

**East Lothian Council**

**Charges Book**

**2023/24**



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HALLS, MEETING ROOMS AND FACILITY HIRE	2023/24 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
<b>Haddington - John Muir House - customerserviceshaddington@eastlothian.gov.uk</b>					
Saltire Room 1 or 2 (First Floor) - Category 1 - Voluntary & Charitable Organisations	11.90	Per room, per hour	N/A	01/04/2023	Discretionary
Saltire Room 1 or 2 (First Floor) - Category 2 - Non-Profit Making Organisations	20.00	Per room, per hour	N/A	01/04/2023	Discretionary
Saltire Room 1 or 2 (First Floor) - Category 3 - Commercial Organisations	52.70	Per room, per hour	N/A	01/04/2023	Discretionary
<b>Musselburgh - Brunton Hall - Email: bookings@eastlothian.gov.uk</b>					
Esk Room 1 or 2 (2nd Floor) - Category 1 - Voluntary & Charitable Organisations	11.90	Per room, per hour	N/A	01/04/2023	Discretionary
Esk Room 1 or 2 (2nd Floor) - Category 2 - Non-Profit Making Organisations	20.10	Per room, per hour	N/A	01/04/2023	Discretionary
Esk Room 1 or 2 (2nd Floor) - Category 3 - Commercial Organisations	52.10	Per room, per hour	N/A	01/04/2023	Discretionary
Regent Room (Ground Floor) - Category 1 - Voluntary & Charitable Organisations	6.50	Per hour	N/A	01/04/2023	Discretionary
Regent Room (Ground Floor) - Category 2 - Non-Profit Making Organisations	12.90	Per hour	N/A	01/04/2023	Discretionary
Regent Room (Ground Floor) - Category 3 - Commercial Organisations	25.00	Per hour	N/A	01/04/2023	Discretionary
Interview Rooms (after 6pm only) - Category 1 - Voluntary & Charitable Organisations	6.40	Per hour	N/A	01/04/2023	Discretionary
Interview Rooms (after 6pm only) - Category 2 - Non-Profit Making Organisations	12.70	Per hour	N/A	01/04/2023	Discretionary
Interview Rooms (after 6pm only) - Category 3 - Commercial Organisations	20.10	Per hour	N/A	01/04/2023	Discretionary
<b>Elphinstone - Community Centre - Email: bookings@eastlothian.gov.uk</b>					
Charitable Group Hire	10.30	Per hour	N/A	01/04/2023	Discretionary
Elphinstone - Community Centre - Email: bookings@eastlothian.gov.uk General Group Hire	20.60	Per hour	N/A	01/04/2023	Discretionary
<b>Macmerry - Village Hall - Email: bookings@eastlothian.gov.uk</b>					
	22.70	Per hour	N/A	01/04/2023	Discretionary
<b>Ormiston - Community Facility - Main Hall - Email: bookings@eastlothian.gov.uk</b>					
	20.60	Per hour	N/A	01/04/2023	Discretionary
<b>Ormiston - Community Facility - Creche, Lounge &amp; Multi-Purpose Room - As above</b>	10.80	Per hour	N/A	01/04/2023	Discretionary
<b>Pencaitland - Trevelyan Hall - Email: bookings@eastlothian.gov.uk</b>					
	22.70	Per hour	N/A	01/04/2023	Discretionary
<b>Let of small rooms, ante rooms etc - Email: bookings@eastlothian.gov.uk</b>					
	8.80	Per room, per hour	N/A	01/04/2023	Discretionary
<b>Dunbar - Bleachingfield Centre - Email: bookings@eastlothian.gov.uk</b>					
Gibb Room 1 or 2 - Charitable, Voluntary Organisations, NFP	8.40	Per hour	N/A	01/04/2023	Discretionary
Gibb Room 1 or 2 - Commercial (Youth)	11.00	Per hour	N/A	01/04/2023	Discretionary
Gibb Room 1 or 2 - Commercial (Adult)	13.80	Per hour	N/A	01/04/2023	Discretionary
Hall 1 or 2 - Charitable, Voluntary Organisations, NFP	11.00	Per hour	N/A	01/04/2023	Discretionary
Hall 1 or 2 - Commercial (Youth)	16.50	Per hour	N/A	01/04/2023	Discretionary
Hall 1 or 2 - Commercial (Adult)	21.90	Per hour	N/A	01/04/2023	Discretionary
Interview Room 3 - Charitable, Voluntary Organisations, NFP	5.40	Per hour	N/A	01/04/2023	Discretionary
Interview Room 3 - Commercial (Youth)	8.40	Per hour	N/A	01/04/2023	Discretionary
Interview Room 3 - Commercial (Adult)	11.00	Per hour	N/A	01/04/2023	Discretionary

HALLS, MEETING ROOMS AND FACILITY HIRE	2023/24 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Meeting Room 1 - Charitable, Voluntary Organisations, NFP	8.40	Per hour	N/A	01/04/2023	Discretionary
Meeting Room 1 - Commercial (Youth)	11.00	Per hour	N/A	01/04/2023	Discretionary
Meeting Room 1 - Commercial (Adult)	13.80	Per hour	N/A	01/04/2023	Discretionary
Customer Services Office - Category 1 - Charitable / Voluntary / NFP (Not For Profit)	5.40	Per hour	N/A	01/04/2023	Discretionary
Customer Services Office - Category 2 - Commercial Youth	8.40	Per hour	N/A	01/04/2023	Discretionary
Customer Services Office - Category 3 - Commercial Adult	11.00	Per hour	N/A	01/04/2023	Discretionary
Public Concourse - Category 1 - Charitable / Voluntary / NFP (Not For Profit)	5.50	Per hour	N/A	01/04/2023	Discretionary
Public Concourse - Category 2 - Commercial Youth	8.50	Per hour	N/A	01/04/2023	Discretionary
Public Concourse - Category 3 - Commercial Adult	11.10	Per hour	N/A	01/04/2023	Discretionary
Young Persons Area - Category 1 - Charitable / Voluntary / NFP (Not For Profit)	11.00	Per hour	N/A	01/04/2023	Discretionary
Young Persons Area - Category 2 - Commercial Youth	13.80	Per hour	N/A	01/04/2023	Discretionary
Young Persons Area - Category 3 - Commercial Adult	16.50	Per hour	N/A	01/04/2023	Discretionary
<b>Other Facilities Across East Lothian - Tel: 01620 827827</b>					
Haddington - The Star Room, The John Gray Centre - Category 1 - Voluntary & Charitable Organisations	9.90	Per hour	N/A	01/04/2023	Discretionary
Haddington - The Star Room, The John Gray Centre - Category 2 - Non-Profit Making Organisations	14.70	Per hour	N/A	01/04/2023	Discretionary
Haddington - The Star Room, The John Gray Centre - Category 3 - Commercial Organisations	25.00	Per hour	N/A	01/04/2023	Discretionary
North Berwick - The Vallis Room, North Berwick Shared Facility - Category 1 - Voluntary & Charitable Organisations	9.90	Per hour	N/A	01/04/2023	Discretionary
North Berwick - The Vallis Room, North Berwick Shared Facility - Category 2 - Non-Profit Making Organisations	14.70	Per hour	N/A	01/04/2023	Discretionary
North Berwick - The Vallis Room, North Berwick Shared Facility - Category 3 - Commercial Organisations	24.90	Per hour	N/A	01/04/2023	Discretionary
Ormiston Library - Category 1 - Voluntary & Charitable Organisations	9.90	Per hour	N/A	01/04/2023	Discretionary
Ormiston Library - Category 2 - Non-Profit Making Organisations	14.70	Per hour	N/A	01/04/2023	Discretionary
Ormiston Library - Category 3 - Commercial Organisations	25.00	Per hour	N/A	01/04/2023	Discretionary
Prestonpans Library - Category 1 - Voluntary & Charitable Organisations	9.90	Per hour	N/A	01/04/2023	Discretionary
Prestonpans Library - Category 2 - Non-Profit Making Organisations	14.70	Per hour	N/A	01/04/2023	Discretionary
Prestonpans Library - Category 3 - Commercial Organisations	25.00	Per hour	N/A	01/04/2023	Discretionary
Tranent - The McNeill Room, Tranent Shared Facility, The George Johnston Centre - Category 1 - Voluntary & Charitable Organisations	9.90	Per hour	N/A	01/04/2023	Discretionary
Tranent - The McNeill Room, Tranent Shared Facility, The George Johnston Centre - Category 2 - Non-Profit Making Organisations	14.70	Per hour	N/A	01/04/2023	Discretionary
Tranent - The McNeill Room, Tranent Shared Facility, The George Johnston Centre - Category 3 - Commercial Organisations	25.00	Per hour	N/A	01/04/2023	Discretionary
Tranent - The Meeting Room, Tranent Shared Facility, The George Johnston Centre - Category 1 - Voluntary & Charitable Organisations	9.90	Per hour	N/A	01/04/2023	Discretionary
Tranent - The Meeting Room, Tranent Shared Facility, The George Johnston Centre - Category 2 - Non-Profit Making Organisations	14.70	Per hour	N/A	01/04/2023	Discretionary
Tranent - The Meeting Room, Tranent Shared Facility, The George Johnston Centre - Category 3 - Commercial Organisations	25.00	Per hour	N/A	01/04/2023	Discretionary

