

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

CONTENTS PAGE

Fees and Charges Contents Note	Page No.
Environmental Services and Port Health	
1.1 Charges for licences	6 - 7
1.2 Local Authority Pollution Prevention & Control (LAPPC)	8 - 10
1.3 Scrap metal dealers (Scrap Metal Dealers Act 2013)	11
1.4 Charges for registration	11
1.5 Food premises register	11
1.6 Certificates & health charges	12
1.7 Food hygiene ratings	12
1.8 Safer Food, Better Business (SFBB)	12
1.9 Dog control	13
1.10 Provision of supplementary environmental information	13
1.11 Fixed penalty notices (FPNs)	14
1.12 Public Health funeral administration	15
1.13 Private Water Supplies Regulations 2016 Sampling	15
1.14 Lowestoft Port Health - Charges for Inspections of ships (Ship Sanitation Inspection Certificates)	16
1.15 Port Health - Suffolk Coastal Port Health Authority	17-23
Legal and Democratic Services	
2.1 Charges for licences	24 - 27
2.2 Hackney carriages / Private hire vehicles	28 - 29
2.3 Premises licences (Gambling Act 2005)	30
Digital and Programme Management	
3.1 Street name & numbering	31

CONTENTS PAGE

	Page No.
Property and Place	
4.1 Parking services (Off-street parking places)	32 - 46
4.2 Parking services (Administration charges)	46
4.3 Collection of household waste	47
4.4 Caravan & camping sites	48
4.5 Harbour & annual licenses (beach & boat related)	49 - 50
4.6 Recreation areas & outdoor sports	51 - 55
4.7 Leisure facilities	56
4.8 Beach huts & chalets	57 - 61
4.9 Cemeteries	62 - 64
4.10 Green burials	65
4.11 Sponsorship of commemorative benches	65
4.12 Oulton Broad Yacht Station	66
4.13 Events Area	67 - 68
Planning and Coastal Management	
5.1 Section 106 Agreements (s106)	69
5.2 First Homes Application Fees	69
5.3 Community Infrastructure Levy (CIL)	69
5.4 Pre application planning advice	70
5.5 Planning Applications and Planning Related Applications	70 - 71
5.6 Public path orders & agreements	71
5.7 Local Land Charges	72
5.8 Planning	72
5.9 Ordnance Survey Extracts	73
5.10 Community Infrastructure Levy (CIL) charging schedule rates	73
5.11 BNG Habitat Bank	74

CONTENTS PAGE

Housing Services

6.1	Houses of multiple occupancy licences	75 - 76
6.2	Enforcement notices on private sector landlords	77
6.3	Immigration issues	77
6.4	Park home fees	77 - 79
6.5	Landlord smoke detectors	80
6.6	Enforcement action (works in default)	80
6.7	Civil penalties (Housing Act 2004)	80
6.8	Minimum energy efficiency standards	80
6.9	Charges to energy efficiency installers for provision of flex declaration	81
6.10	Assistance service (Renovation Grants / Disabled Facilities Grants)	81
6.11	Landlord references	81
6.12	Mutual exchange fees	82
6.13	Traveller site	82
6.14	Garage rents	82
6.15	Shared Ownership Fees	82

Information Governance

7.1	Information Governance - Access to personal files	83
-----	---	----

Electoral Services

8.1	Sale of electoral roll	84
-----	------------------------	----

Economic Development and Regeneration

9.1	Filming & Commercial Photography	85
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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	2025/26	Fee Status	VAT Status
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
<u>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.</u>			

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
<i>Plus vet fees at actual cost</i>				

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 than 2 hours to process):				
Flat Rate		£123.00	D	OS
Plus charge per hour		£80.00	D	OS

ENVIRONMENTAL & PORT HEALTH

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
	£500.00	£250.00	£ Unlimited Level 5 or imprisonment on conviction	D	OS
Fly Tipping					
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.

Risk Assessment	2025/26	Fee Status	VAT Status
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
Sampling			
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 first 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
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	<i>Hourly Rate (as above)</i>	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.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)	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.				
Non-compliant consignment		£55.78	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 samles 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
Catch certification under the IUU fishing controls				
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.				
Low risk				
Imports coming directly from the following flag states are currently defined as low risk		£29.58	D	OS
- 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>)				
High risk				
The following imports are currently defined as high risk		£58.49	D	OS
- 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>)				
Due to the additional work in checking documents from more than one country and checking and handling multiple documents additional charges have been introduced.				
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.				

