

SCALE OF FEES AND CHARGES 2024/25

Fees and Charges	Page
ALLOTMENTS	2
BULKY RECYCLING	2
BUS DEPARTURE CHARGES	2
CAR PARKS	2
CEMETERIES	7
CIRCUSES & FAIRS	10
COVENANT CONSENTS	10
CREMATORIUM	10
DOG WARDEN SERVICE	13
ELECTIONS	13
ENVIRONMENTAL HEALTH	15
FACILITIES MANAGEMENT	19
GARDEN WASTE RECYCLING	19
LAND CHARGES	19
LEISURE CHARGES	20
<i>Jubilee 2</i>	20
LICENCES	24
<i>Private Hire/Hackney Carriage</i>	26
MARKETS	29
MOT	30
MUSEUM & ART GALLERY	30
NAMING/ NUMBERING OF STREETS/ PROPERTIES	31
PEST CONTROL	32
PLANNING SERVICES	33
PRIVATE SECTOR HOUSING	35
REMOVAL OF DOMESTIC ANIMAL CARCASSES	35
SALE OF SANDBAGS	36
STREET TRADING	36
TOWN CENTRE DISPLAYS	36
TREE PRESERVATION ORDERS	36
WASTE & RECYCLING BINS/ RECEPTACLES	36

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
ALLOTMENTS				No VAT	Cabinet
Rent (per annum) per square metre Note: 20% concession for Junior/60+/Unemployed	0.52	0.54	0.02		
BULKY RECYCLING				No VAT	Cabinet
1-3 Items non reusable/waste items	42.50	50.00	7.50		
4-6 Items non reusable/waste items	67.50	80.00	12.50		
7-9 Items non reusable/waste items	84.00	100.00	16.00		
Reusable items	Free	Free	Freeze		
BUS DEPARTURE CHARGES				Plus VAT	Cabinet
Fee per departure	0.30	0.35	0.05		
CAR PARKS					
Charges for Infringements				No VAT	
Civil parking enforcement - higher charge	70.00	70.00	Freeze		
Civil parking enforcement - lower charge	50.00	50.00	Freeze		
Discount for block purchase of permits					
Discount for purchase of 20 or more permits	20.00	20.00	Freeze		
Construction permit (max of 1 week permit)				VAT Incl.	
Initial day rate	15.00	16.00	1.00		
Additional days	6.00	7.00	1.00		
Bankside				VAT Incl.	Cabinet
Season ticket - per quarter	156.00	165.00	9.00		
Each additional permit for the same numbered bay - per quarter	25.00	26.00	1.00		
Overnight quarterly permit - 6pm to 7am	60.00	62.00	2.00		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
Blackfriars (Zone C)				VAT Incl.	Cabinet
Up to 1 hour	1.00	1.10	0.10		
Up to 2 hours	1.50	1.60	0.10		
Up to 3 hours	2.00	2.10	0.10		
Up to 4 hours	2.50	2.60	0.10		
Up to 6 hours	3.00	3.20	0.20		
6 hours to 24 hours	3.50	3.70	0.20		
Season ticket - per quarter	156.00	165.00	9.00		
Evening charge - 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit - 8pm to 8am	60.00	65.00	5.00		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		
Cherry Orchard (Zone B)				VAT Incl.	Cabinet
Up to 1 hour	1.00	1.10	0.10		
Up to 2 hours	1.90	2.00	0.10		
Up to 3 hours	2.80	3.00	0.20		
Up to 4 hours	4.00	4.20	0.20		
4 hours to 24 hours	5.20	5.50	0.30		
Season ticket - per quarter	156.00	165.00	9.00		
Evening charge - 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit - 8pm to 8am	60.00	65.00	5.00		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		
Corporation Street (Zone A)				VAT Incl.	Cabinet
Up to 1/2 hour	0.80	0.90	0.10		
Up to 1 hour	1.50	1.60	0.10		
Evening charge - 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit - 8pm to 8am	60.00	65.00	5.00		
Bank Holiday	1.50	1.50	Freeze		
Event Parking	1.50	1.50	Freeze		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Fogg Street East (Zone A)					
Season ticket - per quarter	156.00	165.00	9.00	VAT Incl.	Cabinet
Each additional permit for the same numbered bay - per quarter	25.00	26.00	1.00		
Overnight quarterly permit - 6pm to 7am	60.00	65.00	5.00		
Goose Street (Zone B)				VAT Incl.	Cabinet
Up to 1 hour	1.00	1.10	0.10		
Up to 2 hours	1.90	2.00	0.10		
Up to 3 hours	2.80	3.00	0.20		
Up to 4 hours	4.00	4.20	0.20		
4 hours to 24 hours	5.20	5.50	0.30		
Season ticket - per quarter	156.00	165.00	9.00		
Evening charge - 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit - 8pm to 8am	60.00	65.00	5.00		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		
Hassell Street (Zone B) (Bandings Subject to Review)				VAT Incl.	Cabinet
Up to 1 hour	1.00	1.10	0.10		
Up to 2 hours	1.90	2.00	0.10		
Up to 3 hours	2.80	3.00	0.20		
Up to 4 hours	4.00	4.20	0.20		
4 hours to 24 hours	5.20	5.50	0.30		
Season ticket - per quarter	156.00	165.00	9.00		
Resident permit - per quarter	60.00	65.00	5.00		
Evening charge - 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit - 8pm to 8am	60.00	65.00	5.00		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		
High Street (Rear of)				VAT Incl.	Cabinet
Season ticket - per quarter	156.00	165.00	9.00		
Each additional permit for the same numbered bay - per quarter	25.00	26.00	1.00		
Overnight quarterly permit - 6pm to 7am	60.00	65.00	5.00		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
King Street (Zone C)				VAT Incl.	Cabinet
Up to 1 hour	1.00	1.10	0.10		
Up to 2 hours	1.50	1.60	0.10		
Up to 3 hours	2.00	2.10	0.10		
Up to 4 hours	2.50	2.60	0.10		
Up to 6 hours	3.00	3.20	0.20		
6 hours to 24 hours	3.50	3.70	0.20		
Season Ticket - per quarter	156.00	165.00	9.00		
Evening charge - 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit - 8pm to 8am	60.00	65.00	5.00		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		
Lyme Valley / Buckmaster Ave					
Up to 3 hours	Free	Free	Freeze		
Up to 4 hours	4.25	4.50	0.25	VAT Incl.	Cabinet
4 - 24 hours	6.00	6.30	0.30		
Season Ticket - per quarter	156.00	165.00	9.00		
Lyme Valley / Lyme Valley Rd					
Up to 2 hours	Free	Free	Freeze		
Up to 3 hours	3.20	3.40	0.20		
Up to 4 hours	4.25	4.50	0.25		
4 - 24 hours	6.00	6.30	0.30		
Season Ticket - per quarter	156.00	165.00	9.00	VAT Incl.	Cabinet
Midway (Zone A)					
Up to 1 hour	1.10	1.20	0.10		
Up to 2 hours	2.10	2.20	0.10		
Up to 3 hours	3.20	3.40	0.20		
Up to 4 hours	4.25	4.50	0.25		
Up to 24 hours	6.00	6.30	0.30		
Season ticket - per quarter	156.00	165.00	9.00		
Evening charge - 1pm to 8am (closed at 9pm Mon-Sat and 5.30pm on Sunday)	1.00	1.00	Freeze	VAT Incl.	Cabinet
Overnight quarterly permit - 8pm to 8am	60.00	65.00	5.00		
Bank Holiday	1.10	1.10	Freeze		
Event Parking	1.10	1.10	Freeze		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
Ryecroft (Zone B)					
Up to 1 hour	1.10	1.20	0.10	VAT Incl.	Cabinet
Up to 2 hours	2.10	2.20	0.10		
Up to 3 hours	3.20	3.40	0.20		
Up to 4 hours	4.25	4.50	0.25		
Up to 24 hours	6.00	6.30	0.30		
Overnight 1pm to 8am	1.10	1.00	-0.10		
Bank Holiday	1.10	1.10	Freeze		
Event Parking	1.10	1.10	Freeze		
School Street/ Barracks Road (Zone B)					
Up to 1 hour	1.00	1.10	0.10	VAT Incl.	Cabinet
Up to 2 hours	1.90	2.00	0.10		
Up to 3 hours	2.80	3.00	0.20		
Season ticket - per quarter	156.00	165.00	9.00		
Evening charge - 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit - 8pm to 8am	60.00	65.00	5.00		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		
Silverdale Road (Zone C)					
Up to 1 hour	1.00	1.10	0.10	VAT Incl.	Cabinet
Up to 2 hours	1.50	1.60	0.10		
Up to 3 hours	2.00	2.10	0.10		
Up to 6 hours	3.00	3.20	0.20		
6 hours to 24 hours	3.50	3.70	0.20		
Season ticket - per quarter	156.00	165.00	9.00		
Resident permit - per quarter	60.00	65.00	5.00		
Evening charge - 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit - 8pm to 8am	60.00	65.00	5.00		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Windsor Street (Zone B)					
Up to 1 hour	1.00	1.10	0.10		
Up to 2 hours	2.00	2.10	0.10		
