

Public Document Pack



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27 January 2023

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **CABINET** will be held at these offices (Council Chamber) on Monday 6 February 2023 at 11.00 am when the following business will be transacted.

Members of the public who require further information are asked to contact Democratic Services on (01304) 872303 or by e-mail at democraticservices@dover.gov.uk.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Nicky', written over a white background.

Chief Executive

Cabinet Membership:

T J Bartlett	Leader of the Council
M Bates	Portfolio Holder for Transport, Licensing and Regulatory Services
N S Kenton	Portfolio Holder for Planning and Environment
D P Murphy	Portfolio Holder for Social Housing, Port Health, Skills and Education
O C de R Richardson	Deputy Leader of the Council & Portfolio Holder for Community and Corporate Property
C A Vinson	Portfolio Holder for Finance, Governance, Digital and Climate Change

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **DECLARATIONS OF INTEREST** (Page 5)

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

3 **RECORD OF DECISIONS** (Pages 6-12)

The decisions of the meeting of the Cabinet held on 16 January 2023 numbered CAB 75 to CAB 79 (inclusive) are attached.

ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES

To consider any issues arising from Overview and Scrutiny or other Committees not specifically detailed elsewhere on the agenda.

BUDGET AND POLICY FRAMEWORK - KEY DECISIONS

4 COUNCIL BUDGET 2023/24 AND MEDIUM-TERM FINANCIAL PLAN 2023/24-2026/27

To consider the report of the Strategic Director (Finance and Housing) (to follow).

Responsibility: Portfolio Holder for Finance, Governance, Digital and Climate Change

EXECUTIVE - KEY DECISIONS

5 FEES AND CHARGES 2023/24 (Pages 13-79)

To consider the attached report of the Strategic Director (Finance and Housing).

Responsibility: Portfolio Holder for Finance, Governance, Digital and Climate Change

6 REVIEW OF ON AND OFF-STREET PARKING CHARGES (Pages 80-95)

To consider the attached report of the Head of Commercial Services.

Responsibility: Portfolio Holder for Transport, Licensing and Regulatory Services

7 DRAFT DOUR STREET, DOVER CONSERVATION AREA CHARACTER APPRAISAL (Pages 96-114)

To consider the attached report of the Principal Heritage Officer.

Responsibility: Portfolio Holder for Planning and Environment

8 EXCLUSION OF THE PRESS AND PUBLIC (Page 115)

The recommendation is attached.

MATTERS WHICH THE MANAGEMENT TEAM SUGGESTS SHOULD BE CONSIDERED IN PRIVATE AS THE REPORT CONTAINS EXEMPT INFORMATION AS DEFINED WITHIN PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AS INDICATED AND IN RESPECT OF WHICH THE PROPER OFFICER CONSIDERS THAT THE PUBLIC INTEREST IN MAINTAINING THE EXEMPTION OUTWEIGHS THE PUBLIC INTEREST IN DISCLOSING THE INFORMATION

EXECUTIVE - KEY DECISIONS

9 **DOVER DISTRICT LEISURE CENTRE** (Pages 116-119)

To consider the attached report of the Strategic Director (Place and Environment).

Responsibility: Portfolio Holder for Community and Corporate Property

EXECUTIVE - NON-KEY DECISIONS

10 **SALE OF LAND AT ROMAN ROAD AND ADJACENT TO ASTLEY AVENUE, DOVER** (Pages 120-125)

To consider the attached report of the Strategic Director (Place and Environment).

Responsibility: Portfolio Holder for Community and Corporate Property

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The meetings in which these cameras will be used include meetings of: (a) Council; (b) Cabinet; (c) Dover Joint Transportation Advisory Board; (d) General Purposes Committee; (e) Electoral Matters Committee; (f) Governance Committee; (g) Planning Committee; (h) General Purposes Committee and (i) Overview and Scrutiny Committee. Only agenda items open to the press and public to view will be broadcast.

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Large print copies of this agenda can be supplied on request.

Declarations of Interest

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.



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Our ref: KBS/CABRCD
Your ref:
Date: 18 January 2023

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

CABINET: RECORD OF DECISIONS

Please find attached the Record of Decisions of the Cabinet meeting held on Monday, 16 January 2023. Unless otherwise indicated within the schedule, these decisions may be called in for scrutiny, provided notice is given to me in writing by **10.00am on Tuesday, 24 January 2023**.

The call-in procedures are set out at paragraph 18 of the Overview and Scrutiny Procedure Rules. Call-in may be activated by the Chairman of the Overview and Scrutiny Committee, the Controlling Group Spokesperson of the Overview and Scrutiny Committee or any three non-executive Members. The reasons for calling in an item must be given.

Yours sincerely

A handwritten signature in black ink that reads "Kate Batty-Smith". Below the signature is a short horizontal line.

Kate Batty-Smith
Democratic Support Officer

Enc

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Record of the decisions of the meeting of the **CABINET** held at the Council Offices, Whitfield on Monday, 16 January 2023 at 11.00 am

Present:

Chairman: Councillor T J Bartlett

Councillors: M Bates
N S Kenton
D P Murphy
O C de R Richardson

Also Present: Councillor S H Beer
Councillor E A Biggs
Councillor P M Brivio
Councillor H M Williams

Officers: Chief Executive
Strategic Director (Corporate and Regulatory)
Strategic Director (Finance and Housing)
Strategic Director (Place and Environment)
Kent Homechoice Partnership Manager
Strategic Housing Manager
Democratic Services Officer

The formal decisions of the executive are detailed in the following schedule.

Record of Decisions: Executive Functions

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 75 16.1.23 Open Key Decisions No Call-in to apply Yes Implementation Date 24 January 2023	<u>APOLOGIES</u> It was noted that an apology for absence had been received from Councillor C A Vinson.	None.	To note any apologies for absence.	

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 76 16.1.23 Open Key Decisions No Call-in to apply Yes Implementation Date	<u>DECLARATIONS OF INTEREST</u> There were no declarations of interest.	None.	To note any declarations of interest.	

24 January 2023				
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Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 77 16.1.23 Open Key Decisions No Call-in to apply Yes Implementation Date 24 January 2023	<u>RECORD OF DECISIONS</u> It was agreed that the decisions of the meeting held on 5 December 2022, as detailed in decision numbers CAB 62 to CAB 74, be approved as a correct record and signed by the Chairman.	None.	Cabinet is required to approve the Record of Decisions of the Cabinet meeting held on 5 December 2022.	

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 78 16.1.23 Open Key Decisions Yes Call-in to apply Yes Implementation Date	<u>ENVIRONMENTAL ENFORCEMENT SERVICE DELIVERY OPTIONS</u> It was agreed that external contractors be utilised to provide an environmental enforcement service in relation to litter and dog fouling offences.	None.	Various service delivery methods have been used to enforce the Council's powers relating to littering and dog fouling over the years. The Council has been unsuccessful in recruiting	

24 January 2023			<p>members of staff to deliver an in-house service since an external contract was terminated in January 2022.</p> <p>Cabinet is requested to agree that external contractors be utilised once again to deliver this service.</p>	
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Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 79 16.1.23 Open</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 24 January 2023</p>	<p><u>TEMPORARY SUSPENSION OF KENT HOMECHOICE HOUSING REGISTER</u></p> <p>It was agreed:</p> <p>(a) That the housing register be suspended for a period of one month so that the new housing options IT system can be implemented in Dover and across Kent.</p> <p>(b) That authority be delegated to the Strategic Director (Finance and Housing), in consultation with the Portfolio Holder for Social Housing, Port Health, Skills and Education, to make future decisions, should the date for suspension of the register need to be any later than 1 June 2023.</p>	None.	Cabinet is requested to suspend the housing register for one month in the summer to enable the housing options software to be transferred from one system to another.	

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The meeting ended at 11.09 am.

Subject:	FEES AND CHARGES 2023/24
Meeting and Date:	Cabinet – 6 February 2023
Report of:	Helen Lamb, Head of Finance and Investment
Portfolio Holder:	Councillor Chris Vinson, Portfolio Holder for Finance, Governance, Digital and Climate Change
Decision Type:	Executive Key Decision
Classification:	Unrestricted

Purpose of the report: This report has been prepared to obtain formal approval for the levels of fees and charges (F&Cs) for the financial year 2023/24. These F&Cs have been included in the preparatory work on the draft budget for 2023/24 and require approval.

- Recommendations:** It is recommended that Cabinet:
1. Approves the Fees and Charges (F&Cs) for 2023/24 as set out in Appendices 2.1 to 2.14, and 5.1 (except for the s.106 Monitoring Fee which has been approved by the Planning Committee) and 5.3.¹
 2. Agrees that any F&Cs will be adjusted by Strategic Directors, in consultation with the Portfolio Holders, to comply with any subsequently received government guidelines (when they are received) and any other minor changes without being the subject of a further report unless they are materially different from current charges or have a material impact on the level of income.
 3. Approves the general principle that fees are set at an appropriate inclusive level, irrespective of VAT status, and that the VAT element within the overall fee level is then determined.
 4. Notes the F&Cs approved separately by the Licensing and Regulatory Committees set out in Appendices 3 and 4.

1. Summary

1.1 The Council's constitution specifies that fees and charges (F&Cs) shall be reviewed annually. To meet this requirement, the Strategic Directors have been asked to review the F&Cs within their areas of responsibility (see checklist of issues to consider – Appendix 1) and to produce recommended levels for 2023/24. The fees and charges are tabulated in the further Appendices for consideration and/or approval by Members.

2. Introduction and Background

2.1 The level of Member approval required is dependent upon the types of F&Cs raised. To obtain appropriate approval, the following reports have been prepared:

¹ Appendices 5.1 & 5.2 have been reviewed & noted by the Planning Committee which also approved the s.106 Monitoring Fee.

- Licensing Committee
Report to the meeting on 19 October 2022 of all F&Cs to be set by the Licensing Committee.
 - Regulatory Committee
Report to the meeting on 13 December 2022 of all F&Cs to be set by the Regulatory Committee.
 - Planning Committee
Report (for information) to the meeting on 17 November 2022 of all F&Cs relevant to the Planning Committee.
 - Cabinet
Report to the meeting on 06 February 2023 of all F&Cs but seeking specific approval of those F&Cs set by Cabinet.
- 2.2 Members are reminded that a framework of broad guidelines to be considered in formulating proposals for F&Cs is in place. This includes a checklist which has been circulated to all Service Directors and to all officers considering F&Cs so that a rigorous and consistent approach is taken. A copy is attached at Appendix 1.
- 2.3 As in previous years, to assist Members, the data on F&Cs has been tabulated into a standard format that has been used for Appendices 2 to 5.
- 2.4 The main points to note are set out below.

Detail and Narrative

These give a brief summary of the type of service being provided.

Set by Government

This indicates whether a charge is statutory or not. If a charge is statutory then it is effectively set by Government and although formal Member approval is still sought, there is little or no scope to make changes.

2023/24 Charge Inc VAT

The charge has been provided inclusive of VAT for two reasons. First, it shows what the customer will pay and is therefore more meaningful.

Second, charges for some services, car parking for example, which are not simply a direct recovery of costs, are set at a level, inclusive of VAT, having regard to relevant considerations including market level, where appropriate. The VAT is therefore a deduction from the amount of charge retained by DDC and is not a key factor in determining the appropriate charge. Members are asked to approve this approach.

2023/24 Proposed Charge Inc VAT

This is the recommended charge for 2023/24 and the estimated income will, subject to Members' approval, be included in the 2023/24 budget.

2023/24 Total Expected Income ex VAT

This gives a broad indication as to how much income DDC is expected to receive and has been included to provide Members with a sense of the relative importance of individual charges or group of similar charges. The more significant income streams (generating over £3k) have been highlighted in **bold** type.

In some cases, the level of use is very low, or infrequent, or the service has only recently been introduced and so no level of income has been included.

Comments

This provides Members with a brief explanation for the change. In some instances, guidance is still awaited from Government as to the basis upon which F&Cs should be set. In these cases, it has not always been possible to confirm a fee level, Members' approval is sought to enable officers to adopt such fees at or close to government directed levels without a further report.

3. **New and Amended Fees and Charges**

3.1 An allowance for increase in inflation was applied across most areas – the amount of increase was decided considering several factors specific to each area and after consultation within each team.

3.2 While most of the fees and charges remain consistent to prior years, the following new charges and significant changes have been introduced. The following key has been used in the appendices.

- Green – This is a new fee and/or charge to be approved

- Yellow – This identifies a fee change greater than 12%

- Red – This identifies the proposal to remove a fee and/or charge.

Beaches and Foreshores

3.3 Appendix 2.2, line 21 – Boat Plot Charges removed.

Port Health

3.4 On April 28 2022, the Government announced that they would be delaying the implementation of EU imported food controls until approximately December 2023. Clear direction and instruction on when fee generating EU import controls will be implemented remains outstanding and is not expected within this financial year (2023/24). It is therefore anticipated that no EU fee generating checks will be conducted within this financial year. Charges have been set for 2023/24 but are anticipated to generate zero income.

3.5 Therefore, Defra have confirmed they will fund the service for the financial period 2023/2024.

3.6 The remaining pre-Brexit Port Health service (non-EU related checks, infectious diseases, ship inspections etc.), will continue independently as it always has.

Environmental Health

3.7 Appendix 2.4, lines 98-102, Health Act and Noise Act charges removed. Similarly, 103 removed relating to Clean Neighbourhoods Act and also lines 105 and 106 for Graffiti and fly posting. 109 and 110 removed in respect of abandoning a vehicle and Failure to nominate key holder for alarm notification areas.

Museum

3.8 Appendix 2.5, line 149, New charge reflecting introduction of new store.

Kearsney Café

3.9 New fees have been proposed under appendix 2.6, lines 167-170, for Wedding Ceremonies. There are also 2 charges removed for Maintenance and Maintenance and Planting, these are lines 183 and 184.

Waste

3.10 Appendix 2.7, line 209 and 210 include the supply of purple sacks for domestic refuse.

Land Charges

- 3.11 The land charges are due for a review which occur each three years. This year the inflation increases of 10% was given priority. This reflects in the cost of the service and as a result reflects similar fees and charges set by other authorities.

4. **Other Fees and Charges**

The following F&Cs are not included in this report.

4.1 Housing Rents and Service Charges

Housing rents are approved as part of the budget setting process or by the Strategic Director (Corporate Resources) under delegated authority. They are largely prescribed by government and the Council has no real scope to determine rent levels.

Service charges (for both tenants and long-term lease holders) are determined through the terms of leases and tenancy agreements, statutorily prescribed consultation processes and are calculated to ensure the recovery of all allowable costs. As a result, the Council has no real discretion to determine service charges differently.

4.2 Car Parking

Car parking fees are the subject of specific reports from the Strategic Director (Operations and Commercial)

5. **Identification of Options**

- 5.1 The recommended figures for consideration by Members are included in the Appendices. Members may approve these proposed figures.
- 5.2 Members may propose and approve alternative figures with reasons recorded for their decisions.
- 5.3 Those fees already approved by Licensing and Regulatory Committees are for information only.

6. **Evaluation of Options**

- 6.1 The recommended fees and charges consider the need to maximise income at a time of challenging budget positions, whilst also considering comparable charges at neighbouring authorities and what the market can bear.
- 6.2 Members should also consider the checklist of issues to consider (at Appendix 1) when reviewing the fees and charges included in the subsequent Appendices.

7. **Resource Implications**

See Appendices

8. **Climate Change and Environmental Implications**

- 8.1 Fees and Charges do not have any direct climate change and environmental implications.

9. **Corporate Implications**

- 9.1 Comment from the Strategic Director (Finance and Housing), linked to the MTFP: Accountancy has produced this report and has no further comment to add.
- 9.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.
- 9.3 Comment from the Equalities Officer: This report which sets out the fees and charges for 2023/24 does not specifically highlight any equality implications, however in discharging their duties members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/section/149>

10. **Appendices**

- Appendix 1 – F&C checklist
- Appendices 2.1 – 2.14 – F&C for which Cabinet approval is sought
- Appendices 3.1 – 3.2 – F&C to be approved by Licensing Committee
- Appendices 4.1 – 4.3 – F&C to be approved by Regulatory Committee
- Appendices 5.1 – 5.3 – Planning application fees

11. **Background Papers**

- Fees and Charges 2023/24 Report - Licensing Committee 19 October 2022
- Fees and Charges 2023/24 Report - Regulatory Committee 13 December 2022
- Fees and Charges 2023/24 Report - Planning Committee 17 November 2022
- 2023/24 Fees and Charges Working Papers

Contact Officer: Shane Kempster, Accounting Technician - shane.kempster@dover.gov.uk

Fees and Charges Checklist

<p>Corporate and Service Objectives Are links made between charges and our corporate and service objectives and are we able to use charges to help deliver these objectives?</p>
<p>Users of the Service Is there sufficient understanding of our service users and their needs and wishes?</p> <p>Have we considered different pricing to specific target groups and has the potential impact of charges or the changes to existing charges been assessed?</p> <p>Ensure that you consider the potential diversity and equality issues and where necessary consider and document any issues and mitigation.</p> <p>Ensure that you consider the potential climate change and environmental issues and where necessary consider and document any issues and mitigation.</p>
<p>Comparison with other providers Is there a complete picture of competition and providers of similar services – including other Local Authorities?</p>
<p>Consultation Has the relevant Portfolio holder been consulted and do charges meet with their aspirations and requirements?</p> <p>Is wider community consultation appropriate for any of your charges? Has it been undertaken?</p>
<p>Performance Management Are the principles for charges clearly defined and are clear targets set and monitored. Do we have a clear picture of what is a success?</p>
<p>Financial Considerations Is the charge at a level to fully recover all costs or if is subsidised - why?</p> <p>Have we considered all services for which we can / should charge a fee?</p> <p>Are there any fees that we charge, that have not been included in the schedule?</p> <p>Are we being radical in our approach to charging and are our charges cost effective?</p>
<p>Corporate Income Policy Please ensure you adhere to the main principals of the Corporate Income Policy when setting your fees and charges.</p>
<p>Legal Considerations and Other Guidance Does the Council have the power to levy the charges. Is there any ministerial or other guidance that should be taken into account?</p>
<p>Customer Access Review Consider whether the CAR for your service includes any issues for specific fees.</p>

				2022/23	2022/23	2022/23	2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
Building Control - R. Walton - M. Leggatt - Cllr Kenton												
1	General	Building Regulations general enquires	N	£81.56		Y		£90.00		£150	10%	
2	General	Solicitors enquiries & other specialist advice	N	£40.78		N		£45.00			10%	
3	General	Fees for Building Regulations Fee Earning Work as defined by Building (Local Authority Charges) Regulations 2010. Copy of charges scheme available in Building Control - fees sheets available on internet	N			Y except for reversions and regularisations	£250,000			£325,000		
4	General	Administration/professional charges for dealing with dangerous structures	N	£81.56		N		£90.00		£285.00	10%	
Garages - R. Walton - M. Leggatt - Cllr Richardson												
5	Garages	Standard garages to Council tenants per week where the garage location is very closely connected to the house location.	N	£15.45		N	£195,000	£17.00		£215,000	10.0%	
6	Garages	Standard garages to Non-Council tenants per week	N	£15.45		Y	£220,000	£17.00		£242,600	10.0%	
7	Garages	Garage Plots (per annum)	N	£166.00		Y	£24,000	£183.00		£26,700	10.2%	
8	Garages let at full market rent	The Gateway, Dover (per week)	N	£22.50		Y	£2,300	£25.00		£2,600	11.1%	
9	Garages let at full market rent	Dover Town Area (Harold St, Godwyne Close, Pencester) (per week)	N	£19.90		Y	£10,000	£22.00		£11,000	10.6%	

				2022/23	2022/23	2022/23	2022/23	2023/24	2023/24	2023/24		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information	
Deal Pier - R. Walton - M. Leggatt - Cllr Richardson												
10	Deal Pier Fishing	Day Ticket (Summer) 08:00 to 21:00 hrs April-November, adult	N	£6.60	Simplification of charging structure.	£33,000	£7.30		£25,000	11%	Base increase	
11	Deal Pier Fishing	Day Ticket (Summer) 08:00 to 21:00 hrs April-November, concessions (unemployed, senior citizens, disabled and students (including under 16's))	N	£3.20			Y	£3.40			6%	Addressing anomalies
12	Deal Pier Fishing	Day ticket (Winter) 08:00 to 16:00 hrs December to March adult	N	£5.15			Y	£5.70			11%	Base increase
13	Deal Pier Fishing	Day Ticket (Winter) 08:00 to 16:00 hrs December-March concessions (unemployed, senior citizens, disabled and students (including under 16's))	N	£2.50			Y	£2.70			8%	Addressing anomalies
14	Deal Pier Fishing	Night Time (summer designated evenings) (21:00 to 08:00 hrs) - adult	N	£9.50			Y	£11.70			23%	Enhanced rate
15	Deal Pier Fishing	Night Time(summer designated evenings) (21:00 to 08:00 hrs) - concessions (unemployed, senior citizens, disabled and students (including under 16's))	N	£5.30			Y	£5.80			9%	Base increase
Foreshore - R. Walton - M. Leggatt - Cllr Richardson												
16	Beach Plot Charges	Walmer Beach Plot	N	£370.00		Y	£450	23	£8,625	22%	Enhanced rate	
17	Beach Plot Charges	Deal/Walmer commercial plot	N	£165.00		Y	£183	7	£1,070	11%	Base increase	
18	Beach Huts	St Margaret's Bay Beach Hut - Annual	N		fixed rent for 5 years (less administration). Fee future proofs against inflation at 3% includes parking permit but not NNDR same as walmer	Y	£30,300	fixed rent for 5 years (less administration). Fee future proofs against inflation at 3% includes parking permit but not NNDR same as walmer	£30,300			
19	Beach Huts	The Endeavour Centre - Daily	N	£38.00		Y	£640	£48	estimated ad hoc income	£2,500	26%	Enhanced rate
20	Sandwich Quay	Short Stay Moorings per day (maximum 28 days)	N	£11.40		Y	£4,120	£12.50	estimated ad hoc income	£4,800	10%	Base increase
21	Boat Plot Charges	St Margaret's Boat Plot	N	£286.00		Y	£572	£350			22%	Enhanced rate

				2022/23	2022/23	2022/23	2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
22	Beach Plot Charges	Kingsdown Beach Plot	N	£458.00	current charges are £458 (net of VAT) and there are 20 plots = £9166	Y	£2,280	£458.00	current charges are set until 31st March 2025	£7,633	0%	Enhanced rate
23	Statutory Street Naming and Numbering	Registering a New Property Address	N	£155.00		Y	£31,830	£190.00		£24,400	23%	Enhanced rate
24	Statutory Street Naming and Numbering	New Street or Building Comprising 2-10 units	N	£320.00		Y		£390.00			22%	Enhanced rate
25	Statutory Street Naming and Numbering	New Street or Building Comprising 11-20 units	N	£510.00		Y		£615.00			21%	Enhanced rate
26	Statutory Street Naming and Numbering	New Street or Building Comprising 21 + units	N	£510.00	For developments in excess of 20 units fee will be £495 plus £11.45 fee for each unit in excess of 20 units . No maximum fee	Y		£620	For developments in excess of 20 units fee will be £620 plus £13.70 fee for each unit in excess of 20 units . No maximum fee		22%	Enhanced rate
27	Statutory Street Naming and Numbering	Changing Street Name	N	£670		Y		£820			22%	Enhanced rate
28	Non Statutory Street Naming and Numbering	Administration Fee for undertaking Non Statutory Function Street Naming and Numbering per hour	N	£75.50		Y		£92.00			22%	Enhanced rate

Fees and Charges 2023/24

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Maximum Charges inc VAT (where applicable)	units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information	
Port Health - L. May - L. Manzano - Cllr Bates												
29	Port Health/Food safety	Unsound Food Examination: Not exceeding 1 metric tonne	N	£131	Plus disposal charge	N	£377	£140.00	Plus disposal charge	£0	6.87%	No unsound food examinations were undertaken last year therefore total expected income is £0. Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
30	Port Health/Food safety	Unsound Food Examination: Exceeding 1 metric tonne	N	£245.50	Plus disposal charge	N		£263.00	Plus disposal charge		7.13%	No unsound food examinations were undertaken last year therefore total expected income is £0. Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
31	Port Health	Ship Sanitation Certificate	Y		Fees allocated by APHA and this is not issued until after budget setting, therefore it is estimated that fees will range from approx £105 and £690 depending on tonnage and passenger capacity	N	£8,500	See Note	Fees allocated by APHA and these are not issued until after budget setting. It is estimated these fees will range between approx £115 and £760 depending on tonnage and passenger capacity and approximately £84 for an extension to a ship sanitation certificate.	£12,500	10%	Fee will be notified via the Association of Port Health Authorities (APHA) in November 2022.
32	Port Health	Ship Sanitation: Referral Inspection	106	£109.50	Referral Inspection	N		£117.00	Referral Inspection		6.85%	Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
33	Port Health	Plastic Documentary Check (PDD)	N	£58	Documentary Check (PDD)	N	£580				-100.00%	
34	Port Health	Plastic Documentary Check (PDD)	N					£49.00	Documentary Check (PDD) 1-5 certificates	£1,020	100.00%	Sliding scales of charges has been introduced to align with other Port Health Authorities.
35	Port Health	Plastic Documentary Check (PDD)	N					£70.00	Documentary Check (PDD) 6-10 certificates		100.00%	Sliding scales of charges has been introduced to align with other Port Health Authorities.
36	Port Health	Plastic Documentary Check (PDD)	N					£97.00	Documentary Check (PDD) 11-20 certificates		100.00%	Sliding scales of charges has been introduced to align with other Port Health Authorities.
37	Port Health	Plastic Documentary Check (PDD)	N					£124.00	Documentary Check (PDD) 21+ certificates		100.00%	Sliding scales of charges has been introduced to align with other Port Health Authorities.
38	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011: Identity & Physical Checks & Sampling	N	£131	Identity, Physical Check and Sampling	N	£131	£140.00	Identity, Physical Check and Sampling	£140.00	6.87%	Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
39	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011 - Laboratory Analysis	N	Assigned by lab	Laboratory Analysis of Sample	N	Any costs are recharged so no income expected	Assigned by lab	Laboratory Analysis of Sample	Any costs are recharged so no income expected	Assigned by lab	Tech 1 Nominal has changed from 42771 to 42777. Lab costs are determined by the lab. Any costs are recharged so no income expected.
40	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011 - Courier Fee	N	Assigned by courier	Courier Cost for Transporting Sample to Laboratory	N	Any costs are recharged so no income expected	Assigned by courier	Courier Cost for Transporting Sample to Laboratory	Any costs are recharged so no income expected	Assigned by courier	Courier costs are determined by courier company. Any costs are recharged so no income expected.

