

Discretionary Fees and Charges

2023/24

East Suffolk Council



FEES AND CHARGES NOTE

Note

Generally any increase in fees and charges will take effect from 1 April 2023 and apply through to 31 March 2024. Details of variations from this 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

CONTENTS PAGE

	Page
Environmental Services and Port Health	
1.1 Charges for licences	5
1.2 Charges for registration	6
1.3 Food premises register	6
1.4 Certificates & health charges	6
1.5 Health education courses	6
1.6 Voluntary surrender certificates	7
1.7 Food hygiene ratings	7
1.8 Safer Food, Better Business (SFBB)	7
1.9 Dog control	7
1.10 Provision of supplementary environmental information	8
1.11 Fixed penalty notices (FPNs)	8
1.12 Public Health funeral administration	9
1.13 Private Water Supplies Regulations 2016 Sampling	9
1.14 Lowestoft Port Health - Charges for Inspections of Ships (Sanitation Inspection Certificates)	10
1.15 Port Health - Suffolk Coastal Port Health Authority	10
Legal and Democratic Services	
2.1 Charges for licences	11
2.2 Hackney carriages / Private hire vehicles	12
2.3 Premises licences (Gambling Act 2005)	13
Operations	
3.1 Parking services	14-21
3.2 Parking services (Administration charges)	21
3.3 Collection of household waste	22
3.4 Caravan & camping sites	23
3.5 Harbour & annual licenses (beach & boat related)	24-25
3.6 Recreation areas & outdoor sports	26-28
3.7 Beach huts & chalets	29-31
3.8 Leisure facilities	32
3.9 Cemeteries	33-34
3.10 Green burials	35
3.11 Sponsorship of commemorative benches	35
3.12 Filming & Commercial Photography	36
3.13 Events Area	36-39

CONTENTS PAGE

	Page
Digital and Programme Management	
4.1 Street name & numbering	40
Planning and Coastal Management	
5.1 Section 106 Agreements	41
5.2 Pre application planning advice	41
5.3 Public path orders & agreements	41
5.4 Local land charges	42
5.5 Planning policy & delivery	42
Housing Services	
6.1 Houses of multiple occupancy licences	43
6.2 Enforcement notices on private sector landlords	43
6.3 Immigration issues	43
6.4 Park home fees	44-45
6.5 Landlord smoke detectors	46
6.6 Enforcement action (works in default)	46
6.7 Civil penalties (Housing Act 2004)	46
6.8 Minimum energy efficiency standards	46
6.9 Assistance service (renovation grants / disabled facilities grants)	47
6.10 Landlord references	47
6.11 Mutual exchange fees	47
6.12 Traveller site	47
6.13 Garage rents	47

ENVIRONMENTAL & PORT HEALTH

1.1 Charges for licences

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Animal welfare					
Pet shops **	£319.00	OS	£16.00	5.28%	£303.00
Dog breeding establishments **	£319.00	OS	£16.00	5.28%	£303.00
Dangerous wild animals **	£475.00	OS	£23.00	5.09%	£452.00
Animal boarding establishments **	£319.00	OS	£16.00	5.28%	£303.00
Home Boarding Franchise ("Arrangers") If the number of "Hosts" exceeds 6, an additional £72.00 fee will be charged per 6 "Hosts" (i.e., £72.00 for 7 to 12 hosts, £144.00 for 13 to 18 hosts etc.)		OS	n/a	n/a	
Riding establishments Application Fee	£168.00	OS	£8.00	5.00%	£160.00
Grant fee 1 year Licence	£145.00	OS	£7.00	5.07%	£138.00
Grant fee 2 year Licence	£254.00	OS	£13.00	5.39%	£241.00
Grant fee 3 year Licence	£351.00	OS	£17.00	5.09%	£334.00
Additional fee for each additional activity *	£71.00	OS	£4.00	5.97%	£67.00
Re-rating request *	£163.00	OS	£8.00	5.16%	£155.00
Appeal inspection fee *	£163.00	OS	£8.00	5.16%	£155.00
Variation Application Fee-					
1 star	£146.00	OS	£7.00	5.04%	£139.00
2 star	£74.00	OS	£4.00	5.71%	£70.00
3 star	£50.00	OS	£3.00	6.38%	£47.00
4 star	£37.00	OS	£2.00	5.71%	£35.00
5 star	£30.00	OS	£2.00	7.14%	£28.00
Paperwork only variation (all ratings)*	£30.00	OS	£2.00	7.14%	£28.00
<i>All the above fees marked with an asterisk (*) plus vet fees at cost, if required</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>					

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Advice regarding various licences					
Hourly rate	£76.00	S	£4.00	5.56%	£72.00

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Zoo licensing					
Notice of intention to apply for a zoo licence	£140.00	OS	£7.00	5.26%	£133.00
Application for the grant of a new zoo licence for four years	£489.00	OS	£24.00	5.16%	£465.00
Special inspection of licenced zoo	£174.00	OS	£9.00	5.45%	£165.00
Periodic inspections (renewal & every three years)	£714.00	OS	£34.00	5.00%	£680.00
Vet inspection fees are in addition to all animal welfare licences					

ENVIRONMENTAL & PORT HEALTH

1.2 Charges for registration

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Skin piercing					
Tattooing, micropigmentation/semi-permanent makeup, cosmetic-piercing (including ear-piercing), electrolysis, and acupuncture (Premises)	£290.00	OS	£17.00	6.23%	£273.00
Tattooing, micropigmentation/semi-permanent makeup, cosmetic-piercing (including ear-piercing), electrolysis, and acupuncture (Persons)	£170.00	OS	£10.00	6.25%	£160.00
Add a skin piercing activity to an existing registration.	£90.00	OS	*NEW*	*NEW*	n/a
Replacement or duplicate registration certificate (electronic and/or paper).	£30.00	S	*NEW*	*NEW*	n/a
Change of a person's name (electronic and/or paper).	£30.00	OS	*NEW*	*NEW*	n/a

1.3 Food premises register

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Copy of food premises register	£157.00	OS	£7.00	4.67%	£150.00
Copy of food premises register - single entry	£21.00	OS	£1.40	7.14%	£19.60

1.4 Certificates & health charges

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Issuing of export health certificate - Local Authority	£130.00	OS	£6.00	4.84%	£124.00
Issuing of export health certificate - APHA	£250.00	OS	£13.00	5.49%	£237.00
Issuing of export certificate of conformity	£100.00	OS	£6.00	6.38%	£94.00

1.5 Health education courses

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Level 2 Award in Food Safety and Catering	£82.00	EX	£4.00	5.13%	£78.00
Level 2 Award in Food Safety and Catering (refresher)	£48.00	EX	£2.00	4.35%	£46.00
Level 2 Award in Health and Safety at Work	£82.00	EX	£4.00	5.13%	£78.00
Examination re-sit fee for a Level 2 course	£48.00	EX	£2.00	4.35%	£46.00

ENVIRONMENTAL & PORT HEALTH

1.6 Voluntary surrender certificates

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Issue of voluntary surrender certificates	£195.00	OS	£9.00	4.84%	£186.00
Disposal of food	<i>Actual Cost (net of VAT)</i>	OS	n/a	n/a	<i>Actual Cost (net of VAT)</i>

