

Discretionary Fees and Charges

2020/21

East Suffolk Council



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FEES AND CHARGES NOTE

Note

Generally any increase in fees and charges will take effect from 1st April 2020 and apply through to 31st March 2021. 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 shown. 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

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

Animal Welfare	2020/21	VAT Status
Pet shops	£285.00	OS
Dog breeding establishments	£285.00	OS
Dangerous wild animals	£438.00	OS
Animal boarding establishments	£285.00	OS
Riding establishments	£285.00	OS
Additional fee for each additional activity*	£63.00	OS
Re-rating request*	£145.00	OS
Appeal inspection fee*	£145.00	OS
Variation application fee:		
1 star	£130.00	OS
2 star	£65.00	OS
3 star	£43.00	OS
4 star	£33.00	OS
5 star	£26.00	OS
Paperwork only variation (all ratings)*	£26.00	OS
All the above fees marked with an asterisk (*) plus vet fees cost (net of VAT), if required		
Advice regarding various licences		
Hourly rate	£67.00	S
Zoo Licensing		
Notice of intention to apply for a zoo licence	£125.00	OS
Application for the grant of a new zoo licence for four years	£438.00	OS
Special inspection of a licenced zoo	£155.00	OS
Periodic inspections (renewal & every three years)	£641.00	OS
Vet inspection fees are in addition to all animal welfare licences		

ENVIRONMENTAL & PORT HEALTH

1.2 Charges for Registration

Skin Piercing	2020/21	VAT Status
Acupuncture, tattooing, ear piercing, electrolysis (premises)	£253.00	OS
Acupuncture, tattooing, ear piercing, electrolysis (persons)	£150.00	OS

1.3 Food Premises Register

	2020/21	VAT Status
Copy of food premises register	£140.00	OS
Copy of food premises register - single entry	£18.00	OS

1.4 Certificates & Health Charges

	2020/21	VAT Status
Issuing of export health certificate - Local Authority	£114.00	OS
Issuing of export health certificate - APHA	£222.00	OS
Issuing of export certificate of conformity	£88.00	OS

1.5 Health Education Courses

	2020/21	VAT Status
Level 2 Award in Food Safety and Catering	£72.00	EX
Level 2 Award in Food Safety and Catering (refresher)	£42.30	EX
Level 2 Award in Health and Safety at Work	£72.00	EX
Examination re-sit fee for a Level 2 course	£42.30	EX

ENVIRONMENTAL & PORT HEALTH

1.6 Voluntary Surrender Certificates

	2020/21	VAT Status
Issue of voluntary surrender certificates	£175.00	OS
Disposal of food	Actual Cost (net of VAT)	

1.7 Food Hygiene Ratings

	2020/21	VAT Status
Revisit	£130.00	OS

1.8 Safer Food, Better Business (SFBB)

	2020/21	VAT Status
SFBB for caterers	£19.00	ZE
SFBB for caterers with residential care homes supplement	£19.00	ZE
SFBB for retailers	£19.00	ZE
SFBB Indian, Pakistani, Bangladeshi and Sri Lankan cuisines	£19.00	ZE
SFBB Chinese cuisine - English language version	£19.00	ZE
SFBB Chinese cuisine - Cantonese language version	£19.00	ZE
SFBB childminders	£12.00	S
12 month diary pack	£5.00	S

1.9 Dog Control

	2020/21	VAT Status
Costs of reclaiming a stray dog	£158.00	OS
Plus administration costs	£35.00	OS
Plus daily kennelling fees	£14.00	OS
Plus vets fees	Actual Cost (net of VAT)	

ENVIRONMENTAL & PORT HEALTH

1.10 Provision of Supplementary Environmental Information

	2020/21	VAT Status
Simple Requests (taking up to 2 hours to process):		
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	£103.00	S
Complex Requests (i.e. taking more than 2 hours to process):		
Flat rate	£103.00	S
Plus charge per hour	£67.00	S

LEGAL & DEMOCRATIC SERVICES

2.1 Charges for licences

Sex Establishments	2020/21	VAT Status
Sex establishments - initial grant	£2,058.00	NB
Sex establishments - annual fee	£1,750.00	NB
Street Trading		
Consents and licences	£383.00	NB
Daily fee	£25.00	NB
Boat and Boatman Licences		
Pleasure boat licence (up to 12 passengers)	£125.00	NB
Rowing boat (4 passengers)	£62.00	NB

2.2 Hackney carriages / Private hire vehicles

	2020/21	VAT Status
Horse drawn vehicle or private hire vehicle	£45.00	NB
Disclosure & Barring checks / set by Disclosure & Barring Service	£40.00	NB
DVLA checks / Set by DVLA	£5.15	NB
Vehicle ID plate initial charge (with bracket)	£28.00	NB
Vehicle ID plate renewal charges	£16.00	NB
Temporary vehicle	£45.00	NB
Vehicle transfer to new owner	£45.00	NB

LEGAL & DEMOCRATIC SERVICES

2.2 Hackney carriages / Private hire vehicles (continued)

The below charges come into effect from 1st February 2020	2020/21	VAT Status
Motorised Hackney carriage	£307.00	NB
Discount for vehicles with mobility seat provision for people with disability	£154.00	NB
Private hire vehicles	£266.00	NB
Discount for vehicles with mobility seat provision for people with disability	£133.00	NB
Driver's Licences		
Initial application test	£45.00	NB
First application	£155.00	NB
Three year licence	£203.00	NB
Private Hire Operations Licences		
Knowledge Test	£51.00	NB
The below charges come into effect from 1st February 2020		
Five year licence owner/driver	£240.00	NB
Five year licence 2 - 5 cars	£405.00	NB
Five year licence over 5 cars	£798.00	NB

