

# Public Document Pack



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12 January 2024

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **OVERVIEW AND SCRUTINY COMMITTEE** will be held in the Council Chamber at these Offices on Monday 22 January 2024 at 6.00 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Democratic Services on 01304 872304 or by e-mail at [democraticservices@dover.gov.uk](mailto:democraticservices@dover.gov.uk).

Yours sincerely

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

Chief Executive

Overview and Scrutiny Committee Membership:

C A Vinson (Chairman)  
M W Rose (Vice-Chairman)  
S B Blair  
D R Friend  
R M Knight  
M J Nee  
D J Parks  
H M Williams  
C F Woodgate  
L M Wright

AGENDA

- 1 **APOLOGIES** (Page 5)  
To receive any apologies for absence.
- 2 **APPOINTMENT OF SUBSTITUTE MEMBERS** (Page 6)  
To note appointments of Substitute Members.
- 3 **DECLARATIONS OF INTEREST** (Page 7)

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

4 **MINUTES** (Pages 8 - 18)

To confirm the attached Minutes of the meetings of the Committee held on 13 November 2023 and 11 December 2023.

5 **DECISIONS OF THE CABINET RELATING TO RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE** (Page 19)

To receive the Cabinet decisions in respect of recommendations of the Overview and Scrutiny Committee.

6 **ISSUES REFERRED TO THE COMMITTEE BY PUBLIC PETITION, COUNCIL, CABINET, OR ANOTHER COMMITTEE** (Page 20)

To receive any public petitions or issues referred by Council, Cabinet or another Committee.

7 **NOTICE OF FORTHCOMING KEY DECISIONS** (Pages 21 - 24)

It is intended that Members should use the Notice of Forthcoming Key Decisions to identify topics within the remit of the Committee for future scrutiny.

8 **SCRUTINY WORK PROGRAMME** (Pages 25 - 31)

It is intended that the Committee monitor and prioritise its rolling work programme.

9 **PUBLIC SPEAKING** (Page 32)

Please note that in accordance with the agreed Protocol for Public Speaking at Overview and Scrutiny, the right to speak only applies to agenda items 11 and 12.

Members of the public wishing to speak must register to do so by no later than 2.00 pm on the second working day (Thursday) before the meeting.

10 **UPDATE FROM PORT OF DOVER** (Page 33)

To receive an update from the Port of Dover on the Dover Strategic Masterplan 2050, the Dover Access Improvement Project and other associated issues.

The key questions submitted by Members are attached.

11 **FEES AND CHARGES 2024/25** (Pages 34 - 100)

To consider the attached report of the Head of Finance and Investment.

12 **REVIEW OF ON AND OFF-STREET PARKING CHARGES** (Pages 101 - 118)

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

13 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 119)

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

14 **SALE OF GUIDE HUT AT LAND ADJOINING 107 SANDWICH ROAD, WHITFIELD** (Pages 120 - 123)

To consider the attached report of the Head of Property Assets.

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

**APOLOGIES**

To receive any apologies for absence.

**APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointments of Substitute Members.

**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.

Minutes of the meeting of the **OVERVIEW AND SCRUTINY COMMITTEE** held at the Council Offices, Whitfield on Monday, 13 November 2023 at 6.00 pm.

Present:

Chairman: Councillor C A Vinson

Councillors: S B Blair  
D R Friend  
R M Knight  
M J Nee  
D J Parks  
M W Rose  
H M Williams  
L M Wright

Also Present: Natalie Davis, Chief of Staff NHS Kent and Medway  
Sukh Singh, Director of Primary Care NHS Kent and Medway  
Councillor S H Beer, Portfolio Holder for Finance, Governance, Climate Change and Environment  
Councillor P M Brivio, Portfolio Holder for Housing, Skills and Education  
Councillor K Mills, Leader of the Council  
Councillor C D Zosseder, Portfolio Holder for Community and Corporate Property

Officers: Strategic Director (Place and Environment)  
Head of Place and Growth  
Strategic Project Manager  
Climate Change Officer  
Democratic and Corporate Services Manager

50 APOLOGIES

There were no apologies for absence received.

51 APPOINTMENT OF SUBSTITUTE MEMBERS

The Democratic and Corporate Services Manager advised that no notice had been received for the appointment of substitute members.

52 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

53 MINUTES

The Minutes of the meeting held on 11 September 2023 were approved as a correct record and signed by the Chairman.

54 DECISIONS OF THE CABINET RELATING TO RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE

There were no decisions relating to recommendations of the Overview and Scrutiny Committee to consider.



55 ISSUES REFERRED TO THE COMMITTEE BY PUBLIC PETITION, COUNCIL, CABINET, OR ANOTHER COMMITTEE

The Head of Corporate Services and Democracy advised that there were no issues referred to the Committee by Council, Cabinet or another Committee.

56 NOTICE OF FORTHCOMING KEY DECISIONS

The Head of Corporate Services and Democracy presented the Notice of Forthcoming Key Decisions to the Committee for its consideration.

RESOLVED: That the Notice of Forthcoming Key Decisions be noted.

57 SCRUTINY WORK PROGRAMME

The Head of Corporate Services and Democracy presented the Overview and Scrutiny Work Programme to the Committee for its consideration and advised:

- That Kent County Council had paused plans to go to consultation on the potential closures of the Household Waste Sites in Deal and Richborough. The Chairman indicated that the Committee should maintain a watching brief on this issue so that it was ready in the event that the consultation was to proceed at a later date.
- That NHS Kent and Medway had provisionally agreed to meet with the committee to discuss dentistry in April 2024. This was subject to confirmation closer to the date.
- That the Corporate Plan was going directly to Council and not via the Cabinet and Overview and Scrutiny Committee. Members agreed to consider whether to remove the item from the work programme following the Council meeting on 29 November 2023.

RESOLVED: That the Work Programme be noted.

58 PUBLIC SPEAKING

The Democratic and Corporate Services Manager advised that the Chairman had agreed to vary the public speaking arrangements in respect of Phlebotomy Services in Deal (Minute No. 59) so as to permit public speaking.

A member of the public had registered to speak on Phlebotomy Services in Deal following the variation.

The Chairman welcomed Marsha Horne to speak for three minutes in respect of Phlebotomy Services in Deal.

In summary, the following points were made as part of the speech:

- That the reinstatement, while welcome, had not gone far enough as the service at Deal Hospital would not be open to everyone.

- That everyone would still be affected negatively to some degree.
- That blood tests at GPs and Deal Hospital had run in tandem previously and complemented each other. The provision of one should not negatively impact on the other.

## 59 PHLEBOTOMY SERVICES IN DEAL

The Chairman welcomed Natalie Davis, Chief of Staff NHS Kent and Medway and Sukh Singh, Director of Primary Care NHS Kent and Medway.

It was stated that the previous 25 hour per week phlebotomy contract at Deal Hospital had been surrendered to the Integrated Care Board (ICB). The investment in GP's as replacements was intended to widen access through providing more hours of operation. However, after listening to the community it was now proposed to reintroduce the phlebotomy service at Deal Hospital for 25 hours of operation for key priority groups. This would be subject to a procurement exercise, as required by law, on the basis of a one year plus one contract. The service provided at Deal Hospital would be kept under review and if changes were required following this, they would be looked at further.

Q1. The independent review stated that the local survey undertaken by the Deal Blood Test Action Group contained numerous biased questions. Why, therefore has it been taken on board when considering this new service.

Members were advised that the report was based on more than the responses to the questionnaire as it also included information gathered from other sources. It was stated that the responses to questions would still be helpful, even if the independent review concluded the questions themselves were biased.

Q2. The independent report showed increased uptake of appointments at GP practices on cessation of the hospital clinic, with a subsequent (I assume) increase in staffing levels. Has the ICB liaised with practices as to how these staff can be redeployed should GP blood test appointments fall?

Members were advised that GPs had increased staffing and that they had been notified in writing that activity would be monitored for any unexpected variation. However, practices were ultimately responsible for their staff and how they used them. The Deal Community Phlebotomy Service responded specifically to those patient groups who had been unable to access a blood test locally. This service and the service provided by practices were seeking to coexist, but the impact on general practice and other providers would be reviewed as part of the evaluation.

Q3. The earlier proposed Deal pilot was to use Buckland hospital EKHUFT staff. Is this to be the case this time and if so, what will be the consequence for the phlebotomy service at BHD.

The procurement process would determine the provider for this service but there were no plans to change in phlebotomy service at Buckland hospital.

Q4. Communication was deemed to be key going forward. Can we be assured that the changes, particularly the patient criteria list, are clearly communicated to the Deal population in a timely manner.

Members were advised that this would be done.

Q5. How does the ICB plan to monitor and report back to DDC regarding the quality of this new service?

Members were advised that the ICB would be happy to engage with Members in respect of this.

Q6. What does SBAR stand for?

It was stated that SBAR stood for Situation, Background, Assessment, and Recommendation. It was a widely used report structure and communication tool to ensure consistent communication with the headline paragraphs under each title.

Q7. About the independent survey, by BHNC ... can we see a copy of the questions used in the survey that was sent to surgeries? How many people replied to their survey? What type of survey was it, paper? Online? Verbal? How much did the survey cost? What was the need for holding another survey because the action group survey went to almost every household in Deal, Walmer & several neighbouring villages, (over 10,000 people), in paper format and online.

Patient surveys were conducted by all four practices asking patients to score their experience of the blood testing service "in house" at the surgeries. Responses were recorded in different ways (paper, online & verbal) and a total of 154 patients responded.

The raw survey results were shared with Bexley Health Neighbourhood Care to inform their independent review.

Q8. The use of trained receptionists, trained that is for 2 days only for blood taking, is that safe? What about patients who bruise easily? Other medical problems? (I note that patients with known difficult venipuncture can go to the hospital). I suspect that not all categories of situations are covered. Surely, at the GP's discretion for high need patients defined by the GP?

The ICB supported the training and development of staff. Phlebotomists were specialists and valid partners in the healthcare team.

Q9. How to get an early morning appointment? As some surgeries don't start til 8:30 am, others later. Some patients need to get to work after a test. Many workers living in Deal travel elsewhere to work. The hospital will open at 8am. Surely patients like this should be able to go to the hospital?

The previous service offered at Deal hospital had clear opening hours (07:30 to 13:00) accessible only by appointment as it was staffed by one part-time phlebotomist (25 hours per week). While this provided for early morning appointments it was unable to meet all patients' needs. While the ICB would like to be able to meet all the needs of patients it was acknowledged that this was not always possible. The ICB wanted to work with the whole population to provide the best service it could to as many people as possible.

The feedback received from the GP phlebotomy service has been positive and for many patients represented an improvement over the previous arrangements. The GP service when considered with the new Deal Hospital service would represent a significant improvement in capacity.

Members while welcoming the proposed restoration of phlebotomy services at Deal Hospital urged the ICB to reflect further on widening access to the Deal Hospital service.

Q10. Why not have the hospital service open to all who want to go there, and record why they go there, and assess the use and need at the end of the year? It is convenient to use the GP service for some, but others not, for a variety of reasons.

The ICB believed that this would likely destabilise the general practice service to the extent that the services from general practice would need to close as they would not be sustainable. The Deal Hospital phlebotomy service was funded by the ICB and would stretch limited resources. The ICB was working on a way to support delivery of a safe service for all venues.

Q11. How will you judge the effectiveness of this Deal outpatient service at the end of the year? What are the review criteria you will judge by?

The criteria will include, but not be limited to:

- Patient satisfaction survey
- Total number of people attending (with a minimum set to make it viable)
- Number of 'urgent' blood tests
- Number of did not attend (DNA)
- Ages
- Postcode
- Waiting times
- Referral source
- Segmentation of those attending by criteria the service is focused on
- Impact on general practice and other healthcare providers.

The review would cover GP provided phlebotomy services as well as Deal Hospital.

Q12. I believe there is a consultation about the local ICB, and a possible restructuring. Can you tell us what is being planned? And who will be responsible for this particular phlebotomy service in future?

There was an internal restructure which would result in fewer ICB staff in post. However, there were no changes proposed to the duties of the ICB.

It was moved by Councillor C A Vinson, duly seconded by Councillor D R Friend, and

- RESOLVED: (a) That the Overview and Scrutiny Committee requests a copy of the evaluation report when published.
- (b) That consideration be given in the tender for phlebotomy services at Deal Hospital to the following:
- (i) Providing the service from 7.30am onwards at Deal Hospital.
  - (ii) To express concern that the service at Deal Hospital will only be open to a restricted number of groups and not be open to all.

60 ESTABLISHMENT OF CLIMATE AND NATURE FORUM

The Climate Change Officer presented the report on the Establishment of a Climate and Nature Forum.

Members were advised that the report sought disband the existing Climate Change Project Advisory Group (PAG) and replace it with a new body, the Climate and Nature Forum. The Forum, which like the PAG would not be a decision-making body but would be advisory, would offer the potential for wider representation including representatives from Kent County Council, the four town councils and local community groups.

The terms of reference for the new Forum would be discussed at the first meeting of the Forum. It was intended that the Forum would meet on a quarterly basis with other groups, such as the RSPB or Kent Wildlife Trust, being invited to the Forum as required.

Councillor C A Vinson expressed concern that this was reverting back to something similar to the previous Climate Change Working Group that had been changed to a PAG due to concerns over its effectiveness.

It was agreed to note the report.

61 TIDES LEISURE CENTRE

The Strategic Development Lead Officer (Leisure) presented the update report on the Tides Leisure Centre.

Members were advised on the findings of the RIBA Stage 2 detailed feasibility on Tides Leisure Centre and that Cabinet had been asked for approval to explore further options that could provide a solution to the challenges concerning the viability of the project. This had been agreed by the Cabinet and officers would report back once the options had been explored further. This was expected to be in early 2024.

Members discussed the following points:

- To acknowledge the work that had gone into finding a viable solution for Tides Leisure Centre and to express hope that a solution could be found.
- The monitoring work being undertaken in respect of the current Tides Leisure Centre as the building reaches the end of its operational life.
- To identify the volatility in respect of borrowing costs and the funding options being explored.
- Whether other assets could be disposed of to generate funding for use in respect of Tides. The Strategic Director (Place and Growth) advised that most of the Council's assets were not cashable as it included sites such as churchyards.

It was agreed to note the report.

62 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor M J Nee, duly seconded by Councillor D R Friend and

RESOLVED: That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the remainder of the business on the grounds that the items to be considered involved the likely disclosure of exempt information as defined in paragraph 3 of Part I of Schedule 12A of the Act.

63 DOVER TOWN CENTRE REGENERATION - BENCH STREET (WESTSIDE), DOVER

The Head of Place and Growth presented the report on Dover Town Centre Regeneration – Bench Street (Westside) Dover.

Due to the links to the next item of business, Members discussed both items together.

It was agreed to note the report on Dover Town Centre Regeneration – Bench Street (Westside) Dover.

64 DOVER TOWN CENTRE REGENERATION - CAMDEN CRESCENT, DOVER

The Head of Place and Growth presented the report on Dover Town Centre Regeneration – Camden Crescent, Dover.

Due to the links to the previous item of business, Members discussed both items together.

RESOLVED: That it be recommended to Cabinet that the list of project risks to be included within the detailed risk assessment include risks related to other organisations and partners.

The meeting ended at 7.41 pm.

# Public Document Pack

Minutes of the meeting of the **OVERVIEW AND SCRUTINY COMMITTEE** held at the Council Offices, Whitfield on Monday, 11 December 2023 at 6.00 pm.

Present:

Chairman: Councillor C A Vinson

Councillors: S B Blair  
D R Friend  
R M Knight  
M J Nee  
D J Parks  
M W Rose  
H M Williams  
C F Woodgate  
L M Wright

Also Present: Councillor E A Biggs (Portfolio Holder for for Planning and Built Environment)  
Councillor P M Brivio (Portfolio Holder for for Housing, Skills and Education)  
Councillor J L Pout (Deputy Leader of the Council and Portfolio Holder for Transport, Licensing and Environmental Services)

Officers: Strategic Director (Corporate and Regulatory)  
Strategic Director (Finance and Housing)  
Strategic Director (Place and Environment)  
Democratic and Corporate Services Manager

## 65 APOLOGIES

There were no apologies for absence received.

## 66 APPOINTMENT OF SUBSTITUTE MEMBERS

The Head of Corporate Services and Democracy advised that no notice had been received for the appointment of substitute members.

## 67 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

## 68 MINUTES

At the request of the Head of Corporate Services and Democracy the Committee agreed to defer consideration of the Minutes of the previous meeting.

## 69 DECISIONS OF THE CABINET RELATING TO RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE

The decisions of the Cabinet relating to recommendations made by the Overview and Scrutiny Committee were noted. The Head of Corporate Services and Democracy advised that the Cabinet had agreed to the recommendation from the Overview and Scrutiny Committee.

70 ISSUES REFERRED TO THE COMMITTEE BY PUBLIC PETITION, COUNCIL, CABINET, OR ANOTHER COMMITTEE

The Head of Corporate Services and Democracy advised that there were no issues referred to the Committee by Council, Cabinet or another Committee.

71 NOTICE OF FORTHCOMING KEY DECISIONS

The Head of Corporate Services and Democracy presented the Notice of Forthcoming Key Decisions to the Committee for its consideration.

RESOLVED: That the Notice of Forthcoming Key Decisions be noted.

72 SCRUTINY WORK PROGRAMME

The Head of Corporate Services and Democracy presented the Overview and Scrutiny Work Programme to the Committee for its consideration.

Members were advised that the Port of Dover had confirmed attendance for January 2024. Kent County Council would be contacted to see if they also would attend to discuss the Levelling Up Bid in relation to the Port of Dover. Members were asked to submit their key questions by 22 December 2024.

The Chair reminded Members of their statutory obligation to have at least one annual crime and disorder meeting and that the Constitution set out a requirement to have two per year.

The Head of Corporate Services and Democracy explained to Members how items were added to the work programme with the consent of the committee. If the committee could not agree new items by general consent, then it would need to be the subject of a vote. Councillor C A Vinson reminded Members that the priority order was determined by the Chair and Controlling Group Spokesperson as part of the agenda setting process.

Members identified the following items for inclusion in the work programme:

- That taxi provision in the district be added to the work programme. The issue of supply and demand in various parts of the district was highlighted as one issue to include in the scrutiny. Members were asked to submit any questions on the matter. (Proposed by Councillor C A Vinson)
- That a scrutiny on Property Assets focussed on Cedars, Western Road and Park Avenue Nursery be added to the work programme. (Proposed by Councillor D R Friend)

RESOLVED: That the Work Programme be noted, subject to the inclusion of an item on taxis and property assets.

73 PUBLIC SPEAKING

The Democratic and Corporate Services Manager advised that no members of the public had registered to speak on items on the agenda to which the public speaking protocol applied.



74 UPDATE ON WHEELCHAIR ACCESSIBLE HACKNEY CARRIAGE VEHICLE LICENSES

The Strategic Director (Corporate and Regulatory) provided a verbal update on Wheelchair Accessible Hackney Carriage Vehicle Licences.

Members were advised that Cabinet had received the results of the three-yearly unmet demand survey in June 2023, which had also been considered by the Overview and Scrutiny Committee which requested the further update.

The Cabinet had agreed the provision of 5 additional licences for wheelchair accessible vehicles. There had been a ballot held and 5 applications had been drawn from 44 entries. Additionally, 5 reserves had been withdrawn in the event that any of the successful applicants could not plate a vehicle within three months. Four of the five drawn had been able to meet the deadline for plating a vehicle and were now operating. The first reserve was going through the process to be plated and it was expected that all five would be operational by 31 January 2024. This would bring the total number of wheelchair accessible hackney carriage vehicle licences to 11.

Members welcomed the interest in the five additional wheelchair accessible hackney carriages.

In response to a question it was stated that the next unmet demand survey would take place in 2025.

The Chairman expressed a preference for written reports for updates in future.

75 STRATEGIC PERFORMANCE DASHBOARD REPORT

The Chairman asked Members to go through the Strategic Performance Dashboard in the order that it was set out in the papers.

Members raised the following points:

- To question the street cleansing savings set out in the papers. Members were advised that the savings requirements had been identified as part of the budget process and that officers were responsible for identifying how to deliver these savings. It was noted that the Veolia contract was one of the Council's biggest areas of expenditure.
- Members discussed the proposals for reducing the frequency of high-speed road cleaning and queried why the Council was responsible for paying for this work. It was stated that this had been raised with National Highways and the Local Government Association by the Council previously. However, there was no appetite from the Government to take on the responsibility.
- To question how the staff vacancy savings were achieved. Members were advised that there was a rigorous authority to recruit process that identified if a vacant post was still required. The saving was a combination of those posts not filled and the time it took to fill a vacancy that had been

authorised for recruitment. Councillor H M Williams asked for a list of permanent and short-term vacancies.

- To enquire if there was any potential for income generation from improved recycling. Members were advised that the inter-authority agreement with Kent County Council did allow the Council to benefit if recycling levels went up.
- To question the slight decrease in green waste subscribers. Members were advised that the three Kent County Council Household Waste sites in the district had a significant impact on the garden waste scheme.
- Councillor H M Williams requested a definition for major and minor planning applications.
- Members discussed the decline in performance of indicator HOM23 (Average days to re-let properties (from tenancy termination to new tenancy start date) requiring major work) and were advised that there had been a high volume of voids that required substantial work before they were suitable for reletting. Officers were working to see if there were ways of improving performance but it was noted that faster turnaround may result in additional cost.
- Councillor M J Nee noted that three of the risks shown were related to the actions of the government and suggested that the Council should write to the Government to highlight this. The Chairman advised that both the Local Government Association and the District Councils Network were highlighting these issues.
- The methodology of PAD008 (Planning Enforcement Cases) and whether it could be shown as to how long it took to resolve cases.
- Officers advised that responses would be provided in respect of:
  - The performance of indicator PH001 (Port Health - Total number of Port Health interventions received) and
  - The methodology for calculating and the average time of extension for PAD001 (Percentage of major planning applications determined in 13 weeks or within an agreed extension of time)

RESOLVED: That it be recommended to Cabinet that it explore changing the status of the high-speed road network to special road status in order to obtain assistance in funding cleansing.

The meeting ended at 7.31 pm.

**Decisions of the Cabinet Relating to Recommendations from the Overview and Scrutiny Committee**

The Record of Decision for the most recent Cabinet meeting will contain the decisions in respect of the recommendations arising from the Overview and Scrutiny Committee.

**ISSUES REFERRED TO THE COMMITTEE BY PUBLIC PETITION, COUNCIL, CABINET  
OR ANOTHER COMMITTEE**

To consider any issues referred to the Overview and Scrutiny Committee.

