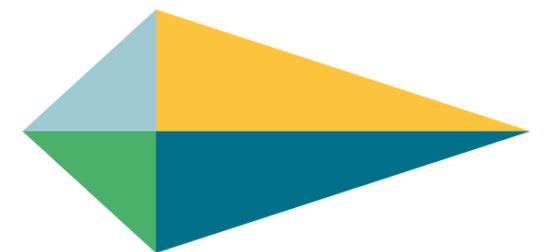


# Fees and Charges

2024/25

East Suffolk Council



**EASTSUFFOLK**  
COUNCIL

# FEES AND CHARGES NOTE

## **Note**

Generally any increase in fees and charges will take effect from 1 April 2024 and apply through to 31 March 2025. 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
  
- UR Under Review

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# ENVIRONMENTAL & PORT HEALTH

## 1.1 Charges for licences

	2024/25	Fee Status	VAT Status
<b>Animal welfare</b>			
Pet shops **	£330.00	D	OS
Dog breeding establishments **	£330.00	D	OS
Dangerous wild animals **	£490.00	D	OS
Animal boarding establishments **	£330.00	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	£173.00	D	OS
Grant fee 1 year Licence	£150.00	D	OS
Grant fee 2 year Licence	£262.00	D	OS
Grant fee 3 year Licence	£362.00	D	OS
Additional fee for each additional activity *	£73.00	D	OS
Re-rating request *	£168.00	D	OS
Appeal inspection fee *	£168.00	D	OS
<b>Variation Application Fee-</b>			
1 star	£150.00	D	OS
2 star	£76.00	D	OS
3 star	£52.00	D	OS
4 star	£38.00	D	OS
5 star	£31.00	D	OS
Paperwork only variation (all ratings)*	£31.00	D	OS
<b>All the above fees marked with an asterisk (*) plus vet fees at cost, if required</b>			
<b>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.</b>			

# ENVIRONMENTAL & PORT HEALTH

## 1.1 Charges for licences (continued)

	2024/25	Fee Status	VAT Status
<b>Advice regarding various licences</b>			
Hourly rate	£79.00	D	S
<b>Zoo licensing</b>			
Notice of intention to apply for a zoo licence	£145.00	D	OS
Application for the grant of a new zoo licence for four years	£505.00	D	OS
Special inspection of licenced zoo	£180.00	D	OS
Periodic inspections (renewal & every three years)	£735.00	D	OS
<b><i>Vet inspection fees are in addition to all animal welfare licences</i></b>			

# ENVIRONMENTAL & PORT HEALTH

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

	2024/2025	Fee Status	VAT Status
<b>Environmental Permitting (England &amp; Wales) Regulations 2016 (NAT F)</b>			
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
<b><u>The above fee period is April 2023 to March 2024, and we expect to be notified of the fees for 2024/25 in April 2024. Charging scheme for Local Authorities: Part B installations and mobile plant and solvent emission activities <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/636243/env-permit-part-b-fees-2017.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/636243/env-permit-part-b-fees-2017.pdf</a> These fees have not been updated since 2017 by Defra.</u></b>			

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](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)

Annual Subsistence	2024-25			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	£1,161.00	£1,747.00	ST	OS
	[£104.00]	[£156.00]	[£207.00]	ST	
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	£626.00	£1,034.00	£1,551.00	ST	OS
Eighth and subsequent applications	£385.00	£617.00	£924.00	ST	OS
Late payment fee	£52.00	£52.00	£52.00	ST	OS

**The above fee period is April 2023 to March 2024, and we expect to be notified of the fees for 2024/25 in April 2024. 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](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)

	2024/25	Fee Status	VAT Status
<b>Transfer and Surrender</b>			
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
<b>Temporary transfer for mobiles</b>			
First transfer	£53.00	ST	OS
Repeat following enforcement or warning	£53.00	ST	OS
<b>Substantial change</b>			
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
<b>A2 Processes</b>			
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 2023 to March 2024, and we expect to be notified of the fees for 2024/25 in April 2024. 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](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)

	2024/25	Fee Status	VAT Status
<b>Site Licence</b>			
Assessment for a new licence	£454.00	ST	OS
Assessment for variation of a licence	£185.00	ST	OS
Assessment for a renewal	£350.00	ST	OS
<b>Collectors Licence</b>			
Assessment for a new licence	£265.00	ST	OS
Assessment for variation of a licence	£102.00	ST	OS
Assessment for a renewal	£225.00	ST	OS

## ENVIRONMENTAL & PORT HEALTH

### 1.4 Charges for registration

	2024/25	Fee Status	VAT Status
<b>Skin piercing</b>			
Tattooing, micropigmentation/semi-permanent makeup, cosmetic-piercing (including ear-piercing), electrolysis, and acupuncture (Premises)	£298.00	D	OS
Tattooing, micropigmentation/semi-permanent makeup, cosmetic-piercing (including ear-piercing), electrolysis, and acupuncture (Persons)	£175.00	D	OS
Add a skin piercing activity to an existing registration.	£92.00	D	OS
Replacement or duplicate registration certificate (electronic and/or paper).	£31.00	D	S
Change of a person's name (electronic and/or paper).	£31.00	D	OS

### 1.5 Food premises register

	2024/25	Fee Status	VAT Status
Copy of food premises register	£162.00	D	OS
Copy of food premises register - single entry	£22.00	D	OS

### 1.6 Certificates & health charges

	2024/25	Fee Status	VAT Status
Issuing of export health certificate - Local Authority or Food Safety Premises Endorsement for Export	£135.00	D	OS
Issuing of export health certificate - APHA (Association of Port Health Authorities')	£260.00	D	OS
Issuing of export certificate of conformity	£105.00	D	OS
Issue of voluntary surrender certificates	£200.00	D	OS
Disposal of food	n/a	D	OS

## ENVIRONMENTAL & PORT HEALTH

### 1.7 Food hygiene ratings

	2024/25	Fee Status	VAT Status
Revisit	£206.00	D	OS

### 1.8 Safer Food, Better Business (SFBB)

	2024/25	Fee Status	VAT Status
SFBB for caterers	£23.00	D	ZE
SFBB for caterers with residential care homes supplement	£23.00	D	ZE
SFBB for retailers	£23.00	D	ZE
SFBB Indian, Pakistani, Bangladeshi and Sri Lankan cuisines	£23.00	D	ZE
SFBB Chinese cuisine - English language version	£23.00	D	ZE
SFBB Chinese cuisine - Cantonese language version	£23.00	D	ZE
SFBB childminders	£14.00	D	S
12 month diary pack	£7.50	D	S

## ENVIRONMENTAL & PORT HEALTH

### 1.9 Dog control

	2024/25	Fee Status	VAT Status
Costs of reclaiming a stray dog	£138.00	D	OS
Surcharge for dogs with no/unregistered/out-of-date/otherwise invalid microchip	£46.00	D	OS
Plus administration costs	£42.00	D	OS
Plus daily kennelling fees	£18.00	D	OS
<b>Plus vet fees at actual cost</b>			

### 1.10 Provision of supplementary environmental information

	2024/25	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	£119.00	D	OS
<b>Complex requests (i.e. taking more that 2 hours to process):</b>			
Flat Rate	£119.00	D	OS
Plus charge per hour	£78.00	D	OS

## ENVIRONMENTAL & PORT HEALTH

### 1.11 Fixed penalty notices (FPNs)

<b>Offence</b>	<b>Standard Penalty 14 days (*15 days)</b>	<b>Amount if paid within 14 days (* if paid within 15 days)</b>	<b>Maximum fine for offence through the court process</b>	<b>Fee Status</b>	<b>VAT Status</b>
Nuisance parking	£105.00	£62.00	n/a	D	OS
Vehicle abandonment	£206.00	£105.00	n/a	D	OS
Litter	£150.00	£80.00	£2,500.00	D	OS
Fly Tipping	£500.00	£250.00	£50,000 or imprisonment	D	OS
Leaflet distribution	£85.00	£62.00	£2,500.00	D	OS
Graffiti and Fly posting	£85.00	£62.00	unlimited	D	OS
Failure to produce waster transfer note	£310.00	£186.00	unlimited	D	OS
Failure to provide waste carrier licence	£310.00	£186.00	unlimited	D	OS
Offences regarding waste receptacles (domestic)	£82.00	£62.00	£1,000.00	D	OS
Offences regarding waste receptacles (Commercial)	£100.00	£75.00	£5,000.00	D	OS
Breach of Public Space Protection Order (PSPO)	£82.00	£62.00	£1,000.00	D	OS
Breach of Community Protection Notice (CPN)	£100.00	£60.00	n/a	D	OS
Householder waste duty of care	£300.00	£180.00	n/a	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
Seizure of noise making equipment without prosecution - Set Charge			£562.50	D	OS

## ENVIRONMENTAL & PORT HEALTH

### 1.12 Public Health funeral administration

	2024/25	Fee Status	VAT Status
Administration fee	£360.50	D	OS
Death certificate costs	£11.00	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.

