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Community Portfolio

Stafford Borough Council

Fees and Charges 2019



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<u>WEEKLY CHARGES</u>	£ - p	VAT	<u>Notes</u>
<u>Garage Rents</u>			
Weekly rent	8.80	S	
<u>Glover Street Itinerant Site</u>			
Weekly pitch fee (52 week basis)			
Single plot	See note	E	The fee to be set by Rent Officer Assessment.
Refundable deposit	3 x weekly pitch fee	E	
<u>LICENCE FEES</u>			
<u>Houses In Multiple Occupation</u>			
<i>The cost of the licence fee is set to cover the costs to the council for the administering and issuing the licence and maintaining the appropriate register. Costs for enforcement are charged for and recovered separately.</i>			
(a) Fee for 5 Year Licence			
(i) Standard fee for first application for properties with up to 8 bedrooms/bedsits	647.00	NB	
(ii) Renewals/subsequent applications where there are no changes	557.00	NB	
(b) Fee for 5 Year Licence for Accredited Landlords (10% discount)			
(i) Standard fee for first application for properties with up to 8 bedrooms/bedsits	582.30	NB	
(ii) Renewals/subsequent applications where there are no changes	501.30	NB	
(c) Additional Fees (no discounts available on additional charges)			
(i) Fee for each additional bedroom/bedsit (for properties with 9 or more units)	24.50	NB	
(ii) Return of incomplete application	50.50	NB	
(iii) Assistance with plans (based on officer time, minimum charge)	150.00	S	
<u>Non-Statutory Housing Inspections</u>			
Per Inspection	160.00	S	
<u>Enforcement Notices</u>			
(actual cost of officer time and other associated direct costs)	at cost	NB	

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<u>LICENCE FEES continued...</u>	£ - p	VAT	<u>Notes</u>
<u>Licensing and Inspection of Mobile Homes Sites</u>			
(a) New caravan site licence fee	552.00	NB	
(b) Amendment of existing licence	371.00	NB	
(c) Transfer of existing licence	435.00	NB	
<u>Smoke and Carbon Monoxide Alarm (England) Regulations 2015</u>			
Failure to comply with an Improvement Notice			
(a) First offence	1,000.00	NB	<i>Enforcement of the Smoke and Carbon Monoxide Regulation 2016</i>
(b) For each subsequent offence	5,000.00	NB	
<u>Letting Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014 Penalty Charge</u>			
Failure to belong to a recognised redress scheme			
(a) First offence	1,000.00	NB	
(b) For each subsequent offence	5,000.00	NB	

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<u>PEST CONTROL</u>	£ - p	VAT	<u>Notes</u>	
<u>Domestic Premises</u>				
Disinfestation of rats	72.00	S	<i>This becomes an hourly charge when the infestation is associated with the keeping of fowl. A 50% reduction in the charges applies to people on means tested benefits, including their spouses or partners for the treatment of rats and mice. This fee is waived if treatment provided.</i>	
Disinfestation of mice	72.00	S		
Pest identification and advice charge	36.00	S		
Nuisance insects, wasps and ants	67.00	S		
Additional premium for priority wasp treatment	35.00	S		
Cockroaches, cluster flies, fleas and bedbugs minimum 1 hours treatment	72.00	S		<i>(pro rata thereafter)</i>
Moles minimum 1 hours treatment	72.00	S		<i>(pro rata thereafter)</i>
Squirrels minimum 1 hours treatment	100.00	S		<i>(pro rata thereafter)</i>
<u>Commercial Premises</u>				
Stafford Borough Council offers a wide range of Pest Control services for commercial premises	see note	S		<i>Please contact 01785 619000 to arrange a quotation.</i>
<u>PestPort Scheme</u>				
Annual premium	128.00	S	<i>The scheme offers householders the opportunity to take out a form of pest control insurance. Participating householders can claim up to three treatments for any category of pest covered by the scheme. The Head of Operations is authorised to negotiate a price for multiple pestport contracts with Landlords of residential accommodation.</i>	
<u>GENERAL HEALTH SERVICES</u>				
<u>Public Conveniences</u>				
Key for access to toilets for the disabled	at cost	NB	<i>The charge is approximately £2.50 per key.</i>	

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<u>GENERAL HEALTH SERVICES continued...</u>	£ - p	VAT	<u>Notes</u>
<u>Assisted Funerals under the Public Health Control of Diseases Act 1985</u>			
Fees for Undertaker and Cremation	at cost	NB	<i>The Head of Operations or an officer delegated by the Head of Operations is authorised to waive such charges for stray dogs in cases of extreme hardship or where the mental health of the client would be affected.</i>
Administration fee per funeral	395.00	NB	
<u>Stray Dogs</u>			
Recovery fee from kennels	25.00	NB	<i>Will also include any boarding fees charged by the kennels and any vets bills incurred. Capture - Statutory Fee - As defined in The Environmental Protection (Stray Dogs) Regulations 1992</i>
Stray dog capture - charge to owner	25.00	NB	
<u>Private Water Supply</u>			
Carry out initial Risk Assessment (applies to non single domestic supplies) Cost recovery basis according to time taken			<i>All charges are subject to a statutory maximum. The Risk Assessment fee will be charged on a cost recovery basis up to the maximum.</i>
maximum fee (max £500)	364.75	ZR	
minimum fee	59.75	ZR	<i>The Head of Operations or an officer delegated by The Head of Operations is authorised to waive 50% of the cost of private water supply sampling charges where in receipt of Housing or Council Tax Benefit or where the supply serves a charitable or voluntary body.</i>
per hour or part thereafter	29.75	ZR	
Sampling charge - each visit (max £100)	54.50	ZR	
Investigation into failure of water supply to comply with regulations (max £100)	75.25	ZR	
Authorisations for water supply to deviate from prescribed standards where not a risk to health (max £100)	75.25	ZR	
Analysis of all samples listed below to be added to the sampling visit charge stated above:			
Small supplies i.e. domestic only serving up to 50 persons (Section 10) (max £25)	25.00	ZR	
Single domestic supplies (Section10) (max £25)	25.00	ZR	
Check monitoring of larges supplies or where commercial/public premises supplied (Schedule 2) (max £100)	59.75 Plus Analysts Fee	ZR	
Audit monitoring of large supplies or where commercial/public premises supplied (Schedule 1) (max £500)	59.75 Plus Analysts Fee	ZR	<i>charged according to parameters tested</i>

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<u>GENERAL HEALTH SERVICES continued...</u>	£ - p	VAT	<u>Notes</u>
<u>Contaminated Land Enquiry</u>			
Fee per enquiry	129.00	NB	<i>The fee is set by reference to all Staffordshire local authorities and as such is reviewed from time to time by consensus of those authorities.</i>
<u>Work in Default of Statutory Notices Served</u>			
(a) Cost of works	at cost	NB	<i>The Head of Operations or an officer delegated by the Head of Operations is authorised to waive such charges for works in default in cases of extreme hardship or where the mental health of the client would be affected.</i>
(b) Officer time overseeing works - per hour	43.25	NB	
(c) Administration charge - per property	22.00	NB	
Note in the case of charges under (a) and (b) where more than one property is involved charges are divided pro rata per property			
<u>Environmental and Health Service</u>			
Discretionary Investigation Work	255.50	S	
<u>Food Hygiene Training</u>			
CIEH Level 2 - Food Safety in Catering			
Course fee	66.00	E	<i>Where a request is received to run a course for a large group of employees from the same company or organisation, the Head of Operations or an officer delegated by the Head of Operations is authorised to calculate the charges to be made for such a block booking on the basis that the course is not run at a loss to the Council.</i>
Re-sit fee	38.00	E	
<u>Charge for Re-Visit for FHRS</u>			
Charge for rating re-visit for FHRS	173.00	NB	
<u>Issuing of Export Certification</u>			
Food Manufacturers	59.75	NB	
<u>Factual Statements</u>			
Food Safety Act 1990	129.75	NB or S	
Health and Safety at Work Act 1974	129.75	NB or S	
Environmental Protection Act 1990	129.75	NB or S	
<u>Food Premises Registration</u>			
One copy of the registration entry for a premises made by the proprietor of those premises	no charge	-	
One copy of any entry in the register other than that covered above	14.00	NB	
List of premises in a particular category + 50p per entry in category	54.75	NB	
One copy of the full register	206.00	NB	

