

Fees and Charges 2023



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**Stafford Borough Council
Community Portfolio
Fees and Charges 2023**

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**Stafford Borough Council
Community Portfolio
Fees and Charges 2023**

WEEKLY CHARGES	£ - p	VAT	Notes
Garage Rents			
Weekly rent	11.89	S	
Glover Street Itinerant Site			
Weekly pitch fee (52 week basis)	See note	E	The fee to be set by Rent Officer Assessment.
Single plot	3 x weekly	E	
Refundable deposit	pitch fee		
LICENCE FEES			
Houses In Multiple Occupation			The cost for the licence fee is set to cover the costs to the council for the administering and issuing of the licence and maintaining the appropriate register. Costs for enforcement are charged for and recovered separately.
(a) Fee for 5 Year Licence			
(i) Standard fee for first application for properties with up to 8 bedrooms/bedsits	742.46	NB	
(ii) Renewals/subsequent applications where there are no changes	639.06	NB	
(b) Fee for 5 Year Licence for Accredited Landlords (10% discount)			
(i) Standard fee for first application for properties with up to 8 bedrooms/bedsits	668.37	NB	
(ii) Renewals/subsequent applications	575.14	NB	
(c) Additional Fees (no discounts available on additional charges)			
(i) Fee for each additional bedroom/bedsi (for properties with 9 or more units)	28.12	NB	
(ii) Return of incomplete application	57.92	NB	
Register Of Licences			
Providing a copy of a HMO licence register by email	27.85	NB	
Non-Statutory Housing Inspections			
Per Inspection	183.58	S	
Housing Standards - Cost Recovery			
Officer time - per hour	49.53	NB	

LICENCE FEES continued...	£ - p	VAT	<u>Notes</u>
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(a)	New caravan site licence fee	633.28	NB
(b)	Amendment of existing licence	425.51	NB
(c)	Transfer of existing licence	499.05	NB
(d)	Fit and Proper Person Register		

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

Penalty Charge schemes are published online.

www.staffordbc.gov.uk

Maximum Penalty	5,000.00	NB
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Maximum Penalty	30,000.00	NB
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**Stafford Borough Council
Environment Portfolio
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	£ - p	VAT	<u>Notes</u>
PEST CONTROL			<i>This becomes an hourly charge when the infestation is associated with the keeping of fowl. A 50% reduction in the charges applied to people on means tested benefits, including their spouses or partners for the treatment of rats and mice.</i>
Domestic Premises			
Disinfestation of rats	81.80	S	
Disinfestation of mice	81.80	S	
Pest identification and advice charge	40.90	S	
Nuisance insects, wasps and ants	76.60	S	
Additional premium for priority wasp treatment	39.90	S	
Cockroaches, cluster flies, fleas and bedbugs			<i>The pest identification and advice charge is waived if treatment provided.</i>
minimum 1 hours treatment	81.80	S	<i>(pro rata thereafter)</i>
Moles			
minimum 1 hours treatment	81.80	S	<i>(pro rata thereafter)</i>
Squirrels			<i>(pro rata thereafter)</i>
minimum 1 hours treatment	114.50	S	<i>(pro rata thereafter)</i>
Commercial Premises			
Stafford Borough Council offers a wide range of Pest Control services for commercial premises	*	S	<i>Please contact 01785 619000 to arrange a quotation.</i>
PestPort Scheme			
Annual premium	144.85	S	<i>The scheme offers householders the opportunity to take out a form of pest control insurance. Participating householders can claim up to three treatments for any category of pest covered by the scheme. The Head of Operations is authorised to negotiate a price for multiple pestport contracts with landlords or residential accommodation.</i>
GENERAL HEALTH SERVICES			
Public Conveniences			
Key for access to toilets for the disabled	at cost	NB	<i>The charge is approximately £2.50 per key.</i>
Assisted Funerals under the Public Health Control of Diseases Act 1985			
Fees for Undertaker and Cremation	at cost	NB	
Administration fee per funeral	447.00	NB	
Stray Dogs			
Statutory collection fee	25.00	NB	<i>The Head of Operations or an officer delegated by the Head of Operations is authorised to waive such charges for stray dogs in cases of extreme hardship or where the mental health of the client would be affected. Cost of Kennelling will also include any boarding fees charged by the kennels and any vet bills incurred.</i>
Additional recovery fee from kennels	26.25	NB	
Cost of Kennelling	at cost	NB	

**Stafford Borough Council
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GENERAL HEALTH SERVICES continued...	£ - p	VAT	<u>Notes</u>
Private Water Supply			<i>All charges are subject to a statutory maximum. The Risk Assessment Fee will be charged on cost recovery basis up to the maximum.</i>
Carry out initial Risk Assessment (applies to non single domestic supplies)			
Cost recovery basis according to time taken			
maximum fee (max £500)	420.00	ZR	
minimum fee	69.00	ZR	<i>The Head of Operations or an officer</i>
per hour or part thereafter	34.25	ZR	<i>delegated by the Head of Operations is</i>
Sampling charge - each visit (max £100)	62.75	ZR	<i>authorised to waive 50% of the cost of</i>
Investigation into failure of water supply to comply with regulations (max £100)	86.50	ZR	<i>private water supply sampling charges</i>
Authorisations for water supply to deviate from prescribed standards where not a risk to health (max £100)	86.45	ZR	<i>where in receipt of Housing or Council Tax</i>
Analysis of all samples listed below to be added to the sampling visit charge stated above:			<i>Benefit or where the supply serves a</i>
Small supplies i.e. domestic only serving up to 50 persons (Section 10) (max £25)	25.00	ZR	<i>charitable or voluntary body.</i>
Single domestic supplies (Section 10) (max £25)	25.00	ZR	
Check monitoring of large supplies or where commercial/public premises supplied	69.00	ZR	
(Schedule 2) (max £100)	Plus		
Audit monitoring of large supplies or where commercial/public premises supplied	Analysts Fee		
(Schedule 1) (max £500)	69.00	ZR	<i>Charged according to parameters tested.</i>
	Plus		
	Analysts Fee		
Work in Default of Statutory Notices Served			<i>The Head of Operations or an officer</i>
(a) Cost of works	at cost	NB	<i>delegated by the Head of Operations is</i>
(b) Officer time overseeing works - per hour	50.00	NB	<i>authorised to waive such charges for</i>
(c) Administration charge - per property	25.00	NB	<i>works in default in case of extreme</i>
Note in the case of charges under (a) and (b) where more than one property is involved charges are divided pro rata per property			<i>hardship or where the mental health of the</i>
			<i>client would be affected</i>
Environmental and Health Service			
Discretionary Investigation Work	295.00	S	
Food Hygiene Training			<i>Where a request is received to run a</i>
CIEH Level 2 - Food Safety in Catering			<i>course for a large group of employees from</i>
Course fee	76.00	E	<i>the same company or organisation, the</i>
Re-sit fee	43.50	E	<i>Head of Operations or an officer delegated</i>
			<i>by the Head of Operations is authorised to</i>
			<i>calculate the charges to be made for such</i>
			<i>a block booking on the basis that the</i>
			<i>course is not run at a loss to the council.</i>

**Stafford Borough Council
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GENERAL HEALTH SERVICES continued...	£ - p	VAT	<u>Notes</u>
Charge for Re-Visit for FHRS			
Charge for rating re-visit for FHRS	198.50	NB	
Contaminated Land Enquiry			
Fee per enquiry	147.00	NB	<i>The fee is set by reference to all Staffordshire local authorities and as such is reviewed from time to time by consensus of those authorities.</i>
Issuing of Export Certification			
Food Manufacturers	69.00	NB	
Factual Statements			
Food Safety Act 1990	150.00	NB or S	
Health and Safety at Work Act 1974	150.00	NB or S	
Environmental Protection Act 1990	150.00	NB or S	
Food Premises Registration			
One copy of the registration entry for a premises made by the proprietor of those premises	no charge	-	
One copy of any entry in the register other than that covered above	16.00	NB	
List of premises in a particular category + 50p per entry in category	63.00	NB	
One copy of the full register	240.00	NB	

