

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2016/17 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge
5	HOUSING							
5.1	Use of Guest Rooms	E	Night	1-Apr-15	20.00	20.00		
5.2	Questionnaires re Loans for House Purchase		Each	1-Apr-15	28.00	40.00		To fully recover the costs of completion
5.3	Temporary Accommodation for Homelessness	E	Each	1-Apr-15	0.00	40.00		New system now in place
5.4	Personal contribution for Emergency Accommodation	E	Each	N/A	0.00	15.00		Helps cover the ineligible costs of such accommodation
5.5	Water Charges - William Peardon Court - Marriott House		Yearly	1-Apr-15	210.00	N/A		Now collected through the week rent payments and will therefore form part of the January Rent Report to this committee.
			Yearly	1-Apr-15	170.00	N/A		
5.6	Charge for Scooter Storage		Weekly	1-Apr-15	7.70	7.70		
5.7	Room Hire - Communal lounge (sheltered housing scheme)	E	Hourly	1-Apr-15	14.60	15.00		This charge helps to ensure that the tenant's facilities do not become overused by external organisations
5.8	Communal lounge and kitchen facilities	E	Hourly	1-Apr-15	17.50	18.50		This charge helps to ensure that the tenant's facilities do not become overused by external organisations

VAT Key

- I Inclusive of VAT
- E Exempt from VAT
- N Non Business Activity
- Z Zero-rated vat

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6	CEMETERIES						
	The Cemeteries are open for interments from 9:30am to 3.45pm (2.30pm on Fridays); the latest time that an interment can be booked is 3.15pm (Monday to Thursday) and 2.00pm (Friday). For bookings outside of these hours the interment fee will be doubled.						
6.1	PURCHASE OF GRAVE AND EXCLUSIVE RIGHT OF BURIAL						
(a)	Resident						
i)	For the exclusive right of burial, including the exclusive right of burial of cremated remains, in an earthen grave (includes application fee for memorials not exceeding 2' 6"(760mm))	N	1-Apr-16	607.00	758.00		City Council = £1,135
ii)	For the exclusive right of burial for a child up to and including the age of 12 years in Oadby Cemetery or Wigston Cemetery Children's Section (includes application fee for memorials not exceeding 2' 6"(760mm))	N	1-Apr-16	164.00	205.00		City Council = £300
iii)	Purchase of the exclusive right of burial for cremated remains in the Garden of Remembrance at Oadby or Wigston Cemetery (includes application fee for memorials not exceeding 2' 6"(760mm))	N	1-Apr-16	288.00	384.00		City Council = £620
(b)	Non Resident						
	The above charges are trebled in the case of a Non Resident of the Borough of Oadby and Wigston						City Council double their charges for non residents
(c)	The fees above include the issue of the Deed of Grant of Burial which is given for a period of 100 years						
ii)	To extend the exclusive right of burial in a grave previously purchased for a further 50 years.	N	1-Apr-16	125.00	150.00		This is an admin fee to change paperwork and burial register City Council Charge is £153 and extends the deed from 50 years for a further 10 years
	NOTES:						
	The fees above refer to single graves for two coffin burials and six ash caskets						
	The allocation of grave spaces for interment and exclusive rights of burial at both the cemeteries will be made available only in rotation.						
	Purchase of burial or cremation plots in advance is not permitted at Oadby Cemetery						
	Purchase of burial plots or cremation plots in Wigston Cemetery is limited to a maximum of 2 per applicant						
6.2	INTERMENT - IN A PRIVATE OR COMMON GRAVE						
	For Interment in a Grave :-						
(a)	Resident						
i)	Foetus, the body of a stillborn child, or a child whose age at the time of death did not exceed one month.	N	N/A	Free	Free		City Council Free
ii)	The body of a child whose age at the time of death exceeded one month but did not exceed 12 years.	N	1-Apr-16	91.00	125.00		City Council free under 5 yrs. 5 yrs to 16 years = £215
iii)	The body of a person whose age at the time of death exceeded 12 years.	N	1-Apr-16	360.00	430.00		City Council £655
iv)	For the interment of cremated remains in a grave or vault.	N	1-Apr-16	104.50	150.00		City Council £225
v)	A scattering of Ashes	N	1-Apr-16	46.50	60.00		City Council £75
(b)	Non Resident						
	The above charges are double in the case of a non resident of the Borough of Oadby and Wigston.						City Council double their fees for non residents
(c)	Charge for Burials within 48 hours, or Cremated remains within 24 hours, over and above charges i), ii), iii), and iv) for residents and non-residents.	N	1-Apr-16	152.50	190.00		LCC - No comparable charge

