



Hinckley & Bosworth
Borough Council

Scale of fees and charges



2023 / 2024

Operative from 1 April 2023

Scale of fees and charges 2023/24

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Scale of Fees and Charges 2023/24

The figures quoted in the Fees and Charges book are shown GROSS, i.e. including VAT where VAT is chargeable.

VAT LIABILITY

The Council's Fees and Charges booklet incorporates a guide to identify the VAT liability for individual charges and most day to day queries can be resolved by reference to the relevant sections.

If any unusual or complex queries arise they should be referred to the Accountancy Section, Extension 5609 who will help.

As VAT regulations are continually changing the book will be updated and revised accordingly.

There are three rates of VAT depending on the goods or services provided:

- Standard rate 20.0%
- Reduced rate (e.g. domestic fuel and power) 5%
- Zero rate 0%

(The standard rate of VAT rose from 17½% to 20% on 4th January 2011)

There are also some goods and services that are:

- exempt from VAT, or
- outside the UK VAT system altogether (e.g. fees that are fixed by law, known as 'statutory fees')

Where the supply of goods or services is not subject to VAT, the VAT liability will either be exempt or non-business. Supplies which are zero rated are still taxable supplies but no VAT is due. Non-business activities are those for which Public Authorities have a statutory duty or are enshrined in legislation. Exempt supplies are those which are specifically exempt from VAT by statute. Though no VAT charge arises from either categorisation, it is still important to identify correctly the type of liability involved in order to meet statutory requirements.

Category	VAT	2022/23	2023/24	% increase
Cemeteries				
Interments - Including natural burials				
Of the body of a child up to the age of 18 yrs. inclusive.	Non-Business	No charge	No charge	-
Interment of the body of a child up to 18 years of age is free into a single depth grave. Where interments are required at double depth or below then single depth interment charges for over 18's will apply				
Of the body of a person whose age exceeded 18 yrs. (Inc. caskets and brick graves)				
Single depth grave	Non-Business	500.00	550.00	10.00%
Double depth	Non-Business	575.00	632.50	10.00%
Triple depth grave	Non-Business	660.00	726.00	10.00%
Of a cremated remains in a grave				
Casket depth / ashes scattered under turf	Non-Business	152.00	167.20	10.00%
Scattering of cremated remains in the Garden of Rest	Non-Business	115.00	126.50	10.00%
Sexton led interment - no funeral director (in addition to above charges)	Non-Business	39.00	42.90	10.00%
Note: - If resident outside special expense area = double fees - Except for residents who had lived within the area for at least 25 years, but who lived outside the area for health care or welfare reasons for no longer than ten years immediately prior to their death - where available, work in the cemeteries on Saturdays or Sundays will attract double fees				
Exclusive rights of burial for 70 years				
Casket plot 150 x 90cm (5'x3') (up to 2 caskets/ashes interment)	Non-Business	350.00	385.00	10.00%
Casket plot 240 x 120cm (8'x 4') (Section J only, up to 4 caskets/ashes interment)	Non-Business	675.00	742.50	10.00%
Grave plot of a child up to the age of 18yrs (appropriate plot size) special expense area	Non-Business	No charge	No charge	-
Grave plot of a child up to the age of 18yrs (appropriate plot size) outside special expense area, but within borough	Non-Business	225.00	247.50	10.00%
Grave plot of a child up to the age of 18yrs (appropriate plot size) outside of the borough (double fees)	Non-Business	450.00	495.00	10.00%
Note: -should parents opt for a grave size greater than the size of the coffin then normal grave purchase fees will apply (single fee for special expense area, double fees for outside the borough)				
Grave plot 240 x 120cm (8'x4')	Non-Business	675.00	742.50	10.00%
Reservation fee	Non-Business	118.00	129.80	10.00%
Reassignment / Transfer of Deed (If to spouse 50% reduction)	Non-Business	62.00	68.20	10.00%
Extension to ERoB 30yrs (1/2, 70yrs fee)	Non-Business	See above	See above	0.00%
Note: - If grave is being purchased for the interment of someone who was not resident in Hinckley then double fees apply				
Rights to erect memorial on a grave plot				
A memorial not exceeding 105cm wide (3' 6") and 120cm high (4')	Non-Business	160.00	176.00	10.00%
A memorial not exceeding 50cm (1'8") high	Non-Business	90.00	99.00	10.00%
Memorial kerb (In garden of rest - to include plaque & 2 inscriptions)	Non-Business	128.00	140.80	10.00%
Install plaque on remembrance wall	Non-Business	108.00	118.80	10.00%
Additional Inscriptions to memorials	Non-Business	72.00	79.20	10.00%
Note: - Right to erect replacement memorials no charge				
Other charges (incl. VAT)				
Entries in book of remembrance per line	Standard Rated	41.00	45.10	10.00%
Service in cemetery chapel	Non-Business	120.00	120.00	0.00%
Exhumations				
		Triple interment fees	Triple interment fees	
Memorial bench - subject to location availability (including single plaque & 15 years bench maintenance)	Standard Rated	1,200.00	1,320.00	10.00%
Memorial bench plaque to HBBC bench, subject to availability (bench maintenance and plaque for 15 years)	Standard Rated	300.00	330.00	10.00%
Memorial tree - subject to location availability (including free standing memorial plaque)	Standard Rated	325.00	357.50	10.00%
Search and copy per burial record (where death occurred more than 5 years before search)	Standard Rated	11.00	11.00	0.00%
Soil removal from grave side for burial	Exempt	124.00	136.40	10.00%

