

FEES AND CHARGES NOTE

Note

Generally any increase in fees and charges will take effect from 1 April 2023 and apply through to 31 March 2024. Details of variations from this date are included in the schedule.

The prices quoted in this book are inclusive of Value Added Tax (VAT) when applicable, therefore individuals and companies do not need to add VAT to the price shown. Please refer to the VAT code key below for further details.

VAT Code Key

The current standard rate of 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
EX	Exempt
OS	Outside Scope
ZE	Zero Rated

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ENVIRONMENTAL & PORT HEALTH

1.1 Charges for licences

Animal welfare	2023/24	VAT Status
Pet shops **	£319.00	OS
Dog breeding establishments **	£319.00	OS
Dangerous wild animals **	£475.00	OS
Animal boarding establishments **	£319.00	OS
Home Boarding Franchise (“Arrangers”) If the number of “Hosts” exceeds 6, an additional £72.00 fee will be charged per 6 “Hosts” (i.e., £72.00 for 7 to 12 hosts, £144.00 for 13 to 18 hosts etc.)		OS
Riding establishments Application Fee	£168.00	OS
Grant fee 1 year Licence	£145.00	OS
Grant fee 2 year Licence	£254.00	OS
Grant fee 3 year Licence	£351.00	OS
Additional fee for each additional activity *	£71.00	OS
Re-rating request *	£163.00	OS
Appeal inspection fee *	£163.00	OS
Variation Application Fee-		
1 star	£146.00	OS
2 star	£74.00	OS
3 star	£50.00	OS
4 star	£37.00	OS
5 star	£30.00	OS
Paperwork only variation (all ratings)*	£30.00	OS

All the above fees marked with an asterisk () plus vet fees at cost, if required*

*All the above fees marked with a double asterisk (**) an application fee of £160.00 must be paid when the application is submitted. The balance is payable when the licence is ready to be issued.*

ENVIRONMENTAL & PORT HEALTH

1.1 Charges for licences (continued)

Advice regarding various licences	2023/24	VAT Status
Hourly rate	£76.00	S

Zoo licensing	2023/24	VAT Status
Notice of intention to apply for a zoo licence	£140.00	OS
Application for the grant of a new zoo licence for four years	£489.00	OS
Special inspection of licenced zoo	£174.00	OS
Periodic inspections (renewal & every three years)	£714.00	OS

Vet inspection fees are in addition to all animal welfare licences

1.2 Charges for registration

Skin piercing	2023/24	VAT Status
Tattooing, micropigmentation/semi-permanent makeup, cosmetic-piercing (including ear-piercing), electrolysis, and acupuncture (Premises)	£290.00	OS
Tattooing, micropigmentation/semi-permanent makeup, cosmetic-piercing (including ear-piercing), electrolysis, and acupuncture (Persons)	£170.00	OS
Add a skin piercing activity to an existing registration.	£90.00	OS
Replacement or duplicate registration certificate (electronic and/or paper).	£30.00	S
Change of a person's name (electronic and/or paper).	£30.00	OS

ENVIRONMENTAL & PORT HEALTH

1.3 Food premises register

	2023/24	VAT Status
Copy of food premises register	£157.00	OS
Copy of food premises register - single entry	£21.00	OS

1.4 Certificates & health charges

	2023/24	VAT Status
Issuing of export health certificate - Local Authority	£130.00	OS
Issuing of export health certificate - APHA	£250.00	OS
Issuing of export certificate of conformity	£100.00	OS

1.5 Health education courses

	2023/24	VAT Status
Level 2 Award in Food Safety and Catering	£82.00	EX
Level 2 Award in Food Safety and Catering (refresher)	£48.00	EX
Level 2 Award in Health and Safety at Work	£82.00	EX
Examination re-sit fee for a Level 2 course	£48.00	EX

ENVIRONMENTAL & PORT HEALTH

1.6 Voluntary surrender certificates

	2023/24	VAT Status
Issue of voluntary surrender certificates	£195.00	OS
Disposal of food	<i>Actual Cost (net of VAT)</i>	OS

1.7 Food hygiene ratings

	2023/24	VAT Status
Revisit	£200.00	OS

1.8 Safer Food, Better Business (SFBB)

	2023/24	VAT Status
SFBB for caterers	£22.00	ZE
SFBB for caterers with residential care homes supplement	£22.00	ZE
SFBB for retailers	£22.00	ZE
SFBB Indian, Pakistani, Bangladeshi and Sri Lankan cuisines	£22.00	ZE
SFBB Chinese cuisine - English language version	£22.00	ZE
SFBB Chinese cuisine - Cantonese language version	£22.00	ZE
SFBB childminders	£13.50	S
12 month diary pack	£7.00	S

ENVIRONMENTAL & PORT HEALTH

1.9 Dog control

	2023/24	VAT Status
Costs of reclaiming a stray dog	£134.00	OS
Surcharge for dogs with no/unregistered/out-of-date/otherwise invalid microchip	£45.00	OS
Plus administration costs	£40.00	OS
Plus daily kennelling fees	£17.00	OS
<i>Plus vet fees at actual cost</i>		

1.10 Provision of supplementary environmental information

	2023/24	VAT Status
Simple requests (taking up to 2 hours to process):		
This is at the Council's discretion, having regard to relevant factors (in accordance with ICO guidance) this fee may be waived for	£116.00	OS
Complex requests (i.e. taking more than 2 hours to process):		
Flat Rate	£116.00	OS
Plus charge per hour	£76.00	OS

ENVIRONMENTAL & PORT HEALTH

1.11 Fixed penalty notices (FPNs)

<u>Offence</u>	<u>Standard Penalty (14 days)</u>	<u>Amount if paid within 10 days</u>	<u>2023/24 Maximum fine for non payment</u>	<u>VAT Status</u>
Nuisance parking	£100.00	£60.00	n/a	OS
Vehicle abandonment	£200.00	£120.00	n/a	OS
Litter	£80.00	£60.00	£2,500.00	OS
Street litter & litter control notices	£80.00	£60.00	£2,500.00	OS
Leaflet distribution	£80.00	£60.00	£2,500.00	OS
Graffiti and Fly posting	£80.00	£60.00	unlimited	OS
Failure to produce waster transfer note	£300.00	£180.00	unlimited	OS
Failure to provide waste carrier licence	£300.00	£180.00	unlimited	OS
Offences regarding waste receptacles	£80.00	£60.00	£1,000.00	OS
Breach of Public Space Protection Order (PSPO)	£80.00	£60.00	n/a	OS
Breach of Community Protection Notice (CPN)	£80.00	£60.00	n/a	OS
Noise from dwellings	£80.00	£60.00	£1,000.00	OS
Noise from licensed premises	£500.00	n/a	£1,000.00	OS
Householder waste duty of care	£200.00	£120.00	n/a	OS
Smoke Free - Failure to provide signage to prohibit smoking in a prohibited place	£200.00	£150.00	n/a	OS
Smoke Free - Smoking in a prohibited place	£50.00	£30.00	n/a	OS

