

Discretionary Fees and Charges 2025/26		VAT KEY	OS	Outside the scope of VAT	
			S	Standard Rated	
			E	Exempt	
			NB	Non Business	
Service	Further Information	VAT Category	Approved charges for 2024/25	Proposed charges for 2025/26 without VAT if applicable	Proposed charges for 2025/26 with VAT if applicable
			£	£	£
GOVERNANCE & FINANCE					
Street Naming and Numbering - Steve Weakley					
Changing a property address		OS	96.80	100.00	100.00
Registering a new property		OS	164.60	170.00	170.00
New Street/Building (2-10 units)		OS	341.00	351.00	351.00
New Street/Building (11-19 units)		OS	471.50	485.00	485.00
New Street/Building (>20 units)		OS	475.80	525.00	525.00
Additional unit		OS	36.30	38.00	38.00
Changing a street name		OS	889.10	915.00	915.00
Provision of historical information		OS	298.90	310.00	310.00
General sale of documents / photocopying - Steve Weakley					
Photocopying	per A4 sheet (black & white)	S	0.14	0.21	0.25
Photocopying	per A4 sheet (colour)	S	0.18	0.25	0.30
Photocopying	per A3 sheet (black & white)	S	0.36	0.33	0.40
Photocopying	per A3 sheet (colour)	S	0.40	0.38	0.45
Photocopying	per A1 sheet (black & white)	S	3.63	3.13	3.75
Photocopying	per A1 sheet (colour)	S	4.04	3.46	4.15
Photocopying	per A2 sheet (black & white)	S	3.63	3.13	3.75
Photocopying	per A2 sheet (colour)	S	4.04	3.46	4.15
Providing electronic copies (PDF or equivalent)	per sheet	S	1.00	0.88	1.05
Court Costs - Jo Robinson					
Summons & Liability Order - council tax		E	100.00	100.00	100.00
Summons & Liability Order - business rates		E	174.00	174.00	174.00
Failure to submit Completion of Means Enquiry Form		E	70.00	70.00	70.00

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STRATEGY & RESOURCES					

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GOVERNANCE, LAW & DEMOCRACY					
Legal Fees					
<i>Fees can be varied depending on value by the Monitoring Officer</i>					
<i>Commercial legal fees subject to VAT</i>					
Development/planning agreements	per hour	OS	250.00	257.00	257.00
Commercial property / lease		OS	700 to 1500	720 to 1542	720 to 1542
Transfer of miscellaneous land		OS	800 to 1200	823 to 1234	823 to 1234
Lease renewals		OS	600 to 900	617 to 926	617 to 926
Licence to assign / underlet		OS	600 to 1100	617 to 1131	617 to 1131
Licences for alterations		OS	600 to 1100	617 to 1131	617 to 1131
Licences for land		OS	600 to 1100	617 to 1131	617 to 1131
Easements		OS	600 to 1100	617 to 1131	617 to 1131
Deed of surrender		OS	550 to 1000	617 to 1131	617 to 1131
Discharge of mortgages		OS	200.00	206.00	206.00
Supplying copies of deed/misc. land documents per A4 photocopying charge		OS	0.50	0.55	0.55
Hourly rate for providing services to external organisations or hourly rate to be applied in complex property/development transactions		S	208.33	214.17	257.00
<i>Leasehold administration fees (post Right To Buy matters)</i>					
Standard management information for pre-assignments		OS	250.00	257.00	257.00
Additional pre-assignment enquiries (questions outside of the standard pack)		OS	100.00	103.00	103.00
Notice of transfer / charge		OS	200.00	206.00	206.00
Notice of re-mortgage		OS	100.00	103.00	103.00
Deed of covenant		OS	150.00	155.00	155.00
Alteration/ improvements request		OS	200.00	206.00	206.00
Retrospective alteration/improvement consent		OS	350.00	360.00	360.00
Deed of Variation or Rectification		OS	200.00	206.00	206.00
Notice of Subletting		OS	100.00	103.00	103.00

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PEOPLE & CUSTOMER SERVICES					
Cemeteries					
Purchase fees					
Children not exceeding 12		OS	302.20	311.00	311.00
Person over 12 –purchase fee		OS	690.60	710.00	710.00
Green Burials (Hawkinge Only)		OS	1221.50	1,256.00	1256.00
Plot purchase, first internment & right to erect					
Garden of remembrance (Lydd, Double Plot)		OS	738.10	759.00	759.00
Garden of remembrance (New Romney, Double Plot)		OS	738.10	759.00	759.00
Garden of remembrance (New Romney, Single Plot)		OS	461.90	475.00	475.00
Digging Fees					
Children -between 0-12		E	243.90	251.00	251.00
Person over 12 – single depth digging		OS	713.30	734.00	734.00
Person over 12 – double depth		OS	1056.40	1,086.00	1,086.00
Person over 12 – triple depth		OS	1415.70	1,456.00	1,456.00
Other Fees					
Exhumation Fee (at cost)		E	Variable	Variable	Variable
Internment of ashes		OS	180.20	185.00	185.00
Late internment		OS	172.70	178.00	178.00
Spreading of ashes		OS	66.20	68.00	68.00
Scattering of ashes under turf		OS	180.20	185.00	185.00
Re-open fee		OS	107.90	111.00	111.00
Add. inscription		S	77.75	80.00	96.00
Use of chapel		OS	178.10	183.00	183.00

