

Fees and Charges 2024



CONTENTS

	Pages
Community Portfolio	1 - 3
Environment Portfolio	4 - 30
Leisure - Client Portfolio	31 - 34
Economic Development and Planning Portfolio	35 - 46
Resources Portfolio	47 - 50
V.A.T Information and Key	51 - 51
Index	52 - 56

**Stafford Borough Council
Community Portfolio
Fees and Charges 2024**

CONTENTS

	Page
Weekly Charges	
Garage Rents	2
Glover Street Itinerant Site	2
 Licence Fees	
Houses in Multiple Occupation	2
Register of Licences	2
Non-Statutory Housing Inspections	2
Housing Standards Cost Recovery	2
Licensing and Inspection of Mobile Homes Sites	3
Smoke and Carbon Monoxide Alarm (England) Regulations 2015	3
Letting Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014 Penalty Charge	3
The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 Penalty Charge	3

**Stafford Borough Council
Community Portfolio
Fees and Charges 2024**

WEEKLY CHARGES	£ - p	VAT	<u>Notes</u>
Garage Rents			
Weekly rent	12.60	S	
Glover Street Itinerant Site			
Weekly pitch fee (52 week basis)			The fee to be set by Rent Officer Assessment.
Single plot	48.50	E	
Refundable deposit	3 x weekly 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	801.10	NB	
(ii) Renewals/subsequent applications where there are no changes	689.60	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	721.20	NB	
(ii) Renewals/subsequent applications	620.60	NB	
(c) Additional Fees (no discounts available on additional charges)			
(i) Fee for each additional bedroom/bedsi (for properties with 9 or more units)	30.40	NB	
(ii) Return of incomplete application	62.50	NB	
Register Of Licences			
Providing a copy of a HMO licence register by email	30.00	NB	
Non-Statutory Housing Inspections			
Per Inspection	194.60	S	
Housing Standards - Cost Recovery			
Officer time - per hour	52.50	NB	

**Stafford Borough Council
Community Portfolio
Fees and Charges 2024**

LICENCE FEES continued...	£ - p	VAT	<u>Notes</u>
Licensing and Inspection of Mobile Homes Sites			
(a) New caravan site licence fee	671.30	NB	
(b) Amendment of existing licence	451.10	NB	
(c) Transfer of existing licence	529.00	NB	
(d) Fit and Proper Person Register			
Application fee	all		https://www.staffordbc.gov.uk/mobile-homes-register-fit-and-proper-persons
Annual Fee	available		
Appointment of Manager	online		
Smoke and Carbon Monoxide Alarm (England) Regulations 2015 Penalty Charge			
Maximum Penalty	5,000.00	NB	<i>Penalty Charge schemes are published online.</i> www.staffordbc.gov.uk
Letting Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014 Penalty Charge			
Maximum Penalty	5,000.00	NB	
The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 Penalty Charge			
Maximum Penalty	30,000.00	NB	

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2024**

CONTENTS

Pest Control

Domestic Premises	6
Commercial Premises	6
PestPort Scheme	6

General Health Services

Keys for Toilets for the Disabled	6
Assisted Funerals under the Public Health	6
Control of Disease Act 1985	
Stray Dogs	6
Private Water Supply	7
Work in Default of Statutory Notices	7
Discretionary Investigation Works	7
Charge for Re-Visit for FHRS	7
Food Premises Advisory Visit	7
Contaminated Land Enquiry	8
Issuing of Export Certification	8
Factual Statements	8
Food Premises Registration	8

Licence Fees

Pre-Application Form Checking	9
Service	
Animal Welfare Regulation Licence	9
Zoo Licence	9
Dangerous Wild Animals	9
Acupuncture	9
Tattooing	9
Electrolysis	9
Ear Piercing	9
Sex Establishments	10
Street Trading	10
Motor Salvage Operator Registration	10
Scrap Metal Site	11
Scrap Metal Collectors	11
Hackney Carriage and Private Hire	11-12
Air Pollution Authorisation	12-14
Liquor Licences	15-17
Lotteries	17

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2024**

CONTENTS continued...

	Page
Premises Licence Fees	
Bingo Club	18
Betting Premises (exc Tracks)	18
Tracks	19
Family Entertainment Centres	19
Adult Gaming Centres	19
Permits	20-21
 Waste Collection Service	
Special Collections	22
Civic Amenity Collection Sites	22
Green Bin Replacement Charge	22
Blue or Brown Bin Replacement Charge	22
Garden Waste Recycling Charge	22
Commercial Refuse Services	22
 Bereavement Services	
Cremation Fees	23-24
Memorials	25-26
Purchase of Graves	27
Interment Fees	28
Headstones, Monuments etc.	29
Exhumation	29
Grave Maintenance	29
 Miscellaneous	
Allotments	30

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2024**

	£ - 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	86.70	S	
Disinfestation of mice	86.70	S	
Pest identification and advice charge	43.35	S	
Nuisance insects, wasps and ants	81.20	S	
Additional premium for priority wasp treatment	42.30	S	<i>The pest identification and advice charge is waived if treatment provided.</i>
Cockroaches, cluster flies, fleas and bedbugs minimum 1 hours treatment	*	S	<i>Quote per property</i>
Moles minimum 1 hours treatment	86.70	S	<i>(pro rata thereafter)</i>
Squirrels minimum 1 hours treatment	121.40	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	153.50	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	470.00	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	27.85	NB	
Cost of Kennelling	at cost	NB	

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2024**

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)	445.00	ZR	
minimum fee	73.00	ZR	<i>The Head of Operations or an officer delegated by the Head of Operations is authorised to waive 50% of the cost of private water supply sampling charges where in receipt of Housing or Council Tax Benefit or where the supply serves a charitable or voluntary body.</i>
per hour or part thereafter	53.00	ZR	
Sampling charge - each visit (max £100)	66.50	ZR	
Investigation into failure of water supply to comply with regulations (max £100)	92.00	ZR	
Authorisations for water supply to deviate from prescribed standards where not a risk to health (max £100)	92.00	ZR	
Analysis of all samples listed below to be added to the sampling visit charge stated above:			
Small supplies i.e. domestic only serving up to 50 persons (Section 10) (max £25)	25.00	ZR	
Single domestic supplies (Section 10) (max £25)	25.00	ZR	
Check monitoring of large supplies or where commercial/public premises supplied	73.00	ZR	
Plus			
(Schedule 2) (max £100)	Analysts Fee		
Audit monitoring of large supplies or where commercial/public premises supplied	73.00	ZR	<i>Charged according to parameters tested.</i>
Plus			
(Schedule 1) (max £500)	Analysts Fee		
Work in Default of Statutory Notices Served			<i>The Head of Operations or an officer delegated by the Head of Operations is authorised to waive such charges for works in default in case of extreme hardship or where the mental health of the client would be affected</i>
(a) Cost of works	at cost	NB	
(b) Officer time overseeing works - per hour	53.00	NB	
(c) Administration charge - per property	38.75	NB	
Note in the case of charges under (a) and (b) where more than one property is involved charges are divided pro rata per property			
Environmental and Health Service			
Discretionary Investigation Work	312.75	S	
Charge for Re-Visit for FHRS			
Charge for rating re-visit for FHRS	210.50	NB	
Food Premises Advisory Visit			
Fee per visit	175.00	NB	

