

East Lothian Council

Charges Book

2024/25



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HALLS, MEETING ROOMS AND FACILITY HIRE - contact bookings@eastlothian.gov.uk, unless noted otherwise	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Musselburgh - Brunton Hall					
Regent Room (Ground Floor) - Category 1 - Voluntary & Charitable Organisations	7.00	Per hour	N/A	01/08/2024	Discretionary
Regent Room (Ground Floor) - Category 2 - Non-Profit Making Organisations	14.00	Per hour	N/A	01/08/2024	Discretionary
Regent Room (Ground Floor) - Category 3 - Commercial Organisations	26.00	Per hour	N/A	01/08/2024	Discretionary
Interview Rooms (after 6pm only) - Category 1 - Voluntary & Charitable Organisations	7.00	Per hour	N/A	01/08/2024	Discretionary
Interview Rooms (after 6pm only) - Category 2 - Non-Profit Making Organisations	13.00	Per hour	N/A	01/08/2024	Discretionary
Elphinstone - Community Centre -Charitable Group Hire	11.00	Per hour	N/A	01/08/2024	Discretionary
Elphinstone - Community Centre - General Group Hire	22.00	Per hour	N/A	01/08/2024	Discretionary
Town & Community Halls:					
Macmerry - Village Hall	24.00	Per hour	N/A	01/08/2024	Discretionary
North Berwick Hope Rooms	24.00	Per hour	N/A	01/08/2024	Discretionary
Ormiston - Community Facility - Main Hall	22.00	Per hour	N/A	01/08/2024	Discretionary
Ormiston - Community Facility - Creche	11.00	Per hour	N/A	01/08/2024	Discretionary
Pencaitland - Trevelyan Hall	24.00	Per hour	N/A	01/08/2024	Discretionary
Let of small rooms, ante rooms etc	9.00	Per room, per hour	N/A	01/08/2024	Discretionary
Town & Community Halls - Surcharges & Discounts:					
General Surcharges					
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				
Discounts					
Category 1 – Voluntary & Charitable Groups/Organisations	50%				
Dunbar - Bleachingfield Centre					
Gibb Room 1 or 2 - Charitable, Voluntary Organisations, NFP	9.00	Per hour	N/A	01/08/2024	Discretionary
Gibb Room 1 or 2 - Commercial (Youth)	12.00	Per hour	N/A	01/08/2024	Discretionary
Gibb Room 1 or 2 - Commercial (Adult)	14.00	Per hour	N/A	01/08/2024	Discretionary
Hall 1 or 2 - Charitable, Voluntary Organisations, NFP	12.00	Per hour	N/A	01/08/2024	Discretionary
Hall 1 or 2 - Commercial (Youth)	17.00	Per hour	N/A	01/08/2024	Discretionary
Hall 1 or 2 - Commercial (Adult)	23.00	Per hour	N/A	01/08/2024	Discretionary
Interview Room - Charitable, Voluntary Organisations, NFP	6.00	Per hour	N/A	01/08/2024	Discretionary
Interview Room - Commercial (Youth)	9.00	Per hour	N/A	01/08/2024	Discretionary
Interview Room - Commercial (Adult)	12.00	Per hour	N/A	01/08/2024	Discretionary
Meeting Room 1 - Charitable, Voluntary Organisations, NFP	9.00	Per hour	N/A	01/08/2024	Discretionary
Meeting Room 1 - Commercial (Youth)	12.00	Per hour	N/A	01/08/2024	Discretionary

HALLS, MEETING ROOMS AND FACILITY HIRE - contact bookings@eastlothian.gov.uk, unless noted otherwise	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non-discretionary
Meeting Room 1 - Commercial (Adult)	14.00	Per hour	N/A	01/08/2024	Discretionary
Public Concourse - Category 1 - Charitable / Voluntary / NFP (Not For Profit)	6.00	Per hour	N/A	01/08/2024	Discretionary
Public Concourse - Category 2 - Commercial Youth	9.00	Per hour	N/A	01/08/2024	Discretionary
Public Concourse - Category 3 - Commercial Adult	12.00	Per hour	N/A	01/08/2024	Discretionary
Young Persons Area - Category 1 - Charitable / Voluntary / NFP (Not For Profit)	12.00	Per hour	N/A	01/08/2024	Discretionary
Young Persons Area - Category 2 - Commercial Youth	14.00	Per hour	N/A	01/08/2024	Discretionary
Young Persons Area - Category 3 - Commercial Adult	17.00	Per hour	N/A	01/08/2024	Discretionary
Other Facilities Across East Lothian - Tel: 01620 827827					
Haddington - The Star Room, The John Gray Centre - Category 1 - Voluntary & Charitable Organisations	10.00	Per hour	N/A	01/08/2024	Discretionary
Haddington - The Star Room, The John Gray Centre - Category 2 - Non-Profit Making Organisations	15.00	Per hour	N/A	01/08/2024	Discretionary
Haddington - The Star Room, The John Gray Centre - Category 3 - Commercial Organisations	26.00	Per hour	N/A	01/08/2024	Discretionary
North Berwick - The Vallis Room, North Berwick Shared Facility - Category 1 - Voluntary & Charitable Organisations	10.00	Per hour	N/A	01/08/2024	Discretionary
North Berwick - The Vallis Room, North Berwick Shared Facility - Category 2 - Non-Profit Making Organisations	15.00	Per hour	N/A	01/08/2024	Discretionary
North Berwick - The Vallis Room, North Berwick Shared Facility - Category 3 - Commercial Organisations	26.00	Per hour	N/A	01/08/2024	Discretionary
Ormiston Library - Category 1 - Voluntary & Charitable Organisations	10.00	Per hour	N/A	01/08/2024	Discretionary
Ormiston Library - Category 2 - Non-Profit Making Organisations	15.00	Per hour	N/A	01/08/2024	Discretionary
Ormiston Library - Category 3 - Commercial Organisations	26.00	Per hour	N/A	01/08/2024	Discretionary
Prestonpans Library - Category 1 - Voluntary & Charitable Organisations	10.00	Per hour	N/A	01/08/2024	Discretionary
Prestonpans Library - Category 2 - Non-Profit Making Organisations	15.00	Per hour	N/A	01/08/2024	Discretionary
Prestonpans Library - Category 3 - Commercial Organisations	26.00	Per hour	N/A	01/08/2024	Discretionary
Tranent - The McNeill Room, Tranent Shared Facility, The George Johnston Centre - Category 1 - Voluntary & Charitable Organisations	10.00	Per hour	N/A	01/08/2024	Discretionary
Tranent - The McNeill Room, Tranent Shared Facility, The George Johnston Centre - Category 2 - Non-Profit Making Organisations	15.00	Per hour	N/A	01/08/2024	Discretionary
Tranent - The McNeill Room, Tranent Shared Facility, The George Johnston Centre - Category 3 - Commercial Organisations	26.00	Per hour	N/A	01/08/2024	Discretionary
Tranent - The Meeting Room, Tranent Shared Facility, The George Johnston Centre - Category 1 - Voluntary & Charitable Organisations	10.00	Per hour	N/A	01/08/2024	Discretionary
Tranent - The Meeting Room, Tranent Shared Facility, The George Johnston Centre - Category 2 - Non-Profit Making Organisations	15.00	Per hour	N/A	01/08/2024	Discretionary
Tranent - The Meeting Room, Tranent Shared Facility, The George Johnston Centre - Category 3 - Commercial Organisations	26.00	Per hour	N/A	01/08/2024	Discretionary
Dunbar - Town House Museum & Gallery - Tel: 01620 820699					
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	01/08/2024	Discretionary
Room Hire only: Category 1 - Voluntary & Charitable Organisations (outwith opening hours)	17.00	Per room, per hour	N/A	01/08/2024	Discretionary
Room Hire only: Category 2 - Non-Profit Making Organisations (during opening hours)	14.00	Per room, per hour	N/A	01/08/2024	Discretionary

