

Fees and Charges

2026/27



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**Stafford Borough Council
Community Portfolio
Fees and Charges 2026/2027**

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**Stafford Borough Council
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WEEKLY CHARGES	£ - p	VAT	<u>Notes</u>
Garage Rents			
Weekly rent	13.45	S	
Glover Street Itinerant Site			
Weekly pitch fee (52 week basis) Single plot	51.95	E	<i>The fee to be set by Rent Officer Assessment.</i>
Refundable deposit	3 x weekly pitch fee		
LICENCE FEES			
Houses In Multiple Occupation			<i>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.</i>
(a) Fee for 5 Year Licence			
(i) Standard fee for first application for properties with up to 8 bedrooms/bedsits	858.15	NB	
(ii) Renewals/subsequent applications where there are no changes	738.70	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	772.55	NB	
(ii) Renewals/subsequent applications	664.75	NB	
(c) Additional Fees (no discounts available on additional charges)			
(i) Fee for each additional bedroom/bedsit (for properties with 9 or more units)	32.55	NB	
(ii) Return of incomplete application	67.00	NB	
Register Of Licences			
Providing a copy of a HMO licence register by email	32.15	NB	
Non-Statutory Housing Inspections			
Per Inspection	208.45	S	
Housing Standards - Cost Recovery			
Officer time - per hour	56.25	NB	

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LICENCE FEES continued...	£ - p	VAT	<u>Notes</u>
Licensing and Inspection of Mobile Homes Sites			
(a) New caravan site licence fee	719.10	NB	
(b) Amendment of existing licence	483.25	NB	
(c) Transfer of existing licence	566.70	NB	
(d) Fit and Proper Person Register			
Application fee	490.25		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	available	NB	<i>Penalty Charge schemes are published online.</i> www.staffordbc.gov.uk
	online		
 Letting Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014 Penalty Charge			
Maximum Penalty	available	NB	
	online		
 The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 Penalty Charge			
Maximum Penalty	available	NB	
	online		

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	£ - p	VAT	<u>Notes</u>
PEST CONTROL			
<i>This becomes an hourly charge when the infestation is associated with the keeping of fowl. A 50% reduction in the charges applied to people on means tested benefits, including their spouses or partners for the treatment of rats and mice.</i>			
Domestic Premises			
Disinfestation of rats	93.00	S	
Disinfestation of mice	93.00	S	
Pest identification and advice charge	46.50	S	
Nuisance insects, wasps and ants	87.00	S	
Additional premium for priority wasp treatment	45.50	S	
Cockroaches, cluster flies, fleas and bedbugs			<i>The pest identification and advice charge is waived if treatment provided.</i>
minimum 1 hours treatment	*	S	<i>Quote per property</i>
Moles			
minimum 1 hours treatment	93.00	S	<i>(pro rata thereafter)</i>
Squirrels			<i>(pro rata thereafter)</i>
minimum 1 hours treatment	130.00	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	165.00	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	504.40	NB	
Stray Dogs			
Statutory collection fee	26.00	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	29.80	NB	
Cost of Kennelling	at cost	NB	

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GENERAL HEALTH SERVICES continued...	£ - p	VAT	<u>Notes</u>
Private Water Supply			<i>The Risk Assessment Fee will be charged on cost recovery basis</i>
Carry out initial Risk Assessment (applies to non single domestic supplies)			
Cost recovery basis according to time taken	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</i>
Sampling charge - each visit	at cost	ZR	<i>private water supply sampling charges where in receipt of Housing or Council Tax Benefit or</i>
Investigation into failure of water supply to comply with regulations	at cost	ZR	<i>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	ZR	
	Plus		
	Analysts Fee		
Audit monitoring of large supplies or where commercial/public premises supplied (Schedule 1)	at cost	ZR	
	Plus		
	Analysts Fee		
Work in Default of Statutory Notices Served			<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>
(a) Cost of works	at cost	NB	
(b) Officer time overseeing works - per hour	56.80	NB	
(c) Administration charge - per property	41.50	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	335.05	S	
Charge for Re-Visit for FHRS			
Charge for rating re-visit for FHRS	225.45	NB	
Food Premises Advisory Visit			
Fee per visit	187.45	NB	