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Maximum Charges inc VAT (where applicable)	units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
41	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011 - Non Compliance Fee	N	£132	Non-Compliance Fee	N	£0	£141.00	Non-Compliance Fee	£0	6.82%	No non-compliance fees for plastic kitchenware were undertaken last year therefore total expected income is £0. Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
42	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011: Destruction/Re-Export Fee	N	£114.50	Supervising Destruction/Re-export Fee (cost of destruction is an additional charge)	N	£0	£123.00	Supervising Destruction/Re-export Fee (cost of destruction is an additional charge)	£0	7.42%	No supervising destruction/re-export fees for plastic kitchenware were charged last year therefore total expected income is £0. Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
43	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011: Late Notification Fee	N	£89	Late notification Fee	N	£89	£95.00	Late notification Fee	£95.00	6.74%	Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
44	Port Health	Official Feed and Food Controls (England) Regulations 2009 - Regulation (EU) 2017/625 FNAO: Documentary Check	N	£58	Documentary Check	N	£2,500	£62.00	Documentary Check	£2,500	6.90%	Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
45	Port Health	Official Feed and Food Controls (England) Regulations 2009 - Regulation (EU) 2017/625 FNAO: Identity, Physical Check & Sampling	N	£131	Identity, Physical Check and Sampling (N.B. Additional lab analysis and courier costs apply)	N		£140.00	Identity, Physical Check and Sampling (N.B. Additional lab analysis and courier costs apply)		6.87%	Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
46	Port Health	Official Feed and Food Controls (England) Regulations 2009 - Regulation (EU) 2017/625 FNAO - Laboratory analysis of samples	N	Assigned by lab	Laboratory Analysis	N	Any costs are recharged so no income expected	Assigned by lab	Laboratory Analysis	Any costs are recharged so no income expected	Assigned by lab	Tech 1 Nominal has changed from 42771 to 42777. Laboratory costs are determined by the lab. Any costs are recharged so no income expected.
47	Port Health	Official Feed and Food Controls (England) Regulations 2009 - Regulation (EU) 2017/625 FNAO - Courier Cost	N	Assigned by courier	Courier Cost	N	Any costs are recharged so no income expected	Assigned by courier	Courier Cost	Any costs are recharged so no income expected	Assigned by courier	Courier costs are determined by courier company. Any costs are recharged so no income expected.
48	Port Health	Official Feed and Food Controls (England) Regulations 2009 - Regulation 2017/625 FNAO - Non-compliance Fee	N	£132	Non Compliance Fee	N	£1,320	£141.00	Non Compliance Fee	£0	6.82%	No non-compliance fees were charged last year therefore expected income is £0. Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
49	Port Health	Official Feed and Food Controls (England) Regulations 2009 - Regulation (EU) 2017/625 FNAO - Late notification fee	N	£89	Late notification Fee	N	£89	£95.00	Late notification Fee	£276	6.74%	Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.

Fees and Charges 2023/24

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Maximum Charges inc VAT (where applicable)	units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
50	Port Health	Official Feed and Food Controls (England) Regulations 2009 - Regulation (EU) 2017/625 FNAO - Supervising Destruction/Re-export Fee	N	£114.50	Supervising Destruction/Re-export Fee (cost of destruction is an additional charge)	N	£1,145	£123.00	Supervising Destruction/Re-export Fee (cost of destruction is an additional charge)	£123.00	7.42%	SPS checks have been delayed and there was only one consignment that required over seeing destruction last year therefore only one has been budgeted for this year. Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
51	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£48.50	Endorsement of Cert up to 5 certs (High Risk Countries)	N	£35,000	£52.00	Endorsement of Cert up to 5 certs (High Risk Countries)	£35,000	7.22%	Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
52	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£65	6-10 certs (High Risk Countries)	N		£70.00	6-10 certs (High Risk Countries)		7.69%	
53	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£82.50	11-20 certs (High Risk Countries)	N		£88.00	11-20 certs (High Risk Countries)		6.67%	
54	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£90	21+certs (High Risk Countries)	N		£96.00	21+certs (High Risk Countries)		6.67%	
55	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£21.50	Bilateral Agreements Cert for up to 5 certs (Low Risk Countries)	N		£23.00	Bilateral Agreements Cert for up to 5 certs (Low Risk Countries)		6.98%	
56	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£38	6-10 certs (Low Risk Countries)	N		£41.00	6-10 certs (Low Risk Countries)		7.89%	
57	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£48.50	11-20 certs (Low Risk Countries)	N		£52.00	11-20 certs (Low Risk Countries)		7.22%	
58	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£60	21+ certs (Low Risk Countries)	N		£64.00	21+ certs (Low Risk Countries)		6.67%	
59	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008 - Formal Verification/Movement Control Notice	N	£66.00	Formal Verification/Movement Control Notice	N	£660	£71.00	Formal Verification/Movement Control Notice	£0	7.58%	SPS checks have been delayed and therefore there will be no income generated in 2023/24. Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.

Fees and Charges 2023/24

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Maximum Charges inc VAT (where applicable)	units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
60	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008 - Supervising Destruction/Re-Export Fee	N	£114.50	Supervising Destruction/Re-export Fee (cost of destruction is an additional charge)	N	£1,145.00	£123.00	Supervising Destruction/Re-export Fee (cost of destruction is an additional charge)	£0	7.42%	SPS checks have been delayed and therefore there will be no income generated in 2023/24. Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
61	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008 - Late Notification Fee	N	£89	Late Notification Fee	N	£178	£95.00	Late Notification Fee	£1,500	6.74%	Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
62	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008 - Non-Compliance Fee	N	£132	Non Compliance Fee	N	£1,320	£141.00	Non Compliance Fee	£0	6.82%	SPS checks have been delayed and therefore there will be no income generated in 2023/24. Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
63	Port Health	Organic Products Regulations 2009: Documentary Check	Y	£45	Docuementary Check Per Certificate of Inspection	N	£35,000	£45	Documentary Check Per Certificate of Inspection	£10,000	0.00%	Current national flat rate for documentary checks.
64	Port Health	Organic Products Regulations 2009: Supervising Destruction/Re-export Fee	N	£114.50	Supervising Destruction/Re-export Fee (cost of destruction is an additional charge)	N	£572.50	£123.00	Supervising Destruction/Re-export Fee (cost of destruction is an additional charge)	£0	7.42%	Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
65	Port Health	Organic Products Regulations 2009 - Late Notification Fee	N	£89	Late Notification Fee	N	£890	£95.00	Late Notification Fee	£1,000	6.74%	Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
66	Port Health	Organic Products Regulations 2009 - Non Compliance Fee	N	£132	Non Compliance Fee	N	£660	£141.00	Non Compliance Fee	£0	6.82%	SPS checks have been delayed and no non-compliance fees were charged last year. Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
67	Port Health	Admin Fee: Inputting Organic Import onto PHILIS DES	N	£15	Admin Fee if Organic Import not declared via PHILIS DES	N	£75	£16.00	Admin Fee if Organic Import not declared via PHILIS DES	£0	6.67%	SPS checks have been delayed and no non-compliance fees were charged last year. Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
68	Port Health	Water Samples on board Vessels	N	£131 first sample. Each further sample charged in accordance with lab fees	A set fee will be charged for first sample and all additional samples taken will be charged as outlined.	N	£131	£140 first sample. Each further sample charged in accordance with lab fees	A set fee will be charged for first sample and all additional samples taken will be charged as outlined.	£140	6.87%	Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
69	Food Safety	NFHRS Re-vist	N	£175	Set Fee for requested NFHRS re-visit	N	£525	£187.00	Set Fee for requested NFHRS re-visit	£374	6.86%	Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
70	Port Health	Export Certificates	N	£70 minimum for first 2 hours and then additional £33 per hour or part thereof.	Set fee per Export Certificate issued.	N	£0	£75 minimum for first 2 hours and then additional £35 per hour or part thereof.	Set fee per Export Certificate issued.	£0	7.14%	No export certificates were issued 2022/23. No income expected to be generated this year. Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.

Fees and Charges 2023/24

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Maximum Charges inc VAT (where applicable)	units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
71	Food Safety	Export Certificates	N					£72 minimum for first 2 hours and then additional £34 per hour or part thereof.	Set fee per Export Certificate issued.	£0	100.00%	
72	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Official Controls on POAO (excl. NZ)	N	£56	Up to 6 tonnes (includes documentary, identity and physical check and sampling)	N		£60.00	Up to 6 tonnes (includes documentary, identity and physical check and sampling)		7.14%	<p>Has been brought in line with the cost of CHED-D's for high risk food not of animal origin (Official Feed and Food Control Regulations 2009).</p> <p>SPS checks have been delayed and therefore no income expected to be generated in 2023/24.</p> <p>Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.</p>
73	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Official Controls on POAO (excl. NZ)	N	£9 per tonne	7 - 46 tonnes (includes documentary, identity and physical check and sampling)	N		£9.50 per tonne	7 - 46 tonnes (includes documentary, identity and physical check and sampling)		5.56%	
74	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Official Controls on POAO (excl. NZ)	N	£419	46 tonnes and over (includes documentary, identity and physical check and sampling)	N		£448.00	46 tonnes and over (includes documentary, identity and physical check and sampling)		6.92%	
75	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Official Controls on POAO from NZ	N	£43	Up to 6 tonnes (includes documentary, identity and physical check and sampling)	N		£46.00	Up to 6 tonnes (includes documentary, identity and physical check and sampling)		6.98%	
76	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Official Controls on POAO from NZ	N	£7 per tonne	7 - 46 tonnes (includes documentary, identity and physical check and sampling)	N	TBC	£7.50 per tonne	7 - 46 tonnes (includes documentary, identity and physical check and sampling)	TBC	7.14%	
77	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Official Controls on POAO from NZ	N	£325	46 tonnes and over (includes documentary, identity and physical check and sampling)	N		£348.00	46 tonnes and over (includes documentary, identity and physical check and sampling)		7.08%	
78	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 POAO subject to enhanced checks	N	£65	Per CHED-P for Risk category II products (30%)	N		£70.00	Per CHED-P for Risk category II products (30%)		7.69%	
79	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 POAO subject to enhanced checks	N	£79	Per CHED-P per Risk category III products (15%)	N		£85.00	Per CHED-P per Risk category III products (15%)		7.59%	
80	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 POAO subject to enhanced checks	N	£88	Per CHED-P per Risk category IV products (5%)	N		£94.00	Per CHED-P per Risk category IV products (5%)		6.82%	

Fees and Charges 2023/24

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Maximum Charges inc VAT (where applicable)	units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
81	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 POAO subject to enhanced checks	N	£91	Per CHED-P per Risk category V products (1%)	N		£97.00	Per CHED-P per Risk category V products (1%)		6.59%	
82	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Late notification fee (POAO)	N	£89	Late notification Fee	N	£8,900	£95.00	Late notification Fee	TBC	6.74%	SPS checks have been delayed and therefore no income expected to be generated in 2023/24. Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
83	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Admin fee for sampling POAO subject to Enhanced Checks	N	£92	Per sample	N	£0	£98.00	Per sample	TBC	6.52%	SPS checks have been delayed and therefore no income expected to be generated in 2023/24. Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
84	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Laboratory analysis of POAO subject to enhanced checks	N	Assigned by the lab	Per sample	N	Any costs are recharged so no income expected	Assigned by the lab	Per sample	Any costs are recharged so no income expected	Assigned by the lab	Nominal has changed from 42771 to 42777. Lab analysis charges are determined by lab. Any costs are recharged so no income expected
85	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 - Regulation (EU) 2017/625 Courier fee (POAO)	N	Assigned by the courier	Per sample	N	Any costs are recharged so no income expected	Assigned by the courier	Per sample	Any costs are recharged so no income expected	Assigned by the courier	Courier costs are determined by courier company. Any costs are recharged so no income expected.
86	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Non-Compliance Fee (POAO)	N	£132	Non-compliance Fee	N	£13,200	£141.00	Non-compliance Fee	TBC	6.82%	SPS checks have been delayed and therefore no income expected to be generated in 2023/24. Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.
87	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Supervising Destruction/Re-export (POAO)	N	£114.50	Supervising Destruction/Re-export Fee (cost of destruction is additional charge)	N	£11,450	£123.00	Supervising Destruction/Re-export Fee (cost of destruction is additional charge)	TBC	7.42%	SPS checks have been delayed and therefore no income expected to be generated in 2023/24. Increase of circa 7% to reflect a proportion of the increased rate of inflation and to take into account the pressures incurred by the cost of living crisis.

				2022/23	2022/23	2022/23	2022/23	2022/23	2023/24	2023/24	2023/24	2023/24	2023/24	2023/24	2023/24
	Detail	Narrative	Vatable Y/N?	Amount of penalty if paid within 10 days	Proposed Full amount of penalty - 14 days	Units / comments	Maximum penalty on conviction	Total Expected Income	Proposed Amount of penalty if paid within 10 days	Proposed Full amount of penalty - 14 days	Units / comments	Maximum penalty on conviction	Maximum Penalty on conviction % change	Total Expected Income	Justification for charge levels and other information
Port Health - L. May - Cllr Bates															
92	S48 Anti-Social Behaviour, Crime & Policing Act 2014	Failure to comply with a Community Protection Notice	N	No early payment discount	£100.00		£2,500		No early payment discount	£100		£2,500	0%		It is anticipated that £5000 will be generated from FPN income - the £5k predicted income is based on current staffing levels
93	S33 Environmental Protection Act 1990	Fixed penalty notice for fly-tipping	N	No early payment discount	£400		Unlimited fine & or 5 years imprisonment.		No early payment discount	£400		Unlimited fine & or 5 years imprisonment	0%		
94	S34 Environmental Protection Act 90	Failure to produce waste documents	N	No early payment discount	£300		Unlimited on indictment, £5000 on summary		No early payment discount	£300		Unlimited fine on indictment / £5000 on summary	0%		
95	S5 Control of Pollution (amendment) Act 1989	Failure to produce authority to transport waste	N	No early payment discount	£300		£5,000		No early payment discount	£300		£5,000	0%		
96	s47 Environmental Protection Act '90	Failure to comply with a waste receptacles notice (commercial)	N	No early payment discount	£100		£1,000		No early payment discount	£100		£1,000	0%		
97	s46 Environmental Protection Act 1990	Failure to comply with a waste receptacles notice (domestic)	N	No early payment discount	N/A	£60 Payable within 28 d	Recoverable as a civil debt		No early payment discount	N/A	£60 Payable within 28 days	Recoverable as a civil debt			
98	S7 Health Act 2006	Smoking in a smoke free premises or vehicle	N	N/A	N/A	£50 if paid within 29 days discounted to £30 if paid within 15 days	£200		N/A	N/A	£50 if paid within 29 days discounted to £30 if paid within 15 days	£200	0%		
99	S7 Health Act 2006	Smoking in a vehicle with a person under the age of 18 present.	N	N/A	N/A	Standard default levels as laid down in legislation- Payable within 29 days	£200		N/A	N/A	Standard default levels as laid down in legislation- Payable within 29 days	£200	0%		
100	S6 Health Act 2006	Failure to display no smoking signs in smoke free premises or vehicles	N	N/A	N/A	£200 if paid within 29 days discounted to £150 if paid within 15 days	£1,000		N/A	N/A	£200 if paid within 29 days discounted to £150 if paid within 15 days	£1,000	0%		
101	S4 Noise Act 1996	Noise from dwellings exceeding the permitted level (defined in the Act)	N	No early payment discount	£110		£1,000		No early payment discount	£110		£1,000	0%		
102	S4A Noise Act 1996	Noise from licensed premises exceeding the permitted level (defined in the Act)	N	No early payment discount	£500		£5,000		No early payment discount	£500		£5,000	0%		
103	S6 Clean Neighbourhoods & Env Act 2005	Nuisance Parking (exposing vehicles for sale on a road or repairing vehicles on a road)	N	No early payment discount	£100		£2,500		No early payment discount	£100		£2,500	0%		
104	S.88(1) Environmental Protection Act 1990	Litter	N	£75.00	£100		£2,500	£6,000	£75.00	£100		£2,500	0%	£5,000	
105	Sch. 3A para 7. EPA '90	Unauthorised distribution of literature on designated land	N	No early payment discount	£75		£2,500		No early payment discount	£75		£2,500	0%		
106	S.43 Anti-Social Behaviour Act 2003	Graffiti and fly posting	N	No early payment discount	£80		£2,500		No early payment discount	£80		£2,500	0%		
107	The Littering from vehicles outside London (keepers: civil penalties) Regs 2018. S 87 & 88 EPA '90	Littering from a vehicle	N	N/A	N/A	Penalty amount set at £75 and doubles to £150 after 28 day payment period & becomes recoverable as a civil debt	FPN amount doubles to £150 after 28 day payment period & becomes recoverable as a civil debt with any additional recovery fees.		N/A	N/A	Penalty amount set at £75 and doubles to £150 after 28 day payment period & becomes recoverable as a civil debt	FPN amount doubles to £150 after 28 day payment period & becomes recoverable as a civil debt with any additional recovery fees.			
108	S34 Environmental Protection Act 90	Failure to Fulfil Householders Duty of Care	N	No early payment discount	£200		Unlimited on indictment, £5000 on summary		No early payment discount	£200		Unlimited on indictment, £5000 on summary			
109	S.2A Refuse Disposal (Amenity) Act 1978	Abandoning a vehicle	N	No early payment discount	£200		£2,500		No early payment discount	£200		£2,500	0%		
110	S.73 CNEA '05	Failure to nominate key holder (within an alarm notification area) or to notify the LA in writing of nominated key holder's details	N	No early payment discount	£75		£1,000		No early payment discount	£75		£1,000	0%		

				2022/23	2022/23	2022/23	2022/23	2022/23	2023/24	2023/24	2023/24	2023/24	2023/24	2023/24	2023/24
	Detail	Narrative	Vatable Y/N?	Amount of penalty if paid within 10 days	Proposed Full amount of penalty - 14 days	Units / comments	Maximum penalty on conviction	Total Expected Income	Proposed Amount of penalty if paid within 10 days	Proposed Full amount of penalty - 14 days	Units / comments	Maximum penalty on conviction	Maximum Penalty on conviction % change	Total Expected Income	Justification for charge levels and other information
111	S.3 Dogs (Fouling of Land) Act 1996	Failure to remove dog faeces forthwith	N	Legislation still in force but fouling now dealt with under Public Spaces Protection Orders. May be reintroduced if PSPOs rescinded or not renewed.					Legislation still in force but fouling now dealt with under Public Spaces Protection Orders. May be reintroduced if PSPOs rescinded or not renewed.	N/A		N/A			
112	The Public Space Protection Order (Dover District Council) 2018	Failure to comply with Public Space Protection Order	N	£75	£100		£1,000		£75	£100		£1,000	0%		

				2022/23	2022/23	2022/23	2022/23	2023/24	2023/24	2023/24		
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Dover Museum - R Walton - J Iveson - Cllr Bartlett												
113	General	Adults	N	£0.00		Y		£0.00			0%	
114	General	Children	N	£0.00		Y		£0.00			0%	
115	General	OAP	N	£0.00		Y	£0	£0.00		£0	0%	
116	General	Family Day	N	£0.00		Y		£0.00			0%	
117	General	Family Ticket (2 adults, 2 children)	N	£0.00		Y		£0.00			0%	
118	General	Schools	N	£0.00	The schools service is costed on a break even basis. Income and expenditure should match. The income for the forecast year is very difficult to predict. This is because the education spaces available in the Discovery Centre will not be available to us and the galleries will need to be closed for an indeterminate period for the PSDF work. The timetable for this is currently not available so taking bookings for schools will be a challenge.	N		£0.00			0%	
119	General	Schools Service 2 hour workshop per class max 30 pupils						£200.00			100%	Proposed change from per pupil to class charge for school workshops to ensure staff costs are covered. Increased staff costs necessitate a rise in price to schools which is still competitive with other museum offers. Festival indicative charges per class of 30 included.
120	General	Schools Service: 2 hour workshop Per pupil	N	£8.50		N					-100%	
121	General	Schools Service 1 hour workshop per class max 30 pupils	N			N		£80.00			100%	
122	General	Talks and artefact handling Per pupil	N	£7.00		N	£12,000		£16,200.00		-100%	
123	General	Festivals per class max 30 pupils	N			N		£600.00				
124	General	Roman/Victorian/Tudor Festivals Per pupil	N	£13.50		N					-100%	
125	General	School Online Package	N	£150.00		N		£180.00			20%	Increase in staff costs necessitate rise in prices but do not include additional front of house staff costs. This option will only be offered if the museum is closed due to COVID restrictions.
126	General	Curator talks (at Dover Museum) per group	N	£52.80		Y	£250	£80.00		£300	52%	
127	General	Curator talks (other venues)	N	£53.90		Y		£80.00		£200	48%	
128	General	Photo repro stills - TV, film Video per image (UK/EC rights)	N	£59.00		Y		£71.00			20%	
129	General	Photo repro stills - TV, film Video per image (Worldwide Rights)	N	£101.00		Y		£121.00			20%	
130	General	Photo repro stills - books/periodicals - commercial per image	N	£42.00		Y		£50.00			19%	
131	General	Photo repro stills - books/periodicals academic and local history per image	N	£17.00		Y	£1,200	£20.00		£500	18%	

				2022/23	2022/23	2022/23	2022/23	2023/24	2023/24	2023/24		
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132	General	Film and video broadcast - network continuing use, one country per second	N	£17.00		Y		£20.00			18%	Price rise to keep in line with rising costs in the sector. Revenue outcome changed to reflect the changing demand for these services.
133	General	Film and video broadcast - network continuing use, EC region per second	N	£57.75		Y		£69.00			19%	
134	General	Film and video broadcast - network continuing use, world per second	N	£26.00		Y		£31.00			19%	
135	General	Film and video broadcast - commercials etc. (world) per second	N	£51.00		Y		£61.00			20%	
136	General	Cost of Preparing and sending images Print per order	N	£12.00		Y		£14.00			17%	
137	General	Cost of Preparing and sending Film and video per order	N	£28.00		Y		£34.00			21%	
138	General	Cost of preparing and sending stills per order	N	£30.00		Y	£200	£36.00		£100	20%	
139	General	Cost of preparing and sending digital images per order	N	£8.00		Y		£10.00			25%	
140	General	Cost of preparing and sending digital images on CD per order	N	£15.00		Y		£18.00			20%	
141	General	Film and video non-broadcast Educational continuing use world (Rights)	N	£5.00		Y		£6.00			20%	
142	General	Film and video non-broadcast corporate non theatrical continuing use world (Rights)	N	£9.00		Y		£11.00			22%	
143	General	Digital Commercial High Res email (Rights)	N	£11.00		Y		£13.00			18%	
144	General	Digital Commercial Rescan email (Rights)	N	£14.00		Y		£17.00			21%	
145	General	Digital Commercial Internet single use email (Rights)	N	£135.00		Y	£200	£162.00		£100	20%	
146	General	Digital Commercial Exhibition (Rights)	N	£34.00		Y		£41.00			21%	
147	General	Digital Commercial Publication (Rights)	N	£42.00		Y		£50.00			19%	
148	General	Digital Commercial Newspaper National (Rights)	N	£59.00		Y		£71.00			20%	
149	General	Deposition of archaeological archive - per box	N	£0.00		Y		£100.00		£1,000	100%	