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		
	Private hire retest	Single axle trailer - inspection
	Unfit vehicle notice	Failure to keep vehicle inspection appointment
	Double axle trailer - inspection	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)

	2020/21				
	Premises Licence Fee (New App.)	Premises Licence Fee (Annual Fee)	Misc. Fees (App. to Vary)	Misc. Fees (App. to Transfer)	VAT Status
Bingo Club	£1,544.00	£750.00	£1,029.00	£978.00	OS
Betting Premise (excluding tracks)	£1,544.00	£600.00	£1,029.00	£978.00	OS
Tracks	£1,544.00	£618.00	£1,029.00	£950.00	OS
Family Entertainment Centre	£1,544.00	£618.00	£1,000.00	£950.00	OS
Adult Gaming Centre	£1,544.00	£618.00	£1,000.00	£978.00	OS

OPERATIONS

3.1 Parking Services (tariff structure by town)

Fees subject to approval as part of separate report on Parking Services - Cabinet 7th January 2020

Parking Site	Tariff			Season Tickets
VAT Status	S	S	S	S
	Up to 2 hours	Up to 4 hours	All Day	1 month
ALDEBURGH				
Fort Green Car Park	£1.50	£3.00	£4.00	£65.00
King Street Car Park	£1.50	£3.00	-	-
Oakley Square Car Park	£1.50	£3.00	-	-
Slaughden Car Park **	£1.50	£3.00	£4.00	£65.00
Slaughden Sea Wall Car Park	No Charge but designated for cars and motorcycles only			
Thorpeness Beach Car Park *	£1.50	£3.00	£4.00	£65.00
Thorpe Road Car Park	£1.50	£3.00	£4.00	£65.00
BECCLES				
Blyburgate Car Park *	£1.50	£3.00	£4.00	£65.00
Hungate Car Park	£1.50	£3.00	-	-
Killbrack Car Park	No Charge but designated for cars and motorcycles only			
Newgate Car Park	£1.50	£3.00	-	-
BUNGAY				
Boyscott Lane Car Park	No Charge but designated for cars and motorcycles only			
Nethergate Car Park **	£1.50	£3.00	£4.00	£65.00
Priory Lane Car Park*	£1.50	£3.00	-	-
Scales Street Car Park	£1.50	£3.00	£4.00	£65.00
Wharton Street Car Park *	£1.50	£3.00	-	-

OPERATIONS

3.1 Parking Services (tariff structure by town) (continued)

Parking Site	Tariff			Season Tickets
VAT Status	S	S	S	S
	Up to 2 hours	Up to 4 hours	All Day	1 month
FELIXSTOWE				
Arwela Road Car Park	£1.50	£3.00	£4.00	£65.00
Beach Station Car Park	£1.50	£3.00	£4.00	£65.00
Brackenbury Fort Car Park*	£1.50	£3.00	£4.00	£65.00
Clifflands Car Park *	£1.50	£3.00	£4.00	£65.00
Convalescent Hill Car Park *	£1.50	£3.00	£4.00	£65.00
Crescent Road Car Park	£1.50	£3.00	-	-
Felixstowe Pier Car Park*	£1.50	£3.00	-	-
Garrison Lane Car Park **	£1.50	£3.00	£4.00	£65.00
Golf Road Car Park	£1.50	£3.00	£4.00	£65.00
Highfield Road Car Park	£1.50	£3.00	-	-
Landguard Car Park*	£1.50	£3.00	£4.00	£65.00
Manor Terrace Car Park *&**	£1.50	£3.00	£4.00	£65.00
Martello Park North Car Park	£1.50	£3.00	£4.00	£65.00
Martello Park South Car Park	£1.50	£3.00	£4.00	£65.00
Ranelagh Road Car Park	£1.50	£3.00	£4.00	£65.00

OPERATIONS

3.1 Parking Services (tariff structure by town) (continued)

Parking Site	Tariff			Season Tickets
VAT Status	S	S	S	S
	Up to 2 hours	Up to 4 hours	All Day	1 month
FELIXSTOWE				
Searson's Farm Car Park	No Charge but designated for cars and motorcycles only			
Spa Pavilion Car Park	£1.50	£3.00	-	-
The Grove Car Park	No Charge but designated for cars and motorcycles only			
The Promenade Car Park	£1.50	£3.00	£4.00	£65.00
Undercliff Car Park	£1.50	£3.00	-	-
FRAMLINGHAM				
Fore Street Car Park*	£1.00	£2.00	£4.00	£65.00
The Elms Car Park*&**	£1.00	£2.00	£4.00	£65.00
Market Hill Car Park *&**	£1.00	£2.00	-	-
HALESWORTH				
Angel Lane North Car Park *	£1.00	£2.00	£4.00	£65.00
Angel Lane South Car Park *	£1.00	£2.00	£4.00	£65.00
Bridge Street Car Park*	£1.00	£2.00	£4.00	£65.00
Station Road Car Park	£1.00	£2.00	£4.00	£65.00
Thoroughfare Car Park	£1.00	£2.00	-	-

