

# Discretionary Fees and Charges

## 2022/23

### East Suffolk Council



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## FEES AND CHARGES NOTE

### **Note**

Generally any increase in fees and charges will take effect from 1 April 2022 and apply through to 31 March 2023. Details of variations from this date, for example, where committee are due to approve fees at a later date, are included in the schedule.

The prices quoted in this book are inclusive of Value Added Tax (VAT) when applicable, therefore individuals and companies do not need to add VAT to the price. Please refer to the VAT code key below for further details.

### **VAT Code Key**

The current standard rate of VAT is 20%.

This schedule for fees and charges show the rate of VAT applicable which is denoted by one of the following abbreviations;

- S Standard Rated
- EX Exempt
- OS Outside Scope
- ZE Zero Rated
- R Temporary Reduced VAT on qualifying supplies made from 1 October 2021 to 31 March 2022 (12.5%).

### **Photocopying**

Photocopying charges for East Suffolk Council will include an initial charge of £10.00 with an additional charge of 50p per A4 sheet.

# ENVIRONMENTAL & PORT HEALTH

## 1.1 Charges for licences

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)
<b>Animal welfare</b>				
Pet shops **	£303.00	OS	£294.00	£9.00
Dog breeding establishments **	£303.00	OS	£294.00	£9.00
Dangerous wild animals **	£452.00	OS	£438.00	£14.00
Animal boarding establishments **	£303.00	OS	£294.00	£9.00
Riding establishments **	£303.00	OS	£294.00	£9.00
Additional fee for each additional activity *	£67.00	OS	£65.00	£2.00
Re-rating request *	£155.00	OS	£150.00	£5.00
Appeal inspection fee *	£155.00	OS	£150.00	£5.00
<b>Variation Application Fee-</b>				
1 star	£139.00	OS	£134.00	£5.00
2 star	£70.00	OS	£67.00	£3.00
3 star	£47.00	OS	£45.00	£2.00
4 star	£35.00	OS	£34.00	£1.00
5 star	£28.00	OS	£27.00	£1.00
Paperwork only variation (all ratings)*	£28.00	OS	£27.00	£1.00
<i>All the above fees marked with an asterisk (*) plus vet fees at cost, if requir</i>				
<i>All the above fees marked with a double asterisk (**) an application fee of £160.00 must be paid when the application is submitted. The balance is payable when the licence is ready to be issued.</i>				
<b>Advice regarding various licences</b>				
Hourly rate	£72.00	S	£69.00	£3.00

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)
<b>Zoo licensing</b>				
Notice of intention to apply for a zoo licence	£133.00	OS	£129.00	£4.00
Application for the grant of a new zoo licence for four years	£465.00	OS	£451.00	£14.00
Special inspection of licenced zoo	£165.00	OS	£160.00	£5.00
Periodic inspections (renewal & every three years)	£680.00	OS	£660.00	£20.00
<i>Vet inspection fees are in addition to all animal welfare licences</i>				

## ENVIRONMENTAL & PORT HEALTH

### 1.2 Charges for registration

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)
<b>Skin piercing</b>				
Acupuncture, Tattooing, Ear Piercing, Electrolysis (Premises)	£273.00	OS	£265.00	£8.00
Acupuncture, Tattooing, Ear Piercing, Electrolysis (Persons)	£160.00	OS	£155.00	£5.00

### 1.3 Food premises register

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)
Copy of food premises register	£150.00	OS	£145.00	£5.00
Copy of food premises register - single entry	£19.60	OS	£19.00	£0.60

### 1.4 Certificates & health charges

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)
Issuing of export health certificate - Local Authority	£124.00	OS	£120.00	£4.00
Issuing of export health certificate - APHA	£237.00	OS	£230.00	£7.00
Issuing of export certificate of conformity	£94.00	OS	£91.00	£3.00

## ENVIRONMENTAL & PORT HEALTH

### 1.5 Health education courses

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)
Level 2 Award in Food Safety and Catering	£78.00	EX	£75.00	£3.00
Level 2 Award in Food Safety and Catering (refresher)	£46.00	EX	£44.00	£2.00
Level 2 Award in Health and Safety at Work	£78.00	EX	£75.00	£3.00
Examination re-sit fee for a Level 2 course	£46.00	EX	£44.00	£2.00

### 1.6 Voluntary surrender certificates

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)
Issue of voluntary surrender certificates	£186.00	OS	£180.00	£6.00
Disposal of food	<i>Actual Cost (net of VAT)</i>			

### 1.7 Food hygiene ratings

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)
Revisit	£162.00	OS	£155.00	£7.00

## ENVIRONMENTAL & PORT HEALTH

### 1.8 Safer Food, Better Business (SFBB)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)
SFBB for caterers	£21.00	ZE	£20.00	£1.00
SFBB for caterers with residential care homes supplement	£21.00	ZE	£20.00	£1.00
SFBB for retailers	£21.00	ZE	£20.00	£1.00
SFBB Indian, Pakistani, Bangladeshi and Sri Lankan cuisines	£21.00	ZE	£20.00	£1.00
SFBB Chinese cuisine - English language version	£21.00	ZE	£20.00	£1.00
SFBB Chinese cuisine - Cantonese language version	£21.00	ZE	£20.00	£1.00
SFBB childminders	£13.00	S	£12.50	£0.50
12 month diary pack	£5.40	S	£5.20	£0.20

### 1.9 Dog control

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)
Costs of reclaiming a stray dog	£127.00	OS	£123.00	£4.00
Surcharge for dogs with no/unregistered/out-of-date/otherwise invalid microchip	£42.00	OS	£40.00	£2.00
Plus administration costs	£38.00	OS	£37.00	£1.00
Plus daily kennelling fees	£16.00	OS	£15.00	£1.00
<b>Plus vet fees</b>	<b>Actual Cost (net of VAT)</b>		Actual Cost	

### 1.10 Provision of supplementary environmental information

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)
<b>Simple requests (taking up to 2 hours to process):</b>				
This is at the Council's discretion, having regard to relevant factors (in accordance with ICO guidance) this fee may be waived for very simple enquiries	£110.00	OS	£106.00	£4.00
<b>Complex requests (i.e. taking more than 2 hours to process):</b>				
Flat Rate	£110.00	OS	£106.00	£4.00
Plus charge per hour	£72.00	OS	£69.00	£3.00

## LEGAL & DEMOCRATIC SERVICES

### 2.1 Charges for licences

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Sex Establishments</b>					
Sex Establishments - Initial Grant	£2,180.00	OS	£2,118.00	£62.00	2.9%
Sex Establishments - Annual Fee	£1,852.00	OS	£1,800.00	£52.00	2.9%
<b>Street Trading</b>					
Consents and Licences	£405.00	OS	£394.00	£11.00	2.8%
Daily Fee	£27.00	OS	£26.00	£1.00	3.8%
Pavement Licences (for local businesses)	£0.00	OS	£0.00	£0.00	-
Single Event Street Trading Licence for events supported by Town/Parish Councils' are free of charge. This is at the Councils' discretion.					

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Boat and Boatman Licences</b>					
Pleasure Boat Licence (up to 12 passengers)	£133.00	OS	£129.00	£4.00	3.1%
Rowing Boat (4 passengers)	£66.00	OS	£64.00	£2.00	3.1%

### 2.2 Hackney carriages / Private hire vehicles

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
Horse drawn vehicle or private hire vehicle	£48.00	OS	£47.00	£1.00	2.1%
Disclosure & Barring Checks / Set by Disclosure & Barring Service	£40.00	OS	£40.00	£0.00	0.0%
Vehicle ID plate initial charge (with bracket)	£28.00	OS	£28.00	£0.00	0.0%
Vehicle ID plate renewal charges	£16.00	OS	£16.00	£0.00	0.0%
Temporary vehicle	£48.00	OS	£47.00	£1.00	2.1%
Vehicle transfer to new owner	£48.00	OS	£47.00	£1.00	2.1%

## LEGAL & DEMOCRATIC SERVICES

### 2.2 Hackney carriages / Private hire vehicles (continued)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
Motorised Hackney Carriage	£325.00	OS	£316.00	£9.00	2.8%
Discount for vehicles with mobility seat provision for people with disability	£164.00	OS	£159.00	£5.00	3.1%
Private hire vehicles	£282.00	OS	£274.00	£8.00	2.9%
Discount for vehicles with mobility seat provision for people with disability	£141.00	OS	£137.00	£4.00	2.9%
Rickshaws	<b>New*</b> £48.00	OS	N/A	N/A	N/A
<b>Driver's Licences</b>					
Initial application test	£48.00	OS	£47.00	£1.00	2.1%
First application	£165.00	OS	£160.00	£5.00	3.1%
Three year licence	£215.00	OS	£209.00	£6.00	2.9%
<b>Private Hire Operations Licences</b>					
Knowledge Test	£55.00	OS	£53.00	£2.00	3.8%
Five year licence owner/driver	£254.00	OS	£247.00	£7.00	2.8%
Five year licence 2 - 5 cars	£429.00	OS	£417.00	£12.00	2.9%
Five year licence over 5 cars	£846.00	OS	£822.00	£24.00	2.9%

Additional Hackney / Private Hire Vehicle fees are set by East Suffolk Council's partners. The below charges are set by Norse Group Limited.