Season ticket - after school (30 minutes)	30.00	31.00	1.00		
Evening charge - 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit - 8pm to 8am	60.00	65.00	5.00		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		
CEMETERIES					
Interment Fees - Resident Fees				No VAT	Cabinet
17 years and under	1,030.00	1,085.00	55.00		
18 years & over 7ft	1,230.00	1,300.00	70.00		
18 years & over 4ft 6	1,030.00	1,085.00	55.00		
Woodland burial - Keele Cemetery (1 full interment only in each grave)	1,030.00	1,085.00	55.00		
Cremated remains at 2 feet	450.00	480.00	30.00		
Woodland burial cremated remains at 2 feet - Keele Cemetery (4 interments only in each grave)	450.00	480.00	30.00		
Additional depth for cremated remains over 2 feet	240.00	250.00	10.00		
Additional depth over 6 feet per foot	260.00	270.00	10.00		
Interment of body part	N/A	480.00	New		
Double interment (two interments taking place at the same time)	N/A	Interment fee + 50%	New		
Exhumation fee - cremated remains	Cost	1,500.00	-		
Exhumation fee	Cost	3,500.00	-		
Purchase of Graves - Resident Fees				No VAT	Cabinet
(Includes right to erect memorial for single grave)					
Exclusive Right of Burial & Memorialisation for a Single Grave	1,390.00	1,465.00	75.00		
Lawn Graves Reservation	1,990.00	2,084.00	94.00		
Exclusive Right of Burial in a Woodland Grave at Keele Cemetery (1 full interment only in each grave plus memorial tree)	1,450.00	1,465.00	15.00		
Reservation of Woodland Grave	2,050.00	2,085.00	35.00		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
Exclusive Right of Burial and Memorialisation in a Cremated Remains Grave at 2ft	685.00	730.00	45.00		
Reservation of a Cremated Remains Grave	985.00	1,035.00	50.00		
Exclusive Right of Burial in a Woodland Cremated Remains Grave, Keele Cemetery at 2ft Inclusive of a Shrub	685.00	730.00	45.00		
Reservation of Woodland Cremated Remains Grave	1,045.00	1,095.00	50.00		
Renewal of exclusive right of burial & memorialisation (full grave)	400.00	450.00	50.00		
Renewal of exclusive right of burial & memorialisation (cremated remains grave)	200.00	250.00	50.00		
Transfer of ownership of exclusive rights of burial & memorialisation	105.00	115.00	10.00		
Duplicate deed of exclusive rights of burial & memorialisation	55.00	60.00	5.00		
Memorial fee permit	55.00	60.00	5.00		
Interment Fees - Non-Resident Fees				No VAT	Cabinet
17 years and under	1,560.00	1,645.00	85.00		
18 years & over 7ft	1,760.00	1,865.00	105.00		
18 years & over 4ft 6	1,560.00	1,645.00	85.00		
Woodland burial - Keele Cemetery (1 full interment only in each grave)	1,560.00	1,645.00	85.00		
Cremated remains at 2 feet	675.00	730.00	55.00		
Woodland burial cremated remains at 2 feet - Keele Cemetery (4 interments only in each grave)	675.00	730.00	55.00		
Interment of body part	N/A	730.00	New		
Additional depth for cremated remains over 2 feet	240.00	260.00	20.00		
Additional depth over 6 feet per foot	260.00	280.00	20.00		
Double interment (two interments taking place at the same time)	N/A	Interment fee + 50%	New		
Exhumation fee - cremated remains	Cost	1,500.00	-		
Exhumation fee	Cost	3,500.00	-		
Purchase of Graves - Non-Resident Fees				No VAT	Cabinet
(Includes right to erect memorial for single grave)					
Exclusive Right of Burial & Memorialisation for a Single Grave	2,780.00	2,930.00	150.00		
Lawn Graves Reservation	3,380.00	3,530.00	150.00		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Exclusive Right of Burial in a Woodland Grave at Keele Cemetery (1 full interment only in each grave plus memorial tree)	2,780.00	2,930.00	150.00		
Reservation of Woodland Grave	3,380.00	3,530.00	150.00		
Exclusive Right of Burial and Memorialisation in a Cremated Remains Grave at 2ft	1,370.00	1,450.00	80.00		
Reservation of a Cremated Remains Grave	1,970.00	2,050.00	80.00		
Exclusive Right of Burial in a Woodland Cremated Remains Grave, Keele Cemetery at 2ft Inclusive of a Shrub	1,370.00	1,450.00	80.00		
Reservation of Woodland Cremated Remains Grave	1,970.00	2,050.00	80.00		
Renewal of exclusive right of burial & memorialisation (cremated remains grave)	500.00	540.00	40.00		
Transfer of ownership of exclusive rights of burial & memorialisation	160.00	170.00	10.00		
Duplicate deed of exclusive rights of burial & memorialisation	85.00	95.00	10.00		
Erection of Memorials (no prior right given)				No VAT	Cabinet
Memorial not exceeding 3 feet in height	170.00	180.00	10.00		
Columbarium					
10-year lease including 1st interment	613.00	650.00	37.00	No VAT	Cabinet
2nd interment	86.00	100.00	14.00		
Renewal of 10-year lease	307.00	315.00	8.00		
Additional 5-year lease	307.00	315.00	8.00		
Use of Chapel & Community Room					
Newcastle cemetery chapel	200.00	200.00	Freeze	No VAT	Cabinet
Keele community room - service	200.00	200.00	Freeze		
Keele community room - full day hire	150.00	150.00	Freeze		
Keele community room - half day hire	75.00	75.00	Freeze		
Keele community room - per hour hire	25.00	25.00	Freeze		
Sundry Items				VAT Incl.	Cabinet
Single abstract information from registrar	80.00	30.00	-50.00		
Family history research	25.00	25.00	Freeze		
Casket - Single	93.00	95.00	2.00		
Casket - Double	118.00	120.00	2.00		
Casket Plaque for Crematorium Boxes	15.00	15.00	Freeze		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Wooden cross	51.00	55.00	4.00		
Memorial bench	1,100.00	1,500.00	400.00		
Memorial trees	405.00	420.00	15.00		
Barrier fob replacements	12.00	15.00	3.00		
Late arrival at cemeteries by more than 15 mins, Funeral Director charge	200.00	200.00	Freeze		
Late Paperwork	50.00	50.00	Freeze		
Incorrect coffin size	50.00	50.00	Freeze		
Admin fee	N/A	85.00	New		
Late removal of memorial resulting in a delay of grave excavation	N/A	150.00	New		
CIRCUSES & FAIRS				No VAT	Cabinet
Hire rate per day of site presence (based on an 8-hour day - 1 day to set up & 1 day to dismantle free of charge)	700.00	730.00	30.00		
Returnable deposit - cleaning	1,000.00	1,040.00	40.00		
Returnable deposit - damage	1,000.00	1,040.00	40.00		
COVENANT CONSENTS				No VAT	Cabinet
Covenant consents and any written responses to enquiries relating to land and property previously owned by the Council	160.00	165.00	5.00		
Initial purchase enquiry form for land smaller than 0.1ha (deducted from land transaction fee if completed otherwise non-refundable)	N/A	100.00	New		
CREMATORIUM					
Cremation Fees				No VAT	Cabinet
17 years of age and under	845.00	895.00	50.00		
Direct cremation no service or family before 9.00am, Tues, Thursday, Friday	350.00	350.00	Freeze		
18 years & over 9.20am service time only	600.00	650.00	50.00		
18 years & over from 10am	845.00	895.00	50.00		
Cremation environmental charge	80.00	85.00	5.00		
Burial of remains cremated elsewhere	250.00	260.00	10.00		
Chapel hire - additional use to cremation service	200.00	220.00	20.00		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
Chapel service 40 mins	470.00	490.00	20.00		
Temporary deposit of ashes (per week after the first 4 weeks)	15.00	20.00	5.00		
Storage of ashes where burial is to be arranged (per week after 12 weeks)	N/A	20.00	New		
Obitus Fees				VAT Incl.	