	2024/25	Fee Status	VAT Status
<b>Risk Assessment</b>			
Risk Assessments and investigations undertaken by ESC officers will be charged on a 100% cost-recovery basis	<i>Hourly rate (as below)</i>	D	OS
Risk Assessment and investigations carried out by a contractor	<i>Actual cost</i>	D	OS
Officer time supporting contractor activities (administration of sampling, data management and correspondence)	<i>Hourly rate (as below)</i>	D	OS
<b>Sampling</b>			
Sampling costs will be charged on a 100% cost recovery basis	<i>Hourly rate (as below)</i>	D	OS
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
Sampling costs will include an element to recover the administrative costs, data management, correspondence etc.	<i>Hourly rate (as below)</i>	D	OS
Revisit to verify failed result (applies only to the <b>first</b> revisit for re-sampling to verify failed parameters)	No charge	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)	<i>Actual cost</i>	D	OS
<b>Hourly Rate</b>			
Officer time hourly rate (includes on-costs and overheads)	£78.28	D	OS
<b>Missed appointments</b>			
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.

	2024/25	Fee Status	VAT Status
<b>Ship Sanitation Inspection Charges</b>			
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	£135.00	D	OS
- Ships from 20,001 to 30,000 gross tonnage	£450.00	D	OS
- Ships over 30,000 gross tonnage	£520.00	D	OS
With the exception of:			
Vessels with the capacity to carry between 50 and 1,000 persons	£520.00	D	OS
Vessels with the capacity to carry more than 1,000 persons	£890.00	D	OS
Extensions	£105.00	D	OS

The fees are reviewed annually and will not be available until January 2024.

<https://www.porthealthassociation.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)	2024/25	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	£61.68	D	OS
Additional tonnage between 7 - 46 tonnes (per tonne)	£10.24	D	OS
Consignments over 46 tonnes maximum charge	£469.05	D	OS
Products which transit through Great Britain (Entry/Exit)			
Minimum fee	£33.70	D	OS
Increasing by, per 15 minutes for every member of staff involved in the controls	£23.69	D	OS
All products of Animal Origin from New Zealand			
Consignments up to 6 tonnes minimum charge	£47.84	D	OS
Additional tonnage between 7 - 46 tonnes (per tonne)	£7.82	D	OS
Consignments over 46 tonnes maximum charge	£364.04	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.	£54.16	D	OS
<b>Additional charges for statutory sampling will be made as required</b>			

# ENVIRONMENTAL & PORT HEALTH

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

	2024/25	Fee Status	VAT Status
<b>High Risk Products - CHED charges</b>			
Document check	£64.98	D	OS
Sampling ( <i>additional analytical costs apply for all sampling fees</i> )			
Less than 10 sub samples	£88.46	D	OS
10 - 59 sub samples	£119.74	D	OS
60 or more sub samples*	£161.86	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.	£54.16	D	OS
Non-compliant consignment	£145.05	D	OS
<b>Gaur Gum from India</b>			
Document check	£64.98	D	OS
Sampling ( <i>additional analytical cost apply</i> )	£119.74	D	OS
Non-compliant consignment	£145.05	D	OS
Analytical Cost - Assigned by lab			
<b>Organic Certificate verification</b>			
Certificate verification			
Pre-notification is created on PHILIS DES	£54.16	D	OS
Pre-notification is not created on PHILIS DES	£72.20	D	OS
Issuing a Regulation 7 notice under the Organic Products Regulations 2009	£145.05	D	OS

# ENVIRONMENTAL & PORT HEALTH

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

	2024/25	Fee Status	VAT Status
<p><b>Catch certification under the IUU fishing controls</b></p> <p>The following charges are applied per consignment, per country basis.</p> <p>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><b>Low risk</b></p> <p>Imports coming directly from the following flag states are currently defined as low risk</p> <ul style="list-style-type: none"> <li>- EEA/EFTA country (Norway, Iceland, Faroe Islands).</li> <li>- 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.</li> </ul> <p>Low risk consignment (<i>per flag state country</i>)</p>	£28.72	D	OS
<p><b>High risk</b></p> <p>The following imports are currently defined as high risk</p> <ul style="list-style-type: none"> <li>- Fish caught by other third country fishing vessel</li> <li>- 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.)</li> </ul> <p>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>	£56.79	D	OS

# ENVIRONMENTAL & PORT HEALTH

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

Number of certificates	2024/25		Fee Status	VAT Status
	Low risk country	High risk country		
1 - 5	£28.72	£56.79	D	OS
6 - 10	£49.46	£85.51	D	OS
11 - 20	£64.44	£99.55	D	OS
21 +	£78.48	£113.90	D	OS
<i>The number of certificates are counted per country to reflect the amount of work incurred in checking the certification</i>				
<b>Intervention charges</b>				
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		£112.22	D	OS
- Non-compliant IUU consignments		£145.05	D	OS

# ENVIRONMENTAL & PORT HEALTH

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

	2024/25	Fee Status	VAT Status
<b>Plastic Kitchenware from China and Hong Kong</b>			
<b>Document Check</b>			
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	£55.66	D	OS
6-10 samples	£74.31	D	OS
11-20 samples	£102.29	D	OS
21+ samples	£130.58	D	OS
<b>Identity checks, physical checks and</b>			
The cost of carrying out the identity, physical check and sampling is (subject to a courier fee of £15.00)	£103.91	D	OS
Non-compliant consignment	£145.05	D	OS
Analytical Cost - Assigned by lab			
<b>GM Controls Rice and Rice products from China</b>			
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	£64.98	D	OS
Identity check, physical check and taking sample			
Processed products	£88.46	D	OS
Bulk rice	£119.74	D	OS
Non-compliant consignment	£145.05	D	OS
Analyst fee full sample - Assigned by lab			

## ENVIRONMENTAL & PORT HEALTH

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

	2024/25	Fee Status	VAT Status
<b>Ship Inspection Charges for Ship Sanitation Certificates</b>			
The charges are calculated based on the gross tonnage of the vessel			
- Ships up to 1,000 gross tonnage	£135.00	D	OS
- Ships from 1,001 to 3,000 gross tonnage	£185.00	D	OS
- Ships from 3,001 to 10,000 gross tonnage	£270.00	D	OS
- Ships from 10,001 to 20,000 gross tonnage	£355.00	D	OS
- Ships from 20,001 to 30,000 gross tonnage	£450.00	D	OS
- Ships over 30,000 gross tonnage	£520.00	D	OS
With the exception of:			
Vessels with the capacity to carry between 50 and 1,000 persons	£520.00	D	OS
Vessels with the capacity to carry more than 1,000 persons	£890.00	D	OS
Extension of existing Ship Sanitation Certificate	£105.00	D	OS
Vessel inspection following notification from another Competent Authority of conditions on board requiring further investigation	£95.00	D	OS

**We propose to implement the Association of Port Health Authorities' (APHA) recommendations for port health authorities to take effect from 1 April 2024.**

**The fees are reviewed annually and will not be available until January 2024. <https://www.porthealthassociation.co.uk/>**

