



# **Charges Register**

**2024 - 2025**



## Contents

1. Chief Executive.....	7
Blue Badge Scheme .....	7
Warehouse Buildings (Stromness).....	7
2. Corporate Services .....	10
Property Services.....	10
Licence Fees and Application .....	11
Miscellaneous Licence Information .....	14
Cinema and Theatre Licences .....	14
Premises Licence (Alcohol).....	15
Variations of Premises Licences (which do not include transfer).....	17
Personal Licences (Alcohol).....	18
Gambling Applications .....	19
Other Applications.....	19
General Registration Fees .....	19
Marriage / Civil Partnership.....	20
3. Neighbourhood Services and Infrastructure.....	21
Burial Charges .....	21
Car Parking – Pay and Display Charges.....	22
Council Land and Car Parks Charges.....	24
Road Services Permits .....	25
Waste Collection Service Charges.....	29
Source Segregated Recyclates Collection Service .....	30
Trade Waste Services – Service Charges.....	32
Source Segregated Recyclates Collection Service – Charity Chagres.....	34
Ad Hoc Empty of Recyclates.....	38
Domestic Special Collections.....	39

Event Costs .....	40
Bossack Landfill and Transfer Station .....	41
Chinglebraes Waste Transfer Station.....	43
Building Standards.....	44
Development Management .....	45
Naming and / or Numbering .....	46
Works Licences.....	46
Fees where Planning Applications require a Notice in the Press .....	47
Environmental Health.....	48
Environmental Health charges – Statutory or UK Standard fees.....	50
Trading Standards .....	52
Islands Airfields .....	54
Transport – General .....	55
Quarries .....	55
4. Education, Leisure and Housing .....	56
School Meals / Lunch Club .....	56
Libraries and Archive .....	57
Libraries .....	57
Archive.....	58
Kirkwall Library – Room and Equipment Hire.....	59
Photographic Prices.....	60
Digital Images .....	61
Latitude Mapping Services and Internet Use .....	61
Active Life Card – KGS, Dounby, Stromness Pool and Healthy Living Centres .....	61
Stromness Swimming Pool .....	62
Stromness Pool and Fitness Centre .....	63
Stromness Academy .....	64

Outdoor Sports Facilities.....	64
Playing Fields .....	65
Indoor Sports Facilities (includes changing facilities) .....	66
Classrooms and Dining Hall.....	66
Events Areas.....	67
Lecture Theatre.....	67
Kirkwall Grammar School (KGS).....	68
Classroom Hire .....	68
Sports Centre.....	68
Playing Fields .....	70
Synthetic Pitch .....	71
Events.....	72
Dounby Centre.....	72
Indoor Sports Facilities .....	72
Room Hire.....	73
Playing Fields – Football, Rugby and Hockey .....	74
Stromness Community Centre .....	74
Stromness Town Hall .....	75
Kirkwall and St Ola Community Centre .....	76
Lettings Charges.....	76
Function Suite.....	77
Surcharges .....	78
School Lets .....	78
School Lets – surcharges per hour after 22:30 .....	79
Point of Ness and Birsay Caravan and Camping Site .....	80
Outdoor Centres – Hoy .....	81
Outdoor Centres – Rackwick Hostel .....	82

Outdoor Centre – Birsay .....	83
Papdale Halls of Residence .....	84
Healthy Living Centres .....	85
Stronsay / St Margaret’s Hope / Sanday / Shapinsay / North Walls / Westray / Rousay .....	85
St Magnus Cathedral .....	85
Museums and Visitor Centres .....	87
Housing .....	89
Garage Rents .....	89
Housing – Rent .....	90
Homelessness Rents – Emergency Accommodation .....	91
Shed / Plot Rents .....	92
Allotments .....	92
Community Learning and Development .....	93
Evening Classes .....	93
Youth Club .....	93
Island Community School Levy .....	93
Mainland Community School Levy .....	94
5. Orkney Health and Care .....	95
Care Charges .....	95
Home Care and Meal Charges .....	95
Selbro Resource Centre – Hatston Industrial Estate, Kirkwall.....	96
6. Guidance Notes relating to Lets.....	97
7. Guidance Notes on VAT Levy on letting of facilities .....	98

# 1. Chief Executive

## Blue Badge Scheme

Charge Category/Details	Charging Basis	2024 to 2025 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.	£15.40	£0.00	£15.40	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	2024 to 2025 Rate	VAT	Gross	Comments
Meeting room (John Rae room).	Per session - up to 3 hours.	£37.33	£7.47	£44.80	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	2024 to 2025 Rate	VAT	Gross	Comments
Meeting room (John Rae room).	Per day.	£68.33	£13.67	£82.00	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 Corrigall room).	Per session - up to 3 hours.	£22.42	£4.48	£26.90	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 Corrigall room).	Per day.	£37.33	£7.47	£44.80	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	2024 to 2025 Rate	VAT	Gross	Comments
Meeting room (Archie Bevan room).	Per session - up to 3 hours.	£18.75	£3.75	£22.50	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.
Meeting room (Archie Bevan room).	Per day.	£29.67	£5.93	£35.60	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: Tv display screen (John Rae room Only), Projector / laptop and screen.	Per day.	£9.08	£1.82	£10.90	N/A.
Equipment charge: Flipchart.	Per day.	£3.75	£0.75	£4.50	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 below.

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	2024 to 2025 Rate	VAT	Gross	Comments
Landlord consent for alterations where rent is under £10,000 per annum (excl. VAT).	Per consent.	£281.67	£56.33	£338.00	N/A.
Landlord consent for alterations where rent is £10,000 or more per annum (excl. VAT).	Per consent.	£560.83	£112.17	£673.00	N/A.
Landlord consent to vary leases including assignation, early termination, sub-leasing or any other change to terms and conditions.	Per consent.	£350.83	£70.17	£421.00	N/A.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Request to temporarily use Council land or property.	Per request.	£211.67	£42.33	£254.00	N/A.
Request to purchase land or property which is not currently for sale.	Per request.	£560.83	£112.17	£673.00	N/A.
Request for a servitude or a wayleave.	Per request.	£281.67	£56.33	£338.00	N/A.
Additional work.	Per hour.	£70.42	£14.08	£84.50	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	2024 to 2025 Rate	VAT	Gross	Comments
Licences for Short Term Lets - Application Fees.	See Licences for Short Term Lets: <a href="#">here</a> .	£0.00	£0.00	£0.00	N/A.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Taxis and private hire cars: Fee includes plates.	1 year.	£300.00	£0.00	£300.00	N/A.
Taxis and private hire cars: Fee includes plates.	3 years.	£790.00	£0.00	£790.00	N/A.
Replacement plates: External.	Any duration.	£44.90	£0.00	£44.90	N/A.
Replacement plates: Internal.	Any duration.	£22.50	£0.00	£22.50	N/A.
Taxi and private hire car booking offices.	1 year.	£180.00	£0.00	£180.00	N/A.
Taxi and private hire car booking offices.	3 years.	£485.00	£0.00	£485.00	N/A.
Taxi or private hire car driver: Fee includes badge.	1 year.	£83.50	£0.00	£83.50	N/A.
Taxi or private hire car driver: Fee includes badge.	3 years.	£212.00	£0.00	£212.00	N/A.
Indoor sports entertainment.	1 year.	£167.00	£0.00	£167.00	N/A.
Indoor sports entertainment.	3 years.	£441.00	£0.00	£441.00	N/A.
Knife dealer.	1 year.	£142.00	£0.00	£142.00	Plus advertising costs.
Knife dealer.	3 years.	£374.00	£0.00	£374.00	Plus advertising costs.
Late hours catering.	1 year.	£212.00	£0.00	£212.00	N/A.
Late hours catering.	3 years.	£560.00	£0.00	£560.00	N/A.
Market operators.	1 year.	£320.00	£0.00	£320.00	N/A.
Market operators.	3 years.	£552.00	£0.00	£552.00	N/A.
Metal dealers.	1 year.	£167.00	£0.00	£167.00	N/A.
Metal dealers.	3 years.	£441.00	£0.00	£441.00	N/A.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Public entertainment.	1 year.	£180.00	£0.00	£180.00	N/A.
Public entertainment.	3 years.	£465.00	£0.00	£465.00	N/A.
Raised structure (temporary).	One event.	£106.00	£0.00	£106.00	N/A.
Second hand dealers.	1 year.	£167.00	£0.00	£167.00	N/A.
Second hand dealers.	3 years.	£441.00	£0.00	£441.00	N/A.
Sex shops.	1 year.	£2,468.00	£0.00	£2,468.00	N/A.
Skin piercing and tattooing.	1 year.	£277.00	£0.00	£277.00	N/A.
Skin piercing and tattooing.	3 years.	£730.00	£0.00	£730.00	N/A.
Street traders: Operators and / or employees - fee includes badge.	1 year (per person).	£167.00	£0.00	£167.00	N/A.
Street traders: Operators and / or employees - fee includes badge.	3 years (per person).	£441.00	£0.00	£441.00	N/A.
Window cleaners: Operators and / or employees – fee includes badge.	1 year (per person).	£83.50	£0.00	£83.50	N/A.
Window cleaners: Operators and / or employees – fee includes badge.	3 years (per person).	£219.00	£0.00	£219.00	N/A.

## Miscellaneous Licence Information

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Copy licence.	Per licence.	£37.40	£0.00	£37.40	N/A.
ID replacement.	To end of licence.	£37.40	£0.00	£37.40	N/A.

## Cinema and Theatre Licences

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Cinema licence: Seating capacity up to 100 persons.	1 year.	£180.00	£0.00	£180.00	N/A.
Cinema licence: Seating capacity over 100 persons.	1 year.	£353.00	£0.00	£353.00	N/A.

## Premises Licence (Alcohol)

Charge Category/Details	Charging Basis	2024 to 2025 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	2024 to 2025 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	2024 to 2025 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.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
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.
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	2024 to 2025 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	2024 to 2025 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	2024 to 2025 Rate	VAT	Gross	Comments
Property enquiry certificate.	Per application.	£174.17	£34.83	£209.00	N/A.

## General Registration Fees

Charge Category/Details	Charging Basis	2024 to 2025 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.

## Marriage / Civil Partnership

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Town Hall.	Monday to Friday 10:00 to 16:00.	£155.00	£0.00	£155.00	N/A.
Town Hall.	Saturday 10:00 to 16:00.	£313.00	£0.00	£313.00	N/A.
For a civil marriage at any other venue.	Monday to Saturday.	£313.00	£0.00	£313.00	N/A.
Registrar attendance.	First two hours.	£169.00	£0.00	£169.00	N/A.
Registrar attendance.	After two hours (per hour).	£36.00	£0.00	£36.00	N/A.
Religious marriage.	Event.	£100.00	£0.00	£100.00	N/A.
Notice of marriage: Each contracting party.	Per notice.	£45.00	£0.00	£45.00	N/A.
Solemnisation of a civil marriage.	Event.	£55.00	£0.00	£55.00	N/A.

