

# Fees and Charges

## 2025/26



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**Stafford Borough Council  
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<b>WEEKLY CHARGES</b>	<b>£ - p</b>	<b>VAT</b>	<b><u>Notes</u></b>
<b>Garage Rents</b>			
Weekly rent	<b>12.95</b>	S	
<b>Glover Street Itinerant Site</b>			
Weekly pitch fee (52 week basis) Single plot	<b>49.95</b>	E	<i>The fee to be set by Rent Officer Assessment.</i>
Refundable deposit	<b>3 x weekly pitch fee</b>		
<b>LICENCE FEES</b>			
<b>Houses In Multiple Occupation</b>			<i>The cost for the licence fee is set to cover the costs to the council for the administering and issuing of 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	<b>825.15</b>	NB	
(ii) Renewals/subsequent applications where there are no changes	<b>710.30</b>	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	<b>742.85</b>	NB	
(ii) Renewals/subsequent applications	<b>639.20</b>	NB	
(c) Additional Fees (no discounts available on additional charges)			
(i) Fee for each additional bedroom/bedsi (for properties with 9 or more units)	<b>31.30</b>	NB	
(ii) Return of incomplete application	<b>64.40</b>	NB	
<b>Register Of Licences</b>			
Providing a copy of a HMO licence register by email	<b>30.90</b>	NB	
<b>Non-Statutory Housing Inspections</b>			
Per Inspection	<b>200.45</b>	S	
<b>Housing Standards - Cost Recovery</b>			
Officer time - per hour	<b>54.10</b>	NB	

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**LICENCE FEES continued...**                      £ - p    VAT    Notes

**Licensing and Inspection of Mobile Homes Sites**

(a) New caravan site licence fee	<b>691.45</b>	NB
(b) Amendment of existing licence	<b>464.65</b>	NB
(c) Transfer of existing licence	<b>544.90</b>	NB
(d) Fit and Proper Person Register		

Application fee	<b>471.40</b>	
Annual Fee	<b>available</b>	
Appointment of Manager	<b>online</b>	

<https://www.staffordbc.gov.uk/mobile-homes-register-fit-and-proper-persons>

**Smoke and Carbon Monoxide Alarm (England) Regulations 2015 Penalty Charge**

*Penalty Charge schemes are published online.*

Maximum Penalty	<b>available</b>	NB
	<b>online</b>	

[www.staffordbc.gov.uk](http://www.staffordbc.gov.uk)

**Letting Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014 Penalty Charge**

Maximum Penalty	<b>available</b>	NB
	<b>online</b>	

**The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 Penalty Charge**

Maximum Penalty	<b>available</b>	NB
	<b>online</b>	

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	£ - p	VAT	<u>Notes</u>
<b>PEST CONTROL</b>			
<i>This becomes an hourly charge when the infestation is associated with the keeping of fowl. A 50% reduction in the charges applied to people on means tested benefits, including their spouses or partners for the treatment of rats and mice.</i>			
<b>Domestic Premises</b>			
Disinfestation of rats	<b>89.30</b>	S	
Disinfestation of mice	<b>89.30</b>	S	
Pest identification and advice charge	<b>44.65</b>	S	
Nuisance insects, wasps and ants	<b>83.60</b>	S	
Additional premium for priority wasp treatment	<b>43.55</b>	S	
Cockroaches, cluster flies, fleas and bedbugs minimum 1 hours treatment		S	<i>The pest identification and advice charge is waived if treatment provided.</i>
Moles minimum 1 hours treatment	<b>89.30</b>	S	<i>Quote per property</i>
Squirrels minimum 1 hours treatment	<b>125.00</b>	S	<i>(pro rata thereafter)</i>
<b>Commercial Premises</b>			
Stafford Borough Council offers a wide range of Pest Control services for commercial premises	*	S	<i>(pro rata thereafter)</i>
			<i>Please contact 01785 619000 to arrange a quotation.</i>
<b>PestPort Scheme</b>			
Annual premium	<b>158.10</b>	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 or residential accommodation.</i>
<b>GENERAL HEALTH SERVICES</b>			
<b>Public Conveniences</b>			
Key for access to toilets for the disabled	<b>at cost</b>	NB	<i>The charge is approximately £2.50 per key.</i>
<b>Assisted Funerals under the Public Health Control of Diseases Act 1985</b>			
Fees for Undertaker and Cremation	<b>at cost</b>	NB	
Administration fee per funeral	<b>485.00</b>	NB	
<b>Stray Dogs</b>			
Statutory collection fee	<b>25.00</b>	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. Cost of Kennelling will also include any boarding fees charged by the kennels and any vet bills incurred.</i>
Additional recovery fee from kennels	<b>28.65</b>	NB	
Cost of Kennelling	<b>at cost</b>	NB	



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GENERAL HEALTH SERVICES continued...	£ - p	VAT	<u>Notes</u>
<b>Private Water Supply</b>			
Carry out initial Risk Assessment (applies to non single domestic supplies)			<i>The Risk Assessment Fee will be charged on cost recovery basis</i>
Cost recovery basis according to time taken	<b>at cost</b>	ZR	
Sampling charge - each visit	<b>at cost</b>	ZR	
Investigation into failure of water supply to comply with regulations	<b>at cost</b>	ZR	<i>The Head of Regulatory Services or an officer delegated by the Head of Regulatory Services is</i>
Authorisations for water supply to deviate from prescribed standards where not a risk to health	<b>at cost</b>	ZR	<i>authorised to waive 50% of the cost of private water supply sampling charges</i>
Analysis of all samples listed below to be added to the sampling visit charge stated above:			<i>where in receipt of Housing or Council Tax</i>
Small supplies i.e. domestic only serving up to 50 persons (Section 10)	<b>at cost</b>	ZR	<i>Benefit or where the supply serves a charitable or voluntary body.</i>
Single domestic supplies (Section10)	<b>at cost</b>	ZR	
Check monitoring of larges supplies or where commercial/public premises supplied (Schedule 2)	<b>at cost</b> <b>Plus</b> <b>Analysts Fee</b>	ZR	
Audit monitoring of large supplies or where commercial/public premises supplied (Schedule 1) (max £500)	<b>at cost</b> <b>Plus</b> <b>Analysts Fee</b>	ZR	
<b>Work in Default of Statutory Notices Served</b>			
(a) Cost of works	<b>at cost</b>	NB	<i>The Head of Regulatory Services or an officer delegated by the Head of Regulatory Services</i>
(b) Officer time overseeing works - per hour	<b>54.60</b>	NB	<i>is authorised to waive such charges for</i>
(c) Administration charge - per property	<b>39.90</b>	NB	<i>works in default in case of extreme hardship or where the mental health of the</i>
Note in the case of charges under (a) and (b) where more than one property is involved charges are divided pro rata per property			<i>client would be affected</i>
<b>Environmental and Health Service</b>			
Discretionary Investigation Work	<b>322.15</b>	S	
<b>Charge for Re-Visit for FHRS</b>			
Charge for rating re-visit for FHRS	<b>216.80</b>	NB	
<b>Food Premises Advisory Visit</b>			
Fee per visit	<b>180.25</b>	NB	

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GENERAL HEALTH SERVICES continued...	£ - p	VAT	<u>Notes</u>
<b>Contaminated Land Enquiry</b>			
Fee per enquiry	<b>151.40</b>	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>
<b>Issuing of Export Certification</b>			
Food Manufacturers	<b>75.20</b>	NB	
<b>Factual Statements</b>			
Food Safety Act 1990	<b>163.80</b>	NB or S	
Health and Safety at Work Act 1974	<b>163.80</b>	NB or S	
Environmental Protection Act 1990	<b>163.80</b>	NB or S	
<b>Food Premises Registration</b>			
One copy of the registration entry for a premises made by the proprietor of those premises	<b>no charge</b>	-	
One copy of any entry in the register other than that covered above	<b>17.50</b>	NB	
List of premises in a particular category + 50p per entry in category	<b>68.75</b>	NB	
One copy of the full register	<b>262.65</b>	NB	

