

Fees and Charges Checklist

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

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

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

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22	Beach Plot Charges	Kingsdown Beach Plot	N	£458.00	current charges are £458 (net of VAT) and there are 20 plots = £9166	Y	£2,280	£458.00	current charges are set until 31st March 2025	£7,633	0%	Enhanced rate
23	Statutory Street Naming and Numbering	Registering a New Property Address	N	£155.00		Y	£31,830	£190.00		£24,400	23%	Enhanced rate
24	Statutory Street Naming and Numbering	New Street or Building Comprising 2-10 units	N	£320.00		Y		£390.00			22%	Enhanced rate
25	Statutory Street Naming and Numbering	New Street or Building Comprising 11-20 units	N	£510.00		Y		£615.00			21%	Enhanced rate
26	Statutory Street Naming and Numbering	New Street or Building Comprising 21 + units	N	£510.00	For developments in excess of 20 units fee will be £495 plus £11.45 fee for each unit in excess of 20 units . No maximum fee	Y		£620	For developments in excess of 20 units fee will be £620 plus £13.70 fee for each unit in excess of 20 units . No maximum fee		22%	Enhanced rate
27	Statutory Street Naming and Numbering	Changing Street Name	N	£670		Y		£820			22%	Enhanced rate
28	Non Statutory Street Naming and Numbering	Administration Fee for undertaking Non Statutory Function Street Naming and Numbering per hour	N	£75.50		Y		£92.00			22%	Enhanced rate

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

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

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

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

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

Fees and Charges 2023/24

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

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

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

				2022/23	2022/23	2022/23	2022/23	2023/24	2023/24	2023/24		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
Dover Museum - R Walton - J Iveson - Cllr Bartlett												
113	General	Adults	N	£0.00		Y		£0.00			0%	
114	General	Children	N	£0.00		Y		£0.00			0%	
115	General	OAP	N	£0.00		Y		£0.00			0%	
116	General	Family Day	N	£0.00		Y		£0.00			0%	
117	General	Family Ticket (2 adults, 2 children)	N	£0.00		Y		£0.00			0%	
118	General	Schools	N	£0.00		N		£0.00			0%	
119	General	Schools Service 2 hour workshop per class max 30 pupils						£200.00			100%	
120	General	Schools Service: 2 hour workshop Per pupil	N	£8.50		N					-100%	
121	General	Schools Service 1 hour workshop per class max 30 pupils	N			N		£80.00			100%	
122	General	Talks and artefact handling Per pupil	N	£7.00		N					-100%	
123	General	Festivals per class max 30 pupils	N			N		£600.00				
124	General	Roman/Victorian/Tudor Festivals Per pupil	N	£13.50		N					-100%	
125	General	School Online Package	N	£150.00		N		£180.00			20%	Increase in staff costs necessitate rise in prices but do not include additional front of house staff costs. This option will only be offered if the museum is closed due to COVID restrictions.
126	General	Curator talks (at Dover Museum) per group	N	£52.80		Y		£80.00		£300	52%	
127	General	Curator talks (other venues)	N	£53.90		Y	£250	£80.00		£200	48%	
128	General	Photo repro stills - TV, film Video per image (UK/EC rights)	N	£59.00		Y		£71.00			20%	
129	General	Photo repro stills - TV, film Video per image (Worldwide Rights)	N	£101.00		Y		£121.00			20%	
130	General	Photo repro stills - books/periodicals - commercial per image	N	£42.00		Y		£50.00			19%	
131	General	Photo repro stills - books/periodicals academic and local history per image	N	£17.00		Y	£1,200	£20.00		£500	18%	

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

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

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

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

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

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
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205	General	Interment of an adult or child exceeding 12 years: double depth - reopen	N	£900.00		N		£1,000.00			11%	
206	General	Interment of an adult or child exceeding 12 years: triple depth	N	£1,340.00		N		£1,470.00			10%	
207	General	One Off Contribution For Maintenance For Coffin Burials	N	£252.00		N		£276.50			10%	
208	General	One Off Contribution For Maintenance For Cremated Remains	N	£97.50		N		£107.00			10%	
<p>The above charges apply where the person to be interred is, or immediately before death was a resident in the Dover District Council area, or in the case of a stillborn child, where the parents (or one of them) are residents of the District.</p>												

