

Statutory 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

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ENVIRONMENTAL & PORT HEALTH

1.1 Local Authority Pollution Prevention & Control (LAPPC)

Environmental Permitting (England & Wales) Regulations 2010 (NAT F)

The above fee period is April 2023 to March 2024, and we expect to be notified of the fees for 2023/24 in April 2023.

ENVIRONMENTAL & PORT HEALTH

1.1 Local Authority Pollution Prevention & Control (LAPPC) (continued)

LAPPC Mobile Plant Charges	2023/24			VAT Status
	Low	Medium	High	
Number of authorisations Sought				
1	£618.00	£989.00	£1,484.00	OS
2	£618.00	£989.00	£1,484.00	OS
3	£368.00	£590.00	£884.00	OS
4	£368.00	£590.00	£884.00	OS
5	£368.00	£590.00	£884.00	OS
6	£368.00	£590.00	£884.00	OS
7	£368.00	£590.00	£884.00	OS
8 and over	£189.00	£302.00	£453.00	OS

Reduced fee activities are; Service Stations, Vehicle Refinishers, dry cleaners and small waste oil burners under 0.4MW.

Newspaper advertisements may be required under EPR at the discretion of the Council as part of the consultation process when considering an application (Chapter 9 of the General Guidance Manual - see link below). This will be undertaken and paid for by the Council and the charging scheme contains a provision for the Council to recover costs.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/211863/env-permitting-general-guidance-a.pdf

Subsistence charges can be paid in four equal instalments paid on 1st April, 1st July, 1st October and 1st January. Where fee is paid quarterly there is an additional fee of £36.00.

Annual Subsistence	2023/24			VAT Status
	Low	Medium	High	
Standard process (The additional amounts in brackets must be charged where a permit is for a combined Part B and Waste installation)	£739.00 + (£99.00)	£1,111.00 + (£149.00)	£1,672.00 + (£198.00)	OS
Reduced fee activities	£76.00	£151.00	£227.00	OS
PVR I & II combined	£108.00	£216.00	£326.00	OS
Vehicle Refinishers (VR's)	£218.00	£349.00	£524.00	OS
Where the process comprises mobile crushing and/or screening plant				
First and second application	£618.00	£989.00	£1,484.00	OS
Third to seventh application	£368.00	£590.00	£884.00	OS
Eighth and subsequent applications	£189.00	£302.00	£453.00	OS
Late payment fee	£50.00	£50.00	£50.00	OS

Where a Part B installation is subject to reporting under the E-PRTR Regulation there is an additional fee of £99.00 to the above amounts unless additional fee has already been indicated.

ENVIRONMENTAL & PORT HEALTH

1.1 Local Authority Pollution Prevention & Control (LAPPC) (continued)

Transfer and Surrender	2023/24	VAT Status
Standard process transfer	£162.00	OS
Standard process partial transfer	£476.00	OS
New operator at low risk reduced fee activity	£75.00	OS
Reduced fee activities: partial transfer	£45.00	OS

Temporary transfer for mobiles	2023/24	VAT Status
First transfer	£51.00	OS
Repeat following enforcement or warning	£51.00	OS

Substantial change		
Standard process	£1,005.00	OS
Standard process where the substantial change results in a new PPC activity	£1,579.00	OS
Reduced fee activities	£98.00	OS

Integrated Pollution Prevention Control		
Application	£3,218.00	OS
Additional fee for operating without a licence	£1,137.00	OS
Annual subsistence fee : Low	£1,384.00	OS
Annual subsistence fee : Medium	£1,541.00	OS
Annual subsistence fee : High	£2,233.00	OS
Late payment fee	£50.00	OS
Substantial variation	£1,309.00	OS
Transfer	£225.00	OS
Partial transfer	£668.00	OS
Surrender	£668.00	OS

ENVIRONMENTAL & PORT HEALTH

1.2 Scrap metal dealers (Scrap Metal Dealers Act 2013)

Site Licence	2023/24	VAT Status
Assessment for a new licence	£441.00	OS
Assessment for variation of a licence	£180.00	OS
Assessment for a renewal	£339.00	OS
Collectors Licence		
Assessment for a new licence	£257.00	OS
Assessment for variation of a licence	£99.00	OS
Assessment for a renewal	£218.00	OS

LEGAL & DEMOCRATIC SERVICES

2.1 Charges for licences

The Licensing Act 2003 governs a limited range of activities. These are the sale by retail of alcohol, the supply of alcohol in qualifying members clubs, the provision of regulated

Any person making an application or giving a notice under the 2003 Act will be required to pay the fees and charges set by government. These fees are intended only to cover the cost

Premises Licences / Club Premises Certificates

The fee bands in respect of applications for the below are based on the non-domestic rateable value of the premises.