## Notice of Forthcoming Key Decisions which will be made on behalf of the Council

Key Decisions 2023/24	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
1	Property Acquisitions	Ongoing (decisions to be taken by Portfolio Holder for Finance, Governance, Climate Change & Environment or Strategic Director (Finance & Housing))	Head of Finance & Investment	Finance, Governance, Climate Change & Environment
2	Approval of projects to purchase and develop properties for use as affordable housing	Ongoing (decisions to be taken by Cabinet or Strategic Director (Finance & Housing) in consultation with Portfolio Holder for Housing, Skills & Education)	Head of Finance & Investment	Housing, Skills & Education
3	Approval of draft Dour Street, Dover Conservation Area Character Appraisal	6 February and 4 September 2023	Head of Planning & Development	Planning & Built Environment
4	Consultation on draft Green Infrastructure Strategy	6 March 2023 and March/April 2024	Head of Planning & Development	Planning & Built Environment
5	Bench Street (Future High Streets Fund project) – Decisions related to project progression and delivery	Ongoing (decisions to be taken by the Leader of the Council or Strategic Director (Place & Environment))	Head of Place & Growth	Leader of the Council
6	Levelling Up Fund – Dover Beacon, Bench Street, Dover – Decisions relating to project progression and delivery	Ongoing (decisions to be taken by the Leader of the Council or Strategic Director (Place & Environment))	Head of Place & Growth	Leader of the Council
7	To seek approval for a variation to the current responsive repairs, voids and associated services contract and to report on proposals for a new contract	3 July 2023	Head of Property Assets	Housing, Skills & Education

Agenda Item No 7

Key Decisions 2023/24	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
8	Adoption of Procurement Strategy 2023-26	3 July 2023	Head of Finance & Investment	Finance, Governance, Climate Change & Environment
9	Approval to convert garden waste collection service from sacks to wheeled bins	4 September 2023	Head of Waste Services	Planning & Built Environment
10	Acquisition of affordable housing at Buckland Hospital site	This item has been withdrawn	Head of Finance & Investment	Housing, Skills & Education
11	Sale of land at Astley Avenue, Dover	4 March 2024	Head of Finance & Investment	Finance, Governance, Climate Change & Environment
12	Permission to go out to formal consultation on variation of (Dover District Council) Public Spaces Protection Order 2022 and approval of final Order	4 September 2023 and 15 January 2024	Head of Port Health & Environmental Services	Transport, Licensing & Environmental Services
13	Provision of interim housing for Ukrainian refugees via Local Authority Housing Fund	4 September 2023	Head of Finance & Investment	Housing, Skills & Education
14	Approval of draft Cultural Strategy for consultation	4 March 2024	Head of Place & Growth	Community & Corporate Property
15	To approve publication of Infrastructure Funding Statement 2022/23	2 October 2023	Head of Planning & Development	Planning & Built Environment
16	Identification of proposals and route forward for Dover town centre regeneration delivery (Western Heights, Roman Painted House & Stembrook car park/former Co-op site)	5 February 2024	Head of Place & Growth	Leader of the Council
17	Dover town centre regeneration – project enabling and delivery related approvals	Ongoing (decisions to be taken by the Leader of the Council or Strategic Director (Place & Environment))	Head of Place & Growth	Leader of the Council
18	Aylesham Development Update	January/February 2024 Delegated decision to be taken by Strategic Director (Place & Environment)	Head of Place & Growth	Leader of the Council
19	Changes to Council's Events Policy and Memorandum of Understanding to occupy Council land for events	5 February 2024	Heads of Community, Digital & Transformation and Property Assets	Community & Corporate Property

Key Decisions 2023/24	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
20	To consider the update on alternative solutions or sources of external funding that might provide a possible phased way forward in delivering the Tides Leisure Centre project	5 February 2024	Head of Place & Growth	Community & Corporate Property
21	Free Christmas Parking in Council's car parks	6 November 2023	Head of Community, Digital & Transformation	Community & Corporate Property
22	Publication of Housing Needs Survey 2023 results	This item has been withdrawn	Head of Housing	Housing, Skills & Education
23	Seeking an amendment to period of Exclusive Right of Burial granted at Council-owned cemeteries	4 December 2023	Head of Parks, Open Spaces & Countryside	Community & Corporate Property
24	Parking Charges Review	15 January 2024	Head of Community, Digital & Transformation	Community & Corporate Property
25	Fees and Charges – agreement on levels for 2024/25	15 January 2024	Head of Finance & Investment	Finance, Governance, Climate Change & Environment
26	Adoption of new Housing Revenue Account Rent-Setting Policy	4 March 2024	Head of Housing	Housing, Skills & Education
27	Adoption of proposed Leasehold Management Policy	5 February 2024	Head of Housing	Housing, Skills & Education
28	Approval and adoption of updated version of Shared Ownership Policy	5 February 2024	Head of Housing	Housing, Skills & Education
29	Recommendation to Council of the draft 2024/25 Budget and Medium-Term Financial Plan 2024/25-2027/28 and approval by Cabinet of various delegations within the Budget	5 and 26 February 2024	Head of Finance & Investment	Finance, Governance, Climate Change & Environment
30	Approval of award of contract for repointing and associated works to Council's housing stock	4 March 2024	Head of Property Assets	Housing, Skills & Education
31	Issue of tender for election and electoral registration-related printing and automated response service for Register of Electors	4 March 2024	Head of Corporate Services & Democracy	Finance, Governance, Climate Change & Environment
32	Award of contract for remediation work to land at Poulton Close, Dover in relation to affordable housing development	5 February 2024	Head of Housing	Housing, Skills & Education

Note: (1) Key Decisions which are shaded have already been taken and do not appear in this updated version of the Notice of Forthcoming Key Decisions.

- (2) The Council's Corporate Management Team reserves the right to vary the dates set for consultation deadline(s) and for the submission of reports to Cabinet and Council in respect of Key Decisions included within this version of the notice. Members of the public can find out whether any alterations have been made by looking at the Council's website ([www.dover.gov.uk](http://www.dover.gov.uk)).



## OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2023/24

Month	Issue	Members On-going or single item?	Officers (Corporate Expenditure unless otherwise stated)	Reason for Inclusion on the Work Programme (incl. any actions required and any expenditure)
12 June 2023	Provision of Interim Housing and Support for Afghan Refugees via Afghan Relocations and Assistance Programme	Single Item	Heads of Finance & Investment and Transformation.	To consider the report.
	Hackney Carriage Numbers - Unmet Demand Survey	Single Item	Strategic Director (Corporate and Regulatory)	To consider the report.
	Purchase of New Shared Ownership Housing at Willowbank, Sandwich	Single Item	Head of Finance & Investment	To consider the report.
10 July 2023	Performance Report Q4 2022/23	Quarterly Report	Strategic Director (Corporate and Regulatory)	To consider the report.
	Update on Corporate Complaints Policy	Single Item	Strategic Director (Corporate and Regulatory)	To consider the report.
	Adoption of Procurement Strategy 2023-26	Single Item	Procurement Manager	To consider the report.
	Dover Beacon/Bench Street Projects	Single Item	Head of Place, Growth, Investment and Creative Services	To consider the report.

*Please note items beyond the current month are subject to change depending on Forward Plan, officer availability, etc.*

Month	Issue	Members On-going or single item?	Officers (Corporate Expenditure unless otherwise stated)	Reason for Inclusion on the Work Programme (incl. any actions required and any expenditure)
	Responsive Repairs, Voids and Associated Services Contract 2011-2025	Single Item	Head of Property Assets	To consider the report.
11 September 2023	Performance Report Q1 2023/24	Quarterly Report	Head of Corporate Services & Democracy	To consider the report.
	Fasttrack Update	Single Item	Head of Place & Growth	To receive an update.
	Regeneration Update	Quarterly Update	Head of Place & Growth	To receive an update.
	Public Spaces Protection Order Consultation	Single Item	Head of Transformation and the Port Health & Public Protection Manager	To consider the report.
	Adoption of Dour Street, Dover Conservation Area Character Appraisal	Single Item	Principal Heritage Officer	To consider the report.
	Provision of Interim Housing for Ukrainian Refugees via Local Authority Housing Fund	Single Item	Head of Finance and Investment	To consider the report.
	Dover District Council Community Grants Scheme Arrangements for 2023/24	Single Item	Head of Transformation	To consider the report.
	Full Structural Survey to Deal Pier	Single Item	Corporate Estate and Coastal Engineer	To consider the report.

*Please note items beyond the current month are subject to change depending on Forward Plan, officer availability, etc.*

Month	Issue	Members On-going or single item?	Officers (Corporate Expenditure unless otherwise stated)	Reason for Inclusion on the Work Programme (incl. any actions required and any expenditure)
	Green Waste Containerisation Project	Single Item	Head of Waste Services	To consider the report.
9 October 2023 CANCELLED	Infrastructure Funding Statement 2022/2023	Single Item	Head of Planning and Development	To consider the report.
13 November 2023	Phlebotomy Services	Single Item	Integrated Care Board	To receive an update on Phlebotomy Services. Key Questions will be required.
	Establishment of Climate and Nature Forum	Single Item	Strategic Director (Place & Environment)	To consider the report.
	Tides Leisure Centre	Single Item	Strategic Director (Place & Environment)	To consider the report.
	Dover Town Centre Regeneration - Bench Street (Westside),	Single Item	Head of Growth and Place	To consider the report.
	Dover Town Centre Regeneration - Camden Crescent, Dover	Single Item	Head of Growth and Place	To consider the report.
11 December 2023	Update on Hackney Carriage Numbers	Follow-Up	Strategic Director (Corporate & Regulatory)	To receive an update on the 5 wheelchair accessible vehicle licenses agreed as part of the Unmet Demand Survey. (June 2023 meeting)
	Performance Report Q2 2023/24	Quarterly Report	Strategic Director (Corporate and Regulatory)	To consider the report.
22 January 2024	Fees and Charges	Single Item	Strategic Director (Finance & Housing) Head of Finance & Investment	To consider the report.

*Please note items beyond the current month are subject to change depending on Forward Plan, officer availability, etc.*

Month	Issue	Members On-going or single item?	Officers (Corporate Expenditure unless otherwise stated)	Reason for Inclusion on the Work Programme (incl. any actions required and any expenditure)
	Port of Dover	Single Item	Head of Corporate Services and Democracy	To receive an update from the Port of Dover on the Masterplan and other areas relating to the Port and consider whether any recommendations should be made in respect of the update.
	Review of On and Off-Street Parking Charges	Single Item	Strategic Director (Finance & Housing)	To consider the report.
	Sale of Guide Hut at Land Adjoining 107 Sandwich Road, Whitfield	Single Item	Head of Property Assets	To consider the report.
19 February 2024	Budget Scrutiny	Single Item	Strategic Director (Finance & Housing) Head of Finance & Investment	To scrutinise the Council's budget and decide whether to make recommendations to Cabinet and/or Council.
11 March 2024	Crime and Disorder Update	Twice Yearly Update	Strategic Director (Finance & Housing)	To receive an update. Kent Police will be in attendance. <b>[Possible separate meeting]</b>
	Performance Report Q3 2023/24	Quarterly Report	Strategic Director (Corporate and Regulatory)	To consider the report.
	Hackney Carriage and Private Hire Taxis	Single Item	Strategic Director (Corporate and Regulatory)	Added at Request of Cllr C A Vinson <b>This item will need further discussion in respect of what information is required from officers.</b>
Date to be confirmed	Property Assets	Single Item	Strategic Director (Place & Environment)	To consider the Council's Property Assets with a focus on Cedars, Western Road and Park Avenue Nursery
15 April 2024	Crime and Disorder Update	Twice Yearly Update	Strategic Director (Finance & Housing)	To receive an update. [Date Confirmed] This would be an internal focussed item focussing on preventative and diversionary activities.

*Please note items beyond the current month are subject to change depending on Forward Plan, officer availability, etc.*

<b>Month</b>	<b>Issue</b>	<b>Members On-going or single item?</b>	<b>Officers (Corporate Expenditure unless otherwise stated)</b>	<b>Reason for Inclusion on the Work Programme (incl. any actions required and any expenditure)</b>
	NHS Dentistry	Single Item	NHS Kent and Medway	To scrutinise the provision of NHS Dentistry services in the Dover District. [Provisional date]
20 May 2024	Motion from Full Council	On-Going	Head of Corporate Services & Democracy	This item may require several meetings. Suggest a scoping paper as first step. [This could be scheduled earlier if Members consider it a higher priority].

*Please note items beyond the current month are subject to change depending on Forward Plan, officer availability, etc.*

**Watching Brief – To be scheduled as required**

Month	Issue	Members On-going or single item?	Officers (Corporate Expenditure unless otherwise stated)	Reason for Inclusion on the Work Programme (incl. any actions required and any expenditure)
Watching Brief	KCC Community Services Update	Single Item	Kent County Council	Exact date dependent on KCC proposals. [KCC have confirmed that they are prepared to attend once internal consultation/communications have been completed - Expected scrutiny mid-2024]
Watching Brief	Consultation on Closure of KCC Household Waste Sites	Single Item	Kent County Council	The consultation is currently paused by KCC. This item is to maintain a watching brief should proposals for consultation on closures return.

Please note items beyond the current month are subject to change depending on Forward Plan, officer availability, etc.

**Other Work Programme Items – To be scheduled by the Democratic & Corporate Services Manager in consultation with the Chair and Controlling Group Spokesperson as the work programme permits**

Provisional Scheduling	Subject	Why on Work Programme?
22 January 2024	<p>Motion Referred from the Full Council – 1 March 2023</p> <p>“This Council notes that there is more work to be done to encourage a more diverse range of candidates for elections in future, in order that councillors better reflect the diverse communities they serve.</p> <p>This Council therefore resolves to ask the Overview and Scrutiny Committee to include in the Committee work programme consideration of how more residents from across those communities can be encouraged to participate in local democracy and potentially stand as candidates in future council elections.”</p>	<p>Referral from the Full Council</p> <p>May require several meetings.</p> <p>Suggest a scoping paper as first step for May 2024.</p>
11 September 2023 11 March 2024	Regeneration Update (Twice Yearly) – Proposed dates	Agreed by Committee
February 2025	Follow up on the Provision of Interim Housing And Support for Afghan Refugees via the Afghan Relocations and Assistance Programme (Arap)	Agreed by Committee

Priority to be Determined – Members are asked to prioritise items and work will undertaken to schedule on that basis.

Date To be Confirmed - 2024	Roman Painted House	Agreed by Committee. Provisionally looking at early 2024.
Date To be Confirmed - 2023	Port of Dover – Update on Peak Traffic Flow Management and Western Docks Regeneration	Agreed by Committee. Port of Dover considering dates for a meeting in 2024.
Date To be Confirmed - 2024	Council Asset Disposal Plans	Agreed by Committee

*Please note items beyond the current month are subject to change depending on Forward Plan, officer availability, etc.*

## **PUBLIC SPEAKING**

Members of the public wishing to speak must register to do so by no later than 2.00 pm on the second working day before the meeting. The agenda front sheet will specify which items public speaking applies to for that meeting.

You can only register to speak in respect of items on the agenda.

The Public Speaking Protocol does not preclude an overview and scrutiny committee, by resolution of the committee, from inviting members of the public, organisations, charities, voluntary groups or any other interested parties to address any meeting for the purpose of providing evidence in support of an item of business on the agenda.

A member of the public speaking on an agenda item must address their speech to the item they have registered to speak upon on the agenda and cannot address other agenda items or unrelated business.

Each registered speaker will have three minutes speaking time per item they have registered to speak on and no public speaker or parish council may register to speak on any more than two items on the agenda.

The right to speak does not include the right to ask any questions of any District Councillor, Officer of the Council, invited attendee, or any other public speaker.

The right of the public to speak does not apply to the following agenda items: Apologies; Appointment of Substitute Members; Minutes; the Forward Plan, the Scrutiny Work Programme (and related documentation) or any agenda item that is not accompanied by a written report.

The Chairman of the committee (or in their absence the Vice-Chairman) will have discretion to vary the time allowed and the number of speakers in cases of exceptional interest.



**Dover District Council**  
**Overview and Scrutiny Committee**  
**Port of Dover**

- Q1. What plans are there to ensure a response to climate change?
- Q2. How does DHB see itself working alongside DDC regarding local development/tourism?  
How will it link access from cruise terminal to the town making Dover a destination port rather than a town to travel to on the way to London, Leeds Castle, and Dover castle?
- Q3. How will air quality be maintained with the probable proposed plans to further increase freight traffic and handling?
- Q4. How does DHB see the development of cruise traffic and tourism alongside the increased parking for and management of freight?
- Q5. Please could DHB provide an overview of their 'masterplan' process/timing and an update on progress and plans for the Western Docks redevelopment, including the Marina curve hotel, De Bradelei wharf site and future of Wellington Dock and adjacent Marina.
- Q6. Could DHB provide an update on the introduction of the electronic entry/exit system and associated infrastructure that might be required
- Q7. Could DHB provide an overview of how ferry traffic/usage has recovered following the pandemic, including information on the impact of Irish Ferries introducing services and the arrival of new, modern ferries by P&O
- Q8. Could DHB provide an update on the Levelling Up Fund grant award to improve roads and infrastructure around the eastern docks.

<b>Subject:</b>	<b>FEES AND CHARGES 2024/25</b>
<b>Meeting and Date:</b>	<b>Cabinet – 15 January 2024</b>
<b>Report of:</b>	<b>Helen Lamb, Head of Finance and Investment</b>
<b>Portfolio Holder:</b>	<b>Councillor Susan Beer, Portfolio Holder for Finance, Governance, Climate Change and Environment</b>
<b>Decision Type:</b>	<b>Executive Key Decision</b>
<b>Classification:</b>	<b>Unrestricted</b>

**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 2024/25. These F&Cs have been included in the preparatory work on the draft budget for 2024/25 and require approval.

- Recommendations:** It is recommended that Cabinet:
1. Approves the Fees and Charges (F&Cs) for 2024/25 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.<sup>1</sup>
  2. Agree 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. Approve 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. Note the fees and charges approved separately by Licensing and Regulatory Committees set out in Appendices 3.1 to 3.4.

**1. Summary**

1.1 The Council's constitution specifies that 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 2024/25. 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:

<sup>1</sup> 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 18<sup>th</sup> October 2023 of all F&Cs to be set by the Licensing Committee.
  - Regulatory Committee  
Report to the meeting on 20<sup>th</sup> November 2023 of all F&Cs to be set by the Regulatory Committee.
  - Planning Committee  
Report (for information) to the meeting on 9<sup>th</sup> November 2023 of all F&Cs relevant to the Planning Committee.
  - Cabinet  
Report to the meeting on 15<sup>th</sup> January 2024 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 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.

#### 2024/25 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.

#### 2024/25 Proposed Charge Inc VAT

This is the recommended charge for 2024/25 and the estimated income will, subject to Members' approval, be included in the 2024/25 budget.

#### 2024/25 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, Member's 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**

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.

- 3.1 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.

#### Building Control

- 3.2 Appendix 2.1a, line 3 – Building Regulations fee includes a new hourly rate equating to a percentage uplift of 15%.

#### Deal Pier & Foreshores

- 3.3 Appendix 2.2, line 19 – Endeavour Centre - Proposal to change the way we charge for the endeavour centre and increase use. We currently charge a flat rate of £48 for hire. Propose to have a reduced rate for schools and registered charities (£30) and an increased rate for private hire (£80).

#### Port Health

- 3.4 Appendix 2.3 New Fees – Water Samples on board Vessels – Lab analysis and Courier. This cost will be recharged.
- 3.5 Export Certificates – fee Increase has been brought in line with other local authority's charges for preparation and issuance of export health certificates for Sanitary and Phytosanitary (SPS goods).
- 3.6 The projected income associated with Illegal, Unreported and Unregulated fishing (IUU) is uncertain at this time whilst the proposed changes by DEFRA in relation to the revised EU border controls are finalised.

#### Environmental Health

- 3.7 Appendix 2.4a, lines 93, fee increase for penalty notice (Fly-tipping)

#### Museum

- 3.8 Appendix 2.5, line 159, - New charge reflecting Hire of Cinema space.

#### Leisure Facilities

- 3.9 Appendix 2.6 - Lines 160-163 and 166-169 - removed. –
- (a) The Council does not offer bowls facilities directly. Land is licensed to various Bowling Clubs.
  - (b) The Council does not currently provide any netball courts.

- (c) The only tennis court offered directly by the Council at Connaught Park is not charged. Fees at Marke Wood are aligned with Lawn Tennis Association recommended national rates.

Lines 181-183 suspended - while the memorial benches and commemorative trees schemes are reviewed.

#### Refuse, Recycling and Street Cleansing

- 3.10 Appendix 2.7, line 222, - New charge reflecting Supply & Delivery of 240 litre bin - Garden Waste

Line 232 – removed - Supply & Delivery of Garden Waste sack discontinued.

#### Land Charges

- 3.11 Appendix 2.11 – Following lines removed – 256, 260, 264, 267 269, 271, 282.

#### Housing

- 3.12 Appendix 2.12, line 289 removed.

#### Business Rates

- 3.13 Cost of court summons and liability orders for Business Rates increased by 9.25%.

### **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 by the Strategic Director (Finance & Housing) 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 (Place & Environment)

### **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 & Housing), linked to the MTFP: Accountancy has produced this report and has no further comment to add. (SK)

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 regarding the fees and charges for 2024/25 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 3.3 – 3.4 – F&C to be approved by Regulatory Committee

Appendices 4.1 – 4.3 – Planning application fees

11. **Background Papers**

Licensing Committee Report 2024-25

Planning Report - Fees and Charges 2024-25

Regulatory Report 2024-25

Contact Officer: Shane Kempster – Accounting Technician [shane.kempster@dover.gov.uk](mailto:shane.kempster@dover.gov.uk)

**Fees and Charges Checklist**

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

				2023/24	2023/24	2023/24	2023/24	2024/25	2024/25	2024/25		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Units / comments	Vat Code	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	
<b>Building Control - R. Walton - S Platts - Councillor E A Biggs</b>												
1	General	Building Regulations general enquires	N	£90.00		S		£94.00			4%	Amount of increase will bring this charge into alignment with the new BRFE hourly rate (£93.80). This will avoid having two different hourly rates.
2	General	Solicitors enquiries & other specialist advice	N	£45.00		N		£47.00			4%	This is a half hour charge. See above
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	<a href="https://www.dover.gov.uk/Planning/Building-Control/Apply/Fees-Charges.aspx">https://www.dover.gov.uk/Planning/Building-Control/Apply/Fees-Charges.aspx</a>		S except for reversions and regularisations	£290,000	<a href="https://www.dover.gov.uk/Planning/Building-Control/Apply/Fees-Charges.aspx">https://www.dover.gov.uk/Planning/Building-Control/Apply/Fees-Charges.aspx</a>	£325,000	15%	A new hourly rate of £94.00 (inc. vat) equates to a percentage uplift of 15% (or slightly more when rounding up to the nearest £5). The Charges Regulations 2010 call for full cost recovery on a job-by-job basis (i.e., the number of available officer hours x hourly rate). Paul Bannon (Building Control Manager) did a comprehensive review on this earlier in the year. Anecdotal evidence is that our private sector competitors have been raising their prices lately by similar amounts. This increase is considered sustainable and will not have a detrimental impact on our market share. Income estimate kept the same as 22/23. The increase in the BRFE fees and hourly rate should make this budget figure more achievable.	
4	General	Administration/professional charges for dealing with dangerous structures	N	£90.00		S		£94.00			4%	See O4 above.



