

# Statutory Fees and Charges

2019/20

East Suffolk Council

Shadow Authority on behalf of



**EASTSUFFOLK**  
COUNCIL



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## FEEES AND CHARGES NOTE

Generally any increase in fees and charges will take effect from 1st April 2019 and apply through to 31<sup>st</sup> Match 2020.

Details of variations from this date, for example, where a fee or charge is governed by statute, are included in the schedule.

### **VAT Code Key**

The current standard rate of Value Added Tax (VAT) is 20%.

This schedule for fees and charges show the rate of VAT applicable which is denoted by one of the following abbreviations:

S	Standard Rated
NB	Non Business
EX	Exempt
OS	Outside Scope
ZE	Zero Rated

### **Photocopying**

Photocopying charges for East Suffolk Council will include an initial charge of £10.00 with an additional charge of 50p per A4 sheet.

## 1.1 Suffolk Coastal Port Health – Inspection charges

Port Health inspection charges are calculated annually on a cost recovery basis. This means that the charges represent the cost of staff salaries plus on costs; that is the cost of providing the office space and other equipment. Where legislation requires that sampling and analysis is carried out, charges will include the cost of any materials such as sterile scoops that are needed.

Where the cost of sampling and analysis is known this has been shown below, however, for many products the cost of the sample varies depending on size and the nature of the analysis. Samples that appear unsatisfactory will be subject to confirmatory testing to establish exact levels which will increase the cost.

The charges are:

Product of Animal Origin | High Risk Products – CED charges |  
 Radiation Controls Food and Feed from Japan | Gaur Gum from India |  
 Plastic Kitchenware from China and Hong Kong | Catch Certificate under the IUU fishing controls |  
 GM Controls Rice and Rice Products China | Organic Certificate certification |  
 Ship Inspection Charges for Ship Sanitation Certificates | Water Sampling on vessels | Other Charges

The above categories set out above for current charges can be found on the Suffolk Coastal Port Health website - <http://www.porthhealth.eu/fees.htm>.

Port Health have an accounts system where agents and importers are able to deposit money with us for use as documents are submitted. Payment can be made to us by BACs, cheque, over the phone or online. The quickest method is to pay by BACs.

## 1.2 Lowestoft Port Health – Charges for inspections of ships (sanitation inspection certificates)

Ship Inspection Charges	2019/20	VAT Status
- A fixed fee will be charged for Ship Sanitation Inspections at the current rates agreed by the Association of Port Health Authorities.		
- Ships up to 1,000 gross tonnage	£85.00	NB
- Ships from 1,001 to 3,000 gross tonnage	£120.00	NB
- Ships from 3,001 to 10,000 gross tonnage	£180.00	NB
- Ships from 10,001 to 20,000 gross tonnage	£235.00	NB
- Ships from 20,001 to 30,000 gross tonnage	£305.00	NB
- Ships over 30,000 gross tonnage	£360.00	NB
- With the exception of:		
* Vessels with the capacity to carry between 50 and 1,000 persons	£360.00	NB
* Vessels with the capacity to carry more than 1,000 persons	£615.00	NB
- Extensions	£55.00	NB

## 1.3 Local authority pollution prevention and control (LAPPC)

Environmental Permitting (England & Wales) Regulations 2010 (NAT F)	2019/20	VAT Status
- Initial application for authorisation	£1,579.00	OS
- Additional fee for operating without a permit	£1,137.00	OS
- Reduced fee activities (except Vehicle refinishers)	£148.00	OS
- PVR I & II combined	£246.00	OS
- Vehicle refinishers (VRs)	£346.00	OS
- Reduced fee activities : additional fee for operating without a permit	£68.00	OS
- Where the process comprises mobile crushing and/or screening plant		
- First and second application	£1,579.00	OS
- Third to seventh application	£943.00	OS
- Eighth and subsequent applications	£477.00	OS

Where an application for any of the above is for a combined Part B and Waste Application, add an extra £297.00 to the above amounts.

