



**ORKNEY**  
ISLANDS COUNCIL

# **Charges Register**

**2018 – 2019**

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# 1. Chief Executive

## Blue Badge Scheme

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Blue badge scheme.	Per application.	£20.00	£0.00	£20.00	N/A.
Blue badge scheme.	Renewal badge.	£20.00	£0.00	£20.00	N/A.
Blue badge scheme.	Replacement badge.	£11.35	£0.00	£11.35	N/A.

## Warehouse Buildings (Stromness)

**All Rooms - Availability:** The rooms are available during building opening hours only (unless a member of OIC staff is present) which are Monday 0915 to 1900, Tuesday to Friday 0915 to 1700 and Saturday 1045 to 1600. No bookings - Sundays or Public Holidays.

**Access:** All meeting rooms are situated on the ground floor and have full disabled access.

**Facilities:** Kitchen facilities are available - a kettle and mugs will also be available but users will have to provide their own tea / coffee etc.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Meeting room (John Rae room).	Per session - up to 3 hours.	£27.67	£5.53	£33.20	Maximum boardroom or hollow square for 40 persons. Maximum presentation for 55 persons. Maximum standing room only for 55 persons. Dimensions: 9.5 metres by 6 metres.



Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Meeting room (John Rae room).	Per day.	£50.29	£10.06	£60.35	Maximum boardroom or hollow square for 40 persons. Maximum presentation for 55 persons. Maximum standing room only for 55 persons. Dimensions: 9.5 metres by 6 metres.
Meeting room (Marjory Corrigan room).	Per session - up to 3 hours.	£16.67	£3.33	£20.00	Maximum boardroom or hollow square for 20 persons. Maximum presentation for 20 persons. Maximum standing room only for 30 persons. Access to the kitchen with its own sink and washing up facilities. Dimensions 7 metres by 4 metres.
Meeting room (Marjory Corrigan room).	Per day.	£27.67	£5.53	£33.20	Maximum boardroom or hollow square for 20 persons. Maximum presentation for 20 persons. Maximum standing room only for 30 persons. Access to the kitchen with its own sink and washing up facilities. Dimensions 7 metres by 4 metres.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Meeting room (Archie Bevan room).	Per session - up to 3 hours.	£13.92	£2.78	£16.70	Maximum boardroom or hollow square for 10 persons. Maximum presentation for 20 persons. Maximum standing room only for 20 persons. Dimensions 5.5 metres by 4 metres.
Meeting room (Archie Bevan room).	Per day.	£22.08	£4.42	£26.50	Maximum boardroom or hollow square for 10 persons. Maximum presentation for 20 persons. Maximum standing room only for 20 persons. Dimensions 5.5 metres by 4 metres.
Equipment charge: Projector / laptop and screen.	Per day.	£6.71	£1.34	£8.05	N/A.
Equipment charge: Flipchart.	Per day.	£2.79	£0.56	£3.35	N/A.

## 2. Corporate Services

### Property Services

A range of fees and charges applies in respect of property related enquiries managed by the Estates Team. You are advised to review the undernoted list to determine if a charge is applicable to your enquiry, or seek advice from the Estates Team if required.

Third party specialist advice required by the Council to deal with your enquiry will be recharged at its actual cost. For example, a request to purchase land or property not currently for sale may require the Council to commission a valuation surveyor to provide a valuation report which enables the Council to fully consider your request. The cost of obtaining the property valuation is payable by the applicant in advance of work being carried out.

The commercial value (for example the sale price, rent or servitude value) of an agreed request is payable in addition to the fees noted above.

A discount of 50% is available for eligible charities and community groups requesting temporary use of land or property for fundraising purposes or for a community event.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Landlord consent for alterations where rent is under £10,000 per annum (exc VAT).	Per consent.	£208.33	£41.67	£250.00	N/A.
Landlord consent for alterations where rent is £10,000 or more per annum (exc VAT).	Per consent.	£416.67	£83.33	£500.00	N/A.
Landlord consent to vary leases including assignation, early termination, sub-leasing or any other change to terms and conditions.	Per consent.	£260.00	£52.00	£312.00	N/A.
Request to temporarily use Council land or property.	Per request.	£156.67	£31.33	£188.00	N/A.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Request to purchase land or property which is not currently for sale.	Per request.	£416.67	£83.33	£500.00	N/A.
Request for a servitude or a wayleave.	Per request.	£208.33	£41.67	£250.00	N/A.
Additional work.	Per hour.	£52.08	£10.42	£62.50	N/A.
Specialist advice.	At cost.	At cost.	£0.00	At cost.	N/A.

## Licence Fees and Application

### Please note:

Licence fees are non-refundable.

Advertisement costs and third party costs with related administration are met directly by licence holders.

Other than licences for cinemas or theatres, the fee payable in respect of the substitution or variation to any type of licence, together with the following matters, are the same as the fee for the appropriate licence type for one year:

- Temporary licences (which cannot exceed six weeks).
- Certified duplicate or true copy licences.

Consideration of any material change of circumstances, including premises, vehicles or vessels.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Taxis and private hire cars: Fee includes plates.	1 year.	£222.00	£0.00	£222.00	N/A.
Taxis and private hire cars: Fee includes plates.	3 years.	£586.00	£0.00	£586.00	N/A.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Replacement plates: External.	Any duration.	£33.15	£0.00	£33.15	N/A.
Replacement plates: Internal.	Any duration.	£16.60	£0.00	£16.60	N/A.
Taxi and private hire car booking offices.	1 year.	£134.00	£0.00	£134.00	N/A.
Taxi and private hire car booking offices.	3 years.	£360.00	£0.00	£360.00	N/A.
Taxi or private hire car driver: Fee includes badge.	1 year.	£61.50	£0.00	£61.50	N/A.
Taxi or private hire car driver: Fee includes badge.	3 years.	£156.00	£0.00	£156.00	N/A.
Indoor sports entertainment.	1 year.	£123.00	£0.00	£123.00	N/A.
Indoor sports entertainment.	3 years.	£327.00	£0.00	£327.00	N/A.
Knife dealer.	1 year.	£106.00	£0.00	£106.00	Plus advertising costs.
Knife dealer.	3 years.	£277.00	£0.00	£277.00	Plus advertising costs.
Late hours catering.	1 year.	£156.00	£0.00	£156.00	N/A.
Late hours catering.	3 years.	£415.00	£0.00	£415.00	N/A.
Market operators.	1 year.	£237.00	£0.00	£237.00	N/A.
Market operators.	3 years.	£410.00	£0.00	£410.00	N/A.
Metal dealers.	1 year.	£123.00	£0.00	£123.00	N/A.
Metal dealers.	3 years.	£327.00	£0.00	£327.00	N/A.
Public entertainment.	1 year.	£134.00	£0.00	£134.00	N/A.
Public entertainment.	3 years.	£344.00	£0.00	£344.00	N/A.
Raised structure (temporary).	One event.	£78.00	£0.00	£78.00	N/A.
Second hand dealers.	1 year.	£123.00	£0.00	£123.00	N/A.
Second hand dealers.	3 years.	£327.00	£0.00	£327.00	N/A.
Sex shops.	1 year.	£1,833.00	£0.00	£1,833.00	N/A.
Skin piercing and tattooing.	1 year.	£205.00	£0.00	£205.00	N/A.
Skin piercing and tattooing.	3 years.	£542.00	£0.00	£542.00	N/A.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Street traders: Operators and / or employees - fee includes badge.	1 year (per person).	£123.00	£0.00	£123.00	N/A.
Street traders: Operators and / or employees - fee includes badge.	3 years (per person).	£327.00	£0.00	£327.00	N/A.
Window cleaners: Operators and / or employees – fee includes badge.	1 year (per person).	£61.50	£0.00	£61.50	N/A.
Window cleaners: Operators and / or employees – fee includes badge.	3 years (per person).	£162.00	£0.00	£162.00	N/A.

### Miscellaneous Licence Information

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Copy licence.	Per licence.	£27.65	£0.00	£27.65	N/A.
ID replacement.	To end of licence.	£27.65	£0.00	£27.65	N/A.

### Cinema and Theatre Licences

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Cinema licence: Seating capacity up to 100 persons.	1 year.	£134.00	£0.00	£134.00	N/A.
Cinema licence: Seating capacity over 100 persons.	1 year.	£262.00	£0.00	£262.00	N/A.
Theatre licence.	1 year.	£72.00	£0.00	£72.00	N/A.

## Premises Licences (Alcohol)

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Premises which have no rateable value, clubs and certain other premises.	Initial fee.	£200.00	£0.00	£200.00	N/A.
Premises which have no rateable value, clubs and certain other premises.	Annual fee.	£180.00	£0.00	£180.00	N/A.
Rateable value of premises between £1 and £11,500.	Initial fee.	£800.00	£0.00	£800.00	N/A.
Rateable value of premises between £1 and £11,500.	Annual fee.	£220.00	£0.00	£220.00	N/A.
Rateable value of premises between £11,501 and £35,000.	Initial fee.	£1,100.00	£0.00	£1,100.00	N/A.
Rateable value of premises between £11,501 and £35,000.	Annual fee.	£280.00	£0.00	£280.00	N/A.
Rateable value of premises between £35,001 and £70,000.	Initial fee.	£1,300.00	£0.00	£1,300.00	N/A.
Rateable value of premises between £35,001 and £70,000.	Annual fee.	£500.00	£0.00	£500.00	N/A.
Rateable value of premises between £70,001 and £140,000.	Initial fee.	£1,700.00	£0.00	£1,700.00	N/A.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Rateable value of premises between £70,001 and £140,000.	Annual fee.	£700.00	£0.00	£700.00	N/A.
Rateable value of premises over £140,000.	Initial fee.	£2,000.00	£0.00	£2,000.00	N/A.
Rateable value of premises over £140,000.	Annual fee.	£900.00	£0.00	£900.00	N/A.
Transfer on application of licence holder, which includes an application for variation of the premises licence.	Per application.	£200.00	£0.00	£200.00	N/A.
Transfer on application of licence holder, which does not include an application for variation of the premises licence.	Per application.	£150.00	£0.00	£150.00	N/A.
Transfer on application of person other than licence holder, which includes an application for variation of the premises licence.	Per application.	£200.00	£0.00	£200.00	N/A.
Transfer on application of person other than licence holder, which does not include an application for variation of the premises licence.	Per application.	£150.00	£0.00	£150.00	N/A.



## Variations of Premises Licences (which do not include transfer)

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Variation of any of the conditions to which the licence is subject.	Per application.	£100.00	£0.00	£100.00	N/A.
Variation of any of the information contained in the operating plan.	Per application.	£100.00	£0.00	£100.00	N/A.
Variation of the layout plan which results in inconsistency with the operating plan.	Per application.	£100.00	£0.00	£100.00	N/A.
Variation of the layout plan which does not result in inconsistency with the operation plan.	Per application.	£20.00	£0.00	£20.00	N/A.
Variation of the information contained or referred to in the licence.	Per application.	£100.00	£0.00	£100.00	N/A.
Where children and young persons are allowed entry to the premises, any variation reflecting any restriction or proposed restriction of the terms on which they are allowed entry to the premises.	Per application.	£20.00	£0.00	£20.00	N/A.
Variation of the information contained in the licence relating to the premises manager (including variation to substitute a premises manager).	Per application.	£20.00	£0.00	£20.00	N/A.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Application under section 31 (1) of the Act i.e. The applicant requests that the variation to substitute another individual as the premises manager should have immediate effect and any other variation sought is a minor variation.	Per application.	£31.00	£0.00	£31.00	N/A.
Temporary premises licence.	Per application.	£800.00	£0.00	£800.00	N/A.
Occasional licence.	Per application.	£10.00	£0.00	£10.00	N/A.
Extended hours.	Per application.	£10.00	£0.00	£10.00	N/A.