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information	
Leisure Facilities - R. Walton - R.Wragg - Cllr Richardson												
150	Sports - Parks and Recreation Grounds	Bowls: Season Ticket - Adult	N	£75.50		Y	£1,705	£83.00	£1,876	10%	Inflation only, at risk of reduced income if made greater	
151	Sports - Parks and Recreation Grounds	Bowls: Season Ticket - OAP	N	£75.50		Y		£83.00		10%	Inflation only, at risk of reduced income if made greater	
152	Sports - Parks and Recreation Grounds	Bowls: Season Ticket - Junior	N	£38.00		Y		£42.00		11%	Inflation only, at risk of reduced income if made greater	
153	Sports - Parks and Recreation Grounds	Visitors green fees per game 21 ends (per game per person) per game (per set – 4 woods and 1 Jack)	N	£3.80		Y		£4.00		5%	Inflation only, at risk of reduced income if made greater	
154	Sports - Parks and Recreation Grounds	Football: Pitch Hire - Adult	N	£60.00		Y	£5,845	£66.00	£6,430	10%	Inflation only, at risk of reduced income if made greater	
155	Sports - Parks and Recreation Grounds	Football: Pitch Hire - Juniors	N	£25.75		Y		£28.00		9%	Inflation only, at risk of reduced income if made greater	
156	Sports - Parks and Recreation Grounds	Netball	N	£30.00		Y		£33.00		10%	Inflation only, at risk of reduced income if made greater	
157	Sports - Parks and Recreation Grounds	Tennis - Adult (per court per hour)	N	£5.65		Y		£6.20		10%	Inflation only, at risk of reduced income if made greater	
158	Sports - Parks and Recreation Grounds	Tennis - Junior (per court per hour)	N	£2.10		Y		£2.30		10%	Inflation only, at risk of reduced income if made greater	
159	Sports - Parks and Recreation Grounds	Tennis - OAP (per court per hour)	N	£2.10		Y		£2.30		10%	Inflation only, at risk of reduced income if made greater	
160	Parks	Small Commercial/standard Event - Operating Day	N	£205.00		N		£240.00		17%	increased income from events	
161	Parks	Small Commercial Event - Non-Operating Day	N	£51.50		N		£60.00		17%	increased income from events	
162	Parks	Small Commercial Event - Deposit	N	£1,130.00		N		£1,300.00		15%	increased impacts from events	
163	Parks	Large Commercial Event - Operating Day	N	£615.00		N		£715.00		16%	increased income from events	

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
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164	Parks	Large Commercial Event - Non-Operating Day	N	£103.00		N	£12,123	£120.00		£14,184	17%	increased income from events
165	Parks	Large Commercial Event - Deposit	N	£1,130.00		N		£1,300.00			15%	increased impacts from events
166	Parks	Mobile Exhibition - Per Day	N	£93.00		N		£105.00			13%	increased income from events
167	Parks	Mobile Exhibition - Deposit	N	£232.00		N		£260.00			12%	increased impacts from events
168	Parks	Community Event or Event run by a registered charity - per day	N	£51.50		N		£60.00			17%	increased income from events
169	Parks	Community Event or Event run by a registered charity - per deposit	N	£232.00		N		£260.00			12%	increased impacts from events
170	Parks	Use of parks for commercially run fitness and similar activities - fee per session	N	£28.75				£33.00			15%	increased income from events
171	Parks	Commemorative Trees	N	£465.00		Y	Included in £175,400 below	£525.00		Included in £194,700 below	13%	
172	Parks	Memorial Benches administration fee	N	£222.00		Y		£250.00			13%	
173	Parks	Commemorative Plaques	N	£237.00		Y		£270.00			14%	
Kearsney Cafe - R. Walton - R.Wragg -												
174	Kearsney Café	Billiards room, room only booking Daytime, between 8am and 5pm	N	£10.00	per hour	Y	£500	£160.00	fixed rate - all day hire	£3,200	1500%	increased costs and income
175	Kearsney Café	Billiards room, room only booking Daytime, half day 8am to 12:30 or 12:30 to 5pm	N	£10.00	per hour	Y	£500	£90.00	fixed rate - part day hire	£1,800	800%	increased costs and income
176	Kearsney Café	Billiards room, room only booking evenings between 6pm and 10pm	N	£15.00	per hour	Y	£500	£90.00	fixed rate - part day hire	£1,800	500%	increased costs and income
177	Kearsney Café	Billiards room, room only booking full day between 8am and 10pm	N	£20.00	per hour	Y	£500	£250.00	fixed rate - full day hire	£2,500	1150%	increased costs and income

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
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178	Kearsney Café	Billiards room, room only between 8am and 10pm hourly rate	N	£20.00	per hour	Y	£500	£30.00	hourly rate (minimum of 3 hours)	£1,000	50%	increased costs and income
179	Kearsney Café	Wedding Ceremony, room only	N	£0.00	fixed rate	Y	£500	£160.00	fixed rate only	£1,600	100%	increased costs and income
180	Kearsney Café	Wedding ceremony and Reception between 8am and 10pm	N	£0.00	fixed rate	Y	£500	£250.00	fixed rate only	£1,750	100%	increased costs and income
181	Kearsney Café	Set up day	N	£0.00	fixed rate	Y	£500	£70.00	fixed rate only	£700	100%	increased costs and income
182	Kearsney Café	Clean up morning after event	N	£0.00	fixed rate	Y	£500	£70.00	fixed rate only	£700	100%	increased costs and income
Cemetery - R. Walton - R.Wragg - Cllr Richardson												
183	General	Maintenance	N	£62.00		N					-100%	To be removed
184	General	Maintenance and Planting	N	£123.00		N					-100%	To be removed
185	General	Purchase of Grave Space - Adult (This fee will be doubled for non residents)	N	£775.00		N		£850.00			10%	
186	General	Purchase of Grave Space - Child under 12 years	N	£0.00		N		£0.00			0%	Free
187	General	Purchase of Cremation Grave/Ashes Plot (This fee will be doubled for non residents)	N	£216.00		N		£240.00			11%	
188	General	Use of Chapel	N	£175.00		N		£193.00			10%	
189	General	Garden of Remembrance - right to erect a tablet	N	£103.00		N		£115.00			12%	
190	General	Interment of Ashes (excluding caskets or urns)	N	£216.00		N		£240.00			11%	
191	General	ERB tranfer fee	N	£77.50		N		£85.00			10%	

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
192	General	Admin fee for Burials with Ashes	N	£56.50		N	£175,400	£62.00		£194,700	10%	
193	General	Search in Burial Register (to be charged when time involved exceeds 1 hr)	N	£64.00		N		£71.00			11%	
194	General	Right to erect a memorial not exceeding 1.06 metres in height, 0.76 metres in width and 0.45 metres in depth	N	£206.00		N		£226.00			10%	
195	General	Vase not exceeding 0.30 metres in height or tablet not exceeding 0.25 metres (including a tablet for a stillborn child) with only the name or initials, date of death and age of person inscribed	N	£92.50		N		£102.00			10%	
196	General	Right to place on any flagstone, headstone, kerbstone, border stone, inscribed vase, tablet or monument, each further inscription	N	£82.00		N		£90.00			10%	
197	General	Replacement of a headstone with a new headstone	N	£46.50		N		£51.00			10%	
198	General	Right to place kerb - depending upon location within cemetery	N	£437.50		N		£480.00			10%	
199	General	Interment of cremated remains in any grave	N	£216.00		N		£240.00			11%	
200	General	Interment of a stillborn child or child under 6 months	N	£64.00		N		£71.00			11%	
201	General	Interment of a child exceeding 6 months but under 12 years	N	£277.00		N		£305.00			10%	
202	General	Interment of an adult or child exceeding 12 years: single depth - new grave	N	£925.00		N		£1,015.00			10%	
203	General	Interment of an adult or child exceeding 12 years: single depth - reopen	N	£720.00		N		£800.00			11%	
204	General	Interment of an adult or child exceeding 12 years: double depth - new grave	N	£1,130.00		N	£1,240.00		10%			

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
205	General	Interment of an adult or child exceeding 12 years: double depth - reopen	N	£900.00		N		£1,000.00			11%	
206	General	Interment of an adult or child exceeding 12 years: triple depth	N	£1,340.00		N		£1,470.00			10%	
207	General	One Off Contribution For Maintenance For Coffin Burials	N	£252.00		N		£276.50			10%	
208	General	One Off Contribution For Maintenance For Cremated Remains	N	£97.50		N		£107.00			10%	
<p>The above charges apply where the person to be interred is, or immediately before death was a resident in the Dover District Council area, or in the case of a stillborn child, where the parents (or one of them) are residents of the District.</p>												

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
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Recycling & Waste Collections - R. Walton - R. Wragg - Cllr Kenton												
209	Domestic Recycling & Refuse Collection	Supply of single purple refuse sack	N	-	-	-	-	£3.00	-	-	100%	Similar to FHDC charge
210	Domestic Recycling & Refuse Collection	Supply of additional roll of purple refuse sacks	N	-	-	-	-	£35.00	-	-	100%	Similar to FHDC charge
211	Domestic Recycling & Refuse Collection	Supply & Delivery of 140 litre bin	N	£42.00	10	N	£420	£46.00	10	£460	10%	To cover contract inflation.
212	Domestic Recycling & Refuse Collection	Supply & Delivery of 180 litre bin	N	£52.50	300	N	£15,750	£58.00	300	£17,400	10%	To cover contract inflation.
213	Domestic Recycling & Refuse Collection	Supply & Delivery of 240 litre bin	N	£52.50	300	N	£15,750	£58.00	300	17,400	10%	To cover contract inflation.
214	Domestic Recycling & Refuse Collection	Supply & Delivery of 360 litre bin	N	£83.00	10	N	£830	£92.00	10	920	11%	To cover contract inflation.
215	Domestic Recycling & Refuse Collection	Supply & Delivery of 660 litre bin	N	£276.00	10	N	£2,760	£304.00	10	3,040	10%	To cover contract inflation.
216	Domestic Recycling & Refuse Collection	Supply & Delivery of 1100 (plastic) litre bin	N	£310.00	10	N	£3,100	£341.00	10	3,410	10%	To cover contract inflation.
217	Domestic Recycling & Refuse Collection	Supply & Delivery of (Metal) 1100L bin	N	£540.00	10	N	-	£550.00	Current market price is £534 + £78 delivery (both inc. VAT)	-	N/A	Sum property developers are requesting metal bins from us (for longevity for example), but we do not have a rate for this. (On the open market a metal 1100L bin is c.£150 more than a plastic 1100L.)
218	Domestic Recycling & Refuse Collection	Supply & Delivery of 55l Black Box or Blue Box	N	£15.75	750	N	£11,813	£18.00	750	13,500	14%	To cover contract inflation.
219	Domestic Recycling & Refuse Collection	Supply & Delivery of 23l Kerbside Caddy for food collections	N	£15.75	250	N	£3,938	£18.00	250	4,500	14%	To cover contract inflation.
220	Domestic Recycling & Refuse Collection	Supply & Delivery of 7l Kitchen Caddy for food collections	N	£12.60	250	N	£3,150	£14.00	250	3,500	11%	To cover contract inflation.
221	Domestic Recycling & Refuse Collection	Supply & Delivery of Container 'Launch Pack' (2 WB, 2 Food + Box)	N	£105.00	250	N	£26,250	£116.00	250	29,000	10%	To cover contract inflation.
222	Domestic Recycling & Refuse Collection	Green Waste Collections; Annual Subscription sack-based service	N	£52.50	9682	N	£508,305	£58.00	9682	561,556	10%	To cover contract inflation.

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
223	Domestic Recycling & Refuse Collection	Green Waste Collections; Supply & Delivery of Garden Waste sack, additional and replacement sack	N	£5.25	2000	Y	£10,500	£6.00	2000	12,000	14%	To cover contract inflation.
224	Domestic Refuse	Bulk Domestic Waste Collection (up to 3 items)	N	£47.25	1000		£47,250	£52.00	1000	52,000	10%	To cover contract inflation.
225	Domestic Refuse	Bulk Domestic Waste Collection (per additional item added to existing collection)	N	£6.30	500		£3,150	£7.00	500	3,500	11%	To cover contract inflation.
226	Domestic Refuse	Bulk Domestic Waste Collection - Admin fee for changes or cancellations	N	-	-	-	-	£5.00	-		100%	Similar to FHDC charge
227	Street Cleansing	Supply and install a standard litter bin - 110ltr	N	£315	10		£3,150	£350.00	10	3,500	11%	To cover contract inflation (rounded).
228	Street Cleansing	Supply and install a dog bin - 50ltr	N	£326	10		£3,260	£360.00	10	3,600	10%	To cover contract inflation (rounded).
229	Street Cleansing	Supply and install a dog bin - 25ltr	N	£158	10		£1,575	£175.00	10	1,750	11%	To cover contract inflation (rounded).
230	Street Cleansing	Supply and install a multi-section recycling bin	N	£1,260	5		£6,300	£1,390.00	5	6,950	10%	To cover contract inflation (rounded).
231	Street Cleansing	Annual subscription to empty a litter bin (main high streets excluded)	N	£158	10		£1,575	£175.00	10	1,750	11%	To cover contract inflation (rounded).
232	Street Cleansing	Annual subscription to empty a dog bin (main high street excluded)	N	£158	10		£1,575	£175.00	10	1,750	11%	To cover contract inflation (rounded).
233	Street Cleansing	Annual subscription to empty a recycling bin (main high street excluded)	N	£158	5		£788	£175.00	5	875	11%	To cover contract inflation (rounded).
234	Street Cleansing	Annual subscription to empty a litter bin - High Street Area	N	£368	5		£1,838	£405.00	5	2,025	10%	To cover contract inflation (rounded).

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Charges inc VAT	Units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
Legal - L May - B Dempster- Cllr Vinson												
235	General	Engrossments (Right to Buy – freehold/Leasehold Transactions)	N	£125		Y	£4,200	£138		£3,500	10%	Total income for RTB reduced to reflect current mid year receipts and the current instability with the market. Separately, in relation to the increase for legal fees and charges in this entire table - CPI rose by 9.9% in the 12 months to August 2022. Taking this into account, the fact that we have only increased by marginal amounts in previous financial years and the Council needing to maximise income (where it can do so legally) we have taken the view to increase all legal fees and charges by Approx 10%.
236	General	All charges for legal professional work being met by third parties (excluding s.106 work)	N	£220		N	£5,000	£242		£5,500	10%	Small increase to reflect current mid year receipts
237	General	Legal professional work in relation to Section 106 Agreements	N	£220	per hour but subject to a minimum charge of £800 for a new agreement and £600 for a variation	N	£18,000	£242	per hour but subject to a minimum charge of £880 for a new agreement and £660 for a variation	£20,000	10%	Increase to reflect new stream of work coming in in relation to Unilateral undertakings
238	General	Administration charge for professional work undertake in respect of post-Right-to-Buy matters	N	£125		N	£1,000	£138		£1,500	10%	Total expected income increased to reflect current mid year receipts

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Charges inc VAT	Units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
Miscellaneous - L. May - R. Brough - Cllr Vinson												
239	Access to Information and Data Protection Acts	Inspection of list of background papers	Y	£0.00	Freedom of Information free up to 18 hour limit	N	£0.00	£0.00	Freedom of Information free up to 18 hour limit	£0.00	0%	
240	Access to Information and Data Protection Acts	Inspection of each set of documents	Y	£0.00	Freedom of Information free up to 18 hour limit	N	£0.00	£0.00	Freedom of Information free up to 18 hour limit	£0.00	0%	
241	Access to Information and Data Protection Acts	Inspection of personal data	Y	£0.00	Change in legislation from May 2018 - no longer able to make a charge for this information.	N	£0.00	£0.00	Change in legislation from May 2018 - no longer able to make a charge for this information.	£0.00	0%	
242	Access to Information and Data Protection Acts	Environmental Information Request	Y	£32.00	Hourly charge of employee	N	£0.00	£32.00	No change as under the legislation charges are discouraged and if made should be reasonable and not deter some one from making a request	£0.00	0%	

				2022/23	2022/23	2022/23	2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Government? Y/N	Charges inc VAT	Units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Electoral Services - N. Aziz -T Gibbs- Cllr Vinson												
243	Representation of the People Acts and the Electoral Administration Act	Purchase of Register of Electors and copies of Election documents	Y	Various	Price dependent upon electorate & format requested	N	£500			£1,000	0	Checked over the last few years and the income has ranged between £1200 & £2000. It is dependedent on how many marked regisiers are requested. If only the 3 main CRA's buy the register, it would come to a little over £1000 so have decided to use that as the lowest figure for income.

				2022/23	2022/23	2022/23	2022/23	2023/24 Effective from 01/04/2023	2023/24 Effective from 01/04/2023	2023/24		
	Detail	Narrative	Set by Government? Y/N	Charges inc VAT	Units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Local Land Charges - R.Walton - S Platts - Cllr Kenton												
244	General	Requisition for Search (LLC1)	N	£15.00		N		£15.00			0%	
245	General	Optional Printed Enquiry (in Part 2 of Con 290)	N	£16.80		Y		£16.80			0%	
246	General	Optional Printed Enquiry (in Part 2 of Con 290 - question 22)	N	£24.00				£26.40			10%	To reflect the rise in inflation and possible increase in charges from KCC
247	General	Any Additional Enquiry submitted	N	N/A		N		N/A			0%	
248	General	Search in respect of any extra parcel of land (LLC1)	N	£3.00		N		£3.00			0%	
249	General	Search in respect of any extra parcel of land (CON29)	N	£15.00		Y		£15.00			0%	
250	General	Existing Conveyancing Form (CON29)	N	£147.00		Y		£161.70			10%	To reflect the rise in inflation
251	General	Proposed New Conveyancing Form (CON29)	N	£0.00		N		N/A			0%	
252	General	CON29 Q1.1(a,b,c,d,e,f,g,h,i)	N	£16.50		Y		£18.15			10%	To reflect the rise in inflation
253	General	CON29 Q1.1(j,k,l)	N	£12.00		Y		£13.20			10%	To reflect the rise in inflation
254	General	CON29 Q1.2	N	£10.08		Y		£11.09			10%	To reflect the rise in inflation
255	General	CON29 Q2.1(a,b,c,d)	N	£0.00		Y		£0.00			0%	
256	General	CON29 Q2.2. 2.3, 2.4, 2.5 (Refer to KCC)	N	£17.64		Y		£19.40			10%	To reflect the rise in inflation
257	General	CON29 Q3.1	N	£3.60		Y		£3.96			10%	To reflect the rise in inflation
258	General	CON29 Q3.2	N	£0.00		Y		£0.00			0%	
259	General	CON29 Q3.3(a,b,c)	N	£3.60		Y		£3.96			10%	To reflect the rise in inflation
260	General	CON29 Q3.4 (a,b,c,d,e,f)	N	£0.00		Y		£0.00			0%	
261	General	CON29 Q3.5 (a,b)	N	£3.60		Y		£3.96			10%	To reflect the rise in inflation

£222,862 gross (made up of £20,100 from LLC1 no VAT, £202,762 from CON29 incl VAT) NET income £189,068 to be reviewed quarterly

Net Income = £173,174.40 of which £16,800 is from LLC1

				2022/23	2022/23	2022/23	2022/23	2023/24 Effective from 01/04/2023	2023/24 Effective from 01/04/2023	2023/24		
	Detail	Narrative	Set by Government? Y/N	Charges inc VAT	Units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
262	General	CON29 Q3.6 (a,b,c,d,e,f,g,h,i,j,k,l)	N	£0.00		Y		£0.00			0%	
263	General	CON29 Q3.7	N	£3.96		Y		£4.36			10%	To reflect the rise in inflation
264	General	CON29 Q3.8	N	£5.76		Y		£6.34			10%	To reflect the rise in inflation
265	General	CON29 Q3.9 (a,b,c,d,e,f,g,h,i,j,k,l,m,n)	N	£5.04		Y		£5.54			10%	To reflect the rise in inflation
266	General	CON29 Q3.10 (a,b,c,d,e,f,g,h)	N	£3.90		Y		£4.29			10%	To reflect the rise in inflation
267	General	CON29 Q3.11(a,b)	N	£5.04		Y		£5.54			10%	To reflect the rise in inflation
268	General	CON29 Q3.12	N	£3.60		Y		£3.96			10%	To reflect the rise in inflation
269	General	CON29 Q3.13(a,b,c)	N	£5.76		Y		£6.34			10%	To reflect the rise in inflation
270	General	CON29 Q3.14	N	£4.32		Y		£4.75			10%	To reflect the rise in inflation
271	General	CON29 Q3.15 (a,b)	N	£3.60		Y		£3.96			10%	To reflect the rise in inflation
272	General	Highways dataset includes: 2.1(a,b,c,d) 3.2 3.4 (a,b,c,d,e,f) 3.6 (a,b,c,d,e,f,g,h,i,j,k,l) 3.7 (e) 3.12.	N	£39.00		Y		£42.90			10%	To reflect the rise in inflation
273	General	CON29 Administration Fee plus Question fees	N	£0.00		N		N/A			0%	
274	General	Personal Search Land Charges Register	Y	£0.00		N		£0.00			0%	

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
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Housing - M. Davis - L. Taylor- Cllr Murphy												
275	Guest Room Rental	Rental of Guest Room in Sheltered Housing Blocks	N	£21 for the first night and thereafter £15 per night.	63	N	£1,290	£21.60 for first night and £15.50 thereafter per night	63	£1,300	Used 3% inflation rate but rounded to nearest pound.	Inflationary increase to cover costs of cleaning and laundry
276	Rent of Common Rooms	Rental of Common Rooms in Sheltered Housing Blocks	N	£12.40	12	N	£155	£12.40	12	£155	0.0%	Leave the same. Further work to advertise and increase revenue through more uptake of the facility planned
277	Keys	Assa Keys for Communal Buildings	N	£27.00	60	Y	£1,620	£29.00	40	£967	7.4%	Inflationary increase keys are now costly to buy - Price after VAT has increased but numbers being bought has decreased.
278	Leaseholders	Solicitors enquiries from potential leaseholders	N	£126.00	30	Y	£3,780	£153.00	30	£3,825	22.0%	
279	Notice of Transfer	Change of Leaseholder details	N	£85.00	30	N	£2,550	£104.00	30	£3,120	22.0%	
280	Leaseholders	Extension of Lease - initial work on lease valuation extension and legal costs. Does not include costs of actual lease extension	N	£700	3	N	£700	£855	3	£855	22.0%	
281	Leaseholders	Management Fee	N	£205	455	N	£94,300	£250	430	£107,500	22.0%	
282	Retrospective Consent	Retrospective consent from Housing to make alterations at Council Properties	N	£100	5	N	£500	£110	5	£550	10.0%	
283	Sheltered Housing Charges	Accommodation based service - sheltered	N	£13	260	N	£3,250	£14.40		£3,816	6.0%	Inflationary increase to cover staff costs
284	Sheltered Housing Charges	Alarm Service	N	£0.34		N		£0.53			132.0%	Indicative figure for new contract - charge to cover costs
285	Shared Ownership	Administration Fee for Flats	N	£205	29	N	5945	£250	£29	£7,250	£0	Increased the same as management fee for leaseholders
286	Shared Ownership	Administration Fee for Houses	N	£140	5	N	700	£150	£5	£750	£0	New charge for shared ownership house

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
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Miscellaneous - M. Davis - H. Lamb - Cllr Vinson												
287	Finance	N	£60CT / £60BR		N		£90CT/£78BR			50% / 30%	The increase in the charges for Court Summons and Liability Orders reflects the actual costs of the service and the number of orders raised and ends the current subsidy.	
288	Finance	N	£50CT / £50BR		N	£259,000	£78CT/£50BR		£369,000	56% / 0%	Other councils are also considering significant increases. The Courts could decide to challenge the costs but it is considered unlikely that they will do so. Action is not taken for smaller debts. The current threshold is £60, but it is proposed that this threshold should be increased to £90 in order to avoid the costs of action becoming disproportionate, compared to the debt. The successful collection rate on these costs is circa 50%.	
Miscellaneous - M. Davis - H. Lamb - Cllr Murphy												
289	General	N	£30		N	£150	£30		£300		Fee costs have remained the same. More self-build promotional activities to take place during 23/24 - likely to have more join the register.	
290	General	N	£15		N	£75	£15		£75			
291	Homelessness	N	£12.50		N		£19.05			52%	Charge for additional support provided to tenants in interim accommodation, claimable from Housing Benefit	
292	Homelessness	N	£5 per single per week £10 per couple per week	30	N	£7,800	£7.50 per single per week & £15 per couple per week	30	£11,700	50%	Service charge to B&B tenants, element of cost not claimable from Housing Benefit (eg utilities)	