				2023/24	2023/24	2023/24	2023/24	2024/25	2024/25	2024/25		
No.	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Units / comments	VAT Code	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
<b>Garages - R. Walton - D Parish - Councillor E A Biggs</b>												
5	Garages	Standard garages to Council tenants per week where the garage location is very closely connected to the house location.	N	£17.00		NA	£215,135	£19.00		£232,346	11.8%	8% and rounded, total expected income is historic, (question accuracy DP)
6	Garages	Standard garages to Non-Council tenants per week	N	£17.00		S	£242,600	£19.00		£262,008	11.8%	8% and rounded, total expected income is historic, (question accuracy DP)
7	Garages	Garage Plots (per annum)	N	£183.00		S		£198.00			8.2%	8% and rounded
8	Garages let at full market rent	The Gateway, Dover	N	£25.00		S		£27.00			8.0%	8% and rounded
9	Garages let at full market rent	Dover Town Area (Harold St, Godwyne Close, Pencester)	N	£22.00		S		£24.00			9.1%	8% and rounded

No.	Detail	Narrative	Set by Govt? Y/N	2023/24 Approved Charges inc VAT	2023/24 units / comments	2023/24 VAT Code	2023/24 Total Expected Income ex VAT	2024/25 Proposed Charges inc VAT (where applicable)	2024/25 Units / comments	2024/25 Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
<b>Deal Pier - R. Walton - D Parish - Councillor E A Biggs</b>												
10	Deal Pier Fishing	Day Ticket (Summer) 08:00 to 21:00 hrs April-November, adult	N	£7.30	Simplification of charging structure.	S	£25,000	£8.00		£27,000	10%	8% increase and rounded up to nearest 50p
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	£3.40		S		£4.00	18%			
12	Deal Pier Fishing	Day ticket (Winter) 08:00 to 16:00 hrs December to March adult	N	£5.70		S		£6.50	14%			
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	£2.70		S		£3.00	11%			
14	Deal Pier Fishing	Night Time ( summer designated evenings) (21:00 to 08:00 hrs) - adult	N	£11.70		S		£13.00	11%			
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	£5.80		S		£7.00	21%			

No.	Detail	Narrative	Set by Govt? Y/N	2023/24 Approved Charges inc VAT	2023/24 units / comments	2023/24 VAT Code	2023/24 Total Expected Income ex VAT	2024/25 Proposed Charges inc VAT (where applicable)	2024/25 Units / comments	2024/25 Total Expected Income ex VAT	2024/25 Fee % change	Reasons for Change in Charges and/or income and other information
<b>Foreshore - R. Walton - D Parish - Councillor E A Biggs</b>												
16	Beach Plot Charges	Walmer Plot	N	£450.00	23	S	£8,625	£486		£9,315	8%	8% and rounded, total expected income is historic, (question accuracy DP)
17	Beach Plot Charges	Deal/Walmer commercial plot	N	£183.00	7	S	£1,070	£198		£1,156	8%	8% and rounded, total expected income is historic, (question accuracy DP)
18	Beach Huts	St Margaret's Bay - 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	S	£30,300	£0		£32,724	8%	8% and rounded, total expected income is historic, (question accuracy DP)
19	Beach Huts	The Endeavour Centre - Daily charge for private users	N	£48.00	Estimated ad hoc income	S	£2,500	£80		£2,700	67%	Proposal to change the way we charge for the endeavour centre and increase use. We currently charge a flat rate of £48 for hire. Propose to have a reduced rate for schools and registered charities (£30) and an increased rate for private hire (£80).
19a	Beach Huts	The Endeavour Centre - Daily charge for schools and registered charities	N	£48.00	Estimated ad hoc income			£30			-38%	
20	Sandwich Quay	Short Stay Moorings per day (maximum 28 days)	N	£12.50	Estimated ad hoc income	S	£4,800	£14		£5,184	12%	8% and rounded, total expected income is historic, (question accuracy DP)
21	Beach Plot Charges	Kingsdown Plot	N	£458.00		S	£7,633	£495		£8,244	8%	8% and rounded, total expected income is historic, (question accuracy DP)
22	Statutory Street Naming and Numbering	Registering a New Property Address	N	£190.00		S	£24,400	£205			8%	Function has moved to Alice Fey's team as per e-mail thread. Where installation of signage is required income needs to be split with Property Assets who install it
23	Statutory Street Naming and Numbering	New Street or Building Comprising 2-10 units	N	£390.00		S		£421			8%	Function has moved to Alice Fey's team as per e-mail thread. Where installation of signage is required income needs to be split with Property Assets who install it
24	Statutory Street Naming and Numbering	New Street or Building Comprising 11-20 units	N	£615.00		S		£664			8%	Function has moved to Alice Fey's team as per e-mail thread. Where installation of signage is required income needs to be split with Property Assets who install it
25	Statutory Street Naming and Numbering	New Street or Building Comprising 21 + units	N	£620.00	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	S		£670	For developments in excess of 20 units fee will be £670 plus £15.00 fee for each unit in excess of 20 units . No maximum fee		8%	Function has moved to Alice Fey's team as per e-mail thread. Where installation of signage is required income needs to be split with Property Assets who install it
26	Statutory Street Naming and Numbering	Changing Street Name	N	£820		S		£886			8%	Function has moved to Alice Fey's team as per e-mail thread. Where installation of signage is required income needs to be split with Property Assets who install it
27	Non Statutory Street Naming and Numbering	Administration Fee for undertaking Non Statutory Function Street Naming and Numbering per hour	N	£92.00		S		£99			8%	Function has moved to Alice Fey's team as per e-mail thread. Where installation of signage is required income needs to be split with Property Assets who install it

## Fees and Charges 2024/25

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<b>Environmental Health - L May - L Manzano- Councillor J L Pout</b>												
28	Port Health/Food safety	Unsound Food Examination: Not exceeding 1 metric tonne	N	£140	Plus disposal charge	NA	£0	£151	Plus disposal charge	£0	8%	No unsound food examinations were undertaken last year therefore total expected income is £0. Increase of 8% to reflect the increased rate of inflation.
29	Port Health/Food safety	Unsound Food Examination: Exceeding 1 metric tonne	N	£263	Plus disposal charge	NA		£284	Plus disposal charge		8%	No unsound food examinations were undertaken last year therefore total expected income is £0. Increase of 8% to reflect the increased rate of inflation.
30	Port Health	Ship Sanitation Certificate	Y	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.	NA	£12,500	See K6	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.	£15,000	TBC See K6	Fees will be notified via the Association of Port Health Authorities (APHA) in November 2023.
31	Port Health	Ship Sanitation: Referral Inspection	N	£117	Referral Inspection	NA		£126	Referral Inspection		8%	Increase of 8% to reflect the increased rate of inflation.
32	Port Health	Plastic Documentary Check (PDD)	N	£49	Documentary Check (PDD) 1-5 certificates	NA	£1,020	£53	Documentary Check (PDD) 1-5 certificates	£1,700	8%	Increase of 8% to reflect the increased rate of inflation.
33	Port Health	Plastic Documentary Check (PDD)	N	£70	Documentary Check (PDD) 6-10 certificates	NA		£76	Documentary Check (PDD) 6-10 certificates		9%	Increase of 8% to reflect the increased rate of inflation.
34	Port Health	Plastic Documentary Check (PDD)	N	£97	Documentary Check (PDD) 11-20 certificates	NA		£105	Documentary Check (PDD) 11-20 certificates		8%	Increase of 8% to reflect the increased rate of inflation.
35	Port Health	Plastic Documentary Check (PDD)	N	£124	Documentary Check (PDD) 21+ certificates	NA		£134	Documentary Check (PDD) 21+ certificates		8%	Increase of 8% to reflect the increased rate of inflation.
36	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011: Identity & Physical Checks & Sampling	N	£140	Identity, Physical Check and Sampling	NA	£140	£151	Identity, Physical Check and Sampling	£151	8%	Increase of 8% to reflect the increased rate of inflation.
37	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011 - Laboratory Analysis	N	Assigned by lab	Laboratory Analysis of Sample	NA	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	Lab costs are determined by the lab. Any costs are recharged so no income expected.
38	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	NA	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.
39	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011 - Non Compliance Fee	N	£141	Non-Compliance Fee	NA	£0	£152	Non-Compliance Fee	£0	8%	No non-compliance fees for plastic kitchenware were charged last year therefore total expected income is £0. Increase of 8% to reflect the increased rate of inflation.

## Fees and Charges 2024/25

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40	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011: Destruction/Re-Export Fee	N	£123.00	Supervising Destruction/Re-export Fee (cost of destruction is an additional charge)	NA	£0	£133	Supervising Destruction/Re-export Fee (cost of destruction is an additional charge)	£0	8%	No supervising destruction/re-export fees for plastic kitchenware were charged last year therefore total expected income is £0.  Increase of 8% to reflect the increased rate of inflation.
41	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011: Late Notification Fee	N	£95	Late notification Fee	NA	£95	£103	Late notification Fee	£103	8%	Increase of 8% to reflect the increased rate of inflation.
42	Port Health	Official Feed and Food Controls (England) Regulations 2009 - Regulation (EU) 2017/625 FNAO: Documentary Check	N	£62	Documentary Check	NA	£2,500	£67	Documentary Check	£2,500	8%	Increase of 8% to reflect the increased rate of inflation.
43	Port Health	Official Feed and Food Controls (England) Regulations 2009 - Regulation (EU) 2017/625 FNAO: Identity, Physical Check & Sampling	N	£140	Identity, Physical Check and Sampling (N.B. Additional lab analysis and courier costs apply)	NA		£151	Identity, Physical Check and Sampling (N.B. Additional lab analysis and courier costs apply)	£3,000	8%	Increase of 8% to reflect the increased rate of inflation.
44	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	NA	Any costs are recharged so no income expected	Assigned by lab	Laboratory Analysis	Any costs are recharged so no income expected	Assigned by lab	Laboratory costs are determined by the lab. Any costs are recharged so no income expected.
45	Port Health	Official Feed and Food Controls (England) Regulations 2009 - Regulation (EU) 2017/625 FNAO - Courier Cost	N	Assigned by courier	Courier Cost	NA	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.
46	Port Health	Official Feed and Food Controls (England) Regulations 2009 - Regulation 2017/625 FNAO - Non-compliance Fee	N	£141	Non Compliance Fee	NA	£0	£152	Non Compliance Fee	£152	8%	Increase of 8% to reflect the increased rate of inflation.
47	Port Health	Official Feed and Food Controls (England) Regulations 2009 - Regulation (EU) 2017/625 FNAO - Late notification fee	N	£95	Late notification Fee	NA	£276	£103	Late notification Fee	£206	8%	Increase of 8% to reflect the increased rate of inflation.
48	Port Health	Official Feed and Food Controls (England) Regulations 2009 - Regulation (EU) 2017/625 FNAO - Supervising Destruction/Re-export Fee	N	£123	Supervising Destruction/Re-export Fee (cost of destruction is an additional charge)	NA	£123	£133	Supervising Destruction/Re-export Fee (cost of destruction is an additional charge)	£133	8%	Increase of 8% to reflect the increased rate of inflation.
49	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£52	Endorsement of Cert up to 5 certs (High Risk Countries)	NA		£56	Endorsement of Cert up to 5 certs (High Risk Countries)		8%	
50	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£70	6-10 certs (High Risk Countries)	NA		£76	6-10 certs (High Risk Countries)		9%	
51	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£88.00	11-20 certs (High Risk Countries)	NA		£95	11-20 certs (High Risk Countries)		8%	

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52	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£96	21+certs (High Risk Countries)	NA	£150,000	£104	21+certs (High Risk Countries)	£200,000	8%	Increase of 8% to reflect the increased rate of inflation.  This income is subject to finalisation of the proposed changes by DEFRA in relation to the revised EU border controls.
53	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£23.00	Bilateral Agreements Cert for up to 5 certs (Low Risk Countries)	NA		£25	Bilateral Agreements Cert for up to 5 certs (Low Risk Countries)		9%	
54	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£41	6-10 certs (Low Risk Countries)	NA		£44	6-10 certs (Low Risk Countries)		7%	
55	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£52.00	11-20 certs (Low Risk Countries)	NA		£56	11-20 certs (Low Risk Countries)		8%	
56	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£64	21+ certs (Low Risk Countries)	NA		£69	21+ certs (Low Risk Countries)		8%	
57	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008 - Formal Verification/Movement Control Notice	N	£71.00	Formal Verification/Movement Control Notice	NA		£0	£77		Formal Verification/Movement Control Notice	
58	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008 - Supervising Destruction/Re-Export Fee	N	£123.00	Supervising Destruction/Re-export Fee (cost of destruction is an additional charge)	NA	£0.00	£133	Supervising Destruction/Re-export Fee (cost of destruction is an additional charge)	£0	8%	No IUU Fish was destroyed/re-exported in FY 2023/24 therefore expected income is £0.  Increase of 8% to reflect the increased rate of inflation.
59	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008 - Late Notification Fee	N	£95	Late Notification Fee	NA	£1,500	£103	Late Notification Fee	£2,000	8%	Increase of 8% to reflect the increased rate of inflation.
60	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008 - Non-Compliance Fee	N	£141	Non Compliance Fee	NA	£0	£152	Non Compliance Fee	£0	8%	Increase of 8% to reflect the increased rate of inflation.
61	Port Health	Organic Products Regulations 2009: Documentary Check	N	£45	Docoumentary Check Per Certificate of Inspection	NA	£10,000	£49	Docoumentary Check Per Certificate of Inspection	£12,000	9%	Increase of 8% to reflect the increased rate of inflation.
62	Port Health	Organic Products Regulations 2009: Supervising Destruction/Re-export Fee	N	£123.00	Supervising Destruction/Re-export Fee (cost of destruction is an additional charge)	NA	£0.00	£133	Supervising Destruction/Re-export Fee (cost of destruction is an additional charge)	£0	8%	Increase of 8% to reflect the increased rate of inflation.
63	Port Health	Organic Products Regulations 2009 - Late Notification Fee	N	£95	Late Notification Fee	NA	£1,000	£103	Late Notification Fee	£1,500	8%	Increase of 8% to reflect the increased rate of inflation.
64	Port Health	Organic Products Regulations 2009 - Non Compliance Fee	N	£141	Non Compliance Fee	NA	£0	£152	Non Compliance Fee	£0	8%	Increase of 8% to reflect the increased rate of inflation.
65	Port Health	Admin Fee: Inputting Organic Import onto PHILIS DES	N	£16	Admin Fee if Organic Import not declared via PHILIS DES	NA	£0	£17	Admin Fee if Organic Import not declared via PHILIS DES	£0	6%	Increase of 8% to reflect the increased rate of inflation.

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66	Port Health	Water Samples on board Vessels- Sampling	N	£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.	NA	£140	£126 for collecting the sample plus cost of each sample taken (charged in accordance with lab fees).	Set fee charged for collecting water sample.  Separate charges for sample analysis and courier fee.	£604	8%	Charge broken down into sample collection charge + separate sampling analysis cost + courier charges where applicable.  Increase of 8% to reflect the increased rate of inflation.
67	Port Health	Water Samples on board Vessels - Lab Analysis	N					Assigned by lab	Laboratory Analysis	Any costs are recharged so no income expected	Assigned by lab	Laboratory costs are determined by the lab. Any costs are recharged so no income expected.
68	Port Health	Water Samples on board Vessels - Courier	N					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.
69	Food Safety	NFHRS Re-vist	N	£187	Set Fee for requested NFHRS re-visit	NA	£374	£202	Set Fee for requested NFHRS re-visit	£808	8%	Increase of 8% to reflect the increased rate of inflation.
70	Port Health	Export Health Certificates	N	£75 minimum for first 2 hours and then additional £35 per hour or part thereof.	Set fee per Export Certificate issued.	NA	£0	£115 each including first hour of preparation of certificate. Subsequent hours are charged at staff hourly rate.	Set fee per GB Export Health Certificate issued	£0	53%	Increase has been bought in line with other local authorities charges for preparation and issuance of export health certificates for SPS goods.
71	Food Safety	Local Authority Export Certificates	N	£72 minimum for first 2 hours and then additional £34 per hour or part thereof.	Set fee per Export Certificate issued.	NA	£0	£115 each including first hour of preparation of certificate. Subsequent hours are charged at staff hourly rate.	Set fee per Local Authority Export Certificate issued.	£0	53%	Increase has been bought in line with other local authorities charges for preparation and issuance of local authority issued export health certificates.

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72	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Official Controls on POAO (excl. NZ)	N	£60	Up to 6 tonnes (includes documentary, identity and physical check and sampling)	NA	TBC	£65	Up to 6 tonnes (includes documentary, identity and physical check and sampling)	TBC	8%	Govt have delayed SPS checks. Current checks are due to be implemented (but not guaranteed) from April 2024. Govt are reviewing the national charging regime which may result in further changes in what can be charged. This prohibits the Council from being able to outline a potential income for these products at this point.  Increase of 8% to reflect the increased rate of inflation.
73	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Official Controls on POAO (excl. NZ)	N	£9.50 per tonne	7 - 46 tonnes (includes documentary, identity and physical check and sampling)	NA		£10.26 per tonne	7 - 46 tonnes (includes documentary, identity and physical check and sampling)		8%	Govt have delayed SPS checks. Current checks are due to be implemented (but not guaranteed) from April 2024. Govt are reviewing the national charging regime which may result in further changes in what can be charged. This prohibits the Council from being able to outline a potential income for these products at this point.  Increase of 8% to reflect the increased rate of inflation.
74	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Official Controls on POAO (excl. NZ)	N	£448	46 tonnes and over (includes documentary, identity and physical check and sampling)	NA		£484	46 tonnes and over (includes documentary, identity and physical check and sampling)		8%	Govt have delayed SPS checks. Current checks are due to be implemented (but not guaranteed) from April 2024. Govt are reviewing the national charging regime which may result in further changes in what can be charged. This prohibits the Council from being able to outline a potential income for these products at this point.  Increase of 8% to reflect the increased rate of inflation.
75	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Official Controls on POAO from NZ	N	£46	Up to 6 tonnes (includes documentary, identity and physical check and sampling)	NA		£50	Up to 6 tonnes (includes documentary, identity and physical check and sampling)		9%	Govt have delayed SPS checks. Current checks are due to be implemented (but not guaranteed) from April 2024. Govt are reviewing the national charging regime which may result in further changes in what can be charged. This prohibits the Council from being able to outline a potential income for these products at this point.  Increase of 8% to reflect the increased rate of inflation.
76	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Official Controls on POAO from NZ	N	£7.50 per tonne	7 - 46 tonnes (includes documentary, identity and physical check and sampling)	NA		£8.10 per tonne	7 - 46 tonnes (includes documentary, identity and physical check and sampling)		8%	Govt have delayed SPS checks. Current checks are due to be implemented (but not guaranteed) from April 2024. Govt are reviewing the national charging regime which may result in further changes in what can be charged. This prohibits the Council from being able to outline a potential income for these products at this point.  Increase of 8% to reflect the increased rate of inflation.
77	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Official Controls on POAO from NZ	N	£348	46 tonnes and over (includes documentary, identity and physical check and sampling)	NA		£376	46 tonnes and over (includes documentary, identity and physical check and sampling)		8%	Govt have delayed SPS checks. Current checks are due to be implemented (but not guaranteed) from April 2024. Govt are reviewing the national charging regime which may result in further changes in what can be charged. This prohibits the Council from being able to outline a potential income for these products at this point.  Increase of 8% to reflect the increased rate of inflation.



No.	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	VAT Code	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
78	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 POAO subject to enhanced checks	N	£70	Per CHED-P for Risk category II products (30%)	NA		£76	Per CHED-P for Risk category II products (30%)		9%	Govt have delayed SPS checks. Current checks are due to be implemented (but not guaranteed) from April 2024. Govt are reviewing the national charging regime which may result in further changes in what can be charged. This prohibits the Council from being able to outline a potential income for these products at this point.  Increase of 8% to reflect the increased rate of inflation.
79	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 POAO subject to enhanced checks	N	£85	Per CHED-P per Risk category III products (15%)	NA		£92	Per CHED-P per Risk category III products (15%)	TBC	8%	Govt have delayed SPS checks. Current checks are due to be implemented (but not guaranteed) from April 2024. Govt are reviewing the national charging regime which may result in further changes in what can be charged. This prohibits the Council from being able to outline a potential income for these products at this point.  Increase of 8% to reflect the increased rate of inflation.
80	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 POAO subject to enhanced checks	N	£94	Per CHED-P per Risk category IV products (5%)	NA		£102	Per CHED-P per Risk category IV products (5%)		9%	Govt have delayed SPS checks. Current checks are due to be implemented (but not guaranteed) from April 2024. Govt are reviewing the national charging regime which may result in further changes in what can be charged. This prohibits the Council from being able to outline a potential income for these products at this point.  Increase of 8% to reflect the increased rate of inflation.
81	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 POAO subject to enhanced checks	N	£97	Per CHED-P per Risk category V products (1%)	NA		£105	Per CHED-P per Risk category V products (1%)		8%	Govt have delayed SPS checks. Current checks are due to be implemented (but not guaranteed) from April 2024. Govt are reviewing the national charging regime which may result in further changes in what can be charged. This prohibits the Council from being able to outline a potential income for these products at this point.  Increase of 8% to reflect the increased rate of inflation.
82	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Late notification fee (POAO)	N	£95	Late notification Fee	NA	TBC	£103	Late notification Fee	TBC	8%	Govt have delayed SPS checks. Current checks are due to be implemented (but not guaranteed) from April 2024. Govt are reviewing the national charging regime which may result in further changes in what can be charged. This prohibits the Council from being able to outline a potential income for these products at this point.  Increase of 8% to reflect the increased rate of inflation.
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	£98	Per sample	NA	TBC	£106	Per sample	TBC	8%	Govt have delayed SPS checks. Current checks are due to be implemented (but not guaranteed) from April 2024. Govt are reviewing the national charging regime which may result in further changes in what can be charged. This prohibits the Council from being able to outline a potential income for these products at this point.  Increase of 8% to reflect the increased rate of inflation.

