

Service Unit	Generic Opportunity Descriptor	Specific Opportunity Descriptor	Description	Mandatory Service	Non-Statutory Service	Fee 15/16	Fee 16/17	Fee 17/18	Fee 18/19	Methodology used to calculate fee
Finance & Delivery										
Revenues & Benefits	Contact Centre	Admin Services	Photocopying (b/w)	No	Yes	£0.10	£0.10	£0.10	£0.10	With regard to increasing costs for printing or photocopying there would need to be a decision Corporately for any increase to ensure that we, Libraries, DHO's etc are all charging the same.
Revenues & Benefits	Contact Centre	Admin Services	Printing	No	Yes	£0.10	£0.10	£0.10	£0.10	
Revenues & Benefits	Contact Centre	Admin Services	Passport photos	No	Yes	£3.00	£3.00	£3.00	£0.10	
Revenues & Benefits	Contact Centre	Admin Services	Staff ID Cards	No	Yes	£5.00	£5.00	£5.00	£5.00	
Revenues & Benefits	Contact Centre	Admin Services	Blue Badge replacement	Yes	No	Free	Free	Free	Free	
Revenues & Benefits	Contact Centre	Admin Services	Blue Badge for organisation	Yes	No	Free	Free	Free	Free	
Service Centre	Cashiers	Admin Services	Cashiers - Welsh Water transactions	Yes	No	£0.45	£0.45	£0.45	£0.45	Per transaction' fee rate.
Revenues & Benefits	Council Tax	Council Tax	Council Tax Recharged Court Costs	Yes	No	Max £70.00	Max £70.00	Max £70.00 made up of 2 separate charges of: £40.00/£30.00	Max £70.00 made up of 2 separate charges of: £40.00/£30.00	Set by Welsh Government in regulations – not aware of any planned changes in 2018/19. NB: this is split £40 for a summons and £30 for a liability order. This means that if a debtor is summonsed and pays the debt so there is no need to progress to the next stage of recovery action, the £30 for a liability order will not be achieved.
Revenues & Benefits	NNDR	NNDR	NNDR Recharged Court Costs	Yes	No	Max £70.00	Max £70.00	Max £70.00 made up of 2 separate charges of: £40.00/£30.00	Max £70.00 made up of 2 separate charges of: £40.00/£30.00	Set by Welsh Government in regulations – not aware of any planned changes in 2018/19. NB: this is split £40 for a summons and £30 for a liability order. This means that if a debtor is summonsed and pays the debt so there is no need to progress to the next stage of recovery action, the £30 for a liability order will not be achieved.
Revenues & Benefits	BID	BID	BID Charge	Yes	No	£15,000.00	£15,000.00	£18,333.00	£18,333.00	Set in 5 year BID agreement, due to be renewed July 2021.
Legal & Democratic Services										
Legal Services	Copy documents	Copy documents	Copies of legal documents (small)	Yes	No	£15.00	£15.00	£15.00	£15.00	Based on number of pages to be copied and estimate of length of time to produce
Legal Services	Copy documents	Copy documents	Copies of legal documents (standard)	Yes	No	£52.50	£52.50	£52.50	£52.50	
Legal Services	Copy documents	Copy documents	Copies of legal documents (large)	Yes	No	£37.50	£37.50	£37.50	£37.50	
Legal Services	Copy documents	Copy documents	Copies of legal documents (large, lots of copying)	Yes	No	£45.00	£45.00	£45.00	£45.00	
Legal Services	External charging	External charging	Gating orders	No	Yes	£2,000.00				
Legal Services	External charging	External charging	Request to remove restrictive covenant	Yes	No	£47.50	£47.50	£47.50	£47.50	No requests for service received so not a sustainable income stream Full cost recovery at time fee introduced - no change since
Legal Services	External charging	External charging	Commons apportionments	No	Yes			NO OPTION TO CHARGE		No option to charge
Legal Services	External charging	External charging	Admission agreements (pension fund)	No	Yes			NO OPTION TO CHARGE		No option to charge
Legal Services	External charging	External charging	Conveyancing fees	Yes	No			Various depending on work undertaken		Various depending on work undertaken
