

Discretionary Fees and Charges

2019/20

East Suffolk Council

Shadow Authority on behalf of



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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 31st Match 2020.

Details of variations from this date, for example, where committee are due to discuss fees at a later date, 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 Charges for licences

Animal welfare	2019/20	VAT Status
- Pet Shops	£276.00	NB
- Dog Breeding Establishments	£276.00	NB
- Dangerous Wild Animals	£425.00	NB
- Animal Boarding Establishments	£276.00	NB
- Riding Establishments	£276.00	NB
- Additional fee for each additional activity *	£61.00	NB
- Re-Rating Request*	£141.00	NB
- Appeal Inspection Fee*	£141.00	NB
- Variation Application Fee*		
1 star	£126.00	NB
2 star	£63.00	NB
3 star	£42.00	NB
4 star	£32.00	NB
5 star	£25.00	NB
- Paperwork only variation (all ratings)*	£25.00	NB
<i>All above fees marked with an asterisk (*) plus vet fees at cost, if required</i>		
Zoo licensing	2019/20	VAT Status
- Notice of intention to apply for a zoo licence	£126.00	NB
- Application for the grant of a new zoo licence for 4 years	£440.00	NB
- Special inspection of a licensed Zoo	£155.00	NB
- Periodic inspections (Renewal & 3 Yearly).	£645.00	NB
Vet inspection fees are in addition to all animal welfare licences		

1.2 Charges for registration

Skin piercing	2019/20	VAT Status
- Acupuncture, Tattooing, Ear Piercing, Electrolysis (Premises)	£245.00	NB
- Acupuncture, Tattooing, Ear Piercing, Electrolysis (Persons)	£145.00	NB

1.3 Food premises register

	2019/20	VAT Status
- Copy of Food Premises Register	£135.00	ZE
- Copy of Food Premises Register - Single Entry	£17.25	ZE

1.4 Certificates and health charges

	2019/20	VAT Status
- Issuing of Export Health Certificate - LA	£110.00	NB
- Issuing of Export Health Certificate - APHA	£215.00	NB
- Issuing of Export Certificate of Conformity	£85.00	NB

1.5 Health education courses

	2019/20	VAT Status
10% discount for online bookings and payments.		
- Level 2 Award in Food Safety and Catering	£80.00	EX
- Level 2 Award in Food Safety and Catering (refresher)	£47.00	EX
- Level 2 Award in Health and Safety at Work	£80.00	EX
- Examination re-sit fee for a Level 2 course	£47.00	EX

1.6 Voluntary surrender certificates

	2019/20	VAT Status
- Issue of voluntary surrender certificates	£170.00	NB
- Disposal of food	Actual Cost	

1.7 Food hygiene ratings

	2019/20	VAT Status
- Revisit	£120.00	NB

1.8 Dog control

	2019/20	VAT Status
- Costs of reclaiming a stray dog	£153.00	NB
- Plus administration costs	£25.00	NB
- Plus daily kennelling fees	£13.00	NB
- Plus vets fees	Actual Cost	

1.9 Provision of supplementary environmental information

	2019/20	VAT Status
Simple Requests (taking up to 2 hours to process) NB at the Officer's discretion, having regard to relevant factors (in accordance with ICO guidance) this fee may be waived for very simple enquiries.	£100.00	NB
Complex Requests (i.e. taking more than 2 hours to process)		
- Flat Rate	£100.00	NB
- Plus per hour	£29.00	NB

2.1 Charges for licences

	2019/20	VAT Status
Sex Establishments		
- Sex Establishments - Initial Grant	£2,068.00	NB
- Sex Establishments - Annual Fee	£1,758.00	NB
Street Trading		
- Consents and Licenses	£372.00	NB
- Daily Fee	£24.00	NB
Boat and Boatman Licences		
- Pleasure Boat Licence (up to 12 passengers)	£109.00	NB
- Rowing Boat (4 passengers)	£54.00	NB

2.2 Hackney carriages / private hire vehicles

	2019/20	VAT Status
- Horse drawn vehicle or private hire vehicle	£43.50	NB
- Motorised Hackney Carriage	£298.00	NB
- Discount for vehicles with mobility seat provision for people with disability	£149.00	NB
- Private Hire Vehicles	£258.50	NB
- Discount for vehicles with mobility seat provision for people with disability	£129.00	NB
- Disclosure & Barring Checks / Set by Disclosure & Barring Service	£45.50	NB
- DVLA Checks / Set by DVLA	£5.25	NB
- Vehicle ID plate initial charge (with bracket)	£29.00	NB
- Vehicle ID plate renewal charges	£16.50	NB
- Temporary vehicle	£43.50	NB
- Vehicle transfer to new owner	£43.50	NB
Driver's Licences		
- Initial Application Test	£43.50	NB
- First Application	£150.00	NB
- Three Year Licence	£196.50	NB
Private Hire Operations Licences	2019/20	VAT Status
- Knowledge Test	£49.00	NB
- Five year licence owner/driver	£233.00	NB
- Five year licence 2 - 5 cars	£393.00	NB
- Five year licence over 5 cars	£775.50	NB

Additional Hackney / Private Hire Vehicle fees are set by East Suffolk Council's partners. The following charges are set by Waveney Norse (please contact (01502) 527100 for more information):

Private Hire Retest | Unfit Vehicle Notice | Failure to Keep Vehicle Inspection Appointment | Single Axle Trailer Inspection | Double Axle Trailer Inspection | Taxi/Private Hire Vehicle Plate Replacement

2.3 Premises licences (Gambling Act 2005)

	2019/20				VAT Status
	Premises Licence Fee (New App.)	Premises Licence Fee (Annual Fee)	Miscellaneous Fees (App. to Vary)	Miscellaneous Fees (App. to Transfer)	
Bingo Club	£1,550.00	£620.00	£1,035.00	£985.00	OS
Betting Premises (excluding tracks)	£1,550.00	£620.00	£1,035.00	£985.00	OS
Tracks	£1,550.00	£620.00	£1,035.00	£985.00	OS
Family Entertainment Centres	£1,550.00	£620.00	£1,035.00	£985.00	OS
Adult Gaming Centre	£1,550.00	£620.00	£1,035.00	£985.00	OS

