

FEES & CHARGES

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In January 2005 the Council delegated authority to the Executive Director of the appropriate service to vary charges, having regard to market conditions and the Council's policy framework. This being the case the charges shown in this booklet may change during the year. You may wish to check with the service provider before using the service.

The Council publishes its latest fees and charges on the Council website:

www.west-norfolk.gov.uk

Arts and Entertainment

Neil Gromett

	CHARGE 2022/23 £	PROPOSED CHARGE 2023/24
GUILDHALL- 01553 765565		
Posting Tickets	1.00	1.00
Hirings		
Access from 14:00 hrs – clearance by 24:00 hrs		
Commercial		
Monday - Thursday	796.00	796.00
Friday - Sunday	915.00	915.00
Earlier access / rehearsal (per hour)	79.00	79.00
Base hire charge plus 10% of gross box office takings		
Local Arts Organisations		
Monday - Thursday	485.00	485.00
Friday - Sunday	526.00	526.00
Get in / rehearsal rate / excess hours (per hour)	62.00	62.00
Base rate plus 5% of gross box office takings		
The above hire charges include Box Office facilities, Front of House Staff and 2 technicians and all available in house equipment.		
For hire charges relating to events and exhibition spaces please call (01553) 779095		

Tourism

	CHARGE 2022/23 £	PROPOSED CHARGE 2023/24
STORIES OF LYNN - 01553 774297		
Admissions		
Adults	3.95	3.95
Juniors	1.95	1.95
Concessions	2.95	2.95
Family (2 adults and 2 children)	9.85	9.85
Adult Group	3.55	3.55
Concession Group	2.65	2.65
Child Group	1.75	1.75
Sunday Joint Adult	5.95	5.95
Sunday Joint Concession	3.95	3.95
Sunday Joint Child	2.95	2.95
Adult with Norfolk Museum Pass	3.20	3.20
Child with Norfolk Museum Pass	1.60	1.60
Adult with Friend of KL Museum Pass	3.55	3.55
Child with Friend of KL Museum Pass	1.75	1.75
South Gate/Red Mount Chapel combined ticket - Adult	FREE	FREE
South Gate/Red Mount Chapel combined ticket - Accompanied children	FREE	FREE

Hall and Room Hire

	CHARGE 2022/23 £	PROPOSED CHARGE 2023/24
TOWN HALL, KING'S LYNN - 01553 775839		
Stone Hall/Assembly Room Suite		
Charge per hour		
Monday - Thursday	80.00	80.00
Friday	106.00	106.00
Saturday & Sunday	132.00	132.00
Wedding - Ceremony only - Weekday		
Wedding - Ceremony only - Friday	488.00	488.00
Wedding - Ceremony - Weekend	626.00	626.00
	765.00	765.00
Wedding - Ceremony & Reception - Monday to Thursday		
Wedding - Ceremony & Reception - Friday	1,035.00	1,035.00
Wedding - Ceremony & Reception - Saturday and Sunday	1,461.00	1,461.00
	1,877.00	1,877.00
Card Room (Meetings, Whist Drives etc.)		
Charge per Hour - Monday to Friday		
	80.00	80.00
Charge per Hour - Saturday and Sunday		
	132.00	132.00
Meeting Rooms - Charge per hour - Monday to Friday		
	49.00	49.00
Meeting Rooms - Charge per hour - Saturday and Sunday		
	93.00	93.00
Set-up time per hour - subject to availability on same day as booking If needed the day before booking the usual daily rate applies - with minimum 4 hours charge		
	52.00	52.00
Use of Kitchen (per booking)		
	73.00	73.00
Corkage charge per bottle		
	4.00	4.00
Hire of Public Address System		
	80.00	80.00
Additional charge after midnight		
	251.00	251.00
50% surcharge for bank holiday bookings		
COUNCIL OFFICE, CHAPEL ST, KING'S LYNN - 01553 616200		
Meeting Rooms		
Charge per Hour	<i>Price varies dependant on the room hired</i>	36.00 to 41.00

Community Centres

	CHARGE 2022/23 £	PROPOSED CHARGE 2023/24
SOUTH LYNN COMMUNITY CENTRE - 01553 763620		
Main Hall		
Off Peak per hour	21.80	21.80
Peak per hour	29.00	29.00
Community Rooms per hour		
	18.80	18.80
	70.00	70.00
	70.00	70.00
Children's party - 3 hour package		
FAIRSTEAD COMMUNITY CENTRE - 01553 771477		
Main Hall		
Off Peak per hour	21.80	21.80
Peak per hour	29.00	29.00
Children's party - 3 hour package		
	70.00	70.00

Grass Sports Pitches

Downham Market
Hunstanton
Kings Lynn

01366 386868
01485 534227
01553 818001

General Lettings Per Match with changing facilities
Junior Pitch per match
Leagues per match

63.30	63.30
17.30	17.30
42.60	42.60

SEASONAL AMENITIES - HUNSTANTON**Bowling Green**

Per Session - 2 hours approx.

6.20	6.20
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Crazy Golf

Adults - per round
Juniors - per round

3.40	3.40
2.90	2.90

Tennis - Grass Courts Per Person Per Session (2 hours)

Adults
Juniors
Doubles

5.60	5.60
3.10	3.10
4.00	4.00

Pitch and Putt

Adults - per game
Juniors - per game

5.10	5.10
4.10	4.10

Footgolf

Adults - per game
Juniors - per game

5.10	5.10
4.10	4.10

Putting Green

Adults - per round
Juniors - per round

4.00	4.00
3.30	3.30

Recreation Ground

Caravan Rallies – per van per day
Tennis Tournament

7.80	7.80
2,760.80	2,760.80

Chalets

Daily Hire
Weekly Hire
Seasonal Hire

22.20	22.20
100.60	100.60
707.80	707.80

Resort Services - Permit for Launch of Personal Watercraft/Power Boats

Non Member - Per Annum (in advance, conditions apply)

26.50	26.50
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Member * - Per Annum (in advance, conditions apply)

7.30	7.30
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Day Permit (Training certification and insurance must be shown)

