

SCHEDULE OF CHARGES FROM 1 APRIL 2018

ALL CHARGES ARE EXCLUSIVE OF VAT, WHERE APPLICABLE

Activity	Unit	2018/19 Charge	VAT applicable
Chief Executive			
Executive Services			
Town Hall			
Hire of Town Hall for meeting/talk/workshop	per hour	£ 26.53	Only where catering takes place
Hire of Town Hall for concert/dance/rehearsal	per hour	£ 31.84	Only where catering takes place
Hire of Town Hall for coffee morning/kitchen hire/evening/teas/dinner	per hour	£ 35.03	Only where catering takes place
Hire of Town Hall for wedding/dinner dance	per hour	£ 53.06	Only where catering takes place
Hire of Town Hall for Christmas party	per hour	£ 44.57	Only where catering takes place
Hire of Town Hall for Up Helly Aa	per hour	£ 71.64	Only where catering takes place
Hire of Town Hall for cheese & wine	per hour	£ 40.87	Only where catering takes place
Hire of Town Hall for fair	per hour	£ 42.45	Only where catering takes place
Hire of Town Hall for misc, including show, prize giving, quiz, whist	per hour	£ 31.84	Only where catering takes place
Cleaning costs for Up Helly Aa	per event	£ 562.94	Yes
Performing Rights Society Charges - concerts (live music)	per event	£ 18.93	Yes
Performing Rights Society Charges - concerts (live music) entry charged at door	per event	£ 33.96	Yes
Performing Rights Society Charges - miscellaneous events (dinner dance)	per event	£ 21.30	Yes
Performing Rights Society Charges - Workshops	per event	£ 2.38	Yes
Performing Rights Society Charges - exhibitions/fair/award ceremony	per event	£ 31.92	Yes
Cancellation charges - cancellation of room bookings must be confirmed at least 5 days before the date or the full charge is payable. These bookings will not be transferred to another date.			
Preparation time - any preparation time will be charged at the applicable hourly rate for the event.	per hour	Dependent on event	Yes
Hire of stacking chair	per item	£ 0.56	Yes
Hire of table 4ft or 6ft	per item	£ 5.37	Yes
Hire of projector screen	per item	£ 3.26	Yes
Hire of lectern	per item	£ 2.22	Yes
Hire of flipchart easel	per item	£ 2.22	Yes
Hire of display stand	per item	£ 3.26	Yes
Supply of tea & coffee	per person	£ 1.48	Yes
Supply of tea, coffee & biscuits	per person	£ 2.00	Yes
Hire of tablecloths	per tablecloth	£ 2.11	Yes
Hire of data projector	per event	£ 15.38	Yes
Use of hot cupboard	per event	£ 8.20	Yes
Use of cutlery items	per item	£ 0.19	Yes

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Activity	Unit	2018/19 Charge	VAT applicable
Use of crockery items	per item	£ 0.23	Yes
Use of salt & pepper pairs (filled)	per item	£ 0.52	Yes
Use of milk jug or sugar bowl	per item	£ 0.36	Yes
Use of serving bowls	per item	£ 0.62	Yes
Use of tea or coffee pot	per item	£ 1.03	Yes
Use of trays	per item	£ 0.21	Yes
Use of water jugs	per item	£ 0.62	Yes
Use of coffee maker (single)	per event	£ 5.13	Yes
Use of coffee maker (double)	per event	£ 7.18	Yes
Use of coffee filters	per item	£ 0.06	Yes
Corporate Services			
Governance & Law			
Property Enquiry Certificates			
Property Enquiry Certificates	each	£ 115.00	Yes
Registration services			
Registration Office - within office hours; no guests; witnesses only	per event	£ 180.00	No
Registration Office - within office hours; 4-50 guests	per event	£ 230.00	No
Registration Office - outwith office hours; maximum of 50 guests	per event	£ 280.00	No
Outwith Registration Office at an authorised venue (includes Town Hall)	per event	£ 330.00	No
Travel costs for a Registrar attendance at an authorised venue - up to 5 miles from Registration Office	per event	£ 5.00	No
Travel costs for a Registrar attendance at an authorised venue - up to 10 miles from Registration Office	per event	£ 10.00	No
Travel costs for a Registrar attendance at an authorised venue - up to 20 miles from Registration Office	per event	£ 20.00	No
Travel costs for a Registrar attendance at an authorised venue - Over 20 miles	per event	£ 40.00	No
Ferry fares at standard return costs will be added to the travel costs where appropriate and all accommodation and attendance Fees include a non-refundable amount of £32			
Alcohol Licencing Fees			
Initial premises application fee - category 1		£ 200.00	No
Initial premises application fee - category 2		£ 800.00	No
Initial premises application fee - category 3		£ 1,100.00	No
Initial premises application fee - category 4		£ 1,300.00	No
Initial premises application fee - category 5		£ 1,700.00	No
Initial premises application fee - category 6		£ 2,000.00	No
Annual premises licence fee - category 1		£ 180.00	No
Annual premises licence fee - category 2		£ 220.00	No
Annual premises licence fee - category 3		£ 280.00	No
Annual premises licence fee - category 4		£ 500.00	No

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Activity	Unit	2018/19 Charge	VAT applicable
Annual premises licence fee - category 5		£ 700.00	No
Annual premises licence fee - category 6		£ 900.00	No
Vary premises licence 29(1) substitution of manager		£ 31.00	No
Vary premises licence 29(1) minor		£ 20.00	No
Vary premises licence 29(1) other		£ 155.00	No
Transfer by licence holder 33(1) with variation		£ 230.00	No
Transfer by licence holder 33(1) with no variation		£ 155.00	No
Transfer by another person 34(1) with variation		£ 230.00	No
Transfer by another person 34(1) with no variation		£ 155.00	No
Temporary premises licence 47(2)		£ 230.00	No
Occasional licence 56(1)		£ 10.00	No
Extended hours 68(1)		£ 10.00	No
Personal licence 72(1)		£ 50.00	No
Replacement personal licence 92(1)		£ 35.00	No
Replacement premises licence 53(1)		£ 35.00	No
Committee Services			
Data request			
Data subject access request (Under Data Protection Act)		£ 10.00	No
Finance			
Business Improvement District (BID) levy fees			
BID Levy - rateable value £0 - £2,500		£ 200.00	No
BID Levy - rateable value £2,501 - £5,000		£ 300.00	No
BID Levy - rateable value £5,001 - £7,500		£ 400.00	No
BID Levy - rateable value £7,501 - £10,000		£ 500.00	No
BID Levy - rateable value £10,001 - £15,000		£ 600.00	No
BID Levy - rateable value £15,001 - £20,000		£ 700.00	No
BID Levy - rateable value £20,001+		£ 850.00	No
Children's Services			
QI Schools			
School meals			
Secondary pupils, single course	per meal	£ 2.20	No
Secondary pupils, two courses	per meal	£ 2.60	No
Visitors and staff	per meal	£ 4.60	Yes
Primary pupils	per meal	£ 2.20	No
Nursery pupils	per meal	£ 1.80	No
School milk			
Pupil	per week	£ 0.90	No
Nursery provision			
Bells Brae additional 45 minute session	per session	£ 3.70	No

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Activity	Unit	2018/19 Charge	VAT applicable
Mossbank	per hour	£ 4.88	No
Isles Haven Nursery additional session	per hour	£ 4.88	No
Instrumental instruction			
Per academic year - Individual instruction	per pupil	£ 200.00	No
Per academic year - Group instruction	per pupil	£ 150.00	No
School lettings			
Hire of classroom	per hour	£ 20.50	No
Hire of large meeting (e.g. school hall/gym hall)	per hour	£ 33.50	No
Hire for dramatic performance	per hour	£ 60.00	No
Hire of school hall	per function	£ 250.00	No
Hire of school hall plus large school kitchen	per function	£ 307.50	Only where catering takes place
Hire of school hall plus small school kitchen	per function	£ 271.63	Only where catering takes place
Hire for Up Helly Aa (including kitchen)	per function	£ 512.50	Only where catering takes place
Use of tea/coffee facilities (e.g. for meetings) - large school kitchen	per function	£ 92.25	Yes
Use of tea/coffee facilities (e.g. for meetings) - small school kitchen	per function	£ 51.25	Yes
All schools - hire of multicourt Area	per hour	£ 6.15	Yes
Charge per locker	per year	£ 5.00	No
School lettings - sporting activities			
Equipment - Trampoline		£ 18.50	Yes
Equipment - 2 Trampolines (on 1 badminton court)		£ 27.00	Yes
Use of car parks (e.g. car boot sales)		£ 21.00	No
Hire of projector	per hour	£ 10.50	Yes
Charge for room or area not returned to original state		£ 35.00	Yes
Charge for cleaning after function		£ 70.00	Yes
Halls of residence - board & accommodation			
Placing request pupils - full weekly board	per pupil	£ 220.38	No
Placing request pupils - full daily board	per pupil	£ 51.25	No
Adults (holiday periods only) - dinner, bed and breakfast	per day	£ 68.34	Yes
Adults (holiday periods only) - bed and breakfast	per day	£ 42.71	Yes
Parents flat	per night	£ 15.00	Yes
Hire of conference room for half day	per event	£ 51.25	No
Hire of conference room for full day	per event	£ 76.88	No
Tea, coffee and biscuits	per head	£ 2.99	Yes
Soup and sandwiches	per head	£ 4.70	Yes
Children's Resources			
Out of school clubs			