1.7 Food hygiene ratings

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Revisit	£200.00	OS	£38.00	23.46%	£162.00

1.8 Safer Food, Better Business (SFBB)

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
SFBB for caterers	£22.00	ZE	£1.00	4.76%	£21.00
SFBB for caterers with residential care homes supplement	£22.00	ZE	£1.00	4.76%	£21.00
SFBB for retailers	£22.00	ZE	£1.00	4.76%	£21.00
SFBB Indian, Pakistani, Bangladeshi and Sri Lankan cuisines	£22.00	ZE	£1.00	4.76%	£21.00
SFBB Chinese cuisine - English language version	£22.00	ZE	£1.00	4.76%	£21.00
SFBB Chinese cuisine - Cantonese language version	£22.00	ZE	£1.00	4.76%	£21.00
SFBB childminders	£13.50	S	£0.50	3.85%	£13.00
12 month diary pack	£7.00	S	£1.60	29.63%	£5.40

1.9 Dog control

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Costs of reclaiming a stray dog	£134.00	OS	£7.00	5.51%	£127.00
Surcharge for dogs with no/unregistered/out-of-date/otherwise invalid microchip	£45.00	OS	£3.00	7.14%	£42.00
Plus administration costs	£40.00	OS	£2.00	5.26%	£38.00
Plus daily kennelling fees	£17.00	OS	£1.00	6.25%	£16.00
Plus vet fees at actual cost					

ENVIRONMENTAL & PORT HEALTH

1.10 Provision of supplementary environmental information

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
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	£116.00	OS	£6.00	5.45%	£110.00
Complex requests (i.e. taking more than 2 hours to process):					
Flat Rate	£116.00	OS	£6.00	5.45%	£110.00
Plus charge per hour	£76.00	OS	£4.00	5.56%	£72.00

1.11 Fixed penalty notices (FPNs)

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Offence	Standard Penalty (14 days)	Amount if paid within 10 days	Maximum fine for non payment		
Nuisance parking	£100.00	£60.00	n/a		n/a
Vehicle abandonment	£200.00	£120.00	n/a		n/a
Litter	£80.00	£60.00	£2,500.00		n/a
Street litter & litter control notices	£80.00	£60.00	£2,500.00		n/a
Leaflet distribution	£80.00	£60.00	£2,500.00		n/a
Graffiti and Fly posting	£80.00	£60.00	unlimited		n/a
Failure to produce waste transfer note	£300.00	£180.00	unlimited		n/a
Failure to provide waste carrier licence	£300.00	£180.00	unlimited		n/a
Offences regarding waste receptacles	£80.00	£60.00	£1,000.00		n/a
Breach of Public Space Protection Order (PSPO)	£80.00	£60.00	n/a		n/a
Breach of Community Protection Notice (CPN)	£80.00	£60.00	n/a		n/a
Noise from dwellings	£80.00	£60.00	£1,000.00		n/a
Noise from licensed premises	£500.00	n/a	£1,000.00		n/a
Householder waste duty of care	£200.00	£120.00	n/a		n/a
Smoke Free - Failure to provide signage to prohibit smoking in a prohibited place	£200.00	£150.00	n/a		n/a
Smoke Free - Smoking in a prohibited place	£50.00	£30.00	n/a		n/a

*NEW to Discretionary fees
book*

ENVIRONMENTAL & PORT HEALTH

1.12 Public Health funeral administration

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Administration fee	£350.00	OS	*NEW to Discretionary fees book*		n/a
Funeral expenses incurred	<i>Actual cost</i>	OS			n/a

1.13 Private Water Supplies Regulations 2016 Sampling

To carry out a risk assessment under Regulation 6 of The Private Water Supplies Regulations 2016.

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Risk Assessment			*NEW to Discretionary fees book*		
Risk Assessments and investigations undertaken by ESC officers will be charged on a 100% cost-recovery basis	<i>Hourly rate (as below)</i>	OS			n/a
Risk Assessment and investigations carried out by a contractor	<i>Actual cost</i>	OS			n/a
Officer time supporting contractor activities (administration of sampling, data management and correspondence)	<i>Hourly rate (as below)</i>	OS			n/a
Sampling					
Sampling costs will be charged on a 100% cost recovery basis	<i>Hourly rate (as below)</i>	OS			n/a
Sampling costs will also include elements to recover the actual third party costs of transporting samples to the laboratory	<i>Actual cost</i>	OS			n/a
Sampling costs will include an element to recover the administrative costs, data management, correspondence etc.	<i>Hourly rate (as below)</i>	OS			n/a
Revisit to verify failed result (applies only to the first revisit for re-sampling to verify failed parameters)	No charge	OS			n/a
Analysis of all samples will be charged at the cost charged to ESC by the laboratory (including re-samples to verify failed parameters)	<i>Actual cost</i>	OS			n/a
Hourly Rate					
Officer time hourly rate (includes on-costs and overheads)	£76.00	OS			n/a
Missed appointments					
Missed appointments for sampling or risk assessments will attract fees at the standard rate unless cancelled at least 48 hours beforehand					

1.14 Lowestoft Port Health - Charges for Inspections of ships (Sanitation Inspection Certificates)

Lowestoft Port Health charges for 2023/24 are to be included from March 2023.

1.15 Port Health - Suffolk Coastal Port Health Authority

Suffolk Coastal Port Health Authority charges for 2023/24 are to be included from March 2023.

LEGAL & DEMOCRATIC SERVICES

2.1 Charges for licences

	2023/24	VAT Status
Sex Establishments		
Sex Establishments - Initial Grant	£2,289.00	OS
Sex Establishments - Annual Fee	£1,945.00	OS
Street Trading		
Consents and Licences	£425.00	OS
Daily Fee	£28.00	OS
Pavement Licences (for local businesses)	No charge	OS
Single Event Street Trading Licence for events supported by Town/Parish Councils' are free of charge. This is at the Councils' discretion.		