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2024**

GENERAL HEALTH SERVICES continued...	£ - p	VAT	<u>Notes</u>
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	73.00	NB	
Factual Statements			
Food Safety Act 1990	159.00	NB or S	
Health and Safety at Work Act 1974	159.00	NB or S	
Environmental Protection Act 1990	159.00	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	17.00	NB	
List of premises in a particular category + 50p per entry in category	66.75	NB	
One copy of the full register	255.00	NB	

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2024**

LICENCE FEES	£ - p	VAT	<u>Notes</u>
Pre-Application Form Checking Service			
Checking of application forms prior to submission for all licence applications	26.50	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	200.00	NB	<i>The charges shown exclude any vet fees.</i>
Additional Charge after licence is granted	122.00	NB	<i>This is for enforcement costs.</i>
Reinspection	122.00	NB	
Variation	67.00	NB	
Exhibition Licence 3 years	145.00	NB	<i>The Head of Operations be delegated to determine the application fee (plus any</i>
Additional Charge after licence is granted	78.00	NB	<i>veterinary fee at cost) and enforcement</i>
Administration fee for additions/ amendments of licence	11.25	NB	<i>costs based on cost recovery.</i>
Zoo Licence			
First licence (for 4 years)	685.00	NB	<i>The charge shown excludes any vet fees.</i>
Renewal of licence (further 6 years)	685.00	NB	
Inspection fee	at cost	NB	
Dangerous Wild Animals			
Annual fee	195.00	NB	<i>The charge shown excludes any vet fees.</i>
Acupuncture			
Registration Fee premises	198.00	NB	
each person	198.00	NB	
Tattooing			
Registration Fee premises	198.00	NB	
each person	198.00	NB	
Electrolysis			
Registration Fee premises	98.50	NB	
each person	98.50	NB	
Ear Piercing			
Registration Fee premises	98.50	NB	
each person	59.50	NB	

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2024**

LICENCE FEES continued...	£ - p	VAT	<u>Notes</u>
Sex Establishments			<i>All applications go to committee</i>
New Applications			
(a) Application fee	2,110.00	NB	
(b) If application is approved an additional cost is payable to cover the compliance costs against non-licenced premises	255.00	NB	
Renewals			
(a) Application fee	1,220.00	NB	
(b) If application is approved an additional cost is payable to cover the compliance costs against non-licenced premises	255.00	NB	
Transfer of Licence Application Fee	1,220.00	NB	
Street Trading			
A500 road sites annual fee per site	6,376.00	NB	<i>The Head of Operations is authorised to negotiate annually any future fees for: a) the street trading consent on the A500 on the basis of the previous years charge plus an increase in line with the retail price index as at 1st January each year; b) recognised street consent zones containing multiple pitches within Stafford Town Centre.</i>
Other sites per day of permitted trading	26.50	NB	
Motor Salvage Operator Registration			
(a) Licence for 3 years	400.00	NB	
(b) Renewal	400.00	NB	
(c) Variation	400.00	NB	
(d) Name Change	42.50	NB	
(e) Replacement Licence/ID Badge	21.00	NB	
(f) Change of Site	97.50	NB	

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2024**

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	408.00	NB	
(b) Renewal	408.00	NB	
(c) Variation	408.00	NB	
(d) Name Change	42.50	NB	
(e) Replacement Licence/ID Badge	21.00	NB	
(f) Change of Site	98.00	NB	
Scrap Metal Collectors Licence			
(a) Licence for 3 years	205.00	NB	
(b) Renewal	205.00	NB	
(c) Variation	205.00	NB	
(d) Name Change	42.50	NB	
(e) Replacement Licence/ID Badge	21.00	NB	
Hackney Carriage and Private Hire			
Drivers' Licences			
(a) Dual 1 year licence	85.00	NB	
(b) Dual 3 year licence	200.00	NB	
(c) Medical examination fee	100.00	NB	<i>The medical examination fee is set by</i>
(d) Disclosure and Barring Service	49.50	NB	<i>Staffordshire County Council and</i>
(e) Replacement Badge	10.60	NB	<i>subsequently paid over to the Occupational</i>
(f) Replacement Licence	10.60	NB	<i>Physician.</i>
(g) Knowledge Test	42.50	NB	<i>The Disclosure and Barring Service is in</i>
(h) Knowledge Test resit	21.25	NB	<i>respect of new applicants. As of 2nd December 2024, this fee has risen to £49.50</i>
Vehicle Licences			
(a) Each licence	245.00	NB	
(b) Administration fee for late production of vehicle insurance documents	53.00	NB	
(c) Annual licence condition compliance inspection	10.60	NB	
(d) Replacement Licence (copy)	21.25	NB	
(e) Electric/Hybrid/Plug-In Vehicles (incentivisation)	200.00	NB	
Vehicle Plates			
(a) Replacement internal and external	53.00	NB	
(b) Replacement inside plate	5.30	NB	

Stafford Borough Council Environment Portfolio Fees and Charges 2024

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	245.00	NB
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Private Hire Operator's Licence (office base)	185.00	NB
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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			
(a) except VRs	155.00	NB	<i>Reduced Fee Activities: Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW</i>
(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
Environment Portfolio
Fees and Charges 2024**

LICENCE FEES - PRESCRIBED BY GOVT		£ - p	VAT	<u>Notes</u>
continued...				
				<i>These fees are set by DEFRA and were set on 01/08/2017.</i>
(b) Annual Subsistence Charge				<i>If a permit is for a combined Part B and waste application then:</i>
(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
Environment Portfolio
Fees and Charges 2024**

**LICENCE FEES - PRESCRIBED BY GOVT
continued...**

£ - p

VAT Notes

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
Environment Portfolio
Fees and Charges 2024**

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
Environment Portfolio
Fees and Charges 2024**

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
Environment Portfolio
Fees and Charges 2024**

LICENCE FEES - PRESCRIBED BY GOVT
continued...