HALLS, MEETING ROOMS AND FACILITY HIRE - contact bookings@eastlothian.gov.uk, unless noted otherwise	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non-discretionary
Room Hire only: Category 2 - Non-Profit Making Organisations (outwith opening hours)	29.00	Per room, per hour	N/A	01/08/2024	Discretionary
Room Hire only: Category 3 - Commercial Organisations (during opening hours)	29.00	Per room, per hour	N/A	01/08/2024	Discretionary
Room Hire only: Category 3 - Commercial Organisations (outwith opening hours)	56.00	Per room, per hour	N/A	01/08/2024	Discretionary
Kitchen use for groups 0-10 people	6.00	Per room, per booking	N/A	01/08/2024	Discretionary
Kitchen use for groups 11-20 people	12.00	Per room, per booking	N/A	01/08/2024	Discretionary
Kitchen use for groups 21-30 people	19.00	Per room, per booking	N/A	01/08/2024	Discretionary
Kitchen use for groups 31-40 people	25.00	Per room, per booking	N/A	01/08/2024	Discretionary
Kitchen use for groups 41-50 people	31.00	Per room, per booking	N/A	01/08/2024	Discretionary
John Muir's Birthplace Museum (max capacity 50 seated)					
Room Hire only: Category 1 - Voluntary & Charitable Organisations (during opening hours)		Per room, per hour	N/A	01/08/2024	Discretionary
Room Hire only: Category 2 - Non-Profit Making Organisations (during opening hours)		Per room, per hour	N/A	01/08/2024	Discretionary
Room Hire only: Category 3 - Commercial Organisations (during opening hours)		Per room, per hour	N/A	01/08/2024	Discretionary
Kitchen use for groups 0-20 people (Larger groups will have to make external arrangements if kitchen use is required and this should be noted at the time of booking.)		Per room, per hour	N/A	01/08/2024	Discretionary
Primary School Room Hires: Email: facilitiesmanagement@eastlothian.gov.uk					
General Purpose Rooms:					
3.30-9pm Mon-Thurs or 12.20-6pm Fridays - Category 1 (School activities, PTA, other ELC business)		Term Time Only	N/A	01/08/2024	Discretionary
3.30-9pm Mon-Thurs or 12.20-6pm Fridays - Category 2 (Voluntary Children's Activities)	14.00	2 hours Term Time	N/A	01/08/2024	Discretionary
3.30-9pm Mon-Thurs or 12.20-6pm Fridays - Category 3 (Voluntary Adult Activities or other community groups & community Councils)	44.00	2 hours Term Time	N/A	01/08/2024	Discretionary
3.30-9pm Mon-Thurs or 12.20-6pm Fridays - Category 4 (Commercial Rate - Childrens Education or activity)	30.00	Per Hour	N/A	01/08/2024	Discretionary
3.30-9pm Mon-Thurs or 12.20-6pm Fridays - Category 5 (Commercial Rate - Adult Education or activity)	59.00	Per Hour	N/A	01/08/2024	Discretionary
Holidays Periods - Category 1 (School activities, PTA, other ELC business)	14.00	Per Hour	N/A	01/08/2024	Discretionary
Holidays Periods - Category 2 (Voluntary Children's Activities)	14.00	Per Hour	N/A	01/08/2024	Discretionary
Sports Hall:					
3.30-9pm Mon-Thurs or 12.20-6pm Fridays - Adult Groups	42.00	Per Hour	N/A	01/08/2024	Discretionary
3.30-9pm Mon-Thurs or 12.20-6pm Fridays - Childrens Group	21.00	Per Hour	N/A	01/08/2024	Discretionary
ALL HIRE CHARGES COME WITH A 50% SURCHARGE FOR WEEKEND BOOKINGS					
Port Seton Centre - Tel: 01875 818181					
Grass Pitch (full rate)	43.00	Per hour	N/A	01/08/2024	Discretionary
Grass Pitch (reduced rate)^	28.00	Per hour	N/A	01/08/2024	Discretionary
Synthetic Grass Pitch (full rate)	25.00	Per hour	N/A	01/08/2024	Discretionary
Synthetic Grass Pitch (reduced rate)^	15.00	Per hour	N/A	01/08/2024	Discretionary
Longniddry - Community Centre - Tel: 01875 852933					
Day Membership (full rate)	3.00	Per day	N/A	01/08/2024	Discretionary

HALLS, MEETING ROOMS AND FACILITY HIRE - contact bookings@eastlothian.gov.uk, unless noted otherwise	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Day Membership (reduced rate)^	3.00	Per day	N/A	01/08/2024	Discretionary
Annual Membership (family rate)	81.00	Per year	N/A	01/08/2024	Discretionary
Annual Membership (full rate)	61.00	Per year	N/A	01/08/2024	Discretionary
Annual Membership (reduced rate)^	32.00	Per year	N/A	01/08/2024	Discretionary
Coached Sessions: Members - Aerobics/Keep Fit (full rate)	4.00	Per hour	N/A	01/08/2024	Discretionary
Coached Sessions: Members - Aerobics/Keep Fit (reduced rate)^	3.00	Per hour	N/A	01/08/2024	Discretionary
Coached Sessions: Members - Other Sessions (full rate)	4.00	Per hour	N/A	01/08/2024	Discretionary
Coached Sessions: Members - Other Sessions (reduced rate)^	3.00	Per hour	N/A	01/08/2024	Discretionary
Coached Sessions: Non-Members - Aerobics/Keep Fit (full rate)	7.00	Per hour	N/A	01/08/2024	Discretionary
Coached Sessions: Non-Members - Aerobics/Keep Fit (reduced rate)^	6.00	Per hour	N/A	01/08/2024	Discretionary
Coached Sessions: Non-Members - Other Sessions (full rate)	7.00	Per hour	N/A	01/08/2024	Discretionary
Coached Sessions: Non-Members - Other Sessions (reduced rate)^	6.00	Per hour	N/A	01/08/2024	Discretionary
Meeting Room (all organisations)	10.00	Per hour	N/A	01/08/2024	Discretionary
Main Hall Hire (incl of bar, catering & cloakroom facilities) - Charitable and Voluntary Organisations*	28.00	Per hour	N/A	01/08/2024	Discretionary
Main Hall Hire (incl of bar, catering & cloakroom facilities) - Non-Profit Making Organisations*	54.00	Per hour	N/A	01/08/2024	Discretionary
Main Hall Hire (incl of bar, catering & cloakroom facilities) - Commercial Organisations*	124.00	Per hour	N/A	01/08/2024	Discretionary

HALLS, MEETING ROOMS AND FACILITY HIRE - contact bookings@eastlothian.gov.uk, unless noted otherwise	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non-discretionary
Main Hall Hire Only - Charitable and Voluntary Organisations	17.00	Per hour	N/A	01/08/2024	Discretionary
Main Hall Hire Only - Non-Profit Making Organisations (full rate)	39.00	Per hour	N/A	01/08/2024	Discretionary
Main Hall Hire Only - Non-Profit Making Organisations (reduced rate)^	23.00	Per hour	N/A	01/08/2024	Discretionary
Main Hall Hire Only - Commercial Organisations (full rate)	65.00	Per hour	N/A	01/08/2024	Discretionary
Main Hall Hire Only - Commercial Organisations (reduced rate)^	63.00	Per hour	N/A	01/08/2024	Discretionary
Hire of Tables	5.00	Per table, per day	N/A	01/08/2024	Discretionary
Hire of Chairs	3.00	Per chair, per day	N/A	01/08/2024	Discretionary
* these bookings require a 25% non-refundable deposit					

Prestonpans Community Centre - Tel: 01875 813349					
Day Membership (full rate)	3.00	Per day	N/A	01/08/2024	Discretionary
Day Membership (reduced rate)^	3.00	Per day	N/A	01/08/2024	Discretionary
Coached Sessions: Members - Aerobics/Keep Fit (full rate)	4.00	Per hour	N/A	01/08/2024	Discretionary
Coached Sessions: Members - Aerobics/Keep Fit (reduced rate)^	3.00	Per hour	N/A	01/08/2024	Discretionary
Coached Sessions: Members - Other Sessions (full rate)	4.00	Per hour	N/A	01/08/2024	Discretionary
Coached Sessions: Members - Other Sessions (reduced rate)^	3.00	Per hour	N/A	01/08/2024	Discretionary
Coached Sessions: Non-Members - Other Sessions (full rate)	7.00	Per hour	N/A	01/08/2024	Discretionary
Coached Sessions: Non-Members - Other Sessions (reduced rate)^	6.00	Per hour	N/A	01/08/2024	Discretionary
Meeting Room	10.00	Per hour	N/A	01/08/2024	Discretionary
Main Hall Hire (incl of bar, catering & cloakroom facilities) - Charitable and Voluntary Organisations*	28.00	Per hour	N/A	01/08/2024	Discretionary
Main Hall Hire (incl of bar, catering & cloakroom facilities) - Non-Profit Making Organisations*	54.00	Per hour	N/A	01/08/2024	Discretionary
Main Hall Hire (incl of bar, catering & cloakroom facilities) - Commercial Organisations*	124.00	Per hour	N/A	01/08/2024	Discretionary
Main Hall Hire Only - Charitable and Voluntary Organisations	17.00	Per hour	N/A	01/08/2024	Discretionary
Main Hall Hire Only - Non-Profit Making Organisations (full rate)	39.00	Per hour	N/A	01/08/2024	Discretionary
Main Hall Hire Only - Non-Profit Making Organisations (reduced rate)^	23.00	Per hour	N/A	01/08/2024	Discretionary
Main Hall Hire Only - Commercial Organisations (full rate)	65.00	Per hour	N/A	01/08/2024	Discretionary
Main Hall Hire Only - Commercial Organisations (reduced rate)^	63.00	Per hour	N/A	01/08/2024	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					