#### The Charges

Single Axle Trailer - Inspection  
Failure to Keep Vehicle Inspection Appointment  
Taxi / Private Hire Vehicle Plate Replacement

Please contact (01502) 527100 or (01394) 444000 for more information.

## LEGAL & DEMOCRATIC SERVICES

### 2.3 Premises licences (Gambling Act 2005)

	2022/23 Fees				VAT Status
	Premises Licence Fee (New App.)	Premises Licence Fee (Annual Fee)	Misc. Fees (App. to Vary)	Misc. Fees (App. to Transfer)	
Bingo Club	£1,635.00	£774.00	£1,090.00	£1,036.00	OS
Betting Premise (excluding tracks)	£1,635.00	£600.00	£1,090.00	£1,036.00	OS
Tracks	£1,635.00	£654.00	£1,090.00	£950.00	OS
Family Entertainment Centre	£1,635.00	£654.00	£1,000.00	£950.00	OS
Adult Gaming Centre	£1,635.00	£654.00	£1,000.00	£1,036.00	OS

	2021/22 Fees				VAT Status
	Premises Licence Fee (New App.)	Premises Licence Fee (Annual Fee)	Misc. Fees (App. to Vary)	Misc. Fees (App. to Transfer)	
Bingo Club	£1,589.00	£752.00	£1,059.00	£1,007.00	OS
Betting Premise (excluding tracks)	£1,589.00	£600.00	£1,059.00	£1,007.00	OS
Tracks	£1,589.00	£636.00	£1,059.00	£950.00	OS
Family Entertainment Centre	£1,589.00	£636.00	£1,000.00	£950.00	OS
Adult Gaming Centre	£1,589.00	£636.00	£1,000.00	£1,007.00	OS

	2021/22 Increase or (Decrease)				VAT Status
	Premises Licence Fee (New App.)	Premises Licence Fee (Annual Fee)	Misc. Fees (App. to Vary)	Misc. Fees (App. to Transfer)	
Bingo Club	2.9%	2.9%	2.9%	2.9%	OS
Betting Premise (excluding tracks)	2.9%	0.0%	2.9%	2.9%	OS
Tracks	2.9%	2.8%	2.9%	0.0%	OS
Family Entertainment Centre	2.9%	2.8%	0.0%	0.0%	OS
Adult Gaming Centre	2.9%	2.8%	0.0%	2.9%	OS

# OPERATIONS

## 3.1 Parking services

Off-street parking places	Tariff			Season Tickets
	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
<b>ALDEBURGH</b>				
Fort Green	£1.50	£3.00	£4.00	£65.00
King Street*	£1.50	£3.00	-	-
Oakley Square*	£1.50	£3.00	-	-
Slaughden	£1.50	£3.00	£4.00	£65.00
Slaughden Sea Wall	No Charge			-
Thorpeness Beach*	£1.00	£2.00	£4.00	£65.00
Thorpe Road	£1.50	£3.00	£4.00	£65.00
<b>BECCLIS</b>				
Blyburgate*	£1.00	£2.00	£4.00	£65.00
Hungate*	£1.00	£2.00	-	-
Killbrack	No Charge			-
Newgate*	£1.00	£2.00	-	-
<b>BUNGAY</b>				
Boyscott Lane	No Charge			-
Nethergate	£1.00	£2.00	£4.00	£65.00
Priory Lane*	£1.00	£2.00	£4.00	£65.00
Scales Street	£1.00	£2.00	£4.00	£65.00
Wharton Street*	£1.00	£2.00	£4.00	£65.00

# OPERATIONS

## 3.1 Parking services (continued)

Off-street parking places	Tariff			Season Tickets
	S	S	S	S
VAT Status	2 hours	4 hours	4+ hours	1 month
<b>FELIXSTOWE</b>				
Arwela Road	£1.50	£3.00	£4.00	£65.00
Beach Station	£1.50	£3.00	£4.00	£65.00
Brackenbury Fort*	£1.50	£3.00	£4.00	£65.00
Clifflands*	£1.50	£3.00	£4.00	£65.00
Convalescent Hill*	£1.50	£3.00	£4.00	£65.00
Crescent Road*	£1.50	£3.00	-	-
Felixstowe Pier*	£1.50	£3.00	-	-
Garrison Lane	£1.50	£3.00	£4.00	£65.00
Golf Road	£1.50	£3.00	£4.00	£65.00
Highfield Road*	£1.50	£3.00	-	-
Landguard *	£1.50	£3.00	£4.00	£65.00
Manor Terrace*	£1.50	£3.00	£4.00	£65.00
Martello Park North	£1.50	£3.00	£4.00	£65.00
Martello Park South	£1.50	£3.00	£4.00	£65.00
Nacton Shore	No charge			-
Ranelagh Road	£1.50	£3.00	£4.00	£65.00

# OPERATIONS

## 3.1 Parking services (continued)

Off-street parking places	Tariff			Season Tickets
	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
<b>FELIXSTOWE</b>				
Searson's Farm	No Charge			-
Spa Pavilion	£1.50	£3.00	-	-
The Grove	No Charge			-
The Promenade	£1.50	£3.00	£4.00	£65.00
Undercliff	£1.50	£3.00	-	-
<b>FRAMLINGHAM</b>				
Fore Street*	£1.00	£2.00	£4.00	£65.00
Market Hill*	£1.00	-	-	-
The Elms*	£1.00	£2.00	£4.00	£65.00
<b>HALESWORTH</b>				
Angel Lane North*	£1.00	£2.00	£4.00	£65.00
Angel Lane South*	£1.00	£2.00	£4.00	£65.00
Bridge Street*	£1.00	£2.00	£4.00	£65.00
Station Road*	£1.00	£2.00	£4.00	£65.00
Thoroughfare*	£1.00	£2.00	-	-

# OPERATIONS

## 3.1 Parking services (continued)

Off-street parking places	Tariff			Season Tickets
	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
<b>KIRKLEY</b>				
All Saints	No Charge			-
Clifton Road*	£1.00	£2.00	£4.00	£65.00
Pakefield Cliff	No charge			-
Pakefield Road*	£1.00	£2.00	£4.00	£65.00
Pakefield Street*	£1.00	£2.00	£4.00	£65.00
<b>LEISTON</b>				
High Street*	£1.00	£2.00	£4.00	£65.00
Main Street	No Charge			-
Sizewell Beach*	£1.00	£2.00	£4.00	£65.00
Sizewell Road*	£1.00	£2.00	£4.00	£65.00
Valley Road	No charge			-
<b>LOWESTOFT</b>				
Adrian Road	£1.50	£3.00	£4.00	£65.00
Alexandra Road	£1.50	£3.00	£4.00	£65.00
Battery Green*	£1.50	£3.00	-	-
Belvedere Road	£1.50	£3.00	£4.00	£65.00

# OPERATIONS

## 3.1 Parking services (continued)

Off-street parking places	Tariff			Season Tickets
	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
<b>LOWESTOFT</b>				
Britten Centre*	£1.50	£3.00	£4.00	-
Christ Church	No Charge			-
Clapham Road*	£1.50	£3.00	-	-
Claremont Pier	£1.50	£3.00	£4.00	-
Kirkley Cliff*	£1.50	£3.00	£4.00	£65.00
Regent Road	£1.50	£3.00	£4.00	£65.00
Royal Green*	£1.50	£3.00	£4.00	£65.00
St Peters Street*	£1.50	£3.00	-	-
Tennyson Road*	£1.50	£3.00	£4.00	£65.00
Waveney Sports Centre	No charge			-
Whapload Road	£1.50	£3.00	£4.00	£65.00
<b>MELTON</b>				
Melton Riverside	No Charge			-
Melton Street	No Charge			-
<b>OULTON BROAD</b>				
Nicholas Everitts Park*	£1.00	£2.00	£4.00	£65.00
The Boulevard*	£1.00	£2.00	£4.00	£65.00

