

Fees and Charges

2025/26



CONTENTS

	Pages
Community Portfolio	1 - 3
Environment Portfolio	4 - 35
Leisure - Client Portfolio	36 - 39
Economic Development and Planning Portfolio	40 - 45
Resources Portfolio	46 - 49
V.A.T Information and Key	50 - 50
Index	51 - 54

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

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 2025/26**

WEEKLY CHARGES	£ - p	VAT	Notes
Garage Rents			
Weekly rent	12.95	S	
Glover Street Itinerant Site			
Weekly pitch fee (52 week basis)			The fee to be set by Rent Officer Assessment.
Single plot	49.95	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	825.15	NB	
(ii) Renewals/subsequent applications where there are no changes	710.30	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	742.85	NB	
(ii) Renewals/subsequent applications	639.20	NB	
(c) Additional Fees (no discounts available on additional charges)			
(i) Fee for each additional bedroom/bedsi (for properties with 9 or more units)	31.30	NB	
(ii) Return of incomplete application	64.40	NB	
Register Of Licences			
Providing a copy of a HMO licence register by email	30.90	NB	
Non-Statutory Housing Inspections			
Per Inspection	200.45	S	
Housing Standards - Cost Recovery			
Officer time - per hour	54.10	NB	

Stafford Borough Council Community Portfolio Fees and Charges 2025/26

LICENCE FEES continued...

£ - p VAT

Notes

Licensing and Inspection of Mobile Homes Sites

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

Application fee	471.40
Annual Fee	available
Appointment of Manager	online

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

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

Penalty Charge schemes are published online.

www.staffordbc.gov.uk

Maximum Penalty	available	NB
	online	

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

Maximum Penalty	available online	NB
-----------------	------------------	----

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

Maximum Penalty **available** NB
online

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

CONTENTS

Page

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 Service	9
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

Premises Licence Fees

Bingo Club	18
Betting Premises (exc Tracks)	18
Tracks	19
Family Entertainment Centres	19
Adult Gaming Centres	19
Permits	20-21

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

Contents continued

Page

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	23-25
Memorials	26
Purchase of Graves	27
Interment Fees	28
Headstones, Monuments etc.	29
Exhumation	29
Grave Maintenance	29

Miscellaneous

Allotments	30
------------	----

Parking Services

Stafford	
Short Stay	31
Long Stay	31
Variable Stay	31-33
Season Tickets - Long Stay	33
Stone	
Short Stay	34
Variable Stay	34
Season Tickets - Long Stay	34
Penalty for Contraventions	35
Ancillary Charges	
Season Ticket Change of Details	35
Dispensation to Park (waiver)	35
Rent of Space on Town Centre Car Parks for Advertising	35

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

	£ - 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	89.30	S	
Disinfestation of mice	89.30	S	
Pest identification and advice charge	44.65	S	
Nuisance insects, wasps and ants	83.60	S	
Additional premium for priority wasp treatment	43.55	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	89.30	S	<i>(pro rata thereafter)</i>
Squirrels minimum 1 hours treatment	125.00	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	158.10	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	485.00	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	28.65	NB	
Cost of Kennelling	at cost	NB	

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

GENERAL HEALTH SERVICES continued...	£ - p	VAT	<u>Notes</u>
Private Water Supply			
Carry out initial Risk Assessment (applies to non single domestic supplies)			<i>The Risk Assessment Fee will be charged on cost recovery basis</i>
Cost recovery basis according to time taken	at cost	ZR	
Sampling charge - each visit	at cost	ZR	
Investigation into failure of water supply to comply with regulations	at cost	ZR	<i>The Head of Regulatory Services or an officer delegated by the Head of Regulatory Services 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>
Authorisations for water supply to deviate from prescribed standards where not a risk to health	at cost	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)	at cost	ZR	
Single domestic supplies (Section 10)	at cost	ZR	
Check monitoring of large supplies or where commercial/public premises supplied (Schedule 2)	at cost Plus Analysts Fee	ZR	
Audit monitoring of large supplies or where commercial/public premises supplied (Schedule 1) (max £500)	at cost Plus Analysts Fee	ZR	
Work in Default of Statutory Notices Served			
(a) Cost of works	at cost	NB	<i>The Head of Regulatory Services or an officer delegated by the Head of Regulatory Services 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>
(b) Officer time overseeing works - per hour	54.60	NB	
(c) Administration charge - per property	39.90	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	322.15	S	
Charge for Re-Visit for FHRS			
Charge for rating re-visit for FHRS	216.80	NB	
Food Premises Advisory Visit			
Fee per visit	180.25	NB	

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

GENERAL HEALTH SERVICES continued...	£ - p	VAT	<u>Notes</u>
Contaminated Land Enquiry			
Fee per enquiry	151.40	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	75.20	NB	
Factual Statements			
Food Safety Act 1990	163.80	NB or S	
Health and Safety at Work Act 1974	163.80	NB or S	
Environmental Protection Act 1990	163.80	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	17.50	NB	
List of premises in a particular category + 50p per entry in category	68.75	NB	
One copy of the full register	262.65	NB	

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

LICENCE FEES	£ - p	VAT	<u>Notes</u>
Pre-Application Form Checking Service			
Checking of application forms prior to submission for all licence applications	40.00	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	300.00	NB	<i>The charges shown exclude any vet fees.</i>
Additional Charge after licence is granted	150.00	NB	<i>This is for enforcement costs.</i>
Reinspection	150.00	NB	
Variation	100.00	NB	
Exhibition Licence 3 years	150.00	NB	<i>The Head of Operations be delegated to</i>
Additional Charge after licence is granted	100.00	NB	<i>determine the application fee (plus any</i>
Administration fee for additions/ amendments of licence	20.00	NB	<i>veterinary fee at cost) and enforcement costs based on cost recovery.</i>
Zoo Licence			
First licence (for 4 years)	705.55	NB	<i>The charge shown excludes any vet fees.</i>
Renewal of licence (further 6 years)	705.55	NB	
Inspection fee	at cost	NB	
Dangerous Wild Animals			
Annual fee	200.85	NB	<i>The charge shown excludes any vet fees.</i>
Acupuncture			
Registration Fee premises	203.95	NB	
each person	203.95	NB	
Tattooing			
Registration Fee premises	203.95	NB	
each person	203.95	NB	
Electrolysis			
Registration Fee premises	101.45	NB	
each person	101.45	NB	
Ear Piercing			
Registration Fee premises	101.45	NB	
each person	61.30	NB	