**Stafford Borough Council
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GENERAL HEALTH SERVICES continued...	£ - p	VAT	<u>Notes</u>
Contaminated Land Enquiry			
Fee per enquiry	157.45	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	78.20	NB	
Factual Statements			
Food Safety Act 1990	170.35	NB or S	
Health and Safety at Work Act 1974	170.35	NB or S	
Environmental Protection Act 1990	170.35	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	18.20	NB	
List of premises in a particular category + 50p per entry in category	71.50	NB	
One copy of the full register	273.15	NB	

**Stafford Borough Council
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LICENCE FEES continued...	£ - p	VAT	<u>Notes</u>
Sex Establishments			<i>All applications go to committee</i>
New Applications			
(a) Application fee	2,260.25	NB	
(b) If application is approved an additional cost is payable to cover the compliance costs against non-licenced premises	273.15	NB	
Renewals			
(a) Application fee	1,306.85	NB	
(b) If application is approved an additional cost is payable to cover the compliance costs against non-licenced premises	273.15	NB	
Transfer of Licence	1,306.85	NB	
Street Trading			<i>The Head of Regulatory Services 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 1 January each year b) recognised street consent zones containing multiple pitches within Stafford Town Centre.</i>
A500 road sites annual fee per site	3,120.00	NB	
Other sites per day of permitted trading	28.60	NB	
Motor Salvage Operator Registration			
(a) Licence for 3 years	428.50	NB	
(b) Renewal	428.50	NB	
(c) Variation	428.50	NB	
(d) Name Change	45.55	NB	
(e) Replacement Licence/ID Badge	22.50	NB	
(f) Change of Site	104.45	NB	

**Stafford Borough Council
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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	437.05	NB	
(b) Renewal	437.05	NB	
(c) Variation	437.05	NB	
(d) Name Change	45.55	NB	
(e) Replacement Licence/ID Badge	22.50	NB	
(f) Change of Site	105.00	NB	
Scrap Metal Collectors Licence			
(a) Licence for 3 years	219.60	NB	
(b) Renewal	219.60	NB	
(c) Variation	219.60	NB	
(d) Name Change	45.55	NB	
(e) Replacement Licence/ID Badge	22.50	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.</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	

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LICENCE FEES - PRESCRIBED BY GOVT continued...		£ - p	VAT	<u>Notes</u>
				<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 reporting under the E-PRTE Regulation,</i>
	- High	237.00	NB	<i>add an extra £99 to the fees.</i>
(iii) PVR I & II combined	- Low	113.00	NB	
	- Medium	226.00	NB	
	- High	341.00	NB	<i>Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. This would increase the charge by £38.</i>
(iv) Vehicle refinishers	- Low	228.00	NB	
	- Medium	365.00	NB	
	- High	548.00	NB	
(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				

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

Air Pollution Authorisation continued...

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

(c) Transfer and Surrender

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

(d) Temporary Transfer for Mobiles

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

(e) Substantial Change

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

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LICENCE FEES - PRESCRIBED BY GOVT	£ - p	VAT	<u>Notes</u>
continued...			
Liquor Licences			
Premises and Club Premises Certificate Fees			<i>Fee levels are set centrally by the Secretary of State for Digital, Culture, Media and Sport.</i>
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	

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LICENCE FEES - PRESCRIBED BY GOVT	£ - p	VAT	<u>Notes</u>
continued...			
Personal Licences, Temporary Events and Other Fees			
Minor variations	89.00	NB	
Application for a grant or renewal of personal licence	37.00	NB	
Temporary event notice	21.00	NB	
Theft, loss etc. or premises licence or summary	10.50	NB	
Application for a provisional statement where premises being built etc.	315.00	NB	
Notification of change of name or address	10.50	NB	
Application to vary licence to specify individual as premises supervisor	23.00	NB	
Application for transfer of premises licence	23.00	NB	
Interim authority notice following death etc. of licence holder	23.00	NB	
Theft, loss etc. of certificate or summary	10.50	NB	
Notification of change of name or alteration of rules of club	10.50	NB	
Theft, loss etc. of temporary event notice	10.50	NB	
Theft, loss etc. of personal licence	10.50	NB	
Duty to notify change of name or address	10.50	NB	
Right of freeholder etc. to be notified of licensing matters	21.00	NB	

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

Additional Fees

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

Number of people:

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

Liquor Licences - Additional Fees (Renewal)

Number of people

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

Lotteries

Registration fee	40.00	NB
Annual renewal	20.00	NB

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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	

