

To:
All members of the
Council

Please reply to:
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Service: Committee Services
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Date: 15 February 2023

Supplementary Agenda

Council - Thursday, 23 February 2023

Dear Councillor

I enclose the following items which are amended documents that relate to Item 14, Fees and Charges 2023/24 on the agenda for the Council meeting to be held on Thursday, 23 February 2023. These amendments were made following the Corporate and Policy Resources Committee meeting on 20 February 2023:

14. Fees & Charges 2023/24

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To approve the proposed fees and charges for 2023/24.

Yours sincerely

Karen Wyeth
Committee Services

To the members of the Council

Councillors:

S.M. Doran (Mayor)
D. Saliagopoulos
M.M. Attewell
C.F. Barnard
C.L. Barratt

R. Chandler
J.T.F. Doran
R.D. Dunn
S.A. Dunn
T. Fidler

T. Lagden
V.J. Leighton
A.J. Mitchell
S.C. Mooney
L. E. Nichols

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

R.O. Barratt
C. Bateson
I.J. Beardsmore
M. Beecher
J.R. Boughtflower
A. Brar
S. Buttar
J. Button

N.J. Gething
M. Gibson
K.M. Grant
A.C. Harman
H. Harvey
I.T.E. Harvey
K. Howkins
N. Islam

R.J. Noble
O. Rybinski
J.R. Sexton
R.W. Sider BEM
V. Siva
B.B. Spoor
J. Vinson
S.J Whitmore

Council – Addendum Report

23 February 2023



Title	<i>Addendum 2023/24 Fees & Charges Report</i>
Purpose of the report	To make a decision
Report Author	<i>Paul Taylor Chief Accountant</i>
Ward(s) Affected	All Wards
Exempt	No
Corporate Priority	Community Affordable housing Recovery Environment Service delivery
Recommendations	Council is asked to accept the recommendation made by corporate Policy & Resources committee at their meeting on Monday 20 February that the for Meals on Wheels and the Hire of Council football pitches by juniors, remains unchanged for 2023/24 and that the Council publishes the updated fees and charges schedules as per the attached appendices for the respective Committees to reflect these changes.
Reason for Recommendation	<p><i>The Corporate Policy and Resources Committee agreed to:</i></p> <ul style="list-style-type: none"> <i>Confirm the decision made by the Community Wellbeing and Housing Committee that the Meals on wheels charges should remain the same as the previous year for 2023/24 and</i> <i>That all junior pitch hire fees and charges remain unchanged for another year.</i>

1. Summary of the report

1.1 This report seeks to reflect the updated recommendations made to Council by the Corporate Policy & Resources committee at their meeting on Monday 20 February, as follows:

- (a) Supporting the decision made by the Community Wellbeing and Housing committee to freeze the previous charges for 2023/24.

- (b) To freeze the previous years pitch hire fees for 2023/24 in respect of Juniors.
- 1.2 That once agreed by Council, the appendices listed below, which reflect these changes (nothing else was changed) be published on the Council's website for 2023/24.
- 2. Key issues**
- 2.1 Refer to the main report.
- 3. Options analysis and proposal**
- 3.1 Refer to the main report.
- 4. Financial implications**
- 4.1 Refer to the main report, for the impact and consequences of freezing the fees & charges on Meals on Wheels.
- 4.2 The pitch hire for juniors has an annual budget of £2,300 and actuals to date of £1,356 for the year ended 31 March 2023, therefore the impact of such a decision is immaterial.
- 5. Risk considerations**
- 5.1 Refer to the main report.
- 6. Procurement considerations**
- 6.1 Refer to the main report.
- 7. Legal considerations**
- 7.1 Refer to the main report.
- 8. Other considerations**
- 8.1 Refer to the main report.
- 9. Equality and Diversity**
- 9.1 Refer to the main report.
- 10. Sustainability/Climate Change Implications**
- 10.1 Refer to the main report.
- 11. Timetable for implementation**
- 11.1 Refer to the main report.
- 12. Contact**
- 12.1 Paul Taylor p.taylor@spelthorne.gov.uk

Background papers: The main report for 2023/24 Fees & Charges.

Appendices:

Appendix C – Community Wellbeing & Housing Committee schedule of 2023/24 Fees & Charges.

Appendix F – Neighbourhood Services & Enforcement Committee schedule of 2023/24 Fees & Charges.

Fees and Charges

2023/24



Printed Date: 21/02/2023

Last modified: 21/02/2023

A full schedule of the fees and charges for all Council services for the coming year

Community Wellbeing & Housing

Day Centres

Greeno & Fordbridge Centres (Community Use)

Committee/Meeting Rooms

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Mon-Fri Evening (per hour)	558	14.20	14.90	E	Discretionary
Saturday (per hour)	561	16.30	17.10	E	Discretionary

Large Hall

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Mon-Fri Evening (per hour)	551	21.50	22.60	E	Discretionary
Saturday Day Time Rates before 6.00 PM (per hour)	553	25.75	27.00	E	Discretionary
Saturday Evening after 6.00 PM (per hour)	554	43.00	45.20	E	Discretionary
Sunday (per hour)	555	43.00	45.20	E	Discretionary

Quiet Lounge

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Mon-Fri Evening (per hour)	562	14.20	14.90	E	Discretionary
Saturday Day Time Rates before 6.00 PM (per hour)	564	21.95	23.00	E	Discretionary
Saturday Evening after 6.00 PM (per hour)	565	26.75	28.10	E	Discretionary

Greeno & Fordbridge Centres (Semi Commercial Use e.g. Weight Watchers and Dance Classes)

Large Hall

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Saturday Day Time Rates before 6.00 PM (per hour)	1,223	32.65	34.30	E	Discretionary

Fees and Charges

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Saturday Evening after 6.00 PM (per hour)	1,224	56.20	59.00	E	Discretionary
Sunday (per hour)	1,225	56.75	59.60	E	Discretionary
Mon - Fri Evening (per hour)	1,222	29.95	31.40	E	Discretionary

Older Peoples Services

Membership Fees

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
SBC Resident	603	16.50	17.30	S	Discretionary
Non SBC Resident	604	25.00	26.30	S	Discretionary
Joint Day Centre/Spelride	959	25.00	26.30	S	Discretionary

OPAL Group (High Needs)

Attendance Fees (Daily Charge)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Fordbridge Day Centre	1,691	40.00	42.00	O	Discretionary
Greeno Day Centre	1,692	40.00	42.00	O	Discretionary

Staines Community Centres (Community Use)

Upstairs meeting room

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Mon-Fri Evening (per hour)	1,435	14.15	14.90	E	Discretionary
Saturday Daytime (per hour)	1,436	16.30	17.10	E	Discretionary
Saturday Evening (per hour)	1,437	26.75	28.10	E	Discretionary
Sunday all day (per hour)	1,438	26.75	28.10	E	Discretionary

Upstairs or downstairs area

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Sunday all day (per hour)	1,434	37.85	39.70	E	Discretionary
Mon-Fri Evening (per hour)	1,431	17.85	18.70	E	Discretionary
Saturday Evening (per hour)	1,433	37.85	39.70	E	Discretionary
Saturday Daytime (per hour)	1,432	23.65	24.80	E	Discretionary

Fees and Charges

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Staines Community Centres (Semi-Commercial Use)

Upstairs meeting room

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Mon-Fri Evening (per hour)	1,443	19.45	20.40	E	Discretionary
Saturday Daytime (per hour)	1,444	21.95	23.00	E	Discretionary
Saturday Evening (per hour)	1,445	37.20	39.10	E	Discretionary
Sunday all day (per hour)	1,446	37.20	39.10	E	Discretionary

Upstairs or downstairs area

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Sunday all day (per hour)	1,442	47.75	50.10	E	Discretionary
Mon-Fri Evening (per hour)	1,439	23.65	24.80	E	Discretionary
Saturday Daytime (per hour)	1,440	26.75	28.10	E	Discretionary
Saturday Evening (per hour)	1,441	47.75	50.10	E	Discretionary

Health and Safety

Health and Safety

Health And Safety At Work Act 1974

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Officer Statement Of Facts - hourly rate	314	66.00	70.00	O	Discretionary

Homelessness

Homelessness

Bed & Breakfast

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Charge Is Maximum Eligible For Housing Benefit (2 Bed Rate, Per Week, Per Individual)	550	288.46	288.46	O	Statutory
Charge Is Maximum Eligible For Housing Benefit (4 Bed Rate, Per Week, Per Individual)	1,320	413.01	413.01	O	Statutory

Meals On Wheels

Fees and Charges

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Luncheon Clubs

Service Fees

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Charge Per Meal	609	4.00	4.00	O	Discretionary

Meals on Wheels

Service Fees

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Charge for Sandwich	1,683	1.80	1.80	0	Discretionary
Charge Per Meal	608	4.00	4.00	O	Discretionary

Public Health

Water Testing Charges

Private water supply

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Analysing a sample taken during monitoring of Group B parameters and monitoring under regulation 11,= office hourly rate PLUS all associated external sampling, laboratory and reporting costs	1,034	63.50	63.50	O	Statutory
b) Risk Assessment (each assessment) = officer hourly rate, PLUS all associated costs for commissioning appropriately trained and competent specialists	1,028	63.50	63.50	O	Statutory
c) Investigation (per investigation) = officer hourly rate, PLUS all associated costs for commissioning competent specialists (including sampling, laboratory analysis, risk assessment and engineering	1,029	63.50	63.50	O	Statutory
d) Granting an Authorisation (per authorisation) = officer hourly rate, PLUS all associated external costs	1,030	63.50	63.50	O	Statutory
e) Analysing a Sample Taken Under Regulation 10 (for parameters referred to in paragraph (1)(a) to (e) of that regulation) = officer hourly rate, PLUS all associated external sampling, laboratory and reporting costs	1,032	63.50	63.50	O	Statutory
f) Analysing a Sample Taken during monitoring of Group A parameters = officer hourly rate, PLUS all associated external sampling, laboratory and reporting costs	1,033	63.50	63.50	O	Statutory
a) Private water supply sample (each visit)= officer hourly rate plus PLUS all associated external sampling, laboratory and reporting costs	1,027	100.00	100.00	O	Statutory