OPERATIONS

3.1 Parking Services (tariff structure by town) (continued)

Parking Site	Tariff			Season Tickets
VAT Status	S	S	S	S
	Up to 2 hours	Up to 4 hours	All Day	1 month
KIRKLEY				
All Saints Car Park	No Charge but designated for cars and motorcycles only			
Clifton Road Car Park *	£1.00	£2.00	£4.00	£65.00
Pakefield Cliffs Car Park	No Charge but designated for cars and motorcycles only			
Pakefield Road Car Park *	£1.00	£2.00	£4.00	£65.00
Pakefield Street Car Park *	£1.00	£2.00	£4.00	£65.00
LEISTON				
High Street Car Park *	£1.00	£2.00	£4.00	£65.00
Main Street Car Park	No Charge but designated for cars and motorcycles only			
Sizewell Beach Car Park *	£1.00	£2.00	£4.00	£65.00
Sizewell Road Car Park *	£1.00	£2.00	£4.00	£65.00
Valley Road Car Park	No Charge but designated for cars and motorcycles only			
LOWESTOFT				
Adrian Road Car Park	£1.50	£3.00	£4.00	£65.00
Alexandra Road Car Park	£1.50	£3.00	£4.00	£65.00
Battery Green Car Park	£1.50	£3.00	-	-
Belvedere Road Car Park	£1.50	£3.00	£4.00	£65.00

OPERATIONS

3.1 Parking Services (tariff structure by town) (continued)

Parking Site	Tariff			Season Tickets
VAT Status	S	S	S	S
	Up to 2 hours	Up to 4 hours	All Day	1 month
LOWESTOFT				
Britten Centre Car Park *	£1.50	£3.00	£4.00	-
Christ Church Car Park	No Charge but designated for cars and motorcycles only			
Clapham Road Car Park	£1.50	£3.00	-	-
Claremont Pier Car Park	£1.50	£3.00	£4.00	-
Kirkley Cliff Car Park *	£1.50	£3.00	£4.00	£65.00
Mariners Street Car Park *	No Charge but designated for cars and motorcycles only			
Regent Road Car Park	£1.50	£3.00	£4.00	£65.00
Royal Green Car Park *	£1.50	£3.00	£4.00	£65.00
St Peters Street Car Park *	£1.50	£3.00	-	-
Tennyson Road Car Park	£1.50	£3.00	£4.00	£65.00
Waveney Sports Centre Car Park	No Charge but designated for cars and motorcycles only			
Whapload Road Car Park	£1.50	£3.00	£4.00	£65.00
MELTON				
Melton Riverside Car Park	No Charge but designated for cars and motorcycles only			
Melton Street Car Park	No Charge but designated for cars and motorcycles only			
OULTON BROAD				
Nicholas Everitts Park Car Park *	£1.00	£2.00	£4.00	£65.00
The Boulevard Car Park	£1.00	£2.00	£4.00	£65.00

OPERATIONS

3.1 Parking Services (tariff structure by town) (continued)

Parking Site	Tariff			Season Tickets
VAT Status	S	S	S	S
	Up to 2 hours	Up to 4 hours	All Day	1 month
SAXMUNDHAM				
Market Place Car Park	£1.00	£2.00	£4.00	£65.00
SOUTHWOLD				
Ferry Road (North) Car Park	No Charge but designated for cars and motorcycles only			
Ferry Road Car Park *	£1.50	£3.00	£4.00	£65.00
Harbour East Car Park *	£1.50	£3.00	£4.00	£65.00
Harbour West Car Park	No Charge but designated for cars and motorcycles only			
Southwold Pier Car Park *	£1.50	£3.00	£4.00	£65.00
WICKHAM MARKET				
Chapel Lane Car Park *	£1.00	£2.00	-	-
High Street Car Park *	£1.00	£2.00	-	-
The Hill Car Park	£1.00	£2.00	£4.00	£65.00
WOODBIDGE				
Deben Car Park	£1.00	£2.00	£4.00	£65.00
Hamblin Road Car Park *	£1.00	£2.00	-	-
Lime Kiln Quay Car Park	£1.00	£2.00	£4.00	£65.00
Oak Lane Car Park	£1.00	£2.00	-	-
The Station Car Park *	£1.00	£2.00	£4.00	£65.00
Theatre Street Car Park	£1.00	£2.00	£4.00	£65.00

OPERATIONS

3.1 Parking Services (tariff structure by town) (continued)

Parking Site	Tariff			Season Tickets
VAT Status	S	S	S	S
	Up to 2 hours	Up to 4 hours	All Day	1 month
COUNTRYSIDE				
Bawdsey Quay Car Park	No Charge but designated for cars and motorcycles only			
Broomheath Car Park	No Charge but designated for cars and motorcycles only			
Iken Car Park	No Charge but designated for cars and motorcycles only			
Nacton Shore Car Park	No Charge but designated for cars and motorcycles only			
Sutton Heath Car Park	No Charge but designated for cars and motorcycles only			
Upper Hollesley Common Car Park	No Charge but designated for cars and motorcycles only			
WRENTHAM				
Wrentham	No Charge but designated for cars and motorcycles only			

All above locations marked with an asterisk (*) have 30 minutes convenience concession free of charge managed via the RingGo app. Car parks that do not offer this convenience concession have free parking opportunities in the vicinity e.g. on-street limited waiting regulations or un-regulated kerb-space; and/or car parks provided by others.

All above locations marked with an asterisk (**) have implemented an introduction of tariff.

OPERATIONS

3.2 Parking Services (resident permit)

Resident Permit	2020/21	VAT Status
One year	£30.00	S

3.3 Parking Services (Penalty Charge Notices)

ECNs have now been made redundant and have been replaced with Penalty Charge Notices (PCNs). For more information please visit UK Statutory Instrument 2007 No.3487 - The Civil Enforcement of Parking Contraventions (Guideline on Levels of Charges)(England) Order 2007, Schedule to Article 2, Table 1, Band 2.

