

Public Document Pack



Democratic Services
White Cliffs Business Park
Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Website: www.dover.gov.uk
e-mail: democraticservices@dover.gov.uk

23 January 2025

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **CABINET** will be held at these offices (Council Chamber) on Monday 3 February 2025 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
E A Biggs	Portfolio Holder for Planning and Built Environment
S B Blair	Portfolio Holder for Finance, Governance, Climate Change and 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 13 January 2025 numbered

CAB 69 to CAB 75 (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 Tides Leisure Centre - Review of Interim Operating Arrangements

To consider the recommendations (if any) of the Overview and Scrutiny Committee made at its meeting held on 27 January 2025 following Member call-in (to follow).

EXECUTIVE - NON-KEY DECISIONS

5 **CREATION OF LOCAL BUS FOCUS GROUP** (Pages 15-19)

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

Responsibility: Portfolio Holder for Transport, Licensing and Environmental Services

6 **SECTION 25 REPORT**

To consider the report of the Section 151 Officer (to follow).

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

EXECUTIVE - KEY DECISIONS

7 **DRAFT BUDGET 2025/26 AND MEDIUM-TERM FINANCIAL PLAN 2025/26-2028/29**

To consider the report of the Head of Finance and Investment (to follow).

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

8 **FEES AND CHARGES 2025/26** (Pages 20-108)

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

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

9 **MEMORIAL BENCHES SCHEME** (Pages 109-113)

To consider the attached report of the Head of Parks, Open Spaces and Countryside.

Responsibility: Portfolio Holder for Community and Corporate Property

10 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 114)

The recommendation is attached.

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

EXECUTIVE - KEY DECISIONS

11 **RENEWAL OF LEASE WITH ANNABEL'S GUEST HOUSE FOR TEMPORARY EMERGENCY ACCOMMODATION FOR HOMELESS HOUSEHOLDS** (Pages 115-117)

To consider the attached report of the Head of Housing.

Responsibility: Portfolio Holder for Housing, Skills and Education

12 **PURCHASE OF NEW-BUILD PROPERTIES FOR AFFORDABLE HOUSING AT SANDWICH ROAD, SHOLDEN** (Pages 118-122)

To consider the attached report of the Head of Housing.

Responsibility: Portfolio Holder for Housing, Skills and Education

13 **DOVER TOWN CENTRE REGENERATION - DEVELOPMENT MANAGEMENT SERVICES, MASTERPLANNING AND BUSINESS CASE** (Pages 123-179)

To consider the attached report of the Head of Place and Growth.

Responsibility: Leader of the Council

Access to Meetings and Information

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is step free access via the Council Chamber entrance and an accessible toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- In order to facilitate the broadcast of meetings there have been cameras set up in the Council Chamber that communicate with Microsoft Teams Live. This enables meetings held in the Council Chamber to be broadcast for public viewing through the Council's website.

The meetings in which these cameras will be used include meetings of: (a) Council;

(b) Cabinet; (c) Dover Joint Transportation Advisory Board; (d) General Purposes Committee; (e) Electoral Matters Committee; (f) Governance Committee; (g) Planning Committee; and (h) Overview and Scrutiny Committee. Only agenda items open to the press and public to view will be broadcast.

- These recordings will be retained for 30 days from the date of the meeting. The recordings will be uploaded to YouTube as soon as practicable after the day of the meeting. In normal circumstances this would be within 2 working days of the meeting. However, there may be circumstances where it will take longer. The recordings can be viewed on the Council's YouTube Channel - [Council meetings - YouTube \(@doverdc\)](#)
- The broadcasts and recordings are the copyright of the Council and may not be copied, displayed or published to the public, adapted or dealt with in any other way restricted by the Copyright, Designs and Patents Act 1988.
- The Council will not make available copies of the recordings either in whole or in part other than in compliance with a legal requirement arising under The Freedom of Information Act 2000, UK GDPR, The Data Protection Act 2018 or some other enactment, rule of law or direction of a court or tribunal which is binding on it.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website www.dover.gov.uk. Minutes will be published on our website as soon as practicably possible after each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting.
- Members of the Council may receive confidential information relating to personal data as part of an item of an exempt or confidential business on the agenda. It is each Member's responsibility to ensure that this information is handled securely and confidentially as required under data protection legislation. This information must only be retained for as long as necessary and when no longer required disposed of via a shredder or the Council's secure disposal arrangements.

For further information about how this information should be processed, please view the Council's Data Protection Policy and Appropriate Policy Document at www.dover.gov.uk/Corporate-Information/PDF/Data-Protection-Policy.pdf

- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Democratic Services, democraticservices@dover.gov.uk, telephone: (01304) 872303 or email: democraticservices@dover.gov.uk for details.

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

Declarations of Interest

Disclosable Pecuniary Interest (DPI)

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

Other Significant Interest (OSI)

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

Voluntary Announcement of Other Interests (VAOI)

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

Note to the Code:

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



Democratic Services
White Cliffs Business Park
Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Website: www.dover.gov.uk

Contact: Kate Batty-Smith
Direct line: (01304) 872303
e-mail: katebatty-smith@dover.gov.uk
Our ref: KBS/CABRCD
Your ref:
Date: 15 January 2025

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, 13 January 2025. 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 21 January 2025**.

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 cursive script that reads "Kate Batty-Smith". Below the signature is a horizontal line.

Kate Batty-Smith
Democratic Services Officer

Enc

[This page intentionally left blank]

Record of the decisions of the meeting of the **CABINET** held at the Council Offices, Whitfield on Monday, 13 January 2025 at 6.00 pm

Present:

Chairman: Councillor K Mills

Councillors: J L Pout
E A Biggs
S B Blair
C D Zosseder

Also Present: Councillor T J Bartlett
Councillor M Bates
Councillor D R Friend
Councillor N S Kenton
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 Housing
Head of Place and Growth
Strategic Project Manager
Project Manager
Development Officer
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 69 13.1.25 Open Key Decisions No Call-in to apply Yes Implementation Date 21 January 2025	<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 70 13.1.25 Open Key Decisions No Call-in to apply Yes Implementation Date	<u>DECLARATIONS OF INTEREST</u> Councillor E A Biggs declared an Other Significant Interest in Agenda Item 7 (Appointment of Professional Consultants for Proposed Redevelopment of Albany Place Car Park, Dover for Affordable Housing) by reason that he was the Chairman of Municipal Charities of Dover, an outside body to which he had been appointed by the Council, which had an interest in acquiring some of the car park land.	None.	To note any declarations of interest.	

21 January 2025				
-----------------	--	--	--	--

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 71 13.1.25 Open Key Decisions No Call-in to apply Yes Implementation Date 21 January 2025	<u>RECORD OF DECISIONS</u> It was agreed that the decisions of the Cabinet meeting held on 2 December 2024, as detailed in decision numbers CAB 59 to CAB 68, 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 2 December 2024.	

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 72 13.1.25 Open Key Decisions Yes Call-in to apply Yes Implementation Date	<u>TIDES LEISURE CENTRE</u> It was agreed: <ul style="list-style-type: none"> (a) That proceeding to RIBA Stage 3 and 4 development of the six-lane pool option, funded by up to £1,068,000 already included in the capital programme funding, be approved. (b) That authority be delegated to the Strategic Director (Place and Environment), in consultation with the Portfolio Holder for Community and Corporate Property, to take all necessary steps to progress RIBA Stage 3 and 4, including tendering the contract to 	None.	Cabinet is required to make decisions on the preferred facilities mix of the new Deal Leisure Centre (the recommended option is a six-lane swimming pool) and how it will be managed once built. Following	

21 January 2025	<p>manage the new Deal Leisure Centre.</p> <p>(c) That the separate report on the review of interim operating arrangements for Tides, and their costs, during construction work be noted.</p>		<p>approval, the project will progress to RIBA (Royal Institute of British Architects) Stages 3 and 4 of development, and the contract for the management of the new centre from January 2026 will be tendered.</p>	
-----------------	---	--	---	--

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 73 13.1.25 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation Date Immediate</p>	<p><u>EXCLUSION OF THE PRESS AND PUBLIC</u></p> <p>That, in accordance with the provisions of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the press and the public be excluded during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Local Government Act 1972.</p>	None.		

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 74 13.1.25 Exempt</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 21 January 2025</p>	<p><u>TIDES LEISURE CENTRE - REVIEW OF INTERIM OPERATING ARRANGEMENTS</u></p> <p>It was agreed:</p> <p>(a) That the review of options to continue interim operations at Tides Leisure Centre be noted.</p> <p>(b) That the temporary closure of all facilities for nine months from 1 April 2025, until a new operator is appointed following a competitive tender process, be approved.</p>	<p>All four options presented to Cabinet included the temporary closure of the swimming-pool and gym from 1 April 2025.</p> <p>The three other options considered by Cabinet were:</p> <p>Option 1 (Indoor Tennis Court and sports hall remain open, operated by Your Leisure)</p> <p>Option 2 (Indoor Tennis Court and sports hall remain open, operated by Places Leisure)</p> <p>Option 3 (Indoor Tennis Court and sports hall remain open, operated by Dover & Deal Park Tennis CIC)</p>	<p>The current lease with Your Leisure which manages Tides Leisure Centre will expire on 31 March 2025.</p> <p>On the basis that the swimming-pool and gym will close from 1 April 2025 due to the poor condition of the building, Cabinet is required to consider whether the sports hall and indoor tennis centre should remain open until a new operator contract commences in January 2026.</p> <p>The report recommendation to close all facilities is based on the substantial cost and resource required to provide a limited interim service, as well as the impact this</p>	
---	--	--	--	--

			<p>expenditure could have on the overall long-term delivery of the project.</p> <p>A displacement action plan is being developed to help signpost users to other temporary facilities until January 2026.</p>	
--	--	--	---	--

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 75 13.1.25 Exempt</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 21 January 2025</p>	<p><u>APPOINTMENT OF PROFESSIONAL CONSULTANTS FOR PROPOSED REDEVELOPMENT OF ALBANY PLACE CAR PARK, DOVER FOR AFFORDABLE HOUSING</u></p> <p>It was agreed:</p> <p>(a) That the appointment of professional design consultants to investigate the redevelopment potential of the site known as Albany Place car park, up to detailed planning submission, providing that the budget for professional services does not exceed £105,500, be approved.</p> <p>(b) That the Strategic Director (Finance and Housing) be authorised, in consultation with the Portfolio Holder for Housing, Skills and Education, to take the necessary decisions and actions in progressing the project to construct the properties including (but not limited to) appointing any necessary professional advisers.</p>	None.	<p>The Council's Parking Strategy has identified that Albany Place car park is under-used and could be closed with no adverse effect on the town centre's car parking stock.</p> <p>As a result, and in support of the Council's aim of delivering more affordable housing, it is recommended that consultants be</p>	<p>Councillor E A Biggs declared an Other Significant Interest in this item by reason that he is the Chairman of Municipal Charities of Dover which has an interest in the land and left the Chamber during consideration of the item.</p>

			appointed to explore the feasibility of developing the site for affordable housing.	
--	--	--	---	--

The meeting ended at 6.42 pm

Subject:	CREATION OF LOCAL BUS FOCUS GROUP
Meeting and Date:	Cabinet – 3 February 2025
Report of:	Helen Lamb, Head of Finance and Investment
Portfolio Holder:	Councillor Jamie Pout, Portfolio Holder for Transport, Licensing and Environmental Services
Decision Type:	Executive Non-Key Decision
Classification:	Unrestricted

Purpose of the report: To create a Local Bus Focus Group for Dover District.

Recommendation: To agree to the proposal to create a Local Bus Focus Group for Dover District and to approve the terms of reference and membership of it as set out in Appendix 1 to this report.

1. Summary

The report seeks approval to create a Local Bus Focus Group administered by the District Council to replace the terminated district Quality Bus Partnerships which were administered by Kent County Council.

2. Introduction and Background

- 2.1 Kent County Council (KCC) previously managed and ran Quality Bus Partnerships in each district. These consisted of KCC and Dover District Council (DDC) members, KCC and DDC Officer representatives, and the commercial bus operators in Dover district. They were used to raise local issues, discussing planning applications that may have impact and any highway and/or parking related items. Whilst it was not a statutory requirement, it was resourced and administered by KCC. These meetings ceased to exist when Government started development of its National Bus Strategy.
- 2.2 In March 2021, Government launched its National Bus Strategy, the national blueprint to help improve infrastructure, bus travel and air quality. Each area (KCC) had to respond by developing a Bus Service Improvement Plan. In April 2022, KCC received an indicative allocation of £35 million from the Department of Transport. This was very prescriptive and primarily for capital schemes.
- 2.3 As part of the funding, Government required that each area (KCC) set up an Enhanced Partnership. This is a statutory board, without which KCC will not receive their funding. KCC have established their Enhanced Partnership board which is chaired by the Cabinet Member for Highways and Infrastructure at KCC. It is an officer-led meeting, high level and strategic. Bus operators are represented, however there are no representatives from districts.
- 2.4 There are also Enhanced Partnership Scheme Monitoring Groups set up for East Kent, West Kent and Kent Thameside. DDC is part of East Kent and has one place at that meeting, attended by the Transport and Parking Services Manager. KCC run and manage these meetings and it is anticipated that these will run twice a year. They will be the group that monitors the schemes in that area linked to the Bus Service Improvement Plan.

- 2.5 Enhanced Partnership Scheme Monitoring Groups are high level and as such will not cover any local district issues. KCC feel that this will leave a gap and are suggesting Enhanced Partnership Local Focus Group meetings be set up in each district to fill this gap. They are happy to send representatives but cannot resource them as they did for the Quality Bus Partnerships and so are asking districts to set up and resource them. These are not a statutory requirement of the hierarchy.
- 2.6 KCC envisage that the Enhanced Partnership Local Focus Groups are a replacement for the previous Quality Bus Partnerships meetings in that they are a way of local issues from the bus companies being raised. The idea would be that they are held every six months and be informal. A standard agenda would include local bus network issues and aspirations, planning and development updates, parking enforcement issues and any other items for DDC. Representatives at these meetings will be district councillors (leading and chairing the meetings), KCC Public Transport, KCC Planning and Transport Development, Primary Bus Operators and district council officers from planning and parking. The Terms of Reference of the meetings are attached at Appendix 1.
- 2.7 The Local Bus Group recognises the important contribution that the views of local bus users and community groups can make to discussions on local bus services. The Chairman of the Local Bus Group will therefore, where they consider appropriate, agree the attendance of representatives of such groups. Attendance shall only be by invitation and attendees may only attend and speak at a meeting with the permission of the Chairman of the Local Bus Group but may not vote nor propose a motion or an amendment.
3. **Identification of Options**
- 3.1 Option 1: The creation of a Local Bus Focus Group managed by Dover District Council
- 3.2 Option 2: Not to set up a new group.
4. **Evaluation of Options**
- 4.1 **Option 1 is recommended.** Such a group would allow for DDC to have strategic and operational level input on Dover district specific issues within the current bus regulations structure.
- 4.2 Option 2 is not recommended as DDC will not be able to have input into district specific issues within the current bus regulations structure.
5. **Resource Implications**
- 5.1 None.
6. **Climate Change and Environmental Implications**
- 6.1 Bus services help to decarbonise local transport, creating a focus group will support these services.
7. **Corporate Implications**
- 7.1 Comment from the Director of Finance (linked to the MTFP): Accountancy has been consulted and has no further comments (MR)
- 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 seeking agreement of the proposal to create a Local Bus Focus Group for Dover District does not specifically highlight any equality implications, however in discharging their duties members are required to

comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/section/149>

8. **Appendices**

Appendix 1 – Terms of Reference

9. **Background Papers**

KCC Bus Service Improvement Plan

National Bus Strategy

Contact Officer: Clare Connellan, Transport & Parking Services Manager

Appendix 1

DDC Bus Partnership District Focus Group

Terms of Reference

1. Purpose:

The purpose of the bus Partnership Focus Group is to facilitate an exchange of information between the District Council, Kent County Council, Stagecoach and local bus users through user groups. The District Focus Group is being set up to be a forum for constructive feedback and ideas from representatives about the range of services operated, transport infrastructure and the effectiveness of the routes provided. This feedback will be passed to the Enhanced Partnership Scheme Monitoring Group by KCC representatives to inform service provision.

2. Meetings:

- A meeting of this Group shall take place every 6 months to discuss matters that have arisen and issues that are likely to impact on bus services in the district.
- Meeting dates and times will be agreed by the Chair in consultation with members.
- Hybrid meetings will be held at DDC Council Offices, so attendees have a choice between attending online or in person.
- The Local Bus Group recognises the important contribution that the views of local bus users and community groups can make to discussions on local bus services. The Chairman of the Local Bus Group will therefore, where they consider appropriate, agree the attendance of representatives of such groups. Attendance shall only be by invitation and attendees may only attend and speak at a meeting with the permission of the Chairman of the Local Bus Group but may not vote nor propose a motion or an amendment.

3. Membership:

- DDC Cabinet Member for Transport who will chair the meeting.
- DDC Transport & Parking Services Manager.
- Representative from DDC Planning Policy
- DDC County Members
- Stagecoach Infrastructure Planning Manager and/or Operations Manager
- An Officer from KCC involved in Transport Policy
- Representative of a local user group when agreed by the Chairman of the Local Bus Group.

4. Decision Making

The DDC Bus User Group is a forum for collaborative discussions. Feedback given will be reported to the Enhanced Partnership Schemes Monitoring Group (EPSMG). DDC, KCC and Stagecoach will undertake to respond to the issues raised.

Subject:	FEES AND CHARGES 2025/26
Meeting and Date:	Cabinet - 3 February 2025
Report of:	Helen Lamb, Head of Finance and Investment
Portfolio Holder:	Councillor Stacey Blair, 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 2025/26. These F&Cs have been included in the preparatory work on the draft budget for 2025/26 and require approval.

Recommendations: It is recommended that Cabinet:

1. Approves the Fees and Charges (F&Cs) for 2025/26 as set out in Appendices 1.1 to 2.14 (except for the s.106 Monitoring Fee which has been approved by the Planning Committee)¹.
2. Agrees that any F&Cs will be adjusted by Strategic Directors, in consultation with the Portfolio Holders, to comply with any subsequently received government guidelines (when they are received) and any other minor changes without being the subject of a further report unless they are materially different from current charges or have a material impact on the level of income.
3. Agrees that the Transport and Parking 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 5A & 5B, including the giving of notices and the making or amendment of any orders under the Road Traffic Regulation Act 1984 and also, the making of arrangements with the Dover Harbour Board pursuant to section 33(4) Road Traffic Regulation Act 1984.
4. Approves the general principle that fees are set at an appropriate inclusive level, irrespective of VAT status, and that the VAT element within the overall fee level is then determined.
5. Delegates the setting of fees and charges at the Council's venues (including, but not limited to, Kearsney Café and Maison Dieu) to the Head of Place and Growth in consultation with the Portfolio Holder for Community and Corporate Property.
6. Notes the fees and charges approved separately by Licensing and Regulatory Committees set out in Appendices 3.1 to 4.2.

¹ Appendices 1.1 to 1.4 have been reviewed & noted by the Planning Committee which also approved the s.106 Monitoring Fee.

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 2025/26. 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:

- **Licensing Committee**

Report to the meeting on 16th October 2024 of all F&Cs to be set by the Licensing Committee.

- **Regulatory Committee**

Report to the meeting on 10th December 2024 of all F&Cs to be set by the Regulatory Committee.

- **Planning Committee**

Report (for information) to the meeting on 21st November 2024 of all F&Cs relevant to the Planning Committee.

- **Cabinet**

Report to the meeting on 3 February 2025 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 1.1 to 4.2.

- 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. Firstly, it shows what the customer will pay and is therefore more meaningful.

Secondly, 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.