### 3. Neighbourhood Services and Infrastructure

#### Burial Charges

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Burial ground charges: Excavation of grave.	Per excavation.	£746.00	£0.00	£746.00	N/A.
Burial ground charges: Excavation of grave for casket.	Per excavation.	£216.00	£0.00	£216.00	N/A.
Burial ground charges: Sale of lairs where double depth interment is possible.	Per Lair.	£865.00	£0.00	£865.00	N/A.
Burial ground charges: Sale of lairs where only single depth interment is possible.	Per lair.	£587.00	£0.00	£587.00	N/A.
Excavation of a grave for an infant / juvenile.	Occasion.	£0.00	£0.00	£0.00	No charge.
Permit to erect a memorial on a lair in OIC managed burial ground.	Per permit	£59.00	£0.00	£59.00	N/A.

## Car Parking – Pay and Display Charges

Charge Category/Details	Charging Basis	2024 to 2025 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: January to March.
Pay and display car park charges. Kirkwall: Albert Street / Castle Street / St Magnus Lane / Gunn's Close. Stromness: Ferry Inn.	Up to 1 Hour.	£1.00	£0.20	£1.20	Summer rates: April to December.
Pay and display car park charges. Kirkwall: Albert Street / Castle Street / St Magnus Lane / Gunn's Close. Stromness: Ferry Inn.	2 hours.	£2.25	£0.45	£2.70	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.	£4.75	£0.95	£5.70	All year round, excluding public holidays.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Pay and display car park charges. Kirkwall: Burgh Road / Great Western Road North. Stromness: Ferry Terminal.	4 hours.	£2.00	£0.40	£2.40	All year round, excluding public holidays.
Pay and display car park charges. Kirkwall: Burgh Road / Great Western Road North. Stromness: Ferry Terminal.	8 hours.	£2.75	£0.55	£3.30	All year round, excluding public holidays.
Parking fine.	Per offence.	£50.00	£10.00	£60.00	50% early repayment reduction if paid within 14 days. Additional payment of £15 if fine is not paid within 42 days of issue.

## Council Land and Car Parks Charges

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Charge for overnight parking of campervans, tents and caravans.*	Per night.	£15.50	£3.10	£18.60	N/A.
Rapid electric vehicles charging points.	Per kWh charge.	£0.25	£0.05	£0.30	Minimum charge £1.50 Maximum stay 4 hours. Penalty for overstay between 08:00 and 18:00 - £5.00 Penalty for overstay between 18:00 and 08:00 - £nil.
Fast/Medium electric vehicles charging points.	Per kWh charge.	£0.32	£0.06	£0.38	Minimum charge £3.00 Maximum stay - 1 hour. Penalty for overstay - £1 per minute.
Electric vehicles charging points.	Penalty charge for over an hour use of a rapid charger and over 3 hours use of a fast/medium charge.	£5.17	£1.03	£6.20	N/A.

\*Service to confirm the commencement data of this new charge.



## Road Services Permits

Charge Category/Details	Charging Basis	2024 to 2025 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.	£203.00	£0.00	£203.00	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.	£587.00	£0.00	£587.00	Plus advertising costs.
Liability for cost of temporary traffic regulations.	8 days to maximum 18 months.	£822.00	£0.00	£822.00	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.	£203.00	£0.00	£203.00	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.	£203.00	£0.00	£203.00	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.	£51.00	£0.00	£51.00	N/A.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Permission to temporarily occupy a portion of the public road in connection with building operations (storage of building materials).	Per week.	£203.00	£0.00	£203.00	N/A.
Permission to temporarily occupy a portion of the public road in connection with building operations (storage of building materials).	Each subsequent week.	£51.00	£0.00	£51.00	N/A.
Permission to temporarily occupy a portion of the public road in connection with building operations (container, cabin etc).	Per week.	£203.00	£0.00	£203.00	N/A.
Permission to temporarily occupy a portion of the public road in connection with building operations (container, cabin etc).	Each subsequent week.	£51.00	£0.00	£51.00	N/A.
Permission to temporarily occupy a portion of the public road in connection with building operations (Cherry picker (MEWP)).	Per week.	£203.00	£0.00	£203.00	N/A.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Permission to temporarily occupy a portion of the public road in connection with building operations (Cherry picker (MEWP)).	Each subsequent week.	£51.00	£0.00	£51.00	N/A.
Control of obstructions in the road (Pavement cafes).	Per annum.	£203.00	£0.00	£203.00	N/A.
Control of obstructions in the road (Temporary signs etc).	Per annum.	£203.00	£0.00	£203.00	N/A.
Permission to place a builder's skip within the public road.	Per week.	£58.00	£0.00	£58.00	N/A.
Permission to place a builder's skip within the public road.	Each subsequent week.	£58.00	£0.00	£58.00	N/A.
Permission to place portable traffic signals for the control of traffic on the public road.	Per occasion.	£58.00	£0.00	£58.00	N/A.
Suspension of parking bays in the Council's car parks to permit building works.	Per occasion – per bay.	£58.00	£0.00	£58.00	N/A.
Permission to trade from Council car park (excluding pay and display).	Per occasion.	£102.00	£0.00	£102.00	N/A.
Permission to trade from Council car park (excluding pay and display).	Monthly charge for weekly use.	£102.00	£0.00	£102.00	N/A.
Permission to trade from Council car park (excluding pay and display).	Monthly charge for daily use.	£33.90	£0.00	£33.90	N/A.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Consent to construct a road per £1,000 of the construction cost.	For costs up to £20,000.	£70.00	£0.00	£70.00	N/A.
Consent to construct a road per £1,000 of the construction cost.	For costs from £20,001 to £100,000. (min £1,000)	£63.00	£0.00	£63.00	N/A.
Consent to construct a road per £1,000 of the construction cost.	For costs over £100,000. (min £4,500)	£42.10	£0.00	£42.10	N/A.
Request for adopted road confirmation, including supply of location plan and extract from list of public roads.	Per occasion.	£236.00	£0.00	£236.00	N/A.
Installation of traffic counters and supply of data.	Per occasion – per counter.	£236.00	£0.00	£236.00	N/A.
Tourist sign post.	Per application for each tourist establishment.	£140.00	£0.00	£140.00	N/A.

## Waste Collection Service Charges

Variation to contract within the financial year: £66.84 per variation.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Trade waste charges - 1100 litre bin emptied twice per week (12 month contract).	Per annum.	£3,354.00	£0.00	£3,354.00	See note above.
Trade waste charges - 1100 litre bin emptied once per week (12 month contract).	Per annum.	£1,705.60	£0.00	£1,705.60	See note above.
Trade waste charges - 1100 litre bin emptied once per fortnight (12 month contract).	Per annum.	£881.40	£0.00	£881.40	See note above.
Trade waste charges - 240 litre bin emptied twice per week (12 month contract).	Per annum.	£1,040.00	£0.00	£1,040.00	See note above.
Trade waste charges - 240 litre bin emptied once per week (12 month contract).	Per annum.	£522.60	£0.00	£522.60	See note above.
Trade waste charges - 240 litre bin emptied once per fortnight (12 month contract).	Per annum.	£263.90	£0.00	£263.90	See note above.
Trade waste charges - 140 litre bin emptied twice per week (12 month contract).	Per annum.	£780.00	£0.00	£780.00	See note above.
Trade waste charges - 140 litre bin emptied once per week (12 month contract).	Per annum.	£392.60	£0.00	£392.60	See note above.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Trade waste charges - 140 litre bin emptied once per fortnight (12 month contract).	Per annum.	£200.20	£0.00	£200.20	See note above.
Trade waste charges - Beige refuse sacks.	Per sack.	£1.90	£0.00	£1.90	N/A.

### Source Segregated Recyclates Collection Service

Variation to contract within the financial year: £66.84 per variation.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
240 litre bin (12 month contract).	Per annum.	£137.80	£0.00	£137.80	See note above.
140 litre bin (12 month contract).	Per annum.	£126.10	£0.00	£126.10	See note above.
Separate cardboard collection: 1100 litre bin (12 month contract).	Per annum.	£400.40	£0.00	£400.40	See note above.
Approximately 1000 litre bundle of loose cardboard (12 month contract).	Per annum.	£344.50	£0.00	£344.50	See note above.
Separate cardboard collection: 240 litre bin (12 month contract).	Per annum.	£137.80	£0.00	£137.80	See note above.
Cooking oil (12 month contract).	Per annum.	£417.30	£0.00	£417.30	See note above.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
240 litre bin emptied fortnightly (Seasonal April to October contract).	Per annum.	£96.80	£0.00	£96.80	See note above.
140 litre bin emptied fortnightly (Seasonal April to October contract).	Per annum.	£87.10	£0.00	£87.10	See note above.
Separate cardboard collection: 1100 litre bin emptied fortnightly(Seasonal April to October contract).	Per annum.	£280.10	£0.00	£280.10	See note above.
Approximately 1000 litre bundle of loose cardboard collected fortnightly (Seasonal April to October contract).	Per annum.	£240.50	£0.00	£240.50	See note above.
Separate cardboard collection: 240 litre bin (Seasonal April to October contract).	Per annum.	£97.50	£0.00	£97.50	See note above.
Cooking oil collected fortnightly (Seasonal April to October contract).	Per annum.	£291.80	£0.00	£291.80	See note above.

## Trade Waste Services – Service Charges

Variation to contract within the financial year: £66.84 per variation.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Trade waste charges - 1100 litre bin emptied twice per week (Seasonal April to October contract).	Per annum.	£2,345.20	£0.00	£2,345.20	See note above.
Trade waste charges - 1100 litre bin emptied once per week (Seasonal April to October contract).	Per annum.	£1,193.40	£0.00	£1,193.40	See note above.
Trade waste charges - 1100 litre bin emptied once per fortnight (Seasonal April to October contract).	Per annum.	£616.80	£0.00	£616.80	See note above.
Trade waste charges - 240 litre bin emptied twice per week (Seasonal April to October contract).	Per annum.	£728.00	£0.00	£728.00	See note above.
Trade waste charges - 240 litre bin emptied once per week (Seasonal April to October contract).	Per annum.	£365.30	£0.00	£365.30	See note above.



Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Trade waste charges - 240 litre bin emptied once per fortnight (Seasonal April to October contract).	Per annum.	£184.60	£0.00	£184.60	See note above.
Trade waste charges - 140 litre bin emptied twice per week (Seasonal April to October contract).	Per annum.	£546.00	£0.00	£546.00	See note above.
Trade waste charges - 140 litre bin emptied once per week (Seasonal April to October contract).	Per annum.	£275.60	£0.00	£275.60	See note above.
Trade waste charges - 140 litre bin emptied once per fortnight (Seasonal April to October contract).	Per annum.	£139.70	£0.00	£139.70	See note above.

