

HOUSING REVENUE ACCOUNT FEES AND CHARGE PROPOSED 2025/26

Service	Fees and Charges for 2025/26	2024/25 Fee	2025/26 Proposed Fee	2025-26 Proposed Increase (£)	2025-26 Proposed Increase (%)	Working Budget 2024/25	Budget Increase (from fee proposals)
Housing Revenue Account							
Specialist Support							
Guest Bedrooms	Silkin Court, Walpole Court, Scarborough Avenue, Southend Close, Pinewoods & Fred Millard.	£14.40	£14.90	£0.50	3.50%		
Guest flats	Norman Court, Silkin Court	£24.60	£25.40	£0.80	3.24%		
Short Stay Units	Assessment (per day)	£12.50	£12.90	£0.40	3.20%		
	Respite*	£24.50	£25.30	£0.80	3.28%		
						£4,670	£1,034
Laundry Charges	Independent living/flexicare laundry wash	£3.50	£3.60	£0.10	2.84%		
						£21,600	£544
Room Hire	Hairdressing at Silkin/Fred Millard, (Hourly charge) *	£6.40	£6.60	£0.19	3.03%		
	Private chiropodist and other services, (per hour) *	£6.40	£6.60	£0.19	3.03%		
						£2,000	£0
Support Services and Care connect 24/7 for HRA tenants	Housing related support (includes all services shown under careline alarms)	£19.65	£19.65	£0.00	0.00%		
	Additional pendant for 2nd service user (additional weekly charge) (50 weeks)		£0.50				
	independent living and flexi care support charge for previous HRS protected clients and new residents entitled to HB	£10.50	£10.50	£0.00	0.00%		
	response service for new customers (50 weeks)	£8.70	£8.70	£0.00	0.00%		
	Response service to other provider equipment (50 weeks)*	£4.92	£4.90	-£0.02	-0.41%		
	Monitoring only service (50 weeks) *	£3.90	£3.90	£0.00	0.00%		
						£587,390	-£5
Care Connect 24/7 alarm - private (Shortfall funded from General Fund)	Response service (52 weeks) *	£8.70	£8.70	£0.00	0.00%		
	Additional pendant (52 weeks)*		£0.60				
	Response service out of area (52 weeks)*	£8.70	£8.70	£0.00	0.00%		
	Response service to other provider equipment (52 weeks)*	£4.92	£4.90	-£0.02	-0.41%		
	Monitoring only service (52 weeks) *	£3.90	£3.90	£0.00	0.00%		
						£128,000	£0
	Winkhaus keys	£15.36	£15.90	£0.54	3.48%		
	Fobs - Sheltered Schemes (Black)	£24.65	£25.40	£0.75	3.04%		
	Fobs - Sheltered Schemes (Shark)	£14.72	£15.20	£0.48	3.25%		
Replacement Pendants	Tynetec pendant	£64.02	£66.10	£2.08	3.24%		
	Chiptech	£56.53	£58.30	£1.77	3.12%		
Key safe	Supply	£22.50	£23.20	£0.70	3.11%		
	Fit	£65.00	£67.10	£2.10	3.23%		
Lock Change		£99.85	£103.00	£3.15	3.15%		
						£3,850	£327
General Needs Tenants and Leaseholders:							
Key Fobs	Old Style "Black fobs**"	£24.65	£25.40	£0.75	3.04%		
	New "Shark" Fobs*	£14.72	£15.20	£0.48	3.25%		
Communal door entry keys	Replacement keys for entry doors to flat blocks.	£23.56	£24.30	£0.74	3.15%		
Laundry charges - Roundmead	Wash tokens	£6.66	£6.90	£0.24	3.57%		
	Dry Tokens	£3.59	£3.70	£0.12	3.29%		
Management Fees for Westwood Court & Kilner Close	Administration Fees	£1.34	£1.40	£0.05	3.85%		
						£1,930	£57