# OPERATIONS

## 3.1 Parking services (continued)

Off-street parking places	Tariff			Season Tickets
VAT Status	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
<b>SAXMUNDHAM</b>				
Market Place*	£1.00	£2.00	£4.00	£65.00
<b>SOUTHWOLD</b>				
Ferry Road (North)	No Charge			-
Ferry Road*	£1.50	£3.00	£4.00	£65.00
Harbour Quay East*	£1.50	£3.00	£4.00	£65.00
Harbour West	No Charge			-
Southwold Pier*	£1.50	£3.00	£4.00	£65.00
<b>WICKHAM MARKET</b>				
Chapel Lane*	£1.00	-	-	-
The Hill*	£1.00	£2.00	-	-
The Percy Mason*	£1.00	£2.00	£4.00	£65.00
<b>WOODBIDGE</b>				
Bawdsey Quay Picnic Site	No Charge			-
Deben	£1.00	£2.00	£4.00	£65.00
Hamblin Road*	£1.00	£2.00	-	-

# OPERATIONS

## 3.1 Parking services (continued)

Off-street parking places	Tariff			Season Tickets
VAT Status	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
<b>WOODBIDGE</b>				
Iken Picnic Site	No Charge			-
Lime Kiln Quay	£1.00	£2.00	£4.00	£65.00
Oak Lane*	£1.00	£2.00	-	-
Sutton Heath	No Charge			-
The Station*	£1.00	£2.00	£4.00	£65.00
Theatre Street	£1.00	£2.00	£4.00	£65.00
Upper Hollesley Common	No Charge			-
<b>WRENTHAM</b>				
Wrentham	No Charge			-

All above locations marked with an asterisk (\*) have a 30-minute ticket option (FOC).  
 All above locations with a £65 monthly ticket option also have an annual ticket option priced at £650.

### Penalty Charge Notices (PCNs)

UK Statutory Instrument 2007 No. 3487 - The Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007, Schedule to Article 2, Table 1, Band 2.  
 Higher level penalty charge = £70 and lower level penalty charge = £50, discounted by 50% if paid within 14 days.

<http://www.legislation.gov.uk/ukSI/2007/3487/schedule/made>

# OPERATIONS

## 3.1 Parking services (continued)

		2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Permits, exemptions and dispensations</b>						
Health and social care permits	<i>Annual charge</i>	£8.00	OS	£8.00	£0.00	0.00%
Resident exemptions	<i>Annual charge</i>	£50.00	OS	£50.00	£0.00	0.00%
Trade dispensations	<i>Per (7-day) week</i>	£10.00	OS	£10.00	£0.00	0.00%
Off-street parking place suspensions	<i>Per (7-day) week</i>	£42.00	S	£42.00	£0.00	0.00%
On-street parking place suspensions	<i>£55 for one day plus £25 per day thereafter, up to a maximum of ten days for £280</i>		OS			

## 3.2 Parking services (administration charges)

		2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Administration Charges</b>						
Monthly and annual ticket changes		£30.00	S	£25.00	£5.00	20.00%
Resident Permit		£30.00	OS	£25.00	£5.00	20.00%

## 3.3 Collection of household waste

		2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Bulky Household Waste</b>						
For the collection of up to three single items of bulky household waste		£47.00	OS	£47.00	£0.00	0.00%
Each additional item (above three items) of bulky household waste		£16.00	OS	£16.00	£0.00	0.00%
Other/special collections (by quotation)		POA	OS	POA		
<b>Garden Waste Collection (fortnightly)</b>						
Garden Waste Service (per subscription, per annum)		£47.00	OS	£45.00	£2.00	4.44%
Green bin delivery (required for new GW subscription)		£11.00	OS	£11.00	£0.00	0.00%
Supply of new waste bin (single residual or recycling) - if permitted (refurb'ed - cost £25.00 only if available)		£35.00	OS	£34.50	£0.50	1.45%
Supply of additional household waste bin (single residual or recycling) - if permitted		£35.00	OS	£34.50	£0.50	1.45%
Developer bin delivery charge, if more than 6 bins - residual and recycling		£16.50	OS	£15.50	£1.00	6.45%

# OPERATIONS

## 3.4 Caravan & camping sites

	2022/23		VAT Status	2021/22 Fees @ Standard Rate	£ Increase or (Decrease)	% Increase or (Decrease)
	Fees @ Reduced VAT - 12.5% (Invoices and online bookings from 1 October 2021 - 31 March 2022)	Fees @ Standard Rate (Invoices and online bookings from 1 April 2022)				
<b>Southwold Harbour Site</b>						
Static Caravan - Site Fee (March - No	£2,334.38	£2,490.00	R/S	£2,410.00	£80.00	3.32%
Static Caravan - Site Fee (December -	n/a	£220.00	S	£210.00	£10.00	4.76%
New Caravan - Plot Fee	£1,809.38	£1,930.00	R/S	£1,875.00	£55.00	2.93%
Additional charge for electricity site	£515.63	£550.00	R/S	£550.00	£0.00	0.00%

	2022/23		VAT Status	2021/22 Fees @ Standard Rate	£ Increase or (Decrease)	% Increase or (Decrease)
	Fees @ Reduced VAT - 12.5% (Invoices and online bookings from 1 October 2021 - 31 March 2022)	Fees @ Standard Rate (Invoices and online bookings from 1 April 2022)				
<b>Additional Charges - Static Caravan</b>						
Harbour side Supplement Front Line	£196.88	£210.00	R/S	£203.00	£7.00	3.45%
Blackshore Supplement Front Line	£172.50	£184.00	R/S	£177.00	£7.00	3.95%
External Van Cleaning	n/a	£84.00	S	£80.00	£4.00	5.00%
External Window & Door Clean	n/a	£15.50	S	£15.00	£0.50	3.33%
Under Van Edge Trim & Weed killer Spray	n/a	£30.00	S	£25.00	£5.00	20.00%

# OPERATIONS

## 3.4 Caravan & camping sites (continued)

	2022/23		VAT Status	2021/22 Fees @ Standard Rate	£ Increase or (Decrease)	% Increase or (Decrease)
	Fees @ Reduced VAT - 12.5% (Invoices and online bookings from 1 October 2021 - 31 March 2022)	Fees @ Standard Rate (Invoices and online bookings from 1 April 2022)				
<b><i>All below fees are charged on a per night basis</i></b>						
Tourers/Motorised Vans/Tents (Low Season) Inc 2 Adults	£26.72	£28.50	R/S	£27.25	£1.25	4.59%
Tourers/Motorised Vans/Tents (Peak Season) Inc 2 Adults	£31.88	£34.00	R/S	£32.50	£1.50	4.62%
Electricity per night	£4.69	£5.00	R/S	£5.00	£0.00	0.00%
Additional Adult	£4.27	£4.55	R/S	£4.40	£0.15	3.41%
Additional Child	£1.64	£1.75	R/S	£1.70	£0.05	2.94%
Awnings/Gazebos/Canopies	£7.97	£8.50	R/S	£8.10	£0.40	4.94%
Organised Groups (To be negotiated in advance)	By negotiation	By negotiation	R/S	By negotiation	-	-
Single backpacker (no vehicle)*	£14.06	£15.00	R/S	£14.00	£1.00	7.14%
Key Sale for Toilet Block	£35.63	£38.00	R/S	£28.75	£9.25	32.17%
Battery Charging	£6.80	£7.25	R/S	£7.00	£0.25	3.57%
Ice Packs	£1.27	£1.35	R/S	£1.30	£0.05	3.85%
Mobile Phone Charging	£1.36	£1.45	R/S	£1.40	£0.05	3.57%

\* With discretion of caravan site manager at time of arrival

# OPERATIONS

## 3.5 Harbour & annual licences (beach & boat related)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Regular users (per annum)</b>					
Mooring fees	£730.00	S	£700.00	£30.00	4.29%
Tenders/Canoe/Kayak	£38.50	S	£37.00	£1.50	4.05%
Tenders/Canoe/Kayak Day Rate	£4.80	S	£4.60	£0.20	4.35%
<b>Harbour dues (per annum)</b>					
Up to 6100mm	£77.00	S	£74.50	£2.50	3.36%
6100mm up to 9150mm	£147.00	S	£142.00	£5.00	3.52%
9150mm up to 12200mm	£190.00	S	£181.00	£9.00	4.97%
12200mm up to 15250mm	£248.00	S	£238.00	£10.00	4.20%
Each additional 305mm over 15250mm	£6.75	S	£6.50	£0.25	3.85%
<b>Other charges (per annum)</b>					
Large Hut Sites	£430.00	EX	£410.00	£20.00	4.88%
Small Hut Sites	£294.00	EX	£280.00	£14.00	5.00%
<b>Stage sites</b>					
1E - 10E	£1,190.00	S	£1,155.00	£35.00	3.03%
All other sites on Southwold Bank	£618.00	S	£600.00	£18.00	3.00%
All other sites on Walberswick Bank	£618.00	S	£600.00	£18.00	3.00%
Stage 25 LCC Harbour Dues		S			
	per individual boat		r individual boat	-	-

