

Appendix D - Fees and Charges - Community Services 2023/24

Fees and Charges	Statutory / Discretionary	Current Charges 2022/23	Proposed Charges 2023/24	Proposed Variance (inc. rounding)	Proposed Actual % Increase 2023/24 (inc. rounding)	Budgeted Income 2022/23	Expected Out-turn 2022/23 (based on 6mth data)	Proposed Budget 2023/24
		£ Inc VAT	£ Inc VAT	£	%	£	£	£
Car Park Fees								
Ellice Road, Oxted								
Mon - Fri 0 – 2 Hours	Discretionary	-	-	0.00	0.0%			
Mon - Fri 2 hrs – 3 Hours	Discretionary	3.00	3.30	0.30	10.0%			
Mon - Fri 3 hrs – 4 Hours	Discretionary	4.50	5.00	0.50	11.1%			
Mon - Fri >4 Hours	Discretionary	6.50	7.20	0.70	10.8%			
Saturday, Sunday & Bank Holidays	Discretionary	-	-	0.00	0.0%			
Long Term Permits p.a.	Discretionary	546.50	601.00	54.50	10.0%			
Council Office, Oxted								
Long Term Permits p.a.	Discretionary	546.50	601.00	54.50	10.0%			
Station Road, Whyteleafe - Upper Level								
0-3 Hours	Discretionary	-	-	0.00	0.0%			
3-4 Hours	Discretionary	1.20	1.30	0.10	8.3%			
4-5 Hours	Discretionary	2.60	2.90	0.30	11.5%			
5-6 Hours	Discretionary	3.70	4.10	0.40	10.8%			
Long Term Permits p.a.	Discretionary	290.50	319.60	29.10	10.0%			
Mill Lane - Commuter Car Park								
Long Term Permits p.a.	Discretionary	290.50	319.60	29.10	10.0%			
Hill View - Caterham								
Long Term Permits p.a.	Discretionary	290.50	319.60	29.10	10.0%			
TOTAL Income - Car Parking (Oxted, Station Road, Mill Lane, Hill View) - exclude Permits						132,000	80,000	68,900
Woldingham Road, Woldingham								
Before 9:15	Discretionary	4.00	4.40	0.40	10.0%			
After 9:15	Discretionary	2.10	2.30	0.20	9.5%			
Gun Pit Road, Lingfield								
0-3 Hours	Discretionary	-	-	0.00	0.0%			
3-4 Hours	Discretionary	1.20	1.30	0.10	8.3%			
4-5 Hours	Discretionary	2.60	2.90	0.30	11.5%			
5-6 Hours	Discretionary	3.70	4.10	0.40	10.8%			
Long Term Permits p.a.	Discretionary	290.50	319.60	29.10	10.0%			
Town End, Caterham								
0-3 Hours	Discretionary	-	-	0.00	0.0%			
3-4 Hours	Discretionary	1.20	1.30	0.10	8.3%			
4-5 Hours	Discretionary	2.60	2.90	0.30	11.5%			
5-6 Hours	Discretionary	3.70	4.10	0.40	10.8%			
Long Term Permits p.a.	Discretionary	290.50	319.60	29.10	10.0%			
Whyteleafe Recreation Ground								
Free stay limited to 3 hours	Discretionary	-	-	0.00	0.0%			
Long Term Permits p.a.	Discretionary	290.50	319.60	29.10	10.0%			
Warringham Green & Manor Park, Whyteleafe								
Free stay limited to 3 hours	Discretionary	-	-	0.00	0.0%			
TOTAL Income - Car Parking (Others) - excludes Permits						12,000	8,000	8,000
Infringements - District Wide (Statutory Charges) <i>(All if paid within 14 days)</i>								
Penalty Notices (Fees set by Government)	Statutory	TBC	TBC	N/A	0.0%			
General Parking (Fees set by Government)	Statutory	TBC	TBC	N/A	0.0%			
No Permit (Fees set by Government)	Statutory	TBC	TBC	N/A	0.0%			
Additional Budget Information								
Total Long Term Permits Budget information	Discretionary					33,600	33,600	46,200
Penalty Charge Notices - Off Street	Discretionary					16,500	16,500	16,500
Penalty Charge Notices - On Street	Statutory					120,000	120,000	0
Total Income - Car Parking						314,100	258,100	139,600