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

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223	Domestic Recycling & Refuse Collection	Green Waste Collections; Supply & Delivery of Garden Waste sack, additional and replacement sack	N	£5.25	2000	Y	£10,500	£6.00	2000	12,000	14%	To cover contract inflation.
224	Domestic Refuse	Bulk Domestic Waste Collection (up to 3 items)	N	£47.25	1000		£47,250	£52.00	1000	52,000	10%	To cover contract inflation.
225	Domestic Refuse	Bulk Domestic Waste Collection (per additional item added to existing collection)	N	£6.30	500		£3,150	£7.00	500	3,500	11%	To cover contract inflation.
226	Domestic Refuse	Bulk Domestic Waste Collection - Admin fee for changes or cancellations	N	-	-	-	-	£5.00	-		100%	Similar to FHDC charge
227	Street Cleansing	Supply and install a standard litter bin - 110ltr	N	£315	10		£3,150	£350.00	10	3,500	11%	To cover contract inflation (rounded).
228	Street Cleansing	Supply and install a dog bin - 50ltr	N	£326	10		£3,260	£360.00	10	3,600	10%	To cover contract inflation (rounded).
229	Street Cleansing	Supply and install a dog bin - 25ltr	N	£158	10		£1,575	£175.00	10	1,750	11%	To cover contract inflation (rounded).
230	Street Cleansing	Supply and install a multi-section recycling bin	N	£1,260	5		£6,300	£1,390.00	5	6,950	10%	To cover contract inflation (rounded).
231	Street Cleansing	Annual subscription to empty a litter bin (main high streets excluded)	N	£158	10		£1,575	£175.00	10	1,750	11%	To cover contract inflation (rounded).
232	Street Cleansing	Annual subscription to empty a dog bin (main high street excluded)	N	£158	10		£1,575	£175.00	10	1,750	11%	To cover contract inflation (rounded).
233	Street Cleansing	Annual subscription to empty a recycling bin (main high street excluded)	N	£158	5		£788	£175.00	5	875	11%	To cover contract inflation (rounded).
234	Street Cleansing	Annual subscription to empty a litter bin - High Street Area	N	£368	5		£1,838	£405.00	5	2,025	10%	To cover contract inflation (rounded).

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

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

				2022/23	2022/23	2022/23	2022/23	2023/24	2023/24	2023/24		
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Electoral Services - N. Aziz -T Gibbs- Cllr Vinson												
243	Representation of the People Acts and the Electoral Administration Act	Purchase of Register of Electors and copies of Election documents	Y	Various	Price dependent upon electorate & format requested	N	£500			£1,000	0	Checked over the last few years and the income has ranged between £1200 & £2000. It is dependedent on how many marked regisiers are requested. If only the 3 main CRA's buy the register, it would come to a little over £1000 so have decided to use that as the lowest figure for income.

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

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

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

				2022/23	2022/23	2022/23	2022/23	2023/24 Effective from 01/04/2023	2023/24 Effective from 01/04/2023	2023/24		
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262	General	CON29 Q3.6 (a,b,c,d,e,f,g,h,i,j,k,l)	N	£0.00		Y		£0.00			0%	
263	General	CON29 Q3.7	N	£3.96		Y		£4.36			10%	To reflect the rise in inflation
264	General	CON29 Q3.8	N	£5.76		Y		£6.34			10%	To reflect the rise in inflation
265	General	CON29 Q3.9 (a,b,c,d,e,f,g,h,i,j,k,l,m,n)	N	£5.04		Y		£5.54			10%	To reflect the rise in inflation
266	General	CON29 Q3.10 (a,b,c,d,e,f,g,h)	N	£3.90		Y		£4.29			10%	To reflect the rise in inflation
267	General	CON29 Q3.11(a,b)	N	£5.04		Y		£5.54			10%	To reflect the rise in inflation
268	General	CON29 Q3.12	N	£3.60		Y		£3.96			10%	To reflect the rise in inflation
269	General	CON29 Q3.13(a,b,c)	N	£5.76		Y		£6.34			10%	To reflect the rise in inflation
270	General	CON29 Q3.14	N	£4.32		Y		£4.75			10%	To reflect the rise in inflation
271	General	CON29 Q3.15 (a,b)	N	£3.60		Y		£3.96			10%	To reflect the rise in inflation
272	General	Highways dataset includes: 2.1(a,b,c,d) 3.2 3.4 (a,b,c,d,e,f) 3.6 (a,b,c,d,e,f,g,h,i,j,k,l) 3.7 (e) 3.12.	N	£39.00		Y		£42.90			10%	To reflect the rise in inflation
273	General	CON29 Administration Fee plus Question fees	N	£0.00		N		N/A			0%	
274	General	Personal Search Land Charges Register	Y	£0.00		N		£0.00			0%	