# OPERATIONS

## 3.5 Harbour & annual licences (beach & boat related) (continued)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>W10 Mooring</b>					
Up to 6100mm	£22.00	S	£21.00	£1.00	4.76%
6100mm up to 9150mm	£26.00	S	£25.00	£1.00	4.00%
9150mm up to 12200mm	£32.00	S	£30.50	£1.50	4.92%
12200mm up to 15250mm	£40.00	S	£38.75	£1.25	3.23%
Each additional 305mm over 15250mm	£2.10	S	£2.00	£0.10	5.00%
Harbour Dues	£10.50	S	£10.00	£0.50	5.00%
Electric Charge (Normal)	£4.50	S	£4.50	£0.00	0.00%
Electric Charge (Heavy Use)	£13.00	S	£13.00	£0.00	0.00%
<b>Other charges</b>					
Storage ashore (per 305mm)	£2.95	S	£2.85	£0.10	3.51%
Electric charge (weekly)	£30.00	S	£30.00	£0.00	0.00%
Mooring winter charge (per 305mm/month)	£4.25	S	£4.10	£0.15	3.66%
Mooring berth on north dock wall(including use of compound & facilities) per month	£162.00	S	£155.00	£7.00	4.52%
<b>Licences</b>					
Beach Licences					
- Aldeburgh and Felixstowe	£63.00	OS	£60.00	£3.00	5.00%
- Sizewell	£50.00	OS	£48.50	£1.50	3.09%
Sale of fish from Council land	variable	OS	Variable	-	-
Boats on beach	£140.00	S	£135.00	£5.00	3.70%
Boats in compound at The Dip	£140.00	S	£135.00	£5.00	3.70%
Launch only permit	£68.00	OS	£65.00	£3.00	4.62%
Fee for return of confiscated boats	variable	S	Variable	-	-

# OPERATIONS

## 3.6 Recreation areas & outdoor sports

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Beccles Sports Ground</b>					
<b>Cricket</b>					
<b>Adult one off match charge</b>					
- Weekdays	£69.25	S	£67.25	£2.00	2.97%
- Weekdays (evenings)	£53.00	S	£51.25	£1.75	3.41%
- Weekends and Bank Holidays	£94.00	S	£91.25	£2.75	3.01%
<b>Adult block booking (minimum 11 matches)</b>					
- Weekdays	£59.50	S*	£57.75	£1.75	3.03%
- Weekdays (evenings)	£45.25	S*	£43.75	£1.50	3.43%
- Weekends and Bank Holidays	£87.50	S*	£84.75	£2.75	3.24%
<b>Junior one off match charge</b>					
- Weekdays	£46.50	S	£45.00	£1.50	3.33%
- Weekdays (evenings)	£37.75	S	£36.50	£1.25	3.42%
- Weekends and Bank Holidays	£68.50	S	£66.25	£2.25	3.40%
<b>Junior block booking (minimum 11 matches)</b>					
- Weekdays	£39.75	S*	£38.50	£1.25	3.25%
- Weekdays (evenings)	£33.25	S*	£32.25	£1.00	3.10%
- Weekends and Bank Holidays	£60.50	S*	£58.75	£1.75	2.98%
<b>All weather surface</b>					
- Weekdays	£49.75	S	£48.25	£1.50	3.11%
- Weekdays (evenings)	£34.25	S	£33.25	£1.00	3.01%
- Weekends and Bank Holidays	£55.75	S	£54.00	£1.75	3.24%
- Weekends and Bank Holidays (evenings)	£41.50	S	£40.25	£1.25	3.11%

# OPERATIONS

## 3.6 Recreation areas & outdoor sports (continued)

	2022/23	VAT Status	2021/22	£ Increase or	% Increase or
<b>Beccles Sports Ground</b>					
<b>Football/Rugby</b>					
<b>Adult one off match charge</b>					
- Weekdays	£49.75	S	£48.25	£1.50	3.11%
- Weekends and Bank Holidays	£65.25	S	£63.25	£2.00	3.16%
<b>Adult block booking (minimum 11 matches)</b>					
- Weekdays	£41.00	S*	£39.75	£1.25	3.14%
- Weekends and Bank Holidays	£51.25	S*	£49.75	£1.50	3.02%
<b>Junior one off match charge</b>					
- Weekdays	£32.00	S	£31.00	£1.00	3.23%
- Weekends and Bank Holidays	£39.50	S	£38.25	£1.25	3.27%
<b>Junior block booking (minimum 11 matches)</b>					
- Weekdays	£19.00	S*	£18.25	£0.75	4.11%
- Weekends and Bank Holidays	£24.25	S*	£23.50	£0.75	3.19%
<b>Mini Football Pitch</b>	£16.00		£15.50	£0.50	3.23%
				£	%
				Increase or	Increase or
				(Decrease)	(Decrease)
<b>Dip Farm - Lowestoft</b>					
<b>Football</b>					
<b>Adult one off match charge</b>					
- Weekdays	£51.25	S	£49.75	£1.50	3.02%
- Weekends and Bank Holidays	£67.25	S	£65.25	£2.00	3.07%
<b>Adult block booking (minimum 11 matches)</b>					
- Weekdays	£42.25	S*	£41.00	£1.25	3.05%
- Weekends and Bank Holidays	£52.75	S*	£51.25	£1.50	2.93%
<b>Junior one off match charge</b>					
- Weekdays	£33.00	S	£32.00	£1.00	3.13%
- Weekends and Bank Holidays	£39.50	S	£38.25	£1.25	3.27%
<b>Junior block booking (minimum 11 matches)</b>					
- Weekdays	£19.75	S*	£19.00	£0.75	3.95%
- Weekends and Bank Holidays	£25.00	S*	£24.25	£0.75	3.09%

# OPERATIONS

## 3.6 Recreation areas & outdoor sports (continued)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Eastward Ho and Walton Sports Ground - Felixstowe</b>					
<b>Football</b>					
<b>Adult one off match charge</b>					
- Weekdays	£50.00	S	£48.25	£1.75	3.63%
- Weekends and Bank Holidays	£66.25	S	£64.25	£2.00	3.11%
<b>Adult block booking (minimum 8 matches)</b>					
- Weekdays	£31.00	S*	£30.00	£1.00	3.33%
- Weekends and Bank Holidays	£46.50	S*	£45.00	£1.50	3.33%
<b>Junior one off match charge</b>					
- Weekdays	£32.00	S	£31.00	£1.00	3.23%
- Weekends and Bank Holidays	£43.50	S	£42.25	£1.25	2.96%
<b>Junior block booking (minimum 8 matches)</b>					
- Weekdays	£23.75	S*	£23.00	£0.75	3.26%
- Weekends and Bank Holidays	£32.75	S*	£31.75	£1.00	3.15%
<b>Dellwood Avenue - Felixstowe</b>					
<b>Football</b>					
Mini soccer pitch x 5					
- One off	£25.50	S	£24.75	£0.75	3.03%
- Regular	£16.50	S	£16.00	£0.50	3.13%

# OPERATIONS

## 3.6 Recreation areas & outdoor sports (continued)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Coronation Sports Ground Felixstowe</b>					
<b>Cricket</b>					
Not available to lease from the Council and its partners due to being leased to the Club directly.					
<b>Rugby</b>					
<b>Adult one off match charge</b>					
- Weekdays**	£51.50	S	£49.75	£1.75	3.52%
- Weekends and Bank Holidays**	£68.50	S	£66.25	£2.25	3.40%

\*\*Not available to lease from the Council and its partners as from **July 2022** due to being leased to the Club directly.

# OPERATIONS

## 3.6 Recreation areas & outdoor sports (continued)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Coronation Sports Ground Felixstowe (continued)</b>					
<b>Rugby</b>					
<b>Adult block booking (minimum 8 matches)</b>					
- Weekdays	£42.50	S*	£41.00	1.50	3.66%
- Weekends and Bank Holidays	£57.00	S*	£55.00	2.00	3.64%
<b>Junior one off match charge</b>					
- Weekdays	£33.00	S	£32.00	1.00	3.13%
- Weekends and Bank Holidays	£45.25	S	£43.75	1.50	3.43%
<b>Junior block booking (minimum 8 matches)</b>					
- Weekdays	£24.50	S*	£23.75	0.75	3.16%
- Weekends and Bank Holidays	£33.75	S*	£32.75	1.00	3.05%

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Recreation Areas</b>					
<b>Pavilion Hire (Cricket Pavilion, Dellwood Avenue, Felixstowe)</b>			£74.75		
Not available to lease from the Council and its partners due to being leased to the Club directly.					
Coronation Sports Ground Felixstowe					
Use of changing facilities**	£35.00	S	£33.75	1.25	3.70%
**Not available to lease from the Council and its partners as from <b>July 2022</b> due to being leased to the Club directly.					