Webcast Live	35.00	40.00	5.00		
Webcast Live + 28 day + downloadable	55.00	60.00	5.00		
Keepsake DVD, USB, Blu-Ray, or Audio CD	60.00	65.00	5.00		
Basic Slideshow	45.00	50.00	5.00		
Music Slideshow (Pro-Tribute)	80.00	85.00	5.00		
Family-supplied tribute checking	25.00	30.00	5.00		
Bespoke tribute	400.00	400.00	Freeze		
Themed tribute	100.00	105.00	5.00		
Extra single photo	15.00	20.00	5.00		
Extra photo charge (each extra 25 photos on a visual tribute)	30.00	35.00	5.00		
Extra work charge	25.00	30.00	5.00		
Tribute download	15.00	20.00	5.00		
Video book	95.00	100.00	5.00		
Memory box	130.00	135.00	5.00		
Obitus bundle	175.00	180.00	5.00		
Urns & Containers				VAT Incl.	Cabinet
Casket - Single	93.00	95.00	2.00		
Casket - Double	118.00	120.00	2.00		
Casket plaque for Crematorium Boxes	15.00	15.00	Freeze		
Postage & packaging	Cost + £40	Cost + £40	Freeze		
Memorialisation				VAT Incl.	Cabinet
Book of remembrance up to 2 lines	80.00	85.00	5.00		
Book of remembrance for 5 lines	170.00	180.00	10.00		
Book of remembrance for 8 lines	260.00	270.00	10.00		
Simple flower or emblem with five lines or more	100.00	120.00	20.00		
Badges or coat of arms with five lines or more	150.00	160.00	10.00		
Memorial card to match inscription	34.00	50.00	16.00		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
Plaques				No VAT	Cabinet
12" x 4" new plaque & 10-year hire	500.00	520.00	20.00		
Each succeeding 5-year hire	200.00	210.00	10.00		
12" x 8" new plaque & 10-year hire	750.00	780.00	30.00		
Each succeeding 5-year hire	300.00	380.00	80.00		
Adding to existing plaque per letter or figure	12.00	12.00	Freeze		
Regilding of existing letters (per letter)	7.00	8.00	1.00		
Wall plaque purchase at end of lease (12"x4")	N/A	100.00	New		
Wall plaque purchase at end of lease (12"x8")	N/A	200.00	New		
Additional Memorials				No VAT	Cabinet
Memorial benches	1,100.00	1,500.00	400.00		
Individual memorial bench - 5-year renewal	N/A	500.00	New		
Remembrance bench (up to 12 plaques) - initial lease of plaque 5-years	N/A	295.00	New		
Remembrance bench (up to 12 plaques) - renewal for 5-years	N/A	175.00	New		
Memorial leaf on tree initial 5-year lease	N/A	300.00	New		
Memorial leaf on tree renewal for 5-years	N/A	250.00	New		
Memorial vases	500.00	520.00	20.00		
Additional characters for Kerb side vase	3.00	5.00	2.00		
Each succeeding 5-year hire	300.00	320.00	20.00		
Planters	839.00	870.00	31.00		
Each succeeding 5-year hire	342.00	355.00	13.00		
Trees	718.00	745.00	27.00		
Each succeeding 10-year hire	375.00	390.00	15.00		
Garden / Memorial Plaque	400.00	415.00	15.00		
Additional plaques in same location as family member in gardens	100.00	105.00	5.00		
Garden / Memorial Plaque - 5-year renewal	N/A	205.00	New		
Donations Memorial Fish/Bulbs	200.00	200.00	Freeze		
Service overrun at Bradwell Crem charge to be made to the Funeral Director	200.00	200.00	Freeze		
Late Paperwork	50.00	50.00	Freeze		
Incorrect coffin size	50.00	50.00	Freeze		
Early/late arrival at cemeteries by more than 15 minutes, charge to be made to the funeral directors	200.00	200.00	Freeze		
Admin Fee	N/A	85.00	New		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
DOG WARDEN SERVICE					
Recovery of Stray Dogs				No VAT	Cabinet
During normal working hours - reclaim fee	75.00	80.00	5.00		
Daily kennelling fees	Cost	Cost	Freeze		
ELECTIONS					
Rule 9 (1) Parliamentary Election Regulations & Rule/Reg 9 (1) Police Fire and Crime Commissioner Election Regulations - Candidates' Deposits				No VAT	Statutory
Parliamentary election candidate	500.00	500.00	Freeze		
Police Fire and Crime Commissioner candidate	5,000.00	5,000.00	Freeze		
Regulations 48 & 49 Representation of the People Regulations 2001				No VAT	Statutory
Supply of Full Register					
Sale of full register (printed)	10.00	10.00	Freeze		
Plus, per 1,000 names or part 1,000 (printed)	5.00	5.00	Freeze		
Sale of full register (data)	20.00	20.00	Freeze		
Plus, per 1,000 names or part 1,000 (data)	1.50	1.50	Freeze		
List of overseas electors (printed)	10.00	10.00	Freeze		
Plus, per 100 names or part 100 (printed)	5.00	5.00	Freeze		
List of overseas electors (data)	20.00	20.00	Freeze		
Plus, per 100 names or part 100 (data)	1.50	1.50	Freeze		
Supply of Edited Register				No VAT	Statutory
Sale of edited register (printed)	10.00	10.00	Freeze		
Plus, per 1,000 names or part 1,000 (printed)	5.00	5.00	Freeze		
Sale of register (data)	20.00	20.00	Freeze		
Plus, per 1,000 names or part 1,000 (data)	1.50	1.50	Freeze		
Regulations 120 Representation of the People Regulations 2001					
Supply of Marked Register				No VAT	Statutory
Supply of marked registers (printed)	10.00	10.00	Freeze		
Plus, per 1,000 entries or part 1,000	2.00	2.00	Freeze		
Supply of marked registers (data)	10.00	10.00	Freeze		
Plus, per 1,000 entries or part 1,000	1.00	1.00	Freeze		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Inspection & Copies of Documents				No VAT	Statutory
Regulation 10 representation of the people regulations 2001 - inspection of candidates' expenses	5.00	5.00	Freeze		
A4 - copies (black & white)	0.20	0.20	Freeze		
Town & Parish Elections				No VAT	
<i>Borough Council Election taking place on the same day:</i>					
Town or Parish specific printing / postage costs	Market rate + 5% admin costs	Market rate + 5% admin costs	Freeze		
- Room hire	50% of cost	50% of cost	Freeze		
- Staffing costs (polling & count)	50% of staffing rate on the same day, or full costs if the count is taking place on a different day	50% of staffing rate on the same day, or full costs if the count is taking place on a different day	Freeze		
<i>Town or Parish Election on different day i.e., by-election</i>					
- printing, postage, stationery, room hire costs and other associated costs	Full costs for each election per ward or parish	Full costs for each election per ward or parish	Freeze		
- polling station / count staff cost	Standard NULBC staffing rates	Standard NULBC staffing rates	Freeze		
Uncontested Town or Parish Election Administration Fee	100.00 per election (if warded the cost is 100.00 for each ward or parish as they are classed as separate elections).	100.00 per election (if warded the cost is 100.00 for each ward or parish as they are classed as separate elections).	Freeze		
Room hires	Full Costs	Full Costs	Freeze		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
ENVIRONMENTAL HEALTH					
Works in default of statutory notice					
Calculated in accordance with the following formula -	Per Formula	Per Formula	Freeze	No VAT	Cabinet
a) Contractor costs					
b) Officer costs (per hour at actual rate)					
c) Car mileage & subsistence					
d) On costs (b+c) + 25%					
e) Disbursements (e.g., warrant application, postage, printing, cost of invoice etc.)					