13.00	13.00
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* Member of Heacham Boat Owners or Hunstanton Ski Club Only

Seafront Kiosk Trader - 1st March to 31st October - Max three per kiosk

44.60	44.60
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Triangle Traders - 1st March to 31st October - Max three per kiosk

44.60	44.60
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Commercial Waste**Hire Charge & Waste Transfer Note (Annual Fee)**

1100 litre
770 litre
660 litre
360 litre
240 litre

120.30	125.20
108.80	113.70
106.70	111.60
79.00	83.90
57.00	61.90

Fee per Emptying

1100 litre
770 litre
660 litre
360 litre
240 litre

19.70	21.00
16.30	17.30
15.00	15.80
12.10	12.70
10.50	11.10

Garden Waste Bin for NNDR Properties

240 litre fortnightly emptying 12 months non refundable and non transferable

120.00	127.80
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Schools Waste**Hire Charge & Waste Transfer Note (Annual Fee)**

1100 litre
770 litre
660 litre
360 litre
240 litre

120.30	125.20
108.80	113.70
106.70	111.60
79.00	83.90
57.00	61.90

Fee per Emptying

1100 litre
770 litre
660 litre
360 litre
240 litre

15.20	16.50
12.70	14.10
10.90	12.30
8.40	9.70
7.50	8.70

Domestic Property used as Self Catering Accommodation**Hire Charge & Waste Transfer Note (Annual Fee)**

1100 litre
770 litre
660 litre
360 litre
240 litre

120.30	125.20
108.80	113.70
106.70	111.60
79.00	83.90
57.00	61.90

Fee per Emptying

1100 litre
770 litre
660 litre
360 litre
240 litre

15.20	16.50
12.70	14.10
10.90	12.30
8.40	9.50
7.50	9.00

Ad hoc empty administration charge per empty for both waste & recycling

240 litre & 360 litre bins only

20.00	22.00
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Martin Chisholm

Commercial Recycling**Waste Transfer Note (Annual Fee)**

1100 litre
660 litre
360 litre
240 litre

CHARGE 2022/23 £	PROPOSED CHARGE 2023/24
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35.20	41.10
35.20	41.10
35.20	41.10
35.20	41.10

Fee per Emptvina

1100 litre
660 litre
360 litre
240 litre

13.60	15.30
10.70	11.95
9.00	9.95
8.20	9.00

Additional Waste Transfer Note

35.20	41.00
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Trade Waste Plastic Sacks

Roll of 25 - (includes delivery charge)
Waste Transfer Note on first purchase of year
Trade Waste Recycling Tags 25 with roll of 25 Sacks

72.50	80.00
35.20	41.00
39.40	45.00
35.20	41.00

DOMESTIC REFUSE CHARGES INCLUDE VAT**Bulk Waste Collections (01553 776676)**

First three items

33.40	37.70
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Per additional item thereafter

11.40	12.90
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Side Waste - Purchase of Tag

2.10	2.35
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Replacement of Lost Wheelie Bin (01553 776676)

Delivered

44.00	45.10
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Contact telephone number for following services (01553 782060)**Garden Waste**

Fortnightly Brown Bin Collection

60.00	60.00
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Collection Hazardous Household Waste

FREE	FREE
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Empty of Parish Litter Bin

Intalled before 1/12/2020

Installed after 1/12/2020

Empty of Parish Dog Waste Bin (per emptying)

208.20	234.84
208.20	234.84
2.00	2.20

Admin Charge for invoicing for Clinical Waste Disposal and Household Hazardous Waste

(Per Invoice)

200.00	200.00
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		CHARGE 2022/23 £	PROPOSED CHARGE 2023/24
MARKETS			
		Martin Chisholm	
King's Lynn (Tuesday and Friday)			
Hunstanton (Wednesday)			
Per metre frontage	Regular Traders	5.30	5.30
	Casual Traders	7.70	7.70
Annual agreement - 50% discount (January to March only)			
Kings Lynn (Saturday)			
Per metre frontage	Regular Traders	4.60	4.60
	Casual Traders	6.70	6.70
Annual agreement - 50% discount (January to March only)			
Hunstanton (Sunday)			
Per metre frontage	Regular Traders	9.90	9.90
	Casual Traders	14.80	14.80
Annual agreement - 50% discount (January to March only)			
Market Parking			
All markets - any vehicle for one market (per annum)			
		21.80	21.80
All markets - any vehicle for any market (per annum)			
		31.70	31.70
Discount Scheme			
Trader must have held a licence for at least 12 months commencing 1st April in any year in order to qualify for the discount and pay their rent before due date each month.			
HANGING BASKETS (supply, delivery and removal)		68.80	68.80
ALLOTMENTS - Kings Lynn			
Per square metre per annum			
		0.30	0.30
Public Conveniences			
Radar key for disabled toilets			
		4.50	4.50

Careline - 01553 760671

		CHARGE 2022/23 £	PROPOSED CHARGE 2023/24
		Mark Whitmore	
CARELINE			
Rented Units			
Within District			
Weekly charge			
		3.75	3.75
Weekly charge VAT Exemption			
		3.15	3.15
Connection Charge (single payment)			
		40.50	40.50
Connection Charge (single payment) VAT Exemption			
		33.75	33.75
Outside District			
Weekly charge			
		3.80	3.80
Weekly charge VAT Exemption			
		3.15	3.15
Connection Charge (Single payment)			
		47.75	47.75
Connection Charge (Single payment) VAT Exemption			
		39.80	39.80
Purchased Units			
Within District			
Monitoring and Maintenance Charge			
		1.95	1.95
Monitoring and Maintenance Charge VAT Exemption			
		1.65	1.65
Connection Charge (single payment)			
		40.50	40.50
Connection Charge (single payment) VAT Exemption			
		33.75	33.75
Outside District			
Monitoring and Maintenance Charge			
		1.95	1.95
Monitoring and Maintenance Charge VAT Exemption			
		1.65	1.65
Connection Charge (single payment)			
		47.75	47.75
Connection Charge (single payment) VAT Exemption			
		39.80	39.80