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2023**

LICENCE FEES	£ - p	VAT	<u>Notes</u>
Pre-Application Form Checking Service			
Checking of application forms prior to submission for all licence applications	24.90	NB	<i>Incomplete applications will be returned. To ensure no delay the applicant can pay for a review.</i>
Animal Welfare Regulation Licence			
(Riding Establishments, Animal Boarding Establishments, Dog Breeding and Pet Shops)			<i>Now chargeable under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.</i>
1, 2 or 3 year Licence	190.00	NB	<i>The charges shown exclude any vet fees.</i>
Additional Charge after licence is granted	115.00	NB	<i>This is for enforcement costs.</i>
Reinspection	115.00	NB	
Variation	63.00	NB	
Exhibition Licence 3 years	136.50	NB	<i>The Head of Operations be delegated to determine the application fee (plus any</i>
Additional Charge after licence is granted	73.50	NB	<i>veterinary fee at cost) and enforcement costs based on cost recovery.</i>
Administration fee for additions/ amendments of licence	10.50	NB	
Zoo Licence			
First licence (for 4 years)	645.00	NB	<i>The charge shown excludes any vet fees.</i>
Renewal of licence (further 6 years)	645.00	NB	
Inspection fee	at cost	NB	
Dangerous Wild Animals			
Annual fee	160.00	NB	<i>The charge shown excludes any vet fees.</i>
Acupuncture			
Registration Fee premises	187.00	NB	
each person	187.00	NB	
Tattooing			
Registration Fee premises	187.00	NB	
each person	187.00	NB	
Electrolysis			
Registration Fee premises	92.50	NB	
each person	92.50	NB	
Ear Piercing			
Registration Fee premises	92.50	NB	
each person	56.00	NB	

**Stafford Borough Council
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LICENCE FEES continued...	£ - p	VAT	Notes
Sex Establishments			
New Applications			
(a) Application fee	1,990.00	NB	
(b) If application is refused a refund of the compliance cost is given	(92.50)	NB	
(c) If application is approved an additional cost is payable to cover the compliance costs against non-licenced premises	241.00	NB	
Renewals			
(a) Application fee	1,150.00	NB	
(b) If application does not require committee approval then a refund is given	(435.00)	NB	
(c) If application is refused a refund of the compliance cost is given	(92.50)	NB	
(d) If application is approved an additional cost is payable to cover the compliance costs against non-licenced premises	241.00	NB	
Transfer of Licence			
(a) Application fee	1,060.50	NB	
(b) If application does not require committee approval then a refund is given	(437.50)	NB	
Street Trading			
A500 road sites annual fee per site	6,376.00	NB	The Head of Operations is authorised to negotiate annually any future fees for: a) the street trading consent on the A500 on the basis of the previous years charge plus an increase in line with the retail price index as at 1st January each year; b) recognised street consent zones containing multiple pitches within Stafford Town Centre.
Other sites per day of permitted trading	25.00	NB	
Motor Salvage Operator Registration			
(a) Licence for 3 years	385.00	NB	
(b) Renewal	385.00	NB	
(c) Variation	385.00	NB	
(d) Name Change	40.00	NB	
(e) Replacement Licence/ID Badge	20.00	NB	
(f) Change of Site	92.50	NB	

**Stafford Borough Council
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Fees and Charges 2023**

LICENCE FEES continued...	£ - p	VAT	<u>Notes</u>
Scrap Metal Licence Fees			<i>The Scrap Metal Dealers Act 2013 came into force in December 2013.</i>
Scrap Metal Site Licence			
(a) Licence for 3 years	385.00	NB	
(b) Renewal	385.00	NB	
(c) Variation	385.00	NB	
(d) Name Change	40.00	NB	
(e) Replacement Licence/ID Badge	20.00	NB	
(f) Change of Site	92.50	NB	
Scrap Metal Collectors Licence			
(a) Licence for 3 years	198.50	NB	
(b) Renewal	198.50	NB	
(c) Variation	198.50	NB	
(d) Name Change	40.00	NB	
(e) Replacement Licence/ID Badge	20.00	NB	
Hackney Carriage and Private Hire			
Drivers' Licences			
(a) Dual 1 year licence	80.00	NB	
(b) Dual 3 year licence	190.00	NB	
(c) Medical examination fee	100.00	NB	<i>The medical examination fee is set by</i>
(d) Disclosure and Barring Service	40.00	NB	<i>Staffordshire County Council and</i>
(e) Replacement Badge	10.00	NB	<i>subsequently paid over to the Occupational</i>
(f) Replacement Licence	10.00	NB	<i>Physician.</i>
(g) Knowledge Test	40.00	NB	<i>The Criminal Records Bureau search is in</i>
(h) Knowledge Test resit	20.00	NB	<i>respect of new applicants.</i>
Vehicle Licences			
(a) Each licence	230.00	NB	
(b) Administration fee for late production of vehicle insurance documents	50.00	NB	
(c) Annual licence condition compliance inspection	10.00	NB	
(d) Replacement Licence (copy)	20.00	NB	
(e) Electric/Hybrid/Plug-In Vehicles (incentivisation)	200.00	NB	
Vehicle Plates			
(a) Replacement internal and external	50.00	NB	
(b) Replacement inside plate	5.00	NB	

Stafford Borough Council Environment Portfolio Fees and Charges 2023

LICENCE FEES continued...	£ - p	VAT	Notes
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Hackney Carriage and Private Hire

Vehicle Transfer Administration Fee

(a) Transfer fee as new vehicle	230.00	NB
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Private Hire Operator's Licence	175.00	NB
(office base)		

LICENCE FEES - PRESCRIBED BY GOVT

Air Pollution Authorisation

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

(a) Application Fee

(i) Standard process	1,650.00	NB	<i>If an application is for a combined Part B and waste application then add on £297 to the fees.</i>
(ii) Additional fee for operating without a permit	1,188.00	NB	
(iii) Reduced fee activities			<i>Reduced Fee Activities: Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW</i>
(a) except VRs	155.00	NB	
(b) PVR I & II combined	257.00	NB	
(c) Vehicle refinishers (VRs)	362.00	NB	
(iv) Reduced fee activities - additional fee for operating without a permit	71.00	NB	
(v) Mobile screening and crushing plant	1,650.00	NB	
(a) for the third to seventh applications	985.00	NB	
(b) eighth and subsequent applications	498.00	NB	
(vi) Additional fee for operating mobile plant in contravention of regulation 12	1,188.00	NB	
(vii) Where a direction has been issued under regulation 33 whereby a local authority is to exercise Environment Agency functions in respect of a single permit covering	275.00	NB	
(a) Part B activities and waste operations; or			
(b) solvent emission activities and waste operations;			
or			
(c) Part B activities, solvent emission activities and waste operations,			
then for any activity described in item (iii)			
or (iv) of Table 2, the operator must pay			
£279 in addition to the fee payable at			
item (iii) or (iv)			

**Stafford Borough Council
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LICENCE FEES - PRESCRIBED BY GOVT
continued...