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<u>LICENCE FEES</u>	£ - p	VAT	<u>Notes</u>
<u>Pre-Application Form Checking Service</u>			
Checking of application forms prior to submission for all licence applications	21.75	NB	<i>Incomplete applications will be returned. To ensure no delay the applicant can pay for a review.</i>
<u>Animal Welfare Regulation Licence</u>			
(Riding Establishments, Animal Boarding Establishments, Dog Breeding and Pet Shops)			<i>Now chargeable under The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.</i>
1 year Licence	165.00	NB	<i>The charge shown excludes any vet fees.</i>
Additional Charge after licence is granted	100.00	NB	<i>This is for enforcement costs</i>
2 and 3 year Licences	*	NB	* <i>The Head of Operations be delegated to determine the application fee (plus any veterinary fee at cost) and enforcement costs based on cost recovery.</i>
<u>Zoo Licence</u>			
First licence (for 4 years)	562.00	NB	<i>The charge shown excludes any vet fees.</i>
Renewal of licence (further 6 years)	562.00	NB	
Inspection fee	at cost	NB	
<u>Dangerous Wild Animals</u>			
Annual fee	140.00	NB	<i>The charge shown excludes any vet fees.</i>
<u>Acupuncture</u>			
Registration Fee - premises	162.75	NB	
each person	162.75	NB	
<u>Tattooing</u>			
Registration Fee - premises	162.75	NB	
each person	162.75	NB	
<u>Electrolysis</u>			
Registration Fee - premises	80.75	NB	
each person	80.75	NB	
<u>Ear Piercing</u>			
Registration Fee - premises	80.75	NB	
each person	48.75	NB	

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<u>LICENCE FEES continued...</u>	£ - p	VAT	<u>Notes</u>
<u>Sex Establishments</u>			
New Applications			
(a) Application fee	1,732.00	NB	
(b) If application is refused a refund of the compliance cost is given	(80.50)	NB	
(c) If application is approved an additional cost is payable to cover the compliance costs against non-licenced premises	210.00	NB	
Renewals			
(a) Application fee	1,004.00	NB	
(b) If application does not require committee approval then a refund is given	(381.00)	NB	
(c) If application is refused a refund of the compliance cost is given	(80.50)	NB	
(d) If application is approved an additional cost is payable to cover the compliance costs against non-licenced premises	210.00	NB	
Transfer of Licence			
(a) Application fee	924.00	NB	
(b) If application does not require committee approval then a refund is given	(381.00)	NB	
<u>Street Trading</u>			
A500 road sites annual fee per site	5,836.00	NB	<i>The Head of Operations is authorised to negotiate annually any future fees for: a) the two street trading consents on the A500 on the basis of the previous years charge plus an increase in line with the retail price index as at 1st January each year; b) recognised street consent zones containing multiple pitches within Stafford Town Centre.</i>
Other sites per day of permitted trading	21.50	NB	

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<u>LICENCE FEES continued...</u>	£ - p	VAT	<u>Notes</u>
<u>Motor Salvage Operator Registration</u>			
(a) Licence for 3 years	336.00	NB	
(b) Renewal	336.00	NB	
(c) Variation	336.00	NB	
(d) Name Change	34.50	NB	
(e) Replacement Licence/ID Badge	17.50	NB	
(f) Change of Site	80.75	NB	
<u>Scrap Metal Licence Fees</u>			
<i>The Scrap Metal Dealers Act 2013 came into force in December 2013.</i>			
<u>Scrap Metal Site Licence</u>			
(a) Licence for 3 years	336.00	NB	
(b) Renewal	336.00	NB	
(c) Variation	336.00	NB	
(d) Name Change	34.50	NB	
(e) Replacement Licence/ID Badge	17.50	NB	
(f) Change of Site	80.75	NB	
<u>Scrap Metal Collectors Licence</u>			
(a) Licence for 3 years	173.00	NB	
(b) Renewal	173.00	NB	
(c) Variation	173.00	NB	
(d) Name Change	34.50	NB	
(e) Replacement Licence/ID Badge	17.50	NB	

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<u>LICENCE FEES continued...</u>	£ - p	VAT	<u>Notes</u>
<u>Hackney Carriage and Private Hire</u>			<i>These charges are subject to a separate review and report during 2018/19</i>
<u>Drivers' Licences</u>			
(a) Dual 1 year licence	80.00	NB	<i>The medical examination fee is set by Staffordshire County Council and subsequently paid over to the Occupational Physician.</i>
(b) Dual 3 year licence	190.00	NB	
(c) Medical examination fee	100.00	NB	
(d) Criminal Records Bureau search	44.00	NB	
(e) Replacement Badge	10.00	NB	
(f) Replacement Licence	10.00	NB	
(g) Knowledge Test	40.00	NB	
(h) Knowledge Test resit	20.00	NB	
<u>Vehicle Licences</u>			<i>The Criminal Records Bureau search is in respect of new applicants.</i>
(a) Each licence	230.00	NB	
(b) Administration fee for late production of vehicle insurance documents	50.00	NB	
(c) Annual licence condition compliance inspection	10.00	NB	
(d) Replacement Licence (copy)	20.00	NB	
<u>Vehicle Plates</u>			
(a) Replacement internal and external	50.00	NB	
(b) Replacement inside plate	5.00	NB	
<u>Vehicle Transfer Administration Fee</u>			
(a) Transfer fee as new vehicle	230.00	NB	
<u>Private Hire Operator's Licence</u> (office base)	175.00	NB	
<u>Electronic Disclosure and Barring Service</u>	54.00	NB	

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LICENCE FEES - PRESCRIBED BY GOVT

£ - p

VAT

Notes

These fees are set by DEFRA and were set on 01/08/2017

Air Pollution Authorisation

(a) Application Fee

(i) Standard process	1,650.00	NB
(ii) Additional fee for operating without a permit	1,188.00	NB
(iii) Reduced fee activities		
(a) except VRs	155.00	NB
(b) PVR I & II combined	257.00	NB
(c) Vehicle refinishers (VRs)	362.00	NB
(iv) Reduced fee activities - additional fee for operating without a permit	71.00	NB
(v) Mobile screening and crushing plant	1,650.00	NB
(a) for the third to seventh applications	985.00	NB
(b) eighth and subsequent applications	498.00	NB
(vi) Additional fee for operating mobile plant in contravention of regulation 12	1,188.00	NB
(vii) Where a direction has been issued under regulation 33 whereby a local authority is to exercise Environment Agency functions in respect of a single permit covering	275.00	NB
(a) Part B activities and waste operations; or		
(b) solvent emission activities and waste operations; or		
(c) Part B activities, solvent emission activities and waste operations,		
then for any activity described in item (iii) or (iv) of Table 2, the operator must pay £279 in addition to the fee payable at item (iii) or (iv)		

If an application is for a combined Part B and waste application then add on £297 to the fees.

Reduced Fee Activities : Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW.

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Fees and Charges 2019



LICENCE FEES - PRESCRIBED BY GOVT

£ - p

VAT

Notes

continued...

These fees are set by DEFRA and were set on 01/08/2017

Air Pollution Authorisation continued...

(b) Annual Subsistence Charge

(i) Standard process	- Low	772.00	NB
	- Medium	1,161.00	NB
	- High	1,747.00	NB
(ii) Reduced fee activities	- Low	79.00	NB
	- Medium	158.00	NB
	- High	237.00	NB
(iii) PVR I & II combined	- Low	113.00	NB
	- Medium	226.00	NB
	- High	341.00	NB
(iv) Vehicle refinishers	- Low	228.00	NB
	- Medium	365.00	NB
	- High	548.00	NB
(v) Mobile screening and crushing plant	- Low	626.00	NB
	- Medium	1,034.00	NB
	- High	1,551.00	NB
(a) for the third to seventh permits	- Low	385.00	NB
	- Medium	617.00	NB
	- High	924.00	NB
(b) eighth and subsequent permits	- Low	198.00	NB
	- Medium	314.00	NB
	- High	473.00	NB
(vi) where a direction has been issued under regulation 33 whereby a local authority is to exercise Environment Agency functions in respect of a single permit covering	- Low	104.00	NB
	- Medium	156.00	NB
	- High	207.00	NB
(a) Part B activities and waste operations; or			
(b) solvent emission activities and waste operations; or			
(c) Part B activities, solvent emission activities and waste operations,			
then an additional subsistence charge is payable			

If a permit is for a combined Part B and waste application then:

add £99

add £149

add £198

Where a Part B installation is subject to reporting under the E-PRTE Regulation, add an extra £99 to the fees.

Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. This would increase the charge by £38.

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LICENCE FEES - PRESCRIBED BY GOVT

£ - p

VAT

Notes

continued...

These fees are set by DEFRA and were set on 01/08/2017

Air Pollution Authorisation continued...

(c) Transfer and Surrender

(i) Standard process transfer	169.00	NB
(ii) Standard process partial transfer	497.00	NB
(iii) New operator at low risk - reduced fee activity	78.00	NB
(iv) Surrender: all Part B activities	no charge	-
(v) Reduced fee activities - transfer	no charge	-
(vi) Reduced fee activities - partial transfer	47.00	NB

(d) Temporary Transfer for Mobiles

(i) First transfer	53.00	NB
(ii) Repeat following enforcement or warning	53.00	NB

(e) Substantial Change

(i) Standard process	1,050.00	NB
(ii) Standard process where the substantial change results in a new PPC activity	1,650.00	NB
(iii) Reduced fee activities	102.00	NB

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LICENCE FEES - PRESCRIBED BY GOVT

£ - p VAT

Notes

continued...

Liquor Licences

Premises and Club Premises Certificate Fees

Main application fee

A	£0 - £4,300	100.00	NB
B	£4,301 - £33,000	190.00	NB
C	£33,001 - £87,000	315.00	NB
D	£87,001 - £125,000	450.00	NB
E	£125,001 +	635.00	NB

Variation fee

A	£0 - £4,300	100.00	NB
B	£4,301 - £33,000	190.00	NB
C	£33,001 - £87,000	315.00	NB
D	£87,001 - £125,000	450.00	NB
E	£125,001 +	635.00	NB

Multiplier Fee for Premises Licence, exclusively selling alcohol

A	£0 - £4,300	no charge	NB
B	£4,301 - £33,000	no charge	NB
C	£33,001 - £87,000	no charge	NB
D	£87,001 - £125,000	900.00	NB
E	£125,001 +	1,905.00	NB

Annual renewal fee

A	£0 - £4,300	70.00	NB
B	£4,301 - £33,000	180.00	NB
C	£33,001 - £87,000	295.00	NB
D	£87,001 - £125,000	320.00	NB
E	£125,001 +	350.00	NB

Exclusively or primarily selling alcohol annual fee

A	£0 - £4,300	no charge	-
B	£4,301 - £33,000	no charge	-
C	£33,001 - £87,000	no charge	-
D	£87,001 - £125,000	640.00	NB
E	£125,001 +	1,050.00	NB

Fee levels are set centrally by the Secretary of State for Culture, Media and Sport.

The range of amounts from A to E represent the rateable value of the relevant premises.

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<u>LICENCE FEES - PRESCRIBED BY GOVT</u>	£ - p	VAT	<u>Notes</u>
<u>continued...</u>			
<u>Personal Licences, Temporary Events and Other Fees</u>			
Minor variations	89.00	NB	
Application for a grant or renewal of personal licence	37.00	NB	
Temporary event notice	21.00	NB	
Theft, loss etc. or premises licence or summary	10.50	NB	
Application for a provisional statement where premises being built etc.	315.00	NB	
Notification of change of name or address	10.50	NB	
Application to vary licence to specify individual as premises supervisor	23.00	NB	
Application for transfer of premises licence	23.00	NB	
Interim authority notice following death etc. of licence holder	23.00	NB	
Theft, loss etc. of certificate or summary	10.50	NB	
Notification of change of name or alteration of rules of club	10.50	NB	
Theft, loss etc. of temporary event notice	10.50	NB	
Theft, loss etc. of personal licence	10.50	NB	
Duty to notify change of name or address	10.50	NB	
Right of freeholder etc. to be notified of licensing matters	21.00	NB	

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Environment Portfolio

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Fees and Charges 2019



LICENCE FEES - PRESCRIBED BY GOVT

£ - p VAT

Notes

continued...

Additional Fees

Number of people:

5,000 - 9,999	1,000.00	NB
10,000 - 14,999	2,000.00	NB
15,000 - 19,999	4,000.00	NB
20,000 - 29,999	8,000.00	NB
30,000 - 39,999	16,000.00	NB
40,000 - 49,999	24,000.00	NB
50,000 - 59,999	32,000.00	NB
60,000 - 69,999	40,000.00	NB
70,000 - 79,999	48,000.00	NB
80,000 - 89,999	56,000.00	NB
90,000 and over	64,000.00	NB

Exceptionally large events of a temporary nature that require premises licences are to be charged as per the number of people.

Liquor Licences - Additional Fees (Renewal)

Number of people

5,000 - 9,999	500.00	NB
10,000 - 14,999	1,000.00	NB
15,000 - 19,999	2,000.00	NB
20,000 - 29,999	4,000.00	NB
30,000 - 39,999	8,000.00	NB
40,000 - 49,999	12,000.00	NB
50,000 - 59,999	16,000.00	NB
60,000 - 69,999	20,000.00	NB
70,000 - 79,999	24,000.00	NB
80,000 - 89,999	28,000.00	NB
90,000 +	32,000.00	NB

Lotteries

Registration fee	40.00	NB
Annual renewal	20.00	NB

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<u>PREMISES LICENCE FEES</u>	£ - p	VAT	<u>Notes</u>
<u>New Small Casinos</u>			<i>These charges are due under The Gambling Act 2005.</i>
New Application	6,799.58	NB	
Annual Fee	4,249.58	NB	
Application to Vary	3,399.15	NB	
Application to Transfer	1,530.00	NB	
Application for Re-instatement	1,530.00	NB	
Application for Provisional Statement	6,799.58	NB	
Licence Application-provisional statement holders	2,550.00	NB	
Copy Licence	20.00	NB	
Notification of Change	42.00	NB	
<u>Bingo Club</u>			
Transitional Fast-Track Application	255.00	NB	
Transitional Non Fast-Track Application	1,486.65	NB	
New Application	2,974.58	NB	
Annual Fee	849.15	NB	
Application to Vary	1,486.65	NB	
Application to Transfer	1,020.00	NB	
Application for Re-instatement	1,020.00	NB	
Application for Provisional Statement	2,974.58	NB	
Licence Application-provisional statement holders	1,020.00	NB	
Copy Licence	20.00	NB	
Notification of Change	42.00	NB	
<u>Betting Premises (excluding Tracks)</u>			
Transitional Fast-Track Application	255.00	NB	
Transitional Non Fast-Track Application	1,275.00	NB	
New Application	2,550.00	NB	
Annual Fee	510.00	NB	
Application to Vary	1,275.00	NB	
Application to Transfer	1,020.00	NB	
Application for Re-instatement	1,020.00	NB	
Application for Provisional Statement	2,550.00	NB	
Licence Application-provisional statement holders	1,020.00	NB	
Copy Licence	20.00	NB	
Notification of Change	42.00	NB	

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<u>PREMISES LICENCE FEES continued...</u>	£ - p	VAT	<u>Notes</u>
<u>Tracks</u>			<i>These charges are due under The Gambling Act 2005.</i>
Transitional Fast-Track Application	255.00	NB	
Transitional Non Fast-Track Application	1,062.08	NB	
New Application	2,124.15	NB	
Annual Fee	849.15	NB	
Application to Vary	1,062.08	NB	
Application to Transfer	807.08	NB	
Application for Re-instatement	807.08	NB	
Application for Provisional Statement	2,124.15	NB	
Licence Application-provisional statement holders	807.08	NB	
Copy Licence	20.40	NB	
Notification of Change	42.08	NB	
<u>Family Entertainment Centres</u>			
Transitional Fast-Track Application	255.00	NB	
Transitional Non Fast-Track Application	849.15	NB	
New Application	1,699.58	NB	
Annual Fee	637.50	NB	
Application to Vary	849.15	NB	
Application to Transfer	807.08	NB	
Application for Re-instatement	807.08	NB	
Application for Provisional Statement	1,699.58	NB	
Licence Application-provisional statement holders	807.08	NB	
Copy Licence	20.40	NB	
Notification of Change	42.08	NB	
<u>Adult Gaming Centres</u>			
Transitional Fast-Track Application	255.00	NB	
Transitional Non Fast-Track Application	849.15	NB	
New Application	1,699.58	NB	
Annual Fee	849.15	NB	
Application to Vary	849.15	NB	
Application to Transfer	1,020.00	NB	
Application for Re-instatement	1,020.00	NB	
Application for Provisional Statement	1,699.58	NB	
Licence Application-provisional statement holders	1,020.00	NB	
Copy Licence	20.40	NB	
Notification of Change	42.08	NB	