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

HALLS, MEETING ROOMS AND FACILITY HIRE - contact bookings@eastlothian.gov.uk , unless noted otherwise	2024/25 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)		Click here to check facilities and charges			
North Berwick - Community Centre - Tel: 01620 893056 (the responsibility for the setting of fees/charges for this Centre lies with a Management Committee)		Click here to e-mail us			
Port Seton Centre - Tel: 01875 818181 (the responsibility for the setting of fees/charges for this Centre lies with a Management Committee)		Click here to check facilities			
Prestonpans - Mercat Gait Centre - Tel: 01875 815483 (the responsibility for the setting of fees/charges for this Centre lies with a FES)		Click here to check facilities			
Prestonpans - Pennypit Centre - Tel: 01875 819635 (the responsibility for the setting of fees/charges for this Centre lies with a Management Committee)		Click here to visit the Centre's Facebook page			
Spott - Village Hall (the responsibility for the setting of fees/charges for this Centre lies with a Spott Community Association)		Click here to check facilities			
Wallyford - Community Centre - Tel: 0131 652 2804 (the responsibility for the setting of fees/charges for this Centre lies with a Management Committee)					
Whitecraig - Village Hub - Tel: 0131 653 5051 (the responsibility for the setting of fees/charges for this Centre lies with a Management Committee)					

Cancellation Fee

A cancellation fee of 50% of the booking charge will apply if a booking is cancelled less than 10 working days prior to booking date.

SPORTS FACILITIES, PITCHES AND PAVILIONS	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Primary School Sports Pitches & Changing Facilities:					
Use of 1 pitch and 1 changing facility - full rate	53.60	Per pitch, per hour	N/A	01/08/2024	Discretionary
Use of 1 pitch and 1 changing facility - reduced rate*	25.50	Per pitch, per hour	N/A	01/08/2024	Discretionary
Use of pitch for match without changing facilities - full rate	24.30	Per pitch, per hour	N/A	01/08/2024	Discretionary
Use of pitch for match without changing facilities - reduced rate*	12.20	Per pitch, per hour	N/A	01/08/2024	Discretionary
Use of pitch/perimeter for training without changing facilities - full rate	19.80	Per pitch, per hour	N/A	01/08/2024	Discretionary
Use of pitch/perimeter for training without changing facilities - reduced rate*	10.10	Per pitch, per hour	N/A	01/08/2024	Discretionary
Astroturf - full rate	41.10	Per pitch, per hour	N/A	01/08/2024	Discretionary
Astroturf - reduced rate*	20.60	Per pitch, per hour	N/A	01/08/2024	Discretionary
3G synthetic pitch - full rate	56.50	Per pitch, per hour	N/A	01/08/2024	Discretionary
3G synthetic pitch - reduced rate*	28.40	Per pitch, per hour	N/A	01/08/2024	Discretionary
Winterfield Cricket Pitch:					
Winterfield Cricket Pitch - East Lothian Community Club	29.50	Per session	N/A	01/08/2024	Discretionary
Winterfield Cricket Pitch - Non East Lothian Community Club/ East Lothian Private School	44.20	Per session	N/A	01/08/2024	Discretionary
Winterfield Cricket Pitch - Commercial	58.90	Per session	N/A	01/08/2024	Discretionary
Enjoy Leisure manage the following:					
Aubigny Sports Centre - Tel: 01620 820650			Click here to check our facilities and prices		
Dunbar Leisure Pool - Tel: 01620 820655			Click here to check our facilities and prices		
Loch Centre - Tel: 01875 824140			Click here to check our facilities and prices		
Meadowmill Sports Centre - Tel: 01875 819079			Click here to check our facilities and prices		
Musselburgh Sports Centre - Tel: 0131 653 5208			Click here to check our facilities and prices		
North Berwick Sports Centre - Tel: 01620 820730			Click here to check our facilities and prices		
Wallyford Learning Campus - Tel: TBA					
FES manage the following:					
Mercat Gait Centre - Tel: 01875 815483			Click here to check our facilities		
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					
USEFUL CONTACTS - ASTROTURF/2G/3G PITCHES					
Forester Park, Tranent (2G & 3G) - Tel: 01875 824140			Pitches & Pavilions (enjoyleisure.com)		
Meadowmill (2G) - Tel: 01875 619079			Pitches & Pavilions (enjoyleisure.com)		
Middleshot Square, Prestonpans (3G) - Tel: 01875 619079			Pitches & Pavilions (enjoyleisure.com)		
Millfield, Haddington (2G) - Tel: 01620 820650			Pitches & Pavilions (enjoyleisure.com)		

SPORTS FACILITIES, PITCHES AND PAVILIONS	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
North Berwick High School (2G) - Tel: 01786 458888					
Pinkie, Musselburgh (2G & 3G) - Tel: 0131 653 5208		Pitches & Pavilions (enjoyleisure.com)			
Preston Lodge High School (2G) - Tel: 01786 458888					
Recreation Park, North Berwick (3G) - Tel: 01620 820730		Pitches & Pavilions (enjoyleisure.com)			
Ross High School (2G) - Tel: 01786 458888					
Wallyford Learning Campus 2G & 3G - Tel: TBA					

USEFUL CONTACTS - GOLF COURSES			
Amisfield Golf Course, Haddington - Tel: 01620 823627 (Office) or 01620 822727 (Starter)		Click here to check facilities and charges	
East Links Golf Course, The Glen Golf Club, North Berwick - Tel: 01620 892726		Click here to check facilities and charges	
Musselburgh Links, The Old Course Course - Tel: 0131 653 5122		Musselburgh Links, The Old Golf Course (enjoyleisure.c	
Winterfield Golf Course, Dunbar - Tel: 01368 863562		Winterfield Golf Course (enjoyleisure.com)	

AMENITY AND COUNTRYSIDE	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Burial Grounds:					
Purchase of ground: Lairs for coffin remains	1060.20	Per lair	N/A	01/04/2024	Discretionary
Purchase of ground: Lairs for cremated remains (only available where ground conditions prevent a full coffin interment)	464.40	Per lair	N/A	01/04/2024	Discretionary
Interments: Adult	997.10	Per interment	N/A	01/04/2024	Discretionary
Interments: Cremated remains	260.00	Per interment	N/A	01/04/2024	Discretionary
Interments on a Saturday: Adult	1495.60	Per interment	N/A	01/04/2024	Discretionary
Interments on a Saturday: Cremated remains	390.10	Per interment	N/A	01/04/2024	Discretionary
Interments - Sunday, holiday, outwith working hours: Adult	1994.20	Per interment	N/A	01/04/2024	Discretionary
Interments - Sunday, holiday, outwith working hours: Cremated remains	520.00	Per interment	N/A	01/04/2024	Discretionary
Memorial Stones: Cost of pre-formed or individual foundation charged on application to erect	214.60	Per headstone	Excluding	01/04/2024	Discretionary
Memorial Stones: Maintenance fee for headstones, as per details given on approval to erect notification	144.00	Per headstone	Excluding	01/04/2024	Discretionary
Other Charges: Re-issue/Replacement/Transfer of Lair Certificate	78.30	Per certificate	N/A	01/04/2024	Discretionary
Other Charges: Burial search fee (minimum charge 1 hour)	50.50	Per hour	Excluding	01/04/2024	Discretionary
Other Charges: Outwith area surcharge - 50% on all lair and Interments	1590.20		N/A	01/04/2024	Discretionary
Other Charges: Buy back of unused Lair - 50% of current purchase price	696.70		N/A	01/04/2024	Discretionary

Other Amenity Charges:					
Allotments - Full Plot	55.50	Per year	N/A	01/04/2024	Discretionary
Floral Displays	0.00	Per Unit		01/04/2024	Discretionary
Hanging Basket - Supply (summer season)	0.00	Per Unit		01/04/2024	Discretionary

Public Parks and Open Spaces					
Hire of Public Park/Large Open Space - Commercial Use	51.00	Per hour	Excluding	01/08/2024	Discretionary
A Bond may be required, depending on the nature of the event; this is only refundable if the site does not require any reinstatement works when the site is vacated	POA	Per booking	N/A	01/08/2024	Discretionary

