

HERITAGE, CULTURE & VISITORS – ECONOMIC DEVELOPMENT COMMITTEE

| | | 2017-18 Existing | 2018-19 Proposed |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|
| 1 | <u>Theatre Hire (plus VAT):</u> <u>With Stage & Dressing Rooms as Equipped</u> <u>Full Theatre : 602 Seats</u> | | |
| | Per day with one performance – week days Commercial Hire | £1,500 | £1,530 |
| | Per day with one performance - weekends Commercial Hire | £2,000 | £2,040 |
| | Per day with two performances - weekdays Commercial Hire | £2,750 | £2,805 |
| | Per day with two performances - weekends Commercial Hire | £3,250 | £3,315 |
| | Week Hire: Monday-Saturday | £9,250 | £9,435 |
| 2 | <u>Non-Profit Making/ Charity/ Local</u> <u>Available all year Monday-Friday + off-peak weekends (at our discretion but excluding autumn)</u> <u>Current Stalls - only hirers to be phased into new pricing structure over two years</u> There is also an element of flexibility built into the fees and charges for non-profit making bodies, allowing the Theatre's discretion to offer a further reduction to community groups at a time when the Theatre may well be dark, but mindful that our costs and a profit must be covered. | | |
| | Per day with one performance – week days Non Profit Making/Charity/Voluntary | £1,000 | £1,000 |
| | Per day with one performance – weekends Non Profit Making/Charity/Voluntary | £1,500 | £1,500 |
| | Per day with two performances – week days Non Profit Making/Charity/Voluntary | £1,500 | £1,500 |
| | Per day with two performances – weekends Non Profit Making/Charity/Voluntary | £2,000 | £2,000 |
| | Conference: Full Theatre (Staffing, technical equipment and catering costs on application) | £2,000 | £2,000 |
| 3 | <u>Theatre Hire : Supplementary Charges Per Hour (plus VAT)</u> <u>(not including staffing)</u> | | |
| | Technical/Dress: Commercial Hires | £77.50 | £78.00 |
| | Non Profit Making/Charity/Voluntary | £65.50 | £66.00 |
| | General Rehearsals: (No lights) Commercial Hires | £65.50 | £66.00 |
| | Non Profit Making/Charity/Voluntary | £55.00 | £55.50 |

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| | Get In/Fit Up/ Get Out Commercial Hires Non Profit Making/Charity/Voluntary | £21.50 £18.50 | £22.00 £19.00 |
| 4 | <u>Staffing Recharges : per hour plus VAT</u> | | |
| | Technical Manager – week days* | £34.00 | £34.50 |
| | Technical Manager - weekends** | £39.00 | £39.50 |
| | Technical Officer – week days* | £26.00 | £26.50 |
| | Technical Officer - weekends** | £30.00 | £30.50 |
| | Technical Assistant – week days* | £18.00 | £18.50 |
| | Technical Assistant - weekends** | £22.00 | £22.50 |
| | * Plus 20% on all rates for hours worked between 2330 and 0600 hours ** Plus 20% on all rates for hours worked between 2330 and 0600 hours and plus 100% for all Bank Holiday working and 120% on all rates for hours worked on Bank Holidays between 2330 and 0600 hours | | |
| 5 | <u>Room Hire : Per Hour</u> | | |
| | The Workshop (VAT exempt) Non-Profit Making/Charity/Community | £15.50 | See room hire charges below |
| 6 | <u>Room Hire: Commercial (VAT exempt)</u> Byron Lounge: Meetings per day Byron Lounge: Meetings half day Flexibility to discount package deals on repeat bookings and block bookings or where a room hire is part of a theatre hire deal. Flexibility to offer rooms at a discounted rate to local and community users at times when the rooms would otherwise be unused, but being mindful that costs must be covered. | } £25 per }hour | See room hire charges below |
| 7 | <u>Ticket Handling Fee</u> | | |
| | Per Ticket – applicable to all professional productions | £1.50 | £1.50 |
| | Per Ticket – applicable to all amateur productions, dependent on overall ticket price | £50p - £1.50 | 50p - £1.50 |
| 8 | <u>Palace Membership Scheme (New Charges from 2016-17)</u> | | |
| | Single membership | £11 | £11 |
| | Couple’s membership | £18 | £18 |
| | Junior membership | £8 | £8 |
| | Family membership | £30 | £30 |