# ENVIRONMENTAL & PORT HEALTH

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

	2024/25	Fee Status	VAT Status
<b>Water Sampling on vessels</b>			
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)	£107.49	D	OS
Analytical testing using the standard drinking water parameters (additional sample taken at the same time)	£53.75	D	OS
Fees subject to change pending UKHSA UK Health Security Agency published rates for 2024/25. <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)	£150.56	D	OS
Sampling and analysis (additional sample taken at the same time)	£94.35	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.			
	2024/25	Fee Status	VAT Status
<b>Other charges</b>			
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 <a href="#">here</a> for a list of Port of Felixstowe charges.			
Low Risk Product	£10.00	D	OS
Hourly rate	£94.76	D	OS
Please be aware we charge a fee for postage of any document returns (where no courier is used).	£8.24	D	OS
Trailer Charge	£103.00	D	OS
Location Attendance charge	£51.50	D	OS
Late Submission Charge	£91.88	D	OS
Admin Charge for refund of payments made into Philis', Port Health Interactive Live Information System, account in error	£34.09	D	OS
Documents Checks completed on diverted consignments	£34.09	D	OS
Photocopy Charge	£6.18	D	OS



## LEGAL & DEMOCRATIC SERVICES

### 2.1 Charges for licences

	2024/25	Fee Status	VAT Status
<b>Sex Establishments</b>			
Sex Establishments - Initial Grant	£2,358.00	D	OS
Sex Establishments - Annual Fee	£2,003.00	D	OS

	2024/25	Fee Status	VAT Status
<b>Street Trading</b>			
Consents and Licences	£438.00	D	OS
Daily Fee	£29.00	D	OS
Pavement Licences (for local businesses)	£0.00	D	OS

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

	2024/25	Fee Status	VAT Status
<b>Boat and Boatman Licences</b>			
Pleasure Boat Licence (up to 12 passengers)	£145.00	D	OS
Rowing Boat (4 passengers)	£72.00	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 Act.

## 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	2024/25	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.

	Additional Application Fee	Additional Annual Fee	Fee Status	VAT Status
<b>Number of attendees</b>				
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

	2024/25	Fee Status	VAT Status
<b>Other</b>			
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)

	2024/25	Fee Status	VAT Status
<b>Small societies lotteries</b>			
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
<b>Permits</b>						
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

	2024/25	Fee Status	VAT Status
Horse Drawn Vehicle	£54.00	D	OS
Disclosure & Barring Checks / Set by Disclosure & Barring Service **	£38.00	D	OS
Medical * **	£120.00		
Driving assessment fee **	£70.00		
College Course **	£160.00		
Vehicle ID plate initial charge (with bracket)	£28.00	D	OS
Vehicle ID plate renewal charges	£16.00	D	OS
Temporary vehicle - 1 Month	£75.00	D	OS
Vehicle transfer to new owner	£32.00	D	OS
New Motorised Hackney Carriage - 1 year	£282.00	D	OS
Discount for vehicles with mobility seat provision for people with disability	£141.00	D	OS
Discount for Electric/hybrid Vehicles	£211.00	D	OS
Private hire vehicles	£242.00	D	OS
Discount for vehicles with mobility seat provision for people with disability	£121.00	D	OS
Discount for Electric/hybrid Vehicles	£181.00	D	OS
Rickshaws	£52.00	D	OS
Discount for Electric/hybrid Rickshaws	£39.00	D	OS

\* Medical Fee Varies. Exact fee charged at the discretion of the GP, however for illustrative purposes we are using £120

Please Note: \*\*Fees are not set by the Council

	2024/25	Fee Status	VAT Status
<b>Driver's Licences</b>			
Initial English Proficiency test	£32.00	D	OS
First application	£184.00	D	OS
Three year licence	£281.00	D	OS

## LEGAL & DEMOCRATIC SERVICES

### 2.2 Hackney carriages / Private hire vehicles (continued)

Private Hire Operations Licences	2024/25	Fee Status	VAT Status
Knowledge Test	£65.00	D	OS
Five year licence owner/driver - One Vehicle	£341.00	D	OS
Five year licence 2 - 5 cars	£389.00	D	OS
Five year licence over 5 cars	£861.00	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 (01502) 527100 or (01394) 444000 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	£1,769.00	£838.00	£1,180.00	£1,121.00	D	OS
Betting Premise (excluding tracks)	£1,769.00	£600.00	£1,180.00	£1,121.00	D	OS
Tracks	£1,769.00	£708.00	£1,180.00	£950.00	D	OS
Family Entertainment Centre	£1,769.00	£708.00	£1,000.00	£950.00	D	OS
Adult Gaming Centre	£1,769.00	£708.00	£1,000.00	£1,121.00	D	OS

# DIGITAL & PROGRAMME MANAGEMENT

## 3.1 Street Name & Numbering

	2024/25	Fee Status	VAT Status
<b>Existing</b>			
Property renaming/addition of house name	£44.00	D	OS
Provision of naming & numbering information to utilities	£412.00	D	OS
Naming & numbering enquiries from solicitors/utilities not subscribed - new or historic addresses	£88.00	D	OS
Street Name Change	£340.00	D	OS
<b>Addressing New Development</b>			
1 plot	£44.00	D	OS
2-5 plots (including new streets)	£88.00	D	OS
6-10 plots (including new streets)	£170.00	D	OS
11-20 plots (including new streets)	£340.00	D	OS
21-50 plots (including new streets)	£896.00	D	OS
51-100 plots (including new streets)	£1,360.00	D	OS
101+ plots (including new streets)			
	Base Charge	£1,360.00	D OS
	Per plot over 100	£11.00	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
<b>Provision or relocation of street name plates</b>			
Set of street nameplates (2) supplied and installed	£489.00	D	S
Re-locating street name plate	£170.00	D	S



## OPERATIONS

### 4.1 Parking services (Off-street parking places)

Off-street parking places	Tariff			Season Tickets	Annual Tickets
	S	S	S	S	S
	2 hours	4 hours	4+ hours	1 month	12 months
<b>ALDEBURGH</b>					
Fort Green	£1.50	£3.00	£4.00	£65.00	£350.00
King Street*	£1.50	£3.00		-	-
Oakley Square*	£1.50	£3.00	£4.00	-	-
Slaughden	£1.50	£3.00	£4.00	£65.00	£350.00
Slaughden Sea Wall	No Charge			-	-
Thorpeness Beach*	£1.00	£2.00	£4.00	£65.00	£350.00
Thorpe Road	£1.50	£3.00	£4.00	£65.00	£350.00
<b>BECCLES</b>					
Blyburgate*	£1.00	£2.00	£4.00	£65.00	£350.00
Hungate*	£1.00	£2.00	-	-	-
Newgate*	£1.00	£2.00	-	-	-
<b>BUNGAY</b>					
Boyscott Lane	No Charge			-	-
Nethergate	£1.00	£2.00	£4.00	£65.00	£350.00
Priory Lane*	£1.00	£2.00	£4.00	£65.00	£350.00
Scales Street	£1.00	£2.00	£4.00	£65.00	£350.00
Wharton Street*	£1.00	£2.00	£4.00	£65.00	£350.00

## OPERATIONS

### 4.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets	Annual Tickets
	S	S	S	S	S
	2 hours	4 hours	4+ hours	1 month	12 months
<b>FELIXSTOWE</b>					
Arwela Road	£1.50	£3.00	£4.00	£65.00	£350.00
Beach Station	£1.50	£3.00	£4.00	£65.00	£350.00
Brackenbury Fort*	£1.50	£3.00	£4.00	£65.00	£350.00
Clifflands*	£1.50	£3.00	£4.00	£65.00	£350.00
Convalescent Hill*	£1.50	£3.00	£4.00	£65.00	£350.00
Crescent Road*	£1.50	£3.00	-	-	-
Felixstowe Pier*	£1.50	£3.00	£4.00	-	-
Garrison Lane	£1.50	£3.00	£4.00	£65.00	£350.00
Golf Road	£1.50	£3.00	£4.00	£65.00	£350.00
Highfield Road*	£1.50	£3.00	£4.00	£65.00	£350.00
Landguard *	£1.50	£3.00	£4.00	£65.00	£350.00
Manor Terrace*	£1.50	£3.00	£4.00	£65.00	£350.00
Martello Park North	£1.50	£3.00	£4.00	£65.00	£350.00
Martello Park South	£1.50	£3.00	£4.00	£65.00	£350.00
Nacton Shore	No charge			-	-
Ranelagh Road	£1.50	£3.00	£4.00	£65.00	£350.00