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Activity	Unit	2018/19 Charge	VAT applicable
Ness Out of School Club (excludes trips)	per hour	£ 4.88	No
Ness Out of School Club (excludes trips)	per session	£ 10.50	No
Ness holiday programme (excludes trips)	full day	£ 34.00	No
Ness holiday programme (excludes trips)	half day	£ 17.00	No
Mossbank wraparound care (excludes trips)	per hour	£ 4.90	No
Mossbank holiday programme (excludes trips)	full day	£ 34.00	No
Mossbank holiday programme (excludes trips)	half day	£ 17.00	No
Islesburgh Out of School Club	per session	£ 10.50	No
Islesburgh holiday programme (excludes trips)	full day	£ 34.00	No
Islesburgh holiday programme (excludes trips)	half day	£ 17.00	No
Shetland Library			
Sales			
USB drive - 8GB	per item	£ 8.00	Yes
USB drive - 16GB	per item	£ 12.00	Yes
Sale of headphones (in-ear)	per item	£ 2.50	Yes
Sale of headphones (other)	per item	£ 2.50	Yes
Hot drinks	per item	£ 1.00	Yes
Film DVD hire	per item	£ 1.00	Yes
Sports & Leisure			
Jubilee Flower Park			
Tennis - hire of court - concession rate	per hour	£ 2.71	Yes
Tennis - hire of court - standard rate	per hour	£ 5.42	Yes
Tennis - hire of up to 4 racquets and 3 balls - concession rate	per hour	£ 1.29	Yes
Tennis - hire of up to 4 racquets and 3 balls - standard rate	per hour	£ 2.58	Yes
Putting - 18 holes - concession rate	per hour	£ 0.83	Yes
Putting - 18 holes - standard rate	per hour	£ 1.67	Yes
Bowling - hire of rink - concession rate	per hour	£ 2.71	Yes
Bowling - hire of rink - standard rate	per hour	£ 5.42	Yes
Bowling - hire of up to 4 sets of bowls - concession rate	per hour	£ 1.08	Yes
Bowling - hire of up to 4 sets of bowls - standard rate	per hour	£ 2.25	Yes
Bowling - hire of shoes - concession rate	per person per hour	£ 1.12	Yes
Bowling - hire of shoes - standard rate	per person per hour	£ 2.25	Yes
Seasonal hire of green to bowling club (excluding use of bowls and shoes) - concession rate	per person	£ 16.00	Yes
Seasonal hire of green to bowling club (excluding use of bowls and shoes) - standard rate	per person	£ 32.00	Yes
Hire of Pavilion kitchen and viewing area	per hour	£ 6.67	Only where catering takes place

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Activity	Unit	2018/19 Charge	VAT applicable
Gilbertson Park games hall			
Games hall - hire for sporting use - single booking - concession rate	per hour	£ 11.00	Yes
Games hall - hire for sporting use - single booking - standard rate	per hour	£ 22.00	Yes
Games hall - hire for general use - concession rate	per hour	£ 11.00	Only where catering takes place
Games hall - hire for general use - standard rate	per hour	£ 22.00	Only where catering takes place
Games hall - block booking (10+) - concession rate	per hour	£ 11.00	Only where catering takes place
Games hall - block booking (10+) - standard rate	per hour	£ 22.00	Only where catering takes place
Hire of kitchen facilities	per hour	£ 6.67	Yes
Pitches			
Pitch hire with changing rooms - block booking (10+) - concession rate	per hour	£ 18.00	No
Pitch hire with changing rooms - block booking (10+) - standard rate	per hour	£ 30.00	No
Pitch hire with changing rooms - single booking - concession rate	per hour	£ 18.00	Yes
Pitch hire with changing rooms - single booking - Standard Rate	per hour	£ 30.00	Yes
Pitch hire only - block booking (10+) - concession rate	per hour	£ 11.20	No
Pitch hire only - block booking (10+) - standard rate	per hour	£ 23.20	No
Pitch hire only - single booking - concession rate	per hour	£ 11.20	Yes
Pitch hire only - single booking - standard rate	per hour	£ 23.20	Yes
Hire of archery field - block booking (10+) - (1/4 pitch) - concession rate	per hour	£ 5.50	No
Hire of archery field - block booking (10+) - (1/4 pitch) - standard rate	per hour	£ 11.00	No
Hire of archery field - single booking (1/4 pitch) - concession rate	per hour	£ 5.50	Yes
Hire of archery field - single booking (1/4 pitch) - standard rate	per hour	£ 11.00	Yes
Hire of cricket wicket - block booking (10+) - concession rate	per hour	£ 5.50	No
Hire of cricket wicket - block booking (10+) - standard rate	per hour	£ 11.00	No
Hire of cricket wicket - single booking - concession rate	per hour	£ 5.50	Yes
Hire of cricket wicket - single booking - standard rate	per hour	£ 11.00	Yes
Hire of plant and labour for grounds maintenance works on external pitches	per hour	£ 30.00	Yes
Pitch changing rooms			
Changing room only - per changing room	per hour	£ 3.40	Yes
Pitch equipment hire			
Equipment hire - block booking (10+) - per extra sets of goals - concession rate	per session	£ 2.50	No

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Equipment hire - block booking (10+) - per extra sets of goals - standard rate	per session	£ 5.00	No
Equipment hire - single booking - per extra sets of goals - concession rate	per session	£ 2.50	Yes
Equipment hire - single booking - per extra sets of goals - standard rate	per session	£ 5.00	Yes
School games halls			
Outdoor education and activities			
General outdoor activities where there is an element of educational training or instruction e.g. coastering, canoeing or climbing (minimum group size of 6 people)	per person per half day	£ 38.00	No
General outdoor activities where there is an element of educational training or instruction e.g. coastering, canoeing or climbing (minimum group size of 6 people)	per person per whole day	£ 55.00	No
General outdoor activities where there is no educational training or instruction e.g. coastering, canoeing or climbing (minimum group size of 6 people)	per person per half day	£ 38.00	Yes
General outdoor activities where there is no educational training or instruction e.g. coastering, canoeing or climbing (minimum group size of 6 people)	per person per whole day	£ 55.00	Yes
Islesburgh Community Centre			
For all charges relating to Islesburgh Community Centre, please see the following link:	http://www.shetland.gov.uk/islesburgh/Communitycentre.asp		
Community Health & Social Care Services			
Community Care Resources			
Social Work establishments			
Permanent residents - all establishments - single room	per week	£ 1,198.00	No
Temporary residents - all establishments - single room	per week	£ 284.00	No
Supported Living - Supported Living Service	per week	£ 56.20	No
Supported Living transition experience flat	per night	£ 11.00	No
Personal care charge (under 65s)	per hour	£ 18.34	No
Domestic home care charge	per hour	£ 13.68	No
Day Care attendance charge	per day	£ 5.00	No
Day Care meal charges	per meal	£ 6.00	No
Meals on Wheels	per meal	£ 6.00	No
Community Alarm Response Services	per week	£ 1.30	No
Social Work premises - room hire only	per hour	£ 11.00	No
Direct payment rates			
Personal care	per hour	£ 18.34	No
Domestic tasks per hour (including laundry and meal preparation)	per hour	£ 13.68	No
Development			
Community Planning & Development			
Adult learning services			

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Activity	Unit	2018/19 Charge	VAT applicable
Special charges may apply to certain classes e.g. an increased hourly charge may be applied if a class has a limited number of places for health & safety reasons in order to make the class viable; or where a class is delivered at the weekend; or an additional charge may be applied for equipment / materials			
Adult Learning evening classes, per person	per hour	£ 4.00	No
Adult Learning evening classes, per persons aged under 18 or over 60 years, or in receipt of benefits	per hour	£ 2.00	No
Housing			
Homeless Persons			
Shared accommodation - standard occupancy charge	per week	£ 54.35	No
Shared accommodation - furniture charge	per week	£ 12.55	No
Shared accommodation - electricity charge	per week	£ 19.40	No
Shared accommodation - service charge	per week	£ 16.65	No
89 St Olaf Street (Room 5)	per week	£ 71.70	No
Electricity in communal areas (12a North Road)	per week	£ 5.40	No
General needs stock used for homeless persons - 1 apt - occupancy charge	per week	£ 54.35	No
General needs stock used for homeless persons - 2 apt - occupancy charge	per week	£ 72.70	No
General needs stock used for homeless persons - 3 apt - occupancy charge	per week	£ 89.05	No
General needs stock used for homeless persons - 4 apt - occupancy charge	per week	£ 106.70	No
General needs stock used for homeless persons - 5 apt - occupancy charge	per week	£ 123.30	No
Lerwick chalets - homeless lets - 1 bed	per week	£ 37.70	No
Lerwick chalets - homeless lets - 2 bed	per week	£ 47.10	No
Landward chalets - homeless lets - 1 bed	per week	£ 34.15	No
Landward chalets - homeless lets - 2 bed	per week	£ 43.05	No
Homeless persons - general needs stock & chalets - B&B accommodation - adult aged 16 or over	per week	£ 122.40	No
Homeless persons - general needs stock & chalets - B&B accommodation - child under 16	per week	£ 61.20	No
Storage charges (storage of property in Gremista store)	per week	£ 6.35	No
Garages			
Garage rents (no electricity)	per week	£ 11.20	Yes
Garage rents (no electricity), if part of Council tenancy	per week	£ 11.20	No
Garage rents (electricity)	per week	£ 16.00	Yes
Garage rents (electricity), if part of a Council tenancy	per week	£ 16.00	No
Double garage (electricity)	per week	£ 24.05	Yes
Double garage (electricity), if part of a Council tenancy	per week	£ 24.05	No
Garage site rent	per week	£ 5.10	Yes
Garage site rent, if part of a Council tenancy	per week	£ 5.10	No
Council houses			
Rent of 5 apartment - Lerwick	per week	£ 108.36	No