£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
£109.00	5.00%	£2,180.00
£93.00	5.02%	£1,852.00
£20.00	4.94%	£405.00
£1.00	3.70%	£27.00
n/a	n/a	No charge

	2023/24	VAT Status
Boat and Boatman Licences		
Pleasure Boat Licence (up to 12 passengers)	£140.00	OS
Rowing Boat (4 passengers)	£69.00	OS

£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
£7.00	5.26%	£133.00
£3.00	4.55%	£66.00

LEGAL & DEMOCRATIC SERVICES

2.2 Hackney carriages / Private hire vehicles

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Horse drawn vehicle or private hire vehicle	£50.00	OS	£2.00	4.17%	£48.00
Disclosure & Barring Checks / Set by Disclosure & Barring Service	£40.00	OS	£0.00	0.00%	£40.00
Vehicle ID plate initial charge (with bracket)	£28.00	OS	£0.00	0.00%	£28.00
Vehicle ID plate renewal charges	£16.00	OS	£0.00	0.00%	£16.00
Temporary vehicle	£50.00	OS	£2.00	4.17%	£48.00
Vehicle transfer to new owner	£50.00	OS	£2.00	4.17%	£48.00
Motorised Hackney Carriage	£340.00	OS	£15.00	4.62%	£325.00
Discount for vehicles with mobility seat provision for people with disability	£170.00	OS	£6.00	3.66%	£164.00
Discount for Electric/hybrid Vehicles	£255.00	OS	£11.25	4.62%	£243.75
Private hire vehicles	£296.00	OS	£14.00	4.96%	£282.00
Discount for vehicles with mobility seat provision for people with disability	£148.00	OS	£7.00	4.96%	£141.00
Discount for Electric/hybrid Vehicles	£222.00	OS	£10.50	4.96%	£211.50
Rickshaws	£50.00	OS	£2.00	4.17%	£48.00
Driver's Licences					
Initial application test	£50.00	OS	£2.00	4.17%	£48.00
First application	£173.00	OS	£8.00	4.85%	£165.00
Three year licence	£226.00	OS	£11.00	5.12%	£215.00
Private Hire Operations Licences					
Knowledge Test	£58.00	OS	£3.00	5.45%	£55.00
Five year licence owner/driver	£267.00	OS	£13.00	5.12%	£254.00
Five year licence 2 - 5 cars	£450.00	OS	£21.00	4.90%	£429.00
Five year licence over 5 cars	£888.00	OS	£42.00	4.96%	£846.00

Additional Hackney / Private Hire Vehicle fees are set by East Suffolk Council Partners - Norse Group Limited. They will be set by East Suffolk Services Ltd from July 2023.

The Charges		
	Mechanical Inspection	Single Axle Trailer - Inspection
	Retest	Failure to Keep Vehicle Inspection Appointment
	Unfit Vehicle Notice	Taxi / Private Hire Vehicle Plate Replacement
	Double Axle Trailer - Inspection	

LEGAL & DEMOCRATIC SERVICES

2.3 Premises licences (Gambling Act 2005)

	2023/24				
	Premises Licence Fee (New App.)	Premises Licence Fee (Annual Fee)	Misc. Fees (App. to Vary)	Misc. Fees (App. to Transfer)	VAT Status
Bingo Club	£1,717.00	£813.00	£1,145.00	£1,088.00	OS
Betting Premise (excluding tracks)	£1,717.00	£600.00	£1,145.00	£1,088.00	OS
Tracks	£1,717.00	£687.00	£1,145.00	£950.00	OS
Family Entertainment Centre	£1,717.00	£687.00	£1,000.00	£950.00	OS
Adult Gaming Centre	£1,717.00	£687.00	£1,000.00	£1,088.00	OS

	2022/23				
	Premises Licence Fee (New App.)	Premises Licence Fee (Annual Fee)	Misc. Fees (App. to Vary)	Misc. Fees (App. to Transfer)	VAT Status
Bingo Club	£1,635.00	£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

	2022/23				
	Premises Licence Fee (New App.)	Premises Licence Fee (Annual Fee)	Misc. Fees (App. to Vary)	Misc. Fees (App. to Transfer)	VAT Status
Bingo Club	5.0%	5.0%	5.0%	5.0%	OS
Betting Premise (excluding tracks)	5.0%	0.0%	5.0%	5.0%	OS
Tracks	5.0%	5.0%	5.0%	0.0%	OS
Family Entertainment Centre	5.0%	5.0%	0.0%	0.0%	OS
Adult Gaming Centre	5.0%	5.0%	0.0%	5.0%	OS

OPERATIONS

3.1 Parking services (Off-street parking places)

Off-street parking places	Tariff			Season Tickets
VAT Status	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
ALDEBURGH				
Fort Green	£1.50	£3.00	£4.00	£65.00
King Street*	£1.50	£3.00	£4.00	-
Oakley Square*	£1.50	£3.00	£4.00	-
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
BECCELES				
Blyburgate*	£1.00	£2.00	£4.00	£65.00
Hungate*	£1.00	£2.00	-	£65.00
Newgate*	£1.00	£2.00	£4.00	£65.00
BUNGAY				
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

3.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets
VAT Status	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
FELIXSTOWE				
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	£4.00	-
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	£4.00	£65.00
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

3.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets
VAT Status	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
FELIXSTOWE				
Searson's Farm	No Charge			-
Spa Pavilion	£1.50	£3.00	£4.00	-
The Grove	No Charge			-
The Promenade	£1.50	£3.00	£4.00	£65.00
Undercliff	£1.50	£3.00	£4.00	-
FRAMLINGHAM				
Fore Street*	£1.00	£2.00	£4.00	£65.00
Market Hill*	£1.00	-	-	-
The Elms*	£1.00	£2.00	£4.00	£65.00
HALESWORTH				
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	-	-

3.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets
VAT Status	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
KIRKLEY				
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
LEISTON				
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			-
LOWESTOFT				
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

3.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets
VAT Status	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
LOWESTOFT				
Britten Centre*	£1.50	£3.00	£4.00	£65.00
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	£4.00	-
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
MELTON				
Melton Riverside	No Charge			-
Melton Street	No Charge			-
OULTON BROAD				
Nicholas Everitts Park*	£1.00	£2.00	£4.00	£65.00
The Boulevard	£1.00	£2.00	£4.00	£65.00

3.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets
VAT Status	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
SAXMUNDHAM				
Market Place*	£1.00	£2.00	£4.00	£65.00
SOUTHWOLD				
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
WICKHAM MARKET				
Chapel Lane*	£1.00	-	-	-
The Hill*	£1.00	£2.00	-	-
The Percy Mason*	£1.00	£2.00	£4.00	£65.00
WOODBIDGE				
Bawdsey Quay Picnic Site	No Charge			-
Deben	£1.00	£2.00	£4.00	£65.00
Hamblin Road*	£1.00	£2.00	-	-

3.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets
VAT Status	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
WOODBIDGE				
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			-
WRENTHAM				
Wrentham	No Charge			-

All above locations marked with an asterisk (*) have 30 minutes convenience concession free of charge.

