



ARUN
DISTRICT COUNCIL

FEES AND CHARGES

EFFECTIVE FROM
1ST APRIL 2018



VALUE ADDED TAX

Throughout this book, indicators within the range 1 to 5 are included to provide guidance on the VAT liability of the fees and charges listed.

The meanings of the indicators are as follows:-

- 1 Standard Rated (20%)
- 2 Zero Rated
- 3 *(not currently in use)*
- 4 Exempt
- 5 Non-Business (otherwise known as Outside Scope)

Should you require further advice on the VAT liability of any fees and charges please contact Rod Cooper, Financial Services (ext. 37429)

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| | | <u>Charge</u> | <u>VAT</u> | <u>Code</u> | |
|---|----------------------|--------------------|--------------------|--------------------|---------|
| <u>LETTING OF COUNCIL ROOMS</u> | | | | | |
| <u>Civic Centre, Littlehampton</u> | | | | | |
| <u>Charge per hour</u> | <u>Between hours</u> | <u>08.00-17.00</u> | <u>17.00-22.00</u> | Q60-940 | |
| Council Chamber | | £55.00 | £77.00 4 | | |
| Committee Room 1 | | £49.00 | £74.00 4 | | |
| Committee Room 2 | | £48.00 | £56.00 4 | | |
| Public Gallery | | £26.00 | £37.00 4 | | |
| Refreshments (tea/coffee per cup) | | | £1.80 4 | | |
| <u>Equipment Hire</u> | | | | | |
| TV/Video/DVD/Screen | | | £12.00 4 | | |
| Flip Chart (pens & paper) | | | £10.00 4 | | |
| Laptop | | | £15.00 4 | | |
| All Equipment | | | £30.00 4 | | |
| <u>Council Chamber, Bognor Regis</u> | | | | | |
| <u>Charge per hour</u> | <u>Between hours</u> | <u>08.00-19.00</u> | <u>19.00-22.00</u> | <u>22.00-24.00</u> | Q62-940 |
| Monday to Friday | | £35.00 | £41.00 | £41.00 4 | |
| Refreshments (tea/coffee per cup) | | | | £1.80 4 | |

NOTES

1. Hire of council rooms for outside bodies will incur an additional 10% charge for administration and cleaning.

| | | <u>Charge</u> | <u>VAT</u> | <u>Code</u> |
|---|-------------------------------------|---------------|------------|-------------|
| <u>COUNCIL MINUTES AND AGENDAS</u> | | | | |
| <u>From 16th May 2018 to 22nd May 2019</u> | | | | |
| <u>Copies of Council Minutes</u> | | | | |
| Single issue - | Council | £5.70 | 2 | P30-920 |
| | Cabinet | £5.70 | 2 | |
| | Overview Select Committee | £5.70 | 2 | |
| | Development Control Committee | £5.70 | 2 | |
| | Licensing and Enforcement Committee | £5.70 | 2 | |
| | Standards Committee | £5.70 | 2 | |
| Complete | Council | £32.50 | 2 | P30-920 |
| Annual set - | Cabinet | £32.50 | 2 | |
| | Overview Select Committee | £32.50 | 2 | |
| | Development Control Committee | £32.50 | 2 | |
| | Licensing and Enforcement Committee | £32.50 | 2 | |
| | Standards Committee | £21.00 | 2 | |

Where a request is received for Minutes of other meetings, the Council will make a charge to reflect the actual cost of producing the Minutes, plus any postage involved.

Copies of Council Agendas

| | | | | |
|----------------|-------------------------------------|---------|---|---------|
| Single issue - | Council | £17.20 | 2 | P30-920 |
| | Cabinet | £15.80 | 2 | |
| | Overview Select Committee | £8.50 | 2 | |
| | Development Control Committee | £20.40 | 2 | |
| | Licensing and Enforcement Committee | £8.50 | 2 | |
| | Standards Committee | £5.20 | 2 | |
| Complete | Council | £93.70 | 2 | P30-920 |
| Annual set - | Cabinet | £144.10 | 2 | |
| | Overview Select Committee | £43.30 | 2 | |
| | Development Control Committee | £237.60 | 2 | |
| | Licensing and Enforcement Committee | £71.80 | 2 | |
| | Standards Committee | £29.00 | 2 | |
| Single issue - | Weekly Planning Applications | £7.30 | 2 | P30-920 |
| Complete | | | | |
| Annual set - | Weekly Planning Applications | £349.60 | 2 | P30-920 |

In cases where the cost of producing an Agenda exceeds the fee set, the Council will make a charge to reflect the actual cost involved.

Where a request is received for Agendas of other meetings, the Council will make a charge to reflect the actual cost of producing the Agenda, plus any postage involved.

Provision of information from computer data base

| | | |
|--|---|--------------------------------|
| Price by negotiation with Directorate involved. For guideline purposes, charges will be per hour for time involved in retrieval of information required. | 1 | Different for each Directorate |
|--|---|--------------------------------|

| | <u>Charge</u> | <u>VAT</u> | <u>Code</u> |
|--|---------------------|------------|-------------|
| <u>COUNCIL TAX AND BUSINESS RATES</u> | | | |
| The revised costs to be levied by the Council for proceedings COMMENCING after 1st April 2018 are as follows:- | | | |
| Summons | £50.00 | 5 | |
| Liability order | £42.00 | 5 | |
| <u>Charges connected Taking Control of Goods - Council Tax</u> | | | |
| The compliance stage which comprises all activities relating to enforcement from the receipt by the Enforcement Agent of the instruction:- | | | |
| Compliance Fee (this is charged for each Liability Order issued) | £75.00 | 5 | |
| The enforcement stage which comprises all activities relating to enforcement from the first attendance at the premises:- | | | |
| Enforcement Stage (for the first £1500.00) | £235.00 | 5 | |
| Where the sum due at the time of the Enforcement Stage exceeds £1500.00 | 7.5% on the balance | 5 | |
| The sale or disposal stage which comprises all activities to enforcement from the first attendance at the property for the purpose of removing goods:- | | | |
| Sale or Disposal Stage (for the first £1500.00) | £110.00 | 5 | |
| Where the sum due at the time of the sale or disposal stage exceeds £1500.00 | 7.5% on the balance | 5 | |
| <u>Charges connected Taking Control of Goods - Business Rates</u> | | | |
| The compliance stage which comprises all activities relating to enforcement from the receipt by the Enforcement Agent of the instruction:- | | | |
| Compliance Fee (this is charged for each Liability Order issued) | £75.00 | 5 | |
| The enforcement stage which comprises all activities relating to enforcement from the first attendance at the premises:- | | | |
| Enforcement Stage (for the first £1500.00) | £235.00 | 5 | |
| Where the sum due at the time of the Enforcement Stage exceeds £1500.00 | 7.5% on the balance | 5 | |
| The sale or disposal stage which comprises all activities to enforcement from the first attendance at the property for the purpose of removing goods:- | | | |
| Sale or Disposal Stage (for the first £1500.00) | £110.00 | 5 | |
| Where the sum due at the time of the sale or disposal stage exceeds £1500.00 | 7.5% on the balance | 5 | |
| <u>Costs associated with Committal Proceedings</u> | | | |
| Complaint and Summons | £245.00 | 5 | |
| Warrant of Arrest (with and without bail) | £120.00 | 5 | |

| | <u>Charge</u> | <u>VAT</u> | <u>Code</u> |
|---|--|------------|-------------|
| <u>REGISTER OF ELECTORS</u> | | | |
| Fee for Inspecting a Return or Declaration Of Election expenses (Regulation 10 (2)) | P.O.A | 5 | R10-920 |
| Price of a Copy of a Return or Declaration of Election Expenses (or accompanying document) (Regulation 10 (3)) | P.O.A. Per side | 5 | |
| Fee for Sale of Register (Regulation 48 (2)) | P.O.A. Data Per thousand (or part) | 1 | |
| | P.O.A. Printed Per thousand (or part) | 2 | |
| Fee for Sale of list of Overseas Electors (Regulation 48 (3)) | P.O.A. Data Per hundred entries (or part) | 1 | |
| | P.O.A. Printed Per hundred entries (or part) | 2 | |