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Activity	Unit	2018/19 Charge	VAT applicable
Rent of 4 apartment - Lerwick	per week	£ 92.99	No
Rent of 3 apartment - Lerwick	per week	£ 77.22	No
Rent of 2 apartment - Lerwick	per week	£ 65.33	No
Rent of 1 apartment - Lerwick	per week	£ 49.56	No
Rent of 8 apartment - Non Lerwick	per week	£ 147.11	No
Rent of 6 apartment - Non Lerwick	per week	£ 117.92	No
Rent of 5 apartment - Non Lerwick	per week	£ 102.94	No
Rent of 4 apartment - Non Lerwick	per week	£ 88.34	No
Rent of 3 apartment - Non Lerwick	per week	£ 73.37	No
Rent of 2 apartment - Non Lerwick	per week	£ 62.21	No
Rent of 1 apartment - Non Lerwick	per week	£ 47.24	No
Transport Planning			
Inter-island air services - from Tingwall			
To Fair Isle (non-resident adult, 25yrs+)	single fare	£ 46.20	No
To Fair Isle return (non-resident adult, 25yrs+)	return fare	£ 88.00	No
To Fair Isle (non-resident youth, 12-24yrs or non-resident senior citizen, 60yrs+)	single fare	£ 30.50	No
To Fair Isle return (non-resident youth, 12-24yrs or non-resident senior citizen, 60yrs+)	return fare	£ 58.10	No
To Fair Isle (non-resident child, 2 - 11yrs)	single fare	£ 23.10	No
To Fair Isle return (non-resident child, 2 - 11yrs)	return fare	£ 44.00	No
To Fair Isle return (island resident, 12yrs+)	return fare	£ 43.05	No
To Fair Isle return (island resident, 2-11yrs or pupil attending AHS)	return fare	£ 28.40	No
To Foula (non-resident adult, 25yrs+)	single fare	£ 43.60	No
To Foula return (non-resident adult, 25yrs+)	return fare	£ 83.00	No
To Foula (non-resident youth, 12-24yrs or non-resident senior citizen, 60yrs+)	single fare	£ 28.75	No
To Foula return (non-resident youth, 12-24yrs or non-resident senior citizen, 60yrs+)	return fare	£ 54.75	No
To Foula (non-resident child, 2 - 11yrs)	single fare	£ 21.80	No
To Foula return (non-resident child, 2 - 11yrs)	return fare	£ 41.50	No
To Foula return (island resident, 12yrs+)	return fare	£ 43.05	No
To Foula return (island resident, 2-11yrs) or (pupil attending AHS)	return fare	£ 28.40	No
To Papa Stour (non-resident adult, 25yrs+)	single fare	£ 37.80	No
To Papa Stour return (non-resident adult, 25yrs+)	return fare	£ 72.45	No
To Papa Stour (non-resident youth, 12-24yrs or non-resident senior citizen, 60yrs+)	single fare	£ 24.95	No
To Papa Stour return (non-resident youth, 12-24yrs or non-resident senior citizen, 60yrs+)	return fare	£ 47.80	No
To Papa Stour (non-resident child, 2 - 11yrs)	single fare	£ 18.90	No
To Papa Stour return (non-resident child, 2 - 11yrs)	return fare	£ 36.20	No

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To Papa Stour return (island resident, 12yrs+)	return fare	£ 29.40	No
To Papa Stour return (island resident, 2-11yrs or pupil attending AHS)	return fare	£ 19.40	No
Inter-island air services - From Sumburgh			
To Fair Isle (non-resident adult, 25yrs+)	single fare	£ 46.20	No
To Fair Isle return (non-resident adult, 25yrs+)	return fare	£ 88.00	No
To Fair Isle (non-resident youth, 12-24yrs or non-resident senior citizen, 60yrs+)	single fare	£ 30.50	No
To Fair Isle return (non-resident youth, 12-24yrs or non-resident senior citizen, 60yrs+)	return fare	£ 58.10	No
To Fair Isle (non-resident child, 2 - 11yrs)	single fare	£ 23.10	No
To Fair Isle return (non-resident child, 2 - 11yrs)	return fare	£ 44.00	No
To Fair Isle return (island resident, 12yrs+)	return fare	£ 43.05	No
To Fair Isle return (island resident, 2-11yrs or pupil attending AHS)	return fare	£ 28.40	No
Taxi licencing charges			
Taxi or private hire car driver's licence	per licence	£ 90.00	No
Taxi or private hire car licence (grant)	per licence	£ 410.00	No
Taxi or private hire car licence (renewal)	per licence	£ 137.00	No
Deposit on taxi / private hire car licence plates	per application	£ 32.00	No
Vehicle inspection	per application	£ 41.67	No
Re-test of vehicle or private hire car	per application	£ 12.50	No
Meter installation	per application	£ 294.00	No
Meter check and calibration	per application	£ 10.00	No
Replacement driver's ID badge	per application	£ 10.00	No
Replacement licence (driver or car)	per licence	£ 10.00	No
Taxi booking office licence	per licence	£ 115.00	No
Bus Services			
Lerwick to Sumburgh Airport	per ticket	£ 2.90	No
Lerwick to Sumburgh	per ticket	£ 2.90	No
Lerwick to Sandwick	per ticket	£ 2.30	No
Lerwick to Cunningsburgh	per ticket	£ 2.00	No
Lerwick to Walls	per ticket	£ 2.90	No
Lerwick to Bixter	per ticket	£ 2.60	No
Lerwick to Weisdale	per ticket	£ 2.30	No
Lerwick to Hillswick	per ticket	£ 3.80	No
Lerwick to Mossbank	per ticket	£ 3.20	No
Lerwick to Lerwick toft	per ticket	£ 3.20	No
Lerwick to Brae	per ticket	£ 2.90	No
Lerwick to Scalloway	per ticket	£ 1.80	No
Lerwick Town Service	per ticket	£ 1.20	No

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<p>NOTE: discounted multi travel tickets are available offering 20% reduction on fares. The National Concessionary Travel scheme provides Scotland-wide free bus travel for elderly and disabled persons. Also, young persons 16 to 18 years old receive one third off full adult fare on all Scotland-wide bus services. Half fares are payable to children aged between 5 and 16 years old. Under fives travel for free.</p>			
Hire of Council bus and driver			
9am to 5pm - Monday to Friday		£17.29 per hour plus £1.54 per mile	No
5pm to 10pm - Monday to Friday and 9am to 10pm - Saturday		£25.94 per hour plus £1.54 per mile	No
10pm to 9am - Monday to Saturday and all day Sunday		£31.70 per hour plus £1.54 per mile	No
Hire of Council buses (Whalsay)			
Hire of Council buses (including driver)	per mile plus	£ 3.00	No
9am to 5pm - Monday to Friday	per hour	£ 28.49	No
5pm to 10pm - Monday to Friday and 9am to 10pm - Saturday	per hour	£ 42.74	No
10pm to 9am - Monday to Saturday and all day Sunday	per hour	£ 52.14	No
Disabled parking badge (blue badge) charges			
New badge issue	per application	£ 20.00	No
Badge renewal	per application	£ 20.00	No
Replacement for lost / stolen badge	per application	£ 10.00	No
Fast-tracked badge	per application	£ 22.50	No
Planning Services			
Search of records			
Search of records	per hour or part thereof	£ 108.00	No
Letter of comfort			
Provision of Letter of Comfort - with Building Warrant	per letter	£ 150.00	No
Provision of Letter of Comfort - without Building Warrant	per letter	£ 300.00	No
Site visit in relation to Letter of Comfort	per visit	£ 200.00	No
Building warrant			
For the full Building Warrant fee structure, please see the following link:	http://www.shetland.gov.uk/buildingstandards/documents/FeeScale2017.pdf		
Planning applications: Scottish Government - online fee calculator			
For the full Planning Application fee structure, please see the following link:	https://www.eplanning.scot/ePlanningClient/custompages/feecalculator.aspx		
High hedge fees			
Building Warrant Fee Structure	per application	£ 401.00	No