No.	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	VAT Code	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
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	NA	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	Laboratory costs are determined by the 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	NA	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	£141	Non-compliance Fee	NA	TBC	£152	Non-compliance Fee	TBC	8%	Govt have delayed SPS checks. Current checks are due to be implemented (but not guaranteed) from April 2024. Govt are reviewing the national charging regime which may result in further changes in what can be charged. This prohibits the Council from being able to outline a potential income for these products at this point.  Increase of 8% to reflect the increased rate of inflation.
87	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Supervising Destruction/Re-export (POAO)	N	£123	Supervising Destruction/Re-export Fee (cost of destruction is additional charge)	NA	TBC	£133	Supervising Destruction/Re-export Fee (cost of destruction is additional charge)	TBC	8%	Govt have delayed SPS checks. Current checks are due to be implemented (but not guaranteed) from April 2024. Govt are reviewing the national charging regime which may result in further changes in what can be charged. This prohibits the Council from being able to outline a potential income for these products at this point.  Increase of 8% to reflect the increased rate of inflation.
88	Port Health	Admin fee for CHEDs not presented on IPAFFS	N	£16	Admin fee for CHEDs not presented on IPAFFS	NA	£0	£17	Admin fee for CHEDs not presented on IPAFFS	£0	6%	Increase to reflect the increased rate of inflation.
89	Port Health	Staff Hourly Rate	N	£98	Hourly rate	NA	£0	£106	Hourly rate	£0	8%	Increase of 8% to reflect the increased rate of inflation.
90	Port Health	Postage of Documents	N	£5.35	Admin fee for CHEDs not presented on IPAFFS	NA	£0	£5.80	Postage of Documents	£0	8%	Increase of 8% to reflect the increased rate of inflation.
91	Port Health	Per Document Photocopied	N	£1.10	Admin fee for CHEDs not presented on IPAFFS	NA	£0	£1.20	Per Document Photocopied	£0	9%	Increase to reflect the increased rate of inflation.

No.	Detail	Narrative	Vat Code	2023/24 Amount of penalty if paid within 10 days	2023/24 Proposed Full amount of penalty - 14 days	2023/24 Units / comments	2023/24 Maximum penalty on conviction	2023/24 Total Expected Income	2024/25 Proposed Amount of penalty if paid within 10 days	2024/25 Proposed Full amount of penalty - 14 days	2024/25 Units / comments	Full Amount of Penalty % change	2024/25 Maximum penalty on conviction	Maximum Penalty on conviction % change	2024/25 Total Expected Income	Justification for charge levels and other information
<b>Environmental Health - L May - L Manzano - J L Pout</b>																
92	S48 Anti-Social Behaviour, Crime & Policing Act 2014	Failure to comply with a Community Protection Notice	N/A	No early payment discount	£100		£2,500		No early payment discount	£100		0%	£2500 for individual, £20k for business.	0%		Based on current year.
93	S33 Environmental Protection Act 1990	Fixed penalty notice for fly-tipping	N/A	No early payment discount	£400		Unlimited fine and/or 5 years imprisonment.		£500.00	£1,000	Increase permitted by the ENVIRONMENTAL OFFENCES (FIXED PENALTIES) (AMENDMENT) (ENGLAND) REGULATIONS 2023 2023 No. 770	150%	Unlimited fine and/or 5 years imprisonment.	0%		
94	S34 Environmental Protection Act 90	Failure to produce waste documents	N/A	No early payment discount	£300		Unlimited fine on indictment, £5000 on summary		No early payment discount	£300		0%	Unlimited fine on indictment, £5000 on summary	0%		
95	S5 Control of Pollution (amendment) Act 1989	Failure to produce authority to transport waste	N/A	No early payment discount	£300		£5,000		No early payment discount	£300		0%	£5,000	0%		
96	S47 Environmental Protection Act '90	Failure to comply with a waste receptacles notice (commercial)	N/A	No early payment discount	£100		£1,000		No early payment discount	£100		0%	£1,000	0%		
97	S46 Environmental Protection Act 1990	Failure to comply with a waste receptacles notice (domestic)	N/A	No early payment discount	N/A	£60 Payable within 28 days	Recoverable as a civil debt		No early payment discount	N/A	£60 payable within 28 days		Recoverable as a civil debt	0%		
98	S.88(1) Environmental Protection Act 1990	Litter	N/A	£75.00	£100		£2,500	£6,000	£75	£100		0%	£2,500	0%	£5,000	
99	The Littering from vehicles outside London (keepers: civil penalties) Regs 2018. S 87 & 88 EPA '90	Littering from a vehicle	N/A	N/A	N/A	Penalty amount set at £75 and doubles to £150 after 28 day payment period expire 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 expire 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.	0%		
100	S34 Environmental Protection Act 90	Failure to Fulfil Household's Duty of Care	N/A	No early payment discount	£200		Unlimited on indictment, £5000 on summary		No early payment discount	£200		0%	Unlimited on indictment, £5000 on summary	0%		
101	S.3 Dogs (Fouling of Land) Act 1996	Failure to remove dog faeces forthwith	N/A	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		N/A	N/A			N/A	N/A		
102	The Public Space Protection Order (Dover District Council) 2018	Failure to comply with Public Space Protection Order	N/A	£75	£100		£1,000		£75	£100			£1,000	0%		

No.	Detail	Narrative	Set by Govt? Y/N	2023/24 Approved Charges inc VAT	2023/24 units / comments	VAT Code	2023/24 Total Expected Income ex VAT	2024/25 Proposed Maximum Charges inc VAT (where applicable)	2024/25 Units / comments	2024/25 Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
103	Dog Control	Removal of stray dogs to kennels or direct to owner	Y	£100		NA	£13,100	£100	Statutory fee of £25. Admin fee of £75 added last year to cover officer costs in line with other authorities.	£6,000	0%	Major increase of £75 made in previous year. Do not feel it is currently justified to raise this further (AJ) Inflationary increase and to cover officer costs and kenneling costs. Redcued predicted overall income based on this years actuals. (AJ)
104	Dog Control	Out of hours Dog Collection	N	£75		NA		£75			0%	
105	Dog Control	Kennelling/admin/transporation fee per calendar day (up to a maximum of seven days)	N	£30.00		NA		£32.50			8%	
106	Dog Control	Microchipping Fee	N	£15.00		S	£45	£16.00		£0	7%	Inflationary increase. Predicted income of zero based on current years. (AJ)
107	Private Water Supplies	Risk Assessment	Y	£500		S	£0	£500		£100	0%	1 new Private Water Supply in district. (AJ)
108	Private Water Supplies	Sampling Visit	Y	£100		S		£100			0%	
109	Private Water Supplies	Investigation	Y	£100		S		£100			0%	
110	Private Water Supplies	Granting an Authorisation	Y	£100		S		£100			0%	
111	Private Water Supplies	Analysing a Sample under Reg 10 (Single small supplies)	Y	£25		S		£25			0%	
112	Private Water Supplies	Analysing a sample (large and commercial supplies)	Y	£100		S		£100			0%	
113	Private Water Supplies	Analysing a Sample (Audit monitoring)	Y	£500		S		£500			0%	
114	Contaminated Land Enquiry	Up to 250m distance	N	£40		NA	£400	£43.00		£440	6%	Inflation.
115	Contaminated Land Enquiry	Up to 500m distance	N	£80		NA		£86			0%	
116	Environmental Protection Act 1990 - Air Pollution	Initial Application Fee (Standard)	Y	Charges advised by DEFRA	Charges advised by DEFRA	NA		Charges advised by DEFRA	Charges advised by DEFRA	£12,000	N/A	Based on current years.
117	Environmental Protection Act 1990 - Air Pollution	Substantial Changes Fee (Standard) including partial transfer and surrender fees for LA-IPPC	Y			NA					N/A	
118	Environmental Protection Act 1990 - Air Pollution	Substantial Changes Fee (Sections 10 and 11)	Y			NA					N/A	
119	Environmental Protection Act 1990 - Air Pollution	Annual Subsistence Charge (Standard)	Y			NA					N/A	
120	Public Health funerals	Officers admin fees in arranging funeral	N	Maximum of £500	Hourly rate x officer time. Maximum fee £500.	NA	£10,996			£10,500	0%	Based on last years actuals.

Fees and Charges 2024/25

				2023/24	2023/24	2023/24	2023/24	2024/25	2024/25	2024/25			
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Units / comments	VAT Code	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	
<b>Dover Museum - R Walton - J Iveson - Councillor K Mills</b>													
121	General	Adults	N	£0.00		S		£0.00		£0			
122	General	Children	N	£0.00		S		£0.00					
123	General	OAP	N	£0.00		S		£0.00					
124	General	Family Day	N	£0.00		S		£0.00					
125	General	Family Ticket (2 adults, 2 children)	N	£0.00		S		£0.00					
126	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.	NA	£16,200	£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.				
127	General	Schools Service 2 hour workshop per class max 30 pupils	N	£200.00		NA		£220.00					10%
128	General	Schools Service: 2 hour workshop Per pupil	N			NA							
129	General	Schools Service 1 hour workshop per class max 30 pupils	N	£80.00		NA		£100.00					25%
130	General	Talks and artefact handling Per pupil	N			NA							
131	General	Festivals per class max 30 pupils	N	£600.00		NA		£700.00					17%
132	General	Roman/Victorian/Tudor Festivals Per pupil	N			NA							
133	General	School Online Package	N	£180.00		NA							£200.00
134	General	Curator talks (at Dover Museum) per group	N	£80.00		S	£300	£90.00		£320	13%		
135	General	Curator talks (other venues)	N	£80.00		S	£200	£90.00			13%		
136	General	Photo repro stills - TV, film Video per image (UK/EC rights)	N	£71.00		S	£500	£80.00		£500	13%		
137	General	Photo repro stills - TV, film Video per image (Worldwide Rights)	N	£121.00		S		£140.00	16%				
138	General	Photo repro stills - books/periodicals - commercial per image	N	£50.00		S		£60.00	20%				
139	General	Photo repro stills - books/periodicals academic and local history per image	N	£20.00		S		£25.00	25%				
140	General	Film and video broadcast - network continuing use, one country per second	N	£20.00		S		£25.00	25%				
141	General	Film and video broadcast - network continuing use, EC region per second	N	£69.00		S		£75.00	9%				
142	General	Film and video broadcast - network continuing use, world per second	N	£26.00		S		£30.00	15%				
143	General	Film and video broadcast - network continuing use, world per second	N	£31.00		S		£35.00	13%				

				2023/24	2023/24	2023/24	2023/24	2024/25	2024/25	2024/25		
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144	General	Film and video broadcast - commercials etc. (world) per second	N	£61.00				£70.00			15%	
145	General	Cost of Preparing and sending images Print per order	N	£14.00		S	£100	£15.00		£100	7%	
146	General	Cost of Preparing and sending Film and video order per	N	£34.00		S		£40.00			18%	
147	General	Cost of preparing and sending stills per order	N	£36.00		S		£40.00			11%	
148	General	Cost of preparing and sending digital images per order	N	£10.00		S		£12.00			20%	
149	General	Cost of preparing and sending digital images on CD per order	N	£18.00		S		£20.00			11%	
150	General	Film and video non-broadcast Educational continuing use world (Rights)	N	£6.00		S		£100	£7.00			£100
151	General	Film and video non-broadcast corporate non theatrical continuing use world (Rights)	N	£11.00		S	£12.00			9%		
152	General	Digital Commercial High Res email (Rights)	N	£13.00		S	£15.00			15%		
153	General	Digital Commercial Rescan email (Rights)	N	£17.00		S	£20.00			18%		
154	General	Digital Commercial Internet single use email (Rights)	N	£162.00		S	£175.00			8%		
155	General	Digital Commercial Exhibition (Rights)	N	£41.00		S	£45.00			10%		
156	General	Digital Commercial Publication (Rights)	N	£50.00		S	£55.00			10%		
157	General	Digital Commercial Newspaper National (Rights)	N	£71.00		S	£80.00			13%		
158	General	Deposition of archaeological archive - per box	N	£100.00		S		£110.00	Box charge for archaeology	£660.00	10%	
159	General	Hire of cinema space	N		New charge so no previous statistics	S		£30 per hour	Extra charges may be applicable depending upon type of event	£450		

				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
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<b>Leisure Facilities - R. Walton - E J Allen - Cllr C D Zosseder</b>												
160	Sports - Parks and Recreation Grounds	Bowls: Season Ticket - Adult	N	£83.00		S	£0	£89.00	£0	7%	Fee removed. The Council does not offer bowls facilities directly. Land is licensed to various Bowling Clubs.	
161	Sports - Parks and Recreation Grounds	Bowls: Season Ticket - OAP	N	£83.00	S	£89.00		7%				
162	Sports - Parks and Recreation Grounds	Bowls: Season Ticket - Junior	N	£42.00	S	£45.00		7%				
163	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	£4.00	S	£4.30		8%				
164	Sports - Parks and Recreation Grounds	Football: Pitch Hire - Adult	N	£66.00		S	£15,000	£71.00	£15,000	8%		
165	Sports - Parks and Recreation Grounds	Football: Pitch Hire - Juniors	N	£28.00	S	£30.00		7%				
166	Sports - Parks and Recreation Grounds	Netball	N	£33.00		S		£0.00		-100%	The Council does not currently provide any netball courts	
167	Sports - Parks and Recreation Grounds	Tennis - Adult (per court per hour)	N	£6.20	S	£0.00		-100%				
168	Sports - Parks and Recreation Grounds	Tennis - Junior (per court per hour)	N	£2.30	S	£0.00		-100%				
169	Sports - Parks and Recreation Grounds	Tennis - OAP (per court per hour)	N	£2.30	S	£0.00		-100%				
170	Parks	Small Commercial/standard Event - Operating Day	N	£240.00		NA	£27,450	£260.00	£29,600	8%		
171	Parks	Small Commercial Event - Non-Operating Day	N	£60.00		NA		£65.00		8%		
172	Parks	Small Commercial Event - Deposit	N	£1,300.00		NA		£1,400.00		8%		
173	Parks	Large Commercial Event - Operating Day	N	£715.00		NA		£770.00		8%		
174	Parks	Large Commercial Event - Non-Operating Day	N	£120.00		NA		£130.00		8%		
175	Parks	Large Commercial Event - Deposit	N	£1,300.00		NA		£1,400.00		8%		
176	Parks	Mobile Exhibition - Per Day	N	£105.00		NA		£113.00		8%		

				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	VAT Code	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
177	Parks	Mobile Exhibition - Deposit	N	£260.00		NA		£280.00			8%	
178	Parks	Community Event or Event run by a registered charity - per day	N	£60.00		NA		£65.00			8%	
179	Parks	Community Event or Event run by a registered charity - per deposit	N	£260.00		NA		£280.00			8%	
180	Parks	Use of parks for commercially run fitness and similar activities - fee per session	N	£33.00				£36.00			9%	
181	Parks	Commemorative Trees	N	£525.00	Suspended while the memorial benches and commemorative trees schemes are reviewed	S				£0	-100%	Suspended while the memorial benches and commemorative trees schemes are reviewed
182	Parks	Memorial Benches administration fee	N	£250.00	Suspended while the memorial benches and commemorative trees schemes are reviewed	S				£0	-100%	
183	Parks	Commemorative Plaques	N	£270.00	Suspended while the memorial benches and commemorative trees schemes are reviewed	S				£0	-100%	
<b>Kearsney Cafe - R. Walton - E J Allen - Cllr C D Zosseder</b>												
184	Kearsney Café	Billiards room, room only booking Daytime, between 8am and 5pm	N	£160.00	fixed rate - all day hire	S	£3,200	£220.00			38%	increased as the billiards room is busy without events. Increased to cover potential lost revenue from revolving custom as café room
185	Kearsney Café	Billiards room, room only booking Daytime, half day 8am to 12:30 or 12:30 to 5pm	N	£90.00	fixed rate - part day hire	S	£1,800	£120.00			33%	
186	Kearsney Café	Billiards room, room only booking evenings between 6pm and 10pm	N	£90.00	fixed rate - part day hire	S	£1,800	£120.00			33%	
187	Kearsney Café	Billiards room, room only booking full day between 8am and 10pm	N	£250.00	fixed rate - full day hire	S	£2,500	£360.00			44%	
188	Kearsney Café	Billiards room, room only between 8am and 10pm hourly rate	N	£30.00	hourly rate (minimum of 3 hours)	S	£1,000	£40.00			33%	
189	Kearsney Café	Wedding Ceremony, room only	N	£160.00	fixed rate only	S	£1,600	£250.00			56%	
190	Kearsney Café	Wedding ceremony and Reception between 8am and 10pm	N	£250.00	fixed rate only	S	£1,750	£360.00			44%	
191	Kearsney Café	Set up day	N	£70.00	fixed rate only	S	£700	£80.00			14%	
192	Kearsney Café	Clean up morning after event	N	£70.00	fixed rate only	S	£700	£80.00			14%	



				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
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<b>Cemetery - R. Walton - E J Allen - Cllr C D Zosseder</b>												
193	General	Purchase of Grave Space - Adult (This fee will be doubled for non residents)	N	£850.00		NA				8%	Based on 2023/24 average income to date (Apr-September) but difficult to estimate.	
194	General	Purchase of Grave Space - Child under 12 years	N	£0.00		£18,200	£0.00		£18,200	0%		
195	General	Purchase of Cremation Grave/Ashes Plot (This fee will be doubled for non residents)	N	£240.00			£260.00			8%		
196	General	Garden of Remembrance - right to erect a tablet	N	£115.00			£124.00			8%		
197	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	£226.00			£244.00			8%		
198	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	£102.00		£18,600	£110.00		£18,600	8%		
199	General	Right to place on any flagstone, headstone, kerbstone, border stone, inscribed vase, tablet or monument, each further inscription	N	£90.00			£97.00			8%		
200	General	Replacement of a headstone with a new headstone	N	£51.00			£55.00			8%		
201	General	Right to place kerb - depending upon location within cemetery		£480.00			£520.00			8%		
202	General	Search in Burial Register (to be charged when time involved exceeds 1 hr)	N	£71.00		£17,500	£77.00		£17,500	8%		
203	General	Interment of Ashes (excluding caskets or urns)	N	£240.00			£260.00			8%		
204	General	Admin fee for Burials with Ashes	N	£62.00			£67.00			8%		
205	General	Interment of cremated remains in any grave	N	£240.00			£260.00			8%		
206	General	Interment of a stillborn child or child under 6 months	N	£71.00			£77.00			8%		

				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
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207	General	Interment of a child exceeding 6 months but under 12 years	N	£305.00		NA	£69,300	£330.00		£69,300	8%	
208	General	Interment of an adult or child exceeding 12 years: single depth - new grave	N	£1,015.00		NA		£1,095.00			8%	
209	General	Interment of an adult or child exceeding 12 years: single depth - reopen	N	£800.00		NA		£840.00			5%	
210	General	Interment of an adult or child exceeding 12 years: double depth - new grave	N	£1,240.00		NA		£1,340.00			8%	
211	General	Interment of an adult or child exceeding 12 years: double depth - reopen	N	£1,000.00		NA		£1,080.00			8%	
212	General	Interment of an adult or child exceeding 12 years: triple depth	N	£1,470.00		NA		£1,588.00			8%	
213	General	One Off Contribution For Maintenance For Coffin Burials	N	£276.50		NA		£300.00			8%	
214	General	One Off Contribution For Maintenance For Cremated Remains	N	£107.00		NA		£115.00			7%	
215	General	Use of Chapel	N	£193.00		NA	£3,900	£208.00		£3,900	8%	
216	General	ERB tranfer fee	N	£85.00		NA	£700	£92.00		£700	8%	

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.

