

Public Document Pack



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5 January 2024

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **CABINET** will be held at these offices (Council Chamber) on Monday 15 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) 872303 or by e-mail at democraticservices@dover.gov.uk.

Yours sincerely

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

Chief Executive

Cabinet Membership:

K Mills	Leader of the Council
J L Pout	Deputy Leader of the Council and Portfolio Holder for Transport, Licensing and Environmental Services
S H Beer	Portfolio Holder for Finance, Governance, Climate Change and Environment
E A Biggs	Portfolio Holder for Planning and Built Environment
P M Brivio	Portfolio Holder for Housing, Skills and Education
C D Zosseder	Portfolio Holder for Community and Corporate Property

AGENDA

1 APOLOGIES

To receive any apologies for absence.

2 DECLARATIONS OF INTEREST (Page 5)

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

3 RECORD OF DECISIONS (Pages 6-14)

The decisions of the meeting of the Cabinet held on 4 December 2023 numbered

CAB 50 to CAB 57 (inclusive) are attached.

4 **ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES**

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

a Strategic Performance Dashboard - Second Quarter 2023/24 (Page 15)

To consider the attached recommendation of the Overview and Scrutiny Committee.

BUDGET AND POLICY FRAMEWORK - NON-KEY DECISIONS

5 **RISK MANAGEMENT STRATEGY** (Pages 16-60)

To consider the attached report of the Head of Corporate Services and Democracy.

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

EXECUTIVE - KEY DECISIONS

6 **PUBLIC SPACES PROTECTION ORDER** (Pages 61-181)

To consider the attached report of the Community Services, Asylum & Transport Manager and the Port Health & Public Protection Manager.

Responsibility: Portfolio Holders for Community & Corporate Property and Transport, Licensing & Environmental Services

7 **FEES AND CHARGES 2024/25** (Pages 182-248)

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

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

8 **REVIEW OF ON AND OFF-STREET PARKING CHARGES** (Pages 249-266)

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

Responsibility: Portfolio Holder for Community and Corporate Property

EXECUTIVE - NON-KEY DECISIONS

9 **REVIEW OF MEMBER CATERING PROVISION** (Pages 267-270)

To consider the attached report of the Head of Corporate Services and Democracy.

Responsibility: Leader of the Council

10 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 271)

The recommendation is attached.

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

EXECUTIVE - NON-KEY DECISIONS

11 **SALE OF GUIDE HUT AT LAND ADJOINING 107 SANDWICH ROAD, WHITFIELD** (Pages 272-275)

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

Responsibility: Portfolio Holder for Community and Corporate Property

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Declarations of Interest

Disclosable Pecuniary Interest (DPI)

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

Other Significant Interest (OSI)

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

Voluntary Announcement of Other Interests (VAOI)

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

Note to the Code:

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



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Our ref: KBS/CABRCD
Your ref:
Date: 6 December 2023

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

CABINET: RECORD OF DECISIONS

Please find attached the Record of Decisions of the Cabinet meeting held on Monday, 4 December 2023. Unless otherwise indicated within the schedule, these decisions may be called in for scrutiny, provided notice is given to me in writing by **10.00am** on **Tuesday, 12 December 2023**.

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

Yours sincerely

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

Kate Batty-Smith
Democratic Services Officer

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Record of the decisions of the meeting of the **CABINET** held at the Council Offices, Whitfield on Monday, 4 December 2023 at 6.00 pm.

Present:

Chairman: Councillor K Mills

Councillors: J L Pout
S H Beer
E A Biggs
C D Zosseder

Also Present: Councillor T J Bartlett
Councillor M Bates
Councillor D R Friend
Councillor N S Kenton
Councillor M J Nee
Councillor O C de R Richardson
Councillor C A Vinson

Officers: Chief Executive
Strategic Director (Corporate and Regulatory)
Strategic Director (Finance and Housing)
Strategic Director (Place and Environment)
Head of Parks, Open Spaces and Countryside Management
Head of Property Assets
Revenues and Benefits Manager, Civica
Democratic Services Officer

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

Record of Decisions: Executive Functions

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 50 4.12.23 Open Key Decisions No Call-in to apply Yes Implementation Date 12 December 2023	<u>APOLOGIES</u> It was noted that an apology for absence had been received from Councillor P M Brivio.	None.	To note any apologies for absence.	

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 51 4.12.23 Open Key Decisions No Call-in to apply Yes Implementation	<u>DECLARATIONS OF INTEREST</u> There were no declarations of interest.	None.	To note any declarations of interest.	

Date 12 December 2023				
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Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 52 4.12.23 Open Key Decisions No Call-in to apply Yes Implementation Date 12 December 2023	<u>RECORD OF DECISIONS</u> It was agreed that the decisions of the meeting held on 6 November 2023, as detailed in decision numbers CAB 39 to CAB 49, be approved as a correct record and signed by the Chairman.	None.	Cabinet is required to approve the Record of Decisions of the Cabinet meeting held on 6 November 2023.	

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 53 4.12.23 Open Key Decisions Yes Call-in to apply Yes	<u>DOVER TOWN CENTRE REGENERATION - CAMDEN CRESCENT, DOVER</u> It was agreed that the Overview and Scrutiny Committee's recommendation, made at its meeting held on 13 November 2023 (Minute No 64), be approved as follows: That the list of project risks to be included within the detailed risk assessment include risks related to other organisations and	To reject the recommendation.	At its meeting held on 13 November 2023, the Overview and Scrutiny Committee considered Cabinet decision CAB 49 of 6 November 2023 and made an	

Implementation Date 12 December 2023	partners.		additional recommendation (Minute No 64).	
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Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 54 4.12.23 Open Key Decisions Yes Call-in to apply Yes Implementation Date 12 December 2023	<u>EXCLUSIVE RIGHT OF BURIAL</u> It was agreed that the period for which Exclusive Right of Burial is granted at Council-owned cemeteries be reduced from 100 to 50 years.	None.	Cemetery space in the district is limited, particularly in the Dover urban area. To free up valuable space, and to align more closely with other authorities, it is proposed that the period offered for exclusive right of burial in Council-owned cemeteries should be reduced from 100 to 50 years.	

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 55 4.12.23 Open	<u>NON-DOMESTIC RATES (BUSINESS RATES) DISCRETIONARY RELIEF POLICY</u>	None.	Businesses are currently able to apply for	

<p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation Date 12 December 2023</p>	<p>It was agreed:</p> <p>(a) That a revised business rates discretionary relief policy in two volumes be approved.</p> <p>(b) That the automatic award of relief to certain business types be approved.</p> <p>(c) That a revised process for making decisions on relief applications in non-automatic award cases, via a scoring matrix procedure and on a case-by-case basis, be approved.</p>		<p>discretionary relief from business rates in certain circumstances, dictated by policies dating from 2016 and 2018, as well as various reliefs introduced by the government. It is proposed to streamline these policies into two volumes to make the overall policy clearer and decision-making process more transparent to applicants.</p>	
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Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 56 4.12.23 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p>	<p><u>DAMP AND MOULD POLICY</u></p> <p>It was agreed:</p> <p>(a) That the proposed Damp and Mould Policy be approved.</p> <p>(b) That the Head of Property Assets be authorised, in consultation with the Portfolio Holder for Housing, Skills and Education, to undertake any necessary minor amendments to the policy prior to the formal review date.</p>	<p>None.</p>	<p>Under various legislation and recommendations contained within the Housing Ombudsman’s ‘The Spotlight on Damp and Mould’ report, the Council has a responsibility to</p>	

Implementation Date 12 December 2023			ensure that its homes are safe and healthy to live in and of a decent standard. Whilst steps have been taken to implement a robust process for dealing with damp and mould, it is important for the Council to have a dedicated policy that focuses on what action will be taken and who is responsible.	
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Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 57 4.12.23 Open Key Decisions No Call-in to apply Yes Implementation	<u>STRATEGIC PERFORMANCE DASHBOARD - SECOND QUARTER 2023/24</u> It was agreed that the Council's Strategic Performance Dashboard for the Second Quarter 2023/24 be noted.	None.	The Strategic Performance Dashboard provides an overview of how the Council and East Kent Services are performing against a number of key performance indicators as a	

<p>Date 12 December 2023</p>			<p>means of measuring whether the Council is achieving its aims and objectives.</p> <p>The Strategic Performance Dashboard – Second Quarter 2023/24 covers the period from July to September 2023.</p>	
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The meeting ended at 6.23 pm.

ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES

STRATEGIC PERFORMANCE DASHBOARD – SECOND QUARTER 2023/24

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

Report of: Head of Corporate Services and Democracy

Decision Route

Cabinet	4 December 2023	CAB 57
Overview and Scrutiny Committee	11 December 2023	Minute No 75
Cabinet	15 January 2024	

Overview and Scrutiny Committee Recommendations

The Overview and Scrutiny Committee, at its meeting held on 11 December 2023, considered Cabinet decision CAB 57 and made the following recommendation:

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

Subject:	RISK MANAGEMENT STRATEGY
Meeting and Date:	Governance Committee – 7 December 2023 Cabinet – 15 January 2024 Council – 31 January 2024
Report of:	Rebecca Brough, Head of Corporate Services and Democracy
Portfolio Holder:	Councillor Susan Beer, Portfolio Holder for Finance, Governance, Climate Change and Environment
Decision Type:	Non-Key
Classification:	Unrestricted

Purpose of the report: To seek agreement to the proposed new Risk Management Strategy.

Recommendation:

Governance Committee: To recommend to Council that the new Risk Management Strategy and accompanying tool kit be adopted.

Cabinet: To recommend to Council that the new Risk Management Strategy and accompanying tool kit be adopted.

Council: That the Council adopts the new Risk Management Strategy and accompanying tool kit.
That the Risk Management Strategy be incorporated into the Local Code of Corporate Governance.

1. Summary

1.1 The Council’s Corporate Risk Strategy and the Risk Register have not undergone a detailed review since 2016/17. In August 2022, the opportunity arose for the Council to have Zurich Resilience Solutions (ZRS) undertake a Risk Management Desktop Review of the Council’s Corporate Risk Strategy and Risk Register and this work identified several areas for review in the current adopted Risk Management Framework. The revised Risk Management Strategy seeks to address those concerns.

2. Introduction and Background

2.1 The ZRS Desktop Review concluded that the existing Corporate Risk Management Strategy, while containing the key elements that they expected to see, had a number of areas for improvement. These were in summary that:

- It lacked depth and definition.
- That it needed review after five years.
- There were inconsistencies in vocabulary.
- There were questions over the suitability of the three-point scale risk matrix in the existing strategy. The report recommended that moving to a four-point scale would allow for greater distinction and clearer prioritisation of risks. In a

subsequent meeting with ZRS following production of the Desktop Review it was suggested that the Council should consider at least a four-point scale. The benefits of a five-point scale were discussed.

- In respect of the Risk Register, the review highlighted concerns that there was an inconsistent risk score across the inherent and residual assessments which made it difficult to assess the direction of travel for a risk.
- That risk descriptions were inconsistent, and the lack of a defined structure limited how useful the information was. It was suggested that the Council adopts a defined structure to assist risk owners in properly defining risks.

2.2 The Desktop Review made the following recommendations:

- That consideration be given to replacing the three-point risk matrix to allow for better distinction between risk levels.
- That enhanced descriptions be developed for the Risk Methodology segment to make the process clearer and define how each step is conducted and by whom.
- Provide further clarity on how and when risk identification exercises or discussions should be conducted.
- Define and communicate what information must be included in risk descriptions. It would improve clarity of the risk itself as well as what was at risk if the risk category or related objective was listed.
- Consider integrating risk management in the performance management framework to better integrate risk thinking and principles.
- That climate change had not been adequately addressed in the current Risk Register.

2.3 In light of these comments, colleagues in the Kent Risk Network were consulted on their models of corporate risk management and examples of best practice elsewhere were sought.

2.4 Additionally, as part of the process of review, the East Kent Audit Partnership were asked to provide feedback on the initial draft of the Strategy and these comments were integrated into the final document.

Intended Audience for the Risk Management Strategy

2.5 The Risk Management Strategy will form part of the Council's overall Local Code of Corporate Governance.

2.6 The document is predominantly for internal use by officers to report risks to Corporate Management Team and Members. As such it is acknowledged that it is written as a technical document and were it to be a document intended to be used by the public then it would be written differently. However, the emphasis has been on producing a thorough and robust document that will assist officers in capturing, describing and (where practicable and possible) mitigating risks. Additionally, officers will have access to the Corporate Services team to assist them if required with completing the risk assessment. However, it is not envisaged to be an onerous process but rather a rigorous one providing challenge where it is necessary to do so.

2.7 It should be noted that testing on the accessibility for the proposed new Risk Management Strategy has found that it is an improvement when compared to the current version of the Risk Management Strategy.

2.8 However, it is recognised that the public should be able to see the risks facing the Council in an accessible way and this will be done through a redesigned Risk Register that will include an ‘at-a-glance’ style summary sheet.

Proposed Changes in the Risk Management Strategy

2.9 The key differences between the current Risk Management Strategy and the proposed Risk Management Strategy are as follows:

Current	Proposed
Three Point Risk Matrix (3 x 3)	Five Point Risk Matrix (5 x 5)
Inconsistencies in vocabulary	Definitions of Terms Used
Five Stage Risk Management Process <ul style="list-style-type: none"> • Identification • Analysis • Evaluation • Mitigation and Control • Monitoring 	Six Stage Risk Management Process <ul style="list-style-type: none"> • Establish Objectives • Identify Risks • Analyse & Evaluate • Mitigate and Manage • Record and Report • Monitor and Update
Impact Categories (10) <ul style="list-style-type: none"> • Communication and publicity • Corporate governance • Efficiency and savings • Financial/fundings • Health and safety • IT • Project aims • Personnel resourcing • Service delivery • Statutory responsibilities 	Impact Categories (8) <ul style="list-style-type: none"> • Environmental • Financial • Health and Safety • Legal & Regulatory • Partner Relationship • Reputational • Service Delivery • Community Impact
High, Medium and Low Risk Score	Numerical 1 – 25 Risk Score
Quarterly Reporting of Risk Register to CMT	Quarterly Reporting of Risk Register to Corporate Management Team (CMT) Monthly (or other timeframe agreed by CMT) for red risk scores
Annual Report to Governance Committee Quarterly Performance Report	Annual Report to Governance Committee Quarterly reporting to Governance Committee on changes to Risk Register for previous quarter Key risks in Quarterly Performance Report

- 2.10 The Risk Management Strategy once adopted will form part of the Corporate Governance Local Code.
- 2.11 The proposed Risk Management Strategy is accompanied by a toolkit that takes the risk owner through the steps needed to complete the Risk Register and provides an example of a risk for reference.
- 3. Rollout of New Corporate Risk Management Strategy**
- 3.1 Once the necessary governance decision route has been completed, Corporate Services will work with every current risk owner to support the conversion of current Risk Register entries to the new format. In addition, Corporate Services will be available, as they are now, to assist any risk owners with new risks to be entered on the Risk Register.
- 3.2 An 'at-a-glance' summary of all the risks on the Risk Register would be produced to accompany the individual risk register entries when submitted to Corporate Management Team and Governance Committee.
- 4. Identification of Options**
- 4.1 Option 1 – For Council to adopt the new Risk Management Strategy.
- 4.2 Option 2 – For Council to adopt an amended Risk Management Strategy.
- 4.3 Option 3 – For Council to maintain the current Risk Management Strategy.
- 5. Evaluation of Options**
- 5.1 Option 1 - This is the preferred option as it enables the Council to update its Risk Management Strategy in line with best practice and resolve the issues raised in the desktop review.
- 5.2 Option 2 – This is not the preferred option. If anything other than minor textual amendments are made then it is suggested that officers be requested to bring back a revised report to a future meeting of the Governance Committee.
- 5.3 Option 3 – This is not the preferred option as it would not address the concerns raised in the Desktop Review.
- 6. Resource Implications**
- 6.1 It is intended that the new Corporate Risk Management Strategy and Risk Register would be managed within existing resources in Corporate Services.
- 6.2 It is not expected to take a risk owner significantly more time to complete the risk register entry, but it is intended to ensure that all aspects of potential risk have been considered.
- 7. Climate Change and Environmental Implications**
- 7.1 There are no direct climate change and environmental implications arising from this report. However, the addition of a dedicated environmental risk impact category does enable risks to consider climate change and environmental implications.
- 8. Corporate Implications**
- 8.1 Comment from the Director of Finance (linked to the MTFP): The Head of Finance & Investment has been consulted on this report and has no further comments to add.
- 8.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.

8.3 Comment from the Equalities Officer: This report recommending the adoption of the new Risk Management Strategy 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>

9. **Appendices**

Appendix 1 – Risk Management Strategy Toolkit

Appendix 2 – Risk Management Strategy

10. **Background Papers**

Local Code of Corporate Governance

Contact Officer: Rebecca Brough, Head of Corporate Services and Democracy

DDC CORPORATE RISK TOOLKIT

Corporate Services
December 2023

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Introduction

This Risk Toolkit is intended as a reference document to be used with the Corporate Risk Management Strategy and contains a step-by-step summary for evaluating and recording risks or opportunities for inclusion in the Corporate Risk Register.

At the end of this toolkit is a form to complete. A copy of this form will be provided on the intranet and is also available from Corporate Services on request.

If you have any questions during the completion of your Risk Register entry, please contact Keeley McEvelly in Corporate Services.

The completed Risk Register form should be sent to Keeley McEvelly in Corporate Services for inclusion in the Risk Register.

In order to assist you in completing your risk register entry, the example of a Corporate Complaints Risk Assessment is used to guide you through the process.

Risk Management Process

This toolkit will set out each of the six stages of the Corporate Risk Management Process and refer you to the relevant pages in the Strategy. Please ensure that you read the relevant sections of the Strategy in completing your assessment of the risk.

The Council's Risk Management Process is a six-stage approach as follows:



STEP 1: ESTABLISH OBJECTIVES

Please read page 14 of the Corporate Risk Management Strategy before completing this section.

The risk owner will need to consider the following points to establish the objectives:

- What are you seeking to achieve?
- When are you seeking to achieve it? And...
- Who is responsible for achieving it?

This list while not exhaustive sets out the key points you need to consider when establishing your objectives.

This includes understanding what the Council wants to achieve and the resources it has available – in both capacity and capability – to deliver. For reference, the Council has set out its corporate objectives in the Corporate Plan.

Clarifying objectives will allow a greater understanding of what will stop the achievement of those objectives and what opportunities need to be grasped to meet the objective. Setting objectives clearly will also reveal links to internal and external stakeholders that will need to be relied upon as well as other external factors that will impact objectives.

Example – Corporate Complaints Process

Q. What are you seeking to achieve?

A. An efficient and effective complaints process that complies with statutory requirements and codes.

Q. When are you seeking to achieve it?

A. This is an on-going matter.

Q. Who is responsible for achieving it?

A. Head of Corporate Services and Democracy

STEP 2: IDENTIFY RISKS

Please read pages 14 - 16 of the Corporate Risk Management Strategy before completing this section.

The risks identified must be described in clear terms that can easily be understood and must specify what the tangible risk is. The description of the risk should help determine how the risk will be managed and treated.

To identify potential risks, the risk owner may need to:

- Undertake a risk assessment exercise.
- Research and consider the risks that have affected others. This can also involve keeping up to date with new local, national, and international policies, legislation, and events.
- Measuring current and historical performance and identifying weaknesses.
- Review relevant reports about Council services including those issued by internal and external auditors.

In identifying risks, consideration needs to be given to both internal and external risks.

- Internal risks are those faced by the Council from within the organisation. They arise from routine day-to-day activities such as managing staff, safeguarding, health and safety, financial challenges, legal risks, operating IT systems, etc.
- External risks are those that arise from outside the Council but may still have an adverse impact on its activities. For example, the failure of a partner organisation, a major cyber-attack, extreme weather conditions or adverse national economic conditions. External risks are harder to manage as the Council has less control over whether they occur.

Risks should be described in a couple of sentences, explaining the risk through Cause, Event and Effect.

In instances where there are multiple risks attached to an objective, they should be described individually.

Example – Corporate Complaints Process

The issue:

The failure to maintain effective Corporate Governance arrangements for complaints due to management or resourcing issues, (e.g., poor record keeping; failure to adequately investigate complaints, insufficient staffing or failure to meet procedural or Ombudsman deadlines) could lead to a risk of increased findings of maladministration or injustice from the Ombudsman resulting in reputational damage, failure to address performance issues and increased costs through awards of compensation by the Council or the Ombudsman.

STEP 3: ANALYSE AND EVALUATE

Please read pages 16 - 21 of the Corporate Risk Management Strategy before completing this section.

The aim of risk analysis is to build an understanding of the nature of risk and its characteristics including, wherever possible, the level of risk. It involves consideration of uncertainties, risk sources, consequences, likelihood, events, scenarios, controls, and their effectiveness.

Risk Analysis considers factors such as:

- the likelihood of events and consequences occurring
- the type and scale of consequences
- time-related factors
- the effectiveness of existing controls
- sensitivity and confidence levels

As part of the risk analysis, an assessment will be undertaken of the (a) likelihood of the risk occurring and (b) the impact of the risk should it occur.

The eight areas of risk to be considered (the risk categories also known as the risk taxonomy) are as follows:

- Environmental
- Financial
- Health & Safety
- Legal & Regulatory (including information management and security)
- Partner Relationship
- Reputational
- Service Delivery
- Community Impact

The probability of the risk occurring is considered as one of five levels:

- Rare (least likely)
- Unlikely
- Possible
- Likely
- Very Likely (most likely)

The impact of the risk should it occur is considered as one of five levels:

- Minimal (lowest impact)
- Minor
- Moderate
- Major
- Critical (highest impact)

The tables to be used in conducting this assessment can be found on pages 18 – 20 of the Corporate Risk Management Strategy.

Example – Corporate Complaints Process

Using the tables on pages 18 – 20 of the Strategy each of the eight categories will need to be scored against the impact of the risk and the probability of the risk occurring.

Each risk is scored between 1 and 5.

The result of the assessment will be a score between 1 (lowest risk) and 25 (highest risk) for each of the eight areas, with the highest individual score from the eight areas of risk being the score assigned to the overall risk. This will give the 'Inherent Risk Score' – the current level of risk faced by the Council. A higher numerical score indicates a higher level of risk.

PROBABILITY x IMPACT = INHERENT RISK SCORE

Risk Category	Impact	Multiply	Probability	Total
Environmental	1	x	1	1
Financial	2	x	2	4
Health & Safety	1	x	1	1
Legal & Regulatory	3	x	2	6
Partner Relationship	1	x	1	1
Reputational	3	x	3	9
Service Delivery	3	x	2	6
Community Impact	3	x	2	6

The highest number is what will be known as the Inherent Risk Score. In the case of this example, which would be the reputational category with a score of 9.

STEP 4: MITIGATE AND MANAGE

Please read pages 22 - 25 of the Corporate Risk Management Strategy before completing this section.

Having identified the level of 'Inherent Risk' involved, the risk owner must next consider what mitigation measures are available to reduce the risk to a level that the Council is willing to accept in pursuit of its goals. This does not necessarily mean that the risk in each area will be managed and mitigated down to zero risk. The level of tolerable risk will depend on the Council's level of risk appetite.

Identifying and ranking risks is important, but the key element thereafter is to determine the strategy for managing them and determining the amount of risk that the Council is willing to take.

Having identified the required actions needed to Tolerate, Treat, Transfer or Terminate the risk, a new scoring will need to be completed. The outcome of this will be the Residual Risk Score.

Example – Corporate Complaints Process

In this example, the level of acceptable risk is considered to be 'Averse' as the risks relates to legal and regulatory and therefore wherever possible steps have been taken to Treat the risk (see Page 23 of the Strategy).

The Inherent Risk Score of 9 meant that the highest risk falls into the Tolerate/Accept or Treat category. There were three other scores also in that range of 5 – 9.

5 – 9 Legal Reputational Service Delivery Community Impact	A risk at this level may be acceptable. Efforts should still be made to reduce the risk, provided this is not disproportionate. If not acceptable depending on the Council's level of risk appetite. Existing controls should be monitored or adjusted.	Tolerate/Accept or Treat (Control)
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Excluding those risks that had a score of 1, there was an additional risk that scored a 4.

2 – 4 Financial	An acceptable risk in most situations. If opportunities arise to mitigate the risk further, they should be considered. However, further action or additional controls may not be required. Risk at this level should be monitored and reassessed at appropriate intervals.	Tolerate/Accept or Treat (Control)
--------------------------------------	--	------------------------------------

The actions considered for the risks associated with the Corporate Complaints Process are as follows:

- Recognise that despite best efforts some complaints will progress through the DDC complaints process and be appealed to the Ombudsman. In such cases, the complainant must be provided with the Ombudsman’s details at the relevant stages of the process. (TOLERATE/TREAT)
- Ensure that where complaints result in findings against the Council that the knowledge is disseminated to the right officers and lessons are learnt. (TREAT)
- Training on the corporate complaint’s procedures to ensure managers effectively deal with Stage 1 complaints and, where possible, resolve the matter effectively. (TREAT)
- Publicising good practice within the Council. This includes providing examples of relevant Ombudsman decisions relating to the Council or other local authorities to raise awareness of good and bad practices. (TREAT)
- Cross-training members of Corporate Services to ensure resilience to support the corporate complaints process framework and particularly ensuring that Stage 2 complaints are dealt with effectively. (TREAT)
- Introduction of a new in-house IT solution for the corporate complaints system to assist in managing complaints, ensuring the deadlines are met and enable performance monitoring. (TREAT)

The reassessment and scoring of the risk following these actions is as follows:

PROBABILITY x IMPACT = RESIDUAL RISK SCORE

Risk Category	Impact	Multiply	Probability	Total
Environmental	1	x	1	1
Financial	2	x	2	4
Health & Safety	1	x	1	1
Legal & Regulatory	3	x	2	6
Partner Relationship	1	x	1	1
Reputational	3	x	2	6
Service Delivery	3	x	2	6
Community Impact	3	x	2	6

This is based on the proposed actions reducing the probability of reputational damage. The impact itself remains unchanged in this example.

The Residual Risk Score is the level of risk remaining after actions to mitigate it have been taken.

STEP 5: RECORD AND REPORT

Please read pages 25 - 26 of the Corporate Risk Management Strategy before completing this section.

Once you have completed the form at the end of this toolkit, you will need to undertake the following steps:

Reporting to Corporate Services

A copy of the completed form which will form the basis for the Risk Register entry should be sent to Corporate Services (corporateservices@dover.gov.uk)

Reporting the Risk - Projects

The risk management arrangements for projects will need to be considered on a case-by-case basis when each project is developed. This will be dependent upon the nature of the project, its scale, objectives and most importantly the risk it represents to the Council. It is likely that for many projects the risks will change frequently and require the Council to respond accordingly through regular reporting to the appropriate management level.

The reporting arrangements for projects will be recommended by the relevant Head of Service and Strategic Director and agreed by the Corporate Management Team. This should not be any less frequent than quarterly.

Reporting to Corporate Management Team

The Corporate Risk Register will be reviewed and reported quarterly to the Corporate Management Team.

Where there is a residual risk of 15 or greater (usually considered an unacceptable level of risk) the risk should be reported monthly to Corporate Management Team or at intervals as determined by the Corporate Management Team.

Dover District Council has always promoted a culture of accessibility to its Corporate Management Team. If a risk owner feels that they need to escalate the reporting of their risk, they should speak to their Head of Service and/or Strategic Director about adding the matter to the Corporate Management Team agenda.

Reporting to Councillors

Those risks with a Residual Risk Score of 10 or greater will be reported in summary form in the quarterly Strategic Dashboard considered by Cabinet and the Overview and Scrutiny Committee.

The Governance Committee will consider the complete Corporate Risk Register on an annual basis and will receive quarterly updates on changes (risks added to the register, risks removed from the register, changed risks) to the Corporate Risk Register in that quarter.

STEP 6: MONITOR AND UPDATE

Please read pages 26 - 27 of the Corporate Risk Management Strategy before completing this section.

The completion of the Risk Register entry is not the end of the process.

You will receive an email from Corporate Services on a quarterly basis asking you to review your Risk Register entry and amend, as necessary. However, if changes are required to the Risk Register entry you should not wait for the quarterly reminder and should contact Corporate Services with an update to the risk as soon as practicable to do so.

If the residual risk score is 15 or greater of an amended risk register entry, then the risk should be reported to the next meeting of the Corporate Management Team regardless of where it falls within the quarterly reporting cycle. Please speak with your Head of Service or Strategic Director about adding the matter to the Corporate Management Team agenda.

Risk Title:	Corporate Complaints Example								
Risk Owner:	Head of Corporate Services and Democracy				Date Risk Created:	27/10/23			
Describe the Risk:	The failure to maintain effective Corporate Governance arrangements for complaints due to management or resourcing issues, (e.g., poor record keeping; failure to resolve issues, insufficient staffing or failure to meet procedural deadlines) could lead to a risk of increased findings of maladministration from the Ombudsman resulting in reputational damage, failure to address performance issues and increased costs through awards of compensation by the Council or the Ombudsman.								
	INHERENT RISK SCORE				9	RESIDUAL RISK SCORE			6
Risk Score	Risk Category	Impact	Probability	Total	Risk Category	Impact	Probability	Total	
	Environmental	1	1	1	Environmental	1	1	1	
	Financial	2	2	4	Financial	2	2	4	
	Health & Safety	1	1	1	Health & Safety	1	1	1	
	Legal & Regulatory	3	2	6	Legal & Regulatory	3	2	6	
	Partner Relationship	1	1	1	Partner Relationship	1	1	1	
	Reputational	3	3	9	Reputational	3	2	6	
	Service Delivery	3	2	6	Service Delivery	3	2	6	
	Community Impact	3	2	6	Community Impact	3	2	6	
What are we doing to control (mitigate) the risk?	<ul style="list-style-type: none"> • Training on the corporate complaint's procedures to ensure managers effectively deal with Stage 1 complaints. • Publicising good practice within the Council and relevant Ombudsman decisions relating to other local authorities. • Cross-training members of Corporate Services to ensure resilience to support the corporate complaints process framework and particularly ensuring that Stage 2 complaints are dealt with effectively. • Introduction of new corporate complaints system to assist in managing complaints. 								
Additional Comments or Updates									
Reviewed by:					Date:				



CORPORATE RISK MANAGEMENT STRATEGY

CORPORATE SERVICES

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INTRODUCTION

The Corporate Management Team and Councillors of Dover District Council are committed to effective risk and opportunity management as part of everyday service delivery and decision-making. Risk management is an integral and vital part of good governance and corporate management. This includes fostering a culture where integrity, objectivity, accountability, and transparency is embraced by Members and Officers alike in the identification, assessment and management of risks and where constructive challenge, collaboration and consultation are championed.

The Council's risk management framework harnesses the activities that identify and manage uncertainty. It allows the Council to identify, evaluate and manage risks, not simply avoid them, and provides a framework to anticipate and prepare for successful outcomes. It is a key element of the framework of governance.

Accordingly, the Council is not averse to taking a degree of calculated risk, but it will always exercise a prudent approach to risk taking and decisions will be made within the parameters of the Council's internal control arrangements. The Financial and Contract Procedure Rules are particularly important in ensuring that the Council does not expose itself to financial risks above an acceptable level.

“In successful organisations, risk management enhances strategic planning and prioritisation, assists in achieving objectives and strengthens the ability to be agile to respond to the challenges faced. If we are serious about meeting objectives successfully, improving service delivery and achieving value for money, risk management must be an essential and integral part of planning and decision-making.”

The Orange Book - Management of Risk – Principles and Concepts, HM Government, 2020

DEFINITIONS

What is Risk?

Risk is commonly held to mean a 'danger' or 'threat' and is something to be avoided. While there is an element of this in every 'risk' there is equally a potential 'opportunity' to be seized if successfully managed.

Maintaining and improving public services requires innovation and a willingness to seize new opportunities and manage the risks involved. In this context risk is more appropriately considered as an uncertainty of outcome, whether positive opportunity or negative threat of actions and events. It is the combination of likelihood and impact.

What is Risk Management?

Risk Management is the culture, processes and structures that are directed towards effective management of potential threats, and potential opportunities, to the Council achieving its objectives.

This strategy is intended to reaffirm and improve effective Risk Management within the Council by building on the existing foundation of good practice, ensuring comply with best practice and, in doing so, effectively managing potential opportunities and threats to the Council and its corporate priorities.

What is the Corporate Plan?

The Corporate Plan is a document that sets out the Council's future priorities and objectives. It provides a focus for the Council to work to and a framework for evaluating the Council's performance. Elements of the priorities in the Corporate Plan are likely to feature in the Corporate Risk Register.

What are Business Plans?

The individual sections of the Council will have business plans that set out how that section will deliver on its key corporate priorities, the risks that may prevent it from doing so, and the performance indicators that will measure success. The priorities in the business plan will reflect those in the Council's Corporate Plan.

What is the Risk Register?

This risk register records the risks and opportunities that may affect the delivery of the Corporate Plan. It will contain details such as the risk category, a brief description of the risk, the likelihood of its occurrence and the impact it may have.

Types of Risk?

Risk is defined as anything that may have an impact on the Council's ability to achieve its objectives. The risks can be internal, external, corporate (also known as strategic) or those arising from major projects. Risk can be categorised for recording purposes under the following headings:

- Strategic (corporate)
- Operational (departmental)
- Partnership
- Project

What are Corporate (Strategic) Risks?

Strategic risks affect or are created by the Council's business strategy and strategic objectives. They can be defined as the uncertainties and untapped opportunities embedded in strategic intent and how well they are executed. As such, they are key matters for the Council's Corporate Management Team (CMT) and impinge on the whole organisation, rather than just an isolated department. Inclusion of a risk in the Strategic Risk Register indicates that it is one of a number of risks that the Council, both corporate and elected leadership, need to be aware of and ensure appropriate management arrangements are in place to manage and mitigate them.

What are Operational Risks?

Operational risk is defined as the risk of loss resulting from inadequate or failed processes, people, and systems or from external events. Operational risks are usually departmental based and should link to each area's service planning.

What is Partnership & Project Risks?

Dover District Council works with a range of partners to deliver services. It is important that those partners are brought into the risk management framework to ensure that risks to the Council are not overlooked. Risks are identified and addressed in formal partnership agreements and contracts as appropriate. The primary risks are:

- Financial – failure to understand the potential financial liabilities associated with partnership arrangements.
- Reputation – loss of public confidence.
- Contractual – contract requirements not delivered.
- Legal – failure to understand the potential legal liabilities associated with partnership arrangements.
- Service failure – the associated risk of increased costs.

Dover District Council will also have a number of major projects that require risk management. These projects will have inherent risks and opportunities. Where the project poses a significant risk or is of strategic importance to the delivery of the Corporate Plan an overall risk should be identified within the corporate risk register. The project itself should have a project risk register that is managed by the Project lead/ Project Sponsor. The project risk register will typically be compiled by holding workshops with the key stakeholders. The initial risk register will be signed off by the appropriate Project Board and then reported to them on an exceptional basis via the normal project highlight reports. These risks will also be considered by the Cabinet when making decisions related to the project.

Who are the Corporate Management Team?

The Council's Corporate Management Team consists of the Chief Executive and the Strategic Directors. These are the Strategic Director (Corporate and Regulatory), the Strategic Director (Environment and Place) and the Strategic Director (Finance and Housing).

What is Risk Appetite?

Risk Appetite is the amount of risk that the Council is willing to accept in pursuit of its objectives. It is in effect an organisation's willingness to engage in 'risk taking' and is closely linked to Risk Tolerance.

What is Risk Tolerance?

Risk Tolerance in essence sets the limits of risk taking that the Council will not exceed in pursuit of its objectives. It is about 'controlling risk' and is closely linked to Risk Appetite.

What are Categories of Risk?

The categories of risk, also known as the Risk Taxonomy, are a comprehensive, common and stable set of risk categories that are used within an organisation.

What is Risk Treatment?

The process of deciding how to manage a risk once it has been identified (transfer, tolerate, terminate, treat, or take).

What is the Corporate (Strategic) Risk Register?

The Corporate Risk Register will comprise the identified corporate and key project risks of the Council.

What is meant by the Risk Owner?

The risk owner is the officer responsible for recording, managing, mitigating, and monitoring the risk.

RISK MANAGEMENT OBJECTIVES

Dover District Council acknowledges that it is exposed to a very wide range of risks and opportunities in its service delivery. The Council recognises that it has a responsibility to identify, evaluate and manage risk whilst still creating a positive climate for innovation.

The Council therefore supports a structured approach to negative risk (threats) and positive risk (opportunities) management through its Corporate Risk Management Strategy, the aims, and objectives of which are described below.

1. Adopt a strategic approach to risk management to enable Members and Officers to make well informed decisions and ensure that the Council's key corporate priorities are delivered.
2. Embed risk (and opportunity) management as an integral part of strategic, service, financial planning, project planning and policy making. It is a key and effective element of our corporate governance.
3. Establish a standard systematic approach to risk identification, analysis, control, monitoring and reviewing.
4. Provide a robust and transparent framework for managing risk and supporting decision-making.
5. Manage and mitigate project risks.
6. Support a culture of well measured risk taking throughout the Council including setting risk ownership and accountabilities but accept that even with good risk management and our best endeavours, things can go wrong. We will learn lessons where this happens.
7. Anticipate and prevent injury, damage and losses through effective risk management and reduce the cost of risk.
8. Ensure that the Council continues to meet all statutory requirements in relation to risk management.
9. Anticipate and respond to changing social, economic, political, environmental, legislative, and technological requirements.

BENEFITS OF GOOD RISK MANAGEMENT

The integration of risk, and opportunity, management into the corporate culture and working practices of the Council and its partnerships has numerous benefits, which include:

Improved Strategic Management

- Protecting and adding value to the Council and its stakeholders by supporting the achievement of the Council's vision and corporate priorities
- Improved delivery against the Council's corporate objectives and targets
- Improved decision making, planning and prioritisation through a comprehensive and structured understanding of activity and volatility.
- Mitigation of key threats and taking advantage of key opportunities.
- Protecting and enhancing assets and reputation.
- Promotion of innovation and change.
- Ensures the Council's approach is aligned to best practice.

Improved Operational Management

- Contributing to more efficient use of resources within the Council and its partners.
- Greater operational resilience by having plans in place to mitigate and respond to risks when they occur.
- Satisfying Corporate, Member and partner organisations expectations on the Council's internal controls.

Improved Financial Management

- Optimising operational efficiency and therefore delivering efficiency gains and value for money
- Reducing the chance of unexpected financial risks arising.

Improved Customer Service

- Improved customer service delivery.
- Reduced chance of service disruption to our residents.

Enhanced Corporate Governance

- Risk Management is essential to effective corporate governance. Key risks are included in the Annual Governance Assurance Statement which is published alongside the Statement of Accounts.

RISK MANAGEMENT APPROACH

The Council continues to embed the process and raise awareness of the importance of good risk management. The Council's Risk Management objectives will be achieved by:

- Assigning ownership and responsibility for each identified risk in the Council's Risk Register.
- Regularly reviewing and updating risks identified in the Council's Risk Register.
- Incorporating risk management considerations into all levels of business planning.
- Providing opportunities for shared learning on risk management across the Council.
- Integrate risk management into the culture of the Council as part of the everyday work.
- Monitoring of arrangements, at all levels, on an on-going basis by management.
- Provide training as necessary.

Risk management is an important part of the service planning process. This will enable strategic, operational, and cross cutting risks and opportunities, as well as the accumulation of risks and opportunities from a number of areas to be properly considered.

FRAMEWORK

The Council maintains the Strategic Risk Register of significant risks that impact the aims and objectives of the Council. These are risks, which can be both internal and external, will potentially hinder or stop successful achievement of corporate priorities and aims. These are generally but not exclusively of a medium to long-term nature.

Operational Risk are recorded by services in their Business Plans. These are risks affecting the day-to-day operation of a specific service or project.

Both registers detail the following:

- The nature of the risk and the potential consequences of the risk identified, both negative (risks and threats) and positive (opportunities).
- The potential impact and likelihood of the risk identified.
- The controls in place to mitigate the risks.

Daily operational risks will only become Strategic risks if there is a major failure in the internal control systems and processes are in place that will then escalate a problem organisation wide.

Risk ownership can be broadly broken down as follows:

- The Strategic Risk Register is owned by the Corporate Management Team.
- Business Plans (effectively operational risk registers) are maintained by the relevant Head of Service and Service Manager, reporting to their Strategic Director.
- Project Risk Registers are owned by the Project Manager and the Project Sponsor.

ROLES AND RESPONSIBILITIES

The Council will establish clear roles, responsibilities, and reporting lines within the Council for risk management. This will include:

- Corporate Management Team will review the Strategic Risk Register on a quarterly basis.
- Strategic Directors and Heads of Service will identify risks arising from and within partnerships and other joint working arrangements.
- Project managers will identify risks linked to their project's objectives and delivery.
- Members will be kept informed of Strategic and Project Risks.

Members

- The Governance Committee has specific responsibility included in its terms of reference for providing independent assurance on the adequacy of the control and risk management framework and the associated control environment.
- The Governance Committee also has responsibility for the independent scrutiny of the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment.
- The quarterly Strategic Performance Dashboard will inform the Cabinet and the Overview and Scrutiny Committee of the key strategic risks. The Overview and Scrutiny Committee has responsibility for the independent scrutiny of the Council's financial and non-financial performance.

Corporate Management Team

- The Corporate Management Team is responsible for identifying key risks as part of their strategic responsibilities.
- The Head of Corporate Services and Democracy, in consultation with the Strategic Director (Corporate and Regulatory), will undertake an annual strategic risk review to be reported to the Governance Committee.
- The Strategic Director (Corporate and Regulatory), supported by the Head of Corporate Services and Democracy, has overall responsibility for ensuring the agreed level of risk management is undertaken.

Head of Service and Managers

- Heads of Service and Managers in conjunction with members of their teams and other parties/partners (where applicable), will review and monitor operational, project and strategic risks relating to their services.

All Staff

- Staff will be expected in the first instance, to refer risk management concerns to their line managers. Should such concerns remain outstanding, then employees can refer their concerns elsewhere as prescribed in the Council's Whistleblowing Policy.

Insurance

The Head of Corporate Services and Democracy will:

- Ensure that a regular review of the Council's insurance requirements and arrangements is conducted and arrange insurance cover as necessary.
- Annually review the adequacy of the Council's internal insurance provisions and advise the Strategic Director (Corporate and Regulatory) on action to be taken.
- The Corporate Services Team will advise Officers and Members on insurance cover available and/or in place and advise Officers on claims procedures, and process claims arising.
- The Corporate Services Team will assist in the development and provision of claims data to aid future risk control.

RISK MANAGEMENT PROCESS

Overview

Risk should not be considered solely as a threat but also as an opportunity. An effective approach to risk and opportunity management should assist the Council in achieving the best outcomes and meeting its corporate objectives.

The approach adopted to risk management by the Council has been developed with the following points in mind:

- Where possible risk management should complement the Council's existing corporate and governance management processes rather than creating parallel processes.
- Risk management needs to be flexible while adhering to key principles.
- The process should provide for a proportionate rigour in identifying and analysing risk but avoid becoming overly burdensome. It should minimise the use of jargon where possible or clearly define terms where it is not possible.
- Risks must be continually monitored and managed as they will change with time, as the situation changes and as we take measures to manage the risk.

Risk Management Process

The Council's Risk Management Process is a six-stage approach as follows:



1. ESTABLISH OBJECTIVES

The risk owner will need to consider the following points to establish the objectives:

- What are you seeking to achieve?
- When are you seeking to achieve it?
- Who is responsible for achieving it?

This includes understanding what the Council wants to achieve and the resources it has available – in both capacity and capability – to deliver. The Council has set out its corporate objectives in the Corporate Plan.

The aim is to ensure that risk management supports the objectives of the Council. This link between Council objectives, through departmental or service objectives supported by risk management practices is called the 'Golden Thread'. When everyone at the Council is pulling in the same direction, the Council will have a much greater chance of being able to achieve its objectives.

Clarifying objectives will allow a greater understanding of what will stop the achievement of those objectives and what opportunities need to be grasped to meet the objective. Setting objectives clearly will also reveal links to internal and external stakeholders that will need to be relied upon as well as other external factors that will impact objectives.

The starting point for the management of risks and opportunities should be the Corporate Plan, Business Plans, Project Plans and the objectives and strategies that underpin them.

Depending on the area under consideration, the relevant objectives and outcomes may already be detailed in existing documents.

2. IDENTIFY RISKS

The first step in identifying risks is to establish the context by looking at what it is the Council is trying to achieve and the proposed outcomes.

The risks identified must be described in clear terms that can easily be understood and must specify what the tangible risk is. The description of the risk should help determine how the risk will be managed and treated.

To identify potential risks, the risk owner may need to:

- Undertake a risk assessment exercise.
- Research and consider the risks that have affected others. This can also involve keeping up to date with new local, national, and international policies, legislation, and events.
- Measuring current and historical performance and identifying weaknesses.
- Review relevant reports about Council services including those issued by internal and external auditors.

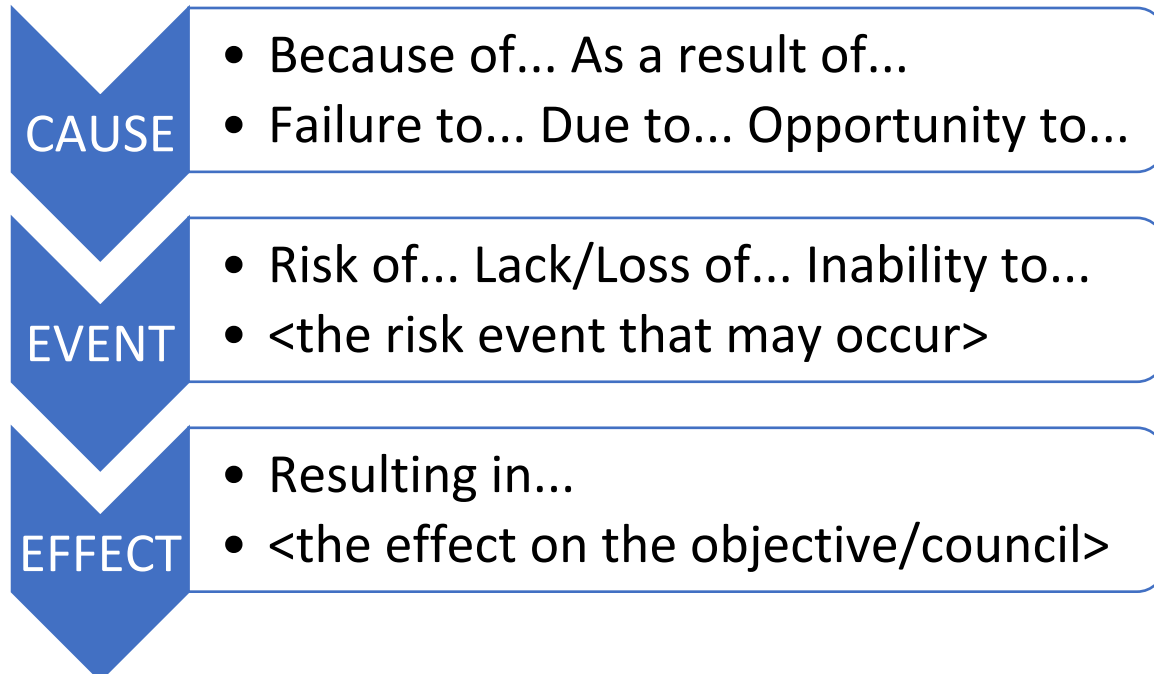
In identifying risks, consideration needs to be given to both internal and external risks.

- Internal risks are those faced by the Council from within the organisation. They arise from routine day-to-day activities such as managing staff, safeguarding, health and safety, financial challenges, legal risks, operating IT systems, etc.
- External risks are those that arise from outside the Council but may still have an adverse impact on its activities. For example, the failure of a partner organisation, a major cyber-attack, extreme weather conditions or adverse national economic conditions. External risks are harder to manage as the Council has less control over whether they occur.

Examples of Potential Categories of Risk/Opportunity

- | | | |
|-----------------------|--------------------------|--------------------|
| • Business continuity | • Information Management | • Reputational |
| • Climate change | • Legal & Regulatory | • Safeguarding |
| • Contractual | • Operational | • Security |
| • Economic | • Partnerships | • Service delivery |
| • Environmental | • Physical assets | • Social/Community |
| • Finance | • Political | • Staffing |
| • Fraud | • Projects | • Technology |
| • Health & Safety | | • Transformational |

Risks should generally be described in a couple of sentences, explaining the risk through Cause, Event and Effect. In instances where there are multiple risks attached to an objective, they should be described individually.



Two examples of this being applied to risks are as follows:

The **FAILURE TO** maintain effective Corporate Governance arrangements for complaints due to management issues, (e.g., poor record keeping; failure to resolve issues or meet procedural deadlines) could lead to a **RISK OF** findings of

maladministration from the Ombudsman **RESULTING IN** reputational damage and increased costs through awards of compensation from the Ombudsman.

The **OPPORTUNITY TO** increase the levels of inward investment as part of the growth agenda could be missed due to a **RISK OF** pressures on officer resourcing leading to being unable meet the deadlines for decisions **RESULTING IN** a failure to maintain the growth agenda along with the Council's financial base.

The risk description may include additional information if it is considered necessary to accurately describe the risk.

The intention is that this approach will generate a structured, comprehensive, and easy to understand list that is relevant to Corporate Management Team, Heads of Service, Managers and Members and all staff alike. These risks will reflect corporate objectives, business plans and associated projects.

3. ANALYSE AND EVALUATE

The aim of risk analysis is to build an understanding of the nature of risk and its characteristics including, wherever possible, the level of risk. It involves consideration of uncertainties, risk sources, consequences, likelihood, events, scenarios, controls, and their effectiveness.

Risk Analysis considers factors such as:

- the likelihood of events and consequences occurring
- the type and scale of consequences
- time-related factors
- the effectiveness of existing controls
- sensitivity and confidence levels

As part of the risk analysis, an assessment will be undertaken of the (a) likelihood of the risk occurring and (b) the impact of the risk should it occur.

The assessment will look at eight areas of risk and score each of them based on the likelihood and impact of each. **The assessment should only take into consideration any actions or measures which are already in place when the risk or opportunity is identified but not new mitigation measures specifically taken following the identification of the risk. Any new mitigation measures will be addressed with at the next stage of the process.**

The eight areas of risk to be considered and scored (the risk categories also known as the risk taxonomy) are as follows:

- Environmental
- Financial
- Health & Safety
- Legal & Regulatory (including information management and security)
- Partner Relationship
- Reputational
- Service Delivery
- Community Impact

The probability of the risk occurring is considered as one of five levels:

- Rare (least likely)
- Unlikely
- Possible
- Likely
- Very Likely (most likely)

The impact of the risk should it occur is considered as one of five levels:

- Minimal (lowest impact)
- Minor
- Moderate
- Major
- Critical (highest impact)

A guide to assessing each of these criteria is set out in the next three pages.

The result of the assessment will be a score between 1 (lowest risk) and 25 (highest risk) for each of the eight areas, with the highest individual score from the eight areas of risk being the score assigned to the overall risk. A higher numerical score indicates a higher level of risk. This will give the '**Inherent Risk Score**' – the current level of risk faced by the Council. The individual scores for the eight areas of risk and the Inherent Risk Score are recorded on the risk template as per the attached risk toolkit.

	SCORE	RISK LEVEL	ENVIRONMENTAL	FINANCIAL	HEALTH & SAFETY	LEGAL & REGULATORY
IMPACT	1	MINIMAL	Localised incident - would be dealt with immediately with no lasting detrimental effects	Financial impact manageable (and less than £10,000)	Minor Incident – no lost time First aid level injuries	Legal or Regulator action unlikely – breaches of procedures or non-reportable matter
	2	MINOR	Minor impact with short-term contamination or effect	Financial impact of between £10,000 - £49,999	Medical treatment required, potential short-term injury or sickness	Corporate complaint likely but Legal or Regulator action unlikely – may need self-reporting to a Regulator
	3	MODERATE	Short term public health or environmental incident (weeks)	Financial impact of between £50,000 - £249,999	Medical treatment required, long-term injuries or sickness	Legal or Regulator action possible - breaches of law punishable by fines
	4	MAJOR	Long term major public health or environmental incident (1 year or more)	Financial impact of between £250,000 - £500,000	Medical treatment required, significant permanent or long-term injury	Breaches of law punishable by imprisonment or significant fines
	5	CRITICAL	Permanent, major environmental or public health damage	Financial impact of over £500,000	Threat to Life	Potentially significant prosecution or fines

	SCORE	RISK LEVEL	PARTNER RELATIONSHIP	REPUTATIONAL	SERVICE DELIVERY	COMMUNITY IMPACT
IMPACT	1	MINIMAL	No impact to partnership relationships	Unlikely to cause adverse publicity	Service disruption up to 1 day	Minimal or no impact
	2	MINOR	Difficulty in aligning strategies with a partner to support objective	Local interest – minor adverse local or industry publicity	Marginal reduction in performance. Service disrupted or stopped for 1-2 days	Minor community impact or specific vulnerable group(s)
	3	MODERATE	Difficulty in aligning strategies with a partner to support collaborative working	Adverse national publicity or significant adverse local publicity	Unsatisfactory performance. Service disrupted or stopped for 2 - 3 days	Moderate impact on community or specific vulnerable group(s)
	4	MAJOR	Unable to reach an agreement with a partner leading to termination of a project and/or deterioration of working relationship	Significant adverse national publicity	Failure to deliver Council priorities. Disruption for 5 Days or more	Major impact on community or specific vulnerable group(s)
	5	CRITICAL	Unable to reach an agreement with a key partner leading to non-delivery of a key objective and/or relationship with a key partner severely damaged	Sustained negative national publicity	An on-going failure to provide an adequate service	A significant and on-going impact on community or specific vulnerable group(s)

	SCORE	RISK LEVEL	PROBABILITY	DESCRIPTION
PROBABILITY	1	Rare	0 – 10%	It may not apply or is highly unlikely to occur under normal circumstances but may in exceptional circumstances. For example, a 1 in 100 years event has a 1% chance of occurring each year.
	2	Unlikely	10 – 25%	Not expected to happen but there is a low possibility it may occur.
	3	Possible	25 – 50%	The event could occur in certain circumstances. It may have occurred elsewhere in similar organisations or previously at the Council.
	4	Likely	50 – 80%	The event will probably occur in most circumstances. However, it may not be a persistent issue.
	5	Very Likely	80 – 100%	This is very likely to occur in most circumstances, probably imminently and/or frequently. This includes frequent/Imminent near misses. There may be a history of very frequent occurrences (annually or more frequently) at the council or at similar or partner organisations.

RISK TABLE

Having identified the probability and impact of risk in a category, a 5 x 5 scoring matrix is used to carry out the overall assessment to ensure that the risks are rated in a consistent way.

PROBABILITY x IMPACT = RISK SCORE

PROBABILITY	Very Likely (5)	5	10	15	20	25
	Likely (4)	4	8	12	16	20
	Possible (3)	3	6	9	12	15
	Unlikely (2)	2	4	6	8	10
	Rare (1)	1	2	3	4	5
		Minimal (1)	Minor (2)	Moderate (3)	Major (4)	Critical (5)
	IMPACT					

4. MITIGATE AND MANAGE

Having identified the level of 'Inherent Risk' involved, the risk owner must next consider what mitigation measures can be taken to reduce the risk to a level that the Council is willing to accept in pursuit of its goals. This does not necessarily mean that the risk in each area will be managed and mitigated down to zero risk. The level of tolerable risk will depend on the Council's level of risk appetite.

Colour	Inherent Risk Score	Action	Risk Control (See below)
RED	15 - 25	Usually considered to be an unacceptable risk. An Immediate decision must be taken – in most circumstances this should be to mitigate and manage the risk and several control measures may be required. However, for some risks a decision to Tolerate the risk may be agreed by the Corporate Management Team.	All options should be considered. Treat, Transfer or Terminate. Tolerate (if agreed by the Corporate Management Team)
AMBER	10 - 14	Not normally an acceptable risk. Efforts must be made to reduce or remove the risk within a specified timescale. Determine the need for improved control measures.	Treat or Transfer.
YELLOW	5 - 9	A risk at this level may be acceptable. Efforts should still be made to reduce the risk, provided this is not disproportionate. If not acceptable depending on the Council's level of risk appetite. Existing controls should be monitored or adjusted.	Tolerate/Accept or Treat and Control
GREEN	2 - 4	An acceptable risk in most situations. If opportunities arise to mitigate the risk further, they should be considered. However, further action or additional controls may not be required. Risk at this level should be monitored and reassessed at appropriate intervals.	Tolerate/Accept or Treat and Control.
PALE GREEN	1	An acceptable risk. No further action or additional controls are normally required. Risk at this level should be monitored and reassessed at appropriate intervals.	Tolerate/Accept

Identifying and ranking risks is important, but the key element thereafter is to determine the strategy for managing them. The table provides guidance on the level of management intervention that is likely to be necessary or appropriate.

In re-assessing the risks, the risk owner should consider which of the eight risk factors drove the original assessment that resulted in the Inherent Risk Score. Was the impact most severe in financial terms? Or reputational terms? Consideration should be given to where action can be most efficiently taken to reduce the score of the risk, not forgetting that it is often preventative measures that limit the probability of a risk becoming an event that are the most effective.

In determining the potential management and mitigation measures consideration should be given to the level of risk appetite and the options for risk control.

Risk Appetite

The level of acceptable risk is known as 'risk appetite'. It is strategic and reflects the organisation's risk management philosophy, and in turn influences the organisation's culture and operating style. Risk appetite guides resource allocation and provides the governance framework necessary to effectively respond to and monitor risks.

The appetite for risk can be:

- **Averse** - Preference for safe business delivery options that have a low degree of inherent risk and only a potential for limited reward.

Risks affecting health and safety and legal and regulatory issues would normally be considered areas where the Council's appetite for risk is to be risk adverse.

- **Cautious** - Preference for safe delivery options that have a medium degree of residual risk and may only have limited potential for reward.

Risks affecting environmental and financial issues would normally be considered areas where the Council's appetite for risk is to be risk cautious.

- **Aware** - Willing to consider all potential delivery options and choose the one that is most likely to result in successful delivery while also providing a good level of reward.

- **Hungry** - Eager to be innovative and to choose options offering potentially higher business rewards, despite greater inherent risk.

The acceptance of risk is subject to ensuring that all potential benefits and risks are fully understood and that appropriate measures to mitigate risk are established before final decisions are made. The Council recognises that the appetite for risk will vary according to the activity undertaken and hence different appetites and tolerances to each risk will apply.

The Council should always seek to minimise exposure to compliance, regulation/governance, safeguarding, and reputational risk, whilst accepting and encouraging a calculated degree of risk in other areas in pursuit of the Council's strategic objectives.