Access to Data

Access to Information DPA 98 C29 Section 35 (2) Request for CCTV Images Form

104.00

104.00

Administrative Services - 01553 616200

	CHARGE 2022/23 £	PROPOSED CHARGE 2023/24
REGISTER OF ELECTORS		
Becky Box		
Statutory Fees		
Printed Form		
Flat Rate	10.40	10.40
Plus per 1000 names or part thereof	5.20	5.20
Data Form		
Flat Rate	20.80	20.80
Plus per 1000 names or part thereof	1.60	1.60
Overseas Electors Lists (Statutory Fee)		
Printed Form		
Flat Rate	10.40	10.40
Plus per 1000 names or part thereof	5.20	5.20
Data Form		
Flat Rate	20.80	20.80
Plus per 1000 names or part thereof	1.60	1.60
Monthly Additions (Statutory Fee)		
Printed Form		
Flat Rate	10.40	10.40
Plus per 1000 names or part thereof	5.20	5.20
Data Form		
Flat Rate	20.80	20.80
Plus per 1000 names or part thereof	1.60	1.60
Printed Form (Marked Copy)		
Flat Rate	10.40	10.40
Plus per 1000 names or part thereof	2.10	2.10
Data Form (Marked copy)		
Flat Rate	10.40	10.40
Plus per 1000 names or part thereof	1.00	1.00
GENERAL ADMINISTRATION		
Request for additional letter confirming that an individual is registered on the Electoral Register		
Administration Fee	10.40	10.40
Plus cost per sheet	0.10	0.10
Supply of Miscellaneous Information		
Administration Fee	10.40	10.40
Plus cost per sheet	0.10	0.10
Returns and Declarations as to Election Expenses (Statutory Fee)		
Price of a copy of any return, declaration or accompanying document (price for each side of each page)	0.20	0.20
Inspection of a Request for Election	0.10	0.10
SUPPLY OF MINUTES AND AGENDA		
Supply of Council Minutes (Per annum)	78.50	78.50
Supply of Development Control or Cabinet Agenda		
Per annum	111.80	111.80
Per agenda	10.00	10.00
Other Agendas	5.50	5.50
A4 Photocopies	0.10	0.10

Lee Osler / Stuart Ashworth

CHARGE
2022/23
£PROPOSED CHARGE
2023/24**PLANNING ADMINISTRATIVE FEES**

		CHARGE 2022/23 £	PROPOSED CHARGE 2023/24
Photocopies			
A4 Copies		0.10	0.10
Copies of deposited plans A3		0.10	0.10
Copies of deposited plans A2	Black and white	5.60	5.60
	Colour	7.90	7.90
Copies of deposited plans A1	Black and white	7.00	7.00
	Colour	9.70	9.70
Copies of deposited plans A0	Black and white	8.00	8.00
	Colour	10.80	10.80
Request for confirmation that development has been carried out in accordance with the terms of an Enforcement Notice or Legal Agreement.		44.20	44.20

Planning Application Fees

Most applications must be accompanied by the correct fee. The government sets these, and they apply across the country. For the most up-to-date scale of fees for planning and other applications please visit

www.planningportal.co.uk

Pre-Application Advice Fees

For guidance on Pre-application Advice services and charges please visit

https://www.west-norfolk.gov.uk/downloads/download/20/pre-application_guidance_and_fees

LEGAL AND LOCAL LAND CHARGES

Lee Osler

Con 29R (VAT to be added)		43.30	43.30
CON 29O (each question) (VAT to be added)		13.90	13.90
Parcel fee (each)		12.90	12.90
Personal Search (unaided) - now under Environmental Information Regulations			
Assisted Personal Search		23.00	23.00
Additional own enquiries (each)		16.10	16.10
LLC1 (submitted by post/DX)		23.00	23.00
LLC1 (submitted by NLIS)		23.00	23.00
Planning History Search - back to 1994		23.00	23.00
Planning History Search - back to 1948		51.70	51.70

CAR PARKS AND PSV PARKING

Martin Chisholm

Hunstanton

Charges apply Monday to Sunday, plus Bank Holidays except Christmas Day

CENTRAL CAR PARK**Inclusive between 8am and 5pm**

Pay and Display Up to 1 Hour
 Pay and Display Up to 2 hours
 Pay and Display Up to 3 hours
 Pay and Display Up to 5 hours
 Holiday Rover (Weekly)
 Seniors – Hunstanton Resident (Annual)
 Inclusive between 5pm and 9am

1.90	1.90
2.90	2.90
3.60	3.60
4.90	4.90
21.20	21.20
42.40	42.40
2.10	2.10

VALENTINE ROAD CAR PARK

Pay and Display Up to 30 minutes
 Pay and Display Up to 1 Hour
 Pay and Display Up to 2 hours
 Pay and Display Up to 3 hours
 All day before 10.00am
 All day after 10.00am
 Inclusive between 5pm and 9am

1.10	1.10
1.90	1.90
2.90	2.90
3.60	3.60
1.00	1.00
2.90	2.90
2.10	2.10

NORTH PROMENADE**1st September to 30th June including Bank Holidays except Christmas Day****Inclusive between 8am and 5pm**

Pay and Display Up to 2 hours
 Pay and Display Up to 4 hours
 All day - (valid until 8am the following day)
 Inclusive between 5pm and 9am

4.20	4.20
5.70	5.70
7.50	7.50
2.10	2.10

1st July to 31st August including Bank Holidays**Inclusive between 8am and 5pm**

Pay and Display Up to 2 hours
 Pay and Display Up to 4 hours
 All day - (valid until 8am the following day)
 Inclusive between 5pm and 9am

4.20	4.20
5.70	5.70
8.00	8.00
2.10	2.10

Coach Parking**1st September to 30th June including Bank Holidays**

Up to 2 hours
 Over 2 hours until 18:00

4.20	4.20
7.50	7.50

1st July to 31st August including Bank Holidays

Up to 2 hours
 All day

4.20	4.20
8.00	8.00

The Green, Hunstanton - Motorcycles

1.00	1.00
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PAY AND DISPLAY HUNSTANTON (Excluding Central, Valentine Road and North Promenade Car Parks) 1st September to 30th June including Bank Holidays except Christmas Day
Inclusive between 8am and 5pm