Fees and Charges

2023/24



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A full schedule of the fees and charges for all Council services for the coming year

Neighbourhood Services

Abandoned Vehicles

Abandoned Vehicles

Collection Fee

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Collection And Disposal From Private Property	106	130.00	136.50	O	Discretionary

Miscellaneous

Collection Fee

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Supermarket Trolleys - Collection Charge Per Trolley	750	80.00	84.00	S	Discretionary

Allotments

Allotments

Rental

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
With Piped Water (Per 25.29Sq Meter Per Annum)	37	16.15	17.00	O	Discretionary
Without Piped Water (Per 25.29Sq Meter Per Annum)	38	12.80	13.40	O	Discretionary
Gate Key Deposit	39	22.15	23.30	O	Discretionary

Building Control

Fees and Charges

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Building Control

Building Control

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Sale Of Approval Notices	357	24.00	26.00	S	Discretionary

Building Control Research

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Historical Research Per Hr (Inc 4 Copies)	359	75.00	80.00	S	Discretionary
Additional Copies of Documents/Notices	360	30.00	32.00	S	Discretionary

Charges For Certain Small Buildings And Extensions - Additional Charge (Non Part P

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Extensions Under 10m2 (single storey)	1,074	300.00	323.00	S	Discretionary
02 Extensions 10m2 - 40m2 (single storey)	1,075	300.00	323.00	S	Discretionary
03 Extensions 40m2 - 100m2 (single storey)	1,076	300.00	323.00	S	Discretionary
04 Two storey extension not exceeding 40m2	1,077	300.00	323.00	S	Discretionary
05 Two storey extension 40m2 - 100m2	1,078	300.00	323.00	S	Discretionary
06 Two storey extension 100m2 to 200m2	1,080	300.00	323.00	S	Discretionary
07 Loft conversion without dormers (max 60m2)	1,081	300.00	323.00	S	Discretionary
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	1,082	300.00	323.00	S	Discretionary
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	1,083	300.00	323.00	S	Discretionary
10 Erection of a single storey domestic garage extension or carport up to 100m2	1,084	300.00	323.00	S	Discretionary
11 Conversion of a domestic garage to habitable rooms (max 40m2)	1,085	300.00	323.00	S	Discretionary
12 Alterations to extend or create a basement up to 100m2	1,086	300.00	323.00	S	Discretionary

Charges For Certain Small Buildings And Extensions - Building Notice Charge (Note

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	1,048	997.00	1,072.00	S	Discretionary
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	1,049	558.00	600.00	S	Discretionary
10 Erection of a single storey domestic garage extension or carport up to 100m2	1,050	662.00	712.00	S	Discretionary
11 Conversion of a domestic garage to habitable rooms (max 40m2)	1,051	784.00	843.00	S	Discretionary
12 Alterations to extend or create a basement up to 100m2	1,052	1,535.00	1,650.00	S	Discretionary
05 Two storey extension 40m2 - 100m2	232	1,515.00	1,629.00	S	Discretionary
06 Two storey extension 100m2 to 200m2	1,046	1,796.00	1,931.00	S	Discretionary

Fees and Charges

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07 Loft conversion without dormers (max 60m2)	1,047	841.00	904.00	S	Discretionary
00 No Fee Required i.e. Cavity Wall	227	0.00	0.00	S	Discretionary
01 Extensions Under 10m2 (single storey)	228	704.00	757.00	S	Discretionary
02 Extensions 10m2 - 40m2 (single storey)	229	1,019.00	1,095.00	S	Discretionary
03 Extensions 40m2 - 100m2 (single storey)	230	1,197.00	1,287.00	S	Discretionary
04 Two storey extension not exceeding 40m2	231	1,197.00	1,287.00	S	Discretionary

Charges For Certain Small Buildings And Extensions - Inspection Charge

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	1,055	697.00	772.00	S	Discretionary
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	1,056	358.00	400.00	S	Discretionary
02 Extensions 10m2 - 40m2 (single storey)	222	719.00	795.00	S	Discretionary
03 Extensions 40m2 - 100m2 (single storey)	223	897.00	987.00	S	Discretionary
04 Two storey extension not exceeding 40m2	224	897.00	987.00	S	Discretionary
05 Two storey extension 40m2 - 100m2	225	1,215.00	1,329.00	S	Discretionary
00 No Fee Required i.e. Cavity Wall	220	0.00	0.00	S	Discretionary
01 Extensions Under 10m2 (single storey)	221	504.00	557.00	S	Discretionary
12 Alterations to extend or create a basement up to 100m2	1,059	1,235.00	1,350.00	S	Discretionary
11 Conversion of a domestic garage to habitable rooms (max 40m2)	1,058	484.00	543.00	S	Discretionary
06 Two storey extension 100m2 to 200m2	1,053	1,496.00	1,631.00	S	Discretionary
07 Loft conversion without dormers (max 60m2)	1,054	541.00	604.00	S	Discretionary
10 Erection of a single storey domestic garage extension or carport up to 100m2	1,057	462.00	512.00	S	Discretionary

Charges For Certain Small Buildings And Extensions - Plan Charge

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	1,062	300.00	300.00	S	Discretionary
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	1,063	200.00	200.00	S	Discretionary
10 Erection of a single storey domestic garage extension or carport up to 100m2	1,064	200.00	200.00	S	Discretionary
06 Two storey extension 100m2 to 200m2	1,060	300.00	300.00	S	Discretionary
07 Loft conversion without dormers (max 60m2)	1,061	300.00	300.00	S	Discretionary
11 Conversion of a domestic garage to habitable rooms (max 40m2)	1,065	200.00	300.00	S	Discretionary
12 Alterations to extend or create a basement up to 100m2	1,066	300.00	300.00	S	Discretionary

Fees and Charges

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00 No Fee Required i.e. Cavity Wall	213	0.00	0.00	S	Discretionary
01 Extensions Under 10m2 (single storey)	214	200.00	200.00	S	Discretionary
02 Extensions 10m2 - 40m2 (single storey)	215	300.00	300.00	S	Discretionary
03 Extensions 40m2 - 100m2 (single storey)	216	300.00	300.00	S	Discretionary
04 Two storey extension not exceeding 40m2	217	300.00	300.00	S	Discretionary
05 Two storey extension 40m2 - 100m2	218	300.00	300.00	S	Discretionary

Charges For Certain Small Buildings And Extensions - Regularisations (Note 2)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
11 Conversion of a domestic garage to habitable rooms (max 40m2)	1,072	980.00	1,054.00	O	Discretionary
12 Alterations to extend or create a basement up to 100m2	1,073	1,918.00	2,062.00	O	Discretionary
06 Two storey extension 100m2 to 200m2	1,067	2,245.00	2,413.00	O	Discretionary
07 Loft conversion without dormers (max 60m2)	1,068	1,052.00	1,131.00	O	Discretionary
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	1,069	1,246.00	1,339.00	O	Discretionary
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	1,070	697.00	749.00	O	Discretionary
10 Erection of a single storey domestic garage extension or carport up to 100m2	1,071	827.00	889.00	O	Discretionary
00 No Fee Required i.e. Cavity Wall	234	0.00	0.00	O	Discretionary
01 Extensions Under 10m2 (single Storey)	235	880.00	946.00	O	Discretionary
02 Extensions 10m2 - 40m2 (single Storey)	236	1,274.00	1,370.00	O	Discretionary
03 Extensions 40m2 - 100m2 (single storey)	237	1,497.00	1,609.00	O	Discretionary
04 Two storey extension not exceeding 40m2	238	1,497.00	1,609.00	O	Discretionary
05 Two storey extension 40m2 - 100m2	239	1,893.00	2,035.00	O	Discretionary

Street Numbering & Re-Numbering

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
b) Single Property	363	102.00	110.00	O	Discretionary
c) 2-5 Properties	364	144.00	155.00	O	Discretionary
d) 6-10 Properties	365	203.00	218.00	O	Discretionary
e) 11 Plus Properties (£100 plus an additional £2 per property up to a max of £300)	366	203.00	218.00	O	Discretionary
a) Renaming Property Per Property	367	63.00	68.00	O	Discretionary

Domestic Alterations to a Single Building - Building Notice Charge

Fees and Charges

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Electrical work (non competent persons scheme)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Any electrical work	1,115	423.00	455.00	S	Discretionary

Internal alterations, installation of fittings (not electrical) and/or structural alterations

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
02 Estimated cost exceeding £5,000 and up to £25,000	1,110	717.00	771.00	S	Discretionary
03 Estimated cost exceeding £25,001 and up to £50,000	1,111	939.00	1,009.00	S	Discretionary
04 Estimated cost exceeding £50,001 and up to £75,000	1,112	1,459.00	1,568.00	S	Discretionary
01 Estimated cost less than £5,000	1,109	456.00	490.00	S	Discretionary

Renovation of thermal element

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Renovation of thermal element to a single dwelling	1,108	456.00	490.00	S	Discretionary

Underpinning

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Underpinning (POA)	1,107	0.00	0.00	S	Discretionary

Window replacement (non competent persons scheme)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Per installation up to 20 windows	1,113	259.00	278.00	S	Discretionary
Per installation over 20 windows	1,114	379.00	407.00	S	Discretionary

Domestic Alterations to a Single Building - Inspection Charge

Electrical work (non competent persons scheme)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Any electrical work (Inc in Plan Charge)	1,105	0.00	0.00	S	Discretionary

Internal alterations, installation of fittings (not electrical) and/or structural alterations

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Estimated cost less than £5,000 (Inc in Plan Charge)	1,099	0.00	0.00	S	Discretionary
02 Estimated cost exceeding £5,000 and up to £25,000 (Inc in Plan Charge)	1,100	417.00	471.00	S	Discretionary
03 Estimated cost exceeding £25,001 and up to £50,000	1,101	639.00	709.00	S	Discretionary
04 Estimated cost exceeding £50,001 and up to £75,000	1,102	1,159.00	1,268.00	S	Discretionary