		2023/24		
Non-domestic Rateable Value		Initial Fee	Annual Charge	VAT Status
Village Halls, Church Halls and premises of a similar nature licensed only for the provision of regulated entertainment		No charge	No charge	OS
Band A	£0 - £4,300	£100.00	£70.00	OS
Band B	£4,301 - £33,000	£190.00	£180.00	OS
Band C	£33,001 - £87,000	£315.00	£295.00	OS
Band D	£87,001 - £125,000	£450.00	£320.00	OS
Band E	£125,001 and over	£635.00	£350.00	OS

LEGAL & DEMOCRATIC SERVICES

2.1 Charges for licences (continued)

License fee	2023/24	VAT Status
Personal Licences	£37.00	OS
Temporary Event Notices	£21.00	OS

Exceptionally Large Events

Where it is proposed that the number of people at any one time attending such an event, an additional fee may be charged.

Where a permanent premises licence is obtained for a site rather than one which is time limited for the event, the annual fee will require an additional charge at a rate of 50% of the

Number of attendees	Additional Application Fee	Additional Annual Fee	VAT Status
5,000 - 9,999	£1,000.00	£500.00	OS
10,000-14,999	£2,000.00	£1,000.00	OS
15,000-19,999	£4,000.00	£2,000.00	OS
20,000-29,999	£8,000.00	£4,000.00	OS
30,000-39,999	£16,000.00	£8,000.00	OS
40,000-49,999	£24,000.00	£12,000.00	OS
50,000-59,999	£32,000.00	£16,000.00	OS
60,000-69,999	£40,000.00	£20,000.00	OS
70,000-79,999	£48,000.00	£24,000.00	OS
80,000-89,999	£56,000.00	£28,000.00	OS
90,000 and over	£64,000.00	£32,000.00	OS

LEGAL & DEMOCRATIC SERVICES

2.1 Charges for licences (continued)

Other	2023/24	VAT Status
Supply of copy information contained in register	£5.00	OS
Various notifications (change of address / copies of licence etc.)	£10.50	OS
Notice of interest in any premises	£21.00	OS
Application to vary or specify individual as premises supervisor	£23.00	OS
Interim authority notice	£23.00	OS
Application to transfer premises licence	£23.00	OS

Small societies lotteries	2023/24	VAT Status
Initial registration fee	£40.00	OS
Renewal (annually)	£20.00	OS

2023/24					
Permits	Licensed Premises Gaming Machine Permit	Club Gaming / Club Machine Permit (each)	Family Entertainment Centre Gaming Machine Permit	Prize Gaming Permit	VAT Status
Grant	£150.00	£200.00	£300.00	£300.00	OS
Grant (club premises certificate holder)	-	£100.00	-	-	OS
Existing operator grant	£100.00	£100.00	£100.00	£100.00	OS
Variation	£100.00	£100.00	-	-	OS
Renewal	-	£200.00	£300.00	£300.00	OS
Renewal (club premises certificate holder)	-	£100.00	-	-	OS
Annual fee	£50.00	£50.00	-	-	OS
Copy of permit	£15.00	£15.00	£15.00	£15.00	OS
Transfer	£25.00	-	-	-	OS
Change of name	£25.00	-	£25.00	£25.00	OS
Notification of 2 machines	£50.00	-	-	-	OS

PLANNING & COASTAL MANAGEMENT

3.1 Ordnance Survey Extracts

Sale of publications for Building Control and Planning.

	2023/24	VAT Status
Copies of official documents (e.g. Planning and Building Regulations decision notice)	£10.50	S

		2023/24		VAT Status
Latitude Global Maps		Urban Maps	Rural Maps	
A4 1:500		£21.00	£21.00	ZE
A4 1:1250		£36.50	£28.00	ZE
A4 1:2500		£81.00	£36.50	ZE
A3 1:500		£28.00	£28.00	ZE
A3 1:1250		£83.00	£34.00	ZE
A3 1:2500		£135.00	£57.00	ZE
The above charges are for one set of maps - six copies in a set				

	2023/24	VAT Status
Bundle of A4 maps (e.g. a 1:1500 and a 1:1250 together)	£45.50	ZE
Bundle of A4 urban maps (e.g. a 1:1500 and a 1:1250)	£51.50	ZE

PLANNING & COASTAL MANAGEMENT

3.2 Provision of Supplementary Information

	2023/24	VAT Status
Planning	£67.50	S
Building Control	£67.50	S

3.3 Section 106 monitoring Fees (Town & County Planning Act 1990)

	2023/24	VAT Status
Major Obligation (e.g. Open Space, Affordable housing and Education)	£330.00	OS
Minor Obligation (e.g. Small financial obligation due for payment at the same time as a major obligation)	£55.00	OS
Section 111 upfront payment (generally Open Space contributions)	£165.00	OS

PLANNING & COASTAL MANAGEMENT

3.4 Planning Applications

Town & Country Planning (Fees for Applications and Deemed Applications, Requests and Site Visits) (England) Regulations 2012 and Town & Country Planning (Fees for Applications and Deemed Applications, Requests and Site Visits) (England) Regulations 2013. Fees were last increased in January 2018.