| National Civil War Centre – Newark Museum | | | |
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| Proposed Ticket Types | 2017-18 Charge including VAT | 2018-19 Charge including VAT | Notes |
| Day Tickets | Ability to offer promotional discounts and flexible pricing to target specific audiences, promote specific events or encourage and increase local footfall and site awareness | | |
| Adult | £8 | £8 | Ability to offer promotional discounts and flexible pricing to target specific audiences, promote specific events or encourage and increase local footfall and site awareness |
| Concession | £7 | £7 | |
| Children 5-16 | £3.50 | £4 | |
| Children under 5 | Free | Free | |
| Annual Pass – Adult | £15.75 | £15.75 | |
| Annual Pass - Concession | £13.75 | £13.75 | |
| Annual Pass – Children | £5.75 | £7.75 | |
| Groups: | Flexibility for further discount to large groups and commercial operators in order to encourage larger and repeat bookings and capture a growth market | | |
| Group Visit (10 or more paying) | 10% discount | 10% discount | |
| After-hours Evening Guided Visit: Minimum of 15 persons, must be booked <u>at least</u> four weeks in advance | £15/head £2 discount for all partner organisations (EH, Art Fund, etc.) | £15/head £2 discount for all partner organisations (EH, Art Fund, etc.) | 90 min visit between the hours of 5pm and 9pm. |
| Object Handling Session (on top of day group rate) This is for groups who are looking for a hands-on experience. | £5/head, 20 people | £5/head, min 10, max per session 20 | |
| Volunteer-led Town/Civil War Tour | | £5, £3 child £3, £1 child if purchased with NCWC entry | |
| Commercial: Town Tour | £6/head | £6/head | All to NSDC |
| Commercial: Castle Tour | £6/head | £6/head | £4 to go to the castle, £2 to NCWC |

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| Commercial: Church Tour | £6/head | £6/head | £4 to go to the church, £2 to NCWC |
| Coach Parking @ Lorry Park | FOC | FOC | FOC |

Miscellaneous Charges

| | Existing | Proposed 2018-19 | |
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| After Dinner speaking | <p>£70 for Newark and Sherwood District</p> <p>£90 for Nottinghamshire/ equivalent area</p> <p>Any further distance = on consideration</p> | £150 plus travel expenses | Original rate set to raise awareness of NCWC in opening year. Benchmarked against other history experts/speakers. |
| Room Hire | <p>All ex VAT</p> <p>AV Equipment included (projector, screen and lectern).</p> <p>There is an element of flexibility built into the fees and charges for all hires allowing discretion to offer a further reduction to community groups at a time when the space would not otherwise be in use, but mindful that our costs and a profit must be covered.</p> <p>Discounts may also be offered for multi-space bookings in order to develop bespoke, commercial package hires, eg for large scale conferences that also include the theatre auditorium.</p> | | <p>All ex VAT</p> <p>AV Equipment included (projector, screen and lectern).</p> <p>There is an element of flexibility built into the fees and charges for all hires allowing discretion to offer a further reduction to community groups at a time when the space would not otherwise be in use, but mindful that our costs and a profit must be covered.</p> <p>Discounts may also be offered for multi-space bookings in order to develop bespoke, commercial package hires, eg for large scale conferences that also include the theatre auditorium.</p> |
| Community Space | <p>Educational/Training/Meeting: £20/hr <i>unless it strictly conforms to and progresses our Learning and Participation plans, then it will be discussed.</i></p> <p>Party/staffing intensive operation: £35 – 50/hr</p> | <p>Educational/ Training/Meeting: From £20/hr</p> <p>Event Rate: £35 - £50/hr</p> | Costs dependent on whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing. |

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| Byron Room | Educational/Training/Meeting: <i>unless it strictly conforms to and progresses our Learning and Participation plans, then it will be discussed.</i> Party/staffing intensive operation: | Educational/ Training/Meeting: From £20/hr Event Rate: £35 - £50/hr | Costs dependent on whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing. |
| | Workshop (VAT exempt if completely self-serviced by hirer) £15.50 | £15.50 - £25 | |
| | Tudor Hall Major Event: £1,000 Charity Rate: £795 Meeting: £375 | Hourly rate: £85, max 4 hr hire Day rate for meetings: £395 Event rate: £795 - £1,200 | New proposed structure to ensure ability to remain competitive and create a bespoke hire dependent on the client's needs, whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing |
| | Hire a costumed performer £100/evening | £100/evening | |

