



Portfolio Holder Decisions

Review of Fees and Charges 2025/26

1. **Review of Fees and Charges 2025/26** (Pages 3 - 46)

Report of the Director of Communities, Director of Environment, Director of Finance and Governance and Director of Transformation and Change.

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Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
<p>Marianne Hesketh, Director of Communities, Mark Billington, Director of Environment, Clare James, Director of Finance and Governance, Sarah Palmer, Director of Transformation and Change</p>	<p>Councillor Lynne Bowen, Leisure, Health and Community Engagement Portfolio Holder, Councillor Roger Berry, Neighbourhood Services and Community Safety Portfolio Holder, Councillor Peter Le Marinel, Planning Policy and Economic Development Portfolio Holder, Councillor Lesley McKay, Resources Portfolio Holder, Councillor Simon Bridge, Street Scene, Parks and Open Spaces Portfolio Holder</p>	<p>29 November 2024</p>

Review of Fees and Charges 2025/26

Key decision: Yes

1. Purpose of report

1.1 To present the annual review of fees and charges and propose changes for the 2025/26 financial year.

2. Council priorities

2.1 Deliver high quality, value for money services that meet the needs of our customers.

3. Recommendation

3.1 That the proposed fees and charges, as set out in Appendix 1, for the 2025/26 financial year be approved and implemented from 1 April 2025 unless an immediate or other change is indicated.

4. Background

- 4.1** Income from fees and charges represent an important source of funds to the council and enable it to provide a wider range of services across the borough that it would otherwise be able to do.
- 4.2** Where councils charge for services, users pay directly for some or all of the cost of the service they use. Where no charges are made, or where charges do not recover the full costs of providing a service, council tax payers subsidise users (see appendix 3 for main chargeable subsidised services).
- 4.3** Currently the council charges for a range of services, the income from which provides a significant contribution to the council's revenue budget. Decision on whether to charge (and the amount to charge) are not always within the control of the council. Where fees and charges apply to statutory services these are often set nationally, for example, some planning and licensing fees.
- 4.4** Where they are controlled locally however it is important that the implications of the charging decisions being taken are fully understood and that the appropriate information is available to make informed decisions.
- 4.5** The council has a fees and charges policy (see appendix 2), which forms part of the council's Medium Term Financial Plan (MTFP). The aims of the policy are to provide a consistent framework for the review of the council's current fees and charges as well as guidance to introducing new charges. The policy introduces some key principles of which two principles are not always achievable simultaneously:
- Fees and charges should be set to assist the council in achieving its council priorities. Services must raise income wherever there is a duty to do so, and should raise income wherever there is a power to do so, unless the introduction of a charge would prohibit the achievement of specific corporate and service objectives.
 - In line with legislation, fees and charges should be set to recover full costs including overheads. Where the service user is subsidised by taxpayer this should be transparent.
- 4.6** The level of income generated by fees and charges, and in particular projected increases which the council can influence, form a key part of the council's financial planning and is therefore reflected in the MTFP. It has been assumed that additional income generated during 2025/26 will be offset by similar increases in costs. However, where a specific policy decision has already been taken in relation to future levels of charging, this has been reflected in the plan,
- 4.7** The council has not imposed a blanket 'one size fits all' approach, although as a minimum it is expected that discretionary fees and charges will normally increase with September's CPI each year. This

indicator is chosen as it is consistent with central government’s approach to uplifting many of their funding streams and normally provides a suitable proxy where changes in total cost are more incremental. In September 2024 this was 1.7%. In the main, the normal process for approving changes to fees and charges happens once a year, with changes being applied from the following 1 April. If changes are being applied earlier this will be made clear in the report.

5. Key issues and proposals

Appendix 1 details all current and proposed changes to fees and charges by portfolio. The next section of the report highlights any proposed changes to the fees and charges which either fall outside of either statutory charges set externally, or cost recovery at CPI increase and explains the reasons for them. In some instances, after increasing the previous year’s fees by the CPI uplift, roundings have been applied to the nearest whole pound to ease cash handling. The effect of this has meant that for some of the fees and charges there will be no 2025/26 increase. They have not been included in the below section and are to be annually reviewed to ensure inflationary increases are cyclically maintained.