Total = a+d+e+ interest on outstanding balance as determined by council at start of financial year					
Environmental Offences - Fixed Penalty Notices					
Waste receptacles - Section 47ZA(2) (paid in 10 days)	60.00	60.00	Freeze	No VAT	Statutory
Waste receptacles - Section 47ZA(2) (paid in 14 days)	80.00	80.00	Freeze		
Failure to Produce Waste Carrier Registration Documents – Control of Pollution (Amendment) Act 1989 – section 5B	300.00	300.00	Freeze		
Failure to furnish documentation (waste carrier authority - Section 34(2))	300.00	300.00	Freeze		
Litter – Section 88 (1) Domestic person (paid within 14 days)	75.00	200.00	125.00		
Litter – Section 88 (1) Commercial business (paid within 14 days)	100.00	500.00	400.00		
Unauthorised distribution of literature on designated land - Schedule 3A (7)2 (paid in 10 days)	75.00	75.00	Freeze		
Unauthorised distribution of literature on designated land - Schedule 3A (7)2 (paid in 14 days)	100.00	100.00	Freeze		
Failure to comply with a Community Protection Notice or Public Spaces Protection Order (paid in 10 days)	75.00	75.00	Freeze		Cabinet
Failure to comply with a Community Protection Notice or Public Spaces Protection Order (paid in 14 days)	100.00	100.00	Freeze		Cabinet
Littering from vehicles outside of London (Keepers: Civil Penalties) Regulations 2018, Regulation 6 (Paid in 14 days)	75.00	75.00	Freeze		Public Protection Committee

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Littering from vehicles outside of London (Keepers: Civil Penalties) Regulations 2018, Regulation 6 (Paid in 28 days)	100.00	100.00	Freeze		
Graffiti and Fly Posting (Anti-Social Behaviour Act 2003 - Section 43) (Domestic person)	100.00	200.00	100.00		
Graffiti and Fly Posting (Anti-Social Behaviour Act 2003 - Section 43) (Commercial business)	100.00	500.00	400.00		
Domestic Waste Section 46 (Environmental Protection Act 1990)	N/A	60.00	New		
Household waste duty of care fixed penalty notices. Environmental protection Act 1990 Section 34(2A)	400.00	600.00	200.00		
Fly tipping (The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 which amends Environmental Protection Act 1990 "33ZA Fixed penalty notices for contravention of section 33(1)(a): England (from domestic property)	400.00	500.00	100.00		
Fly tipping (The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 which amends Environmental Protection Act 1990 "33ZA Fixed penalty notices for contravention of section 33(1)(a): England (from motor vehicle)	400.00	1,000.00	600.00		
Fly tipping (The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 which amends Environmental Protection Act 1990 "33ZA Fixed penalty notices for contravention of section 33(1)(a): England (from commercial business)	400.00	1,000.00	600.00		
Vehicle repair & sale offences (Clean Neighbourhoods and Environment Act 2005, Sections 3 & 4	100.00	100.00	Freeze		
FPN for abandoned vehicles	200.00	200.00	Freeze		
Environmental Protection Act 1990 - Part 1 Pollution Prevention & Control Act 1999 Register of Permits				No VAT	Cabinet
Copy of tape/CD recorded interviews	18.00	20.00	2.00		
Environmental Information Regulations 1992 (requests for information), Charge per Hour (ICO guidance)	26.00	26.00	Freeze		ICO Guidance
Noise monitoring service for Registered Social Landlords & Private Landlords for 1 period of up to 7 days & subsequent report & copy of recording	310.00	360.00	50.00		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
Environmental Health Licences				No VAT	Cabinet
Dangerous wild animals - first licence	650.00	676.00	26.00		
Dangerous wild animals - renewal	323.00	336.00	13.00		
Zoo - first licence	Price on Application	Price on Application	Freeze		
Zoo - renewal	Price on Application	Price on Application	Freeze		
Selling animals as Pets – Grant new licence	364.00	379.00	15.00		
Selling animals as Pets – Renew licence	323.00	336.00	13.00		
Selling animals as Pets – Grading review (no visit)	83.00	87.00	4.00		
Selling animals as Pets – Variation	104.00	109.00	5.00		
Animal Boarding – Grant new licence	364.00	379.00	15.00		
Animal Boarding – Renew licence	323.00	336.00	13.00		
Animal Boarding – Grading review (no visit)	83.00	87.00	4.00		
Animal Boarding – Variation	104.00	109.00	5.00		
Hiring out horses – Grant new licence Exc Vet Fee	583.00	607.00	24.00		
Hiring out Horses - new licence Vet Fee	N/A	Price on Application	New		
Hiring out horses – Renew licence exc. Vet Fee	531.00	553.00	22.00		
Hiring out Horses - renew licence Vet Fee	N/A	Price on Application	New		
Hiring out horses – Grading review (no visit)	83.00	87.00	4.00		
Hiring out horses – Variation	104.00	109.00	5.00		
Hiring out horses – Annual horse check	364.00	379.00	15.00		
Breeding Dogs – Grant new licence	603.00	628.00	25.00		
Breeding Dogs - New licence Vet Fee	N/A	Price on Application	New		
Breeding Dogs – Renew licence	323.00	336.00	13.00		
Breeding Dogs – Grading review (no visit)	83.00	87.00	4.00		
Breeding Dogs – Variation	104.00	109.00	5.00		
Keeping or training animals for exhibition - Grant new licence (3yrs)	250.00	260.00	10.00		
Keeping or training animals for exhibition - Renew licence (3yrs)	250.00	260.00	10.00		
Keeping or training animals for exhibition - Variation	104.00	109.00	5.00		
Re-inspection	104.00	109.00	5.00		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Registration of premises for acupuncture, tattooing, cosmetic piercing, electrolysis & semi-permanent skin colouring	160.00	168.00	8.00		
Registration of each operative	100.00	105.00	5.00		
Additional treatment registration	83.00	87.15	4.15		
Export health certificates	172.00	180.60	8.60		
Charges for Authorised Process - Local Authority Pollution Prevention Control Act					Statutory
The scale of charges is set by DEFRA annually after consultation with Local Authorities, representatives of industry and other stakeholders. The scale of charges is designed to cover the regulatory and administrative costs (including visits, administration, advice, and time) to the regulator arising from each process. The 2018/19 charges are to be advised by DEFRA in February 2018.	As per DEFRA Guidance	As per DEFRA Guidance	Freeze		To be advised by DEFRA
Factual Statements (Food Safety Act, Health & Safety at Work Act, Environmental Protection Act)					Cabinet
Charge for factual statements - additional time	156.00	165.00	9.00		
Charge for factual statements - disclosure of documents	84.00	90.00	6.00		
Private Water Supplies				No VAT	Statutory
Risk assessment (per hour, plus mileage)	Hourly charge out rate for officer plus mileage or cost incurred if contractor (each LA sample visit to also include an additional £40 to cover UKAS accreditation)	Hourly charge out rate for officer plus mileage or cost incurred if contractor (each LA sample visit to also include an additional £40 to cover UKAS accreditation)	Freeze		
Sampling					
Investigation					
Authorisation					
Analysis - during Regulation 10	Laboratory cost	Laboratory cost	Freeze		
Analysis - during check monitoring					
Analysis - during audit monitoring					