LAPPC Mobile Plant Charges	2019/20			VAT Status
	Low	Medium	High	
Number of authorisations Sought				
1	£618.00	£989.00	£1,484.00	OS
2	£618.00	£989.00	£1,484.00	OS
3	£368.00	£590.00	£884.00	OS
4	£368.00	£590.00	£884.00	OS
5	£368.00	£590.00	£884.00	OS
6	£368.00	£590.00	£884.00	OS
7	£368.00	£590.00	£884.00	OS
8 and over	£189.00	£302.00	£453.00	OS

Subsistence charges can be paid in four equal instalments paid on 1st April, 1st July, 1st October and 1st January. Where fee is paid quarterly there is an additional fee of £36.00. Reduced fee activities are; Service stations, Vehicle refinishers, Dry cleaners and Small waste oil burners under 0.4MW. Newspaper advertisements may be required under EPR at the discretion of the Local Authority as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recover costs.

## 1.3 Local authority pollution prevention and control (LAPPC) (continued)

Annual Subsistence	2019/20			VAT Status
	Low	Medium	High	
- Standard process (The additional amounts in brackets must be charged where a permit is for a combined Part B and Waste installation)	£739.00 + (£99.00)	£1,111.00 + (£149.00)	£1,672.00 + (£198.00)	OS
- Reduced fee activities	£76.00	£151.00	£227.00	OS
- PVR I & II combined	£108.00	£216.00	£326.00	OS
- Vehicle refinishers	£218.00	£349.00	£524.00	OS
- Where the process comprises mobile crushing and/or screening plant				
- First and second application	£618.00	£989.00	£1,484.00	OS
- Third to seventh application	£368.00	£590.00	£884.00	OS
- Eighth and subsequent applications	£189.00	£302.00	£453.00	OS
- Late payment fee	£50.00	£50.00	£50.00	OS

## ENVIRONMENTAL SERVICES AND PORT HEALTH

Where a Part B installation is subject to reporting under the E-PRTR Regulation there is an additional fee of £99.00 to the above amounts.

	2019/20	VAT Status
<b>Transfer and Surrender</b>		
- Standard process transfer	£162.00	OS
- Standard process partial transfer	£476.00	OS
- New operator at Low risk reduced fee activity	£75.00	OS
- Reduced fee activities : partial transfer	£45.00	OS
<b>Temporary transfer for mobiles</b>		
- First transfer	£51.00	OS
- Repeat following enforcement or warning	£51.00	OS
<b>Substantial change</b>		
- Standard process	£1,005.00	OS
- Standard process where the substantial change results in a new PPC activity	£1,579.00	OS
- Reduced fee activities	£98.00	OS
<b>Integrated Pollution Prevention Control</b>		
	2019/20	VAT Status
- Application	£3,218.00	OS
- Additional fee for operating without a licence	£1,137.00	OS
- Annual subsistence fee : Low	£1,384.00	OS
- Annual subsistence fee : Medium	£1,541.00	OS
- Annual subsistence fee : High	£2,233.00	OS
- Late payment fee	£50.00	OS
- Substantial variation	£1,309.00	OS
- Transfer	£225.00	OS
- Partial transfer	£668.00	OS
- Surrender	£668.00	OS

### 1.4 Private water supplies Regulation 2016 sampling

To carry out a risk assessment under Regulation 6 of The Private Water Supplies Regulations 2016 (per assessment)

	2019/20	VAT Status
- Commercial premises	£270.00	OS
- Domestic premises (split between the number of properties on the supply)	£160.00	OS
- Sampling of a private water supply		
- Investigation of a non compliance of a non supply	£50.00	OS
- Analysing a sample of water under Regulation 10*	£50.00	OS
- Analysing a sample of water taken during Group A monitoring*	£50.00	OS
- Analysing a sample of water taken during Group B monitoring*	£50.00	OS
* plus full cost of analysis		

## 2.1 Charges for licences

The Licensing Act 2003 governs a limited range of activities. These are the sale by retail of alcohol, the supply of alcohol in qualifying members clubs, the provision of regulated entertainment and the provision of late night refreshment between 11pm-5am. Any person making an application or giving a notice under the 2003 Act will be required to pay the fees and charges set by government. These fees are intended only to cover the cost of licensing authorities processing the Act.

