

Statutory Fees and Charges 2024/25	VAT KEY	OS	Outside the scope of VAT		APPENDIX 5
			Standard Rated	20%	
				Exempt	
Service	Further Information	VAT category	Approved charges for 2023/24		Charges for 2024/25
			£		£
CORPORATE SERVICES					
Imposition of a penalty for failure to notify the council tax office		E	70.00		70.00
GOVERNANCE & LAW					
Registration of Electors					
Full Register Costs - fee plus £5.00 per 1000 entries (or part)	Paper Copy	OS	10.00		10.00
Full Register Costs - fee plus £1.50 per 1000 entries (or part)	Data Copy	OS	20.00		20.00
Open Register Costs - fee plus £5.00 per 1000 entries (or part)	Paper Copy	OS	10.00		10.00
Open Register Costs - fee plus £1.50 per 1000 entries (or part)	Data Copy	OS	20.00		20.00
Marked Register Costs - fee plus £2.00 per 1000 entries (or part)	Paper Copy	OS	10.00		10.00
Marked Register Costs - fee plus £1.00 per 1000 entries (or part)	Data Copy	OS	10.00		10.00
OPERATIONS					
Parking					
On street parking penalty notice (PCN)	if paid within 14 days	OS	25.00/35.00		25.00/35.00
	if paid within 28 days	OS	50.00/70.00		50.00/70.00
	if paid after 28 days	OS	50.00/70.00		50.00/70.00
Off street parking penalty notice (PCN)	if paid within 14 days	OS	25.00/35.00		25.00/35.00
	if paid within 28 days	OS	50.00/70.00		50.00/70.00
	if paid after 28 days	OS	50.00/70.00		50.00/70.00
PLACE					
Dog Control					
Stray Dog Collection		OS	25.00		25.00
Gambling Act 2005 - Premise Licence Fees					
Existing Casino	Application to vary	OS	N/A		N/A
	Application to transfer	OS	N/A		N/A
	Application for reinstatement	OS	N/A		N/A
	Application for Premises Licence or provisional statement	OS	N/A		N/A
	Application for Premises Licence (provisional statement in place)	OS	N/A		N/A
	Copy of Licence	OS	N/A		N/A
	Notification of change	OS	N/A		N/A
	Annual Fee	OS	N/A		N/A
New Small Casino	Application to vary	OS	4,000.00		4,000.00
	Application to transfer	OS	1,800.00		1,800.00
	Application for reinstatement	OS	1,800.00		1,800.00
	Application for Premises Licence or provisional statement	OS	8,000.00		8,000.00
	Application for Premises Licence (provisional statement in place)	OS	3,000.00		3,000.00
	Copy of Licence	OS	25.00		25.00
	Notification of change	OS	50.00		50.00
	Annual Fee	OS	5,000.00		5,000.00

Service	Further Information	VAT category	Approved charges for 2023/24	Charges for 2024/25
New large Casino	Application to vary	OS	5,000.00	5,000.00
	Application to transfer	OS	2,150.00	2,150.00
	Application for reinstatement	OS	2,150.00	2,150.00
	Application for Premises Licence or provisional statement	OS	10,000.00	10,000.00
	Application for Premises Licence (provisional statement in place)	OS	5,000.00	5,000.00
	Copy of Licence	OS	25.00	25.00
	Notification of change	OS	50.00	50.00
	Annual Fee	OS	10,000.00	10,000.00
Regional Casino	Application to vary	OS	7,500.00	7,500.00
	Application to transfer	OS	6,500.00	6,500.00
	Application for reinstatement	OS	6,500.00	6,500.00
	Application for Premises Licence or provisional statement	OS	15,000.00	15,000.00
	Application for Premises Licence (provisional statement in place)	OS	8,000.00	8,000.00
	Copy of Licence	OS	25.00	25.00
	Notification of change	OS	50.00	50.00
	Annual Fee	OS	15,000.00	15,000.00
Bingo Club	Application to vary	OS	1,750.00	1,750.00
	Application to transfer	OS	1,200.00	1,200.00
	Application for reinstatement	OS	1,200.00	1,200.00
	Application for Premises Licence or provisional statement	OS	3,500.00	3,500.00
	Application for Premises Licence (provisional statement in place)	OS	1,200.00	1,200.00
	Copy of Licence	OS	25.00	25.00
	Notification of change	OS	50.00	50.00
	Annual Fee	OS	1,000.00	1,000.00
Betting Premise (excluding Tracks)	Application to vary	OS	1,500.00	1,500.00
	Application to transfer	OS	1,200.00	1,200.00
	Application for reinstatement	OS	1,200.00	1,200.00
	Application for Premises Licence or provisional statement	OS	3,000.00	3,000.00
