

## Other Charges

Description	Charge	VAT 20%	Total
Completion certificates issued at time of completion/occupation	Nil		
To resolve case and issue Completion Certificate where work has been completed or occupied for 6 – 12 months and subsequent request made for a certificate	£80.00	£16.00	£96.00
To resolve case and issue Completion Certificate where work has been completed or occupied for more than 12 months and subsequent request made for a certificate	£150.00	£30.00	£180.00
Administrative fee for the return of invalid applications	£38.30	£7.66	£45.96
Administration fee for withdrawal of an application where registered but not assessed or inspected on site	There are no provisions to refund application fees. Refunds may be as agreed by the Council in exceptional circumstances.		
The withdrawal of an application where registered, assessed but not inspected on site			
The withdrawal of an application where registered, assessed and inspected on site (+VAT)			
Process a request to re-invoice inspection fee to new addressee	£38.30	£7.66	£45.96
Copies of completion certificates, notices, approvals, letters etc	£38.30	£7.66	£45.96
Making available drawings or information to view (subject to risks associated with disclosure and copyright)	£80.00	£16.00	£96.00
Written response to a query where search for information is not required (e.g. confirmation of information provided over the telephone)	£40.00	£8.00	£48.00
Written response for a query requiring a search for information. (Total charges will therefore vary dependent on nature of information requested. Retrieval of information - charged per hour, search of records - charged per address)	£40.00	£8.00	£48.00
Written response for a query requiring a search for information that needs input of technical staff (Charges will therefore vary dependent on length of time taken to collate information) For each hour or part	£68.00	£13.60	£81.60
Consultation Advice (non-minor domestic) Per ½ Hour	£38.30	£7.66	£45.96
Geotechnical Charges			
Consultations or Reports For the first hour or part	£70.00	£14.00	£84.00
For each subsequent 1/2 hour or part	£38.30	£7.66	£45.96
Cost of photocopying plans single sided only where A4	£1.83	£0.37	£2.20
Copyright permission is given A3	£2.74	£0.55	£3.29
A2, A1 or A0	£5.48	£1.10	£6.58