

Fees and Charges

2025/26

East Suffolk Council



FEES AND CHARGES NOTE

Note

Generally any increase in fees and charges will take effect from 1 April 2025 and apply through to 31 March 2026. 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.

Fee Status Key

D Discretionary Fee
ST Statutory Fee

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

| | 2025/26 | Fee Status | VAT Status |
|--|---------|------------|------------|
| Animal welfare | | | |
| Pet shops ** | £340.00 | D | OS |
| Dog breeding establishments ** | £340.00 | D | OS |
| Dangerous wild animals ** | £505.00 | D | OS |
| Animal boarding establishments ** | £340.00 | D | OS |
| Home Boarding Franchise (“Arrangers”) If the number of “Hosts” exceeds 6, an additional £72.00 fee will be charged per 6 “Hosts” | | | |
| Riding establishments Application Fee | £178.00 | D | OS |
| Grant fee 1 year Licence | £155.00 | D | OS |
| Grant fee 2 year Licence | £270.00 | D | OS |
| Grant fee 3 year Licence | £373.00 | D | OS |
| Additional fee for each additional activity * | £75.00 | D | OS |
| Re-rating request * | £173.00 | D | OS |
| Appeal inspection fee * | £173.00 | D | OS |
| Variation Application Fee- | | | |
| 1 star | £155.00 | D | OS |
| 2 star | £78.00 | D | OS |
| 3 star | £54.00 | D | OS |
| 4 star | £39.00 | D | OS |
| 5 star | £32.00 | D | OS |
| Paperwork only variation (all ratings)* | £32.00 | D | OS |
| <i>All the above fees marked with an asterisk (*) plus vet fees at cost, if required</i> | | | |
| <i>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.</i> | | | |

ENVIRONMENTAL & PORT HEALTH

1.1 Charges for licences (continued)

| | 2025/26 | Fee Status | VAT Status |
|---|---------|------------|------------|
| Advice regarding various licences | | | |
| Hourly rate | £81.00 | D | S |
| Zoo licensing | | | |
| Notice of intention to apply for a zoo licence | £150.00 | D | OS |
| Application for the grant of a new zoo licence for four years | £520.00 | D | OS |
| Special inspection of licenced zoo | £185.00 | D | OS |
| Periodic inspections (renewal & every three years) | £757.00 | D | OS |
| <i>Vet inspection fees are in addition to all animal welfare licences</i> | | | |

ENVIRONMENTAL & PORT HEALTH

1.2 Local Authority Pollution Prevention & Control (LAPPC)

Subject to change

| | 2025/26 | Fee Status | VAT Status |
|--|-----------|------------|------------|
| Environmental Permitting (England & Wales) Regulations 2016 (NAT F) | | | |
| Initial application for permit | £1,650.00 | ST | OS |
| Additional fee for operating without a permit | £1,188.00 | ST | OS |
| Reduced fee activities (except Vehicle refinishers) | £155.00 | ST | OS |
| PVR I & II combined | £257.00 | ST | OS |
| Vehicle Refinishers (VRs) | £362.00 | ST | OS |
| Reduced fee activities : additional fee for operating without a permit | £71.00 | ST | OS |
| Where the process comprises mobile crushing and/or screening plant | | | |
| First and second application | £1,650.00 | ST | OS |
| Third to seventh application | £985.00 | ST | OS |
| Eighth and subsequent applications | £498.00 | ST | OS |
| Additional fee for an application if any of the above is combined Part B and Waste Application | £279.00 | ST | OS |

The above fee period is April 2024 to March 2025, and we expect to be notified of the fees for 2025/26 in April 2025. Charging scheme for Local Authorities: Part B installations and mobile plant and solvent emission activities https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/636243/env-permit-part-b-fees-2017.pdf These fees have not been updated since 2017 by Defra.

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 Council as part of the consultation process when considering an application (Chapter 9 of the General Guidance Manual - see link below). This will be undertaken and paid for by the Council and the charging scheme contains a provision for the Council to recover costs.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/211863/env-permitting-general-guidance-a.pdf

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.

ENVIRONMENTAL & PORT HEALTH

1.2 Local Authority Pollution Prevention & Control (LAPPC) (continued)

Subject to change

| Annual Subsistence | 2025/26 | | | Fee Status | 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) | £772.00 [£104.00] | £1,161.00 [£156.00] | £1,747.00 [£207.00] | ST | OS |
| Reduced fee activities | £79.00 | £158.00 | £237.00 | ST | OS |
| PVR I & II combined | £113.00 | £226.00 | £341.00 | ST | OS |
| Vehicle Refinishers (VR's) | £228.00 | £365.00 | £548.00 | ST | OS |
| Where the process comprises mobile crushing and/or screening plant | | | | | |
| First and second application | £626.00 | £1,034.00 | £1,551.00 | ST | OS |
| Third to seventh application | £385.00 | £617.00 | £924.00 | ST | OS |
| Eighth and subsequent applications | £198.00 | £314.00 | £473.00 | ST | OS |
| Late payment fee | £52.00 | £52.00 | £52.00 | ST | OS |

The above fee period is April 2024 to March 2025, and we expect to be notified of the fees for 2025/26 in April 2025. Charging scheme for Local Authorities: Part B installations and mobile plant and solvent emission activities https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/636243/env-permit-part-b-fees-2017.pdf These fees have not been updated since 2017 by Defra.

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 unless additional fee has already been indicated.

ENVIRONMENTAL & PORT HEALTH

1.2 Local Authority Pollution Prevention & Control (LAPPC) (continued)

Subject to change

| | 2025/26 | Fee Status | VAT Status |
|---|-----------|------------|------------|
| Transfer and Surrender | | | |
| Standard process transfer | £169.00 | ST | OS |
| Standard process partial transfer | £497.00 | ST | OS |
| New operator at low risk reduced fee activity | £78.00 | ST | OS |
| Reduced fee activities: partial transfer | £47.00 | ST | OS |
| Temporary transfer for mobiles | | | |
| First transfer | £53.00 | ST | OS |
| Repeat following enforcement or warning | £53.00 | ST | OS |
| Substantial change | | | |
| Standard process | £1,050.00 | ST | OS |
| Standard process where the substantial change results in a new PPC activity | £1,650.00 | ST | OS |
| Reduced fee activities | £102.00 | ST | OS |
| A2 Processes | | | |
| Application | £3,363.00 | ST | OS |
| Additional fee for operating without a licence | £1,188.00 | ST | OS |
| Annual subsistence fee : Low | £1,343.00 | ST | OS |
| Annual subsistence fee : Medium | £1,507.00 | ST | OS |
| Annual subsistence fee : High | £2,230.00 | ST | OS |
| Late payment fee | £52.00 | ST | OS |
| Substantial variation | £1,368.00 | ST | OS |
| Transfer | £235.00 | ST | OS |
| Partial transfer | £698.00 | ST | OS |
| Surrender | £698.00 | ST | OS |
| Standard process where the substantial change results in a new PPC activity | £3,363.00 | ST | OS |

The above fee period is April 2024 to March 2025, and we expect to be notified of the fees for 2025/26 in April 2025. Charging scheme for local authorities: Part A (2) installations and small waste incineration plants (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/636245/env-permit-part-a2-fees-2017.pdf) These fees have not been updated since 2017 by Defra.

ENVIRONMENTAL & PORT HEALTH

1.3 Scrap metal dealers (Scrap Metal Dealers Act 2013)

| | 2025/26 | Fee Status | VAT Status |
|---------------------------------------|---------|------------|------------|
| Site Licence | | | |
| Assessment for a new licence | £468.00 | ST | OS |
| Assessment for variation of a licence | £190.00 | ST | OS |
| Assessment for a renewal | £360.00 | ST | OS |
| Collectors Licence | | | |
| Assessment for a new licence | £273.00 | ST | OS |
| Assessment for variation of a licence | £105.00 | ST | OS |
| Assessment for a renewal | £232.00 | ST | OS |

1.4 Charges for registration

| | 2025/26 | Fee Status | VAT Status |
|--|---------|------------|------------|
| Skin piercing | | | |
| Tattooing, micropigmentation/semi-permanent makeup, cosmetic-piercing (including ear-piercing), electrolysis, and acupuncture (Premises) | £307.00 | D | OS |
| Tattooing, micropigmentation/semi-permanent makeup, cosmetic-piercing (including ear-piercing), electrolysis, and acupuncture (Persons) | £180.00 | D | OS |
| Add a skin piercing activity to an existing registration. | £95.00 | D | OS |
| Replacement or duplicate registration certificate (electronic and/or paper). | £32.00 | D | S |
| Change of a person's name (electronic and/or paper). | £32.00 | D | OS |

1.5 Food premises register

| | 2025/26 | Fee Status | VAT Status |
|---|---------|------------|------------|
| Copy of food premises register | £167.00 | D | OS |
| Copy of food premises register - single entry | £23.00 | D | OS |

ENVIRONMENTAL & PORT HEALTH

1.6 Certificates & health charges

| | 2025/26 | Fee Status | VAT Status |
|---|---------|------------|------------|
| Issuing of export health certificate - Local Authority or Food Safety Premises Endorsement for Export | £139.00 | D | OS |
| Issuing of export health certificate - APHA (Association of Port Health Authorities') | £268.00 | D | OS |
| Issuing of export certificate of conformity | £108.00 | D | OS |
| Issue of voluntary surrender certificates | £206.00 | D | OS |
| Disposal of food | n/a | D | OS |

1.7 Food hygiene ratings

| | 2025/26 | Fee Status | VAT Status |
|---------|---------|------------|------------|
| Revisit | £212.00 | D | OS |

1.8 Safer Food, Better Business (SFBB)

| | 2025/26 | Fee Status | VAT Status |
|---|---------|------------|------------|
| SFBB for caterers | £24.00 | D | ZE |
| SFBB for caterers with residential care homes supplement | £24.00 | D | ZE |
| SFBB for retailers | £24.00 | D | ZE |
| SFBB Indian, Pakistani, Bangladeshi and Sri Lankan cuisines | £24.00 | D | ZE |
| SFBB Chinese cuisine - English language version | £24.00 | D | ZE |
| SFBB Chinese cuisine - Cantonese language version | £24.00 | D | ZE |
| SFBB childminders | £14.50 | D | S |
| 12 month diary pack | £8.00 | D | S |