Up to 1 hour
 Up to 2 hours
 Up to 3 hours
 All day - (valid until 8am the following day)
 Inclusive between 5pm and 9am

2.10	2.10
4.20	4.20
5.20	5.20
6.20	6.20
2.10	2.10

PAY AND DISPLAY HUNSTANTON (Excluding Central, Valentine Road and North Promenade Car Parks) 1st July to 31st September including Bank Holidays except Christmas Day
Inclusive between 8am and 5pm

Up to 1 hour
 Up to 2 hours
 Up to 3 hours
 All day - (valid until 8am the following day)
 Inclusive between 5pm and 9am

2.10	2.10
4.20	4.20
5.20	5.20
7.30	7.30
2.10	2.10

Season Tickets

Six months (unreserved)
 Twelve months (unreserved)
 Reserved Twelve months

161.20	161.20
228.80	228.80
364.00	364.00

Car and PSV Parking

CAR PARKS AND PSV PARKING

Martin Chisholm

HEACHAM (Seasonal)

Charges apply from 1st March to 30th June and 1st September to 31st October, including Bank Holidays, Inclusive between 8am and 5pm

	CHARGE 2022/23 £	PROPOSED CHARGE 2023/24
Up to 1 hour	2.10	2.10
Up to 2 hours	4.20	4.20
Up to 3 hours	5.20	5.20
Daily - all day	6.20	6.20
Inclusive between 5pm and 9am	2.10	2.10

Charges apply from 1st July to 31st August including Bank Holidays.

Inclusive between 8am and 5pm

Up to 1 hour	2.10	2.10
Up to 2 hours	4.20	4.20
Up to 3 hours	5.20	5.20
Daily - all day	7.30	7.30
Inclusive between 6pm and 8am	2.10	2.10

Season ticket - Seniors

Season ticket - resident

Season ticket - non resident

Season ticket - Beach Hut Resident

	40.80	40.80
	54.90	54.90
	108.20	108.20
	46.60	46.60

Car and PSV Parking

KING'S LYNN

Charges apply Monday to Sunday, plus Bank Holidays except Christmas Day

Charges apply 24 hours a day

Inclusive between 8am and 5pm

Short Term

Up to half hour (Saturday and Tuesday Market Place and St James , outside multi-storey)

Up to 1 hour	1.10	1.10
Up to 2 hours	1.90	1.90
Up to 3 hours	2.90	2.90
Up to 5 hours	3.60	3.60
Up to 9 am	4.90	4.90

Inclusive between 5pm and 9 am

Up to half hour (Saturday and Tuesday Market Place and St James . outside multi-storey)

Up to 1 hour	1.10	1.10
Over 1hrs until 9am	1.90	1.90
	2.10	2.10

Long Term

All Day before 10am

All Day after 10am

Boal Quay all day

Inclusive between 5pm and 9am

	2.90	2.90
	3.70	3.70
	2.80	2.80
	2.10	2.10

Season Tickets

Monthly

Annual

	41.60	41.60
	416.00	416.00

MULTI-STOREY ST JAMES

Inclusive between 8am and 5pm

Up to 1 hour	1.90	1.90
Up to 2 hours	2.90	2.90
Up to 3 hours	3.60	3.60
Up to 4 hours	4.20	4.20
Up to 5 hours	4.90	4.90
Up to 6 hours	6.10	6.10
Up to 7 hours	7.40	7.40
Up to 8 hours	8.60	8.60
Up to 9 hours	9.90	9.90
Up to 10 hours	11.10	11.10
Up to 11 hours	12.40	12.40
Lost ticket	12.50	12.50
Season Ticket	832.00	832.00

Inclusive between 5pm and 9am

Up to 1 hour	1.90	1.90
Over 1hrs until 9am	2.10	2.10

Season Ticket - Annual- weekdays Monday-Friday (max 50)

	832.00	832.00
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Penalty Charge Notices

Payment within 14 days

range of charges depending on level of contravention

Payment after 14 days

range of charges depending on level of contravention

25.00 to 35.00	25.00 to 35.00
50.00 to 70.00	50.00 to 70.00

Other Charges

Public Service Vehicle (Bus Station Pay and Display)

Contract Parking Bay (per annum)

	2.10	2.10
	832.00	832.00

CEMETERIES - 01553 630533

Martin Chisholm

King's Lynn and Hunstanton

Internment fee-(Age 18+)

CHARGE
2022/23**PROPOSED CHARGE**
2023/24

£

995.00	995.00
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For cremated remains

Interment in walled grave or vault (exc construction cost)

Disinterment - of earthen burial (Adult)

Disinterment - of earthen burial (Child)

Disinterment - of cremated remains

118.00	118.00
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1,740.00	1,740.00
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POA	POA
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POA	POA
-----	-----

POA	POA
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Walpole St Andrew, Marshland Smeeth

Internment fee (Age 18+)

(additional grave digging fees may apply)

For cremated remains

Interment in walled grave or vault (exc construction cost)

Disinterment - of earthen burial (Adult)

Disinterment - of earthen burial (Child)

Disinterment - of cremated remains

677.00	677.00
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96.00	96.00
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1,445.00	1,445.00
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POA	POA
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POA	POA
-----	-----

POA	POA
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All Cemeteries**Purchase of exclusive right of burial**

In child's grave up to 4'6" x 3'

In earthen grave up to 9' x 4'

In walled grave/vault up to 9' x 4'

In cremation plot 2' x 2'

Right to erect memorial

New headstone up to 4' high

New headstone 4' to 6' high

New headstone over 6' high

New headstone under 2'6" on child's grave

Memorial kerb set on child's grave

Memorial kerb set on adults grave

Cremation tablet set level with ground

Additional inscription after first

Transfer of Grave Ownership

212.00	212.00
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678.00	678.00
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972.00	972.00
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131.00	131.00
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302.00	302.00
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619.00	619.00
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1,209.00	1,209.00
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131.00	131.00
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235.00	235.00
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708.00	708.00
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149.00	149.00
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207.00	207.00
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62.00	62.00
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Barbican Tower Plaque (Perpetuity)