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

LICENCE FEES continued...	£ - p	VAT	<u>Notes</u>
Sex Establishments			<i>All applications go to committee</i>
New Applications			
(a) Application fee	2,173.30	NB	
(b) If application is approved an additional cost is payable to cover the compliance costs against non-licenced premises	262.65	NB	
Renewals			
(a) Application fee	1,256.60	NB	
(b) If application is approved an additional cost is payable to cover the compliance costs against non-licenced premises	262.65	NB	
Transfer of Licence	1,256.60	NB	
Street Trading			<i>The Head of Operations is authorised to negotiate annually any future fees for: a) the street trading consent on the A500 on the basis of the previous years charge plus an increase in line with the retail price index as at 1st January each year; b) recognised street consent zones containing multiple pitches within Stafford Town Centre.</i>
A500 road sites annual fee per site	3,000.00	NB	
Other sites per day of permitted trading	27.50	NB	
Motor Salvage Operator Registration			
(a) Licence for 3 years	412.00	NB	
(b) Renewal	412.00	NB	
(c) Variation	412.00	NB	
(d) Name Change	43.80	NB	
(e) Replacement Licence/ID Badge	21.65	NB	
(f) Change of Site	100.45	NB	

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

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	420.25	NB	
(b) Renewal	420.25	NB	
(c) Variation	420.25	NB	
(d) Name Change	43.80	NB	
(e) Replacement Licence/ID Badge	21.65	NB	
(f) Change of Site	100.95	NB	
Scrap Metal Collectors Licence			
(a) Licence for 3 years	211.15	NB	
(b) Renewal	211.15	NB	
(c) Variation	211.15	NB	
(d) Name Change	43.80	NB	
(e) Replacement Licence/ID Badge	21.65	NB	
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</i>
			<i>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 2025/26

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

Hackney Carriage and Private Hire Continued

Vehicle Transfer Administration Fee

(a) Transfer fee as new vehicle	245.00	NB
---------------------------------	---------------	----

Private Hire Operator's Licence	185.00	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
Environment Portfolio
Fees and Charges 2025/26**

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
Environment Portfolio
Fees and Charges 2025/26**

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
Environment Portfolio
Fees and Charges 2025/26**

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 2025/26**

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 2025/26**

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
Environment Portfolio
Fees and Charges 2025/26**

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	1,750.00	NB	
New Application	3,500.00	NB	
Annual Fee	1,000.00	NB	
Application to Vary	1,750.00	NB	
Application to Transfer	1,200.00	NB	
Application for Re-instatement	1,200.00	NB	
Application for Provisional Statement	3,500.00	NB	
Licence Application-provisional statement holders	1,200.00	NB	
Copy Licence	25.00	NB	
Notification of Change	50.00	NB	
Betting Premises (excluding Tracks)			
Transitional Fast-Track Application	278.00	NB	
Transitional Non Fast-Track Application	1,500.00	NB	
New Application	3,000.00	NB	
Annual Fee	600.00	NB	
Application to Vary	1,500.00	NB	
Application to Transfer	1,200.00	NB	
Application for Re-instatement	1,200.00	NB	
Application for Provisional Statement	3,000.00	NB	
Licence Application-provisional statement holders	1,200.00	NB	
Copy Licence	25.00	NB	
Notification of Change	50.00	NB	

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

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	1,250.00	NB	
New Application	2,500.00	NB	
Annual Fee	1,000.00	NB	
Application to Vary	1,250.00	NB	
Application to Transfer	950.00	NB	
Application for Re-instatement	950.00	NB	
Application for Provisional Statement	2,500.00	NB	
Licence Application-provisional statement holders	950.00	NB	
Copy Licence	25.00	NB	
Notification of Change	50.00	NB	
Family Entertainment Centres			
Transitional Fast-Track Application	278.00	NB	
Transitional Non Fast-Track Application	1,000.00	NB	
New Application	2,000.00	NB	
Annual Fee	750.00	NB	
Application to Vary	1,000.00	NB	
Application to Transfer	950.00	NB	
Application for Re-instatement	950.00	NB	
Application for Provisional Statement	2,000.00	NB	
Licence Application-provisional statement holders	950.00	NB	
Copy Licence	25.00	NB	
Notification of Change	50.00	NB	
Adult Gaming Centres			
Transitional Fast-Track Application	278.00	NB	
Transitional Non Fast-Track Application	1,000.00	NB	
New Application	2,000.00	NB	
Annual Fee	1,000.00	NB	
Application to Vary	1,000.00	NB	
Application to Transfer	1,200.00	NB	
Application for Re-instatement	1,200.00	NB	
Application for Provisional Statement	2,000.00	NB	
Licence Application-provisional statement holders	1,200.00	NB	
Copy Licence	25.00	NB	
Notification of Change	50.00	NB	

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

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
--	--------------	----

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 2025/26**

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 2025/26**

WASTE COLLECTION SERVICE	£ - p	VAT	<u>Notes</u>
DOMESTIC REFUSE			
Special Collections			
Domestic (per collection)	56.00	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	122.00	S	<i>Parishes requesting more than one location</i>
(b) 2 hour duration at a single location	168.00	S	<i>on the same Saturday morning will be</i>
(c) 3 hour duration	265.00	S	<i>limited to a maximum of two locations.</i>
Green Bin Replacement Charge			
(missing or damaged)			<i>The charge is for the replacement of a missing or damaged green bin with a</i>
Charge for replacement with 240 litre green bin	46.00	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	11.50	NB	
Garden Waste Recycling			
Garden waste service - one bin	43.50	NB	<i>This charge applies for the calendar year</i>
Delivery of each additional garden waste bin	27.50	NB	<i>January-December. The fee of £43.50 will be</i>
			<i>applicable from 1 January 2026</i>
COMMERCIAL REFUSE			
Please contact the Waste Management Team on 01785 619000			