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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
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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

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Fees and Charges 2026/2027**

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
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WASTE COLLECTION SERVICE	£ - p	VAT	<u>Notes</u>
DOMESTIC REFUSE			
Special Collections			
Domestic (per collection)	58.25	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	127.00	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	175.00	S	
(c) 3 hour duration	275.00	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	48.00	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	12.00	NB	
Garden Waste Recycling			
Garden waste service - one bin	43.50	NB	<i>This charge applies for the calendar year January-December.</i>
Delivery of each additional garden waste bin	28.50	NB	
COMMERCIAL REFUSE			
Please contact the Waste Management Team on 01785 619000			

**Stafford Borough Council
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BEREAVEMENT SERVICES

£ - p VAT Notes

STAFFORD CREMATORIUM

Cremation Fee

(a) Adult)				<u>Cremation Fee</u>
(b) Environmental Levy)	945.00	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		289.00	E		
(d) Child 12 months to 16 years		594.00	E		
(e) Witnessed scattering		47.00	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)		390.00	E		<i>All cremations include environmental levy fee</i>
(g) Surcharge for Saturday		676.00	E		<i>(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>
(h) Special Cremation		134.00	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		69.00	E		<i>www.gov.uk/child-funeral-costs</i>
(j) Early Morning Cremation Service between 08:30 and 09:30, 30 minute service times Media/music system available with mourners in attendance		587.00	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		129.00	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
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BEREAVEMENT SERVICES continued...	£ - p	VAT	<u>Notes</u>
STAFFORD CREMATORIUM continued..			
Fee for Burial of Cremated Remains			
			<i><u>Fee for the Burial of Cremated Remains</u></i>
Tixall Road Cemetery			<i>There are specific areas set aside for the</i>
(a) Exclusive right of burial (Two Caskets)	780.00	E	<i>burial of cremated remains at Tixall Road,</i>
(b) Replacement of memorial tablet and first four lines of inscription for 75 years	192.00	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	847.00	S	<i>These are family plots which can contain up</i>
(d) Each extra line of inscription	32.00	S	<i>to four cremated remains interments. The fee</i>
(e) Cover slab for flower container	74.00	S	<i>is for the purchase of the grave only and does</i>
(f) Black granite vase	187.00	S	<i>not include any monumental works or the cost</i>
(g) Inscription on vase (per letter)	3.50	S	<i>of the actual interments</i>
(h) Replacement vase tin	11.50	S	
(i) Blank plaque in Rowan Garden	80.00	S	
(j) Crests/Motifs	65.00	S	
(k) Photo plaque	206.00	S	
(l) Replacement Plaque on the Gazebo Garden incl the first four lines of inscription	416.00	S	
(m) Repaint or gilding of existing plaque	48.00	S	
Tixall Road, Eccleshall Road & Stone Cemeteries			
(a) Exclusive right of burial (Four Caskets)	1,123.00	E	
Burial Only			
(a) Interment Fee	428.00	E	

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2026/2027**

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	91.00	E	
(b) Polytainer and bag or box	27.00	E	
(c) Scatter tube-Large	11.00	E	
(d) Scatter tube-medium & small	7.50	E	
(e) Posting of cremated remains in polytainer including packing and 24hr special delivery postage cost	at cost	E	
(f) Keepsake Urns	27.00	E	
(g) Large Keepsake Urns	107.00	E	
(h) Token Amount of Cremated Remains	5.00	E	
(i) Double cremated remains casket	107.00	E	
Books of Remembrance			
(a) 2 line entry (minimum)	69.00	S	
(b) 5 line entry	139.00	S	
(c) 8 line entry	219.00	S	
(d) Memorial Cards - incl. 2 line entry	17.00	S	
(e) Miniature Book - incl. 2 line entry	80.00	S	
(f) Each additional line	3.20	S	
(g) Additional designs i.e. crests, badges, flowers etc.	61.00	S	
(h) Token entries	14.00	S	
Digital Book			
(a) First viewing card	26.00	S	
(b) Additional cards	22.50	S	
(c) Additional entry to an existing card	17.00	S	
(d) Each additional memorial screen up to a maximum of four	62.50	S	
Personal Digital Memorial Tablet	101.00	S	
Recordia Panels - Per Inscription			
(a) For a period of 5 years	214.00	S	
(b) Renewal fee for a further 5 years	107.00	S	
(c) Double panel for a 5 year period	375.00	S	
(d) Renewal fee for a further 5 years	187.00	S	
(e) Additional designs i.e. crests, badges, flowers etc.	53.50	S	