THE RESOURCE CENTRE & COLLECTIONS

| Hire Location | Existing Charge | Additional Information | Proposed 2018-19 |
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| Out of Hours – Guided tours | Out of hours £80 plus VAT plus £1.00 (£0.83 net) per person | Charges do not include refreshments. Tea, Coffee, biscuits – £1 per person Occupancy : Max. 25 people | No longer offered. |
| In Hours – Guided tours | During working hours £60 plus VAT | Occupancy : Max. 25 people | £6/head, minimum 15, max 25 |
| Workshops | Price by request | To be paid in advance when booking | Price by request |
| Photocopying | £1 A4 £1.50 A3 | | No change (very rarely requested) |
| Scan Orders | £5.50 £6.50 £9.00 | This price includes VAT. Postage is extra. | No change (very rarely requested) |
| Microfiche Copies | £5.00 plus £2.00 admin(very rarely requested) | £5.00 plus £2.00 admin(very rarely requested) | No change(very rarely requested) |
| Own Camera | £5.00 – reflects time processing charges | It is possible for researchers to use their own camera to take photos of documents and objects. Copyright limitations apply. | No change(very rarely requested) |
| Digital reprographics (on plain paper, glossy photo paper, CD or by e mail attachment – please specify | £10.00 – reflects time processing charges | Museum staff can take photos of documents or objects for visitors. Please note this service may not be available same day – orders will be processed ASAP. Copyright limitations apply. | No change (very rarely requested) |

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| <p>Publication</p> | <p>Commercial Organisations (Newspapers, Journals, magazines, TV, etc.) £100.00 per image</p> <p>Local Authority/Vol. /Charitable Organisations £20.00 per image</p> <p>Corporate Products (annual reports, TV) £100.00 per image</p> <p>Commercial products (cards, calendars, jigsaws etc.) £150.00 per image</p> | <p>There will be no charge for visitors taking photographs on the museum premises, so long as the images produced are for their own personal use and not intended for publication.</p> <p>Cost per image is based on <u>one</u> use only. Two uses will attract two charges per image. Three uses will attract three charges per image. For example, one use is display, two uses is display and publication (book), three uses is display, publication (book) and leaflet.</p> | <p>No change</p> |
| <p>Long Term Archaeological Storage at Museum Resource Centre</p> | | <p>£160 per box - Cost is based on English Heritage Calculations. One off fees.</p> | <p>£160 per box - Cost is based on English Heritage Calculations. One off fees.</p> |

| Learning Charges | | | |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Other Income | Charge | Additional Information | Proposed 2018-19 including VAT |
| Loans Box Fines | £15 | Late return of boxes | £16 |
| Out of District Schools Travel Expenses | Price by request – It is not intended to promote outreach for schools for our first three academic years in order to concentrate visitor volume and income at the Centre. We will consider outreach for schools on a case by case basis and price accordingly. | Flat fee | As previously stated. |
| Discovery box – Cost per hire | £10 per box for two weeks | Loan period is 2 weeks – fines for late returns | £15 per box for two weeks |
| Education programme @ NCWC | <p>KS1 – KS5 students.</p> <p>£3.50 per head – Half day (2 – 2.5 hr) visit – one facilitated activity, one self-led activity</p> <p>£4.95 per head – Full day visit – one facilitated activity, two self-led activities.</p> <p>£5.95 per head – Full day visit – two facilitated activities, one self-led activity.</p> <p>New pricing for University/FE students to reflect bespoke nature of events and level of expertise required.</p> <p>£5.00 per head for half day visit</p> <p>£7.00 per head for full day visit</p> | To be paid on day of visit by cash/cheque/card or by invoice | <p>Option to build bespoke package on request, price according to resource allocation and timescales.</p> <p>KS1 – KS3 students £4 per head – Half day (2 – 2.5 hr) visit</p> <p>£6.50 per head – Full day visit</p> <p>KS 5, FE and HE £7 per head full day visit, £6 half day</p> |