ENVIRONMENTAL & PORT HEALTH

1.12 Public Health funeral administration

	2023/24	VAT Status
Administration fee	£350.00	OS
Funeral expenses incurred	<i>Actual cost</i>	OS

1.13 Private Water Supplies Regulations 2016 Sampling

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

	2023/24	VAT Status
Risk Assessment		
Risk Assessments and investigations undertaken by ESC officers will be charged on a 100% cost-recovery basis	<i>Hourly rate (as below)</i>	OS
Risk Assessment and investigations carried out by a contractor	<i>Actual cost</i>	OS
Officer time supporting contractor activities (administration of sampling, data management and correspondence)	<i>Hourly rate (as below)</i>	OS
Sampling		
Sampling costs will be charged on a 100% cost recovery basis	<i>Hourly rate (as below)</i>	OS
Sampling costs will also include elements to recover the actual third party costs of transporting samples to the laboratory	<i>Actual cost</i>	OS
Sampling costs will include an element to recover the administrative costs, data management, correspondence etc.	<i>Hourly rate (as below)</i>	OS
Revisit to verify failed result (applies only to the first revisit for re-sampling to verify failed parameters)	No charge	OS
Analysis of all samples will be charged at the cost charged to ESC by the laboratory (including re-samples to verify failed parameters)	<i>Actual cost</i>	OS
Hourly Rate		
Officer time hourly rate (includes on-costs and overheads)	£76.00	OS
Missed appointments		
Missed appointments for sampling or risk assessments will attract fees at the standard rate unless cancelled at least 48 hours beforehand		

ENVIRONMENTAL & PORT HEALTH

1.14 Lowestoft Port Health - Charges for Inspections of ships (Ship Sanitation Inspection Certificates)

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.

Ship Sanitation Inspection Charges	2023/24	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	£125.00	OS
- Ships from 1,001 to 3,000 gross tonnage	£170.00	OS
- Ships from 3,001 to 10,000 gross tonnage	£250.00	OS
- Ships from 10,001 to 20,000 gross tonnage	£325.00	OS
- Ships from 20,001 to 30,000 gross tonnage	£415.00	OS
- Ships over 30,000 gross tonnage	£480.00	OS
With the exception of:		
Vessels with the capacity to carry between 50 and 1,000 persons	£480.00	OS
Vessels with the capacity to carry more than 1,000 persons	£820.00	OS
Extensions	£95.00	OS

For all fees listed above - Extra charges, based on actual costs, may be added for expenses incurred. These include launch hire, out-of-hours duty, travel and extended or re-inspections of ships due to 'Control Measures' etc.

The above fees are proposed by Association of Port Health authorities to take effect from 1 April 2023. The fees are reviewed annually.

1.15 Port Health - Suffolk Coastal Port Health Authority

Suffolk Coastal Port Health Authority charges for 2023/24 are to be included from March 2023.

LEGAL & DEMOCRATIC SERVICES

2.1 Charges for licences

Sex Establishments	2023/24	VAT Status
Sex Establishments - Initial Grant	£2,289.00	OS
Sex Establishments - Annual Fee	£1,945.00	OS
Street Trading		
Consents and Licences	£425.00	OS
Daily Fee	£28.00	OS
Pavement Licences (for local businesses)	No charge	OS

Single Event Street Trading Licence for events supported by Town/Parish Councils' are free of charge. This is at the Councils' discretion.

Boat and Boatman Licences	2023/24	VAT Status
Pleasure Boat Licence (up to 12 passengers)	£140.00	OS
Rowing Boat (4 passengers)	£69.00	OS

LEGAL & DEMOCRATIC SERVICES

2.2 Hackney carriages / Private hire vehicles

	2023/24	VAT Status
Horse drawn vehicle or private hire vehicle	£50.00	OS
Disclosure & Barring Checks / Set by Disclosure & Barring Service	£40.00	OS
Vehicle ID plate initial charge (with bracket)	£28.00	OS
Vehicle ID plate renewal charges	£16.00	OS
Temporary vehicle	£50.00	OS
Vehicle transfer to new owner	£50.00	OS
Motorised Hackney Carriage	£340.00	OS
Discount for vehicles with mobility seat provision for people with disability	£170.00	OS
Discount for Electric/hybrid Vehicles	£255.00	OS
Private hire vehicles	£296.00	OS
Discount for vehicles with mobility seat provision for people with disability	£148.00	OS
Discount for Electric/hybrid Vehicles	£222.00	OS
Rickshaws	£50.00	OS
Driver's Licences		
Initial application test	£50.00	OS
First application	£173.00	OS
Three year licence	£226.00	OS
Private Hire Operations Licences		
Knowledge Test	£58.00	OS
Five year licence owner/driver	£267.00	OS
Five year licence 2 - 5 cars	£450.00	OS
Five year licence over 5 cars	£888.00	OS

LEGAL & DEMOCRATIC SERVICES

2.2 Hackney carriages / Private hire vehicles (continued)

Additional Hackney / Private Hire Vehicle fees are set by East Suffolk Services Ltd from July 2023.

The Charges	
Mechanical Inspection	Single Axle Trailer - Inspection
Retest	Failure to Keep Vehicle Inspection Appointment
Unfit Vehicle Notice	Taxi / Private Hire Vehicle Plate Replacement
Double Axle Trailer - Inspection	

2.3 Premises licences (Gambling Act 2005)

	2023/24				
	Premises Licence Fee (New App.)	Premises Licence Fee (Annual Fee)	Misc. Fees (App. to Vary)	Misc. Fees (App. to Transfer)	VAT Status
Bingo Club	£1,717.00	£813.00	£1,145.00	£1,088.00	OS
Betting Premise (excluding tracks)	£1,717.00	£600.00	£1,145.00	£1,088.00	OS
Tracks	£1,717.00	£687.00	£1,145.00	£950.00	OS
Family Entertainment Centre	£1,717.00	£687.00	£1,000.00	£950.00	OS
Adult Gaming Centre	£1,717.00	£687.00	£1,000.00	£1,088.00	OS