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Swimming Pools				No VAT	Cabinet
Sampling of pool water - per annum	720.00	756.00	36.00		
Sampling of pool water - one sample	75.00	78.75	3.75		
Food Hygiene Rating Scheme				No VAT	Public Protection
Food Hygiene Rating Scheme inspection	220.00	231.00	11.00		
FACILITIES MANAGEMENT				Plus VAT	Cabinet
NULBC delivery of Facilities Management services to Community Centres on full repairing leases and Kidsgrove Town Council. Calculated in accordance with the following formula - a) Contractor costs + b) Officer costs for administration and management + c) Car mileage & subsistence + d) On costs + 5% For any exceptional requests/project related works to Bus Station on-cost 3%	As per formula	As per formula	Freeze		
GARDEN WASTE RECYCLING				No VAT	Cabinet
Garden waste service - one bin	38.50	39.95	1.45		
Every additional garden waste bin	38.50	39.95	1.45		
Delivery of each additional garden waste bin	28.50	30.00	1.50		
LAND CHARGES				Plus VAT	
Residential – Con 29 only (conveyancer search)	144.00	138.00	-6.00		
Residential – additional parcel of land - each	90.00	90.00	Freeze		
Residential - Con290 optional enquiries - each	38.00	36.50	-1.50		
Commercial – Con 29 only (conveyancer search)	360.00	344.00	-16.00		
Commercial – additional parcel of land - each	216.00	210.00	-6.00		
Commercial – Con290 optional enquiries - each	38.00	36.50	-1.50		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
LEISURE CHARGES					
Sport Development				No VAT	Cabinet
Sports Development Activities up to 2 hours	Quote based on staffing costs	Quote based on staffing costs	Freeze		
Jubilee 2					
<i>Equipment Resale</i>					
Saleable items	Market Value	Market Value	Freeze	VAT Incl.	Portfolio Holder
Equipment Hire	Market Value	Market Value	Freeze	No VAT	
<i>Junior Memberships</i>					
Active2 12-16 years: Swimming, gym*, and appropriate classes (14 years and above with a paying Adult)	16.50	18.00	1.50	No VAT	
*Access between the hours Monday – Friday 6.00 pm to 9.00pm with an appropriate adult. All other times individuals can attend unsupervised					
DJD Junior Dance - Daniel Jones Dance Junior Membership	23.00	20.00	-3.00	No VAT	
<i>Premium Membership Charges Adults</i> <i>(Including gym, classes, swim, climbing, discount on retail)</i>				No VAT	Cabinet
Joining fee (includes inductions) (16 years +) (one off fee - includes key)	20.00	20.00	Freeze		
Single Membership - 12-month minimum contract - payment monthly by direct debit.	30.00	32.00	2.00		
Single Membership - no contract - per month	39.50	41.50	2.00		
Single Membership - 12-month membership for price of 11 months - payable in advance	330.00	352.00	22.00		
Corporate membership – peak (includes Students) monthly contract	31.99	34.00	2.01		
Corporate membership - peak (includes Students) 12-month contract	25.50	27.50	2.00		
Swim and aquatic membership 12-month contract	25.00	27.00	2.00		
Swim and aquatic membership monthly contract	34.00	36.00	2.00		
Gym and group exercise classes 12-month contract	25.00	27.00	2.00		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
Gym and group exercise classes monthly contract	34.00	36.00	2.00		
Climbing only membership 12-month contract	17.00	19.00	2.00		
Blue light membership NHS, Armed Forces, Police, Fire Brigade) 12-month contract	19.99	23.00	3.01		
DJ Dance membership DJ classes and live steam only, 12-month contract	22.50	24.50	2.00	No VAT	
DJ Dance Membership existing customers only	26.00	28.00	2.00		
Student membership month to month NUS card, college card letter form school 16+ month to month	20.00	23.00	3.00		
Legacy Off Peak Memberships annual % increase (rounded to nearest 10p)	4%	8%	0.04		
<i>Studio Hire</i>				VAT Incl.	Cabinet
Studio 1	42.00	42.00	Freeze		
Studio 2	42.00	42.00	Freeze		
<i>Swim / Climbing Casual Fee</i>				No VAT	
Adult - Lite membership	6.00	6.30	0.30		
Adult - Concession	4.00	4.30	0.30		
Juniors	4.00	4.30	0.30		
<i>Gym / Classes Casual Fee</i>				No VAT	
Adult - Lite membership	6.00	6.30	0.30		
Adult - Concession	4.00	4.30	0.30		
Junior 12 and over - Activities accessed in accordance with Industry guidance	4.00	4.30	0.30		
<i>Swimming Instruction</i>					
<i>Swimming Lessons</i>				No VAT	Cabinet
Adult swimming lesson (30 minutes)	9.50	9.90	0.40		
Junior swimming lesson (30 minutes) price per lesson - block of 12	6.00	6.40	0.40		
<i>Private Lessons</i>				No VAT	Cabinet
1:1 swim lesson (per 30 minutes)	21.00	22.00	1.00		
1:1 Lessons 5 consecutive sessions in payable in advance	90.00	94.00	4.00		
1:1 dance lesson with DJD Dance - 30 minutes	22.50	24.00	1.50		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
1:1 swim / dance lesson with DJD Dance - 30 minutes, block of four lessons	80.00	84.00	4.00	No VAT	Cabinet
DJ Wedding Package	200.00	210.00	10.00		
<i>Pool Courses</i>					
Rookie lifeguards (per 2-hour session) - Lyme Card	10.00	12.00	2.00	VAT Incl.	Cabinet
<i>Swimming Pool Hire</i>					
Teaching Pool Hire	70.00	75.00	5.00		
Main Pool Hire - (8 lane) (per lane per hour)	19.00	20.00	1.00		
Additional staff for pool hire (per staff member)	30.00	35.00	5.00		
Setup fee - galas	35.00	45.00	10.00		
Time equipment hire - galas	35.00	45.00	10.00		
<i>Parties</i>					
Pool Party inclusive of 1 hour studio use	95.00	100.00	5.00		
Climbing Party (six people) inclusive of studio use	95.00	100.00	5.00		
Additional instructor per six children	35.00	40.00	5.00	No VAT	Cabinet
Bowls					
Adult	4.73	5.00	0.27		
Junior/60+	2.36	3.00	0.64		
Summer season ticket - adult	66.98	70.00	3.02		
Summer season ticket - junior/60+/unemployed	44.18	46.00	1.82		
Winter season ticket	16.54	18.00	1.46		
Summer/winter season ticket - adult	79.34	83.00	3.66		
Summer/winter season ticket - junior/60+/unemployed	55.72	58.00	2.28		
Merit competition per player - per hour	9.00	10.00	1.00		
Greenage fees for pre-booking (plus playing fee per person)	10.98	12.00	1.02	No VAT	Cabinet
Tennis Class A (Westlands, Wolstanton)					
Adult (per hour per court)	Free	Free	Freeze		
Junior / Concession (per hour per court)	Free	Free	Freeze		
Education / Not for Profit Organisations	Free	Free	Freeze		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Tennis Class B (Chesterton, Silverdale, Birchenwood, Bradwell, Clough Hall)	Free	Free	Freeze		
Football (alternate weekly use per season)				No VAT	Cabinet
Wolstanton Marsh Pavilion	619.00	645.00	26.00		
All other pitches	430.00	450.00	20.00		
Junior pitch	60% of Fee	60% of Fee	Freeze		
Mini soccer pitch (unmarked)	251.00	262.00	11.00		
Mini soccer pitch (marked)	352.00	368.00	16.00		
Rugby (alternate weekly use per season)				No VAT	Cabinet
Bathpool	873.00	908.00	35.00		
Lyme Valley	873.00	908.00	35.00		
Clough Hall	873.00	908.00	35.00		
Junior Pitch	60% of fee	60% of fee	Freeze		
Rugby (casual use per match)	101.00	106.00	5.00	No VAT	Cabinet
Concessionary Licences				No VAT	Cabinet
Brampton Park ice cream sales	845.00	879.00	34.00		
Brampton Park use of bouncy castle	845.00	879.00	34.00		
4 Large Parks Northern part of Borough – ice cream	725.00	754.00	29.00		
4 Large Parks Southern part of Borough – ice cream	725.00	754.00	29.00		
