

Bassetlaw District Council Fees & Charges 2025/2026

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Foreword

Below is the schedule of fees & charges for Bassetlaw District Council, effective from 1st April 2025 (unless otherwise stated in the schedule).

This schedule contains fees that are 'Discretionary' (Fee set and agreed locally), and charges which are 'Statutory' (Fee set by government).

Although some fees are covered by legislation, the Council still has the discretion to determine these locally. All of these fees will fall under the 'Discretionary' fees. All Discretionary fees & charges are set in accordance with the Council's Charging Policy. Fees and Charges may be subject to a further review during the 2025/2026 financial year.

All fees stated are displayed in Great British Pounds and are inclusive of VAT at the standard rate of 20% unless otherwise stated.

Directorate of the Chief Executive

Human Resources

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Human Resources	Trade Union Administration Charge	1.5%	1.5%

Directorate of Corporate Resources

Corporate Services

Elections

All below 'Elections' fees are outside the scope of VAT.

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Elections – Non-Statutory	Certificate of Residence	0.00	0.00
Sale of Full/Edited Register: Data form*	Fixed Price	20.00	20.00

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
	Per 1000 Entries	1.50	1.50
Sale of Full/Edited Register: Printed form*	Fixed Price	10.00	10.00
	Per 1000 Entries	5.00	5.00
Sale of Marked Register & Marked absent Voting Lists: Data Form**	Fixed Price	10.00	10.00
	Per 1000 Entries	1.00	1.00
Sale of Marked Register & Marked absent Voting Lists: Printed Form**	Fixed Price	10.00	10.00
	Per 1000 Entries	2.00	2.00

*The Representation of the People (England and Wales) Regulations 2001

** The Representation of the People (Amendment) Regulations 2008

CON29 Requests

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Con 29 Individual Requests: Planning Questions	1.1 a-i	19.97	19.97
Building Control Questions	1.1 j-l	13.67	13.67
Planning Question	1.2	9.39	9.39
Highways	3.3	3.97	3.97
Planning, Highways and Environmental Health Questions	3.7	3.97	3.97
Building Control Question	3.8	3.02	3.02
Planning Question	3.9	3.02	3.02
Planning Question	3.10	11.59	11.59
Planning Question	3.11	3.02	3.02
Planning, Highways and Environmental Health Questions	3.12	6.11	6.11
Environmental Health	3.13	3.97	3.97
Environmental Health	3.14	3.97	3.97
Legal Question	3.15	7.18	7.18

Land Charges

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Land Charges	CON29 (R)	129.00	137.00
	CON (O) Part II Each	22.00	23.00
	CON (O) Part II Q.22	47.00	51.00
Other Income Charges	Solicitors' own questions on Official Search	34.00	35.00

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
	Additional Parcels	30.00	31.00
	Duplicate Search	19.00	19.50
	CON29 ONLY Searches (Admin Fee)	18.00	18.50

Legal Fees

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Non-Statutory Fees	Deed of Easement	436.00	447.00
	Deed of Variation / Rectification	218.00	223.00
	Notice of Assignment per Document	86.00	88.00
	Licence to Assign - To approve	303.00	311.00
	Licence to Assign - To prepare	375.00	384.00
	Deeds Release	85.00	87.00
	Replying to Leasehold Enquiries	120.00	123.00
	Letter of Postponement	120.00	123.00
	Mortgage Redemption	120.00	123.00
	Repayment of Discount	152.00	156.00
	Section 38 Agreement	653.00	669.00
	Section 278 Agreement (including Bond)	653.00	669.00
	Deed of Covenant, Purchase of Council Property	85.00	89.00
	Deed of Covenant, Purchase of Public Open Space	869.00	891.00
	Auction Sales (per sale)	721.00	739.00
	Sealing fee	70.00	72.00
	Copy tree preservation order	20.00	21.00
	Copy lease	50.00	51.00
	Copy section 106 agreement	50.00	51.00
	To approve and prepare S106 Agreement ** (Outside the scope of VAT)	6%	6%

**capped at £5,125 per agreement

Licenses - Discretionary

All Below 'Licenses' fees are outside the scope of VAT unless otherwise stated.

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Acupuncture, Tattooing, Ear Piercing & Electrolysis	Person	70.00	72.00
	Premises	172.00	176.00
Boarding Dogs in Kennels	Reinspection Fee	113.00	116.00
	Application Fee - Renewal	197.00	202.00

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
	Application Fee - New Application	269.00	276.00
	1 Year Licence Fee	296.00	303.00
	2 Year Licence Fee	422.00	433.00
	3 Year Licence Fee	547.00	561.00
Day-care for Dogs	Reinspection Fee	77.00	79.00
	Application Fee - Renewal	198.00	203.00
	Application Fee - New Application	222.00	228.00
	1 Year Licence Fee	225.00	231.00
	2 Year Licence Fee	313.00	321.00
	3 Year Licence Fee	404.00	414.00
Dog Breeding	Reinspection Fee	113.00	116.00
	Application Fee - Renewal	273.00	280.00
	1 Year Licence Fee	280.00	287.00
	Application Fee - New Application	386.00	396.00
	2 Year Licence Fee	426.00	437.00
	3 Year Licence Fee	563.00	577.00
Hiring of Horses	Reinspection Fee	72.00	74.00
	1 Year Licence Fee	175.00	179.00
	Application Fee - Renewal	229.00	235.00
	2 Year Licence Fee	236.00	242.00
	Application Fee - New Application	290.00	297.00
	3 Year Licence Fee	299.00	306.00
Home Boarding Dogs and Boarding for Cats	Reinspection Fee	78.00	80.00
	Application Fee - Renewal	200.00	205.00
	1 Year Licence Fee	218.00	223.00
	Application Fee - New Application	259.00	265.00
	2 Year Licence Fee	290.00	297.00
	3 Year Licence Fee	361.00	370.00
Keeping or Training Animals for Exhibition	Reinspection Fee	113.00	116.00
	Application Fee - Renewal	202.00	207.00
	3 Year Licence Fee	287.00	294.00
	Application Fee - New Application	302.00	310.00
Laser intense pulse light treatment	Person	52.00	53.00
	Premises	191.00	196.00
Massage/Special Treatment	Additional Registration	51.00	52.00
	Annual	191.00	196.00
Other Licenses	Pleasure Boats	93.00	95.00
	Dangerous Wild Animals	213.00	218.00
	Zoo (5 Years)	465.00	2045.00

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
	Greyhound Racetrack Welfare	135.00	138.00
Other Treatments - Saunas, Sunbeds etc.	Annual	135.00	138.00
Park Homes Fees	Application Fee Per Pitch	10.00	10.00
	Annual Fee Per Pitch	16.00	16.00
	Condition Fee (per condition on FPPA)	89.00	89.00
	Deposit of Site Rules	147.00	147.00
	Transfer/Amendment (Basic)	199.00	199.00
	Transfer/Amendment (Complex)	288.00	288.00
	Fit and Proper Person Assessment	365.00	365.00
	Initial Application Fee	646.00	646.00
Pavement Licenses	Pavement Licence (2 years)	N/A	500.00
Promotional Pitches Daily Rates (VAT Inclusive)	Long Term hire of a pitch (6 months or more)	20.00%	20.00%
	Cleaning Charge	62.00	64.00
	Monday to Friday	81.00	83.00
	Saturday and Sunday	92.00	94.00
	Monday to Friday with a trailer (Std)	100.00	103.00
	Saturday and Sunday with a trailer (Std)	112.00	115.00
	Monday to Friday with a trailer (Large)	138.00	141.00
	Saturday and Sunday with a trailer (Large)	163.00	167.00
Roadside Catering	Renewal - Annual Consent	370.00	379.00
	New	680.00	697.00
Scrap Metal Dealers	Collectors Licence - Grant/Renewal (3 years)	138.00	141.00
	Site Licence - Renewal (3 years)	316.00	324.00
	Site Licence - Grant (3 years)	386.00	396.00
Scrap Metal - Variation (change of licence type)	Site to Collectors	66.00	68.00
	Collectors to Site	277.00	284.00
	Other	48.00	49.00
Selling Animals as Pets	Reinspection Fee	81.00	83.00
	Application Fee – Renewal	208.00	213.00
	1 Year Licence Fee	223.00	229.00
	Application Fee - New Application	259.00	265.00
	2 Year Licence Fee	296.00	303.00
	3 Year Licence Fee	371.00	380.00
Sex Establishment	Transfer	2762.00	2831.00
	Variation	4466.00	4578.00

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
	Annual	4466.00	4578.00
Hackney Carriages	Vehicle (Annual)-Discount hybrid vehicles meeting policy specification.	25.00%	25.00%
	Vehicle (Annual)-Discount fully electric & hydrogen fuel cell vehicles	50.00%	50.00%
	Hire of Licence Plate	27.00	28.00
	Deposit on Licence Plate	51.00	52.00
	Vehicle (transfer)	102.00	105.00
	Six Monthly Test (for vehicles over five years old)	151.00	155.00
	Vehicle (replacement)	312.00	320.00
	Vehicle (Annual)	312.00	320.00
Hackney Carriages (VAT Inclusive)	Replace Lost/Damaged Plate	49.00	50.00
Private Hire	Operator's Licence (3 years)1 vehicle	322.00	330.00
	Operator's Licence (5 Years)1 Vehicle	510.00	523.00
	Operator's Licence (3 years)2-5 vehicles	646.00	662.00
	Operator's Licence (5 Years)2-5 Vehicles	1023.00	1049.00
	Operator's Licence (3 years)6-10 vehicles	1292.00	1324.00
	Operator's Licence (3 years)11-15 vehicles	1938.00	1986.00
	Operator's Licence (5 Years)6-10 Vehicles	2043.00	2094.00
	Operator's Licence (5 Years)11-15 Vehicles	3065.00	3142.00
	Operator's Licence (3 years)16 + vehicles	3875.00	3972.00
	Operator's Licence (5 Years)16+ Vehicles	6131.00	6284.00
	Vehicle (Annual)-Discount hybrid vehicles meeting policy specification	25.00%	25.00%
	Vehicle (Annual)-Discount fully electric & hydrogen fuel cell vehicles	50.00%	50.00%
	Hire of Licence Plate	27.00	28.00
	Re-inspections Within 14 days	27.00	28.00
	Replace Lost/Damaged Plate	49.00	50.00
	Deposit on Licence Plate	51.00	52.00
	Lifting a Vehicle Suspension Notice	64.00	66.00
	Failure to keep a Test Appointment	74.00	76.00
	Re-inspections After 14 days	80.00	82.00
	Vehicle (transfer)	102.00	105.00