## Source Segregated Recyclates Collection Service – Charity Chagres

Variation to contract within the financial year: £66.84 per variation.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Trade waste charges - 1100 litre bin emptied twice per week (12 month contract).	Per annum.	£462.80	£0.00	£462.80	See note above.
Trade waste charges - 1100 litre bin emptied once per week (12 month contract).	Per annum.	£260.00	£0.00	£260.00	See note above.
Trade waste charges - 1100 litre bin emptied once per fortnight (12 month contract).	Per annum.	£157.30	£0.00	£157.30	See note above.
Trade waste charges - 240 litre bin emptied twice per week (12 month contract).	Per annum.	£410.80	£0.00	£410.80	See note above.
Trade waste charges - 240 litre bin emptied once per week (12 month contract).	Per annum.	£208.00	£0.00	£208.00	See note above.
Trade waste charges - 240 litre bin emptied once per fortnight (12 month contract).	Per annum.	£107.90	£0.00	£107.90	See note above.
Trade waste charges - 140 litre bin emptied twice per week (12 month contract).	Per annum.	£410.80	£0.00	£410.80	See note above.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Trade waste charges - 140 litre bin emptied once per week (12 month contract).	Per annum.	£208.00	£0.00	£208.00	See note above.
Trade waste charges - 140 litre bin emptied once per fortnight (12 month contract).	Per annum.	£107.90	£0.00	£107.90	See note above.
Trade waste charges - Beige refuse sacks.	Per sack.	£1.00	£0.00	£1.00	See note above.
240 litre bin (12 month contract).	Per annum.	£109.20	£0.00	£109.20	See note above.
140 litre bin (12 month contract).	Per annum.	£109.20	£0.00	£109.20	See note above.
Separate cardboard collection: 1100 litre bin (12 month contract).	Per annum.	£293.80	£0.00	£293.80	See note above.
Approximately 1000 litre bundle of loose cardboard (12 month contract).	Per annum.	£106.60	£0.00	£106.60	See note above.
Separate cardboard collection: 240 litre bin (12 month contract)	Per annum.	£109.20	£0.00	£109.20	See note above.
Cooking oil (12 month contract).	Per annum.	£397.80	£0.00	£397.80	See note above.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Trade waste charges - 1100 litre bin emptied twice per week (Seasonal April to October contract).	Per annum.	£325.00	£0.00	£325.00	See note above.
Trade waste charges - 1100 litre bin emptied once per week (Seasonal April to October contract).	Per annum.	£180.70	£0.00	£180.70	See note above.
Trade waste charges - 1100 litre bin emptied once per week (Seasonal April to October contract).	Per annum.	£110.50	£0.00	£110.50	See note above.
Trade waste charges - 240 litre bin emptied twice per week (Seasonal April to October contract).	Per annum.	£403.00	£0.00	£403.00	See note above.
Trade waste charges - 240 litre bin emptied once per week (Seasonal April to October contract).	Per annum.	£145.60	£0.00	£145.60	See note above.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Trade waste charges - 240 litre bin emptied once per week (Seasonal April to October contract).	Per annum.	£76.70	£0.00	£76.70	See note above.
Trade waste charges - 140 litre bin emptied twice per week (Seasonal April to October contract).	Per annum.	£286.00	£0.00	£286.00	See note above.
Trade waste charges - 140 litre bin emptied once per week (Seasonal April to October contract).	Per annum	£145.60	£0.00	£145.60	See note above.
Trade waste charges - 140 litre bin emptied once per fortnight (Seasonal April to October contract).	Per annum.	£76.00	£0.00	£76.00	See note above.
240 litre bin emptied fortnightly (Seasonal April to October contract).	Per annum.	£76.00	£0.00	£76.00	See note above.
140 litre bin emptied fortnightly (Seasonal April to October contract).	Per annum.	£76.00	£0.00	£76.00	See note above.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Separate cardboard collection: 1100 litre bin emptied fortnightly (Seasonal April to October contract).	Per annum.	£192.60	£0.00	£192.60	See note above.
Approximately 1100 litre bundle of loose cardboard (Seasonal April to October Contract).	Per annum.	£68.80	£0.00	£68.80	See note above.
Separate cardboard collection: 240 litre bin (Seasonal April to October contract).	Per annum.	£70.80	£0.00	£70.80	See note above.
Cooking oil emptied once per fortnight (Seasonal April to October Contract)	Per annum.	£260.40	£0.00	£260.40	See note above.

### Ad Hoc Empty of Recyclates

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Ad hoc additional empty of eurobins.	Per property.	£101.00	£0.00	£101.00	See note above.
Ad hoc additional collection of recyclates.	Per property.	£50.50	£0.00	£50.50	See note above.
Ad hoc cardboard / paper collection.	Per pick-up.	£101.00	£0.00	£101.00	See note above.
Ad hoc cardboard / paper collection.	Per cage lorry.	£137.00	£0.00	£137.00	See note above.

## Domestic Special Collections

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Up to 5 items.	Per load.	£69.50	£0.00	£69.50	Mainland & Linked South Islands.
6 items up to full pick up load.	Per load.	£292.00	£0.00	£292.00	Mainland & Linked South Islands.
Lorry load.	Per load.	£587.00	£0.00	£587.00	Mainland & Linked South Islands.
Up to 5 items.	Per load.	£25.70	£0.00	£25.70	Non linked North & South Isles.
6 items up to full pick up load.	Per load.	£108.00	£0.00	£108.00	Non linked North & South Isles.
Lorry load.	Per load.	£218.00	£0.00	£218.00	Non linked North & South Isles.

## Event Costs

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Labour.	Per hour.	£47.20	£0.00	£47.20	N/A.
Pick-up.	Per hour.	£13.00	£0.00	£13.00	N/A.
Cage lorry.	Per hour.	£31.30	£0.00	£31.30	N/A.
HL5 lorry.	Per hour.	£30.40	£0.00	£30.40	N/A.
Refuse lorry.	Per hour.	£48.50	£0.00	£48.50	N/A.
Hire of an 1100 litre bin for special event.	Per event.	£20.20	£0.00	£20.20	Collection and delivery of skips and bins is an additional cost at hourly vehicle and labour rates as above.
Hire of a 240 litre bin for special event.	Per event.	£7.10	£0.00	£7.10	Collection and delivery of skips and bins is an additional cost at hourly vehicle and labour rates as above.
Hire of a 140 litre bin for special event.	Per event.	£4.80	£0.00	£4.80	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.	£4.58	£0.92	£5.50	N/A.
HL5 skip.	One week maximum.	£20.90	£0.00	£20.90	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 £22.32 per load.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Inert landfill waste.	Per tonne.	£68.50	£0.00	£68.50	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.	£403.00	£0.00	£403.00	Loads to be accompanied by a completed SEPA Special Waste Transfer Note.
Mixed waste to sort.	Per tonne.	£388.00	£0.00	£388.00	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.	£375.00	£0.00	£375.00	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	2024 to 2025 Rate	VAT	Gross	Comments
Used cooking oil.	Per tonne.	£369.00	£0.00	£369.00	Used cooking oil free from water and food wastes.
Municipal green waste.	Per tonne.	£23.20	£0.00	£23.20	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.	£13.30	£0.00	£13.30	N/A.
Domestic sized fridges and freezers.	Per Item.	£25.90	£0.00	£25.90	Larger units may be charged at a higher rate.
Other electrical items.	Per tonne.	£373.00	£0.00	£373.00	Electrical items including computers, printers etc. Please note: Larger or unusual items may be charged at a higher rate.
Fluorescent tubes.	Per tube.	£1.30	£0.00	£1.30	N/A.
Portable batteries.	Per kilogramme.	£2.50	£0.00	£2.50	N/A.
Minimum gate fee	Per load.	£22.40	£0.00	£22.40	N/A.

## Chinglebraes Waste Transfer Station

### Acceptable Commercial Load Types

**Please note:** All loads are subject to a minimum charge of £22.32 per load.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Clinical waste.	Per tonne.	£241.00	£0.00	£241.00	Low-grade clinical wastes from licensed carriers.
International Catering Waste.	Per tonne.	£349.00	£0.00	£349.00	Food waste from international transport vehicles
Domestic waste.	Per tonne.	£241.00	£0.00	£241.00	Mainly combustible wastes originating from households and that would normally be collected by the refuse carts.
Commercial / industrial waste (Non-hazardous).	Per tonne.	£241.00	£0.00	£241.00	Mainly combustible mixed municipal wastes which cannot be landfilled at Bossack. This category includes soiled paper and cardboard, carpets, furniture, small mixed plastics, scrap timber
Mixed waste to sort.	Per tonne.	£388.00	£0.00	£388.00	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	2024 to 2025 Rate	VAT	Gross	Comments
Small quantities (less than 50 kilogrammes).	Per annum.	£102.00	£0.00	£102.00	N/A.
Dry Recyclates source segregated into Paper & Light Card, Food and Beverage Cans, Corrugated Cardboard, Household Plastic Bottles, Glass Bottles and jars.	Per Tonne & subject to minimum gate fee	£38.50	£0.00	£38.50	Clean newspaper, magazines and cardboard packaging for recycling. Please Note: Materials must be clean and free from contamination, or they will be rejected.
Minimum gate fee	Per load.	£22.40	£0.00	£22.40	N/A.
Confidential documents.	Per kilogramme.	£0.70	£0.00	£0.70	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.

## Building Standards

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Section 50 Building Standards Certificate.	Per certificate.	£100.00	£0.00	£100.00	N/A.
Letter of comfort.	Per letter.	£235.00	£0.00	£235.00	N/A.
Copy documents.	Per document.	£43.33	£8.67	£52.00	N/A.
Building warrant fees.	See Building Warrant Fees information on OIC Web page: <a href="#">here</a> .				

## Development Management

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Copy documents.	Per set of documents.	£43.33	£8.67	£52.00	N/A.
Section 50 Certificates for Planning.	Per certificate.	£100.00	£0.00	£100.00	N/A.
Planning fees.	Planning fees, a fee calculator and fee advice are available on the ePlanning website: <a href="#">here</a> .				
Retrospective planning applications: fee for an application for planning permission for a development which has commenced or been completed without the benefit of planning permission.	Per Application.	£0.00	£0.00	Dependant on type of planning application there will be a 25% surcharge.	N/A
Application for a non-material variation to a planning approval	First application, if within 12 months of the date of the decision notice, will be free of charge.	£0.00	£0.00	£0.00	N/A.
Application for a non-material variation to a planning approval.	Any subsequent application within 12 months of the date of the decision notice, or any application later than 12 months from the date of the decision notice.	£200.00	£0.00	£200.00	N/A.