OPERATIONS

3.1 Parking services (Off-street parking places)

Off-street parking places	Tariff			Season Tickets
VAT Status	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
ALDEBURGH				
Fort Green	£1.50	£3.00	£4.00	£65.00
King Street*	£1.50	£3.00	£4.00	-
Oakley Square*	£1.50	£3.00	£4.00	-
Slaughden	£1.50	£3.00	£4.00	£65.00
Slaughden Sea Wall	No Charge			-
Thorpeness Beach*	£1.00	£2.00	£4.00	£65.00
Thorpe Road	£1.50	£3.00	£4.00	£65.00
BECCLES				
Blyburgate*	£1.00	£2.00	£4.00	£65.00
Hungate*	£1.00	£2.00	-	-
Newgate*	£1.00	£2.00	£4.00	£65.00
BUNGAY				
Boyscott Lane	No Charge			-
Nethergate	£1.00	£2.00	£4.00	£65.00
Priory Lane*	£1.00	£2.00	£4.00	£65.00
Scales Street	£1.00	£2.00	£4.00	£65.00
Wharton Street*	£1.00	£2.00	£4.00	£65.00

OPERATIONS

3.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets
	S	S	S	S
VAT Status	2 hours	4 hours	4+ hours	1 month
FELIXSTOWE				
Arwela Road	£1.50	£3.00	£4.00	£65.00
Beach Station	£1.50	£3.00	£4.00	£65.00
Brackenbury Fort*	£1.50	£3.00	£4.00	£65.00
Clifflands*	£1.50	£3.00	£4.00	£65.00
Convalescent Hill*	£1.50	£3.00	£4.00	£65.00
Crescent Road*	£1.50	£3.00	-	-
Felixstowe Pier*	£1.50	£3.00	£4.00	-
Garrison Lane	£1.50	£3.00	£4.00	£65.00
Golf Road	£1.50	£3.00	£4.00	£65.00
Highfield Road*	£1.50	£3.00	£4.00	£65.00
Landguard *	£1.50	£3.00	£4.00	£65.00
Manor Terrace*	£1.50	£3.00	£4.00	£65.00
Martello Park North	£1.50	£3.00	£4.00	£65.00
Martello Park South	£1.50	£3.00	£4.00	£65.00
Nacton Shore	No charge			-
Ranelagh Road	£1.50	£3.00	£4.00	£65.00

OPERATIONS

3.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets
VAT Status	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
FELIXSTOWE				
Searson's Farm	No Charge			-
Spa Pavilion	£1.50	£3.00	£4.00	-
The Grove	No Charge			-
The Promenade	£1.50	£3.00	£4.00	£65.00
Undercliff	£1.50	£3.00	£4.00	-
FRAMLINGHAM				
Fore Street*	£1.00	£2.00	£4.00	£65.00
Market Hill*	£1.00	-	-	-
The Elms*	£1.00	£2.00	£4.00	£65.00
HALESWORTH				
Angel Lane North*	£1.00	£2.00	£4.00	£65.00
Angel Lane South*	£1.00	£2.00	£4.00	£65.00
Bridge Street*	£1.00	£2.00	£4.00	£65.00
Station Road*	£1.00	£2.00	£4.00	£65.00
Thoroughfare*	£1.00	£2.00	-	-

OPERATIONS

3.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets
VAT Status	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
KIRKLEY				
All Saints	No Charge			-
Clifton Road*	£1.00	£2.00	£4.00	£65.00
Pakefield Cliff	No charge			-
Pakefield Road*	£1.00	£2.00	£4.00	£65.00
Pakefield Street*	£1.00	£2.00	£4.00	£65.00
LEISTON				
High Street*	£1.00	£2.00	£4.00	£65.00
Main Street	No Charge			-
Sizewell Beach*	£1.00	£2.00	£4.00	£65.00
Sizewell Road*	£1.00	£2.00	£4.00	£65.00
Valley Road	No charge			-
LOWESTOFT				
Adrian Road	£1.50	£3.00	£4.00	£65.00
Alexandra Road	£1.50	£3.00	£4.00	£65.00
Battery Green*	£1.50	£3.00	-	-
Belvedere Road	£1.50	£3.00	£4.00	£65.00

OPERATIONS

3.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets
	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
LOWESTOFT				
Britten Centre*	£1.50	£3.00	£4.00	-
Christ Church	No Charge			-
Clapham Road*	£1.50	£3.00	-	-
Claremont Pier	£1.50	£3.00	£4.00	-
Kirkley Cliff*	£1.50	£3.00	£4.00	£65.00
Regent Road	£1.50	£3.00	£4.00	£65.00
Royal Green*	£1.50	£3.00	£4.00	£65.00
St Peters Street*	£1.50	£3.00	£4.00	-
Tennyson Road*	£1.50	£3.00	£4.00	£65.00
Waveney Sports Centre	No charge			-
Whapload Road	£1.50	£3.00	£4.00	£65.00
MELTON				
Melton Riverside	No Charge			-
Melton Street	No Charge			-
OULTON BROAD				
Nicholas Everitts Park*	£1.00	£2.00	£4.00	£65.00
The Boulevard	£1.00	£2.00	£4.00	£65.00

OPERATIONS

3.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets
VAT Status	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
SAXMUNDHAM				
Market Place*	£1.00	£2.00	£4.00	£65.00
SOUTHWOLD				
Ferry Road (North)	No Charge			-
Ferry Road*	£1.50	£3.00	£4.00	£65.00
Harbour Quay East*	£1.50	£3.00	£4.00	£65.00
Harbour West	No Charge			-
Southwold Pier*	£1.50	£3.00	£4.00	£65.00
WICKHAM MARKET				
Chapel Lane*	£1.00	-	-	-
The Hill*	£1.00	£2.00	-	-
The Percy Mason*	£1.00	£2.00	£4.00	£65.00
WOODBIDGE				
Bawdsey Quay Picnic Site	No Charge			-
Deben	£1.00	£2.00	£4.00	£65.00
Hamblin Road*	£1.00	£2.00	-	-

OPERATIONS

3.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets
VAT Status	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
WOODBIDGE				
Iken Picnic Site	No Charge			-
Lime Kiln Quay	£1.00	£2.00	£4.00	£65.00
Oak Lane*	£1.00	£2.00	-	-
Sutton Heath	No Charge			-
The Station*	£1.00	£2.00	£4.00	£65.00
Theatre Street	£1.00	£2.00	£4.00	£65.00
Upper Hollesley Common	No Charge			-
WRENTHAM				
Wrentham	No Charge			-

All above locations marked with an asterisk (*) have 30 minutes convenience concession free of charge.

All above locations with a £65 monthly ticket option also have an annual ticket option priced at £650.

Penalty Charge Notices (PCNs)

UK Statutory Instrument 2007 No. 3487 - The Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007, Schedule to Article 2, Table 1, Band 2. Higher level penalty charge = £70 and lower level penalty charge = £50, discounted by 50% if paid within 14 days.

