In setting the level and rates charged for sales fees and charges the current economic and inflationary environment has been considered alongside the impact on residents and service users. The Council is facing inflationary pressures of around £20m in 2024/25 and where the costs of delivering traded services have increased, the levels of fees and charges need to be reviewed and increased to help cover the cost of delivering the services charged for.

Recommendations

The Committee is recommended to note and comment on the proposed changes to sales, fees and charges.

Wards Affected: All

<p>Environmental Impact Assessment - the impact of the issues addressed in this report on achieving the zero-carbon target for the city</p>	<p>The budget reflects the fact that the Council has declared a climate emergency by making carbon reduction a key consideration in the Council's planning and budget proposals.</p>
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Equality, Diversity and Inclusion - the impact of the issues addressed in this report in meeting our Public Sector Equality Duty and broader equality commitments	Consideration has been given to how the proposed savings could impact on different protected or disadvantaged groups. Where applicable proposals will be subject to completion of an Equality Impact Assessment (EqIA) and an Anti Poverty Assessment.
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Manchester Strategy outcomes	Summary of how this report aligns to the OMS/Contribution to the Strategy
A thriving and sustainable city: supporting a diverse and distinctive economy that creates jobs and opportunities	The effective use of resources underpins the Council's activities in support of its strategic priorities as set out in the Corporate Plan which is underpinned by the Our Manchester Strategy.
A highly skilled city: world class and home grown talent sustaining the city's economic success	
A progressive and equitable city: making a positive contribution by unlocking the potential of our communities	
A liveable and low carbon city: a destination of choice to live, visit, work	
A connected city: world class infrastructure and connectivity to drive growth	

Full details are in the body of the report, along with any implications for:

- Equal Opportunities Policy
- Risk Management
- Legal Considerations

Financial Consequences – Revenue

Sales, fees and charges currently generate over £125m of income that supports the City Council budgets. As part of the annual budget process, it is prudent to review all sales, fees and charges to ensure that they are recovering full costs of providing the service. There is an income budget increase of c£1m assumed as part of the Council's medium term financial plan, which can be met from a combination of realigning existing income budgets, where budgets overachieve because of higher than forecast activity levels, and in some instances increased income through the application of an annual inflationary uplift.

Financial Consequences – Capital

None directly arising from this report.

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1. Introduction and Purpose

- 1.1 The Local Government Act 2003 provides Local Authorities with the power to charge for some goods and services that can be used to promote or improve local economic wellbeing. Income generation forms a significant part of the overall funding of a number of key Council services, raising over £125m per annum.
- 1.2 The majority of income raised by Councils from sales fees and charges is utilised to fund the costs of delivery of the services charged for and related activities. Some fees and charges are set by government through legislation which is very specific about what the income can be used to fund. As a result, it is important that both expenditure budgets and the levels of fees charged are reviewed annually. This report provides an overview of the sales, fees and charges levels that are proposed to be set for the 2024/25 financial year.
- 1.3 Overall, the amount of income generated by the Council can vary year on year, depending on levels of activity and prices charged, with the total level being affected by external influences outside of the Council's control, for example, behaviour changes post pandemic and wider economic factors including the cost-of-living crisis. It is therefore important that the budgets are reviewed and realigned to reflect the most up to date trading position, and any other known factors.
- 1.4 In addition to realigning budgets, it is important to review charges on a regular basis, which is done in line with the following key principles: -
- A regular review of sales fees and charges may result in small annual increases, but it will reduce the impact of large increases if reviews are not done for long periods of time.
 - All services provided and charged for should demonstrate that they are operating on a cost recovery basis, in some instances this can be smoothed over multiple years and is subject to external scrutiny.
 - Increases to fees and charges must be balanced against the inflationary impact on the costs of delivering those services, whilst being mindful of the need to protect residents from unaffordable price increases, particularly during a cost-of-living crisis.
 - Some services are also provided to internal Council departments, and inflationary increases do impact on other Council budgets, therefore it is important that there is no cross subsidy particularly for externally delivered services.
- 1.5 The annual review process also allows the Council to consider where raising fees and charges as a legitimate contribution to reducing the overall budget gap and to protect service delivery. Whilst for some services the Council is obligated to increase fees and charges to cover costs, in areas where there is discretion, care is taken to minimise the burden of charges on residents and to deliver as efficient service as possible.

- 1.6 The table below sets out how the proposed £2.343m increased income from sales, fees and charges is to be used within the overall council budget context.

Description of Type of Increase	2024/25 £000's
Covering increased costs of delivery	1,107
Funded realignment	-672
Un funded realignment	-70
Pre Approved savings	982
Contribution towards additional savings	1,000
Grand Total	2,343

2. Sales, Fees, and Charges Overview.

Current Financial Year

- 2.1 Neighbourhood Services have a gross income budget of £56.6m and are forecasting an income budget shortfall in 2023/24 of c£2m, largely due to:
- £0.674m shortfall from off street car park charges, reflecting ongoing lower user numbers, driven in particular by lower season ticket sales post the pandemic; and
 - £1m reduced income from the reduced scale of Christmas markets and
 - c£0.6m reduced footfall across both retail markets and wholesale markets due to a reduced number of stall holders.
- 2.2 The Growth and Development Directorate have a budget of £31.6m and are overachieving their overall income budget by c£226k. However, there are a number of variances across all charging areas, including:
- c£300k overachievement on the investment estate
 - c£400k additional planning income.
 - £347k lower than forecast income in building control and premises licensing.
- 2.3 Planning fees are set by the Government, who have recently confirmed an increase in the charges, with the proceeds funding additional resources to deliver shorter timescales for managing applications. The overall impact of the increase is uncertain and also impacted by macro-economic factors, but it is expected that the overall level of income will increase. The increased planning fees have to be ringfenced to the Planning Department and its associated activities.
- 2.4 The Corporate Core has an income budget of £36.8m and are forecasting an overachievement of c£0.582m. The majority of this is due to the additional income received through both decriminalised parking and bus lane enforcement. Legislation states that this income must be ringfenced and only used for transport related expenditure, including road safety, and cannot therefore be used to support the overall Council budgets.