				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments to 31/08/23	Vat Code	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
<b>Recycling &amp; Waste Collections - R. Walton - Ian Dudding - Cllr E A Biggs</b>												
217	Domestic Recycling & Refuse Collection	Supply of single purple refuse sack	N	£3	Charging provision added in previous year, but fee not levied as yet.	NA	0	£3.00			0%	
218	Domestic Recycling & Refuse Collection	Supply of additional roll of purple refuse sacks	N	£35	Charging provision added in previous year, but fee not levied as yet.	NA	0	£35.00			0%	
219	Domestic Recycling & Refuse Collection	Supply & Delivery of 140 litre bin	N	£46	8 x £46 = £368	NA	£1,000	£50.00			9%	
220	Domestic Recycling & Refuse Collection	Supply & Delivery of 180 litre bin	N	£58	553 x £58 = £32,074 (Not all containers are cost recoverable)	NA	£30,000	£63.00			9%	
221	Domestic Recycling & Refuse Collection	Supply & Delivery of 240 litre bin	N	£58	367 x £58 = £21,286 (Not all containers are cost recoverable)	NA	£20,000	£63.00			9%	
222	Domestic Recycling & Refuse Collection	Supply & Delivery of 240 litre bin - Garden Waste	N	NA	Sacks continue in 2023/24 service year	NA	£0	£40.00	Proposed Year 1 starting price	£20,000	0%	Assumes 500 new subscribers.
223	Domestic Recycling & Refuse Collection	Supply & Delivery of 360 litre bin	N	£92	23 x £92 = £2,116	NA	£2,500	£99.00			8%	
224	Domestic Recycling & Refuse Collection	Supply & Delivery of 660 litre bin	N	£304	3 x £304 = £912	NA	£1,500	£328.00			8%	
225	Domestic Recycling & Refuse Collection	Supply & Delivery of (plastic) 1100 L bin	N	£341	17 x £341 = £5,797	NA	£7,500	£368.00			8%	
226	Domestic Recycling & Refuse Collection	Supply & Delivery of (Metal) 1100 L bin	N	£550.00	1 x £550 = £550	NA	£1,100	£595.00		£125,000	8%	
227	Domestic Recycling & Refuse Collection	Supply & Delivery of 55 L Black Box or Blue Box	N	£18.00	676 x £18 = £12,168 (Not all containers are cost recoverable)	NA	£10,000	£20.00			11%	
228	Domestic Recycling & Refuse Collection	Supply & Delivery of 23 L Kerbside Caddy for food collections	N	£18.00	669 x £18 = £12,042 (Not all containers are cost recoverable)	NA	£10,000	£20.00			11%	
229	Domestic Recycling & Refuse Collection	Supply & Delivery of 7 L Kitchen Caddy for food collections	N	£14.00	310 x £14 = £4,340 (Not all containers are cost recoverable)	NA	£3,500	£15.00			7%	
230	Domestic Recycling & Refuse Collection	Supply & Delivery of Container 'Launch Pack' (2 WB, 2 Food + Box)	N	£116.00	125	NA	Included above	£125.00	300 x £125 = £37,500		8%	

				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
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231	Domestic Recycling & Refuse Collection	Green Waste Collections; Annual Subscription Wheeled-bin-based service	N	£58.00	9456 x £58 = £548,564	NA	£550,000	£62.65	9300 x £62.65 = £585,900	£582,645	8%	
232	Domestic Recycling & Refuse Collection	Green Waste Collections; Supply & Delivery of Garden Waste sack, additional and replacement sack	N	£6.00	2752 x £6 = £16,512 (Not all containers are cost recoverable)	NA	£12,000	N/A			0%	
233	Domestic Recycling & Refuse Collection	Bulk Domestic Waste Collection (up to 3 items)	N	£52.00	668 x £52 = £34,736	NA	£52,000	£56.00		£90,000	8%	
234	Domestic Refuse	Bulk Domestic Waste Collection (per additional item added to existing collection)	N	£7.00		NA	£3,500	£8.00			14%	
235	Domestic Refuse	Bulk Domestic Waste Collection - Admin fee for changes or cancellations	N	£5	Charging provision added in previous year, but fee not levied as yet.	NA	£0	£5.00			0%	
236	Street Cleansing	Supply and install a standard litter bin - 110 L	N	£350		NA	£3,500	£380.00			9%	
237	Street Cleansing	Supply and install a dog bin - 50 L	N	£360		NA	£3,600	£390.00			8%	
238	Street Cleansing	Supply and install a dog bin - 25 L	N	£175		NA	£1,750	£190.00			9%	
239	Street Cleansing	Supply and install a multi-section recycling bin	N	£1,390		NA	£6,950	£1,500.00			8%	
240	Street Cleansing	Annual subscription to empty a litter bin (main high streets excluded)	N	£175		NA	£1,750	£190.00			9%	
241	Street Cleansing	Annual subscription to empty a dog bin (main high street excluded)	N	£175		NA	£1,750	£190.00			9%	
242	Street Cleansing	Annual subscription to empty a recycling bin (main high street excluded)	N	£175		NA	£875	£190.00			9%	
243	Street Cleansing	Annual subscription to empty a litter bin - High Street Area	N	£405		NA	£2,025	£440.00			9%	

				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
	Detail	Narrative	Set by Govt? Y/N	Charges inc VAT	Units / comments	VAT Code	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
<b>Legal - L May - Bev Dempster - Councillor S H Beer</b>												
244	General	Engrossments (Right to Buy – freehold/Leasehold Transactions)	N	£138		S	£3,500	£155	Per unit charge due restriction on the Legal admin charge from Housing Act 1985	£1,600	12%	Total income for Right To Buy transactions reduced to reflect current mid year receipts.
245	General	All charges for legal professional work being met by third parties (excluding S 106 work)	N	£242		NA	£5,500	£265	Per hour charge	£6,000	10%	Total expected income to increase slightly due to current level of work and a predicted two hour minimum work time on a single matter.
246	General	Legal professional work in relation to Section 106 Agreements	N	242	per hour but subject to a minimum charge of £880 for a new agreement and £660 for a variation	NA	£20,000	£265	per hour but subject to a minimum charge of £900 for a new agreement and £680 for a variation	£22,000	10%	Increase to reflect current mid year receipts and expected new stream of work in relation to unilateral undertakings
247	General	Administration charge for professional work undertake in respect of post-Right-to-Buy matters	N	138		NA	£1,500	£155	Per unit charge due restriction on the Legal admin charge from Housing Act 1985	£1,800	12%	Total expected income increased to reflect current mid year receipts

				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
	Detail	Narrative	Set by Govt? Y/N	Charges inc VAT	Units / comments	VAT Code	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
<b>Miscellaneous - L May - Rebecca Brough - Councillor S H Beer</b>												
248	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	NA	£0.00	£0.00	Freedom of Information free up to 18 hour limit	£0.00	0%	
249	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	NA	£0.00	£0.00	Freedom of Information free up to 18 hour limit	£0.00	0%	
250	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.	NA	£0.00	£0.00	Change in legislation from May 2018 - no longer able to make a charge for this information.	£0.00	0%	
251	Access to Information and Data Protection Acts	Environmental Information Request	Y	£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	NA	£0.00	£32.00	No proposed 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%	

				2023/24	2023/24	2023/24	2023/24	2024/25	2024/25	2024/25		
	Detail	Narrative	Set by Government? Y/N	Charges inc VAT	Units / comments	VAT Code	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
<b>Electoral Services - L. May -T Gibbs- Councillor S H Beer</b>												
252	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	NA	£1,000	Various		£1,000	0	

				2023/24	2023/24	2023/24	2023/24	2024/25 Effective from 01/04/2024	2024/25 Effective from 01/04/2024	2024/25		
	Detail	Narrative	Set by Government? Y/N	Charges inc VAT	Units / comments	VAT Code	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
<b>Local Land Charges - R.Walton - S Platts - Councillor E A Biggs</b>												
253	General	Requisition for Search (LLC1)	N	£15.00		NA	Net Income = £132,000 of which £12,000 is from LLC1	£15.00	Approximately 630 requests expected - market dependent	Net Income = £129,000 of which £10,000 is from LLC1	0%	
254	General	Optional Printed Enquiry (in Part 2 of Con 29O)	N	£16.80		S		£16.80			0%	
255	General	Optional Printed Enquiry (in Part 2 of Con 29O - question 22)	N	£26.40				£26.40			0%	
256	General	Any Additional Enquiry submitted	N	N/A		NA						
257	General	Search in respect of any extra parcel of land (LLC1)	N	£3.00		NA		£3.00			0%	
258	General	Search in respect of any extra parcel of land (CON29)	N	£15.00		S		£15.00			0%	
259	General	Existing Conveyancing Form (CON29)	N	£161.70		S		£161.70	Approximately 830 requests expected - some to include Part 2 optional enquiries - market dependent		0%	
260	General	Proposed New Conveyancing Form (CON29)	N	£0.00		S						
261	General	CON29 Q1.1(a,b,c,d,e,f,g,h,i)	N	£18.15		S		£18.15			0%	
262	General	CON29 Q1.1(j,k,l)	N	£13.20		S		£13.20			0%	
263	General	CON29 Q1.2	N	£11.09		S		£11.09			0%	
264	General	CON29 Q2.1(a,b,c,d)	N	£0.00		S						
265	General	CON29 Q2.2. 2.3, 2.4, 2.5 (Refer to KCC)	N	£19.40		S		£19.40			0%	
266	General	CON29 Q3.1	N	£3.96		S		£3.96			0%	
267	General	CON29 Q3.2	N	£0.00		S						
268	General	CON29 Q3.3(a,b,c)	N	£3.96		S		£3.96			0%	
269	General	CON29 Q3.4 (a,b,c,d,e,f)	N	£0.00		S						



				2023/24	2023/24	2023/24	2023/24	2024/25 Effective from 01/04/2024	2024/25 Effective from 01/04/2024	2024/25		
	Detail	Narrative	Set by Government? Y/N	Charges inc VAT	Units / comments	VAT Code	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
270	General	CON29 Q3.5 (a,b)	N	£3.96		S		£3.96			0%	
271	General	CON29 Q3.6 (a,b,c,d,e,f,g,h,i,j,k,l)	N	£0.00		S						
272	General	CON29 Q3.7	N	£4.36		S		£4.36			0%	
273	General	CON29 Q3.8	N	£6.34		S		£6.34			0%	
274	General	CON29 Q3.9 (a,b,c,d,e,f,g,h,i,j,k,l,m,n)	N	£5.54		S		£5.54			0%	
275	General	CON29 Q3.10 (a,b,c,d,e,f,g,h)	N	£4.29		S		£4.29			0%	
276	General	CON29 Q3.11(a,b)	N	£5.54		S		£5.54			0%	
277	General	CON29 Q3.12	N	£3.96		S		£3.96			0%	
278	General	CON29 Q3.13(a,b,c)	N	£6.34		S		£6.34			0%	
279	General	CON29 Q3.14	N	£4.75		S		£4.75			0%	
280	General	CON29 Q3.15 (a,b)	N	£3.96		S		£3.96			0%	
281	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	£42.90		S		£42.90			0%	
282	General	CON29 Administration Fee plus Question fees	N	£0.00		NA						
283	General	Personal Search Land Charges Register	Y	£0.00		NA						

				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
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<b>Housing - M. Davis - R Collins - Councillor P M Brivio</b>												
284	Guest Room Rental	Rental of Guest Room in Sheltered Housing Blocks	N	£21.60 for first night and £15.50 thereafter per night	63	NA	£1,290	£22.70 for first night and £16.30 per night thereafter			5.00%	Recommended inflationary increase (rounded up) to cover cleaning and laundry costs
285	Rent of Common Rooms	Rental of Common Rooms in Sheltered Housing Blocks	N	£12.40	12	NA	£155	£13.00			5.0%	Recommended inflationary increase
286	Keys	Assa Keys for Communal Buildings	N	£29.00	40	S	£1,620	£31.00			6.9%	Recommended inflationary increase to cover rising costs to obtain keys
287	Leaseholders	Solicitors enquiries from potential leaseholders	N	£153.00	30	S	£3,780	£165.00	25	£3,300	7.8%	
288	Notice of Transfer	Change of Leaseholder details	N	£104.00	30	NA	£2,550	£110.00	25	£2,750	5.8%	
289	Leaseholders	Extension of Lease - initial work on lease valuation extension and legal costs. Does not include costs of actual lease extension	N	£855	3	NA	£700					
290	Leaseholders	Management Fee	N	£250	430		£94,300	£270	420	£113,400	8%	
291	Retrospective Consent	Retrospective consent from Housing to make alterations at Council Properties	N	£110	5	NA	£500	£5			10.0%	Legal information required - cover staff costs for time involved in retrospective consent letters
292	Sheltered Housing Charges	Accommodation based service - sheltered	N	£14.40		NA	£3,250	£15.12			5.0%	Recommended inflatory increase to cover staffing costs
293	Sheltered Housing Charges	Alarm Service	N	£0.53		NA		£0.80			5.0%	Recommended inflatory increase to cover costs of contract
294	Shared Ownership	Administration Fee for Flats	N	£250	29	NA	£945	£270	29	£7,250	8%	
295	Shared Ownership	Administration Fee for Houses	N	£150	5	NA	700	£162	5	£810	8%	
<b>Miscellaneous - M. Davis - R.Collins - Councillor C D Zoseder</b>												
296	General	Registration fee for Self-Build Register	N	£30	5	S	£150	£30	5	£150	0.0%	Fee costs have remained the same. More self-build promotional activities to take place during 23/24 - likely to have more join the register.
297	General	Renewal fee for Self-Build Register	N	£15	5	S	£75	£15	10	£150	0.0%	Fee costs have remained the same. More self-build promotional activities to take place during 23/24 - likely to have more join the register.
<b>Miscellaneous - M. Davis - R.Collins - Councillor P Brivio</b>												
298	Homelessness	Intensive Housing Management Charge Interim Accommodation	N	19.05 pw	106	NA	£105k pa	£20.57 pw	Min 106	£113,404	8%	Inflation figure used
299	Homelessness	B & B charges	N	£7.50 per single per week & £15 per couple per week	30	NA	£11,700	£7.50 per single per week & £15 per couple per week	40	£15,600	0%	

				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
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<b>Miscellaneous - M. Davis - H. Lamb - Councillor S H Beer</b>												
300	Finance	Court Summons for Council Tax and Business Rates	N	£90CT/£78BR		NA	£369,000	£92 CT/£85 BR		£377,000	1.85% CT/9.25% BR	Charges are based on cost recovery forecasts
301	Finance	Liability Order for Council Tax and Business Rates	N	£78CT/£50BR		NA		£80 CT/£55 BR			1.85% CT/9.25% BR	

				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
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<b>Private Sector Housing -L May - Tim Lovell - Councillor J L Pout</b>												
302	HMO Licensing	Fee for Initial application for HMO licence for up to 8 habitable rooms.	N	£1,110	Fee for up to 8 habitable rooms. £100 reduction for accredited landlords	NA	£3,300	£1,200		£3,600	8%	Inflation
303	HMO Licensing	Additional fee for initial HMO licence for any additional habitable rooms above 8.	N	£60	Fee for each habitable rooms above 8.	NA	£4,800	£65		£0	8%	Inflation
304	HMO Licensing Renewal	Application fee for HMO licence renewal for up to 8 habitable rooms.	N	£850	Fee for up to 8 habitable rooms. £100 reduction for accredited landlords	NA	£12,750	£920		£9,200	8%	Inflation
305	HMO Licensing Renewal	HMO licence renewal fee for any additional habitable rooms above 8.	N	£45	Fee for each habitable rooms above 8.	NA	£450	£50		£0	11%	Inflation
306	Housing Act Notices	Improvement notice and Prohibition Order	N	£485	Charge for simple notice; Plus legal and specialist report costs.	NA	£970	£525		£1,050	8%	Inflation
307	Housing Act Notices	Improvement notice and Prohibition Order	N	£625	Charge for standard notice; Plus legal and specialist report costs.	NA	£625	£700		£700	12%	Inflation
308	Housing Act Notices	Improvement and Prohibition notice	N	£760	Charge for complex notice; Plus legal and specialist report costs.	NA	£1,520	£825		£1,650	9%	Inflation
309	Housing Act Notices	Suspended Improvement notice and Prohibition Order	N	£760	Same charge for Improvement notices above. Charge can be cancelled at PSHM discretion. £50 for annual review	NA	£760	£825		£825	9%	Inflation
310	Housing Act Notices	Emergency Remedial Action	N	£785	For each notice. Plus legal and specialist report costs.	NA	£785	£850		£1,700	8%	Inflation
311	Housing Act Notices	Demolition Order	N	£785	For each notice. Plus legal and specialist report costs.	NA	£0	£850		£0	8%	Inflation
312	Mobile Homes Act 2013 licence	Initial Licence fee	N	£60	For each pitch	NA	£0	£65		£0	8%	Inflation
313	Mobile Homes Act 2013 licence	Annual licence fee	N	£10	For each pitch	NA	£0	£12		£0	20%	Inflation to a reasonable number
314	Mobile Homes Act 2013 licence	Transfer of licence	N	£345	For each licence	NA	£0	£375		£0	9%	Inflation
315	Mobile Homes Act 2013 licence	Expansion fee	N	£235	For each expansion plus £10 for each additional unit	NA	£0	£250		£0	6%	Inflation
316	Mobile Homes Act 2013 licence	Fee for depositing rules	N	£35	Fee for depositing rules	NA	£0	£40		£0	14%	Inflation
317	Mobile Homes Act 2013 licence	Charge for notices	N	£310	For each notice. Plus legal and specialist report costs.	NA	£0	£350		£0	13%	Inflation

				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT (where applicable)	Units	VAT Code	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
318	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	NA	£0	£1,500		£0	0%	Set by legislation
319	Immigration inspection	Requests to inspect properties and provide report of suitability of property for immigration	N	£160	For one property inspection	S	£160	£175		£0	9%	Inflation
320	HMO pre application inspection	By request inspection of potential HMO before application	N	£160	For one property inspection visit and short report	S	£320	£175		£0	9%	Inflation
321	HMO pre application consultation	By request phone or video consultation concerning potential HMO before application	N	£85	Per hour or part there of	S	£400	£100		£0	18%	Inflation to a reasonable number
322	<b>Financial Penalties under the Housing Act 2004</b>	<b>Penalty is calculated from methodology contained in PSH enforcement Policy. Max penalty £30,000</b>	Max yes			NA		NA		£3,000		Set by legislation
323	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			NA		NA		0		Set by legislation
324	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		NA		NA		0		Set by legislation
325	<b>Penalty Charge (Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015)</b>	<b>Financial penalty of up to £5,000 for letting a property with an EPC below E</b>	Max yes	£5,000		NA	£5,000	NA		£5,000		Set by legislation

			2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Units / Comments	VAT Code	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
<b>Licensing - L May - Rebecca Pordage - Councillor J L Pout</b>											
1	Personal Licences	Grant or Renewal	Y	£37	Statutory Fee set by Government	NA	£3,700	£37	£2,960	0%	Reduction in applications
2	Personal Licences	Change of Name or Address	Y	£10.50		NA	£105.00	£10.50	£105.00	0%	
3	Personal Licences	Theft, Loss etc.	Y	£10.50		NA	£105.00	£10.50	£52.50	0%	estimated as difficult to predict
4	Premises & Club Licences	Theft, Loss etc.	Y	£10.50		NA	£21.00	£10.50	£52.50	0%	estimated as difficult to predict
5	Premises & Club Licences	Change of Name or Address	Y	£10.50		NA	£52.50	£10.50	£0.00	0%	rare
6	Premises & Club Licences	Change of Club Rules	Y	£10.50		NA	£0	£10.50	£0	0%	
7	Premises & Club Licences	Vary DPS	Y	£23		NA	£1,495	£23	£1,495	0%	
8	Premises & Club Licences	Transfer Licence	Y	£23		NA	£621	£23	£621	0%	
9	Premises & Club Licences	Interim Authority	Y	£23		NA	£0	£23	£0	0%	
10	Premises & Club Licences	Notification Interest	Y	£21		NA	£0	£21	£0	0%	
11	Premises & Club Licences	Provisional Statement	Y	£315		NA	£0	£315	£0	0%	
12	Premises & Club Licences	Minor Variation	Y	£89		NA	£534	£89	£534	0%	
13	Premises & Club Licences	New Application & Variation NDR Band A	Y	£100		NA	£500	£100	£0	0%	Decrease in applications in this band
14	Premises & Club Licences	New Application & Variation NDR Band B	Y	£190		NA	£2,850	£190	£2,850	0%	
15	Premises & Club Licences	New Application & Variation NDR Band C	Y	£315		NA	£315	£315	£315	0%	
16	Premises & Club Licences	New Application & Variation NDR Band D	Y	£450		NA	£0	£450	£0	0%	
17	Premises & Club Licences	New Application & Variation NDR Band E	Y	£635		NA	£0	£635	£0	0%	
18	Premises & Club Licences	Annual Fee NDR Band A	Y	£70		NA	£4,900	£70	£3,710	0%	reduction in licensed premises
19	Premises & Club Licences	Annual Fee NDR Band B	Y	£180		NA	£53,460	£180	£46,980	0%	reduction in licensed premises
20	Premises & Club Licences	Annual Fee NDR Band C	Y	£295		NA	£11,800	£295	£12,685	0%	increase in licensed premises
21	Premises & Club Licences	Annual Fee NDR Band D	Y	£320		NA	£2,240	£320	£2,880	0%	increase in licensed premises
22	Premises & Club Licences	Annual Fee NDR Band E	Y	£350		NA	£8,750	£350	£4,200	0%	reduction in licensed premises
23	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 5,000 to 9,999	Y	£1,000	NA	£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	NA	£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	NA	£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	NA	£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	NA	£0	£16,000	£0	0%		

				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Units / Comments	VAT Code	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	NA	£0	£24,000		£0	0%	
29	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 50,000 to 59,999	Y	£32,000		NA	£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		NA	£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		NA	£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		NA	£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		NA	£0	£64,000		£0	0%	
34	Large Scale Events	Annual Fee 5,000 to 9,999	Y	£500		NA	£0	£500		£0	0%	
35	Large Scale Events	Annual Fee 10,000 to 14,999	Y	£1,000		NA	£0	£1,000		£0	0%	
36	Large Scale Events	Annual Fee 15,000 to 19,999	Y	£2,000		NA	£0	£2,000		£0	0%	
37	Large Scale Events	Annual Fee 20,000 to 29,999	Y	£4,000		NA	£0	£4,000		£0	0%	
38	Large Scale Events	Annual Fee 30,000 to 39,999	Y	£8,000		NA	£0	£8,000		£0	0%	
39	Large Scale Events	Annual Fee 40,000 to 49,999	Y	£12,000		NA	£0	£12,000		£0	0%	
40	Large Scale Events	Annual Fee 50,000 to 59,999	Y	£16,000		NA	£0	£16,000		£0	0%	
41	Large Scale Events	Annual Fee 60,000 to 69,999	Y	£20,000		Statutory Fee set by Government	NA	£0	£20,000		£0	0%
42	Large Scale Events	Annual Fee 70,000 to 79,999	Y	£24,000	NA		£0	£24,000		£0	0%	
43	Large Scale Events	Annual Fee 80,000 to 89,999	Y	£28,000	NA		£0	£28,000		£0	0%	
44	Large Scale Events	Annual fee 90,000 and over	Y	£32,000	NA		£0	£32,000		£0	0%	
45	Temporary Event Notices	New Notice	Y	£21	NA		£8,925	£21		£8,925	0%	
46	Temporary Event Notices	Theft, Loss etc.	Y	£10.50	NA		£0.00	£10.50		£0.00	0%	

				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Units / Comments	VAT Code	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Units / Comments	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
<b>Licensing - L May - Rebecca Pordage - Councillor J L Pout</b>												
47	Bingo Club	Licence Application	N	£3,500		NA	£0	£3,500		£0	0%	
48	<b>Bingo Club</b>	<b>Annual Fee</b>	<b>N</b>	<b>£950</b>		<b>NA</b>	<b>£2,850</b>	<b>£950</b>		<b>£2,850</b>	<b>0%</b>	
49	Bingo Club	Application to Vary	N	£1,750		NA	£0	£1,750		£0	0%	
50	Bingo Club	Application to Transfer	N	£1,200		NA	£0	£1,200		£0	0%	
51	Bingo Club	Application for Reinstatement	N	£1,200		NA	£0	£1,200		£0	0%	
52	Bingo Club	Application for Provisional Statement	N	£3,500		NA	£0	£3,500		£0	0%	
53	Bingo Club	Licence Application (Provisional Statement Holders)	N	£1,200		NA	£0	£1,200		£0	0%	
54	Bingo Club	Copy of Licence	N	£25		NA	£0	£25		£0	0%	
55	Bingo Club	Notification of Change	N	£50		NA	£0	£50		£0	0%	
56	Betting Premise (excluding Tracks)	Licence Application	N	£3,000		NA	£0	£3,000		£0	0%	
57	<b>Betting Premise (excluding Tracks)</b>	<b>Annual Fee</b>	<b>N</b>	<b>£575</b>		<b>NA</b>	<b>£2,875</b>	<b>£575</b>		<b>£3,450</b>	<b>0%</b>	<b>Based on number of licences</b>
58	Betting Premise (excluding Tracks)	Application to Vary	N	£1,250		NA	£0	£1,250		£0	0%	
59	Betting Premise (excluding Tracks)	Application to Transfer	N	£1,200		NA	£0	£1,200		£0	0%	
60	Betting Premise (excluding Tracks)	Application for Reinstatement	N	£1,200		NA	£0	£1,200		£0	0%	
61	Betting Premise (excluding Tracks)	Application for Provisional Statement	N	£3,000		NA	£0	£3,000		£0	0%	
62	Betting Premise (excluding Tracks)	Licence Application (Provisional Statement Holders)	N	£1,200		NA	£0	£1,200		£0	0%	
63	Betting Premise (excluding Tracks)	Copy of Licence	N	£25		NA	£0	£25		£0	0%	
64	Betting Premise (excluding Tracks)	Notification of Change	N	£50		NA	£0	£50		£0	0%	
65	Track	Licence Application	N	£2,500		NA	£0	£2,500		£0	0%	
66	Track	Annual Fee	N	£950		NA	£0	£950		£0	0%	
67	Track	Application to Vary	N	£1,250		NA	£0	£1,250		£0	0%	
68	Track	Application to Transfer	N	£950		NA	£0	£950		£0	0%	