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
	Six Monthly Test (for vehicles over five years old)	151.00	155.00
	Vehicle (replacement)	312.00	320.00
	Vehicle (Annual)	312.00	320.00
Combined Hackney: Carriage/Private Hire Drivers	1 Year	133.00	136.00
	2 Years	189.00	194.00
	3 Years	241.00	247.00
	Replacement ID Badge	26.00	27.00
	Issue of Duplicate License	8.00	9.00
	Knowledge Test	56.00	57.00
Combined Hackney: Special Event Vehicles	Stretched Limos: Annual	325.00	333.00
	Stretched Limos: Six Monthly Test	167.00	171.00
	Stretched Limos: License Plates	17.00	18.00

Licensing - Statutory

All below 'Licensing' fees are outside the scope of VAT unless otherwise stated.

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Gambling Act 2005 – Permit Fees	Licensed Premises Gaming Machine Permit Copy of Permit	15.00	15.00
	Club Gaming Permit Copy of Permit	15.00	15.00
	Club Gaming Machine Permit Copy of Permit	15.00	15.00
	Family Entertainment Centre Gaming Machine Copy of Permit	15.00	15.00
	Prize Gaming Copy of Permit	15.00	15.00
	Small Society Lottery Registration Annual Fee	20.00	20.00
	Licensed Premises Gaming Machine Permit Transfer	25.00	25.00
	Licensed Premises Gaming Machine Permit Change of Name	25.00	25.00
	Family Entertainment Centre Gaming Machine Change of Name	25.00	25.00
	Prize Gaming Change of Name	25.00	25.00
	Small Society Lottery Registration Application Fee	40.00	40.00
	Licensed Premises Gaming Machine Permit Annual Fee	50.00	50.00
	Club Gaming Permit Annual Fee	50.00	50.00
	Club Gaming Machine Permit Annual Fee	50.00	50.00
	Licensed Premises Gaming Machine Permit Existing Operator Grant	100.00	100.00
	Licensed Premises Gaming Machine Permit Variation	100.00	100.00
	Club Gaming Permit Grant (Club Premises Certificate Holder)	100.00	100.00
	Club Gaming Permit Existing Operator Grant	100.00	100.00
	Club Gaming Permit Variation	100.00	100.00
	Club Gaming Permit Renewal (Club Premises Certificate Holder)	100.00	100.00
	Club Gaming Machine Permit Grant (Club Premises Certificate Holder)	100.00	100.00
	Club Gaming Machine Permit Existing Operator Grant	100.00	100.00
	Club Gaming Machine Permit Variation	100.00	100.00
	Club Gaming Machine Permit Renewal (Club Premises Certificate Holder)	100.00	100.00

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
	Family Entertainment Centre Gaming Machine Existing Operator Grant	100.00	100.00
	Prize Gaming Existing Operator Grant	100.00	100.00
	Licensed Premises Gaming Machine Permit Grant	150.00	150.00
	Club Gaming Permit Grant	200.00	200.00
	Club Gaming Permit Renewal	200.00	200.00
	Club Gaming Machine Permit Grant	200.00	200.00
	Club Gaming Machine Permit Renewal	200.00	200.00
	Family Entertainment Centre Gaming Machine Application Fee	300.00	300.00
	Family Entertainment Centre Gaming Machine Renewal Fee	300.00	300.00
	Prize Gaming Application Fee	300.00	300.00
	Prize Gaming Renewal Fee	300.00	300.00
Licensing Act 2003	Theft, loss etc. of premises licence or summary	10.50	10.50
	Notification of change of name/address	10.50	10.50
	Theft, loss etc. of certificate or summary	10.50	10.50
	Notification of change of name or alteration of rules of club	10.50	10.50
	Theft, loss etc. of temporary event notice	10.50	10.50
	Theft, loss etc. of personal licence	10.50	10.50
	Duty to notify change of name/address	10.50	10.50
	Temporary Event Notice	21.00	21.00
	Right of freeholder etc. to be notified of licensing matters	21.00	21.00
	Application to vary licence to specify individual as premises supervisor	23.00	23.00
	Application for transfer of premises licence	23.00	23.00
	Interim authority notice following death etc. of licence holder	23.00	23.00
	Application for grant/renewal of a personal licence	37.00	37.00
	Alcohol Grant/renewal of personal licence	37.00	37.00
	Alcohol Licences Premises Automatic Notification Process On Notification	50.00	50.00
	Premises Licence – Annual NDRV £0 - £4,300	70.00	70.00
	Premises Licence - Grant/Variation NDRV £0 - £4,300	100.00	100.00

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
	Premises Licence – Annual NDRV £4,301 - £33,000	180.00	180.00
	Premises Licence - Grant/Variation NDRV £4,301 - £33,000	190.00	190.00
	Premises Licence – Annual NDRV £33,001 - £87,000	295.00	295.00
	Premises Licence - Grant/Variation NDRV £33,001 - £87,000	315.00	315.00
	Application for a provisional statement where premises being built etc.	315.00	315.00
	Premises Licence – Annual NDRV £87,001 - £125,000	320.00	320.00
	Premises Licence – Annual NDRV £125,001 and over	350.00	350.00
	Premises Licence - Grant/Variation NDRV £87,001 - £125,000	450.00	450.00
	Premises Licence - Grant/Variation NDRV £125,001 and over	635.00	635.00

Shop Mobility

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Shop Mobility* (Zero VAT)	Hire of Wheelchairs – 3 Hours	5.50	6.00
	Hire of Wheelchairs – Weekly Charge	19.00	20.00
	Membership Fee	9.00	10.00
	RADAR Keys	8.50	9.00

*All Fees include notification to external organisations where appropriate

Street Naming and Numbering

All below 'Street Naming and Numbering' fees are outside the scope of VAT.

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Initially Street Naming and Numbering – Including Consultation and Notification	Admin Fee	107.00	110.00
	Fee per property up to 50 properties	37.00	38.00
	Fee per property for every additional	14.00	14.40
	Fee for delivery of Street Name Plates	22.00	23.00
Other Fees	Adding or Amending a Name or Re-numbering an Existing Individual Property	57.00	58.00

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Request for Rename or Numbering of Street	Admin Fee	107.00	110.00
	Fee per Property for up to 50 Properties	37.00	38.00
	Fee per Property for every additional	14.00	14.40
Residential New Developments	Adding a "T" Plate (no through road)	17.00	67.40
	Relocate a Street Name Plate	107.00	130.00
	Adding a Street Name Plate only (Onto Building) & Fitting	133.00	150.00
	Adding a Street Name Plate Frame & Fitting	176.00	218.00
Revision of a Street Naming & Numbering Scheme due to Change in Plot Numbers, or Plot Positions (including Consultation and Notification)	Admin Fee	107.00	110.00
	Fee per Property for up to 50 Properties	37.00	38.00
	Fee per property for every additional thereafter	14.00	14.40

*Includes the naming of a building and all affected properties (e.g. block of flats)

Finance and Property

Administration Fees & Charges

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Admin Fees	Leasehold assignments/extension (RTB) fee	240.00	246.00
	Compound Licence	550.00	564.00
	Requests to release or modify restrictive covenants	660.00	677.00
	Landlords Consent for Alterations **	0.00	0.00
	Change of Use	210.00	215.00
	Copy of the Annual Statement of Accounts	20.00	20.50
Assignment Fees	£375 up to £5k rent passing	395.00	405.00
	£650 above £5k rent passing	685.00	702.00
	£850 over £10k passing rent	895.00	917.00
New Leases (charged where appropriate)	Max	265.00	272.00
	Min	265.00	272.00

*The above administration fees and charges can be waived.

** Between £150 to £250 depending upon complexity of the works proposed

Car Parks

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Shopper Car Parks	Up to 1 hour	0.50	0.50
	1 to 2 hours	1.00	1.00
	2 to 3 hours	2.00	2.00
Visitor Car Parks	Up to 1 hour	1.00	1.00
	1 to 2 hours	2.00	2.00
	2 to 3 hours	3.00	3.00
	All Day	4.00	4.00
Season Ticket	12 months	669.50	669.50
	6 months	335.00	335.00
	3 months	167.50	167.50
Leisure Car Parks	Up to 2 hours	1.00	1.00
Car Parks	Residents Parking Dispensation for Designated Residents for Chapel Walk	30.00	30.00
	Car Parking (per month, per market day)	3.30	3.30
	Day Coach Parking	7.80	7.80

Estates

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Estates Charges	Admin charge for Access Licence	27.00	27.70
Estates Charges (VAT Exempt)	Pedestrian Access Leisure (annual charge)	40.00	41.00
	Vehicular Access Leisure (annual charge)	50.00	51.00
	Retrospective Consent	53.00	54.00

Property Fees & Charges

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Sales Fees #	Garden Land Sales - Surveyors fees/Legal costs. Includes upfront non-refundable £50 application fee.	273.00	286.00
	Sales - 1% to 5% of sale price (including legal fees plus VAT. Minimum fee £200)	1% to 5%	1% to 5%
	*Auction Sales (fee to be recovered as agreed with auctioneer)	2% to 5%	2% to 5%

*Percentage fee agreed with auctioneer prior.