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

The number of certificates are counted per country to reflect the amount of work incurred in checking the certification

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.porthealthassociation.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.				
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)

				2025/26	Fee Status	VAT Status
Small societies lotteries						
Initial registration fee				£40.00	ST	OS
Renewal (annually)				£20.00	ST	OS
Permits	Licensed Premises Gaming Machine Permit	Club Gaming / Club Machine Permit (each)	Family Entertainment Centre Gaming Machine Permit	Prize Gaming Permit	Fee Status	VAT Status
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
	£100.00	£100.00	£100.00	£100.00	ST	OS
Existing operator grant	£100.00	£100.00	N/A	N/A	ST	OS
Variation	N/A	£200.00	£300.00	£300.00	ST	OS
Renewal	N/A	£100.00	N/A	N/A	ST	OS
Renewal (club premises certificate holder)	£50.00	£50.00	N/A	N/A	ST	OS
Annual fee	£15.00	£15.00	£15.00	£15.00	ST	OS
Copy of permit	£25.00	N/A	N/A	N/A	ST	OS
Transfer	£25.00	N/A	£25.00	£25.00	ST	OS
Change of name	£50.00	N/A	N/A	N/A	ST	OS
Notification of 2 machines					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

Driver's Licences	2025/26	Fee Status	VAT Status
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: Per plot over 100:	£1,400.00 £11.50	D D	OS 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)

Seasonal Tariffs - 1st April to 31st October

Off-street parking places		Tariff - Seasonal charges 1st April - 31st October					Season Tickets	Annual Tickets
VAT Status		S	S	S	S	S	S	S
		2 hours	4 hours	6 hours	8 hours	10 hours	1 month	12 months
ALDEBURGH								
Fort Green	Seasonal	£4.00	£6.00	-	-	£8.00	£80.00	£425.00
King Street*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00
Oakley Square*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00
Slaughden	Seasonal	£4.00	£6.00	-	-	£8.00	£80.00	£425.00
Slaughden Sea Wall	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Thorpeness Beach*	Seasonal	£4.00	£6.00	-	-	£8.00	£80.00	£425.00
Thorpe Road	Seasonal	£4.00	£6.00	-	-	£8.00	£80.00	£425.00
BECCLES								
Blyburgate*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Hungate*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00
Newgate*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
BUNGAY								
Boyscott Lane	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Nethergate	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Priory Lane*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Scales Street	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Wharton Street*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00

PROPERTY AND PLACE

4.1

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

Off-street parking places		Tariff - Seasonal charges 1st April - 31st October					Season Tickets	Annual Tickets
VAT Status		S	S	S	S	S	S	S
		2 hours	4 hours	6 hours	8 hours	10 hours	1 month	12 months
FELIXSTOWE	Tariff Type							
Arwela Road	Seasonal	£4.00	£6.00	-	-	£8.00	£80.00	£425.00
Beach Station	Seasonal	£4.00	£6.00	-	-	£8.00	£80.00	£425.00
Brackenbury Fort*	Seasonal	£4.00	£6.00	-	-	£8.00	£80.00	£425.00
Clifflands*	Seasonal	£4.00	£6.00	-	-	£8.00	£80.00	£425.00
Convalescent Hill*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Crescent Road*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00
Felixstowe Pier*	Seasonal	£4.00	£6.00	-	-	£8.00	£80.00	£425.00
Garrison Lane	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Golf Road	Seasonal	£4.00	£6.00	-	-	£8.00	£80.00	£425.00
Highfield Road*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Landguard *	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Manor Terrace*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Martello Park North	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Martello Park South	Seasonal	£4.00	£6.00	-	-	£8.00	£80.00	£425.00
Nacton Shore	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Ranelagh Road	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00