## Naming and / or Numbering

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Naming and / or numbering of one plot / property.	Per plot / property.	£70.00	£0.00	£70.00	N/A.
Naming and / or numbering of multiple plots / properties.	Per multiple plot / property.	£106.00	£0.00	£106.00	N/A.
Naming and / or numbering of streets.	Per street.	£140.00	£0.00	£140.00	N/A.

## Works Licences

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
New works or dredging licence.	Per application.	£658.00	£0.00	£658.00	N/A.
Extension or amendment of existing licence.	Per application.	£485.00	£0.00	£485.00	N/A.
Renewal of existing licence.	Per renewal.	£167.00	£0.00	£167.00	N/A.
Assignment of existing licence.	Per assignment.	£167.00	£0.00	£167.00	N/A.
Surrender or relinquishment of licence.	Per licence.	£0.00	£0.00	£0.00	No charge.

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

Charge Category/Details	Charging Basis	2024 to 2025 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.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Development defined in Schedule 3 of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013.	Per notice.	£82.50	£0.00	£82.50	N/A.
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	2024 to 2025 Rate	VAT	Gross	Comments
Holiday caravan sites.	Licence lasts for lifetime of site.	£0.00	£0.00	£0.00	N/A.
Residential caravan sites.	Licence for 5 years.	£938.00	£0.00	£938.00	Renewal of licence 50% of licence fee.
HMO Application. (Capacity up to 9 occupants)	Licence for 3 years.	See Short Term Lets Licences on OIC Web page <a href="#">Click here.</a>			20% below STL of nearest capacity branding.
HMO Application. (Capacity for 10 or more occupants)	Licence for 3 years.	See Short Term Lets Licences on OIC Web page <a href="#">Click here.</a>			20% below STL of nearest capacity branding.
Registration as a venison dealer.	Registration for 3 years.	£125.00	£0.00	£125.00	N/A.



Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Freezer Breakdown / Insurance certificate.	Per incident.	84.50	0.00	84.50	N/A.
Health certification.	Per certification.	£64.50	£0.00	£64.50	N/A.
Section 50 Food Hygiene Certificate	Per certificate.	£161.00	£0.00	£161.00	NA
Section 39 Food Hygiene Certificates	Per certificate.	£107.00	£0.00	£107.00	N/A
Certificate of Voluntary Surrender of Food.	Per certificate.	£50.00	£0.00	£50.00	Plus Officer time.
Attestations: To provide confirmation to food business operators that their premises comply with hygiene standards in order to allow the export of food.	Per attestation.	£107.00	£0.00	£107.00	N/A

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

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Ship sanitation certification: up to 1,000 tonnes.	Per certification.	£110.00	£0.00	£110.00	Ship sanitation fees are as per the latest nationally agreed fees Set by the association of port health authorities.
Ship sanitation certification: up to 3,000 tonnes.	Per certification.	£150.00	£0.00	£150.00	N/A.
Ship sanitation certification: 3,001 to 10,000 tonnes.	Per certification.	£220.00	£0.00	£220.00	N/A.
Ship sanitation certification: 10,001 to 20,000 tonnes.	Per certification.	£285.00	£0.00	£285.00	N/A.
Ship sanitation certification: 20,001 to 30,000 tonnes.	Per certification.	£365.00	£0.00	£365.00	N/A.
Ship sanitation certification: over 30,000 tonnes.	Per certification.	£425.00	£0.00	£425.00	N/A.
Ship sanitation certification: carrying between 50 to 1000 persons.	Per certification.	£425.00	£0.00	£425.00	N/A.
Ship sanitation certification: carrying over 1000 persons.	Per certification.	£725.00	£0.00	£725.00	N/A.
Extension to ship sanitation certificate.	Per certificate.	£80.00	£0.00	£80.00	N/A.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Ship sanitation additional charges.	Cost recovery.	Various	£0.00	Various	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.
Regulated Supplies private water supply visit (specific parameter or revisit).	Per visit.	£93.00	£0.00	£93.00	Plus Parameter Cost(s). Advice on the cost of different parameters can be provided.
Regulated private water supply statutory sample visit.	Per sample.	£191.00	£0.00	£191.00	N/A
Regulated Supplies private water supply risk assessment.	Per risk assessment.	£118.00	£0.00	£118.00	N/A
Type B private water supply visit (specific parameter or revisit.)	Per visit.	£70.00	£0.00	£70.00	Statutory maximum. Plus Parameter Cost(s). Advice on the cost of different parameters can be provided.
Type B private water supply sample (statutory suite of parameters.)	Per sample.	£118.00	£0.00	£118.00	Statutory maximum.
Type B private water supply undertaking risk assessment.	Per risk assessment.	£110.00	£0.00	£110.00	N/A

## Trading Standards

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Weights and measures verifications (DES27).	Per hour.	£61.32	£0.00	£70.00	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.
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.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Licence to keep petroleum spirit (DES28).	Per licence for less than 2,500 litres.	£48.00	£0.00	£48.00	N/A.
Licence to keep petroleum spirit (DES28).	Per licence for between 2,500 litres and less than 50,000 litres.	£65.00	£0.00	£65.00	N/A.
Licence to keep petroleum spirit (DES28).	Per licence for more than 50,000 litres.	£137.00	£0.00	£137.00	N/A.
Charge for stray dog uplift.	Chargeable when the stray dog cannot be immediately returned to the owner.	£165.00	£0.00	£165.00	N/A.
Animal boarding.	Per licence for year.	£173.00	£0.00	£173.00	Plus veterinary inspection costs that will be recharged to applicant.
Breeding of dogs.	Per licence for year.	£173.00	£0.00	£173.00	Plus veterinary inspection costs that will be recharged to applicant.
Dangerous wild animals.	Per licence for year.	£173.00	£0.00	£173.00	Plus veterinary inspection costs that will be recharged to applicant.
Performing animals.	Per licence for the life of the animal.	£168.00	£0.00	£168.00	Plus veterinary inspection costs that will be recharged to applicant.
Additional performing animals.	Per licence for the life of the animal.	50% of the fee current at the time.			N/A.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Pet shop.	Per licence for year.	£173.00	£0.00	£173.00	Plus veterinary inspection costs that will be recharged to applicant.
Riding establishments.	Per licence for year.	£173.00	£0.00	£173.00	Plus veterinary inspection costs that will be recharged to applicant.
Zoo.	Per licence for 4 years.	£596.00	£0.00	£596.00	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	2024 to 2025 Rate	VAT	Gross	Comments
Landing fees annual ticket.	One landing per airfield per day valid at all airfields for one year.	£196.67	£39.33	£236.00	N/A.
Non-commercial single engine aircraft.	Per landing.	£16.83	£3.37	£20.20	N/A.
Non-commercial single engine aircraft – Day ticket valid for all islands.	Per day.	£28.17	£5.63	£33.80	N/A.
Non-commercial twin engine aircraft.	Per landing.	£33.67	£6.73	£40.40	N/A.
Non-commercial twin engine aircraft – Day ticket valid for all islands.	Per day.	£42.50	£8.50	£51.00	N/A.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Non-commercial helicopter.	Per landing.	£16.83	£3.37	£20.20	N/A.
Non-commercial helicopter - Day ticket valid for all islands.	Per day.	£28.17	£5.63	£33.80	N/A.
Commercial single engine aircraft.	Per landing.	£70.42	£14.08	£84.50	N/A.
Commercial twin engine aircraft (Islander).	Per landing.	£73.75	£14.75	£88.50	N/A.
Commercial helicopter under 9,000 kilogrammes.	Per landing.	£130.83	£26.17	£157.00	N/A.
Commercial helicopter over 9,000 kilogrammes.	Per landing.	£261.67	£52.33	£314.00	N/A.
Indemnity permit.	Per permit.	£0.00	£0.00	£0.00	No charge.
Landing without PPR or a valid indemnity permit	Per landing or approach	£70.42	£14.08	£84.50	N/A.

## Transport – General

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Charge for use of Travel Centre facilities by coaches.	Per monthly permit.	£109.17	£21.83	£131.00	N/A.

## Quarries

Prices are available on request by contacting – telephone: 01856761295 or email: [nsi@orkney.gov.uk](mailto:nsi@orkney.gov.uk)

## 4. Education, Leisure and Housing

### School Meals / Lunch Club

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
School meals - primary.	2 course meal.	£3.30	£0.00	£3.30	N/A.
School meals - secondary.	2 course meal.	£3.40	£0.00	£3.40	N/A.
School meals - adult.	2 course meal.	£6.67	£1.33	£8.00	N/A.
Lunch club.	2 course meal.	£6.42	£1.28	£7.70	N/A.
Commercial events (smaller schools).	Per event.	£134.17	£26.83	£161.00	N/A.
Commercial events (Kirkwall Grammar School (KGS), Stromness Academy and Papdale School.	Per event.	£210.83	£42.17	£253.00	N/A.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Willow Tree hourly rate	Hourly rate charged per session	£6.50	£0.00	£6.50	N/A.
School meals- nursery	2 course meal	£2.60	£0.00	£2.60	N/A.
Hourly rate for 3 to 5 year olds for hours above 1140	Hourly rate	£5.40	£0.00	£5.40	N/A.



## Libraries and Archive

### Libraries

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Inter-Library Loan.	Per request.	£18.33	£3.67	£22.00	N/A.
Inter-Library Loan - Student concession.	Per request.	£9.17	£1.83	£11.00	On production of a valid Matriculation Card.
Inter-Library Loan renewal.	Per request.	£6.25	£1.25	£7.50	N/A.
Inter-Library Loan return postage charges.	Per request.	£0.00	£0.00	£0.00	Will charge the actual postage costs as this will vary per item
Administration fee for overdue invoice.	Per invoice.	£8.33	£1.67	£10.00	N/A.
Photocopying A4 black and white.	Single sided.	£0.25	£0.05	£0.30	N/A.
Photocopying A4 black and white.	Double sided.	£0.33	£0.07	£0.40	N/A.
Photocopying A3 black and white.	Single sided.	£0.33	£0.07	£0.40	N/A.
Photocopying A3 black and white.	Double sided.	£0.42	£0.08	£0.50	N/A.
Photocopying A4 colour.	Single sided.	£0.54	£0.11	£0.65	N/A.
Photocopying A4 colour.	Double sided.	£1.08	£0.22	£1.30	N/A.
Photocopying A3 colour.	Single sided.	£1.17	£0.23	£1.40	N/A.
Photocopying A3 colour.	Double sided.	£2.25	£0.45	£2.70	N/A.
Internet printing.	Per item.	£0.25	£0.05	£0.30	N/A.
Scan	Per item.	£0.25	£0.05	£0.30	N/A.