Category		VAT	2022/23	2023/24	% increase
Green spaces and events					
Professional fees					
Professional Fees	Parks and cemetery matters/ staff led activities/ hour	Standard Rated	49.00	53.90	10.00%
Lost keys		Standard Rated	38.00	41.80	10.00%
Bowls – Hollycroft Park					
Season ticket -	Concession*	Exempt	58.00	58.00	0.00%
	Adult	Exempt	82.50	82.50	0.00%
Per rink / per hour	Concession*	Standard Rated	3.70	3.70	0.00%
	Adult	Standard Rated	6.50	6.50	0.00%
Note: - New members - first season green fees 25% discount Part season ticket - from July onwards 50% reduction					
Tennis – Hollycroft Park					
Per court per hour	Adult	Standard Rated	7.50	7.50	0.00%
Off peak rate 11.00am - 3.00pm (Monday to Friday)	Adult	Standard Rated	5.60	5.60	0.00%
Per court per hour	Concession *	Standard Rated	5.00	5.00	0.00%
Off peak rate 11.00am - 3.00pm (Monday to Friday)	Concession *	Standard Rated	3.70	3.70	0.00%
Per court per hour	Mixed (Adult and concession*)	Standard Rated	6.10	6.10	0.00%
Off peak rate 11.00am - 3.00pm (Monday to Friday)	Mixed (Adult and concession*)	Standard Rated	4.60	4.60	0.00%
Pitch and putt – Hollycroft Park					
Adult		Standard Rated	3.40	3.40	0.00%
*Concession		Standard Rated	1.80	1.80	0.00%
Equipment Hire - Hollycroft Park (for all sports equipment)		Standard Rated	10.00	10.00	0.00%
Note: - *Concession - over 60, under 18 years or students in full-time education					
Hollycroft Park, Argents Mead, parks and open spaces					
Hire of bandstand, parks and open spaces (commercial events) per day		Exempt	375.00	412.50	10.00%
Hire of bandstand (community events, registered charities, schools) per day		Exempt	No charge	No charge	-
Parks and open spaces (fair and circuses)		Exempt	387.00	387.00	0.00%
Bond (fairs and circuses)		Exempt	640.00	640.00	0.00%
Commercial use of parks and open spaces for fitness training or dog training (annual licence fee)		Exempt	123.00	135.30	10.00%
Events					
Catering stalls (pitch 3m x 6m)		Standard Rated	80.00	88.00	10.00%
Other stalls (pitch 3m x 6m)		Standard Rated	40.00	44.00	10.00%
Additional pitch to above (pitch 3m x 6m)		Standard Rated	1/2 above fee	1/2 above fee	-
Stall community / non profit making organisations / registered charities (promotion/display only)			No charge	No charge	-
Leisure activities including rides		Standard Rated	53.00	58.30	10.00%
Football and cricket pitches - Adult					
Pitch per 11 matches (per season)	Teams in the Borough pitch only	Exempt	275.00	275.00	0.00%
	Teams in the Borough pitch with changing room	Exempt	549.00	549.00	0.00%
	Teams outside Borough pitch only	Exempt	371.00	371.00	0.00%
	Teams outside Borough pitch with changing room	Exempt	686.00	686.00	0.00%
Casual lettings - per match with facilities:	Teams in the Borough	Standard Rated	74.00	74.00	0.00%
	Teams outside Borough	Standard Rated	85.00	85.00	0.00%
Casual lettings - per match without facilities:	Teams in the Borough	Standard Rated	40.00	40.00	0.00%
	Teams outside Borough	Standard Rated	52.00	52.00	0.00%
Junior - 1/2 adult fees			1/2 above fee	1/2 above fee	%
Allotments					
Small plot - size 0 - 100sqm		Non-Business	25.00	25.00	0.00%
Medium plot - size 101 - 200sqm		Non-Business	35.00	35.00	0.00%
Large plot - size 201 - 300sqm		Non-Business	45.00	45.00	0.00%
Administration charge on new tenancy		Non-Business	25.00	25.00	0.00%
Additional key charge		Non-Business	10.00	10.00	0.00%
Note: - *£5.00 reduction per plot for sites without water Note: - *Tenants over 60 will receive 25% discount on plot fees					
Countryside activities					
HBBC organised environmental activities - Spring / Summer (for ages 5 - 12 years)		Exempt	POA	POA	0.00%
Floral displays / Hanging baskets		Standard Rated	POA	POA	0.00%
Timber per 3 tonne trailer full - un-split - Advice note to be issued, on how to dry wood		Standard Rated	65.00	POA	-
Delivery of timber		Standard Rated	POA	POA	0.00%
Above all subject to availability					

Category	VAT	2022/23	2023/24	% increase
Licences				
Taxis				
Hackney carriage vehicle licence	Non-Business	160.00	172.00	7.50%
Private hire vehicle licence	Non-Business	160.00	172.00	7.50%
Private hire operators licence	Non-Business	240.00	250.00	4.17%
Private or Hackney carriage drivers licence	Non-Business	160.00	177.00	10.63%
Transfer Hackney carriage / private hire vehicle licence	Non-Business	90.00	99.00	10.00%
Hackney carriage/ private hire				
Replacement driver's badge or vehicle licence	Non-Business	20.00	22.00	10.00%
Replacement vehicle plate	Non-Business	28.00	30.80	10.00%
Supply of list of Hackney carriage/ private hire vehicle operators	Non-Business	40.00	40.00	0.00%
New (TAXI PLATE) Wheelchair Accessible or Zero Emission Vehicle (ZEV)	Non-Business	160.00	172.00	7.50%
New (PHV PLATE) Ultra Low Emission Vehicle (ULEV) or Hybrid Electric Vehicle (HEV)	Non-Business	160.00	172.00	7.50%
Sex establishments				
Sex shop / sexual entertainment venue	Non-Business	1,000.00	1,000.00	0.00%
Renewal	Non-Business	750.00	750.00	0.00%
Variation of licence	Non-Business	250.00	250.00	0.00%
Transfer of licence	Non-Business	250.00	250.00	0.00%
Gambling Act 2005				
Premises				
Premises licence	Non-Business	800.00	800.00	0.00%
Annual fee	Non-Business	300.00	330.00	10.00%
Variation fee	Non-Business	800.00	800.00	0.00%
Change of circumstance	Non-Business	25.00	25.00	0.00%
Transfer of licence	Non-Business	285.00	285.00	0.00%
Re-instatement fee	Non-Business	285.00	285.00	0.00%
Provisional statement	Non-Business	800.00	800.00	0.00%
Copy of licence	Non-Business	25.00	25.00	0.00%
Alcohol licenced premises gaming machine permit				
New grant	Non-Business	150.00	150.00	0.00%
Existing operator grant	Non-Business	100.00	100.00	0.00%
Variation	Non-Business	100.00	100.00	0.00%
Transfer of licence	Non-Business	25.00	25.00	0.00%
Annual fee	Non-Business	50.00	50.00	0.00%
Change of name	Non-Business	25.00	25.00	0.00%
Notification of 2 machines	Non-Business	50.00	50.00	0.00%
Prize gaming permit				
New grant	Non-Business	300.00	300.00	0.00%
Renewal	Non-Business	300.00	300.00	0.00%
Existing operator grant	Non-Business	100.00	100.00	0.00%
Change of name	Non-Business	25.00	25.00	0.00%
Copy of permit	Non-Business	15.00	15.00	0.00%
Unlicenced FEC gaming machine				
New grant	Non-Business	300.00	300.00	0.00%
Renewal	Non-Business	300.00	300.00	0.00%
Existing operator grant	Non-Business	100.00	100.00	0.00%
Change of name	Non-Business	25.00	25.00	0.00%
Copy of permit	Non-Business	15.00	15.00	0.00%