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT (where applicable)	Units	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
Private Sector Housing - L. May - Clr Bates												
293	HMO Licensing	Fee for Initial application for HMO licence for up to 8 habitable rooms.	N	£1,010	Fee for up to 8 habitable rooms.£100 reduction for accredited landlords	N	£3,000	£1,110	Fee for up to 8 habitable rooms. £100 reduction for accredited landlords	£3,300	10%	
294	HMO Licensing	Additional fee for initial HMO licence for any additional habitable rooms above 8.	N	£53	Fee for each habitable rooms above 8.	N	£400	£60	Fee for each habitable rooms above 8.	£4,800	13%	
295	HMO Licensing Renewal	Application fee for HMO licence renewal for up to 8 habitable rooms.	N	£773	Fee for up to 8 habitable rooms . £100 reduction for accredited landlords	N	£4,000	£850	Fee for up to 8 habitable rooms. £100 reduction for accredited landlords	£12,750	10%	
296	HMO Licensing Renewal	HMO licence renewal fee for any additional habitable rooms above 8.	N	£41	Fee for each habitable rooms above 8.	N	£400	£45	Fee for each habitable rooms above 8.	£450	10%	
297	Housing Act Notices	Improvement notice and Prohibition Order	N	£443	Charge for simple notice; Plus legal and specialist report costs.	N	£850	£485	Charge for simple notice; Plus legal and specialist report costs.	£970	9%	
298	Housing Act Notices	Improvement notice and Prohibition Order	N	£567	Charge for standard notice; Plus legal and specialist report costs.	N	£600	£625	Charge for standard notice; Plus legal and specialist report costs.	£625	10.2%	
299	Housing Act Notices	Improvement and Prohibition notice	N	£690	Charge for complex notice; Plus legal and specialist report costs.	N	£1,400	£760	Charge for complex notice; Plus legal and specialist report costs.	£1,520	10.1%	
300	Housing Act Notices	Suspended Improvement notice and Prohibition Order	N	£443	Same charge for Impovement notices above. Charge can be cancelled at PSHM discretion. £50 for annual review	N	£440	£760	Same charge for Impovement notices above. Charge can be cancelled at PSHM discretion. £50 for annual review	£760	71.6%	Error made in value last year
301	Housing Act Notices	Emergency Remedial Action	N	£715	For each notice. Plus legal and specialist report costs.	N	£715	£785	For each notice. Plus legal and specialist report costs.	£785	9.8%	
302	Housing Act Notices	Demolition Order	N	£715	For each notice. Plus legal and specialist report costs.	N	£0	£785	For each notice. Plus legal and specialist report costs.	£0	9.8%	
303	Mobile Homes Act 2013 licence	Initial Licence fee	N	£53	For each pitch	N	£0	£60	For each pitch	£0	13.2%	
304	Mobile Homes Act 2013 licence	Annual licence fee	N	£10	For each pitch	N	£0	£10	For each pitch	£0	0.0%	
305	Mobile Homes Act 2013 licence	Transfer of licence	N	£315	For each licence	N	£0	£345	For each licence	£0	9.5%	
306	Mobile Homes Act 2013 licence	Expansion fee	N	£210	For each expansion plus £10 for each additional unit	N	£0	£235	For each expansion plus £10 for each additional unit	£0	11.9%	
307	Mobile Homes Act 2013 licence	Fee for depositing rules	N	£31	Fee for depositing rules	N	£0	£35	Fee for depositing rules	£0	12.9%	

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT (where applicable)	Units	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
308	Mobile Homes Act 2013 licence	Charge for notices	N	£284	For each notice. Plus legal and specialist report costs.	N	£0	£310	For each notice. Plus legal and specialist report costs.	£0	9.2%	
309	The Smoke and Carbon Monoxide Alarm (England) Regulations 2015	Penalty notice for each breach of requirement of letting agent or managing agent to belong to a redress scheme	Max yes	£1,500	£1500 for first offence; £3000 for second offence; £5000 for third and subsequent offence	N	£0	£1,500	£1500 for first offence; £3000 for second offence; £5000 for third and subsequent offence	£0	0.0%	
310	Immigration inspection	Requests to inspect properties and provide report of suitability of property for immigration	N	£145	For one property inspection	Y	£145	£160	For one property inspection	£160	10.3%	
311	HMO pre application inspection	By request inspection of potential HMO before application	N	£145	For one property inspection visit and short report	Y	£290	£160	For one property inspection visit and short report	£320	10.3%	
312	HMO pre application consultation	By request phone or video consultation concerning potential HMO before application	N	£75	Per hour or part there of	Y	375	£85	Per hour or part there of	£400	13.3%	
313	Financial Penalties under the Housing Act 2004	Penalty is calculated from methodology contained in PSH enforcement Policy. Max penalty £30,000	Max yes			N	0			0		
314	Financial Penalties under the (Redress Schemes for Lettings Agency Work and Property Management Work)	Penalty charge of £5,000 for not belonging to Redress Scheme	Max yes			N	0			0		
315	Penalty Charge (The Smoke and Carbon Monoxide Alarm (England) Regulations 2015)	Financial penalty of up to £5,000 for not installing and maintaining smoke detectors.	Max yes	£5,000		N	0	£5,000		0		
316	Penalty Charge (Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015)	Financial penalty of up to £5,000 for letting a property with an EPC below E	Max yes	£5,000		N	£5,000	£5,000		£5,000		

			2022/23	2022/23	2022/23		2022/23	2023/24	2023/24	2023/24	2023/24		
Detail	Narrative	Set by Govt ? Y/N	Approved Charges inc VAT	Units	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
Licensing - L.May - Cllr Bates													
1	Personal Licences	Grant or Renewal	Y	£37		N	£3,700	£37			£3,700	0%	
2	Personal Licences	Change of Name or Address	Y	£10.50		N	£105.00	£10.50			£105.00	0%	
3	Personal Licences	Theft, Loss etc.	Y	£10.50		N	£105.00	£10.50			£105.00	0%	
4	Premises & Club Licences	Theft, Loss etc.	Y	£10.50		N	£21.00	£10.50			£21.00	0%	
5	Premises & Club Licences	Change of Name or Address	Y	£10.50		N	£52.50	£10.50			£52.50	0%	
6	Premises & Club Licences	Change of Club Rules	Y	£10.50		N	£0	£10.50			£0	0%	
7	Premises & Club Licences	Vary DPS	Y	£23		N	£1,495	£23			£1,495	0%	
8	Premises & Club Licences	Transfer Licence	Y	£23		N	£621	£23			£621	0%	
9	Premises & Club Licences	Interim Authority	Y	£23		N	£0	£23			£0	0%	
10	Premises & Club Licences	Notification Interest	Y	£21		N	£0	£21			£0	0%	
11	Premises & Club Licences	Provisional Statement	Y	£315		N	£0	£315			£0	0%	
12	Premises & Club Licences	Minor Variation	Y	£89		N	£534	£89			£534	0%	
13	Premises & Club Licences	New Application & Variation NDR Band A	Y	£100		N	£500	£100			£500	0%	
14	Premises & Club Licences	New Application & Variation NDR Band B	Y	£190		N	£2,850	£190			£2,850	0%	
15	Premises & Club Licences	New Application & Variation NDR Band C	Y	£315		N	£315	£315			£315	0%	
16	Premises & Club Licences	New Application & Variation NDR Band D	Y	£450		N	£0	£450			£0	0%	
17	Premises & Club Licences	New Application & Variation NDR Band E	Y	£635		N	£0	£635			£0	0%	
18	Premises & Club Licences	Annual Fee NDR Band A	Y	£70		N	£4,900	£70			£4,900	0%	
19	Premises & Club Licences	Annual Fee NDR Band B	Y	£180		N	£53,460	£180			£53,460	0%	
20	Premises & Club Licences	Annual Fee NDR Band C	Y	£295		N	£11,800	£295			£11,800	0%	
21	Premises & Club Licences	Annual Fee NDR Band D	Y	£320		N	£2,240	£320			£2,240	0%	
22	Premises & Club Licences	Annual Fee NDR Band E	Y	£350		N	£8,750	£350			£8,750	0%	
23	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 5,000 to 9,999	Y	£1,000		N	£0	£1,000			£0	0%	
24	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 10,000 to 14,999	Y	£2,000		N	£0	£2,000			£0	0%	
25	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 15,000 to 19,999	Y	£4,000		N	£0	£4,000			£0	0%	
26	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 20,000 to 29,999	Y	£8,000		N	£0	£8,000			£0	0%	
27	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 30,000 to 39,999	Y	£16,000		N	£0	£16,000			£0	0%	

				2022/23	2022/23	2022/23		2022/23	2023/24	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt ? Y/N	Approved Charges inc VAT	Units	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
28	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 40,000 to 49,999	Y	£24,000		Statutory Fee set by Government	N	£0	£24,000		Statutory Fee set by Government	£0	0%	
29	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 50,000 to 59,999	Y	£32,000			N	£0	£32,000			£0	0%	
30	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 60,000 to 69,999	Y	£40,000			N	£0	£40,000			£0	0%	
31	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 70,000 to 79,999	Y	£48,000			N	£0	£48,000			£0	0%	
32	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 80,000 to 89,999	Y	£56,000			N	£0	£56,000			£0	0%	
33	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 90,000 and over	Y	£64,000			N	£0	£64,000			£0	0%	
34	Large Scale Events	Annual Fee 5,000 to 9,999	Y	£500			N	£0	£500			£0	0%	
35	Large Scale Events	Annual Fee 10,000 to 14,999	Y	£1,000			N	£0	£1,000			£0	0%	
36	Large Scale Events	Annual Fee 15,000 to 19,999	Y	£2,000			N	£0	£2,000			£0	0%	
37	Large Scale Events	Annual Fee 20,000 to 29,999	Y	£4,000			N	£0	£4,000			£0	0%	
38	Large Scale Events	Annual Fee 30,000 to 39,999	Y	£8,000			N	£0	£8,000			£0	0%	
39	Large Scale Events	Annual Fee 40,000 to 49,999	Y	£12,000			N	£0	£12,000			£0	0%	
40	Large Scale Events	Annual Fee 50,000 to 59,999	Y	£16,000			N	£0	£16,000			£0	0%	
41	Large Scale Events	Annual Fee 60,000 to 69,999	Y	£20,000			Statutory Fee set by Government	N	£0	£20,000			Statutory Fee set by Government	£0
42	Large Scale Events	Annual Fee 70,000 to 79,999	Y	£24,000		N		£0	£24,000		£0	0%		
43	Large Scale Events	Annual Fee 80,000 to 89,999	Y	£28,000		N		£0	£28,000		£0	0%		
44	Large Scale Events	Annual fee 90,000 and over	Y	£32,000		N		£0	£32,000		£0	0%		
45	Temporary Event Notices	New Notice	Y	£21		N		£8,925	£21		£8,925	0%		
46	Temporary Event Notices	Theft, Loss etc.	Y	£10.50		N		£0.00	£10.50		£0.00	0%		
47	Small Society Lotteries	Registration Fee	Y	£40		N		£480	£40		£480	0%		
48	Small Society Lotteries	Annual Fee	Y	£20		N		£1,400	£20		£1,400	0%		

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
Licensing - L.May - Cllr Bates												
49	Bingo Club	Licence Application	N	£3,500		N	£0	£3,500		£0	0%	
50	Bingo Club	Annual Fee	N	£950		N	£1,900	£950		£2,850	0%	Additional licence issued
51	Bingo Club	Application to Vary	N	£1,750		N	£0	£1,750		£0	0%	
52	Bingo Club	Application to Transfer	N	£1,200		N	£0	£1,200		£0	0%	
53	Bingo Club	Application for Reinstatement	N	£1,200		N	£0	£1,200		£0	0%	
54	Bingo Club	Application for Provisional Statement	N	£3,500		N	£0	£3,500		£0	0%	
55	Bingo Club	Licence Application (Provisional Statement Holders)	N	£1,200		N	£0	£1,200		£0	0%	
56	Bingo Club	Copy of Licence	N	£25		N	£0	£25		£0	0%	
57	Bingo Club	Notification of Change	N	£50		N	£0	£50		£0	0%	
58	Betting Premise (excluding Tracks)	Licence Application	N	£3,000		N	£0	£3,000		£0	0%	
59	Betting Premise (excluding Tracks)	Annual Fee	N	£575		N	£5,175	£575		£2,875	0%	Licences surrendered
60	Betting Premise (excluding Tracks)	Application to Vary	N	£1,250		N	£0	£1,250		£0	0%	
61	Betting Premise (excluding Tracks)	Application to Transfer	N	£1,200		N	£0	£1,200		£0	0%	
62	Betting Premise (excluding Tracks)	Application for Reinstatement	N	£1,200		N	£0	£1,200		£0	0%	
63	Betting Premise (excluding Tracks)	Application for Provisional Statement	N	£3,000		N	£0	£3,000		£0	0%	
64	Betting Premise (excluding Tracks)	Licence Application (Provisional Statement Holders)	N	£1,200		N	£0	£1,200		£0	0%	
65	Betting Premise (excluding Tracks)	Copy of Licence	N	£25		N	£0	£25		£0	0%	
66	Betting Premise (excluding Tracks)	Notification of Change	N	£50		N	£0	£50		£0	0%	
67	Track	Licence Application	N	£2,500		N	£0	£2,500		£0	0%	
68	Track	Annual Fee	N	£950		N	£0	£950		£0	0%	

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
69	Track	Application to Vary	N	£1,250		N	£0	£1,250		£0	0%	
70	Track	Application to Transfer	N	£950		N	£0	£950		£0	0%	
71	Track	Application for Reinstatement	N	£950		N	£0	£950		£0	0%	
72	Track	Application for Provisional Statement	N	£2,500		N	£0	£2,500		£0	0%	
73	Track	Licence Application (Provisional Statement Holders)	N	£950		N	£0	£950		£0	0%	
74	Track	Copy of Licence	N	£25		N	£0	£25		£0	0%	
75	Track	Notification of Change	N	£50		N	£0	£50		£0	0%	
76	Family Entertainment Centre	Licence Application	N	£2,000		N	£0	£2,000		£0	0%	
77	Family Entertainment Centre	Annual Fee	N	£725		N	£2,175	£725		£725	0%	Licences surrendered
78	Family Entertainment Centre	Application to Vary	N	£1,000		N	£0	£1,000		£0	0%	
79	Family Entertainment Centre	Application to Transfer	N	£950		N	£0	£950		£0	0%	
80	Family Entertainment Centre	Application for Reinstatement	N	£950		N	£0	£950		£0	0%	
81	Family Entertainment Centre	Application for Provisional Statement	N	£2,000		N	£0	£2,000		£0	0%	
82	Family Entertainment Centre	Licence Application (Provisional Statement Holders)	N	£950		N	£0	£950		£0	0%	
83	Family Entertainment Centre	Copy of Licence	N	£25		N	£0	£25		£0	0%	
84	Family Entertainment Centre	Notification of Change	N	£50		N	£0	£50		£0	0%	
85	Adult Gaming Centre	Licence Application	N	£2,000		N	£0	£2,000		£0	0%	
86	Adult Gaming Centre	Annual Fee	N	£950		N	£5,700	£950		£5,700	0%	
87	Adult Gaming Centre	Application to Vary	N	£1,000		N	£0	£1,000		£0	0%	
88	Adult Gaming Centre	Application to Transfer	N	£1,200		N	£0	£1,200		£0	0%	
89	Adult Gaming Centre	Application for Reinstatement	N	£1,200		N	£0	£1,200		£0	0%	

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
90	Adult Gaming Centre	Application for Provisional Statement	N	£2,000		N	£0	£2,000		£0	0%	
91	Adult Gaming Centre	Licence Application (Provisional Statement Holders)	N	£1,200		N	£0	£1,200		£0	0%	
92	Adult Gaming Centre	Copy of Licence	N	£25		N	£0	£25		£0	0%	
93	Adult Gaming Centre	Notification of Change	N	£50		N	£0	£50		£0	0%	
94	New Small Casino	Licence Application	N	£8,000		N	£0	£8,000		£0	0%	
95	New Small Casino	Annual Fee	N	£5,000		N	£0	£5,000		£0	0%	
96	New Small Casino	Application to Vary	N	£4,000		N	£0	£4,000		£0	0%	
97	New Small Casino	Application to Transfer	N	£1,800		N	£0	£1,800		£0	0%	
98	New Small Casino	Application for Reinstatement	N	£1,800		N	£0	£1,800		£0	0%	
99	New Small Casino	Application for Provisional Statement	N	£8,000		N	£0	£8,000		£0	0%	
100	New Small Casino	Licence Application (Provisional Statement Holders)	N	£3,000		N	£0	£3,000		£0	0%	
101	New Small Casino	Copy of Licence	N	£25		N	£0	£25		£0	0%	
102	New Small Casino	Notification of Change	N	£50		N	£0	£50		£0	0%	
103	New Large Casino	Licence Application	N	£10,000		N	£0	£10,000		£0	0%	
104	New Large Casino	Annual Fee	N	£10,000		N	£0	£10,000		£0	0%	
105	New Large Casino	Application to Vary	N	£5,000		N	£0	£5,000		£0	0%	
106	New Large Casino	Application to Transfer	N	£2,150		N	£0	£2,150		£0	0%	
107	New Large Casino	Application for Reinstatement	N	£2,150		N	£0	£2,150		£0	0%	
108	New Large Casino	Application for Provisional Statement	N	£10,000		N	£0	£10,000		£0	0%	
109	New Large Casino	Licence Application (Provisional Statement Holders)	N	£5,000		N	£0	£5,000		£0	0%	
110	New Large Casino	Copy of Licence	N	£25		N	£0	£25		£0	0%	
111	New Large Casino	Notification of Change	N	£50		N	£0	£50		£0	0%	

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
112	Regional Casino	Licence Application	N	£15,000		N	£0	£15,000		£0	0%	
113	Regional Casino	Annual Fee	N	£15,000		N	£0	£15,000		£0	0%	
114	Regional Casino	Application to Vary	N	£7,500		N	£0	£7,500		£0	0%	
115	Regional Casino	Application to Transfer	N	£6,500		N	£0	£6,500		£0	0%	
116	Regional Casino	Application for Reinstatement	N	£6,500		N	£0	£6,500		£0	0%	
117	Regional Casino	Application for Provisional Statement	N	£15,000		N	£0	£15,000		£0	0%	
118	Regional Casino	Licence Application (Provisional Statement Holders)	N	£8,000		N	£0	£8,000		£0	0%	
119	Regional Casino	Copy of Licence	N	£25		N	£0	£25		£0	0%	
120	Regional Casino	Notification of Change	N	£50		N	£0	£50		£0	0%	
121	Temporary Use Notice	Application Fee	Y	£500		N	£0	£500		£0	0%	
122	Alcohol Licences Premises	Permit Application Fee (2 or less Machines)	Y	£50		N	£150	£50		£150	0%	
123	Alcohol Licences Premises	Permit Application Fee (3+ Machines)	Y	£150		N	£0	£150		£0	0%	
124	Alcohol Licences Premises	Permit Annual Fee (3+ Machines)	Y	£50		N	£200	£50		£200	0%	
125	Family Entertainment Centre Unlicensed	Permit Application Fee	Y	£300		N	£0	£300		£0	0%	
126	Family Entertainment Centre Unlicensed	Permit Renewal Fee (Permits last for a period of 10 years)	Y	£300	Permits last for a period of 10 years	N	£0	£300		£600	0%	2 due for renewal in 2023/24
127	Prize Gaming	Permit Application Fee	Y	£300		N	£0	£300		£0	0%	
128	Prize Gaming	Permit Renewal Fee	Y	£300		N	£0	£300		£0	0%	
129	Club Gaming	Permit Application Fee	Y	£200		N	£0	£200		£0	0%	
130	Club Gaming	Permit Annual Fee	Y	£50		N	£50	£50		£150	0%	Additional licences issued
131	Club Gaming	Permit Renewal Fee (due every 10 years)	Y	£200		N	£0	£200		£0	0%	
132	Club Gaming Machine	Permit Application Fee	Y	£200		N	£0	£200		£0	0%	

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
133	Club Gaming Machine	Permit Annual Fee	Y	£50		N	£250	£50		£100	0%	Licences surrendered
134	Club Gaming Machine	Permit Renewal Fee	Y	£200		N	£0	£200		£0	0%	
135	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Application Fee	Y	£100		N	£0	£100		£0	0%	
136	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Annual Fee	Y	£50		N	£0	£50		£0	0%	
137	Gaming Machine Permit	Annual Fee	Y	£100		N	£0	£100		£0	0%	
138	Provision of Gambling	Copy Licence	Y	£0		N	£0	£0		£0	0%	
139	Provision of Gambling	Notification of Change	Y	£0		N	£0	£0		£0	0%	

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
Regulatory Licensing - L. May - Cllr Bates												
1	Acupuncture	Premise Registration	N	£205		N	£1,500	£230		£1,000	12%	Reduction in premises of this type opening. Fee increase following review.
2	Acupuncture	Additional Practitioner	N	£90		N		£100			11%	
3	Acupuncture	Minor Variation	N	£50		N		£50			0%	
4	Cosmetic Piercing	Premise Registration	N	£205		N		£230			12%	
5	Cosmetic Piercing	Additional Practitioner	N	£90		N		£100			11%	
6	Cosmetic Piercing	Minor Variation	N	£50		N		£50			0%	
7	Ear Piercing	Premise Registration	N	£205		N		£230			12%	
8	Ear Piercing	Additional Practitioner	N	£90		N		£100			11%	
9	Ear Piercing	Minor Variation	N	£50		N		£50			0%	
10	Electrolysis	Premise Registration	N	£205		N		£230			12%	
11	Electrolysis	Additional Practitioner	N	£90		N		£100			11%	
12	Electrolysis	Minor Variation	N	£50		N		£50			0%	
13	Semi-permanent Skin-colouring	Premise Registration	N	£205		N		£230			12%	
14	Semi-permanent Skin-colouring	Additional Practitioner	N	£90		N		£100			11%	
15	Semi-permanent Skin-colouring	Minor Variation	N	£50		N		£50			0%	
16	Tattooing	Premise Registration	N	£205		N		£230			12%	
17	Tattooing	Additional Practitioner	N	£90		N		£100			11%	
18	Tattooing	Minor Variation	N	£50		N		£50			0%	

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
19	Animal Licensing	Boarding Establishments (new application 1 or 2 stars))	N	£402	NOTE: £238 Non refundable to be submitted with application, a further £164 is due if application is approved to cover regulation.	N	£4,328	£402		£2,010	0%	Due to star rating, licences no longer due annually
20	Animal Licensing	Boarding Establishments (new application 3 or 4 stars)	N	£484	NOTE: £238 Non refundable to be submitted with application, a further £246 is due if application is approved to cover regulation.	N		£484			0%	
21	Animal Licensing	Boarding Establishments (new application 5 stars)	N	£558	NOTE: £238 Non refundable to be submitted with application, a further £320 is due if application is approved to cover regulation.	N		£558			0%	
22	Animal Licensing	Boarding Establishments (renewal 1 or 2 stars)	N	£336	NOTE: £172 Non refundable to be submitted with application, a further £164 is due if application is approved to cover regulation.	N		£336			0%	
23	Animal Licensing	Boarding Establishments (renewal 3 or 4 stars)	N	£418	NOTE: £172 Non refundable to be submitted with application, a further £246 is due if application is approved to cover regulation.	N		£418			0%	
24	Animal Licensing	Boarding Establishments (renewal 5 stars)	N	£492	NOTE: £172 Non refundable to be submitted with application, a further £320 is due if application is approved to cover regulation.	N		£492			0%	
25	Animal Licensing	Home Boarding (new application 1 or 2 stars)	N	£339	NOTE: £233 Non refundable to be submitted with application, a further £106 is due if application is approved to cover regulation.	N	£0	£339		£726	0%	Due to star rating, licences no longer due annually
26	Animal Licensing	Home Boarding (new application 3 or 4 stars)	N	£425	NOTE: £233 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.	N		£425			0%	
27	Animal Licensing	Home Boarding (new application 5 stars)	N	£473	NOTE: £233 Non refundable to be submitted with application, a further £240 is due if application is approved to cover regulation.	N		£473			0%	
28	Animal Licensing	Home Boarding (renewal 1 or 2 stars)	N	£278	NOTE: £171 Non refundable to be submitted with application, a further £107 is due if application is approved to cover regulation.	N		£278			0%	
29	Animal Licensing	Home Boarding (renewal 3 or 4 stars)	N	£363	NOTE: £171 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.	N		£363			0%	
30	Animal Licensing	Home Boarding (renewal 5 stars)	N	£411	NOTE: £171 Non refundable to be submitted with application, a further £240 is due if application is approved to cover regulation.	N		£411			0%	