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

Penalty Charge	2020/21	VAT Status
Higher	£70.00	OS
Lower	£50.00	OS
50% discount if paid within 14 days		

3.4 Collection of Household Waste

Bulky Household Waste	2020/21	VAT Status
For the collection of up to three single items of bulky household waste	£45.50	OS
Each additional item (above three items) of bulky household waste	£15.50	OS
Other/special collections (by quotation)	POA	OS
Garden Waste Collection (fortnightly)		
Per green bin (per annum)	£43.50	OS
Green bin delivery	£10.50	OS
Delivery of waste bin (residual and recycling)	£33.50	OS
Delivery of additional household waste bin (residual and recycling)	£33.50	OS

OPERATIONS

3.5 Caravan & Camping Sites

Southwold Harbour Site	2020/21	VAT Status
Static caravan - site fee (March - November)	£2,325.00	S
Static caravan - site fee (December - February)	£200.00	S
New caravan - plot fee	£1,800.00	S
Additional charge for electricity site	£550.00	S
Additional Charges - static caravan		
Harbour side supplement front line	£197.00	S
Blackshore supplement front line	£171.00	S
External van cleaning	£70.00	S
External window & door clean	£12.00	S
Under van edge trim & weed killer spray	£22.00	S
All below fees are charged on a per night basis		
Tourers/motorised vans/tents (low season) Inc 2 adults	£26.00	S
Tourers/motorised vans/tents (peak season) Inc 2 adults	£31.25	S
Electricity per night	£5.00	S
Additional adult	£4.20	S
Additional child	£1.60	S
Awnings/gazebos/canopies	£7.80	S
Organised groups (To be negotiated in advance)	By negotiation	S
Single backpacker (no vehicle)*	£13.00	S
Key sale for toilet block	£27.50	S
Battery charging	£6.75	S
Ice packs	£1.25	S
Mobile phone charging	£1.25	S
* With discretion of caravan site manager at time of arrival		

OPERATIONS

3.6 Harbour & Annual Licences (beach & boat related)

Regular Users (per annum)	2020/21	VAT Status
Mooring fees	£655.00	S
Tenders/canoe/kayak	£35.00	S
Tenders/canoe/kayak day rate	£4.40	S
Harbour Dues (per annum)		
Up to 6100mm	£72.00	S
6100mm up to 9150mm	£138.00	S
9150mm up to 12200mm	£175.00	S
12200mm up to 15250mm	£230.00	S
Each additional 305mm over 15250mm	£6.00	S
Other Charges (per annum)		
Large hut sites	£395.00	EX
Small hut sites	£267.00	EX
Hut selling fish on a regular basis	Under review	EX
Stage Sites		
1E - 10E	£1,120.00	S
All other sites on Southwold bank	£580.00	S
All other sites on Walberswick bank	£545.00	S
Stage 25 LCC harbour dues	Per individual boat	S

OPERATIONS

3.6 Harbour & Annual Licences (beach & boat related) (continued)

W10 Mooring	2020/21	VAT Status
Up to 6100mm	£20.30	S
6100mm up to 9150mm	£24.00	S
9150mm up to 12200mm	£29.50	S
12200mm up to 15250mm	£37.50	S
Each additional 305mm over 15250mm	£1.85	S
Harbour dues	£9.50	S
Electric charge (normal)	£4.50	S
Electric charge (heavy use)	£13.00	S
Other Charges		
Storage ashore (per 305mm)	£2.70	S
Electric charge (weekly)	£30.00	S
Mooring winter charge (per 305mm/month)	£3.90	S
Mooring berth on north dock wall (including use of compound & facilities) per month	£145.00	S
Licences		
Beach Licences		
- Aldeburgh and Felixstowe	£58.00	OS
- Sizewell	£46.50	OS
Sale of fish from council land	Variable	OS
Boats on beach	£128.00	S
Boats in compound at The Dip	£128.00	S
Launch only permit	£63.00	OS
Fee for return of confiscated boats	Variable	S

OPERATIONS

3.7 Recreation Areas & Outdoor Sports

Beccles Sports Ground	2020/21	VAT Status
Cricket		
Adult one off match charge		
- Weekdays	£67.25	S
- Weekdays (evenings)	£51.25	S
- Weekends and Bank Holidays	£91.25	S
Adult block booking (minimum 11 matches)		
- Weekdays	£57.75	S
- Weekdays (evenings)	£43.75	S
- Weekends and Bank Holidays	£82.25	S
Junior one off match charge		
- Weekdays	£45.00	S
- Weekdays (evenings)	£35.25	S
- Weekends and Bank Holidays	£66.25	S
Junior block booking (minimum 11 matches)		
- Weekdays	£38.50	S
- Weekdays (evenings)	£32.25	S
- Weekends and Bank Holidays	£58.75	S
All weather surface		
- Weekdays	£48.25	S
- Weekdays (evenings)	£32.25	S
- Weekends and Bank Holidays	£54.00	S
- Weekends and Bank Holidays (evenings)	£40.25	S

OPERATIONS

3.7 Recreation Areas & Outdoor Sports (continued)

Beccles Sports Ground	2020/21	VAT Status
Football/Rugby		
Adult one off match charge		
- Weekdays	£48.25	S
- Weekends and Bank Holidays	£63.25	S
Adult block booking (minimum 11 matches)		
- Weekdays	£39.75	S
- Weekends and Bank Holidays	£49.75	S
Junior one off match charge		
- Weekdays	£31.00	S
- Weekends and Bank Holidays	£37.00	S
Junior block booking (minimum 11 matches)		
- Weekdays	£18.25	S
- Weekends and Bank Holidays	£23.50	S
Walton Recreation Ground - Felixstowe	2020/21	VAT Status
Football		
Mini soccer pitch		
- One off	£24.00	S
- Regular	£15.50	S