### (i) Premises Licences / Club Premises Certificates

The fee bands in respect of applications for the below are based on the non-domestic rateable value of the premises.

<b>2019/20</b>			
<b>Non-domestic Rateable Value</b>	<b>Initial Fee</b>	<b>Annual Charge</b>	<b>VAT Status</b>
- Village Halls, Church Halls and premises of a similar nature licensed only for the	Free	Free	OS
- Band A £0 - £4,300	£100.00	£70.00	OS
- Band B £4,301 - £33,000	£190.00	£180.00	OS
- Band C £33,000 - £87,000	£315.00	£295.00	OS
- Band D £87,001 - £125,000	£450.00	£320.00	OS
- Band E £125,001 and over	£635.00	£350.00	OS
		<b>2019/20</b>	<b>VAT Status</b>
<b>(ii) Personal Licences</b>		£37.00	OS
<b>(iii) Temporary Event Notices</b>		£21.00	OS

### (iv) Exceptionally Large Events

Where it is proposed that the number of people at any one time attending such an event, an additional fee may be charged. Where a permanent premises licence is obtained for a site rather than one which is time limited for the event, the annual fee will require an additional charge at a rate of 50% of the additional fee.

<b>2019/20</b>			
<b>Number of attendees</b>	<b>Additional Application Fee</b>	<b>Additional Annual Fee</b>	<b>VAT Status</b>
- 5,000 - 9,999	£1,000.00	£500.00	OS
- 10,000-14,999	£2,000.00	£1,000.00	OS
- 15,000-19,999	£4,000.00	£2,000.00	OS
- 20,000-29,999	£8,000.00	£4,000.00	OS
- 30,000-39,999	£16,000.00	£8,000.00	OS
- 40,000-49,999	£24,000.00	£12,000.00	OS
- 50,000-59,999	£32,000.00	£16,000.00	OS
- 60,000-69,999	£40,000.00	£20,000.00	OS
- 70,000-79,999	£48,000.00	£24,000.00	OS
- 80,000-89,999	£56,000.00	£28,000.00	OS
- 90,000 and over	£64,000.00	£32,000.00	OS

## LEGAL AND DEMOCRATIC SERVICES

### 2.1 Charges for licences (continued)

<b>(v) Other</b>	<b>2019/20</b>	<b>VAT Status</b>
- Supply of copy information contained in register	£5.00	OS
- Various notifications (change of address / copies of licence etc.)	£10.50	OS
- Notice of interest in any premises	£21.00	OS
- Application to vary or specify individual as premises supervisor	£23.00	OS
- Interim authority notice	£23.00	OS
- Application to transfer premises licence	£23.00	OS

<b>Small societies lotteries</b>	<b>2019/20</b>	<b>VAT Status</b>
- Initial registration fee	£40.00	OS
- Renewal (annually)	£20.00	OS

<b>Permits</b>	<b>Licensed Premises Gaming Machine Permit</b>	<b>Club Gaming / Club Machine Permit (each)</b>	<b>Family Entertainment Prize Gaming</b>		<b>VAT Status</b>
			<b>Center Gaming Machine Permit</b>	<b>Prize Gaming Permit</b>	
Grant	£150.00	£200.00	£300.00	£300.00	OS
Grant (club premises certificate holder)	-	£100.00	-	-	OS
Existing operator grant	£100.00	£100.00	£100.00	£100.00	OS
Variation	£100.00	£100.00	-	-	OS
Renewal	-	£200.00	£300.00	£300.00	OS
Renewal (club premises certificate holder)	-	£100.00	-	-	OS
Annual fee	£50.00	£50.00	-	-	OS
Copy of permit	-	£15.00	£15.00	£15.00	OS
Transfer	£25.00	-	-	-	OS
Change of name	£25.00	-	£25.00	£25.00	OS
Notification of 2 machines	£50.00	-	-	-	OS