Renovation of thermal element

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
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Fees and Charges

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Renovation of thermal element to a single dwelling (Inc in Plan Charge)	1,098	0.00	0.00	S	Discretionary
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Underpinning

Underpinning (Price on Application)	Record 1,097	2022/23 Charge 0.00	2023/24 Charge 0.00	VAT S	Statute Discretionary
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Window replacement (non competent persons scheme)

Per installation up to 20 windows (Inc in Plan Charge)	Record 1,103	2022/23 Charge 0.00	2023/24 Charge 0.00	VAT S	Statute Discretionary
Per installation over 20 windows (Inc in Plan Charge)	1,104	0.00	0.00	S	Discretionary

Domestic Alterations to a Single Building - Plan Charge

Electrical work (non competent persons scheme)

Any electrical work	Record 1,095	2022/23 Charge 423.00	2023/24 Charge 455.00	VAT S	Statute Discretionary
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Internal alterations, installation of fittings (not electrical) and/or structural alterations

01 Estimated cost less than £5,000	Record 1,089	2022/23 Charge 456.00	2023/24 Charge 490.00	VAT S	Statute Discretionary
02 Estimated cost exceeding £5,000 and up to £25,000	1,090	300.00	300.00	S	Discretionary
03 Estimated cost exceeding £25,001 and up to £50,000	1,091	300.00	300.00	S	Discretionary
04 Estimated cost exceeding £50,001 and up to £75,000	1,092	300.00	300.00	S	Discretionary

Renovation of thermal element

Renovation of thermal element to a single dwelling	Record 1,088	2022/23 Charge 456.00	2023/24 Charge 490.00	VAT S	Statute Discretionary
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Underpinning

Underpinning (POA)	Record 1,087	2022/23 Charge 0.00	2023/24 Charge 0.00	VAT S	Statute Discretionary
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Window replacement (non competent persons scheme)

Per installation up to 20 windows	Record 1,093	2022/23 Charge 259.00	2023/24 Charge 278.00	VAT S	Statute Discretionary
Per installation over 20 windows	1,094	379.00	407.00	S	Discretionary

Domestic Alterations to a Single Building - Regularisation Charge

Fees and Charges

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Electrical work (non competent persons scheme)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Any electrical work	1,125	528.00	568.00	O	Discretionary

Internal alterations, installation of fittings (not electrical) and/or structural alterations

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Estimated cost less than £5,000	1,119	570.00	613.00	O	Discretionary
02 Estimated cost exceeding £5,000 and up to £25,000	1,120	896.00	963.00	O	Discretionary
03 Estimated cost exceeding £25,001 and up to £50,000	1,121	1,174.00	1,262.00	O	Discretionary
04 Estimated cost exceeding £50,001 and up to £75,000	1,122	1,823.00	1,960.00	O	Discretionary

Renovation of thermal element

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Renovation of thermal element to a single dwelling	1,118	570.00	613.00	O	Discretionary

Underpinning

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Underpinning (POA)	1,117	0.00	0.00	O	Discretionary

Window replacement (non competent persons scheme)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Per installation up to 20 windows	1,123	325.00	349.00	O	Discretionary
Per installation over 20 windows	1,124	474.00	510.00	O	Discretionary

Non Domestic Alterations - Inspection Charge

Alterations not described elsewhere including structural alterations and installation c

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Estimated cost up to £5,000 (Included in Plan Charge)	1,194	0.00	0.00	S	Discretionary
02 Estimated cost exceeding £5,000 and up to £25,000	1,195	468.00	526.00	S	Discretionary
03 Estimated cost exceeding £25,000 and up to £50,000	1,196	854.00	941.00	S	Discretionary
04 Estimated cost exceeding £50,000 and up to £100,000	1,197	1,121.00	1,231.00	S	Discretionary
05 Estimated cost exceeding £100,000 and up to £150,000	1,198	1,330.00	1,456.00	S	Discretionary
06 Installation of a Mezzanine floor up to 500m2	1,199	888.00	977.00	S	Discretionary

Office / Shop fit out

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Floor area up to 500m2	1,200	537.00	600.00	S	Discretionary

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02 Floor area 500m2 to1000m2	1,201	888.00	977.00	S	Discretionary
03 Change of use of a Building (charged in addition to the above works)(Included in Plan Charge)	1,202	0.00	0.00	S	Discretionary

Renovation of thermal element

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Estimated cost up to £50,000 (Included in Plan Charge)	1,191	0.00	0.00	S	Discretionary
02 Estimated cost exceeding £50,001 and up to £100,000	1,192	363.00	413.00	S	Discretionary
03 Estimated cost exceeding £100,001 and up to £250,000	1,193	468.00	526.00	S	Discretionary

Window replacement (non competent persons scheme).

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Per installation up to 20 windows (Included in Plan Charge)	1,189	0.00	0.00	S	Discretionary
Per installation over 20 windows (Included in Plan Charge)	1,190	0.00	0.00	S	Discretionary

Non Domestic Alterations - Plan Charge

Alterations not described elsewhere including structural alterations and installation c

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
03 Estimated cost exceeding £25,000 and up to £50,000	1,182	300.00	300.00	S	Discretionary
04 Estimated cost exceeding £50,000 and up to £100,000	1,183	350.00	350.00	S	Discretionary
05 Estimated cost exceeding £100,000 and up to £150,000	1,184	350.00	350.00	S	Discretionary
06 Installation of a Mezzanine floor up to 500m2	1,185	300.00	300.00	S	Discretionary
01 Estimated cost up to £5,000	1,180	530.00	550.00	S	Discretionary
02 Estimated cost exceeding £5,000 and up to £25,000	1,181	300.00	300.00	S	Discretionary

Office / Shop fit out

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Floor area up to 500m2	1,186	300.00	300.00	S	Discretionary
02 Floor area 500m2 to1000m2	1,187	300.00	300.00	S	Discretionary
03 Change of use of a Building (charged in addition to the above works)	1,188	300.00	300.00	S	Discretionary

Renovation of thermal element

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Estimated cost up to £50,000	1,177	493.00	530.00	S	Discretionary
02 Estimated cost exceeding £50,001 and up to £100,000	1,178	300.00	300.00	S	Discretionary
03 Estimated cost exceeding £100,001 and up to £250,000	1,179	300.00	300.00	S	Discretionary

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Window replacement (non competent persons scheme).

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Per installation up to 20 windows	1,175	259.00	278.00	S	Discretionary
Per installation over 20 windows	1,176	379.00	407.00	S	Discretionary

Non Domestic Alterations - Regularisation Charge

Alterations not described elsewhere including structural alterations and installation c

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
06 Installation of a Mezzanine floor up to 500m2	1,213	1,485.00	1,596.00	O	Discretionary
01 Estimated cost up to £5,000	1,208	663.00	713.00	O	Discretionary
02 Estimated cost exceeding £5,000 and up to £25,000	1,209	960.00	1,032.00	O	Discretionary
03 Estimated cost exceeding £25,000 and up to £50,000	1,210	1,443.00	1,551.00	O	Discretionary
04 Estimated cost exceeding £50,000 and up to £100,000	1,211	1,839.00	1,977.00	O	Discretionary
05 Estimated cost exceeding £100,000 and up to £150,000	1,212	2,100.00	2,258.00	O	Discretionary

Office / Shop fit out

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Floor area up to 500m2	1,214	1,046.00	1,124.00	O	Discretionary
02 Floor area 500m2 to1000m2	1,215	1,485.00	1,596.00	O	Discretionary
03 Change of use of a Building (charged in addition to the above works)	1,216	300.00	325.00	O	Discretionary

Renovation of thermal element

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Estimated cost up to £50,000	1,205	617.00	663.00	O	Discretionary
02 Estimated cost exceeding £50,001 and up to £100,000	1,206	828.00	890.00	O	Discretionary
03 Estimated cost exceeding £100,001 and up to £250,000	1,207	960.00	1,032.00	O	Discretionary

Window replacement (non competent persons scheme).

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Per installation up to 20 windows	1,203	325.00	349.00	O	Discretionary
Per installation over 20 windows	1,204	474.00	510.00	O	Discretionary

Non Domestic Extensions and New Build - Inspection Charge

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All Other Use Classes

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Floor Area not exceeding 10m2	1,167	652.00	723.00	S	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,168	798.00	884.00	S	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,169	1,059.00	1,165.00	S	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,170	1,410.00	1,542.00	S	Discretionary

Assembly and Recreational Use & Other Residential (Institution and Other)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
02 Floor area exceeding 10m2 but not exceeding 40m2	1,144	1,059.00	1,165.00	S	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,145	1,551.00	1,694.00	S	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,146	2,044.00	2,224.00	S	Discretionary
01 Floor Area not exceeding 10m2	1,143	684.00	758.00	S	Discretionary

Industrial and Storage Use

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Floor Area not exceeding 10m2 (Inc in Plan Charge)	1,155	330.00	377.00	S	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,156	425.00	483.00	S	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,157	704.00	783.00	S	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,158	847.00	937.00	S	Discretionary

Non Domestic Extensions and New Build - Plan Charge

All Other Use Classes

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Floor Area not exceeding 10m2	1,163	300.00	300.00	S	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,164	350.00	350.00	S	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,165	350.00	350.00	S	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,166	350.00	350.00	S	Discretionary

Assembly and Recreational Use & Other Residential (Institution and Other)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Floor Area not exceeding 10m2	1,139	300.00	300.00	S	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,140	350.00	350.00	S	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,141	350.00	350.00	S	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,142	350.00	350.00	S	Discretionary

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Industrial and Storage Use

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Floor Area not exceeding 10m2	1,151	300.00	300.00	S	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,152	350.00	350.00	S	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,153	350.00	350.00	S	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,154	350.00	350.00	S	Discretionary

Non Domestic Extensions and New Build - Regularisation Charge

All Other Use Classes

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Floor Area not exceeding 10m2	1,171	1,190.00	1,279.00	O	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,172	1,434.00	1,542.00	O	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,173	1,761.00	1,893.00	O	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,174	2,200.00	2,365.00	O	Discretionary

