

Appendix B	Description of Chargeable Service	2023/24 Gross Fee Payable by Customer	Net Fee (2024/25)	VAT (exemption can be applied for on certain fees)	2024/25 Gross Fee Payable by Customer	Gross Increase £	increase %	2023/24 Budget	Increase in Budget	2024/25 Proposed Budget
Housing Revenue Account										
Specialist Support										
Guest Bedrooms	Silkin Court, Walpole Court, Scarborough Avenue, Southend Close, Pinewoods & Fred Millard.	£13.80	£12.00	£2.40	£14.40	£0.60	4.35%			
Guest flats	Norman Court, Silkin Court	£23.40	£20.50	£4.10	£24.60	£1.20	5.13%			
Short Stay Units	Assessment (per day)	£11.70	£12.50	£0.00	£12.50	£0.80	6.84%			
	Respite	£23.40	£24.50	£0.00	£24.50	£1.10	4.70%			
								£10,900	£550	£11,450
Laundry Charges	Independent living/flexicare laundry wash	£3.30	£2.92	£0.58	£3.50	£0.20	6.18%			
								£7,600	£470	£8,070
Room Hire	Hairdressing at Silkin/Fred Millard, (Hourly charge) *	£6.00	£5.34	£1.07	£6.40	£0.40	6.70%			
	Private chiropodist and other services, (per hour) *	£6.00	£5.34	£1.07	£6.40	£0.40	6.70%			
								£2,000	£0	£2,000
Support Services and careline for HRA tenants	Housing related support (includes all services shown under careline alarms)	£19.65	£19.65	£0.00	£19.65	£0.00	0.00%			
	SIM Careline Unit (additional weekly charge)	£1.20	£1.00	£0.20	£1.20	£0.00	0.00%			
	independent living and flexi care support charge for previous HRS protected clients and new residents entitled to HB	£10.50	£10.50	£0.00	£10.50	£0.00	0.00%			
	response service for new customers (50 weeks)	£8.70	£7.25	£1.45	£8.70	£0.00	0.00%			
	Response service to other provider equipment (50 weeks)*	£4.92	£4.10	£0.82	£4.92	£0.00	0.00%			
	Monitoring only service (50 weeks) *	£3.90	£3.25	£0.65	£3.90	£0.00	0.00%			
								£467,500	£0	£467,500
Careline Alarm- private (Shortfall funded from General Fund)	Response service (52 weeks) *	£8.70	£7.25	£1.45	£8.70	£0.00	0.00%			
	Response service out of area (52 weeks)*	£8.70	£7.25	£1.45	£8.70	£0.00	0.00%			
	Response service to other provider equipment (52 weeks)*	£4.92	£4.10	£0.82	£4.92	£0.00	0.00%			
	Monitoring only service (52 weeks) *	£3.90	£3.25	£0.65	£3.90	£0.00	0.00%			
								£93,000	£0	£93,000
	Careline (Winkhaus) keys*	£14.40	£12.80	£2.56	£15.36	£0.96	6.70%			
	Fobs - Sheltered Schemes (Black)	£23.10	£20.54	£4.11	£24.65	£1.55	6.70%			
	Fobs - Sheltered Schemes (Shark)	£13.80	£12.27	£2.45	£14.72	£0.92	6.70%			
Replacement Pendants	Tynetec pendant	£60.00	£53.35	£10.67	£64.02	£4.02	6.70%			
	Doro pendant	£50.40	£44.81	£8.96	£53.78	£3.38	6.70%			
	Chiptech	£52.98	£47.11	£9.42	£56.53	£3.55	6.70%			
Key safe	Supply	£22.20	£22.50	£0.00	£22.50	£0.30	1.35%			
	Fit	£64.20	£65.00	£0.00	£65.00	£0.80	1.25%			
Lock Change		£93.60	£83.21	£16.64	£99.85	£6.25	6.68%			
								£3,850	£260	£4,110
General Needs Tenants and Leaseholders:										
Key Fobs	Old Style "Black fobs"	£23.10	£20.54	£4.11	£24.65	£1.55	6.70%			
	New "Shark" Fobs*	£13.80	£12.27	£2.45	£14.72	£0.92	6.70%			
Communal door entry keys	Replacement keys for entry doors to flat blocks.	£22.08	£19.63	£3.93	£23.56	£1.48	6.70%			
Laundry charges - Roundmead	Wash tokens	£6.24	£5.55	£1.11	£6.66	£0.42	6.70%			
	Dry Tokens	£3.36	£2.99	£0.60	£3.59	£0.23	6.70%			
Management Fees for Westwood Court & Kilner Close	Administration Fees	£1.26	£1.12	£0.22	£1.34	£0.08	6.70%			
								£7,500	£500	£8,000