### Personal Licences (Alcohol)

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Personal licence.	Per application.	£50.00	£0.00	£50.00	N/A.
Replacement personal licence.	Per application.	£20.00	£0.00	£20.00	N/A.

## Gambling Applications

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Small society lottery registrations.	Initial fee.	£40.00	£0.00	£40.00	N/A.
Small society lottery registrations.	Annual fee.	£20.00	£0.00	£20.00	N/A.
Automatic gaming machine entitlement notifications for alcohol licensed premises.	Per application.	£50.00	£0.00	£50.00	N/A.
Club machine permits.	Initial fee.	£200.00	£0.00	£200.00	N/A.
Club machine permits.	Renewal.	£100.00	£0.00	£100.00	N/A.
Club machine permits.	Annual fee.	£50.00	£0.00	£50.00	N/A.

## Other Applications

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Property enquiry certificate.	Per application.	£129.00	£0.00	£129.00	N/A.
Subject access request.	Per application.	£10.00	£0.00	£10.00	Applicable until 25 May 2018.

## General Registration Fees

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Particular search in statutory register.	Per search.	£5.00	£0.00	£5.00	N/A.
General search in statutory register.	Per hour.	£15.00	£0.00	£15.00	N/A.
Certificates.	Per certificate.	£10.00	£0.00	£10.00	N/A.

Special certificates.	Per certificate.	£10.00	£0.00	£10.00	N/A.
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## Marriage / Civil Partnership

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Town Hall.	Monday to Friday 10:00 to 16:00.	£150.00	£0.00	£150.00	N/A.
Town Hall.	Saturday 10:00 to 16:00.	£275.00	£0.00	£275.00	N/A.
For a civil marriage at any other venue.	Monday to Saturday.	£275.00	£0.00	£275.00	N/A.
Registrar attendance.	First two hours.	£125.00	£0.00	£125.00	N/A.
Registrar attendance.	After two hours (per hour).	£26.55	£0.00	£26.55	N/A.
Religious marriage.	Event.	£70.00	£0.00	£70.00	N/A.
Notice of marriage: Each contracting party.	Per notice.	£30.00	£0.00	£30.00	N/A.
Solemnisation of a civil marriage.	Event.	£55.00	£0.00	£55.00	N/A.

### 3. Development and Infrastructure

#### Burial Charges

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Burial ground charges: Excavation of grave.	Per excavation.	£553.00	£0.00	£553.00	N/A.
Burial ground charges: Excavation of grave for casket.	Per excavation.	£160.00	£0.00	£160.00	N/A.
Burial ground charges: Sale of lairs.	Per lair.	£605.00	£0.00	£605.00	N/A.
Excavation of a grave for an infant / juvenile.	Occasion.	£0.00	£0.00	£0.00	No charge.

#### Car Parking - Pay and Display Charges

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Pay and display car park charges. Kirkwall: Albert Street / Castle Street / St Magnus Lane / Gunn's Close. Stromness: Ferry Inn.	Up to 1 hour.	£0.00	£0.00	£0.00	Winter rates: October to April.
Pay and display car park charges. Kirkwall: Albert Street / Castle Street / St Magnus Lane / Gunn's Close. Stromness: Ferry Inn.	Up to 1 Hour.	£0.50	£0.10	£0.60	Summer rates: May to September.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Pay and display car park charges. Kirkwall: Albert Street / Castle Street / St Magnus Lane / Gunn's Close. Stromness: Ferry Inn.	2 hours.	£1.08	£0.22	£1.30	All year round, excluding public holidays.
Pay and display car park charges. Kirkwall: Albert Street / Castle Street / St Magnus Lane / Gunn's Close. Stromness: Ferry Inn.	3 hours.	£2.25	£0.45	£2.70	All year round, excluding public holidays.
Pay and display car park charges. Kirkwall: Burgh Road / Great Western Road North. Stromness: Ferry Terminal.	4 hours.	£0.92	£0.18	£1.10	All year round, excluding public holidays.
Pay and display car park charges. Kirkwall: Burgh Road / Great Western Road North. Stromness: Ferry Terminal.	8 hours.	£1.33	£0.27	£1.60	All year round, excluding public holidays.
Parking fine.	Per offence.	£25.00	£5.00	£30.00	N/A.

## Road Services Permits

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Permission for minor road works consent to open the road for the purpose of installing or maintaining apparatus within the public road.	Per permission.	£150.00	£0.00	£150.00	N/A
Sample inspection fees.	Per inspection.	£36.00	£0.00	£36.00	N/A.
Defect inspection fees.	Per inspection.	£72.00	£0.00	£72.00	N/A.
Investigatory inspection fees.	Per inspection.	£36.00	£0.00	£36.00	N/A.
Liability for cost of temporary traffic regulations.	1 to 7 days.	£207.00	£0.00	£207.00	Plus advertising costs.
Liability for cost of temporary traffic regulations.	8 days to maximum 18 months.	£328.00	£0.00	£328.00	Plus advertising costs.
Permission for minor road works consent to construct a new access, vehicular crossing or make an opening within the public road.	Per permission.	£150.00	£0.00	£150.00	N/A
Permission to temporarily occupy a portion of the public road in connection with building operations (and to erect staging or scaffolding).	Per week.	£150.00	£0.00	£150.00	N/A
Permission to temporarily occupy a portion of the public road in connection with building operations (and to erect staging or scaffolding).	Each subsequent week.	£37.45	£0.00	£37.45	N/A

<b>Charge Category/Details</b>	<b>Charging Basis</b>	<b>2018 to 2019 Rate</b>	<b>VAT</b>	<b>Gross</b>	<b>Comments</b>
Permission to temporarily occupy a portion of the public road in connection with building operations (storage of building materials).	Per week.	£150.00	£0.00	£150.00	N/A
Permission to temporarily occupy a portion of the public road in connection with building operations (storage of building materials).	Each subsequent week.	£37.45	£0.00	£37.45	N/A
Permission to temporarily occupy a portion of the public road in connection with building operations (container, cabin etc).	Per week.	£150.00	£0.00	£150.00	N/A
Permission to temporarily occupy a portion of the public road in connection with building operations (container, cabin etc).	Each subsequent week.	£37.45	£0.00	£37.45	N/A
Permission to temporarily occupy a portion of the public road in connection with building operations (Cherry picker (MEWP)).	Per week.	£150.00	£0.00	£150.00	N/A
Permission to temporarily occupy a portion of the public road in connection with building operations (Cherry picker (MEWP)).	Each subsequent week.	£37.45	£0.00	£37.45	N/A



<b>Charge Category/Details</b>	<b>Charging Basis</b>	<b>2018 to 2019 Rate</b>	<b>VAT</b>	<b>Gross</b>	<b>Comments</b>
Control of obstructions in the road (Pavement cafes).	Per annum.	£150.00	£0.00	£150.00	N/A
Control of obstructions in the road (Temporary signs etc).	Per annum.	£150.00	£0.00	£150.00	N/A
Permission to place a builder's skip within the public road.	Per week.	£42.65	£0.00	£42.65	N/A
Permission to place a builder's skip within the public road.	Each subsequent week.	£42.65	£0.00	£42.65	N/A
Permission to place portable traffic signals for the control of traffic on the public road.	Per occasion.	£42.65	£0.00	£42.65	N/A
Suspension of parking bays in the Council's car parks to permit building works.	Per occasion – per bay.	£42.65	£0.00	£42.65	N/A
Permission to trade from Council car park (excluding pay and display).	Per occasion.	£75.00	£0.00	£75.00	N/A
Permission to trade from Council car park (excluding pay and display).	Monthly charge for weekly use.	£75.00	£0.00	£75.00	N/A
Permission to trade from Council car park (excluding pay and display).	Monthly charge for daily use.	£25.00	£0.00	£25.00	N/A
Consent to construct a road per £1,000 of the construction cost.	For costs up to £20,000.	£52.00	£0.00	£52.00	N/A

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Consent to construct a road per £1,000 of the construction cost.	For costs from £20,001 to £100,000. (min £1,000)	£46.80	£0.00	£46.80	N/A
Consent to construct a road per £1,000 of the construction cost.	For costs over £100,000. (min £4,500)	£31.20	£0.00	£31.20	N/A
Request for adopted road confirmation, including supply of location plan and extract from list of public roads.	Per occasion.	£175.00	£0.00	£175.00	N/A
Installation of traffic counters and supply of data.	Per occasion – per counter.	£175.00	£0.00	£175.00	N/A
Tourist sign post.	Per sign.	£104.00	£0.00	£104.00	N/A

## Waste Collection Service Charges

Variation to contract within the financial year: £53.50 per variation.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Trade waste charges - 1100 litre bin emptied twice per week (104 collections per annum).	Per annum.	£2,251.60	£0.00	£2,251.60	See note above.
Trade waste charges - 1100 litre bin emptied once per week (52 collections per annum).	Per annum.	£1,146.60	£0.00	£1,146.60	See note above.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Trade waste charges - 1100 litre bin emptied once per fortnight (26 collections per annum).	Per annum.	£596.70	£0.00	£596.70	See note above.
Trade waste charges - 240 litre bin emptied twice per week (104 collections per annum).	Per annum.	£712.40	£0.00	£712.40	See note above.
Trade waste charges - 240 litre bin emptied once per week (52 collections per annum).	Per annum.	£358.80	£0.00	£358.80	See note above.
Trade waste charges - 240 litre bin emptied once per fortnight (26 collections per annum).	Per annum.	£180.70	£0.00	£180.70	See note above.
Trade waste charges - 140 litre bin emptied twice per week (104 collections per annum).	Per annum.	£530.40	£0.00	£530.40	See note above.
Trade waste charges - 140 litre bin emptied once per week (52 collections per annum).	Per annum.	£267.80	£0.00	£267.80	See note above.
Trade waste charges - 140 litre bin emptied once per fortnight (26 collections per annum).	Per annum.	£137.80	£0.00	£137.80	See note above.
Trade waste charges - Beige refuse sacks.	Per sack.	£1.36	£0.00	£1.36	N/A.

## Source Segregated Recyclates Collection Service

Variation to contract within the financial year: £53.50 per variation.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
240 litre bin - with or without internal caddy (26 collections per annum).	Per annum.	£79.30	£0.00	£79.30	See note above.
140 litre bin - with or without internal caddy (26 collections per annum).	Per annum.	£79.30	£0.00	£79.30	See note above.
Separate cardboard collection: 1100 litre bin (26 collections per annum).	Per annum.	£296.40	£0.00	£296.40	See note above.
Approximately 1000 litre bundle of loose cardboard (26 collections per annum).	Per annum.	£254.80	£0.00	£254.80	See note above.
Cooking oil (26 collections per annum).	Per annum.	£165.10	£0.00	£165.10	See note above.

## Trade Waste Services - Charities Charges

Variation to contract within the financial year: £53.50 per variation.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Trade waste charges - 1100 litre bin emptied twice per week (104 collections per annum).	Per annum.	£327.60	£0.00	£327.60	See note above.
Trade waste charges - 1100 litre bin emptied once per week (52 collections per annum).	Per annum.	£184.60	£0.00	£184.60	See note above.