SCHEDULE OF CHARGES FROM 1 APRIL 2018

ALL CHARGES ARE EXCLUSIVE OF VAT, WHERE APPLICABLE

Activity	Unit	2018/19 Charge	VAT applicable
Theatre licence			
Annual theatre licence	per application	£ 75.00	No
Occasional theatre licence	per application	£ 25.00	No
Transfer of theatre licence	per application	£ 5.00	No
Raised structure permit			
Permit for the erection of a temporary or permanent structure	per application	£ 70.00	No
Cinema licence			
Fee for provision of established Cinema facilities	per application	£ 173.50	No
Shetland College and Train Shetland			
Shetland College FE course fees			
FE full-time course	full course	£ 1,008.00	No
FE part-time course	40 hour unit	£ 56.40	No
Shetland College HE course fees (students in Scotland and EU)			
Degree	full course	£ 1,820.00	No
HN full-time (12 of 15 HN credits)	full course	£ 1,285.00	No
HE part-time module (degree)	20 credit module	£ 215.00	No
HN part-time	per HN credit	£ 86.00	No
Shetland College HE course fees (students outwith Scotland and EU)			
Degree	full course	£ 7,920.00	No
HN full-time (12 of 15 HN credits)	full course	£ 6,510.00	No
HE part-time module (degree)	20 credit module	£ 434.00	No
HN part-time	per HN credit	£ 434.00	No
Other Shetland College based courses			
Alternative to Higher English	per course	£ 169.20	No
Assessor awards	per course	£ 903.00	No
Care National 5	per course	£ 282.00	No
Care higher	per course	£ 225.60	No
College Certificate - Computer Aided Design	per course	£ 117.60	No
Childcare Development Higher	per course	£ 225.60	No
Maths National 4	per course	£ 225.60	No
Maths National 5 (Including exam)	per course	£ 258.30	No
Professional Development Award	per HN credit	£ 86.00	No
PDA Business & Management (3 credits)	3 credits	£ 258.00	No
PDA Business & Management (4 credits)	4 credits	£ 334.00	No
PDA Autism	per course	£ 420.00	No
PDA Dementia	per course	£ 451.00	No
PDA Education Support Assistance	per course	£ 787.00	No
Psychology Higher (including exam)	per course	£ 282.00	No

SCHEDULE OF CHARGES FROM 1 APRIL 2018

ALL CHARGES ARE EXCLUSIVE OF VAT, WHERE APPLICABLE

Activity	Unit	2018/19 Charge	VAT applicable
Sociology Higher (including exam)	per course	£ 282.00	No
Leading and Managing Care Services	per course	£ 995.00	No
Shetland College Evening classes			
Certificated classes of 40 hours duration	per course	£ 56.40	No
Non-certificated classes of 20 hours duration	per course	£ 80.00	No
Non-certificated classes of 40 hours duration	per course	£ 160.00	No
Shetland College SVQs			
SVQ2 Social Services and Healthcare	per course	£ 1,548.00	No
SVQ3 Social Services and Healthcare	per course	£ 2,236.00	No
SVQ4 Social Services and Healthcare	per course	£ 2,408.00	No
SVQ3 Social Services: Children and Young People	per course	£ 2,236.00	No
SVQ4 Social Services Child and Young People	per course	£ 2,408.00	No
SVQ4 Social Services Child and Young People (individual unit)	per unit	£ 301.00	No
SVQ 2 Professional Cookery (Hospitality)	per course	£ 3,096.00	No
SVQ 3 Professional Cookery (Hospitality)	per course	£ 3,354.00	No
SVQ1 Food Prep & Cooking	per course	£ 2,356.00	No
SVQ2 Food & Drink	per course	£ 2,580.00	No
SVQ2 Business & Administration	per course	£ 2,064.00	No
SVQ3 Business & Administration	per course	£ 2,236.00	No
SVQ4 Business & Administration	per course	£ 2,408.00	No
SVQ4 Management	per course	£ 2,408.00	No
SVQ5 Management	per course	£ 1,806.00	No
SVQ2 Customer Services	per course	£ 1,806.00	No
SVQ3 Customer Services	per course	£ 1,956.50	No
SVQ4 Learning & Development (Level 9)	per course	£ 2,408.00	No
SVQ4 Learning & Development (Level 9)	per unit	£ 301.00	No
SVQ2 IT	per course	£ 2,580.00	No
SVQ3 IT	per course	£ 2,795.00	No
SVQ(various) Construction	per course	£ 2,795.00	No
SVQ2 Plant Operative	per course	£ 1,032.00	No
European Computer Driving licence (ECDL)			
Level 1 - open leaning	per course	£ 171.00	No
Level 1 - all inclusive	per course	£ 254.00	No
Level 2 - open learning	per course	£ 236.00	No
Level 2 - all inclusive	per course	£ 308.00	No
Level 1 &2 combined - registration and tests only	per course	£ 260.00	No
Level 1 & 2 combined - open learning	per course	£ 342.00	No
Level 1 & 2 combined - all inclusive	per course	£ 526.00	No

SCHEDULE OF CHARGES FROM 1 APRIL 2018

ALL CHARGES ARE EXCLUSIVE OF VAT, WHERE APPLICABLE

Activity	Unit	2018/19 Charge	VAT applicable
Level 1 or 2 - single unit, registration and tests only	per unit	£ 47.25	No
Advanced ECDL			
Registration and tests only	per unit	£ 136.00	No
Open learning	per unit	£ 241.00	No
Drop in classes	per unit	£ 288.00	No
Shetland College Textile Facilitation Unit			
Garment design and development	per hour	£ 35.00	Yes
Machine knitting	per hour	£ 13.20	Yes
Linking	per hour	£ 16.50	Yes
Wash & press	per item	£ 3.50	Yes
Hire of linker	per hour	£ 3.50	Yes
Hire of steam press & drying rack	per hour	£ 15.00	Yes
Hire of cone winder or overlocker	per hour	£ 12.50	Yes
TFU Services for children's garments	per item	variable	No
Shetland College room hire			
Classroom	half day	£ 61.00	No
Classroom	full day	£ 105.00	No
VC Suite (VC Master)	per hour	£ 45.00	No
VC Suite (UHI VC Master)	per hour	variable	No
Train Shetland			
Short Courses - room hire	half day	£ 62.00	No
Short Courses - room hire	full day	£ 105.00	No
Short Courses - invigilation service for exams	fee	£ 123.00	No
Short Courses - Abrasive Wheels	per course	£ 86.00	No
Short Courses - Accredited Assessor Qualification	course + SQA fee	£ 600.00	No
Short Courses - Asbestos Awareness	per course	£ 86.00	No
Short Courses - Assertiveness Skills	per course	£ 105.00	No
Short Courses - COSHH Regulations	per course	£ 92.00	No
Short Courses - Data Protection Awareness	per course	£ 86.00	No
Short Courses - Dealing With Violence & Aggression	per course	£ 86.00	No
Short Courses - Disability Awareness	per course	£ 89.00	No
Short Courses - Drive CPC: Safety of Loads on Vehicles and Manual Handling	per course	£ 107.00	No
Short Courses - Excellence in Customer Service	per course	£ 105.00	No
Short Courses - Fire Extinguisher Training	per course	£ 58.00	No
Short Courses - Fire Safety Awareness	per course	£ 36.00	No
Short Courses - Fire Warden	per course	£ 58.00	No
Short Courses - Fire Warden/Fire Safety Awareness	per course	£ 92.00	No
Short Courses - HABC Emergency First Aid at Work	per course	£ 118.00	No

SCHEDULE OF CHARGES FROM 1 APRIL 2018

ALL CHARGES ARE EXCLUSIVE OF VAT, WHERE APPLICABLE

Activity	Unit	2018/19 Charge	VAT applicable
Short Courses - HABC Emergency Paediatric First Aid	per course	£ 118.00	No
Short Courses - HABC First Aid at Work	per course	£ 288.00	No
Short Courses - HABC First Aid Refresher	per course	£ 229.00	No
Short Courses - HABC Paediatric First Aid	per course	£ 229.00	No
Short Courses - Handling Stress at Work	per course	£ 86.00	No
Short Courses IT - Creating Forms Using Adobe Live Cycle (1 day)	per course	£ 115.00	No
Short Courses IT - Creating Databases Using Access 2007 (1 day)	per course	£ 96.00	No
Short Courses IT - Excel Essentials (1 day)	per course	£ 96.00	No
Short Courses IT - Macromedia Contribute 3 Training (1 day)	per course	£ 96.00	No
Short Courses IT - Managing your Emails in the Workplace (1 day)	per course	£ 96.00	No
Short Courses IT - Microsoft Excel 2007 – New Users, Intermediate or Advanced Courses (1 day)	per course	£ 96.00	No
Short Courses IT - Using Microsoft Access 2007 (1 day)	per course	£ 96.00	No
Short Courses IT - Using Microsoft PowerPoint 2007 (1 day)	per course	£ 96.00	No
Short Courses IT - Using Microsoft Publisher 2007 (1 day)	per course	£ 96.00	No
Short Courses IT - Working with Windows 7 (1/2 day)	per course	£ 76.00	No
Short Courses IT - Word Essentials (1 day)	per course	£ 96.00	No
Short Courses - IOSH Managing Safely	per course	£ 555.00	No
Short Courses - IOSH Working Safely	per course	£ 172.00	No
Short Courses - Ladder Safety	per course	£ 86.00	No
Short Courses - Manual Handling	per course	£ 92.50	No
Short Courses - Minute Taking	per course	£ 108.00	No
Short Courses - Noise Awareness	per course	£ 86.00	No
Short Courses - REHIS Elementary Food Hygiene	per course	£ 93.00	No
Short Courses - REHIS Elementary Food Hygiene - e-learning	per course	£ 93.00	No
Short Courses - REHIS Elementary HACCP	per course	£ 93.00	No
Short Courses - REHIS Elementary Health and Safety	per course	£ 93.00	No
Short Courses - REHIS Intermediate Food Hygiene	per course	£ 400.00	No
Short Courses - REHIS Intermediate HACCP Practices	per course	£ 400.00	No
Short Courses - Risk Assessment	per course	£ 115.00	No
Short Courses - Sharps Awareness	per course	£ 92.00	No
Short Courses - Supervisory Skills	per course	£ 110.00	No
Short Courses - Tough Conversations	per course	£ 135.00	No
Short Courses - Train the Trainer	per unit	£ 850.00	No
Short Courses - Working Safely at Heights	per course	£ 86.00	No
Short Courses - Working Safely in Confined Spaces	per course	£ 86.00	No