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

BEREAVEMENT SERVICES

£ - p VAT Notes

STAFFORD CREMATORIUM

Cremation Fee

(a) Adult)				<u>Cremation Fee</u>
(b) Environmental Levy)	910.00	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	278.00	E		<i>All cremations include environmental levy fee (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:</i>
(d) Child 12 months to 16 years	572.00	E		<i>www.gov.uk/child-funeral-costs</i>
(e) Witnessed scattering	45.00	E		
(f) Direct Cremation Charge (The fee is inclusive of the current environment fee. Services must be booked on or before 9.30am, no mourners in attendance, no organist is supplied and an option to use the media/music system available. 15 minute service times)	375.00	E		
(g) Surcharge for Saturday	650.00	E		
(h) Special Cremation	129.00	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	67.00	E		
(j) Early Morning Cremation Service between 08:30 and 09:30, 30 minute service times Media/music system available with mourners in attendance	565.00	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	124.00	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 2025/26**

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)	750.00	E	<i>burial of cremated remains at Tixall Road,</i>
(b) Replacement of memorial tablet and first four lines of inscription for 75 years	185.00	S	<i>Eccleshall Road and Stone Cemeteries.</i>
(c) Purchase of memorial tablet on Gazebo Garden plot and first four lines of inscription for 75 years	815.00	S	<i>These are family plots which can contain up</i>
(d) Each extra line of inscription	31.00	S	<i>to four cremated remains interments. The fee</i>
(e) Cover slab for flower container	72.00	S	<i>is for the purchase of the grave only and does</i>
(f) Black granite vase	180.00	S	<i>not include any monumental works or the cost</i>
(g) Inscription on vase (per letter)	2.55	S	<i>of the actual interments</i>
(h) Replacement vase tin	11.30	S	
(i) Blank plaque in Rowan Garden	77.50	S	
(j) Crests/Motifs	62.00	S	
(k) Photo plaque	198.50	S	
(l) Replacement Plaque on the Gazebo Garden incl the first four lines of inscription	400.00	S	
(m) Repaint or gilding of existing plaque	46.50	S	
Tixall Road, Eccleshall Road & Stone Cemeteries			
(a) Exclusive right of burial (Four Caskets)	1,080.00	E	
Burial Only			
(a) Interment Fee	412.00	E	

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

BEREAVEMENT SERVICES continued...

£ - p

VAT

Notes

STAFFORD CREMATORIUM continued..

Containers

(a) Caskets	87.50	E	<i><u>Assistance with the Cremation Fee</u> 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.</i>
(b) Polytainer and bag or box	25.70	E	
(c) Scatter tube-Large	10.80	E	
(d) Scatter tube-medium & small	7.20	E	
(e) Posting of cremated remains in polytainer including packing and 24hr special delivery postage cost	at cost	E	
(f) Keepsake Urns	25.75	E	
(g) Large Keepsake Urns	103.00	E	
(h) Token Amount of Cremated Remains	5.00		

Books of Remembrance

(a) 2 line entry (minimum)	66.00	S	<i>If after considering various methods of financial support, such as from the Social Fund and/or charitable organisations, there is no available assistance, and in the opinion of the Citizens Advice Bureau the cremation fees are causing considerable financial hardship, then all the relevant information will be passed on to the Council. On consideration of the circumstances and at the discretion of both the Head of Operations & the S151 Officer and Deputy Chief Executive the Council will assist the individual by a reduction of £80 on the cremation fee</i>
(b) 5 line entry	134.00	S	
(c) 8 line entry	211.00	S	
(d) Memorial Cards - incl. 2 line entry	16.50	S	
(e) Miniature Book - incl. 2 line entry	77.50	S	
(f) Each additional line	3.10	S	
(g) Additional designs i.e. crests, badges, flowers etc.	59.00	S	
(h) Token entries	13.50	S	

Digital Book

(a) First viewing card	25.30	S
(b) Additional cards	21.50	S
(c) Additional entry to an existing card	16.50	S
(d) Each additional memorial screen up to a maximum of four	60.00	S

Personal Digital Memorial Tablet

97.60 S

Recordia Panels - Per Inscription

(a) For a period of 5 years	206.00	S
(b) Renewal fee for a further 5 years	103.00	S
(c) Double panel for a 5 year period	361.50	S
(d) Renewal fee for a further 5 years	180.00	S
(e) Additional designs i.e. crests, badges, flowers etc.	51.50	S

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

BEREAVEMENT SERVICES continued... £ - p VAT Notes

STAFFORD CREMATORIUM continued...

Dovecote Memorial

(a) For a period of 7 years	515.00	S
(b) Renewal fee for a further 7 years	258.00	S
(c) Replacement plaque	103.00	S

Memorial Seats - Existing Seats Only

Rotunda Style

(a) For a 10 year period	710.00	S
(b) Renewal fee for a further 10 years	355.00	S
(c) Additional Plaque	174.00	S

Bench Style

(a) For a 10 year period	1,360.00	S
(b) Renewal fee for a further 10 years	670.00	S
(c) Additional Plaque	200.00	S

Memorial Trees - Existing Trees Only

(a) Replacement plaque	98.00	S
(b) Renewal fee for further 25 years	615.00	S
(c) Renewal fee for a further 10 years	360.00	S

Memorial Tree with Biodegradable Urn

(a) Biodegradable urn containing cremated remains	265.00	S
---	---------------	---

Baby Memorial Wall

(a) For a period of 10 years	247.00	S
(b) Renewal fee for a further 10 years	124.00	S
(c) Replacement plaque	77.50	S

Sanctum

(a) Purchase price	1,200.00	S
(b) Additional lease per annum	33.00	S
(c) Additional inscription per letter	2.55	S
(d) Witness placing within	46.00	S