Risk Control

The Council has several options available to it in considering the controls that can be applied. Not all of these will be suitable actions depending on the level of risk and the category of risk involved.

TOLERATE This means accepting the likelihood and consequences of a risk occurring. This should only be considered as an option if the risk is within the risk appetite of the organisation, which is to say if it is rated PALE GREEN, GREEN, YELLOW.

AMBER risks would not normally be considered an acceptable risk to be tolerated. However, there may be specific circumstances where the Corporate Management Team deem it acceptable to do so on a case-by-case basis.

RED risks are beyond the risk tolerance of the organisation. All options should be considered to mitigate the risk. However, there may be exceptional circumstances, which must be agreed by the Corporate Management Team, where the risk will be tolerated.

For clarity, “tolerate” does not mean that no action should be taken. A tolerated risks must still be monitored, and contingency plans should be put in place, in case the risks occur. If opportunities to mitigate the risk further are available, they should always be considered.

The Council may decide to tolerate a risk/opportunity where for example:

- The risk opens up greater benefits.
- The risk is already effectively mitigated by controls, even if it is high risk.
- The risk cannot be mitigated cost-effectively (i.e., the cost of mitigating it would be greater than the cost of the risk materialising)

TREAT This is the most widely used approach. The purpose of treating a risk is to continue with the activity which gives rise to the risk, but to bring the risk to an acceptable level by taking action to control it through either containment actions (which lessen the likelihood or consequences of a risk and are applied before the risk materialises) or contingency actions (these are put into action after the risk has happened, reducing the impact, and must be pre-planned). Taking management action is the main difference between ‘treat’ and ‘tolerate’.

TRANSFER This means shifting the risk, in whole or part, to a third party. This option is particularly good for mitigating financial risks, or risks to assets. This could be achieved, by example, by seeking insurance to cap financial losses at a certain level or by seeking partners for a project and so sharing the risk.

TERMINATE Doing things differently and therefore removing the risk. This means stopping the activity which gives rise to the risk. This will not always be possible as the Council must deliver some specific services by law but will often be an option when considering a new project or opportunity.

RESIDUAL RISK SCORE

Once you have determined your appetite for risk and the controls that can be applied, you should again assess the eight areas of risk as you did at Stage 3 (Analyse and Evaluate) but

this time considering the mitigations you have put in place. The resulting highest individual score from the eight areas of risk is the score assigned as the overall '**Residual Risk Score**'. The scores for the reassessment of the eight areas of risk and the Residual Risk Score are recorded on the risk template as per the attached risk toolkit.

5. RECORD AND REPORT

The risk culture of the Council must embrace openness and clear communication, support transparency, welcome constructive challenge and promote collaboration, consultation, and co-operation.

An important part of this is to ensure that there are processes in place to enable the recording and reporting of risks as well as having a process to escalate a risk to the appropriate management level.

The Council's risk management framework should anticipate, recognise, and respond to changes and events in an appropriate and timely manner to ensure that the right information is given to the right people, at the right level, and at the right time.

The regular reporting of risk enhances the quality of organisational decision-making, informs prioritisation of activity, and strengthens organisational oversight.

The Good Practice Guide to Risk Reporting identifies the following benefits of regular risk reporting:

- Embedding a consistent understanding of principal and emerging risks, thereby reducing the uncertainty of outcomes within an organisation.
- Monitoring progress in achieving or maintaining tolerable or optimal risk appetite positions across an organisation.
- Enabling an organisation to understand the effectiveness of internal controls and take direct, timely and informed interventions as required.
- Integrating risk, planning, performance, and prioritisation discussions to enable informed consequence-based decisions.
- Providing assurance to stakeholders, including oversight bodies, that risks are understood and being effectively managed.
- Providing oversight of business activities, enabling a dynamic response to unplanned events threatening delivery of priorities and strategic objectives.

Recording the Risk – The Risk Toolkit

The Risk Toolkit accompanying the Corporate Risk Management Strategy contains a summary of the key points of this strategy and a form that needs to be completed to record the details of the Risk, the Inherent and Residual Risk Scores and mitigating/management measures. The completed form will summarise the risk in a common, easy to understand format.

The completed form must be submitted to Corporate Services for collation in the Corporate Risk Register.

Reporting the Risk - Projects

The risk management arrangements for projects will need to be considered on a case-by-case basis when each project is developed. This will be dependent upon the nature of the project, its scale, objectives and most importantly the risk it represents to the Council. It is likely that for many projects the risks will change frequently and require the Council to respond accordingly through regular reporting to the appropriate management level.

The reporting arrangements for projects will be recommended by the relevant Head of Service and Strategic Director and agreed by the Corporate Management Team. This should not be any less frequent than quarterly.

Reporting to Corporate Management Team

The Corporate Risk Register will be reviewed and reported quarterly to the Corporate Management Team.

Where there is a residual risk of 15 or greater (usually considered an unacceptable level of risk) the risk should be reported monthly to Corporate Management Team or at intervals as determined by the Corporate Management Team.

Dover District Council has always promoted a culture of accessibility to its Corporate Management Team. If a risk owner feels that they need to escalate the reporting of their risk, they should speak to their Head of Service and/or Strategic Director about adding the matter to the Corporate Management Team agenda.

Reporting to Councillors

Those risks with a Residual Risk Score of 10 or greater will be reported in summary form in the quarterly Strategic Dashboard considered by Cabinet and the Overview and Scrutiny Committee.

The Governance Committee will consider the complete Corporate Risk Register on an annual basis and will receive quarterly updates on changes to the Corporate Risk Register in that quarter.

6. MONITOR AND UPDATE

The Corporate Risk Register is a living document and therefore must be regularly reviewed and amended as required. The Corporate Risk Management Strategy requires that risks recorded on the Corporate Risk Register are reviewed a minimum of every quarter by the risk owner.

Risk Owners should consider the following matters when reviewing their risks:

- Is the risk still relevant?
- Is there any movement in the risk score?
- Are the controls still in place and operating effectively?
- Has anything occurred which might change its impact and/or likelihood?

- Have any significant control failures or weaknesses occurred since the last monitoring exercise? If so, does this indicate whether the risk is increasing or decreasing?
- If the risk is increasing, do I need to devise more controls or think of other ways of mitigating the risk?
- If the risk is decreasing, can I relax some existing controls?
- Are controls / actions built into appropriate documented action plans?
- Are there any new or emerging risks?
- Have any of the existing risks ceased to be an issue? (and can therefore be removed)
- Have potential opportunities been considered and maximised?

Where a new risk arises or changes between the quarterly updates, Corporate Services should be notified, and a new or updated entry submitted. If the residual risk score is 15 or greater of the new or amended risk, then the risk should be reported to the next meeting of the Corporate Management Team regardless of where it falls within the quarterly reporting cycle.

Subject:	PUBLIC SPACES PROTECTION ORDER
Meeting and Date:	Cabinet – 15 January 2024
Report of:	Shaun Taylor, Community Services, Asylum & Transport Manager and Paul Neagle, Port Health & Public Protection Manager
Portfolio Holder:	Councillor Charlotte Zosseder, Portfolio Holder for Community & Corporate Property and Councillor Jamie Pout, Portfolio Holder for Transport, Licensing & Environmental Services
Decision Type:	Key Decision
Classification:	Unrestricted

Purpose of the report: To seek Cabinet authorisation to vary the existing Public Spaces Protection Order, made in July 2022, in accordance with the Anti-Social Behaviour, Crime and Policing Act 2014.

Recommendation: That, having regard to the conditions within s.59 of the Anti-Social Behaviour, Crime and Policing Act 2014, Cabinet:

1. Authorises the variation of the Public Spaces Protection Order (Dover District Council) 2022.

1. Summary

- 1.1 On 4 September 2023, Cabinet gave authorisation to conduct a consultation process on the existing Public Spaces Protection Order (PSPO) which came into force on 26 July 2022. Consultation was carried out in accordance with Sections 61 and 72 of the Anti-Social Behaviour Crime and Policing Act 2014.
- 1.2 Where a PSPO is in force, the local authority that made the order may vary it by increasing or reducing the restricted area or by altering, removing or adding a prohibition or requirement.
- 1.3 A local authority must carry out the necessary consultation (and the necessary publicity, and the necessary notification (if any)) before varying a PSPO. The consultation phase has concluded and it is requested that authority is given to vary the order.

2. Introduction and Background

- 2.1 The Anti-Social Behaviour, Crime and Policing Act 2014 (the 2014 Act) provides local authorities with powers to make Public Spaces Protection Orders. These orders are intended to address activities carried out in public spaces which have a detrimental effect on the quality of life of those in the locality.
- 2.2 A local authority can make a PSPO if reasonably satisfied that two conditions are met:
 - that activities carried on in a public place within the authority’s area have had a detrimental effect on the quality of life of those in the locality or that it is likely that activities carried on will have such an effect
 - and

- the effect or likely effect of the activities is or is likely to be of a persistent or continuing nature; is or is likely to be such as to make the activities unreasonable and justifies the restrictions imposed by the order.

2.3 The current PSPO controls 6 activities:

- Dog fouling (covering the whole district)
- Dogs on lead by order (covering the whole district)
- Dogs on lead (in specified places)
- Dog exclusion (in specified places)
- Consumption of alcohol in public places
- Unauthorised camping (covering the whole district)

2.4 Following the introduction of this PSPO, implementing its requirements and consulting with the Environmental Crime team it has been identified that a variation is required in the following areas:

- Rewording of Part 5 – “Consumption of Alcohol in Public Places” to clarify where the restrictions apply.
- Removal of children’s play area at Children’s Playing Field, Cowdray Square, Deal, Kent from Schedule 2 and extensions of area where dogs on lead restrictions apply at Children’s Playing Field, Cowdray Square, Deal, Kent in Schedule 1 to mirror approach of unfenced children’s play areas such as Russell Gardens in Temple Ewell.
- Addition of a dog exclusion area within the enclosed children’s play area to schedule 2 at Woodnesborough Village Hall Green, Elmwood Park, Woodnesborough, Kent

2.5 These amendments are requested to eliminate issues with effective enforcement of the PSPO and insert an enclosed children’s play area previously omitted from the order.

2.6 By virtue of section 72 of the Act, before varying a PSPO the Council is obliged to carry out consultation with the Chief Officer of police, the local policing body, community representatives and owners/occupiers of land covered within the order.

2.7 Consultation was carried out for a period of 6 weeks from 12 September to 23 October 2023, resulting in a total of 21 public responses. Consultation was publicised through Keep Me Posted, Online via our website (Appendix 7 – Website Wording) and through Social Media utilising a survey on the MS Forms Platform to gather responses. Opportunity was also provided on our website allowing individuals to write to the council with their comments. We also wrote to key stakeholders including:

- Kent Police
- Dogs Trust
- KCC
- Kennel Club
- Kent Highways
- Natalie Elphicke MP
- Police and Crime Commissioner
- RSPCA
- Woodnesborough Parish Council

A breakdown of the comments is given in Appendix 2.

2.8 Of the 21 comments:

- 16 were in favour (76%)
- 3 were against (14%)
- 2 responses were not applicable to the variations being sought (10%)

2.9 Of the three objections:

- Woodnesborough Village Hall
 - Mechanics of the PSPO have been misunderstood.
- Cowdray Square
 - Against dogs on leads in the large park area of Cowdray Square
- Consumption of Alcohol
 - Misunderstood the variation being sought

2.10 The Kennel Club provided a formal response to Dover District Council dated 18 October 2023 (Appendix 3). Summary of response below:

On Lead

We can support reasonable 'dogs on lead' Orders which can, when used in a proportionate and evidence-based way, include areas such as cemeteries, picnic areas, or on pavements in proximity to cars and other road traffic.

Exclusions

The Kennel Club does not typically oppose Orders to exclude dogs from playgrounds or enclosed recreational grounds, such as skate parks or tennis courts, as long as alternative provisions are made for dog walkers in the vicinity. Children and dogs should be able to socialise together quite safely under adult supervision, with having a child in the home the biggest predictor for a family owning a dog.

Assistance Dogs

The Kennel Club welcomes the exemptions proposed in this Order for assistance dogs. We urge the Council to review the Equality and Human Rights Commission's guidance for businesses and service providers when providing any exemptions for those who rely on assistance dogs.

2.11 Dogs Trust also provided a formal response to the consultation (Appendix 4) with two comments (below):

Re Dog Exclusion Order

- Dogs Trust accepts that there are some areas where it is desirable that dogs should be excluded, such as children's play areas, however we would recommend that exclusion areas are kept to a minimum and that, for enforcement reasons, they are restricted to enclosed areas. We would consider it more difficult to enforce an exclusion order in areas that lack clear boundaries.

- Dogs Trust would highlight the need to provide plenty of signage to direct owners to alternative areas nearby in which to exercise dogs.

Re Dogs on Leads Order

- Dogs Trust accept that there are some areas where it is desirable that dogs should be kept on a lead.

- Dogs Trust would urge the Council to consider the Animal Welfare Act 2006 section 9 requirements (the 'duty of care') that include the dog's need to exhibit normal behaviour patterns – this includes the need for sufficient exercise including the need to run off lead in appropriate areas. Dog Control Orders should not restrict the ability of dog keepers to comply with the requirements of this Act.

- The Council should ensure that there is an adequate number, and a variety of, well sign-posted areas locally for owners to exercise their dog off-lead.

2.12 Kent Police also responded to the consultation (Appendix 5). No representation was made, and Kent Police were in support of Dover District Council in this variation.

2.13 The measures do not apply to assistance dogs.

2.14 The current PSPO is available at this [link](#).

2.15 If Cabinet is minded to authorise the variation of the PSPO, there is a further requirement for publicity within the Anti-Social Behaviour, Crime and Policing Act 2014 (Publication of Public Spaces Protection Orders) Regulations. These require that where a local authority has made a PSPO or intends on carrying out a variation (extension and discharge), it must publish it on its website and erect such notices as it considers sufficient to advise members of the public that the PSPO has been made and the effect of such an order. The majority of sites already have signs and these will only need minor amendments.

3. Identification of Options

3.1 Option 1 - Authorise the variations as detailed in Appendix 1 to come into force on 15 January 2024

3.2 Option 2 - Reject the variations and maintain the PSPO which came into force on 26 July 2022.

4. Evaluation of Options

4.1 Option 1 – The recommended option. The overall aim of the variations is to:

- Maintain a comprehensive and consistent approach to the control of dogs in the district
- Providing clarity to where part 5 of the PSPO applies and ensuring enforcement can take place where appropriate.

4.2 Option 2 – Make no changes to the PSPO which came into force on 26 July 2022.

- Legal challenge to enforcement activities taken under Part 5 of the PSPO as it does not make it clear that the order refers to the entire Dover District Area.
- Leave an inconsistency in the Council's approach to dog restrictions across the district.

5. Resource Implications

5.1 Signs shall be erected/altered advising of the new restrictions. This will cost in the region of £300 and can be met from existing budgets.

6. Corporate Implications

6.1 Comment from the Section 151 Officer: Accountancy has been consulted on the

report and have no further comments to add.

- 6.2.1 Comment from the Solicitor to the Council: The Principal Lawyer – Litigation & Regulatory has been consulted during the preparation of this report and has no further comments to make.
- 6.2.2 Comment from the Equalities Officer: This report seeking approval to vary the existing Public Spaces Protection Order, made in July 2022, in accordance with the Anti-social Behaviour, Crime and Policing Act 2014, 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>

7. **Appendices**

Appendix 1 – Proposed PSPO (Not Final -Further version once agreed at Cabinet)

Appendix 2 – Breakdown of comments received to proposed variation

Appendix 3 – Kennel Club Response

Appendix 4 – Dogs Trust Response

Appendix 5 – Kent Police Response

Appendix 6 – Summary of draft changes to PSPO

Appendix 7 – Website Wording

8. **Background Papers**

Public Spaces Protection Orders – Guidance for Councils – LGA Paper



The Anti-social Behaviour, Crime and Policing Act 2014
The Public Spaces Protection Order - (Dover District Council) 2022

Dover District Council ("the Authority") makes this Public Spaces Protection Order (the "Order") in exercise of its powers under Section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 (the "Act"). This Order may be cited as The Public Spaces Protection Order (Dover District Council) 2022 'Variation No.1 [DATE TO BE ADDED]'

The Council is satisfied on reasonable grounds that the activities described below (the "Activities") carried out in a public place within its area have had, or are likely to have, a detrimental effect on the quality of life of those in the locality and that the effect of the Activities-

- a) is, or is likely to be, of a persistent or continuing nature.
- b) is, or is likely to be, such as to make the activities unreasonable, and
- c) justifies the restrictions imposed by the Order.

This Order comes into force on the 26th July 2022 for a period of 3 years.

Activities which are prohibited or required by this Order are:

1. Dog Fouling

If within the administrative area of the Authority a dog defecates at any time on land to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission and a person who is in charge of the dog at the time fails to remove the faeces from the land forthwith, that person shall be guilty of an offence unless

- (a) he has reasonable excuse for failing to do so.
or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

2. Dogs on leads by order

A person in charge of a dog shall be guilty of an offence if, at any time, within the administrative area of the Authority he does not comply with a direction given to him by an authorised officer of the authority to put and keep the dog on a lead unless

(a) he has reasonable excuse for failing to do so.

or

(b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

An authorised officer may only give a direction under this order if such restraint is reasonably necessary to prevent a nuisance or behaviour by the dog that is likely to cause annoyance or disturbance to any other person, or to a bird or another animal.

3. Dogs on leads

A person in charge of a dog shall be guilty of an offence if, at any time, (during the period specified in the schedule if stated), on land detailed in Schedule 1 below he does not keep the dog on a lead unless

(a) he has reasonable excuse for failing to do so.

or

(b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

4. Dog exclusion

A person in charge of a dog shall be guilty of an offence if, at any time, he takes the dog onto, or permits the dog to enter or to remain on, any land detailed in Schedule 2 below unless

(a) he has reasonable excuse for failing to do so.

or

(b) done so with the consent (generally or specifically) of the owner, occupier or other person having control of the land.

5. Consumption of alcohol in public places

Within the administrative area of the Authority namely the Dover District Council area, the consumption of alcohol or anything which a constable or authorised person reasonably believes to be alcohol having been required by a constable or authorised person not to consume it.

Consumption of alcohol in breach of this order

Section 63 of the Act provides where a constable or an authorised person reasonably believes that a person (P): -

(a) is or has been consuming alcohol in breach of a prohibition in a public spaces protection order, or

(b) intends to consume alcohol in circumstances in which doing so would be a breach of such a prohibition.

The constable or authorised person may require P-

(a) not to consume, in breach of the order, alcohol or anything which the constable or authorised person reasonably believes to be alcohol.

(b) to surrender anything in P's possession which is, or which the constable or authorised person reasonably believes to be, alcohol or a container for alcohol.

A constable or an authorised person who imposes a requirement as set out above must tell P that failing without reasonable excuse to comply with the requirement is an offence.

6. Unauthorised camping

No person shall position any vehicle, caravan, tent or other temporary structures that are designed or intended to provide shelter or accommodation for the purpose of an overnight stay or stays, within any public space within the Dover District Council Area without prior express consent of the owner or person in lawful control of the land, proof of which shall lie with the person remaining in any such vehicle, caravan or other temporary structure.

If instructed to do so by an Authorised Person, a person with responsibility for or utilising any vehicle or temporary structure shall remove the same and / or any associated equipment, animals or paraphernalia from the land as previously described without delay.

7. Exemptions

Nothing in Parts 1, 2, 3 and 4 of this order shall apply to a person who -

- (a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
- (b) is deaf, in respect of a dog trained by Hearing Dogs for Deaf People (registered charity number 293358) and upon which he relies for assistance; or
- (c) has a disability which affects his mobility, manual dexterity, physical coordination, or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance.

For the purpose of this order -

- A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog.
- Placing the faeces in a receptacle on the land, which is provided for the purpose, or for the disposal of waste, shall be sufficient removal from the land.
- Being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces.
- "An authorised officer of the Authority" means an employee, partnership agency or contractor of Dover District Council who is authorised in writing by Dover District Council for the purposes of giving directions under the Order.
- Each of the following is a "prescribed charity" –
 - Dogs for the Disabled (registered charity number 700454)
 - Support Dogs Limited (registered charity number 1088281)
 - Canine Partners for Independence (registered charity number 803680)

Nothing in Part 5 of this order shall apply to

- (a) premises authorised by a premises license to be used for the supply of alcohol.
- (b) premises authorised by a club premises certificate to be used by the club for the supply of alcohol.
- (c) a place within the curtilage of premises within (a) or (b).
- (d) premises which by virtue of Part 5 of the Licensing Act 2003 may at the relevant time be used for the supply of alcohol or which, by virtue of that Part, could have been so used within the 30 minutes before that time.
- (e) a place where facilities or activities relating to the sale or consumption of alcohol are at the relevant time permitted by virtue of a permission granted under section 115E of the Highways Act 1980 (highway-related uses).

8. Penalty

- (a) A person who fails without reasonable excuse to comply with a requirement or a prohibition imposed under Parts 1, 2, 3, 4, and 6 of this order is guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale.
- (b) A person who fails without reasonable excuse to comply with a requirement imposed under Part 5 of this order is guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.

The Common Seal of the

District Council Dover District Council

was Affixed in the presence of:

Authorised Signatory:

Date:

Seal Number:

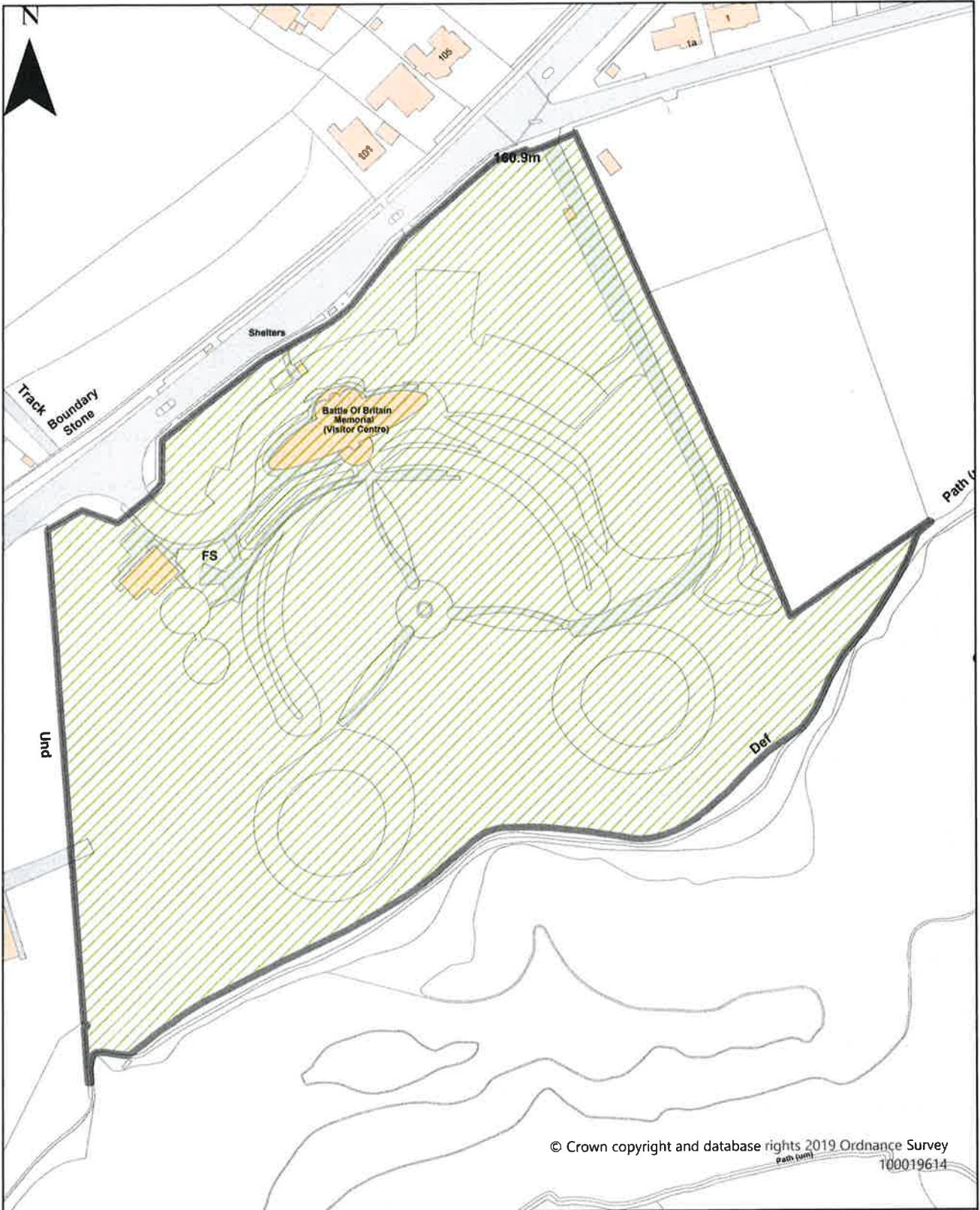






Schedule One The Keeping of Dogs on Lead

This order applies to all land described below:

Map no.	Location	Geographical Area	Ward/Parish
1	Battle of Britain Memorial, New Dover Road	Capel-Le-Ferne	Capel-Le-Ferne
2	St Peter's Churchyard, Church Whitfield Road	Church Whitfield	Whitfield
3	Children's Playing Field, Cowdray Square, Deal, Kent	Deal	Mill Hill
4	Deal Pier	Deal	North Deal
5	Hamilton Road Cemetery	Deal	Middle Deal & Sholden
6	Sandown Castle Gardens and the Seafront Promenade from Sandown Castle to Deal Castle	Deal	North Deal
7	Barton Foot Path	Dover	St Radigunds
8	Charlton Cemetery, Old Charlton Road	Dover	Castle
9	Dover Pier	Dover	Town & Pier
10	Pencester Gardens, Pencester Road	Dover	Castle
11	St Andrew's Churchyard, Crabble Meadows	Dover	St Radigunds
12	St James's Cemetery, Old Charlton Road	Dover	Castle
13	St Mary's Cemetery, Old Charlton Road	Dover	Castle
14	The Marina Curve, Seafront Promenade and Grassed Areas Including Granville Gardens and Marine Parade Gardens	Dover	Town & Pier and Castle
15	St Augustine's Churchyard, The Street	East Langdon	St Margaret's
16	St Mary's Churchyard, Church Street	Eastry	Eastry
17	St Martin's Churchyard, Mongeham Church Close	Great Mongeham	Eastry
18	St Martin of Tours Churchyard, East Langdon Road	Guston	St Margaret's
19	Nonington Village Pond and Recreation Ground, Holt Street	Nonington	Aylesham
20	St Mary's Graveyard, Old Court Hill	Nonington	Aylesham

21	Kearsney Abbey Park, (Café side), Alkham Road and	River	River
	walkway adjacent Abbey Lake accessed from Minnis Lane		
22	Russell Gardens, Alkham Road	River	Lydden & Temple Ewell
23	Boatman's Hill Cemetery, Woodnesborough Road	Sandwich	Sandwich
24	Princes Golf Course Dunes Path, Sandwich Bay	Sandwich Bay	Sandwich
25	St Clement's Churchyard, Knightrider Street	Sandwich	Sandwich
26	St Margaret's Civic Cemetery and the Dare Garden of Remembrance, Dover Road	St Margaret's Bay	St Margaret's at Cliffe
27	St Margaret's Church, High Street	St Margaret's	St Margaret's at Cliffe
28	St Margaret's Bay promenade, car park and grassed amenity Area.	St Margaret's Bay	St Margaret's at Cliffe
29	Walmer Green, The Strand 1 st of May to 30 th September between the hours of 9am and 6pm	Walmer	Walmer
30	St Peter and St Paul's Churchyard, Jubilee Road, The Street	Worth	Sandwich



 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 1 Map 1</p> <p>Battle of Britain Memorial, New Dover Road, Capel-Le-Ferne</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:1,588</p>
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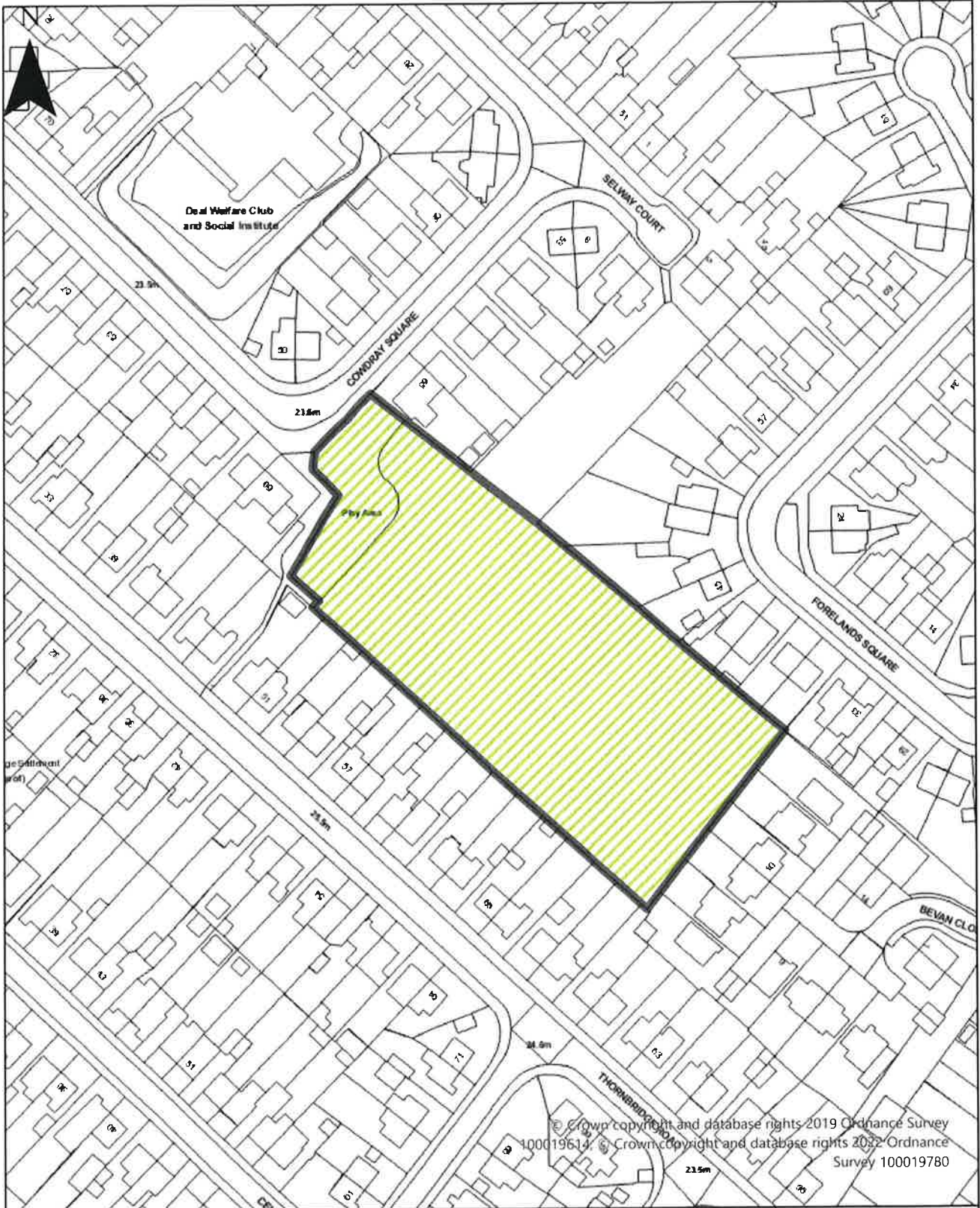
Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces Protection
 Order 2022
 Schedule 1 Map 2
 St Peter's Churchyard, Church Whitfield Road,
 Church Whitfield

Dog Restrictions 2022

- Restriction
- Dog Exclusion
 - Dogs On Leads
 - Seasonal Dog Bans

Scale: 1:1,100



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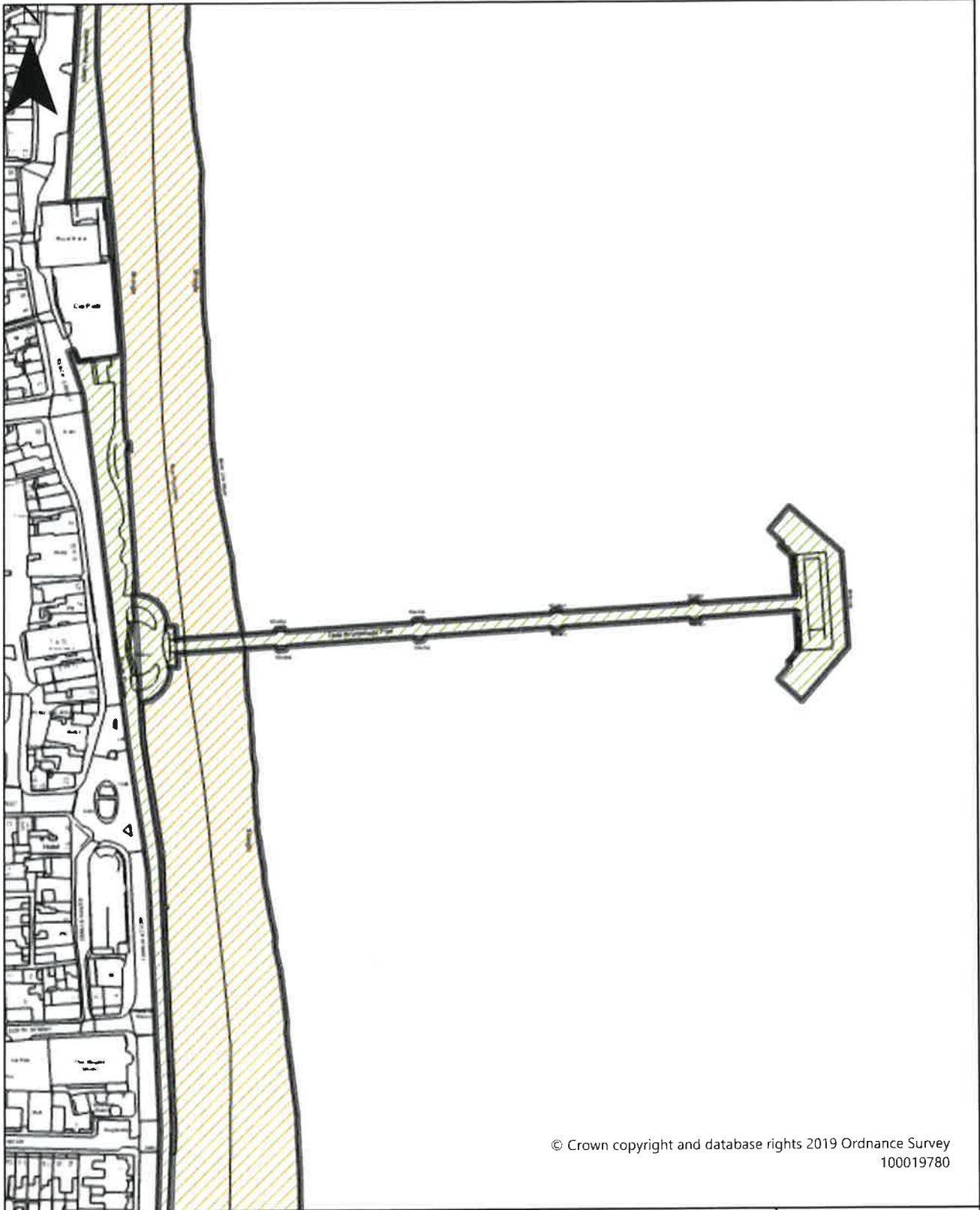
Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces
 Protection Order 2022
 Schedule 1 Map 3
 Children's Playing Field, Cowdray
 Square, Deal, Kent





Legend

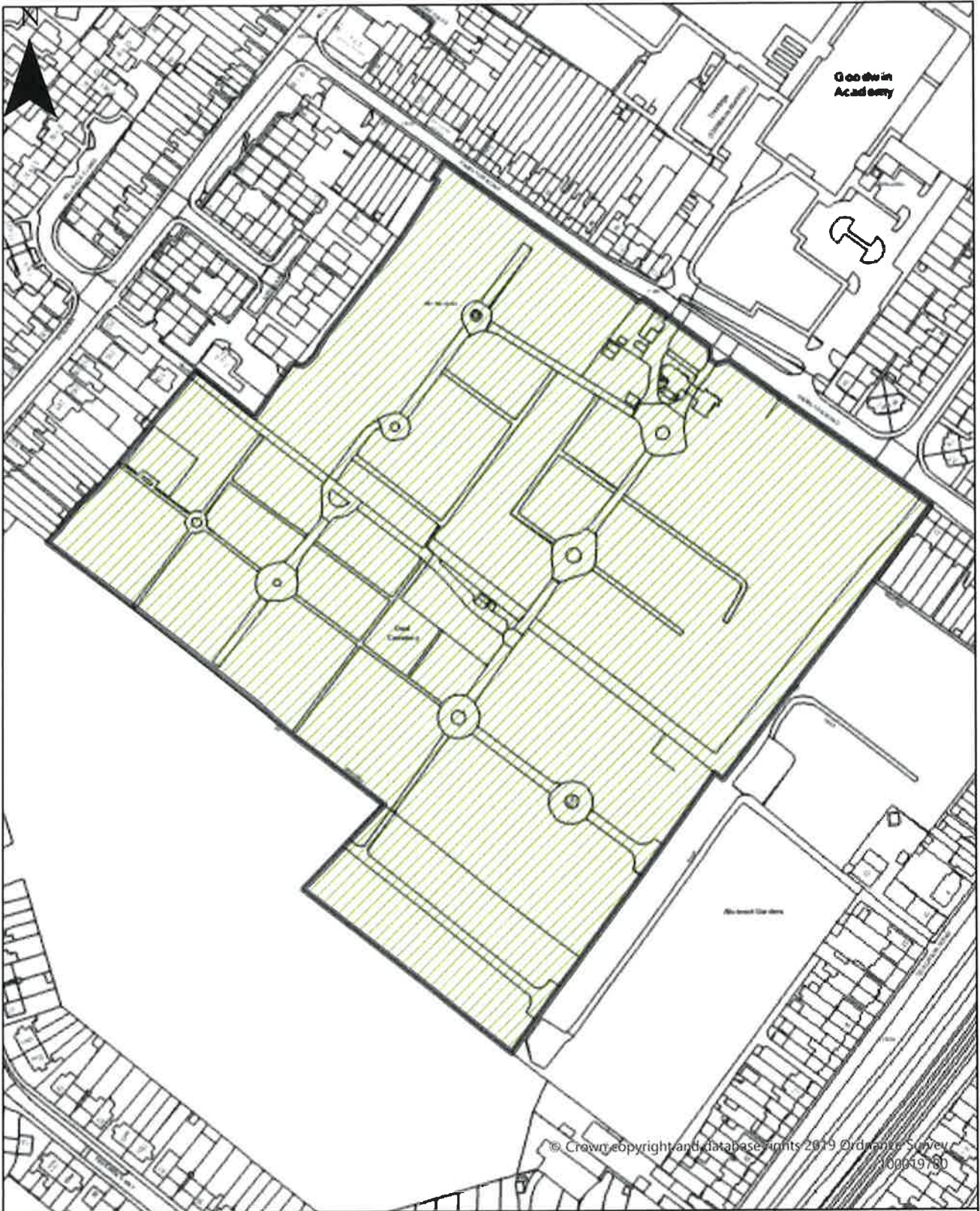
-  Dog Exclusion
-  Dogs On Leads





Scale: 1:1,250

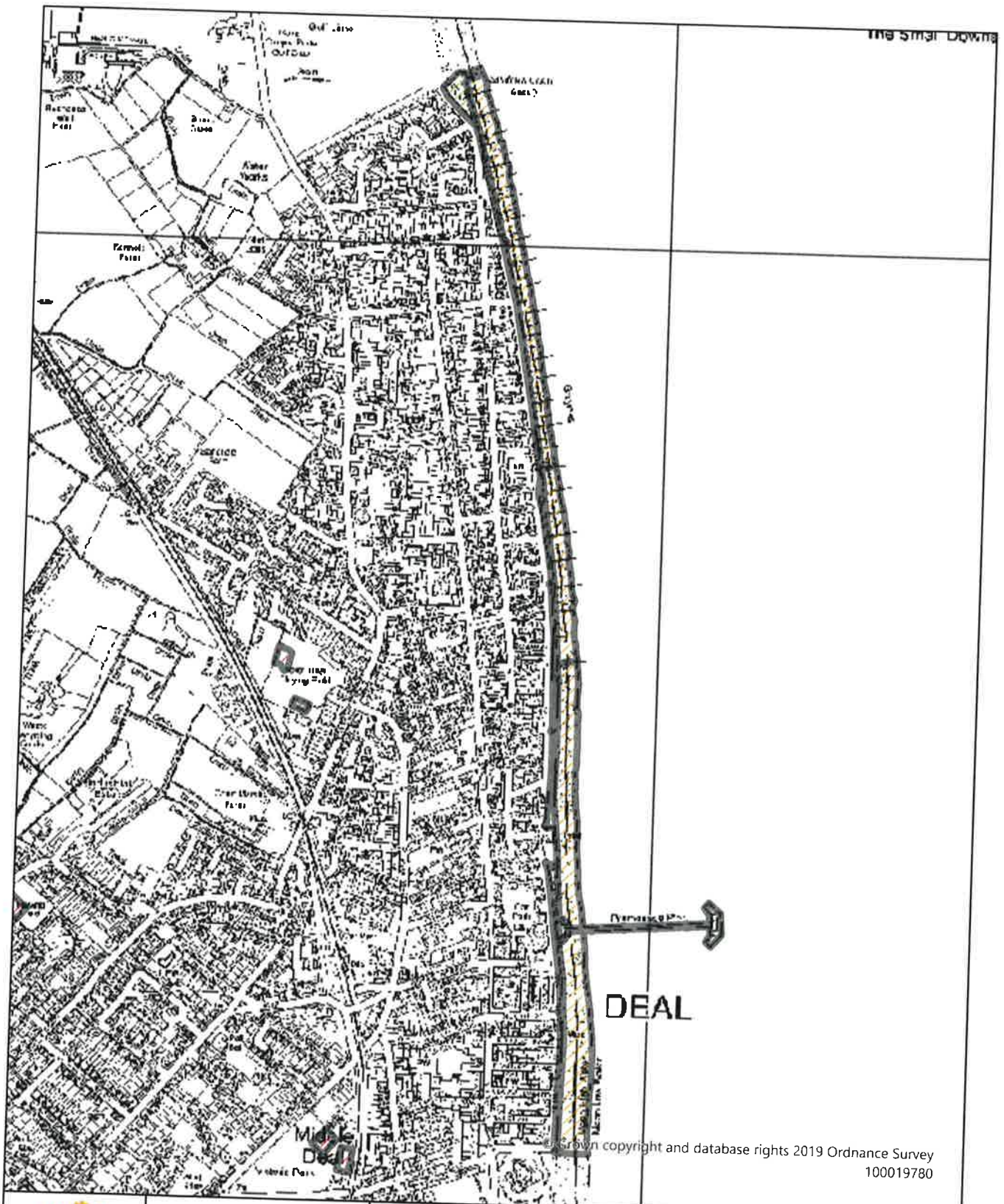


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 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 1 Map 4</p> <p>Deal Pier, Deal</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:2,250</p>
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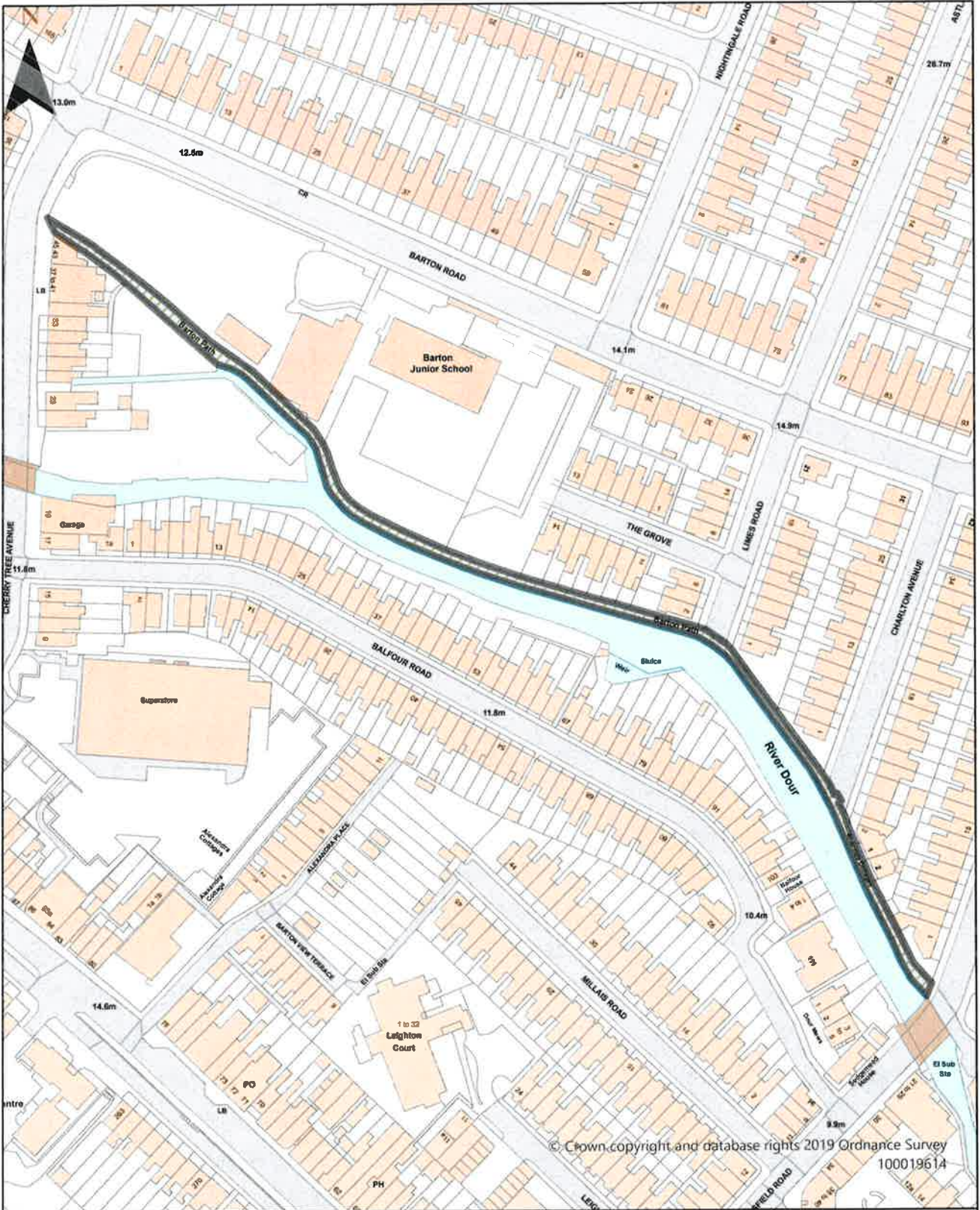
 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 1 Map 5</p> <p>Hamilton Road Cemetery, Deal</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:2,155</p>
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Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces Protection
 Order 2022
 Schedule 1 Map 6
 Sandown Castle Gardens and the Seafront
 Promenade from Sandown Castle to Deal Castle

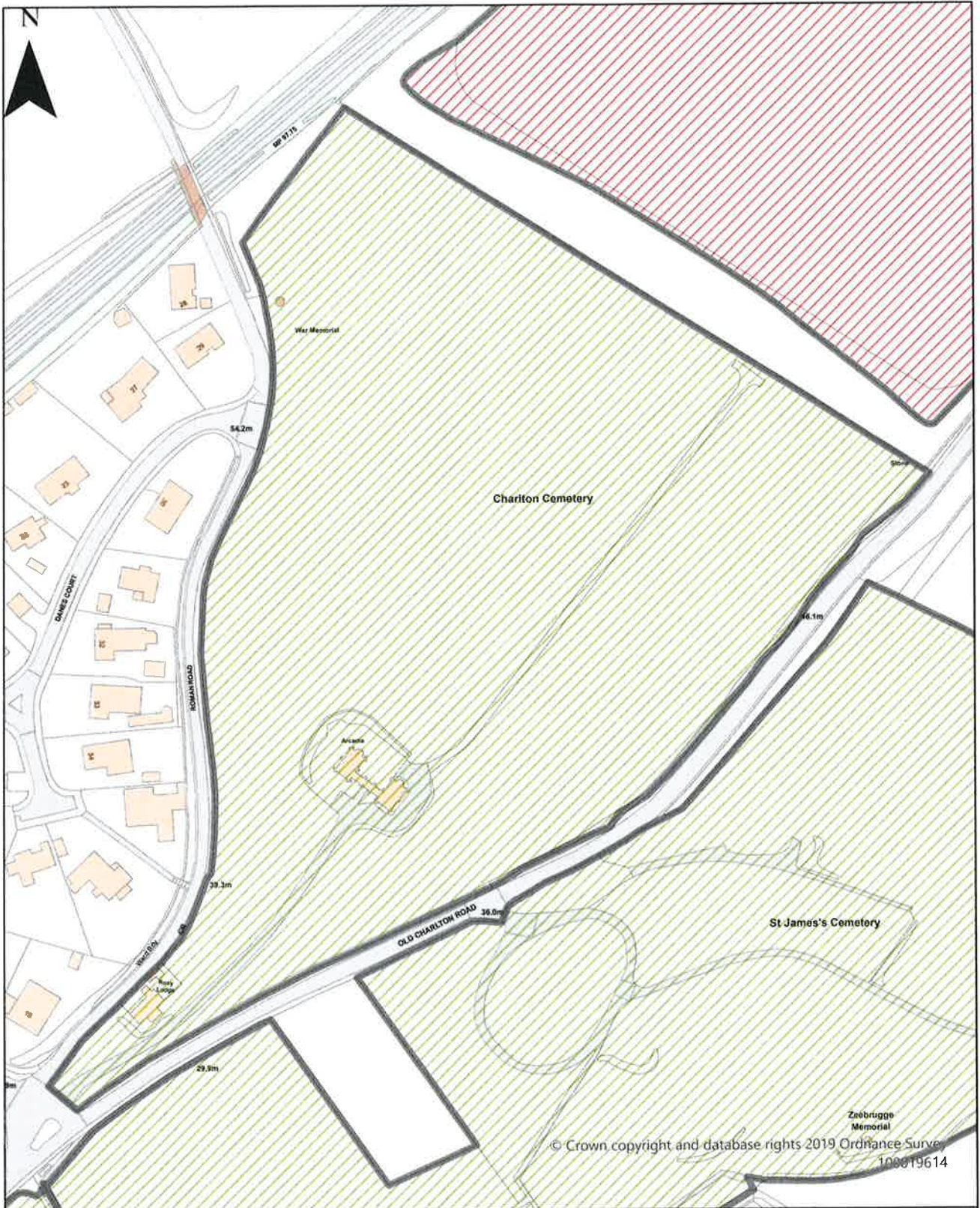
Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:9,710







Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces
 Protection Order 2022
 Schedule 1 Map 7
 Barton Footpath, Dover

Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:1,572



 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 1 Map 8</p> <p>Charlton Cemetery, Dover</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:1,635</p>
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DOVER DISTRICT COUNCIL
 Honeywood Close
 White Cliffs Business Park
 Dover
 CT16 3PJ

Dover District Council Public Spaces Protection
 Order 2022
 Schedule 1 Map 9
 Dover Pier, Dover

Scale: 1:2,882

- Dog Exclusion
- Dogs On Leads
- Seasonal Dog Bans

Dog Restrictions 2022

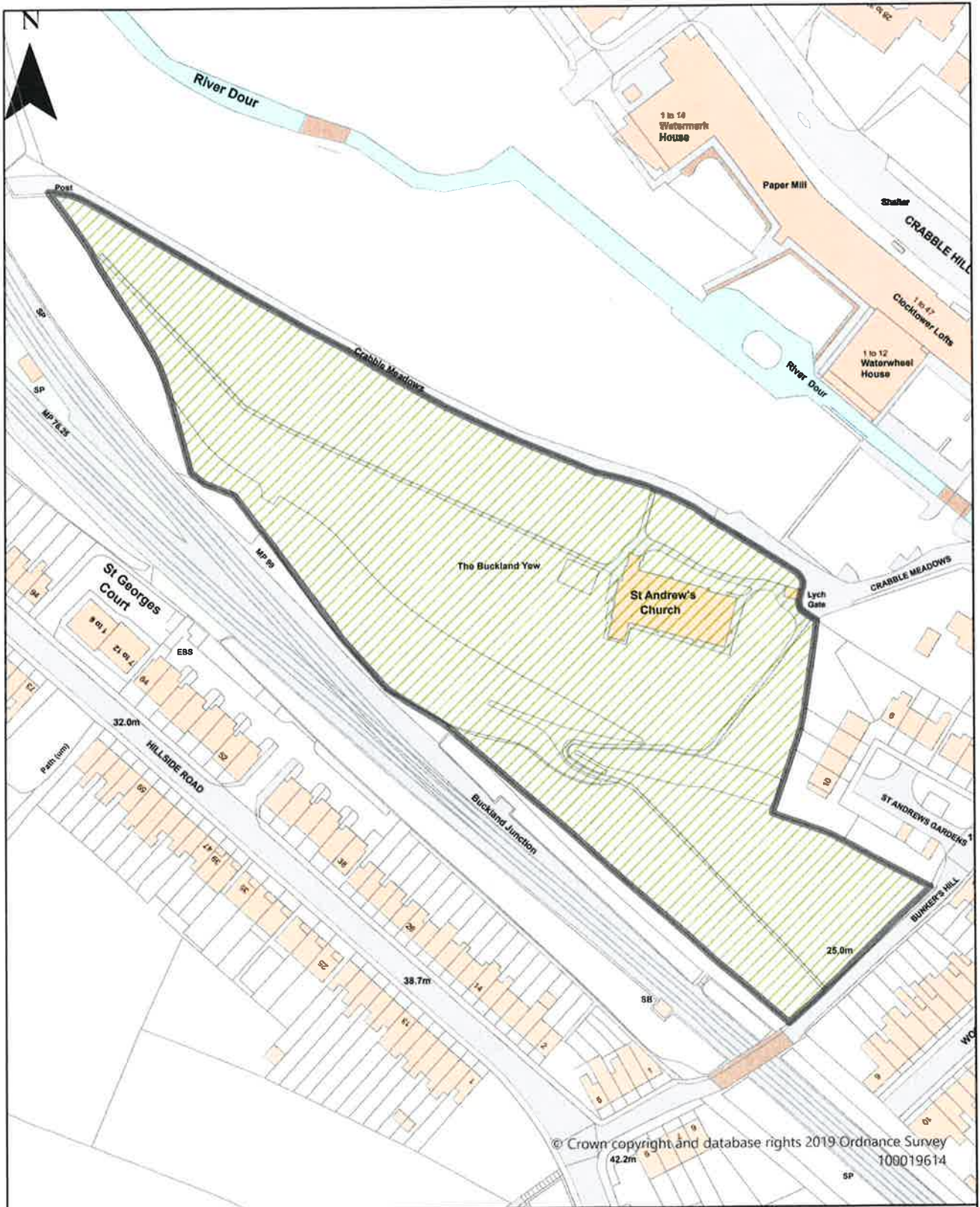








Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces
 Protection Order 2022
 Schedule 1 Map 10
 Pencester Gardens, Dover

Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:1,030



 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 1 Map 11</p> <p>St Andrew's Churchyard, Crabble Meadows, Dover</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:1,353</p>
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Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ




**Dover District Council Public Spaces
 Protection Order 2022**

Schedule 1 Map 12

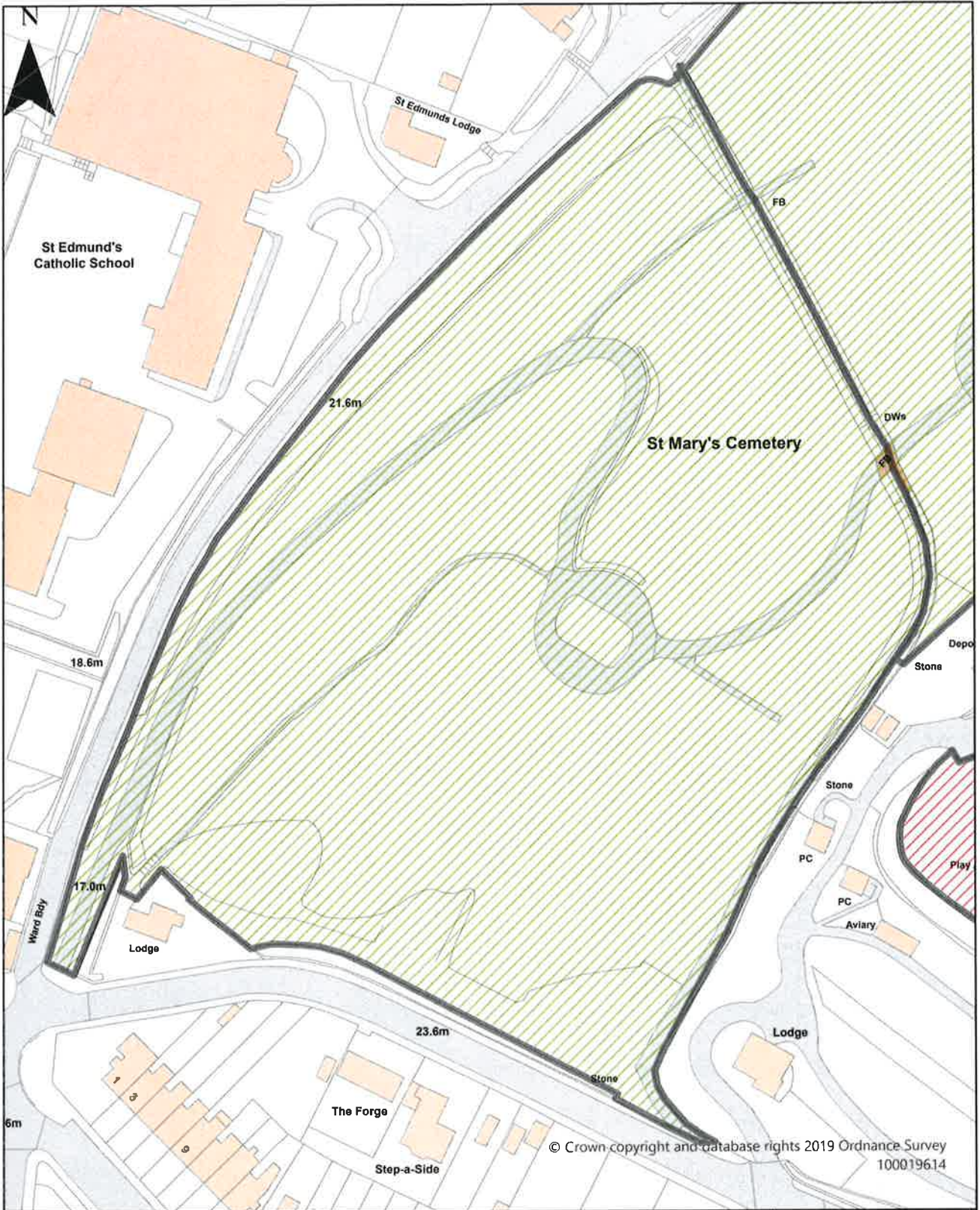
St James Cemetery, Dover





Dog Restrictions 2022

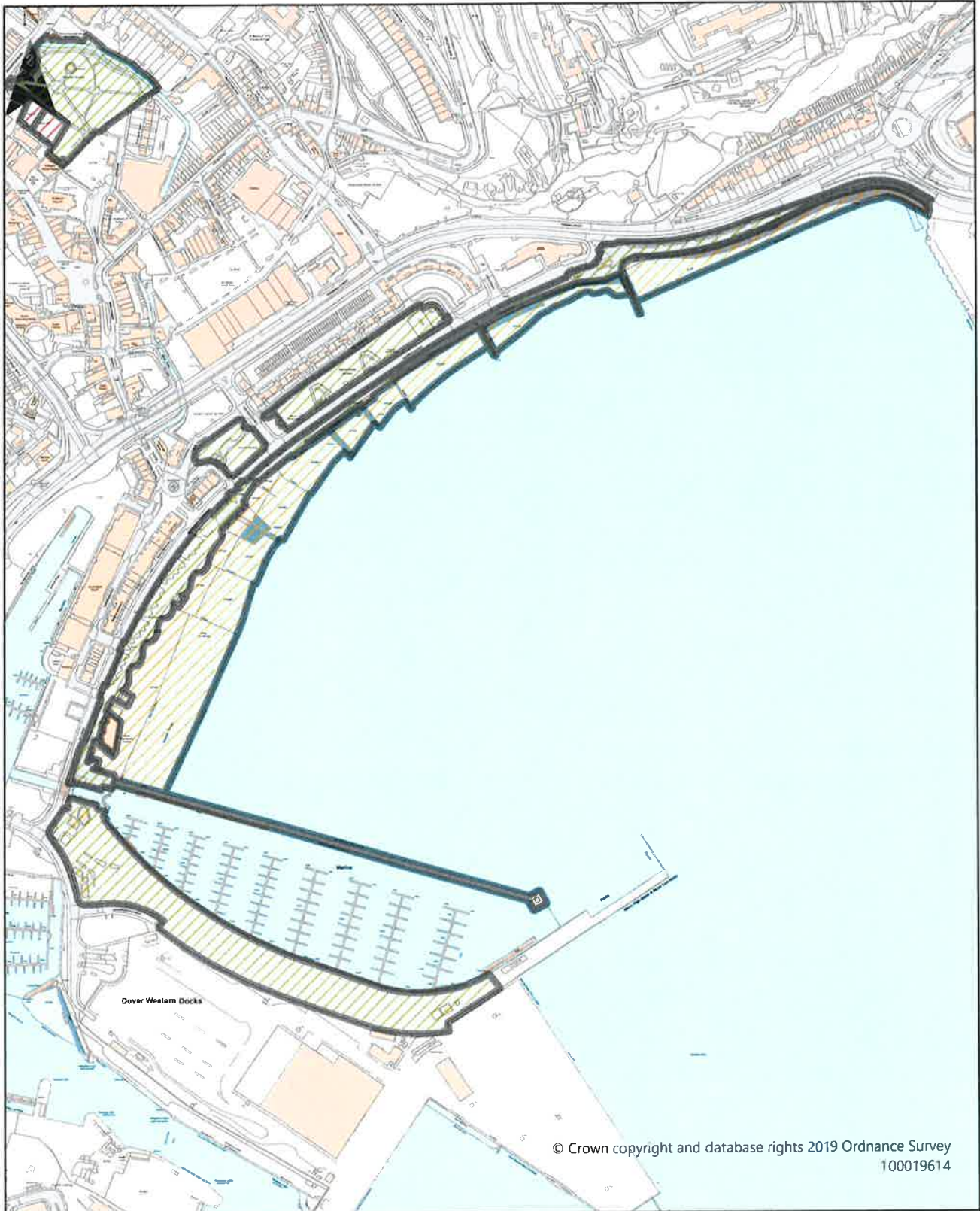
Restriction





-  Dog Exclusion
-  Dogs On Leads
-  Seasonal Dog Bans

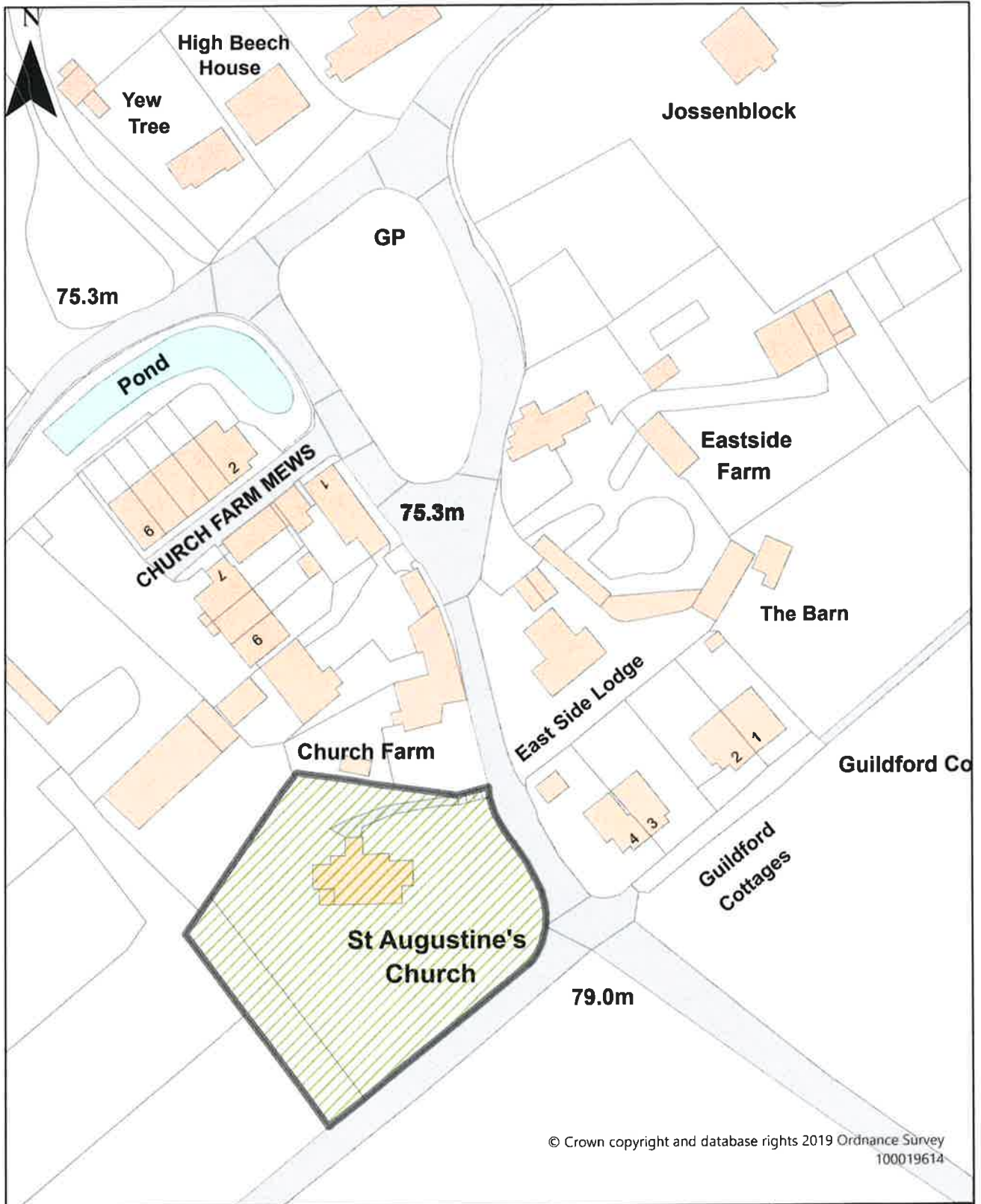
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 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 1 Map 13</p> <p>St Mary's Cemetery, Dover</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:1,101</p>
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 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 1 Map 14</p> <p>The Marina Curve, Seafront Promenade and Grassed Areas including Granville Gardens and Marine Parade Gardens , Dover</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:5,920</p>
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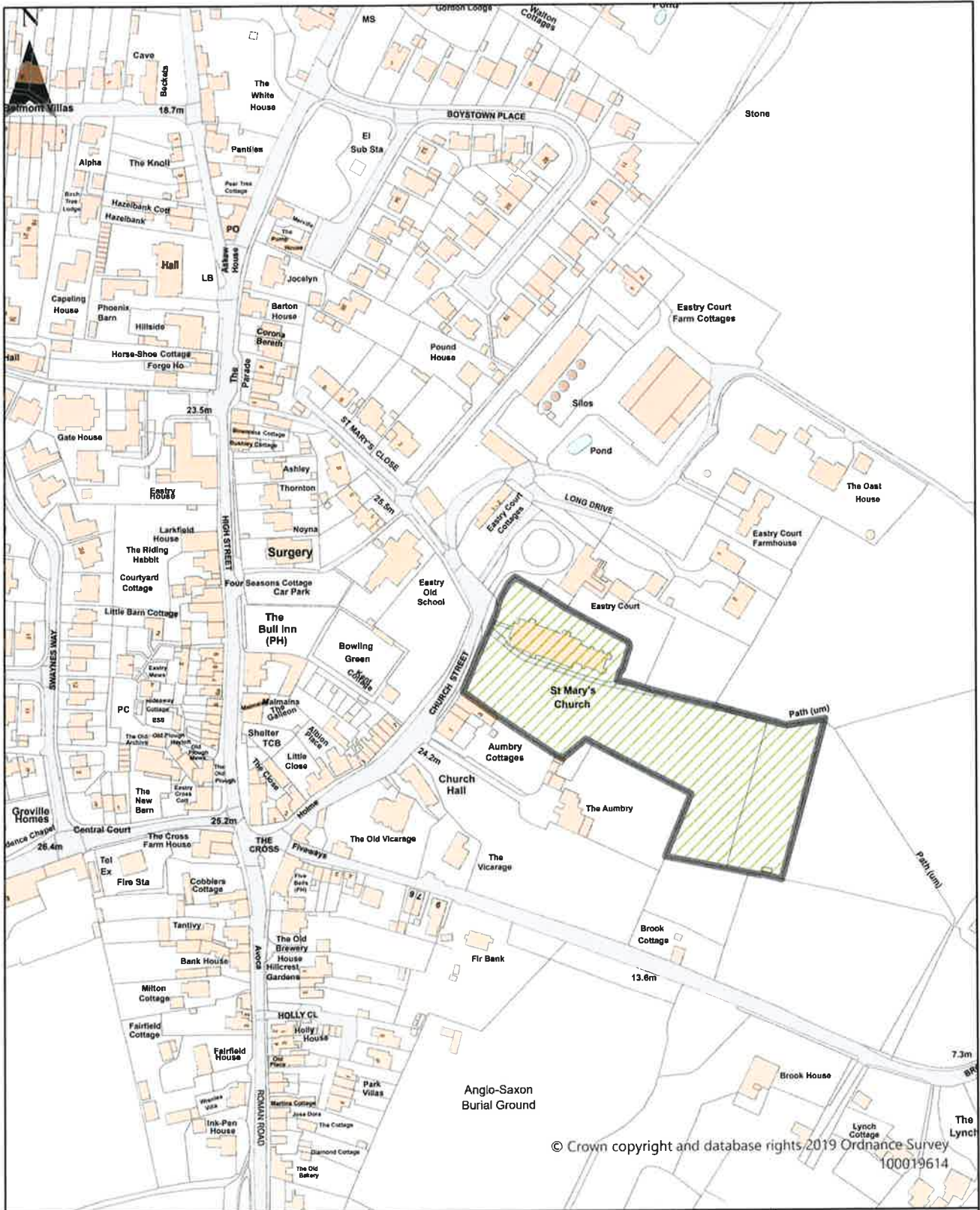
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Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces
 Protection Order 2022
 Schedule 1 Map 15
 St Augustine's Churchyard, The Street, East
 Langdon

Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:984



Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

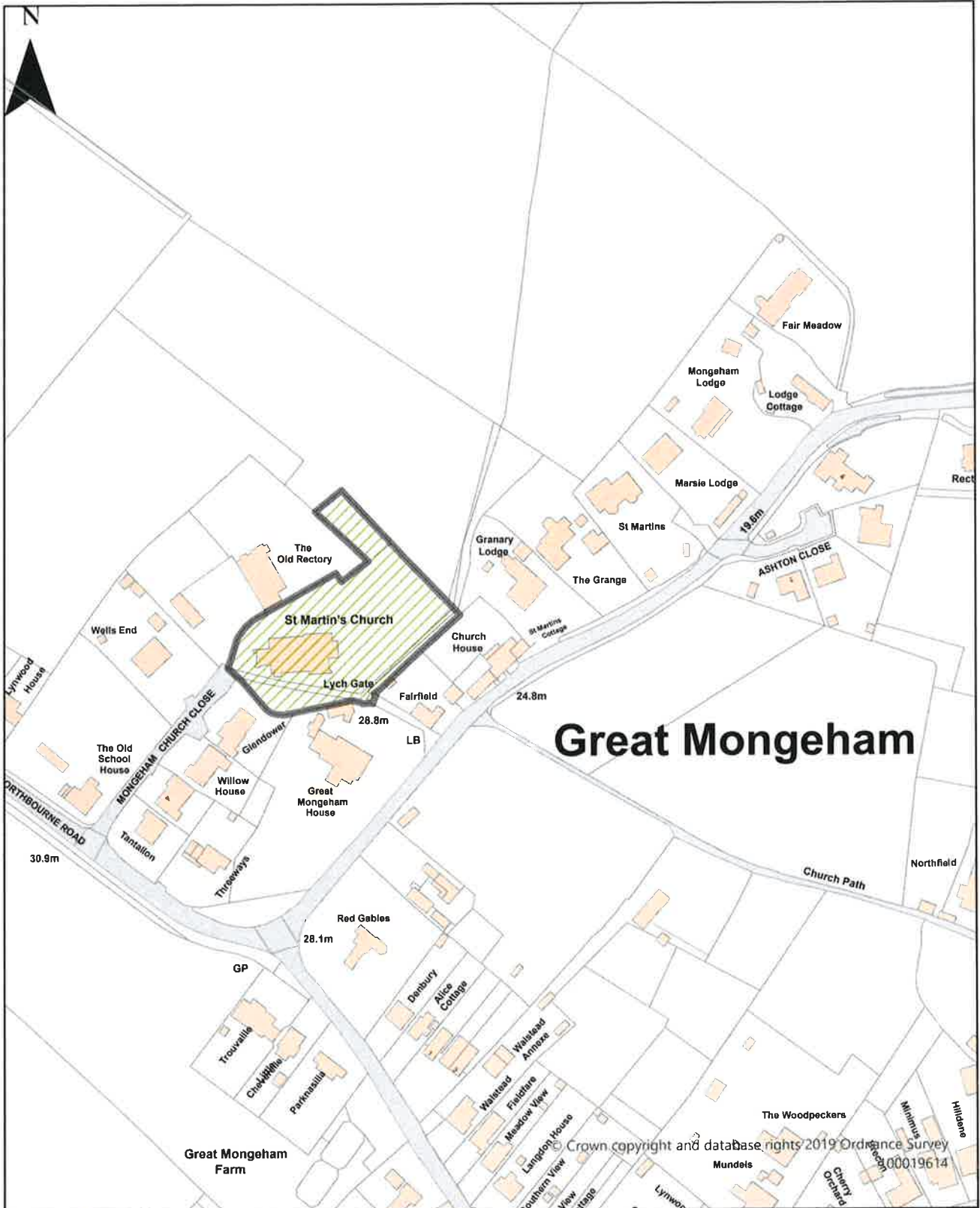
Dover District Council Public Spaces
 Protection Order 2022
 Schedule 1 Map 16
 St Mary's Churchyard, Church Street, Eastry

Dog Restrictions 2022

Restriction

- Dog Exclusion
- Dogs On Leads
- Seasonal Dog Bans

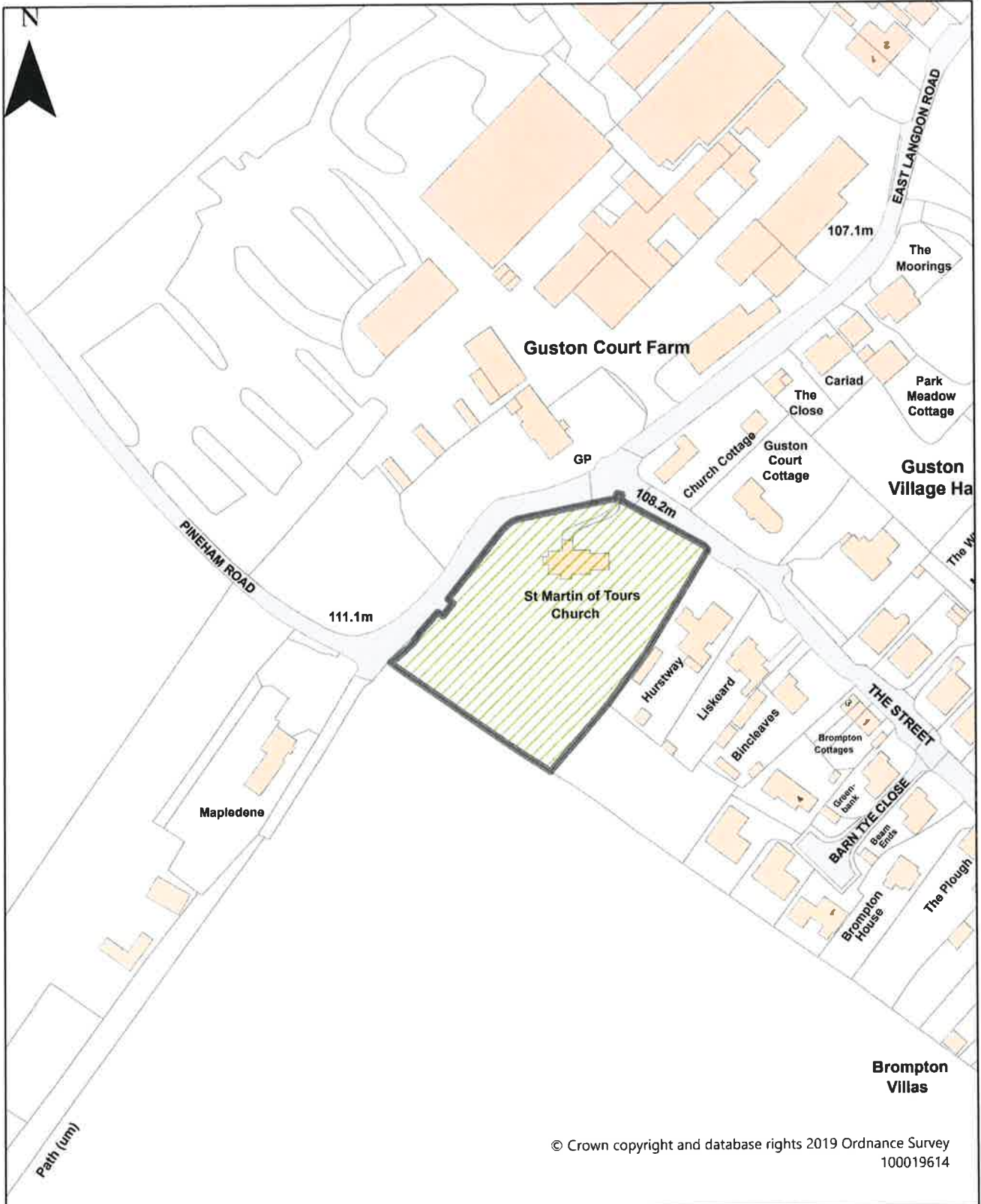
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Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

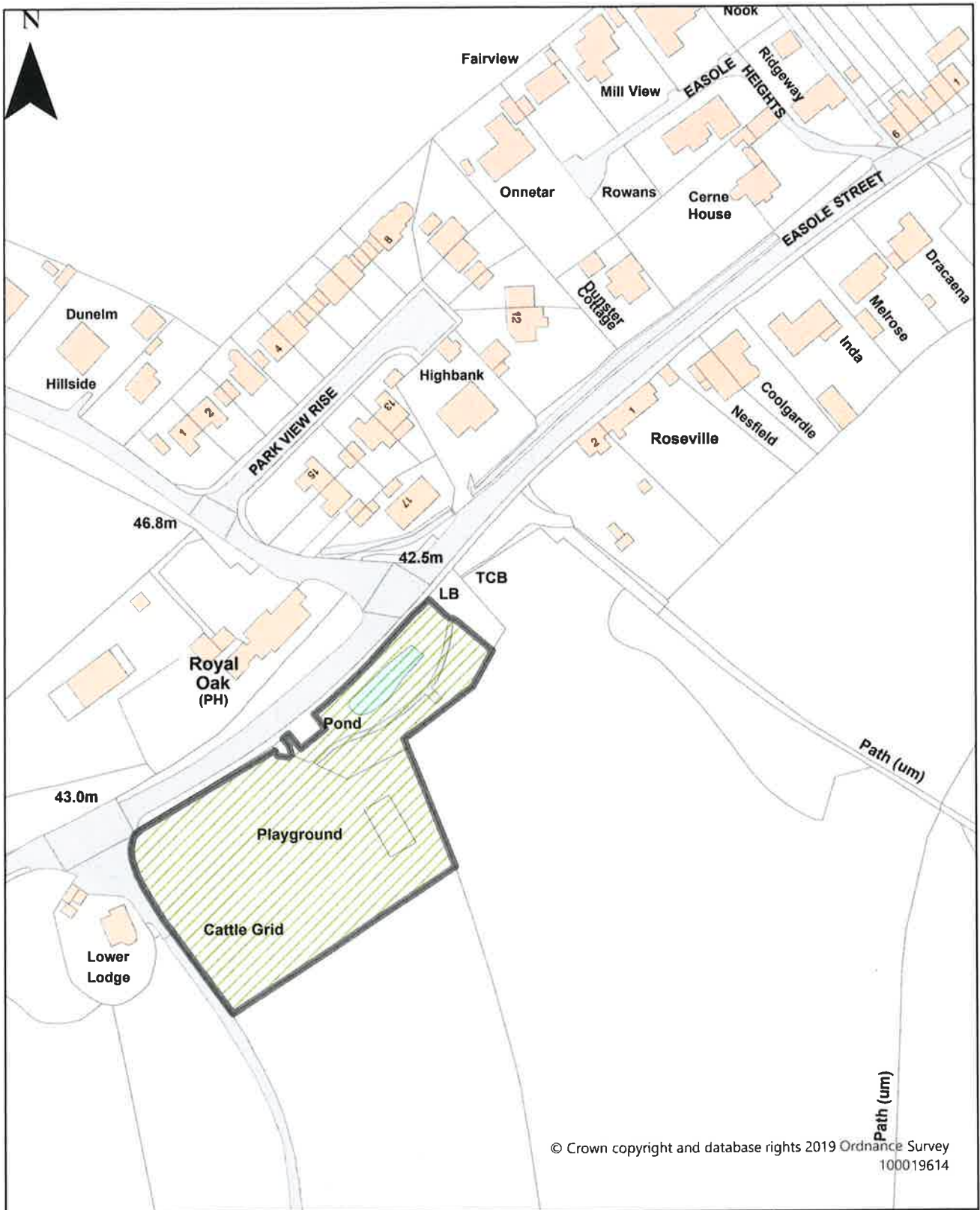
Dover District Council Public Spaces
 Protection Order 2022
 Schedule 1 Map 17
 St Martin's Churchyard, Mongeham Church
 Close, Great Mongeham

Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:2,060



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 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 1 Map 18</p> <p>St Martin's of Tours Churchyard, East Langdon Road, Guston</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:1,607</p>
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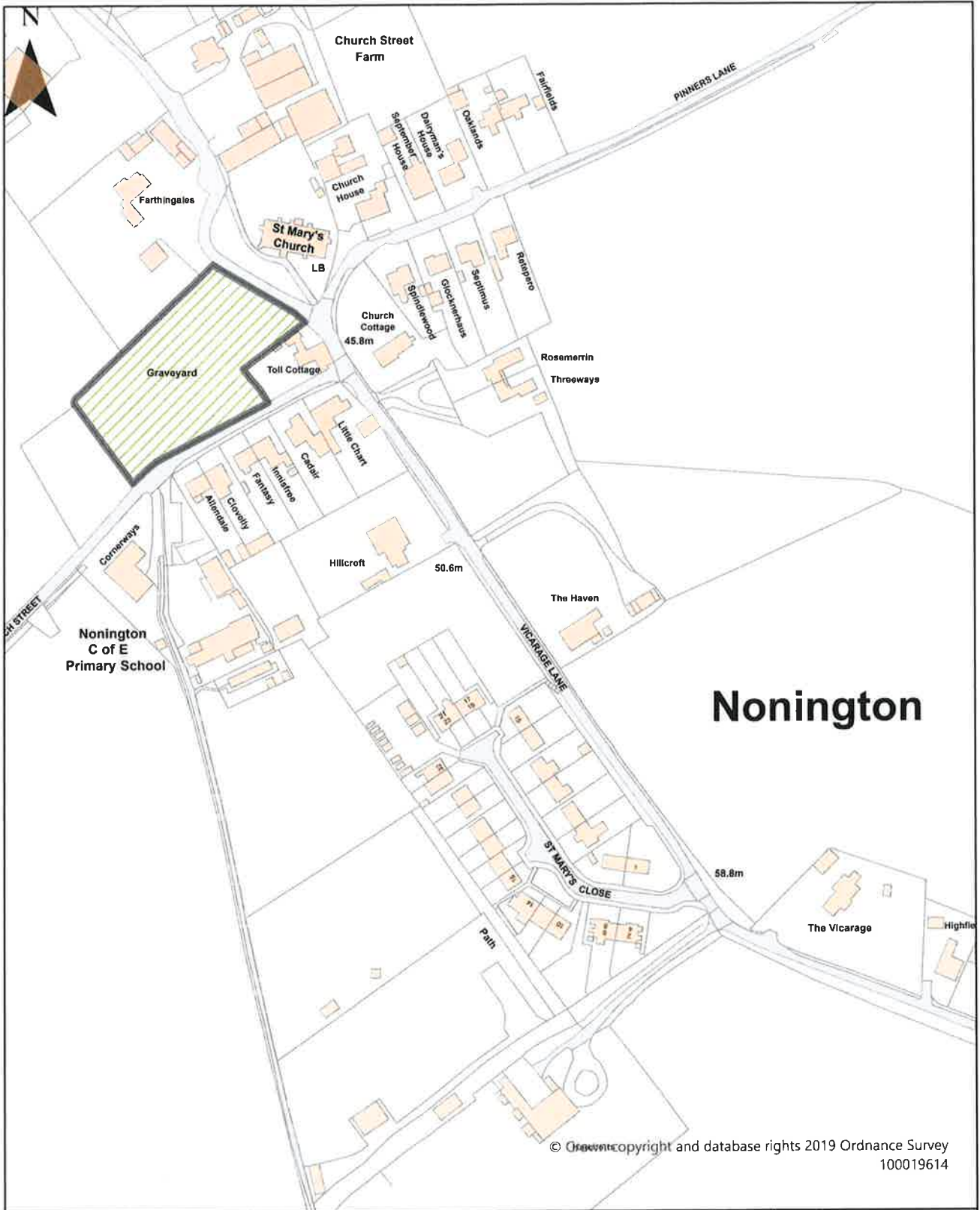
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Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces
 Protection Order 2022
 Schedule 1 Map 19
 Nonington Village Pond and Recreation
 Ground, Holt Street, Nonington

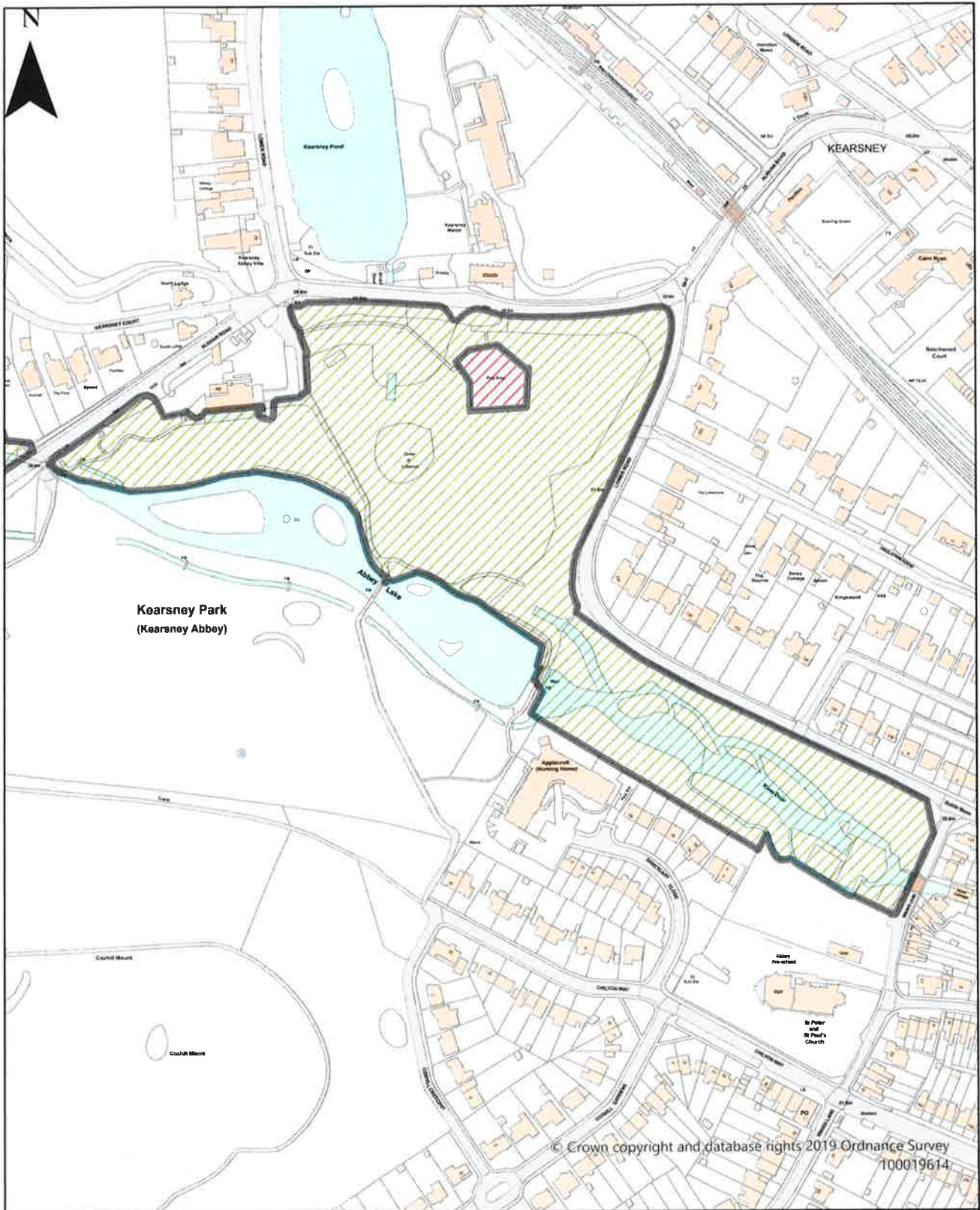
Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:1,409







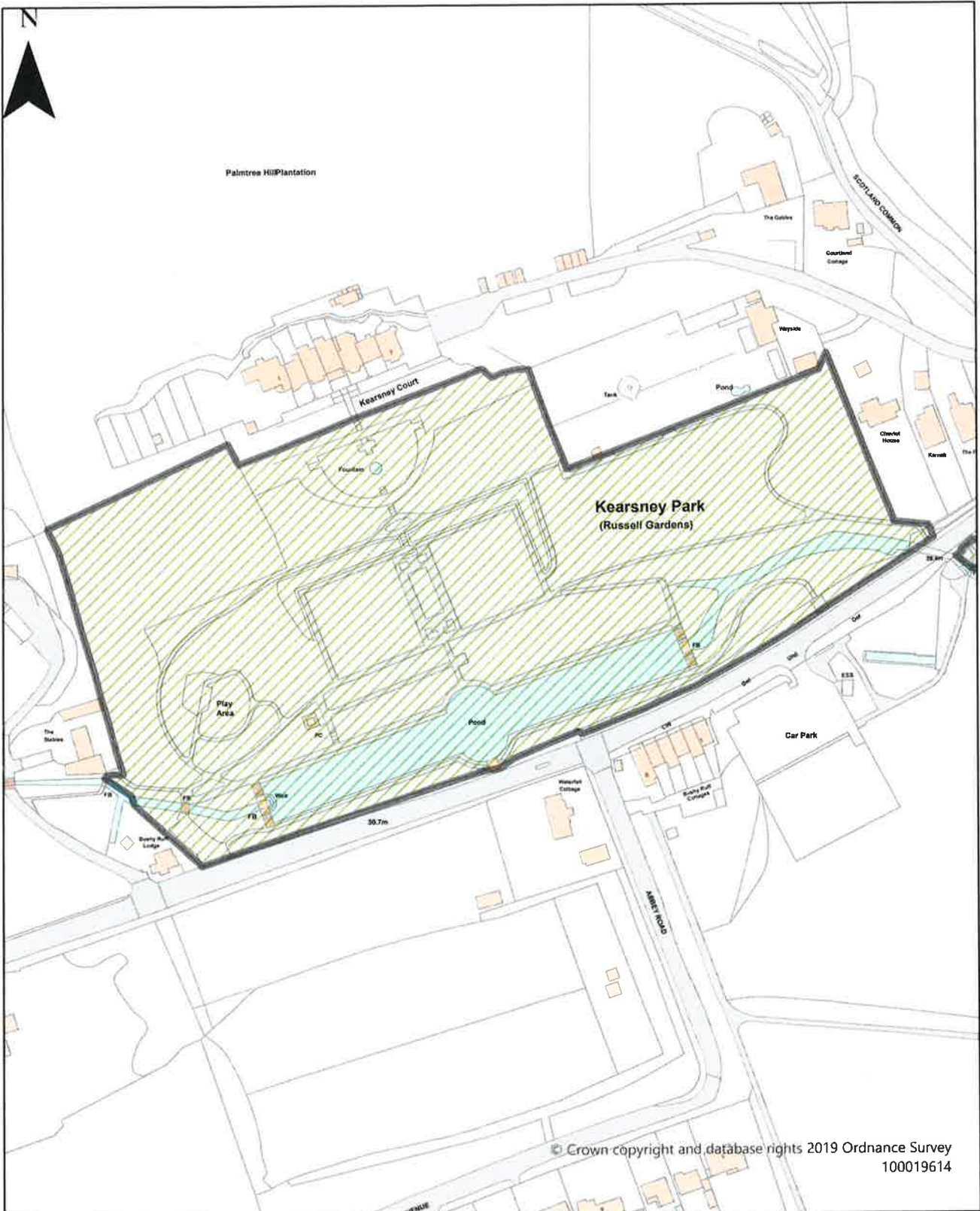
Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ





Dover District Council Public Spaces Protection
 Order 2022
 Schedule 1 Map 20
 St Mary's Graveyard, Old Court Hill, Nonington

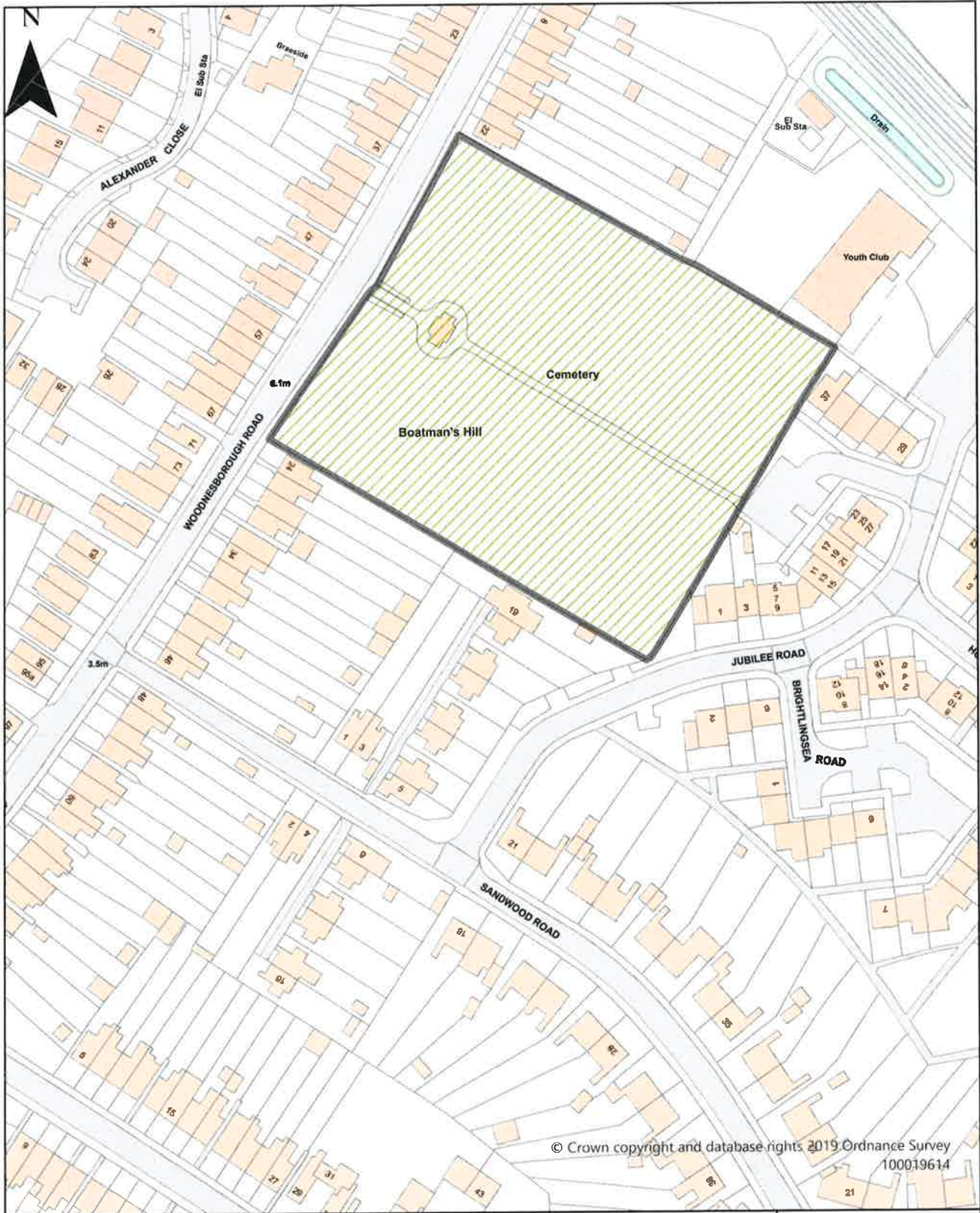
Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:2,156



 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 1 Map 21</p> <p>Kearsney Abbey Park (Cafe side) and walkway adjacent Abbey Lake accessed from Minnis Lane</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:2,715</p>
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 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 1 Map 22</p> <p>Russell Gardens, Alkham Road</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:1,865</p>
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Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

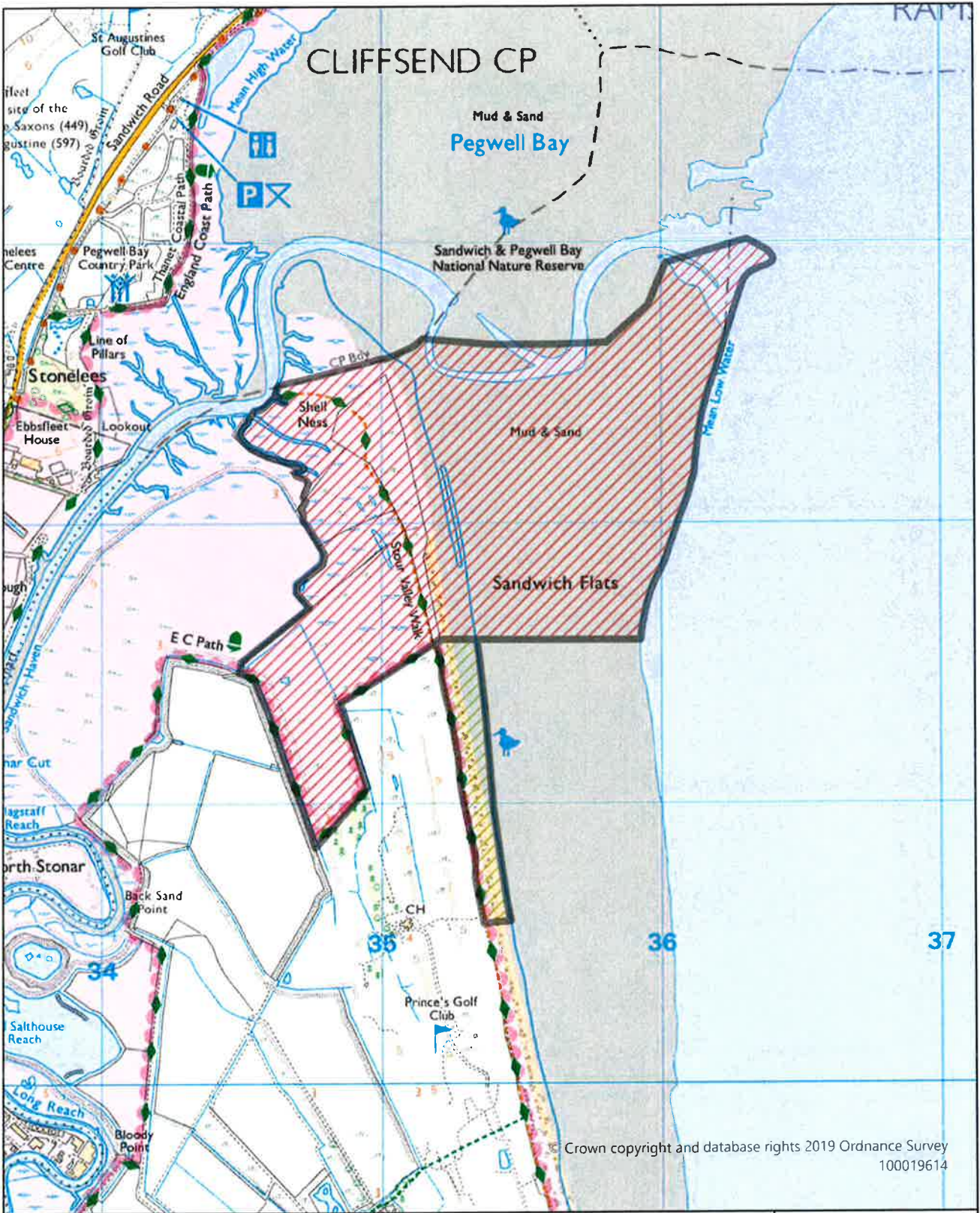
Dover District Council Public Spaces
 Protection Order 2022
 Schedule 1 Map 23
 Boatman's Hill Cemetery, Sandwich

Dog Restrictions 2022

Restriction

-  Dog Exclusion
-  Dogs On Leads
-  Seasonal Dog Bans

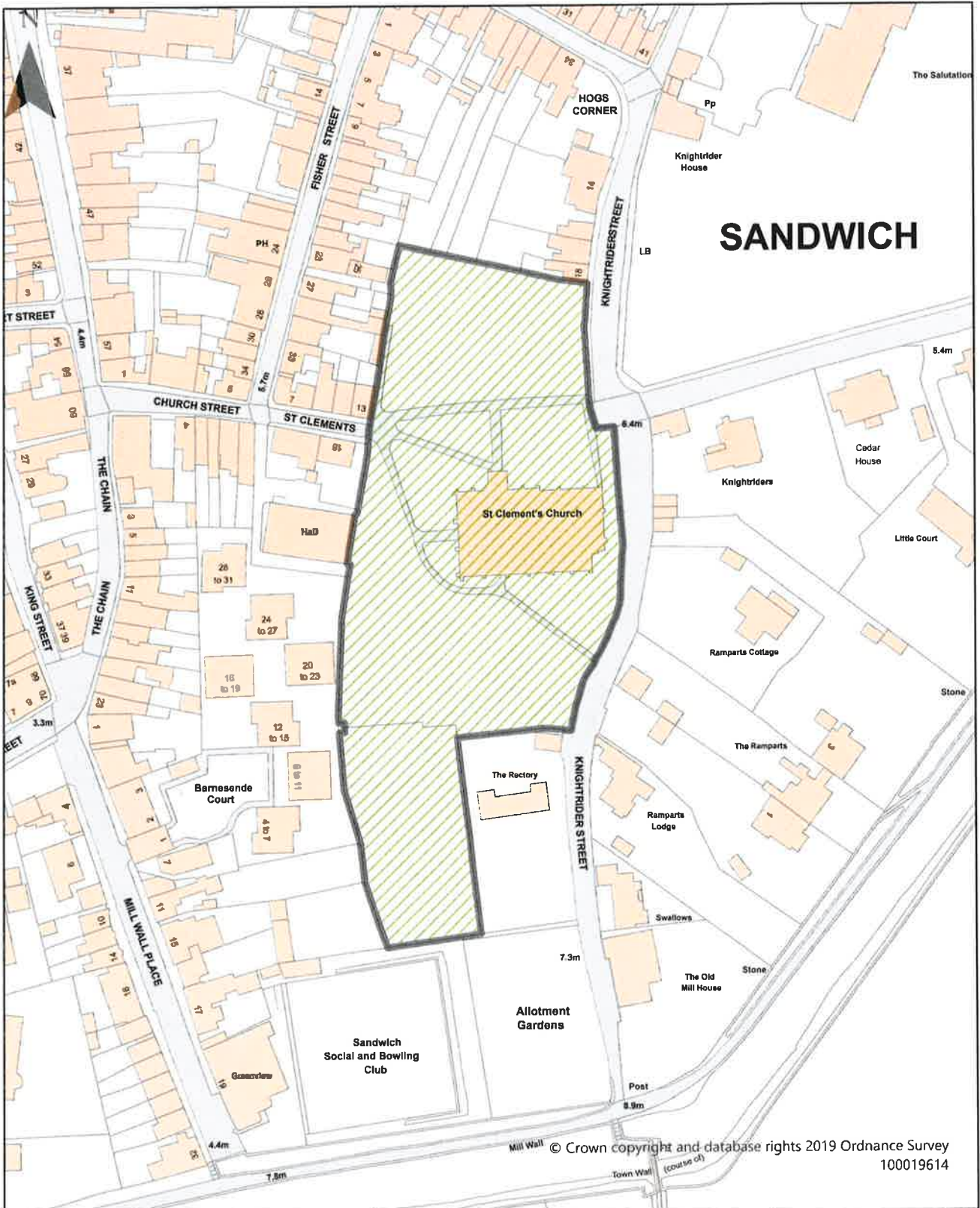
Scale: 1:1,276



Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces Protection
 Order 2022
 Schedule 1 Map 24
 Princes Golf Course Dunes Path, Sandwich Bay

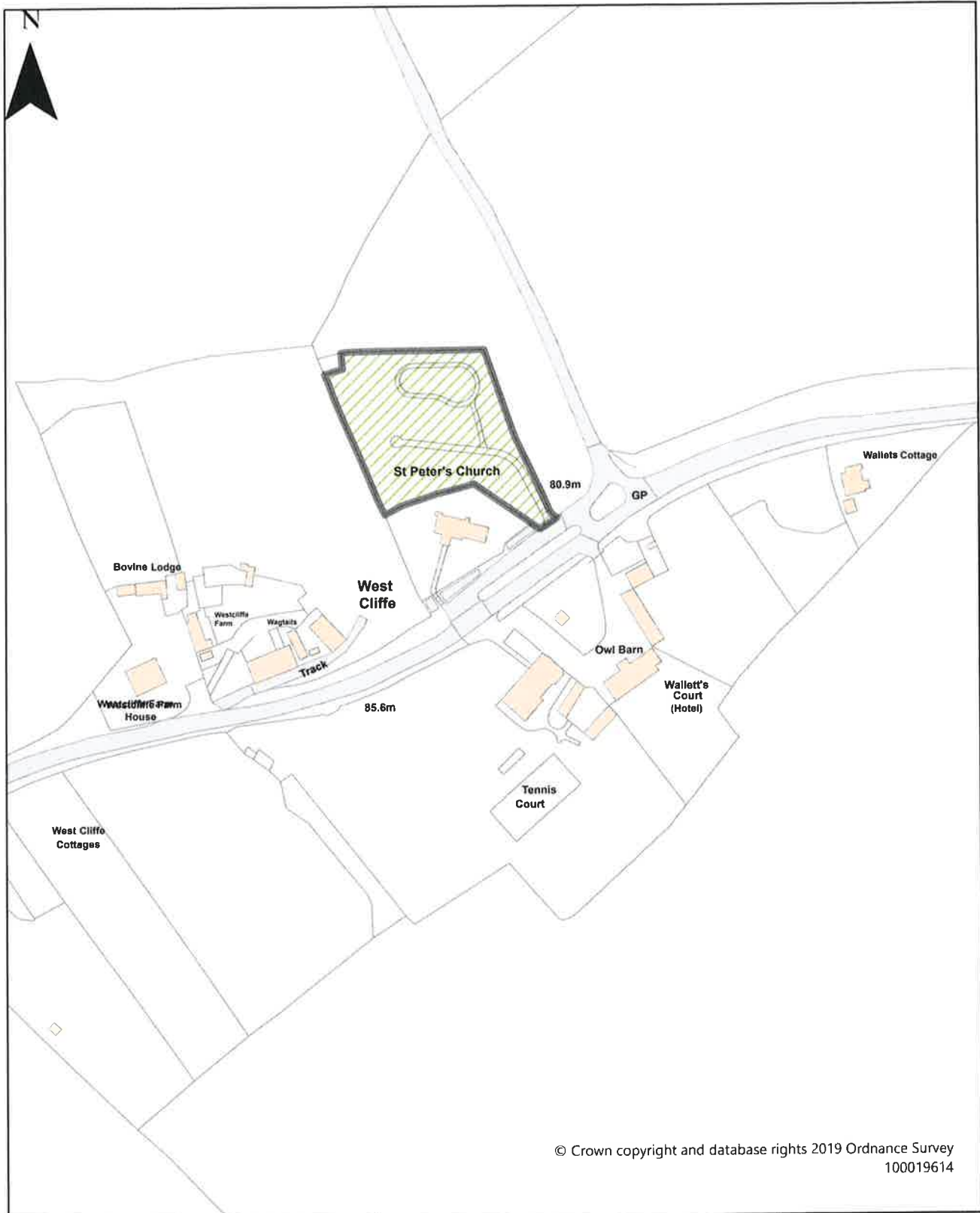
Dog Restrictions 2022
 Restriction
 [Red hatched box] Dog Exclusion
 [Yellow hatched box] Dogs On Leads
 [Grey hatched box] Seasonal Dog Bans
 Scale: 1:18,201







Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

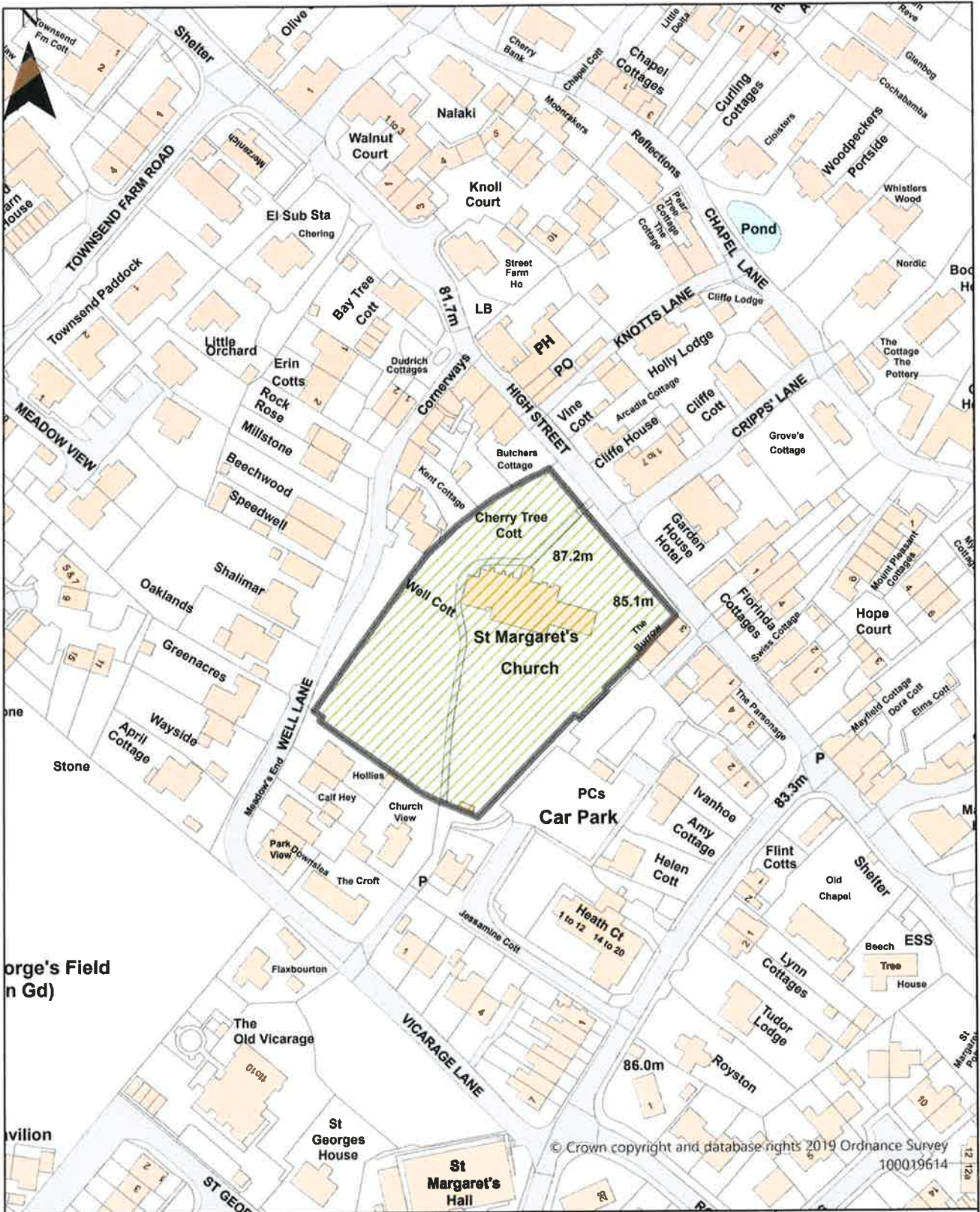
Dover District Council Public Spaces Protection
 Order 2022
 Schedule 1 Map 25
 St Clement's Churchyard, Knightrider Street,
 Sandwich

Dog Restrictions 2022
 Restriction
 [Hatched Box] Dog Exclusion
 [Dotted Box] Dogs On Leads
 [Solid Box] Seasonal Dog Bans
 Scale: 1:1,251



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 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 1 Map 26</p> <p>St Margaret's Civic Cemetery and Dare Garden of Remembrance, Dover Road, St Margaret's</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:2,002</p>
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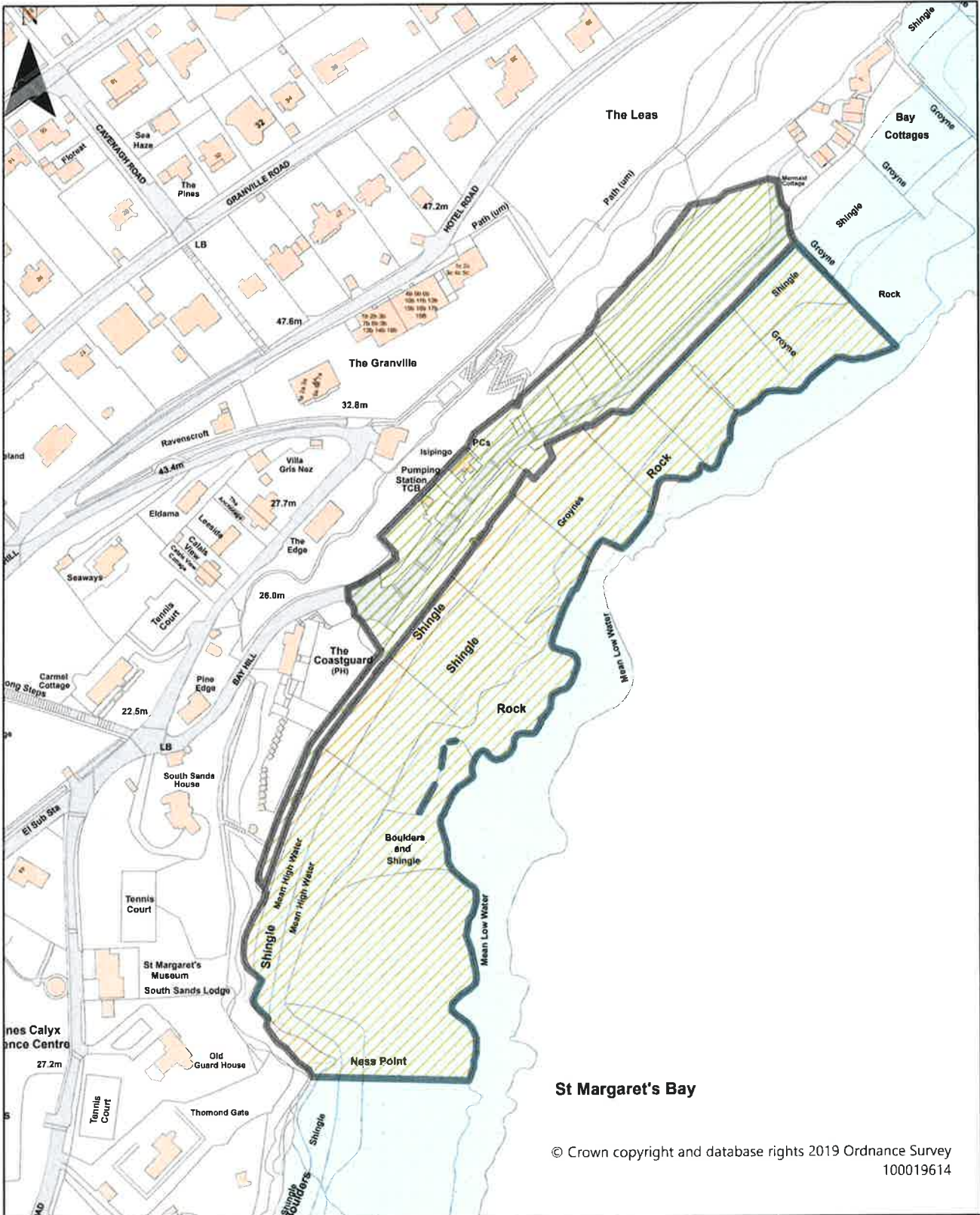


Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ





Dover District Council Public Spaces
 Protection Order 2022
 Schedule 1 Map 27
 St Margaret's Churchyard, High Street,
 St Margaret's

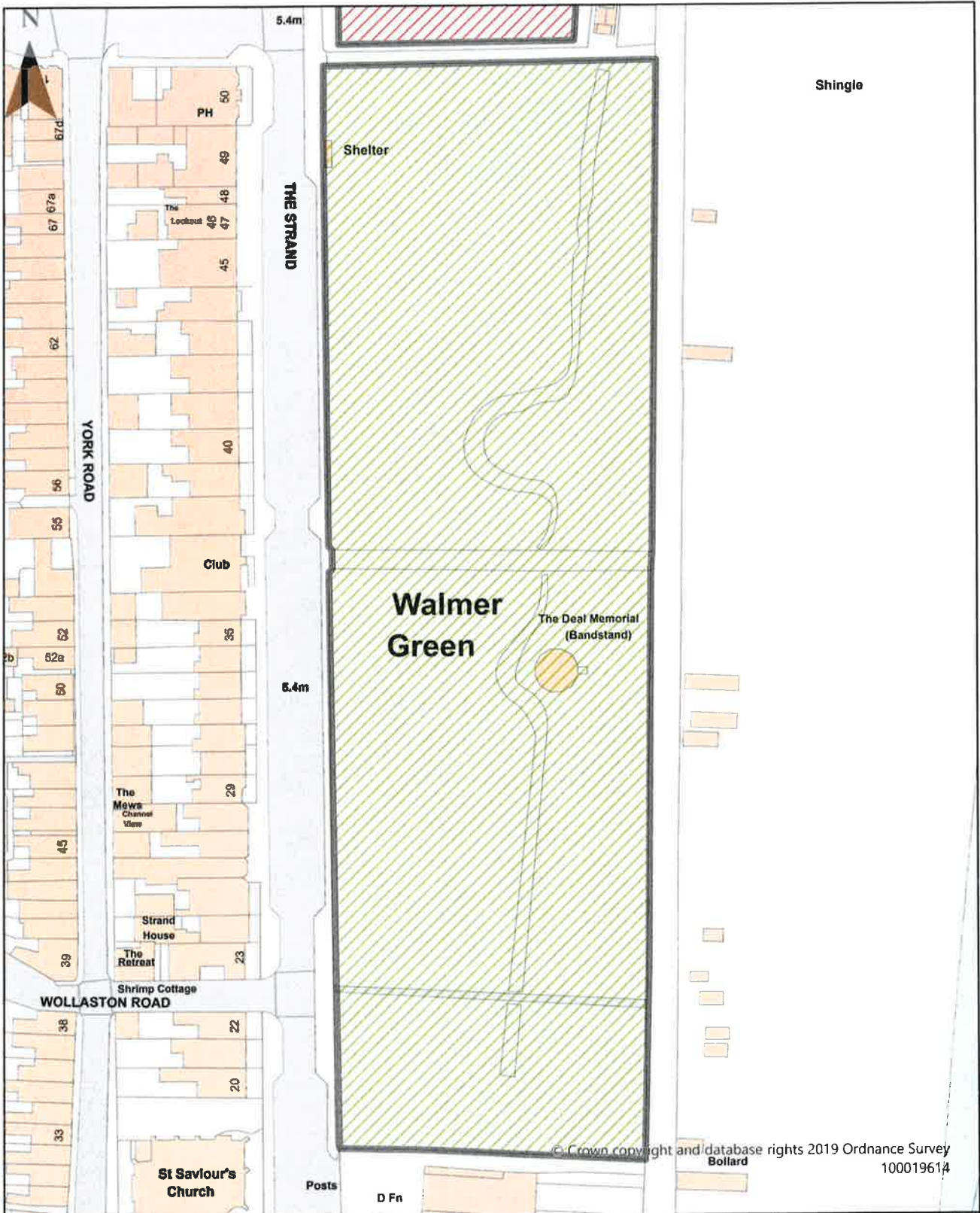
Dog Restrictions 2022
 Restriction





 Scale: 1:1,520

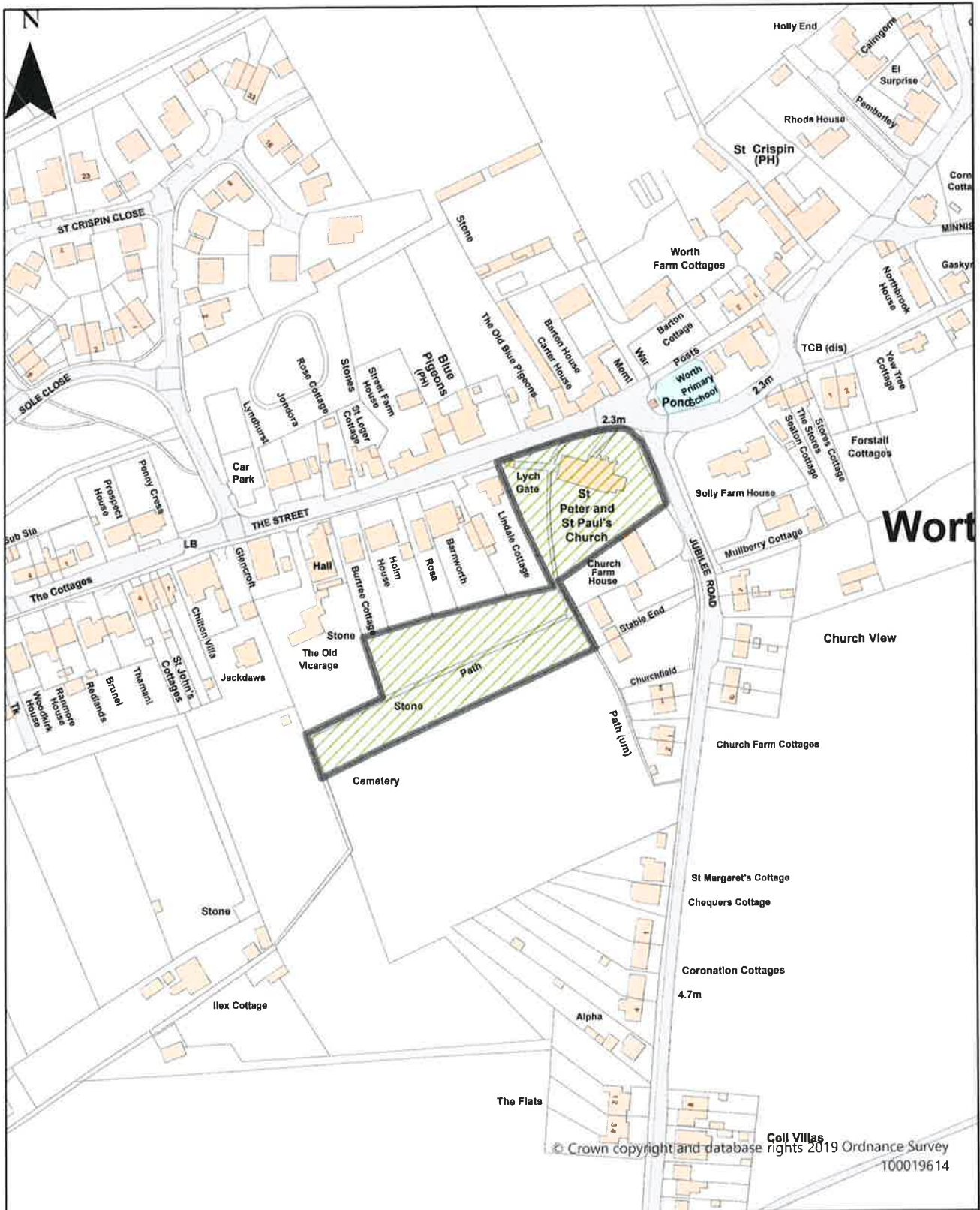


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	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022 Schedule 1 Map 28 St Margaret's Bay Seafront Promenade, Car Park and Grassed Amenity Area</p>	<p>Dog Restrictions 2022 Restriction  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans Scale: 1:2,423</p>
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	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022 Schedule 1 Map 29 Walmer Green, The Strand, Walmer (1st of May to 30th September between the hours of 9am and 6pm)</p>	<p>Dog Restrictions 2022 Restriction  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans Scale: 1:958</p>
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Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
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Dover District Council Public Spaces
 Protection Order 2022

Schedule 1 Map 30

St Peter and St Paul's Churchyard and
 Cemetery, Worth

Dog Restrictions 2022

Restriction

-  Dog Exclusion
-  Dogs On Leads
-  Seasonal Dog Bans

Scale: 1:2,120



Schedule Two Dog Exclusion Areas

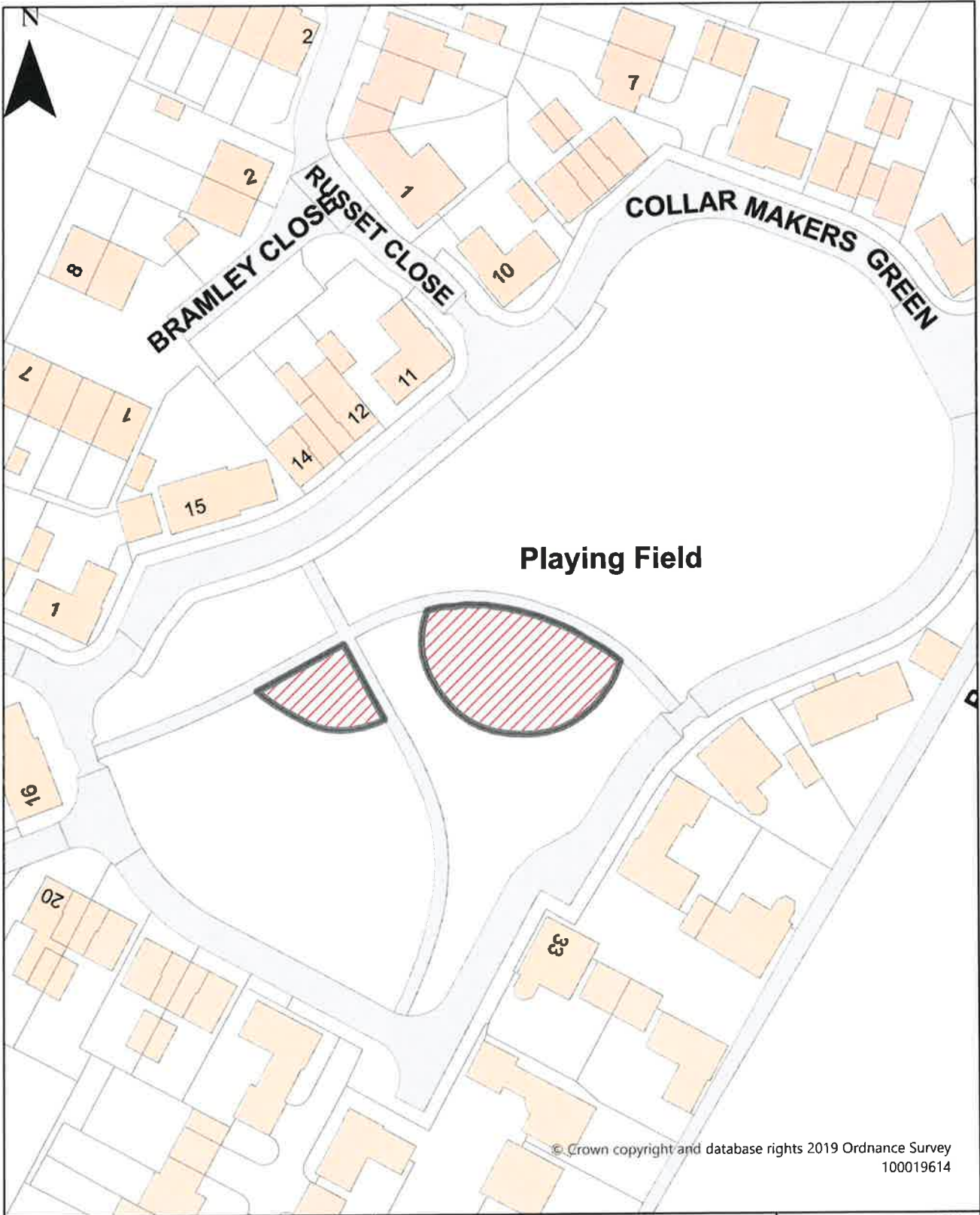
This order applies to all land described below:





Map no.	Location	Area	Ward/Parish
1	Enclosed children's play area, Collar Maker's Green	Ash	Little Stour & Ashstone
2	Enclosed children's play areas, Queen's Road	Ash	Little Stour & Ashstone
3	Aylesham & Snowdown Sport and Welfare Club sporting pitches and MUGA	Aylesham	Aylesham
4	Enclosed children's play area, Hobnail Path	Aylesham	Aylesham
5	Enclosed children's play area, Market Square	Aylesham	Aylesham
6	Skate Park , Green Space Rear of Burgess Road and Bell Grove	Aylesham	Aylesham
7	Enclosed children's play area pentaque plage and skate-park, Lancaster Avenue	Capel-Le-Ferne	Capel-Le-Ferne
8	The beach from Sandown Castle to Deal Castle 1 st of May to 30 th of September between the hours of 9am and 6pm	Deal	North Deal
9	Enclosed children's play area, Hyton Drive	Deal	North Deal
10	Enclosed play area and multi-use games area (MUGA), North Deal Playing Field), Western Road,	Deal	North Deal
11	Enclosed children's play areas Travers Road	Deal	Middle Deal & Sholden
12	Enclosed children's play areas, tennis courts, skate park & MUGA, Victoria Park	Deal	Middle Deal & Sholden
13	Enclosed children's play area, William Pitt Avenue	Deal	Middle Deal & Sholden
14	Enclosed children's play area, Wilson Avenue	Deal	Mill Hill
15	MUGA and enclosed children's play area at the end of St David's Avenue, Aycliffe	Dover	Town & Pier
16	Enclosed children's play area, Bunkers Hill Avenue	Dover	St Radigunds

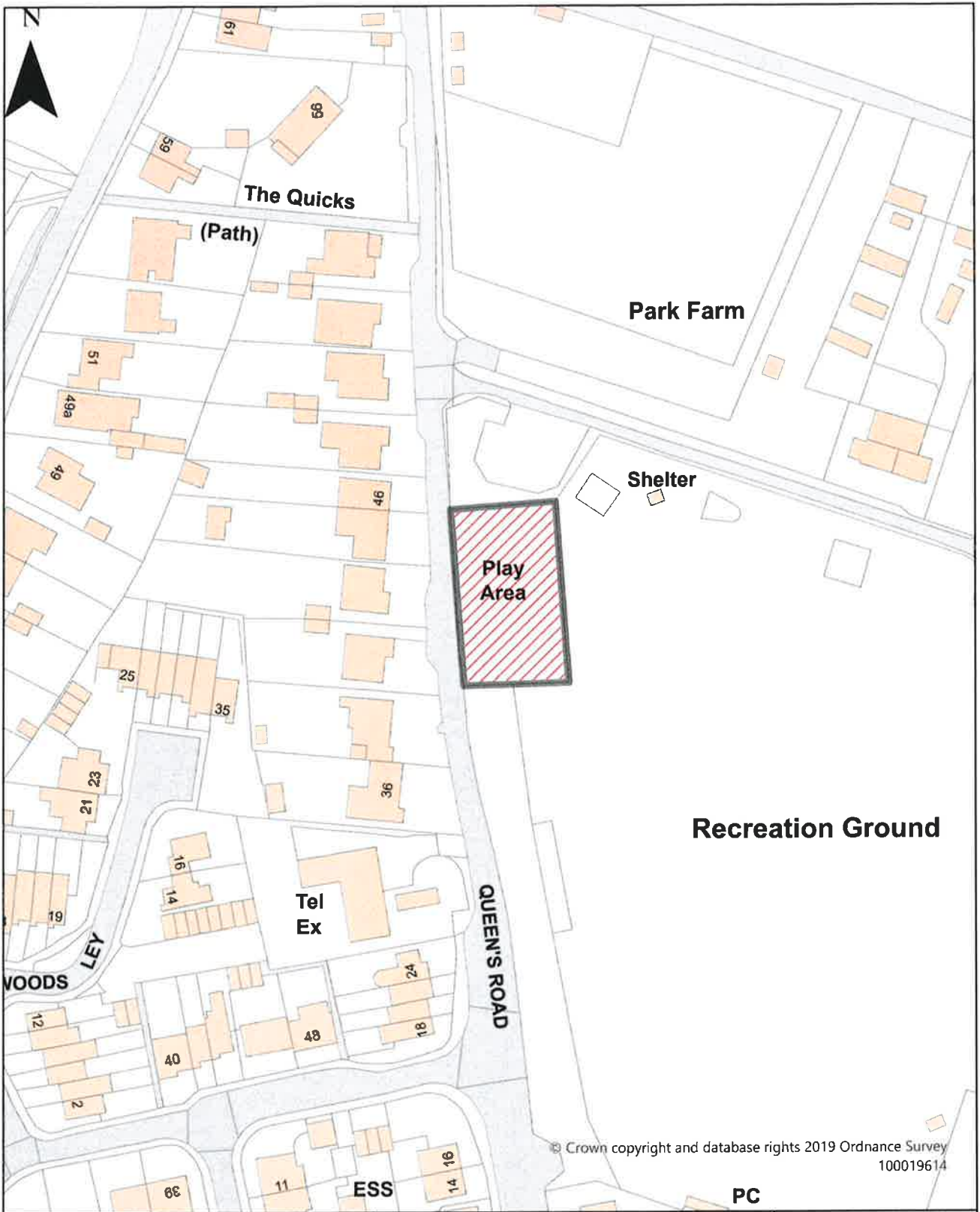
17	Enclosed children's play area, Bunkers Hill Road junction with Bunkers Hill Avenue	Dover	St Radigunds
18	Enclosed tennis courts & enclosed children's play area, Connaught Park	Dover	Castle
19	MUGA & enclosed children's play area, Elms Vale Recreation Ground	Dover	Maxton, Elms Vale & Priory
20	Enclosed children's play area, Evison Close	Dover	Buckland
21	The beach at Dover Seafront, Waterloo Crescent & Marine Parade 1 st of May to 30 th of September between the hours of 9am and 6pm	Dover	Town & Pier and Castle
22	Enclosed children's play area, Northbourne Avenue, Tower Hamlets	Dover	Tower Hamlets
23	Enclosed children's play area, Ottawa Crescent	Dover	Buckland
24	Enclosed children's play areas and skate-park Pencester Gardens	Dover	Castle
25	Enclosed children's play area & MUGA, Sheridan Road (Buckland Estate)	Dover	Buckland
26	Enclosed children's play area, Barwick Road	Dover	St Radigunds
27	The Danes Recreation Ground (football pitches)	Dover	Castle
28	Enclosed children's play area, East Langdon Road,	East Langdon	St Margaret's at Cliffe
29	Enclosed children's play area, Centenary Gardens	Eastry	Eastry
30	Enclosed children's play areas & skate-park, Gun Park Recreation Ground	Eastry	Eastry
31	Enclosed children's play area and MUGA, Elvington Recreation Ground St John's Road	Elvington	Eythorne & Shepherdswell
32	Enclosed children's play area, Eythorne playing field, Willow Way	Eythorne	Eythorne & Shepherswell
33	Enclosed children's play area, Chance Meadow	Guston	St Margaret's At Cliffe
34	Guston Green, The Lane	Guston	St Margaret's At Cliffe
35	Enclosed children's play area, The Drove,	Northbourne	Eastry
36	Enclosed children's play areas, Queens Rise	Ringwould	Ringwould & Kingsdown
37	Crabble Athletic Football and Rugby Ground	River	St Radigunds

38	Enclosed children's play area, Kearsney Abbey Park, Alkham Road	River	River
39	Enclosed children's play areas, tennis courts & sports pitches, River Recreation Ground, Lewisham Road	River	River
40	Enclosed children's play area, Poulders Gardens	Sandwich	Sandwich
41	Enclosed children's play areas The Bulwarks	Sandwich	Sandwich
42	Enclosed children's play area, skate-park & MUGA The Butts,	Sandwich	Sandwich
43	Monks Wall Nature Reserve	Sandwich	Sandwich
44	Sandwich Nature Reserve, Off Gazen Salts	Sandwich	Sandwich
45	Sandwich Bay Mudflats and Salt Marshes	Sandwich	Sandwich
46	Enclosed children's play area, Shepherdswell Recreation Ground, Approach Road,	Shepherdswell	Eythorne & Shepherdswell
47	Beach at St Margaret's 1 st of May to 30 th of September between the hours of 9am and 6pm	St Margaret's	St Margaret's at Cliffe
48	Enclosed children's play area & tennis courts, King Georges field, Well Lane	St Margaret's	St Margaret's at Cliffe
49	Enclosed Children's Play Area, (site next to village hall) Chapel Road	Tilmanstone	Eastry
50	The Drill Field, Cornwall Road	Walmer	Walmer
51	Enclosed children's play areas & tennis courts, Marke Wood, Dover Road	Walmer	Walmer
52	Paddling Pool, Walmer Green, The Strand	Walmer	Walmer
53	Putting Green, The Strand, Walmer Green	Walmer	Walmer
54	Enclosed children's play area, Aspen Drive off Kinson Way	Whitfield	Whitfield
55	Enclosed children's play area, Peverell Road off Hirst Close,	Whitfield	Buckland
56	Enclosed children's play area, Green Close off Aspen Drive	Whitfield	Whitfield
57	Enclosed children's play area & MUGA, Whitfield Recreation Ground, off Cranleigh Drive	Whitfield	Whitfield
58	Enclosed children's play area, Galahad Way	Whitfield	Whitfield
59	Enclosed children's play area, Whyte Close off Aspen Drive	Whitfield	Whitfield
60	Enclosed children's play area, Willingdon Road	Whitfield	Whitfield
61	Wingham Recreation Ground enclosed children's play areas and MUGA	Wingham	Little Stour & Ashstone

62	Enclosed children's play area, Elmwood Park	Woodnesborough	Sandwich
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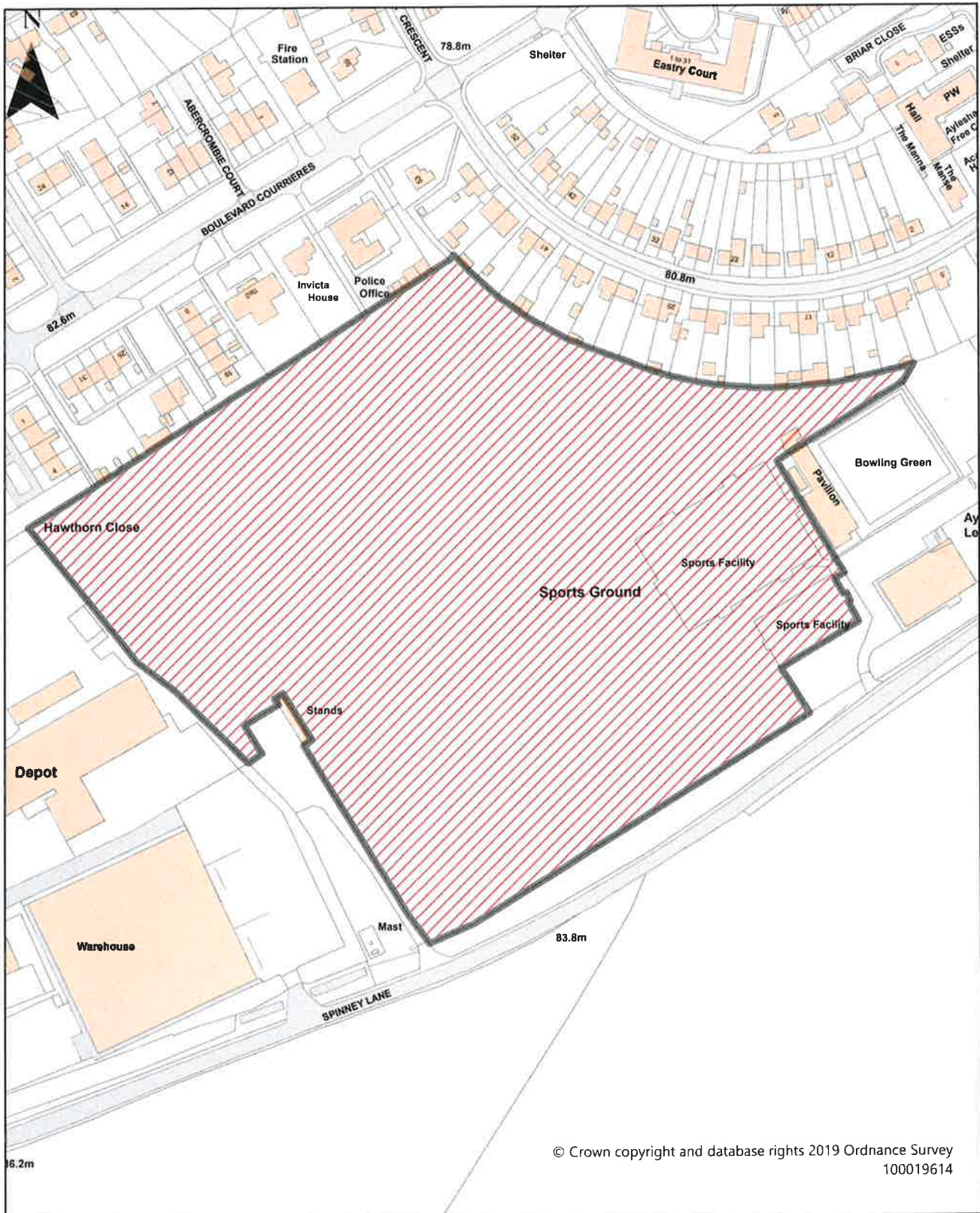
	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 2 Map 1</p> <p>Enclosed Children's Play Area, Collar Maker's Green, Ash</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:742</p>
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Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces Protection
 Order 2022
 Schedule 2 Map 2
 Enclosed Children's Play Area, Queen's Road,
 Ash

Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:1,065



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Dover District Council
Honeywood Close
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Whitfield
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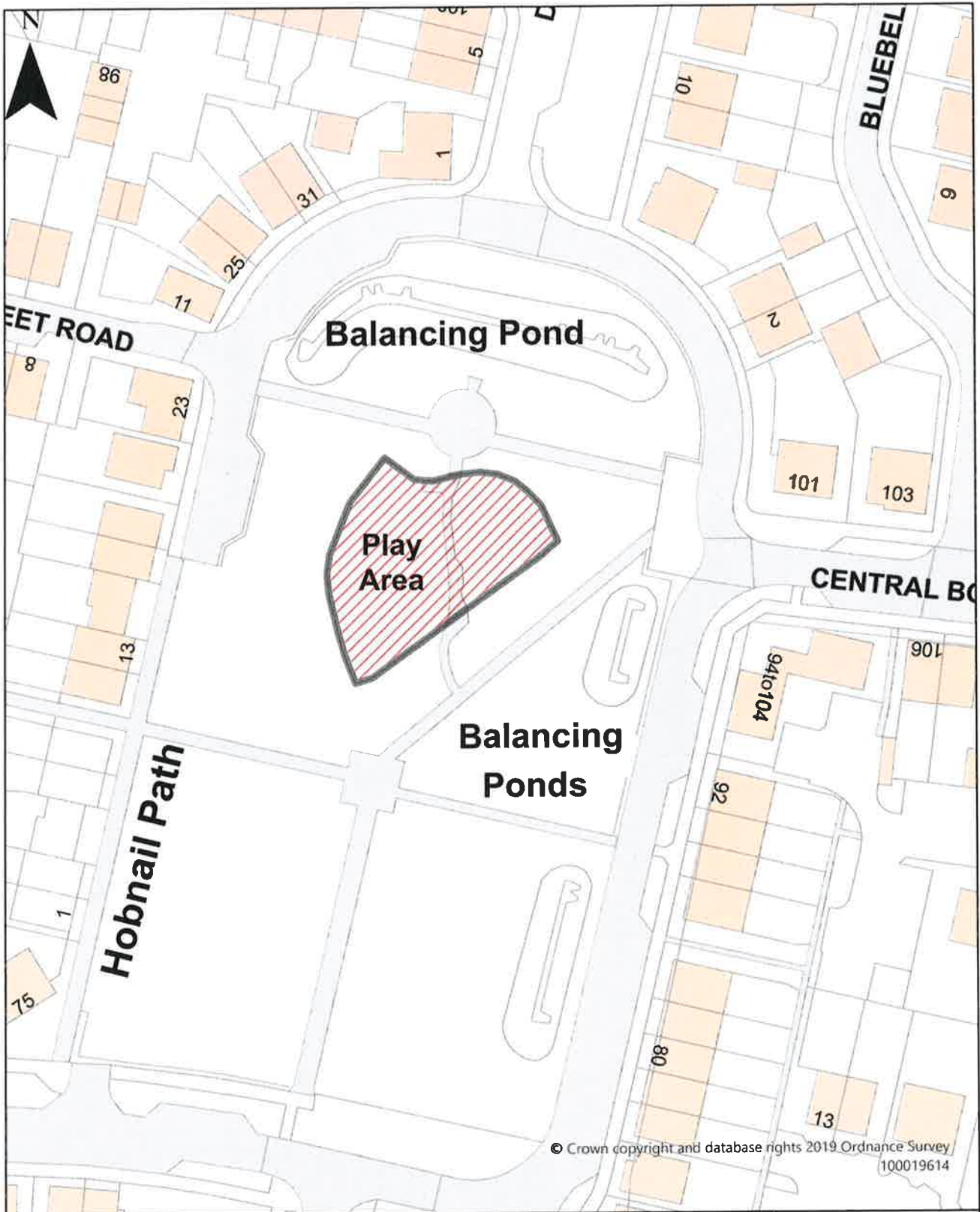
Dover District Council Public Spaces Protection
Order 2022
Schedule 2 Map 3
Aylesham & Snowdown Welfare and Sports
Club Sporting Pitches and MUGAs

Dog Restrictions 2022





Restriction

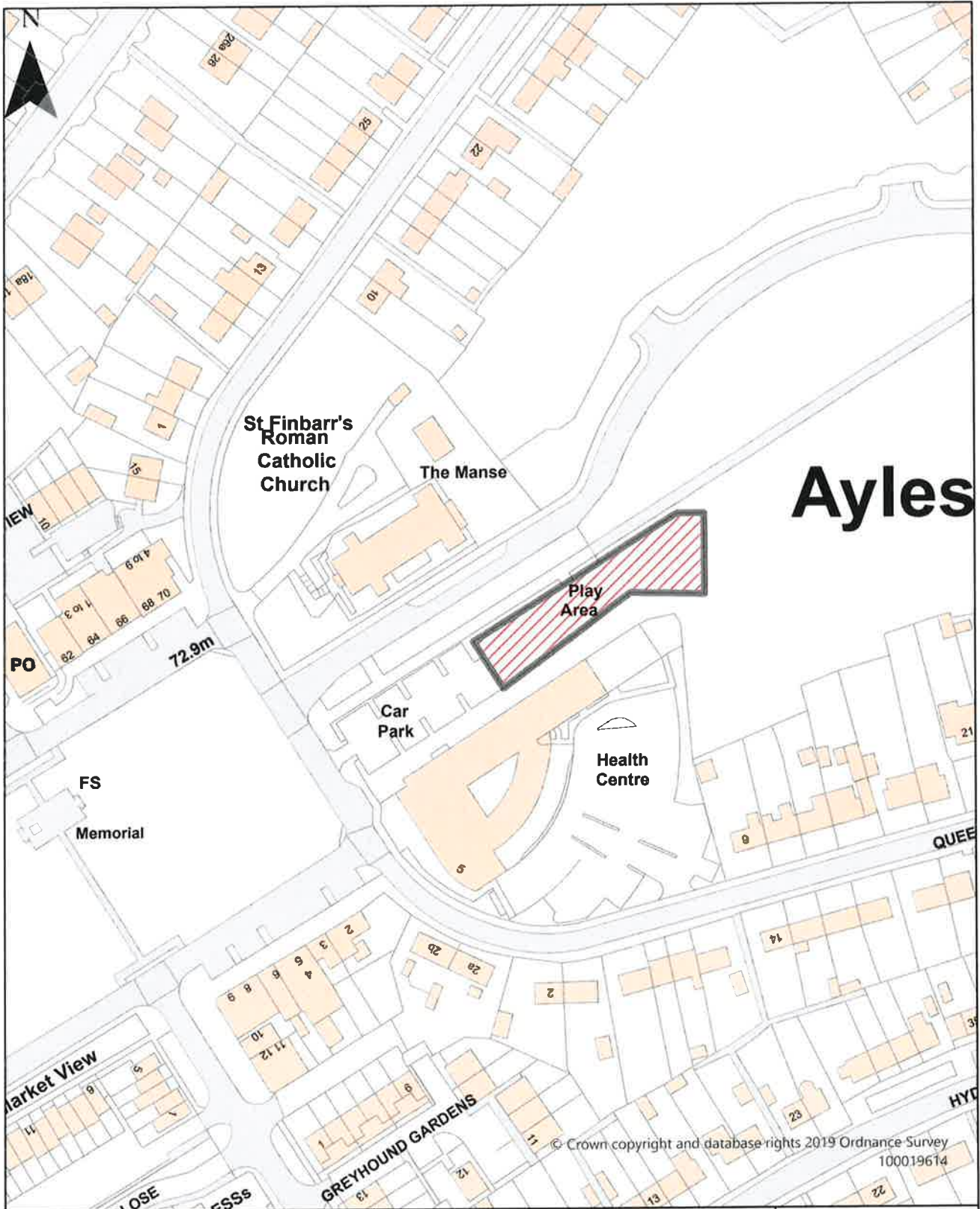
-  Dog Exclusion
-  Dogs On Leads
-  Seasonal Dog Bans





Scale: 1:2,042

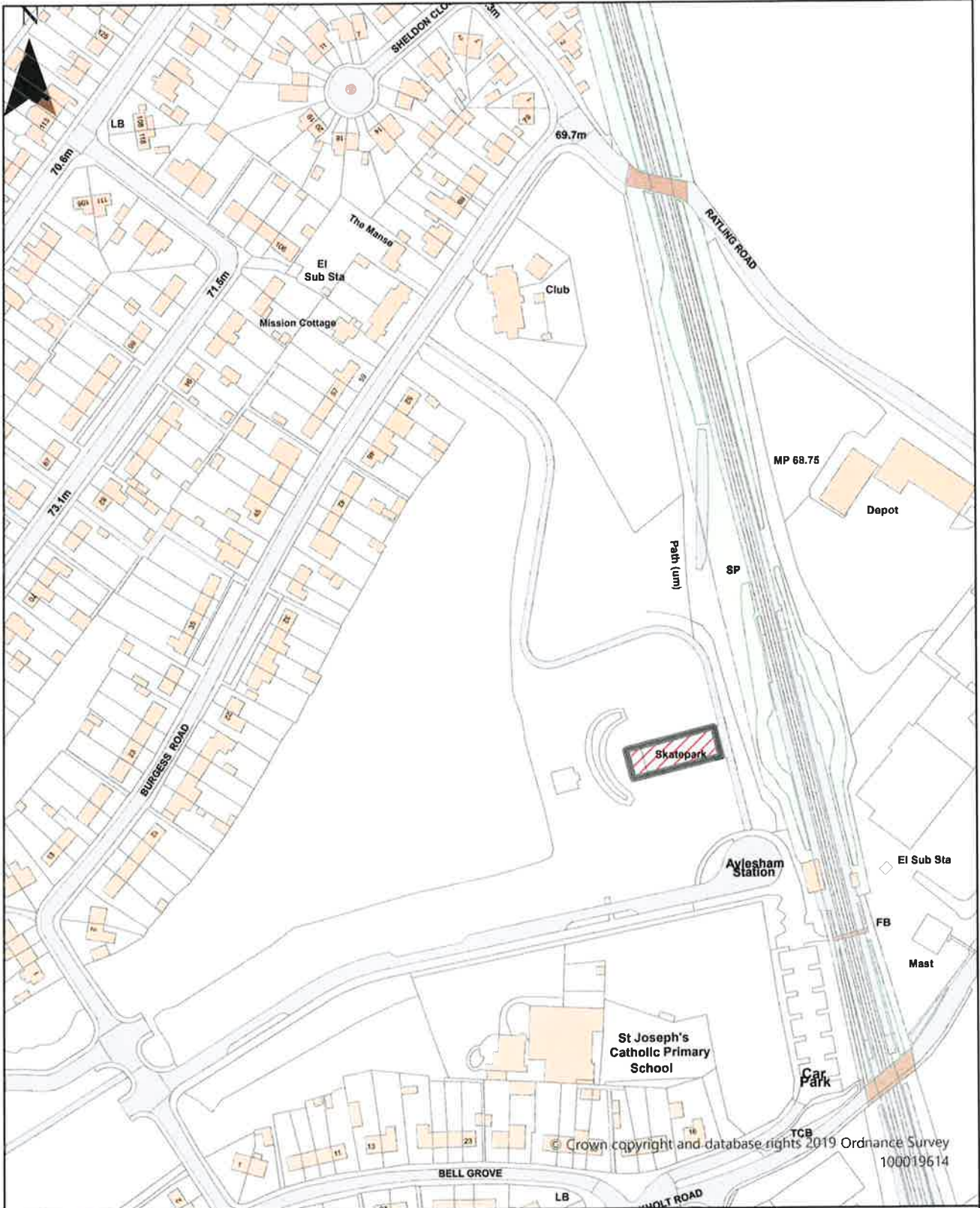


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 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022 Schedule 2 Map 4 Enclosed Children's Play Area, Hobnail Path, Aylesham</p>	<p>Dog Restrictions 2022 Restriction  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans Scale: 1:742</p>
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 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022 Schedule 2 Map 5 Enclosed Children's Play Area, Market Square, Aylesham</p>	<p>Dog Restrictions 2022 Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:1,292</p>
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Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces Protection Order 2022

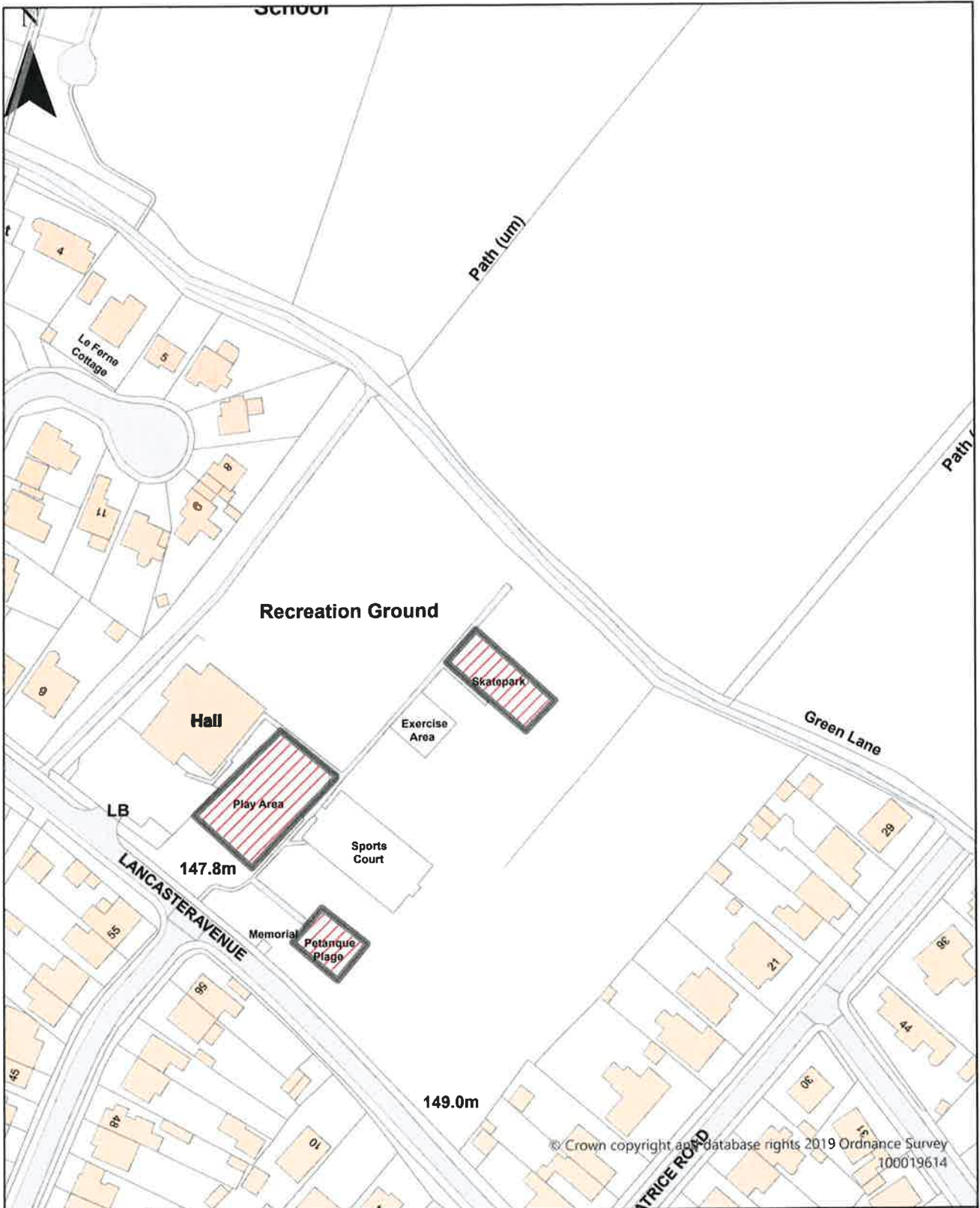
Schedule 2 Map 6

Skatopark, Green Space Rear of Burgess Road and Bell Grove, Aylesham

Dog Restrictions 2022

- Restriction
-  Dog Exclusion
 -  Dogs On Leads
 -  Seasonal Dog Bans

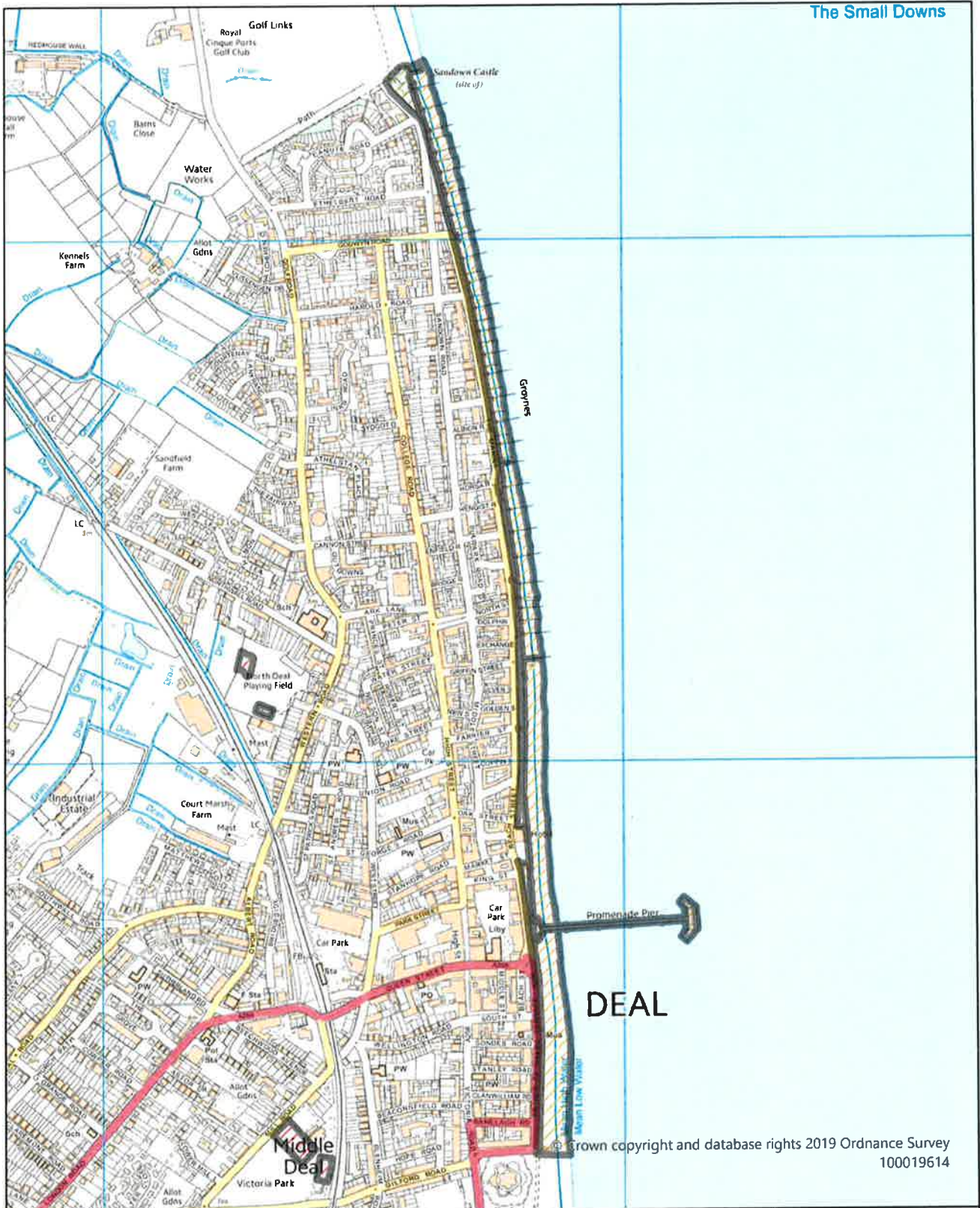
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Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces Protection
 Order 2022
 Schedule 2 Map 7
 Enclosed Children's Play Area, Petanque Plage
 and Skate Park, Lancaster Avenue, Capel

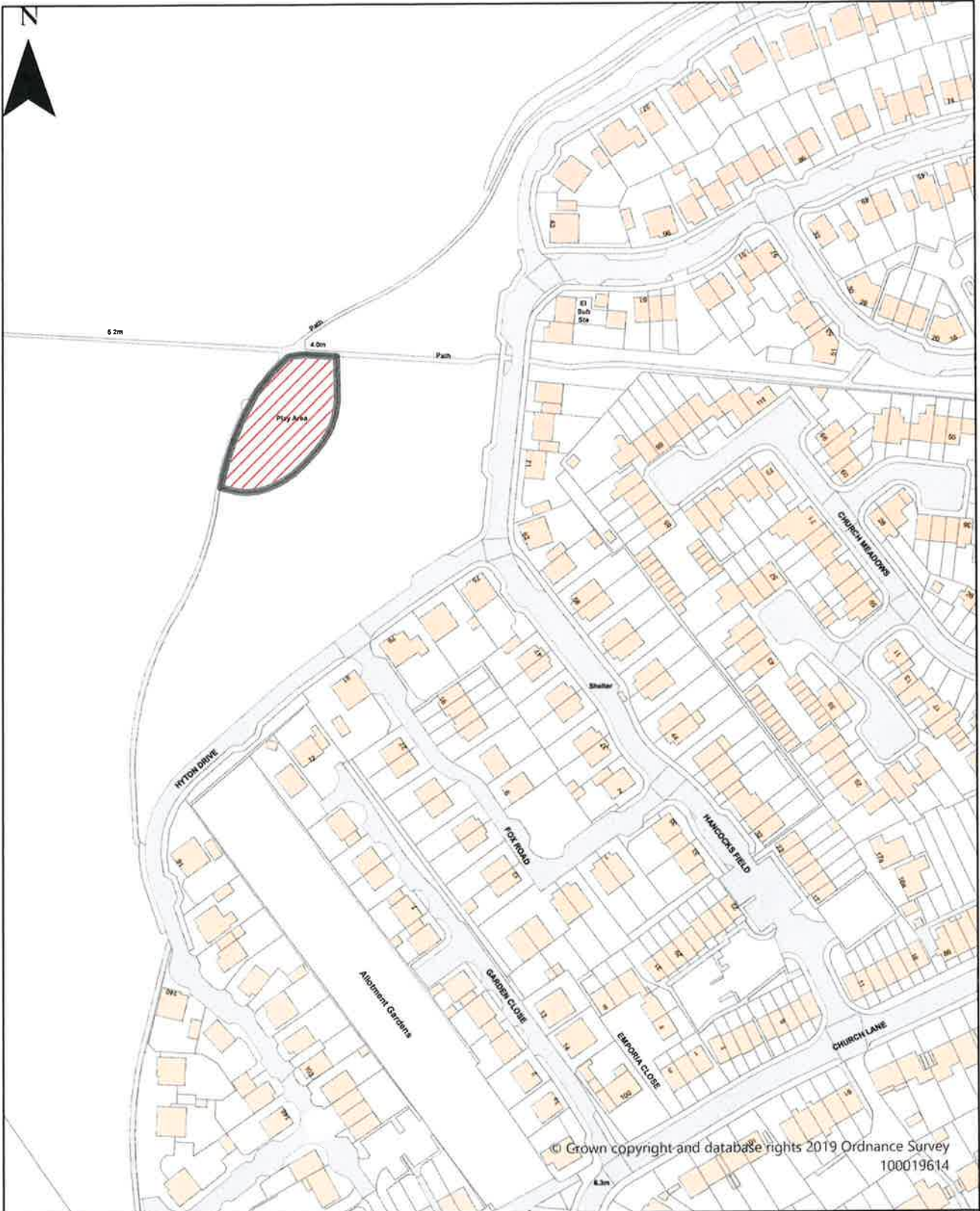
Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:1,298



Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces Protection
 Order 2022
 Schedule 2 Map 8
 Beach from Sandown Castle to Deal Castle
 (1st of May to the 30th of September between
 the hours of 9am and 6pm)

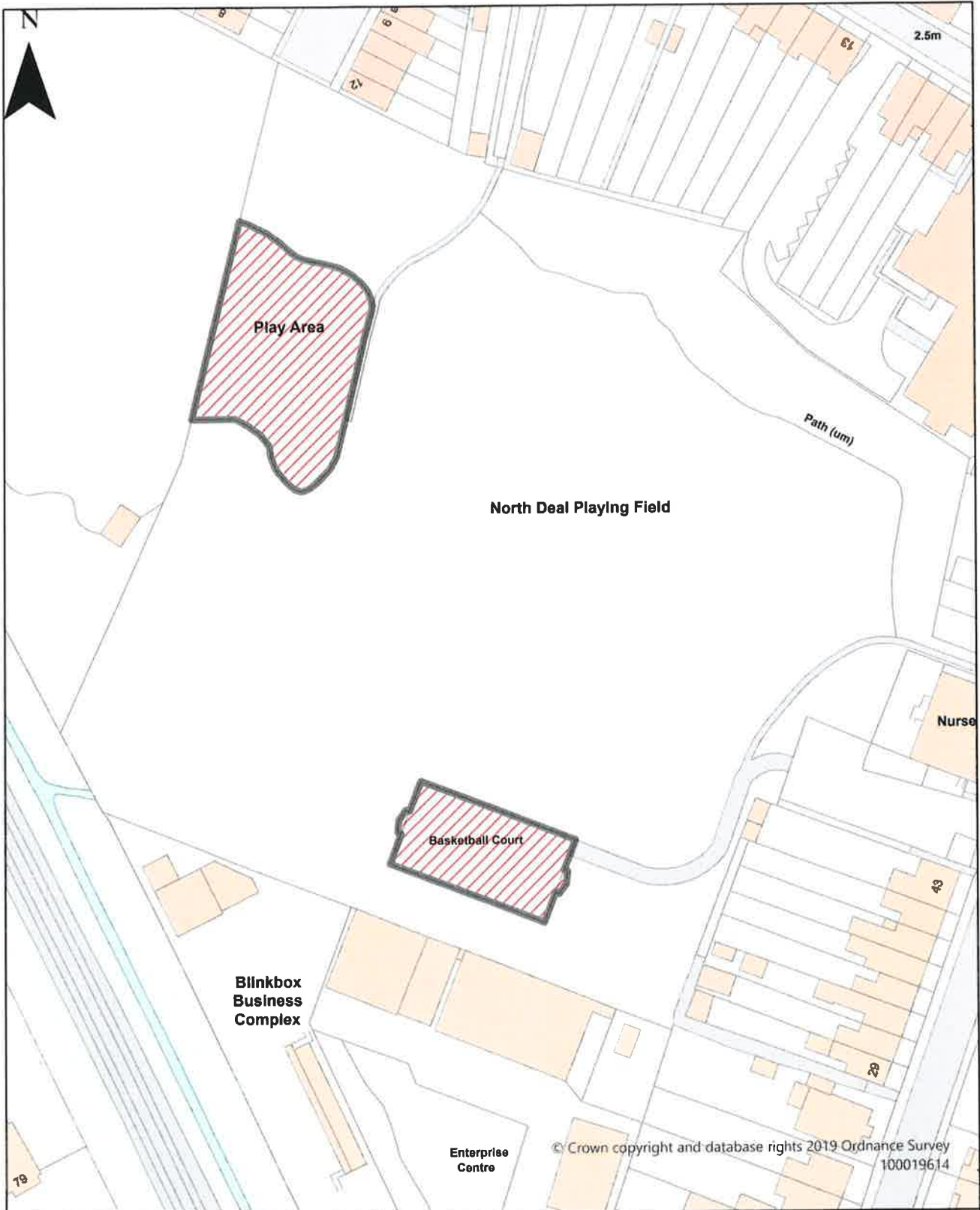
Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:9,761







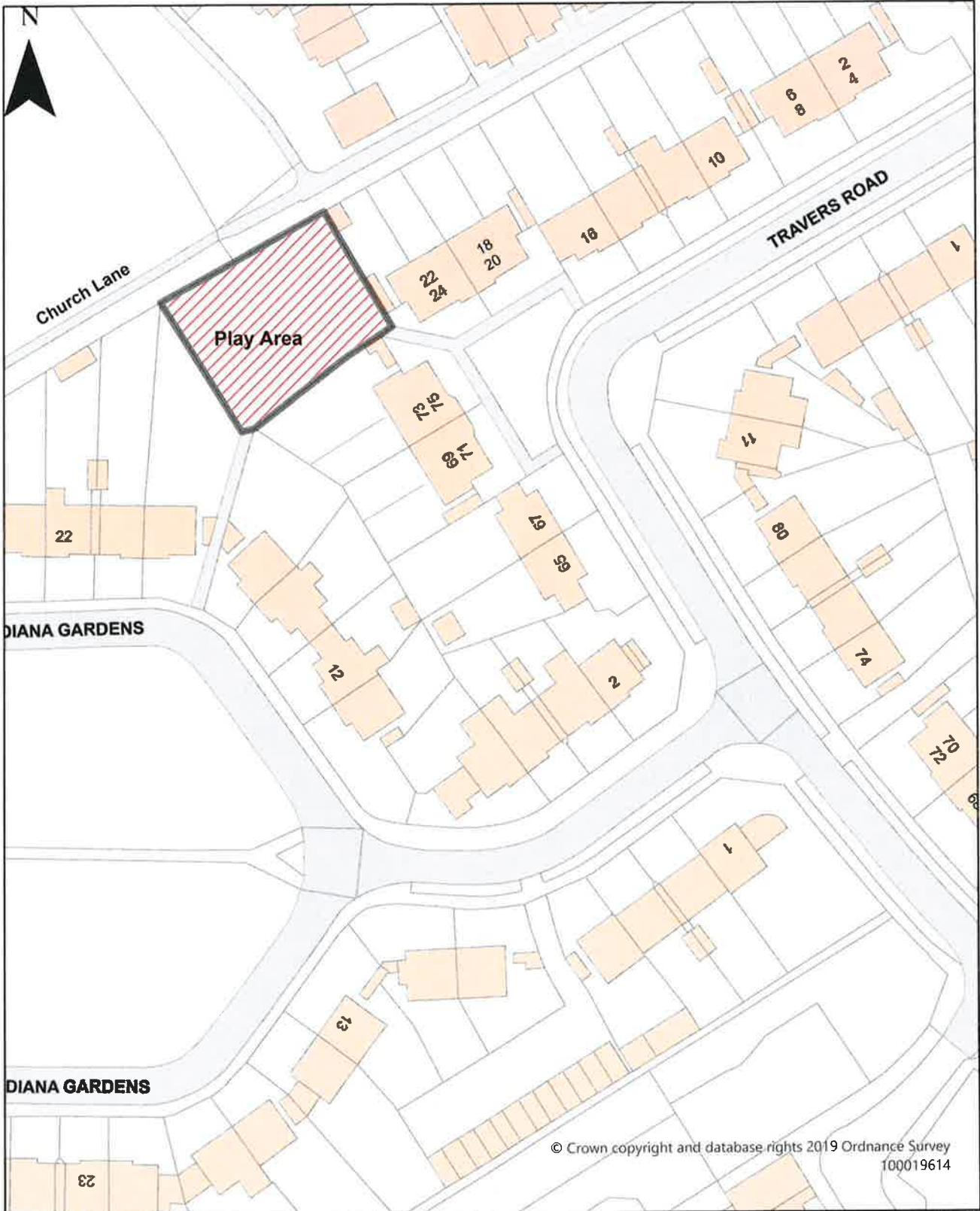
Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ





Dover District Council Public Spaces Protection
 Order 2022
 Schedule 2 Map 9
 Enclosed Children's Play Area, Hyton Drive,
 Deal