### 2.2 Scrap metal dealers (Scrap Metal Dealers Act 2013)

<b>(i) Site Licence</b>	<b>2019/20</b>	<b>VAT Status</b>
- Assessment for a New licence	£395.00	OS
- Assessment for Variation of a licence	£161.00	OS
- Assessment for a Renewal	£303.00	OS
<b>(ii) Collectors Licence</b>		
- Assessment for a New licence	£229.00	OS
- Assessment for Variation of a licence	£88.00	OS
- Assessment for a Renewal	£194.00	OS



## 2.3 Sale of electoral roll

	2019/20	VAT Status
- Per 1000 names (data)	£1.50 + (£20.00 per order)	ZE
- Per 1000 names (printed)	£5.00 + (£10.00 per order)	ZE
- Certificates of residence	£10.00	ZE

## 3.1 Ordnance survey extracts

Sale of publications for Building Control and Planning

	2019/20	VAT Status
- Copies of official documents (e.g. Planning and Building Regulations decision notice)	£10.50	S

		2019/20		VAT Status
Latitude Global Maps		Urban Maps	Rural Maps	
A4	1:500	£21.00	£21.00	ZE
A4	1:1250	£36.50	£28.00	ZE
A4	1:2500	£81.00	£36.50	ZE
A3	1:500	£28.00	£28.00	ZE
A3	1:1250	£83.00	£34.00	ZE
A3	1:2500	£135.00	£57.00	ZE
- The above charges are for one set of maps - six copies in a set				
			2019/20	VAT Status
- Bundle of A4 Maps (e.g. a 1:1500 and a 1:1250 together)			45.50	ZE
- Bundle of A4 Urban Maps (e.g. a 1:1500 and a 1:1250)			51.50	ZE

## 3.2 SEAL grant

	2019/20	VAT Status
Solar water heating systems installed under a SEAL grant by a SEAL approved installer	£67.50	S

## 3.3 Provision of supplementary information

	2019/20	VAT Status
- Planning	£67.50	S
- Building Control	£67.50	S

## 3.4 Section 106 monitoring fees

Section 106 Monitoring fees	2019/20	VAT Status
- Major Obligation (e.g. Open Space, Affordable housing and Education)	£330.00	NB
- Minor Obligation (e.g. Small financial obligation due for payment at the same time as a major obligation)	£55.00	NB
- Section 111 upfront payment (generally Open Space contributions)	£165.00	NB

## 3.5 Planning applications

Town and Country Planning (Fees for Applications and Deemed Applications, Requests and Site Visits) (England) Regulations 2012 and Town and Country Planning (Fees for Applications and Deemed Applications, Requests and Site Visits) (England) Regulations 2013. See separate list for charges for Pre Application Planning Advice. [https://ecab.planningportal.co.uk/uploads/english\\_application\\_fees.pdf](https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)