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Memorials – 6 X 3		OS	305.40	314.00	314.00
Vases		OS	117.70	121.00	121.00
Kerbs for Children's Plot		OS	323.70	333.00	333.00
Kerbs		OS	541.70	557.00	557.00
Laying down unsafe memorial		OS	153.30	158.00	158.00
Deed of grant - 25 year period		E	50.00	51.00	51.00
Deed of grant - 50 year period		E	85.00	102.00	102.00
Deed of grant - 75 year period		E	125.00	153.00	153.00
Transfer of Deed of Grant		E	127.40	131.00	131.00
Maintenance		E	118.70	122.00	122.00
Reserved plot surcharge on use		OS	99.20	102.00	102.00
Reservation fee		OS	99.20	102.00	102.00
Family History Request - per request up to 3 names		E	39.00	40.00	40.00
Family History Request - per request more than 3 names		E	76.80	79.00	79.00
Replacement headstones - administration fee		E	62.60	64.00	64.00
Burial where ashes are added - administration fee		E	62.60	64.00	64.00
Mixing of two ashes - administration fee		E	62.60	64.00	64.00
Public Health Funerals		E	365.90	376.00	376.00
Hiring of council meeting rooms for all non Folkestone & Hythe District Council meetings/functions					
<i>KALC (Kent Association of Local Councils) and relevant voluntary/Charity organisations 100% discount</i>					
Council Chamber	Basic Hourly rate	E	43.68	45.00	45.00
Council Chamber	Hourly rate after 7pm week day evenings & Saturday (including Civic Warden fee)	E	74.36	77.00	77.00
Council Chamber	Hourly rate for Sundays & Bank Holidays (including Civic Warden fee)	E	82.63	85.00	85.00
Boulogne and Middleburg Room	Basic Hourly rate	E	33.05	34.00	34.00

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Boulogne and Middleburg Room	Hourly rate after 7pm week day evenings & Saturday (including Civic Warden fee)	E	63.28	77.00	77.00
Boulogne and Middleburg Room	Hourly rate for Sundays & Bank Holidays (including Civic	E	72.00	85.00	85.00
Other meeting rooms	Basic Hourly rate	E	18.88	20.00	20.00
Other meeting rooms	Hourly rate after 7pm week day evenings & Saturday (including	E	49.58	77.00	77.00
Other meeting rooms	Hourly rate for Sundays & Bank Holidays (including Civic Warden fee)	E	57.85	85.00	85.00
Lost/Unreturned ID cards					
Charge to staff and tenants		E	9.50	12.00	12.00
Charge to contractors		E	9.50	12.00	12.00
Life Verifications					
Completion of Proof of Life Certificates		S	16.67	17.50	21.00
PLANNING & BUILDING CONTROL					
PLANNING					
Planning Pre-Application Charging Schedule					
NEW Validation Administration Fee*	* applies to returning invalid pre-	S		10 % of application fee	10 % of application fee
NEW Application amendment**	**applies where scheme is subm	S		Corresponding Pre-app fee	Corresponding Pre-app fee
Civic Centre. No written notes and bookable only. *Not Pre-app advice. For residents only.	* For 30 minutes	S		40.00	48.00
Householder application - written advice only		S	133.33	141.67	170.00
NEW Householder extensions, alterations and others that impact a Listed Building - Written Fee		S		245.00	294.00

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NEW Householder extensions, alterations and others that impact a Listed Building - Meeting Fee		S		400.00	480.00
1 - 4 Dwellings (written)		S	358.33	375.00	450.00
1-4 Dwellings (meeting and written)		S	583.33	612.50	735.00
1-4 Dwellings Follow up (written)		S	179.17	187.50	225.00
1-4 Dwellings Follow up (meeting and written)		S	316.67	333.33	400.00
5-9 Dwellings (written)		S	629.17	658.33	790.00
5 - 9 Dwellings (meeting and written)		S	900.00	941.67	1,130.00
5-9 Dwellings Follow up (written)		S	316.67	333.33	400.00
5-9 Dwellings Follow up (meeting and written)		S	537.50	562.50	675.00
10-49 Dwellings (meeting and written)		S	2695.83	2,916.67	3,500.00
10-49 Dwellings Follow up (written)		S	450.00	466.67	560.00
10-49 Dwellings Follow up (meeting and written)		S	1079.17	1,166.67	1,400.00
50+ Dwellings (meeting and written)		S	4495.83	4,750.00	5,700.00
50+ Dwellings follow up (written)		S	900.00	916.67	1,100.00
50+ Dwellings follow up (meeting and written)		S	2250.00	2,333.33	2,800.00
Planning Performance Agreement		S	Bespoke	Bespoke	Bespoke
Non-Domestic External alterations requiring planning permission - all uses		S	358.33	375.00	450.00
Listed Buildings where no associated planning permission required (written)		S	195.83	204.17	245.00
Listed Buildings where no associated planning permission required (written & meeting)		S	316.67	333.33	400.00
Trees with a Tree Preservation Order or in a Conservation Area		S	0.00	0.00	0.00
Works to trees (meeting on site)		S	316.67	333.33	400.00
Commercial Initial 30min Meeting no written advice		S	0.00	Bespoke	Bespoke
Commercial up to 250m ² (inc advertisements) Written		S	158.33	166.67	200.00
Commercial up to 250m ² (inc advertisements) Written & Meeting		S	287.50	300.00	360.00
Commercial up to 500m ² (written)		S	270.83	283.33	340.00
Commercial up to 500m ² (meeting & written)		S	450.00	466.67	560.00
Commercial up to 1000m ²		S	1079.17	1,125.00	1,350.00
Commercial over 1000m ²		S	1079.17+416.67 per 500m ²	133.13+437.50 per 500m ²	1359.76+437.50 per 525m ²
Commercial over 1000m ² Follow up (written)		S	358.33	375.00	450.00
Commercial over 1000m ² Follow up (written & meeting)		S	537.50	566.67	680.00
All Other operations and developments including changes of use		S	629.17	666.67	800.00
Charities and Parish Councils				50% of applicable fee	50% of applicable fee

