

Members' Library Service Request Form

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Originator's Ref (if any)	
Document Title	Annual Publication of the Charges Book 2019-2020

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Additional information:

None

Authorised By	Jim Lamond
Designation	Head of Council Resources
Date	9 July 2019

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REPORT TO: Members' Library Service

MEETING DATE:

BY: Chief Operating Officer (Finance)

SUBJECT: Annual Publication of the Charges Book 2019-20

1 PURPOSE

1.1 To make available to members, the Councils Charges Book 2019-2020

2 RECOMMENDATIONS

2.1 To note the contents of the Charge Book.

3 BACKGROUND

3.1 Under the Councils responsibilities for reporting under The Local Government (Scotland) Act 2003, a public record must be maintained of charges made by the council to its users. This document is updated annually and when any other specific changes in fees and charges are made.

4 POLICY IMPLICATIONS

4.1 None.

5 INTEGRATED IMPACT ASSESSMENT

5.1 None required

6 RESOURCE IMPLICATIONS

6.1 Financial - None

6.2 Personnel - None

6.3 Other - None

7 BACKGROUND PAPERS

7.1 None

AUTHOR'S NAME	Sarah Fortune
DESIGNATION	Chief Operating Officer Finance
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DATE	9 July 2019

East Lothian Council

Charges Book

2019/2020



CONTENTS

	Page No
Halls, Meeting Rooms and Facility Hire	3 - 9
Sports Facilities and Pitches	10 - 11
Amenities & Countryside Services	12 - 13
Harbours and Sailing Centres	14
Coastal Car Parks	15
Road Occupation Fees and Other Permits	16 - 17
Planning and Building Standards	18
Civic Licensing	19 - 22
Registration Services	23
Environmental Health and Other Protective Services	24
Libraries, Museums and Archives	25 - 27
Outdoor Learning Services	28 - 31
Adult Social Care	32
School Charges	33
Publication Scheme, FOI and EIR Charges	

HALLS, MEETING ROOMS AND FACILITY HIRE	2019/20 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Musselburgh - Brunton Hall - Tel: 0131 653 5220 - customerservicesm@eastlothian.gov.uk					
Esk Room 1 or 2 (2nd Floor) - Category 1 - Voluntary & Charitable Organisations	10.00	Per room, per hour	Inclusive	01/04/2019	Discretionary
Esk Room 1 or 2 (2nd Floor) - Category 2 - Non-Profit Making Organisations	17.00	Per room, per hour	Inclusive	01/04/2019	Discretionary
Esk Room 1 or 2 (2nd Floor) - Category 3 - Commercial Organisations	44.00	Per room, per hour	Inclusive	01/04/2019	Discretionary
Regent Room (Ground Floor) - Category 1 - Voluntary & Charitable Organisations	5.40	Per hour	Inclusive	01/04/2019	Discretionary
Regent Room (Ground Floor) - Category 2 - Non-Profit Making Organisations	10.80	Per hour	Inclusive	01/04/2019	Discretionary
Regent Room (Ground Floor) - Category 3 - Commercial Organisations	20.70	Per hour	Inclusive	01/04/2019	Discretionary
Interview Rooms (after 6pm only) - Category 1 - Voluntary & Charitable Organisations	5.30	Per hour	Inclusive	01/04/2019	Discretionary
Interview Rooms (after 6pm only) - Category 2 - Non-Profit Making Organisations	10.60	Per hour	Inclusive	01/04/2019	Discretionary
Interview Rooms (after 6pm only) - Category 3 - Commercial Organisations	17.00	Per hour	Inclusive	01/04/2019	Discretionary
Haddington - John Muir House - Tel: 01620 827827 - customerserviceshaddington@eastlothian.gov.uk					
Saltire Room 1 or 2 (First Floor) - Category 1 - Voluntary & Charitable Organisations	10.00	Per room, per hour	Inclusive	01/04/2019	Discretionary
Saltire Room 1 or 2 (First Floor) - Category 2 - Non-Profit Making Organisations	17.00	Per room, per hour	Inclusive	01/04/2019	Discretionary
Saltire Room 1 or 2 (First Floor) - Category 3 - Commercial Organisations	44.00	Per room, per hour	Inclusive	01/04/2019	Discretionary
Haddington - Corn Exchange - Tel: 01620 827133 (closed for refurbishment March 2019 to November 2019)					
Main Hall - Functions inclusive of bar facilities - Category 1 - Voluntary & Charitable Organisations	18.00	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall - Functions inclusive of bar facilities - Category 2 - Non-Profit Making Organisations	36.00	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall - Functions inclusive of bar facilities - Category 3 - Commercial Organisations	71.50	Per hour	Inclusive	01/04/2019	Discretionary
Back Hall - Functions inclusive of bar facilities - Category 1 - Voluntary & Charitable Organisations	8.00	Per hour	Inclusive	01/04/2019	Discretionary
Back Hall - Functions inclusive of bar facilities - Category 2 - Non-Profit Making Organisations	14.10	Per hour	Inclusive	01/04/2019	Discretionary
Back Hall - Functions inclusive of bar facilities - Category 3 - Commercial Organisations	28.50	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall and Back Hall - Functions inclusive of bar facilities - Category 1 - Voluntary & Charitable Organisations	26.00	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall and Back Hall - Functions inclusive of bar facilities - Category 2 - Non-Profit Making Organisations	50.10	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall and Back Hall - Functions inclusive of bar facilities - Category 3 - Commercial Organisations	100.00	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall - hire only/set-up rate - Category 1 - Voluntary & Charitable Organisations	8.30	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall - hire only/set-up rate - Category 2 - Non-Profit Making Organisations	23.50	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall - hire only/set-up rate - Category 3 - Commercial Organisations	37.00	Per hour	Inclusive	01/04/2019	Discretionary
Back Hall - hire only/set-up rate - Category 1 - Voluntary & Charitable Organisations	4.20	Per hour	Inclusive	01/04/2019	Discretionary
Back Hall - hire only/set-up rate - Category 2 - Non-Profit Making Organisations	10.50	Per hour	Inclusive	01/04/2019	Discretionary
Back Hall - hire only/set-up rate - Category 3 - Commercial Organisations	14.80	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall and Back Hall - hire only/set-up rate - Category 1 - Voluntary & Charitable Organisations	12.50	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall and Back Hall - hire only/set-up rate - Category 2 - Non-Profit Making Organisations	34.00	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall and Back Hall - hire only/set-up rate - Category 3 - Commercial Organisations	51.80	Per hour	Inclusive	01/04/2019	Discretionary
Haddington - Town House - Tel: 01620 827133					
Main Hall - Functions inclusive of bar facilities - Category 1 - Voluntary & Charitable Organisations	18.00	Per hour	Inclusive	01/04/2019	Discretionary

HALLS, MEETING ROOMS AND FACILITY HIRE	2019/20 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Main Hall - Functions inclusive of bar facilities - Category 2 - Non-Profit Making Organisations	36.00	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall - Functions inclusive of bar facilities - Category 3 - Commercial Organisations	71.50	Per hour	Inclusive	01/04/2019	Discretionary
Buffet Room or Bar Lounge - Functions inclusive of bar facilities - Category 1 - Voluntary & Charitable Organisations	8.00	Per room, per hour	Inclusive	01/04/2019	Discretionary
Buffet Room or Bar Lounge - Functions inclusive of bar facilities - Category 2 - Non-Profit Making Organisations	14.10	Per room, per hour	Inclusive	01/04/2019	Discretionary
Buffet Room or Bar Lounge - Functions inclusive of bar facilities - Category 3 - Commercial Organisations	28.50	Per room, per hour	Inclusive	01/04/2019	Discretionary
Assembly Suite - Functions inclusive of bar facilities - Category 1 - Voluntary & Charitable Organisations	34.00	Per hour	Inclusive	01/04/2019	Discretionary
Assembly Suite - Functions inclusive of bar facilities - Category 2 - Non-Profit Making Organisations	64.20	Per hour	Inclusive	01/04/2019	Discretionary
Assembly Suite - Functions inclusive of bar facilities - Category 3 - Commercial Organisations	128.50	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall - hire only/Set-up rate - Category 1 - Voluntary & Charitable Organisations	14.90	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall - hire only/Set-up rate - Category 2 - Non-Profit Making Organisations	30.00	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall - hire only/Set-up rate - Category 3 - Commercial Organisations	59.00	Per hour	Inclusive	01/04/2019	Discretionary
Buffet Room or Bar Lounge - hire only/Set-up rate - Category 1 - Voluntary & Charitable Organisations	6.20	Per room, per hour	Inclusive	01/04/2019	Discretionary
Buffet Room or Bar Lounge - hire only/Set-up rate - Category 2 - Non-Profit Making Organisations	10.50	Per room, per hour	Inclusive	01/04/2019	Discretionary
Buffet Room or Bar Lounge - hire only/Set-up rate - Category 3 - Commercial Organisations	21.00	Per room, per hour	Inclusive	01/04/2019	Discretionary
Assembly Suite - hire only/Set-up rate - Category 1 - Voluntary & Charitable Organisations	27.30	Per hour	Inclusive	01/04/2019	Discretionary
Assembly Suite - hire only/Set-up rate - Category 2 - Non-Profit Making Organisations	51.00	Per hour	Inclusive	01/04/2019	Discretionary
Assembly Suite - hire only/Set-up rate - Category 3 - Commercial Organisations	101.00	Per hour	Inclusive	01/04/2019	Discretionary

Other Facilities Across East Lothian - Tel: 01620 827827					
Elphinstone - Community Centre- Category 1 - Voluntary & Charitable Organisations	8.70	Per hour			
Elphinstone - Community Centre - Category 3 - Commercial Organisations	17.40	Per hour			
Gullane - Recreation Hall	16.30	Per hour	Inclusive	01/04/2019	Discretionary
Haddington - The Star Room, The John Gray Centre - Category 1 - Voluntary & Charitable Organisations	8.30	Per hour	Inclusive	01/04/2019	Discretionary
Haddington - The Star Room, The John Gray Centre - Category 2 - Non-Profit Making Organisations	12.40	Per hour	Inclusive	01/04/2019	Discretionary
Haddington - The Star Room, The John Gray Centre - Category 3 - Commercial Organisations	21.00	Per hour	Inclusive	01/04/2019	Discretionary
Macmerry - Village Hall	19.20	Per hour	Inclusive	01/04/2019	Discretionary
Musselburgh - Town Hall	19.20	Per hour	Inclusive	01/04/2019	Discretionary
North Berwick - Hope Rooms or Council Chamber	19.20	Per room, per hour	Inclusive	01/04/2019	Discretionary
North Berwick - The Vallis Room, North Berwick Shared Facility - Category 1 - Voluntary & Charitable Organisations	8.30	Per hour	Inclusive	01/04/2019	Discretionary
North Berwick - The Vallis Room, North Berwick Shared Facility - Category 2 - Non-Profit Making Organisations	12.40	Per hour	Inclusive	01/04/2019	Discretionary
North Berwick - The Vallis Room, North Berwick Shared Facility - Category 3 - Commercial Organisations	21.00	Per hour	Inclusive	01/04/2019	Discretionary
Ormiston - Community Centre - Main Hall	17.40	Per hour	Inclusive	01/04/2019	Discretionary
Ormiston - Community Centre - Creche, Lounge & Multi-Purpose Room	9.10	Per hour	Inclusive	01/04/2019	Discretionary
Ormiston Library - Category 1 - Voluntary & Charitable Organisations	8.30	Per hour	Inclusive	01/04/2019	Discretionary
Ormiston Library - Category 2 - Non-Profit Making Organisations	12.40	Per hour	Inclusive	01/04/2019	Discretionary
Ormiston Library - Category 3 - Commercial Organisations	21.00	Per hour	Inclusive	01/04/2019	Discretionary
Pencaitland - Trevelyan Hall	19.20	Per hour	Inclusive	01/04/2019	Discretionary