<b>Operations - The erection of dwellings (other than development within cat.6 below)</b>	<b>2019/20</b>	<b>VAT Status</b>
- The site area does not exceed 2.5 hectares (per 0.1 hectare)	£462.00	NB
- The site area exceeds 2.5 hectares (maximum total £150,000.00)	£11,432.00	NB
- Additional charge for each 0.1 hectare in excess	£138.00	NB
- Where the number of dwellings to be created by the development is 50 dwellings or fewer (per dwelling)	£462.00	NB
- Where the number of dwellings to be created by the development exceeds 50 dwellings (maximum total £300,000.00)	£22,859.00	NB
- Additional charge for each dwelling in excess	£138.00	NB
<b>Operations - The erection of dwellings (other than development within cats. 1, 3, 4, 5 or 7)</b>		
- The site area does not exceed 2.5 hectares (per 0.1 hectare)	£462.00	NB
- The site area exceeds 2.5 hectares (maximum total £150,000.00)	£11,432.00	NB
- Additional charge for each 0.1 hectare in excess	£138.00	NB
- Where no floor space is to be created	£234.00	NB
- Where the area of gross floor space does not exceed 40 sqm	£234.00	NB
- Where the area of gross floor space is within 40 - 75 sqm	£462.00	NB
- Where the area of gross floor space is within 75 - 3750 sqm (per 75 sqm)	£462.00	NB
- Where the area of gross floor space exceeds 3750 sqm (maximum total £300,000.00)	£22,859.00	NB
- Additional charge for each 75 sqm in excess	£138.00	NB
<b>Operations - The erection on land and of buildings used for the purposes of agriculture (other than buildings within cat. 4)</b>		
- The site area does not exceed 2.5 hectares (per 0.1 hectare)	£462.00	NB
- The site area exceeds 2.5 hectares (maximum total £150,000.00)	£11,432.00	NB
- Additional charge for each 0.1 hectare in excess	£138.00	NB
- Where the area of the gross floor space does not exceed 465 sqm	£96.00	NB
- Where the area of the gross floor space is within 465 - 540 sqm	£462.00	NB
- Where the area of the gross floor space is within 540 - 4215 sqm (per 75 sqm)	£462.00	NB
- Where the area of the gross floor space exceeds 4215 sqm (maximum total £300,000.00)	£22,859.00	NB
- Additional charge for each 75 sqm in excess	£138.00	NB

3.5 Planning applications (continued)

<b>The erection of glasshouses on land used for the purposes of agriculture</b>	<b>2019/20</b>	<b>VAT Status</b>
- Where the gross floor space does not exceed 465 sqm	£96.00	NB
- Where the gross floor space exceeds 465 sqm	£2,580.00	NB
<b>The erection, alternation or replacement of plant or machinery</b>		
- Where the site area does not exceed 5 hectares (per 0.1 hectare)	£462.00	NB
- Where the site area exceeds 5 hectares (maximum total of £300,000.00)	£22,859.00	NB
- Additional charge for each 0.1 hectare in excess	£138.00	NB
<b>The enlargement, improvement or other alteration of existing dwellings</b>		
- Where the application relates to 1 dwelling	£206.00	NB
- Where the application relates to 2 or more dwellings	£407.00	NB
- The carrying out of operations (including the erection of a building) within the curtilage of an existing dwelling, for purposes ancillary to the enjoyment of the dwelling as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwelling	£206.00	NB
- The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of land	£234.00	NB
<b>Carrying out any operations connected with the exploratory drilling for oil / natural gas</b>		
- Where the site area does not exceed 7.5 hectares (per 0.1 hectare)	£462.00	NB
- Where the site area exceeds 7.5 hectares (maximum total of £300,000.00)	£28,750.00	NB
- Additional charge for each 0.1 hectare in excess	£138.00	NB
<b>Carrying out any operations not coming within any of the above categories</b>		
- Where the site area does not exceed 15 hectares (per 0.1 hectare)	£234.00	NB
- Where the site area exceeds 15 hectares (maximum total of £78,000.00)	£34,934.00	NB
- Additional charge for each 0.1 hectare in excess	£138.00	NB
- In any other case (each 0.1 hectare of the site area - maximum total)	£2,028.00	NB
<b>The change of use of building to use as one or more separate dwellings</b>		
- Where the change of use is from a single to two dwellings (up to 50 changed dwellings)	£462.00	NB
- Where the change of use is for two or more dwellings (in excess of 50 changed dwellings - maximum total of £300,000.00)	£22,859.00	NB
- Additional charge for each dwelling in excess	£138.00	NB
- In other cases (change of use fewer than 50 dwellings - each)	£462.00	NB
- In other cases (change of use is more than 50 dwellings - maximum total of £300,000.00)	£22,859.00	NB
- Additional charge for each dwelling in excess	£138.00	NB