£ - p

VAT

Notes

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

(b) Annual Subsistence Charge

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

(i) Standard process	- Low	772.00	NB	<i>add £99</i>
	- Medium	1,161.00	NB	<i>add £149</i>
	- High	1,747.00	NB	<i>add £198</i>
(ii) Reduced fee activities	- Low	79.00	NB	
	- Medium	158.00	NB	<i>Where a Part B installation is subject to</i>
	- High	237.00	NB	<i>reporting under the E-PRTE Regulation,</i>
(iii) PVR I & II combined	- Low	113.00	NB	<i>add an extra £99 to the fees.</i>
	- Medium	226.00	NB	
	- High	341.00	NB	<i>Subsistence charges can be paid in four</i>
(iv) Vehicle refinishers	- Low	228.00	NB	<i>equal quarterly instalments paid on 1st April,</i>
	- Medium	365.00	NB	<i>1st July, 1st October and 1st January. This</i>
	- High	548.00	NB	<i>would increase the charge by £38.</i>
(v) Mobile screening and crushing plant	- Low	626.00	NB	
	- Medium	1,034.00	NB	
	- High	1,551.00	NB	
(a) for the third to seventh permits	- Low	385.00	NB	
	- Medium	617.00	NB	
	- High	924.00	NB	
(b) eighth and subsequent permits	- Low	198.00	NB	
	- Medium	314.00	NB	
	- High	473.00	NB	
(vi) where a direction has been issued under regulation 33 whereby a local authority is to exercise Environment Agency functions in respect of a single permit covering	- Low	104.00	NB	
	- Medium	156.00	NB	
	- High	207.00	NB	
(a) Part B activities and waste operations; or				
(b) solvent emission activities and waste operations; or				
(c) Part B activities, solvent emission activities and waste operations,				
then an additional subsistence charge is payable				

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

Air Pollution Authorisation continued...

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

(c) Transfer and Surrender

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

(d) Temporary Transfer for Mobiles

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

(e) Substantial Change

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

**Stafford Borough Council
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Fees and Charges 2023**

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

Liquor Licences

Premises and Club Premises Certificate Fees

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

Main application fee

A	£0 - £4,300	100.00	NB	<i>The range of amounts from A to E represent the rateable value of the relevant premises.</i>
B	£4,301 - £33,000	190.00	NB	
C	£33,001 - £87,000	315.00	NB	
D	£87,001 - £125,000	450.00	NB	
E	£125,001 +	635.00	NB	

Variation fee

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

Multiplier Fee for Premises Licence,
exclusively selling alcohol

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

Annual renewal fee

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

Exclusively or primarily selling alcohol annual fee

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

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

Personal Licences, Temporary Events and Other Fees

Minor variations	89.00	NB
Application for a grant or renewal of personal licence	37.00	NB
Temporary event notice	21.00	NB
Theft, loss etc. or premises licence or summary	10.50	NB
Application for a provisional statement where premises being built etc.	315.00	NB
Notification of change of name or address	10.50	NB
Application to vary licence to specify individual as premises supervisor	23.00	NB
Application for transfer of premises licence	23.00	NB
Interim authority notice following death etc. of licence holder	23.00	NB
Theft, loss etc. of certificate or summary	10.50	NB
Notification of change of name or alteration of rules of club	10.50	NB
Theft, loss etc. of temporary event notice	10.50	NB
Theft, loss etc. of personal licence	10.50	NB
Duty to notify change of name or address	10.50	NB
Right of freeholder etc. to be notified of licensing matters	21.00	NB

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

Additional Fees

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

Number of people:

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

Liquor Licences - Additional Fees (Renewal)

Number of people

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

Lotteries

Registration fee	40.00	NB
Annual renewal	20.00	NB

**Stafford Borough Council
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Fees and Charges 2023**

PREMISES LICENCE FEES

£ - p

VAT

Notes

These charges are due under The Gambling Act 2005.

Bingo Club

Transitional Fast-Track Application	262.60	NB
Transitional Non Fast-Track Application	1,531.25	NB
New Application	3,063.80	NB
Annual Fee	874.60	NB
Application to Vary	1,531.25	NB
Application to Transfer	1,050.60	NB
Application for Re-instatement	1,050.60	NB
Application for Provisional Statement	3,063.80	NB
Licence Application-provisional statement holders	1,050.60	NB
Copy Licence	20.60	NB
Notification of Change	43.25	NB

Betting Premises (excluding Tracks)

Transitional Fast-Track Application	262.60	NB
Transitional Non Fast-Track Application	1,313.25	NB
New Application	2,626.50	NB
Annual Fee	525.30	NB
Application to Vary	1,313.25	NB
Application to Transfer	1,050.60	NB
Application for Re-instatement	1,050.60	NB
Application for Provisional Statement	2,626.50	NB
Licence Application-provisional statement holders	1,050.60	NB
Copy Licence	20.60	NB
Notification of Change	43.25	NB

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2023**

PREMISES LICENCE FEES continued...	£ - p	VAT	<u>Notes</u>
			<i>These charges are due under The Gambling Act 2005</i>
Tracks			
Transitional Fast-Track Application	262.60	NB	
Transitional Non Fast-Track Application	1,093.90	NB	
New Application	2,187.90	NB	
Annual Fee	874.60	NB	
Application to Vary	1,093.90	NB	
Application to Transfer	831.30	NB	
Application for Re-instatement	831.30	NB	
Application for Provisional Statement	2,187.90	NB	
Licence Application-provisional statement holders	831.30	NB	
Copy Licence	20.60	NB	
Notification of Change	43.25	NB	
Family Entertainment Centres			
Transitional Fast-Track Application	262.60	NB	
Transitional Non Fast-Track Application	874.60	NB	
New Application	1,750.60	NB	
Annual Fee	656.60	NB	
Application to Vary	874.60	NB	
Application to Transfer	831.30	NB	
Application for Re-instatement	831.30	NB	
Application for Provisional Statement	1,750.60	NB	
Licence Application-provisional statement holders	831.30	NB	
Copy Licence	20.60	NB	
Notification of Change	43.25	NB	
Adult Gaming Centres			
Transitional Fast-Track Application	262.60	NB	
Transitional Non Fast-Track Application	874.60	NB	
New Application	1,750.60	NB	
Annual Fee	874.60	NB	
Application to Vary	874.60	NB	
Application to Transfer	1,050.60	NB	
Application for Re-instatement	1,050.60	NB	
Application for Provisional Statement	1,750.60	NB	
Licence Application-provisional statement holders	1,050.60	NB	
Copy Licence	20.60	NB	
Notification of Change	43.25	NB	

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2023**

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

PERMITS

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

FEC Gaming Machine

Application Fee	300.00	NB
Renewal Fee	300.00	NB
Transitional Application Fee	100.00	NB
Change of Name	25.00	NB
Copy of Permit	15.00	NB

Prize Gaming

Application Fee	300.00	NB
Renewal Fee	300.00	NB
Transitional Application Fee	100.00	NB
Change of Name	25.00	NB
Copy of Permit	15.00	NB

Alcohol Licence Premises

Notification of 2 or less gaming machines	50.00	NB
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More than 2 machines

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

Club Gaming Permit

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

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2023**

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

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2023**

WASTE COLLECTION SERVICE	£ - p	VAT	<u>Notes</u>
DOMESTIC REFUSE			
Special Collections			
Domestic (per collection)	51.00	NB	<i>The charge provides for the removal of a maximum of 3 bulky waste items or 6 refuse sacks of domestic waste.</i>
Civic Amenity Collection Sites			<i>Additional items will be charged pro rata.</i>
(a) 1 hour duration at a single location	111.00	S	<i>Parishes requesting more than one location</i>
(b) 2 hour duration at a single location	153.00	S	<i>on the same Saturday morning will be</i>
(c) 3 hour duration	243.00	S	<i>limited to a maximum of two locations.</i>
Green Bin Replacement Charge			<i>The charge is for the replacement of a</i>
(missing or damaged)			<i>missing or damaged green bin with a</i>
Charge for replacement with 240 litre green bin	42.00	NB	<i>similar 240 litre bin. There is no charge if</i>
Charge for replacement with 180 litre green bin	no charge	-	<i>the replacement is a 180 litre bin.</i>
Blue or Brown Bin Replacement Charge			
(missing or damaged)			
Charge for replacement of either bin	10.50	NB	
Garden Waste Recycling			
Garden waste service - one bin	36.00	NB	
Delivery of each additional garden waste bin	25.00	NB	
COMMERCIAL REFUSE			
Please contact the Waste Management Team on 01785 619000			