£ - p VAT Notes

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
Environment Portfolio
Fees and Charges 2024**

PREMISES LICENCE FEES	£ - p	VAT	<u>Notes</u>
			<i>These charges are due under The Gambling Act 2005.</i>
Bingo Club			
Transitional Fast-Track Application	278.00	NB	
Transitional Non Fast-Track Application	1,625.00	NB	
New Application	3,250.00	NB	
Annual Fee	925.00	NB	
Application to Vary	1,625.00	NB	
Application to Transfer	1,110.00	NB	
Application for Re-instatement	1,110.00	NB	
Application for Provisional Statement	3,250.00	NB	
Licence Application-provisional statement holders	1,110.00	NB	
Copy Licence	22.00	NB	
Notification of Change	46.00	NB	
Betting Premises (excluding Tracks)			
Transitional Fast-Track Application	278.00	NB	
Transitional Non Fast-Track Application	1,392.50	NB	
New Application	2,785.00	NB	
Annual Fee	555.00	NB	
Application to Vary	1,392.50	NB	
Application to Transfer	1,110.00	NB	
Application for Re-instatement	1,110.00	NB	
Application for Provisional Statement	2,785.00	NB	
Licence Application-provisional statement holders	1,110.00	NB	
Copy Licence	22.00	NB	
Notification of Change	46.00	NB	

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2024**

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	278.00	NB	
Transitional Non Fast-Track Application	1,160.00	NB	
New Application	2,320.00	NB	
Annual Fee	925.00	NB	
Application to Vary	1,160.00	NB	
Application to Transfer	880.00	NB	
Application for Re-instatement	880.00	NB	
Application for Provisional Statement	2,320.00	NB	
Licence Application-provisional statement holders	880.00	NB	
Copy Licence	22.00	NB	
Notification of Change	46.00	NB	
Family Entertainment Centres			
Transitional Fast-Track Application	278.00	NB	
Transitional Non Fast-Track Application	925.00	NB	
New Application	1,850.00	NB	
Annual Fee	695.00	NB	
Application to Vary	925.00	NB	
Application to Transfer	880.00	NB	
Application for Re-instatement	880.00	NB	
Application for Provisional Statement	1,850.00	NB	
Licence Application-provisional statement holders	880.00	NB	
Copy Licence	22.00	NB	
Notification of Change	46.00	NB	
Adult Gaming Centres			
Transitional Fast-Track Application	278.00	NB	
Transitional Non Fast-Track Application	925.00	NB	
New Application	1,850.00	NB	
Annual Fee	925.00	NB	
Application to Vary	925.00	NB	
Application to Transfer	1,110.00	NB	
Application for Re-instatement	1,110.00	NB	
Application for Provisional Statement	1,850.00	NB	
Licence Application-provisional statement holders	1,110.00	NB	
Copy Licence	22.00	NB	
Notification of Change	46.00	NB	

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2024**

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 2024**

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 2024**

WASTE COLLECTION SERVICE	£ - p	VAT	<u>Notes</u>
DOMESTIC REFUSE			
Special Collections			
Domestic (per collection)	54.00	NB	<i>The charge provides for the removal of a maximum of 3 bulky waste items or 6 refuse sacks of domestic waste. Additional items will be charged pro rata.</i>
Civic Amenity Collection Sites			
(a) 1 hour duration at a single location	118.00	S	<i>Parishes requesting more than one location on the same Saturday morning will be limited to a maximum of two locations.</i>
(b) 2 hour duration at a single location	163.00	S	
(c) 3 hour duration	257.50	S	
Green Bin Replacement Charge			
(missing or damaged)			<i>The charge is for the replacement of a missing or damaged green bin with a similar 240 litre bin. There is no charge if the replacement is a 180 litre bin.</i>
Charge for replacement with 240 litre green bin	44.50	NB	
Charge for replacement with 180 litre green bin	no charge	-	
Blue or Brown Bin Replacement Charge			
(missing or damaged)			
Charge for replacement of either bin	11.15	NB	
Garden Waste Recycling			
Garden waste service - one bin	42.00	NB	
Delivery of each additional garden waste bin	26.50	NB	
COMMERCIAL REFUSE			
Please contact the Waste Management Team on 01785 619000			

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2024**

BEREAVEMENT SERVICES

£ - p VAT Notes

STAFFORD CREMATORIUM

Cremation Fee

(a) Adult)				<u>Cremation Fee</u>
(b) Environmental Levy)	880.00	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	270.00	E		
(d) Child 12 months to 18 years	555.00	E		
(e) Witnessed scattering	44.00	E		
(f) Direct Cremation Charge (The fee is inclusive of the current environment fee) Services must be book from 08:30 or before 09:45, no mourners in attendance, no organist is supplied and an option to use the media/music system available. 15 minute service times	365.00	E		
(g) Surcharge for Saturday	630.00	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 <u>can be found at:</u>
(h) Special Cremation	125.00	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	65.00	E		www.gov.uk/child-funeral-costs
(j) Early Morning Cremation Service between 08:30 and 09:30, 30 minute service times Media/music system available with mourners in attendance	550.00	E		<u>Regulation 16 of the Cremation Regulations 2008 provides as follows</u>
(k) Additional time for a service in the chapel This price is for double the normal service time	120.00	E		<i>After the cremation of the remains of a deceased person the cremated remains shall be given into the charge of the person who applied for the cremation if they so desire. If not they shall be retained by the Cremation Authority and, in the absence of any special arrangements for their final disposal, will be interred in a burial ground or in land adjoining the crematorium reserved for the burial of the cremated remains or shall be scattered thereon. In the case of cremated remains left temporarily in the charge of the Cremation Authority and not removed within a reasonable time, a fortnights notice shall be given to the person who applied for the cremation before the remains are interred or scattered.</i>

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2024**

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)	725.00	E	<i>burial of cremated remains at Tixall Road,</i>
(b) Replacement of memorial tablet and	180.00	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	790.00	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	30.00	S	<i>of the actual interments</i>
(e) Cover slab for flower container	70.00	S	
(f) Black granite vase	175.00	S	
(g) Inscription on vase (per letter)	2.50	S	
(h) Replacement vase tin	11.00	S	
(i) Blank plaque in Rowan Garden	75.00	S	
(j) Crests/Motifs	60.00	S	
(k) Photo plaque	193.00	S	
(l) Replacement Plaque on the Gazebo	390.00	S	
Garden incl the first four lines of inscription			
(m) Repaint or gilding of existing plaque	45.00	S	
Tixall Road, Eccleshall Road & Stone Cemeteries			
(a) Exclusive right of burial (Four Caskets)	1,050.00	E	
Burial Only			
(a) Interment Fee	400.00	E	

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2024**

BEREAVEMENT SERVICES continued...	£ - p	VAT	<u>Notes</u>
STAFFORD CREMATORIUM continued..			
<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 S151 Officer & Deputy Chief Executive (Resources) the Council will assist the individual by a reduction of £80 on the cremation fee.</i>			
Containers			
(a) Caskets	85.00	E	
(b) Polytainer and bag or box	25.00	E	
(c) Babytainers/bags	7.40	E	
(d) Scatter tube-Large	10.50	E	
(e) Scatter tube-medium & small	7.00	E	
(f) Posting of cremated remains in polytainer including packing and 24hr special delivery postage cost	at cost	E	
(g) Keepsake Urns	25.00	E	
(h) Large Keepsake Urns	100.00	E	
Books of Remembrance			
(a) 2 line entry (minimum)	64.00	S	
(b) 5 line entry	130.00	S	
(c) 8 line entry	205.00	S	
(d) Memorial Cards - incl. 2 line entry	16.00	S	
(e) Miniature Book - incl. 2 line entry	75.00	S	
(f) Each additional line	3.00	S	
(g) Additional designs i.e. crests, badges, flowers etc.	57.00	S	
(h) Token entries	13.00	S	
Digital Book			
(a) First viewing card	24.50	S	
(b) Additional cards	21.00	S	
(c) Additional entry to an existing card	16.00	S	
(d) Each additional memorial screen up to a maximum of four	58.00	S	
Personal Digital Memorial Tablet	95.00	S	
Recordia Panels - Per Inscription			
(a) For a period of 5 years	200.00	S	
(b) Renewal fee for a further 5 years	100.00	S	
(c) Double panel for a 5 year period	350.00	S	
(d) Renewal fee for a further 5 years	175.00	S	
(e) Additional designs i.e. crests, badges, flowers etc.	50.00	S	

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2024**

BEREAVEMENT SERVICES continued... £ - p VAT Notes

STAFFORD CREMATORIUM continued...

