

Departmental Charging Schedule

www.torbay.gov.uk



This Charging Schedule sets out details of the charges that are applicable when requesting information relating to the following departments:

- [Governance Support / Electoral Services / Overview and Scrutiny](#)
- [Highways Search Data Access & Costs](#)
- [Public Rights of Way](#)
- [Legal Services](#)
- [Finance](#)
- [Transportation](#)
- [Spatial Planning](#)

The list is not exhaustive and there may be additional information relating to fees/charges listed on departmental specific pages on our website. You can use the A-Z or search facility to search for specific information.

Statutory and Discretionary Charges

Each year, as part of the budget proposals, the Council reviews both statutory and discretionary charges. Information about current and proposed charges can be found under the relevant year's Budget Proposals at www.torbay.gov.uk/budget

Charging for Services

Fees and Charges associated with **services** provided by the Council are available via the relevant web pages. Please also refer to the Council's Charging Policy available at www.torbay.gov.uk/chargingpolicy

Governance Support; Electoral Services; Overview and Scrutiny

Type of Document	Point of Contact	Delivery Method	Payment Method	Turnaround (working days)	Cost
Copies of Agendas, Reports, Minutes, Constitution, Forward Plan	governance.support@torbay.gov.uk	Electronic and Hardcopy	Cash or Cheque payable to Torbay Council	2	Electronic: Nil Hardcopy: £5.00 minimum fee for up to 5 pages 50p per A4 side from page 6 onwards
Audio recordings of Council and Development Management Committee Meetings	governance.support@torbay.gov.uk	Electronic	Cash or Cheque payable to Torbay Council	5	£10.00 per meeting disc
Certificate of Registration	Elections Department 01803 207171	Hardcopy	Cash or Cheque payable to Torbay Council	5	£15.00 for current year only £20.00 if including previous register's information £5.00 per additional name
Copies of the Electoral Roll per Ward	Elections Department 01803 207171	Hardcopy	Cash or Cheque payable to Torbay Council	5	Calculated pro rata (cost on request)
Review Panel Reports	governance.support@torbay.gov.uk	Hardcopy	Cash or Cheque payable to Torbay Council Cost Code Ref: TBC02 52652 0005	5	£8.25 + £1.75 (VAT) = £10.00

Highways Search Data Access & Costs

Type of Information/Document	Request Method	Point of Contact	Delivery Method	Payment Method	Turnaround (working days)	Cost
Confirmation of which roads, footpaths and footways abutting and surrounding the property are maintainable at public expense	Can be researched via "Torbay Interactive Mapping" on the Torbay Council website	Torbay Interactive Mapping	Self Service	N/A	N/A	Nil
	Email / Letter	highways@torbay.gov.uk Residents & Visitor Services Lower Ground Floor Town Hall Torquay TQ1 3DR	Written details emailed / posted +hard copy of illustrated plan*#	Cheque payable to Torbay Council or via telephone payment 01803 207757	10	£42.50*
Confirmation of any roads, footpaths and footways which are subject to adoption and if so provision of details of any agreements.	Email / Letter	highways@torbay.gov.uk Residents & Visitor Services Lower Ground Floor Town Hall Torquay TQ1 3DR	Written details emailed / posted	N/A	10	Nil
			Copies of any agreements from Legal Dept	Cheque payable to Torbay Council	Varies	From 10p per A4 sheet
Provision of outline details regarding any road schemes within 200m of the property	Email / Letter	highways@torbay.gov.uk Residents & Visitor Services Lower Ground Floor Town Hall Torquay TQ1 3DR	Written details of any existing schemes emailed / posted**	N/A	10	Nil
Provision of outline details regarding any traffic schemes within 200m of the property.	Email / Letter	highways@torbay.gov.uk Residents & Visitor Services Lower Ground Floor Town Hall Torquay TQ1 3DR	Written details of any existing schemes emailed / posted**	N/A	10	Nil