HALLS, MEETING ROOMS AND FACILITY HIRE	2019/20 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Prestonpans - Aldhammer House (Meeting Rooms incl former Marriage Room) - Category 1 - Voluntary & Charitable Organisations	8.30	Per hour	Inclusive	01/04/2019	Discretionary
Prestonpans - Aldhammer House (Meeting Rooms incl former Marriage Room) - Category 2 - Non-Profit Making Organisations	12.40	Per hour	Inclusive	01/04/2019	Discretionary
Prestonpans - Aldhammer House (Meeting Rooms incl former Marriage Room) - Category 3 - Commercial Organisations	21.00	Per hour	Inclusive	01/04/2019	Discretionary
Prestonpans - Town Hall or Town Hall Main Hall	20.40	Per room, per hour	Inclusive	01/04/2019	Discretionary
Prestonpans - Town Hall - Ante Room	7.40	Per hour	Inclusive	01/04/2019	Discretionary
Prestonpans Library - Category 1 - Voluntary & Charitable Organisations	8.30	Per hour	Inclusive	01/04/2019	Discretionary
Prestonpans Library - Category 2 - Non-Profit Making Organisations	12.40	Per hour	Inclusive	01/04/2019	Discretionary
Prestonpans Library - Category 3 - Commercial Organisations	21.00	Per hour	Inclusive	01/04/2019	Discretionary
Tranent - The McNeill Room, Tranent Shared Facility, The George Johnston Centre - Category 1 - Voluntary & Charitable Organisations	8.30	Per hour	Inclusive	01/04/2019	Discretionary
Tranent - The McNeill Room, Tranent Shared Facility, The George Johnston Centre - Category 2 - Non-Profit Making Organisations	12.40	Per hour	Inclusive	01/04/2019	Discretionary
Tranent - The McNeill Room, Tranent Shared Facility, The George Johnston Centre - Category 3 - Commercial Organisations	21.00	Per hour	Inclusive	01/04/2019	Discretionary
Tranent - The Meeting Room, Tranent Shared Facility, The George Johnston Centre - Category 1 - Voluntary & Charitable Organisations	8.30	Per hour	Inclusive	01/04/2019	Discretionary
Tranent - The Meeting Room, Tranent Shared Facility, The George Johnston Centre - Category 2 - Non-Profit Making Organisations	12.40	Per hour	Inclusive	01/04/2019	Discretionary
Tranent - The Meeting Room, Tranent Shared Facility, The George Johnston Centre - Category 3 - Commercial Organisations	21.00	Per hour	Inclusive	01/04/2019	Discretionary
Tranent - Town Hall	16.30	Per hour	Inclusive	01/04/2019	Discretionary
Let of small rooms, ante rooms etc	7.40	Per room, per hour	Inclusive	01/04/2019	Discretionary
East Linton - Council Chamber - Tel: 01368 866001	7.40	Per hour	Inclusive	01/04/2019	Discretionary

Dunbar - Town House Museum & Gallery - Tel: 01620 820699					
Community Room (max capacity 52 seated) or Council Chamber (max capacity 56 seated)					
Room Hire only: Category 1 - Voluntary & Charitable Organisations (during opening hours)	6.80	Per room, per hour	Inclusive	01/04/2019	Discretionary
Room Hire only: Category 1 - Voluntary & Charitable Organisations (outwith opening hours)	13.60	Per room, per hour	Inclusive	01/04/2019	Discretionary
Room Hire only: Category 2 - Non-Profit Making Organisations (during opening hours)	11.40	Per room, per hour	Inclusive	01/04/2019	Discretionary
Room Hire only: Category 2 - Non-Profit Making Organisations (outwith opening hours)	23.00	Per room, per hour	Inclusive	01/04/2019	Discretionary
Room Hire only: Category 3 - Commercial Organisations (during opening hours)	23.00	Per room, per hour	Inclusive	01/04/2019	Discretionary
Room Hire only: Category 3 - Commercial Organisations (outwith opening hours)	45.50	Per room, per hour	Inclusive	01/04/2019	Discretionary
Kitchen use for groups 0-10 people	5.00	Per room, per booking	Inclusive	01/04/2019	Discretionary
Kitchen use for groups 11-20 people	10.00	Per room, per booking	Inclusive	01/04/2019	Discretionary
Kitchen use for groups 21-30 people	15.00	Per room, per booking	Inclusive	01/04/2019	Discretionary
Kitchen use for groups 31-40 people	20.00	Per room, per booking	Inclusive	01/04/2019	Discretionary
Kitchen use for groups 41-50 people	25.00	Per room, per booking	Inclusive	01/04/2019	Discretionary

HALLS, MEETING ROOMS AND FACILITY HIRE	2019/20 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
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Primary School Room Hires:					
General Purpose Rooms:					
3.30-9pm Mon-Thurs or 12.20-6pm Fridays - Category 1 (School activities, PTA, other ELC business)		Term Time Only	Inclusive	01/04/2019	Discretionary
3.30-9pm Mon-Thurs or 12.20-6pm Fridays - Category 2 (Voluntary Children's Activities)	11.00	2 hours Term Time	Inclusive	01/04/2019	Discretionary
3.30-9pm Mon-Thurs or 12.20-6pm Fridays - Category 3 (Voluntary Adult Activities or other community groups & community Councils)	35.00	2 hours Term Time	Inclusive	01/04/2019	Discretionary
3.30-9pm Mon-Thurs or 12.20-6pm Fridays - Category 4 (Commercial Rate - Childrens Education or activity)	24.00	Per Hour	Inclusive	01/04/2019	Discretionary
3.30-9pm Mon-Thurs or 12.20-6pm Fridays - Category 5 (Commercial Rate - Adult Education or activity)	47.50	Per Hour	Inclusive	01/04/2019	Discretionary
Holidays Periods - Category 1 (School activities, PTA, other ELC business)	11.00	Per Hour	Inclusive	01/04/2019	Discretionary
Holidays Periods - Category 2 (Voluntary Children's Activities)	11.00	Per Hour	Inclusive	01/04/2019	Discretionary
Sports Hall:					
3.30-9pm Mon-Thurs or 12.20-6pm Fridays - Adult Groups	34.00	Per Hour	Inclusive	01/04/2019	Discretionary
3.30-9pm Mon-Thurs or 12.20-6pm Fridays - Childrens Group	17.00	Per Hour	Inclusive	01/04/2019	Discretionary
ALL HIRE CHARGES COME WITH A 50% SURCHARGE FOR WEEKEND BOOKINGS					

Dunbar - Bleachingfield Centre - Tel: 01620 827827					
Gibb Room 1 or 2 - Charitable, Voluntary Organisations, NFP	7.00	Per hour	Inclusive	01/04/2019	Discretionary
Gibb Room 1 or 2 - Commercial (Youth)	9.30	Per hour	Inclusive	01/04/2019	Discretionary
Gibb Room 1 or 2 - Commercial (Adult)	11.50	Per hour	Inclusive	01/04/2019	Discretionary
Hall 1 or 2 - Charitable, Voluntary Organisations, NFP	9.30	Per hour	Inclusive	01/04/2019	Discretionary
Hall 1 or 2 - Commercial (Youth)	13.90	Per hour	Inclusive	01/04/2019	Discretionary
Hall 1 or 2 - Commercial (Adult)	18.50	Per hour	Inclusive	01/04/2019	Discretionary
Interview Room 3 - Charitable, Voluntary Organisations, NFP	4.60	Per hour	Inclusive	01/04/2019	Discretionary
Interview Room 3 - Commercial (Youth)	7.00	Per hour	Inclusive	01/04/2019	Discretionary
Interview Room 3 - Commercial (Adult)	9.30	Per hour	Inclusive	01/04/2019	Discretionary
Meeting Room 1 - Charitable, Voluntary Organisations, NFP	7.00	Per hour	Inclusive	01/04/2019	Discretionary
Meeting Room 1 - Commercial (Youth)	9.30	Per hour	Inclusive	01/04/2019	Discretionary
Meeting Room 1 - Commercial (Adult)	11.50	Per hour	Inclusive	01/04/2019	Discretionary

Port Seton Centre - Tel: 01875 818181					
Grass Pitch (full rate)	35.00	Per hour	Inclusive	01/04/2019	Discretionary
Grass Pitch (reduced rate)^	22.00	Per hour	Inclusive	01/04/2019	Discretionary
Synthetic Grass Pitch (full rate)	20.00	Per hour	Inclusive	01/04/2019	Discretionary
Synthetic Grass Pitch (reduced rate)^	12.00	Per hour	Inclusive	01/04/2019	Discretionary

Longniddry - Community Centre - Tel: 01875 852933					
Day Membership (full rate)	2.60	Per day	Inclusive	01/04/2019	Discretionary
Day Membership (reduced rate)^	2.00	Per day	Inclusive	01/04/2019	Discretionary