## Archive

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Library tote bag.	Per Bag.	To collect in person £10.00 To post it will be £10.00 plus p+p	£0.00	£0.00	N/A
Book covers.	Per book cover.	£1.10	£0.20	£1.30	N/A
Laminating A4	Per sheet.	£1.11	£0.19	£1.30	N/A
Laminating A3	Per sheet.	£1.53	£0.27	£1.80	N/A
Bulk printing (50-99 pages)	Per page.	£0.22	£0.03	£0.25	N/A
Bulk printing (over 100 pages)	Per page.	£0.18	£0.02	£0.20	N/A
Archival photocopying all sizes in black and white.	Per sheet.	£0.42	£0.08	£0.50	N/A.
Archival photocopying all sizes in colour.	Per sheet.	£1.00	£0.20	£1.20	N/A.
Non archival photocopying A4 black and white.	Single sided.	£0.25	£0.05	£0.30	N/A.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Non archival photocopying A4 black and white.	Double sided.	£0.33	£0.07	£0.40	N/A.
Non archival photocopying A3 black and white.	Single sided.	£0.33	£0.07	£0.40	N/A.
Non archival photocopying A3 black and white.	Double sided.	£0.42	£0.08	£0.50	N/A.
Non archival photocopying A4 colour.	Single sided.	£0.54	£0.11	£0.65	N/A.
Non archival photocopying A4 colour.	Double sided.	£1.08	£0.22	£1.30	N/A.
Non archival photocopying A3 colour.	Single sided.	£1.17	£0.23	£1.40	N/A.
Non archival photocopying A3 colour.	Double sided.	£2.25	£0.45	£2.70	N/A.
Handling charge.	Per 50 copies.	£12.50	£2.50	£15.00	N/A.
Printing from microform A4.	Per sheet.	£0.33	£0.07	£0.40	N/A.
Printing from microform A3.	Per sheet.	£0.42	£0.08	£0.50	N/A.

### Kirkwall Library – Room and Equipment Hire

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
MacGillivray Room.	4 hour session.	£37.50	£7.50	£45.00	N/A.
MacGillivray Room.	All day.	£58.33	£11.67	£70.00	N/A.
Carnegie/Marwick Room	4 hour session.	£23.33	£4.67	£28.00	Over 4 hours is rate x2. reduced rate for MacG applies only to exhibitions.
Kitchen.	Per day.	£8.33	£1.67	£10.00	N/A.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Flip chart, paper and pens.	Per day.	£6.67	£1.33	£8.00	N/A.
Smartboard	Per day.	£20.83	£4.17	£25.00	N/A.
Laptop / projector / screen.	Per day.	£16.67	£3.33	£20.00	N/A.
Display boards.	up to 1 week.	£16.67	£3.33	£20.00	N/A.

## Photographic Prices

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Postcard: 5 by 3 inches.	Per photo.	£3.33	£0.67	£4.00	N/A.
8 by 6 inches.	Per photo.	£10.00	£2.00	£12.00	N/A.
10 by 8 inches.	Per photo.	£15.00	£3.00	£18.00	N/A.
16 by 12 inches.	Per photo.	£27.50	£5.50	£33.00	N/A.
20 by 16 inches.	Per photo.	£37.50	£7.50	£45.00	N/A.
20 by 24 inches.	Per photo.	£45.83	£9.17	£55.00	N/A.

## Digital Images

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Digital images up to 20 images.	Per image.	£8.33	£1.67	£10.00	N/A.
Digital images over 20 images.	Per image.	£7.08	£1.42	£8.50	N/A.
Low resolution scans.	Each.	£1.67	£0.33	£2.00	N/A.
Photo quality digital prints A3.	Each.	£12.50	£2.50	£15.00	N/A.
Photo quality digital prints A4.	Each.	£6.67	£1.33	£8.00	N/A.
Publication reproduction fee.	Each.	£91.67	£18.33	£110.00	N/A.
Digital Sound Archive recording.	Per disc.	£8.33	£1.67	£10.00	N/A.

## Latitude Mapping Services and Internet Use

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Internet use (non library members).	Per hour.	£1.67	£0.33	£2.00	N/A.

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

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Individual Active Life Card.	Individual per month.	£27.50	£0.00	£27.50	N/A.
Family Active Life Card.	Family per month.	£38.50	£0.00	£38.50	N/A.
Budget Active Life Card.	Budget per activity.	£1.00	£0.00	£1.00	N/A.
Individual Activesland Card.	Individual per month.	£15.00	£0.00	£15.00	N/A.
Family Activesland Card.	Family per month.	£20.00	£0.00	£20.00	N/A.

## Stromness Swimming Pool

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Adult swim.	Per session.	£5.75	£0.00	£5.75	N/A.
Junior Swim (5 – 15yrs).	Per session.	£2.80	£0.00	£2.80	N/A.
Toddler Swim (3 – 4yrs).	Per session.	£1.40	£0.00	£1.40	N/A.
Under 3's.	Per session.	£0.00	£0.00	£0.00	N/A.
Shower.	Per shower.	£2.25	£0.45	£2.70	N/A.
Fun session.	Per session.	£4.30	£0.00	£4.30	N/A.
Lane hire.	Per session.	£15.60	£0.00	£15.60	N/A.
Pool hire.	Per session.	£87.00	£0.00	£87.00	N/A.
Pool hire + steps / boats.	Per session.	£101.00	£0.00	£101.00	N/A.
Pool hire plus inflatable / steps.	Per session.	£108.00	£0.00	£108.00	N/A.
Pool hire (1 hour) + set up + NO turbulence ropes.	Per Gala/Event.	£106.70	£0.00	£106.70	N/A.
Pool hire (1 hour) + set up + turbulence ropes / scaffolding.	Per Gala/Event.	£156.70	£0.00	£156.70	N/A.
Swimming lessons / classes: Adult.	Per lesson.	£7.70	£0.00	£7.70	N/A.
Swimming lessons / classes: Junior.	Per lesson.	£6.40	£0.00	£6.40	N/A.
2:1 Swimming lessons (must be similar level).	Per 30 minutes lesson.	£24.10	£0.00	£24.10	For 2.
1-to-1 Swimming lessons: Adult.	Per 30 minutes lesson.	£20.55	£0.00	£20.55	N/A.
1-to-1 Swimming lessons: Junior	Per 30 minutes lesson.	£16.50	£0.00	£16.50	N/A.

## Stromness Pool and Fitness Centre

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Fitness Suite.	Per session.	£7.50	£0.00	£7.50	N/A.
Health Suite.	Per session.	£5.33	£1.07	£6.40	N/A.
Fitness and Swim.	Per session.	£9.00	£0.00	£9.00	N/A.
Fitness and Health.	Per session.	£9.00	£0.00	£9.00	N/A.
Health and Swim.	Per session.	£9.00	£0.00	£9.00	N/A.
Fitness, Health and Swim.	Per session.	£9.50	£0.00	£9.50	N/A.
Full induction.	Per session.	£7.50	£0.00	£7.50	N/A.
30 mins exercise class.	Per class.	£5.55	£0.00	£5.55	N/A.
45-60 mins exercise class.	Per class.	£7.75	£0.00	£7.75	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	2024 to 2025 Rate	VAT	Gross	Comments
Athletics.	Per hour.	£20.00	£0.00	£20.00	N/A.
Synthetic pitch: full pitch - Adults.	For the first hour.	£71.00	£0.00	£71.00	N/A.
Synthetic pitch: full pitch - Adults.	Per additional hour.	£35.60	£0.00	£35.60	N/A.
Synthetic pitch: full pitch - Juniors.	For the first hour.	£47.20	£0.00	£47.20	N/A.
Synthetic pitch: full pitch - Juniors.	Per additional hour.	£23.60	£0.00	£23.60	N/A.
Synthetic pitch: half pitch - Adults.	For the first hour.	£53.50	£0.00	£53.50	N/A.
Synthetic pitch: half pitch - Adults.	Per additional hour.	£26.70	£0.00	£26.70	N/A.
Synthetic pitch: half pitch - Juniors.	For the first hour.	£35.30	£0.00	£35.30	N/A.
Synthetic pitch: half pitch - Juniors.	Per additional hour.	£17.70	£0.00	£17.70	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	2024 to 2025 Rate	VAT	Gross	Comments
Grass Pitch and changing room: Adults.	Per game.	£63.50	£0.00	£63.50	N/A.
Grass Pitch and changing room: Youth / Concession.	Per game.	£32.40	£0.00	£32.40	N/A.
Grass pitch only: Adults.	Per game.	£52.50	£0.00	£52.50	N/A.
Grass pitch only: Youth / Concessions.	Per game.	£27.30	£0.00	£27.30	N/A.

## Indoor Sports Facilities (includes changing facilities)

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

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Games Hall: Adults.	Per hour.	£43.30	£0.00	£43.30	N/A.
Games Hall: Youth / Concession.	Per hour.	£21.10	£0.00	£21.10	N/A.
Gymnasium: Adults.	Per hour.	£31.40	£0.00	£31.40	N/A.
Gymnasium: Youth / Concession.	Per hour.	£15.40	£0.00	£15.40	N/A.
Single Court Activities.	Per person.	£4.60	£0.00	£4.60	N/A.
Fitness programme for individuals.	Per programme.	£17.50	£0.00	£17.50	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	2024 to 2025 Rate	VAT	Gross	Comments
Classrooms: Ordinary let.	Per hour.	£14.50	£0.00	£14.50	N/A.
Classrooms: Fund raising.	Per hour.	£43.40	£0.00	£43.40	N/A.
Surcharges 17:00 to 22:00.	Per employee, per hour.	£21.42	£4.28	£25.70	*VAT charged dependent on the service supplied*
Surcharges after 22:00.	Per employee, per hour.	£41.42	£8.28	£49.70	*VAT charged dependent on the service supplied*
Surcharges Sunday opening.	Per employee, per hour.	£41.42	£8.28	£49.70	*VAT charged dependent on the service supplied*

## 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	2024 to 2025 Rate	VAT	Gross	Comments
Licensee surcharge for all drinks licensed events.	Per function.	£60.50	£0.00	£60.50	N/A.
Wedding or function, with use of dining area and foyer.	Per hire.	£740.83	£148.17	£889.00	N/A.
Wedding or function, with use of dining area, foyer and kitchen.	Per hire.	£900.00	£180.00	£1,080.00	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	2024 to 2025 Rate	VAT	Gross	Comments
Voluntary organisations: for concert performance.	Per performance.	£178.00	£0.00	£178.00	Stromness Academy 2nd performance - same evening - 50% off charge.
Rehearsals / public meetings.	Per hour.	£29.40	£0.00	£29.40	N/A.
Hire of coffee bar facility.	Per hour.	£15.25	£3.05	£18.30	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	2024 to 2025 Rate	VAT	Gross	Comments
Classroom Hire.	Per hour.	£14.30	£0.00	£14.30	N/A.
Dining Area Hire.	Per hour.	£44.75	£0.00	£44.75	N/A.