<http://www.legislation.gov.uk/ukSI/2007/3487/schedule/made>

OPERATIONS

3.1 Parking services (continued)

Resident Off Street Parking	2023/24	VAT Status
One year	£30.00	S
Off-street parking place suspensions <i>£55 for one day plus £25 per day thereafter, up to a maximum of ten days for £280</i>	£55.00	S

3.2 Parking services (administration charges)

Administration Charges	2023/24	VAT Status
Residents exemptions		
Exemption 1	£50.00	OS
Exemption 2	£75.00	OS
Exemption 3	£100.00	OS
Exemption 4	£125.00	OS
Exemption 5	£150.00	OS
Resident Permit	£30.00	OS
On-street parking place suspensions <i>£55 for one day plus £25 per day thereafter, up to a maximum of ten days for £280</i>	£55.00	OS
Health and social care permits <i>Annual charge</i>	£8.00	OS
Trade dispensations <i>Per (7-day) week</i>	£10.00	OS

OPERATIONS

3.3 Collection of household waste

Bulky Household Waste	2023/24	VAT Status
For the collection of up to three single items of bulky household waste	£50.00	OS
Each additional item (above three items) of bulky household waste	£17.00	OS
Other/special collections (by quotation)	POA	OS

Garden Waste Collection (fortnightly)	2023/24	VAT Status
Garden Waste Service (per subscription, per annum)	£50.00	OS
Green bin delivery (required for new GW subscription)	£12.00	OS
Supply of new waste bin (single residual or recycling) - if permitted (refurbished - cost £25.00 if available only)	£38.00	OS
Supply of additional household waste bin (single residual or recycling) - if permitted	£38.00	OS
Developer bin delivery charge, if more than 6 bins - residual and recycling	£30.00	OS

OPERATIONS

3.4 Caravan & camping sites

Southwold Harbour Site	2023/24	VAT Status
Static Caravan - Site Fee (March - November)	£2,630.00	S
Static Caravan - Site Fee (December - February)	£229.00	S
New Caravan - Plot Fee	£2,100.00	S
Electric standing charge per annum + charge for actual usage (static sites)	£200.00 + charge for actual usage	S

OPERATIONS

3.4 Caravan & camping sites (continued)

Additional Charges - Static Caravan	2023/24	VAT Status
Harbour side Supplement Front Line	£221.50	S
Blackshore Supplement Front Line	£194.00	S
External Van Cleaning	£85.00	S
External Window & Door Clean	£20.00	S
Under Van Edge Trim & Weed killer Spray	£30.00	S
<i>All below fees are charged on a per night basis</i>		
Tourers/Motorised Vans/Tents (Low Season) Inc 2 Adults	£34.70	S
Tourers/Motorised Vans/Tents (Peak Season) Inc 2 Adults	£40.75	S
Bank holiday weekend standard pitch	£42.00	S
Off peak electric hook up pitch	£39.75	S
Peak electric hook up pitch	£45.75	S
Bank holiday weekend electric hook up pitch	£47.00	S
Electricity per night	£5.00	S
Additional Adult	£4.70	S
Additional Child	£2.35	S
Additional OAP (65+)	£2.35	S
Awnings/Gazebos/Canopies	£8.55	S
Organised Groups (To be negotiated in advance)	By negotiation	S
Single backpacker (no vehicle)*	£16.50	S
Key Sale for Toilet Block	£29.50	S
Battery Charging	£10.00	S
Ice Packs	£1.30	S
Mobile Phone Charging	£1.30	S

* With discretion of caravan site manager at time of arrival

OPERATIONS

3.5 Harbour & annual licences (beach & boat related)

	2023/24	VAT Status
Regular users (per annum)		
Mooring fees per vessel	£766.50	S
Tenders/Canoe/Kayak	£41.50	S
Tenders/Canoe/Kayak Day Rate	£5.25	S
Harbour dues (per annum)		
Up to 20ft (6100mm)	£81.00	S
20ft (6100mm) up to 30ft (9150mm)	£154.70	S
30ft (9150mm) up to 40ft (12200mm)	£200.00	S
40ft (12200mm) up to 50ft (15250mm)	£260.40	S
Each additional ft (305mm) over 50ft (15250mm)	£7.10	S
Other charges (per annum)		
Large Hut Sites	£451.50	EX
Small Hut Sites	£308.70	EX
Stage sites (per annum)		
1E - 10E	£1,249.50	S
All other sites on Southwold Bank	£648.90	S
All other sites on Walberswick Bank	£648.90	S

OPERATIONS

3.5 Harbour & annual licences (beach & boat related) (continued)

W10 Mooring - Visitor Moorings (daily charges)	2023/24	VAT Status
Up to 20ft (6100mm)	£24.20	S
20ft (6100mm) up to 30ft (9150mm)	£28.60	S
30ft (9150mm) up to 40ft (12200mm)	£35.20	S
40ft (12200mm) up to 50ft (15250mm)	£44.00	S
Each additional ft (305mm) over 50ft (15250mm)	£2.30	S
Harbour Dues	£11.60	S
Electric Charge (Normal)	£5.50	S
Electric Charge (Heavy Use)	£20.00	S
Other charges		
Storage ashore per ft (305mm)	£3.15	S
Electric charge (weekly)	£50.00	S
Mooring winter charge per ft (305mm) per month	£4.50	S
Mooring berth on north dock wall (per vessel, per month)	£178.00	S
Licences		
Beach Licences		
- Aldeburgh and Felixstowe	£66.20	OS
- Sizewell	£53.00	OS
Sale of fish from Council land	Variable	OS
Boats on beach	£147.00	S
Boats in compound at The Dip	£147.00	S
Launch only permit	£71.50	OS
Fee for return of confiscated boats	Variable	S

OPERATIONS

3.6 Recreation areas & outdoor sports

Beccles Sports Ground	2023/24	VAT Status
Cricket		
Adult one off match charge		
- Weekdays	£72.70	S
- Weekdays (evenings)	£55.65	S
- Weekends and Bank Holidays	£98.70	S
Adult block booking (minimum 11 matches)		
- Weekdays	£62.50	S*
- Weekdays (evenings)	£47.50	S*
- Weekends and Bank Holidays	£91.90	S*
Junior one off match charge		
- Weekdays	£48.85	S
- Weekdays (evenings)	£39.65	S
- Weekends and Bank Holidays	£71.95	S
Junior block booking (minimum 11 matches)		
- Weekdays	£41.75	S*
- Weekdays (evenings)	£34.90	S*
- Weekends and Bank Holidays	£63.55	S*
All weather surface		
- Weekdays	£52.25	S
- Weekdays (evenings)	£36.00	S
- Weekends and Bank Holidays	£58.55	S
- Weekends and Bank Holidays (evenings)	£43.60	S