2025/26 Proposed Charge Inc VAT

This is the recommended charge for 2025/26, and the estimated income will, subject to Members' approval, be included in the 2025/26 budget.

2025/26 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 and Members' approval is sought to enable officers to adopt such fees at or close to government directed levels without a further report.

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

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

While most of the fees and charges remain consistent to previous 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 10%
- Blue – This identifies the proposal to remove a fee and/or charge.

The following key changes have been included in the appendices:

3.2 Parking Charges - Appendices 5A & 5B

The parking charges are normally subject to a separate report. However, as the hourly rates for parking are proposed to be retained at the 2024/25 levels for 2025/26, they have been included in this report at Appendices 5A and 5B for approval.

The main changes included are:

- Increases in the minimum charge for DDC car parks and on-street parking as detailed at Appendix 5A to reflect the current rates of charging.
- Increases in permit charges as highlighted to reflect the on-going inflationary pressures associated with the costs of managing and maintaining the schemes.
- Charges for bay suspensions for events split to recognise different charging for commercial and non-profit events to support community events across the district.
- Increase in charges for hotelier books of daily permits to recognise the increases in parking charges and the extension of hours from 4pm - 8am to 4pm – 10am.
- Admin fee introduced for refunds of permits to reflect some of the costs to the Council.

- Introduction of daily guest permits for B&Bs/guest houses to enable parking in permit areas.

A public engagement process and parking strategy review are currently underway and will be presented to Cabinet during the 2025/26 financial year as appropriate.

3.3 Planning Applications – Appendix 1.2

Regulations have been laid in parliament and if approved, will result in an increase to the householder and section 73 application fees, due to come into force on 1 April.

3.4 Planning Policy - Appendix 1.4

Line 11 – New charge for requests to confirm historic S106 compliance.

Line 12 – New charge for Biodiversity Net Gain and/or Habitat Management Monitoring Fees based on Ecologist day rate (including overheads) of £682.50.

Line 13 – New charge for Habitat Bank Applications based on Ecologist day rate as above.

Line 14 - Access and use of Dover and Deal Transport Model, charges dependent upon proposals.

Line 15 – New charge to purchase printed copies of Planning Policy Documents - £50 for addresses in Dover District, £70 for addresses outside Dover District. These charges are currently on our web pages, but not already listed.

3.5 Deal Pier & Foreshores - Appendix 2.2a

Line 31 – Deal Pier private Hire, fees increased by 20% to support cost recovery.

Line 36 - Proposal to adjust Walmer hut pricing so that they are in line with St Margarets and consistent across the district equating to a percentage uplift of 10%.

Line 37 - Proposal to adjust Kingsdown Beach Hut provision and pricing so that the charges are consistent across the district.

Line 41 - Beach plot provision has been removed and replaced with DDC Beach Hut ownership, see line 37.

3.6 Port Health - Appendix 2.3

Line 50 - Ship Sanitation Certificate - Fees will be notified via the Association of Port Health Authorities (APHA) in November 2024.

Line 85 – Organic Import Admin Fee - Removed as no longer required.

Lines 92 to 107 - Trade in Animals and Related Products Regulations - Fees and charges for products of animal origin are being removed from this year's fees and charges pending clarification from the new Government regarding official border control checks at the Short Straits.

Line 108 – Admin fee removed as no longer required.

3.7 Environmental Services - Appendix 2.4b

Line 126 – Dog Microchipping Fee - Removed as service no longer provided.

Line 133 – Private Water Supplies Analysis - Removed as no longer required, replaced with lines 127, 131 & 132

3.8 Dover Museum - Appendix 2.5

Lines 165 & 167 – Cost of preparing and sending images / stills - Removed.

Lines 180 to 188 – Not on 24/25 appendix, as Roman Painted House was returned to DDC management after Fees and Charges report went to Cabinet in February 2024.

3.9 Leisure Facilities - Appendix 2.6

Line 191 – Hire charge for newly created rugby pitch at Victoria Park.

Lines 203 to 205 - Suspended while the memorial benches and commemorative trees schemes are reviewed (see separate report).

Lines 226 & 227 – Contribution to maintenance - Above inflation increase proposed due to the long periods of maintenance expected.

3.10 Land Charges - Appendix 2.11

Lines 266 & 269 – Local Land Charges - Removed as service will have transferred to HM Land Registry for 2025/26.

3.11 Housing - Appendix 2.12

Line 305 – B&B Service Charges - 12% uplift proposed as there was no increase in 24/25. Additionally, the rate has been split to differentiate the charges for under/over 25-year-olds reflecting the difference in Universal Credit rates for the different age groups.

3.12 Regulatory - Appendix 4.1

Line 472 – New charge following requests for duplicates.

Lines 473 & 474 – New charge following enquiries for tattoo conventions.

Lines 475 to 489 – Various regulatory individual charges removed, fees as per lines 469 to 471 and therefore do not need to be listed separately.

Line 545 – New charge for licence renewal included.

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 Venues

It is recommended that Cabinet delegate the setting of fees and charges at the Council's venues (including, but not limited to, Kearsney Café and Maison Dieu) to the Head of Place and Growth in consultation with the Portfolio Holder for Community and Corporate Property.

This will provide the service with flexibility to amend pricing in line with changes in the market, supplier cost increases and other relevant factors in a timely manner. This will ensure fees and charges are set competitively and in line with market trends.

A review can then be carried out periodically to allow suitable increases to be applied and encourage growth in the business. This will encourage bookings to be taken further ahead than the current process allows.

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 comments to add.

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

9.3 Comment from the Equalities Officer: The Equality Officer has been consulted during the development of this report and is satisfied that the equality impact has been considered as neutral at paragraph 3.9. 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 1.1 – 2.14	F&C for which Cabinet approval is sought
Appendices 3.1 – 3.2	F&C approved by Licensing Committee
Appendices 4.1 – 4.2	F&C approved by Regulatory Committee
Appendix 5A & 5B	Parking Charges for which Cabinet approval is sought

11. **Background Papers (Committee Meeting Date)**

Licensing Committee Report 2025-26 (16th October 2024)

Regulatory Report 2025-26 (21st November 2024)

Planning Report - Fees and Charges 2025-26 (10th December 2024)

Contact Officer:

Melanie Woodland

Accountancy Assistant

melanie.woodland@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>

Fees and Charges 2025/26

				2024/25	2024/25	2025/26	2025/26	
No.	Detail	Narrative	Set by Govt? Y/N	Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT	Total Expected Income ex VAT	Reasons for Change in Charges and/or Income and Other Information
Planning - L May - S Platts - Councillor E A Biggs								
1	General	Planning Application Fees (see Appendix 1.2 - A Guide to the Fees for Planning Applications in England)	Y	See Appendix 1.2	£750,000	See Appendix 1.2	£750,000	Government set. Total income forecast to reflect year to date income 24/25
2	General	Pre-application advice (see Appendix 1.3)	N	See Appendix 1.3	£83,000	See Appendix 1.3	£85,000	Raised by recommended inflation figure of 2.5%
3	General	Details pursuant to conditions (see Appendix 1.2)	Y	See Appendix 1.2		See Appendix 1.2	Included within the overall budget for planning application fees	Government set
4	General	Advice on compliance of conditions information (see Appendix 1.2)	Y	£43 or £145 depending on type		£43 or £145 depending on type		Government set
5	General	Printed Section 52 Agreements, Section 106 Agreements, Tree Preservation Orders and Article 4 Directions and Enforcement Notices	N	£5.00	£300.00	£5.00	£200.00	Rarely requested
6	General	A4 plans submitted with planning applications or other planning documents and other photocopying	N	£0.10		£0.10		Rarely requested
7	General	A3 plans submitted with planning applications or other planning documents and other photocopying	N	£0.20		£0.20		Rarely requested
8	General	Plans over A3 submitted with planning applications or other planning documents and other photocopying	N	£5.00		£5.00		Rarely requested
9	General	Research on Planning histories, PD Rights & Use classes	N	£35.00		£35.00		Inflationary increase minimal

- Changes over 10% made to previous year figure
- New Charge Introduced
- No Change to previous year
- Delete the Charge

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 an existing single dwellinghouse , including works within the boundary (excluding flats)		£258
Outline Applications		
The erection of dwellinghouses		
Site area	Less 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	Less 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

Continued on next page...

Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)		
Alterations/extensions to existing dwellinghouses		
Number of dwellinghouses	Single dwellinghouse (or single flat)	£258
	Two or more dwellinghouses (or two or more flats)	£509
Works within/along the boundary of an existing dwellinghouse		£258
The erection of dwellinghouses		
Number of dwellinghouses	Fewer 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 less 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 3,750 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 less 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 less 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	Less than 1 hectare	£578 for each 0.1 hectare (or part thereof)
	Between 1 hectare and 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
---	------

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
Change of Use of a building to use as one or more separate dwellinghouses, or other cases		
Number of dwellinghouses	Fewer 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

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

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

Continued on next page...

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 (1 Megawatt capacity restriction removed from 21 December 2023)	£120
Installation, Alteration or Replacement of microgeneration Solar Photovoltaics (PV) equipment or solar thermal equipment on the flat roof of a dwellinghouse or a block of flats (or a building situated within the curtilage) on Article 2(3) land. (From 21 December 2023)	£120
Installation, alteration or replacement of stand-alone solar for microgeneration within the curtilage of a dwellinghouse or a block of flats in a conservation area, where it would be nearer to any highway which bounds the curtilage than the part of the dwellinghouse or block of flats which is nearest to that highway. (From 21 December 2023)	£120
Installation, alteration or replacement of stand-alone solar for microgeneration within the curtilage of a non-domestic building on Article 2(3) land, where it would be nearer to any highway which bounds the curtilage than the part of the building which is nearest to that highway. (From 21 December 2023)	£120
Installation, alteration or replacement of a solar canopy within an area lawfully used as offstreet parking other than for a dwellinghouse or a block of flats. (From 21 December 2023)	£120
Erection, extension, or alteration of a university building	£120

Continued on next page...

Prior Approval (under Permitted Development rights) continued...		
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
Temporary recreational campsite in Flood Zone 2 or 3		£120
Construction of new dwellinghouses	Fewer than 10 dwellinghouses	£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

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	Alterations/ extensions to dwellinghouses; or works within/ along the boundary of a dwellinghouse	£43
	Any other development	£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

Continued on next page...

Non-material Amendment Following a Grant of Planning Permission

Householder developments	£43
Any other development	£293

Concessions

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

Application types with no current fee

Listed Building Consent

Planning permission for relevant demolition in a Conservation Area

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

Hedgerow removal notice

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

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

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

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

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

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

and, in all cases, where that relevant 12-month period started no later than 5 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.

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 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).

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.

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	155	220 (virtual meeting)
1-4 dwellings	440	720
1-4 dwellings follow up advice*	220	385
5-9 dwellings	770	1,100
5-9 dwellings follow up advice*	385	665
10-49 dwellings	-	3,285
10-49 dwellings follow up advice*	550	1,320

Charge	Written £	Written + Meeting £
50+ dwellings	-	5,475
50+ dwellings follow up advice*	1100	2,740
Commercial up to 250m ²	195	355
Commercial up to 500m ²	335	550
Follow up advice*	115	220
Commercial up to 1000m ²	-	1,320
Follow up advice*	220	440
Commercial over 1000m ²	-	1285+535 per 500m ²
Follow up advice*	440	660
Listed Building Advice	240	385
Listed Building advice with householder	300	450
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.

Fees and Charges 2025/26

					2024/25	2024/25	2025/26	2025/26	
No.	Detail	Narrative	Set by Govt? Y/N	Units / Comments	Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT	Total Expected Income ex VAT	Reasons for Change in Charges and/or Income and Other Information
Planning - L May - S Platts - Councillor E A Biggs									
10	General	S.106 Monitoring Fee	N	£250 flat rate for Unilateral Undertakings/S106 for SPA mitigation £500 per trigger event S106s for financial obligations and non-financial obligations (excluding biodiversity net gain and habitat monitoring fees - see below)		£10,000		£3,000	Charges were increased substantially last year. Time lag between signed agreements and expected income means the increased charge has not followed through to increased income yet. Expected income based upon Infrastructure Funding Statement 2023/24 future income estimates.
11	General	NEW: Requests to confirm historic S106 compliance	N				£150	£1,600	
12	General	NEW: Biodiversity Net Gain and/or Habitat Management Monitoring Fees	N	Based upon Ecologist day rate (including overheads) £682.50			Variable - dependant upon proposals	£10,000	Based upon expected habitat monitoring fees from application 23/01095 only. Due to time lag between permission being granted and start of monitoring period, unlikely to receive any BNG monitoring fees during 25/26.
13	General	NEW: Habitat Bank Application	N	Based upon Ecologist day rate (including overheads) £682.50			Variable - dependant upon proposals	£3,000	Expected income based upon receiving 1 application during the year
14	General	NEW: Access and use of Dover and Deal Transport Model, junction models and/or baseline data	N	per model access required. (This does not include external consultant time costs in preparing and sharing models)			Variable - dependant upon proposals	£1,000	Income set low, as use of service is unknown at the current time.
15	General	NEW: Purchase printed copies of Planning Policy Documents	N	Per printed document.			£50 - addresses in Dover District. £70 - addresses outside Dover District	£200	These charges are currently on our webpages, but not already listed.

- Changes over 10% made to previous year figure
- New Charge Introduced
- No Change to previous year
- Delete the Charge

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	Vat Code	Units / Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
Building Control -L May - S Platts - Paul Bannon - Councillor E A Biggs											
16	General	Building Regulations general enquires	N	S		£94.00		£94.00		0%	See below
17	General	Solicitors enquiries & other specialist advice	N	N		£47.00		£47.00		0%	See below
18	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	S except for reversions and regularisations		https://www.doover.gov.uk/Planning/Building-Control/Apply/Fees-Charges.aspx	£325,000				No fee increase is proposed for 2025/26 due to the 15% uplift applied for 2024/25. This has been agreed with Sarah Platts and Cllr Biggs. Current issues within the Building Control sector and a cooling of customer confidence combined with interest rate uncertainty means that an increase for the coming year may adversely impact our competitiveness in the market place.
19	General	Administration/professional charges for dealing with dangerous structures	N	S		£94.00				0%	See Q4 above

- Changes over 10% made to previous year figure
- New Charge Introduced
- No Change to previous year
- Delete the Charge

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
Garages - M Davis - D Parish - Councillor C Zosseder											
20	Garages	Standard garages to Council tenants per week.	N	NA		£19.00	£484,354	£19.00	£484,354	0.0%	No proposed increase this year as last years rise was significant (just under 12%). Last and this years suggested increases were 8.8% + 2.5% = 11.3%, prices will be increased next year
21	Garages	Standard garges to ex Council tenants who purchased their property through Right To Buy	N	NA		£19.00	£10,000	£19.00	£10,000	0.0%	
22	Garages	Garage Plots (per annum)	N	S		£198.00		£210.00		6.1%	Increased by 6.1% to round to £210(DP) £17.50 per month
23	Garages let at full market rent	The Gateway, Dover	N	NA		£27.00		£27.00		0.0%	No proposed increase this year as last years rise was significant (just under 12%). Last and this years suggested increases were 8.8% + 2.5% = 11.3%, prices will be increased next year
24	Garages let at full market rent	Dover Town Area (Harold St, Godwyne Close, Pencester)	N	NA		£24.00		£24.00		0.0%	No proposed increase this year as last years rise was significant (just under 12%). Last and this years suggested increases were 8.8% + 2.5% = 11.3%, prices will be increased next year

- Changes over 10% made to previous year figure
- New Charge Introduced
- No Change to previous year
- Delete the Charge

Fees and Charges 2025/26

						2024/25	2024/25 & 2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
Deal Pier - M Davis - D Parish - Councillor E A Biggs										
25	Deal Pier Fishing	Day Ticket (Summer) 08:00 to 21:00 hrs April-November, adult	N	S		£8.00	£27,000	£8.00	0%	No proposed increases this year as last year the minimum raise was 10% and maximum was 18%. We are also potentially changing the opening times and will reduce the fishing window the for day tickets. (DP)
26	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	S		£4.00		£4.00	0%	
27	Deal Pier Fishing	Day ticket (Winter) 08:00 to 16:00 hrs December to March adult	N	S		£6.50		£6.50	0%	
28	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	S		£3.00		£3.00	0%	
29	Deal Pier Fishing	Night Time (summer designated evenings) (21:00 to 08:00 hrs) - adult	N	S		£13.00		£13.00	0%	
30	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	S		£7.00		£7.00	0%	
31	Deal Pier Fishing	Private Hire		S		£250.00		£300.00	20%	Current charge doesn't cover the staff costs for opening. £300 won't either but it does increase receipt by 20%, making it affordable for groups still
32	Deal Pier Fishing	Competitions		S		5.00 (Per rod)		Varies		During a competition we currently charge concession price of £4 but we believe this should be higher (competition from 7 - 35)
Foreshores - R. Walton - D Parish - Councillor C Zosseder										
33	Beach Plot Charges	Walmer Plot	N	S		£486.00	£9,315	£498	2%	2.5% increase (DP)
34	Beach Plot Charges	Deal/Walmer commercial plot	N	S		£198.00	£1,156	£203	3%	2.5% increase (DP)
35	Beach Huts	St Margaret's Bay - Annual	N	S		£1,535.00	£35,305	£1,535	0%	To remain static as we bring all beach hut charges in line
36	Beach Huts	Walmer - Annual	N	S		£1,396.00	£12,564	£1,535	10%	Adjusting Walmer Hut pricing so that they are in line with St Margarets and consistent across the district
37	Beach Huts	Kingsdown - Annual	N	S		N/A	£8,244	£1,535	N/A	We are adjusting Kingsdown Beach Hut provision and pricing so that Beach Hut charges are consistent across the district

Fees and Charges 2025/26

						2024/25	2024/25 & 2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
38	Beach Huts	The Endeavour Centre - Daily charge for private users	N	S		£80.00	£2,700	£82	3%	2.5 % increase or rounded to nearest pound (DP)
39	Beach Huts	The Endeavour Centre - Daily charge for schools and registered charities	N	S		£30.00		£31	3%	
40	Sandwich Quay	Short Stay Moorings per day (maximum 28 days)	N	S		£14.00	£5,184	£15	7%	Increased by £1
41	Beach Plot Charges	Kingsdown Plot	N	S		£494.64	£8,244	N/A	N/A	Beach plot provision has been removed and replaced with DDC Beach Hut ownership (as above, line 37)

- Changes over 10% made to previous year figure
- New Charge Introduced
- No Change to previous year
- Delete the Charge

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
Street Naming & Numbering - L May - S Platts - Councillor E A Biggs											
42	Statutory Street Naming and Numbering	Registering a New Property Address	N	S		£222.00	£49,400	£222.00	£50,000	0%	No change to fees this year, we are already one of the highest SNN service in Kent
43	Statutory Street Naming and Numbering	New Street or Building Comprising 2-10 units	N	S		£421.00		£421.00		0%	No change to fees this year, we are already one of the highest SNN service in Kent
44	Statutory Street Naming and Numbering	New Street or Building Comprising 11-20 units	N	S		£664.00		£664.00		0%	No change to fees this year, we are already one of the highest SNN service in Kent
45	Statutory Street Naming and Numbering	New Street or Building Comprising 21 + units	N	S	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	£723.00		£723.00		0%	No change to fees this year, we are already one of the highest SNN service in Kent
46	Statutory Street Naming and Numbering	Changing Street Name	N	S		£886.00		£886.00		0%	No change to fees this year, we are already one of the highest SNN service in Kent
47	Non Statutory Street Naming and Numbering	Administration Fee for undertaking Non Statutory Function Street Naming and Numbering per hour	N	S		£99.00		£99.00		0%	No change to fees this year, we are already one of the highest SNN service in Kent

- Changes over 10% made to previous year figure
- New Charge Introduced
- No Change to previous year
- Delete the Charge

					2024/25	2024/25	2025/26	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Maximum Charges inc VAT (where applicable)	Total Expected Income ex VAT	Units / Comments	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
Environmental Health - L May - L Manzano- Councillor J L Pout											
48	Port Health/Food safety	Unsound Food Examination: Not exceeding 1 metric tonne	N	NA	£151	£0	£155	£0	Plus disposal charge	2.5%	Increase of 2.5% to reflect the increased rate of inflation.
49	Port Health/Food safety	Unsound Food Examination: Exceeding 1 metric tonne	N	NA	£284		£291		Plus disposal charge	2.5%	Increase of 2.5% to reflect the increased rate of inflation.
50	Port Health	Ship Sanitation Certificate	Y	NA	See Note	£15,000	See Comments	£15,000	Fees allocated by APHA and these are not issued until after budget setting. It is estimated these fees will range between approx £118 and £779 depending on tonnage and passenger capacity and approximately £86 for an extension to a ship sanitation certificate.	Fees will be notified via the Association of Port Health Authorities (APHA) in November 2024.	Fees will be notified via the Association of Port Health Authorities (APHA) in November 2024.
51	Port Health	Ship Sanitation: Referral Inspection	N	NA	£126		£129		Referral Inspection	2.5%	Increase of 2.5% to reflect the increased rate of inflation.
52	Port Health	Plastic Documentary Check (PDD)	N	NA	£53	£1,700	£54	£3,000	Documentary Check (PDD) 1-5 certificates	2.5%	Increase of 2.5% to reflect the increased rate of inflation.
53	Port Health	Plastic Documentary Check (PDD)	N	NA	£76		£78		Documentary Check (PDD) 6-10 certificates	2.5%	Increase of 2.5% to reflect the increased rate of inflation.
54	Port Health	Plastic Documentary Check (PDD)	N	NA	£105		£108		Documentary Check (PDD) 11-20 certificates	2.5%	Increase of 2.5% to reflect the increased rate of inflation.
55	Port Health	Plastic Documentary Check (PDD)	N	NA	£134		£137		Documentary Check (PDD) 21+ certificates	2.5%	Increase of 2.5% to reflect the increased rate of inflation.
56	Port Health	The Plastic Kitchenware (Conditions on Imports from China) Regulations 2011: Identity & Physical Checks & Sampling	N	NA	£151	£151	£155	£155	Identity, Physical Check and Sampling	2.5%	Increase of 2.5% to reflect the increased rate of inflation.
57	Port Health	The Plastic Kitchenware (Conditions on Imports from China) Regulations 2011 - Laboratory Analysis	N	NA	Assigned by lab	Any costs are recharged so no income expected	Assigned by lab	Any costs are recharged so no income expected	Laboratory Analysis of Sample	Assigned by lab	Lab costs are determined by the lab. Any costs are recharged so no income expected.