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Stores		£7.00	£7.47	£0.00	£7.47	£0.47	6.70%			
Lock change	Callout	£152.40	£135.51	£27.10	£162.61	£10.21	6.70%			
	Admin charge	£54.60	£48.55	£9.71	£58.26	£3.66	6.70%			
	Charge		POA		POA					
								£28,400	£1,900	£30,300
Tenant's Retrospective Charges		£0.00		£0.00	£0.00	£0.00	n/a			
Inspection charge - depending on cost of work	From £0 to £999	£235.00	£250.75	£0.00	£250.75	£15.75	6.70%			
	From £1,000 to £1,999	£240.00	£256.08	£0.00	£256.08	£16.08	6.70%			
	From £2,000 to £2,999	£260.00	£277.42	£0.00	£277.42	£17.42	6.70%			
	From £3,000 to £3,999	£270.00	£288.09	£0.00	£288.09	£18.09	6.70%			
	From £4,000 to £4,999	£320.00	£341.44	£0.00	£341.44	£21.44	6.70%			
	From £5,000 to £5,999	£430.00	£458.81	£0.00	£458.81	£28.81	6.70%			
Adminstration		£170.00	£181.39	£0.00	£181.39	£11.39	6.70%			
								£6,400	£50	£6,450
Leasehold charges for services - VAT not applicable. All fees are additional income for SBC										
Solicitors enquiries/standard pre-sale enquiries*	10 working day response - from date of payment	£190.00	£202.73	£0.00	£202.73	£12.73	6.70%			
Solicitors enquiries/standard pre-sale enquiries*	3 working day response - from date of payment	£290.00	£309.43	£0.00	£309.43	£19.43	6.70%			
Re-mortgage enquiries*	Enquiries raised at a time of remortgaging	£90.00	£96.03	£0.00	£96.03	£6.03	6.70%			
Copy of lease*	fee for providing a copy of the lease	£45.00	£48.02	£0.00	£48.02	£3.02	6.70%			
Copies of quarterly service charge invoice*	additional inspection fee	£40.00	£42.68	£0.00	£42.68	£2.68	6.70%			
Copies of service charge estimate or actual statement*	additional inspection fee	£40.00	£42.68	£0.00	£42.68	£2.68	6.70%			
Deed of Postponement		£130.00	£138.71	£0.00	£138.71	£8.71	6.70%			
Notice of Charge		£45.00	£48.02	£0.00	£48.02	£3.02	6.70%			
Notice of Transfer/Assignment		£45.00	£48.02	£0.00	£48.02	£3.02	6.70%			
Lease extension	Valuation fee	£350.00	£373.45	£0.00	£373.45	£23.45	6.70%			
	Legal fee	£760.00	£810.92	£0.00	£810.92	£50.92	6.70%			
	Adminstration fee	£180.00	£192.06	£0.00	£192.06	£12.06	6.70%			
	Deposit - £260 or 10% of the premium, whichever is higher	£260.00	£277.42	£0.00	£277.42	£17.42	6.70%			
Collective enfranchisement	Valuation fee	£730.00	£778.91	£0.00	£778.91	£48.91	6.70%			
	Legal fee	£760.00	£810.92	£0.00	£810.92	£50.92	6.70%			
	Adminstration fee	£180.00	£192.06	£0.00	£192.06	£12.06	6.70%			
Consent fee/sub let fee	Cost of requesting permission to sublet the property	£70.00	£74.69	£0.00	£74.69	£4.69	6.70%			
Alterations										
Minor alterations - these are internal works within the demised premises that do not require planning permission or building control approval	Pre-application advice (non-refundable)	£200.00	£213.40	£0.00	£213.40	£13.40	6.70%			
	Minor application consideration and decision (non-refundable)	£400.00	£426.80	£0.00	£426.80	£26.80	6.70%			
	Letter licence - deed	£270.00	£288.09	£0.00	£288.09	£18.09	6.70%			
	Full licence - issued by Building Surveyor	£410.00	£437.47	£0.00	£437.47	£27.47	6.70%			
	Extension of the letter licence period	£240.00	£256.08	£0.00	£256.08	£16.08	6.70%			
Major alterations	Pre-application advice (non-refundable)	£240.00	£256.08	£0.00	£256.08	£16.08	6.70%			
	Major application consideration and decision (non-refundable)	£650.00	£693.55	£0.00	£693.55	£43.55	6.70%			
	Landlord licence - deed	£470.00	£501.49	£0.00	£501.49	£31.49	6.70%			
	Supplemental lease/deed of variation additional premises/restrictions)	£210.00	£224.07	£0.00	£224.07	£14.07	6.70%			
	Extension of the letter licence period	£320.00	£341.44	£0.00	£341.44	£21.44	6.70%			

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Minor alterations - these are internal works within the demised premises that do not require planning permission or building control approval	Pre-application advice (non-refundable)	£285.00	£304.10	£0.00	£304.10	£19.10	6.70%			
	Minor application consideration and decision (non-refundable)	£525.00	£560.18	£0.00	£560.18	£35.18	6.70%			
	Retrospective letter licence	£430.00	£458.81	£0.00	£458.81	£28.81	6.70%			
Major alterations	Pre-application advice (non-refundable)	£325.00	£346.78	£0.00	£346.78	£21.78	6.70%			
	Major application consideration and decision (non-refundable)	£940.00	£1,002.98	£0.00	£1,002.98	£62.98	6.70%			
	Supplemental lease (extension of demised premises)	£410.00	£437.47	£0.00	£437.47	£27.47	6.70%			
	Landlord licence - deed	£670.00	£714.89	£0.00	£714.89	£44.89	6.70%			
Unauthorised alterations (The cost of this will depend on whether it is Minor or Major Works and the figure given is the minimum for major works)	Minor assessment and ruling	£500.00	£533.50	£0.00	£533.50	£33.50	6.70%			
	Major assessment and ruling	£740.00	£789.58	£0.00	£789.58	£49.58	6.70%			
	Stop and make safe notification (including liaison with other council officers)	£365.00	£389.46	£0.00	£389.46	£24.46	6.70%			
	Re-instatement minor works	£740.00	£789.58	£0.00	£789.58	£49.58	6.70%			
	Re-instatement major works	£980.00	£1,045.66	£0.00	£1,045.66	£65.66	6.70%			
									£500	£500
	GRAND TOTAL							£627,150	£4,230	£631,380