## OPERATIONS

### 4.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets	Annual Tickets
	S	S	S	S	S
	2 hours	4 hours	4+ hours	1 month	12 months
<b>FELIXSTOWE</b>					
Spa Pavilion	£1.50	£3.00	£4.00	-	-
The Grove	No Charge			-	-
The Promenade	£1.50	£3.00	£4.00	£65.00	£350.00
Undercliff	£1.50	£3.00	£4.00	-	-
<b>FRAMLINGHAM</b>					
Fore Street*	£1.00	£2.00	£4.00	£65.00	£350.00
Market Hill*	£1.00	-	-	-	-
<b>HALESWORTH</b>					
Angel Lane North*	£1.00	£2.00	£4.00	£65.00	£350.00
Angel Lane South*	£1.00	£2.00	£4.00	£65.00	£350.00
Bridge Street*	£1.00	£2.00	£4.00	£65.00	£350.00
Station Road*	£1.00	£2.00	£4.00	£65.00	£350.00
Thoroughfare*	£1.00	£2.00	-	-	-

## OPERATIONS

### 4.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets	Annual Tickets
VAT Status	S	S	S	S	S
	2 hours	4 hours	4+ hours	1 month	12 months
<b>KIRKLEY</b>					
All Saints	No Charge			-	-
Clifton Road*	£1.00	£2.00	£4.00	£65.00	£350.00
Pakefield Cliff	No charge			-	-
Pakefield Road*	£1.00	£2.00	£4.00	£65.00	£350.00
Pakefield Street*	£1.00	£2.00	£4.00	£65.00	£350.00
<b>LEISTON</b>					
High Street*	£1.00	£2.00	£4.00	£65.00	£350.00
Main Street	No Charge			-	-
Sizewell Beach*	£1.00	£2.00	£4.00	£65.00	£350.00
Sizewell Road*	£1.00	£2.00	£4.00	£65.00	£350.00
Valley Road	No charge			-	-
<b>LOWESTOFT</b>					
Adrian Road	£1.50	£3.00	£4.00	£65.00	£350.00
Alexandra Road	£1.50	£3.00	£4.00	£65.00	£350.00
Battery Green*	£1.50	£3.00	-	-	-
Belvedere Road	£1.50	£3.00	£4.00	£65.00	£350.00

## OPERATIONS

### 4.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets	Annual Tickets
VAT Status	S	S	S	S	S
	2 hours	4 hours	4+ hours	1 month	12 months
<b>LOWESTOFT</b>					
Britten Centre*	£1.50	£3.00	£4.00	-	-
Christ Church	No Charge			-	-
Clapham Road*	£1.50	£3.00	-	-	-
Claremont Pier	£1.50	£3.00	£4.00	-	-
Kirkley Cliff*	£1.50	£3.00	£4.00	£65.00	£350.00
Regent Road	£1.50	£3.00	£4.00	£65.00	£350.00
Royal Green*	£1.50	£3.00	£4.00	£65.00	£350.00
St Peters Street*	£1.50	£3.00	£4.00	-	-
Tennyson Road*	£1.50	£3.00	£4.00	£65.00	£350.00
Waveney Sports Centre	No charge			-	-
Whapload Road	£1.50	£3.00	£4.00	£65.00	£350.00
<b>MELTON</b>					
Melton Riverside	No Charge			-	-
Melton Street	No Charge			-	-
<b>OULTON BROAD</b>					
Nicholas Everitts Park*	£1.00	£2.00	£4.00	£65.00	£350.00
The Boulevard	£1.00	£2.00	£4.00	£65.00	£350.00

# OPERATIONS

## 4.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets	Annual Tickets
VAT Status	S	S	S	S	S
	2 hours	4 hours	4+ hours	1 month	12 months
<b>SAXMUNDHAM</b>					
Market Place*	£1.00	£2.00	£4.00	£65.00	£350.00
<b>SOUTHWOLD</b>					
Ferry Road (North)	No Charge			-	-
Ferry Road*	£1.50	£3.00	£4.00	£65.00	£350.00
Harbour Quay East*	£1.50	£3.00	£4.00	£65.00	£350.00
Harbour West	No Charge			-	-
Southwold Pier*	£1.50	£3.00	£4.00	£65.00	£350.00
<b>WICKHAM MARKET</b>					
Chapel Lane*	£1.00	-	-	-	-
The Hill*	£1.00	£2.00	-	-	-
The Percy Mason*	£1.00	£2.00	£4.00	£65.00	£350.00
<b>WOODBIDGE</b>					
Bawdsey Quay Picnic Site	No Charge			-	-
Deben	£1.00	£2.00	£4.00	£65.00	£350.00
Hamblin Road*	£1.00	£2.00	-	-	-

## OPERATIONS

### 4.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets	Annual Tickets
	S	S	S	S	S
	2 hours	4 hours	4+ hours	1 month	12 months
<b>WOODBRIDGE</b>					
Iken Picnic Site	No Charge			-	-
Lime Kiln Quay	£1.00	£2.00	£4.00	£65.00	£350.00
Oak Lane*	£1.00	£2.00	-	-	-
Sutton Heath	No Charge			-	-
The Station*	£1.00	£2.00	£4.00	£65.00	£350.00
Theatre Street	£1.00	£2.00	£4.00	£65.00	£350.00
Upper Hollesley Common	No Charge			-	-
<b>WRENTHAM</b>					
Wrentham	No Charge			-	-

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

All above locations with a £65 monthly ticket option also have an annual ticket option priced at £350.

#### Penalty Charge Notices (PCNs)

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

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

# OPERATIONS

## 4.1 Parking services (Off-street parking places) (continued)

		2024/25	Fee Status	VAT Status
<b>Resident Off Street Parking</b>				
One year		£30.00	D	S
Health and social care permits	<i>Annual charge</i>	£8.00	D	S
Resident exemptions	<i>Annual charge. Standard rated unless linked to specific dwelling</i>	£50.00	D	S/OS
Trade dispensations		£10.00	D	S
Off-street parking place suspensions		£55.00	D	S
On-street parking place suspensions	<i>£55 for one day plus £25 per day thereafter, up to a maximum of ten days for £280</i>	£55.00	D	OS

## 4.2 Parking services (Administration charges)

		2024/25	Fee Status	VAT Status
Season Tickets - Issue		£25.00	D	S/OS*
Permits - Issue		£25.00	D	S/OS*
Replacement Season Ticket / Permit		£25.00	D	S/OS*
Residents exemptions				
Exemption 1		£50.00	D	S/OS*
Exemption 2		£75.00	D	S/OS*
Exemption 3		£100.00	D	S/OS*
Exemption 4		£125.00	D	S/OS*
Exemption 5		£150.00	D	S/OS*
Monthly and annual ticket changes		£30.00	D	S/OS*
Resident Permit		£30.00	D	S/OS*
<i>On-street parking place suspensions.</i>	<i>*£55 for one day plus £25 per day thereafter, up to a maximum of ten days for £280</i>	£55.00	D	S/OS*
Trade dispensations: Per (7-day) week		£10.00	D	S/OS*
Health and social care permits: Annual charge		£8.00	D	S/OS*
Trade dispensations: Per (7-day) week		£10.00	D	S/OS*

**\*Administrative charges are standard rated when related to off-street parking and out of scope when related to on-street parking.**