Showground Sites (5 day booking):					
Large Site (between 20 & 30 shows/stands)	3084.00	Per 5 day booking	Inclusive	01/08/2024	Discretionary
Medium Site (up to 20 shows/stands)	2263.80	Per 5 day booking	Inclusive	01/08/2024	Discretionary
Small Site (less than 10 shows/stands)	1131.90	Per 5 day booking	Inclusive	01/08/2024	Discretionary
Additional days charged at pro-rated daily rate			Inclusive	01/08/2024	Discretionary
Large Site (between 20 & 30 shows/stands) Additional days charged at pro-rata	616.80	Per day	Inclusive	01/08/2024	Discretionary
Medium Site (up to 20 shows/stands) Additional days charged at pro-rata	452.80	Per day	Inclusive	01/08/2024	Discretionary
Small Site (less than 10 shows/stands) Additional days charged at pro-rata	226.40	Per day	Inclusive	01/08/2024	Discretionary
Long Term Lets (Public Park or Showground)	POA		Inclusive	01/08/2024	Discretionary
A Bond 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	500.00	Per booking	N/A	01/08/2024	Discretionary

Countryside Ranger Service - Tel: 01620 827827

AMENITY AND COUNTRYSIDE	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Ranger led hikes - full day (adults)	12.60	Per full day hike	Inclusive	01/04/2024	Discretionary
Other guided events - per person	8.20	Per person, per event	Inclusive	01/04/2024	Discretionary
Commemorative Benches:					
Wrought Iron including plaque and placement - supplied and fitted at cost	POA	Per bench		01/04/2024	Discretionary
Tropical hardwood including plaque and placement - supplied and fitted at cost	POA	Per bench		01/04/2024	Discretionary
Administration and maintenance fee	239.80	Per bench, per year	Excluding	01/04/2024	Discretionary

HARBOURS AND SAILING CENTRES	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Cockenzie Harbour - Tel: 07776 467446 (Alex Stewart, Harbour Master)					
Moorings (length only/metres & 10ths, floating or hard standing if available. Annual Charge only - All boats)	43.90	Per metre	Inclusive	01/04/2024	Discretionary
Overnight Visitors	17.10	Per night	Inclusive	01/04/2024	Discretionary
Overnight Visitors	30.10	Per two nights	Inclusive	01/04/2024	Discretionary
Overnight Visitors	9.50	Per subsequent night (up to 14 nights)	Inclusive	01/04/2024	Discretionary

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

COASTAL CAR PARKS	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Tickets can be used to visit any of these car parks through the day (valid on day of purchase only)					
Barns Ness	3.00	Per day	N/A	01/04/2024	Discretionary
John Muir Country Park - Linkfield	3.00	Per day	N/A	01/04/2024	Discretionary
John Muir Country Park - Tynningame Links	3.00	Per day	N/A	01/04/2024	Discretionary
Longniddry Bents No 1	3.00	Per day	N/A	01/04/2024	Discretionary
Longniddry Bents No 2	3.00	Per day	N/A	01/04/2024	Discretionary
Longniddry Bents No 3	3.00	Per day	N/A	01/04/2024	Discretionary
Shore Road, Belhaven	3.00	Per day	N/A	01/04/2024	Discretionary
Whitesands	3.00	Per day	N/A	01/04/2024	Discretionary
Yellowcraig	3.00	Per day	N/A	01/04/2024	Discretionary
Annual Parking Season Permit	50.00	Per year	N/A	01/04/2024	Discretionary

ROAD OCCUPATION FEES AND OTHER PERMITS	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Traffic Management & Traffic Regulation Orders					
Temporary Traffic Signals - 2 way (Non-Utility Works)	203.00	Per installation	N/A	01/04/2024	Discretionary
Temporary Traffic Signals - 3 way	203.00	Per installation	N/A	01/04/2024	Discretionary
TTRNs per Order <5 days	442.00	Per order	N/A	01/04/2024	Discretionary
TTRNs per Order >5 days (incl advertising costs)	695.00	Per order	N/A	01/04/2024	Discretionary
TROs per Order (minimum fee)	695.00	Per order	N/A	01/04/2024	Discretionary
Traffic management to support TTROs	Quote		Exclusive	01/04/2024	Discretionary
Excavation Permits					
NRSWA s109 Excavation Permit up to 3 months (per 200m)	252.00	Per permit, per 200m	N/A	01/04/2024	Discretionary
NRSWA s109 Excavation Permit (amendments/extensions)	65.00	Per amendment/extension	N/A	01/04/2024	Discretionary
R(S)AA s56 Excavation Permit (up to 3 months)	252.00	Per permit	N/A	01/04/2024	Discretionary
R(S)AA s56 Excavation Permit (amendments or extensions)	65.00	Per amendment/extension	N/A	01/04/2024	Discretionary
Footway Crossing (up to 5 days)	57.00	Per permit	N/A	01/04/2024	Discretionary
Occupation Permits:					
Access Tower Permit (1 week)	50.00	Per 1 week	N/A	01/04/2024	Discretionary
Crane Permit (1 week)	50.00	Per 1 week	N/A	01/04/2024	Discretionary
Occupation (1 week)	65.00	Per 1 week	N/A	01/04/2024	Discretionary
Occupation - Food Vans (1 year)	191.00	Per 1 year	N/A	01/04/2024	Discretionary
Scaffolding Permit (1 month)	126.00	Per 1 month	N/A	01/04/2024	Discretionary
Scaffolding Permit (additional week)	26.00	Per additional week	N/A	01/04/2024	Discretionary
Hoarding Permit (1 month)	126.00	Per 1 month	N/A	01/04/2024	Discretionary
Hoarding Permit (additional week)	26.00	Per additional week	N/A	01/04/2024	Discretionary
Materials Permit (1 month)	65.00	Per 1 month	N/A	01/04/2024	Discretionary
Materials Permit (additional week)	13.00	Per additional week	N/A	01/04/2024	Discretionary
Skip Permit (1 month commercial)	57.00	Per 1 month	N/A	01/04/2024	Discretionary
Skip Permit (additional week commercial)	26.00	Per additional week	N/A	01/04/2024	Discretionary
Skip Permit Household Rate (1 month) (for Council Tax Reg. main residence only)	38.00	Per 1 month	N/A	01/04/2024	Discretionary
Skip Permit household rate (additional week)	13.00	Per additional week	N/A	01/04/2024	Discretionary
Storage Container Permit (1 month)	126.00	Per 1 month	N/A	01/04/2024	Discretionary
Storage Container Permit (additional week)	26.00	Per additional week	N/A	01/04/2024	Discretionary
Table and Chairs Permit	210.00		N/A	01/04/2024	Discretionary
Property Enquiries:					
Property Enquiry with Adoption Plan	57.00	Per Application	N/A	01/04/2024	Discretionary

ROAD OCCUPATION FEES AND OTHER PERMITS	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Road Construction Consents					
New Road Construction Consent Application Fee	500.00	Per Application	Exclusive	01/04/2024	Discretionary
New Road Construction Consent Fee per Amendment	500.00	Per Amendment	Exclusive	01/04/2024	Discretionary
New Road Construction Consent Fee per metre of Road (per metre for first 100 metres)	35.00	£30 per metre	Exclusive	01/04/2024	Discretionary
New Road Construction Consent Fee per metre of Road (per metre for each subsequent metre)	20.00	£20 per metre	Exclusive	01/04/2024	Discretionary
New Road Construction Consent Fee per metre of Footpath per metre	5.00	£5 per metre	Exclusive	01/04/2024	Discretionary
Road Construction Inspection Rate	72.60	Per hour	Exclusive	01/04/2024	Discretionary
Signals Switch On/Offs					
Monday - Friday 07:00-17:30	Free		N/A	01/04/2024	Discretionary
Additional Charge for delayed switch off/on (Monday - Friday 07:00-17:30)	65.00	Per hour	N/A	01/04/2024	Discretionary
Monday - Friday 17:30-20:00	126.00	Per hour	N/A	01/04/2024	Discretionary
Saturday - Sunday 07:00-19:00	126.00	Per hour	N/A	01/04/2024	Discretionary
Public Holidays	164.00	Per hour	N/A	01/04/2024	Discretionary
Emergency Attendance	191.00	Per hour	N/A	01/04/2024	Discretionary
Car Charger Minimum Fee					
On-Street	2.00	Per session	Inclusive	01/04/2024	Discretionary
Destination	2.00	Per session	Inclusive	01/04/2024	Discretionary
Journey 43-50KW	3.00	Per session	Inclusive	01/04/2024	Discretionary
Journey >50KW	3.00	Per session	Inclusive	01/04/2024	Discretionary
Car Charger Per kWh Rate					
On-Street (Peak)	0.45	Per kWh	Inclusive	01/04/2024	Discretionary
On-Street (Off-Peak)	0.35	Per kWh	Inclusive	01/04/2024	Discretionary
Destination (Peak)	0.45	Per kWh	Inclusive	01/04/2024	Discretionary
Destination (Off-Peak)	0.35	Per kWh	Inclusive	01/04/2024	Discretionary
Journey 43-50KW (Peak)	0.75	Per kWh	Inclusive	01/04/2024	Discretionary
Journey 43-50KW (Off-Peak)	0.60	Per kWh	Inclusive	01/04/2024	Discretionary
Journey >50KW (Peak)	0.80	Per kWh	Inclusive	01/04/2024	Discretionary
Journey > 50KW (Off-Peak)	0.65	Per kWh	Inclusive	01/04/2024	Discretionary
Car Charger Overstay Fee					
Journey 43-50KW	1.00	Per min, after 45mins, £50 max	Inclusive	01/04/2024	Discretionary
Journey >50KW	1.00	Per min, after 45mins, £50 max	Inclusive	01/04/2024	Discretionary
Note: Overstay fees include a 15 minute grace period, i.e. applied after a total time of 60 minutes.					