Highways Search Data Access & Costs

Type of Information/Document	Request Method	Point of Contact	Delivery Method	Payment Method	Turnaround (working days)	Cost
Confirmation of any footpaths, public rights of way, bridleways or byways which abut, cross or surround the property	Can be researched via "Torbay Interactive Mapping" on the Torbay Council website	Torbay Interactive Mapping	Self Service	N/A	N/A	Nil
	Email / Letter	highways@torbay.gov.uk Residents & Visitor Services Lower Ground Floor Town Hall Torquay TQ1 3DR	Written details emailed / posted +hard copy of illustrated plan*#	Cheque payable to Torbay Council or via telephone payment 01803 207757	10	£42.50*
Automatic Traffic Count Data/Speed Data	Data Request form	highways@torbay.gov.uk Residents & Visitor Services Lower Ground Floor Town Hall Torquay TQ1 3DR	Email	Cheque payable to Torbay Council or via telephone payment 01803 207757	Depends on size of enquiry	£196 + VAT
Collision Data	Data Request Form	highways@torbay.gov.uk Residents & Visitor Services Lower Ground Floor Town Hall Torquay TQ1 3DR	Email	Cheque payable to Torbay Council or via telephone payment 01803 207757	Depends on size of enquiry	Basic Search £145 + VAT Large Search £250 + VAT Extra Large Search £466 + VAT

* No plan, no cost

** Copy of plan not available; contact details provided should further details be required

If both adopted highways & footpaths etc requested, normally can be answered on a single plan at a total cost of £42.50

Natural Environment Services – Public Rights of Way

Type of Information/Document	Point of Contact	Delivery Method	Payment Method	Turnaround (working days)	Cost
Rights of Way Improvement Plan	www.torbay.gov.uk/rowimprovementplan	Self Service	Cash or Cheque payable to Torbay Council	N/A	Nil
	highways@torbay.gov.uk Residents & Visitor Services Lower Ground Floor Town Hall Torquay TQ1 3DR	Hardcopy	Cash or Cheque payable to Torbay Council	10	£15.00
	Torbay Libraries or Connections Offices	Self Service	N/A	N/A	N/A
Definitive Map	www.torbay.gov.uk/Gis/FindMyNearest/	Self Service	N/A	N/A	N/A
	highways@torbay.gov.uk Residents & Visitor Services Lower Ground Floor Town Hall Torquay TQ1 3DR	Hardcopy	Cash or Cheque payable to Torbay Council	10	£41.25

Legal Services

Type of Document	Point of Contact	Delivery Method	Payment Method	Turnaround (working days)	Cost
A3 colour plan requested from Legal Services	Legal Services 01803 207142	Hardcopy	Cash or Cheque payable to Torbay Council	Determined by information requested	£5.00
A3 black and white plan requested from Legal Services	Legal Services 01803 207142	Hardcopy	Cash or Cheque payable to Torbay Council	Determined by information requested	£2.00
Plans requested from Legal Services larger than A3	Legal Services 01803 207142	Hardcopy	Cash or Cheque payable to Torbay Council	Determined by information requested	Price on application
A4 black and white sheet	Legal Services 01803 207142	Hardcopy	Cash or Cheque payable to Torbay Council	Determined by information requested	10p per sheet

There will always be a time element in charging for administration in dealing with requests, in locating documents, copying and sending them. There is a minimum charge of £5.00. If there is a requirement for significant research then the requestor will be advised prior to processing the request.