Scattering of Remains From Other Crematoria	67.00	E
--	--------------	---

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

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	1,580.00	NB	<i>The fees, payments and sums payable for all the cemeteries services apply only to those residing in the Stafford Borough area. For those not resident in the Borough the fee is multiplied by two and a half. Single fees apply if an elderly person dies outside the Borough within two years of leaving.</i>
Purchase of exclusive right of burial in a preformed earthen grave at Eccleshall Road Cemetery (7ft x 3ft 6ins) for a period of 75 years	2,040.00	NB	
			<i>There is limited availability of Eccleshall Road and Stone Cemeteries.</i>
Purchase of exclusive right of burial in a walled grave (8ft x 4ft) for a period of 75 years	1,580.00	NB	
Supply and fix of brickwork at above	at cost	NB	
Purchase of the exclusive right of burial in a double woodland burial plot inclusive of the first interment and tree	1,580.00	NB	
Purchase of the exclusive right of burial in a single woodland burial plot inclusive of the first interment and tree	1,420.00	NB	
Purchase of the exclusive right of burial within the Rainbow Garden	950.00	NB	
Premium Charge for any Purchased In Reserve Grave	680.00	NB	<i>The additional fee payable where a grave is pre purchased and any subsequent internment is not imminent.</i>
Shoring timber for Grave Excavation	225.00		
Transfer of Exclusive Right of Burial	87.50	NB	
Transfer of Above to Spouse	no charge	-	
Short Notice Fee	56.65	NB	
where notice given for a burial does not comply with the 48 hours notice rule			
Late Arrival Fee - Funeral Director	62.00	NB	<i>This is a fee payable by the Funeral Director for arrival after the designated time.</i>
Use of Chapel for Burial Services (including the use of the organ)	124.00	NB	
Saturday Funerals surcharge for funerals held on a Saturday	655.00	NB	

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

BEREAVEMENT SERVICES continued...	£ - p	VAT	Notes
STAFFORD AND STONE CEMETERIES continued...			
Sound Recording of Service onto CD (outsourced)	51.50	S	
DVD/Blu-Ray/USB Stick Service Recording	59.50	S	
Live Link (Web casting)	66.00	S	
Use of Screen for Display of Photographs/ Videos Throughout the Service			
(a) Single photograph	13.40	S	Single photo displayed on the TV.
(b) Simple slideshow	43.50	S	A slideshow run on a loop on the TV.
(c) Professional photo tribute	83.50	S	Video/still photo tribute displayed on the TV.
(d) Family supplied video formatting	21.60	S	Own video can be played on the TV but has to
(e) Tribute Link	10.30	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	1,160.00	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:
(b) Child 24 weeks to 9 years (Rainbow Garden)	565.00	NB	
(c) Child 9 years to 18 years	1,160.00	NB	
At a depth not exceeding 7ft.			
(a) Adult	1,235.00	NB	www.gov.uk/child-funeral-costs
(b) Child 24 weeks to 9 years (Rainbow Garden)	610.00	NB	
(c) Child 9 years to 18 years	1,235.00	NB	
Graves with no Exclusive Burial Rights Granted (common unpurchased grave spaces)			
(a) Adult	1,235.00	NB	
(b) Child 24 weeks to 9 years (Rainbow Garden)	980.00	NB	
(c) Child 9 years to 18 years	1,235.00	NB	
Burial in a Walled Grave or Vault	330.00	NB	

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

BEREAVEMENT SERVICES continued...	£ - p	VAT	<u>Notes</u>
STAFFORD AND STONE CEMETERIES continued...			<i><u>Graves with no Exclusive Burial Rights</u></i>
			<i><u>Granted (common unpurchased grave spaces)</u></i>
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	206.00	NB	
(b) Exceeding 2ft 6ins but not more than 4ft in height	238.00	NB	
Kerbstones or Border Sets (Eccleshall Rd and Stone cemetery)	206.00	NB	
enclosing a space not exceeding 6ft 6ins by 3ft.			
Plaque, Vase, Tablet or Monument in the Form of a Reclining Cross	72.00	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	51.50	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	34.00	NB	
(b) Each certified copy of an entry of burial as per the register	15.50	S	
Exhumation			
Disinterment cremated remains	510.00	S	
Disinterment Full Earthen			
(a) 5 Feet depth	1,875.00	S	
(b) 7 Feet depth	1,875.00	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	206.00	S	
(b) Silver	133.00	S	<i>For further details please contact the Crematorium.</i>
(c) Bronze	102.00	S	

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

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

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

PARKING SERVICES - STAFFORD

£ - p VAT Notes

Short Stay Parking

Broad Street and Doxey Road

Christmas Day - no charge

Monday to Saturday 8am to 6pm

Up to 1 hour **1.30** S

Up to 2 hours **1.90** S

Up to 3 hours **2.80** S

Up to 4 hours **3.50** S

Evening Charge - Park after 6pm out before 8am the following day **1.20** S

(Hourly charge applies if parked before 6pm)

Sunday All day 8am to 8am Monday **1.20** S

Long Stay Parking - All Day

Gaol Road and North Walls

Monday to Saturday 8am to 6pm for up to 24 hours **4.80** S

Evening Charge - Park after 6pm out before 8am the following day **1.20** S

(Hourly charge applies if parked before 6pm)