ENVIRONMENTAL & PORT HEALTH

1.9 Dog control

| | 2025/26 | Fee Status | VAT Status |
|---|---------|------------|------------|
| Costs of reclaiming a stray dog | £142.00 | D | OS |
| Surcharge for dogs with no/unregistered/out-of-date/otherwise invalid microchip | £47.00 | D | OS |
| Plus administration costs | £43.00 | D | OS |
| Plus daily kennelling fees | £18.00 | D | OS |
| Plus vet fees at actual cost | | | |

1.10 Provision of supplementary environmental information

| | 2025/26 | Fee Status | VAT Status |
|--|---------|------------|------------|
| This is at the Council's discretion, having regard to relevant factors (in accordance with ICO - Information Commissioner's Office- guidance) this fee will be waived for very simple enquiries and non commercial enquiries | £123.00 | D | OS |
| Complex requests (i.e. taking more that 2 hours to process): | | | |
| Flat Rate | £123.00 | D | OS |
| Plus charge per hour | £80.00 | D | OS |

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1.11 Fixed penalty notices (FPNs)

| Offence | Standard Penalty 14 days (*15 days) | Amount if paid within 10 days (* if paid within 15 days) | Maximum fine for offence through the court process | Fee Status | VAT Status |
|---|--|---|---|---------------|------------|
| Nuisance parking | £100.00 | £62.00 | Level 4 - £2500 | ST | OS |
| Vehicle abandonment | £200.00 | £105.00 | Level 4 - £2500 | ST | OS |
| Litter | £150.00 | £80.00 | Level 3 - £1,000 | D | OS |
| Fly Tipping | £500.00 | £250.00 | £ Unlimited Level 5 or imprisonment on conviction | D | OS |
| Leaflet distribution | £85.00 | £62.00 | £2,500.00 | D | OS |
| Graffiti and Fly posting | £85.00 | £62.00 | £2,500.00 | D | OS |
| Failure to produce waste transfer note | £300.00 | £186.00 | unlimited | D | OS |
| Failure to produce authority to transport waste | £310.00 | £186.00 | unlimited Level 5 | D | OS |
| Offences regarding waste receptacles (domestic) | £60.00 | £30.00 | Civil Claim | D | OS |
| Offences regarding waste receptacles (commercial) | £100.00 | £75.00 | £1000 Level 3 | D | OS |
| Failure to comply with Public Space Protection Order (PSPO) | £82.00 | £62.00 | £1000 Level 3 | D | OS |
| FPN for non compliance of Community Protection Notice (CPN) | £100.00 | £60.00 | 2500 Level 4 | D | OS |
| Householder waste duty of care | £300.00 | £180.00 | £ Unlimited Level 5 or 5 years imprisonment on conviction | D | OS |
| Smoke Free - Failure to provide signage to prohibit smoking in a prohibited place | £200.00* | 150.00* | n/a | ST | OS |
| Smoke Free - Smoking in a prohibited place | £50.00* | £30.00* | n/a | ST | OS |
| Littering from a vehicle | £150.00 | £80.00 | Civil Claim | ST | OS |
| Seizure of noise making equipment without prosecution - Set Charge | £563.00 | - | - | D | OS |

ENVIRONMENTAL & PORT HEALTH

1.12 Public Health funeral administration

| | 2025/26 | Fee Status | VAT Status |
|---------------------------|--------------------|------------|------------|
| Administration fee | £360.50 | D | OS |
| Death certificate costs | £12.50 | D | OS |
| Funeral expenses incurred | <i>Actual Cost</i> | D | 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.

| | 2025/26 | Fee Status | VAT Status |
|---|-------------------------------|------------|------------|
| Risk Assessment | | | |
| | <i>Hourly rate (as below)</i> | D | OS |
| Risk Assessments and investigations undertaken by ESC officers will be charged on a 100% cost-recovery basis | | | |
| Risk Assessment and investigations carried out by a contractor | <i>Actual cost</i> | D | OS |
| | <i>Hourly rate (as below)</i> | D | OS |
| Officer time supporting contractor activities (administration of sampling, data management and correspondence) | | | |
| Sampling | | | |
| | <i>Hourly rate (as below)</i> | D | OS |
| Sampling costs will be charged on a 100% cost recovery basis | | | |
| Sampling costs will also include elements to recover the actual third party costs of transporting samples to the laboratory | <i>Actual cost</i> | D | OS |
| | <i>Hourly rate (as below)</i> | D | OS |
| Sampling costs will include an element to recover the administrative costs, data management, correspondence etc. | | | |
| Revisit to verify failed result (applies only to the first revisit for re-sampling to verify failed parameters) | No charge | D | OS |
| | <i>Actual cost</i> | D | OS |
| Analysis of all samples will be charged at the cost charged to ESC by the laboratory (including re-samples to verify failed parameters) | | | |
| Hourly Rate | | | |
| Officer time hourly rate (includes on-costs and overheads) | £81.00 | D | OS |
| Missed appointments | | | |
| Missed appointments for sampling or risk assessments will attract fees at the standard rate unless cancelled at least 48 hours beforehand | Hourly Rate (as above) | D | OS |

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 | 2025/26 | Fee Status | 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 | £140.00 | D | OS |
| - Ships from 1,001 to 3,000 gross tonnage | £190.00 | D | OS |
| - Ships from 3,001 to 10,000 gross tonnage | £280.00 | D | OS |
| - Ships from 10,001 to 20,000 gross tonnage | £365.00 | D | OS |
| - Ships from 20,001 to 30,000 gross tonnage | £465.00 | D | OS |
| - Ships over 30,000 gross tonnage | £535.00 | D | OS |
| With the exception of: | | | |
| Vessels with the capacity to carry between 50 and 1,000 persons | £535.00 | D | OS |
| Vessels with the capacity to carry more than 1,000 persons | £915.00 | D | OS |
| Extensions or Existing Ship Sanitation Certificate | £110.00 | D | OS |
| * 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 fees above reflect the Association of Port Health Authorities' (APHA) recommendations for port health authorities, which are to take effect from 1 April 2025.

The fees are reviewed annually. <https://www.porthhealthassociation.co.uk/>

ENVIRONMENTAL & PORT HEALTH

1.15 Port Health - Suffolk Coastal Port Health Authority

Port Health inspection charges are calculated annually on a cost recovery basis

This means that the charges represent the cost of overheads plus third party costs, including staff office space and other equipment plus the cost of any materials needed.

For many products the cost of the sample varies depending on size and the nature of the analysis.

<https://www.legislation.gov.uk/eur/2017/625/contents>

We continually monitor our activities to check that we are providing a good service to our stakeholders. We continue to develop new ways of working to streamline our service delivery by reviewing our working practices and adopting IT and mobile working solutions. It is anticipated that this will ensure that our operating costs, and hence charges, are kept to a minimum in the future.

Online payments can be made below.

<https://ip.e-paycapita.com/AIP/itemSelectionPage.do?link=showItemSelectionPage&siteId=697&languageCode=EN&source=AIP>

| Products of Animal Origin (POAO) | 2025/26 | Fee Status | VAT Status |
|--|---------|------------|------------|
| Charges for POAO imports are based on the gross weight of the product rounded up to the next full tonne. | | | |
| There are two levels of charge, a standard charge which applies to the majority imported products and one that applies to those from New Zealand, which is reduced to reflect the lower amount of work that we carry out in respect of these imports as a result of an Equivalence Agreement between the EC and New Zealand. | | | |
| The charges are calculated annually based on the exchange rate between sterling and the ECU. | | | |
| All imported products | | | |
| Consignments up to 6 tonnes minimum charge | £63.53 | D | OS |
| Additional tonnage between 7 - 46 tonnes (per tonne) | £10.55 | D | OS |
| Consignments over 46 tonnes maximum charge | £483.12 | D | OS |
| Products which transit through Great Britain (Entry/Exit) | | | |
| Minimum fee | £34.71 | D | OS |
| Increasing by, per 15 minutes for every member of staff involved in the controls | £24.40 | D | OS |
| All products of Animal Origin from New Zealand | | | |
| Consignments up to 6 tonnes minimum charge | £49.28 | D | OS |
| Additional tonnage between 7 - 46 tonnes (per tonne) | £8.05 | D | OS |
| Consignments over 46 tonnes maximum charge | £374.96 | D | OS |
| Other administration charges for CHED-P's (Common Health Entry Document for products of animal origin) | | | |
| Sale of fish from Council land where Parent and Daughter CHEDs (Common Health Entry Document) are required to be submitted there will be an additional charge per daughter CHED in addition to the parent CHED charge. | £55.78 | D | OS |
| Additional charges for statutory sampling will be made as required | | | |

ENVIRONMENTAL & PORT HEALTH

1.15 Port Health - Suffolk Coastal Port Health Authority (continued)

| | 2025/26 | Fee Status | VAT Status |
|--|---------|------------|------------|
| High Risk Products - CHED charges | | | |
| Document check | £66.93 | D | OS |
| Sampling (<i>additional analytical costs apply for all sampling fees</i>) | | | |
| Less than 10 sub samples | £91.11 | D | OS |
| 10 - 59 sub samples | £123.33 | D | OS |
| 60 or more sub samples* | £166.72 | D | OS |
| *A subsample is the number of units required by the legislation in order to make up a sample that is representative of the whole consignment. Some contaminants, like aflatoxin, are usually not evenly spread throughout whole consignments, therefore warranting larger numbers of incremental samples. This process takes longer and results in a higher fee. | | | |
| Where Parent and Daughter CHEDs are required to be submitted there will be an additional charge per daughter CHED in addition to the parent CHED charge. | £55.78 | D | OS |
| Non-compliant consignment | £149.40 | D | OS |
| Gaur Gum from India | | | |
| Document check | £66.93 | D | OS |
| Sampling (<i>additional analytical cost apply</i>) | £123.33 | D | OS |
| Non-compliant consignment | £149.40 | D | OS |
| Analytical Cost - Assigned by lab | | | |
| Organic Certificate verification | | | |
| Certificate verification | | | |
| Pre-notification is created on PHILIS DES | £55.78 | D | OS |
| Pre-notification is not created on PHILIS DES | £74.37 | D | OS |
| Sampling - 10 sub samples plus analytical costs | £119.74 | D | OS |
| Issuing a Regulation 7 notice under the Organic Products Regulations 2009 | £149.40 | D | OS |