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

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

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

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

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

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

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
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Licensing - L.May - Cllr Bates												
49	Bingo Club	Licence Application	N	£3,500		N	£0	£3,500		£0	0%	
50	Bingo Club	Annual Fee	N	£950		N	£1,900	£950		£2,850	0%	Additional licence issued
51	Bingo Club	Application to Vary	N	£1,750		N	£0	£1,750		£0	0%	
52	Bingo Club	Application to Transfer	N	£1,200		N	£0	£1,200		£0	0%	
53	Bingo Club	Application for Reinstatement	N	£1,200		N	£0	£1,200		£0	0%	
54	Bingo Club	Application for Provisional Statement	N	£3,500		N	£0	£3,500		£0	0%	
55	Bingo Club	Licence Application (Provisional Statement Holders)	N	£1,200		N	£0	£1,200		£0	0%	
56	Bingo Club	Copy of Licence	N	£25		N	£0	£25		£0	0%	
57	Bingo Club	Notification of Change	N	£50		N	£0	£50		£0	0%	
58	Betting Premise (excluding Tracks)	Licence Application	N	£3,000		N	£0	£3,000		£0	0%	
59	Betting Premise (excluding Tracks)	Annual Fee	N	£575		N	£5,175	£575		£2,875	0%	Licences surrendered
60	Betting Premise (excluding Tracks)	Application to Vary	N	£1,250		N	£0	£1,250		£0	0%	
61	Betting Premise (excluding Tracks)	Application to Transfer	N	£1,200		N	£0	£1,200		£0	0%	
62	Betting Premise (excluding Tracks)	Application for Reinstatement	N	£1,200		N	£0	£1,200		£0	0%	
63	Betting Premise (excluding Tracks)	Application for Provisional Statement	N	£3,000		N	£0	£3,000		£0	0%	
64	Betting Premise (excluding Tracks)	Licence Application (Provisional Statement Holders)	N	£1,200		N	£0	£1,200		£0	0%	
65	Betting Premise (excluding Tracks)	Copy of Licence	N	£25		N	£0	£25		£0	0%	
66	Betting Premise (excluding Tracks)	Notification of Change	N	£50		N	£0	£50		£0	0%	
67	Track	Licence Application	N	£2,500		N	£0	£2,500		£0	0%	
68	Track	Annual Fee	N	£950		N	£0	£950		£0	0%	