## OPERATIONS

### 4.3 Collection of household waste

	2024/25	Fee Status	VAT Status
<b>Bulky Household Waste</b>			
For the collection of up to three single items of bulky household waste	£51.50	D	OS
Each additional item (above three items) of bulky household waste	£17.50	D	OS
Other/special collections (by quotation)	By quotation	D	OS
<b>Garden Waste Collection (fortnightly)</b>			
Garden Waste Service (per subscription, per annum)	£52.50	D	OS
Green bin delivery (required for new GW subscription)	£12.50	D	OS
Supply of new waste bin (single residual or recycling) - if permitted (refurbished - cost £25.00 if available only)	£39.50	D	OS
Supply of additional household waste bin (single residual or recycling) - if permitted	£39.50	D	OS
Developer bin delivery charge, if more than 6 bins - residual and recycling	£75.00	D	OS

### 4.4 Caravan & camping sites

	2024/25	Fee Status	VAT Status
<b>Southwold Harbour Site</b>			
Static Caravan - Site Fee (March - November)	£2,709.00	D	S
Static Caravan - Site Fee (December - February)	£235.75	D	S
New Caravan - Plot Fee	£2,163.00	D	S
Electric standing charge per annum + charge for actual usage (static sites)	£206.00	D	S

## OPERATIONS

### 4.4 Caravan & camping sites (continued)

Additional Charges - Static Caravan	2024/25	Fee Status	VAT Status
Harbour side Supplement Front Line	£228.00	D	S
Blackshore Supplement Front Line	£199.75	D	S
<b><i>All below fees are charged on a per night basis</i></b>			
Tourers/Motorised Vans/Tents (Low Season) Inc 2 Adults	£35.75	D	S
Tourers/Motorised Vans/Tents (Peak Season) Inc 2 Adults	£42.00	D	S
Bank holiday weekend standard pitch	£43.25	D	S
Off peak electric hook up pitch	£40.90	D	S
Peak electric hook up pitch	£47.00	D	S
Bank holiday weekend electric hook up pitch	£48.25	D	S
Electricity per night	£5.15	D	S
Additional Adult	£4.80	D	S
Additional Child	£2.40	D	S
Additional OAP (65+)	£2.40	D	S
Awnings/Gazebos/Canopies	£8.80	D	S
Organised Groups (To be negotiated in advance)	By negotiation	D	S
Single backpacker (no vehicle)*	£17.00	D	S
Key Sale for Toilet Block	£30.40	D	S
Battery Charging	£10.25	D	S
Dryer Tokens	£2.50	D	S
* With discretion of caravan site manager at time of arrival			

# OPERATIONS

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

	2024/25	Fee Status	VAT Status
<b>Regular users (per annum)</b>			
Mooring fees per vessel	£790.00	D	S
Tenders/Canoe/Kayak	£42.75	D	S
<b>Harbour dues (per annum)</b>			
Up to 20ft (6100mm)	£83.50	D	S
20ft (6100mm) up to 30ft (9150mm)	£159.25	D	S
30ft (9150mm) up to 40ft (12200mm)	£206.00	D	S
40ft (12200mm) up to 50ft (15250mm)	£268.45	D	S
Each additional ft (305mm) over 50ft (15250mm)	£7.30	D	S
<b>Other charges (per annum)</b>			
Large Hut Sites	£465.00	D	EX
Small Hut Sites	£318.00	D	EX
<b>Stage sites (per annum)</b>			
1E - 10E	£1,287.00	D	S
All other sites on Southwold Bank	£668.50	D	S
All other sites on Walberswick Bank	£668.50	D	S
<b>W10 Mooring - Visitor Moorings (daily charges)</b>			
Up to 20ft (6100mm)	£24.90	D	S
20ft (6100mm) up to 30ft (9150mm)	£29.45	D	S
30ft (9150mm) up to 40ft (12200mm)	£36.25	D	S
40ft (12200mm) up to 50ft (15250mm)	£45.30	D	S
Each additional ft (305mm) over 50ft (15250mm)	£2.35	D	S
Harbour Dues	£11.95	D	S
Electric Charge (Normal)	£5.65	D	S
Electric Charge (Heavy Use)	£20.60	D	S
<b>Other charges</b>			
Storage ashore per ft (305mm)	£3.25	D	S
Mooring winter charge per ft (305mm) per month	£4.60	D	S
Mooring berth on north dock wall (per vessel, per month)	£183.25	D	S

# OPERATIONS

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

Licences	2024/25	Fee Status	VAT Status
Beach Licences			
- Aldeburgh and Felixstowe	£68.20	D	OS
- Sizewell	£54.60	D	OS
Sale of fish from Council land	Variable	D	OS
Boats on beach	£151.40	D	S
Boats in compound at The Dip	£151.40	D	S
Launch only permit	£73.65	D	OS
Fee for return of confiscated boats	Variable	D	S

# OPERATIONS

## 4.6 Recreation areas & outdoor sports

	2024/25	Fee Status	VAT Status
<b>Beccles Sports Ground</b>			
<b>Cricket</b>			
<b>Adult one off match charge</b>			
- Weekdays	£74.88	D	OS
- Weekdays (evenings)	£57.32	D	OS
- Weekends and Bank Holidays	£101.66	D	OS
<b>Adult block booking (minimum 11 matches)</b>			
- Weekdays	£64.38	D	OS
- Weekdays (evenings)	£48.93	D	OS
- Weekends and Bank Holidays	£94.66	D	OS
<b>Junior one off match charge</b>			
- Weekdays	£50.32	D	OS
- Weekdays (evenings)	£40.84	D	OS
- Weekends and Bank Holidays	£74.11	D	OS
<b>Junior block booking (minimum 11 matches)</b>			
- Weekdays	£43.00	D	OS
- Weekdays (evenings)	£35.95	D	OS
- Weekends and Bank Holidays	£65.46	D	OS
<b>All weather surface</b>			
- Weekdays	£53.82	D	OS
- Weekdays (evenings)	£37.08	D	OS
- Weekends and Bank Holidays	£60.31	D	OS
- Weekends and Bank Holidays (evenings)	£44.91	D	OS

# OPERATIONS

## 4.6 Recreation areas & outdoor sports (continued)

	2024/25	Fee Status	VAT Status
<b>Beccles Sports Ground</b>			
<b><i>Football/Rugby</i></b>			
<b>Adult pitch - One off match charge</b>			
- Weekdays	£53.82	D	OS
- Weekends and Bank Holidays	£70.56	D	OS
<b>Adult pitch - Block booking (minimum 11 matches)</b>			
- Weekdays	£44.34	D	OS
- Weekends and Bank Holidays	£55.41	D	OS
<b>Junior pitch - One off match charge</b>			
- Weekdays	£34.61	D	OS
- Weekends and Bank Holidays	£42.75	D	OS
<b>Junior - Block booking (minimum 11 matches)</b>			
- Weekdays	£20.55	D	OS
- Weekends and Bank Holidays	£26.27	D	OS
<b>Mini Football Pitch (5-a-side)</b>	£17.30	D	OS

## OPERATIONS

### 4.6 Recreation areas & outdoor sports (continued)

Due to a recent HMRC decision surrounding VAT implications for public authorities

Dip Farm - Lowestoft	2024/25	Fee Status	VAT Status
<b>Football</b>			
<b>Adult pitch - One off match charge</b>			
- Weekdays	£53.82	D	OS
- Weekends and Bank Holidays	£70.56	D	OS
<b>Adult pitch - Block booking (minimum 11 matches)</b>			
- Weekdays	£44.34	D	OS*
- Weekends and Bank Holidays	£55.41	D	OS*
<b>Junior pitch - One off match charge</b>			
- Weekdays	£34.61	D	OS
- Weekends and Bank Holidays	£42.75	D	OS
<b>Junior pitch - Block booking (minimum 11 matches)</b>			
- Weekdays	£20.55	D	OS*
- Weekends and Bank Holidays	£26.27	D	OS*
<b>Pavilion Hire</b>	£80.86	D	OS