Sunday All day 8am to 8am Monday **1.20** S

Long Stay Parking - Doxey Road

1 day **4.70** S

2 days **9.40** S

3 days **14.10** S

4 days **18.80** S

5 days **23.50** S

Variable Stay Parking

Windmill and Victoria Park

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

Monday to Saturday 8am to 6pm

Up to 1 hour **1.30** S

Up to 2 hours **1.90** S

Up to 3 hours **2.80** S

Up to 4 hours **3.50** S

Up to 5 hours **4.50** S

Up to 6 hours **6.00** S

Over 6 hours to 8 hours **7.00** S

24 hours **8.20** S

Evening Charge - Park after 6pm out before 8am the following day **1.20** S

(Hourly charge applies if parked before 6pm) **1.20** S

Sunday All day 8am to 8am Monday

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

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	1.30	S	
Up to 2 hours	2.30	S	
Up to 3 hours	3.40	S	
Up to 4 hours	4.00	S	
Up to 5 hours	4.50	S	
Up to 6 hours	6.00	S	
Over 6 hours to 8 hours	7.00	S	
Over 8 hours to close	9.20	S	
Evening Charge - Park after 6pm out before 12 midnight	1.20	S	
(Hourly charge applies if parked before 6pm)			
Sunday all day 6.30am to 12.00 midnight	1.20	S	
Overnight parking by arrangement (addition to daily fee due)	7.10	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)	15.50	S	
Out of hours call out (in addition to daily fee due)	170.00	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	1.30	S	
Up to 2 hours Short Stay	2.30	S	
Up to 3 hours Short Stay	3.40	S	
Up to 4 hours Short Stay	4.40	S	
Up to 5 hours Long Stay	6.50	S	
Up to 6 hours Long Stay	8.70	S	
Up to 8 hours Long Stay	11.00	S	
Up to 24 hours Long Stay	13.00	S	
Evening Charge - Park after 6pm out before 6.30am following day	1.20	S	
(Hourly charge applies if parked before 6pm)			
Sunday all day 6.30am to 12.00 midnight	1.20	S	

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

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			
Up to 1 hour Short Stay	1.30	S	<i>Multi-Storey and Riverside</i>
Up to 2 hours Short Stay	2.30	S	<i>Undercroft car parks.</i>
Up to 3 hours Short Stay	3.40	S	
Up to 4 hours Short Stay	4.40	S	
Up to 5 hours Long Stay	6.50	S	
Up to 6 hours Long Stay	8.70	S	
Over 6 hours to 8 hours Long Stay	11.00	S	
Over 8 hours to close Long Stay	13.00	S	
Monday to Saturday park after 6pm to midnight (Hourly charge applies if parked before 6pm)	1.20	S	
Sunday all day 6.30am to 12.00 midnight	1.20	S	
Overnight parking by arrangement (in addition to daily fee due)	7.10	S	
Lost/damaged token (in addition to daily fee due)	15.50	S	
Out of hours call out (in addition to daily fee due)	165.00	S	
Season Tickets - Long Stay Parking			<i>Season Tickets issued for North Walls, Windmill, Gaol Road and</i>
North Walls and Windmill			<i>Doxey Road car parks are not</i>
Monthly	62.00	S	<i>valid for use on the Waterfront</i>
3 Monthly	165.00	S	<i>Multi-Storey Car Park.</i>
6 Monthly	290.00	S	
Annually	490.00	S	
Gaol Road, Doxey Road, Fairway and Riverway			<i>Season Tickets for Gaol Road and</i>
Monthly	51.50	S	<i>Doxey Road car parks are not</i>
3 Monthly	144.00	S	<i>valid for use on North Walls and</i>
6 Monthly	246.00	S	<i>Windmill car park</i>
Annually	415.00	S	
Waterfront Multi-Storey Car Park (Long Stay Section)			<i>Season Tickets issued for Waterfront</i>
Annually	550.00	S	<i>Multi-Storey are valid for use on this</i>
Monthly Top Up	58.00	S	<i>car park only.</i>
Initial Deposit (refundable) for Monthly	10.50	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
Environment Portfolio
Fees and Charges 2025/26**

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	0.90	S	
Up to 2 hours	1.40	S	
Up to 4 hours	2.60	S	
Evening Charge - Park after 6pm out before 8am the following day (Hourly charge applies if parked before 6pm)	1.20	S	
Sunday all day 8am to 8am Monday	1.20	S	
Variable Stay Parking			
Christchurch Way			
Monday to Saturday 8am to 6.00pm			
Up to 1 hour	0.90	S	
Up to 2 hours	1.40	S	
Up to 4 hours	2.60	S	
All Day	3.80	S	
Evening Charge - Park after 6pm out before 8am the following day. (Hourly charge applies if parked before 6pm)	1.20	S	
Sunday all day 8am to 8am Monday	1.20	S	
Season Tickets - Long Stay Parking			<i>The Head of Operations is authorised to negotiate the fee where an application is received which contains a request for multiple season tickets</i>
Christchurch Way			
Monday to Saturday 8am to 6.00pm			
Monthly	52.00	S	
3 Monthly	144.00	S	
6 Monthly	246.00	S	
Annually	410.00	S	

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

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	13.00	S	<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>
Dispensation to park (waiver)			
Per week/per location and multiples thereof	18.00	S	
Rent of space on town centre car parks for advertising and/or trading	subject to negotiation	S	

**Stafford Borough Council
Leisure Portfolio - Client
Fees and Charges 2025/26**

CONTENTS

	Page
Outdoor Sport & Recreation	
Riverway Synthetic Pitch	37
Victoria Park - Hire Of Facilities	37-38
Bowls	38-39
Grass Pitches	39
Tennis	39
Multi-Games Area	39
Miscellaneous Parks Activities	39
Sponsorship of Carpet Beds and Flower Beds in Victoria Park and Stonefield Park	39

**Stafford Borough Council
Leisure Portfolio - Client
Fees and Charges 2025/26**

OUTDOOR SPORT AND RECREATION

£ - p VAT

Notes

*All charges represent the maximum
amount chargeable*

RIVERWAY FLOODLIT SYNTHETIC PITCH

Hire of Pitch

Hourly rates inclusive of floodlighting

The hire of a sports facility by an individual or club for sports use, including a recurring series of lets, are Non Business

Peak Times

Full pitch

76.45

NB

School use

26.25

NB

Part pitch (one third)

49.15

NB

School use

20.85

NB

provided the business uses the facility for the benefit of individuals taking part in sport

Off Peak Times

Full pitch

51.50

NB

School use

26.25

NB

Part pitch (one third)

38.35

NB

School use

20.85

NB

Letting of non-sports facilities for sports use: Non-Business only if the room is set up as a sports or leisure facility prior to the start of the hire period. Where the room is not set up for participation in a sports or leisure activity, the VAT is Exempt or Standard Rated if the property is

VICTORIA PARK, STAFFORD

Education Room/Bowls Pavilion

subject to an option to tax

Commercial Hire

Weekday (Mon to Friday)