3.1 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	2019/20	VAT Status
- Stillborn child or aged under 18 years	£0.00	NB
- A person over age 18 (Aldeburgh, Leiston, Saxmundham and Woodbridge cemeteries)		
- Standard Depth	£781.00	NB
- Double Depth	£921.00	NB
- Treble Depth	£1,066.00	NB
(Beccles, Bungay, Halesworth, Lowestoft, Southwold and Wrentham cemeteries)		
- Standard Depth	£560.00	NB
- Double Depth	£625.00	NB
- Treble Depth	£700.00	NB
- For the interment of ashes in a grave or ashes plot	£227.50	NB
- For the interment of two sets of ashes at the same time	£300.00	NB
- For the scattering of ashes	£100.00	NB
- For the interment of body parts to an existing grave	£182.00	NB
Interments (first and subsequent) for Common Graves / Unmarked Graves		
- Stillborn child or aged under 18 years	£0.00	NB
- A person over age 18		
- Standard Depth	£540.00	NB
- Double Depth	£630.00	NB
- Treble Depth	£800.00	NB
- Cancellation of burial arrangements 48 hours prior to burial	50% of fee	NB
- Cancellation of burial arrangements less the 48 hours prior to burial	100% of fee	NB
- Exhumation		
- Of a body	£1,112.00	S
- Of cremated remains	£450.00	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)	£1,534.00	NB
- For exclusive right of burial in an earthen grave space 9' x 4' (2743mm x 1219mm)	£675.00	NB
- For exclusive right of burial in an earthen ashes plot 2' x 2' (609mm x 609mm) (Aldeburgh, Leiston, Saxmundham and Woodbridge cemeteries)	£1,426.00	NB
- For exclusive right of burial in an earthen ashes plot 2' x 2' (609mm x 609mm) (Beccles, Bungay, Halesworth, Lowestoft, Southwold and Wrentham cemeteries)	£450.00	NB

3.1 Cemeteries (continued)

Exclusive Right of Burial (Period of 25 years) - Excludes Common/Unpurchased graves	2019/20	VAT Status
- For exclusive right of burial in a children's plot 5' x 2' (1524mm x 609mm)	£445.00	NB
- For exclusive right of burial in a children's plot 3' x 2' (914mm x 609mm)	£413.00	NB
- Extension of Exclusive Right of Burial for a Period of 10 years		
- In an earthen grave space 9' x 4' (2743mm x 1219mm)	£217.50	NB
- In an earthen ashes plot 2' x 2' (609mm x 609mm)	£145.00	NB
Monuments and Headstones (Memorials permitted on any section, including lawns)		
- Headstones, crosses etc. (maximum height of 3' 6"/920mm)*	£223.50	S
- Headstones, crosses etc. On children's graves and on ashes plots (maximum height 2'/609mm)*	£130.50	S
- Headstones, crosses etc. on gardens of rest ash plots (maximum height 2'/609mm) Aldeburgh, Leiston & Saxmundham only	£130.50	S
- A plaque or desk (maximum height 6"/152mm)*	£130.50	S
- A plaque on memorial wall 9" x 6" (229mm x 152mm)	£223.50	S
- Flower vase with inscription (maximum height 11 3/4"/300mm)*	£99.50	S
- For every additional inscription	£56.00	S
Kerb Sets (Traditional Section only) - Excludes headstone fee		
- For single grave space		
- A full kerb set (max length 83"/2100mm)*	£247.50	S
- A half kerb set (length between 19" and 42"/480mm and 1050mm)*	£130.50	S
- A small kerb set (maximum length 19"/480mm)*	£99.50	S
- For double grave space		
- A full kerb set (max length 83"/2100mm)*	£495.50	S
- A half kerb set (length between 19" and 42"/480mm and 1050mm)*	£302.00	S
- A small kerb set (maximum length 19"/480mm)*	£230.00	S
All areas		
- Memorial renovation/replacement/application	£46.75	S
Other charges		
- Use of cemetery chapel	£175.00	EX
- Appointment with cemetery staff	£46.75	S
- Cemetery staff locating and marking grave	£46.75	S
- Staff search of burial records (Per register)	£46.75	S
- Personal search of burial records (Per register)	£25.85	S
- For a certified copy of entry in register or burials	£25.85	S
- Statutory declaration relating to burial records	£109.00	NB
- Updating grants of exclusive rights of burial	£36.25	S
- Transfer of grant of right of burial	£62.25	NB

3.1 Cemeteries (continued)

Green Burial Site - Interments (first and subsequent) Burial Fees (Kirkley, Lowestoft Cemetery only)	2019/20	VAT Status
- Stillborn child or aged under 18 years	£0.00	NB
- A person over age 18 (Standard depth)	£540.00	NB
- For the interment of ashes in a grave or ashes plot	£215.00	NB
- For the interment of two sets of ashes at the same time	£290.00	NB
- For the scattering of ashes	£100.00	NB
- Provision of plaque on memorial board	£65.00	S

3.2 Collection of household waste

Bulky Household Waste	2019/20	VAT Status
- For the collection of up to three single items of bulky household waste	£44.00	NB
- Each additional item (above three items) of bulky household waste	£15.00	NB
- Other/special collections (by quotation)	POA	NB
Garden Waste Collection (Fortnightly)		
- Per Green Bin (per annum)	£43.00	NB
- Delivery of waste bin (Residual & Recycling)	£32.50	NB
- Delivery of Additional household waste bin (Residual & Recycle)	£32.50	NB