Community Events				Plus VAT	Cabinet
Wedding Photos within a park setting	47.00	49.00	2.00		
Advertising within parks	10.00 to 5125.00	11.00 to 5,330.00	1.00 to 205.00	Plus VAT	
Booking large events - more than 6 months planning	188.00	196.00	8.00	No VAT	
Booking medium events - more than 6 months planning (firework displays, carnivals etc.)	95.00	99.00	4.00	No VAT	
Booking small events - more than 6 months planning (competitions, fun days, picnics etc.)	35.00	37.00	2.00	No VAT	

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
LICENCES					
General				No VAT	
Sex establishments - application fee	3,524.00	3,665.00	141.00		Licensing Committee
Sex establishments - Renewal	3,524.00	3,665.00	141.00		
Sex establishments - variation	1,193.00	1,241.00	48.00		
Sex establishments - transfer	1,193.00	1,241.00	48.00		
Scrap metal dealer site licence	301.00	313.00	12.00		
Scrap metal dealer collectors' licence	238.00	248.00	10.00		
Gambling Act 2005				No VAT	
Lotteries - application fee	40.00	40.00	Freeze		Statutory fees - Licensing Committee
Lotteries - annual fee	20.00	20.00	Freeze		
Bingo - application fee	3,500.00	3,500.00	Freeze		
Bingo - annual fee	1,000.00	1,000.00	Freeze		
Bingo - application to vary	1,750.00	1,750.00	Freeze		
Bingo – application for transfer	1,200.00	1,200.00	Freeze		
Bingo – application to reinstate	1,200.00	1,200.00	Freeze		
Track betting - application fee	2,500.00	2,500.00	Freeze		
Track betting - annual fee	1,000.00	1,000.00	Freeze		
Track betting - application to vary	1,250.00	1,250.00	Freeze		
Track betting - application to transfer	950.00	950.00	Freeze		
Track betting – application to reinstate	950.00	950.00	Freeze		
Betting premises - application fee	3,000.00	3,000.00	Freeze		
Betting premises - annual fee	600.00	600.00	Freeze		
Betting premises - application to vary	1,500.00	1,500.00	Freeze		
Betting premises - application to transfer	1,200.00	1,200.00	Freeze		
Betting premises – application to reinstate	1,200.00	1,200.00	Freeze		
Family entertainment centre - application fee	2,000.00	2,000.00	Freeze		
Family entertainment centre - annual fee	750.00	750.00	Freeze		
Family entertainment centre - application to vary	1,000.00	1,000.00	Freeze		
Family entertainment centre - application to transfer	950.00	950.00	Freeze		
Family entertainment centre – application to reinstate	950.00	950.00	Freeze		
Adult gaming centre - application fee	2,000.00	2,000.00	Freeze		
Adult gaming centre - annual fee	1,000.00	1,000.00	Freeze		
Adult gaming centre - application to vary	1,000.00	1,000.00	Freeze		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
Adult gaming centre - application to transfer	1,200.00	1,200.00	Freeze		
Adult gaming centre – application to reinstate	1,200.00	1,200.00	Freeze		
Copy of any of the above licences (lost, stolen, damaged)	25.00	25.00	Freeze		
Notice of Intention – 2 or less gaming machines	50.00	50.00	Freeze		
Licensed Premises Gaming Machine Permits – more than 2 machines	150.00	150.00	Freeze		
Licensed Premises Gaming Machine Permits – more than 2 machines – Variation	100.00	100.00	Freeze		
Licensed Premises Gaming Machine Permits – more than 2 machines – Transfer	25.00	25.00	Freeze		
Licensed Premises Gaming Machine Permits – more than 2 machines – Annual Fee	50.00	50.00	Freeze		
Licensed Premises Gaming Machine Permits – more than 2 machines – Change of Name	25.00	25.00	Freeze		
Licensed Premises Gaming Machine Permits – more than 2 machines – Copy (lost, stolen, damaged)	15.00	15.00	Freeze		
Club Gaming/Club Machine Permits – New/Renew	200.00	200.00	Freeze		
Club Gaming/Club Machine Permits for holders of Club Premises Certificates (under LA03) – New/Renew	100.00	100.00	Freeze		
Club Gaming/Club Machine Permit – Annual Fee	50.00	50.00	Freeze		
Club Gaming/Club Machine Permit – Variation	100.00	100.00	Freeze		
Club Gaming/Club Machine Permit – Copy (lost, stolen, damaged)	15.00	15.00	Freeze		
UFEC (Unlicensed family entertainment Centre – 10-year licence)	300.00	300.00	Freeze		
Prize Gaming Permit – New/Renewal	300.00	300.00	Freeze		
Prize Gaming Permit – Change of Name	25.00	25.00	Freeze		
Prize Gaming Permit – Copy (lost, stolen, damaged)	15.00	15.00	Freeze		
Temporary Use Notice (TUN)	200.00	200.00	Freeze		
Casino Small – New application	7,646.00	7,952.00	306.00		
Casino Small – Annual Fee	3,823.00	3,976.00	153.00		
Casino Small - Variation	2,548.00	2,650.00	102.00		
Casino Small – Application for Transfer	1,639.00	1,705.00	66.00		
Casino Small – application to reinstate	1,639.00	1,705.00	66.00		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Private Hire/Hackney Carriage				No VAT	Public Protection
OPERATORS					
PHO Application fee	289.00	329.00	40.00		
Add/Remove Director	44.00	45.00	1.00		
Copy/Replacement Licence	8.00	8.00	Freeze		
Basic DBS	18.00	18.00	Freeze		
DRIVERS				No VAT	
Dual Driver Badge - 3 years	275.00	250.00	-25.00		
Change of address	18.00	18.00	Freeze		
Replacement badge	15.00	15.00	Freeze		
Replacement vehicle badge	15.00	15.00	Freeze		
Reissue/replacement badge (with amended details)	31.00	31.00	Freeze		
DBS (CRB check)	38.00	38.00	Freeze		
DBS (CRB check) online	64.34	64.34	Freeze		
Exemption certificates	15.00	15.00	Freeze		
Knowledge test	20.00	20.00	Freeze		
Fail to attend Knowledge Test	20.00	20.00	Freeze		
Change of Name	21.00	21.00	Freeze		
Replacement vehicle badge holder	6.00	6.00	Freeze		
DE Training replacement cert	Free	Free	Freeze		
Copy of Paper Licence	8.00	8.00	Freeze		
NEW Joint Disability and Safeguarding Training	48.00	48.00	Freeze		
VEHICLES				No VAT	
Transfer of vehicle	44.00	45.00	1.00		
Change of vehicle registration	50.00	52.00	2.00		
Failure to attend for vehicle test	74.00	73.00	-1.00		
Retest	33.00	31.00	-2.00		
Replacement plate carrier – front	10.00	11.00	1.00		
Replacement plate carrier – rear	12.00	13.00	1.00		
Replacement vehicle plate - front	9.00	9.00	Freeze		
Replacement vehicle plate - rear	11.00	12.00	1.00		
Replacement vehicle sticker signage	6.00	6.00	Freeze		
Copy of paper part of licence	8.00	8.00	Freeze		
Change of Vehicle Colour	50.00	52.00	2.00		
HCV test	79.00	79.00	Freeze		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
PHV test	79.00	79.00	Freeze		
HCV application fee	242.00	186.00	-56.00		
PHV application fee	238.00	173.00	-65.00		
Basic DBS	18.00	18.00	Freeze		
Change of Name/Address	44.00	45.00	1.00		
Spot check	22.00	23.00	1.00		
Replacement Internal Plate	8.00	8.00	Freeze		
Licensing Act 2003 - New Application				No VAT	Statutory
Premise licence, band A (rateable value of up to £4,300)	100.00	100.00	Freeze		
Premise licence, band B (rateable value of £4,301 to £33,000)	190.00	190.00	Freeze		
Premise licence, band C (rateable value of £33,001 to £87,000)	315.00	315.00	Freeze		
Premise licence, band D (rateable value of £87,001 to £125,000)	450.00	450.00	Freeze		
Premise licence, band E (rateable value of >£125,001)	635.00	635.00	Freeze		
Additional fee (5,000 to 9,999 patrons)	1,000.00	1,000.00	Freeze		
Additional fee (10,000 to 14,999 patrons)	2,000.00	2,000.00	Freeze		
