

# Saltash Town Council

## Fees and Charges

Description		2026/27 Charge
<b>(Minimum 2 hour booking applies to all room hire)</b>		<b>Non VATable</b>
<b><u>Guildhall</u></b> (Non VATable)	Casual ph - weekdays 9am - 5pm (Community Rate)	£10.30
	Casual ph - weekends & evenings (Community Rate)	£21.50
	Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.40
	Casual ph - weekends & evenings (Commercial Rate)	£25.90
<b><u>Council Chamber</u></b> (Non VATable)	Casual ph - weekdays 9 am - 5pm (Community Rate)	£10.30
	Casual ph - weekends & evenings (Community Rate)	£15.40
	Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.40
	Casual ph - weekends & evenings (Commercial Rate)	£18.50
<b><u>Maurice Huggins</u></b> (Non VATable)	Casual ph - weekdays 9 am - 5pm (Community Rate)	£5.15
	Casual ph - weekends & evenings (Community Rate)	£7.70
<b><u>Not for Commercial Use</u></b>		
<b><u>Isambard House (Station)</u></b> (VATable at Standard Rate)	Casual ph - weekdays, weekends and evenings (Community Rate)	£10.00
	Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.00
	Casual ph - weekends & evenings (Commercial Rate)	£30.00
	<b>20% Discount on all rooms for regular bookers for evenings and weekends</b>	
<b><u>Room Hire Extras</u></b> (VATable at Standard Rate)		<b>Including VAT</b>
	Tea/coffee per cup with biscuits (Community)	£1.00
	Tea/coffee per cup with biscuits (Commercial)	£1.00
<b><u>Room Hire Art Exhibitions at Isambard House (Station)</u></b> (VATable at Standard Rate)		<b>Including VAT</b>
<b>Saltash Based Exhibitors</b>	<b><u>Based on 6 hour day</u></b>	
	Weekdays - per day + 10% commission of sales	£36.00
	Weekends - per day + 10% commission of sales	£60.00
<b>Non Saltash Based Exhibitors</b>	Weekdays - per day + 10% commission of sales	£48.00
	Weekends - per day + 10% commission of sales	£72.00
<b><u>Room Hire Extras</u></b> (VATable at Standard Rate)		<b>Including VAT</b>
	Tea/coffee per cup with biscuits (Community)	£1.00
	Tea/coffee per cup with biscuits (Commercial)	£1.00
<b><u>Other Charges</u></b> (VATable at Standard Rate)		<b>Including VAT</b>
	<b><u>Available at The Guildhall &amp; Library</u></b>	
	<b>1-29 sheets (price per sheet)</b>	
	Monochrome A4	£0.10
	Monochrome A3	£0.20
	Colour A4	£0.50
	Colour A3	£1.00
	<b>30 plus sheets (price per sheet)</b>	
	Monochrome A4	£0.08
	Monochrome A3	£0.16
	Colour A4	£0.40
	Colour A3	£0.80
	High gloss colour printing on customer's own paper	£1.00 per sheet
	Freedom of Information Charge (first 18 hours free of charge)	£25.00 per hour
	Environmental Information Regulations 2004 (first 18 hours free of charge)	£25.00 per hour

Mooring Fees		Including VAT
(VA Table at Standard Rate)		
Permanent Pontoon Moorings	Permanent Pontoon (Berth 1 & 6) charged per annum - Maximum length 12 metres (Non Commercial)	£3,240.00
	* Permanent Pontoon (Berth 1 & 6) charged per annum - Maximum length 12 metres (Commercial)	£4,896.00
	* Permanent Pontoon (Berth 2 - 5 & 7 - 10) charged per annum - Maximum length 7 metres (Non Commercial)	£1,722.00
	* Permanent Pontoon (Berth 2 - 5 & 7 - 10) charged per annum - Maximum length 7 metres (Commercial)	£2,604.00
	<b>Note: Longer boats maybe considered subject to prorata charges. Please contact Service Delivery department for more information</b>	
Daily Visiting	Visiting boats - ( 30 minutes);charge for 24 hour period (Non Commercial)	£30.00
	Visiting boats - (30 minutes);charge for 24 hour period (Commercial)	£45.00
Trusted Boat Owner Scheme *	Trusted Boat Owner Scheme - (casual users); charge for 12 months (1st April - 31st March)  <i>Contract includes 2 hours free stay per visit and a fob for easy access and 2 free overnight stays per 12 month period</i>	£100.00
	* Trusted Boat Owner Scheme (casual users); charge for 6 months (Autumn/Winter, 1st September - 31st March)  <i>Contract includes 2 hours free stay per visit and a fob for easy access and 1 free overnight stay per autumn/winter period</i>  <b>* Subject to Terms &amp; Conditions</b>	£50.00
Allotments		Non VATable
(Non VATable)		
Grenfell Avenue, charge per annum		£40.00
* Fairmead Road, charge per annum		£55.00
* Churchtown, charge per annum		£60.00
* Water, charge per annum (Fairmead & Churchtown only)		£15.00