Assembly and Recreational Use & Other Residential (Institution and Other)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Floor Area not exceeding 10m2	1,147	1,230.00	1,322.00	O	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,148	1,761.00	1,893.00	O	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,149	2,377.00	2,555.00	O	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,150	2,992.00	3,216.00	O	Discretionary

Industrial and Storage Use

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Floor Area not exceeding 10m2	1,159	788.00	847.00	O	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,160	969.00	1,042.00	O	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,161	1,318.00	1,417.00	O	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,162	1,497.00	1,609.00	O	Discretionary

Small Domestic Buildings - Building Notices (New Dwellings Up To 300M2 Each)

Number Of Dwellings

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) 1	191	1,516.00	1,630.00	S	Discretionary

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b) 2	192	2,041.00	2,194.00	S	Discretionary
c) 3	193	2,394.00	2,574.00	S	Discretionary
d) 4	194	2,747.00	2,953.00	S	Discretionary
e) 5	195	3,204.00	3,444.00	S	Discretionary
f) 6	196	3,661.00	3,936.00	S	Discretionary
g) 7	197	4,048.00	4,352.00	S	Discretionary
h) 8	198	4,437.00	4,770.00	S	Discretionary
i) 9	199	4,823.00	5,185.00	S	Discretionary
j) 10	200	5,210.00	5,600.00	S	Discretionary
k) exceeding 10 - Price on Application	201	0.00	0.00	S	Discretionary

Small Domestic Buildings - Inspection Charge (New Dwellings Up To 300M2 Each)

Number Of Dwellings

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) 1	169	1,216.00	1,330.00	S	Discretionary
b) 2	170	1,741.00	1,894.00	S	Discretionary
c) 3	171	2,094.00	2,274.00	S	Discretionary
d) 4	172	2,247.00	2,453.00	S	Discretionary
e) 5	173	2,704.00	2,944.00	S	Discretionary
f) 6	174	2,661.00	2,936.00	S	Discretionary
g) 7	175	3,048.00	3,352.00	S	Discretionary
h) 8	176	3,437.00	3,770.00	S	Discretionary
i) 9	177	3,823.00	4,185.00	S	Discretionary
j) 10	178	4,210.00	4,600.00	S	Discretionary
k) exceeding 10 - Price on Application	179	0.00	0.00	S	Discretionary

Small Domestic Buildings - Plan Charge (New Dwellings Up To 300M2 Each)

Number Of Dwellings

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) 1	147	300.00	300.00	S	Discretionary

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b) 2	148	300.00	300.00	S	Discretionary
c) 3	149	300.00	300.00	S	Discretionary
d) 4	150	500.00	500.00	S	Discretionary
e) 5	151	500.00	500.00	S	Discretionary
f) 6	152	1,000.00	1,000.00	S	Discretionary
g) 7	153	1,000.00	1,000.00	S	Discretionary
h) 8	154	1,000.00	1,000.00	S	Discretionary
i) 9	155	1,000.00	1,000.00	S	Discretionary
j) 10	156	1,000.00	1,000.00	S	Discretionary
k) exceeding 10 - Price on Application	157	0.00	0.00	S	Discretionary

Small Domestic Buildings - Regularisation Charge (New Dwellings Up To 300M2 Each)

Number Of Dwellings

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) 1	1,035	1,894.00	2,036.00	O	Discretionary
b) 2	1,036	2,551.00	2,742.00	O	Discretionary
c) 3	1,037	2,992.00	3,216.00	O	Discretionary
d) 4	1,038	3,433.00	3,690.00	O	Discretionary
e) 5	1,039	4,005.00	4,305.00	O	Discretionary
f) 6	1,040	4,575.00	4,918.00	O	Discretionary
g) 7	1,041	5,060.00	5,440.00	O	Discretionary
h) 8	1,042	5,546.00	5,962.00	O	Discretionary
i) 9	1,043	6,029.00	6,481.00	O	Discretionary
j) 10	1,044	6,512.00	7,000.00	O	Discretionary
k) exceeding 10 (POA)	1,045	0.00	0.00	O	Discretionary

Car Parks

Dumsey Meadow,Abbey Drive,The Broadway Laleham

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Pay And Display

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) Up to 1 hour	88	0.00	0.00	S	Discretionary
b) Up to 2 hours	89	1.50	1.50	S	Discretionary
c) Over 2 hours	90	2.00	2.00	S	Discretionary

Green Street & Old Bathing Station, Sunbury

Pay And Display

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
c) Over 2 hours	1,468	2.00	2.00	S	Discretionary
a) Up to 1 hour	1,466	0.00	0.00	S	Discretionary
b) Up to 2 hours	1,467	1.50	1.50	S	Discretionary

Laleham Park/Thameside Car Parks

Pay And Display

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
e) 3 consecutive days	1,465	15.00	15.00	S	Discretionary
b) Up to 2 hours	1,228	2.00	2.00	S	Discretionary
a) Up to 1 hour	1,229	0.50	0.50	S	Discretionary
d) Over 4 hours	1,231	7.00	7.00	S	Discretionary
c) Up to 4 hours	1,230	3.00	3.00	S	Discretionary

Lammas Park

Pay And Display

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
b) Up to 2 hours	71	2.00	2.00	S	Discretionary
a) Up to 1 hour	72	0.50	0.50	S	Discretionary
c) Up to 4 hours	73	3.00	3.00	S	Discretionary
d) Over 4 hours	74	7.00	7.00	S	Discretionary

Manor Park

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Local Season Tickets

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
c) 12 months	955	100.00	100.00	S	Discretionary
a) 3 Months	953	65.00	65.00	S	Discretionary
b) 6 months	954	80.00	80.00	S	Discretionary

Pay and Display

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) Up to 1 hour	947	0.00	0.00	S	Discretionary
b) Up to 2 hours	948	1.50	1.50	S	Discretionary
c) Over 2 hours	949	2.00	2.00	S	Discretionary

Orchard Meadow, Walled Garden & Thames Street Sunbury

Local Season Tickets

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) 3 Months	85	65.00	65.00	S	Discretionary
b) 6 Months	86	85.00	85.00	S	Discretionary
c) 12 Months	87	110.00	110.00	S	Discretionary

Pay And Display

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) Up to 1 hour	79	0.00	0.00	S	Discretionary
b) Up to 2 hours	80	1.50	1.50	S	Discretionary
c) Over 2 hours	81	2.00	2.00	S	Discretionary

Other

Off Street Suspensions

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Suspensions - reserved parking (one off admin fee)	98	30.00	30.00	S	Discretionary
Suspensions - Vehicle Charge Per Day	1,426	15.00	15.00	S	Discretionary

Other

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Film Concessions (£15-£25 per vehicle per day - Price on application)	99	15.00	15.00	S	Discretionary
Lost Or Replacement Tickets & Entry/Exit Cards	100	14.00	14.00	S	Discretionary

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Penalties

Penalty Bands

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Full Band 1	56	70.00	70.00	S	Discretionary
Full Band 2	57	50.00	50.00	S	Discretionary
Mitigated Band 1	58	35.00	35.00	S	Discretionary
Mitigated Band 2	59	25.00	25.00	S	Discretionary

Shepperton Village Hall

Local Season Tickets

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) 3 Months	1,471	65.00	65.00	S	Discretionary
b) 6 Months	1,472	85.00	85.00	S	Discretionary
c) 12 Months	1,473	110.00	110.00	S	Discretionary

Pay and Display

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) Up to 1 hour	950	0.00	0.00	S	Discretionary
b) Up to 2 hours	951	1.00	1.00	S	Discretionary
c) Over 2 hours	952	3.00	3.00	S	Discretionary

Staines (Elmsleigh Surface and Elmsleigh MSCP)

Pay on Foot (Elmsleigh Surface and Elmsleigh MSCP)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
d) Up to 4 Hours	1,624	4.00	4.00	S	Discretionary
b) Up to 2 Hours	1,622	2.00	2.00	S	Discretionary
e) Up to 5 Hours	1,625	7.00	7.00	S	Discretionary
g) 7pm to 12 midnight (Elmsleigh Surface car park only)	1,627	2.00	2.00	S	Discretionary
c) Up to 3 Hours	1,623	3.00	3.00	S	Discretionary
f) Over 5 Hours	1,626	14.00	14.00	S	Discretionary
a) Up to 1 Hour	1,621	1.00	1.00	S	Discretionary

Fees and Charges

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Staines Long-Stay - Monday to Sunday 8am to 7pm

Pay And Display

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
g) 5 days Monday to Friday only (Kingston Road only)	1,474	35.00	35.00	S	Discretionary
d) Up to 4 hours	1,427	3.50	3.50	S	Discretionary
e) Up to 5 Hours	49	3.70	3.70	S	Discretionary
f) Over 5 Hours	50	7.30	7.30	S	Discretionary
a) Up to 1 hour	46	1.30	1.30	S	Discretionary
b) Up to 2 hours	47	2.30	2.30	S	Discretionary
c) Up to 3 hours	48	2.70	2.70	S	Discretionary

Staines Long-Stay - Monday to Sunday Evening Charge

Staines - Town centre car parks

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Sunday Charge (excludes Lammas Park)	1,311	2.00	2.00	S	Discretionary

Staines Pay and Display

Contract Parking - Elmsleigh Road, South Street West & Bridge Street

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Up to 12 Months	991	830.00	830.00	S	Discretionary

Season Tickets - Kingston Road CP only - Railway Users

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) 3 Months	993	230.00	230.00	S	Discretionary
b) 12 Months	994	800.00	800.00	S	Discretionary

Season Tickets - Staines (working in Staines)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) 3 Months	52	205.00	205.00	S	Discretionary
b) 6 Months	53	380.00	380.00	S	Discretionary
c) 12 Months	54	715.00	715.00	S	Discretionary