3.3 Caravan and camping sites

Southwold Harbour Site	2019/20	VAT Status
- Static Caravans - Annual Fee (March - November)	£2,400.00	S
- Additional Charge for electricity site	£550.00	S
Additional Charges - Static Caravans		
- Harbour side Supplement Front Line	£200.00	S
- Blackshore Supplement Front Line	£173.00	S
- External Van Cleaning	£70.00	S
- External Window & Door Clean	£10.50	S
- Under Van Edge Trim & Weed killer Spray	£25.00	S
All below fees are charged on a per night basis		
- Tourers/Motorised Vans/Tents (Low Season) Inc. 2 Adults	£25.85	S
- Tourers/Motorised Vans/Tents (Peak Season) Inc. 2 Adults	£31.50	S
- Electricity per night	£5.25	S
- Additional Adult	£4.00	S
- Additional Child	£2.00	S
- Awnings/Gazebos/Canopies	£7.75	S
- Organised Groups (To be negotiated in advance)	By negotiation	S

3.3 Caravan and camping sites (continued)

All below fees are charged on a per night basis	2019/20	VAT Status
- Single backpacker (no vehicle)*	£12.50	S
- Key Sale for Toilet Block	£21.00	S
- Battery Charging	£6.50	S
- Ice Packs	£1.20	S
- Mobile Phone Charging	£1.20	S

** With discretion of Caravan site Manager at time of arrival*

3.4 Harbour and annual licences (beach and boat related)

Regular users (per annum)	2019/20	VAT Status
- Mooring fees	£630.00	S
- Tenders/Canoe/Kayak	£33.50	S
- Tenders/Canoe/Kayak Day Rate	£4.20	S
Harbour dues (per annum)		
- Up to 6100mm	£68.00	S
- 6100mm up to 9150mm	£130.00	S
- 9150mm up to 12200mm	£167.00	S
- 12200mm up to 15250mm	£220.00	S
- Each additional 305mm over 15250mm	£5.75	S
Other charges (per annum)		
- Large Hut Sites	£380.00	EX
- Small Hut Sites	£258.00	EX
- Hut selling fish on a regular basis	Under review	EX
Stage sites		
- 1E - 10E	£1,085.00	S
- All other sites on Southwold Bank	£560.00	S
- All other sites on Walberswick Bank	£510.00	S
- Stage 25 LCC Harbour Dues	Per individual boat	S
W10 Mooring		
- Up to 6100mm	£19.50	S
- 6100mm up to 9150mm	£23.00	S
- 9150mm up to 12200mm	£28.25	S
- 12200mm up to 15250mm	£36.00	S
- Each additional 305mm over 15250mm charged at	£1.75	S
- Harbour Dues	£9.00	S
- Electric Charge (Normal)	£4.50	S
- Electric Charge (Heavy Use)	£13.00	S

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3.4 Harbour and annual licences (beach and boat related) (continued)

Other charges	2019/20	VAT Status
- Storage Ashore (per 305mm)	£2.50	S
- Electric Charge (weekly)	£30.00	S
- Mooring Winter Charge (per 305mm/month)	£3.75	S
- Mooring Berth on North Dock Wall (Including use of compound & Facilities) per month	£140.00	S
Licences		
- Beach Licences		
- Aldeburgh and Felixstowe	£55.00	NB
- Sizewell	£44.00	NB
- Sale of fish from Council land	Variable	NB
- Boats on beach	£120.00	NB
- Boats in compound at The Dip	£120.00	NB
- Launch only permit	£60.00	NB
- Fee for return of confiscated boats	Variable	S

3.5 Recreation areas and outdoor sports

Beccles Sports Ground	2019/20	VAT Status
Football/Rugby		
- Adult One off match charge		
- Weekdays	£46.75	S
- Weekends and Bank Holidays	£61.25	S
- Adult Block Booking (minimum 11 matches)		
- Weekdays	£38.50	EX
- Weekends and Bank Holidays	£48.25	EX
- Junior One off match charge		
- Weekdays	£30.00	S
- Weekends and Bank Holidays	£35.75	S
- Junior Block Booking (minimum 11 matches)		
- Weekdays	£17.75	EX
- Weekends and Bank Holidays	£22.75	EX
Beccles Sports Ground		
Cricket		
- Adult One off match charge		
- Weekdays	£65.25	S
- Weekdays (evenings)	£49.75	S
- Weekends and Bank Holidays	£88.50	S
- Adult Block Booking (minimum 11 matches)		
- Weekdays	£56.00	S
- Weekdays (evenings)	£42.50	S
- Weekends and Bank Holidays	£79.75	S
- Junior One off match charge		
- Weekdays	£43.50	EX
- Weekdays (evenings)	£34.25	EX
- Weekends and Bank Holidays	£64.25	EX

3.5 Recreation areas and outdoor sports (continued)

Beccles Sports Ground	2019/20	VAT Status
Cricket		
- Junior Block Booking (minimum 11 matches)		
- Weekdays	£37.25	EX
- Weekdays (evenings)	£31.25	EX
- Weekends and Bank Holidays	£57.00	EX
- All weather surface		
- Weekdays	£46.75	S
- Weekdays (evenings)	£31.25	S
- Weekends and Bank Holidays	£52.25	S
- Weekends and Bank Holidays (evenings)	£39.00	S
Coronation Sports Ground Felixstowe		
Football/Rugby		
- Adult One off match charge		
- Weekdays	£46.75	S
- Weekends and Bank Holidays	£62.25	S
- Adult Block Booking (minimum 8 matches)		
- Weekdays	£38.50	S
- Weekends and Bank Holidays	£51.75	S
Coronation Sports Ground Felixstowe		
Football/Rugby		
- Junior One off match charge		
- Weekdays	£30.00	S
- Weekends and Bank Holidays	£41.00	S
- Junior Block Booking (minimum 8 matches)		
- Weekdays	£22.25	S
- Weekends and Bank Holidays	£30.75	S
Cricket		
- Adult One off match charge		
- Weekdays	£48.75	S
- Weekdays (evenings)	£42.00	S
- Weekends and Bank Holidays	£75.00	S
- Adult Block Booking (minimum 8 matches)		
- Weekdays	£41.00	S
- Weekdays (evenings)	£35.25	S
- Weekends and Bank Holidays	£62.75	S
- Junior One off match charge		
- Weekdays	£31.75	S
- Weekdays (evenings)	£28.50	S
- Weekends and Bank Holidays	£50.25	S
- Junior Block Booking (minimum 11 matches)		
- Weekdays	£24.00	S
- Weekdays (evenings)	£21.25	S
- Weekends and Bank Holidays	£37.25	S

3.5 Recreation areas and outdoor sports (continued)

Recreation Areas	2019/20	VAT Status
- Pavilion Hire (Cricket Pavilion, Dellwood Avenue, Felixstowe)	£70.00	S
- Coronation Sports Ground Felixstowe		
- Use of changing facilities	£31.75	S
- Tennis (Per court - Dellwood Avenue, Felixstowe)		
- Grass - Adult per hour	£12.00	S

3.6 Beach huts and chalets

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 are those that have a hut immediately in front of them, obstructing the line of sight towards the sea.