2.5 The table summarises the high-level overview of the sales fees and charges budget and forecast for 2023/24.

Service Area	2023/24 Budget	2023/24 Forecast
	£000's	£000's
Neighbourhood Services	56,609	54,569
Growth & Development	31,565	31,791
Corporate Core	36,757	37,841
Total	124,931	124,201

3. 2024/25 Review Process and Proposed Price Increases

3.1 The review of the sales fees and charges, considered the following:

- Budget alignment – ensuring the current budgets accurately reflect the current activity and financial position for each income line. This covers both over and under budget alignment and is activity driven.
- Contractual changes – contractual terms and conditions often include annual adjustments in line with pre agreed inflationary indices, and it is important that these uplifts are captured annually as part of the budget process.
- Cost of delivery – ensuring that the costs of delivering the service are covered by the fees charged. This is particularly relevant given the recent high inflation rates impacting costs of staffing and other input cost such as supplies and services required to provide services.

3.2 Appendix A sets out details of the 2023/24 budget and forecasts, and the proposed changes to the 2024/25 budgets arising from each of the areas reviewed above.

3.3 The recent high rate of inflation makes the annual review process more important to ensure the costs of delivery are recovered, and that there is no cross subsidy to or from other parts of the Council.

3.4 As part of the review, where relevant equality impact assessments are undertaken to understand the impact on residents and other service users, alongside any wider impact of changes.

3.5 It is important that all traded services cover their costs, with fees and charges adjusted annually to ensure that any inflationary costs for both pay and non-pay costs are recovered. In most cases the increased income budgets will fund the increased costs and reduce the call on the Council's overall corporate inflation provision.

3.6 Where charges directly impact on residents, it is proposed that charges are restricted to a maximum increase of 5% and whilst this is slightly above the current forecast inflation rates for 2024/25 it should be noted that inflation averaged 8.5% in 2023.

- 3.7 The majority of increases therefore cover costs, however, there are some instances whereby an increase in charges can be used to support the wider Council budgets. The table below sets out a high-level summary of the proposed changes that will contribute towards the overall Council budgets. These total £1m and if supported will need to be subject to an equalities impact assessment.

Income Generating Area	Proposed Increase £000's	Comments
Advertising Contract	152	Contractual uplifts – there are no restrictions on what this income can be spent on
Waste Collection	37	Increase bulky waste collection charges by 5% and realign other income budgets
Compliance	95	Increased charges by 5%
Highways	184	Increase charges for fees, permits to developers and utility companies by 5%
Investment Estate	250	Result of scheduled rent reviews
Strategic Housing	16	Feed in tariff income from solar installations is increased annually by RPI.
Human resources	26	Increase external payroll costs by 5%
Communications	52	Increase external fees by 5%, this covers M4 printing and design.
Procurement	4	Increase external charges by 5%
Internal Audit	10	Increase external charges by 5%
Commercial Governance	15	Increase existing external charges
Registrars	80	Realign existing income budgets
Capital Programmes	25	Realign existing income budgets
Non DPE – Clamping	54	Realign existing income budgets
Total	1,000	

4. 2024/25 Proposed Changes by Service

- 4.1 The following section summarises the key proposed changes to the income budgets of each service area. Further detail is provided in Appendix A, which details the budgetary impact of the proposed changes by service. Appendix B setting out the detailed listing of both current years' prices and proposed prices for 2024/25 which will form part of the over budget approvals in February.

Neighbourhood Services (Gross Income Budget £56.6m)

- 4.2 Neighbourhoods Services has a variety of fees and charges, and these range from large scale city wide advertising contracts to individual pest control and fleet charges. The table below illustrates the proposed high-level changes to sales, fees and charges budgets across Neighbourhood Services Directorate. The changes include reflecting proposed adjustments due to reduce overall activity, contractual price increases and proposed inflationary price increases to cover the cost-of-service delivery.

	£000's	£000's
Neighbourhoods 2023/24 Budget		56,609
Activity Based Changes	(805)	
Contractual Price Increases	738	
Proposed Inflationary Increases to cover costs	481	
Proposed Inflationary Increases to contribute wider council budget	468	
Sub Total Changes		882
Proposed 2024/25 Budgets		57,491

- 4.3 As can be seen from the table above Neighbourhood Services income budgets are expected to increase by a net £0.882m in 2024/25, from a combination of realigning budgets, contractual price increases and other increases required to cover inflationary increases in costs.
- 4.4 The budget alignment required to reduce income budgets by £0.805m to reflect changes in activity is predominantly made up of the short term £1m agreed budget adjustment to reflect the shortfall in Christmas Market income whilst Albert Square remains unavailable. The other changes are in respect of already agreed additional income that is already included as part of the overall Council budgets.
- 4.5 In a number of areas there are contracts in place that are amended annually in line with an agreed indexation method, within Neighbourhood Services this is forecast to be c£0.738m in 2024/25. This increase is in respect of the advertising contracts (£450k) and the stadium rental agreement in East Manchester (£288k). The increased advertising income is being used to support a combination of already agreed budget savings and increased costs, whilst the rental income from the stadium is ringfenced for investment into the sporting infrastructure within the City.
- 4.6 Inflationary increases total £0.949m and will be used to support the funding of increased costs for delivery of services, including uplifts on both pay costs and supplies and services. These price increases reduce the call on the Council's inflation budget by £481k. In addition, there are some increases being proposed that will directly contribute to Council overheads and therefore to the £1m additional income budget target to help balance the Council's budget. For Neighbourhoods this totals £468k and is made up of £184k highways increased charges to developers and utility companies for fees and permits, £95k increase in compliance income through applying a 5% increase to eligible budgets a further £152k through advertising budgets and £37k from waste which is a combination of realigning existing budgets and a small increase on bulky collections £6k.

Growth and Development (Gross Income Budget £31.6m)

- 4.7 Growth and Development generates two thirds of its income from rents and leases in the Investment Estate. The majority of the remaining charges are set by Government, or operate on a trading basis which has to cover costs of delivery. In some cases the costs of delivery can be recovered over a number of years, to reflect the variations in activity from year to year.
- 4.8 The investment estate includes a range of assets, from small scale ground rents, to shopping centre and industrial estate rents. The total number of assets managed is c2,000 and each of these assets have separate lease arrangements and review cycles. Investment estate rents are affected by the

economic climate, with risks around business failures, rent arrears and void periods. These risks are monitored and managed closely throughout the year.

- 4.9 Planning fees are set by Government, and during 2023/24 Government have announced a 35% increase in major planning application fees and 25% for all other fees. There is also an annual indexation increase to be applied from April 2025, capped at 10%.
- 4.10 The table summarises the high level changes across Growth and Development which shows a net increase in budgets of £0.835m.