Category		VAT	2022/23	2023/24	% increase
Club gaming permits					
Grant		Non-Business	200.00	200.00	0.00%
Grant (club premises certificate holder)		Non-Business	100.00	100.00	0.00%
Existing operator grant		Non-Business	100.00	100.00	0.00%
Variation		Non-Business	100.00	100.00	0.00%
Renewal		Non-Business	200.00	200.00	0.00%
Renewal (club premises certificate holder)		Non-Business	100.00	100.00	0.00%
Annual fee		Non-Business	50.00	50.00	0.00%
Copy of permit		Non-Business	15.00	15.00	0.00%
Club machine permits					
Grant		Non-Business	200.00	200.00	0.00%
Grant (club premises certificate holder)		Non-Business	100.00	100.00	0.00%
Existing operator grant		Non-Business	100.00	100.00	0.00%
Variation		Non-Business	100.00	100.00	0.00%
Renewal		Non-Business	200.00	200.00	0.00%
Renewal (club premises certificate holder)		Non-Business	100.00	100.00	0.00%
Annual fee		Non-Business	50.00	50.00	0.00%
Copy of permit		Non-Business	15.00	15.00	0.00%
Small society lottery registration					
Small society lottery registration		Non-Business	40.00	40.00	0.00%
Small society lottery annual fee		Non-Business	20.00	20.00	0.00%
Licensing Act 2003					
New premises (subject to NNDR band)	Band A	Non-Business	100.00	100.00	0.00%
	Band B	Non-Business	190.00	190.00	0.00%
	Band C	Non-Business	315.00	315.00	0.00%
	Band D	Non-Business	450.00	450.00	0.00%
	Band E	Non-Business	635.00	635.00	0.00%
Annual fees (subject to NNDR band)	Band A	Non-Business	70.00	70.00	0.00%
	Band B	Non-Business	180.00	180.00	0.00%
	Band C	Non-Business	295.00	295.00	0.00%
	Band D	Non-Business	320.00	320.00	0.00%
	Band E	Non-Business	350.00	350.00	0.00%
Personal license		Non-Business	37.00	37.00	0.00%
Temporary event notices		Non-Business	21.00	21.00	0.00%
Minor variation		Non-Business	89.00	89.00	0.00%
Theft / loss of premises license summary		Non-Business	10.50	10.50	0.00%
Application for provisional statement		Non-Business	195.00	195.00	0.00%
Change of name and address		Non-Business	10.50	10.50	0.00%
Application for license variation - specify individual as premises supervisor		Non-Business	23.00	23.00	0.00%
Application to display mandatory alcohol condition for community premises		Non-Business	23.00	23.00	0.00%
Application for transfer of premises license		Non-Business	23.00	23.00	0.00%
Interim authority notice		Non-Business	23.00	23.00	0.00%
Theft / loss of certificate of summary		Non-Business	10.50	10.50	0.00%
Notification of change of rules / name of club		Non-Business	10.50	10.50	0.00%
Notification of change of address of club		Non-Business	10.50	10.50	0.00%
Theft / loss of certificate of temporary license		Non-Business	10.50	10.50	0.00%
Theft / loss of certificate of personal license		Non-Business	10.50	10.50	0.00%
Right of freeholder to be notified of licensing matters		Non-Business	21.00	21.00	0.00%

Category	VAT	2022/23	2023/24	% increase	
Markets					
Rival markets					
One day event	Non-Business	180.00	198.00	10.00%	
Two day event	Non-Business	308.00	338.80	10.00%	
Three day event	Non-Business	360.00	396.00	10.00%	
Street trading consents					
Annual consent	Non-Business	970.00	970.00	0.00%	
Daily consent	Non-Business	100.00	100.00	0.00%	
Animal establishments					
Pet shops *					
Ordinary	Non-Business	223.00	238.38	6.90%	
Riding establishments *	Non-Business	268.40	294.29	9.65%	
Dog breeding *	Non-Business	181.95	194.96	7.15%	
Keeping or training animals for exhibition	Non-Business	224.75	240.34	6.94%	
Boarding for cats and dogs	Non-Business	133.40	143.22	7.36%	
Reassessment of star rating	Non-Business	101.75	109.15	7.27%	
Variation of licence	Non-Business	101.75	109.15	7.27%	
Multiple Activities	For those				
applicants who carry on more than one of the above licence activities, the full licence application fee will be payable for the highest application, plus £41.72 per additional licensable activity	Non-Business	44.78	47.58	6.25%	
Dangerous wild animals *	2 yr. licence	Non-Business	160.00	160.00	0.00%
Zoos *	Non-Business	676.00	750.00	10.95%	
Note:- * Plus vet's fees where applicable					
Registration					
Skin pierces (1 off reg. fee)					
Person	Non-Business	90.10	100.00	10.99%	
Premises	Non-Business	135.00	142.00	5.19%	
Cosmetic skin piercing and skin colouring					
Person	Non-Business	90.10	100.00	10.99%	
Premises	Non-Business	135.00	142.00	5.19%	
Hairdressers (1 off registration fee)					
Person	Non-Business	90.10	100.00	10.99%	
Premises	Non-Business	135.00	142.00	5.19%	
Reprinting of licence/ registrations	Non-Business	20.00	22.00	10.00%	

Category	VAT	2022/23	2023/24	% increase
Car parks				
Car park fees				
Short stay				
Up to 1 hour	Standard Rated	0.60	0.60	0.00%
Over 1 hour and up to 2 hours	Standard Rated	1.20	1.20	0.00%
Over 2 hours and up to 3 hours	Standard Rated	2.00	2.00	0.00%
Over 3 hours and up to 4 hours	Standard Rated	3.00	3.00	0.00%
Over 4 hours	Standard Rated	6.00	6.00	0.00%
Long stay				
Up to 1 hour	Standard Rated	0.60	0.60	0.00%
Up to 2 hours	Standard Rated	1.20	1.20	0.00%
Up to 3 hours	Standard Rated	1.60	1.60	0.00%
Over 5 hours	Standard Rated	2.50	2.50	0.00%
Castle car park				
Up to 1 hour	Standard Rated	0.60	0.60	0.00%
Up to 2 hours	Standard Rated	1.20	1.20	0.00%
Up to 5 hours	Standard Rated	2.00	2.00	0.00%
Over 5 hours	Standard Rated	4.00	4.00	0.00%
Market Bosworth Rectory Lane car park				
Up to 1 hour	Standard Rated	0.30	0.60	100.00%
Up to 2 hours	Standard Rated	0.50	1.20	140.00%
Up to 3 hours	Standard Rated	1.00	2.00	100.00%
Up to 4 hours	Standard Rated	1.00	3.00	200.00%
Over 4 hours	Standard Rated	2.00	6.00	200.00%
Season tickets (limited use)				
Per year from month of issue	Standard Rated	375.00	375.00	0.00%
Per half year from month of issue	Standard Rated	200.00	200.00	0.00%
Per quarter from month of issue	Standard Rated	110.00	110.00	0.00%
Replacement / amendment season tickets	Standard Rated	10.00	10.00	0.00%
Cancellation of PCN were permit incorrectly displayed	Standard Rated	10.00	10.00	0.00%
Per month (valid 1st day of month)	Standard Rated	40.00	40.00	0.00%
Staff season ticket				
Per month direct debit (for full year permit only)	Standard Rated	31.25	31.25	0.00%
Season tickets (long stay plus Castle car park)				
Per year	Standard Rated	500.00	500.00	0.00%
Per month for direct debit	Standard Rated	41.67	41.67	0.00%
Residents parking season ticket (restricted availability)				
Long stay per year	Standard Rated	50.00	50.00	0.00%
Car park fines				
Higher charge fines*	Non-Business	70.00	70.00	0.00%
Lower charge fines*	Non-Business	50.00	50.00	0.00%
Electric charging				
Electric vehicle charging per KWH	Standard Rated	POA	POA	0.00%
Advertising on car park tickets – please contact 01455 255626				
	Standard Rated	POA	POA	0.00%
* Fines reduced by 50% for prompt payment (14 days)				
Commercial display on car parks				
Per day	Exempt	POA	POA	0.00%