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Sale of Documents					
Charging for monitoring legal agreements		S	Variable	Variable	Variable
Places and Policies Local Plan 2020	Hard Copy	S	22.50	23.13	27.76
Core Strategy Review 2022	Hard Copy	S	22.50	23.13	27.76
BUILDING CONTROL					
Standard Charges for the Erection of New Dwellings					
The standard charges below relate to creation or construction of new dwellings each unit not exceeding 300m2 in floor area, for larger properties.					
VAT applies at the current rate of 20% (except for a Regularisation Application)					
	No. of New Dwellings				
Full Plans Submission and site inspection	1	S	700.92	984.66	1,181.59
Full Plans Submission and site inspection	2	S	1080.59	1,363.38	1,636.06
Full Plans Submission and site inspection	3	S	1401.81	1,742.09	2,090.51
Full Plans Submission and site inspection	4	S	1664.69	2,120.81	2,544.97
Full Plans Submission and site inspection	5	S	1839.92	2,499.42	2,999.30
Building Notice Charge	1	S	841.10	1,181.59	1,417.91
Building Notice Charge	2	S	1296.70	1,636.06	1,963.27
Building Notice Charge	3	S	1682.21	2,090.51	2,508.61
Building Notice Charge	4	S	1997.62	2,544.97	3,053.97
Building Notice Charge	5	S	2207.90	2,999.30	3,599.16
Regularisation Charge	1	E	1051.38	1,476.99	1,476.99
Regularisation Charge	2	E	1620.88	2,045.07	2,045.07
Regularisation Charge	3	E	2102.76	2,613.14	2,613.14
Regularisation Charge	4	E	2497.03	3,181.22	3,181.22
Regularisation Charge	5	E	2759.87	3,749.13	3,749.13

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Standard Charges for Extensions & Alterations to Domestic Buildings					
VAT applies at the current rate of 20% (except for a Regularisation Application)					
Full Plan Submission					
Plan Submission and Site Inspection					
Class & Description					
1. Single Storey Garage up to 60m2		S	262.84	378.71	454.45
2. Single Storey Extension less than 10m2		S	408.87	605.95	727.14
3. Extension / loft conversion 10m2 - 40m2		S	554.90	757.43	908.92
4. Extension / loft conversion 40m2 - 100m2		S	788.54	908.92	1,090.70
5. Conversion of Garage to Habitable Room up to 30m2		S	292.05	378.72	454.46
6. Recovering of roofs or cladding of walls to single dwellings		S	204.44	227.23	272.68
7. Electrical installation to a single dwelling		S	187.50	227.23	272.68
8. New / replacement windows (up to 4 windows per dwelling)		S	116.82	151.49	181.79
9. New / replacement windows over 4 windows per dwelling		S	175.23	227.23	272.68
Standard Charges for Alterations to a Single Domestic Buildings (Other Than Those Specified in Table Above) and All Work to Non – Domestic Buildings.)					
Building Notice Charge					
Class & Description					
1. Single Storey Garage up to 60m2		S	262.85	378.71	454.45
2. Single Storey Extension less than 10m2		S	408.87	605.95	727.14
3. Extension / loft conversion 10m2 - 40m2		S	665.87	908.92	1,090.70
4. Extension / loft conversion 40m2 - 100m2		S	946.24	1,090.70	1,308.84
5. Conversion of Garage to Habitable Room up to 30m2		S	292.05	378.72	454.46

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6. Recovering of roofs or cladding of walls to single dwellings		S	204.44	227.23	272.68
7. Electrical installation to a single dwelling		S	187.50	227.23	272.68
8. New / replacement windows (up to 4 windows per dwelling)		S	116.82	151.49	181.79
9. New / replacement windows over 4 windows per dwelling		S	175.23	227.23	272.68
Regularisation Charge					
Class & Description					
1. Single Storey Garage up to 60m2		E	394.27	568.07	568.07
2. Single Storey Extension less than 10m2		E	613.31	908.93	908.93
3. Extension / loft conversion 10m2 - 40m2		E	832.34	1,136.15	1,136.15
4. Extension / loft conversion 40m2 - 100m2		E	1182.80	1,363.38	1,363.38
5. Conversion of Garage to Habitable Room up to 30m2		E	438.08	568.08	568.08
6. Recovering of roofs or cladding of walls to single dwellings		E	306.65	340.85	340.85
7. Electrical installation to a single dwelling		E	281.25	340.85	340.85
8. New / replacement windows (up to 4 windows per dwelling)		E	175.23	227.24	227.24
9. New / replacement windows over 4 windows per dwelling		E	262.85	340.85	340.85
Standard Charges for Alterations to a Single Domestic Buildings (Other Than Those Specified in Table 2) and All Work to Non – Domestic Buildings.					
Plan Submission with site inspection or Building Notice Charge					
Up To					
5000		S	233.64	281.67	338.00
10000		S	306.65	411.67	494.00
20000		S	423.47	606.67	728.00
30000		S	584.10	818.33	982.00
40000		S	671.72	960.83	1,153.00
50000		S	788.54	1,104.17	1,325.00