PROPERTY AND PLACE

4.1

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

Off-street parking places		Tariff - Seasonal charges 1st April - 31st October					Season Tickets	Annual Tickets
VAT Status		S	S	S	S	S	S	S
		2 hours	4 hours	6 hours	8 hours	10 hours	1 month	12 months
FELIXSTOWE	Tariff Type							
Spa Pavilion	Seasonal	£4.00	£6.00	-	-	£8.00	£80.00	£425.00
The Grove	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
The Promenade	Seasonal	£4.00	£6.00	-	-	£8.00	£80.00	£425.00
Undercliff	Seasonal	£4.00	£6.00	-	-	£8.00	£80.00	£425.00
FRAMLINGHAM								
Fore Street*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Market Hill*	Short Stay	£2.00	-	-	-	-	-	-
HALESWORTH								
Angel Lane North*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Angel Lane South*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Bridge Street*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Station Road*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Thoroughfare*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00

PROPERTY AND PLACE

4.1

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

Off-street parking places		Tariff - Seasonal charges 1st April - 31st October					Season Tickets	Annual Tickets
VAT Status		S	S	S	S	S	S	S
		2 hours	4 hours	6 hours	8 hours	10 hours	1 month	12 months
KIRKLEY	Tariff Type							
All Saints	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Clifton Road*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Pakefield Cliff	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Pakefield Road*	Seasonal	£4.00	£6.00	-	-	£8.00	£80.00	£425.00
Pakefield Street*	Seasonal	£4.00	£6.00	-	-	£8.00	£80.00	£425.00
LEISTON								
High Street*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00
Main Street	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Sizewell Beach*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Sizewell Road*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Valley Road	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
LOWESTOFT								
Adrian Road	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Alexandra Road	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Battery Green*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Belvedere Road	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00

PROPERTY AND PLACE

4.1

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

Off-street parking places		Tariff - Seasonal charges 1st April - 31st October					Season Tickets	Annual Tickets
VAT Status		S	S	S	S	S	S	S
		2 hours	4 hours	6 hours	8 hours	10 hours	1 month	12 months
LOWESTOFT	Tariff Type							
Britten Centre*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00
Christ Church	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Clapham Road*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00
Claremont Pier	Seasonal	£4.00	£6.00	-	-	£8.00	£80.00	£425.00
Kirkley Cliff*	Seasonal	£4.00	£6.00	-	-	£8.00	£80.00	£425.00
Regent Road	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Royal Green*	Seasonal	£4.00	£6.00	-	-	£8.00	£80.00	£425.00
St Peters Street*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00
Tennyson Road*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Waveney Sports Centre	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Whapload Road	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
MELTON								
Melton Riverside	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Melton Street	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
OUTON BROAD								
Nicholas Everitts Park*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
The Boulevard	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00

PROPERTY AND PLACE

4.1

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

Off-street parking places		Tariff - Seasonal charges 1st April - 31st October					Season Tickets	Annual Tickets
VAT Status		S	S	S	S	S	S	S
		2 hours	4 hours	6 hours	8 hours	10 hours	1 month	12 months
SAXMUNDHAM	Tariff Type							
Market Place*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
SOUTHWOLD								
Ferry Road (North)	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Ferry Road*	Seasonal	£4.00	£6.00	-	-	£8.00	£80.00	£425.00
Harbour Quay East*	Seasonal	£4.00	£6.00	-	-	£8.00	£80.00	£425.00
Harbour West	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Southwold Pier*	Seasonal	£4.00	£6.00	-	-	£8.00	£80.00	£425.00
WICKHAM MARKET								
Chapel Lane*	Short Stay	£2.00	-	-	-	-	-	-
The Hill*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00
The Percy Mason*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
WOODBRIDGE								
Bawdsey Quay Picnic Site	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Deben	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Hamblin Road*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00

PROPERTY AND PLACE

4.1

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

Off-street parking places		Tariff - Seasonal charges 1st April - 31st October					Season Tickets	Annual Tickets
VAT Status		S	S	S	S	S	S	S
		2 hours	4 hours	6 hours	8 hours	10 hours	1 month	12 months
WOODBRIDGE	Tariff Type							
Iken Picnic Site	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Lime Kiln Quay	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Oak Lane*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00
Sutton Heath	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
The Station*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Theatre Street	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Upper Hollesley Common	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
WRENTHAM								
Wrentham	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-

All above locations marked with an asterisk (*) have a non-charged 30 minutes convenience concession .