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Stores	Use of store	£7.47	£7.70	£0.23	3.07%		
Lock change	Callout	£162.61	£167.80	£5.18	3.19%		
	Admin charge	£58.26	£60.10	£1.84	3.16%		
	Charge	POA					
						£17,000	£521
Tenant's Retrospective Charges							
Inspection charge - depending on cost of work	From £0 to £999	£250.75	£258.80	£8.05	3.21%		
	From £1,000 to £1,999	£256.08	£264.30	£8.22	3.21%		
	From £2,000 to £2,999	£277.42	£286.30	£8.88	3.20%		
	From £3,000 to £3,999	£288.09	£297.30	£9.21	3.20%		
	From £4,000 to £4,999	£341.44	£352.40	£10.96	3.21%		
	From £5,000 to £5,999	£458.81	£473.50	£14.69	3.20%		
Adminstration	Administration	£181.39	£187.20	£5.81	3.21%		
						£6,720	£0
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	£202.73	£209.20	£6.47	3.19%		
Solicitors enquiries/standard pre-sale enquiries*	3 working day response - from date of payment	£309.43	£319.30	£9.87	3.19%		
Re-mortgage enquiries*	Enquiries raised at a time of remortgaging	£96.03	£99.10	£3.07	3.20%		
Copy of lease*	fee for providing a copy of the lease	£48.02	£49.50	£1.49	3.10%		
Copies of quarterly service charge invoice*	additional inspection fee	£42.68	£44.00	£1.32	3.08%		
Copies of service charge estimate or actual statement*	additional inspection fee	£42.68	£44.00	£1.32	3.08%		
Deed of Postponement		£138.71	£143.10	£4.39	3.16%		
Notice of Charge		£48.02	£49.50	£1.49	3.10%		
Notice of Transfer/Assignment		£48.02	£49.50	£1.49	3.10%		
Lease extension	Valuation fee	£373.45	£385.40	£11.95	3.20%		
	Legal fee	£810.92	£836.90	£25.98	3.20%		
	Adminstration fee	£192.06	£198.20	£6.14	3.19%		
	Deposit - £260 or 10% of the premium, whichever is higher	£277.42	£286.30	£8.88	3.20%		
Collective enfranchisement	Valuation fee	£778.91	£803.80	£24.89	3.19%		
	Legal fee	£810.92	£836.90	£25.98	3.20%		
	Adminstration fee	£192.06	£198.20	£6.14	3.19%		
Consent fee/sub let fee	Cost of requesting permission to sublet the property	£74.69	£77.10	£2.41	3.23%		
						£0	£0
Leasehold 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)	£213.40	£220.20	£6.80	3.19%		
	Minor application consideration and decision (non-refundable)	£426.80	£440.50	£13.70	3.21%		
	Letter licence - deed	£288.09	£297.30	£9.21	3.20%		
	Full licence - issued by Building Surveyor	£437.47	£451.50	£14.03	3.21%		
	Extension of the letter licence period	£256.08	£264.30	£8.22	3.21%		
Major alterations	Pre-application advice (non-refundable)	£256.08	£264.30	£8.22	3.21%		
	Major application consideration and decision (non-refundable)	£693.55	£715.70	£22.15	3.19%		
	Landlord licence - deed	£501.49	£517.50	£16.01	3.19%		
	Supplemental lease/deed of variation additional premises/restrictions)	£224.07	£231.20	£7.13	3.18%		
	Extension of the letter licence period	£341.44	£352.40	£10.96	3.21%		
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)	£304.10	£313.80	£9.70	3.19%		
	Minor application consideration and decision (non-refundable)	£560.18	£578.10	£17.93	3.20%		
	Retrospective letter licence	£458.81	£473.50	£14.69	3.20%		
Major alterations	Pre-application advice (non-refundable)	£346.78	£357.90	£11.13	3.21%		
	Major application consideration and decision (non-refundable)	£1,002.98	£1,035.10	£32.12	3.20%		
	Supplemental lease (extension of demised premises)	£437.47	£451.50	£14.03	3.21%		
	Landlord licence - deed	£714.89	£737.80	£22.91	3.20%		

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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	£533.50	£550.60	£17.10	3.21%		
	Major assessment and ruling	£789.58	£814.90	£25.32	3.21%		
	Stop and make safe notification (including liaison with other council officers)	£389.46	£401.90	£12.44	3.19%		
	Re-instatement minor works	£789.58	£814.90	£25.32	3.21%		
	Re-instatement major works	£1,045.66	£1,079.10	£33.44	3.20%		
						£0	£0
	GRAND TOTAL					£773,160	£2,478