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Regularisation Charge					
Up To					
5000		E	350.46	405.60	405.60
10000		E	459.98	592.80	592.80
20000		E	635.21	873.60	873.60
30000		E	876.15	1,178.40	1,178.40
40000		E	1007.57	1,383.60	1,383.60
50000		E	1182.80	1,590.00	1,590.00
Sale of Documents					
Sale of miscellaneous documents - Building Control. Actual charge based on staff time		S	Variable	Variable	Variable
Charge for unauthorised work	NEW 2025/26. Fees to be based on full application fees.	OS	N/A	Variable	Variable
Copy of Completion Certificate	NEW 2025/26	S		75.00	90.00
Copy of Notice of Decision and Certificate	NEW 2025/26	S		75.00	90.00
Site Inspection for completion certificate (over 12 months)	NEW 2025/26	S		120.00	144.00
Reopening applications that have not had a visit for more than 2 years	NEW 2025/26	S		150.00	180.00
Administration charges for dangerous building, demolitions, historic buildings if the owner does not carry out the work.	NEW 2025/26. Hourly Charge	S		£72 per hour	£86.40 per hour
Additional inspections requested by the contractor	NEW 2025/26. Per visit	S		75.00	90.00
Requirement of additional inspections to be carried out over and above what is reasonable	NEW 2025/26	S		75.00	90.00
Carry out structural design checking for other Councils through LABC	Hourly Charge	S		£72 per hour	£86.40 per hour
HOUSING & OPERATIONS					
REGULATORY & COMMUNITY SERVICES					

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Parking Services					
Provision of white 'access' road markings (outside premises or private drive):					
Analysis and survey work	per application	E	144.10	150.00	150.00
Installation and maintenance (10 years)	per application	E	187.80	200.00	200.00
Waste & Recycling					
Bulky household collection (up to 3 items)		OS	53.00	54.50	54.50
Bulky waste additional items (collected on the same visit)		OS	9.00	9.25	9.25
Bulky household collection - soft-furniture (up to 3 items)		OS	53.00	54.50	54.50
Bulky waste additional items (collected on the same visit)		OS	9.00	9.20	9.20
Abortive visits (including scheduled collections not cancelled 1 working day in advance)		OS	29.80	30.65	30.65
Cancelled visits - (including scheduled collections not cancelled 1 working day in advance)		OS	5.90	6.00	6.00
Purple sacks (restrictions apply) - individual		OS	3.00	3.00	3.00
Purple sacks (restrictions apply) - roll of 13 sacks		OS	37.20	38.25	38.25
Supply & delivery of 140 litre wheeled bin		OS	44.20	45.45	45.45
Supply & delivery of 180 litre wheeled bin		OS	62.10	63.85	63.85
Supply & delivery of 240 litre wheeled bin		OS	59.40	61.00	61.00
Supply & delivery of 360 litre wheeled bin		OS	94.40	97.00	97.00
Supply & delivery of 1100 litre wheeled (plastic) Refuse bin		OS	304.80	313.35	313.35
Supply & delivery of 1100 litre wheeled (Refuse / Recycling) bin		OS	313.50	322.30	322.30
Bin authorisation fee (2 wheeled bin)		OS	7.30	7.50	7.50
Bin authorisation fee (4wheeled bin)		OS	14.60	15.00	15.00
Food waste collections, kerbside container		OS	18.10	18.60	18.60
Food waste collections, kitchen caddy		OS	12.10	12.45	12.45
New property container offer (Up to 2WB, 2 Food + Box) Price capped at		OS	121.00	124.40	124.40
Black box recycling container		OS	18.20	18.70	18.70
Purple box recycling container		OS	18.20	18.70	18.70

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Green waste collection - contribute towards purchase		OS	37.20	38.25	38.25
Green waste collection - annual charge for new subscription		OS	60.00	61.70	61.70
Green waste collection - direct debit charge for new subscription		OS	60.00	61.70	61.70
Private Lifeline Charges					
<i>Equipment subject to VAT but client has option to complete VAT exemption</i>					
GSM Dispersed Alarm	per week	S	4.50	5.50	6.60
Lifeline unit (per week)	per week	S	3.58	3.67	4.40
CO2 fall & flood detector	Quarterly charge	S	34.83	35.00	42.00
GSM Falls Detector Pendant (quarterly charge)		S		17.50	21.00
GPS Device	per week	S	5.33	5.42	6.50
Universal sensor	Quarterly charge	S	17.75	18.33	22.00
Epilepsy sensor	per week	S	6.75	6.96	8.35
Property exit sensor		S	2.17	2.29	2.75
Bed occupancy sensor	Quarterly	S	83.25	83.33	100.00
Bed sensory pad	per week	S	1.50	1.54	1.85
Smoke detectors	per week	S	2.33	2.38	2.85
Telephone extension lead		S	6.17	8.00	9.60
Electrical extension lead		S	11.00	15.00	18.00
Pendant		S	72.50	75.00	90.00
Easy Press Adaptor		S		7.50	9.00
Replacement pendant (used)		S	40.00	42.00	50.40
Lost Dispersed Alarm Unit		S	139.00	145.00	174.00
Lost Dispersed GSM Dispersed Alarm Unit		S	0.00	199.00	238.80
Lost GPS Device		S	0.00	199.00	238.80
Care assist	per week	S	3.33	4.10	4.92
Big button phone	per unit	S	20.00	25.00	30.00
Minuet pendants	per unit	S	85.00	105.00	126.00
Installation charge		S	40.00	45.00	54.00
Out of area installation charge		S	69.50	75.00	90.00