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<u>PERMITS</u>	£ - p	VAT	<u>Notes</u>
<u>These fees are set by the Secretary of State and the Licensing Authority has no discretion to change them.</u>			
<u>FEC Gaming Machine</u>			
Application Fee	300.00	NB	
Renewal Fee	300.00	NB	
Transitional Application Fee	100.00	NB	
Change of Name	25.00	NB	
Copy of Permit	15.00	NB	
<u>Prize Gaming</u>			
Application Fee	300.00	NB	
Renewal Fee	300.00	NB	
Transitional Application Fee	100.00	NB	
Change of Name	25.00	NB	
Copy of Permit	15.00	NB	
<u>Alcohol Licence Premises</u>			
<u>Notification of 2 or less gaming machines</u>			
	50.00	NB	
<u>More than 2 machines</u>			
Application Fee	150.00	NB	
Annual Fee	50.00	NB	
Transitional Application Fee	100.00	NB	
Change of Name	25.00	NB	
Copy of Permit	15.00	NB	
Variation	100.00	NB	
Transfer	25.00	NB	
<u>Club Gaming Permit</u>			
Application Fee	200.00	NB	
Annual Fee	50.00	NB	
Renewal Fee	200.00	NB	
Transitional Application Fee	100.00	NB	
Copy of Permit	15.00	NB	
Variation	100.00	NB	

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Fees and Charges 2019



<u>PERMITS continued...</u>	£ - p	VAT	<u>Notes</u>
<u>Club Gaming Machine Permit</u>			
Application Fee	200.00	NB	
Annual Fee	50.00	NB	
Renewal Fee	200.00	NB	
Transitional Application Fee	100.00	NB	
Copy of Permit	15.00	NB	
Variation	100.00	NB	
<u>Club Fast-Track for Gaming Permit or Gaming Machine Permit</u>			
Application Fee	100.00	NB	
Annual Fee	50.00	NB	
Renewal Fee	200.00	NB	

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Fees and Charges 2019



<u>WASTE COLLECTION SERVICE</u>	£ - p	VAT	<u>Notes</u>
<u>DOMESTIC REFUSE</u>			
<u>Special Collections</u>			
Domestic (per collection)	46.00	NB	<i>The charge provides for the removal of a maximum of 3 bulky waste items or 6 refuse sacks of domestic waste.</i>
<u>Civic Amenity Collection Sites</u>			
(a) 1 hour duration at a single location	98.00	S	<i>Additional items will be charged pro rata. Parishes requesting more than one location on the same Saturday morning will be limited to a maximum of two locations.</i>
(b) 2 hour duration at a single location	134.00	S	
(c) 3 hour duration	215.00	S	
<u>Garden Waste Collection Service</u>			
Annual charge for the provision and fortnightly collection of a second garden waste wheeled bin	35.00	NB	<i>The supply and emptying of one garden waste bin is provided free of charge.</i>
<u>Green Bin Replacement Charge</u>			
(missing or damaged)			<i>The charge is for the replacement of a missing or damaged green bin with a similar 240 litre bin. There is no charge if the replacement is a 180 litre bin.</i>
Charge for replacement with 240 litre green bin	40.00	NB	
Charge for replacement with 180 litre green bin	no charge	-	
<u>Blue or Brown Bin Replacement Charge</u>			
(missing or damaged)			
Charge for replacement of either bin	10.00	NB	
<u>COMMERCIAL REFUSE</u>			
Please contact the Waste Management Team on 01785 619000			

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Stafford Borough Council

Fees and Charges 2019



BEREAVEMENT SERVICES

£ - p VAT

Notes

STAFFORD CREMATORIUM

Cremation Fee

(a) Adult)		
(b) Environmental Levy)	720.00	E
(c) Use of Organist for all services)		
(d) Child up to 16 years	no charge	-
(e) Stillborn child	no charge	-
(f) Witnessed scattering	37.00	E
(g) Basic Cremation Charge (The fee is inclusive of the current environment fee. Services must be booked on or before 9.30am, no mourners in attendance, no organist is supplied and an option to 'hold over' must be granted)	520.00	E
(h) Surcharge for Saturday	540.00	E
(i) Special Cremation	105.00	E
(j) Late arrival fee - Funeral Director This is a fee payable by the Funeral Director for arrival after the designated time and service exceeding the designated time	55.00	E

Cremation Fee

The fee includes the use of the chapel, waiting room, Medical Referee's fee, use of the music engine, certificate of cremation, the scattering of the cremated remains within the areas designated as the gardens of remembrance (should the applicant wish to witness the scattering an additional fee is required) and all attendance after the coffin is placed on the catafalque.

Regulation 16 of the Cremation Regulations 2008 provides as follows:

After the cremation of the remains of a deceased person the cremated remains shall be given into the charge of the person who applied for the cremation if they so desire. If not they shall be retained by the Cremation Authority and, in the absence of any special arrangements for their final disposal, will be interred in a burial ground or in land adjoining the crematorium reserved for the burial of the cremated remains or shall be scattered thereon. In the case of cremated remains left temporarily in the charge of the Cremation Authority and not removed within a reasonable time, a fortnight's notice shall be given to the person who applied for the cremation before the remains are interred or scattered.

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<u>BEREAVEMENT SERVICES continued...</u>	£ - p	VAT	<u>Notes</u>
<u>STAFFORD CREMATORIUM continued..</u>			
<u>Fee for Burial of Cremated Remains</u>			
Tixall Road Cemetery			
(a) Exclusive right of burial (Two Caskets)	610.00	E	<i>Fee for Burial of Cremated Remains</i> <i>There are specific areas set aside for the burial of cremated remains at Tixall Road, Eccleshall Road and Stone Cemeteries. These are family plots which can contain up to four cremated remains interments. The fee is for the purchase of the grave only and does not include any monumental works or the cost of the actual interments.</i>
(b) Replacement of memorial tablet and first four lines of inscription for 75 years	150.00	S	
(c) Purchase of memorial tablet on Gazebo Garden plot and first four lines of inscription for 75 years	669.00	S	
(d) Each extra line of inscription	28.00	S	
(e) Cover slab for flower container	59.00	S	
(f) Black granite vase	148.00	S	
(g) Inscription on vase (per letter)	2.00	S	
(h) Replacement vase tin	10.00	S	
(i) Blank plaque in Rowan Garden	65.00	S	
(j) Crests/Motifs	52.00	S	
(k) Photo plaque	160.00	S	
(l) Replacement Plaque on the Gazebo Garden inc the first four lines of inscription	325.00	S	
(m) Repaint or gilding of existing plaque	38.00	S	
Tixall Road, Eccleshall Road & Stone Cemeteries			
(a) Exclusive right of burial (Four Caskets)	875.00	E	
Burial Only			
(a) Interment Fee	360.00	E	

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<u>BEREAVEMENT SERVICES continued...</u>	£ - p	VAT	<u>Notes</u>
<u>STAFFORD CREMATORIUM continued..</u>			<p><i>Assistance with the Cremation Fee</i></p> <p><i>In cases of hardship the Council has resolved to assist those individuals responsible for the payment of cremation fees to Stafford Borough Council. These are individuals who fall into the poverty trap outside the eligibility for state qualifying benefits and those in low income groups who have been removed in recent years from being eligible for state benefits and funeral costs. The Citizens Advice Bureau has therefore agreed to undertake an assessment of any individual referred to the organisation who might find it difficult to pay for cremation fees. If after considering various methods of financial support, such as from the Social Fund and/or charitable organisations, there is no available assistance, and in the opinion of the Citizens Advice Bureau the cremation fees are causing considerable financial hardship, then all the relevant information will be passed on to the Council. On consideration of the circumstances and at the discretion of both the Head of Operations and the Head of Finance the Council will assist the individual by a reduction of £80 on the cremation fee.</i></p>
<u>Containers</u>			
(a) Caskets	71.00	E	
(b) Polytainer and bag or box	23.00	E	
(c) Babytainers/bags	7.00	E	
(d) Scatter tube-Large	10.00	E	
(e) Scatter tube-medium & small	6.00	E	
(f) Posting of cremated remains in polytainer including packing and 24hr special delivery postage cost	at cost	E	
(g) Keepsake Urns	23.00	E	
(h) Large Keepsake Urns	84.00	E	
<u>Books of Remembrance</u>			
(a) 2 line entry (minimum)	54.00	S	
(b) 5 line entry	108.00	S	
(c) 8 line entry	172.00	S	
(d) Memorial Cards - incl. 2 line entry	15.00	S	
(e) Miniature Book - incl. 2 line entry	63.00	S	
(f) Each additional line	2.50	S	
(g) Additional designs i.e. crests, badges, flowers etc.	48.00	S	
(h) Token entries	12.00	S	
<u>Digital Book</u>			
(a) First viewing card	22.00	S	
(b) Additional cards	19.00	S	
(c) Additional entry to an existing card	15.00	S	
(d) Each additional memorial screen up to a maximum of four	50.00	S	
<u>Recordia Panels</u>			
per inscription			
(a) For a period of 5 years	171.00	S	
(b) Renewal fee for a further 5 years	87.00	S	
(c) Double panel for a 5 year period	305.00	S	
(d) Renewal fee for a further 5 years	151.00	S	
(e) Additional designs i.e. crests, badges, flowers etc.	43.00	S	