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<b>LICENCE FEES</b>	<b>£ - p</b>	<b>VAT</b>	<b><u>Notes</u></b>
<b>Pre-Application Form Checking Service</b> Checking of application forms prior to submission for all licence applications	<b>40.00</b>	NB	<i>Incomplete applications will be returned. To ensure no delay the applicant can pay for a review.</i>
<b>Animal Welfare Regulation Licence</b> (Riding Establishments, Animal Boarding Establishments, Dog Breeding and Pet Shops) 1, 2 or 3 year Licence	<b>300.00</b>	NB	<i>Now chargeable under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. The charges shown exclude any vet fees.</i>
Additional Charge after licence is granted	<b>150.00</b>	NB	<i>This is for enforcement costs.</i>
Reinspection	<b>150.00</b>	NB	
Variation	<b>100.00</b>	NB	
Exhibition Licence 3 years	<b>150.00</b>	NB	<i>The Head of Operations be delegated to</i>
Additional Charge after licence is granted	<b>100.00</b>	NB	<i>determine the application fee (plus any</i>
Administration fee for additions/ amendments of licence	<b>20.00</b>	NB	<i>veterinary fee at cost) and enforcement costs based on cost recovery.</i>
<b>Zoo Licence</b>			
First licence (for 4 years)	<b>705.55</b>	NB	<i>The charge shown excludes any vet fees.</i>
Renewal of licence (further 6 years)	<b>705.55</b>	NB	
Inspection fee	<b>at cost</b>	NB	
<b>Dangerous Wild Animals</b>			
Annual fee	<b>200.85</b>	NB	<i>The charge shown excludes any vet fees.</i>
<b>Acupuncture</b>			
Registration Fee premises	<b>203.95</b>	NB	
each person	<b>203.95</b>	NB	
<b>Tattooing</b>			
Registration Fee premises	<b>203.95</b>	NB	
each person	<b>203.95</b>	NB	
<b>Electrolysis</b>			
Registration Fee premises	<b>101.45</b>	NB	
each person	<b>101.45</b>	NB	
<b>Ear Piercing</b>			
Registration Fee premises	<b>101.45</b>	NB	
each person	<b>61.30</b>	NB	

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LICENCE FEES continued...	£ - p	VAT	<u>Notes</u>
<b>Sex Establishments</b>			<i>All applications go to committee</i>
New Applications			
(a) Application fee	<b>2,173.30</b>	NB	
(b) If application is approved an additional cost is payable to cover the compliance costs against non-licenced premises	<b>262.65</b>	NB	
Renewals			
(a) Application fee	<b>1,256.60</b>	NB	
(b) If application is approved an additional cost is payable to cover the compliance costs against non-licenced premises	<b>262.65</b>	NB	
Transfer of Licence	<b>1,256.60</b>	NB	
<b>Street Trading</b>			<i>The Head of Operations is authorised to negotiate annually any future fees for: a) the street trading consent 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>
A500 road sites annual fee per site	<b>3,000.00</b>	NB	
Other sites per day of permitted trading	<b>27.50</b>	NB	
<b>Motor Salvage Operator Registration</b>			
(a) Licence for 3 years	<b>412.00</b>	NB	
(b) Renewal	<b>412.00</b>	NB	
(c) Variation	<b>412.00</b>	NB	
(d) Name Change	<b>43.80</b>	NB	
(e) Replacement Licence/ID Badge	<b>21.65</b>	NB	
(f) Change of Site	<b>100.45</b>	NB	

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LICENCE FEES continued...	£ - p	VAT	<u>Notes</u>
<b>Scrap Metal Licence Fees</b>			<i>The Scrap Metal Dealers Act 2013 came into force in December 2013.</i>
<b>Scrap Metal Site Licence</b>			
(a) Licence for 3 years	420.25	NB	
(b) Renewal	420.25	NB	
(c) Variation	420.25	NB	
(d) Name Change	43.80	NB	
(e) Replacement Licence/ID Badge	21.65	NB	
(f) Change of Site	100.95	NB	
<b>Scrap Metal Collectors Licence</b>			
(a) Licence for 3 years	211.15	NB	
(b) Renewal	211.15	NB	
(c) Variation	211.15	NB	
(d) Name Change	43.80	NB	
(e) Replacement Licence/ID Badge	21.65	NB	
<b>Hackney Carriage and Private Hire</b>			
<b>Drivers' Licences</b>			
(a) Dual 1 year licence	85.00	NB	
(b) Dual 3 year licence	200.00	NB	
(c) Medical examination fee	100.00	NB	<i>The medical examination fee is set by Staffordshire County Council and subsequently paid over to the Occupational Physician.</i>
(d) Disclosure and Barring Service	49.50	NB	
(e) Replacement Badge	10.60	NB	<i>The Disclosure and Barring Service is in respect of new applicants. As of 2nd December 2024, this fee has risen to £49.50</i>
(f) Replacement Licence	10.60	NB	
(g) Knowledge Test	42.50	NB	
(h) Knowledge Test resit	21.25	NB	
<b>Vehicle Licences</b>			
(a) Each licence	245.00	NB	
(b) Administration fee for late production of vehicle insurance documents	53.00	NB	
(c) Annual licence condition compliance inspection	10.60	NB	
(d) Replacement Licence (copy)	21.25	NB	
(e) Electric/Hybrid/Plug-In Vehicles (incentivisation)	200.00	NB	
<b>Vehicle Plates</b>			
(a) Replacement internal and external	53.00	NB	
(b) Replacement inside plate	5.30	NB	



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LICENCE FEES - PRESCRIBED BY GOVT continued...		£ - p	VAT	<u>Notes</u>
				<i>These fees are set by DEFRA and were set on 01/08/2017.</i>
<b>(b) Annual Subsistence Charge</b>				<i>If a permit is for a combined Part B and waste application then:</i>
(i) Standard process	- Low	<b>772.00</b>	NB	<i>add £99</i>
	- Medium	<b>1,161.00</b>	NB	<i>add £149</i>
	- High	<b>1,747.00</b>	NB	<i>add £198</i>
(ii) Reduced fee activities	- Low	<b>79.00</b>	NB	
	- Medium	<b>158.00</b>	NB	<i>Where a Part B installation is subject to reporting under the E-PRTE Regulation,</i>
	- High	<b>237.00</b>	NB	<i>add an extra £99 to the fees.</i>
(iii) PVR I & II combined	- Low	<b>113.00</b>	NB	
	- Medium	<b>226.00</b>	NB	
	- High	<b>341.00</b>	NB	<i>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.</i>
(iv) Vehicle refinishers	- Low	<b>228.00</b>	NB	
	- Medium	<b>365.00</b>	NB	
	- High	<b>548.00</b>	NB	
(v) Mobile screening and crushing plant	- Low	<b>626.00</b>	NB	
	- Medium	<b>1,034.00</b>	NB	
	- High	<b>1,551.00</b>	NB	
(a) for the third to seventh permits	- Low	<b>385.00</b>	NB	
	- Medium	<b>617.00</b>	NB	
	- High	<b>924.00</b>	NB	
(b) eighth and subsequent permits	- Low	<b>198.00</b>	NB	
	- Medium	<b>314.00</b>	NB	
	- High	<b>473.00</b>	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	<b>104.00</b>	NB	
	- Medium	<b>156.00</b>	NB	
	- High	<b>207.00</b>	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				

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**LICENCE FEES - PRESCRIBED BY GOVT**                      £ - p                      VAT                      Notes  
continued...

**Air Pollution Authorisation continued...**

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

**(c) Transfer and Surrender**

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

**(d) Temporary Transfer for Mobiles**

(i) First transfer	<b>53.00</b>	NB
(ii) Repeat following enforcement or warning	<b>53.00</b>	NB

**(e) Substantial Change**

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



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<b>LICENCE FEES - PRESCRIBED BY GOVT</b>	<b>£ - p</b>	<b>VAT</b>	<b><u>Notes</u></b>
<b>continued...</b>			
<b>Liquor Licences</b>			
<b>Premises and Club Premises Certificate Fees</b>			<i>Fee levels are set centrally by the Secretary of State for Digital, Culture, Media and Sport.</i>
Main application fee			
A        £0 - £4,300	<b>100.00</b>	NB	<i>The range of amounts from A to E represent the rateable value of the relevant premises.</i>
B        £4,301 - £33,000	<b>190.00</b>	NB	
C        £33,001 - £87,000	<b>315.00</b>	NB	
D        £87,001 - £125,000	<b>450.00</b>	NB	
E        £125,001 +	<b>635.00</b>	NB	
Variation fee			
A        £0 - £4,300	<b>100.00</b>	NB	
B        £4,301 - £33,000	<b>190.00</b>	NB	
C        £33,001 - £87,000	<b>315.00</b>	NB	
D        £87,001 - £125,000	<b>450.00</b>	NB	
E        £125,001 +	<b>635.00</b>	NB	
Multiplier Fee for Premises Licence, exclusively selling alcohol			
A        £0 - £4,300	<b>no charge</b>	NB	
B        £4,301 - £33,000	<b>no charge</b>	NB	
C        £33,001 - £87,000	<b>no charge</b>	NB	
D        £87,001 - £125,000	<b>900.00</b>	NB	
E        £125,001 +	<b>1,905.00</b>	NB	
Annual renewal fee			
A        £0 - £4,300	<b>70.00</b>	NB	
B        £4,301 - £33,000	<b>180.00</b>	NB	
C        £33,001 - £87,000	<b>295.00</b>	NB	
D        £87,001 - £125,000	<b>320.00</b>	NB	
E        £125,001 +	<b>350.00</b>	NB	
Exclusively or primarily selling alcohol annual fee			
A        £0 - £4,300	<b>no charge</b>	-	
B        £4,301 - £33,000	<b>no charge</b>	-	
C        £33,001 - £87,000	<b>no charge</b>	-	
D        £87,001 - £125,000	<b>640.00</b>	NB	
E        £125,001 +	<b>1,050.00</b>	NB	

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

**Stafford Borough Council  
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**LICENCE FEES - PRESCRIBED BY GOVT**                      £ - p                      VAT                      Notes  
continued...