### Sports Centre

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

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Games Hall: Adults.	Per hour.	£44.80	£0.00	£44.80	N/A.
Games Hall: Youth.	Per hour.	£32.00	£0.00	£32.00	N/A.
Gymnasium: Adults.	Per hour.	£30.80	£0.00	£30.80	N/A.
Gymnasium: Youth.	Per hour.	£23.00	£0.00	£23.00	N/A.
Dance Studio and Multi-Purpose Area: Adults.	Per hour.	£32.10	£0.00	£32.10	N/A.
Dance Studio and Multi-Purpose Area: Youth / Concession.	Per hour.	£26.00	£0.00	£26.00	N/A.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Birthday Party with Toddler Inflatable	2 hours.	£36.42	£7.28	£43.70	N/A.
Birthday Party with Bouncy Castle	2 hours.	£48.12	£9.63	£57.75	N/A.
Birthday Party with Toddler inflatable and Bouncy Castle	2 hours	£56.83	£11.37	£68.20	N/A.
Birthday Party: Sports Party	1.5 hours	£39.00	£0.00	£39.00	N/A.
Single Court Activities.	Per person per hour.	£5.55	£0.00	£5.55	N/A.
Fitness Suite.	Per session.	£7.50	£0.00	£7.50	N/A.
Full induction to Fitness Suite.	Per induction.	£7.50	£0.00	£7.50	N/A.
Fitness programme for individuals.	Per programme.	£27.50	£0.00	£27.50	N/A.
30 mins exercise class.	Per class.	£5.55	£0.00	£5.55	N/A.
45-60 mins exercise class.	Per class.	£7.75	£0.00	£7.75	N/A.
Fitness Room hire.	Per hour.	£49.20	£0.00	£49.20	N/A.
Surcharges 17:00 to 22:00.	Per employee, per hour.	£21.42	£4.28	£25.70	*VAT charged dependent on the service supplied*
Surcharges after 22:00.	Per employee, per hour.	£41.42	£8.28	£49.70	*VAT charged dependent on the service supplied*
Surcharges Sunday opening.	Per employee, per hour.	£41.42	£8.28	£49.70	*VAT charged dependent on the service supplied*

## Playing Fields

**Changing Room 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	2024 to 2025 Rate	VAT	Gross	Comments
Pitch and changing room: Adults.	Per game.	£57.80	£0.00	£57.80	N/A.
Pitch and changing room: Youth.	Per game.	£39.90	£0.00	£39.90	N/A.
Pitch Only - Adults.	Per game.	£47.00	£0.00	£47.00	N/A.
Pitch Only - Youth.	Per game.	£34.30	£0.00	£34.30	N/A.
Pitch and changing room: Adults.	Per hour.	£29.00	£0.00	£29.00	N/A.
Pitch and changing room: Youth.	Per hour.	£20.30	£0.00	£20.30	N/A.
Pitch Only - Adults.	Per hour.	£23.60	£0.00	£23.60	N/A.
Pitch Only - Youth.	Per hour.	£17.20	£0.00	£17.20	N/A.

## Synthetic Pitch

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

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Synthetic pitch: full pitch - Adults.	For the first hour.	£68.00	£0.00	£68.00	N/A.
Synthetic pitch: full pitch - Adults.	Per additional hour.	£39.80	£0.00	£39.80	N/A.
Synthetic pitch: full pitch – Juniors.	For the first hour.	£50.60	£0.00	£50.60	N/A.
Synthetic pitch: full pitch – Juniors.	Per additional hour.	£27.00	£0.00	£27.00	N/A.
Synthetic pitch: half pitch - Adults.	For the first hour.	£48.80	£0.00	£48.80	N/A.
Synthetic pitch: half pitch - Adults.	Per additional hour.	£24.50	£0.00	£24.50	N/A.
Synthetic pitch: half pitch - Juniors.	For the first hour.	£36.90	£0.00	£36.90	N/A.
Synthetic pitch: half pitch - Juniors.	Per additional hour.	£22.20	£0.00	£22.20	N/A.
Synthetic pitch: 1/3 pitch - Adults.	For the first hour.	£34.00	£0.00	£34.00	N/A.
Synthetic pitch: 1/3 pitch - Adults.	Per additional hour.	£20.60	£0.00	£20.60	N/A.
Synthetic pitch: 1/3 pitch - Juniors.	For the first hour.	£26.40	£0.00	£26.40	N/A.
Synthetic pitch: 1/3 pitch - Juniors.	Per additional hour.	£15.90	£0.00	£15.90	N/A.

## Events

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Wedding / Function: Party (use of dining area and foyer).	Per hire.	£1,108.33	£221.67	£1,330.00	N/A.
Wedding / Function: Silver Package (use of dining area, foyer and kitchen).	Per hire.	£1,775.00	£355.00	£2,130.00	N/A.
Wedding / Function: Gold Package (use of dining area, foyer, multi-purpose area, dance studio and kitchen).	Per hire.	£2,083.33	£416.67	£2,500.00	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	2024 to 2025 Rate	VAT	Gross	Comments
Single Court Activities.	Per person per hour.	£5.55	£0.00	£5.55	N/A.
Fitness Suite.	Per session.	£7.50	£0.00	£7.50	N/A.
Full Induction to Fitness Suite.	Per induction.	£7.50	£0.00	£7.50	N/A.
Fitness programme for individuals.	Per programme.	£27.50	£0.00	£27.50	N/A.
30 mins exercise class.	Per class.	£5.55	£0.00	£5.55	N/A.
45-60 mins exercise class.	Per class.	£7.75	£0.00	£7.75	N/A.



## Room Hire

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

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Main Hall: Adults.	Per hour.	£41.50	£0.00	£41.50	N/A.
Main Hall: Youth/Concession.	Per hour.	£28.00	£0.00	£28.00	N/A.
Small Hall: Adults.	Per hour.	£29.00	£0.00	£29.00	N/A.
Small Hall: Youth / Concession.	Per hour.	£20.00	£0.00	£20.00	N/A.
Community Room 1.	Per hour.	£18.20	£0.00	£18.20	N/A.
Community Room 2.	Per hour.	£14.00	£0.00	£14.00	N/A.
Classroom Hire.	Per hour.	£14.30	£0.00	£14.30	N/A.
Birthday Party with Bouncy Castle: Small Hall.	2 hours.	£50.42	£10.08	£60.50	N/A.
Birthday Party: Sports Party.	1.5 hours.	£36.00	£0.00	£36.00	N/A.
Surcharges 17:00 to 22:00.	Per employee, per hour.	£21.42	£4.28	£25.70	*VAT charged dependent on the service supplied*
Surcharges after 22:00.	Per employee, per hour.	£41.42	£8.28	£49.70	*VAT charged dependent on the service supplied*
Surcharges Sunday opening.	Per employee, per hour.	£41.42	£8.28	£49.70	*VAT charged dependent on the service supplied*

## 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	2024 to 2025 Rate	VAT	Gross	Comments
Pitch and changing room: Adults.	Per game.	£57.80	£0.00	£57.80	N/A.
Pitch and changing room: Youth.	Per game.	£39.90	£0.00	£39.90	N/A.
Pitch Only - Adults.	Per game.	£47.00	£0.00	£47.00	N/A.
Pitch Only - Youth.	Per game.	£34.30	£0.00	£34.30	N/A.
Pitch and changing room: Adults.	Per hour.	£29.00	£0.00	£29.00	N/A.
Pitch and changing room: Youth.	Per hour.	£20.30	£0.00	£20.30	N/A.
Pitch Only - Adults.	Per hour.	£23.60	£0.00	£23.60	N/A.
Pitch Only - Youth	Per hour.	£17.20	£0.00	£17.20	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	2024 to 2025 Rate	VAT	Gross	Comments
Children's Nursery Hall.	Per hour.	£9.20	£0.00	£9.20	N/A.
Reception Area.	Per hour.	£9.20	£0.00	£9.20	N/A.
Back Activities Room.	Per hour.	£9.20	£0.00	£9.20	N/A.
Upstairs Games Hall.	Per hour.	£10.60	£0.00	£10.60	N/A.
Upstairs Games Hall: Youth.	Per hour.	£4.30	£0.00	£4.30	N/A.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Servery.	Per hour.	£12.60	£0.00	£12.60	N/A.
Servery.	Per hour.	£12.60	£0.00	£12.60	N/A.
Children's Parties.	Per hour.	£62.00	£0.00	£62.00	Room and Hall.
Office / meeting room.	Per hour.	£11.00	£0.00	£11.00	N/A.
Office / meeting room.	Per day.	£53.50	£0.00	£53.50	N/A.
Surcharges 17:00 to 22:00.	Per employee, per hour.	£21.42	£4.28	£25.70	*VAT charged dependent on the service supplied*
Surcharges after 22:00.	Per employee, per hour.	£41.42	£8.28	£49.70	*VAT charged dependent on the service supplied*
Surcharges Sunday opening.	Per employee, per hour.	£41.42	£8.28	£49.70	*VAT charged dependent on the service supplied*

## Stromness Town Hall

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

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Ordinary lets.	Per hour.	£9.70	£0.00	£9.70	N/A.
Room: Fund raising lets.	Per hour.	£20.35	£0.00	£20.35	N/A.
Room: Commercial lets.	Per hour.	£38.50	£0.00	£38.50	N/A.
Concert Hall: Ordinary lets.	Per hour.	£19.80	£0.00	£19.80	N/A.
Concert Hall: Fundraising lets.	Per hour.	£33.20	£0.00	£33.20	2nd concert performance during same session 50% of 1st concert charge.
Concert Hall: Commercial let.	Per hour.	£64.10	£0.00	£64.10	N/A.

## Kirkwall and St Ola Community Centre

### Lettings Charges

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

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Rooms 1, 2 or 3: Voluntary Organisations.	Per hour.	£12.50	£0.00	£12.50	N/A.
Rooms 1, 2 or 3: Voluntary Organisations.	Per day.	£62.00	£0.00	£62.00	N/A.
Foyer: Voluntary Organisations.	Per hour.	£6.80	£0.00	£6.80	N/A.
Cavern Area and Games Hall: Adults - Voluntary Organisations.	Per hour.	£16.90	£0.00	£16.90	N/A.
Cavern Area and Games Hall: Youths - Voluntary Organisations.	Per Hour	£13.80	£0.00	£13.80	N/A.
Town Hall: Voluntary Organisations.	Per hour.	£25.00	£0.00	£25.00	N/A.
Town Hall: Voluntary Organisations.	Per day.	£120.00	£0.00	£120.00	N/A.
Supper Room: Voluntary Organisations.	Per hour.	£19.50	£0.00	£19.50	N/A.
Supper Room: Voluntary Organisations.	Per day.	£101.00	£0.00	£101.00	N/A.