5.1 Leisure, Health and Community Engagement Portfolio

Fee and Charge	Pricing Change	Proposal overview
Pest Control – Rodent control	No change	We currently have an agreement in place with Lancaster City Council to deliver pest control (rodent) service on our behalf therefore fees and charges will be updated to mirror Lancaster CC, when available.
Pest Control – Commercial contracts	No change	A review is pending regarding the ongoing provision of the commercial contracts and sale of pest control products.
Pest Control – Products	No change	
Pest Control – Commercial fly catching equipment	Withdraw	Owing to staff capacity, it is proposed to withdraw the provision of the commercial fly catching equipment. The current forecast to subsidise this service in 2024/25 is £70,100 including capital charges and support service recharges (£35,450 excluding capital charges and support service recharges). The subsidy at 2023/24 outturn was £40,088 (£8,440 excluding capital charges and support service recharges).
Food Safety – Food hygiene booklets	Withdraw	To take effect once existing stock levels have been used. Booklets can now be bought from other suppliers.

Marine Hall – Advertising banners	Withdraw	To be replaced with new marketing packages (Light, Plus and Premium).
Marine Hall – Marketing packages (Light, Plus and Premium)	New – to start with immediate effect following approval	<p>The Light package is free of charge and offers basic advertisement, leaflet distribution and box office ticket sales.</p> <p>The Plus package is £180 and also includes a set number of social media posts, digital screen advertising and E-News releases.</p> <p>The Premium package is £360 and includes the services offered in the Plus package but with additional social media engagement and additional event listings, inclusion on the council’s website (internal and external) and in council publications and press releases, plus reserved banner space on notice boards (excluding printing costs).</p> <p>Any in house printing or additional costs that are required are to be on a cost recovery basis.</p> <p>The new fees have been benchmarked against similar offerings from theatres across the country of a similar size and position as Marine Hall.</p> <p>These fees are to then increase by September’s CPI from 1 April 2025.</p>
Marine Hall – Miscellaneous charges	No change	These are to be reviewed by the incoming manager along with the pricing structure for shows.
Marine Hall - Trade exhibitions (excluding festival stalls)	No change	To be reviewed by the incoming manager.
Marine Hall – Festival stalls	Increase of £5 – to start with immediate effect following approval	The 2024/25 fees are to increase by £5 each for the 5ft stall, 10ft stall and the 3x3m.
Marine Hall – Wedding and event hire charges	See appendix 1 for full list of proposed changes	Changes to these fees and charges are proposed following a review by the theatre’s consultant. This has included both consultation and benchmarking of similar celebration event fees as well as changes to the structure.

		These fees are to then increase by September's CPI from 1 April 2025 (rounded to the nearest whole pound).
Mount Pavilion – Wedding and event hire charges	See appendix 1 for full list of proposed changes	<p>Changes to these fees and charges are proposed following a review by the theatre's consultant. This has included both consultation and benchmarking of similar celebration event fees as well as changes to the structure.</p> <p>These fees are to then increase by September's CPI from 1 April 2025 (rounded to the nearest whole pound).</p>
Mount Pavilion – Community and commercial hire	Withdraw hourly rate with immediate effect following approval	<p>Existing charges include a fixed fee or hourly rate. The proposal is to withdraw the hourly rate, keeping just the fixed fee which will be increased by September's CPI from 1 April 2025 (rounded to the nearest whole pound).</p> <p>This is based on wanting to simplify the pricing structure and give a standard minimum package which should cover most hires.</p>
Mount Pavilion – Funeral gathering / anniversary celebration for children's party	Increase charges from a minimum fee of £200 to a minimum £400 price on application depending on the hirer's requirements.	The proposed increase follows benchmarking of similar venues where parties can be held and reflects two Marine Hall staff attending throughout plus additional time required for setting up and cleaning up. These fees are to then increase by September's CPI from 1 April 2025 (rounded to the nearest whole pound).
Mount Pavilion- Lodge Meeting Room	Withdrawn	This asset is now leased to a third party.
Countryside Walks – Full date	Increase by £1	It is proposed to increase the full day walks fee by £1 to £6 as these fees have not increased since the 2022/23 fees and charges were uplifted by fifty pence. Owing to cash handling, these fees are to remain at the nearest whole pound. The fees are set to be inclusive for all ages and abilities and to act as a contribution towards the running costs of events

Outdoor amenity sites	No changes	Any changes to the fees and charges to be considered as part of future service reviews.
Health and wellbeing	No changes	Increases to be applied periodically to aid cash handling rounding / change issues.