VAT liability will follow main supply.

Retford Town Hall

(All charges include an insurance premium in respect of Public Liability Insurance)

All below room hire charges for the Ballroom, Market Hall, and Council Chambers are VAT Exempt.

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Ballroom with Stage & Ante Room Commercial Use	Each Hour after Midnight	116.00	119.00
	Morning, Afternoon or Evening	520.00	533.00
	All Day up to Midnight	585.00	600.00
	All Day up to Midnight on Bank Holidays	615.00	630.00
Ballroom with Stage & Ante Room Amenity Use	Each Hour after Midnight	105.00	108.00
	Morning, Afternoon or Evening	355.00	364.00
	All Day up to Midnight	386.00	396.00
	Public Service Use (Police, NHS etc..) per hour	28.00	28.70
	All Day up to Midnight on Bank Holidays	415.00	425.00
Ballroom with Stage & Ante Room Social Use	Each Hour after Midnight	110.00	113.00
	Morning, Afternoon or Evening	290.00	297.00
	All Day up to Midnight	307.00	315.00
	All Day up to Midnight on Bank Holidays	336.00	344.00
Market Hall	Morning, Afternoon, or Evening	105.00	108.00
Market Hall Commercial Use	Use in Conjunction with Hire of Ballroom	127.00	130.00
	Morning, Afternoon, or Evening	200.00	205.00
	All Day	232.00	238.00
Market Hall Amenity Use	Public Service Use (Police, NHS etc..) per hour	24.00	24.60
	Use in Conjunction with Hire of Ballroom	105.00	108.00
	Morning, Afternoon, or Evening	117.00	120.00
	All Day	187.00	192.00
Market Hall Social Use	Use in Conjunction with Hire of Ballroom	79.00	81.00
	All Day	117.00	120.00
Council Chambers Commercial Use	Morning, Afternoon or Evening	200.00	205.00
	All Day	216.00	221.00

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
(Discounted rate in conjunction with Ballroom)	Morning, Afternoon or Evening	116.00	119.00
Council Chambers Amenity Use	Morning, Afternoon or Evening	160.00	168.00
	All Day	199.00	209.00
(Discounted Rate in conjunction with Ballroom)	Morning, Afternoon or Evening	105.00	108.00
	All Day	105.00	108.00
	Public Service Use (Police, NHS etc..) per hour	25.00	25.60
Council Chambers Social Use	Morning, Afternoon or Evening	117.00	120.00
	All Day	138.00	141.00
(Discounted Rate in conjunction with Ballroom)	Morning, Afternoon or Evening	87.00	89.00
	Bank Holidays	94.00	99.00
	All Day	87.00	89.00
All Rooms (Weekends Only)	Retford Town Hall Saturday	2404.00	2525.00
	Retford Town Hall Sunday	2404.00	2525.00
Kitchen (including gas consumed)	Dinner or Running Buffet/Refreshments	80.00	82.00
Town Hall Refreshments	Coffee/Tea – per person	3.00	3.10
Hire of Equipment	Flip Chart & Pens	17.00	17.40
	Tables (Including Tablecloths)	25.00	25.60
	OHP Projector	56.00	57.00
	LCD Projector	103.00	106.00
Civil Ceremony	Civil Ceremony – Not inclusive of any registrar fees	215.00	220.00
Deposits, Surcharges & Access	Deposit room hire regular weekly / monthly bookings	10%	10%
	Access to pre booked venue day before event, hourly rate to a maximum of 3 hours	21.00	21.50
	Surcharge for evening bookings that do not require a bar to cover caretakers on site and locking up the buildings	27.00	27.70
	Plus booking charge deducted upon final invoice	50.00	50.00
	All room bookings are subject to a returnable deposit payable in advance	100.00	100.00

Workshop Town Hall

(All charges include an insurance premium in respect of Public Liability Insurance)

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Ceres Suite Commercial Use	Use in Conjunction with the Assembly Room	141.00	145.00
	Morning, Afternoon or Evening	300.00	308.00
	All Day up to Midnight	360.00	369.00
	All Day up to Midnight on Bank Holidays	400.00	410.00
Ceres Suite Amenity Use	Public Service Use (Police, NHS etc.) per hour	30.00	30.80
	Use in Conjunction with the Assembly Room	100.00	103.00
	Morning, Afternoon or Evening	195.00	200.00
	All Day up to Midnight	227.00	233.00
	All Day up to Midnight on Bank Holidays	262.00	269.00
Ceres Suite Social Use	Use in Conjunction with the Assembly Room	87.00	89.00
	Morning, Afternoon or Evening	154.00	158.00
	All Day up to Midnight	192.00	197.00
	All Day up to Midnight on Bank Holidays	225.00	231.00
Assembly Room with Stage & Anti Room Commercial Use	Each Hour after Midnight	132.00	135.00
	Morning, Afternoon or Evening	387.00	397.00
	All Day up to Midnight	420.00	431.00
	All Day up to Midnight on Bank Holidays	450.00	461.00
Assembly Room with Stage & Anti Room Amenity Use	Public Service Use (Police, NHS etc.) per hour	28.00	28.70
	Each Hour after Midnight	110.00	113.00
	Morning, Afternoon or Evening	287.00	294.00
	All Day up to Midnight	324.00	332.00
	All Day up to Midnight on Bank Holidays	359.00	368.00
Assembly Room with Stage & Anti Room Social Use	Each Hour after Midnight	110.00	113.00
	Morning, Afternoon or Evening	245.00	251.00
	All Day up to Midnight	275.00	282.00
	All Day up to Midnight on Bank Holidays	310.00	318.00
Venetian Room Commercial Use	Morning, Afternoon or Evening	142.00	146.00
	All Day up to Midnight	205.00	210.00
	All Day up to Midnight on Bank Holidays	237.00	243.00

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
	Monday to Friday (inclusive)	408.00	418.00
Venetian Room Amenity Use	Public Service Use (Police, NHS etc.) per hour	23.00	23.60
	Morning, Afternoon or Evening	100.00	103.00
	All Day up to Midnight	128.00	131.00
	All Day up to Midnight on Bank Holidays	160.00	164.00
Venetian Room Social Use	Morning, Afternoon or Evening	83.00	85.00
	All Day up to Midnight	110.00	113.00
	All Day up to Midnight on Bank Holidays	141.00	145.00
All Rooms (weekends only)	Workshop Town Hall Saturday	1614.00	1654.00
	Workshop Town Hall Sunday	1614.00	1654.00
Kitchen (Including Gas Consumed)	Dinner or Running Buffet/Refreshments	66.00	68.00
Town Hall Refreshments	Coffee/Tea - per person	3.00	3.10
Hire of Equipment	Flip Chart & Pens	17.00	17.40
	Tables (Including Tablecloths)	25.00	25.60
	OHP Projector	56.00	57.00
	LCD Projector	103.00	106.00
Civil Ceremony	Civil Ceremony – Not inclusive of any registrar fees	215.00	220.00
Deposits, Surcharges & Access	Deposit room hire regular weekly / monthly bookings	10%	10%
	Access to pre booked venue day before event, hourly rate to a maximum of 3 hours	21.00	21.50
	Surcharge for evening bookings that do not require a bar to cover caretakers on site and locking up the buildings	27.00	27.70
	Plus booking charge deducted upon final invoice	50.00	50.00
	All room bookings are subject to a returnable deposit payable in advance	100.00	100.00

Revenues and Benefits

Administration Fees & Charges

All below 'Administration Fees & Charges' are outside the scope of VAT.

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Non-Payment of Council Tax / Business Rates	Council Tax Summons	70.00	70.00
	Business Rates Summons	100.00	100.00
Administrative Penalty (Ad Pens) - CTR only	Percentage of Recoverable Payment	50%	50%

Directorate of Regeneration & Neighbourhoods

Neighbourhoods

Allotments

All below 'Allotments' fees are Outside the Scope of VAT

Detailed Charge	Fee Name	Current Year 2025/26	Proposed Next Year 2026/27
Rental Charges	Rental per square metre	0.155	0.159
	Shed Rental (per annum)	12.50	13.00
Key Charges (Lockable Sites)	Key Charge (lockable sites) - All Sites Except Cheapside	8.00	8.20
	Key Charge (lockable sites) - Cheapside (refundable deposit)	20.00	20.00

Note: The council is required to give one year's notice of price increase to all allotment holders. As such the above allotment charges are proposed for the following financial year 2026/27.

Cemeteries

All below 'Cemeteries' fees are Outside the Scope of VAT unless otherwise stated.