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2023**

BEREAVEMENT SERVICES

£ - p VAT Notes

STAFFORD CREMATORIUM

Cremation Fee

(a) Adult)				<u>Cremation Fee</u>
(b) Environmental Levy)	840.00	E		<i>The fee includes the use of the chapel, waiting room, Medical Referee's fee, use of the music engine, certificate of cremation, the scattering of the cremated remains within the area designated as the gardens of remembrance (should the applicant wish to witness the scattering an additional fee is required) and all attendance after the coffin is placed on the catafalque.</i>
(c) Child up to 12 months of age		263.00	E		
(d) Child 12 months to 16 years		525.00	E		
(e) Witnessed scattering		42.00	E		
(f) Basic Cremation Charge (The fee is inclusive of the current environment fee. Services must be booked on or before 9.30am, no mourners in attendance, no organist is supplied and an option to 'hold over' must be granted)		349.00	E		
(g) Surcharge for Saturday		611.00	E		(c) and (d) The identified costs for children are not paid by family, however, SBC claims for the cost shown in Fees and Charges directly through the Governments Children's Funeral Fund for England. More information can be found at:
(h) Special Cremation		119.00	E		
(i) Late arrival fee - Funeral Director This is a fee payable by the Funeral Director for arrival after the designated time and service exceeding the designated time		61.00	E		www.gov.uk/child-funeral-costs

Regulation 16 of the Cremation Regulations 2008 provides as follows

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

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2023**

BEREAVEMENT SERVICES continued... £ - p VAT Notes

STAFFORD CREMATORIUM continued..

Fee for Burial of Cremated Remains

			<u><i>Fee for the Burial of Cremated Remains</i></u>
Tixall Road Cemetery			<i>There are specific areas set aside for the</i>
(a) Exclusive right of burial (Two Caskets)	693.00	E	<i>burial of cremated remains at Tixall Road,</i>
(b) Replacement of memorial tablet and	169.00	S	<i>Eccleshall Road and Stone Cemeteries.</i>
first four lines of inscription for 75 years			<i>These are family plots which can contain up</i>
(c) Purchase of memorial tablet on	760.00	S	<i>to four cremated remains interments. The fee</i>
Gazebo Garden plot and first			<i>is for the purchase of the grave only and does</i>
four lines of inscription for 75 years			<i>not include any monumental works or the cost</i>
(d) Each extra line of inscription	29.00	S	<i>of the actual interments</i>
(e) Cover slab for flower container	66.00	S	
(f) Black granite vase	166.00	S	
(g) Inscription on vase (per letter)	2.00	S	
(h) Replacement vase tin	10.50	S	
(i) Blank plaque in Rowan Garden	73.50	S	
(j) Crests/Motifs	58.00	S	
(k) Photo plaque	182.00	S	
(l) Replacement Plaque on the Gazebo	368.00	S	
Garden incl the first four lines of inscription			
(m) Repaint or gilding of existing plaque	42.00	S	
Tixall Road, Eccleshall Road & Stone Cemeteries			
(a) Exclusive right of burial (Four Caskets)	992.00	E	
Burial Only			
(a) Interment Fee	400.00	E	

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2023**

BEREAVEMENT SERVICES continued...	£ - p	VAT	<u>Notes</u>
STAFFORD CREMATORIUM continued..			
Containers			<i><u>Assistance with the Cremation Fee</u></i> <i>In cases of hardship, the Council has resolved to assist those individuals responsible for the payment of cremation fees to Stafford Borough Council. These are individuals who fall into the poverty trap outside the eligibility for state qualifying benefits and those in low income groups who have been removed in recent years from being eligible for state benefits and funeral costs. The Citizens Advice Bureau has therefore agreed to undertake an assessment of any individual referred to the organisation who might find it difficult to pay for cremation fees. If after considering various methods of financial support, such as from the Social Fund and/or charitable organisations, there is no available assistance, and in the opinion of the Citizens Advice Bureau the cremation fees are causing considerable financial hardship, then all the relevant information will be passed on to the Council. On consideration of the circumstances and at the discretion of both the Head of Operations and the Head of Finance the Council will assist the individual by a reduction of £80 on the cremation fee.</i>
(a) Caskets	81.00	E	
(b) Polytainer and bag or box	24.00	E	
(c) Babytainers/bags	7.00	E	
(d) Scatter tube-Large	10.00	E	
(e) Scatter tube-medium & small	6.00	E	
(f) Posting of cremated remains in polytainer including packing and 24hr special delivery postage cost	at cost	E	
(g) Keepsake Urns	24.00	E	
(h) Large Keepsake Urns	93.00	E	
Books of Remembrance			
(a) 2 line entry (minimum)	60.00	S	
(b) 5 line entry	122.00	S	
(c) 8 line entry	195.00	S	
(d) Memorial Cards - incl. 2 line entry	15.50	S	
(e) Miniature Book - incl. 2 line entry	70.00	S	
(f) Each additional line	2.50	S	
(g) Additional designs i.e. crests, badges, flowers etc.	54.00	S	
(h) Token entries	12.00	S	
Digital Book			
(a) First viewing card	23.00	S	
(b) Additional cards	20.00	S	
(c) Additional entry to an existing card	15.50	S	
(d) Each additional memorial screen up to a maximum of four	54.50	S	
Recordia Panels - Per Inscription			
(a) For a period of 5 years	194.00	S	
(b) Renewal fee for a further 5 years	98.00	S	
(c) Double panel for a 5 year period	345.00	S	
(d) Renewal fee for a further 5 years	171.00	S	
(e) Additional designs i.e. crests, badges, flowers etc.	49.00	S	

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2023**

BEREAVEMENT SERVICES continued... £ - p VAT Notes

STAFFORD CREMATORIUM continued...

Dovecote Memorial

(a) For a period of 7 years	435.00	S
(b) Renewal fee for a further 7 years	220.00	S
(c) Replacement plaque	89.00	S

Memorial Seats - Existing Seats Only

Rotunda Style

(a) For a 10 year period	645.00	S
(b) Renewal fee for a further 10 years	322.00	S
(c) Additional Plaque	160.00	S

Bench Style

(a) For a 10 year period	1,207.00	S
(b) Renewal fee for a further 10 years	603.00	S
(c) Additional Plaque	158.00	S

Memorial Trees - Existing Trees Only

(a) Replacement plaque	91.00	S
(b) Renewal fee for further 25 years	593.00	S
(c) Renewal fee for a further 10 years	341.00	S

Memorial Tree with Biodegradable Urn

(a) Biodegradable urn containing cremated remains	243.00	S
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Baby Memorial Wall

(a) For a period of 10 years	226.00	S
(b) Renewal fee for a further 10 years	113.00	S
(c) Replacement plaque	73.00	S

Sanctum

(a) Purchase price	956.00	S
(b) Additional lease per annum	28.50	S
(c) Additional inscription per letter	2.00	S
(d) Witness placing within	42.00	S

Scattering of Remains From Other Crematoria	63.00	E
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**Stafford Borough Council
Environment Portfolio
Fees and Charges 2023**