Felixstowe Premier	2019/20	VAT Status
- Premier site	£550.00	S
- Premier surcharge (per sqm where the site exceeds 2.13m width x 2.43m depth)	£158.40	S
- Setting up of Beach Hut licence	£621.00	S
- Setting up of Beach Hut licence - transfer within family (must provide evidence)	£124.20	S
- Administration fee for paying by instalments	£28.80	S
Felixstowe Standard		
- Standard site	£440.00	S
- Standard surcharge (per sqm where the site exceeds 2.13m width x 2.43m depth)	£138.60	S
- Setting up of Beach Hut licence	£621.00	S
- Setting up of Beach Hut licence - transfer within family (must provide evidence)	£124.20	S
- Administration fee for paying by instalments	£28.80	S
Sizewell Beach Huts		
- Premier site only	£550.00	S
- Setting up of beach hut licence	£35.00	S
- Administration fee for paying by instalments	£28.80	S
Felixstowe Chalets		
- Bath Tap		
- Chalets 21 - 26 (6)*	£1,590.00	S
- Chalets 5 - 8 (4)*	£1,590.00	S
- Chalets 1 - 4, 9 - 20, 27 - 36 (26)*	£2,050.00	S
- Cliff House		
- Chalets 3 and 4*	£750.00	S
- Chalets 1, 2 and 6 - 16 (13)*	£1,115.00	S
- Chalet 17*	£1,115.00	S
- Chalets 18 - 22 (5)*	£1,590.00	S
- Chalets 23 - 25 (3)*	£1,590.00	S
- Chalet 5*	£1,590.00	S
- Chalets 26 - 41 (16)*	£2,050.00	S
- Administration fee for paying by instalments	£28.80	S
- Setting up of Chalet Licence	£35.00	S
* currently being reviewed		

3.6 Beach huts and chalets (continued)

Beach huts at Southwold

The beach huts at Southwold are privately owned and positioned on sites leased from the Council. Please note there are currently no vacant sites available. Some beach hut owners do provide short term lettings of their huts. For further information please contact the [Southwold Beach Hut Owners Association](#).

For beach 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](#) by the end of March in each year.

Discounts for membership of the Association will be directly verified with the Association.

3.7 Leisure facilities

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

[Brackenbury Leisure Centre](#) | Felixstowe - Places for People Leisure - 01394 270278

[Deben Leisure Centre](#) | Woodbridge – Places for People Leisure - 01394 388991

[Felixstowe Leisure Centre](#) | Felixstowe - Places for People Leisure - 01394 694600

[Leiston Leisure Centre](#) | Leiston - Places for People Leisure - 01728 832700

Waterlane (Lowestoft) and Bungay Leisure Centre are managed by **Sentinel Leisure Trust**. For more information please see below for contact details:

[Waterlane Leisure Centre Lowestoft](#) | Swim, Gym, and fun for all the family – 01502 532540

[Bungay Leisure Centre](#) | Swim, Gym, and fun for all the family – 01986 895014

OPERATIONS

3.8 Car parks

Off-street parking places	Tariff							Season Tickets					Excess Charges (Cars, Motorcycles)		Excess Charges (HGVs, PSVs, Coaches)	
	S	S	S	S	S	S	S	S	S	S	S	S	OS	OS	OS	OS
VAT Status	1/2 hour	1 hour	2 hours	3 hours	4 hours	5 hours	All day	w/ender	1 week	1 month	3 months	12 months	14 days	14+ days	14 days	14+ days
ALDEBURGH																
Fort Green	-	£1.20	-	-	£2.30	-	£3.50	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
King Street	£0.40	£0.60	£1.20	-	£2.30	-	£4.60	-	-	-	£150.00	£400.00	£50.00	£80.00	£100.00	£200.00
Oakley Square	£0.40	£0.60	£1.20	-	£2.30	-	£4.60	-	-	-	£150.00	£400.00	£50.00	£80.00	£100.00	£200.00
Slaughden Quay	Free							-	-	-	-	-	£50.00	£80.00	£100.00	£200.00
Slaughden Road	-	£1.20	-	-	£2.30	-	£3.50	-	-	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
Slaughden Sea Wall	Free							-	-	-	-	-	£50.00	£80.00	£100.00	£200.00
Thorpe Road	-	£1.20	-	-	£2.30	-	£3.50	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
BECCELES																
Blyburgate	-	£0.70	£1.40	£2.10	£2.80	-	£3.50	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Hungate	-	£0.70	£1.40	£2.10	-	-	-	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Newgate	-	£0.70	£1.40	£2.10	-	-	-	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
BUNGAY																
Priory Lane	-	Free	£1.40	£2.10	£2.80	-	£3.50	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Scales Street	-	Free	£1.40	£2.10	£2.80	-	£3.50	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Wharton Street	-	Free	£1.40	£2.10	£2.80	-	£3.50	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
FELIXSTOWE																
Arwela Road	-	-	£1.80	-	£3.00	-	£4.10	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
Brackenbury Fort	-	£1.20	£1.80	-	£3.00	-	£4.10	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
Clifflands	-	£1.20	£1.80	-	£3.00	-	£4.10	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
Coastguard Station	Free							-	-	-	-	-	£50.00	£80.00	£100.00	£200.00
Convalescent Hill	£0.70	£1.40	£2.30	-	£3.00	-	£4.10	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
Crescent Road	£0.50	£1.20	£1.40	-	£2.30	-	£6.90	-	-	-	£150.00	£400.00	£50.00	£80.00	£100.00	£200.00
Dock Viewing Area (Landguard 5)	Free	Free	£1.00	-	£1.50	-	£4.00	-	-	-	-	-	£50.00	£80.00	£100.00	£200.00
Eastward Ho	Free							-	-	-	-	-	£50.00	£80.00	£100.00	£200.00
Garrison Lane	Free							-	-	-	-	-	£50.00	£80.00	£100.00	£200.00
Garrison Lane Coach Park	£2.00 per/part day when chargeable, coaches free 10:00-22:00							-	-	-	-	-	£50.00	£80.00	£100.00	£200.00
Golf Road	-	£1.20	£1.80	-	£3.00	-	£4.10	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
Highfield Road	£0.50	£1.20	£1.40	-	£2.30	-	£6.90	-	-	-	£150.00	£400.00	£50.00	£80.00	£100.00	£200.00