**Additional Fees**

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

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

**Liquor Licences - Additional Fees (Renewal)**

Number of people		
5,000 - 9,999	<b>500.00</b>	NB
10,000 - 14,999	<b>1,000.00</b>	NB
15,000 - 19,999	<b>2,000.00</b>	NB
20,000 - 29,999	<b>4,000.00</b>	NB
30,000 - 39,999	<b>8,000.00</b>	NB
40,000 - 49,999	<b>12,000.00</b>	NB
50,000 - 59,999	<b>16,000.00</b>	NB
60,000 - 69,999	<b>20,000.00</b>	NB
70,000 - 79,999	<b>24,000.00</b>	NB
80,000 - 89,999	<b>28,000.00</b>	NB
90,000 and over	<b>32,000.00</b>	NB

**Lotteries**

Registration fee	<b>40.00</b>	NB
Annual renewal	<b>20.00</b>	NB

**Stafford Borough Council  
Environment Portfolio  
Fees and Charges 2025/26**

<b>PREMISES LICENCE FEES</b>	<b>£ - p</b>	<b>VAT</b>	<b><u>Notes</u></b>
			<i>These charges are due under The Gambling Act 2005.</i>
 <b>Bingo Club</b>			
Transitional Fast-Track Application	<b>278.00</b>	NB	
Transitional Non Fast-Track Application	<b>1,750.00</b>	NB	
New Application	<b>3,500.00</b>	NB	
Annual Fee	<b>1,000.00</b>	NB	
Application to Vary	<b>1,750.00</b>	NB	
Application to Transfer	<b>1,200.00</b>	NB	
Application for Re-instatement	<b>1,200.00</b>	NB	
Application for Provisional Statement	<b>3,500.00</b>	NB	
Licence Application-provisional statement holders	<b>1,200.00</b>	NB	
Copy Licence	<b>25.00</b>	NB	
Notification of Change	<b>50.00</b>	NB	
 <b>Betting Premises (excluding Tracks)</b>			
Transitional Fast-Track Application	<b>278.00</b>	NB	
Transitional Non Fast-Track Application	<b>1,500.00</b>	NB	
New Application	<b>3,000.00</b>	NB	
Annual Fee	<b>600.00</b>	NB	
Application to Vary	<b>1,500.00</b>	NB	
Application to Transfer	<b>1,200.00</b>	NB	
Application for Re-instatement	<b>1,200.00</b>	NB	
Application for Provisional Statement	<b>3,000.00</b>	NB	
Licence Application-provisional statement holders	<b>1,200.00</b>	NB	
Copy Licence	<b>25.00</b>	NB	
Notification of Change	<b>50.00</b>	NB	

**Stafford Borough Council  
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<b>PREMISES LICENCE FEES continued...</b>	<b>£ - p</b>	<b>VAT</b>	<b><u>Notes</u></b>
			<i>These charges are due under The Gambling Act 2005</i>
<b>Tracks</b>			
Transitional Fast-Track Application	<b>278.00</b>	NB	
Transitional Non Fast-Track Application	<b>1,250.00</b>	NB	
New Application	<b>2,500.00</b>	NB	
Annual Fee	<b>1,000.00</b>	NB	
Application to Vary	<b>1,250.00</b>	NB	
Application to Transfer	<b>950.00</b>	NB	
Application for Re-instatement	<b>950.00</b>	NB	
Application for Provisional Statement	<b>2,500.00</b>	NB	
Licence Application-provisional statement holders	<b>950.00</b>	NB	
Copy Licence	<b>25.00</b>	NB	
Notification of Change	<b>50.00</b>	NB	
<b>Family Entertainment Centres</b>			
Transitional Fast-Track Application	<b>278.00</b>	NB	
Transitional Non Fast-Track Application	<b>1,000.00</b>	NB	
New Application	<b>2,000.00</b>	NB	
Annual Fee	<b>750.00</b>	NB	
Application to Vary	<b>1,000.00</b>	NB	
Application to Transfer	<b>950.00</b>	NB	
Application for Re-instatement	<b>950.00</b>	NB	
Application for Provisional Statement	<b>2,000.00</b>	NB	
Licence Application-provisional statement holders	<b>950.00</b>	NB	
Copy Licence	<b>25.00</b>	NB	
Notification of Change	<b>50.00</b>	NB	
<b>Adult Gaming Centres</b>			
Transitional Fast-Track Application	<b>278.00</b>	NB	
Transitional Non Fast-Track Application	<b>1,000.00</b>	NB	
New Application	<b>2,000.00</b>	NB	
Annual Fee	<b>1,000.00</b>	NB	
Application to Vary	<b>1,000.00</b>	NB	
Application to Transfer	<b>1,200.00</b>	NB	
Application for Re-instatement	<b>1,200.00</b>	NB	
Application for Provisional Statement	<b>2,000.00</b>	NB	
Licence Application-provisional statement holders	<b>1,200.00</b>	NB	
Copy Licence	<b>25.00</b>	NB	
Notification of Change	<b>50.00</b>	NB	

**Stafford Borough Council  
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**PREMISES LICENCE FEES continued...**                      £ - p                      VAT                      Notes

**PERMITS**

**These fees are set by the Secretary of State and the  
Licensing Authority has no discretion to change them.**

**FEC Gaming Machine**

Application Fee	<b>300.00</b>	NB
Renewal Fee	<b>300.00</b>	NB
Transitional Application Fee	<b>100.00</b>	NB
Change of Name	<b>25.00</b>	NB
Copy of Permit	<b>15.00</b>	NB

**Prize Gaming**

Application Fee	<b>300.00</b>	NB
Renewal Fee	<b>300.00</b>	NB
Transitional Application Fee	<b>100.00</b>	NB
Change of Name	<b>25.00</b>	NB
Copy of Permit	<b>15.00</b>	NB

**Alcohol Licence Premises**

**Notification of 2 or less gaming machines**                      **50.00**                      NB

**More than 2 machines**

Application Fee	<b>150.00</b>	NB
Annual Fee	<b>50.00</b>	NB
Transitional Application Fee	<b>100.00</b>	NB
Change of Name	<b>25.00</b>	NB
Copy of Permit	<b>15.00</b>	NB
Variation	<b>100.00</b>	NB
Transfer	<b>25.00</b>	NB

**Club Gaming Permit**

Application Fee	<b>200.00</b>	NB
Annual Fee	<b>50.00</b>	NB
Renewal Fee	<b>200.00</b>	NB
Transitional Application Fee	<b>100.00</b>	NB
Copy of Permit	<b>15.00</b>	NB
Variation	<b>100.00</b>	NB
Notification of Change	<b>43.25</b>	NB

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

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<b>WASTE COLLECTION SERVICE</b>	<b>£ - p</b>	<b>VAT</b>	<b><u>Notes</u></b>
<b>DOMESTIC REFUSE</b>			
<b>Special Collections</b>			
Domestic (per collection)	<b>56.00</b>	NB	<i>The charge provides for the removal of a maximum of 3 bulky waste items or 6 refuse sacks of domestic waste. Additional items will be charged pro rata.</i>
<b>Civic Amenity Collection Sites</b>			
(a) 1 hour duration at a single location	<b>122.00</b>	S	<i>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	<b>168.00</b>	S	
(c) 3 hour duration	<b>265.00</b>	S	
<b>Green Bin Replacement Charge</b>			
(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	<b>46.00</b>	NB	
Charge for replacement with 180 litre green bin	<b>no charge</b>	-	
<b>Blue or Brown Bin Replacement Charge</b>			
(missing or damaged)			
Charge for replacement of either bin	<b>11.50</b>	NB	
<b>Garden Waste Recycling</b>			
Garden waste service - one bin	<b>43.50</b>	NB	<i>This charge applies for the calendar year January-December. The fee of £43.50 will be applicable from 1 January 2026</i>
Delivery of each additional garden waste bin	<b>27.50</b>	NB	
<b>COMMERCIAL REFUSE</b>			
Please contact the Waste Management Team on 01785 619000			