HALLS, MEETING ROOMS AND FACILITY HIRE	2019/20 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Annual Membership (family rate)	65.00	Per year	Inclusive	01/04/2019	Discretionary
Annual Membership (full rate)	49.50	Per year	Inclusive	01/04/2019	Discretionary
Annual Membership (reduced rate)^	26.00	Per year	Inclusive	01/04/2019	Discretionary
Coached Sessions: Members - Aerobics/Keep Fit (full rate)	3.30	Per hour	Inclusive	01/04/2019	Discretionary
Coached Sessions: Members - Aerobics/Keep Fit (reduced rate)^	2.60	Per hour	Inclusive	01/04/2019	Discretionary
Coached Sessions: Members - Other Sessions (full rate)	3.20	Per hour	Inclusive	01/04/2019	Discretionary
Coached Sessions: Members - Other Sessions (reduced rate)^	2.60	Per hour	Inclusive	01/04/2019	Discretionary
Coached Sessions: Non-Members - Aerobics/Keep Fit (full rate)	5.90	Per hour	Inclusive	01/04/2019	Discretionary
Coached Sessions: Non-Members - Aerobics/Keep Fit (reduced rate)^	4.60	Per hour	Inclusive	01/04/2019	Discretionary
Coached Sessions: Non-Members - Other Sessions (full rate)	5.80	Per hour	Inclusive	01/04/2019	Discretionary
Coached Sessions: Non-Members - Other Sessions (reduced rate)^	4.60	Per hour	Inclusive	01/04/2019	Discretionary
Soft Play Session: Member (reduced rate)^ (parental supervision required)	1.40	Per hour	Inclusive	01/04/2019	Discretionary
Soft Play Session: Non-Member (reduced rate)^ (parental supervision required)	3.40	Per hour	Inclusive	01/04/2019	Discretionary
Birthday Party Charges: Soft Play*	43.00	Per 2 hour session	Inclusive	01/04/2019	Discretionary
Birthday Party Charges: Hall Hire including café area and kitchen*	38.00	Per 2 hour session	Inclusive	01/04/2019	Discretionary
Birthday Party Charges: Commercial Hire of Soft Play Equipment	8.80	Per hour	Inclusive	01/04/2019	Discretionary
Meeting Room (all organisations)	7.70	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall Hire (incl of bar, catering & cloakroom facilities) - Charitable and Voluntary Organisations*	22.00	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall Hire (incl of bar, catering & cloakroom facilities) - Non-Profit Making Organisations*	43.50	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall Hire (incl of bar, catering & cloakroom facilities) - Commercial Organisations*	100.00	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall Hire Only - Charitable and Voluntary Organisations	13.60	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall Hire Only - Non-Profit Making Organisations (full rate)	31.50	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall Hire Only - Non-Profit Making Organisations (reduced rate)^	18.80	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall Hire Only - Commercial Organisations (full rate)	52.00	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall Hire Only - Commercial Organisations (reduced rate)^	50.00	Per hour	Inclusive	01/04/2019	Discretionary
Hire of Tables	3.85	Per table, per day	Inclusive	01/04/2019	Discretionary
Hire of Chairs	2.60	Per chair, per day	Inclusive	01/04/2019	Discretionary
* these bookings require a 25% non-refundable deposit					

HALLS, MEETING ROOMS AND FACILITY HIRE	2019/20 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Prestonpans Community Centre - Tel: 01875 813349					
Day Membership (full rate)	2.60	Per day	Inclusive	01/04/2019	Discretionary
Day Membership (reduced rate)^	2.00	Per day	Inclusive	01/04/2019	Discretionary
Coached Sessions: Members - Aerobics/Keep Fit (full rate)	3.30	Per hour	Inclusive	01/04/2019	Discretionary
Coached Sessions: Members - Aerobics/Keep Fit (reduced rate)^	2.60	Per hour	Inclusive	01/04/2019	Discretionary
Coached Sessions: Members - Other Sessions (full rate)	3.20	Per hour	Inclusive	01/04/2019	Discretionary
Coached Sessions: Members - Other Sessions (reduced rate)^	2.60	Per hour	Inclusive	01/04/2019	Discretionary
Coached Sessions: Non-Members - Other Sessions (full rate)	5.80	Per hour	Inclusive	01/04/2019	Discretionary
Coached Sessions: Non-Members - Other Sessions (reduced rate)^	4.60	Per hour	Inclusive	01/04/2019	Discretionary
Birthday Parties - Hall Hire including bouncy castle	75.00	Per 3 hour session	Inclusive	01/04/2019	Discretionary
Meeting Room	7.70	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall Hire (incl of bar, catering & cloakroom facilities) - Charitable and Voluntary Organisations*	22.00	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall Hire (incl of bar, catering & cloakroom facilities) - Non-Profit Making Organisations*	43.50	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall Hire (incl of bar, catering & cloakroom facilities) - Commercial Organisations*	100.00	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall Hire Only - Charitable and Voluntary Organisations	13.60	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall Hire Only - Non-Profit Making Organisations (full rate)	31.50	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall Hire Only - Non-Profit Making Organisations (reduced rate)^	18.80	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall Hire Only - Commercial Organisations (full rate)	52.00	Per hour	Inclusive	01/04/2019	Discretionary
Main Hall Hire Only - Commercial Organisations (reduced rate)^	50.00	Per hour	Inclusive	01/04/2019	Discretionary
* these bookings require a 25% non-refundable deposit					
^ The Reduced Rate of Charge applies to Senior Citizens, those under age 18, and students in full-time education who are normally resident in East Lothian. Students should be asked to produce a current matriculation card as proof of eligibility.					

OTHER USEFUL CONTACTS:					
Gullane - Village Hall - Tel: 07789 324656 for voicemail messages only (the responsibility for the setting of fees/charges for this Centre lies with a Gullane Community Association)	Click here to check facilities and charges	Click here to e-mail us			
Haddington - Bridge Centre - Tel: 01620 823137 (the responsibility for the setting of fees/charges for this Centre lies with the Board)	Click here to check facilities				
Haddington - Nungate & Haddington Community Centre - Tel: 01620 822754	Click here to visit the Centre's Facebook page				
Musselburgh - East Community Learning Centre (the responsibility for the setting of fees/charges for this Centre lies with FES)		Click here to e-mail us			
Musselburgh - Fisherrow Centre - Tel: 0131 665 7590 (the responsibility for the setting of fees/charges for this Centre lies with a Management Committee)	Click here to check facilities and charges				
North Berwick - Community Centre - Tel: 01620 893056 (the responsibility for the setting of fees/charges for this Centre lies with a Management Committee)		Click here to e-mail us			
Port Seton Centre - Tel: 01875 818181 (the responsibility for the setting of fees/charges for this Centre lies with a Management Committee)	Click here to check facilities				
Prestonpans - Mercat Gait Centre - Tel: 01875 815483 (the responsibility for the setting of fees/charges for this Centre lies with a FES)	Click here to check facilities				

HALLS, MEETING ROOMS AND FACILITY HIRE	2019/20 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Prestonpans - Pennypit Centre - Tel: 01875 819635 (the responsibility for the setting of fees/charges for this Centre lies with a Management Committee)		Click here to visit the Centre's Facebook page			
Spott - Village Hall (the responsibility for the setting of fees/charges for this Centre lies with a Spott Community Association)		Click here to check facilities		Click here to e-mail us	
Wallyford - Community Centre - Tel: 0131 652 2804 (the responsibility for the setting of fees/charges for this Centre lies with a Management Committee)					
Whitecraig - Community Centre - Tel: 0131 665 2227 (the responsibility for the setting of fees/charges for this Centre lies with a Management Committee) (new Community Centre opening late 2019)					

SPORTS FACILITIES, PITCHES AND PAVILIONS	2029/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Primary School Sports Pitches & Changing Facilities:					
Use of 1 pitch and 1 changing facility - full rate	41.50	Per pitch, per hour	N/A	01/04/2019	Discretionary
Use of 1 pitch and 1 changing facility - reduced rate*	20.70	Per pitch, per hour	N/A	01/04/2019	Discretionary
Use of pitch for match without changing facilities - full rate	19.60	Per pitch, per hour	N/A	01/04/2019	Discretionary
Use of pitch for match without changing facilities - reduced rate*	9.80	Per pitch, per hour	N/A	01/04/2019	Discretionary
Use of pitch/perimeter for training without changing facilities - full rate	16.00	Per pitch, per hour	N/A	01/04/2019	Discretionary
Use of pitch/perimeter for training without changing facilities - reduced rate*	8.00	Per pitch, per hour	N/A	01/04/2019	Discretionary
Astroturf - full rate	33.20	Per pitch, per hour	N/A	01/04/2019	Discretionary
Astroturf - reduced rate*	16.60	Per pitch, per hour	N/A	01/04/2019	Discretionary
3G synthetic pitch - full rate	45.60	Per pitch, per hour	N/A	01/04/2019	Discretionary
3G synthetic pitch - reduced rate*	22.80	Per pitch, per hour	N/A	01/04/2019	Discretionary

Enjoy Leisure manage the following:					
Aubigny Sports Centre - Tel: 01620 820650		Click here to check our facilities and prices			
Dunbar Leisure Pool - Tel: 01620 820655		Click here to check our facilities and prices			
Loch Centre - Tel: 01875 824140		Click here to check our facilities and prices			
Meadowmill Sports Centre - Tel: 01875 819079		Click here to check our facilities and prices			
Musselburgh Sports Centre - Tel: 0131 653 5208		Click here to check our facilities and prices			
North Berwick Sports Centre - Tel: 01620 820730		Click here to check our facilities and prices			

FES manage the following:					
Mercat Gait Centre - Tel: 01875 815483		Click here to check our facilities			
Dunbar Grammar School - Tel: 01368 863339					
Knox Academy, Haddington - Tel: 01620 823387					
Musselburgh Grammar School - Tel: 0131 665 4278					
North Berwick High School - Tel: 01620 894661					
Preston Lodge High School - Tel: 01875 811170					
Ross High School - Tel: 01875 610433					

USEFUL CONTACTS - ASTROTURF/2G/3G PITCHES					
Forester Park, Tranent (2G & 3G) - Tel: 01875 824140					
Meadowmill (2G) - Tel: 01875 619079					
Middleshot Square, Prestonpans (3G) - Tel: 01875 619079					
Millfield, Haddington (2G) - Tel: 01620 820650					
North Berwick High School (2G) - Tel: 01786 458888					
Pinkie, Musselburgh (2G & 3G) - Tel: 0131 653 5208					
Preston Lodge High School (2G) - Tel: 01786 458888					
Recreation Park, North Berwick (3G) - Tel: 01620 820730					
Ross High School (2G) - Tel: 01786 458888					

SPORTS FACILITIES, PITCHES AND PAVILIONS	2029/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
USEFUL CONTACTS - GOLF COURSES					
Amisfield Golf Course, Haddington - Tel: 01620 823627 (Office) or 01620 822727 (Starter)		Click here to check facilities and charges			
East Links Golf Course, The Glen Golf Club, North Berwick - Tel: 01620 892726		Click here to check facilities and charges			
Musselburgh Links, The Old Course Course - Tel: 0131 653 5122		Click here to check facilities and charges			
Winterfield Golf Course, Dunbar - Tel: 01368 863562		Click here to check facilities and charges			