\*Where a block booking meets all HMRC's criteria for block booking exemption, fees will be Exempt. Otherwise they are Standard rated.

# OPERATIONS

## 3.7 Beach huts & chalets

A premier site is defined as having no other beach hut in the direct line of sight towards the sea perpendicular to the front elevation of the beach hut. A standard site is one that have a hut immediately in front, obstructing the line of sight towards the sea.

	2022/23					
	Fees @ Reduced VAT - 12.5% (Invoices and online bookings from 1 October 2021 - 31 March 2022)	Fees @ Standard Rate (Invoices and online bookings from 1 April 2022)	VAT Status	2021/22 Fees @ Standard Rate	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Sizewell</b>						
Premier site only	£598.82	£638.74	R/S	£621.64	17.10	2.75%
Setting up of Beach Hut licence	n/a	£38.00	S	£36.99	1.01	2.73%
Administration fee for paying by instalments	n/a	£31.68	S	£30.83	0.85	2.76%

### Southwold

The beach huts at Southwold are privately owned and positioned on sites leased from East Suffolk Council. (Please note there are currently no vacant sites available). Some beach hut owners do provide short term lettings of their huts. For further information please contact the

[Southwold Beach Hut Owners Association](#).

For beach site tenants who wish to claim a discount for being a local resident, please submit a [Southwold Beach Hut Principal Residence Discount Claim Form](#). The form must be completed in respect of each and every year and returned to our [Asset Management Team](#) by the end of March in each year.

Discounts for membership of the Association will be directly verified with the Association.

### Lowestoft

You can access current fees and booking system via <https://www.hirebeachhuts.co.uk/> or calling (01502) 532541.

# OPERATIONS

## 3.7 Beach Huts & Chalets (continued)

	2022/23					
	Fees @ Reduced VAT - 12.5% (Invoices and online bookings from 1 October 2021 - 31 March 2022)	Fees @ Standard Rate (Invoices and online bookings from 1 April 2022)	VAT Status	2021/22 Fees @ Standard Rate	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Felixstowe huts</b>						
Setting up of Beach Hut licence	n/a	£674.63	S	£656.57	18.06	2.75%
Setting up of Beach Hut licence - transfer within family (must provide evidence)	n/a	£135.14	S	£131.52	3.62	2.75%
Administration fee for paying by instalments	n/a	£31.68	S	£30.83	0.86	2.77%
Premier site	£598.82	£638.74	R/S	£621.64	17.10	2.75%
Premier surcharge (per sqm where the site exceeds 2.13m width x 2.43m depth)	£172.23	£183.71	R/S	£178.79	4.92	2.75%
Standard site	£479.05	£510.98	R/S	£497.31	13.67	2.75%
Standard surcharge (per sqm where the site exceeds 2.13m width x 2.43m depth)	£479.05	£160.47	R/S	£156.18	4.29	2.75%
<b>Felixstowe chalets</b>						
<b>Bath Tap</b>						
- Chalets 1 - 4, 9 - 20, 27 - 36 (26)	£2,087.43	£2,226.59	R/S	£2,167.00	59.59	2.75%
- Chalets 5 - 8 (4)	£1,619.27	£1,727.22	R/S	£1,681.00	46.22	2.75%
- Chalets 21 - 26 (6)	£1,619.27	£1,727.22	R/S	£1,681.00	46.22	2.75%
<b>Cliff House</b>						
- Chalets 1 and 2	£1,135.27	£1,210.96	R/S	£1,178.54	32.42	2.75%
- Chalets 3 and 4	£764.11	£815.05	R/S	£793.23	21.82	2.75%
- Chalet 5	£1,619.27	£1,727.22	R/S	£1,681.00	46.22	2.75%
- Chalets 6-17 (12)	£1,473.75	£1,572.00	R/S	£1,369.28	202.72	14.80%
- Chalets 18 - 25 (8)	£1,619.27	£1,727.22	R/S	£1,681.00	46.22	2.75%
- Chalets 26 - 41 (16)	£2,087.43	£2,226.59	R/S	£2,167.00	59.59	2.75%
Administration fee for paying by instalments	n/a	£31.68	S	£30.83	0.85	2.76%
Setting up of chalet licence	n/a	£38.00	S	£36.99	1.01	2.73%

# OPERATIONS

## 3.8 Leisure facilities

Brackenbury Leisure Centre, Deben Leisure Centre, Felixstowe Leisure Centre & Leiston Leisure Centre are managed by Places for People. For more information see below contact details:

<a href="#">Brackenbury Leisure Centre   Felixstowe</a>	01394 270278
<a href="#">Deben Leisure Centre   Woodbridge</a>	01394 388991
<a href="#">Felixstowe Leisure Centre   Felixstowe</a>	01394 694600
<a href="#">Leiston Leisure Centre   Leiston</a>	01728 832700

Water Lane Leisure Centre and Waveney Valley Leisure Centres are managed by Everyone Active. For more information see below contact details:

<a href="#">Waveney Valley Leisure Centre   Bungay</a>	01986 895014
<a href="#">Waterlane Leisure Centre   Lowestoft</a>	01502 532540

# OPERATIONS

## 3.9 Cemeteries

*Interment charges are doubled for anyone not registered at the time of death as a resident of East Suffolk. However, if a resident has been required to move out of the area for medical care or to a nursing home within the last two years due to ill-health, a single fee would apply. Proof of previous residency and date of move would be required by the Cemeteries Office with the Notice of Interment. It is the responsibility of the family or Funeral Director to provide this information, failure to do so will result in the payment of double fees.*

*Fees detailed below marked "\*\*", are not applicable for grave spaces where Exclusive Right of Burial was purchased between 1st May 1995 and 1st April 2003*

Interments (first and subsequent) for Purchased Graves	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
Stillborn child or aged under 18 years	No Charge	OS	No charge	-	-
A person over age 18 (Aldeburgh, Leiston, Saxmundham and Woodbridge cemeteries)					
- Standard Depth	£781.00	OS	£781.00	0.00	0.00%
- Double Depth	£921.00	OS	£921.00	0.00	0.00%
- Treble Depth	£1,066.00	OS	£1,066.00	0.00	0.00%
A person over age 18 (Beccles, Bungay, Halesworth, Kirkley, Lowestoft, Southwold and Wrentham cemeteries)					
- Standard Depth	£781.00	OS	£700.00	81.00 *	11.57%
- Double Depth	£921.00	OS	£775.00	146.00 *	18.84%
- Treble Depth	£1,066.00	OS	£900.00	166.00 *	18.44%
For the interment of ashes in a grave or ashes plot	£241.54	OS	£234.50	7.04	3.00%
For the interment of two sets of ashes at the same time	£318.27	OS	£309.00	9.27	3.00%
For the scattering of ashes	£106.09	OS	£103.00	3.09	3.00%
For the interment of body parts to an existing grave	£193.13	OS	£187.50	5.63	3.00%

\* - Gradual harmonisation of charges between the North and the South of the District has taken place since the formation of East Suffolk Council.

# OPERATIONS

## 3.9 Cemeteries (continued)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Interments (first and subsequent) for Common Graves / Unmarked Graves</b>					
Stillborn child or aged under 18 years	No charge	OS	No charge	-	-
A person over age 18					
- Standard Depth	£572.68	OS	£556.00	16.68	3.00%
- Double Depth	£667.96	OS	£648.50	19.46	3.00%
- Treble Depth	£848.21	OS	£823.50	24.71	3.00%
Cancellation of burial arrangements 48 hours prior to burial	50% of fee	OS	50% of fee	-	-
Cancellation of burial arrangements less the 48 hours prior to burial	100% of fee	OS	100% of fee	-	-
Exhumation					
- Of a body	£1,145.36	S	£1,112.00	33.36	3.00%
- Of cremated remains	£463.50	S	£450.00	13.50	3.00%
<b>Exclusive Right of Burial (Period of 25 years) - Excludes Common/Unpurchased graves</b>					
For exclusive right of burial in an earthen grave space 9' x 4' (2743mm x 1219mm) (Aldeburgh, Leiston, Saxmundham and Woodbridge cemeteries)	£1,534.00	OS	£1,534.00	0.00	0.00%
For exclusive right of burial in an earthen grave space 9' x 4' (2743mm x 1219mm) (Beccles, Bungay, Halesworth, Kirkley, Lowestoft, Southwold and Wrentham cemeteries)	£1,534.00	OS	£825.00	709.00 *	85.94%
For exclusive right of burial in an earthen ashes plot 2' x 2' (609mm x 609mm) (Aldeburgh, Leiston, Saxmundham and Woodbridge cemeteries)	£1,426.00	OS	£1,426.00	0.00	0.00%
For exclusive right of burial in an earthen ashes plot 2' x 2' (609mm x 609mm) (Beccles, Bungay, Halesworth, Kirkley, Lowestoft, Southwold and Wrentham cemeteries)	£1,426.00	OS	£550.00	876.00 *	159.27%

\* - Gradual harmonisation of charges between the North and the South of the District has taken place since the formation of East Suffolk Council.