**Stafford Borough Council  
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**BEREAVEMENT SERVICES**

£ - p      VAT    Notes

**STAFFORD CREMATORIUM**

**Cremation Fee**

(a) Adult )				<u>Cremation Fee</u>
(b) Environmental Levy )	<b>910.00</b>	E		<i>The fee includes the use of the chapel, waiting</i>
(c) Child up to 12 months of age	<b>278.00</b>	E		<i>room, Medical Referee's fee, use of the music</i>
(d) Child 12 months to 16 years	<b>572.00</b>	E		<i>engine, certificate of cremation, the scattering</i>
(e) Witnessed scattering	<b>45.00</b>	E		<i>of the cremated remains within the area</i>
(f) Direct 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 use the media/music system available. 15 minute service times)	<b>375.00</b>	E		<i>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.</i>
(g) Surcharge for Saturday	<b>650.00</b>	E		<i>All cremations include environmental levy fee (c) and (d) The identified costs for children</i>
(h) Special Cremation	<b>129.00</b>	E		<i>are not paid by family, however, SBC claims for the cost shown in Fees and Charges</i>
(i) 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	<b>67.00</b>	E		<i>directly through the Governments Children's Funeral Fund for England. More information <u>can be found at:</u></i>
(j) Early Morning Cremation Service between 08:30 and 09:30, 30 minute service times Media/music system available with mourners in attendance	<b>565.00</b>	E		<i><a href="http://www.gov.uk/child-funeral-costs">www.gov.uk/child-funeral-costs</a></i>
(k) Additional time for a service in the chapel This price is for double the normal service time	<b>124.00</b>	E		<i><u>Regulation 16 of the Cremation Regulations 2008 provides as follows</u></i>
				<i>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 fortnights notice shall be given to the person who applied for the cremation before the remains are interred or scattered.</i>

**Stafford Borough Council  
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BEREAVEMENT SERVICES continued...	£ - p	VAT	<u>Notes</u>
<b>STAFFORD CREMATORIUM continued..</b>			
<b>Fee for Burial of Cremated Remains</b>			
			<u>Fee for the Burial of Cremated Remains</u>
<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>			
Tixall Road Cemetery			
(a) Exclusive right of burial (Two Caskets)	<b>750.00</b>	E	
(b) Replacement of memorial tablet and first four lines of inscription for 75 years	<b>185.00</b>	S	
(c) Purchase of memorial tablet on Gazebo Garden plot and first four lines of inscription for 75 years	<b>815.00</b>	S	
(d) Each extra line of inscription	<b>31.00</b>	S	
(e) Cover slab for flower container	<b>72.00</b>	S	
(f) Black granite vase	<b>180.00</b>	S	
(g) Inscription on vase (per letter)	<b>2.55</b>	S	
(h) Replacement vase tin	<b>11.30</b>	S	
(i) Blank plaque in Rowan Garden	<b>77.50</b>	S	
(j) Crests/Motifs	<b>62.00</b>	S	
(k) Photo plaque	<b>198.50</b>	S	
(l) Replacement Plaque on the Gazebo Garden incl the first four lines of inscription	<b>400.00</b>	S	
(m) Repaint or gilding of existing plaque	<b>46.50</b>	S	
Tixall Road, Eccleshall Road & Stone Cemeteries			
(a) Exclusive right of burial (Four Caskets)	<b>1,080.00</b>	E	
Burial Only			
(a) Interment Fee	<b>412.00</b>	E	

**Stafford Borough Council  
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BEREAVEMENT SERVICES continued...	£ - p	VAT	<u>Notes</u>
<b>STAFFORD CREMATORIUM continued..</b>			
<i>Assistance with the Cremation Fee</i>			
<i>In cases of hardship, the Council has resolved to assist those individuals</i>			
<i>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.</i>			
<i>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.</i>			
<i>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.</i>			
<i>On consideration of the circumstances and at the discretion of both the Head of Operations &amp; the S151 Officer and Deputy Chief Executive the Council will assist the individual by a reduction of £80 on the cremation fee</i>			
<b>Containers</b>			
(a) Caskets	<b>87.50</b>	E	
(b) Polytainer and bag or box	<b>25.70</b>	E	
(c) Scatter tube-Large	<b>10.80</b>	E	
(d) Scatter tube-medium & small	<b>7.20</b>	E	
(e) Posting of cremated remains in polytainer including packing and 24hr special delivery postage cost	<b>at cost</b>	E	
(f) Keepsake Urns	<b>25.75</b>	E	
(g) Large Keepsake Urns	<b>103.00</b>	E	
(h) Token Amount of Cremated Remains	<b>5.00</b>		
<b>Books of Remembrance</b>			
(a) 2 line entry (minimum)	<b>66.00</b>	S	
(b) 5 line entry	<b>134.00</b>	S	
(c) 8 line entry	<b>211.00</b>	S	
(d) Memorial Cards - incl. 2 line entry	<b>16.50</b>	S	
(e) Miniature Book - incl. 2 line entry	<b>77.50</b>	S	
(f) Each additional line	<b>3.10</b>	S	
(g) Additional designs i.e. crests, badges, flowers etc.	<b>59.00</b>	S	
(h) Token entries	<b>13.50</b>	S	
<b>Digital Book</b>			
(a) First viewing card	<b>25.30</b>	S	
(b) Additional cards	<b>21.50</b>	S	
(c) Additional entry to an existing card	<b>16.50</b>	S	
(d) Each additional memorial screen up to a maximum of four	<b>60.00</b>	S	
<b>Personal Digital Memorial Tablet</b>	<b>97.60</b>	S	
<b>Recordia Panels - Per Inscription</b>			
(a) For a period of 5 years	<b>206.00</b>	S	
(b) Renewal fee for a further 5 years	<b>103.00</b>	S	
(c) Double panel for a 5 year period	<b>361.50</b>	S	
(d) Renewal fee for a further 5 years	<b>180.00</b>	S	
(e) Additional designs i.e. crests, badges, flowers etc.	<b>51.50</b>	S	

**Stafford Borough Council  
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<b>BEREAVEMENT SERVICES continued...</b>	<b>£ - p</b>	<b>VAT</b>	<b><u>Notes</u></b>
<b>STAFFORD CREMATORIUM continued...</b>			
<b>Dovecote Memorial</b>			
(a) For a period of 7 years	<b>515.00</b>	S	
(b) Renewal fee for a further 7 years	<b>258.00</b>	S	
(c) Replacement plaque	<b>103.00</b>	S	
<b>Memorial Seats - Existing Seats Only</b>			
Rotunda Style			
(a) For a 10 year period	<b>710.00</b>	S	
(b) Renewal fee for a further 10 years	<b>355.00</b>	S	
(c) Additional Plaque	<b>174.00</b>	S	
Bench Style			
(a) For a 10 year period	<b>1,360.00</b>	S	
(b) Renewal fee for a further 10 years	<b>670.00</b>	S	
(c) Additional Plaque	<b>200.00</b>	S	
<b>Memorial Trees - Existing Trees Only</b>			
(a) Replacement plaque	<b>98.00</b>	S	
(b) Renewal fee for further 25 years	<b>615.00</b>	S	
(c) Renewal fee for a further 10 years	<b>360.00</b>	S	
<b>Memorial Tree with Biodegradable Urn</b>			
(a) Biodegradable urn containing cremated remains	<b>265.00</b>	S	
<b>Baby Memorial Wall</b>			
(a) For a period of 10 years	<b>247.00</b>	S	
(b) Renewal fee for a further 10 years	<b>124.00</b>	S	
(c) Replacement plaque	<b>77.50</b>	S	
<b>Sanctum</b>			
(a) Purchase price	<b>1,200.00</b>	S	
(b) Additional lease per annum	<b>33.00</b>	S	
(c) Additional inscription per letter	<b>2.55</b>	S	
(d) Witness placing within	<b>46.00</b>	S	
<b>Scattering of Remains From Other Crematoria</b>	<b>67.00</b>	E	

**Stafford Borough Council  
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BEREAVEMENT SERVICES continued...	£ - p	VAT	<u>Notes</u>
<b>STAFFORD AND STONE CEMETERIES</b>			
<i>Stafford and Stone Cemeteries</i>			
Purchase of exclusive right of burial in an earthen grave (6ft 6ins x 4ft) for a period of 75 years	1,580.00	NB	<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 the Borough within two years of leaving.</i>
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	2,040.00	NB	<i>There is limited availability of Eccleshall Road and Stone Cemeteries.</i>
Purchase of exclusive right of burial in a walled grave (8ft x 4ft) for a period of 75 years	1,580.00	NB	
Supply and fix of brickwork at above	at cost	NB	
Purchase of the exclusive right of burial in a double woodland burial plot inclusive of the first interment and tree	1,580.00	NB	
Purchase of the exclusive right of burial in a single woodland burial plot inclusive of the first interment and tree	1,420.00	NB	
Purchase of the exclusive right of burial within the Rainbow Garden	950.00	NB	
Premium Charge for any Purchased In Reserve Grave	680.00	NB	<i>The additional fee payable where a grave is pre purchased and any subsequent interment is not imminent.</i>
Shoring timber for Grave Excavation	225.00		
Transfer of Exclusive Right of Burial	87.50	NB	
Transfer of Above to Spouse	no charge	-	
Short Notice Fee	56.65	NB	
where notice given for a burial does not comply with the 48 hours notice rule			
Late Arrival Fee - Funeral Director	62.00	NB	<i>This is a fee payable by the Funeral Director for arrival after the designated time.</i>
Use of Chapel for Burial Services (including the use of the organ)	124.00	NB	
Saturday Funerals	655.00	NB	
surchage for funerals held on a Saturday			