# OPERATIONS

## 4.6 Recreation areas & outdoor sports (continued)

	2024/25	Fee Status	VAT Status
<b>Eastward Ho and Walton Sports Ground - Felixstowe</b>			
<b><i>Football</i></b>			
<b>Adult pitch - One off match charge</b>			
- Weekdays	£53.82	D	OS
- Weekends and Bank Holidays	£70.56	D	OS
<b>Adult pitch - Block booking (minimum 8 matches)</b>			
- Weekdays	£33.53	D	OS*
- Weekends and Bank Holidays	£50.32	D	OS*
<b>Junior pitch - One off match charge</b>			
- Weekdays	£34.61	D	OS
- Weekends and Bank Holidays	£42.75	D	OS
<b>Junior pitch - Block booking (minimum 8 matches)</b>			
- Weekdays	£24.46	D	OS*
- Weekends and Bank Holidays	£33.73	D	OS*
<b><i>Changing Room Hires (without pitch)</i></b>	£36.51	D	OS



# OPERATIONS

## 4.6 Recreation areas & outdoor sports (continued)

		2024/25	Fee Status	VAT Status
<b>Dellwood Avenue - Felixstowe</b>				
<b>Football</b>				
	<b>Junior pitch - One off match charge</b>			
	- Weekdays	£34.61	D	OS
	- Weekends and Bank Holidays	£42.75	D	OS
	<b>Junior pitch - Block booking (minimum 8 matches)</b>			
	- Weekdays	£24.46	D	OS
	- Weekends and Bank Holidays	£33.73	D	OS
	<b>Mini soccer pitch x 5 (5-a-side)</b>			
	- One off	£26.27	D	OS
	- Regular	£17.30	D	OS
	<b>Tennis</b>			
	Per Court (hourly rate)	£14.06	D	OS
	<b>Pavilion Hire</b>	£80.86	D	OS

# OPERATIONS

## 4.7 Leisure facilities

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

<a href="#">Brackenbury Leisure Centre   Felixstowe</a>	01394 270278
<a href="#">Deben Leisure Centre   Woodbridge</a>	01394 388991
<a href="#">Felixstowe Leisure Centre   Felixstowe</a>	01394 694600
<a href="#">Leiston Leisure Centre   Leiston</a>	01728 832700

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

<a href="#">Waveney Valley Leisure Centre   Bungay</a>	01986 895014
<a href="#">Waterlane Leisure Centre   Lowestoft</a>	01502 532540

# OPERATIONS

## 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 have a hut immediately in front, obstructing the line of sight towards the sea.

	2024/25	Fee Status	VAT Status
<b>Sizewell Beach Huts</b>			
Premier site only	£688.80	D	S
Setting up of Beach Hut licence	£40.95	D	S
Administration fee for paying by instalments	£34.13	D	S
<b>Southwold Beach Huts</b>			
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 <a href="#">Southwold Beach Hut Owners Association</a> . 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.			
<b>Lowestoft Beach Huts</b>			
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
<b>Beach hut hire</b>			
You can access current fees and booking system via <a href="https://www.hirebeachhuts.co.uk/">https://www.hirebeachhuts.co.uk/</a> or calling (01502) 586167. Bookings fees vary to the type of hut and time of year. Bookings may additionally qualify for discount - see website. Promotions may apply from time to time.			

# OPERATIONS

## 4.8 Beach huts & chalets (continued)

<b>Claremont and South Beach, beach huts (refurbished) - Hire prices</b>	<b>2024/25</b>	<b>Fee Status</b>	<b>VAT Status</b>
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

<b>Victoria two-storey building</b>	<b>2024/25</b>	<b>Fee Status</b>	<b>VAT Status</b>
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)	£735.00	D	S

### **Eastern Edge beach huts including accessible huts**

<b>Weekly hire</b>	<b>Hut Style 1</b>	<b>Hut Style 2</b>	<b>Hut Style 3</b>		
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
<b>Winter hire period</b>					
November to March	£500.00	£520.00	£550.00	D	S

Casual hire for 1-day £40 typical. Other promotional days/weekends or offers may apply. Contact [lowestoft.beach@eastsoffolk.gov.uk](mailto:lowestoft.beach@eastsoffolk.gov.uk) Tel (01502) 586167. Subject to season. ☒  
 Community and Group Hire of larger double-space huts (double-size hut). Subject to purpose. Typically £55 per hire per day. Discount may apply subject to status. Contact [lowestoft.beach@eastsoffolk.gov.uk](mailto:lowestoft.beach@eastsoffolk.gov.uk)

# OPERATIONS

## 4.8 Beach huts & chalets (continued)

<b>Felixstowe hut sites</b>	<b>2024/25</b>	<b>Fee Status</b>	<b>VAT Status</b>
Setting up of Beach Hut licence	£727.65	D	S
Setting up of Beach Hut licence - transfer within family (must provide evidence)	£144.90	D	S
Administration fee for paying by instalments	£34.13	D	S
Premier site	£688.80	D	S
Premier surcharge (per sqm where the site exceeds 2.13m width x 2.43m depth)	£188.00	D	S
Standard site	£551.25	D	S
Standard surcharge (per sqm where the site exceeds 2.13m width x 2.43m depth)	£164.50	D	S

# OPERATIONS

## 4.8 Beach huts & chalets (continued)

Felixstowe chalets	2024/25	Fee Status	VAT Status		
<b>Bath Tap</b>					
- Chalets 1 - 4, 9 - 20, 27 - 36 (26)	£2,401.35	D	S		
- Chalets 5 - 8 (4)	£1,862.70	D	S		
- Chalets 21 - 26 (6)	£1,862.70	D	S		
<b>Cliff House</b>					
- Chalets 1 and 2	£1,306.20	D	S		
- Chalets 3 and 4	£878.85	D	S		
- Chalet 5	£1,862.70	D	S		
- Chalets 18 - 25 (8)	£1,862.70	D	S		
- Chalets 26 - 41 (16)	£2,401.35	D	S		
Administration fee for paying by instalments	£34.13	D	S		
Setting up of chale	£40.95	D	S		
<b>Seashore Village hut sites</b>					
Privately owned beach huts at are positioned on sites leased from East Suffolk Council.					
March / April/ September / October	<b>Single Unit</b>	<b>Single Unit with WC</b>	<b>Dual Unit with WC</b>	D	S
May/ June	£150.00	£180.00	£250.00	D	S
July / August	£200.00	£230.00	£350.00	D	S
Selected Winter Weeks	£250.00	£280.00	£450.00	D	S
Other promotions, discounts or hire offers may apply	£175.00	£200.00	£275.00	D	S
Whole Building Hire Price - For Community and Group Hire, Price on application. Subject to availability and specific requirements					

# OPERATIONS

## 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*

	2024/25	Fee Status	VAT Status
<b>Interments (first and subsequent) for Purchased Graves</b>			
Stillborn child or aged under 18 years	No charge	D	OS
A person over age 18			
- Standard Depth	£844.60	D	OS
- Double Depth	£996.00	D	OS
- Treble Depth: Service no longer available from September 2024	-	D	OS
For the interment of ashes in a grave or ashes plot	£261.60	D	OS
For the interment of two sets of ashes at the same time	£344.00	D	OS
For the scattering of ashes	£115.00	D	OS
For the interment of body parts to an existing grave	£209.10	D	OS
<b>Interments (first and subsequent) for Common Graves / Unmarked Graves</b>			
Stillborn child or aged under 18 years	No charge	D	OS
A person over age 18			
- Standard Depth	£619.60	D	OS
- Double Depth	£722.60	D	OS
- Treble Depth	£917.20	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	£2,340.00	D	S
Exhumation - Of cremated remains	£501.60	D	S