OPERATIONS

3.7 Recreation Areas & Outdoor Sports (continued)

Coronation Sports Ground Felixstowe	2020/21	VAT Status
Cricket		
Adult one off match charge		
- Weekdays	£50.25	S
- Weekdays (evenings)	£43.25	S
- Weekends and Bank Holidays	£77.25	S
Adult block booking (minimum 8 matches)		
- Weekdays	£42.25	S
- Weekdays (evenings)	£36.50	S
- Weekends and Bank Holidays	£64.75	S
Junior one off match charge		
- Weekdays	£32.75	S
- Weekdays (evenings)	£29.50	S
- Weekends and Bank Holidays	£51.75	S
Junior block booking (minimum 11 matches)		
- Weekdays	£24.75	S
- Weekdays (evenings)	£22.00	S
- Weekends and Bank Holidays	£38.50	S
Football/Rugby		
Adult one off match charge		
- Weekdays	£48.25	S
- Weekends and Bank Holidays	£64.25	S

OPERATIONS

3.7 Recreation Areas & Outdoor Sports (continued)

Coronation Sports Ground Felixstowe (continued)	2020/21	VAT Status
Football/Rugby		
Adult block booking (minimum 8 matches)		
- Weekdays	£39.75	S
- Weekends and Bank Holidays	£53.25	S
Junior one off match charge		
- Weekdays	£31.00	S
- Weekends and Bank Holidays	£42.25	S
Junior block booking (minimum 8 matches)		
- Weekdays	£23.00	S
- Weekends and Bank Holidays	£31.75	S
Recreation Areas	2020/21	VAT Status
Pavilion Hire (Cricket Pavilion, Dellwood Avenue, Felixstowe)	£72.50	S
Coronation Sports Ground Felixstowe		
- Use of changing facilities	£32.75	S
Tennis (Per court - Dellwood Avenue, Felixstowe)		
- Grass - Adult per hour	£12.50	S

OPERATIONS

3.8 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. Standard sites are those which have a hut immediately in front of them and obstructing the line of sight towards the sea.

Sizewell	2020/21	VAT Status
Premier site only	£605.00	S
Setting up of beach hut licence	£36.00	S
Administration fee for paying by instalments	£30.00	S

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

The beach huts at Lowestoft are managed by Sentinel Enterprises Ltd. You can access current fees and booking system via <https://www.hirebeachhuts.co.uk/> or calling (01502) 532541.

OPERATIONS

3.8 Beach Huts & Chalets (continued)

Felixstowe Huts	2020/21	VAT Status
Setting up of beach hut licence	£639.00	S
Setting up of beach hut licence - transfer within family (must provide evidence)	£128.00	S
Administration fee for paying by instalments	£30.00	S
Premier site	£605.00	S
Premier surcharge (per sqm where the site exceeds 2.13m width x 2.43m depth)	£174.00	S
Standard site	£484.00	S
Standard surcharge (per sqm where the site exceeds 2.13m width x 2.43m depth)	£152.00	S
Felixstowe Chalets		
Bath Tap		
- Chalets 21 - 26 (6)	£1,636.00	S
- Chalets 5 - 8 (4)	£1,636.00	S
- Chalets 1 - 4, 9 - 20, 27 - 36 (26)	£2,109.00	S
Cliff House		
- Chalets 3 and 4	£772.00	S
- Chalets 1, 2 and 6 - 16 (13)	£1,147.00	S
- Chalet 17	£1,147.00	S
- Chalets 18 - 22 (5)	£1,636.00	S
- Chalets 23 - 25 (3)	£1,636.00	S
- Chalet 5	£1,636.00	S
- Chalets 26 - 41 (16)	£2,109.00	S
Administration fee for paying by instalments	£30.00	S
Setting up of chalet licence	£36.00	S

OPERATIONS

3.9 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:

Brackenbury Leisure Centre Felixstowe	01394 270278
Deben Leisure Centre Woodbridge	01394 388991
Felixstowe Leisure Centre Felixstowe	01394 694600
Leiston Leisure Centre Leiston	01728 832700

Waterlane Leisure Centre and Bungay Leisure Centre are managed by Sentinel Leisure Trust. For more information see below contact details:

Waterlane Leisure Centre Lowestoft	01502 532540
Bungay Leisure Centre Bungay	01986 895014

OPERATIONS

3.10 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	2020/21	VAT Status
Stillborn child or aged under 18 years	No Charge	OS
A person over age 18 (Aldeburgh, Leiston, Saxmundham and Woodbridge cemeteries):		
- Standard Depth	£781.00	OS
- Double Depth	£921.00	OS
- Treble Depth	£1,066.00	OS
A person over age 18 (Beccles, Bungay, Halesworth, Kirkley, Lowestoft, Southwold and Wrentham cemeteries):		
- Standard Depth	£634.00	OS
- Double Depth	£724.00	OS
- Treble Depth	£822.00	OS
For the interment of ashes in a grave or ashes plot	£234.50	OS
For the interment of two sets of ashes at the same time	£309.00	OS
For the scattering of ashes	£103.00	OS
For the interment of body parts to an existing grave	£187.50	OS