**Stafford Borough Council
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BEREAVEMENT SERVICES continued...	£ - p	VAT	<u>Notes</u>
STAFFORD CREMATORIUM continued...			
Dovecote Memorial			
(a) For a period of 7 years	535.50	S	
(b) Renewal fee for a further 7 years	268.00	S	
(c) Replacement plaque	107.00	S	
Memorial Seats - Existing Seats Only			
Rotunda Style			
(a) For a 10 year period	738.50	S	
(b) Renewal fee for a further 10 years	369.00	S	
(c) Additional Plaque	180.00	S	
Bench Style			
(a) For a 10 year period	1,414.00	S	
(b) Renewal fee for a further 10 years	697.00	S	
(c) Additional Plaque	208.00	S	
Memorial Trees - Existing Trees Only			
(a) Replacement plaque	102.00	S	
(b) Renewal fee for further 25 years	640.00	S	
(c) Renewal fee for a further 10 years	375.00	S	
Memorial Tree with Biodegradable Urn			
(a) Biodegradable urn containing cremated remains	275.50	S	
Baby Memorial Wall			
(a) For a period of 10 years	257.00	S	
(b) Renewal fee for a further 10 years	129.00	S	
(c) Replacement plaque	80.50	S	
Sanctum			
(a) Purchase price	1,248.00	S	
(b) Additional lease per annum	34.50	S	
(c) Additional inscription per letter	3.00	S	
(d) Witness placing within	48.00	S	
Scattering of Remains From Other Crematoria	69.50	E	

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2026/2027**

BEREAVEMENT SERVICES continued... STAFFORD AND STONE CEMETERIES	£ - p	VAT	<u>Notes</u>
			<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	1,643.00	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	2,121.00	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	1,643.00	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	1,643.00	NB	
Purchase of the exclusive right of burial in a single woodland burial plot inclusive of the first interment and tree	1,477.00	NB	
Purchase of the exclusive right of burial within the Rainbow Garden	988.00	NB	
Premium Charge for any Purchased In Reserve Grave	707.00	NB	<i>The additional fee payable where a grave is pre purchased and any subsequent interment is not imminent.</i>
Shoring Timber for Grave Excavation	234.00		
Transfer of Exclusive Right of Burial	91.00	NB	
Transfer of Above to Spouse	no charge	-	
Short Notice Fee	59.00	NB	
where notice given for a burial does not comply with the 48 hours notice rule			
Late Arrival Fee - Funeral Director	64.50	NB	<i>This is a fee payable by the Funeral Director for arrival after the designated time.</i>
Use of Chapel for Burial Services (including the use of the organ)	129.00	NB	
Saturday Funerals surcharge for funerals held on a Saturday	681.00	NB	

**Stafford Borough Council
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BEREAVEMENT SERVICES continued...	£ - p	VAT	<u>Notes</u>
STAFFORD AND STONE CEMETERIES continued...			
Sound Recording of Service onto CD (outsourced)	53.50	S	
DVD/Blu-Ray/USB Stick Service Recording	62.00	S	
Live Link (Web casting)	68.50	S	
Use of Screen for Display of Photographs/ Videos Throughout the Service			
(a) Single photograph	14.00	S	<i>Single photo displayed on the TV.</i>
(b) Simple slideshow	45.00	S	<i>A slideshow run on a loop on the TV.</i>
(c) Professional photo tribute	87.00	S	<i>Video/still photo tribute displayed on the TV.</i>
(d) Family supplied video formatting	27.00	S	<i>Own video can be played on the TV but has to be formatted to run on the system.</i>
(e) Tribute Link	10.50	S	
(f) Themed Tribute	98.50	S	
(g) Download of Service without live link	45.00	S	
(h) Obitus late workings fee	22.50	S	
(i) Additional Photos	22.50	S	
INTERMENT FEES			
Graves with Exclusive Burial Rights Granted (private grave spaces)			
At a depth not exceeding 5ft.			
(a) Adult	1,206.00	NB	<i>(b) and (c) The identified costs for children are not paid by family, however, SBC claims for the cost shown in Fees and Charges directly through the Governments Children's Funeral Fund for England. More information can be found at: www.gov.uk/child-funeral-costs</i>
(b) Child 24 weeks to 9 years (Rainbow Garden)	587.00	NB	
(c) Child 9 years to 18 years	1,206.00	NB	
At a depth not exceeding 7ft.			
(a) Adult	1,284.50	NB	
(b) Child 24 weeks to 9 years (Rainbow Garden)	634.50	NB	
(c) Child 9 years to 18 years	1,284.50	NB	
Graves with no Exclusive Burial Rights Granted (common unpurchased grave spaces)			
(a) Adult	1,284.50	NB	
(b) Child 24 weeks to 9 years (Rainbow Garden)	1,019.00	NB	
(c) Child 9 years to 18 years	1,284.50	NB	
Burial in a Walled Grave or Vault	343.00	NB	