## 3.5 Planning applications (continued)

<b>The use of the land for the disposal of refuse or waste materials or for the deposit of material remaining after minerals have been extracted from land</b>	<b>2019/20</b>	<b>VAT Status</b>
- Where the site area does not exceed 15 hectares (per 0.1 hectare)	£234.00	NB
- Where the site area exceeds 15 hectares (maximum total of £78,000.00)	£34,934.00	NB
- Additional charge for each 0.1 hectare in excess	£138.00	NB
<b>The use of the land for the storage of minerals in the open</b>		
- Where the site area does not exceed 15 hectares (per 0.1 hectare)	£234.00	NB
- Where the site area exceeds 15 hectares (maximum total of £78,000.00)	£34,934.00	NB
- Additional charge for each 0.1 hectare in excess	£138.00	NB
- The making of material change in the use of a building or land (other than the material change of use in the change of use of building to use as one or more separate dwellings and the use of land for the disposal of refuse or waste materials or for the deposit of material remaining after materials have been extracted from land)	£462.00	NB

## 3.6 Advertisement applications

Advertisements displayed on a business premises, the forecourt of business premises or other land within the curtilage

	<b>2019/20</b>	<b>VAT Status</b>
- The nature of the business or other activity carried out on the premises	£132.00	ZE
- The goods sold or the services provided on the premises	£132.00	ZE
- The name and qualifications of the person carrying on such business or activity or supplying such goods or services	£132.00	ZE
- Any other advertisements	£462.00	ZE

## 3.7 Discharge of conditions

	<b>2019/20</b>	<b>VAT Status</b>
- For 'householder' applications	£34.00	NB
- For other applications	£116.00	NB

## 3.8 Extended time limits for implementing existing planning permissions

	<b>2019/20</b>	<b>VAT Status</b>
- For 'householder' applications	£68.00	NB
- Application for major development	£690.00	NB
- For other applications	£234.00	NB

## 3.9 Non material amendments following grant of planning permission

	2019/20	VAT Status
- For 'householder' applications	£34.00	NB
- For other applications	£234.00	NB
- Applications for reserved matters		
- Same applicants earlier RM application under the same outline approval have incurred total fees equalling that of a full application of the entire scheme	£462.00	NB
- Applications for 2 or more alternative proposals		
- The highest individual charge applicable if applied for separately plus 50% of the total of the other applications as they have been applied for separately		
- Applications by club / organisation unestablished for profit who provides sport / recreation facilities		
- Material change of use for playing field for carrying out of operations (other than erecting buildings containing floor space) for proposals ancillary to use of land as a playing field	£462.00	NB

## 3.10 Planning submissions

Approval and variation of condition	2019/20	VAT Status
- Application for removal / variation of a condition following grant of planning permission	234.00	NB
<b>Certificates of lawfulness (the use is in relation to one or more separate dwellings)</b>		
- For 50 or less dwellings (per dwelling)	462.00	NB
- For 50 or more dwellings (maximum total of £300,000.00)	22,859.00	NB
- Additional charge for each dwelling in excess	234.00	NB
- Existing use or operation in breach of a planning condition	234.00	NB
- Certificate of alternative development	234.00	NB
<b>Prior Notification applications</b>		
- Agriculture of Forestry developments	96.00	NB
- Demolition	96.00	NB
- Material change of use under Schedule 2 part 3 of the GDPO 1995	96.00	NB
- Changes of use from shops / financial / professional services / agricultural buildings to dwellings with associated building	206.00	NB
- Telecommunication notifications	462.00	NB
- Submission of a hedgerow removal notice or notification for works to trees in conservation area or tree preservation	Free	NB
- Application for listed building consent	Free	NB
- Relevant Demolition - The demolition of an unlisted building in a conservation area	Free	NB

## 3.11 Prior approvals

Determines as to whether prior approval is required

	<b>2019/20</b>	<b>VAT Status</b>
- Radio masts, equipment housing and public call boxes	95.00	NB
- Agricultural and Forestry developments	95.00	NB
- Demolition of buildings	95.00	NB

## 4.1 Access to personal files

	2019/20	VAT Status
- Data Protection Act 1998 / General Data Protection Regulations	Free	OS
- Housing Regulations 1989	Free	OS