HALLS, MEETING ROOMS AND FACILITY HIRE	2023/24 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
<b>Dunbar - Town House Museum &amp; Gallery - Tel: 01620 820699</b>					
Community Room (max capacity 52 seated) or Council Chamber (max capacity 56 seated)					
Room Hire only: Category 1 - Voluntary & Charitable Organisations (during opening hours)	8.00	Per room, per hour	N/A	01/04/2023	Discretionary
Room Hire only: Category 1 - Voluntary & Charitable Organisations (outwith opening hours)	16.10	Per room, per hour	N/A	01/04/2023	Discretionary
Room Hire only: Category 2 - Non-Profit Making Organisations (during opening hours)	13.60	Per room, per hour	N/A	01/04/2023	Discretionary
Room Hire only: Category 2 - Non-Profit Making Organisations (outwith opening hours)	27.50	Per room, per hour	N/A	01/04/2023	Discretionary
Room Hire only: Category 3 - Commercial Organisations (during opening hours)	27.50	Per room, per hour	N/A	01/04/2023	Discretionary
Room Hire only: Category 3 - Commercial Organisations (outwith opening hours)	53.80	Per room, per hour	N/A	01/04/2023	Discretionary
Kitchen use for groups 0-10 people	6.10	Per room, per booking	N/A	01/04/2023	Discretionary
Kitchen use for groups 11-20 people	11.90	Per room, per booking	N/A	01/04/2023	Discretionary
Kitchen use for groups 21-30 people	17.80	Per room, per booking	N/A	01/04/2023	Discretionary
Kitchen use for groups 31-40 people	24.10	Per room, per booking	N/A	01/04/2023	Discretionary
Kitchen use for groups 41-50 people	29.80	Per room, per booking	N/A	01/04/2023	Discretionary
<b>Primary School Room Hires: Email: facilitiesmanagement@eastlothian.gov.uk</b>					
<b>General Purpose Rooms:</b>					
3.30-9pm Mon-Thurs or 12.20-6pm Fridays - Category 1 (School activities, PTA, other ELC business)		Term Time Only	N/A	01/04/2023	Discretionary
3.30-9pm Mon-Thurs or 12.20-6pm Fridays - Category 2 (Voluntary Children's Activities)	13.00	2 hours Term Time	N/A	01/04/2023	Discretionary
3.30-9pm Mon-Thurs or 12.20-6pm Fridays - Category 3 (Voluntary Adult Activities or other community groups & community Councils)	41.80	2 hours Term Time	N/A	01/04/2023	Discretionary
3.30-9pm Mon-Thurs or 12.20-6pm Fridays - Category 4 (Commercial Rate - Childrens Education or activity)	28.70	Per Hour	N/A	01/04/2023	Discretionary
3.30-9pm Mon-Thurs or 12.20-6pm Fridays - Category 5 (Commercial Rate - Adult Education or activity)	56.10	Per Hour	N/A	01/04/2023	Discretionary
Holidays Periods - Category 1 (School activities, PTA, other ELC business)	13.00	Per Hour	N/A	01/04/2023	Discretionary
Holidays Periods - Category 2 (Voluntary Children's Activities)	13.00	Per Hour	N/A	01/04/2023	Discretionary
<b>Sports Hall:</b>					
3.30-9pm Mon-Thurs or 12.20-6pm Fridays - Adult Groups	40.20	Per Hour	N/A	01/04/2023	Discretionary
3.30-9pm Mon-Thurs or 12.20-6pm Fridays - Childrens Group	20.00	Per Hour	N/A	01/04/2023	Discretionary
<b>ALL HIRE CHARGES COME WITH A 50% SURCHARGE FOR WEEKEND BOOKINGS</b>					
<b>Port Seton Centre - Tel: 01875 818181</b>					
Grass Pitch (full rate)	41.30	Per hour	N/A	01/04/2023	Discretionary
Grass Pitch (reduced rate)^	26.40	Per hour	N/A	01/04/2023	Discretionary
Synthetic Grass Pitch (full rate)	24.10	Per hour	N/A	01/04/2023	Discretionary
Synthetic Grass Pitch (reduced rate)^	14.30	Per hour	N/A	01/04/2023	Discretionary
<b>Longniddry - Community Centre - Tel: 01875 852933</b>					
Day Membership (full rate)	3.20	Per day	N/A	01/04/2023	Discretionary
Day Membership (reduced rate)^	2.50	Per day	N/A	01/04/2023	Discretionary
Annual Membership (family rate)	76.70	Per year	N/A	01/04/2023	Discretionary

HALLS, MEETING ROOMS AND FACILITY HIRE	2023/24 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Annual Membership (full rate)	58.40	Per year	N/A	01/04/2023	Discretionary
Annual Membership (reduced rate)^	30.90	Per year	N/A	01/04/2023	Discretionary
Coached Sessions: Members - Aerobics/Keep Fit (full rate)	4.00	Per hour	N/A	01/04/2023	Discretionary
Coached Sessions: Members - Aerobics/Keep Fit (reduced rate)^	3.20	Per hour	N/A	01/04/2023	Discretionary
Coached Sessions: Members - Other Sessions (full rate)	3.90	Per hour	N/A	01/04/2023	Discretionary
Coached Sessions: Members - Other Sessions (reduced rate)^	3.20	Per hour	N/A	01/04/2023	Discretionary
Coached Sessions: Non-Members - Aerobics/Keep Fit (full rate)	7.00	Per hour	N/A	01/04/2023	Discretionary
Coached Sessions: Non-Members - Aerobics/Keep Fit (reduced rate)^	5.40	Per hour	N/A	01/04/2023	Discretionary
Coached Sessions: Non-Members - Other Sessions (full rate)	6.90	Per hour	N/A	01/04/2023	Discretionary
Coached Sessions: Non-Members - Other Sessions (reduced rate)^	5.50	Per hour	N/A	01/04/2023	Discretionary
Soft Play Session: Member (reduced rate)^ (parental supervision required)	1.80	Per hour	N/A	01/04/2023	Discretionary
Soft Play Session: Non-Member (reduced rate)^ (parental supervision required)	4.10	Per hour	N/A	01/04/2023	Discretionary
Birthday Party Charges: Soft Play*	51.60	Per 2 hour session	N/A	01/04/2023	Discretionary
Birthday Party Charges: Hall Hire including café area and kitchen*	45.80	Per 2 hour session	N/A	01/04/2023	Discretionary
Birthday Party Charges: Commercial Hire of Soft Play Equipment	10.50	Per hour	N/A	01/04/2023	Discretionary
Meeting Room (all organisations)	9.10	Per hour	N/A	01/04/2023	Discretionary
Main Hall Hire (incl of bar, catering & cloakroom facilities) - Charitable and Voluntary Organisations*	26.40	Per hour	N/A	01/04/2023	Discretionary
Main Hall Hire (incl of bar, catering & cloakroom facilities) - Non-Profit Making Organisations*	51.60	Per hour	N/A	01/04/2023	Discretionary
Main Hall Hire (incl of bar, catering & cloakroom facilities) - Commercial Organisations*	117.90	Per hour	N/A	01/04/2023	Discretionary

<b>HALLS, MEETING ROOMS AND FACILITY HIRE</b>	<b>2023/24 Charge £</b>	<b>Basis of charge</b>	<b>VAT</b>	<b>Date applicable</b>	<b>Discretionary/ Non-discretionary</b>
Main Hall Hire Only - Charitable and Voluntary Organisations	16.10	Per hour	N/A	01/04/2023	Discretionary
Main Hall Hire Only - Non-Profit Making Organisations (full rate)	37.30	Per hour	N/A	01/04/2023	Discretionary
Main Hall Hire Only - Non-Profit Making Organisations (reduced rate)^	22.20	Per hour	N/A	01/04/2023	Discretionary
Main Hall Hire Only - Commercial Organisations (full rate)	61.80	Per hour	N/A	01/04/2023	Discretionary
Main Hall Hire Only - Commercial Organisations (reduced rate)^	59.60	Per hour	N/A	01/04/2023	Discretionary
Hire of Tables	4.60	Per table, per day	N/A	01/04/2023	Discretionary
Hire of Chairs	3.20	Per chair, per day	N/A	01/04/2023	Discretionary
* these bookings require a 25% non-refundable deposit					

<b>Prestonpans Community Centre - Tel: 01875 813349</b>					
Day Membership (full rate)	3.20	Per day	N/A	01/04/2023	Discretionary
Day Membership (reduced rate)^	2.50	Per day	N/A	01/04/2023	Discretionary
Coached Sessions: Members - Aerobics/Keep Fit (full rate)	4.00	Per hour	N/A	01/04/2023	Discretionary
Coached Sessions: Members - Aerobics/Keep Fit (reduced rate)^	3.20	Per hour	N/A	01/04/2023	Discretionary
Coached Sessions: Members - Other Sessions (full rate)	3.90	Per hour	N/A	01/04/2023	Discretionary
Coached Sessions: Members - Other Sessions (reduced rate)^	3.20	Per hour	N/A	01/04/2023	Discretionary
Coached Sessions: Non-Members - Other Sessions (full rate)	6.90	Per hour	N/A	01/04/2023	Discretionary
Coached Sessions: Non-Members - Other Sessions (reduced rate)^	5.50	Per hour	N/A	01/04/2023	Discretionary
Birthday Parties - Hall Hire including bouncy castle	89.30	Per 3 hour session	N/A	01/04/2023	Discretionary
Meeting Room	9.10	Per hour	N/A	01/04/2023	Discretionary
Main Hall Hire (incl of bar, catering & cloakroom facilities) - Charitable and Voluntary Organisations*	26.40	Per hour	N/A	01/04/2023	Discretionary
Main Hall Hire (incl of bar, catering & cloakroom facilities) - Non-Profit Making Organisations*	51.60	Per hour	N/A	01/04/2023	Discretionary
Main Hall Hire (incl of bar, catering & cloakroom facilities) - Commercial Organisations*	117.90	Per hour	N/A	01/04/2023	Discretionary
Main Hall Hire Only - Charitable and Voluntary Organisations	16.10	Per hour	N/A	01/04/2023	Discretionary
Main Hall Hire Only - Non-Profit Making Organisations (full rate)	37.30	Per hour	N/A	01/04/2023	Discretionary
Main Hall Hire Only - Non-Profit Making Organisations (reduced rate)^	22.30	Per hour	N/A	01/04/2023	Discretionary
Main Hall Hire Only - Commercial Organisations (full rate)	61.80	Per hour	N/A	01/04/2023	Discretionary
Main Hall Hire Only - Commercial Organisations (reduced rate)^	59.60	Per hour	N/A	01/04/2023	Discretionary
* these bookings require a 25% non-refundable deposit					
^ The Reduced Rate of Charge applies to Senior Citizens, those under age 18, and students in full-time education who are normally resident in East Lothian. Students should be asked to produce a current matriculation					

<b>OTHER USEFUL CONTACTS:</b>					
Haddington - Bridge Centre - Tel: 01620 823137 (the responsibility for the setting of fees/charges for this Centre lies with the Board)		<a href="#">Click here to check facilities</a>			
Haddington - Nungate & Haddington Community Centre - Tel: 01620 822754		<a href="#">Click here to visit the Centre's Facebook page</a>			
Musselburgh - East Community Learning Centre (the responsibility for the setting of fees/charges for this Centre lies with FES)			<a href="#">Click here to e-mail us</a>		