Additional fee (15,000 to 19,999 patrons)	4,000.00	4,000.00	Freeze		
Additional fee (20,000 to 29,999 patrons)	8,000.00	8,000.00	Freeze		
Additional fee (30,000 to 39,999 patrons)	16,000.00	16,000.00	Freeze		
Additional fee (40,000 to 49,999 patrons)	24,000.00	24,000.00	Freeze		
Additional fee (50,000 to 59,999 patrons)	32,000.00	32,000.00	Freeze		
Additional fee (60,000 to 69,999 patrons)	40,000.00	40,000.00	Freeze		
Additional fee (70,000 to 79,999 patrons)	48,000.00	48,000.00	Freeze		
Additional fee (80,000 to 89,999 patrons)	56,000.00	56,000.00	Freeze		
Additional fee (90,000 patrons & above)	64,000.00	64,000.00	Freeze		
Licensing Act 2003 - Annual Fee				No VAT	Statutory
Premise licence, band A (rateable value of up to £4,300)	70.00	70.00	Freeze		
Premise licence, band B (rateable value of £4,301 to £33,000)	180.00	180.00	Freeze		
Premise licence, band C (rateable value of £33,001 to £87,000)	295.00	295.00	Freeze		
Premise licence, band D (rateable value of £87,001 to £125,000)	320.00	320.00	Freeze		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
Premise licence, band E (rateable value of £125,001 & above)	350.00	350.00	Freeze		
Additional fee (5,000 to 9,999 patrons)	500.00	500.00	Freeze		
Additional fee (10,000 to 14,999 patrons)	1,000.00	1,000.00	Freeze		
Additional fee (15,000 to 19,999 patrons)	2,000.00	2,000.00	Freeze		
Additional fee (20,000 to 29,999 patrons)	4,000.00	4,000.00	Freeze		
Additional fee (30,000 to 39,999 patrons)	8,000.00	8,000.00	Freeze		
Additional fee (40,000 to 49,999 patrons)	12,000.00	12,000.00	Freeze		
Additional fee (50,000 to 59,999 patrons)	16,000.00	16,000.00	Freeze		
Additional fee (60,000 to 69,999 patrons)	20,000.00	20,000.00	Freeze		
Additional fee (70,000 to 79,999 patrons)	24,000.00	24,000.00	Freeze		
Additional fee (80,000 to 89,999 patrons)	28,000.00	28,000.00	Freeze		
Additional fee (90,000 patrons & above)	32,000.00	32,000.00	Freeze		
Licensing Act 2003 - Miscellaneous Fees (Application or Notice)				No VAT	Statutory
Section 25 (theft, loss, etc. of premises licence or summary)	10.50	10.50	Freeze		
Section 29 (application for a provisional statement)	315.00	315.00	Freeze		
Section 33 (notification of change of name or address)	10.50	10.50	Freeze		
Section 37 (application to vary licence to specify individual as premises supervisor)	23.00	23.00	Freeze		
Section 42 (application for transfer of premises licence)	23.00	23.00	Freeze		
Section 47 (interim authority notice following death of licence holder)	23.00	23.00	Freeze		
Section 79 (theft, loss etc. of certificate or summary)	10.50	10.50	Freeze		
Section 82 (notification of change of name or alteration of rules of club)	10.50	10.50	Freeze		
Licensing Act 2003 - Miscellaneous Fees (Application or Notice)				No VAT	Statutory
Section 83 (1) or (2) (change of relevant registered address of club)	10.50	10.50	Freeze		
Section 100 (temporary event notice)	21.00	21.00	Freeze		
Section 110 (theft, loss of temporary event notice)	10.50	10.50	Freeze		
Section 117 (application for, or renewal of personal licence)	37.00	37.00	Freeze		
Section 126 (theft, loss of personal licence)	10.50	10.50	Freeze		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Section 127 (duty to notify change of name/address)	10.50	10.50	Freeze		
Section 110 (theft or loss of temporary event notice)	10.50	10.50	Freeze		
Section 126 (theft or loss of personal licence)	10.50	10.50	Freeze		
Section 127 (duty to notify change of name/address)	10.50	10.50	Freeze		
Section 178 (right of freeholder etc.)	21.00	21.00	Freeze		
Minor Variation	89.00	89.00	Freeze		
Removal of DPS at community premises	23.00	23.00	Freeze		
MARKETS				No VAT	Cabinet
Open market - stall (per day) Monday	21.00	22.00	1.00		
Open market - second stall (per day) Monday	11.00	11.50	0.50		
Open market - stall (per day) Wednesday	12.00	12.50	0.50		
Open market - second stall (per day) Wednesday	11.00	11.50	0.50		
Open market - stall (per day) Fri/Sat	22.00	23.00	1.00		
Open market - additional space (per day) Fri/Sat	11.00	11.50	0.50		
Farmers market - stall (per day)	21.00	22.00	1.00		
Other Pitches - minimum charge (per day)	27.00	28.00	1.00		
Catering Pitches - minimum charge (per day) Fri / Sat	26.00	27.00	1.00		
Catering Pitches - minimum charge (per day) Mon / Weds	13.00	13.50	0.50		
Small Stalls (adjacent to Guildhall)	10.00	10.50	0.50		
All stalls / pitches above are charged at 50% during winter period (1st Oct - 31st March)					
New Trader - Introductory Price (16 weeks only / per day)	5.00	5.25	0.25		
Stalls - Secondary offer (16 weeks only / per day)	N/A	50% stall rent	New		
Catering Pitches - Secondary offer (16 weeks / weekly charge - up to 4 days trading)	25.00	26.00	1.00		
Antique market - stall (per day)	8.00	8.00	Freeze		
Antique Market - second stall (per day)	4.00	4.00	Freeze		
Craft fair (bric-a-brac) - stall (per day)	5.50	5.50	Freeze		
Craft fair (bric-a-brac) - second stall (per day)	2.50	2.50	Freeze		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
Service Charge (for licensed markets)	29.00	29.00	Freeze		
Events Markets - per stall / pitch (e.g., CAM / Vegan)	5.00	5.25	0.25		
Electricity Charge for pitches on AFG licensed markets	N/A	7.50	New		
Record Fair	N/A	10.00	New		
MOT				No VAT	Cabinet
MOT - car	46.70	48.60	1.90		
MOT - car (for discounted partner incl. Lyme Card)	41.10	42.74	1.64		
MOT - class 7 (up to 3.5 tonnes)	58.65	61.00	2.35		
Retest	16.10	16.80	0.70		
MUSEUM & ART GALLERY					Cabinet
<i>Reproduction prints of items in collection</i>				VAT Incl.	
Photocopies	1.10	1.20	0.10	VAT Incl.	
Commission of picture sales from exhibitions	30%	30%	Freeze	Plus VAT	
Education session per pupil - half day	5.50	5.75	0.25	No VAT	
Education session per pupil - full day	7.50	7.80	0.30	No VAT	
Education sessions - minimum charge half day (20 pupils or fewer)	80.00	84.00	4.00	No VAT	
Education sessions - minimum charge full day (20 pupils or fewer)	125.00	130.00	5.00	No VAT	
Holiday activities per child	12.00	12.50	0.50	No VAT	
Adult object handling/reminiscence sessions per hour	34.00	34.00	Freeze		
Outreach fee	60.00	62.50	2.50	No VAT	
Outreach education – schools per session	85.00	89.00	4.00	No VAT	
Hire of Drawing Room per hour (Function/Corporate)	15.00	16.00	1.00		
Hire of Drawing Room per hour (Not for profit/Charity)	10.00	10.50	0.50		
Hire of Alder Room per hour (Function/Corporate)	25.00	27.00	2.00		
Hire of Alder Room per hour (Not for profit/Charity)	20.00	21.00	1.00		
Hire of Willow Room per hour (Function/Corporate)	35.00	36.50	1.50		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
Hire of Willow Room per hour (Not for profit/Charity)	27.00	29.00	2.00		
Hire of Event Space per hour (function/corporate/park business)	50.00	55.00	5.00		
Hire of Event Space per hour (Not for Profit/charity/park)	36.00	38.00	2.00		
Early entry or late stay - per hour	25.00	25.00	Freeze		
Room set up	25.00	25.00	Freeze		
Education item loan	25.00	26.00	1.00	No VAT	
Saleable items	RRP	RRP	Freeze		
Open art registration - up to 2 items	5.00	5.00	Freeze	VAT Incl.	
Research/archive fees				VAT Incl.	