Non-Business VAT Treatment applies

One Hour

22.95

NB/E/S

Half Day (4 Hours)

46.00

NB/E/S

Full Day (8 Hours)

86.00

NB/E/S

for sports tuition and sports related education. This includes where a 3rd Party sports coach is running the the course If the Education Room is used for non-sport education purposes such as

Weekend/Bank Holiday (Sat/Sun)

One Hour

34.50

NB/E/S

Half Day (4 Hours)

69.00

NB/E/S

Full Day (8 Hours)

103.50

NB/E/S

classroom based learning or social gatherings then it is exempt from VAT or taxable at standard rate if the property is subject to an option to tax

Charity/Not for Profit

Weekday (Mon to Friday)

One Hour

11.45

NB or E

Half Day (4 Hours)

22.95

E or S

Full Day (8 Hours)

45.90

E or S

Weekend/Bank Holiday (Sat/Sun)

One Hour

17.20

NB or E

Half Day (4 Hours)

34.40

NB or E

Full Day (8 Hours)

51.60

NB or E

**Stafford Borough Council
Leisure Portfolio - Client
Fees and Charges 2025/26**

OUTDOOR SPORT AND RECREATION		£ - p	VAT	<u>Notes</u>
				<i>All charges represent the maximum amount chargeable</i>
VICTORIA PARK, STAFFORD continued ...				
Events Space				<i>Non-Business treatment may apply only of the space is set up for the specific</i>
Weekday (Mon to Friday)				<i>sports activity prior to the start of the hire</i>
Per Day		229.25	NB, E or S	
Weekend/Bank Holiday (Sat/Sun)				<i>period.</i>
Per Day		458.55	NB, E or S	
Charity/Not for Profit				<i>If the letting is of a defined area, the letting is exempt from VAT</i>
Weekday (Mon to Friday)				
Per Day		114.60	NB, E or S	
Weekend/Bank Holiday (Sat/Sun)				
Per Day		229.30	NB, E or S	
Set up and close down days before and after event if required				<i>* NB, 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/</i>
Repairs/Cleansing				
Repairing any damages to buildings/grounds resulting from event		at cost	NB, E or S	<i>cleaning, then these fees will be part of the initial hire and follow the same treatment</i>
Cleansing litter/debris resulting from event		at cost	NB, E or S	<i>as the letting.</i>
Other Facilities including use of horticultural green house		subject to negotiation	E or S	
OTHER SPORT AND RECREATION				
Bowls				<i>Season Tickets can be purchased for inclusive use of the greens at Riverway, Victoria Park and Stonefield Park.</i>
Per hour				<i>Pay and play use of the bowling greens is limited to supervised parks only.</i>
Adults		5.80	NB	
Concessionary rate		2.90	NB	
Season tickets				
Adults		95.00	NB	
Concessionary rate		47.00	NB	
Teams				<i>All sessions will be for a maximum of 4 hours duration or part thereof.</i>
Per session				
Adults		87.55	NB	
Concessionary rate		43.75	NB	<u>Concessionary Rate</u>
Per season (each week)				<i>Juniors (16 or under), students in full time education within the Borough people on means tested benefits (together with their spouses or partners) and pensioners (over the age of 60) are eligible for a concessionary discount of 50%.</i>
Adults		513.45	NB	
Concessionary rate		251.30	NB	
Per season (alternate weeks)				
Adults		251.30	NB	
Concessionary rate		125.65	NB	

**Stafford Borough Council
Leisure Portfolio - Client
Fees and Charges 2025/26**

OUTDOOR SPORT AND RECREATION	£ - p	VAT	<u>Notes</u>
continued...			<i><u>All charges represent the maximum amount chargeable</u></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	17.20	NB	<i>people on means tested benefits</i>
Per season			<i>(together with their spouses or</i>
Alternate weeks	78.65	NB	<i>partners) and pensioners (over the</i>
Weekly	163.75	NB	<i>age of 60) are eligible for a 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	85.15	NB	
Concessionary rate	46.95	NB	
Per season - Per team			
Adults	578.85	NB	
Concessionary rate	289.40	NB	
Dressing Room Supplement			
Per match	46.95	NB	
Per season - Per team	327.50	NB	
Tennis			
Per court (per hour)			
Adults	7.10	NB	
Concessionary rate	3.60	NB	
Club bookings	by	NB	
	negotiation		
Multi-Games Area			
Per hour	6.90	NB	
Miscellaneous Parks Activities			
Circus - per day	subject	E or S	
Fun fair - per day	to	E or S	
Miscellaneous hire - per event	negotiation	NB,E,S	<i>If the miscellaneous hire is for sport-related purposes, non-business treatment will apply</i>
Sponsorship of Carpet Beds and Flower Beds in Victoria Park and Stonefield Park	subject	S	
	to		
	negotiation		

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

CONTENTS

	Page
Administration Charges	
Administration Fee on Rechargeable Works	41
Planning and Building Control	
Planning Printing Charges	41
Advice on BC & DC Developments	41
Additional Fee for Complex Enquiries and to Cover Site Visits	41
Pre 1974 Planning Information	41
Decision Notice or Appeal Decision Completion Certificate	41
Section 106 Agreement	42
Tree Preservation Orders	42
Other Notices	42
High Hedges Legislation	42
Housing Monitor	42
Stafford Borough Local Plan	42
The Plan for Stafford Borough	42
Section 106 Agreements Monitoring Fee	42
Biodiversity Net Gain Monitoring Fee	42
Section 111 Agreement Administration Fee	42
Planning Application Fees	42
Building Regulation Charges	42
Street Naming and Numbering	43
Local Land Charges	44
Town Centre Services	
Hire of Display Areas in Market Square, Stafford	45

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

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	1.35	S
per sheet thereafter	0.10	S
A3	2.00	S
A2	2.80	S
A1	3.00	S
A0	3.40	S

Colour Copies

A4 per sheet up to 10 copies	1.80	S
per sheet thereafter	0.25	S
A3	2.05	S
A2	3.20	S
A1	3.70	S
A0	4.30	S