SCHEDULE OF CHARGES FROM 1 APRIL 2018

ALL CHARGES ARE EXCLUSIVE OF VAT, WHERE APPLICABLE

Activity	Unit	2018/19 Charge	VAT applicable
Vocational Training - admin fee for MA	per year	£ 50.00	No
CPCS Centre - Forward Tipping Dumper	per course	£ 525.00	No
CPCS Centre - Excavator 180 below 5 tonne	per course	£ 825.00	No
CPCS Centre - Excavator 180 above 5 tonne	per course	£ 825.00	No
CPCS Centre - Rough Terrain Forklift/Masted Truck	per course	£ 525.00	No
CPCS Centre - Industrial Forklift	per course	£ 525.00	No
CPCS Centre - Tele handler	per course	£ 525.00	No
CPCS Centre - Wheeled loader	per course	£ 825.00	No
CPCS Centre - MEWP scissor	per course	£ 425.00	No
CPCS Centre - MEWP boom	per course	£ 425.00	No
CPCS Centre - Ride-on roller	per course	£ 425.00	No
CPCS Centre - Lorry mounted crane	per course	£ 525.00	No
CPCS Centre - Slinger/Signaller	per course	£ 525.00	No
CPCS Centre - Loader/Securer - STGO	per course	£ 525.00	No
CPCS Centre - Dump Truck - Articulated chassis	per course	£ 525.00	No
CPCS Centre - Excavator 360 below 10 tonne	per course	£ 525.00	No
CPCS Centre - Excavator 360 above 10 tonne	per course	£ 825.00	No
Plant Vocational Training - NVQ Certificate	per course	£ 1,273.00	No
Plant Vocational Training - NVQ Diploma	per course	£ 1,283.00	No
Infrastructure			
Environmental Services			
Burial charges			
Adult		£ 512.50	No
Children		no charge	No
Ashes		£ 256.25	No
Burial ground reservation		£ 550.00	No
Minimum charge for search of records		£ 20.00	No
Charge for transfer of lair		£ 20.00	No
Charge to issue permit for permission to erect memorial stone		£ 50.00	No
Residents outside Shetland plot charge		£ 825.00	No
Residents outside Shetland burial charge		£ 768.75	No
Residents outside Shetland ashes charge		£ 385.00	No
Waste disposal and cleansing			
Gremista: minimum charges for load < than 200kg	up to 200kg	£ 11.00	No
Gremista landfill: standard charges per tonne - landfill (excluding landfill tax and handling charge)	per tonne	£ 55.00	No
Gremista landfill: landfill tax will be charged in addition to above (landfill tax (set by legislation): non-inert	per tonne	£ 88.95	No
Gremista landfill: landfill tax will be charged in addition to above (landfill tax (set by legislation): inert	per tonne	£ 2.80	No

SCHEDULE OF CHARGES FROM 1 APRIL 2018

ALL CHARGES ARE EXCLUSIVE OF VAT, WHERE APPLICABLE

Activity	Unit	2018/19 Charge	VAT applicable
Gremista landfill: landfill tax will be charged in addition to above (landfill tax (set by legislation): non-inert	per tonne	£ 88.95	No
Gremista landfill: landfill tax will be charged in addition to above (landfill tax (set by legislation): inert	per tonne	£ 2.80	No
Waste disposal charges Gremista sorting shed: minimum charge for load less than 200kg	up to 200kg	£ 23.20	No
Waste disposal charges Gremista sorting shed: standard charge per tonne	per tonne	£ 116.00	No
Commercial fridge/freezers	per unit	£ 116.00	No
Salmon - landfill	per tonne	£ 96.00	No
Salmon - landfill	up to 200kg	£ 19.20	No
Sewage sludge	per tonne	£ 110.00	No
Sewage sludge	up to 200kg	£ 22.00	No
Tyres	per tonne	£ 190.00	No
Tyres	up to 200kg	£ 38.00	No
Polypropylene tonne bags	per tonne	£ 143.50	No
Polypropylene tonne bags	up to 200kg	£ 28.70	No
Garden waste	per tonne	£ 118.00	No
Garden waste	up to 200kg	£ 23.60	No
Televisions / monitors	per item	£ 5.40	No
Waste to Energy - standard charge - commercial customers	per tonne	£ 56.50	No
Waste to Energy - minimum charge - commercial customers	up to 200kg	£ 11.30	No
Waste to Energy - international waste - standard charge	per tonne	£ 96.00	No
Waste to Energy - international waste - standard charge	up to 200kg	£ 19.20	No
Waste to Energy - hooklift bin hire one-off		£ 20.00	No
Waste to Energy - hooklift bin hire - part of a trade waste collection contract	per week	£ 20.00	No
Waste to Energy - hooklift hire vehicle one-off	per hour	£ 65.00	No
Waste to Energy - hooklift hire vehicle - part of trade waste collection contract	per week	£ 65.00	No
Waste to Energy - hire of forklift if required for tipping bins on occasion (one-off)	per hire	£ 12.00	No
Domestic refuse collection service - household refuse sacks (box of 200 sacks)	per box	£ 13.75	No
Domestic refuse collection service - wheeled bin - for sale to householders	120 litres	£ 35.00	No
Domestic refuse collection service - wheeled bin - for sale to householders	240 litres	£ 35.00	No
Domestic refuse collection service - wheeled bin - for sale to householders	360 litres	£ 66.66	No
Commercial refuse containers - annual standing charge - wheeled bin	120 litres	£ 9.00	No
Commercial refuse containers - annual standing charge - wheeled bin	240 litres	£ 9.00	No

SCHEDULE OF CHARGES FROM 1 APRIL 2018

ALL CHARGES ARE EXCLUSIVE OF VAT, WHERE APPLICABLE

Activity	Unit	2018/19 Charge	VAT applicable
Commercial refuse containers - annual standing charge - wheeled bin	360 litres	£ 17.00	No
Commercial refuse containers - annual standing charge - wheeled bin	660 litres	£ 82.00	No
Commercial refuse containers - annual standing charge - wheeled bin	1100 litres	£ 85.00	No
Commercial refuse sack - approx. 70 litres	roll of 50 sacks	£ 45.00	No
Commercial refuse sticker	roll of 50 stickers	£ 45.00	No
Commercial refuse containers - collection/disposal charge per uplift - wheeled bin	120 litres	£ 1.54	No
Commercial refuse containers - recycle waste collection/disposal charge per uplift - wheeled bin	120 litres	£ 1.49	No
Commercial refuse containers - collection/disposal charge per uplift - wheeled bin	240 litres	£ 2.31	No
Commercial refuse containers - recycle waste collection/disposal charge per uplift - wheeled bin	240 litres	£ 2.20	No
Commercial refuse containers - collection/disposal charge per uplift - wheeled bin	360 litres	£ 3.43	No
Commercial refuse containers - recycle waste collection/disposal charge per uplift - wheeled bin	360 litres	£ 3.28	No
Commercial refuse containers - collection/disposal charge per uplift - wheeled bin	660 litres	£ 6.20	No
Commercial refuse containers - recycle waste collection/disposal charge per uplift - wheeled bin	660 litres	£ 5.89	No
Commercial refuse containers - collection/disposal charge per uplift - wheeled bin	1100 litres	£ 10.05	No
Commercial refuse containers - recycle waste collection/disposal charge per uplift - wheeled bin	1100 litres	£ 9.53	No
Clinical waste collection - per premises	per week	£ 16.00	Yes
Cooking oil collection - per premises	per week	£ 16.00	No
Hire of refuse vehicle	per hour	£ 32.00	No
Hire of refuse driver	per hour	£ 24.25	No
Hire of refuse loader	per hour	£ 21.50	No
Hire of pick-up vehicle	per hour	£ 10.25	No
Hire of pick-up loader	per hour	£ 21.00	No
Hire of refuse skip hire - one-off		£ 9.25	Yes
Hire of refuse skip hire - part of a trade collection contract	per week	£ 9.25	No
Hire of refuse skip hire - part of a trade collection contract - third party	per week	£ 9.25	Yes
Hire of refuse skip vehicle - one-off		£ 46.15	No
Hire of refuse skip vehicle - part of a trade collection contract	per hour	£ 46.15	No
Hire of refuse skip vehicle - part of a trade collection contract - third party	per hour	£ 46.15	No
Hire of street cleansing service - power washer	per hour	£ 6.30	No
Hire of hot water machine (power washer and weed sprayer)	per hour	£ 12.60	No