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Cemeteries - Sundries	Exhumation full grave, (plus new grave charges if Bassetlaw Cemeteries)	1440.00	1584.00
	Price per Year - Re-Purchase grave after 99 years, includes Exclusive Rights of Burial Deed and Memorial Rights (Min. 10yrs, Max. 99 yrs.)	26.00	29.00
	Copy of Deed / Transfer Certificate to owner only (Double fee if owner is non- resident of Bassetlaw)	47.00	52.00

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
	Transfer Rights of Burial Per Grave (Double fee if owner is non-resident of Bassetlaw)	75.00	83.00
	Every Inscription after the first, All Renovations + Replace Like for Like, Vase Before and After 2013 Permit.	115.00	127.00
	New Lawn Memorial, kerb set Memorial, Tree & Plaque or Rights to Construct a Vault	225.00	248.00
	Plaque to be placed on bench with 20 years Rights.	440.00	451.00
	Exhumation Cremated Remains, (plus new grave charges if Bassetlaw Cemeteries)	840.00	924.00
	Grave Buy-Back at original price paid.	Original Price	Original Price
	Late Paperwork / Forms penalty charge	130.00	143.00
	Late Cemetery arrival charge to Funeral Directors - After first 15 minutes	230.00	253.00
Cemeteries – Sundries (VAT Inclusive)	Cremation plaque Permit Rights, (Tree only Retford Cemetery)	165.00	182.00
	Tree & Plaque	225.00	248.00
	Family History / Grave Search per name	30.00	33.00
Packages#"	Re-Open Cremated Remains Package	520.00	572.00
	Re-Open Package 1 deep with transfer & inscription	915.00	1007.00
	Re-Open Package 2 deep with transfer & inscription	980.00	1078.00
	Re-Open Package 3 deep with transfer & inscription	1045.00	1150.00
	Cremated Remains Package 1 - ashes burial, memorial rights & deeds.	1130.00	1243.00
	Cremated Remains" Woodland Package with tree rights & deeds.	1690.00	1859.00
	Burial Package 1 for a 1 deep interment, with purchase, memorial rights & deeds	2085.00	2294.00
	Woodland Package" 1 interment with tree rights & deeds	2085.00	2294.00
	Burial Package 2 for a 2 deep interment, with purchase, memorial rights & deeds	2150.00	2365.00
	Burial Package 3 for a 3 deep interment, with purchase, memorial rights & deeds	2215.00	2437.00
	Child Package up to 1 Month	0.00	0.00
	Child Package 1 Month - 18 Years	0.00	0.00
	Re-Open for Stillborn and up to 1 month	0.00	0.00

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
	Re-Open Child Package (Burial)	0.00	0.00
	Re-Open Child Package (cremated remains)	0.00	0.00

#A package includes the internment, memorial rights, and deeds. These can be purchased separately or in different combinations as required.

"If the above packages include sundries that are standard rated these will need to be separately identified on the invoice to enable the correct VAT treatment.

NOTES: An excess charge of 100% is applicable to all fees for Interments and purchase of graves for non BDC residents Exceptions will be made if the deceased moved into care or nursing home.

Pre-Purchasing of a grave is no longer available.

Dog Wardens

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Warden Fees	Micro-Chipping*	23.00	24.00
	Reclaim Fee (stray dog) (Outside the scope of VAT)	71.50	73.00

*Includes both Cats and Dogs.

Food

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
(Environmental Information Regulation 2004)	Safer Food Better Business Diary Refills	7.50	8.00
	Safer Food Better Business Packs	11.50	12.00
	Export Certificate (Outside the scope of VAT)	109.00	112.00

Leisure

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Football Pitch Hire (Outside the scope of VAT)	Without Changing Facilities	38.00	39.00
	With Changing Facilities	76.00	78.00
	Junior Pitch Hire	N/A	30.00
Other Pitch Hires (Outside the scope of VAT)	Bowls - 1 rink	10.50	11.00
	Bowls - 2 rinks	16.00	17.00
	Bowls - 3 rinks	22.00	23.00
	Bowls - 4 rinks	29.00	30.00
	Cricket Pitch Hire	75.50	77.00
	Season Cricket Pitch Hire	480.00	492.00

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
	Season Hire Crown Green Bowling (Costhorpe)	640.00	656.00
Other Fees	Parking Bays at Spa Common	43.50	45.00
	Playground Inspection and report per visit	47.00	48.00
	Pigeon Liberation	59.00	60.00
	Plaque to be placed on bench with 20 years rights. (Outside the scope of VAT)	440.00	451.00
Active Communities (VAT Exempt)	Half Day Sports Coaching (Holidays)	5.50	6.00
Park Events (Commercial)	Stall/pitch per day	30.00	31.00
	Small scale per day	223.50	229.00
	Large scale per day	441.50	453.00

Note: Any bookings which qualify as a 'series of lets' are exempt from VAT, providing all conditions for exemption are met and the option to tax has not been exercised.

Other Fees

All below 'Other Fees' are outside the scope of VAT.

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Empty Properties VAT reduction letter	Charge for letter of evidence of empty property (Per Letter)	86.00	88.00
Housing Act 2004 - enforcement notice	Enforcement Notice (Max £350)	350.00	350.00
Housing and Planning act 2016 - Civil Penalties	Civil Penalty	POA	POA
Housing Inspections	Immigration Housing Inspection	142.00	146.00
Primary Authority Partnership Scheme	Environmental Health Officer hourly rate	109.00	112.00
Public Conveniences	Charge for Bridge Street Toilets, Workshop	0.20	0.20

Pollution Control

All below 'Pollution Control' fees are outside the scope of VAT.

(All fees are set by DEFRA and are subject to change during the year)

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Application Fees ***	Reduced fee activities: Additional fee for operating without a permit	71.00	71.00
	PVRI, SWOBs and Dry Cleaners reduced fee activities	155.00	155.00

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
	PVR 1 & 11 combined	257.00	257.00
	VRs and other reduced fee activities	362.00	362.00
	for the 8th and subsequent applications	498.00	498.00
	for the 3rd to 7th applications	985.00	985.00
	Additional fee for operating without a permit	1188.00	1188.00
	Mobile screening and crushing plant	1650.00	1650.00
	Standard Process	1650.00	1650.00
Annual Subsistence Charge **	Late payment fee	71.00	71.00
	Reduced fee activities Low	79.00	79.00
	Reduced fee activities Med	158.00	158.00
	Reduced fee activities High	237.00	237.00
	PVR 1 & 11 combined Low	113.00	113.00
	PVR 1 & 11 combined Med	226.00	226.00
	PVR 1 & 11 combined High	341.00	341.00
	Vehicle refinishers Low	228.00	228.00
	Vehicle refinishers Med	365.00	365.00
	Vehicle refinishers High	548.00	548.00
	Mobile screening and crushing plant for 1st and 2nd permits Low	626.00	626.00
	Mobile screening and crushing plant for 1st and 2nd permits Med	1034.00	1034.00
	Mobile screening and crushing plant for 1st and 2nd permits High	1551.00	1551.00
	Standard process Low	772.00	772.00
	Standard process Medium	1161.00	1161.00
	Standard process High	1747.00	1747.00
	Mobile screening and crushing plant for 3 rd to 7 th Permits Low	385.00	385.00
	Mobile screening and crushing plant for 3 rd to 7 th Permits Med	617.00	617.00
	Mobile screening and crushing plant for 3 rd to 7 th Permits High	924.00	924.00
	Mobile screening and crushing plant for 8 th Permit onwards Low	198.00	198.00
	Mobile screening and crushing plant for 8 th Permit onwards Med	314.00	314.00
	Mobile screening and crushing plant for 8 th Permit onwards High	473.00	473.00
Transfer & Surrender	Reduced fee activities: partial transfer	47.00	47.00
	New operator at low risk reduced fee activity (extra 1- off subsistence charge)	75.00	75.00
	Standard process transfer	169.00	169.00

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
	Reduced fee activities: transfer	169.00	169.00
	Standard process partial transfer	497.00	497.00
	Surrender: all part B activities	497.00	497.00
Temporary Transfer of Mobiles	1st transfer	53.00	53.00
	Repeat following enforcement or warning	53.00	53.00
Substantial Change	Reduced fee activities	102.00	102.00
	Standard process	1050.00	1050.00
	Standard process where the substantial change results in a new PPC activity	1650.00	1650.00
Local Authority – Integrated Pollution Prevention Control Charges (including £99 admin fee)			
	Late payment fee	52.00	52.00
	Transfer	235.00	235.00
	Surrender	698.00	698.00
	Partial transfer	698.00	698.00
	Additional fee for operating without a permit	1188.00	1188.00
	*Annual subsistence Low	1447.00	1447.00
	*Annual subsistence Medium	1611.00	1611.00
	*Annual subsistence High	2334.00	2334.00
	Substantial variation	3363.00	3363.00
	Application	3363.00	3363.00
Local Authority Prevention Pollution Control Mobile Plant Charges			
	No of Permits 1 to 2 Low Subsistence Fee	626.00	626.00
	No of Permits 1 to 2 Med Subsistence Fee	1034.00	1034.00
	No of Permits 1 to 2 High Subsistence Fee	1551.00	1551.00
	No of Permits 3 to 7 Low Subsistence Fee	385.00	385.00
	No of Permits 3 to 7 Med Subsistence Fee	617.00	617.00
	No of Permits 3 to 7 High Subsistence Fee	924.00	924.00
	No of Permits 8 & Over Low Subsistence Fee	198.00	198.00
	No of Permits 8 & Over Med Subsistence Fee	314.00	314.00
	No of Permits 8 & Over High Subsistence Fee	473.00	473.00
	No of Permits 1 to 2 Application Fee	1650.00	1650.00

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
	No of Permits 3 to 7 Application Fee	985.00	985.00
	No of Permits 8 & Over Application Fee	498.00	498.00

*Where subsistence charges are paid 1/4ly an extra £36 is payable

** Where Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £104 to the above amounts.

*** Where an application for any of the above is for a combined Part B and waste application, add an extra £310

Private Sector Multiple Occupancy Housing

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Private Sector Houses in Multiple Occupancy (Outside the scope of VAT)	Reduced fee for 2nd property (£60 discount)	605.00	622.00
	Reduced fee for Landlord Association membership and 2nd or subsequent property (£120 discount)	545.00	562.00
	Reduced fee for approved Landlord Association Membership (£60 discount)	605.00	622.00
	Houses in Multiple Occupancy Initial Registration	665.00	682.00

Note: This charge is applicable every 5 years.