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NOTES:							
The above charges include the digging of a grave where appropriate							
6.3	BURIAL OF A RESIDENT IN A DIFFERENT DISTRICT WHERE FAITH NEEDS CANNOT BE MET WITHIN THE BOROUGH						
The Council subsidy where applicable will be limited to a maximum of £1,000							
6.4	WALLED GRAVES AND VAULTS						
(a)	For the right to construct a walled grave or vault:-						
i)	9ft x 9ft	N	1-Apr-16	763.00	1,017.00		LCC - No comparable fee. Service rarely requested
ii)	9ft x 4ft	N	1-Apr-16	618.00	824.00		LCC - No comparable fee. Service rarely requested
6.5	MONUMENTS, GRAVESTONES, TABLETS AND INSCRIPTIONS						
(a)	For the right to erect or place on a grave or vault subject to approval of the Council; A headstone or memorial tablet, vase and base						
i)	not exceeding 1ft in height (300mm)	N	1-Apr-16	47.50	63.00		
ii)	exceeding 1ft but not exceeding 2ft 6in. (300mm to 760mm)	N	1-Apr-16	70.00	93.00		
iii)	exceeding 2ft 6in (over 760mm) (but see NOTES below)	N	1-Apr-16	139.50	186.00		
(b)	Kerbstone, Borderstone or Flatstone enclosing or over a grave (but see NOTES below)	N	1-Apr-16	152.50	203.00		
(c)	For the right to place an inscribed plaque on the memorial at the Garden of Remembrance at Oadby Cemetery.						
i)	Not Exceeding 6ins x 4ins (150mm x 100mm)	N	1-Apr-16	41.50	55.00		
ii)	Exceeding 6ins x 4ins (150mm x 100mm)	N	1-Apr-16	65.00	87.00		
(d)	For each inscription after the first inscription	N	1-Apr-16	34.50	43.00		
(e)	Replacement of existing memorial - administration fee	N	1-Apr-16	34.50	43.00		
NOTES:							
Kerb edgings, headstones and memorials exceeding 2'6" (760mm) are not allowed in the Gardens of Remembrance or those sections of either cemetery designated as Lawn Cemetery (e.g. Wigston Cemetery Extension) and if installed will be removed.							
An additional inscription is defined as an action taken after the erection of the monument.							
Fees are to be enclosed with all applications							
6.6	MISCELLANEOUS						
(a)	Transfer of Grave Ownership	N	1-Apr-15	44.00	45.00		City Council = £45
(b)	for Searches of registers, copies and extracts therefrom:						
(i)	Search of registers by Council staff - per hour or part hour	N	1-Apr-16	21.75	22.00		City Council £20 per search
	Search of registers - in person - per hour or part hour		1-Apr-16	5.15	6.00		City Council £6 per hour
(ii)	Certificated copies of entry	N	1-Apr-15	19.50	26.00		
(c)	Notice of Interment Forms		N/A	Free			
(d)	Use of the Chapel at Wigston Cemetery - per funeral	I	1-Apr-16	69.70	95.00		City Council £120
(e)	Purchase and planting of memorial trees - Donation	I	1-Apr-16	135.00	180.00		City Council £275
(f)	Donation towards a memorial seat (provided and installed by Council)	I	1-Apr-16	650.00	650.00		City Council £900
(g)	Exhumation (where requested by Deed Holder - subject to the required approvals) - burial plot		1-Apr-16	540.00	573.00		(interment fee plus 25%)
(h)	Exhumation (where requested by Deed Holder - subject to the required approvals) - casket plot		1-Apr-16	156.75	200.00		(interment fee plus 25%)