Category	VAT	2022/23	2023/24	% increase	
Environment health					
Pest control					
Domestic					
Rats	Standard Rated	20.00	20.00	0.00%	
Mice	Standard Rated	54.60	60.00	9.89%	
Insects per treatment	Standard Rated	54.60	60.00	9.89%	
Insects per call-out where treatment not necessary	Standard Rated	27.30	30.00	9.89%	
Treatment of mice and insects for persons in receipt of eligible benefit	Standard Rated	27.30	30.00	9.89%	
Wasp treatment for 1 nest	Standard Rated	54.60	60.00	9.89%	
Wasp treatment per each additional nest	Standard Rated	27.30	30.00	9.89%	
Wasp treatment for 1 nest for persons in receipt of eligible benefit	Standard Rated	27.30	30.00	9.89%	
Wasp treatment per each additional nest for persons in receipt of eligible benefit	Standard Rated	13.65	15.00	9.89%	
Business					
Insects and rodents – labour per hour or part thereof	Standard Rated	62.10	68.30	9.98%	
Materials	Standard Rated	Cost + 40%	Cost + 40%	-	
Minimum charge	Standard Rated	83.90	92.30	10.01%	
Insects per call - out where treatment not necessary	Standard Rated	41.98	46.20	10.05%	
Stray dogs					
Kennelling	Per day	Non-Business	18.70	20.55	9.89%
	Per occurrence (statutory fee)	Non-Business	25.00	25.00	0.00%
Microchipping	Event charges	Standard Rated	15.00	20.00	33.33%
	Home visit	Standard Rated	20.00	47.58	137.90%
Refuse collection					
Bulky item collection - 50% reduction available for those on benefits					
Upholstered seating (POP's) item – up to 2 items or less	Non-Business		35.00	0.00%	
Each additional Upholstered seating item (POP's) max 5 per collection	Non-Business		15.00	0.00%	
General items (excluding POP's) - up to 3 items	Non-Business		35.00	0.00%	
Each additional general item (excluding POP's) max 5 per collection	Non-Business		10.00	0.00%	
Refuse collection					
Garden waste collection (annual subscription per bin)	Non-Business	35.00	37.50	7.14%	
Replacement bin (lost/stolen/damaged or removed due a sec 46 EPA contravention)	Non-Business	39.70	43.70	10.08%	
1 new bin (new occupancy)	Non-Business	25.50	28.00	9.80%	
2 new bins (new occupancy)	Non-Business	50.95	56.00	9.91%	
Trade waste refuse 1100 litre wheeled bin	Non-Business	POA	POA	0.00%	
Trade waste refuse 660 litre wheeled bin	Non-Business	POA	POA	0.00%	
Trade waste refuse 240 litre wheeled bin	Non-Business	POA	POA	0.00%	
Trade waste recycling 1100 litre wheeled bin	Non-Business	POA	POA	0.00%	
Trade waste recycling 660 litre wheeled bin	Non-Business	POA	POA	0.00%	
Trade waste recycling 240 litre wheeled bin	Non-Business	POA	POA	0.00%	
Trade bag (town centre only)	Non-Business	POA	POA	0.00%	
Bin installation (additional to contract)					
Bin installation	Standard Rated	POA	POA	0.00%	
Empty additional bin (per bin per occasion)	Standard Rated	POA	POA	0.00%	
Sweeper hire	Standard Rated	POA	POA	0.00%	
Asbestos removal and disposal	Standard Rated	POA	POA	0.00%	
Noise nuisance					
Return of audio equipment seized	Non-Business	176.45	200.00	13.35%	
Silencing of alarms requiring warrant (any contractors costs to be charged in addition)	Non-Business	148.20	333.06	124.74%	
Silencing of alarms without warrant (any contractors costs to be charged in addition)	Non-Business	75.40	190.32	152.41%	
Works in default - recovery of costs	Non-Business	Cost + 30%	Cost + 40%	-	
Other miscellaneous charges					
Food hygiene courses	Non-Business	52.00	55.00	5.77%	
Food surrender					
Certification fee	Non-Business	105.00	115.00	9.52%	
Plus transport for disposal	Non-Business	At cost	At Cost	-	
Food register per sheet	Non-Business	30.00	30.00	0.00%	
Food Export Certificate	Non-Business	105.00	115.00	9.52%	
Safer food better business pack	Non-Business	15.00	15.00	0.00%	
Safer food better business diary refill	Non-Business	10.00	10.00	0.00%	
Whole register	Non-Business	400.00	400.00	0.00%	
Confirmation certificate for immigration of food business details	Non-Business	60.00	65.00	8.33%	
Contaminated land enquiries	Non-Business	77.00	95.16	0.00%	
Register of permits / authorisations	Non-Business	71.35	78.49	10.01%	
Public register - copies of summaries	Non-Business	30.20	33.22	10.00%	
Radar keys (disabled access to toilets) - purchase price	Non-Business	-	-	-	
Analysis fees - swimming pool water samples	Standard Rated	46.10	50.00	8.46%	
Health and safety statement of facts	Non-Business	£46 /hour	£48 /Hour	4.35%	
Recharge of officer time	Non-Business	Direct cost + 40%	Direct Cost + 40%	-	
Replacement certificates		20.00	22.00	10.00%	

Category	VAT	2022/23	2023/24	% increase
Private water supply charges				
Commercial premises risk assessment	Non-Business	£43/hour	£50/hour	16.28%
Simple domestic sample analysis	Non-Business	At cost plus £20 admin fee	At Cost plus £22 admin fee	-

Category	VAT	2022/23		2023/24		% increase
		£	£	£	£	
Clean neighbourhoods - fixed penalty notices - statutory charges						
		Payments after 10 days	Reduction for Early Payment (10 days)	Payments after 10 days	Reduction for Early Payment (10 days)	
Nuisance parking	Non-Business	100.00	80.00	100.00	80.00	-
Abandoning a vehicle	Non-Business	200.00	180.00	200.00	180.00	-
Litter	Non-Business	150.00	100.00	150.00	100.00	-
Unauthorised distribution of literature on designated land	Non-Business	150.00	100.00	150.00	100.00	-
Graffiti and fly posting	Non-Business	150.00	100.00	150.00	100.00	-
Failure to produce authority (waste transfer notes)	Non-Business	300.00	230.00	300.00	230.00	-
Failure to furnish documentation (waste carriers licence)	Non-Business	300.00	230.00	300.00	230.00	-
Offences in relation to waste receptacles	Non-Business	60.00	40.00	60.00	40.00	-
Allowing a dog to foul in a public place	Non-Business	50.00	50.00	50.00	50.00	-
Failure to comply with a community protection notice, under the Anti-Social Behaviour, Crime and Policing Act 2014	Non-Business	100.00	80.00	100.00	80.00	-
Duty of care	Non-Business	400.00	200.00	400.00	200.00	-
Littering from vehicles	Non-Business	150.00	100.00	150.00	100.00	-
Breach of public spaces protection order, under the Anti-social Behaviour, Crime and Policing Act 2014	Non-Business	100.00	80.00	100.00	80.00	-
Fly tipping S33(1)(a) Environmental Protection Act 1990	Non-Business	400.00	200.00	400.00	200.00	-