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Staines Short-Stay

Pay And Display

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
d) Up to 4 hours	43	3.80	3.80	S	Discretionary
e) Up to 5 Hours	44	7.00	7.00	S	Discretionary
f) Over 5 Hours	45	12.20	12.20	S	Discretionary
g) 7pm to 12 midnight (Riverside Surface)	1,005	1.20	1.20	S	Discretionary
h) 7pm to 12 midnihgt (Elmsleigh Surface & Elmsleigh MSCP)	1,618	2.00	2.00	S	Discretionary
a) Up to 1 hour	40	1.30	1.30	S	Discretionary
b) Up to 2 hours	41	2.30	2.30	S	Discretionary
c) Up to 3 hours	42	2.70	2.70	S	Discretionary

The Broadway, Laleham Village

Local Season Tickets

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) 3 Months	94	65.00	65.00	S	Discretionary
b) 6 Months	95	85.00	85.00	S	Discretionary
c) 12 Months	96	110.00	110.00	S	Discretionary

Cemeteries

Miscellaneous Fees

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Late Arrival for Service (TBC -depends on circumstances)	1,680			E	Discretionary

Interment

Adult Grave

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Brick Vault (Inter only) Include brick vault fee and loss of 1 x grave space	1,305	3,168.00	3,326.00	O	Discretionary
Adult Grave 24 Hour Burial for one only (5 foot)	1,245	2,139.00	2,246.00	O	Discretionary

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Adult Grave For 1 Interment	725	1,523.00	1,599.00	O	Discretionary
Adult Grave For 1 Interment - Casket	726	1,694.00	1,779.00	O	Discretionary
Adult Grave For 2 Interments	727	1,584.00	1,663.00	O	Discretionary
Adult Grave For 2 Interments - Casket	728	1,810.00	1,901.00	O	Discretionary

Advance Purchase

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Cremated Remains PIA*	1,684	1,676.00	1,760.00	o	Discretionary
Purchase in advance of additional earthen grave	785	3,900.00	4,095.00	O	Discretionary
Cremated Remains PIA* Ashford Old Section GOR	1,685	1,930.00	2,027.00	O	Discretionary

Child Grave

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Child Internment within 24 hours	1,414	609.00	639.00	O	Discretionary
Child plot within 24 hours	1,413	698.00	733.00	O	Discretionary
Child Grave For 1 Interment	729	475.00	499.00	O	Discretionary
Child Grave For 2 Interment	730	475.00	499.00	O	Discretionary
Stillborn Interment	731	387.00	406.00	E	Discretionary

Garden of remembrance (cremated remains)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Cremated Remains (Includes Ashford Old Section)	732	543.00	570.00	E	Discretionary

Non Residents/Parishioners Charge

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Treble Fees For Residents out of Borough (Price on Application)	744			O	Discretionary

Memorial Garden

Ashford	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Plot Fee - Cremated remains (old garden of remembrance - Ashford) only	1,001	1,017.00	1,068.00	E	Discretionary

Miscellaneous Fees

Exclusive Right - Purchase of	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
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Issue of duplicate deed of grant (Transfer of ownership)	1,321	115.00	121.00	E	Discretionary
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Other

Exclusive Right - Purchase of

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Earthern Grave	733	2,032.00	2,134.00	E	Discretionary
Cremated Remains	734	858.00	901.00	E	Discretionary
Child Grave	735	543.00	570.00	E	Discretionary
Earthern Grave within 24 hours (Adult)	1,301	2,473.00	2,597.00	E	Discretionary
Burial in a Vault	1,416	2,226.00	2,337.00	E	Discretionary

Exhumation

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Exhumation of ashes (Price on Application)	784			E	Discretionary
Exhumation of body (Price on Application)	1,246			E	Discretionary

Miscellaneous Fees

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Late Arrival for Service -TBC, Depending on circumstances	1,686				Discretionary
Registration Of Assignment (Transfer of ownership)	749	158.00	166.00	O	Discretionary

Right to Erect Memorial Bench

Memorial Bench

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Supply & Installation of Memorial Bench	967	1,536.00	1,613.00	S	Discretionary

Right to Erect Memorial Plaque

Memorial Tower Plaque

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
10 Yrs	998	375.00	394.00	E	Discretionary
15 Yrs	999	529.00	555.00	E	Discretionary
25 Yrs	1,000	705.00	740.00	E	Discretionary

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Right To Erect Monument

1. Traditional Graves

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Headstone	739	399.00	419.00	E	Discretionary
Kerbs Only	741	386.00	405.00	E	Discretionary
Additional Inscription	742	207.00	217.00	E	Discretionary
Headstones And Kerbstones	736	581.00	610.00	E	Discretionary
Monument Over 91.5cm (3')	737	1,057.00	1,110.00	E	Discretionary
Vase Or Tablet	738	270.00	284.00	E	Discretionary
Erection of a Wooden Cross (after 12 months)	1,313	399.00	419.00	S	Discretionary

2. Garden Of Remembrance Tablet

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Garden Of Remembrance Tablet	743	212.00	223.00	E	Discretionary

Right to erect monuments

Installation of Memorials

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Vase (new, additional)	1,614	81.00	85.00	E	Discretionary
Replacement of Headstone or Kerb or Tablet or Vase	1,615	48.00	50.00	E	Discretionary
Temporary wooden cross for one year	1,613	0.00	0.00	S	Discretionary
Permit for remedial repair of a memorial	1,616	48.00	50.00	E	Discretionary
permit to clean a memorial	1,617	16.00	17.00	E	Discretionary

Use Of Chapel

Location

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Ashford And Staines	724	316.00	332.00	O	Discretionary
Asford & Staines - Admin Fees	1,688	75.00	79.00	O	Discretionary

Environmental Health

Fees and Charges

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Licensing

Street Trading

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
New Application Submission Fee - Deducted From Licence Fee If Application Is Approved	1,243	91.00	96.00	S	Discretionary

Street Trading - Per Annum

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) Consent For Mobile Shops, Ice Cream Vans And The Like For Not More Than 30 Minutes In Any One Place: All Residential Areas Where Streets Are Not Classified Roads	101	940.00	987.00	S	Discretionary
b) Consent For Mobile Shops, Ice Cream Vans And The Like For Not More Than 30 Minutes In Any One Place: Sites In Classified Roads Which Are Not Prohibited Streets	102	940.00	987.00	S	Discretionary
c) Consent For Sites Adjacent To The Public Highway (Static Sites), for Specified Periods From Identified Sites During Street Trading Hours	103	940.00	987.00	S	Discretionary

Environmental Protection Act

Environmental Information Regulations 2004

Contaminated Land Enquiries

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
General Enquiries - Hourly Rate	324	60.00	63.00	S	Discretionary

Pollution Prevention & Control Act

Additional fee for operating mobile plant without a permit

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
	1,609	1,188.00	1,188.00	O	Statutory

Additional fee where Operation subject to reporting obligation of the EC Regulation

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
	1,608	104.00	104.00	O	Statutory

LAPPC & LAIPPC substistance charges

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Where paid quarterly the total amount payable will be increased by	908	38.00	38.00	O	Statutory

LAPPC Annual Subsistence Charge

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
6.b) Standard mobile plant, for first and second permits (Medium)	838	1,034.00	1,034.00	O	Statutory

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1.a) Standard process Low	807	772.00	772.00	O	Statutory
1.b) Standard process Medium	809	1,161.00	1,161.00	O	Statutory
1.c) Standard process High	811	1,747.00	1,747.00	O	Statutory
2.a) Reduced fee activities (Low)	813	79.00	79.00	O	Statutory
2.b) Reduced fee activities (Med)	814	158.00	158.00	O	Statutory
2.c) Reduced fee activities (High)	815	237.00	237.00	O	Statutory
6.c) Standard mobile plant, for first and second permits (High)	839	1,551.00	1,551.00	O	Statutory
4.b) Other reduced fee activities (Med)	826	365.00	365.00	O	Statutory
4.c) Other reduced fee activities (High)	827	548.00	548.00	O	Statutory
7.a) For the third to seventh permits (Low)	843	385.00	385.00	O	Statutory
7.b) For the third to seventh permits (Medium)	844	617.00	617.00	O	Statutory
7.c) For the third to seventh permits (High)	845	924.00	924.00	O	Statutory
8.a) Eighth and subsequent permits (Low)	849	198.00	198.00	O	Statutory
8.b) Eighth and subsequent permits (Medium)	850	314.00	314.00	O	Statutory
8.c) Eighth and subsequent permits (High)	851	473.00	473.00	O	Statutory
3.c) PVR I & II combined (Med)	820	226.00	226.00	O	Statutory
3.b) PVR I & II combined (High)	821	341.00	341.00	O	Statutory
4.a) Other reduced fee activities (Low)	825	228.00	228.00	O	Statutory
6.a) Standard mobile plant, for first and second permits (Low)	837	626.00	626.00	O	Statutory
3.a) PVR I & II combined (Low)	1,234	113.00	113.00	O	Statutory
1.a) Standard process Low (where permit is for a combined Part B and waste installation)	1,235	876.00	876.00	O	Statutory
1.b) Standard process Medium (where permit is for a combined Part B and waste installation)	1,236	1,317.00	1,317.00	O	Statutory
1.c) Standard process High (where permit is for a combined Part B and waste installation)	1,237	1,954.00	1,954.00	O	Statutory

LAPPC charges - Application Fee

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Additional fee for operating without a permit	1,217	1,188.00	1,188.00	O	Statutory
PVRI, SWOBs, and Dry Cleaners Reduced Fee Activities	799	155.00	155.00	O	Statutory
PVR I & II combined	800	257.00	257.00	O	Statutory
Other Reduced Fee Activities	801	362.00	362.00	O	Statutory
Reduced fee activities: Additional fee for operating without a permit	802	0.00	0.00	O	Statutory

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Additional fee where a LAPPC application for any of the above is for a combined Part B and waste application	806	279.00	279.00	O	Statutory
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LAPPC mobile plant charges - Application fees

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Number of permits = 1	867	1,650.00	1,650.00	O	Statutory
Number of permits = 2	868	1,650.00	1,650.00	O	Statutory
Number of permits = 3 through to 8	869	985.00	985.00	O	Statutory
Number of permits = 8 and over	874	498.00	498.00	O	Statutory

LAPPC subsistence fees

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Late Payment Fees	1,233	52.00	52.00	O	Statutory