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<u>BEREAVEMENT SERVICES continued...</u>	£ - p	VAT	<u>Notes</u>
<u>STAFFORD CREMATORIUM continued...</u>			
<u>Dovecote Memorial</u>			
(a) For a period of 7 years	388.00	S	
(b) Renewal fee for a further 7 years	195.00	S	
(c) Replacement plaque	79.00	S	
<u>Memorial Seats - Existing Seats Only</u>			
Rotunda Style			
(a) For a 10 year period	570.00	S	
(b) Renewal fee for a further 10 years	285.00	S	
(c) Additional Plaque	141.00	S	
Bench Style			
(a) For a 10 year period	1,010.00	S	
(b) Renewal fee for a further 10 years	505.00	S	
(c) Additional Plaque	140.00	S	
<u>Memorial Trees - Existing Trees Only</u>			
(a) Replacement plaque	80.00	S	<i>These fees are for existing trees only, new trees are no longer available.</i>
(b) Renewal fee for further 25 years	480.00	S	
(c) Renewal fee for a further 10 years	240.00	S	
<u>Baby Memorial Wall</u>			
(a) For a period of 10 years	206.00	S	
(b) Renewal fee for a further 10 years	103.00	S	
(c) Replacement plaque	67.00	S	
<u>Sanctum</u>			
(a) Purchase price	835.00	S	
(b) Additional lease per annum	27.00	S	
(c) Additional inscription per letter	2.00	S	
(d) Witness placing within	38.00	S	
<u>Scattering of Remains From Other Crematoria</u>	56.00	E	

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<u>BEREAVEMENT SERVICES continued...</u>	£ - p	VAT	<u>Notes</u>
<u>STAFFORD AND STONE CEMETERIES</u>			
<u>Purchase of exclusive right of burial in an earthen grave (6ft 6ins x 4ft) for a period of 75 years</u>	1,275.00	NB	<i>Stafford and Stone Cemeteries</i> <i>The fees, payments and sums payable for all the cemeteries services apply only to those residing in the Stafford Borough area. For those not resident in the Borough the fee is multiplied by two and a half. Single fees apply if an elderly person dies outside of the Borough within two years of leaving.</i>
<u>Purchase of exclusive right of burial in a preformed earthen grave at Eccleshall Road Cemetery (7ft x 3ft 6ins) for a period of 75 years</u>	1,650.00	NB	
<u>Purchase of exclusive right of burial in a walled grave (8ft x 4ft) for a period of 75 years</u>	1,275.00	NB	<i>There is limited availability at Eccleshall Road and Stone Cemeteries</i>
<u>Supply and fix of brickwork at above</u>	at cost	NB	
<u>Purchase of the exclusive right of burial in a double woodland burial plot inclusive of the first interment and tree</u>	1,275.00	NB	
<u>Purchase of the exclusive right of burial in a single woodland burial plot inclusive of the first interment and tree</u>	1,140.00	NB	
<u>Purchase of the exclusive right of burial within the Rainbow Garden</u>	790.00	NB	
<u>Premium Charge for any Purchased In Reserve Grave</u>	565.00	NB	<i>the additional fee payable where a grave is pre purchased and any subsequent interment is not imminent.</i>
<u>Transfer of Exclusive Right of Burial</u>	71.00	NB	
<u>Transfer of Above to Spouse</u>	no charge	-	
<u>Short Notice Fee</u> where notice given for a burial does not comply with the 48 hours notice rule	48.00	NB	
<u>Late Arrival Fee - Funeral Director</u>	51.00	NB	<i>This is a fee payable by the Funeral Director for arrival after the designated time</i>

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<u>BEREAVEMENT SERVICES continued...</u>	£ - p	VAT	<u>Notes</u>
<u>STAFFORD AND STONE CEMETERIES</u>			
<u>continued...</u>			
<u>Use of Chapel for Burial Services</u> (including the use of the organ)	102.00	NB	
<u>Saturday Funerals</u> surcharge for funerals held on a Saturday	540.00	NB	
<u>Sound Recording of Service onto CD</u> (outsourced)	45.00	NB	
<u>DVD/Blu-Ray/USB Stick Service Recording</u>	51.00	NB	
<u>Live Link (Web casting)</u>	56.00	NB	
<u>Use of Screen for Display of Photographs/</u>			
<u>Videos Throughout the Service</u>			
(a) Single photograph	12.00	NB	Single photo displayed on the TV
(b) Simple slideshow	39.00	NB	A slideshow run on a loop on the TV
(c) Professional photo tribute	71.00	NB	Video/still photo tribute displayed on the TV
(d) Family supplied video formatting	19.00	NB	Own video can be played on the TV but has to be formatted to run on the system
<u>INTERMENT FEES</u>			
<u>Graves with Exclusive Burial Rights</u>			
<u>Granted (private grave spaces)</u>			
At a depth not exceeding 5ft.			
(a) Adult	985.00	NB	<i>Graves with no Exclusive Burial Rights Granted (common unpurchased grave spaces) The Borough Council has a statutory obligation to provide public (unpurchased, common) grave spaces in its cemeteries and the use of wooden coffins would only be allowed. It should also be understood that as the exclusive right of burial in these public grave spaces is vested with the Borough Council, these grave spaces may be re-used if required at a future date.</i>
(b) Child up to 16 years	no charge	-	
(c) Stillborn child	no charge	-	
At a depth not exceeding 7ft.			
(a) Adult	1,050.00	NB	<i>Likewise any memorial that has been erected will be removed, unless the Exclusive Right to Erect a Memorial has been purchased from the Council.</i>
(b) Child up to 16 years	no charge	-	
(c) Stillborn child	no charge	-	
<u>Graves with no Exclusive Burial Rights</u>			
<u>Granted (common unpurchased grave spaces)</u>			
(a) Adult	1,050.00	NB	
(b) Child up to 16 years	no charge	-	
(c) Stillborn child	no charge	-	
<u>Burial in a Walled Grave or Vault</u>	275.00	NB	

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<u>BEREAVEMENT SERVICES continued...</u>	£ - p	VAT	<u>Notes</u>
<u>STAFFORD AND STONE CEMETERIES</u>			
<u>continued...</u>			
<u>Right to Erect the following:-</u>			
<u>Headstones</u>			
(a) Not exceeding 2ft 6ins in height	175.00	NB	<i>The Right to Erect any monument or gravestone will be for an initial period of 30 years after which time an additional payment will be required. The fee will cover checking that the initial erection of the memorial is in accordance with appropriate procedures and the subsequent inspections thereafter.</i>
(b) Exceeding 2ft 6ins but not more than 4ft in height	199.00	NB	
<u>Kerbstones or Border Sets</u>	170.00	NB	
(Eccleshall Rd and Stone cemetery) enclosing a space not exceeding 6ft 6ins by 3ft.			
<u>Plaque, Vase, Tablet or Monument in the Form of a Reclining Cross</u>	59.00	NB	
permitted only at Eccleshall Road and Stone cemetery <u>and</u> then if within an existing kerb set			
<u>Additional Inscriptions</u>	43.00	NB	
<u>Searches and Extracts</u>			
Fees for searches of the Registers and for copies and extracts taken :			
(a) Each search covering a period of more than one year	29.00	NB	
(b) Each certified copy of an entry of burial as per the register	14.00	S	
<u>Exhumation</u>			
Disinterment cremated remains	410.00	S	
Disinterment Full Earthen			
(a) 5 Feet depth	1,510.00	S	
(b) 7 Feet depth	1,510.00	S	
<u>Grave Maintenance - per annum</u>			
(a) Gold	170.00	S	<i>In partnership with Hearts and Flowers, the service is aimed at the infirm or for people who live a distance from the Crematorium. For further details please contact the Crematorium.</i>
(b) Silver	110.00	S	
(c) Bronze	85.00	S	