Discretionary Fees and Charges 2025/26		VAT KEY	OS	Outside the scope of VAT	
			S	Standard Rated	
			E	Exempt	
			NB	Non Business	
Service	Further Information	VAT Category	Approved charges for 2024/25	Proposed charges for 2025/26 without VAT if applicable	Proposed charges for 2025/26 with VAT if applicable
			£	£	£
Wristbands (per annum)		S	20.00	20.00	24.00
Lone Worker scheme set-up	per person	S	5.50	5.67	6.80
Lone Worker scheme part-time	per week	S	0.92	0.96	1.15
Lone Worker scheme full-time	per week	S	1.40	1.21	1.45
Donated Units (per week)	As per supporting people grant	S	2.25	2.33	2.80
Daily Check Calls	per quarter	S	14.75	15.00	18.00
Daily Check Calls	per annum	S	58.92	60.00	72.00
Hythe Swimming Pool					
Swimming – Adult		NB	5.40	5.55	5.55
Swimming – Junior		NB	3.50	3.60	3.60
Swimming – Senior		NB	3.50	3.60	3.60
Swimming – Off Peak		NB	3.90	4.00	4.00
Swimming – Disabled		NB	2.70	2.80	2.80
Swimming – Carer		NB	2.70	2.80	2.80
Organised Groups – Adults		NB	4.40	4.55	4.55
Organised Groups – Junior		NB	2.90	3.00	3.00
Family ticket (2 adults & 2 juniors or 1 adult & 3 juniors)		NB	14.10	14.50	14.50
Aqua Aerobics/Fit/Dance		E	6.60	6.80	6.80
Spectator Admission		S	0.83	0.83	1.00
Adult lessons – course of 10 (45 minute lessons)		E	98.60	101.40	101.40
Adult (front crawl) training - per session		E	6.60	6.80	6.80
Junior lessons – course of 10 (25 minute lessons)		E	67.80	69.70	69.70
Pool hire per hour (includes 1 lifeguard and up to 30 people)		NB	139.80	143.80	143.80
Teaching Pool hire per hour		NB	50.80	52.25	52.25
Club hire (Monday-Saturday) both pools		E	84.70	87.10	87.10
Club hire (Sunday) both pools		E	77.20	79.40	79.40
Lifeguard for clubs		E	14.70	15.15	15.15
Adult blue voucher book (12 tickets)		NB	54.00	55.50	55.50

Discretionary Fees and Charges 2025/26		VAT KEY	OS	Outside the scope of VAT	
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Service	Further Information	VAT Category	Approved charges for 2024/25	Proposed charges for 2025/26 without VAT if applicable	Proposed charges for 2025/26 with VAT if applicable
			£	£	£
Senior voucher book (12 tickets)		NB	35.00	36.00	36.00
Junior voucher book (12 tickets)		NB	35.00	36.00	36.00
Disabled Voucher book (12 tickets)		NB	27.00	28.00	28.00
Aqua Aerobics yellow voucher books (12 tickets)		NB	66.00	68.00	68.00
School swimming teacher - per half hour		NB	10.80	11.10	11.10
School exclusive pool hire – per half hour (maximum 20 children)		NB	43.70	45.00	45.00
School exclusive pool hire – additional children		NB	2.05	2.15	2.15
Private lessons per half hour – 1 child		E	16.60	17.10	17.10
Private lessons 5 pre paid - 1 child				76.95	76.95
Direct debit - annual advance payment		NB	248.20	255.15	255.15
Direct debit - monthly payment on a minimum 12 month contract		NB	21.80	22.45	22.45
Direct debit monthly payment - open contract (no minimum term can be cancelled at any time) subject to a joining fee see next line		NB	27.90	28.70	28.70
Joining fee for open contract direct debit		NB	19.50	20.05	20.05
Taxi Licensing					
Private Hire Driver		OS	366.90	377.20	377.20
Dual Driver		OS	366.90	377.20	377.20
Knowledge Test		OS	71.30	73.30	73.30
Vehicle Licence – Annual		OS	300.00	300.00	300.00
Vehicle Licence – Transfer		OS	107.90	111.00	111.00
Vehicle Licence - Change of Ownership (no plates)		OS	54.00	55.60	55.60
Vehicle Plate replacement		OS	24.90	25.60	25.60
Driver Badge replacement		OS	24.90	25.60	25.60
Single Vehicle Operator	5 years renewal	OS	130.00	130.00	130.00

Discretionary Fees and Charges 2025/26		VAT KEY	OS	Outside the scope of VAT	
			S	Standard Rated	
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Service	Further Information	VAT Category	Approved charges for 2024/25	Proposed charges for 2025/26 without VAT if applicable	Proposed charges for 2025/26 with VAT if applicable
			£	£	£
Multiple Vehicle Operator	5 years renewal	OS	1050.00	1,050.00	1,050.00
Refund Processing Fee (surrendered Licence)		OS	27.00	27.80	27.80
Copy of Paper Licence		OS	11.90	12.30	12.30
Amend Paper Licence (change of address details)		OS	11.90	12.30	12.30
Miscellaneous Licensing					
Dangerous Wild Animals Act 1964 & 1970	Every Two years	OS	507.20	521.40	521.40
Boarding in Kennels for Dogs Boarding For Cats (Part A)		OS	223.40	229.70	229.70
Selling Animals As Pets (Part A)		OS	223.40	229.70	229.70
Home boarding for Dogs (6 or more animals), Dog Day Care, Home boarding Agent (Part A)		OS	201.80	207.50	207.50
Home boarding for Dogs (5 or less animals) (Part A)		OS	179.20	184.30	184.30
Breeding of Dogs (Part A)		OS	201.80	207.50	207.50
Keeping/Training Animals for Exhibition (5 or less animals) (Part A)		OS	179.20	184.30	184.30
Keeping/Training Animals for Exhibition (6 or more animals) (Part A)		OS	223.40	229.70	229.70
1 year Licence (Part B)		OS	137.10	141.00	141.00
2 year Licence (Part B)		OS	213.70	219.70	219.70
3 year Licence (Part B)		OS	277.30	285.10	285.10
Hiring of Horses (Part A)		OS	201.80	207.50	207.50
Other Charges:					
Request for Variations					
- administrative amendment only		OS	24.90	25.60	25.60
- inspector visit (if required)		OS	96.80	100.00	100.00