Cemetery Fees								
Interments:								
Additional space in a purchased grave - for one 183cm (6ft)								
Parishioner	Discretionary	606.50	637.00	30.50	5.0%			
< 7 Year Parishioner	Discretionary	1214.00	1,274.50	60.50	5.0%			
Non Parishioner	Discretionary	1808.00	1,898.50	90.50	5.0%			
Additional space in a purchased grave - for two 244cm (8ft)								
Parishioner	Discretionary	691.00	726.00	35.00	5.1%			
< 7 Year Parishioner	Discretionary	1381.00	1,450.00	69.00	5.0%			
Non Parishioner	Discretionary	2074.00	2,178.00	104.00	5.0%			

Fees and Charges	Statutory / Discretionary	Current Charges 2022/23	Proposed Charges 2023/24	Proposed Variance (inc. rounding)	Proposed Actual % Increase 2023/24 (inc. rounding)	Budgeted Income 2022/23	Expected Out-turn 2022/23 (based on 6mth data)	Proposed Budget 2023/24
		£ Inc VAT	£ Inc VAT	£	%	£	£	£
Interment of cremated remains in a previously purchased grave								
Parishioner	Discretionary	170.00	179.00	9.00	5.3%			
< 7 Year Parishioner	Discretionary	340.00	357.00	17.00	5.0%			
Non Parishioner	Discretionary	511.00	537.00	26.00	5.1%			
New Burial Plots								
For two 244cm (8ft)	Discretionary	2074.00	2,178.00	104.00	5.0%			
Cremated Remains:								
Purchase of plot for cremated remains (for 1, 2, or 3 sets) including the right to place a 30cm square memorial set flush to the ground and first inscription								
Parishioner	Discretionary	340.50	357.50	17.00	5.0%			
< 7 Year Parishioner	Discretionary	680.50	714.50	34.00	5.0%			
Non Parishioner	Discretionary	1026.00	1,077.25	51.25	5.0%			
Interment of cremated remains								
Parishioner	Discretionary	170.00	178.50	8.50	5.0%			
< 7 Year Parishioner	Discretionary	340.00	357.00	17.00	5.0%			
Non Parishioner	Discretionary	511.00	536.50	25.50	5.0%			
Additional inscription on cremated plots								
Parishioner	Discretionary	42.75	45.00	2.25	5.3%			
< 7 Year Parishioner	Discretionary	85.00	89.25	4.25	5.0%			
Non Parishioner	Discretionary	127.50	134.00	6.50	5.1%			
The right to erect or place a Memorial on a purchased grave not exceeding 198X76X46cm (6'6L X 2'6W X18"H) with inscription								
Parishioner	Discretionary	250.00	262.50	12.50	5.0%			
< 7 Year Parishioner	Discretionary	500.00	525.00	25.00	5.0%			
Non Parishioner	Discretionary	745.00	782.25	37.25	5.0%			
Extra charge for memorials exceeding 46cm (18") in height per 30cms (12") or part								
Parishioner	Discretionary	170.00	178.50	8.50	5.0%			
< 7 Year Parishioner	Discretionary	340.00	357.00	17.00	5.0%			
Non Parishioner	Discretionary	511.00	536.50	25.50	5.0%			
Each addition to the original memorial								
	Discretionary	42.75	45.00	2.25	5.3%			
	Discretionary	85.00	89.25	4.25	5.0%			
	Discretionary	127.50	134.00	6.50	5.1%			
Scattering of Ashes in Garden of Remembrance								
	Discretionary	69.25	72.75	3.50	5.1%			
Total Income - Cemetery						23,700	32,200	26,000