HALLS, MEETING ROOMS AND FACILITY HIRE	2023/24 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non-discretionary
Musselburgh - Fisherrow Centre - Tel: 0131 665 7590 (the responsibility for the setting of fees/charges for this Centre lies with a Management Committee)		<a href="#">Click here to check facilities and charges</a>			
North Berwick - Community Centre - Tel: 01620 893056 (the responsibility for the setting of fees/charges for this Centre lies with a Management Committee)			<a href="#">Click here to e-mail us</a>		
Port Seton Centre - Tel: 01875 818181 (the responsibility for the setting of fees/charges for this Centre lies with a Management Committee)		<a href="#">Click here to check facilities</a>			
Prestonpans - Mercat Gait Centre - Tel: 01875 815483 (the responsibility for the setting of fees/charges for this Centre lies with a FES)		<a href="#">Click here to check facilities</a>			
Prestonpans - Pennypit Centre - Tel: 01875 819635 (the responsibility for the setting of fees/charges for this Centre lies with a Management Committee)		<a href="#">Click here to visit the Centre's Facebook page</a>			
Spott - Village Hall (the responsibility for the setting of fees/charges for this Centre lies with a Spott Community Association)		<a href="#">Click here to check facilities</a>	<a href="#">Click here to e-mail us</a>		
Wallyford - Community Centre - Tel: 0131 652 2804 (the responsibility for the setting of fees/charges for this Centre lies with a Management Committee) - <b><i>This community centre will be relocating late 2023.</i></b>					
Whitecraig - Village Hub - Tel: 0131 653 5051 (the responsibility for the setting of fees/charges for this Centre lies with a Management Committee)					
<b>Surcharges &amp; Discounts - Town &amp; Community Halls</b>					
<b>General Surcharges - if Caretaker Required for Fire Protection</b>					
Commercial let		100%			
Live or recorded music		10%			
Bar		50%			
Sunday / public holiday		50%			
Caretaker required to remain on site		50% Category 1 or 2; 100% Category 3			
<b>Discounts</b>					
Category 1 – Voluntary & Charitable Groups/Organisations		50%			
<b>Cancellation Fee</b>					
A cancellation fee of 50% of the booking charge will apply if a booking is cancelled less than 48 hours prior to booking date.					



<b>SPORTS FACILITIES, PITCHES AND PAVILIONS</b>	<b>2023/24 Charge £</b>	<b>Basis of charge</b>	<b>VAT</b>	<b>Date applicable</b>	<b>Discretionary/ Non- discretionary</b>
<b>Primary School Sports Pitches &amp; Changing Facilities:</b>					
Use of 1 pitch and 1 changing facility - full rate	51.00	Per pitch, per hour	N/A	01/04/2023	Discretionary
Use of 1 pitch and 1 changing facility - reduced rate*	24.30	Per pitch, per hour	N/A	01/04/2023	Discretionary
Use of pitch for match without changing facilities - full rate	23.10	Per pitch, per hour	N/A	01/04/2023	Discretionary
Use of pitch for match without changing facilities - reduced rate*	11.60	Per pitch, per hour	N/A	01/04/2023	Discretionary
Use of pitch/perimeter for training without changing facilities - full rate	18.90	Per pitch, per hour	N/A	01/04/2023	Discretionary
Use of pitch/perimeter for training without changing facilities - reduced rate*	9.60	Per pitch, per hour	N/A	01/04/2023	Discretionary
Astroturf - full rate	39.10	Per pitch, per hour	N/A	01/04/2023	Discretionary
Astroturf - reduced rate*	19.60	Per pitch, per hour	N/A	01/04/2023	Discretionary
3G synthetic pitch - full rate	53.80	Per pitch, per hour	N/A	01/04/2023	Discretionary
3G synthetic pitch - reduced rate*	27.00	Per pitch, per hour	N/A	01/04/2023	Discretionary

<b>Enjoy Leisure manage the following:</b>					
Aubigny Sports Centre - Tel: 01620 820650		<a href="#">Click here to check our facilities and prices</a>			
Dunbar Leisure Pool - Tel: 01620 820655		<a href="#">Click here to check our facilities and prices</a>			
Loch Centre - Tel: 01875 824140		<a href="#">Click here to check our facilities and prices</a>			
Meadowmill Sports Centre - Tel: 01875 819079		<a href="#">Click here to check our facilities and prices</a>			
Musselburgh Sports Centre - Tel: 0131 653 5208		<a href="#">Click here to check our facilities and prices</a>			
North Berwick Sports Centre - Tel: 01620 820730		<a href="#">Click here to check our facilities and prices</a>			

<b>FES manage the following:</b>					
Mercat Gait Centre - Tel: 01875 815483		<a href="#">Click here to check our facilities</a>			
Dunbar Grammar School - Tel: 01368 863339					
Knox Academy, Haddington - Tel: 01620 823387					
Musselburgh Grammar School - Tel: 0131 665 4278					
North Berwick High School - Tel: 01620 894661					
Preston Lodge High School - Tel: 01875 811170					
Ross High School - Tel: 01875 610433					

<b>USEFUL CONTACTS - ASTROTURF/2G/3G PITCHES</b>					
Forester Park, Tranent (2G & 3G) - Tel: 01875 824140		<a href="#">Pitches &amp; Pavilions (enjoyleisure.com)</a>			
Meadowmill (2G) - Tel: 01875 619079		<a href="#">Pitches &amp; Pavilions (enjoyleisure.com)</a>			
Middleshot Square, Prestonpans (3G) - Tel: 01875 619079		<a href="#">Pitches &amp; Pavilions (enjoyleisure.com)</a>			
Millfield, Haddington (2G) - Tel: 01620 820650		<a href="#">Pitches &amp; Pavilions (enjoyleisure.com)</a>			
North Berwick High School (2G) - Tel: 01786 458888					
Pinkie, Musselburgh (2G & 3G) - Tel: 0131 653 5208		<a href="#">Pitches &amp; Pavilions (enjoyleisure.com)</a>			
Preston Lodge High School (2G) - Tel: 01786 458888					
Recreation Park, North Berwick (3G) - Tel: 01620 820730		<a href="#">Pitches &amp; Pavilions (enjoyleisure.com)</a>			

<b>USEFUL CONTACTS - GOLF COURSES</b>					

SPORTS FACILITIES, PITCHES AND PAVILIONS	2023/24 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Amisfield Golf Course, Haddington - Tel: 01620 823627 (Office) or 01620 822727 (Starter)		<a href="#">Click here to check facilities and charges</a>			
East Links Golf Course, The Glen Golf Club, North Berwick - Tel: 01620 892726		<a href="#">Click here to check facilities and charges</a>			
Musselburgh Links, The Old Course Course - Tel: 0131 653 5122		<a href="#">Musselburgh Links, The Old Golf Course (enjoyleisure.c</a>			
Winterfield Golf Course, Dunbar - Tel: 01368 863562		<a href="#">Winterfield Golf Course (enjoyleisure.com)</a>			

AMENITY AND COUNTRYSIDE	2023/24 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
<b>Burial Grounds:</b>					
Purchase of ground: Lairs for coffin remains	1010.00	Per lair	N/A	01/04/2023	Discretionary
Purchase of ground: Lairs for cremated remains (only available where ground conditions prevent a full coffin interment)	442.00	Per lair	N/A	01/04/2023	Discretionary
Interments: Adult	950.00	Per interment	N/A	01/04/2023	Discretionary
Interments: Cremated remains	248.00	Per interment	N/A	01/04/2023	Discretionary
Interments on a Saturday: Adult	1424.00	Per interment	N/A	01/04/2023	Discretionary
Interments on a Saturday: Cremated remains	372.00	Per interment	N/A	01/04/2023	Discretionary
Interments - Sunday, holiday, outwith working hours: Adult	1899.00	Per interment	N/A	01/04/2023	Discretionary
Interments - Sunday, holiday, outwith working hours: Cremated remains	495.00	Per interment	N/A	01/04/2023	Discretionary
Memorial Stones: Cost of pre-formed or individual foundation charged on application to erect	204.00	Per headstone	Excluding	01/04/2023	Discretionary
Memorial Stones: Maintenance fee for headstones, as per details given on approval to erect notification	137.00	Per headstone	Excluding	01/04/2023	Discretionary
Other Charges: Re-issue/Replacement/Transfer of Lair Certificate	75.00	Per certificate	N/A	01/04/2023	Discretionary
Other Charges: Burial search fee (minimum charge 1 hour)	48.00	Per hour	Excluding	01/04/2023	Discretionary
Other Charges: Outwith area surcharge - 50% on all lair and Interments	1515.00		N/A	01/04/2023	Discretionary
Other Charges: Buy back of unused Lair - 50% of current purchase price	664.00		N/A	01/04/2023	Discretionary

<b>Other Amenity Charges:</b>					
Allotments - Full Plot	53.00	Per year	N/A	01/04/2023	Discretionary
Floral Displays		Per Unit		01/04/2023	Discretionary
Hanging Basket - Supply (summer season)		Per Unit		01/04/2023	Discretionary

<b>Public Parks, Showgrounds and Open Spaces</b>					
Hire of Public Park/Large Open Space - SMALL AREA	226.00	Per day	Exclusive	01/04/2023	Discretionary
Hire of Public Park/Large Open Space - (general recreation - exercise classes, community events etc for non-exclusive use/roaming)	19.00	Per hour	Exclusive	01/04/2023	Discretionary
Hire of Public Park/Large Open Space - LARGE AREA	294.00	Per half day (6 hrs)	Exclusive	01/04/2023	Discretionary
Hire of Public Park/Large Open Space - LARGE AREA	439.00	Per full day (12 hrs)	Exclusive	01/04/2023	Discretionary
Hire of Public Park/Large Open Space - LARGE AREA	594.00	Per full day (24 hrs)	Exclusive	01/04/2023	Discretionary
<b>A Bond</b> must be taken for all Showground Sites; this is only refundable if the site does not require any reinstatement works when the site is vacated	601.00	Per booking	N/A	01/04/2023	Discretionary

<b>Showground Sites (5 day booking):</b>					
Bleachingfield, Dunbar / Goose Green, Gullane / Whittingehame Drive, Haddington / Recreation Park, North Berwick					
Large Site (between 20 & 30 shows/stands)	2937.00	Per 5 day booking	Inclusive	01/04/2023	Discretionary
Medium Site (up to 20 shows/stands)	2156.00	Per 5 day booking	Inclusive	01/04/2023	Discretionary
Small Site (less than 10 shows/stands)	1078.00	Per 5 day booking	Inclusive	01/04/2023	Discretionary
Additional days charged at pro-rata				01/04/2023	
Long Term Lets (Public Park or Showground)	POA		Inclusive	01/04/2023	Discretionary