Public Health

All below 'Public Health' charges are outside the scope of VAT.

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Graffiti & Flyposting	Full Penalty	140.00	140.00
	Maximum Fine	2500.00	2500.00
Unauthorised Distribution of Literature	Full Penalty	100.00	100.00
	Maximum Fine	2500.00	2500.00
Abandoning a vehicle	Full Penalty	200.00	200.00
	Maximum Fine	2500.00	2500.00
Air Pollution (under Sec 19A of the clean air act 1993)	First Penalty	175.00	175.00
	Repeat Offences	300.00	300.00
Breach of Householder Duty of Care	Full Penalty**	200.00	200.00
	Maximum Fine	Unlimited Fine	Unlimited Fine
Community Protection Notice	Full Penalty	100.00	100.00
	Maximum Fine	2500.00	2500.00

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Depositing Litter	Full Penalty	100.00	100.00
	Maximum Fine	2500.00	2500.00
Failure to produce waste authority (waste carriers' licence)	Full Penalty	300.00	300.00
	Maximum Fine	Unlimited Fine	Unlimited Fine
Failure to produce waste documents (waste transfer notes)	Full Penalty	300.00	300.00
	Maximum Fine	Unlimited Fine	Unlimited Fine
Fly-tipping	Removal charge	See Note*	See Note*
	Full Penalty	400.00	400.00
	Maximum	Unlimited Fine	Unlimited Fine
Offences relating to waste receptacles (commercial only)	Full Penalty	110.00	110.00
	Maximum Fine	1000.00	1000.00
Public Health	Application and Initial Inspection	109.00	112.00
	Hygiene Accreditation Scheme	166.50	171.00
	Request for Re-Inspection and Re-Rating	166.50	171.00
Public Spaces Protection (Dog Control)	Full Penalty	100.00	100.00
	Maximum Fine	1000.00	1000.00

*The penalty range specified in Regulations for graffiti/flyposting, and the distribution of printed matter is now £65 to £150 (with a default of £100). It is proposed to raise the Fixed Penalties for these offences from £80, to the default of £100. This will also standardise these penalties with those for Littering, Dog Control and Community Protection Notices.

** The Government has introduced a new Fixed Penalty Notice for the offence of a householder failing in their duty of care to ensure that they only entrust their waste to a licensed waste carrier (previously they could only be prosecuted). The Fixed Penalty range available is £150 to £400. (with a default of £200). This offence is potentially more serious in its consequences than littering, but not as serious an offence as that committed by an individual who then goes on to fly-tip that waste. It is, therefore, appropriate to set the Fixed Penalty at £200, a level that reflects this hierarchy. Although an option within the legislation, this Council does not support a reduced penalty for early payment.

NB - Fly- Tipping removal charges will vary based on the cost to the Council.

Recovery of Textile Banks

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
All Fees	Vehicle and operative per hour	See Note*	See Note*

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
	2nd operative if required per hour	See Note*	See Note*
	Storage at CF per day	See Note*	See Note*

*Charges will vary based on cost to the council

These charges apply to the owner of the illegally sited textile banks should they want it back.

Refuse

All below 'Refuse' charges are outside the scope of VAT.

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Bulky Items	1 Item	17.00	18.00
	additional item thereafter (max 9 items)	12.60	13.00
Bulky Items (POPs - Persistent Organic Pollutants (any furniture with foam including sofas, chairs, sofa beds).	1 Item	New Fee	20.00
	additional item thereafter (max 9 items)	New Fee	15.00
Green Waste	Wheeled bin collection	36.00	38.00
	Replacement/charge if failure to return bin at end of subscription	36.00	38.00
Wheeled Bins	Wheeled Bins	43.00	43.00

Proposed charge for 2026/27 is £45 for Green Waste Wheeled Bin Collection, effective from March 2026.

Replacement/charge if failure to return bin at the end of subscription.

Green waste charges are for the collection period March to November inclusive.

Trade Waste

All below 'Trade Waste' charges are outside the scope of VAT.

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Brown Bags	Brown Bags	3.30	4.00
Trade Waste	Duty of Care Form Completion	50.00	50.00
	Late Payment Fee	104.00	107.00
Wheeled Bin	360 Litre	5.10	6.00
	240 Litre	3.60	4.00
	1100 Litre	15.50	16.00

All stated trade waste charges are those of Bassetlaw District Council ONLY.

The total charge is also made up of a Nottinghamshire County Council element which is determined by them.

Trade waste collection on behalf of a private waste contractor is liable to VAT at the standard rate.

Transport

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
MOTs	Emissions Test	11.50	12.00
	Duplicate MOT Certificate	13.50	14.00
	Brake Test	20.50	21.00
MOTs (Outside the Scope of VAT)	MOT* Test Classes 4, 7 & 5 light.	51.00	51.00

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
	MOT Re-Test (within 14 days)	0.00	0.00

*Class 4 – Cars & Vans up to 3 tonnes / Class 7 – Vans & Commercial Vehicles between 3 to 3.5 tonnes / Class 5 Light – Minibuses up to 4 tonnes not exceeding 17 seats.

Water Sampling

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Water Sampling Charges (Outside the scope of VAT)	Analysis of a sample taken under regulation 10 (Samples taken from small domestic supplies which serve more than a single user).	29.00	30.00
	Sampling Visit	52.00	53.00
	Investigation	52.00	53.00
	Granting of an Authorisation	52.00	53.00
	Risk Assessment	52.00	53.00
	Analysis of a sample taken during Check Monitoring (undertaken frequently for a few important parameters).	116.00	119.00
	Analysis of a sample taken during Audit Monitoring (undertaken less frequently for any other specific parameter identified as requiring monitoring by the risk assessment).	573.00	587.00

Growth and Economic Prosperity

Bassetlaw Museum

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Bassetlaw Museum	Commission - Art Gallery	10%	10%
	Percy Laws Gallery Commission	10%	10%
	A5 Prints of Photographs	2.10	2.20
	A4 Prints of Photographs	2.80	2.90
	Percy Laws Gallery (hire fee per exhibition) (VAT Exempt)	63.00	65.00
	Archaeological Depositions (Physical) – 5 Boxes	New Fee	100.00
	Archaeological Depositions (Physical) – per box thereafter	New Fee	34.00
	Archaeological Depositions (Digital)	New Fee	50.00
	Room Hire – Daily Charge	New Fee	60.00
	Long Enquiries (over 30 minutes)	New Fee	30.00*

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
	Copywrite/reproduction fees for imagery.	New Fee	See Note**

* Suggested donation amount per hour.

** Fees vary dependent on scope - Schedule of Fees available on request.

Markets

All Below 'Markets' Charges are VAT Exempt unless otherwise stated.

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
All Market Penalties (Outside the scope of VAT)	If not informed before setting up of market	100%	100%
	If informed before setting up of market	50%	50%
Town Centres – Festive Market	Festive Market - per stall/pitch	26.00	26.00
	Festive Market - per craft stall	18.50	18.50
Retford – Thursday Market	1 Stall	15.00	15.00
	2 Stalls	28.50	28.50
	Each Additional Stall	10.50	10.50
	1 Pitch Fixed (per 10 feet of frontage)	14.50	14.50
Retford – Thursday Market (VAT Inclusive)	1 Pitch (per 10 feet of frontage)	14.50	14.50
	Extension of Vehicle Pitch (per 6 foot)	9.50	9.50
Retford – Friday Collectors Market	1 Stall	15.00	15.00
	2 Stalls	25.00	25.00
	Each Additional Stall	10.50	10.50
	1 Pitch Fixed (per 10 feet of frontage)	14.50	14.50
Retford – Friday Collectors Market (VAT Inclusive)	1 Pitch (per 10 feet of frontage)	14.50	14.50
	Extension of Vehicle Pitch (per 6 foot)	10.00	10.00
Retford – Saturday Market	1 Stall	17.00	17.00
	2 Stalls	31.00	31.00
	Each Additional Stall	10.50	10.50
	1 Pitch Fixed (per 10 feet of frontage)	15.50	15.50
	Casual Trader (extra per market day - Jan-Sept) *	4.00	4.00
	Casual Trader (extra per market day - Oct to Dec*)	5.50	5.50
Retford – Saturday Market (VAT Inclusive)	1 Pitch (per 10 feet of frontage)	15.50	15.50
	Extension of Vehicle Pitch (per 6 foot)	10.00	10.00

