

FEEES AND CHARGES

2024/2025



CONTENTS

	Pages
Leader Portfolio	1 - 3
Environment & Climate Change Portfolio	4 - 21
Resources & Transformation Portfolio	22 - 27
Regeneration & High Streets Portfolio	28 - 34
Housing Portfolio	35 - 37
Parks, Culture & Heritage Portfolio	38 - 43
HRA	44 45
V.A.T. Information	46
Index	47 - 50

Cannock Chase District Council
Leader Portfolio
Fees and Charges 2024-25

CONTENTS

	Page
Access to Information Act	2
Sale of Civic Regalia	3

Cannock Chase District Council
Leader Portfolio
Fees and Charges 2024-25

<u>ACCESS TO INFORMATION ACT:</u>	£ - p	VAT	<u>Notes</u>
Copies of Agenda, Reports, Minutes and background papers	No charge	NB	<i>Documants available online</i>
Inspection of background papers	No charge	NB	<i>Documants available online</i>
Supply of documents to press	n/a	NB	<i>Documants available online</i>

Cannock Chase District Council
Leader Portfolio
Fees and Charges 2024-25

	£ - p	VAT	<u>Notes</u>
<u>SALE OF CIVIC REGALIA</u>			
Civic Brooches	9.64	S	
Civic Ties	4.24	S	
Lapel Pins	1.55	S	
Civic Pens (Boxed)	1.37	S	
Globes	22.62	S	
Stag Head Pins	4.32	S	
New Style Pens	0.61	S	
New Style Ties	10.00	S	
Civic Wine Kanalf Feuer	7.80	S	
Miners Lamp Key Rings	2.39	S	
Past Chairman's Consort Badges	93.38	S	

Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2024-25

CONTENTS

	Page
Environmental Charges	
Clean Neighbourhoods and Environment Act 2005	6
Environmental Searches	7
Smoke free Offences under the Health Act 2006	7
Miscellaneous	8
Pest Control	8
Industrial Plant Charges	
Application Fee	9
Annual Subsistence Charges	9 -10
Transfer and Surrender	11
Substantial Changes S10 & S11	11
Charges to General Public	11
Environmental Protection Act - Industrial Plant LA-IPPC - Fees set by DEFRA	11
Cannock and Rugeley Car Parking	12 - 13
Bus Departure Charges	13
General Licensing	
General	14
Scrap Metal Dealers Act 2013 Licences	14
Policing and Crime Act 2009	15
Street Trading	15
Entertainment Licensing	
Licensing Act 2003	16 - 17
Gambling Act 2005 Premises Licences -	18 - 19
Vehicle Licences	
Vehicle Licences	20
Drivers' Licences	20

Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2024-25

CONTENTS

	Page
Assisted Funerals	21
Registration of Food Premises	21
Health Protection Regulations	21
Civil Proceedings	21

Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2024-25

<u>ENVIRONMENTAL CHARGES</u>	£ - p	VAT	<u>Notes</u>
<u>Clean Neighbourhoods & Environment Act 2005</u>			
Nuisance parking	100.00	NB	<i>Reduction to £75 if paid within ten days</i>
Abandoning a vehicle	200.00	NB	<i>Reduction to £150 if paid within ten days</i>
Litter fines	75.00	NB	<i>Reduction to £50 if paid within ten days</i>
Street Litter Control Notices and Litter Clearing Notices	75.00	NB	<i>Reduction to £70 if paid within ten days</i>
Unauthorised distribution of literature on designated land	75.00	NB	<i>Reduction to £50 if paid within ten days</i>
Graffiti and fly posting	75.00	NB	<i>Reduction to £50 if paid within ten days</i>
Failure to produce Authority (Waste Transfer Notes)	300.00	NB	<i>Reduction to £200 if paid within ten days</i>
Failure to furnish documentation (Waste Carrier's Licence)	300.00	NB	<i>Reduction to £250 if paid within ten days</i>
Offences in relation to waste receptacles	100.00	NB	<i>Reduction to £70 if paid within ten days</i>
Failure to nominate Key holder (within an alarm notification area) or to notify Local Authority in writing of Nominated Key holder's details	75.00	NB	<i>Reduction to £50 if paid within ten days</i>
Noise from dwellings	100.00	NB	<i>Reduction to £70 if paid within ten days</i>
Noise from Licensed Premises	500.00	NB	<i>No reduction</i>
Community Protection Notice	100.00	NB	<i>No reduction</i>
Fly Tipping	400.00	NB	<i>No reduction</i>
Public Space Protection Oder	100.00	NB	<i>No reduction</i>

Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2024-25

<u>ENVIRONMENTAL CHARGES</u>	£ - p	VAT	<u>Notes</u>
<u>Continued...</u>			
<u>Environmental Searches</u>	85.00	NB	
<u>Smoke free Offences under the Health Act 2006</u>			
Smoking in a smoke free premises or vehicle			
Fixed Penalty Notice	50.00	NB	<i>Reduction to £30 if paid within 15 days</i>
Failure to display no smoking signs in premises or vehicle as required by law			
Fixed Penalty Notice	200.00	NB	<i>Reduction to £150 if paid within 15 days</i>
Failing to prevent smoking in a smoke free premises or vehicle			
A fine by a court not exceeding level 4	Up to £2,500	NB	
Charges associated with Seizure of Noise making equipment			
Warrant application fee	actual cost	NB	<i>Actual cost of work plus cost of officer time</i>
Hourly rate - officer time	actual cost	NB	<i>and other associated direct costs</i>
Storage of seized equipment	20.00	NB	

Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2024-25

<u>ENVIRONMENTAL CHARGES</u>	£ - p	VAT	<u>Notes</u>
<u>Continued...</u>			
<u>Miscellaneous</u>			
Rabies Contingency Plan:	34.00	NB	
Custody of Dogs - owner's contribution to costs (maximum 3 days)			
Control of Stray Dogs:			
Recovery of a dog from the Council's contract kennel by a dog owner			
Statutory collection fee	25.00	NB	
Cost of Dog Collection	18.00	S	
Cost of Kennelling	n/a	S	<i>Paid direct to Kennel operator by dog owner</i>
Costs associated with the seizure and Microchipping of dogs			
Hourly rate - Officer time	55.00	NB	<i>Actual cost of work plus cost of officer time and other associated direct costs</i>
<u>Pest Control</u>			
Clearance of wasps' nests	81.20	S	
Premium -Guaranteed same day	118.00		
Treatment of			
Fleas	81.20		
Bedbugs	81.20		
Ants	81.20		
Cockroaches	81.20		
Other pests	81.20		
Insect Identification visit	43.35		

Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2024-25

<u>INDUSTRIAL PLANT CHARGES</u>	£ - p	VAT	<u>Notes</u>
Environmental Protection Act - Industrial Plant LAPC & LAPPC - Part 1 Authorisations			Fees set by DEFRA therefore are subject to change
<u>Application Fee</u>			
Standard Process	1,650.00	NB	
Additional fee for operating without a permit	1,188.00	NB	
Reduced Fee Activities	155.00	NB	
PVR I & II combined	257.00	NB	
Vehicle Refinishers (VRs)	362.00	NB	
Additional fee for operating without a permit	71.00	NB	
Mobile screening and crushing plant Application	1,650.00	NB	
For the third to seventh Applications	985.00	NB	
For the eighth and subsequent Applications	498.00	NB	
Additional fee for operating without a permit	1,188.00	NB	
Combined Part B & Waste for any of the above	279.00	NB	
<u>Annual Subsistence Charges</u>			
Standard Process - LOW RISK	772.00	NB	
Standard Process - MEDIUM RISK	1,161.00	NB	
Standard Process - HIGH RISK	1,747.00	NB	
Reduced Fee Activities - LOW RISK	79.00	NB	
Reduced Fee Activities - MEDIUM RISK	158.00	NB	
Reduced Fee Activities - HIGH RISK	237.00	NB	
PVR I & II combined - LOW RISK	113.00	NB	
PVR I & II combined - MEDIUM RISK	226.00	NB	
PVR I & II combined - HIGH RISK	341.00	NB	

Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2024-25

<u>INDUSTRIAL PLANT CHARGES</u>	£ - p	VAT	<u>Notes</u>
<u>Annual Subsistence Charges</u>			
<u>Continued...</u>			
Vehicle Refinishers - LOW RISK	228.00	NB	
Vehicle Refinishers - MEDIUM RISK	365.00	NB	
Vehicle Refinishers - HIGH RISK	548.00	NB	
Mobile screening and crushing plant - LOW RISK	626.00	NB	
Mobile screening and crushing plant - MEDIUM RISK	1,034.00	NB	
Mobile screening and crushing plant - HIGH RISK	1,551.00	NB	
For the third to seventh permits - LOW RISK	385.00	NB	
For the third to seventh permits - MEDIUM RISK	617.00	NB	
For the third to seventh permits - HIGH RISK	924.00	NB	
For the eighth and subsequent permits - LOW RISK	198.00	NB	
For the eighth and subsequent permits - MEDIUM RISK	314.00	NB	
For the eighth and subsequent permits - HIGH RISK	473.00	NB	
Part B installation subject to reporting under E-PRTR	104.00	NB	
Late payment fee	52.00	NB	
Subsistence charges where paid quarterly	38.00	NB	

Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2024-25

<u>INDUSTRIAL PLANT CHARGES</u>	£ - p	VAT	<u>Notes</u>
<u>Continued...</u>			
<u>Transfer and Surrender</u>			
Transfer	169.00	NB	
Partial Transfer	497.00	NB	
New operator at low risk reduced fee activity	78.00	NB	
Surrender: All Part B activities	No charge	NB	
Transfer: Reduced Fee Activities	No charge	NB	
Partial Transfer: Reduced Fee Activities	47.00	NB	
Temporary First Transfer	53.00	NB	
Repeat following enforcement or warning	53.00	NB	
<u>Substantial Changes S10 & S11</u>			
Standard Process	1,050.00	NB	
Standard Process - change results in new PPC activity	1,650.00	NB	
Reduced Fee activities	102.00	NB	
<u>Charges to General Public</u>			
Full copy of authorisation	115.00	S	
A4 copy of single authorisation entry	0.80	S	
<u>INDUSTRIAL REGULATION CHARGES</u>			
IPPC (Part A2 installations & SWIPs)			
Fees are set by the Secretary of State for the Environment and are subject to change			
Application	3,363.00	NB	
Additional fee for operating without a permit	1,188.00	NB	
Annual Subsistence - LOW RISK	1,343.00	NB	
Annual Subsistence - MEDIUM RISK	1,507.00	NB	
Annual Subsistence - HIGH RISK	2,230.00	NB	
Late Payment Fee	52.00	NB	
Variation	1,368.00	NB	
Substantial Variation	3,363.00	NB	
Transfer	235.00	NB	
Partial Transfer	698.00	NB	
Surrender	698.00	NB	

Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2024-25

<u>CANNOCK & RUGELEY CAR PARKING</u>	£ - p	VAT	<u>Notes</u>
Cannock - Beecroft Road:			
0 to 2 hours	1.20	S	
2 to 3 hours	3.00	S	
3 to 4 hours	4.00	S	
4 to 5 hours	10.00	S	
5 to 6 hours	12.50	S	
Civic Centre - Brunswick Road (Rear)			
0 to 2 hours	1.20	S	
2 to 3 hours	3.00	S	
3 to 4 hours	4.00	S	
4 to 5 hours	5.00	S	
5 to 6 hours	6.00	S	
Up to 24 hours	7.00	S	
Civic Centre - Visitors (Front)			
0 to 1 hour	1.00	S	
1 to 2 hours	2.00	S	
2 to 3 hours	3.00	S	
3 to 4 hours	4.00	S	
Cannock - Backcrofts:			
Up to ½ hr	0.70	S	
½ to 1 hour	1.00	S	
1 to 2 hours	2.00	S	
2 to 3 hours	3.00	S	
3 to 4 hours	4.00	S	
4 to 5 hours	10.00	S	
5 to 6 hours	12.50	S	
Cannock - Danilo Road - All day			
All Day	4.00	S	
1 Month	n/a	S	
3 Months	n/a	S	
Annual	450.00	S	
Railway Station - Girton Road			
All Day	2.00	S	
One Week	7.00	S	
Rugeley - All car parks exc, Market Hall			
	0.90	S	
	1.20	S	
Rugeley - Service areas			
	130.00	S	

Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2024-25

<u>CANNOCK & RUGELEY CAR PARKING</u>	£ - p	VAT	<u>Notes</u>
<u>Continued...</u>			
P.C.N. paid within 14 days	£25 or £35	NB	
P.C.N. paid within 28 days	£50 or £70	NB	
Parking Waivers - First Day	15.00	S	
Parking Waivers - Subsequent Days	5.00	S	
<u>BUS STATIONS</u>			
Departure Charge:			
Cannock	0.36	S	
Rugeley	0.36	S	

Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2024-25

<u>GENERAL LICENSING</u>	£ - p	VAT	<u>Notes</u>
<u>General:</u>			
Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2017			
Full Licence			
Fee on application (Part A)	361.50	NB	<i>Plus Vet's fees where appropriate</i>
Fee on Grant (Part B)	116.60	NB	
Light Touch Application			
Fee on Application (Part A)	200.30	NB	
Fee on Grant (Part B)	94.30	NB	
Fee for inspections relating to Appeals and Re-rating requests	190.00	NB	
Variation Application	144.70	NB	
Dangerous Wild Animals Licence	312.00	NB	<i>Plus Vets' fees</i>
Acupuncture, Tattooing, Ear Piercing, Electrolysis etc.	170.00	NB	
Tattooists, Ear Piercers, Electrolysis Personal Licence	72.00	NB	
<u>Scrap Metal Dealers Act 2012</u>			
<u>Licences:</u>			
Scrap Metal Site Licence:			
Grant	742.00	NB	
Renewal	742.00	NB	
Variation	212.00	NB	
Additional Site	212.00	NB	
Name Change	61.50	NB	
Change of Site	61.50	NB	
Scrap Metal Collectors Licence:			
Grant	312.00	NB	
Renewal	312.00	NB	
Variation	212.00	NB	
Name Change	61.50	NB	

Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2024-25

<u>GENERAL LICENSING</u>	£ - p	VAT	<u>Notes</u>
<u>Continued...</u>			
<u>Policing and Crime Act 2007</u>			
<u>Sex Establishment Licences</u>			
Application Fee	1,380.00	NB	
Fee on Grant of Licence	168.00	NB	
Application for Renewal of Licence	1,380.00	NB	
Fee on Grant of Renewal	168.00	NB	
Transfer of Licence	168.00	NB	
<u>Sexual Entertainment Venues</u>			
Application for Grant	1,380.00	NB	<i>Sexual Entertainment Venues Licences subject to adoption of relevant provisions of Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 (as amended by Section 27 of the Policing and Crime Act 2009)</i>
Fee on Grant of Licence	168.00	NB	
Application for Renewal of Licence	1,380.00	NB	
Fee on Grant of Renewal	168.00	NB	
Transfer of Licence	168.00	NB	
<u>Street Trading</u>			
<i>Annual only</i>			
Vendors sited on Private Land	345.00	NB	<i>To be issued in minimum quota of 4 days</i>
Vendors travelling the District	345.00	NB	<i>All days to be used within 30 days of first</i>
Highway Land (Lay-bys)	345.00	NB	<i>consent</i>
Town Centre	33.40	NB	
Town Centre	2,544.00	NB	
Fee on Application	922.00	NB	
Fee on Grant	1,630.00	NB	
Trunk Road	2,544.00	NB	
Fee on Application	922.00	NB	
Fee on Grant	1,630.00	NB	

Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2024-25

<u>ENTERTAINMENT LICENSING</u>	£ - p	VAT	<u>Notes</u>
<u>Licensing Act 2003 Fees</u>			
<u>Personal Licence</u>			
First Application	37.00	NB	
Application for copy of licence on theft, loss etc. of personal licence	10.50	NB	
Notification of change of name or address	10.50	NB	
<u>Premises Licence</u>			
Main Application Fee - Band A	100.00	NB	
Main Application Fee - Band B	190.00	NB	
Main Application Fee - Band C	315.00	NB	
Main Application Fee - Band D	450.00	NB	
Main Application Fee - Band E	635.00	NB	
In addition to the application fee, a multiplier will be applied to town and city centre pubs (those in Bands D and E), where they are exclusively or primarily in the business of selling alcohol	900.00	NB	
	1,905.00	NB	
Main Annual Charge - Band A	70.00	NB	
Main Annual Charge - Band B	180.00	NB	
Main Annual Charge - Band C	295.00	NB	
Main Annual Charge - Band D	320.00	NB	
Main Annual Charge - Band E	350.00	NB	
In addition to the annual charge, a multiplier will be applied to town and city centre pubs (those in Bands D and E), where they are exclusively or primarily in the business of selling alcohol	640.00	NB	
	1,050.00	NB	
Minor variation to Premises Licence	89.00	NB	
Notification of change of name or address (holder of Premises Licence)	10.50	NB	

Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2024-25

<u>ENTERTAINMENT LICENSING</u>	£ - p	VAT	<u>Notes</u>
<u>Licensing Act 2003 Fees</u>			
<u>Premises Licence</u>			
<u>Continued...</u>			
Application to vary the specified individual as Designated Premises Supervisor	23.00	NB	
Application to transfer Premises Licence	23.00	NB	
Interim Authority Notice	23.00	NB	
Application for making of a Provisional Statement	315.00	NB	
Application for copy of licence / certificate or summary on theft, loss etc. of premises licence / certificate or summary	10.50	NB	
Notification of change of name or alteration of club rules	10.50	NB	
Change of relevant registered address of club	10.50	NB	
Variation of Club Licence	71.40	NB	
Temporary Event Notice	21.00	NB	
Application for copy of Notice on theft, loss etc. of Temporary Event Notice	10.50	NB	
Notice of Interest on any premises	21.00	NB	
Supply of copies of information contained in register	0.70	NB	

Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2024-25

<u>ENTERTAINMENT LICENSING</u>	£ - p	VAT	<u>Notes</u>
<u>Continued...</u>			
<u>Gambling Act 2005 Premises</u>			
<u>Licences - Applicable from</u>			
<u>Bingo Premises Licence</u>			
New Application	2,800.00	NB	
Annual Fee	800.00	NB	
Application to vary licence	1,400.00	NB	
Application to transfer licence	960.00	NB	
Application for reinstatement	960.00	NB	
Application for provisional statement	2,800.00	NB	
Licence Application (Provisional Statement holders)	960.00	NB	
<u>Betting Premises (Excluding Tracks)</u>			
New Application	2,400.00	NB	
Annual Fee	480.00	NB	
Application to vary licence	1,200.00	NB	
Application to transfer licence	960.00	NB	
Application for reinstatement	960.00	NB	
Application for provisional statement	2,400.00	NB	
Licence Application (Provisional Statement holders)	960.00	NB	
<u>Track Premises Licence</u>			
New Application	2,000.00	NB	
Annual Fee	800.00	NB	
Application to vary licence	1,000.00	NB	
Application to transfer licence	760.00	NB	
Application for reinstatement	760.00	NB	
Application for provisional statement	2,000.00	NB	
Licence Application (Provisional Statement holders)	760.00	NB	
<u>Gambling Act 2005 Premises</u>			
<u>Licences - Applicable from</u>			
<u>7th Sept 2007</u>			
<u>Family Entertainment Centres</u>			
New Application	1,600.00	NB	
Annual Fee	600.00	NB	
Application to vary licence	800.00	NB	
Application to transfer licence	760.00	NB	
Application for reinstatement	760.00	NB	
Application for provisional statement	1,600.00	NB	
Licence Application (Provisional Statement holders)	760.00	NB	

Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2024-25

<u>ENTERTAINMENT LICENSING</u>	£ - p	VAT	<u>Notes</u>
<u>Continued...</u>			
<u>Adult Gaming Centres</u>			
New Application	1,600.00	NB	
Annual Fee	800.00	NB	
Application to vary licence	800.00	NB	
Application to transfer licence	960.00	NB	
Application for reinstatement	960.00	NB	
Application for provisional statement	1,600.00	NB	
Licence Application (Provisional Statement holders)	960.00	NB	
<u>For Bingo Premises Licence: Betting</u>			
Premises (Excluding Tracks); Track Premises Licence; Family Entertainment Centres and Adult Gaming Centres:			
Copy Licence	25.00	NB	
Notification of Change	40.00	NB	
<u>FEC Gaming Machine Permit and Prize Gaming Permit</u>			
Application Fee	300.00	NB	
Renewal Fee (Every 10 yrs)	300.00	NB	
Transitional Application Fee	0.00	NB	
Change of Name	25.00	NB	
Copy of Permit	15.00	NB	
<u>Amusement with Prizes Permit</u>			
2 Machines or less (Notification only)	50.00	NB	
3 Machines or more:			
Conversion of existing operator	100.00	NB	
Grant initial application	150.00	NB	
Annual Fee	50.00	NB	
Change of name on permit	25.00	NB	
Copy of permit	15.00	NB	
<u>Club Gaming Permit or Club Gaming</u>			
Machine Permit			
Conversion of an existing permit	100.00	NB	
Grant initial application	200.00	NB	
Annual Fee	50.00	NB	
Variation Fee	100.00	NB	
<u>Small Lotteries</u>			
Registration Fee	40.00	NB	
Renewal Fee	20.00	NB	

Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2024-25

<u>VEHICLE LICENSING</u>	£ - p	VAT	<u>Notes</u>
<u>Vehicle Licences</u>			
Vehicle inspection and Test	60.00	NB	
Missed test appointment without 24 hour notice	60.00		
Vehicle re-test (where vehicle fails to meet the council's pre-determined standards)	15.00	NB	
Hackney Carriage Proprietor (Inc. Test and Plates)	320.00	NB	
Private Hire Vehicle (Inc. Test and Plates)	320.00	NB	
Private Hire Operator 5 year Licence			
1 - 5 vehicles	340.00	NB	
6 - 15 vehicles	680.00	NB	
Over 15 vehicles	890.00	NB	
<u>Drivers' Licences</u>			
Hackney Carriage and Private Hire			
One Year Dual Driver Licence	129.00	NB	
Three Year Driver Licence	262.00	NB	
Driver Medical SCC	n/a	NB	
Driver Medical Private	n/a	NB	
Driver DBS Check	40.00	NB	
New Driver Drug Test	26.60	NB	
Driving Licence Knowledge Re-test	40.00	NB	
Existing Driver Assessment	n/a	NB	
New Driver assessment	n/a	NB	

Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2024-25

£ - p VAT Notes

Assisted Funerals under Public Health (Control of Diseases)

Act 1984

Fees for undertaker and burial or cremation	At Cost	
Administration fee per funeral	300.50	NB

Registration of Food Premises

Single entry	17.30	NB
Category entry	89.00	NB
Full register	361.50	NB

Reinspection or revisit of Food Business

Reinspection or revisit of Food Business under FHRS where no statutory requirement to provide this serv	212.00	NB
--	--------	----

The Health Protection (Local Authority Powers) Regulations 2010

Fees for undertaking disinfection or decontamination of articles or premises	At Cost
---	---------

Civil Proceedings

Provision of factual statement under Section 28(a) Health & Safety At Work etc. Act 1974 or in relation to any other legislation	212.00
---	--------

Cannock Chase District Council
Resources and Transformation Portfolio
Fees and Charges 2024-25

CONTENTS

	Page
Human Resources	23
Legal Fees	
Disposals	24
New Leases	24
Miscellaneous	24 - 26
Type of Licence	26
Register of Electors	27

Cannock Chase District Council
Resources and Transformation Portfolio
Fees and Charges 2024-25

<u>HUMAN RESOURCES</u>	£ - p	VAT	<u>Notes</u>
Charge to organisations (i.e. insurance companies / solicitors) for salary information for employees in respect of third party claims	228.53	ZR	

Cannock Chase District Council
Resources and Transformation Portfolio
Fees and Charges 2024-25

<u>LEGAL FEES</u>	£ - p	VAT	<u>Notes</u>
<u>Disposals</u>			
Freehold	490.00	*	<i>Minimum charge</i>
Long Leases	623.00	*	<i>Minimum charge</i>
<u>New Leases</u>			
Starter Units	488.00	E	<i>Minimum charge</i>
Town Centre Shops	723.00	E	<i>Minimum charge</i>
Other Shops	723.00	E	<i>Minimum charge</i>
Other Premises	723.00	E	<i>Minimum charge</i>
Land	723.00	E	<i>Minimum charge</i>
Renewals of Leases	445.00	E	
<u>Miscellaneous</u>			
Licences to Occupy	500.00	E	
Right of Way Easements and Deeds of Grant	390.00	E	
Licences to Assign	500.00	E	
Licences to alter premises	500.00	E	
Licences to underlet	500.00	E	
Deed of Assignment	646.00	E	
Deed of Consent	390.00	E	

Cannock Chase District Council
Resources and Transformation Portfolio
Fees and Charges 2024-25

<u>Miscellaneous</u>	£ - p	VAT	<u>Notes</u>
<u>Continued...</u>			
Deed of Variation	390.00	E	
Deed of Release	263.00	E	<i>Negotiated price</i>
Authorised Guarantee Agreements	356.00	E	
Receipt of Notice: Assignment / Transfer / Mortgage	56.00	NB	
Letter of Postponement	95.00	NB	<i>Not charged on original sale</i>
Agreements made in accordance with Section 106 of the Town & Country Planning Act 1990:-	1,180.00	S	<i>Minimum Charge (charges in excess at £175.00 per hour)</i>
New Agreement	1,180.00	S	
Deed of Variation	600.00	S	
Householder Application	472.00	S	
Checking Unilateral Undertaking	472.00	S	
Residential SAC Unilateral Undertaking	180.00	S	
Additional Cost Per Hour	218.00	S	
Agreements made in respect of Open Spaces under various legislation	540.00	NB	
Road Closure orders: Temporary	362.00	S	<i>* Minimum actual cost</i>
Grant of consent under Right to Buy transfer / lease	130.00	NB	
Formal Documents: Photocopying of Document	14.20	S	<i>Subject to variation at the discretion of the Legal Services Manager</i>
Compulsory Purchase on behalf of Private Persons		S	<i>Negotiated price</i>
Responding to Leaseholder Sale Enquiries	246.00	S	<i>Unless otherwise specified in Lease</i>
Legal Information and Confirmation	67.00	NB	<i>Minimum charge</i>

Cannock Chase District Council
Resources and Transformation Portfolio
Fees and Charges 2024-25

<u>LEGAL FEES</u>	£ - p	VAT	<u>Notes</u>
<u>Type of Licence</u>			
Use of Council's land to gain pedestrian access to private dwelling, garage, etc.	26.50	NB	
Use of Council's land to gain vehicular access to private dwelling, garage, etc.	120.00	NB	
Use of the Council's land abutting the highway for the purpose of cultivation	8.50	NB	
Use of other Council land for the purpose of cultivation	27.50	NB	
Use of Council land incorporated into private gardens at the Council's suggestion for the purposes of cultivation	8.50	NB	
Use of the Council's land for the erection of a private garage and / or other outbuilding	74.00	NB	
Use of the Council's land for the siting of a garage and vehicular access to the garage site	178.00	NB	
Use of the Council's land for other miscellaneous purposes	178.00	NB	<i>* Rental set by Head of Economic Prosperity</i>
<u>Miscellaneous</u>			
Initial deposits on the sale of land to private self-builders or developers	707.00	E	<i>The deposit is retained if the sale does not proceed to defray expenses.</i>

Cannock Chase District Council
Resources and Transformation Portfolio
Fees and Charges 2024-25

REGISTER OF ELECTORS

£ - p

VAT

Notes

Note: All charges are per 1,000 names on the register, except for lists of overseas electors where charges are per 100 or part there of

*Full registers are available only to Government departments and other bodies, and those credit reference agencies carrying on the business of providing credit reference services
The statutory fees remain unchanged*

Sale of Registers of Electors

Purchase of the full register data	20.00 plus £1.50 per 1,000	NB	<i>Statutory fee</i>
Purchase of the full register printed	10.00 plus £5.00 per 1,000	NB	<i>Statutory fee</i>
Purchase of the edited register data	20.00 plus £1.50 per 1,000	NB	<i>Statutory fee</i>
Purchase of the edited register printed	10.00 plus £5.00 per 1,000	NB	<i>Statutory fee</i>
Purchase of the register data - overseas	20.00 plus £1.50 per 100	NB	<i>Statutory fee</i>
Purchase of the register printed - overseas	10.00 plus £5.00 per 100	NB	<i>Statutory fee</i>

Cannock Chase District Council
Regeneration and High Streets Portfolio
Fees and Charges 2024-25