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)

		2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)
Resident Off Street Parking					
One year		£30.00	S	£0.00	0.00%
Off-street parking place suspensions	<i>£55 for one day plus £25 per day thereafter, up to a maximum of ten days for £280</i>	£55.00	S	£13.00	30.95%

3.2 Parking services (administration charges)

		2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)
Administration Charges					
Residents exemptions					
Exemption 1		£50.00	OS	£0.00	0.00%
Exemption 2		£75.00	OS	£0.00	0.00%
Exemption 3		£100.00	OS	£0.00	0.00%
Exemption 4		£125.00	OS	£0.00	0.00%
Exemption 5		£150.00	OS	£0.00	0.00%
Resident Permit		£30.00	OS	£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>	£55.00	OS	£0.00	0.00%
Health and social care permits	<i>Annual charge</i>	£8.00	OS	£0.00	0.00%
Trade dispensations	<i>Per (7-day) week</i>	£10.00	OS	£0.00	0.00%

OPERATIONS

3.3 Collection of household waste

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Bulky Household Waste					
For the collection of up to three single items of bulky household waste	£50.00	OS	£3.00	6.38%	£47.00
Each additional item (above three items) of bulky household waste	£17.00	OS	£1.00	6.25%	£16.00
Other/special collections (by quotation)	POA	OS	-	-	POA
			£	%	
Garden Waste Collection (fortnightly)	2023/24	VAT Status	Increase or (Decrease)	Increase or (Decrease)	2022/23
Garden Waste Service (per subscription, per annum)	£50.00	OS	£3.00	6.38%	£47.00
Green bin delivery (required for new GW subscription)	£12.00	OS	£1.00	9.09%	£11.00
Supply of new waste bin (single residual or recycling) - if permitted (refurbished - cost £25.00 if available only)	£38.00	OS	£3.00	8.57%	£35.00
Supply of additional household waste bin (single residual or recycling) - if permitted	£38.00	OS	£3.00	8.57%	£35.00
Developer bin delivery charge, if more than 6 bins - residual and recycling	£30.00	OS	£13.50	81.82%	£16.50

3.4 Caravan & camping sites

Fees and Charges for Southwold Harbour and the Caravan Site and Campsite are considered by Cabinet on 3rd January 2023 in a separate report

3.5 Harbour & annual licences (beach & boat related)

Fees and Charges for Southwold Harbour and the Caravan Site and Campsite are considered by Cabinet on 3rd January 2023 in a separate report

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

Fees and Charges for Southwold Harbour and the Caravan Site and Campsite are considered by Cabinet on 3rd January 2023 in a separate report

OPERATIONS

3.6 Recreation areas & outdoor sports

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Beccles Sports Ground					
Cricket					
Adult one off match charge					
- Weekdays	£72.70	S	£3.45	4.98%	£69.25
- Weekdays (evenings)	£55.65	S	£2.65	5.00%	£53.00
- Weekends and Bank Holidays	£98.70	S	£4.70	5.00%	£94.00
Adult block booking (minimum 11 matches)					
- Weekdays	£62.50	S*	£3.00	5.04%	£59.50
- Weekdays (evenings)	£47.50	S*	£2.25	4.97%	£45.25
- Weekends and Bank Holidays	£91.90	S*	£4.40	5.03%	£87.50
Junior one off match charge					
- Weekdays	£48.85	S	£2.35	5.05%	£46.50
- Weekdays (evenings)	£39.65	S	£1.90	5.03%	£37.75
- Weekends and Bank Holidays	£71.95	S	£3.45	5.04%	£68.50
Junior block booking (minimum 11 matches)					
- Weekdays	£41.75	S*	£2.00	5.03%	£39.75
- Weekdays (evenings)	£34.90	S*	£1.65	4.96%	£33.25
- Weekends and Bank Holidays	£63.55	S*	£3.05	5.04%	£60.50
All weather surface					
- Weekdays	£52.25	S	£2.50	5.03%	£49.75
- Weekdays (evenings)	£36.00	S	£1.75	5.11%	£34.25
- Weekends and Bank Holidays	£58.55	S	£2.80	5.02%	£55.75
- Weekends and Bank Holidays (evenings)	£43.60	S	£2.10	5.06%	£41.50
Football/Rugby					
Adult pitch - One off match charge					
- Weekdays	£52.25	S	£2.50	5.03%	£49.75
- Weekends and Bank Holidays	£68.50	S	£3.25	4.98%	£65.25
Adult pitch - Block booking (minimum 11 matches)					
- Weekdays	£43.05	S*	£2.05	5.00%	£41.00
- Weekends and Bank Holidays	£53.80	S*	£2.55	4.98%	£51.25
Junior pitch - One off match charge					
- Weekdays	£33.60	S	£1.60	5.00%	£32.00
- Weekends and Bank Holidays	£41.50	S	£2.00	5.06%	£39.50
Junior - Block booking (minimum 11 matches)					
- Weekdays	£19.95	S*	£0.95	5.00%	£19.00
- Weekends and Bank Holidays	£25.50	S*	£1.25	5.15%	£24.25
Mini Football Pitch (5-a-side)	£16.80	S	£0.80	5.00%	£16.00

OPERATIONS

3.6 Recreation areas & outdoor sports (continued)

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Dip Farm - Lowestoft					
Football					
Adult pitch - One off match charge					
- Weekdays	£52.25	S	£1.00	1.95%	£51.25
- Weekends and Bank Holidays	£68.50	S	£1.25	1.86%	£67.25
Adult pitch - Block booking (minimum 11 matches)					
- Weekdays	£43.05	S*	£0.80	1.89%	£42.25
- Weekends and Bank Holidays	£53.80	S*	£1.05	1.99%	£52.75
Junior pitch - One off match charge					
- Weekdays	£33.60	S	£0.60	1.82%	£33.00
- Weekends and Bank Holidays	£41.50	S	£2.00	5.06%	£39.50
Junior pitch - Block booking (minimum 11 matches)					
- Weekdays	£19.95	S*	£0.20	1.01%	£19.75
- Weekends and Bank Holidays	£25.50	S*	£0.50	2.00%	£25.00
Pavilion Hire	£78.50	S	£3.75	5.02%	£74.75

OPERATIONS

3.6 Recreation areas & outdoor sports (continued)

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Eastward Ho and Walton Sports Ground - Felixstowe					
Football					
Adult pitch - One off match charge					
- Weekdays	£52.25	S	£2.25	4.50%	£50.00
- Weekends and Bank Holidays	£68.50	S	£2.25	3.40%	£66.25
Adult pitch - Block booking (minimum 8 matches)					
- Weekdays	£32.55	S*	£1.55	5.00%	£31.00
- Weekends and Bank Holidays	£48.85	S*	£2.35	5.05%	£46.50
Junior pitch - One off match charge					
- Weekdays	£33.60	S	£1.60	5.00%	£32.00
- Weekends and Bank Holidays	£41.50	S	(£2.00)	(4.60%)	£43.50
Junior pitch - Block booking (minimum 8 matches)					
- Weekdays	£23.75	S*	£0.00	0.00%	£23.75
- Weekends and Bank Holidays	£32.75	S*	£0.00	0.00%	£32.75
Changing Room Hires (without pitch)	£35.45	S	£1.70	5.04%	£33.75

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Dellwood Avenue - Felixstowe					
Football					
Junior pitch - One off match charge					
- Weekdays	£33.60	S	£1.60	5.00%	£32.00
- Weekends and Bank Holidays	£41.50	S	(£2.00)	(4.60%)	£43.50
Junior pitch - Block booking (minimum 8 matches)					
- Weekdays	£23.75	S*	£0.00	0.00%	£23.75
- Weekends and Bank Holidays	£32.75	S*	£0.00	0.00%	£32.75
Mini soccer pitch x 5 (5-a-side)					
- One off	£25.50	S	£0.00	0.00%	£25.50
- Regular	£16.80	S	£0.30	1.82%	£16.50
Tennis					
Per Court (hourly rate)	£13.65	S	£0.65	5.00%	£13.00
Pavilion Hire					
	£78.50	S	£3.75	5.02%	£74.75

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

OPERATIONS

3.8 Beach huts & chalets

There is a variety of huts/chalets/hut sites for hire/licence/lease in the Council district, primarily at Lowestoft, Felixstowe, Sizewell and Southwold.