Finance

Type of Document	Point of Contact	Delivery Method	Payment Method	Turnaround (working days)	Cost
Business Rates Statement of Accounts	01803 207201	Electronic and Hardcopy	Cash or Cheque payable to Torbay Council	20	£75.00 for each rating list that the request covers Note: This would be £75 for information relating to each of the following 1990-1994; 1995-1999; 2000-2004; 2005-2009 and 2010-2014 etc

Transportation

Type of Document	Point of Contact	Delivery Method	Payment Method	Turnaround (working days)	Cost
Replacement bus passes	Concessionary Fares Desk 01803 207766	Hardcopy	Cash or Cheque payable to Torbay Council. If you wish to apply for a replacement you will need to attend an issuing office personally bringing proof of ID	10	£10.00

Spatial Planning

Type of Document	Point of Contact	Delivery Method	Payment Method	Turnaround (working days)	Cost
Torbay Local Plan	strategic.planning@torbay.gov.uk 01803 208804	Hardcopy incl. CD-ROM	Cheque payable to Torbay Council or card payment by telephone	5	£50.00 (plus £10.00 postage)
	strategic.planning@torbay.gov.uk 01803 208804	CD-ROM Only	Cheque payable to Torbay Council or card payment by telephone	5	£5.00
	www.torbay.gov.uk/localplan www.planningportal.gov.uk	Online	N/A	N/A	N/A
	Spatial Planning, Torbay Council, Electric House, Castle Circus, Torquay TQ1 3DR Torquay and Paignton Connections Offices Torquay, Paignton, Churston and Brixham Libraries	View in Person	N/A	N/A	N/A
Supplementary Planning Documents (SPDs) plus a wide range of documents forming the evidence base for the existing and emerging Torbay Local Plan	strategic.planning@torbay.gov.uk 01803 208804	Hardcopy	Cheque payable to Torbay Council or card payment by telephone	5	Prices vary depending on document. Cost can be obtained from the Strategy and Project Delivery Team
Photocopies of plans if over 10 pages	strategic.planning@torbay.gov.uk 01803 208804	Hardcopy	Cheque payable to Torbay Council or card payment by telephone	5	10p for A4 copies and 20p for A3 copies

Spatial Planning

Type of Document	Point of Contact	Delivery Method	Payment Method	Turnaround (working days)	Cost
Copy Decision Notices	planning@torbay.gov.uk 01803 207801 www.torbay.gov.uk/planningonline	E-mail	N/A	48 hours	N/A
		Online	N/A	N/A	N/A
		Hardcopy	Cheque payable to Torbay Council or card payment by telephone	5	£20
Copy Tree Preservation Orders	planning@torbay.gov.uk 01803 207801	E-mail	N/A	48 hours	N/A
		Hardcopy	Cheque payable to Torbay Council or card payment by telephone	5	£45
Copy Section 106 Agreements	planning@torbay.gov.uk 01803 207801	E-mail	N/A	48 hours	N/A
		Hardcopy	Cheque payable to Torbay Council or card payment by telephone	5	£35
Copy Committee Reports	planning@torbay.gov.uk 01803 207801 www.torbay.gov.uk/DemocraticServices/	E-mail	N/A	48 hours	N/A
		Online	N/A	N/A	N/A
		Hardcopy	Cheque payable to Torbay Council or card payment by telephone	5	£10

Spatial Planning

Type of Document	Point of Contact	Delivery Method	Payment Method	Turnaround (working days)	Cost
Other A4/A3 size documents	planning@torbay.gov.uk 01803 207801	Hardcopy	Cheque payable to Torbay Council or card payment by telephone	48 hours*	Up to 10 sheets = £5 £0.50 per sheet thereafter
A2 Plans	planning@torbay.gov.uk 01803 207801	Hardcopy	Cheque payable to Torbay Council or card payment by telephone	48 hours*	£6 per sheet
A1 Plans	planning@torbay.gov.uk 01803 207801	Hardcopy	Cheque payable to Torbay Council or card payment by telephone	48 hours*	£12 per sheet
A0 Plans	planning@torbay.gov.uk 01803 207801	Hardcopy	Cheque payable to Torbay Council or card payment by telephone	48 hours*	£18 per sheet
Planning History Searches	planning@torbay.gov.uk 01803 207801	E-mail or Hardcopy	Cheque payable to Torbay Council or card payment by telephone	Determined by complexity of search	£50 per site, per hour

***Large quantities of documents may take a longer turnaround period.**