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
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69	Track	Application to Vary	N	£1,250		N	£0	£1,250		£0	0%	
70	Track	Application to Transfer	N	£950		N	£0	£950		£0	0%	
71	Track	Application for Reinstatement	N	£950		N	£0	£950		£0	0%	
72	Track	Application for Provisional Statement	N	£2,500		N	£0	£2,500		£0	0%	
73	Track	Licence Application (Provisional Statement Holders)	N	£950		N	£0	£950		£0	0%	
74	Track	Copy of Licence	N	£25		N	£0	£25		£0	0%	
75	Track	Notification of Change	N	£50		N	£0	£50		£0	0%	
76	Family Entertainment Centre	Licence Application	N	£2,000		N	£0	£2,000		£0	0%	
77	Family Entertainment Centre	Annual Fee	N	£725		N	£2,175	£725		£725	0%	Licences surrendered
78	Family Entertainment Centre	Application to Vary	N	£1,000		N	£0	£1,000		£0	0%	
79	Family Entertainment Centre	Application to Transfer	N	£950		N	£0	£950		£0	0%	
80	Family Entertainment Centre	Application for Reinstatement	N	£950		N	£0	£950		£0	0%	
81	Family Entertainment Centre	Application for Provisional Statement	N	£2,000		N	£0	£2,000		£0	0%	
82	Family Entertainment Centre	Licence Application (Provisional Statement Holders)	N	£950		N	£0	£950		£0	0%	
83	Family Entertainment Centre	Copy of Licence	N	£25		N	£0	£25		£0	0%	
84	Family Entertainment Centre	Notification of Change	N	£50		N	£0	£50		£0	0%	
85	Adult Gaming Centre	Licence Application	N	£2,000		N	£0	£2,000		£0	0%	
86	Adult Gaming Centre	Annual Fee	N	£950		N	£5,700	£950		£5,700	0%	
87	Adult Gaming Centre	Application to Vary	N	£1,000		N	£0	£1,000		£0	0%	
88	Adult Gaming Centre	Application to Transfer	N	£1,200		N	£0	£1,200		£0	0%	
89	Adult Gaming Centre	Application for Reinstatement	N	£1,200		N	£0	£1,200		£0	0%	

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

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

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
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133	Club Gaming Machine	Permit Annual Fee	Y	£50		N	£250	£50		£100	0%	Licences surrendered
134	Club Gaming Machine	Permit Renewal Fee	Y	£200		N	£0	£200		£0	0%	
135	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Application Fee	Y	£100		N	£0	£100		£0	0%	
136	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Annual Fee	Y	£50		N	£0	£50		£0	0%	
137	Gaming Machine Permit	Annual Fee	Y	£100		N	£0	£100		£0	0%	
138	Provision of Gambling	Copy Licence	Y	£0		N	£0	£0		£0	0%	
139	Provision of Gambling	Notification of Change	Y	£0		N	£0	£0		£0	0%	

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

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
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19	Animal Licensing	Boarding Establishments (new application 1 or 2 stars))	N	£402	NOTE: £238 Non refundable to be submitted with application, a further £164 is due if application is approved to cover regulation.	N	£4,328	£402		£2,010	0%	Due to star rating, licences no longer due annually
20	Animal Licensing	Boarding Establishments (new application 3 or 4 stars)	N	£484	NOTE: £238 Non refundable to be submitted with application, a further £246 is due if application is approved to cover regulation.	N		£484			0%	
21	Animal Licensing	Boarding Establishments (new application 5 stars)	N	£558	NOTE: £238 Non refundable to be submitted with application, a further £320 is due if application is approved to cover regulation.	N		£558			0%	
22	Animal Licensing	Boarding Establishments (renewal 1 or 2 stars)	N	£336	NOTE: £172 Non refundable to be submitted with application, a further £164 is due if application is approved to cover regulation.	N		£336			0%	
23	Animal Licensing	Boarding Establishments (renewal 3 or 4 stars)	N	£418	NOTE: £172 Non refundable to be submitted with application, a further £246 is due if application is approved to cover regulation.	N		£418			0%	
24	Animal Licensing	Boarding Establishments (renewal 5 stars)	N	£492	NOTE: £172 Non refundable to be submitted with application, a further £320 is due if application is approved to cover regulation.	N		£492			0%	
25	Animal Licensing	Home Boarding (new application 1 or 2 stars)	N	£339	NOTE: £233 Non refundable to be submitted with application, a further £106 is due if application is approved to cover regulation.	N	£0	£339		£726	0%	Due to star rating, licences no longer due annually
26	Animal Licensing	Home Boarding (new application 3 or 4 stars)	N	£425	NOTE: £233 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.	N		£425			0%	
27	Animal Licensing	Home Boarding (new application 5 stars)	N	£473	NOTE: £233 Non refundable to be submitted with application, a further £240 is due if application is approved to cover regulation.	N		£473			0%	
28	Animal Licensing	Home Boarding (renewal 1 or 2 stars)	N	£278	NOTE: £171 Non refundable to be submitted with application, a further £107 is due if application is approved to cover regulation.	N		£278			0%	
29	Animal Licensing	Home Boarding (renewal 3 or 4 stars)	N	£363	NOTE: £171 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.	N		£363			0%	
30	Animal Licensing	Home Boarding (renewal 5 stars)	N	£411	NOTE: £171 Non refundable to be submitted with application, a further £240 is due if application is approved to cover regulation.	N		£411			0%	