EVENTS

| | | | |
|--|----------------|---|---------|
| Use of Open Spaces for special events and activities:- | | | L13-955 |
| Commercial events | by negotiation | 4 | |
| Commercial activities (per operating Licence) | £100.00 | 4 | |
| Fun fairs (per operating day) | £370.00 | 4 | |
| Circus (per operating day) | £300.00 | 4 | |
| Filming/Photography Requests (processing an application) | £115.00 | 1 | |
| Additional Filming requirements | by negotiation | 1 | |

DATA PROTECTION ACT

| | | | |
|--|--------|---|-------------|
| Fee for making a Data Subject Access Request under the Act | £10.00 | 5 | Q07-930/941 |
|--|--------|---|-------------|

HOUSING SERVICES**Engrossment**

| | | | | |
|--------------------------|-----------------|---------|---|---------|
| Registration Assignments | (Gross £60.00) | £50.00 | 1 | H28-950 |
| Variations | (Gross £120.00) | £100.00 | 1 | H28-950 |
| Notice of re-mortgage | (Gross £42.00) | £35.00 | 1 | H28-950 |

Other Charges

| | | | | |
|--|-----------------|---------|---|---------|
| Legal Documents copied, minimum charge | (Gross £36.00) | £30.00 | 1 | H28-950 |
| Solicitors enquires/Managing Agents questionnaire on leasehold properties | (Gross £120.00) | £100.00 | 1 | H01-956 |

| | <u>Charge</u> | <u>VAT</u> | <u>Code</u> | |
|--|-----------------------|-----------------------|-----------------------|----------------------|
| <u>CAR PARK CHARGES</u> | | | | |
| <u>Seasonal Car Parks (Summer 1st March – 31st October)</u> | | | | |
| | | | F10-945- | |
| <u>Stay time in Hrs</u> | <u>up to 1</u> | <u>up to 2</u> | <u>over 2</u> | |
| Gloucester Road, Bognor Regis | £1.50 | £3.00 | £7.00 | |
| East Green, Littlehampton | £1.50 | £3.00 | £7.00 | |
| Sea Road, Littlehampton | £1.50 | £3.00 | £7.00 | |
| The Wall, Littlehampton | £1.50 | £3.00 | £7.00 | |
| West Beach, Littlehampton | £1.50 | £3.00 | £7.00 | |
| | | | 1 | |
| | | | VP03 | |
| | | | 1 | |
| | | | VP20 | |
| | | | 1 | |
| | | | VP22 | |
| | | | 1 | |
| | | | VP22 | |
| | | | 1 | |
| | | | VP26 | |
| <u>Stay time in Hrs</u> | <u>up to 1</u> | <u>up to 3</u> | <u>over 3</u> | |
| West Green, Littlehampton | £1.50 | £3.00 | * | |
| * £7.00 (Mar – Jun) £8.00 (Jul – Aug) £7.00 (Sept – Oct) | | | | |
| | | | 1 | |
| | | | VP21 | |
| <u>Seasonal Car Parks (Summer 1st April – 30th September)</u> | | | | |
| <u>Stay time in Hrs</u> | <u>up to 2</u> | <u>up to 4</u> | <u>over 4</u> | |
| Mewsbrook, Littlehampton | £1.00 | £3.00 | £6.00 | |
| | | | 1 | |
| | | | VP23 | |
| <u>Seasonal Car Parks (Winter 1st October – 31st March)</u> | | | | |
| <u>Stay time in Hrs</u> | <u>up to 1</u> | <u>up to 2</u> | <u>over 2</u> | |
| Mewsbrook, Littlehampton | £0.60 | £1.20 | £2.40 | |
| | | | 1 | |
| | | | VP23 | |
| <u>Seasonal Car Parks (Summer 1st March – 31st October)</u> | | | | |
| <u>Stay time in Hrs</u> | <u>up to 1</u> | <u>up to 2</u> | <u>up to 3</u> | <u>over 3</u> |
| Hotham Park, Bognor Regis | £1.00 | £1.50 | £3.00 | £7.00 |
| | | | | 1 |
| | | | | VP05 |
| <u>Stay time in Hrs</u> | <u>up to 1</u> | <u>up to 4</u> | <u>over 4</u> | |
| Culver Road, Felpham | £1.00 | £3.00 | £7.00 | 1 |
| The Rock Gardens, Bognor Regis | £1.00 | £3.00 | £7.00 | 1 |
| Banjo Road, Littlehampton | £1.00 | £3.00 | £7.00 | 1 |
| | | | | 1 |
| | | | | VP11 |
| | | | | 1 |
| | | | | VP12 |
| | | | | 1 |
| | | | | VP24 |
| <u>Stay time in Hrs</u> | <u>up to 2</u> | <u>over 2</u> | | |
| West Park, Aldwick | FREE | £7.00 | | |
| | | | 1 | |
| | | | VP16 | |
| <u>Seasonal Car Parks (Winter 1st November – 28th February)</u> | | | | |
| <u>Stay time in Hrs</u> | <u>up to 1</u> | <u>up to 2</u> | <u>over 2</u> | |
| Gloucester Road, Bognor Regis | £0.60 | £1.20 | £2.40 | |
| Hotham Park, Bognor Regis | £0.60 | £1.20 | £2.40 | |
| Culver Road, Felpham | £0.60 | £1.20 | £2.40 | |
| The Rock Gardens, Bognor Regis | £0.60 | £1.20 | £2.40 | |
| West Park, Aldwick | FREE | FREE | £1.00 | |
| East Green, Littlehampton | £0.60 | £1.20 | £2.40 | |
| West Green, Littlehampton | £0.60 | £1.20 | £2.40 | |
| Sea Road, Littlehampton | £0.60 | £1.20 | £2.40 | |
| The Wall, Littlehampton | £0.60 | £1.20 | £2.40 | |
| Banjo Road, Littlehampton (Cars) | £0.60 | £1.20 | £2.40 | |
| West Beach, Littlehampton | £0.60 | £1.20 | £2.40 | |
| | | | 1 | |
| | | | VP03 | |
| | | | 1 | |
| | | | VP05 | |
| | | | 1 | |
| | | | VP11 | |
| | | | 1 | |
| | | | VP12 | |
| | | | 1 | |
| | | | VP16 | |
| | | | 1 | |
| | | | VP20 | |
| | | | 1 | |
| | | | VP21 | |
| | | | 1 | |
| | | | VP22 | |
| | | | 1 | |
| | | | VP22 | |
| | | | 1 | |
| | | | VP24 | |
| | | | 1 | |
| | | | VP26 | |

| | <u>Charge</u> | | | | | <u>VAT</u> | <u>Code</u> |
|------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------------|------------|-------------|
| <u>Short Stay Car Parks</u> | | | | | | | F10-945- |
| <u>Stay time in Hrs</u> | <u>up to 1</u> | <u>up to 2</u> | <u>up to 3</u> | <u>up to 4</u> | <u>over 4</u> | | |
| Regis Centre, Bognor Regis | £0.80 | £1.60 | £2.40 | £3.20 | £7.00 | 1 | VP01 |
| Fitzleet, Bognor Regis | - | £0.40 | £1.80 | £2.40 | £5.00 | 1 | VP04 |
| Hothamton, Bognor Regis | £0.80 | £1.60 | £2.40 | £3.20 | £7.00 | 1 | VP06 |
| Lyon Street, Bognor Regis | £0.80 | £1.60 | £2.40 | £3.20 | £7.00 | 1 | VP08 |
| Crown Yard, Arundel | £0.70 | £1.40 | £2.10 | £3.50 | £7.00 | 1 | VP32 |
| Manor House, Littlehampton | £0.80 | £1.60 | £2.40 | £3.20 | £7.00 | 1 | VP40 |
| River Road, Littlehampton | £0.70 | £1.40 | £2.10 | £2.80 | £6.50 | 1 | VP43 |
| Surrey Street, Littlehampton | £0.80 | £1.60 | £2.40 | £3.20 | £7.00 | 1 | VP43 |
| St Martins, Littlehampton | £0.80 | £1.60 | £2.40 | £3.20 | £7.00 | 1 | VP45 |
| Anchor Springs, Littlehampton | £0.80 | £1.60 | £2.40 | £3.20 | £7.00 | 1 | VP46 |