Dovecote Memorial

(a) For a period of 7 years	500.00	S
(b) Renewal fee for a further 7 years	250.00	S
(c) Replacement plaque	100.00	S

Memorial Seats - Existing Seats Only

Rotunda Style

(a) For a 10 year period	690.00	S
(b) Renewal fee for a further 10 years	345.00	S
(c) Additional Plaque	169.00	S

Bench Style

(a) For a 10 year period	1,300.00	S
(b) Renewal fee for a further 10 years	650.00	S
(c) Additional Plaque	170.00	S

Memorial Trees - Existing Trees Only

(a) Replacement plaque	95.00	S
(b) Renewal fee for further 25 years	600.00	S
(c) Renewal fee for a further 10 years	350.00	S

Memorial Tree with Biodegradable Urn

(a) Biodegradable urn containing cremated remains	258.00	S
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Baby Memorial Wall

(a) For a period of 10 years	240.00	S
(b) Renewal fee for a further 10 years	120.00	S
(c) Replacement plaque	75.00	S

Sanctum

(a) Purchase price	1,000.00	S
(b) Additional lease per annum	30.00	S
(c) Additional inscription per letter	2.50	S
(d) Witness placing within	44.50	S

**Scattering of Remains From Other
Crematoria**

65.00	E
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**Stafford Borough Council
Environment Portfolio
Fees and Charges 2024**

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	1,536.00	NB	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.
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	1,985.00	NB	
Purchase of exclusive right of burial in a walled grave (8ft x 4ft) for a period of 75 years	1,535.00	NB	There is limited availability of Eccleshall Road and Stone Cemeteries.
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	1,535.00	NB	
Purchase of the exclusive right of burial in a single woodland burial plot inclusive of the first interment and tree	1,375.00	NB	
Purchase of the exclusive right of burial within the Rainbow Garden	920.00	NB	
Premium Charge for any Purchased In Reserve Grave	660.00	NB	The additional fee payable where a grave is pre purchased and any subsequent interment is not imminent.
Transfer of Exclusive Right of Burial	85.00	NB	
Transfer of Above to Spouse	no charge	-	
Short Notice Fee	55.00	NB	
where notice given for a burial does not comply with the 48 hours notice rule			
Late Arrival Fee - Funeral Director	60.00	NB	This is a fee payable by the Funeral Director for arrival after the designated time.
Use of Chapel for Burial Services (including the use of the organ)	120.00	NB	
Saturday Funerals	635.00	NB	
surcharge for funerals held on a Saturday			

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2024**

BEREAVEMENT SERVICES continued...	£ - p	VAT	<u>Notes</u>
STAFFORD AND STONE CEMETERIES continued...			
Sound Recording of Service onto CD (outsourced)	50.00	S	
DVD/Blu-Ray/USB Stick Service Recording	58.00	S	
Live Link (Web casting)	64.00	S	
Use of Screen for Display of Photographs/ Videos Throughout the Service			
(a) Single photograph	13.00	S	Single photo displayed on the TV.
(b) Simple slideshow	42.00	S	A slideshow run on a loop on the TV.
(c) Professional photo tribute	81.00	S	Video/still photo tribute displayed on the TV.
(d) Family supplied video formatting	21.00	S	Own video can be played on the TV but has to
(e) Tribute Link	10.00	S	be formatted to run on the system.
INTERMENT FEES			
Graves with Exclusive Burial Rights Granted (private grave spaces)			
At a depth not exceeding 5ft.			
(a) Adult	1,130.00	NB	(b) and (c) The identified costs for children are not paid by family, however, SBC claims for the cost shown in Fees and Charges directly through the Governments Children's Funeral Fund for England. More information can be found at: www.gov.uk/child-funeral-costs
(b) Child 24 weeks to 9 years (Rainbow Garden)	550.00	NB	
(c) Child 9 years to 18 years	1,130.00	NB	
At a depth not exceeding 7ft.			
(a) Adult	1,200.00	NB	
(b) Child 24 weeks to 9 years (Rainbow Garden)	590.00	NB	
(c) Child 9 years to 18 years	1,200.00	NB	
Graves with no Exclusive Burial Rights Granted (common unpurchased grave spaces)			
(a) Adult	1,200.00	NB	
(b) Child 24 weeks to 9 years (Rainbow Garden)	950.00	NB	
(c) Child 9 years to 18 years	1,200.00	NB	
Burial in a Walled Grave or Vault	320.00	NB	

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2024**

BEREAVEMENT SERVICES continued...	£ - p	VAT	<u>Notes</u>
STAFFORD AND STONE CEMETERIES continued...			<u>Graves with no Exclusive Burial Rights Granted (common unpurchased grave spaces)</u>
Right to Erect the following:-			<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>
Headstones			
(a) Not exceeding 2ft 6ins in height	200.00	NB	
(b) Exceeding 2ft 6ins but not more than 4ft in height	230.00	NB	
Kerbstones or Border Sets (Eccleshall Rd and Stone cemetery)	200.00	NB	
enclosing a space not exceeding 6ft 6ins by 3ft.			
Plaque, Vase, Tablet or Monument in the Form of a Reclining Cross	70.00	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	50.00	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	33.00	NB	
(b) Each certified copy of an entry of burial as per the register	15.00	S	
Exhumation			
Disinterment cremated remains	495.00	S	
Disinterment Full Earthen			
(a) 5 Feet depth	1,815.00	S	
(b) 7 Feet depth	1,815.00	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.</i>
(a) Gold	200.00	S	
(b) Silver	129.00	S	<i>For further details please contact the Crematorium.</i>
(c) Bronze	99.00	S	

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2024**

MISCELLANEOUS

£ - p VAT Notes

Allotments

Allotment sites include :

Alliance Street, Meadow Road, Pitt Street,

Sandon Road and Stone Road.