AMENITY AND COUNTRYSIDE	2019/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Burial Grounds:					
Purchase of ground: Lairs for coffin remains	840.00	Per lair	N/A	01/04/2019	Discretionary
Purchase of ground: Lairs for cremated remains (only available where ground conditions prevent a full coffin interment)	368.00	Per lair	N/A	01/04/2019	Discretionary
Interments: Adult	790.00	Per interment	N/A	01/04/2019	Discretionary
Interments: Cremated remains	206.00	Per interment	N/A	01/04/2019	Discretionary
Interments on a Saturday: Adult	1190.00	Per interment	N/A	01/04/2019	Discretionary
Interments on a Saturday: Cremated remains	309.00	Per interment	N/A	01/04/2019	Discretionary
Interments - Sunday, holiday, outwith working hours: Adult	1580.00	Per interment	N/A	01/04/2019	Discretionary
Interments - Sunday, holiday, outwith working hours: Cremated remains	412.00	Per interment	N/A	01/04/2019	Discretionary
Memorial Stones: Cost of pre-formed or individual foundation charged on application to erect	170.00	Per headstone	Excluding	01/04/2019	Discretionary
Memorial Stones: Maintenance fee for headstones, as per details given on approval to erect notification	114.00	Per headstone	Excluding	01/04/2019	Discretionary
Other Charges: Re-issue/Replacement/Transfer of Lair Certificate	62.00	Per certificate	N/A	01/04/2019	Discretionary
Other Charges: Burial search fee (minimum charge 1 hour)	40.00	Per hour	Excluding	01/04/2019	Discretionary
Other Charges: Outwith area surcharge - 50% on all lair and Interments			N/A	01/04/2019	Discretionary
Other Charges: Buy back of unused Lair - 50% of current purchase price			N/A	01/04/2019	Discretionary

Other Amenity Charges:					
Allotments - Full Plot	44.00	Per year	N/A	01/04/2019	Discretionary
Floral Displays	POA	Per Unit		01/04/2019	Discretionary
Hanging Basket - Supply (summer season)	POA	Per Unit		01/04/2019	Discretionary

Public Parks, Showgrounds and Open Spaces					
Hire of Public Park/Large Open Space - SMALL AREA	191.00	Per day	Exclusive	01/04/2019	Discretionary
Hire of Public Park/Large Open Space - (general recreation - exercise classes, community events etc for non-exclusive use/roaming)	16.00	Per hour	Exclusive	01/04/2019	Discretionary
Hire of Public Park/Large Open Space - LARGE AREA	248.00	Per half day (6 hrs)	Exclusive	01/04/2019	Discretionary
Hire of Public Park/Large Open Space - LARGE AREA	371.00	Per full day (12 hrs)	Exclusive	01/04/2019	Discretionary
Hire of Public Park/Large Open Space - LARGE AREA	495.00	Per full day (24 hrs)	Exclusive	01/04/2019	Discretionary
A Bond must be taken for all Showground Sites; this is only refundable if the site does not require any reinstatement works when the site is vacated	500.00	Per booking	N/A	01/04/2019	Discretionary

Showground Sites (5 day booking):					
Bleachingfield, Dunbar / Goose Green, Gullane / Whittingehame Drive, Haddington / Recreation Park, North Berwick					
Large Site (between 20 & 30 shows/stands)	2480.00	Per 5 day booking	Inclusive	01/04/2019	Discretionary
Medium Site (up to 20 shows/stands)	1820.00	Per 5 day booking	Inclusive	01/04/2019	Discretionary
Small Site (less than 10 shows/stands)	910.00	Per 5 day booking	Inclusive	01/04/2019	Discretionary
Additional days charged at pro-rata					
Long Term Lets (Public Park or Showground)	POA		Inclusive	01/04/2019	Discretionary

AMENITY AND COUNTRYSIDE	2019/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
A Bond must be taken for all Showground Sites; this is only refundable if the site does not require any reinstatement works when the site is vacated	500.00	Per booking	N/A	01/04/2019	Discretionary
Barbeque Sites:					
Linkfield, John Muir Country Park - Bookings taken by Customer Services, Bleachingfield Centre, Dunbar - Tel: 01368 866001	57.00	Per day	Inclusive	01/04/2019	Discretionary
Yellowcraig - Bookings taken by Customer Services, Brunton Hall, Musselburgh - Tel: 0131 653 5220	57.00	Per day	Inclusive	01/04/2019	Discretionary
One booking per day can be taken for each location and a maximum of 45 people applies					
Filming Charge	from 160.00	Per day, from	Excluding	01/04/2019	Discretionary
Countryside Ranger Service - Tel: 01620 827827					
Ranger led hikes - full day (adults)	10.00	Per full day hike	Inclusive	01/04/2019	Discretionary
Other guided events - per person	from 7.00	Per person, per event	Inclusive	01/04/2019	Discretionary
Commemorative Benches:					
Wrought Iron including plaque and placement - supplied and fitted at cost	POA	Per bench		01/04/2019	Discretionary
Tropical hardwood including plaque and placement - supplied and fitted at cost	POA	Per bench		01/04/2019	Discretionary
Administration and maintenance fee	190.00	Per bench, per year	Excluding	01/04/2019	Discretionary

HARBOURS AND SAILING CENTRES	2019/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Fisherrow Harbour - Tel: 07776 467446 (Alex Stewart, Harbour Master)					
Moorings (length only/metres & 10ths, floating or hard standing if available. Annual Charge only - All boats)	40.00	Per metre	Inclusive	01/04/2019	Discretionary
Dinghy Parking	75.00	Per space, per annum	Inclusive	01/04/2019	Discretionary
Launching	6.40	Per annum	Inclusive	01/04/2019	Discretionary
Overnight Visitors	14.80	Per night	Inclusive	01/04/2019	Discretionary
Overnight Visitors	27.00	Per two nights	Inclusive	01/04/2019	Discretionary
Overnight Visitors	8.60	Per subsequent night (up to 14 nights)	Inclusive	01/04/2019	Discretionary

Cockenzie Harbour - Tel: 07776 467446 (Alex Stewart, Harbour Master)					
Moorings (length only/metres & 10ths, floating or hard standing if available. Annual Charge only - All boats)	40.00	Per metre	Inclusive	01/04/2019	Discretionary
Overnight Visitors	14.40	Per night	Inclusive	01/04/2019	Discretionary
Overnight Visitors	25.50	Per two nights	Inclusive	01/04/2019	Discretionary
Overnight Visitors	8.00	Per subsequent night (up to 14 nights)	Inclusive	01/04/2019	Discretionary

USEFUL CONTACTS	
Dunbar Harbour - Tel: 01368 238022 (Alisdair Swan, Chairman)	Click here to contact the Harbour Master
North Berwick Harbour - Tel: 01620 893333 or 07776 467373 (Ross Harbison, Harbour Master)	Click here to check facilities and charges
Prestonpans Links Sailing Centre - Tel: 07904 526800 (Scott Quinn, Commodore)	Click here to contact the Commodore

COASTAL CAR PARKS	2019/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Tickets can be used to visit any of these car parks through the day (valid on day of purchase only)					
Barns Ness	2.00	Per day	N/A	01/04/2019	Discretionary
John Muir Country Park - Linkfield	2.00	Per day	N/A	01/04/2019	Discretionary
John Muir Country Park - Tynningame Links	2.00	Per day	N/A	01/04/2019	Discretionary
Longniddry Bents No 1	2.00	Per day	N/A	01/04/2019	Discretionary
Longniddry Bents No 2	2.00	Per day	N/A	01/04/2019	Discretionary
Longniddry Bents No 3	2.00	Per day	N/A	01/04/2019	Discretionary
Shore Road, Belhaven	2.00	Per day	N/A	01/04/2019	Discretionary
Whitesands	2.00	Per day	N/A	01/04/2019	Discretionary
Yellowcraig	2.00	Per day	N/A	01/04/2019	Discretionary
Annual Parking Season Permit	40.00	Per year	N/A	01/04/2019	Discretionary

ROAD OCCUPATION FEES AND OTHER PERMITS	2019/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Traffic Management & Traffic Regulation Orders					
Temporary Traffic Signals - 2 way (Non-Utility Works)	165.00	Per instalation	N/A	01/04/2019	Discretionary
Temporary Traffic Signals - 3 way	165.00	Per instalation	N/A	01/04/2019	Discretionary
TTRNs per Order <5 days	361.00	Per order	N/A	01/04/2019	Discretionary
TTRNs per Order >5 days (incl advertising costs)	567.00	Per order	N/A	01/04/2019	Discretionary
TROs per Order (minimum fee)	567.00	Per order	N/A	01/04/2019	Discretionary
Traffic management to support TTROs	Quote		Exclusive	01/04/2019	Discretionary
Excavation Permits					
NRSWA s109 Excavation Permit up to 3 months (per 200m)	206.00	Per permit, per 200m	N/A	01/04/2019	Discretionary
NRSWA s109 Excavation Permit (amendments/extensions)	52.00	Per amendment/extension	N/A	01/04/2019	Discretionary
R(S)AA s56 Excavation Permit (up to 3 months)	206.00	Per permit	N/A	01/04/2019	Discretionary
R(S)AA s56 Excavation Permit (amendments or extensions)	52.00	Per amendment/extension	N/A	01/04/2019	Discretionary
Footway Crossing (up to 5 days)	47.00	Per permit	N/A	01/04/2019	Discretionary
Occupation Permits:					
Access Tower Permit (1 week)	42.00	Per 1 week	N/A	01/04/2019	Discretionary
Crane Permit (1 week)	42.00	Per 1 week	N/A	01/04/2019	Discretionary
Occupation (1 week)	52.00	Per 1 week	N/A	01/04/2019	Discretionary
Occupation - Food Vans (1 year)	155.00	Per 1 year	N/A	01/04/2019	Discretionary
Scaffolding Permit (1 month)	103.00	Per 1 month	N/A	01/04/2019	Discretionary
Scaffolding Permit (additional week)	21.00	Per additional week	N/A	01/04/2019	Discretionary
Hoarding Permit (1 month)	103.00	Per 1 month	N/A	01/04/2019	Discretionary
Hoarding Permit (additional week)	21.00	Per additional week	N/A	01/04/2019	Discretionary
Materials Permit (1 month)	52.00	Per 1 month	N/A	01/04/2019	Discretionary
Materials Permit (additional week)	11.00	Per additional week	N/A	01/04/2019	Discretionary
Skip Permit (1 month commercial)	47.00	Per 1 month	N/A	01/04/2019	Discretionary
Skip Permit (additional week commercial)	21.00	Per additional week	N/A	01/04/2019	Discretionary
Skip Permit Household Rate (1 month) (for Council Tax Reg. main residence only)	31.00	Per 1 month	N/A	01/04/2019	Discretionary
Skip Permit household rate (additional week)	11.00	Per additional week	N/A	01/04/2019	Discretionary
Storage Container Permit (1 month)	103.00	Per 1 month	N/A	01/04/2019	Discretionary
Storage Container Permit (additional week)	21.00	Per additional week	N/A	01/04/2019	Discretionary
Tables and Chairs New Application (per sq metre)	62.00	Per asq metre per year	N/A	01/04/2019	Discretionary
Tables and Chairs Renewal (per sq metre)	52.00	Per asq metre per year	N/A	01/04/2019	Discretionary
Property Enquiries:					
Property Enquiry with Adoption Plan	47.00	Per Application	N/A	01/04/2019	Discretionary