Long Stay Car Parks

08.00 hours to 18.00 hours; 7 days per week all year

| <u>Stay time in Hrs</u> | <u>up to 1</u> | <u>up to 2</u> | <u>over 2</u> | | |
|----------------------------------|-----------------------|-----------------------|----------------------|---|------|
| London Road (cars), Bognor Regis | £0.60 | £1.00 | £3.00 | 1 | VP10 |

Trailers at same rate as cars

Disc Parking

Bognor Regis - 08.00 hours to 18.00 hours; 7 days per week all year

- Fitzleet Multi Storey - 2 hours free parking with disc display
- Hothamton - 2 hours free parking with disc display
- Lyon Street - 2 hours free parking with disc display

Littlehampton - 08.00 hours to 18.00 hours; 7 days per week all year

- St Martins - 2 hours free parking with disc display
- Anchor Springs - 2 hours free parking with disc display
- Manor House - 2 hours free parking with disc display

| | <u>Charge</u> | <u>VAT</u> | <u>Code</u> |
|--|-----------------------|-----------------------|----------------------|
| <u>Fitzalan, Arundel</u> | | | |
| 08.00 hours to 18.00 hours, 7 days per week all year | | | |
| <u>Stay time in Hrs</u> | <u>up to 2</u> | <u>up to 4</u> | <u>over 4</u> |
| Fitzalan * | £1.20 | £2.50 | £5.00 |
| | | 1 | F17-945 |

* PRICES DETERMINED BY ARUNDEL AND DOWNLANDS LEISURE TRUST.

Lorry Parking

08.00 hours to 18.00 hours; 7 days per week all year

| <u>Stay time in Hrs</u> | <u>up to 2</u> | <u>over 2</u> | | |
|--------------------------------|-----------------------|----------------------|---|------|
| London Road, Bognor Regis | £3.00 | £10.00 | 1 | VP07 |

Overnight parking - 18.00 hours to 08.00 hours; 7 days per week all year

| | | | |
|---------------------------|-----------------|---|------|
| London Road, Bognor Regis | £6.00 per night | 1 | VP07 |
| St Martins, Littlehampton | £6.00 per night | 1 | VP45 |

Coach Parking

08.00 hours to 18.00 hours; 7 days per week

Summer Season charges for period 1st April to 30th September

| <u>Stay time in Hrs</u> | <u>up to 1</u> | <u>over 1</u> | | |
|--------------------------------|-----------------------|----------------------|---|------|
| London Road, Bognor Regis | £3.00 | £10.00 | 1 | VP07 |
| Mewsbrook, Littlehampton | £3.00 | £10.00 | 1 | VP23 |
| Banjo Road, Littlehampton | £3.00 | £10.00 | 1 | VP24 |

Winter Season charges for period 1st October to 31st March

| <u>Stay time in Hrs</u> | <u>up to 1</u> | <u>over 1</u> | | |
|--------------------------------|-----------------------|----------------------|---|------|
| London Road, Bognor Regis | £2.00 | £4.00 | 1 | VP07 |
| Mewsbrook, Littlehampton | £2.00 | £4.00 | 1 | VP23 |
| Banjo Road, Littlehampton | £2.00 | £4.00 | 1 | VP24 |

Overnight parking - 18.00 hours to 08.00 hours, 7 days per week all year

| | | | |
|---------------------------|-------|---|------|
| London Road, Bognor Regis | £6.00 | 1 | VP07 |
| Mewsbrook, Littlehampton | £6.00 | 1 | VP23 |
| Banjo Road, Littlehampton | £6.00 | 1 | VP24 |
| St Martins, Littlehampton | £6.00 | 1 | VP45 |

| | <u>Charge</u> | <u>VAT</u> | <u>Code</u> |
|--|---------------|------------|-------------|
| £70.00 discounted to £35.00 if paid within 14 days | | 5 | F10-946 |
| £50.00 discounted to £25.00 if paid within 14 days | | 5 | F10-946 |

Penalty Charge Notice (Two-Tier System)

Season Tickets/Permits

| | <u>Monthly</u> | <u>Annually</u> | | |
|---|----------------|------------------|---|--------------|
| <u>Town Centre</u> | £100.00 | £450.00 (7 day) | 1 | F10-948-VP80 |
| | - | £390.00 (5 day) | 1 | F10-948-VP81 |
| <u>Fitzleet, Bognor Regis (Special)</u> | - | £110.00 (7 day)* | 1 | F10-948-VP04 |

Bulk purchase of 10 or more permits for 7 day parking 10% discount
 Bulk purchase of 10 or more permits for Monday to Friday parking 10% discount
 * Discounts do not apply

Seasonal - (6 monthly only)

| | | | |
|---|---------|---|--------------|
| Residents Summer Season (1st April to 30th September) | £80.00 | 1 | F10-948-VP82 |
| Residents Winter Season (1st October to 31st March) | £60.00 | 1 | F10-948-VP82 |
| Annual | £140.00 | 1 | F10-948-VP82 |

Fitzalan

| | | | |
|---|---------|---|---------|
| Annual | £300.00 | 5 | F17-948 |
| Winter Season (1st October to 31st March) | £100.00 | 5 | F17-948 |

Car Parks - Free of Charge

For passenger vehicles, motor bicycles and invalid carriages:-

Links Avenue, Felpham Grassmere Close, Felpham Shrubbs Field, Middleton-on-Sea
 from 07.00 hours to 24.00 hours 7 days per week, all year.

Car Parks - Agency, Bognor Regis (on behalf of West Sussex County Council)

For goods vehicles, passenger vehicles, motor bicycles and invalid carriages

Car parking available 7 days per week all year, with charging period 08.00 hours to 18.00 hours at different rates as specified.

Marine Drive West

| | <u>per hour</u> | | |
|--|-----------------|---|--------------|
| Scale of charges for period 1st April to 30th September, 7 days per week | £0.50 | 5 | F16-945-WS03 |
| 31st October to 31st March, 7 days per week | FREE | | |

| <u>Charge</u> | <u>VAT</u> | <u>Code</u> |
|---------------|------------|-------------|
|---------------|------------|-------------|

NOTES**Season Tickets - A.D.C. Car Parks Only**

1. Period tickets are available on an annual and monthly basis with discount on bulk purchase as listed in the fees above. These entitle the holder to park in any of the Littlehampton Central car parks and Bognor Regis Central car parks, (except Safeway's, Littlehampton and Fitzleet, Bognor Regis) as listed below:-

| | | |
|---|--|--|
| Regis Centre, Bognor Regis, Lyon Street, Bognor Regis, St Martins, Littlehampton, | Hothamton, Bognor Regis, Anchor Springs, Littlehampton, Surrey Street, Littlehampton | London Road (cars only area), Bognor Regis, Manor House, Littlehampton, |
|---|--|--|

2. Summer season tickets entitle the holder to park in any of the seasonal car parks in Littlehampton (except Banjo Road Coach Park, Littlehampton) Bognor Regis and in the car parks at Arundel, as listed below:-

| | | |
|---|---|---|
| West Park, Aldwick, Gloucester Road, Bognor Regis, East Green, Littlehampton, The Wall, Littlehampton, | River Road, Arundel, Hotham Park, Bognor Regis, West Green, Littlehampton, Sea Road, Littlehampton | Culver Road, Felpham The Rock Gardens, Bognor Regis, West Beach, Littlehampton, Mewsbrook, Littlehampton |
|---|---|---|

3. Winter season tickets entitle the holder to park in any of the seasonal car parks in Littlehampton, Bognor Regis, and in the car parks at Arundel, as listed below:-

| | | |
|---|--|--|
| West Park, Aldwick, Gloucester Road, Bognor Regis, East Green, Littlehampton, The Wall, Littlehampton, Mewsbrook, Littlehampton | River Road, Arundel, Hotham Park, Bognor Regis, West Green, Littlehampton, Sea Road, Littlehampton, | Culver Road, Felpham The Rock Gardens, Bognor Regis, West Beach, Littlehampton, Banjo Road, Littlehampton |
|---|--|--|

4. Replacement of lost season tickets. A fee of £5.00 will be made per ticket.
5. Prices for trailers are at the same rate as cars.
6. Payments for car parking fines can now be made on-line at www.arun.gov.uk using credit or debit cards.
7. Car Park charges may increase during the financial year.
8. Charges denoted with a VAT indicator (1) are inclusive of VAT at the standard rate.