PLANNING AND BUILDING STANDARDS	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non-discretionary
Letter of comfort - domestic where work didn't have a Warrant	360.50	Per letter	Inclusive	01/04/2024	Discretionary
Letter of comfort -where there is a expired warrant or work is exempt	172.40	Per letter	Inclusive	01/04/2024	Discretionary
Letter of comfort - non-domestic	642.40	Per inspection	Inclusive	01/04/2024	Discretionary
Letter of comfort - further inspections (up to 1 hour inc travel time)	132.00	Per search	Inclusive	01/04/2024	Discretionary
Search building standards and Planning - standard (specific) inclusive of copy of decision/(1 completion cert. BS only)	65.50	Per search	Inclusive	01/04/2024	Discretionary
Search building standards - non-specific inclusive of copy of decision/(1 completion cert. BS only)	101.10	Per copy	Inclusive	01/04/2024	Discretionary
Specific search Planning/Building Warrant file to view only	7.60	Per copy	Inclusive	01/04/2024	Discretionary
Copy of documents - up to 3 drawings	50.00	Per copy	Inclusive	01/04/2024	Discretionary
Copy of documents - up to 6 drawings	72.60	Per copy	Inclusive	01/04/2024	Discretionary
Copy of documents - up to 9 drawings	94.00	Per copy	Inclusive	01/04/2024	Discretionary
Copy of documents - up to 12 drawings	115.40	Per copy	Inclusive	01/04/2024	Discretionary
Copy of documents - up to 24 drawings	202.20	Per copy	Inclusive	01/04/2024	Discretionary
Section 50 Certificate (make same as Env Health)	135.60	Per copy	Inclusive	01/04/2024	Discretionary

Pre-applications					
Householder developments - (including change of use of land for domestic purpose only) advertising & signage for one dwelling.	108.00		Inclusive	01/04/2024	Discretionary
Householder developments - (including change of use of land for domestic purpose only) advertising & signage for more than one dwelling.	216.00		Inclusive	01/04/2024	Discretionary
Local developments (small) - including Section 42 applications Up to 10 residential units, Up to 999m2 class 4/5/6/other/mixed space	50% of planning fee		Inclusive	01/04/2024	Discretionary
Optional Additional Services - max 1hr meeting with case officer (site/virtual/ in person)	240.00		Inclusive	01/04/2024	Discretionary
If the above requires specialist service advice at the request of enquirer and agreement with case officer	120.00		Inclusive	01/04/2024	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, Development calculated by site area	50% of planning fee		Inclusive	01/04/2024	Discretionary
Optional Additional Services - max 1hr meeting with case officer (site/virtual/ in person)	240.00		Inclusive	01/04/2024	Discretionary
If the above requires specialist service advice at the request of enquirer and agreement with case officer	120.00		Inclusive	01/04/2024	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, Developments dictated by site area, Other criteria per The Town and Country Planning (Hierarchy of Developments) (Scotland)	50% of planning fee		Inclusive	01/04/2024	Discretionary
Optional Additional Services - max 1hr meeting with case officer, Road Services & other relevant council officers (site/virtual/ in person)	360.00		Inclusive	01/04/2024	Discretionary
Above meeting can include team/service manager	600.00		Inclusive	01/04/2024	Discretionary
Pre-position discussion only (no additional services can be added)	1440.00		Inclusive	01/04/2024	Discretionary
Major renewable energy related developments - energy transmission and infrastructure developments including; windfarms, solar farms, onshore infrastructure for both onshore and offshore wind, battery energy storage systems	12000.00		Inclusive	01/04/2024	Discretionary
Optional Additional Services - max 1hr meeting with case officer, Road Services & other relevant council officers	600.00		Inclusive	01/04/2024	Discretionary
Above meeting can include team/service manager	840.00		Inclusive	01/04/2024	Discretionary
Works to listed buildings	108.00		Inclusive	01/04/2024	Discretionary
Optional Additional Services - Site visit by case officer	144.00		Inclusive	01/04/2024	Discretionary

PLANNING AND BUILDING STANDARDS	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
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Street Naming & House Numbering:					
New Street Name or Change of Street Name	299.30	Per street	N/A	01/04/2024	Discretionary
House Name and Number - single or first property	79.70	Per property	N/A	01/04/2024	Discretionary
House Name and Number - subsequent properties 2-9	49.40	Per property	N/A	01/04/2024	Discretionary
House Name and Number - subsequent properties 10-100	306.90	Per 10 properties	N/A	01/04/2024	Discretionary
House Name and Number - 100+ Starter Fee	1225.40	100+ properties	N/A	01/04/2024	Discretionary
House Name and Number - 100+ additional property charge	25.00	Per property	N/A	01/04/2024	Discretionary
Allocation of a House Name	79.70	Per property	N/A	01/04/2024	Discretionary

Archaeology:					
Professional time (per hour)	134.00	Per hour	Excluding	01/04/2024	Discretionary
Digital extract (per hour + VAT)	134.00	Per hour	Excluding	01/04/2024	Discretionary
Curatorial advise outside of the formal planning process (per hour +VAT)	134.00	Per hour	Excluding	01/04/2024	Discretionary

Planning Application Fees:					
Application fees are set nationally. Use the fee calculator on the ePlanning Portal					Non-discretionary
Retrospective planning applications - Statutory planning fee plus 25% surcharge	Planning Fee + 25% surcharge			01/04/2024	Discretionary
Non-material Variation	200.00		Inclusive	01/04/2024	Discretionary
Discharge of Conditions	100.00		Inclusive	01/04/2024	Discretionary
Priority Condition Compliance Service - Major Renewable Energy related developments only (for each application)	8000 for 1st request & 4000 for each subsequent request		Inclusive	01/04/2024	Discretionary

Building Warrant Application Fees:					
Application fees are set nationally. Use the fee calculator on the eStandards Portal					Non-discretionary

CIVIC LICENCING	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
General:					
Application for material change or variation	79.70	Per application	N/A	01/04/2024	Discretionary
Issue of any duplicate licence	33.50	Per duplicate	N/A	01/04/2024	Discretionary
Certified true copy of entry in register	33.50	Per copy	N/A	01/04/2024	Discretionary
Taxis and Private Hire:					
Operator - Grant and Renewal	445.00	Per application	N/A	01/06/2024	Discretionary
New and renewal of driver (1 year)	207.00	Per application	N/A	01/06/2024	Discretionary
New and renewal of driver (3 years)	310.00	Per application	N/A	01/06/2024	Discretionary
Replacement plate (front)	20.00	Per application	N/A	01/06/2024	Discretionary
Replacement plate (rear)	20.00	Per application	N/A	01/06/2024	Discretionary
Replacement bracket (front)	20.00	Per application	N/A	01/06/2024	Discretionary
Replacement bracket (rear)	20.00	Per application	N/A	01/06/2024	Discretionary
Replacement door sign	20.00	Per application	N/A	01/06/2024	Discretionary
Duplicate of badge/ID card	34.00	Per application	N/A	01/06/2024	Discretionary
Replacement vehicle (temp or remainder of year)	89.00	Per application	N/A	01/06/2024	Discretionary
Substitute vehicle (28 days)	89.00	Per application	N/A	01/06/2024	Discretionary
Grant/ Renewal of Trailer	59.00	Per application	N/A	01/06/2024	Discretionary
Wheelchair exemption certificate	82.00	Per application	N/A	01/06/2024	Discretionary
Duplicate licence	30.00	Per application	N/A	01/06/2024	Discretionary
Variation	89.00	Per application	N/A	01/06/2024	Discretionary
Booking Office:					
Grant & Renewal	207.00	Per application	N/A	01/06/2024	Discretionary
Duplicate License	30.00	Per application	N/A	01/06/2024	Discretionary
Variation	89.00	Per application	N/A	01/06/2024	Discretionary
Late Hours Catering Licence:					
Grant & Renewal (3 years)	269.00	Per application	N/A	01/06/2024	Discretionary
Duplicate License	30.00	Per application	N/A	01/06/2024	Discretionary
Variation	89.00	Per application	N/A	01/06/2024	Discretionary
Second Hand Dealers:					
Grant & Renewal	207.00	Per application	N/A	01/06/2024	Discretionary
Temporary (upto 6 weeks)	207.00	Per application	N/A	01/06/2024	Discretionary
Duplicate License	30.00	Per application	N/A	01/06/2024	Discretionary
Variation	89.00	Per application	N/A	01/06/2024	Discretionary
Street Traders:					
Grant & Renewal (3 years)	269.00	Per application	N/A	01/06/2024	Discretionary