ENVIRONMENTAL & PORT HEALTH

1.15 Port Health - Suffolk Coastal Port Health Authority (continued)

| | 2025/26 | Fee Status | VAT Status |
|---|---------|------------|------------|
| <p>Catch certification under the IUU fishing controls</p> <p>The following charges are applied per consignment, per country basis. A consignment will be determined as goods covered by a distinct set of documentation e.g. where there is more than one processing statement in the IUU documentation (particularly where it pairs with a CHED-P), it is likely to be processed and charged separately.</p> | | | |
| <p>Low risk</p> <p>Imports coming directly from the following flag states are currently defined as low risk - EEA/EFTA country (Norway, Iceland, Faroe Islands). - Country with a bilateral agreement with the EU for IUU purposes (USA, Canada, New Zealand), e.g. fish caught by a US fishing vessel and processed in a US approved establishment. Low risk consignment (<i>per flag state country</i>)</p> | £29.58 | D | OS |
| <p>High risk</p> <p>The following imports are currently defined as high risk - Fish caught by other third country fishing vessel - Fish from EU/bilateral/EEA/EFTA countries that have been processed in a third country (indirectly imported), e.g. fish caught by a US fishing vessel and processed in a Vietnamese approved establishment. (Fish caught by a vessel registered to an EU/EFTA/bilateral country and subsequently processed in another third country loses its low risk status and is charged at the higher rate.) High risk consignment (<i>per flag state country</i>)</p> <p>Due to the additional work in checking documents from more than one country and checking and handling multiple documents additional charges have been introduced.</p> <p>The appropriate checking fee (low or high risk) listed above is applied for each country that certification is received from. In addition where multiple certificates are submitted to accompany a consignment a sliding scale of charges will be applied.</p> | £58.49 | D | OS |

ENVIRONMENTAL & PORT HEALTH

1.15 Port Health - Suffolk Coastal Port Health Authority (continued)

| Number of certificates | 2025/26 | | Fee Status | VAT Status |
|---|------------------|-------------------|------------|------------|
| | Low risk country | High risk country | | |
| 1 - 5 | £29.58 | £58.49 | D | OS |
| 6 - 10 | £50.94 | £88.08 | D | OS |
| 11 - 20 | £66.37 | £102.54 | D | OS |
| 21 + | £80.83 | £117.32 | D | OS |
| <i>The number of certificates are counted per country to reflect the amount of work incurred in checking the certification</i> | | | | |
| Intervention charges | | | | |
| Charges for consignments requiring verification/ movement control intervention or non-conforming consignments have increased to accurately reflect the amount of additional work required to be undertaken for such consignments. | | | | |
| - Formal verification / movement control notices | | £115.59 | D | OS |
| - Non-compliant IUU consignments | | £149.40 | D | OS |

ENVIRONMENTAL & PORT HEALTH

1.15 Port Health - Suffolk Coastal Port Health Authority (continued)

| | 2025/26 | Fee Status | VAT Status |
|--|---------|------------|------------|
| Plastic Kitchenware from China and Hong Kong | | | |
| Document Check | | | |
| Due to the additional work in checking and handling multiple documents charges have been introduced based on the number of analytical certificates that accompany the Declaration. The sliding scale of charges will be applied. | | | |
| 1-5 samples | £57.33 | D | OS |
| 6-10 samples | £76.54 | D | OS |
| 11-20 samples | £105.36 | D | OS |
| 21+ samples | £134.50 | D | OS |
| Identity checks, physical checks and | | | |
| The cost of carrying out the identity, physical check and sampling is (subject to a courier fee of £15.00) | £107.03 | D | OS |
| Non-compliant consignment | £149.40 | D | OS |
| Analytical Cost - Assigned by lab | | | |
| GM Controls Rice and Rice products from China | | | |
| Where a CHED-D is submitted for a product covered by GM and other high risk product controls e.g. rice noodles for aluminium, only one document check charge will apply | | | |
| Document check | £66.93 | D | OS |
| Identity check, physical check and taking sample | | | |
| Processed products | £91.11 | D | OS |
| Bulk rice | £123.33 | D | OS |
| Non-compliant consignment | £149.40 | D | OS |
| Analyst fee full sample - Assigned by lab | | | |

ENVIRONMENTAL & PORT HEALTH

1.15 Port Health - Suffolk Coastal Port Health Authority (continued)

| | 2025/26 | Fee Status | VAT Status |
|---|---------|------------|------------|
| Ship Inspection Charges for Ship Sanitation Certificates | | | |
| The charges are calculated based on the gross tonnage of the vessel | | | |
| - Ships up to 1,000 gross tonnage | £140.00 | D | OS |
| - Ships from 1,001 to 3,000 gross tonnage | £190.00 | D | OS |
| - Ships from 3,001 to 10,000 gross tonnage | £280.00 | D | OS |
| - Ships from 10,001 to 20,000 gross tonnage | £365.00 | D | OS |
| - Ships from 20,001 to 30,000 gross tonnage | £465.00 | D | OS |
| - Ships over 30,000 gross tonnage | £535.00 | D | OS |
| With the exception of: | | | |
| Vessels with the capacity to carry between 50 and 1,000 persons | £535.00 | D | OS |
| Vessels with the capacity to carry more than 1,000 persons | £915.00 | D | OS |
| Extension of existing Ship Sanitation Certificate | £110.00 | D | OS |
| Vessel inspection following notification from another Competent Authority of conditions on board requiring further investigation | £108.15 | D | OS |
| * 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 fees above reflect the Association of Port Health Authorities' (APHA) recommendations for port health authorities, which are to take effect from 1 April 2025.

The fees are reviewed annually. <https://www.porthalthassociation.co.uk/>

ENVIRONMENTAL & PORT HEALTH

1.15 Port Health - Suffolk Coastal Port Health Authority (continued)

| | 2025/26 | Fee Status | VAT Status |
|--|---------|------------|------------|
| Water Sampling on vessels | | | |
| Standard Drinking Water Parameters – drinking water sampling for Coliforms, E.coli, and Enterococci are carried out on request | | | |
| Analytical testing using the standard drinking water parameters (first sample) | £110.72 | D | OS |
| Analytical testing using the standard drinking water parameters (additional sample taken at the same time) | £55.36 | D | OS |
| Fees subject to change pending UKHSA UK Health Security Agency published rates for 2025/26. <i>It is recommended that 3 samples are taken at different points in the vessels fresh water distribution system</i> | | | |
| Legionella - testing for Legionella can be carried out on request | | | |
| Sampling and analysis (first sample) | £155.06 | D | OS |
| Sampling and analysis (additional sample taken at the same time) | £97.18 | D | OS |
| <i>Please note: A single sample can only provide information as to the presence of legionella at an individual point on the ships water system. Therefore due to the nature of this organism and the associated risk one sample cannot provide assurances as to the legionella status of the vessels water distribution systems.</i> | | | |
| A survey consisting of numerous samples taking into account the vessel size, nature and layout of the water distribution systems would be needed to give an indication of a vessel's overall legionella status. Further advice and information can be provided on this if required. | | | |
| | 2025/26 | Fee Status | VAT Status |
| Other charges | | | |
| In addition to the charge that port health makes the Port of Felixstowe may also make other charges to produce your container for examination and for storing goods. Click here for a list of Port of Felixstowe charges. | | | |
| Low Risk Product | £10.30 | D | OS |
| Hourly rate | £97.60 | D | OS |
| Please be aware we charge a fee for postage of any document returns (where no courier is used). | £8.49 | D | OS |
| Trailer Charge | £106.09 | D | OS |
| Location Attendance charge | £53.05 | D | OS |
| Late Submission Charge | £94.64 | D | OS |
| Admin Charge for refund of payments made into Philis', Port Health Interactive Live Information System, account in error | £35.11 | D | OS |
| Documents Checks completed on diverted consignments | £35.11 | D | OS |
| Photocopy Charge | £6.37 | D | OS |

LEGAL & DEMOCRATIC SERVICES

2.1 Charges for licences

All discretionary Licensing fees stated in section 2 were approved by the Licensing Committee on 20 January 2025.

| | 2025/26 | Fee Status | VAT Status |
|------------------------------------|-----------|------------|------------|
| Sex Establishments | | | |
| Sex Establishments - Initial Grant | £2,429.00 | D | OS |
| Sex Establishments - Annual Fee | £2,064.00 | D | OS |

| | 2025/26 | Fee Status | VAT Status |
|--|---------|------------|------------|
| Street Trading | | | |
| Consents and Licences | £350.00 | D | OS |
| Daily Fee | £29.00 | D | OS |
| Pavement Licences (for local businesses) | £250.00 | D | OS |
| Pavement Licences (renewals) | £200.00 | D | OS |

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

| | 2025/26 | Fee Status | VAT Status |
|---|---------|------------|------------|
| Boat and Boatman Licences | | | |
| Pleasure Boat Licence (up to 12 passengers) | £150.00 | D | OS |
| Rowing Boat (4 passengers) | £75.00 | D | OS |

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 application.

LEGAL & DEMOCRATIC SERVICES

2.1 Charges for licences (continued)

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.

| Non-domestic Rateable Value | | Initial Fee | Annual Charge | Fee Status | VAT Status |
|---|--------------------|-------------|---------------|------------|------------|
| Village Halls, Church Halls and premises of a similar nature licensed only for the provision of regulated entertainment | | No charge | No charge | ST | OS |
| Band A | £0 - £4,300 | £100.00 | £70.00 | ST | OS |
| Band B | £4,301 - £33,000 | £190.00 | £180.00 | ST | OS |
| Band C | £33,001 - £87,000 | £315.00 | £295.00 | ST | OS |
| Band D | £87,001 - £125,000 | £450.00 | £320.00 | ST | OS |
| Band E | £125,001 and over | £635.00 | £350.00 | ST | OS |

| License fee | 2025/26 | Fee Status | VAT Status |
|-------------------------|---------|------------|------------|
| Personal Licences | £37.00 | ST | OS |
| Temporary Event Notices | £21.00 | ST | OS |

LEGAL & DEMOCRATIC SERVICES

2.1 Charges for licences (continued)

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.