LAND CHARGES – ECONOMIC DEVELOPMENT COMMITTEE

| Type of Search | Relevant Act or Order | 2017-18 Existing | 2018-19 Proposed 3% increase |
|----------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LLC1 | Local Land Charges Act 1975 | £26 (Note: cannot charge VAT on this search) | £26 (Note: cannot charge VAT on this search) No change in fee |
| Con29 Residential | Local Land Charges Act 1975 | £72.75 plus VAT The above figure includes Charge from Via East Midlands of £26 plus VAT | £75.00 plus VAT Please note, proposed increase does not include any possible increase from Via, therefore the proposed figure may change upon receipt of confirmation and will be amended accordingly. Total including VAT £90.00 |
| Con29 Commercial NCC will have input | Local Land Charges Act 1975 | £98.75 plus VAT The above figure includes Charge from Via East Midlands of £26 plus VAT | £101.67 plus VAT Please note, proposed increase does not include any possible increase from Via, therefore the proposed figure may change upon receipt of confirmation and will be amended accordingly. Total including VAT £122.00 |
| Optional Question Q22.1(common land/commons green) & 22.2 (obtaining register and inspecting it) | Local Land Charges Act 1975 | £34.92 plus VAT The above figure includes Charge from Nottinghamshire County Council of £30 | £35.83 plus VAT Please note, proposed increase does not include any possible increase from Nottinghamshire County Council, therefore the proposed figure may change upon receipt of confirmation and will be amended accordingly. Total including VAT £43.00 |
| Optional Questions Remainder NSDC only deal with questions which relate to us. All other questions are answered by NSDC | Local Land Charges Act 1975 | £10.71 plus VAT | £10.83 plus VAT Total including VAT £13.00 |
| Written Enquiries | Local Land Charges Act 1975 | £17.83 plus VAT | £18.33 plus VAT Total including VAT £22.00 |
| Additional Parcels | Local Land Charges Act 1975 | £16.00 | £16.50 <i>Additional parcels – No guidance available to customer, however advice provided is on the principle that if parcels are separated by a road, river or parcel land then they would be classed as additional parcels.</i> |

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| Personal Search | Local Land Charges Act 1975 | NIL | NIL |
| Light Obstruction Notice – Registration Fee for putting on local land charge | Rights of Light Act 1959 | £70.50 plus VAT | £71.25 plus VAT Total including VAT £85.50 |
| Expedited Search – Quick return search (3 day turnaround) | Local Land Charges Act 1975 | £17.50 plus VAT Can add VAT for Con 29 element | £17.92 plus VAT Total including VAT £21.50 |

| CON29 Individual requests | Residential plus VAT | Increase 3% | Increase plus VAT | Commercial plus VAT | Increase 3% (rounded up) | Increase plus VAT £ |
|------------------------------------------|---------------------------------|------------------------|------------------------------|--------------------------------|---------------------------------------------|------------------------------------|
| 1.1 a-i | 14.50 | 15.00 | 18.00 | 24.20 | 25.00 | 30.00 |
| 1.1 j-l | 10.00 | 10.42 | 12.50 | 16.10 | 16.67 | 20.00 |
| 1.2 | 6.90 | 7.08 | 8.50 | 6.90 | 7.08 | 8.50 |
| 3.1 | 1.60 | 1.67 | 2.00 | 2.15 | 2.25 | 2.70 |
| 3.3 | 2.90 | 3.00 | 3.60 | 4.50 | 4.67 | 5.60 |
| 3.7 | 2.90 | 3.00 | 3.60 | 4.50 | 4.67 | 5.60 |
| 3.8 | 1.60 | 1.67 | 2.00 | 2.15 | 2.25 | 2.70 |
| 3.9 | 1.60 | 1.67 | 2.00 | 2.15 | 2.25 | 2.70 |
| 3.10 | 8.60 | 8.75 | 10.50 | 8.60 | 8.75 | 10.50 |
| 3.11 | 1.60 | 1.67 | 2.00 | 2.15 | 2.25 | 2.70 |
| 3.12 | 4.40 | 4.58 | 5.50 | 6.40 | 6.67 | 8.00 |
| 3.13 | 2.90 | 3.00 | 3.60 | 4.50 | 4.67 | 5.60 |
| 3.14 | 2.90 | 3.00 | 3.60 | 4.50 | 4.67 | 5.60 |
| 3.15 | 5.20 | 5.42 | 6.50 | 5.20 | 5.42 | 6.50 |

| Type of Search | LLC1 | Full search Residential | Full search Commercial | Con29 Residential | Con29 Commercial | Con290 Optional Questions | Q22 (Con290) | Expedited Search | Additional Parcel (per individual parcel) |
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| Proposed fee for 2018-19 (£) includes VAT if applicable | 26.00 | 116.00 | 148.00 | 90.00 | 122.00 | 13.00 | 43.00 | 21.50 | 16.50 |
| Bassetlaw District Council | 26.00 | 122.00 | 122.00 | 96.00 | 96.00 | 18.00 | 38.40 | | 25.20 |
| Mansfield District Council | 30.69 | 127.10 | 157.44 | 90.28 | 120.61 | 19.10 | 36.72 | | 19.10 |
| Ashfield District Council | 25.00 | 98.00 | 98.00 | 73.00 | 73.00 | 15.00 each or Q6 & Q7 £3.50 and all other questions £7.50 | 35.00 | | 15.00 |
| Broxtowe District Council | 33.00 | 105.00 | 105.00 | 72.00 | 72.00 | £10.00 per question | 35.00 | | 5.00(LLC1 only) and 12.00 (LLC1 and Con29) |