OPERATIONS

3.10 Cemeteries (continued)

Interments (first and subsequent) for Common Graves / Unmarked Graves	2020/21	VAT Status
Stillborn child or aged under 18 years	No charge	OS
A person over age 18:		
- Standard Depth	£556.00	OS
- Double Depth	£648.50	OS
- Treble Depth	£823.50	OS
Cancellation of burial arrangements 48 hours prior to burial	50% of charge	OS
Cancellation of burial arrangements less the 48 hours prior to burial	100% of charge	OS
Exhumation:		
- Of a body	£1,112.00	S
- Of cremated remains	£450.00	S
Exclusive Right of Burial (Period of 25 years) - Excludes Common/Unpurchased graves		
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
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)	£825.00	OS
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
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)	£550.00	OS

OPERATIONS

3.10 Cemeteries (continued)

Exclusive Right of Burial (Period of 25 years) - Excludes Common/Unpurchased graves	2020/21	VAT Status
For exclusive right of burial in a children's plot 5' x 2' (1524mm x 609mm)	£458.00	OS
For exclusive right of burial in a children's plot 3' x 2' (914mm x 609mm)	£425.00	OS
- In an earthen grave space 9' x 4' (2743mm x 1219mm)	£224.00	OS
- In an earthen ashes plot 2' x 2' (609mm x 609mm)	£149.50	OS
Monuments and Headstones (Memorials permitted on any section, including lawns)		
Headstones, crosses etc. (maximum height of 36"/920mm)*	£230.00	S
Headstones, crosses etc. on children's graves and on ashes plots (maximum height 24"/609mm)*	£130.50	S
Headstones, crosses etc. on gardens of rest ashes plots (maximum height 24"/609mm) Aldeburgh, Leiston & Saxmundham only	£134.50	S
A plaque or desk (maximum height 6"/152mm)*	£134.50	S
A plaque on memorial wall 9" x 6" (229mm x 152mm)	£230.00	S
Flower vase with inscription (maximum height 11 3/4"/300mm)*	£102.50	S
For every additional inscription	£58.00	S
Kerb Sets (Traditional Section only) - Excludes headstone fee		
For single grave space:		
- A full kerb set (max length 83"/2100mm)*	£255.00	S
- A half kerb set (length between 19" and 42"/480mm and 1050mm)*	£134.50	S
- A small kerb set (maximum length 19"/480mm)*	£102.50	S

OPERATIONS

3.10 Cemeteries (continued)

Kerb Sets (traditional section only) - Excludes headstone fee	2020/21	VAT Status
For double grave space:		
- A full kerb set (max length 83"/2100mm)*	£510.00	S
- A half kerb set (length between 19" and 42"/480mm and 1050mm)*	£311.00	S
- A small kerb set (maximum length 19"/480mm)*	£237.00	S
All Areas		
Memorial renovation/replacement/application	£48.00	S
Other Charges		
Use of cemetery chapel	£180.50	EX
Appointment with cemetery staff	£48.50	S
Cemetery staff locating and marking grave	£48.50	S
Staff search of burial records (per register)	£48.50	S
Personal search of burial records (per register)	£26.50	S
For a certified copy of entry in register or burials	£26.50	S
Statutory declaration relating to burial records	£112.50	OS
Updating grants of exclusive rights of burial	£37.50	S
Transfer of grant of right of burial	£64.50	OS

OPERATIONS

3.11 Green Burials

Green Burial Site	2020/21	VAT Status
Interments (first and subsequent) burial fees		
Stillborn child or aged under 18 years	No charge	OS
A person over age 18 (single depth)	£540.00	OS
For the interment of ashes in a grave or ashes plot	£230.00	OS
For the interment of two sets of ashes at the same time	£300.00	OS
For the scattering of ashes	£103.00	OS
Provision of plaque on memorial board	£67.00	S

4.1 Street Name & Numbering

Existing	2020/21	VAT Status
Property renaming/addition of house name	£39.00	OS
Provision of naming & numbering information to utilities	£368.00	OS
Naming & numbering enquiries from solicitors/utilities not subscribed - new or historic addresses	£78.00	OS
Re-numbering of scheme following development re-plan (after notification of approved naming and numbering scheme issued) either individuals or developers	£78.00	OS
Addressing New Development		
1 plot	£39.00	OS
2-5 plots (including new streets)	£78.00	OS
6-10 plots (including new streets)	£150.00	OS
11-20 plots (including new streets)	£300.00	OS
21-50 plots (including new streets)	£800.00	OS
51-100 plots (including new streets)	£1,200.00	OS
101+ plots (including new streets)	£1,200 base charge + £10 per plot	OS
Provision/Relocation of Street Name Plates		
Set of street nameplates (2) supplied and installed	£435.00	S
Re-locating street name plate	£150.00	S

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)	- Waste management
- Licensing fees	- Event monitoring - In compliance with policy and location hire agreement
- Parking - Loss of income and parking bay suspensions	- 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)

	2020/21			
	Commercial	Charity (national)	Charity (local)	VAT Status
Application fee	£52.00	£52.00	£26.00	EX
Hire charge (per day)				
Felixstowe events area	£309.00	£155.00	No Charge	EX
Parks, promenade, gardens and village greens	£309.00	£155.00	No Charge	EX
Felixstowe Triangle	£103.00	£52.00	No Charge	EX
Promotional stands (per metre)	£10.00	£5.00	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.