AMENITY AND COUNTRYSIDE	2023/24 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
<b>A Bond</b> must be taken for all Showground Sites; this is only refundable if the site does not require any reinstatement works when the site is vacated	550.00	Per booking	N/A	01/04/2023	Discretionary
<b>Countryside Ranger Service - Tel: 01620 827827</b>					
Ranger led hikes - full day (adults)	12.00	Per full day hike	Inclusive	01/04/2023	Discretionary
Other guided events - per person	8.00	Per person, per event	Inclusive	01/04/2023	Discretionary
<b>Commemorative Benches:</b>					
Wrought Iron including plaque and placement - supplied and fitted at cost	POA	Per bench		01/04/2023	Discretionary
Tropical hardwood including plaque and placement - supplied and fitted at cost	POA	Per bench		01/04/2023	Discretionary
Administration and maintenance fee	228.00	Per bench, per year	Excluding	01/04/2023	Discretionary

HARBOURS AND SAILING CENTRES	2023/24 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
<b>Cockenzie Harbour - Tel: 07776 467446 (Alex Stewart, Harbour Master)</b>					
Moorings (length only/metres & 10ths, floating or hard standing if available. Annual Charge only - All boats	42.00	Per metre	Inclusive	01/04/2023	Discretionary
Overnight Visitors	16.00	Per night	Inclusive	01/04/2023	Discretionary
Overnight Visitors	29.00	Per two nights	Inclusive	01/04/2023	Discretionary
Overnight Visitors	9.00	Per subsequent night (up to 14 nights)	Inclusive	01/04/2023	Discretionary

<b>USEFUL CONTACTS</b>	
Dunbar Harbour - Tel: 01368 238022 (Alisdair Swan, Chairman)	<a href="#">Click here to contact the Harbour Master</a>
North Berwick Harbour - Tel: 01620 893333 or 07776 467373 (Ross Harbison, Harbour Master)	<a href="#">Click here to check facilities and charges</a>
Fisherrow Harbour - Fisherrow Harbour Association	<a href="#">Contact Us – Fisherrow Harbour and Seafront Association</a>
Prestonpans Links Sailing Centre - Tel: 07904 526800 (Scott Quinn, Commodore)	<a href="#">Click here to contact the Commodore</a>

COASTAL CAR PARKS	2023/24 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
<b>Tickets can be used to visit any of these car parks through the day (valid on day of purchase only)</b>					
Barns Ness	2.50	Per day	N/A	01/04/2023	Discretionary
John Muir Country Park - Linkfield	2.50	Per day	N/A	01/04/2023	Discretionary
John Muir Country Park - Tynningame Links	2.50	Per day	N/A	01/04/2023	Discretionary
Longniddry Bents No 1	2.50	Per day	N/A	01/04/2023	Discretionary
Longniddry Bents No 2	2.50	Per day	N/A	01/04/2023	Discretionary
Longniddry Bents No 3	2.50	Per day	N/A	01/04/2023	Discretionary
Shore Road, Belhaven	2.50	Per day	N/A	01/04/2023	Discretionary
Whitesands	2.50	Per day	N/A	01/04/2023	Discretionary
Yellowcraig	2.50	Per day	N/A	01/04/2023	Discretionary
Annual Parking Season Permit	50.00	Per year	N/A	01/04/2023	Discretionary

<b>ROAD OCCUPATION FEES AND OTHER PERMITS</b>	<b>2023/24 Charge £</b>	<b>Basis of charge</b>	<b>VAT</b>	<b>Date applicable</b>	<b>Discretionary/ Non- discretionary</b>
<b>Traffic Management &amp; Traffic Regulation Orders</b>					
Temporary Traffic Signals - 2 way (Non-Utility Works)	193.00	Per installation	N/A	01/04/2023	Discretionary
Temporary Traffic Signals - 3 way	193.00	Per installation	N/A	01/04/2023	Discretionary
TTRNs per Order <5 days	421.00	Per order	N/A	01/04/2023	Discretionary
TTRNs per Order >5 days (incl advertising costs)	662.00	Per order	N/A	01/04/2023	Discretionary
TROs per Order (minimum fee)	662.00	Per order	N/A	01/04/2023	Discretionary
Traffic management to support TTROs	Quote		Exclusive	01/04/2023	Discretionary
<b>Excavation Permits</b>					
NRSWA s109 Excavation Permit up to 3 months (per 200m)	240.00	Per permit, per 200m	N/A	01/04/2023	Discretionary
NRSWA s109 Excavation Permit (amendments/extensions)	62.00	Per amendment/extension	N/A	01/04/2023	Discretionary
R(S)AA s56 Excavation Permit (up to 3 months)	240.00	Per permit	N/A	01/04/2023	Discretionary
R(S)AA s56 Excavation Permit (amendments or extensions)	62.00	Per amendment/extension	N/A	01/04/2023	Discretionary
Footway Crossing (up to 5 days)	54.00	Per permit	N/A	01/04/2023	Discretionary
<b>Occupation Permits:</b>					
Access Tower Permit (1 week)	48.00	Per 1 week	N/A	01/04/2023	Discretionary
Crane Permit (1 week)	48.00	Per 1 week	N/A	01/04/2023	Discretionary
Occupation (1 week)	62.00	Per 1 week	N/A	01/04/2023	Discretionary
Occupation - Food Vans (1 year)	182.00	Per 1 year	N/A	01/04/2023	Discretionary
Scaffolding Permit (1 month)	120.00	Per 1 month	N/A	01/04/2023	Discretionary
Scaffolding Permit (additional week)	25.00	Per additional week	N/A	01/04/2023	Discretionary
Hoarding Permit (1 month)	120.00	Per 1 month	N/A	01/04/2023	Discretionary
Hoarding Permit (additional week)	25.00	Per additional week	N/A	01/04/2023	Discretionary
Materials Permit (1 month)	62.00	Per 1 month	N/A	01/04/2023	Discretionary
Materials Permit (additional week)	12.00	Per additional week	N/A	01/04/2023	Discretionary
Skip Permit (1 month commercial)	54.00	Per 1 month	N/A	01/04/2023	Discretionary
Skip Permit (additional week commercial)	25.00	Per additional week	N/A	01/04/2023	Discretionary
Skip Permit Household Rate (1 month) (for Council Tax Reg. main residence only)	36.00	Per 1 month	N/A	01/04/2023	Discretionary
Skip Permit household rate (additional week)	12.00	Per additional week	N/A	01/04/2023	Discretionary
Storage Container Permit (1 month)	120.00	Per 1 month	N/A	01/04/2023	Discretionary
Storage Container Permit (additional week)	25.00	Per additional week	N/A	01/04/2023	Discretionary
Table and Chairs Permit	70.00	Per asq metre per year	N/A	01/04/2023	Discretionary
<b>Property Enquiries:</b>					
Property Enquiry with Adoption Plan	54.00	Per Application	N/A	01/04/2023	Discretionary

<b>ROAD OCCUPATION FEES AND OTHER PERMITS</b>	<b>2023/24 Charge £</b>	<b>Basis of charge</b>	<b>VAT</b>	<b>Date applicable</b>	<b>Discretionary/ Non- discretionary</b>
<b>Road Construction Consents</b>					
New Road Construction Consent Application Fee	500.00	Per Application	Exclusive	01/04/2023	Discretionary
New Road Construction Consent Fee per Amendment	500.00	Per Amendment	Exclusive	01/04/2023	Discretionary
New Road Construction Consent Fee per metre of Road (per metre for first 100 metres)	35.00	£30 per metre	Exclusive	01/04/2023	Discretionary
New Road Construction Consent Fee per metre of Road (per metre for each subsequent metre)	20.00	£20 per metre	Exclusive	01/04/2023	Discretionary
New Road Construction Consent Fee per metre of Footpath per metre	5.00	£5 per metre	Exclusive	01/04/2023	Discretionary
Road Construction Inspection Rate	72.60	Per hour	Exclusive	01/04/2023	Discretionary
<b>Signals Switch On/Offs</b>					
Monday - Friday 07:00-17:30	Free		N/A	01/04/2023	Discretionary
Additional Charge for delayed switch off/on (Monday - Friday 07:00-17:30)	62.00	Per hour	N/A	01/04/2023	Discretionary
Monday - Friday 17:30-20:00	120.00	Per hour	N/A	01/04/2023	Discretionary
Saturday - Sunday 07:00-19:00	120.00	Per hour	N/A	01/04/2023	Discretionary
Public Holidays	156.00	Per hour	N/A	01/04/2023	Discretionary
Emergency Attendance	182.00	Per hour	N/A	01/04/2023	Discretionary
<b>EV Charging Point Tariffs</b>					
Destination - Minimum Fee £1.00	0.30	Per kWh	Inclusive	01/04/2023	Discretionary
Journey 43-50KW - Minimum Fee £2.00	0.40	Per kWh	Inclusive	01/04/2023	Discretionary
Journey >50KW - Minimum Fee £2.00	0.60	Per kWh	Inclusive	01/04/2023	Discretionary
<b>EV Charging Point Overstay Fee</b>					
Destination - Minimum Fee £1.00		N/A	Inclusive	01/04/2023	Discretionary
Journey 43-50KW - Minimum Fee £2.00	1.10	Per minute up to a max of £30	Inclusive	01/04/2023	Discretionary
Journey >50KW - Minimum Fee £2.00	1.10	Per minute up to a max of £30	Inclusive	01/04/2023	Discretionary
Note: Overstay fees include a 10 minute grace period					