				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Units / Comments	VAT Code	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Units / Comments	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
69	Track	Application for Reinstatement	N	£950		NA	£0	£950		£0	0%	
70	Track	Application for Provisional Statement	N	£2,500		NA	£0	£2,500		£0	0%	
71	Track	Licence Application (Provisional Statement Holders)	N	£950		NA	£0	£950		£0	0%	
72	Track	Copy of Licence	N	£25		NA	£0	£25		£0	0%	
73	Track	Notification of Change	N	£50		NA	£0	£50		£0	0%	
74	Family Entertainment Centre	Licence Application	N	£2,000		NA	£0	£2,000		£0	0%	
75	Family Entertainment Centre	Annual Fee	N	£725		NA	£725	£725		£725	0%	
76	Family Entertainment Centre	Application to Vary	N	£1,000		NA	£0	£1,000		£0	0%	
77	Family Entertainment Centre	Application to Transfer	N	£950		NA	£0	£950		£0	0%	
78	Family Entertainment Centre	Application for Reinstatement	N	£950		NA	£0	£950		£0	0%	
79	Family Entertainment Centre	Application for Provisional Statement	N	£2,000		NA	£0	£2,000		£0	0%	
80	Family Entertainment Centre	Licence Application (Provisional Statement Holders)	N	£950		NA	£0	£950		£0	0%	
81	Family Entertainment Centre	Copy of Licence	N	£25		NA	£0	£25		£0	0%	
82	Family Entertainment Centre	Notification of Change	N	£50		NA	£0	£50		£0	0%	
83	Adult Gaming Centre	Licence Application	N	£2,000		NA	£0	£2,000		£0	0%	
<b>84</b>	<b>Adult Gaming Centre</b>	<b>Annual Fee</b>	<b>N</b>	<b>£950</b>		<b>NA</b>	<b>£5,700</b>	<b>£950</b>		<b>£5,700</b>	<b>0%</b>	
85	Adult Gaming Centre	Application to Vary	N	£1,000		NA	£0	£1,000		£0	0%	
86	Adult Gaming Centre	Application to Transfer	N	£1,200		NA	£0	£1,200		£0	0%	
87	Adult Gaming Centre	Application for Reinstatement	N	£1,200		NA	£0	£1,200		£0	0%	
88	Adult Gaming Centre	Application for Provisional Statement	N	£2,000		NA	£0	£2,000		£0	0%	
89	Adult Gaming Centre	Licence Application (Provisional Statement Holders)	N	£1,200		NA	£0	£1,200		£0	0%	
90	Adult Gaming Centre	Copy of Licence	N	£25		NA	£0	£25		£0	0%	

				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Units / Comments	VAT Code	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Units / Comments	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
91	Adult Gaming Centre	Notification of Change	N	£50		NA	£0	£50		£0	0%	
92	New Small Casino	Licence Application	N	£8,000			£0	£8,000		£0	0%	
93	New Small Casino	Annual Fee	N	£5,000		NA	£0	£5,000		£0	0%	
94	New Small Casino	Application to Vary	N	£4,000		NA	£0	£4,000		£0	0%	
95	New Small Casino	Application to Transfer	N	£1,800		NA	£0	£1,800		£0	0%	
96	New Small Casino	Application for Reinstatement	N	£1,800		NA	£0	£1,800		£0	0%	
97	New Small Casino	Application for Provisional Statement	N	£8,000		NA	£0	£8,000		£0	0%	
98	New Small Casino	Licence Application (Provisional Statement Holders)	N	£3,000		NA	£0	£3,000		£0	0%	
99	New Small Casino	Copy of Licence	N	£25		NA	£0	£25		£0	0%	
100	New Small Casino	Notification of Change	N	£50		NA	£0	£50		£0	0%	
101	New Large Casino	Licence Application	N	£10,000		NA	£0	£10,000		£0	0%	
102	New Large Casino	Annual Fee	N	£10,000		NA	£0	£10,000		£0	0%	
103	New Large Casino	Application to Vary	N	£5,000		NA	£0	£5,000		£0	0%	
104	New Large Casino	Application to Transfer	N	£2,150		NA	£0	£2,150		£0	0%	
105	New Large Casino	Application for Reinstatement	N	£2,150		NA	£0	£2,150		£0	0%	
106	New Large Casino	Application for Provisional Statement	N	£10,000		NA	£0	£10,000		£0	0%	
107	New Large Casino	Licence Application (Provisional Statement Holders)	N	£5,000		NA	£0	£5,000		£0	0%	
108	New Large Casino	Copy of Licence	N	£25		NA	£0	£25		£0	0%	
109	New Large Casino	Notification of Change	N	£50		NA	£0	£50		£0	0%	
110	Regional Casino	Licence Application	N	£15,000		NA	£0	£15,000		£0	0%	
111	Regional Casino	Annual Fee	N	£15,000		NA	£0	£15,000		£0	0%	
112	Regional Casino	Application to Vary	N	£7,500		NA	£0	£7,500		£0	0%	
113	Regional Casino	Application to Transfer	N	£6,500		NA	£0	£6,500		£0	0%	
114	Regional Casino	Application for Reinstatement	N	£6,500		NA	£0	£6,500		£0	0%	
115	Regional Casino	Application for Provisional Statement	N	£15,000		NA	£0	£15,000		£0	0%	

Fees and Charges 2024/25

				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Units / Comments	VAT Code	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Units / Comments	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
116	Regional Casino	Licence Application (Provisional Statement Holders)	N	£8,000		NA	£0	£8,000		£0	0%	
117	Regional Casino	Copy of Licence	N	£25		NA	£0	£25		£0	0%	
118	Regional Casino	Notification of Change	N	£50		NA	£0	£50		£0	0%	
119	Temporary Use Notice	Application Fee	Y	£500		NA	£0	£500		£0	0%	
120	Alcohol Licences Premises	Permit Application Fee (2 or less Machines)	Y	£50		NA	£150	£50		£150	0%	
121	Alcohol Licences Premises	Permit Application Fee (3+ Machines)	Y	£150		NA	£0	£150		£0	0%	
122	Alcohol Licences Premises	Permit Annual Fee (3+ Machines)	Y	£50		NA	£200	£50		£250	0%	Based on number of current licences
123	Family Entertainment Centre Unlicensed	Permit Application Fee	Y	£300		NA	£0	£300		£0	0%	
124	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	NA	£600	£300		£0	0%	No fees due during period
125	Prize Gaming	Permit Application Fee	Y	£300		NA	£0	£300		£0	0%	
126	Prize Gaming	Permit Renewal Fee	Y	£300		NA	£0	£300		£0	0%	
127	Club Gaming	Permit Application Fee	Y	£200		NA	£0	£200		£0	0%	
128	Club Gaming	Permit Annual Fee	Y	£50		NA	£150	£50		£200	0%	Based on number of current licences
129	Club Gaming	Permit Renewal Fee (due every 10 years)	Y	£200		NA	£0	£200		£0	0%	
130	Club Gaming Machine	Permit Application Fee	Y	£200		NA	£0	£200		£0	0%	
131	Club Gaming Machine	Permit Annual Fee	Y	£50		NA	£100	£50		£100	0%	
132	Club Gaming Machine	Permit Renewal Fee	Y	£200		NA	£0	£200		£0	0%	Removed - duplicate of the application fee shown above
133	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Application Fee	Y	£100		NA	£0	£100		£0	0%	
134	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Annual Fee	Y	£50		NA	£0	£50		£0	0%	
135	Gaming Machine Permit	Annual Fee	Y	£100		NA	£0	£100		£0	0%	
136	Gambling Permits	Copy of permit (FEC, Prize Gaming, Notification of 2 or less machines, 3+ machines, Club Gaming Permit, Club	Y	£0		NA	£0	£15		£0	0%	Additional fee

				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Units / Comments	VAT Code	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Units / Comments	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
137	Small Society Lotteries	Registration Fee	Y	£40		NA	£480	£40		£240	0%	Expected reduction as last year was an anomaly due to covid lapse of licences
138	Small Society Lotteries	Annual Fee	Y	£20		NA	£1,400	£20		£1,400	0%	

				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
	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
<b>Regulatory Licensing - L. May - Councillor J L Pout</b>												
1	Acupuncture	Premise Registration	N	£230	Premise Registration	NA	£1,000	£250		£1,500	9%	
2	Acupuncture	Additional Practitioner	N	£100	Additional Practitioner	NA		£110			10%	
3	Acupuncture	Minor Variation	N	£50	Minor Variation	NA		£55			10%	
4	Cosmetic Piercing	Premise Registration	N	£230	Premise Registration	NA		£250			9%	
5	Cosmetic Piercing	Additional Practitioner	N	£100	Additional Practitioner	NA		£110			10%	
6	Cosmetic Piercing	Minor Variation	N	£50	Minor Variation	NA		£55			10%	
7	Ear Piercing	Premise Registration	N	£230	Premise Registration	NA		£250			9%	
8	Ear Piercing	Additional Practitioner	N	£100	Additional Practitioner	NA		£110			10%	
9	Ear Piercing	Minor Variation	N	£50	Minor Variation	NA		£55			10%	
10	Electrolysis	Premise Registration	N	£230	Premise Registration	NA		£250			9%	
11	Electrolysis	Additional Practitioner	N	£100	Additional Practitioner	NA		£110			10%	
12	Electrolysis	Minor Variation	N	£50	Minor Variation	NA		£55			10%	
13	Semi-permanent Skin-colouring	Premise Registration	N	£230	Premise Registration	NA		£250			9%	
14	Semi-permanent Skin-colouring	Additional Practitioner	N	£100	Additional Practitioner	NA		£110			10%	
15	Semi-permanent Skin-colouring	Minor Variation	N	£50	Minor Variation	NA		£55			10%	
16	Tattooing	Premise Registration	N	£230	Premise Registration	NA		£250			9%	
17	Tattooing	Additional Practitioner	N	£100	Additional Practitioner	NA		£110			10%	
18	Tattooing	Minor Variation	N	£50	Minor Variation	NA		£55			10%	
19	Animal Licensing	Boarding Establishments (new application 1 or 2 stars))	N	£402	Boarding Establishments (new application 1 or 2 stars))	NA	£2,010	£440		£3,000	9%	Based on number of renewals expected
20	Animal Licensing	Boarding Establishments (new application 3 or 4 stars)	N	£484	Boarding Establishments (new application 3 or 4 stars)	NA		£525			8%	
21	Animal Licensing	Boarding Establishments (new application 5 stars)	N	£558	Boarding Establishments (new application 5 stars)	NA		£605			8%	
22	Animal Licensing	Boarding Establishments (renewal 1 or 2 stars)	N	£336	Boarding Establishments (renewal 1 or 2 stars)	NA		£365			9%	
23	Animal Licensing	Boarding Establishments (renewal 3 or 4 stars)	N	£418	Boarding Establishments (renewal 3 or 4 stars)	NA		£455			9%	
24	Animal Licensing	Boarding Establishments (renewal 5 stars)	N	£492	Boarding Establishments (renewal 5 stars)	NA		£535			9%	

				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
	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
25	Animal Licensing	Home Boarding (new application 1 or 2 stars)	N	£339	Home Boarding (new application 1 or 2 stars)	NA	£726	£370		£2,000	9%	Based on number of renewals expected
26	Animal Licensing	Home Boarding (new application 3 or 4 stars)	N	£425	Home Boarding (new application 3 or 4 stars)	NA		£460			8%	
27	Animal Licensing	Home Boarding (new application 5 stars)	N	£473	Home Boarding (new application 5 stars)	NA		£515			9%	
28	Animal Licensing	Home Boarding (renewal 1 or 2 stars)	N	£278	Home Boarding (renewal 1 or 2 stars)	NA		£300			8%	
29	Animal Licensing	Home Boarding (renewal 3 or 4 stars)	N	£363	Home Boarding (renewal 3 or 4 stars)	NA		£395			9%	
30	Animal Licensing	Home Boarding (renewal 5 stars)	N	£411	Home Boarding (renewal 5 stars)	NA		£450			9%	
31	Animal Licensing	Dog Breeding Establishments (New application 1 or 2 Stars)	N	£509	Dog Breeding Establishments (New application 1 or 2 Stars)	NA	£632	£550		£1,650	8%	Based on number of renewals expected
32	Animal Licensing	Dog Breeding Establishments (New application 3 or 4 Stars)	N	£625	Dog Breeding Establishments (New application 3 or 4 Stars)	NA		£675			8%	
33	Animal Licensing	Dog Breeding Establishments (New application 5 Stars)	N	£730	Dog Breeding Establishments (New application 5 Stars)	NA		£790			8%	
34	Animal Licensing	Dog Breeding Establishments (renewal 1 or 2 stars)	N	£411	Dog Breeding Establishments (renewal 1 or 2 stars)	NA		£450			9%	
35	Animal Licensing	Dog Breeding Establishments (renewal 3 or 4 stars)	N	£527	Dog Breeding Establishments (renewal 3 or 4 stars)	NA		£570			8%	
36	Animal Licensing	Dog Breeding Establishments (renewal 5 stars)	N	£632	Dog Breeding Establishments (renewal 5 stars)	NA		£685			8%	
37	Animal Licensing	Dangerous Wild Animals (new application)	N	£250	Dangerous Wild Animals (new application)	NA	£0	£270		£540	8%	Based on number of renewals expected
38	Animal Licensing	Dangerous Wild Animals (renewal) (every 2 years)	N	£211	Dangerous Wild Animals (renewal) (every 2 years)			£230			9%	
39	Animal Licensing	Performing Animals (Exhibition of animals) (new application)	N	£515	Performing Animals (Exhibition of animals) (new application)	NA	£0	£560		£0	9%	
40	Animal Licensing	Performing Animals (Exhibition of animals) (renewal application)	N	£452	Performing Animals (Exhibition of animals) (renewal application)	NA	£0	£500		£0	11%	

## Fees and Charges 2024/25

				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
	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	Selling of Animals as Pets (new application 1 or 2 stars)	NA	£976	£530		£1,590	9%	Based on number of renewals expected
42	Animal Licensing	Selling of Animals as Pets (new application 3 or 4 stars)	N	£598	Selling of Animals as Pets (new application 3 or 4 stars)	NA		£650			9%	
43	Animal Licensing	Selling of Animals as Pets (new application 5 stars)	N	£698	Selling of Animals as Pets (new application 5 stars)	NA		£755			8%	
44	Animal Licensing	Selling of Animals as Pets (renewal 1 or 2 stars)	N	£466	Selling of Animals as Pets (renewal 1 or 2 stars)	NA		£505			8%	
45	Animal Licensing	Selling of Animals as Pets (renewal 3 or 4 stars)	N	£577	Selling of Animals as Pets (renewal 3 or 4 stars)	NA		£625			8%	
46	Animal Licensing	Selling of Animals as Pets ) (renewal 5 stars)	N	£676	Selling of Animals as Pets ) (renewal 5 stars)	NA		£730			8%	
47	Animal Licensing	Hiring out of Horses (New application 1 or 2 stars)	N	£590	Hiring out of Horses (New application 1 or 2 stars)	NA	£0	£640		£0	8%	Based on number of renewals expected
48	Animal Licensing	Hiring out of Horses (New application 3 or 4 stars)	N	£740	Hiring out of Horses (New application 3 or 4 stars)	NA		£800			8%	
49	Animal Licensing	Hiring out of Horses (New application 5 stars)	N	£891	Hiring out of Horses (New application 5 stars)	NA		£960			8%	
50	Animal Licensing	Hiring out of Horses ) (renewal 1 or 2 stars)	N	£476	Hiring out of Horses ) (renewal 1 or 2 stars)	NA		£515			8%	
51	Animal Licensing	Hiring out of Horses (renewal 3 or 4 stars)	N	£626	Hiring out of Horses (renewal 3 or 4 stars)	NA		£675			8%	
52	Animal Licensing	Hiring out of Horses (renewal 5 stars)	N	£777	Hiring out of Horses (renewal 5 stars)	NA		£840			8%	
53	Animal Licensing	Zoos (new application)	N	£888	Zoos (new application)	NA	£0	£950		£0	7%	Based on number of renewals expected
54	Animal Licensing	Zoos (renewal) (every 6 years)	N	£719	Zoos (renewal) (every 6 years)			£780			8%	

				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25	2024/25		
	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	
55	Animal Licensing	Arranging Provision of Home Boarding (New application 1 or 2 stars)	N	£297	Arranging Provision of Home Boarding (New application 1 or 2 stars)	NA	£0	£320		£0	8%		
56	Animal Licensing	Arranging Provision of Home Boarding (New application 3 or 4 stars)	N	£396	Arranging Provision of Home Boarding (New application 3 or 4 stars)	NA		£430			9%		
57	Animal Licensing	Arranging Provision of Home Boarding (New application 5 stars)	N	£486	Arranging Provision of Home Boarding (New application 5 stars)	NA		£525			8%		
58	Animal Licensing	Arranging Provision of Home Boarding Renewal 1 or 2 stars)	N	£290	Arranging Provision of Home Boarding Renewal 1 or 2 stars)	NA		£310			7%		
59	Animal Licensing	Arranging Provision of Home Boarding (Renewal 3 or 4 stars)	N	£389	Arranging Provision of Home Boarding (Renewal 3 or 4 stars)	NA		£420			8%		
60	Animal Licensing	Arranging Provision of Home Boarding (Renewal 5 stars)	N	£479	Arranging Provision of Home Boarding (Renewal 5 stars)	NA		£520			9%		
61	Animal Licensing	Arranging Provision of Home Boarding (Additional cost per host)	N	£94	Arranging Provision of Home Boarding (Additional cost per host)	NA		£100			6%		
62	Animal Licensing	Replacement Licence	N	£15	Replacement Licence	NA	£0	£16		£0	7%		
63	Animal Licensing	Minor variation	N	£25	Minor variation	NA	£0	£27		£0	8%		
64	Animal Licensing	Full variation	N	£166	Full variation	NA	£0	£180		£0	8%		
65	Animal Licensing	Re-rate	N	£127	Re-rate	NA	£0	£140		£0	10%		
66	Animal Licensing	Additional Activities	N	£50	Additional Activities		£0	£100		£0	100%	Fee amended to account for officer time	
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	£520	Grant £302 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.	NA	£1,000	£565	Grant £326 Non refundable to be submitted with application, a further £239 is due if application is approved to cover regulation.	£1,080	9%		
68	Street Trading Consent	Annual renewal	N	£250	Annual renewal	NA		£270			8%		
69	Street Trading Consent	Occasional	N	£130	Occasional	NA		£0	£140				£0
70	Street Trading Consent	Occasional Street Market Up to 25 stalls then £10 per stall thereafter	N	£250	Occasional Street Market Up to 25 stalls then £10 per stall thereafter	NA	£1,000	£270		£1,000	8%		
71	Street Trading Consent	Tables & Chairs (New)	N	£150	Tables & Chairs (New)	NA	£150	£160		£320	7%		
72	Street Trading Consent	Tables & Chairs (Renewal)	N	£75	Tables & Chairs (Renewal)	NA	£1,275	£75		£3,000	0%	Based on number of renewals expected. Not increased due to increase last year	



				2023/24	2023/24		2023/24	2024/25	2024/25	2024/25		
	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
73	Street Trading Consent	Pavement Licence	N		Pavement Licence (Grant and Renewal)	N/A	N/A	£75		£0		
74	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	Grant NOTE: £2167 Non refundable to be submitted with application, a further £1083 is due if application is approved to cover regulation.	NA	£0	£3,510	Grant NOTE: £2340 Non refundable to be submitted with application, a further £1170 is due if application is approved to cover regulation.	£0	8%	
75	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	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.	NA	£0	£2,400		£0	8%	
76	Boat Licence	Grant	N	£200	Grant	NA	£0	£220		£0	10%	
77	Boat Licence	Renewal or Transfer	N	£160	Renewal or Transfer	NA	£320	£175		£350	9%	Based on number of renewals expected
78	Scrap Metal Dealer	Site Licence Grant	N	£490	Site Licence Grant	NA	£0	£530		£0	8%	
79	Scrap Metal Dealer	Site Licence Variation (Change of name and address)	N	£16	Site Licence Variation (Change of name and address)	NA	£0	£20		£0	25%	
80	Scrap Metal Dealer	Site Licence Variation (Change of Manager)	N	£95	Site Licence Variation (Change of Manager)	NA	£0	£100		£0	5%	
81	Scrap Metal Dealer	Site Licence Replacement licence	N	£15	Site Licence Replacement licence	NA	£0	£15		£0	0%	
82	Scrap Metal Dealer	Additional Site Grant	N	£150	Additional Site Grant	NA		£165		£0	10%	
83	Scrap Metal Dealer	Site Licence Renewal	N	£475	Site Licence Renewal	NA	£950	£515		£1,500	8%	Based on number of renewals expected
84	Scrap Metal Dealer	Additional Site Renewal	N	£150	Additional Site Renewal	NA		£165		£0	10%	
85	Scrap Metal Dealer	Collectors Licence Grant	N	£280	Collectors Licence Grant	NA	£0	£300		£0	7%	
86	Scrap Metal Dealer	Collectors Licence Variation (Change of name/address)	N	£16	Collectors Licence Variation (Change of name/address)	NA	£0	£18		£0	13%	
87	Scrap Metal Dealer	Collectors Licence Variation (Change of Vehicle)	N	£28	Collectors Licence Variation (Change of Vehicle)	NA	£0	£30		£0	8%	
88	Scrap Metal Dealer	Collectors Licence Replacement licence	N	£15	Collectors Licence Replacement licence	NA	£0	£15		£0	0%	
89	Scrap Metal Dealer	Collectors Licence Renewal	N	£272	Collectors Licence Renewal	NA	£544	£295		£1,000	8%	
90	Scrap Metal Dealer	Replacement Plate	N	£17	Replacement Plate	NA		£20		0	0%	