OPERATIONS

3.6 Recreation areas & outdoor sports (continued)

Beccles Sports Ground	2023/24	VAT Status
Football/Rugby		
Adult pitch - One off match charge		
- Weekdays	£52.25	S
- Weekends and Bank Holidays	£68.50	S
Adult pitch - Block booking (minimum 11 matches)		
- Weekdays	£43.05	S*
- Weekends and Bank Holidays	£53.80	S*
Junior pitch - One off match charge		
- Weekdays	£33.60	S
- Weekends and Bank Holidays	£41.50	S
Junior - Block booking (minimum 11 matches)		
- Weekdays	£19.95	S*
- Weekends and Bank Holidays	£25.50	S*
Mini Football Pitch (5-a-side)	£16.80	S

OPERATIONS

3.6 Recreation areas & outdoor sports (continued)

Dip Farm - Lowestoft	2023/24	VAT Status
Football		
Adult pitch - One off match charge		
- Weekdays	£52.25	S
- Weekends and Bank Holidays	£68.50	S
Adult pitch - Block booking (minimum 11 matches)		
- Weekdays	£43.05	S*
- Weekends and Bank Holidays	£53.80	S*
Junior pitch - One off match charge		
- Weekdays	£33.60	S
- Weekends and Bank Holidays	£41.50	S
Junior pitch - Block booking (minimum 11 matches)		
- Weekdays	£19.95	S*
- Weekends and Bank Holidays	£25.50	S*
Pavilion Hire	£78.50	S

OPERATIONS

3.6 Recreation areas & outdoor sports (continued)

Eastward Ho and Walton Sports Ground - Felixstowe	2023/24	VAT Status
Football		
Adult pitch - One off match charge		
- Weekdays	£52.25	S
- Weekends and Bank Holidays	£68.50	S
Adult pitch - Block booking (minimum 8 matches)		
- Weekdays	£32.55	S*
- Weekends and Bank Holidays	£48.85	S*
Junior pitch - One off match charge		
- Weekdays	£33.60	S
- Weekends and Bank Holidays	£41.50	S
Junior pitch - Block booking (minimum 8 matches)		
- Weekdays	£23.75	S*
- Weekends and Bank Holidays	£32.75	S*
Changing Room Hires (without pitch)	£35.45	S

OPERATIONS

3.6 Recreation areas & outdoor sports (continued)

Dellwood Avenue - Felixstowe	2023/24	VAT Status
Football		
Junior pitch - One off match charge		
- Weekdays	£33.60	S
- Weekends and Bank Holidays	£41.50	S
Junior pitch - Block booking (minimum 8 matches)		
- Weekdays	£23.75	S*
- Weekends and Bank Holidays	£32.75	S*
Mini soccer pitch x 5 (5-a-side)		
- One off	£25.50	S
- Regular	£16.80	S
Tennis		
Per Court (hourly rate)	£13.65	S
Pavilion Hire	£78.50	S

*Where a block booking meets all HMRC's criteria for block booking exemption, fees will be Exempt. Otherwise they are Standard rated.

OPERATIONS

3.7 Beach huts & chalets

There is a variety of huts/chalets/hut sites for hire/licence/lease in the Council district, primarily at Lowestoft, Felixstowe, Sizewell and Southwold.

A premier site is defined as having no other beach hut in the direct line of sight towards the sea perpendicular to the front elevation of the beach hut. A standard site is one that have a hut immediately in front, obstructing the line of sight towards the sea.

Sizewell Beach Huts

	2023/24	VAT Status
Premier site only	£656.00	S
Setting up of Beach Hut licence	£39.00	S
Administration fee for paying by instalments	£32.50	S

Southwold Beach Huts

The beach huts at Southwold are privately owned and positioned on sites leased from East Suffolk Council. (Please note there are currently no vacant sites available).

Beach hut hire - Some beach hut owners do provide short term lettings of their huts. For further information please contact the

[Southwold Beach Hut Owners Association](#). Subject to conditions.

For hut site tenants who wish to claim a discount for being a local resident, please submit a [Southwold Beach Hut Principal Residence Discount Claim Form](#). The form must be completed in respect of each and every year and returned to our [Asset Management Team](#). Discounts for membership of the Association will be directly verified with the Association.

Lowestoft Beach Huts

	2023/24	VAT Status
Privately owned beach huts at Pakefield (Pakefield Street) are positioned on sites leased from East Suffolk Council.		
Privately owned beach huts at Eastern Edge are positioned on sites leased from East Suffolk Council.		
Privately owned beach huts at Pakefield/Fisheries/Jubilee beach huts are positioned on sites licensed from East Suffolk Council (Currently waiting lists for annual hire beach huts/hut sites are closed to new entries).	£595.00	S
<u>Beach hut hire</u> You can access current fees and booking system via https://www.hirebeachhuts.co.uk/ or calling (01502) 586167. Bookings fees vary to the type of hut and time of year. Bookings may additionally qualify for discount - see website. Promotions may apply from time to time.		

OPERATIONS

3.7 Beach huts & chalets (continued)

Lowestoft Beach Huts (continued)	2023/24	VAT Status		
<u>Claremont and South Beach beach huts (refurbished) - Hire prices</u>				
Weekly general hire price per week (subject to qualifying discount/promotions)	£78.00	S		
Weekly main season hire price per week	£168.00	S		
Winter hire (period November to March)	£240.00	S		
Annual licence (where available)	£768.00	S		
<u>Victoria two-storey building</u>				
Weekly general hire price per week (subject to qualifying discount/promotions)	£66.00	S		
Victoria small - Weekly general hire price per week (subject to qualifying discount/promotions)	£60.00	S		
Weekly main season hire price per week	£144.00	S		
Victoria small - Daily main season hire price per day	£36.00	S		
Winter hire (period November to March)	£240.00	S		
Victoria small - Winter hire (period November to March)	£216.00	S		
Annual licence (where available)	£700.00	S		
<u>Eastern Edge beach huts including accessible huts</u>				
Weekly hire	<u>Hut Style 1</u>	<u>Hut Style 2</u>	<u>Hut Style 3</u>	
April, May & September	£100.00	£120.00	£150.00	S
June & July	£150.00	£170.00	£200.00	S
August	£200.00	£220.00	£250.00	S
October	£80.00	£100.00	£150.00	S
Winter hire period				
November to March	£500.00	£520.00	£550.00	S

Casual hire for 1-day £50, 2-day £65, 3-day £90 and other key weekends, promotions may apply. Contact (01502) 586167. Subject to season - only Eastern Edge. Community and Group Hire of the huts including linkable huts. Subject to purpose. Typically £50 per hut per day. Contact (01502) 586167.