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

PROPERTY AND PLACE

4.1

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

Long Stay and Off-Season Tariffs - 1st November to 31st March

Off-street parking places		Tariff - Long Stay and Off-Season (1st November to 31st March)					Season Tickets	Annual Tickets
VAT Status		S	S	S	S	S	S	S
		2 hours	4 hours	6 hours	8 hours	10 hours	1 month	12 months
ALDEBURGH								
Fort Green	Seasonal	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
King Street*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00
Oakley Square*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00
Slaughden	Seasonal	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Slaughden Sea Wall	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Thorpeness Beach*	Seasonal	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Thorpe Road	Seasonal	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
BECCLES								
Blyburgate*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Hungate*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00
Newgate*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
BUNGAY								
Boyscott Lane	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Nethergate	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Priory Lane*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Scales Street	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Wharton Street*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00

PROPERTY AND PLACE

4.1

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

Off-street parking places		Tariff - Long Stay and Off-Season (1st November to 31st March)					Season Tickets	Annual Tickets
VAT Status		S	S	S	S	S	S	S
		2 hours	4 hours	6 hours	8 hours	10 hours	1 month	12 months
FELIXSTOWE	Tariff Type							
Arwela Road	Seasonal	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Beach Station	Seasonal	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Brackenbury Fort*	Seasonal	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Clifflands*	Seasonal	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Convalescent Hill*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Crescent Road*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00
Felixstowe Pier*	Seasonal	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Garrison Lane	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Golf Road	Seasonal	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Highfield Road*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Landguard *	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Manor Terrace*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Martello Park North	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Martello Park South	Seasonal	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Nacton Shore	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Ranelagh Road	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00

PROPERTY AND PLACE

4.1

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

Off-street parking places		Tariff - Long Stay and Off-Season (1st November to 31st March)					Season Tickets	Annual Tickets
VAT Status		S	S	S	S	S	S	S
		2 hours	4 hours	6 hours	8 hours	10 hours	1 month	12 months
FELIXSTOWE	Tariff Type							
Spa Pavilion	Seasonal	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
The Grove	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
The Promenade	Seasonal	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Undercliff	Seasonal	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
FRAMLINGHAM								
Fore Street*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Market Hill*	Short Stay	£2.00	-	-	-	-	-	-
HALESWORTH								
Angel Lane North*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Angel Lane South*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Bridge Street*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Station Road*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Thoroughfare*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00

PROPERTY AND PLACE

4.1

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

Off-street parking places		Tariff - Long Stay and Off-Season (1st November to 31st March)					Season Tickets	Annual Tickets
VAT Status		S	S	S	S	S	S	S
		2 hours	4 hours	6 hours	8 hours	10 hours	1 month	12 months
KIRKLEY	Tariff Type							
All Saints	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Clifton Road*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Pakefield Cliff	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Pakefield Road*	Seasonal	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Pakefield Street*	Seasonal	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
LEISTON								
High Street*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00
Main Street	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Sizewell Beach*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Sizewell Road*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Valley Road	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
LOWESTOFT								
Adrian Road	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Alexandra Road	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Battery Green*	Long Stay	£2.00	£3.50	-	-	£5.00	-	-
Belvedere Road	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00

PROPERTY AND PLACE

4.1

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

Off-street parking places		Tariff - Long Stay and Off-Season (1st November to 31st March)					Season Tickets	Annual Tickets
VAT Status		S	S	S	S	S	S	S
		2 hours	4 hours	6 hours	8 hours	10 hours	1 month	12 months
LOWESTOFT	Tariff Type							
Britten Centre*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00
Christ Church	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Clapham Road*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00
Claremont Pier	Seasonal	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Kirkley Cliff*	Seasonal	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Regent Road	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Royal Green*	Seasonal	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
St Peters Street*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00
Tennyson Road*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Waveney Sports Centre	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Whapload Road	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
MELTON								
Melton Riverside	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Melton Street	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
OULTON BROAD								
Nicholas Everitts Park*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
The Boulevard	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00

PROPERTY AND PLACE

4.1

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

Off-street parking places		Tariff - Long Stay and Off-Season (1st November to 31st March)					Season Tickets	Annual Tickets
VAT Status		S	S	S	S	S	S	S
		2 hours	4 hours	6 hours	8 hours	10 hours	1 month	12 months
SAXMUNDHAM	Tariff Type							
Market Place*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
SOUTHWOLD								
Ferry Road (North)	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Ferry Road*	Seasonal	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Harbour Quay East*	Seasonal	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Harbour West	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Southwold Pier*	Seasonal	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
WICKHAM MARKET								
Chapel Lane*	Short Stay	£2.00	-	-	-	-	-	-
The Hill*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00
The Percy Mason*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
WOODBRIDGE								
Bawdsey Quay Picnic Site	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Deben	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Hamblin Road*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00