**Stafford Borough Council
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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 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</i>
Headstones			<i>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</i>
(a) Not exceeding 2ft 6ins in height	214.00	NB	<i>any memorial that has been erected will be removed unless the Exclusive Right to Erect a Memorial has been purchased from the Council.</i>
(b) Exceeding 2ft 6ins but not more than 4ft in height	247.50	NB	
Kerbstones or Border Sets (Eccleshall Rd and Stone cemetery)	214.00	NB	
enclosing a space not exceeding 6ft 6ins by 3ft.			
Plaque, Vase, Tablet or Monument in the Form of a Reclining Cross	75.00	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	53.50	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	35.00	NB	
(b) Each certified copy of an entry of burial as per the register	16.00	S	
Exhumation			
Disinterment cremated remains	530.00	S	
Disinterment Full Earthen			
(a) 5 Feet depth	1,950.00	S	
(b) 7 Feet depth	1,950.00	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	214.00	S	<i>For further details please contact the Crematorium.</i>
(b) Silver	138.00	S	
(c) Bronze	106.00	S	

**Stafford Borough Council
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MISCELLANEOUS	£ - p	VAT	<u>Notes</u>
 High Hedges Legislation			
Investigation of Complaint	552.60	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>
 FARMERS MARKET			
(a) Rent of one marquee (one stall)	102.00	S	
(b) Rent of half of marquee (half a stall)	51.00	S	
(c) Each additional table	5.90	S	

**Stafford Borough Council
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	£ - p	VAT	<u>Notes</u>
PARKING SERVICES - STAFFORD			
Short Stay Parking			
Broad Street and Doxey Road			<i>Christmas Day - no charge</i>
Monday to Saturday 8am to 6pm			
Up to 1 hour	1.30	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 (Hourly charge applies if parked before 6pm)	1.20	S	
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 (Hourly charge applies if parked before 6pm)	1.20	S	
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			<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	1.30	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 (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 2026/2027**

PARKING SERVICES - STAFFORD continued...	£ - p	VAT	Notes
Variable Stay Parking			<i>Parking for registered disabled is chargeable on Waterfront Multi-Storey and Riverside</i>
Waterfront Multi Storey			
Monday to Saturday 6.30am to 6.00pm			<i>Undercroft car parks</i>
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 (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 (addition to daily fee due)	7.10	S	<i>Vehicles are locked in overnight and released at opening times the</i>
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 (Hourly charge applies if parked before 6pm)		1.20	S
Sunday all day 6.30am to 12.00 midnight		1.20	S

**Stafford Borough Council
Environment Portfolio
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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	1.30	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
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
Out of hours call out (in addition to daily fee due)		170.00	S
Season Tickets - Long Stay Parking			<i>Season Tickets issued for North Walls, Windmill, Gaol Road and Doxey Road car parks are not valid for use on the Waterfront Multi-Storey Car Park.</i>
North Walls and Windmill			
Monthly		62.00	S
3 Monthly		165.00	S
6 Monthly		290.00	S
Annually		490.00	S
Gaol Road, Doxey Road, Fairway and Riverway			<i>Season Tickets for Gaol Road and Doxey Road car parks are not valid for use on North Walls and Windmill car park</i>
Monthly		51.50	S
3 Monthly		144.00	S
6 Monthly		246.00	S
Annually		415.00	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		550.00	S
Monthly Top Up		58.00	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
Environment Portfolio
Fees and Charges 2026/2027**

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			
Christchurch Way			
Monday to Saturday 8am to 6.00pm			
Monthly	52.00	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>
3 Monthly	144.00	S	
6 Monthly	246.00	S	
Annually	410.00	S	