CIVIC LICENCING	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Temporary (upto 6 weeks)	269.00	Per application	N/A	01/06/2024	Discretionary
Duplicate License	30.00	Per application	N/A	01/06/2024	Discretionary
Variation	89.00	Per application	N/A	01/06/2024	Discretionary
Market Traders:					
Grant & Renewal (3 years)	310.00	Per application	N/A	01/06/2024	Discretionary
Temporary (upto 6 weeks)	269.00	Per application	N/A	01/06/2024	Discretionary
Duplicate Licence	30.00	Per application	N/A	01/06/2024	Discretionary
Variation	89.00	Per application	N/A	01/06/2024	Discretionary
Metal Dealers:					
Grant & Renewal (1 year)	207.00	Per application	N/A	01/06/2024	Discretionary
Grant & Renewal (3 years)	310.00	Per application	N/A	01/06/2024	Discretionary
Duplicate License	30.00	Per application	N/A	01/06/2024	Discretionary
Variation	89.00	Per application	N/A	01/06/2024	Discretionary
Window Cleaner:					
Grant & Renewal (1 year)	207.00	Per application	N/A	01/06/2024	Discretionary
Grant & Renewal (3 years)	310.00	Per application	N/A	01/06/2024	Discretionary
Duplicate License	30.00	Per application	N/A	01/06/2024	Discretionary
Variation	89.00	Per application	N/A	01/06/2024	Discretionary
Knife Dealer:					
Grant & Renewal (3 years)	310.00	Per application	N/A	01/06/2024	Discretionary
Duplicate License	30.00	Per application	N/A	01/06/2024	Discretionary
Variation	89.00	Per application	N/A	01/06/2024	Discretionary
Skin Piercing and Tattooing:					
Grant & Renewal (3 years)	404.00	Per application	N/A	01/06/2024	Discretionary
Additional employees (each per 3 years)	311.00	Per application	N/A	01/06/2024	Discretionary
Duplicate License	30.00	Per application	N/A	01/06/2024	Discretionary
Variation	89.00	Per application	N/A	01/06/2024	Discretionary
Venison & Game Dealer:					
Grant & Renewal (3 years)	269.00	Per application	N/A	01/06/2024	Discretionary
Duplicate License	30.00	Per application	N/A	01/06/2024	Discretionary
Variation	89.00	Per application	N/A	01/06/2024	Discretionary
Public Entertainment:					
Grant & Renewal	311.00	Per application	N/A	01/06/2024	Discretionary

CIVIC LICENCING	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Multi-activity indoor or outdoor	311.00	Per application	N/A	01/06/2024	Discretionary
Duplicate License	30.00	Per application	N/A	01/06/2024	Discretionary
Variation	89.00	Per application	N/A	01/06/2024	Discretionary

Indoor Sports Entertainment:					
Grant & Renewal (3 years)	311.00	Per application	N/A	01/06/2024	Discretionary
Duplicate License	30.00	Per application	N/A	01/06/2024	Discretionary
Variation	89.00	Per application	N/A	01/06/2024	Discretionary

Other Temporary Public Entertainment Licences (numbers based on daily attendance):					
Up to 500 persons (upto 6 weeks)	269.00	Per application	N/A	01/06/2024	Discretionary
500-2000 persons (upto 6 weeks)	285.00	Per application	N/A	01/06/2024	Discretionary
2001-5000 persons (upto 6 weeks)	301.00	Per application	N/A	01/06/2024	Discretionary
Over 5000 persons (upto 6 weeks)	317.00	Per application	N/A	01/06/2024	Discretionary
Duplicate License	30.00	Per application	N/A	01/06/2024	Discretionary

CIVIC LICENCING	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non-discretionary
Animal Licencing (Length dependant upon EH recommendation)					
Pet seller -grant & renewal (3 years)	403.00	Per application	N/A	01/06/2024	Discretionary
Re-homing activities - grant & renewal (3 years)	403.00	Per application	N/A	01/06/2024	Discretionary
Animal Welfare Establishment (unless registered charity) - Grant & Renewal (3 years)	403.00	Per application	N/A	01/06/2024	Discretionary
Riding establishments (3 years)	400.00	Per application	N/A	01/06/2024	Discretionary
Dangerous wild animals (1 year)	269.00	Per application	N/A	01/06/2024	Discretionary
Animal boarding establishments (commercial, domestic, daycare) (1 year)	269.00	Per application	N/A	01/06/2024	Discretionary
Dog breeder- grant & renewal (3 years)	403.00	Per application	N/A	01/06/2024	Discretionary
Cat breeder - grant & renewal (3 years)	403.00	Per application	N/A	01/06/2024	Discretionary
Rabbit breeder - grant & renewal (3 years)	403.00	Per application	N/A	01/06/2024	Discretionary
Zoological Parks - Grant & Renewal (4 years)	1067.00	Per application	N/A	01/06/2024	Discretionary
Variation of Pet Seller/Dog, Cat or Rabbit Breeder /Rehoming Activities/Animal Welfare Est.	89.00	Per application	N/A	01/06/2024	Discretionary
Duplicate of Pet Seller/Dog, Cat or Rabbit Breeder /Rehoming Activities/Animal Welfare Est.	30.00	Per application	N/A	01/06/2024	Discretionary
Boat Hire:					
Grant & Renewal	310.00	Per application	N/A	01/06/2024	Discretionary
Duplicate License	30.00	Per application	N/A	01/06/2024	Discretionary
Variation	89.00	Per application	N/A	01/06/2024	Discretionary
Landlord Registration					
Registration of a Landlord (valid for 3 years) - Single local authority	75.00	Per application	N/A	01/04/2024	Non-discretionary
Two or more applications with different local authorities	37.50	per application	N/A	01/04/2024	Non-discretionary
Registration of a Property (valid for 3 years)	17.00	Per property	N/A	01/04/2024	Non-discretionary
Late Payment Fee (for failure to re-register on time)	149.00	Per application	N/A	01/04/2024	Non-discretionary
Houses in Multiple Occupation (HMO):					
3 to 5 persons (grant & renewal)	1067.00	Per application	N/A	01/06/2024	Discretionary
6-10 persons (grant & renewal)	1083.00	Per application	N/A	01/06/2024	Discretionary
11-20 persons (grant & renewal)	1099.00	Per application	N/A	01/06/2024	Discretionary
21-30 persons (grant & renewal)	1115.00	Per application	N/A	01/06/2024	Discretionary
31-40 persons (grant & renewal)	1131.00	Per application	N/A	01/06/2024	Discretionary
41-50 persons (grant & renewal)	1147.00	Per application	N/A	01/06/2024	Discretionary
51-75 persons (grant & renewal)	1179.00	Per application	N/A	01/06/2024	Discretionary
76-100 persons (grant & renewal)	1211.00	Per application	N/A	01/06/2024	Discretionary
101-200 persons (grant & renewal)	1243.00	Per application	N/A	01/06/2024	Discretionary
201+ persons (grant & renewal)	1275.00	Per application	N/A	01/06/2024	Discretionary
Additional Inspections after Initial (per Officer)	62.00	Per request	N/A	01/06/2024	Discretionary
Change of Ownership (Prior to Grant)	89.00	Per request	N/A	01/06/2024	Discretionary
Change of Day to Day Manager or Agent	89.00	per request	N/A	01/06/2024	Discretionary
Change of Maximum Occupancy Level	89.00	per request	N/A	01/06/2024	Discretionary