Fees and Charges 2025/26

					2024/25	2024/25	2025/26	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Maximum Charges inc VAT (where applicable)	Total Expected Income ex VAT	Units / Comments	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
58	Port Health	The Plastic Kitchenware (Conditions on Imports from China) Regulations 2011 - Courier Fee	N	NA	Assigned by courier	Any costs are recharged so no income expected	Assigned by courier	Any costs are recharged so no income expected	Courier Cost for Transporting Sample to Laboratory	Assigned by courier	Courier costs are determined by courier company. Any costs are recharged so no income expected.
59	Port Health	The Plastic Kitchenware (Conditions on Imports from China) Regulations 2011 - Non Compliance Fee	N	NA	£152	£0	£156	£0	Non-Compliance Fee	2.5%	No non-compliance fees for plastic kitchenware were charged last year therefore total expected income is £0.
60	Port Health	The Plastic Kitchenware (Conditions on Imports from China) Regulations 2011: Destruction/Re-Export Fee	N	NA	£133	£0	£136	£0	Supervising Destruction/Re-export Fee (cost of destruction is an additional charge)	2.5%	No supervising destruction/re-export fees for plastic kitchenware were charged last year therefore total expected income is £0.
61	Port Health	The Plastic Kitchenware (Conditions on Imports from China) Regulations 2011: Late Notification Fee	N	NA	£103	£103	£106	£0	Late notification Fee	2.5%	No late notification fees for plastic kitchenware were charged last year therefore total expected income is £0.
62	Port Health	Official Feed and Food Controls (England) Regulations 2009 - Regulation (EU) 2017/625 FNAO: Documentary Check	N	NA	£67	£2,500	£69	£41,400	Documentary Check	2.5%	Increase of 2.5% to reflect the increased rate of inflation.
63	Port Health	Official Feed and Food Controls (England) Regulations 2009 - Regulation (EU) 2017/625 FNAO: Identity, Physical Check & Sampling	N	NA	£151	£3,000	£155	£7,750	Identity, Physical Check and Sampling (N.B. Additional lab analysis and courier costs apply)	2.5%	Increase of 2.5% to reflect the increased rate of inflation.
64	Port Health	Official Feed and Food Controls (England) Regulations 2009 - Regulation (EU) 2017/625 FNAO - Laboratory analysis of samples	N	NA	Assigned by lab	Any costs are recharged so no income expected	Assigned by lab	Lab costs are recharged so no income expected	Laboratory Analysis	Assigned by lab	Laboratory costs are determined by the lab. Any costs are recharged so no income expected.
65	Port Health	Official Feed and Food Controls (England) Regulations 2009 - Regulation (EU) 2017/625 FNAO - Courier Cost	N	NA	Assigned by courier	Any costs are recharged so no income expected	Assigned by courier	Costs costs are recharged so no income expected	Courier Cost	Assigned by courier	Courier costs are determined by courier company. Any costs are recharged so no income expected.

Fees and Charges 2025/26

					2024/25	2024/25	2025/26	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Maximum Charges inc VAT (where applicable)	Total Expected Income ex VAT	Units / Comments	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
66	Port Health	Official Feed and Food Controls (England) Regulations 2009 - Regulation 2017/625 FNAO - Non-compliance Fee	N	NA	£152	£152	£156	£156	Non Compliance Fee	2.5%	Increase of 2.5% to reflect the increased rate of inflation.
67	Port Health	Official Feed and Food Controls (England) Regulations 2009 - Regulation (EU) 2017/625 FNAO - Late notification fee	N	NA	£103	£206	£106	£212	Late notification Fee	2.5%	Increase of 2.5% to reflect the increased rate of inflation.
68	Port Health	Official Feed and Food Controls (England) Regulations 2009 - Regulation (EU) 2017/625 FNAO - Supervising Destruction/Re-export Fee	N	NA	£133	£133	£136	£0	Supervising Destruction/Re-export Fee (cost of destruction is an additional charge)	2.5%	No supervising destruction/re-export fees for plastic kitchenware were charged last year therefore total expected income is £0.
69	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	NA	£56	£200,000	£57	£100,000	Endorsement of Cert up to 5 certs (High Risk Countries)	2.5%	This income is subject to finalisation of the proposed changes by DEFRA in relation to the revised EU border controls. Increase of 2.5% to reflect the increased rate of inflation.
70	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	NA	£76		£78		6-10 certs (High Risk Countries)	2.5%	
71	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	NA	£95		£97		11-20 certs (High Risk Countries)	2.5%	
72	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	NA	£104		£107		21+certs (High Risk Countries)	2.5%	
73	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	NA	£25		£26		Bilateral Agreements Cert for up to 5 certs (Low Risk Countries)	2.5%	
74	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	NA	£44		£45		6-10 certs (Low Risk Countries)	2.5%	
75	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	NA	£56		£57		11-20 certs (Low Risk Countries)	2.5%	

Fees and Charges 2025/26

					2024/25	2024/25	2025/26	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Maximum Charges inc VAT (where applicable)	Total Expected Income ex VAT	Units / Comments	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
76	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	NA	£69		£71		21+ certs (Low Risk Countries)	2.5%	
77	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008 - Formal Verification/Movement Control Notice	N	NA	£77	£0	£79	£0	Formal Verification/Movement Control Notice	2.5%	No IUU Notices were served in 23/24 or 24/25 therefore expected income is £0. Increase of 2.5% to reflect the increased rate of inflation.
78	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008 - Supervising Destruction/Re-Export Fee	N	NA	£133	£0.00	£136	£0	Supervising Destruction/Re-export Fee (cost of destruction is an additional charge)	2.5%	No IUU Fish was destroyed/re-exported in 23/24 or 24/25 therefore expected income is £0. Increase in 2.5% to reflect the increased rate of inflation.
79	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008 - Late Notification Fee	N	NA	£103	£2,000	£106	£530	Late Notification Fee	2.5%	Increase of 2.5% to reflect the increased rate of inflation.
80	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008 - Non-Compliance Fee	N	NA	£152	£0	£156	£0	Non Compliance Fee	2.5%	No non-compliance fees for IUU fish were charged last year therefore total expected income is £0. Increase of 2.5% to reflect the increased rate of inflation.
81	Port Health	Organic Products Regulations 2009: Documentary Check	N	NA	£49	£12,000	£50	£12,000	Docuementary Check Per Certificate of Inspection	2.5%	Increase of 2.5% to reflect the increased rate of inflation.
82	Port Health	Organic Products Regulations 2009: Supervising Destruction/Re-export Fee	N	NA	£133	£0.00	£136	£0	Supervising Destruction/Re-export Fee (cost of destruction is an additional charge)	2.5%	No destruction/re-export fees for organics were charged in 23/24 or 24/25 therefore expected income is £0. Increase of 2.5% to reflect the increased rate of inflation.
83	Port Health	Organic Products Regulations 2009 - Late Notification Fee	N	NA	£103	£1,500	£106	£530	Late Notification Fee	2.5%	Increase of 2.5% to reflect the increased rate of inflation.
84	Port Health	Organic Products Regulations 2009 - Non Compliance Fee	N	NA	£152	£0	£156	£0	Non Compliance Fee	2.5%	Increase of 2.5% to reflect the increased rate of inflation.

					2024/25	2024/25	2025/26	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Maximum Charges inc VAT (where applicable)	Total Expected Income ex VAT	Units / Comments	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
85	Port Health	Admin Fee: Inputting Organic Import onto PHILIS DES	N	NA	£17	£0					The importer would be requested to submit the PHILIS DES application and admin would not submit it on their behalf therefore this fee is no longer required.
86	Port Health	Water Samples on board Vessels- Sampling	N	NA	£126 for collecting the sample plus cost of each sample taken (charged in accordance with lab fees).	£604	£129 for collecting the sample plus cost of each sample taken (charged in accordance with lab fees).	£1,290	Set fee charged for collecting water sample. Separate charges for sample analysis and courier fee.		Charge broken down into DDC's sample collection charge + separate sampling analysis cost issued by lab + courier charges where applicable. Increase of 2.5% to reflect the increased rate of inflation. Laboratory costs are determined by the lab and courier costs are determined by the courier company. Any of these costs are recharged so no income expected for these elements.
87	Port Health	Water Samples on board Vessels - Lab Analysis	N	NA	Laboratory Analysis	Assigned by lab	Laboratory Analysis	Assigned by lab	Lab costs are recharged so no income expected	Laboratory costs are determined by the lab. Any costs are recharged so no income expected.	Lab costs are determined by the lab. Any costs are recharged so no income expected.
88	Port Health	Water Samples on board Vessels - Courier	N	NA	Courier Cost	Assigned by courier	Courier Cost	Assigned by courier	Courier costs are recharged so no income expected	Courier costs are determined by courier company. Any costs are recharged so no income expected.	Courier costs are determined by courier company. Any costs are recharged so no income expected.
89	Food Safety	NFHRS Re-vist	N	NA	£202	£808	207	£2,070	Set Fee for requested NFHRS re-visit	2.5%	Increase of 2.5% to reflect the increased rate of inflation.
90	Port Health	Export Health Certificates	N	NA	£115 each including first hour of preparation of certificate. Subsequent hours are charged at staff hourly rate.	£0	£118 each including first hour of preparation of certificate. Subsequent hours are charged at staff hourly rate.	£0	Fee per GB Export Health Certificate issued	2.5%	No export health certificates have been issued in 2024/25 therefore expected income is £0. Increase of 2.5% to reflect the increased rate of inflation.

Fees and Charges 2025/26

					2024/25	2024/25	2025/26	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Maximum Charges inc VAT (where applicable)	Total Expected Income ex VAT	Units / Comments	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
91	Food Safety	Local Authority Export Certificates	N	NA	£115 each including first hour of preparation of certificate. Subsequent hours are charged at staff hourly rate.	£0	£118 each including first hour of preparation of certificate. Subsequent hours are charged at staff hourly rate.	£0	Fee per Local Authority Export Certificate issued.	2.5%	No food export health certificates have been issued in 2024/25 therefore expected income is £0. Increase of 2.5% to reflect the increased rate of inflation.
92	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Official Controls on POAO (excl. NZ)	N	NA	£65	TBC					Following HMG's announcement in November 2023 that it was their intention that i) official border controls were to move away from the border for inspection at Sevington and ii) Bastion Point at Dover was not being designated as a Border Control Post for Products of Animal Origin at that time, the fees and charges for products of animal origin are being removed from this year's fees and charges pending clarification from the new Government regarding official border control checks at the Short Straits.
93	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Official Controls on POAO (excl. NZ)	N	NA	£10.26 per tonne	TBC					
94	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Official Controls on POAO (excl. NZ)	N	NA	£484	TBC					
95	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Official Controls on POAO from NZ	N	NA	£50	TBC					
96	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Official Controls on POAO from NZ	N	NA	£8.10 per tonne	TBC					
97	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Official Controls on POAO from NZ	N	NA	£376	TBC					
98	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 POAO subject to enhanced checks	N	NA	£76	TBC					
99	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 POAO subject to enhanced checks	N	NA	£92	TBC					

Fees and Charges 2025/26

					2024/25	2024/25	2025/26	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Maximum Charges inc VAT (where applicable)	Total Expected Income ex VAT	Units / Comments	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
100	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 POAO subject to enhanced checks	N	NA	£102	TBC					Following HMG's announcement in November 2023 that it was their intention that i) official border controls were to move away from the border for inspection at Sevington and ii) Bastion Point at Dover was not being designated as a Border Control Post for Products of Animal Origin at that time, the fees and charges for products of animal origin are being removed from this year's fees and charges pending clarification from the new Government regarding official border control checks at the Short Straits.
101	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 POAO subject to enhanced checks	N	NA	£105	TBC					
102	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Late notification fee (POAO)	N	NA	£103	TBC					
103	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	NA	£106	TBC					
104	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Laboratory analysis of POAO subject to enhanced checks	N	NA	Assigned by the lab	TBC					
105	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 - Regulation (EU) 2017/625 Courier fee (POAO)	N	NA	Assigned by the courier	TBC					
106	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Non-Compliance Fee (POAO)	N	NA	£152	TBC					
107	Port Health	The Trade in Animals and Related Products Regulations 2011 - Regulation (EU) 2017/625 Supervising Destruction/Re-export (POAO)	N	NA	£133	TBC					
108	Port Health	Admin fee for CHEDs not presented on IPAFFS	N	NA	£17	TBC					The importer would be requested to submit the CHED on IPAFFS. Admin would not input it on their behalf therefore this fee is no longer required.

Fees and Charges 2025/26

					2024/25	2024/25	2025/26	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Maximum Charges inc VAT (where applicable)	Total Expected Income ex VAT	Units / Comments	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
109	Port Health	Staff Hourly Rate	N	NA	£106	£0	£109	£0	Hourly rate	2.5%	Increase of 2.5% to reflect the increased rate of inflation.
110	Port Health	Postage of Documents	N	NA	£5.80	£0	£6	£0	Postage of Documents	2.5%	Increase of 2.5% to reflect the increased rate of inflation.
111	Port Health	Per Document Photocopied	N	NA	£1.20	£0	£1.20	£0	Per Document Photocopied	0.0%	2.5% increase = £1.23 which when rounded down = £1.20. Have therefore not applied an increase to this years figures. No charges were issued for this element in 2024/25.

- Changes over 10% made to previous year figure
- New Charge Introduced
- No Change to previous year
- Delete the Charge

						2024/25	2024/25	2024/25	2025/26	2025/26		2025/26		2025/26	
No.	Detail	Narrative	Fee set by national government (Y/N)	Vat Code	Units / Comments	Amount of penalty if paid within 10 days	Proposed Full amount of penalty - 14 days	Total Expected Income	Proposed Amount of penalty if paid within 10 days	Proposed Full amount of penalty - 14 days	Full Amount of Penalty % change	Maximum penalty on conviction	Maximum Penalty on conviction % change	Total Expected Income	Justification for charge levels and other information
Environmental Health - L May - L Manzano - Councillor J L Pout															
112	S48 Anti-Social Behaviour, Crime & Policing Act 2014	Failure to comply with a Community Protection Notice	Y Section52(7) of the ASBC&PA 2014 states that the amount must not be more than £100	N/A	Maintain levels for low level offences. Keep maximum for recordable offences, i.e fly-tipping.	No early payment discount	£100	£5,000	No early payment discount	£100	0%	£2500 for individual, £20k for business.	0%	£2,500	Based on current actuals.
113	S33 Environmental Protection Act 1990	Fixed penalty notice for fly-tipping	Y Increased to max £1000 as part of central governments Anti-Social Behaviour Action Plan of March 2024	N/A		£500.00	£1,000		£500.00	£1,000	0%	Unlimited fine and/or 5 years imprisonment.	0%		
114	S34 Environmental Protection Act 1990	Failure to produce waste documents	Y Section 34A (10) EPA 1990 states that the appropriate person may by order substitute a different amount for the amount of time being specified, if not specified £300	N/A		No early payment discount	£300		No early payment discount	£300	0%	Unlimited fine on indictment, £5000 on summary	0%		
115	S5 Control of Pollution (amendment) Act 1989	Failure to produce authority to transport waste	Y Section 5B of the control of pollution (amendment) Act 1989 states that the waste collection authority can set the amount they wish and if not specified £300	N/A		No early payment discount	£300		No early payment discount	£300	0%	£5,000	0%		
116	S47 Environmental Protection Act '90	Failure to comply with a waste receptacles notice (commercial)	Y Section 47ZB of the Environmental Protection Act 1990 states that the waste collection authority can set the amount they wish and if not specified £100	N/A		No early payment discount	£100		No early payment discount	£100	0%	£1,000	0%		
117	S46 Environmental Protection Act 1990	Failure to comply with a waste receptacles notice (domestic)	Y Regulation 2 of the Household Waste (Fixed Penalty and Penalty Charge) Regulations 2015 state penalties can be set between £60 and £80	N/A		No early payment discount	N/A		No early payment discount	N/A	Recoverable as a civil debt	0%			
118	S.88(1) Environmental Protection Act 1990	Litter	Y Increased to max £500 as part of the Rishi Sunak Anti social behaviour action plan	N/A		£75.00	£100		£75.00	£100	0%	£2,500	0%		
119	The Littering from vehicles outside London (keepers: civil penalties) Regs 2018. S 87 & 88 EPA '90	Littering from a vehicle	Y Reg 6 of the Littering from Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018 state the Amount of penalty is what the local authority has listed for depositing litter under s88(6A) of the EPA 1990	N/A		N/A	N/A		N/A	N/A	FPN amount doubles to £150 after 28 day payment period & becomes recoverable as a civil debt with any additional recovery fees.	0%			
120	S34 Environmental Protection Act 90	Failure to Fulfil Householders Duty of Care	Y Section 34ZA (8) EPA 1990 sets a limit of £600	N/A		No early payment discount	£200		No early payment discount	£200	0%	Unlimited on indictment, £5000 on summary	0%		
121	S.3 Dogs (Fouling of Land) Act 1996	Failure to remove dog faeces forthwith	N/A Repealed and only utilised if no PSPO	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		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				
122	The Public Space Protection Order (Dover District Council) 2022	Failure to comply with Public Space Protection Order	Y Section 68(6) ASBC&PA 2014 caps limit at £100	N/A	£75	£100	£75	£100	£1,000	0%					