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Environment Portfolio

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MISCELLANEOUS

£ - p VAT

Notes

Allotments

Licences to use access roads at rear
of allotments (new agreements)

72.00 E

*Allotment sites include :
Alliance Street, Meadow Road, Pitt Street,
Sandon Road and Stone Road.*

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Leisure Portfolio - CLIENT

Stafford Borough Council

Fees and Charges 2019



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Leisure Portfolio - CLIENT

Stafford Borough Council

Fees and Charges 2019



<u>OUTDOOR SPORT AND RECREATION</u>	£ - p	VAT	<u>Notes</u>
<u>RIVERWAY FLOODLIT SYNTHETIC PITCH</u>			<u>VAT - Exempt or Standard rated</u>
<u>Hire of Pitch</u>			<i>The letting of facilities for playing any sport or for taking part in any physical recreation is normally standard rated for VAT purposes. However, a block booking of 10 or more sessions of the same sport by a school, club, association or organisation representing affiliated clubs or constituent associations, such as a local league, is exempt from VAT.</i>
Hourly rates inclusive of floodlighting			
<u>Peak Times</u>			
Full pitch	55.50	E or S	
School use	19.50	E or S	
Part pitch (one third)	36.00	E or S	
School use	15.50	E or S	Where charges are shown with a VAT indicator of "E or S" the charge shown includes VAT.
<u>Off Peak Times</u>			
Full pitch	37.00	E or S	
School use	19.50	E or S	
Part pitch (one third)	27.50	E or S	
School use	15.50	E or S	

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Leisure Portfolio - CLIENT

Stafford Borough Council

Fees and Charges 2019



OUTDOOR SPORT AND RECREATION

£ - p VAT

Notes

continued...

All charges represent the maximum amount chargeable

Bowls

Per hour

Adults 4.30 S
Concessionary rate 2.15 S

Season tickets

Adults 72.00 S
Concessionary rate 36.00 S

Season Tickets can be purchased for inclusive use of the greens at Riverway, Victoria Park and Stonefield Park.

Pay and play use of the bowling greens is limited to supervised parks only.

Teams

Per session

Adults 66.00 E or S
Concessionary rate 33.00 E or S

All sessions will be for a maximum of 4 hours duration or part thereof.

Per season (each week)

Adults 380.00 E
Concessionary rate 190.00 E

Concessionary Rate

Juniors (16 or under), students in full time education within the Borough, people on means tested benefits (together with their spouses or partners) and pensioners (over the age of 60) are eligible for a concessionary discount of 50%.

Per season (alternate weeks)

Adults 190.00 E
Concessionary rate 95.00 E

Pavilions

Per session 13.00 E or S

VAT - Exempt or Standard rated

Per season

Alternate weeks 61.50 E or S
Weekly 123.00 E or S

The letting of facilities for playing any sport or for taking part in any physical recreation is normally standard rated for VAT purposes. However, a block booking of 10 or more sessions of the same sport by a school, club, association or organisation representing affiliated clubs or constituent associations, such as a local league, is exempt from VAT.

Where charges are shown with a VAT indicator of "E or S" the charge shown includes VAT.

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Leisure Portfolio - CLIENT

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<u>OUTDOOR SPORT AND RECREATION</u>	£ - p	VAT	<u>Notes</u>
<u>continued...</u>			<i>All charges represent the maximum amount chargeable</i>
<u>Grass Pitches</u>			<u>Concessionary Rate</u>
<u>Football Pitch</u>			<i>Juniors (16 or under), students in full time education within the Borough, people on means tested benefits (together with their spouses or partners) and pensioners (over the age of 60) are eligible for a concessionary discount of 50%.</i>
Per match			<i>Annual/seasonal charges applied will be those in force at the commencement of the hire period</i>
Adults	64.00	S	
Concessionary rate	32.00	S	
Per season - Per team			
Adults	430.00	E	
Concessionary rate	215.00	E	
<u>Dressing Room Supplement</u>			
Per match	36.00	S	
Per season - Per team	250.00	E	<u>VAT - Exempt or Standard rated</u>
<u>Tennis</u>			<i>The letting of facilities for playing any sport or for taking part in any physical recreation is normally standard rated for VAT purposes. However, a block booking of 10 or more sessions of the same sport by a school, club, association or organisation representing affiliated clubs or constituent associations, such as a local league, is exempt from VAT.</i>
Per court (per hour)			
Adults	5.40	S	
Concessionary rate	2.70	S	
Club bookings	by	S	
	negotiation		
<u>Multi-Games Area</u>			
Per hour	5.20	E or S	<i>Where charges are shown with a VAT indicator of "E or S" the charge shown includes VAT.</i>
<u>Miscellaneous Parks Activities</u>			
Circus - per day	subject	E	
Fun fair - per day	to	E	
Miscellaneous hire - per event	negotiation	E	
<u>Sponsorship of Carpet Beds and Flower Beds in Victoria Park and Stonefield Park</u>	subject	S	
	to		
	negotiation		

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<u>ADMINISTRATION CHARGES</u>	£ - p	VAT	<u>Notes</u>
<u>Administration Fee on Rechargeable Works</u>	17.50%		<u>VAT - NB or S</u>
(payment by invoice in arrear)			<i>The charges shown are inclusive of VAT.</i>
Minimum fee £25.00	charge on	NB or S	<i>However VAT is to be deducted where the plans</i>
Maximum fee £150.00	all costs		<i>are to be used for non-business activities.</i>
<u>PLANNING</u>			
<u>Copying Miscellaneous Documents</u>			
Large Copying Operations	*	ZR	* Assessed on time & material basis.
<u>Sale of Planning Documents</u>	*	NB	* These documents will be charged at a level that
) will at least cover the cost of production plus any
<u>Development Control Policy Documents</u>	*	NB) administration expenses and postage & packing
) where appropriate.
<u>Planning Printing Charges</u>			
Black and White Copies			
A4 per sheet up to 10 copies	1.05	S	
per sheet thereafter	0.10	S	
A3	1.60	S	
A2	2.20	S	
A1	2.40	S	
A0	2.70	S	
Colour Copies			
A4 per sheet up to 10 copies	1.45	S	
per sheet thereafter	0.25	S	
A3	1.70	S	
A2	2.60	S	
A1	2.95	S	
A0	3.50	S	
<u>Advice on existing BC & DC developments</u>			
per half hour	25.50	NB	
minimum charge	25.50	NB	
<u>Additional Fee for Complex Enquiries</u>			
<u>and to Cover Site Visits</u>			
per half hour	25.50	NB	
minimum charge	51.00	NB	

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<u>PLANNING continued...</u>	£ - p	VAT	<u>Notes</u>
<u>Pre 1974 Planning Information</u>	*	NB	* as per planning printing charges on Page 41
<u>Decision Notice or Appeal Decision Completion Certificate</u>			
Available via Public Access & Comino interactive	no charge	-	
SBC to supply	*	S	* as per planning printing charges on Page 41
<u>Section 106 Agreement</u>			
Available via Public Access & Comino interactive	no charge	-	
SBC to supply	*	S	* as per planning printing charges on Page 41
<u>Tree Preservation Orders</u>	*	S	* as per planning printing charges on Page 41
<u>Other Notices</u>	*	S	* as per planning printing charges on Page 41
<u>High Hedges Legislation</u>			
Investigation of Complaint	500.00	NB	<i>This charge is set by Council Resolution. For persons in receipt of Council Tax benefit the charge is reduced to £250.00</i>
<u>Housing Monitor</u>	18.25	NB	
<u>Stafford Borough Local Plan</u>	51.50 +p&p	Z	
<u>The Plan for Stafford Borough</u>	50.00 +p&p	Z	
<u>Planning Application Fees</u>	available at www.staffordbc.gov.uk	NB	<i>As laid down in the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012.</i>
<u>BUILDING CONTROL</u>			
<u>Building Regulation Charges</u>			
Full Plans Submission	available at	S	<i>The charges are as laid down in Stafford Borough Council's Building Control Scheme of Charges and may be subject to further review during the year.</i>
or	www.staffordbc.gov.uk		
Building Notice			