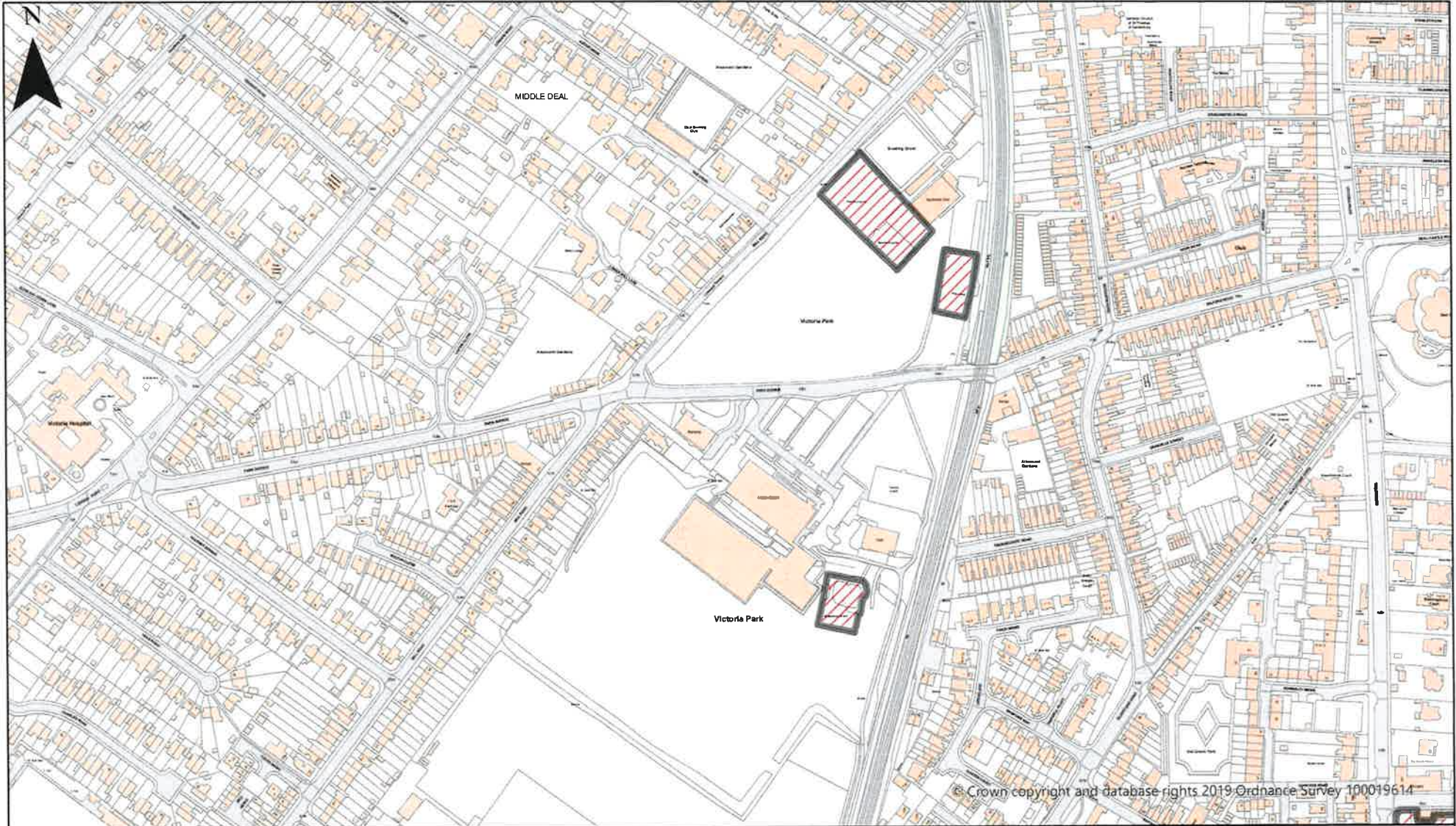

Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:1,609



 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022 Schedule 2 Map 10 Enclosed Children's Play Area & MUGA, North Deal Recreation Ground, Western Road, Deal</p>	<p>Dog Restrictions 2022 Restriction  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans Scale: 1:928</p>
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 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 2 Map 11</p> <p>Enclosed Children's Play Area, Travers Road, Deal</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:740</p>
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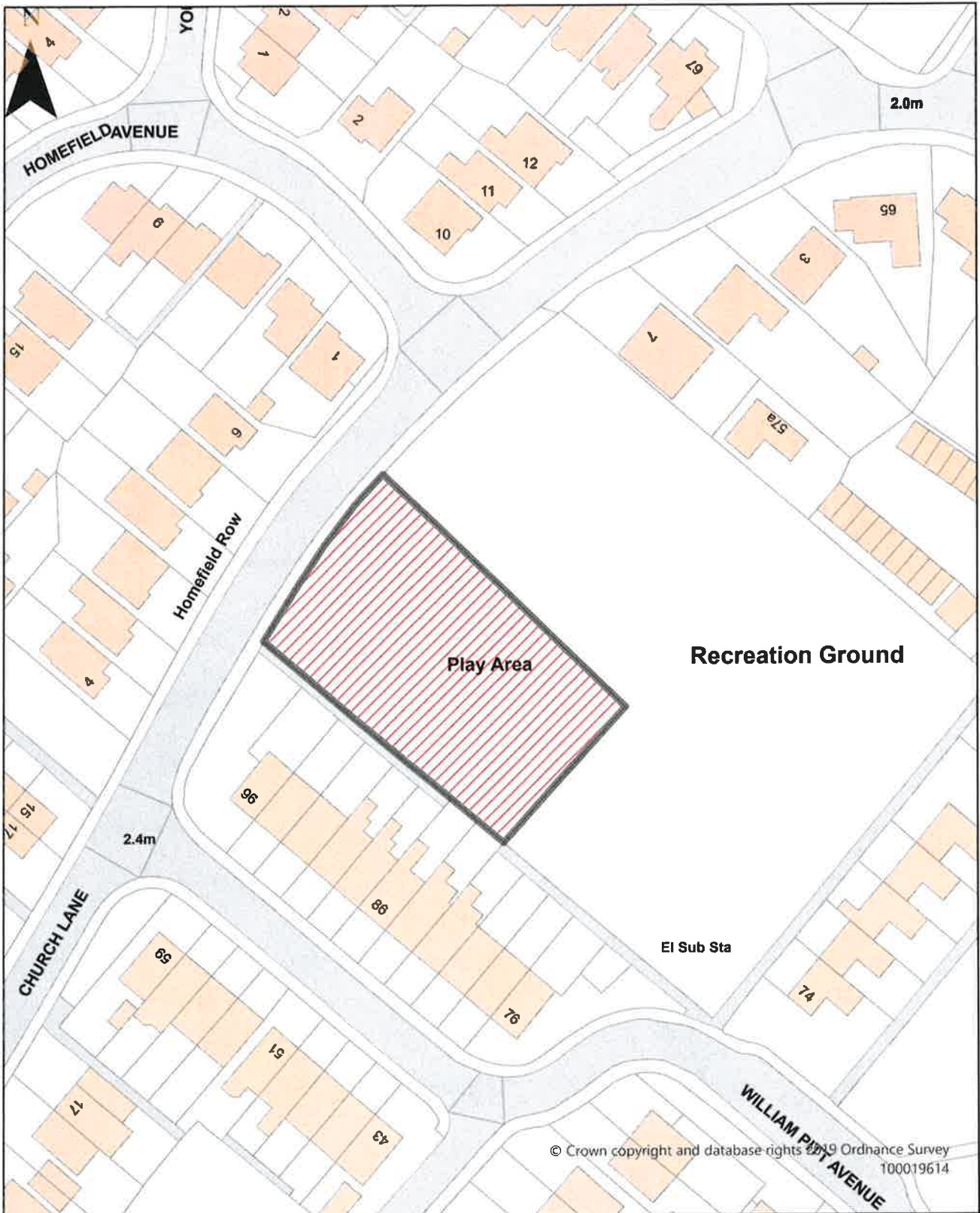







Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

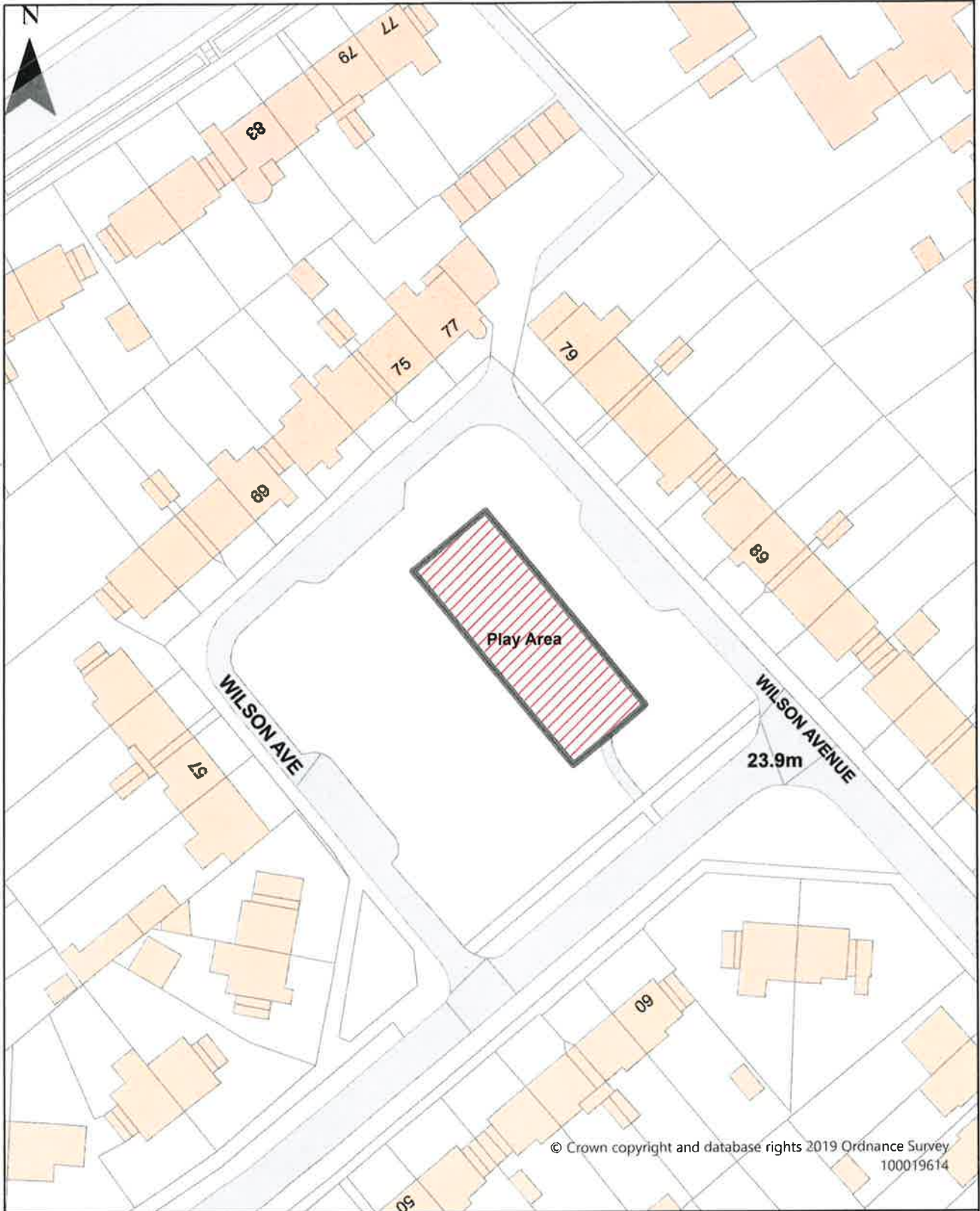
Dover District Council Public Spaces Protection Order 2022
 Schedule 2 Map 12
 Enclosed Children's Play Area, MUGA, Skatepark and Tennis Courts, Victoria Park, Deal





Dog Restrictions 2022 — Line
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans

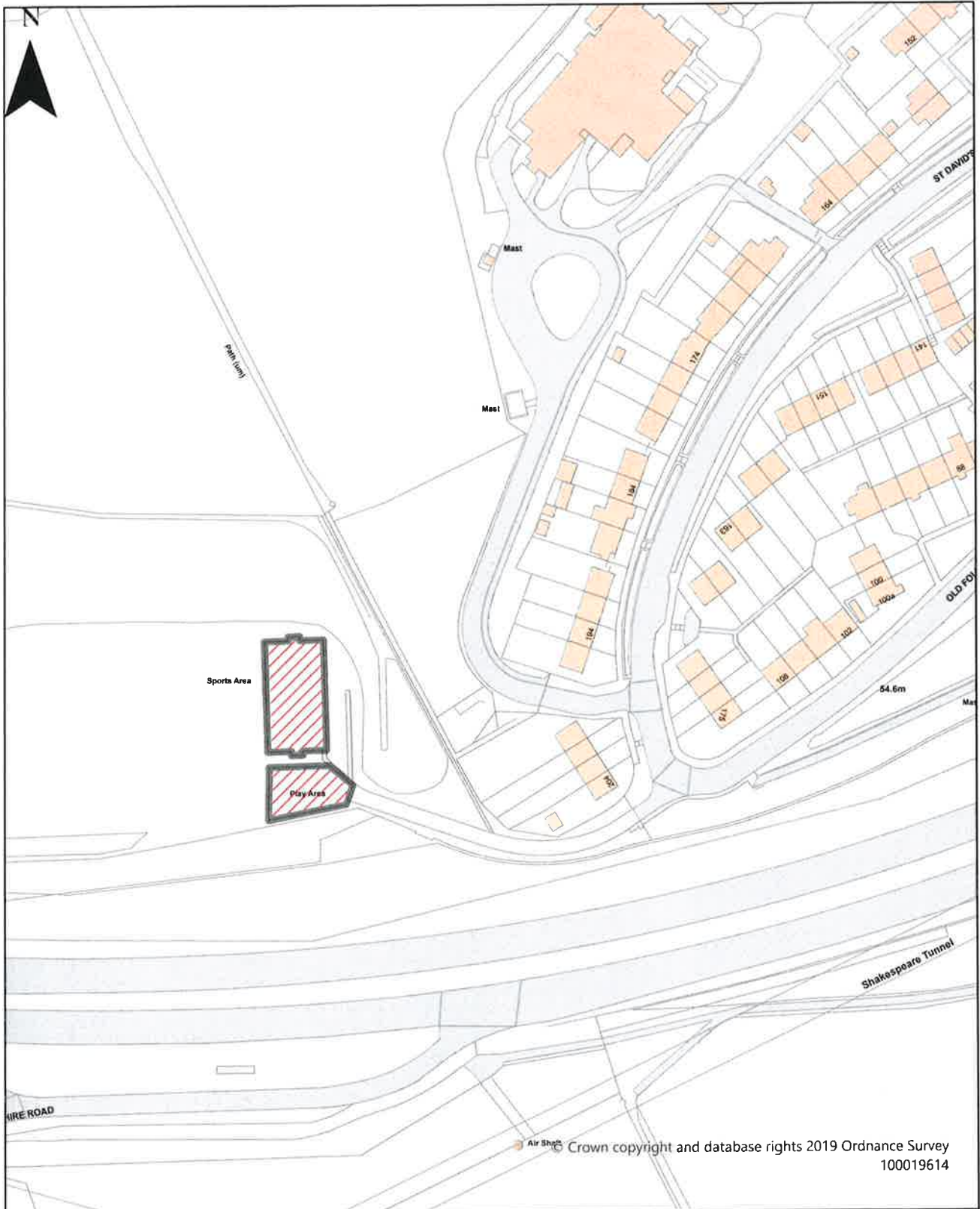
Scale: 1:3,586



 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 2 Map 13</p> <p>Enclosed Children's Play Area, William Pitt Avenue, Deal</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:777</p>
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 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 2 Map 14</p> <p>Enclosed Children's Play Area, Wilson Avenue, Deal</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:660</p>
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Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
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 CT16 3PJ





Dover District Council Public Spaces
 Protection Order 2022
 Schedule 2 Map 15
 Enclosed Children's Play Area & MUGA at end
 of St David's Avenue, Aycliffe

Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:1,392



 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 2 Map 16</p> <p>Enclosed Children's Play Area Bunkers Hill Avenue, Dover</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:524</p>
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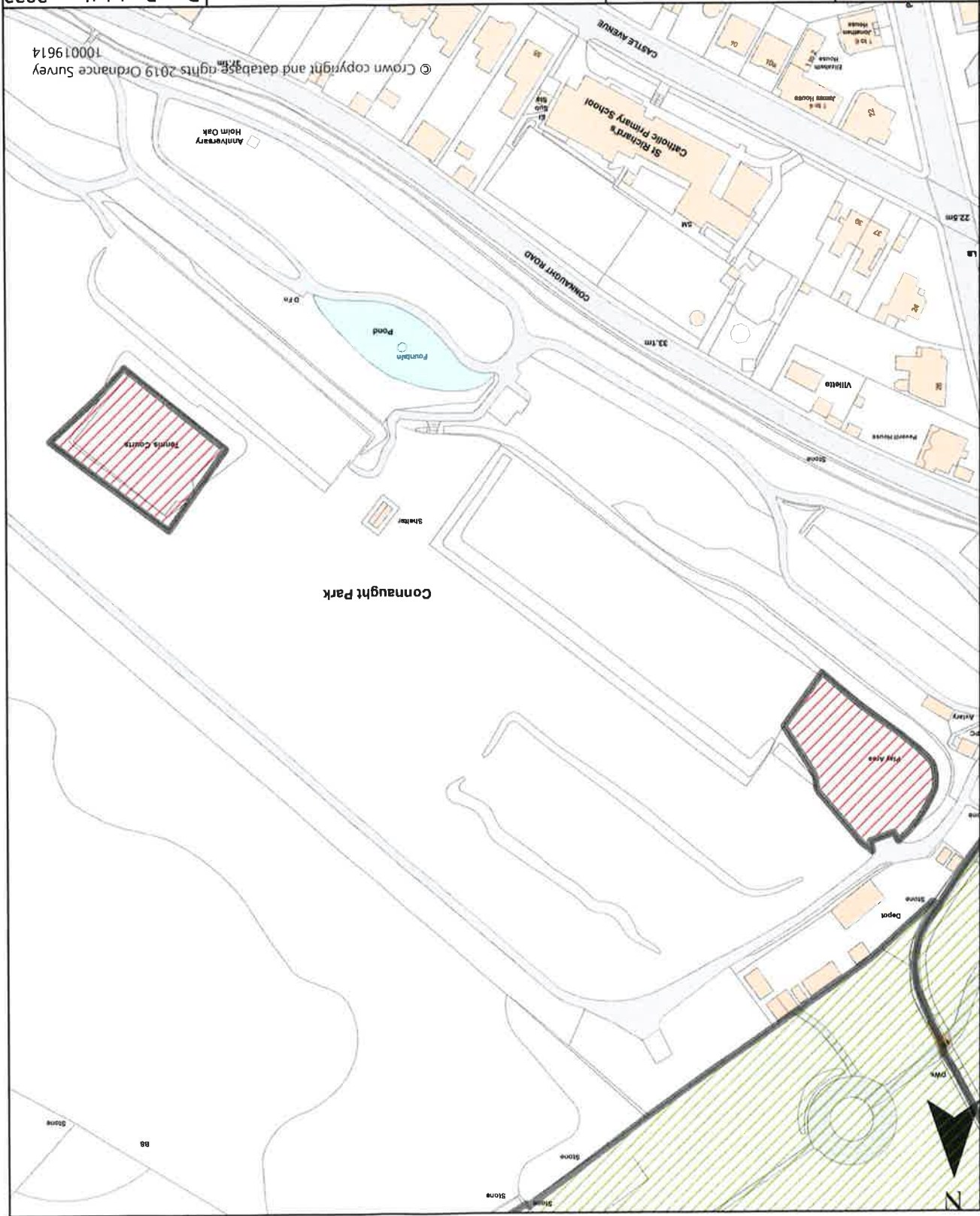
	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022 Schedule 2 Map 17 Enclosed Children's Play Area Bunkers Hill Road, Dover</p>	<p>Dog Restrictions 2022 Restriction  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans Scale: 1:581</p>
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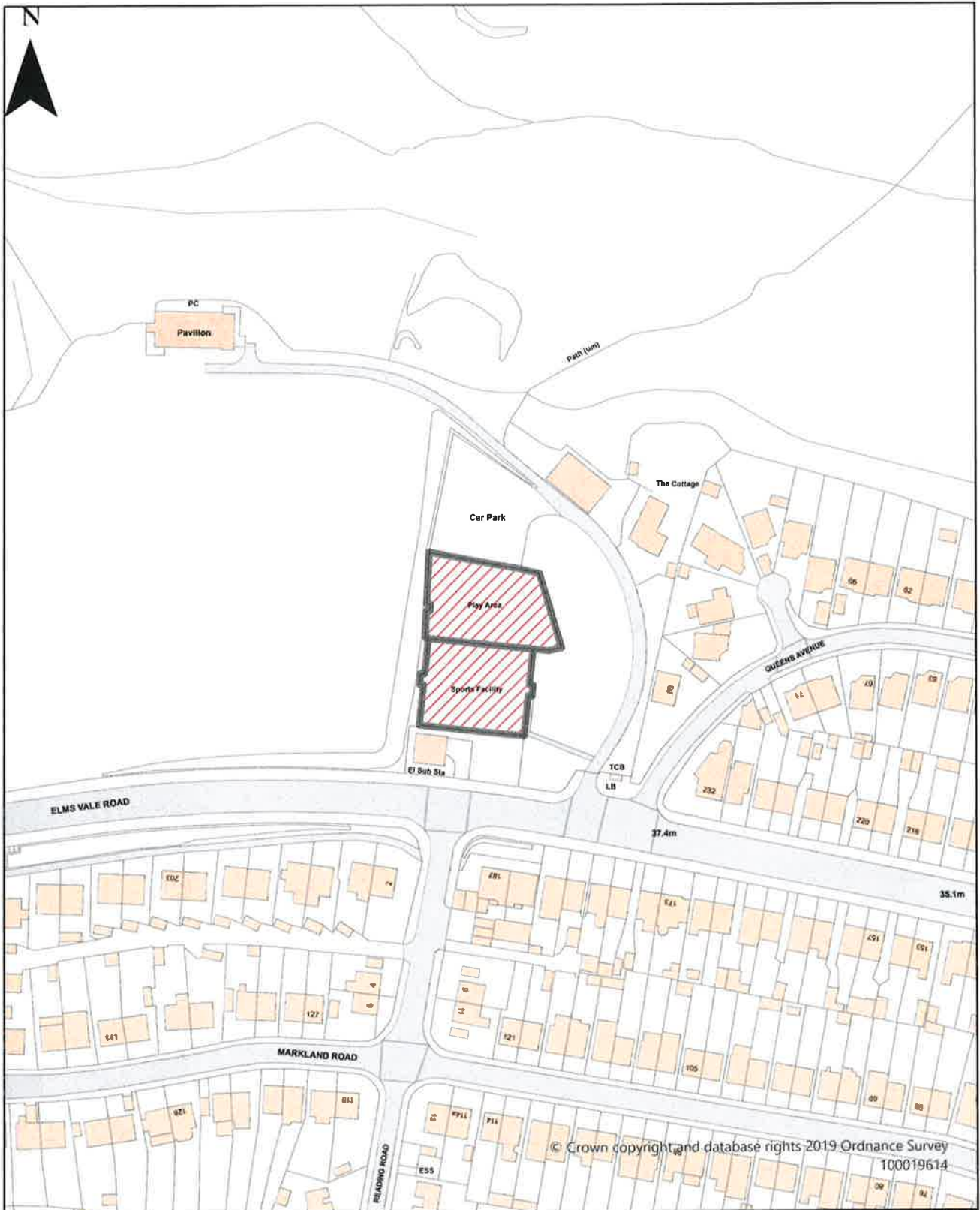






Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

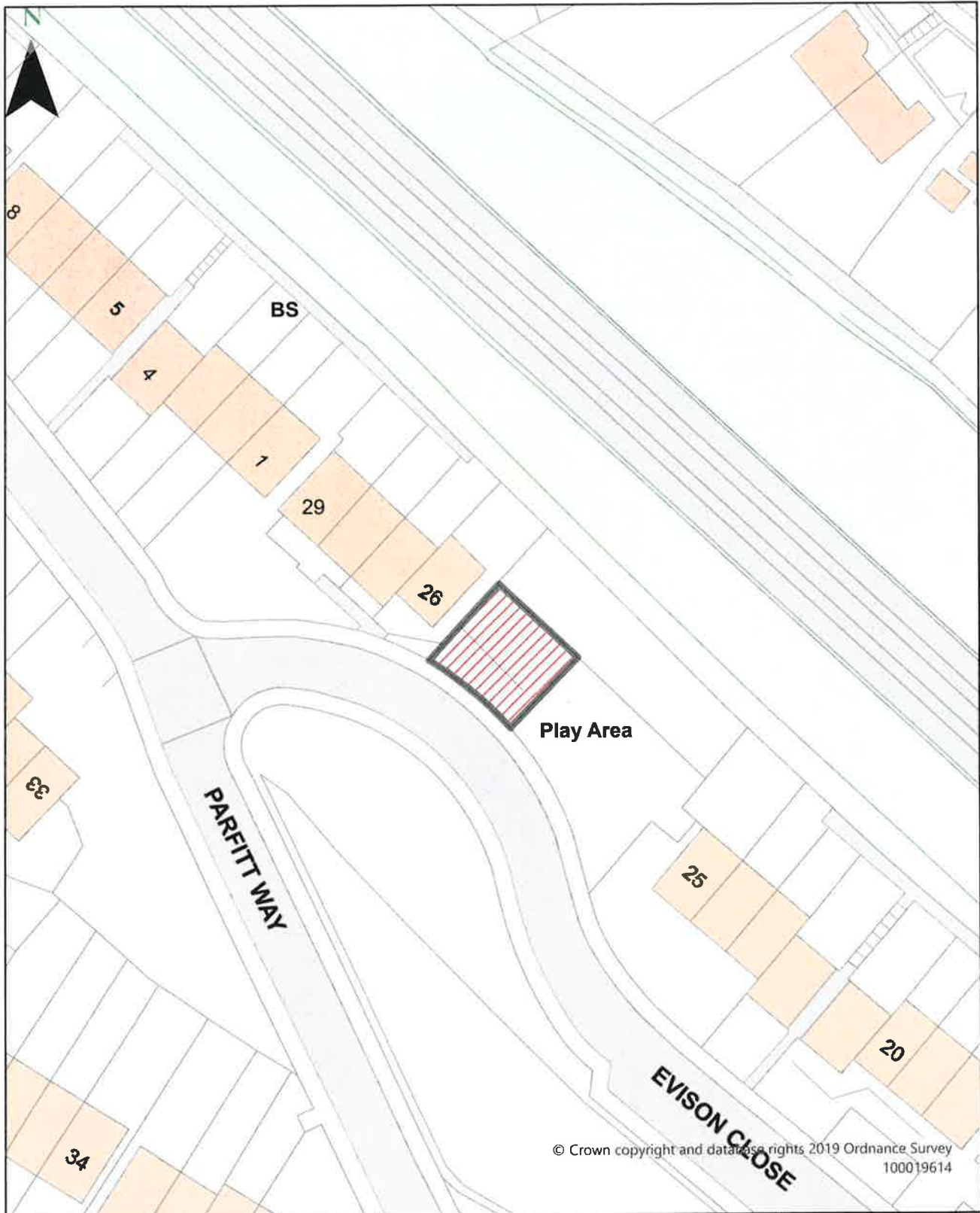
Dover District Council Public Spaces
 Protection Order 2022
 Schedule 2 Map 18
 Enclosed Children's Play Area & Tennis Courts,
 Connaught Park, Dover





Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:1,568

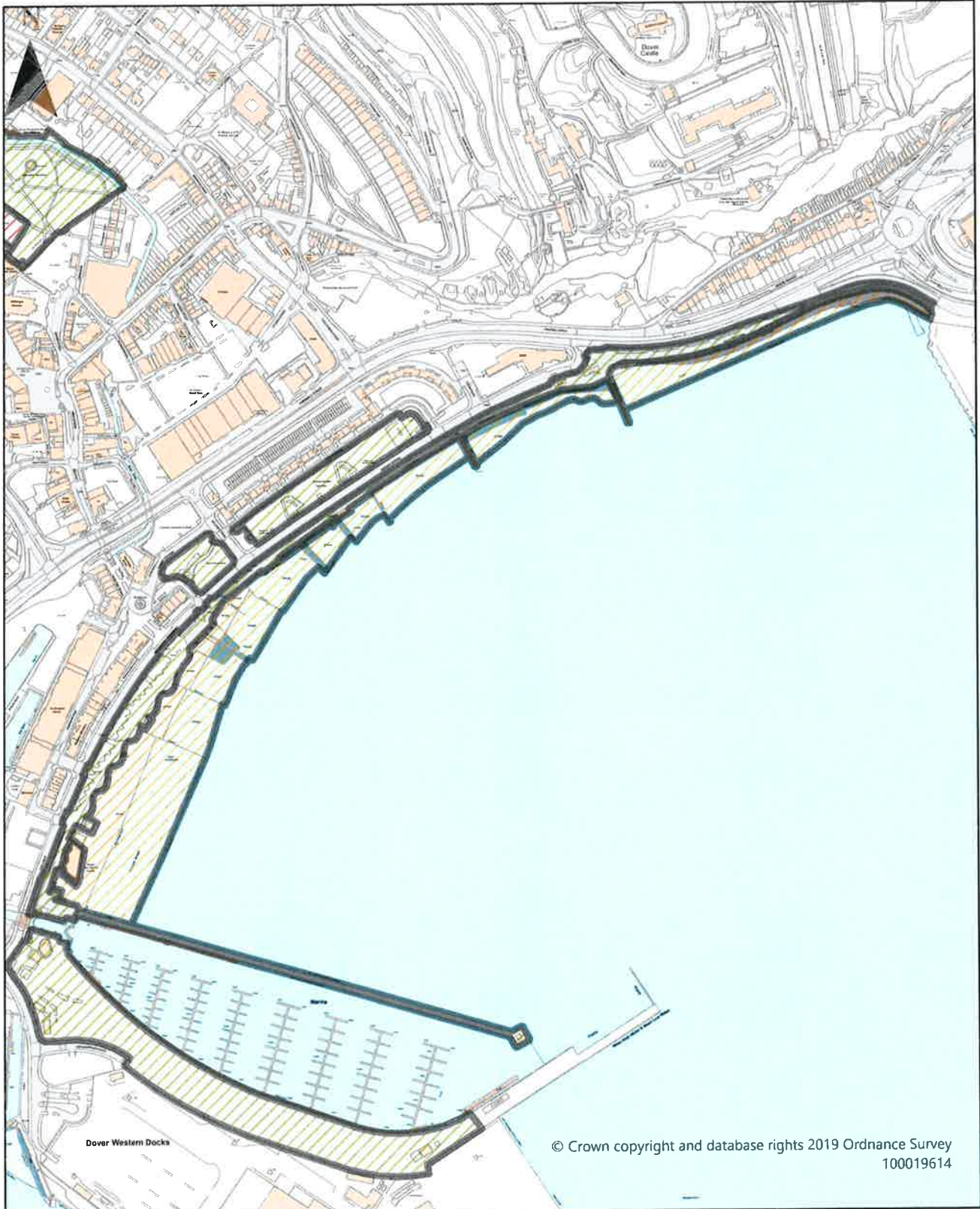








 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 2 Map 19</p> <p>Enclosed Children's Play Area & MUGA, Elms Vale Recreation Ground, Dover</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:1,453</p>
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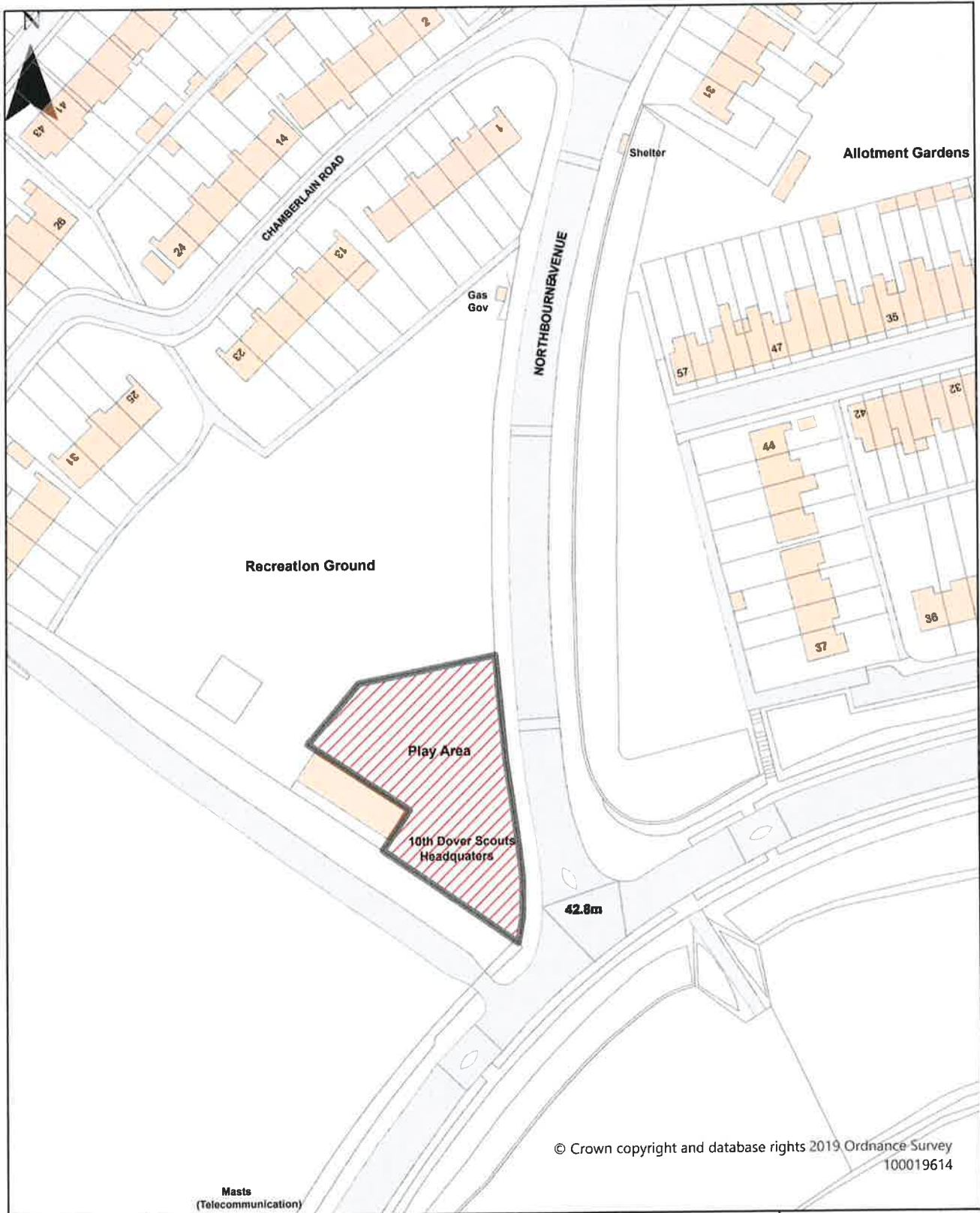


 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 2 Map 20</p> <p>Enclosed Children's Play Area, Evison Close, Dover</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:539</p>
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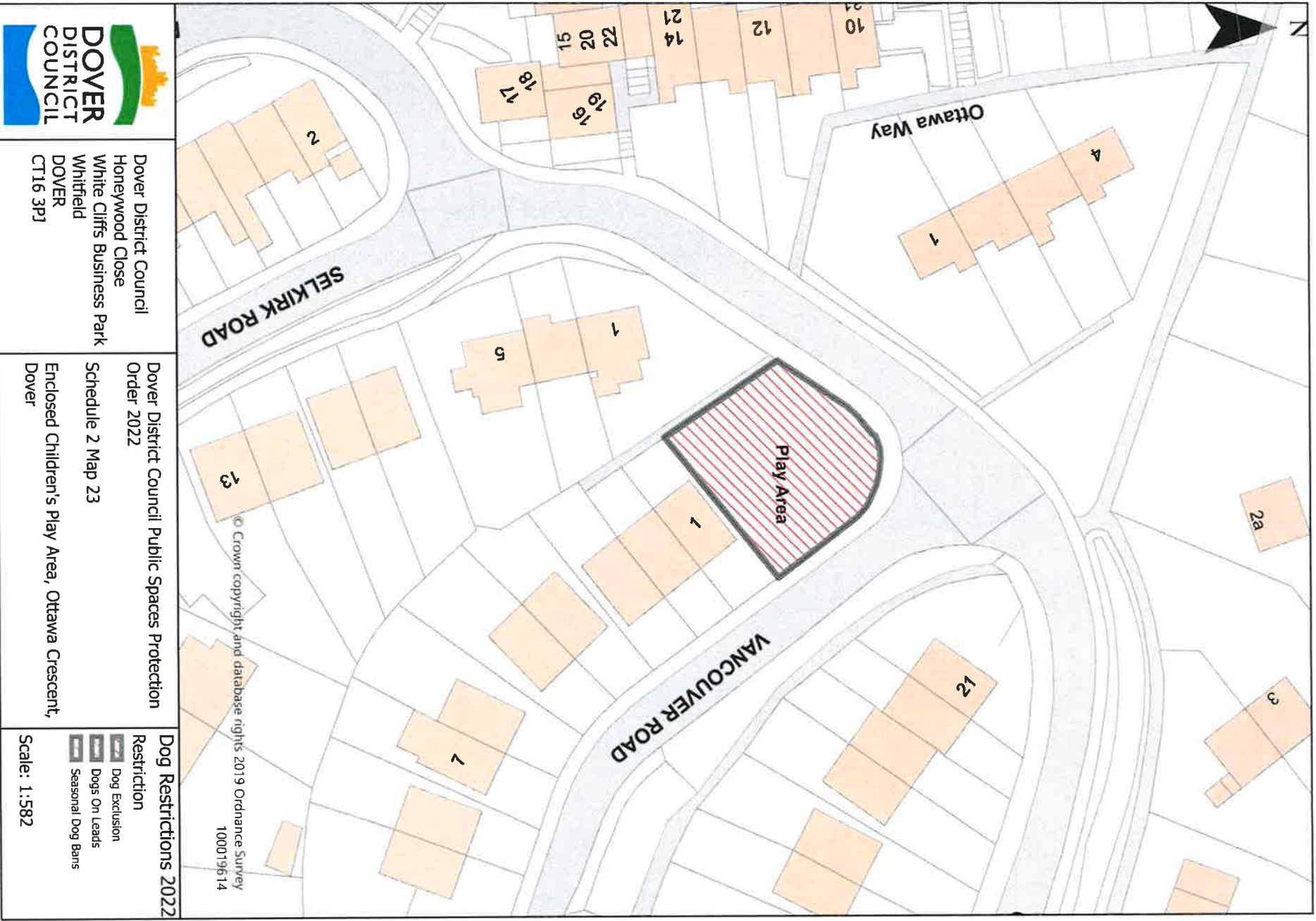
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 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 2 Map 21 Dover Seafront Shingle Beach, Waterloo Road to Marine Parade, Dover (1st May to 30th September between the hours of 9am and 6pm)</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:5,649</p>
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 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 2 Map 22</p> <p>Enclosed Children's Play Area, Northbourne Avenue, Dover</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:1,031</p>
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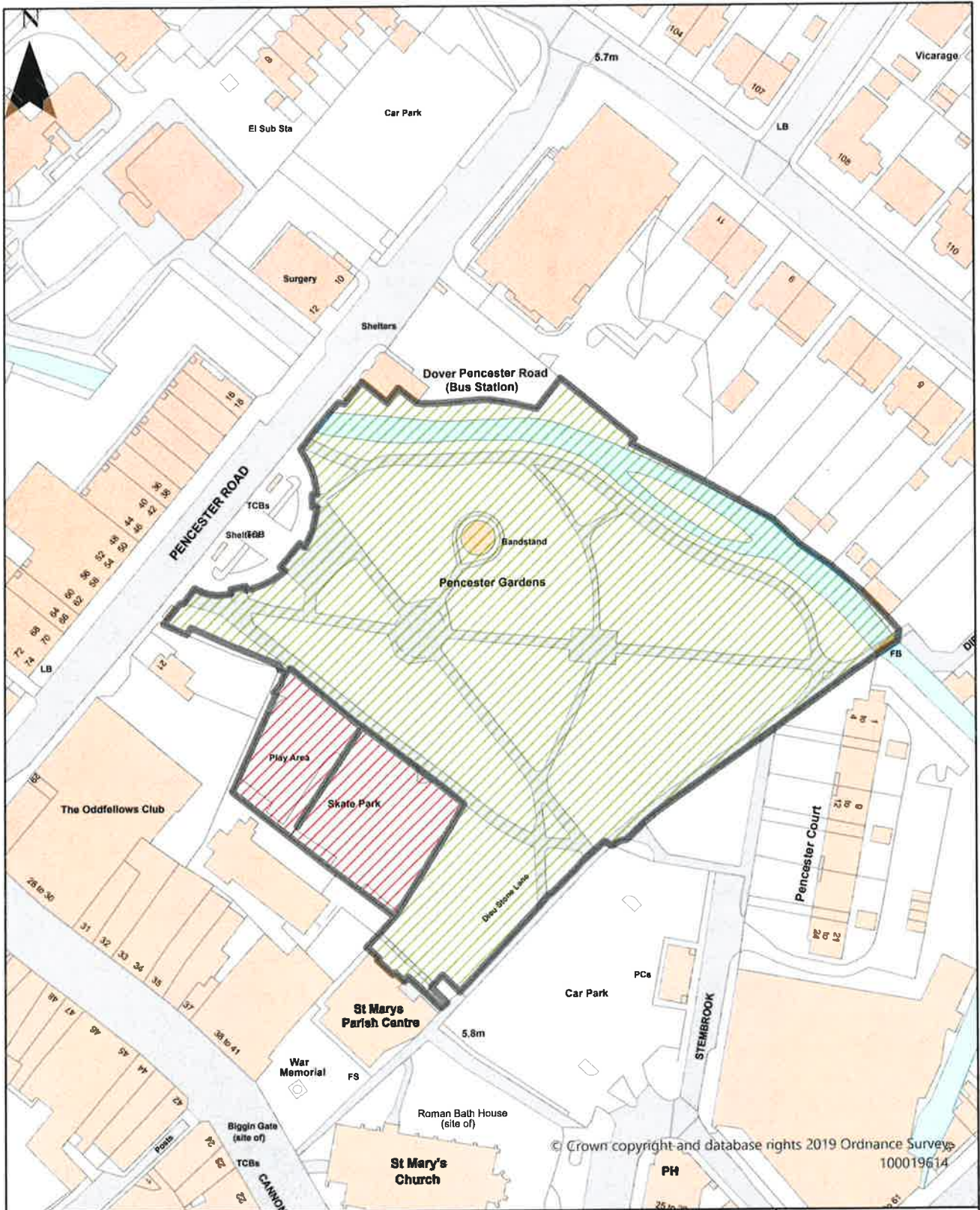
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Dover District Council
Honeywood Close
White Cliffs Business Park
Whitfield
DOVER
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Dover District Council Public Spaces Protection
Order 2022
Schedule 2 Map 23
Enclosed Children's Play Area, Ottawa Crescent,
Dover

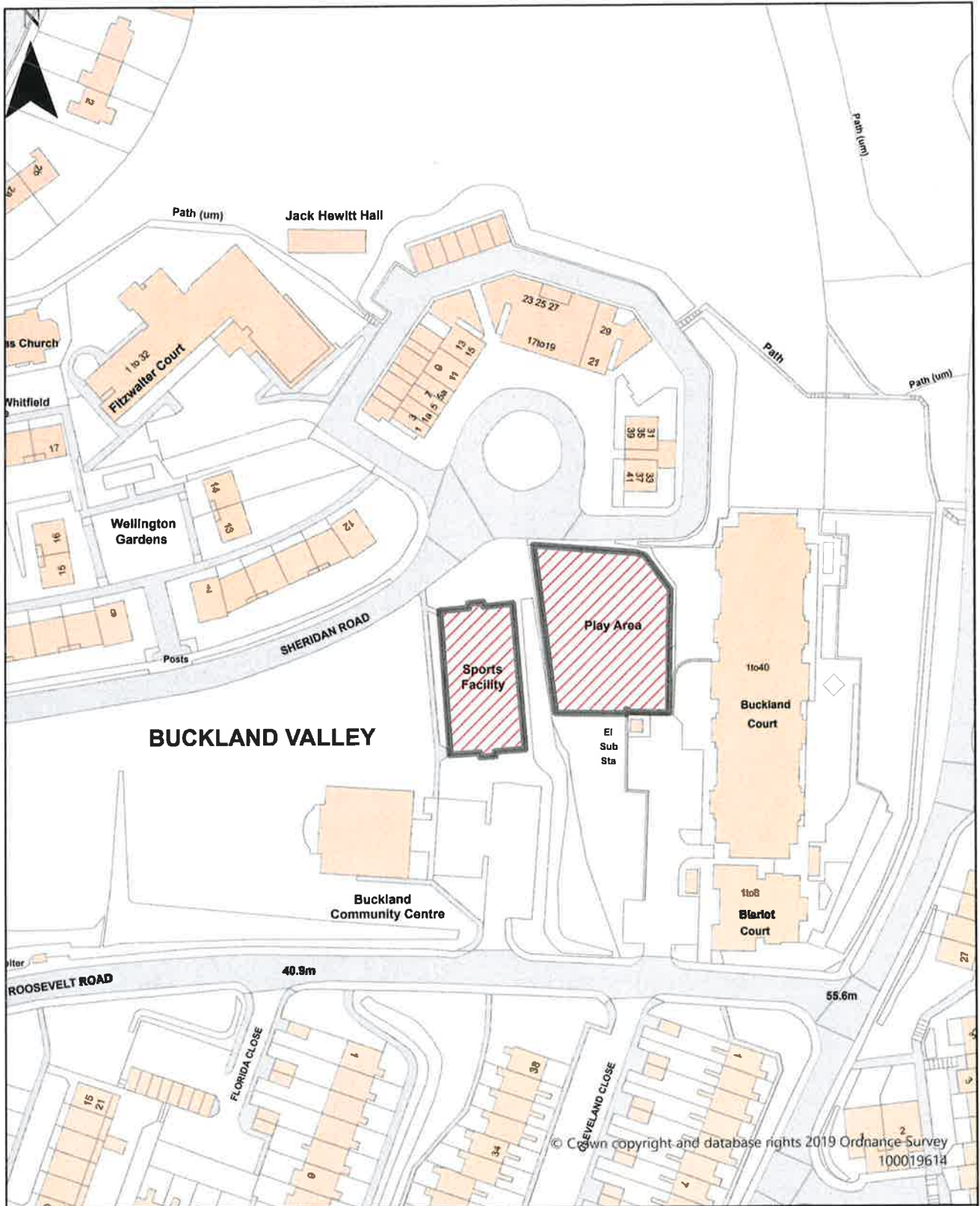
Dog Restrictions 2022
Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:582







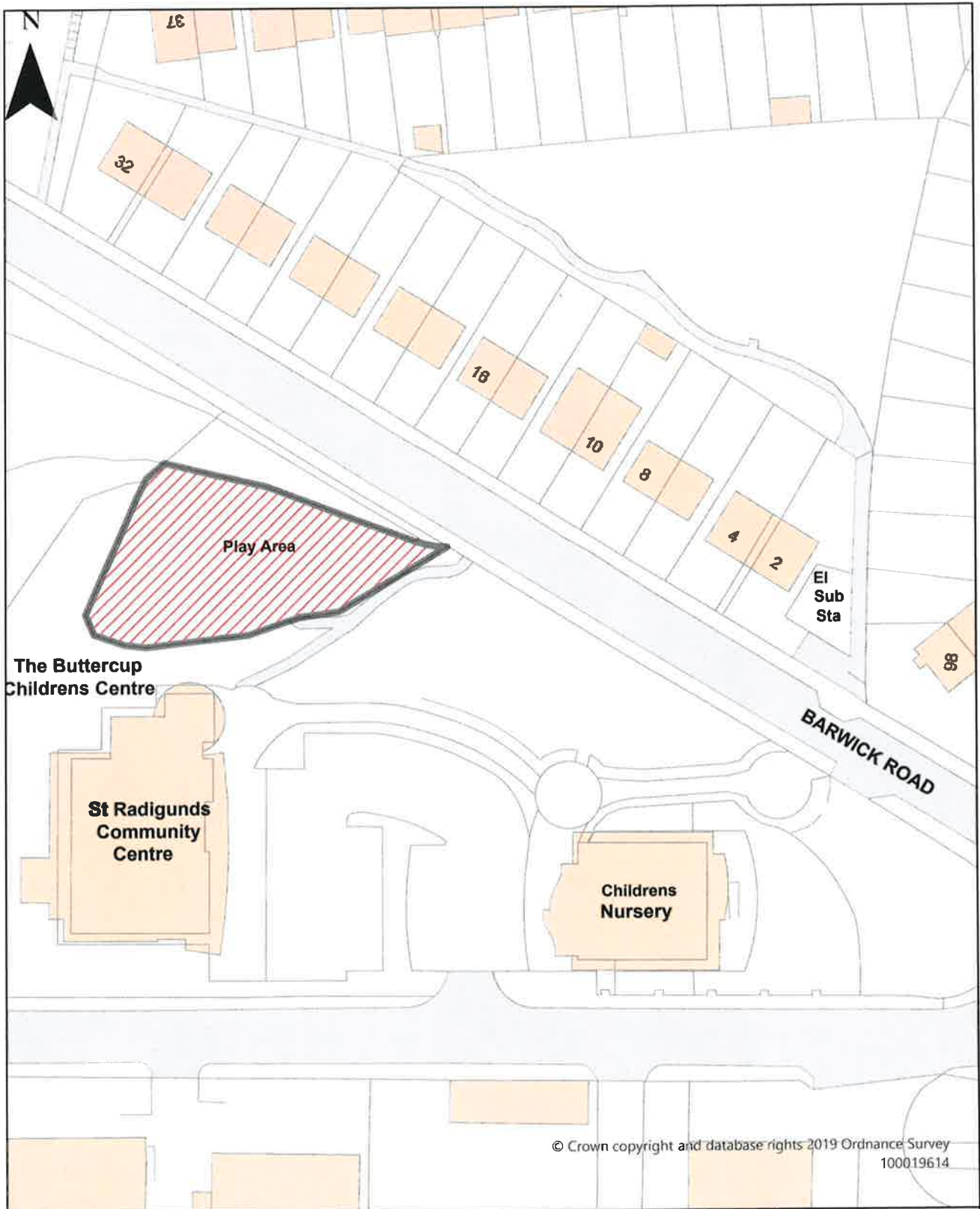
Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ





Dover District Council Public Spaces
 Protection Order 2022
 Schedule 2 Map 24
 Enclosed Children's Play Area and Skate Park,
 Pencerster Gardens, Dover

Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:1,235



 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 2 Map 25</p> <p>Enclosed Children's Play Area and MUGA, Sheridan Road, Dover</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:1,141</p>
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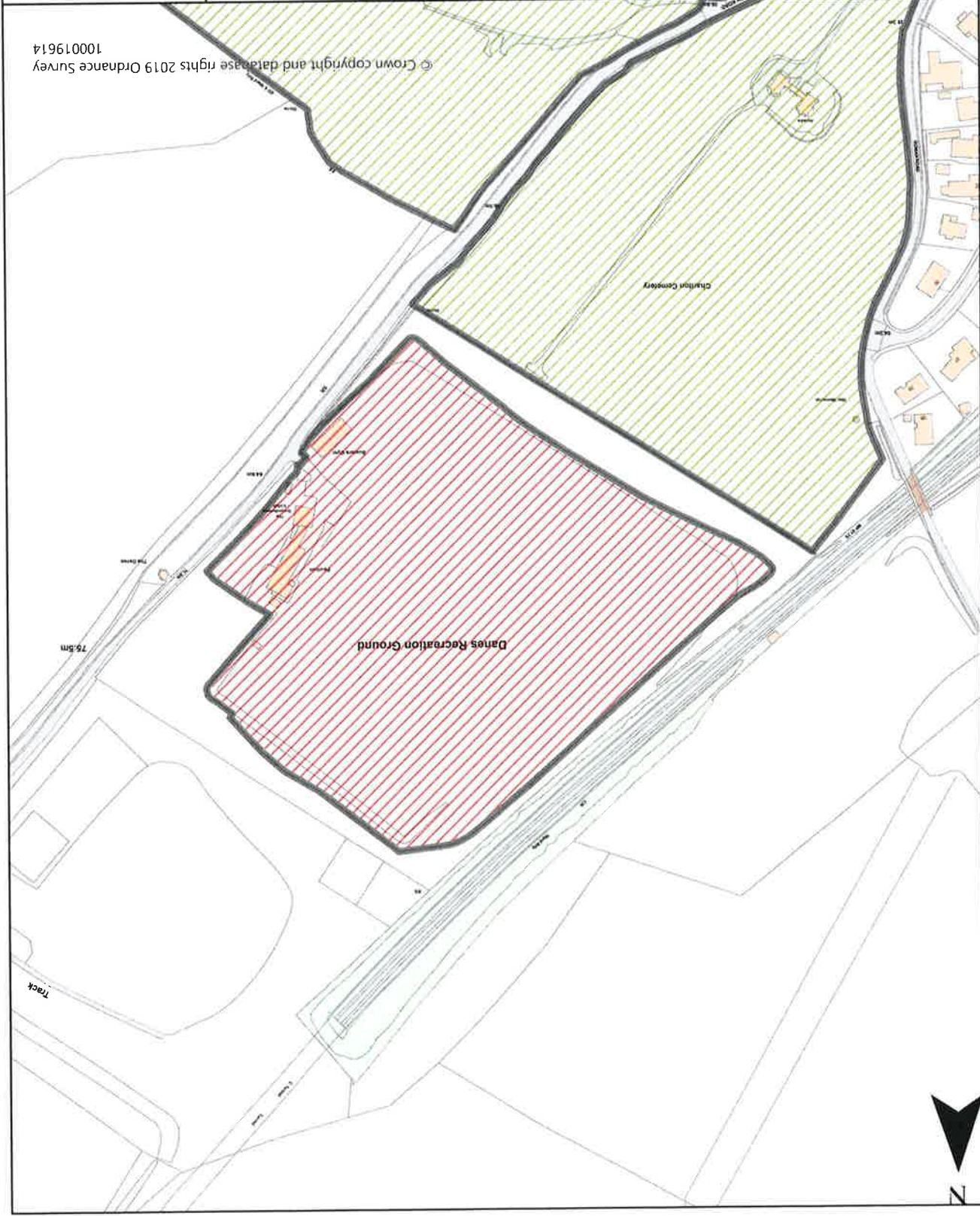
	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 2 Map 26</p> <p>Enclosed Children's Play Area Barwick Road, Dover</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:678</p>
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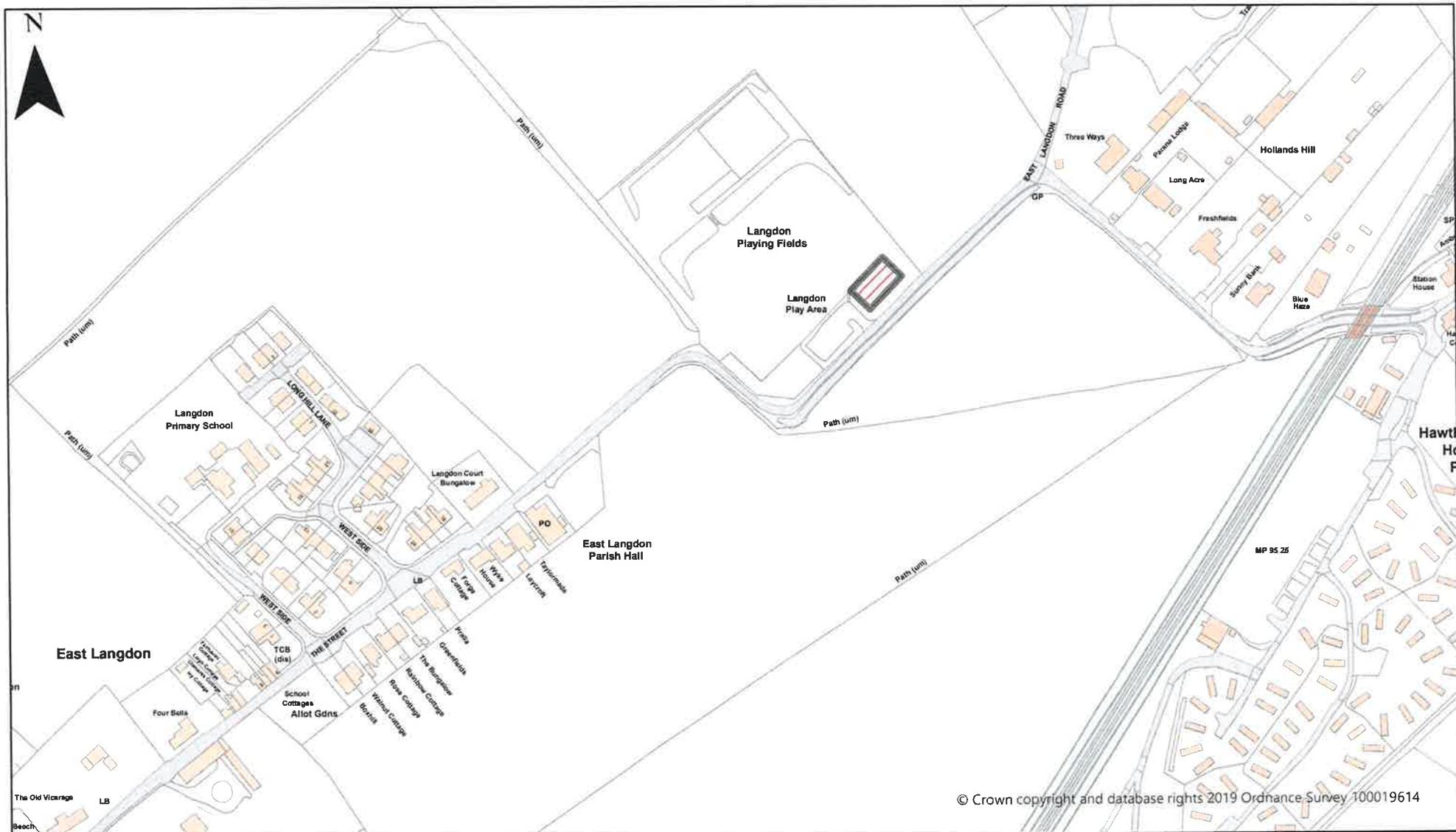


DOVER DISTRICT COUNCIL
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

DOVER DISTRICT COUNCIL Public Spaces
 Protection Order 2022
 Schedule 2 Map 27
 The Danes Recreation Ground, Dover