Advice on existing BC & DC developments

per half hour	31.75	NB
minimum charge	31.75	NB

**Additional Fee for Complex Enquiries
and to Cover Site Visits**

per half hour	31.75	NB
minimum charge	63.00	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

SBC to supply	no charge	-	
	*	S	<i>As per planning printing charges on page 36</i>

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

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

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

STREET NAMING AND NUMBERING	£ - p	VAT	Notes
New Build or Redevelopment			
(a) Number and name new properties			<i>Numbering is a statutory</i>
2-5 New Developments	525.00	NB	<i>obligation as set out in section 17</i>
6-25 New Developments - per phase	267.00	NB	<i>to 19 of the Public Health Act 1925</i>
plus - per plot	23.00	NB	<i>and the Staffordshire Act 1983</i>
25+ New Developments - per phase	525.00	NB	<i>Part II section 7.</i>
plus - per plot	16.00	NB	
(b) Changes to development layout after notification - per plot affected	42.00	NB	
(c) Additional Charge for naming of a street	270.00	NB	
(d) Street Name plates if Council erects the sign	682.00	NB	
(e) Separate single residential dwelling on existing street	256.50	NB	
Existing Properties and/or Streets			
(a) Adding or changing of house or building name	89.00	NB	
(b) Rename of Street where requested by residents	524.50	NB	
plus - per property	30.60	NB	
(c) House or building renumbering (inc sub division into flats)	355.00	NB	
(d) Research into Archive - set as a minimum of (where not part of statutory function)	256.50	NB	
(e) Confirmation of postal addresses for solicitors or conveyancers and all consultees - per enquiry	43.10	NB	
(f) Photo copies of any legal documentation relating to street naming and numbering orders	*	NB	<i>As per planning printing charges on page 36</i>

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

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

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

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	20.50	E	
Not-for-profit Activities	240.00	E	
Commercial Activities (maximum charge)	470.00	E	
Friday Charges - Per Day			
Charities	20.50	E	
Not-for-profit Activities	130.00	E	
Commercial Activities	265.00	E	
Sunday to Thursday Charges - Per Day			
Charities	20.50	E	
Not-for-profit Activities	120.00	E	
Commercial Activities	240.00	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	49.00	E	
Hire of Area in Front of Santander Bank	124.00	E	

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

CONTENTS

	Page
Legal Fees	
Section 106 Agreement	47
Road Closures	47
Disposals	47
New Leases	47
Miscellaneous	47
 General Charges	
Copy Charges	47
 Electoral Registration	
Sale of Register	48
Marked Electoral Register and Other Election Lists	48
Sale of List of Overseas Voters	48
Copy of a Return or Declaration of Expenses	48
 Stone Area Office	
Letting of Council Chamber	49
 Civic Centre	
Letting of Civic Suite	49
 The Saltings Mobile Homes Site	49

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

LEGAL FEES		£ - p	VAT	<u>Notes</u>
Section 106 Agreements				
Minimum set fee				
Per new agreement	1,215.00		NB	
Deed of Variation	618.00		NB	
Householder Application	486.15		NB	
Checking of Unilateral Undertaking	486.15		NB	
Additional costs - per hour	224.50		NB	
Road Closures				
Legal Fees - Per order	139.05		NB	
Disposals				
Freehold	504.05	*		* VAT rate E, S or NB
Long Leases	641.70	*		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	744.70	*		
Other Premises	744.70	*		
Renewal of Leases	458.35	*		
Miscellaneous				
Licences to Occupy	515.00		E or S	
Right of Way Easements and Deeds of Grant	401.50		E or S	
Other Licences	515.00		E or S	
Public Footpath Diversion Orders	1,834.45		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 2025/26

ELECTORAL REGISTRATION		£ - p	VAT	<u>Notes</u>
Sale of Register				
(a)	Data	£20.00 plus £1.50 per 1,000 entries	NB	<i>The charges shown are set by the Representation of People Regulations 2001</i>
(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 2025/26**

STONE AREA OFFICE

£ - p VAT Notes

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	39.00	S
Walton Room	34.00	S
Chetwynd Room	21.50	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	1,219.50	E	<i>Rents on Mobile Home Sites can</i>
Weekly licence fee			<i>only be increased in accordance</i>
Single plot	33.23	E	<i>with any increase in CPI.</i>
Double plot	43.86	E	<i>Increases 1st January each year</i>
Refundable deposit	391.40	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
Adult Gaming Centres Licence Fees	19
Additional Fee for Complex Enquiries and to Cover Site Visits (Planning)	41
Administration Fee on Rechargeable Works	41
Advice on existing BC and DC Developments (Planning and Building Control)	41
Air Pollution Authorisation Licence Fees	12-14
Allotments	30
Animal Welfare Regulation Licence Fees	9
Assisted Funerals under the Public Health Control of Diseases Act 1985	6
B	
Bereavement Services	
Books of Remembrance	25
Burial of Cremated Remains	24
Containers	25
Cremation Fees	23
Exhumation	29
Grave Maintenance	29
Headstones etc	29
Interment Fees	28
Late Arrival Fee	27
Memorials	25-26
Purchase of Exclusive Right of Burial	27
Recording of Service	28
Saturday Funerals	27
Searches and Extracts	29
Short Notice Fee	27
Use of Chapel for Burial Services	27
Use of Screen for Display of Photographs/Video throughout the Service	28
Betting Premises (excluding Tracks) Licence Fees	18
Bingo Club Licence Fees	18
Bin Replacement Charge - Blue or Brown	22
Bin Replacement Charge - Green	22
Biodiversity Net Gain Monitoring Fee	42
Books of Remembrance (Bereavement)	25
Bowls	38-39
Building Regulation Charges	42
Burial of Cremated Remains (Bereavement)	24
C	
Change of Details on Season Ticket (Parking)	35
Charge for Re-visit for FHRS	7
Civic Amenity Collection Sites (Waste)	22
Civic Centre Letting of Civic Suite	49
Commercial Refuse	22
Community Portfolio Contents Page	1
Containers (Bereavement)	25
Contaminated Land Enquiry	8
Copy Charges	47
Cremation Fees (Bereavement)	23
D	
Dangerous Wild Animals Licence Fee	9
Decision Notice or Appeal Decision Completion Certificate (Planning)	41
Discretionary Investigation Work	7
Dispensation to Park (Waiver)	35
Disposals Legal Fees	47
Domestic Refuse	22