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.

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Sizewell Beach Huts					
Premier site only	£656.00	S	£17.26	2.70%	£638.74
Setting up of Beach Hut licence	£39.00	S	£0.99	2.60%	£38.01
Administration fee for paying by instalments	£32.50	S	£0.82	2.59%	£31.68
Southwold Beach Huts					
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).					
Beach hut hire - Some beach hut owners do provide short term lettings of their huts. For further information please contact the Southwold Beach Hut Owners Association . Subject to conditions.					
For hut 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 . Discounts for membership of the Association will be directly verified with the					
Lowestoft Beach Huts					
Privately owned beach huts at Pakefield (Pakefield Street) are positioned on sites leased from East Suffolk Council.					
Privately owned beach huts at Eastern Edge are positioned on sites leased from East Suffolk Council.					
Privately owned beach huts at Pakefield/Fisheries/Jubilee beach huts are positioned on sites licensed from East Suffolk Council	£595.00	S	£25.00	4.39%	£570.00
(Currently waiting lists for annual hire beach huts/hut sites are closed to new entries).					
Beach hut hire					
You can access current fees and booking system via https://www.hirebeachhuts.co.uk/ or calling (01502) 586167.					
Bookings fees vary to the type of hut and time of year. Bookings may additionally qualify for discount - see website.					
Promotions may apply from time to time.					

OPERATIONS

3.8 Beach Huts & Chalets (continued)

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Lowestoft Beach Huts (continued)					
<u>Claremont and South Beach beach huts (refurbished) - Hire prices</u>					
Weekly general hire price per week (subject to qualifying discount/promotions)	£78.00	S	£0.00	0.00%	£78.00
Weekly main season hire price per week	£168.00	S	£0.00	0.00%	£168.00
Winter hire (period November to March)	£240.00	S	£0.00	0.00%	£240.00
Annual licence (where available)	£768.00	S	£0.00	0.00%	£768.00
<u>Victoria two-storey building</u>					
Weekly general hire price per week (subject to qualifying discount/promotions)	£66.00	S	£0.00	0.00%	£66.00
Victoria small - Weekly general hire price per week (subject to qualifying discount/promotions)	£60.00	S	£0.00	0.00%	£60.00
Weekly main season hire price per week	£144.00	S	£0.00	0.00%	£144.00
Victoria small - Daily main season hire price per day	£36.00	S	£0.00	0.00%	£36.00
Winter hire (period November to March)	£240.00	S	£0.00	0.00%	£240.00
Victoria small - Winter hire (period November to March)	£216.00	S	£0.00	0.00%	£216.00
Annual licence (where available)	£700.00	S	£0.00	0.00%	£700.00
<u>Eastern Edge beach huts including accessible huts</u>					
Weekly hire	<u>Hut Style 1</u>	<u>Hut Style 2</u>	<u>Hut Style 3</u>		
April, May & September	£100.00	£120.00	£150.00	S	*NEW*
June & July	£150.00	£170.00	£200.00	S	*NEW*
August	£200.00	£220.00	£250.00	S	*NEW*
October	£80.00	£100.00	£150.00	S	*NEW*
Winter hire period					
November to March	£500.00	£520.00	£550.00	S	*NEW*
Casual hire for 1-day £50, 2-day £65, 3-day £90 and other key weekends, promotions may apply. Contact (01502) 586167. Subject to season - only Eastern Edge.					
Community and Group Hire of the huts including linkable huts. Subject to purpose. Typically £50 per hut per day. Contact (01502) 586167.					

OPERATIONS

3.8 Beach Huts & Chalets (continued)

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Felixstowe hut sites <i>(Increase restricted by a three year agreement with the Beach Huts and Chalet Association - ends 2023/24)</i>					
Setting up of Beach Hut licence	£693.00	S	£18.37	2.72%	£674.63
Setting up of Beach Hut licence - transfer within family (must provide evidence)	£138.00	S	£2.86	2.12%	£135.14
Administration fee for paying by instalments	£32.50	S	£0.82	2.59%	£31.68
Premier site	£656.00	S	£17.26	2.70%	£638.74
Premier surcharge (per sqm where the site exceeds 2.13m width x 2.43m depth)	£188.00	S	£4.29	2.34%	£183.71
Standard site	£525.00	S	£14.02	2.74%	£510.98
Standard surcharge (per sqm where the site exceeds 2.13m width x 2.43m depth)	£164.50	S	£4.03	2.51%	£160.47
Felixstowe chalets					
Bath Tap					
- Chalets 1 - 4, 9 - 20, 27 - 36 (26)	£2,287.00	S	£60.41	2.71%	£2,226.59
- Chalets 5 - 8 (4)	£1,774.00	S	£46.78	2.71%	£1,727.22
- Chalets 21 - 26 (6)	£1,774.00	S	£46.78	2.71%	£1,727.22
Cliff House					
- Chalets 1 and 2	£1,244.00	S	£33.04	2.73%	£1,210.96
- Chalets 3 and 4	£837.00	S	£21.95	2.69%	£815.05
- Chalet 5	£1,774.00	S	£46.78	2.71%	£1,727.22
	£1,774.00	S	£202.00	12.85%	£1,572.00
- Chalets 18 - 25 (8)	£1,774.00	S	£46.78	2.71%	£1,727.22
- Chalets 26 - 41 (16)	£2,287.00	S	£60.41	2.71%	£2,226.59
Administration fee for paying by instalments	£32.50	S	£0.82	2.59%	£31.68
Setting up of chalet licence	£39.00	S	£0.99	2.60%	£38.01

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:

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

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

Waveney Valley Leisure Centre Bungay	01986 895014
Waterlane Leisure Centre Lowestoft	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*

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Interments (first and subsequent) for Purchased Graves					
Stillborn child or aged under 18 years	No Charge	OS	n/a	n/a	No Charge
A person over age 18					
- Standard Depth	£820.00	OS	£39.00	4.99%	£781.00
- Double Depth	£967.00	OS	£46.00	4.99%	£921.00
- Treble Depth	£1,120.00	OS	£54.00	5.07%	£1,066.00
For the interment of ashes in a grave or ashes plot	£254.00	OS	£12.47	5.16%	£241.54
For the interment of two sets of ashes at the same time	£334.00	OS	£15.73	4.94%	£318.27
For the scattering of ashes	£111.50	OS	£5.41	5.10%	£106.09
For the interment of body parts to an existing grave	£203.00	OS	£9.88	5.11%	£193.13
Interments (first and subsequent) for Common Graves / Unmarked Graves					
Stillborn child or aged under 18 years	No Charge	OS	n/a	n/a	No charge
A person over age 18					
- Standard Depth	£601.50	OS	£28.82	5.03%	£572.68
- Double Depth	£701.50	OS	£33.54	5.02%	£667.96
- Treble Depth	£890.50	OS	£42.29	4.99%	£848.21
Cancellation of burial arrangements 48 hours prior to burial	50% of fee	OS	n/a	n/a	50% of fee
Cancellation of burial arrangements less the 48 hours prior to burial	100% of fee	OS	n/a	n/a	100% of fee
Exhumation					
- Of a body	£1,203.00	S	£57.64	5.03%	£1,145.36
- Of cremated remains	£487.00	S	£23.50	5.07%	£463.50
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)	£1,611.00	OS	£77.00	5.02%	£1,534.00
For exclusive right of burial in an earthen ashes plot 2' x 2' (609mm x 609mm)	£1,497.50	OS	£71.50	5.01%	£1,426.00
For exclusive right of burial in a children's plot 5' x 2' (1524mm x 609mm)	£495.50	OS	£23.76	5.04%	£471.74
For exclusive right of burial in a children's plot 3' x 2' (914mm x 609mm)	£460.00	OS	£22.25	5.08%	£437.75
Extension of Exclusive Right of Burial for a Period of 10 years					
- In an earthen grave space 9' x 4' (2743mm x 1219mm)	£242.50	OS	£11.78	5.11%	£230.72
- In an earthen ashes plot 2' x 2' (609mm x 609mm)	£162.00	OS	£8.01	5.20%	£153.99