CATEGORY	2022/23	2023/24	% increase
	£	£	
Leisure centre - (fees set by the external partner, Places Leisure Ltd)			
Swimming			
Adult	5.10	5.50	7.84%
Senior (60 Plus)	2.75	3.00	9.09%
Concession (inc. Junior Under 16, unemployed, student)	2.75	3.00	9.09%
Disabled	No charge	No charge	-
Spectator	No charge	No charge	-
Pool hire			
Private hire – main pool (per 1 hour whole pool)	86.00	96.00	11.63%
Private hire – main pool (per 1 hour per lane)	10.75	12.00	11.63%
Private hire – community pool (per 1 hour)	50.00	55.80	11.60%
Fitness and health casual			
Gym induction	17.50	18.70	6.86%
Gym session concession (9.00am – 5.00pm only)	5.00	5.35	7.00%
GP referral / heartsmart session	2.75	2.95	7.27%
Sports halls and courts			
Adult badminton court	9.40	10.10	7.45%
Concession (off peak only) badminton	5.00	5.35	7.00%
Half main hall hire	45.90	49.10	6.97%
Concession (off peak only) half main hall	21.85	23.40	7.09%

Category	VAT	2022/23	2023/24	% increase
Markets				
Market stall licenced trader				
New traders to be charged half price on first stall for a period of four weeks				
Saturday zone A	Exempt	24.00	24.00	-
Second stall	Exempt	18.00	18.00	-
Third and all subsequent stalls	Exempt	12.00	12.00	-
Monday zone A	Exempt	19.40	19.40	-
Second stall	Exempt	14.55	14.55	-
Third and all subsequent stalls	Exempt	9.70	9.70	-
Friday zone A	Exempt	19.40	19.40	-
Second stall	Exempt	14.55	14.55	-
Third and all subsequent stalls	Exempt	9.70	9.70	-
Saturday zone B	Exempt	12.00	12.00	-
Second stall	Exempt	9.00	9.00	-
Third and all subsequent stalls	Exempt	6.00	6.00	-
Monday zone B	Exempt	9.70	9.70	-
Second stall	Exempt	7.28	7.28	-
Third and all subsequent stalls	Exempt	4.85	4.85	-
Friday zone B	Exempt	9.70	9.70	-
Second stall	Exempt	7.28	7.28	-
Third and all subsequent stalls	Exempt	4.85	4.85	-
Market stall casual trader				
Saturday zone A	Exempt	29.00	29.00	-
Monday zone A	Exempt	23.50	23.50	-
Friday zone A	Exempt	23.50	23.50	-
Saturday zone B	Exempt	14.50	14.50	-
Monday zone B	Exempt	11.75	11.75	-
Friday zone B	Exempt	11.75	11.75	-
Saturday zone C	Exempt	7.25	7.25	-
Monday zone C	Exempt	5.87	5.87	-
Friday zone C	Exempt	5.87	5.87	-
Charity stall	Non-Business	5.87	5.87	-
Friday street trading consents per pitch	Non-Business	23.50	23.50	-
Saturday bric a brac (in zone B)	Exempt	10.00	11.00	10.00%
Monday bric a brac (in zone B)	Exempt	10.00	11.00	10.00%
Friday bric a brac (in zone B)	Exempt	10.00	11.00	10.00%
Town centre commercial displays	Standard Rated	POA	POA	-
Town centre large commercial displays (over 6m length over 3m width)	Standard Rated	£190 per day	£195 per day	2.63%
Commercial rents				
Rent of industrial unit	Exempt	POA	POA	-
Rent unit at Greenfields site	Standard Rated	POA	POA	-
Rent of space in Atkins Building	Standard Rated	POA	POA	-
Rent of retail shops	Exempt	POA	POA	-
Miscellaneous				
Copies of building regulations and planning approvals				
Extensive researching of planning history of site or premises	Non-Business	65.20	65.20	-
Photocopying of other documentation				
Per A4 sheet	Zero Rated	10p + p&p	10p + p&p	-
Per A3 sheet	Zero Rated	10p + p&p	10p + p&p	-

Category	VAT	2022/23	2023/24	% increase
Other				
Aerial photography	Standard Rated	POA	POA	-
Pre planning application advice				
Householder pre-application advice	Standard Rated	87.55	96.30	9.99%
Major strategic development (planning performance agreement)	Standard Rated	POA	POA	-
Major development (large residential, retail, leisure, employment) pre-application advice	Standard Rated	5,460.00	6,000.00	9.89%
Additional meeting and advice note	Standard Rated	927.00	1,019.00	9.92%
Major development (50-99 dwellings or 5,000-9,999 m2) pre-application advice	Standard Rated	3,670.00	4,035.00	9.95%
Additional meeting and / or advice note	Standard Rated	515.00	566.00	9.90%
Major development (10-49 dwellings or 1,000-4,999 m2) pre-application advice	Standard Rated	2,360.00	2,596.00	10.00%
Additional meeting and / or advice note	Standard Rated	515.00	566.00	9.90%
Minor development (5-9 dwellings or 500-999 m2) pre-application advice	Standard Rated	1,030.00	1,133.00	10.00%
Additional meeting and / or advice note	Standard Rated	123.60	135.95	9.99%
Minor development (1-4 dwellings, agricultural, change of use or other minor development) pre-application advice	Standard Rated	391.40	430.50	9.99%
Additional meeting and advice note	Standard Rated	123.60	135.95	9.99%
Commercial pre-application advice	Standard Rated	POA	POA	-

Local land charges

The land charges service is operated by Blaby District Council on behalf of Hinckley and Bosworth Borough Council.

Please contact Blaby District Council land charges department for further information or to order your land charges search

Category	VAT	2022/23	2023/24	% increase
Building control				
Building regulation application charges - please ring 01455 255677				
Building control hourly rate	Standard Rated	70.18	72.99	4.00%
Written confirmation of works exempt from building regulations	Non-Business	35.09	36.49	3.99%
Written confirmation of non-existence of building regulations record	Standard Rated	35.09	36.49	3.99%
Written confirmation of completion of work to which building regulations applied	Standard Rated	35.09	36.49	3.99%
Extensive search of building control history for site or premises (per hour)	Standard Rated	70.18	72.99	4.00%
Completion application for a closed application (reactivation of application and 1 inspection)	Standard Rated	70.18	72.99	4.00%
Additional inspections on a reactivated application (per inspection)	Standard Rated	70.18	72.99	4.00%
Building control surveyor attendance at emergency incident/enforcement (per hour)	Non-Business	70.18	72.99	4.00%
Building control surveyor attendance at emergency incident out of hours (per hour)	Non-Business	105.26	109.47	4.00%
Preparation and posting of documentation in relation to an emergency/enforcement incident or dangerous structure (per document)	Non-Business	70.18	72.99	4.00%