<b>Charge Category/Details</b>	<b>Charging Basis</b>	<b>2018 to 2019 Rate</b>	<b>VAT</b>	<b>Gross</b>	<b>Comments</b>
Trade waste charges - 1100 litre bin emptied once per fortnight (26 collections per annum).	Per annum.	£115.70	£0.00	£115.70	See note above.
Trade waste charges - 240 litre bin emptied twice per week (104 collections per annum).	Per annum.	£291.20	£0.00	£291.20	See note above.
Trade waste charges - 240 litre bin emptied once per week (52 collections per annum).	Per annum.	£148.20	£0.00	£148.20	See note above.
Trade waste charges - 240 litre bin emptied once per fortnight (26 collections per annum).	Per annum.	£75.40	£0.00	£75.40	See note above.
Trade waste charges - 140 litre bin emptied twice per week (104 collections per annum).	Per annum.	£291.20	£0.00	£291.20	See note above.
Trade waste charges - 140 litre bin emptied once per week (52 collections per annum).	Per annum.	£148.20	£0.00	£148.20	See note above.
Trade waste charges - 140 litre bin emptied once per fortnight (26 collections per annum).	Per annum.	£75.40	£0.00	£75.40	See note above.
Trade waste charges - Beige refuse sacks.	Per sack.	£0.69	£0.00	£0.69	See note above.

## Source Segregated Recyclates Collection Service - Charity Charges

Variation to contract within the financial year: £53.50 per variation.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
240 litre bin - with or without internal caddy emptied once per fortnight (26 collections per annum).	Per annum.	£75.40	£0.00	£75.40	See note above.
140 litre bin - with or without internal caddy emptied once per fortnight (26 collections per annum).	Per annum.	£75.40	£0.00	£75.40	See note above.
Separate cardboard collection: 1100 litre bin (26 collections per annum).	Per annum.	£109.20	£0.00	£109.20	See note above.
Approximately 1000 litre bundle of loose cardboard (26 collections per annum).	Per annum.	£66.30	£0.00	£66.30	See note above.
Cooking oil emptied once per fortnight (26 collections per annum).	Per annum.	£75.40	£0.00	£75.40	See note above.

## Ad Hoc Empty of Recyclates

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Ad hoc additional empty of eurobins.	Per property.	£67.50	£0.00	£67.50	See note above.
Ad hoc additional collection of recyclates.	Per property.	£33.80	£0.00	£33.80	See note above.
Ad hoc cardboard / paper collection.	Per pick-up.	£67.50	£0.00	£67.50	See note above.
Ad hoc cardboard / paper collection.	Per cage lorry.	£91.00	£0.00	£91.00	See note above.

## Domestic Special Collections

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Up to 5 items.	Per load.	£15.83	£3.17	£19.00	N/A.
6 items up to full pick up load.	Per load.	£66.50	£13.30	£79.80	N/A.
Lorry load.	Per load.	£134.00	£26.80	£160.80	N/A.

## Event Costs

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Labour.	Per hour.	£34.83	£6.97	£41.80	N/A.
Pick-up.	Per hour.	£9.54	£1.91	£11.45	N/A.
Cage lorry.	Per hour.	£23.00	£4.60	£27.60	N/A.
HL5 lorry.	Per hour.	£22.33	£4.47	£26.80	N/A.
Refuse lorry.	Per hour.	£35.71	£7.14	£42.85	N/A.

<b>Charge Category/Details</b>	<b>Charging Basis</b>	<b>2018 to 2019 Rate</b>	<b>VAT</b>	<b>Gross</b>	<b>Comments</b>
Hire of 1100 litre bin for special event.	Per event.	£13.54	£2.71	£16.25	Collection and delivery of skips and bins is an additional cost at hourly vehicle and labour rates as above.
Hire of 240 litre bin for special event.	Per event.	£4.67	£0.93	£5.60	Collection and delivery of skips and bins is an additional cost at hourly vehicle and labour rates as above.
Hire of 140 litre bin for special event.	Per event.	£3.17	£0.63	£3.80	Collection and delivery of skips and bins is an additional cost at hourly vehicle and labour rates as above.
Black bags.	Per roll of 50.	£3.08	£0.62	£3.70	N/A.
HL5 skip.	One week maximum.	£13.92	£2.78	£16.70	Maximum of one week. Price does not include delivery of the skip or disposal of the items within the skip.



## Bossack Landfill and Transfer Station

### Acceptable Commercial Load Types

**Please note:** All loads, excluding green waste, are subject to a minimum charge of £15.80 per load.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Inert landfill waste.	Per tonne.	£49.58	£9.92	£59.50	Non-hazardous landfill material (example: glass, concrete, bricks and mortar, tiles, slates, fibreglass wool, clay and stones). Please note: plastics, plaster, plasterboard and timber are not permitted. Landfill Tax: Lower Rate.
Waste oil.	Per tonne.	£152.50	£30.50	£183.00	Loads to be accompanied by a completed SEPA Special Waste Transfer Note.
Mixed wastes to sort.	Per tonne.	£259.00	£51.80	£310.80	Non-inert material that requires removal of contaminants before landfill. Please note: Loads that are predominately non-inert will be classed as commercial waste and rejected from site. Landfill Tax: Lower Rate.
Asbestos cement sheeting.	Per tonne.	£263.00	£52.60	£315.60	Cement bonded asbestos sheeting will only be accepted for disposal when double bagged, sealed and accompanied by a completed SEPA Special Waste Transfer Note.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Used cooking oil.	Per tonne.	£92.00	£18.40	£110.40	Used cooking oil free from water and food wastes.
Municipal green waste.	Per tonne.	£17.00	£3.40	£20.40	Green waste suitable for shredding.
Hazardous and other special waste.	Price on application pending full cost of recovery.	£0.00	£0.00	£0.00	Hazardous and other wastes requiring special arrangements for proper disposal. Loads to be accompanied by a completed SEPA Special Waste Transfer Note.
Computer monitors and televisions.	Per Item.	£9.75	£1.95	£11.70	N/A.
Domestic sized fridges and freezers.	Per Item.	£19.00	£3.80	£22.80	Larger units may be charged at a higher rate.
Other electrical items.	Per tonne.	£274.00	£54.80	£328.80	Electrical items including computers, printers etc. Please note: Larger or unusual items may be charged at a higher rate.
Fluorescent tubes.	Per tube.	£0.94	£0.19	£1.13	N/A.
Portable batteries.	Per kilogramme.	£1.71	£0.34	£2.05	N/A.

## Chinglebraes Waste Transfer Station

### Acceptable Commercial Load Types

**Please note:** All loads, excluding paper and cardboard and green waste are subject to a minimum charge of £15.80 per load.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Clinical waste.	Per tonne.	£160.00	£32.00	£192.00	Low-grade clinical wastes from licensed carriers.
Domestic waste.	Per tonne.	£160.00	£32.00	£192.00	Any mainly combustible wastes originating from households and that would normally be collected by the refuse carts.
Commercial / industrial waste (Non-hazardous).	Per tonne.	£160.00	£32.00	£192.00	Mainly combustible wastes which cannot be landfilled at Bossack. This category includes soiled paper and cardboard, silage wrap, fertiliser bags, carpets, furniture, plastics, scrap timber and plaster / plasterboard.
Mixed waste to sort.	Per tonne.	£259.00	£51.80	£310.80	Combustible wastes that require removal of non-combustible waste prior to processing. Unacceptable loads containing large amounts of non-combustible material will be rejected from site.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Paper and cardboard in separated fractions - Small producer less than 1 tonne per annum.	Per annum.	£75.50	£15.10	£90.60	Clean newspaper, magazines and cardboard packaging for recycling. Please Note: Materials must be clean and free from contamination or they will be rejected.
Paper and cardboard in separated fractions - Medium producer 1 to 5 tonnes per annum.	Per annum.	£149.00	£29.80	£178.80	Clean newspaper, magazines and cardboard packaging for recycling. Please Note: Materials must be clean and free from contamination or they will be rejected.
Paper and cardboard in separated fractions - Large producer more than 5 tonnes per annum.	Per annum.	£222.00	£44.40	£266.40	Clean newspaper, magazines and cardboard packaging for recycling. Please Note: Materials must be clean and free from contamination or they will be rejected.
Small quantities (less than 50 kilogrammes).	Per annum.	£81.00	£16.20	£97.20	N/A.
Confidential documents.	Per kilogramme.	£0.40	£0.08	£0.48	Confidential documents can be destroyed by appointment between 09:00 to 12 noon and 13:00 to 15:00, Monday to Friday. Shredding can be witnessed.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Metal cans.	Free of charge.	£0.00	£0.00	£0.00	Empty aluminium and steel food and beverage cans for recycling. Please Note: Materials must be clean and free from contamination or will be rejected.

## Building Standards

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Letter of comfort.	Per letter.	£127.00	£0.00	£127.00	N/A.
Copy documents.	Per document.	£31.58	£6.32	£37.90	N/A.
Building warrant fees.	See Building Warrant Fees information on OIC Web page <a href="#">click here</a>				

## Development and Marine Planning - Orkney Wildlife Information and Records Centre

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Biodiversity / records enquiry: Recorders – Student.	Per hour.	£0.00	£0.00	£0.00	N/A.
Biodiversity / records enquiry: Public.	Per hour.	£5.60	£0.00	£5.60	N/A.
Biodiversity / records enquiry: Non-Profit Organisations.	Per hour.	£27.65	£0.00	£27.65	N/A.
Biodiversity / records enquiry: Commercial / Consultants.	Per hour.	£44.15	£0.00	£44.15	N/A.

## Development Management

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Copy documents.	Per set of documents	£31.58	£6.32	£37.90	N/A.
Planning fees.	Planning fees, a fee calculator and fee advice are available on the ePlanning website. <a href="#">Click here.</a>				

## Naming and / or Numbering

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Naming and / or numbering of one plot / property.	Per plot / property.	£52.00	£0.00	£52.00	N/A
Naming and / or numbering of multiple plots / properties.	Per multiple plot / property.	£78.00	£0.00	£78.00	N/A
Naming and / or numbering of streets.	Per street.	£104.00	£0.00	£104.00	N/A

## Works Licences

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
New works or dredging licence.	Per application.	£487.00	£0.00	£487.00	N/A.
Extension or amendment of existing licence.	Per application.	£360.00	£0.00	£360.00	N/A.
Renewal of existing licence.	Per renewal.	£123.00	£0.00	£123.00	N/A.
Assignment of existing licence.	Per assignment.	£123.00	£0.00	£123.00	N/A.
Surrender or relinquishment of licence.	Per licence.	£0.00	£0.00	£0.00	No fee.

## Fees where Planning Applications require a Notice in the Press

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Neighbour notification.	Per notice.	£82.50	£0.00	£82.50	Required for all planning applications, other than householder applications, where there is open land within 20 metres of the boundary of the application site ('neighbouring land') unless all of the neighbouring land is owned by the applicant or the planning authority (Orkney Islands Council). If this exemption applies it should be verified by clearly showing on the location plan all land that is in the applicant's ownership by way of a blue line around the ownership boundary and, where relevant, identifying any land owned by Orkney Islands Council. Covers the costs of publicising planning applications requiring advert in paper.
Development defined in Schedule 3 of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2011.	Per notice.	£82.50	£0.00	£82.50	N/A.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Marine fish farm applications.	Per notice.	£82.50	£0.00	£82.50	N/A.
Applications which require an Environmental Impact Assessment (EIA).	Per application as charged by relevant newspaper.	Fee is the actual combined cost of EIA application and EIA decision advertisements, as charged by the relevant newspapers.			N/A.