5.2 Neighbourhood Services and Community Safety Portfolio

Car Parking – Off street (pay and display, season tickets, resident parking permits)	See appendix 1 for full list of proposed changes	Priced to promote tourism, township and business sustainability. The main pay and display fees earned the council £500,917 in 2023/24 and are currently forecast to generate £485,000 in 2024/25. The pay and display fees are to increase between 8.57% to 20% and this reflects that these fees have not increased since 2019/20. No other increases are proposed.
Car Parking Off Street – Motorhome Overnight Parking at Fleetwood Central Car Park	Increase by £2.50 from 1 January 2025	It is proposed to increase the overnight parking fees by £2.50 to £7.50. This increase is to reflect the additional sluice facilities provided at this car park. The motorhome pay and display fees earned the council £22,112 in 2023/24 and are currently forecast to generate £15,000 in 2024/25.
Housing – Cost of raising an invoice	Withdraw	It is proposed to remove the line for the cost of raising an invoice should be expected that a sundry debtor is raised as standard practice.
Housing – Care and Repair Handyperson Service Charge	No Changes	It is proposed to keep the £10 a job charge to encourage more residents to engage work through the council.

5.3 Planning Policy and Economic Development Portfolio

Fees and charges within the responsibility of the Planning Policy and Economic Development Portfolio include development control, building control, estates and economic development.

The majority of the Building Control fees are set in accordance with the Building Regulations Act 2010, allowing authorities to fix their own charges based on full cost recovery. The relevant Assistant Director has the delegated authority to amend these fees as necessary. Similarly, all tenancy matters up to an annual sum of £25,000, including market rents are delegated to the relevant Assistant Director. The fees for submitting planning applications required by legislation are set nationally. These were last updated on 6 December 2023. However, the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2023 introduced an automatic, annual increase. This will increase planning fees annually, on 1 April each year, starting on 1 April 2025. All planning

fees will be increased by the rate of inflation, as measured by the consumer prices index from the preceding September. The increase will be capped at 10%, even if the inflation rate is higher. The fees will not be changed if there is negative inflation (deflation). The schedule of new fees is to be published in advance of April each year, from April 2025.

Building Control	Increases over and above Sept. 2024 CPI See appendix 1 for full list of proposed changes	Following an overall review of the Building Control staffing structure and fees in accordance with CIPFA Local Authority Building Control Guidance and Building Regulation 2010, it is proposed to restructure and streamline the Building Control fees, effective from 1 April 2025. The increase is generally between 7% and 17% for existing similar fees and is in line with other local authority building control teams (whilst the council has determined individual fees by benchmarking against other local authorities. The Regularisation and Reversion Charges (now shown separately for clarity) are set to increase between 17% - 63% reflecting additional cost of work involved). The council must maintain balanced cost recovery, making sure predicted income will cover costs. Whilst it is difficult to determine exact charges levied by competitors, anecdotal evidence suggests local authority building control charges remain lower than those of the private sector (registered building control approvers).
Estates – Filming	Increases over and above Sept. 2024 CPI	It is proposed to bring these more in line with neighbouring authorities in incremental steps. The permit to film (commercial and film companies) is to increase by 47.06% from £102 to £150. The licence to film (students and registered charities) is to increase by 47.06% from £51 to £75. Late notice fees are to increase by 30.72% from £153 to £200. The licence to use a drone is to increase by £50 from £100 to £150.
Estates MOT Test Centre	Increases over and above Sept. 2024 CPI	It is proposed to increase the MOT Test Centre charges to be in line with other MOT suppliers with the exception of the £5 charged for the standalone testing of taxi meters and the release following a stop notice issued during operating hours. The standard vehicle compliance test (MOT), and retest charges are to increase by 11.1% from £45 to £50. The

		release following a council or Police issued stop notice (at weekends or over bank holidays) is to increase by 10% from £50 to £55. The vehicle compliance test carried out on a Saturday morning fee is to increase by 2.88% from £85 to £90. Finally, the local taxi licensing checks for temporary replacement vehicles fee is to increase by 16.67% from £30 to £35.
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5.4 Resources Portfolio