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BEREAVEMENT SERVICES continued...	£ - p	VAT	<u>Notes</u>
<b>STAFFORD AND STONE CEMETERIES continued...</b>			
<b>Sound Recording of Service onto CD</b> (outsourced)	<b>51.50</b>	S	
<b>DVD/Blu-Ray/USB Stick Service Recording</b>	<b>59.50</b>	S	
<b>Live Link (Web casting)</b>	<b>66.00</b>	S	
<b>Use of Screen for Display of Photographs/ Videos Throughout the Service</b>			
(a) Single photograph	<b>13.40</b>	S	<i>Single photo displayed on the TV.</i>
(b) Simple slideshow	<b>43.50</b>	S	<i>A slideshow run on a loop on the TV.</i>
(c) Professional photo tribute	<b>83.50</b>	S	<i>Video/still photo tribute displayed on the TV.</i>
(d) Family supplied video formatting	<b>21.60</b>	S	<i>Own video can be played on the TV but has to be formatted to run on the system.</i>
(e) Tribute Link	<b>10.30</b>	S	
<b>INTERMENT FEES</b>			
<b>Graves with Exclusive Burial Rights Granted (private grave spaces)</b>			
At a depth not exceeding 5ft.			
(a) Adult	<b>1,160.00</b>	NB	<i>(b) and (c) The identified costs for children are not paid by family, however, SBC claims for the cost shown in Fees and Charges directly through the Governments Children's Funeral Fund for England. More information can be found at:</i>
(b) Child 24 weeks to 9 years (Rainbow Garden)	<b>565.00</b>	NB	
(c) Child 9 years to 18 years	<b>1,160.00</b>	NB	
At a depth not exceeding 7ft.			
(a) Adult	<b>1,235.00</b>	NB	<a href="http://www.gov.uk/child-funeral-costs">www.gov.uk/child-funeral-costs</a>
(b) Child 24 weeks to 9 years (Rainbow Garden)	<b>610.00</b>	NB	
(c) Child 9 years to 18 years	<b>1,235.00</b>	NB	
<b>Graves with no Exclusive Burial Rights Granted (common unpurchased grave spaces)</b>			
(a) Adult	<b>1,235.00</b>	NB	
(b) Child 24 weeks to 9 years (Rainbow Garden)	<b>980.00</b>	NB	
(c) Child 9 years to 18 years	<b>1,235.00</b>	NB	
<b>Burial in a Walled Grave or Vault</b>	<b>330.00</b>	NB	

**Stafford Borough Council  
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BEREAVEMENT SERVICES continued...	£ - p	VAT	<u>Notes</u>
<b>STAFFORD AND STONE CEMETERIES</b> continued...			<i><u>Graves with no Exclusive Burial Rights</u></i>
<b>Right to Erect the following:-</b>			<i><u>Granted (common unpurchased grave spaces)</u></i>
			<i>The Borough Council has a statutory obligation</i>
			<i>obligation to provide public (unpurchased,</i>
			<i>common) grave spaces in its cemeteries and</i>
			<i>the use of wooden coffins would only be</i>
			<i>allowed. It should also be understood that</i>
			<i>as the exclusive right of burial in these</i>
			<i>public grave spaces is vested with the</i>
			<i>Borough Council, these grave spaces may be</i>
			<i>re-used if required at a future date. Likewise</i>
			<i>any memorial that has been erected will be</i>
			<i>removed unless the Exclusive Right to Erect</i>
			<i>a Memorial has been purchased from the</i>
			<i>Council.</i>
<b>Headstones</b>			
(a) Not exceeding 2ft 6ins in height	<b>206.00</b>	NB	
(b) Exceeding 2ft 6ins but not more than 4ft in height	<b>238.00</b>	NB	
<b>Kerbstones or Border Sets</b> <b>(Eccleshall Rd and Stone cemetery)</b> enclosing a space not exceeding 6ft 6ins by 3ft.	<b>206.00</b>	NB	
<b>Plaque, Vase, Tablet or Monument in the Form</b> <b>of a Reclining Cross</b> permitted only at Eccleshall Road and Stone cemetery and then if within an existing kerb set	<b>72.00</b>	NB	
			<i>The Right to Erect any monument or</i>
			<i>gravestone will be for an initial period of 30</i>
			<i>years after which time an additional payment</i>
			<i>will be required. The fee will cover checking</i>
			<i>that the initial erection of the memorial is in</i>
			<i>accordance with appropriate procedures and</i>
			<i>the subsequent inspections thereafter.</i>
<b>Additional Inscriptions</b>	<b>51.50</b>	NB	
<b>Searches and Extracts</b>			
Fees for searches of the Registers and for copies and extracts taken :			
(a) Each search covering a period of more than one year	<b>34.00</b>	NB	
(b) Each certified copy of an entry of burial as per the register	<b>15.50</b>	S	
<b>Exhumation</b>			
Disinterment cremated remains	<b>510.00</b>	S	
Disinterment Full Earthen			
(a) 5 Feet depth	<b>1,875.00</b>	S	
(b) 7 Feet depth	<b>1,875.00</b>	S	
<b>Grave Maintenance - per annum</b>			
			<i>In partnership with Hearts and Flowers, the</i>
			<i>service is aimed at the infirm or for people</i>
			<i>who live a distance from the Crematorium.</i>
(a) Gold	<b>206.00</b>	S	
(b) Silver	<b>133.00</b>	S	
(c) Bronze	<b>102.00</b>	S	
			<i>For further details please contact the</i>
			<i>Crematorium.</i>

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<b>MISCELLANEOUS</b>	<b>£ - p</b>	<b>VAT</b>	<b><u>Notes</u></b>
<b>Allotments</b>			<i>Allotment sites include :</i>
Licences to use access roads at rear of allotments (new agreements)	<b>90.00</b>	E	<i>Alliance Street, Meadow Road, Pitt Street, Sandon Road and Stone Road.</i>
<b>High Hedges Legislation</b>			
Investigation of Complaint	<b>531.35</b>	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>



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<b>PARKING SERVICES - STAFFORD</b>	<b>£ - p</b>	<b>VAT</b>	<b>Notes</b>
<b>Short Stay Parking</b>			
Broad Street and Doxey Road			<i>Christmas Day - no charge</i>
Monday to Saturday 8am to 6pm			
Up to 1 hour	<b>1.30</b>	S	
Up to 2 hours	<b>1.90</b>	S	
Up to 3 hours	<b>2.80</b>	S	
Up to 4 hours	<b>3.50</b>	S	
Evening Charge - Park after 6pm out before 8am the following day (Hourly charge applies if parked before 6pm)	<b>1.20</b>	S	
Sunday All day 8am to 8am Monday	<b>1.20</b>	S	
<b>Long Stay Parking - All Day</b>			
Gaol Road and North Walls			
Monday to Saturday 8am to 6pm for up to 24 hours	<b>4.80</b>	S	
Evening Charge - Park after 6pm out before 8am the following day (Hourly charge applies if parked before 6pm)	<b>1.20</b>	S	
Sunday All day 8am to 8am Monday	<b>1.20</b>	S	
<b>Long Stay Parking - Doxey Road</b>			
1 day	<b>4.70</b>	S	
2 days	<b>9.40</b>	S	
3 days	<b>14.10</b>	S	
4 days	<b>18.80</b>	S	
5 days	<b>23.50</b>	S	
<b>Variable Stay Parking</b>			
Windmill and Victoria Park			<i>Free parking for the registered disabled on variable stay car parks for a maximum of 4 hours, advertised charges will then apply for the additional hours</i>
Monday to Saturday 8am to 6pm			
Up to 1 hour	<b>1.30</b>	S	
Up to 2 hours	<b>1.90</b>	S	
Up to 3 hours	<b>2.80</b>	S	
Up to 4 hours	<b>3.50</b>	S	
Up to 5 hours	<b>4.50</b>	S	
Up to 6 hours	<b>6.00</b>	S	
Over 6 hours to 8 hours	<b>7.00</b>	S	
24 hours	<b>8.20</b>	S	
Evening Charge - Park after 6pm out before 8am the following day (Hourly charge applies if parked before 6pm)	<b>1.20</b>	S	
Sunday All day 8am to 8am Monday			