CONTENTS

	Page
Planning Applications	
Planning Application fees	29
Community Infrastructure Levy	29
Paper copies of plans	29
Provision of Information	
Supply of copy Planning Decision Notices	29
Supply of copy of drawings (larger than A4)	29
Supply of copies - other documents (size A4 or less)	29
Supply of weekly list of planning applications	29
Supply of information relating to planning history	29
Supply of various information leaflets	30
District wide Local Plan	30
Sale of publications	30
High Hedge Investigation Complaints	30
Building Control	31 - 32
Local Land Charges	
Standard Search	33
Full Search - LLC1 and CON29R	33
More than one property on search (parcel of land)	33
Additional Questions	33
Personal Search	33
Other	33
Radar Keys	34
Markets	
Stall Rental	34
Other Charges	34

Cannock Chase District Council
Regeneration and High Streets Portfolio
Fees and Charges 2024-25

<u>PLANNING APPLICATIONS</u>	£ - p	VAT	<u>Notes</u>
Planning Application Fees	National Scope	NB	<i>Information can be obtained from the Council's website by entering "planning fees"</i>
<u>Pre-application fees (minor apps)</u>			
Householder/Advert	60.00	S	<i>£40 subsequent</i>
Change of Use	150.00	S	<i>£60 subsequent</i>
1 to 4 dwellings	250.00	S	<i>£100 subsequent</i>
5 to 9 dwellings	500.00	S	<i>£150 subsequent</i>
<u>Pre-Application Fees (major apps)</u>			
10-49 dwellings or 1,000-2,999sq metres	1,000.00	S	<i>£250 subsequent</i>
50-199 dwellings or 3,000-9,999sq metres	2,000.00	S	<i>£250 subsequent</i>
200+ dwellings or 10,000+ sq metres	4,000.00	S	<i>£250 subsequent</i>
<u>Community Infrastructure Levy (CIL):-</u>			
Food stores over 280sqm and all out of town retail developments	88.26	E	
Market housing development (excluding specialist retirement housing)	58.84	E	
<u>Paper Copies of Plans</u>			
Size A0	2.12	S	<i>Plan printing service aimed principally at applications of planning permission and full plans, approval under the Building Regulations where multiple copies of submitted drawings are required</i>
Size A1	2.12	S	
Size A2	2.12	S	
Size A3	2.12	S	
Size A4	2.12	S	
Lamination	3.82	S	
<u>PROVISION OF INFORMATION</u>			
<u>Supply Of Copy Planning Decision</u>			
<u>Notices:</u>			
Across the counter	0.53	S	
Through the post	0.53	S	<i>Plus postage</i>
<u>Supply of Copies of Drawings</u>			
<u>(Larger than A4)</u>			
Across the counter	1.91	S	
Through the post	1.91	S	<i>Plus postage</i>
<u>Supply of Copies - Other documents</u>			
<u>(Size A4 or less)</u>			
<u>Including Public Inquiry Documents</u>			
Across the counter	0.53	S	
Through the post	0.53	S	<i>Plus postage</i>

Cannock Chase District Council
Regeneration and High Streets Portfolio
Fees and Charges 2024-25

<u>PROVISION OF INFORMATION</u>	£ - p	VAT	<u>Notes</u>
<u>Continued....</u>			
<u>Supply of weekly list of planning applications</u>			
received to commercial organisations	350.00	S	
Individual weekly copy	10.60	S	
<u>Supply of information relating to planning history</u>	111.30	S	
<u>Supply of Various Information Leaflets</u>	No Charge	NB	
<u>District Wide Local Plan</u>			
- non residents	68.78	ZR	
- residents	34.40	ZR	
<u>Sale of Publications</u>			
Local Development Scheme	16.86	ZR	
Conservation Area Appraisals	16.86	ZR	
Protocol for Validation of Planning Applications	16.86	ZR	
Supplementary Planning Documents (SPDs)	16.86	ZR	
All Supplementary Planning Guidance (SPG)	16.86	ZR	
Annual Monitoring Report (AMR)	16.86	ZR	
Annual Strategic Housing Land Availability Assessment (SHLAA)	40.07	ZR	
<u>HIGH HEDGE INVESTIGATION COMPLAINTS</u>	515.88	NB	<i>Charge relates to Part 8 of the Anti-Social Behaviour Act 2003</i>

Cannock Chase District Council
Regeneration and High Streets Portfolio
Fees and Charges 2024-25

<u>BUILDING CONTROL</u>	£ - p	VAT	<u>Notes</u>
Building Control Application Charges	n/a	S	<i>**Because of the legislation covering Building Regulation charges it is not possible to provide specific details of the amounts involved. Information can be obtained from the Council's website by entering "Building Control Fees"</i>
Building Control Regularisation Application Charges	n/a	NB	<i>Information can be obtained from the Council's website by entering "Building Control Fees"</i>
Supply of Information Relating to Building Control History from 1988 to present day	n/a	NB	<i>Now free of charge in line with Environmental Information Regulations</i>
Supply of copy of Building Regulation Decision Notices and Completion Certificates where the application reference is provided at the time of the request from 1993 to the present day	14.16	S	
Supply of copy of Building Regulation Decision Notices where the application reference is provided at the time of the request for files from 1985 to 1992	31.46	S	
At the discretion of the Council inspections on Building Regulation applications up to 10 years old where work has been completed for more than 2 years	164.10	S	
Written response (at the discretion of the Council) confirming that enforcement action will not be taken under S35 of the Building Act 1984 for building works completed in excess of 2 years.	78.65	S	

Cannock Chase District Council
Regeneration and High Streets Portfolio
Fees and Charges 2024-25

<u>BUILDING CONTROL</u>	£ - p	VAT	<u>Notes</u>
<u>Continued...</u>			
Written response confirming building work is exempt from the requirements of the Building Regulations	38.16	S	
Plan Printing Charges - Black & White			
A4	0.40	S	
A3	1.91	S	
A2	2.69	S	
A1	2.92	S	
A0	3.48	S	
Plan Printing Charges - Colour			
A4	0.63	S	
A3	2.05	S	
A2	3.37	S	
A1	3.59	S	
A0	4.21	S	

Cannock Chase District Council
Regeneration and High Streets Portfolio
Fees and Charges 2024-25

<u>LOCAL LAND CHARGES</u>	£ - p	VAT	<u>Notes</u>
			<i>Subject to variation at the discretion of the Proper Officer for Local Land Charges, Cannock Chase District Council</i>
<u>Standard Search</u>			
Certificate of Register Fee - LLC1			
Individual Residential Properties	34.98	NB	<i>LLCI Not Vatable</i>
Industrial and Commercial Properties	54.06	NB	<i>LLCI Not Vatable</i>
Standard Enquiry Fee - CON29			
Individual Residential Properties	78.84	S	<i>VAT Now Included - w.e.f 01.04.17</i>
Industrial and Commercial Properties	157.80	S	<i>VAT Now Included - w.e.f 01.04.17</i>
			<i>Now Split between Vatable and Non Business</i>
<u>Full Search - LLC1 and CON29</u>			
Individual Residential Properties	113.82		
LLCI	34.98	NB	<i>Now Split between Vatable and Non Business</i>
CON29	78.84	S	
Industrial and Commercial Properties	211.86		
LLCI	54.06	NB	<i>VAT Now Included - w.e.f 01.04.17</i>
CON29	157.80	S	<i>VAT Now Included - w.e.f 01.04.17</i>
<u>More than one property on search - (parcel of land)</u>			
Individual Residential Properties	40.68	S	<i>Additional administration charge of £21</i>
Industrial and Commercial Properties	93.48	S	<i>applies if requested separately to CON29R VAT NOW INCLUDED</i>
<u>Additional Questions</u>			
Fee in respect of printed routine questions as set out in standard search	6.90	S	
Admin Charge if requested separately	22.92	S	
Each additional question set by applicant	P.O.A	S	
<u>Other</u>			
Any questions received in connection with Local Land Charge Searches falling outside those above	**	S	<i>** As determined by the Proper Officer for Local Land Charges</i>
Under Residential:-	The Highways Fee is set by Staffordshire County Council and is therefore subject to change		
Under Commercial:-	The Highways Fee is set by Staffordshire County Council and is therefore subject to change		

Cannock Chase District Council
Regeneration and High Streets Portfolio
Fees and Charges 2024-25

<u>Sale of Radar Keys for access</u>	<u>£ - p</u>	<u>VAT</u>	<u>Notes</u>
Disabled Toilets	4.45	ZR	

MARKETS

Note:

Except where stated, all stall rentals are based on frontage size plus square foot (sq. meter) per week

Stall Rental:

Prince of Wales Market, Cannock Covered	*	E	<i>*Each stall is subject to individual calculations.</i>
Rugeley Market Hall	0	E	<i>Market Closed</i>
Rugeley Outside Stalls	0	E	<i>Market Closed</i>

Cannock Chase District Council
Housing Portfolio
Fees and Charges 2024-25

CONTENTS

	Page
Private Sector Housing	
Works in Default	36
Enforcement Action	36
Park Home Licence fees	36
Houses in Multiple Occupations Licence	36
Civic Centre Charges	
Hire of Council Chamber	37
Hire of Ballroom	37

Cannock Chase District Council
Housing Portfolio
Fees and Charges 2024-25

<u>PRIVATE SECTOR HOUSING</u>	£ - p	VAT	<u>Notes</u>
<u>Works in Default</u>	Actual cost	NB	<i>Actual cost of work plus cost of officer time and other associated direct costs</i>
<u>Enforcement action - Section 49 of Part I. of the Housing Act 2004</u>	55.00	NB	<i>Actual cost of officer time and other associated direct costs</i>
<u>Park Home Licence Fees:</u>			
Application	320.00	NB	
Transfer / Amendment	171.00	NB	
Annual Licence:-			
2 - 10 Units	160.00	NB	
11 - 30 Units	215.00	NB	
More than 30 Units	245.00	NB	
Enforcement Action (hourly rate)	55.00	NB	
Deposit of Rules	131.00	NB	
<u>Non statutory housing inspections</u>	110.00	S	
<u>Houses in Multiple Occupations</u>			
5 Year Licence			
Application fee			
Subsistence element	610.00	NB	<i>Total £910 collected as a single fee when application made - subsistence element refunded if application refused</i>
Total Fee (payable at time of application)	350.00	NB	
	960.00	NB	<i>Commence with effect from 1st Jan 2019</i>
Licence Renewal			
Application Fee			
Subsistence element	570.00	NB	
Total Fee (payable at time of application)	350.00	NB	
	920.00	NB	

Cannock Chase District Council
Housing Portfolio
Fees and Charges 2024-25

<u>CIVIC SUITE</u>	£ - p	VAT	<u>Notes</u>
<u>Hire of Council Chamber</u>			
Hire of Council Chamber	34.50	E	<i>Per Hour Mon - Fri</i>
Hire of Committee Room	16.30	E	<i>Weekends</i>
<u>Hire of Ballroom</u>			
Seminars / Trade Exhibitions / Commercial	62.20	E	<i>Over 6 Hours Mon - Fri</i>
	71.50	E	<i>Over 6 Hours Weekends</i>
Seminars / Trade Exhibitions / Commercial	431.80	E	
	502.00	E	
Bar End of Ballroom	29.10	E	
<u>Additional Charges</u>			
Booking Fee	71.70	E	<i>Over 6 Hours Mon - Fri</i>
	86.50	E	<i>Over 6 Hours Weekends</i>
Deposit - room only		E	
<u>Hire of Facilities beyond 8pm</u>			
Beyond 8pm Mon - Thurs	36.60	E	<i>One off charges to cover costs of key holder</i>
Beyond 7.30pm Friday	36.60	E	<i>services</i>
Weekend	36.60	E	

Cannock Chase District Council
Parks, Culture Heritage Portfolio
Fees and Charges 2024-25

CONTENTS

	Page
Parks Activities	
Tennis	39
Football pitches	39
Hire of Parks and Open Space	39
Cemeteries	
Purchase and interment fees for burials	40
Purchase and interment fees for cremated remains	40
Walled graves, vaults and American style caskets	40
Exhumations	40
Memorials	41
Miscellaneous charges	41
Maintenance of graves	41
Outdoor Leisure Facilities	
Hazel Slade Nature Reserve and Milking Brook - Fishing Rights	42
Allotments	
Without services	42
With services	42
Motor Vehicles	
Inspection	43
MOT	43

Cannock Chase District Council
Parks, Culture Heritage Portfolio
Fees and Charges 2024-25

<u>PARK ACTIVITIES</u>	£ - p	VAT	<u>Notes</u>
<u>Tennis</u>			
Per Court - Adult	7.00	S	<i>New Charge for 2024</i>
Annual Pass	52.00	S	<i>New Charge for 2024</i>
<i><u>VAT - Exempt or Standard rated</u></i>			
<u>Football Pitches</u>			
<i>The letting of facilities for playing any sport or for taking part in any physical recreation is normally standard rated for VAT purposes.</i>			
Adult Club Lettings:			
with facilities	1,385.00	E or S	
without facilities	693.00	E or S	<i>However, a block booking of 10 or more sessions of the same sport by a school, club, association or organisation representing affiliated clubs or constituent associations, such as a local league, is exempt from VAT.</i>
Junior Club Lettings:			
with facilities	680.00	E or S	
without facilities	345.70	E or S	
Adult Occasional Lettings:			<i>Where charges are shown with a VAT indicator of "E or S" the charge shown includes VAT.</i>
with facilities	164.70	S	
without facilities	83.50	S	
<i>To qualify for Exempt VAT rating, all bookings should meet all of the criteria listed under Value Added Tax - Lets for a Series of Sessions.</i>			
Junior Occasional Lettings:			
with facilities	82.40	S	
without facilities	41.20	S	
Equipment Deposit	13.70	S	<i>Fee reduces by 5% if at least 50% of the team members live in the District and are able to provide evidence at the time of booking.</i>
Administration Charge	161.00	E or S	<i>Non payment of fees will incur a surcharge, a 30% cancellation fee will be required in the event of cancellation by the Hirer</i>
<u>Hire of Parks and Open Space</u>			
<i>All Community groups/organisations/Parish Council's will be expected to pay the full amount UNLESS a group has agreed a discretionary fee reduction with the Portfolio Holder. This cannot exceed 50% of the cost per day. All hirers are responsible for the removal of all litter and waste from the event. They cannot use the Council's waste facilities. Any excess waste removed by the council will be recharged at full cost.</i>			
Non - Operational			
Hire of Parks and Open Spaces for events/funfairs etc.	391.60	E	
Non - Operational			
Hire of Parks and Open Spaces for Funfairs to allow setup/take down.	194.30	E	
Ocassional hire of Parks and Open Spaces	26.5 per Hour	E	
<i>Security Deposit £500. All Litter must be removed otherwise the Council will recharge the actual cost to the security deposit.</i>			

**Football Pitches - A 5% reduction is available if at least 50% of the team live within the District
Clubs must provide satisfactory evidence at the time of booking the pitch**

Cannock Chase District Council
Parks, Culture Heritage Portfolio
Fees and Charges 2024-25

<u>CEMETERIES</u>	£ - p	VAT	<u>Notes</u>
<u>Purchase and interment fees for burials</u>			<i>All burial fees are multiplied by two for non residents of Council's district (inclusions apply), excludes memorial fees and burials for children under 16. Grave deed expires after 30 years Additional charge of £12 for Zeolite Exempt if the fees is for a reopen, the deceased has moved out of the area within two years, the deceased has moved out of the district to a nursing home within five years The deceased has moved out of the district but still owns a property and pays Council tax to the authority. All fees relating to a child's interment</i>
Purchase of grave space including first topping up and grassing	1,026.00	NB	
Purchase of grave space at Cannock Chase Cemetery including first topping up, grassing and Zeolite	1,038.00	NB	
Excavation of grave for a child including interment	0.00	NB	
Excavation of grave for one including interment	415.00	NB	
Excavation of grave for two including first interment	822.00	NB	
Excavation of grave for three including first interment	1,240.00	NB	
Re-open of purchased grave including interment	685.00	NB	
Failure to provide documentation 48 hrs before a burial	72.00	NB	
Coffins over 6'8" in length	85.00	NB	
Coffins over 28" wide	85.00	NB	
<u>Purchase and Interment fees for cremated remains</u>			
Purchase of cremated remains plot	509.00	NB	
Excavation of grave for cremated remains including interment	278.00	NB	
Re-open of purchased grave for cremated remains including interment	278.00	NB	
Excavation and interment of cremated remains plot for a child	0.00	NB	
Purchase of a grave space for cremated remains	1,028.00	NB	
Scattering of cremated remains	112.00	NB	
Interment in public grave	509.00	NB	
<u>Walled graves, vaults and American style caskets</u>			
Purchase of grave space	1,584.00	NB	
Excavation of grave for one including interment	636.00	NB	
Excavation of grave for two including interment	954.00	NB	
Excavation of grave for three including interment	1,230.00	NB	
Burial	Actual Cost	S	
Cremated remains	Actual Cost	S	

Cannock Chase District Council
Parks, Culture Heritage Portfolio
Fees and Charges 2024-25

<u>CEMETERIES</u>	£ - p	VAT	<u>Notes</u>
<u>Continued...</u>			
<u>Memorials</u>			
Headstone or other approved memorial	307.00	S	<i>All memorials must be installed in accordance with the National Association of Memorial Masons standards and will be installed by members registered under the Council's select list scheme</i>
Cremated remains plaque	191.00	S	
Stone vase	152.00	S	
Additional inscription	140.00	S	
Additional inscription on cremated remains plaques	117.00	S	
<u>Miscellaneous Charges</u>			
Transfer of Exclusive Right of Burial	89.00	NB	<i>Residents must contact the Council prior to existing one running out</i>
Extension of Exclusive Right of Burial for 30 years	297.00	NB	<i>Fee applicable to members of the public only.</i>
Searches of Burial Records (members of the public)	16.00	NB	<i>Fee to be paid in advance</i>
Supply and install approved memorial bench including plaque	Actual Cost	S	
Supply plaque to Communal Memorial Bench	146.00	S	
Lease of a memorial tree for ten years	446.00	S	
Supply Memorial Plaque to existing Memorial Tree	121.00	S	
<u>Maintenance of Graves</u>			
Clean, provide top soil and top up	97.00	S	
Provide and lay turf	49.00	S	
Maintain soiled or turfed grave	136.00	S	
Maintain and plant once per year	195.00	S	
Maintain and plant twice per year	249.00	S	

Cannock Chase District Council
Parks, Culture Heritage Portfolio
Fees and Charges 2024-25

OUTDOOR LEISURE FACILITIES

£ - p VAT **Notes**

**Hazel Slade Nature Reserve and
Milking Brook - Fishing Rights**

7 Day Fishing Permits			<i>This service is only available electronically</i>
Adult	49.80	S	
Junior	21.80	S	
Winter Fishing Permits Milking Brook 1 October to 31 March	16.80	S	

ALLOTMENTS

Without Services

Basic charge per square metre	0.223	E
-------------------------------	-------	---

With Services

Basic charge per square metre	0.297	E
Basic charge per square metre:		
Rumerhill	0.422	E
Ravenhill	0.257	E

Cannock Chase District Council
Parks, Culture Heritage Portfolio
Fees and Charges 2024-25

MOTOR VEHICLES INSPECTION £ - p VAT
AND TESTING

Inspection of Vehicles under 12 months old
and less than 20,000 recorded mileage:

Initial Inspection	63.00	S
Re-test	47.50	S

Inspection of vehicles over 12 months old

Inspection at Hawks Green Depot

Initial Inspection	209.00	S
Re-test	47.50	S

Inspection at private garage other than
Hawks Green Depot

Initial Inspection	308.50	S
Re-test	150.00	S

MOT testing of any motor vehicles

MOT testing of any motor vehicles	45.00	NB
Re-test	22.50	NB

Cannock Chase District Council
HRA
Fees and Charges 2024-25

CONTENTS

	Page
Sheltered Housing Schemes	
Use of guest bedrooms	45
Weekly support charges for Scheme	45
Managers	45
Key fobs	45
Garage rents	45

Cannock Chase District Council
HRA
Fees and Charges 2024-25

SHELTERED HOUSING SCHEMES

	£ - p	VAT	<u>Notes</u>
<u>Use of guest bedroom:</u>			
Per person - first night	16.30	S	
Per person - additional night	8.09	S	

Weekly Support Charges for Scheme

Managers

St Barbara House	31.21	E	
Grace Moore Court	30.26	E	
Longford Court	31.39	E	
Caxton Court	26.51	E	

Key Fobs

Lost or additional key fob for door entry system - communal entrance flats	15.05	S	
--	-------	---	--

Social Alarm Pendants - Replacement

Replacement of a lost / damaged pendant	40.00	NB	
---	-------	----	--

Garage Rents

Rental of council garages	11.10	S or NB	
Private Tenant garage plus vat	13.32	S	

VAT Non Business or Standard Rated

If garages are let to council tenants then the VAT rating is Non Business, however, Standard Rated VAT applies to non-council tenants

Please note the price per week for council tenants is £10.50 or 52 weeks.

VALUE ADDED TAX

The schedules of fees and charges indicates the V.A.T. status of individual charges. The following sets out an explanation of the V.A.T. liability in respect of the various categories.