<b>PLANNING AND BUILDING STANDARDS</b>	<b>2023/24 Charge £</b>	<b>Basis of charge</b>	<b>VAT</b>	<b>Date applicable</b>	<b>Discretionary/ Non- discretionary</b>
Letter of comfort - domestic where work didn't have a Warrant	343.00	Per letter	Inclusive	01/04/2023	Discretionary
Letter of comfort -where there is a expired warrant or work is exempt	164.00	Per letter	Inclusive	01/04/2023	Discretionary
Letter of comfort - non-domestic	612.00	Per inspection	Inclusive	01/04/2023	Discretionary
Letter of comfort - further inspections (up to 1 hour inc travel time)	126.00	Per search	Inclusive	01/04/2023	Discretionary
Search building standards and Planning - standard (specific) inclusive of copy of decision/(1 completion cert. BS only)	62.00	Per search	Inclusive	01/04/2023	Discretionary
Search building standards - non-specific inclusive of copy of decision/(1 completion cert. BS only)	96.00	Per copy	Inclusive	01/04/2023	Discretionary
Specific search Planning/Building Warrant file to view only	7.00	Per copy	Inclusive	01/04/2023	Discretionary
Copy of documents - up to 3 drawings	48.00	Per copy	Inclusive	01/04/2023	Discretionary
Copy of documents - up to 6 drawings	69.00	Per copy	Inclusive	01/04/2023	Discretionary
Copy of documents - up to 9 drawings	90.00	Per copy	Inclusive	01/04/2023	Discretionary
Copy of documents - up to 12 drawings	110.00	Per copy	Inclusive	01/04/2023	Discretionary
Copy of documents - up to 24 drawings	193.00	Per copy	Inclusive	01/04/2023	Discretionary
Section 50 Certificate (make same as Env Health)	129.00	Per copy	Inclusive	01/04/2023	Discretionary
Works to listed buildings	108.00		Inclusive	01/04/2023	Discretionary
Optional Additional Services - Site visit by case officer	144.00		Inclusive	01/04/2023	Discretionary
Non-material Variation	200.00		N/A	01/04/2023	Discretionary
Discharge of Conditions	100.00		N/A	01/04/2023	Discretionary

<b>Pre-applications</b>					
Householder developments - advertising & signage (including change of use of land for domestic purpose only)	90.00		Exclusive	01/04/2023	Discretionary
Local developments (small) - including Section 42 applications Up to 10 residential units Up to 999m2 class 4/5/6/other/mixed space	600.00		Exclusive	01/04/2023	Discretionary
Optional Additional Services - max 1hr meeting with case officer (site/virtual/ in person)	120.00		Exclusive	01/04/2023	Discretionary
If the above requires specialist service advice at the request of enquirer and agreement with case officer	100.00		Exclusive	01/04/2023	Discretionary
Local developments (med) - including Section 42 applications 11 – 49 residential units 1000m2 to 9999m2 class 4/5/6 space 1000m2 to 4999m2 other/mixed space	1200.00		Exclusive	01/04/2023	Discretionary
Optional Additional Services - max 1hr meeting with case officer (site/virtual/ in person)	120.00		Exclusive	01/04/2023	Discretionary
If the above requires specialist service advice at the request of enquirer and agreement with case officer	100.00		Exclusive	01/04/2023	Discretionary
Local (other) - Any development not falling within the categories above as per The Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009	900.00		Exclusive	01/04/2023	Discretionary
Optional Additional Services - max 1hr meeting with case officer (site/virtual/ in person)	120.00		Exclusive	01/04/2023	Discretionary
If the above requires specialist service advice at the request of enquirer and agreement with case officer	100.00		Exclusive	01/04/2023	Discretionary
Major/National Development - including Section 42 applications 50+ residential units ,10,000m2+ class 4/5/6 space, 5000m2+ other/mixed space, 2 hectares+ site size, Other criteria per The Town and Country Planning (Hierarchy of Developments) (Scotland)	3500.00		Exclusive	01/04/2023	Discretionary
Optional Additional Services - max 1hr meeting with case officer, Road Services & other relevant council officers (site/virtual/ in person)	300.00		Exclusive	01/04/2023	Discretionary
Above meeting can include team/service manager	500.00		Exclusive	01/04/2023	Discretionary

**Street Naming & House Numbering:**

<b>PLANNING AND BUILDING STANDARDS</b>	<b>2023/24 Charge £</b>	<b>Basis of charge</b>	<b>VAT</b>	<b>Date applicable</b>	<b>Discretionary/ Non- discretionary</b>
New Street Name or Change of Street Name	285.00	Per street	N/A	01/04/2023	Discretionary
House Name and Number - single or first property	76.00	Per property	N/A	01/04/2023	Discretionary
House Name and Number - subsequent properties 2-9	47.00	Per property	N/A	01/04/2023	Discretionary
House Name and Number - subsequent properties 10-100	292.00	Per 10 properties	N/A	01/04/2023	Discretionary
House Name and Number - 100+ Starter Fee	1167.00	100+ properties	N/A	01/04/2023	Discretionary
House Name and Number - 100+ additional property charge	24.00	Per property	N/A	01/04/2023	Discretionary
Allocation of a House Name	75.90	Per property	N/A	01/04/2023	Discretionary

<b>Archaeology:</b>					
Professional time (per hour)	128.00	Per hour	Excluding	01/04/2023	Discretionary
Digital extract (per hour + VAT)	128.00	Per hour	Excluding	01/04/2023	Discretionary
Curatorial advise outside of the formal planning process (per hour +VAT)	128.00	Per hour	Excluding	01/04/2023	Discretionary

<b>Planning Application Fees:</b>					
<a href="#">Application fees are set nationally. Use the fee calculator on the ePlanning Portal</a>					Non-discretionary
Retrospective planning applications - Statutory planning fee plus 25% surcharge				01/04/2023	

<b>Building Warrant Application Fees:</b>					
<a href="#">Application fees are set nationally. Use the fee calculator on the eStandards Portal</a>					Non-discretionary

<b>CIVIC LICENCING</b>	<b>2022/23 Charge £</b>	<b>Basis of charge</b>	<b>VAT</b>	<b>Date applicable</b>	<b>Discretionary/ Non- discretionary</b>
<b>General:</b>					
Application for material change or variation	69.00	Per application	N/A	01/04/2023	Discretionary
Issue of any duplicate licence	29.00	Per duplicate	N/A	01/04/2023	Discretionary
Certified true copy of entry in register	29.00	Per copy	N/A	01/04/2023	Discretionary
<b>Taxis and Private Hire:</b>					
New and renewal licences (1 year)	405.00	Per application	N/A	01/04/2023	Discretionary
New and renewal of driver (1 year)	149.00	Per application	N/A	01/04/2023	Discretionary
Replacement plate (front)	32.00	Per application	N/A	01/04/2023	Discretionary
Replacement plate (rear)	35.00	Per application	N/A	01/04/2023	Discretionary
Replacement bracket (front)	32.00	Per application	N/A	01/04/2023	Discretionary
Replacement bracket (rear)	35.00	Per application	N/A	01/04/2023	Discretionary
Replacement door sign	31.00	Per application	N/A	01/04/2023	Discretionary
Duplicate of badge/ID card	29.00	Per application	N/A	01/04/2023	Discretionary
Replacement vehicle (temp or remainder of year)	141.00	Per application	N/A	01/04/2023	Discretionary
Substitute vehicle	141.00	Per application	N/A	01/04/2023	Discretionary
Cancellation of inspection	74.00	Per application	N/A	01/04/2023	Discretionary
Vehicle re-test	150.00	Per application	N/A	01/04/2023	Discretionary
New or renewal of trainer license	149.00	Per application	N/A	01/04/2023	Discretionary
Wheelchair exemption certificate	29.00	Per application	N/A	01/04/2023	Discretionary
<b>Advertising (1 Year):</b>					
Internal	18.00	Per application	N/A	01/04/2023	Discretionary
External	60.00	Per application	N/A	01/04/2023	Discretionary
Superside	72.00	Per application	N/A	01/04/2023	Discretionary
Full livery	90.00	Per application	N/A	01/04/2023	Discretionary
<b>Booking Office:</b>					
New and renewal licences (3 year)	252.00	Per application	N/A	01/04/2023	Discretionary
<b>Late Hours Catering Licence:</b>					
New and renewal licences (1 year)	276.00	Per application	N/A	01/04/2023	Discretionary
<b>Second Hand Dealers:</b>					
New and renewal licences (3 year)	294.00	Per application	N/A	01/04/2023	Discretionary
Temporary licence (6 weeks)	81.00	Per application	N/A	01/04/2023	Discretionary
<b>Street Traders:</b>					
Food or non-food new and renewal licences (3 year)	294.00	Per application	N/A	01/04/2023	Discretionary
Temporary Street Trader – 6 weeks	81.00	Per application	N/A	01/04/2023	Discretionary

CIVIC LICENCING	2022/23 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
<b>Market Traders:</b>					
Less than 50 traders (1 year)	332.00	Per application	N/A	01/04/2023	Discretionary
Less than 50 traders Temporary (6 weeks)	167.00	Per application	N/A	01/04/2023	Discretionary
More than 50 traders (1 year)	586.00	Per application	N/A	01/04/2023	Discretionary
More than 50 traders Temporary (6 weeks)	283.00	Per application	N/A	01/04/2023	Discretionary
<b>Metal Dealers:</b>					
New and renewal licences (1 year)	294.00	Per application	N/A	01/04/2023	Discretionary
Itinerant metal dealer (1 year)	294.00	Per application	N/A	01/04/2023	Discretionary
<b>Window Cleaner:</b>					
New and renewal licences (1 year)	89.00	Per application	N/A	01/04/2023	Discretionary
<b>Knife Dealer:</b>					
New and renewal licences (3 year)	384.00	Per application	N/A	01/04/2023	Discretionary
<b>Skin Piercing and Tattooing</b>					
New and renewal licences (1 year)	263.00	Per application	N/A	01/04/2023	Discretionary
Additional employees (each per year)	132.00	Per application	N/A	01/04/2023	Discretionary
<b>Venison &amp; Game Dealer:</b>					
New and renewal licences (3 year)	129.00	Per application	N/A	01/04/2023	Discretionary
<b>Public Entertainment:</b>					
New and renewal licences (commercial 3 year)	600.00	Per application	N/A	01/04/2023	Discretionary
New and renewal licences - multi-activity indoor or outdoor (3 year)	1714.00	Per application	N/A	01/04/2023	Discretionary
<b>Indoor Sports Entertainment:</b>					
New and renewal licences (1-year)	257.00	Per application	N/A	01/04/2023	Discretionary
<b>Other Temporary Public Entertainment Licences (6 weeks):</b>					
Up to 500 persons	211.00	Per application	N/A	01/04/2023	Discretionary
500-2000 persons	423.00	Per application	N/A	01/04/2023	Discretionary
2001-5000 persons	635.00	Per application	N/A	01/04/2023	Discretionary
Over 5000 persons	845.00	Per application	N/A	01/04/2023	Discretionary
Charity (6 weeks up to 150 persons)	No charge	Per application	N/A	01/04/2023	Discretionary