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

| Other | 2025/26 | Fee Status | VAT Status |
|--|---------|------------|------------|
| Supply of copy information contained in register | £5.00 | ST | OS |
| Various notifications (change of address / copies of licence etc.) | £10.50 | ST | OS |
| Notice of interest in any premises | £21.00 | ST | OS |
| Application to vary or specify individual as premises supervisor | £23.00 | ST | OS |
| Interim authority notice | £23.00 | ST | OS |
| Application to transfer premises licence | £23.00 | ST | OS |

LEGAL & DEMOCRATIC SERVICES

2.1 Charges for licences (continued)

| Small societies lotteries | 2025/26 | Fee Status | VAT Status |
|---------------------------|---------|------------|------------|
| Initial registration fee | £40.00 | ST | OS |
| Renewal (annually) | £20.00 | ST | OS |

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

LEGAL & DEMOCRATIC SERVICES

2.2 Hackney carriages / Private hire vehicles

| | 2025/26 | Fee Status | VAT Status |
|---|---------|------------|------------|
| Horse Drawn Vehicle | £54.00 | D | OS |
| Vehicle ID plate initial charge (with bracket) | £28.00 | D | OS |
| Vehicle ID plate renewal charges | £16.00 | D | OS |
| Temporary vehicle - 1 Month | £77.00 | D | OS |
| Vehicle transfer to new owner | £29.00 | D | OS |
| New Motorised Hackney Carriage - 1 year | £291.00 | D | OS |
| Discount for vehicles with mobility seat provision for people with disability | £146.00 | D | OS |
| Discount for Electric/hybrid Vehicles | £218.00 | D | OS |
| Private hire vehicles | £244.00 | D | OS |
| Discount for vehicles with mobility seat provision for people with disability | £122.00 | D | OS |
| Discount for Electric/hybrid Vehicles | £183.00 | D | OS |
| Rickshaws | £53.00 | D | OS |
| Discount for Electric/hybrid Rickshaws | £40.00 | D | OS |

Please note: The below costs are externally set by third parties, and are required in order to obtain a licence.

Disclosure & Barring Checks / Set by Disclosure & Barring Service

Medical

Driving assessment Fee

College Course

| | 2025/26 | Fee Status | VAT Status |
|----------------------------------|---------|------------|------------|
| Driver's Licences | | | |
| Initial English Proficiency test | £33.00 | D | OS |
| First application | £186.00 | D | OS |
| Three year licence | £286.00 | D | OS |

LEGAL & DEMOCRATIC SERVICES

2.2 Hackney carriages / Private hire vehicles (continued)

| Private Hire Operations Licences | 2025/26 | Fee Status | VAT Status |
|--|---------|------------|------------|
| Knowledge Test | £66.00 | D | OS |
| Five year licence owner/driver - One Vehicle | £348.00 | D | OS |
| Five year licence 2 - 5 cars | £402.00 | D | OS |
| Five year licence over 5 cars | £878.00 | D | OS |

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 |
| Unfit Vehicle Notice | **Taxi / Private Hire Vehicle Plate Replacement |
| Double Axle Trailer - Inspection | |

****Please contact 03300 166 111 for more information.**

LEGAL & DEMOCRATIC SERVICES

2.3 Premises licences (Gambling Act 2005)

| | Premises Licence Fee (New App.) | Premises Licence Fee (Annual Fee) | Misc. Fees (App. to Vary) | Misc. Fees (App. to Transfer) | Fee Status | VAT Status |
|------------------------------------|------------------------------------|--------------------------------------|------------------------------|----------------------------------|---------------|---------------|
| Bingo Club | £1,822.00 | £834.00 | £1,215.00 | £1,155.00 | D | OS |
| Betting Premise (excluding tracks) | £1,822.00 | £600.00 | £1,215.00 | £1,155.00 | D | OS |
| Tracks | £1,822.00 | £729.00 | £1,215.00 | £950.00 | D | OS |
| Family Entertainment Centre | £1,822.00 | £729.00 | £1,000.00 | £950.00 | D | OS |
| Adult Gaming Centre | £1,822.00 | £729.00 | £1,000.00 | £1,155.00 | D | OS |

DIGITAL & PROGRAMME MANAGEMENT

3.1 Street Name & Numbering

| | 2025/26 | Fee Status | VAT Status |
|---|---------------------------|------------|------------|
| Existing | | | |
| Property renaming/addition of house name | £45.00 | D | OS |
| Provision of naming & numbering information to utilities | £425.00 | D | OS |
| Naming & numbering enquiries from solicitors/utilities not subscribed - new or historic addresses | £91.00 | D | OS |
| Street Name Change | £350.00 | D | OS |
| Addressing New Development | | | |
| 1 plot | £45.00 | D | OS |
| 2-5 plots (including new streets) | £90.00 | D | OS |
| 6-10 plots (including new streets) | £175.00 | D | OS |
| 11-20 plots (including new streets) | £350.00 | D | OS |
| 21-50 plots (including new streets) | £923.00 | D | OS |
| 51-100 plots (including new streets) | £1,400.00 | D | OS |
| 101+ plots (including new streets) | Base Charge: £1,400.00 | D | OS |
| | Per plot over 100: £11.50 | D | 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 | D | OS |
| Provision or relocation of street name plates | | | |
| Set of street nameplates (2) supplied and installed | £505.00 | D | S |
| Re-locating street name plate | £175.00 | D | S |

PROPERTY AND PLACE

4.1 Parking services (Off-street parking places)

Parking Services have now begun the implementation of the agreed off-street parking tariffs for 2025/26. This requires the making of a new Off Street Parking Order, with the procedure for doing this set out in legislation. This page will be updated when this Order has been made.

4.2 Parking services (Administration charges)

Parking Services have now begun the implementation of the agreed off-street parking tariffs for 2025/26. This requires the making of a new Off Street Parking Order, with the procedure for doing this set out in legislation. This page will be updated when this Order has been made.

4.3 Collection of household waste

| | 2025/26 | Fee Status | VAT Status |
|---|---------------------|------------|------------|
| Bulky Household Waste | | | |
| For the collection of up to three single items of bulky household waste | £53.00 | D | OS |
| Each additional item (above three items) of bulky household waste | £18.00 | D | OS |
| Other/special collections (by quotation) | By quotation | D | OS |
| Garden Waste Collection (fortnightly) | | | |
| Garden Waste Service (per subscription, per annum) | £54.00 | D | OS |
| Green bin delivery (required for new GW subscription) | £13.00 | D | OS |
| Supply of new waste bin (single residual or recycling) - if permitted (refurbished - cost £25.00 if available only) | £42.00 | D | OS |
| Supply of additional household waste bin (single residual or recycling) - if permitted | £42.00 | D | OS |
| Developer bin delivery charge, if more than 6 bins - residual and recycling | £80.00 per delivery | D | OS |
| Public Bins | | | |
| Emptying of public and fido bins (cost per Bin) | £1.50 | D | S* |

*This is a third party cost via East Suffolk Services Limited.

PROPERTY AND PLACE

4.4 Caravan & camping sites

| Southwold Harbour Site | 2025/26 | Fee Status | VAT Status |
|---|----------------|-------------------|-------------------|
| Static Caravan - Site Fee (March - November) | £2,791.00 | D | S |
| Static Caravan - Site Fee (December - February) | £243.00 | D | S |
| New Caravan - Plot Fee | £2,228.00 | D | S |
| Electric standing charge per annum, plus charge for actual usage (static sites) | Variable** | D | S |

** Fee is variable, charges are equal to site costs incurred as per Ofgem regulations

| Additional Charges - Static Caravan | 2025/26 | Fee Status | VAT Status |
|--|----------------|-------------------|-------------------|
| Harbour side Supplement Front Line | £235.00 | D | S |
| Blackshore Supplement Front Line | £206.00 | D | S |
| All below fees are charged on a per night basis | | | |
| Tourers/Motorised Vans/Tents (Low Season) Inc 2 Adults | £37.00 | D | S |
| Tourers/Motorised Vans/Tents (Mid Season) Inc 2 Adults | £44.00 | D | S |
| Peak Standard Pitch | £45.00 | D | S |
| Off peak electric hook up pitch | £43.00 | D | S |
| Mid Season electric hook up pitch | £49.00 | D | S |
| Peak electric hook up pitch | £50.00 | D | S |
| Electricity per night | £6.00 | D | S |
| Additional Adult | £5.00 | D | S |
| Additional Child | £3.00 | D | S |
| Additional OAP (65+) | £3.00 | D | S |
| Awnings/Gazebos/Canopies | £10.00 | D | S |
| Organised Groups (To be negotiated in advance) | By negotiation | D | S |
| Single backpacker (no vehicle)* | £18.00 | D | S |
| Key Sale for Toilet Block | £32.00 | D | S |
| Battery Charging | £11.00 | D | S |
| Dryer Tokens | £2.50 | D | S |

* With discretion of caravan site manager at time of arrival

PROPERTY AND PLACE

4.5 Harbour & annual licences (beach & boat related)

| | 2025/26 | Fee Status | VAT Status |
|--|-----------|------------|------------|
| Regular users (per annum) | | | |
| Mooring fees per vessel | £814.00 | D | S |
| Tenders/Canoe/Kayak | £45.00 | D | S |
| Harbour dues (per annum) | | | |
| Up to 20ft (6100mm) | £87.00 | D | S |
| 20ft (6100mm) up to 30ft (9150mm) | £165.00 | D | S |
| 30ft (9150mm) up to 40ft (12200mm) | £213.00 | D | S |
| 40ft (12200mm) up to 50ft (15250mm) | £277.00 | D | S |
| Each additional ft (305mm) over 50ft (15250mm) | £8.00 | D | S |
| Other charges (per annum) | | | |
| Large Hut Sites | £479.00 | D | EX |
| Small Hut Sites | £328.00 | D | EX |
| Stage sites (per annum) | | | |
| 1E - 10E | £1,326.00 | D | S |
| All other sites on Southwold Bank | £689.00 | D | S |
| All other sites on Walberswick Bank | £689.00 | D | S |
| W10 Mooring - Visitor Moorings (daily charges) | | | |
| Up to 20ft (6100mm) | £26.00 | D | S |
| 20ft (6100mm) up to 30ft (9150mm) | £31.00 | D | S |
| 30ft (9150mm) up to 40ft (12200mm) | £38.00 | D | S |
| 40ft (12200mm) up to 50ft (15250mm) | £47.00 | D | S |
| Each additional ft (305mm) over 50ft (15250mm) | £3.00 | D | S |
| Harbour Dues | £13.00 | D | S |
| Electric Charge (Normal) | £6.00 | D | S |
| Electric Charge (Heavy Use) | £22.00 | D | S |
| Other charges | | | |
| Storage ashore per ft (305mm), minimum 25 feet (7.62m) | £4.00 | D | S |
| Mooring winter charge per ft (305mm) per month | £5.00 | D | S |
| Mooring berth on north dock wall (per vessel, per month) | £189.00 | D | S |