Seasonal Car Parks

9. Charging for the summer period will be from 08.00 to 20.00 except for West Green car park which is only chargeable from 08.00 to 18.00. Charging for the winter period will be from 08.00 to 18.00
10. All town centre car parks are unchanged.

Short Stay Car Parks

11. Permit holders/season ticket holders to be excluded from Crown Yard.
12. Charging for short stay car parks will be from 08.00 to 18.00; 7 days per week all year.

| | <u>Charge</u> | <u>VAT</u> | <u>Code</u> |
|--|---------------|------------|-------------|
| <u>BUILDING CONTROL</u> | | | |
| The Building (Local Authority Charges) Regulations 2010 See ADC Scheme of Charges 1st April 2018. Details are available from Building Control Services. * VAT 1 Non-Domestic, 5 Domestic | | * | D10-930- |

NOTES

- To complete the code, choose the appropriate level 3 notation as listed below:-
BDGN – Building Notice
INSN – Building Inspection
PLAN – Plan Check
REGN - Regularisation
REVV - Reversion

DEVELOPMENT CONTROL

The Town and Country Planning (Fees for Applications, Deemed Applications, requests and site visits) (England) (Amendment) Regulations 2017 (as amended) from time to time by subsequent legislation.

Details of these fees are obtainable from Planning Services.

5 D20-930

FORWARD PLANNING

Policy documents will be charged on the basis of a unit charge per copy, using printing and material costs. When confirming the per-copy charge the accessibility of the information to the public will be taken into consideration. Post and packing will incur an additional charge.

* VAT Various. Refer to VAT Officer.

* D20-930

Copies of Plans on Planning Applications

Refer to Planning Services

1 D20-952

Provision of information from the Council's records (Planning)

Price by negotiation with Directorate involved.

1 Different for each
Directorate

Photocopies of Decision Notices

Refer to Planning Services

1 D20-952

LOCAL LAND CHARGES**Official Search Fees**

| | | | |
|---|--------|---|--------------|
| Official search certificate - statutory | £20.00 | 5 | D30-930-LLC1 |
| Additional enquiries - discretionary (Arun element) | £57.50 | 1 | D30-930-OFFS |
| Right of Light Application (Registration in Part 11) | £75.00 | 5 | D30-930-OFFS |
| Variation or cancellation of an entry in Part 11 | £15.00 | 5 | D30-930-OFFS |
| Inspection of documents filed under Rule 10 in respect of each parcel of land | £15.00 | 5 | D30-930-OFFS |
| Cancellation of search fee | £45.00 | 1 | D30-930-OFFS |

NOTES

- Search fees may alter during the financial year in line with Government legislation.
- For further information regarding fees & charges relating to Local Land Charges, please visit www.arun.gov.uk
- The 'Additional enquiries – discretionary' includes £20.00 payable to West Sussex County Council. D30-933

| | <u>Charge</u> | <u>VAT</u> | <u>Code</u> |
|---|---------------|------------|-------------|
| <u>COMMUNITY SERVICES</u> | | | |
| <u>Arun Lifeline</u> | | | |
| <u>Telecare / Community Alarm Service</u> | | | |
| Rental Charges per week | £3.66 | 1 | G23-954 |

NOTES

1. With rentals, VAT is not necessarily due from the individual. If the applicant is chronically sick or registered disabled, a form can be obtained from Arun Lifeline which enables VAT to be zero-rated (2). In most cases, customers are VAT exempt.

LETTINGS

| <u>Guest Suite Lettings</u> - maximum stay 3 nights | <u>Per night</u> | | H11-940 |
|--|------------------|---|---------|
| Arun Court (single room) | £5.30 | 1 | |
| Churchill House (single room) | £5.30 | 1 | |
| Compton Court (small double room) | £6.50 | 1 | |
| Bersted Green Court (double rooms x 2) | £10.00 | 1 | |
| Mountbatten Court (double room) | £10.00 | 1 | |
| Woking Court (double room) | £10.00 | 1 | |
| The Hamlet (double room) | £10.00 | 1 | |
| King George Court (double room) | £10.00 | 1 | |
| Lavinia Court (double rooms x 2) | £10.00 | 1 | |
| Stanley Court (double room) | £10.00 | 1 | |

| | <u>Charge</u> | <u>VAT</u> | <u>Code</u> for level 3 see note 5 below |
|--|---------------|------------|--|
| <u>CEMETERIES & CHURCHYARDS</u> | | | |
| <u>Interments</u> | | | |
| Burial Fee:- | | | |
| 1. Stillborn child and child under one year | NIL | 5 | K20-930- |
| 2. Child over one year and under 12 years | £110.00 | 5 | K20-930- |
| 3. 12 years and over | £936.00 | 5 | K20-930- |
| 4. Cremated remains | £177.00 | 5 | K20-932- |
| 5. Extra depth of grave after 6 feet, per foot | £95.00 | 5 | K20-930- |
| 6. Officiating at the interment of ashes | £108.00 | 5 | K20-930- |
| <u>Purchase of Exclusive Right of Burial (including memorial fee)</u> <u>(For a period of 75 years)</u> | | | |
| 1. Stillborn child and child under one year | £20.00 | 5 | K20-930- |
| 2. Child over one year and under 12 years | £254.00 | 5 | K20-930- |
| 3. 12 years and over | £877.00 | 5 | K20-930- |
| 4. Cremation plot | £424.00 | 5 | K20-932- |
| 5. In a walled vault - 9ft x 4ft (brickwork by Undertaker) | £1,046.00 | 5 | K20-930- |
| <u>Memorials (Applicable to graves purchased prior to 1st September 1985)</u> | | | |
| The right to erect or place a memorial in the form of:- | | | |
| 1. Headstone (lawn section) not exceeding 2ft 6in high x 2ft 0in wide | £110.00 | 5 | K20-931- |
| 2. Headstone or footstone maximum 6ft high | £110.00 | 5 | K20-931- |
| 3. Kerbstone, border stone, flat stone (tablet) or cross (exceeding 2ft 6in high) (per item) | £159.00 | 5 | K20-931- |
| 4. Cremation Headstone not exceeding 2ft 3in high x 1ft 6in wide (Bognor Cemetery CG can be 2ft 6in x 2ft) | £110.00 | 5 | K20-931- |
| 5. On un-purchased graves - vase or plaque only (both maximum 12in x 12in) | £110.00 | 5 | K20-931- |
| <u>Grass Matting</u> | | | |
| Use of grass matting | £83.00 | 5 | K20-933- |
| <u>Right to select a grave out of rotation</u> | | | |
| Short Notice Fee (less than three days notice) | £410.00 | 5 | K20-934- |
| | £102.00 | 5 | K20-934- |
| <u>Inscriptions</u> | | | |
| 1. Right to inscribe wall - Bognor, Littlehampton & Chalcraft Lane | £85.00 | 5 | K20-935- |
| 2. Memorials - Any inscription after the first on any memorial | £83.00 | 5 | K20-935- |
| <u>Use of Chapel</u> | | | |
| Littlehampton & Bognor | £97.00 | 4 | K20-938- |
| <u>Family Tree Research</u> | | | |
| | P.O.A. | 5 | K20-940 |