<u>Library Charges</u>		Set by Cornwall Council
<b>Replacement membership cards:</b>		
	Adult members	£1.50
	Concessions, Access, Young Adult	£1.00
	Under 16s	£0.50
<b>Hire Charges:</b>		
	<u>DVD's &amp; Audio CD's</u>	
	All Members	Free
<b>Reservations:</b>		
	All Members	Free
	Online reservations	Free with a limit of 10 at any one time
<b>Performing Arts collection:</b>		
	Vocal and Orchestral sets	No charge
<b>Vocal and orchestral sets requested from outside Cornwall</b>		
	Vocal scores	£1.50 per score per 6 months
	Orchestral sets	£15 per set per 3 months
	Postage charge (please note this charge may vary, ask staff for details)	£12 per 20 copies
	refundable)	£9.00
	refundable)	£17.50
	Renewals will be charged at the rates and time periods as listed above	
	Late returns charge	£15.00
	Missing part charged at cost plus £15.00 administration fee, unless a new copy is supplied by customer	
	Loans not returned in condition received	£50.00
<b>Out of County Inter Library Loan Requests:</b>		
	All Members	£11.87
	British library book loan request	£22.26
<b>Use of public computers (subject to availability):</b>		
	Cornwall library members & visitors	Free for one hour
	<i>Note: Extension of time after free period is dependent on availability and discretion of the Library supervisor</i>	
	Access to Wi-Fi	Free
<b>Printing from any source:</b>		
	<b>1-29 sheets (price per sheet)</b>	
	Monochrome A4	£0.10
	Monochrome A3	£0.20
	Colour A4	£0.50
	Colour A3	£1.00
	<b>30 plus sheets (price per sheet)</b>	
	Monochrome A4	£0.08
	Monochrome A3	£0.16
	Colour A4	£0.40
	Colour A3	£0.80
	High gloss colour printing on customer's own paper	£1.00 per sheet
<b>** Minimum Card Spend £1.01 - This is due to restrictions set by our card payment provider. Cash is accepted as an alternative**</b>		

**Burial Authority - Churchtown Cemetery**  
**Fees and Charges**

Description	2026/27 Charges
<b><u>Interment Fees</u></b>	
Interment under the age of 18 years - Saltash residents only	No Charge
1st Interment over the age of 18 years - (triple depth plot)	£700
2nd & 3rd Interment over the age of 18 years - (ERB determined)	£700
1st Interment of ashes in a casket - (double depth plot)	£333
2nd Interment of ashes in a casket - (ERB determined)	£333
1st Interment of loose ashes - (double depth plot)	£167
2nd Interment of loose ashes - (ERB determined)	£167
Interment of ashes in Garden of Remembrance	£333
Service Men and Emergency Service Personnel killed in active service - Saltash residents only.	No Charge
<b><u>Exclusive Right of Burial including Plot Deed (Exclusive Right of Burial must be purchased with 1st Interment) - Length of Exclusive Right of Burial - 10 Years</u></b>	
Exclusive Right of Burial under the age of 18 years - Saltash residents only	No Charge
Exclusive Right of Burial 1st Interment over the age of 18 years	£333
Exclusive Right of Burial 1st Interment of ashes in a casket	£111
Exclusive Right of Burial 1st Interment of loose ashes	£111
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge
<b><u>Memorial Permissions - Length of Right to Erect a Memorial - 10 years</u></b>	
Permission to erect headstone under the age of 18 years - Saltash residents only	No Charge
Permission to erect headstone including first inscription	£111
Additional inscriptions	£56
Permission to place cremated remains tablet	£56
Removal of a headstone & cremation tablet other than for an additional inscription	£56
Renewal of Grant of Right to Erect a Memorial	£28
Permission to erect/place monument Commonwealth War Grave Commission / Ministry of Defence	No Charge
Cremation foundation slab and tablet to be supplied by ERB owner	
Service Men and Emergency Service Personnel killed in active service - Saltash residents only.	No Charge
<b><u>Renewal of Exclusive Rights of Burial - Length of Exclusive Right of Burial - 10 Years</u></b>	
Single grave for the interment and renewal under the age of 18 years - Saltash resident only	No Charge
Renewal of Exclusive Rights of Burial	£60
Renewal of Exclusive Rights of Cremated Remains	£60
Issue & registration of duplicate deed of grant of grave space	£28
Inspection of Burial Register	£28
Transfer of ERB certificate up to a maximum of 2 hours, and then charged on an hourly basis at £25 per hour	£51
Transfer of ERB certificate by Statutory Declaration up to a maximum of 2 hours, and then charged at an hourly basis at £25 per hour	£84
Permission of right to Commonwealth War Grave Commission / Ministry of Defence	No Charge
Permission to place a war grave marker	No Charge
Exhumations of coffins or cremated remains casket/loose ashes	Price on Application
Search of Registers by our staff (per search)	£28
Search of Registers by our staff (non resident)	£56
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the Chairman of the Burial Authority Committee)	All Fees Double
<b><u>Benches &amp; Other Memorials - 10 Years Lease (Residents &amp; Non Residents) (VATABLE)</u></b>	
	<b>Inc VAT</b>
Rose Bush - Permission to place a rose bush and memorial plaque at Churchtown Cemetery in the memorial garden	£120
To supply, fit and maintain a memorial bench Including plaque	£600

Joint Burial Board - St. Stephens Cemetery

Fees and Charges

Description	2026/27 Charge
<b><u>Interment Fees</u></b>	
Re-opening / Interment of a body (Saltash residents)	£700
Re-opening / Burial of cremated remains (Saltash residents)	£333
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the STC Deputy Chairman of the Joint Burial Board Committee.)	All Fees Double
<b><u>Benches</u></b>	<b>Inc VAT</b>
To supply, fit and maintain a memorial bench, to include plaque	£600