Barbican Tower Plaque – 2nd Inscription

Barbican Tower Plaque – Artwork/Motif

Sanctum Vault: Grey or Wine Granite (10 years)

Sanctum Vault: Grey or Wine Granite (30 year)

Sanctum Vault: Grey or Wine Granite (Perpetuity)

Sanctum Vault: Grey or Wine Granite (10 year Renewal)

Sanctum Vault: Grey or Wine Granite (30 year Renewal)

Sanctum Vault: Grey or Wine Granite (Renew lease to Perpetuity)

Sanctum Vault: Grey or Wine Granite - Additional Lettering

Interment Desk Top Memorial (Perpetuity)

Interment Desk Top Memorial – Additional Lettering

Interment Desk Top Memorial – 2nd Inscription

Interment Desk Top Memorial – Artwork or Border

599.00	599.00
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110.00	110.00
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72.00	72.00
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1,000.00	1,000.00
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1,500.00	1,500.00
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2,250.00	2,250.00
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500.00	500.00
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1,000.00	1,000.00
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1,250.00	1,250.00
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3.00	3.00
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1,250.00	1,250.00
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3.00	3.00
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200.00	200.00
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100.00	100.00
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Deposit for Disabled Vehicle Access to Gayton Road Cemetery

25.00	25.00
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All cemetery charges are increased by 100% for persons who at the time of death lived outside the area of the Borough Council, unless the deceased had lived outside the Borough for less than 5 years immediately before death then the normal charges shall apply. For burials outside of normal working hours, other than for religious reasons, the above fees are increased by 75%.

CREMATORIUM

Martin Chisholm

CHARGE
2022/23**PROPOSED CHARGE**
2023/24**Kings Lynn - 01553 630533**

Cremation fee(Age 18+) - Monday-Friday

Cremation fee (Age 18+) - Saturday

Cremation fee (Age 18+) - Sunday

Cremation without service (direct)

Attended Direct Cremation

Cremation of body parts

£	
847.00	933.00
1,201.00	1,323.00
1,534.00	1,689.00
500.00	500.00
625.00	689.00
104.00	115.00

Miscellaneous Charges:

Use of chapel for memorial service

Provide Music for Memorial Service

Provide Funeral Music

Provision of Crematorium Bearer (Subject to Availability)

Universal Urn

Pentney Urn

Terrington Urn

Holkham Keepsake Heart

Oxborough Keepsake Urn (Patterned)

Houghton Keepsake Urn (Plain)

Winch Casket (Plain)

Norfolk Casket

Certified extract from Register of Cremations

Interment of cremated remains (local)

Interment of cremated remains (from elsewhere)

Disinterment of cremated remains

Strewing of cremated remains from elsewhere

Application to witness

176.00	176.00
32.00	32.00
32.00	32.00
27.00	27.00
43.00	43.00
55.00	55.00
55.00	55.00
58.00	58.00
30.00	30.00
30.00	30.00
62.00	62.00
62.00	62.00
15.00	15.00
80.00	80.00
170.00	170.00
242.00	242.00
74.00	74.00
48.00	48.00

Book of Remembrance:

2 lines

5 lines

Additional lines above 5

5 lines with emblem

Additional lines above 5

53.00	53.00
111.00	111.00
22.00	22.00
196.00	196.00
22.00	22.00

Remembrance Cards:

2 lines

5 lines

8 lines

11 lines

14 lines

5 lines with emblem

8 lines with emblem

11 lines with emblem

14 lines with emblem

58.00	58.00
120.00	120.00
184.00	184.00
243.00	243.00
302.00	302.00
202.00	202.00
273.00	273.00
332.00	332.00
396.00	396.00

CREMATORIUM Continued**Personal Books of Remembrance**

	CHARGE 2022/23 £	PROPOSED CHARGE 2023/24
2 lines	71.00	71.00
5 lines	131.00	131.00
8 lines	196.00	196.00
11 lines	255.00	255.00
14 lines	315.00	315.00
5 lines with emblem	212.00	212.00
8 lines with emblem	248.00	248.00
11 lines with emblem	284.00	284.00
14 lines with emblem	302.00	302.00

Personal Books of Remembrance (additional inscription)

2 lines	53.00	53.00
5 lines	115.00	115.00
8 lines	183.00	183.00
11 lines	243.00	243.00
14 lines	304.00	304.00
5 lines with emblem	201.00	201.00
8 lines with emblem	273.00	273.00
11 lines with emblem	334.00	334.00
14 lines with emblem	399.00	399.00

Memorial tree - per year

Memorial Conifer	53.00	53.00
Memorial Tree	77.00	77.00
Bronze single plate 6" x 4"	190.00	190.00
Bronze Double inscription plate 6" x 5"	231.00	231.00
Bronze Photo Plate 6" x 4" [one photo]	237.00	237.00
Bronze Photo Plate 6" x 5" [two photos]	337.00	337.00

Memorial shrub - per year

Aluminium single plate 5" x 3"	43.00	43.00
Aluminium Double inscription plate 5" x 4"	122.00	122.00
Aluminium Photo single plate 5" x 3"	174.00	174.00
Aluminium Photo Double inscription plate 5" x 4"	218.00	218.00
	271.00	271.00

6" Kerb plate lease per year

	19.00	19.00
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12" Kerb plate lease per year

Bronze Plate 6" x 3.75"	36.00	36.00
Bronze Plate 12" x 3.75"	120.00	120.00
Bronze Photo Plate 6" x 3.75"	213.00	213.00
Bronze Photo Plate 12" x 3.75" [one photo]	243.00	243.00
Bronze Photo Plate 12" x 3.75" [two photos]	337.00	337.00
	432.00	432.00

Memorial Seat - per year

Brass single plate 6" x 2"	135.00	135.00
Brass double plate 9" x 2"	172.00	172.00
Refurbish inscription plate	196.00	196.00
	53.00	53.00

Columbarium:

Lease of vault per year	77.00	77.00
- Purchase of tablet		
- Up to 70 letters of inscription		
- Each additional letter		
- Border on tablet		
- Design on tablet		
- Enamel photograph on tablet		
- Frame to photograph		
- Cross on tablet		
Regild letter (each)	4.00	4.00