BEREAVEMENT SERVICES continued...	£ - p	VAT	<u>Notes</u>
STAFFORD AND STONE CEMETERIES			
			<u>Stafford and Stone Cemeteries</u>
Purchase of exclusive right of burial in an earthen grave (6ft 6ins x 4ft) for a period of 75 years	1,449.00	NB	<i>The fees, payments and sums payable for all the cemeteries services apply only to those residing in the Stafford Borough area. For those not resident in the Borough the fee is multiplied by two and a half. Single fees apply if an elderly person dies outside the Borough within two years of leaving.</i>
Purchase of exclusive right of burial in a preformed earthen grave at Eccleshall Road Cemetery (7ft x 3ft 6ins) for a period of 75 years	1,875.00	NB	<i>There is limited availability of Eccleshall Road and Stone Cemeteries.</i>
Purchase of exclusive right of burial in a walled grave (8ft x 4ft) for a period of 75 years	1,449.00	NB	
Supply and fix of brickwork at above	at cost	NB	
Purchase of the exclusive right of burial in a double woodland burial plot inclusive of the first interment and tree	1,449.00	NB	
Purchase of the exclusive right of burial in a single woodland burial plot inclusive of the first interment and tree	1,296.00	NB	
Purchase of the exclusive right of burial within the Rainbow Garden	892.00	NB	
Premium Charge for any Purchased In Reserve Grave	640.00	NB	<i>The additional fee payable where a grave is pre purchased and any subsequent interment is not imminent.</i>
Transfer of Exclusive Right of Burial	81.00	NB	
Transfer of Above to Spouse	no charge	-	
Short Notice Fee	53.50	NB	
where notice given for a burial does not comply with the 48 hours notice rule			
Late Arrival Fee - Funeral Director	56.50	NB	<i>This is a fee payable by the Funeral Director for arrival after the designated time.</i>
Use of Chapel for Burial Services (including the use of the organ)	116.50	NB	
Saturday Funerals surcharge for funerals held on a Saturday	612.00	NB	

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2023**

BEREAVEMENT SERVICES continued... **£ - p** **VAT** **Notes**

**STAFFORD AND STONE CEMETERIES
continued...**

Sound Recording of Service onto CD **50.00** S

(outsourced)

DVD/Blu-Ray/USB Stick Service Recording **56.50** S

Live Link (Web casting) **62.00** S

**Use of Screen for Display of Photographs/
Videos Throughout the Service**

(a) Single photograph	12.50	S	<i>Single photo displayed on the TV.</i>
(b) Simple slideshow	42.00	S	<i>A slideshow run on a loop on the TV.</i>
(c) Professional photo tribute	81.00	S	<i>Video/still photo tribute displayed on the TV.</i>
(d) Family supplied video formatting	20.50	S	<i>Own video can be played on the TV but has to</i>
(e) Tribute Link	10.00	S	<i>be formatted to run on the system.</i>

INTERMENT FEES

**Graves with Exclusive Burial Rights
Granted (private grave spaces)**

At a depth not exceeding 5ft.

(a) Adult	1,113.00	NB	<i>(b) and (c) The identified costs for children are not paid by family, however, SBC claims for the cost shown in Fees and Charges</i>
(b) Child 24 weeks to 9 years (Rainbow Garden)	540.00	NB	
(c) Child 9 years to 18 years	1,113.00	NB	

At a depth not exceeding 7ft.

(a) Adult	1,186.00	NB	<i>Funeral Fund for England. More information can be found at:</i>
(b) Child 24 weeks to 9 years (Rainbow Garden)	577.00	NB	
(c) Child 9 years to 18 years	1,186.00	NB	

www.gov.uk/child-funeral-costs

**Graves with no Exclusive Burial Rights
Granted (common unpurchased grave spaces)**

(a) Adult	1,180.00	NB
(b) Child 24 weeks to 9 years (Rainbow Garden)	932.00	NB
(c) Child 9 years to 18 years	1,180.00	NB

Burial in a Walled Grave or Vault **312.00** NB

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2023**

BEREAVEMENT SERVICES continued...	£ - p	VAT	<u>Notes</u>
STAFFORD AND STONE CEMETERIES continued...			<i><u>Graves with no Exclusive Burial Rights</u></i>
Right to Erect the following:-			<i><u>Granted (common unpurchased grave spaces)</u></i>
Headstones			<i>The Borough Council has a statutory obligation obligation to provide public (unpurchased, common) grave spaces in its cemeteries and the use of wooden coffins would only be allowed. It should also be understood that as the exclusive right of burial in these public grave spaces is vested with the Borough Council, these grave spaces may be re-used if required at a future date. Likewise any memorial that has been erected will be removed unless the Exclusive Right to Erect a Memorial has been purchased from the Council.</i>
(a) Not exceeding 2ft 6ins in height	199.00	NB	
(b) Exceeding 2ft 6ins but not more than 4ft in height	226.00	NB	
Kerbstones or Border Sets (Eccleshall Rd and Stone cemetery)	194.00	NB	
enclosing a space not exceeding 6ft 6ins by 3ft.			
Plaque, Vase, Tablet or Monument in the Form of a Reclining Cross	66.00	NB	
permitted only at Eccleshall Road and Stone cemetery and then if within an existing kerb set			<i>The Right to Erect any monument or gravestone will be for an initial period of 30 years after which time an additional payment will be required. The fee will cover checking that the initial erection of the memorial is in accordance with appropriate procedures and the subsequent inspections thereafter.</i>
Additional Inscriptions	48.00	NB	
Searches and Extracts			
Fees for searches of the Registers and for copies and extracts taken :			
(a) Each search covering a period of more than one year	31.50	NB	
(b) Each certified copy of an entry of burial as per the register	14.50	S	
Exhumation			
Disinterment cremated remains	466.00	S	
Disinterment Full Earthen			
(a) 5 Feet depth	1,715.00	S	
(b) 7 Feet depth	1,715.00	S	
Grave Maintenance - per annum			<i>In partnership with Hearts and Flowers, the service is aimed at the infirm or for people who live a distance from the Crematorium. For further details please contact the Crematorium.</i>
(a) Gold	189.00	S	
(b) Silver	122.00	S	
(c) Bronze	93.50	S	

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2023**

MISCELLANEOUS

£ - p VAT Notes

Allotments

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

82.00

E

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

**Stafford Borough Council
Leisure Portfolio - Client
Fees and Charges 2023**

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**Stafford Borough Council
Leisure Portfolio - Client
Fees and Charges 2023**

OUTDOOR SPORT AND RECREATION	£ - p	VAT	<u>Notes</u>
RIVERWAY FLOODLIT SYNTHETIC PITCH			<u>All charges represent the maximum amount chargeable</u>
Hire of Pitch			<u>VAT - Exempt or Standard Rated</u>
Hourly rates inclusive of floodlighting			The letting of facilities for playing any sport or for taking part in any physical recreation is normally standard rated for VAT purposes.
Peak Times			
Full pitch	70.00	E or S	However a block booking of 10 or more sessions of the same sport by a school, club, association or organisation representing affiliated clubs or constituent associations, such as a local league, is exempt from VAT.
School use	24.00	E or S	
Part pitch (one third)	45.00	E or S	
School use	19.00	E or S	
Off Peak Times			
Full pitch	47.00	E or S	
School use	24.00	E or S	
Part pitch (one third)	35.00	E or S	
School use	19.00	E or S	Where charges are shown with a VAT indicator of "E or S" the charge shown includes VAT.
VICTORIA PARK, STAFFORD			
Education Room/Bowls Pavilion			
Commercial Hire			<u>VAT - Exempt or Standard rated</u>
Weekday (Mon to Friday)			Lets for a period of over 24 hours are also Exempt.
One Hour	21.00	E or S	
Half Day (4 Hours)	42.00	E or S	
Full Day (8 Hours)	78.75	E or S	
Weekend/Bank Holiday (Sat/Sun)			
One Hour	31.50	E or S	
Half Day (4 Hours)	63.00	E or S	
Full Day (8 Hours)	94.50	E or S	
Charity/Not for Profit			
Weekday (Mon to Friday)			
One Hour	10.50	E or S	
Half Day (4 Hours)	21.00	E or S	
Full Day (8 Hours)	42.00	E or S	
Weekend/Bank Holiday (Sat/Sun)			
One Hour	15.75	E or S	
Half Day (4 Hours)	31.50	E or S	
Full Day (8 Hours)	47.25	E or S	