Cesspool Charges for Emptying								
Up to 1000 gals	Discretionary	125.50	144.50	19.00	15.1%			
1000 to 2000 gals	Discretionary	202.00	214.50	12.50	6.2%			
2000 to 3000 gals	Discretionary	288.00	306.00	18.00	6.3%			
3000 to 4000 gals	Discretionary	382.00	405.50	23.50	6.2%			
More than 4000 gals, charge per 1000 gals (or part thereof)	Discretionary	94.00	100.00	6.00	6.4%			
Pipe lays requiring over 12 pipes, charge per pipe	Discretionary	4.80	5.10	0.30	6.3%			
Emergency Service - Normal Working Hours (within 2 days, subject to availability)								
Up to 1000 gals	Discretionary	196.50	226.00	29.50	15.0%			
1000 to 2000 gals	Discretionary	319.00	338.75	19.75	6.2%			
2000 to 3000 gals	Discretionary	468.00	497.00	29.00	6.2%			
Obstructed Access - Abort Charge	Discretionary	74.50	79.00	4.50	6.0%			
Additional Operative Charge	Discretionary	53.25	56.50	3.25	6.1%			
Charge per hour after first hour	Discretionary	106.50	113.00	6.50	6.1%			
Total Income - Cesspool						257,000	200,000	207,274

Allotments								
Allotment Rents per 250 sq.m	Discretionary	84.00	88.00	4.00	4.8%			
Total Income - Allotments						10,000	10,000	9,400

Hackney Carriage Fees								
Hackney Carriage Drivers Badge	Discretionary	112.00	118.50	6.50	5.8%			
Hackney Vehicles	Discretionary	390.00	413.50	23.50	6.0%			
Knowledge Test- Initial	Discretionary	81.25	86.00	4.75	5.8%			
Knowledge Test- Subsequent Tests	Discretionary	44.25	47.00	2.75	6.2%			
Missed appointments	Discretionary	25.50	27.00	1.50	5.9%			
Private Hire Operators Licence 1-5 Vehicles	Discretionary	152.00	161.00	9.00	5.9%			
Private Hire Operators Licence 6-15 Vehicles	Discretionary	244.00	258.50	14.50	5.9%			
Private Hire Badge	Discretionary	77.75	82.50	4.75	6.1%			

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		£ Inc VAT	£ Inc VAT	£	%	£	£	£
Private Hire Vehicles	Discretionary	298.00	316.00	18.00	6.0%			
Change of vehicle during the plating year	Discretionary	72.00	76.50	4.50	6.3%			
Replacement vehicle (motorcycle) plates	Discretionary	21.50	23.00	1.50	7.0%			
Replacement driver's badge	Discretionary	8.00	8.50	0.50	6.3%			
Vehicle Retest Fee	Discretionary	25.00	26.50	1.50	6.0%			
Total Income - Hackney Carriage Fees						87,600	87,600	87,600