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
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31	Animal Licensing	Dog Breeding Establishments (New application 1 or 2 Stars)	N	£509	Plus vet fees. NOTE: £277 Non refundable to be submitted with application, a further £232 is due if application is approved to cover regulation.	N	£2,108	£509		£632	0%	Due to star rating, licences no longer due annually
32	Animal Licensing	Dog Breeding Establishments (New application 3 or 4 Stars)	N	£625	Plus vet fees. NOTE: £277 Non refundable to be submitted with application, a further £348 is due if application is approved to cover regulation.	N		£625			0%	
33	Animal Licensing	Dog Breeding Establishments (New application 5 Stars)	N	£730	Plus vet fees. NOTE: £186 Non refundable to be submitted with application, a further £129 is due if application is approved to cover regulation.	N		£730			0%	
34	Animal Licensing	Dog Breeding Establishments (renewal 1 or 2 stars)	N	£411	Plus vet fees. NOTE: £179 Non refundable to be submitted with application, a further £232 is due if application is approved to cover regulation.	N		£411			0%	
35	Animal Licensing	Dog Breeding Establishments (renewal 3 or 4 stars)	N	£527	Plus vet fees. NOTE: £179 Non refundable to be submitted with application, a further £348 is due if application is approved to cover regulation.	N		£527			0%	
36	Animal Licensing	Dog Breeding Establishments (renewal 5 stars)	N	£632	Plus vet fees. NOTE: £179 Non refundable to be submitted with application, a further £453 is due if application is approved to cover regulation.	N		£632			0%	
37	Animal Licensing	Dangerous Wild Animals (new application)	N	£250	Plus Vet fees. NOTE: £182 Non refundable to be submitted with application, a further £68 is due if application is approved to cover regulation.	N	£0	£250		£0	0%	Licences not renewed annually
38	Animal Licensing	Dangerous Wild Animals (renewal) (every 2 years)	N	£211	Plus Vet fees. NOTE: £182 Non refundable to be submitted with application, a further £29 is due if application is approved to cover regulation.			£211			0%	
39	Animal Licensing	Performing Animals (Exhibition of animals) (new application)	N	£515	Plus Vet fees. NOTE: £288 Non refundable to be submitted with application, a further £227 is due if application is approved to cover regulation.	N	£0	£515		£0	0%	
40	Animal Licensing	Performing Animals (Exhibition of animals) (renewal application)	N	£452	Plus Vet Fees. NOTE: £225 Non refundable to be submitted with application, a further £227 is due if application is approved to cover regulation.	N	£0	£452		£0		

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
41	Animal Licensing	Selling of Animals as Pets (new application 1 or 2 stars)	N	£488	Plus vet fees (initial visit). NOTE: £268 Non refundable to be submitted with application, a further £220 is due if application is approved to cover regulation.	N	£1,253	£488		£976	0%	Due to star rating, licences no longer due annually
42	Animal Licensing	Selling of Animals as Pets (new application 3 or 4 stars)	N	£598	Plus vet fees (initial visit). NOTE: £246 Non refundable to be submitted with application, a further £331 is due if application is approved to cover regulation.	N		£598			0%	
43	Animal Licensing	Selling of Animals as Pets (new application 5 stars)	N	£698	Plus vet fees (initial visit). NOTE: £246 Non refundable to be submitted with application, a further £430 is due if application is approved to cover regulation.	N		£698			0%	
44	Animal Licensing	Selling of Animals as Pets (renewal 1 or 2 stars)	N	£466	Plus vet fees (initial visit). NOTE: £246 Non refundable to be submitted with application, a further £220 is due if application is approved to cover regulation.	N		£466			0%	
45	Animal Licensing	Selling of Animals as Pets (renewal 3 or 4 stars)	N	£577	Plus vet fees (initial visit). NOTE: £246 Non refundable to be submitted with application, a further £331 is due if application is approved to cover regulation.	N		£577			0%	
46	Animal Licensing	Selling of Animals as Pets) (renewal 5 stars)	N	£676	Plus vet fees (initial visit). NOTE: £246 Non refundable to be submitted with application, a further £430 is due if application is approved to cover regulation.	N		£676			0%	
47	Animal Licensing	Hiring out of Horses (New application 1 or 2 stars)	N	£590	Plus Vet fees. NOTE: £375 Non refundable to be submitted with application, a further £215 is due if application is approved to cover regulation.	N	£777	£590		£0	0%	Due to star rating, licences no longer due annually
48	Animal Licensing	Hiring out of Horses (New application 3 or 4 stars)	N	£740	Plus Vet fees. NOTE: £375 Non refundable to be submitted with application, a further £365 is due if application is approved to cover regulation.	N		£740			0%	
49	Animal Licensing	Hiring out of Horses (New application 5 stars)	N	£891	Plus Vet fees. NOTE: £375 Non refundable to be submitted with application, a further £516 is due if application is approved to cover regulation.	N		£891			0%	
50	Animal Licensing	Hiring out of Horses) (renewal 1 or 2 stars)	N	£476	Plus Vet fees. NOTE: £261 Non refundable to be submitted with application, a further £215 is due if application is approved to cover regulation.	N		£476			0%	

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
51	Animal Licensing	Hiring out of Horses (renewal 3 or 4 stars)	N	£626	Plus Vet fees. NOTE: £261 Non refundable to be submitted with application, a further £365 is due if application is approved to cover regulation.	N		£626			0%	
52	Animal Licensing	Hiring out of Horses (renewal 5 stars)	N	£777	Plus Vet fees. NOTE: £261 Non refundable to be submitted with application, a further £516 is due if application is approved to cover regulation.	N		£777			0%	
53	Animal Licensing	Zoos (new application)	N	£888	Plus Vet fees. NOTE: £755 Non refundable to be submitted with application, a further £133 is due if application is approved to cover regulation.	N	£0	£888		£0	0%	
54	Animal Licensing	Zoos (renewal) (every 6 years)	N	£719	Plus Vet fees. NOTE: £600 Non refundable to be submitted with application, a further £119 is due if application is approved to cover regulation.	N		£719		£0	0%	
55	Animal Licensing	Arranging Provision of Home Boarding (New application 1 or 2 stars)	N	£297	NOTE: £98 Non refundable to be submitted with application, a further £199 is due if application is approved to cover regulation.	N	£0	£297		£0	0%	
56	Animal Licensing	Arranging Provision of Home Boarding (New application 3 or 4 stars)	N	£396	NOTE: £98 Non refundable to be submitted with application, a further £298 is due if application is approved to cover regulation.	N		£396		£0	0%	
57	Animal Licensing	Arranging Provision of Home Boarding (New application 5 stars)	N	£486	NOTE: £98 Non refundable to be submitted with application, a further £388 is due if application is approved to cover regulation.	N		£486		£0	0%	
58	Animal Licensing	Arranging Provision of Home Boarding Renewal 1 or 2 stars)	N	£290	NOTE: £90 Non refundable to be submitted with application, a further £200 is due if application is approved to cover regulation.	N		£290		£0	0%	
59	Animal Licensing	Arranging Provision of Home Boarding (Renewal 3 or 4 stars)	N	£389	NOTE: £90 Non refundable to be submitted with application, a further £299 is due if application is approved to cover regulation.	N		£389		£0	0%	
60	Animal Licensing	Arranging Provision of Home Boarding (Renewal 5 stars)	N	£479	NOTE: £90 Non refundable to be submitted with application, a further £407 is due if application is approved to cover regulation.	N		£479		£0	0%	
61	Animal Licensing	Arranging Provision of Home Boarding (Additional cost per host)	N	£94		N		£94		£0	0%	
62	Animal Licensing	Replacement Licence	N	£15		N	£0	£15		£0	0%	
63	Animal Licensing	Minor variation	N	£25		N	£0	£25		£0	0%	
64	Animal Licensing	Full variation	N	£166		N	£0	£166		£0	0%	
65	Animal Licensing	Re-rate	N	£127		N	£0	£127		£0	0%	

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
66	Animal Licensing	Additional Activities	N	£50	If more than one activity is applied for, applicant will pay full amount for most expensive activity and £50 for each subsequent activity.		£100	£50		£0		
67	Street Trading Consent	Grant £302 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.	N	£494	£302 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.	N	£916	£520		£1,000	5%	Fee increase following review
68	Street Trading Consent	Annual renewal	N	£229		N		£250			9%	
69	Street Trading Consent	Occasional	N	£130		N	£0	£130		£0	0%	
70	Street Trading Consent	Occasional Street Market Up to 25 stalls then £10 per stall thereafter	N	£200	Up to 25 stalls then £12 per stall thereafter	N	£1,000	£250		£1,000	25%	Fee increase following review
71	Street Trading Consent	Tables & Chairs (New)	N	£75	New Applications	N	£150	£150		£150	100%	Fee increase following review.
72	Street Trading Consent	Tables & Chairs (Renewal)	N	£35	Renewal	N	£770	£75		£1,275	114%	Fee increase following review.
73	Sexual Entertainment Venue	Grant NOTE: £2167 Non refundable to be submitted with application, a further £1083 is due if application is approved to cover regulation.	N	£3,250	NOTE: £2167 Non refundable to be submitted with application, a further £1083 is due if application is approved to cover regulation.	N	£0	£3,250		£0	0%	
74	Sexual Entertainment Venue	Renewal, Transfer or Variation NOTE: £1484 Non refundable to be submitted with application, a further £741 is due if application is approved to cover regulation.	N	£2,225	NOTE: £1484 Non refundable to be submitted with application, a further £741 is due if application is approved to cover regulation.	N	£0	£2,225		£0	0%	
75	Boat Licence	Grant	N	£158		N	£0	£200		£0	27%	Fee increase following review
76	Boat Licence	Renewal or Transfer	N	£135		N	£0	£160		£320	19%	Fee increase following review

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
77	Scrap Metal Dealer	Site Licence Grant	N	£490		N	£0	£490		£0	0%	
78	Scrap Metal Dealer	Site Licence Variation (Change of name and address)	N	£16		N	£0	£16		£0	0%	
79	Scrap Metal Dealer	Site Licence Variation (Change of Manager)	N	£95		N	£0	£95		£0	0%	
80	Scrap Metal Dealer	Site Licence Replacement licence	N	£15		N	£0	£15		£0	0%	
81	Scrap Metal Dealer	Additional Site Grant	N			N	£0	£150	Fee due per additional site.			New fee - additional fee to cover extra site inspection
82	Scrap Metal Dealer	Site Licence Renewal	N	£475	Every 3 years.	N	£950	£475		£950	0%	
83	Scrap Metal Dealer	Additional Site Renewal	N			N	£0	£150	Fee due per additional site.			New fee - additional fee to cover extra site inspection
84	Scrap Metal Dealer	Collectors Licence Grant	N	£280		N	£0	£280	NOTE: An additional £17 is due for each vehicle operating as scrap collector	£0	0%	Additional fee for the plate
85	Scrap Metal Dealer	Collectors Licence Variation (Change of name/address)	N	£16		N	£0	£16		£0	0%	
86	Scrap Metal Dealer	Collectors Licence Variation (Change of Vehicle)	N	£28		N	£0	£28		£0	0%	
87	Scrap Metal Dealer	Collectors Licence Replacement licence	N	£15		N	£0	£15		£0	0%	
88	Scrap Metal Dealer	Collectors Licence Renewal	N	£272		N	£0	£272	Every 3 years. NOTE: An additional £17 is due for each vehicle operating as a scrap collector	£544	0%	Additional fee for the plate
89	Scrap Metal Dealer	Replacement Plate	N			N	£0	£17				New fee as vehicles now required to wear a plate

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income	
Regulatory Licensing - L. May - Cllr Bates												
1	Hackney Carriage & Private Hire	Hackney Carriage Vehicle Annual Licence (Grant and Renewal)	N	£327	If vehicle is wheelchair accessible there is a 25% reduction in fee	N	£22,563	£330		£21,540	1%	4 vehicles now fit criteria for electric reduction. Increase in fee following review.
2	Hackney Carriage & Private Hire	Electric/Hybrid Hackney Carriage Vehicle Annual Licence (Grant and Renewal)	N	£245	If vehicle is wheelchair accessible there is a further 25% reduction in fee		£0	£245		£980	0%	Increase in electric vehicles
3	Hackney Carriage & Private Hire	Private Hire Vehicle Annual Licence (Grant and Renewal) No part of this fee is refundable in the event that the application is not approved or the vehicle is delicensed for any reason during the licence period.	N	£259	No part of this fee is refundable in the event that the application is not approved or the vehicle is delicensed for any reason during the licence period. If vehicle is wheelchair accessible there is a 25% reduction in fee.	N	£28,490	£265		£25,440	2%	3 vehicles now fit criteria for electric reduction, in addition to this, there is a general reduction in number of vehicles. Increase in fee following review.
4	Hackney Carriage & Private Hire	Electric/Hybrid Private Hire Vehicle Annual Licence (Grant and Renewal)	N	£194	If vehicle is wheelchair accessible there is a further 25% reduction in fee		£388	£194		£582	0%	Increase in electric vehicles
5	Hackney Carriage & Private Hire	Licence Transfer Following Change of Vehicle	N	£54		N	£3,000	£60		£2,100	11%	Increase in fee following review.
6	Hackney Carriage & Private Hire	Temporary vehicle transfer	N	£34		N		£45			32%	Reduction in number of vehicles which will result in less transfers. Increase in fee following review.
7	Hackney Carriage & Private Hire	Change of Vehicle ownership	N	£21		N	£42	£21		£42	0%	
8	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 1 year (Grant) No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.	N	£124	No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.	N	£15,290	£130		£9,000	5%	Reduction in the number of drivers and fewer drivers due for renewal due to 3 year licensing. Fees increased slightly following review.
9	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 1 year (Renewal) No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.	N	£110	No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.	N		£115			5%	
10	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 3 year (Grant) The first year (£124) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.	N	£293	The first year (£124) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.	N		£300			2%	

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income
Regulatory Licensing - L. May - Cllr Bates												
11	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 3 year (Renewal) The first year (£110) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.	N	£279	The first year (£110) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.	N		£285			2%	

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income
Regulatory Licensing - L. May - Cllr Bates												
12	Hackney Carriage & Private Hire	DBS Disclosure (formerly CRB)	N	£40	Fee set externally. New drivers + every 3 years for renewals	N	£4,520	£40		£2,200	0%	Reduction in the number of drivers. Introduction of the update service.
13	Hackney Carriage & Private Hire	Overseas Driver Licence Check	N	£10			£10	£10		£0	0%	
14	Hackney Carriage & Private Hire	Vehicle Plate	N	£17	Per plate	N	£34	£17		£34	0%	
15	Hackney Carriage & Private Hire	Vehicle Plate holder	N	£15	Per holder	N	£150	£15		£30	0%	Reduction in the number of vehicles, therefore less replacement plate holders required.
16	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) 1 to 5 vehicles 1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N	£90	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N	£648	£90		£990	0%	Some operator licences due to expire in 2023/24
17	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) 6 to 10 vehicles 1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N	£144	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N		£144			0%	
18	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) Over 10 vehicles 1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N	£197	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N		£197			0%	
19	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 1 to 5 vehicles Licence lasts 5 years. The first year (£90) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.	N	£364	Licence lasts 5 years. The first year (£90) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.	N		£364			0%	
20	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 6 to 10 vehicles Licence lasts 5 years. The first year (£144) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.	N	£631	Licence lasts 5 years. The first year (£144) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.	N		£631			0%	

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income	
Regulatory Licensing - L. May - Cllr Bates												
21	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 11 or more vehicles Licence lasts 5 years. The first year (£197) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.	N	£898	Licence lasts 5 years. The first year (£197) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.	N		£898		0%		
22	Private Hire Operator	Variation to Operators Licence (within band) for PH Vehicles	N	£30.00		N		£30.00		0%		
23	Private Hire Operator	Variation to Operators Licence (outside of band) for PH Vehicles The additional charge for the new band will also be payable.	N	£30.00	The additional charge for the new band will also be payable.	N	£0.00	£30.00	£0.00	0%		
24	Hackney Carriage & Private Hire	Replacement of licence or badge	N	£10.50		N	£42	£10.50	£21	0%	Reduction in drivers so less applications for replacements	
25	Hackney Carriage & Private Hire	Knowledge test re-sit fee	N	£35.00		N	£0	£35.00	£0	0%		

			2022/23	2022/23		2022/23	2023/24	2023/24	2023/24			
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Maximum Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information	
1	Dog Control	Removal of stray dogs to kennels or direct to owner	Y	£30		N		£100		233%	In relation to stray dogs, the main issue is the straying behaviour and therefore an increase in the penalty for the dog straying to act as a deterrent. The additional costs are to cover the costs of kenneling charges and any out of hours response required. This income is expected to off-set costs incurred for the kennelling of stray dogs	
2	Dog Control	Out of hours Dog Collection	N	£60		N	£75		£13,100	25%		
3	Dog Control	Kennelling/admin/transportation fee per calendar day (up to a maximum of seven days)	N	£20.00		N	£30.00			50%		
4	Dog Control	Microchipping Fee	N	£10.00		Y	£15.00		£45	50%		Inflation and costs of equipment
5	Private Water Supplies	Risk Assessment	Y	£500		Y	£500			0%	No change as no PWS in Dover district	
6	Private Water Supplies	Sampling Visit	Y	£100		Y	£100			0%		
7	Private Water Supplies	Investigation	Y	£100		Y	£100			0%		
8	Private Water Supplies	Granting an Authorisation	Y	£100		Y	£100		£0	0%		
9	Private Water Supplies	Analysing a Sample under Reg 10 (Single small supplies)	Y	£25		Y	£25			0%		
10	Private Water Supplies	Analysing a sample (Large and commercial supplies)	Y	£100		Y	£100			0%		
11	Private Water Supplies	Analysing a Sample (Audit monitoring)	Y	£500		Y	£500			0%		
12	Contaminated Land Enquiry	Up to 250m distance	N	£40		N	£40			0%	Increased fee to account for officer time and inflationary rises	
13	Contaminated Land Enquiry	Up to 500m distance	N	£80		N	£80		£400	0%		
14	Environmental Protection Act 1990 - Air Pollution	Initial Application Fee (Standard)	Y			N	£0			N/A	Charges advised by DEFRA	
15	Environmental Protection Act 1990 - Air Pollution	Substantial Changes Fee (Standard) including partial transfer and surrender fees for LA-IPPC	Y			N	£0			N/A		
16	Environmental Protection Act 1990 - Air Pollution	Substantial Changes Fee (Sections 10 and 11)	Y			N	£0			N/A		
17	Environmental Protection Act 1990 - Air Pollution	Annual Subsistence Charge (Standard)	Y			N				N/A		
18	Public Health funerals	Officers admin fees in arranging funeral	N	Maximum of £500	Hourly rate x officer time. Maximum fee £500.			Maximum of £500	Hourly rate x officer time. Maximum fee £500.	£10,996	0%	These costs are recovered from deceased estates to offset costs of putting on funerals

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Charges inc VAT	Units / Comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT	Units / Comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
Planning - R Walton - S Platts - Cllr Kenton												
1	General	Section 52 Agreements, Section 106 Agreements, Tree Preservation Orders and Article 4 Directions and Enforcement Notices	N	£5.00		Y	£500.00	£5.00		£300.00	0%	Reduction forecasted, given that so much is now done online, there's far fewer requests for photocopying etc.
2	General	Plans submitted with planning applications or accompanying other planning documents and other miscellaneous photocopying	N	£0.10	A4	N		£0.10	A4		0%	
3	General	Plans submitted with planning applications or accompanying other planning documents and other miscellaneous photocopying	N	£0.20	A3	N		£0.20	A3		0%	
4	General	Plans submitted with planning applications or accompanying other planning documents and other miscellaneous photocopying	N	£5.00	Over A3	N		£5.00	Over A3		0%	
5	General	Research on Planning Histories, Permitted Development Rights and Use classes	N	£35.00	Per request	Y		£35.00	Per request		0%	
6	General	Planning Application Fees (see Appendix 5.2 - A Guide to the Fees for Planning Applications in England)	Y			N	£900,000			£850,000	0%	Application fees are set by Government. Target proposed is based on examination of the trend of application fees received to date and current climate.
7	General	Pre-application advice (see Appendix 5.3)	N			Y	£75,000			£75,000	0%	Pre-app fees were significantly raised quite recently and it's not considered appropriate to raise them again so soon.
8	General	Details pursuant to conditions. (see Appendix 5.2 page 9)	Y			Y	£10,000			£10,000	0%	
9	General	Advice on compliance of conditions information (see Appendix 5.2)	N	£116.00		Y		£116.00			0%	
10	General	S.106 Monitoring Fee	N	£236 (per trigger) or negotiated for more complex cases		Y	£7,000	£236 (per trigger) or negotiated for more complex cases		£7,000	0%	Note: Whilst this figure currently remains at £236 per trigger, the fees will be reviewed shortly. Any newly proposed fees as a result of a review would also be extended to apply to Unilateral Undertakings. (However, it's worth noting that it will take potentially several years for them to be received).

A Guide to the Fees for Planning Applications in England

These fees apply from 17 January 2018 onwards (unless stated)

This document is based upon [‘The Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) Regulations 2012’ \(as amended\)](#) including all amendments up to the 1 February 2022.

The fee should be paid at the time the application is submitted.

If you are unsure of the fee applicable, please [contact your Local Planning Authority](#).

Householder Applications		
Alterations/extensions to a single dwellinghouse , including works within boundary	Single dwellinghouse	£206

Outline Applications		
Site area	Not more than 2.5 hectares	£462 for each 0.1 hectare (or part thereof)
	More than 2.5 hectares	£11,432 + £138 for each additional 0.1 hectare (or part thereof) in excess of 2.5 hectares Maximum fee of £150,000

Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)		
Alterations/extensions to dwellinghouses , including works within boundaries	Single dwellinghouse (or single flat)	£206
	Two or more dwellinghouses (or two or more flats)	£407
New dwellinghouses	Not more than 50 dwellinghouses	£462 for each dwellinghouse
	More than 50 dwellinghouses	£22,859 + £138 for each additional dwellinghouse in excess of 50 Maximum fee of £300,000

Continued on next page...

Full Applications

(and First Submissions of Reserved Matters; or Technical Details Consent)
continued...

Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery)

Gross floor space to be created by the development	No increase in gross floor space or no more than 40 square metres	£234
	More than 40 square metres but no more than 75 square metres	£462
	More than 75 square metres but no more than 3,750 square metres	£462 for each 75 square metres (or part thereof)
	More than 3,750 square metres	£22,859 + £138 for each additional 75 square metres (or part thereof) in excess of 3,750 square metres Maximum fee of £300,000

The erection of buildings (on land used for agriculture for agricultural purposes)

Gross floor space to be created by the development	Not more than 465 square metres	£96
	More than 465 square metres but not more than 540 square metres	£462
	More than 540 square metres but not more than 4,215 square metres	£462 for first 540 square metres + £462 for each additional 75 square metres (or part thereof) in excess of 540 square metres
	More than 4,215 square metres	£22,859 + £138 for each additional 75 square metres (or part thereof) in excess of 4,215 square metres Maximum fee of £300,000

Continued on next page...

Full Applications

(and First Submissions of Reserved Matters; or Technical Details Consent)
continued...

Erection of glasshouses (on land used for the purposes of agriculture)

Gross floor space to be created by the development	Not more than 465 square metres	£96
	More than 465 square metres	£2,580

Erection/alterations/replacement of plant and machinery

Site area	Not more than 5 hectares	£462 for each 0.1 hectare (or part thereof)
	More than 5 hectares	£22,859 + £138 for each additional 0.1 hectare (or part thereof) in excess of 5 hectares Maximum fee of £300,000

Applications other than Building Works

Car parks, service roads or other accesses	For existing uses	£234
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Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)

Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)
	More than 15 hectares	£34,934 + £138 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares Maximum fee of £78,000

Operations connected with exploratory drilling for oil or natural gas

Site area	Not more than 7.5 hectares	£508 for each 0.1 hectare (or part thereof)
	More than 7.5 hectares	£38,070 + £151 for each additional 0.1 hectare (or part thereof) in excess of 7.5 hectares. Maximum fee of £300,000

Continued on next page...

Full Applications

(and First Submissions of Reserved Matters; or Technical Details Consent)
continued...

Applications other than Building Works continued...