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2026/2027**

PARKING SERVICES continued...	£ - p	VAT	Notes
PENALTY FOR CONTRAVENTIONS			
Lower Level Charges			These charges are made under The Traffic Management Act 2004 and are dependent on the seriousness of the contravention.
Penalty Charge Notice (PCN)	50.00	E	
Charge - if paid within 14 days	25.00	E	
Charge - if paid within 28 days After notice to owner	50.00	E	The charges are set as part of a national pricing regime.
Charge - if paid after 28 days After issue of charge certificate plus £5 administration charge	75.00	E	
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 After notice to owner	70.00	E	
Charge - if paid after 28 days After issue of charge certificate plus £5 administration charge	105.00	E	
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 2026/2027**

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**Stafford Borough Council
Leisure Portfolio - Client
Fees and Charges 2026/2027**

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			<i>The hire of a sports facility by an individual or club for sports use, including a recurring series of lets, are Non Business. The letting of sports facilities to a business will also be non-business provided the business uses the facility for the benefit of individuals taking part in sport</i>
Hourly rates inclusive of floodlighting			
Peak Times			
Full pitch	79.50	NB	
School use	27.30	NB	
Part pitch (one third)	51.10	NB	
School use	21.65	NB	
Off Peak Times			
Full pitch	53.55	NB	
School use	27.30	NB	
Part pitch (one third)	39.85	NB	
School use	21.65	NB	
VICTORIA PARK, STAFFORD			
Education Room/Bowls Pavilion			<i>Non Business VAT Treatment applies for sports tuition and sports related education. This includes where a 3rd party sports coach is running the course. If the Education Room is used for non-sport education purposes such as 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</i>
Commercial Hire			
Weekday (Mon to Friday)			
One Hour	23.85	NB/E/S	
Half Day (4 Hours)	47.80	NB/E/S	
Full Day (8 Hours)	89.40	NB/E/S	
Weekend/Bank Holiday (Sat/Sun)			
One Hour	35.85	NB/E/S	
Half Day (4 Hours)	71.75	NB/E/S	
Full Day (8 Hours)	107.60	NB/E/S	
Charity/Not for Profit			
Weekday (Mon to Friday)			
One Hour	11.45	NB or E	
Half Day (4 Hours)	22.95	NB or E	
Full Day (8 Hours)	45.90	NB or E	
Weekend/Bank Holiday (Sat/Sun)			
One Hour	17.85	NB or E	
Half Day (4 Hours)	35.75	NB or E	
Full Day (8 Hours)	53.65	NB or E	

**Stafford Borough Council
Leisure Portfolio - Client
Fees and Charges 2026/2027**

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 if the space is set up for the specific sports activity prior to the start of the hire period</i>			
Weekday (Mon to Friday) Per Day	238.40	NB/E/S	
Weekend/Bank Holiday (Sat/Sun) Per Day	476.85	NB/E/S	
Charity/Not for Profit Weekday (Mon to Friday) Per Day	114.60	NB/E/S	
Weekend/Bank Holiday (Sat/Sun) Per Day	238.45	NB/E/S	
Set up and close down days before and after event if required	*	NB/E/S	<i>* 50% of daily hire charge VAT - Exempt or Standard rated Providing that the hirer does not have a choice over who completes any repairs/cleaning, then these fees will be part of the initial hire and follow the same treatment as the letting.</i>
Repairs/Cleansing			
Repairing any damages to buildings/grounds resulting from event	at cost	NB/E/S	
Cleansing litter/debris resulting from event	at cost	NB/E/S	
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			
Adults	6.00	NB	
Concessionary rate	3.00	NB	
Season tickets			
Adults	98.80	S	<i>Pay and play use of the bowling greens is limited to supervised parks only.</i>
Concessionary rate	48.85	S	
Teams			
Per session			<i>All sessions will be for a maximum of 4 hours duration or part thereof.</i>
Adults	91.05	NB	
Concessionary rate	45.50	NB	<i>Concessionary Rate</i>
Per season (each week)			<i>Juniors (16 or under), students in full time education within the Borough</i>
Adults	533.95	NB	<i>people on means tested benefits (together with their spouses or partners)</i>
Concessionary rate	261.35	NB	<i>and pensioners (over the age of 60) are eligible for a concessionary discount of 50%.</i>
Per season (alternate weeks)			
Adults	261.35	NB	
Concessionary rate	130.65	NB	