# OPERATIONS

## 4.9 Cemeteries (continued)

	2024/25	Fee Status	VAT Status
<b>Exclusive Right of Burial (Period of 25 years) - Excludes Common/Unpurchased graves</b>			
For exclusive right of burial in an earthen grave space 9' x 4' (2743mm x 1219mm)	£1,659.40	D	OS
For exclusive right of burial in an earthen ashes plot 2' x 2' (609mm x 609mm)	£1,542.40	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
Extension of Exclusive Right of Burial for a Period of 10 years			
- In an earthen grave space 9' x 4' (2743mm x 1219mm)	£249.80	D	OS
- In an earthen	£166.90	D	OS
<b>Monuments and Headstones (Memorials permitted on any section, including lawns)</b>			
Headstones, crosses etc. (maximum height of 36"/920mm)*	£256.50	D	S
Headstones, crosses etc. (maximum height 24"/609mm)*	£145.50	D	S
Headstones, crosses etc. on gardens of rest ashes plots (maximum height 24"/609mm) Aldeburgh, Leiston & Saxmundham only	£150.00	D	S
A plaque or desk (maximum height 6"/152mm)*	£150.00	D	S
A plaque on memorial wall 9" x 6" (229mm x 152mm)	£256.50	D	S
Flower vase with inscription (maximum height 11 3/4"/300mm)*	£114.30	D	S
For every additional inscription	£64.65	D	S
<b>Kerb Sets (Traditional Section only) - Excludes headstone fee</b>			
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)*	£284.30	D	S
- A half kerb set (length between 19" and 42"/480mm and 1050mm)*	£150.00	D	S
- A small kerb set (maximum length 19"/480mm)*	£114.30	D	S



# OPERATIONS

## 4.9 Cemeteries (continued)

	2024/25	Fee Status	VAT Status
<b>Kerb Sets (Traditional Section only) - Excludes headstone fee</b>			
For double grave space			
- A full kerb set (max length 83"/2100mm)*	£568.00	D	S
- A half kerb set (length between 19" and 42"/480mm and 1050mm)*	£346.60	D	S
- A small kerb set (maximum length 19"/480mm)*	£264.20	D	S
<b>All areas</b>			
Memorial renovation/replacement/application	£53.60	D	S

	2024/25	Fee Status	VAT Status
<b>Other charges</b>			
Use of cemetery chapel	£200.85	D	EX
Appointment with cemetery staff	£54.10	D	S
Cemetery staff locating and marking grave	£54.10	D	S
Staff search of burial records (per register)	£54.10	D	S
Personal search of burial records (per register)	£29.60	D	S
For a certified copy of entry in register or burials	£29.60	D	S
Statutory declaration relating to burial records	£125.15	D	OS
Updating grants of exclusive rights of burial	£41.70	D	S
Transfer of grant of right of burial	£72.10	D	OS
Ash Collection for Interment	£50.00	D	OS
Graveside reading at Interment	£75.00	D	OS

## OPERATIONS

### 4.10 Green burials

Green Burial Site	2024/25	Fee Status	VAT Status
<b>Interments (first and subsequent) burial fees</b>			
Stillborn child or aged under 18 years	No charge	D	OS
A person over age 18 (single depth)	£601.50	D	OS
For the interment of ashes in a grave or ashes plot	£256.50	D	OS
For the interment of two sets of ashes at the same time	£334.25	D	OS
For the scattering of ashes	£115.00	D	OS
Provision of plaque on memorial board	£74.70	D	S

### 4.11 Sponsorship of Commemorative Benches

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

	2024/25	Fee Status	VAT Status
Plaque* only	£155.00	D	OS
Plaque* and new standard bench	£1,498.65	D	OS
New base, standard bench and plaque*	£2,015.00	D	OS
Plaque* and new deluxe bench	£1,955.00	D	OS
New base, deluxe bench and plaque*	£2,425.00	D	OS
<b><i>*The plaque remains the property of the sponsor</i></b>			

# OPERATIONS

## 4.12 Oulton Broad Yacht Station

Visitor moorings (per 24 hours)	2024/25	Fee Status	VAT Status
Stern on	£11.50	D	S
Side on	£18.00	D	S
Stern on with electric	£16.00	D	S
Side on with electric	£22.50	D	S
Side on with electric (over 45ft)	£30.00	D	S
Side on (over 45ft)	£25.00	D	S
Short stay (between 10am - 4pm)	£7.00	D	S
Buoys (per week)	£45.00	D	S
Buoys (per 24hrs)	£8.00	D	S
Showers	£2.50	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
<b>Contracted moorings (per annum)</b>			
Piscatorial moorings	£226.00	D	S
<b>Floating pontoon (secured)</b>			
WOBYC (Squibs beam 6.13ft/WODs beam 6.01ft) up to 10 club members 10ft x 7ft pens (per ft)	£48.50	D	S
All other vessels (per ft)	£53.50	D	S
<b>Annual moorings</b>			
Trots (per ft)	£51.00	D	S
Buoys (per ft)	£41.00	D	S
Storage ashore - up to 10ft	£216.50	D	S
Storage ashore - every ft thereafter	£11.50	D	S
House boat (per ft)	£34.00	D	EX

# OPERATIONS

## 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 £15.00 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

<b>Small - Outdoor theatre, fundraising &amp; music events (under 500 attendees, per day)</b>	<b>Commercial</b>	<b>Charity (national)</b>	<b>Charity (local**)</b>	<b>Fee Status</b>	<b>VAT Status</b>
Application fee	£60.00	£60.00	£30.00	D	EX
Hire charge (per day)					
- Felixstowe Events Area	£360.00	£180.00	no charge	D	EX
- Parks, promenade, gardens and village greens	£360.00	£180.00	no charge	D	EX
- Felixstowe Triangle	£120.00	£60.00	no charge	D	EX
- Promotional stands (per metre)	£12.00	£6.00	no charge	D	EX
<b>Medium - Circus, fun fair, music event, sports event &amp; open air cinema (500 - 2999 attendees, per day)</b>	<b>Commercial</b>	<b>Charity (national)</b>	<b>Charity (local**)</b>	<b>Fee Status</b>	<b>VAT Status</b>
Application fee	£60.00	£30.00	£30.00	D	EX
Hire charge (per day)					
- Events Area	£710.00	£355.00	no charge	D	EX
- Parks, promenade, gardens and village greens	£710.00	£355.00	no charge	D	EX
- Promotional stands (per metre)	£12.00	£6.00	no charge	D	EX

## OPERATIONS

### 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	£120.00	£120.00	£60.00	D	EX
Hire charge (per day)					
- Events Area	£1,180.00	£590.00	no charge	D	EX
- Parks, promenade, gardens and village greens	£1,180.00	£590.00	no charge	D	EX
- Promotional stands (per metre)	£12.00	£6.00	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)

	2024/25	Fee Status	VAT Status
<b>s106 Agreements</b>			
Written confirmation of compliance with a Section 106 Agreement (Hourly rate)	£78.00	D	S
Planning obligation monitoring fee per obligation/trigger	£445.00	D	OS

## 5.2 First Homes Application Fees

	2024/25	Fee Status	VAT Status
First registration of plot and application processing (per plot)	£546.00	D	OS
Second and Subsequent applications on a previous First Home plot	£273.00	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](mailto:CIL@eastsoffolk.gov.uk) for an estimate of the time involved. CIL advice fees should be paid up front.