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DESCRIPTION OF CHARGE		VAT	DATE OF LAST CHANGE	2016/17 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge
DEFINITION OF THE TERM RESIDENT							
For Purchase of Grant of Right of Burial a RESIDENT is defined as:							
	i) a person who, at the time of applying, has a permanent home address within the Borough						
For interments a RESIDENT is defined as:							
	i) A person who had resided at a private address within the Borough for 5 consecutive years immediately preceeding the date or death OR						
	ii) A person who, at the time of death, resided in a residential or nursing home (or similar establishment) outside of the Borough but had resided at an address within the Borough for 5 consecutive years (or more) immediately preceeding moving to the residential or nursing home OR						
	iii) A person who had resided within the Borough for 5 consecutive years (or more) but had within the 12 months immediately preceeding the date of death moved from the Borough.						
VAT Key							
I	Inclusive of VAT						
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Z	Zero-rated VAT						

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	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	Leisure Card 2016/17 £	2016/17 £	Leisure Card 2017/18 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge
8	RECREATION GROUNDS AND PAVILION HIRE									
8.1	ROOM HIRE PER HOUR - VAT Exempt Pavilions									
	Blaby Road									
	Freer Centre									
	Horsewell Lane									
	Sheila Mitchell									
	Uplands Road									
	Walter Charles Centre									
(a)	Non Commercial Use	E	Per Hour	1-Apr-16		14.35		14.75		RPI
(b)	Commercial Use	E	Per Hour	1-Apr-16		18.20		18.50		RPI
	Saturday evening hire - minimum charge of 4 hours booking from 5pm onwards									
(c)	Refundable deposit per booking (full or part)		Deposit	1-Apr-16		120.00		150.00		
(d)	Charge for lost keys		Each	1-Apr-16		15.45		16.00		(Needs to be same as fee under Allotments for lost keys)
8.2	ROOM HIRE PER HOUR - VATable Pavilions									
	Coombe Park									
(a)	Non Commercial Use	I	Per Hour	1-Apr-16		17.40		17.75		RPI
(b)	Commercial Use	I	Per Hour	1-Apr-16		21.90		22.50		RPI
(c)	Refundable deposit per booking (full or part)		Deposit	1-Apr-16		120.00		150.00		
(d)	Charge for lost keys		Each	1-Apr-16		15.45		16.00		(needs to be same as fee under Allotments for lost keys)
	Saturday evening hire - minimum charge of 4 hours booking from 5pm onwards									
	CANCELLATION OF ROOM HIRE									
	Cancellation with more than 8 weeks notice - return 100% of hire fee									
	Cancellation less than 8 weeks but more than 6 weeks - return 75% of hire fee									
	Cancellations less than 6 weeks but more than 14 days- return 50% of hire fee									
	Cancellations less than 14 days but more than 7 days - return 25% of hire fee									
	Cancellations with less than 7 days notice - hire fee not refunded									
8.3	RECREATION GROUNDS									
(a)	Bowls									
i)	Season Ticket - Adult	I	Each	1-Apr-16	84.50	87.60	84.60	87.60		BOWLS No change. OWBC is higher than all other Leics districts
ii)	Half Season Ticket - Adult	I	Each	1-Apr-16	42.25	43.80	42.25	43.80		
iii)	Season Ticket - Junior (under 18)	I	Each	1-Apr-16		26.30		26.30		
iv)	Hourly Ticket - per person	I	Per Person	1-Apr-16	3.65	3.85	3.65	3.85		
v)	Visiting Team	I		1-Apr-15						
vi)	Season Ticket - New member (one year introductory offer)	I	Each	1-Apr-16		26.30		26.30		