Category	VAT	2022/23	2023/24	% increase
Groby Community Centre				
Whole building				
3 hour session	Exempt	46.90	51.59	10.00%
Small room				
3 hour session	Exempt	23.50	25.85	10.01%
Discounts				
Registered charities (must quote registration number)		70%	70%	-
Approved elderly persons' organisations		70%	70%	-
Regular users – minimum usage 1 booking per week				
Booked quarterly in advance with no cancellation permitted		10%	10%	-
Letting of garages and garage plots (HRA)				
Where VAT applies, the figures quoted include VAT				
Garage plots per annum				
Private owners	Standard Rated	52.22	57.44	10.00%
Council house residents if let within proximity of residence	Non-Business	43.60	47.96	10.00%
Garages (council tenants)	Non-Business	246.95	271.65	10.00%
Garages (non council tenants)	Standard Rated	296.40	326.04	10.00%
Garages (council tenants) not let within proximity of residence	Standard Rated	296.40	326.04	10.00%
Other housing charges (HRA)				
Warden assisted accommodation				
Guest room charge per night	Standard Rated	11.01	12.11	9.99%
Warden assistance alarm connection				
Lifeline (weekly charge)	Standard Rated	5.42	5.96	9.95%
Lifeline for registered Disabled (weekly charge)	Exempt	4.51	4.96	9.97%
Central control connection (weekly charge)	Standard Rated	2.20	2.41	9.67%
Other housing charges (private sector)				
Accommodation certificate	Standard Rated	150.00	160.00	6.67%
Service of housing act notices - recovery of cost	Non-Business	POA	POA	-
Housing - mandatory HMO licensing - recovery of cost	Non-Business	POA	POA	-
Sheltered housing - service charges				
Ambion Court	Non-Business	15.00	16.50	10.00%
Ambion Court Guest Room (per night)	Non-Business		35.00	-
Hereford Way	Non-Business	11.65	12.80	9.83%
Clarendon House	Non-Business	15.00	16.50	10.00%
Queensway	Non-Business	12.70	13.95	9.84%
Castle Court	Non-Business	15.00	16.50	10.00%
Mayflower Court	Non-Business	15.00	16.50	10.00%
Royal Court	Non-Business	10.05	11.05	9.90%
Centurion Court	Non-Business	15.00	16.50	10.00%
St Giles Close	Non-Business	9.15	10.05	9.78%
Armada Court	Non-Business	12.45	13.70	10.00%
Tom Eatough Court	Non-Business	15.00	16.50	10.00%
Bed and breakfast charges (homeless)				
Households on JSA/IS (weekly charge)	Standard Rated	14.55	16.00	9.97%
Employed households (daily charge)	Standard Rated	14.55	16.00	9.97%
Each additional member of household (weekly charge)	Standard Rated	3.60	3.96	10.00%

Category	VAT	2022/23	2023/24	% increase
Publication list				
Hinckley & Bosworth local plan *	Zero Rated	76.00	83.60	10.00%
Local plan documents				
Local development scheme	Zero Rated	13.15	14.47	10.04%
Statement of community involvement	Zero Rated	13.15	14.47	10.04%
Authority monitoring report	Zero Rated	13.15	14.47	10.04%
Residential land availability statement	Zero Rated	13.15	14.47	10.04%
Employment land availability monitoring statement	Zero Rated	13.15	14.47	10.04%
Core strategy (December 2009) plus sustainability appraisal	Zero Rated	29.65	32.62	10.02%
Core strategy inspectors report	Zero Rated	13.15	14.47	10.04%
Site allocations and generic development control policies DPD preferred options	Zero Rated	75.85	83.44	10.01%
Site allocations and development management policies DPD pre-submission version	Zero Rated	75.85	83.44	10.01%
Hinckley Town Centre area action plan (March 2011) plus sustainability appraisal	Zero Rated	28.60	31.46	10.00%
Earl Shilton and Barwell area action plan preferred option (January 2011) plus sustainability appraisal	Zero Rated	35.20	38.72	10.00%
Earl Shilton and Barwell area action plan pre-submission version (July 2013) plus sustainability appraisal	Zero Rated	35.25	38.78	10.01%
Earl Shilton and Barwell area action plan (September 2014) plus sustainability appraisal	Zero Rated	35.25	38.78	10.01%
Earl Shilton and Barwell area action plan inspectors report	Zero Rated	13.15	14.47	10.04%
Local plan review scope, issues and options consultation document (2018)	Zero Rated	13.15	14.47	10.04%
Local plan review new directions for growth consultation document (2019)	Zero Rated	13.15	14.47	10.04%
Sustainability appraisal scoping report (2017)	Zero Rated	13.15	14.47	10.04%
Village design statements (various)	Zero Rated	13.15	14.47	10.04%
Neighbourhood plans (various)	Zero Rated	35.20	38.72	10.00%
The good design guide SPD	Zero Rated	47.30	52.03	10.00%
Hinckley town centre public realm masterplan	Zero Rated	47.30	52.03	10.00%
Other documents				
Employment land and premises study	Zero Rated	35.25	38.78	10.01%
Leicester & Leicestershire employment land study	Zero Rated	35.25	38.78	10.01%
Green infrastructure study	Zero Rated	35.25	38.78	10.01%
Strategic flood risk assessment	Zero Rated	35.25	38.78	10.01%
Biodiversity assessment	Zero Rated	29.70	32.67	10.00%
Areas of separation review (March 2012)	Zero Rated	23.10	25.41	10.00%
District, local and neighbourhood centre review	Zero Rated	13.15	14.47	10.04%
Green wedge review (Hinckley urban area or Rothley Brook)	Zero Rated	23.10	25.41	10.00%
Green wedge allocations topic paper (July 2012) assessment of new areas	Zero Rated	23.10	25.41	10.00%
Open space study	Zero Rated	47.25	51.98	10.01%
Community facilities review	Zero Rated	23.10	25.41	10.00%
Settlement hierarchy review	Zero Rated	23.10	25.41	10.00%
Gypsy & traveller accommodation needs assessment	Zero Rated	23.10	25.41	10.00%
Extended phase 1 habitat survey	Zero Rated	47.30	52.03	10.00%
Strategic housing land availability assessment	Zero Rated	12.10	13.31	10.00%
Renewable energy capacity study	Zero Rated	35.25	38.78	10.01%
Housing and economic development needs assessment	Zero Rated	44.00	48.40	10.00%
Landscape character assessment and landscape sensitivity analysis	Zero Rated	70.15	77.17	10.01%
Town and district centre study	Zero Rated	70.15	77.17	10.01%
Strategic housing and employment land availability assessment (SHELAA)	Zero Rated	12.05	13.26	10.04%
Car parking assessment of Hinckley town centre	Zero Rated	33.00	36.30	10.00%
Playing pitch strategy	Zero Rated	35.25	38.78	10.01%
Housing needs study	Zero Rated	35.25	38.78	10.01%
Infrastructure capacity study	Zero Rated	70.15	77.17	10.01%
Agricultural land study	Zero Rated	35.25	38.78	10.01%
LLITM transport modelling	Zero Rated	47.25	51.98	10.01%
Indoor sports facilities	Zero Rated	35.25	38.78	10.01%
Economic regeneration				
Hinckley & Bosworth economic regeneration strategy (2021 - 2025)	Zero Rated	13.15	14.47	10.04%
Conservation				
Conservation area appraisals (various)	Zero Rated	13.15	14.47	10.04%
Heritage strategy and action plan	Zero Rated	35.25	38.78	10.01%