Legal Services	Highways Charges	Highways Charges	Highways % fee based on S.278 agreements	Yes	No	% of overall	% of overall	% of overall	£500.00	Overall fee set by Highways
Legal Services	Highways Charges	Highways Charges	Highways % fee based on S.38 agreements	Yes	No	% of overall	% of overall	% of overall	£500.00	Overall fee set by Highways
Legal Services	Highways Charges	Highways Charges	Highways Emergency orders (legal element)	Yes	No	£250	£300.00	Unknown	£331.00	Linked to Highways Fees
Legal Services	Highways Charges	Highways Charges	Highways Permanent order (legal element)	Yes	No	£500.00	£600.00	£600.00	Unknown	Linked to Highways Fees
Legal Services	Highways Charges	Highways Charges	Highways 18 month order (legal element)	Yes	No	£0.00	£0.00	£300	£1,277.00	Linked to Highways Fees
Legal Services	Highways Charges	Highways Charges	Highways Road closures for sp. Events (legal element)	Yes	No	£125	£125.00	£129	£131.50	Linked to Highways Fees
Legal Services	Highways Charges	Highways Charges	Highways Temporary Notices (legal element)	Yes	No	£250.00	£300.00	£309	£331.00	Linked to Highways Fees
Legal Services	Highways Charges	Highways Charges	Highways Temporary road closure (legal element)	Yes	No	£250.00	£300.00	£309	£331.00	Linked to Highways Fees
Legal Services	Land charges	Land charges	Search only (paper)	Yes	No	£6.00	£6.00	£6.00	£6.00	Statutory fee set externally
Legal Services	Land charges	Land charges	Part II (CON29(O)) Q22 **	Yes	No	£23.00	£26.00			Based on full cost recovery as of July 2016 - No change since
Legal Services	Land charges	Land charges	Search submitted via NLS	Yes	No	£4.00	N/A			
Legal Services	Land charges	Land charges	Search only (paper)	Yes	No	£6.00	£6.00			
Legal Services	Land charges	Land charges	Part II (CON29(O)) Q4 to Q21 **	Yes	No	£10.50	£12.00			
Legal Services	Land charges	Land charges	Part III Additional Enquiries (each) **	Yes	No	£10.50	£12.00			
Legal Services	Land charges	Land charges	Additional Parcel of Land (for LLC1 + Enquiries)	Yes	No	£13.50	£16.00	no change but VAT charged from Mar 17	no change	
Legal Services	Land charges	Land charges	CON29(R) (less Public Registers and Published Information) (option 2)	Yes	No	£75.50	£85.00			
Legal Services	Land charges	Land charges	CON29(R) (full) (option 1) - Residential	Yes	No	£84.50	£95.00			
Legal Services	Land charges	Land charges	CON29(R) (full) (option 1) - Commercial	Yes	No	N/A	£128.00			
Legal Services	Land charges	Land charges	Search and Enquiries via NLS (LLC1 and CON29(R)) - Residential	Yes	No	£88.50	N/A			
Legal Services	Land charges	Land charges	Search and Enquiries via NLS (LLC1 and CON29(R)) - Commercial	Yes	No	£118.00	N/A			
Legal Services	Land charges	Land charges	Search and Enquiries (LLC1 and CON29(R)) - Residential	Yes	No	£90.50	£101.00			
Legal Services	Land charges	Land charges	Search and Enquiries (LLC1 and CON29(R)) - Commercial	Yes	No	£120.00	£134.00			
Legal Services	Fixed Penalty Notice	Education	Admin charge for Education FPN's	No	Yes	n/a	£25.00	£25.00	£25.00	New charge - Implemented June 2016 - No change since
Legal Services	Complaints	Admin Services	Subject Access Request	Yes	No	£10.00	£10.00	£10.00	£10.00	Statutory fee, unable to increase.
Information & Business Change										
Web Team	Web Team Fees	Web Team Fees	Swansea.gov.uk website banner advertising - per calendar month	No	Yes	N/A	N/A	£350.00	£370.00	In line with CAN (Council Advertising Network) charges.
Web Team	Web Team Fees	Web Team Fees	StaffNet Staff Discount - annual	No	Yes	N/A	N/A	£100.00	£150.00	Trialled at £100+VAT and feedback from external companies was that this was undervalued for an annual fee so have increased to £150+VAT for 18/19.