**Stafford Borough Council
Leisure Portfolio - Client
Fees and Charges 2023**

OUTDOOR SPORT AND RECREATION	£ - p	VAT	<u>Notes</u>
			<i><u>All charges represent the maximum amount chargeable</u></i>
VICTORIA PARK, STAFFORD continued ...			
Events Space			
Weekday (Mon to Friday)			VAT - Exempt or Standard rated
Per Day	210.00	E or S	See notes on page 32.
Weekend/Bank Holiday (Sat/Sun)			Also, if the letting is of a defined area for
Per Day	420.00	E or S	holding an event, the letting is exempt from
Charity/Not for Profit			VAT.
Weekday (Mon to Friday)			
Per Day	105.00	E or S	
Weekend/Bank Holiday (Sat/Sun)			
Per Day	210.00	E or S	
Set up and close down days before and after event if required	*	E or S	* 50% of daily hire charge VAT - Exempt or Standard rated Providing that the hirer does not have a choice over who completes any repairs/
Repairs/Cleansing			cleaning, then these fees will be part of the
Repairing any damages to buildings/grounds resulting from event	at cost	E or S	initial hire and follow the same treatment
Cleansing litter/debris resulting from event	at cost	E or S	as the letting.
Other Facilities including use of horticultural green house	subject to negotiation	E or S	If the letting is of a defined area, the letting is exempt from VAT
OTHER SPORT AND RECREATION			
Bowls			Season Tickets can be purchased
Per hour			for inclusive use of the greens
Adults	5.20	S	at Riverway, Victoria Park and
Concessionary rate	2.60	S	Stonefield Park.
Season tickets			Pay and play use of the bowling
Adults	87.00	S	greens is limited to supervised
Concessionary rate	43.00	S	parks only.
Teams			All sessions will be for a maximum
Per session			of 4 hours duration or part thereof.
Adults	80.00	E or S	
Concessionary rate	40.00	E or S	<u>Concessionary Rate</u>
Per season (each week)			Juniors (16 or under), students in
Adults	470.00	E	full time education within the Borough
Concessionary rate	230.00	E	people on means tested benefits
Per season (alternate weeks)			(together with their spouses or partners)
Adults	230.00	E	and pensioners (over the age of 60) are
Concessionary rate	115.00	E	eligible for a concessionary discount of 50%.

**Stafford Borough Council
Leisure Portfolio - Client
Fees and Charges 2023**

OUTDOOR SPORT AND RECREATION	£ - p	VAT	<u>Notes</u>
continued...			<i>All charges represent the maximum amount chargeable</i>
Bowls cont...			<i><u>Concessionary Rate</u></i>
Pavilions			<i>Juniors (16 or under), students in full time education within the Borough</i>
Per session	15.75	E or S	<i>people on means tested benefits (together with their spouses or</i>
Per season			<i>partners) and pensioners (over the</i>
Alternate weeks	72.00	E or S	<i>age of 60) are eligible for a</i>
Weekly	150.00	E or S	<i>concessionary discount of 50%.</i>
Grass Pitches			<i>Annual/seasonal charges applied</i>
Football Pitch			<i>will be those in force at the</i>
Per match			<i>commencement of the hire period.</i>
Adults	78.00	S	
Concessionary rate	43.00	S	<i><u>VAT - Exempt or Standard Rated</u></i>
			<i>The letting of facilities for playing any</i>
Per season - Per team			<i>sport or for taking part in any</i>
Adults	530.00	E	<i>physical recreation is normally</i>
Concessionary rate	265.00	E	<i>standard rated for VAT purposes.</i>
			<i>However a block booking of 10 or</i>
Dressing Room Supplement			<i>more sessions of the same sport</i>
Per match	43.00	S	<i>by a school, club, association or</i>
Per season - Per team	300.00	E	<i>organisation representing</i>
			<i>affiliated clubs or constituent</i>
Tennis			<i>associations, such as a local league,</i>
Per court (per hour)			<i>is exempt from VAT.</i>
Adults	6.50	S	<i>Where charges are shown with a</i>
Concessionary rate	3.30	S	<i>VAT indicator of "E or S" the</i>
Club bookings	by	S	<i>charge shown includes VAT</i>
	negotiation		
Multi-Games Area			
Per hour	6.30	E or S	
Miscellaneous Parks Activities			
Circus - per day	subject	E	
Fun fair - per day	to	E	
Miscellaneous hire - per event	negotiation	E	
Sponsorship of Carpet Beds and Flower Beds in Victoria Park and Stonefield Park	subject	S	
	to		
	negotiation		

**Stafford Borough Council
Planning Portfolio
Fees and Charges 2023**

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**Stafford Borough Council
Planning Portfolio
Fees and Charges 2023**

ADMINISTRATION CHARGES	£ - p	VAT	Notes
Administration Fee on Rechargeable Works	17.50%		<i>VAT - NB or S</i>
(payment by invoice in arrear)			<i>The charges shown are inclusive</i>
Minimum fee £25.00	charge on	NB or S	<i>of VAT. However VAT is to be</i>
Maximum fee £150.00	all costs		<i>deducted where the plans are to be</i>
			<i>used for non-business activities.</i>
PLANNING			
Planning Printing Charges			
Black and White Copies			
A4 per sheet up to 10 copies	1.25	S	
per sheet thereafter	0.10	S	
A3	1.85	S	
A2	2.55	S	
A1	2.75	S	
A0	3.15	S	
Colour Copies			
A4 per sheet up to 10 copies	1.65	S	
per sheet thereafter	0.25	S	
A3	1.90	S	
A2	2.95	S	
A1	3.40	S	
A0	3.95	S	
Advice on existing BC & DC developments			
per half hour	29.00	NB	
minimum charge	29.00	NB	
Additional Fee for Complex Enquiries and to Cover Site Visits			
per half hour	29.00	NB	
minimum charge	57.50	NB	
Pre 1974 Planning Information	*	NB	<i>* As per planning printing charges on page 36</i>
Decision Notice or Appeal Decision Completion Certificate			
Available via Public Access & Comino interactive	no charge	-	
SBC to supply	*	S	<i>* As per planning printing charges on page 36</i>

**Stafford Borough Council
Planning Portfolio
Fees and Charges 2023**

PLANNING continued...	£ - p	VAT	Notes
Section 106 Agreement			
Available via Public Access & Comino interactive SBC to supply	no charge *	- S	¹ As per planning printing charges on page 36
Tree Preservation Orders	*	S	¹ As per planning printing charges on page 36
Other Notices	*	S	¹ As per planning printing charges on page 36
High Hedges Legislation Investigation of Complaint	500.00	NB	<i>This charge is set by Council Resolution. For persons in receipt of Council Tax benefit the charge is reduced to £250.00</i>
Housing Monitor	20.82	NB	
Stafford Borough Local Plan	58.95 +p&p	Z	
The Plan for Stafford Borough	57.32 +p&p	Z	
Planning Application Fees	available at www.staffordbc.gov.uk	NB	<i>As laid down in the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) England Regulations 2012</i>
BUILDING CONTROL			
Building Regulation Charges Full Plans Submission or Building Notice	available at www.staffordbc.gov.uk	S	<i>These are nationally set fees. The charges are as laid down in Stafford Borough Council's Building Control Scheme of Changes and may be subject to further review during the year</i>