SCHEDULE OF CHARGES FROM 1 APRIL 2018

ALL CHARGES ARE EXCLUSIVE OF VAT, WHERE APPLICABLE

Activity	Unit	2018/19 Charge	VAT applicable
Hire of street cleansing service - street orderly	per hour	£ 21.00	No
Hire of Schmidt vehicle	per hour	£ 29.00	No
Hire of Schmidt driver	per hour	£ 22.00	No
Health certificates			
Health certificates for fish/shellfish exported outwith EU - less than 5,000kg (5 tonnes)	per application	£ 70.37	No
Health certificates for fish /shellfish exported outwith EU - greater than 5,000kg (5 tonnes)	per application	£ 70.37	No
Health certificates for fish/shellfish exported outwith EU - charge if less than 24 hours notice given	per application	£ 21.68	No
Health certificates for fish/shellfish exported outwith EU - issue copies of certificates	per application	£ 21.68	No
Health certificates for fish/shellfish exported outwith EU - inspection charge if required for Certification	per application	£ 58.48	No
Health certificates for fish/shellfish exported outwith EU - audit charge every 6 months	per application	£ 238.11	No
Health certificates for fish/shellfish exported outwith EU - hygiene inspection charges in respect of general landings of	per tonne	€ 1.00	No
Health certificates for fish/shellfish exported outwith EU - charges in respect of fishery products entering preparation / processing establishments	per tonne	€ 1.00	No
Health certificates - voluntary surrenders of food where food becomes unfit for sale/consumption	per application	£ 379.25	No
Pest control			
Pest control survey	per survey	£ 37.93	No
Pest control survey to include treatment	per survey	£ 91.99	No
Pest control - charge for each revisit after third visit	per visit	£ 16.25	No
Pest control - free survey and treatment for those on means tested benefits for public health pests only	per survey	no charge	No
Abandoned Vehicles			
Abandoned vehicles - uplift and disposal charge	per vehicle	£ 300.00	No
Licensing			
Licence variation	per application	£ 59.55	No
Temporary event licence (non-commercial)	per application	£ 78.93	No
Skin piercers or tattooist licence	per application	£ 216.43	No
Late hours catering licence	per application	£ 324.67	No
Street traders licence	per application	£ 216.43	No
Individual street traders licence	per application	£ 59.55	No
Food compliance certificate for street traders licences	per application	£ 108.24	No
Second hand dealer's licence	per application	£ 216.43	No
Metal dealers licences/itinerant metal dealer's licence	per application	£ 1,082.14	No
Metal dealers licence exemption certificate	per application	£ 216.43	No
Knife dealers licence	per application	£ 168.10	No
Temporary commercial public entertainments licence with a capacity of up 1000 people	per application	£ 1,623.24	No

SCHEDULE OF CHARGES FROM 1 APRIL 2018

ALL CHARGES ARE EXCLUSIVE OF VAT, WHERE APPLICABLE

Activity	Unit	2018/19 Charge	VAT applicable
Temporary commercial public entertainments licence with a capacity of up to 100 people	per application	£ 153.75	No
Temporary commercial public entertainments licence with a capacity greater than 1,000 people	per application	£ 2,164.29	No
Full public entertainment licence (3 year licence)	per application	£ 6,492.86	No
Issue of Statement of Facts	per application	£ 54.12	No
Animal health licences (including pet shops, animal boarding establishments, dog breeding establishments, riding establishments) + vet fees	per application	£ 162.46	No
Dangerous Wild Animals Act	per application	£ 541.20	No
Poisons licence - new	per application	£ 43.31	No
Poisons licence - renewal	per application	£ 21.68	No
Poisons licence - changes	per application	£ 10.87	No
House in multiple occupation (HMO licence) - up to 6 occupants	per application	£ 216.43	No
House in multiple occupation (HMO licence) - greater than 6 occupants	per application	£ 324.67	No
Landlord registration (10% discount if apply on-line) set nationally	per application	£ 55.00	No
Landlord registration - property registration set nationally	per property	£ 11.00	No
Licence to supply fireworks outwith the prescribed periods	per annum	£ 500.00	No
Licence to store explosives with a prescribed minimum separation distance	per annum	£ 178.00	No
Licence to store explosives with a prescribed minimum separation distance	for two years	£ 234.00	No
Licence to store explosives with a prescribed minimum separation distance	for three years	£ 292.00	No
Licence to store explosives with a prescribed minimum separation distance	for four years	£ 360.00	No
Licence to store explosives with a prescribed minimum separation distance	for five years	£ 407.00	No
Renewal of a licence to store explosives with a prescribed minimum separation distance	per annum	£ 83.00	No
Renewal of a licence to store explosives with a prescribed minimum separation distance	for two years	£ 141.00	No
Renewal of a licence to store explosives with a prescribed minimum separation distance	for three years	£ 198.00	No
Renewal of a licence to store explosives with a prescribed minimum separation distance	for four years	£ 256.00	No
Renewal of a licence to store explosives with a prescribed minimum separation distance	for five years	£ 313.00	No
Licence to store explosives with no prescribed minimum separation distance	per annum	£ 105.00	No
Licence to store explosives with no prescribed minimum separation distance	for two years	£ 136.00	No
Licence to store explosives with no prescribed minimum separation distance	for three years	£ 166.00	No

SCHEDULE OF CHARGES FROM 1 APRIL 2018

ALL CHARGES ARE EXCLUSIVE OF VAT, WHERE APPLICABLE

Activity	Unit	2018/19 Charge	VAT applicable
Licence to store explosives with no prescribed minimum separation distance	for four years	£ 198.00	No
Licence to store explosives with no prescribed minimum separation distance	for five years	£ 229.00	No
Renewal of a licence to store explosives with no prescribed minimum separation distance	per annum	£ 52.00	No
Renewal of a licence to store explosives with no prescribed minimum separation distance	for two years	£ 83.00	No
Renewal of a licence to store explosives with no prescribed minimum separation distance	for three years	£ 115.00	No
Renewal of a licence to store explosives with no prescribed minimum separation distance	for four years	£ 146.00	No
Renewal of a licence to store explosives with no prescribed minimum separation distance	for five years	£ 178.00	No
Varying name of licensee or address of site or other variation	per variation	£ 35.00	No
Transfer of licence	per transfer	£ 35.00	No
Replacement of licence if lost	per replacement	£ 35.00	No
Ship sanitation inspection charges			
Gross tonnage Up to 1,000	per inspection	£ 90.00	No
Gross tonnage 1,001 to 3,000	per inspection	£ 125.00	No
Gross tonnage 3,001 - 10,000	per inspection	£ 190.00	No
Gross tonnage 10,001 - 20,000	per inspection	£ 245.00	No
Gross tonnage 20,001 - 30,000	per inspection	£ 320.00	No
Gross tonnage Over 30,000	per inspection	£ 375.00	No
Extensions	per inspection	£ 60.00	No
Vessels with the capacity to carry between 50 and 1,000 persons, regardless of tonnage	per inspection	£ 375.00	No
Vessels with the capacity to carry more than 1,000 persons, regardless of tonnage	per inspection	£ 640.00	No
Calibration or verification of weighing and measuring equipment			
Calibration or verification of weighing and measuring equipment - hourly rate for any equipment not specified in	per hour	£ 54.67	Yes
Weights - calibration or verification	per weight	£ 7.82	Yes
Weights adjustment and cleaning of weights - per hour	per hour	£ 44.08	Yes
Non-automatic weighing machines - range not exceeding 6kg	per calibration or verification	£ 30.59	Yes
Non-automatic weighing machines - range exceeding 6kg but not exceeding 100kg	per calibration or verification	£ 43.51	Yes
Non-automatic weighing machines - range exceeding 100kg but not exceeding 250kg	per calibration or verification	£ 54.67	Yes
Non-automatic weighing machines - range exceeding 250kg but not exceeding 1 tonne	per calibration or verification	£ 109.32	Yes
Non-automatic weighing machines - range exceeding 1 tonne but not exceeding 10 tonnes (forklift provided on site)	per calibration or verification	£ 178.20	Yes