<b>CIVIC LICENCING</b>	<b>2022/23 Charge £</b>	<b>Basis of charge</b>	<b>VAT</b>	<b>Date applicable</b>	<b>Discretionary/ Non- discretionary</b>
<b>Animal Licencing (Length dependant upon EH recommendation)</b>					
Pet seller -grant	194.00	Per application	N/A	01/04/2023	Discretionary
Pet seller - renewal	205.00	Per application	N/A	01/04/2023	Discretionary
Re-homing activities - grant	205.00	Per application	N/A	01/04/2023	Discretionary
Re-homing activities - renewal	194.00	Per application	N/A	01/04/2023	Discretionary
Animal Welfare Establishment (unless registered charity) - Grant	205.00	Per application	N/A	01/04/2023	Discretionary
Animal Welfare Establishment (unless registered charity) - renewal	194.00	Per application	N/A	01/04/2023	Discretionary
Riding establishments (1 year)	138.00	Per application	N/A	01/04/2023	Discretionary
Dangerous wild animals (1 year)	138.00	Per application	N/A	01/04/2023	Discretionary
Animal boarding establishments	138.00	Per application	N/A	01/04/2023	Discretionary
Animal boarding (use of domestic premises)	69.00	Per application	N/A	01/04/2023	Discretionary
Dog breeder- grant	194.00	Per application	N/A	01/04/2023	Discretionary
Dog breeder - renewal	205.00	Per application	N/A	01/04/2023	Discretionary
Cat breeder - grant	194.00	Per application	N/A	01/04/2023	Discretionary
Cat breeder - renewal	205.00	Per application	N/A	01/04/2023	Discretionary
Rabbit breeder - grant	194.00	Per application	N/A	01/04/2023	Discretionary
Rabbit breeder - renewal	205.00	Per application	N/A	01/04/2023	Discretionary
Animal day-care services	128.00	Per application	N/A	01/04/2023	Discretionary
Zoological park (5 years)	595.00	Per application	N/A	01/04/2023	Discretionary
Variation of Pet Seller/Dog, Cat or Rabbit Breeder /Rehoming Activities/Animal Welfare Est.	145.00	Per application	N/A	01/04/2023	Discretionary
Duplicate of Pet Seller/Dog, Cat or Rabbit Breeder /Rehoming Activities/Animal Welfare Est.	28.00	Per application	N/A	01/04/2023	Discretionary
<b>Boat Hire:</b>					
New and renewal (1 year)	298.00	Per application	N/A	01/04/2023	Discretionary
Temporary (6 weeks)	151.00	Per application	N/A	01/04/2023	Discretionary
<b>Landlord Registration</b>					
Registration of a Landlord (valid for 3 years) - Single local authority	68.00	Per application	N/A	01/04/2023	Non-discretionary
Two or more applications with different local authorities	34.00	per application	N/A	01/04/2023	Non-discretionary
Registration of a Property (valid for 3 years)	16.00	Per property	N/A	01/04/2023	Non-discretionary
Late Payment Fee (for failure to re-register on time)	137.00	Per application	N/A	01/04/2023	Non-discretionary
<b>Houses in Multiple Occupation (HMO):</b>					
3 to 5 persons (grant)	504.00	Per application	N/A	01/04/2023	Discretionary
6-10 persons (grant)	811.00	Per application	N/A	01/04/2023	Discretionary
11-20 persons (grant)	1240.00	Per application	N/A	01/04/2023	Discretionary
21-30 persons (grant)	1489.00	Per application	N/A	01/04/2023	Discretionary
31-40 persons (grant)	1730.00	Per application	N/A	01/04/2023	Discretionary
41-50 persons (grant)	1981.00	Per application	N/A	01/04/2023	Discretionary
51-75 persons (grant)	2594.00	Per application	N/A	01/04/2023	Discretionary

<b>CIVIC LICENCING</b>	<b>2022/23 Charge £</b>	<b>Basis of charge</b>	<b>VAT</b>	<b>Date applicable</b>	<b>Discretionary/ Non- discretionary</b>
76-100 persons (grant)	3214.00	Per application	N/A	01/04/2023	Discretionary
101-200 persons (grant)	4447.00	Per application	N/A	01/04/2023	Discretionary
201+ persons (grant)	5681.00	Per application	N/A	01/04/2023	Discretionary
Additional Inspections after Initial (per Officer)	59.00	Per request	N/A	01/04/2023	Discretionary
Change of Ownership (Prior to Grant)	178.00	Per request	N/A	01/04/2023	Discretionary
Change of Day to Day Manager or Agent	178.00	per request	N/A	01/04/2023	Discretionary
Change of Maximum Occupancy Level	178.00	per request	N/A	01/04/2023	Discretionary
Change to Physical Layout of Property	178.00	per request	N/A	01/04/2023	Discretionary

<b>Caravan Licence (Permanent Residents)</b>					
01-25 caravans	578.00	Per application	N/A	01/04/2023	Discretionary
26-50 Caravans	933.00	Per application	N/A	01/04/2023	Discretionary
51-100 Caravans	1690.00	Per application	N/A	01/04/2023	Discretionary
101 + Caravans	1890.00	Per application	N/A	01/04/2023	Discretionary

<b>Explosives:</b>					
Storage of Explosives Registration – 1 year (Fireworks)	109.00	Per application	N/A	01/04/2023	Non-Discretionary
Storage of Explosives Registration – 2 year (Fireworks)	141.00	Per application	N/A	01/04/2023	Non-Discretionary
Storage of Explosives Registration – 3 year (Fireworks)	173.00	Per application	N/A	01/04/2023	Non-Discretionary
Storage of Explosives Registration – 4 year (Fireworks)	206.00	Per application	N/A	01/04/2023	Non-Discretionary
Storage of Explosives Registration – 5 year (Fireworks)	238.00	Per application	N/A	01/04/2023	Non-Discretionary
Storage of Explosives Renewal - 1 year (Fireworks)	54.00	Per application	N/A	01/04/2023	Non-Discretionary
Storage of Explosives Renewal - 2 year (Fireworks)	86.00	Per application	N/A	01/04/2023	Non-Discretionary
Storage of Explosives Renewal - 3 year (Fireworks)	120.00	Per application	N/A	01/04/2023	Non-Discretionary
Storage of Explosives Renewal - 4 year (Fireworks)	152.00	Per application	N/A	01/04/2023	Non-Discretionary
Storage of Explosives Renewal - 5 year (Fireworks)	185.00	Per application	N/A	01/04/2023	Non-Discretionary
Vary Explosive Licence	36.00	Per variation	N/A	01/04/2023	Non-Discretionary
Transfer of Licence	36.00	Per transfer	N/A	01/04/2023	Non-Discretionary
Replacement Licence	36.00	Per replacement	N/A	01/04/2023	Non-Discretionary

<b>Petroleum:</b>					
1 year – not exceeding 2,500 litres	45.00	Per application	N/A	01/04/2023	Non-Discretionary
Petroleum- 1 year – exceeding 2,500 litres but not exceeding 50,000 litres	61.00	Per application	N/A	01/04/2023	Non-Discretionary
Petroleum- 1 year – exceeding 50,000 litres	128.00	Per application	N/A	01/04/2023	Non-Discretionary
Duplicate Licence	12.00	Per replacement	N/A	01/04/2023	Non-Discretionary

*There are a number of licences that are granted by the East Lothian Licensing Board. East Lothian Council do not set these fees or have the power to grant a licence under the scheme. The Council only provides administrative support to the Licensing Board to enable it to carry out its duties. More information on the Licences and charges of the Licensing Board can be found at:*

CIVIC LICENCING	2022/23 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
<a href="https://www.eastlothian.gov.uk/downloads/file/23614/premise_licence_fees">https://www.eastlothian.gov.uk/downloads/file/23614/premise_licence_fees</a> <a href="https://www.eastlothian.gov.uk/downloads/file/23559/">https://www.eastlothian.gov.uk/downloads/file/23559/</a> <a href="https://www.eastlothian.gov.uk/info/210571/licensing/12259/alcohol_licences/2">https://www.eastlothian.gov.uk/info/210571/licensing/12259/alcohol_licences/2</a>					

REGISTRATION SERVICES	2023/24 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
<b>Registrar:</b>					
Religious or belief marriage	100.00	Per registration	N/A	01/04/2023	Non-discretionary
Conducting marriage/civil partnership registration in OFFICE in office hours	155.00	Per registration	N/A	01/04/2023	Non-discretionary
Conducting marriage/civil partnership registration in MARRIAGE ROOM in office hours	305.00	Per registration	N/A	01/04/2023	Discretionary
Conducting marriage/civil partnership registration in MARRIAGE ROOM on Saturday	460.00	Per registration	N/A	01/04/2023	Discretionary
Conducting marriage/civil partnership registration - any other venue (Mon-Fri 9am-5pm)	370.00	Per registration	N/A	01/04/2023	Discretionary
Conducting marriage/civil partnership registration - any other venue (5-7pm week days or Saturday)	460.00	Per registration	N/A	01/04/2023	Discretionary
Conducting marriage/civil partnership registration on Sunday/public holiday (all venues)	500.00	Per registration	N/A	01/04/2023	Discretionary
Marriage/civil partnership certificate	10.00	Per certificate	N/A	01/04/2023	Non-discretionary
Extracts search fee	5.00	Per search	N/A	01/04/2023	Non-discretionary
British Citizenship Private Ceremony	95.00	Per ceremony	N/A	01/04/2023	Discretionary
Certifying Foreign Pensions	28.00	Per validation	N/A	01/04/2023	Discretionary