Fees set by Government (for information only)								
Authorised processes (Env Protection Act 1990)	Statutory					7,300	7,300	7,500
Lotteries - initial fee	Statutory							
Lotteries - subsequent annual fee	Statutory							
Alcohol and Entertainment (Licensing Act 2003)	Statutory					78,900	77,500	77,500
Amusements with Prizes (cash)	Statutory							
Gambling Act (up to a Statutory Maximum) - Bingo								
Annual Fee	Discretionary	815.00	864.00	49.00	6.0%			
Application Fee	Discretionary	2850.00	3,021.00	171.00	6.0%			
Variation Fee	Discretionary	1425.00	1,510.50	85.50	6.0%			
Transfer Fee	Discretionary	980.00	1,038.75	58.75	6.0%			
Reinstatement Fee	Discretionary	980.00	1,038.75	58.75	6.0%			
Provisional Statement Fee	Discretionary	2450.00	2,597.00	147.00	6.0%			
Application Fee with Provisional Statement	Discretionary	980.00	1,038.75	58.75	6.0%			
Gambling Act (up to a Statutory Maximum) - Adult Gaming Centre								
Annual Fee	Discretionary	815.00	864.00	49.00	6.0%			
Application Fee	Discretionary	1630.00	1,727.75	97.75	6.0%			
Variation Fee	Discretionary	815.00	864.00	49.00	6.0%			
Transfer Fee	Discretionary	980.00	1,038.75	58.75	6.0%			
Reinstatement Fee	Discretionary	980.00	1,038.75	58.75	6.0%			
Provisional Statement Fee	Discretionary	1630.00	1,727.75	97.75	6.0%			
Application Fee with Provisional Statement	Discretionary	980.00	1,038.75	58.75	6.0%			
Gambling Act (up to a Statutory Maximum) - Betting (Track)								
Annual Fee	Discretionary	815.00	864.00	49.00	6.0%			
Application Fee	Discretionary	2040.00	2,162.50	122.50	6.0%			
Variation Fee	Discretionary	1015.00	1,076.00	61.00	6.0%			
Transfer Fee	Discretionary	775.00	821.50	46.50	6.0%			
Reinstatement Fee	Discretionary	775.00	821.50	46.50	6.0%			
Provisional Statement Fee	Discretionary	2040.00	2,162.50	122.50	6.0%			
Application Fee with Provisional Statement	Discretionary	775.00	821.50	46.50	6.0%			
Gambling Act (up to a Statutory Maximum) - Betting (Other)								
Annual Fee	Discretionary	490.00	519.50	29.50	6.0%			
Application Fee	Discretionary	2450.00	2,597.00	147.00	6.0%			
Variation Fee	Discretionary	1225.00	1,298.50	73.50	6.0%			
Transfer Fee	Discretionary	980.00	1,038.75	58.75	6.0%			
Reinstatement Fee	Discretionary	980.00	1,038.75	58.75	6.0%			
Provisional Statement Fee	Discretionary	2450.00	2,597.00	147.00	6.0%			
Application Fee with Provisional Statement	Discretionary	980.00	1,038.75	58.75	6.0%			
Gambling Act (up to a Statutory Maximum) - Family Entertainment Centre								
Annual Fee	Discretionary	610.00	646.50	36.50	6.0%			
Application Fee	Discretionary	1630.00	1,727.75	97.75	6.0%			
Variation Fee	Discretionary	815.00	864.00	49.00	6.0%			
Transfer Fee	Discretionary	950.00	950.00	0.00	0.0%			
Reinstatement Fee	Discretionary	950.00	950.00	0.00	0.0%			
Provisional Statement Fee	Discretionary	1630.00	1,727.75	97.75	6.0%			
Application Fee with Provisional Statement	Discretionary	775.00	821.50	46.50	6.0%			
Gambling Act (up to a Statutory Maximum) - TOTAL						13,200	8,500	9,000
Environmental Health								
Street Trading (12 Months)	Discretionary	824.00	873.00	49.00	5.9%			
Street Trading (6 Months)	Discretionary	464.00	492.00	28.00	6.0%			
Animal Boarding Establishment	Discretionary	313.00	332.00	19.00	6.1%			
Home Boarding	Discretionary	300.00	318.00	18.00	6.0%			
Doggy day care	Discretionary	300.00	318.00	18.00	6.0%			
Selling animals as pets	Discretionary	313.00	332.00	19.00	6.1%			
Dog breeding	Discretionary	313.00	332.00	19.00	6.1%			
Hiring out of horses	Discretionary	313.00	332.00	19.00	6.1%			
Animals for exhibition	Discretionary	313.00	332.00	19.00	6.1%			
Dangerous Wild Animals	Discretionary	299.00	317.00	18.00	6.0%			
Breeding of Dogs Establishment	Discretionary	192.00	204.00	12.00	6.3%			
Zoo Licences	Discretionary	597.00	633.00	36.00	6.0%			
1 Month Temporary Licence	Discretionary	74.00	78.00	4.00	5.4%			
Dog Control Return Fee	Discretionary	109.50	116.00	6.50	5.9%			
Disconnection of Burglar/Car Alarms	Discretionary	225.00	239.00	14.00	6.2%			
Contaminated Land Search/Enquiry								
Domestic Premises (per hour)	Discretionary	61.50	65.00	3.50	5.7%			
Commercial Premises (per hour)	Discretionary	127.00	134.50	7.50	5.9%			
Environmental Health TOTAL						30,800	30,800	32,600
Scrap Metal Dealers Act								
Site licence renewal	Discretionary	441.00	467.50	26.50	6.0%			