Basically there are 4 categories for V.A.T purposes with which the supply of goods and/or services are grouped. As a general rule V.A.T. should be applied at the "Standard rate (S)" – currently 20% [fuel rate (P) – currently 5%] unless the supply falls within one of the other 3 categories, for which no V.A.T. is applied. These categories are shown as (i) to (iii) below:-

- (i) Zero Rated (Z) No V.A.T. to be applied to the supply of goods or services but a registered trader can reclaim tax on supplies to him which he/she incurs for the purpose of making zero rated supplies.

This is shown in the booklet by the letters "ZR". It can include food, books, sewerage and water services, banknotes, clothing and footwear.

- (ii) Exempt (E) - No V.A.T. is to be applied on the supply of goods or services and a registered trader cannot recover any tax paid on supplies to him.

This is shown in the booklet by the letter "E". It includes insurances, banking and rents.

- (iii) Non-Business There are special rules relating to local authorities in this category in that their statutory and other non-business activities will be outside the scope of the tax and any V.A.T. falling on purchases by them for goods or services for these activities would not be deductible under the normal mechanism. In order to avoid the tax on these purchases burdening the Council Taxpayer special arrangements are made.

This is shown in the booklet by the letters "NB". For public authorities non-business items are those for which they have a statutory monopoly or are enshrined within legislation. In these cases the supplies are outside the scope of V.A.T.

To reiterate, any supplies not falling within categories (i) to (iii) above must be treated as standard-rated. These are shown in the booklet by the letter "S" and are shown inclusive of V.A.T.

INDEX

<u>Description</u>	<u>Page Number</u>
A	
Abandoning a Vehicle	6
Acupuncture - Licence Fees	14
Access to information	2
Adult Gaming Centres - Premises Licence Fees	19
Allotments	42
American Style Caskets (Bereavement Services)	40
Amusement with Prizes Permit	19
B	
Bereavement Services	
American Style Caskets	40
Burial of Cremated Remains	40
Cremated Remains Plaque	40
Cremation Fees	40
Exhumation	40
Grave Purchase	40
Headstones etc.	41
Interment Fees	40
Maintenance of Graves	41
Memorial Bench	41
Memorials	41
Memorial Tree	41
Search of Burial Records	41
Transfer of Exclusive Right of Burial	41
Vaults	40
Walled Graves	40
Betting Premises (Excluding Tracks) - Premises Licence Fees	18
Bingo Premises Licence Fees	18
Building Regulation Charges	30 - 31
Burial of Cremated Remains - Bereavement Services	40
Bus Station Departure Charges	13
C	
Car Parking Charges - Cannock and Rugeley	12 - 13
Civic Centre - Letting of Civic Suite	37
Civic Regalia	3
Club Gaming and Club Gaming Machine Permit	19
Community Protection Notices	6
Cremated Remains Plaque - Bereavement Services	41
Cremation Fees - Bereavement Services	40
D	
Dog Control Orders	8
E	
Ear Piercing - Licence Fees	14

Electoral Register Copies	27
Electrolysis - Licence Fees	14
Enforcement Action - Private Sector Housing	36
Environment & Climate Change Portfolio Contents Page	4 - 5
Exhumation	40
Extension of Exclusive Right of Burial for 30 years	40
F	
Family Entertainment Centres - Premises Licence Fees	18
FEC Gaming Machine and Prize Gaming Permits	19
Fishing Permits	42
Fly Tipping	6
Food Premises Registration	21
Football Pitches	39
Funfairs - Hire of Parks and Open Space	39
G	
Garage Rents	45
Grave Maintenance - Bereavement Services	41
Grave Purchase - Bereavement Services	40
H	
Hackney Carriage & Private Hire - Licence Fees	20
Headstones etc. - Bereavement Services	41
High Hedges Legislation	30
Houses in Multiple Occupation - Private Sector Housing	36
Housing Portfolio Contents Page	35
Human Resources	23
HRA Content Page	44
I	
Industrial Plant Charges	9 - 11
Internment Fees - Bereavement Services	40
K	
Key Fobs - Sheltered Housing Schemes	45
L	
Leader Portfolio Contents Page	1
Legal Fees	24 - 26
Licence Fees	
Acupuncture	14
Adult Gaming Centres	19
Amusement with Prizes	19
Bingo Premises	19
Betting Premises	18
Club Gaming and Club Gaming Machine	19
Ear Piercing	14
Electrolysis	14
Enforcement Action - Private Sector Housing	36
Family Entertainment Licences	18

FEC Gaming Machine and Prize Gaming	19
Hackney Carriage & Private Hire	20
Houses in Multiple Occupation	36
Park Home Licence Fees	36
Personal Entertainment Licence Fees	16
Premises Licence Fees	16 - 17
Scrap Metal Collectors Licence	14
Scrap Metal Site Licence	14
Sex Establishments	15
Sexual Entertainment Venues	15
Small Lotteries	19
Street Litter Control Notices	6
Street Trading	15
Tattooing	14
Track Premises Licence	18
Vehicles	20
Wild Animals	14
Litter Fines	6
Local Land Charges	33
M	
Maintenance of Graves - Bereavement Services	41
Market Stall Rental	34
Memorial Bench - Bereavement Services	41
Memorials - Bereavement Services	41
Memorial Tree - Bereavement Services	41
Mobile Food Vendors Licence	15
Motor Vehicles Inspection and Testing	43
N	
Noise from Dwellings	6
Noise from Licensed Premises	6
Nuisance Parking	6
P	
Park Home Licence Fees	36
Parking Charges - Cannock and Rugeley	12 - 13
Parks and Open Space Hire	39
Personal Entertainment Licence	16
Parks, Culture and Heritage Portfolio Contents Page	38
Pest Control	8
Planning and Building Control	29 - 32
Annual Monitoring Report	30
Annual Strategic Housing Land Availability Assessment	30
Building Regulation Charges	31 - 32
Conservation Area Appraisals	30
Copying Miscellaneous Documents	29
High Hedges Legislation	30
Information Leaflets	29
Local Development Scheme	30
Local Plan	30
Planning Application Fees	30
Protocol for Validation of Planning Applications	30

Supplementary Planning Documents	30
Supplementary Planning Guidance	30
Premises and Club Premises Certificate - Licence Fees	16 - 17
Public Space Protection Order	6
R	
Rabies Contingency Plan	8
Radar Key	34
Regeneration & High Street Portfolio Contents Page	26
Register of Electors	27
Resources & Transformation Portfolio Contents Page	22
Road Closures - Legal Fees	25
Room Hire - Civic Centre	36
S	
Scrap Metal - Licence Fees	14
Search of Burial Records - Bereavement Services	41
Section 106 Agreement - Legal Fees	25
Sex Establishments - Licence Fees	15
Sexual Entertainment Venues	15
Sheltered Housing Scheme	45
Smoke Free Offences	7
Small Lotteries	19
Stray Dogs	8
Street Trading - Licence Fees	15
T	
Tattooing - Licence Fees	14
Tennis	39
Tracks - Premises Licence Fees	18
U	
Unauthorised Distribution of Literature on Designated Land	6
Use of Guest Bedroom - Sheltered Housing Scheme	45
V	
VAT Information	46
Vaults - Bereavement Services	40
Vehicle Inspections	20
W	
Walled Graves - Bereavement Services	40
Wasps Nests - Clearance of	8
Weekly Support Charges for Scheme Managers - Sheltered Housing Schemes	45
Wild Animals Licensing	14
Works in Default - Private Sector Housing	36