**Stafford Borough Council  
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<b>PARKING SERVICES - STAFFORD continued...</b>	<b>£ - p</b>	<b>VAT</b>	<b>Notes</b>
<b>Variable Stay Parking</b>			<i>Parking for registered disabled is chargeable on Waterfront Multi-Storey and Riverside</i>
Waterfront Multi Storey			
Monday to Saturday 6.30am to 6.00pm			<i>Undercroft car parks</i>
Up to 1 hour	<b>1.30</b>	S	
Up to 2 hours	<b>2.30</b>	S	
Up to 3 hours	<b>3.40</b>	S	
Up to 4 hours	<b>4.00</b>	S	
Up to 5 hours	<b>4.50</b>	S	
Up to 6 hours	<b>6.00</b>	S	
Over 6 hours to 8 hours	<b>7.00</b>	S	
Over 8 hours to close	<b>9.20</b>	S	
Evening Charge - Park after 6pm out before 12 midnight (Hourly charge applies if parked before 6pm)	<b>1.20</b>	S	
Sunday all day 6.30am to 12.00 midnight	<b>1.20</b>	S	
Overnight parking by arrangement ( addition to daily fee due)	<b>7.10</b>	S	<i>Vehicles are locked in overnight and released at opening times the following day.</i>
Lost/damaged token (in addition to daily fee due)	<b>15.50</b>	S	
Out of hours call out (in addition to daily fee due)	<b>170.00</b>	S	
<b>Variable Stay Parking</b>			<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>
Civic Centre and South Walls			
Monday to Saturday 6.30am to 6.00pm			
Up to 1 hour                      Short Stay	<b>1.30</b>	S	
Up to 2 hours                      Short Stay	<b>2.30</b>	S	
Up to 3 hours                      Short Stay	<b>3.40</b>	S	
Up to 4 hours                      Short Stay	<b>4.40</b>	S	
Up to 5 hours                      Long Stay	<b>6.50</b>	S	
Up to 6 hours                      Long Stay	<b>8.70</b>	S	
Up to 8 hours                      Long Stay	<b>11.00</b>	S	
Up to 24 hours                      Long Stay	<b>13.00</b>	S	
Evening Charge - Park after 6pm out before 6.30am following day (Hourly charge applies if parked before 6pm)	<b>1.20</b>	S	
Sunday all day 6.30am to 12.00 midnight	<b>1.20</b>	S	

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<b>PARKING SERVICES - STAFFORD continued...</b>	<b>£ - p</b>	<b>VAT</b>	<b>Notes</b>	
<b>Riverside Undercroft</b>			<i>Parking for registered disabled is chargeable on Waterfront</i>	
Monday to Saturday 7am to 6.00pm				
Up to 1 hour	Short Stay	<b>1.30</b>	S	<i>Multi-Storey and Riverside</i>
Up to 2 hours	Short Stay	<b>2.30</b>	S	<i>Undercroft car parks.</i>
Up to 3 hours	Short Stay	<b>3.40</b>	S	
Up to 4 hours	Short Stay	<b>4.40</b>	S	
Up to 5 hours	Long Stay	<b>6.50</b>	S	
Up to 6 hours	Long Stay	<b>8.70</b>	S	
Over 6 hours to 8 hours	Long Stay	<b>11.00</b>	S	
Over 8 hours to close	Long Stay	<b>13.00</b>	S	
Monday to Saturday park after 6pm to midnight (Hourly charge applies if parked before 6pm)		<b>1.20</b>	S	
Sunday all day 6.30am to 12.00 midnight		<b>1.20</b>	S	
Overnight parking by arrangement (in addition to daily fee due)		<b>7.10</b>	S	
Lost/damaged token (in addition to daily fee due)		<b>15.50</b>	S	
Out of hours call out (in addition to daily fee due)		<b>165.00</b>	S	
<b>Season Tickets - Long Stay Parking</b>				
<b>North Walls and Windmill</b>			<i>Season Tickets issued for North Walls, Windmill, Gaol Road and</i>	
Monthly		<b>62.00</b>	S	<i>Doxey Road car parks are not</i>
3 Monthly		<b>165.00</b>	S	<i>valid for use on the Waterfront</i>
6 Monthly		<b>290.00</b>	S	<i>Multi-Storey Car Park.</i>
Annually		<b>490.00</b>	S	
<b>Gaol Road, Doxey Road, Fairway and Riverway</b>			<i>Season Tickets for Gaol Road and</i>	
Monthly		<b>51.50</b>	S	<i>Doxey Road car parks are not</i>
3 Monthly		<b>144.00</b>	S	<i>valid for use on North Walls and</i>
6 Monthly		<b>246.00</b>	S	<i>Windmill car park</i>
Annually		<b>415.00</b>	S	
<b>Waterfront Multi-Storey Car Park (Long Stay Section)</b>			<i>Season Tickets issued for Waterfront</i>	
Annually		<b>550.00</b>	S	<i>Multi-Storey are valid for use on this</i>
Monthly Top Up		<b>58.00</b>	S	<i>car park only.</i>
Initial Deposit (refundable) for Monthly		<b>10.50</b>	S	
Top Up Card				<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>
				<i>10% administration fee will be applied to all payments made other than by credit or debit card for the purchase of season tickets.</i>

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<b>PARKING SERVICES continued...</b>	<b>£ - p</b>	<b>VAT</b>	<b>Notes</b>
<b>PARKING SERVICES - STONE</b>			<i>Monday to Saturday inclusive.</i>
<b>Short Stay Parking</b>			<i>Christmas Day - no charge</i>
Crown Street			
Monday to Saturday 8am to 6.00pm			
Up to 1 hour	<b>0.90</b>	S	
Up to 2 hours	<b>1.40</b>	S	
Up to 4 hours	<b>2.60</b>	S	
Evening Charge - Park after 6pm out before 8am the following day (Hourly charge applies if parked before 6pm)	<b>1.20</b>	S	
Sunday all day 8am to 8am Monday	<b>1.20</b>	S	
<b>Variable Stay Parking</b>			
Christchurch Way			
Monday to Saturday 8am to 6.00pm			
Up to 1 hour	<b>0.90</b>	S	
Up to 2 hours	<b>1.40</b>	S	
Up to 4 hours	<b>2.60</b>	S	
All Day	<b>3.80</b>	S	
Evening Charge - Park after 6pm out before 8am the following day. (Hourly charge applies if parked before 6pm)	<b>1.20</b>	S	
Sunday all day 8am to 8am Monday	<b>1.20</b>	S	
<b>Season Tickets - Long Stay Parking</b>			<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>
Christchurch Way			
Monday to Saturday 8am to 6.00pm			
Monthly	<b>52.00</b>	S	
3 Monthly	<b>144.00</b>	S	
6 Monthly	<b>246.00</b>	S	
Annually	<b>410.00</b>	S	

**Stafford Borough Council  
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<b>PARKING SERVICES continued...</b>	<b>£ - p</b>	<b>VAT</b>	<b>Notes</b>
<b>PENALTY FOR CONTRAVENTIONS</b>			
Lower Level Charges			These charges are made under The Traffic Management Act 2004 and are dependent on the seriousness of the contravention.
Penalty Charge Notice (PCN)	<b>50.00</b>	E	
Charge - if paid within 14 days	<b>25.00</b>	E	The charges are set as part of a national pricing regime.
Charge - if paid within 28 days After notice to owner	<b>50.00</b>	E	
Charge - if paid after 28 days After issue of charge certificate plus £5 administration charge	<b>75.00</b>	E	
Higher Level Charges			
Penalty Charge Notice (PCN)	<b>70.00</b>	E	
Charge - if paid within 14 days	<b>35.00</b>	E	
Charge - if paid within 28 days After notice to owner	<b>70.00</b>	E	
Charge - if paid after 28 days After issue of charge certificate plus £5 administration charge	<b>105.00</b>	E	
<b>ANCILLARY CHARGES</b>			
<b>Change of details on season ticket</b>	<b>13.00</b>	S	<i>10% administration fee will be applied to all payments made other than by credit or debit card for the purchase</i>
<b>Dispensation to park (waiver)</b>			<i>Season Tickets.</i>
Per week/per location and multiples thereof	<b>18.00</b>	S	
<b>Rent of space on town centre car parks for advertising and/or trading</b>	<b>subject to negotiation</b>	S	