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9	BROCKS HILL ENVIRONMENT CENTRE							
9.1	HIRE OF EXHIBITION HALL (TAKES UPTO 75 THEATRE STYLE) 2 hour hire rate for the hall or meeting room hire at £50.00							2 hour hire rate for the hall or meeting room at £50.00 Flexible times to make the most of income on quieter days
	(a) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.	E	Private Hire	1-Apr-14	100.00	100.00		
	(b) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.		Public Hire	1-Apr-14	90.00	90.00		
	(c) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.		Charitable	1-Apr-14	75.00	75.00		
	(d) Weekday All day (9:00 a.m. to 16:30 p.m.)	E	Private Hire	1-Apr-14	160.00	160.00		
	(e) Weekday All day (9:00 a.m. to 16:30 p.m.)		Public Hire	1-Apr-14	150.00	150.00		
	(f) Weekday All day (9:00 a.m. to 16:30 p.m.)		Charitable	1-Apr-14	140.00	140.00		
	(g) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.		Private Hire	1-Apr-14	65.00	65.00		
	(h) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.		Public Hire	1-Apr-14	60.00	60.00		
	(i) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.		Charitable	1-Apr-14	50.00	50.00		
	(j) Weekend All day (10:00 a.m. 16:30 p.m.)		Private Hire	1-Apr-14	115.00	115.00		
	(k) Weekend All day (10:00 a.m. 16:30 p.m.)		Public Hire	1-Apr-14	105.00	105.00		
	(l) Weekend All day (10:00 a.m. 16:30 p.m.)		Charitable	1-Apr-14	95.00	95.00		
9.2	HIRE OF THE CLASSROOM (TAKES UPTO 50 THEATRE STYLE)	E						
	(a) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.		Private Hire	1-Apr-14	90.00	90.00		
	(b) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.		Public Hire	1-Apr-14	75.00	75.00		
	(c) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.		Charitable	1-Apr-14	60.00	60.00		
	(d) Weekday All day (9:00 a.m. to 16:30 p.m.)		Private Hire	1-Apr-14	150.00	150.00		
	(e) Weekday All day (9:00 a.m. to 16:30 p.m.)	E	Public Hire	1-Apr-14	140.00	140.00		
	(f) Weekday All day (9:00 a.m. to 16:30 p.m.)		Charitable	1-Apr-14	100.00	100.00		
	(g) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.	E	Private Hire	1-Apr-14	60.00	60.00		
	(h) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.		Public Hire	1-Apr-14	50.00	50.00		
	(i) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.	E	Charitable	1-Apr-14	50.00	50.00		
	(j) Weekend All day (10:00 a.m. 16:30 p.m.)		Private Hire	1-Apr-14	105.00	105.00		
	(k) Weekend All day (10:00 a.m. 16:30 p.m.)		Public Hire	1-Apr-14	95.00	95.00		
	(l) Weekend All day (10:00 a.m. 16:30 p.m.)		Charitable	1-Apr-14	95.00	95.00		
	(m) Weekday early opening is to be paid pro-rotta of £19.00 before 9:00 a.m. (£4.75 per 15 minutes)	I						
	(n) Digital media projectors are available at a hire charge of £5.00. Please provide your own laptop	I		1-Apr-14	5.00	5.00		
	(o) 10% discount for booking both the meeting room and hall together	I						
	(p) 10% discount for block bookings of six or more - claimable on sixth booking (only applicable if all bookings made on same date)	E		1-Apr-14				
9.3	HIRE OF HALL FOR EXHIBITIONS (OPEN TO THE GENERAL PUBLIC) PER DAY £30.00 per day for groups selling pictures, cards etc.	E		1-Apr-14	25.00	25.00 30.00		Increase charge for groups using room to sell their products.
9.4	COMMUNITY ART EXHIBITIONS - A MONTH IN THE CAFÉ, USE OF ALL WALLS (SALES WILL INCUR A 10% COMMISSION AS OF JAN 2014)	E		1-Apr-14	0.00	0.00		
9.5	HIRE OF MEETING ROOM / HALL (EXCLUSIVE USE) - EVENINGS WEEKDAY EVENING - 16:45 P.M ONWARDS (SUBJECT TO STAFF AVAILABILITY) WEEKEND EVENINGS - 15:45 P.M. ONWARDS (SUBJECT TO STAFF AVAILABILITY)							
	(a) up to 3 hours	E		1-Apr-14	121.00	121.00		
	(b) up to 4 hours	E		1-Apr-14	131.00	131.00		
	(c) up to 5 hours	E		1-Apr-14	144.50	144.50		
	(d) Natural History Groups (per hour)	E		1-Apr-14	10.00	10.00		
	Evening meeting must vacate the site by 21:30 p.m.							