# OPERATIONS

## 3.9 Cemeteries (continued)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Exclusive Right of Burial (Period of 25 years) - Excludes Common/Unpurchased graves</b>					
For exclusive right of burial in a children's plot 5' x 2' (1524mm x 609mm)	£471.74	OS	£458.00	13.74	3.00%
For exclusive right of burial in a children's plot 3' x 2' (914mm x 609mm)	£437.75	OS	£425.00	12.75	3.00%
Extension of Exclusive Right of Burial for a Period of 10 years					
- In an earthen grave space 9' x 4' (2743mm x 1219mm)	£230.72	OS	£224.00	6.72	3.00%
- In an earthen ashes plot 2' x 2' (609mm x 609mm)	£153.99	OS	£149.50	4.49	3.00%
<b>Monuments and Headstones (Memorials permitted on any section, including lawns)</b>					
Headstones, crosses etc. (maximum height of 36"/920mm)*	£236.90	S	£230.00	6.90	3.00%
Headstones, crosses etc. on children's graves and on ashes plots (maximum height 24"/609mm)*	£134.42	S	£130.50	3.91	3.00%
Headstones, crosses etc. on gardens of rest ashes plots (maximum height 24"/609mm) Aldeburgh, Leiston & Saxmundham only	£138.54	S	£134.50	4.04	3.00%
A plaque or desk (maximum height 6"/152mm)*	£138.54	S	£134.50	4.04	3.00%
A plaque on memorial wall 9" x 6" (229mm x 152mm)	£236.90	S	£230.00	6.90	3.00%
Flower vase with inscription (maximum height 11 3/4"/300mm)*	£105.58	S	£102.50	3.08	3.00%
For every additional inscription	£59.74	S	£58.00	1.74	3.00%
<b>Kerb Sets (Traditional Section only) - Excludes headstone fee</b>					
For single					
- A full kerb set (max length 83"/2100mm)*	£262.65	S	£255.00	7.65	3.00%
- A half kerb set (length between 19" and 42"/480mm and 1050mm)*	£138.54	S	£134.50	4.04	3.00%
- A small kerb set (maximum length 19"/480mm)*	£105.58	S	£102.50	3.08	3.00%

# OPERATIONS

## 3.9 Cemeteries (continued)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Kerb Sets (Traditional Section only) - Excludes headstone fee</b>					
For double grave space					
- A full kerb set (max length 83"/2100mm)*	£525.30	S	£510.00	15.30	3.00%
- A half kerb set (length between 19" and 42"/480mm and 1050mm)*	£320.33	S	£311.00	9.33	3.00%
- A small kerb set (maximum length 19"/480mm)*	£244.11	S	£237.00	7.11	3.00%
<b>All areas</b>					
Memorial renovation/replacement/application	£49.44	S	£48.00	1.44	3.00%
<b>Other charges</b>					
Use of cemetery chapel	£185.92	EX	£180.50	5.41	3.00%
Appointment with cemetery staff	£49.96	S	£48.50	1.46	3.00%
Cemetery staff locating and marking grave	£49.96	S	£48.50	1.46	3.00%
Staff search of burial records (per register)	£49.96	S	£48.50	1.46	3.00%
Personal search of burial records (per register)	£27.30	S	£26.50	0.80	3.00%
For a certified copy of entry in register or burials	£27.30	S	£26.50	0.80	3.00%
Statutory declaration relating to burial records	£115.88	OS	£112.50	3.38	3.00%
Updating grants of exclusive rights of burial	£38.63	S	£37.50	1.13	3.00%
Transfer of grant of right of burial	£66.44	OS	£64.50	1.94	3.00%

# OPERATIONS

## 3.10 Green burials

Green Burial Site	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Interments (first and subsequent) burial fees</b>					
Stillborn child or aged under 18 years	No charge	OS	No charge	-	-
A person over age 18 (single depth)	£556.20	OS	£540.00	16.20	3.00%
For the interment of ashes in a grave or ashes plot	£236.90	OS	£230.00	6.90	3.00%
For the interment of two sets of ashes at the same time	£309.00	OS	£300.00	9.00	3.00%
For the scattering of ashes	£106.09	OS	£103.00	3.09	3.00%
Provision of plaque on memorial board	£69.00	S	£67.00	2.00	2.99%

# DIGITAL & PROGRAMME MANAGEMENT

## 4.1 Street Name & Numbering

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Existing</b>					
Property renaming/addition of house name	£40.50	OS	£39.00	£1.50	3.85%
Provision of naming & numbering information to utilities	£380.00	OS	£368.00	£12.00	3.26%
Naming & numbering enquiries from solicitors/utilities not subscribed - new or historic addresses	£80.50	OS	£78.00	£2.50	3.21%
Re-numbering of scheme following development re-plan (after notification of approved naming and numbering scheme issued) either individuals or developers		OS	£78.00	N/A	N/A
<b>Addressing New Development</b>					
<b>Including re-numbering of scheme following development re-plan (after notification of approved naming and numbering scheme issued)</b>					
1 plot	£40.50	OS	£39.00	£1.50	3.85%
2-5 plots (including new streets)	£80.50	OS	£78.00	£2.50	3.21%
6-10 plots (including new streets)	£155.00	OS	£150.00	£5.00	3.33%
11-20 plots (including new streets)	£310.00	OS	£300.00	£10.00	3.33%
21-50 plots (including new streets)	£825.00	OS	£800.00	£25.00	3.13%
51-100 plots (including new streets)	£1,250.00	OS	£1,200.00	£50.00	4.17%
101+ plots (including new streets)	£1250 base charge + £10.50 per plot	OS	£1,200.00 base charge + £10.00 per plot	£0.50 per plot	5.00%
<b>Provision or relocation of street name plates</b>					
Set of street nameplates (2) supplied and installed	£450.00	S	£435.00	£15.00	3.45%
Re-locating street name plate	£155.00	S	£150.00	£5.00	3.33%

### 5.1 Filming & Commercial Photography

Please contact [Screen Suffolk](#) if you wish to undertake any filming or commercial photography within the District.

### 5.2 Events Area

Set up / break down days i.e. non trading days are charged at 50% of the charge rates list below. Electricity charges are a flat rate of **£10.00 per charging point per day**. Commercial and national charities will incur an administrative charge and a commercial fee whilst local community and charity events will incur an administrative charge only.

Please note that there may be additional costs incurred for particular events, which will be calculated on a case by case basis. These can include (but are not constrained to):

**Damage deposit** (refundable if no damage occurs)

**Licensing fees**

**Parking** - Loss of income and parking bay suspensions

**Waste management**

**Event monitoring** - In compliance with policy and location hire agreement

**Highways** - Road closure and signage costs (payable directly to Suffolk County Council)

## ECONOMIC DEVELOPMENT & REGEN

### 5.2 Events Area (continued)

#### Small - Outdoor theatre, fundraising & music events (under 500 attendees, per day)

	2022/23			VAT Status
	Commercial	Charity (national)	Charity (local)	
Application fee	£55.50	£55.50	£28.00	EX
Hire charge (per day)				
- Felixstowe Events Area	£328.00	£165.00	No Charge	EX
- Parks, promenade, gardens and village greens	£328.00	£165.00	No Charge	EX
- Felixstowe Triangle	£109.50	£55.50	No Charge	EX
- Promotional stands (per metre)	£11.00	£5.25	No Charge	EX

*A local charity is described as charity that is registered within Suffolk and/or operates within the East Suffolk district, providing a variety of goods, products or services that are needed to the local population.*

	2021/22								
	Commercial			Charity (national)			Charity (local)		
	2020/21	% Increase or (Decrease)	£ Increase or (Decrease)	2020/21	% Increase or (Decrease)	£ Increase or (Decrease)	2020/21	% Increase or (Decrease)	£ Increase or (Decrease)
Application fee	£53.50	3.74%	2.00	£53.50	3.74%	2.00	£27.00	3.70%	1.00
Hire charge (per day)									
Felixstowe Events Area	£318.00	3.14%	10.00	£160.00	3.13%	5.00	No charge	-	-
Parks, promenade, gardens and village greens	£318.00	3.14%	10.00	£160.00	3.13%	5.00	No charge	-	-
Felixstowe Triangle	£106.00	3.30%	3.50	£53.50	3.74%	2.00	No charge	-	-
Promotional stands (per metre)	£10.50	4.76%	0.50	£5.00	5.00%	0.25	No charge	-	-