	2024/25	Fee Status	VAT Status
<b>CIL and s106 service</b>			
Written CIL advice or guidance on following the CIL process including written estimations of CIL liability and CIL implications on development at pre-application stage. (Hourly rate)	£78.00	D	S
<i>Fees above are applicable from 1 January 2024 to 31 December 2024.</i>			
<a href="#">CIL and s106 service website</a>			

### 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/ukxi/2012/2920/contents>

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

<https://www.legislation.gov.uk/ukxi/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

Per application	2024/25	Fee Status	VAT Status
Hourly charge	£74.00	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

	2024/25	Fee Status	VAT Status
<b>Official Enquiries</b>			
Full search	£169.44	D	S & OS
Full search additional parcel	£19.98	D	S
LLC1	£29.66	D	OS
LLC1 register part	£8.45	D	OS
LLC1 additional parcel	£4.61	D	OS
Full CON29R	£139.77	D	S
Con 29 additional parcel	£15.37	D	S
Con 29 additional question	£25.42	D	S
Con 29 R individual questions (each)	£3.61	D	S
Con 29 optional enquiry	£23.67	D	S
Personal search	£23.79	D	OS
Solicitor fees for retrieval of documents	£23.66	D	OS
Administration fee	£21.22	D	OS

### 5.8 Planning policy & delivery

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

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

	2024/25	Fee Status	VAT Status
<b>Per single one-sided sheet</b>			
A0	£8.00	D	ZE
A1	£4.00	D	ZE

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

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

# 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	2024/25	Fee Status	VAT Status
CIL Charging Schedule	Variable	ST	OS
<b>Relevant policies which affect CIL liabilities and methods of payment</b>			
CIL Instalments Policy	Variable	ST	OS
CIL Discretionary Social Housing Relief Policy	Variable	ST	OS

# HOUSING

## 6.1 Houses of multiple occupancy licences

	2024/25	Fee Status	VAT Status
Properties with up to and including five lettable units	£760.00	D	OS
Extra charge for each unit over five	£26.00	D	OS
Relicensing fee (after five years) if no structural changes etc. to premises	£155.00	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

	2024/25	Fee Status	VAT Status
Serving of Enforcement Notice	£550.00	D	OS

## 6.3 Immigration issues

	2024/25	Fee Status	VAT Status
Cost of inspections	£395.00	D	OS

# HOUSING

## 6.4 Park home fees

	2024/25	Fee Status	VAT Status
<b>New Licence (relevant protected sites only)</b>			
<b><i>Processing</i></b>	0	D	
Examine application documentation, associated certificates. Check to ensure that details are correct and correct fee is attached (60 mins)	£62.50	D	OS
Make assessment of site layout, provision of amenities/utilities, examine fire risk assessment (60 mins)	£62.50	D	OS
Finance receive payment of fee, process payment and issue receipt (60 mins)	£62.50	D	OS
<b><i>Inspection</i></b>			
1-5 Verification inspection of the site (60 mins)	£62.50	D	OS
6-24 Verification inspection of the site (90 mins)	£93.75	D	OS
25-99 Verification inspection of the site (120 mins)	£125.00	D	OS
100+ Verification inspection of the site (180 mins)	£187.50	D	OS
<b><i>Issue of New Licence</i></b>			
Prepare licence documents and certificates (120 mins)	£125.00	D	OS
Check and sign certs/licence as necessary, and serve by post (30 mins)	£31.25	D	OS
Update database register and public register (20 mins)	£20.82	D	OS
1-5 Combined adjusted total fees for new park home licence applications	£427.07	D	OS
6-24 Combined adjusted total fees for new park home licence applications	£458.32	D	OS
25-99 Combined adjusted total fees for new park home licence applications	£489.57	D	OS
100+ Combined adjusted total fees for new park home licence applications	£552.07	D	OS
<b><i>Fit and Proper Persons Register Application</i></b>			
New application fee	£140.00	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)	£338.54	D	OS
6-24 Number of pitches - (200 mins admin time) (210 mins inspection time)	£427.09	D	OS
25-99 Number of pitches - (270 mins admin time) (390 mins inspection time)	£687.52	D	OS
100-199 Number of pitches - (375 mins admin time) (800 mins inspection time)	£1,223.99	D	OS
200+ Number of pitches - (450 mins admin time) (1080 mins inspection time)	£1,593.78	D	OS

	2024/25	Fee Status	VAT Status
<b>Variations and Amendments</b>			
License Variation (plus inspection fee if applicable)	£182.25	D	OS
Examine amended application documents and associated certificates. Check to ensure details are correct and correct fee is attached (60mins)	£62.50	D	OS
Check site history for any outstanding issues (30 mins)	£31.25	D	OS
Make decision as to whether amendments are appropriate (30 mins)	£31.25	D	OS
Prepare new licence documents (20 mins)	£20.82	D	OS
Check, sign and post new documents (15 mins)	£15.63	D	OS
Update database and public register (20 mins)	£20.82	D	OS
<b>Site Inspection Fees</b>			
1-5 Verification inspection of the site (60 mins)	£62.50	D	OS
	£93.75	D	OS
6-24 Verification inspection of the site (90 mins)			
25-99 Verification inspection of the site (120 mins)	£125.00	D	OS
100+ Verification inspection of the site (180 mins)	£187.50	D	OS

# HOUSING

## 6.4 Park home fees (continued)

### Licence Transfer fee

Transfer	£265.57	D	OS
Check form is correct including correct fee (30 mins)	£31.25	D	OS
Check site history and any outstanding issues (30 mins)	£31.25	D	OS
Examine request documentation and make decision (60 mins)	£62.50	D	OS
Prepare new licence documents (20 mins)	£20.82	D	OS
Check, sign and post new documents (15 mins)	£15.63	D	OS
Update database and public register (20 mins)	£20.82	D	OS
Deposit of site rules - examine rules, checking for banned rules (60 mins)	£62.50	D	OS
Deposit of site rules - update database and public register (20 mins)	£20.82	D	OS

## HOUSING

### 6.5 Landlord smoke detectors

	2024/25	Fee Status	VAT Status
First offence	£660.00	D	OS
First offence (If paid within 14 day period from date of service)	£505.00	D	OS
Second offence	£2,500.00	D	OS
Third and subsequent offences	£5,000.00	D	OS

### 6.6 Enforcement action (works in default)

	2024/25	Fee Status	VAT Status
Cost of works undertaken	100%	D	OS
plus officer time costs	£62.50	D	OS

# HOUSING

## 6.7 Civil penalties (Housing Act 2004)

	2024/25	Fee Status	VAT Status
Penalty maximum	£30,000.00	D	OS
<i>Actual penalty applied is calculated in accordance with the relevant policy</i>			

## 6.8 Minimum energy efficiency standards

	2024/25	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

## 6.9 Charges to Energy efficiency installers for provision of flex declaration

	2024/25	Fee Status	VAT Status
Fee for Production of an ECO4 declaration	£500.00	D	OS
Reduced to £250 where the installed measures are below £2000			



## HOUSING

### 6.10 Assistance service (Renovation Grants / Disabled Facilities Grants)

	2024/25	Fee Status	VAT Status
Assistance with making an application for a Renovation Grant (over £5,000.00). <b>Includes</b> tendering process and supervision of works	15% of eligible assistance package	D	S
Assistance with privately funded adaptation works. <b>Includes</b> tendering process and supervision of works	15% of eligible assistance package	D	S
Assistance with completing an application for a Grant (any type). <b>Does not include</b> tendering process and supervision of works	£155.00	D	S

### 6.11 Landlord references

	2024/25	Fee Status	VAT Status
Landlord Reference (Right to Buy Scheme)	No charge	D	OS

### 6.12 Mutual exchange fees

	2024/25	Fee Status	VAT Status
<b>Application</b>			
Electric safety check	£98.94	D	S
Gas safety check - Boiler inspection	No charge	D	OS

# HOUSING

## 6.13 Traveller site

	2024/25	Fee Status	VAT Status
<b>Per week, per pitch</b>			
Rent	£86.00	D	EX
Service charge	£10.10	D	EX

## 6.14 Garage rents

	2024/25	Fee Status	VAT Status
HRA Tenants (per week based on a 50 week year) *	£9.73	D	OS
Private Tenants (per week based on a 50 week year and inclusive of 20% VAT) *	£13.63	D	S
<b>*2024/25 garage rents to be effective from 1st April 2024 proposed as part of the HRA budget report in February 2024</b>			

## 6.15 Shared Ownership Fees

	2024/25	Fee Status	VAT Status
Transfer of Shared Ownership Approval	£200	D	UR
Approval of Re-mortgage	£100	D	UR
Home Improvements (Basic up to 5 requests)	£75	D	UR
Home Improvements complex	£150	D	UR
Deed of Variation	£500	D	UR

# INTERNAL AUDIT

## 7.1 Access to personal files

	2024/25	Fee Status	VAT Status
Data Protection Act 1998 / General Data Protection Regulations	0.00	ST	OS
Housing Regulations 1989	0.00	ST	OS

# ELECTORAL SERVICES

## 8.1 Sale of electoral roll

	2024/25		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

2024/25

Fee Status VAT Status

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