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	9.6 ENTRY TO EXHIBITION CENTRE	E							
	(a) Adults				1-Apr-14	Free	Free		
	(b) Children / Senior Citizens				1-Apr-14	Free	Free		
	(c) Children under 5				1-Apr-14	Free	Free		
	9.7 TALKS - PER GROUP				1-Apr-14	55.00	55.00		
	9.8 TOURS - PER ORGANISED GROUP				1-Apr-14	55.00	55.00		
	9.9 SCHOOL GROUPS								
	Per school activity up to maximum size of 35 pupils.								
	A fixed charge is applicable based on the following :-								
	(a) Upto 20 children for schools outside the Borough Council's boundaries				1-Apr-14	55.00	55.00		
	(b) Upto 20 children for schools located within Oadby and Wigston boundaries				1-Apr-14	45.00	45.00		
	(c) For all schools the additional charge above 20 children (per child per session)				1-Apr-16	2.50	2.50		
	Teachers/Leaders				1-Apr-14	Free	Free		
	9.10 SELF LED ACTIVITIES AVAILABLE FOR HIRE BY SCHOOLS AND GROUPS SUCH AS THE MINI-BEAST KIT BOX (TERMS & CONDITIONS APPLY)				1-Apr-14	25.00	25.00		
	9.11 PAPER CHARGES								
	(a) A4 black and white per sheet				1-Apr-14	0.10	0.10		
	(b) A4 colour per sheet			1-Apr-14	1.00	1.00			
	(c) A3 black and white per sheet			1-Apr-14	0.15	0.15			
	(d) A3 colour per sheet			1-Apr-14	2.00	2.00			
	ORGANISED EVENTS AND ACTIVITIES OPEN TO THE PUBLIC (POA)								
	Charges to the public for events vary according to the type of event & age of participants and so are not listed here.								
	They are calculated on an event by event basis taking into consideration materials provided, use of room, cost of instructor/speaker etc								
	(POA = Price On Application)								
	FILMING AND PHOTOGRAPHY POA; small scale £55 per hour			1-Apr-16	POA	POA			
	WOOD SALES			1-Apr-16	POA	POA			
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10	ALLOTMENTS							
10.1	RESIDENTS							
(a)	Rent of plot to residents - per 100 square yards	N	Each	1-Apr-16	13.65	14.00		retain at existing level as needs to match Aylestone Lane
(b)	Rent of plot to residents - where tenancy commenced after 29 September 2011							
	1) Wigston Road	N	Each	1-Apr-16	17.50	17.50		
	2) Aylestone Lane	N	Each	1-Apr-16	17.00	17.50		
	3) Manchester Gardens - Rectangle	N	Each	1-Apr-16	15.05	15.50		
	4) Manchester Gardens - Triangle	N	Each	1-Apr-16	13.65	14.00		
	5) Brabazon Road	N	Each	1-Apr-16	15.05	15.50		
	Allotment rent year runs from 29 September to 28 September the following year							
10.2	SENIOR CITIZENS 25% reduction on the above charge							
10.3	DEPOSIT - REFUNDABLE	N	Each	1-Apr-11	50.00	50.00		Retain at current level
10.4	KEY REPLACEMENTS	I	Each	1-Apr-16	15.45	16.00		Needs to be same as Rec & Pav Hire charge for lost keys