Note: - All publications are subject to an additional charge for postage and packing

Note: - * 50% discount for local residents and voluntary organisations

Category	VAT	2022/23	2023/24	% increase
Street naming and numbering				
Renaming/renumbering of existing property	Non-business	£50 each	£50 each	-
Naming/numbering of one to five properties	Non-business	£50 each	£50 each	-
Naming/numbering of more than five properties	Non-business	£30 each additional	£30 each additional	-
Naming of a street	Non-business	£170 each	£170 each	-
Change to a development after notification (administration fee)	Non-business	60.00	60.00	-
Change to a development after notification	Non-business	£25 per plot	£25 per plot	-
Street re-naming at residents request	Non-business	260.00	260.00	-
Written confirmation of postal address details	Non-business	30.00	30.00	-
Numbering of new flat complex	Non-business	£35 per flat	£35 per flat	-

Category	VAT	2022/23	2023/24	% increase
Register of electors – statutory fees				
Purchase of register in data format (per request)	Standard Rated	20.00	20.00	-
(per 1000 or part there of)	Standard Rated	1.50	1.50	-
Purchase of register in printed format (per request)	Zero Rated	10.00	10.00	-
(per 1000 or part there of)	Zero Rated	5.00	5.00	-
Purchase of the (printed) marked register per request	Zero Rated	10.00	10.00	-
(per 1000 or part there of - data format)	Zero Rated	1.00	1.00	-
(per 1000 or part there of - paper format)	Zero Rated	2.00	2.00	-
Reprographic charges				
Photocopies for members of staff and parish councils				
A4 per sheet – black and white	Standard Rated	4p / copy	4p / copy	-
A4 per sheet – colour	Standard Rated	7p / copy	8p / copy	11.43%
A3 per sheet – black and white	Standard Rated	8p / copy	9p / copy	11.25%
A3 per sheet – colour	Standard Rated	14p / copy	15p / copy	10.71%
Miscellaneous				
Agendas per copy				
Council	Zero Rated	11.00	12.10	10.00%
Planning	Zero Rated	11.00	12.10	10.00%
Other committees	Zero Rated	5.40	5.94	10.00%
Photocopies of parts of reports and other documents				
1 copy A4	Standard Rated	0.10	0.11	10.00%
1 copy A3	Standard Rated	0.20	0.22	10.00%
Published statement of accounts				
	Zero Rated	£11 + p&p	£11 + p&p	-

Category	VAT	2022/23 £	2022/23 £	2023/24 £	2023/24 £	% increase
Legal services						
Miscellaneous agreements						
Retrospective consent (ex council properties)	Zero Rated	130.00		143.00		10.00%
Recharge of legal costs for Section 106 Agreements or unilateral undertakings	Non-Business	At cost minimum fee £2,000		At cost minimum fee £2,200		-
S106 Agreement shortform unilateral undertaking	Non-Business	At cost minimum fee £350		At cost minimum fee £385		-
Variation of S106 agreement or unilateral undertakings	Non-Business	At cost minimum fee £750		At cost minimum fee £825		-
Preparation of lease for industrial unit / shop (includes lease renewal)	Exempt	300.00		330.00		10.00%
Preparation of lease for Greenfields / Atkins (incl lease renewal)	Exempt	300.00		330.00		10.00%
Preparation of lease for Crescent Estate	Exempt	350.00		385.00		10.00%
Preparation of non standard lease	Exempt	At cost minimum fee £490		At cost minimum fee £539		-
Sitting out license	Exempt	250.00		275.00		10.00%
License to occupy	Exempt	250.00		275.00		10.00%
Preparation of deed of licence / variation of a term of lease	Exempt	250.00		275.00		10.00%
Surrender of lease	Exempt	390.00		429.00		10.00%
Licence to assign	Exempt	390.00		429.00		10.00%
Recharge of costs for sale / purchase of land	Exempt	At cost minimum fee £410		At cost minimum fee £451		-
Preparation of a deed of release of a restrictive covenant	Standard Rated	260.00		286.00		10.00%
Open space land adoption	Exempt	At cost minimum fee £800		At cost minimum fee £880		-
Data protection subject to access request (statutory maximum)	Non-Business	10.00		11.00		10.00%
Deed of dedication	Non-Business	300.00		330.00		10.00%
Deed of rectification (nil charge if council in error)	Standard Rated	280.00		308.00		10.00%
Right of way (standard easement)	Non-Business	250.00		275.00		10.00%
Retrospective consent (RTB properties)	Non-Business	120.00		132.00		10.00%
Postponement of charge (RTB properties)	Non-Business	120.00		132.00		10.00%
Right of First Refusal	Non-Business	120.00		132.00		10.00%
Licence authorising change of use	Non-Business	243.00		267.30		10.00%
Grazing licences	Zero Rated	120.00		132.00		10.00%
Deed of variation of leases	Standard Rated	350.00		385.00		10.00%
JCT minor works contract	Non-Business	109.00		120.00		10.09%
Sealing fee	Non-Business	20.75		22.80		9.88%
Leasehold Enquires - Form LPE1	Standard Rated	110.00		110.00		-
Notice fee (Notice of Assignment/Mortgage)	Standard Rated	50.00		55.00		10.00%
Mortgage questionnaire	Zero Rated	92.70		102.00		10.03%
Sealing fee for mortgages (redemption)	Zero Rated	82.00		90.20		10.00%
Charge for diversion / extinguishment of public rights of way			FIRST PATH	EACH ADD.	FIRST PATH	EACH ADD.
Stage 1 (preliminary consultation)	Non-Business	880.00	260.00	968.00	286.00	10.00%
Stage 2 (making order)	Non-Business	352.00	103.50	387.20	113.85	10.00%
Stage 3 (submission to secretary of state where order opposed)	Non-Business	413.00	103.50	454.30	113.85	10.00%
Stage 4 (confirmation of order)	Non-Business	207.00	61.50	227.70	67.65	10.00%

Note: - No payment to be made until completion of Stage 2 (or such earlier stage if the matter proceeds no further) and, thereafter, at every appropriate subsequent stage

Temporary Road Closures	Non-Business	175.00		192.50		10.00%
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Hinckley & Bosworth Borough Council