LAPPC Substantial change

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Reduced fee activities	866	102.00	102.00	O	Statutory
Standard process	864	1,050.00	1,050.00	O	Statutory
Standard process where the substantial change results in a new PPC activity	865	1,650.00	1,650.00	O	Statutory

LAPPC Temporary transfer for mobiles

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
First transfer	861	53.00	53.00	O	Statutory
Repeat following enforcement or warning	863	53.00	53.00	O	Statutory

LAPPC Transfer and Surrender

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Standard process transfer	855	169.00	169.00	O	Statutory
Standard process partial transfer	856	497.00	497.00	O	Statutory
New operator at low risk reduced fee activity	857	0.00	0.00	O	Statutory
Surrender: all Part B activities	858	0.00	0.00	O	Statutory
Reduced fee activities: transfer - Price on application	859	0.00	0.00	O	Statutory
Reduced fee activities: partial transfer	860	47.00	47.00	O	Statutory

Reduced fee activity(low)change of operator. additional inspection fee

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
	1,607	78.00	78.00	o	Statutory

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Food Safety

Food Safety

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Voluntary Surrender Of Foodstuffs Certificate	308	78.00	82.00	S	Discretionary

Food Hygiene Rating Scheme

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Request for re-inspection under the Food Hygiene Rating Scheme	1,592	219.00	230.00	S	Discretionary

Foodstuffs For Export

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Per Certificate (If Visit Not Needed)	306	84.00	88.00	O	Discretionary
Per Certificate (If Visit Needed)	307	168.00	176.00	O	Discretionary

Grounds Maintenance

Spelthorne In Bloom

Spelthorne In Bloom

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
c) Hanging Basket - Summer	961	65.00	68.00	O	Discretionary
d) Window Box - Summer	965	101.00	106.00	O	Discretionary
b) Window Box - Winter	966	61.00	64.00	O	Discretionary
e) Round Basket - Winter	1,507	48.00	50.00	O	Discretionary
a) Hanging Basket - Winter	962	40.00	42.00	O	Discretionary
f) Round Basket - Summer	1,508	72.00	76.00	O	Discretionary

Housing

Housing Enforcement

Housing Act 1985 - Section 265 Demolition order

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
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Hourly Rate	1,628	67.00	70.00	O	Discretionary
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Housing Act 2004 - Section 11,12,20,21,28,29,40 & 43 - Enforcement Notices

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Hourly Rate	356	67.00	70.00	O	Discretionary

Immigration Housing Inspection

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Housing Inspection	915	178.00	187.00	O	Discretionary
Cancellation of booked appointment (no fee applies if notification of cancellation is given more that 24 hours in advance)	1,486	28.00	29.00	S	Discretionary

Licensing

Animal Welfare

New or renewal application (Plus all associated vet fees and charges)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Each additional site visit to hosts as part of the arrangers licence application/ renewal	1,610	106.00	111.00	O	Discretionary
Boarding for cats (Application Fee 407, Grant Fee 114)	1,577	496.00	521.00	O	Discretionary
Dog Day Care (Application Fee 407, Grant Fee 114)	1,579	496.00	521.00	O	Discretionary
Selling Animals as Pets (Application Fee 407, Grant Fee 114)	1,581	496.00	521.00	O	Discretionary
Keeping or training animals for exhibition (Application Fee 407 Grant Fee 114)	1,583	496.00	521.00	O	Discretionary
Arranging for the Provision of Boarding (Application Fee 407, Grant Fee 114)	1,585	496.00	521.00	O	Discretionary
Re-rating Inspection	1,587	248.00	260.00	O	Discretionary
Each additional licensable activity/inspection	1,588	109.00	114.00	O	Discretionary
Replacement Licence	1,591	55.00	58.00	O	Discretionary
Dog Breeders - (Application Fee 407, Grant Fee 114)	1,569	496.00	521.00	O	Discretionary
Hiring out horses (Application Fee 407, Grant Fee 114)	1,571	496.00	521.00	O	Discretionary
Home boarders (dogs only) (Application Fee 407, Grant Fee 114)	1,573	496.00	521.00	O	Discretionary
Boarding in dogs in kennels - (Application Fee 407, Grant Fee 114)	1,575	496.00	521.00	O	Discretionary

Animals

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Variation to any Animal Licence

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Variation to Licence with no visit required	1,024	91.00	96.00	O	Discretionary
Variation to Licence with visit	1,025	247.00	259.00	O	Discretionary

Zoo and Dangerous Wild Animal Licences

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Initial zoo applications (plus all associated vet fees and charges)	1,023	496.00	521.00	O	Discretionary
Dangerous Wild Animals (Plus all associated vet fees and Charges)	1,611	496.00	521.00	O	Discretionary

Gambling Act 2005

Gambling Act Fees

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Betting premises (Excluding Tracks): h) Copy of licence	921	25.00	25.00	O	Statutory
Tracks: i) Notification of change	922	50.00	50.00	O	Statutory
Tracks: h) Copy of licence	923	25.00	25.00	O	Statutory
Family Entertainment Centre: i) Notification of change	924	50.00	50.00	O	Statutory
Family Entertainment Centre: h) Copy of licence	925	25.00	25.00	O	Statutory
Adult Gaming Centres: i) Notification of change	926	50.00	50.00	O	Statutory
Adult Gaming Centres: h) Copy of licence	927	25.00	25.00	O	Statutory
Bingo Clubs: h) Notification of change	918	50.00	50.00	O	Statutory
Bingo Clubs: i) Copy of licence	919	25.00	25.00	O	Statutory
Betting premises (Excluding Tracks): i) Notification of change	920	50.00	50.00	O	Statutory
Bingo Clubs: a) New Applications	460	3,500.00	3,500.00	O	Statutory
Bingo Clubs: b) Annual Fees	461	1,000.00	1,000.00	O	Statutory
Bingo Clubs: c) Variations	462	1,750.00	1,750.00	O	Statutory
Bingo Clubs: d) Transfers	463	1,200.00	1,200.00	O	Statutory
Bingo Clubs: e) Reinstatements	464	1,200.00	1,200.00	O	Statutory
Bingo Clubs: f) Provisionals Statements	465	3,500.00	3,500.00	O	Statutory
Bingo Clubs: g) Licence Application (Provisional Statement Holders)	466	1,200.00	1,200.00	O	Statutory
Betting Premises (Excluding Tracks): a) New Applications	467	2,700.00	2,700.00	O	Statutory
Betting Premises (Excluding Tracks): b) Annual Fees	468	600.00	600.00	O	Statutory

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Betting Premises (Excluding Tracks): c) Variations	469	1,500.00	1,500.00	O	Statutory
Betting Premises (Excluding Tracks): d) Transfers	470	1,200.00	1,200.00	O	Statutory
Betting Premises (Excluding Tracks): e) Reinstatements	471	1,200.00	1,200.00	O	Statutory
Betting Premises (Excluding Tracks): f) Provisionals Statements	472	3,000.00	3,000.00	O	Statutory
Betting Premises (Excluding Tracks): g) Licence Application (Provisional Statement Holders)	473	1,200.00	1,200.00	O	Statutory
Tracks: a) New Applications	474	2,500.00	2,500.00	O	Statutory
Tracks: b) Annual Fees	475	1,000.00	1,000.00	O	Statutory
Tracks: c) Variations	476	1,250.00	1,250.00	O	Statutory
Tracks: d) Transfers	477	950.00	950.00	O	Statutory
Tracks: e) Reinstatements	478	950.00	950.00	O	Statutory
Tracks: f) Provisionals Statements	479	2,500.00	2,500.00	O	Statutory
Tracks: g) Licence Application (Provisional Statement Holders)	480	950.00	950.00	O	Statutory
Family Entertainment Centre: a) New Applications	481	2,000.00	2,000.00	O	Statutory
Family Entertainment Centre: b) Annual Fees	482	750.00	750.00	O	Statutory
Family Entertainment Centre: c) Variations	483	1,000.00	1,000.00	O	Statutory
Family Entertainment Centre: d) Transfers	484	950.00	950.00	O	Statutory
Family Entertainment Centre: e) Reinstatements	485	950.00	950.00	O	Statutory
Family Entertainment Centre: f) Provisionals Statements	486	2,000.00	2,000.00	O	Statutory
Family Entertainment Centre: g) Licence Application (Provisional Statement Holders)	487	950.00	950.00	O	Statutory
Adult Gaming Centres: a) New Applications	488	2,000.00	2,000.00	O	Statutory
Adult Gaming Centres: b) Annual Fees	489	1,000.00	1,000.00	O	Statutory
Adult Gaming Centres: c) Variations	490	1,000.00	1,000.00	O	Statutory
Adult Gaming Centres: d) Transfers	491	1,200.00	1,200.00	O	Statutory
Adult Gaming Centres: e) Reinstatements	492	1,200.00	1,200.00	O	Statutory
Adult Gaming Centres: f) Provisionals Statements	493	2,000.00	2,000.00	O	Statutory
Adult Gaming Centres: g) Licence Application (Provisional Statement Holders)	494	1,200.00	1,200.00	O	Statutory
Licensed Premises - Notification Of Intent To Use Automatic Entitlement (1-2 Machines)	495	50.00	50.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): a) Application Fee (New Permit)	496	150.00	150.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): b) Application Fee (Conversion Of S34 Permit)	497	100.00	100.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): c) Annual Fee	498	50.00	50.00	O	Statutory