## ECONOMIC DEVELOPMENT & REGEN

### 5.2 Events Area (continued)

#### Medium - Circus, fun fair, music event, sports event & open air cinema (500 - 2999 attendees, per day)

	2022/23			VAT Status
	Commercial	Charity (national)	Charity (local)	
Application fee	£55.50	£55.50	£28.00	EX
Hire charge (per day)				
Events Area	£655.00	£328.00	No Charge	EX
Parks, promenade, gardens and village greens	£655.00	£328.00	No Charge	EX
Promotional stands (per metre)	£11.00	£5.25	No Charge	EX

*A local charity is described as charity that is registered within Suffolk and/or operates within the East Suffolk district, providing a variety of goods, products or services that are needed to the local population.*

	2021/22								
	Commercial			Charity (national)			Charity (local)		
	2020/21	% Increase or (Decrease)	£ Increase or (Decrease)	2020/21	% Increase or (Decrease)	£ Increase or (Decrease)	2020/21	% Increase or (Decrease)	£ Increase or (Decrease)
Application fee	£53.50	3.74%	2.00	£53.50	3.74%	2.00	£27.00	3.70%	1.00
Hire charge (per day)									
Events Area	£636.00	2.99%	19.00	£318.00	3.14%	10.00	No charge	-	-
Parks, promenade, gardens and village greens	£636.00	2.99%	19.00	£318.00	3.14%	10.00	No charge	-	-
Promotional stands (per metre)	£10.50	4.76%	0.50	£5.00	5.00%	0.25	No charge	-	-

## ECONOMIC DEVELOPMENT & REGEN

### 5.2 Events Area (continued)

**Large - Carnival, art on prom, historic car rally, commercial launches, commercial shows, sports event (over 3000 attendees, per day)**

	2022/23			VAT Status
	Commercial	Charity (national)	Charity (local)	
Application fee	£109.50	£109.50	£55.50	EX
Hire charge (per day)				
Events Area	£1,090.00	£655.00	No Charge	EX
Parks, promenade, gardens and village greens	£1,090.00	£655.00	No Charge	EX
Promotional stands (per metre)	£11.00	£5.25	No Charge	EX

*A local charity is described as charity that is registered within Suffolk and/or operates within the East Suffolk district, providing a variety of goods, products or services that are needed to the local population.*

	2021/22								
	Commercial			Charity (national)			Charity (local)		
	2020/21	% Increase or (Decrease)	£ Increase or (Decrease)	2020/21	% Increase or (Decrease)	£ Increase or (Decrease)	2020/21	% Increase or (Decrease)	£ Increase or (Decrease)
Application fee	£106.00	3.30%	3.50	£106.00	3.30%	3.50	£53.50	3.74%	2.00
Hire charge (per day)									
Events Area	£1,059.00	2.93%	31.00	£636.00	2.99%	19.00	No charge	-	-
Parks, promenade, gardens and village greens	£1,059.00	2.93%	31.00	£636.00	2.99%	19.00	No charge	-	-
Promotional stands (per metre)	£10.50	4.76%	0.50	£5.00	5.00%	0.25	No charge	-	-

## ECONOMIC DEVELOPMENT & REGEN

### 5.3 Sponsorship of Commemorative Benches

All fees are for a 10 year sponsorship period from the date on installation

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
Plaque* only	£135.00	OS	£129.38	£5.62	4.34%
Plaque* and new bench	£1,385.00	OS	£1,345.50	£39.50	2.94%
New base, bench and plaque*	£1,918.00	OS	£1,863.00	£55.00	2.95%

\*The plaque remains the property of the sponsor

# PLANNING & COASTAL MANAGEMENT

## 6.1 Community Infrastructure Levy (CIL) and Section 106

The Community Infrastructure Levy is the way in which some councils collect financial contributions from developers to help pay for new and improved infrastructure. East Suffolk Council is the Charging Authority for the District excluding the area covered by the Broads Authority.

New residential development, including conversion/change of use to residential, householder extensions/outbuildings over 100 sqm and other types of development such as convenience retail may be liable to pay CIL. This can relate to full and reserved matters planning applications and Certificates of Lawfulness approved on or after 1 August 2013. This can also include permitted development (development which does not require submission of a planning application) which commences on or after 1 August 2013.

CIL is charged in pounds per square metre for qualifying development, in accordance with the provisions of the CIL Regulations 2010 (as amended).

The rates shown are those payable as from the 1st January and will be increased on the 1st January each year in line with the Building Cost Information Services All In Tender Price Index as published in November each year. Up to date rates and guidance can be found on

[East Suffolk Community Infrastructure Levy](#)

Further guidance and information on CIL, together with the relevant CIL Forms can be found on the [Planning Portal](#). For the CIL advice service, an email with details of the service you require should be sent to [CIL@eastsoffolk.gov.uk](mailto:CIL@eastsoffolk.gov.uk) for an estimate of the time involved. CIL advice fees should be paid up front.

Community Infrastructure Levy	2022/23	VAT Status
CIL Charging Schedule	Variable	OS
CIL Instalments Policy	Variable	OS
CIL Discretionary Social Housing Relief Policy	Variable	OS
Written CIL advice or guidance on following the CIL process including written estimations of CIL liability and CIL implications on development at pre-application stage. (Hourly rate)	£74.00	S

Section 106 Agreements relate to planning permissions granted with legal obligations to make developer contributions or to control or restrict a development or use. The Council has a fee for the monitoring of Section 106 agreements and this fee will be established as an obligation in itself within agreements and is applicable to each obligation or trigger point of each obligation. A fee is also charged for requests for written confirmation of compliance with a Section 106 agreement, for this emails should be sent to [s106@eastsoffolk.gov.uk](mailto:s106@eastsoffolk.gov.uk)

Section 106 Agreements	2022/23	VAT Status
Written confirmation of compliance with a Section 106 Agreement (Hourly rate)	£74.00	S
Planning obligation monitoring fee per obligation/trigger	£408.00	OS

## PLANNING & COASTAL MANAGEMENT

### 6.2 Pre application planning advice

Pre application services and applicable fees are detailed in the Planning and Building Control Fees and Charges Document available at the [Pre-application advice service](#) website. The website and fee document provides details of the fees and the process for obtaining the service and making payment. We continue to review our Pre-application advice services to deliver best value to the community.

### 6.3 Public path orders & agreements

	2022/23	VAT Status	2020/21	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Per application</b>					
Hourly charge	£62.00	OS	£59.00	£2.00	3.33%

### 6.4 Local land charges

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Official Enquiries</b>					
Full search	£159.50	S & OS	£155.00	£4.50	2.90%
Full search additional parcel	£18.85	S	£18.35	£0.50	2.72%
LLC1	£28.02	OS	£27.00	£1.02	3.78%
LLC1 register part	£8.00	OS	£7.80	£0.20	2.56%
LLC1 additional parcel	£4.35	OS	£4.25	£0.10	2.35%
Full CON29R	£132.00	S	£128.00	£4.00	3.13%
Con 29 additional parcel	£14.50	S	£14.10	£0.40	2.84%
Con 29 additional question	£24.00	S	£23.25	£0.75	3.23%
Con 29 R individual questions (each)	£3.40	S	£3.30	£0.10	3.03%
Con 29 optional enquiry	£22.35	S	£21.75	£0.60	2.76%
Personal search	£22.45	OS	£21.80	£0.65	2.98%
Solicitor fees for retrieval of documents	£22.35	OS	£21.70	£0.65	3.00%
Administration fee	£20.00	OS	£20.00	£0.00	0.00%

## PLANNING & COASTAL MANAGEMENT

### 6.5 Planning policy & delivery

All Local Plan/supporting documents for East Suffolk Council are available free of charge online - <http://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/>.

Hard copies of documents are available on request. We will normally charge 20p per A4 sheet plus £1.50 for postage.

Hard copies of Policies Maps are also available on request and will be charged at the following price as per the size of map (price includes £1.50 postage)

	2022/23	VAT Status
A0	£9.50	ZE
A1	£5.50	ZE
A3	£2.50	ZE
A4	£1.70	ZE

Normally hard copies of any consultation documents produced will remain free of charge to the public.