**Stafford Borough Council  
Leisure Portfolio - Client  
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<b>OUTDOOR SPORT AND RECREATION</b>	<b>£ - p</b>	<b>VAT</b>	<b><u>Notes</u></b>
<b>RIVERWAY FLOODLIT SYNTHETIC PITCH</b>			<u>All charges represent the maximum amount chargeable</u>
<b>Hire of Pitch</b>			
Hourly rates inclusive of floodlighting			<i>The hire of a sports facility by an individual or club for sports use, including a recurring series of lets, are</i>
Peak Times			<i>Non Business</i>
Full pitch	<b>76.45</b>	NB	
School use	<b>26.25</b>	NB	<i>The letting of sports facilities to a</i>
Part pitch (one third)	<b>49.15</b>	NB	<i>business will also be non-business</i>
School use	<b>20.85</b>	NB	<i>provided the business uses the facility for the benefit of individuals taking part in sport</i>
Off Peak Times			
Full pitch	<b>51.50</b>	NB	<i>Letting of non-sports facilities for sports</i>
School use	<b>26.25</b>	NB	<i>use: Non-Business only if the room is set</i>
Part pitch (one third)	<b>38.35</b>	NB	<i>up as a sports or leisure facility prior to</i>
School use	<b>20.85</b>	NB	<i>the start of the hire period. Where the room is not set up for participation in a sports or leisure activity, the VAT is Exempt or Standard Rated if the property is</i>
<b>VICTORIA PARK, STAFFORD</b>			
<b>Education Room/Bowls Pavilion</b>			
<b>Commercial Hire</b>			
Weekday (Mon to Friday)			<i>Non-Business VAT Treatment applies</i>
One Hour	<b>22.95</b>	NB/E/S	<i>for sports tuition and sports related</i>
Half Day (4 Hours)	<b>46.00</b>	NB/E/S	<i>education. This includes where a 3rd Party</i>
Full Day (8 Hours)	<b>86.00</b>	NB/E/S	<i>sports coach is running the the course</i>
Weekend/Bank Holiday (Sat/Sun)			<i>If the Education Room is used for non-</i>
One Hour	<b>34.50</b>	NB/E/S	<i>sport education purposes such as</i>
Half Day (4 Hours)	<b>69.00</b>	NB/E/S	<i>classroom based learning or social</i>
Full Day (8 Hours)	<b>103.50</b>	NB/E/S	<i>gatherings then it is exempt from VAT</i>
Charity/Not for Profit			<i>or taxable at standard rate if the property is subject to an option to tax</i>
Weekday (Mon to Friday)			
One Hour	<b>11.45</b>	NB or E	
Half Day (4 Hours)	<b>22.95</b>	E or S	
Full Day (8 Hours)	<b>45.90</b>	E or S	
Weekend/Bank Holiday (Sat/Sun)			
One Hour	<b>17.20</b>	NB or E	
Half Day (4 Hours)	<b>34.40</b>	NB or E	
Full Day (8 Hours)	<b>51.60</b>	NB or E	

**Stafford Borough Council  
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<b>OUTDOOR SPORT AND RECREATION</b>	<b>£ - p</b>	<b>VAT</b>	<b>Notes</b>
			<i><u>All charges represent the maximum amount chargeable</u></i>
<b>VICTORIA PARK, STAFFORD continued ...</b>			
<b>Events Space</b>			
Weekday (Mon to Friday) Per Day	<b>229.25</b>	NB, E or S	<i>Non-Business treatment may apply only of the space is set up for the specific sports activity prior to the start of the hire period.</i>
Weekend/Bank Holiday (Sat/Sun) Per Day	<b>458.55</b>	NB, E or S	
Charity/Not for Profit Weekday (Mon to Friday) Per Day	<b>114.60</b>	NB, E or S	<i>If the letting is of a defined area, the letting is exempt from VAT</i>
Weekend/Bank Holiday (Sat/Sun) Per Day	<b>229.30</b>	NB, E or S	
<b>Set up and close down days before and after event if required</b>		* NB, E or S	<i>* 50% of daily hire charge VAT - Exempt or Standard rated Providing that the hirer does not have a choice over who completes any repairs/</i>
<b>Repairs/Cleansing</b>			
Repairing any damages to buildings/grounds resulting from event	<b>at cost</b>	NB, E or S	<i>cleaning, then these fees will be part of the initial hire and follow the same treatment</i>
Cleansing litter/debris resulting from event	<b>at cost</b>	NB, E or S	<i>as the letting.</i>
<b>Other Facilities including use of horticultural green house</b>		<b>subject to negotiation</b>	E or S
<b>OTHER SPORT AND RECREATION</b>			
<b>Bowls</b>			
Per hour			<i>Season Tickets can be purchased for inclusive use of the greens at Riverway, Victoria Park and Stonefield Park.</i>
Adults	<b>5.80</b>	NB	
Concessionary rate	<b>2.90</b>	NB	
Season tickets			<i>Pay and play use of the bowling greens is limited to supervised parks only.</i>
Adults	<b>95.00</b>	NB	
Concessionary rate	<b>47.00</b>	NB	
Teams			<i>All sessions will be for a maximum of 4 hours duration or part thereof.</i>
Per session			
Adults	<b>87.55</b>	NB	
Concessionary rate	<b>43.75</b>	NB	<i><u>Concessionary Rate</u></i>
Per season (each week)			<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>
Adults	<b>513.45</b>	NB	
Concessionary rate	<b>251.30</b>	NB	
Per season (alternate weeks)			
Adults	<b>251.30</b>	NB	
Concessionary rate	<b>125.65</b>	NB	



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<b>OUTDOOR SPORT AND RECREATION</b>	<b>£ - p</b>	<b>VAT</b>	<b><u>Notes</u></b>
<b>continued...</b>			<i><u>All charges represent the maximum amount chargeable</u></i>
<b>Bowls cont...</b>			<i><u>Concessionary Rate</u></i>
Pavilions			<i>Juniors (16 or under), students in full time education within the Borough</i>
Per session	<b>17.20</b>	NB	<i>people on means tested benefits</i>
Per season			<i>(together with their spouses or partners) and pensioners (over the</i>
Alternate weeks	<b>78.65</b>	NB	<i>age of 60) are eligible for a</i>
Weekly	<b>163.75</b>	NB	<i>concessionary discount of 50%.</i>
<b>Grass Pitches</b>			<i>Annual/seasonal charges applied</i>
Football Pitch			<i>will be those in force at the</i>
Per match			<i>commencement of the hire period.</i>
Adults	<b>85.15</b>	NB	
Concessionary rate	<b>46.95</b>	NB	
Per season - Per team			
Adults	<b>578.85</b>	NB	
Concessionary rate	<b>289.40</b>	NB	
Dressing Room Supplement			
Per match	<b>46.95</b>	NB	
Per season - Per team	<b>327.50</b>	NB	
<b>Tennis</b>			
Per court (per hour)			
Adults	<b>7.10</b>	NB	
Concessionary rate	<b>3.60</b>	NB	
Club bookings			
			<b>by</b>
			<b>negotiation</b>
<b>Multi-Games Area</b>			
Per hour	<b>6.90</b>	NB	
<b>Miscellaneous Parks Activities</b>			
Circus - per day			<b>subject</b> E or S
Fun fair - per day			<b>to</b> E or S
Miscellaneous hire - per event			<b>negotiation</b> NB,E,S
			<i>If the miscellaneous hire is for sport-related purposes, non-business treatment will apply</i>
<b>Sponsorship of Carpet Beds and Flower Beds in Victoria Park and Stonefield Park</b>			
			<b>subject</b> S
			<b>to</b>
			<b>negotiation</b>

**Stafford Borough Council  
Economic Development and Planning Portfolio  
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**Stafford Borough Council  
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<b>ADMINISTRATION CHARGES</b>	<b>£ - p</b>	<b>VAT</b>	<b>Notes</b>
<b>Administration Fee on Rechargeable Works</b>	<b>17.50%</b>		<i>VAT - NB or S</i>
(payment by invoice in arrear)			<i>The charges shown are inclusive</i>
Minimum fee £25.00	<b>charge on</b>	NB or S	<i>of VAT. However VAT is to be</i>
Maximum fee £150.00	<b>all costs</b>		<i>deducted where the plans are to be</i>
			<i>used for non-business activities.</i>
 <b>PLANNING</b>			
<b>Planning Printing Charges</b>			
Black and White Copies			
A4 per sheet up to 10 copies	<b>1.35</b>	S	
per sheet thereafter	<b>0.10</b>	S	
A3	<b>2.00</b>	S	
A2	<b>2.80</b>	S	
A1	<b>3.00</b>	S	
A0	<b>3.40</b>	S	
Colour Copies			
A4 per sheet up to 10 copies	<b>1.80</b>	S	
per sheet thereafter	<b>0.25</b>	S	
A3	<b>2.05</b>	S	
A2	<b>3.20</b>	S	
A1	<b>3.70</b>	S	
A0	<b>4.30</b>	S	
 <b>Advice on existing BC &amp; DC developments</b>			
per half hour	<b>31.75</b>	NB	
minimum charge	<b>31.75</b>	NB	
 <b>Additional Fee for Complex Enquiries and to Cover Site Visits</b>			
per half hour	<b>31.75</b>	NB	
minimum charge	<b>63.00</b>	NB	
 <b>Pre 1974 Planning Information</b>			
	*	NB	<i>As per planning printing charges</i>
			<i>on page 36</i>
 <b>Decision Notice or Appeal Decision Completion Certificate</b>			
Available via Public Access & Comino interactive	<b>no charge</b>	-	
SBC to supply	*	S	<i>As per planning printing charges</i>
			<i>on page 36</i>