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

87.00

E

**Stafford Borough Council
Leisure Portfolio - Client
Fees and Charges 2024**

CONTENTS

	Page
Outdoor Sport & Recreation	
Riverway Synthetic Pitch	32
Victoria Park - Hire Of Facilities	32-33
Bowls	33-34
Grass Pitches	34
Tennis	34
Multi-Games Area	34
Miscellaneous Parks Activities	34
Sponsorship of Carpet Beds and Flower Beds in Victoria Park and Stonefield Park	34

**Stafford Borough Council
Leisure Portfolio - Client
Fees and Charges 2024**

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			<i>The letting of facilities for playing any sport or for taking part in any physical recreation is normally standard rated for VAT purposes.</i>
Peak Times			
Full pitch	74.25	E or S	<i>However a block booking of 10 or more sessions of the same sport by a school, club, association or organisation representing affiliated clubs or constituent associations, such as a local league, is exempt from VAT.</i>
School use	25.50	E or S	
Part pitch (one third)	47.75	E or S	
School use	20.25	E or S	
Off Peak Times			
Full pitch	50.00	E or S	
School use	25.50	E or S	
Part pitch (one third)	37.25	E or S	
School use	20.25	E or S	<i>Where charges are shown with a VAT indicator of "E or S" the charge shown includes VAT.</i>
 VICTORIA PARK, STAFFORD			
 Education Room/Bowls Pavilion			
Commercial Hire			<u>VAT - Exempt or Standard rated</u>
Weekday (Mon to Friday)			<i>Lets for a period of over 24 hours are also Exempt.</i>
One Hour	22.30	E or S	
Half Day (4 Hours)	44.75	E or S	
Full Day (8 Hours)	83.50	E or S	
Weekend/Bank Holiday (Sat/Sun)			
One Hour	33.50	E or S	
Half Day (4 Hours)	67.00	E or S	
Full Day (8 Hours)	100.50	E or S	
Charity/Not for Profit			
Weekday (Mon to Friday)			
One Hour	11.15	E or S	
Half Day (4 Hours)	22.30	E or S	
Full Day (8 Hours)	44.60	E or S	
Weekend/Bank Holiday (Sat/Sun)			
One Hour	16.70	E or S	
Half Day (4 Hours)	33.40	E or S	
Full Day (8 Hours)	50.10	E or S	

**Stafford Borough Council
Leisure Portfolio - Client
Fees and Charges 2024**

OUTDOOR SPORT AND RECREATION		£ - p	VAT	<u>Notes</u>
				<i>All charges represent the maximum amount chargeable</i>
VICTORIA PARK, STAFFORD continued ...				
Events Space				
Weekday (Mon to Friday)				VAT - Exempt or Standard rated
Per Day	222.60	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	445.20	E or S		holding an event, the letting is exempt from
Charity/Not for Profit				VAT.
Weekday (Mon to Friday)				
Per Day	111.30	E or S		
Weekend/Bank Holiday (Sat/Sun)				
Per Day	222.60	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				
Per hour				Season Tickets can be purchased for inclusive use of the greens
Adults	5.60	S		at Riverway, Victoria Park and
Concessionary rate	2.80	S		Stonefield Park.
Season tickets				Pay and play use of the bowling
Adults	92.30	S		greens is limited to supervised
Concessionary rate	45.65	S		parks only.
Teams				All sessions will be for a maximum
Per session				of 4 hours duration or part thereof.
Adults	85.00	E or S		
Concessionary rate	42.50	E or S		<u>Concessionary Rate</u>
Per season (each week)				Juniors (16 or under), students in
Adults	498.50	E		full time education within the Borough
Concessionary rate	244.00	E		people on means tested benefits
Per season (alternate weeks)				(together with their spouses or partners)
Adults	244.00	E		and pensioners (over the age of 60) are
Concessionary rate	122.00	E		eligible for a concessionary discount of 50%.

**Stafford Borough Council
Leisure Portfolio - Client
Fees and Charges 2024**

OUTDOOR SPORT AND RECREATION	£ - p	VAT	Notes
continued...			<i>All charges represent the maximum amount chargeable</i>
Bowls cont...			<i>Concessionary Rate</i>
Pavilions			<i>Juniors (16 or under), students in full time education within the Borough</i>
Per session	16.70	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	76.40	E or S	<i>age of 60) are eligible for a</i>
Weekly	159.00	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	82.70	S	
Concessionary rate	45.60	S	<i>VAT - Exempt or Standard Rated</i>
Per season - Per team			<i>The letting of facilities for playing any</i>
Adults	562.00	E	<i>sport or for taking part in any</i>
Concessionary rate	281.00	E	<i>physical recreation is normally</i>
			<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	45.60	S	<i>by a school, club, association or</i>
Per season - Per team	318.00	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	6.90	S	<i>Where charges are shown with a</i>
Concessionary rate	3.50	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	6.70	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	subject	S	
Beds in Victoria Park and Stonefield Park	to		
	negotiation		

Stafford Borough Council
Economic Development and Planning Portfolio
Fees and Charges 2024

CONTENTS

	Page
Administration Charges	
Administration Fee on Rechargeable Works	36
Planning and Building Control	
Planning Printing Charges	36
Advice on BC & DC Developments	36
Additional Fee for Complex Enquiries and to Cover Site Visits	36
Pre 1974 Planning Information	36
Decision Notice or Appeal Decision Completion Certificate	36
Section 106 Agreement	37
Tree Preservation Orders	37
Other Notices	37
High Hedges Legislation	37
Housing Monitor	37
Stafford Borough Local Plan	37
The Plan for Stafford Borough	37
Planning Application Fees	37
Building Regulation Charges	37
Street Naming and Numbering	38
Local Land Charges	39
Parking Services	
Stafford	
Short Stay	40-42
Long Stay	40-42
Variable Stay	40-42
Season Tickets - Long Stay	40-42
Stone	
Short Stay	43
Variable Stay	43
Season Tickets - Long Stay	43
Penalty for Contraventions	44
Ancillary Charges	
Season Ticket Change of Details	44
Dispensation to Park (waiver)	44
Rent of Space on Town Centre Car Parks for Advertising	44
Town Centre Services	
Hire of Display Areas in Market Square, Stafford	45
Markets	
Stall Rents	46
Storage Charges	46
Electricity Supply	46
Farmers Market	46

Stafford Borough Council
Economic Development and Planning Portfolio
Fees and Charges 2024

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	1.30	S	
per sheet thereafter	0.10	S	
A3	1.95	S	
A2	2.70	S	
A1	2.90	S	
A0	3.30	S	
Colour Copies			
A4 per sheet up to 10 copies	1.75	S	
per sheet thereafter	0.25	S	
A3	2.00	S	
A2	3.10	S	
A1	3.60	S	
A0	4.15	S	
Advice on existing BC & DC developments			
per half hour	30.75	NB	
minimum charge	30.75	NB	
Additional Fee for Complex Enquiries and to Cover Site Visits			
per half hour	30.75	NB	
minimum charge	61.00	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
Economic Development and Planning Portfolio
Fees and Charges 2024**