## Environmental Health

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Holiday caravan sites.	Licence for year.	£0.00	£0.00	£0.00	N/A.
Residential caravan sites.	Licence for 5 years.	£696.00	£0.00	£696.00	N/A Renewal of licence 50% of licence fee.
HMO Application. (Capacity up to 9 occupants)	Licence for 3 years.	£415.00	£0.00	£415.00	Plus advertising costs.
HMO Application. (Capacity for 10 or more occupants)	Licence for 3 years.	£696.00	£0.00	£696.00	Plus advertising costs.
Registration as a venison dealer.	Registration for 3 years.	£92.00	£0.00	£92.00	N/A.
Freezer breakdown.	Per incident.	£62.50	£0.00	£62.50	N/A.
Health certification.	Per certification.	£38.60	£0.00	£38.60	N/A.



## Environmental Health charges - Statutory or UK Standard fees.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Ship sanitation certification: up to 1,000 tonnes.	Per certification.	£90.00	£0.00	£90.00	N/A.
Ship sanitation certification: up to 3,000 tonnes.	Per certification.	£125.00	£0.00	£125.00	N/A.
Ship sanitation certification: 3,001 to 10,000 tonnes.	Per certification.	£190.00	£0.00	£190.00	N/A.
Ship sanitation certification: 10,001 to 20,000 tonnes.	Per certification.	£245.00	£0.00	£245.00	N/A.
Ship sanitation certification: 20,001 to 30,000 tonnes.	Per certification.	£320.00	£0.00	£320.00	N/A.
Ship sanitation certification: over 30,000 tonnes.	Per certification.	£375.00	£0.00	£375.00	N/A.
Ship sanitation certification: carrying between 50 to 1000 persons.	Per certification.	£375.00	£0.00	£375.00	N/A.
Ship sanitation certification: carrying over 1000 persons.	Per certification.	£640.00	£0.00	£640.00	N/A.
Extension to ship sanitation certificate.	Per certificate.	£60.00	£0.00	£60.00	N/A.
Ship sanitation additional charges.	Cost recovery.	Various	£0.00	Various	Nationally Agreed - Extra charges based on actual costs may be added for exceptional costs such as launch hire, out of hours duty, travel and re-inspection of ships subject to control measures.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
For Regulation 2 supplies (e.g. supplies used for commercial or business purposes or large supplies).	Cost recovery.	Various	£0.00	Various	Charges made are to recover costs associated with the collection and analysis of samples and the undertaking and review of risk assessments.
Type B private water visit.	Per visit.	£70.00	£0.00	£70.00	Charged only if formal action taken limited to statutory maximum £70.
Type B private water sample.	Per sample.	£48.00	£0.00	£48.00	Third party costs charged only if formal action taken - limited to statutory maximum £48.
Type B private water preparatory work for risk assessment.	Per risk assessment.	£70.00	£0.00	£70.00	Charged only if formal action taken - limited to statutory maximum £70.
Type B private water undertaking risk assessment.	Per risk assessment.	£50.00	£0.00	£50.00	Charged only if formal action taken - limited to statutory maximum £50.

## Trading Standards

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Weights and measures verifications (DES27).	Per hour.	£61.32	£0.00	£61.32	N/A.
Licence to store explosives (DES28).	Premises: 1 year.	£109.00	£0.00	£109.00	N/A.
Licence to store explosives (DES28).	Premises: 2 years.	£141.00	£0.00	£141.00	N/A.
Licence to store explosives (DES28).	Premises: 3 years.	£173.00	£0.00	£173.00	N/A.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Licence to store explosives (DES28).	Premises: 4 years.	£206.00	£0.00	£206.00	N/A.
Licence to store explosives (DES28).	Premises: 5 years.	£238.00	£0.00	£238.00	N/A.
Renewal of licence to store explosives (DES28).	Premises: 1 year.	£54.00	£0.00	£54.00	N/A.
Renewal of licence to store explosives (DES28).	Premises: 2 years.	£86.00	£0.00	£86.00	N/A.
Renewal of licence to store explosives (DES28).	Premises: 3 years.	£120.00	£0.00	£120.00	N/A.
Renewal of licence to store explosives (DES28).	Premises: 4 years.	£152.00	£0.00	£152.00	N/A.
Renewal of licence to store explosives (DES28).	Premises: 5 years.	£185.00	£0.00	£185.00	N/A.
Licence to keep petroleum spirit (DES28).	Per licence for less than 2,500 litres.	£42.00	£0.00	£42.00	N/A.
Licence to keep petroleum spirit (DES28).	Per licence for between 2,500 litres and less than 50,000 litres.	£58.00	£0.00	£58.00	N/A.
Licence to keep petroleum spirit (DES28).	Per licence for more than 50,000 litres.	£120.00	£0.00	£120.00	N/A.
Animal boarding.	Per licence for year.	£128.00	£0.00	£128.00	Plus veterinary inspection costs that will be recharged to applicant.
Breeding of dogs.	Per licence for year.	£128.00	£0.00	£128.00	Plus veterinary inspection costs that will be recharged to applicant.
Dangerous wild animals.	Per licence for year.	£128.00	£0.00	£128.00	Plus veterinary inspection costs that will be recharged to applicant.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Performing animals.	Per licence for the life of the animal.	£124.00	£0.00	£124.00	Plus veterinary inspection costs that will be recharged to applicant. Additional animals at 50% of the fee.
Pet shop.	Per licence for year.	£128.00	£0.00	£128.00	Plus veterinary inspection costs that will be recharged to applicant.
Riding establishments.	Per licence for year.	£128.00	£0.00	£128.00	Plus veterinary inspection costs that will be recharged to applicant.
Zoo.	Per licence for 4 years.	£442.00	£0.00	£442.00	Plus veterinary inspection costs that will be recharged to applicant.
Feed hygiene primary production inspection.	Per inspection.	£117.00	£0.00	£117.00	N/A.

## Islands Airfields

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Non-commercial single engine aircraft.	Per landing.	£12.50	£2.50	£15.00	N/A
Non-commercial single engine aircraft – Day ticket valid for all islands.	Per day.	£20.83	£4.17	£25.00	N/A
Non-commercial twin engine aircraft.	Per landing.	£25.00	£5.00	£30.00	N/A

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Non-commercial twin engine aircraft – Day ticket valid for all islands.	Per day.	£31.25	£6.25	£37.50	N/A
Non-commercial helicopter.	Per landing.	£12.50	£2.50	£15.00	N/A
Non-commercial helicopter - Day ticket valid for all islands.	Per day.	£20.83	£4.17	£25.00	N/A
Commercial single engine aircraft.	Per landing.	£52.08	£10.42	£62.50	N/A
Commercial twin engine aircraft (Islander).	Per landing.	£54.58	£10.92	£65.50	N/A
Commercial helicopter under 9,000 kilogrammes.	Per landing.	£52.08	£10.42	£62.50	N/A
Commercial helicopter over 9,000 kilogrammes.	Per landing.	£52.08	£10.42	£62.50	N/A
Indemnity permit.	Per permit.	£0.00	£0.00	£0.00	No charge.
Landing without PPR or valid Annual Indemnity Permit.	Per landing.	£52.08	£10.42	£62.50	N/A

## Quarries

Prices are available on request from the Quarries Manager – telephone: 01856761295.

## 4. Education, Leisure and Housing

### School Meals / Lunch Club

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
School meals - primary.	2 course meal.	£2.30	£0.00	£2.30	N/A.
School meals - secondary.	2 course meal.	£2.40	£0.00	£2.40	N/A.
School meals - adult.	2 course meal.	£4.96	£0.99	£5.95	N/A.
Lunch club.	2 course meal.	£4.92	£0.98	£5.90	N/A.
Commercial events (smaller schools).	Per event.	£99.00	£19.80	£118.80	N/A
Commercial events (Kirkwall Grammar School (KGS), Stromness Academy and Papdale School).	Per event.	£156.00	£31.20	£187.20	N/A

### Libraries and Archive Library

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Loan charge for DVDs.	Per DVD.	2.33	0.47	2.80	N/A.
Loan charge for DVD boxed sets.	Per DVD boxed set.	2.50	0.50	3.00	N/A.
Loan charge for Junior DVDs.	Per DVD.	0.83	0.17	1.00	N/A.
Inter-Library Loan.	Per request.	4.33	0.87	5.20	N/A.
Inter-Library Loan - Student concession.	Per request.	2.71	0.54	3.25	On production of a valid Matriculation Card.
Administration fee for overdue invoice.	Per invoice.	6.21	1.24	7.45	N/A.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Photocopying A4 black and white.	Single sided.	0.21	0.04	0.25	N/A.
Photocopying A4 black and white.	Double sided.	0.29	0.06	0.35	N/A.
Photocopying A3 black and white.	Single sided.	0.29	0.06	0.35	N/A.
Photocopying A3 black and white.	Double sided.	0.37	0.08	0.45	N/A.
Photocopying A4 colour.	Single sided.	0.46	0.09	0.55	N/A.
Photocopying A4 colour.	Double sided.	0.87	0.18	1.05	N/A.
Photocopying A3 colour.	Single sided.	0.92	0.18	1.10	N/A.
Photocopying A3 colour.	Double sided.	1.79	0.36	2.15	N/A.
Internet printing.	Per item.	0.17	0.03	0.20	N/A.
Scan.	Per item.	0.17	0.03	0.20	N/A.

## Archive

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Archival photocopying all sizes in black and white.	Per sheet.	0.37	0.08	0.45	N/A.
Archival photocopying all sizes in colour.	Per sheet.	0.75	0.15	0.90	N/A.
Non archival photocopying A4 black and white.	Single sided.	0.21	0.04	0.25	N/A.
Non archival photocopying A4 black and white.	Double sided.	0.29	0.06	0.35	N/A.
Non archival photocopying A3 black and white.	Single sided.	0.29	0.06	0.35	N/A.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Non archival photocopying A3 black and white.	Double sided.	0.37	0.08	0.45	N/A.
Non archival photocopying A4 colour.	Single sided.	0.46	0.09	0.55	N/A.
Non archival photocopying A4 colour.	Double sided.	0.92	0.18	1.10	N/A.
Non archival photocopying A3 colour.	Single sided.	0.87	0.18	1.05	N/A.
Non archival photocopying A3 colour.	Double sided.	1.79	0.36	2.15	N/A.
Handling charge.	Per 50 copies.	5.96	1.19	7.15	N/A.
Printing from microform A4.	Per sheet.	0.21	0.04	0.25	N/A.
Printing from microform A3.	Per sheet.	0.29	0.06	0.35	N/A.