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Licensed Premises Gaming Machine Permit (3+ Machines): d) Variation Fee	499	100.00	100.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): e) Transfer Fee	500	25.00	25.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): f) Change Of Name	501	25.00	25.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): g) Copy Of Permit	502	15.00	15.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: a) Application Fee (New Permit)	503	300.00	300.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: b) Application Fee (Conversion Of S34 Perm	504	100.00	100.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: c) Renewal Fee	505	300.00	300.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: d) Change Of Name	506	25.00	25.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: e) Copy Of Permit	507	15.00	15.00	O	Statutory
Prize Gaming Permit: a) Application Fee (New Permit)	508	300.00	300.00	O	Statutory
Prize Gaming Permit: b) Application Fee (Conversion Of S34 Permit)	509	100.00	100.00	O	Statutory
Prize Gaming Permit: c) Renewal Fee	510	300.00	300.00	O	Statutory
Prize Gaming Permit: d) Change Of Name	511	25.00	25.00	O	Statutory
Prize Gaming Permit: e) Copy Of Permit	512	15.00	15.00	O	Statutory
Club Gaming Permit: a) Application Fee (New Permit)	513	200.00	200.00	O	Statutory
Club Gaming Permit: b) Application Fee (Conversion Of Part 2 / Part 3 Registration)	514	100.00	100.00	O	Statutory
Club Gaming Permit: c) Annual Fee	515	50.00	50.00	O	Statutory
Club Gaming Permit: d) Renewal Fee	516	200.00	200.00	O	Statutory
Club Gaming Permit: e) Variation Fee	517	100.00	100.00	O	Statutory
Club Gaming Permit: f) Copy Of Permit	518	15.00	15.00	O	Statutory
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): ε Application Fee (New Permit)	519	100.00	100.00	O	Statutory
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): κ Application Fee (Conversion Of Part 2 / Part 3 Registration)	520	100.00	100.00	O	Statutory
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): ς Annual Fee	521	50.00	50.00	O	Statutory
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): Ϸ Renewal Fee	522	100.00	100.00	O	Statutory
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): € Variation Fee	523	100.00	100.00	O	Statutory
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): φ Copy Of Permit	524	15.00	15.00	O	Statutory

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Small Society Lotteries: a) New Registration	525	40.00	40.00	O	Statutory
Small Society Lotteries: b) Annual Fee	526	20.00	20.00	O	Statutory

HMO Licensing Scheme

HMO Licence

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
h) Cancelled licence application (to cover aborted work on processing the application)	1,695	150.00	158.00	O	Discretionary
a) Up to 6 Occupants (application fee £569.94; maintenance fee £234.06)	1,008	766.00	804.00	O	Discretionary
b) 7 to 9 occupants (application fee £627.65; maintenance fee £367.35)	1,009	948.00	995.00	O	Discretionary
c) 10 to 14 occupants (application fee £687.75; maintenance fee £404.25)	1,010	1,040.00	1,092.00	O	Discretionary
d) 15 or more occupants (application fee £771.56; maintenance fee £452.44)	1,011	1,166.00	1,224.00	O	Discretionary
e) Penalty for late or incomplete applications	1,012	145.00	152.00	O	Discretionary
f) Extra charge for processing separate licence holder and manager applications	1,013	37.00	39.00	O	Discretionary
g) Discount for members of an approved landlords association	1,014	37.00	39.00	O	Discretionary

HMO Licence Renewal

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Penalty for late or incomplete applications	1,265	145.00	152.00	O	Discretionary
Extra charge for processing separate licence holder and manager applications	1,266	37.00	39.00	O	Discretionary
Discount for members of an approved landlords association	1,267	38.00	40.00	O	Discretionary
Application for a licence renewal (regardless of whether a one, three or five year licence is granted based on the outcome of the risk assessment) (application fee £440.78; maintenance fee £259.22).	1,678	667.00	700.00	O	Discretionary
Cancelled licence application (to cover aborted work on processing the application)	1,694	150.00	158.00	O	Discretionary

Licensing Act 2003

Licensing Fees

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Temporary Events Notice	422	21.00	21.00	O	Statutory
Personal Licence	423	37.00	37.00	O	Statutory
Temporary Events Notice (Section100)	441	21.00	21.00	O	Statutory
Personal Licence Grant Or Renewal (Section 117)	442	37.00	37.00	O	Statutory
Theft, Loss etc Of Premises Licence Or Summary (Section 25)	443	10.50	10.50	O	Statutory

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Application For Provisional Statement Where Premises Are Being Built etc (Sec 29)	444	315.00	315.00	O	Statutory
Notification Of Change Of Name And Address (Section 33)	445	10.50	10.50	O	Statutory
Application To Vary Licence To Specify Individual As Premises Supervisor (Section37)	446	23.00	23.00	O	Statutory
Application For Transfer Of A Premises Licence (Section 42)	447	23.00	23.00	O	Statutory
Interim Authority Notice Following Death Etc Of Licence Holder (Section 47)	448	23.00	23.00	O	Statutory
Theft, Loss etc Of Certificate Or Summary (Section 79)	449	21.00	21.00	O	Statutory
Notification Of Change Of Name Or Alteration Of Rules Of The Club (Section 82)	450	10.50	10.50	O	Statutory
Change Of Relevant Registered Address Of Club (Section 83,(1) Or (2)	451	10.50	10.50	O	Statutory
Theft, Loss etc Of Temporary Event Notice (Section 110)	452	10.50	10.50	O	Statutory
Theft, Loss etc Of Personal Licence (Section 126)	453	10.50	10.50	O	Statutory
Duty To Notify Change Of Name Or Address (Section 127)	454	10.50	10.50	O	Statutory
Right Of Freeholder Etc To Be Notified Of Licensing Matters (Section 178)	455	21.00	21.00	O	Statutory

Licensing Register Entries

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Per Individual Copy	438	26.00	26.00	O	Statutory
For All Entries (No Plans Are Required)	439	1,000.00	1,000.00	O	Statutory
For All Entries (If Plans Are Required)	440	3,000.00	3,000.00	O	Statutory

Premises Licence

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Minor Variation	917	89.00	89.00	O	Statutory

Premises Licence - Annual Fee

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
A	431	70.00	70.00	O	Statutory
B	432	180.00	180.00	O	Statutory
C	433	295.00	295.00	O	Statutory
D	434	320.00	320.00	O	Statutory
E	435	350.00	350.00	O	Statutory

Premises Licence - Annual Fee (For Town Centre Pubs Only)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
D X 2	436	640.00	640.00	O	Statutory
E X 3	437	1,050.00	1,050.00	O	Statutory

Fees and Charges

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Premises Licence - New And Full Variation Applications

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
A	424	100.00	100.00	O	Statutory
B	425	190.00	190.00	O	Statutory
C	426	315.00	315.00	O	Statutory
D	427	450.00	450.00	O	Statutory
E	428	635.00	635.00	O	Statutory
D X 2	429	900.00	900.00	O	Statutory
E X 3	430	1,905.00	1,905.00	O	Statutory

Mobile Home Site Licensing Scheme

Mobile Home Site Licence

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
o) Fit and proper person register application fee	1,693	378.00	397.00	O	Discretionary
a) Application for a new site licence - 1 to 5 pitches	1,336	525.00	551.00	O	Discretionary
i) Application to transfer a site licence	1,344	141.00	148.00	O	Discretionary
j) Annual fee - 1 to 5 pitches	1,345	199.00	209.00	O	Discretionary
k) Annual fee - 6 to 24 pitches	1,346	246.00	258.00	O	Discretionary
l) Annual fee - 25 to 99 pitches	1,347	277.00	291.00	O	Discretionary
m) Annual fee - 100+ pitches	1,348	344.00	361.00	O	Discretionary
b) Application for a new site licence - 6 to 24 pitches	1,337	612.00	643.00	O	Discretionary
n) Recover of cost of enforcement - hourly rate	1,415	66.00	70.00	O	Discretionary
c) Application for a new site licence - 25 to 99 pitches	1,338	677.00	711.00	O	Discretionary
d) Application for a new site licence - 100+ pitches	1,339	806.00	846.00	O	Discretionary
e) Application to alter conditions to a site licence - 1 to 5 pitches	1,340	250.00	263.00	O	Discretionary
h) Application to alter conditions to a site licence - 100+ pitches	1,343	295.00	310.00	O	Discretionary
g) Application to alter conditions to a site licence - 25 to 99 pitches	1,342	273.00	287.00	O	Discretionary
f) Application to alter conditions to a site licence - 6 to 24 pitches	1,341	261.00	274.00	O	Discretionary

Pollution

Fees and Charges

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Scrap Metal Dealers

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Scrap Metal Licence Variation	1,315	65.00	68.00	O	Discretionary
Scrap Metal collector fee	1,307	360.00	378.00	O	Discretionary
Scrap Metal replacement of Licence	1,316	28.00	29.00	O	Discretionary
Scrap Metal dealer site license fee	1,308	570.00	599.00	O	Discretionary

Retail

Registration for skin piercing treatments: acupuncture, tattooing, skin piercing, electi

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Variation of registration	1,430	64.00	67.00	O	Discretionary
Practitioner registration	458	243.00	255.00	O	Discretionary
Registration of premises	459	243.00	255.00	O	Discretionary
Replacement certificate	935	55.00	58.00	O	Discretionary

Sex establishment licence fee

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
New,Renewal,Intermediate,Temporary	1,268	3,510.00	3,686.00	O	Discretionary
Change of licence details	1,269	175.00	184.00	O	Discretionary

Sex Shop Registration

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
New,Renewal,Intermediate,Temporary	456	3,510.00	3,686.00	O	Discretionary
Transfer Of Licence	457	3,510.00	3,686.00	O	Discretionary

Parks Strategy

All Recreation Grounds

Filming Rights

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
TV Or Films (Per Day Or Part Of) (Price on Application)	141			S	Discretionary
Still Photography Per Hour (Price on Application)	142			S	Discretionary

Fitness & Personal Training Fees & Licences

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
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Fees and Charges

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Details of fees & charges available at www.spelthorne.gov.uk/fitnesstrainingfees 1,417 S Discretionary

Football

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Junior individual bookings with pavilion use	638	51.00	51.00	S	Discretionary
Junior individual bookings NO pavilion	639	35.00	35.00	S	Discretionary
Adult individual bookings	621	105.40	110.70	S	Discretionary
Adult booking (per season, payable in 3 instalments)	1,478	2,235.50	2,347.30	E	Discretionary
Adult booking (per 1/2 season)	1,479	1,117.20	1,173.10	E	Discretionary
Junior booking (per 1/2 season) with pavilion use	1,481	530.25	530.25	E	Discretionary
Junior booking (per season, payable in 3 instalments) with pavilion use	1,480	1,060.50	1,060.50	E	Discretionary
Junior booking (per season, payable in 3 instalments) NO pavilion	1,482	757.50	757.50	E	Discretionary
Junior booking (per 1/2 season) NO pavilion	1,483	379.00	379.00	E	Discretionary