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		£ Inc VAT	£ Inc VAT	£	%	£	£	£
Site licence variation to collector licence	Discretionary	190.00	201.50	11.50	6.1%			
Collector licence renewal	Discretionary	315.00	334.00	19.00	6.0%			
Collector licence variation to site licence	Discretionary	190.00	201.50	11.50	6.1%			
Change of name of licensee of site licence	Discretionary	62.50	66.25	3.75	6.0%			
Change of identity of sites in the authority's area contained in licence	Discretionary	126.00	133.50	7.50	6.0%			
Change of site manager at each site	Discretionary	126.00	133.50	7.50	6.0%			
Change of collector's name	Discretionary	62.50	66.25	3.75	6.0%			
Copy of licence	Discretionary	32.25	34.25	2.00	6.2%			
Electrolysis, Acupuncture & Tattooing								
Persons	Discretionary	160.50	170.00	9.50	5.9%			
Premises	Discretionary	293.00	310.50	17.50	6.0%			
Piercing / Temporary Tattoos								
Persons	Discretionary	160.50	170.00	9.50	5.9%			
Premises	Discretionary	293.00	310.50	17.50	6.0%			
Sex Shop								
	Discretionary	8979.00	8,979.00	0.00	0.0%			
Other Licenced Premises TOTAL						1,000	1,000	1,100
Total Income - Premises Licenses & other various Environmental Licenses						131,200	125,100	127,700

Indoor & Outdoor Sports Facilities								
Queens Park Pavilion Charges								
Indoor Sports and Clubs - per hour	Discretionary	13.00	14.50	1.50	11.5%			
10 or more bookings	Discretionary	10.83	12.08	1.25	11.5%			
Community Hire - per hour	Discretionary	24.00	24.00	0.00	0.0%			
Weekend Hire - Non Profit Making Bodies (4 hours)	Discretionary	186.50	186.50	0.00	0.0%			
Additional charge per hour	Discretionary	32.00	32.00	0.00	0.0%			
Community Hire - per hour	Discretionary	24.00	24.00	0.00	0.0%			
Weekend Hire - Profit Making Bodies (4 hours)	Discretionary	372.00	372.00	0.00	0.0%			
Additional charge per hour	Discretionary	69.00	69.00	0.00	0.0%			
Tennis	Discretionary	0.00	-	0.00	0.0%			
Tennis Court Hire for Training - per hour	Discretionary	16.00	17.00	1.00	6.3%			
Outdoor Sports Charges (Football, Rugby and Cricket)								
Sports Pitch Bookings per game	Discretionary	96.00	105.50	9.50	9.9%			
Changing Facilities	Discretionary	90.00						
Training Sessions	Discretionary	23.50	26.00	2.50	10.6%			
Senior	Discretionary	96.00	105.50	9.50	9.9%			
Junior	Discretionary	49.00	54.00	5.00	10.2%			
Mini - Football	Discretionary	23.50	26.00	2.50	10.6%			
Indoor & Outdoor Sports Clubs & Groups								
Annual Licences - Utilising the Councils Parks & Open Spaces - licences commence 1st January								
Frequency up to an average of 4 sessions per week								
1 to 2 Clients - maximum 2 clients	Discretionary	208.50	219.00	10.50	5.0%			
Small Class - maximum 10 clients	Discretionary	354.00	371.50	17.50	4.9%			
Large Class - Maximum 20 clients	Discretionary	677.00	711.00	34.00	5.0%			
Frequency up to an average of 5 or more sessions per week								
1 to 2 Clients - maximum 2 clients	Discretionary	365.00	383.50	18.50	5.1%			
Small Class - maximum 10 clients	Discretionary	531.00	557.50	26.50	5.0%			
Large Class - Maximum 20 clients	Discretionary	1016.00	1,067.00	51.00	5.0%			
Total Income Sports Licences						28,600	16,100	17,500

Sports Clubs and Associations Leases / Rentals	Discretionary	Per Leases	Per Leases	N/A		35,900	38,200	38,200
Dog Walkers	Discretionary	156.50	156.50	0.00	0.0%	0		
<i>For Businesses requiring multiple licences the first licences shall be paid in full with a 20% discount applying to each subsequent licence thereafter</i>								
Fairs & Circus Rental Westway Common								
Charges per day when open								
Monday & Tuesday	Discretionary	425.00	425.00	0.00	0.0%			
Wednesday & Thursday	Discretionary	478.00	478.00	0.00	0.0%	5,300	0	0
Friday, Saturday & Sunday	Discretionary	745.00	745.00	0.00	0.0%			
Charges per day when setting up / closing	Discretionary	159.50	159.50	0.00	0.0%			
Rent and Wayleaves	Discretionary	Per Leases	Per Leases	N/A		7,300	1,600	10,000
Total Income - Sports, Clubs & Groups						77,100	55,900	65,700