PLANNING continued...	£ - p	VAT	Notes
Section 106 Agreement			
Available via Public Access & Comino interactive SBC to supply	no charge *	- S	' As per planning printing charges on page 36
Tree Preservation Orders	*	S	' As per planning printing charges on page 36
Other Notices	*	S	' 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	22.10	NB	
Stafford Borough Local Plan	62.50 +p&p	Z	
The Plan for Stafford Borough	60.75 +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
Economic Development and Planning Portfolio
Fees and Charges 2024**

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	509.00	NB	
6-25 New Developments - per phase	259.50	NB	
plus - per plot	22.00	NB	
25+ New Developments - per phase	509.00	NB	
plus - per plot	15.60	NB	
(b) Changes to development layout after notification - per plot affected	40.75	NB	
(c) Additional Charge for naming of a street	261.50	NB	
(d) Street Name plates if Council erects the sign	662.00	NB	
(e) Separate single residential dwelling on existing street	249.00	NB	
Existing Properties and/or Streets			
(a) Adding or changing of house or building name	86.50	NB	
(b) Rename of Street where requested by residents	509.00	NB	
plus - per property	29.70	NB	
(c) House or building renumbering (inc sub division into flats)	344.50	NB	
(d) Research into Archive - set as a minimum of (where not part of statutory function)	249.00	NB	
(e) Confirmation of postal addresses for solicitors or conveyancers and all consultees - per enquiry	41.85	NB	
(f) Photo copies of any legal documentation relating to street naming and numbering orders	*	NB	<i>* As per planning printing charges on page 36</i>

Stafford Borough Council
Economic Development and Planning Portfolio
Fees and Charges 2024

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	S	
Planning	44.00	S	
Building Regulations	44.00	S	
Environmental	44.00	S	
(f) Con29 Optional			
each printed enquiry	24.00	S	
each additional enquiry	24.00	S	
(g) Personal Search	no charge	NB	

Stafford Borough Council
Economic Development and Planning Portfolio
Fees and Charges 2024

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	1.20	S	
Up to 2 hours	1.80	S	
Up to 3 hours	2.70	S	
Up to 4 hours	3.40	S	
Evening Charge - Park after 6pm out before 8am the following day	1.10	S	
(Hourly charge applies if parked before 6pm)			
Sunday All day 8am to 8am Monday	1.10	S	
 Long Stay Parking - All Day			
Gaol Road and North Walls			
Monday to Saturday 8am to 6pm for up to 24 hours	4.60	S	
Evening Charge - Park after 6pm out before 8am the following day	1.10	S	
(Hourly charge applies if parked before 6pm)			
Sunday All day 8am to 8am Monday	1.10	S	
 Long Stay Parking - Doxey Road			
1 day	4.60	S	
2 days	9.20	S	
3 days	13.80	S	
4 days	18.40	S	
5 days	23.00	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	1.20	S	
Up to 2 hours	1.80	S	
Up to 3 hours	2.70	S	
Up to 4 hours	3.40	S	
Up to 5 hours	4.40	S	
Up to 6 hours	5.80	S	
Over 6 hours to 8 hours	6.80	S	
24 hours	7.90	S	
Evening Charge - Park after 6pm out before 8am the following day	1.10	S	
(Hourly charge applies if parked before 6pm)			
Sunday All day 8am to 8am Monday	1.10	S	

Stafford Borough Council
Economic Development and Planning Portfolio
Fees and Charges 2024

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	1.20	S	
Up to 2 hours	2.20	S	
Up to 3 hours	3.30	S	
Up to 4 hours	3.90	S	
Up to 5 hours	4.40	S	
Up to 6 hours	5.80	S	
Over 6 hours to 8 hours	6.80	S	
Over 8 hours to close	8.90	S	
Evening Charge - Park after 6pm out before 12 midnight	1.10	S	
(Hourly charge applies if parked before 6pm)			
Sunday all day 6.30am to 12.00 midnight	1.10	S	
Overnight parking by arrangement (addition to daily fee due)	6.90	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)	15.00	S	
Out of hours call out (in addition to daily fee due)	160.00	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	1.20	S	
Up to 2 hours Short Stay	2.20	S	
Up to 3 hours Short Stay	3.30	S	
Up to 4 hours Short Stay	4.20	S	
Up to 5 hours Long Stay	6.30	S	
Up to 6 hours Long Stay	8.40	S	
Up to 8 hours Long Stay	10.50	S	
Up to 24 hours Long Stay	12.60	S	
Evening Charge - Park after 6pm out before 6.30am following day	1.10	S	
(Hourly charge applies if parked before 6pm)			
Sunday all day 6.30am to 12.00 midnight	1.10	S	

Stafford Borough Council
Economic Development and Planning Portfolio
Fees and Charges 2024

PARKING SERVICES - STAFFORD continued...	£ - p	VAT	Notes
Riverside Undercroft			<i>Parking for registered disabled is chargeable on Waterfront</i>
Monday to Saturday 7am to 6.00pm			<i>Multi-Storey and Riverside Undercroft car parks.</i>
Up to 1 hour short stay	1.20	S	
Up to 2 hours short stay	2.20	S	
Up to 3 hours short stay	3.30	S	
Up to 4 hours short stay	4.20	S	
Up to 5 hours Long stay	6.30	S	
Up to 6 hours Long stay	8.40	S	
Over 6 hours to 8 hours Long stay	10.50	S	
Over 8 hours to close Long stay	12.60	S	
Evening Charge - Monday to Saturday park after 6pm out before close (Hourly charge applies if parked before 6pm)	1.10	S	
Sunday all day 6.30am to close	1.10	S	
Overnight parking by arrangement (in addition to daily fee due)	6.90	S	
Lost/damaged token (in addition to daily fee due)	15.00	S	
Out of hours call out (in addition to daily fee due)	160.00	S	
Season Tickets - Long Stay Parking			<i>Season Tickets issued for North Walls, Gaol Road and</i>
North Walls			<i>Doxey Road car parks are not valid for use on the Waterfront</i>
Monthly	60.00	S	<i>Multi-Storey Car Park.</i>
3 Monthly	160.00	S	
6 Monthly	280.00	S	
Annually	475.00	S	
Gaol Road and Doxey Road			<i>Season Tickets for Gaol Road and Doxey Road car parks are not valid for use on North Walls, Fairway and Riverway Car Parks</i>
Monthly	50.00	S	
3 Monthly	140.00	S	
6 Monthly	240.00	S	
Annually	405.00	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	535.00	S	
Monthly Top Up	56.00	S	
Initial Deposit (refundable) for Monthly Top Up Card	10.50	S	
			<i>The Head of Operations is authorised to negotiate the fee where an application is received which contains a request for multiple season tickets.</i>
			<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
Economic Development and Planning Portfolio
Fees and Charges 2024