CIVIC LICENCING	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Change to Physical Layout of Property	89.00	per request	N/A	01/06/2024	Discretionary
Duplicate Licence	30.00	Per application	N/A	01/06/2024	Discretionary
Caravan Licence (Permanent Residents)					
01-25 caravans	1067.00	Per application	N/A	01/06/2024	Discretionary
26-50 Caravans	1099.00	Per application	N/A	01/06/2024	Discretionary
51-100 Caravans	1131.00	Per application	N/A	01/06/2024	Discretionary
101 + Caravans	1163.00	Per application	N/A	01/06/2024	Discretionary
Duplicate Licence	30.00	Per application	N/A	01/06/2024	Discretionary
Variation Licence	89.00	Per application	N/A	01/06/2024	Discretionary
Short-term Lets					
1 - 5 occupancy	1067.00	Per application	N/A	01/06/2024	Discretionary
6 - 10 occupancy	1083.00	Per application	N/A	01/06/2024	Discretionary
11 - 20 occupancy	1099.00	Per application	N/A	01/06/2024	Discretionary
21 - 30 occupancy	1115.00	Per application	N/A	01/06/2024	Discretionary
31 - 40 occupancy	1131.00	Per application	N/A	01/06/2024	Discretionary
41 - 50 occupancy	1147.00	Per application	N/A	01/06/2024	Discretionary
51 - 60 occupancy	1179.00	Per application	N/A	01/06/2024	Discretionary
Duplicate Licence	30.00	Per application	N/A	01/06/2024	Discretionary
Variation Licence	89.00	Per application	N/A	01/06/2024	Discretionary
Sexual Entertainment Venue					
Grant & Renewal	1067.00	Per application	N/A	01/04/2024	Discretionary
Duplicate License	30.00	Per application	N/A	01/04/2024	Discretionary
Variation	89.00	Per application	N/A	01/04/2024	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:

https://www.eastlothian.gov.uk/downloads/file/23614/premise_licence_fees

<https://www.eastlothian.gov.uk/downloads/file/23559/>

https://www.eastlothian.gov.uk/info/210571/licensing/12259/beer_licences/2

REGISTRATION SERVICES	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Registrar:					
Religious or belief marriage	100.00	Per registration	N/A	01/04/2024	Non-discretionary
Conducting marriage/civil partnership registration in OFFICE in office hours	155.00	Per registration	N/A	01/04/2024	Non-discretionary
Conducting marriage/civil partnership registration in MARRIAGE ROOM in office hours	305.00	Per registration	N/A	01/04/2024	Discretionary
Conducting marriage/civil partnership registration in MARRIAGE ROOM on Saturday	460.00	Per registration	N/A	01/04/2024	Discretionary
Conducting marriage/civil partnership registration - any other venue (Mon-Fri 9am-5pm)	370.00	Per registration	N/A	01/04/2024	Discretionary
Conducting marriage/civil partnership registration - any other venue (5-7pm week days or Saturday)	460.00	Per registration	N/A	01/04/2024	Discretionary
Conducting marriage/civil partnership registration on Sunday/public holiday (all venues)	500.00	Per registration	N/A	01/04/2024	Discretionary
Marriage/civil partnership certificate	10.00	Per certificate	N/A	01/04/2024	Non-discretionary
Extracts search fee	5.00	Per search	N/A	01/04/2024	Non-discretionary
British Citizenship Private Ceremony	95.00	Per ceremony	N/A	01/04/2024	Discretionary
Certifying Foreign Pensions	28.00	Per validation	N/A	01/04/2024	Discretionary

ENVIRONMENTAL HEALTH AND OTHER PROTECTIVE SERVICES	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Health Certificates:					
Export Health Certificates (Food)	102.40	Per certificate	N/A	01/04/2024	Discretionary
Additional Charges:					
Correction and re-issue of a certificate	77.40	Per certificate	N/A	01/04/2024	Discretionary
Copies of a certificate	33.30	Per copy	N/A	01/04/2024	Discretionary
Food Hygiene Section 50 Certificate	135.60	Per certificate	N/A	01/04/2024	Discretionary
Food Hygiene Section 39 Certificate	71.40	Per certificate	N/A	01/04/2024	Discretionary
Immigration letter	102.40	Per letter	N/A	01/04/2024	Discretionary
Environmental Search	100.00	Per report	N/A	01/04/2024	Discretionary
Duplicate document	16.60	Per document	N/A	01/04/2024	Discretionary
Private Water Supplies: Exempt Non-Commercial Supplies	Click to view prescribed fees		N/A	01/04/2024	Discretionary
Private Water Supplies: Regulated Commercial Supplies**	£6.50 per Lab Unit + £22.00 per Officer hour + mileage		N/A	01/04/2024	Discretionary
Requested Domestic/Not for Profit Sampling*	£6.50 per Lab Unit + £43.50		N/A	01/04/2024	Discretionary
Requested Commercial Sampling**	£6.50 per Lab Unit + £22.00 per Officer hour + mileage		N/A	01/04/2024	Discretionary
Commercial Sampling Programme (Quoted following detailed assessment based upon Requested Commercial Sampling formula)	POA		N/A	01/04/2024	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.

LIBRARY, MUSEUMS, ARCHIVES & LOCAL HISTORY SERVICES	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Reproduction Charges					
Printouts and Scanned Images: from a scanned image	3.80	Per image	Inclusive	01/04/2024	Discretionary
Printouts and Scanned Images: providing an existing scan on CD	5.00	Per CD plus can costs	Inclusive	01/04/2024	Discretionary
Printouts and Scanned Images: making a new quick scan, limited quality & providing scan as printout	5.00	Per scan, per printout	Inclusive	01/04/2024	Discretionary
Printouts and Scanned Images: making a new quick scan, limited quality & providing scan on CD	5.00	Per CD plus can costs	Inclusive	01/04/2024	Discretionary
Reproduction Fees: Publications, Exhibitions & Other Public Use	59.30	Per item	Inclusive	01/04/2024	Discretionary
Reproduction Fees: For 'small scale' publications	14.20	Per item	Inclusive	01/04/2024	Discretionary
Postage & Packing: for printouts and single CDs	2.50	Per package		01/04/2024	Discretionary
Museums Service Events & Activities					
Workshop Activity (1-2 hours)	5.00	Per person, per activity, per	Inclusive	01/04/2024	Discretionary
Prestongrange Museum - Tel: 0131 653 2904					
Guided Tours	3.60	Per person	Inclusive	01/04/2024	Discretionary
John Gray Centre; Local History Service, Haddington - Tel: 01620 820695					
Local History: Longer Enquiries (up to first 60mins)	32.30	First hour, or part thereof	Inclusive	01/04/2024	Discretionary
Local History: Longer Enquiries (after first 60mins)	5.80	Each subsequent 15mins, or	Inclusive	01/04/2024	Discretionary

LIBRARY, MUSEUMS, ARCHIVES & LOCAL HISTORY SERVICES	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
DVD Hires:					
Adult & Children's Entertainment DVD (up to 12 months from release)	0.50	Per one week hire	Inclusive	01/04/2024	Discretionary
Adult & Children's Entertainment DVD box set 3 or more discs (up to 12 months from release)	1.50	Per three week hire	Inclusive	01/04/2024	Discretionary
Children's Pre-school DVDs	0.00	Per three week hire	Inclusive	01/04/2024	Discretionary
Please note that renewing entertainment DVDs on loan will incur a further hire charge	0.00				
Withdrawn Library Stock Sales:					
Hardback books	1.20	Per item	N/A	01/04/2024	Discretionary
Paperback books	0.60	Per item	N/A	01/04/2024	Discretionary
Spoken Word Cassettes and CDs	2.40	Per item	N/A	01/04/2024	Discretionary
DVDs	1.20	Per item	N/A	01/04/2024	Discretionary
Other Sales:					
Photocopying/Computer Printout: B&W A4	0.30	Per single-sided sheet	Inclusive	01/04/2024	Discretionary
Photocopying/Computer Printout: B&W A3	0.40	Per single-sided sheet	Inclusive	01/04/2024	Discretionary
Photocopying/Computer Printout: Colour A4	0.60	Per single-sided sheet	Inclusive	01/04/2024	Discretionary
Photocopying/Computer Printout: Colour A3	0.70	Per single-sided sheet	Inclusive	01/04/2024	Discretionary
Laminating - A4	1.80	Per sheet	Inclusive	01/04/2024	Discretionary
Laminating - A3	3.00	Per sheet	Inclusive	01/04/2024	Discretionary
Computer Storage Device: 8GB memory stick	8.30	Per memory stick	Inclusive	01/04/2024	Discretionary
Headphones	2.20	Per set	Inclusive	01/04/2024	Discretionary
Doggy Bags	1.20	Per pack	Inclusive	01/04/2024	Discretionary
Hot Drinks: Coffee, Tea or Hot Chocolate	1.20	Per cup	Inclusive	01/04/2024	Discretionary
Hot Drinks: Hot Chocolate with Mars Swirl/Real Milk Froth or Espresso with Real Milk Froth	1.20	Per cup	Inclusive	01/04/2024	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				01/04/2024	Discretionary