OPERATIONS

Off-street parking places	Tariff							Season Tickets					Excess Charges (Cars, Motorcycles)		Excess Charges (HGVs, PSVs, Coaches)	
	S	S	S	S	S	S	S	S	S	S	S	S	OS	OS	OS	OS
VAT Status	1/2 hour	1 hour	2 hours	3 hours	4 hours	5 hours	All day	w/ender	1 week	1 month	3 months	12 months	14 days	14+ days	14 days	14+ days
FELIXSTOWE																
Landguard 1	Free	Free	£1.00	-	£1.50	-	£4.00		-	-	-	-	£50.00	£80.00	£100.00	£200.00
Landguard 2	Free	Free	£1.00	-	£1.50	-	£4.00		-	-	-	-	£50.00	£80.00	£100.00	£200.00
Landguard 3 (View Point Road)	Free	Free	£1.00	-	£1.50	-	£4.00		-	-	-	-	£50.00	£80.00	£100.00	£200.00
Landguard 4	Free	Free	£1.00	-	£1.50	-	£4.00		-	-	-	-	£50.00	£80.00	£100.00	£200.00
Leisure Centre	-	£0.50	£1.20	£1.80	£3.00	-	£4.10	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
Leisure Centre Extension	-	£0.50	£1.20	£1.80	£3.00	-	£4.10	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
Manor Terrace	Free								-	-	-	-	£50.00	£80.00	£100.00	£200.00
Martello Park North	-	-	£1.80	-	£3.00	-	£4.10	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
Martello Park South	-	-	£1.80	-	£3.00	-	£4.10	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
Nacton Picnic Site	Free								-	-	-	-	£50.00	£80.00	£100.00	£200.00
Pier Bight	£0.70	£1.40	£2.30	-	£4.10	-	£6.90		-	-	£150.00	£400.00	£50.00	£80.00	£100.00	£200.00
Pier Front	£0.70	£1.40	£2.30	-	£4.10	-	£6.90		-	-	£150.00	£400.00	£50.00	£80.00	£100.00	£200.00
Ranelagh Road	-	£1.00	£1.20	-	£1.40	-	£2.30	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
Sea Road	-	-	£1.80	-	£3.00	-	£4.10	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
Searson's Farm	Free								-	-	-	-	£50.00	£80.00	£100.00	£200.00
Spa Pavilion	£0.70	£1.40	£2.30	-	£4.10	-	£6.90		-	-	£150.00	£400.00	£50.00	£80.00	£100.00	£200.00
FRAMLINGHAM																
Fore Street	£0.20	£0.40	£0.60	-	£1.00	-	£1.50	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
HALESWORTH																
Angel Lane North	-	£0.70	£1.40	£2.10	£2.80	-	£3.50		-	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Angel Lane South	-	£0.70	£1.40	£2.10	£2.80	-	£3.50		-	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Post Office	-	£0.70	£1.40	£2.10	£2.80	-	£3.50		-	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Station Road	-	£0.70	£1.40	£2.10	£2.80	-	£3.50		-	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Thoroughfare	-	Free	£1.40	£2.10	-	-	-		-	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Thoroughfare Extension	-	£0.70	£1.40	£2.10	£2.80	-	£3.50		-	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
LEISTON																
High Street	-	£0.50	£1.00	-	£1.20	-	£2.00	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
Main Street	Free								-	-	-	-	£50.00	£80.00	£100.00	£200.00
Sizewell Beach	Free	-	£0.60	-	-	-	£1.20	£100.00	£10.00	-	-	£240.00	£50.00	£80.00	£100.00	£200.00
Sizewell Road	-	£0.50	£1.00	-	£1.20	-	£2.00	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
Thorpeness Beach	-	£1.20	-	-	£2.30	-	£3.50	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
Valley Road	Free								-	-	-	-	£50.00	£80.00	£100.00	£200.00