- Changes over 10% made to previous year figure
- New Charge Introduced
- No Change to previous year
- Charge Discontinued

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26			
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Maximum Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information	2025/26 Fee Comments
Environmental Health - L May - L Manzano - Councillor J L Pout												
123	Dog Control	Removal of stray dogs to kennels or direct to owner	Y	NA	Fees previously raised by more than inflation. Based on current and other authorities.	£100	£6,000	£100	£6,000	0.0%	Based on current income, wider inflation costs and previous years.	Statutory stray dog fine is £25. We add an administration charge of £80 as s149(5), EPA 1990 states " shall not be entitled to have the dog returned to him unless he pays all the expenses incurred by reason of its detention and such further amount as is for the time being prescribed."
124	Dog Control	Out of hours Dog Collection	N	NA		£75		£75		0.0%		There is no fee detailed in legislation however we are charged a £30 late drop off fee by our kennelling provider
125	Dog Control	Kennelling/admin/transportation fee per calendar day (up to a maximum of seven days)	N	NA		£32.50		£32.50		0.0%		There is no fee detailed in the legislation however we are charged £15.50 per calendar day by our contractor
126	Dog Control	Microchipping Fee	N	S	Staff no longer accredited to implant 'chips. No new trainers on market. Majority of dogs now chipped. Little demand from the public. No longer needed.	£16.00	£0	£0.00	£0	-100.0%	No longer needed.	N/A
127	Private Water Supplies	Risk Assessment (RA)	N	S	Regulations amended to remove cap. Councils now able to set own fees reflecting actual cost.	£500	£1000 for new application, £500 for statutory 5-yearly review of existing assessment.	£1000 for new application, £500 for statutory 5-yearly review of existing assessment.	£2,175	100.0%	See Units / Comments column	Private Water Supplies Regulations 2016 were amended in 2018 to remove cap on fees
128	Private Water Supplies	Officer Sampling Visit	N	S	Based on officer site and travel time to carry out sampling.	£100		£125		25.0%		Private Water Supplies Regulations 2016 were amended in 2018 to remove cap on fees
129	Private Water Supplies	Investigation	N	S	Investigation times will vary depending on case, therefore no fixed fee.	£100		Hourly rate x officer time. Maximum fee £500.		Min 0% Max 400%		Private Water Supplies Regulations 2016 were amended in 2018 to remove cap on fees

Fees and Charges 2025/26

No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	2024/25 Approved Charges inc VAT	2024/25 Total Expected Income ex VAT	2025/26 Proposed Maximum Charges inc VAT (where applicable)	2025/26 Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information	2025/26 Fee Comments
130	Private Water Supplies	Granting an Authorisation	N	S	Investigation times will vary depending on case, therefore no fixed fee.	£100		Hourly rate x officer time. Maximum fee £500.		Min 0% Max 400%		Private Water Supplies Regulations 2016 were amended in 2018 to remove cap on fees
131	Private Water Supplies	Analysing a Sample under Reg 10 (Single small supplies)	N	S	Based on quotes from two companies & number/types of analysis based on RA and to include officer time.	£25		Maximum of £600		Min 100%		Private Water Supplies Regulations 2016 were amended in 2018 to remove cap on fees
132	Private Water Supplies	Analysing of sample parameters A&B.	N	S		£100				Min 150%		Private Water Supplies Regulations 2016 were amended in 2018 to remove cap on fees
133	Private Water Supplies	Analysing a Sample (Audit monitoring)	N	S	No longer relevant based on 121, 125 & 126	£500		£0		-100.0%		No longer relevant based on 127, 131 & 132
134	Contaminated Land Enquiry	Up to 250m distance	N	NA		£43	£440	£50.00	£400	6.3%	To reflect officer time and inflation. Reduction in expected due to reduction in searches and increase in fees and charges.	No legislative controls we are aware of on limit to what can be charged, we are charged £38 per hour by our contractor consultant
135	Contaminated Land Enquiry	Up to 500m distance	N	NA		£86		£100		6.3%		
136	Environmental Protection Act 1990 - Air Pollution	Initial Application Fee (Standard)	Y	NA	No expected raising of fees	Charges advised by DEFRA	£12,000	£12000	£12,500	N/A	Based on total income from 24/25	Charges Advised by DEFRA
137	Environmental Protection Act 1990 - Air Pollution	Substantial Changes Fee (Standard) including partial transfer and surrender fees for LA-IPPC	Y	NA						N/A		Charges Advised by DEFRA
138	Environmental Protection Act 1990 - Air Pollution	Substantial Changes Fee (Sections 10 and 11)	Y	NA						N/A		Charges Advised by DEFRA
139	Environmental Protection Act 1990 - Air Pollution	Annual Subsistence Charge (Standard)	Y	NA						N/A		Charges Advised by DEFRA
140	Public Health funerals	Officers admin fees in arranging funeral	N	NA	Hourly rate x officer time. Maximum fee £500.	Maximum of £500	£10,500	Maximum of £500	£10500	0.0%	Based on current and reflective of market value.	No Statutory Limit . £500 limit suggested in Institute of Crematorium & Cemetery Management guidance

	Changes over 10% made to previous year figure
	New Charge Introduced
	No Change to previous year
	Charge Discontinued

Fees and Charges 2025/26

						2024/25	2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Approved Charges inc VAT	VAT Code	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
Dover Museum - L May - J Iveson - Councillor K Mills												
141	General	Adults	N	S		£0.00	S		£0.00			
142	General	Children	N	S		£0.00	S		£0.00			
143	General	OAP	N	S		£0.00	S		£0.00			
144	General	Family Day	N	S		£0.00	S		£0.00			
145	General	Family Ticket (2 adults, 2 children)	N	S		£0.00	S		£0.00			
146	General	Schools	N	NA		£0.00	NA		£0.00			
147	General	Schools Service 2 hour workshop at Museum per class max 30 pupils	N	NA		£220.00	NA		£225.00	£10,000	2%	
148	General	Schools Service: 2 hour workshop at Museum, per pupil	N	NA			NA		£0.00			
149	General	Schools Service 1 hour workshop at Museum per class, max 30 pupils,	N	NA		£100.00	NA		£102.00		2%	
150	General	Talks and artefact handling at Museum per pupil	N	NA			NA		£0.00			
151	General	Festivals per class max 30 pupils	N	NA		£700.00	NA		£715.00		2%	
152	General	Roman/Victorian/Tudor Festivals per pupil	N	NA			NA		£0.00			
153	General	School Online Package	N	NA	2	£200.00	NA		£205.00	410	3%	
154	General	Curator talks at Dover Museum per group	N	S		£90.00	S	£320	£92.00	£0	2%	
155	General	Curator talks (other venues)	N	S		£90.00	S	£200	£92.00		2%	
156	General	Photo repro stills - TV, Film, Video per image (UK/EC rights)	N	S		£80.00	S		£82.00		3%	
157	General	Photo repro stills - TV, Film, Video per image (Worldwide Rights)	N	S		£140.00	S		£143.00		2%	
158	General	Photo repro stills - books/periodicals (commercial) per image	N	S		£60.00	S		£62.00		3%	
159	General	Photo repro stills - books/periodicals (academic and local history) per image	N	S		£25.00	S		£26.00		4%	

Fees and Charges 2025/26

						2024/25	2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Approved Charges inc VAT	VAT Code	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
160	General	Film and video broadcast - network continuing use, one country per second	N	S		£25.00	S	£500	£26.00	£500	4%	
161	General	Film and video broadcast - network continuing use, EC region per second	N	S		£75.00	S		£77.00		3%	
162	General	Film and video broadcast - network continuing use, world per second	N	S		£30.00	S		£31.00		3%	
163	General	Film and video broadcast - network continuing use, world per second	N	S		£35.00	S		£36.00		3%	
164	General	Film and video broadcast - commercials etc. world per second	N	S		£70.00			£72.00		3%	
165	General	Cost of Preparing and sending images print per order	N	S		£15.00	S	£100		£100	-100%	
166	General	Cost of Preparing and sending film and video per order	N	S		£40.00	S		£41.00		3%	
167	General	Cost of preparing and sending stills per order	N	S		£40.00	S				-100%	
168	General	Cost of preparing and sending digital images per order	N	S		£12.00	S		£12.50		4%	
169	General	Cost of preparing and sending digital images on CD per order	N	S		£20.00	S		£21.00		5%	
170	General	Film and video non-broadcast Educational continuing use world (Rights)	N	S		£7.00	S	£100	£7.30	£100	4%	
171	General	Film and video non-broadcast corporate non theatrical continuing use world (Rights)	N	S		£12.00	S		£12.50		4%	
172	General	Digital Commercial High Res email (Rights)	N	S		£15.00	S		£15.50		3%	
173	General	Digital Commercial Rescan email (Rights)	N	S		£20.00	S		£21.00		5%	
174	General	Digital Commercial Internet single use email (Rights)	N	S		£175.00	S		£180.00		3%	
175	General	Digital Commercial Exhibition (Rights)	N	S		£45.00	S		£46.00		2%	
176	General	Digital Commercial Publication (Rights)	N	S		£55.00	S	£58.00	5%			

Fees and Charges 2025/26

						2024/25	2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Approved Charges inc VAT	VAT Code	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
177	General	Digital Commercial Newspaper National (Rights)	N	S		£80.00	S		£85.00		6%	
178	General	Deposition of archaeological archive - per box	N	S	10	£110.00	S	£660.00	£115.00	£1,150.00	5%	
179	General	Hire of cinema space	N	S	30	£30 per hour	S	£450	£35 per hour	£1,050.00		
180	General	Hire of Roman Lawn for Community Event or event run by a registered charity - per day	N	NA	4 visits expected	£70.00	NA		£72.00	£288	3%	
181	General	Hire of Roman Lawn for Community Event or event run by a registered charity - deposit	N	NA	Deposits returnable	£300.00	NA		£306.00	£0	2%	
182	General	Hire of Roman Lawn for Commercial Event - per day	N	NA	0	£280.00	NA		£285.00	£0	2%	
183	General	Hire of Roman Lawn for Commercial Event - deposit	N	NA	0	£1,485.00	NA		£1,515.00	£0	2%	
184	General	Schools Service 2 hour workshop at Roman Painted House per class, max 30 pupils	N	NA	30 school visits expected	£250.00	NA		£255.00	£7,650	2%	
185	General	Schools Service: 2 hour workshop at Roman Painted House per pupil	N	NA	0	n/a	NA		n/a		n/a	
186	General	Schools Service 1 hour workshop at Roman Painted House per class, max 30 pupils	N	NA		£120.00	NA		£123.00		3%	
187	General	Talks and artefact handling at Roman Painted House per pupil	N	NA	0	n/a	NA		n/a	£0	n/a	
188	General	Festivals at Roman Painted House per class, max 30 pupils	N	NA	1	£750.00	NA		£765.00	£765	2%	

- Changes over 10% made to previous year figure
- New Charge Introduced
- No Change to previous year
- Delete the Charge

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
Leisure Facilities - M Davis - E J Allen - Cllr C D Zosseder											
189	Sports - Parks and Recreation Grounds	Football: Pitch Hire - Adult	N	S	Per booking	£71.00	£15,000	£75.00	£12,000	6%	Income reduction due to new arrangements with Cinq Ports football club to retain pitch hire income in exchange for grounds maintenance of site.
190	Sports - Parks and Recreation Grounds	Football: Pitch Hire - Junior size pitch	N	S	Per booking	£30.00		£32.00		7%	
191	Sports - Parks and Recreation Grounds	Rugby: Pitch Hire	N	NA	Per booking	N/A		£75.00	£1,500		Newly created pitch at Victoria park.
192	Parks	Small Commercial/standard Event - Operating Day	N	E	Inflation increase in line with DDC staff award	£260.00	£27,000	£276.00		6%	
193	Parks	Small Commercial Event - Non-Operating Day	N	E	Inflation increase in line with DDC staff award	£65.00		£69.00		6%	
194	Parks	Small Commercial Event - Deposit	N	E	Inflation increase in line with DDC staff award	£1,400.00		£1,484.00		6%	
195	Parks	Large Commercial Event - Operating Day	N	E	Inflation increase in line with DDC staff award	£770.00		£816.00		6%	
196	Parks	Large Commercial Event - Non-Operating Day	N	E	Inflation increase in line with DDC staff award	£130.00		£138.00		6%	
197	Parks	Large Commercial Event - Deposit	N	E	Inflation increase in line with DDC staff award	£1,400.00		£1,484.00		6%	
198	Parks	Mobile Exhibition - Per Day	N	E	Inflation increase in line with DDC staff award	£113.00		£120.00		6%	

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
199	Parks	Mobile Exhibition - Deposit	N	E	Inflation increase in line with DDC staff award	£280.00		£297.00		6%	
200	Parks	Community Event or Event run by a registered charity - per day	N	E	Inflation increase in line with DDC staff award	£65.00		£69.00		6%	
201	Parks	Community Event or Event run by a registered charity - per deposit	N	E	Inflation increase in line with DDC staff award	£280.00		£297.00		6%	
202	Parks	Use of parks for commercially run fitness and similar activities - fee per session	N	E	Inflation increase in line with DDC staff award	£36.00		£38.00		6%	
203	Parks	Commemorative Trees	N	NA	More of a true reflection of costs to procure and maintain a tree until establishment	£525.00		£1,000.00		90%	
204	Parks	Memorial Benches administration fee	N	NA	More in line with a 25% admin charge of the cost of works	£250.00	£0	£350.00		40%	Suspended while the memorial benches and commemorative trees schemes are reviewed
205	Parks	Commemorative Plaques	N	NA		£270.00		£300.00		11%	
Cemetery - M Davis - E J Allen - Cllr C D Zosseder											
206	General	Purchase of Grave Space - Adult (This fee will be doubled for non residents)	N	NA	Inflation increase in line with DDC staff award	£920.00		£975.00		6%	

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
207	General	Purchase of Grave Space - Child under 12 years	N	NA	Inflation increase in line with DDC staff award	£0.00	£18,200	£0.00		0%	
208	General	Purchase of Cremation Grave/Ashes Plot (This fee will be doubled for non residents)	N	NA	Inflation increase in line with DDC staff award	£260.00		£276.00		6%	
209	General	Garden of Remembrance - right to erect a tablet	N	E	Inflation increase in line with DDC staff award	£124.00	£18,600	£131.00	6%		
210	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	E	Inflation increase in line with DDC staff award	£244.00		£259.00	6%		
211	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	E	Inflation increase in line with DDC staff award	£110.00		£117.00	6%		
212	General	Right to place on any flagstone, headstone, kerbstone, border stone, inscribed vase, tablet or monument, each further inscription	N	E	Inflation increase in line with DDC staff award	£97.00		£103.00	6%		
213	General	Replacement of a headstone with a new headstone	N	NA	Inflation increase in line with DDC staff award	£55.00		£58.00	5%		

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
214	General	Right to place kerb - depending upon location within cemetery		NA	Inflation increase in line with DDC staff award	£520.00		£551.00		6%	
215	General	Search in Burial Register (to be charged when time involved exceeds 1 hr)	N	NA	Inflation increase in line with DDC staff award	£77.00	£17,500	£82.00		6%	
216	General	Interment of Ashes (excluding caskets or urns)	N	NA	Inflation increase in line with DDC staff award	£260.00		£276.00		6%	
217	General	Admin fee for Burials with Ashes	N	NA	Inflation increase in line with DDC staff award	£67.00		£71.00		6%	
218	General	Interment of cremated remains in any grave	N	NA	Inflation increase in line with DDC staff award	£260.00		£276.00		6%	
219	General	Interment of a stillborn child or child under 6 months	N	NA	Inflation increase in line with DDC staff award	£77.00		£82.00		6%	
220	General	Interment of a child exceeding 6 months but under 12 years	N	NA	Inflation increase in line with DDC staff award	£330.00		£350.00		6%	
221	General	Interment of an adult or child exceeding 12 years: single depth new grave	N	NA	Inflation increase in line with DDC staff award	£1,095.00		£1,161.00		6%	
222	General	Interment of an adult or child exceeding 12 years: single depth reopen	N	NA	Inflation increase in line with DDC staff award	£840.00		£890.00		6%	
							£69,300				

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
223	General	Interment of an adult or child exceeding 12 years: double depth new grave	N	NA	Inflation increase in line with DDC staff award	£1,340.00		£1,420.00		6%	
224	General	Interment of an adult or child exceeding 12 years: double depth reopen	N	NA	Inflation increase in line with DDC staff award	£1,080.00		£1,145.00		6%	
225	General	Interment of an adult or child exceeding 12 years: triple depth	N	NA	Inflation increase in line with DDC staff award	£1,588.00		£1,683.00		6%	
226	General	One Off Contribution For Maintenance For Coffin Burials	N	NA	Above inflation increase due to the long expected periods of maintenance (in excess of 50 years)	£300.00		£500.00		67%	
227	General	One Off Contribution For Maintenance For Cremated Remains	N	NA	Above inflation increase due to the long expected periods of maintenance (in excess of 50 years)	£115.00		£225.00		96%	
228	General	Use of Chapel	N	NA	Inflation increase in line with DDC staff award	£208.00	£3,900	£220.00		6%	
229	General	ERB tranfer fee	N	NA	Inflation increase in line with DDC staff award	£92.00	£700	£98.00		7%	

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

	Changes over 10% made to previous year figure
	New Charge Introduced
	No Change to previous year
	Delete the Charge

Fees and Charges 2025/26

					2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	Vat Code	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
Recycling & Waste Collections - M Davis - Ian Dudding - Cllr E A Biggs										
230	Domestic Recycling & Refuse Collection	Supply of single purple refuse sack	N	NA	£3	0	£3.00		0%	Not used to date - no change
231	Domestic Recycling & Refuse Collection	Supply of additional roll of purple refuse sacks	N	NA	£35		£35.00		0.0%	Not used to date - no change
232	Domestic Recycling & Refuse Collection	Supply & Delivery of 140 litre bin	N	NA	£50		£51.25		2.5%	c. 2.5% uplift
233	Domestic Recycling & Refuse Collection	Supply & Delivery of 180 litre bin	N	NA	£63		£64.50		2.4%	c. 2.5% uplift
234	Domestic Recycling & Refuse Collection	Supply & Delivery of 240 litre bin	N	NA	£63		£64.50		2.4%	c. 2.5% uplift
235	Domestic Recycling & Refuse Collection	Delivery and Loan of 240 litre bin - Garden Waste	N	NA	£40		£41.00		0.0%	c. 2.5% uplift
236	Domestic Recycling & Refuse Collection	Supply & Delivery of 360 litre bin	N	NA	£99		£101.50		2.5%	c. 2.5% uplift
237	Domestic Recycling & Refuse Collection	Supply & Delivery of 660 litre bin	N	NA	£328		£336.00		2.4%	c. 2.5% uplift
238	Domestic Recycling & Refuse Collection	Supply & Delivery of (plastic) 1100 L bin	N	NA	£368		£377.00		2.4%	c. 2.5% uplift
239	Domestic Recycling & Refuse Collection	Supply & Delivery of (Metal) 1100 L bin	N	NA	£595.00		£610.00		2.5%	c. 2.5% uplift
240	Domestic Recycling & Refuse Collection	Supply & Delivery of 55 L Black Box or Blue Box	N	NA	£20.00		£20.00		0.0%	Price Retained
241	Domestic Recycling & Refuse Collection	Supply & Delivery of 23 L Kerbside Caddy for food collections	N	NA	£20.00		£20.00		0.0%	Price Retained
242	Domestic Recycling & Refuse Collection	Supply & Delivery of 7 L Kitchen Caddy for food collections	N	NA	£15.00		£15.00		0.0%	Price Retained