SCHEDULE OF CHARGES FROM 1 APRIL 2018

ALL CHARGES ARE EXCLUSIVE OF VAT, WHERE APPLICABLE

Activity	Unit	2018/19 Charge	VAT applicable
Non-automatic weighing machines - range exceeding 1 tonne but not exceeding 10 tonnes (forklift not provided on site)	per calibration or verification	£ 224.10	Yes
Non-automatic weighing machines - range exceeding 10 tonnes (forklift provided on site)	per calibration or verification	£ 445.51	Yes
Non-automatic weighing machines - range exceeding 10 tonnes (forklift not provided on site)	per calibration or verification	£ 732.40	Yes
Non-automatic weighing instruments - range not exceeding 6kg	per calibration or verification	£ 45.88	Yes
Non-automatic weighing instruments - range exceeding 6kg but not exceeding 100kg	per calibration or verification	£ 65.24	Yes
Non-automatic weighing instruments - range exceeding 100kg but not exceeding 250kg	per calibration or verification	£ 82.00	Yes
Non-automatic weighing instruments - range exceeding 250kg but not exceeding 1 tonne	per calibration or verification	£ 164.02	Yes
Non-automatic weighing instruments - range exceeding 1 tonne but not exceeding 10 tonnes (forklift provided on site)	per calibration or verification	£ 267.31	Yes
Non-automatic weighing instruments - range exceeding 1 tonne but not exceeding 10 tonnes (forklift not provided on site)	per calibration or verification	£ 336.17	Yes
Non-automatic weighing instruments - range exceeding 10 tonnes (forklift provided on site)	per calibration or verification	£ 784.36	Yes
Non-automatic weighing instruments - range exceeding 10 tonnes (forklift not provided on site)	per calibration or verification	£ 1,186.03	Yes
Non-automatic weighing equipment (UKAS procedure - including determination of uncertainty budgets) range not exceeding 6kg	per calibration or verification	£ 45.88	Yes
Non-automatic weighing equipment (UKAS procedure - including determination of uncertainty budgets) range exceeding 6kg but not exceeding 100kg	per calibration or verification	£ 65.24	Yes
Non-automatic weighing equipment (UKAS procedure - including determination of uncertainty budgets) range exceeding 100kg but not exceeding 250kg	per calibration or verification	£ 82.00	Yes
Non-automatic weighing equipment (UKAS procedure - including determination of uncertainty budgets) range exceeding 250kg but not exceeding 1 tonne	per calibration or verification	£ 164.02	Yes
Non-automatic weighing equipment (UKAS procedure - including determination of uncertainty budgets) range exceeding 1 tonne but not exceeding 10 tonnes (forklift provided on site)	per calibration or verification	£ 267.31	Yes
Non-automatic weighing equipment (UKAS procedure - including determination of uncertainty budgets) range exceeding 1 tonne but not exceeding 10 tonnes (forklift not provided on site)	per calibration or verification	£ 336.17	Yes
Non-automatic weighing equipment (UKAS procedure - including determination of uncertainty budgets) range exceeding 10 tonnes (forklift provided on site)	per calibration or verification	£ 784.36	Yes
Non-automatic weighing equipment (UKAS procedure - including determination of uncertainty budgets) range exceeding 10 tonnes (forklift not provided on site)	per calibration or verification	£ 1,186.03	Yes

SCHEDULE OF CHARGES FROM 1 APRIL 2018

ALL CHARGES ARE EXCLUSIVE OF VAT, WHERE APPLICABLE

Activity	Unit	2018/19 Charge	VAT applicable
Measuring instruments for liquid fuel and lubricants (10% surcharge applicable to initial assessment of conformity under MID) - single/multi-outlets (nozzles) - first nozzle tested	per site	£ 109.35	Yes
Measuring instruments for liquid fuel and lubricants (10% surcharge applicable to initial assessment of conformity under MID) - single/multi-outlets (nozzles) - each additional nozzle tested	per site	£ 54.67	Yes
Road tanker fuel measuring equipment (above 100 Litres) meter measuring systems - per hour (reference meter provided by submitter)	per calibration or verification	£ 54.67	Yes
Road tanker fuel measuring equipment (above 100 litres) - replacement dipstick (including examination of	per calibration or verification	£ 43.74	Yes
Road tanker fuel measuring equipment (above 100 litres) - spare dipstick	per calibration or verification	£ 19.82	Yes
Calibration certificates - basic calibration certificate	per certificate	£ 27.34	Yes
Calibration certificates - detailed results in calibration certificate	per certificate	£ 27.34	Yes
Calibration certificates - testing and certification of weighing equipment for the purposes of fish catching	per certificate	£ 54.67	Yes
Hire of test weights			
Weight hire: weights not exceeding 20kg - per individual weight hired for a period not exceeding seven days	per weight	£ 7.00	Yes
Weight hire: 500kg block weights - per individual weight hired for a period not exceeding seven days	per weight	£ 13.00	Yes
Delivery and collection of hired weights - per officer hour (plus transport costs)	per hour	£ 54.67	Yes
Petroleum (consolidation) Regulations 2014			
Fee per year of storage certificate for petrol of a quantity not exceeding 2,500 litres	per year	£ 42.00	No
Fee per year of storage certificate for petrol of a quantity exceeding 2,500 litres but not exceeding 50,000 litres	per year	£ 58.00	No
Fee per year of storage certificate for petrol of a quantity exceeding 50,000 litres	per year	£ 120.00	No
Fee per year of licence to keep petrol of a quantity not exceeding 2,500 litres	per year	£ 42.00	No
Fee per year of licence to keep petrol of a quantity exceeding 2,500 litres but not exceeding 50,000 litres	per year	£ 58.00	No
Fee per year of licence to keep petrol of a quantity exceeding 50,000 litres	per year	£ 120.00	No
Air Services			
Tingwall Airport			
Passenger charges (per departing passenger) - charter flights	per passenger	£ 5.50	Yes
Baggage charge (per aircraft)	per bag	£ 7.00	Yes
Extended opening hours - public, charter and general aviation (by arrangement) per 15 minute segment	per 15 minutes	£ 55.00	Yes

SCHEDULE OF CHARGES FROM 1 APRIL 2018

ALL CHARGES ARE EXCLUSIVE OF VAT, WHERE APPLICABLE

Activity	Unit	2018/19 Charge	VAT applicable
Extended opening hours - air ambulance, search and rescue/medi-vac (by arrangement) per 15 minute segment	per 15 minutes	£ 40.00	Yes
Callout charge	per callout	£ 130.00	Yes
Over 2,730kgs MTWA - per tonne or part thereof	per tonne	£ 25.00	Yes
Over 2,730kgs MTWA - per tonne or part thereof - air ambulance/search and rescue/medi-vac- 50% concession	per tonne	£ 12.50	Yes
Less than 2,730kgs MTWA - per landing (including out of hours landings)	per landing	£ 21.50	Yes
Annual consolidated landing fee - less than 2,730kgs MTWA	per landing	£ 360.00	Yes
Training circuits (per session max 10 circuits or part thereof per sessions)	per session	£ 25.00	Yes
Landing supplements - fuel handling charge - JET A-1 - per fuelling, per aircraft	per fuelling	£ 28.00	Yes
Landing supplements - fuel handling charge - AVGAS - per fuelling, per aircraft	per fuelling	£ 11.50	Yes
Out of hours indemnity permit - duration 12 months	per annum	£ 60.00	Yes
Parking charges For each 24 hours or part thereof	for 24 hours	£ 11.50	Yes
Papa Stour and Whalsay airstrips landing charges			
Less than 2,730kgs MTWA - per tonne or part thereof (including out of hours Landings)		£ 25.00	Yes
Out of hours indemnity permit - duration 12 months		£ 60.00	Yes
Ferry Services			
For all charges relating to Ferries, please see the following link:	http://www.shetland.gov.uk/ferries/documents/Fares2018v1.pdf		
Harbour			
For all Ports and Harbour charges, please see the following link:	http://www.shetland.gov.uk/ports/tableofdues/documents/Table%20of%20Dues%20wef%20010418.pdf		
Roads			
Traffic orders and notices			
Temporary notice (in an emergency, not exceeding 5 days) (applicable to utilities and similar, charges levied using powers in the New Roads and Street Works Act)	per notice	£ 186.81	No
Temporary Traffic Order (up to 18 months) (applicable to utilities and similar, charges levied using powers in the New Roads and Street Works Act)	per traffic order	£ 603.06	No
Extension of a Temporary Traffic Order (applicable to utilities and similar, charges levied using powers in the New Roads and Street Works Act)	per traffic order	£ 273.80	No
Inspection charge per week or part thereof (applicable to utilities and similar, charges levied using powers in the New Roads and Street Works Act)	per inspection	£ 65.77	No
Advert in Shetland Times (public notices) (applicable to Utilities and similar, charges levied using powers in the New Roads and Street Works Act)	per advert	at cost	No
New Roads & Streetworks ACT (NRSWA), Section 109			