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Retford – Saturday Butter Market	1 Stall (per 10 feet of table)	12.50	12.50
Retford – Farmer’s Market	1 Stall	18.00	18.00
	2 Stalls	33.50	33.50
	Each Additional Stall	10.50	10.50
Retford – Other Fees/Charges	Craft Fairs - per stall	14.50	14.50
	Seating outside Broadstone Pub (per month)	117.00	117.00
	Corporate Pitch - businesses that only book market days	72.00	72.00
Workshop – Wednesday Market	1 Stall	15.50	15.50
	2 Stalls	30.50	30.50
	Each Additional Stall	11.00	11.00
	1 Pitch (per 10 feet of frontage)	15.50	15.50
	Extension of Vehicle Pitch (per 6 foot)	10.50	10.50
	1 Pitch Fixed (per 10 feet of frontage)	15.50	15.50
Workshop – Friday Market	1 Stall	15.00	15.00
	2 Stalls	26.00	26.00
	Each Additional Stall	10.50	10.50
	1 Pitch Fixed (per 10 feet of frontage)	15.00	15.00
Workshop – Friday Market (VAT Inclusive)	1 Pitch (per 10 feet of frontage)	15.00	15.00
	Extension of Vehicle Pitch (per 6 foot)	9.50	9.50
Workshop – Saturday Market	1 Stall	14.50	14.50
	2 Stalls	25.00	25.00
	Each Additional Stall	10.50	10.50
	1 Pitch (per 10 feet of frontage)	14.00	14.00
	Extension of Vehicle Pitch (per 6 foot)	9.00	9.00
	1 Pitch Fixed (per 10 feet of frontage)	14.50	14.50
	Casual Trader (extra per market day - Jan-Sept) *	4.00	4.00
	Casual Trader (extra per market day - Oct to Dec)*	5.50	5.50
Workshop – Other Fees/Charges	Craft Fairs - per stall	13.00	13.00
	Corporate Pitch - businesses that book only market days	73.00	73.00

Fairs & Circuses

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Site Hire Costs (VAT Exempt)	Costhorpe Recreation Ground	405.00	415.00
	Site Hire for 3 Days	640.00	656.00
	Workshop Bracebridge	1585.00	1624.63
	Retford Churchgate	2760.00	2829.00

Planning and Place

Building Control: Alterations to a Domestic Dwelling

All below 'Regularisation' and 'Reversion' fees are Outside the Scope of VAT.

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Installation of a domestic septic tank, sewage treatment plant or rainwater harvesting system, including associated drainage:	Full Plans Application: Plans & Inspections	379.00	447.00
	Building Notice Charge	379.00	447.00
	Regularisation/Reversion Fee *	475.00	561.00
Removal of a single load bearing wall or chimney breast/stack:	Full Plans Application: Plans & Inspections	179.00	211.00
	Building Notice Charge	179.00	211.00
	Regularisation/Reversion Fee *	224.00	265.00
Renovation of a thermal element to a single dwelling: (e.g. re-roof, external insulation, etc).	Full Plans Application: Plans & Inspections	179.00	211.00
	Building Notice Charge	179.00	211.00
	Regularisation Fee *	225.00	265.00
Replace translucent conservatory roof with a proprietary lightweight roof system:	Full Plans Application: Plans & Inspections	218.00	257.00
	Building Notice Charge	218.00	257.00
	Regularisation/Reversion Fee *	274.00	323.00
Replace translucent conservatory roof with non-proprietary solid roof:	Full Plans Application: Plans & Inspections	461.00	544.00
	Building Notice Charge	461.00	544.00
	Regularisation/Reversion Fee *	578.00	682.00
Replacement of 11-15 windows or doors: (where all are replaced at the same time).	Full Plans Application: Plans & Inspections	337.00	398.00
	Building Notice Charge	337.00	398.00

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
	Regularisation/Reversion Fee *	422.00	682.00
Replacement of 6-10 windows or doors: (where all are replaced at the same time).	Full Plans Application: Plans & Inspections	244.00	288.00
	Building Notice Charge	244.00	288.00
	Regularisation/Reversion Fee *	302.00	356.00
Replacement of up to 5 windows or doors: (where all are replaced at the same time)	Full Plans Application: Plans & Inspections	179.00	211.00
	Building Notice Charge	179.00	211.00
	Regularisation Fee *	225.00	265.00

*Regularisation – Retrospective Application, where unauthorised building work has been conducted on or after 11th November 1985

*Reversion – Where an initial Notice has been cancelled and control has reverted from an approved inspector to the council.

Building Control: Small Domestic Buildings & Extensions

All below 'Regularisation' and 'Reversion' fees are Outside the Scope of VAT.

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Conversion of a domestic garage into habitable room and/or bathroom/ensuite:			243.00
	Full Plans Application: Inspection Charge	199.00	
	Full Plans Application: Plan Charge	206.00	235.00
	Building Notice Charge	405.00	478.00
	Regularisation/Reversion Fee *	508.00	599.00
Conversion to form one unit of independent living accommodation			600.00
	Full Plans Application: Inspection Charge	508.00	
	Full Plans Application: Plan Charge	206.00	243.00
	Building Notice Charge	714.00	843.00
	Regularisation/Reversion Fee *	893.00	1054.00
Erect or extend attached or detached garage or carport up to 36m2:			243.00
	Full Plans Application: Inspection Charge	153.00	
	Full Plans Application: Plan Charge	206.00	243.00
	Building Notice Charge	359.00	424.00
	Regularisation/Reversion Fee *	454.00	536.00
Extension or loft conversion exceeding 20m2 but less than 40m2:			498.00
	Full Plans Application: Inspection Charge	422.00	
	Full Plans Application: Plan Charge	206.00	243.00
	Building Notice Charge	628.00	741.00

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
	Regularisation/Reversion Fee *	791.00	933.00
Extension or loft conversion exceeding 40m2 but less than 60m2:			243.00
	Full Plans Application: Plan Charge	206.00	
	Full Plans Application: Inspection Charge	591.00	697.00
	Building Notice Charge	797.00	940.00
	Regularisation/Reversion Fee *	998.00	1178.00
Extension or loft conversion exceeding 60m2:	Charge is calculated on a Risk Assessment basis in accordance with DCLG Guidance	POA	POA
Extension or loft conversion where floor area does not exceed 20m2:			242.00
	Full Plans Application: Plan Charge	205.00	
	Full Plans Application: Inspection Charge	331.00	391.00
	Building Notice Charge	536.00	633.00
	Regularisation/Reversion Fee *	669.00	789.00

*Regularisation – Retrospective Application, where unauthorised building work has been conducted on or after 11th November 1985

*Reversion – Where an initial Notice has been cancelled and control has reverted from an approved inspector to the council.

Building Control: Erection or Creation of a Domestic Dwelling

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Building Control: Erection (or creation by conversion) of a Domestic Dwelling (including flats)			
	Full Plans Application: Plan Charge	206.00	244.00
	Full Plans Application: Inspection Charge	508.00	599.00
	Building Notice Charge	714.00	843.00
	Regularisation/Reversion Fee * (Outside the scope of VAT)	893.00	1054.00

*Regularisation – Retrospective Application, where unauthorised building work has been conducted on or after 11th November 1985

*Reversion – Where an initial Notice has been cancelled and control has reverted from an approved inspector to the council.

NOTE: The above is based on one single family dwelling/flat. For more than one dwelling/flat, or where any dwelling/flat is to have a floor area in excess of 300m² the charge is calculated on a Risk Assessment basis in accordance with DCLG Guidance.

Planning

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Planning (Outside the Scope of VAT)	Public Footpath Orders: Initial Fee ^	1445.00	1481.00
	Public Footpath Orders: Final Payment ^	1445.00	1481.00
	High Hedges	510.00	523.00
	The Printing of any Decision or Notice	0.44	5.00 + 0.45 per sheet
Planning Compliance and Other Fees	Confirmation of Compliance with Planning Obligations	71.00	400.00 + 60.00 per obligation
	Variation of S106 legal agreement** (Outside the scope of VAT)	59.00	500.00 + 60.00/hr *^
Design Review Panel Fees	Review of Proposal (including presentation of proposal (up to 1hour), 30-minute discussion and de-brief, and written feedback) Online Only	New Fee	4200.00
	Review of Proposal (including presentation of proposal (up to 1hour), Site Visit and walk around (up to 2hours), 1-hour discussion and de-brief, and written feedback) In Person Meeting	New Fee	7800.00
	Subsequent review of a proposal (written feedback only based on revised drawings)	New Fee	2400.00
	Subsequent/Further discussion – hourly rate	New Fee	1200.00
Planning Enforcement Fees	Certified compliance of an enforcement notice	361.00	370.00
	Requests to withdraw an enforcement related notice	663.00	680.00
	Miscellaneous meeting; up to one hour; at a managers or the Head of Planning & Place's discretion	603.00	300.00
	Confirmation of closure of an enforcement case	New Fee	370.00
Strategic Meetings or Land Promotion Meetings	Initial 1 hour meeting to receive a presentation regarding a potential strategic development site including up to a 30-minute discussion*****	New Fee	3000.00
	Miscellaneous discussion post a presentation on a strategic development opportunity and/or site walk around.	New Fee	200.00/hr per officer

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Planning Application Fee Retention^^	Applications submitted but are 'Permitted Development'	10%	10%-25%***
	Applications deemed to be Invalid	10%	10%-25%***
	Applications returned or withdrawn	10%	10%-25%***
Hourly Rates For:	Planning Performance Agreement	POA	POA
Planning Pre-Application Charges	Householder enquiries/Advertisement Consent Advice*	71.00	130.00
	Tree enquiries*	78.00	100.00
	Minor Development *	595.00	610.00
	Small Scale Developments *	931.00	1000.00
	Major Developments *	New Fee	2000.00
	Medium Scale Major Developments *	1411.00	3000.00
	Large Scale Major Developments *	2056.00	6000.00
	Internal Consultant**** Involvement in written response	New Fee	10% of fee per consultant
	Site Visit for Pre-application Advice (A manager or senior member of staff can be requested, but attendance is at the discretion of said Officer)	New Fee	150.00 per officer
	Internal Consultant**** Involvement in Site Visit (must have paid for Consultant to provide written response)	New Fee	150.00 per consultant
	Meeting for Pre-application Advice (A manager or senior member of staff can be requested, but attendance is at the discretion of said Officer)	New Fee	100.00 per officer
	Internal Consultant**** Involvement at meeting (must have paid for Consultant to provide written response)	New Fee	100.00 per consultant
	Follow up letter for Pre-application Advice	New Fee	50% of pre-app fee paid
	Follow up meeting for Pre-application Advice(A manager or senior member of staff can be requested, but attendance is at the discretion of said Officer)	New Fee	20% of fee paid + 100.00 per officer/consultee
	Other Advice not covered by above categories*	POA	POA

Note: Any follow up advice required will be agreed as either a fixed fee or be based on an hourly rate.