Operations (other than exploratory drilling) for the winning and working of oil or natural gas

Site area	Not more than 15 hectares	£257 for each 0.1 hectare (or part thereof)
	More than 15 hectares	£38,520 + additional £151 for each 0.1 hectare in excess of 15 hectares Maximum fee of £78,000

Other operations (winning and working of minerals) excluding oil and natural gas

Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)
	More than 15 hectares	£34,934 + additional £138 for each 0.1 hectare in excess of 15 hectares Maximum fee of £78,000

Other operations (not coming within any of the above categories)

Site area	Any site area	£234 for each 0.1 hectare (or part thereof) Maximum fee of £2,028
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Change of Use of a building to use as one or more separate dwellinghouses, or other cases

Number of dwellinghouses	Not more than 50 dwellinghouses	£462 for each dwellinghouse
	More than 50 dwellinghouses	£22,859 + £138 for each additional dwellinghouse in excess of 50 Maximum fee of £300,000

Other Changes of Use of a building or land

		£462
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Lawful Development Certificate

Existing use or operation	Same as Full
Existing use or operation - lawful not to comply with any condition or limitation	£234
Proposed use or operation	Half the normal planning fee.

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Prior Approval (under Permitted Development rights)	
Larger Home Extensions (from 19 August 2019)	£96
Additional storeys on a home (from 30 July 2021)	£96
Agricultural and Forestry buildings & operations	£96
Demolition of buildings	£96
Communications (previously referred to as 'Telecommunications Code Systems Operators')	£462
Change of use from Commercial/Business/Service (Use Class E), or Betting Office or Pay Day Loan Shop to mixed use including up to two flats (Use Class C3) (from 1 August 2021)	£96
Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A) to a State Funded School	£96
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School	£96
Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible commercial use within Commercial/Business/Service (Use Class E), Storage or Distribution (Use Class B8), or Hotels (Use Class C1)	£96
Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E) to Dwellinghouses (Use Class C3) (from 30 July 2021)	£100 for each dwellinghouse
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)	£96; or
	£206 if it includes building operations in connection with the change of use
Change of use of a building from Betting Office, Pay Day Loan Shop, Launderette; a mixed use combining one of these uses and use as Dwellinghouse(s); or Hot Food Takeaways to Dwellinghouses (Use Class C3)	£96; or
	£206 if it includes building operations in connection with the change of use
Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos to Dwellinghouses (Use Class C3)	£96; or
	£206 if it includes building operations in connection with the change of use

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Prior Approval (under Permitted Development rights) continued...		
Change of Use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops and Casinos to Restaurants and Cafés (Use Class A3) (redundant from 1 August 2021)		£96; or
		£206 if it includes building operations in connection with the change of use
Change of Use of a building from Shops (Use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops to Assembly and Leisure Uses (Use Class D2) (redundant from 1 August 2021)		£96
Change of Use from Shops (Use Class A1), Professional and Financial Services (Use Class A2), Takeaways (Use Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Use Class B1a) (redundant from 1 August 2021)		£96
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use		£96
Provision of Temporary School Buildings on Vacant Commercial Land and the use of that land as a State-funded School for up to 3 Academic Years		£96
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		£96
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt		£96
Erection, extension, or alteration of a university building (from 21 April 2021)		£96
Movable structure within the curtilage of a historic visitor attraction, or listed pub/restaurant/etc (from 2 January 2022)		£96
Erection, extension or alteration on a closed defence site by or on behalf of the Crown of single living accommodation and/or non-residential buildings (from 11 January 2022)		£0 (no fee set)
Construction of new dwellinghouses (from 2 September 2020)	Not more than 50 dwellinghouses	£334 for each dwellinghouse
	More than 50 dwellinghouses	£16,525 + £100 for each dwellinghouse in excess of 50 Maximum fee of £300,000

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Reserved Matters

Approval of reserved matters following outline approval	Full fee due or if full fee already paid then £462 due
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Removal/Variation/Approval/Discharge of condition

Removal or variation of a condition following grant of planning permission		£234
Discharge of condition(s) – Approval of details and/or confirmation that one or more planning conditions have been complied with	Householder permissions	£34
	All other permissions	£116

Advertising

Relating to the business on the premises	£132
Advance signs which are not situated on or visible from the site, directing the public to a business	£132
Other advertisements	£462

Non-material Amendment Following a Grant of Planning Permission

Householder developments	£34
Any other development	£234

Permission in Principle

Site area	£402 for each 0.1 hectare (or part thereof)
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Concessions

Please note: Not all concessions are valid for all application types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable.

Exemptions from payment

An application solely for the alteration or extension of an existing dwellinghouse; or works in the curtilage of an existing dwellinghouse (other than the erection of a dwellinghouse) for the purpose of providing:

- Means of access to or within it for a disabled person who is resident in it, or is proposing to take up residence in it; or
- Facilities designed to secure that person's greater safety, health or comfort.

An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted.

Listed Building Consent

Planning permission for relevant demolition in a Conservation Area

Works to Trees covered by a Tree Preservation Order or in a Conservation Area
Hedgerow Removal

If the application is the first revision of an application for development of the same character or description on the same site by the same applicant:

- For a withdrawn application: Within 12 months of the date the application was received
- For a determined application: Within 12 months of the date the application was granted, refused or an appeal dismissed
- For an application where an appeal was made on the grounds of non-determination: Within 12 months of the period when the giving of notice of a decision on the earlier valid application expired

If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation

If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person

If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question

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Concessions continued...

Please note: Not all concessions are valid for all application types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable.

Exemptions from payment continued...

If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area

If the application is for a Certificate of Lawfulness of Proposed Works to a listed building

If an application for planning permission (for which a fee is payable) being made by the same applicant on the same date for the same site, buildings or land as the prior approval application (for larger home extensions, additional storeys on a home, or change of uses)

Reductions to payments

If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £462

If the application is being made on behalf of a parish or community council then the fee is 50%

If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%

In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462

If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%

If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others

Fees for cross boundary applications

Where an application crosses one or more local or district planning authorities.

- The amount due is usually 150% of the 'single' fee that would have been payable for the proposed development (as if there had only been one application to a single authority covering the entire site); unless
- The 'total' fee (the sum total of each separately calculated fee for each part of the development within each authority's boundary) is smaller. In which case this 'total' fee is the fee due

In either case, the fee should be paid to the authority that contains the larger part of the application site within its boundary.

ENDS

Pre-application Advice

Why seek advice?

Whether you are a developer of a large scheme or a householder wishing to improve your home, it is advisable to seek advice before submitting your planning application. We can let you know whether your proposals are supported by planning policy and whether there are any issues that may prevent planning permission being granted.

Basic, free of charge advice on the planning process is available by visiting the main Council Offices at Whitfield or over the telephone. Useful guidance can also be found on the [Planning Portal](#). If you would prefer a specific review of your proposals and detailed guidance on the application process, we recommend that you obtain formal pre-application advice. This is a charged-for service and is available for any scale of development. We are happy to provide advice at any time, whether it is just a discussion on some initial ideas or a review of more detailed plans.

Seeking our advice gives you an opportunity to understand how local and national policies will be applied to your development. We will identify at an early stage where there is a need for specialist input, for example about:

- Heritage assets (including listed buildings and conservation areas)
- trees
- landscape
- noise
- transport
- contaminated land
- ecology
- flood risk
- archaeology

We will assist you in preparing proposals for formal submission which, providing you have taken our advice fully into account, will be handled more smoothly and may lead to a reduction in time spent by your professional advisors in preparing proposals. Amendments or alternative forms of development may be suggested if a proposal is unlikely to be acceptable.

You can use the service just once or you may find it beneficial to obtain advice throughout the evolution of your scheme.

Our charges

We have established a menu of charging to reflect the size and complexity of particular schemes. Hopefully your scheme will fit into these categories, but if not, please contact us for a quote.

Charge	Written £	Written + Meeting £
Householder	140	200
1-4 dwellings	400	650
1-4 dwellings follow up advice*	200	350
5-9 dwellings	700	1000

Charge	Written £	Written + Meeting £
5-9 dwellings follow up advice*	350	600
10-49 dwellings	-	3000
10-49 dwellings follow up advice*	500	1200
50+ dwellings	-	5000
50+ dwellings follow up advice*	1000	2500
Commercial up to 250m ²	175	320
Commercial up to 500m ²	300	500
Follow up advice*	100	200
Commercial up to 1000m ²	-	1200
Follow up advice*	200	400
Commercial over 1000m ²	-	1200+500 per 500m ²
Follow up advice*	400	600
Listed Building Advice	220	350
Charities and Parish Councils	Half the applicable fee (NB. Non-residential floorspace is based on the Commercial fee rate)	
Highways	Kent Highways DevelopmentPlanningEast@kent.gov.uk	
Surface Water/Suds	KCC Coastal/River suds@kent.gov.uk	
Flooding/Water quality	Environment Agency Pre-application Enquiry Form	

* This additional fee is applicable only if you require a formal review. It is not chargeable for matters of clarification

We also need the following information for schemes of 10 dwellings and above:

- Written details of the address and proposal
- Description of the nature and scale of the development proposed and the uses to which land and buildings are to be put
- Site location plan with the site clearly marked (to a recognised scale, north point etc)
- Sketch drawings providing details of the proposal (to a recognised scale)
- Photographs of the site and surrounding area, with particular regard to any nearby houses or other development which might be affected by your proposal
- Contact details including phone number and email address
- An initial design and access statement
- Access and parking arrangements
- This may also need to be accompanied by ecological, landscape, contamination, flood and transport assessments depending upon the location, nature and complexity of the development

Listed building advice

If you are considering carrying out works to a listed building you may wish to seek advice from the Heritage team before submission of a listed building consent application. If your question is brief and requires a general response you can telephone for free of charge advice. However, if your query requires research, a site visit or a written response from the Heritage team a fee will apply.

In order for the Officer to provide an appropriate and informed response you will need to provide the following information:

- Written details of the address
- Description of the works proposed. You may also be requested to submit an initial Heritage Statement.
- Site location plan with the site clearly marked (to a recognised scale, north point etc)
- Sketch drawings providing details both of the existing Listed Building and the proposal alterations (to a recognised scale)
- Photographs of the Listed Building as relevant to your query
- Contact details including phone number and email address

There are exemptions to the fee for Listed Building pre-application advice for queries regarding alterations proposed to respond to disability issues such as access, for parish or town councils and for works that are classed as an emergency. Please contact us to discuss.

Listed building consent is free of charge.

What the costs cover

Our fees cover administration costs and the time spent in research, assessment, a meeting as necessary, and in making a written response.

How long for a response

Where your enquiry seeks written advice only, we will do our best to reply within 20 working days. If such an enquiry is deemed to require a meeting and/or site visit prior to a response being given, you will be contacted and asked to provide an additional fee in-line with our charges. Once the additional fee has been received your enquiry will be processed.

If you have paid for a meeting, the case officer will arrange a suitable date depending on the complexity of the scheme and the amount of work that will be needed beforehand. We will aim to provide a written follow-up of the meeting within 15 working days of the meeting taking place. If your enquiry is of a complex nature, more time may be needed and we will advise you of when you may expect a reply.

How to apply

Please email preappadvice@dover.gov.uk

Telephone: 01304 872486

Pre-application advice cannot guarantee the final formal decision that will be made on your application. For instance: It's possible, after the advertising of the application, other material planning considerations will emerge that couldn't be anticipated at the pre-application stage e.g. as a consequence of statutory consultee views; new policy considerations can also come into play e.g. changes in Government planning guidance since the advice was given; and ultimately, while officers can provide advice, in some cases the final decision on an application will be made by the Planning Committee. That said, any pre-application advice that has been provided will be carefully considered when reaching a decision.

Subject:	REVIEW OF ON AND OFF-STREET PARKING CHARGES
Meeting and Date:	Cabinet – 6 February 2023
Report of:	Roger Wragg, Head of Commercial Services
Portfolio Holder:	Councillor Martin Bates, Portfolio Holder for Transport, Licensing and Regulatory Services
Decision Type:	Key Decision
Classification:	Unrestricted

Purpose of the report: To consider the outcome of the annual review of parking charges and to seek approval to implement items that have been proposed as set out in Appendix 1.

Recommendation:

1. Note the outcome of the annual review of parking charges.
2. Agree to the proposed parking charge options as set out in Appendix 1.
3. That each of the Transport and Parking Services Manager and the Head of Commercial Services, in consultation with the Portfolio Holder for Transport, Licensing and Regulatory Services, be authorised to take all necessary legal and procedural processes to give effect to agreed recommendations as set out in Appendix 1, including the giving of notices and the making or amendment of any orders under the Road Traffic Regulation Act 1984, and also the making of arrangements with the Dover Harbour Board pursuant to section 33(4) Road Traffic Regulation Act 1984.

1. Summary

This report seeks Cabinet agreement for the parking charges for both on and off-street parking as set out in the proposal section of this report and Appendix 1. In January 2011 it was agreed that parking charges would be reviewed annually and in line with that decision it is considered appropriate to review charges once again. Proposals include:

- Making all hourly parking charges consistent throughout the District.
- Introducing Sunday charging in all car parks and on-street pay & display areas that do not already have this charging structure.
- Introducing pay & display charging in car parks for vehicles using Electric Vehicle charging bays.
- Extending the charging period of pay & display on and off street to start at 8am.

2. Introduction and Background

2.1 Parking provision throughout the District is regularly under review and the needs of the local economy and residents alike are always taken into consideration.

2.2 In considering the appropriate level for parking charges the Council must have regard to guidance on parking policy and charges given in the Secretary of State’s Statutory Guidance to the Local Authorities on the Civil Enforcement of Parking Contraventions, expanded upon in Operational Guidance to Local Authorities: Parking Policy and Enforcement. This states that parking policies, including enforcement, should be proportionate and should not undermine the vitality of town centres, so authorities should not set them at unreasonable levels.

- 2.3 Resident parking schemes are continually reviewed as these are key to the residents and their ability to park close to their home, all new schemes are presented to the Joint Transportation Board for guidance and advice.
- 2.4 The service is always looking at new initiatives and efficiencies that could benefit the Council and the local community, one of the options that are currently under review is the utilisation of ANPR cameras to carry out parking enforcement outside schools. We are looking at utilising an ANPR vehicle from one of our Enforcement Agent contractors as a trial.
- 2.5 The availability and effective management of parking is an important factor in both maintaining and increasing the vitality of our town centres, with a difficult balance needing to be struck between the use of charges as a mechanism to ensure that parking spaces are rotated rather than being full all day against the risk that the cost of parking dissuades residents and visitors alike from using town centre businesses.
- 2.6 In undertaking this annual review of the Council's parking charges, it has been recognised from the outset that the cost of living crisis has had an impact on parking demand.

3. **Proposals for 2023/2024**

Charging Structure

- 3.1 In reviewing the current parking charges, we have examined both current usage levels and the charging policies in adjacent authorities to ensure that the Council's charges are set at a level which whilst ensuring effective demand management of the available parking spaces would not disadvantage our town centres in comparison with neighbouring towns.
- 3.2 Comparisons with our neighbour's charging regime has been carried out and can be seen in **Appendix 2**.
- 3.3 The review has highlighted some disparities in the charging structure across the District and proposes some adjustments in charges for consideration by Cabinet as summarised below.
- To bring the hourly parking charges in Gazen Salts Car Park, Guildhall Car Park and Union Road Car Park in line with other car parks in the district.
 - To slightly increase the hourly charge in Albany Place Car Park to align it closer to other car parks in Dover.
 - To bring the hourly parking charges on Dover Seafront, Russell Street, Market Street, New Street and Beach Street (Royal Hotel to Dolphin Street) in line with other on-street pay & display areas in the district.
 - To introduce Sunday charging in all car parks and on-street pay & display areas that do not already have this charging structure.
 - To introduce pay & display charging for vehicles using Electric Vehicle charging bays.
- 3.4 In addition, it is proposed that the charging period within on and off street pay & display areas be extended, with charging starting at 8am and finishing at 6pm.

Resident Zones

- 3.5 Cashless paid parking will be introduced in Coombe Valley Road as per the Parking Review 2022, however there will be an increase in the proposed tariff to bring charges more in line with nearby hospital parking and to discourage hospital visitors from using spaces required by resident permit holders.

4. **Identification of Options**

- 4.1 Option 1. **This is the preferred option.**

- To agree the proposed options for both On & Off-Street parking for 2023/24 as set out in the recommendations and **Appendix 1**.
- To agree to delegate the decision-making process for the Transport & Parking Services Manager or Head of Commercial Services in conjunction with the Portfolio Holder for Transport, Licensing and Community to be authorised to take all necessary legal and procedural processes to give effect to agreed recommendations as set out in the recommendations and **Appendix 1**.

4.2 Option 2. To retain the current charging arrangements.

5 Evaluation of Options

5.1 Option 1 is recommended for the following key reasons:

- To support a continued and reasonable “turn over” of available parking spaces which aids the tourism agenda and local businesses;
- To support those living in residential zones by enabling them to park near their homes;
- To maintain low cost parking options for visitors;
- To support the budget;
- To enable a more efficient and consistent parking operation.

5.2 Option 2 is not recommended for the following reasons:

- Will inhibit continued and reasonable “turn over” of available parking spaces;
- Will not adequately support those living within the resident zones;
- Will not support the budget.

6 Resource Implications

6.1 The income and expenditure in connection with on-street charging and on and off-street enforcement activities is required:

- to repay any funds for parking measures that have been borrowed from the General Fund;
- to contribute towards the provision or maintenance of parking facilities;
- to contribute towards improvements to passenger transport services or infrastructure; and,
- to contribute towards other highway improvements.
- to contribute to environmental improvement in the local authority’s area.

6.2 The overall impact of the charges listed in Appendix 1 is likely to see an increase in revenue, forecast to potentially generate additional income of approximately £167k from mostly off-street sites based on current parking demand.

7 Climate Change and Environmental Implications

7.1 The changes implemented through emissions based permit charging to encourage the use of more efficient and lower emission vehicles will continue to make a significant contribution towards the Council’s Climate Change objectives.

8 Corporate Implications

8.1 Comment from the Director of Finance (linked to the MTFP): Accountancy has been consulted and has no further comment.

8.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.

8.3 Comment from the Equality Officer: This report regarding the review of on and off-street parking charges does not specifically highlight any equality implications, however in discharging their duties members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010

<http://www.legislation.gov.uk/ukpga/2010/15/section/149>

8.4 Other Officers (as appropriate): The Principal Climate Change and Sustainability Officer has been consulted and has no further comment to make.

9 **Appendices**

Appendix 1 – Schedule of Proposed Charges

Appendix 2 – Pay & Display Charges Comparison with Neighbouring Authorities

10 **Background Papers**

None.

Contact Officer: Clare Connellan, Transport & Parking Services Manager

Appendix 1: Schedule Current Charges and Proposed Charges

Amendments highlighted in yellow

CAR PARK CHARGES (OFF-STREET) – DOVER				
CAR PARK	CURRENT CHARGES 2022/23		PROPOSED CHARGE 2023/24	
	TIME	CHARGE	TIME	CHARGE
Albany Place, Dover Linear charging up to 5 hrs Minimum charge 50p	Charges apply Mon – Sat 09:00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.00	1hr	£1.30
	2hr	£2.00	2hr	£2.60
	3hrs	£3.00	3hrs	£3.90
	4hrs	£4.00	4hrs	£5.20
	5 hrs	£5.00	5 hrs	£6.50
	5 to 9hrs	£6.00	5 to 10 hrs	£7.80
Bench Street, Dover Linear charging Minimum charge 50p	Charges apply Mon – Sat 09:00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.60	1hr	£1.60
	2hrs	£3.20	2hrs	£3.20
	3hrs	£4.80	3hrs	£4.80
	4hrs	£6.40	4hrs	£6.40
Camden Crescent, Dover Linear charging up to 5 hrs Minimum charge 50p	Charges apply Mon – Sun 09:00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.60	1hr	£1.60
	2hr	£3.20	2hr	£3.20
	3hrs	£4.80	3hrs	£4.80
	4hrs	£6.40	4hrs	£6.40
	5hrs	£8.00	5hrs	£8.00
	5 to 9hrs	£9.60	5 to 10hrs	£9.60
Castle Hill Coach Park	Charges apply Mon – Sat 09:00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	Up to 9hrs	£9.00	Up to 10hrs	£9.00
Ladywell Car Park, Dover Linear charging up to 5 hrs Minimum charge 50p	Charges apply Mon – Sat 09:00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.60	1hr	£1.60
	2hr	£3.20	2hr	£3.20
	3hrs	£4.80	3hrs	£4.80
	4hrs	£6.40	4hrs	£6.40
	5hrs	£8.00	5hrs	£8.00
	5 to 9 hrs	£9.60	5 to 10hrs	£9.60

CAR PARK	CURRENT CHARGES 2022/23		PROPOSED CHARGE 2023/24	
Maison Dieu Car Park, Dover Linear charging up to 5 hrs Minimum charge 50p	Charges apply Mon-Sat 09:00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.60	1hr	£1.60
	2hr	£3.20	2hr	£3.20
	3hrs	£4.80	3hrs	£4.80
	4hrs	£6.40	4hrs	£6.40
	5hrs	£8.00	5hrs	£8.00
	5 to 9 hrs	£9.60	5 to 10hrs	£9.60
Maison Dieu Car Park, Coach Bays	Charges apply Mon-Sat 09:00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	Up to 9 hrs	£9.00	Up to 10 hrs	£9.00
Norman Street Linear Charging Minimum charge 50p	Charges apply Mon-Sat 09 :00 to 18 :00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.60	1hr	£1.60
	2hrs	£3.20	2hrs	£3.20
	3hrs	£4.80	3hrs	£4.80
	4hrs	£6.40	4hrs	£6.40
	5hrs	£8.00	5hrs	£8.00
	5 to 9 hrs	£9.60	5 to 10hrs	£9.60
Pencester Road Car Park, Dover Linear charging Minimum charge 50p	Charges apply Mon-Sat 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.60	1hr	£1.60
	2hrs	£3.20	2hrs	£3.20
	3hrs	£4.80	3hrs	£4.80
	4hrs	£6.40	4hrs	£6.40
Stembrook Car Park, Dover Linear charging Minimum charge 50p	Charges apply Mon-Sat 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.60	1hr	£1.60
	2hrs	£3.20	2hrs	£3.20
	3hrs	£4.80	3hrs	£4.80
	4hrs	£6.40	4hrs	£6.40
Woolcomber Street Car Park, Dover Linear charging Minimum charge 50p	Charges apply Mon-Sat 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.60	1hr	£1.60
	2hr	£3.20	2hr	£3.20
	3hrs	£4.80	3hrs	£4.80
	4hrs	£6.40	4hrs	£6.40
De Bradlei Wharf Car Park (Dover Harbour Board) Linear Charging Charges apply Mon-Sun all day Cashless Parking	1hr	£1.60	1hr	£1.60
	2hr	£3.20	2hr	£3.20
	3hrs	£4.80	3hrs	£4.80
	4hrs	£6.40	4hrs	£6.40
	5hrs	£8.00	5hrs	£8.00
	Over 5 hours	£9.60	Over 5 hours	£9.60
Union Street CP (Dover Harbour Board) Linear Charging	1hr	£1.60	1hr	£1.60
	2hr	£3.20	2hr	£3.20
	3hrs	£4.80	3hrs	£4.80
	4hrs	£6.40	4hrs	£6.40

DHB Permit Only 1st April – 31st October. DHB Permit and cashless parking 1st November to 31st March Charges apply Mon-Sun all day	5 hrs	£8.00	5 hrs	£8.00
	5 to 24 hrs	£9.60	5 to 24 hrs	£9.60
	Commercial Customer 10hr	£7.50	Commercial Customer 10hr	£7.50
	Commercial Customer 24hr	£12.00	Commercial Customer 24hr	£12.00
Harbour House CP (Dover Harbour Board) Linear Charging Mon-Fri 08:30 - 16:00 DHB permit holders only Mon – Fri 16:00 – 08:30 DHB permits or cashless parking	1hr	£1.60	1hr	£1.60
	2hr	£3.20	2hr	£3.20
	3hrs	£4.80	3hrs	£4.80
	4hrs	£6.40	4hrs	£6.40
	5hrs	£8.00	5hrs	£8.00
	5 to 16.5 hrs	£9.60	5 to 16.5 hrs	£9.60
Marina Car Park (North) (Dover Harbour Board) Linear Charging DHB Permit Only 1st April – 31st October. DHB Permit and cashless parking 1st November to 31st March Charges apply Mon-Sun all day	1hr	£1.60	1hr	£1.60
	2hr	£3.20	2hr	£3.20
	3hrs	£4.80	3hrs	£4.80
	4hrs	£6.40	4hrs	£6.40
	5 hrs	£8.00	5 hrs	£8.00
	5 to 24 hrs	£9.60	5 to 24 hrs	£9.60
	Commercial Customer 10hr	£7.50	Commercial Customer 10hr	£7.50
	Commercial Customer 24hr	£12.00	Commercial Customer 24hr	£12.00