ROAD OCCUPATION FEES AND OTHER PERMITS	2019/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Road Construction Consents					
Road Construction Inspection Rate	62.00	Per hour	Exclusive	01/04/2019	Discretionary
Signals Switch On/Offs					
Monday - Friday 07:00-17:30	Free		N/A	01/04/2019	Discretionary
Additional Charge for delayed switch off/on (Monday - Friday 07:00-17:30)	52.00	Per hour	N/A	01/04/2019	Discretionary
Monday - Friday 17:30-20:00	103.00	Per hour	N/A	01/04/2019	Discretionary
Saturday - Sunday 07:00-19:00	103.00	Per hour	N/A	01/04/2019	Discretionary
Public Holidays	134.00	Per hour	N/A	01/04/2019	Discretionary
Emergency Attendance	155.00	Per hour	N/A	01/04/2019	Discretionary

PLANNING AND BUILDING STANDARDS	2019/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Property enquiry	77.50	Per search	Inclusive	01/04/2019	Discretionary
Certificates of lawfulness	102.50	Per certificate	Inclusive	01/04/2019	Discretionary
Letter of comfort - domestic	310.00	Per letter	Inclusive	01/04/2019	Discretionary
Letter of comfort - non-domestic	535.00	Per letter	Inclusive	01/04/2019	Discretionary
Letter of comfort - further inspections (up to 1 hour inc travel time)	110.00	Per inspection	Inclusive	01/04/2019	Discretionary
Search building standards - standard (specific)	56.00	Per search	Inclusive	01/04/2019	Discretionary
Search building standards - non-specific	87.00	Per search	Inclusive	01/04/2019	Discretionary
Copy of documents - standard (no drawings)	32.00	Per copy	Inclusive	01/04/2019	Discretionary
Copy of documents - up to 3 drawings	75.00	Per copy	Inclusive	01/04/2019	Discretionary
Copy of documents - up to 6 drawings	135.00	Per copy	Inclusive	01/04/2019	Discretionary
Copy of documents - up to 9 drawings	202.50	Per copy	Inclusive	01/04/2019	Discretionary
Copy of documents - up to 12 drawings	270.00	Per copy	Inclusive	01/04/2019	Discretionary
Copy of documents - up to 24 drawings	375.00	Per copy	Inclusive	01/04/2019	Discretionary

Street Naming & House Numbering:

New Street Name or Change of Street Name	200.00	Per street	Inclusive	01/07/2018	Discretionary
House Name and Number - single or first property	65.00	Per property	Inclusive	01/07/2018	Discretionary
House Name and Number - subsequent properties 2-9	40.00	Per property	Inclusive	01/07/2018	Discretionary
House Name and Number - subsequent properties 10-100	250.00	Per 10 properties	Inclusive	01/07/2018	Discretionary
House Name and Number - 100+ Starter Fee	1000.00	100+ properties	Inclusive	01/07/2018	Discretionary
House Name and Number - 100+ additional property charge	20.00	Per property	Inclusive	01/07/2018	Discretionary

Archaeology:

Professional time (per hour)	105.00	Per hour	Excluding	01/04/2019	Discretionary
Digital extract (per hour + VAT)	105.00	Per hour	Excluding	01/04/2019	Discretionary
Curatorial advise outside of the formal planning process (per hour +VAT)	105.00	Per hour	Excluding	01/04/2019	Discretionary

Planning Application Fees:

Application fees are set nationally. Use the fee calculator on the ePlanning Portal					Non-discretionary
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Building Warrant Application Fees:

Application fees are set nationally. Use the fee calculator on the eStandards Portal					Non-discretionary
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CIVIC LICENCING	2019/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
General:					
Application for material change or variation	62.00	Per application	N/A	01/04/2019	Discretionary
Issue of any duplicate licence	26.00	Per duplicate	N/A	01/04/2019	Discretionary
Certified true copy of entry in register	26.00	Per copy	N/A	01/04/2019	Discretionary
Taxis and Private Hire:					
New and renewal licences (1 year)	365.00	Per application	N/A	01/04/2019	Discretionary
New and renewal of driver (1 year)	134.00	Per application	N/A	01/04/2019	Discretionary
Replacement plate (front)	29.00	Per application	N/A	01/04/2019	Discretionary
Replacement plate (rear)	32.00	Per application	N/A	01/04/2019	Discretionary
Replacement bracket (front)	29.00	Per application	N/A	01/04/2019	Discretionary
Replacement bracket (rear)	32.00	Per application	N/A	01/04/2019	Discretionary
Replacement door sign	28.00	Per application	N/A	01/04/2019	Discretionary
Duplicate of badge/ID card	26.00	Per application	N/A	01/04/2019	Discretionary
Replacement vehicle (temp or remainder of year)	126.00	Per application	N/A	01/04/2019	Discretionary
Substitute vehicle	126.00	Per application	N/A	01/04/2019	Discretionary
Cancellation of inspection	74.00	Per application	N/A	01/04/2019	Discretionary
Vehicle re-test	150.00	Per application	N/A	01/04/2019	Discretionary
New or renewal of trainer license	134.00	Per application	N/A	01/04/2019	Discretionary
Wheelchair exemption certificate	26.00	Per application	N/A	01/04/2019	Discretionary
Advertising (1 Year):					
Internal	17.00	Per application	N/A	01/04/2019	Discretionary
External	54.00	Per application	N/A	01/04/2019	Discretionary
Superside	65.00	Per application	N/A	01/04/2019	Discretionary
Full livery	81.00	Per application	N/A	01/04/2019	Discretionary
Booking Office:					
New and renewal licences (1 year)	226.00	Per application	N/A	01/04/2019	Discretionary
Late Hours Catering Licence:					
New and renewal licences (1 year)	249.00	Per application	N/A	01/04/2019	Discretionary
Second Hand Dealers:					
New and renewal licences (1 year)	264.00	Per application	N/A	01/04/2019	Discretionary
Temporary licence (6 weeks)	72.00	Per application	N/A	01/04/2019	Discretionary
Street Traders:					
Food or non-food new and renewal licences (1 year)	264.00	Per application	N/A	01/04/2019	Discretionary

CIVIC LICENCING	2019/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Market Traders:					
Less than 50 traders (1 year)	298.00	Per application	N/A	01/04/2019	Discretionary
Less than 50 traders Temporary (6 weeks)	150.00	Per application	N/A	01/04/2019	Discretionary
More than 50 traders (1 year)	527.00	Per application	N/A	01/04/2019	Discretionary
More than 50 traders Temporary (6 weeks)	254.00	Per application	N/A	01/04/2019	Discretionary
Metal Dealers:					
New and renewal licences (1 year)	264.00	Per application	N/A	01/04/2019	Discretionary
Itinerant metal dealer (1 year)	264.00	Per application	N/A	01/04/2019	Discretionary
Window Cleaner:					
New and renewal licences (1 year)	80.00	Per application	N/A	01/04/2019	Discretionary
Knife Dealer:					
New and renewal licences (1 year)	345.00	Per application	N/A	01/04/2019	Discretionary
Skin Piercing and Tattooing					
New and renewal licences (1 year)	237.00	Per application	N/A	01/04/2019	Discretionary
Additional employees (each per year)	119.00	Per application	N/A	01/04/2019	Discretionary
Venison & Game Dealer:					
New and renewal licences (1 year)	116.00	Per application	N/A	01/04/2019	Discretionary
Public Entertainment:					
New and renewal licences (commercial 1 year)	539.00	Per application	N/A	01/04/2019	Discretionary
New and renewal licences - multi-activity indoor or outdoor	1541.00	Per application	N/A	01/04/2019	Discretionary
Other Temporary Public Entertainment Licences (1 year):					
Up to 500 persons	190.00	Per application	N/A	01/04/2019	Discretionary
500-2000 persons	380.00	Per application	N/A	01/04/2019	Discretionary
2001-5000 persons	570.00	Per application	N/A	01/04/2019	Discretionary
Over 5000 persons	760.00	Per application	N/A	01/04/2019	Discretionary
Charity (6 weeks up to 150 persons)	No charge	Per application	N/A	01/04/2019	Discretionary
Theatres:					
Commercial (1 year)	370.00	Per application	N/A	01/04/2019	Discretionary
Commercial Temporary (6 weeks)	185.00	Per application	N/A	01/04/2019	Discretionary

CIVIC LICENCING	2019/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Animal Licencing (1 year)					
Pet shops	123.00	Per application	N/A	01/04/2019	Discretionary
Riding establishments	123.00	Per application	N/A	01/04/2019	Discretionary
Dangerous wild animals	123.00	Per application	N/A	01/04/2019	Discretionary
Animal boarding establishments	123.00	Per application	N/A	01/04/2019	Discretionary
Animal boarding (use of domestic premises)	62.00	Per application	N/A	01/04/2019	Discretionary
Dog breeding establishments	124.00	Per application	N/A	01/04/2019	Discretionary
Animal grooming or day-care services	124.00	Per application	N/A	01/04/2019	Discretionary
Zoological park	534.00	Per application	N/A	01/04/2019	Discretionary
Boat Hire:					
New and renewal (1 year)	268.00	Per application	N/A	01/04/2019	Discretionary
Temporary (6 weeks)	135.00	Per application	N/A	01/04/2019	Discretionary
Landlord Registration					
Registration of a Landlord (valid for 3 years)	55.00	Per application	N/A	01/04/2019	Non-discretionary
Registration of a Property (valid for 3 years)	11.00	Per property	N/A	01/04/2019	Non-discretionary
Late Payment Fee (for failure to re-register on time)	110.00	Per application	N/A	01/04/2019	Non-discretionary
Houses in Multiple Occupation (HMO):					
Up to 5 persons (grant)	452.00	Per application	N/A	01/04/2019	Discretionary
6-10 persons (grant)	729.00	Per application	N/A	01/04/2019	Discretionary
11-20 persons (grant)	1114.00	Per application	N/A	01/04/2019	Discretionary
21-30 persons (grant)	1340.00	Per application	N/A	01/04/2019	Discretionary
31-40 persons (grant)	1556.00	Per application	N/A	01/04/2019	Discretionary
41-50 persons (grant)	1782.00	Per application	N/A	01/04/2019	Discretionary
51-75 persons (grant)	2333.00	Per application	N/A	01/04/2019	Discretionary
76-100 persons (grant)	2891.00	Per application	N/A	01/04/2019	Discretionary
101-200 persons (grant)	4000.00	Per application	N/A	01/04/2019	Discretionary
200+ persons (grant)	5109.00	Per application	N/A	01/04/2019	Discretionary
Additional Inspections after Initial (per Officer)	53.00	Per request	N/A	01/04/2019	Discretionary
Change to licence	160.00	Per request	N/A	01/04/2019	Discretionary
Explosives:					
Storage of Explosives Registration – 1 year (Fireworks)	109.00	Per application	N/A	01/04/2019	Non-Discretionary
Storage of Explosives Registration – 2 year (Fireworks)	141.00	Per application	N/A	01/04/2019	Non-Discretionary
Storage of Explosives Registration – 3 year (Fireworks)	173.00	Per application	N/A	01/04/2019	Non-Discretionary
Storage of Explosives Registration – 4 year (Fireworks)	206.00	Per application	N/A	01/04/2019	Non-Discretionary
Storage of Explosives Registration – 5 year (Fireworks)	238.00	Per application	N/A	01/04/2019	Non-Discretionary
Storage of Explosives Renewal - 1 year (Fireworks)	54.00	Per application	N/A	01/04/2019	Non-Discretionary