OPERATIONS

Off-street parking places	Tariff							Season Tickets					Excess Charges (Cars, Motorcycles)		Excess Charges (HGVs, PSVs, Coaches)	
	S	S	S	S	S	S	S	S	S	S	S	S	OS	OS	OS	OS
VAT Status	1/2 hour	1 hour	2 hours	3 hours	4 hours	5 hours	All day	w/ender	1 week	1 month	3 months	12 months	14 days	14+ days	14 days	14+ days
LOWESTOFT																
Adrian Road	£2.80							£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Alexandra Road	-	£1.00	£2.00	£3.00	£4.00	-	£5.00	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Battery Green	-	£1.10	£1.70	£2.50	£3.40	£4.50	£5.60	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Belvedere Road	£0.70		£1.40	£2.10	£2.50	-	£3.50	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Belvedere Road (Coaches and HGVs)	-	-	-	£5.00	-	-	£7.50	-	-	-	-	-	-	-	£100.00	£200.00
Britten Centre	-	£1.10	£1.70	£2.50	£3.40	£4.50	£5.60	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Clapham Road	-	£1.20	£2.40	£3.60	-	-	-	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Claremont Pier	-	£1.10	£2.20	£3.30	£4.40	-	£5.50	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Clifton Road	£0.70		£1.40	£2.10	£2.50	-	£3.50	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Kirkley Cliff	-	£1.10	£2.20	£3.30	£4.40	-	£5.50	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Pakefield Road	£0.70		£1.40	£2.10	£2.50	-	£3.50	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Pakefield Street	£0.70		£1.40	£2.10	£2.50	-	£3.50	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Regent Road	-	£1.00	£2.00	£3.00	£4.00	-	£5.00	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Royal Green	-	£1.10	£2.20	£3.30	£4.40	-	£5.50	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
St Peters Street	-	£1.00	£2.00	£3.00	£4.00	-	£5.00	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Tennyson Road	£2.80							£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Whapload Road	-	£1.00	£2.00	£3.00	£4.00	-	£5.00	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
MELTON																
Melton Riverside	Free								-	-	-	-	£50.00	£80.00	£100.00	£200.00
Winifred Fison	Free								-	-	-	-	£50.00	£80.00	£100.00	£200.00
OULTON BROAD																
Nicholas Everitt	-	£1.00	£2.00	£3.00	£4.00	-	£5.00	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Nicholas Everitt (Coaches only)	-	-	-	£5.00	-	-	£7.50		-	-	-	-	-	-	£100.00	£200.00
The Boulevard (high season)	-	£1.00	£2.00	£3.00	£4.00	-	£5.00	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
SAXMUNDHAM																
Market Place	-	£1.00	£1.20	-	£1.40	-	£2.30	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
SOUTHWOLD																
Pier	-	£1.20	£2.40	£3.60	£4.80	-	£6.00	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Pier (Coaches only)	-	-	-	£5.00	-	-	£7.50		-	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Harbour	-	£1.00	£2.00	£3.00	£4.00	-	£5.00	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00
Ferry Road	-	£1.00	£2.00	£3.00	£4.00	-	£5.00	£50.00	£12.50	£40.00	£100.00	£350.00	£50.00	£80.00	£100.00	£200.00

OPERATIONS

Off-street parking places	Tariff							Season Tickets					Excess Charges (Cars, Motorcycles)		Excess Charges (HGVs, PSVs, Coaches)	
	S	S	S	S	S	S	S	S	S	S	S	S	OS	OS	OS	OS
VAT Status	1/2 hour	1 hour	2 hours	3 hours	4 hours	5 hours	All day	w/ender	1 week	1 month	3 months	12 months	14 days	14+ days	14 days	14+ days
WICKHAM MARKET																
Chapel Lane	-	Free	£1.00	-	-	-	-		-	-	-	-	£50.00	£80.00	£100.00	£200.00
The Hill (Long Stay)	-	Free	-	-	£1.00	-	£1.50	£100.00	£10.00	£10.00	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
The Hill (Short Stay)	Free	-	£1.00	-	-	-	-		-	-	-	-	£50.00	£80.00	£100.00	£200.00
Village Hall	Free								-	-	-	-	£50.00	£80.00	£100.00	£200.00
Wickham Market Railway Station	Free								-	-	-	-	£50.00	£80.00	£100.00	£200.00
WOODBIDGE																
Bawdsey Quay Picnic Site	-	-	£1.00	£1.50	£3.00	-	£4.00		-	-	-	-	-	-	-	-
Broomheath	Free								-	-	-	-	£50.00	£80.00	£100.00	£200.00
Hamblin Rd (I)	£0.50	£1.20	£1.80	-	£3.00	-	£6.90		-	-	£150.00	£400.00	£50.00	£80.00	£100.00	£200.00
Hamblin Rd (II)	£0.50	£1.20	£1.80	-	£3.00	-	£6.90		-	-	£150.00	£400.00	£50.00	£80.00	£100.00	£200.00
Hamblin Rd (III)	£0.50	£1.20	£1.80	-	£3.00	-	£6.90		-	-	£150.00	£400.00	£50.00	£80.00	£100.00	£200.00
Hamblin Road Extension	£0.50	£1.20	£1.80	-	£3.00	-	£6.90		-	-	£150.00	£400.00	£50.00	£80.00	£100.00	£200.00
Iken Picnic Site	Free								-	-	-	-	£50.00	£80.00	£100.00	£200.00
Lime Kiln Quay	-	-	£1.20	-	£1.80	-	£2.30	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
Oak Lane	£0.50	£1.20	£1.80	-	-	-	-		-	-	-	-	£50.00	£80.00	£100.00	£200.00
Station Rd	-	£0.50	£1.20	-	£1.80	-	£3.00	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
Sutton Heath	Free								-	-	-	-	£50.00	£80.00	£100.00	£200.00
The Avenue	-	£0.50	£1.20	-	£1.80	-	£3.00	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
The Station	-	£0.50	£1.20	-	£1.80	-	£3.00	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
Theatre Street	-	-	£1.20	-	£1.80	-	£2.30	£100.00	£10.00	-	£90.00	£240.00	£50.00	£80.00	£100.00	£200.00
Upper Hollesley Common	Free								-	-	-	-	£50.00	£80.00	£100.00	£200.00

Resident Off Street parking	2019/20	VAT Status
One month	15.00	S
One year	150.00	S
Administration Charges	2019/20	VAT Status
ECN - Issue	10.00	OS
Season Tickets - Issue	10.00	OS
Permits - Issue	10.00	OS
Replacement Season Ticket / Permit	10.00	OS

Information, Communication and Technology

4.1 Street name and numbering

Existing	2019/20	VAT Status
- Property Renaming/addition of house name	£39.00	S
- Provision of Naming & Numbering information to utilities	£368.00	S
- Naming & Numbering enquiries from solicitors/utilities not subscribed - new or historic addresses	£78.00	S
- Re-numbering of scheme following development re-plan (after notification of approved naming and numbering scheme issued) either individuals or developers.	£78.00	S
- Set of street nameplates (2) supplied and installed	£435.00	S
- Re-locating Street Name Plate	£150.00	S
Addressing New Development		
- 1 plot	£39.00	S
- 2-5 plots (including new streets)	£78.00	S
- 6-10 plots (including new streets)	£150.00	S
- 11-20 plots (including new streets)	£300.00	S
- 21-50 plots (including new streets)	£800.00	S
- 51-100 plots (including new streets)	£1,200.00	S
- 101+ plots (including new streets)	£1,200 base charge + £10 per plot (over 101)	S

ECONOMIC DEVELOPMENT AND REGENERATION

5.1 Filming and commercial photography

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

5.2 Events areas

Set up / break down days i.e. non trading days are charged at 50% of the charge rates listed below. Electricity charges are a flat rate of £10 per charging point per day.