PROPERTY AND PLACE

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

| Licences | 2025/26 | Fee Status | VAT Status |
|-------------------------------------|----------|------------|------------|
| Beach Licences | | | |
| - Aldeburgh and Felixstowe | £71.00 | D | OS |
| - Sizewell | £57.00 | D | OS |
| Sale of fish from Council land | Variable | D | OS |
| Boats on beach | £156.00 | D | S |
| Boats in compound at The Dip | £156.00 | D | S |
| Launch only permit | £76.00 | D | OS |
| Fee for return of confiscated boats | Variable | D | S |

PROPERTY AND PLACE

4.6 Recreation areas & outdoor sports

| | 2025/26 | Fee Status | VAT Status |
|--|---------|------------|------------|
| Beccles Sports Ground | | | |
| <i>Cricket</i> | | | |
| Adult one off match charge | | | |
| - Weekdays | £75.00 | D | OS |
| - Weekdays (evenings) | £61.00 | D | OS |
| - Weekends and Bank Holidays | £108.00 | D | OS |
| Adult block booking (minimum 11 matches) | | | |
| - Weekdays | £67.00 | D | OS |
| - Weekdays (evenings) | £51.00 | D | OS |
| - Weekends and Bank Holidays | £98.00 | D | OS |
| Junior one off match charge | | | |
| - Weekdays | £52.00 | D | OS |
| - Weekdays (evenings) | £43.00 | D | OS |
| - Weekends and Bank Holidays | £77.00 | D | OS |
| Junior block booking (minimum 11 matches) | | | |
| - Weekdays | £45.00 | D | OS |
| - Weekdays (evenings) | £38.00 | D | OS |
| - Weekends and Bank Holidays | £68.00 | D | OS |
| All weather surface | | | |
| - Weekdays | £56.00 | D | OS |
| - Weekdays (evenings) | £39.00 | D | OS |
| - Weekends and Bank Holidays | £63.00 | D | OS |
| - Weekends and Bank Holidays (evenings) | £47.00 | D | OS |

PROPERTY AND PLACE

4.6 Recreation areas & outdoor sports (continued)

| | 2025/26 | Fee Status | VAT Status |
|---|---------|------------|------------|
| Beccles Sports Ground | | | |
| Football/Rugby | | | |
| Adult pitch - One off match charge | | | |
| - Weekdays | £54.00 | D | OS |
| - Weekends and Bank Holidays | £71.00 | D | OS |
| Adult pitch - Block booking (minimum 10 matches) | | | |
| - Weekdays | £45.00 | D | OS |
| - Weekends and Bank Holidays | £56.00 | D | OS |
| Junior pitch - One off match charge | | | |
| - Weekdays | £35.00 | D | OS |
| - Weekends and Bank Holidays | £43.00 | D | OS |
| Junior - Block booking (minimum 10 matches) | | | |
| - Weekdays | £22.00 | D | OS |
| - Weekends and Bank Holidays | £30.00 | D | OS |
| Mini Football Pitch (5-a-side) | £18.00 | D | OS |
| Hire of Land Only | | | |
| -Hourly Rate Weekday | £10.00 | D | OS* |
| -Hourly Rate Weekend | £12.00 | D | OS* |

*For non-sporting activity hires, this is an Exempt supply for VAT purposes.

PROPERTY AND PLACE

4.6 Recreation areas & outdoor sports (continued)

| | 2025/26 | Fee Status | VAT Status |
|--|---------|------------|------------|
| Dip Farm - Lowestoft | | | |
| Football | | | |
| Adult pitch - One off match charge | | | |
| - Weekdays | £54.00 | D | OS |
| - Weekends and Bank Holidays | £71.00 | D | OS |
| Adult pitch - Block booking (minimum 10 matches) | | | |
| - Weekdays | £45.00 | D | OS |
| - Weekends and Bank Holidays | £56.00 | D | OS |
| Junior pitch - One off match charge | | | |
| - Weekdays | £35.00 | D | OS |
| - Weekends and Bank Holidays | £43.00 | D | OS |
| Junior pitch - Block booking (minimum 10 matches) | | | |
| - Weekdays | £22.00 | D | OS |
| - Weekends and Bank Holidays | £30.00 | D | OS |
| Pavilion Hire | £83.00 | D | OS |
| Hire of Land Only | | | |
| -Hourly Rate Weekday | £10.00 | D | OS* |
| -Hourly Rate Weekend | £12.00 | D | OS* |

*For non-sporting activity hires, this is an Exempt supply for VAT purposes.

PROPERTY AND PLACE

4.6 Recreation areas & outdoor sports (continued)

| Eastward Ho and Walton Sports Ground - Felixstowe | 2025/26 | Fee Status | VAT Status |
|--|---------|------------|------------|
| Football | | | |
| Adult pitch - One off match charge | | | |
| - Weekdays | £54.00 | D | OS |
| - Weekends and Bank Holidays | £71.00 | D | OS |
| Adult pitch - Block booking (minimum 10 matches) | | | |
| - Weekdays | £45.00 | D | OS |
| - Weekends and Bank Holidays | £56.00 | D | OS |
| Junior pitch - One off match charge | | | |
| - Weekdays | £35.00 | D | OS |
| - Weekends and Bank Holidays | £43.00 | D | OS |
| Junior pitch - Block booking (minimum 10 matches) | | | |
| - Weekdays | £22.00 | D | OS |
| - Weekends and Bank Holidays | £30.00 | D | OS |
| Changing Room Hires (without pitch) | £37.00 | D | OS |
| Hire of Land Only | | | |
| -Hourly Rate Weekday | £10.00 | D | OS* |
| -Hourly Rate Weekend | £12.00 | D | OS* |

*For non-sporting activity hires, this is an Exempt supply for VAT purposes.

PROPERTY AND PLACE

4.6 Recreation areas & outdoor sports (continued)

| | 2025/26 | Fee Status | VAT Status |
|--|---------|------------|------------|
| Dellwood Avenue - Felixstowe | | | |
| Football | | | |
| Junior pitch - One off match charge | | | |
| - Weekdays | £35.00 | D | OS |
| - Weekends and Bank Holidays | £43.00 | D | OS |
| Junior pitch - Block booking (minimum 10 matches) | | | |
| - Weekdays | £22.00 | D | OS |
| - Weekends and Bank Holidays | £30.00 | D | OS |
| Mini soccer pitch x 5 (5-a-side) | | | |
| - One off | £27.00 | D | OS |
| - Regular Block booking (minimum 10 matches) | £18.00 | D | OS |
| Tennis | | | |
| Per Court (hourly rate) | £15.00 | D | OS |
| 6 Month Court Booking | £789.00 | D | OS |
| Pavilion Hire | | | |
| Hire of Land Only | | | |
| -Hourly Rate Weekday | £10.00 | D | OS* |
| -Hourly Rate Weekend | £12.00 | D | OS* |

*For non-sporting activity hires, this is an Exempt supply for VAT purposes.

PROPERTY AND PLACE

4.7 Leisure facilities

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

| | |
|---|--------------|
| Brackenburg 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 |

PROPERTY AND PLACE

4.8 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 has a hut immediately in front, obstructing the line of sight towards the sea.

| | 2025/26 | Fee Status | VAT Status |
|--|---------|------------|------------|
| Sizewell Beach Huts | | | |
| Premier site only | £723.42 | D | S |
| Setting up of Beach Hut licence | £43.00 | D | 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 . For Southwold hut site tenants who wish to claim a discount for being a local resident, please register with Asset Management every year. Discounts for membership of the Southwold Beach Hut Association will be directly verified with the Association at the time of invoice. | | | |
| Lowestoft Beach Huts | | | |
| 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 (Waiting lists for annual hire beach huts/hut sites are currently closed to new entries). | | | |
| | £624.75 | D | S |
| Beach hut hire | | | |
| 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. | | | |

PROPERTY AND PLACE

4.8 Beach huts & chalets (continued)

| Claremont and South Beach, beach huts (refurbished) - Hire prices | 2025/26 | Fee Status | VAT Status |
|--|----------------|-------------------|-------------------|
| Weekly general hire price per week (subject to qualifying discount/promotions) | £82.00 | D | S |
| Weekly main season hire price per week | £175.00 | D | S |
| Winter hire (period November to March) | £252.00 | D | S |
| Annual licence (where available) | £806.40 | D | S |

| Victoria two-storey building | 2025/26 | Fee Status | VAT Status |
|---|----------------|-------------------|-------------------|
| Weekly general hire price per week (subject to qualifying discount/promotions) | £66.00 | D | S |
| Victoria small - Weekly general hire price per week (subject to qualifying discount/promotions) | £60.00 | D | S |
| Weekly main season hire price per week | £144.00 | D | S |
| Victoria small - Daily main season hire price per day | £36.00 | D | S |
| Winter hire (period November to March) | £240.00 | D | S |
| Victoria small - Winter hire (period November to March) | £216.00 | D | S |
| Annual licence (where available) | £757.00 | D | S |

PROPERTY AND PLACE

4.8 Beach huts & chalets (continued)

Eastern Edge beach huts including accessible huts

| | <u>Hut Style 1 (Pearl)</u> | <u>Hut Style 2 (Horizon)</u> | <u>Hut Style 3 (Crest)</u> | | |
|---|----------------------------|------------------------------|----------------------------|---|---|
| Weekly hire | | | | | |
| April, May & September | £100.00 | £120.00 | £150.00 | D | S |
| June & July | £150.00 | £170.00 | £200.00 | D | S |
| August | £200.00 | £220.00 | £250.00 | D | S |
| October | £80.00 | £100.00 | £150.00 | D | S |
| Daily hire Summer (dates subject to advertising) | £40.00 | £40.00 | | D | S |
| Weekend hire May/June/September (dates subject to advertising) | £50.00 | £50.00 | | D | S |
| July/August (dates subject to advertising) | £70.00 | £70.00 | | D | S |
| Winter hire period | | | | | |
| November to March | £500.00 | £520.00 | £550.00 | D | S |

Other promotional days/weekends or offers may apply. Contact lowestoft.beach@eastssuffolk.gov.uk Tel (01502) 586167. Subject to season.