CIVIC LICENCING	2019/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Storage of Explosives Renewal - 2 year (Fireworks)	86.00	Per application	N/A	01/04/2019	Non-Discretionary
Storage of Explosives Renewal - 3 year (Fireworks)	120.00	Per application	N/A	01/04/2019	Non-Discretionary
Storage of Explosives Renewal - 4 year (Fireworks)	152.00	Per application	N/A	01/04/2019	Non-Discretionary
Storage of Explosives Renewal - 5 year (Fireworks)	185.00	Per application	N/A	01/04/2019	Non-Discretionary
Vary Explosive Licence	36.00	Per variation	N/A	01/04/2019	Non-Discretionary
Transfer of Licence	36.00	Per transfer	N/A	01/04/2019	Non-Discretionary
Replacement Licence	36.00	Per replacement	N/A	01/04/2019	Non-Discretionary

Petroleum:					
1 year – not exceeding 2,500 litres	44.00	Per application	N/A	01/04/2019	Non-Discretionary
Petroleum- 1 year – exceeding 2,500 litres but not exceeding 50,000 litres	60.00	Per application	N/A	01/04/2019	Non-Discretionary
Petroleum- 1 year – exceeding 50,000 litres	125.00	Per application	N/A	01/04/2019	Non-Discretionary
Duplicate Licence	12.00	Per replacement	N/A	01/04/2019	Non-Discretionary

There are a number of licences that are granted by the East Lothian Licensing Board. East Lothian Council do not set these fees or have the power to grant a licence under the scheme. The Council only provides administrative support to the Licensing Board to enable it to carry out its duties. More information on the Licences and charges of the Licensing Board can be found at:

https://www.eastlothian.gov.uk/downloads/file/23614/premise_licence_fees

<https://www.eastlothian.gov.uk/downloads/file/23559/>

https://www.eastlothian.gov.uk/info/210571/licensing/12259/alcohol_licences/2

REGISTRATION SERVICES	2019/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Registrar:					
Religious or belief marriage	70.00	Per registration	N/A	01/04/2019	Non-discretionary
Conducting marriage/civil partnership registration in OFFICE in office hours	125.00	Per registration	N/A	01/04/2019	Non-discretionary
Conducting marriage/civil partnership registration in MARRIAGE ROOM in office hours	260.00	Per registration	N/A	01/04/2019	Discretionary
Conducting marriage/civil partnership registration in MARRIAGE ROOM on Saturday	400.00	Per registration	N/A	01/04/2019	Discretionary
Conducting marriage/civil partnership registration - any other venue (Mon-Fri 9am-5pm)	320.00	Per registration	N/A	01/04/2019	Discretionary
Conducting marriage/civil partnership registration - any other venue (5-7pm week days or Saturday)	400.00	Per registration	N/A	01/04/2019	Discretionary
Conducting marriage/civil partnership registration on Sunday/public holiday (all venues)	440.00	Per registration	N/A	01/04/2019	Discretionary
Marriage/civil partnership certificate	10.00	Per certificate	N/A	01/04/2019	Non-discretionary
Extracts search fee	5.00	Per search	N/A	01/04/2019	Non-discretionary
British Citizenship Private Ceremony	90.00	Per ceremony	N/A	01/04/2019	Discretionary
Certifying Foreign Pensions	26.00	Per validation	N/A	01/04/2019	Discretionary

ENVIRONMENTAL HEALTH AND OTHER PROTECTIVE SERVICES	2019/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Health Certificates:					
Export Health Certificates (Food)	82.50	Per certificate	N/A	01/04/2019	Discretionary
Additional Charges:					
Correction and re-issue of a certificate	62.00	Per certificate	N/A	01/04/2019	Discretionary
Copies of a certificate	26.00	Per copy	N/A	01/04/2019	Discretionary
Food Hygiene Section 50 Certificate	108.50	Per certificate	N/A	01/04/2019	Discretionary
Food Hygiene Section 39 Certificate	57.00	Per certificate	N/A	01/04/2019	Discretionary
Immigration letter	82.50	Per letter	N/A	01/04/2019	Discretionary
Environmental Search	80.00	Per report	N/A	01/04/2019	Discretionary
Duplicate document	12.50	Per document	N/A	01/04/2019	Discretionary
Private Water Supplies: Exempt Non-Commercial Supplies	Click to view prescribed fees		N/A	01/04/2019	Discretionary
Private Water Supplies: Regulated Commercial Supplies**	£6.50 per Lab Unit + £22.00 per Officer hour + mileage		N/A	01/04/2019	Discretionary
Requested Domestic/Not for Profit Sampling*	£6.50 per Lab Unit + £43.50		N/A	01/04/2019	Discretionary
Requested Commercial Sampling**	£6.50 per Lab Unit + £22.00 per Officer hour + mileage		N/A	01/04/2019	Discretionary
Commercial Sampling Programme (Quoted following detailed assessment based upon Requested Commercial Sampling formula)	POA		N/A	01/04/2019	Discretionary

*Domestic / Not for Profit entities: Requested Sampling Charges will be made at ELC set Laboratory Unit cost with an additional set fee (standardised 2 hours @ Officer Hour rate + £20 standardised mileage (based upon 45p per mile to cover from Haddington to sampling point, to Laboratory, back to Haddington). Officer time will account for travelling, data input, administration and advice/guidance provided on receipt of Report. A standardised Officer time element is deemed reasonable and fair to account for properties in all parts of the Council area. An increase in one hour of Officer time will be attributed to every 5 samples from one sampling point to account for increased administration time. Edinburgh Scientific Services provides an annual price list which will be used to calculate costs dependent upon test / analysis suite required.

** Commercial entities: Requested Sampling Charges will be made at ELC set Laboratory Unit cost with an additional Officer Hour rate + mileage (45p per mile to cover from Haddington to sampling point, to Laboratory, back to Haddington). An increase in one hour of Officer time will be attributed to every 5 samples from one sampling point to account for increased administration time. Edinburgh Scientific Services provides an annual price list which will be used to calculate costs dependent upon test / analysis suite required.

LIBRARY, MUSEUMS, ARCHIVES & LOCAL HISTORY SERVICES	2019/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Reproduction Charges					
Printouts and Scanned Images: from a scanned image	3.00	Per image	Inclusive	01/04/2019	Discretionary
Printouts and Scanned Images: providing an existing scan on CD	4.10	Per CD plus can costs	Inclusive	01/04/2019	Discretionary
Printouts and Scanned Images: making a new quick scan, limited quality & providing scan as printout	4.10	Per scan, per printout	Inclusive	01/04/2019	Discretionary
Printouts and Scanned Images: making a new quick scan, limited quality & providing scan on CD	4.10	Per CD plus can costs	Inclusive	01/04/2019	Discretionary
Printouts and Scanned Images: providing commercial quality scan on CD	POA	Per scan, per CD	Inclusive	01/04/2019	Discretionary
Reproduction Fees: Publications, Exhibitions & Other Public Use	48.00	Per item	Inclusive	01/04/2019	Discretionary
Reproduction Fees: For 'small scale' publications	11.40	Per item	Inclusive	01/04/2019	Discretionary
Postage & Packing: for printouts and single CDs	1.90	Per package		01/04/2019	Discretionary
Postage & Packing: for large items	POA			01/04/2019	Discretionary
Museums Service Events & Activities					
Workshop Activity (1-2 hours)	4.05	Per person, per activity, per	Inclusive	01/04/2019	Discretionary
Drop-in Activities	POA	Per person, per activity	Inclusive	01/04/2019	Discretionary
Drop-in Activities for Families (family/group for large scale events)	POA	Per family/group, per activity	Inclusive	01/04/2019	Discretionary
Prestongrange Museum - Tel: 0131 653 2904					
Guided Tours	2.80	Per person	Inclusive	01/04/2019	Discretionary
John Gray Centre Museum, Haddington - Tel: 01620 820690					
Local History: Short Enquiries (up to 15 minutes)	Free			01/04/2019	Discretionary
Local History: Longer Enquiries (up to first 60mins)	39.50	First hour, or part thereof	Inclusive	01/04/2019	Discretionary
Local History: Longer Enquiries (after first 60mins)	10.30	Each subsequent 15mins, or	Inclusive	01/04/2019	Discretionary
Library stock request:					
Over 16's only (unless in full time secondary education or a concessionary or Home Library Service user)	0.65	Per item	N/A	01/04/2019	Discretionary
Library Fines and Fees:					
All borrowers with a lost or damaged item will be required to pay the full replacement cost	POA	Per item	N/A	01/04/2019	Discretionary
Over 16's only (unless in full time secondary education or a concessionary or Home Library Service user). Overdue fine charge per day for all items loaned on record, excluding DVDs (up to a maximum of £5.20)	0.20	Per item, per day open	N/A	01/04/2019	Discretionary
Overdue fine charge per day for chargeable DVDs (up to a maximum of £15.50)	0.40	Per item, per day open	N/A	01/04/2019	Discretionary
Replacement membership card	1.95	Per card	Inclusive	01/04/2019	Discretionary
All overdue items not returned within 60 days of due date will be invoiced at replacement cost with all reservation, hire and overdue charges added where relevant. Once an invoice has been raised, items can no longer be returned	POA	Per item	N/A		