Small - Outdoor Theatre, Fundraising & Music events (under 500 attendees)	Commercial	Charity (National)	Charity (Local)	VAT Status
- Application Fee	£50.00	£50.00	£25.00	
- Hire Charge (per day)				
- Felixstowe Events Area	£300.00	£150.00	Free	EX
- Parks, promenade, gardens and village greens	£300.00	£150.00	Free	EX
- Felixstowe Triangle	£100.00	£50.00	Free	EX
- Promenade	£10 per metre	£5 per metre	£0 per metre	EX
Medium - Circus, Fun Fair, Music Event, Sports event & Open Air Cinema (500 - 2,999 attendees)				
- Application Fee	£50.00	£50.00	£25.00	
- Hire Charge (per day)				
- Events Area	£600.00	£300.00	£200.00	EX
- Parks, promenade, gardens and village greens	£600.00	£300.00	£200.00	EX
- Promenade	£10 per metre	£5 per metre	£0 per metre	EX
Large - Carnival, Art on Prom, Historic Car Rally, Commercial launches, Commercial shows & Sports events (over 3000 attendees)				
- Application Fee	£100.00	£100.00	£50.00	
- Hire Charge (per day)				
- Events Area	£1,000.00	£600.00	£400.00	EX
- Parks, promenade, gardens and village greens	£1,000.00	£600.00	£400.00	EX
- Promotional stands	£10 per metre	£5 per metre	£0 per metre	EX

6.1 Community infrastructure levy (CIL)

The Community Infrastructure Levy is the new way in which councils collect financial contributions from developers to help pay for new and improved infrastructure. The Council is the Charging Authority for the District excluding the area covered by the Broads Authority. The rates shown are those payable as from the 1st January and will be increased on the 1st January each year in line with the Building Cost Information Services All In Tender Price Index as published in November each year. [East Suffolk Community Infrastructure Levy](#)

Community Infrastructure Levy	Total Charge	VAT Status
CIL Charging Schedule	Variable	NB
CIL Regulation 123 List	Variable	NB
CIL Instalments Policy	Variable	NB
CIL Discretionary Social Housing Relief Policy	Variable	NB

6.2 Pre application planning advice

Exemptions:

- Pre-application advice to Town or Parish Councils for their own developments
- Proposals that would be exempt from planning application fees for the following reasons:
 - Extension and alterations to a dwelling house where a disabled person resides or proposes to reside or the carrying out of operations within the curtilage of such a dwelling house for the purpose in either case of improving the access, safety, health or comfort of the disabled person.
 - Provision of means of access for disabled persons at buildings / premises to which members of the public are admitted.
 - Schemes located within areas covered by Local Development Orders and which meet the requirements of the relevant Order

Note – A disabled person is one to whom Section 29 of the National Assistance Act, 1948 relates.

General Enquiries	2019/20	VAT Status
- Permitted development	£43.50	S
- Householder	£43.50	S
Residential		
- 2-5 dwellings	£125.00 per dwelling	S
- 6-9 dwellings	£930.00	S
- 10-30 dwellings	£930.00 + £90.00 per dwelling	S
- 31-50 dwellings	£930.00 + £90.00 per dwelling	S
- 50-99 dwellings	£310.00 cost for initial meeting	S
- 100+ dwellings	£310.00 cost for initial meeting	S

6.2 Pre application planning advice (continued)

Commercial	2019/20	VAT Status
- 1 - 40 sqm	£186.50	S
- 41- 100 sqm	£186.50	S
- 101 - 250 sqm	£125.00 + £125.00 per 200m ²	S
- 251 - 500 sqm	£125.00 + £125.00 per 200m ²	S
- 501 - 1,000 sqm	£125.00 + £125.00 per 200m ²	S
- 1,001 - 10,000 sqm	£620.00 + £125.00 per 1000m ²	S
- 10,000+ sqm (1Ha)	Negotiated charge	S
Other		
- Certificate of lawfulness	£93.00	S
- Advertisements	£43.50	S
- Telecommunications	see Commercial above	S
- Listed Buildings	£93.00	S
- Change of use	£93.00	S
- Shop fronts	£93.00	S
- Tree inspection and hedgerow	£93.00 for householders and £240.00 for all others	S
- Anemometer masts or single wind turbines of less than 100m	up to 20m £93.00, 20m to 50m £620.00, above 50m charge negotiated	S

6.3 Public path orders and agreements

Per application	2019/20	VAT Status
- Hourly charge	57.00	NB

6.4 Local land charges

Fees are subject to change regarding VAT status following outcome of legal case to EU.