Fees and Charges 2025/26

					2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	Vat Code	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
243	Domestic Recycling & Refuse Collection	Supply & Delivery of Container 'Launch Pack' (2 WB, 2 Food + Box)	N	NA	£125.00		£128.00		2.4%	c. 2.5% uplift
244	Domestic Recycling & Refuse Collection	Green Waste Collections; Annual Subscription Wheeled-bin-based service	N	NA	£62.65	£655,000	£64.25		2.6%	c. 2.5% uplift
245	Domestic Recycling & Refuse Collection	Bulk Domestic Waste Collection (up to 3 items) - "POPs" containing items (i.e. upholstered furnishings)	N	NA	£56.00		£57.50		2.7%	c. 2.5% uplift
246	Domestic Recycling & Refuse Collection	Bulk Domestic Waste Collection (up to 3 items)- Non "POPs" containing items	N	NA	£56.00		£57.50			
247	Domestic Refuse	Bulk Domestic Waste Collection (per additional item added to existing collection)	N	NA	£8.00		£8.20		2.5%	c. 2.5% uplift
248	Domestic Refuse	Bulk Domestic Waste Collection - Admin fee for changes or cancellations	N	NA	£5		£5.00		0.0%	Not used to date - no change
249	Street Cleansing	Supply and install a standard litter bin - 110 L	N	NA	£380		£390.00		2.6%	c. 2.5% uplift
250	Street Cleansing	Supply and install a dog bin - 50 L	N	NA	£390		£400.00		2.6%	c. 2.5% uplift
251	Street Cleansing	Supply and install a dog bin - 25 L	N	NA	£190		£195.00		2.6%	c. 2.5% uplift
252	Street Cleansing	Supply and install a multi-section recycling bin	N	NA	£1,500		£1,540.00		2.7%	c. 2.5% uplift
253	Street Cleansing	Annual fee to empty a litter bin (main high streets excluded)	N	NA	£190		£195.00		2.6%	c. 2.5% uplift
254	Street Cleansing	Annual fee to empty a dog bin (main high street excluded)	N	NA	£190		£195.00		2.6%	c. 2.5% uplift

Fees and Charges 2025/26

					2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	Vat Code	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
255	Street Cleansing	Annual fee to empty a recycling bin (main high street excluded)	N	NA	£190		£195.00		2.6%	c. 2.5% uplift
256	Street Cleansing	Annual fee to empty a litter bin - High Street Area	N	NA	£440		£450.00		2.3%	c. 2.5% uplift

- Changes over 10% made to previous year figure
- New Charge Introduced
- No Change to previous year
- Delete the Charge

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	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 B Blair											
257	General	Engrossments (Right to Buy – freehold/Leasehold Transactions)	N	S	Per unit charge due to restriction on the Legal admin charge from Housing Act 1985	£155	£1,600	£160	£1,700	3%	Uplifted in line with inflation and rounded up
258	General	All charges for legal professional work being met by third parties (excluding S-106 work)	N	NA	Per hour charge	£265	£6,000	£275	£7,000	4%	Uplifted in line with inflation and rounded up
259	General	Legal professional work in relation to Section 106 Agreements	N	NA	<p>2025/26: Per hour but subject to a minimum charge of £1300 for a new agreement and £800 for a variation</p> <p>2024/25: £900 for a new agreement and £680 for a variation</p>	265	£22,000	£275	£22,000	4%	Uplifted in line with inflation but also uplifted minimum charge for a new agreement and the minimum charge for a variation due to initial hours spent on each new matter being at least 4/5 hours. Despite this change, the projected income has been kept the same for 25/26 due to reflecting on the current trend for s106's in this financial year.
260	General	Administration charge for professional work undertake in respect of post-Right-to-Buy matters	N	NA	Per unit charge due to restriction on the Legal admin charge from Housing Act 1985	155	£1,800	£160	£1,900	3%	Uplifted in line with inflation and rounded up

- Changes over 10% made to previous year figure
- New Charge Introduced
- No Change to previous year
- Delete the Charge

Fees and Charges 2026/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
Miscellaneous - N Aziz - Rebecca Brough - Councillor S B Blair											
261	Access to Information and Data Protection Acts	Inspection of list of background papers	Y	NA	Freedom of Information free up to 18 hour limit	£0.00	£0.00	£0.00	£0.00	0%	
262	Access to Information and Data Protection Acts	Inspection of each set of documents	Y	NA	Freedom of Information free up to 18 hour limit	£0.00	£0.00	£0.00	£0.00	0%	
263	Access to Information and Data Protection Acts	Inspection of personal data	Y	NA	Change in legislation from May 2018 - no longer able to make a charge for this information.	£0.00	£0.00	£0.00	£0.00	0%	
264	Access to Information and Data Protection Acts	Environmental Information Request	Y	NA	No change as under the legislation charges are discouraged and if made should be reasonable and not deter some one from making a request	£32.00	£0.00	£32.00	£0.00	0%	

- Changes over 10% made to previous year figure
- New Charge Introduced
- No Change to previous year
- Delete the Charge

Fees and Charges 2025/26

			2024/25	2024/25	2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Charges inc VAT	VAT Code	Units / Comments	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
Electoral Services - N Aziz - Rebecca Brough - Councillor S B Blair										
265	Representation of the People Acts and the Electoral Administration Act	Purchase of Register of Electors and copies of Election documents	Various	NA	Costs of sale of RoE and election docs is set in law so inflation has no effect. We have 3 Credit Reference Agencies that always buy the Register and 2 that 'sometimes' buy it. The £1000 figure in the next column is based on the 3 CRA's that always request it still buying a copy and electorate figures remaining similar to previous year.	£1,000	Various	£1,000	0	

- Changes over 10% made to previous year figure
- New Charge Introduced
- No Change to previous year
- Delete the Charge

						2024/25	2024/25	2025/26 (Effective from 01/04/2024)	2025/26		
No.	Detail	Narrative	Set by Government? Y/N	VAT Code	Units / Comments	Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
Local Land Charges - L May - S Platts - Councillor E A Biggs											
266	General	Requisition for Search (LLC1)	N	NA		£15.00	Net Income = £129,000 of which £10,000 is from LLC1	£0.00	£0	-100%	Service will have transferred to HM Land Registry
267	General	Optional Printed Enquiry (in Part 2 of Con 29O)	N	S		£16.80		£17.15		2%	Necessary increase identified in cost neutral exercise
268	General	Optional Printed Enquiry (in Part 2 of Con 29O - question 22)	N			£26.40		£26.95		2%	Necessary increase identified in cost neutral exercise
269	General	Search in respect of any extra parcel of land (LLC1)	N	NA		£3.00		£0.00	£0	-100%	Service will have transferred to HM Land Registry
270	General	Search in respect of any extra parcel of land (CON29)	N	S		£15.00		£15.31		2%	Necessary increase identified in cost neutral exercise
271	General	Existing Conveyancing Form (CON29)	N	S		£161.70		£165.50	Net Income of £130,000 expected - dependant on market conditions	2%	Necessary increase identified in cost neutral exercise
272	General	CON29 Q1.1(a,b,c,d,e,f,g,h,i)	N	S		£18.15		£18.53		2%	Necessary increase identified in cost neutral exercise
273	General	CON29 Q1.1(j,k,l)	N	S		£13.20		£13.48		2%	Necessary increase identified in cost neutral exercise
274	General	CON29 Q1.2	N	S		£11.09		£11.32		2%	Necessary increase identified in cost neutral exercise
275	General	CON29 Q2.2, 2.3, 2.4, 2.5 (Refer to KCC)	N	S		£19.40		£19.81		2%	Necessary increase identified in cost neutral exercise
276	General	CON29 Q3.1	N	S		£3.96		£4.04		2%	Necessary increase identified in cost neutral exercise
277	General	CON29 Q3.3(a,b,c)	N	S		£3.96		£4.04		2%	Necessary increase identified in cost neutral exercise
278	General	CON29 Q3.5 (a,b)	N	S		£3.96		£4.04		2%	Necessary increase identified in cost neutral exercise
279	General	CON29 Q3.7	N	S		£4.36		£4.45		2%	Necessary increase identified in cost neutral exercise
280	General	CON29 Q3.8	N	S		£6.34		£6.47		2%	Necessary increase identified in cost neutral exercise
281	General	CON29 Q3.9 (a,b,c,d,e,f,g,h,i,j,k,l,m,n)	N	S		£5.54		£5.66		2%	Necessary increase identified in cost neutral exercise
282	General	CON29 Q3.10 (a,b,c,d,e,f,g,h)	N	S		£4.29		£4.39		2%	Necessary increase identified in cost neutral exercise
283	General	CON29 Q3.11(a,b)	N	S		£5.54		£5.66		2%	Necessary increase identified in cost neutral exercise
284	General	CON29 Q3.12	N	S		£3.96		£4.04		2%	Necessary increase identified in cost neutral exercise
285	General	CON29 Q3.13(a,b,c)	N	S		£6.34		£6.47		2%	Necessary increase identified in cost neutral exercise
286	General	CON29 Q3.14	N	S		£4.75		£4.85		2%	Necessary increase identified in cost neutral exercise

Fees and Charges 2025/26

287	General	CON29 Q3.15 (a,b)	N	S		£3.96		£4.04		2%	Necessary increase identified in cost neutral exercise
288	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	S		£42.90		£44.20		3%	Necessary increase identified in cost neutral exercise
289	General	Personal Search Land Charges Register	Y	NA		£0.00					Service will have transferred to HM Land Registry

- Changes over 10% made to previous year figure
- New Charge Introduced
- No Change to previous year
- Delete the Charge

Fees and Charges 2025/26

No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units	2024/25 Approved Charges inc VAT (where applicable)	2024/25 Total Expected Income ex VAT	2025/26 Proposed Charges inc VAT (where applicable)	2025/26 Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
Housing - M. Davis - R Collins - Councillor P M Brivio											
290	Guest Room Rental	Rental of Guest Room in Sheltered Housing Blocks	N	NA	6	£22.70 for first night and £16.30 per night thereafter	£2,490	£23.84 for first night £17.12 per night thereafter	£2,614.50	5%	Recommended inflationary increase (rounded up) to cover cleaning and laundry costs
291	Rent of Common Rooms	Rental of Common Rooms in Sheltered Housing Blocks	N	NA	6	£13.00	£78.00	£5 per hour	£720.00	0.0%	Recommended decrease in order to encourage use of the common rooms
292	Keys	Assa Keys for Communal Buildings	N	S	10	£31.00	£310.00	£31.00	£310.00	6.9%	Recommended inflationary increase to cover rising costs to obtain keys
293	Leaseholders	Solicitors enquiries from potential leaseholders	N	S	25	£165.00	£3,300.00	£171.00	£4,275.00	3.7%	
294	Notice of Transfer	Change of Leaseholder details	N	NA	25	£110.00	£2,750.00	£112.75	£2,819.00	2.5%	
295	Leaseholders	Management Fee	N		420	£270.00	£113,400.00	£280.00	£117,600.00	3.7%	
296	Retrospective Consent	Retrospective consent from Housing to make alterations at Council Properties	N	NA		£116.00				10%	Legal information required - cover staff costs for time involved in retrospective consent letters
297	Sheltered Housing Charges	Accommodation based service - sheltered	N	NA	291	£14.40	£4,190.40	£15.12	£4,400.00	5%	Recommended inflatory increase to cover staffing costs
298	Sheltered Housing Charges	Alarm Service	N	NA	322	£0.65	£209.30	£0.77	£312.00	10%	Recommended inflatory increase to cover costs of contract
299	First Homes	Developers Fee for sales	Y		20	£150.00		£150.00	£3,000.00		Charge for admin fee for processing developers application.
300	Shared Ownership	Administration Fee for Flats	N	NA	29	£270.00	£7,250.00	£280.12	£8,120.00	3.7%	
301	Shared Ownership	Administration Fee for Houses	N	NA	15 (5 in 2024/25)	£162.00	£810.00	£168.07	£2,520.00	3.7%	
Miscellaneous - M. Davis - R.Collins - Councillor C D Zosseder											
302	General	Registration fee for Self-Build Register	N	S	2	£30	£150	£30	£60		Reduced as no new registrations during previous year.
303	General	Renewal fee for Self-Build Register	N	S	2	£15	£150	£15	£30		There are only 2 who have renewed in 2024
Miscellaneous - M. Davis - R.Collins - Councillor P Brivio											
304	Homelessness	Intensive Housing Management Charge Interim Accommodation	N	NA	126	£20.57 pw	£113,404	£21.70	£142,178	5.5%	Proposed to increase by 5.5%
305	Homelessness	B & B charges	N	NA	40	£7.50 per single per week & £15 per couple per week	£15,600	£8.40 (U25) and £9.10 (O25)	Minimum £17,472	12%	Proposed increases takes account of no increase in 24/25 Charges for U25/O25 are based on assumed rates of Universal Credit for 25/26.

- Changes over 10% made to previous year figure
- New Charge Introduced
- No Change to previous year
- Delete the Charge

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units/Comments	Approved Charges inc VAT (where applicable)	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
Miscellaneous - M. Davis - H. Lamb - Councillor S B Blair											
306	Finance	Court Summons for Council Tax and Business Rates	N	NA		£92CT / £85BR	£377,000	£97	£431,000	5% Council Tax 14% Business Rates	Annual review of costs undertaken and fees set to deliver cost recovery across charges.
307	Finance	Liability Order for Council Tax and Business Rates	N	NA		£80CT/£55BR		£80		0% Council Tax 45% Business Rates	

- Changes over 10% made to previous year figure
- New Charge Introduced
- No Change to previous year
- Delete the Charge

Fees and Charges 2025/26

					2025/26	2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units	Approved Charges inc VAT (where applicable)	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
Private Sector Housing - L May - L Manzano - Councillor J L Pout											
308	HMO Licensing	Fee for Initial application for HMO licence for up to 8 habitable rooms.	N	NA	Fee for up to 8 habitable rooms. £100 reduction for accredited landlords	£1,200	£3,600	£1,260	£7,200	5.0%	To reflect officer time and inflation.
309	HMO Licensing	Additional fee for initial HMO licence for any additional habitable rooms above 8.	N	NA	Fee for each habitable rooms above 8.	£65	£0	£70		7.7%	
310	HMO Licensing Renewal	Application fee for HMO licence renewal for up to 8 habitable rooms.	N	NA	Fee for up to 8 habitable rooms. £100 reduction for accredited landlords	£920	£920	£966		5.0%	
311	Immigration inspection	Requests to inspect properties and provide report of suitability of property for immigration	N	S	For one property inspection	£175	£0	£184		5.1%	
312	HMO pre application inspection	By request inspection of potential HMO before application	N	S	For one property inspection visit and short report	£175	£0	£184		5.1%	
313	HMO pre application consultation	By request phone or video consultation concerning potential HMO before application	N	S	Per hour or part there of	£100	£0	£105		5.0%	
314	HMO Licensing Renewal	HMO licence renewal fee for any additional habitable rooms above 8.	N	NA	Fee for each habitable rooms above 8.	£50	£0	£53		6.0%	
315	Housing Act Notices	Improvement notice and Prohibition Order	N	NA	Charge for simple notice; Plus legal and specialist report costs.	£525	£1,050	£550	4.8%		
316	Housing Act Notices	Improvement notice and Prohibition Order	N	NA	Charge for standard notice; Plus legal and specialist report costs.	£700	£700	£735	5.0%		
317	Housing Act Notices	Improvement and Prohibition notice	N	NA	Charge for complex notice; Plus legal and specialist report costs.	£825	£1,650	£866	5.0%		

Fees and Charges 2025/26

					2025/26	2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units	Approved Charges inc VAT (where applicable)	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
318	Housing Act Notices	Suspended Improvement notice and Prohibition Order	N	NA	Same charge for Improvement notices above. Charge can be cancelled at PSHM discretion. £50 for annual review	£825	£825	£866	£5,925	5.0%	
319	Housing Act Notices	Emergency Remedial Action	N	NA	For each notice. Plus legal and specialist report costs.	£850	£1,700	£893		5.1%	
320	Housing Act Notices	Demolition Order	N	NA	For each notice. Plus legal and specialist report costs.	£850	£0	£893		5.1%	
321	Mobile Homes Act 2013 licence	Initial Licence fee	N	NA	For each pitch	£65	£0	£69		6.2%	
322	Mobile Homes Act 2013 licence	Annual licence fee	N	NA	For each pitch	£12	£0	£13		8.3%	
323	Mobile Homes Act 2013 licence	Transfer of licence	N	NA	For each licence	£375	£0	£394		5.1%	
324	Mobile Homes Act 2013 licence	Expansion fee	N	NA	For each expansion plus £10 for each additional unit	£250	£0	£263		5.2%	
325	Mobile Homes Act 2013 licence	Fee for depositing rules	N	NA	Fee for depositing rules	£40	£0	£42		5.0%	
326	Mobile Homes Act 2013 licence	Charge for notices	N	NA	For each notice. Plus legal and specialist report costs.	£350	£0	£368	5.1%		
327	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	NA	£1500 for first offence; £3000 for second offence; £5000 for third and subsequent offence	£1,500	£0	£1,500	£8,000	0.0%	Set by legislation
328	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	3000				
329	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				

Fees and Charges 2025/26

					2025/26	2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units	Approved Charges inc VAT (where applicable)	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
330	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	NA		NA	0				
331	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	NA		NA	£5,000				

- Changes over 10% made to previous year figure
- New Charge Introduced
- No Change to previous year
- Delete the Charge

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26	2025/26	
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
Licensing - L May - B Dempster - Councillor Jamie L Pout											
332	Personal Licences	Grant or Renewal	Y	NA	Statutory Fee set by Government	£37	£2,960	£37	£2,900	0%	Based on number of licence applications anticipated
333	Personal Licences	Change of Name or Address	Y	NA		£10.50	£105.00	£10.50		0%	
334	Personal Licences	Theft, Loss etc.	Y	NA		£10.50	£52.50	£10.50		0%	
335	Premises & Club Licences	Theft, Loss etc.	Y	NA		£10.50	£52.50	£10.50		0%	
336	Premises & Club Licences	Change of Name or Address	Y	NA		£10.50	£0.00	£10.50		0%	
337	Premises & Club Licences	Change of Club Rules	Y	NA		£10.50	£0	£10.50		0%	
338	Premises & Club Licences	Vary DPS	Y	NA		£23	£1,495	£23		0%	
339	Premises & Club Licences	Transfer Licence	Y	NA		£23	£621	£23		0%	
340	Premises & Club Licences	Interim Authority	Y	NA		£23	£0	£23		0%	
341	Premises & Club Licences	Notification Interest	Y	NA		£21	£0	£21		0%	
342	Premises & Club Licences	Provisional Statement	Y	NA		£315	£0	£315		0%	
343	Premises & Club Licences	Minor Variation	Y	NA		£89	£534	£89		0%	
344	Premises & Club Licences	New Application & Variation NDR Band A	Y	NA		£100	£0	£100		0%	
345	Premises & Club Licences	New Application & Variation NDR Band B	Y	NA		£190	£2,850	£190		0%	
346	Premises & Club Licences	New Application & Variation NDR Band C	Y	NA		£315	£315	£315		0%	
347	Premises & Club Licences	New Application & Variation NDR Band D	Y	NA		£450	£0	£450		0%	
348	Premises & Club Licences	New Application & Variation NDR Band E	Y	NA		£635	£0	£635		0%	
349	Premises & Club Licences	Annual Fee NDR Band A	Y	NA		£70	£3,710	£70		0%	
350	Premises & Club Licences	Annual Fee NDR Band B	Y	NA		£180	£46,980	£180		0%	
351	Premises & Club Licences	Annual Fee NDR Band C	Y	NA		£295	£12,685	£295		0%	
352	Premises & Club Licences	Annual Fee NDR Band D	Y	NA		£320	£2,880	£320		0%	