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

	2020/21			
	Commercial	Charity (national)	Charity (local)	VAT Status
Application fee	£52.00	£52.00	£26.00	EX
Hire charge (per day)				
Events area	£618.00	£309.00	No charge	EX
Parks, promenade, gardens and village greens	£618.00	£309.00	No charge	EX
Promotional stands (per metre)	£10.00	£5.00	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.

ECONOMIC DEVELOPMENT & REGEN

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

	2020/21			
	Commercial	Charity (national)	Charity (local)	VAT Status
Application fee	£103.00	£103.00	£52.00	EX
Hire charge (per day)				
Events area	£1,029.00	£618.00	No charge	EX
Parks, promenade, gardens and village greens	£1,029.00	£618.00	No charge	EX
Promotional stands (per metre)	£10.00	£5.00	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.

6.1 Community infrastructure levy (CIL)

The Community Infrastructure Levy is the new way in which 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.

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.

[East Suffolk Community Infrastructure Levy](#)

Community Infrastructure Levy	2020/21	VAT Status
CIL Charging Schedule	Variable	OS
CIL Regulation 123 List	Variable	OS
CIL Instalments Policy	Variable	OS
CIL Discretionary Social Housing Relief Policy	Variable	OS

6.2 Pre Application Planning Advice

Discretionary fees currently published under pre application planning advice are currently undergoing a county wide review. Therefore the fees listed have remained static at 2018/19 levels whilst the review is undertaken.

Exemptions:

- Pre-application advice to Town or Parish Councils for their own developments.
- Proposals that would be exempt from planning application fees for the following reasons:
 - Extension and alterations to a dwelling house where a Disabled Person* resides or proposes to reside or the carrying out of operations within the curtilage of such a dwelling house for the purpose in either case of improving the access, safety, health or comfort of the disabled person.
 - Provision of means of access for Disabled Persons* at buildings/premises to which members of the public are admitted.
 - Schemes located within areas covered by Local Development Orders and which meet the requirements of the relevant Order.

*** Section 29 of the National Assistance Act 1948**

PLANNING & COASTAL MANAGEMENT

6.2 Pre Application Planning Advice (continued)

General Enquiries	2020/21	VAT Status
Permitted development	£43.50	S
Householder	£43.50	S
Residential		
2-5 dwellings	£125.00 per dwelling	S
6-9 dwellings	£930.00	S
10-30 dwellings	£930.00 + £90.00 per dwelling	S
31-50 dwellings	£930.00 + £90.00 per dwelling	S
51-99 dwellings	£310.00 cost for initial meeting	S
100+ dwellings	£310.00 cost for initial meeting	S
Commercial		
1 - 40sq m	£186.50	S
41- 100sq m	£186.50	S
101 - 250sq m	£125.00 + £125.00 per 200m ²	S
251 - 500sq m	£125.00 + £125.00 per 200m ²	S
501 - 1,000sq m	£125.00 + £125.00 per 200m ²	S
1,001 - 10,000sq m	£620.00 + £125.00 per 1000m ²	S
10,001+ sq m (1Ha)	Negotiated charge	S

PLANNING & COASTAL MANAGEMENT

6.2 Pre Application Planning Advice (continued)

Other	2020/21	VAT Status
Certificate of lawfulness	£93.00	S
Advertisements	£43.50	S
Telecommunications	see Commercial above	S
Listed buildings	£93.00	S
Change of use	£93.00	S
Shop fronts	£93.00	S
Tree inspection and hedgerow - Householders	£93.00	S
Tree inspection and hedgerow - All others	£240.00	S
Anemometer masts or single wind turbines of less than 100m:		
- Up to 20m	£93.00	S
- 20m to 50m	No Charge	S
- Above 50m	Negotiated	S

6.3 Public Path Orders & Agreements

Per Application	2020/21	VAT Status
Hourly charge	£59.00	OS

PLANNING & COASTAL MANAGEMENT

6.4 Planning Policy & Delivery Maps

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. Charge of 20p per A4 sheet plus £1.50 for postage. Hard copies of Policies Maps are also available on request and will be charged as per the size of map as below (price includes £1.50 postage). It is usual for hard copies of any consultation documents produced to be free of charge to the public.

Map size	2020/21	VAT Status
A0	£9.50	ZE
A1	£5.50	ZE
A3	£2.50	ZE
A4	£1.70	ZE

6.5 Local Land Charges

Official Enquiries	2020/21	VAT Status
Full search	£150.00	OS
Full search additional parcel	£17.80	OS
LLC1	£26.00	OS
LLC1 register part	£7.60	OS
LLC1 additional parcel	£4.10	OS
Full CON29R	£124.00	S
Con 29 additional parcel	£13.70	S
Con 29 additional question	£22.60	S
Con 29 R individual questions (each)	£3.20	S
Con 29 optional enquiry	£21.10	S
Personal search	£21.20	OS
Solicitor fees for retrieval of documents	£21.10	OS

HOUSING SERVICES

7.1 Houses of Multiple Occupancy Licences

	2020/21	VAT Status
Properties with up to and including five lettable units	£670.00	NB
Extra charge for each unit over five	£22.00	NB
Relicensing fee (after five years) if no structural changes etc. to premises	£133.00	NB
Varying a current licence if no structural changes etc. to premise	No Charge	NB

7.2 Enforcement Notices on Private Sector Landlords

	2020/21	VAT Status
Serving of enforcement notice	£485.00	NB

7.3 Immigration Issues

	2020/21	VAT Status
Cost of inspections	£360.00	NB

7.4 Park Home Fees

New Licence (relevant protected sites only)	2020/21	VAT Status
Processing		
Examine application documentation, associated certificates. Check to ensure that details are correct and correct fee is attached (60 mins)	£48.53	OS
Make assessment of site layout, provision of amenities/utilities, examine fire risk assessment (60 mins)	£48.53	OS
Finance receive payment of fee, process payment and issue receipt (60 mins)	£48.53	OS