^Additional costs of £500 if submitted to Secretary of State for a decision and £200 for each additional path where it is included in the same order may be applied.

^^ % fee applies to Planning Fee (Minimum fee of £60) to cover costs incurred by the LPA.

*Fee includes 1 letter and no follow up advice.

******A bespoke fee will be agreed in advance based on the likely time taken and the level of experience of the Officer required to provide any such advice.

******* The highest amount will be charged as the default position, however in instances where significant cost (defined as more than £150) has not been incurred, applicants may request a reduction from the 25% charge, if the request is made prior to the fees being returned.

******** Internal Consultant services currently available (this will be updated regularly) are:

- Arboriculture (and hedges)
- Ecology
- Biodiversity
- Planning Policy
- Enforcement
- Conservation & Heritage
- Neighbourhood Planning
- Legal (Planning)
- Environmental Health (Contamination)
- Housing (Council)
- Environmental Health (Recycling & Waste)
- Environmental Health (Noise)

********* Strategic Development Site Opportunity is an undefined term, and whether a proposal falls within this remit is at the discretion of the DM Manager, Policy Manager, or Head of Planning and Place. Discussions over a Strategic Development Site Opportunity do not include any formal written feedback or comments, and are only to discuss high level strategic matters, not provide pre-application advice.

Definitions of different type of developments:

Large Scale Major Development:

Residential Development of 501 or more residential units

The site area is 16.01 hectares or more.

Development is subject to an Environmental Impact Assessment.

New or changed Floor Space of more than 20,000 square metres.

Medium Scale Major Development:

Development of less than 500 residential units,

The site area is less than 16 hectares.

New or changed Floor Space of less than 20,000 square metres.

Major Development:

Development of between 10 and 200 residential units (inclusive)

The site area is less than 7 Hectares (inclusive)

New or changed floor space of less than 10,000 square metres.

Small Scale Development:

Development of between 5 and 9 residential units (inclusive)

The site area is less than 1.5 Hectares (inclusive)

New or changed floor space of less than 2000 square metres or where the site area less than 1.5 hectare (inclusive)

Minor Development:

Development of up to 4 residential units

The site area is below 0.5 hectare.

New or changed floor space of less than 500 square metres or where the site area is less than 0.5 hectare.

Please see Appendix 1 for Statutory Planning Fees - A Guide to Fees for Planning Applications in England

Planning Consultancy

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Neighbourhood Planning Consultancy	Cost Per Day	NEW	POA*

*Cost will be quoted hourly and is commensurate with Officer time, experience, and costs.

S106 Agreements

All below 'S106 Agreements' charges are outside the scope of VAT.

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Planning	Modification/verification of S106 fee**	189.00	500.00 + 60.00 per obligation
	Management Fee per Planning Obligation *	5%	10%
First Homes	Administration fee for each separate subsequent re-sale application per dwelling / unit in perpetuity	495.00	507.00
	Administration fee for each separate initial application per dwelling / unit	1000.00	1025.00

*Capped at £5000 per obligation. Minimum fee of £500 where there are no financial transactions.

**In addition to the charges levied by Legal Services

Supplementary Building Control Services and Charges

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Supplementary Building Control services & charges	Supporting the Building Safety Regulator in the performance of its relevant functions under the Building Safety Act 2022 - Per Hour paid to Central Government.	46.05	47.05
	Re-activation/inspection of a dormant building regulations application where a complete certificate has not been issued: (Outside the scope of VAT)	50% of the original charge paid	50% of the original charge paid

Housing Services

Private Sector Grants

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Private Sector Grants	Disabled Facility Grants* (VAT Exempt)	1175.00	1204.00
	Empty Homes Grant	N/A	0.00

*Price quoted or 10% whichever is the greatest (except stair lifts, which is 10% only)

Community Alarm Service Charges

All below 'Community Alarm Service Charges' fees are rated at Zero VAT.

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Charges Per Week	Mobile (quarterly visit)	4.40	4.50
	Residential	7.80	8.00
One-Off Charges	Lifeline installation charge	21.00	21.50

Community Centres

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Charges Per Hour (VAT Exempt)	Hire Rate (Sunday to Friday)	16.00	16.40
	Hire Rate (after 6pm Friday & Saturday)	23.90	24.50
Community Centre Hires	Landscaping	POA	POA
	Handyman	POA	POA
	Committee Rooms (VAT Exempt)	8.30	8.50
	Guest Rooms (per room / night)	21.50	22.00
Compensation Charge for excessive cleaning (Outside the scope of VAT)	Community Centres	120.00	123.00
	Guest Rooms	85.50	87.50
Concession Rate (VAT Exempt)	Charges per each hour before/thereafter:	8.30	8.50
	Sunday to Friday	0.00	0.00
	After 6pm Friday & Saturday	0.00	0.00
Garages	Site per week - Old	8.80	9.00
	Site per week – Refurbished	12.10	12.40
	Site per week - New (Previously Stanley Street)	16.20	16.60
	Plot site per annum	72.80	74.80
Other Charges	Key Fob Replacement (Flats)	7.20	7.40
	Issuing of Rent References	52.40	53.40

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
	Charge to Solicitors for provision of leaseholder information	172.00	176.30
	Key Fob Replacement (Sheltered Schemes)	7.20	7.40
Other Charges (Outside the Scope of VAT)	Leaseholder Management Fee Lowest Level**	145.38	189.60
	Leaseholder Management Fee Mid-Point**	159.13	189.60
	Leaseholder Management Fee Highest Level**	179.29	189.60
Other Charges (Zero VAT)	Key Safe (Small) To rent per week	5.00	5.10
	Key Safe (Large) To rent per week	5.50	5.60
	Key Safe (small) - to buy outright*	65.60	67.60
	Key Safe (large) - to buy outright*	83.30	85.30

*Where the key safe is not connected to the Community Alarm Service the VAT treatment will be standard rated.

** increases by £72.69 at the lowest level, £58.93 at the mid-point and £38.76 at the highest level per year until 2025/26 where all levels reach £189.60

Court Costs

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Court Costs (Outside the scope of VAT)	Leaseholder Ground Rent	10.00	10.00
	Eviction Warrant Fee	130.00	157.30
	Possession Hearings	355.00	430.10

All Directorates

Photocopying

Detailed Charge	Fee Name	Previous Year 2024/25	Current Year 2025/26
Photocopying (Per Sheet)	A4	0.45	0.50
	A3	0.95	1.00
	A2	1.80	2.00
	A1	3.00	3.50
	A0	4.15	5.00

Appendix 1

A Guide to Fees for Planning Applications in England

These fees apply from the 1st April 2025 onwards.

This document is based upon 'The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012' (as amended) including all amendments up to the end of 2024.

The fee should be paid at the time the application is submitted. If you are unsure of the fee applicable, please contact your Local Planning Authority.

Householder applications

Alterations / extensions to a single dwellinghouse, including works within boundary:

Number of dwellinghouses	Fee
Alterations/extensions to an existing single dwellinghouse (excluding flats)	£528
Works within/along the boundary of an existing Dwellinghouse (excluding flats)	£262

Outline applications

The erection of dwellinghouses:

Site area	Fee
Not more than 0.5 hectares	£588 for each 0.1 hectare (or part thereof)

Site area	Fee
Between 0.5 hectares and 2.5 hectares	£635 for each 0.1 hectare (or part thereof)
More than 2.5 hectares	£15,695 + £189 for each additional 0.1 hectare (or part thereof) in excess of 2.5 hectares. Maximum fee of £205,943.

The erection of buildings (not dwellinghouses):

Site area	Fee
Not more than 1 hectare	£588 for each 0.1 hectare (or part thereof)
Between 1 hectare and 2.5 hectares	£635 for each 0.1 hectare (or part thereof)
More than 2.5 hectares	£15,695 + £189 for each additional 0.1 hectare (or part thereof) in excess of 2.5 hectares. Maximum fee of £205,943.

Full applications (and first submissions of Reserved Matters; or Technical Details Consent)

Alterations / extensions to dwellinghouses, including works within boundaries:

Number of dwelling houses	Fee
Single dwellinghouse (or single flat)	£528
Two or more dwellinghouse (or single flat)	£1,043

Number of dwelling houses	Fee
Works within/along the boundary of an existing dwellinghouse)	£262

The erection of dwellinghouses:

Number of dwelling houses	Price
Not more than 10 dwellinghouses	£588 for each dwellinghouse
Between 10 and 50 dwellinghouses	£635 for each dwellinghouse
More than 50 dwellinghouses	£31,385 + £189 for each additional dwellinghouse in excess of 50. Maximum fee of £411,885.

Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery):

Gross floor space to be created by the development	Fee
No increase in gross floor space or no more than 40 square metres	£298
More than 40 square metres but no more than 1,000 squares metres	£588 for each 75 square metres (or part thereof)
Between 1,000 square metres and 3,750 square metres	£635 for each 75 square metres (or part thereof)
More than 3750 square metres	£31,385 + £189 for each additional 75 square metres (or part thereof) in excess of 3,750 square metres. Maximum fee of £411,885.