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26	2025/26	
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
353	Premises & Club Licences	Annual Fee NDR Band E	Y	NA	Statutory Fee set by Government	£350	£4,200	£350	£99,000.00	0%	Based on number of licence applications anticipated
354	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 5,000 to 9,999	Y	NA		£1,000	£0	£1,000		0%	
355	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 10,000 to 14,999	Y	NA		£2,000	£0	£2,000		0%	
356	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 15,000 to 19,999	Y	NA		£4,000	£0	£4,000		0%	
357	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 20,000 to 29,999	Y	NA		£8,000	£0	£8,000		0%	
358	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 30,000 to 39,999	Y	NA		£16,000	£0	£16,000		0%	
359	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 40,000 to 49,999	Y	NA		£24,000	£0	£24,000		0%	
360	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 50,000 to 59,999	Y	NA		£32,000	£0	£32,000		0%	
361	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 60,000 to 69,999	Y	NA		£40,000	£0	£40,000		0%	
362	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 70,000 to 79,999	Y	NA		£48,000	£0	£48,000		0%	
363	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 80,000 to 89,999	Y	NA		£56,000	£0	£56,000		0%	
364	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 90,000 and over	Y	NA		£64,000	£0	£64,000		0%	
365	Large Scale Events	Annual Fee 5,000 to 9,999	Y	NA		£500	£0	£500		0%	
366	Large Scale Events	Annual Fee 10,000 to 14,999	Y	NA		£1,000	£0	£1,000		0%	

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26	2025/26	
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
367	Large Scale Events	Annual Fee 15,000 to 19,999	Y	NA		£2,000	£0	£2,000		0%	
368	Large Scale Events	Annual Fee 20,000 to 29,999	Y	NA		£4,000	£0	£4,000		0%	
369	Large Scale Events	Annual Fee 30,000 to 39,999	Y	NA		£8,000	£0	£8,000		0%	
370	Large Scale Events	Annual Fee 40,000 to 49,999	Y	NA		£12,000	£0	£12,000		0%	
371	Large Scale Events	Annual Fee 50,000 to 59,999	Y	NA		£16,000	£0	£16,000		0%	
372	Large Scale Events	Annual Fee 60,000 to 69,999	Y	NA		£20,000	£0	£20,000		0%	
373	Large Scale Events	Annual Fee 70,000 to 79,999	Y	NA		£24,000	£0	£24,000		0%	
374	Large Scale Events	Annual Fee 80,000 to 89,999	Y	NA		£28,000	£0	£28,000		0%	
375	Large Scale Events	Annual fee 90,000 and over	Y	NA		£32,000	£0	£32,000		0%	
376	Temporary Event Notices	New Notice	Y	NA		Statutory Fee set by Government	£21	£8,925		£21	
377	Temporary Event Notices	Theft, Loss etc.	Y	NA	£10.50		£0.00	£10.50	0%		

- Changes over 10% made to previous year figure
- New Charge Introduced
- No Change to previous year
- Delete the Charge

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Approved Charges inc VAT	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
Licensing - L May - B Dempster - Councillor Jamie L Pout											
378	Bingo Club	Licence Application	N	NA		£3,500	£0	£3,500	£2,850	0%	
379	Bingo Club	Annual Fee	N	NA		£950	£2,850	£950		0%	
380	Bingo Club	Application to Vary	N	NA		£1,750	£0	£1,750		0%	
381	Bingo Club	Application to Transfer	N	NA		£1,200	£0	£1,200		0%	
382	Bingo Club	Application for Reinstatement	N	NA		£1,200	£0	£1,200		0%	
383	Bingo Club	Application for Provisional Statement	N	NA		£3,500	£0	£3,500		0%	
384	Bingo Club	Licence Application (Provisional Statement Holders)	N	NA		£1,200	£0	£1,200		0%	
385	Bingo Club	Copy of Licence	N	NA		£25	£0	£25		0%	
386	Bingo Club	Notification of Change	N	NA		£50	£0	£50		0%	
387	Betting Premise (excluding Tracks)	Licence Application	N	NA		£3,000	£0	£3,000	£3,450	0%	Based on actuals from previous year
388	Betting Premise (excluding Tracks)	Annual Fee	N	NA		£575	£2,875	£575		0%	
389	Betting Premise (excluding Tracks)	Application to Vary	N	NA		£1,250	£0	£1,250		0%	
390	Betting Premise (excluding Tracks)	Application to Transfer	N	NA		£1,200	£0	£1,200		0%	
391	Betting Premise (excluding Tracks)	Application for Reinstatement	N	NA		£1,200	£0	£1,200		0%	
392	Betting Premise (excluding Tracks)	Application for Provisional Statement	N	NA		£3,000	£0	£3,000		0%	
393	Betting Premise (excluding Tracks)	Licence Application (Provisional Statement Holders)	N	NA		£1,200	£0	£1,200		0%	

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Approved Charges inc VAT	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
394	Betting Premise (excluding Tracks)	Copy of Licence	N	NA		£25	£0	£25		0%	
395	Betting Premise (excluding Tracks)	Notification of Change	N	NA		£50	£0	£50		0%	
396	Track	Licence Application	N	NA		£2,500	£0	£2,500		0%	
397	Track	Annual Fee	N	NA		£950	£0	£950		0%	
398	Track	Application to Vary	N	NA		£1,250	£0	£1,250		0%	
399	Track	Application to Transfer	N	NA		£950	£0	£950		0%	
400	Track	Application for Reinstatement	N	NA		£950	£0	£950	£0	0%	
401	Track	Application for Provisional Statement	N	NA		£2,500	£0	£2,500		0%	
402	Track	Licence Application (Provisional Statement Holders)	N	NA		£950	£0	£950		0%	
403	Track	Copy of Licence	N	NA		£25	£0	£25		0%	
404	Track	Notification of Change	N	NA		£50	£0	£50		0%	
405	Family Entertainment Centre	Licence Application	N	NA		£2,000	£0	£2,000		0%	
406	Family Entertainment Centre	Annual Fee	N	NA		£725	£725	£725		0%	
407	Family Entertainment Centre	Application to Vary	N	NA		£1,000	£0	£1,000		0%	
408	Family Entertainment Centre	Application to Transfer	N	NA		£950	£0	£950		0%	
409	Family Entertainment Centre	Application for Reinstatement	N	NA		£950	£0	£950	£725	0%	
410	Family Entertainment Centre	Application for Provisional Statement	N	NA		£2,000	£0	£2,000		0%	

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Approved Charges inc VAT	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
411	Family Entertainment Centre	Licence Application (Provisional Statement Holders)	N	NA		£950	£0	£950		0%	
412	Family Entertainment Centre	Copy of Licence	N	NA		£25	£0	£25		0%	
413	Family Entertainment Centre	Notification of Change	N	NA		£50	£0	£50		0%	
414	Adult Gaming Centre	Licence Application	N	NA		£2,000	£0	£2,000		0%	
415	Adult Gaming Centre	Annual Fee	N	NA		£950	£5,700	£950		0%	
416	Adult Gaming Centre	Application to Vary	N	NA		£1,000	£0	£1,000		0%	
417	Adult Gaming Centre	Application to Transfer	N	NA		£1,200	£0	£1,200		0%	
418	Adult Gaming Centre	Application for Reinstatement	N	NA		£1,200	£0	£1,200	£5,700	0%	
419	Adult Gaming Centre	Application for Provisional Statement	N	NA		£2,000	£0	£2,000		0%	
420	Adult Gaming Centre	Licence Application (Provisional Statement Holders)	N	NA		£1,200	£0	£1,200		0%	
421	Adult Gaming Centre	Copy of Licence	N	NA		£25	£0	£25		0%	
422	Adult Gaming Centre	Notification of Change	N	NA		£50	£0	£50		0%	
423	New Small Casino	Licence Application	N			£8,000	£0	£8,000		0%	
424	New Small Casino	Annual Fee	N	NA		£5,000	£0	£5,000		0%	
425	New Small Casino	Application to Vary	N	NA		£4,000	£0	£4,000		0%	
426	New Small Casino	Application to Transfer	N	NA		£1,800	£0	£1,800		0%	
427	New Small Casino	Application for Reinstatement	N	NA		£1,800	£0	£1,800		0%	

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Approved Charges inc VAT	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
428	New Small Casino	Application for Provisional Statement	N	NA		£8,000	£0	£8,000		0%	
429	New Small Casino	Licence Application (Provisional Statement Holders)	N	NA		£3,000	£0	£3,000		0%	
430	New Small Casino	Copy of Licence	N	NA		£25	£0	£25		0%	
431	New Small Casino	Notification of Change	N	NA		£50	£0	£50		0%	
432	New Large Casino	Licence Application	N	NA		£10,000	£0	£10,000		0%	
433	New Large Casino	Annual Fee	N	NA		£10,000	£0	£10,000		0%	
434	New Large Casino	Application to Vary	N	NA		£5,000	£0	£5,000		0%	
435	New Large Casino	Application to Transfer	N	NA		£2,150	£0	£2,150		0%	
436	New Large Casino	Application for Reinstatement	N	NA		£2,150	£0	£2,150	£0	0%	
437	New Large Casino	Application for Provisional Statement	N	NA		£10,000	£0	£10,000		0%	
438	New Large Casino	Licence Application (Provisional Statement Holders)	N	NA		£5,000	£0	£5,000		0%	
439	New Large Casino	Copy of Licence	N	NA		£25	£0	£25		0%	
440	New Large Casino	Notification of Change	N	NA		£50	£0	£50		0%	
441	Regional Casino	Licence Application	N	NA		£15,000	£0	£15,000		0%	
442	Regional Casino	Annual Fee	N	NA		£15,000	£0	£15,000		0%	
443	Regional Casino	Application to Vary	N	NA		£7,500	£0	£7,500		0%	
444	Regional Casino	Application to Transfer	N	NA		£6,500	£0	£6,500		0%	
445	Regional Casino	Application for Reinstatement	N	NA		£6,500	£0	£6,500		0%	
446	Regional Casino	Application for Provisional Statement	N	NA		£15,000	£0	£15,000		0%	

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Approved Charges inc VAT	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
447	Regional Casino	Licence Application (Provisional Statement Holders)	N	NA		£8,000	£0	£8,000		0%	
448	Regional Casino	Copy of Licence	N	NA		£25	£0	£25		0%	
449	Regional Casino	Notification of Change	N	NA		£50	£0	£50		0%	
450	Temporary Use Notice	Application Fee	Y	NA		£500	£0	£500		0%	
451	Alcohol Licences Premises	Permit Application Fee (2 or less Machines)	Y	NA		£50	£150	£50		0%	
452	Alcohol Licences Premises	Permit Application Fee (3+ Machines)	Y	NA		£150	£0	£150	£350	0%	
453	Alcohol Licences Premises	Permit Annual Fee (3+ Machines)	Y	NA		£50	£200	£50		0%	
454	Family Entertainment Centre Unlicensed	Permit Application Fee	Y	NA		£300	£0	£300		0%	
455	Family Entertainment Centre Unlicensed	Permit Renewal Fee (Permits last for a period of 10 years)	Y	NA		£300	£600	£300	£0	0%	
456	Prize Gaming	Permit Application Fee	Y	NA		£300	£0	£300		0%	
457	Prize Gaming	Permit Renewal Fee	Y	NA		£300	£0	£300	£0	0%	
458	Club Gaming	Permit Application Fee	Y	NA		£200	£0	£200		0%	
459	Club Gaming	Permit Annual Fee	Y	NA		£50	£150	£50	£100	0%	Based on actuals from previous year
460	Club Gaming	Permit Renewal Fee (due every 10 years)	Y	NA		£200	£0	£200		0%	
461	Club Gaming Machine	Permit Application Fee	Y	NA		£200	£0	£200		0%	
462	Club Gaming Machine	Permit Annual Fee	Y	NA		£50	£100	£50	£200	0%	Based on number of applications expected

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	VAT Code	Units / Comments	Approved Charges inc VAT	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
463	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Application Fee	Y	NA		£100	£0	£100	£0	0%	
464	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Annual Fee	Y	NA		£50	£0	£50		0%	
465	Gaming Machine Permit	Annual Fee	Y	NA		£100	£0	£100	£0	0%	
466	Gambling Permits	Copy of permit (FEC, Prize Gaming, Notification of 2 or less machines, 3+ machines, Club Gaming Permit, Club Gaming Machine Permit	Y	NA		£15	£0	£15	£0	0%	
467	Small Society Lotteries	Registration Fee	Y	NA		£40	£480	£40	£2,000	0%	Based on actuals from previous year
468	Small Society Lotteries	Annual Fee	Y	NA		£20	£1,400	£20		0%	

- Changes over 10% made to previous year figure
- New Charge Introduced
- No Change to previous year
- Delete the Charge

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	Vatable Y/N	Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
Regulatory Licensing - L. May - B Dempster - Councillor J L Pout											
469	Health	Premise Registration	N	NA		£250	£1,000	£255		2%	Increased in line with inflation
470	Health	Additional Practitioner	N	NA		£110		£112	£2,000	2%	
471	Health	Minor Variation	N	NA		£55		£56		2%	
472	Health	Copy of licence	N	NA				£12			New charge following requests for duplicates
473	Health	Events - premises	N	NA			£0	£175			New charge following enquiries for tattoo conventions
474	Health	Events - each additional practitioner	N	NA				£25			New charge following enquiries for tattoo conventions
475	Cosmetic Piercing	Premise Registration	N	NA		£250				-100%	No separate lines required - all included above (lines 469 - 471)
476	Cosmetic Piercing	Additional Practitioner	N	NA		£110				-100%	
477	Cosmetic Piercing	Minor Variation	N	NA		£55				-100%	
478	Ear Piercing	Premise Registration	N	NA		£250				-100%	
479	Ear Piercing	Additional Practitioner	N	NA		£110				-100%	
480	Ear Piercing	Minor Variation	N	NA		£55				-100%	
481	Electrolysis	Premise Registration	N	NA		£250				-100%	
482	Electrolysis	Additional Practitioner	N	NA		£110				-100%	
483	Electrolysis	Minor Variation	N	NA		£55				-100%	
484	Semi-permanent Skin-colouring	Premise Registration	N	NA		£250				-100%	
485	Semi-permanent Skin-colouring	Additional Practitioner	N	NA		£110				-100%	
486	Semi-permanent Skin-colouring	Minor Variation	N	NA		£55				-100%	
487	Tattooing	Premise Registration	N	NA		£250				-100%	
488	Tattooing	Additional Practitioner	N	NA		£110				-100%	
489	Tattooing	Minor Variation	N	NA		£55				-100%	

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	Vatable Y/N	Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
490	Animal Licensing	Boarding Establishments (new application 1 or 2 stars))	N	NA		£440	£2,010	£440		0%	
491	Animal Licensing	Boarding Establishments (new application 3 or 4 stars)	N	NA		£525		£525		0%	
492	Animal Licensing	Boarding Establishments (new application 5 stars)	N	NA		£605		£605		0%	
493	Animal Licensing	Boarding Establishments (renewal 1 or 2 stars)	N	NA		£365		£365		0%	
494	Animal Licensing	Boarding Establishments (renewal 3 or 4 stars)	N	NA		£455		£455		0%	
495	Animal Licensing	Boarding Establishments (renewal 5 stars)	N	NA		£535		£535		0%	
496	Animal Licensing	Home Boarding (new application 1 or 2 stars)	N	NA		£370	£726	£370		0%	
497	Animal Licensing	Home Boarding (new application 3 or 4 stars)	N	NA		£460		£460		0%	
498	Animal Licensing	Home Boarding (new application 5 stars)	N	NA		£515		£515		0%	
499	Animal Licensing	Home Boarding (renewal 1 or 2 stars)	N	NA		£300		£300		0%	
500	Animal Licensing	Home Boarding (renewal 3 or 4 stars)	N	NA		£395		£395		0%	
501	Animal Licensing	Home Boarding (renewal 5 stars)	N	NA		£450		£450		0%	
502	Animal Licensing	Dog Breeding Establishments (New application 1 or 2 Stars)	N	NA		£550	£632	£550		0%	
503	Animal Licensing	Dog Breeding Establishments (New application 3 or 4 Stars)	N	NA		£675		£675		0%	
504	Animal Licensing	Dog Breeding Establishments (New application 5 Stars)	N	NA		£790		£790		0%	
505	Animal Licensing	Dog Breeding Establishments (renewal 1 or 2 stars)	N	NA		£450		£450		0%	
506	Animal Licensing	Dog Breeding Establishments (renewal 3 or 4 stars)	N	NA		£570		£570		0%	

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	Vatable Y/N	Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
507	Animal Licensing	Dog Breeding Establishments (renewal 5 stars)	N	NA		£685		£685		0%	No separate code required - all included under the same code
508	Animal Licensing	Dangerous Wild Animals (new application)	N	NA		£270	£0	£270	£5,000	0%	
509	Animal Licensing	Dangerous Wild Animals (renewal) (every 2 years)	N			£230		£230		0%	
510	Animal Licensing	Performing Animals (Exhibition of animals) (new application)	N	NA		£560	£0	£560		0%	
511	Animal Licensing	Performing Animals (Exhibition of animals) (renewal application)	N	NA		£500	£0	£500		0%	
512	Animal Licensing	Selling of Animals as Pets (new application 1 or 2 stars)	N	NA		£530	£976	£530		0%	
513	Animal Licensing	Selling of Animals as Pets (new application 3 or 4 stars)	N	NA		£650		£650		0%	
514	Animal Licensing	Selling of Animals as Pets (new application 5 stars)	N	NA		£755		£755		0%	
515	Animal Licensing	Selling of Animals as Pets (renewal 1 or 2 stars)	N	NA		£505		£505		0%	
516	Animal Licensing	Selling of Animals as Pets (renewal 3 or 4 stars)	N	NA		£625		£625		0%	
517	Animal Licensing	Selling of Animals as Pets) (renewal 5 stars)	N	NA		£730		£730		0%	
518	Animal Licensing	Hiring out of Horses (New application 1 or 2 stars)	N	NA		£640		£0		£640	
519	Animal Licensing	Hiring out of Horses (New application 3 or 4 stars)	N	NA		£800	£800			0%	
520	Animal Licensing	Hiring out of Horses (New application 5 stars)	N	NA		£960	£960			0%	
521	Animal Licensing	Hiring out of Horses) (renewal 1 or 2 stars)	N	NA		£515	£515			0%	
522	Animal Licensing	Hiring out of Horses (renewal 3 or 4 stars)	N	NA		£675	£675			0%	

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	Vatable Y/N	Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
523	Animal Licensing	Hiring out of Horses (renewal 5 stars)	N	NA		£840	£0	£840		0%	
524	Animal Licensing	Zoos (new application)	N	NA		£950		£950		0%	
525	Animal Licensing	Zoos (renewal) (every 6 years)	N			£780		£780		0%	
526	Animal Licensing	Arranging Provision of Home Boarding (New application 1 or 2 stars)	N	NA		£320	£0	£320		0%	
527	Animal Licensing	Arranging Provision of Home Boarding (New application 3 or 4 stars)	N	NA		£430		£430		0%	
528	Animal Licensing	Arranging Provision of Home Boarding (New application 5 stars)	N	NA		£525		£525		0%	
529	Animal Licensing	Arranging Provision of Home Boarding Renewal 1 or 2 stars)	N	NA		£310		£310		0%	
530	Animal Licensing	Arranging Provision of Home Boarding (Renewal 3 or 4 stars)	N	NA		£420		£420		0%	
531	Animal Licensing	Arranging Provision of Home Boarding (Renewal 5 stars)	N	NA		£520		£520		0%	
532	Animal Licensing	Arranging Provision of Home Boarding (Additional cost per host)	N	NA		£100		£100		0%	
533	Animal Licensing	Replacement Licence	N	NA		£16	£0	£16	0%		
534	Animal Licensing	Minor variation	N	NA		£27	£0	£27	0%		
535	Animal Licensing	Full variation	N	NA		£180	£0	£180	0%		
536	Animal Licensing	Re-rate	N	NA		£140	£0	£140	0%		
537	Animal Licensing	Additional Activities	N			£100	£0	£100	0%		