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| Gedling Borough Council (fees increased as shown) | 6.20 (post) 4.10 (electronic) | | | 135.00 (post) 116.40 (electronic) | 135.00 (post) 116.40 (electronic) | 12.00 per question | 36.00 | | 1.20(LLC1 only) and 18.00 (Con29) |
| Rushcliffe Borough Council | 35.00 | 108.00 | 108.00 | 73.00 | 73.00 | 15.00 per question | 30.00 | | 15.00 |
| West Lindsey District Council | 19.50 | 119.58 | 117.74 | 117.74 | 117.74 | 13.20 (admin) and £18.48 | | | 17.66, after £16.56 |
| North Kesteven District Council | 20.40 | 91.73 or 63.42 if on account | 91.73 or 63.42 if on account | 71.33 or 63.42 if on account | 71.33 or 63.42 if on account | Various costs: £4.00 to £9.58 dependant on question | | 26.25 additional fee | 14.45 |

Note: Fees for other Local Authorities are correct as published online at September 2017 and therefore may not represent actual/proposed figures for 2018/19.

PARKS & AMENITIES FEES & CHARGES – ECONOMIC DEVELOPMENT COMMITTEE

| Facility | Purpose | | 2017/2018 | 2018/2019 Proposed | |
|---------------------------------------------------------------------------------|--------------------------------------------------|------------------------------|-----------------------------------------|------------------------------------------|--------------|
| Parks & Playing Fields | Football Season (13 matches or more) | Seniors | £500 | £500 | |
| | | Juniors | £270 | £280 | |
| | | Mini Soccer | £143 | £150 | |
| | Football Pitch (per match) | Seniors | £49 | £49 | |
| | | Juniors | £29 | £30 | |
| | | Mini Soccer | £17 | £18 | |
| | Hire of Park – commercial use | | £410 per day or 5% of ticket sales | £500 per day or 5% of ticket sales | |
| | Hire of Park – charities | | £97 but waived at the discretion of CMT | £100 but waived at the discretion of CMT | |
| | Circuses | | £347 per day | £360 per day | |
| | Fun Fairs | Large Fair | | £337 per day | £350 per day |
| | | Small Fair | | £255 per day | £265 per day |
| | Sponsorship | Bedding Displays | | £730pa | £750pa |
| Outdoor Fitness Camps | | | £6.30 per session | £6.50 per session | |
| Newark Castle & Gardens | Guided Tours | Adult | £5.50 | £5.50 | |
| | | Child | £2.75 | £2.75 | |
| | | Family | £13.50 | £13.50 | |
| | | Ghost Tour – commercial hire | £410 per event | £420 per event | |
| | Hire of Gardens – charity | | £97 but waived at the discretion of CMT | £100 but waived at the discretion of CMT | |
| | Hire of Gardens – commercial | | £410 per day or 5% of ticket sales | £500 per day or 5% of ticket sales | |
| | Hire of Gardens for weddings | Bandstand | £360 | £370 | |
| | | Undercroft | £360 | £370 | |
| | Education programme | Half day visit | £2.95 per head | £3.00 per head | |
| | | Full day visit | £4.15 per head | £4.25 per head | |
| | Use of Castle for commercial photography/filming | | £30 per hour | £30 per hour | |
| Use of Castle Gardens for wedding photographs – professional photographers only | | £20 flat fee | £20 flat fee | | |
| Lincoln Road Pavilion | Hire of Pavilion | | £9.20 per hour | £9.50 per hour | |

STREET NAMING & NUMBERING CHARGES

The following fee schedule is relevant to developers, and people requesting the following, to cover amendments to approved street naming schemes and the notification of changes for:

- Amendments to any approved naming schemes that have to be altered due to the developer making amendments. The charge is issued to developers and is applied for alterations received **after** the approved scheme has been issued;
- House owners that wish to name, or alter the name, of their house; and
- Renaming and/or renumbering of an existing street