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11	SPECIAL COLLECTION OF HOUSEHOLD REFUSE						
	(a) The following non electrical items can be collected :- All Domestic items - house improvement or building work related. Items such as building waste or replaced windows will not be collected. Broken glass must be supplied in a box. Bagged, boxed and tied waste will be classed as individual items. Sheds must be dismantled and each panel classed as an item. Items <u>must</u> be presented in a form that reasonably facilitates loading and satisfies manual handling requirements - failure to do so will result in non-collection and payment refunded for those items not collected. Note - Bags should be strong enough so items do not split when being taken to vehicle. Charges for Garden Tools and Equipment* are :-						
	i) 1 Item	N	1-Apr-15	20.00	20.38		
	ii) Each Additional Item	N	1-Apr-15	3.00	3.05		
	(b) The following electrical items can be collected :- Vacuum Cleaners, Televisions, Fridge, Fridge/Freezer, Coolers, Washing Machines, Tumble Dryers, Dishwashers, Audio Visual Equipment. Charges for Electrical Items are :-						
	i) 1 Item	N	1-Apr-15	20.00	20.38		
	ii) Each Additional Item	N	1-Apr-15	4.00	4.08		
	The collection of electrical and non-electrical items are two separate services. Free collection for all items above, for those residents receiving :- Housing Benefit, Council Tax Benefit or Disability Benefit, Military Service - Maximum of four items - no more than two separate collections per annum * Garden Tools can be taken to Brocks Hill Environment Centre (for re-use by volunteers working in the Borough)						
11.2	DISPOSAL OF DECEASED DOMESTIC ANIMALS	I	1-Apr-15	60.00	61.15		
11.3	REMOVAL OF UNAUTHORISED ADVERTISING ON STREETS, OPEN SPACES AND PUBLIC NOTICE BOARDS						
	(a) Removal of unapproved advertising, promotional material or balloons on public spaces, street furniture or notice boards - per item per week	N	1-Apr-16	40.00	40.80		
	(b) Removal of unapproved notices	N	1-Apr-16	40.00	40.80		
	(c) Taking down and storage of fly posters	N	1-Apr-16	85.00	86.65		

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11.4	COUNCIL CAR PARKS						
(a)	Off Street parking						
	Parking charge for stays of over 3 hours (where applicable)	I	1-Apr-15	3.00	3.00		Do not change fee else all car park signage and machines will need changing at significant cost
11.5	CLEANSING OF PRIVATELY OWNED PARKING AREAS						
(a)	Cleaning of Slabbed and Block Paved Areas						
i)	Up to 20 sq metres (subject to availability and site inspection for suitability)		1-Apr-12	100.00	100.00		
ii)	Greater than 20 sq metres		1-Apr-12	POA	POA		
(b)	Cleaning of Car Parks and other areas		1-Apr-11	POA	POA		
(c)	Mowing of Large Private Grassed Areas						
	POA = Price on Application		1-Apr-11	POA	POA		
11.6	RELOCATION OF STREET NAME PLATES						
(a)	At the request of resident and subject to agreement at the discretion of the Council						
i)	Wall mounted name plates		1-Apr-15	100.00	115.00		Includes manufacture of new plate and installation
ii)	Frame mounted name plates		1-Apr-15	150.00	175.00		Includes manufacture of new plate and installation
	VAT Key						
I	Inclusive of VAT						
E	Exempt from VAT						
N	Non Business Activity						
Z	Zero-rated VAT						