LIBRARY, MUSEUMS, ARCHIVES & LOCAL HISTORY SERVICES	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
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USEFUL CONTACTS - MUSEUMS					
Coastal Communities Museum, North Berwick - Tel: 01620 894313		Follow us on Twitter	Follow us on Facebook		
Dunbar Town House Museum & Gallery - Tel: 01620820699		Follow us on Twitter	Follow us on Facebook		
John Gray Centre Museum, Haddington - Tel: 01620 820695		Follow us on Twitter	Follow us on Facebook		
John Muir's Birthplace, Dunbar - Tel: 01368 865899		Follow us on Twitter	Follow us on Facebook		
Museum Store, Dunbar Road, Haddington - Tel: 01620 820618					
Musselburgh Museum - Tel: 0131 665 6642			Follow us on Facebook		
Prestongrange Museum, Prestonpans - Tel: 0131 653 2904		Follow us on Twitter	Follow us on Facebook		

USEFUL CONTACTS - LIBRARIES					
Dunbar Library - Tel: 01620 827827		Follow us on Twitter	Follow us on Facebook		
East Linton Library - Tel: 01620 827827		Follow us on Twitter	Follow us on Facebook		
Gullane Library - Tel: 01620 827827		Follow us on Twitter	Follow us on Facebook		
Haddington Library - Tel: 01620 827827		Follow us on Twitter	Follow us on Facebook		
Longniddry Library - Tel: 01620 827827		Follow us on Twitter	Follow us on Facebook		
Musselburgh Library - Tel: 01620 827827		Follow us on Twitter	Follow us on Facebook		
North Berwick Library - Tel: 01620 827827		Follow us on Twitter	Follow us on Facebook		
Ormiston Library - Tel: 01875 616675		Follow us on Twitter	Follow us on Facebook		
Port Seton Library - Tel: 01620 827827		Follow us on Twitter	Follow us on Facebook		
Prestonpans Library - Tel: 01620 827827		Follow us on Twitter	Follow us on Facebook		
Tranent Library - Tel: 01620 827827		Follow us on Twitter	Follow us on Facebook		
Wallyford Library - Tel: 01620 827827		Follow us on Twitter	Follow us on Facebook		

OUTDOOR LEARNING SERVICES	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
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Outdoor Learning Service Classroom & Indoor Facilities - Tel: 0131 202 4290 or outdoorlearning@elcschool.org.uk					
Commercial Rate (9 am to 4pm)	117.80	Per day	Excluding	01/04/2024	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	2024/25 Charge £	Basis of charge	Date applicable	Discretionary/ Non- discretionary
Respite (per week)	861.03	Per person, per week (mainly self-funders if not qualifying for support, no increase to minimise barriers to carers utilising respite support)	01/04/2024	Discretionary
Meals (per meal for lunch club and door to door)	4.20	Per person, per meal (increase in line with contract cost per meal)	01/04/2024	Discretionary
Care at home (per hour)	17.05	Per hour (means tested, increase may increase no of exemptions, no increase applied to minimise additional pressure on residential care provision)	01/04/2024	Discretionary
Taper- 65% of the 1st £50 then 80% thereafter			01/04/2024	Discretionary
Community alarm charge (per week for all users)	4.50	Per week (flat rate, not means tested, often appeals for waiver, affects disabled more than most, no increase applied to minimise additional pressure on residential care provision)	01/04/2024	Discretionary
Resource Centre sessions (3 hours)	2.39	Per person, per session (means tested, normally already receiving care at home and often exempt, increase to reflect inflation/costs)	01/04/2024	Discretionary
Transport per journey (to destinations other than day centres and resource centres)	2.47	Per person, per journey	01/04/2024	Discretionary
1 session with transport (discount bundle)	3.55	Per Person	01/04/2024	Discretionary
2 sessions with transport (discount bundle)	5.88	Per Person	01/04/2024	Discretionary

SCHOOL CHARGES	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Meal - Primary Schools	2.30	Per meal	N/A	14/08/2024	Discretionary
Meal - Secondary Schools	2.50	Per meal	N/A	14/08/2024	Discretionary
Meal - non pupil/staff	3.40	Per meal	N/A	14/08/2024	Discretionary
School milk (Primary only)	0.31	Per carton	N/A	14/08/2024	Discretionary
Instrumental Music Tuition - Full Annual Charge (If Registered for Free School Meals or Clothing Grant)	Free	Per Child	N/A	14/08/2024	Discretionary
Instrumental Music Tuition - Full Annual Charge (If Enrolled on an SQA Music Qualification)	Free	Per Child	N/A	14/08/2024	Discretionary
Instrumental Music Tuition - Full Annual Charge (First Child)	0.00	Per First Child	N/A	14/08/2024	Discretionary
Instrumental Music Tuition - Full Annual Charge for Siblings	0.00	Per Younger Sibling	N/A	14/08/2024	Discretionary
Instrumental Music Tuition - Concessionary Annual Charge (First Child)	0.00	Per First Child	N/A	14/08/2024	Discretionary
Instrumental Music Tuition - Concessionary Annual Charge (Siblings)	0.00	Per Younger Sibling	N/A	14/08/2024	Discretionary
Lost school bus pass	5.30	Per pass	N/A	14/08/2024	Discretionary

[Click here to go to schoolPay](#)

PUBLICATION SCHEME, FOI AND ENVIRONMENTAL INFORMATION REQUEST CHARGES	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Publication Scheme, FOI and EIR Charges:			Inclusive	01/04/2024	Discretionary
Photocopying/Computer Printout: B&W A4	0.60	Per single-sided sheet	Inclusive	01/04/2024	Discretionary
Photocopying/Computer Printout: B&W A3	0.70	Per single-sided sheet	Inclusive	01/04/2024	Discretionary
Photocopying/Computer Printout: Colour A4	0.90	Per single-sided sheet	Inclusive	01/04/2024	Discretionary
Photocopying/Computer Printout: Colour A3	1.10	Per single-sided sheet	Inclusive	01/04/2024	Discretionary
Computer Storage Device: 8GB memory stick	8.70	Per memory stick	Inclusive	01/04/2024	Discretionary
FOI & EIR Charges - Local Government Employee Salary Re-Charges (FOI will be capped at an hourly rate of £15)					
Grade 3 - Administration	16.30			01/04/2024	
Grade 4 - Administration	18.20			01/04/2024	
Grade 5 - Administration	20.30			01/04/2024	
Grade 6 – Administration	22.80			01/04/2024	
Grade 7 – Senior Administration	26.10			01/04/2024	
Grade 8 - Officer	28.80			01/04/2024	
Grade 9 – Officer	32.80			01/04/2024	
Grade 10 – Officer	38.20			01/04/2024	
Grade 11 - Officer/Manager	44.20			01/04/2024	
Grade 12 - Officer/Manager	51.50			01/04/2024	
Grade 13 - Service Manager	59.60			01/04/2024	

Trade Waste Charges	2024/25 Charge £	Basis of charge	VAT	Date applicable	Discretionary/ Non- discretionary
Waste Collection and Disposal Charges					
140 litre bin	221.00	Once per week collection	N/A	01/04/2024	Discretionary
240 litre bin	379.00	Once per week collection	N/A	01/04/2024	Discretionary
360 litre bin	569.00	Once per week collection	N/A	01/04/2024	Discretionary
660 litre bin	1015.00	Once per week collection	N/A	01/04/2024	Discretionary
1100 litre bin	1691.00	Once per week collection	N/A	01/04/2024	Discretionary
Orange sacks	6.62	N/A	N/A	01/04/2024	Discretionary
Recycling Centre per sack	3.61	Per sack	Excluding	01/04/2024	Discretionary
Transfer Station per tonne	236.98	Minimum 1/2 tonne charge	Excluding	01/04/2024	Discretionary
Skip Hire	1023.71	Cost to hire skip (including disposal charges)	Excluding	01/04/2024	Discretionary
Special Uplifts	284.50	Per uplift	N/A	01/04/2024	Discretionary
<p>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.</p>					

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