

DEPARTMENT ...Overview and Scrutiny.....

Type of Document	How is it available Electronic / Hardcopy	Cost Incurred (e) – electronic (h) - hardcopy	How to pay
Agenda Front Sheets only	Electronic and Hardcopy	(e) Free – Publication Scheme (h) 82p + 18p VAT = £1.00	<p>Any payment for this department should be paid into the cashier on the following code</p> <p>TBC02 526 52 0005</p> <p>All cheques should be made payable to Torbay Council</p>
Agendas and Reports	Electronic and hardcopy	(e) Free – Publication Scheme (h) £8.25 + £1.75 + vat = £10,00	
Agendas and Reports for all committees, (including planning) Annual	Electronic and Hardcopy	(h) £924,00 + £196,00 vat = £1,120	
Minutes for one committee	Electronic and Hardcopy	(h) £2.47 + 53p VAT = £3.00	
Full copy of minutes (one cycle)		(h) £8.25 + £1.75 VAT = £10.00	
Full copy of minutes (Annual)		(h) £41.25 + £8.75 VAT = £50.00	
Representations (Development Control Committee)		(h) £8.25 + £1.75 VAT = £10.00	

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Schedules (Development Control Committee)	Hardcopy	£4.12 + 88p VAT = £5.00	<p>Any payment for this department should be paid into the cashier on the following code</p> <p>TBC02 526 52 0005</p> <p>All cheques should be made payable to Torbay Council</p>
Reports (each)	Hardcopy	£2.47 + 53p VAT = £3.00	
Constitution	Hardcopy	£16.50 + £3.50 VAT = £20.00	
Forward Plan	Hardcopy	£4.12 + 88p VAT = £5.00	
Record of Decisions	Hardcopy	£4.12 + 88p VAT = £5.00	
Review panel reports	Hardcopy	£8.25 + £1.75 VAT = £10.00	
Photocopies (per page)	Hardcopy	21p + 4p VAT = 25p	

DEPARTMENT ...Customer Focus.....

Type of Document	How is it available Electronic / Hardcopy	Cost Incurred	How to pay/Other info
Business Rates – Statement of Accounts	Electronic and Hardcopy	£75.00 for each rating list that the request covers.	This would be £75 for information relating to each of the following 1990 – 1994, 1995-1999, 2000-2004 and 2005-2009
Replacement bus passes	Hardcopy	£10.00	
Local Plan (varies depending on what is required)	Hardcopy	Approx £45 not including postage	
Retail monitor documents (depends on document required)	Hardcopy	Approx £25 per document	
Land Monitors	Hardcopy		
Copies of the electoral roll per ward	Hardcopy		
Photocopies of plans if over 10 pages	Hardcopy	10p for A4 copies and 20p for A3 copies	
RADAR keys		£4	
Car parking permits		Price dependent on length	

DEPARTMENTOther.....

Type of Document	How is it available Electronic / Hardcopy	Cost Incurred	How to pay/ Other info
Certificate of Electoral Registration	Hardcopy	£15 per elector	
Certificates of Births, Deaths and Marriages	Hardcopy	£7 (statutory fee)	
Legal Services			
A3 Colour Plan	Hardcopy	£5.00	There will always be a time element in charging for administration in dealing with requests, in locating document, copying and sending it.
A3 Mono Plan	Hardcopy	£2.00	
Larger Plan	Hardcopy	Prices upon request	
A4 Sheet (mono)	Hardcopy	10p per sheet	
			There is a minimum charge of £5. If there is significant research then the requestor is advised prior to processing request.