NOTES

1. Non-Arun residents pay double the fees quoted in the 'Cemeteries and Churchyards' section, above.
2. If a person has moved out of the Arun area, double fees will only be charged after eighteen months.
3. Depths:- Single - 4' 6", Double - 6' 0", Treble - 8' 0"
4. Last Interments. Summer 3.30 p.m. Winter 3.00 p.m. Fridays 2.00 p.m. all year round.
5. To complete the code, choose the appropriate level 3 notation (location of cemetery) as listed below:-
 KC01 - Ford Road, Arundel
 KC02 - Town Cross Avenue, Bognor Regis
 KC03 - Horsham Road, Littlehampton
 KC04 - Findon Road, Findon
 KC05 - Chalcraft Lane, Bognor Regis

| | | | <u>Charge</u> | <u>VAT</u> | <u>Code</u> |
|--------------------------------------|-------------------------|--|---------------|------------|-------------|
| <u>PRIVATE SECTOR HOUSING</u> | | | | | |
| <u>PEST CONTROL</u> | | | | | |
| <u>Domestic Premises</u> | | | | | |
| <u>Mice/Rats</u> | (Internal) | (Initial survey, treatment and includes appropriate follow up visits) | £58.33 | 1 | M03-935 |
| <u>Rats</u> | (Internal and External) | (Initial survey, treatment and includes appropriate follow up visits) | £66.67 | 1 | M03-937 |
| <u>Rats</u> | (External) | (Initial survey, treatment and includes appropriate follow up visits) | £29.17 | 1 | M03-937 |
| <u>Wasps</u> | | (For treatment of one nest) | £50.00 | 1 | M03-930 |
| | | (Additional nests on same property and treated at same time) | £10.00 | 1 | M03-930 |
| <u>Fleas & Clothes Moths</u> | | (1 bedroom property) | £52.08 | 1 | M03-931 |
| | | (2 bedroom property) | £56.25 | 1 | M03-931 |
| | | (3 bedroom property) | £60.42 | 1 | M03-931 |
| | | (4 bedroom property) | £68.75 | 1 | M03-931 |
| | | (5 bedroom property) | £83.33 | 1 | M03-931 |
| | | (Additional rooms, extensions and conservatories etc each) | £12.50 | 1 | M03-931 |
| | | (If a second treatment is required after the 21 day period, a charge for materials may be applied) | | | |
| | | (Up to 3 bedroom property) | £20.83 | 1 | M03-931 |
| | | (3+ bedroom property) | £20.83 | 1 | M03-931 |
| <u>Bed Bugs</u> | | (Initial survey) | £17.50 | 1 | M03-931 |
| | | (1st room) (includes bed steam if required) | £120.83 | 1 | M03-931 |
| | | (Per extra room) | £66.67 | 1 | M03-931 |
| <u>Moles</u> | | (Initial survey) | £17.50 | 1 | M03-931 |
| | | (Quote provided based on number of moles captured) | £54.17 | 1 | M03-931 |
| <u>Squirrels</u> | | (Internal only, cost covers up to three squirrels, thereafter, £20.00 per squirrel) | £70.83 | 1 | M03-931 |

| | | <u>Charge</u> | <u>VAT</u> | <u>Code</u> |
|---|---|---------------|------------|-------------|
| <u>PEST CONTROL</u> | | | | |
| <u>Domestic Premises (cont.)</u> | | | | |
| <u>Cluster Flies</u> | (1-3 bedroom property) | £62.50 | 1 | M03-931 |
| | (4+ bedroom property) | £83.33 | 1 | M03-931 |
| | (If a second treatment is required after the 21 day period, a charge for materials may be applied) | | | |
| | (Up to 3 bedroom property) | £12.50 | 1 | M03-931 |
| | (3+ bedroom property) | £20.83 | 1 | M03-931 |
| <u>Ants</u> | (Internal and external treatment) | £37.50 | 1 | M03-931 |
| <u>Earwigs, Silverfish, Woodlice, Booklice, and Psocids</u> | (Internal only) | £37.50 | 1 | M03-931 |
| <u>Commercial Premises</u> | | | | |
| <u>Rodent control</u> | (Per hour or part thereof plus cost of materials minimum 30 minute charge £35.00) | £70.00 | 1 | M03-932 |
| <u>Fleas/Other Insects</u> | (Per hour or part thereof plus cost of materials) minimum 30 minute charge £35.00) | £70.00 | 1 | M03-931 |
| <u>Wasps</u> | (Per nest) | £40.00 | 1 | M03-930 |
| <u>Eradication by contract</u> | | P.O.A. | 1 | M03-933 |
| <u>House Clearances</u> | | P.O.A. | 1 | M03-934 |
| <u>Abortive Calls</u> | | £17.50 | 1 | M03-9** |
| <u>Identification of pests on request</u> | (Delivered to the council offices) | FREE | 1 | M03-9** |
| | (Sample collected by Pest Control Officer) | £17.50 | 1 | M03-9** |
| <u>CCTV Surveys for rodent control where identified for existing customers</u> | | £41.67 | 1 | M03-9** |

NOTES

1. All charges subject to VAT at the current rate.
2. The Director of Services is authorised to allow discretionary relief in respect of charges for wasps and other insects for domestic premises in cases of hardship.

| | | | <u>Charge</u> | <u>VAT</u> | <u>Code</u> |
|--|-------------------------------|---------------------------|---------------|------------|--------------|
| <u>HOUSES IN MULTIPLE OCCUPATION PROPERTY LICENCE</u> | | | | | |
| <u>Shared House</u> | <u>Renewal Licence</u> | <u>New Licence</u> | | 5 | M05-950-HMOL |
| 5 Persons | £671.00 | £942.00 | | | |
| 6 Persons | £684.00 | £958.00 | | | |
| 7 Persons | £697.00 | £974.00 | | | |
| 8 Persons | £710.00 | £990.00 | | | |
| 9 Persons | £722.00 | £1,006.00 | | | |
| 10 Persons | £735.00 | £1,022.00 | | | |
| 11 Persons | £748.00 | £1,038.00 | | | |
| 12 Persons | £761.00 | £1,054.00 | | | |

NB: Shared House – A house occupied by a group of unrelated people having their own bedrooms but sharing kitchens and/or bathrooms and perhaps living rooms.

| | | | | | |
|-----------------------|-------------------------------|---------------------------|--|---|--------------|
| <u>Bedsits</u> | <u>Renewal Licence</u> | <u>New Licence</u> | | 5 | M05-950-HMOL |
| 2 Bedsits | £774.00 | £1,070.00 | | | |
| 3 Bedsits | £825.00 | £1,133.00 | | | |
| 4 Bedsits | £877.00 | £1,197.00 | | | |
| 5 Bedsits | £928.00 | £1,261.00 | | | |
| 6 Bedsits | £980.00 | £1,324.00 | | | |
| 7 Bedsits | £1,032.00 | £1,388.00 | | | |
| 8 Bedsits | £1,083.00 | £1,452.00 | | | |
| 9 Bedsits | £1,135.00 | £1,515.00 | | | |
| 10 Bedsits | £1,186.00 | £1,579.00 | | | |

NB: Bedsit - A house occupied by a number of unrelated people who have their own room with cooking facilities but share bathrooms. Includes non-self-contained flats where occupiers share facilities.

| | | | | | |
|------------------------|-------------------------------|---------------------------|--|---|--------------|
| <u>Hostels</u> | <u>Renewal Licence</u> | <u>New Licence</u> | | 5 | M05-950-HMOL |
| Up to 10 Residents | £671.00 | £942.00 | | | |
| 11 to 20 Residents | £928.00 | £1,261.00 | | | |
| 21 to 40 Residents | £1,186.00 | £1,579.00 | | | |
| 41 to 60 Residents | £1,444.00 | £1,897.00 | | | |
| 61 to 80 Residents | £1,701.00 | £2,215.00 | | | |
| More than 81 Residents | £1,959.00 | £2,534.00 | | | |

NB: Hostel - Occupied by a large number of unrelated people, generally have their own room often in the form of dormitory accommodation.