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	Vatable Y/N	Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
538	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	NA	Grant £320 Non refundable to be submitted with application, a further £260 is due if application is approved to cover regulation.	£565	£1,000	£580	£3,000	3%	Increased in line with inflation
539	Street Trading Consent	Annual renewal	N	NA		£270		£275		2%	
540	Street Trading Consent	Occasional	N	NA		£140	£0	£145		3%	Increased in line with inflation
541	Street Trading Consent	Occasional Street Market Up to 25 stalls then £10 per stall thereafter	N	NA		£270	£1,000	£280		4%	
542	Street Trading Consent	Tables & Chairs (New)	N	NA		£160	£150	£200		25%	Fee reviewed
543	Street Trading Consent	Tables & Chairs (Renewal)	N	NA		£75	£1,275	£100		33%	Fee reviewed
544	Street Trading Consent	Pavement Licence	N	N/A	Grant	£75	N/A	£400			Legislative changes
545	Street Trading Consent	Pavement Licence	N	N/A	Renewal	N/A	N/A	£200			Legislative changes
546	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	NA		£3,510	£0	£3,510		0%	
547	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	NA		£2,400	£0	£2,400		0%	
548	Boat Licence	Grant	N	NA		£220	£0	£250	£600	14%	Fee reviewed
549	Boat Licence	Renewal or Transfer	N	NA		£175	£320	£200		14%	Fee reviewed
550	Scrap Metal Dealer	Site Licence Grant	N	NA		£530	£0	£545		3%	Increased in line with inflation

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	Vatable Y/N	Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
551	Scrap Metal Dealer	Site Licence Variation (Change of name and address)	N	NA		£20	£0	£20	£3,000	0%	
552	Scrap Metal Dealer	Site Licence Variation (Change of Manager)	N	NA		£100	£0	£100		0%	
553	Scrap Metal Dealer	Site Licence Replacement licence	N	NA		£15	£0	£15		0%	
554	Scrap Metal Dealer	Additional Site Grant	N	NA		£165		£170		3%	Increased in line with inflation
555	Scrap Metal Dealer	Site Licence Renewal	N	NA		£515	£950	£530		3%	Increased in line with inflation
556	Scrap Metal Dealer	Additional Site Renewal	N	NA		£165		£170		3%	
557	Scrap Metal Dealer	Collectors Licence Grant	N	NA		£300	£0	£310		3%	
558	Scrap Metal Dealer	Collectors Licence Variation (Change of name/address)	N	NA		£18	£0	£18		0%	
559	Scrap Metal Dealer	Collectors Licence Variation (Change of Vehicle)	N	NA		£30	£0	£30		0%	
560	Scrap Metal Dealer	Collectors Licence Replacement licence	N	NA		£15	£0	£15		0%	
561	Scrap Metal Dealer	Collectors Licence Renewal	N	NA		£295	£544	£300		2%	Increased in line with inflation
562	Scrap Metal Dealer	Replacement Plate	N	NA		£20		£20		0%	

- Changes over 10% made to previous year figure
- New Charge Introduced
- No Change to previous year
- Delete the Charge

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	Vatable Y/N	Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
Regulatory Licensing - L. May - B Dempster - Councillor J L Pout											
563	Hackney Carriage & Private Hire	Hackney Carriage Vehicle Annual Licence (Grant and Renewal)	N	N	If vehicle is wheelchair accessible there is a 25% reduction in fee	£355	£24,000	£355	£59,000	0%	Based on number of applications expected
564	Hackney Carriage & Private Hire	Electric/Hybrid Hackney Carriage Vehicle Annual Licence (Grant and Renewal)	N		If vehicle is wheelchair accessible there is a further 25% reduction in fee	£265	£2,000	£265		0%	
565	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	N	If vehicle is wheelchair accessible there is a 25% reduction in fee.	£285	£32,000	£285		0%	
566	Hackney Carriage & Private Hire	Electric/Hybrid Private Hire Vehicle Annual Licence (Grant and Renewal)	N		If vehicle is wheelchair accessible there is a further 25% reduction in fee	£210	£1,700	£210		0%	
567	Hackney Carriage & Private Hire	Licence Transfer Following Change of Vehicle	N	N		£65	£3,500	£65		0%	
568	Hackney Carriage & Private Hire	Temporary vehicle transfer	N	N		£48		£48		0%	
569	Hackney Carriage & Private Hire	Change of Vehicle ownership	N	N		£23	£100	£23		0%	
570	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	N		£140		£140	0%		
571	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	N		£125		£125	0%		

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	Vatable Y/N	Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
572	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 3 year (Grant) 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.	N	N		£325	£10,000	£325	£15,000	0%	Based on number of applications expected
573	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 3 year (Renewal) 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.	N	N		£310		£310		0%	
574	Hackney Carriage & Private Hire	DBS Disclosure (formerly CRB)	N	N	Fee set externally. New drivers + every 6 months for renewals	£40	£2,200	£40	£5,000	0%	Based on actuals for previous year
575	Hackney Carriage & Private Hire	Overseas Driver Licence Check	N			£15	£0	£15		0%	
576	Hackney Carriage & Private Hire	Vehicle Plate	N	N	Per plate	£20	£80	£20	£80	0%	
577	Hackney Carriage & Private Hire	Vehicle Plate holder	N	N	Per holder	£15	£60	£15	£60	0%	
578	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.	N	N		£100		£100		0%	
579	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.	N	N		£160		£160		0%	

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	Vatable Y/N	Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
580	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.	N	N		£220	£3,000	£220	£3,200	0%	Based on number of applications expected
581	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 (£100) 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	N		£400		£400		0%	
582	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 (£160) 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	N		£690		£690		0%	
583	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 (£212) 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	N		£970		£970		0%	
584	Private Hire Operator	Variation to Operators Licence (within band) for PH Vehicles	N	N		£35.00				£35.00	
585	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	N		£35.00	£200.00	£35.00	0%		
586	Hackney Carriage & Private Hire	Replacement of licence or badge	N	N		£12.00	£24	£12.00	0%		

Fees and Charges 2025/26

						2024/25	2024/25	2025/26	2025/26		
No.	Detail	Narrative	Set by Govt? Y/N	Vatable Y/N	Comments	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income and Other Information
587	Hackney Carriage & Private Hire	Full Knowledge test re-sit fee	N	N		£50.00	£0	£50.00		0%	
588	Hackney Carriage & Private Hire	Part Knowledge test re-sit fee if one module needs to be redone	N	N		£25.00	£0	£25.00		0%	

- Changes over 10% made to previous year figure
- New Charge Introduced
- No Change to previous year
- Delete the Charge

Schedule of Current and Proposed Parking Charges

Amendments highlighted in pink

PARKING CHARGES (OFF-STREET) - DOVER				
CAR PARK	CURRENT CHARGES 2024/25		PROPOSED CHARGE 2025/26	
	TIME	CHARGE	TIME	CHARGE
Albany Place, Dover Linear charging up to 5 hrs Minimum charge 70p	Charges apply Mon – Sat 08:00 to 18:00		Charges apply Mon – Sat 08:00 to 18:00	
	1hr	£1.50	1hr	£1.50
	2hr	£3.00	2hr	£3.00
	3hrs	£4.50	3hrs	£4.50
	4hrs	£6.00	4hrs	£6.00
	5 hrs	£7.50	5 hrs	£7.50
	5 to 10 hrs	£9.00	5 to 10 hrs	£9.00
Camden Crescent, Dover Linear charging up to 5 hrs Minimum charge 90p (equivalent to 30 minutes parking)	Charges apply Mon – Sun 08:00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.80	1hr	£1.80
	2hr	£3.60	2hr	£3.60
	3hrs	£5.40	3hrs	£5.40
	4hrs	£7.20	4hrs	£7.20
	5hrs	£9.00	5hrs	£9.00
	5 to 10hrs	£10.80	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	£11.00	Up to 10hrs	£11.00
Ladywell Car Park, Dover Linear charging up to 5 hrs Minimum charge 90p (equivalent to 30 minutes parking)	Charges apply Mon – Sat 08:00 to 18:00		Charges apply Mon – Sat 08:00 to 18:00	
	1hr	£1.80	1hr	£1.80
	2hr	£3.60	2hr	£3.60
	3hrs	£5.40	3hrs	£5.40
	4hrs	£7.20	4hrs	£7.20
	5hrs	£9.00	5hrs	£9.00
	5 to 10hrs	£10.80	5 to 10hrs	£10.80
Maison Dieu Car Park, Dover Linear charging up to 5 hrs Minimum charge 90p (equivalent to 30 minutes parking)	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£1.80	1hr	£1.80
	2hr	£3.60	2hr	£3.60
	3hrs	£5.40	3hrs	£5.40
	4hrs	£7.20	4hrs	£7.20
	5hrs	£9.00	5hrs	£9.00
	5 to 10hrs	£10.80	5 to 10hrs	£10.80
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 10 hrs	£11.00	Up to 10 hrs	£11.00

CAR PARK	CURRENT CHARGES 2024/25		PROPOSED CHARGE 2025/26	
Norman Street Linear Charging up to 5 hrs Minimum charge 90p (equivalent to 30 minutes parking)	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£1.80	1hr	£1.80
	2hrs	£3.60	2hrs	£3.60
	3hrs	£5.40	3hrs	£5.40
	4hrs	£7.20	4hrs	£7.20
	5hrs	£9.00	5hrs	£9.00
	5 to 10hrs	£10.80	5 to 10hrs	£10.80
Pencester Road Car Park, Dover Linear charging Minimum charge 90p (equivalent to 30 minutes parking)	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£1.80	1hr	£1.80
	2hrs	£3.60	2hrs	£3.60
	3hrs	£5.40	3hrs	£5.40
	4hrs	£7.20	4hrs	£7.20
Stembrook Car Park, Dover Linear charging Minimum charge 90p (equivalent to 30 minutes parking)	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£1.80	1hr	£1.80
	2hrs	£3.60	2hrs	£3.60
	3hrs	£5.40	3hrs	£5.40
	4hrs	£7.20	4hrs	£7.20
Woolcomber Street Car Park, Dover Linear charging Minimum charge 90p (equivalent to 30 minutes parking)	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£1.80	1hr	£1.80
	2hr	£3.60	2hr	£3.60
	3hrs	£5.40	3hrs	£5.40
	4hrs	£7.20	4hrs	£7.20
Fitness Fields, Dover	Maximum Stay 4 hours		Maximum Stay 4 hours	
	No charge		No charge	

PARKING CHARGES (ON-STREET) - DOVER				
STREET	CURRENT CHARGES 2024/25		PROPOSED CHARGE 2025/26	
Castle Street, Dover Linear charging Minimum charge £1.00 (equivalent to 30 minutes parking)	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£2.00	1hr	£2.00
	2hrs	£4.00	2hrs	£4.00
Seafront - Cars Linear charging up to 5 hours Minimum charge £1.00 (equivalent to 30 minutes parking)	Charges apply Mon-Sun 08:00 to 18:00		Charges apply Mon-Sun 08:00 to 18:00	
	1hr	£2.00	1hr	£2.00
	2hr	£4.00	2hr	£4.00
	3hrs	£6.00	3hrs	£6.00
	4hrs	£8.00	4hrs	£8.00
	5hrs	£10.00	5hrs	£10.00
	5 to 10hrs	£12.00	5 to 10hrs	£12.00
Seafront – Motorhomes	Charges apply Mon-Sun 18 :00 to 09 :00		Charges apply Mon-Sun 18 :00 to 08 :00	
	Overnight Charge	£13.00	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	£13.00	Up to 10hrs	£13.00
Pencester Road, Dover Linear charging Minimum charge £1.00 (equivalent to 30 minutes parking)	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£2.00	1hr	£2.00
	2hrs	£4.00	2hrs	£4.00
Russell Street, Dover Linear Charging Minimum charge £1.00 (equivalent to 30 minutes parking)	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£2.00	1hr	£2.00
	2hrs	£4.00	2hrs	£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	£2.00	1hr	£2.00
	2hr	£4.00	2hr	£4.00

PARKING CHARGES (OFF-STREET) - SANDWICH				
CAR PARK	CURRENT CHARGES 2024/25		PROPOSED CHARGE 2025/26	
Gazen Salts Car Park, Sandwich Linear charging up to 5 hours Minimum charge 90p (equivalent to 30 minutes parking)	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£1.80	1hr	£1.80
	2hrs	£3.60	2hrs	£3.60
	3hrs	£5.40	3hrs	£5.40
	4hrs	£7.20	4hrs	£7.20
	5hrs	£9.00	5hrs	£9.00
	5 to 10hrs	£10.80	5 to 10hrs	£10.80
Guildhall Car Park, Sandwich Linear charging up to 5 hours Minimum charge 90p (equivalent to 30 minutes parking)	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£1.80	1hr	£1.80
	2hrs	£3.60	2hrs	£3.60
	3hrs	£5.40	3hrs	£5.40
	4hrs	£7.20	4hrs	£7.20
	5hrs	£9.00	5hrs	£9.00
	5 to 10hrs	£10.80	5 to 10hrs	£10.80
The Quay Car Park, Sandwich Linear charging up to 5 hours Minimum charge 90p (equivalent to 30 minutes parking)	Charges apply Mon-Sun 08:00 to 18:00		Charges apply Mon-Sun 08:00 to 18:00	
	1hr	£1.80	1hr	£1.80
	2hrs	£3.60	2hrs	£3.60
	3hrs	£5.40	3hrs	£5.40
	4hrs	£7.20	4hrs	£7.20
	5hrs	£9.00	5hrs	£9.00
	5 to 10hrs	£10.80	5 to 10hrs	£10.80
	Motorhomes	£13.00	Motorhomes	£13.00
	6pm to 9am		6pm to 9am	
PARKING CHARGES (ON-STREET) - SANDWICH				
STREET	CURRENT CHARGES 2024/25		PROPOSED CHARGE 2025/26	
Market Street, Sandwich Linear charging Minimum charge £1.00 (equivalent to 30 minutes parking)	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£2.00	1hr	£2.00
	2hrs	£4.00	2hrs	£4.00
New Street, Sandwich Linear charging Minimum charge £1.00 (equivalent to 30 minutes parking)	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£2.00	1hr	£2.00
	2hrs	£4.00	2hrs	£4.00

PARKING CHARGES (OFF-STREET) - DEAL				
CAR PARK	CURRENT CHARGES 2024/25		PROPOSED CHARGE 2025/26	
Beach Street Car Park, Deal Linear charging up to 5 hours Minimum charge 90p (equivalent to 30 minutes parking)	Charges apply Mon-Sun 08:00 to 18:00		Charges apply Mon – Sun 08:00 to 18:00	
	1hr	£1.80	1hr	£1.80
	2hr	£3.60	2hr	£3.60
	3hrs	£5.40	3hrs	£5.40
	4hrs	£7.20	4hrs	£7.20
	5hrs	£9.00	5hrs	£9.00
	5 to 10 hrs	£10.80	5 to 10 hrs	£10.80
Middle Street Car Park, Deal Linear charging Minimum charge 90p (equivalent to 30 minutes parking)	Charges apply Mon-Sun 08:00 to 18:00		Charges apply Mon-Sun 08:00 to 18:00	
	1hr	£1.80	1hr	£1.80
	2hrs	£3.60	2hrs	£3.60
	3hrs	£5.40	3hrs	£5.40
South Street Car Park, Deal Linear charging Minimum charge 90p (equivalent to 30 minutes parking)	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£1.80	1hr	£1.80
	2hrs	£3.60	2hrs	£3.60
	3hrs	£5.40	3hrs	£5.40
	4hr	£7.20	4hr	£7.20
Stanhope Road Car Park, Deal Linear Charging Minimum charge 90p (equivalent to 30 minutes parking)	Charges apply Mon-Sun 08:00 to 18:00		Charges apply Mon-Sun 08:00 to 18:00	
	1hr	£1.80	1hr	£1.80
	2hrs	£3.60	2hrs	£3.60
	3hrs	£5.40	3hrs	£5.40
	4hrs	£7.20	4hrs	£7.20
West Street Car Park, Deal Linear charging up to 5hrs Minimum charge 90p (equivalent to 30 minutes parking)	Charges apply Mon-Sun 08:00 to 18 :00		Charges apply Mon-Sun 08:00 to 18 :00	
	1hr	£1.80	1hr	£1.80
	2hr	£3.60	2hr	£3.60
	3hrs	£5.40	3hrs	£5.40
	4hrs	£7.20	4hrs	£7.20
	5hrs	£9.00	5hrs	£9.00
	5 to 10hrs	£10.80	5 to 10hrs	£10.80
Tides Leisure Centre, Deal Linear Charging Cashless Parking Minimum charge 90p (equivalent to 30 minutes parking)	Charges apply Mon-Sun 08:00 to 18:00		Charges apply Mon-Sun 08:00 to 18:00	
	Tides Users		Tides Users	
	Up to 3 hours	No charge	Up to 3 hours	No charge
	Over 3 hours	£1.80 per hour	Over 3 hours	£1.80 per hour
Other Users		Other Users		
1hr	£1.80	1hr	£1.80	
2hr	£3.60	2hr	£3.60	
3hrs	£5.40	3hrs	£5.40	
4hrs	£7.20	4hrs	£7.20	
5hrs	£9.00	5hrs	£9.00	
5 to 10hrs	£10.80	5 to 10hrs	£10.80	

CAR PARK	CURRENT CHARGES 2024/25		PROPOSED CHARGE 2025/26	
Town Hall Car Park, Deal Linear charging Minimum charge 90p (equivalent to 30 minutes parking)	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£1.80	1hr	£1.80
	2hr	£3.60	2hr	£3.60
Union Road Car Park, Deal Linear charging up to 5hrs Minimum charge 90p (equivalent to 30 minutes parking)	Charges apply Mon-Sun 08:00 to 18:00		Charges apply Mon-Sun 08:00 to 18:00	
	1hr	£1.80	1hr	£1.80
	2hr	£3.60	2hr	£3.60
	3hrs	£5.40	3hrs	£5.40
	4hrs	£7.20	4hrs	£7.20
	5hrs	£9.00	5hrs	£9.00
	5 to 10hrs	£10.80	5 to 10hrs	£10.80
Victoria Park, Deal	Max Stay 5 hours		Max Stay 5 hours	
	No charge		No charge	
PARKING CHARGES (ON-STREET) - DEAL				
STREET	CURRENT CHARGES 2024/25		PROPOSED CHARGE 2025/26	
Beach Street (between Broad Street & South Street) Linear charging Minimum charge £1.00 (equivalent to 30 minutes parking)	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon – Sat 08:00 to 18:00	
	1hr	£2.00	1hr	£2.00
	2hrs	£4.00	2hrs	£4.00
Beach Street (Royal Hotel to Dolphin Street) Linear charging up to 5hrs Minimum charge £1.00 (equivalent to 30 minutes parking)	Charges apply Mon-Sun 08:00 to 18:00		Charges apply Mon-Sun 08:00 to 18:00	
	1hr	£2.00	1hr	£2.00
	2hr	£4.00	2hr	£4.00
	3hrs	£6.00	3hrs	£6.00
	4hrs	£8.00	4hrs	£8.00
	5hrs	£10.00	5hrs	£10.00
	5 to 10 hrs	£12.00	5 to 10 hrs	£12.00
King Street, Deal Linear charging Minimum charge £1.00 (equivalent to 30 minutes parking)	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£2.00	1hr	£2.00
	2hrs	£4.00	2hrs	£4.00
Prince of Wales Terrace, Deal Linear charging Minimum charge £1.00 (equivalent to 30 minutes parking)	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£2.00	1hr	£2.00
	2hrs	£4.00	2hrs	£4.00
Victoria Road, Deal Linear charging Minimum charge £1.00 (equivalent to 30 minutes parking)	Charges apply Mon-Sat 08:00 to 18:00		Charges apply Mon-Sat 08:00 to 18:00	
	1hr	£2.00	1hr	£2.00
	2hrs	£4.00	2hrs	£4.00