Official Enquiries	2019/20	VAT Status
- Full Search	145.00	S
- Full search additional parcel	17.15	S
- LLC1	25.00	OS
- LLC1 Register Part	7.35	OS
- LLC1 Additional parcel	4.00	OS
- Full CON29R	120.40	S
- Con 29 Additional parcel	13.30	S

6.4 Local land charges (continued)

Official Enquiries	2019/20	VAT Status
- Con 29 Additional question	22.00	S
- Con 29 R Individual questions (each)	3.10	S
- Con 29 Optional Enquiry	20.50	S

7.1 Student accommodation

	2019/20	VAT Status
- 1 - 5 Bed Properties (£120.00 for re-inspection)	£140.00	NB
- 6 - 10 Beds (£245.00 per re-inspection)	£285.00	NB
- 11+ Beds (£252 per re-inspection)	£285.00	NB
- Extra charge in excess of 11 Beds per bedroom	£13.50	NB

7.2 Houses of multiple occupancy licences

	2019/20	VAT Status
- Properties with up to and including 5 lettable units	£655.00	NB
- Extra charge for each unit over 5	£21.00	NB
- Relicensing fee (after 5 years) if no structural changes etc. to premises	£130.00	NB
- Varying a current licence if no structural changes etc. to premise	-	NB

7.3 Enforcement notices on private sector landlords

	2019/20	VAT Status
- Serving of Enforcement Notice	£475.00	NB

7.4 Landlord consultation services

	2019/20	VAT Status
- Cost of inspections - Per Hour	£55.00	NB

7.5 Immigration issues

	2019/20	VAT Status
- Cost of inspections	£350.00	NB

7.6 Park homes fees

New Licence (relevant protected sites only)	2019/20	VAT Status
Processing		
- Examine application documentation, associated certificates. Check to ensure that details are correct and correct fee is attached (60 mins)	£44.68	OS
- Make assessment of site layout, provision of amenities/utilities, examine fire risk assessment (60 mins)	£44.68	OS
- Finance receive payment of fee, process payment and issue receipt (60 mins)	£44.68	OS
Inspection		
- 1-5 Verification inspection of the site (60 mins)	£44.68	OS
- 6-24 Verification inspection of the site (90 mins)	£67.02	OS
- 25-99 Verification inspection of the site (120 mins)	£89.36	OS
- 100+ Verification inspection of the site (180 mins)	£134.04	OS

7.6 Park homes fees (continued)

New Licence (relevant protected sites only)	2019/20	VAT Status
Issue of New Licence		
- Prepare licence documents and certificates (120 mins)	£89.25	OS
- Check and sign certs/licence as necessary, and serve by post (30 mins)	£22.34	OS
- Update database register and public register (20 mins)	£14.74	OS
- 1-5 Combined adjusted total fees for new park home licence applications	£305.00	OS
- 6-24 Combined adjusted total fees for new park home licence applications	£327.25	OS
- 25-99 Combined adjusted total fees for new park home licence applications	£349.50	OS
- 100+ Combined adjusted total fees for new park home licence applications	£394.25	OS
Annual Fee (relevant protected sites only)		
- 1-3 Number of pitches	Free	OS
- 4-5 Number of pitches - (185mins Admin Time) (140 mins Inspection Time)	£242.50	OS
- 6-24 Number of pitches - (200mins Admin Time) (210 mins Inspection Time)	£305.00	OS
- 25-99 Number of pitches - (270mins Admin Time) (390 mins Inspection Time)	£491.25	OS
- 100-199 Number of pitches - (375mins Admin Time) (800 mins Inspection Time)	£874.75	OS
- 200+ Number of pitches - (450mins Admin Time) (1080 mins Inspection Time)	£1,139.25	OS
Variations and Amendments		
- License Variation (plus inspection fee if applicable)	£130.00	OS
- Examine amended application documents and associated certificates. Check to ensure details are correct and correct fee is attached (60mins)	£44.68	OS
- Check site history for any outstanding issues (30 mins)	£22.34	OS
- Make decision as to whether amendments are appropriate (30 mins)	£22.34	OS
- Prepare new licence documents (20 mins)	£14.74	OS
- Check, sign and post new documents (15 mins)	£11.17	OS
- Update database and public register (20 mins)	£14.74	OS
Site Inspection Fees		
- 1-5 Verification inspection of the site (60 mins)	£44.68	OS
- 6-24 Verification inspection of the site (90 mins)	£67.02	OS
- 25-99 Verification inspection of the site (120 mins)	£89.36	OS
- 100+ Verification inspection of the site (180 mins)	£134.04	OS
Licence Transfer fee		
- Transfer	£130.00	OS
- Check form is correct including correct fee (30 mins)	£22.34	OS
- Check site history and any outstanding issues (30 mins)	£22.34	OS
- Examine request documentation and make decision (60 mins)	£44.68	OS
- Prepare new licence documents (20 mins)	£14.74	OS
- Check, sign and post new documents (15 mins)	£11.17	OS
- Update database and public register (20 mins)	£14.74	OS
- Deposit of site rules - Examine rules, checking for banned rules (60 mins)	£44.68	OS
- Deposit of site rules - Update database and public register (20 mins)	£14.74	OS

7.7 Landlord smoke detectors

	2019/20	VAT Status
- First offence	£575.00	OS
- First offence (If paid within 14 day period from date of service)	£420.00	OS
- Second offence	£2,500.00	OS
- Third and subsequent offences	£5,000.00	OS

7.8 SAP / EPC

	2019/20	VAT Status
- Calculate SAP energy rating (Elmhurst energy certification)	£155.00	S
- Provision of EPC (Energy Performance Certificate) and as built SAP	£77.50	S
- Provision of EPC (Energy Performance Certificate) On Existing Dwellings	£77.50	S

7.9 Landlord references

	2019/20	VAT Status
- Landlord Reference (Right to Buy Scheme)	£30.50	S

7.10 Garage rents

	2019/20	VAT Status
- HRA Tenants (per week based on a 50 week year) *	£7.00	OS
- Private Tenants (per week based on a 50 week year and inclusive of 20% VAT) *	£10.00	S

* Revised garage rents to be effective from 1 April 2019 proposed as part of the HRA budget report in January 2019

7.11 Property letting

In July 2015 the Government announced a new policy change to reduce rents in the social sector by 1% annually for four years (16/17 - 19/20). The move has been made by the Government, in an attempt to help reduce the country's Housing Benefit bill. The rent decrease on those properties still in the Council's ownership will receive this 1% decrease.

Dwellings	2019/20	VAT Status
1 - Rent per week, based on a 52 week rent collection year	£75.55	EX
2 - Rent per week, based on a 52 week rent collection year	£66.42	EX