**Stafford Borough Council
Planning Portfolio
Fees and Charges 2023**

STREET NAMING AND NUMBERING	£ - p	VAT	Notes
New Build or Redevelopment			
(a) Number and name new properties			<i>Numbering is a statutory obligation as set out in section 17 to 19 of the Public Health Act 1925 and the Staffordshire Act 1983 Part II section 7.</i>
2-5 New Developments	480.00	NB	
6-25 New Developments - per phase	245.00	NB	
plus - per plot	21.00	NB	
25+ New Developments - per phase	480.00	NB	
plus - per plot	14.75	NB	
(b) Changes to development layout after notification - per plot affected	38.50	NB	
(c) Additional Charge for naming of a street	247.00	NB	
(d) Street Name plates if Council erects the sign	625.00	NB	
(e) Separate single residential dwelling on existing street	235.00	NB	
Existing Properties and/or Streets			
(a) Adding or changing of house or building name	81.50	NB	
(b) Rename of Street where requested by residents	480.00	NB	
plus - per property	28.00	NB	
(c) House or building renumbering (inc sub division into flats)	325.00	NB	
(d) Research into Archive - set as a minimum of (where not part of statutory function)	235.00	NB	
(e) Confirmation of postal addresses for solicitors or conveyancers and all consultees - per enquiry	39.50	NB	
(f) Photo copies of any legal documentation relating to street naming and numbering orders	*	NB	<i>' As per planning printing charges on page 36</i>

**Stafford Borough Council
Planning Portfolio
Fees and Charges 2023**

LOCAL LAND CHARGES	£ - p	VAT	Notes
(a) One Parcel of Land (including official LLC1)	101.40	S/NB	
(b) Each additional parcel	9.40	NB	
(c) LLC1	9.40	NB	
(d) Standard Enquiries Con29R	92.00	S	
(e) Separately Priced Enquiries			
Highways	38.25	NB	
Planning	44.00	NB	
Building Regulations	44.00	NB	
Environmental	44.00	NB	
(f) Con29 Optional			
each printed enquiry	24.00	S	
each additional enquiry	24.00	S	
(g) Personal Search	no charge	NB	

**Stafford Borough Council
Planning Portfolio
Fees and Charges 2023**

PARKING SERVICES - STAFFORD	£ - p	VAT	Notes
Short Stay Parking			
Broad Street and Doxey Road			<i>Christmas Day - no charge</i>
Monday to Saturday 8am to 6pm			
Up to 1 hour	1.10	S	
Up to 2 hours	1.70	S	
Up to 3 hours	2.60	S	
Up to 4 hours	3.20	S	
Evening Charge - Park after 6pm out before 8am the following day	1.00	S	
(Hourly charge applies if parked before 6pm)			
Sunday All day 8am to 8am Monday	1.00	S	
 Long Stay Parking - All Day			
Gaol Road and North Walls			
Monday to Saturday 8am to 6pm for up to 24 hours	4.40	S	
Evening Charge - Park after 6pm out before 8am the following day	1.00	S	
(Hourly charge applies if parked before 6pm)			
Sunday All day 8am to 8am Monday	1.00	S	
 Long Stay Parking - Doxey Road			
1 day	4.40	S	
2 days	8.80	S	
3 days	13.20	S	
4 days	17.60	S	
5 days	22.00	S	
 Variable Stay Parking			
Windmill and Victoria Park			<i>Free parking for the registered disabled on variable stay car parks for a maximum of 4 hours, advertised charges will then apply for the additional hours</i>
Monday to Saturday 8am to 6pm			
Up to 1 hour	1.10	S	
Up to 2 hours	1.70	S	
Up to 3 hours	2.60	S	
Up to 4 hours	3.20	S	
Up to 5 hours	4.20	S	
Up to 6 hours	5.50	S	
Over 6 hours to 8 hours	6.50	S	
24 hours	7.50	S	
Evening Charge - Park after 6pm out before 8am the following day	1.00	S	
(Hourly charge applies if parked before 6pm)	1.00	S	
Sunday All day 8am to 8am Monday			

**Stafford Borough Council
Planning Portfolio
Fees and Charges 2023**

PARKING SERVICES - STAFFORD continued...	£ - p	VAT	Notes
Variable Stay Parking			<i>Parking for registered disabled is chargeable on Waterfront Multi-Storey and Riverside Undercroft car parks</i>
Waterfront Multi Storey			
Monday to Saturday 6.30am to 6.00pm			
Up to 1 hour	1.10	S	
Up to 2 hours	2.10	S	
Up to 3 hours	3.10	S	
Up to 4 hours	3.70	S	
Up to 5 hours	4.20	S	
Up to 6 hours	5.50	S	
Over 6 hours to 8 hours	6.50	S	
Over 8 hours to close	8.50	S	
Evening Charge - Park after 6pm out before 12 midnight (Hourly charge applies if parked before 6pm)	1.00	S	
Sunday all day 6.30am to 12.00 midnight	1.00	S	
Overnight parking by arrangement (addition to daily fee due)	6.50	S	<i>Vehicles are locked in overnight and released at opening times the following day.</i>
Lost/damaged token (in addition to daily fee due)	14.40	S	
Out of hours call out (in addition to daily fee due)	150.00	S	
Variable Stay Parking			<i>Parking for the registered disabled on the Civic Centre and South Walls car parks will be restricted to a maximum of 4 hours free parking, advertised charges will then apply for additional hours.</i>
Civic Centre and South Walls			
Monday to Saturday 6.30am to 6.00pm			
Up to 1 hour Short Stay	1.10	S	
Up to 2 hours Short Stay	2.10	S	
Up to 3 hours Short Stay	3.10	S	
Up to 4 hours Short Stay	4.00	S	
Up to 5 hours Long Stay	6.00	S	
Up to 6 hours Long Stay	8.00	S	
Up to 8 hours Long Stay	10.00	S	
Up to 24 hours Long Stay	12.00	S	
Evening Charge - Park after 6pm out before 6.30am following day (Hourly charge applies if parked before 6pm)	1.00	S	
Sunday all day 6.30am to 12.00 midnight	1.00	S	

**Stafford Borough Council
Planning Portfolio
Fees and Charges 2023**

PARKING SERVICES - STAFFORD continued...	£ - p	VAT	Notes
Riverside Undercroft			<i>Parking for registered disabled is chargeable on Waterfront Multi-Storey and Riverside Undercroft car parks.</i>
Monday to Saturday 7am to 6.00pm			
Up to 1 hour short stay	1.10	S	
Up to 2 hours short stay	2.10	S	
Up to 3 hours short stay	3.10	S	
Up to 4 hours short stay	4.00	S	
Up to 5 hours Long stay	6.00	S	
Up to 6 hours Long stay	8.00	S	
Over 6 hours to 8 hours Long stay	10.00	S	
Over 8 hours to close Long stay	12.00	S	
Monday to Saturday park after 6pm to midnight (Hourly charge applies if parked before 6pm)	1.00	S	
Sunday all day 6.30am to 12.00 midnight	1.00	S	
Overnight parking by arrangement (in addition to daily fee due)	6.50	S	
Lost/damaged token (in addition to daily fee due)	14.40	S	
Out of hours call out (in addition to daily fee due)	150.00	S	
Season Tickets - Long Stay Parking			<i>Season Tickets issued for North Walls, Windmill, Gaol Road and Doxey Road car parks are not valid for use on the Waterfront Multi-Storey Car Park.</i>
North Walls and Windmill			
Monthly	55.00	S	
3 Monthly	150.00	S	
6 Monthly	265.00	S	
Annually	450.00	S	
Gaol Road, Doxey Road, Fairway and Riverway			<i>Season Tickets for Gaol Road and Doxey Road car parks are not valid for use on North Walls and Windmill car park</i>
Monthly	47.00	S	
3 Monthly	130.00	S	
6 Monthly	225.00	S	
Annually	385.00	S	
Waterfront Multi-Storey Car Park (Long Stay Section)			<i>Season Tickets issued for Waterfront Multi-Storey are valid for use on this car park only.</i>
Annually	510.00	S	
Monthly Top Up	53.00	S	
Initial Deposit (refundable) for Monthly	10.00	S	
Top Up Card			<i>The Head of Operations is authorised to negotiate the fee where an application is received which contains a request for multiple season tickets.</i>
			<i>10% administration fee will be applied to all payments made other than by credit or debit card for the purchase of season tickets.</i>