PARKING CHARGES RURAL AREAS				
CAR PARK	CURRENT CHARGES 2024/25		PROPOSED CHARGE 2025/26	
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 Mon-Sun 1st March to 31st October 08:00 to 18:00	
	Per hour charge	£2.00 (for all vehicle types)	Per hour charge	£2.00 (for all vehicle types)
Samphire Hoe (Eurotunnel) Charges are set by Eurotunnel, who own the car park	Charges apply Mon-Sat		Charges apply Mon-Sat	
	Up to 30mins	50p	Up to 30mins	50p
	Up to 2hrs	£1.00	Up to 2hrs	£1.00
	Over 2 hours	£2.00	Over 2 hours	£2.00

Schedule of Current and Proposed Permit Charges

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	£105	£105
	Annual on street permit: Second vehicle	£130	£130
Deal Zone 2 & Sandwich Zone J	Annual on street permit: First & second vehicle	£140	£140
Zone B+ Permit	Allows parking on Snargate Street & Albany Place CP	£150	£155
Zone E+ and F+ permit	On-street Zone E plus Camden Crescent Car Park	£140	£140
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	£110	£115
Gazen Salts Car Park	Annual single car park permit	£70	£75
Community Services Permit	On Street parking apart from loading restrictions	£90 for 2 years	£95 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	£100 for 2 years	£105 for 2 years
St Margaret's Bay Permit		£60 – 8 months 1 st March to 31 st October	£65 – 8 months 1 st March to 31 st October
Samphire Hoe	Annual permit	£40	£40
Visitor Daily's	Book of 10. Max of 6 books per calendar year	£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	£95 – 6 months £170 – 12 months	£100 – 6 months £175 – 12 months
Sandwich Off-street Permit	Work/reside within the Town Walls. Valid in all Sandwich CPs	£105 – 6 months £180 – 12 months	£110 – 6 months £185 – 12 months
Off-Street Parking Permit, Dover, Deal & Sandwich	All car parks except Stembrook, Middle St, Townhall & The Quay	£245 – 6 months £455 – 12 months	£250 – 6 months £470 – 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	£245 - 6 months £435 – 12 months	£250 - 6 months £445 - 12 months
Short Stay Car Park Permit	Dover - Pencester, Stembrook Deal - Middle Street, South Street, Stanhope	£325 - 6 months £595 – 12 months	£335 – 6 months £610 – 12 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	£350 - 6 months £650 – 12 months	£360 - 6 months £670 - 12 months
Snargate Business Permit	Snargate Street	£105 – 6 months £180 – 12 months	£110 – 6 months £185 – 12 months

MISCELLANEOUS PERMITS			
PERMIT TYPE	DESCRIPTION	CURRENT CHARGE	PROPOSED CHARGE
Seafront Dover	On street bays Marine Parade, Waterloo Cres	£165 – 6 months £300 – 12 months	£170 – 6 months £310 – 12 months
Waivers On Street (Contractors)	Permits parking on all on street excluding loading restrictions and disabled bays	£20 per day £55 per week £165 per month	£25 per day £60 per week £170 per month
Bay Suspensions on/off street	Subject to location approval	£150 to set up the suspension plus £25 per bay/day(off-street to add VAT)	£155 to set up the suspension plus £30 per bay/day (off-street to add VAT)
Bay Suspensions on/off street – non-profit events	Community organised non-profit events. Subject to location approval	£150 to set up the suspension plus £25 per bay/day(off-street to add VAT)	£75 (plus VAT off-street) to set up the suspension (including 10 bays off street, 5 bays on-street), above inclusive bays then daily tariff rate per bay/day applies.
Hotelier Books of 20 Daily's	Allow parking from 4pm until 10am @ The Quay & Beach Street Car Parks	£30 per book	£60 per book of 20 (change due to increase in parking charges over previous years and addition of 8am-9am as a chargeable period). Equates to 75p per hour
Permit Amendments		£5.00	£5.00 – for change of vehicle £20.00 admin fee for refunds. Refunds only accepted on permits 6 months old or less.
Guest Permit – On-Street	Allows guests of hotels or B&Bs/guest houses to park in on-street permit areas. Valid for 1 calendar day. New permit type	N/A	£70 per book of 10

Subject:	MEMORIAL BENCHES SCHEME
Meeting and Date:	Cabinet – 3 February 2025
Report of:	Emma-Jane Allen, Head of Parks, Open Spaces and Countryside
Portfolio Holder:	Councillor Charlotte Zosseder, Portfolio Holder for Community and Corporate Property
Decision Type:	Executive Key Decision
Classification:	Unrestricted

Purpose of the report: To seek approval for a pilot memorial bench project, enabling residents to sponsor memorial benches.

Recommendation: To approve the proposed memorial bench arrangements at Kearsney Parks and authorise the Director of Housing, Finance and Assets, in consultation with the Portfolio Holder for Community and Corporate Property, to extend the scheme across Council-owned open spaces.

1. Summary

The Council frequently receives requests from residents to sponsor memorial benches, many of which seek installation within the -same few areas. Historically this has resulted in numerous memorial benches of varying quality located at a small number of sites such as Walmer seafront, whereas other public open spaces are under-served. The previous memorial bench scheme was suspended in 2020 to enable a thorough review of the stock, and development of a possible new approach. This pilot project will test whether the proposals are effective in managing demand for memorial benches and raising maintenance standards, without causing an additional financial burden to the Council.

2. Introduction and Background

2.1 Provision of memorial benches is a discretionary service. The Council receives numerous requests from residents to sponsor memorial benches, most of which relate to a small number of sites. Agreeing a robust approach to this issue could enable the Council to meet both the aspirations of bereaved relatives and the needs of visitors to our open spaces.

2.2 The previous scheme resulted in a highly skewed distribution of memorial benches of various sizes and materials, for example there are around 400 memorial benches located on Deal and Walmer seafront. In addition, sponsors were responsible for maintaining their own benches, meaning that standards varied. Furthermore, agreements to install a bench on Council-owned land were open ended, rather than time limited. These factors combined resulted in an additional financial burden to the Council and did not meet the needs of open space users. The scheme was suspended in 2020.

2.3 The proposal is to offer sponsorship opportunities for attractive, robust, metal benches which will be purchased, installed and maintained by the Council in return for a fee. A standard memorial plaque will be fixed to each bench. To avoid creating the impression that public open spaces are functioning as memorial gardens, the benches will not include any fixtures for holding floral tributes or other mementos. Over time, these measures will improve the appearance of Council-owned open spaces. Given the

relatively small number of benches that will be purchased per year (eight possible locations are identified at Appendices 1 and 2), it is proposed that the bench supplier is identified by seeking three quotes against the specification in this paragraph and the preferred model be selected following consultation between the Director of Housing, Finance and Assets and the Portfolio Holder for Community and Corporate Property.

- 2.4 A proposed fee of £3,500 plus VAT has been calculated to cover supply, installation, ten years of maintenance, administrative costs and removal. Ten years after installation, the Council will contact the sponsor at their last known address to offer a further five years of maintenance at the cost of £500 plus VAT. If the sponsor does not respond and pay within two calendar months, the Council may choose to remove the bench. Similarly, at the end of an additional sponsored five-year maintenance period, the Council may choose to remove the bench.
- 2.5 These fees will be reviewed annually through the Council's Fees and Charges process.
- 2.6 To ensure new memorial benches are located at sites that enhance open spaces and improve user experience, rather than all being crowded into the same few areas, the Council will publish plans showing available sites. In the first instance opportunities will be offered at Kearsney Parks; plans are attached at Appendices 1 and 2. Kearsney Parks benefit from the presence of the Parks Development Officer; therefore, it has been possible to engage informally with users, carry out a review of existing bench provision and identify suitable locations for new benches. Sites will be allocated on a first-come, first-served basis.
- 2.7 Should this pilot project prove successful, similar plans will be prepared for strategic open spaces across the district, as officer capacity allows. Following consultation between the Director of Housing, Assets and Finance and the Portfolio Holder for Community and Corporate Property, these additional plans will be published on the Council's website.
- 2.8 Existing memorial benches will continue to be covered by conditions that were in place at the time they were installed, meaning that maintenance of these legacy benches is the responsibility of the purchaser. Should a legacy memorial bench become damaged the Council will attempt to contact the owner at their last known address. If a bench becomes unsafe through vandalism or decay, the Council will remove it, and the Council is not obliged to fund replacement.

3. Identification of Options

- 3.1 Option 1 - Approve the proposed pilot scheme for memorial benches at Kearsney Park and potential extension to other Council owned sites.
- 3.2 Option 2 - Reinstate the previous memorial benches scheme
- 3.3 Option 3 - Cease offering a memorial bench service.

4. Evaluation of Options

- 4.1 Option 1 - This is the preferred option because it will allow the Council to test a new approach for memorial benches, which is designed to balance the aspirations of bereaved relatives with meeting the needs of open space users, without incurring additional cost to the Council.
- 4.2 Option 2 - This is not recommended because the previous scheme resulted in an uneven distribution of benches of varying design and maintenance standards, which incurred additional costs to the Council.
- 4.3 Option 3 - This is not recommended. Although provision of memorial benches is discretionary, the Council receives numerous requests to sponsor benches, which could not be met if the service were to cease permanently. In addition, there are public

open spaces that would benefit from additional benches, for which no budget is currently identified.

5. **Resource Implications**

- 5.1 The cost of installation and maintenance of memorial benches should be fully covered by the proposed fee, at least for the agreed period. The Council may choose to retain benches for longer than the agreed period at its own expense, but this would be subject to the availability of revenue budget at the time. If no budget is available for continued maintenance, the benches may be removed, and that expense is covered by the proposed fee.

6. **Climate Change and Environmental Implications**

- 6.1 It is proposed that benches will be of steel construction, which is a recyclable material. This scheme will support use of public open space by residents which provides numerous health and social benefits.

7. **Corporate Implications**

- 7.1 Comment from the Director of Finance (linked to the MTFP): Accountancy has been consulted and has no further comments to add. (HM)
- 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 seeking approval for the proposed pilot scheme for memorial benches at Kearsney Park and potential extension to other Council owned sites, does not specifically highlight any equality implications. 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>
- 7.4 Other Officers (as appropriate):

8. **Appendices**

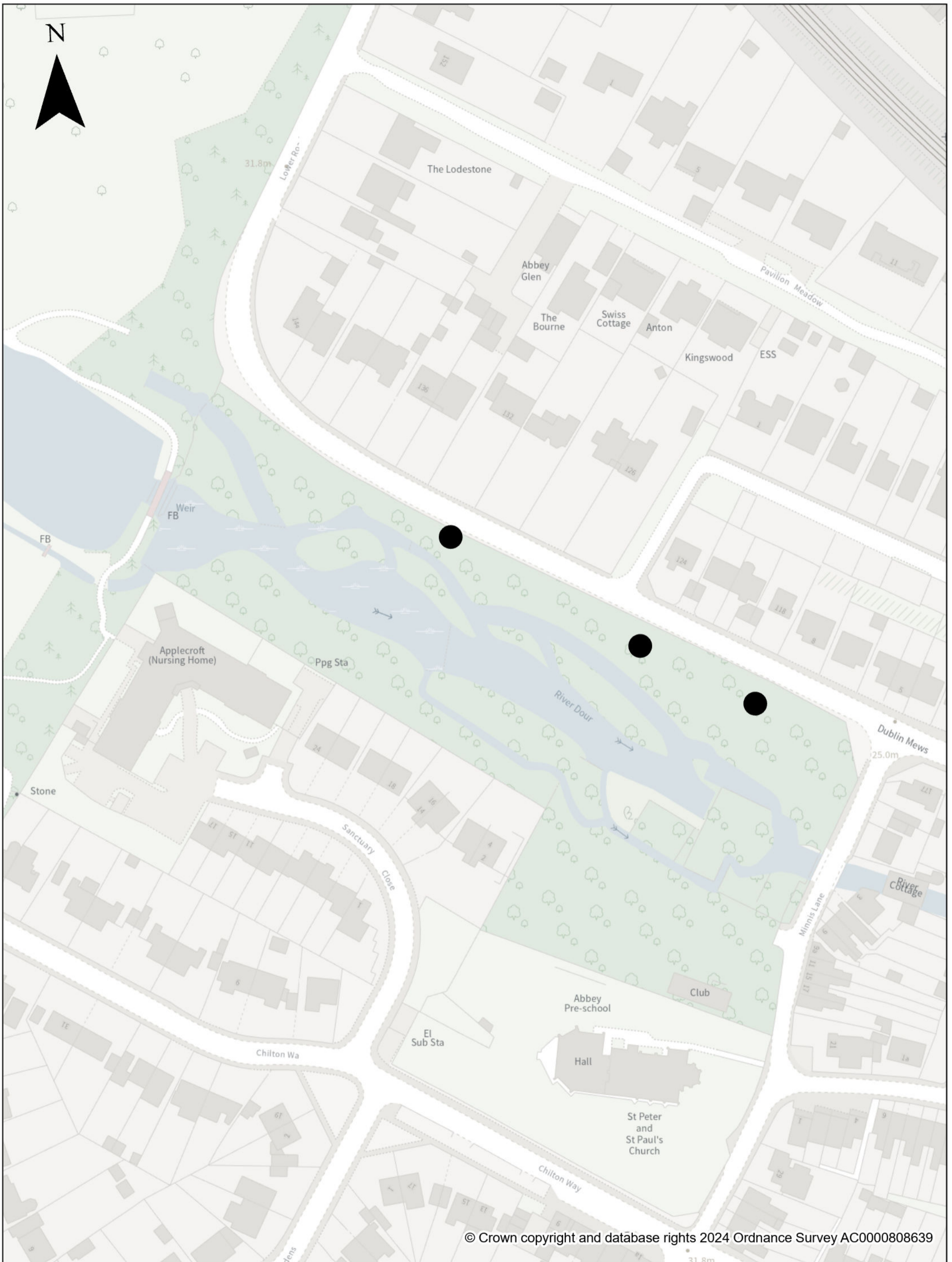
Appendix 1 – Plan of possible locations for new memorial benches at Kearsney Abbey

Appendix 2 – Plan of possible locations for new memorial benches at Bushy Ruff

9. **Background Papers**

Requests from residents to reintroduce a memorial bench scheme.

Contact Officer: Emma-Jane Allen, Head of Parks, Open Spaces and Countryside.



Title: Memorial Benches - Site Plan

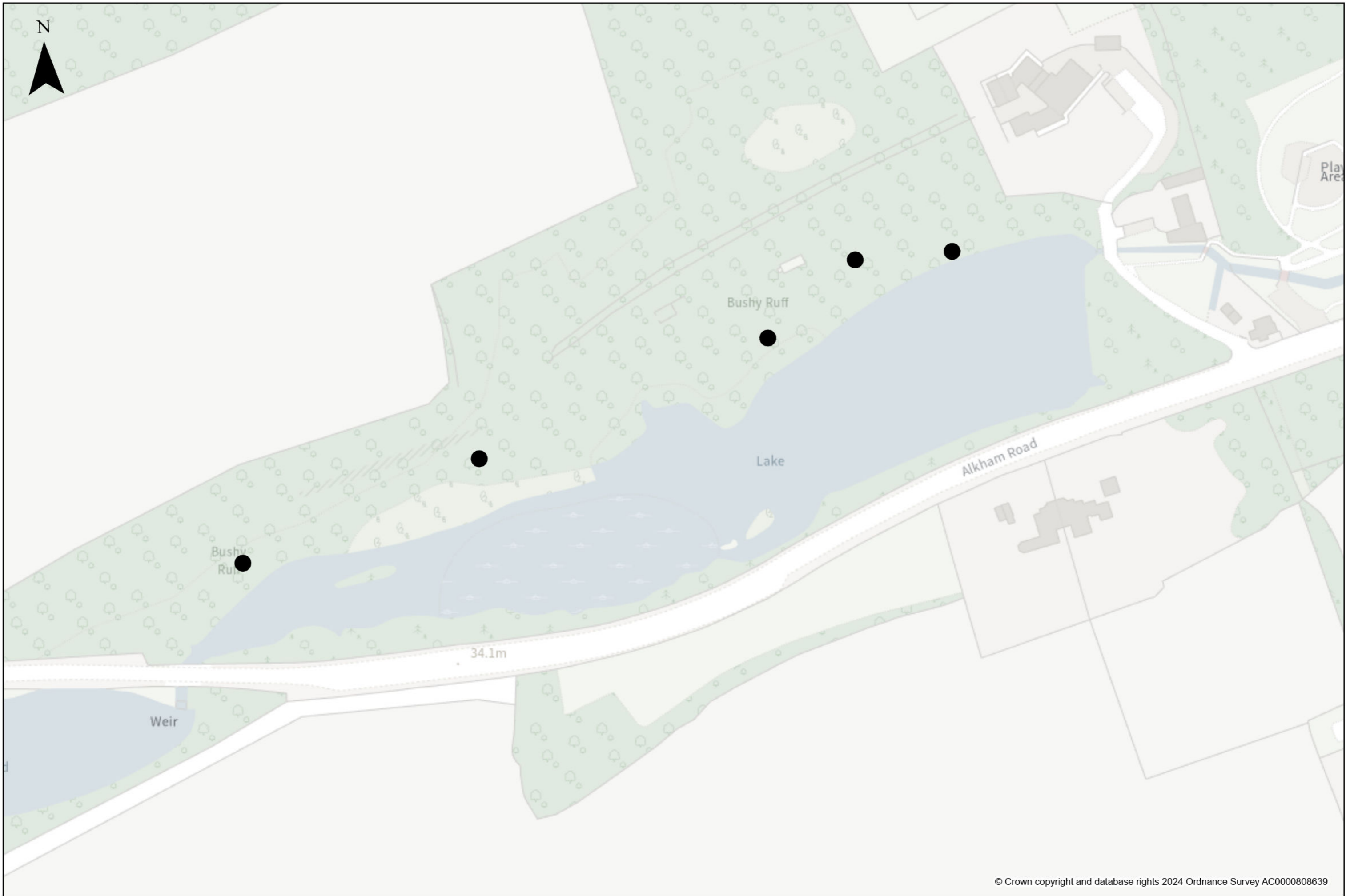
Address: Kearsney Abbey

Scale 1:1,000 @ A3

Date: 17/12/2024

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





© Crown copyright and database rights 2024 Ordnance Survey AC0000808639

Title: Memorial Benches - Site Plan
Address: Bushy Ruff
Scale 1:1,250 @ A3
Date: 17/12/2024

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



DOVER DISTRICT COUNCIL

NON-KEY DECISION

EXECUTIVE

CABINET – 3 FEBRUARY 2025

EXCLUSION OF THE PRESS AND PUBLIC

Recommendation

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

<u>Item Report</u>	<u>Paragraph Exempt</u>	<u>Reason</u>
Renewal of lease with Annabel’s Guest House for temporary emergency accommodation for homeless households	3	Information relating to the financial or business affairs of a particular person (including the authority holding that information)
Purchase of new-build properties for affordable housing at Sandwich Road, Sholden	3	
Dover Town Centre Regeneration – Development Management Services, Masterplanning and Business Case	3	

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.

Document is Restricted

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

Document is Restricted

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

Document is Restricted

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

Document is Restricted