Please contact Mintlyn Crematorium
for a quote for these items

Plaque on Mushroom Memorial	New	350.00	350.00
Childrens Bronze Staked Plaque	New	300.00	300.00

Environmental surcharge on adult cremation

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Obitus Costs

Halo Photo (Single image)	Free	Free
Webcast – Watch live	32.00	32.00
Webcast – Watch live and up to 28 days	47.00	47.00
Visual Tribute – Professional slideshow of 25 photos played to music	73.00	73.00
Visual Tribute – Simple slideshow of 25 photos	38.00	38.00
Visual Tribute – Additional 25 photos	23.00	23.00
Themed Tribute (New Product)	N/A	105.00
Extra Single Photo	N/A	8.00
Visual Tribute – Family supplied video played during ceremony	21.00	21.00
Bespoke Tribute (New Product)	N/A	420.00
Visual Tribute – Digital Download	16.00	16.00
Video Book (New Product)	N/A	105.00
Memory Box (New Product)	N/A	143.00
Obitus Bundle	N/A	165.00
Keepsake Recording of Webcast	52.00	52.00
Additional CD / DVD / USB	30.00	30.00
Additional Work carried out by Obitus	23.00	23.00

(Halo, Music Slide, Webcast and 28 days, Keepsake USB or DVD)

Mark Whitmore

www.porthealthassociation.co.uk

CHARGE 2022/23 £	PROPOSED CHARGE 2023/24
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SHIP SANITATION CERTIFICATE

Gross Tonnage:

Up to 1,000	Set nationally
1,001 - 3,000	Set nationally
3,001 - 10,000	Set nationally
10,001 - 20,000	Set nationally
20,001 - 30,000	Set nationally
Over 30,000	Set nationally
Vessels with 50 - 1000 persons	Set nationally
Vessels with over 1000 persons	Set nationally
Extensions	Set nationally

110.00	125.00
150.00	170.00
220.00	250.00
285.00	325.00
365.00	415.00
425.00	480.00
425.00	480.00
725.00	820.00
80.00	95.00

STRAY DOG RECOVERY

Recovery Charge (including Statutory Charge)
Kennelling Fee - per day or part thereof

81.80	81.80
9.80	9.80

EXPORT CERTIFICATE

Shellfish / Canned Food / Colouring Matter
More than 5 days notice
5 to 2 days notice
Less than 2 days notice

66.50	66.50
99.75	99.75
133.00	133.00

Charge for inspection for the first hour per hour thereafter minimum 15 minutes (between 06:00 - 18:00, Mon to Fri)

PLUS Officer time on site

58.50	58.50
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FOOD

Surrender Certificate

Issue of certificate
PLUS Officer time on site - per hour or part thereof - minimum 15 minutes
PLUS any costs incurred in removal and destruction of goods
Safer Food, Better Business (includes postage)
Food Re-Rating Fee

66.50	66.50
58.50	58.50
10.50	10.50
225.00	225.00

TRAINING COURSES

Hygiene Course - Level 2 (per person)
Hygiene Course - Level 3 - **NO LONGER PROVIDED**
Health and Safety at Work Course - Level 2 (per person)

55.00	55.00
55.00	55.00

SAMPLING (these charges have VAT included)

Food Sample
(PLUS analysis costs set by laboratory)
Swimming Pool Waters
(PLUS analysis costs set by laboratory)
Environmental sampling
(PLUS analysis costs set by laboratory)
Cryptosporidium
(PLUS analysis costs set by laboratory)
Legionella
(PLUS analysis costs set by laboratory)

Minimum charge for taking the sample for the first hour per hour thereafter minimum 15 minutes
First sample
Subsequent samples taken on same day
Re samples
Minimum charge for taking the sample for the first hour per hour thereafter minimum 15 minutes
Minimum charge for taking the sample for the first hour per hour thereafter minimum 15 minutes
Minimum charge for taking the sample for the first hour per hour thereafter minimum 15 minutes

Increased to include VAT

60.50	60.50
58.50	58.50
60.50	60.50
58.50	58.50
60.50	60.50
60.50	60.50
58.50	58.50
60.50	60.50
58.50	58.50

Private Water Sampling (all costs INCLUDE VAT)

Risk Assessment
Single Private Dwelling
Small Supplies
Large / Commercial Supplies

Minimum charge for taking the sample for the first hour per hour thereafter minimum 15 minutes
Minimum charge for taking the sample for the first hour per hour thereafter minimum 15 minutes
Minimum charge for taking the sample for the first hour per hour thereafter minimum 15 minutes

60.50	60.50
58.50	58.50
60.50	60.50
58.50	58.50
60.50	60.50
58.50	58.50

Sampling
Small Supply / Single Dwelling (per visit PLUS analysis costs) (Reg 10)
Large / Commercial Supplies (per visit PLUS analysis costs) (Reg 8 & 9)
per hour thereafter minimum 15 minutes

60.50	60.50
60.50	60.50
58.50	58.50

Investigation
Carried out in the event of test failure, but can be substituted by risk assessment

100.00	100.00
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Authorisation
Application by the owner of a supply for permission to breach a standard temporarily whilst remedial work is carried out

100.00	100.00
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Miscellaneous Sample and Analysis
For taking the sample for the first hour (plus analysis costs) per hour thereafter minimum 15 minutes

60.50	60.50
58.50	58.50

ENVIRONMENTAL SEARCH

Commercial Environmental Enquiry Fee (per hour)

32.00	35.20
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Licensing - 01553 616200

STREET TRADING – KING'S LYNN

Marie Malt

Daily Consent Fee
Licence for Tables and Chairs on Highway – Original
Renewal

13.15	13.15
395.00	395.00
133.30	133.30

SCRAP METAL

Scrap Metal Collectors (3 year licence)
Scrap Metal Site (3 year licence)

172.00	172.00
245.00	245.00

SEX ESTABLISHMENTS

Sex Establishments (Grant)
Sex Establishments (Renewal)
Sex Establishments (Transfer)
Sex Establishments (Variation)
Copy of Sex Establishment licence