Local Land Charges	No Changes	There are no proposed changes to the current fees as they are to be reviewed as part of the service review following the migration to HM Land Registry during 2025.
Room Hire Civic Centre	No Changes	There are no changes planned for the room hire charges at the Civic Centre to encourage regular repeat bookings. Likewise for Civil Ceremonies no changes are planned as comparable to other similar local authority venues.

5.5 Street Scene, Parks and Open Spaces Portfolio

Dog Welfare – Stray dog handling fee incl. statutory levy	Increase by £10	It is proposed to increase the stray dog fees by 10%. Allowing for rounding to the nearest whole pound, this increases the fee from £99 to £109. The higher than inflation increase is to help reduce the subsidy and is in anticipation of a new contract. An increasing number of dogs are going unclaimed and as such fees will be not recouped. The current subsidy forecast, excluding client side costs, is £16,300 in 2024/25 (£16,569 in 2023/24) and excludes capital charges and support services.
Dog Welfare – Kennel fee additional charge per day	Increase by £0.65	As above. Allowing rounding to the nearest whole pound, this increases the fee from £9.35 to £10.
Waste Management – Green waste	Increase by £5	It is proposed to uplift the green waste subscription fees by £5; annual subscription from £40 to £45, additional bins from £35 to £40. Following the 18 April 2024 Green Waste Collection Service Fees and Charges Street Scene, Parks and Open Spaces Portfolio Holder report, it is proposed to continue with the

		“Early Bird” offer of a £5 reduction, but to amend the timeframe and open up the 2025/26 subscriptions from May, promoting the “Early Bird” for May and June only with the increased prices commencing 1 July. It is hoped by amending the time frame of the offer, it will encourage more people to sign up before the new service commences and reduce the work involved in chasing payment and rejecting bins.
Parks and Open Spaces – Fleetwood Memorial Park Parks and Development Officer activities	Withdraw	It is proposed to withdraw the fees for the Parks Development Officer Activities as this temporary grant funded post has now finished.

6. Alternative options considered and rejected

6.1 Alternative options have been considered throughout the fees and charges review process. However, those presented are felt to represent the best options to contribute towards the costs of providing services and to safeguard the finances of the council.

7. Delegated functions

7.1 The matters referred to in this report are considered under the following executive function delegated to each Portfolio Holder (as set out in Part 3 of the Council’s Constitution): “To determine charges or fees for any relevant service operated within the Portfolio”.

Financial, Legal/MO and Climate Change implications	
Finance	The financial implications of the fees and charges will be reflected in the 2025/26 Revenue Estimates which will be considered by Cabinet at their meeting on 12 February 2025. Those charges detailed in Appendix 1 will be implemented from 1 April 2025 unless indicated otherwise.
Legal/MO	Some services the council provides are mandatory and governed by specific legislation, whilst other services provided are discretionary. Discretionary services are those which the council is permitted to provide but not required to provide. The council has a general power to charge a person for discretionary services under Section 93 of the Local Government Act 2003 (“LGA 2003”) and under the power of general competence found in Section 1 of the Localism Act 2011 (“LA 2011”).

	The overall position on charging is that the council must not charge for a service if legislation prohibits it from doing so. If legislation requires the council to provide a service and to charge for it, then we are required to do so. In the absence of specific powers or prohibition on charging services the council may use the powers in either s93 of the LGA 2003 or s1 of LA 2011 to make charges for discretionary services. The council cannot use these powers to make a profit, however, the council can include the full cost of all aspects of the service provision when calculating the fee.
Climate Change	None arising directly from the report.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	✓
health and safety	x

risks/implications	✓ / x
asset management	x
ICT	x
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

report author	telephone no.	email	date
Penny Jones, Corporate Accountant	01253 887298	penny.jones@wyre.gov.uk	04/11/2024