PARKING CHARGES (ON-STREET) – DOVER

STREET	CURRENT CHARGES 2022/23		PROPOSED CHARGE 2023/24	
Castle Street, Dover Linear charging Minimum charge 50p	Charges apply Mon-Sat 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.80	1hr	£1.80
	2hrs	£3.60	2hrs	£3.60
Seafront - Cars Linear charging up to 5 hours Minimum charge 50p	Charges apply Mon-Sun 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.60	1hr	£1.80
	2hr	£3.20	2hr	£3.60
	3hrs	£4.80	3hrs	£5.40
	4hrs	£6.40	4hrs	£7.20
	5hrs	£8.00	5hrs	£9.00
	5 to 9 hrs	£9.60	5 to 10hrs	£10.80

STREET	CURRENT CHARGES 2022/23		PROPOSED CHARGE 2023/24	
Seafront – Motorhomes Charges apply Mon-Sun 18 :00 to 09 :00	Overnight Charge (18.00 to 09.00)	£11.00	Overnight Charge	£11.00
Seafront – Coaches	Charges apply Mon-Sun 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	Up to 9 hrs	£11.00	Up to 10hrs	£11.00
Pencester Road, Dover Linear charging Minimum charge 50p	Charges apply Mon-Sat 09:00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr 2hrs	£1.80 £3.60	1hr 2hrs	£1.80 £3.60
Russell Street, Dover Linear Charging Minimum Charge 50p	Charges apply Mon-Sat 09:00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr 2hrs	£1.60 £3.20	1hr 2hrs	£1.80 £3.60
Coombe Valley Road Linear Charging Charges apply Mon to Sun 08:00 to 18:00	1hr 2hr	Limited waiting	1hr 2hrs	£2.00 £4.00
Seafront (Dover Harbour Board) Linear Charging Mon-Sun 08:00 to 18:00 Cashless Parking	N/A		1hr 2hr 3hrs 4hrs 5hrs 5 to 10hrs	£1.80 £3.60 £5.40 £7.20 £9.00 £10.80
Lord Warden Square (Dover Harbour Board) Linear Charging Mon-Sun 08:00 to 18:00 Cashless Parking	N/A		1hr 2hr 3hrs 4hrs 5hrs 5 to 10hrs	£1.80 £3.60 £5.40 £7.20 £9.00 £10.80

PARKING CHARGES (OFF-STREET) – SANDWICH				
CAR PARK	CURRENT CHARGES 2022/23		PROPOSED CHARGE 2023/24	
Gazen Salts Car Park, Sandwich Linear charging up to 5 hours Minimum charge 50p	Charges apply Mon-Sat 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.30	1hr	£1.60
	2hrs	£2.60	2hrs	£3.20
	3hrs	£3.90	3hrs	£4.80
	4hrs	£5.20	4hrs	£6.40
	5hrs	£6.50	5hrs	£8.00
	5 to 9 hrs	£7.80	5 to 10hrs	£9.60
Guildhall Car Park, Sandwich Linear charging up to 5 hours Minimum charge 50p	Charges apply Mon-Sat 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.50	1hr	£1.60
	2hrs	£3.00	2hrs	£3.20
	3hrs	£4.50	3hrs	£4.80
	4hrs	£6.00	4hrs	£6.40
	5hrs	£7.50	5hrs	£8.00
	5 to 9 hrs	£9.00	5 to 10hrs	£9.60
The Quay Car Park, Sandwich Linear charging up to 5 hours Minimum charge 50p	Charges apply Mon-Sun 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.60	1hr	£1.60
	2hrs	£3.20	2hrs	£3.20
	3hrs	£4.80	3hrs	£4.80
	4hrs	£6.40	4hrs	£6.40
	5hrs	£8.00	5hrs	£8.00
	5 to 9 hrs	£9.60	5 to 10hrs	£9.60
	Motorhomes 6pm to 9am	£11.00	Motorhomes 6pm to 9am	£11.00
PARKING CHARGES (ON-STREET) – SANDWICH				
STREET	CURRENT CHARGES 2022/23		PROPOSED CHARGE 2023/24	
Market Street, Sandwich Linear charging Minimum charge 50p	Charges apply Mon-Sat 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.60	1hr	£1.80
	2hrs	£3.20	2hrs	£3.60
New Street, Sandwich Linear charging Minimum charge 50p	Charges apply Mon-Sat 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.60	1hr	£1.80
	2hrs	£3.20	2hrs	£3.60

PARKING CHARGES (OFF-STREET) – DEAL				
CAR PARK	CURRENT CHARGES 2022/23		PROPOSED CHARGE 2023/24	
Beach Street Car Park, Deal Linear charging up to 5 hours Minimum charge 50p	Charges apply Mon-Sun 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.60	1hr	£1.60
	2hr	£3.20	2hr	£3.20
	3hrs	£4.80	3hrs	£4.80
	4hrs	£6.40	4hrs	£6.40
	5hrs	£8.00	5hrs	£8.00
	5 to 9 hrs	£9.60	5 to 10 hrs	£9.60
Middle Street Car Park, Deal Linear charging Minimum charge 50p	Charges apply Mon-Sun 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.60	1hr	£1.60
	2hrs	£3.20	2hrs	£3.20
	3hrs	£4.80	3hrs	£4.80
South Street Car Park, Deal Linear charging Minimum charge 50p	Charges apply Mon-Sat 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.60	1hr	£1.60
	2hrs	£3.20	2hrs	£3.20
	3hrs	£4.80	3hrs	£4.80
	4hr	£6.40	4hr	£6.40
Stanhope Road Car Park, Deal Linear Charging Minimum charge 50p	Charges apply Mon-Sun 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.60	1hr	£1.60
	2hrs	£3.20	2hrs	£3.20
	3hrs	£4.80	3hrs	£4.80
	4hrs	£6.40	4hrs	£6.40
West Street Car Park, Deal Linear charging up to 5hrs Minimum charge 50p	Charges apply Mon-Sun 09 :00 to 18 :00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.60	1hr	£1.60
	2hr	£3.20	2hr	£3.20
	3hrs	£4.80	3hrs	£4.80
	4hrs	£6.40	4hrs	£6.40
	5hrs	£8.00	5hrs	£8.00
	5 to 9 hrs	£9.60	5 to 10hrs	£9.60
Tides Leisure Centre, Deal Linear charging	Charges apply Mon-Sun 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	Up to 4hrs	free	Up to 4hrs	free
	5hrs	£6.50	5hrs	£6.50
	5 to 9 hrs	£7.80	5 to 10hrs	£7.80

Town Hall Car Park, Deal Linear charging Minimum charge 50p	Charges apply Mon-Sat 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr 2hr	£1.60 £3.20	1hr 2hr	£1.60 £3.20
Union Road Car Park, Deal Linear charging up to 5hrs Minimum charge 50p	Charges apply Mon-Sun 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.30	1hr	£1.60
	2hrs	£2.60	2hr	£3.20
	3hrs	£3.90	3hrs	£4.80
	4hrs	£5.20	4hrs	£6.40
	5hrs 5 to 9 hrs	£6.50 £7.80	5hrs 5 to 10hrs	£8.00 £9.60
PARKING CHARGES (ON-STREET) - DEAL				
STREET	CURRENT CHARGES 2022/23		PROPOSED CHARGE 2023/24	
Beach Street (between Broad Street & South Street) Linear charging Minimum charge 50p	Charges apply Mon-Sat 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr 2hrs	£1.80 £3.60	1hr 2hrs	£1.80 £3.60
Beach Street (Royal Hotel to Dolphin Street) Linear charging up to 5hrs Minimum charge 50p	Charges apply Mon-Sun 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.60	1hr	£1.80
	2hr	£3.20	2hr	£3.60
	3hrs	£4.80	3hrs	£5.40
	4hrs	£6.40	4hrs	£7.20
	5hrs 5 to 9 hrs	£8.00 £9.60	5hrs 5 to 10 hrs	£9.00 £10.80
King Street, Deal Linear charging Minimum charge 50p	Charges apply Mon-Sat 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr 2hrs	£1.80 £3.60	1hr 2hrs	£1.80 £3.60
Prince of Wales Terrace, Deal Linear charging Minimum charge 50p	Charges apply Mon-Sat 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr 2hrs	£1.80 £3.60	1hr 2hrs	£1.80 £3.60

STREET	CURRENT CHARGES 2022/23		PROPOSED CHARGE 2023/24	
Victoria Road, Deal Linear charging Minimum charge 50p	Charges apply Mon-Sat 09 :00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr 2hrs	£1.80 £3.60	1hr 2hrs	£1.80 £3.60
PARKING CHARGES RURAL AREAS				
CAR PARK	CURRENT CHARGES 2021/22		PROPOSED CHARGE 2022/23 & 2023/24	
Walmer Castle Charges apply Mon to Sun 09 :00 to 18:00 *These charges are dictated to us by English Heritage	All Day Charge	£3.00	All Day Charge	£3.00
Deal Castle Charges apply Mon-Sun 3-hour max stay 09 :00 to 18:00 *These charges are dictated to us by English Heritage	1hr 2hr 3hr	£1.10 £2.20 £3.30	1hr 2hr 3hr	£1.10 £2.20 £3.30
St Margaret's Bay	Charges apply Mon-Sun 1 st March to 31 st October 09:00 to 18:00		Charges apply Mon-Sun 1 st March to 31 st October 08:00 to 18:00	
	Per hour charge	£1.20 car £1.90 car & trailer	Per hour charge	£1.20 car £1.90 car & trailer or motorhome
Kearsney Abbey (both car parks)		No Charge		No charge
Borrow Pit, Walmer		No charge		No charge
Samphire Hoe (Eurotunnel) Charges apply Mon-Sat	Up to 30mins Up to 2hrs Over 2 hours	50p £1.00 £2.00	Up to 30mins Up to 2hrs Over 2 hours	50p £1.00 £2.00

PERMITS

Permit Type	Description	Current Charge	Proposed Charge
Resident permits; all Zones except Deal Zone 2 & Sandwich Zone J	Annual on street permit: First Vehicle	Based on vehicle emissions: C02: 0: £35 1-50: £70 51-130: £90 >130: £110	Based on vehicle emissions: C02: 0: £35 1-50: £70 51-130: £90 >130: £110
	Annual on street permit: Second vehicle	C02: 0: £60 1-50: £85 51-130: £115 >130: £135	C02: 0: £60 1-50: £85 51-130: £115 >130: £135
Deal Zone 2 & Sandwich Zone J	Annual on street permit: First vehicle	Based on vehicle emissions: C02: 0: £60 1-50: £105 51-130: £125 >130: £150	Based on vehicle emissions: C02: 0: £60 1-50: £105 51-130: £125 >130: £150
Snargate Resident & Albany Place Car Park Permit	Allows parking on Snargate Street & Albany Place CP	£100	£100
Resident Car Park Permit selected Dover, Deal or Sandwich	Annual permit allows parking both On & Off Street on Dover, Deal & Sandwich (only in specified car parks)	£100	£100
Gazen Salts Car Park	Single car park permit	£65 – 12 months	£65 12 months
Community Services Permit	On Street parking apart from loading restrictions	£80 for 2 years	£80 for 2 years
Emergency 1 st Responders (on call Fire Officers & Paramedics)	12 issued	Free	Free
Doctors Permits	Any doctors bay & on street apart from loading restrictions & disabled bays	£90 for 2 years	£90 for 2 years
St Margaret's	On every day preceding the first Bank Holiday in May to 30 th September	£55 – 8 months 1 st March to 31st October	£55 – 8 months 1 st March to 31st October
Samphire Hoe		£40 pa	£40 pa
Visitor Daily's	Book of 10	£30	£40
Long Stay Car Park Annual Permit	Dover = Camden Crescent, Ladywell, Maison Dieu, Norman Street Deal = Beach Street, West Street, Union Road Sandwich = Gazen Salts, Guildhall, The Quay	£600 per year £325 for 6 months	£600 per year £325 for 6 months
Short Stay Car Park Annual Permits	Dover = Bench Street, Pencester, Stembrook Deal = Middle Street, South Street, Stanhope	£550 per year £300 for 6 months	£550 per year £300 for 6 months

Single Car Park Annual Permits	Single car parks	£400 per year £225 for 6 months	£400 per year £225 for 6 months
Business Permits			
Dover or Deal Business Single Car Park – selected Dover or Deal car parks (Mon-Sun)	Permits parking in Dover or Deal car parks	£85 – 6 months £155 – 12 months	£85 – 6 months £155 – 12 months
Sandwich Business	Permits parking in all Sandwich car parks	£95 – 6 months £165 – 12 months	£95 – 6 months £165 – 12 months
All Area Business Dover, Deal & Sandwich Inc.	Permits parking in all car parks	£225 – 6 months £420 – 12 months	£225 – 6 months £420 – 12 months
Snargate Business Permit	Snargate Street	£95 – 6 months £165 – 12 months	£95 – 6 months £165 – 12 months
Misc. Permits			
Seafront Dover	On street bays Marine Parade, Waterloo Cres	£150 – 6 months £275 – 12 months	£150 – 6 months £275 – 12 months
Waivers On Street (Contractors)	Permits parking on all on street excluding loading restrictions and disabled bays	£15 per day £35 per week £70 per month	£15 per day £50 per week £150 per month
Bay Suspensions on/off street		£125 to set up the suspension then £25 per bay/day	£125 to set up the suspension then £25 per bay/day
Hotelier Books of 20 Daily's	Allow parking from 4pm until 10am @ The Quay & Beach Street Car Parks	£25 per book	£30 per book

Appendix 2 - KCC P&D Comparison

(*) = not applicable

Kent District	Charging Period	Pay & Display Tariffs							
		1 hr	2 hrs	3 hrs	4 hrs	5 hrs +	All day	Overnight	Other
Ashford	7am to 6pm	£1.20	£2.40	£3.60	£4.80	£5.50	*	*	*
Canterbury – Castle Street	7:30am – 9pm	£1.80	£3.60	£5.40	£7.20	£9.00	£10.00	£2.00	*
Canterbury-Whitefriars	24 hrs Overnight charge applies if in after 9pm, out by 6am	£2.50	£5.00	£7.50	£10.00	£12.50 (continues at £2.50 ph)	£20.00	£2.00	Minimum charge £2.50 weekdays and Sundays, £5.00 on Saturdays
Canterbury – Queningate/Watling Street	7:30am to 9pm	£3.20	£6.40	£9.60	£12.80	£16.00 continues at £3.20ph)	£20.00	£2.00	1 hour minimum charge Mon-Fri and Sun, 2 hour on Sat
Dartford	8am to 8pm	1 – 2 hrs £1.00	2-4 hrs £2.00	*	4hrs + £5.00	*	*	*	*
Dover	9am to 6pm	£1.60	£3.20	£4.80	£6.40	£8.00	£9.60	*	*
Folkestone & Hythe	8am to 6pm	£1.60	£3.20	£4.80	£6.40	£8.00	£9.60	*	*
Gravesham	8am to 6pm	£1.30	£2.00	£2.80	£3.80	£5.00 or £7.50	*	*	*

Maidstone – King St	8am to 6:30pm	£1.35	£2.70	£4.05	£5.40	*	*	£2.00	*
Medway	7am to 1am	1 to 2 hrs £1.70	2 to 4 hrs £2.70	*	4 to 6 hrs £3.70	*	£5.40	*	48 hrs £10.20
Sevenoaks – Bligh CP	8:30am to 8:30pm	£2.00	£4.00	£6.00	£10.00	*	*	*	*
Swale	8am to 6pm	£1.20	£2.40	£3.60	£4.80	*	*	*	*
Thanet	8am to 6pm	£2.50	£5.00	£7.50	£10.00	£12.50	*	*	*
Tonbridge & Malling	8am to 6pm	£1.40	£2.50	£3.40	£4.20	*	*	*	*
Tunbridge Wells – Great Hall	8am to 6pm	£1.60	£2.80	£3.80	£4.80	£5.60	£10.40	£1.50	*
Whitstable – Oyster CP	8:30am to 9pm	£2.10	£4.20	£6.30	£8.40	*	*	£2.00	*

Subject:	DRAFT DOUR STREET, DOVER CONSERVATION AREA CHARACTER APPRAISAL
Meeting and Date:	Cabinet – 6 February 2023
Report of:	Alison Cummings, Principal Heritage Officer
Portfolio Holder:	Councillor Nick Kenton, Portfolio Holder for Planning and Environment
Decision Type:	Key Decision
Classification:	Unrestricted

Purpose of the report: To seek Cabinet approval for a 6-week public consultation on the draft Dour Street, Dover Conservation Area Character Appraisal.

Recommendation: That Cabinet:

1. Agrees that the draft Dour Street, Dover Conservation Area Character Appraisal, as set out in Appendix 1, be published for public consultation for a period of 6 weeks.
2. Authorises the Head of Planning and Development, in consultation with the Portfolio Holder for Planning and Environment, to make any necessary editorial changes to the appraisal to assist with clarity, consistency, explanation and presentation.

1. Summary

1.1 The Dover District Heritage Strategy acknowledges that most of the districts conservation areas do not have an approved character appraisal, and it recommends that the Council should encourage local community groups to carry out such appraisals in conjunction with the Council. The Dover Society has prepared a draft conservation area character appraisal for the Dour Street, Dover Conservation Area and Cabinet’s agreement is now sought to carry out a formal public consultation on the draft document for a period of 6 weeks.

2. Introduction and Background

2.1 There is a requirement under the Planning (Listed Buildings and Conservation Areas) Act 1990, for local planning authorities to review their conservation areas, ‘from time to time’ and to formulate and publish proposals for their preservation and enhancement. A fundamental part of this process is to produce a character appraisal for each conservation area.

2.2 A conservation area appraisal should consider what features make a positive or negative contribution to the significance of the conservation area, thereby identifying opportunities for beneficial change, or the need for further planning control. This information will be helpful to those considering investment in an area and can be used to guide and inform new development. Character appraisals also have a wider application as educational and informative documents for the local community.

- 2.3 The Dover District Heritage Strategy highlighted the lack of conservation area character appraisals for the districts conservation areas. It acknowledged the limited resources that are available for carrying out this work, and recommended that the Council worked with local community and interest groups to try and address this issue.
- 2.4 The Dover Society, in conjunction with the Council, has produced a draft appraisal for the Dour Street, Dover Conservation Area, and this is appended to this report. For the benefit of this report the appraisal is provided as a word document, but for the public consultation the appraisal will be presented as a PDF and will include relevant maps and photographs. A hard copy will be deposited at the Dover library.
- 2.5 The appraisal looks at:
- The origins and growth of the area;
 - Reviews the existing boundary of the conservation area;
 - Highlights both positive and negative aspects of its character, and
 - Where necessary, makes recommendations for its future enhancement.
- 2.6 If the draft appraisal is agreed by Cabinet, public consultation would be undertaken for a period of 6 weeks. The results of the consultation process would then be reported back to Cabinet.
- 3. Identification of Options**
- 3.1 That the draft Dour Street, Dover Conservation Area Character Appraisal is agreed for public consultation.
- 3.2 That the draft Dour Street, Dover Conservation Area Character Appraisal is not agreed.
- 4. Evaluation of Options**
- 4.1 The Dour Street, Dover Conservation Area Character Appraisal has been prepared by a local civic society and would be used to identify opportunities for environmental improvements, inform new development and to act as an evidence base for the evaluation of new proposals. It would also be used by Planning Inspectors in appeal situations. If the document is not subject to public consultation then little weight can be attributed to it in the planning process.
- 4.2 In view of the above it is recommended that the draft appraisal is agreed for public consultation.
- 5. Resource Implications**
- 5.1 The resource implications are nil.
- 6. Climate Change and Environmental Implications**
- 6.1 None.
- 7. Corporate Implications**

- 7.1 Comment from the Director of Finance (linked to the MTFP): “Accountancy has been consulted and has no further comment. (SK)”.
- 7.2 Comment from the Solicitor to the Council: “The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make”.
- 7.3 Comment from the Equalities Officer: “This report requesting authority to carry out public consultation on the draft Dour Street, Dover Conservation Area Character Appraisal does not specifically highlight any equality implications, however in discharging their duties members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/section/149>”.

8. **Appendices**

Appendix 1 – Draft Dour Street, Dover Conservation Area Character Appraisal

9. **Background Papers**

The Dover Heritage Strategy (updated 2020)

Contact Officer: Alison Cummings, Principal Heritage Officer

DOUR STREET

CONSERVATION AREA CHARACTER APPRAISAL

Draft for consultation

November 2022

Contents

1. Introduction
 - 1.1. Background
 - 1.2. Planning Policy Context
 - 1.3. Community Involvement
 - 1.4. Summary of Significance

2. The Character Appraisal
 - 2.1. Dour Street
 - 2.2. Park Street
 - 2.3. Park Place

3. Management Plan
 - 3.1. Vulnerabilities and Negative Features
 - 3.2. Recommendations
 - a) Extensions of boundary
 - b) Enhancement of the public realm
 - c) Article 4 Direction

4. Appendices
 - 4.1. Historical development
 - 4.2. Map of existing and proposed boundary
 - 4.3. Planning controls
 - 4.4. Acknowledgements and References
 - 4.5. Glossary

PART ONE INTRODUCTION

1.1.1 BACKGROUND

The Dour Street Conservation Area lies to the northeast of High Street and comprises three Victorian mainly residential streets: Dour Street, Park Street and Park Place with some 100 houses, a short parade of shops and a former public house. The conservation area was designated on 30 July 1987 and this appraisal was carried out during 2018.

The area was part of the Maison Dieu lands until at least 1544 when the Pilgrims' Hospice (founded in 1203) was surrendered to the Crown during the Dissolution of the Monasteries. A 1737 map held by Dover Museum, the earliest map of the area available, shows the area as fields, although apparently divided into sections with possibly wooden sheds in each. These could have been market gardens.

The development of the area was part of the rapid increase in population and the need for houses in Dover during the 19th century.

An appraisal is intended to provide an understanding of the special interest of a conservation area and to set out options and recommendations to help ensure that any changes are informed by an understanding of the local character and distinctiveness of the conservation area. When this appraisal is adopted by Dover District Council (DDC) it will become a material consideration in the determination of applications for planning permission within and adjacent to the conservation area.

This appraisal looks at the following issues:

1. The origins and evolution of the area under consideration.
2. The current boundary of the area and any review that should be made of that.
3. The positive and negative factors that contribute to or detract from the current condition of the conservation area.
4. Any recommendations that will protect and enhance the conservation area. Any changes proposed must sustain and enhance the historic environment and its heritage.

1.2 Planning Policy Context

The Planning (Listed Building and Conservation Areas) Act 1990 sets out the statutory definition of a Conservation Area, which is "an area of special architectural or historic interest, the character and appearance of which it is desirable to preserve or enhance" (s.69(1)). Dover District currently has 57 designated Conservation Areas.

There is a requirement under the legislation to review Conservation Areas "from time to time" to ensure that the boundary captures all the area that is of special interest and to assist in developing plans for the management of change within the conservation area. This is further endorsed by the National Planning Policy Framework (2019) which urges the need to ensure that an area justifies the designation because of its special architectural or historic character or appearance.

The Dover District Heritage Strategy (updated Sept 2020) presents the districts Heritage Assets as Themes; Theme 13 dealing with conservation areas. The districts conservation areas are considered to be heritage assets of **outstanding significance**, and in addition to being attractive places to live and work, contribute to the economic wealth of the district by being a magnet for visitors.

A methodology was developed for the Heritage Strategy enabling a rapid desk-based assessment of the general condition of the districts conservation areas and applied to 19 of the conservation areas. The results of this overview, using a traffic-light system to classify their condition, indicate that of the 57 conservation areas in the district 12 of these conservation areas were identified as 'performing well' and achieved a green light, six achieved an amber light, requiring some enhancement, and one area required considerable enhancement or potential "de-designation" as a conservation area, due to the substantial loss of its character of special interest. Dour Street is one of the 19 conservation areas on which the rapid assessment was carried out, and the results have informed this more detailed appraisal.

Theme 13 describes methods and techniques by which an area's condition may be measured, assessed and managed; Article 4 Direction is one such method. An Article 4 Direction removes permitted development rights from residential properties to ensure that certain changes, such as the replacement of windows, is managed to ensure that the change is appropriate to the special character of the conservation area.

The Heritage Strategy also suggested the formulation of a system for the assessment of a conservation areas condition such as that developed and adopted by the Oxford City Council, endorsed by Historic England and used by the Oxford Preservation Trust. That system has been used to inform this character appraisal, in addition to best practice guidance contained within the Historic England Advice Note 1: Conservation Area Designation, Appraisal and Management (Feb 2016).

1.3 COMMUNITY INVOLVEMENT

This character appraisal has been prepared by The Dover Society in close liaison with DDC. The Dover District Heritage Strategy highlights the importance of local community involvement in the protection of the historic environment. There are two specific areas where that involvement is encouraged. First, local civic groups are encouraged to develop appraisals of conservation areas within their locality. Secondly, the production of a List of Heritage Assets is encouraged. This appraisal is, therefore, consistent with the aspirations of the DDC Heritage Strategy.