HOUSING SERVICES

7.4 Park Home Fees (continued)

New Licence (relevant protected sites only) continued	2020/21	VAT Status
Inspection		
1-5 Verification inspection of the site (60 mins)	£48.53	OS
6-24 Verification inspection of the site (90 mins)	£72.80	OS
25-99 Verification inspection of the site (120 mins)	£97.06	OS
100+ Verification inspection of the site (180 mins)	£145.59	OS
Issue of New Licence		
Prepare licence documents and certificates (120 mins)	£97.06	OS
Check and sign certs/licence as necessary, and serve by post (30 mins)	£24.27	OS
Update database register and public register (20 mins)	£16.16	OS
1-5 Combined adjusted total fees for new park home licence applications	£331.61	OS
6-24 Combined adjusted total fees for new park home licence applications	£355.88	OS
25-99 Combined adjusted total fees for new park home licence applications	£380.14	OS
100+ Combined adjusted total fees for new park home licence applications	£428.67	OS
Annual Fee (relevant protected sites only)		
1-3 Number of pitches	No Charge	OS
4-5 Number of pitches - (185 mins admin time) (140 mins inspection time)	£262.87	OS
6-24 Number of pitches - (200 mins admin time) (210 mins inspection time)	£331.63	OS
25-99 Number of pitches - (270 mins admin time) (390 mins inspection time)	£533.84	OS
100-199 Number of pitches - (375 mins admin time) (800 mins inspection time)	£950.38	OS
200+ Number of pitches - (450 mins admin time) (1080 mins inspection time)	£1,237.52	OS

HOUSING SERVICES

7.4 Park home fees (continued)

Variations and Amendments	2020/21	VAT Status
License Variation (plus inspection fee if applicable)	£141.52	OS
Examine amended application documents and associated certificates. Check to ensure details are correct and correct fee is attached (60mins)	£48.53	OS
Check site history for any outstanding issues (30 mins)	£24.27	OS
Make decision as to whether amendments are appropriate (30 mins)	£24.27	OS
Prepare new licence documents (20 mins)	£16.16	OS
Check, sign and post new documents (15 mins)	£12.13	OS
Update database and public register (20 mins)	£16.16	OS
Site Inspection Fees		
1-5 Verification inspection of the site (60 mins)	£48.53	OS
6-24 Verification inspection of the site (90 mins)	£72.80	OS
25-99 Verification inspection of the site (120 mins)	£97.06	OS
100+ Verification inspection of the site (180 mins)	£145.59	OS
Licence Transfer Fee		
Transfer	£141.52	OS
Check form is correct including correct fee (30 mins)	£24.27	OS
Check site history and any outstanding issues (30 mins)	£24.27	OS
Examine request documentation and make decision (60 mins)	£48.53	OS
Prepare new licence documents (20 mins)	£16.16	OS
Check, sign and post new documents (15 mins)	£12.13	OS
Update database and public register (20 mins)	£16.16	OS
Deposit of site rules - examine rules, checking for banned rules (60 mins)	£48.53	OS
Deposit of site rules - update database and public register (20 mins)	£16.16	OS

HOUSING SERVICES

7.5 Landlord Smoke Detectors

	2020/21	VAT Status
First offence	£590.00	OS
First offence (If paid within 14 day period from date of service)	£430.00	OS
Second offence	£2,500.00	OS
Third and subsequent offences	£5,000.00	OS

7.6 Enforcement Action (works in default)

	2020/21	VAT Status
Cost of works undertaken plus officer time costs	100% of costs plus £48.53 per hour	OS

7.7 Civil Penalties (Housing Act 2004)

	2020/21	VAT Status
Penalty (maximum)	£30,000.00	OS
Actual penalty applied is calculated in accordance with the relevant policy		

7.8 Minimum Energy Efficiency Standards

	2020/21	VAT Status
Substandard property let unlawfully for less than three months	£2,000.00	OS
Substandard property let unlawfully for more than three months	£4,000.00	OS
Failure to comply with compliance notice	£2,000.00	OS
Registering a false exemption	£1,000.00	OS

HOUSING SERVICES

7.9 Assistance Service (renovation grants / disabled facilities grants)

	2020/21	VAT Status
Assistance with making an application for a Renovation Grant (over £5,000) - inc. tendering process and supervision of works	15% of eligible assistance package	S
Assistance with making an application for a Disabled Facilities Grant - inc. tendering process and supervision of works	15% of eligible assistance package	S
Assistance with making an application for a Minor Works Grant - inc. tendering process and supervision of works	15% of eligible assistance package	S
Assistance with completing an application for a Grant (any type) - not including tendering process or supervision of works	£145.00	S

7.10 Landlord References

	2020/21	VAT Status
Landlord reference	No Charge	OS

7.11 Garage Rents

With Effective From 1st April 2019	2020/21	VAT Status
HRA Tenants (per week based on a 50 week year) *	£8.00	OS
Private Tenants (per week based on a 50 week year and inclusive of 20% VAT) *	£11.40	S
*2020/21 garage rents to be effective from 1st April 2020 proposed as part of the HRA budget report in January 2020		

7.12 Mutual Exchange Fees

Application	2020/21	VAT Status
Electric safety check	£86.40	S
Gas safety check - boiler inspection	No Charge	OS