PARKING SERVICES continued...	£ - p	VAT	Notes
PARKING SERVICES - STONE			<i>Monday to Sunday inclusive. We charge 24/7</i>
Short Stay Parking			<i>Christmas Day - no charge</i>
Crown Street			
Monday to Saturday 8am to 6.00pm			
Up to 1 hour	0.80	S	
Up to 2 hours	1.30	S	
Up to 4 hours	2.50	S	
Evening Charge - Park after 6pm out before 8am the following day	1.10	S	
(Hourly charge applies if parked before 6pm)			
Sunday all day 8am to 8am Monday	1.10	S	
Variable Stay Parking			
Christchurch Way			
Monday to Saturday 8am to 6.00pm			
Up to 1 hour	0.80	S	
Up to 2 hours	1.30	S	
Up to 4 hours	2.50	S	
All Day	3.70	S	
Evening Charge - Park after 6pm out before 8am the following day.	1.10	S	
(Hourly charge applies if parked before 6pm)			
Sunday all day 8am to 8am Monday	1.10	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	50.00	S	
3 Monthly	140.00	S	
6 Monthly	240.00	S	
Annually	400.00	S	

**Stafford Borough Council
Economic Development and Planning Portfolio
Fees and Charges 2024**

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			
Change of details on season ticket	12.50	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>
Dispensation to park (waiver)			
Per week/per location and multiples thereof	17.50	S	
Rent of space on town centre car parks for advertising and/or trading	subject to negotiation	S	

**Stafford Borough Council
Economic Development and Planning Portfolio
Fees and Charges 2024**

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	19.75	E	
Not-for-profit Activities	232.50	E	
Commercial Activities (maximum charge)	455.00	E	
Friday Charges - Per Day			
Charities	19.75	E	
Not-for-profit Activities	126.00	E	
Commercial Activities	255.00	E	
Sunday to Thursday Charges - Per Day			
Charities	19.75	E	
Not-for-profit Activities	116.00	E	
Commercial Activities	232.50	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	47.50	E	
Hire of Area in Front of Santander Bank	120.00	E	

Stafford Borough Council
Economic Development and Planning Portfolio
Fees and Charges 2024

MARKETS		£ - p	VAT	Notes
ST. JOHN'S MARKET, STAFFORD				
Stall Rents				<i>VAT (Fuel & Power Notice No.701/19)</i>
Per week - Category	Market Café	470.00	S	<i>Supplies of fuel and power are subject to the standard rate of vat (S) unless there is a provision for the reduced rate (P) for qualifying use. Qualifying use is for supplies to domestic and charity non-business use as well as supplies of small quantities of fuel and power known as de-minimus supply.</i>
	AA	151.50	S	
	A	132.50	S	
	B	118.00	S	
	C	99.00	S	
	D	86.00	S	
	E	72.50	S	
Per day - Casual Rate		26.25	S	<i>A de-minimus supply is one of not more than 33 kilowatt hours per day or 1000 kilowatt hours per month</i>
Storage Charges				<i>Currently S (standard rate) = 20% and P (reduced rate) = 5%</i>
Per square metre per week				
(a) Ground floor at rear of stalls		2.30	S	
(b) First floor storage		1.57	S	
(c) Refrigerated storage		2.40	S	
Electricity Supply				
Per unit		0.22	* P or S	
FARMERS MARKET				
(a) Rent of one marquee (one stall)		95.00	S	
(b) Rent of half of marquee (half a stall)		47.50	S	
(c) Each additional table		5.50	S	

**Stafford Borough Council
Resources Portfolio
Fees and Charges 2024**

CONTENTS	
	Page
Legal Fees	
Section 106 Agreement	48
Road Closures	48
Disposals	48
New Leases	48
Miscellaneous	48
General Charges	
Copy Charges	48
Electoral Registration	
Sale of Register	49
Marked Electoral Register and Other Election Lists	49
Sale of List of Overseas Voters	49
Copy of a Return or Declaration of Expenses	49
Stone Area Office	
Letting of Council Chamber	50
Civic Centre	
Letting of Civic Suite	50
The Saltings Mobile Homes Site	50

**Stafford Borough Council
Resources Portfolio
Fees and Charges 2024**

LEGAL FEES	£ - p	VAT	Notes
Section 106 Agreements			
Minimum set fee			
Per new agreement	1,180.00	NB	
Deed of Variation	600.00	NB	
Householder Application	472.00	NB	
Checking of Unilateral Undertaking	472.00	NB	
Additional costs - per hour	218.00	NB	
Road Closures			
Legal Fees - Per order	135.00	NB	
Disposals			
Freehold	490.00	*	* VAT rate E, S or NB
Long Leases	623.00	*	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	723.00	*	
Other Premises	723.00	*	
Renewal of Leases	445.00	*	
Miscellaneous			
Licences to Occupy	500.00	E or S	
Right of Way Easements and Deeds of Grant	390.00	E or S	
Other Licences	500.00	E or S	
Public Footpath Diversion Orders	1,781.00	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

**Stafford Borough Council
Resources Portfolio
Fees and Charges 2024**

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 2024**

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	38.00	S	
Walton Room	33.00	S	
Chetwynd Room	21.00	S	
Refreshments			
Tea / Coffee (per person attending)	0.80	S	
Sandwiches / Buffet	At cost + £10.00 Admin fee	S	
THE SALTINGS MOBILE HOMES SITE			
Coming-on fee	1,184.00	E	
Weekly licence fee			<i>Rents on Mobile Home Sites can only be increased in accordance with any increase in CPI.</i>
Single plot	32.48	E	
Double plot	42.87	E	
Refundable deposit	380.00	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.

INDEX

<u>Description</u>	<u>Page Number</u>
A	
Acupuncture - Licence Fees	9
Additional Fee for Complex Enquiries and to Cover Site Visits	36
Administration Fee on Rechargeable Works	36
Adult Gaming Centres - Premises Licence Fees	19
Advice on existing BC & DC Developments	36
Air Pollution Authorisation - Licence Fees	12-14
Allotments	30
Animal Welfare Regulation Licence - Licence Fees	9
Assisted Funerals Under The Public Health Control of Diseases Act 1985	6
B	
Bereavement Services	23-29
Burial of Cremated Remains	24
Caskets and Urns etc.	25
Chapel use for Burial Services	27
Cremation Fees	23-24
DVD/Blu-Ray/USB Stick Service Recording	28
Exhumation	29
Grave Maintenance	29
Headstones etc.	29
Interment Fees	28
Late Arrival Fees-Funeral Director	27
Live Link (web casting)	28
Memorials	25-26
Purchase of Grave	27
Purchase of Exclusive Rights of Burial	27
Remembrance Books and Panels	25
Saturday Funerals	27
Scattering of Remains From Other Crematoria	26
Searches and Extracts	29
Short Notice Fees	27
Sound Recording of Service onto CD	28
Use of Screen for Display of Photographs/Video	28
Betting Premises (Excluding Tracks) - Premises Licence Fees	18
Bin Replacement Charge - Blue or Brown	22
Bin Replacement Charge - Green	22
Bingo Club - Premises Licence Fees	18
Bowls	33-34
Building Regulation Charges	37
Burial of Cremated Remains - Bereavement Services	24
C	
Caskets, Urns, etc. - Bereavement Services	25
Charge for Re-Visit of FHRS	7
Change of Details on Season Ticket	44
Chapel use for Burial Services - Bereavement Services	27
Civic Amenity Collection Sites	22
Civic Centre - Letting of Civic Suite	50
Commercial Refuse	22
Community Portfolio Contents Page	1
Contaminated Land Enquiry	8
Copy Charges	48
Cremation Fees - Bereavement Services	23-24