List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

Appendix 1 – Proposed Fees and Charges 2025/26

Appendix 2 – Fees and Charges Policy

Appendix 3 – Charging Policy Summary

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FEES AND CHARGES 2024/25 AND 2025/26

Key to VAT Codings	
VAT to be added at Standard Rate	+
Y Includes VAT	Y
E Exempt from VAT	E
O Outside Scope	O
Z Zero Rated	Z

Key to NC//D/W/N/R	
Increase	I
Decrease	D
No change	NC
No change due to roundings	NC*
New charge	N
Reduced	R
Withdrawn	W

changes to be implemented with immediate effect following approval or from 01 January 2025. Please refer to relevant charge for further details.

FEES AND CHARGES 2025/26

KEY - NC/I/W/N/R = No change (*No change due to roundings), Increased, Withdrawn, New, Reduced. # changes implemented with immediate effect following approval or from 01/01/2025)

	2024/25 Fees and Charges (from 1 April 2024)	2025/26 Fees and Charges (from 1 April 2025) #	VAT	NC/I/W/N/R	% Change	Increase (Decrease)
	£	£				£
LEISURE, HEALTH AND COMMUNITY ENGAGEMENT PORTFOLIO						
PEST CONTROL						
Rodent Control (Not Weekend Service) Includes 3 revisits (further visits over and above charged at standard rate) All Callouts will be charged for and no refunds given						
Domestic Premises	87.60	TBC Lancs City Council	Y	TBC	N/A	N/A
(50% discount to households in receipt of Local Council Tax Support or Housing Benefit)	43.80	TBC Lancs City Council	Y	TBC	N/A	N/A
Near Neighbour Discount will be offered in line with Wyre Councils Block Treatment Procedures.						
Near Neighbour Discount will be offered in line with Wyre Councils Block Treatment Procedures.						
Treatment must be prepaid and undertaken on same day no refunds for failure to provide access on agreed days.						
10% discount to households in receipt of Local Council Tax Support or Housing Benefit (not applicable to Block Treatment)						
Business Premises						
- including materials up to one hour	132.50	TBC Lancs City Council	Y	TBC	N/A	N/A
- for every additional half hour or part thereof	65.50	TBC Lancs City Council	Y	TBC	N/A	N/A
Pest/Insect Control (Not Weekend Service) All Callouts will be charged for and no refunds given for all insects except where bees are mistaken for wasps when a 50% refund will be issued						
Domestic Premises - per call out and treatment as required (including materials)						
Fleas, Cockroaches	76.50	78.00	Y	I	1.96%	1.50
Wasps, Ants, Beetles – pre-payment	76.50	78.00	Y	I	1.96%	1.50
Wasps, Ants, Beetles – no pre-payment	87.50	89.00	Y	I	1.71%	1.50
Business Premises						
- per call-out up to one hour (incl. materials)	132.50	135.00	Y	I	1.89%	2.50
- for every additional half hour or part thereof	65.50	66.50	Y	I	1.53%	1.00
- minimum charge for call-out (including materials)	132.50	135.00	Y	I	1.89%	2.50
Disinfection after Infectious Disease – per treatment	132.50	135.00	Y	I	1.89%	2.50
Commercial Contract Charges						
REVIEW PENDING						
Small Businesses - Contract 1	440.50	TBC Lancs City Council / Review Pending	Y	TBC	N/A	N/A
Medium Businesses - Contract 2	593.50	TBC Lancs City Council / Review Pending	Y	TBC	N/A	N/A
Large Businesses - Contract 3	748.50	TBC Lancs City Council / Review Pending	Y	TBC	N/A	N/A
All contracts based on 6 visits per annum						
Include the treatment of rodents and insects (wasps, ants, bees, fleas and cockroaches)						
Exclude the treatment of Pharaohs Ants						
Include a free advice service						
Any additional insect/rodent callouts charges on a time accumulated basis. Treatments included within the annual contract charge apply to normal working hours only. Additional charges apply to requests for treatment outside 09:00-17:00hrs Mon-Fri						
All out of hours work includes travel time from and return to the Council Depot. All prices include materials						
Charges for additional contract callouts / out of hours treatments:						
Mon-Fri 09:00-17:00hrs per man hour on time accumulated basis	132.50	TBC Lancs City Council / Review Pending	Y	TBC	N/A	N/A
Mon-Fri 17:00-22:00hrs per man hour on time accumulated basis	198.50	TBC Lancs City Council / Review Pending	Y	TBC	N/A	N/A
Saturday 09:00-17:00hrs per man hour on time accumulated basis	198.50	TBC Lancs City Council / Review Pending	Y	TBC	N/A	N/A
Sundays and Public Holidays 09:00-17:00hrs per man hour on time accumulated basis	285.00	TBC Lancs City Council / Review Pending	Y	TBC	N/A	N/A
Pest Control Products*						
Insect Powder	4.75	4.75	Y	I	0.00%	0.00
Fly spray	8.25	8.50	Y	I	3.03%	0.25
Pigeon/Seagull spikes	3.75	3.75	Y	I	0.00%	0.00
Gutter clips (2)	1.50	1.50	Y	I	0.00%	0.00
Adhesive	8.75	9.00	Y	I	2.86%	0.25
Chimney spikes	33.50	34.00	Y	I	1.49%	0.50