## Fees and Charges 2024/25

				2023/24	2023/24	2023/24	2023/24	2024/25	2024/25	2024/25		
	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
<b>Regulatory Licensing - L. May - Councillor J L Pout</b>												
1	Hackney Carriage & Private Hire	Hackney Carriage Vehicle Annual Licence (Grant and Renewal)	N	£330	If vehicle is wheelchair accessible there is a 25% reduction in fee	N	£21,540	£355		£24,000	8%	
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		£980	£265		£2,000	8%	
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	£265	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	£25,440	£285		£32,000	8%	
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		£582	£210		£1,700	8%	
5	Hackney Carriage & Private Hire	Licence Transfer Following Change of Vehicle	N	£60		N	£2,100	£65		£3,500	8%	
6	Hackney Carriage & Private Hire	Temporary vehicle transfer	N	£45		N		£48			7%	
7	Hackney Carriage & Private Hire	Change of Vehicle ownership	N	£21		N	£42	£23		£100	8%	
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	£130	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		£140			8%	
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	£115	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		£125			9%	

				2023/24	2023/24	2023/24	2023/24	2024/25	2024/25	2024/25		
	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
<b>Regulatory Licensing - L. May - Councillor J L Pout</b>												
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	£300	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	£9,000	£325	The first year (£135) 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.	£10,000	8%	
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	£285	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		£310	The first year (£119) 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.		9%	
12	Hackney Carriage & Private Hire	DBS Disclosure (formerly CRB)	N	£40	Fee set externally. New drivers + every 6 months for renewals	N	£2,200	£40		£2,200	0%	
13	Hackney Carriage & Private Hire	Overseas Driver Licence Check	N	£10			£0	£15		£0	50%	
14	Hackney Carriage & Private Hire	Vehicle Plate	N	£17	Per plate	N	£34	£20		£80	18%	
15	Hackney Carriage & Private Hire	Vehicle Plate holder	N	£15	Per holder	N	£30	£15		£60	0%	
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		£100			11%	
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		£160			11%	

## Fees and Charges 2024/25

				2023/24	2023/24	2023/24	2023/24	2024/25	2024/25	2024/25		
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	
<b>Regulatory Licensing - L. May - Councillor J L Pout</b>												
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	£990	£220	£3,000	12%	Based on number of renewals expected	
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		£400		10%		
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		£690		9%		
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		£970		8%		
22	Private Hire Operator	Variation to Operators Licence (within band) for PH Vehicles	N	£30.00		N	£0.00	£35.00	£200.00	17%		
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		£35.00		17%		
24	Hackney Carriage & Private Hire	Replacement of licence or badge	N	£10.50		N	£21	£12.00	£24	14%		
25	Hackney Carriage & Private Hire	Full Knowledge test re-sit fee	N	£35.00		N	£0	£50.00	£0	43%		
26	Hackney Carriage & Private Hire	Part Knowledge test re-sit fee if one module needs to be redone	N			N	£0	£25.00	£0		New fee	

				2023/24	2023/24	2023/24	2024/25	2024/25	2024/25		
	Detail	Narrative	Set by Govt? Y/N	Charges inc VAT	Units / Comments	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
<b>Planning - R Walton - S Platts - Councillor E A Biggs</b>											
1	General	Printed Section 52 Agreements, Section 106 Agreements, Tree Preservation Orders and Article 4 Directions and Enforcement Notices	N	£5.00			£5.00	No change		£0.00	
2	General	Plans submitted with planning applications or accompanying other planning documents and other miscellaneous photocopying	N	£0.10	A4		£0.10	No change		£0.00	
3	General	Plans submitted with planning applications or accompanying other planning documents and other miscellaneous photocopying	N	£0.20	A3	£300.00	£0.20	No change	£300.00	£0.00	
4	General	Plans submitted with planning applications or accompanying other planning documents and other miscellaneous photocopying	N	£5.00	Over A3		£5.00	No change		£0.00	
5	General	Research on Planning Histories, Permitted Development Rights and Use classes	N	£35.00	Per request		£35.00	No change		£0.00	
6	General	Planning Application Fees (see Appendix 5.2 - A Guide to the Fees for Planning Applications in England)	Y	See Appendix 5.2		£700,000	See Appendix 5.2	No change	£910,000		Taking into account current number of applications, economic downturn and implementation of fee increases (30% - Autumn Statement)
7	General	Pre-application advice (see Appendix 5.3)	N	See Appendix 5.3		£75,000		See updated appendix 5.3	£83,000		Increase in fees to reflect inflation (CPI) rounded up to nearest £5
8	General	Details pursuant to conditions (see Appendix 5.2)	Y	See Appendix 5.2		£10,000	See Appendix 5.2	No change			
9	General	Advice on compliance of conditions information (see Appendix 5.2)	Y	£116.00			£116.00	No change		£0.00	
10	General	S.106 Monitoring Fee	N	£236 (per trigger) or negotiated for more complex cases		£7,500	£250 flat rate for Unilateral Undertakings/S106 for SPA mitigation and £500 per trigger event on all other S106s for financial obligations and non-financial obligations		£10,000		Evidence suggests our monitoring fee is very low and it's not covering costs. The intention is to introduce a £250 flat rate fee for Unilateral Undertakings/S106 for SPA mitigation and a £500 fee per trigger event on all other S106s for financial obligations and non-financial obligations (which we currently are not applying it to)



## A guide to fees for Planning Applications in England

### These fees apply from 6 December 2023

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 6 December 2023.

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](#).

<b>Householder Applications</b>		
Alterations/extensions to a <b>single dwellinghouse</b> , including works within boundary	Single dwellinghouse	£258

<b>Outline Applications</b>		
<b>The erection of dwellinghouses</b>		
Site area	Not more than 0.5 hectares	£578 for each 0.1 hectare (or part thereof)
	Between 0.5 hectares and 2.5 hectares	£624 for each 0.1 hectare (or part thereof)
	More than 2.5 hectares	£15,433+ £186 for each additional 0.1 hectare (or part thereof) in excess of 2.5 hectares Maximum fee of £202,500
<b>The erection of buildings</b> (not dwellinghouses)		
Site area	Not more than 1 hectare	£578 for each 0.1 hectare (or part thereof)
	Between 1 hectare and 2.5 hectares	£624 for each 0.1 hectare (or part thereof)

	More than 2.5 hectares	£15,433 + £186 for each additional 0.1 hectare (or part thereof) in excess of 2.5 hectares Maximum fee of £202,500
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## Full Applications

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

### Alterations/extensions to dwellinghouses, including works within boundaries

Number of dwellinghouses	Single dwellinghouse (or single flat)	£258
	Two or more dwellinghouses (or two or more flats)	£509

### The erection of dwellinghouses

Number of dwellinghouses	Not more than 10 dwellinghouses	£578 for each dwellinghouse
	Between 10 and 50 dwellinghouses	£624 for each dwellinghouse
	More than 50 dwellinghouses	£30,860 + £186 for each additional dwellinghouse in excess of 50 Maximum fee of £405,000

### 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	£293
	More than 40 square metres but no more than 1,000 square metres	£578 for each 75 square metres (or part thereof).
	Between 1,000 square metres and 3,750 square metres	£624 for each 75 square metres (or part thereof)
	More than 3750 square metres	£30,680 + £186 for each additional 75 square metres (or part thereof) in excess of 3,750 square metres Maximum fee of £405,000

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## Full Applications

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

### 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	£120
	More than 465 square metres but not more than 540 square metres	£578
	More than 540 square metres but not more than 1,000 square metres	£578 for first 540 square metres + £578 for each additional 75 square metres in excess of 540 square metres
	Between 1,000 square metres and 4,215 square metres	£624 for first 1,000 square metres + £624 for each additional 75 square metres in excess of 1,000 square metres.
	More than 4,215 square metres	£30,860 + £186 for each additional 75 square metres (or part thereof) in excess of 4,215 square metres Maximum fee of £405,000

### 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	£120
	More than 465 square metres but not more than 1,000 square metres	£3,225
	1,000 square metres or more	£3,483

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## Full Applications

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

### Erection/alterations/replacement of plant and machinery

Site area	Not more than 1 hectare	£578 for each 0.1 hectare (or part thereof)
	More than 1 hectare but not more than 5 hectares	£624 for each 0.1 hectare (or part thereof)
	More than 5 hectares	£30,860 + £186 for each additional 0.1 hectare (or part thereof) in excess of 5 hectares Maximum fee of £405,000

### Applications other than Building Works

<b>Car parks, service roads or other accesses</b> (for existing uses)	£293
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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	£316 for each 0.1 hectare (or part thereof)
	More than 15 hectares	£47,161 + £186 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares Maximum fee of £105,300

### Operations connected with exploratory drilling for oil or natural gas

Site area	Not more than 7.5 hectares	£686 for each 0.1 hectare (or part thereof)
	More than 7.5 hectares	£51,395 + £204 for each additional 0.1 hectare (or part thereof) in excess of 7.5 hectares. Maximum fee of £405,000

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## 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	£347 for each 0.1 hectare (or part thereof)
	More than 15 hectares	£52,002 + additional £204 for each 0.1 hectare in excess of 15 hectares Maximum fee of £105,300

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

Site area	Not more than 15 hectares	£316 for each 0.1 hectare (or part thereof)
	More than 15 hectares	£47,161 + additional £186 for each 0.1 hectare in excess of 15 hectares Maximum fee of £105,300

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

Site area	Any site area	£293 for each 0.1 hectare (or part thereof) Maximum fee of £2,535
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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 10 dwellinghouses	£578 for each dwellinghouse
	Between 10 and 50 dwellinghouses	£624 for each dwellinghouse
	More than 50 dwellinghouses	£30,860 + £186 for each additional dwellinghouse in excess of 50 Maximum fee of £405,000

#### Other Changes of Use of a building or land

£578

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<b>Lawful Development Certificate</b>	
Existing use or operation	Same as Full
Existing use or operation - lawful not to comply with any condition or limitation	£293
Proposed use or operation	Half the normal planning fee

<b>Prior Approval (under Permitted Development rights)</b>	
Larger Home Extensions	£120
Additional storeys on a home	£120
Agricultural and Forestry buildings & operations	£120
Demolition of buildings	£120
Communications (previously referred to as 'Telecommunications Code Systems Operators')	£578
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)	£120
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	£120
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School	£120
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)	£120
Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E) to Dwellinghouses (Use Class C3)	£125 for each dwellinghouse
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)	£120; or
	£258 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)	£120; or
	£258 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 and any land within its curtilage from Amusement Arcades/Centres and Casinos to Dwellinghouses (Use Class C3)	£120; or	
	£258 if it includes building operations in connection with the change of use	
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	£120	
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	£120	
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	£120	
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt	£120	
Erection, extension, or alteration of a university building	£120	
Movable structure within the curtilage of a historic visitor attraction, or listed pub/restaurant/etc	£120	
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	£120	
Construction of new dwellinghouses	Not more than 10 dwellings	£418 for each dwellinghouse
	Between 10 and 50 dwellinghouses	£451 for each dwellinghouse
	More than 50 dwellinghouses	£22,309 + £135 for each dwellinghouse in excess of 50 Maximum fee of £405,000

## Reserved Matters

Approval of reserved matters following outline approval	Full fee due; or
	If full fee already paid, £578

Continued on next page...

<b>Removal/Variation/Approval/Discharge of condition</b>		
<b>Removal or variation of a condition</b> following grant of planning permission		£293
<b>Discharge of condition(s)</b> – Approval of details and/or confirmation that one or more planning conditions have been complied with	Householder permissions	£43
	All other permissions	£145

<b>Advertising</b>		
Relating to the business on the premises		£165
Advance signs which are not situated on or visible from the site, directing the public to a business		£165
Other advertisements		£578

<b>Non-material Amendment Following a Grant of Planning Permission</b>		
Householder developments		£43
Any other development		£293

<b>Permission in Principle</b>		
Site area		£503 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.

### Application types with no current fee

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 notice

### Exemptions from payment (removed from legislation but remain valid as per below)

An application that is the first and only revision of a previous application of the same type, for development of the same character or description, on the same site (or part of that site), by the same applicant where it will be received by the Local Authority within 12 months of:

- the Local Authority receiving the previous application if it was withdrawn; or
- the previous application being granted or refused; or
- the determination period of the previous application expiring, where that application was validated, not determined, and then appealed on the grounds of non-determination;

and, in all cases, where that relevant 12-month period started no later than 5<sup>th</sup> December 2023.

An application that is the first and only revision of a previous application, for display advertisement(s) of the same description, on the same site(s) or part(s) of the site(s), by the same applicant, where it will be received by the Local Authority within 12 months of:

- the Local Authority receiving the previous application if it was withdrawn; or
- the previous application being refused;

and, in all cases, where that relevant 12-month period started no later than 5<sup>th</sup> December 2023.

### 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.

If the application relates to an alternate use of buildings or land within the same Use Class that requires planning permission only by the requirements of a condition imposed on a permission granted or deemed to be granted under Part 3 of the Town and Country Planning Act 1990 (as amended).

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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 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 which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question

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 £578

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 £578

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

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## **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	150	215
1-4 dwellings	430	700
1-4 dwellings follow up advice*	215	375
5-9 dwellings	750	1070
5-9 dwellings follow up advice*	375	645
10-49 dwellings	-	3205

Charge	Written £	Written + Meeting £
10-49 dwellings follow up advice*	535	1285
50+ dwellings	-	5340
50+ dwellings follow up advice*	1070	2670
Commercial up to 250m <sup>2</sup>	190	345
Commercial up to 500m <sup>2</sup>	325	535
Follow up advice*	110	215
Commercial up to 1000m <sup>2</sup>	-	1285
Follow up advice*	215	430
Commercial over 1000m <sup>2</sup>	-	1285+535 per 500m <sup>2</sup>
Follow up advice*	430	645
Listed Building Advice	235	375
Charities and Parish Councils	Half the applicable fee (NB. Non-residential floorspace is based on the Commercial fee rate)	
Highways	Kent Highways <a href="mailto:DevelopmentPlanningEast@kent.gov.uk">DevelopmentPlanningEast@kent.gov.uk</a>	
Surface Water/Suds	KCC Coastal/River <a href="mailto:suds@kent.gov.uk">suds@kent.gov.uk</a>	
Flooding/Water quality	Environment Agency <a href="#">Pre-application Enquiry Form</a>	

\* 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](mailto: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.

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<b>Subject:</b>	<b>REVIEW OF ON AND OFF-STREET PARKING CHARGES</b>
<b>Meeting and Date:</b>	<b>Cabinet – 15 January 2024</b>
<b>Report of:</b>	<b>Mike Davis, Strategic Director (Finance and Housing)</b>
<b>Portfolio Holder:</b>	<b>Councillor Charlotte Zosseder, Portfolio Holder for Community and Corporate Property</b>
<b>Decision Type:</b>	<b>Key Decision</b>
<b>Classification:</b>	<b>Unrestricted</b>

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**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.

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**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 Community Services Manager, in consultation with the Portfolio Holder for Community and Corporate Property, 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) of the Road Traffic Regulation Act 1984.

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## 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:

- Increasing existing hourly charges by 20p
- Introducing charging in 4 rural car parks, Borrow Pit Car Park, and Victoria Park Car Park.
- Amending the charging structure for Tides Car Park.
- Introducing charging for application and installation of requested disabled bays on-street.
- Increasing permits by the inflationary amount of 8%.

## 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 availability and effective management of parking is an important factor in relieving and preventing traffic congestion thereby 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.

### 3. **Proposals for 2024/25**

#### **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 Car parking provision does not come for free, and the maintenance of the facilities provided are all at a significant cost to the Council. There are several car parks that have no charges but are well used. Some of these car parks also suffer from a low turnover, reducing the availability of spaces for all users. It is suggested that these should have charges introduced to relieve and prevent traffic congestion by the better management of the availability of parking spaces, and to generate income. The suggested car parks are as follows:
  - Borrow Pit, Walmer; Reach Road, St Margarets at Cliffe; High Street, Ash; High Street, Wingham; High Street, Eastry and Victoria Park, Deal. The parking tariff within these car parks will match the existing tariffs and payments will be cashless only.
  - Tides, Deal. There will be a free parking period of 3 hours for Tides users only. Other uses of the car park will be charged at £1.80 per hour.
  - St Margarets Bay Car Park charges will apply all year round.
- 3.4 We have identified an increase in charges for both on and off-street pay & display of 20p per hour.

#### **Permits**

- 3.5 An inflationary increase of 8% has been proposed for most resident and business permits. A higher increase has been proposed for the Zone B+ Permit to bring it in line with the charge for the on-street only version of this permit which changed to emissions-based charging in 2021.
- 3.6 The introduction of charging for the application and installation of disabled bays is proposed at £250.00. As we conduct this process on behalf of KCC, this is the

guidance and maximum cost permitted. This will aid in covering the costs of the implementation of these bays and to deter non-eligible applications.

#### 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 2024/25 as set out in the recommendations and **Appendix 1**.
- To agree to delegate the decision-making process for the Transport & Parking Services Manager or Community Services Manager in conjunction with the Portfolio Holder for Community and Corporate Property 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 enables a more efficient and consistent parking operation;
- 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 support local businesses and the tourism agenda.

##### 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 c.£200k.

#### 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**

- 8.1.1 Comment from the Director of Finance (linked to the MTFP): Accountancy has been consulted and has no further comments (JS).
- 8.1.2 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.
- 8.1.3 Comment from the Equality Officer: This report seeking approval of the annual review of parking charges as set out in Appendix 1 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>
- 8.2 Other Officers (as appropriate):

## 9 **Appendices**

Appendix 1 – Schedule of Proposed Charges

Appendix 2 – Pay & Display Charges Comparison with Neighbouring Authorities

## 10 **Background Papers**

Parking Services Papers

Contact Officer: Clare Connellan, Transport & Parking Services Manager



## Appendix 1: Schedule Current Charges and Proposed Charges

Amendments highlighted in yellow

PARKING CHARGES (OFF-STREET) - DOVER				
CAR PARK	CURRENT CHARGES 2023/24		PROPOSED CHARGE 2024/25	
	TIME	CHARGE	TIME	CHARGE
<b>Albany Place, Dover</b> Linear charging up to 5 hrs <b>Minimum charge 50p</b>	<b>Charges apply Mon – Sat 08:00 to 18:00</b>		<b>Charges apply Mon – Sat 08:00 to 18:00</b>	
	1hr	£1.30	1hr	£1.50
	2hr	£2.60	2hr	£3.00
	3hrs	£3.90	3hrs	£4.50
	4hrs	£5.20	4hrs	£6.00
	5 hrs	£6.50	5 hrs	£7.50
	5 to 10 hrs	£7.80	5 to 10 hrs	£9.00
<b>Bench Street, Dover</b> Linear charging <b>Minimum charge 50p</b>	<b>Charges apply Mon – Sat 08:00 to 18:00</b>			
	1hr	£1.60	CAR PARK CLOSED	
	2hrs	£3.20		
	3hrs	£4.80		
	4hrs	£6.40		
<b>Camden Crescent, Dover</b> Linear charging up to 5 hrs <b>Minimum charge 50p</b>	<b>Charges apply Mon – Sun 08:00 to 18:00</b>		<b>Charges apply Mon – Sun 08:00 to 18:00</b>	
	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 10hrs	£9.60	5 to 10hrs	£10.80
<b>Castle Hill Coach Park</b>	<b>Charges apply Mon – Sat 08:00 to 18:00</b>		<b>Charges apply Mon – Sat 08:00 to 18:00</b>	
	Up to 10hrs	£9.00	Up to 10hrs	£11.00
<b>Ladywell Car Park, Dover</b> Linear charging up to 5 hrs <b>Minimum charge 50p</b>	<b>Charges apply Mon – Sat 08:00 to 18:00</b>		<b>Charges apply Mon – Sat 08:00 to 18:00</b>	
	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 10hrs	£9.60	5 to 10hrs	£10.80
<b>Maison Dieu Car Park, Dover</b> Linear charging up to 5 hrs <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sat 08:00 to 18:00</b>		<b>Charges apply Mon-Sat 08:00 to 18:00</b>	
	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 10hrs	£9.60	5 to 10hrs	£10.80

CAR PARK	CURRENT CHARGES 2023/24	PROPOSED CHARGE 2024/25		
<b>Maison Dieu Car Park, Coach Bays</b>	<b>Charges apply Mon-Sat 08:00 to 18:00</b>			
	Up to 10hrs	£9.00	Up to 10 hrs	£11.00
<b>Norman Street</b> Linear Charging up to 5 hrs <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sat 08:00 to 18:00</b>		<b>Charges apply Mon-Sat 08:00 to 18:00</b>	
	1hr	£1.60	1hr	£1.80
	2hrs	£3.20	2hrs	£3.60
	3hrs	£4.80	3hrs	£5.40
	4hrs	£6.40	4hrs	£7.20
	5hrs	£8.00	5hrs	£9.00
5 to 10hrs	£9.60	5 to 10hrs	£10.80	
<b>Pencester Road Car Park, Dover</b> Linear charging <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sat 08:00 to 18:00</b>		<b>Charges apply Mon-Sat 08:00 to 18:00</b>	
	1hr	£1.60	1hr	£1.80
	2hrs	£3.20	2hrs	£3.60
	3hrs	£4.80	3hrs	£5.40
	4hrs	£6.40	4hrs	£7.20
<b>Stembrook Car Park, Dover</b> Linear charging <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sat 08:00 to 18:00</b>		<b>Charges apply Mon-Sat 08:00 to 18:00</b>	
	1hr	£1.60	1hr	£1.80
	2hrs	£3.20	2hrs	£3.60
	3hrs	£4.80	3hrs	£5.40
	4hrs	£6.40	4hrs	£7.20
<b>Woolcomber Street Car Park, Dover</b> Linear charging <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sat 08:00 to 18:00</b>		<b>Charges apply Mon-Sat 08:00 to 18:00</b>	
	1hr	£1.60	1hr	£1.80
	2hr	£3.20	2hr	£3.60
	3hrs	£4.80	3hrs	£5.40
	4hrs	£6.40	4hrs	£7.20
<b>Fitness Fields, Dover</b>	Maximum Stay 4 hours		Maximum Stay 4 hours	
	No charge		No charge	
<b>De Bradlei Wharf Car Park (Dover Harbour Board)</b> Linear Charging <b>Cashless Parking</b>	<b>Charges apply Mon-Sun all day</b>		Management contract cancelled	
	1hr	£1.60		
	2hr	£3.20		
	3hrs	£4.80		
	4hrs	£6.40		
	5hrs	£8.00		
	Over 5 hours	£9.60		
CAR PARK	CURRENT CHARGES 2023/24	PROPOSED CHARGE 2024/25		
<b>Union Street CP (Dover Harbour Board)</b> Linear Charging <b>DHB Permit Only 1<sup>st</sup> April – 31<sup>st</sup> October.</b> <b>DHB Permit and cashless parking 1<sup>st</sup> November to 31<sup>st</sup> March</b>	<b>Charges apply Mon-Sun all day</b>		Management contract cancelled	
	1hr	£1.60		
	2hr	£3.20		
	3hrs	£4.80		
	4hrs	£6.40		
	5 hrs	£8.00		