| | | | | |
|---------------------------------------|-----------------------|---------|---|---------|
| <u>Immigration Inspections</u> | Inspection and Report | £110.00 | 5 | M05-950 |
|---------------------------------------|-----------------------|---------|---|---------|

| | | | | |
|-------------------------------|------------------------------|-------------|---|---------|
| <u>Housing Notices</u> | Service of Statutory Notices | Hourly Rate | 5 | M05-950 |
|-------------------------------|------------------------------|-------------|---|---------|

| | | | | <u>Charge</u> | <u>VAT</u> | <u>Code</u> |
|--|-----------|---------|---------|---------------|------------|---------------------------|
| <u>ENVIRONMENTAL HEALTH</u> | | | | | | |
| <u>HACKNEY CARRIAGES, PRIVATE HIRE AND HORSE DRAWN VEHICLE LICENCES</u> | | | | | | |
| <u>Hackney Carriage</u> | | | | | | |
| Hackney carriage vehicle (new) | | | | £105.00 | 5 | M20-950 |
| Hackney carriage vehicle (renewal) | | | | £84.00 | 5 | |
| Hackney carriage driver (new) | | * | | £192.00 | 5 | |
| Hackney carriage driver (renewal) | (1 Year) | | | £162.00 | 5 | |
| Hackney carriage driver (renewal) | (3 Years) | | | £354.00 | 5 | |
| Hackney carriage driver licence - charge for late renewal | | # | | £25.00 | 5 | |
| <u>Private Hire</u> | | | | | | |
| Private hire vehicle (new) | | | | £105.00 | 5 | M20-951 |
| Private hire vehicle (renewal) | | | | £84.00 | 5 | |
| Private hire driver (new) | | * | | £192.00 | 5 | |
| Private hire driver (renewal) | (1 Year) | | | £162.00 | 5 | |
| Private hire driver (renewal) | (3 Years) | | | £354.00 | 5 | |
| Private hire driver licence - charge for late renewal | | # | | £25.00 | 5 | |
| <u>Private Hire Operators</u> | | | | | | |
| Less than 10 Vehicles (new) | 1 year | £144.00 | 5 years | £552.00 | 5 | M20-951 |
| (renewal) | 1 year | £120.00 | 5 years | £546.00 | 5 | |
| More than 10 Vehicles (new) | 1 year | £192.00 | 5 years | £600.00 | 5 | |
| (renewal) | 1 year | £162.00 | 5 years | £576.00 | 5 | |
| <u>Horse Drawn</u> | | | | | | |
| Horse drawn vehicle (new) | | | | £105.00 | 5 | M20-951 |
| Horse drawn vehicle (renewal) | | | | £84.00 | 5 | |
| Horse drawn driver (new) | | * | | £192.00 | 5 | |
| Horse drawn driver (renewal) | (1 Year) | | | £162.00 | 5 | |
| Horse drawn driver (renewal) | (3 Years) | | | £354.00 | 5 | |
| Horse drawn driver licence - charge for late renewal | | # | | £25.00 | 5 | |
| Transfer of Hackney carriage or Private hire vehicle licence - monthly pro-rata | | | | £7.00 | 5 | |
| DBS Charge | | | | | | Payable to online service |
| Replacement plate | | | | £25.00 | 5 | |
| Replacement badge | | | | £13.50 | 5 | |
| Change of address | | | | £7.50 | 5 | |
| Change of vehicle ownership | | | | £7.50 | 5 | |
| Change of vehicle registration | | | | £25.00 | 5 | |
| 30 day replacement vehicle licence | | | | £35.00 | 5 | |
| Knowledge Test | | | | | | See notes below |

NOTES

1. The fee for the first knowledge test is free. Subsequent tests are £50.00 each.
2. The cost for a medical is payable to the applicants own general practitioner.
3. Medicals are required on first application, then at 45, and then every five years until 65 years of age, and annually thereafter.
4. DBS (Disclosure and Barring Service) checks and subscription service will be made at the expense of the individual when they are required.
5. # Late applications for driver licences will be charged an additional fee.
6. * New drivers of Hackney, Private Hire or Horse Drawn carriages will be charged the actual cost for a DBS check in addition to the application fee.
7. Other charges will apply not payable to the authority. This includes the vehicle fitness test.

| | | <u>Charge</u> | <u>VAT</u> | <u>Code</u> |
|---|------------------------------------|---------------|------------|--------------|
| <u>STRAY DOGS</u> | | | | |
| Dog picked up but not kennelled | | £60.00 | 5 | M14-940 |
| Up to One day in kennels (includes a dog taken into kennels but not kept overnight) | | £79.00 | 5 | M14-940 |
| Up to Two days in kennels | | £89.00 | 5 | M14-940 |
| Up to Three days in kennels | | £99.00 | 5 | M14-940 |
| Up to Four days in kennels | | £109.00 | 5 | M14-940 |
| Up to Five days in kennels | | £119.00 | 5 | M14-940 |
| Up to Six days in kennels | | £129.00 | 5 | M14-940 |
| Up to Seven days in kennels | | £139.00 | 5 | M14-940 |
| Up to Eight days in kennels | | £149.00 | 5 | M14-940 |
| <u>LICENCES AND REGISTRATIONS</u> | | | | |
| <u>Animal Boarding/Dog Breeding Licence</u> | | | | |
| Animal Boarding - per annum (expires 31st December) | | £135.00 | 5 | M14-950 |
| Dog/Cat Home Boarding (small scale in domestic home) (expires 31st December) | | £78.00 | 5 | |
| Combined Boarding-Breeding licence | | £135.00 | 5 | |
| Combined Boarding-Breeding licence (domestic small scale) | | £97.00 | 5 | |
| <u>Boat Licence</u> | | | | |
| 1 Year | | £170.00 | 5 | M11-950-MA28 |
| 3 Years | | £326.00 | 5 | |
| Navigator (1 Year) | | £40.00 | 5 | |
| <u>Dangerous Wild Animals</u> | | | | |
| 2 Years | (expires 31st December) (new) | £293.00 | 5 | M11-950-MA15 |
| | (renewal) | £202.00 | 5 | |
| Plus vets' inspection fee and all direct costs including administration | | | | |
| <u>Lotteries</u> | | | | |
| Registration of small society lotteries | (statutory) | £40.00 | 5 | M11-950-MA04 |
| Renewal | (per annum) (statutory) | £20.00 | 5 | |
| <p>NB: Large Society Lotteries (where proceeds are more than £20,000 per lottery and more than £250,000 in a calendar year) are licensed by the Gambling Commission.</p> | | | | |
| <u>Scrap Metal Dealers</u> | | | | |
| Site Licence | (New) | £369.00 | 5 | M11-950-MA10 |
| | (Renewal) | £369.00 | 5 | |
| Collectors Licence | (New) | £369.00 | 5 | |
| | (Renewal) | £369.00 | 5 | |
| <u>Pollution Prevention Permits</u> | | | | |
| | (statutory) | P.O.A. | 5 | M04-933-MA** |
| <p>NB: For more information please visit: www.gov.uk/government/publications/environmental-regulation-of-industrial-plant-fees-and-charges</p> | | | | |
| <u>Zoo</u> | | | | |
| Licence (new 5 years) | (Plus all direct/consultant costs) | £870.00 | 5 | M11-950-MA16 |
| Licence (renewal 6 years) | (Plus all direct/consultant costs) | £960.00 | 5 | |

| | | <u>Charge</u> | <u>VAT</u> | <u>Code</u> |
|-------------------------|-------------------------------|---------------|------------|--------------|
| <u>Pet Shops</u> | | | | |
| Per annum | (expires 31st December) (new) | £293.00 | 5 | M11-950-MA05 |
| | (renewal) | £202.00 | 5 | |

Riding Establishments

| | | | | |
|---|-------------|---------|---|--------------|
| Up to 10 horses | (per annum) | £120.00 | 5 | M14-950-MA06 |
| More than 10 horses | (per annum) | £180.00 | 5 | |
| (Renewal from anniversary of date of issue) | | | | |

NB: For any of these licences an inspection is required by a vet. The vet's inspection fee and all direct costs are additional to fees listed.