Discretionary Fees and Charges 2025/26		VAT KEY	OS	Outside the scope of VAT	
			S	Standard Rated	
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Service	Further Information	VAT Category	Approved charges for 2024/25	Proposed charges for 2025/26 without VAT if applicable	Proposed charges for 2025/26 with VAT if applicable
			£	£	£
Request for re-inspection (for all licences) plus vet fees if applicable		OS	96.80	100.00	100.00
Zoo Licence Act 1982		OS	1083.30	1,494.10	1,494.10
LA Inspector per hour		OS	37.80	38.90	38.90
Veterinary fees (all animal licences) - recharged at cost.		OS	N/A	N/A	N/A
Street Trading Consent/Licence (Annual)		OS	359.40	369.50	369.50
Street Trading Consent (3 month)		OS	146.80	151.00	151.00
Non mobiles > 25 feet in length		OS	978.70	1,006.10	1,006.10
Stall per foot per day - Sandgate Road and Guildhall Street - regular stall		OS	1.10	1.20	1.20
Stall per foot per day - Sandgate Road and Guildhall Street - casual stall		OS	2.20	2.30	2.30
Street Trading Licence (Lanterns) - per stall per day	per foot	OS	5.40	5.60	5.60
New Markets:					
Number of stalls 5 -20	Max of 14 days	OS	170.50	175.30	175.30
	15 - 52 days	OS	629.10	646.80	646.80
	53 + days	OS	1258.20	1,293.50	1,293.50
Number of stalls 21 +	Max of 14 days	OS	253.60	260.70	260.70
	15 - 52 days	OS	944.20	970.70	970.70
	53 + days	OS	1887.20	1,940.10	1,940.10

Discretionary Fees and Charges 2025/26		VAT KEY	OS	Outside the scope of VAT	
			S	Standard Rated	
			E	Exempt	
			NB	Non Business	
Service	Further Information	VAT Category	Approved charges for 2024/25	Proposed charges for 2025/26 without VAT if applicable	Proposed charges for 2025/26 with VAT if applicable
			£	£	£
Town Centre Commercial Bookings Thurs-Sat Only (No bookings Sun-Wed)	Per day	OS	212.60	218.60	218.60
Pavement Licenses	Licences issued up to Sept 2024	OS	100.00	N/A	N/A
New	New applications	OS		500.00	500.00
New	Renewals	OS		350.00	350.00
Canoe and paddle boards - annual		OS	35.40	36.40	36.40
Canoe and paddle boards - seasonal		OS	23.70	24.40	24.40
Boat - annual		OS	57.90	59.60	59.60
Boat - seasonal		OS	36.70	37.80	37.80
Scrap Metal Licensing					
Grant of site licence		OS	625.90	643.50	643.50
Renewal of site licence		OS	587.00	603.50	603.50
Collectors licence		OS	365.80	376.10	376.10
Variation of licence		OS	79.90	82.20	82.20
Change of details		OS	65.90	67.80	67.80

Discretionary Fees and Charges 2025/26		VAT KEY	OS	Outside the scope of VAT	
			S	Standard Rated	
			E	Exempt	
			NB	Non Business	
Service	Further Information	VAT Category	Approved charges for 2024/25	Proposed charges for 2025/26 without VAT if applicable	Proposed charges for 2025/26 with VAT if applicable
			£	£	£
Personal & Premises Licences					
Personal - Acupuncture, ear piercing, electrolysis & semi-permanent ink		OS	234.20	240.80	240.80
Personal - Tattooing Registration		OS	373.40	383.90	383.90
Personal - Sex Shop Consent		OS	2501.20	2,571.30	2,571.30
Personal - Change to Registration		OS	129.50	133.20	133.20
Personal - change of detail to licence that does not require an officer visit		OS	12.50	12.90	12.90
Premise Licence Pre-Application Schedule					
Premises Licence Pre-application Advice Meeting 90 mins		S	97.17	99.92	119.90
Dog Control					
Kennelling per night		OS	30.00	32.00	32.00
Out of hours dog collection		OS	66.00	71.00	71.00
Veterinary fees at cost		OS	Variable	Variable	Variable
Microchip fee		OS	7.5 to 35.00	25.00 to 35.00	25.00 to 35.00
Flea treatment (dependant on size of the dog)		OS	15.00 to 23.00	25.00 to 35.00	25.00 to 35.00
Worming (dependant on size of the dog)		OS	10.00 to 18.00	18.00 to 23.00	18.00 to 23.00
Vaccination charge		OS	35.00	40.00	40.00
Pollution Environmental Health					
Contaminated land search fee		OS	186.40	191.62	191.62
Hourly fee for works in default (returning seized goods and removal of fly posting)		OS	18.70	25.00	25.00
Food and Safety					