OPERATIONS

3.7 Beach huts & chalets (continued)

Felixstowe hut sites	2023/24	VAT Status
Setting up of Beach Hut licence	£693.00	S
Setting up of Beach Hut licence - transfer within family (must provide evidence)	£138.00	S
Administration fee for paying by instalments	£32.50	S
Premier site	£656.00	S
Premier surcharge (per sqm where the site exceeds 2.13m width x 2.43m depth)	£188.00	S
Standard site	£525.00	S
Standard surcharge (per sqm where the site exceeds 2.13m width x 2.43m depth)	£164.50	S
Felixstowe chalets		
Bath Tap		
- Chalets 1 - 4, 9 - 20, 27 - 36 (26)	£2,287.00	S
- Chalets 5 - 8 (4)	£1,774.00	S
- Chalets 21 - 26 (6)	£1,774.00	S
Cliff House		
- Chalets 1 and 2	£1,244.00	S
- Chalets 3 and 4	£837.00	S
- Chalet 5	£1,774.00	S
- Chalets 18 - 25 (8)	£1,774.00	S
- Chalets 26 - 41 (16)	£2,287.00	S
Administration fee for paying by instalments	£32.50	S
Setting up of chalet licence	£39.00	S

OPERATIONS

3.8 Leisure facilities

Brackenbury Leisure Centre, Deben Leisure Centre, Felixstowe Leisure Centre & Leiston Leisure Centre are managed by Places for People. For more information see below contact details:

Brackenbury Leisure Centre Felixstowe	01394 270278
Deben Leisure Centre Woodbridge	01394 388991
Felixstowe Leisure Centre Felixstowe	01394 694600
Leiston Leisure Centre Leiston	01728 832700

Water Lane Leisure Centre and Waveney Valley Leisure Centres are managed by Everyone Active. For more information see below contact details:

Waveney Valley Leisure Centre Bungay	01986 895014
Waterlane Leisure Centre Lowestoft	01502 532540

OPERATIONS

3.9 Cemeteries

Interment charges are doubled for anyone not registered at the time of death as a resident of East Suffolk. However, if a resident has been required to move out of the area for medical care or to a nursing home within the last two years due to ill-health, a single fee would apply. Proof of previous residency and date of move would be required by the Cemeteries Office with the Notice of Interment. It is the responsibility of the family or Funeral Director to provide this information, failure to do so will result in the payment of double fees.

*Fees detailed below marked "**", are not applicable for grave spaces where Exclusive Right of Burial was purchased between 1st May 1995 and 1st April 2003*

Interments (first and subsequent) for Purchased Graves	2023/24	VAT Status
Stillborn child or aged under 18 years	No Charge	OS
A person over age 18		
- Standard Depth	£820.00	OS
- Double Depth	£967.00	OS
- Treble Depth	£1,120.00	OS
For the interment of ashes in a grave or ashes plot	£254.00	OS
For the interment of two sets of ashes at the same time	£334.00	OS
For the scattering of ashes	£111.50	OS
For the interment of body parts to an existing grave	£203.00	OS

OPERATIONS

3.9 Cemeteries (continued)

Interments (first and subsequent) for Common Graves / Unmarked Graves	2023/24	VAT Status
Stillborn child or aged under 18 years	No Charge	OS
A person over age 18		
- Standard Depth	£601.50	OS
- Double Depth	£701.50	OS
- Treble Depth	£890.50	OS
Cancellation of burial arrangements 48 hours prior to burial	50% of fee	OS
Cancellation of burial arrangements less the 48 hours prior to burial	100% of fee	OS
Exhumation		
- Of a body	£1,203.00	S
- Of cremated remains	£487.00	S
Exclusive Right of Burial (Period of 25 years) - Excludes Common/Unpurchased graves		
For exclusive right of burial in an earthen grave space 9' x 4' (2743mm x 1219mm)	£1,611.00	OS
For exclusive right of burial in an earthen ashes plot 2' x 2' (609mm x 609mm)	£1,497.50	OS
For exclusive right of burial in a children's plot 5' x 2' (1524mm x 609mm)	£495.50	OS
For exclusive right of burial in a children's plot 3' x 2' (914mm x 609mm)	£460.00	OS
Extension of Exclusive Right of Burial for a Period of 10 years		
- In an earthen grave space 9' x 4' (2743mm x 1219mm)	£242.50	OS
- In an earthen ashes plot 2' x 2' (609mm x 609mm)	£162.00	OS
Monuments and Headstones (Memorials permitted on any section, including lawns)		
Headstones, crosses etc. (maximum height of 36"/920mm)*	£249.00	S
Headstones, crosses etc. on children's graves and on ashes plots (maximum height 24"/609mm)*	£141.25	S
Headstones, crosses etc. on gardens of rest ashes plots (maximum height 24"/609mm) Aldeburgh, Leiston & Saxmundham only	£145.50	S
A plaque or desk (maximum height 6"/152mm)*	£145.50	S
A plaque on memorial wall 9" x 6" (229mm x 152mm)	£249.00	S
Flower vase with inscription (maximum height 11 3/4"/300mm)*	£111.00	S
For every additional inscription	£62.75	S

OPERATIONS

3.9 Cemeteries (continued)

Kerb Sets (Traditional Section only) - Excludes headstone fee	2023/24	VAT Status
For single grave space		
- Stillborn child or aged under 18 years (max length 24"/610mm)*	No charge	OS
- A full kerb set (max length 83"/2100mm)*	£276.00	S
- A half kerb set (length between 19" and 42"/480mm and 1050mm)*	£145.50	S
- A small kerb set (maximum length 19"/480mm)*	£111.00	S
For double grave space		
- A full kerb set (max length 83"/2100mm)*	£551.50	S
- A half kerb set (length between 19" and 42"/480mm and 1050mm)*	£336.50	S
- A small kerb set (maximum length 19"/480mm)*	£256.50	S
All areas		
Memorial renovation/replacement/application	£52.00	S
Other charges		
Use of cemetery chapel	£195.00	EX
Appointment with cemetery staff	£52.50	S
Cemetery staff locating and marking grave	£52.50	S
Staff search of burial records (per register)	£52.50	S
Personal search of burial records (per register)	£28.75	S
For a certified copy of entry in register or burials	£28.75	S
Statutory declaration relating to burial records	£121.50	OS
Updating grants of exclusive rights of burial	£40.50	S
Transfer of grant of right of burial	£70.00	OS

OPERATIONS

3.10 Green burials

Green Burial Site	2023/24	VAT Status
Interments (first and subsequent) burial fees		
Stillborn child or aged under 18 years	No Charge	OS
A person over age 18 (single depth)	£584.00	OS
For the interment of ashes in a grave or ashes plot	£249.00	OS
For the interment of two sets of ashes at the same time	£324.50	OS
For the scattering of ashes	£111.50	OS
Provision of plaque on memorial board	£72.50	S

3.11 Sponsorship of Commemorative Benches

All fees are for a 10 year sponsorship period from the date on installation

	2023/24	VAT Status
Plaque* only	£141.75	OS
Plaque* and new bench	£1,455.00	OS
New base, bench and plaque*	£2,014.00	OS
<i>*The plaque remains the property of the sponsor</i>		

OPERATIONS CONTINUED

3.12 Filming & Commercial Photography

Please contact [Screen Suffolk](#) if you wish to undertake any filming or commercial photography within the District.