Proposed Fee Schedule:

| Service | Existing Charge 2017/18 | Proposed Charge 2018/19 – 3% increase (rounded to the nearest 50p) |
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| Adding or amending a name or re-numbering an existing individual property, including notification to external organisations | £25.50 | £26.50 £1.00 increase |
| Amendment to approved/existing naming and numbering scheme due to change in plot numbers, or plot positions, including notification | £76.50 admin fee plus £25.50 per plot* requiring renumbering/naming | £79.00 admin fee plus £26.50 per plot* requiring renumbering/naming £2.20 increase – admin fee £1.00 per plot increase |
| Amendment to approved naming and numbering scheme due to change in approved street name (after consultation) | £76.50 admin fee plus £25.50 per property for up to 10 properties £76.50 admin fee plus £25.50 per property for first 10 properties, then £10.20 for every additional property thereafter | £79.00 admin fee plus £26.50 per property for up to 10 properties £79.00 admin fee plus £26.50 per property for first 10 properties, then £10.50 for every additional property thereafter £2.50 increase – admin fee £1.00 per plot increase 30p increase – additional property |
| Rename or numbering of street where requested by Parish Council and/or residents including notification | £76.50 admin fee plus £25.50 per property for up to 10 properties affected by change £76.50 admin fee plus £25.50 per property for first 10 properties, then £10.20 for every additional property thereafter affected by change | £79.00 admin fee plus £26.50 per property for up to 10 properties affected by change £79.00 admin fee plus £26.50 per property for first 10 properties, then £10.50 for every additional property thereafter affected by change £2.50 increase – admin fee £1.00 per plot increase 30p increase – additional property |

Please note: VAT is NOT applicable to charges made in respect of naming and numbering.

*Includes naming of a building and all affected properties (e.g. block of flats)

Terms and Conditions:

- 1. All requests must be completed on the appropriate form which is available on our website or from Customer Services.*
- 2. All fees must be paid prior to notification being sent.*
- 3. Should the requestor only wish to be issued with new street names and numbers, this service is provided free of charge.*
- 4. Postal codes remain the responsibility of Royal Mail.*
- 5. Newark and Sherwood District Council can only issue street naming and numbering schemes contained within the district boundary.*
- 6. All street naming and numbering schemes will be issued in accordance with Newark and Sherwood District Councils street naming and numbering policy.*
- 7. Any queries or complaints should be directed through the corporate compliments, comments and complaints procedure.*

PLANNING FEES & CHARGES – ECONOMIC DEVELOPMENT COMMITTEE

| Development Category | Previous charge | Proposed charge |
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| <p>DO I NEED PLANNING PERMISSION REQUESTS EXEMPTION 1 – DOMESTIC DWELLINGS/ HOUSEHOLDER ENQUIRIES To obtain a view from the Authority as to whether planning permission is required for an extension to a dwelling or the erection of a building or structure within the garden area (this could include but not be exclusive of a detached garage, erection of fencing, erection of decking, etc.)</p> | <p>Fixed Charge of £57 This would cover one letter £47.50+VAT</p> | <p>Fixed Charge of £50+VAT = £60</p> |
| <p>EXEMPTION 2 – COMMERCIAL ENQUIRIES To obtain a view from the Authority as to whether planning permission is required for a development proposal (which could include an extension, alteration to an elevation, change in levels) or a change of use</p> | <p>Fixed Charge of £57 This would cover one letter £47.50+VAT</p> | <p>£50+VAT £60</p> |
| <p>PRE-APPLICATION ADVICE ON A DEVELOPMENT PROPOSAL New floor-space or change of use of 10,000 square metres or more or where the site area is 2 hectares or more. Development subject to an Environmental Impact Assessment (EIA).</p> | <p>Fixed charge of £1,380 (£1,150+VAT). This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. Schemes requiring a larger Officer input to be agreed on a bespoke basis by the Business Manager, Growth and Development</p> | <p>£1200+VAT £1440</p> |
| <p>CATEGORY A – LARGE SCALE MAJOR DEVELOPMENT Residential development of 100 or more dwellings or where the site area is 4 hectares or more.</p> | <p>£1,680 (£1,400+VAT)</p> | <p>£1500+VAT £1800</p> |
| <p>CATEGORY B – SMALL SCALE MAJOR DEVELOPMENT Residential development of between 10 and 99 dwellings (inclusive) dwellings or where the site area is 0.5 hectares up to less than 4 hectares</p> | <p>£900 (£750+VAT)</p> | <p>£800+VAT £960</p> |
| <p>CATEGORY C – SMALL SCALE OTHER DEVELOPMENT Examples include: Residential development of between 2 and 9 dwellings or where the site area is below 0.5 hectares.</p> | <p>£498 (£415+VAT)</p> | <p>£450+VAT £540</p> |