## Function Suite

Includes the Town Hall, Kitchen and Supper Room.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Peedie Party, Supper room & Bar including all glasses, set up on the day of the event, two staff from 5:00pm - 1:00am (not door staff) & entertainment license.	Per event.	£600.00	£120.00	£720.00	Kirkwall and St Ola Community Centre includes the Supper Room and Bar.
Party Package, Town Hall, Supper Room & Bar including all glasses, set up on day of event, two staff from 5:00 - 1:00am (not door staff) & entertainment license.	Per event.	£1,016.67	£203.33	£1,220.00	Kirkwall and St Ola Community Centre includes the Town Hall, Supper Room and Bar.
Silver Package, Town Hall & Kitchen hire including all crockery and cutlery, all day hire on day of event, two staff from 5:00pm - 1:00am (not door staff) & entertainment license.	Per event.	£1,070.83	£214.17	£1,285.00	Kirkwall and St Ola Community Centre includes the Town Hall and Kitchen.
Gold Package, Town Hall & Kitchen hire including all crockery and cutlery, Supper Room & Bar including all glasses, set up the afternoon before and all day hire on day of event, two staff from 5:00pm - 1:00am (not door staff) & entertainment license.	Per event.	£1,333.33	£266.67	£1,600.00	Kirkwall and St Ola Community Centre includes the Town Hall, Kitchen, Supper Room and Bar.

## Surcharges

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Surcharges 17:00 to 22:00.	Per employee, per hour.	£21.42	£4.28	£25.70	*VAT charged dependent on the service supplied*
Surcharges after 22:00.	Per employee, per hour.	£41.42	£8.28	£49.70	*VAT charged dependent on the service supplied*
Surcharges Sunday opening.	Per employee, per hour.	£41.42	£8.28	£49.70	*VAT charged dependent on the service supplied*

## School Lets

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

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Classrooms: Voluntary Organisations - ordinary lets.	Per 2 hour session.	£21.10	£0.00	£21.10	N/A.
Classrooms: Voluntary Organisations - fundraising.	Per 2 hour session.	£39.80	£0.00	£39.80	N/A.
Classrooms: OIC Further Education / Higher Education - providers.	Per 2 hour session.	£30.90	£0.00	£30.90	N/A.
Classrooms: commercial.	Per 2 hour session.	£62.00	£0.00	£62.00	N/A.
School Halls: Voluntary Organisations - ordinary lets.	Per 2 hour session.	£44.10	£0.00	£44.10	N/A.
School Halls: Voluntary Organisations - fundraising.	Per 2 hour session.	£89.50	£0.00	£89.50	N/A.
School Halls: OIC Further Education / Higher Education - providers.	Per 2 hour session.	£69.00	£0.00	£69.00	N/A.
Schools Halls: commercial.	Per 2 hour session.	£178.00	£0.00	£178.00	N/A.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Papdale Infants Hall: Voluntary Organisations - ordinary lets.	Per 2 hour session.	£82.00	£0.00	£82.00	N/A.
Papdale Infants Hall: Voluntary Organisations - fundraising.	Per 2 hour session.	£119.00	£0.00	£119.00	N/A.
Papdale Infants Hall OIC Further Education / Higher Education - providers.	Per 2 hour session.	£119.00	£0.00	£119.00	N/A.

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

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Voluntary Organisations: ordinary lets.	Per hour.	£24.60	£0.00	£24.60	N/A.
Voluntary Organisations: fundraising.	Per hour.	£39.20	£0.00	£39.20	N/A.
OIC Further Education / Higher Education: providers.	Per hour.	£35.50	£0.00	£35.50	N/A.
Commercial.	Per hour.	£32.90	£0.00	£32.90	N/A.
Community Council Lets.	Per 2 hour session.	£47.40	£0.00	£47.40	N/A.
Community Council Lets.	Per hour.	£20.90	£0.00	£20.90	N/A.

## Point of Ness and Birsay Caravan and Camping Site

**Administration Fees:** A booking can be made online, by telephone or email. Telephone or email 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 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	2024 to 2025 Rate	VAT	Gross	Comments
Caravan / Motorhome / Large Tents with electric.	Per night.	£23.50	£4.70	£28.20	N/A.
Caravan / Motorhome / Large Tents.	Per night.	£18.92	£3.78	£22.70	N/A.
Medium Tents.	Per night.	£15.25	£3.05	£18.30	N/A.
Small Tents.	Per night.	£10.00	£2.00	£12.00	N/A.
Awnings.	Per night.	£6.33	£1.27	£7.60	N/A.
Adults.	Per person.	£8.42	£1.68	£10.10	N/A.
Children (under 18).	Per child.	£4.92	£0.98	£5.90	N/A.
Administration Fee.	Per booking.	£3.50	£0.70	£4.20	Please refer to the note at the top of the page.



## Outdoor Centres – Hoy

**Administration Fees:** A booking can be made online, by telephone or email. Telephone or email 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 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	2024 to 2025 Rate	VAT	Gross	Comments
Juniors: Under 18.	Per night.	£18.92	£3.78	£22.70	N/A.
Seniors: 18 and over.	Per night.	£24.92	£4.98	£29.90	N/A.
Exclusive room occupancy.	Per night.	£69.17	£13.83	£83.00	Two adults or two adults and two children.
Additional Adult / Junior.	Per night.	£12.92	£2.58	£15.50	N/A.
Exclusive Centre use - 32 beds.	Per night.	£514.17	£102.83	£617.00	Discounted rate.
Exclusive Centre use - 32 beds.	Per week.	£2,743.33	£548.67	£3,292.00	Discounted rate.
Key deposit.	One off.	£8.92	£1.78	£10.70	N/A.
Administration fee.	Per booking.	£3.50	£0.70	£4.20	Please refer to the note at the top of the page.

## Outdoor Centres – Rackwick Hostel

**Administration Fees:** A booking can be made online, by telephone or email. Telephone or email 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 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	2024 to 2025 Rate	VAT	Gross	Comments
Juniors: Under 18.	Per night.	£17.17	£3.43	£20.60	N/A.
Seniors: 18 and over.	Per night.	£19.67	£3.93	£23.60	N/A.
Exclusive room occupancy.	Per night.	£55.00	£11.00	£66.00	Two adults or two adults and two children.
Additional Adult / Junior.	Per night.	£6.50	£1.30	£7.80	N/A.
Exclusive Centre use: 8 beds.	Per night.	£102.50	£20.50	£123.00	Discounted rate.
Exclusive Centre use: 8 beds.	Per week.	£543.33	£108.67	£652.00	Discounted rate.
Key deposit.	One off.	£8.92	£1.78	£10.70	N/A.
Administration fee.	Per booking.	£3.50	£0.70	£4.20	Please refer to the note at the top of the page.

## Outdoor Centre – Birsay

**Administration Fees:** A booking can be made online, by telephone or email. Telephone or email 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 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	2024 to 2025 Rate	VAT	Gross	Comments
Juniors: Under 18.	Per night.	£17.17	£3.43	£20.60	N/A.
Seniors: 18 and over.	Per night.	£22.92	£4.58	£27.50	N/A.
Oxtro Room.	Per night.	£45.42	£9.08	£54.50	N/A.
Exclusive Room occupancy.	Per night.	£63.33	£12.67	£76.00	Two adults or two adults and two children.
Additional Adult / Junior.	Per night.	£6.50	£1.30	£7.80	N/A.
Exclusive Centre use: 28 beds.	Per night.	£410.83	£82.17	£493.00	Discounted rate.
Exclusive Centre use: 28 beds.	Per week.	£2,254.17	£450.83	£2,705.00	Discounted rate.
Administration fee.	Per booking.	£3.50	£0.70	£4.20	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 letting on facilities on the final two pages of this document.**

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Bed with en-suite.	Per person, per night.	£63.33	£12.67	£76.00	N/A.
Bed: shared room, no en-suite.	Per person, per night.	£56.67	£11.33	£68.00	N/A.
Local Youth Organisations.	Per person, per night including Bed and Breakfast.	£56.67	£11.33	£68.00	N/A.
Full cooked breakfast.	Per person.	£11.42	£2.28	£13.70	N/A.
Continental breakfast.	Per person.	£5.42	£1.08	£6.50	N/A.
Packed lunches.	Per person.	£10.50	£2.10	£12.60	N/A.
2 course in-house hot lunch.	Per person.	£22.33	£4.47	£26.80	N/A.
2 course evening meal.	Per person.	£27.00	£5.40	£32.40	N/A.
3 course evening meal.	Per person.	£36.08	£7.22	£43.30	N/A.
Hire of Room for meeting purposes.	Per session - maximum 3 hours.	£20.40	£0.00	£20.40	N/A.
Hire of Hall or Lounge Area.	Per session - maximum 3 hours.	£29.33	£5.87	£35.20	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 facilities in the final two pages of this document.**

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Fitness Suite.	Per session.	£7.00	£0.00	£7.00	N/A.
Full induction to Fitness Suite.	Per induction.	£7.00	£0.00	£7.00	N/A.
Fitness programme for individuals.	Per programme.	£27.50	£0.00	£27.50	N/A.
30 mins exercise class.	Per class.	£5.55	£0.00	£5.55	N/A.
45-60 mins exercise class.	Per class.	£7.75	£0.00	£7.75	N/A.
Fitness room.	Per hour.	£49.20	£0.00	£49.20	N/A.