OPERATIONS

3.9 Cemeteries (continued)

			£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Monuments and Headstones (Memorials permitted on any section, including lawns)					
Headstones, crosses etc. (maximum height of 36"/920mm)*	£249.00	S	£12.10	5.11%	£236.90
Headstones, crosses etc. on children's graves and on ashes plots (maximum height 24"/609mm)*	£141.25	S	£6.83	5.08%	£134.42
Headstones, crosses etc. on gardens of rest ashes plots (maximum height 24"/609mm) Aldeburgh, Leiston & Saxmundham only	£145.50	S	£6.96	5.02%	£138.54
A plaque or desk (maximum height 6"/152mm)*	£145.50	S	£6.96	5.02%	£138.54
A plaque on memorial wall 9" x 6" (229mm x 152mm)	£249.00	S	£12.10	5.11%	£236.90
Flower vase with inscription (maximum height 11 3/4"/300mm)*	£111.00	S	£5.42	5.13%	£105.58
For every additional inscription	£62.75	S	£3.01	5.04%	£59.74
Kerb Sets (Traditional Section only) - Excludes headstone fee					
For single grave space					
- Stillborn child or aged under 18 years (max length 24"/610mm)*	No charge	OS	n/a	n/a	No charge
- A full kerb set (max length 83"/2100mm)*	£276.00	S	£13.35	5.08%	£262.65
- A half kerb set (length between 19" and 42"/480mm and 1050mm)*	£145.50	S	£6.96	5.02%	£138.54
- A small kerb set (maximum length 19"/480mm)*	£111.00	S	£5.42	5.13%	£105.58
For double grave space					
- A full kerb set (max length 83"/2100mm)*	£551.50	S	£26.20	4.99%	£525.30
- A half kerb set (length between 19" and 42"/480mm and 1050mm)*	£336.50	S	£16.17	5.05%	£320.33
- A small kerb set (maximum length 19"/480mm)*	£256.50	S	£12.39	5.08%	£244.11
All areas					
Memorial renovation/replacement/application	£52.00	S	£2.56	5.18%	£49.44
Other charges					
Use of cemetery chapel	£195.00	EX	£9.08	4.88%	£185.92
Appointment with cemetery staff	£52.50	S	£2.54	5.08%	£49.96
Cemetery staff locating and marking grave	£52.50	S	£2.54	5.08%	£49.96
Staff search of burial records (per register)	£52.50	S	£2.54	5.08%	£49.96
Personal search of burial records (per register)	£28.75	S	£1.45	5.31%	£27.30
For a certified copy of entry in register or burials	£28.75	S	£1.45	5.31%	£27.30
Statutory declaration relating to burial records	£121.50	OS	£5.62	4.85%	£115.88
Updating grants of exclusive rights of burial	£40.50	S	£1.87	4.84%	£38.63
Transfer of grant of right of burial	£70.00	OS	£3.56	5.36%	£66.44

OPERATIONS

3.10 Green burials

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Green Burial Site					
Interments (first and subsequent) burial fees					
Stillborn child or aged under 18 years	No Charge	OS	n/a	n/a	No charge
A person over age 18 (single depth)	£584.00	OS	£27.80	5.00%	£556.20
For the interment of ashes in a grave or ashes plot	£249.00	OS	£12.10	5.11%	£236.90
For the interment of two sets of ashes at the same time	£324.50	OS	£15.50	5.02%	£309.00
For the scattering of ashes	£111.50	OS	£5.41	5.10%	£106.09
Provision of plaque on memorial board	£72.50	S	£3.50	5.07%	£69.00

3.11 Sponsorship of Commemorative Benches

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

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Plaque* only	£141.75	OS	£6.75	5.00%	£135.00
Plaque* and new bench	£1,455.00	OS	£70.00	5.05%	£1,385.00
New base, bench and plaque*	£2,014.00	OS	£96.00	5.01%	£1,918.00
*The plaque remains the property of the sponsor					

OPERATIONS CONTINUED

3.12 Filming & Commercial Photography

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

3.13 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)

OPERATIONS CONTINUED

3.13 Events Area (continued)

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

	Commercial	Charity	Charity	VAT Status
Application fee	£58.00	£58.00	£29.00	EX
Hire charge (per day)				
- Felixstowe Events Area	£344.00	£173.00	No charge	EX
- Parks, promenade, gardens and village greens	£344.00	£173.00	No charge	EX
- Felixstowe Triangle	£115.00	£58.00	No charge	EX
- Promotional stands (per metre)	£11.50	£5.50	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.

Increase or (Decrease)					
£	%	£	%	£	%
Commercial		Charity (National)		Charity (Local)	
£2.50	4.50%	£2.50	4.50%	£1.00	3.57%
£16.00	4.88%	£8.00	4.85%	n/a	n/a
£16.00	4.88%	£8.00	4.85%	n/a	n/a
£5.50	5.02%	£2.50	4.50%	n/a	n/a
£0.50	4.55%	£0.25	4.76%	n/a	n/a

2022/23		
Commercial	Charity (National)	Charity (Local)
£55.50	£55.50	£28.00
£328.00	£165.00	No charge
£328.00	£165.00	No charge
£109.50	£55.50	No charge
£11.00	£5.25	No charge

OPERATIONS CONTINUED

3.13 Events Area (continued)

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

	Commercial	Charity (national)	Charity (local)	VAT Status
Application fee	£58.00	£58.00	£29.00	EX
Hire charge (per day)				
- Events Area	£687.50	£344.50	No charge	EX
- Parks, promenade, gardens and village greens	£687.50	£344.50	No charge	EX
- Promotional stands (per metre)	£11.50	£5.50	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.

