

# Statutory Fees and Charges

## 2021/22

### 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 2021 and apply through to 31st March 2022. 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 Port health inspection charges

Port Health inspection charges are calculated annually on a cost recovery basis. This means that the charges represent the cost of staff salaries plus on costs; that is the cost of providing the office space and other equipment. Where legislation requires that sampling and analysis is carried out, charges will include the cost of any materials such as sterile scoops that are needed.

Where the cost of sampling and analysis is known this has been shown below, however, for many products the cost of the sample varies depending on size and the nature of the analysis. Samples that appear unsatisfactory will be subject to confirmatory testing to establish exact levels which will increase the cost.

The Charges		
	Products of Animal Origin Catch certification under the IUU fishing controls Radiation Controls Food and Feed from Japan Gaur Gum from India Plastic Kitchenware from China and Hong Kong Other Charges	GM Controls Rice and Rice products from China Organic Certificate verification Ship Inspection Charges for Ship Sanitation Certificates Water Sampling on vessels High Risk Products - Common Entry Document (CED) charges

The above categories set out above for current charges can be found on the Suffolk Coastal Port Health Authority website below.

<http://www.porthealth.eu/fees.htm>

Port Health have an accounts system where agents and importers are able to deposit money directly to Port Health for use as documents are submitted. Payment can be made by BACs, cheque, over the phone or online. The quickest method to pay is by BACs.

# ENVIRONMENTAL & PORT HEALTH

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

Ship Inspection Charges	2021/22	VAT Status
A fixed fee will be charged for Ship Sanitation Inspections at the current rates agreed by the Association of Port Health Authorities.		
Health Authorities.		
- Ships up to 1,000 gross tonnage	£105.00	NB
- Ships from 1,001 to 3,000 gross tonnage	£140.00	NB
- Ships from 3,001 to 10,000 gross tonnage	£210.00	NB
- Ships from 10,001 to 20,000 gross tonnage	£270.00	NB
- Ships from 20,001 to 30,000 gross tonnage	£345.00	NB
- Ships over 30,000 gross tonnage	£405.00	NB
With the exception of:		
Vessels with the capacity to carry between 50 and 1,000 persons	£405.00	NB
Vessels with the capacity to carry more than 1,000 persons	£690.00	NB
Extensions	£75.00	NB

The above fees are proposed by Association of Port Health authorities to take effect from 1 April 2021. The fees are reviewed annually.

## ENVIRONMENTAL & PORT HEALTH

### 1.3 Local Authority Pollution Prevention & Control (LAPPC)

Environmental Permitting (England & Wales) Regulations 2010 (NAT F)	2021/22	VAT Status
Initial application for authorisation	£1,579.00	OS
Additional fee for operating without a permit	£1,137.00	OS
Reduced fee activities (except Vehicle refinishers)	£148.00	OS
PVR I & II combined	£246.00	OS
Vehicle Refinishers (VRs)	£346.00	OS
Reduced fee activities : additional fee for operating without a permit	£68.00	OS
Where the process comprises mobile crushing and/or screening plant		
First and second application	£1,579.00	OS
Third to seventh application	£943.00	OS
Eighth and subsequent applications	£477.00	OS
Additional fee for an application if any of the above is combined Part B and Waste Application	£297.00	OS

The above fees are set nationally by Central Government. We have no discretion to vary these. The fee period is April 2021 to March 2022, and we expect to be notified of the fees for 2021/22 in April 2021.

# ENVIRONMENTAL & PORT HEALTH

## 1.3 Local Authority Pollution Prevention & Control (LAPPC) (continued)

LAPPC Mobile Plant Charges	2021/22			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](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 installments 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	2021/22			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

## 1.3 Local Authority Pollution Prevention & Control (LAPPC) (continued)

<b>Transfer and Surrender</b>	<b>2021/22</b>	<b>VAT Status</b>
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
<b>Temporary transfer for mobiles</b>	<b>2021/22</b>	<b>VAT Status</b>
First transfer	£51.00	OS
Repeat following enforcement or warning	£51.00	OS
<b>Substantial change</b>		
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
<b>Integrated Pollution Prevention Control</b>		
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

### 1.4 Private Water Supplies Regulations 2016 Sampling

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

Per assessment (maximum fee)	Statutory Maximum Fee Chargeable	Typical fees 2021/22	VAT Status
Commercial premises	£500.00	£278.00	OS
Domestic premises (split between the number of properties on the supply)	£500.00	£165.00	OS
Sampling of a private water supply:			
Investigation of a non compliance of a non supply	£100.00	£52.00	OS
Analysing a sample of water under Regulation 10*	n/a	£52.00	OS
Analysing a sample of water taken during check monitoring*	n/a	£52.00	OS
Analysing a sample of water taken during audit monitoring*	n/a	£52.00	OS

\* plus the full cost analysis of the samples taken will be added to this (i.e. Sampling fees and Parameter fees charged at cost.)