	£000's	£000's
Growth and Development 2023/24 Budget		31,565
Activity Based Changes	170	
Contractual Price Increases	0	
Proposed Inflationary Increases to cover costs	400	
Proposed Inflationary Increases to contribute wider council budget	266	
Sub Total Changes		836
Proposed 2024/25 Budgets		32,400

- 4.11 In relation to Activity Based Charges, £170k is already approved within the overall budget and relates to increased rental income from Manchester Airport lease arrangements.
- 4.12 Government have recently announced that planning fees were to increase by 35% for Major Applications and 25% on all other applications from December 2023, but as part of the increased there are tighter timescales on some of the applications that will need to be managed. Planning fee income is very much activity based, and particularly around large major planning applications which have significantly higher fees, it is difficult to forecast the actual level of fee income year on year but historically we have generally overachieved against budget and for 2024/25 we are forecasting that the new increased fee levels will raise an additional £400k per annum, but this will be required to be spent on planning activity.
- 4.13 The investment estate is made up of a large number of assets that each have separate lease or rental agreements, and any increase or uplifts have to be applied in line with the agreement. There are a number of uplifts applied each year, and £266k has been forecast for 2024/25 from the annual uplifts, this will contribute towards the overall council budgets and savings target.

Corporate Core (Gross Income Budget £36.7m)

- 4.14 The Corporate Core generates c.63% of its income from Bus Lane Enforcement and on street parking fees, the proceeds of which must be spent on providing transport related services and road safety. Registrars and Communications Services provide some services direct to the public. The remainder of other service income is derived from the delivery of corporate service activity to other Local Authorities or organisations, examples include Legal Services to Salford and Rochdale, Internal Audit and procurement support to Bolton. It is important to note that these arrangements must breakeven, ensure full cost recovery but not make a profit. The advantage to the Council of providing such services is the contribution towards shared overheads and economies of scale.

- 4.15 The table below provides the high level changes across the Corporate Core and shows an increase in budget of £0.625m.

	£000's	£000's
Corporate Core 2023/24 Budget		36,757
Activity Based Changes	133	
Contractual Price Increases	0	
Proposed Inflationary Increases to cover costs	226	
Proposed Inflationary Increases to contribute wider council budget	266	
Sub Total Changes		625
Proposed 2024/25 Budgets		37,382

- 4.16 Activity Based Changes includes £133k as a result of realigning existing income budgets based on current activity levels, with around £100k from Registrars already included as part of the budget proposals, the remaining £33k is from the release fees charged to drivers to release their vehicles after being clamped for persistent parking offences or non-taxed vehicles.
- 4.17 Legal services provide external support to both Salford and Rochdale Councils and as part of that contract the costs of the annual pay award are passed on as part of the agreement. The forecast increase for 2024/25 is £226k.
- 4.18 As part of the overall budgets there are increases of £266k in respect of annual increases that will be applied to support the overall Council budgets as part of the £1m increased income. This will be achieved through a combination of applying inflationary increases of up to 5%, or in some areas further realignment following price increases applied in 2023/24 and details of proposed changes are set out in the table at para 3.7.
- 4.19 The result of these changes is highlighted in the table below.

Service Area	2023/24 Budget £000's	2023/24 Forecast £000's	Proposed 2024/25 Budgets £000's	Total Change in Income Budget £000
Neighbourhood Services	56,609	54,569	57,491	882
Growth & Development	31,565	31,791	32,401	836
Corporate Core	36,757	37,841	37,382	625
Total	124,931	124,201	127,274	2,343

5. Future opportunities and Risks

- 5.1 The inflationary increases have been considered as part of the budget process, but there is a risk that increased charges could have an adverse impact on the overall income if usage and customers reduce due to the higher prices.

5.2 The income budgets are monitored throughout the financial year to highlight any emerging risks or shortfalls against budgets so mitigating actions can be identified.

6. Appendices

Appendix A – Growth and Development

Appendix B – Detailed Listing of Proposed fees and charges for 2024/25

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Appendix A Growth and Development

Service Area	2023/24 Budget £000's	2023/24 Forecast £000's	Activity Based Changes £000's	Contractual Price Increases £000's	Inflationary Increases to cover cost increases £000's	Inflationary Increases support overall Council Budget £000's	Proposed 2024/25 Budget £000's	Further Narrative
Advertising	4,711	4,932	0	450	0	152	5,313	Two separate competitively let contracts both subject to annual contractual inflationary increases – some savings already assumed, additional £150k proposed
Grounds Maintenance	36	36	0	0	2		38	Need to apply annual inflationary increase to cover increased costs 5% increase assumed
Waste	314	345	0	0	0	37	351	5% inflationary increase applied to bulky waste collections.
Parks & Open Spaces	2,008	2,008	100	0	0		2,108	Initial £427k savings agreed as part of 2021/22 budget – all to be achieved through increased activity aligned to ongoing capital investment.
Leisure & Sport Development	8,674	8,525	0	288	0		8,962	Eastlands rental subject to inflationary uplift capped at 5%, per year the actual is determined by in year performance of MCFC and associated gate receipts – rents are ringfenced to support leisure costs and go via reserve.
Libraries, Galleries & Culture	761	613	(70)	0	0		691	Adjustments to reflect reduced income targets following policy decisions to remove charges.
Neighbourhood Teams	186	226	40	0	0		226	Estate service charge – charges based on cost recovery of actual costs of managing the estate – charges reviewed annually and increased to align with increased service charges.
Compliance	2,391	2,401	0	0	0	95	2,486	Most of the income are through FPN's and are fixed. 5% inflationary increase applied to other eligible categories and largely cover costs – see appendix b for details.
Pest Control	727	655	0	0	36		763	5% inflationary increase applied
Manchester Markets	12,968	11,399	(1,000)	0	135		12,103	£1m adjustment to reflect ongoing Xmas markets disruption. And reduced footprint – part of budget proposals to be reviewed when Albert Square reopens.
Fleet Services	1,323	1,352	0	0	0		1,323	Majority of external charges are in respect of fuel for waste collection, which is a direct pass through of costs.
Bereavement Services	4,155	4,356	100	0	308	0	4,563	Assumes 5% inflationary increase to cover increased costs.
Off Street Parking	12,698	12,024	0		0		12,698	Parking charges revised and implemented from December 2023,
Highways	3,658	3,698	25	0	0	184	3,867	External fees increased by 5%, mainly developers and utility companies

Housing Operations	1,999	1,999	0	0	0		1,999	Mainly service charges recovered based on actual costs. Costs also sit in HRA
Grand Total	56,609	54,569	(805)	738	481	468	57,491	