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| <p>CATEGORY D – ALL OTHER DEVELOPMENT AND CONSENTS NOT WITHIN CATEGORIES A TO C BUT EXCLUDING HOUSEHOLDER DEVELOPMENT</p> <p>Examples include: 1 new dwelling. New floor space or change of use of less than 300 sqm Advert Consent.</p> | <p>£192 (£160+VAT)</p> | <p>No change</p> |
| <p>CATEGORY E – WIND TURBINES</p> | <p>£1,200 (£1,000+VAT)</p> | <p>No change</p> |
| <p>CATEGORY F – HOUSE HOLDER APPLICATIONS works to a house or within its garden. (NB. a fee DOES NOT apply to Listed Buildings in domestic use, for maintenance and repair advice (unless part of a redevelopment proposal – see pre-app categories above), or if the building represents heritage at risk (e.g. if on a risk register and/or in a Conservation Area at risk)</p> | <p>£57 (£47.50+VAT) unless an exemption has advised that planning permissions required. In which case advice on likely acceptability can be obtained for £24 (£20+VAT).</p> | <p>£50+VAT £60</p> |
| <p>CATEGORY G – REQUESTS FOR CONFIRMATION OF COMPLIANCE WITH S106 AGREEMENTS</p> <p>Where a request is made for confirmation of compliance with a legal agreement associated with a planning permission, whether it be through submission of details to comply or for subsequent requests to confirm requirements have been met.</p> | <p>No previous charge</p> | <p>£81 + VAT £97</p> |
| <p>CATEGORY H – ADVICE WHICH IS NOT COVERED BY ANY OF THE ABOVE CATEGORIES</p> | <p>No previous charge</p> | <p>A bespoke fee will be agreed in advance based on the likely time taken and the level of experience of the Officer required to provide any such advice.</p> |

In instances where a development proposal may fall within 2 no. categories, for example it may also require an associated Listed Building Consent, the higher fee is payable as opposed to an aggregated payment.

Where it is requested and agreed that a Senior Manager also attends a meeting with the case officer, an additional charge, based on an hourly rate, may be payable.

Where follow-up advice is required an hourly rate will be charged, which shall firstly be agreed by and paid to the Local Planning Authority.

TERMS AND CONDITIONS

All of the above charges are inclusive of VAT.

Standard fees plus VAT must be paid on submission of the request for advice.

Payments can be made online at www.newark-sherwooddc.gov.uk/pay/ or over the phone by telephoning 01636 650000.

SERVICE STANDARDS AND SUBMISSION REQUIREMENTS

Exemptions (Do I need Planning Permission Requests)

Prospective applicants seeking advice as to whether planning permission is required for either a house extension or household development in a garden are required to complete an Exemption Form 1. Those seeking guidance for commercial proposals in terms of establishing whether planning permission is required should complete an Exemption Form 2. Both forms are available on our website www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/ and at Castle House. This form sets out the information that is expected from prospective applicants in order for the request to be valid.

All Exemption requests will be responded to wherever possible within 21 days. You will receive acknowledgement of your request for the advice within 1 week of a valid request, unless you are informed otherwise. The Council will advise you if your request is invalid, explaining the reasons why and allowing you time to submit any missing information. Please note that in circumstances where any missing information is not received within 4 weeks of the original submission, the fee will be returned but £25 will be deducted for administration costs.

Pre Application Advice

Prospective applicants seeking exemption or pre-application advice are required to complete either an 'Exemption' or a 'Request for Pre-application Advice' form which is available on our website www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/ and at our reception at Castle House. This form sets out the information that is expected from prospective applicants in order for the request to be valid.

Within 1 week of receiving a request for pre-application advice, the service will contact you to confirm:

- that your request for advice has been received;
- that the fee, if submitted with the form, is correct or if a fee has not been submitted with the form, what the fee is;
- any additional information that is required before pre-application advice is offered; and the name of the planning case officer who will be providing the advice.

Where a fee has been submitted for advice without all other necessary information and the additional information is not received within 4 weeks of the original submission, the fee will be returned but £25 will be deducted for administration costs.

The target date for responding to a valid request will be 5 weeks, although this cannot always be guaranteed for more complex schemes.

The case officer will:

- Research the history of the site;
- Undertake an unaccompanied site visit (sometimes we may ask you or a representative to attend to gain access and to fact find);
- Consult with key statutory and non-statutory consultees where applicable;
- Identify and assess the prospective application against Council policies and standards;
- Arrange to attend a meeting with the prospective applicant (normally at the Council Offices) where applicable. Where specialist advice is requested at a meeting, the necessary officers will attend subject to availability.
- Provide a detailed written response in the context of the plans/information provided and meeting discussions which will include a list of supporting documents that would need to be submitted with any application to ensure that it is valid on receipt, a list of possible conditions that could be attached to any similar proposal if submitted (providing that the proposal would not be unacceptable), and details of any responses received from statutory and other consultees through the pre-application process.