Scale: 1:2,412
 Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans

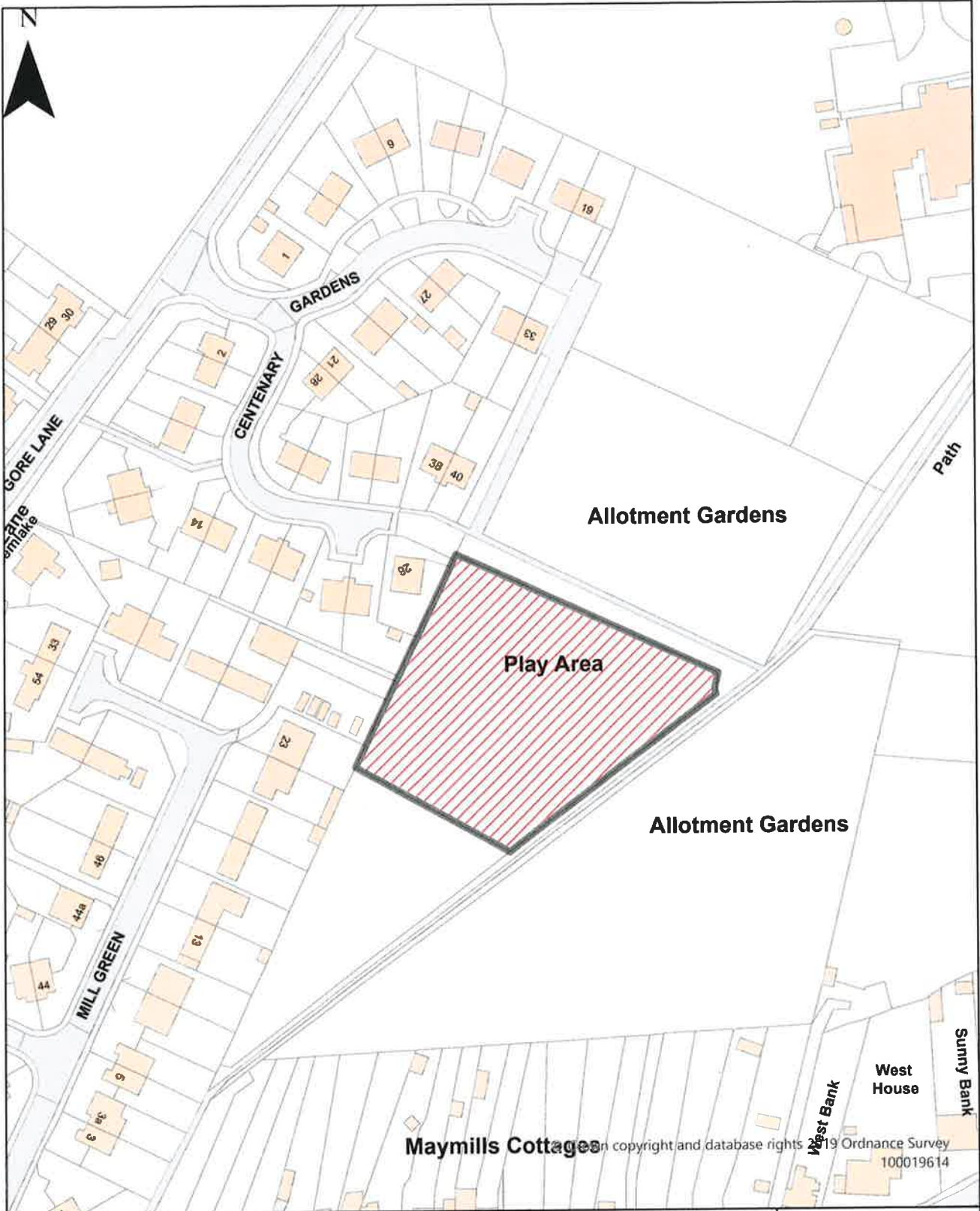








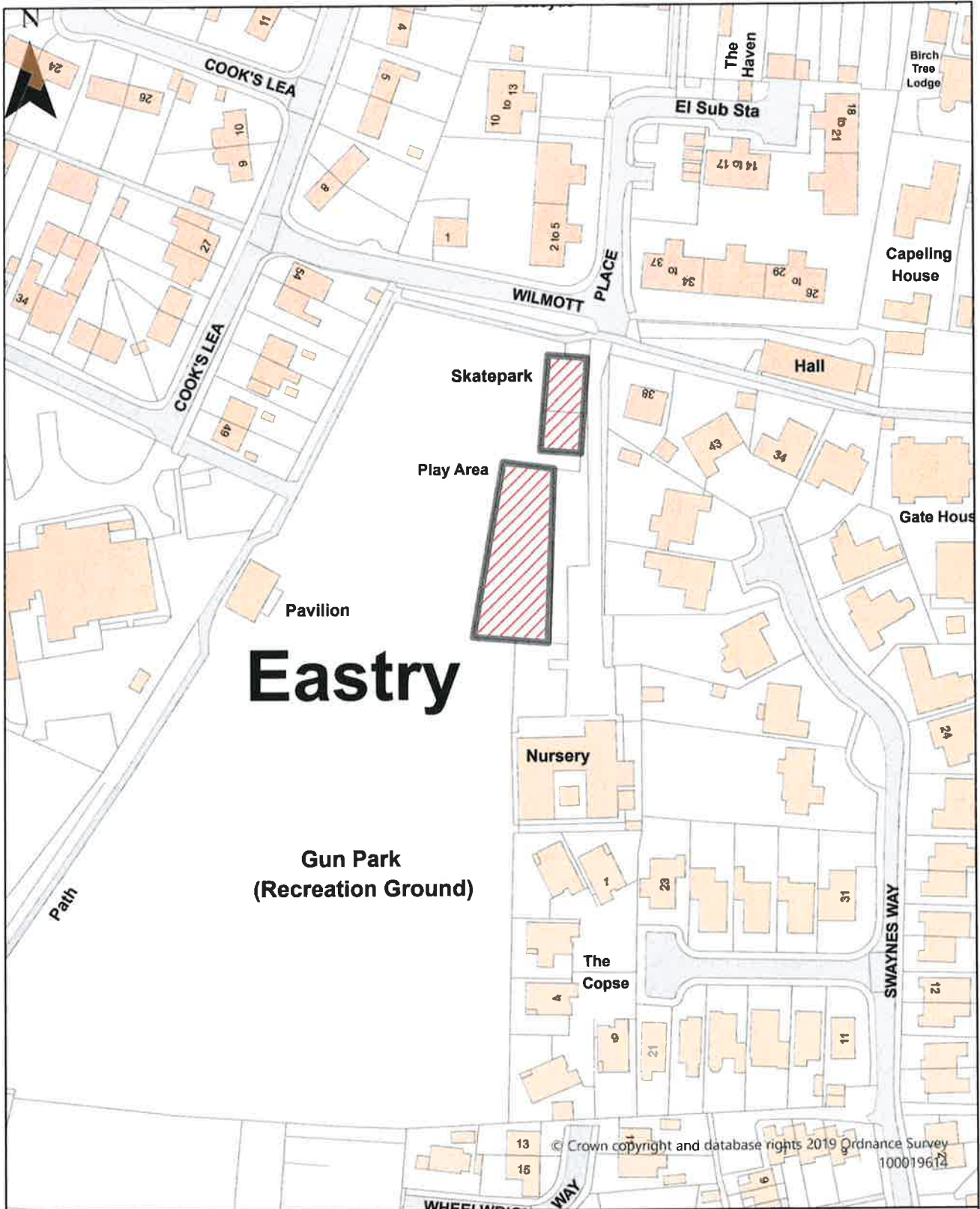
Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ





Dover District Council Public Spaces Protection Order 2022
 Schedule 2 Map 28
 Enclosed Children's Play Area, East Langdon Playing Field, East Langdon Road, East Langdon

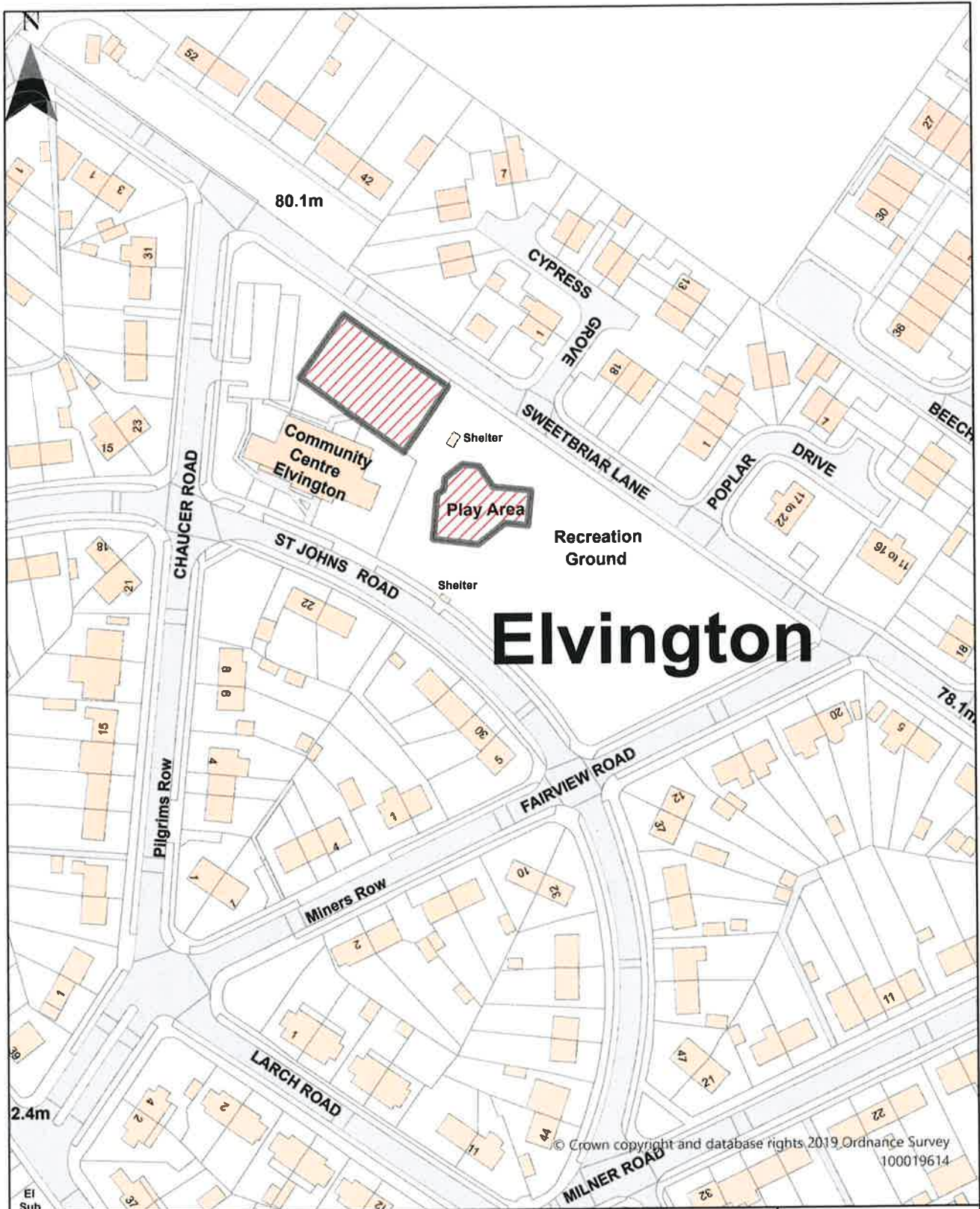
Dog Restrictions 2022 — Line
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:2,746



 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022 Schedule 2 Map 29 Enclosed Children's Play Area, Centenary Gardens, Eastry</p>	<p>Dog Restrictions 2022 Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:1,314</p>
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	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 2 Map 30</p> <p>Enclosed Children's Play Area and Skate Park, Gun Park Recreation Ground, Eastry</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:1,290</p>
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Elvington



Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

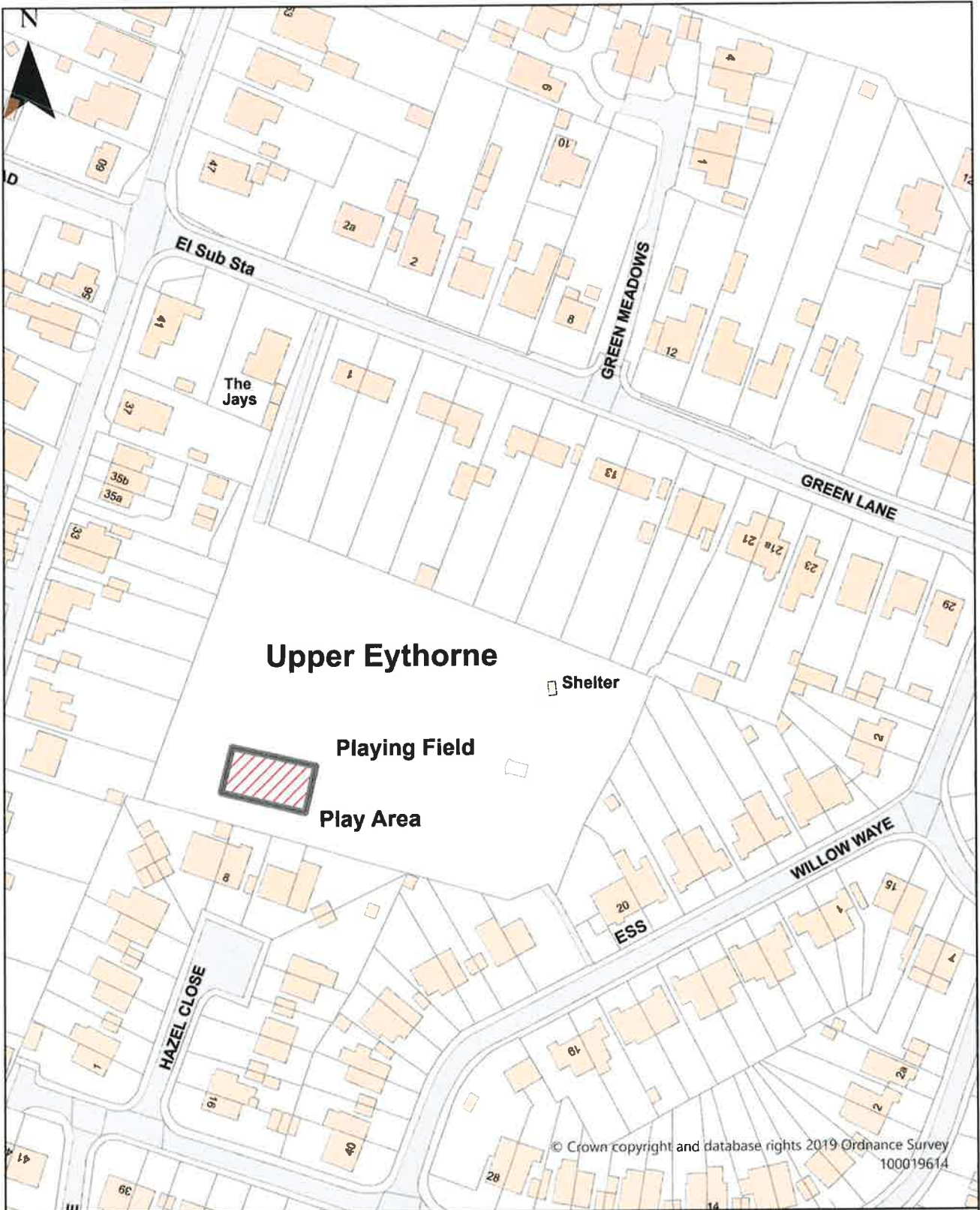
Dover District Council Public Spaces
 Protection Order 2022
 Schedule 2 Map 31
 Enclosed Children's Play Area & MUGA,
 Elvington Recreation Ground, St John's Road





Dog Restrictions 2022

Restriction





-  Dog Exclusion
-  Dogs On Leads
-  Seasonal Dog Bans

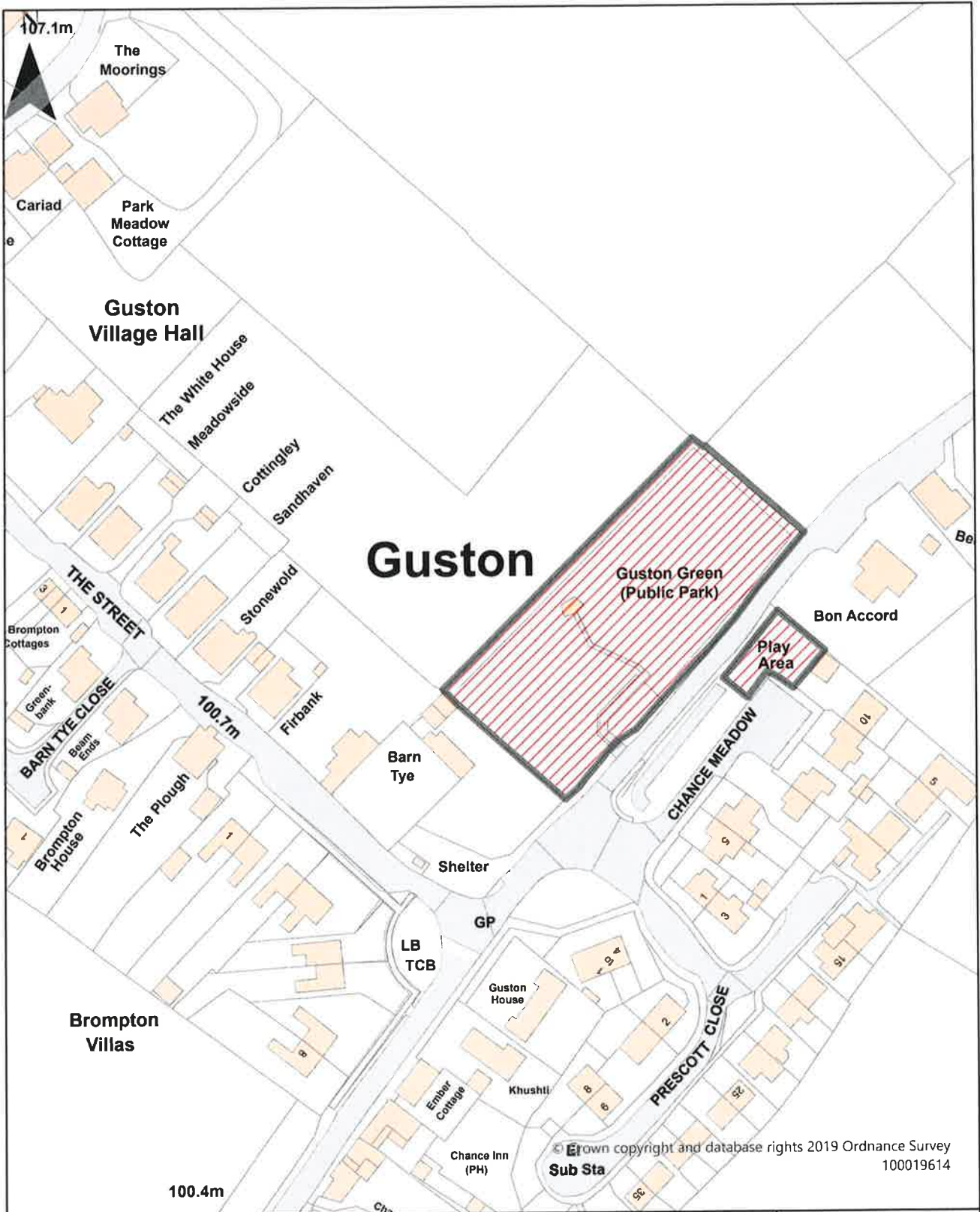
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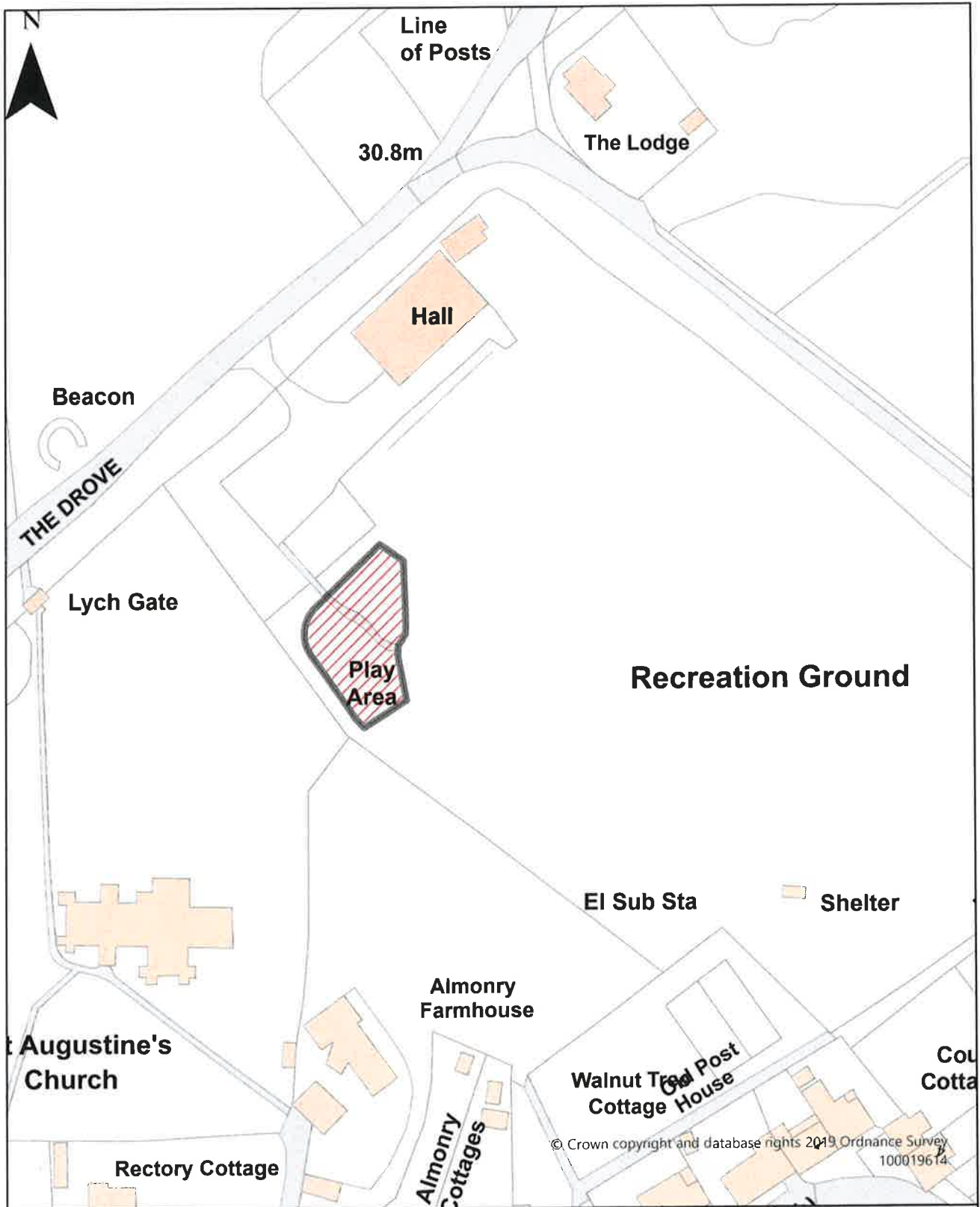
 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 2 Map 32</p> <p>Enclosed Children's Play Area Eythorne Playing Field, Willow Way, Eythorne</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:1,299</p>
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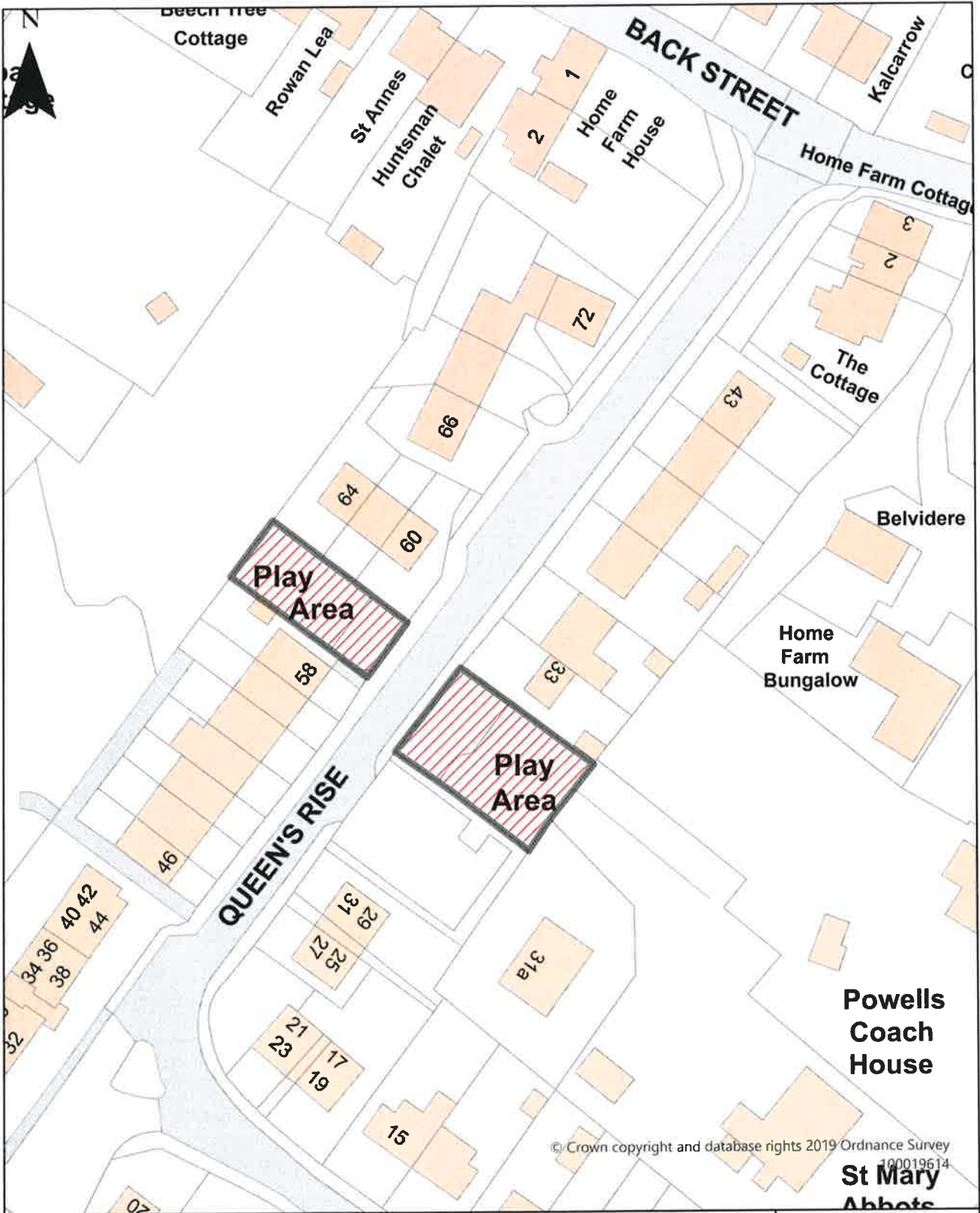
	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 2 Map 33</p> <p>Enclosed Children's Play Area Chance Meadow, Guston</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:928</p>
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 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022 Schedule 2 Map 34 Guston Green, The Lane, Guston</p>	<p>Dog Restrictions 2022 Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:1,355</p>
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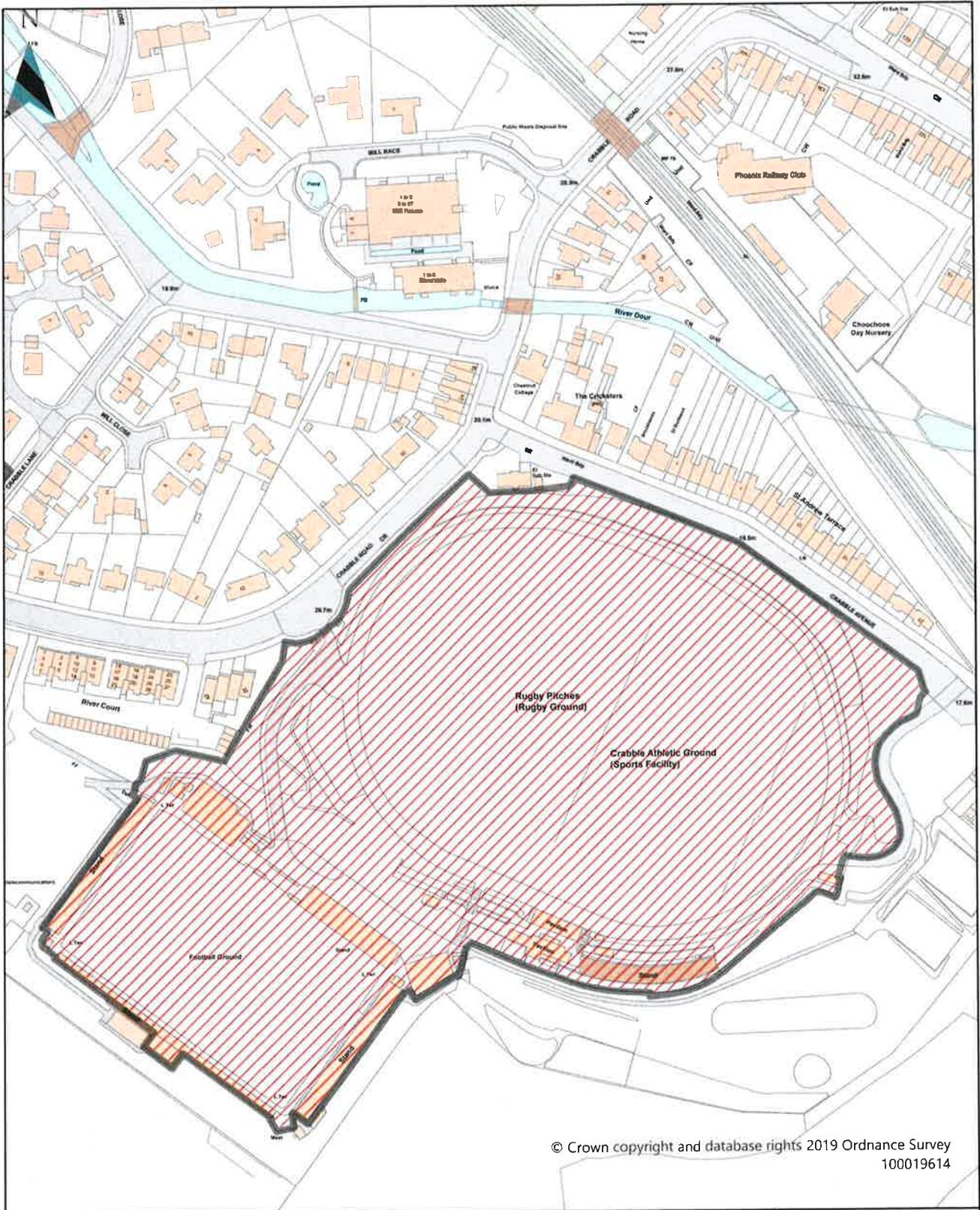
 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 2 Map 35</p> <p>Enclosed Children's Play Area, The Drove, Northbourne</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:945</p>
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Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces
 Protection Order 2022
 Schedule 2 Map 36
 Enclosed Children's Play Areas, Queen's Rise,
 Ringwould

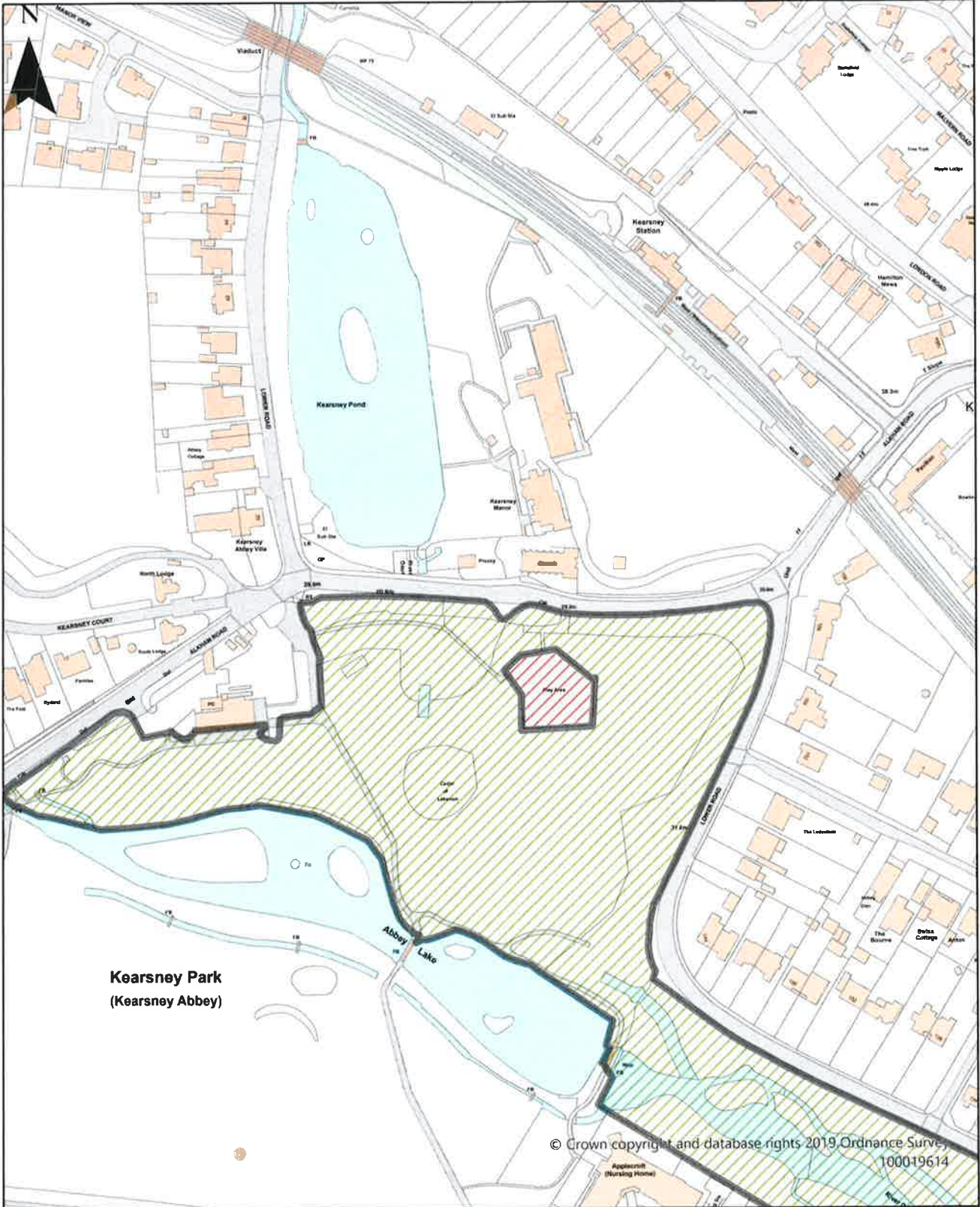
Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:736



Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces
 Protection Order 2022
 Schedule 2 Map 37
 Crabble Athletic, Football and Rugby Grounds,
 River

Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:2,175



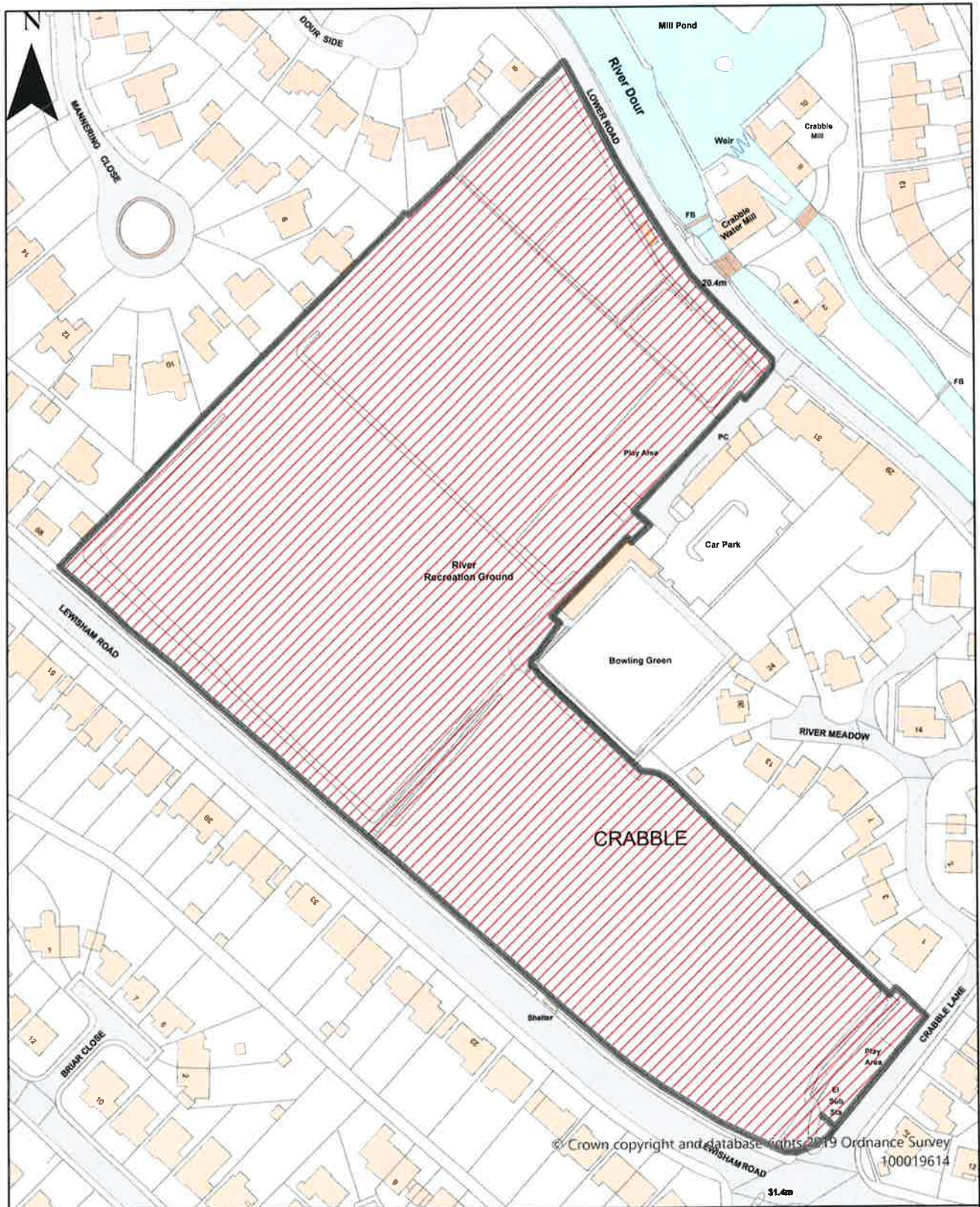
**Kearsney Park
(Kearsney Abbey)**



Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces Protection
 Order 2022
 Schedule 2 Map 38
 Enclosed Children's Play Area, Kearsney Abbey

Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:2,199



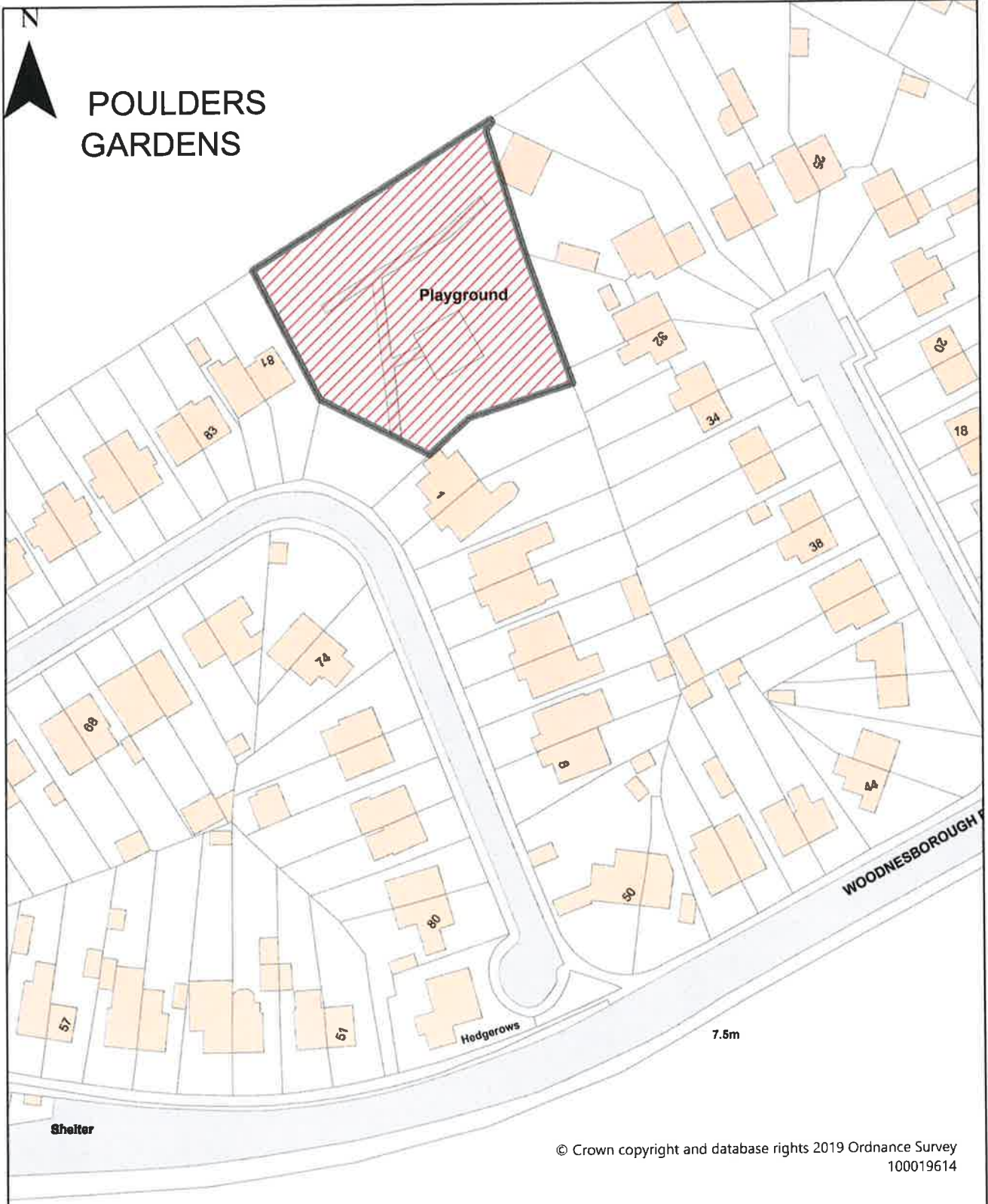
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Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces Protection
 Order 2022
 Schedule 2 Map 39
 Enclosed Children's Play Area, Tennis Courts
 and Sports Pitches, Lewisham Road Recreation
 Ground, River

Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:1,462



Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

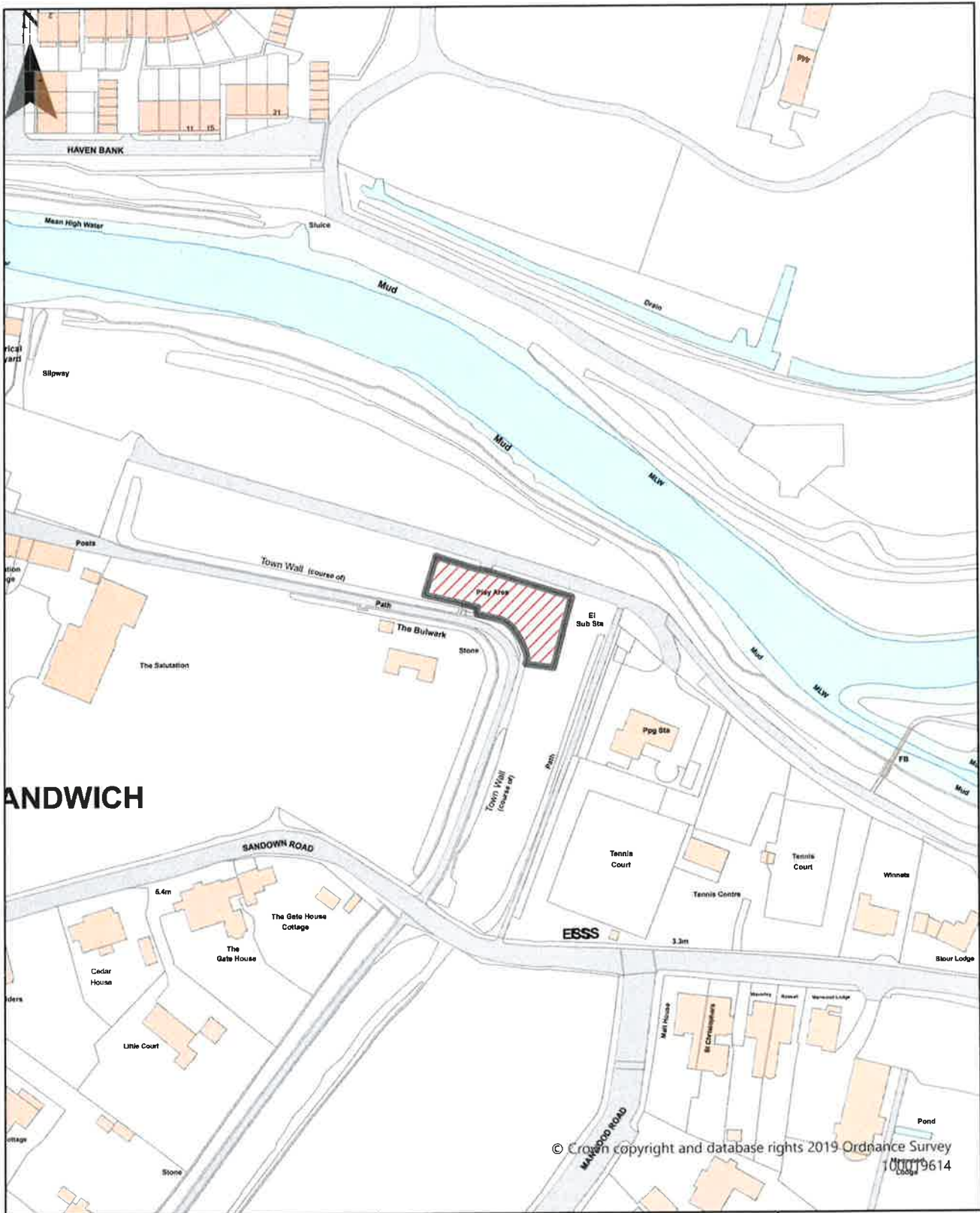
Dover District Council Public Spaces
 Protection Order 2022
 Schedule 2 Map 40
 Enclosed Children's Play Area, Poulders
 Gardens, Sandwich

Dog Restrictions 2022

Restriction

- Dog Exclusion
- Dogs On Leads
- Seasonal Dog Bans

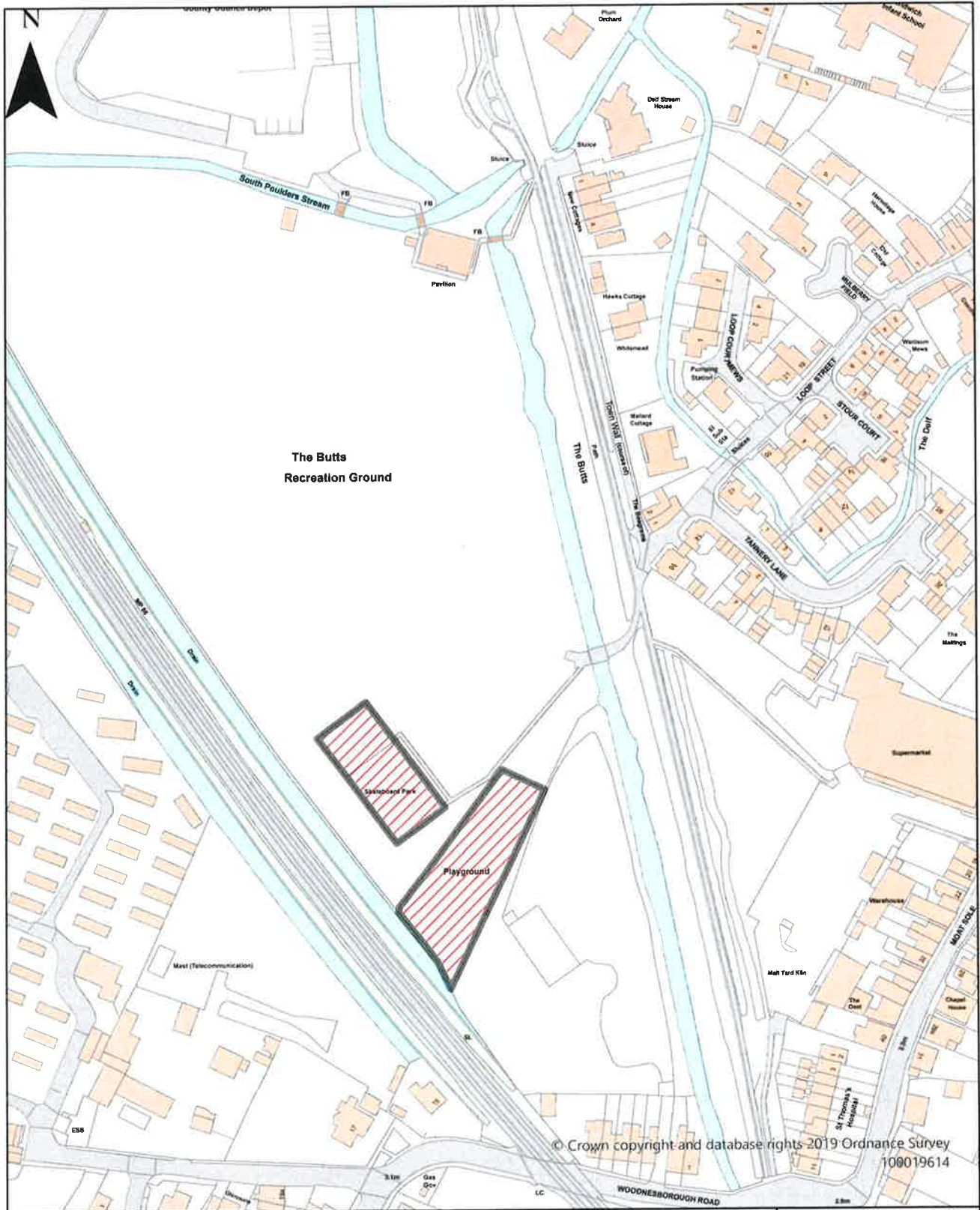
Scale: 1:900



Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces
 Protection Order 2022
 Schedule 2 Map 41
 Enclosed Children's Play Area, The Bulwarks,
 Sandwich

Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:1,523






Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

**Dover District Council Public Spaces
 Protection Order 2022**

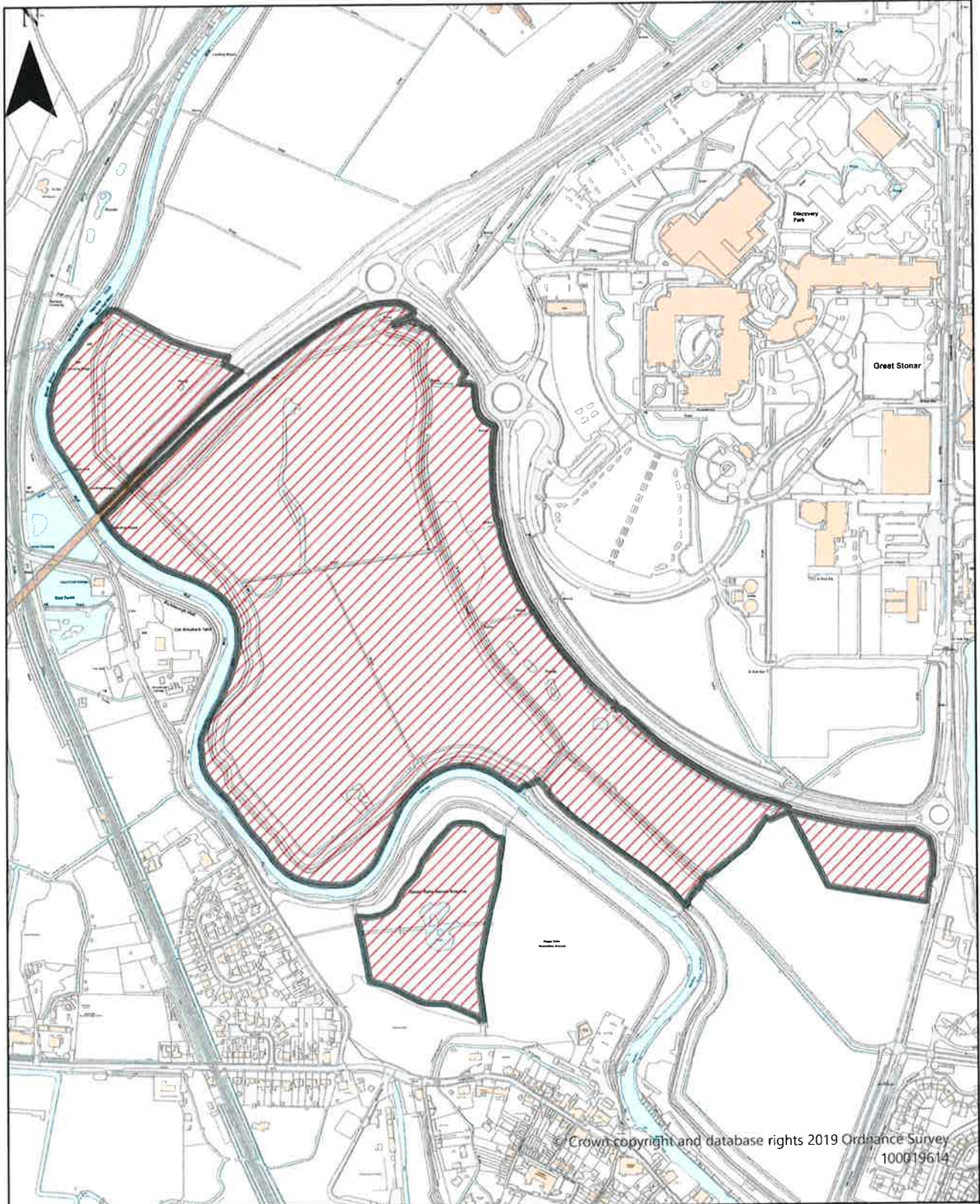
Schedule 2 Map 42

Enclosed Children's Play Area and Skate Park,
 The Butts Recreation Ground, Sandwich

**Dog Restrictions 2022
 Restriction**

-  Dog Exclusion
-  Dogs On Leads
-  Seasonal Dog Bans

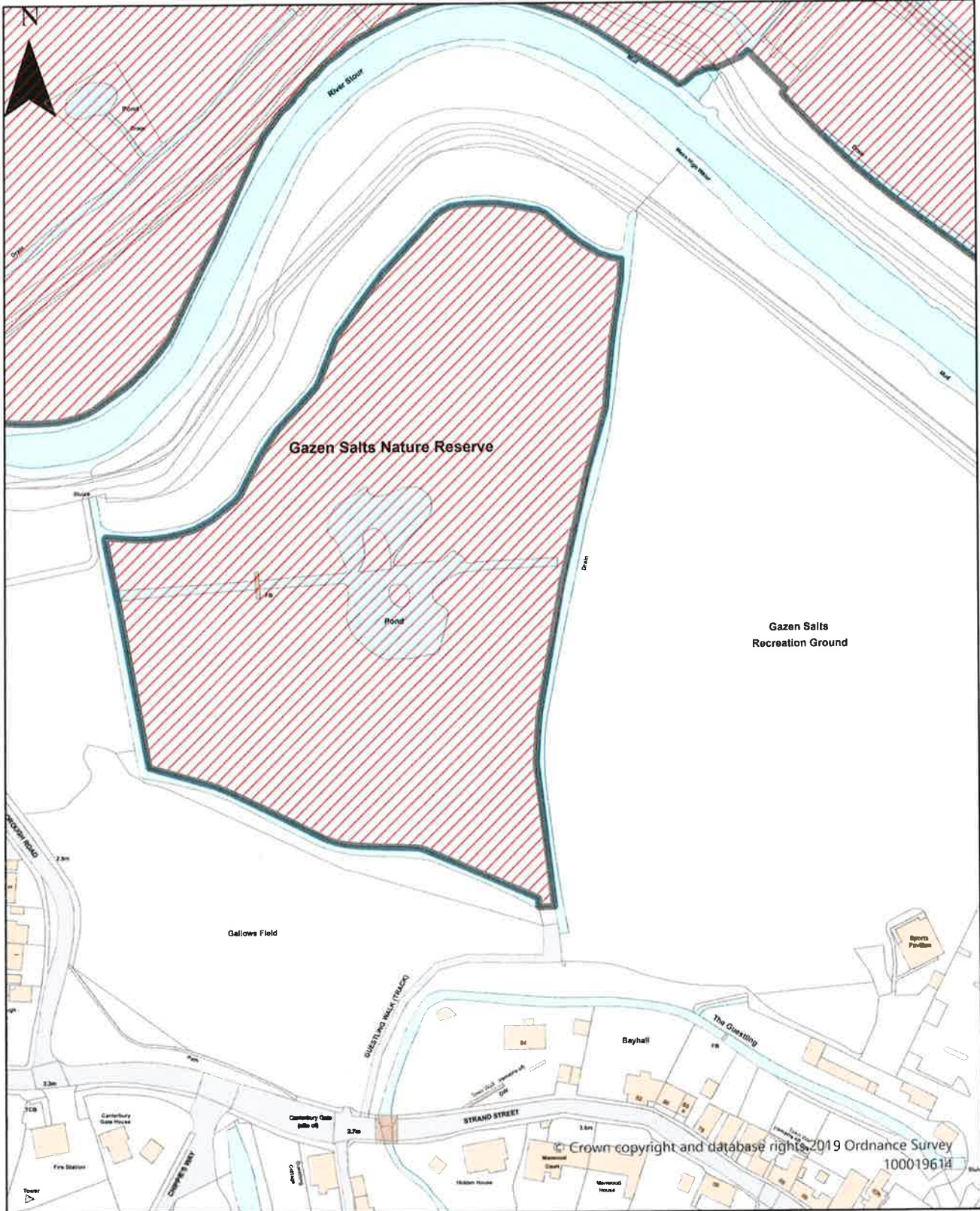
Scale: 1:1,707



Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces
 Protection Order 2022
 Schedule 2 Map 43
 Monks Wall Nature Reserve, Sandwich

Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:6,773



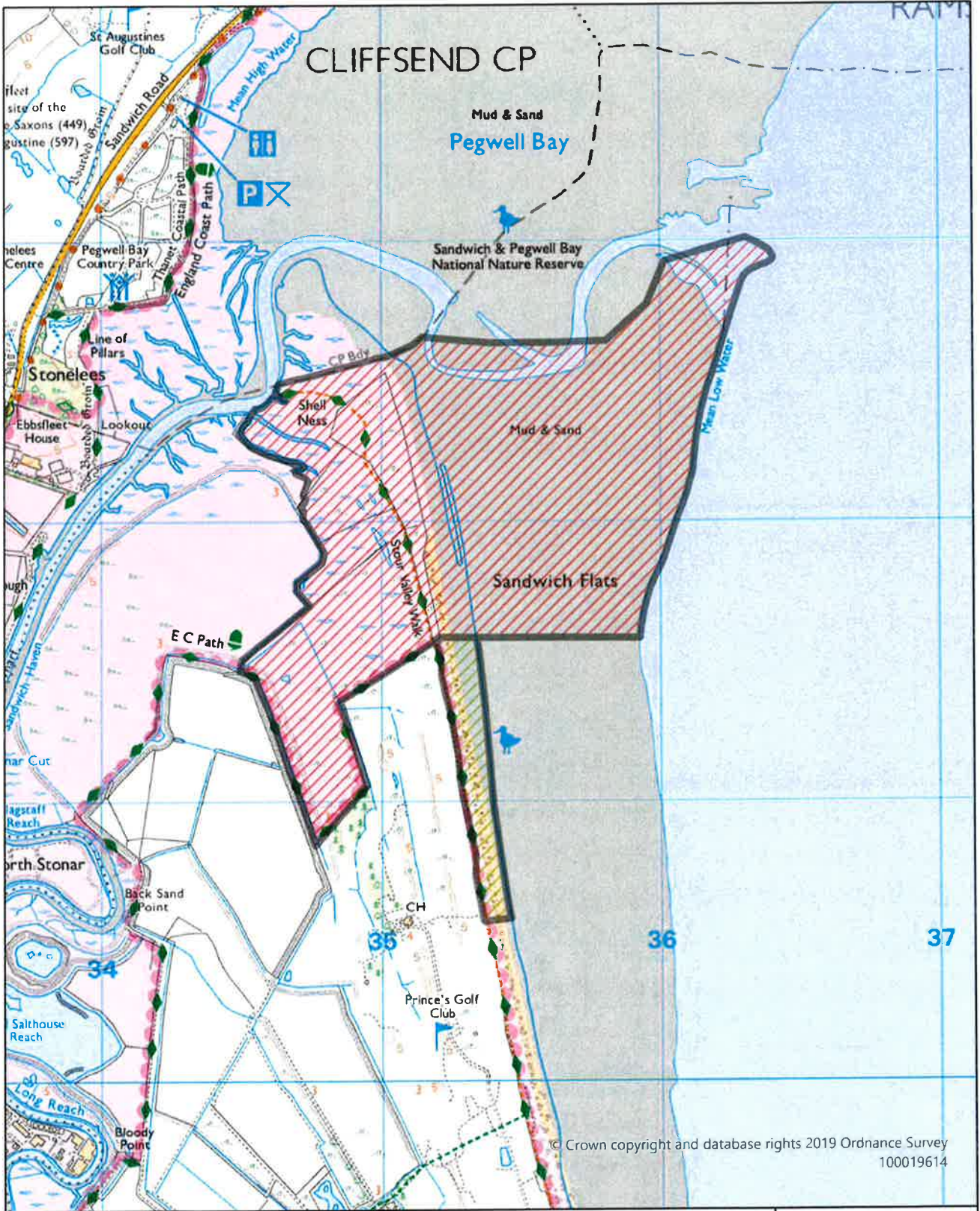
Dover District Council
Honeywood Close
White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ

Dover District Council Public Spaces
Protection Order 2022
Schedule 2 Map 44
Sandwich Nature Reserve, Sandwich

Dog Restrictions 2022
Restriction

-  Dog Exclusion
-  Dogs On Leads
-  Seasonal Dog Bans

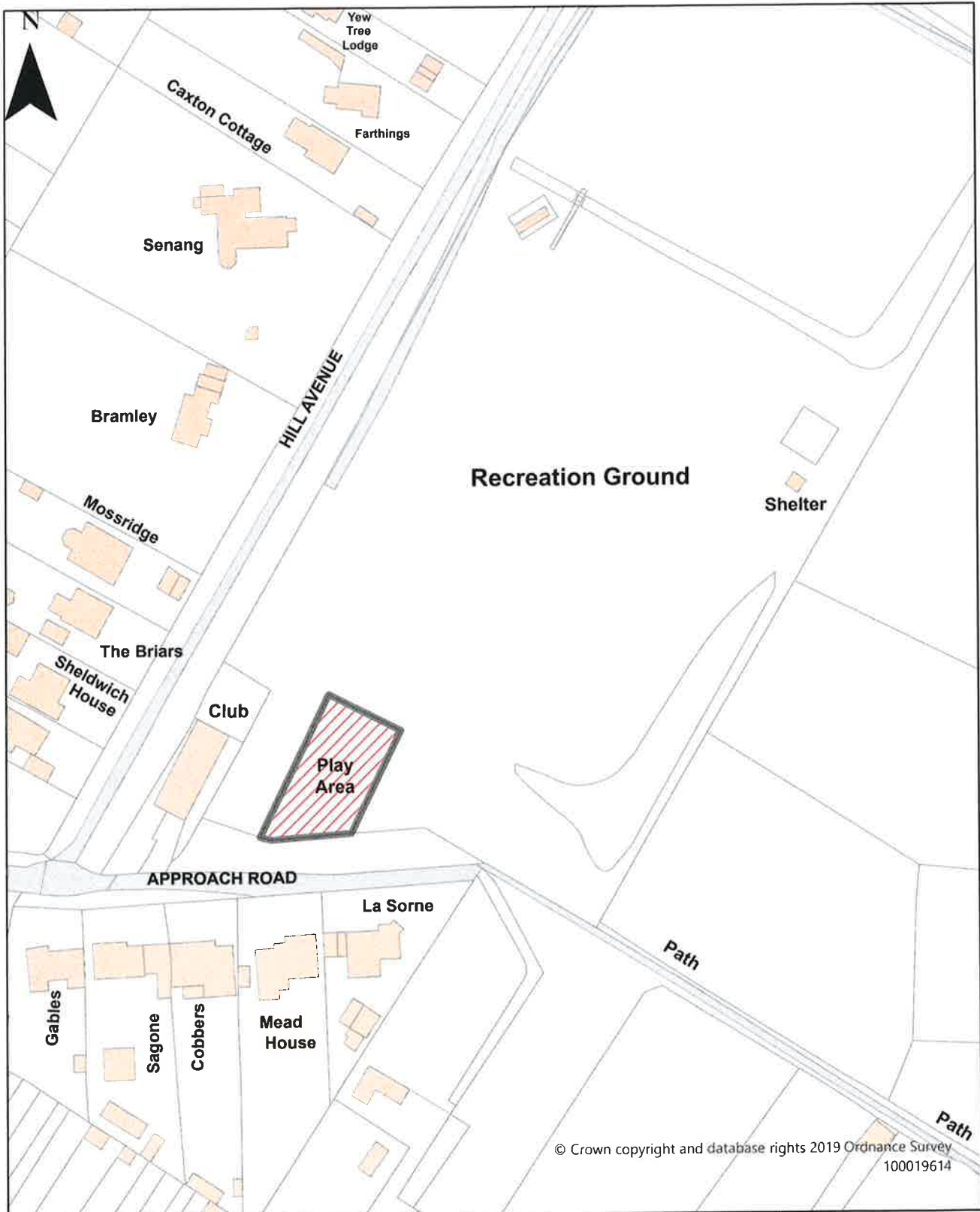
Scale: 1:1,907



Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces Protection
 Order 2022
 Schedule 2 Map 45
 Sandwich Bay Mudflats and Salt Marshes

Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:18,201



Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ




Dover District Council Public Spaces
 Protection Order 2022

Schedule 2 Map 46

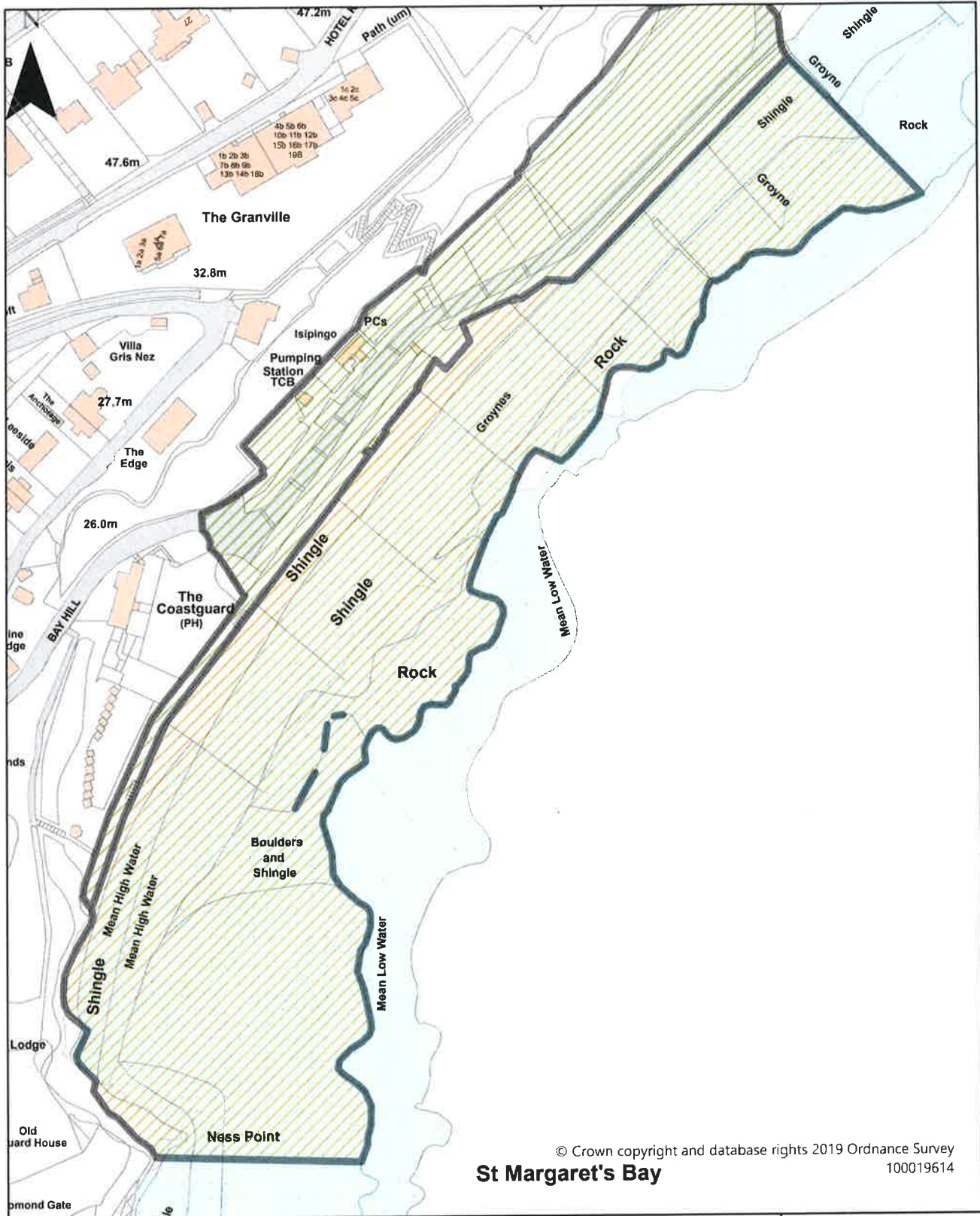
Enclosed Children's Play Area, Shepherdswell
 Recreation Ground





Dog Restrictions 2022

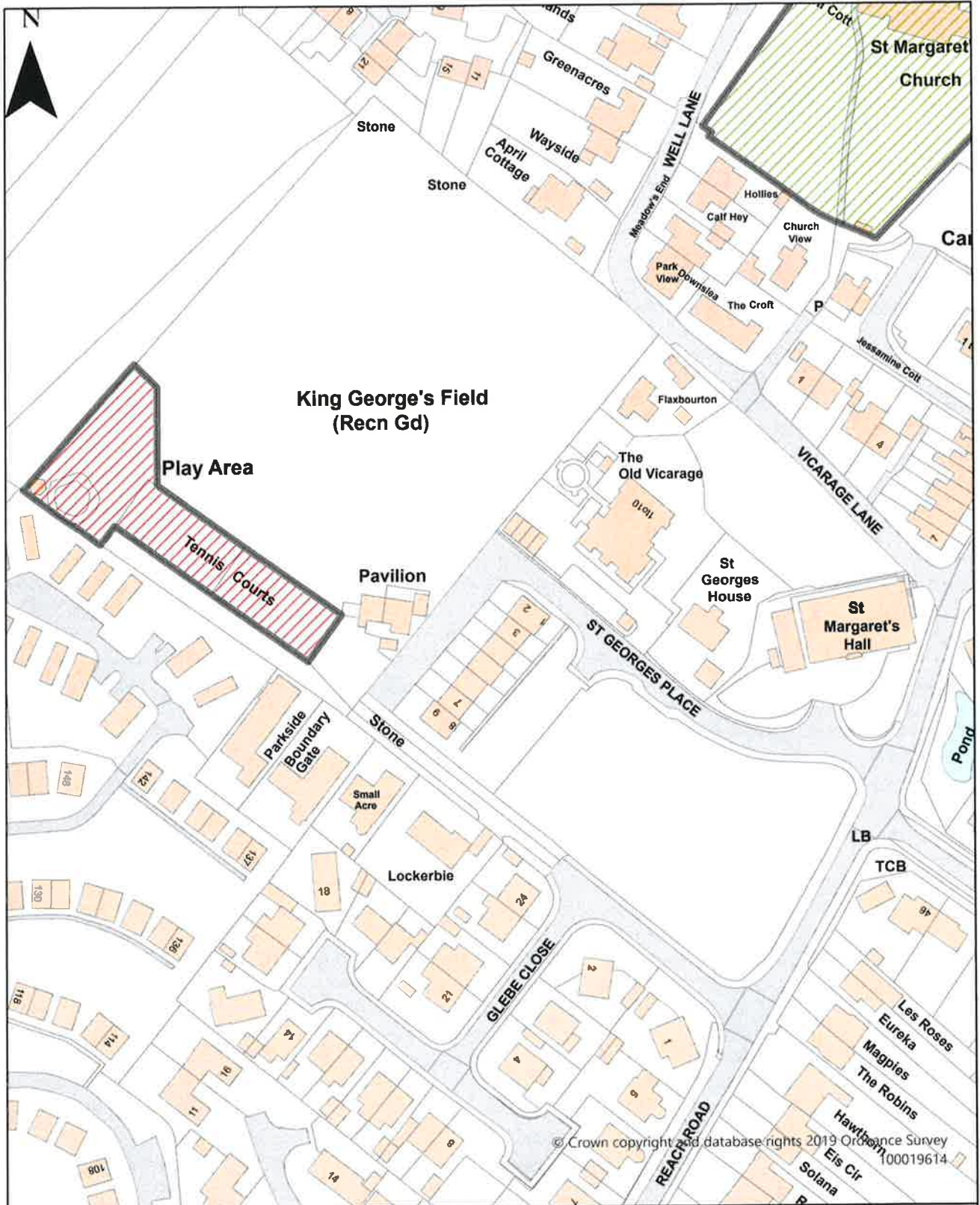
Restriction

-  Dog Exclusion
-  Dogs On Leads
-  Seasonal Dog Bans

Scale: 1:1,205



 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022 Schedule 2 Map 47 St Margaret's Bay Beach (1st of May to the 30th September between the hours of 9am and 6pm)</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:1,835</p>
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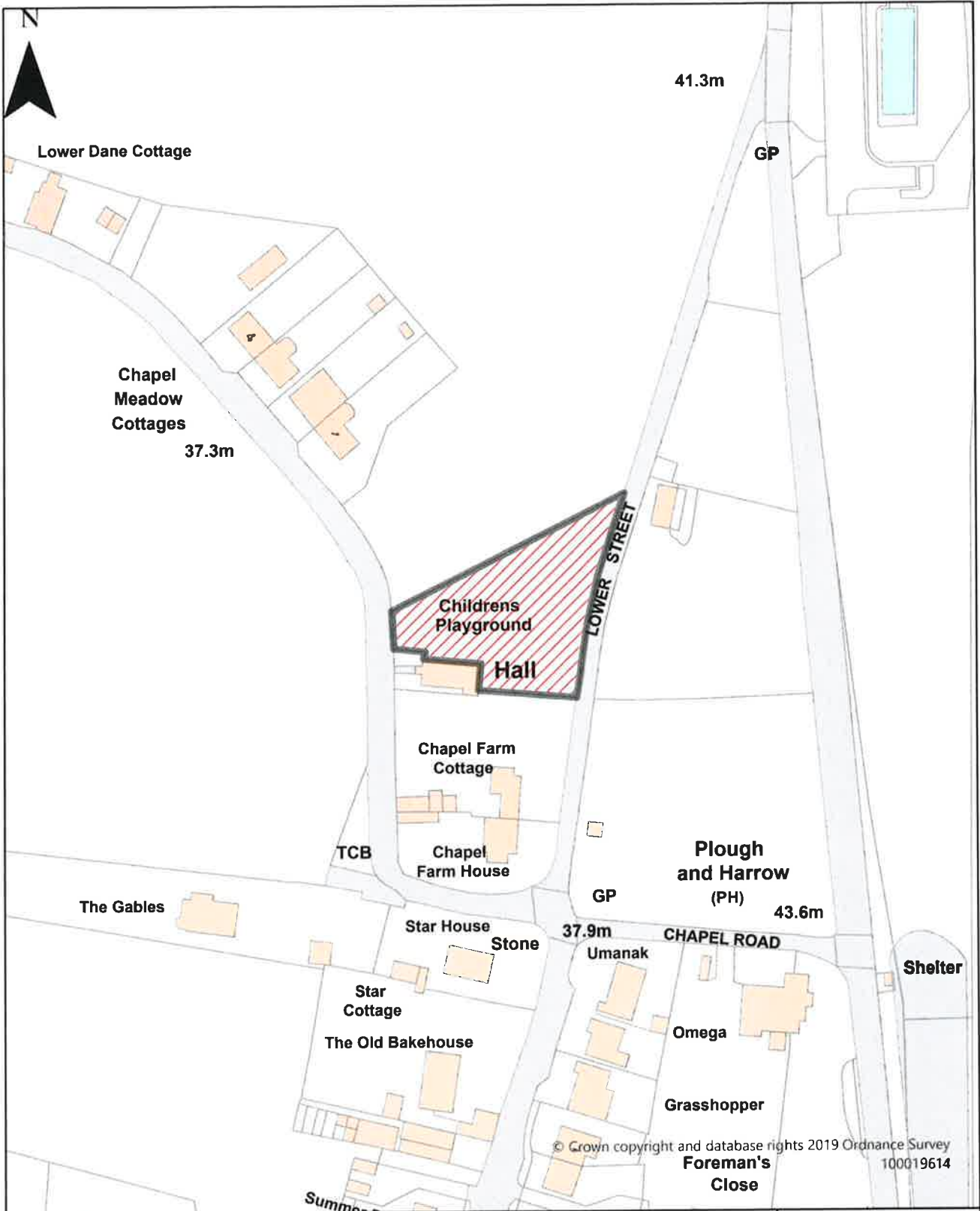
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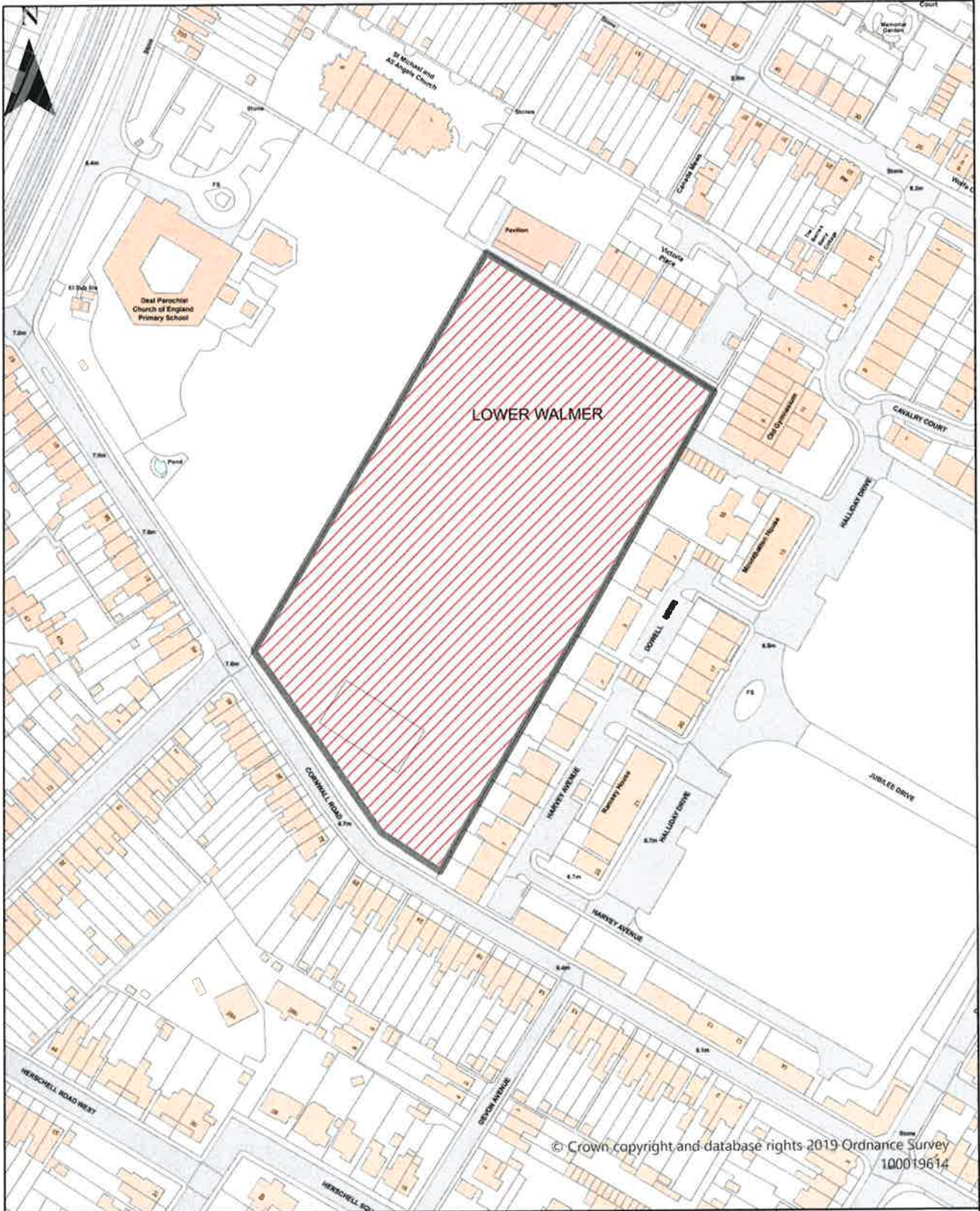
Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces
 Protection Order 2022
 Schedule 2 Map 48
 Enclosed Children's Play Area and Tennis
 Courts, King George's Field, St Margaret's

Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:1,427



	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022 Schedule 2 Map 49 Enclosed Children's Play Area, Chapel Road, Tilmanstone</p>	<p>Dog Restrictions 2022 Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:1,260</p>
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Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ




Dover District Council Public Spaces
 Protection Order 2022

Schedule 2 Map 50

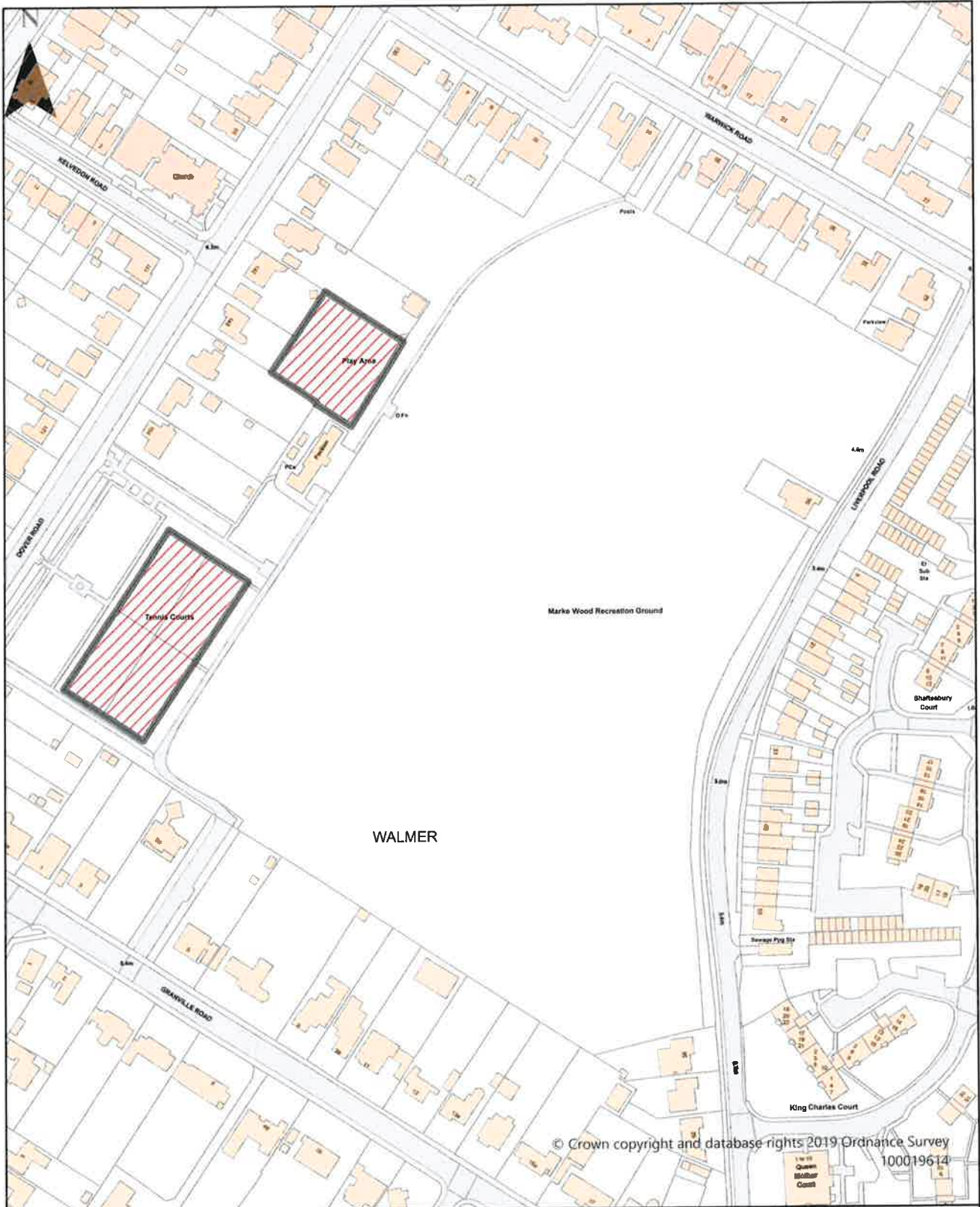
The Drill Field, Cornwall Road, Deal

Dog Restrictions 2022

Restriction

-  Dog Exclusion
-  Dogs On Leads
-  Seasonal Dog Bans

Scale: 1:1,877



Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces
 Protection Order 2022
 Schedule 2 Map 51
 Enclosed Children's Play Area and Tennis
 Courts, Marke Wood Recreation Ground,
 Walmer

Dog Restrictions 2022
 Restriction
 [Red hatched box] Dog Exclusion
 [Grey hatched box] Dogs On Leads
 [Black hatched box] Seasonal Dog Bans
 Scale: 1:1,945



Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces
 Protection Order 2022
 Schedule 2 Map 52
 Padding Pool, Walmer Green, Walmer

Scale: 1:1,420

- Dog Exclusion
 - Dogs On Leads
 - Seasonal Dog Bans
 - Restriction
- Dog Restrictions 2022



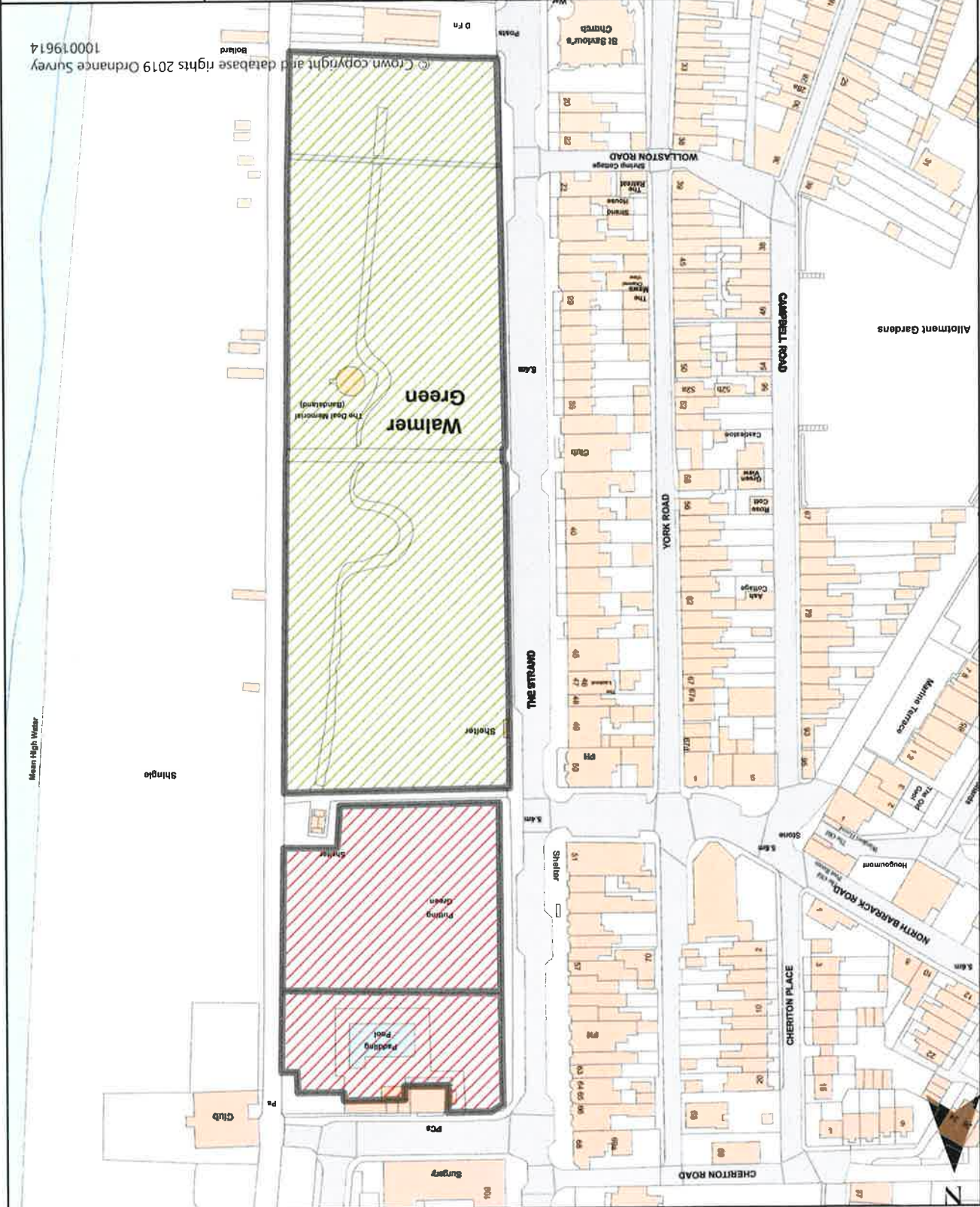


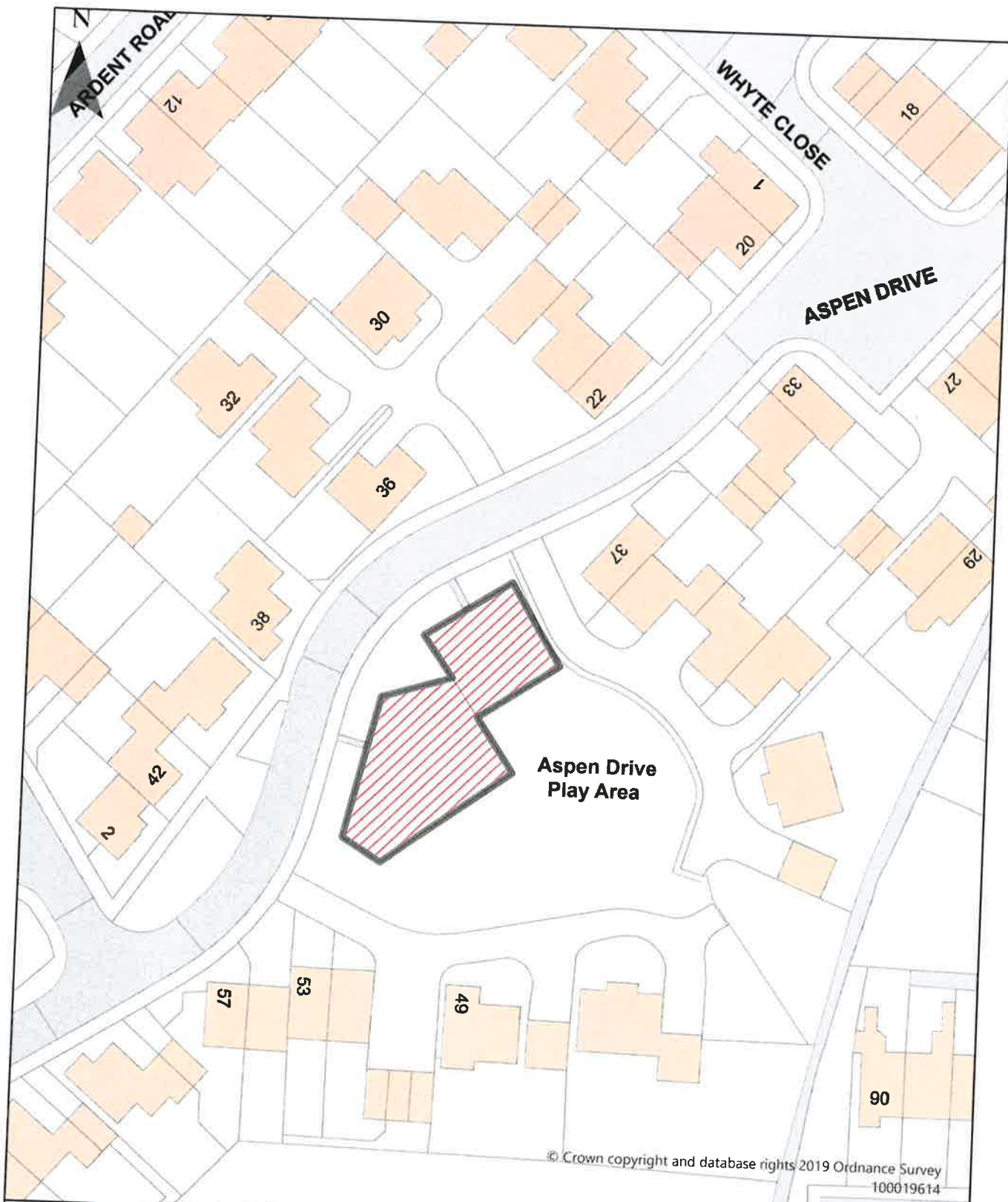
Dover District Council
Honeywood Close
White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ

Dover District Council Public Spaces
Protection Order 2022
Schedule 2 Map 53
The Putting Green, Walmer Green, Walmer

Scale: 1:1,420

- Restriction
- Dog Exclusion
- Dogs On Leads
- Seasonal Dog Bans





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Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ




Dover District Council Public Spaces
 Protection Order 2022

Schedule 2 Map 54

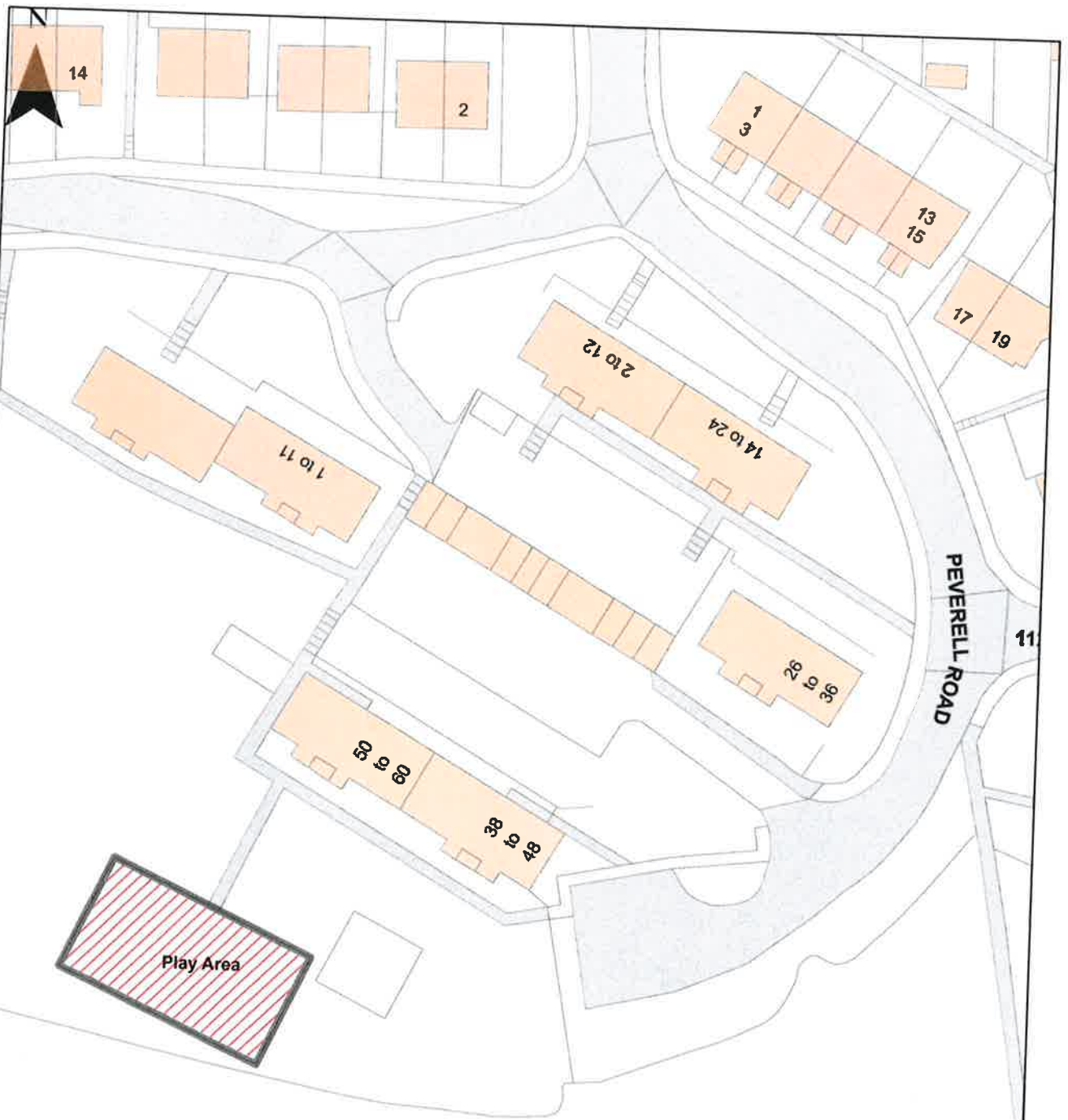
Enclosed Children's Play Area, Aspen Drive,
 Whitfield

Dog Restrictions 2022





Restriction

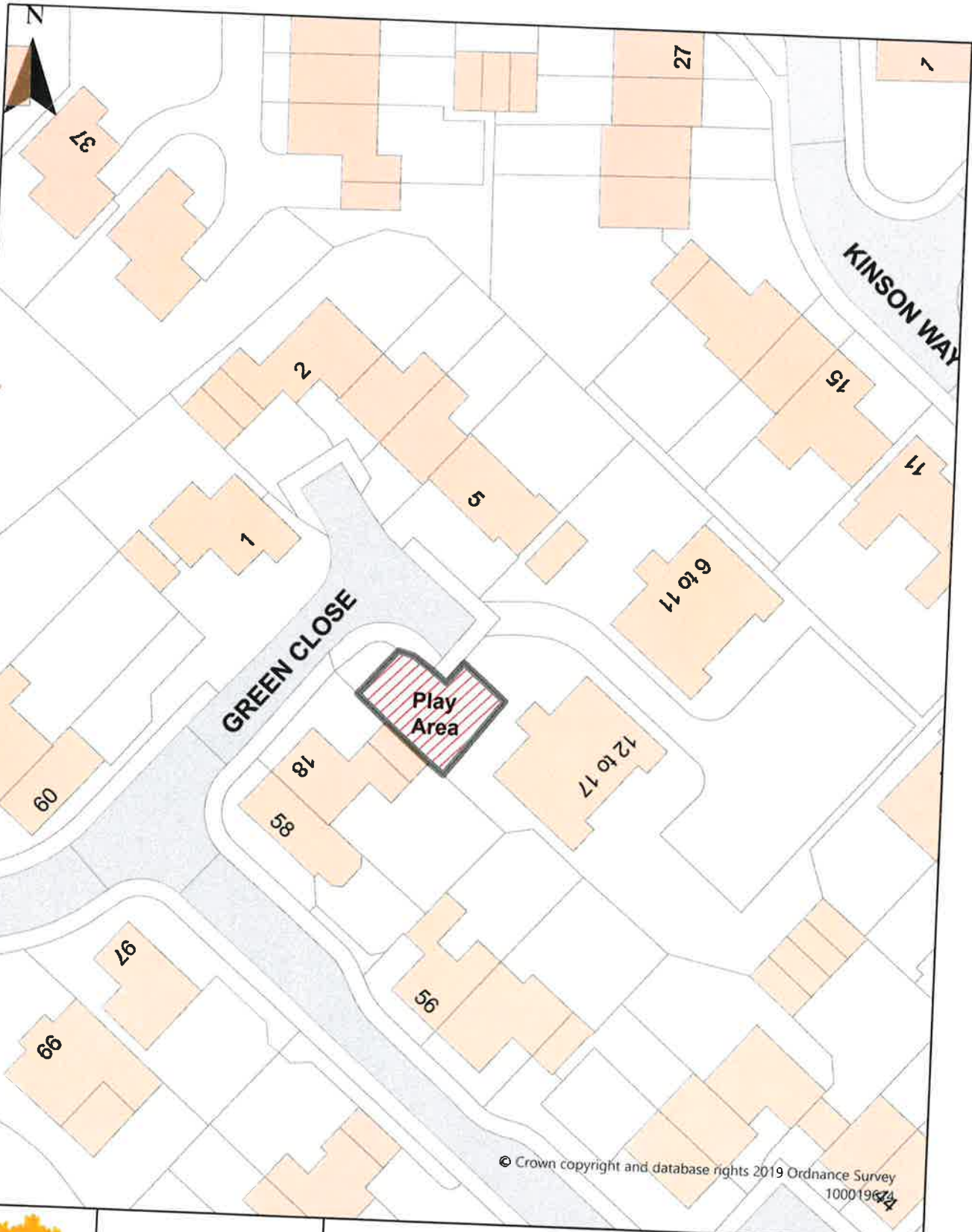
-  Dog Exclusion
-  Dogs On Leads
-  Seasonal Dog Bans

Scale: 1:623



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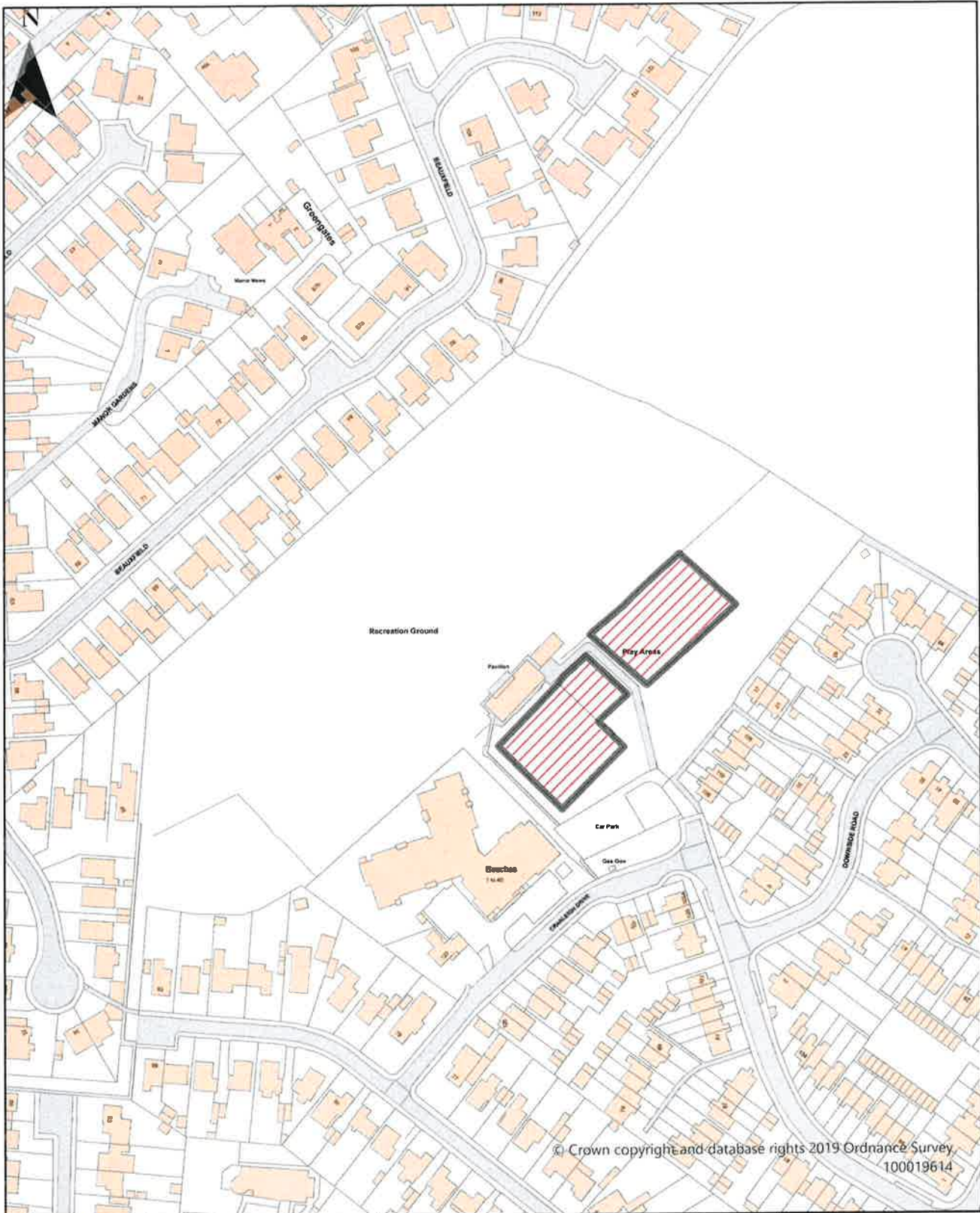
 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022 Schedule 2 Map 55 Enclosed Children's Play Area, Peverell Road, Whitfield</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:675</p>
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Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces
 Protection Order 2022
 Schedule 2 Map 56
 Enclosed Children's Play Area, Green Close,
 Whitfield

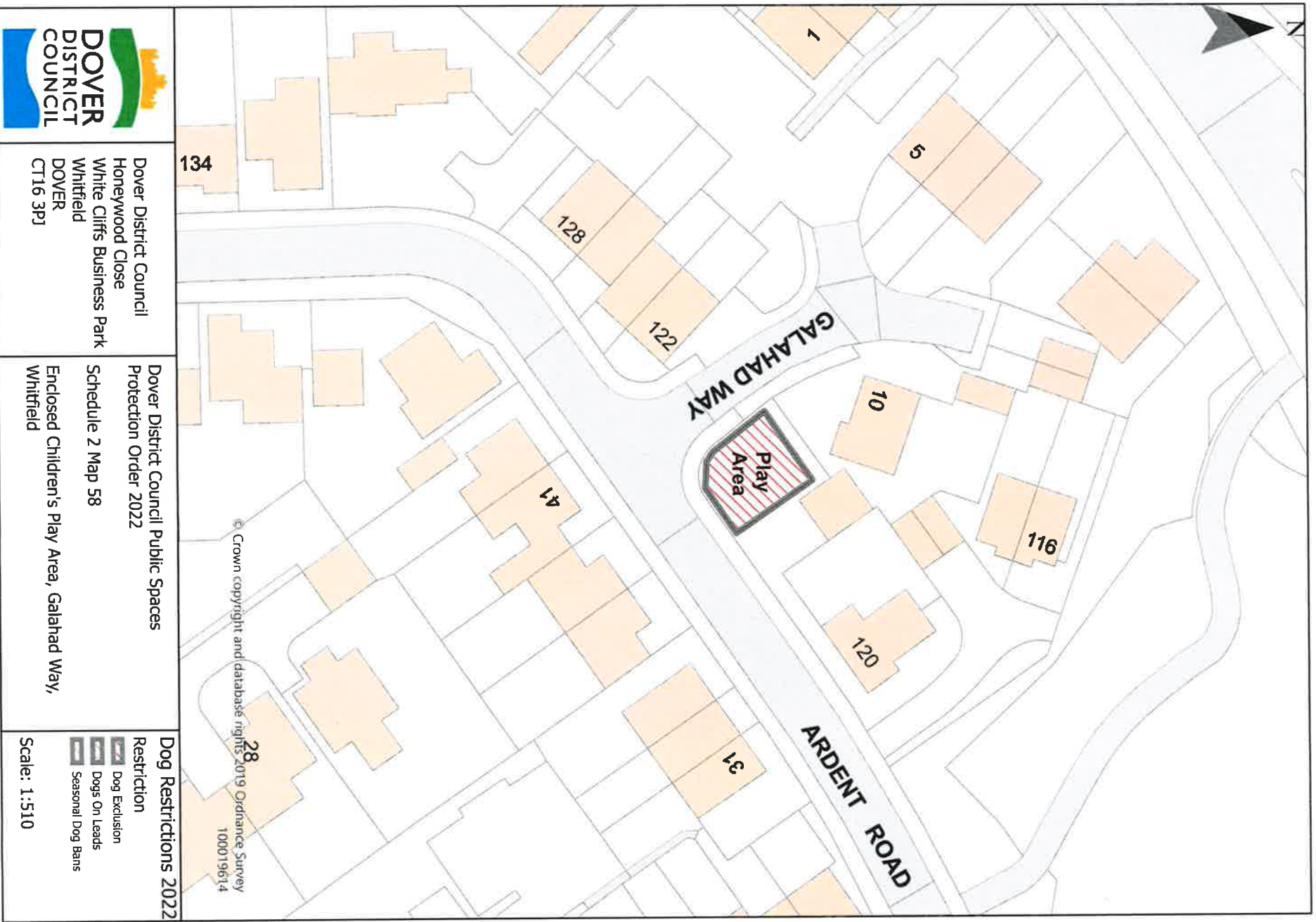
Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:502







Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

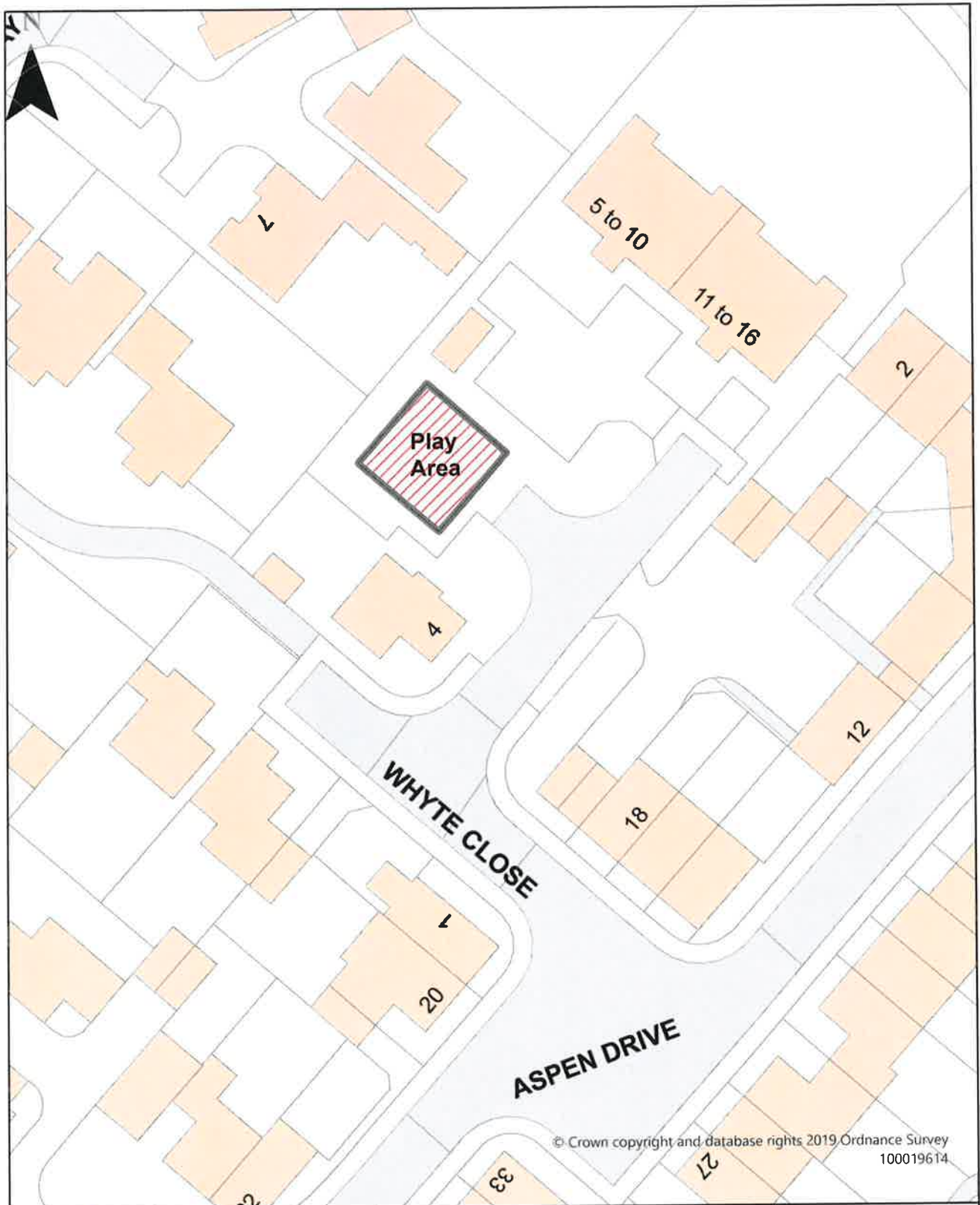
Dover District Council Public Spaces Protection
 Order 2022
 Schedule 2 Map 57
 Enclosed children's play area & MUGA,
 Whitfield Recreation Ground, off Cranleigh
 Drive, Whitfield





Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:1,954

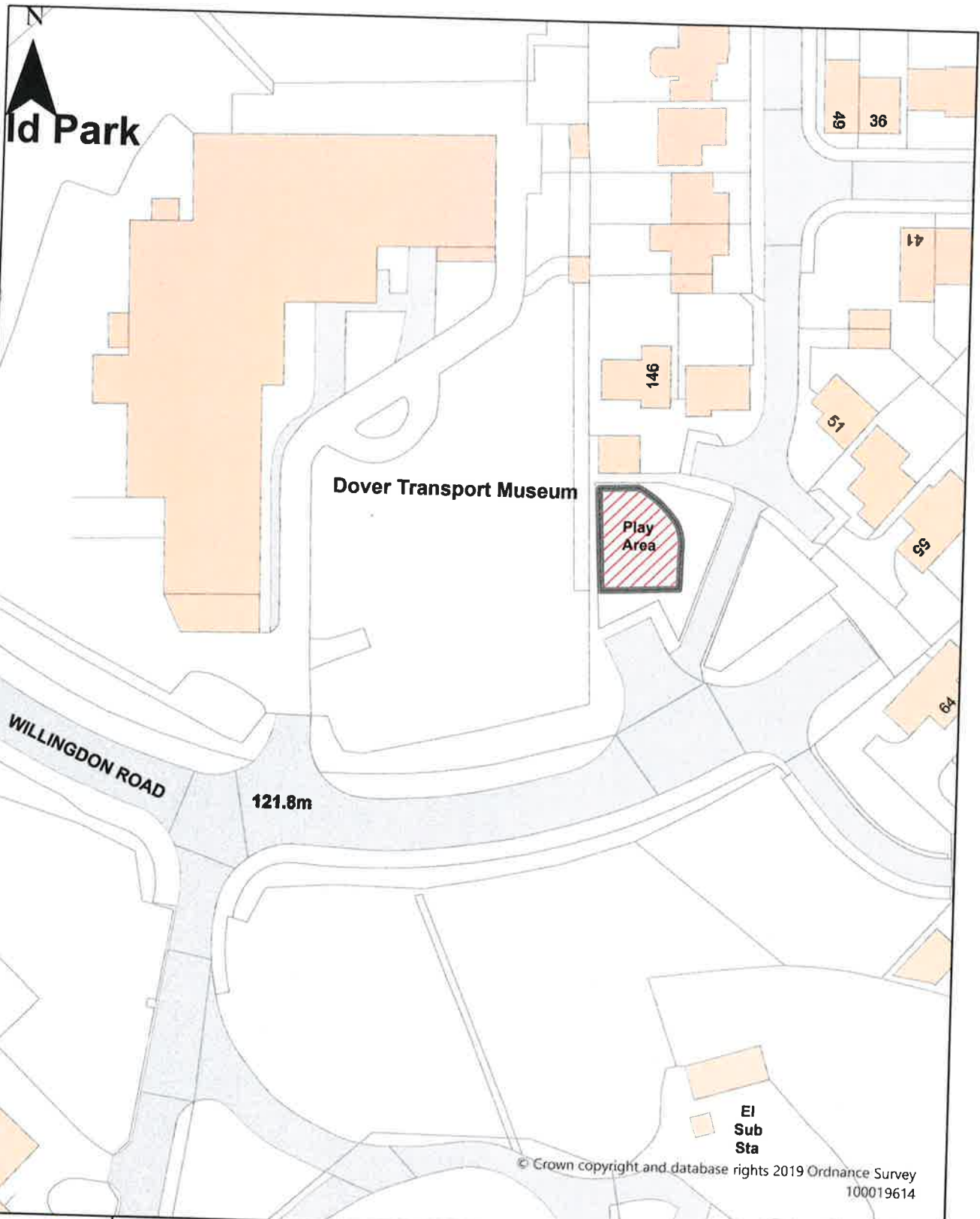






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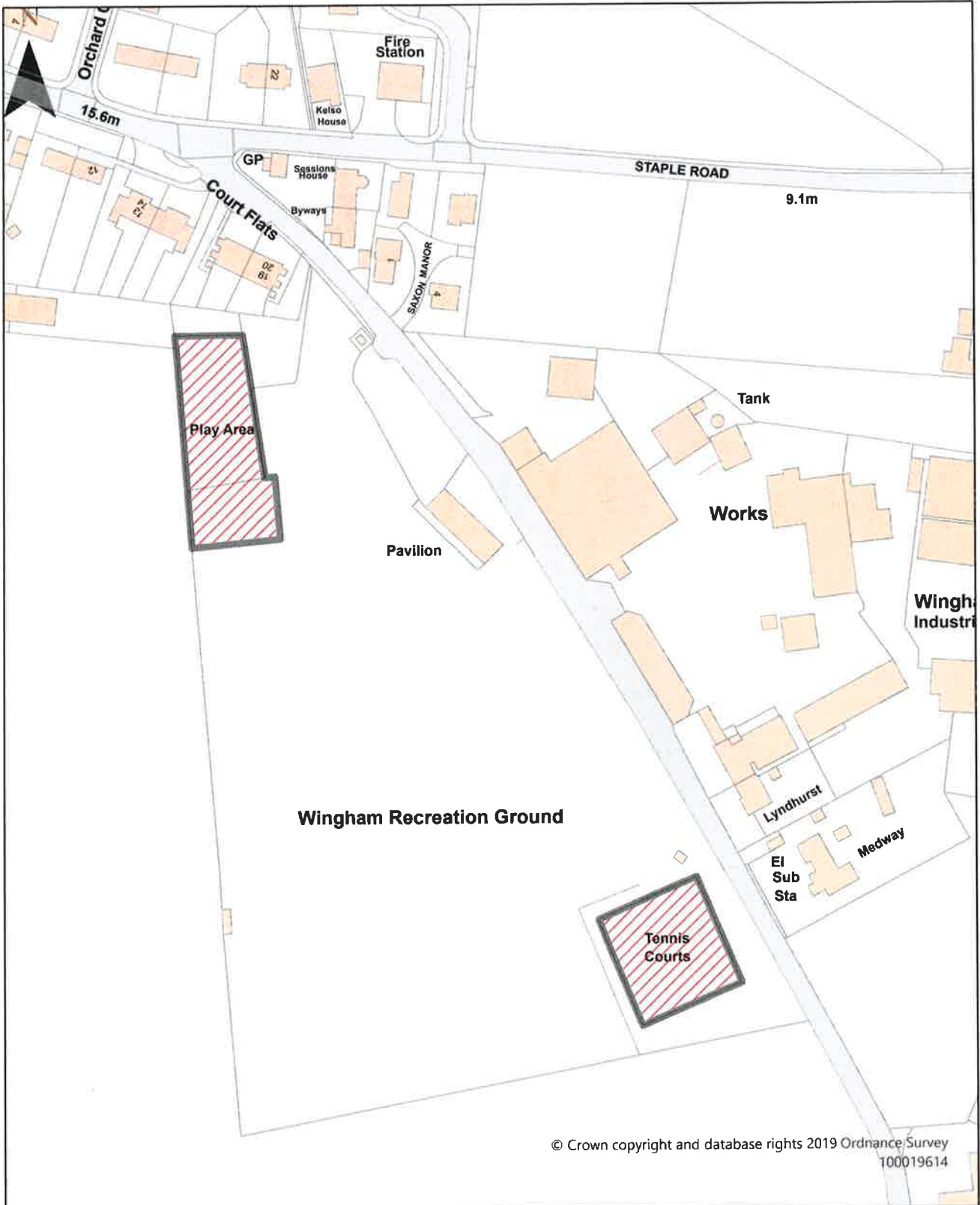
 <p>DOVER DISTRICT COUNCIL</p>	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022 Schedule 2 Map 58 Enclosed Children's Play Area, Galahad Way, Whitfield</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:510</p>
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	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 2 Map 59</p> <p>Enclosed Children's Play Area, Whyte Close, Whitfield</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:485</p>
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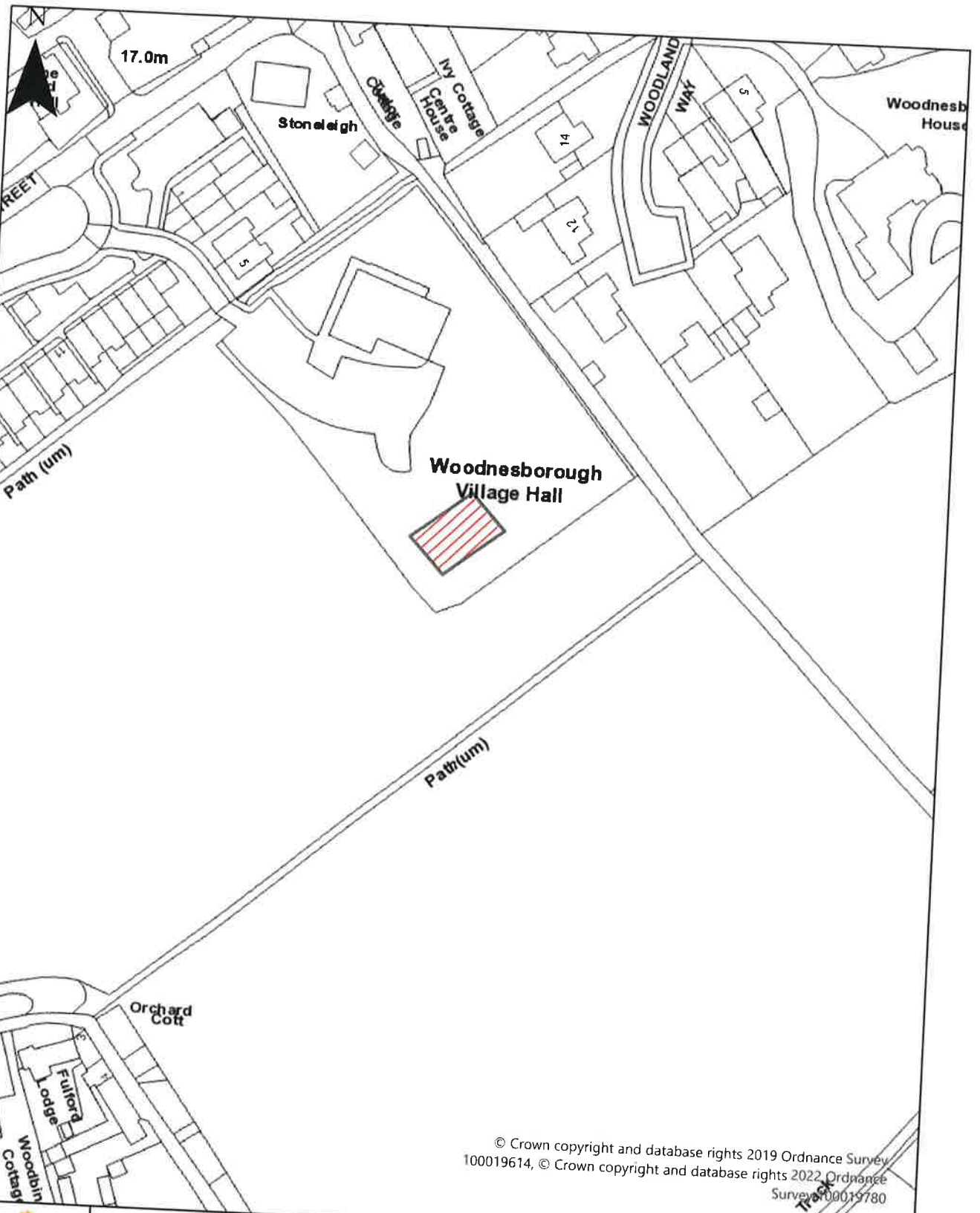
	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022</p> <p>Schedule 2 Map 60</p> <p>Enclosed Children's Play Area, Willingdon Road, Whitfield</p>	<p>Dog Restrictions 2022</p> <p>Restriction</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads  Seasonal Dog Bans <p>Scale: 1:720</p>
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Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Public Spaces
 Protection Order 2022
 Schedule 2 Map 61
 Enclosed Children's Play Area, Tennis Courts &
 MUGA, Wingham Recreation Ground

Dog Restrictions 2022
 Restriction
 Dog Exclusion
 Dogs On Leads
 Seasonal Dog Bans
 Scale: 1:1,528



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	<p>Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ</p>	<p>Dover District Council Public Spaces Protection Order 2022 Schedule 2 Map 62 Enclosed Children's Play Area, Woodnesborough Village Hall Green, Elmwood Park, Woodnesborough, Kent</p>	<p>Legend</p> <ul style="list-style-type: none">  Dog Exclusion  Dogs On Leads <p>Scale: 1:1,250</p>
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Appendix 2 – Breakdown of comments received to proposed variation



Childrens Playing Field, Cowdray Square, Deal, Kent

Do you support the proposals	Should you wish to make any comments please add these here
Yes	No comment left
Yes	No comment left
Yes	No comment left
Yes	No comment left
Yes	No comment left
Yes	No comment left
No	I am utterly against the proposal for dogs to be kept on leads in the large park area of cowdray square. We have been ball throwing here for many years and now you wish to confine us to the small uneven area that is actually somewhat unsafe for dogs to run around as it has holes and very uneven ground meaning they can easy twist their leg. Since you installed the football posts the difference in the park is the amount of litter, disposal vapes, drinks cans (dangerous as sharp) , crisps packets, fag butts and so on. It's not dogs that are the problem . The small area that is enclosed is ideal for those with no recall of their doors. Those of us that have well trained dogs should not be banned from the larger area because of the minority.

Woodnesborough Village Hall Green, Elmwood Park, Woodnesborough

Do you support the proposals	Should you wish to make any comments please add these here
Yes	I support the proposal as it is in keeping with the way other play areas deal with dogs
Yes	No comment left
Yes	No comment left
Yes	Support that dogs should not be allowed in this area, but does it really need to be enforced as a PSPO?? Seems overkill.
No	Currently, dogs are banned from the enclosed Children's Play Area; the proposed change would remove this, with dogs being permitted on lead in the enclosed area. For hygiene and continued lack of responsible dog ownership in Woodnesborough, regarding dog fouling, my concern is that the proposed changes would result in dog fouling within the area, thereby making it unsafe for children. Please could the PSPO be altered to exclude dogs from the area.

Rewording of Part 5 – "Consumption of Alcohol in Public Spaces" to clarify where the restrictions apply.

Do you support the proposals	Should you wish to make any comments please add these here
Yes	No comment left
Yes	No comment left
Yes	No comment left
No	I can only see the outline of the whole District which from my reading of Appendix 1 means that anybody consuming any alcohol in any public space across the District will be in breach of the PSPO. If I am mistaken I would be grateful if there were further explanation provided.
Yes	Stop people drinking alcohol in the market square. There has been so many issues over the years with drunks upsetting the members of the public as well as disturbing events.
Yes	The alcohol restrictions in Market Square Dover need to be increased to ban 'public drinking'. Alcohol consumption should be in licensed premises only. You have worked so hard to make the square a lovely public space for families & tourists but it is horrible for them to have to put up with alkie and druggies while they try to have a nice day out.



Formal Response to Dover District Council's Public Spaces Protection Order Consultation

Submitted on 18th October 2023 by: The Kennel Club, Clarges Street, Piccadilly, London W1J 8AB, email: kcdog@thekennelclub.org.uk

The Kennel Club is the largest organisation in the UK devoted to dog health, welfare, and training. Our objective is to ensure that dogs live healthy, happy lives with responsible owners. We campaign for and advocate on behalf of dogs and their owners and, as part of our external affairs activities, engage with local authorities on issues such as Public Spaces Protection Orders (PSPOs).

The Kennel Club is the only national organisation named by the UK Government as a body that local authorities should consult prior to introducing restrictions on dog walkers and is considered the leading canine authority on dog access. As such, we would like to highlight the importance of ensuring that PSPOs are necessary and proportionate responses to problems caused by dogs and irresponsible owners. We also believe that it is essential for authorities to balance the interests of dog owners with the interests of other access users.

Response to proposed measures

On lead

We can support reasonable 'dogs on lead' Orders which can, when used in a proportionate and evidence-based way, include areas such as cemeteries, picnic areas, or on pavements in proximity to cars and other road traffic.

Exclusions

The Kennel Club does not typically oppose Orders to exclude dogs from playgrounds or enclosed recreational grounds, such as skate parks or tennis courts, as long as alternative provisions are made for dog walkers in the vicinity. Children and dogs should be able to socialise together quite safely under adult supervision, with having a child in the home the biggest predictor for a family owning a dog.

Assistance dogs

The Kennel Club welcomes the exemptions proposed in this Order for assistance dogs. We urge the Council to review the Equality and Human Rights Commission's guidance for businesses and service providers when providing any exemptions for those who rely on assistance dogs. The guidance can be viewed here:

<https://www.equalityhumanrights.com/sites/default/files/assistance-dogs-a-guide-for-all-businesses.pdf>

However, we would suggest further consideration of the wording contained within the Order, specifically with reference to 'prescribed charity'. While a proportion of assistance dogs relied upon by disabled people are trained by charities, many are not. A number of reputable assistance dog providers are members of Assistance Dogs UK. This umbrella group currently has eight member organisations, which can be viewed here:

<http://www.assistedogs.org.uk/>. It is important to note that the membership of Assistance

Dogs UK is not a definitive list of all UK assistance dog organisations and may change during the currency of the PSPO. It also does not provide for owner trained assistance dogs.

We would therefore encourage the Council to allow for some flexibility when considering whether a disabled person's dog is acting as an assistance dog. The Council could consider adopting the definitions of assistance dogs used by Mole Valley District Council, which can be found here:

https://www.molevalley.gov.uk/media/pdf/1/b/83072_-_Completed_PSPO.pdf

or that of Northumberland County Council:

“(4) The term “Assistance Dog” shall mean a dog which has been trained to assist a person with a disability.

(5) The expression “disability” shall have the meaning prescribed in section 6 of the Equality Act 2010 or as may be defined in any subsequent amendment or re-enactment of that legislation”.

Appropriate signage

It is important to note that in relation to PSPOs, The Anti-social Behaviour, Crime and Policing Act 2014 (Publication of Public Spaces Protection Orders) Regulations 2014 makes it a legal requirement for local authorities to –

“cause to be erected on or adjacent to the public place to which the order relates such notice (or notices) as it considers sufficient to draw the attention of any member of the public using that place to -

- (i) the fact that the order has been made, extended or varied (as the case may be); and
- (ii) the effect of that order being made, extended or varied (as the case may be).”

Regarding dog access restrictions, such as a ‘Dogs on Lead’ Order, on-site signage should clearly state where such restrictions begin and end. This can be achieved with signs that say on one side, for example, ‘You are entering [type of area]’ and ‘You are leaving [type of area]’ on the reverse.

While all dog walkers should be aware of their requirement to pick up after their dog, signage must be erected for the PSPO to be compliant with the legislation.

Community Services
Dover District Council
White Cliffs Business Park
Dover
CT16 3PJ



16 October 2023

Dear Community Services,

Dogs Trust has been made aware that Dover District Council is currently consulting on the proposal to vary its series of Public Space Protection Orders.

As the UK's largest dog welfare charity, we would like to make some comments for consideration.

Dogs Trust's Comments

1. Re; Dog Exclusion Order:

- Dogs Trust accepts that there are some areas where it is desirable that dogs should be excluded, such as children's play areas, however we would recommend that exclusion areas are kept to a minimum and that, for enforcement reasons, they are restricted to enclosed areas. We would consider it more difficult to enforce an exclusion order in areas that lack clear boundaries.
- Dogs Trust would highlight the need to provide plenty of signage to direct owners to alternative areas nearby in which to exercise dogs.

2. Re; Dogs on Leads Order:

- Dogs Trust accept that there are some areas where it is desirable that dogs should be kept on a lead.
- Dogs Trust would urge the Council to consider the Animal Welfare Act 2006 section 9 requirements (the 'duty of care') that include the dog's need to exhibit normal behaviour patterns – this includes the need for sufficient exercise including the need to run off lead in appropriate areas. Dog Control Orders should not restrict the ability of dog keepers to comply with the requirements of this Act.
- The Council should ensure that there is an adequate number, and a variety of, well sign-posted areas locally for owners to exercise their dog off-lead.

The PDSA's '[Paw Report 2018](#)' found that 89% of veterinary professionals believe that the welfare of dogs will suffer if owners are banned from walking their dogs in public spaces such as parks and beaches, or if dogs are required to be kept on leads in these spaces. Their report also states that 78% of owners rely on these types of spaces to walk their dog.

We believe that the vast majority of dog owners are responsible, and that the majority of dogs are well behaved. In recognition of this, we would encourage local authorities to exercise its power to issue Community Protection Notices, targeting irresponsible owners and proactively addressing anti-social behaviours.

Dogs Trust works with local authorities across the UK to help promote responsible dog ownership. Please do not hesitate to contact should you wish to discuss this matter.

Dogs Trust

Clarissa Baldwin House T: 0207 837 0006
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Patron: Her Majesty The Queen
Registered Charity Numbers: 227523 & SC037843

We would be very grateful if you could inform us of the consultation outcome and subsequent decisions made in relation to the Public Space Protection Order.

Yours faithfully,

[Redacted signature block]

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Patron: Her Majesty The Queen

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David Parratt

From: DDC EnvCrime
Sent: 20 September 2023 12:08
To: Andrzej Kluczynski
Subject: FW: Public spaces protection order - Consultation 345/2023

Hi AJ,

One for you.

Thanks



Dover District Council
Council Offices, White Cliffs Business Park, Whitfield, Dover CT16 3PJ

Please note my working hours are usually Mon, Weds, Thurs 8:30am to 5:30pm
Email: envcrime@dover.gov.uk
Web: <http://dover.gov.uk>

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Report fly tipping by emailing envcrime@dover.gov.uk or call 01304 872289



Please consider the Environment before printing this email

From: [Redacted]
Sent: Wednesday, September 20, 2023 12:01 PM
To: DDC EnvCrime <EnvCrime@DOVER.GOV.UK>
Subject: Public spaces protection order - Consultation 345/2023

You don't often get email from leigh.woolnough@kent.police.uk. [Learn why this is important](#)

Good afternoon, Andrzej.

Thank you so much for your letter re consulting on the public space's protection order.

Kent police have no representation to make on this review and support DDC in the application..

Kind regards

[Redacted]

[Redacted]

Dover District CSU

[Redacted]

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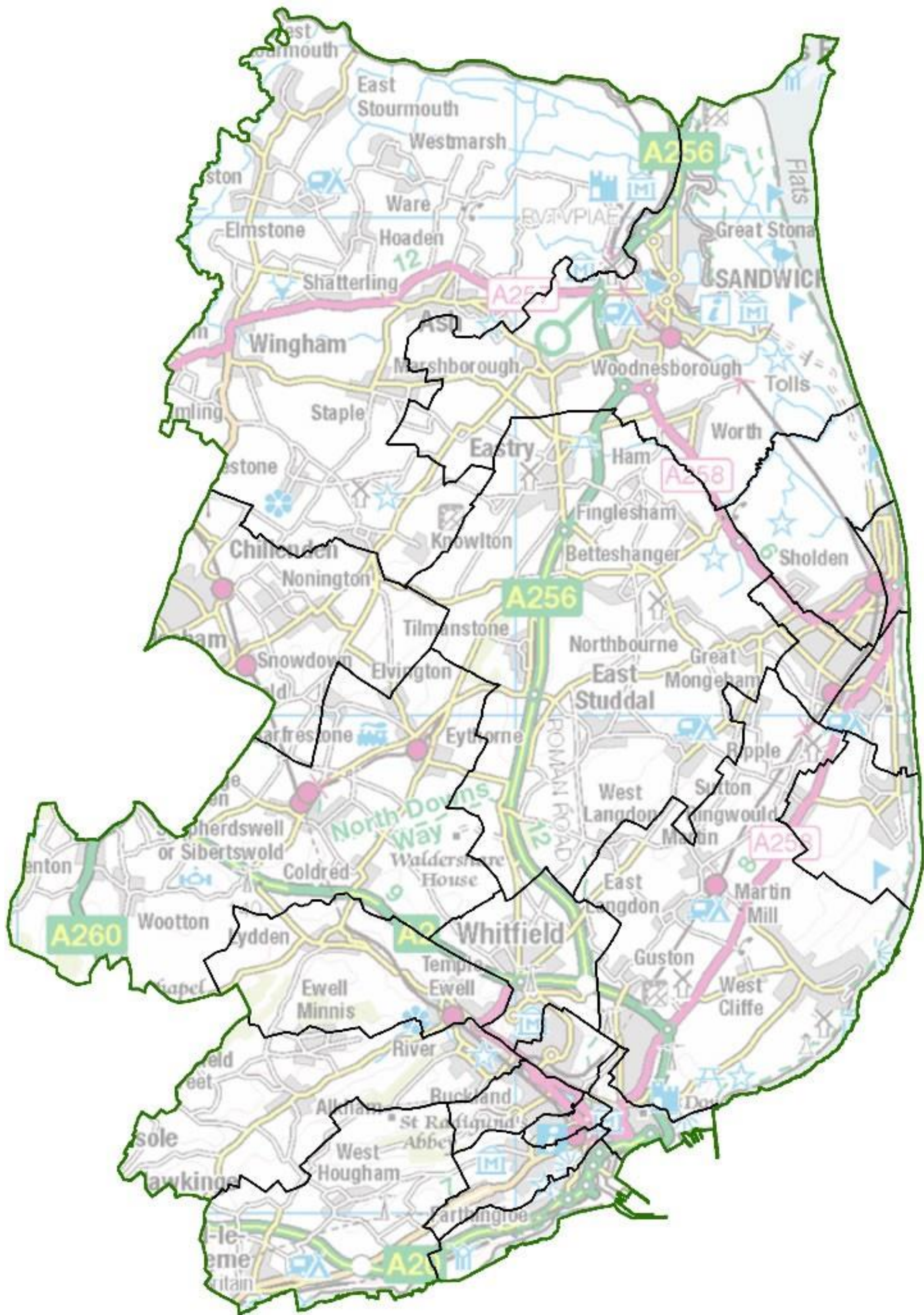
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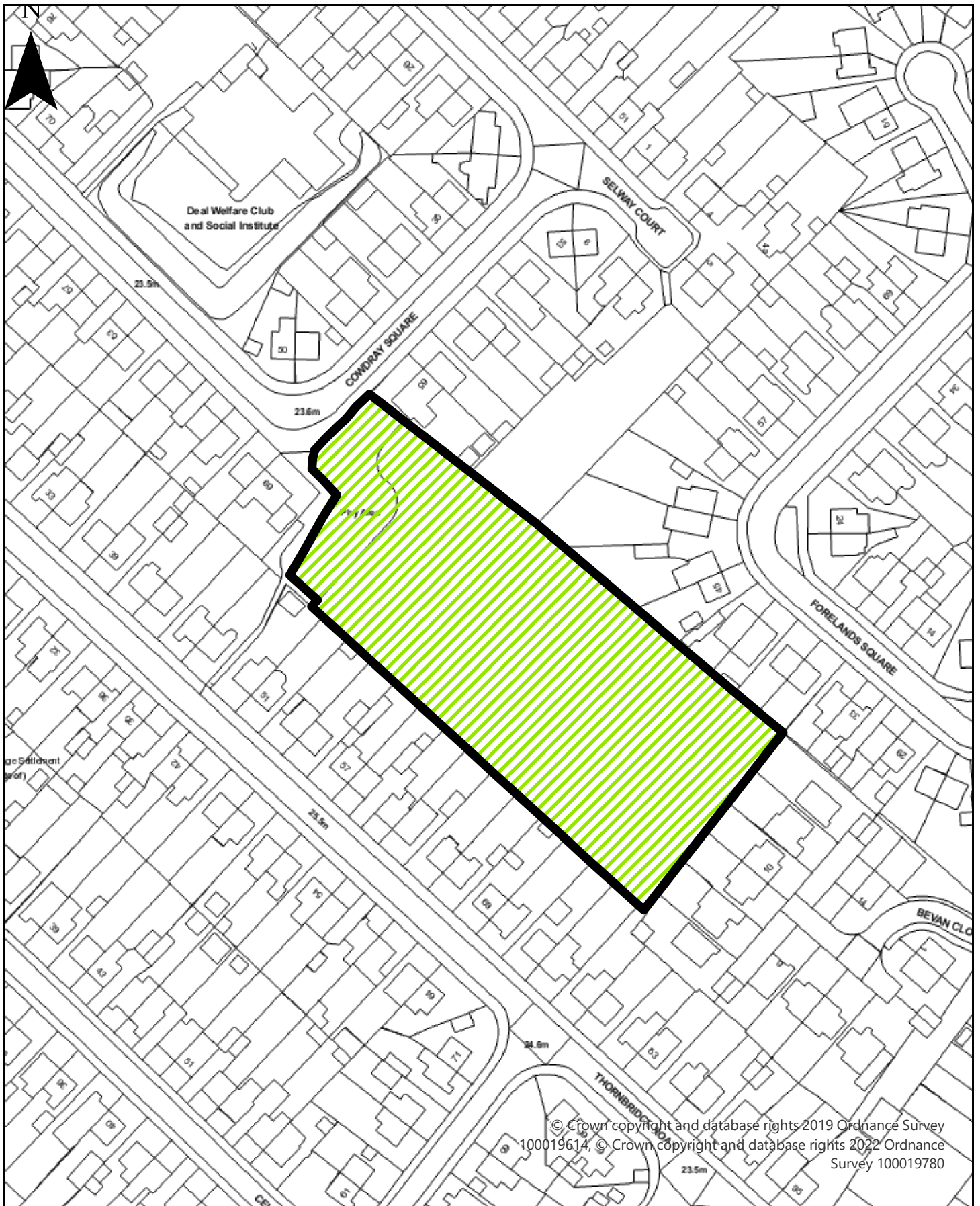


Appendix 2

Summary of proposed variations to July 2022 PSPO

Map no.	Location	Proposed Variation
1.	The Dover District in respect of this activity.	Rewording of Part 5 – “Consumption of Alcohol in Public Places” to clarify where the restrictions apply.
2.	Children’s Playing Field, Cowdray Square, Deal, Kent	Removal of children’s play area at Children’s Playing Field, Cowdray Square, Deal, Kent from Schedule 2 and extensions of area where dogs on lead restrictions apply at Children’s Playing Field, Cowdray Square, Deal, Kent in Schedule 1 to mirror approach of unfenced children’s play areas such as Russell Gardens in Temple Ewell.
3.	Woodnesborough Village Hall Green, Elmwood Park, Woodnesborough	Addition of a dog exclusion area within the enclosed children’s play area to schedule 2 at Woodnesborough Village Hall Green, Elmwood Park, Woodnesborough, Kent







Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

Dover District Council Variation Public Spaces Protection Order Consultation 2023

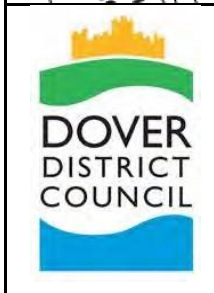
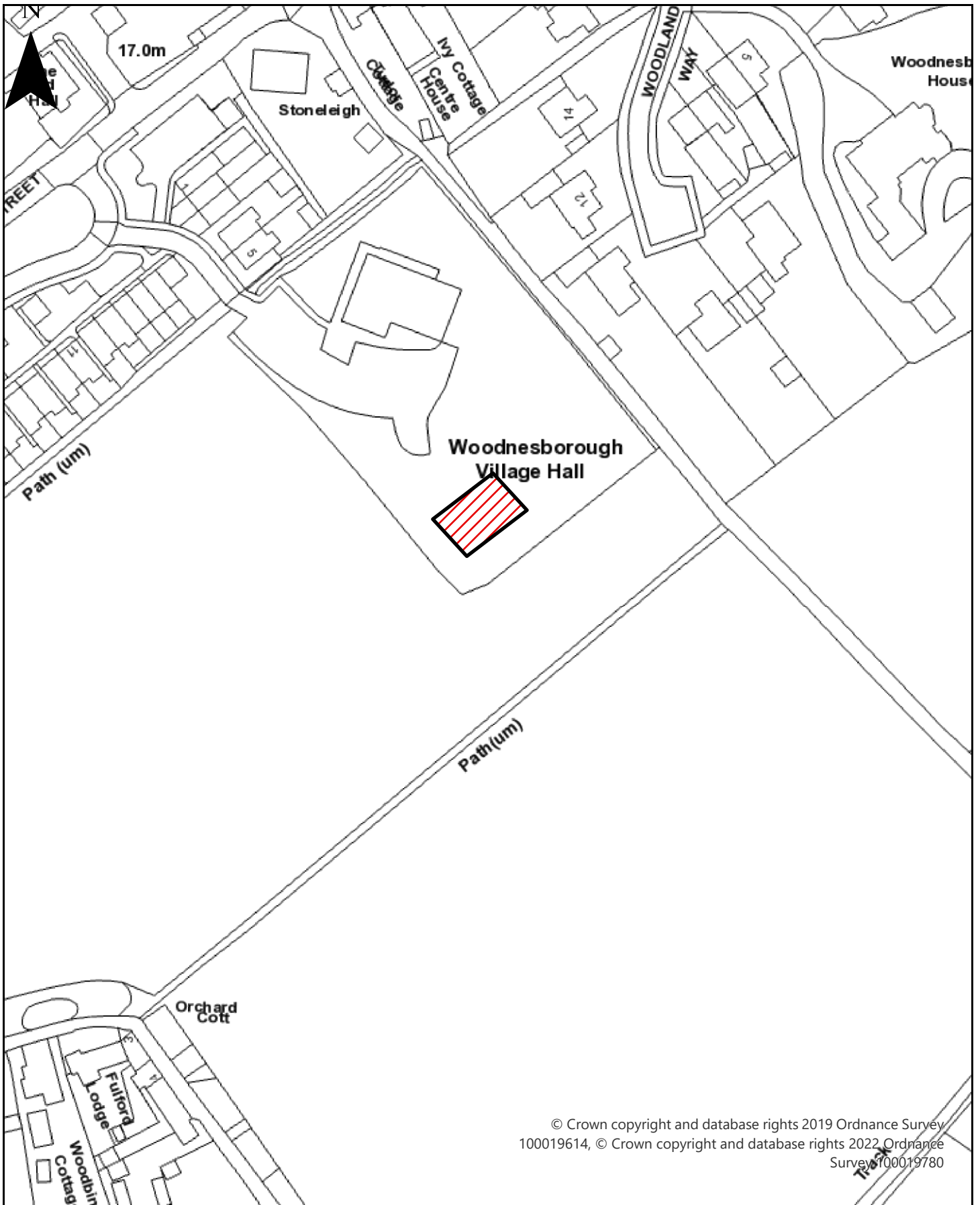
Map 2 – Becomes Schedule 1, Map 3 in Proposed PSPO

Children's Playing Field, Cowdray Square, Deal, Kent

Legend

-  Dog Exclusion
-  Dogs On Leads

Scale: 1:1,250 179





Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ

**Dover District Council Variation Public Spaces
 Protection Order Consultation 2023**

Map 3 – Becomes Schedule 2, Map 62

Enclosed Children's Play Area,
 Woodnesborough Village Hall Green, Elmwood
 Park, Woodnesborough, Kent

Legend

-  Dog Exclusion
-  Dogs On Leads

Scale: 1:1,250 180

Public Consultation - Proposals to vary existing PSPO

Dover District Council is seeking the views of residents, businesses, and community groups throughout the District on proposals to vary the existing PSPO for the remainder of its term. Proposed changes are as follows:

- Rewording of Part 5 – “Consumption of Alcohol in Public Places” to clarify where the restrictions apply.
- Extension of Dogs on Lead area at Cowdray Square, Deal to cover Childrens Play Area.
- Addition of a dog exclusion area within the enclosed children’s play area at Woodnesborough Village Hall Green, Elmwood Park, Woodnesborough, Kent.

We are therefore holding a public consultation on our proposals which will run from 12th September 2023 until the 23rd October 2023.

A copy of our proposed order can be found by clicking on the link below.

- Proposal document
- Summary of proposed variations

To view our maps in regard to these variations being proposed please follow the links below:

Consumption of Alcohol in Public Places - Dover District Council Area

Cowdray Square, Deal

Woodnesborough Village Hall Green

How do I have my say on the Council’s proposals?

If you wish to comment on any part of our proposed PSPO, please use the below link which will take you to our online consultation form. Here, you can submit your comments for the relevant area of the proposed PSPO. It is advised you read our proposal documents before submitting your comments.

[Public Space Protection Order Consultation Form](#)

Alternatively You can submit your comments in the post by writing to the following address:

PUBLIC SPACES PROTECTION ORDER CONSULTATION
Community Services
Dover District Council
White Cliffs Business Park
Dover CT16 3PJ

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

Purpose of the report: This report has been prepared to obtain formal approval for the levels of fees and charges (F&Cs) for the financial year 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 5.3.¹
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:

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

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

Fees and Charges Checklist

<p>Corporate and Service Objectives Are links made between charges and our corporate and service objectives and are we able to use charges to help deliver these objectives?</p>
<p>Users of the Service Is there sufficient understanding of our service users and their needs and wishes? 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>Comparison with other providers Is there a complete picture of competition and providers of similar services – including other Local Authorities?</p>
<p>Consultation Has the relevant Portfolio holder been consulted and do charges meet with their aspirations and requirements? Is wider community consultation appropriate for any of your charges? Has it been undertaken?</p>
<p>Performance Management Are the principles for charges clearly defined and are clear targets set and monitored. Do we have a clear picture of what is a success?</p>
<p>Financial Considerations Is the charge at a level to fully recover all costs or if is subsidised - why? 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>Corporate Income Policy Please ensure you adhere to the main principals of the Corporate Income Policy when setting your fees and charges.</p>
<p>Legal Considerations and Other Guidance Does the Council have the power to levy the charges. Is there any ministerial or other guidance that should be taken into account?</p>
<p>Customer Access Review Consider whether the CAR for your service includes any issues for specific fees.</p>

				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	
Building Control - R. Walton - S Platts - Councillor E A Biggs												
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	https://www.dover.gov.uk/Planning/Building-Control/Apply/Fees-Charges.aspx		S except for reversions and regularisations	£290,000	https://www.dover.gov.uk/Planning/Building-Control/Apply/Fees-Charges.aspx	£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
Garages - R. Walton - D Parish - Councillor E A Biggs												
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
Deal Pier - R. Walton - D Parish - Councillor E A Biggs												
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
Foreshore - R. Walton - D Parish - Councillor E A Biggs												
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

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
Environmental Health - L May - L Manzano- Councillor J L Pout												
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

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
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%	

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
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.

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
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.

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
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
Environmental Health - L May - L Manzano - J L Pout																
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%		
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	Based on current year.
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		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		
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%		

Fees and Charges 2024/25

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	
Dover Museum - R Walton - J Iveson - Councillor K Mills													
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		
	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
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		
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
Leisure Facilities - R. Walton - E J Allen - Cllr C D Zosseder											
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	£0.00	£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		
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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%	
Kearsney Cafe - R. Walton - E J Allen - Cllr C D Zosseder												
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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Cemetery - R. Walton - E J Allen - Cllr C D Zosseder												
193	General	Purchase of Grave Space - Adult (This fee will be doubled for non residents)	N	£850.00		NA		£920.00		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		NA	£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		NA		£260.00		8%		
196	General	Garden of Remembrance - right to erect a tablet	N	£115.00		NA		£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		NA		£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		NA	£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		NA		£97.00		8%		
200	General	Replacement of a headstone with a new headstone	N	£51.00		NA		£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		NA	£17,500	£77.00	£17,500	8%		
203	General	Interment of Ashes (excluding caskets or urns)	N	£240.00		NA		£260.00		8%		
204	General	Admin fee for Burials with Ashes	N	£62.00		NA		£67.00		8%		
205	General	Interment of cremated remains in any grave	N	£240.00		NA		£260.00		8%		
206	General	Interment of a stillborn child or child under 6 months	N	£71.00		NA		£77.00		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
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
Recycling & Waste Collections - R. Walton - Ian Dudding - Cllr E A Biggs												
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		
	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
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
Legal - L May - Bev Dempster - Councillor S H Beer												
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

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Miscellaneous - L May - Rebecca Brough - Councillor S H Beer												
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%	

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Electoral Services - L. May -T Gibbs- Councillor S H Beer												
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		
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Local Land Charges - R.Walton - S Platts - Councillor E A Biggs												
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						

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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						

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Housing - M. Davis - R Collins - Councillor P M Brivio												
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%	
Miscellaneous - M. Davis - R.Collins - Councillor C D Zoseder												
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.
Miscellaneous - M. Davis - R.Collins - Councillor P Brivio												
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%	

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Miscellaneous - M. Davis - H. Lamb - Councillor S H Beer												
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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Private Sector Housing -L May - Tim Lovell - Councillor J L Pout												
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

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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	Financial Penalties under the Housing Act 2004	Penalty is calculated from methodology contained in PSH enforcement Policy. Max penalty £30,000	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	Penalty Charge (Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015)	Financial penalty of up to £5,000 for letting a property with an EPC below E	Max yes	£5,000		NA	£5,000	NA		£5,000		Set by legislation

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Licensing - L May - Rebecca Pordage - Councillor J L Pout											
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%		

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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		
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Licensing - L May - Rebecca Pordage - Councillor J L Pout												
47	Bingo Club	Licence Application	N	£3,500		NA	£0	£3,500		£0	0%	
48	Bingo Club	Annual Fee	N	£950		NA	£2,850	£950		£2,850	0%	
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	Betting Premise (excluding Tracks)	Annual Fee	N	£575		NA	£2,875	£575		£3,450	0%	Based on number of licences
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%	
84	Adult Gaming Centre	Annual Fee	N	£950		NA	£5,700	£950		£5,700	0%	
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		
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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
Regulatory Licensing - L. May - Councillor J L Pout												
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		
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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		
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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		
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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
Regulatory Licensing - L. May - Councillor J L Pout												
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
Regulatory Licensing - L. May - Councillor J L Pout												
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%	

				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	
Regulatory Licensing - L. May - Councillor J L Pout												
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
Planning - R Walton - S Platts - Councillor E A Biggs											
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](#).

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

Outline Applications		
The erection of dwellinghouses		
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
The erection of buildings (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

Continued on next page...

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

Continued on next page...

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

Car parks, service roads or other accesses (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

Continued on next page...

Full Applications

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

Applications other than Building Works continued...

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

Site area	Not more than 15 hectares	£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

Continued on next page...

Lawful Development Certificate	
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

Prior Approval (under Permitted Development rights)	
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...

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

Advertising		
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

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

Permission in Principle		
Site area		£503 for each 0.1 hectare (or part thereof)

Continued on next page...

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 5th 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 5th 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).

Continued on next page...

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

Continued on next page...

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 ²	190	345
Commercial up to 500m ²	325	535
Follow up advice*	110	215
Commercial up to 1000m ²	-	1285
Follow up advice*	215	430
Commercial over 1000m ²	-	1285+535 per 500m ²
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 DevelopmentPlanningEast@kent.gov.uk	
Surface Water/Suds	KCC Coastal/River suds@kent.gov.uk	
Flooding/Water quality	Environment Agency Pre-application Enquiry Form	

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

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

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

Listed building advice

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

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

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

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

Listed building consent is free of charge.

What the costs cover

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

How long for a response

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

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

How to apply

Please email preappadvice@dover.gov.uk

Telephone: 01304 872486

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

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

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

Recommendation:

1. Note the outcome of the annual review of parking charges.
2. Agree to the proposed parking charge options as set out in Appendix 1.
3. That each of the Transport and Parking Services Manager and the 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.

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
Albany Place, Dover Linear charging up to 5 hrs Minimum charge 50p	Charges apply Mon – Sat 08:00 to 18:00		Charges apply Mon – Sat 08:00 to 18:00	
	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
Bench Street, Dover Linear charging Minimum charge 50p	Charges apply Mon – Sat 08:00 to 18:00			
	1hr	£1.60	CAR PARK CLOSED	
	2hrs	£3.20		
	3hrs	£4.80		
	4hrs	£6.40		
Camden Crescent, Dover Linear charging up to 5 hrs Minimum charge 50p	Charges apply Mon – Sun 08:00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.60	1hr	£1.80
	2hr	£3.20	2hr	£3.60
	3hrs	£4.80	3hrs	£5.40
	4hrs	£6.40	4hrs	£7.20
	5hrs	£8.00	5hrs	£9.00
	5 to 10hrs	£9.60	5 to 10hrs	£10.80
Castle Hill Coach Park	Charges apply Mon – Sat 08:00 to 18:00		Charges apply Mon – Sat 08:00 to 18:00	
	Up to 10hrs	£9.00	Up to 10hrs	£11.00
Ladywell Car Park, Dover Linear charging up to 5 hrs Minimum charge 50p	Charges apply Mon – Sat 08:00 to 18:00		Charges apply Mon – Sat 08:00 to 18:00	
	1hr	£1.60	1hr	£1.80
	2hr	£3.20	2hr	£3.60
	3hrs	£4.80	3hrs	£5.40
	4hrs	£6.40	4hrs	£7.20
	5hrs	£8.00	5hrs	£9.00
	5 to 10hrs	£9.60	5 to 10hrs	£10.80
Maison Dieu Car Park, Dover Linear charging up to 5 hrs Minimum charge 50p	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£1.60	1hr	£1.80
	2hr	£3.20	2hr	£3.60
	3hrs	£4.80	3hrs	£5.40
	4hrs	£6.40	4hrs	£7.20
	5hrs	£8.00	5hrs	£9.00
	5 to 10hrs	£9.60	5 to 10hrs	£10.80

CAR PARK	CURRENT CHARGES 2023/24		PROPOSED CHARGE 2024/25	
Maison Dieu Car Park, Coach Bays	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	Up to 10hrs	£9.00	Up to 10 hrs	£11.00
Norman Street Linear Charging up to 5 hrs Minimum charge 50p	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	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	
Pencester Road Car Park, Dover Linear charging Minimum charge 50p	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£1.60	1hr	£1.80
	2hrs	£3.20	2hrs	£3.60
	3hrs	£4.80	3hrs	£5.40
	4hrs	£6.40	4hrs	£7.20
Stembrook Car Park, Dover Linear charging Minimum charge 50p	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£1.60	1hr	£1.80
	2hrs	£3.20	2hrs	£3.60
	3hrs	£4.80	3hrs	£5.40
	4hrs	£6.40	4hrs	£7.20
Woolcomber Street Car Park, Dover Linear charging Minimum charge 50p	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£1.60	1hr	£1.80
	2hr	£3.20	2hr	£3.60
	3hrs	£4.80	3hrs	£5.40
	4hrs	£6.40	4hrs	£7.20
Fitness Fields, Dover	Maximum Stay 4 hours		Maximum Stay 4 hours	
	No charge		No charge	
De Bradlei Wharf Car Park (Dover Harbour Board) Linear Charging Cashless Parking	Charges apply Mon-Sun all day		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	
Union Street CP (Dover Harbour Board) Linear Charging DHB Permit Only 1st April – 31st October. DHB Permit and cashless parking 1st November to 31st March	Charges apply Mon-Sun all day		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		
Harbour House CP (Dover Harbour Board) Linear Charging Mon-Fri 08:30 - 16:00 DHB permit holders only Mon – Fri 16:00 – 08:30 DHB permits or cashless parking	Charges apply Mon-Sun all day		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		
Marina Car Park (North) (Dover Harbour Board) Linear Charging DHB Permit Only 1st April – 31st October. DHB Permit and cashless parking 1st November to 31st March	Charges apply Mon-Sun all day		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		
PARKING CHARGES (ON-STREET) - DOVER				
STREET	CURRENT CHARGES 2023/24		PROPOSED CHARGE 2024/25	
Castle Street, Dover Linear charging Minimum charge 50p	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£1.80	1hr	£2.00
	2hrs	£3.60	2hrs	£4.00

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

PARKING CHARGES (OFF-STREET) - SANDWICH				
CAR PARK	CURRENT CHARGES 2023/24		PROPOSED CHARGE 2024/25	
Gazen Salts Car Park, Sandwich Linear charging up to 5 hours Minimum charge 50p	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	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
Guildhall Car Park, Sandwich Linear charging up to 5 hours Minimum charge 50p	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	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
The Quay Car Park, Sandwich Linear charging up to 5 hours Minimum charge 50p	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	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	
Market Street, Sandwich Linear charging Minimum charge 50p	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£1.80	1hr	£2.00
	2hrs	£3.60	2hrs	£4.00
New Street, Sandwich Linear charging Minimum charge 50p	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	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
Beach Street Car Park, Deal Linear charging up to 5 hours Minimum charge 50p	Charges apply Mon-Sun 08:00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00
	1hr	£1.60	1hr £1.80
	2hr	£3.20	2hr £3.60
	3hrs	£4.80	3hrs £5.40
	4hrs	£6.40	4hrs £7.20
	5hrs	£8.00	5hrs £9.00
	5 to 10hrs	£9.60	5 to 10 hrs £10.80
Middle Street Car Park, Deal Linear charging Minimum charge 50p	Charges apply Mon-Sun 08:00 to 18:00		Charges apply Mon-Sun 08:00 to 18:00
	1hr	£1.60	1hr £1.80
	2hrs	£3.20	2hrs £3.60
	3hrs	£4.80	3hrs £5.40
South Street Car Park, Deal Linear charging Minimum charge 50p	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sun 08:00 to 18:00
	1hr	£1.60	1hr £1.80
	2hrs	£3.20	2hrs £3.60
	3hrs	£4.80	3hrs £5.40
	4hr	£6.40	4hr £7.20
Stanhope Road Car Park, Deal Linear Charging Minimum charge 50p	Charges apply Mon-Sun 08:00 to 18:00		Charges apply Mon-Sun 08:00 to 18:00
	1hr	£1.60	1hr £1.80
	2hrs	£3.20	2hrs £3.60
	3hrs	£4.80	3hrs £5.40
	4hrs	£6.40	4hrs £7.20
West Street Car Park, Deal Linear charging up to 5hrs Minimum charge 50p	Charges apply Mon-Sun 08:00 to 18 :00		Charges apply Mon-Sun 08:00 to 18 :00
	1hr	£1.60	1hr £1.80
	2hr	£3.20	2hr £3.60
	3hrs	£4.80	3hrs £5.40
	4hrs	£6.40	4hrs £7.20
	5hrs	£8.00	5hrs £9.00
	5 to 10hrs	£9.60	5 to 10hrs £10.80
Tides Leisure Centre, Deal Cashless Parking Minimum charge 50p	Charges apply Mon-Sun 08:00 to 18:00		Charges apply Mon-Sun 08:00 to 18:00
	Up to 4hrs	No charge	Tides Users
	5hrs	£6.50	Up to 3 hours No charge
	5 to 10hrs	£7.80	Over 3 hours £1.80 per hour
		Other Users	
		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	
Town Hall Car Park, Deal Linear charging Minimum charge 50p	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sun 08:00 to 18:00	
	1hr	£1.60	1hr	£1.80
	2hr	£3.20	2hr	£3.60
Union Road Car Park, Deal Linear charging up to 5hrs Minimum charge 50p	Charges apply Mon-Sun 08:00 to 18:00		Charges apply Mon-Sun 08:00 to 18:00	
	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
Victoria Park, Deal Linear Charging up to 5 hours Minimum charge 50p Cashless Parking	Max Stay 5 hours		Charges apply Mon-Sun 08:00 to 18:00	
	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	
Beach Street (between Broad Street & South Street) Linear charging Minimum charge 50p	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon – Sat 08:00 to 18:00	
	1hr	£1.80	1hr	£2.00
	2hrs	£3.60	2hrs	£4.00
Beach Street (Royal Hotel to Dolphin Street) Linear charging up to 5hrs Minimum charge 50p	Charges apply Mon-Sun 08:00 to 18:00		Charges apply Mon-Sun 08:00 to 18:00	
	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
King Street, Deal Linear charging Minimum charge 50p	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£1.80	1hr	£2.00
	2hrs	£3.60	2hrs	£4.00
Prince of Wales Terrace, Deal Linear charging Minimum charge 50p	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£1.80	1hr	£2.00
	2hrs	£3.60	2hrs	£4.00
Victoria Road, Deal Linear charging Minimum charge 50p	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	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	
Walmer Castle *Charges are set by English Heritage, who own the car park	Charges apply Mon to Sun 09 :00 to 18:00		Charges apply Mon to Sun 09 :00 to 18:00	
	All Day Charge	£3.00	All Day Charge	£3.00
Deal Castle 3-hour max stay * Charges are set by English Heritage, who own the car park	Charges apply Mon to Sun 09 :00 to 18:00		Charges apply Mon to Sun 09 :00 to 18:00	
	1hr	£1.10	1hr	£1.10
	2hr	£2.20	2hr	£2.20
	3hr	£3.30	3hr	£3.30
St Margaret's Bay	Charges apply Mon-Sun 1st March to 31st October 08:00 to 18:00		Charges apply all year round 08:00 to 18:00	
	Per hour charge	£1.80 (for all vehicle types)	Per hour charge	£2.00 (for all vehicle types)
Kearsney Abbey (both car parks) Max stay 4 hours		No Charge		No charge
Borrow Pit, Walmer Linear charging up to 5 hours Minimum charge 50p Cashless Parking			Charges apply Mon – Sun 08:00 to 18:00	
		No charge	1hr	£1.80
			2hr	£3.60
			3hrs	£5.40
			4hrs	£7.20
			5hrs	£9.00
		5 to 10hrs	£10.80	
Reach Road, St Margaret's at Cliffe Linear charging up to 5 hours Minimum charge 50p Cashless Parking			Charges apply Mon – Sun 08:00 to 18:00	
		No charge	1hr	£1.80
			2hr	£3.60
			3hrs	£5.40
			4hrs	£7.20
			5hrs	£9.00
		5 to 10hrs	£10.80	
High Street, Ash Linear charging up to 5 hours Minimum charge 50p Cashless Parking			Charges apply Mon – Sun 08:00 to 18:00	
		No charge	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	
High Street, Eastry Linear charging up to 5 hours Minimum charge 50p Cashless Parking			Charges apply Mon – Sun 08:00 to 18:00	
		No charge	1hr 2hr 3hrs 4hrs 5hrs 5 to 10hrs	£1.80 £3.60 £5.40 £7.20 £9.00 £10.80
High Street Car Park, Wingham Linear charging up to 5 hours Minimum charge 50p Cashless Parking			Charges apply Mon – Sun 08:00 to 18:00	
		No charge	1hr 2hr 3hrs 4hrs 5hrs 5 to 10hrs	£1.80 £3.60 £5.40 £7.20 £9.00 £10.80
Samphire Hoe (Eurotunnel) Charges are set by Eurotunnel, who own the car park	Charges apply Mon-Sat		Charges apply Mon-Sat	
	Up to 30mins Up to 2hrs Over 2 hours	50p £1.00 £2.00	Up to 30mins Up to 2hrs Over 2 hours	50p £1.00 £2.00

PERMITS

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 st 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 th September	£55 – 8 months 1 st March to 31 st October	£60 – 8 months 1 st March to 31 st October £100 – 12 months
Samphire Hoe	Annual permit	£40	£40
Visitor Daily's	Book of 10	£40	£40

BUSINESS PERMITS			
PERMIT TYPE	DESCRIPTION	CURRENT CHARGE	PROPOSED CHARGE
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
MISCELLANEOUS PERMITS			
PERMIT TYPE	DESCRIPTION	CURRENT CHARGE	PROPOSED CHARGE
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	*	*	*

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

Subject:	REVIEW OF MEMBER CATERING PROVISION
Meeting and Date:	Cabinet – 15 January 2024
Report of:	Rebecca Brough, Head of Corporate Services and Democracy
Portfolio Holder:	Councillor Kevin Mills, Leader of the Council
Decision Type:	Non-Key
Classification:	Unrestricted

Purpose of the report: To review the future provision for catering for Members at Council, Cabinet and Committee meetings following the withdrawal of the current service provider at the end of December 2023.

Recommendation: That Cabinet instructs officers as to the preferred option for catering provision.

1. Summary

The Cabinet is asked to review the future provision of catering for Council, Cabinet and Committee meetings following the end of the current external catering contract.

2. Introduction and Background

2.1 The Council has no statutory duty that requires a catering service to be provided for Council, Cabinet or Committee meetings. However, the Council has historically provided catering for Members attending evening meetings.

2.2 The current level of provision is as follows:

- Council - Light buffet
- Cabinet – At the request of the Leader no provision for catering is made for meetings of the Cabinet since the switch to 6.00pm starts. This is a continuation of the arrangement from when the Cabinet met at 11.00am.
- Committee meetings - sandwich, crisps/cake/fruit and juice
- Other meetings (Project Advisory Groups, Sub-Committees, etc.) – Ad-hoc as required

2.3 In order to reduce the level of food waste, Democratic Services currently caters for fewer Members than are on a given committee and has been reducing that number over recent years based on levels of consumption. Given that consumption varies between meetings of even the same committee, this has only reduced food waste, not eliminated it.

2.4 In consulting previous minutes there has been no formal rationale articulated for the provision of Member catering at Dover but it is assumed that the decision is likely to have been based around the duration of evening meetings.

2.5 For comparison, there is no catering provision made for council officers as they are expected to make their own arrangements. Furthermore, officers are only permitted to claim for subsistence payments where working “outside of the East Kent districts of Dover, Thanet, Canterbury and Folkestone and Hythe”.

Duration of Meetings

2.6 The length of meetings varies depending on the Committee concerned. In drafting this report the focus has been on the evening meetings – Cabinet, Council, Dover Joint Transportation Advisory Board, Electoral Matters Committee, Governance Committee, Overview and Scrutiny Committee and Planning Committee. In looking at the meetings held in the calendar year 2023 the average meeting duration was as follows:

- Cabinet – 25 minutes
- Council – 1 hour, 35 minutes
- Dover Joint Transportation Advisory Board – 43 minutes
- Electoral Matters Committee – 7 minutes
- Governance Committee – 1 hour, 21 minutes
- Overview and Scrutiny Committee – 1 hour, 36 minutes
- Planning Committee – 2 hours, 57 minutes

2.7 In terms of the Project Advisory Group meetings, the Dover Beacon and Dover Town Regeneration Project Advisory Group had two meetings in 2023 with an average meeting duration of 1 hour 6 minutes. These meetings did not have catering provided.

2.8 During 2023 only five evening meetings lasted longer than three hours. Four were Planning Committee meetings. These were the meetings held in January, February, March and July 2023. The fifth was an Overview and Scrutiny Committee meeting in September 2023 that had a duration of 3 hours, 2 minutes. Two of those meetings were longer than 4 hours, which were Planning Committee in January 2023 (4 hours, 24 minutes) and March 2023 (4 hours, 51 minutes).

3. Identification of Options

3.1 Option 1: To tender for and provide catering for Council and Committee meetings based on the existing level of provision.

3.2 Option 2: To tender for and provide only limited catering provision for selected meetings.

3.3 Option 3: To provide only tea/coffee/juice/biscuits for Council and Committee meetings.

3.4 Option 4: To provide no catering for Council and Committee meetings.

4. Evaluation of Options

4.1 Option 1: To tender for and provide catering for Council and Committee meetings based on the existing level of provision.

4.2 The previous offer was based on approximately £5.00 per head (sandwich, crisps/cake/fruit and juice) for committee meetings and approximately £8.00 per head for a Council buffet, although as mentioned earlier in the report, the catering provision was based on fewer Members than served on a given committee in most cases. In preparation for this report some soft market testing was conducted with the Council operated Kearsney Abbey Cafe. It should be noted that this is not a like-for-like comparison as the provision is based on a different offer than the previous contract but it is expected that there would be a small but not insignificant increase (approximately £1 to £2 per head) if it were to be assumed typical of the broader market rate. While this would need to be tendered for a definitive cost, it is estimated that it should be sustainable within the overall budget allocation.

4.3 As part of any tender, the Council would ensure that a wide variety of dietary needs could be met such as, but not limited to, vegetarian, halal and kosher options.

4.4 Option 2: To tender for and provide only limited catering provision for selected meetings. If this option were to be chosen, it is suggested that catering be provided for

Full Council meetings and individual meetings of committees where Democratic Services would envisage a duration of 3 hours or more based on agenda size and anticipated length of debate.

4.5 Option 3: To provide only tea/coffee/juice/biscuits for Council and Committee meetings. This would be a self-service option with facilities made available in the Members' kitchen area. It would be a resource effective alternative to no provision and would result in the smallest levels of food waste.

4.6 Option 4: To provide no catering for Council and Committee meetings. If this option is chosen, it would be the intention to reserve a small budget for provision of catering for all-day meetings such as Licensing Sub-Committees or Regulatory Committee where the Council would want to ensure that Members could remain isolated from other parties at the hearing during the lunch break.

5. **Resource Implications**

5.1 The Council currently has a budget provision of £4,000 for Member catering, the majority of which is for catering at Council, Cabinet and Committee meetings. The remainder is used to provide tea and coffee for the Members' kitchen and for the Leader's office.

5.2 There would be a small budget saving involved with any option other than Option 1. While it would require a formal tender to be sure, soft market testing suggests that Option 1 could be funded from within the existing budget provision.

6. **Climate Change and Environmental Implications**

6.1 Whichever option is chosen, the overall climate change and environmental implications will be minimal, particularly when considered in the context of the Council's wider carbon footprint. Additionally, depending on which option is selected, efforts will continue to be made to minimise food waste.

6.2 However, it should be recognised that food production, consumption and disposal all have a significant climate footprint when considered nationally, the majority of which is generated on the journey from farm to consumption. Food waste in the UK is responsible for 18 million tonnes of CO². Additionally, food waste releases methane, a potent greenhouse gas, as it decomposes.

7. **Corporate Implications**

7.1 Comment from the Director of Finance (linked to the MTFP): Accountancy has been consulted on the report and have no further comments to add. (SK)

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

7.3 Comment from the Equalities Officer: This report regarding the review of the Member catering provision does not specifically highlight any equality implications, however in discharging their duties members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/section/149>

8. **Appendices**

None.

9. **Background Papers**

Cabinet Minutes.

Contact Officer: Rebecca Brough, Head of Corporate Services and Democracy,
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DOVER DISTRICT COUNCIL

NON-KEY DECISION

EXECUTIVE

CABINET – 15 JANUARY 2024

EXCLUSION OF THE PRESS AND PUBLIC

Recommendation

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

<u>Item Report</u>	<u>Paragraph Exempt</u>	<u>Reason</u>
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 11

Document is Restricted

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

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