PROPERTY AND PLACE

4.1

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

Off-street parking places		Tariff - Long Stay and Off-Season (1st November to 31st March)					Season Tickets	Annual Tickets
VAT Status		S	S	S	S	S	S	S
		2 hours	4 hours	6 hours	8 hours	10 hours	1 month	12 months
WOODBRIDGE	Tariff Type							
Iken Picnic Site	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
Lime Kiln Quay	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Oak Lane*	Short Stay	£2.00	£3.50	£5.00	£6.50	£8.00	£140.00	£780.00
Sutton Heath	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
The Station*	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Theatre Street	Long Stay	£2.00	£3.50	-	-	£5.00	£80.00	£425.00
Upper Hollesley Common	Long Stay	No charge	No charge	No charge	No charge	No charge	-	-
WRENTHAM								
Wrentham	Long Stay	No charge	No charge	No charge	No charge	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.

PROPERTY AND PLACE

4.1

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

Penalty Charge Notices (PCNs)

The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022.

Lower Tier - £50.00, reduced to £25.00 if paid within 14 days.

Higher Tier - £70.00, reduced to £35.00 if paid within 14 days

Charge certificate increase by 50% of the PCN cost:

Lower Tier - £75.00

Higher Tier - £105.00

Warrant fee - £10.00

[The Civil Enforcement of Road Traffic Contraventions \(Approved Devices, Charging Guidelines and General Provisions\) \(England\) Regulations 2022](#)

Resident Off Street Parking		2025/26	Fee Status	VAT Status
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

4.2 Parking services (Administration charges)

		2025/26	Fee Status	VAT Status
Residents exemptions - one per property if no off-street parking		£50.00	D	S/OS*
Resident Permit - one per property		£30.00	D	S/OS*
Visitor vouchers - up to 30 visitor vouchers per calendar month per permit		£1.00	D	S/OS*
On-street parking place suspensions	*£55 for one day plus £25 per day thereafter, up to a maximum of ten days for £280	£55.00	D	OS
Off-street parking place suspensions		£55.00	D	S
Trade dispensations: Per (7-day) week		£10.00	D	S/OS*
Health and social care permits: Annual charge		£8.00	D	S/OS*
Permits for car parks are charged within a lease agreement and charged according to the parking costs.				

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

PROPERTY AND PLACE

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
<i>All below fees are charged on a per night basis</i>			
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

Beccles Sports Ground	2025/26	Fee Status	VAT Status
<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)

Beccles Sports Ground	2025/26	Fee Status	VAT Status
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)			
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)

Dip Farm - Lowestoft	2025/26	Fee Status	VAT Status
<i>Football</i>			
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
<i>Pavilion Hire</i>			
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)			
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				
<i>Football</i>				
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	
<i>Tennis</i>				
Per Court (hourly rate)	£15.00	D	OS	
6 Month Court Booking	£789.00	D	OS	
<i>Pavilion Hire</i>				
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

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

[Brackenbury Leisure Centre | Felixstowe](#)

01394 270278

[Deben Leisure Centre | Woodbridge](#)

01394 388991

[Felixstowe Leisure Centre | Felixstowe](#)

01394 694600

[Leiston Leisure Centre | Leiston](#)

01728 832700

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

[Waveney Valley Leisure Centre | Bungay](#)

01986 895014

[Waterlane Leisure Centre | Lowestoft](#)

01502 532540

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			£624.75
(Waiting lists for annual hire beach huts/hut sites are currently closed to new entries).			
<u>Beach hut hire</u>			
You can access current fees and booking system via https://www.hirebeachhuts.co.uk/ or calling (01502) 586167.			
Bookings fees vary to the type of hut and time of year. Bookings may additionally qualify for discount - see website. Promotions may apply from time to time.			