### Kirkwall Library - Room and Equipment Hire

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
MacGillivray Room.	4 hour session.	24.92	4.98	29.90	N/A.
MacGillivray Room.	All day.	43.04	8.61	51.65	N/A.
Carnegie Room.	4 hour session.	13.08	2.62	15.70	N/A.
Overhead / slide projector and screen.	Per day.	3.50	0.70	4.20	N/A
Flip chart.	Per day.	3.50	0.70	4.20	N/A
Laptop / projector / screen.	Per day.	8.71	1.74	10.45	N/A
Display boards.	up to 1 week.	8.71	1.74	10.45	N/A
Hire of Foyer display area.	Per week.	8.71	1.74	10.45	N/A



## Photographic Prices

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Postcard: 5 by 3 inches.	Per photo.	1.75	0.35	2.10	N/A.
8 by 6 inches.	Per photo.	5.83	1.17	7.00	N/A.
10 by 8 inches.	Per photo.	9.50	1.90	11.40	N/A.
16 by 12 inches.	Per photo.	18.92	3.78	22.70	N/A.
20 by 16 inches.	Per photo.	26.42	5.28	31.70	N/A.

## Digital Images on CD Rom

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Digital images on CD Rom up to 20 images.	Per image.	5.71	1.14	6.85	N/A.
Digital images on CD Rom over 20 images.	Per image.	4.92	0.98	5.90	N/A.
Low resolution scans.	Each.	0.83	0.17	1.00	N/A.
Photo quality digital prints A3.	Each.	6.71	1.34	8.05	N/A.
Photo quality digital prints A4.	Each.	3.42	0.68	4.10	N/A.
Handling charge.	Per disc.	3.42	0.68	4.10	N/A.
Publication reproduction fee.	Each.	66.50	13.30	79.80	N/A.
Sound Archive recording on CD.	Per disc.	5.71	1.14	6.85	N/A.

### Lattitude Mapping Services and Internet Use

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Town map.	Per map.	20.83	4.17	25.00	N/A
Rural map.	Per map.	16.67	3.33	20.00	N/A
Internet use (non library members).	Per hour.	0.83	0.17	1.00	N/A

### Active Life Card – KGS, Dounby, Stromness Pool and Healthy Living Centres

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Individual Active Life Card.	Individual per month.	16.25	3.25	19.50	N/A
Family Active Life Card.	Family per month.	24.58	4.92	29.50	N/A
Budget Active Life Card.	Budget per activity.	0.42	0.08	0.50	N/A

### Stromness Swimming Pool

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Adult swim.	Per session.	£3.62	£0.73	£4.35	N/A.
Junior Swim (5 – 15yrs).	Per session.	£1.79	£0.36	£2.15	N/A.
Toddler Swim (3 – 4yrs).	Per session.	£0.87	£0.18	£1.05	N/A.
Under 3's.	Per session.	£0.00	£0.00	£0.00	N/A.
Shower.	Per shower.	£1.67	£0.33	£2.00	N/A.
Fun session.	Per session.	£2.58	£0.52	£3.10	N/A.
Pool hire.	Per session.	£69.33	£13.87	£83.20	N/A.
Pool hire plus inflatable / steps.	Per session.	£78.00	£15.60	£93.60	N/A.
Pool hire setup.	Per Gala/Event.	£46.00	£9.20	£55.20	N/A.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Swimming lessons / classes: Adult.	Per lesson.	£4.46	£0.89	£5.35	N/A.
Swimming lessons / classes: Junior.	Per lesson.	£3.75	£0.75	£4.50	N/A.
1-to-1 Swimming lessons: Adult.	Per 30 minutes lesson.	£13.00	£2.60	£15.60	N/A.
1-to-1 Swimming lessons: Junior	Per 30 minutes lesson.	£10.83	£2.17	£13.00	N/A.
Learn 2 Swim certificate.	Per certificate.	£2.29	£0.46	£2.75	N/A.
SSS / Deependers certificate.	Per certificate.	£0.83	£0.17	£1.00	N/A.

### Stromness Pool and Fitness Centre

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Fitness Suite.	Per session.	£4.17	£0.83	£5.00	N/A.
Health Suite.	Per session.	£4.17	£0.83	£5.00	N/A.
Fitness and Swim.	Per session.	£5.25	£1.05	£6.30	N/A.
Fitness and Health.	Per session.	£5.25	£1.05	£6.30	N/A.
Health and Swim.	Per session.	£5.25	£1.05	£6.30	N/A.
Fitness, Health and Swim.	Per session.	£5.46	£1.09	£6.55	N/A.
Full induction.	Per session.	£11.46	£2.29	£13.75	N/A.
Squash court.	Per person, per session.	£3.37	£0.68	£4.05	N/A
Squash court hire.	Per class per hour.	£10.00	£2.00	£12.00	N/A

The link to Stromness pool is given [here](#).

## Stromness Academy

### Outdoor Sports Facilities

Booking for all Stromness Academy facilities are taken through Stromness Academy, Stromness, KW16 3JS. Telephone: 01856850660 or email [admin.sa@glow.orkneyschools.org.uk](mailto:admin.sa@glow.orkneyschools.org.uk).

**Discounts:** 50% discount after first hour booking (Juniors and Seniors); 25% off all Junior bookings.

Footwear with metal studs is damaging to the surface of the synthetic grass pitch. No metal studded footwear can be worn when using the synthetic grass pitch. Groups found to contravene this requirement will be required to leave the pitch and may be charged for damage.

**See Guidance Notes on VAT Levy on letting of facilities on the final two pages of this document.**

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Athletics.	Per hour.	£12.33	£2.47	£14.80	N/A.
Synthetic pitch: full pitch - Adults.	For the first hour.	£44.17	£8.83	£53.00	N/A
Synthetic pitch: full pitch - Adults.	Per additional hour.	£22.08	£4.42	£26.50	N/A
Synthetic pitch: full pitch - Juniors.	For the first hour.	£29.17	£5.83	£35.00	N/A
Synthetic pitch: full pitch - Juniors.	Per additional hour.	£14.54	£2.91	£17.45	N/A
Synthetic pitch: half pitch - Adults.	For the first hour.	£33.12	£6.63	£39.75	N/A
Synthetic pitch: half pitch - Adults.	Per additional hour.	£16.54	£3.31	£19.85	N/A
Synthetic pitch: half pitch - Juniors.	For the first hour.	£21.87	£4.38	£26.25	N/A
Synthetic pitch: half pitch - Juniors.	Per additional hour.	£10.96	£2.19	£13.15	N/A

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Synthetic pitch: 1/3 pitch - Adults.	For the first hour.	£22.08	£4.42	£26.50	N/A
Synthetic pitch: 1/3 pitch - Adults.	Per additional hour.	£11.04	£2.21	£13.25	N/A
Synthetic pitch: 1/3 pitch - Juniors.	For the first hour.	£14.58	£2.92	£17.50	N/A
Synthetic pitch: 1/3 pitch - Juniors.	Per additional hour.	£7.29	£1.46	£8.75	N/A

## Playing Fields

**Changing Rooms Cleaning:** Normal cleaning time of changing rooms is 0.5 hours - if additional cleaning is required all costs will be recharged to the hirer.

Pitches will be marked up for matches. Charges for Outdoor Facilities (only) described are without changing and toilet facilities. It is expected that youth and other groups may book these facilities at Stromness Academy, or some alternative venue (for example, The Market Green). Charges are based on the costs of stewarding and cleaning. Detailed charges are available on request.

**See Guidance Notes on VAT Levy on letting of facilities on the final two pages of this document.**

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Pitch and changing room: Adults.	Per game.	£39.42	£7.88	£47.30	N/A.
Pitch and changing room: Youth / Concession.	Per game.	£20.00	£4.00	£24.00	N/A.
Hockey / Football / Rugby / Cricket pitch only: Adults.	Per game.	£32.50	£6.50	£39.00	N/A.
Hockey / Football / Rugby / Cricket pitch only: Youth / Concessions.	Per game.	£16.87	£3.38	£20.25	N/A.

### Indoor Sports Facilities (includes changing facilities)

See Guidance Notes on VAT Levy on letting of facilities on the final two pages of this document.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Games Hall: Adults.	Per hour.	£26.67	£5.33	£32.00	N/A.
Games Hall; Youth / Concession.	Per hour.	£12.92	£2.58	£15.50	N/A.
Gymnasium: Adults.	Per hour.	£19.42	£3.88	£23.30	N/A.
Gymnasium: Youth / Concession.	Per hour.	£9.46	£1.89	£11.35	N/A.
Racket sports.	Per person.	£8.54	£1.71	£10.25	N/A.
Badminton Court: Youth / Concession.	Per hour.	£4.33	£0.87	£5.20	N/A.
Fitness Suite.	Per hour.	£4.92	£0.98	£5.90	Fitness Suite (over 16 only) individual casual users, when stewarding is on.
Fitness programme for individuals.	Per programme.	£10.83	£2.17	£13.00	N/A

### Classrooms and Dining Hall

See Guidance Notes on VAT Levy on letting of facilities on the final two pages of this document.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Classrooms: Ordinary let.	Per 2 hour session.	£15.50	£0.00	£15.50	N/A.
Classrooms: Fund raising.	Per 2 hour session.	£30.65	£0.00	£30.65	N/A.
Classrooms: OIC Departments / Further Education / Higher Education Providers.	Per 2 hour session.	£22.80	£0.00	£22.80	N/A.

<b>Charge Category/Details</b>	<b>Charging Basis</b>	<b>2018 to 2019 Rate</b>	<b>VAT</b>	<b>Gross</b>	<b>Comments</b>
Classrooms: Commercial.	Per 2 hour session.	£45.95	£0.00	£45.95	N/A.
Classrooms: Community Councils.	Per 2 hour session.	£35.10	£0.00	£35.10	N/A.
Classrooms Community Councils.	After 2 hours, per hour.	£15.40	£0.00	£15.40	N/A.
Dining Hall: Ordinary let.	Per 2 hour session.	£32.70	£0.00	£32.70	N/A.
Dining Hall: Fund raising.	Per 2 hour session.	£66.50	£0.00	£66.50	N/A.
Dining Hall: OIC Departments / Further Education / Higher Education Providers.	Per 2 hour session.	£48.80	£0.00	£48.80	N/A.
Dining Hall: Commercial.	Per 2 hour session.	£132.00	£0.00	£132.00	N/A.
Dining Hall: Community Councils.	Per 2 hour session.	£35.10	£0.00	£35.10	N/A.
Dining Hall: Community Councils.	After 2 hours, per hour.	£15.40	£0.00	£15.40	N/A.
Classrooms Surcharge after 22:30: Ordinary let.	Per hour.	£18.21	£3.64	£21.85	N/A.
Classrooms Surcharge after 22:30: Fund raising.	Per hour.	£29.17	£5.83	£35.00	N/A.
Classrooms Surcharge after 22:30: OIC Departments / Further Education / Higher Education Providers.	Per hour.	£26.50	£5.30	£31.80	N/A.
Classrooms Surcharge after 22:30: Commercial.	Per hour.	£29.17	£5.83	£35.00	N/A.

## Events Areas

See Guidance Notes on VAT Levy on letting of facilities on the final two pages of this document.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Voluntary Organisations: Regular Users - for activities, meetings etc. (non-fundraising).	Per hour.	£28.10	£0.00	£28.10	N/A.
Voluntary Organisations: Occasional / Fundraising for sales, coffee mornings, social evenings, junior discos and other events.	Per session up until 23:00.	£117.00	£0.00	£117.00	N/A.
Voluntary Organisations: Occasional / Fundraising for sales, coffee mornings, social evenings, junior discos and other events.	Or per hour.	£32.65	£0.00	£32.65	N/A.
Voluntary Organisations: Occasional / Fundraising for set meal and licensed events, dinner dances, adult discos, other dances, weddings etc.	Per session up until 23:00.	£247.00	£0.00	£247.00	N/A.
Surcharge on use after 23:00.	Per janitor hour.	£30.70	£0.00	£30.70	N/A.
Licensee surcharge for all drinks licensed events.	Per function.	£44.80	£0.00	£44.80	N/A.