ENVIRONMENTAL HEALTH AND OTHER PROTECTIVE SERVICES	2023/24 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
<b>Health Certificates:</b>					
Export Health Certificates (Food)	97.50	Per certificate	N/A	01/04/2023	Discretionary
<b>Additional Charges:</b>					
Correction and re-issue of a certificate	73.70	Per certificate	N/A	01/04/2023	Discretionary
Copies of a certificate	31.70	Per copy	N/A	01/04/2023	Discretionary
Food Hygiene Section 50 Certificate	129.00	Per certificate	N/A	01/04/2023	Discretionary
Food Hygiene Section 39 Certificate	68.00	Per certificate	N/A	01/04/2023	Discretionary
Immigration letter	97.50	Per letter	N/A	01/04/2023	Discretionary
Environmental Search	95.20	Per report	N/A	01/04/2023	Discretionary
Duplicate document	15.80	Per document	N/A	01/04/2023	Discretionary
Attestation for UK (Internal) Food Safety Legislation	100.00	Per document	N/A	01/04/2023	Discretionary
Private Water Supplies: Exempt Non-Commercial Supplies	<a href="#">Click to view prescribed fees</a>		N/A	01/04/2023	Discretionary
Private Water Supplies: Regulated Commercial Supplies**	£6.50 per Lab Unit + £22.00 per Officer hour + mileage		N/A	01/04/2023	Discretionary
Requested Domestic/Not for Profit Sampling*	£6.50 per Lab Unit + £43.50		N/A	01/04/2023	Discretionary
Requested Commercial Sampling**	£6.50 per Lab Unit + £22.00 per Officer hour + mileage		N/A	01/04/2023	Discretionary
Commercial Sampling Programme (Quoted following detailed assessment based upon Requested Commercial Sampling formula)	POA		N/A	01/04/2023	Discretionary

\*Domestic / Not for Profit entities: Requested Sampling Charges will be made at ELC set Laboratory Unit cost with an additional set fee (standardised 2 hours @ Officer Hour rate + £20 standardised mileage (based upon 45p per mile to cover from Haddington to sampling point, to Laboratory, back to Haddington). Officer time will account for travelling, data input, administration and advice/guidance provided on receipt of Report. A standardised Officer time element is deemed reasonable and fair to account for properties in all parts of the Council area. An increase in one hour of Officer time will be attributed to every 5 samples from one sampling point to account for increased administration time. Edinburgh Scientific Services provides an annual price list which will be used to calculate costs dependent upon test / analysis suite required.

\*\* Commercial entities: Requested Sampling Charges will be made at ELC set Laboratory Unit cost with an additional Officer Hour rate + mileage (45p per mile to cover from Haddington to sampling point, to Laboratory, back to Haddington). An increase in one hour of Officer time will be attributed to every 5 samples from one sampling point to account for increased administration time. Edinburgh Scientific Services provides an annual price list which will be used to calculate costs dependent upon test / analysis suite required.

<b>LIBRARY, MUSEUMS, ARCHIVES &amp; LOCAL HISTORY SERVICES</b>	<b>2023/24 Charge £</b>	<b>Basis of charge</b>	<b>VAT</b>	<b>Date applicable</b>	<b>Discretionary/ Non- discretionary</b>
<b>Reproduction Charges</b>					
Printouts and Scanned Images: from a scanned image	3.60	Per image	Inclusive	01/04/2023	Discretionary
Printouts and Scanned Images: providing an existing scan on CD	4.80	Per CD plus can costs	Inclusive	01/04/2023	Discretionary
Printouts and Scanned Images: making a new quick scan, limited quality & providing scan as printout	4.80	Per scan, per printout	Inclusive	01/04/2023	Discretionary
Printouts and Scanned Images: making a new quick scan, limited quality & providing scan on CD	4.80	Per CD plus can costs	Inclusive	01/04/2023	Discretionary
Printouts and Scanned Images: providing commercial quality scan on CD	POA	Per scan, per CD	Inclusive	01/04/2023	Discretionary
Reproduction Fees: Publications, Exhibitions & Other Public Use	56.50	Per item	Inclusive	01/04/2023	Discretionary
Reproduction Fees: For 'small scale' publications	13.50	Per item	Inclusive	01/04/2023	Discretionary
Postage & Packing: for printouts and single CDs	2.40	Per package		01/04/2023	Discretionary
Postage & Packing: for large items	POA			01/04/2023	Discretionary
<b>Museums Service Events &amp; Activities</b>					
Workshop Activity (1-2 hours)	4.80	Per person, per activity, per	Inclusive	01/04/2023	Discretionary
Drop-in Activities	POA	Per person, per activity	Inclusive	01/04/2023	Discretionary
Drop-in Activities for Families (family/group for large scale events)	POA	Per family/group, per activity	Inclusive	01/04/2023	Discretionary
<b>Prestongrange Museum - Tel: 0131 653 2904</b>					
Guided Tours	3.40	Per person	Inclusive	01/04/2023	Discretionary
<b>John Gray Centre Museum, Haddington - Tel: 01620 820690</b>					
Local History: Short Enquiries (up to 15 minutes)	Free			01/04/2023	Discretionary
Local History: Longer Enquiries (up to first 60mins)	30.80	First hour, or part thereof	Inclusive	01/04/2023	Discretionary
Local History: Longer Enquiries (after first 60mins)	5.50	Each subsequent 15mins, or	Inclusive	01/04/2023	Discretionary
<b>Library stock request:</b>					
Over 16's only (unless in full time secondary education or a concessionary or Home Library Service user)	0.60	Per item	N/A	01/04/2022	Discretionary
<b>Library Fines and Fees:</b>					
All borrowers with a lost or damaged item will be required to pay the full replacement cost	POA	Per item	N/A	01/04/2023	Discretionary

LIBRARY, MUSEUMS, ARCHIVES & LOCAL HISTORY SERVICES	2023/24 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
<b>DVD Hires:</b>					
Adult & Children's Entertainment DVD (up to 12 months from release)	3.00	Per one week hire	Inclusive	01/04/2023	Discretionary
Adult & Children's Entertainment DVD box set 3 or more discs (up to 12 months from release)	6.50	Per three week hire	Inclusive	01/04/2023	Discretionary
Children's Pre-school DVDs	0.00	Per three week hire	Inclusive	01/04/2023	Discretionary
Please note that renewing entertainment DVDs on loan will incur a further hire charge					
<b>Loan Charges:</b>					
Inter-Library Loans	6.00	Per item	N/A	01/04/2023	Non-Discretionary
Vocal Scores	POA	Per score	N/A	01/04/2023	Discretionary
Orchestral Sets (charge variable as determined by loaning authority)	POA	Per score	N/A	01/04/2023	Discretionary
<b>Withdrawn Library Stock Sales:</b>					
Hardback books	1.10	Per item	N/A	01/04/2023	Discretionary
Paperback books	0.60	Per item	N/A	01/04/2023	Discretionary
Spoken Word Cassettes and CDs	2.30	Per item	N/A	01/04/2023	Discretionary
DVDs	1.10	Per item	N/A	01/04/2023	Discretionary
<b>Image Reproduction:</b>					
Printouts and Scanned Images: from a scanned image	3.60	Per image	Inclusive	01/04/2023	Discretionary
Printouts and Scanned Images: providing an existing scan on CD	4.80	Per scan, per CD	Inclusive	01/04/2023	Discretionary
Use of image for publication (commercial)	56.50	Per image	Inclusive	01/04/2023	Discretionary
Use of image for publication (local history society)	13.50	Per image	Inclusive	01/04/2023	Discretionary
<b>Other Sales:</b>					
Photocopying/Computer Printout: B&W A4	0.30	Per single-sided sheet	Inclusive	01/04/2023	Discretionary
Photocopying/Computer Printout: B&W A3	0.40	Per single-sided sheet	Inclusive	01/04/2023	Discretionary
Photocopying/Computer Printout: Colour A4	0.60	Per single-sided sheet	Inclusive	01/04/2023	Discretionary
Photocopying/Computer Printout: Colour A3	0.70	Per single-sided sheet	Inclusive	01/04/2023	Discretionary
Laminating - A4	1.70	Per sheet	Inclusive	01/04/2023	Discretionary
Laminating - A3	2.90	Per sheet	Inclusive	01/04/2023	Discretionary
Computer Storage Device: 8GB memory stick	7.90	Per memory stick	Inclusive	01/04/2023	Discretionary
Headphones	2.10	Per set	Inclusive	01/04/2023	Discretionary
Doggy Bags	1.10	Per pack	Inclusive	01/04/2023	Discretionary
Hot Drinks: Coffee, Tea or Hot Chocolate	1.10	Per cup	Inclusive	01/04/2023	Discretionary
Hot Drinks: Hot Chocolate with Mars Swirl/Real Milk Froth or Espresso with Real Milk Froth	1.10	Per cup	Inclusive	01/04/2023	Discretionary
If hosting a display of community artwork or craftwork and the maker wishes to sell that work there is a commission rate of 25% in lieu of a room hire rate				01/04/2023	Discretionary

<b>LIBRARY, MUSEUMS, ARCHIVES &amp; LOCAL HISTORY SERVICES</b>	<b>2023/24 Charge £</b>	<b>Basis of charge</b>	<b>VAT</b>	<b>Date applicable</b>	<b>Discretionary/ Non- discretionary</b>
<b>Library Events:</b>					
Events for Children: Craft Session (per child) - 60 minute session	Priced individually	Per child, per session	N/A	01/04/2023	Discretionary
Events for Children: Other Workshops	Priced individually	Per child, per session	N/A	01/04/2023	Discretionary
Events for Adults (range from free to £10 but ticket costs may vary depending on the cost of the event)	Priced individually	Per adult, per event	N/A	01/04/2023	Discretionary

#### **USEFUL CONTACTS - MUSEUMS**

Coastal Communities Museum, North Berwick - Tel: 01620 894313		<a href="#">Follow us on Twitter</a>	<a href="#">Follow us on Facebook</a>	
Dunbar Town House Museum & Gallery - Tel: 01620820699		<a href="#">Follow us on Twitter</a>	<a href="#">Follow us on Facebook</a>	
John Gray Centre Museum, Haddington - Tel: 01620 820695		<a href="#">Follow us on Twitter</a>	<a href="#">Follow us on Facebook</a>	
John Muir's Birthplace, Dunbar - Tel: 01368 865899		<a href="#">Follow us on Twitter</a>	<a href="#">Follow us on Facebook</a>	
Museum Store, Dunbar Road, Haddington - Tel: 01620 820618				
Musselburgh Museum - Tel: 0131 665 6642			<a href="#">Follow us on Facebook</a>	
Prestongrange Museum, Prestonpans - Tel: 0131 653 2904		<a href="#">Follow us on Twitter</a>	<a href="#">Follow us on Facebook</a>	