**Stafford Borough Council
Planning Portfolio
Fees and Charges 2023**

PARKING SERVICES continued...	£ - p	VAT	Notes
PARKING SERVICES - STONE			<i>Monday to Saturday inclusive.</i>
Short Stay Parking			<i>Christmas Day - no charge</i>
Crown Street			
Monday to Saturday 8am to 6.00pm			
Up to 1 hour	0.70	S	
Up to 2 hours	1.20	S	
Up to 4 hours	2.40	S	
Evening Charge - Park after 6pm out before 8am the following day (Hourly charge applies if parked before 6pm)	1.00	S	
Sunday all day 8am to 8am Monday	1.00	S	
Variable Stay Parking			
Christchurch Way			
Monday to Saturday 8am to 6.00pm			
Up to 1 hour	0.70	S	
Up to 2 hours	1.20	S	
Up to 4 hours	2.40	S	
All Day	3.50	S	
Evening Charge - Park after 6pm out before 8am the following day. (Hourly charge applies if parked before 6pm)	1.00	S	
Sunday all day 8am to 8am Monday	1.00	S	
Season Tickets - Long Stay Parking			
Christchurch Way			<i>The Head of Operations is authorised to negotiate the fee where an application is received which contains a request for multiple season tickets</i>
Monday to Saturday 8am to 6.00pm			
Monthly	47.00	S	
3 Monthly	130.00	S	
6 Monthly	225.00	S	
Annually	385.00	S	

**Stafford Borough Council
Planning Portfolio
Fees and Charges 2023**

PARKING SERVICES continued...	£ - p	VAT	Notes
PENALTY FOR CONTRAVENTIONS			These charges are made under The Traffic Management Act 2004 and are dependent on the seriousness of the contravention.
Lower Level Charges			
Penalty Charge Notice (PCN)	50.00	E	
Charge - if paid within 14 days	25.00	E	
Charge - if paid within 28 days	50.00	E	The charges are set as part of a national pricing regime.
After notice to owner			
Charge - if paid after 28 days	75.00	E	
After issue of charge certificate plus £5 administration charge			
Higher Level Charges			
Penalty Charge Notice (PCN)	70.00	E	
Charge - if paid within 14 days	35.00	E	
Charge - if paid within 28 days	70.00	E	
After notice to owner			
Charge - if paid after 28 days	105.00	E	
After issue of charge certificate plus £5 administration charge			
ANCILLARY CHARGES			
Replacement of lost season ticket	12.00	S	<i>10% administration fee will be applied to all payments made other than by credit or debit card for the purchase Season Tickets.</i>
Change of details on season ticket	12.00	S	
Dispensation to park (waiver)			
Per week/per location and multiples thereof	16.50	S	
Rent of space on town centre car parks for advertising and/or trading	subject to negotiation	S	

**Stafford Borough Council
Planning Portfolio
Fees and Charges 2023**

TOWN CENTRE SERVICES	£ - p	VAT	Notes
MARKET SQUARE, STAFFORD			
Hire of Display Areas			<i>Rate reflects booking for whole square, 1/2 rate and 1/4 rate for commercial and not-for-profit activities apply if 1/2 and 1/4 space is booked</i>
Saturday Charges - Per Day			
Charities	18.50	E	
Not-for-profit Activities	219.40	E	
Commercial Activities (maximum charge)	427.50	E	
Friday Charges - Per Day			
Charities	18.50	E	
Not-for-profit Activities	119.00	E	
Commercial Activities	241.00	E	
Sunday to Thursday Charges - Per Day			
Charities	18.50	E	
Not-for-profit Activities	109.20	E	
Commercial Activities	219.40	E	
Weekly Rates	negotiable		
Cancellation Charges			
Within 14 Days of event	100%	E	
More than 14 Days before an event - an administration charge will be applied	44.80	E	
Hire of Area in Front of Santander Bank	112.27	E	

**Stafford Borough Council
Planning Portfolio
Fees and Charges 2023**

MARKETS		£ - p	VAT	Notes
ST. JOHN'S MARKET, STAFFORD				
Stall Rents				VAT (Fuel & Power Notice No.701/19)
Per week - Category	Market Café	470.00	E	Supplies of fuel and power are subject to the standard rate of vat (S) unless
	AA	151.50	E	there is a provision for the reduced
	A	132.50	E	rate (P) for qualifying use. Qualifying
	B	118.00	E	use is for supplies to domestic and
	C	99.00	E	charity non-business use as well as
	D	86.00	E	supplies of small quantities of fuel and
	E	72.50	E	power known as de-minimus supply.
Per day - Casual Rate		26.25	E	A de-minimus supply is one of not more than 33 kilowatt hours per day or 1000 kilowatt hours per month
Storage Charges				Currently S (standard rate) = 20% and P (reduced rate) = 5%
Per square metre per week				
(a) Ground floor at rear of stalls		2.30	E	
(b) First floor storage		1.57	E	
(c) Refrigerated storage		2.40	E	
Electricity Supply				
Per unit		0.20	* P or S	
FARMERS MARKET				
(a) Rent of one marquee (one stall)		91.40	S	
(b) Rent of half of marquee (half a stall)		45.70	S	
(c) Each additional table		5.30	S	

**Stafford Borough Council
Resources Portfolio
Fees and Charges 2023**

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**Stafford Borough Council
Resources Portfolio
Fees and Charges 2023**

LEGAL FEES	£ - p	VAT	Notes
Section 106 Agreements			
Minimum set fee			
Per new agreement	1,114.00	NB	
Deed of Variation	566.00	NB	
Householder Application	445.50	NB	
Checking of Unilateral Undertaking	445.50	NB	
Additional costs - per hour	206.00	NB	
Road Closures			
Legal Fees - Per order	127.00	NB	
Disposals			
Freehold	462.00	*	* VAT rate E, S or NB
Long Leases	588.00	*	Legal fees will follow the VAT treatment of the transaction. The nature of the land transaction will need to be ascertained in the first instance before the VAT treatment of the legal fees is confirmed.
New Leases			
Land	682.50	*	
Other Premises	682.50	*	
Renewal of Leases	420.00	*	
Miscellaneous			
Licences to Occupy	472.50	E or S	
Right of Way Easements and Deeds of Grant	367.50	E or S	
Other Licences	472.50	E or S	
Public Footpath Diversion Orders	1,680.00	E or S	
GENERAL CHARGES			
Copy Charges			
Per single copy	*	S	Copying facilities are restricted to documents purely in connection with Council business
			* Set by print room, costed according to paper costs
Recording of Committee Meetings			
Per copy	10.00	S	
	+p&p		

**Stafford Borough Council
Resources Portfolio
Fees and Charges 2023**

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

**Stafford Borough Council
Resources Portfolio
Fees and Charges 2023**

STONE AREA OFFICE	£ - p	VAT	<u>Notes</u>
Letting of Council Chamber			
During office hours per hour	12.55	E	<i>Office hours Monday to Friday 8.00am to 5.00pm</i>
Outside office hours per hour	25.75	E	<i>Outside office hours Monday to Friday 5.00pm onwards</i>
CIVIC CENTRE			
Letting of Civic Suite			
Hourly rate (maximum charge) (minimum hire of 2 hours)			
Craddock Room	36.00	S	
Walton Room	31.00	S	
Chetwynd Room	20.00	S	
Refreshments			
Tea / Coffee (per person attending)	0.50	S	
Sandwiches / Buffet	At cost + £10.00 Admin fee	S	
THE SALTINGS MOBILE HOMES SITE			
Coming-on fee	1,113.00	E	
Weekly licence fee			<i>Rents on Mobile Home Sites can only be increased in accordance with any increase in RPI.</i>
Single plot	31.05	E	
Double plot	40.98	E	
Refundable deposit	357.00	E	

VALUE ADDED TAX

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

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

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

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

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

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

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

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

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

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