Service Area	2023/24 Budget £000's	2023/24 Forecast £000's	Activity Based Changes £000's	Contractual Price Increases £000's	Inflationary Increases to cover cost increases £000's	Inflationary Increases support overall Council Budget £000's	Proposed 2024/25 Budget £000's	
Investment Estate	22,531	22,867	170	0	0	250	22,951	The investment estate generate rents from a wide range of assets – rents are subject to review in line with lease arrangements - , work is being done to develop a schedule of assets that will include rent reviews
Strategic Housing	1,277	1,238	0	0	0	16	1,293	Increase is in respect of annual uplift applied to feed in tariff income, income comes from PV provider. .
Planning	3,073	3,473	0	0	400	0	3,473	Gov have agreed 35% increase on major planning applications, and 25% on all other applications effective from 1/12/23
Building Control	1,162	815	0	0	0	0	1,162	Fees are ringfenced and operate on a three year trading account basis. – fees are currently being reviewed by the service
Land Charges	274	227	0	0	0	0	274	Some fees will be transferring to Land Registry, the remainder of fees will be reassessed to ensure that the revised arrangements are cost neutral.
Premises Licensing	1,174	1,099	0	0	0	0	1,174	Fees currently being reviewed by the service
Taxi Licensing	2,074	2,072	0	0	0	0	2,074	Operate on a three year fee cycle and must breakeven year on year
Grand Total	31,565	31,791	170	0	400	266	32,401	

Service Area	2023/24 Budget £000's	2023/24 Forecast £000's	Activity Based Changes £000's	Contractual Price Increases £000's	Inflationary Increases to cover cost increases £000's'	Inflationary Increases to contribute wider Council Budgets £000s'	Proposed 2024/25 Budget £000's	
CEX Corporate Items	40	40	0	0	0	0	40	
Human Resources	451	418	0	0	0	26	477	Income from providing payroll services to other organisaions propose to increase by 5%
Legal	5,932	5,967	0	0	226	0	6,158	Inflationary uplift applied to external contract costs to cover pay award.
Communications	1,012	1,012	0	0	0	52	1,064	Provision of printing, translations and design work to third party organisations, and residents and businesses – Propose to increase fees by 5%
Registrars	1,425	1,591	100	0	0	80	1,605	Registrars charge for both certificates and ceremonies – Ceremony prices were increased during 2022/23 to ensure aligned with other Core Cities
Policy	460	344	0	0	0	0	460	
Revenue & Benefits	3,242	3,133	0	0	0	0	3,242	
Finance	239	201	0	0	0	0	239	
Procurement	56	56	0	0	0	4	60	5% increase applied to reflect increased costs
Internal Audit	115	100	0	0	0	10	125	Increase charges to third party organisations.
Commercial Governance	101	89	0	0	0	0	101	Increase charges to third party organisations.
Capital Programmes	176	212	0	0	0	25	201	Regularly overachieve on income and proposing to realign budgets to activity levels.
Decriminalised Parking	16,616	17,194	0	0	0	0	16,616	On street parking requires change to traffic regulation order – income ringfenced for specific use
Bus Lane Enforcement	6,514	7,056	0	0	0	0	6,514	Income ringfenced for specific use
Non DPE – Clamping	378	418	33	0	0	54	465	Regularly overachieve on income and proposing to realign budgets to activity levels
Grand Total	36,757	37,831	133	0	226	266	37,382	

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Appendix B – Detailed Listing of Proposed fees and charges for 2024/25

Function	Existing Charge 2023/24	Proposed Charge 2024/25
Library Charges & Fines		
Library Membership	Free	Free
Library Fines on Overdue Books	Free	Free
Loan Charges		
CD's (Music) – (Free for visually impaired)	50p Per Week	50p Per Week
Foreign Language Courses (not ESOL)	£2.50 per week	£2.50 per week
Music sets –	Price on application	Price on application
Company Information - for company information, trademark searches, marketing information and mailing lists on application from the Business Information Service	Price on application	Price on application
Other Charges		
Lost or Damaged Tickets	£2	£2
Lost or Damaged Items	Replacement Cost	Replacement Cost
Admin charge on lost or damaged items	£2	£2
Photocopying and Printing		
Black and White A4	20P per sheet	20P per sheet
Black and White A3	30p per sheet	30p per sheet
Colour A4	50p per sheet	50p per sheet
Colour A3	70p per sheet	70p per sheet
Reservations		
Reserve stock not available in Manchester Libraries	£5 per item	£5 per item

Reserve stock available in Manchester Libraries	Free	Free
Internet and Wi- Fi		
Wi Fi Usage	Free	Free
Internet Usage for Library Members	Free	Free
Internet Usage for Non-Library Members	£2 per hour	£2 per hour
Meeting Room Hire		
The Avenue Library 1 -1 Room (2-3 Capacity)	£10 per hour	£10 per hour
The Avenue Victoria Room (25 Capacity)	£20 per hour	£20 per hour
Beswick Meeting Room 1 (20 capacity)	£20 per hour	£20 per hour
Beswick Meeting Room 2 (30 capacity)	£30 per hour	£30 per hour
Beswick Meeting Room 1 and 2 open (50 capacity)	£40 per hour	£40 per hour
Chorlton – Large Room (40 capacity)	£30 per hour	£30 per hour
Forum – Room 1 Large (40 capacity)	£30 per hour	£30 per hour
Forum – Room 2 (2 - 3 capacity)	£10 per hour	£10 per hour
Forum – Room 3 (2-3 capacity)	£10 per hour	£10 per hour
Forum – Room 4 (4 capacity)	£10 per hour	£10 per hour
Forum – Room 5 (15 capacity)	£20 per hour	£20 per hour
Forum – Room Classroom (20 capacity)	£20 per hour	£20 per hour
Forum – Room ICT Room (20 capacity)	£20 per hour	£20 per hour
Gorton – Small Room - (2 - 3 capacity)	£10 per hour	£10 per hour
Gorton – ICT Room - (20 capacity)	£20 per hour	£20 per hour
Gorton – Medium Room - (25 capacity)	£20 per hour	£20 per hour
Gorton – Large Room - (45 capacity)	£30 per hour	£30 per hour
Longsight Room 8 (45 capacity)	£45 per hour	£45 per hour
Longsight Room 7 with kitchen (35 capacity)	£35 per hour	£35 per hour
Longsight Room 7 and 8 open (80 capacity)	£40 per hour	£40 per hour
Longsight interview Room (2 capacity)	£10 per hour	£10 per hour
Newton Heath Meeting Room (12 capacity)	£20 per hour	£20 per hour