3.13 Events Area

Set up / break down days i.e. non trading days are charged at 50% of the charge rates list below. Electricity charges are a flat rate of **£10.00 per charging point per day**. Commercial and national charities will incur an administrative charge and a commercial fee whilst local community and charity events will incur an administrative charge only.

Please note that there may be additional costs incurred for particular events, which will be calculated on a case by case basis. These can include (but are not constrained to):

Damage deposit (refundable if no damage occurs)

Licensing fees

Parking - Loss of income and parking bay suspensions

Waste management

Event monitoring - In compliance with policy and location hire agreement

Highways - Road closure and signage costs (payable directly to Suffolk County Council)

Small - Outdoor theatre, fundraising & music events (under 500 attendees, per day)

	Commercial	Charity	Charity	VAT Status
Application fee	£58.00	£58.00	£29.00	EX
Hire charge (per day)				
- Felixstowe Events Area	£344.00	£173.00	No charge	EX
- Parks, promenade, gardens and village greens	£344.00	£173.00	No charge	EX
- Felixstowe Triangle	£115.00	£58.00	No charge	EX
- Promotional stands (per metre)	£11.50	£5.50	No charge	EX

A local charity is described as charity that is registered within Suffolk and/or operates within the East Suffolk district, providing a variety of goods, products or services that are needed to the local population.

OPERATIONS CONTINUED

3.13 Events Area (continued)

Medium - Circus, fun fair, music event, sports event & open air cinema (500 - 2999 attendees, per day)

	Commercial	Charity (national)	Charity (local)	VAT Status
Application fee	£58.00	£58.00	£29.00	EX
Hire charge (per day)				
- Events Area	£687.50	£344.50	No charge	EX
- Parks, promenade, gardens and village greens	£687.50	£344.50	No charge	EX
- Promotional stands (per metre)	£11.50	£5.50	No charge	EX

A local charity is described as charity that is registered within Suffolk and/or operates within the East Suffolk district, providing a variety of goods, products or services that are needed to the local population.

Large - Carnival, art on prom, historic car rally, commercial launches, commercial shows, sports event (over 3000 attendees, per day)

	Commercial	Charity (national)	Charity (local)	VAT Status
Application fee	£115.00	£115.00	£58.00	EX
Hire charge (per day)				
- Events Area	£1,144.50	£687.50	No charge	EX
- Parks, promenade, gardens and village greens	£1,144.50	£687.50	No charge	EX
- Promotional stands (per metre)	£11.50	£5.50	No charge	EX

A local charity is described as charity that is registered within Suffolk and/or operates within the East Suffolk district, providing a variety of goods, products or services that are needed to the local population.

DIGITAL & PROGRAMME MANAGEMENT

4.1 Street Name & Numbering

Existing	2023/24	VAT Status
Property renaming/addition of house name	£43.00	OS
Provision of naming & numbering information to utilities	£400.00	OS
Naming & numbering enquiries from solicitors/utilities not subscribed - new or historic addresses	£85.00	OS
Street Name Change	£330.00	OS
Addressing New Development		
1 plot	£43.00	OS
2-5 plots (including new streets)	£85.00	OS
6-10 plots (including new streets)	£165.00	OS
11-20 plots (including new streets)	£330.00	OS
21-50 plots (including new streets)	£870.00	OS
51-100 plots (including new streets)	£1,320.00	OS
101+ plots (including new streets)	£1,320.00 base charge + £11.00 per plot over 101	OS
Re-numbering of scheme following development re-plan (after notification of approved naming and numbering scheme issued) either individuals or developers	fee applicable as above (per new development costs)	OS
Provision or relocation of street name plates		
Set of street nameplates (2) supplied and installed	£475.00	S
Re-locating street name plate	£165.00	S

PLANNING & COASTAL MANAGEMENT

5.1 Section 106 Agreements (s106)

s106 Agreements	2023/24	VAT Status
Written confirmation of compliance with a Section 106 Agreement (Hourly rate)	£78.00	S
Planning obligation monitoring fee per obligation/trigger	£445.00	OS

Fees above are applicable from 1 January 2023 to 31 December 2023.

5.2 Community Infrastructure Levy (CIL)

Further guidance and information on CIL, together with the relevant CIL Forms can be found on the [Planning Portal](#). For the CIL advice service, an email with details of the service you require should be sent to CIL@eastsoffolk.gov.uk for an estimate of the time involved. CIL advice fees should be paid up front.

CIL and s106 service	2023/24	VAT Status
Written CIL advice or guidance on following the CIL process including written estimations of CIL liability and CIL implications on development at pre-application stage. (Hourly rate)	£78.00	S

Fees above are applicable from 1 January 2023 to 31 December 2023.

[CIL and s106 service website](#)

5.3 Pre application planning advice

Pre application services and applicable fees are detailed in the Planning and Building Control Fees and Charges Document available at the [Pre-application advice service website](#). The website and fee document provides details of the fees and the process for obtaining the service and making payment. We continue to review our Pre-application advice services to deliver best value to the community.

5.4 Public path orders & agreements

Per application	2023/24	VAT Status
Hourly charge	£64.83	OS
Initial application fee	£400.00	OS
Advertising	<i>Actual cost</i>	OS
Mapping (from Suffolk County Council)	<i>Actual cost</i>	OS

5.5 Local land charges

Official Enquiries	2023/24	VAT Status
Full search	£164.50	S & OS
Full search additional parcel	£19.40	S
LLC1	£28.80	OS
LLC1 register part	£8.20	OS
LLC1 additional parcel	£4.48	OS
Full CON29R	£135.70	S
Con 29 additional parcel	£14.92	S
Con 29 additional question	£24.68	S
Con 29 R individual questions (each)	£3.50	S
Con 29 optional enquiry	£22.97	S
Personal search	£23.10	OS
Solicitor fees for retrieval of documents	£22.97	OS
Administration fee	£20.60	OS

5.6 Planning policy & delivery

All Local Plan/supporting documents for East Suffolk Council are available free of charge online - <http://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/>. Hard copies of documents are available on request. We will normally charge 20p per A4 sheet plus postage.