The above charges listed as Statutory Maximum Fee Chargeable does not reflect the typical cost. Therefore the 2021/22 column reflects the typical cost which is dependant on the complexity of the assessment and is held at the discretion of East Suffolk Council.

## ENVIRONMENTAL & PORT HEALTH

### 1.5 Scrap metal dealers (Scrap Metal Dealers Act 2013)

Site Licence	2021/22	VAT Status
Assessment for a new licence	£407.00	OS
Assessment for variation of a licence	£166.00	OS
Assessment for a renewal	£312.00	OS
<b>Collectors Licence</b>		
Assessment for a new licence	£236.00	OS
Assessment for variation of a licence	£91.00	OS
Assessment for a renewal	£200.00	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 entertainment and the provision of late night refreshment between 11pm - 5am.

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 of licensing authorities processing the Act.

#### 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.

		2021/22		
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	£33,000 - £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	2021/22	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 additional fee.

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	2021/22	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	2021/22	VAT Status
Initial registration fee	£40.00	OS
Renewal (annually)	£20.00	OS

Permits	2021/22				VAT Status
	Licensed Premises Gaming	Club Gaming / Club	Family	Gaming	
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

## LEGAL & DEMOCRATIC SERVICES

### 2.2 Sale of electoral roll

	2021/22	VAT Status
Per 1000 names (data)	£1.50 + (£20.00 per order)	OS
Per 1000 names (printed)	£5.00 + (£10.00 per order)	OS

## PLANNING & COASTAL MANAGEMENT

### 3.1 Ordnance Survey Extracts

Sale of publications for Building Control and Planning.

	2021/22	VAT Status
Copies of official documents (e.g. Planning and Building Regulations decision notice)	£10.50	S

		2021/22		
Latitude Global Maps		Urban Maps	Rural Maps	VAT Status
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				

	2021/22	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

### 3.2 SEAL Grant

	2021/22	VAT Status
Solar water heating systems installed under a SEAL grant by a SEAL approved installer	£67.50	S

## PLANNING & COASTAL MANAGEMENT

### 3.3 Provision of Supplementary Information

	2021/22	VAT Status
Planning	£67.50	S
Building Control	£67.50	S

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

	2021/22	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

### 3.5 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:

[https://ecab.planningportal.co.uk/uploads/english\\_application\\_fees.pdf](https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)

	2021/22	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

### 3.5 Planning Applications (continued)

<b>Operations - The erection on land and of buildings used for the purposes of agriculture (other than buildings within cat. 4)</b>	<b>2021/22</b>	<b>VAT Status</b>
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
<b>The erection of glasshouses on land used for the purposes of agriculture</b>		
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
<b>The erection, alternation or replacement of plant or machinery</b>		
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

### 3.5 Planning applications (continued)

<b>The enlargement, improvement or other alteration of existing dwellings</b>	<b>2021/22</b>	<b>VAT Status</b>
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
<b>Carrying out any operations connected with the exploratory drilling for oil / natural gas</b>		
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
<b>Carrying out any operations not coming within any of the above categories</b>		
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

### 3.5 Planning applications (continued)

<b>The change of use of building to use as one or more separate dwellings</b>	<b>2021/22</b>	<b>VAT Status</b>
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
<b>The use of the land for the disposal of refuse or waste materials or for the deposit of material remaining after minerals have been extracted from land</b>		
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
<b>The use of the land for the storage of minerals in the open</b>		
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

### 3.6 Advertisement Applications

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

	2021/22	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

### 3.7 Discharge of Conditions

	2021/22	VAT Status
For 'householder' applications	£34.00	OS
For other applications	£116.00	OS

### 3.8 Extended Time Limits for Implementing Existing Planning Permissions

	2021/22	VAT Status
For 'householder' applications	£68.00	OS
Application for major development	£690.00	OS
For other applications	£234.00	OS

## PLANNING & COASTAL MANAGEMENT

### 3.9 Non Material Amendments Following Grant of Planning Permission

	2021/22	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

### 3.10 Planning Submissions

<b>Approval and variation of condition</b>	<b>2021/22</b>	<b>VAT Status</b>
Application for removal / variation of a condition following grant of planning permission	£234.00	OS
<b>Certificates of lawfulness (the use is in relation to one or more separate dwellings)</b>		
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
<b>Prior Notification applications</b>		
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

### 3.11 Prior Approvals

Determines as to whether prior approval is required.

	2021/22	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



## INTERNAL AUDIT

### 4.1 Access to personal files

	2021/22	VAT Status
Data Protection Act 1998 / General Data Protection Regulations	No charge	OS
Housing Regulations 1989	No charge	OS