LIBRARY, MUSEUMS, ARCHIVES & LOCAL HISTORY SERVICES	2019/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
DVD Hires:					
Adult & Children's Entertainment DVD (up to 12 months from release)	2.10	Per one week hire	Inclusive	01/04/2019	Discretionary
Adult & Children's Entertainment DVD (older than 12 months from release)	1.05	Per one week hire	Inclusive	01/04/2019	Discretionary
Adult & Children's Entertainment DVD box set 3 or more discs (up to 12 months from release)	5.20	Per three week hire	Inclusive	01/04/2019	Discretionary
Adult & Children's Entertainment DVD box set 3 or discs (older than 12 months from release)	2.60	Per three week hire	Inclusive	01/04/2019	Discretionary
Children's Pre-school DVDs	0.00	Per three week hire	Inclusive	01/04/2019	Discretionary
Please note that renewing entertainment DVDs on loan will incur a further hire charge					
Loan Charges:					
Inter-Library Loans	6.00	Per item	N/A	01/04/2019	Discretionary
Vocal Scores	2.10	Per score	N/A	01/04/2019	Discretionary
Orchestral Sets (charge variable as determined by loaning authority)	POA	Per score	N/A	01/04/2019	Discretionary
Withdrawn Library Stock Sales:					
Hardback books	1.25	Per item	N/A	01/04/2019	Discretionary
Paperback books	0.65	Per item	N/A	01/04/2019	Discretionary
Spoken Word Cassettes and CDs	2.60	Per item	N/A	01/04/2019	Discretionary
Music CDs	0.55	Per item	N/A	01/04/2019	Discretionary
DVDs (1 or 2 discs)	1.05	Per item	N/A	01/04/2019	Discretionary
DVDs (3 or more discs)	2.10	Per item	N/A	01/04/2019	Discretionary
Image Reproduction:					
Printouts and Scanned Images: from a scanned image	3.00	Per image	Inclusive	01/04/2019	Discretionary
Printouts and Scanned Images: providing an existing scan on CD	4.10	Per scan, per CD	Inclusive	01/04/2019	Discretionary
Use of image for publication (commercial)	48.00	Per image	Inclusive	01/04/2019	Discretionary
Use of image for publication (local history society)	11.40	Per image	Inclusive	01/04/2019	Discretionary
Other Sales:					
Photocopying/Computer Printout: B&W A4	0.25	Per single-sided sheet	Inclusive	01/04/2019	Discretionary
Photocopying/Computer Printout: B&W A3	0.35	Per single-sided sheet	Inclusive	01/04/2019	Discretionary
Photocopying/Computer Printout: Colour A4	0.45	Per single-sided sheet	Inclusive	01/04/2019	Discretionary
Photocopying/Computer Printout: Colour A3	0.55	Per single-sided sheet	Inclusive	01/04/2019	Discretionary
Laminating - A4	1.35	Per sheet	Inclusive	01/04/2019	Discretionary
Laminating - A3	2.20	Per sheet	Inclusive	01/04/2019	Discretionary
Computer Storage Device: 8GB memory stick	6.95	Per memory stick	Inclusive	01/04/2019	Discretionary
Headphones	1.65	Per set	Inclusive	01/04/2019	Discretionary
Doggy Bags	1.00	Per pack	Inclusive	01/04/2019	Discretionary
Hot Drinks: Coffee, Tea or Hot Chocolate	0.80	Per cup	Inclusive	01/04/2019	Discretionary
Hot Drinks: Hot Chocolate with Mars Swirl/Real Milk Froth or Espresso with Real Milk Froth	1.05	Per cup	Inclusive	01/04/2019	Discretionary

LIBRARY, MUSEUMS, ARCHIVES & LOCAL HISTORY SERVICES	2019/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Library Events:					
Events for Children: Craft Session (per child) - 60 minute session	Priced individually	Per child, per session	N/A	01/04/2019	Discretionary
Events for Children: Other Workshops	Priced individually	Per child, per session	N/A	01/04/2019	Discretionary
Events for Adults (range from free to £10 but ticket costs may vary depending on the cost of the event)	Priced individually	Per adult, per event	N/A	01/04/2019	Discretionary

USEFUL CONTACTS - MUSEUMS

Coastal Communities Museum, North Berwick - Tel: 01620 894313		Follow us on Twitter	Follow us on Facebook	
Dunbar Town House Museum & Gallery - Tel: 01620820699		Follow us on Twitter	Follow us on Facebook	
John Gray Centre Museum, Haddington - Tel: 01620 820695		Follow us on Twitter	Follow us on Facebook	
John Muir's Birthplace, Dunbar - Tel: 01368 865899		Follow us on Twitter	Follow us on Facebook	
Museum Store, Dunbar Road, Haddington - Tel: 01620 820618				
Musselburgh Museum - Tel: 0131 665 6642			Follow us on Facebook	
Prestongrange Museum, Prestonpans - Tel: 0131 653 2904		Follow us on Twitter	Follow us on Facebook	

USEFUL CONTACTS - LIBRARIES

Dunbar Library - Tel: 01620 827827		Follow us on Twitter	Follow us on Facebook	
East Linton Library - Tel: 01620 827827		Follow us on Twitter	Follow us on Facebook	
Gullane Library - Tel: 01620 827827		Follow us on Twitter	Follow us on Facebook	
Haddington Library - Tel: 01620 827827		Follow us on Twitter	Follow us on Facebook	
Longniddry Library - Tel: 01620 827827		Follow us on Twitter	Follow us on Facebook	
Musselburgh Library - Tel: 01620 827827		Follow us on Twitter	Follow us on Facebook	
North Berwick Library - Tel: 01620 827827		Follow us on Twitter	Follow us on Facebook	
Ormiston Library - Tel: 01875 616675		Follow us on Twitter	Follow us on Facebook	
Port Seton Library - Tel: 01620 827827		Follow us on Twitter	Follow us on Facebook	
Prestonpans Library - Tel: 01620 827827		Follow us on Twitter	Follow us on Facebook	
Tranent Library - Tel: 01620 827827		Follow us on Twitter	Follow us on Facebook	
Wallyford Library - Tel: 01620 827827		Follow us on Twitter	Follow us on Facebook	

OUTDOOR LEARNING SERVICES	2019/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
The Old School House, Innerwick - Tel: 0131 653 5217 or innerwick@elcschool.org.uk					
Overnight Bookings - up to 24 people:					
Commercial Rate	450.00	Per night	Excluding	01/04/2019	Discretionary
Non ELC Schools & Community Groups	405.00	Per night	Excluding	01/04/2019	Discretionary
ELC Schools & Community Groups	360.00	Per night	Excluding	01/04/2019	Discretionary
Overnight Bookings - over 24 people:					
Commercial Rate	675.00	Per night	Excluding	01/04/2019	Discretionary
Non ELC Schools & Community Groups	607.50	Per night	Excluding	01/04/2019	Discretionary
ELC Schools & Community Groups	540.00	Per night	Excluding	01/04/2019	Discretionary
Day time use only (9am-4pm), Exclusive Use:					
Commercial Rate	150.00	Per day	Excluding	01/04/2019	Discretionary
Non ELC Schools & Community Groups	135.00	Per day	Excluding	01/04/2019	Discretionary
ELC Schools & Community Groups	120.00	Per day	Excluding	01/04/2019	Discretionary
A non refundable deposit of 50% is due on booking					
Accommodation - In the event of cancellation, the following rates will apply:					
4 - 2 weeks before your arrival - 80% of the fee is due					
2 weeks before your arrival - 100% of the fee is due					
Outdoor Learning Service Classroom & Indoor Facilities - Tel: 0131 653 5217 or outdoorlearning@elcschool.org.uk					
Commercial Rate (9 am to 4pm)	93.00	Per day	Excluding	01/04/2019	Discretionary
Classroom & Indoor Facilities - In the event of cancellation, the following rates will apply:					
12 - 8 weeks before your arrival - 25% of the fee is due					
8 - 4 weeks before your arrival - 50% of the fee is due					
4 - 2 weeks before your arrival - 80% of the fee is due					
2 weeks before your arrival - 100% of the fee is due					
Indoor Climbing Wall (9am to 6pm, Mon to Fri, term time only) - Tel: 0131 653 5217 or outdoorlearning@elcschool.org.uk					
Commercial Rate	60.00	Per hour	Excluding	01/04/2019	Discretionary
Non ELC Schools & Community Groups	15.00	Per hour	Excluding	01/04/2019	Discretionary
Equipment (rock boots, harness & belay plate)	10.00	Per person, per hire	Excluding	01/04/2019	Discretionary

OUTDOOR LEARNING SERVICES	2019/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Instructor Time/Teacher Time - Tel: 0131 653 5217 or outdoorlearning@elcschool.org.uk					
Outdoor Learning Instructor - price includes all specialist equipment but not transport costs:					
Commercial Rate (minimum 8 per group)	55.00	Per person, per day	Excluding	01/04/2019	Discretionary
Non ELC Schools & Community Groups	300.00	Per day	Excluding	01/04/2019	Discretionary
ELC Schools & Community Groups	204.00	Per day	Excluding	01/04/2019	Discretionary
Commercial Rate (minimum 8 per group)	33.00	Per person, per half day	Excluding	01/04/2019	Discretionary
Non ELC Schools & Community Groups	180.00	Per half day	Excluding	01/04/2019	Discretionary
ELC Schools & Community Groups	123.00	Per half day	Excluding	01/04/2019	Discretionary
Non ELC Schools & Community Groups	46.00	Per overnight	Excluding	01/04/2019	Discretionary
ELC Schools & Community Groups	38.50	Per overnight	Excluding	01/04/2019	Discretionary
Outdoor Learning Teacher - price includes all specialist equipment but not transport costs:					
Non ELC Schools & Community Groups	400.00	Per day	Excluding	01/04/2019	Discretionary
ELC Schools & Community Groups	289.00	Per day	Excluding	01/04/2019	Discretionary
Non ELC Schools & Community Groups	240.00	Per half day	Excluding	01/04/2019	Discretionary
ELC Schools & Community Groups	174.00	Per half day	Excluding	01/04/2019	Discretionary
Instructor/Teacher Time - in the event of cancellation, the following rates will apply:					
12 - 2 weeks before the event - 25% of the fee is due					
2 weeks before the event - 100% of the fee is due					
Mini Bus Hire - Tel: 0131 653 5217 or outdoorlearning@elcschool.org.uk					
Mini Bus Hire - full day (ELC only)	40.50	Per day, plus fuel costs	Excluding	01/04/2019	Discretionary
Mini Bus Hire - half day day (ELC only)	20.50	Per half day, plus fuel costs	Excluding	01/04/2019	Discretionary
Mini Bus Hire - in the event of cancellation, the following rates will apply:					
Within one week of hire - 100% of the fee is due					
Equipment Hire:					
Blockart (1 Set) - Blockart, helmet, etc	22.00	Per set, per day	Excluding	01/04/2019	Discretionary
Hill Walking - Walking boots (summer)	4.00	Per pair, per day	Excluding	01/04/2019	Discretionary
Hill Walking - Small daysack	3.00	Per item, per day	Excluding	01/04/2019	Discretionary
Hill Walking - Gagoule	3.00	Per item, per day	Excluding	01/04/2019	Discretionary
Hill Walking - Overtrousers	3.00	Per pair, per day	Excluding	01/04/2019	Discretionary
Hill Walking - Balaclava	2.00	Per item, per day	Excluding	01/04/2019	Discretionary
Hill Walking - Mittens	2.00	Per pair, per day	Excluding	01/04/2019	Discretionary
Hill Walking - Plastic survival bag	2.00	Per item, per day	Excluding	01/04/2019	Discretionary
Hill Walking - Compass	5.00	Per item, per day	Excluding	01/04/2019	Discretionary
Hill Walking - Whistle	2.00	Per item, per day	Excluding	01/04/2019	Discretionary
Hill Walking - Group shelter	5.00	Per item, per day	Excluding	01/04/2019	Discretionary