SCHEDULE OF CHARGES FROM 1 APRIL 2018

ALL CHARGES ARE EXCLUSIVE OF VAT, WHERE APPLICABLE

Activity	Unit	2018/19 Charge	VAT applicable
Permission for minor road works consent to open the road for the purpose of installing or maintaining apparatus within the public road. (3 x Inspection Fee) - minor works		£ 114.63	No
Permission for minor road works consent to open the road for the purpose of installing or maintaining apparatus within the public road. (3 x Inspection Fee) - standard works		£ 202.78	No
Permission for minor road works consent to open the road for the purpose of installing or maintaining apparatus within the public road. (3 x Inspection Fee) - major works		£ 517.96	No
Private apparatus record fee (to be applied to private apparatus installed in a public road that will not be adopted by a recognised statutory undertaker)		£ 110.32	No
Inspection fees charged to utilities when they excavate in a public Road		£ 37.31	No
Penalty charge applied to instances where there has been a failure to apply for the relevant licence or consents under Sections 56, 58 and 85 of the Roads (Scotland) Act 1984, or section 109 of the New Roads and Streetworks Act 1991.		£ 169.13	No
Roads (Scotland) Act 1984			
Section 56 - permission for minor road works consent to construct a new access, vehicular crossing or make an opening within the public road. (3 x inspection fee)		£ 165.58	No
Section 58(1) and 58(2) Permission to temporarily occupy a portion of the public road in connection with building operations and/or to erect staging and scaffolding - up to one week		£ 55.16	No
Section 58(1) and 58(2) Permission to temporarily occupy a portion of the public road in connection with building operations and/or to erect staging and scaffolding - weekly charge after first week		£ 32.88	No
Section 85(1) and 85(2) - permission to place a builders skip within the public road - up to one week		£ 27.63	No
Section 85(1) and 85(2) - permission to place a builders skip within the public road - weekly charge after first week		£ 17.03	No
Section 59 - Permission to occupy the road with a market or stall - regularly recurring events - initial admin fee (admin fee only paid with initial application)		£ 63.67	No
Section 59 - Permission to occupy the road with a market or stall - regularly recurring events - annual charge	per square metre of occupation	£ 5.51	No
Section 59 - Permission to occupy the road with a market or stall - one-off events - admin fee		£ 63.67	No
Section 59 - Permission to occupy the road with a market or stall - one-off events	per square metre of occupation	£ 2.22	No

SCHEDULE OF CHARGES FROM 1 APRIL 2018

ALL CHARGES ARE EXCLUSIVE OF VAT, WHERE APPLICABLE

Activity	Unit	2018/19 Charge	VAT applicable
Section 59 - Permission to occupy the road or pavement with tables and chairs in connection with siting an operation of a street café - Initial admin fee and occupation for first year		£ 131.59	No
Section 59 - Permission to occupy the road or pavement with tables and chairs in connection with siting an operation of a street café - annual registration fee		£ 55.16	No
Section 59 - Permission to occupy the road or public footway in connection with the siting of an A-board advertising sign - annual fee		£ 27.63	No
Gritting fees			
Gritting fee per occasion a gritter treats a private road, access or large car park	per treatment	£ 66.97	Yes
Gritting fee, per occasion a gritter treats a small private road / access, car park	per treatment	£ 26.79	Yes
Other private gritting not covered above	per treatment	variable	Yes
NHS Mobilisation charge	annually	£ 5,778.44	Yes
NHS car parks - pre-salt treatments	per treatment	£ 66.97	Yes
NHS car parks - gritting treatments	per treatment	£ 233.24	Yes
Supply of rock salt	per tonne	£ 40.59	Yes
Classification tests - soils			
Liquid limit (BS 1377 : Part 2 : 1990 - method 4.3)	per test	£ 31.11	Yes
Plastic limit (BS 1377 : Part 2 : 1990 - method 5.3)	per test	£ 25.63	Yes
Plasticity & liquidity index (BS 1377: Part 2 : 1990 - method 5.4)	per test	£ 25.63	Yes
Specific gravity (density bottle) (BS 1377 : Part 2 : 1990 - method 8.3)	per test	£ 33.94	Yes
Particle size distribution (washed analysis) (BS 1377 : Part 2 : 1990 - method 9.2)	per test	£ 56.38	Yes
Compaction tests - soils			
2.5kg rammer (for soils to medium gravel size) (BS 1377 : Part 4 : 1990 - method 3.3)	per set	£ 90.50	Yes
2.5kg rammer (for soils to coarse gravel size) (BS 1377 : Part 4 : 1990 - method 3.4)	per set	£ 90.50	Yes
4.5kg rammer (for soils to medium gravel size) (BS 1377 : Part 4 : 1990 - method 3.5)	per set	£ 101.80	Yes
4.5kg rammer (for soils to coarse gravel size) (BS 1377 : Part 4 : 1990 - method 3.6)	per set	£ 101.80	Yes
Vibrating hammer (BS 1377 : Part 4 : 1990 - method 3.7)	per set	£ 124.44	Yes
Moisture condition value (BS 1377 : Part 4 : 1990 - method 5)	per set	£ 45.24	Yes
California bearing ratio (BS 1377 : Part 4 : 1990 - method 7)	per set	£ 67.87	Yes
Aggregate testing			
Relative density & water absorption (BS EN 1097 : part 6 : 2000)	per test	£ 45.24	Yes
Compacted bulk density of received material (BS 812 : Part 2 : 1975)	per test	£ 33.94	Yes

SCHEDULE OF CHARGES FROM 1 APRIL 2018

ALL CHARGES ARE EXCLUSIVE OF VAT, WHERE APPLICABLE

Activity	Unit	2018/19 Charge	VAT applicable
Bulk density of received material (BS EN 1097 : Part 3 : 1998)	per test	£ 28.28	Yes
Grading of sub-base (BS EN 933 : Part 1 : 1997)	per test	£ 56.56	Yes
Grading of concrete aggregates (BS EN 933 : Part 1 : 1997)	per test	£ 45.24	Yes
Flakiness index (BS EN 933 : Part 3 : 1997)	per test	£ 25.63	Yes
Elongation index (BS 812 : Part 105.2 : 1985)	per test	£ 16.96	Yes
Aggregate crushing value (BS EN 1097 : Part 2 : 1998)	per test	£ 84.84	Yes
Ten per cent fines value (BS EN 1097 : Part 2 : 1998)	per test	£ 84.84	Yes
Aggregate impact value (BS EN 1097 : Part 2 : 1998)	per test	£ 33.94	Yes
Concrete testing			
Compressive strength of concrete cubes (BS EN 12390 : Part 3 : 2002) (from certified cube moulds)	per cube	£ 8.49	Yes
Compressive strength of concrete cubes (BS EN 12390 : Part 3 : 2002) (from cube moulds that are not certified)	per cube	£ 15.38	Yes
Compressive strength of concrete cores (BS EN 12504 : Part 1 : 2000)	per core	£ 56.56	Yes
Compressive strength of concrete blocks (fibre board) (BS 1052 : Part 1 : 1999)	per block	£ 13.57	Yes
Bituminous testing			
Binder content & grading (by difference) (BS EN 12697 : Part 2 : 2002)	per test	£ 82.74	Yes
Percentage refusal density (BS 598 : Part 104 : 1989)	per set	£ 226.25	Yes
Field testing - soils			
CBR by Clegg impact hammer (in-house method)	per hour	£ 50.90	Yes
Field testing - concrete			
Cube making (including workability test) (BS EN 12390 : Part 2 : 2000)	per hour	£ 50.90	Yes
Determination of air content (BS EN 12390 : Part 8 : 2000)	per test	£ 16.96	Yes
Density of compacted fresh concrete (BS EN : 12350 : Part 6 : 2000)	per test	£ 28.28	Yes
Cover meter survey (BS 1881 : Part 201 : 1986)	per hour	£ 50.90	Yes
Schmidt hammer tests (BS EN 12504 : Part 2 : 2001)	per hour	£ 50.90	Yes
Core cutting	per hour	£ 50.90	Yes
Field testing - blacktop			
On-site sampling of blacktop (BS EN 12697 : Part 27 : 2001)	per hour	£ 50.90	Yes
Determination of texture depth (BS 598 : Part 3 : 1985 . Method 7)	per test	£ 16.96	Yes
Core cutting for PRD & pavement examination	per hour	£ 50.90	Yes
Skid resistance meter (TRRL)	per hour	£ 50.90	Yes
Scord Quarry charges			
For all charges relating to Scord Quarry, please see the following link:	http://www.shetland.gov.uk/roads/Scord_Quarry.asp		

SCHEDULE OF CHARGES FROM 1 APRIL 2018

ALL CHARGES ARE EXCLUSIVE OF VAT, WHERE APPLICABLE

Activity	Unit	2018/19 Charge	VAT applicable
Roads operations			
Surface dressing treatment - single coat (mainland)	per square metre	£ 3.67	Yes
Surface dressing treatment - double coat (mainland)	per square metre	£ 7.33	Yes
Surface dressing treatment - single coat (isles)	per square metre	£ 4.04	Yes
Surface dressing treatment - double coat (isles)	per square metre	£ 8.19	Yes
Chargeable works - various, e.g. surfacing, sweeping, sign manufacture, drainage, inspections etc.	at cost	At cost	Yes
Estate Operations			
Public toilets			
Esplanade toilets: shower, towel, soap		£ 4.75	No
Esplanade toilets: shower		£ 2.65	No
Esplanade toilets: use of WC (coin metered)		£ 0.20	No
Green Deal surveys			
In accordance with Green Deal Code of Practice, the Energy Act 2011 and the Energy Performance of Buildings (Scotland) Regulations 2008.	per survey	£ 245.00	Yes
Energy performance certificate			
In accordance with Green Deal Code of Practice, the Energy Act 2011 and the Energy Performance of Buildings (Scotland) Regulations 2008.	per survey	£ 150.00	Yes
Garage			
MOT Fees - set by the Vehicle and Operator Services Agency (VOSA)	per vehicle, maximum price	£ 54.85	No
Electric vehicle charging points			
Electric vehicle charge	per kwh	£ 0.17	Yes
<p>The charges to be levied are the latest approved by the Shetland Islands Council. These may vary from the tables/links on the intranet as charges are updated throughout the year by the Council or by legislation.</p>			