	5 to 24 hrs	£9.60		
	Commercial Customer 10hr	£7.50		
	Commercial Customer 24hr	£12.00		
<b>Harbour House CP (Dover Harbour Board)</b> Linear Charging <b>Mon-Fri 08:30 - 16:00 DHB permit holders only</b> <b>Mon – Fri 16:00 – 08:30 DHB permits or cashless parking</b>	<b>Charges apply Mon-Sun all day</b>		Management contract cancelled	
	1hr	£1.60		
	2hr	£3.20		
	3hrs	£4.80		
	4hrs	£6.40		
	5hrs 5 to 16.5 hrs	£8.00 £9.60		
<b>Marina Car Park (North) (Dover Harbour Board)</b> Linear Charging <b>DHB Permit Only 1<sup>st</sup> April – 31<sup>st</sup> October.</b> <b>DHB Permit and cashless parking 1<sup>st</sup> November to 31<sup>st</sup> March</b>	<b>Charges apply Mon-Sun all day</b>		Management contract cancelled	
	1hr	£1.60		
	2hr	£3.20		
	3hrs	£4.80		
	4hrs	£6.40		
	5 hrs	£8.00		
	5 to 24 hrs	£9.60		
	Commercial Customer 10hr	£7.50		
	Commercial Customer 24hr	£12.00		
<b>PARKING CHARGES (ON-STREET) - DOVER</b>				
<b>STREET</b>	<b>CURRENT CHARGES 2023/24</b>		<b>PROPOSED CHARGE 2024/25</b>	
<b>Castle Street, Dover</b> Linear charging <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sat 08:00 to 18:00</b>		<b>Charges apply Mon-Sat 08:00 to 18:00</b>	
	1hr	£1.80	1hr	£2.00
	2hrs	£3.60	2hrs	£4.00

STREET	CURRENT CHARGES 2023/24		PROPOSED CHARGE 2024/25	
<b>Seafront - Cars</b> Linear charging up to 5 hours <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sun 08:00 to 18:00</b>		<b>Charges apply Mon-Sun 08:00 to 18:00</b>	
	1hr	£1.80	1hr	£2.00
	2hr	£3.60	2hr	£4.00
	3hrs	£5.40	3hrs	£6.00
	4hrs	£7.20	4hrs	£8.00
	5hrs 5 to 10hrs	£9.00 £10.80	5hrs 5 to 10hrs	£10.00 £12.00
<b>Seafront – Motorhomes</b>	<b>Charges apply Mon-Sun 18 :00 to 09 :00</b>		<b>Charges apply Mon-Sun 18 :00 to 09 :00</b>	
	Overnight Charge	£11.00	Overnight Charge	£13.00
<b>Seafront – Coaches</b>	<b>Charges apply Mon-Sun 08:00 to 18:00</b>		<b>Charges apply Mon-Sun 08:00 to 18:00</b>	
	Up to 10hrs	£11.00	Up to 10hrs	£13.00
<b>Pencester Road, Dover</b> Linear charging <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sat 08:00 to 18:00</b>		<b>Charges apply Mon-Sat 08:00 to 18:00</b>	
	1hr	£1.80	1hr	£2.00
	2hrs	£3.60	2hrs	£4.00
<b>Russell Street, Dover</b> Linear Charging <b>Minimum Charge 50p</b>	<b>Charges apply Mon-Sat 08:00 to 18:00</b>		<b>Charges apply Mon-Sat 08:00 to 18:00</b>	
	1hr	£1.80	1hr	£2.00
	2hrs	£3.60	2hrs	£4.00
<b>Coombe Valley Road</b> Non-linear charging	<b>Charges apply Mon to Sat 09:00 to 18:00</b>		<b>Charges apply Mon to Sat 09:00 to 18:00</b>	
	1hr	£2.00	1hr	£2.00
	2hr	£4.00	2hr	£4.00
			1hr	£1.80
			2hr	£3.60
			3hrs 4hrs 5hrs 5 to 10hrs	£5.40 £7.20 £9.00 £10.80

PARKING CHARGES (OFF-STREET) - SANDWICH				
CAR PARK	CURRENT CHARGES 2023/24		PROPOSED CHARGE 2024/25	
<b>Gazen Salts Car Park, Sandwich</b> Linear charging up to 5 hours <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sat 08:00 to 18:00</b>		<b>Charges apply Mon-Sat 08:00 to 18:00</b>	
	1hr	£1.60	1hr	£1.80
	2hrs	£3.20	2hrs	£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
<b>Guildhall Car Park, Sandwich</b> Linear charging up to 5 hours <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sat 08:00 to 18:00</b>		<b>Charges apply Mon-Sat 08:00 to 18:00</b>	
	1hr	£1.60	1hr	£1.80
	2hrs	£3.20	2hrs	£3.60
	3hrs	£4.80	3hrs	£5.40
	4hrs	£6.40	4hrs	£7.20
	5hrs	£8.00	5hrs	£9.00
	5 to 10hrs	£9.60	5 to 10hrs	£10.80
<b>The Quay Car Park, Sandwich</b> Linear charging up to 5 hours <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sat 08:00 to 18:00</b>		<b>Charges apply Mon-Sat 08:00 to 18:00</b>	
	1hr	£1.60	1hr	£1.80
	2hrs	£3.20	2hrs	£3.60
	3hrs	£4.80	3hrs	£5.40
	4hrs	£6.40	4hrs	£7.20
	5hrs	£8.00	5hrs	£9.00
	5 to 10hrs	£9.60	5 to 10hrs	£10.80
	Motorhomes 6pm to 9am	£11.00	Motorhomes 6pm to 9am	£13.00
PARKING CHARGES (ON-STREET) - SANDWICH				
STREET	CURRENT CHARGES 2023/24		PROPOSED CHARGE 2024/25	
<b>Market Street, Sandwich</b> Linear charging <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sat 08:00 to 18:00</b>		<b>Charges apply Mon-Sat 08:00 to 18:00</b>	
	1hr	£1.80	1hr	£2.00
	2hrs	£3.60	2hrs	£4.00
<b>New Street, Sandwich</b> Linear charging <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sat 08:00 to 18:00</b>		<b>Charges apply Mon-Sat 08:00 to 18:00</b>	
	1hr	£1.80	1hr	£2.00
	2hrs	£3.60	2hrs	£4.00

PARKING CHARGES (OFF-STREET) - DEAL			
CAR PARK	CURRENT CHARGES 2023/24		PROPOSED CHARGE 2024/25
<b>Beach Street Car Park, Deal</b> Linear charging up to 5 hours <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sun 08:00 to 18:00</b>		<b>Charges apply Mon – Sun 08:00 to 18:00</b>
	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 10hrs	£9.60	5 to 10 hrs £10.80
<b>Middle Street Car Park, Deal</b> Linear charging <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sun 08:00 to 18:00</b>		<b>Charges apply Mon-Sun 08:00 to 18:00</b>
	1hr	£1.60	1hr £1.80
	2hrs	£3.20	2hrs £3.60
	3hrs	£4.80	3hrs £5.40
<b>South Street Car Park, Deal</b> Linear charging <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sat 08:00 to 18:00</b>		<b>Charges apply Mon-Sun 08:00 to 18:00</b>
	1hr	£1.60	1hr £1.80
	2hrs	£3.20	2hrs £3.60
	3hrs	£4.80	3hrs £5.40
	4hr	£6.40	4hr £7.20
<b>Stanhope Road Car Park, Deal</b> Linear Charging <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sun 08:00 to 18:00</b>		<b>Charges apply Mon-Sun 08:00 to 18:00</b>
	1hr	£1.60	1hr £1.80
	2hrs	£3.20	2hrs £3.60
	3hrs	£4.80	3hrs £5.40
	4hrs	£6.40	4hrs £7.20
<b>West Street Car Park, Deal</b> Linear charging up to 5hrs <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sun 08:00 to 18 :00</b>		<b>Charges apply Mon-Sun 08:00 to 18 :00</b>
	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 10hrs	£9.60	5 to 10hrs £10.80
<b>Tides Leisure Centre, Deal</b> Cashless Parking <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sun 08:00 to 18:00</b>		<b>Charges apply Mon-Sun 08:00 to 18:00</b>
	Up to 4hrs	No charge	<b>Tides Users</b>
	5hrs	£6.50	Up to 3 hours No charge
	5 to 10hrs	£7.80	Over 3 hours £1.80 per hour
		<b>Other Users</b>	
		1hr £1.80	
		2hr £3.60	
		3hrs £5.40	
		4hrs £7.20	
		5hrs £9.00	
		5 to 10hrs £10.80	

CAR PARK	CURRENT CHARGES 2023/24		PROPOSED CHARGE 2024/25	
<b>Town Hall Car Park, Deal</b> Linear charging <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sat 08:00 to 18:00</b>		<b>Charges apply Mon-Sun 08:00 to 18:00</b>	
	1hr	£1.60	1hr	£1.80
	2hr	£3.20	2hr	£3.60
<b>Union Road Car Park, Deal</b> Linear charging up to 5hrs <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sun 08:00 to 18:00</b>		<b>Charges apply Mon-Sun 08:00 to 18:00</b>	
	1hr	£1.60	1hr	£1.80
	2hrs	£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 10hrs	£9.60	5 to 10hrs	£10.80
<b>Victoria Park, Deal</b> Linear Charging up to 5 hours <b>Minimum charge 50p</b> Cashless Parking	<b>Max Stay 5 hours</b>		<b>Charges apply Mon-Sun 08:00 to 18:00</b>	
	No charge		1hr	£1.80
			2hr	£3.60
			3hrs	£5.40
			4hrs	£7.20
			5hrs	£9.00
			5 to 10hrs	£10.80
PARKING CHARGES (OFF-STREET) - DEAL				
STREET	CURRENT CHARGES 2023/24		PROPOSED CHARGE 2024/25	
<b>Beach Street (between Broad Street &amp; South Street)</b> Linear charging <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sat 08:00 to 18:00</b>		<b>Charges apply Mon – Sat 08:00 to 18:00</b>	
	1hr	£1.80	1hr	£2.00
	2hrs	£3.60	2hrs	£4.00
<b>Beach Street (Royal Hotel to Dolphin Street)</b> Linear charging up to 5hrs <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sun 08:00 to 18:00</b>		<b>Charges apply Mon-Sun 08:00 to 18:00</b>	
	1hr	£1.80	1hr	£2.00
	2hr	£3.60	2hr	£4.00
	3hrs	£5.40	3hrs	£6.00
	4hrs	£7.20	4hrs	£8.00
	5hrs	£9.00	5hrs	£10.00
	5 to 9 hrs	£10.80	5 to 10 hrs	£12.00
<b>King Street, Deal</b> Linear charging <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sat 08:00 to 18:00</b>		<b>Charges apply Mon-Sat 08:00 to 18:00</b>	
	1hr	£1.80	1hr	£2.00
	2hrs	£3.60	2hrs	£4.00
<b>Prince of Wales Terrace, Deal</b> Linear charging <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sat 08:00 to 18:00</b>		<b>Charges apply Mon-Sat 08:00 to 18:00</b>	
	1hr	£1.80	1hr	£2.00
	2hrs	£3.60	2hrs	£4.00
<b>Victoria Road, Deal</b> Linear charging <b>Minimum charge 50p</b>	<b>Charges apply Mon-Sat 08:00 to 18:00</b>		<b>Charges apply Mon-Sat 08:00 to 18:00</b>	
	1hr	£1.80	1hr	£2.00
	2hrs	£3.60	2hrs	£4.00

PARKING CHARGES RURAL AREAS				
CAR PARK	CURRENT CHARGES 2023/24		PROPOSED CHARGE 2024/25	
<b>Walmer Castle</b> *Charges are set by English Heritage, who own the car park	<b>Charges apply Mon to Sun 09 :00 to 18:00</b>		<b>Charges apply Mon to Sun 09 :00 to 18:00</b>	
	All Day Charge	£3.00	All Day Charge	£3.00
<b>Deal Castle</b> 3-hour max stay * Charges are set by English Heritage, who own the car park	<b>Charges apply Mon to Sun 09 :00 to 18:00</b>		<b>Charges apply Mon to Sun 09 :00 to 18:00</b>	
	1hr	£1.10	1hr	£1.10
	2hr	£2.20	2hr	£2.20
	3hr	£3.30	3hr	£3.30
<b>St Margaret's Bay</b>	<b>Charges apply Mon-Sun 1<sup>st</sup> March to 31<sup>st</sup> October 08:00 to 18:00</b>		<b>Charges apply all year round 08:00 to 18:00</b>	
	Per hour charge	£1.80 (for all vehicle types)	Per hour charge	£2.00 (for all vehicle types)
<b>Kearsney Abbey (both car parks)</b> Max stay 4 hours		No Charge		No charge
<b>Borrow Pit, Walmer</b> Linear charging up to 5 hours <b>Minimum charge 50p</b> Cashless Parking			<b>Charges apply Mon – Sun 08:00 to 18:00</b>	
		No charge	1hr 2hr 3hrs 4hrs 5hrs 5 to 10hrs	£1.80 £3.60 £5.40 £7.20 £9.00 £10.80
<b>Reach Road, St Margaret's at Cliffe</b> Linear charging up to 5 hours <b>Minimum charge 50p</b> Cashless Parking			<b>Charges apply Mon – Sun 08:00 to 18:00</b>	
		No charge	1hr 2hr 3hrs 4hrs 5hrs 5 to 10hrs	£1.80 £3.60 £5.40 £7.20 £9.00 £10.80
<b>High Street, Ash</b> Linear charging up to 5 hours <b>Minimum charge 50p</b> Cashless Parking			<b>Charges apply Mon – Sun 08:00 to 18:00</b>	
		No charge	1hr 2hr 3hrs 4hrs 5hrs 5 to 10hrs	£1.80 £3.60 £5.40 £7.20 £9.00 £10.80



CAR PARK	CURRENT CHARGES 2023/24		PROPOSED CHARGE 2024/25	
<b>High Street, Eastry</b> Linear charging up to 5 hours <b>Minimum charge 50p</b> Cashless Parking			<b>Charges apply Mon – Sun 08:00 to 18:00</b>	
		No charge	1hr 2hr 3hrs 4hrs 5hrs 5 to 10hrs	£1.80 £3.60 £5.40 £7.20 £9.00 £10.80
<b>High Street Car Park, Wingham</b> Linear charging up to 5 hours <b>Minimum charge 50p</b> Cashless Parking			<b>Charges apply Mon – Sun 08:00 to 18:00</b>	
		No charge	1hr 2hr 3hrs 4hrs 5hrs 5 to 10hrs	£1.80 £3.60 £5.40 £7.20 £9.00 £10.80
<b>Samphire Hoe (Eurotunnel)</b> Charges are set by Eurotunnel, who own the car park	<b>Charges apply Mon-Sat</b>		<b>Charges apply Mon-Sat</b>	
	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

RESIDENT PERMITS			
PERMIT TYPE	DESCRIPTION	CURRENT CHARGE	PROPOSED CHARGE
Resident permits; all Zones except B+, E+, 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: £40 1-50: £80 51-130: £100 >130: £120
	Annual on street permit: Second vehicle	C02: 0: £60 1-50: £85 51-130: £115 >130: £135	C02: 0: £65 1-50: £95 51-130: £125 >130: £145
Deal Zone 2 & Sandwich Zone J	Annual on street permit: First & second vehicle	Based on vehicle emissions: C02: 0: £60 1-50: £105 51-130: £125 >130: £150	Based on vehicle emissions: C02: 0: £65 1-50: £115 51-130: £135 >130: £165
Zone B+ Permit	Allows parking on Snargate Street & Albany Place CP	£100	£150 (In line with Zone B highest emission permit)
Zone E+ permit	On-street Zone E plus Camden Crescent Car Park	Based on vehicle emissions: C02: 0: £60 1-50: £105 51-130: £125 >130: £150	Based on vehicle emissions: C02: 0: £65 1-50: £115 51-130: £135 >130: £165
Resident Car Park Permit selected Dover, Deal or Sandwich	Annual permit allows parking for residents living within a Zone in a one specified car park	£100	£110
Gazen Salts Car Park	Annual single car park permit	£65	£70
Community Services Permit	On Street parking apart from loading restrictions	£80 for 2 years	£90 for 2 years
Emergency 1 <sup>st</sup> Responders (on call Fire Officers & Paramedics)		No charge	No charge
Doctors Permit	Any doctors bay & on street apart from loading restrictions & disabled bays	£90 for 2 years	£100 for 2 years
St Margaret's Permit	On every day preceding the first Bank Holiday in May to 30 <sup>th</sup> September	£55 – 8 months 1 <sup>st</sup> March to 31 <sup>st</sup> October	£60 – 8 months 1 <sup>st</sup> March to 31 <sup>st</sup> October £100 – 12 months
Samphire Hoe	Annual permit	£40	£40
Visitor Daily's	Book of 10	£40	£40

<b>BUSINESS PERMITS</b>			
<b>PERMIT TYPE</b>	<b>DESCRIPTION</b>	<b>CURRENT CHARGE</b>	<b>PROPOSED CHARGE</b>
Dover or Deal Town Centre Business Permit (Mon-Sun)	Single selected car park Dover – Camden Crescent, Maison Dieu & Albany Place Deal – Union Rd, West St	£85 – 6 months £155 – 12 months	£95 – 6 months £170 – 12 months
Sandwich Off-street Permit	Work/reside within the Town Walls. Valid in all Sandwich CPs	£95 – 6 months £165 – 12 months	£105 – 6 months £180 – 12 months
Off-Street Parking Permit, Dover, Deal & Sandwich	All car parks except Stembrook, Middle St, Townhall & The Quay	£225 – 6 months £420 – 12 months	£245 – 6 months £455 – 12 months
Single Car Park Annual Permits	Single selected car park Dover – Pencester, Stembrook, Maison Dieu, Norman St & Camden Crescent Deal – Middle St, Union Rd, West St, Townhall, Stanhope Rd, Beach St & South St Sandwich – The Quay & Guildhall	£225 - 6 months £400 per year	£245 for 6 months £435 per year
Short Stay Car Park Permit	Dover - Pencester, Stembrook Deal - Middle Street, South Street, Stanhope	£550 per year £300 for 6 months	£595 per year £325 for 6 months
Long Stay Car Park 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	£650 per year £350 for 6 months
Snargate Business Permit	Snargate Street	£95 – 6 months £165 – 12 months	£105 – 6 months £180 – 12 months
<b>MISCELLANEOUS PERMITS</b>			
<b>PERMIT TYPE</b>	<b>DESCRIPTION</b>	<b>CURRENT CHARGE</b>	<b>PROPOSED CHARGE</b>
Seafront Dover	On street bays Marine Parade, Waterloo Cres	£150 – 6 months £275 – 12 months	£165 – 6 months £300 – 12 months

PERMIT TYPE	DESCRIPTION	CURRENT CHARGE	PROPOSED CHARGE
Waivers On Street (Contractors)	Permits parking on all on street excluding loading restrictions and disabled bays	£15 per day £50 per week £150 per month	£20 per day £55 per week £165 per month
Bay Suspensions on/off street		£125 to set up the suspension then £25 per bay/day	£150 to set up the suspension plus £25 per bay/day (off-street to add VAT)
Hotelier Books of 20 Daily's	Allow parking from 4pm until 10am @ The Quay & Beach Street Car Parks	£30 per book	£30 per book
Amendment of all permits		No charge	£5.00
Disabled Bay Application & Installation		No charge	£250.00 – new £30.00 – relining

## Parking Charges Report – KCC P&D Comparison – Current Charges

(\*) = 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	£1.30	£2.60	£3.90	£5.20	£6.00	*	*	*Rising by 10p per hour
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	£3.50	£7.00	£10.50	£14.00	£17.50 continues at £3.50ph)	£25.00	£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	£6.20	£7.80	£9.40	*	*
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	*	*	*

<b>Maidstone – King St</b>	<b>8am to 6:30pm</b>	£1.35	£2.70	£4.05	£5.40	*	*	£2.00	*
<b>Medway</b>	<b>7am to 1am</b>	1 to 2 hrs £1.70	2 to 4 hrs £2.70	*	4 to 6 hrs £3.70	*	£5.40	*	48 hrs £10.20
<b>Sevenoaks – Bligh CP</b>	<b>8:30am to 8:30pm</b>	£2.00	£4.00	£6.00	£10.00	*	*	*	*Propose charging in all car parks on Sundays
<b>Swale</b>	<b>8am to 6pm</b>	£1.30	£2.60		£5.20	*	*	*	*
<b>Thanet - Broadstairs</b>	<b>8am to 6pm</b>	£2.80	£5.60	£8.40	£11.20	£13.80	*	*	*
<b>Tonbridge &amp; Malling</b>	<b>8am to 6pm</b>	£1.40	£2.50	£3.40	£4.20	£5.60	*	*	Additional hours at £2.80 ph
<b>Tunbridge Wells – Great Hall</b>	<b>8am to 6pm</b>	£2.00	£3.00	£4.00	£5.00	£6.00	£10.40	£2.00	*
<b>Whitstable – Middle Wall</b>	<b>8:30am to 9pm</b>	£2.50	£5.00	£7.50	£10.00	£12.50 (continues at £2.50 ph)		£2.00	*

DOVER DISTRICT COUNCIL

**EXCLUSION OF THE PRESS AND PUBLIC**

**Recommendation**

That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting for the remainder of the business on the grounds that the item(s) to be considered involve the likely disclosure of exempt information as defined in the paragraph of Part 1 Schedule 12A of the 1972 Act set out below:

<u>Item Report</u>	<u>Paragraph Exempt</u>	<u>Reason</u>
Sale of Guide Hut at Land Adjoining 107 Sandwich Road, Whitfield	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.

**Agenda Item No 14**

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

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