## Lecture Theatre

Recording Studio - This facility may be available during some school holidays. Because of requirements for preparing and decommissioning this accommodation, there are additional costs of staff time.

We welcome enquiries and will provide more detailed charges based on accommodation used, purpose / supervision / experience and availability.

**See Guidance Notes on VAT Levy on letting of facilities on the final two pages of this document.**

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Voluntary organisations: for concert performance.	Less than 100 in audience.	£86.50	£0.00	£86.50	Stromness Academy 2nd performance - same evening - 50% off charge.
Voluntary organisations: for concert performance.	100 to 200 in audience.	£110.00	£0.00	£110.00	Stromness Academy 2nd performance - same evening - 50% off charge.
Voluntary organisations: for concert performance.	Over 200 in audience.	£132.00	£0.00	£132.00	Stromness Academy 2nd performance - same evening - 50% off charge.
Rehearsals / public meetings.	Per hour.	£21.70	£0.00	£21.70	N/A.
Regular users activity groups dressing rooms.	Per booking.	£15.55	£0.00	£15.55	N/A.
Stage lighting charge.	Per hour.	£10.10	£0.00	£10.10	N/A.
Hire of coffee bar facility.	Per hour.	£11.29	£2.26	£13.55	N/A.

## Kirkwall Grammar School (KGS)

### Classroom Hire

See Guidance Notes on VAT Levy on letting of facilities on the final two pages of this document.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Classroom Hire.	Per hour.	£11.10	£0.00	£11.10	N/A.
Dining Area Hire.	Per hour.	£33.15	£0.00	£33.15	N/A.

### Sports Centre

See Guidance Notes on VAT Levy on letting of facilities on the final two pages of this document.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Games Hall: Adults.	Per hour.	£26.92	£5.38	£32.30	N/A.
Games Hall: Youth.	Per hour.	£13.00	£2.60	£15.60	N/A.
Gymnasium: Adults.	Per hour.	£19.46	£3.89	£23.35	N/A.
Gymnasium: Youth.	Per hour.	£9.46	£1.89	£11.35	N/A.
Dance Studio and Multi-Purpose Area: Adults.	Per hour.	£26.67	£5.33	£32.00	N/A.
Dance Studio and Multi-Purpose Area: Youth / Concession.	Per hour.	£12.92	£2.58	£15.50	N/A.
Dance Studio only: Adults.	Per hour.	£19.46	£3.89	£23.35	N/A.
Dance Studio only: Youth / Concession.	Per hour.	£9.46	£1.89	£11.35	N/A.
Multi-Purpose Area only: Adults.	Per hour.	£11.71	£2.34	£14.05	N/A.
Multi-Purpose Area only: Youth / Concession.	Per hour.	£9.75	£1.95	£11.70	N/A.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Birthday Party with Bouncy Castle: Games Hall.	2 hours.	£41.17	£8.23	£49.40	N/A.
Birthday Party with Bouncy Castle: Dance Studio.	2 hours.	£36.50	£7.30	£43.80	N/A.
Racket sports.	Per person per hour.	£3.42	£0.68	£4.10	N/A.
Fitness Suite.	Per session.	£4.17	£0.83	£5.00	N/A.
Full induction to Fitness Suite.	Per induction.	£11.46	£2.29	£13.75	N/A.
Fitness programme for individuals.	Per programme.	£10.83	£2.17	£13.00	N/A.
Fitness Room hire.	Per hour.	£30.42	£6.08	£36.50	N/A.
Surcharges 17:00 to 22:00.	Per employee, per hour.	£13.21	£2.64	£15.85	N/A.
Surcharges after 22:00.	Per employee, per hour.	£25.67	£5.13	£30.80	N/A.
Surcharges Sunday opening.	Per employee, per hour.	£25.67	£5.13	£30.80	N/A.

## Playing Fields

**Changing Rooms Cleaning:** Normal cleaning time of changing rooms is 0.5 hours - if additional cleaning is required all costs will be recharged to the hirer.

**See Guidance Notes on VAT Levy on letting of facilities on the final two pages of this document.**

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Pitch and changing room: Adults.	Per game.	£39.42	£7.88	£47.30	N/A.
Pitch and changing room: Youth.	Per game.	£20.00	£4.00	£24.00	N/A.
Pitch Only - Adults	Per game.	£32.50	£6.50	£39.00	N/A.
Pitch Only - Youth	Per game.	£16.87	£3.38	£20.25	N/A.

## Synthetic Pitch

See Guidance Notes on VAT Levy on letting of facilities on the final two pages of this document.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Synthetic pitch: full pitch - Adults.	For the first hour.	£44.17	£8.83	£53.00	N/A
Synthetic pitch: full pitch - Adults.	Per additional hour.	£22.08	£4.42	£26.50	N/A
Synthetic pitch: full pitch – Juniors.	For the first hour.	£29.17	£5.83	£35.00	N/A
Synthetic pitch: full pitch – Juniors.	Per additional hour.	£14.54	£2.91	£17.45	N/A
Synthetic pitch: half pitch - Adults.	For the first hour.	£33.12	£6.63	£39.75	N/A
Synthetic pitch: half pitch - Adults.	Per additional hour.	£16.54	£3.31	£19.85	N/A
Synthetic pitch: half pitch - Juniors.	For the first hour.	£21.87	£4.38	£26.25	N/A
Synthetic pitch: half pitch - Juniors.	Per additional hour.	£10.96	£2.19	£13.15	N/A
Synthetic pitch: 1/3 pitch - Adults.	For the first hour.	£22.08	£4.42	£26.50	N/A
Synthetic pitch: 1/3 pitch - Adults.	Per additional hour.	£11.04	£2.21	£13.25	N/A
Synthetic pitch: 1/3 pitch - Juniors.	For the first hour.	£14.58	£2.92	£17.50	N/A
Synthetic pitch: 1/3 pitch - Juniors.	Per additional hour.	£7.29	£1.46	£8.75	N/A

## Events

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Wedding / Function: Party (use of dining area and foyer).	Per hire.	£820.83	£164.17	£985.00	N/A.
Wedding / Function: Silver Package (use of dining area, foyer and kitchen).	Per hire.	£1,326.00	£265.20	£1,591.20	N/A.
Wedding / Function: Gold Package (use of dining area, foyer, multi-purpose area, dance studio and kitchen).	Per hire.	£1,546.00	£309.20	£1,855.20	N/A.

## Dounby Centre

### Indoor Sports Facilities

See Guidance Notes on VAT Levy on letting of facilities on the final two pages of this document.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Racket sports.	Per person per hour.	£3.42	£0.68	£4.10	N/A.
Fitness Suite.	Per session.	£4.17	£0.83	£5.00	N/A.
Full Induction to Fitness Suite.	Per induction.	£11.46	£2.29	£13.75	N/A.
Fitness programme for individuals.	Per programme.	10.83	2.17	13.00	N/A

## Room Hire

See Guidance Notes on VAT Levy on letting of facilities on the final two pages of this document.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Main Hall: Adults.	Per hour.	£25.62	£5.13	£30.75	N/A.
Main Hall: Youth/Concession.	Per hour.	£12.37	£2.48	£14.85	N/A.
Small Hall: Adults.	Per hour.	£19.42	£3.88	£23.30	N/A.
Small Hall: Youth / Concession.	Per hour.	£9.46	£1.89	£11.35	N/A.
Community Room 1.	Per hour.	£14.45	£0.00	£14.45	N/A.
Community Room 2.	Per hour.	£10.90	£0.00	£10.90	N/A.
Classroom Hire.	Per hour.	£11.10	£0.00	£11.10	N/A.
Staff Room.	Per hour.	£14.45	£0.00	£14.45	N/A.
Birthday Party with Bouncy Castle: Main Hall.	2 hours.	£41.17	£8.23	£49.40	N/A.
Birthday Party with Bouncy Castle: Small Hall.	2 hours.	£36.50	£7.30	£43.80	N/A.
Surcharges 17:00 to 22:00.	Per employee, per hour.	£13.21	£2.64	£15.85	N/A.
Surcharges after 22:00.	Per employee, per hour.	£25.67	£5.13	£30.80	N/A.
Surcharges Sunday opening.	Per employee, per hour.	£25.67	£5.13	£30.80	N/A.

## Playing Fields - Football, Rugby and Hockey

See Guidance Notes on VAT Levy on letting of facilities on the final two pages of this document.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Pitch and changing room: Adults.	Per game.	£39.42	£7.88	£47.30	N/A.
Pitch and changing room: Youth.	Per game.	£20.00	£4.00	£24.00	N/A.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Pitch Only - Adults	Per game.	£32.50	£6.50	£39.00	N/A.
Pitch Only - Youth	Per game.	£16.87	£3.38	£20.25	N/A.

## Stromness Community Centre

See Guidance Notes on VAT Levy on letting of facilities on the final two pages of this document.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Children's Nursery Hall.	Per hour.	£7.55	£0.00	£7.55	N/A.
Reception Area.	Per hour.	£7.55	£0.00	£7.55	N/A.
Back Activities Room.	Per hour.	£7.55	£0.00	£7.55	N/A.
Upstairs Games Hall.	Per hour.	£8.50	£0.00	£8.50	N/A.
Upstairs Games Hall: Youth.	Per hour.	£3.45	£0.00	£3.45	N/A.
Servery.	Per hour.	£10.30	£0.00	£10.30	N/A.
Children's Parties.	Per hour.	£22.35	£0.00	£22.35	N/A.
Office / meeting room.	Per hour.	£8.90	£0.00	£8.90	N/A.
Office / meeting room.	Per day.	£43.35	£0.00	£43.35	N/A.
Surcharges 17:00 to 22:00.	Per employee, per hour.	£15.83	£3.17	£19.00	N/A.
Surcharges after 22:00.	Per employee, per hour.	£30.71	£6.14	£36.85	N/A.
Surcharges Sunday opening.	Per employee, per hour.	£30.71	£6.14	£36.85	N/A.

## Stromness Town Hall

See Guidance Notes on VAT Levy on letting of facilities on the final two pages of this document.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Ordinary lets.	Per hour.	£7.55	£0.00	£7.55	N/A.
Room: Fund raising lets.	Per hour.	£15.00	£0.00	£15.00	N/A.
Room: Commercial lets.	Per hour.	£30.00	£0.00	£30.00	N/A.
Concert Hall: Ordinary lets.	Per hour.	£15.00	£0.00	£15.00	N/A.
Concert Hall: Fund raising lets.	Per hour.	£25.00	£0.00	£25.00	Stromness - 2nd concert performance during same session 50% of 1st concert charge.
Concert Hall: Commercial lets.	Per hour.	£50.00	£0.00	£50.00	N/A.

## Kirkwall and St Ola Community Centre

### Letting Charges

The below charges apply to voluntary organisations. Private users are charged an additional 25% and commercial users an additional 100%.