INDEX

<u>Description</u>	<u>Page Number</u>
D	
Dangerous Wild Animals - Licence Fees	9
Discretionary Investigation Work	7
Dispensation to Park (waiver)	44
Disposals - Legal Fees	48
Domestic Refuse	22
DVD/Blu-Ray/USB Stick Service Recording - Bereavement Services	28
E	
Ear Piercing - Licence Fees	9
Electoral Registration Charges	49
Electrolysis - Licence Fees	9
Environmental Portfolio Contents Page	4-5
Exhumation	29
F	
Factual Statements	8
Family Entertainment Centres - Premises Licence Fees	19
Farmers Market	46
Food Premises Advisory Visit	7
Food Premises Registration	8
G	
Gaming and Gaming Machine - Permits	20-21
Garage Rents	2
Garden Waste Recycling	22
Glover Street Itinerant Site	2
Grass Pitches	34
Grave Maintenance	29
H	
Hackney Carriage & Private Hire - Licence Fees	11-12
Headstones etc. - Bereavement Services	29
High Hedges Legislation	37
Hire of Area in Front of Santander Bank	45
Houses in Multiple Occupation	2
Housing Inspections	2
Housing Standards	2
I	
Interment Fees - Bereavement Services	28
Issuing of Export Certification	8
L	
Late Arrival Fees-Funeral Director - Bereavement Services	27
Legal Fees	48
Leisure Portfolio Contents Page	31
Letting Agency Work & Property Management Work Order 2014 Penalty Charge	3
Licence Fees	9-21
Acupuncture	9
Air Pollution	12-14
Animal Welfare Regulation Licence	9
Dangerous Wild Animals	9
Ear Piercing	9
Electrolysis	9

INDEX

<u>Description</u>	<u>Page Number</u>
L continued	
Licence Fees continued	
Hackney Carriage & Private Hire	11-12
Houses in Multiple Occupation	2
Housing Inspections	2
Housing Standards	2
Letting Agency Work & Property Management Work Order 2014 Penalty Charge	3
Liquor	15-17
Lotteries	17
Mobile Homes Site-Licensing and Inspection	3
Motor Salvage Operator Registration	10
Pre-Application Form Checking Service	9
Premises and Club Premises Certificate	15
Premises Licence Fees	18-21
Register Of Licence Copy Charge	2
Scrap Metal Collectors Licence	11
Scrap Metal Site Licence	11
Sex Establishments	10
Smoke and Carbon Monoxide Alarm (England) Regulations 2015	3
Street Trading	10
Tattooing	9
Temporary Events and Other Fees	16
The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 Penalty Charge	3
Zoo Licence	9
Liquor - Licence Fees	15-17
Live Link (Web Casting) - Bereavement Services	28
Local Land Charges	39
Lotteries	17
M	
Market Square - Hire of Areas	45
Markets	46
Memorials - Bereavement Services	25-26
Miscellaneous - Legal Fees	48
Miscellaneous Parks Activities	34
Mobile Homes Site-Licensing and Inspection	3
Motor Salvage Operator Registration - Licence Fees	10
Multi-Games Area	34
N	
New Leases - Legal Fees	48
P	
Parking Charges - Ancillary Charges	44
Season Ticket Change of Details	44
Dispensation to Park (waiver)	44
Rent of Space on Town Centre Car Parks	44
Parking Charges - Penalty for Contraventions	44
Parking Charges - Stafford	40-42
Parking Charges - Stone	43
Permits - Gaming & Gaming Machines	20-21
Pest Control	6
PestPort Scheme	6
Plan for Stafford Borough	37

INDEX

<u>Description</u>	<u>Page Number</u>
P continued	
Planning and Building Control	36-39
Additional Fee for Complex Enquiries and to Cover Site Visits	36
Advice on existing BC & DC Developments	36
Building Regulation Charges	37
Decision Notice or Appeal Decision Completion Certificate	36
High Hedges Legislation	37
Housing Monitor	37
Local Land Charges	39
Other Notices	37
Pre 1974 Planning Information	36
Plan for Stafford Borough	37
Planning Application Fees	37
Planning Printing Charges	36
Section 106 Agreement	37
Stafford Borough Local Plan	37
Street Naming and Numbering	38
Tree Preservation Orders	37
Planning Portfolio Contents Page	35
Pre-Application Form Checking Service	9
Premises and Club Premises Certificate - Licence Fees	15
Premises Licence Fees	18-21
Adult Gaming Centres	19
Bingo Club	18
Betting Premises (Excluding Tracks)	18
Tracks	19
Family Entertainment Centres	19
Private Water Supply	7
Public Conveniences - Keys for Disabled Toilets	6
Purchase of Exclusive Rights of Burial - Bereavement Services	27
Purchase of Grave - Bereavement Services	27
R	
Remembrance Books and Panels - Bereavement Services	25
Rent of Space on Town Centre Car Parks	44
Resources Portfolio Contents Page	47
Riverway Floodlit Synthetic Pitch	32
Road Closures - Legal Fees	48
Room Hire - Civic Centre	50
Room Hire - Stone Area Office	50
S	
Saltings Mobile Homes Site	50
Saturday Funerals - Bereavement Services	27
Scattering of Remains From Other Crematoria - Bereavement Services	26
Scrap Metal - Licence Fees	11
Collectors Licence	11
Site Licence	11
Searches and Extracts - Bereavement Services	29
Section 106 Agreement - Legal Fees	48
Section 106 Agreement - Planning	37
Sex Establishments - Licence Fees	10

INDEX

<u>Description</u>	<u>Page Number</u>
S Continued	
Short Notice Fees - Bereavement Services	27
Smoke and Carbon Monoxide Alarm (England) Regulations 2015	3
Sound Recording of Service onto CD - Bereavement Services	28
Special Waste Collections	22
Sponsorship of Carpet Beds and Flower Beds in Victoria and Stonefield Parks	34
St. John's Market, Stafford	46
Stone Area Office - Letting of Council Chamber	50
Stray Dogs	6
Street Naming and Numbering	38
Street Trading - Licence Fees	10
T	
Tattooing - Licence Fees	9
Temporary Events and Other Fees - Licence Fees	16
Tennis	34
The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 Penalty Charge	3
Tracks - Premises Licence Fees	19
Tree Preservation Orders	37
U	
Use of Screen for Displaying Photographs/Video - Bereavement Services	28
V	
VAT Information	51
Victoria Park - Hire Of Facilities	32-33
W	
Waste Collection Services	22
Work in Default of Statutory Notices Served	7
Z	
Zoo Licence Fees	9