	Application for Premises Licence (provisional statement in place)	OS	1,200.00	1,200.00
	Copy of Licence	OS	25.00	25.00
	Notification of change	OS	50.00	50.00
	Annual Fee	OS	600.00	600.00
Track	Application to vary	OS	1,250.00	1,250.00
	Application to transfer	OS	950.00	950.00
	Application for reinstatement	OS	950.00	950.00
	Application for Premises Licence or provisional statement	OS	2,500.00	2,500.00
	Application for Premises Licence (provisional statement in place)	OS	950.00	950.00
	Copy of Licence	OS	25.00	25.00
	Notification of change	OS	50.00	50.00
	Annual Fee	OS	1,000.00	1,000.00
Family Entertainment Centre	Application to vary	OS	1,000.00	1,000.00
	Application to transfer	OS	950.00	950.00
	Application for reinstatement	OS	950.00	950.00
	Application for Premises Licence or provisional statement	OS	2,000.00	2,000.00
	Application for Premises Licence (provisional statement in place)	OS	950.00	950.00
	Copy of Licence	OS	25.00	25.00
	Notification of change	OS	50.00	50.00
	Annual Fee	OS	750.00	750.00
Adult Gaming Centre	Application to vary	OS	1,000.00	1,000.00
	Application to transfer	OS	1,200.00	1,200.00
	Application for reinstatement	OS	1,200.00	1,200.00
	Application for Premises Licence or provisional statement	OS	2,000.00	2,000.00
	Application for Premises Licence (provisional statement in place)	OS	1,200.00	1,200.00
	Copy of Licence	OS	25.00	25.00
	Annual Fee	OS	1,000.00	1,000.00
	Notification of change	OS	50.00	50.00
Lottery Registration		OS	40.00	40.00
Lottery Registration Renewal		OS	20.00	20.00

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Alcohol Licensed Premises Gaming Machine Notification		OS	50.00	50.00
Club Gaming/Gaming Machine Permit				
Application (New / Renewal) - club premises certificate holder		OS	200.00	200.00
Application (New / Renewal) - non-club premises certificate holder		OS	100.00	100.00
Application to Vary		OS	100.00	100.00
Annual Fee		OS	50.00	50.00
Copy of Licence		OS	15.00	15.00
Gaming Machine Permit				
Application		OS	150.00	150.00
Application to Vary		OS	100.00	100.00
Transfer		OS	25.00	25.00
Annual Fee		OS	50.00	50.00
Change of name		OS	25.00	25.00
Unlicensed Family Entertainment Centre Gaming Machine Permit				
Application (New / Renewal)		OS	300.00	300.00
Copy of Licence		OS	15.00	15.00
Prize Gaming Permit				
Application (New / Renewal)		OS	300.00	300.00
Change of name		OS	25.00	25.00
Copy of Permit		OS	15.00	15.00
Hackney Carriage Licencing				
Criminal Records Check - online		OS	47.00	47.00
Personal & Premises Licences				
Premises	Based on rateable value		Variable	Variable
Personal		OS	37.00	37.00
PERMITTED TEMPORARY ACTIVITIES, PERSONAL LICENCES AND MISCELLANEOUS FEES				
Theft, loss, etc. of premises licence or summary		OS		10.50
Application for a provisional statement where premises being built, etc.		OS		315.00
Notification of change of name or address		OS		10.50
Application to vary licence to specify individual as premises supervisor		OS		23.00
Application for transfer of premises licence		OS		23.00
Interim authority notice following death etc. of licence holder		OS		23.00
Theft, loss etc. of certificate or summary		OS		10.50
Notification of change of name or alteration of rules of club		OS		10.50
Change of relevant registered address of club		OS		10.50
Temporary event notice		OS		21.00
Theft, loss etc. of temporary event notice		OS		10.50
Application for a grant or renewal of personal licence		OS		37.00
Theft, loss etc. of personal licence		OS		10.50
Duty to notify change of name or address		OS		10.50
Right of freeholder etc. to be notified of licensing matters		OS		21.00
HOUSING				
Penalty Charge for breach of Smoke and Carbon Monoxide Alarms (England) Regulations 2015	1st offence		2,500.00	2,500.00
	1st offence with early payment reduction (14 days)		1,250.00	1,250.00
	Subsequent offence(statutory maximum)		5,000.00	5,000.00
	Subsequent offence with early payment reduction		2,500.00	2,500.00