Skin Piercers

| | | | | |
|--|--|---------|---|--------------|
| Operative registration | | £49.00 | 5 | M11-950-MA12 |
| Premises registration (inc. one operative) | | £118.00 | 5 | |
| Premises registration only | | £92.00 | 5 | |

Street Trading

| | | | | |
|------------------------------|------------------------------|-----------|---|--------------|
| New/Renewal individual stall | (per annum) | £350.00 | 5 | M11-950-MA08 |
| One-off Markets and Events | (per day + £8.00 per stall) | £50.00 | 5 | |
| | (per week + £8.00 per stall) | £150.00 | 5 | |
| Markets and Events | (per annum) (new) | £2,050.00 | 5 | |
| | (per annum) (renewal) | £1,850.00 | 5 | |

Sex Establishments (Sex Shops, Cinemas or Sexual Entertainment Venue)

| | | | | |
|-----------------|--|-----------|---|--------------|
| New Application | | £2,575.00 | 5 | M11-950-MA27 |
| Renewal | | £2,060.00 | 5 | |

Mobile Homes Sites

M11-950-MA31

| Number of units on site:- | <u>Band A (2-5)</u> | <u>Band B (6-24)</u> | <u>Band C (25-99)</u> | <u>Band D (100+)</u> | <u>Band E (Single Unit Sites)</u> |
|---|---------------------|----------------------|-----------------------|----------------------|-----------------------------------|
| New Application for Site Licence* | £515.00 | £655.00 | £739.00 | £851.00 | £100.00 |
| Transfer of Site Licence* | £380.00 | £492.00 | £548.00 | £604.00 | £100.00 |
| Amendment of Site Licence | £292.00 | £292.00 | £292.00 | £292.00 | £75.00 |
| Annual Fee | £215.00 | £255.00 | £318.00 | £391.00 | Exempt |
| Depositing of park rules with local authority | £107.00 | £107.00 | £107.00 | £107.00 | N/A |

NB: * If the number of land registry titles for the site exceeds one, an additional fee of £100.00 per additional land registry title will be added to the new and transfer application fees stated in the table above.

ENVIRONMENTAL INFORMATION AND PUBLIC REGISTERS**Environmental Information**

| | | | | |
|---|------------|--------|---|---------|
| Charges are levied to recover costs incurred in providing environmental information | (per hour) | £56.00 | 5 | M04-934 |
|---|------------|--------|---|---------|

| | | <u>Charge</u> | <u>VAT</u> | <u>Code</u> |
|---|------------------|---------------|------------|-------------|
| <u>INSPECTION CHARGES</u> | | | | |
| <u>Food Export Certificate</u> | | £250.00 | 5 | M10-950 |
| <u>Ship Sanitation Certificates</u> | | | 5 | M10-950 |
| <u>Gross tonnage</u> | | | | |
| Up to 1,000 | (minimum charge) | £76.00 | | |
| 1,001 – 3,000 | (minimum charge) | £112.00 | | |
| 3,001 – 10,000 | (minimum charge) | £172.00 | | |
| 10,001 – 20,000 | (minimum charge) | £228.00 | | |
| 20,001 – 30,000 | (minimum charge) | £290.00 | | |
| Over 30,000 | (minimum charge) | £345.00 | | |
| Vessels with the capacity to carry 50 - 1,000 persons | (minimum charge) | £345.00 | | |
| Vessels with the capacity to carry over 1,000 persons | (minimum charge) | £595.00 | | |
| Extensions | (minimum charge) | £50.00 | | |

NOTES – SHIP SANITATION CERTIFICATES

- Extra charges, based on actual costs may be added for expenses incurred, such as launch hire, out-of-hours duty, travel and extended or re-inspections of ships due to 'Control Measures'.
- For more information please visit: www.porthalthassociation.co.uk

Private Water Supply Sampling

| | | | | |
|---|------------|---------|---|---------|
| <u>Risk Assessment:-</u> | (per hour) | £56.00 | 5 | M04-936 |
| 2-4 hour administration + time on site (charged in half hour units) + 0.5 hours travelling time (up to a statutory maximum of £500.00) | | | | |
| <u>Sampling (per visit):-</u> | (per hour) | £56.00 | 5 | M04-936 |
| 1 hour administration + time on site (charged in half hour units) + 0.5 hours travelling time (up to a statutory maximum of £100.00) | | | | |
| <u>Investigation</u> (up to a statutory maximum of £100.00) | (per hour) | £56.00 | 5 | M04-936 |
| <u>Granting an authorisation (each)</u> (statutory maximum) | | £100.00 | 5 | M04-936 |
| <u>Sample Analysis:-</u> | | | | |
| Actual charge levied by laboratory up to the maximum charges in the Regulations | | P.O.A. | 5 | M04-436 |

Swimming Pool Water Sampling

M04-935

Cost is dependent on how many samples are taken per visit and includes analysis:-

| | | |
|-------------|---------|---|
| 1 x Sample | £56.00 | 5 |
| 2 x Samples | £79.00 | 5 |
| 3 x Samples | £102.00 | 5 |

| | | | | <u>Charge</u> | <u>VAT</u> | <u>Code</u> |
|--|--------------------|-------------|---------|---------------|------------|-------------|
| <u>ALCOHOL & ENTERTAINMENT (LICENSING ACT 2003)</u> | | | | | | |
| <u>Application or Notice</u> | | | | | | |
| For new/conversion premises/club licence/certificate | | | | | | M16-950 |
| BAND A | £0 - £4,300 | (Statutory) | £100.00 | 5 | | |
| B | £4,301 - £33,000 | (Statutory) | £190.00 | 5 | | |
| C | £33,001 - £87,000 | (Statutory) | £315.00 | 5 | | |
| D | £87,001 - £125,000 | (Statutory) | £450.00 | 5 | | |
| E | £125,001+ | (Statutory) | £635.00 | 5 | | |
| Theft, loss etc. of premises licence or summary | | (Statutory) | £10.50 | 5 | | M16-950 |
| Application for a provisional statement where premises are being built, etc. | | (Statutory) | £315.00 | 5 | | M16-950 |
| Notification of change of name or address | | (Statutory) | £10.50 | 5 | | M16-950 |
| Application to vary licence to specify individual as premises supervisor | | (Statutory) | £23.00 | 5 | | M16-950 |
| Application for transfer of premises licence | | (Statutory) | £23.00 | 5 | | M16-950 |
| Interim authority notice following death of licence holder | | (Statutory) | £23.00 | 5 | | M16-950 |
| Theft, loss etc. of certificate or summary | | (Statutory) | £10.50 | 5 | | M16-950 |
| Notification of change of name or alteration of rules of club | | (Statutory) | £10.50 | 5 | | M16-950 |
| Change of relevant registered address of club | | (Statutory) | £10.50 | 5 | | M16-950 |
| Temporary event notice | | (Statutory) | £21.00 | 5 | | M16-950 |
| Theft, loss etc. of temporary event notice | | (Statutory) | £10.50 | 5 | | M16-950 |
| Application for a grant or renewal of personal licence | | (Statutory) | £37.00 | 5 | | M16-950 |
| Theft, loss etc. of personal licence | | (Statutory) | £10.50 | 5 | | M16-950 |
| Duty to notify change of name or address | | (Statutory) | £10.50 | 5 | | M16-950 |
| Right of freeholder etc. to be notified of licensing matters | | (Statutory) | £21.00 | 5 | | M16-950 |

| | | | <u>Charge</u> | <u>VAT</u> | <u>Code</u> |
|---|-------------|--------------------|---------------|------------|-------------|
| Application to vary premises licence at community premises to include alternative licence condition | (Statutory) | | £23.00 | 5 | M16-950 |
| Application for minor variation | (Statutory) | | £89.00 | 5 | M16-950 |
| <u>Annual fees for premises/club licences and certificates</u> | | | | | M16-950 |
| BAND A | | £0 - £4,300 | (Statutory) | £70.00 | 5 |
| B | | £4,301 - £33,000 | (Statutory) | £180.00 | 5 |
| C | | £33,001 - £87,000 | (Statutory) | £295.00 | 5 |
| D | | £87,001 - £125,000 | (Statutory) | £320.00 | 5 |
| E | | £125,001+ | (Statutory) | £350.00 | 5 |