Hard copies of Policies Maps are also available on request and will be charged at the following price as per the size of map plus postage

Per single one-sided sheet	2023/24	VAT Status
A0	£8.00	ZE
A1	£4.00	ZE

Please note: the price of postage will vary depending on the size/weight of the document(s).

Hard copies of any consultation documents produced will remain free of charge to the public who are unable to access them in other ways.

HOUSING

6.1 Houses of multiple occupancy licences

	2023/24	VAT Status
Properties with up to and including five lettable units	£735.00	OS
Extra charge for each unit over five	£25.00	OS
Relicensing fee (after five years) if no structural changes etc. to premises	£150.00	OS
Varying a current licence if no structural changes etc. to premise	No charge	OS

6.2 Enforcement notices on private sector landlords

	2023/24	VAT Status
Serving of Enforcement Notice	£530.00	OS

6.3 Immigration issues

	2023/24	VAT Status
Cost of inspections	£380.00	OS

HOUSING

6.4 Park home fees

New Licence (relevant protected sites only)	2023/24	VAT Status
Processing		
Examine application documentation, associated certificates. Check to ensure that details are correct and correct fee is attached (60 mins)	£59.00	OS
Make assessment of site layout, provision of amenities/utilities, examine fire risk assessment (60 mins)	£59.00	OS
Finance receive payment of fee, process payment and issue receipt (60 mins)	£59.00	OS
Inspection		
1-5 Verification inspection of the site (60 mins)	£59.00	OS
6-24 Verification inspection of the site (90 mins)	£88.50	OS
25-99 Verification inspection of the site (120 mins)	£118.00	OS
100+ Verification inspection of the site (180 mins)	£177.00	OS
Issue of New Licence		
Prepare licence documents and certificates (120 mins)	£118.00	OS
Check and sign certs/licence as necessary, and serve by post (30 mins)	£29.50	OS
Update database register and public register (20 mins)	£19.65	OS
1-5 Combined adjusted total fees for new park home licence applications	£403.15	OS
6-24 Combined adjusted total fees for new park home licence applications	£432.65	OS
25-99 Combined adjusted total fees for new park home licence applications	£462.15	OS
100+ Combined adjusted total fees for new park home licence applications	£521.15	OS
Fit and Proper Persons Register Application		
New application fee	£135.00	OS
Annual Fee (relevant protected sites only)		
1-3 Number of pitches	No charge	OS
4-5 Number of pitches - (185 mins admin time) (140 mins inspection time)	£319.59	OS
6-24 Number of pitches - (200 mins admin time) (210 mins inspection time)	£403.18	OS
25-99 Number of pitches - (270 mins admin time) (390 mins inspection time)	£649.03	OS
100-199 Number of pitches - (375 mins admin time) (800 mins inspection time)	£1,155.47	OS
200+ Number of pitches - (450 mins admin time) (1080 mins inspection time)	£1,504.56	OS

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6.4 Park home fees (continued)

Variations and Amendments	2023/24	VAT Status
License Variation (plus inspection fee if applicable)	£172.05	OS
Examine amended application documents and associated certificates. Check to ensure details are correct and correct fee is attached (60mins)	£59.00	OS
Check site history for any outstanding issues (30 mins)	£29.50	OS
Make decision as to whether amendments are appropriate (30 mins)	£29.50	OS
Prepare new licence documents (20 mins)	£19.65	OS
Check, sign and post new documents (15 mins)	£14.75	OS
Update database and public register (20 mins)	£19.65	OS
Site Inspection Fees		
1-5 Verification inspection of the site (60 mins)	£59.00	OS
6-24 Verification inspection of the site (90 mins)	£88.50	OS
25-99 Verification inspection of the site (120 mins)	£118.00	OS
100+ Verification inspection of the site (180 mins)	£177.00	OS
Licence Transfer fee		
Transfer	£250.70	OS
Check form is correct including correct fee (30 mins)	£29.50	OS
Check site history and any outstanding issues (30 mins)	£29.50	OS
Examine request documentation and make decision (60 mins)	£59.00	OS
Prepare new licence documents (20 mins)	£19.65	OS
Check, sign and post new documents (15 mins)	£14.75	OS
Update database and public register (20 mins)	£19.65	OS
Deposit of site rules - examine rules, checking for banned rules (60 mins)	£59.00	OS
Deposit of site rules - update database and public register (20 mins)	£19.65	OS

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6.5 Landlord smoke detectors

	2023/24	VAT Status
First offence	£640.00	OS
First offence (If paid within 14 day period from date of service)	£490.00	OS
Second offence	£2,500.00	OS
Third and subsequent offences	£5,000.00	OS

6.6 Enforcement action (works in default)

	2023/24	VAT Status
Cost of works undertaken plus officer time costs	100% of costs + £59.00 per hour	OS

6.7 Civil penalties (Housing Act 2004)

	2023/24	VAT Status
Penalty maximum	£30,000.00	OS
<i>Actual penalty applied is calculated in accordance with the relevant policy</i>		

6.8 Minimum energy efficiency standards

	2023/24	VAT Status
Substandard property let unlawfully for less than three months	£2,000.00	OS
Substandard property let unlawfully for three months and over	£4,000.00	OS
Failure to comply with compliance notice	£2,000.00	OS
Registering a false exemption	£1,000.00	OS

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6.9 Assistance service (Renovation Grants / Disabled Facilities Grants)

	2023/24	VAT Status
Assistance with making an application for a Renovation Grant (over £5,000.00). Includes tendering process and supervision of works	15% of eligible assistance package	S
Assistance with privately funded adaptation works. Includes tendering process and supervision of works	15% of eligible assistance package	S
Assistance with completing an application for a Grant (any type).	£150.00	S

6.10 Landlord references

	2023/24	VAT Status
Landlord Reference (Right to Buy Scheme)	No charge	S

6.11 Mutual exchange fees

Application	2023/24	VAT Status
Electric safety check	£96.06	S
Gas safety check - Boiler inspection	No charge	OS

6.12 Traveller site

Per week, per pitch	2023/24	VAT Status
Rent	£86.00	EX
Service charge	£10.10	EX

6.13 Garage rents

***2023/24 garage rents to be effective from 1st April 2023 proposed as part of the HRA budget report in February 2023**