* These prices are subject to supplier's fluctuation which officers will apply as appropriate.						
Commercial Fly Catching equipment (available on order)*						
Upon Request and at to be recharged at cost recovery	POA	Withdraw	Y	W	N/A	N/A
ENVIRONMENTAL PERMITTING CHARGES						
Application fee						
Standard Process (includes solvent emission activities) *	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Additional fee for operating without a permit	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Service Station PVR I / Dry Cleaner	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Service Station PVR I & II combined	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Vehicle refinishers & other reduced fee activities *	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Reduced fee activities: additional fee for operating without a permit	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Standard Mobile Crushing & Screening Plant (not using a simplified permits): For first and second applications	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
For the third to seventh applications	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
For the eighth and subsequent applications	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
* Where the above is for a combined Part B and waste site, combined solvent and waste site or combined Part B, solvent and waste site (under Regulation 33 Direction), add £279	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Annual Subsistence fee						
Standard Process Low	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Standard Process Medium	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Standard Process High	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Service Station PVR I/Dry Cleaner - Low / Medium / High	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Service Station PVR I & II Combined Low/Med/High	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Vehicle refinishers & other reduced fee activities - Low / Medium / High	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Standard Mobile Crushing and Screening Plant (not using simplified permits) : For the first and second permit - Low / Medium / High	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
For the third to seventh permits - Low / Medium / High	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
For the eighth and subsequent permits - Low / Medium / High	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Late payment fee	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
* To be added where the above is for a combined Part B and waste site, combined solvent and waste site or combined Part B, solvent and waste site (under Regulation 33 Direction). Where a Part B site is subject to E-PRTR Regulations reporting, add £104/£156/£207 to above.	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Transfer and Surrender fee						
Standard Process Transfer	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Standard Process Partial Transfer	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
New operator at low risk reduced fee activity (extra one-off subsistence charge to cover additional risk assessment)	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Surrender	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Reduced Fee Process Transfer	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Reduced Fee Process Partial Transfer	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Temporary transfer of mobile plant permit: For the first transfer / For repeat transfers following enforcement or warning	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Substantial Change						
Standard Process	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Standard Process where substantial change results in a new PPC activity	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
Reduced fee activity	TBC (set by DEFRA / EA)	TBC (set by DEFRA / EA)	O	NC	N/A	N/A
FOOD SAFETY						
Food Premises Hygiene re-rating inspection within 1-3 months of application (No guarantee of increased rating)						
Application	203.00	206.50	O	I	1.72%	3.50
Booklets						
Food Hygiene Books						
Food Hygiene Handbook	at costs	at costs	Z	NC	N/A	N/A
Safer Food Better Business Pack (food safety management system ring bound & in colour)	14.75	Withdrawn	Z	W	N/A	N/A
Safer Food Better Business Diary Pack.	4.20	Withdrawn	Y	W	N/A	N/A
Certificates						
Attestation (plus travel expenses at cost)	115.00	117.00	O	I	1.74%	2.00
Export Health Certificate - via APHA (plus travel expenses at cost)	130.00	132.00	O	I	1.54%	2.00
Export Health Certificate	64.00	65.00	O	I	1.56%	1.00