The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014	Statutory Maximum Penalty £5,000		Variable	Variable
Financial penalties for certain Housing Offences (Housing Act 2004 and Housing & Planning Act 2016)	Variable from £1000 to £30,000 Penalties are issued in accordance with the Private Sector Housing Enforcement Policy.		Variable	Variable
Financial penalties for Electrical Safety Standards in the private rented sector (England) Regulations 2020	Maximum penalty £30,000 Penalties are issued in accordance with the Private Sector Housing Enforcement Policy		Variable	Variable

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Financial penalties for Energy Efficiency (Private Rented Property)(England and Wales) Regulations 2015)	1st offence - Breaching the ban on letting a property with an F or G rating for less than three months		750 to 1000	750 to 1000
	all other offences - Breaching the ban on letting a property with an F or G rating for less than three months		1500 to 2000	1500 to 2000
	1st offence - Breaching the ban on letting a property with an F or G rating for more than three months		1500 to 2000	1500 to 2000
	All other offences - Breaching the ban on letting a property with an F or G rating for more than three months		3000 to 4000	3000 to 4000
	1st offence - Registering false or misleading information on the PRS exemptions register		375 to 500	375 to 500
	All other offences - Registering false or misleading information on the PRS exemptions register		750 to 1000	750 to 1000
	1st offence - Failing to provide information to the council demanded by a compliance notice		750 to 1000	750 to 1000
	All other offences - Failing to provide information to the council demanded by a compliance notice		1500 to 2000	1500 to 2000
PLANNING				
PLANNING FEE TABLE (Town & Country Planning Act 1990) wef 17th January 2018 (Exc. VAT)				
OUTLINE APPLICATIONS				
	i) For each 0.1 ha of site where site area does not exceed 2.5 ha	OS	462.00	462.00
	ii) Site area in excess of 2.5ha - £11,432 plus £138.00 For each 0.1 ha in excess of 2.5ha	OS	max £150,000	max £150,000
FULL APPLICATIONS (& first submissions of reserved matters or Technical Details Consent)				
New dwellinghouses	For each dwelling house created - (50 dwellings or less)	OS	462.00	462.00
	More than 50 dwellings - £22,859 plus £138.00 For each additional dwelling in excess of 50	OS	max £300,000	max £300,000
Not dwellinghouses, agricultural buildings, glasshouses nor plant and machinery				
	No floorspace does not exceed 40sqm	OS	234.00	234.00
	Floorspace in excess of 40sqm but not in excess of 75 sqm	OS	462.00	462.00
	Floorspace over 75sqm, but not exceeding 3,750sqm per 75sqm area or part	OS	462.00	462.00
	Floorspace over 3,750sqm - £22,859 plus £138.00 for each75 sqm	OS	max £300,000	max £300,000
Agricultural buildings on agricultural land:				
	Where the area of gross floor space to be created by the development does not exceed 465 square metres	OS	96.00	96.00
	Floorspace in excess of 465sqm but not in excess of 540sqm	OS	462.00	462.00
	Floorspace over 540sqm, but not exceeding 4,215sqm - £385.00 plus £385 For each 75sqm in excess of 540sqm	OS	£462 plus £3462 per 75sqm	£462 plus £3462 per 75sqm
	Floorspace over 4,215sqm - £22,859 plus £138.00 for each75 sqm in excess of 4,215sqm	OS	max £300,000	max £300,000
Erection of glasshouses/polytunnels on agricultural land:				
	Floorspace does not exceed 465sqm	OS	96.00	96.00
	Floorspace exceeds 465 sqm	OS	2,580.00	2,580.00
Erection, alteration or replacement of plant or machinery:				
	i) For each 0.1ha of site where site area does not exceed 5ha	OS	462.00	462.00
	ii) Site area in excess of 5 ha - £22,859 plus £138 For each 0.1ha in excess of 5 ha	OS	max £300,000	max £300,000
Householder Extensions and Alterations				
Alterations or extensions to existing dwelling house including works within the boundary		OS	206.00	206.00