Complex collections/archive research per hour	N/A	25.00	New		
Object loans to Accredited Museums (outside the county) includes condition report	N/A	200.00	New		
1:1 session with collections adviser (after 15 minutes)	N/A	12.50	New		
Archive/Object scans (paper or digital) A4 colour - First Scan	N/A	10.00	New		
Archive/Object scans (paper or digital) A4 colour - Subsequent Scan	N/A	5.00	New		
Archive/Object scans (paper or digital) A3 colour - First Scan	N/A	15.00	New		
Archive/Object scans (paper or digital) A3 colour - Subsequent Scan	N/A	5.00	New		
NAMING/ NUMBERING OF STREETS/ PROPERTIES					
New or Redevelopment				No VAT	Cabinet
Charge for naming of a street	215.00	225.00	10.00		
Charge for naming of a commercial building	108.00	115.00	7.00		
Single residential property on existing street	140.00	150.00	10.00		
Number/name 2-9 properties (includes first)	215.00	225.00	10.00		
Plus - per plot	75.00	80.00	5.00		
Number/name 10 plus properties (includes first property)	215.00	225.00	10.00		
Plus - per plot	75.00	80.00	5.00		
Change to layout after notification	270.00	285.00	15.00		
Plus - per plot	43.00	45.00	2.00		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
Existing Properties/Streets				No VAT	Cabinet
Adding or alteration of a house/building name	75.00	80.00	5.00		
Renaming of a street	On request	On request	Freeze		
House or building renumbering (including subdivision to flats)	270.00	285.00	15.00		
Confirmation of postal address	43.00	45.00	2.00		
Requests not included in above fees per hour	54.00	60.00	6.00		
Road closure	33.00	35.00	2.00		
PEST CONTROL				VAT Incl.	Cabinet
Treatment of rats (domestic) - prepayment (up to 4 visits)	60.00	62.40	2.40		
Treatment of rats (domestic) - payment by invoice (up to 4 visits)	80.00	83.20	3.20		
Treatment of mice (domestic) – prepayment (up to 3 visits)	60.00	62.40	2.40		
Treatment of mice (domestic) – payment by invoice (up to 3 visits)	80.00	83.20	3.20		
Fleas / Bedbugs / Cockroaches (domestic) - prepayment	120.00	124.80	4.80		
Fleas / Bedbugs / Cockroaches (domestic) - payment by invoice	140.00	145.60	5.60		
Insect control treatments (domestic) including wasps, & ants - prepayment	80.00	83.20	3.20		
Insect control treatments (domestic) including wasps & ants - payment by invoice	100.00	104.00	4.00		
Pest control commercial (other) - first hour	120.00	124.80	4.80		
Pest control commercial (other) - per 1/4 extra hour	30.00	31.20	1.20		
Mole & Rabbit control (per treatment course, max 3 visits) - prepayment	195.00	202.80	7.80		
Mole & Rabbit control (per treatment course, max 3 visits) - payment by invoice	215.00	223.60	8.60		
Squirrel control - prepayment (up to 4 visits)	145.00	150.80	5.80		
Squirrel control - payment by invoice (up to 4 visits)	165.00	171.60	6.60		
Telephone Advice (prepayment only)	15.00	15.60	0.60		
Advice Visit (no treatment) - prepayment	60.00	62.40	2.40		
Advice Visit (no treatment) - payment by invoice	80.00	83.20	3.20		
Fixed term pest control treatment agreements (commercial premises)	On request	On request	Freeze		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Works in default (Prevention of Damage by Pests Act 1949) first hour (invoiced) Works in default (Prevention of Damage by Pests Act 1949) per additional 1/4 hour (invoiced)	As per formulae for works in default	As per formulae for works in default	Freeze		
PLANNING SERVICES					
Postage & packaging Copies up to £1 are free of charge	1.40	1.47	0.07	No VAT	
Paper copies of planning/building control decisions & documents - per sheet (A4 black & white)	0.30	0.32	0.02	No VAT	
Paper copies of planning/building control decisions & documents - per sheet (A3 black & white)	0.50	0.52	0.02	No VAT	
Paper copies of plans - planning files - per sheet (A4 black & white)	0.30	0.32	0.02	No VAT	
Paper copies of plans - planning files - per sheet (A3 black & white)	0.60	0.63	0.03	No VAT	
Paper colour copies of an A4 sheet of planning/building control decision, planning documents or plan	0.60	0.63	0.03	No VAT	
Paper colour copies of an A3 sheet of decision, planning documents or plan	0.90	0.95	0.05	No VAT	
Scanned copies of documents - charge per hour of scanning (where legal to charge)	42.00	44.10	2.10	No VAT	
Paper copies of plans - planning files - each plan (A2)	2.80	2.94	0.14	No VAT	
Paper copies of plans - planning files - each plan (A1)	4.10	4.30	0.20	No VAT	
Paper copies of plans - planning files - each plan (A0)	5.30	5.56	0.26	No VAT	
Weekly lists - statutory consultees	Free	Free	Freeze		
Requests for site information – commercial per hour	90.00	94.50	4.50	No VAT	
Requests for site information - individuals	Cost	Cost	Freeze	No VAT	
Pre Planning Application Advice				VAT Incl.	Cabinet
Large Scale Major Developments (residential developments over 200 dwellings or where number not known, a site area of 4 ha or more. Non-residential developments over 10,000m2 of floor space or where floor space not known, a site area of 2ha or more)	810.00	972.00	162.00		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Small Scale Major Developments (residential developments of between 10 & 200 dwellings or where number not known, a site area of between 0.5ha & 4ha. Non-residential developments of between 1000m2 & 10,000m2 of floor space or where floor space not known, a site area of between 1ha & 2ha)	410.00	492.00	82.00		
1 dwelling	125.00	150.00	25.00		
Minor Developments (residential developments of between 2 & 9 dwellings or where number not known, a site area of less than 0.5ha. Non-residential developments of under 1,000m2 of floor space or where floor space not known, a site area of less than 1ha)	185.00	222.00	37.00		
Householder Development.					
Half hour appointment	28.00	30.00	2.00		
Appointment in excess of 30 minutes	40.00	44.00	4.00		
Other Development (excluding householder development but including changes of use, advertisements, prior approval proposals & listed building proposals)	66.00	73.00	7.00		
Planning Application Fees				No VAT	Statutory
Owing to the complexity of the fee structure, it is not shown here. Details of fees payable may be obtained from the Council's Planning Section. Alternatively, the fee calculator available at the Planning Portal website can be used to determine the fees payable in respect of individual applications.	Per Planning Portal	Per Planning Portal	Freeze		
Building Control fees (North Staffs Building Control Partnership)	Per Board	Per Board	Freeze		Partnership Board
Planning & development briefs (as & when prepared)	Free	Free	Freeze		
Core spatial strategy	42.00	44.10	2.10		
Local development framework proposals map - north or south	10.00	10.50	0.50		
Local development framework proposals map - north & south	16.00	16.80	0.80		
Strategic housing land availability assessment (SHLAA)	45.00	47.25	2.25		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Section 106					
Section 106 Monitoring for each obligation forming part of an agreement, excluding those elements the responsibility of Staffordshire County Council	N/A	300.00	New		
Additional time spent in monitoring over and above the expected 1 working day, per hour	N/A	40.25	New		
PRIVATE SECTOR HOUSING				No VAT	Cabinet
Houses in multiple occupation licence fee	668.00	695.00	27.00		
Each additional bedroom	9.00	9.50	0.50		
Renewal of houses in multiple occupation licence	495.00	515.00	20.00		
Each additional bedroom	9.00	9.50	0.50		
Immigration Inspections	140.00	146.00	6.00		
Provision of accommodation for homeless households	Cost	Cost	Freeze		
Annual interest to be applied to unpaid debts for enforcement action	8%	8%	Freeze		
Charges for work in default notices to remedy Housing Health & Safety issues				No VAT	Cabinet
Officer time (per hour)	Cost	Cost	Freeze		
Travelling costs (per mile)	Cost	Cost	Freeze		
Management costs (per hour)	Cost	Cost	Freeze		
Land registry fee	Cost	Cost	Freeze		
Inspection by qualified electrician or gas engineers	Cost	Cost	Freeze		
Recorded delivery	Cost	Cost	Freeze		
Other costs (stated as per individual case)	Cost	Cost	Freeze		
Administration fee (to cover service recharges)	12% Cost	12% Cost	Freeze		
Annual interest to be applied to unpaid debts for enforcement action	8%	8%	Freeze		
REMOVAL OF DOMESTIC ANIMAL CARCASSES				VAT Incl.	Cabinet
Removal of domestic animal carcasses	41.60	43.26	1.66		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
SALE OF SANDBAGS				VAT Incl.	Cabinet
5 sandbags	42.64	44.50	1.86		
10 sandbags	59.28	61.75	2.47		
15 sandbags	74.88	78.00	3.12		
20 sandbags	91.52	95.00	3.48		
STREET TRADING				No VAT	Cabinet
Eastbound layby A500 (per annum)	10,100.00	10,500.00	400.00		
Northbound layby A500 (per annum)	10,100.00	10,500.00	400.00		
TOWN CENTRE DISPLAYS				No VAT	Cabinet
Local promotions (minimum charge)	30.00	32.00	2.00		
Charity & local community groups	6.50	7.00	0.50		
National promotions (minimum charge)	85.00	89.00	4.00		
TREE PRESERVATION ORDERS				No VAT	Cabinet
Single copy of a tree preservation order	35.00	35.00	Freeze		
WASTE & RECYCLING BINS/ RECEPTACLES				No VAT	Cabinet
Bins/receptacles per property on new developments (to be paid by the developer)	74.00	80.00	6.00		
Replacement bin due to loss / theft	28.50	30.00	1.50		
<i>Maximum Delivery Charge:</i>					
New property - resident	28.50	30.00	1.50		
Replacement / additional recycling bag.	28.50	30.00	1.50		