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Stafford Borough Council

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<u>STREET NAMING AND NUMBERING</u>	£ - p	VAT	<u>Notes</u>
<u>New Build or Redevelopment</u>			<i>The Local Authority Street Naming and Numbering is a statutory obligation as set out in section 17 to 19 of the Public Health Act 1925 and the Staffordshire Act 1983 Part II section 7.</i>
(a) Number and name new properties			
2-5 New Developments	425.00	NB	
6-25 New Developments - per phase	217.00	NB	
plus - per plot	18.50	NB	
25+ New Developments - per phase	425.00	NB	
plus - per plot	13.00	NB	
(b) Changes to development layout after notification - per plot affected	34.00	NB	
(c) Additional Charge for naming of a street	218.00	NB	
(d) Additional Charge for naming of Commercial buildings	103.00	NB	
(e) Street Name plates if Council erects the sign	570.00	NB	
(f) Separate single residential dwelling on existing street	207.00	NB	
<u>Existing Properties and/or Streets</u>			
(a) Adding or changing of house or building name	72.00	NB	
(b) Rename of Street where requested by residents	425.00	NB	
plus - per property	25.00	NB	
(c) House or building renumbering (inc sub division into flats)	285.00	NB	
(d) Conversion of single dwelling into multiple addresses	425.00	NB	
(e) Research into Archive - set as a minimum of (where not part of statutory function)	210.00	NB	
(f) Confirmation of postal addresses for solicitors or conveyancers and all consultees - per enquiry	35.00	NB	
(g) Photo copies of any legal documentation relating to street naming and numbering orders	*	NB	
			* as per planning printing charges on Page 41

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<u>LOCAL LAND CHARGES</u>	<u>£ - p</u>	<u>VAT</u>	<u>Notes</u>
(a) One Parcel of Land (including official LLC1)	97.34	S/NB	<i>Charges based on a cost recovery basis.</i>
(b) Each additional parcel	9.03	NB	
(c) LLC1	9.03	NB	
(d) Standard Enquiries Con29R	88.31	S	
(e) Separately Priced Enquiries			
Highways	88.31	S	
Planning	42.40	S	
Building Regulations	42.40	S	
Environmental	42.40	S	
(f) Con29 Optional			
each printed enquiry	23.02	S	
each additional enquiry	23.02	S	
(g) Personal Search	no charge	NB	

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<u>PARKING SERVICES - STAFFORD</u>	£ - p	VAT	<u>Notes</u>
<u>Short Stay Parking</u>			<p><i>The charging period is from 8.00am to 5.30pm Monday to Saturday inclusive unless otherwise stated.</i></p> <p><i>Christmas Day - no charge.</i></p> <p><i>Parking for the registered disabled is free up to the maximum time period permitted on short stay and long stay car parks.</i></p> <p><i>No season tickets permitted on variable stay car parks.</i></p> <p><i>Parking for the registered disabled on variable stay car parks will be restricted to a maximum of 4 hours free parking, advertised charges will then apply for the additional hours.</i></p>
Broad Street and Doxey Road			
Up to 1 hour	1.00	S	
Up to 2 hours	1.60	S	
Up to 3 hours	2.50	S	
Up to 4 hours	3.00	S	
<u>Long Stay Parking - All Day</u>			
Gaol Road and Lammascote Gyrratory	4.20	S	
<u>Long Stay Parking - Doxey Road</u>			
1 day	4.20	S	
2 days	8.40	S	
3 days	12.60	S	
4 days	16.80	S	
5 days	21.00	S	
<u>Variable Stay Parking</u>			
Castle Hill and Tenterbanks			
Up to 1 hour	1.00	S	
Up to 2 hours	1.60	S	
Up to 3 hours	2.50	S	
Up to 4 hours	3.00	S	
Up to 5 hours	4.00	S	
Up to 6 hours	5.00	S	
Over 6 hours to 8 hours	6.00	S	
24 hours	7.00	S	

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<u>PARKING SERVICES - STAFFORD continued...</u>	£ - p	VAT	<u>Notes</u>
<u>Variable Stay Parking</u>			
Waterfront Multi Storey 6.30am to 6.00pm			<i>No season tickets permissible on variable stay area.</i>
Riverside Undercroft 7.00am to 6.00pm			
Up to 1 hour	1.00	S	
Up to 2 hours	2.00	S	<i>Parking for the registered disabled is chargeable on Waterfront Multi-Storey and Riverside Undercroft car parks.</i>
Up to 3 hours	3.00	S	
Up to 4 hours	3.50	S	
Up to 5 hours	4.00	S	
Up to 6 hours	5.00	S	
Over 6 hours to 8 hours	6.00	S	
Over 8 hours to close	8.00	S	
Monday to Saturday 6pm to close	1.00	S	
Sunday all day to close	1.00	S	
Overnight parking by arrangement (in addition to daily fee due)	6.00	S	<i>Vehicles are locked in overnight and released at opening time the following day.</i>
Lost/damaged token (in addition to daily fee due)	14.00	S	
Out of hours call out (in addition to daily fee due)	95.00	S	
<u>Variable Stay Parking</u>			
Civic Centre and South Walls 6.30am to 6.00pm			<i>Parking for the registered disabled on the Civic Centre and South Walls car parks will be restricted to a maximum of 4 hours free parking, advertised charges will then apply for additional hours.</i>
Up to 1 hour	1.00	S	
Up to 2 hours	2.00	S	
Up to 3 hours	3.00	S	
Up to 4 hours	3.50	S	
Up to 5 hours	4.00	S	
Up to 6 hours	5.00	S	
Up to 8 hours	6.00	S	
Monday to Saturday 6.00pm to 6.30am	1.00	S	
Sunday all day 6.30am to 12.00 midnight	1.00	S	

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<u>PARKING SERVICES - STAFFORD continued...</u>	£ - p	VAT	<u>Notes</u>
<u>Season Tickets - Long Stay Parking</u>			
Lammascote Gyratory			<i>Season tickets issued for Lammascote</i>
Monthly	52.00	S	<i>Gyratory, Gaol Road and Doxey Road car parks are not valid for use on the Waterfront Multi-Storey car park.</i>
3 Monthly	140.00	S	
6 Monthly	250.00	S	
Annually	430.00	S	
Gaol Road and Doxey Road			<i>Season Tickets for Gaol Road and Doxey Road</i>
Monthly	44.00	S	<i>car parks are not valid for use on Lammascote Gyratory car park.</i>
3 Monthly	120.00	S	
6 Monthly	210.00	S	
Annually	365.00	S	
Waterfront Multi-Storey Car Park (Long Stay Section)			<i>Season tickets issued for Waterfront Multi-Storey</i>
Annually	480.00	S	<i>car park are valid for use on this car park only.</i>
Monthly Top Up	50.00	S	
Initial Deposit (refundable) for Monthly Top Up Card	10.00	S	<i>The Head of Operations is authorised to negotiate the fee where an application is received which contains a request for multiple season tickets.</i>
<u>Lorry Park-Long Stay Parking</u>			
HGV (24 hours)	8.00	S	
Other vehicles			
Up to 1 hour	1.00	S	
Up to 2 hours	1.50	S	
Up to 3 hours	2.40	S	
Up to 4 hours	3.00	S	<i>The parking facility and charges for Public Service and other vehicles in respect of the lorry park apply between the hours of 9.00am & 5.00pm.</i>
Public Service and other vehicles	by arrangement	S	

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PARKING SERVICES - STONE

£ - p VAT

Notes

Short Stay Parking

Crown Street

Up to 1 hour	0.60	S
Up to 2 hours	1.10	S
Up to 4 hours	2.20	S

*The charging period is from 8.00am to 5.30pm
Monday to Saturday inclusive.*

Christmas Day - no charge

Parking for the registered disabled is free.