Alterations or extensions to two or more dwelling houses including works within the boundary		OS	407.00	407.00
Car Park, Service Roads and Other Access				
For existing uses		OS	234.00	234.00

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Other Operations				
Other operations (excluding drilling for oil or gas or the winning and working of minerals):	For each 0.1ha - £234	OS	max £2,028	max £2,028
Conversion to a dwelling				
Change of use of building to one or more dwelling houses:				
	For 50 dwellings or less dwellings (per additional dwelling)	OS	462.00	462.00
	For more than 50 dwelling £22,859 plus £138.00 For each dwelling over 50	OS	max £300,000	max £300,000
Changes of use (excluding waste deposit and deposit and storage of minerals)				
Change of use of land or buildings		OS	462.00	462.00
Advertisements				
Relating to the business on the premises		OS	132.00	132.00
Advance signs not on or visible from the site directing public to a business		OS	132.00	132.00
Other Advertisements		OS	462.00	462.00
Certificates of Lawful Development or Use				
Existing use or operation		OS	Planning Fee	Planning Fee
Existing use or operation - lawful not to comply with any condition or limitation		OS	234.00	234.00
Proposed use or operation		OS	Half of planning fee	Half of planning fee
Prior Approval				
Agricultural & forestry buildings & operations or demolition of buildings		OS	96.00	96.00
Communications		OS	462.00	462.00
Proposed change of use to school or nursery		OS	96.00	96.00
Proposed change of use of agricultural building to school or nursery		OS	96.00	96.00
Proposed change of use of agricultural building to flexible use		OS	96.00	96.00
Proposed change of use from office to dwelling house		OS	96.00	96.00
Proposed change of use of agricultural building to dwelling house		OS	96.00	96.00
Proposed change of use of agricultural to dwelling with building operations		OS	206.00	206.00
Proposed change of use from retail or mixed retail & residential to dwelling		OS	96.00	96.00
Proposed change of use from retail or mixed retail & residential to dwelling with building operations		OS	206.00	206.00
Change of use from storage or distribution to dwelling		OS	96.00	96.00
Change of use from arcade/casino/sui generis to dwelling		OS	96.00	96.00
Change of use from arcade/casino/sui generis to dwelling & building works		OS	206.00	206.00
Change of use from shops/office/betting offices/casinos to restaurants & cafes		OS	96.00	96.00
Change of use from shops/office/betting offices/casinos to restaurants & cafes with building works		OS	206.00	206.00
Change of use from shops/office/betting offices/casinos to assembly & leisure		OS	96.00	96.00
Prior approval for erection of collection facility within curtilage of shop		OS	96.00	96.00
Temporary use for commercial film making and associated temporary works		OS	96.00	96.00
Installation, alteration or replacement of solar panels up to 1 megawatt		OS	96.00	96.00
Approval/Variation/discharge of condition				
Removal or variation of condition following grant of planning permission		OS	234.00	234.00
Request for confirmation conditions complied with - householder		OS	34.00	34.00
Request for confirmation conditions complied with - other			116.00	116.00
Reserved matters				
Approval of reserved matters following outline approval		OS	Full planning fee	Full planning fee
Application for Permission in Principle				
Each 0.1ha of site area		OS	402.00	402.00
Non-material amendments following a grant of planning permission				
a) Householder applications		OS	34.00	34.00
b) All other applications		OS	234.00	234.00

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Fixed Penalty Notices and Tariffs				
Offence				
Littering - Section 87/88 Environmental Protection Act 1990	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	2,500.00	2,500.00
Street litter control notice non compliance - Section 92C/94A Environmental Protection Act 1990	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	2,500.00	2,500.00