£1,247.00 refunded if no hearing required
£1,247.00 refunded if no hearing required
£1,247.00 refunded if no hearing required
£1,247.00 refunded if no hearing required

1,694.50	1,694.50
1,648.50	1,648.50
1,306.00	1,306.00
1,349.00	1,349.00
10.60	10.60

MISCELLANEOUS LICENCE FEES

Premises Fee to carry out the practice of skin piercing
Person Fee to carry out the practice of skin piercing
Replacement Certificate
Additional copy of the byelaws

76.80	76.80
32.70	32.70
10.00	10.00
10.00	10.00

Licensing - 01553 616200

ANIMAL WELFARE LICENSING

Marie Malt

Licensable Activity	Application Fee		Inspection re-rating & variation fee	Compliance/Enforcement fee (includes additional inspection)	
	New	Renewal		1 yr	2 yr
Boarding - Cats, Dogs, Home & Day Care	135.00	100.00	110.00	160.00	210.00
Boarding as additional activity	40.00	40.00	40.00	50.00	60.00
Selling animals as pets	135.00	100.00	110.00	165.00	220.00
Pets as additional activity	40.00	40.00	40.00	54.00	68.00
Horse Riding	175.00	135.00	150.00	215.00	280.00
Riding as additional activity	50.00	50.00	50.00	78.00	106.00
Dog Breeding	175.00	120.00	150.00	210.00	270.00
Breeding as additional activity	50.00	50.00	50.00	74.00	98.00
Exhibition of animals	230.00	200.00	95.00	N/A (3 yr licence - costs already calculated within application fee)	

Licensing - 01553 616200

LICENSING ACT 2003

Marie Malt

All Entertainment licence fees are set by Central Government.

1. Fees for the grant or variation of a premises licences or club premises certificates are based on the non-domestic rateable value as follows:

Rateable Value Band	£0 - £4,300 A	£4,301 - £33,000 B	£33,001 - £87,000 C	£87,001 - £125,000 D	£125,001 and above E
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Premises that do not have a rateable value will be placed in Band 'A' except for premises under construction which will be placed in Band 'C'.

2. Each Band attracts a different level of application fee as follows:

Band	A	B	C	D	E
Fee	£100	£190	£315	£450	£635

An application for the grant or variation of a premises licence where the premises is banded in either 'D' or 'E' and the premises are exclusively or primarily in the business of selling alcohol for consumption on the premises then a multiplier will apply to the appropriate rate, i.e.

Band	D	E
Multiplier	x 2	x 3
Fee	£900	£1,905

3. Exceptionally large premises will attract an additional fee based on the number of people in attendance at any one time. The additional fee will be:

Number in attendance at any one time	Additional Application Fee	Additional Annual Fee
5,000 to 9,999	£1,000	£500
10,000 to 14,999	£2,000	£1,000
15,000 to 19,999	£4,000	£2,000
20,000 to 29,999	£8,000	£4,000
30,000 to 39,999	£16,000	£8,000
40,000 to 49,999	£24,000	£12,000
50,000 to 59,999	£32,000	£16,000
60,000 to 69,999	£40,000	£20,000
70,000 to 79,999	£48,000	£24,000
80,000 to 89,999	£56,000	£28,000
90,000 and over	£64,000	£32,000

4. Premises will be subject to an annual fee which becomes payable on the anniversary of the grant. The annual fees are as follows:

Band	A	B	C	D	E
Fee	£70	£180	£295	£320	£350

The annual fee where the premise is banded in with 'D' or 'E' and the premises are exclusively or primarily in the business of selling alcohol for consumption on the premises then a multiplier will apply to the appropriate rate, i.e.

Band	D	E
Multiplier	x 2	x 3
Fee	£640	£1,050

5. Permitted temporary activities, personal licences and miscellaneous:

Application or Notice

Section 25 (theft, loss etc. of premises licence or summary)
 Section 29 (application for a provisional statement where premises being built etc.)
 Section 33 (notification of change of name or address - premises licence)
 Section 37 (application to vary licence to specify individual as premises supervisor)
 Section 42 (application for transfer of premises licence)
 Section 47 (interim authority notice following death etc. of licence holder)
 Section 79 (theft, loss etc of club premises certificate or summary)
 Section 82 (notification of change of name or alteration of rules of club-club premises certificate)
 Section 83(1) or (2) (change of relevant registered address of club)
 Section 100 (temporary event notice)
 Section 110 (theft, loss etc. of temporary event notice)
 Section 117 (application for a grant or renewal of personal licence)
 Section 126 (theft, loss etc. of personal licence)
 Section 127 (duty to notify change of name or address - personal licence)
 Section 178 (right of freeholder etc. to be notified of licensing matters)

Licensing - 01553 616200

GAMBLING ACT 2005

Marie Malt

All Gambling Act 2005 licence fees are set by Central Government.

1. Fees in respect of premises licences issued by this authority are as follows:

<u>Premises Licences</u>	New Grant	Annual Fee	Variation	Transfer	Re-Instatement
Bingo	2,625.00	750.00	1,312.00	900.00	900.00
Adult Gaming Centre (AGC)	1,500.00	750.00	750.00	900.00	900.00
Betting (track)	1,875.00	750.00	937.00	712.00	712.00
Betting (other than track)	2,250.00	450.00	1,125.00	900.00	900.00
Family Entertainment Centre	1,500.00	562.00	750.00	712.00	712.00

(Note: The Borough currently has no casinos and will set an appropriate fee if required).