Withington – Meeting Room (15 capacity)	£20 per hour	£20 per hour
Withington – Board Room (15 capacity)	£20 per hour	£20 per hour
Withington – Class Room (30 capacity)	£30 per hour	£30 per hour
Environmental Health		
Primary Authority (existing MCC Partnerships only). Food & Health & Safety Team & Environmental Protection	£76	£80
Health & Safety - Accident Report	£224	£235
Export Health Certificate	£90 minimum charge plus £90 per hour for additional time	£95 minimum charge plus £95 per hour for additional time
Food Hygiene Rating Scheme Visit	£195	£205
Food pre-inspection	£140	TO BE DISCUSSED AND AGREED WITH AGMA
Business Advice Service (Food & Health & Safety Team & Environmental Protection, Housing Compliance & Trading Standards). (Includes Export Health Certificate advice and imported food controls advice)	£90 minimum charge plus £90 per hour or part thereof for additional time	£95 minimum charge plus £95 per hour or part thereof for additional time
Manchester Airport		
Fish or Fish Products clearance – single vet document	£122, OOH £244	£128, OOH £256

As above – multiple documents, charged per document	£78, OOH £156	£82, OOH £164
Charge for additional time per hour	£88, OOH £176	£92, OOH £185
Products of animal origin other than fish (cleared by the Official Veterinarian Surgeon)	£155 and OOH £310	£163 and OOH £326
As above – multiple documents, charged per document	£78, OOH £156	£82, OOH £164
Charge for additional time per hour	£88, OOH £176	£92, OOH £185
Ipaffs Input – Hourly rate	£85 , ooh £170	£92, OOH £185
Products covered by safeguarding measure or specific legislation such as EC 669/2009, EC1152/2009. Per Common Entry Document or similar documentation	£75 OOH £150	£79 OOH £158
As above, requiring sampling	£132 OOH £264	£139 OOH £277
Charge for additional time per hour	£88, OOH £176	£92, OOH £185
Organic Certificates	£80 OOH £160	£84 OOH £168
Disposal Costs	Min charge £69.00 collection (£37.50 if scheduled vehicle £156.35 if dedicated vehicle fuel surcharge	To be agreed with disposal company.

	approx £17.84). Disposal rates are a minimum of £0.58 per kilo.	
Out of Hours call out charge to attend the airport - EHO	£110	£115
Out of Hours call out charge to attend the airport - Vet	£110	£115
Letter confirming products do not require clearance or informing importer of breach of import requirements	£85	£89
Illegal Unregulated and Unreported Fish controls - high risk third country	£58	£61
Illegal Unregulated and Unreported Fish controls - Low risk EU & EEA/EFTA	£58	£61
Trading standards		
Calibration/Verification charges	Weights & Measures Inspector - £90 per hour Assistant - £64 per hour	Weights & Measures Inspector - £95 per hour Assistant - £67 per hour
Calibration of weights: < 25kg > or equal to 25kg Adjustment fee	£18.00 £35.00 £14.00	£19.00 £37.00 £15.00
Calibration of Non-automatic weighing machines (tested at TS Office) < 30kg > or equal to 30kg<250kg	£41.00 £75.00	£43.00 £79.00
Hire of test weights per tonne per day	£89.00	£93.00
Replacement Test Certificate	£15.00	£16.00

Volumes and Capacity		
Measuring Instruments (For liquid fuel or lubricants or mixtures thereof)	Hourly Rate (Minimum Charge – 2 hours officer time) £180.00	Hourly Rate (Minimum Charge – 2 hours officer time) £190.00
Capacity Measures, includes Measuring Instruments (Intoxicating Liquor) Calibrations/Verifications of measures of length	Hourly Rate (Minimum Charge – half an hour officer time) £45.00	Hourly Rate (Minimum Charge – half an hour officer time) £47.00
Miscellaneous		
Testing Cancellation Charge (Less than 24 hours' notice)	£90.00	£95.00
Failure to attend charge		
Failure to attend charge	£180.00	£190.00
Equipment not listed with a specific charge (Hourly Rate)	£90.00	£95.00
Equipment must be submitted in a clean condition. Reserve right to charge.	£64.00	£67.00
Primary Authority (existing MCC Partnerships only)	£76.00	£80.00
Housing Enforcement and Compliance – Advice to Landlords		
Landlord Advice	£90.00	£95.00
Immigration Inspection	£173.00	£182.00
Demand Notice	£346.00	£363.00
Advisory inspection up to 10 bedrooms - Detailed written advice Over 10 Bedrooms	£453.00 £90 per additional hour	£476.00 £95 per additional hour
Environmental Protection		
Environmental Searches	Level 1 - £75 Level 2 - £152	Level 1 - £79 Level 2 - £160

	Level 3 - £265	Level 3 - £278
Sampling (Private Water Supplies)	Sample visit - £80 Risk Assessment - £233	Sample visit - £84 Risk Assessment - £245
Parks Fees and Charges		
Event Charges		
Community/charity event - head of anticipated event capacity minimum charge of £200 or charge per head whichever is highest.	£0.90	0.98
Commercial event at a premium event site (Heaton Park, Platt Fields or Wythenshawe park) minimum charge of £200 or charge per head whichever is highest.	£2.35	£2.50
Commercial event (All sites excluding above premium sites)	£2.05	£2.25
Events – Rig and De Rig		
Premium Event Site		
Small – Band 1-Capacity 1 -499	£285	£310
Medium Band 2 Capacity 500 – 4,999	£575	£626
Large Band 3 Capacity 5,000 – 19,999	£1,126	£1,226
Major - Band 4 Capacity 20,000+	£1,690	£1,839
All Other Parks		
Small – Band 1-Capacity 1 -499	£225	£245
Medium Band 2 Capacity 500 – 4,999	£450	£489
Large Band 3 Capacity 5,000 – 19,999	£900	£980
Major - Band 4 Capacity 20,000+	£1,350	£1,469
Football Pitches		
Full Permit 30 Matches		