PROPERTY AND PLACE

4.8 Beach huts & chalets (continued)

		2025/26	Fee Status	VAT Status
<u>Claremont and South Beach, beach huts (refurbished) - Hire prices</u>				
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
<u>Victoria two-storey building</u>		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

Weekly hire

April, May & September

Hut Style 1 (Pearl)

Hut Style 2 (Horizon)

Hut Style 3 (Crest)

June & July

£100.00

£120.00

£150.00

August

£150.00

£170.00

£200.00

October

£200.00

£220.00

£250.00

Summer (dates subject to advertising)

£80.00

£100.00

£150.00

Weekend hire May/June/September (dates subject to advertising)

July/August (dates subject to advertising)

£40.00

£40.00

£50.00

£50.00

£70.00

£70.00

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@east-suffolk.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@east-suffolk.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		
<i>Bath Tap</i>					
- 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		
<i>Cliff House</i>					
- 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		
<i>Seashore Village hut sites</i>					
Privately owned beach huts at are positioned on sites leased from East Suffolk Council.					
6-day hire (Sat - Thurs)	Single Unit (Chalet 1/2/4/5)	Single Unit with WC (Chalet 3)	Dual Unit with WC		
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 inscription	£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)

		2025/26	Fee Status	VAT Status
Kerb Sets (Traditional Section only) - Excludes headstone fee				
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				
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

	2025/26	Fee Status	VAT Status
Green Burial Site			
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 of installation, except for plaques, which are 5 years.

	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**

***The plaque remains the property of the sponsor**

** VAT status changes to standard rated if sponsored by a business or 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@eastsuffolk.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 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	2025/26	Fee Status	VAT Status
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

Official Enquiries	2025/26	Fee Status	VAT Status
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.

Per sheet	2025/26	Fee Status	VAT Status
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
<u>New Licence (up to and including seven lettable units)</u>			
Part A Fee (Grant of licence costs)			
Receive and check application	£86.07	D	OS
Fit and proper person check	£43.01	D	OS
System entry	£48.38	D	OS
Validation visit	£96.75	D	OS
Final validation checks	£10.75	D	OS
Case officer - application assessment	£64.50	D	OS
Decision inc. review	£64.57	D	OS
Licence issue	£75.25	D	OS
Total Part A cost	£489.28	D	OS
Part B Fee (Licensed HMO scheme management costs)			
Pre-application advice	£10.75	D	OS
Routine compliance check	£247.26	D	OS
Non-routine compliance visit	£327.88	D	OS
General LHMO management costs	£91.39	D	OS
Total Part B cost	£677.28	D	OS
Total cost of new licence	£1,166.56	D	OS
<i>Additional fee per lettable unit over seven</i>	£25.00	D	OS

HOUSING

6.1 Houses of multiple occupancy licences (continued)

	2025/26	Fee Status	VAT Status
Renewal of existing Licence			
Part A Fee (Grant of licence costs)			
Pre-application actions	£16.16	D	OS
Receive and check application	£86.07	D	OS
Fit and proper person check	£43.01	D	OS
System entry	£32.25	D	OS
Final validation checks	£10.75	D	OS
Case officer - application assessment	£32.32	D	OS
Decision inc. review	£32.25	D	OS
Licence issue	£75.25	D	OS
Total Part A cost	£328.06	D	OS
Part B Fee (Licensed HMO scheme management costs)			
Routine compliance check	£247.26	D	OS
Non-routine compliance visit	£327.88	D	OS
General LHMO management costs	£91.39	D	OS
Total Part B cost	£666.53	D	OS
Total cost of renewed licence	£994.59	D	OS
<i>Pre-application advice visits (Hourly rate)</i>	£64.50	D	OS
<i>Variation of existing licence (no structural changes)</i>	No charge	D	OS

HOUSING

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

6.4 Park home fees

New Licence (relevant protected sites only)	2025/26	Fee Status	VAT Status
<u>Processing</u>			
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
<u>Inspection</u>			
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)

	2025/26	Fee Status	VAT Status
<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
<i>Annual Fee (relevant protected sites only)</i>			
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

HOUSING

6.4

Park home fees (continued)

		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
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		£515.00	D	OS
Reduced to £250 where the installed measures are below £2,000				

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

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
<p>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.</p>	0.00	ST	OS
<p>Housing Regulations 1989 (access to personal files under this law will be processed as a Subject Access Request in line with Data Protection legislation).</p>	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		

ECONOMIC DEVELOPMENT AND REGEN

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.			