See Guidance Notes on VAT Levy on letting of facilities on the final two pages of this document.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Rooms 1, 2 or 3: Voluntary Organisations.	Per hour.	£9.50	£0.00	£9.50	N/A.
Rooms 1, 2 or 3: Voluntary Organisations.	Per day.	£47.80	£0.00	£47.80	N/A.
Foyer: Voluntary Organisations.	Per hour.	£5.15	£0.00	£5.15	N/A.



Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Cavern Area and Games Hall: Adults - Voluntary Organisations.	Per hour.	£13.10	£0.00	£13.10	N/A.
Cavern Area and Games Hall: Youths - Voluntary Organisations.	Per hour.	£10.65	£0.00	£10.65	N/A.
Town Hall: Voluntary Organisations.	Per hour.	£15.15	£0.00	£15.15	N/A.
Town Hall: Voluntary Organisations.	Per day.	£90.00	£0.00	£90.00	N/A.
Supper Room: Voluntary Organisations.	Per hour.	£14.90	£0.00	£14.90	N/A.
Supper Room: Voluntary Organisations.	Per day.	£77.00	£0.00	£77.00	N/A.

### Function Suite

Includes the Town Hall, Kitchen and Supper Room.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Dinner dances, weddings, by ticket only / invitation, includes kitchen hire and licensee surcharge - entertainment license not liquor).	Per event.	£519.00	£0.00	£519.00	Kirkwall and St Ola Community Centre includes the Town Hall, Kitchen and Supper Room.

## Surcharges

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Surcharges 17:00 to 22:00.	Per employee, per hour.	£15.83	£3.17	£19.00	N/A.
Surcharges after 22:00.	Per employee, per hour.	£30.71	£6.14	£36.85	N/A.
Surcharges Sunday opening.	Per employee, per hour.	£30.71	£6.14	£36.85	N/A.

## School Lets

See Guidance Notes on VAT Levy on letting of facilities on the final two pages of this document.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Classrooms: Voluntary Organisations - ordinary lets.	Per 2 hour session.	£15.50	£0.00	£15.50	N/A.
Classrooms: Voluntary Organisations - fundraising.	Per 2 hour session.	£29.65	£0.00	£29.65	N/A.
Classrooms: OIC Further Education / Higher Education - providers.	Per 2 hour session.	£22.95	£0.00	£22.95	N/A.
Classrooms: commercial.	Per 2 hour session.	£45.95	£0.00	£45.95	N/A.
School Halls: Voluntary Organisations - ordinary lets.	Per 2 hour session.	£32.70	£0.00	£32.70	N/A.
School Halls: Voluntary Organisations - fundraising.	Per 2 hour session.	£66.50	£0.00	£66.50	N/A.
School Halls: OIC Further Education / Higher Education - providers.	Per 2 hour session.	£51.10	£0.00	£51.10	N/A.
Schools Halls: commercial.	Per 2 hour session.	£132.00	£0.00	£132.00	N/A.
Papdale Infants Hall: Voluntary Organisations - ordinary lets.	Per 2 hour session.	£60.00	£0.00	£60.00	N/A.
Papdale Infants Hall: Voluntary Organisations - fundraising.	Per 2 hour session.	£88.50	£0.00	£88.50	N/A.
Papdale Infants Hall OIC Further Education / Higher Education - providers.	Per 2 hour session.	£88.50	£0.00	£88.50	N/A.

## School Lets - surcharges per hour after 22:30

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Voluntary Organisations: ordinary lets.	Per hour.	£18.20	£0.00	£18.20	N/A.
Voluntary Organisations: fundraising.	Per hour.	£29.15	£0.00	£29.15	N/A.
OIC Further Education / Higher Education: providers.	Per hour.	£26.45	£0.00	£26.45	N/A.
Commercial.	Per hour.	£24.35	£0.00	£24.35	N/A.
Community Council Lets.	Per 2 hour session.	£35.25	£0.00	£35.25	N/A.
Community Council Lets.	Per hour.	£15.40	£0.00	£15.40	N/A.

## Point of Ness and Birsay Caravan and Camping Site

**Administration Fees:** A booking can be made on-line, by telephone or e-mail. Telephone or e-mail bookings will incur an administration fee (excluding single occupancy bookings) and at the time of booking we require full payment to secure your reservation. In the event of a cancellation / amendment to a booking, a charge / administration fee may also be incurred.

Further information on OIC Caravan, Campsites, Hostels and Outdoor Centres can be found on the Council website [here](#).

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Caravan / Motorhome / Large Tents with electric.	Per night.	£16.33	£3.27	£19.60	N/A.
Caravan / Motorhome / Large Tents.	Per night.	£13.08	£2.62	£15.70	N/A.
Medium Tents.	Per night.	£10.58	£2.12	£12.70	N/A.
Small Tents.	Per night.	£6.87	£1.38	£8.25	N/A.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Awnings.	Per night.	£4.33	£0.87	£5.20	N/A.
Adults.	Per person.	£5.79	£1.16	£6.95	N/A.
Children (under 18).	Per child.	£3.37	£0.68	£4.05	N/A.
Administration Fee.	Per booking.	£2.67	£0.53	£3.20	Please refer to the note at the top of the page.

## Outdoor Centres – Hoy

**Administration Fees:** A booking can be made on-line, by telephone or e-mail. Telephone or e-mail bookings will incur an administration fee (excluding single occupancy bookings) and at the time of booking we require full payment to secure your reservation. In the event of a cancellation / amendment to a booking, a charge / administration fee may also be incurred.

Further information on OIC Caravan, Campsites, Hostels and Outdoor Centres can be found on the Council website [here](#).

**See Guidance Notes on VAT Levy on letting of facilities on the final two pages of this document.**

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Juniors: Under 18.	Per night.	£13.08	£2.62	£15.70	N/A.
Seniors: 18 and over.	Per night.	£17.17	£3.43	£20.60	N/A.
Exclusive room occupancy.	Per night.	£48.08	£9.62	£57.70	Two adults or two adults and two children.
Additional Adult / Junior.	Per night.	£8.96	£1.79	£10.75	N/A.
Exclusive Centre use - 32 beds.	Per night.	£356.21	£71.24	£427.45	Discounted rate.
Exclusive Centre use - 32 beds.	Per week.	£1,902.33	£380.47	£2,282.80	Discounted rate.
Key deposit.	One off.	£6.92	£1.38	£8.30	N/A.
Administration fee.	Per booking.	£2.67	£0.53	£3.20	Please refer to the note at the top of the page.

## Outdoor Centres – Rackwick Hostel

**Administration Fees:** A booking can be made on-line, by telephone or e-mail. Telephone or e-mail bookings will incur an administration fee (excluding single occupancy bookings) and at the time of booking we require full payment to secure your reservation. In the event of a cancellation / amendment to a booking, a charge / administration fee may also be incurred.

Further information on OIC Caravan, Campsites, Hostels and Outdoor Centres can be found on the Council website [here](#).

**See Guidance Notes on VAT Levy on letting of facilities on the final two pages of this document.**

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Juniors: Under 18.	Per night.	£11.96	£2.39	£14.35	N/A.
Seniors: 18 and over.	Per night.	£13.67	£2.73	£16.40	N/A.
Exclusive room occupancy.	Per night.	£38.33	£7.67	£46.00	Two adults or two adults and two children.
Additional Adult / Junior.	Per night.	£4.50	£0.90	£5.40	N/A.
Exclusive Centre use: 8 beds.	Per night.	£71.50	£14.30	£85.80	Discounted rate.
Exclusive Centre use: 8 beds.	Per week.	£377.00	£75.40	£452.40	Discounted rate.
Key deposit.	One off.	£6.92	£1.38	£8.30	N/A.
Administration fee.	Per booking.	£2.67	£0.53	£3.20	Please refer to the note at the top of the page.

## Outdoor Centres - Birsay

**Administration Fees:** A booking can be made on-line, by telephone or e-mail. Telephone or e-mail bookings will incur an administration fee (excluding single occupancy bookings) and at the time of booking we require full payment to secure your reservation. In the event of a cancellation / amendment to a booking, a charge / administration fee may also be incurred.

Further information on OIC Caravan, Campsites, Hostels and Outdoor Centres can be found on the Council website: [here](#).

**See Guidance Notes on VAT Levy on letting of facilities on the final two pages of this document.**

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Juniors: Under 18.	Per night.	£11.96	£2.39	£14.35	N/A.
Seniors: 18 and over.	Per night.	£15.83	£3.17	£19.00	N/A.
Oxtro Room.	Per night.	£31.58	£6.32	£37.90	N/A.
Exclusive Room occupancy.	Per night.	£43.75	£8.75	£52.50	Two adults or two adults and two children.
Additional Adult / Junior.	Per night.	£4.50	£0.90	£5.40	N/A.
Exclusive Centre use: 28 beds.	Per night.	£284.25	£56.85	£341.10	Discounted rate.
Exclusive Centre use: 28 beds.	Per week.	£1,563.46	£312.69	£1,876.15	Discounted rate.
Administration fee.	Per booking.	£2.67	£0.53	£3.20	Please refer to the note at the top of the page.

## Papdale Halls of Residence

Available during recognised school holidays of Easter, Summer and October.

See **Guidance Notes on VAT Levy on letting of facilities on the final two pages of this document.**

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Bed with en-suite.	Per person, per night.	£46.83	£9.37	£56.20	N/A.
Bed: shared room, no en-suite.	Per person, per night.	£42.00	£8.40	£50.40	N/A.
Local Youth Organisations.	Per person, per night including Bed and Breakfast.	£42.00	£8.40	£50.40	N/A.
Full cooked breakfast.	Per person.	£8.42	£1.68	£10.10	N/A.
Continental breakfast.	Per person.	£4.00	£0.80	£4.80	N/A.
Packed lunches.	Per person.	£7.79	£1.56	£9.35	N/A.
2 course in-house hot lunch.	Per person.	£16.58	£3.32	£19.90	N/A.
2 course evening meal.	Per person.	£19.96	£3.99	£23.95	N/A.
3 course evening meal.	Per person.	£26.67	£5.33	£32.00	N/A.
Hire of Room for meeting purposes.	Per session - maximum 3 hours.	£15.10	£0.00	£15.10	N/A.
Hire of Hall or Lounge Area.	Per session - maximum 3 hours.	£21.75	£4.35	£26.10	Only available to groups staying in the halls of residence.



## Healthy Living Centres

Stronsay / St Margaret's Hope / Sanday / Shapinsay / North Walls / Westray / Rousay

See Guidance Notes on VAT Levy on letting of facilities on the final two pages of this document.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Fitness Suite.	Per session.	£4.17	£0.83	£5.00	N/A.
Full induction to Fitness Suite.	Per induction.	£11.46	£2.29	£13.75	N/A.
Fitness programme for individuals.	Per programme.	£10.83	£2.17	£13.00	N/A.
Fitness room.	Per hour.	£30.42	£6.08	£36.50	N/A.