2. Fees in respect of permits issued by this authority are as follows:

<u>Permits/Registration</u>	New Grant (Existing Operator)	New Grant	Renewal	Annual Fee	Variation
Licensed Premises Gaming Machine (1 or 2 machines)	N/A	£ 50.00	N/A	N/A	N/A
Licensed Premises Gaming Machine (3 or more machines)	£ 100.00	£ 150.00	N/A	£ 50.00	£ 100.00
Prize Gaming Permit	N/A	£ 300.00	£ 300.00	N/A	N/A
Unlicensed Family Entertainment Centre	N/A	£ 300.00	£ 300.00	N/A	N/A
Club Gaming Permit	N/A	£ 200.00	£ 200.00	£ 50.00	£ 100.00
Club Gaming Machine Permit	£ 100.00	£ 200.00	£ 200.00	£ 50.00	£ 100.00
Club Gaming Machine Permit (Fast-track i.e. CPC Holder)	£ 100.00	£ 100.00	N/A	£ 50.00	£ 100.00
Small Society Lottery	N/A	£ 40.00	N/A	£ 20.00	N/A

	CHARGE 2022/23	PROPOSED CHARGE 2023/24
	£	
COMBINED DRIVER		
New Grant - 1 year	74.00	74.00
Renewal - 1 year	67.00	67.00
New Grant - 3 year	125.00	125.00
Renewal - 3 year	118.00	118.00
HACKNEY CARRIAGE (Saloon)		
New Grant	124.00	124.00
Renewal	109.00	109.00
Temporary (insurance cover)	62.00	62.00
HACKNEY CARRIAGE (Wheelchair)		
New Grant	133.00	133.00
Renewal	115.00	115.00
Temporary (insurance cover)	66.50	66.50
PRIVATE HIRE VEHICLE		
New Grant	118.00	118.00
Renewal	104.00	104.00
Temporary (insurance cover)	59.00	59.00
SPECIAL EVENT VEHICLE		
New Grant	123.00	123.00
Renewal	104.00	104.00
Temporary (insurance cover)	61.50	61.50
PRIVATE HIRE OPERATOR (1 vehicle)		
New Grant - 1 year	97.00	97.00
Renewal - 1 year	87.00	87.00
New Grant - 5 year	180.00	180.00
Renewal - 5 year	175.00	175.00
PRIVATE HIRE OPERATOR (2-10 vehicles)		
New Grant - 1 year	123.00	123.00
Renewal - 1 year	113.00	113.00
New Grant - 5 year	265.00	265.00
Renewal - 5 year	260.00	260.00
PRIVATE HIRE OPERATOR (11-20 vehicles)		
New Grant - 1 year	138.00	138.00
Renewal - 1 year	131.00	131.00
New Grant - 5 year	405.00	405.00
Renewal - 5 year	400.00	400.00
PRIVATE HIRE OPERATOR (20+ vehicles)		
New Grant - 1 year	159.00	159.00
Renewal - 1 year	152.00	152.00
New Grant - 5 year	777.00	777.00
Renewal - 5 year	772.00	772.00
MISCELLANEOUS FEES		
Licence Plate (non refundable)	15.00	15.00
Disclosure and Barring Service Application	55.00	55.00
Replacement Vehicle Licence (lost, damaged, change of name/address etc)	5.50	5.50
Replacement Vehicle Window Licence (lost, damaged etc)	5.00	5.00
Replacement Driver's (paper) Licence (lost, damaged, change etc)	5.50	5.50
Replacement Driver's (card) Licence (lost, damaged, change etc)	5.50	5.50
Replacement Operator's Licence	5.50	5.50
Vehicle Transfer	27.50	27.50
Change of Name/Address	10.50	10.50
Knowledge Test	36.00	36.00
Private Hire Door Sticker	19.00	19.00

HMO Licence -New Application

	Total Fee	Part one Fee	Part Two Fee
3 Bedroom	768.00	380.00	388.00
4 Bedroom	815.00	399.00	416.00
5 Bedroom	861.00	418.00	443.00
6 Bedroom	953.00	455.00	498.00
7 Bedroom	999.00	474.00	525.00
8 Bedroom	1,046.00	493.00	553.00
9 Bedroom	1,092.00	512.00	580.00
10 Bedroom	1,138.00	531.00	607.00
11 Bedroom	1,230.00	568.00	662.00
12 Bedroom	1,277.00	587.00	690.00
13 Bedroom	1,323.00	606.00	717.00
14 Bedroom	1,369.00	625.00	744.00
15 Bedroom	1,415.00	643.00	772.00

HMO Licence - Renewal Application

	Total Fee	Part one Fee	Part Two Fee
3 Bedroom	649.00	299.00	350.00
4 Bedroom	684.00	312.00	372.00
5 Bedroom	719.00	325.00	394.00
6 Bedroom	788.00	351.00	437.00
7 Bedroom	823.00	364.00	459.00
8 Bedroom	858.00	376.00	481.00
9 Bedroom	892.00	389.00	503.00
10 Bedroom	927.00	402.00	525.00
11 Bedroom	996.00	428.00	568.00
12 Bedroom	1,031.00	441.00	590.00
13 Bedroom	1,066.00	454.00	612.00
14 Bedroom	1,101.00	467.00	633.00
15 Bedroom	1,135.00	480.00	655.00

HMO Licence -Renewal of existing Licence

CHARGE 2022/23	PROPOSED CHARGE 2023/24
675.00	675.00

Immigration Housing Inspections

100.00	100.00
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ECO Flexible Eligibility Declaration

Free	Free
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Housing Act 2004 Notice Charges

(Calculated based upon officer time, administration and costs incurred)

Relevant Protected Site Fees

* Excludes sites not operated for financial gain as it is not intended to undertake annual inspections of these site (often family owned and occupied sites)
 ** No new site licence application fees where site is not operated for financial gain (often family owned and occupied sites)
 *** A fee reduction is offered at a rate of £55 where an applicant makes multiple applications and there are no material changes in respect of the relevant person of the validity of the original criminal records certificate

Units	Band A 1-5	Band B 6-24	Band C 25-60	
Annual Fee	0* - 205.00	246.00	295.00	350.00
New Site Licence Application	0** - 336.00 Stage 1 279.00 Stage 2 57.00	438.00 Stage 1 358.00 Stage 2 80.00	538.00 Stage 1 438.00 Stage 2 100.00	674.00 Stage 1 544.00 Stage 2 130.00
Transfer of site licence	146.00	186.00	218.00	252.00
Amendment of site licence	195.00	227.00	250.00	274.00
Registering of site rules	28.00	28.00	28.00	28.00
Fit & Proper Person Assessment ***	230.00	230.00	230.00	230.00