OUTDOOR LEARNING SERVICES	2019/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Hill Walking - Wellingtons	3.00	Per pair, per day	Excluding	01/04/2019	Discretionary
Hill Walking - Gaiters	3.00	Per pair, per day	Excluding	01/04/2019	Discretionary
Hill Walking - GPS	10.00	Per item, per day	Excluding	01/04/2019	Discretionary
Winter Walking - Ice axe	5.00	Per item, per day	Excluding	01/04/2019	Discretionary
Winter Walking - Snow probe	5.00	Per item, per day	Excluding	01/04/2019	Discretionary
Winter Walking - Snow shovel	5.00	Per item, per day	Excluding	01/04/2019	Discretionary
Winter Walking - Walking boots (winter)	8.00	Per pair, per day	Excluding	01/04/2019	Discretionary
Winter Walking - Crampons	6.00	Per item, per day	Excluding	01/04/2019	Discretionary
Winter Walking - Snow shoes & poles	10.00	Per set, per day	Excluding	01/04/2019	Discretionary
Winter Walking - Winter rucksack	6.00	Per item, per day	Excluding	01/04/2019	Discretionary
Winter Walking - Transceivers	10.00	Per item, per day	Excluding	01/04/2019	Discretionary
Field Study - Flow meter	3.20	Per item, per day	Excluding	01/04/2019	Discretionary
Field Study - Meter stick	1.00	Per item, per day	Excluding	01/04/2019	Discretionary
Field Study - Ranging poles	1.00	Per item, per day	Excluding	01/04/2019	Discretionary
Field Study - Tape measure (50m)	1.65	Per item, per day	Excluding	01/04/2019	Discretionary
Field Study - Trundle wheel	1.65	Per item, per day	Excluding	01/04/2019	Discretionary
Field Study - Stop watch	1.15	Per item, per day	Excluding	01/04/2019	Discretionary
Field Study - Soil auger	2.20	Per item, per day	Excluding	01/04/2019	Discretionary
Field Study - Meters - Ph, Light etc	1.15	Per item, per day	Excluding	01/04/2019	Discretionary
Field Study - Clinometer	1.00	Per item, per day	Excluding	01/04/2019	Discretionary
Field Study - Thermometer	1.00	Per item, per day	Excluding	01/04/2019	Discretionary
Field Study - Tray	1.00	Per item, per day	Excluding	01/04/2019	Discretionary
Field Study - Nets	1.00	Per item, per day	Excluding	01/04/2019	Discretionary
Field Study - Calliper	1.00	Per item, per day	Excluding	01/04/2019	Discretionary
Field Study - Hand lenses/viewers	1.00	Per item, per day	Excluding	01/04/2019	Discretionary
Camping - Sleeping bag	5.00	Per item, per day	Excluding	01/04/2019	Discretionary
Camping - Karrimat	3.00	Per item, per day	Excluding	01/04/2019	Discretionary
Camping - Expedition rucksack	6.00	Per item, per day	Excluding	01/04/2019	Discretionary
Camping - Tent	15.00	Per item, per day	Excluding	01/04/2019	Discretionary
Camping - Fuel bottle (empty)	2.00	Per item, per day	Excluding	01/04/2019	Discretionary
Camping - Trangia stove	4.00	Per item, per day	Excluding	01/04/2019	Discretionary
Open Canoes - Canoe, paddles, etc	22.00	Per set, per day	Excluding	01/04/2019	Discretionary
Open Canoes - Canoe pole	4.00	Per item, per day	Excluding	01/04/2019	Discretionary
Open Canoes - Down wind sail	4.00	Per item, per day	Excluding	01/04/2019	Discretionary
Sea Kayaks - 1 Sea Kayak, paddle, etc	27.00	Per set, per day	Excluding	01/04/2019	Discretionary
Canoe/Kayak - Trolley	5.00	Per item, per day	Excluding	01/04/2019	Discretionary
Kayaks - Flat Water - 1 Pyranha Master, paddle, etc	14.00	Per set, per day	Excluding	01/04/2019	Discretionary
Kayaks - Play Boat - 1 Pyranha Master, paddle, etc	16.00	Per set, per day	Excluding	01/04/2019	Discretionary
Kayaks - Sit on Top (including paddle & b/aid)	16.00	Per set, per day	Excluding	01/04/2019	Discretionary
Stand up Paddleboard (including paddle & leash)	27.00	Per set, per day	Excluding	01/04/2019	Discretionary

OUTDOOR LEARNING SERVICES	2019/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Individual Water Sports - Wet suit	6.00	Per item, per day	Excluding	01/04/2019	Discretionary
Individual Water Sports - Wet suit boots	4.00	Per pair, per day	Excluding	01/04/2019	Discretionary
Individual Water Sports - Centre spray suit	5.00	Per item, per day	Excluding	01/04/2019	Discretionary
Individual Water Sports - Wet suit gloves	3.00	Per pair, per day	Excluding	01/04/2019	Discretionary
Individual Water Sports - Buoyancy aid	5.00	Per item, per day	Excluding	01/04/2019	Discretionary
Individual Water Sports - Helmet	3.00	Per item, per day	Excluding	01/04/2019	Discretionary
Individual Water Sports - Gaiters	3.00	Per item, per day	Excluding	01/04/2019	Discretionary
Individual Water Sports - Paddle	2.00	Per item, per day	Excluding	01/04/2019	Discretionary
Nordic Ski-ing (1 Set) - Skis, boots & poles etc	10.00	Per set, per day	Excluding	01/04/2019	Discretionary
Mountaineering Ski Kit - Boots, poles, etc	30.00	Per set, per day	Excluding	01/04/2019	Discretionary
Mountaineering Ski Kit - Transceivers	20.00	Per item, per day	Excluding	01/04/2019	Discretionary
Rock Climbing Shoes	6.00	Per set, per day	Excluding	01/04/2019	Discretionary
Sailing (1 Set) - Optimist or Pico dinghy	17.00	Per dinghy, per day	Excluding	01/04/2019	Discretionary
Rafting (1 Set) - Poles, ropes, paddles, etc	15.00	Per set, per day	Excluding	01/04/2019	Discretionary
Orienteering - Maps & markers	22.00	Per set, per day	Excluding	01/04/2019	Discretionary
Orienteering - Sport ident kit (trained staff only)	32.00	Per kit, per day	Excluding	01/04/2019	Discretionary
Problem Solving - Equipment for up to 5 tasks	22.00	Per set, per day	Excluding	01/04/2019	Discretionary

ADULT WELLBEING CHARGES	2019/2020 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Care home - self funder (per week)*	663.30	Per person, per week		01/04/2018	discretionary
Respite (per week)	663.30	Per person, per week		01/04/2018	discretionary
Meals (per meal for lunch club and door to door)	3.45	Per person, per meal		01/04/2018	discretionary
Care at home (per hour)	15.26	Per hour		01/04/2018	discretionary
Taper- 60% of the 1st £50 then 75% thereafter				01/04/2018	discretionary
Community alarm charge (per week for all users)	4.00	Per week		01/04/2018	discretionary
Resource and Day Centre sessions (3 hours)	2.00	Per person, per session		01/04/2018	discretionary
Transport per journey (to destinations other than day centres and resource centres)	2.00	Per person, per journey		01/04/2018	discretionary
1 session with transport (discount bundle)	3.00	Per Person		01/04/2018	discretionary
2 sessions with transport (discount bundle)	5.00	Per Person		01/04/2018	discretionary

Adult Wellbeing Charges relate to 2018/2019 charging levels

SCHOOL CHARGES	2019/20 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Meal - Primary Schools	2.00	Per meal	N/A	18/08/2018	Discretionary
Meal - Secondary Schools	2.20	Per meal	N/A	18/08/2018	Discretionary
Meal - non pupil/staff	3.00	Per meal	N/A	18/08/2018	Discretionary
School milk (Primary only)	0.20	Per carton	N/A	18/08/2018	Discretionary
Instrumental Music Tuition - Full Annual Charge (If Registered for Free School Meals or Clothing Grant)	Free	Per Child	N/A	18/08/2018	Discretionary
Instrumental Music Tuition - Full Annual Charge (If Enrolled on an SQA Music Qualification)	Free	Per Child	N/A	18/08/2018	Discretionary
Instrumental Music Tuition - Full Annual Charge (First Child)	280.00	Per First Child	N/A	18/08/2018	Discretionary
Instrumental Music Tuition - Full Annual Charge for Siblings	240.00	Per Younger Sibling	N/A	18/08/2018	Discretionary
Instrumental Music Tuition - Concessionary Annual Charge (First Child)	196.00	Per First Child	N/A	18/08/2018	Discretionary
Instrumental Music Tuition - Concessionary Annual Charge (Siblings)	168.00	Per Younger Sibling	N/A	18/08/2018	Discretionary
Lost school bus pass	10.00	Per pass	N/A	18/08/2018	Discretionary

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PUBLICATION SCHEME, FOI AND ENVIRONMENTAL INFORMATION REQUEST CHARGES	2019/20 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Publication Scheme, FOI and EIR Charges:			Inclusive	01/05/2019	Discretionary
Photocopying/Computer Printout: B&W A4	0.25	Per single-sided sheet	Inclusive	01/05/2019	Discretionary
Photocopying/Computer Printout: B&W A3	0.35	Per single-sided sheet	Inclusive	01/05/2019	Discretionary
Photocopying/Computer Printout: Colour A4	0.45	Per single-sided sheet	Inclusive	01/05/2019	Discretionary
Photocopying/Computer Printout: Colour A3	0.55	Per single-sided sheet	Inclusive	01/05/2019	Discretionary
Postage	Charged at full cost recovery				
Computer Storage Device: 8GB memory stick	6.95	Per memory stick	Inclusive	01/05/2019	Discretionary
FOI & EIR Charges - Local Government Employee Salary Re-Charges (FOI will be capped at an hourly rate of £15)					
Grade 3 - Administration	11.64				
Grade 4 - Administration	12.17				
Grade 5 - Administration	13.76				
Grade 6 - Administration	15.57				
Grade 7 - Senior Administration	17.84				
Grade 8 - Officer	19.84				
Grade 9 - Officer	22.72				
Grade 10 - Officer	26.47				