Dual hire (Double-size hut) - For Group hire, Charity or Community use etc.

Group hire hut

Day hire*

£55.00

D

S

* Charity and community group concessions and discounts may apply. Please contact for details lowestoft.beach@eastssuffolk.gov.uk

Felixstowe hut sites

| | 2025/26 | Fee Status | VAT Status |
|--|----------------|-------------------|-------------------|
| Setting up of Beach Hut licence | £764.03 | D | S |
| Setting up of Beach Hut licence - transfer within family (must provide evidence) | £152.15 | D | S |
| Premier site | £723.24 | D | S |
| Premier surcharge (per sqm where the site exceeds 2.13m width x 2.43m depth) | £188.00 | D | S |
| Standard site | £578.81 | D | S |
| Standard surcharge (per sqm where the site exceeds 2.13m width x 2.43m depth) | £164.50 | D | S |

PROPERTY AND PLACE

4.8 Beach huts & chalets (continued)

| Felixstowe chalets | 2025/26 | Fee Status | VAT Status | | |
|--|---|---|------------------------------|---|---|
| Bath Tap | | | | | |
| - Chalets 1 - 4, 9 - 20, 27 - 36 (26) | £2,521.42 | D | S | | |
| - Chalets 5 - 8 (4) | £1,955.84 | D | S | | |
| - Chalets 21 - 26 (6) | £1,955.84 | D | S | | |
| Cliff House | | | | | |
| - Chalets 1 and 2 | £1,371.51 | D | S | | |
| - Chalets 3 and 4 | £922.79 | D | S | | |
| - Chalet 5 | £1,955.84 | D | S | | |
| - Chalets 6 - 17 (12) | £1,955.84 | D | S | | |
| - Chalets 18 - 25 (8) | £1,955.84 | D | S | | |
| - Chalets 26 - 41 (16) | £2,521.42 | D | S | | |
| Setting up of chalet licence | £43.00 | D | S | | |
| Seashore Village hut sites | | | | | |
| Privately owned beach huts at are positioned on sites leased from East Suffolk Council. | | | | | |
| | Single Unit (Chalet 1/2/4/5) | Single Unit with WC (Chalet 3) | Dual Unit with WC | D | S |
| 6-day hire (Sat - Thurs) | | | | | |
| March / April/ September / October | £150.00 | £180.00 | £250.00 | D | S |
| May/ June | £200.00 | £230.00 | £350.00 | D | S |
| July / August | £250.00 | £280.00 | £450.00 | D | S |
| Selected Winter Weeks | £175.00 | £200.00 | £275.00 | D | S |
| Note: Other promotions, discounts or hire offers may apply from time to time. See advertising. | | | | | |

PROPERTY AND PLACE

4.8 Beach huts & chalets (continued)

Whole building hire price - For community and group hire, price on application. Subject to availability and specific requirements.

| | Single Unit (Chalet 1/2/4/5) | Single Unit with WC (Chalet 3) | Fee Status | VAT Status |
|--|---------------------------------|-----------------------------------|------------|------------|
| Weekend hi March - November (dates subject to advertising) | £80.00 | £80.00 | D | S |
| Daily Hire Summer (dates/subject to advertising) | £50.00 | £50.00 | D | S |

PROPERTY AND PLACE

4.9 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*

| | 2025/26 | Fee Status | VAT Status |
|--|----------------------|------------|------------|
| Interments (first and subsequent) for Purchased Graves | | | |
| Stillborn child or aged under 18 years | No charge | D | OS |
| A person over age 18 | | | |
| - Standard Depth | £880.00 | D | OS |
| - Double Depth | £1,125.00 | D | OS |
| For the interment of ashes in a grave or ashes plot | £280.00 | D | OS |
| For the interment of two sets of ashes at the same time | £370.00 | D | OS |
| For the scattering of ashes | £119.00 | D | OS |
| For the interment of body parts to an existing grave | £216.00 | D | OS |
| Interments (first and subsequent) for Common Graves / Unmarked Graves | | | |
| Stillborn child or aged under 18 years | No charge | D | OS |
| A person over age 18 | | | |
| - Standard Depth | £638.50 | D | OS |
| - Double Depth | £745.00 | D | OS |
| Cancellation of burial arrangements 48 hours prior to burial | 50% of fee | D | OS |
| Cancellation of burial arrangements less the 48 hours prior to burial | 100% of fee | D | OS |
| Exhumation, Of a body | Price on application | D | OS/EX/S |
| Exhumation, Of cremated remains | Price on application | D | OS/EX/S |

PROPERTY AND PLACE

4.9 Cemeteries (continued)

| Exclusive Right of Burial (Period of 50 years) - Excludes Common/Unpurchased graves | 2025/26 | Fee Status | VAT Status |
|---|----------------|-------------------|-------------------|
| For exclusive right of burial in an earthen grave space 9' x 4' (2743mm x 1219mm) | £1,761.30 | D | OS |
| For exclusive right of burial in an earthen ashes plot 2' x 2' (609mm x 609mm) | £1,636.67 | D | OS |
| For exclusive right of burial in a children's plot 5' x 2' (1524mm x 609mm) | No charge | D | OS |
| For exclusive right of burial in a children's plot 3' x 2' (914mm x 609mm) | No charge | D | OS |
| Monuments and Headstones (Memorials permitted on any section, including lawns) | 2025/26 | Fee Status | VAT Status |
| Headstones, crosses etc. (maximum height of 36"/920mm)* | £265.00 | D | S |
| Headstones, crosses etc. (maximum height 24"/609mm)* | £150.00 | D | S |
| Headstones, crosses etc. on gardens of rest ashes plots (maximum height 24"/609mm) Aldeburgh, Leiston & Saxmundham only | £154.50 | D | S |
| A plaque or desk (maximum height 6"/152mm)* | £154.50 | D | S |
| A plaque on memorial wall 9" x 6" (229mm x 152mm) | £264.50 | D | S |
| Flower vase with inscription (maximum height 11 3/4"/300mm)* | £118.00 | D | S |
| For every additional inscriptio | £67.00 | D | S |
| Kerb Sets (Traditional Section only) - Excludes headstone fee | | | |
| For single grave space | | | |
| - Stillborn child or aged under 18 years (max length 24"/610mm)* | No charge | D | OS |
| - A full kerb set (max length 83"/2100mm)* | £293.00 | D | S |
| - A half kerb set (length between 19" and 42"/480mm and 1050mm)* | £154.50 | D | S |
| - A small kerb set (maximum length 19"/480mm)* | £118.00 | D | S |

PROPERTY AND PLACE

4.9 Cemeteries (continued)

| Kerb Sets (Traditional Section only) - Excludes headstone fee | 2025/26 | Fee Status | VAT Status |
|--|----------------|-------------------|-------------------|
| For double grave space | | | |
| - A full kerb set (max length 83"/2100mm)* | £585.50 | D | S |
| - A half kerb set (length between 19" and 42"/480mm and 1050mm)* | £357.00 | D | S |
| - A small kerb set (maximum length 19"/480mm)* | £272.50 | D | S |
| All areas | | | |
| Memorial renovation/replacement/application | £55.50 | D | S |
| Other charges | 2025/26 | Fee Status | VAT Status |
| Use of cemetery chapel | £207.00 | D | EX |
| Appointment with cemetery s | £56.00 | D | S |
| Cemetery staff locating and marking grave | £56.00 | D | S |
| Staff search of burial records (per register) | £56.00 | D | S |
| Personal search of burial records (per register) | £30.50 | D | S |
| For a certified copy of entry in register or burials | £30.50 | D | S |
| Statutory declaration relating to burial records | £129.00 | D | OS |
| Updating grants of exclusive rights of burial | £43.00 | D | S |
| Transfer of grant of right of burial | £74.50 | D | OS |
| Ash Collection for Interment | £51.50 | D | OS |
| Graveside reading at Interment | £77.50 | D | OS |

PROPERTY AND PLACE

4.10 Green burials

| Green Burial Site | 2025/26 | Fee Status | VAT Status |
|---|-----------|------------|------------|
| Interments (first and subsequent) burial fees | | | |
| Stillborn child or aged under 18 years | No charge | D | OS |
| A person over age 18 (single depth) | £620.00 | D | OS |
| For the interment of ashes in a grave or ashes plot | £265.00 | D | OS |
| For the interment of two sets of ashes at the same time | £344.50 | D | OS |
| For the scattering of ashes | £118.50 | D | OS |
| Provision of plaque on memorial board | £77.00 | D | S |

4.11 Sponsorship of Commemorative Benches

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

| | 2025/26 | Fee Status | VAT Status |
|---|-----------|------------|------------|
| Plaque only * | £160.00 | D | OS** |
| Plaque and new standard bench * | £1,543.50 | D | OS** |
| New base, standard bench and plaque* | £2,075.50 | D | OS** |
| Plaque and new deluxe bench * | £2,013.50 | D | OS** |
| New base, deluxe bench and plaque* | £2,498.00 | D | OS** |
| Felixstowe Historical Bench Sponsorship and plaque* | £1,385.00 | D | OS** |
| <i>*The plaque remains the property of the sponsor</i> | | | |

** VAT status changes to standard rated if sponsored by a business and zero rated for a charity.

PROPERTY AND PLACE

4.12 Oulton Broad Yacht Station

| Visitor moorings (per 24 hours) | 2025/26 | Fee Status | VAT Status |
|--|---------|------------|------------|
| Stern on | £12.00 | D | S |
| Side on | £18.50 | D | S |
| Stern on with electric | £16.50 | D | S |
| Side on with electric | £23.50 | D | S |
| Side on with electric (over 45ft) | £31.00 | D | S |
| Side on (over 45ft) | £26.00 | D | S |
| Short stay (between 10am - 4pm) | £7.50 | D | S |
| Buoys (per week) | £46.50 | D | S |
| Buoys (per 24hrs) | £8.25 | D | S |
| Showers | £2.60 | D | S |
| Laundry (per wash) | £4.00 | D | S |
| Tumble dryer (minimum charge) | £2.00 | D | S |
| Water top up (From Stand pipe) | £3.00 | D | ZE |
| Contracted moorings (per annum) | | | |
| Piscatorial moorings | £233.00 | D | S |
| Floating pontoon (secured) | | | |
| WOBYC (Squibs beam 6.13ft/WODs beam 6.01ft) up to 10 club members 10ft x 7ft pens (per ft) | £50.00 | D | S |
| All other vessels (per ft) | £55.10 | D | S |
| Annual moorings | | | |
| Trots (per ft) | £52.53 | D | S |
| Buoys (per ft) | £42.23 | D | S |
| Storage ashore - up to 10ft | £223.00 | D | S |
| Storage ashore - every ft thereafter | £11.85 | D | S |
| House boat (per ft) | £35.00 | D | EX |