		VAT KEY	OS	Outside the scope of VAT	
Discretionary Fees and Charges 2025/26			S	Standard Rated	
			E	Exempt	
			NB	Non Business	
Service	Further Information	VAT Category	Approved charges for 2024/25	Proposed charges for 2025/26 without VAT if applicable	Proposed charges for 2025/26 with VAT if applicable
			£	£	£
Certificate for voluntary surrender of unfit food (Including 1 hour officer time)		OS	114.40	117.60	117.60
Plus officer time per additional hour		OS	51.90	53.40	53.40
Export Health Certificate		OS	109.00	112.10	112.10
Food export certificate - additional charges	per hour	OS	101.00	103.90	103.90
Food Hygiene Scheme - re-rating	per application	E	157.60	185.00	185.00
Private Water Supply Sampling					
Risk assessments(If carried out by contractor)	per hour	OS	65.20	150.00	150.00
Risk assessments(If carried out by SDC staff)	per hour	OS	32.20	75.00	75.00
Mileage	per mile	OS	0.90	0.93	0.93
Sampling	per visit	OS	68.70	100.00	100.00
Analysis and courier (first sample)	first sample	OS	19.90	50.00	50.00
Additional sample	each	OS	6.60	30.00	30.00
Caravan Site Licensing					

Discretionary Fees and Charges 2025/26		VAT KEY	OS	Outside the scope of VAT	
			S	Standard Rated	
			E	Exempt	
			NB	Non Business	
Service	Further Information	VAT Category	Approved charges for 2024/25	Proposed charges for 2025/26 without VAT if applicable	Proposed charges for 2025/26 with VAT if applicable
			£	£	£
New application	Band A (single pitch)	E	0.00	0.00	0.00
New application	Band B (2 - 10 pitches)	E	650.70	669.00	669.00
New application	Band C (11 - 25 pitches)	E	757.50	778.80	778.80
New application	Band D (26 - 50 pitches)	E	933.40	959.60	959.60
New application	Band E (51 - 100 pitches)	E	1259.20	1,294.50	1,294.50
New application	Band F (101 - 200 pitches)	E	1931.50	1,985.60	1,985.60
New application	Band G (201 - 400 pitches)	E	3254.30	3,345.50	3,345.50
New application	Band H (401 - 800 pitches)	E	5902.20	6,067.50	6,067.50
Annual fee	Band A	E	0.00	0.00	0.00
Annual fee	Band B	E	386.30	397.20	397.20
Annual fee	Band C	E	492.10	505.90	505.90
Annual fee	Band D	E	669.00	687.80	687.80
Annual fee	Band E	E	996.00	1,023.90	1,023.90
Annual fee	Band F	E	1666.00	1,712.70	1,712.70
Annual fee	Band G	E	2990.00	3,073.80	3,073.80
Annual fee	Band H	E	5638.90	5,796.80	5,796.80
Transfer	Band A	E	0.00	0.00	0.00
Transfer	Band B to Band H	E	70.80	72.80	72.80
Amendment	Band A (single pitch)	E	0.00	0.00	0.00
Amendment	Band B to Band H	E	100.40	103.30	103.30
Site rules	Band A (single pitch)	E	0.00	0.00	0.00
Site rules	Band B to Band H	E	47.30	48.70	48.70
Application for Fit & Proper Person Register - Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020		E	239.60	246.40	246.40
HOUSING					
Housing Revenue Account					

Discretionary Fees and Charges 2025/26		VAT KEY	OS	Outside the scope of VAT	
			S	Standard Rated	
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			NB	Non Business	
Service	Further Information	VAT Category	Approved charges for 2024/25	Proposed charges for 2025/26 without VAT if applicable	Proposed charges for 2025/26 with VAT if applicable
			£	£	£
Garage rental deposit	On commencement of agreement	OS	100.00	105.00	105.00
Garages let to SDC tenants	Per week	OS	14.60	15.01	15.01
Garages let privately	Per week	S	14.60	15.01	18.01
Parking spaces let to SDC tenants	Per week	E	4.40	4.75	4.75
Parking spaces let privately	Per week	S	4.40	4.75	5.70
Stores	Per week	E	21.80	30.00	30.00
Hire of scooter store	Per week	E	3.20	3.29	3.29
Lounge hire - sheltered accommodation	Per hour	E	17.70	18.20	18.20
Guest rooms - sheltered accommodation	Per night	E	23.70	37.32	37.32
Hardwired Lifeline for Council tenants (VAT is zero rated for clients with disabilities)	Per week	S	2.93	4.04	4.85
Dispersed Lifeline for Council tenants (VAT is zero rated for clients with disabilities)	Per week	S	3.87	3.67	4.40
Item collection fee	Per instance	S	83.33	85.83	103.00

		VAT KEY	OS	Outside the scope of VAT	
Discretionary Fees and Charges 2025/26			S	Standard Rated	
			E	Exempt	
			NB	Non Business	
Service	Further Information	VAT Category	Approved charges for 2024/25	Proposed charges for 2025/26 without VAT if applicable	Proposed charges for 2025/26 with VAT if applicable
			£	£	£
Controlled Entry Visit	Per instance	S	85.67	125.00	150.00