**Stafford Borough Council
Leisure Portfolio - Client
Fees and Charges 2026/2027**

OUTDOOR SPORT AND RECREATION	£ - p	VAT	<u>Notes</u>
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	17.85	NB	<i>people on means tested benefits</i>
Per season			<i>(together with their spouses or partners) and pensioners (over the age of 60) are eligible for a concessionary discount of 50%.</i>
Alternate weeks	81.80	NB	
Weekly	170.30	NB	
 Grass Pitches			<i>Annual/seasonal charges applied will be those in force at the commencement of the hire period.</i>
Football Pitch			
Per match			
Adults	88.55	NB	
Concessionary rate	48.80	NB	
Per season - Per team			
Adults	602.00	NB	
Concessionary rate	300.95	NB	
Dressing Room Supplement			
Per match	48.80	NB	
Per season - Per team	340.60	NB	
 Tennis			
Per court (per hour)			
Adults	7.35	NB	
Concessionary rate	3.70	NB	
Club bookings		NB	
 Multi-Games Area			
Per hour	7.15	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
Planning and Regeneration Portfolio
Fees and Charges 2026/2027**

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**Stafford Borough Council
Planning and Regeneration Portfolio
Fees and Charges 2026/2027**

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	<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	1.40	S
per sheet thereafter	0.11	S
A3	2.08	S
A2	2.91	S
A1	3.12	S
A0	3.54	S

Colour Copies

A4 per sheet up to 10 copies	1.87	S
per sheet thereafter	0.26	S
A3	2.13	S
A2	3.33	S
A1	3.85	S
A0	4.47	S

Advice on existing BC & DC developments

per half hour	33.00	NB
minimum charge	33.00	NB

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

per half hour	33.00	NB
minimum charge	65.50	NB

Pre 1974 Planning Information

*	NB	<i>As per planning printing charges on page 41</i>
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**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 41</i>

**Stafford Borough Council
Planning and Regeneration Portfolio
Fees and Charges 2026/2027**

PLANNING continued...	£ - p	VAT	Notes
Section 106 Agreement Available via Public Access & Comino interactive SBC to supply	no charge *	S	<i>As per planning printing charges on page 41</i>
Tree Preservation Orders	*	S	<i>As per planning printing charges on page 41</i>
Other Notices	*	S	<i>As per planning printing charges on page 41</i>
Housing Monitor	23.65	NB	
Stafford Borough Local Plan	67.00	Z	
	+p&p		
The Plan for Stafford Borough	65.10	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	52.00		<i>Fixed fee per S111 agreement signed for Cannock Chase Special Area of Conservation mitigation payment</i>
Planning Pre-Application Advice			
Planning Application Fees	available at www.staffordbc.gov.uk	NB	<i>As laid down in the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) England Regulations 2012</i>
BUILDING CONTROL			
Building Regulation Charges Full Plans Submission or Building Notice	available at www.staffordbc.gov.uk	S	<i>These are nationally set fees. The charges are as laid down in Stafford Borough Council's Building Control Scheme of Changes and may be subject to further review during the year</i>

**Stafford Borough Council
Planning and Regeneration Portfolio
Fees and Charges 2026/2027**

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	546.00	NB	<i>obligation as set out in section 17</i>
6-25 New Developments - per phase	278.00	NB	<i>to 19 of the Public Health Act 1925</i>
plus - per plot	24.00	NB	<i>and the Staffordshire Act 1983</i>
25+ New Developments - per phase	546.00	NB	<i>Part II section 7.</i>
plus - per plot	16.60	NB	
(b) Changes to development layout after notification - per plot affected	44.00	NB	
(c) Additional Charge for naming of a street	280.00	NB	
(d) Street Name plates if Council erects the sign	709.00	NB	
(e) Separate single residential dwelling on existing street	267.00	NB	
Existing Properties and/or Streets			
(a) Adding or changing of house or building name	93.00	NB	
(b) Rename of Street where requested by residents	545.00	NB	
plus - per property	32.00	NB	
(c) House or building renumbering (inc sub division into flats)	369.00	NB	
(d) Research into Archive - set as a minimum of (where not part of statutory function)	267.00	NB	
(e) Confirmation of postal addresses for solicitors or conveyancers and all consultees - per enquiry	45.00	NB	
(f) Photo copies of any legal documentation relating to street naming and numbering orders	*	NB	<i>As per planning printing charges on page 41</i>