NOTES – ALCOHOL & ENTERTAINMENT (LICENSING ACT 2003)

1. Fees are set nationally.
2. Fees are based on the non-domestic rateable value and not the amount of rates paid. If there is no rateable value, then the premises are classified as Band A.

| | |
|--------|--------------------|
| BAND A | £0 - £4,300 |
| B | £4,301 - £33,000 |
| C | £33,001 - £87,000 |
| D | £87,001 - £125,000 |
| E | £125,000+ |

3. There are supplementary fees where the premises sell alcohol; these fees may vary according to the application. There are also multipliers for very large premises that exclusively sell alcohol as their primary business use.
4. No fee is chargeable for schools, community centres and village halls.
5. For more information, please visit:
www.gov.uk/alcohol-licensing

| | | <u>Charge</u> | <u>VAT</u> | <u>Code</u> |
|---|-----------------|---------------|------------|-------------|
| <u>GAMBLING PREMISES LICENCES (GAMBLING ACT 2005)</u> | | | | |
| <u>Application fee – Standard Premises Licence</u> | | | | |
| | | | 5 | M17-950 |
| Bingo | (Statutory max) | £3,500.00 | | |
| Adult Gaming Centre (AGC) | (Statutory max) | £2,000.00 | | |
| Tracks | (Statutory max) | £2,500.00 | | |
| Family Entertainment Centre (FEC)** | (Statutory max) | £2,000.00 | | |
| Betting Premises | (Statutory max) | £3,000.00 | | |
| Casinos | (Statutory max) | N/A | | |
| <u>Application fee – Provisional Statement</u> | | | | |
| | | | 5 | M17-950 |
| Bingo | (Statutory max) | £3,500.00 | | |
| Adult Gaming Centre (AGC) | (Statutory max) | £2,000.00 | | |
| Tracks | (Statutory max) | £2,500.00 | | |
| Family Entertainment Centre (FEC)** | (Statutory max) | £2,000.00 | | |
| Betting Premises | (Statutory max) | £3,000.00 | | |
| Casinos | (Statutory max) | N/A | | |
| <u>Application fee – Standard Premises by holder of Provisional Statement</u> | | | | |
| | | | 5 | M17-950 |
| Bingo | (Statutory max) | £1,200.00 | | |
| Adult Gaming Centre (AGC) | (Statutory max) | £1,200.00 | | |
| Tracks | (Statutory max) | £950.00 | | |
| Family Entertainment Centre (FEC)** | (Statutory max) | £950.00 | | |
| Betting Premises | (Statutory max) | £1,200.00 | | |
| Casinos | (Statutory max) | N/A | | |
| <u>Annual fee (payable within 30 days of commencement of licence)</u> | | | | |
| | | | 5 | M17-950 |
| Bingo | (Statutory max) | £1,000.00 | | |
| Adult Gaming Centre (AGC) | (Statutory max) | £1,000.00 | | |
| Tracks | (Statutory max) | £1,000.00 | | |
| Family Entertainment Centre (FEC)** | (Statutory max) | £750.00 | | |
| Betting Premises | (Statutory max) | £600.00 | | |
| Casinos | (Statutory max) | N/A | | |
| <u>Application to vary licence</u> | | | | |
| | | | 5 | M17-950 |
| Bingo | (Statutory max) | £600.00 | | |
| Adult Gaming Centre (AGC) | (Statutory max) | £600.00 | | |
| Tracks | (Statutory max) | £600.00 | | |
| Family Entertainment Centre (FEC)** | (Statutory max) | £600.00 | | |
| Betting Premises | (Statutory max) | £600.00 | | |
| Casinos | (Statutory max) | N/A | | |
| <u>Application to transfer licence</u> | | | | |
| | | | 5 | M17-950 |
| Bingo | (Statutory max) | £1,200.00 | | |
| Adult Gaming Centre (AGC) | (Statutory max) | £1,200.00 | | |
| Tracks | (Statutory max) | £950.00 | | |
| Family Entertainment Centre (FEC)** | (Statutory max) | £950.00 | | |
| Betting Premises | (Statutory max) | £1,200.00 | | |
| Casinos | (Statutory max) | N/A | | |

| | | <u>Charge</u> | <u>VAT</u> | <u>Code</u> |
|--|-----------------|---------------|------------|-------------|
| <u>Application to reinstate licence</u> | | | 5 | M17-950 |
| Bingo | (Statutory max) | £1,200.00 | | |
| Adult Gaming Centre (AGC) | (Statutory max) | £1,200.00 | | |
| Tracks | (Statutory max) | £950.00 | | |
| Family Entertainment Centre (FEC)** | (Statutory max) | £950.00 | | |
| Betting Premises | (Statutory max) | £1,200.00 | | |
| Casinos | (Statutory max) | N/A | | |
| <u>Copy of licence (all premises)</u> | (Statutory max) | £25.00 | 5 | M17-950 |
| <u>Change to licence (not variation) (all premises)</u> | (Statutory max) | £25.00 | 5 | M17-950 |
| <u>Unlicensed Family Entertainment Centre Permits</u> | | | | |
| ** An FEC consisting only of machines in Cat D does not require a premises licence but should hold an unlicensed family entertainment centre machine permit (see below). | | | | |
| <u>Unlicensed Family Entertainment Centre Machine Permits</u> | | | 5 | M17-950 |
| Application fee | (Statutory) | £300.00 | | |
| Renewal fee | (Statutory) | £300.00 | | |
| Change of name | (Statutory) | £25.00 | | |
| Copy of permit | (Statutory) | £15.00 | | |
| <u>Permits for Machines/Gaming in Pubs and Clubs</u> | | | | |
| <u>Club Gaming/Gaming Machines Permits</u> | | | 5 | M17-950 |
| Application (new permit) | (Statutory) | £200.00 | | |
| Application (holders of current Gaming Act 1968 permits) | (Statutory) | £100.00 | | |
| Application (holders of s.72 Licensing Act 2003 certificates) | (Statutory) | £100.00 | | |
| Renewal Fee | (Statutory) | £200.00 | | |
| <u>Pub Gaming Machines Permits and notifications</u> | | | 5 | M17-950 |
| Application (new permit) | (Statutory) | £200.00 | | |
| Application (holders of current Gaming Act 1968 permits) | (Statutory) | £100.00 | | |
| Application to vary permit | (Statutory) | £100.00 | | |
| Transfer of permit | (Statutory) | £25.00 | | |
| Annual Fee | (Statutory) | £50.00 | | |
| Change of Name | (Statutory) | £25.00 | | |
| Copy of permit | (Statutory) | £15.00 | | |
| 'Notification' fee for two or less machines | (Statutory) | £50.00 | | |
| <u>Temporary/Occasional use of Premises for Gaming</u> | | | 5 | M17-950 |
| Temporary Use Notice | (Statutory) | £500.00 | | |
| Occasional Use Notice | | No charge | | |

| | | <u>Charge</u> | <u>VAT</u> | <u>Code</u> |
|---------------------------------------|-------------|---------------|------------|-------------|
| <u>Prize Gaming Permits</u> | | | | |
| | | | 5 | M17-950 |
| Application | (Statutory) | £300.00 | | |
| Renewal fee | (Statutory) | £300.00 | | |
| Change of name | (Statutory) | £25.00 | | |
| Copy of permit | (Statutory) | £15.00 | | |
| <u>Small Society Lotteries</u> | | | | |
| | | | 5 | M17-950 |
| Application for Registration | (Statutory) | £40.00 | | |
| Annual fee | (Statutory) | £20.00 | | |

NOTES – GAMBLING PREMISES LICENCES (GAMBLING ACT 2005)

1. Fees are either set locally up to a statutory maximum or are set nationally.
2. For more information please visit: www.legislation.gov.uk

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