Variable Stay Parking

Christchurch Way

Up to 1 hour	0.60	S
Up to 2 hours	1.10	S
Up to 4 hours	2.20	S
All Day	3.00	S

Season Tickets - Long Stay Parking

Christchurch Way

Monthly	44.00	S
3 Monthly	120.00	S
6 Monthly	210.00	S
Annually	365.00	S

*The Head of Operations is authorised to
negotiate the fee where an application is
received which contains a request for multiple
season tickets.*

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<u>PARKING SERVICES</u>	£ - p	VAT	<u>Notes</u>
<u>PENALTY FOR CONTRAVENTIONS</u>			
<u>Lower Level Charges</u>			
Penalty Charge Notice (PCN)	50.00	E	<i>These charges are made under The Traffic Management Act 2004 and are dependent on the seriousness of the contravention.</i>
Charge - if paid within 14 days	25.00	E	
Charge - if paid within 28 days	50.00	E	<i>The charges are set as part of a national pricing regime.</i>
After notice to owner			
Charge - if paid after 28 days	75.00	E	
After issue of charge certificate plus £5 administration charge			
<u>Higher Level Charges</u>			
Penalty Charge Notice (PCN)	70.00	E	
Charge - if paid within 14 days	35.00	E	
Charge - if paid within 28 days	70.00	E	
After notice to owner			
Charge - if paid after 28 days	105.00	E	
After issue of charge certificate plus £5 administration charge			
<u>ANCILLARY CHARGES</u>			
<u>Replacement of lost season ticket</u>	11.00	S	
<u>Change of details on season ticket</u>	11.00	S	
<u>Dispensation to park (waiver)</u>			
Per week/per location and multiples thereof	15.00	S	
<u>Rent of space on town centre car parks for advertising and/or trading</u>	subject to negotiation	S	

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<u>TOWN CENTRE SERVICES</u>	£ - p	VAT	<u>Notes</u>
<u>MARKET SQUARE, STAFFORD</u>			
<u>Hire of Display Areas</u>			
<i>Rate reflects booking for whole square, 1/2 rate and 1/4 rate for commercial and not-for-profit activities apply if 1/2 and 1/4 space is booked.</i>			
Saturday Charges - Per Day			
Charities	17.00	E	
Not-for-profit Activities	201.00	E	
Commercial Activities (maximum charge)	391.00	E	
Friday Charges - Per Day			
Charities	17.00	E	
Not-for-profit Activities	109.00	E	
Commercial Activities	221.00	E	
Sunday to Thursday Charges - Per Day			
Charities	17.00	E	
Not-for-profit Activities	100.00	E	
Commercial Activities	201.00	E	
Weekly Rates	negotiable		
Cancellation Charges			
Within 14 Days of event	100%	E	
More than 14 Days before an event - an administration charge will be applied	41.00	E	

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<u>MARKETS</u>		£ - p	VAT	<u>Notes</u>
<u>ST. JOHN'S MARKET, STAFFORD</u>				<p><u>VAT (Fuel & Power Notice No.701/19)</u> <i>Supplies of fuel and power are subject to the standard rate of vat (S) unless there is a provision for the reduced rate (P) for qualifying use.</i> <i>Qualifying use is for supplies to domestic and charity non-business use as well as supplies of small quantities of fuel and power known as a de-minimus supply.</i> <i>A de-minimus supply is one of not more than 33 kilowatt hours per day or 1,000 kilowatt hours per month.</i></p> <p>Currently S (standard rate) = 20% P (reduced rate) = 5%</p>
<u>Stall Rents</u>				
Per week - Category	Market Café	458.50	E	
	AA	147.50	E	
	A	129.00	E	
	B	115.00	E	
	C	96.50	E	
	D	83.50	E	
	E	70.50	E	
Per day - Casual Rate		25.50	E	
<u>Storage Charges</u>				
Per square metre per week				
(a)	Ground floor at rear of stalls	2.25	E	
(b)	First floor storage	1.53	E	
(c)	Refrigerated storage	2.35	E	
<u>Electricity Supply</u>				
Per unit		0.19	* P or S	
<u>FARMERS MARKET</u>				
(a)	Rent of one stall	43.00	E	
(b)	Each additional table	5.00	S	

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Resources Portfolio

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<u>LEGAL FEES</u>	£ - p	VAT	<u>Notes</u>
<u>Section 106 Agreements</u>			
Minimum set fee			
Per new agreement	875.00	NB	
Deed of Variation	350.00	NB	
Householder Application	350.00	NB	
Checking of Unilateral Undertaking	350.00	NB	
Additional costs - per hour	175.00	NB	
<u>Road Closures</u>			
Legal Fees - Per order	111.00	NB	
<u>GENERAL CHARGES</u>			
<u>Copy Charges</u>			
Per single copy	*	S	* Copying facilities are restricted to documents purely in connection with Council business. Set by print room, costed according to paper costs
<u>Recording of Committee Meetings</u>			
Per copy	10.00 +p&p	S	

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Resources Portfolio

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<u>ELECTORAL REGISTRATION</u>	£ - p	VAT	<u>Notes</u>
<u>Sale of Register</u>			<i>The charges shown are set by the Representation of People Regulations 2001</i>
(a) Data	£20.00 plus £1.50 per 1,000 entries	NB	
(b) Printed	£10.00 plus £5.00 per 1,000 entries	NB	
<u>Marked Electoral Register and Other Election Lists</u>			
(a) Data	£10.00 plus £1.00 per 1,000 entries	NB	
(b) Printed	£10.00 plus £2.00 per 1,000 entries	NB	
<u>Sale of List of Overseas Voters</u>			
(a) Data	£20.00 plus £1.50 per 100 entries	NB	
(b) Printed	£10.00 plus £5.00 per 100 entries	NB	
<u>Copy of a Return or Declaration of Expenses</u> (or accompanying document-Regulation 10(3))	20p per side of document	NB	

VAT S = standard rated - charges shown are inclusive of VAT
ZR = zero rated - no VAT to be applied

E = exempt - no VAT to be applied
NB = non-business - outside the scope of VAT

Resources Portfolio

Stafford Borough Council

Fees and Charges 2019



<u>STONE AREA OFFICE</u>	£ - p	VAT	<u>Notes</u>
<u>Letting of Council Chamber</u>			
During office hours per hour	12.55	E	Office hours - Monday to Friday 8.00am to 5.00pm.
Outside office hours per hour	25.75	E	Outside office hours - Monday to Friday 5.00pm onwards.
<u>CIVIC CENTRE</u>			
<u>Letting of Civic Suite</u>			
Hourly rate (maximum charge) (minimum hire of 2 hours)			
Craddock Room	33.00	S	
Walton Room	28.00	S	
Chetwynd Room	18.00	S	
<u>Refreshments</u>			
Tea / Coffee (per person attending)	0.50	S	
Sandwiches / Buffet	At cost + £10.00 Admin fee	S	
<u>THE SALTINGS MOBILE HOMES SITE</u>			
Coming-on fee	970.00	E	
Weekly licence fee			
Single plot	27.34	E	Rents on Mobile Home Sites can only be increased in accordance with any increase in RPI.
Double plot	36.09	E	
Refundable deposit	315.00	E	

VAT S = standard rated - charges shown are inclusive of VAT
ZR = zero rated - no VAT to be applied

E = exempt - no VAT to be applied
NB = non-business - outside the scope of VAT

VALUE ADDED TAX

The schedules of fees and charges indicates the V.A.T. status of individual charges. The following sets out an explanation of the V.A.T. liability in respect of the various categories.

Basically there are 4 categories for V.A.T purposes with which the supply of goods and/or services are grouped. As a general rule V.A.T. should be applied at the "Standard rate (S)" – currently 20% [fuel rate (P) – currently 5%] unless the supply falls within one of the other 3 categories, for which no V.A.T. is applied. These categories are shown as (i) to (iii) below:-

- (i) Zero Rated (ZR) - No V.A.T. to be applied to the supply of goods or services but a registered trader can reclaim tax on supplies to him which he/she incurs for the purpose of making zero rated supplies.

This is shown in the booklet by the letters "ZR". It can include food, books, sewerage and water services, banknotes, clothing and footwear.

- (ii) Exempt (E) - No V.A.T. is to be applied on the supply of goods or services and a registered trader cannot recover any tax paid on supplies to him.

This is shown in the booklet by the letter "E". It includes insurances, banking and rents.

- (iii) Non-Business (NB) - There are special rules relating to local authorities in this category in that their statutory and other non-business activities will be outside the scope of the tax and any V.A.T. falling on purchases by them for goods or services for these activities would not be deductible under the normal mechanism. In order to avoid the tax on these purchases burdening the Council Taxpayer special arrangements are made.

This is shown in the booklet by the letters "NB". For public authorities non-business items are those for which they have a statutory monopoly or are enshrined within legislation. In these cases the supplies are outside the scope of V.A.T.

To reiterate, any supplies not falling within categories (i) to (iii) above must be treated as standard-rated. These are shown in the booklet by the letter "S" and are shown inclusive of V.A.T.

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