Where follow up advice is sought, this must be made in writing and must include the original planning reference given by the Council and clear details of the additional advice being requested. Any such requests will be acknowledged in writing within 1 week and will include an estimate of the cost for the additional advice. If you then wish to proceed, the fee must be paid in full prior to any advice being issued.

QUALIFICATION

Any views or opinions expressed are in good faith, without prejudice to the formal consideration of any planning application, which will be subject to public consultation (which will include the relevant Town or Parish Council) and ultimately decided by the Council.

It should be noted that subsequent alterations to legislation or local, regional and national policies might affect the advice given.

Caution should be exercised in respect of pre-application advice for schemes that are not submitted within a short time of the Council's advice letter.

PROCESSING OF SUBSEQUENT PLANNING APPLICATIONS

The planning service will seek to process applications within the DCLG prescribed timescale. However, applications submitted following pre-application advice may take less time to determine. Applications that have been submitted in the absence of any pre-application discussions are likely to be refused without further negotiation where significant amendments are required to make the development acceptable.

CONTACT US

If you have any queries regarding the pre-application advice service please visit our website <http://www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/> or contact us using planning@nsdc.info or telephone 01636 650000.

CAR PARKS FEES AND CHARGES – ECONOMIC DEVELOPMENT COMMITTEE

| NEWARK CAR PARKS | 2017-18 | | 2018 – 19 | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------------------------------|-------|
| | | | Proposed | |
| INNER TOWN | 30 min | £0.50 | 30 min | £0.50 |
| London Road | 1 hour | £1.00 | 1 hour | £1.00 |
| Balderton Gate | 2 hours | £1.50 | 2 hours | £1.50 |
| Town Wharf | 2-3 hours | £2.50 | 2-3 hours | £2.50 |
| Appletongate | 3-4 hours | £4.50 | 3-4 hours | £4.50 |
| | Over 4 hours | £7.50 | Over 4 hours | £7.50 |
| | After 6pm (Evening Charge) | £1.00 | After 6pm (Evening Charge) | £1.00 |
| | | | | |
| OUTER TOWN | | | | |
| Riverside (former Tolney Lane) | 1 hour | £1.00 | 1 hour | £1.00 |
| Riverside Arena | 2 hours | £1.50 | 2 hours | £1.50 |
| Livestock Market | 2-4 hours | £2.00 | 2-4 hours | £2.00 |
| | 4-5 hours | £2.50 | 4-5 hours | £2.50 |
| | 5 hours and above | £3.00 | 5 hours and above | £3.00 |
| | | | After 6pm (Evening Charge) | £1.00 |
| Dedicated Motorcycle Bay Newark: London Road Balderton Gate, Town Wharf Appletongate Riverside (former Tolney Lane) Riverside Arena Livestock Market | <p>Motorcycles parking in general bays must purchase and place in the provided facility a pay and display ticket in accordance with the tariffs displayed at each car park. Motorcycles parking in general bays without following this requirement shall be liable to a Penalty Charge Notice.</p> <p>Motorcycles parked in the dedicated motorcycle bay or area will be able to park free but use of these dedicated bays and areas is limited to 8 hours in any 24hr period.</p> | | | |
| | | | | |

| | | |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|---------------------------------------|
| LORRY PARKING | | |
| Lorry Parking – Fixed Charge | £14.50 | £14.50 |
| Lorry Parking (with meal voucher) | £17.50 | £17.50 |
| | | |
| SEASON TICKETS | | |
| INNER TOWN (Newark) | £84.00 | £84.00 |
| (limited issue) | £193 | £193.00 |
| | £700 * | £700.00 |
| | £47.00 per month | £47.00 per month ? |
| | £123 per quarter | £123 per quarter ? |
| | £450 per year (7 days per week)* | £450 per year (7 days per week)* |
| | £350 per year (Monday to Friday only) | £350 per year (Monday to Friday only) |
| CONTRACT CAR PARK RATES | | |
| The Palace/Barmby Gate | £208 per quarter | £208.00 |
| | £800 per annum | £800.00 |
| CONTRACT CAR PARK RATES | | |
| Pelham Street | £500 per annum | £500.00 |
| Cashless parking is available at all Newark Car Parks with transaction costs to be paid to the transaction provider by customer. | | |

- *Where businesses/their employees buy more than 1 season ticket a 10% discount in annual cost will apply
- Where businesses/their employees buy, more than 1 contract car parking permit in any year, a 10% discount in annual cost will apply.
- The Business Manager responsible for car parking and markets shall have the discretion, subject to confirmation by the Section 151 Officer, to negotiate and agree a discounted parking charge for multiple lorry parking by the same haulier.
- Event parking fee at any Council Car or Lorry Park shall be £5