Pitch Only – Booking League	£797	£868
Pitch and Dressing Room – Booking League	£869	£946
Pitch Dressing Room and Showers – Booking League	£1,018	£1,018
Pitch Only – Adult	£961.50	£1,047
Pitch and Dressing Room – Adult	£1,086	£1,182
Pitch Dressing Room and Showers – Adult	£1,204	£1,311
Pitch Only – Junior	£488	£531
Pitch and Dressing Room – Junior	£547.50	£596
Pitch Dressing Room and Showers – Junior	£605.50	£660
Half Permit – 15 Matches		
Pitch Only – Booking	£401	£437
Pitch and Dressing Room – Booking	£465	£506
Pitch Dressing Room and Showers – Booking	£526	£573
Pitch Only – Adult	£482	£525
Pitch and Dressing Room – Adult	£566.50	£617
Pitch Dressing Room and Showers – Adult	£626	£681
Pitch Only – Junior	£255	£278
Pitch and Dressing Room – Junior	£288	£314
Pitch Dressing Room and Showers – Junior	£315	£343
Casual Booking Per Game		
Pitch Only (Excl Vat)	£50.50	£55
Pitch and Dressing Room (xcl Vat)	£65	£70.75
Pitch Dressing Room and Showers (Excl Vat)	£75.50	£82.25
Allotment Plots		
Allotment Plots (Per Sq Metre)	28p	30p
Average Plot Size – Per annum	£70	£76.20

Bereavement Services Sales Fees and Charges		
Birch – New Grave and Burial – Both Resident	£2,070	TBC
Combination	£2,470	TBC
Both non resident	£3,504	TBC
Beech – New Grave, with burial and chapel – Both Resident	£2,265	TBC
Combination	£2,992	TBC
Both non resident	£3,804	TBC
Oak – With grave selection, burial and chapel – Both Resident	£2,530	TBC
Combination	£3,337	TBC
Both non resident	£4,241	TBC
Private Baby Grave – Direct to grave (aged 4 and under) – Both Resident	£505	TBC
Combination	£1,094	TBC
Both non resident	£1,627	TBC
Chestnut – Reopen direct to grave – resident	£950	TBC
Non Resident	£1,615	TBC
Whitebeam – Reopen with chapel – resident	£1,079	TBC
Non Resident	£1,816	TBC
Ash – Pre purchase of grave – resident	£1,715	TBC
Non Resident	£2,971	TBC
Burial in shared public grave -resident	£205	TBC

Non Resident	£1,615	TBC
Burial in shared public grave with chapel -resident	£318	TBC
Non Resident	£1,816	TBC
NVF Burial in shared public grave - resident	£83	TBC
Non Resident	£155	TBC
New Grave and burial in The Woodlands or The Meadow - Both resident	£1,799	TBC
Non Resident	£2,297	TBC
Combination	£2,130	TBC
Burial in existing Grave in The Woodlands or The Meadow - Both resident	£794	TBC
Non Resident	£997	TBC
Woodland advance purchase – Resident	£1,323	TBC
Non resident	£1,679	TBC
New Grave and burial in Muslim Plots - Both resident	£2,450	TBC
Non Resident	£4,143	
Combination	£3,250	
New Grave and burial in Jewish Plots - Both resident	£1,947	TBC
Non Resident	£3,273	TBC
Combination	£2,563	TBC
Burial in Jewish Plots (re-opened)- resident	£1,018	TBC
Non Resident	£1,729	

ELM: Cremation & service with Side Chapel	£774	TBC
Yew: Cremation & service with Centre Chapel	£933	TBC
Environmental surcharge (mercury abatement)	£61	TBC
Direct Cremation (selected times)	£420	TBC
Simplicity Cremations (selected times)	£590	TBC
Burial or strewing of cremated remains		TBC
Sycamore Burial of ashes in an existing grave or cremation plot - non-resident	£546	TBC
Pine purchase of new cremation plot (including first burial) - both resident	£1526	TBC
Pine purchase of new cremation plot (including first burial) - both resident	£1,954	TBC
Pine purchase of new cremation plot (including first burial) - both non-resident	£2,456	TBC
Products		
Book of Remembrance	2 lines £143 (inc VAT) 5 lines £182 (inc VAT) 8 lines £250 (inc VAT) Emblem £159 (inc VAT) "	
Bench + Inscription	£1,239.00	TBC
Bench plaque on shared bench	£504.00	TBC
Bench lease renewal	£942.00	TBC
Kerb plaque	£411.00	TBC
Ceramic photo	£174.00	TBC

Replacement plaque - tree	£119.00	TBC
Replacement plaque -rose	£104.00	TBC
Woodlands sandstone plaque	£326.00	TBC
Woodlands sandstone plaque + Inscription	£154.00	TBC
Wall plaque + inscription	£427.00	TBC
Columbarium/Memorial tower	£869.00	TBC
Columbarium/Memorial tower niche	£716.00	TBC
Columbarium additional placing + adding inscription	£244.00	TBC
Granite deskop stone + inscription	£733.00	TBC
Granite cremation plot kerbs	£530.00	TBC
Granite chippings (White)	£180.00	TBC
Granite chippings (Coloured)	£208.00	TBC
Granite Lawn Tablet	£530.00	TBC
Memory Tree Leaf + Inscription (5 years)	£215.00	TBC
Memory Tree Leaf + Inscription Motif	£242.00	TBC
Memory Tree Leaf Lease Renewal	£165.00	TBC
Marker stone + inscription	£159.00	TBC
Public Stone	£195.00	TBC
Right to Erect Stone	£203.00	TBC
Replacement/Alteration of Headstone or memorial	£129.00	TBC
Transfer of Exclusive Right of Burial without Stat Dec	£42.00	TBC
Transfer of Exclusive Right of Burial with Stat Dec	£93.00	TBC
Extra Grave width	£287.00	TBC
Late alterations to grave	£375.00	TBC
Mudstoning or staking of stone	£75.00	TBC
Concrete Foundations	£216.00	TBC
Removing kerbstones	£339.00	TBC