Litter clearing Notice non compliance - Section 92C/94A Environmental Protection Act 1990	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	2,500.00	2,500.00
Failure to produce waste documents - Environmental Protection Act 1990 Section 34/34a Environmental Protection Act 1990	Full penalty	OS	300.00	300.00
	Maximum on conviction	OS		
Unauthorised distribution of free printed matter- Schedule 3A Environmental Protection Act 1990	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	2,500.00	2,500.00
Deface by Fly posting Section 43/44 of Anti Social Behaviour Act 2003	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	2,500.00	2,500.00
Abandonment of a vehicle - Section 2/2ARefuse Disposal (Amenity) Act 1978	Full penalty	OS	200.00	200.00
	Maximum on conviction	OS	£2,500.00 and/or imprisonment	£2,500.00 and/or imprisonment
Nuisance vehicles - Section 3/4/5/6 Clean Neighbourhood & Environment Act 2005	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	2,500.00	2,500.00
Failure to comply with domestic waste receptacles and putting out notice- Section 46, 47ZA and 47ZB of Environmental Protection Act 1990	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	1,000.00	1,000.00
Failure to comply with commercial waste receptacles and putting out notice- Section 47, 47ZA and 47ZB of Environmental Protection Act 1990	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	1,000.00	1,000.00
Failure to remove dog faeces forthwith - this will be charged under the Public Space Protection Order	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	1,000.00	1,000.00
Allowing dog in an excluded zone - this will be charged under the Public Space Protection Order	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	1,000.00	1,000.00
Failing to put dog on lead when requested to do so by authorised officer - this will be charged under the Public Space Protection Order	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	1,000.00	1,000.00
Failure to put dog on lead in designated area - this will be charged under the Public Space Protection Order	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	1,000.00	1,000.00
Failure to produce authority to transport waste - Section 5/5b Control of Pollution (amendment) Act 1989	Full penalty	OS	300.00	300.00
	Maximum on conviction	OS		
Breach of Community Protection Notice - Anti-Social Behaviour, Crime and Policing Act 2014 - sec 52	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	2,500.00	2,500.00
Breach of Public Space Protection Order - Anti-Social Behaviour, Crime and Policing Act 2014 - sec 63/67 (Including: anti-social consumption, intoxicating substances, urinating/spitting/defecating, begging, anti-social street entertainment, unauthorised street fundraising/marketing, unauthorised camping)	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	1,000.00	1,000.00
Small Fly-tipping incidents - Deposit of Waste (Fixed Penalties) Regulations 2016	Full penalty	OS	300.00	300.00
	Maximum on conviction	OS		

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Smoking in a smoke free place (section 7(2) Health Act 2006)	Full penalty	OS	£50 (reduced to £30 if paid within 15 days)	£50 (reduced to £30 if paid within 15 days)
	Maximum on conviction	OS	200.00	200.00
Household Waste Duty of Care - Section 34 of Environmental Protection Act 1990	Full penalty	OS	150.00	150.00
	Maximum on conviction	OS	2,500.00	2,500.00
Failure to display No Smoking signs in smoke free premises or vehicle - Section 6 Health Act 2006	Full penalty	OS	£200 (reduced to £150 if paid within 15 days)	£200 (reduced to £150 if paid within 15 days)
	Maximum on conviction	OS	1,000.00	1,000.00
The Health Protection (Coronavirus, Business Closure) (England) Regulations 2020	New Covid regulations 2020	OS	n/a	NA
(Coronavirus, Collection of Contact Details etc and related Requirements) Regulations 2020	New Covid regulations 2020	OS	na	NA