

SUMMARY OF TABLE OF CHARGES as of 1 August 2017

	Net	VAT	Total Charge
Letter of Comfort (Building Standards) in relation to Unauthorised Building works. Only issued at the Council's discretion.		NO VAT	£180.00 up to 2 visits (if they have Bldg W but no Cert of Comp) £300.00 up to 2 visits (if no Bldg Warrant or Cert of Completion) £100.00 additional visits
Copy of any documents relating to a Planning Application or Building Warrant including plans	£15.00 £10.00 £8.33	£3.00 £2.00 £1.67 NO VAT NO VAT	£18.00 for A0; £12.00 for A1; £10.00 for A2; £0.50 for A3; and £0.25 for A4
Copy of Background Papers/Minutes/Reports etc (not microfilming)		NO VAT NO VAT	£0.25 per A4 sheet £0.50 per A3 sheet
Copy of Background Papers/Minutes etc from Microfilming or other archival storage system		NO VAT NO VAT	£1.20 per A4 sheet £2.00 per A3 sheet
Photocopying callers own material	£0.25 £0.50	£0.05 £0.10	£0.30 per A4 or £0.60 per A3
Property Clearance Certificates	61.67 70.00	12.33 14.00	£74 Basic Search £84 Enhanced – current & historic planning application info for 5 years immediately prior to date of request
Research and Information	£50.00	£10.00	First 15 minutes free, thereafter £60.00 per hour plus any charges relating to items above. *Also charge if off-site storage.
*Retrieval of Files from Off-Site Storage	£19.00	NO VAT	£19.00 for retrieval and return of files for enquiries