Every resident in this conservation area was informed by letter during July 2018 that the appraisal would be carried out. The letter also contained a short questionnaire to which the residents were invited to respond. There was also an announcement in the local press inviting comments. Only one resident replied, complaining about the state of some front gardens. There were no other comments.

1.4 SUMMARY OF SIGNIFICANCE

- 1 Originally part of the Maison Dieu lands, the conservation area comprises the mid 19th Century development. The short historical development and the consistency in building form, detailing and materials gives the area a strong sense of cohesion and continuity. It has remained relatively unchanged since being built except for two modern blocks of flats replacing housing destroyed by Second World War bombing and a post war business building (all excluded from but have an impact on the conservation area).
- 2 Most of the area comprises long terraces of brick-built houses, part rendered with decorative features fronted by short gardens enclosed by low brick walls. The short parade of shops, whilst simpler in design, complement the terraced housing, providing a connection to High Street via Ladywell.

- 3 Whilst views into and out of Dour Street are limited, which creates a sense of enclosure and intimacy within a dominantly residential community, the linear east/west orientation of Park Street provides views to Connaught Park on the outskirts of the town and the busy High Street respectively.
- 4 Whilst Dour Street is comparatively quiet with on road parking, Park Street/Park Place is a busy, bus route thoroughfare linking High Street with Maison Dieu Road.

2. THE CHARACTER APPRAISAL

The Dour Street Conservation Area lies to the northeast of High Street and comprises three Victorian mainly residential streets: Dour Street, Park Street and Park Place with some 100 houses, a short parade of shops and a former public house. The development of the area was part of the rapid increase in population and the need for houses in Dover during the 19th century. The main features are the attractive and original terraces of houses in both Dour Street and Park Street, which are generally well maintained.

2.1 DOUR STREET

Overview

Dour Street is a long, straight street, less than five minutes' walk from the High Street with a quiet but active and pleasant atmosphere. Originally, the buildings on both sides of the street were constructed within a relatively short timeframe and to a very consistent pattern. At one end of the road was a bakery. Constructed between 1859 and the early 1880s, there were around 66 houses in total plus the bakery. A narrow access road through the southwest terrace led to a wood yard at the rear.

This regularity and completeness was shattered by bombs and shells during the Second World War. They destroyed a group of a dozen houses in the northeast terrace and a similar number at the end of the southern terrace, shattered windows and damaged roofs. The northern gap was filled by a three storey council block of flats set well back from the frontage line. The flank walls of the remaining houses either side were rendered for weatherproofing. A couple of unsympathetic office buildings were built at the end of the southwest terrace. In the early 80s, the wood yard was developed for housing and the access road was widened by demolishing one end terrace. The flanks of both houses have been rendered and painted.

Fortunately, there are sufficient houses on both sides of the road to allow one to appreciate the original design intent, particularly looking from the west end. The regularity and repetition of the elements (brick upper walls and rendered lower walls, windows and doorways) and the subtle variation of the details (such as window surrounds, door porticos and render styles) create a harmonious rhythm to the vista along the street which has charm and grace.

Buildings

The original houses were two storey terraces under a relatively shallow pitched slate roof (unfortunately, all the original roof slates have been replaced by artificial slates). The doors are paired and at roof level, the chimney stacks are also paired. This gives a simpler, less fussy overall pattern. Ground floor elevations are all rendered and first floor elevations were originally all in the same yellow stock brick and with all buildings in Dour Street having a plat band, these details contribute to the architectural homogeneity of the street scene. They all had short front gardens with low walls, which would all have had wrought iron railings set on the wall and wrought iron gates.

There are subtle variations which are worth noting as they add considerably to the overall feel without being overly emphatic in themselves. The condition of the buildings is generally good.

The house elevations to the northeast terrace conform to two distinct patterns which break between Nos 18 and 19. The houses to the west of the break line (nos. 19-31) have the simplest detailing on Dour Street, which suggests that they may have been the first built. The front eaves have a short, simple projection. The upper wall is yellow stock brick and the upper windows are simply set within the brickwork, with brick voussoir lintels and thick projecting, painted stone sills. There are two front bedroom windows per house. The lower wall is finished in render, grooved to represent ashlar stonework with a projecting string course capping with doors and windows having a 'keystone' feature in the render above.

The houses to the east of the break line (nos. 16-18) have a similar eaves detail to the neighbours but with a rendered, scalloped frieze below it. Each of the houses in this section has only one upper window. This window surround is exaggerated as an element in the brick wall with a raised render surround and a wide stone cill. The door surrounds are emphasised with corbels and a common pediment, making them a more significant architectural element. The ground floor windows also have a raised rendered surround with a 'keystone' feature. The remaining three houses at the Park Street end of the road are very similar but have additional moulding to the eaves frieze.

In broad terms, the houses on the south west side of Dour Street all conform to the same pattern. The roof has a wide overhanging front eaves detail with flat frieze band in render below it, approximately four brick courses deep. The eaves projection has moulded corbel brackets set either side of the upper windows which are deeper than the render band, emphasizing their presence. There are two first floor windows per house. Each window has a projecting moulded, curved hood feature which has a projecting keystone element and tessellated lower ends. The majority of windows have rendered reveals.

The end four houses (nos.45-48) have very slightly different window surround details and a slightly lower roof pitch. The lower wall elevation is finished in plain render with a deep projecting string course. Front doors are paired, with flat pilasters, plain cornice and pediment above. The ground floor front windows are simply set in the render with a deep stone cill as the only feature, with the exception of no.46 which has a surround similar in detail to nos.1-3 and 16-18 but cruder in execution.

Whilst the architectural openings for doors and windows set the scene for the street, almost all the original timber sliding sash windows have been replaced in uPVC, although some have a sash window appearance. Number 64 is well preserved with its original windows and front door; number 65 has the original style ground floor window. Many have retained glazing bars as a concept which help to maintain the detailed appearance, but others have opted for simple large panes of glass. Front doors have been handled in a similar varied way.

Spaces

The houses are set back behind generally well maintained, short front gardens with low walls and some metal fences. This is combined with the modest height of the eaves to make for a generous feeling of width in the street with plenty of sky above, which gives a good feeling of enclosure without oppression. The cluster of overhead wires however, has a subtle but negative impact on this sense.

Streets and Paths

The original grey granite kerbs and pink granite gutter blocks give a sense of quality to the footpath. The carriageway and footpaths are all finished in tarmac. Much of the tarmac is generally in reasonable condition, but there have been several trenches and repairs since it was originally laid, which is unfortunate. An interesting feature is the band of three rows of dark cobble stones which originally marked the crossing place to the old wood yard access road. This is now the widened entrance to the post war Goodfellow Way.

Views and Landscape

The street-scape, looking away from the town is of a long vista with a very fine mature tree at the end of the housing. In the distance is a view of Morrison's supermarket entrance in cream and green and in the far distance there are the tree covered slopes of Old Park Hill. It is noted that the planting zone at the end of Morrison's is wide enough to support a much higher planting screen than it supports at present, which would be helpful in closing off the vista. The harmony of the street scene is jarred by the two storey cream painted gable walls which finished off the terraces that survived the bombing and council clearance works. Despite being outside the boundary of the conservation area, the three storey residential block feels overbearing due to its additional storey and bulk, although it has been set back from the existing building line which has mitigated this slightly. It is crudely detailed with no articulation to the street elevation and is considered to have a negative impact on the character of the conservation area.

The view towards the rear of the houses to Park Street is interesting in a 'back of house' sort of way. The view down Park Mews towards the rear of the shops on Park Place is unattractive due to the graffiti, clutter and litter surrounding a service yard. It does, however, give an interesting distant glimpse of the former United Reformed Church tower on High Street as well as the practice tower to the rear of the fire station.

Looking towards the town from the Morrison's end (ignoring the office building) one sees a long vista of harmonious houses with the three storey houses on Park Street closing off the view. The residential block, being set back, is fortunately out of sight but creates a break in the building line which is contrary to the prevailing character of the street.

Ambience

The Dour Street ambience is of a pleasant, quiet but active place. It gives pedestrian access from the town to the supermarkets and vehicular access to the Charlton car park, so is not 'exclusive' to passersby. With the well-tended front gardens the space feels 'owned' and looked after by the people who live there, giving it a friendly and safe feel. Cars park on both sides of the road and there is plenty of coming and going, but it doesn't feel like a busy thoroughfare. Dour Street is a few minutes' walk from the shops and facilities on Park Place and High Street giving it the benefits of a central location, but also makes the householders and tenants potentially valuable to the commercial survival of the town centre itself.

2.2 PARK STREET

Buildings

Park Street was constructed between 1861 and 1863 although the road was not made up until 1867. This relatively short period of time has resulted in a consistency and continuity in the style of the buildings although this is spoiled by the modern blocks of flats on the North West side, resulting from bomb damage, which sit outside but adjacent to the boundary. The buildings are three storey terraces on both sides of the road with semi-basements to numbers 10-13 on the south east side. They are constructed mainly from yellow stock brick,

with decorated stucco on the ground floor. A few have had the brickwork painted. The houses have short front gardens leading to the road most of which have been converted to hardstanding for vehicles due to parking restrictions and this has led to extensive loss of the original low boundary walls.

The terraces on either side of the road define the space and the character of the street particularly due to the ornate decorative features. The buildings create a strong horizontal emphasis to the street. All of the houses are in residential use and generally are in good condition. The roofs have a variety of coverings, mostly concrete tiles and few have slates either natural or man-made. There are very ornate brackets on the stucco cornice under eaves.

Numbers 1-13 on the southeast side of the terrace have a total of twelve chimney stacks with no visible evidence of any being removed. The five remaining properties on the northwest side have five chimney stacks. Some stacks have been reduced in height, some have lost the chimney pots, but the majority are in good condition.

Almost half of the doors are of a similar pattern, with the bottom two panels being solid with bolection mouldings and the top panels being semi-circular topped mostly glazed panels, whilst no. 11 has solid top panels with matching bolection mouldings. The latter is believed to be the most original door in Park Street. Replacement doors to the other properties are of a style and materials inappropriate to the conservation area.

The windows have decorated surrounds and are half round on the ground floor, rectangular on the first floor and arched on the top floor. Few have the original wooden box-framed sliding sash windows of a two over two glazing pattern with lambs tongue horns. Most have been replaced unsympathetically with inappropriate styles and materials. The moulded, decorative half round window and door surrounds terminating with leopard faces resonate with the St Martin's Priory coat of arms and are a particularly impressive feature.

Spaces

The terraces on either side define the street; although the street is a wide boulevard, the limited to no open green spaces creates a busy urban environment. The road and pavements are in reasonable condition and are both tarmac with granite kerbstones. The tall, modern street lights, bollards and signs are a distraction to the visual impact of the buildings. Number 17 retains its original boundary treatment and tiled pathway. The front gardens that have not been put to hardstanding are maintained to varying standards but the square plot at the junction with Dour Street being the site of the bomb damaged No 14 is currently not maintained.

Views and Landscape

To the southwest, two trees in Ladywell car park and an imposing view of the Grade II listed former School of Art dating from the 1890s draw the eye. Beyond is the High Street which is in the Dover College Conservation Area. To the northeast there is a natural focal point at Clyde House on the junction of Godwyne Road, Park Avenue and Maison Dieu Road (the Five Ways) which is backed by the trees of Connaught Park.

Ambience

Park Street, Park Place and Ladywell join together to form one continuous road linking the High Street to Maison Dieu Road so that the character of one section is influenced by that of the others. It is a busy street being a bus route with through traffic and parking is permitted on one side only. The traffic inevitably creates some noise as does the nearby gym in the former Art School, but the overall impression is of fine Victorian houses built originally for the more wealthy residents of Dover.

2.3 PARK PLACE

Buildings

Park Place was constructed in 1863 as retail premises with the former Park Inn public house opening a year later. The southwest side comprises the 1938 police station which is outside the current conservation area boundary. The buildings consist of the former public house and a single three storey terrace comprising various commercial premises on the ground floor with accommodation above.

They are built to the pavement, constructed mainly from yellow stock brick with red brick half round arched windows on the first floor. Some of the upper floor brickwork has been painted which detracts from the homogeneous character of the terrace. The shopfront of number 4 (currently called Tranquillity) is the most intact historic shopfront whilst the former public house at 1-2 also retains much of its original features. The remainder have all been substantially altered using modern materials and designs in a manner which is not sympathetic to the historic character of the conservation area. Separate ground floor access to the upper floors has been lost in the shop fronts of numbers 6 and 8, which spoils the character and also restricts the residential capabilities of the properties. Shop signage is generally oversized, illuminated and in obtrusive colour schemes and these have the greatest negative visual impact in the street. The ground floor commercial premises are variously retail, catering and offices. The upper floors appear to be residential but their actual use or occupancy is not known.

The roofs are mainly slate either natural or man-made and two are concrete tiled. Number 9 on the corner with Dour Street has an interesting lead hipped roof which tapers to a point at the ridge. Below this to the upper two floors is an impressive large, curved feature. Many of the chimney stacks are missing.

Doors to the public house and one of the shops are original, but the remainder are in a variety of styles and materials that are inappropriate to the conservation area. Most of the windows are wooden box-framed sliding sashes, but the remainder have been inappropriately replaced with other styles and materials and some are in need of repair.

Spaces

The properties on the northwest side of Park Place are built to the pavement and on the south east side there is the imposing 1938 police station which is currently not in the conservation area boundary. The road and pavements are in reasonable condition having been patch repaired and are both tarmac with granite kerbstones. In this comparatively short

section of road there is little by way of street furniture but there are a few satellite antennae and some untidy cabling which detracts.

Views and Landscape

To the southeast, there are two trees in Ladywell car park and the view is of Ladywell, the fire station, the Grade II listed former School of Art dating from the 1890s and beyond to the High Street which is part of the Dover College Conservation Area. The River Dour forms the boundary between Park Place and Ladywell, but unfortunately this valued asset is hidden from view by protective walls. To the north east there is Park Street and beyond there is a natural focal point at Clyde House on the Five Ways which is backed by the trees of Connaught Park.

Ambience

Park Place is fairly wide and lies between Park Street and Ladywell, which join together to form one continuous road linking High Street to Maison Dieu Road so that the character of one section is influenced by that of the others. Park Place is defined by the three-storey terrace on the northwest side and the police station opposite. It is a busy street being a bus route with through traffic and restricted street parking. The traffic inevitably creates some noise as does the nearby gym in the former Art School. Despite many brutal shop front conversions that are unsympathetic to the conservation area, much of the original character remains and resonates well with the adjacent Park Street and Dour Street.

3. MANAGEMENT PLAN

3.1 VULNERABILITIES AND NEGATIVE FEATURES

1. Condition of the historic environment

The standard of maintenance of the buildings is good with a few exceptions. Visual detractors are the utilitarian modern street lamps in Park Street, bollards, telephone wires and the loss or replacement of historic front boundaries with modern materials (especially the crude block work wall and lack of maintenance of the area it encloses at the corner of Dour Street and Park Street).

2. Loss of historic detailing

The lack of additional planning control, such as an Article 4 Direction, over details such as the replacement of windows and doors in dwellings was very evident. The very high number of uPVC windows is a matter of concern as it detracts from the character and appearance of the historic buildings. The consistent colour of the painted render of all the houses is important to the rhythm of the terraces, but there is already some evidence of this being lost in Park Street. In addition, the loss of most of the original historic shopfronts and replacement with modern shopfronts and signage that is out of scale and of inappropriate materials has degraded the quality of the commercial premises.

3. Impact of adjacent development

The post war block of flats in the middle of Dour Street is a negative feature and imposes on the character of the street. The post war block at the Five Ways end of Park Street does not have the same impact on the eye being at the end of the row, respecting the street frontage line and with the same number of storeys as its neighbour. Any new development on sites adjacent to the conservation area should be sympathetic to the scale, design and materials that are prevalent within the conservation area.

3.2 RECOMMENDATIONS

a. Extension of boundary

One of the tasks of this appraisal has been to review the conservation area boundary in order to ensure that those buildings in it justify their inclusion and to see if it is appropriate to extend the boundary to include additional buildings.

This review concludes that there are no buildings currently within the conservation area which should be excluded from it, but that the boundary should be extended to include:

1. The 'Hewitt Corner' green space and magnificent tree at the Dour Street/Crafford Street junction as it is the only open and green space within Dour Street, and contributes positively to the character of the conservation area.

2. The police station in Park Place as a fine example of a 1930s public building, which although of different architectural style to the majority of the buildings within the conservation area, is a historic building of interest which positively contributes to the conservation area.

b. Enhancement of the Public Realm

The River Dour, a heritage, ecological, environmental and community asset, forms the boundary of the conservation area and yet is largely invisible. Consideration could be made

to making the river more visible in Park Place/Ladywell by replacing the walls over the river with railings.

Although existing pavement surfaces are in a fair condition, simple, good sized paving slabs would be more in keeping for the footpaths in Dour Street should an opportunity to replace the existing arise.

It is noted that the planting zone at the end of Morrison's is wide enough to support a much higher planting screen than it supports at present, which would be helpful in closing off the vista. There may be potential for any new development that might come forward on the site to enhance the current screening.

c. Article 4 (1) Direction

All local authorities were given the power to impose an Article 4(1) Direction by the Town and Country Planning (General Permitted Development) Order 2015.

It is recommended that an Article 4(1) Direction be implemented for the whole of this conservation area to prevent any further degrading and, if possible as opportunity offers, to install shopfronts of a design sympathetic to the historic character of the conservation area.

The regulations governing that Direction are set out in Appendix 1 of this report.

APPENDIX 1

HISTORICAL DEVELOPMENT

The area until the Dissolution of the Monasteries in the 16th century belonged to the Maison Dieu Pilgrims' Hospice, founded in 1203. Taken over by the Crown, the Maison Dieu buildings became a Royal Naval Victualling Store until the 19th century, whilst the surrounding lands, owned by the Crown, were let to farmers. A map of 1737 shows fields and woodland in the Dour Street area and the Park Street area seems to be divided into sections with sheds, possibly market gardens.



1737 Map of Dover

According to Bavington Jones's Perambulation of Dover, Dour Street was laid out in 1859 and was to be called Gore Street after the Gorelys who lived at Ladywell Farm and occupied the land. The first four houses were built (probably current numbers 1 to 3 with evidence of number 4 missing) without a water supply, sewer or made up road. By 1882 only 12 houses had been built, but building out of Dour Street was completed by 1883.

Park Street was laid out in 1861 by C B Gorely by arrangement with the Woods and Forests Department, as a continuation of Ladywell along the line of an ancient footpath through the Maison Dieu farmyard. The name Ladywell was proposed, but by then some houses had been built with title deeds naming it as Park Street (after the former Maison Dieu Park). Building was completed by 1863 but the road was not made up until 1867 when it was accepted as a 'through thoroughfare'.

Park Place, on the north side from the river to Dour Street, was laid out by Gorely as a parade of shops with the proviso that they should not compete with his businesses! The Park Inn is mentioned in a Dover Museum list of public houses dated 1851. The Post Office Directory of 1867 names T.S. Brockman as the licensee. It was rebuilt in 1896. IN 2018 it closed as a public house and reopened as a restaurant. On the south side, excluded from the conservation area, is the 1938 Police Station on the site of Ladywell Place where the Ragged School opened in 1850, replaced later by the Union Hall.

During the Second World War bombs wrecked some houses in Dour Street and Park Street that were eventually demolished; others that were damaged were repaired.

In 1947 Dour Street and part of Park Street were compulsorily purchased by the Borough Council, including the bomb-damaged areas where blocks of flats (excluded from the conservation area) were built.

In 1958 the Council bought 158 houses from the Crown Estate in Maison Dieu Road, Dour Street, Leyburne Road and Harold Street. Dover District Council still owns 26 houses in this conservation area.

Between Dour Street and the River Dour was part of William Crundall's timber yard until compulsorily purchased to enable Goodfellow Way to be built by the council in 1982. Access was via the former yard entrance which was widened (the original width is still indicated by cobblestones and kerbstones in situ). It is not clear whether the existing Dour Street houses either side of Goodfellow Way were modified to enable the road widening or as a result of bomb damage – one house number is also missing. Similarly, compulsory purchase enabled Hewitt Road, off Dour Street, to be built in 1980 with the bombed site of Hewitt's Bakery retained as a green open space where there is a magnificent tree (*Aruncus Dioicus*), planted by Jack Hewitt at the opening of the new development.

Appendix 2: map

Showing existing and proposed boundary change

Appendix 3 PLANNING CONTROLS

All local authorities were given the power to impose an Article 4(1) Direction by the Town and Country Planning (General Permitted Development) Order 2015.

An Article 4(1) Direction reinforces the Council's ability to protect the special character of a town. The Direction would give control over a variety of alterations to unlisted single dwellings. Planning permission would be required for changes to windows, doors, roof materials, and chimney stacks, and the construction of external porches, the provision and removal of walls and fences and the provision of hard standings.

These controls do not relate to the whole building but only to those elevations which front a highway, waterway, or public open space, and which, therefore, affect the public face or faces of the building.

The best way of preserving the character of a building is to repair it using traditional materials. By using traditional materials there is no change to the external appearance and planning consent may not be required.

Direction 4(1) requires the submission of a planning application for the following items of work where the works front a highway, waterway or open space:

- The enlargement, improvement or other alterations of the house. This includes changing windows and doors.
- Any alterations to the roof, including roof lights, dormer windows, the substitution of clay tiles or natural slates with concrete or other materials.
- The erection or construction of a porch outside an external door.
- The provision of a hard surface e.g. for car parking in the front garden.

- The erection, alteration or removal of a chimney on the house or on a building within its curtilage.
- The erection, construction maintenance, improvement or alteration of a gate, fence or other means of enclosure.
- The painting of the external masonry (or other walling material) of any part of the house (or building or enclosure within the curtilage of the house). For the avoidance of doubt this does not include the routine painting of masonry or other walling material in the same colour.
- The installation, alteration or replacement of a satellite antenna on a house or within the curtilage of a house.

If the house is listed then Listed Building Consent for both external and internal alterations and extensions is required.

For further information consult the Dover District Council Planning website.

APPENDIX 4 ACKNOWLEDGEMENTS AND REFERENCES

- John Bavington Jones: Dover, A Perambulation 1907
- Jack Hewitt: Greetings Dover! 2002
- Derek Leach: Streets of Dover 2009
- Terry Sutton and Derek Leach: Dover in the Second World War 2010
- Details of the Park Inn supplied by Paul Skelton.
- 1737 map courtesy of Dover Museum.
- Historic photographs courtesy of Dover Museum, Rosemary Wells and Lisa Hudson.

APPENDIX 5 GLOSSARY

- **Conservation Area** is an area designated so that the planning authority can control changes within it. They can be defined as “Areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”. Details can be found in the conservation pages of the DDC website.
- **Dover District Council (DDC)** is the planning authority with responsibility for this conservation area. Their website is www.dover.gov.uk.
- **English Heritage** in this report refers to the body officially known as the “Historic Buildings and Monuments Commission for England”, which is the public body that looks after England's historic environment. It is now known as **Historic England** and their website is www.historicengland.org.uk.
- **Heritage Strategy** is a DDC strategy which aims to enable them to achieve their objectives for the protection and enhancement of the historic environment. The strategy documents can be found in the conservation pages of the DDC website.
- **Kent County Council (KCC)** is the authority with responsibility for, amongst other things, the highways in this conservation area. That responsibility includes road and pavement surfaces, signage and street lighting. Their website is www.kent.gov.uk.
- **Listed Building** is one designated as listed in the National Heritage List for England (NHLE). It marks and celebrates a building's special architectural and historic interest, and also brings it under the consideration of the planning system so that some thought will be taken about its future. There are three categories of listed building: Grade I, Grade II* and Grade II. Details are on the Historic England website.
- **National Planning Policy Framework** is a key part of Government reforms to make the planning system less complex and more accessible, to protect the environment and to promote sustainable growth. Details can be found at the government's planning portal www.planningportal.gov.uk.
- **Non-designated Building** refers to one which is not listed.
- **The Dover Society** is the civic society for Dover and surrounding villages. Its website is www.thedoversociety.co.uk.
- **uPVC** in this report refers to windows and doors, generally of aluminium construction, coated with plastic (usually white).

DOVER DISTRICT COUNCIL

NON-KEY DECISION

EXECUTIVE

CABINET – 6 FEBRUARY 2023

EXCLUSION OF THE PRESS AND PUBLIC

Recommendation

That, in accordance with the provisions of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the remainder of the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the paragraph of Schedule 12A of the 1972 Act set out below:

<u>Item Report</u>	<u>Paragraph Exempt</u>	<u>Reason</u>
Dover District Leisure Centre	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Sale of Land at Roman Road and Adjacent to Astley Avenue, Dover	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted