



# Fees and Charges Schedule 2024/25



Fee Description	VAT	2023/24	2024/25
-----------------	-----	---------	---------

Fee Description	Vat/Non-VAT	2023/24 Fee	2024/25 Fee	Rationale
<b>1. Licensing</b>				
<b>1.1 Charges for Inspection</b>				
Food export certificate	Vat	93.50	118.00	
Destruction of surrendered food certificate	Non-VAT	168.85	222.00	
Food Hygiene Rating (FHRS) rescore visits	Non-VAT	180.00	190.00	Plus additional £80.00 per hour for officer time spent processing condemnation on-site plus cost of disposal
<b>1.2 Charges for Licensing</b>				
<b>Animal Welfare</b>				
Dangerous Wild Animal Licence - New	Non-VAT	496.00	803.00	Based on 10 hours of Officer time which is required , previously was 8 hours at the recharge Officer hourly rate in Licensing of £80.33. The new time requirement is a fair and true view and would be full cost recovery.
Dangerous Wild Animal Licence - Renewal	Non-VAT	310.00	401.00	Renewal due every 2 years. Based on 5 hours of Environmental Protection Officer time.
Dangerous Wild Animal Licence - Variation	Non-VAT	Quotation	80.00	Fee based on nature of variation e.g. new species, addition to collection. Charged hourly at Officer rate £80.33 plus vet fees.
Group 1 Animal Licence Payable prior to issue granted.	Non-VAT	116.00	125.00	
Group 2 Animal Licence Payable prior to issue granted.	Non-VAT	143.00	152.00	
		249.00 New	293.00 New	
Dog Breeders(1 to 5 breeding bitches)		183.00 Renew	219.00 Renew	Additional to fees, vets fees incurred to be fully repayable to MSDC.
		230.00 New	293.00 New	
Hiring Out Horses (1-5 animals)		218.00 Renew	256.00 Renew	Additional to fees, vets fees incurred to be fully repayable to MSDC.

**Fee Description**
**VAT**
**2023/24 2024/25**

Home Boarders (1-5 dogs)		209.00 New 157.00 Renew	256.00 New 182.00 Renew	Additional to fees, vets fees incurred to be fully repayable to MSDC.
Dog Day Care (1-7)		275.00 New 183.00 Renew	292.00 New 220.00 Renew	Additional to fees, vets fees incurred to be fully repayable to MSDC.
Selling animals as pets		262.00 New 196.00 Renew	276.00 New 220.00 Renew	Additional to fees, vets fees incurred to be fully repayable to MSDC.
Keeping or training animals		222.00 New 169.00 Renew	275.00 New 220.00 Renew	Additional to fees, vets fees incurred to be fully repayable to MSDC.
Provision of cat or dog boarding in kennels (1-30 animals)		222.00 New 169.00 Renew	256.00 New 200.00 Renew	Additional to fees, vets fees incurred to be fully repayable to MSDC.
Dog Breeders(6 or more)		436.00 New 249.00 Renew	462.00 New 264.00 Renew	
Hiring out horses (6 or more)		329.00 New 266.00 Renew	435.00 New 287.00 Renew	
Home Boarders (6 or more)		249.00 New 178.00 Renew	287.00 New 213.00 Renew	
Dog Day Care (8 or more)		329.00 New 222.00 Renew	398.00 New 250.00 Renew	

**Fee Description**
**VAT 2023/24 2024/25**

Selling animals as pets (large retail unit)		436.00 New 249.00 Renew	500.00 New 287.00 Renew	
Keeping or training animals (6 or more)		275.00 New 196.00 Renew	292.00 New 250.00 Renew	
Provision of boarding cats or dogs (31+)		329.00 New 196.00 Renew	329.00 New 213.00 Renew	
Re-evaluation of Inspection		130.00	160.00	
Transfer due to death of Licensee		18.00	25.00	
Licence copy issue		18.00	25.00	
Licence Variation		64.00	80.00	
<b>Zoos</b>				
Zoo licence Application (Notice of intention)	Non-VAT	589.00	803.00	Fee based on 10 hours Officer time.
Zoo licence – New	Non-VAT	930.00	2409.00	4 year licence Up to 30 hours ( additional hours charged at Officer hourly rate £80.33). This includes periodical and informal inspections.
Zoo licence – Renewal	Non-VAT	805.00	2008.00	6-year licence with up to 25 hours Officer time at £80.33 per hour includes periodical and informal inspections.
Zoo Special inspection	Non-VAT	Quotation	80.00	Charged at Officer hourly rate at £80.33 plus any vets fees.
Zoo Informal inspection	Non-VAT	No charge	80.00	Charged at Officer hourly rate at £80.33 plus any vets fees.
Zoo Variation	Non-VAT	Quotation		
Zoo Additional inspector fee	Non-VAT	Quotation		Zoos with no dispensation under the Zoo Licensing Act 1981 and for new applications and renewals (where appropriate)
Zoo plus Vets Inspection Fee – recovery of costs	Non-VAT	Cost Incurred		
<b>Skin Piercing</b>				

Fee Description	VAT	2023/24	2024/25	
-----------------	-----	---------	---------	--

Skin Piercing, tattooing, electrolysis For new person or premises	Non-VAT	187.00	241.00	
Skin Piercing For additional practitioners at existing premises	Non-VAT	133.00	161.00	
Skin Piercing For existing practitioners moving into new unregistered premises	Non-VAT	133.00	161.00	
<b>Licensing Act 2003 (Alcohol, Entertainment and Late Night Refreshment)</b>				
LA 2003 Temporary Event Notice (TEN)		21.00	21.00	
LA 2003 Premises Licences incl. annual fee		Variable	Variable	Based on ratable value of property
LA 2003 Club premises incl. annual fee		Variable	Variable	Based on ratable value of property
LA 2003 DPS Variation/Community DPS		23.00	23.00	
LA 2003 Transfer		23.00	23.00	
LA 2003 Notice of Interest		21.00	21.00	
LA 2003 Copy or replace licence		12.00	10.50	Statutory Licensing Fees Regulations Part 2 Schedule 6
LA 2003 Personal licences		37.00	37.00	Plus £25 for DBS check
<b>Street Trading</b>				
Street Trading		Contact	Contact	Street Trading not charged in Mid Suffolk.
<b>1.3 Scrap Metal Dealers</b>				
Scrap Metal Collector NEW		464.00	492.00	
Scrap Metal Collector RENEW		464.00	492.00	
Scrap Metal Site NEW		752.00	797.00	
Scrap Metal Site RENEW		752.00	797.00	
Scrap Metal ID Badge		0.00	10.50	
Scrap Metal Vehicle Plate		0.00	22.00	
<b>1.4 Local Authority Pollution Prevention &amp; Control (LAPPC)</b>				
LAPPC (Pollution Prevention Control)	Non-VAT	See website		Statutory fees which are set by Defra and which won't be published until April 2024. Note: they have not changed for several years, so suggest we assume they will be unchanged again for 2024/25.
<b>1.5 Private Water Supplies</b>				
Private Water Risk Assessment – typical cost	Non-VAT	200.00 - 250.00	250.00	

Fee Description	VAT	2023/24	2024/25
-----------------	-----	---------	---------

Private Water Sampling		83.00	88.00	
Private Water Investigation of problems with PWS per hour		57.00	80.00	
Private Water Supply Administration per hour		57.00	80.00	
<b>2. Planning</b>				
Planning Applications		See website	Increase of 24-35% dependent on application type	<a href="https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a>
Pre-planning advice		See website		<a href="https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a>
<b>3. Building Control</b>				
Building Control	Non-VAT	See website		<a href="https://www.midsuffolk.gov.uk/w/fees-and-payments">https://www.midsuffolk.gov.uk/w/fees-and-payments</a>
Property Name Change (per request)	Non-VAT	110.00		
1 plot	Non-VAT	110.00		
2-5 plots	Non-VAT	215.00		
6-10 plots	Non-VAT	325.00		
11-20 plots	Non-VAT	540.00		
21-50 plots	Non-VAT	1080.00		
51-100 plots	Non-VAT	Quotation		
101+ plots	Non-VAT	Quotation		
<b>4. Land Charges</b>				
Land charges		See website	151.20	<a href="https://www.midsuffolk.gov.uk/land-charges">https://www.midsuffolk.gov.uk/land-charges</a>

**Fee Description**
**VAT 2023/24 2024/25**

<b>5. Green Environment</b>				
<b>5.1 Dog Control</b>				
Fee Description	VAT	2023/24	2024/25	Notes
Dog Control Statutory Penalty	Non-VAT	25.00	25.00	See Discretionary Charges for administration fee, kennelling and vet treatments.
Dog Control Lost & Found		38.50 with up to date tag and microchip/ 49.50 without. 16.50 + VAT per kennelling day (min charge two days).	40.00 with up to date tag and microchip/ 51.50 without. 16.50 + VAT per kennelling day (min charge two days).	
<b>5.2 Bins</b>				
Litter Bins		39.73	49.00	Per annum – charges made to Town & Parish Councils - 50% discount on break even for service. No new requests until we review provision with each individual Town / Parish.
Dog/Fido Bins		46.53	57.00	Per annum – charges made to Town & Parish Councils - 43% discount on break even for service. No new requests until we review provision with each individual Town / Parish.
<b>5.3 Abandoned Vehicles</b>				
Removal of Vehicles		See website	200.00	<a href="https://www.midsuffolk.gov.uk/abandoned-vehicles">https://www.midsuffolk.gov.uk/abandoned-vehicles</a>
<b>6. Resources</b>				
<b>6.1 Sale of Electoral Roll</b>				
Electoral Roll Copies of full register for entitled access only		126.50	143.00	Based on register size (price per elector) as at 01.12.20
Electoral Roll Monthly Updates		193.50	193.50	£21.50 per month for 9 months
Electoral Roll General Public Copy of Edited Register		62.00	62.00	
<b>Discretionary Charges</b>				
<b>1. Public Protection</b>				
<b>1.1 Hackney Carriage / Private Hire Vehicles Charges</b>				

**Fee Description**
**VAT 2023/24 2024/25**

Hackney Carriage New		339.50	345.00	
Hackney Carriage Renewal		339.50	345.00	
Hackney Carriage Change		Variable	156.00	
Private Hire Vehicle New		264.50	293.50	
Private Hire Vehicle Renewal		264.50	293.50	
Private Hire Vehicle Change		Variable	156.00	
Combined HC/PHV Driver New		141.00	141.00	Takes into account officer time, including hearings and monitoring and enforcement
Combined HC/PHV Driver Renew		110.50	141.00	Takes into account officer time, including hearings and monitoring and enforcement
Operator Licence New		Variable	158.00 to 234.00 & 350.00 to 411.00	Price ranges from £137.50 to £430.00 depending on number of vehicles
Operator Licence Renewal		Variable	158.00 to 234.00 & 350.00 to 411.00	
Vehicle Plate (cost if lost etc)		22.00 Rear 8.00 Interior	22.00 Rear 8.00 Interior	
Vehicle Plate Bracket		20.00	20.00	
Transfer of Vehicle Licence		Variable	70.00	
Vehicle Change from PHV to HC		Variable	70.00	Plus test fee, if appropriate
Vehicle Change from HC to PHV		Variable	70.00	Plus test fee, if appropriate
Temporary Vehicles HC		104.00 to 157.00	124.00 to 197.00	cost for 3 months temp or 6 month
Temporary Vehicles PHV		117.00 to 184.00	121.00 to 192.00	cost for 3 months temp or 6 months
Change of Name		15.00	16.00	
Change of Address		15.00	16.00	
Replacement licence Paper/Badge of Drivers Licence or Paper / Interior Licence of Vehicle		12.00	12.50	



**Fee Description**
**VAT 2023/24 2024/25**

Licence reissued after suspension		15.00	15.00	
HC Fare Tariff Card		5.00	5.00	
HC Meter Calibration Check		25.00	15.00	external charge to garage
<b>1.2 Premises Licences (Gambling Act 2005)</b>				
<b>Small Lotteries (part of Gambling Act 2005)</b>				
Lottery NEW		40.00	40.00	
Lottery RENEWAL		20.00	20.00	
<b>Gambling Premises &amp; Permits</b>				
Betting Shop (Non-Track) NEW		3000.00	3000.00	
Betting Shop (Non-Track) RENEWAL		600.00	600.00	
Betting Shop (Non-Track) Variation		1500.00	1500.00	
Betting Shop (Non-Track) Transfer and/or Reinstatement		1200.00	1200.00	
Betting Shop (Non-Track) Provisional Statement		3000.00	3000.00	
Betting Shop (Non-Track) Licence Application (Provisional Statement Holders)		1200.00	1200.00	
Betting Shop (Track) NEW		2500.00	2500.00	
Betting Shop (Track) Annual Fee		1000.00	1000.00	
Betting Shop (Track) Variation		1250.00	1250.00	
Betting Shop (Track) Transfer and/or Reinstatement		950.00	950.00	
Betting Shop (Track) Provisional Statement		2500.00	2500.00	
Betting Shop (Track) Licence Application (Provisional Statement Holders)		950.00	950.00	
On-Licence Gaming Machine Permit NEW		150.00	150.00	
On-Licence Gaming Machine Permit - Variation		100.00	100.00	
On-Licence Gaming Machine Permit - Annual Fee		50.00	50.00	
On-Licence Gaming Machine Permit - Copy Fee		15.00	15.00	
On-Licence Gaming Machine Permit - Transfer of Amend		25.00	25.00	
Club Machine or Gaming Permit - NEW		200.00	200.00	
Club Machine or Gaming Permit - Variation		100.00	100.00	
Club Machine or Gaming Permit - Annual Fee		50.00	50.00	
Club Machine or Gaming Permit - Copy Fee		15.00	15.00	
Club Machine or Gaming Permit - Transfer or Amend		25.00	25.00	
Adult Gaming Centre - NEW		2000.00	2000.00	