Casket + urns (standard)	£81.00	TBC
Additional 30 mins Side Chapel	£152.00	TBC
Additional 30 mins Centre Chapel	£219.00	TBC
Waste and Recycling		
New or replacement reuse bin	£22	TBC
Bulky Collection – first bulky collection – 3 items	Free	
Additional collections	£27	TBC
Pest Control		
Rats (for a comprehensive treatment course consisting of up to 3 visits)	£50	TBC
Mice (for a comprehensive treatment course consisting of up to 3 visits)	£87	TBC
Cockroaches comprehensive treatment course consisting of up to 3 visits	£102	TBC
Bed Bugs (A free survey is required before treatment can start. If the property is a House in Multiple Occupation (HMO), all rooms need to be treated at the same time. HMO's are classed as commercial properties further details available online www.manchester.gov.uk)	From £127	TBC
Fleas (for one treatment visit)	£94	TBC
Wasps (per wasp nest)	£72	TBC
Ants (one treatment visit inside the home only)	£70	TBC
Squirrels (for a comprehensive treatment course consisting of up to 3 visits)	£160	TBC
Beetles (for one treatment visit)	£87	TBC
Markets		
Gorton Retail Market -		
Outdoor Market (trading Mon, Wed, Fri & Sat & gazebo provided)		
1 stall, size 9 square metres - daily charge (net charge). Any day	£15	TBC
2 stalls, size 18 square metres - daily charge (net charge). Any day	£28.33	TBC
Service Charge - all areas charge per square metre (weekly charge)	£6.75	TBC

Indoor Market (trading Mon to Sat), Service and rent charge. Service (net)		
Rental Charge - Primary (hot food & high volume services) weekly per sq metre	£5.5	TBC
Rental Charge - Secondary (Fresh food, services & direct sales) weekly per sq metre	£2.75	TBC
Rental Charge - Tertiary (Dry goods and display areas) weekly per sq metre	£1.38	TBC
Rental Charge - Sub Tertiary (Seating areas & discount new tenants) weekly per sq metre	£0.68	TBC
Indoor Storage - weekly per sq metre	£1.97	TBC
Longsight Retail market		
Permanent stalls (trading Wed, Fri & Sat) - charge per sq metre – 3 days depends on position.	9.47 to 13.65	TBC
Permanent stalls - additional trading day (Tuesday) daily charge	£16.43	TBC
Permanent stalls - additional trading day (Thursday) – daily charge	£14.69	TBC
Casual stalls (trading Tues, Wed, Thurs, Fri & Sat).		TBC
1 stall, size 8.7 square metres - daily charge (net charge). Tuesday	£36.33	TBC
1 stall, size 8.7 square metres - daily charge (net charge). Wednesday	£36.43	TBC
1 stall, size 8.7 square metres - daily charge (net charge). Thursday	£20.78	TBC
1 stall, size 8.7 square metres - daily charge (net charge). Friday	£36.43	TBC
1 stall, size 8.7 square metres - daily charge (net charge). Saturday	£44.11	TBC
Casual stall - 1 stall, 3 day charge (net charge). Wed, Fri & Sat		
Outdoor standard	£83.47	TBC
Outdoor Small	£88.56	TBC
Storage various sizws weekly per sq metre	£4.13	TBC
Wythenshawe Retail Market		

Outdoor Market - Kiosks	£14.13	TBC
Outdoor Market - Permanent Stalls	£13	TBC
Storage (Indoor)	£3.25	TBC
New Smithfield Wholesale Market		
Warehouse units on C & D Hallway - charge per square foot	£7	TBC
Warehouse units on A & B Hallway - charge per square foot	£6	TBC
Warehouse - F Units - charge per square foot	£5	TBC
Fish Market - charge per square foot	£6.66	TBC
Offices - charge per square foot	£15	TBC
Market Rights		
Market - Charge per trading position		
Up to 200 trading spaces	£4.5	TBC
More than 200 trading spaces	£3.8	TBC
Car Boot - Charge per trading position	£1.5	TBC
Administration charge Generation of Market Rights Licence document	£55	TBC
Sunday Market and Car Boot		
Annual Licence Charge - all traders – Market only	£83.33	TBC
Charge Per Trading Day		
Car Boot Car (net)	£16.50	TBC
Car Boot Van (net)	£22.00	TBC
Market - New Items (net)	£33.00	TBC
Annual Charge for Food Traders		
Ice Cream or Donuts - small operator (net)	£1,575	TBC
Hot Food - medium size operator (net)	£4,725	TBC
Large Operators - Meat van (net)	£26,250	TBC
Car Parking (net)	£2.08	TBC

Concession Parking	£1.25	TBC
Highways Services		
Vehicular Crossing Construction - Domestic	£900 to £1,938	£954 to £2,054
Extension of a Vehicular Crossing	802 to 1,220	850 to 1293
H-Bar - Vehicle Driveway protection marking (Advisory marking only)	216.00	229.00
Disabled Parking Bay marking (Advisory marking only)	£350	£371
Skip Registration	£150	£159
Permit fee - Seven days maximum (registered provider)	£38	£40
Permit fee – Seven days maximum (non registered provider)	£38	£40
Removal of Unauthorised Skips	£489	£518
Scaffolding / Hoarding Permits - Administration Only	£150	£159
Inspection fee area up to 25m2 - in respect of Scaffolding / Hoarding Permits	£76	£81
Inspection fee area up to 50m2 - in respect of Scaffolding / Hoarding Permits	£113	£120
Inspection fee area up to 75m2 - in respect of Scaffolding / Hoarding Permits	£150	£159
Inspection fee area up to 100m2 - in respect of Scaffolding / Hoarding Permits	£188	£199
Inspection fee area up to 125m2 - in respect of Scaffolding / Hoarding Permits	£226	£240
Inspection fee area greater than 125m2 - in respect of Scaffolding / Hoarding Permits	£264	£280
Mobile Elevating Working Platform	£76	£81
Cranes	£150	£159
Crane Oversailing License	£451	£478
Steel Box or Container on Highway	£150	£159
Inspection fee - in respect of Steel Box or Container	£76	£81
Temporary Traffic Lights Approval	£226	£240
Emergency 5 day or 21-day Notice	£752	£797

Premeditated Temporary Traffic Regulation Order (TTRO)	£2,265	£2,401
Additional TTRO - having no more than one set of diversion plans or start date	£1,284	£1,361
Extension of premeditated TTRO up to Eighteen Months Maximum	£1,209	£1,282
No Time Limit premeditated TTRO	£4,670	£4,950
Town & Police Clauses and Section 16A Orders - Charitable Events / Street Parties	£150	£159
Town & Police Clauses and Section 16A Orders - Commercial Street Parties / Filming	£601	£637
TP&C / 16A Charge for Large Commercial Events lasting one day	£2,929	£3,105
TP&C / 16A Charge for Large Commercial Events lasting for more than one day	£4,055	£4,298
Additional TP&C / 16A Order per road or Order type for the same event	£76	£81
Recovery of staff time for removal of signs left on Highway	£76	£81
Producing / Checking / Approving Traffic Diversion plans	£150	£159
Additional checking fee for above over 2 hours	£76	£81
Provision and deployment of traffic management equipment for emergency works using Council Team	£58	£61
Provision and deployment of traffic management equipment for emergency works using a specialist provider. Initial charge: Up to four hours	£383	£406
Additional charge for weekday work: Four hours to eight hours	£383	£406
Additional charge for weekend work	£383	£406
Additional charge for bank holiday work	£575	£610
Additional charge for work over eight hours	£141	£149
Daily safety checks	£52	£55