		Increase or (Decrease)			
£	%	£	%	£	%
Commercial		Charity (National)		Charity (Local)	
£2.50	4.50%	£2.50	4.50%	£1.00	3.57%
£32.50	4.96%	£16.50	5.03%	n/a	n/a
£32.50	4.96%	£16.50	5.03%	n/a	n/a
£0.50	4.55%	£0.25	4.76%	n/a	n/a

2022/23		
Commercial	Charity (National)	Charity (Local)
£55.50	£55.50	£28.00
£655.00	£328.00	No charge
£655.00	£328.00	No charge
£11.00	£5.25	No charge

OPERATIONS CONTINUED

3.13 Events Area (continued)

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

	Commercial	Charity (national)	Charity (local)	VAT Status
Application fee	£115.00	£115.00	£58.00	EX
Hire charge (per day)				
- Events Area	£1,144.50	£687.50	No charge	EX
- Parks, promenade, gardens and village greens	£1,144.50	£687.50	No charge	EX
- Promotional stands (per metre)	£11.50	£5.50	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.

		Increase or (Decrease)			
£	%	£	%	£	%
Commercial		Charity (National)		Charity (Local)	
£5.50	5.02%	£5.50	5.02%	£2.50	4.50%
£54.50	5.00%	£32.50	4.96%	n/a	n/a
£54.50	5.00%	£32.50	4.96%	n/a	n/a
£0.50	4.55%	£0.25	4.76%	n/a	n/a

2022/23		
Commercial	Charity (National)	Charity (Local)
£109.50	£109.50	£55.50
£1,090.00	£655.00	No charge
£1,090.00	£655.00	No charge
£11.00	£5.25	No charge

DIGITAL & PROGRAMME MANAGEMENT

4.1 Street Name & Numbering

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Existing					
Property renaming/addition of house name	£43.00	OS	£2.50	6.17%	£40.50
Provision of naming & numbering information to utilities	£400.00	OS	£20.00	5.26%	£380.00
Naming & numbering enquiries from solicitors/utilities not subscribed - new or historic addresses	£85.00	OS	£4.50	5.59%	£80.50
Street Name Change	£330.00	OS	*NEW*	*NEW*	*NEW*
Addressing New Development					
1 plot	£43.00	OS	£2.50	6.17%	£40.50
2-5 plots (including new streets)	£85.00	OS	£4.50	5.59%	£80.50
6-10 plots (including new streets)	£165.00	OS	£10.00	6.45%	£155.00
11-20 plots (including new streets)	£330.00	OS	£20.00	6.45%	£310.00
21-50 plots (including new streets)	£870.00	OS	£45.00	5.45%	£825.00
51-100 plots (including new streets)	£1,320.00	OS	£70.00	5.60%	£1,250.00
101+ plots (including new streets)	£1320 base charge + £11 per plot over 101	OS	£70.00 + £0.50 per plot	5.60% + 4.76% per plot	£1,250.00 base charge + £10.50 per plot
Re-numbering of scheme following development re-plan (after notification of approved naming and numbering scheme issued) either individuals or developers	fee applicable as above (per new development costs)	OS	n/a	n/a	£80.50
Provision or relocation of street name plates					
Set of street nameplates (2) supplied and installed	£475.00	S	£25.00	5.56%	£450.00
Re-locating street name plate	£165.00	S	£10.00	6.45%	£155.00

PLANNING & COASTAL MANAGEMENT

5.4 Local land charges

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Official Enquiries					
Full search	£164.50	S & OS	£4.50	2.81%	£160.00
Full search additional parcel	£19.40	S	£0.55	2.92%	£18.85
LLC1	£28.80	OS	£0.78	2.78%	£28.02
LLC1 register part	£8.20	OS	£0.20	2.50%	£8.00
LLC1 additional parcel	£4.48	OS	£0.13	2.99%	£4.35
Full CON29R	£135.70	S	£3.70	2.80%	£132.00
Con 29 additional parcel	£14.92	S	£0.42	2.90%	£14.50
Con 29 additional question	£24.68	S	£0.68	2.83%	£24.00
Con 29 R individual questions (each)	£3.50	S	£0.10	2.94%	£3.40
Con 29 optional enquiry	£22.97	S	£0.63	2.82%	£22.34
Personal search	£23.10	OS	£0.65	2.90%	£22.45
Solicitor fees for retrieval of documents	£22.97	OS	£0.62	2.77%	£22.35
Administration fee	£20.60	OS	£0.60	3.00%	£20.00

5.5 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 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 plus postage

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Per single one-sided sheet					
A0	£8.00	ZE	(£1.50)	(15.79%)	£9.50
A1	£4.00	ZE	(£1.50)	(27.27%)	£5.50

Please note: the price of postage will vary depending on the size/weight of the document(s).

Hard copies of any consultation documents produced will remain free of charge to the public who are unable to access them in other ways.

PLANNING & COASTAL MANAGEMENT

5.1 Section 106 Agreements

Section 106 Agreements	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Written confirmation of compliance with a Section 106 Agreement (Hourly rate)	£78.00	S	£4.00	5.41%	£74.00
Planning obligation monitoring fee per obligation/trigger	£445.00	OS	£37.00	9.07%	£408.00

5.2 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.

5.3 Public path orders & agreements

Per application	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Hourly charge	£64.83	OS	£3.09	5.00%	£61.74
Initial application fee	£400.00	OS	£0.00	0.00%	£400.00
Advertising	<i>Actual cost</i>	OS	*NEW to Discretionary fees book*		
Mapping (from Suffolk County Council)	<i>Actual cost</i>	OS			

HOUSING

6.1 Houses of multiple occupancy licences

	2023/24	VAT Status
Properties with up to and including five lettable units	£735.00	OS
Extra charge for each unit over five	£25.00	OS
Relicensing fee (after five years) if no structural changes etc. to premises	£150.00	OS
Varying a current licence if no structural changes etc. to premise	No charge	OS

£	%	
Increase or (Decrease)	Increase or (Decrease)	2022/23
£35.00	5.00%	£700.00
£2.00	8.70%	£23.00
£12.00	8.70%	£138.00
n/a	n/a	No charge