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

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

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

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

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
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77	Scrap Metal Dealer	Site Licence Grant	N	£490		N	£0	£490		£0	0%	
78	Scrap Metal Dealer	Site Licence Variation (Change of name and address)	N	£16		N	£0	£16		£0	0%	
79	Scrap Metal Dealer	Site Licence Variation (Change of Manager)	N	£95		N	£0	£95		£0	0%	
80	Scrap Metal Dealer	Site Licence Replacement licence	N	£15		N	£0	£15		£0	0%	
81	Scrap Metal Dealer	Additional Site Grant	N			N	£0	£150	Fee due per additional site.			New fee - additional fee to cover extra site inspection
82	Scrap Metal Dealer	Site Licence Renewal	N	£475	Every 3 years.	N	£950	£475		£950	0%	
83	Scrap Metal Dealer	Additional Site Renewal	N			N	£0	£150	Fee due per additional site.			New fee - additional fee to cover extra site inspection
84	Scrap Metal Dealer	Collectors Licence Grant	N	£280		N	£0	£280	NOTE: An additional £17 is due for each vehicle operating as scrap collector	£0	0%	Additional fee for the plate
85	Scrap Metal Dealer	Collectors Licence Variation (Change of name/address)	N	£16		N	£0	£16		£0	0%	
86	Scrap Metal Dealer	Collectors Licence Variation (Change of Vehicle)	N	£28		N	£0	£28		£0	0%	
87	Scrap Metal Dealer	Collectors Licence Replacement licence	N	£15		N	£0	£15		£0	0%	
88	Scrap Metal Dealer	Collectors Licence Renewal	N	£272		N	£0	£272	Every 3 years. NOTE: An additional £17 is due for each vehicle operating as a scrap collector	£544	0%	Additional fee for the plate
89	Scrap Metal Dealer	Replacement Plate	N			N	£0	£17				New fee as vehicles now required to wear a plate

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

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
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Regulatory Licensing - L. May - Cllr Bates												
11	Hackney Carriage & Private Hire	<p>Joint Hackney Carriage Private Hire Driver: 3 year (Renewal)</p> <p>The first year (£110) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.</p>	N	£279	The first year (£110) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.	N		£285			2%	

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

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

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

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

A Guide to the Fees for Planning Applications in England

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

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

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

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

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

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

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

Continued on next page...

Full Applications

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

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

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

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

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

Continued on next page...

Full Applications

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

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

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

Erection/alterations/replacement of plant and machinery

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

Applications other than Building Works

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

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

Operations connected with exploratory drilling for oil or natural gas

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

Continued on next page...

Full Applications

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

Applications other than Building Works continued...

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

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

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

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

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

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

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

Other Changes of Use of a building or land

		£462
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Lawful Development Certificate

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

Continued on next page...

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

Continued on next page...

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

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Reserved Matters

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

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

Advertising

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

Non-material Amendment Following a Grant of Planning Permission

Householder developments	£34
Any other development	£234

Permission in Principle

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

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

Exemptions from payment

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

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

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

Listed Building Consent

Planning permission for relevant demolition in a Conservation Area

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

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

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

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

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

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

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

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

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

Reductions to payments

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

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

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

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

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

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

Fees for cross boundary applications

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

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

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

ENDS

Pre-application Advice

Why seek advice?

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

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

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

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

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

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

Our charges

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

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

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

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

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

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

Listed building advice

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

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

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

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

Listed building consent is free of charge.

What the costs cover

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

How long for a response

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

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

How to apply

Please email preappadvice@dover.gov.uk

Telephone: 01304 872486

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