See separate list for charges for Pre Application Planning Advice:

	2023/24	VAT Status
The site area does not exceed 2.5 hectares (per 0.1 hectare)	£462.00	OS
The site area exceeds 2.5 hectares (maximum total £150,000.00)	£11,432.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS
Where the number of dwellings to be created by the development is 50 dwellings or fewer (per dwelling)	£462.00	OS
Where the number of dwellings to be created by the development exceeds 50 dwellings (maximum total £300,000.00)	£22,859.00	OS
Additional charge for each dwelling in excess	£138.00	OS
The site area does not exceed 2.5 hectares (per 0.1 hectare)	£462.00	OS
The site area exceeds 2.5 hectares (maximum total £150,000.00)	£11,432.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS
Where no floor space is to be created	£234.00	OS
Where the area of gross floor space does not exceed 40 sqm	£234.00	OS
Where the area of gross floor space is within 40 - 75 sqm	£462.00	OS
Where the area of gross floor space is within 75 - 3750 sqm (per 75 sqm)	£462.00	OS
Where the area of gross floor space exceeds 3750 sqm (maximum total £300,000.00)	£22,859.00	OS
Additional charge for each 75 sqm in excess	£138.00	OS

PLANNING & COASTAL MANAGEMENT

3.4 Planning Applications (continued)

Operations - The erection on land and of buildings used for the purposes of agriculture (other than buildings within cat. 4)	2023/24	VAT Status
The site area does not exceed 2.5 hectares (per 0.1 hectare)	£462.00	OS
The site area exceeds 2.5 hectares (maximum total £150,000.00)	£11,432.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS
Where the area of the gross floor space does not exceed 465 sqm	£96.00	OS
Where the area of the gross floor space is within 465 - 540 sqm	£462.00	OS
Where the area of the gross floor space is within 540 - 4215 sqm (per 75 sqm)	£462.00	OS
Where the area of the gross floor space exceeds 4215 sqm (maximum total £300,000.00)	£22,859.00	OS
Additional charge for each 75 sqm in excess	£138.00	OS
The erection of glasshouses on land used for the purposes of agriculture		
Where the gross floor space does not exceed 465 sqm	£96.00	OS
Where the gross floor space exceeds 465 sqm	£2,580.00	OS
The erection, alternation or replacement of plant or machinery		
Where the site area does not exceed 5 hectares (per 0.1 hectare)	£462.00	OS
Where the site area exceeds 5 hectares (maximum total of £300,000.00)	£22,859.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS

PLANNING & COASTAL MANAGEMENT

3.4 Planning Applications (continued)

The enlargement, improvement or other alteration of existing dwellings	2023/24	VAT Status
Where the application relates to one dwelling	£206.00	OS
Where the application relates to two or more dwellings	£407.00	OS
The carrying out of operations (including the erection of a building) within the curtilage of an existing dwelling, for purposes ancillary to the enjoyment of the dwelling as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwelling	£206.00	OS
The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of land	£234.00	OS
Carrying out any operations connected with the exploratory drilling for oil / natural gas		
Where the site area does not exceed 7.5 hectares (per 0.1 hectare)	£462.00	OS
Where the site area exceeds 7.5 hectares (maximum total of £300,000.00)	£28,750.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS
Carrying out any operations not coming within any of the above categories		
Where the site area does not exceed 15 hectares (per 0.1 hectare)	£234.00	OS
Where the site area exceeds 15 hectares (maximum total of £78,000.00)	£34,934.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS
In any other case (each 0.1 hectare of the site area - maximum total)	£2,028.00	OS

PLANNING & COASTAL MANAGEMENT

3.4 Planning Applications (continued)

The change of use of building to use as one or more separate dwellings	2023/24	VAT Status
Where the change of use is from a single to two dwellings (up to 50 changed dwellings)	£462.00	OS
Where the change of use is for two or more dwellings (in excess of 50 changed dwellings - maximum total of £300,000.00)	£22,859.00	OS
Additional charge for each dwelling in excess	£138.00	OS
In other cases (change of use fewer than 50 dwellings - each)	£462.00	OS
In other cases (change of use is more than 50 dwellings - maximum total of £300,000.00)	£22,859.00	OS
Additional charge for each dwelling in excess	£138.00	OS
The use of the land for the disposal of refuse or waste materials or for the deposit of material remaining after minerals have	2023/24	
Where the site area does not exceed 15 hectares (per 0.1 hectare)	£234.00	OS
Where the site area exceeds 15 hectares (maximum total of £78,000.00)	£34,934.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS
The use of the land for the storage of minerals in the open		
Where the site area does not exceed 15 hectares (per 0.1 hectare)	£234.00	OS
Where the site area exceeds 15 hectares (maximum total of £78,000.00)	£34,934.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS
The making of material change in the use of a building or land (other than the material change of use in the change of use of building to use as one or more separate dwellings and the use of land for the disposal of refuse or waste materials or for the deposit of material remaining after materials have been extracted from land)	£462.00	OS

PLANNING & COASTAL MANAGEMENT

3.5 Advertisement Applications

Advertisements displayed on business premises, the forecourt of business premises or other land within the curtilage.

	2023/24	VAT Status
The nature of the business or other activity carried out on the premises	£132.00	OS
The goods sold or the services provided on the premises	£132.00	OS
The name and qualifications of the person carrying on such business or activity or supplying such goods or services	£132.00	OS
Any other advertisements	£462.00	OS

3.6 Discharge of Conditions

	2023/24	VAT Status
For 'householder' applications	£34.00	OS
For other applications	£116.00	OS

3.7 Extended Time Limits for Implementing Existing Planning Permissions

	2023/24	VAT Status
For 'householder' applications	£68.00	OS
Application for major development	£690.00	OS
For other applications	£234.00	OS

PLANNING & COASTAL MANAGEMENT

3.8 Non Material Amendments Following Grant of Planning Permission

	2023/24	VAT Status
For 'householder' applications	£34.00	OS
For other applications	£234.00	OS
Applications for reserved matters:		
- Same applicants earlier RM application under the same outline approval have incurred total fees equalling that of a full application of the entire scheme	£462.00	OS
Applications for two or more alternative proposals:		
- The highest individual charge applicable if applied for separately plus 50% of the total of the other applications as they have been applied for separately	£462.00	OS
Applications by club/organisation unestablished for profit who provides sport / recreation facilities:		
- Material change of use for playing field for carrying out of operations (other than erecting buildings containing floor space) for proposals ancillary to use of land as a playing field	£462.00	OS

PLANNING & COASTAL MANAGEMENT

3.9 Planning Submissions

Approval and variation of condition	2023/24	VAT Status
Application for removal / variation of a condition following grant of planning permission	£234.00	OS
Certificates of lawfulness (the use is in relation to one or more separate dwellings)		
For 50 or less dwellings (per dwelling)	£462.00	OS
For 50 or more dwellings (maximum total of £300,000.00)	£22,859.00	OS
Additional charge for each dwelling in excess	£234.00	OS
Existing use or operation in breach of a planning condition	£234.00	OS
Certificate of alternative development	£234.00	OS
Prior Notification applications		
Agriculture of forestry developments	£96.00	OS
Demolition	£96.00	OS
Material change of use under Schedule 2 part 3 of the GDPO 1995	£96.00	OS
Changes of use from shops / financial / professional services / agricultural buildings to dwellings with associated building	£206.00	OS
Telecommunication notifications	£462.00	OS
Submission of a hedgerow removal notice or notification for works to trees in conservation area or tree preservation	No charge	OS
Application for listed building consent	No charge	OS
Relevant demolition - The demolition of an unlisted building in a conservation area	No charge	OS

PLANNING & COASTAL MANAGEMENT

3.10 Prior Approvals

Determines as to whether prior approval is required.

	2023/24	VAT Status
Radio masts, equipment housing and public call boxes	£95.00	OS
Agricultural and forestry developments	£95.00	OS
Demolition of buildings	£95.00	OS

3.11 Community Infrastructure Levy (CIL)

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

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

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

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

[East Suffolk Community Infrastructure Levy](#)

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

Community Infrastructure Levy	2023/24	VAT Status
CIL Charging Schedule	Variable	OS
CIL Instalments Policy	Variable	OS
CIL Discretionary Social Housing Relief Policy	Variable	OS
Written CIL advice or guidance on following the CIL process including written estimations of CIL liability and CIL implications on development at pre-application stage. (Hourly rate)	£78.00	S

INTERNAL AUDIT

4.1 Access to personal files

	2023/24	VAT Status
Data Protection Act 1998 / General Data Protection Regulations	No charge	OS
Housing Regulations 1989	No charge	OS

ELECTORAL SERVICES

5.1 Sale of electoral roll

	2023/24	VAT Status
Per 1000 names (data)	£1.50 + £20.00 per order	OS
Per 1000 names (printed)	£5.00 + £10.00 per order	OS