Fee Description	VAT	2023/24	2024/25
-----------------	-----	---------	---------

Adult Gaming Centre - Annual Fee		750.00	750.00
Adult Gaming Centre - Variation		1000.00	1000.00
Adult Gaming Centre - Transfer/Reinstatement		1200.00	1200.00
Adult Gaming Centre -Provisional Statement		2000.00	2000.00
Adult Gaming Centre - Licence Application (Provisional Statement Holders)		1200.00	1200.00
Family Entertainment Centres - NEW		2000.00	2000.00
Family Entertainment Centre's - Annual Fee		1000.00	1000.00
Family Entertainment Centre's - Variation		1000.00	1000.00
Family Entertainment Centre's - Transfer/Reinstatement		950.00	950.00
Family Entertainment Centre's - Provisional Statement		2000.00	2000.00
Family Entertainment Centre's - Licence Application (Provisional Statement Holders)		950.00	950.00
Regional Casino - NEW		15000.00	15000.00
Regional Casino - Annual Fee		15000.00	15000.00
Regional Casino - Variation		7500.00	7500.00
Regional Casino - Transfer/Reinstatement		8500.00	8500.00
Regional Casino - Provisional Statement		15000.00	15000.00
Regional Casino - Licence Application (Provisional Statement Holders)		8000.00	8000.00
Large Casino - NEW		10000.00	10000.00
Large Casino - Annual Fee		10000.00	10000.00
Large Casino - Variation		5000.00	5000.00
Large Casino - Transfer/Reinstatement		2150.00	2150.00
Large Casino - Provisional Statement		10000.00	10000.00
Large Casino - Licence Application (Provisional Statement Holders)		5000.00	5000.00
Small Casino - NEW		8000.00	8000.00
Small Casino - Annual Fee		5000.00	5000.00
Small Casino - Variation		4000.00	4000.00
Small Casino - Transfer/Reinstatement		1800.00	1800.00
Small Casino - Provisional Statement		8000.00	8000.00
Small Casino - Licence Application (Provisional Statement Holders)		3000.00	3000.00

Fee Description	VAT	2023/24	2024/25	
-----------------	-----	---------	---------	--

Bingo - NEW		3500.00	3500.00	
Bingo - Annual Fee		1000.00	1000.00	
Bingo - Variation		1750.00	1750.00	
Bingo - Transfer/Reinstatement		1200.00	1200.00	
Bingo - Provisional Statement		3500.00	3500.00	
Bingo - Licence Application (Provisional Statement Holders)		1200.00	1200.00	
Gambling Copy of Licence		25.00	25.00	
Gambling Notification of change		50.00	50.00	
Gambling Temporary Use Notice - NEW		500.00	500.00	
Gambling Temporary Use Notice - Copy Fee		25.00	25.00	
<b>1.3 Caravan Licensing</b>				
Caravan New Park Home Licence		276.00 to £378.00	276.00 to 378.00	
Caravan Annual Licence Fee		221.00	221.00	
Caravan Licence Transfer		101.00 to £122.00	101.00 to 122.00	
Caravan Licence Variation		120.00	120.00	
Caravan Deposit of Site Rules		20.00	20.00	
<b>1.4 Other Licensing</b>				
Pavement Licences Renewal		80.00	350.00	Introduction of Levelling-Up & Regeneration Act
Pavement Licences NEW		80.00	500.00	Introduction of Levelling-Up & Regeneration Act
Pleasure Boat Licences		N/A	N/A	
Boatman Licences		N/A	N/A	
Requests for Environmental Information		68.40 first hour then 34.20 per half hour thereafter.	72.20 first hour then 36.10 per half hour thereafter.	Note: these charges are at the Council's discretion and having regard to relevant factors (in accordance with ICO guidance), may be waived for very simple requests.
Sexual Entertainment Venue - new/renewal		3000.00	3000.00	Officer hourly rate £65.35 calculation for time and travel. Hearing and legal costs included and manager's time.
Sex Establishment - transfer/variation		1500.00	1500.00	

Fee Description	VAT	2023/24	2024/25	
-----------------	-----	---------	---------	--