The erection of buildings (on land used for agriculture for agriculture purposes):

Gross floor space to be created by the development	Fee
Not more than 465 square metres	£122
More than 465 square metres but not more than 540 square metres	£588
More than 540 square metres but not more than 1,000 square metres	£588 for first 540 square metres + £588 for each additional 75 square metres in excess of 540 square metres
Between 1,000 square metres and 4,215 square metres	£5,077 for first 1,000 square metres + £635 for each additional 75 square metres in excess of 1,000 square metres
More than 4,215 square metres	£31,385 + £189 for each additional 75 square metres (or part thereof) in excess of 4,215 square metres Maximum fee of £411,885.

Erection of glasshouses (on land used for the purposes of agriculture):

Gross floor space to be created by the development	Fee
Not more than 465 square metres	£122
More than 465 square metres but not more than 1000 square metres	£3,280
1000 square metres or more	£3,542

Erection / alterations / replacement of plant and machinery:

Site area	Fee
Not more than 1 hectare	£588 for each 0.1 hectare (or part thereof)
More than 1 hectare but not more than 5 hectares	£635 for each 0.1 hectare (or part thereof)
More than 5 hectares	£31,385 + £189 for each additional 0.1 hectare (or part thereof) in excess of 5 hectares. Maximum fee of £411,885.

Non-Building Works Applications

Car parks, service roads or other accesses (for existing uses):

Areas	Fee
Car parks, service roads or other accesses (for existing uses)	£298

Waste (use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals):

Site area	Fee
Not more than 15 hectares	£321 for each 0.1 hectare (or part thereof)
More than 15 hectares	£47,963 + £189 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares. Maximum fee of £107,090.

Operations connected with exploratory drilling for oil or natural gas:

Site area	Fee
Not more than 7.5 hectares	£698 for each 0.1 hectare (or part thereof)
More than 7.5 hectares	£52,269 + £207 for each additional 0.1 hectare (or part thereof) in excess of 7.5 hectares. Maximum fee of £411,885.

Operations (other than exploratory drilling) for wining and working of oil or natural gas:

Site area	Fee
Not more than 15 hectares	£353 for each 0.1 hectare (or part thereof)
More than 15 hectares	£52,886 + additional £207 for each 0.1 hectare in excess of 15 hectares. Maximum fee of £107,090.

Other operations (winning and working of minerals) excluding oil and natural gas:

Site area	Fee
Not more than 15 hectares	£321 for each 0.1 hectare (or part thereof)
More than 15 hectares	££47,963 + additional £189 for each 0.1 hectare in excess of 15 hectares. Maximum fee of £107,090.

Other operations (not coming within any of the above categories):

Site area	Fee
Any site area	£298 for each 0.1 hectare (or part thereof). Maximum fee of £2,578.

Change of use to a building to use as one or more separate dwellinghouses, or other cases:

Site area	Fee
Not more than 10 dwellinghouses	£588 for each dwellinghouse
Between 10 and 50 dwellinghouses	£635 for each dwellinghouse
More than 50 dwellinghouses	£31,385 + £189 for each additional dwellinghouse in excess of 50. Maximum fee of £411,885.
Other changes of use of a building or land	£588

Lawful Development Certificate

Lawful Development Certificate	Fee
Existing use or operation	Same as full application fee

Lawful Development Certificate	Fee
Existing Use or operation - lawful not to comply with any condition or limitation	£298
Proposed Use or operation	Half the full application fee

Prior Approval (under Permitted Development rights)

Type of approval	Fee
Larger Homes Extensions	£240
Additional storeys on a home	£240
Agricultural and Forestry buildings & operations	£240
Demolition of building	£240
Communications (previously referred to 'Telecommunications Code Systems Operations')	£588
Change of use from Commercial/Business/Service (Use Class E), or Betting Office or Pay Day Loan Shop to mixed use including up to two flats (Use Class C3)	£240
Change of use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A) to a State Funded School	£240
Change of Use of a building and any land within its curtilage from and an Agricultural Building to a State-Funded School.	£240
Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible commercial use within Commercial/Business/Service (Use Class E), Storage or Distribution (Use Class B8), or Hotels (Use Class C1)	£240

Type of approval	Fee
Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E) to Dwellinghouses (Use Class C3)	£250 for each dwellinghouse
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)	£240, or £516 if it includes building operations in connection with the change of use
Change of use of a building from Betting Office, Pay Day Loan Shop, Launderette; a mixed use combining one of these uses and use as Dwellinghouse(s); or Hot Food Takeaways to Dwellinghouses (Use Class C3)	£240, or £516 if it includes building operations in connection with the change of use
Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos to Dwellinghouses (Use Class C3)	£240, or £516 if it includes building operations in connection with the change of use
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant and Machinery required in Connection with that use	£240
Provision of Temporary School Buildings on Vacant Commercial Land and the use of that land as a State-funded School for up to 3 Academic Years	£240
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	£240
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt	£240

Type of approval	Fee
Installation, Alteration or Replacement of microgeneration Solar Photovoltaics (PV) or solar thermal equipment on the flat roof of a dwellinghouse or a block of flats (or a building situated within the curtilage) on Article 2(3) land.	£240
Installation, Alteration or Replacement of standalone solar for microgeneration within the curtilage of a dwellinghouse or a block of flats in a conservation area, where it would be nearer to any highway which bounds the curtilage than the part of the dwellinghouse or block of flats which is nearest to that highway.	£240
Installation, Alteration or Replacement of standalone solar for microgeneration within the curtilage of a non-domestic building on Article 2(3) land, where it would be nearer to any highway which bounds the curtilage than the part of the building which is nearest to that highway.	£240
Installation, Alteration or Replacement of a solar canopy within an area lawfully used as offstreet parking other than for a dwellinghouse or a block of flats.	£240
Erection, extension, or alteration of a university building	£240
Movable structure within the curtilage of a historic visitor attraction, or listed pub/restaurant/etc.	£240
Erection, extension, or alteration on a closed defence site by or on behalf of the Crown of single living accommodation and/or non-residential buildings	£240
Temporary recreational campsite in Flood Zone 2 or 3	£240
Construction of new dwellinghouses (not more than 10 dwellinghouses)	£425 for each dwellinghouse
Construction of new dwellinghouses (between 10 and 50 dwellinghouses)	£459 for each dwellinghouse

Type of approval	Fee
Construction of new dwellinghouses (more than 50 dwellinghouses)	£22,688 + £137 for each dwellinghouse in excess of 50. Maximum fee of £411,885.

Reserved Matters

Type of approval	Fee
Approval of reserved matters following outline approval	Full fee due, or if full fee already paid then £588

Changes to Planning Condition

Change to condition	Fee
Removal or variation of a condition following grant of planning permission – alterations/extensions to dwellinghouses; or works within/along the boundary of a dwellinghouse	£86
Removal or variation of a condition following grant of planning permission – non-major (other than household)	£586
Removal or variation of a condition following grant of planning permission – non-major (other than household)	£2,000
Discharge of condition(s) - Approval of details and / or confirmation that one or more planning conditions have been complied with (householder permissions) - alterations/extensions to dwellinghouses; or works within/along the boundary of a dwellinghouse	£86
Discharge of condition(s) - Approval of details and / or confirmation that one or more planning conditions have been complied with (all other permissions) – any other development	£298

Advertising

Type of advertising	Fee
Relating to the business on the premises	£168
Advance signs which are not situated on or visible from the site, directing the public to a business	£168
Other advertisements	£588

Non-material Amendment Following a Grant of Planning Permission

Developments	Fee
Householder developments	£44
Any other developments	£298

Permission in Principle

Area	Fee
Site area	£512 for each 0.1 hectare (or part thereof)

Concessions

Please note: not all concessions are valid for all applications types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable

Application types with no current fee:

- Listed building consent
- Planning permission for relevant demolition in a Conservation Area
- Works to trees covered by a Tree Preservation Order or in a Conservation Area
- Hedgerow removal notice

Exemptions from payment:

An application solely for the alteration or extension of an existing dwellinghouse; or works in the curtilage of an existing dwellinghouse (other than the erection of a dwellinghouse) for the purpose of providing:

- Means of access to or within it for a disabled person who is resident in it, or is proposing to take up residence in it; or
- Facilities designed to secure that person's greater safety, health or comfort.

An application solely for the conducting of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted.

If the application relates to an alternate use of buildings or land within the same Use Class that requires planning permission only by the requirements of a condition imposed on a permission granted or deemed to be granted under Part 3 of the Town and Country Planning Act 1990 (as amended).

If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation.

If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question.

If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area.

If the application is for a Certificate of Lawfulness of Proposed Works to a listed building.

If an application for planning permission (for which a fee is payable) being made by the same applicant on the same date for the same site, buildings, or land as the prior approval application (for larger home extensions, additional storeys on a home, or change of uses).

Reductions to Payments

If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £588.

If the application is being made on behalf of a parish or community council then the fee is 50%.

If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%.

In respect of reserved matters, you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £578.

If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%.

If two or more applications are submitted for different proposals on the same day and relating to the same site, then you must pay the fee for the highest fee plus half sum of the others.

Fees for cross boundary applications

Where an application crosses one or more local or district planning authorities.

- The amount due is usually 150% of the 'single' fee that would have been payable for the proposed development (as if there had only been one application to a single authority covering the entire site); unless
- The 'total' fee (the sum total of each separately calculated fee for each part of the development within each authority's boundary) is smaller. In which case this 'total' fee is the fee due.

In either case, the fee should be paid to the authority that contains the larger part of the application site within its boundary.