#### **USEFUL CONTACTS - LIBRARIES**

Dunbar Library - Tel: 01620 827827		<a href="#">Follow us on Twitter</a>	<a href="#">Follow us on Facebook</a>	
East Linton Library - Tel: 01620 827827		<a href="#">Follow us on Twitter</a>	<a href="#">Follow us on Facebook</a>	
Gullane Library - Tel: 01620 827827		<a href="#">Follow us on Twitter</a>	<a href="#">Follow us on Facebook</a>	
Haddington Library - Tel: 01620 827827		<a href="#">Follow us on Twitter</a>	<a href="#">Follow us on Facebook</a>	
Longniddry Library - Tel: 01620 827827		<a href="#">Follow us on Twitter</a>	<a href="#">Follow us on Facebook</a>	
Musselburgh Library - Tel: 01620 827827		<a href="#">Follow us on Twitter</a>	<a href="#">Follow us on Facebook</a>	
North Berwick Library - Tel: 01620 827827		<a href="#">Follow us on Twitter</a>	<a href="#">Follow us on Facebook</a>	
Ormiston Library - Tel: 01875 616675		<a href="#">Follow us on Twitter</a>	<a href="#">Follow us on Facebook</a>	
Port Seton Library - Tel: 01620 827827		<a href="#">Follow us on Twitter</a>	<a href="#">Follow us on Facebook</a>	
Prestonpans Library - Tel: 01620 827827		<a href="#">Follow us on Twitter</a>	<a href="#">Follow us on Facebook</a>	
Tranent Library - Tel: 01620 827827		<a href="#">Follow us on Twitter</a>	<a href="#">Follow us on Facebook</a>	
Wallyford Library - Tel: 01620 827827		<a href="#">Follow us on Twitter</a>	<a href="#">Follow us on Facebook</a>	

OUTDOOR LEARNING SERVICES	2023/24 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
<b>Outdoor Learning Service Classroom &amp; Indoor Facilities - Tel: 0131 653 5217 or outdoorlearning@elcschool.org.uk</b>					
Commercial Rate (9 am to 4pm)	112.00	Per day	Excluding	01/04/2023	Discretionary

**Classroom & Indoor Facilities - In the event of cancellation, the following rates will apply:**

- 12 - 8 weeks before your arrival - 25% of the fee is due
- 8 - 4 weeks before your arrival - 50% of the fee is due
- 4 - 2 weeks before your arrival - 80% of the fee is due
- 2 weeks before your arrival - 100% of the fee is due

ADULT WELLBEING CHARGES	2023/24 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
East Lothian Care Homes - self funder (per week) Less FPC Element	883.20	Per person, per week		01/04/2023	discretionary
Belhaven Care Home (NHS provision)	1320.00	Per person, per week			
Respite (per week)	802.90	Per person, per week		01/04/2023	discretionary
Meals (per meal for lunch club and door to door)	3.85	Per person, per meal		01/04/2023	discretionary
Care at home (per hour)	15.50	Per hour		01/04/2023	discretionary
Taper- 60% of the 1st £50 then 75% thereafter				01/04/2023	discretionary
Community alarm charge (per week for all users)	4.05	Per week		01/04/2023	discretionary
Resource Centre sessions (3 hours)	2.25	Per person, per session		01/04/2023	discretionary
Transport per journey (to destinations other than day centres and resource centres)	2.25	Per person, per journey		01/04/2023	discretionary
1 session with transport (discount bundle)	3.35	Per Person		01/04/2023	discretionary
2 sessions with transport (discount bundle)	5.60	Per Person		01/04/2023	discretionary

SCHOOL CHARGES	2023/24 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Meal - Primary Schools	2.40	Per meal	N/A	17/08/2023	Discretionary
Meal - Secondary Schools	2.75	Per meal	N/A	17/08/2023	Discretionary
Meal - non pupil/staff	3.50	Per meal	N/A	17/08/2023	Discretionary
School milk (Primary only)	0.28	Per carton	N/A	17/08/2023	Discretionary
Instrumental Music Tuition - Full Annual Charge (If Registered for Free School Meals or Clothing Grant)	Free	Per Child	N/A	17/08/2023	Discretionary
Instrumental Music Tuition - Full Annual Charge (If Enrolled on an SQA Music Qualification)	Free	Per Child	N/A	17/08/2023	Discretionary
Instrumental Music Tuition - Full Annual Charge (First Child)	0.00	Per First Child	N/A	17/08/2023	Discretionary
Instrumental Music Tuition - Full Annual Charge for Siblings	0.00	Per Younger Sibling	N/A	17/08/2023	Discretionary
Instrumental Music Tuition - Concessionary Annual Charge (First Child)	0.00	Per First Child	N/A	17/08/2023	Discretionary
Instrumental Music Tuition - Concessionary Annual Charge (Siblings)	0.00	Per Younger Sibling	N/A	17/08/2023	Discretionary
Lost school bus pass	5.50	Per pass	N/A	17/08/2023	Discretionary

[Click here to go to schoolPay](#)

<b>PUBLICATION SCHEME, FOI AND ENVIRONMENTAL INFORMATION REQUEST CHARGES</b>	<b>2023/24 Charge £</b>	<b>Basis of charge</b>	<b>VAT</b>	<b>Date applicable</b>	<b>Discretionary/ Non- discretionary</b>
<b>Publication Scheme, FOI and EIR Charges:</b>					
Photocopying/Computer Printout: B&W A4	0.60	Per single-sided sheet	Inclusive	01/04/2023	Discretionary
Photocopying/Computer Printout: B&W A3	0.70	Per single-sided sheet	Inclusive	01/04/2023	Discretionary
Photocopying/Computer Printout: Colour A4	0.90	Per single-sided sheet	Inclusive	01/04/2023	Discretionary
Photocopying/Computer Printout: Colour A3	1.00	Per single-sided sheet	Inclusive	01/04/2023	Discretionary
Postage	Charged at full cost recovery		Inclusive	01/04/2023	Discretionary
Computer Storage Device: 8GB memory stick	8.30	Per memory stick	Inclusive	01/04/2023	Discretionary
<b>FOI &amp; EIR Charges - Local Government Employee Salary Re-Charges (FOI will be capped at an hourly rate of £15)</b>					
Grade 3 - Administration	15.50			01/04/2023	Discretionary
Grade 4 - Administration	17.30			01/04/2023	Discretionary
Grade 5 - Administration	19.30			01/04/2023	Discretionary
Grade 6 – Administration	21.70			01/04/2023	Discretionary
Grade 7 – Senior Administration	24.90			01/04/2023	Discretionary
Grade 8 - Officer	27.40			01/04/2023	Discretionary
Grade 9 – Officer	31.20			01/04/2023	Discretionary
Grade 10 – Officer	36.40			01/04/2023	Discretionary
Grade 11 - Officer/Manager	42.10			01/04/2023	Discretionary
Grade 12 - Officer/Manager	49.00			01/04/2023	Discretionary
Grade 13 - Service Manager	56.80			01/04/2023	Discretionary



Trade Waste Charges	2023/24 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
<b>Waste Collection and Disposal Charges</b>					
140 litre bin	209.00	Once per week collection	N/A	01/04/2023	Discretionary
240 litre bin	358.00	Once per week collection	N/A	01/04/2023	Discretionary
360 litre bin	537.00	Once per week collection	N/A	01/04/2023	Discretionary
660 litre bin	958.00	Once per week collection	N/A	01/04/2023	Discretionary
1100 litre bin	1596.00	Once per week collection	N/A	01/04/2023	Discretionary
Orange sacks	6.25	N/A	N/A	01/04/2023	Discretionary
Recycling Centre per sack	3.41	Per sack	Excluding	01/04/2023	Discretionary
Transfer Station per tonne	223.99	Minimum 1/2 tonne charge	Excluding	01/04/2023	Discretionary
Skip Hire	967.59	Cost to hire skip (including disposal charges)	Excluding	01/04/2023	Discretionary
Special Uplifts	268.90	Per uplift	N/A	01/04/2023	Discretionary

Note: VAT is applicable on waste collection charges if collecting on behalf of a third party. Only commercial waste collected as part of our obligations as governed by the Environmental Protection Act 1990, is considered to be part of a special legal regime, and therefore non-business supply under section 41A of the VAT Act.

**APPENDIX: CATEGORIES OF ORGANISATIONS****CATEGORY 1: VOLUNTARY & CHARITABLE ORGANISATIONS**

This rate of charge should be applied to charities and to voluntary organisations where the primary purpose of the organisation is to provide a service to the community. It should also be applied to organisations working in support of pensioners and young people to support groups for people with special needs.

Examples of voluntary and charitable organisations include:-

Registered Charities Groups for the Mentally or Physically Handicapped , OAP Organisations , Children's Playgroups/Youth Clubs/Young People's Organisations , Support Groups, (e.g. Alcoholics Anonymous, Single Parents Groups) , Religious Groups/Church Organisations , Festival/Gala Day Organisations , Community Councils , Parent/Teacher Associations
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This rate of charge should also be applied to any musical or drama group performing free of charge to charitable organisations.

**CATEGORY 2: NON-PROFIT MAKING ORGANISATIONS**

This rate of charge should be applied to organisations that operate on a non-profit making basis and where their activities are of a general recreational nature, as distinct from a charitable cause or a specific social need or community service. Organisations in this category will normally comprise individuals who give their time on a voluntary basis and where the proceeds of any events are put back into the club/organisation's funds.

Examples of non-profit making organisations include:-

Amateur Sporting Organisations , Other Amateur Recreational Organisations, (e.g. Floral Art Clubs, Bowling Clubs, Dance Clubs, Amateur Dramatic Organisations, etc.) , Round Table/Rotary Club/Inner Wheel/Ladies' Circle/Musselburgh Honest Lassies , Association/Women's Guilds/Loyal Orange Lodge/Eastern Star, etc. , Company Staff Organisations and Events, (e.g. Brunton Staff) , Private Individuals, (e.g. Weddings)
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**CATEGORY 3: COMMERCIAL ORGANISATIONS**

This rate of charge should be applied to commercial organisations, i.e. where the organisation operates on a profit making basis. It should also be applied to central and local government bodies and other public and statutory agencies. Examples of commercial organisations include:-

Any Limited Company or PLC , Local Authorities , Health Boards , Professional Sporting Groups , Discos - Commercial Operators , Traders , Dance Schools , Co-operative Societies , Slimming Clubs
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The charge should also be applied to individuals who intend to use the facility for personal profit, e.g. aerobics/fitness instructors who charge participants to take part in the class.

**The appropriate charge to be levied in any given circumstances should be based on the category of the organisation, NOT on the specific nature of the let. The only exception to this is where a commercial or non-profit making organisation is running an event from which the proceeds are going to a charity. In such instances, the organisation will require to provide proof (i.e. a letter from the charity), to demonstrate that this is the case and will be charged at 50% of the standard rate**