## St Magnus Cathedral

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Upstairs tower tours.	Per tour.	£6.96	£1.39	£8.35	N/A.
Guided tours by Custodial staff for Orkney Schools.	Per tour.	£0.00	£0.00	£0.00	N/A.
Guided tours by Custodial staff: recommended donation.	Per tour with staff member.	£20.50	£4.10	£24.60	N/A.
Use of Cathedral: commercial.	Per hour outwith normal working hours.	£58.50	£11.70	£70.20	N/A.
Use of Cathedral: commercial – if additional staff required.	Per hour per member of staff.	£17.08	£3.42	£20.50	N/A.
Use of Cathedral: charitable bodies.	Per hour outwith normal working hours.	£29.04	£5.81	£34.85	N/A.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Use of Cathedral: charitable - if additional staff required.	Per hour per member of staff.	£17.08	£3.42	£20.50	N/A.
Filming by TV Companies.	During normal working hours.	£0.00	£0.00	£0.00	N/A.
Filming by TV Companies.	During normal working hours - if extra staff member needed, charge is per staff, per hour.	£17.08	£3.42	£20.50	N/A.
Filming by TV Companies.	Outwith normal working hours, per hour.	£58.50	£11.70	£70.20	N/A.
Filming by TV Companies.	Outwith normal working hours - if extra staff member needed, charge is per staff, per hour.	£17.08	£3.42	£20.50	N/A.
Use of Organ by visiting organists.	Per visit.	£29.04	£5.81	£34.85	N/A.
All Kirk Session use.	Per session.	£0.00	£0.00	£0.00	N/A.
Most use within Custodians normal working hours.	0.00	£0.00	£0.00	£0.00	N/A.
Self-guided tours undertaken by tour operators.	Per tour.	£0.00	£0.00	£0.00	N/A.
Use of Organ by bone fide students.	Per visit.	£0.00	£0.00	£0.00	N/A.

## Museums and Visitor Centres

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Orkney Museum.	Per person.	£0.00	£0.00	£0.00	Free admittance.
Scapa Flow Visitor Centre.	Per person.	£0.00	£0.00	£0.00	Free admittance.
Scapa Flow Visitor Centre: War time tour.	Per tour.	£4.42	£0.88	£5.30	N/A
Kirbister Farm Museum.	Per person.	£0.00	£0.00	£0.00	Free admittance.
Corrigall Farm Museum.	Per person.	£0.00	£0.00	£0.00	Free admittance.
Rousay Heritage Centre.	Per person.	£0.00	£0.00	£0.00	Free admittance.

## Housing

### Garage Rents

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Manse Road, Broadsands Road - Kirkwall.	Per month.	£26.55	£0.00	£26.55	N/A.
Buttquoy Place, Craigie Crescent, Summerdale Drive, Quoybanks Place, Warrenfield Drive, Vasa, Eastabist, Torness, Strombery, Linklet, Ingale, Berstane Road, Helliar, Hermaness, Lambaness, Burrian, Lothar, Faraclett - Kirkwall.	Per month.	£38.00	£0.00	£38.00	N/A.
Craigie Crescent - Kirkwall (smaller).	Per month.	£16.85	£0.00	£16.85	N/A.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Faravel, Manse Park, Pumpwell Park, Mayburn Court - Stromness.	Per month.	£38.00	£0.00	£38.00	N/A.
Grays Noust, Whitehouse Lane - Stromness.	Per month.	£26.55	£0.00	£26.55	N/A.
St Mary's - Holm.	Per month.	£38.00	£0.00	£38.00	N/A.
Thorfinn Place - St Margaret's Hope.	Per month.	£38.00	£0.00	£38.00	N/A.
Seafield, Parkside - Finstown.	Per month.	£38.00	£0.00	£38.00	N/A.
St Colms Quadrant - Longhope.	Per month.	£38.00	£0.00	£38.00	N/A.
Market Green - Dounby.	Per month.	£38.00	£0.00	£38.00	N/A.
Whitehall - Stronsay.	Per month.	£38.00	£0.00	£38.00	N/A.
Lastigar - Westray.	Per month.	£38.00	£0.00	£38.00	N/A.
Burnside - Flotta.	Per month.	£38.00	£0.00	£38.00	N/A.
Sanday School.	Per month.	£38.00	£0.00	£38.00	N/A.
Hordaland - Kirkwall.	Per month.	£21.05	£0.00	£21.05	N/A.
Hamnavoe - Stromness.	Per month.	£12.40	£0.00	£12.40	N/A.

## Housing - Rent

Please note rent is payable for 48 weeks of each year, whereas other landlords may charge a weekly rent for the full 52 weeks.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Bedsit.	Weekly (average).	£57.50	£0.00	£57.50	3% rental increase.
1 Bedroom.	Weekly (average).	£69.50	£0.00	£69.50	3% rental increase.
2 Bedrooms.	Weekly (average).	£82.50	£0.00	£82.50	3% rental increase.
3 Bedrooms.	Weekly (average).	£81.50	£0.00	£81.50	3% rental increase.
4 Bedrooms.	Weekly (average).	£91.00	£0.00	£91.00	3% rental increase.
5 Bedrooms.	Weekly (average).	£120.00	£0.00	£120.00	3% rental increase.
Housing Revenue Account Rents: Tenants.	Week.	£77.00	£0.00	£77.00	3% rental increase.

## Homelessness Rents - Emergency Accommodation

Please note Emergency Accommodation rent is payable for the full 52 weeks.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Homeless Rents - Emergency Accommodation: 1 Apartment.	Week.	£132.00	£0.00	£132.00	N/A.
Homeless Rents - Emergency Accommodation: 2 Apartment.	Week.	£155.00	£0.00	£155.00	N/A.
Homeless Rents - Emergency Accommodation: 3 Apartment.	Week.	£163.00	£0.00	£163.00	N/A.
Homeless Rents - Emergency Accommodation: 4 Apartment.	Week.	£186.00	£0.00	£186.00	N/A.
Homeless Rents - Emergency Accommodation: 5 Apartment.	Week.	£194.00	£0.00	£194.00	N/A.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Glaitness Young Persons Supported Accommodation Service (Flat 1).	Week.	£176.00	£0.00	£176.00	N/A.
Stromness Young Persons Supported Accommodation.	Week.	£148.00	£0.00	£148.00	N/A.
Stromness Young Persons Supported Accommodation (Room 3).	Week.	£171.00	£0.00	£171.00	N/A.

### Shed / Plot Rents

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Store Brims, School: Longhope.	Per year.	£101.00	£0.00	£101.00	N/A.
Shed Frasers Close, Victoria Street - Kirkwall.	Per year.	£10.15	£0.00	£10.15	N/A.
Shed Generator, 1 and 2 Whitehall - Stronsay.	Per year.	£26.60	£0.00	£26.60	N/A.
Shed, 1 and 4 - St Mary's, Holm.	Per year.	£26.60	£0.00	£26.60	N/A.
Shed, 3 St Mary's, Holm.	Per year.	£25.70	£0.00	£25.70	N/A.
Plot - 1 to16 Pipersquoy Road, Kirkwall.	Per year.	£39.40	£0.00	£39.40	N/A.

## Allotments

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Allotments: Keeliequoy.	Per square metre.	£0.38	£0.00	£0.38	50% concession discount applies.
Allotments: Papdale.	Per square metre.	£0.38	£0.00	£0.38	50% concession discount applies.
Allotments: Stromness.	Per square metre.	£0.38	£0.00	£0.38	50% concession discount applies.

## Community Learning and Development

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Evening classes.	Per class.	Costs vary per class. Please see OIC Website for further details. Click <a href="#">here</a> .			

## 5. Orkney Health and Care

### Care Charges

Please click [here](#) for further information via the Orkney Island Council web page.

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Telecare.*	Per week.	£3.20	£0.00	£3.20	New charge.
Residential care – Local Authority.	Per week.	943.00	0.00	943.00	As per National Assistance Act Charging Regulations.
Residential care – Private (CoSLA).	Per week.	£419.89	£0.00	£419.89	As per agreed National Care Home Contract Agreement Fee.
Nursing care – (CoSLA).	Per week.	£436.73	£0.00	£436.73	As per agreed National Care Home Contract Agreement Fee.
Very sheltered housing.	Per week.	£301.00	£0.00	£301.00	As per policy. The buffer rate has been increased from 16.5% to 25%.
Supported accommodation.	Per week.	£1,719.00	£0.00	£1,719.00	As per policy.
Respite care – Elderly.	Per week.	£419.89	£0.00	£419.89	As per agreed National Care Home Contract Agreement Fee.
Respite care – Disability.	Per week.	£689.73	£0.00	£689.73	As per agreed National Care Home Contract Agreement Fee.

\*Service to confirm commencement date of this new charge.



## Home Care and Meal Charges

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Home care.	Per hour.	£17.38	£0.00	£17.38	Maximum charge based on direct salary costs only (includes the 10% enhancement for unsociable hours).
Day care.*	Per day.	5.00	0.00	5.00	New charge.
Day care meals.	Starter or dessert.	£2.30	£0.00	£2.30	N/A.
Day care meals.	Main course only.	£3.90	£0.00	£3.90	N/A.
Day care meals.	Two course meal.	£4.75	£0.00	£4.75	N/A.
Day care meals.	Three course meal.	£5.70	£0.00	£5.70	N/A.
Frozen meals.	Starter or dessert.	£2.19	£0.00	£2.19	N/A.
Frozen meals.	Main course only.	£5.63	£0.00	£5.63	N/A.
Frozen meals.	Two course meal.	£7.82	£0.00	£7.82	N/A.
Frozen meals.	Three course meal.	£10.01	£0.00	£10.01	N/A.

\*Service to confirm commencement date of this new charge.

## Selbro Resource Centre – Hatston Industrial Estate, Kirkwall

Charge Category/Details	Charging Basis	2018 to 2019 Rate	VAT	Gross	Comments
Selbro Resource Centre - Hire of Resource Room.	Up to half a day.	£11.35	£0.00	£11.35	N/A.
Selbro Resource Centre- Hire of Resource Room.	Full day.	£22.60	£0.00	£22.60	N/A.

## 6. Guidance Notes relating to Lets

The charges apply to local Voluntary Organisations. Private users are charged an additional 25% and commercial users an additional 100% plus VAT. Youth Organisations, Senior Citizens Groups and Community Education usage would have free use of some facilities, heat and light. If the Youth Organisation's use was fund-raising, they would be charged a normal let fee at the basic rate.

Charity fund-raising concession - when let is for raising funds for a national or locally recognised charity, 50% of the let fee is given as a reduction provided the letting organisation submit a written statement showing that ALL proceeds after legitimate expenses have been given to charity. Performing Rights Society fees should be charged where necessary.

Request for business use by private individuals - contact Leisure and Lifelong Services for advice.

Performing Rights Society fees will be charged where necessary.

Payment for janitorial / stewarding services is additional. The charge out rate is £17.00 per hour vat inclusive. Enhanced rates will apply to weekend bookings. Ask for Education, Leisure and Housing Services for further information.

## 7. Guidance Notes on VAT Levy on letting of facilities

Letting for meetings etc. are normally zero rated except where a standard rated service is supplied for example: additional equipment.

No VAT on granting lets of facilities for sport and physical recreation where:

1. Let exceeds 24 hour period.
2. Series of 10 or more periods playing same activity on same facility. Interval between lets not less than one day, not more than 14 days. Clear evidence of a written agreement. Lettee must be a school, club or association.
3. Lettee must have exclusive use of facilities.
4. Sport facilities hired for non-sporting activities.
5. Services Supplied:
  - a) Where you provide services (changing rooms, floodlighting etc.) with a let of sports facilities these are incidental to the main supply of sports facilities and have the same VAT liability.
  - b) Where you supply optional extra equipment or facilities (floodlighting for special matches, services of cloakroom attendants or Lifeguards) you are making a separate standard rated supply of service in addition to the right to use sports facilities. You must account for VAT on the part of the charge relating to those extra services even if the hire of the sports facilities themselves is exempt.