	2024/25 Fees and Charges (from 1 April 2024)	2025/26 Fees and Charges (from 1 April 2025) #	VAT	NC/I/W/N/R	% Change	Increase (Decrease)
	£	£				£
Ship Sanitation Certificate						
Gross Tonnage:						
Up to 1,000	TBC (set by APHA)	TBC (set by APHA)	O	NC	N/A	N/A
1,001 - 3,000	TBC (set by APHA)	TBC (set by APHA)	O	NC	N/A	N/A
3,001 - 10,000	TBC (set by APHA)	TBC (set by APHA)	O	NC	N/A	N/A
10,001 - 20,000	TBC (set by APHA)	TBC (set by APHA)	O	NC	N/A	N/A
20,001 - 30,000	TBC (set by APHA)	TBC (set by APHA)	O	NC	N/A	N/A
Over 30,000	TBC (set by APHA)	TBC (set by APHA)	O	NC	N/A	N/A
Vessels with the capacity to carry between 50 and 1,000 persons	TBC (set by APHA)	TBC (set by APHA)	O	NC	N/A	N/A
Vessels with the capacity to carry more than 1,000 persons	TBC (set by APHA)	TBC (set by APHA)	O	NC	N/A	N/A
Water Sample Cost as part of Ship Sanitation certificate process / Follow up sample costs	Delete	Delete	O	W	N/A	N/A
Ship water Sample Cost, undertaken at any other time.	Delete	Delete	O	W	N/A	N/A
Legionella sample costs as part Ship Sanitation Certificate process / Follow up sample costs	Delete	Delete	O	W	N/A	N/A
Ship Legionella sample cost undertaken at any other time	Delete	Delete	O	W	N/A	N/A
Ship Water Sample Cost, including lab costs and officer time	100.00	101.50	O	I	N/A	1.50
Ship Legionella Sample Cost - including lab costs and officer time	130.00	132.00	O	I	N/A	2.00
Full copy of Public Food Register (commercially valuable information)	1,547.00	1,573.50	O	I	1.71%	26.50
Health and Safety Statement of Fact (for Civil Cases)						
Charge for the first hour	142.20	144.50	Y	I	1.62%	2.30
Additional hourly rate	54.00	55.00	Y	I	1.85%	1.00
Travel expenses	at cost	at cost	Y	NC	N/A	N/A
FISHERY HYGIENE						
Fishery Landings						
Gross charge for each whole tonne of fish landed	1 Euro per tonne	1 Euro per tonne	O	NC	0.00%	0.00
Fishery Preparation/Processing Establishments						
Gross charge for each whole tonne of fish processed in the establishment	0.5 Euro per tonne	0.5 Euro per tonne	O	NC	0.00%	0.00
*to use latest exchange rate as per European Union Central Bank website Euro foreign exchange reference rates (europa.eu)						
PRIVATE WATER SUPPLIES						
Private Water Supplies regulations 2008						
Private water supply risk assessments and monitoring in accordance with the above Regulations (per hour)	37.50	38.00	O	I	1.33%	0.50
Private water supply sampling (per hour)	37.50	38.00	O	I	1.33%	0.50
Investigation costs (per hour)	37.50	38.00	O	I	1.33%	0.50
Travel expenses	at cost	at cost	O	NC	N/A	N/A
Laboratory Expenses	at cost	at cost	O	NC	N/A	N/A
CONTAMINATED LAND ENQUIRIES						
Per first hour	58.50	59.50	Y	I	1.71%	1.00
Per hour thereafter	117.50	119.50	Y	I	1.70%	2.00
Travel expenses	at cost	at cost	Y	NC	N/A	N/A
MARINE HALL						
Advertising Banners						