**Stafford Borough Council  
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PLANNING continued...	£ - p	VAT	Notes
<b>Section 106 Agreement</b> Available via Public Access & Comino interactive SBC to supply	no charge	-	
	*	S	<i>As per planning printing charges on page 36</i>
<b>Tree Preservation Orders</b>	*	S	<i>As per planning printing charges on page 36</i>
<b>Other Notices</b>	*	S	<i>As per planning printing charges on page 36</i>
<b>Housing Monitor</b>	22.75	NB	
<b>Stafford Borough Local Plan</b>	64.40	Z	
	+p&p		
<b>The Plan for Stafford Borough</b>	62.60	Z	
	+p&p		
<b>Section 106 Agreements Monitoring Fee</b>	available online		
<b>Biodiversity Net Gain Monitoring Fee</b>	available online		<a href="http://staffordbc.gov.uk/biodiversity-net-gain">staffordbc.gov.uk/biodiversity-net-gain</a>
<b>Section 111 Agreement Administration Fee</b>	50.00		<i>Fixed fee per S111 agreement signed for Cannock Chase Special Area of Conservation mitigation payment</i>
<b>Planning Pre-Application Advice</b>	available online		
<b>Planning Application Fees</b>	available at <a href="http://www.staffordbc.gov.uk">www.staffordbc.gov.uk</a>	NB	<i>As laid down in the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) England Regulations 2012</i>
<b>BUILDING CONTROL</b>			
<b>Building Regulation Charges</b> Full Plans Submission or Building Notice	available at <a href="http://www.staffordbc.gov.uk">www.staffordbc.gov.uk</a>	S	<i>The charges are laid down in the Building Control Scheme of Charges and may be subject to further review during the year</i>

**Stafford Borough Council  
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<b>STREET NAMING AND NUMBERING</b>	<b>£ - p</b>	<b>VAT</b>	<b>Notes</b>
<b>New Build or Redevelopment</b>			
(a) Number and name new properties			<i>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>
2-5 New Developments	<b>525.00</b>	NB	
6-25 New Developments - per phase	<b>267.00</b>	NB	
plus - per plot	<b>23.00</b>	NB	
25+ New Developments - per phase	<b>525.00</b>	NB	
plus - per plot	<b>16.00</b>	NB	
(b) Changes to development layout after notification - per plot affected	<b>42.00</b>	NB	
(c) Additional Charge for naming of a street	<b>270.00</b>	NB	
(d) Street Name plates if Council erects the sign	<b>682.00</b>	NB	
(e) Separate single residential dwelling on existing street	<b>256.50</b>	NB	
<b>Existing Properties and/or Streets</b>			
(a) Adding or changing of house or building name	<b>89.00</b>	NB	
(b) Rename of Street where requested by residents	<b>524.50</b>	NB	
plus - per property	<b>30.60</b>	NB	
(c) House or building renumbering (inc sub division into flats)	<b>355.00</b>	NB	
(d) Research into Archive - set as a minimum of (where not part of statutory function)	<b>256.50</b>	NB	
(e) Confirmation of postal addresses for solicitors or conveyancers and all consultees - per enquiry	<b>43.10</b>	NB	
(f) Photo copies of any legal documentation relating to street naming and numbering orders		* NB	<i>As per planning printing charges on page 36</i>

**Stafford Borough Council  
Economic Development and Planning Portfolio  
Fees and Charges 2025/26**

<b>LOCAL LAND CHARGES</b>	<b>£ - p</b>	<b>VAT</b>	<b>Notes</b>
(a) One Parcel of Land (including official LLC1)	<b>104.65</b>	S/NB	
(b) Each additional parcel	<b>9.85</b>	NB	
(c) LLC1	<b>9.85</b>	NB	
(d) Standard Enquiries Con29R	<b>94.80</b>	S	
(e) Separately Priced Enquiries			
Highways	<b>39.35</b>	NB	
Planning	<b>45.35</b>	NB	
Building Regulations	<b>45.35</b>	NB	
Environmental	<b>45.35</b>	NB	
(f) Con29 Optional			
each printed enquiry	<b>24.70</b>	S	
each additional enquiry	<b>24.70</b>	S	
(g) Personal Search	<b>no charge</b>	NB	

**Stafford Borough Council  
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Fees and Charges 2025/26**

<b>TOWN CENTRE SERVICES</b>	<b>£ - p</b>	<b>VAT</b>	<b>Notes</b>
<b>MARKET SQUARE, STAFFORD</b>			
<b>Hire of Display Areas</b>			<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	<b>20.50</b>	E	
Not-for-profit Activities	<b>240.00</b>	E	
Commercial Activities (maximum charge)	<b>470.00</b>	E	
Friday Charges - Per Day			
Charities	<b>20.50</b>	E	
Not-for-profit Activities	<b>130.00</b>	E	
Commercial Activities	<b>265.00</b>	E	
Sunday to Thursday Charges - Per Day			
Charities	<b>20.50</b>	E	
Not-for-profit Activities	<b>120.00</b>	E	
Commercial Activities	<b>240.00</b>	E	
Weekly Rates	<b>negotiable</b>		
Cancellation Charges			
Within 14 Days of event	<b>100%</b>	E	
More than 14 Days before an event - an administration charge will be applied	<b>49.00</b>	E	
<b>Hire of Area in Front of Santander Bank</b>	<b>124.00</b>	E	

**Stafford Borough Council  
Resources Portfolio  
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**Stafford Borough Council  
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<b>LEGAL FEES</b>	<b>£ - p</b>	<b>VAT</b>	<b><u>Notes</u></b>
<b>Section 106 Agreements</b>			
Minimum set fee			
Per new agreement	<b>1,215.00</b>	NB	
Deed of Variation	<b>618.00</b>	NB	
Householder Application	<b>486.15</b>	NB	
Checking of Unilateral Undertaking	<b>486.15</b>	NB	
Additional costs - per hour	<b>224.50</b>	NB	
<b>Road Closures</b>			
Legal Fees - Per order	<b>139.05</b>	NB	
<b>Disposals</b>			
Freehold	<b>504.05</b>	*	<i>* VAT rate E, S or NB Legal fees will follow the VAT treatment of the transaction. The nature of the land transaction will need to be ascertained in the first instance before the VAT treatment of the legal fees is confirmed.</i>
Long Leases	<b>641.70</b>	*	
<b>New Leases</b>			
Land	<b>744.70</b>	*	<i>* VAT rate E, S or NB Legal fees will follow the VAT treatment of the transaction. The nature of the land transaction will need to be ascertained in the first instance before the VAT treatment of the legal fees is confirmed.</i>
Other Premises	<b>744.70</b>	*	
Renewal of Leases	<b>458.35</b>	*	
<b>Miscellaneous</b>			
Licences to Occupy	<b>515.00</b>	E or S	
Right of Way Easements and Deeds of Grant	<b>401.50</b>	E or S	
Other Licences	<b>515.00</b>	E or S	
Public Footpath Diversion Orders	<b>1,834.45</b>	E or S	
<b>GENERAL CHARGES</b>			
<b>Copy Charges</b>			
Per single copy		* S	<i>Copying facilities are restricted to documents purely in connection with Council business * Set by print room, costed according to paper costs</i>

**Stafford Borough Council  
Resources Portfolio  
Fees and Charges 2025/26**

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

**Stafford Borough Council  
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<b>STONE AREA OFFICE</b>	<b>£ - p</b>	<b>VAT</b>	<b><u>Notes</u></b>
<b>Letting of Council Chamber</b>			
During office hours per hour	<b>12.55</b>	E	<i>Office hours Monday to Friday 8.00am to 5.00pm</i>
Outside office hours per hour	<b>25.75</b>	E	<i>Outside office hours Monday to Friday 5.00pm onwards</i>
<b>CIVIC CENTRE</b>			
<b>Letting of Civic Suite</b>			
Hourly rate (maximum charge) (minimum hire of 2 hours)			
Craddock Room	<b>39.00</b>	S	
Walton Room	<b>34.00</b>	S	
Chetwynd Room	<b>21.50</b>	S	
Refreshments			
Tea / Coffee (per person attending)	<b>0.80</b>	S	
Sandwiches / Buffet	<b>At cost + £10.00 Admin fee</b>	S	
<b>THE SALTINGS MOBILE HOMES SITE</b>			
Coming-on fee	<b>1,219.50</b>	E	<i>Rents on Mobile Home Sites can only be increased in accordance with any increase in CPI.</i>
Weekly licence fee			
Single plot	<b>33.23</b>	E	<i>Increases 1st January each year</i>
Double plot	<b>43.86</b>	E	
Refundable deposit	<b>391.40</b>	E	

## 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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