

SCHEDULE

Article 3

“SCHEDULE 1

Fees to be taken

<i>Column 1</i>	<i>Column 2</i>
<i>Number and description of fee</i>	<i>Amount of fee</i>
1 Attendance	
1.1 On an application which requires a justice of the peace to perform a function away from the court premises.	£50
Note: Fee 1.1 is payable in addition to other payable fees.	
2 Appeals	
2.1 On an application to state a case for the opinion of the High Court under section 111(1) of the Magistrates Court Act 1980 ^(a) .	£515
Note: where fee 2.1 is payable, no further fee is payable in respect of the preparation of a draft case by the justices' clerk, providing copies, taking recognizance as required by section 114 ^(b) of that Act and enlargement and renewal of such recognizance.	
2.2 On commencing an appeal against a deduction from earnings order under the Child Support Act 1991 ^(c) —	£100
2.3 Proceedings under Schedule 5 to the Licensing Act 2003 ^(d) — on commencing an appeal under paragraph 1, 2(2), 3(2)(a), 4(2), 7(2), 8(2)(b), 8A(2)(b), 10, 11(2), 12(2), 13(2)(b), 14, 16(2), 17(1) and (4) or 18(2)(a) of Schedule 5 to the Licensing Act 2003.	£410
2.4 On commencing an appeal where no other fee is specified.	£205
3 Certificates and Certified Documents	
3.1 On a request for a certificate of refusal to state a case.	£105
3.2 Register of judgments, orders and fines kept under section 98 of the Courts Act 2003 ^(e) on a request for a certificate of satisfaction.	£15
3.3 On a request for a certified copy of a memorandum of conviction.	£60

(a) 1980 c.43

(b) 1980 c. 43. Section 114 was amended by section 109 and paragraph 235 of Schedule 8 to the Courts Act 2003 (c. 39).

(c) 1991 c.48.

(d) 2003 c.17. Schedule 5 is amended by S.I. 2005/886 and by section 22(2) of the Violent Crime Reduction Act 2006 (c.38).

(e) The Register of Judgments, Orders and Fines Regulations 2005 (S.I. 2005/3595, as amended by S.I. 2009/474) is made under section 98. Regulation 17 sets out the procedure for an application for a certificate of satisfaction.

(f) S.I. 1992/613; relevant amending instruments are S.I. 1998/3008 and S.I. 2004/785.

(g) S.I. 1989/1058.

(h) 1991 c. 48.

(i) 1996 c. 16.

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<i>Column 1</i>	<i>Column 2</i>
<i>Number and description of fee</i>	<i>Amount of fee</i>
3.4 On a request for a certificate or certified document where no other fee is specified.	£60
Note: Fee 3.4 includes any copy of a document certified by the court as a genuine copy of the original document.	
4 Liability Orders	
4.1 Proceedings under the Council Tax (Administration and Enforcement) Regulations 1992 ^(f) or the Non-Domestic Rating (Collection and Enforcement) (Local Lists) Regulations 1989 ^(g) on an application for a liability order.	£3
Note: Fee 4.1 is payable in respect of each defendant against whom the liability order is sought.	
4.2 Proceedings under the Child Support Act 1991 ^(h) on an application for a liability order.	£40
Note: Fee 4.2 is payable in respect of each liability order applied for.	
5 Copy Documents	
5.1 On a request for a copy document (other than where fee 5.2 applies)—	
(a) of ten pages or less; and	£10
(b) for each subsequent page.	50p
Note: The circumstances where the fee under 5.1 is payable includes— — where the court allows a party to fax to the court for the use of that party a document that has not been requested by the court and is not intended to be placed on the court file; — where a party requests that the court fax a copy of a document from the court file; and — where the court provides a subsequent copy of a document which it has previously provided.	
5.2 On a request for a copy of a document on a computer disk or in other electronic form, for each such copy.	£10
6 Licences	
6.1 On a request for a licence, consent or authority where no other fee is specified.	£25

(a) [1980 c.43](#)

(b) [1980 c. 43](#). Section 114 was amended by section 109 and paragraph 235 of Schedule 8 to the Courts Act [2003 \(c. 39\)](#).

(c) [1991 c.48](#).

(d) [2003 c.17](#). Schedule 5 is amended by [S.I. 2005/886](#) and by section 22(2) of the Violent Crime Reduction Act [2006 \(c.38\)](#).

(e) The Register of Judgments, Orders and Fines Regulations 2005 ([S.I. 2005/3595](#), as amended by [S.I. 2009/474](#)) is made under section 98. Regulation 17 sets out the procedure for an application for a certificate of satisfaction.

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<i>Column 1</i>	<i>Column 2</i>
<i>Number and description of fee</i>	<i>Amount of fee</i>
6.2 On an application for the renewal or variation of an existing licence.	£25
6.3 On an application for the revocation of a licence where no other fee is specified.	£25
7 Oaths	
7.1 On taking the attestation of a constable or special constable under the Police Act 1996 ⁽ⁱ⁾ .	£10
Note: Fee 7.1 is payable for every attestation made by every constable or special constable at or away from court premises.	
7.2 For every oath, affirmation, solemn declaration or statutory declaration where no other fee is specified.	£25
Note: No fee is payable for the swearing in of witnesses or in any case where an enactment directs that no fee will be taken.	
8 Other civil proceedings	
8.1 On commencing proceedings where no other fee is specified and where leave or permission is not required.	£205
8.2 On commencing proceedings where leave or permission is required—	
(a) on an application for leave or permission to commence proceedings where no other fee is specified; and	£105
(b) on commencing proceedings where leave or permission has been granted following payment of fee 8.2(a).	£105
8.3 For a hearing at which the proceedings are contested.	£515
Note: Fee 8.3—	
-applies only in hearings to proceedings to which fee 8.1 or 8.2 apply;	
-is payable by the party who commenced the proceedings;	
-is payable on the day that the hearing commences; and	
-is payable only once in the same proceedings.	
9 Warrants	
9.1 On an application for a warrant of entry.	£20

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(b) [1980 c. 43](#). Section 114 was amended by section 109 and paragraph 235 of Schedule 8 to the Courts Act 2003 (c. 39).

(c) [1991 c.48](#).

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<i>Column 1</i>	<i>Column 2</i>
<i>Number and description of fee</i>	<i>Amount of fee</i>
9.2 On an application for any other warrant where no other fee is specified.	£75
Note: Fee 9.2 includes an application for a warrant made during a hearing. No fee is payable if the court issues a warrant of its own initiative.	
10 Commitment	
10.1 On an application for a warrant for commitment made in proceedings under the Council Tax (Administration and Enforcement) Regulations 1992 or the Non-Domestic Rating (Collection and Enforcement) (Local Lists) Regulations 1989	£245
10.2 On an application for a warrant for commitment made in proceedings under the Child Support Act 1991	£245
Note: Fees 10.1 and 10.2 are not payable in respect of a warrant of arrest, which falls under fee 9.2.	
Note to all fees: Where proceedings are brought against the individual members of a partnership, any relevant fee is payable only once.”	

- (a) [1980 c.43](#)
- (b) [1980 c. 43](#). Section 114 was amended by section 109 and paragraph 235 of Schedule 8 to the Courts Act [2003 \(c. 39\)](#).
- (c) [1991 c.48](#).
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