Sex Shop - new/renewal		0.00	1820.00	Officer hourly rate £65.35 calculation for time and travel. Hearing and legal costs included and manager's time. Hearing required for all new and renewal
<b>2. Community Access</b>				
<b>2.1 Car Parking</b>				
Car Parking Charges				Under Review and options being worked & costed.
1 Month Permit				Based on car park fee review
3 Months Permit		80.00	80.00	Based on car park fee review
12 Months Permit		300.00	300.00	Based on car park fee review
Use of Parking Space		New	95.00 & 55.00	
Electric Vehicle Car Park (EVCP) Income		0.48	0.48	All charge points will be charging 48p per kWh. As of start of 24/25 we will have 26 charge points in BDC and 27 charge points in MSDC. Income for 24/25 is based on the current year usage and estimated income from EVCP's that are yet to be installed but will be by end of 23/24. As we have minimal historic data to estimate income, we have used sensible assumptions to estimate this income. Full breakdown available.
<b>3. Housing</b>				
<b>3.1 Houses of Multiple Occupation</b>				
Houses of Multiple Occupation (HMO) License		567.53	567.53	
<b>3.2 Amenity Charges for Bed &amp; Breakfast Accommodation</b>				
Bed & Breakfast Amenity Charges per week		10.30 per week	10.30	
<b>3.3 Mobile Home Fee Policy</b>				
Mobile Home Fee		See website	See website	<a href="https://www.midsuffolk.gov.uk/w/park-homes-and-caravan-sites-registers">https://www.midsuffolk.gov.uk/w/park-homes-and-caravan-sites-registers</a>
<b>4. Green Environment</b>				
<b>4.1 Household Waste</b>				
Bulky Item Collections	Exempt	49.50	59.50	Up to five items or 10 bags of household refuse/garden waste
New Subscription Admin Fee Garden Waste	Exempt	10.00	20.00	New subscription admin fee as one off in year one on top of annual subscription fee. Based on 500 new subscribers.

Fee Description	VAT	2023/24	2024/25	
-----------------	-----	---------	---------	--

Garden Waste Collection RENEW	Exempt	59.00	62.00	Garden Customer numbers predicted 24/25 20,000 Mid Suffolk
Hazardous Waste Collection (25 working days)	Exempt	48.16	48.16	Quoted price tbc
Bonded Asbestos Collection (25 working days)	Exempt	80.17	80.17	Quoted price tbc
Larger Bins	Exempt	41.25	45.50	If entitled to a larger bin, refuse bin charge. Recycling bin no charge.
Replacement Missing Bins	Exempt	41.25	45.00	Refuse bin, no charge for recycling bin
Additional Waste Sacks (Clear Recycling)	VAT	0.12	0.12	
Additional Waste Sacks (Orange)	VAT	0.84	0.84	
Additional Waste Sacks (Green Garden)	VAT	1.20	1.20	
Business Waste Services - Trade Waste Collection	Exempt	Quoted price		
Metal Bin	Exempt	NEW	350.00	
New Build Property Set of Bins	Exempt	69.00	76.00	
<b>5. Planning</b>				
<b>5.1 Planning</b>				
Planning charges	VAT	See website		<a href="https://www.midsuffolk.gov.uk/w/fees-and-payments">https://www.midsuffolk.gov.uk/w/fees-and-payments</a> <a href="https://www.planningportal.co.uk/services/help/faq/applications/how-much-does-a-planning-application-cost">https://www.planningportal.co.uk/services/help/faq/applications/how-much-does-a-planning-application-cost</a>
Copies of Microfiche from Storetec	VAT	25.00		
History search (1-4 dwellings)	VAT	60.00		
History search (over 4 dwellings)	VAT	80.00		
<b>5.2 Public Path Orders</b>				
Public Rights of Way Path Order		400.00 Application , Fees 68.15 p/h	500.00 Application , Fees 75.00 p/h	Based on local authority application fee discussions in network and a staff costs uplift of 10% and benchmarked and discussed with neighbouring authorities. The £500 initial fee is non refundable. A straightforward diversion order made under the Highways Act 1980 or Town & County Planning Act 1990 is likely to have a total cost of £4,500 chargeable. Ensure split time for other authorities is apportioned evenly with Babergh and Mid Suffolk.
<b>5.3 Building Control</b>				

Fee Description	VAT	2023/24	2024/25
-----------------	-----	---------	---------

Levies			
<b>1.1 Community Infrastructure Levy (CIL)</b>			
Community Infrastructure (CIL)		See Website	<a href="https://www.midsuffolk.gov.uk/w/cil-calculation">https://www.midsuffolk.gov.uk/w/cil-calculation</a>