Funfairs

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Deposit Against Damage	144	1,590.00	1,670.00	O	Discretionary
Daily Hire Charge	145	796.00	836.00	E	Discretionary

Tennis (Price on Application)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Hire of court for private coaching (per hour per court)	792			S	Discretionary

Usage of Parks

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Hire of park for non-charity events	1,329	603.00	633.00	E	Discretionary

Pavement Licensing

Pavement Licensing

Pavement Licensing

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Street Pavement License	1,679	100.00	100.00	O	Discretionary

Fees and Charges

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Public Halls

Shepperton Hall

Community Use (9am to Midnight) (Hire to local groups)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Mon-Fri 9am to 5pm per hour	641	21.10	22.20	E	Discretionary
Mon-Fri After 5pm per hour	642	22.70	23.80	E	Discretionary
Sat 9am to 6pm per hour	643	26.60	27.90	E	Discretionary
Sat After 6pm per hour	644	45.30	47.60	E	Discretionary
Sunday 9am to 10.30pm per hour	645	45.30	47.60	E	Discretionary

Semi Commercial Use (9am to Midnight) (Commercial firms providing a community b

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Sat 9am to 6pm per hour	1,021	34.20	35.90	E	Discretionary
Mon-Fri 9am to 5pm per hour	1,006	28.50	29.95	E	Discretionary
Mon-Fri After 5pm per hour	1,016	31.50	33.10	E	Discretionary
Sat After 6pm per hour	1,031	58.40	61.30	E	Discretionary
Sunday 9am to 10.30pm per hour	1,221	58.40	61.30	E	Discretionary

Refuse Collection

Collection of contaminated bins

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Per Bin lift	1,676	21.00	22.00	O	Discretionary
Initial charge	1,675	215.00	226.00	O	Discretionary

Collection of contaminated waste bins

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Excess waste per bin lift	1,677	21.00	22.00	O	Discretionary

Collection of contaminated communal 140ltr food textile WEEE bins

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
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Initial charge	1,689	30.00	31.50	O	Discretionary
Per Bin lift	1,690	10.00	10.50	O	Discretionary

Domestic

Purchase of bins for new development

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
140L- Food Waste	1,674	64.00	67.00	S	Discretionary
1100 L - Plastic Recycle With Aperture	1,687	347.00	364.00	S	Discretionary

Purchase of bins for New Developments

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
e) 1100L - Metal	1,455	454.00	477.00	S	Discretionary
a) 140L - Plastic	793	64.00	67.00	S	Discretionary
b) 240L - Plastic	794	66.00	69.00	S	Discretionary
c) 660L - Plastic	795	285.00	299.00	S	Discretionary
d) 1100L - Plastic	796	339.00	356.00	S	Discretionary

Service Fees

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Replacement AWC Bin	751	64.00	67.00	O	Discretionary
Bulky Items (Excess) And Other Items By Arrangement	755	186.00	195.00	O	Discretionary
Provision of a waste skip - on private land	1,312	274.00	288.00	S	Discretionary
Annual charge for emptying of 2nd & 3rd 240L garden bin	1,513	34.00	36.00	O	Discretionary
Annual Charge for 240ltr Green Waste Bin	756	61.00	64.00	O	Discretionary
Annual Charge for Green Waste Sack	757	42.00	44.00	O	Discretionary
Sale of new 240ltr Green Waste Bin to new scheme members	1,309	27.00	28.00	O	Discretionary
Sale of second hand 240ltr Green waste bin (if available)	1,457	16.00	17.00	O	Discretionary
Annual Charge for 660ltr Green Waste Bin	1,314	159.00	167.00	O	Discretionary

Non - Domestic

Non - Domestic Properties only, not commercial waste (charge for the emptying of ea

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
g) Food Waste - up to 240ltr bin	1,306	4.50	4.75	O	Discretionary

Fees and Charges

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b) Rubbish 660ltr bin	788	14.55	15.30	O	Discretionary
d) Recycling 240ltr bin	938	4.45	4.70	O	Discretionary
e) Recycling 660ltr bin	939	5.55	5.85	O	Discretionary
f) Recycling - Large 1100ltr bin	940	6.65	7.00	O	Discretionary
a) Rubbish 240ltr bin	787	12.00	12.60	O	Discretionary
c) Rubbish - Large 1100ltr bin	937	14.55	15.30	O	Discretionary

Non - Domestic Properties only, not commercial waste (disposal cost of each individual

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
d) Recycling 240ltr bin	1,461	1.25	1.30	O	Discretionary
b) Rubbish 660ltr bin	1,459	4.45	4.70	O	Discretionary
c) Rubbish - Large 1100ltr bin	1,460	7.75	8.15	O	Discretionary
e) Recycling 660ltr bin	1,462	3.35	3.50	O	Discretionary
f) Recycling - Large 1100ltr bin	1,463	5.55	5.85	O	Discretionary
g) Food Waste - up to 140ltr bin	1,464	3.35	3.55	O	Discretionary
a) Rubbish 240ltr bin	1,458	1.70	1.80	O	Discretionary

Rodent & Pest Control

Rodent And Pest Control

Pest Control

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Rats (Up to 3 visits)	325	46.50	55.00	S	Discretionary
Mice (Up to 3 visits)	326	72.00	72.00	S	Discretionary
Fleas, Cockroaches etc. (based on a 3 bedroom property, more than 3 bedrooms subject to survey)	327	82.00	95.00	S	Discretionary
Bedbugs (based on a 3 bedroom property, more than 3 bedromms subject to survey)	1,260	116.50	122.00	S	Discretionary
Wasps (per visit)	1,629	82.00	70.00	S	Discretionary

Stray Dogs

Stray Dogs - Collection Fee (comprising of £25 statutory fee, contractor collection fee

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
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Fees and Charges

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Plus Kennelling of £30/day, if the owner wants their dog delivered back to them £35, and any vet fees incurred at 295 202.00 212.00 O Discretionary charged in addition

SAT

Spelride Accessible Transport (S A T)

Membership

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Annual	758	22.15	22.30	O	Discretionary

Spelride

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Per Single Trip	759	4.30	4.50	Z	Discretionary
Return Trip	760	7.50	7.90	Z	Discretionary

Taxi Licensing

Taxi Licensing fee structure

Cancellation of booked appointment fee

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
	1,718		40.00	O	Discretionary

Change of Vehicle

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
	1,707		167.00	O	Discretionary

DBS

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
	1,717		47.00	O	Discretionary

Discounted HC vehicle with wheelchair accessibility

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
	1,709		121.00	O	Discretionary

Discounted PH vehicle with wheelchair accessibility

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
	1,708		119.00	O	Discretionary

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English & Numeracy Test & Retest	Record 1,716	2022/23 Charge	2023/24 Charge 30.00	VAT O	Statute Discretionary
Hackney Carriage Conditions Test & Retest	Record 1,713	2022/23 Charge	2023/24 Charge 50.00	VAT O	Statute Discretionary
Hackney Carriage Geographic Test & Retest	Record 1,712	2022/23 Charge	2023/24 Charge 70.00	VAT O	Statute Discretionary
New Driver Hackney Carriage (1 year)	Record 1,696	2022/23 Charge	2023/24 Charge 231.00	VAT O	Statute Discretionary
New Driver Hackney Carriage (3 year)	Record 1,697	2022/23 Charge	2023/24 Charge 376.00	VAT O	Statute Discretionary
New Driver Private Hire (1 year)	Record 1,698	2022/23 Charge	2023/24 Charge 231.00	VAT O	Statute Discretionary
New Driver Private Hire (3 year)	Record 1,699	2022/23 Charge	2023/24 Charge 386.00	VAT O	Statute Discretionary
Operators 1 year	Record 1,710	2022/23 Charge	2023/24 Charge 349.00	VAT O	Statute Discretionary
Operators 5 year	Record 1,711	2022/23 Charge	2023/24 Charge 978.00	VAT O	Statute Discretionary
Private Hire Conditions Test & Retest	Record 1,714	2022/23 Charge	2023/24 Charge 50.00	VAT O	Statute Discretionary
Private Hire Geographic Test & Retest	Record	2022/23 Charge	2023/24 Charge	VAT	Statute

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	1,715		50.00	O	Discretionar
Reissue of PH/HC driver or vehicle licence due to any other reason	Record 1,719	2022/23 Charge	2023/24 Charge 25.00	VAT O	Statute Discretionary
Renewal Driver Hackney Carriage (1 year)	Record 1,700	2022/23 Charge	2023/24 Charge 193.00	VAT O	Statute Discretionary
Renewal Driver Hackney Carriage (3 year)	Record 1,701	2022/23 Charge	2023/24 Charge 431.00	VAT	Statute Discretionary
Renewal Driver Private Hire (1 year)	Record 1,703	2022/23 Charge	2023/24 Charge 188.00	VAT O	Statute Discretionary
Renewal Driver Private Hire (3 year)	Record 1,704	2022/23 Charge	2023/24 Charge 391.00	VAT O	Statute Discretionary
Upgrade Private Hire Driver to Hackney Carriage Driver (Includes 1 attempt at conditi	Record 1,702	2022/23 Charge	2023/24 Charge 202.00	VAT O	Statute Discretionary
Vehicle Hackney Carriage	Record 1,705	2022/23 Charge	2023/24 Charge 242.00	VAT O	Statute Discretionary
Vehicle Private Hire	Record 1,706	2022/23 Charge	2023/24 Charge 239.00	VAT O	Statute Discretionary
Taxi Licesning fee struture					
Replacement of plates	Record 1,720	2022/23 Charge	2023/24 Charge 23.00	VAT	Statute Discretionary

Fees and Charges

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Works in Default

Works in Default

Works in Default

30% administration fee applied to cost of any works that are carried out in default by Environmental Health	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
	1,453			S	Discretionary

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