Weekly hire of traffic management equipment for each week or part thereof after initial deployment	£129	£137
Recovery of traffic management equipment	£192	£204
New Roads & Street Works Act (NRSWA) - Section 50 Licence / Sewer Connections / Foundation works and other Apparatus (registration and first 200m of inspection)	£1,537	£1,629
Fee to be retained if Licence is cancelled prior to the date it comes into force	£301	£319
Inspection of each additional 200m length of road disturbed	£301	£319
Excavations in the Highway (Opening Up Permit) - per street	£376	£399
Projection Over / Building Under Licence	£451	£478
Administration charge for processing requests for access to streets restricted by automatic bollards within the City Centre, outside of the prescribed times.	76.00	81.00
Street Naming and Numbering request of up to 10 properties	57.00	60.00
Street Naming and Numbering request for each additional property	13.00	14.00
Re-naming of a property or a street (plus legal fees as appropriate)	35.00	37.00
Street Naming and Numbering enquiry	35.00	37.00
Highway Searches / Plans and Enquiries - up to five questions	150.00	159.00
Highway Searches / Plans and Enquiries - each additional question	38.00	40.00
Meeting with third parties to consider the installation / construction of structures in connection with Utility company works / requirements above or below ground. Up to two hours including any travelling time.	150.00	159.00
Meeting with third parties to consider the installation / construction of structures in connection with Utility company works / requirements above or below ground for each additional hour or part thereof.	76.00	81.00
Hire of Signs for Street parties	38.00	40.00
Homewatch Signs - Admin fee per application	76.00	81.00

Homewatch Signs (per sign)	38.00	40.00
Development / Event Signing administration only - noncharitable events	150.00	159.00
Use of MCC furniture for event signs. Up to 2 months - noncharitable events	136.00	144.00
Use of MCC furniture for development signs. Up to 6 months	472.00	500.00
Water Leak Gritting charge	359.00	381.00
Make safe Stop Tap cover with grit	359.00	381.00
Repeat Inspection of Stop Tap covers	76.00	81.00
Public Path order	2573.00	2727.00
Base rate for undertaking works and duties.	76.00	81.00
M Four Communications & Language Support Service		
Face to Face Interpretation	£22 per hour minimum charge 2 hours	£22 per hour minimum charge 2 hours
All Legal Interpretation (Minimum 1 hour, nearest half hour thereafter)	£32 per hour	£32 per hour
Telephone Interpretation - (Minimum 1 hour, nearest half hour thereafter)	£25 per hour	£25 per hour
Travel Expenditure -		
Car Mileage	45p per mile	45p per mile
Travel Time	£12 per hour outside Manchester	£12 per hour outside Manchester
Accessible and Alternative Information Formats – Various Formats	Price on application	Price on application
British Sign Language (Minimum first 3 hours £150)	£75 per hour	£75 per hour
Written Translations – Certificates, Marriage, Birth Death etc Minimum fee upto 00 words	£50 per certificate	£50 per certificate
Generic Written Translations – Minimum fee £30 up to 100 words – Rare languages may be charged at a higher rate – estimate provided	£150 per 1000 English Words	£150 per 1000 English Words

M- Four Design Studios		
Commercial Rates		
Art Direction and Design	£90 per hour	£95 per hour
Design	£90 per hour	£95 per hour
Filming, Editing and Photography	£80 per hour	£85 per hour
Creative Artwork	£70 per hour	£75 per hour
Artwork	£60 per hour	£65 per hour
Proofreading and sub editing	£60 per hour	£65 per hour
Account management	£80 per hour	£85 per hour
Copywriting	£70 per hour	£75 per hour
Partner Rates		
Art Direction and Design	£60 per hour	£65 per hour
Design	£60 per hour	£65 per hour
Filming, Editing and Photography	£50 per hour	£55 per hour
Creative Artwork	£50 per hour	£55 per hour
Artwork	£40 per hour	£45 per hour
Proofreading and sub editing	£40 per hour	£45 per hour
Account Management	£50 per hour	£55 per hour
Copywriting	£50 per hour	£55 per hour
Registrars		
Ceremony Approved Venue Mon-Fri	£500	£500
Ceremony Approved Venue Saturday	£600	£600
Ceremony Approved Venue Sunday	£700	£700
Ceremony Approved Venue Bank Holiday	£700	£700

Ceremony – Register Office Mon – Fri	£225	£225
Ceremony – Register Office Saturday am	£350	£350
Ceremony – Register Office Saturday pm	£350	£350
Births, Death, marriage or Civil Partnership Certificates		
Standard Service – Issued at time of registration, or within 15 days of request		
Birth, Death and Marriage Certificate issued by a Registrar or Superintendent Registrar	£11	£11
Civil Partnership Certificate issued by Local Registration Authority	£11	£11
Priority Service – Issued on or before next working day 9orders up to 3pm)		
Birth, Death and Marriage Certificate issued by a Registrar or Superintendent Registrar	£35	£35
Civil Partnership Certificate issued by Local Registration Authority	£35	£35
Fees For marriage		
Entry of each notice of marriage for persons subject to Home Office Referral and Investigation scheme	£47	£47
Entry of each notice of Marriage for all other persons	£35	£35
Consideration by Superintendent Registrar of divorce outside British Isles	£50	£50
Consideration by Registrar General of divorce outside British Isles	£75	£75
Attendance at the Ceremony		
At the register office	£46	£46
At a registered building – Charge is set by Local Authority where venue is located	£86	£86
Fees for the Conversion of a Civil Partnership into Marriage		
At a Register Office	£45	£45
Two stage procedure on other premises		

Completing the declaration	£27	£27
Signing the declaration in a religious building registered for same sex marriage	£91	£91
Fees payable for Changes to Initial Registration		
Change of Forename added within 12 months of birth registration	£40	£40
Consideration by Registrar/Superintendent Registrar of a correction	£75	£75
Consideration by Registrar General of a correction	£90	£90
Fees for Searches in Indexes		
General Search – search by the applicant in indexes for not more than 6 hours - - note no fee payable if a specific index is specified.	£18	£18