## HOUSING SERVICES

### 7.1 Houses of multiple occupancy licences

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
Properties with up to and including five lettable units	£700.00	OS	£680.00	£20.00	2.94%
Extra charge for each unit over five	£23.00	OS	£22.00	£1.00	4.55%
Relicensing fee (after five years) if no structural changes etc. to premises	£138.00	OS	£135.00	£3.00	2.22%
Varying a current licence if no structural changes etc. to premise	No charge	OS	No charge	-	-

### 7.2 Enforcement notices on private sector landlords

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
Serving of Enforcement Notice	£505.00	OS	£495.00	£10.00	2.02%

### 7.3 Immigration issues

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
Cost of inspections	£360.00	OS	£360.00	£0.00	0.00%

### 7.4 Park home fees

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>New Licence (relevant protected sites only)</b>					
<b>Processing</b>					
Examine application documentation, associated certificates. Check to ensure that details are correct and correct fee is attached (60 mins)	£54.37	OS	£52.39	£1.98	3.78%
Make assessment of site layout, provision of amenities/utilities, examine fire risk assessment (60 mins)	£54.37	OS	£52.39	£1.98	3.78%
Finance receive payment of fee, process payment and issue receipt (60 mins)	£54.37	OS	£52.39	£1.98	3.78%

## HOUSING SERVICES

### 7.4 Park home fees (continued)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>New Licence (relevant protected sites only) continued</b>					
<b><i>Inspection</i></b>					
1-5 Verification inspection of the site (60 mins)	£54.37	OS	£52.39	£1.98	3.78%
6-24 Verification inspection of the site (90 mins)	£81.55	OS	£78.56	£2.99	3.81%
25-99 Verification inspection of the site (120 mins)	£108.74	OS	£104.78	£3.96	3.78%
100+ Verification inspection of the site (180 mins)	£163.11	OS	£157.17	£5.94	3.78%
<b><i>Issue of New Licence</i></b>					
Prepare licence documents and certificates (120 mins)	£108.74	OS	£104.78	£3.96	3.78%
Check and sign certs/licence as necessary, and serve by post (30 mins)	£27.19	OS	£26.20	£0.99	3.78%
Update database register and public register (20 mins)	£18.10	OS	£17.45	£0.65	3.72%
1-5 Combined adjusted total fees for new park home licence applications	£370.00	OS	£357.99	£12.01	3.35%
6-24 Combined adjusted total fees for new park home licence applications	£395.00	OS	£384.16	£10.84	2.82%
25-99 Combined adjusted total fees for new park home licence applications	£425.00	OS	£410.38	£14.62	3.56%
100+ Combined adjusted total fees for new park home licence applications	£480.00	OS	£462.77	£17.23	3.72%
<b><i>Fit and Proper Persons Register Application</i></b>					
New application fee	£130.00	OS	New fees *		
<b>Annual Fee (relevant protected sites only)</b>					
1-3 Number of pitches	No Charge	OS	No charge	-	-
4-5 Number of pitches - (185 mins admin time) (140 mins inspection time)	£290.00	OS	£283.78	£6.22	2.19%
6-24 Number of pitches - (200 mins admin time) (210 mins inspection time)	£370.00	OS	£358.00	£12.00	3.35%
25-99 Number of pitches - (270 mins admin time) (390 mins inspection time)	£595.00	OS	£576.29	£18.71	3.25%
100-199 Number of pitches - (375 mins admin time) (800 mins inspection time)	£1,060.00	OS	£1,025.97	£34.03	3.32%
200+ Number of pitches - (450 mins admin time) (1080 mins inspection time)	£1,385.00	OS	£1,335.95	£49.05	3.67%

## HOUSING SERVICES

### 7.4 Park home fees (continued)

Variations and Amendments	2022/23	VAT Status	2021/22	£ Increase or	% Increase or
License Variation (plus inspection fee if applicable)	£155.00	OS	£152.79	£2.21	1.45%
Examine amended application documents and associated certificates. Check to ensure details are correct and correct fee is attached (60mins)	£54.37	OS	£52.39	£1.98	3.78%
Check site history for any outstanding issues (30 mins)	£27.19	OS	£26.20	£0.99	3.78%
Make decision as to whether amendments are appropriate (30 mins)	£27.19	OS	£26.20	£0.99	3.78%
Prepare new licence documents (20 mins)	£18.10	OS	£17.45	£0.65	3.72%
Check, sign and post new documents (15 mins)	£13.59	OS	£13.10	£0.49	3.74%
Update database and public register (20 mins)	£18.10	OS	£17.45	£0.65	3.72%
<b>Site Inspection Fees</b>					
1-5 Verification inspection of the site (60 mins)	£54.37	OS	£52.39	£1.98	3.78%
6-24 Verification inspection of the site (90 mins)	£81.56	OS	£78.59	£2.97	3.78%
25-99 Verification inspection of the site (120 mins)	£108.74	OS	£104.78	£3.96	3.78%
100+ Verification inspection of the site (180 mins)	£163.11	OS	£157.17	£5.94	3.78%
<b>Licence Transfer fee</b>					
Transfer	£230.00	OS	£222.63	£7.37	3.31%
Check form is correct including correct fee (30 mins)	£27.19	OS	£26.20	£0.99	3.78%
Check site history and any outstanding issues (30 mins)	£27.19	OS	£26.20	£0.99	3.78%
Examine request documentation and make decision (60 mins)	£54.37	OS	£52.39	£1.98	3.78%
Prepare new licence documents (20 mins)	£18.10	OS	£17.45	£0.65	3.72%
Check, sign and post new documents (15 mins)	£13.59	OS	£13.10	£0.49	3.74%
Update database and public register (20 mins)	£18.10	OS	£17.45	£0.65	3.72%
Deposit of site rules - examine rules, checking for banned rules (60 mins)	£54.37	OS	£52.39	£1.98	3.78%
Deposit of site rules - update database and public register (20 mins)	£18.10	OS	£17.45	£0.65	3.72%

## HOUSING SERVICES

### 7.5 Landlord smoke detectors

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
First offence	£610.00	OS	£600.00	£10.00	1.67%
First offence (If paid within 14 day period from date of service)	£460.00	OS	£450.00	£10.00	2.22%
Second offence	£2,500.00	OS	£2,500.00	£0.00	0.00%
Third and subsequent offences	£5,000.00	OS	£5,000.00	£0.00	0.00%

### 7.6 Enforcement action (works in default)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
Cost of works undertaken plus officer time costs	100% of costs + £54.37 per hour	OS	100% of costs + £52.39 per hour	-	-

### 7.7 Civil penalties (Housing Act 2004)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
Penalty maximum	£30,000.00	OS	£30,000.00	£0.00	0.00%

*Actual penalty applied is calculated in accordance with the relevant policy*

## HOUSING SERVICES

### 7.8 Minimum energy efficiency standards

	2022/23	VAT Status	2021/22	Increase or (Decrease)	Increase or (Decrease)
Substandard property let unlawfully for less than three months	£2,000.00	OS	£2,000.00	£0.00	0.00%
Substandard property let unlawfully for three months and over	£4,000.00	OS	£4,000.00	£0.00	0.00%
Failure to comply with compliance notice	£2,000.00	OS	£2,000.00	£0.00	0.00%
Registering a false exemption	£1,000.00	OS	£1,000.00	£0.00	0.00%

### 7.9 Assistance service (renovation grants / disabled facilities grants)

	2022/23	VAT Status	2021/22	Increase or (Decrease)	Increase or (Decrease)
Assistance with making an application for a Renovation Grant (over £5K)	15% or eligible	S	15% of eligible	-	-
- inc. tendering process and supervision of works	assistance package		package		
Assistance with privately funded adaptation works	15% of eligible	S	15% of eligible	-	-
-inc. tendering process and supervision of works	assistance package		package		
Assistance with completing an application for a Grant (any type)	£150.00	S	£145.00	£5.00	3.45%
- not including tendering process or supervision of works					
Assistance with making an application for a Minor Works Grant (under £5K)	10% of eligible	S			
- inc. tendering process and supervision of works	assistance package				
Cancellation charge for Renovation Grant or Minor Works Grant		S			
- for stages up to formal approval	£50.00				

## HOUSING SERVICES

### 7.10 Landlord references

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
Landlord Reference (Right to Buy Scheme)	No Charge	OS	No charge	-	-

### 7.11 Garage rents

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
HRA Tenants (per week based on a 50 week year) *	£9.00	OS	£8.50	£0.50	5.88%
Private Tenants (per week based on a 50 week year and inclusive of 20% VAT) *	£12.60	S	£11.90	£0.70	5.88%
<b>*2022/23 garage rents to be effective from 1st April 2022 proposed as part of the HRA budget report in February 2022</b>					

### 7.12 Mutual exchange fees

Application	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
Electric safety check	£91.49	S	£88.91	£2.58	2.90%
Gas safety check - Boiler inspection	No Charge	OS	No charge	-	-