## St Magnus Cathedral

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Upstairs tower tours.	Per tour.	£15.00	£0.00	£15.00	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.	£35.30	£0.00	£35.30	N/A.
Hire of Cathedral: commercial.	Per hour out with normal working hours.	£83.33	£16.67	£100.00	N/A.
Hire of Cathedral: commercial – if additional staff required.	Per hour per member of staff.	£22.92	£4.58	£27.50	N/A.
Hire of Cathedral: charitable bodies.	Per hour out with normal working hours.	£39.17	£7.83	£47.00	N/A.
Hire of Cathedral: charitable - if additional staff required.	Per hour per member of staff.	22.92	4.58	27.50	N/A.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Pre-Booked Groups (10 or more, Cathedral only).	Per adult.	£2.50	£0.50	£3.00	N/A.
Pre-Booked Groups (10 or more, Cathedral only).	Per senior/child.	£1.67	£0.33	£2.00	N/A.
Pre-Booked Groups (10 or more, Cathedral only).	Per child under 6.	£0.00	£0.00	£0.00	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.	£22.92	£4.58	£27.50	N/A.
Filming by TV Companies.	Outwith normal working hours, per hour.	£78.75	£15.75	£94.50	N/A.
Filming by TV Companies.	Outwith normal working hours - if extra staff member needed, charge is per staff, per hour.	£22.92	£4.58	£27.50	N/A.
Use of Organ by visiting organists.	Per visit.	£39.17	£7.83	£47.00	N/A.
All Kirk Session use.	Per session.	£0.00	£0.00	£0.00	N/A.
Most use within Custodians normal working hours.	Per session.	£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	2024 to 2025 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.	£7.30	£0.00	£7.30	N/A.
Kirbuster 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.
Curator tours (Orkney Museum, Kirbuster, Scapa Flow Museum, Cathedral), minimum 6 people.	Per person for 1 hour.	£20.00	£0.00	£20.00	N/A.
Drop-in Gallery talks and object handling - curator led (Orkney Museum, Kirbuster, Scapa Flow Museum, Cathedral).	Half hour.	£10.00	£0.00	£10.00	N/A.
Premium bespoke tours for specialised groups (literary, graffiti, post-colonial etc) (minimum 10 people).	Per person.	£25.00	£0.00	£25.00	N/A.
Private hire (evening reception etc) - out of hours only at Orkney Museum / Scapa Flow Museum / Kirbuster and Cathedral.	Per hour.	£83.33	£16.67	£100.00	50% discount for charities, additional 25% for individuals and doubled for corporate hire as specified in charging policy.
Weddings (only at Orkney Museum, Scapa Flow Museum, Kirbuster).	2 hours of closure.	£416.67	£83.33	£500.00	N/A.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Weddings (only at Orkney Museum, Scapa Flow Museum, Kirbuster).	Per additional hour.	£83.33	£16.67	£100.00	N/A.
Weddings (only at Orkney Museum, Scapa Flow Museum, Kirbuster) Photographs.	1 hour.	£83.33	£16.67	£100.00	N/A.
Workshops - conservation, art etc.	Per person.	£25.00	£0.00	£25.00	N/A.
Antiques Roadshow - Orkney Museum, Kirkbuster, Scapa Flow Museum.	Per person for entry.	£4.17	£0.83	£5.00	N/A.
Public lectures (Orkney Museum, Kirbuster) (minimum 10 people).	Per person.	£10.00	£0.00	£10.00	N/A.
Folk Tales and Storytelling sessions (Orkney Museum, Kirbuster) (minimum 10 people).	Per person.	£25.00	£0.00	£25.00	N/A.
3 hour specialist walking tour of wartime Lyness (minimum 10 people).	Per person.	£30.00	£0.00	£30.00	Neolithic tours, viking in Orkney, German fleet etc.
Extra staffing for private events.	Per person.	£18.58	£3.72	£22.30	N/A.
Digitisation on Demand.	First two images.	£37.50	£7.50	£45.00	N/A.
Digitisation on Demand - additional angles etc.	Per additional image.	£8.33	£1.67	£10.00	N/A.



## Housing

### Garage Rents

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Manse Road, Broadsands Road - Kirkwall.	Per month.	£35.60	£0.00	£35.60	N/A.
Buttquoy Place, Craigie Crescent, Summerdale Drive, Quoybanks Place, Warrenfield Drive, Vasa, Eastabist, Torness, Strombery, Linklet, Ingale, Berstane Road, Helliars, Hermaness, Lambaness, Burrian, Lother, Faraclett - Kirkwall.	Per month.	£52.00	£0.00	£52.00	N/A.
Craigie Crescent - Kirkwall (smaller).	Per month.	£22.70	£0.00	£22.70	N/A.
Faravel, Manse Park, Pumpwell Park, Mayburn Court - Stromness.	Per month.	£52.00	£0.00	£52.00	N/A.
Grays Noust, Whitehouse Lane - Stromness.	Per month.	£36.00	£0.00	£36.00	N/A.
St Mary's - Holm.	Per month.	£52.00	£0.00	£52.00	N/A.
Thorfinn Place - St Margaret's Hope.	Per month.	£52.00	£0.00	£52.00	N/A.
Seafeld, Parkside - Finstown.	Per month.	£52.00	£0.00	£52.00	N/A.
St Colms Quadrant - Longhope.	Per month.	£52.00	£0.00	£52.00	N/A.
Market Green - Dounby.	Per month.	£52.00	£0.00	£52.00	N/A.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Whitehall - Stronsay.	Per month.	£52.00	£0.00	£52.00	N/A.
Lastigar - Westray.	Per month.	£52.00	£0.00	£52.00	N/A.
Burnside - Flotta.	Per month.	£52.00	£0.00	£52.00	N/A.
Sanday School.	Per month.	£52.00	£0.00	£52.00	N/A.
Hordaland - Kirkwall.	Per month.	£28.50	£0.00	£28.50	N/A.
Hamnavoe - Stromness.	Per month.	£16.80	£0.00	£16.80	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	2024 to 2025 Rate	VAT	Gross	Comments
Bedsit.	Weekly (average).	£68.50	£0.00	£68.50	6.7% rental increase.
1 Bedroom.	Weekly (average).	£84.00	£0.00	£84.00	6.7% rental increase.
2 Bedrooms.	Weekly (average).	£100.00	£0.00	£100.00	6.7% rental increase.
3 Bedrooms.	Weekly (average).	£99.00	£0.00	£99.00	6.7% rental increase.
4 Bedrooms.	Weekly (average).	£109.00	£0.00	£109.00	6.7% rental increase.
5 Bedrooms.	Weekly (average).	£143.00	£0.00	£143.00	6.7% rental increase.
Housing Revenue Account Rents: Tenants.	Week.	£93.00	£0.00	£93.00	6.7% rental increase.

## Homelessness Rents – Emergency Accommodation

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

Charge Category/Details	Charging Basis	2024 to 2025 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.
Glaithness Young Persons Supported Accommodation Service (Flat 1).	Week.	£178.00	£0.00	£178.00	N/A.
Stromness Young Persons Supported Accommodation.	Week.	£150.00	£0.00	£150.00	N/A.
Stromness Young Persons Supported Accommodation (Room 3).	Week.	£173.00	£0.00	£173.00	N/A.

## Shed / Plot Rents

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Store Brims, School: Longhope.	Per year.	£137.00	£0.00	£137.00	N/A.
Shed Frasers Close, Victoria Street - Kirkwall.	Per year.	£13.80	£0.00	£13.80	N/A.
Shed Generator, 1 and 2 Whitehall - Stronsay.	Per year.	£35.90	£0.00	£35.90	N/A.
Shed, 1 and 4 - St Mary's, Holm.	Per year.	£35.90	£0.00	£35.90	N/A.
Shed, 3 St Mary's, Holm.	Per year.	£34.70	£0.00	£34.70	N/A.
Plot - 1 to16 Pipersquoy Road, Kirkwall.	Per year.	£53.50	£0.00	£53.50	N/A.

## Allotments

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Allotments: Keeliequoy.	Per square metre.	£0.60	£0.00	£0.60	50% concession discount applies.
Allotments: Papdale.	Per square metre.	£0.60	£0.00	£0.60	50% concession discount applies.
Allotments: Stromness.	Per square metre.	£0.60	£0.00	£0.60	50% concession discount applies.

## Community Learning and Development

### Evening Classes

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Evening classes.	Per hour.	£7.30	£0.00	£7.30	N/A.

### Youth Club

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Youth Club.	Per session.	£2.00	£0.00	£2.00	Agreed flat rate not to up each year.

### Island Community School Levy

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Hope Community School Levy.	Per annum.	£2,527.00	£0.00	£2,527.00	N/A.
Evie Link Centre Community Levy.	Per annum.	£1,844.00	£0.00	£1,844.00	N/A.
Orphir Community School Levy.	Per annum.	£1,884.00	£0.00	£1,884.00	N/A.
Stenness Community School Levy.	Per annum.	£1,884.00	£0.00	£1,884.00	N/A.

## Mainland Community School Levy

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
North Ronaldsay Community School Levy.	Per annum.	£929.00	£0.00	£929.00	N/A.
North Walls Community School Levy.	Per annum.	£2,282.00	£0.00	£2,282.00	N/A.
Papay Westray Community School Levy.	Per annum.	£631.00	£0.00	£631.00	N/A.
Rousay Community School Levy.	Per annum.	£1,432.00	£0.00	£1,432.00	N/A.
Sanday Community School Levy.	Per annum.	£2,918.00	£0.00	£2,918.00	N/A.
Shapinsay Community School Levy.	Per annum.	£1,433.00	£0.00	£1,433.00	N/A.
Westray Community School Levy.	Per annum.	£2,918.00	£0.00	£2,918.00	N/A.

## 5. Orkney Health and Care

### Care Charges

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

### Home Care and Meal Charges

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Residential care – Local Authority.	Per week.	£1,153.00	£0.00	£1,153.00	As per National Assistance Act Charging Regulations.
Residential care – Private (CoSLA).	Per week.	£577.24	£0.00	£577.24	As per agreed National Care Home Contract Agreement Fee.
Nursing care – (CoSLA).	Per week.	£587.99	£0.00	£587.99	As per agreed National Care Home Contract Agreement Fee.
Very sheltered housing.	Per week.	£365.00	£0.00	£365.00	As per policy. The buffer rate is 25%.
Supported accommodation.	Per week.	£2,186.00	£0.00	£2,186.00	As per policy.
Respite care – Elderly.	Per week.	£577.24	£0.00	£577.24	As per agreed National Care Home Contract Agreement Fee.
Respite care – Disability.	Per week.	£587.99	£0.00	£587.99	As per agreed National Care Home Contract Agreement Fee.

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Home care.	Per hour.	£25.93	£0.00	£25.93	Maximum charge based on direct salary costs only (includes the 10% enhancement for unsociable hours).
Day care meals.	Starter or dessert.	£3.10	£0.00	£3.10	N/A.
Day care meals.	Main course only.	£5.20	£0.00	£5.20	N/A.
Day care meals.	Two course meal.	£6.40	£0.00	£6.40	N/A.
Day care meals.	Three course meal.	£7.60	£0.00	£7.60	N/A.

### Selbro Resource Centre – Hatston Industrial Estate, Kirkwall

Charge Category/Details	Charging Basis	2024 to 2025 Rate	VAT	Gross	Comments
Selbro Resource Centre - Hire of Resource Room.	Up to half a day.	£15.40	£0.00	£15.40	N/A.
Selbro Resource Centre- Hire of Resource Room.	Full day.	£30.50	£0.00	£30.50	N/A.



## **6. Guidance Notes relating to Lets**

The charges apply to local Voluntary Organisations, private users and commercial users. 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.

Performing Rights Society fees will be charged where necessary.

Payment for janitorial / stewarding services is additional, and 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. Lessee must be a school, club or association.
3. Lessee 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.