PROPERTY AND PLACE

4.13 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 £20.00 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 for the activities

Parking - Loss of income and or suspended parking due to event use

Waste management, grounds or toilets - Where additional services or provision arise

Event monitoring - In compliance with policy and location hire agreement

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

Attendance and Site opening - Where out of hours arrangements apply

| Small - Outdoor theatre, fundraising & music events (under 500 attendees, per day) | Commercial | Charity (national) | Charity (local**) | Fee Status | VAT Status |
|--|------------|--------------------|-------------------|------------|------------|
| Application fee | £63.00 | £31.50 | £31.50 | D | EX |
| Hire charge (per day) | | | | | |
| - Felixstowe Events Area | £378.00 | £189.00 | no charge | D | EX |
| - Parks, promenade, gardens and village greens | £378.00 | £189.00 | no charge | D | EX |
| - Felixstowe Triangle | £126.00 | £63.00 | no charge | D | EX |
| - Promotional stands (per metre) | £12.50 | £6.25 | no charge | D | EX |
| Medium - Circus, fun fair, music event, sports event & open air cinema (500 - 2999 attendees, per day) | Commercial | Charity (national) | Charity (local**) | Fee Status | VAT Status |
| Application fee | £63.00 | £31.50 | £31.50 | D | EX |
| Hire charge (per day) | | | | | |
| - Events Area | £745.00 | £372.50 | no charge | D | EX |
| - Parks, promenade, gardens and village greens | £745.00 | £372.50 | no charge | D | EX |
| - Promotional stands (per metre) | £12.50 | £6.25 | no charge | D | EX |

PROPERTY AND PLACE

4.13 Events Area (continued)

| Large - Carnival, art on prom, historic car rally, commercial launches, commercial shows, sports event (over 3000 attendees, per day) | Commercial | Charity (national) | Charity (local**) | Fee Status | VAT Status |
|---|------------|--------------------|-------------------|------------|------------|
| Application fee | £126.00 | £63.00 | £63.00 | D | EX |
| Hire charge (per day) | | | | | |
| - Events Area | £1,240.00 | £620.00 | no charge | D | EX |
| - Parks, promenade, gardens and village greens | £1,240.00 | £620.00 | no charge | D | EX |
| - Promotional stands (per metre) | £12.50 | £6.25 | no charge | D | 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.*

PLANNING & COASTAL MANAGEMENT

5.1 Section 106 Agreements (s106)

| | 2025/26 | Fee Status | VAT Status |
|---|---------|------------|------------|
| s106 Agreements | | | |
| Written confirmation of compliance with a Section 106 Agreement (Hourly rate) | £80.00 | D | S |
| Planning obligation monitoring fee per obligation/trigger | £460.00 | D | OS |

5.2 First Homes Application Fees

| | 2025/26 | Fee Status | VAT Status |
|--|---------|------------|------------|
| First registration of plot and application processing (per plot) | £560.00 | D | OS |
| Second and Subsequent applications on a previous First Home plot | £280.00 | D | OS |

5.3 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.

| | 2025/26 | Fee Status | VAT Status |
|--|---------|------------|------------|
| CIL and s106 service | | | |
| 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) | £80.00 | D | S |

Fees above are applicable from 1 January 2025 to 31 December 2025.
[CIL and s106 service website](#)

5.4 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.

5.5 Planning Applications and Planning Related Applications

The fees for Planning Applications (i.e. those seeking Planning Permission) and for Planning related applications (i.e. those seeking Prior Notification Approval, Listed Building Consent, Advertisement Consent, Discharge of conditions etc) are set by National Government through The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012, which have been amended more than once. The latest of which was through The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2023, which were made 8 November 2023 and came into force 6 December 2023.

The original version of the current fee regulations (the 2012 version) can be accessed via:

<https://www.legislation.gov.uk/uksi/2012/2920/contents>

The latest (2023) amendment to the Regulations can be accessed via:

<https://www.legislation.gov.uk/uksi/2023/1197/introduction/made>

The latest amendments to the Regulations included significant complex changes, not only increasing many of the fees by 25% or 35% but also included the insertion of additional fee thresholds linked to the total floorspace, site area or number of dwellings, with different payment levels are required per 75sqm (or part thereof) or per 0.1 hectare (or part thereof) or per dwelling unit for each threshold level. Therefore there is no direct correlation between financial years for the fee rate categories provided.

The 2023 amendments to the fee regulations also introduced a new process for future adjustments to the planning fees. They are to be indexed linked as of 1 April 2025, so they will likely increase year on year from that time. However, they will remain set nationally, and officers expect that the adjusted fees will be published annually on a national basis; the timings for those fees lists is unknown.

PLANNING & COASTAL MANAGEMENT

5.5 Planning Applications and Planning Related Applications (continued)

It should also be noted that through the 2023 changes to the Fee Regulations, the 'free go' will be disappearing. Prior to the 2023 amendment, a 'free go' was possible for a revised application on the same site area for the same form of development, if the new application is received within 12 months of the original application being received if it was withdrawn, or within 12 months of the decision if it was granted or refused. The changes to fee regulations make the 5 December 2023 a trigger date linked to the initial application, from which the timeframe for the submission of the second application will be measured in terms of potential for a 'free go'. This change will result in a reduction in the potential number of 'free go' applications over time. There can not be a precise date given for when the last 'free go' will be possible because it will be dependant upon when the last application received on 5 December 2023 is determined, as there will then be a 12 month window during which the applicants could be eligible for a 'free go'.

Officers have translated the above amended Regulations (i.e. the 2023 version) into an easier to follow format and inserted them as additional pages within the "East Suffolk Council Fees and Charges Document Planning and Building Control", which can be accessed via <https://www.eastsuffolk.gov.uk/assets/Planning/Planning-Applications/Planning-and-building-control-fees-and-charges.pdf>

5.6 Public path orders & agreements

| | 2025/26 | Fee Status | VAT Status |
|---------------------------------------|-------------|------------|------------|
| Per application | | | |
| Hourly charge | £80.00 | D | OS |
| Initial application fee | £500.00 | D | OS |
| Advertising | actual cost | D | OS |
| Mapping (from Suffolk County Council) | actual cost | D | OS |

PLANNING & COASTAL MANAGEMENT

5.7 Local land charges

| | 2025/26 | Fee Status | VAT Status |
|---|---------|------------|------------|
| Official Enquiries | | | |
| Full search | £174.49 | D | S & OS |
| Full search additional parcel | £20.59 | D | S |
| LLC1 | £30.55 | D | OS |
| LLC1 register part | £8.70 | D | OS |
| LLC1 additional parcel | £4.75 | D | OS |
| Full CON29R | £143.94 | D | S |
| Con 29 additional parcel | £15.84 | D | S |
| Con 29 additional question | £26.16 | D | S |
| Con 29 R individual questions (each) | £3.72 | D | S |
| Con 29 optional enquiry | £24.36 | D | S |
| Personal search | £24.50 | D | OS |
| Solicitor fees for retrieval of documents | £24.37 | D | OS |
| Administration fee | £21.86 | D | OS |

5.8 Planning

Hard copies of documents are available on request and will be charged at the following price plus postage.

| | 2025/26 | Fee Status | VAT Status |
|------------------|---------|------------|------------|
| Per sheet | | | |
| A0 | £8.00 | D | ZE |
| A1 | £4.00 | D | ZE |
| A4 | £0.20 | D | ZE |

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

Documents are available to view free of charge on the Council's website - <https://www.eastsuffolk.gov.uk/planning/>

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

PLANNING & COASTAL MANAGEMENT

5.9 Ordnance Survey Extracts

Sale of publications for Building Control and Planning.

Copies of official documents (e.g. Planning and Building Regulations decision notice) - available via PUBLIC ACCESS

5.10 Community Infrastructure Levy (CIL)

The Community Infrastructure Levy is the way in which some councils collect financial contributions from developers to help pay for new and improved infrastructure. East Suffolk Council is the Charging Authority for the District excluding the area covered by the Broads Authority.

New residential development, including conversion/change of use to residential, householder extensions/outbuildings over 100 sqm and other types of development such as convenience retail may be liable to pay CIL. This can relate to full and reserved matters planning applications and Certificates of Lawfulness approved on or after 1 August 2013. This can also include permitted development (development which does not require submission of a planning application) which commences on or after 1 August 2013.

CIL is charged in pounds per square metre for qualifying development, in accordance with the provisions of the CIL Regulations 2010 (as amended).

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. Up to date rates and guidance can be found on East Suffolk Community Infrastructure Levy.

[East Suffolk Community Infrastructure Levy](#)

CIL is charged in pounds per square metre for qualifying development, in accordance with the provisions of the CIL Regulations 2010 (as amended).