Town and Country Planning Fees Applications - scale of fees

Outline Applications		
£462 per 0.1 hectare for sites up to and including 2.5 hectares	Not more than 2.5 hectares	£462 per 0.1 hectare
£11,432 + £138 for each 0.1 in excess of 2.5 hectares to a maximum of £150,000	More than 2.5 hectares	£11,432 + £138 per 0.1 hectare
Householders Application		
Alterations/extensions to a single dwellinghouse , including works within boundary	Single dwellinghouse	£206
Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)		
Alterations/extensions to two or more dwellinghouses , including works within boundary	Two or more dwellinghouses (or two or more flats)	£407
New dwellinghouses (up to and including 50)	New dwellinghouses (not more than 50)	£462 per dwellinghouse
New dwellinghouses (for <i>more</i> than 50) £22,859 + £138 per additional dwellinghouse in excess of 50 up to a maximum fee of £300,000	New dwellinghouses (more than 50)	£22,859 + £138 per additional dwellinghouse
Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery):		
Gross floor space to be created by the development	No increase in gross floor space or no more than 40 sq m	£234
Gross floor space to be created by the development	More than 40 sq m but no more than 75 sq m	£462
Gross floor space to be created by the development	More than 75 sq m but no more than 3,750 sq m	£22,859 + £138 for each additional 75 sq m in excess of 3,750 sq m to a maximum of £300,000
Erection of buildings (on land used for agriculture for agricultural purposes)		
Gross floor space to be created by the development	Not more than 465 sq m	£96
Gross floor space to be created by the development	More than 465 sq m but not more than 540 sq m	£462
Gross floor space to be created by the development	More than 540 sq m but not more than 4,215 sq m	£462 for first 540 sq m + £462 for each 75 sq m (or part thereof) in excess of 540 sq m
Gross floor space to be created by the development	More than 4,215 sq m	£22,859 + £138 for each additional 75 sq m in excess of 4,215 sq m to a maximum of £300,000
Erection of glasshouses (on land used for the purpose of agriculture)		
Gross floor space to be created by the development	Not more than 465 sq m	£96
Gross floor space to be created by the development	More than 465 sq m	£2,580
Erection/alterations/replacement of plant and machinery		
Site area	Not more than 5 hectares	£462 for each 0.1 hectare (or part thereof)
Site area	More than 5 hectares	£22,859 + additional £138 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £300,00

Applications other than Building Works		
Car parks, service roads or other accesses	For existing uses	£234
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)		
Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£34,934 + £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000
Operations connected with exploratory drilling for oil or natural gas		
Site area	Not more than 7.5 hectares	£508 for each 0.1 hectare (or part thereof)
Site area	More than 7.5 hectares	£38,070 + £151 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £300,000
Operations (other than exploratory drilling) for the winning and working of oil or natural gas		
Site area	Not more than 15 hectares	£257 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£38,520 + £151 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000
Other operations (winning and working of minerals) excluding oil and natural gas		
Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£34,934 + £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000
Other operations (not coming within any of the above categories)		
Site area	Any site area	£234 for each 0.1 hectare (or part thereof) up to a maximum of £2,028

Lawful Development Certificate	
Existing use or operation	Same as Full
Existing use or operation - lawful not to comply with any condition or limitation	£234
Proposed use or operation	Half the normal planning fee

Prior Approval	
Agricultural and Forestry buildings & operations or demolition of buildings	£96
Communications (previously referred to as 'Telecommunications Code Systems Operators')	£462
Proposed Change of Use to State Funded School or Registered Nursery	£96
Proposed Change of Use to Agricultural Building to a State Funded School or Registered Nursery	£96
Proposed Change of Use to Agricultural Building to a flexible use within Shops, Financial and Professional service, Restaurants and Cafes, Business, Storage or Distribution, Hotel, or Assembly or Leisure	£96
Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouse)	£96
Proposed Change of Use to Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	£96
Proposed Change of Use to Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	£206
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), where there are <u>no</u> Associated Building Operations	£96
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations	£206

Prior Approval continued...	
Notification for Prior Approval for a Change of use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwellinghouses (Class C3)	£96
Notification for Prior Approval for a Change of use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)	£96
Notification for Prior Approval for a Change of use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3), and Associated Building Operations	£206
Notification for Prior Approval for a Change of use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurant and Cafes (Class A3)	£96
Notification for Prior Approval for a Change of use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurant and Cafes (Class A3), and Associated Building Operations	£206
Notification for Prior Approval for a Change of use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2)	£96
Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the curtilage of a Shop	£96
Notification for Prior Approval for the Temporary Use of Building or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use	£96
Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt	£96

Reserved Matters	
Application for approval of reserved matters following outline approval	Full fee due or if full fee already paid then £462 due

Approval/Variation/discharge of condition	
Application for removal or variation of a condition following grant of planning permission	£234
Request for confirmation that one or more planning conditions have been complied with	£34 per request for Householders otherwise £116 per request

Change of Use of a building to use as one or more separate dwellinghouses, or other cases		
Number of dwellinghouses	Not more than 50	£462 for each
Number of dwellinghouses	More than 50 dwellinghouses	£22,859 + £138 for each in excess of 50 up to a maximum of £300,000
Other Changes of Use of a building or land		£462

Advertising	
Relating to the business on the premises	£132
Advance signs which are not situated on or visible from the site, directing the public to a business	£132
Other Advertisements	£462

Application for a Non-material Amendment Following a Grant of Planning Permission	
Applications in respect of householder developments	£34
Applications in respect of other developments	£234

Application for Permission in Principle (valid from 1 June 2018)	
Site area	£402 for each 0.1 hectare (or part thereof)

Concessions

Please note: Not all concessions are valid for all applications types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable.

Exemptions from payment

An application solely for the alteration or extension of an existing dwellinghouse; or works in the curtilage of an existing dwellinghouse (other than the erection of a dwellinghouse) for the purpose of providing:

- Means of access to or within it for a disabled person who resident in it, or is proposing to take up residence in it; or
- Facilities designed to secure that person's greater safety, health or comfort.

An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted.

Listed Building Consent

Planning permission for relevant demolition in a Conservation Area

Works to trees covered by a Tree Preservation Order or in a Conservation Area Hedgerow Removal

If the application is the first revision of an application for development of the same character or description on the same site by the same applicant:

- For a withdrawn application: Within 12 months of the date the application was received
- For a determined application: Within 12 months of the date the application was granted, refused or an appeal dismissed
- For an application where an appeal was made on the grounds of non-determination: Within 12 months of the period when the giving notice of a decision on the earlier valid application expired

If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation

If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person

If the application for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question

If the application is for alternative proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class V of the Town and Country Planning (General Permitted Development) Order 2015 (as amended)

Please note: Not all concessions are valid for all applications types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable.

Exemptions from payment continued...

If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area

If the application is for a Certificate of Lawfulness of Proposed Works to a listed building

Prior Approval for a Proposed Larger Home Extension

Reduction to payments

If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £462

If the application is being made on behalf of a parish or community council then the fee is 50%

If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%

In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462

If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%

If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half the sum of the others

Where an application crosses one or more local or district planning authorities, the Planning Portal fee calculator will only calculate a cross boundary application fee as 150% of the fee that would have been payable if there had only been one application to a single authority covering the entire site.

If the fee for the divided site is smaller when the sum of the fees payable for each part of the site are calculated separately, you will need to contact the lead local authority to discuss the fee for this divided site.

The fee should go to the authority that contains the larger part of the application site.