INDEX

<u>Description</u>	<u>Page Number</u>
E	
Ear Piercing Licence Fees	9
Electoral Registration Charges	48
Electrolysis Licence Fees	9
Environment Portfolio Contents Page	4-5
Exhumation (Bereavement)	29
F	
Factual Statements	8
Family Entertainment Centres Licence Fees	19
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	39
Grave Maintenance (Bereavement)	29
H	
Hackney Carriage and Private Hire Licence Fees	11-12
Headstones etc (Bereavement)	29
High Hedges Legislation	30
Houses in Multiple Occupation	2
Housing Monitor	42
Housing Standards	2
I	
Interment Fees (Bereavement)	28
Issuing of Export Certification	8
L	
Late Arrival Fee (Bereavement)	27
Leisure Client Portfolio Contents Page	36
Legal Fees	47
Letting Agency Work and Property Management Work Order 2014	3
Licence Fees	
Acupuncture	9
Air Pollution Authorisation	12-14
Animal Welfare Regulation	9
Dangerous Wild Animals	9
Ear Piercing	9
Electrolysis	9
Gaming and Gaming Machine Permits	20-21
Hackney Carriage and Private Hire	11-12
Houses in Multiple Occupation	2
Housing Standards	2
Letting Agency Work and Property Management Work Order 2014	3
Liquor	15-17
Lotteries	17
Mobile Homes Sites - Licensing and Inspection	3
Motor Salvage Operator Registration	10
Non-Statutory Housing Inspections	2
Pre-Application Form Checking Service	9
Premises Licences	18-19

INDEX

<u>Description</u>	<u>Page Number</u>
L Continued	
Licence Fees continued	
Scrap Metal Collectors	11
Scrap Metal Site	11
Sex Establishments	10
Smoke and Carbon Monoxide Alarm (England) Regulations 2015	3
Street Trading	10
Tattooing	9
The Electrical Safety Standards in the Private Rented Sector 2020	3
Zoo Licence	9
Liquor Licence Fees	15-17
Local Land Charges	44
Lotteries Licence Fees	17
M	
Market Square - Hire of Areas	45
Memorials (Bereavement)	25-26
Miscellaneous Parks Activities	39
Mobile Homes Sites - Licensing and Inspection	3
Motor Salvage Operator Registration Licence Fees	10
Multi Games Area	39
N	
New Leases Legal Fees	47
Non-Statutory Housing Inspections	2
P	
Parking Charges - Ancilliary Charges	
Change of Details on Season Ticket	35
Dispensation to Park (Waiver)	35
Rent of Space on Town Centre Car Parks for Advertising and/or Trading	35
Parking Charges - Penalty for Contraventions	35
Parking Charges - Stafford	31-33
Parking Charges - Stone	34
Pest Control	6
PestPort Scheme	6
Planning and Building Control	
Additional Fee for Complex Enquiries and to Cover Site Visits	41
Advice on existing BC and DC Developments	41
Biodiversity Net Gain Monitoring Fee	42
Building Regulation Charges	42
Decision Notice or Appeal Decision Completion Certificate	41
Housing Monitor	42
Local Land Charges	44
Other Notices	42
Planning Application Fees	42
Planning Pre-Application Advice	42
Planning Printing Charges	41
Pre 1974 Planning Information	41
Section 106 Agreement	42
Section 106 Agreement Monitoring Fee	42
Section 111 Agreement Administation Fee	42
Stafford Borough Local Plan	42
Street Naming and Numbering	43
The Plan for Stafford Borough	42
Tree Preservation Orders	42

INDEX

<u>Description</u>	<u>Page Number</u>
P Continued	
Planning and Regeneration Portfolio Contents Page	40
Pre-Application Form Checking Service	9
Pre 1974 Planning Information	41
Private Water Supply	7
Public Conveniences - Keys for Disabled Toilets	6
Purchase of Exclusive Right of Burial (Bereavement)	27
R	
Recording of Service (Bereavement)	28
Resources Portfolio Contents Page	46
Rent of Space on Town Centre Car Parks for Advertising and/or Trading	35
Riverway Floodlit Synthetic Pitch	37
Road Closures Legal Fees	47
Room Hire - Civic Centre	49
Room Hire - Stone Area Office	49
S	
Saltings Mobile Homes Site	49
Saturday Funerals (Bereavement)	27
Scrap Metal Collectors Licence Fees	11
Scrap Metal Site Licence Fees	11
Searches and Extracts (Bereavement)	29
Section 106 Agreement (Legal)	47
Section 106 Agreement (Planning)	42
Section 106 Agreement Monitoring Fee (Planning)	42
Section 111 Agreement Administration Fee	42
Sex Establishments Licence Fees	10
Short Notice Fee (Bereavement)	27
Smoke and Carbon Monoxide Alarm (England) Regulations 2015	3
Special Collections (Waste)	22
Sponsorship of Carpet Beds and Flower Beds in Victoria Park and Stonefield Park	39
Stafford Borough Local Plan	42
Stray Dogs	6
Stone Area Office Letting of Council Chamber	49
Street Naming and Numbering	43
Street Trading Licence Fees	10
T	
Tattooing Licence Fees	9
Tennis	39
The Electrical Safety Standards in the Private Rented Sector 2020	3
The Plan for Stafford Borough	42
Tracks Licence Fees	19
Tree Preservation Orders	42
U	
Use of Chapel for Burial Services (Bereavement)	27
Use of Screen for Display of Photographs/Video throughout the Service (Bereavement)	28
V	
VAT Information	50
Victoria Park Hire of Facilities	37-38
W	
Waste Collection Service	22
Work in Default of Statutory Notices Served	7
Z	
Zoo Licence	9