Discretionary Fees and Charges 2025/26		VAT KEY	OS	Outside the scope of VAT	
			S	Standard Rated	
			E	Exempt	
			NB	Non Business	
Service	Further Information	VAT Category	Approved charges for 2024/25	Proposed charges for 2025/26 without VAT if applicable	Proposed charges for 2025/26 with VAT if applicable
			£	£	£
Supporting People					
- Full Sheltered	Per week	E	13.60	13.98	13.98
Shed	Per week	E	4.80	4.95	4.95
Sale of land, including ad hoc land disposals - administration fee		S	329.17	341.67	410.00
Leasehold services					
Arrears administration fee	Stage 3 arrears cases	E	81.00	83.27	83.27
Major works service charge management fee	per major works (total cost of works)	E	10.00%	10.00%	10.00%
Lease enfranchisement	Per case	E	242.80	249.60	249.60
Sewage/pump station management fee	per property	E	118.70	122.02	122.02
Leasehold management fee (leasehold/shared ownership/HRA commercial)	per property	E	220.00	250.00	250.00
Housing					
Housing Standards					
Non-Statutory Inspection fee	Per inspection	S	144.75	149.17	179.00
CORPORATE ASSETS & DEVELOPMENT					
Hire of Land					
Refundable deposit - non-commercial events(minimum of £100) - sliding scale		OS	sliding scale up to £500	sliding scale up to £514	sliding scale up to £514
Small non-commercial events (excluding Boot Fairs) - hire charge		S	161.92	166.45	199.74
Charitable/Community events - hire charge		S	48.58	49.94	59.93
Boot Fairs		S	313.00	321.76	386.11
Commercial events hire charge (per day)		S	1348.83	1,386.60	1,663.92

Discretionary Fees and Charges 2025/26		VAT KEY	OS	Outside the scope of VAT	
			S	Standard Rated	
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			NB	Non Business	
Service	Further Information	VAT Category	Approved charges for 2024/25	Proposed charges for 2025/26 without VAT if applicable	Proposed charges for 2025/26 with VAT if applicable
			£	£	£
Refundable deposit - commercial events (minimum of £500) - sliding scale		OS	sliding scale up to £1000	sliding scale up to £1028	sliding scale up to £1028
Arranging TPC road closure (admin fee)		S	37.83	38.89	46.67
Small Commercial Events (per day)		S	54.00	55.51	66.61
Exercise class/event (per event)		S	10.83	11.13	13.36
Cleaning & restocking charge for use of WCs used by event organiser (some exemptions available on request)		S	139.42	146.39	175.67
Outdoor Sports and Recreation					
Football with Changing Facilities (11vs11)		NB	100.30	100.30	100.30
Football with Changing Facilities (11vs11) Concession		NB	69.00	69.00	69.00
Football with Changing Facilities (11vs11) - no net provided		NB	83.30	83.30	83.30
Football with Changing Facilities (11vs11) Concession - no net provided		NB	63.70	63.70	63.70
Football with Changing Facilities (9vs9)		NB	75.50	75.50	75.50
Football with Changing Facilities (9vs9) Concession		NB	51.80	51.80	51.80
Football with Toilet Facilities Only (11vs11)		NB	85.00	85.00	85.00
Football with Toilet Facilities Only (11vs11) Concession		NB	58.30	58.30	58.30
Football with Toilet Facilities Only (11vs11) - no net provided		NB	72.30	72.30	72.30
Football with Toilet Facilities Only (11vs11) Concession - no net provided		NB	52.90	52.90	52.90
Football with Toilet Facilities Only (9vs9)		NB	63.80	63.80	63.80
Football with Toilet Facilities Only (9vs9) Concession		NB	43.20	43.20	43.20
Royal Military Canal:					
Allotments (Green Lane) Full Plot		OS	51.90	53.35	53.35
Allotments (Green Lane) Half Plot		OS	26.60	27.34	27.34
Shingle Extraction					
Annual Fee up to 120,000 cubic metres		OS	N/A	N/A	N/A
Beach Huts					
Abus Diskus padlock and admin		S	72.33	74.36	89.23

		VAT KEY	OS	Outside the scope of VAT	
Discretionary Fees and Charges 2025/26			S	Standard Rated	
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Service	Further Information	VAT Category	Approved charges for 2024/25	Proposed charges for 2025/26 without VAT if applicable	Proposed charges for 2025/26 with VAT if applicable
			£	£	£
Pair of keys and admin		S	21.08	21.67	26.00
Postage of new keys		E	1.00	1.03	1.03

Discretionary Fees and Charges 2025/26		VAT KEY	OS	Outside the scope of VAT	
			S	Standard Rated	
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			NB	Non Business	
Service	Further Information	VAT Category	Approved charges for 2024/25	Proposed charges for 2025/26 without VAT if applicable	Proposed charges for 2025/26 with VAT if applicable
			£	£	£
Corporate Transactions					
Disposition of land and property, including licence transactions – Admin Fee		S	329.17	338.39	406.07
Memorial benches & trees					
Standard cost of a donated memorial bench, new plaque and 10 years mtce		OS	2035.00	2,091.98	2,091.98
Standard cost of a refurbished donated memorial bench, new plaque and 10 years mtce (limited availability)		OS	1195.50	1,228.97	1,228.97
Standard cost of a refurbished donated memorial bench, existing plaque and		OS	1052.00	1,081.46	1,081.46
New or additional plaque		OS	150.00	154.20	154.20
Cost of planted Memorial Tree		OS	891.30	916.26	916.26

Discretionary Fees and Charges 2025/26		VAT KEY	OS	Outside the scope of VAT	
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			NB	Non Business	
Service	Further Information	VAT Category	Approved charges for 2024/25	Proposed charges for 2025/26 without VAT if applicable	Proposed charges for 2025/26 with VAT if applicable
			£	£	£