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 [RICS CIL Index](#) as published in November each year. Up to date rates and guidance can be found on [East Suffolk CIL Charging Schedule](#).

| Relevant policies which affect CIL liabilities and methods of payment | 2025/26 | Fee Status | VAT Status |
|--|----------|------------|------------|
| CIL Charging Schedule | Variable | ST | OS |
| Relevant policies which affect CIL liabilities and methods of payment | | | |
| CIL Instalments Policy | Variable | ST | OS |
| CIL Discretionary Social Housing Relief Policy | Variable | ST | OS |

PLANNING & COASTAL MANAGEMENT

5.11 BNG Habitat Bank

The ESC BNG Habitat fees are in relation to formally monitoring and registering land for offsite units in relation to Biodiversity Net Gain. Fees are associated with the site of sites being offered for off site units where ESC would undertake monitoring for a period of 30 years in line with an agreed section 106 with East Suffolk Council.

| | 2025/26 | Fee Status | VAT Status |
|------------------------------------|------------|------------|------------|
| Monitoring and Set up costs | | | |
| Small Site (0-20Ha) | | | |
| Setup Cost | £2,827.00 | D | OS |
| Monitoring Cost | £11,602.00 | D | OS |
| Medium Site (21-30Ha) | | | |
| Setup Cost | £3,477.00 | D | OS |
| Monitoring Cost | £14,061.00 | D | OS |
| Large Site (21-30Ha) | | | |
| Setup Cost | £4,277.00 | D | OS |
| Monitoring Cost | £16,519.00 | D | OS |

HOUSING

6.1 Houses of multiple occupancy licences

| | 2025/26 | Fee Status | VAT Status |
|--|-----------|------------|------------|
| Properties with up to and including five lettable units | £785.00 | D | OS |
| Extra charge for each unit over five | £25.00 | D | OS |
| Relicensing fee (after five years) if no structural changes etc. to premises | £160.00 | D | OS |
| Varying a current licence if no structural changes etc. to premise | No charge | D | OS |

6.2 Enforcement notices on private sector landlords

| | 2025/26 | Fee Status | VAT Status |
|-------------------------------|---------|------------|------------|
| Serving of Enforcement Notice | £565.00 | D | OS |

6.3 Immigration issues

| | 2025/26 | Fee Status | VAT Status |
|---------------------|---------|------------|------------|
| Cost of inspections | £405.00 | D | OS |

HOUSING

6.4 Park home fees

| | 2025/26 | Fee Status | VAT Status |
|--|---------|------------|------------|
| New Licence (relevant protected sites only) | | | |
| <i>Processing</i> | | | |
| Examine application documentation, associated certificates. Check to ensure that details are correct and correct fee is attached (60 mins) | £64.50 | D | OS |
| Make assessment of site layout, provision of amenities/utilities, examine fire risk assessment (60 mins) | £64.50 | D | OS |
| Finance receive payment of fee, process payment and issue receipt (60 mins) | £64.50 | D | OS |
| <i>Inspection</i> | | | |
| 1-5 Verification inspection of the site (60 mins) | £64.50 | D | OS |
| 6-24 Verification inspection of the site (90 mins) | £96.75 | D | OS |
| 25-99 Verification inspection of the site (120 mins) | £129.00 | D | OS |
| 100+ Verification inspection of the site (180 mins) | £193.50 | D | OS |
| <i>Issue of New Licence</i> | | | |
| Prepare licence documents and certificates (120 mins) | £129.00 | D | OS |
| Check and sign certs/licence as necessary, and serve by post (30 mins) | £32.25 | D | OS |
| Update database register and public register (20 mins) | £21.49 | D | OS |
| 1-5 Combined adjusted total fees for new park home licence applications | £440.74 | D | OS |
| 6-24 Combined adjusted total fees for new park home licence applications | £472.99 | D | OS |
| 25-99 Combined adjusted total fees for new park home licence applications | £505.24 | D | OS |
| 100+ Combined adjusted total fees for new park home licence applications | £569.74 | D | OS |
| <i>Fit and Proper Persons Register Application</i> | | | |
| New application fee | £145.00 | D | OS |

HOUSING

6.4 Park home fees (continued)

Annual Fee (relevant protected sites only)

| | | | |
|--|-----------|---|----|
| 1-3 Number of pitches | No charge | D | OS |
| 4-5 Number of pitches - (185 mins admin time) (140 mins inspection time) | £349.37 | D | OS |
| 6-24 Number of pitches - (200 mins admin time) (210 mins inspection time) | £440.76 | D | OS |
| 25-99 Number of pitches - (270 mins admin time) (390 mins inspection time) | £709.52 | D | OS |
| 100-199 Number of pitches - (375 mins admin time) (800 mins inspection time) | £1,263.16 | D | OS |
| 200+ Number of pitches - (450 mins admin time) (1080 mins inspection time) | £1,644.78 | D | OS |

| | 2025/26 | Fee Status | VAT Status |
|---|---------|------------|------------|
| Variations and Amendments | | | |
| License Variation (plus inspection fee if applicable) | £188.08 | D | OS |
| Examine amended application documents and associated certificates. Check to ensure details are correct and correct fee is attached (60mins) | £64.50 | D | OS |
| Check site history for any outstanding issues (30 mins) | £32.25 | D | OS |
| Make decision as to whether amendments are appropriate (30 mins) | £32.25 | D | OS |
| Prepare new licence documents (20 mins) | £21.49 | D | OS |
| Check, sign and post new documents (15 mins) | £16.13 | D | OS |
| Update database and public register (20 mins) | £21.49 | D | OS |
| Site Inspection Fees | | | |
| 1-5 Verification inspection of the site (60 mins) | £64.50 | D | OS |
| 6-24 Verification inspection of the site (90 mins) | £96.75 | D | OS |
| 25-99 Verification inspection of the site (120 mins) | £129.00 | D | OS |
| 100+ Verification inspection of the site (180 mins) | £193.50 | D | OS |

HOUSING

6.4 Park home fees (continued)

Licence Transfer fee

| | | | |
|--|---------|---|----|
| Transfer | £274.07 | D | OS |
| Check form is correct including correct fee (30 mins) | £32.25 | D | OS |
| Check site history and any outstanding issues (30 mins) | £32.25 | D | OS |
| Examine request documentation and make decision (60 mins) | £64.50 | D | OS |
| Prepare new licence documents (20 mins) | £21.49 | D | OS |
| Check, sign and post new documents (15 mins) | £16.13 | D | OS |
| Update database and public register (20 mins) | £21.49 | D | OS |
| Deposit of site rules - examine rules, checking for banned rules (60 mins) | £64.50 | D | OS |
| Deposit of site rules - update database and public register (20 mins) | £21.49 | D | OS |

HOUSING

6.5 Landlord smoke detectors

| | 2025/26 | Fee Status | VAT Status |
|---|-----------|------------|------------|
| First offence | £680.00 | D | OS |
| First offence (If paid within 14 day period from date of service) | £520.00 | D | OS |
| Second offence | £2,575.00 | D | OS |
| Third and subsequent offences | £5,000.00 | D | OS |

6.6 Enforcement action (works in default)

| | 2025/26 | Fee Status | VAT Status |
|--------------------------|---------|------------|------------|
| Cost of works undertaken | 100% | D | OS |
| plus officer time costs | £64.50 | D | OS |

6.7 Civil penalties (Housing Act 2004)

| | 2025/26 | Fee Status | VAT Status |
|-----------------|------------|------------|------------|
| Penalty maximum | £40,000.00 | D | OS |

Actual penalty applied is calculated in accordance with the relevant policy

6.8 Minimum energy efficiency standards

| | 2025/26 | Fee Status | VAT Status |
|--|-----------|------------|------------|
| Substandard property let unlawfully for less than three months | £2,000.00 | D | OS |
| Substandard property let unlawfully for three months and over | £4,000.00 | D | OS |
| Failure to comply with compliance notice | £2,000.00 | D | OS |
| Registering a false exemption | £1,000.00 | D | OS |

HOUSING

6.9 Charges to Energy efficiency installers for provision of flex declaration

| | 2025/26 | Fee Status | VAT Status |
|---|---------|------------|------------|
| Fee for Production of an ECO4 declaration Reduced to £250 where the installed measures are below £2000 | £515.00 | D | OS |

6.10 Assistance service (Renovation Grants / Disabled Facilities Grants)

| | 2025/26 | Fee Status | 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 | D | S |
| Assistance with privately funded adaptation works. Includes tendering process and supervision of works | 15% of eligible assistance package | D | S |
| Assistance with completing an application for a Grant (any type). Does not include tendering process and supervision of works | £160.00 | D | S |

6.11 Landlord references

| | 2025/26 | Fee Status | VAT Status |
|--|-----------|------------|------------|
| Landlord Reference (Right to Buy Scheme) | No charge | D | OS |

HOUSING

6.12 Mutual exchange fees

| Application | 2025/26 | Fee Status | VAT Status |
|--------------------------------------|-----------|------------|------------|
| Electric safety check | £200.00 | D | S |
| Gas safety check - Boiler inspection | No charge | D | OS |

6.13 Traveller site

| Per week, per pitch | 2025/26 | Fee Status | VAT Status |
|---------------------|---------|------------|------------|
| Rent | £86.00 | D | EX |
| Service charge | £10.10 | D | EX |

6.14 Garage rents

| | 2025/26 | Fee Status | VAT Status |
|---|---------|------------|------------|
| HRA Tenants (per week based on a 50 week year) * | £10.02 | D | OS |
| Private Tenants (per week based on a 50 week year and inclusive of 20% VAT) * | £14.04 | D | S |

***2025/26 garage rents to be effective from 1st April 2025 proposed as part of the HRA budget report in February 2025**

HOUSING

6.15 Shared Ownership Fees

| | 2025/26 | Fee Status | VAT Status |
|--|---------|------------|------------|
| Transfer of Shared Ownership Approval | £200.00 | D | EX |
| Approval of Re-mortgage | £100.00 | D | EX |
| Home Improvements (Basic up to 5 requests) | £75.00 | D | EX |
| Home Improvements complex | £150.00 | D | EX |
| Deed of Variation | £500.00 | D | EX |

INFORMATION GOVERNANCE

7.1 Information Governance - Access to Information

| | 2025/26 | Fee Status | VAT Status |
|--|---------|------------|------------|
| Data Protection Act 2018 / UK General Data Protection Regulation At the Council's discretion, having regard to relevant factors (in accordance with ICO (Information Commissioner's Office) guidance), we may charge a reasonable fee for additional printed copies of Subject Access Requests. | 0.00 | ST | OS |
| Housing Regulations 1989 (access to personal files under this law will be processed as a Subject Access Request in line with Data Protection legislation). | 0.00 | ST | OS |

ELECTORAL SERVICES

8.1 Sale of electoral roll

| | 2025/26 | | Fee Status | VAT Status |
|--------------------------|---------|-----------|------------|------------|
| Per 1000 names (data) | £1.50 | | ST | OS |
| plus | £20.00 | per order | | |
| Per 1000 names (printed) | £5.00 | | ST | OS |
| plus | £10.00 | per order | | |

9.1 Filming & Commercial Photography

2025/26

Fee Status VAT Status

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