Handyperson Charges								
Benefit recipient (per hour) - General Fee	Discretionary	23.50	23.50	0.00	0.0%			
Not on benefit (for first hour) - General Fee	Discretionary	47.00	47.00	0.00	0.0%			
Not on benefit (for every 1/2 hour after first hour) - General Fee	Discretionary	23.50	23.50	0.00	0.0%			
Benefit recipient (per hour) - Plumbing Fee	Discretionary	27.00	27.00	0.00	0.0%			

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Not on benefit (per hour) - Plumbing Fee	Discretionary	52.25	52.25	0.00	0.0%			
Handyperson						11,100		
Materials						7,600		
Total Income - Handyperson						18,700	400	0

Waste Charges								
Garden Waste Club								
1st Year Subscription (includes bin delivery)	Discretionary	74.50	84.50	10.00	13.4%			
2nd Onwards Subscription	Discretionary	64.50	73.00	8.50	13.2%			
TOTAL Garden Waste Club						945,545	945,545	1,061,400
Bulky Waste Charges - No Subsidy								
1 Item	Discretionary	41.00	43.50	2.50	6.1%			
2 Items	Discretionary	47.00	50.00	3.00	6.4%			
3 Items	Discretionary	53.00	56.50	3.50	6.6%			
4 Items	Discretionary	59.00	62.50	3.50	5.9%			
5 Items	Discretionary	66.00	70.00	4.00	6.1%			
Bulky Waste Charges - Subsidy								
1 Item	Discretionary	20.50	22.00	1.50	7.3%			
2 Items	Discretionary	23.50	25.00	1.50	6.4%			
3 Items	Discretionary	26.50	28.00	1.50	5.7%			
TOTAL Bulky Waste Charges						91,600	80,600	80,600
General Waste Bins resale								
140 litre refuse bin	Discretionary	31.25	33.50	2.25	7.2%			
180 litre refuse bin	Discretionary	36.50	39.00	2.50	6.8%			
180 litre refuse bin (second hand)	Discretionary	25.55	27.50	1.95	7.6%			
240 litre refuse bin	Discretionary	41.75	45.00	3.25	7.8%			
360 litre refuse bin	Discretionary	73.00	78.50	5.50	7.5%			
240 litre recycling bin	Discretionary	31.59	34.00	2.41	7.6%			
Indoor silver 5 litre food caddy	Discretionary	1.85	2.00	0.15	8.1%			
Outdoor green 23 litre food caddy	Discretionary	5.86	6.50	0.64	10.9%			
140 litre food waste bin	Discretionary	24.49	26.50	2.01	8.2%			
Green refuse sacks	Discretionary	10.50	11.50	1.00	9.5%			
Delivery of 1 set of bins	Discretionary	12.00	13.00	1.00	8.3%			
Delivery of more than 1 set of bins	Discretionary	60.00	64.50	4.50	7.5%			
TOTAL General Waste Bins resale						10,000	10,000	10,000
Contaminated Waste - per receptacle (cost + admin charge)								
Return or Additional collection at Council request (all Saturday):								
2-wheeled bin	Discretionary	66.50	70.50	4.00	6.0%			
4-wheeled bin	Discretionary	47.50	50.50	3.00	6.3%			
Collection of up to 5 Council branded refuse sacks	Discretionary	56.50	60.00	3.50	6.2%			
Emptying of caddy	Discretionary	56.50	60.00	3.50	6.2%			
Emptying of Assisted Collection from a 2-wheeled bin	Discretionary	72.50	77.00	4.50	6.2%			
Emptying of Assisted Collection from up to 5 Council branded refuse sacks	Discretionary	61.50	65.50	4.00	6.5%			
Emptying of Assisted Collection from a caddy	Discretionary	61.50	65.50	4.00	6.5%			
2022/23 onwards admin cost =£10.50						2,000	2,000	2,000
School Recycling Collection								
Charge is £/week/bin collected (VAT =Outside Scope of VAT)	Discretionary	11.00	11.50	0.50	4.5%	25,000	25,000	25,000
Total Income - Waste						1,074,145	1,063,145	1,179,000

Total Income - Community Services						1,993,545	1,832,445	1,842,274
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