6.2 Enforcement notices on private sector landlords

	2023/24	VAT Status
Serving of Enforcement Notice	£530.00	OS

£	%	
Increase or (Decrease)	Increase or (Decrease)	2022/23
£25.00	4.95%	£505.00

6.3 Immigration issues

	2023/24	VAT Status
Cost of inspections	£380.00	OS

£	%	
Increase or (Decrease)	Increase or (Decrease)	2022/23
£20.00	5.56%	£360.00

HOUSING

6.4 Park home fees

New Licence (relevant protected sites only)	2023/24	VAT Status	£	%	2022/23
			Increase or (Decrease)	Increase or (Decrease)	
Processing					
Examine application documentation, associated certificates. Check to ensure that details are correct and correct fee is attached (60 mins)	£59.00	OS	£4.63	8.52%	£54.37
Make assessment of site layout, provision of amenities/utilities, examine fire risk assessment (60 mins)	£59.00	OS	£4.63	8.52%	£54.37
Finance receive payment of fee, process payment and issue receipt (60 mins)	£59.00	OS	£4.63	8.52%	£54.37
Inspection					
1-5 Verification inspection of the site (60 mins)	£59.00	OS	£4.63	8.52%	£54.37
6-24 Verification inspection of the site (90 mins)	£88.50	OS	£6.95	8.52%	£81.55
25-99 Verification inspection of the site (120 mins)	£118.00	OS	£9.26	8.52%	£108.74
100+ Verification inspection of the site (180 mins)	£177.00	OS	£13.89	8.52%	£163.11
Issue of New Licence					
Prepare licence documents and certificates (120 mins)	£118.00	OS	£9.26	8.52%	£108.74
Check and sign certs/licence as necessary, and serve by post (30 mins)	£29.50	OS	£2.31	8.50%	£27.19
Update database register and public register (20 mins)	£19.65	OS	£1.55	8.56%	£18.10
1-5 Combined adjusted total fees for new park home licence applications	£403.15	OS	£31.64	8.52%	£371.51
6-24 Combined adjusted total fees for new park home licence applications	£432.65	OS	£33.96	8.52%	£398.69
25-99 Combined adjusted total fees for new park home licence applications	£462.15	OS	£36.27	8.52%	£425.88
100+ Combined adjusted total fees for new park home licence applications	£521.15	OS	£40.90	8.52%	£480.25
Fit and Proper Persons Register Application					
New application fee	£135.00	OS	£5.00	3.85%	£130.00
Annual Fee (relevant protected sites only)					
1-3 Number of pitches	No charge	OS	n/a	n/a	No Charge
4-5 Number of pitches - (185 mins admin time) (140 mins inspection time)	£319.59	OS	£25.09	8.52%	£294.50
6-24 Number of pitches - (200 mins admin time) (210 mins inspection time)	£403.18	OS	£31.65	8.52%	£371.53
25-99 Number of pitches - (270 mins admin time) (390 mins inspection time)	£649.03	OS	£50.96	8.52%	£598.07
100-199 Number of pitches - (375 mins admin time) (800 mins inspection time)	£1,155.47	OS	£90.72	8.52%	£1,064.75
200+ Number of pitches - (450 mins admin time) (1080 mins inspection time)	£1,504.56	OS	£118.12	8.52%	£1,386.44

HOUSING

6.4 Park home fees (continued)

Variations and Amendments	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
License Variation (plus inspection fee if applicable)	£172.05	OS	£13.51	8.52%	£158.54
Examine amended application documents and associated certificates. Check to ensure details are correct and correct fee is attached (60mins)	£59.00	OS	£0.00	8.52%	£54.37
Check site history for any outstanding issues (30 mins)	£29.50	OS	£2.31	8.50%	£27.19
Make decision as to whether amendments are appropriate (30 mins)	£29.50	OS	£2.31	8.50%	£27.19
Prepare new licence documents (20 mins)	£19.65	OS	£1.55	8.56%	£18.10
Check, sign and post new documents (15 mins)	£14.75	OS	£1.16	8.54%	£13.59
Update database and public register (20 mins)	£19.65	OS	£1.55	8.56%	£18.10
Site Inspection Fees					
1-5 Verification inspection of the site (60 mins)	£59.00	OS	£4.63	8.52%	£54.37
6-24 Verification inspection of the site (90 mins)	£88.50	OS	£6.94	8.51%	£81.56
25-99 Verification inspection of the site (120 mins)	£118.00	OS	£9.26	8.52%	£108.74
100+ Verification inspection of the site (180 mins)	£177.00	OS	£13.89	8.52%	£163.11
Licence Transfer fee					
Transfer	£250.70	OS	£19.69	8.52%	£231.01
Check form is correct including correct fee (30 mins)	£29.50	OS	£2.31	8.50%	£27.19
Check site history and any outstanding issues (30 mins)	£29.50	OS	£2.31	8.50%	£27.19
Examine request documentation and make decision (60 mins)	£59.00	OS	£4.63	8.52%	£54.37
Prepare new licence documents (20 mins)	£19.65	OS	£1.55	8.56%	£18.10
Check, sign and post new documents (15 mins)	£14.75	OS	£1.16	8.54%	£13.59
Update database and public register (20 mins)	£19.65	OS	£1.55	8.56%	£18.10
Deposit of site rules - examine rules, checking for banned rules (60 mins)	£59.00	OS	£4.63	8.52%	£54.37
Deposit of site rules - update database and public register (20 mins)	£19.65	OS	£1.55	8.56%	£18.10

HOUSING

6.5 Landlord smoke detectors

	2023/24	VAT Status
First offence	£640.00	OS
First offence (If paid within 14 day period from date of service)	£490.00	OS
Second offence	£2,500.00	OS
Third and subsequent offences	£5,000.00	OS

£	%	2022/23
Increase or (Decrease)	Increase or (Decrease)	
£30.00	4.92%	£610.00
£30.00	6.52%	£460.00
£0.00	0.00%	£2,500.00
£0.00	0.00%	£5,000.00

6.6 Enforcement action (works in default)

	2023/24	VAT Status
Cost of works undertaken plus officer time costs	100% of costs + £59.00 per hour	OS

£	%	2022/23
Increase or (Decrease)	Increase or (Decrease)	
£4.63 per hour	8.52% per hour	100% of costs + £54.37 per hour

6.7 Civil penalties (Housing Act 2004)

	2023/24	VAT Status
Penalty maximum	£30,000.00	OS

Actual penalty applied is calculated in accordance with the relevant policy

£	%	2022/23
Increase or (Decrease)	Increase or (Decrease)	
£0.00	0.00%	£30,000.00

6.8 Minimum energy efficiency standards

	2023/24	VAT Status
Substandard property let unlawfully for less than three months	£2,000.00	OS
Substandard property let unlawfully for three months and over	£4,000.00	OS
Failure to comply with compliance notice	£2,000.00	OS
Registering a false exemption	£1,000.00	OS

£	%	2022/23
Increase or (Decrease)	Increase or (Decrease)	
£0.00	0.00%	£2,000.00
£0.00	0.00%	£4,000.00
£0.00	0.00%	£2,000.00
£0.00	0.00%	£1,000.00

HOUSING

6.9 Assistance service (renovation grants / disabled facilities grants)

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Assistance with making an application for a Renovation Grant (over £5,000.00). Includes tendering process and supervision of works	15% of eligible assistance package	S	n/a	n/a	15% of eligible assistance package
Assistance with privately funded adaptation works. Includes tendering process and supervision of works	15% of eligible assistance package	S	n/a	n/a	15% of eligible assistance package
Assistance with completing an application for a Grant (any type).	£150.00	S	£0.00	0.00%	£150.00

6.10 Landlord references

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Landlord Reference (Right to Buy Scheme)	No charge	S	n/a	n/a	No Charge

6.11 Mutual exchange fees

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Application					
Electric safety check	£96.06	S	£4.57	5.00%	£91.49
Gas safety check - Boiler inspection	No charge	OS	n/a	n/a	No Charge

6.12 Traveller site

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Per week, per pitch					
Rent	£86.00	S	£0.00	0.00%	£86.00
Service charge	£10.10	OS	£0.00	0.00%	£10.10

6.13 Garage rents

***2023/24 garage rents to be effective from 1st April 2023 proposed as part of the HRA budget report in February 2023**