**Stafford Borough Council
Planning and Regeneration Portfolio
Fees and Charges 2026/2027**

LOCAL LAND CHARGES	£ - p	VAT	Notes
(a) One Parcel of Land - Residential (including official LLC1)	124.28		S/NB
(b) Each additional parcel - Residential	20.00		NB
(c) LLC1 - Residential	20.00		NB
(d) Standard Enquiries Con29R - Residential	104.28		S
(e) One Parcel of Land - Commercial	174.00		S/NB CON29 would be S, LLC1 would be NB
(f) Each Additional Parcel - Commercial	39.29		S/NB CON29 would be S, LLC1 would be NB
(g) LLC1 - Commercial	28.00		NB
(h) Standard Enquiries Con29R - Commercial	146.00		S
(e) Separately Priced Enquiries			
Highways	40.95		NB
Planning	47.15		NB
Building Regulations	47.15		NB
Environmental	47.15		NB
(f) Con29 Optional			
each printed enquiry	29.50		S
each additional enquiry	29.50		S
(g) Personal Search	no charge		NB

**Stafford Borough Council
Planning and Regeneration Portfolio
Fees and Charges 2026/2027**

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	250.00	E	
Commercial Activities (maximum charge)	490.00	E	
Friday Charges - Per Day			
Charities	20.50	E	
Not-for-profit Activities	135.00	E	
Commercial Activities	275.00	E	
Sunday to Thursday Charges - Per Day			
Charities	20.50	E	
Not-for-profit Activities	125.00	E	
Commercial Activities	250.00	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	51.00	E	
 Hire of Area in Front of Santander Bank	 129.00	 E	

**Stafford Borough Council
Resources Portfolio
Fees and Charges 2026/2027**

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**Stafford Borough Council
Resources Portfolio
Fees and Charges 2026/2027**

LEGAL FEES	£ - p	VAT	<u>Notes</u>
Section 106 Agreements			
Minimum set fee			
Per new agreement	1,263.60	NB	
Deed of Variation	642.70	NB	
Householder Application	505.60	NB	
Checking of Unilateral Undertaking	505.60	NB	
Additional costs - per hour	233.50	NB	
Road Closures			
Legal Fees - Per order	144.60	NB	
Disposals			
			<i>* VAT rate E or S</i>
Freehold	524.20	E or S	<i>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. Land and property-related transactions are generally VAT-exempt.</i>
Long Leases	667.35	E or S	
New Leases			
Land	774.50	E or S	<i>Standard Rate if the property has been opted to tax</i>
Other Premises	774.50	E or S	
Renewal of Leases	476.70	E or S	
Deed of Surrender of Lease	535.60	E or S	
Miscellaneous			
Licences to Occupy	535.60	E or S	
Right of Way Easements and Deeds of Grant	417.75	E or S	
Other Licences	535.60	E or S	
Public Footpath Diversion Orders	1,907.80	E or S	
GENERAL CHARGES			
Copy Charges			
Per single copy	*	S	<i>Copying facilities are restricted to documents purely in connection with Council business</i>
			<i>* Set by print room, costed according to paper costs</i>

**Stafford Borough Council
Resources Portfolio
Fees and Charges 2026/2027**

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 2026/2027**

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	40.50	S	
Walton Room	35.40	S	
Chetwynd Room	22.40	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	1,268.30	E	
Weekly licence fee			<i>Rents on Mobile Home Sites can only be increased in accordance with any increase in CPI. Increases 1st January each year</i>
Single plot	34.43	E	
Double plot	45.44	E	
Refundable deposit	407.05	E	
Estate Management			
Disposals			<i>* VAT rate E or S</i>
Freehold	439.45	E or S	<i>Fees will follow the VAT</i>
Long Leases	513.50	E or S	<i>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 fees is confirmed. Land and property-related transactions are generally VAT-exempt. Standard Rate if the property has been opted to tax</i>
New Leases			
Land	599.25	E or S	
Other Premises	599.25	E or S	
Renewal of Leases	359.55	E or S	
Miscellaneous			
Licence to Occupy	399.50	E or S	

VALUE ADDED TAX

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

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

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

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

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

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

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

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

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

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