# Banner space on Thornton Little Theatre building (2 weeks)	60 / Withdrawn	Withdrawn	Y	W	N/A	N/A
# Promotion - Banner Boards at Thornton Little Theatre and Marine Hall (price per 2 weeks)	60 / Withdrawn	Withdrawn	Y	W	N/A	N/A
# Larger Banner Sites subject to availability						
# Online Media Package for events at Marine Hall and Thornton Little Theatre	180 / Withdrawn	Withdrawn	Y	W	N/A	N/A
# Press Package for events at Marine Hall and Thornton Little Theatre	150 / Withdrawn	Withdrawn	Y	W	N/A	N/A
# Print Package for events at Marine Hall and Thornton Little Theatre	250 / Withdrawn	Withdrawn	Y	W	N/A	N/A
Marketing Packages for Marine Hall (2024/25 with effect after full approval)						
# Light	0.00	0.00	Y	N	N/A	N/A
# Plus	180.00	183.00	Y	N	1.67%	3.00
# Premium (additional add ons upon request - POA)	360.00	366.00	Y	N	1.67%	6.00
Non Commercial Charges / Community Rates (Stage Shows, Concerts etc.)						
Monday to Sunday						
Full Day and Evening (08:00 to 23:00) (from 1 April (09:00 to 23:00))	1,300.00	1,322.00	Y	I	1.69%	22.00
Mornings (08:00 to 13:00) (from 1 April (09:00 to 13:00))	400.00	407.00	Y	I	1.75%	7.00
Afternoons (13:00 to 17:00)	400.00	407.00	Y	I	1.75%	7.00
All Day (08:00 to 17:00) (from 1 April (09:00 to 17:00))	700.00	712.00	Y	I	1.71%	12.00
Evening (17:00 to 23:00)	800.00	814.00	Y	I	1.75%	14.00
Additional Hourly Rate (per hour)	100.00	102.00	Y	I	2.00%	2.00
Additional Staff (per person per hour)	30.00	31.00	Y	I	3.33%	1.00
Commercial Charges (Stage Shows, Concerts etc.)						
Monday to Sunday						
Full Day and Evening (08:00 to 23:00) (from 1 April (09:00 to 23:00))	2,000.00	2,034.00	Y	I	1.70%	34.00
Mornings (08:00 to 13:00) (from 1 April (09:00 to 13:00))	600.00	610.00	Y	I	1.67%	10.00
Afternoons (13:00 to 17:00)	600.00	610.00	Y	I	1.67%	10.00
All Day (08:00 to 17:00) (from 1 April (09:00 to 17:00))	1,000.00	1,017.00	Y	I	1.70%	17.00
Evening (17:00 to 23:00)	1,200.00	1,220.00	Y	I	1.67%	20.00
Additional Hourly Rate (per hour)	100.00	102.00	Y	I	2.00%	2.00
Additional Staff (per person per hour)	50.00	51.00	Y	I	2.00%	1.00
Security Staff Additional. Quotes available						
Marine café/The Waterfront Room/Wyre Bar						
Non Commercial Charges / Community Rates						
Monday to Sunday						
08:00 to 23:00 (per hour, minimum 2 hrs)	50.00	51.00	Y	I	2.00%	1.00
Waterfront & Wyre Bar for use as dressing rooms (per hour - minimum 2hrs)	25.00	25.00	Y	NC*	0.00%	0.00
Waterfront or Wyre Bar Funeral (2 hours minimum hire)	from £200.00 POA	***from £203 POA	Y	I	1.50%	3.00
Commercial Charges						
Monday to Sunday						
08:00 to 23:00 (per hour, minimum 2 hour use)	60.00	61.00	Y	I	1.67%	1.00
Outdoor Performance Area						
Monday to Sunday						
Non Commercial Charges/Community Rates						
08:00 to 23:00	POA	POA	Y	NC	N/A	N/A
Commercial Charges						
08:00 to 23:00	POA	POA	Y	NC	N/A	N/A
Miscellaneous						
Equipment, Stage Equipment and associated Electricity Charges and Sundries	POA	POA	+	NC	N/A	N/A
Additional equipment may be hired in and charged for as requested/required. Please ask if you require any specialist or additional equipment.	POA	POA	+	NC	N/A	N/A
Sale of Show Tickets for Private Hire	10% of gross plus vat	10% of gross plus vat	+	NC	N/A	N/A
Postage Fee for Credit Cards/Handling Charge	n/a	n/a	Y	NC	N/A	N/A
Postage for tickets posted out to customer	1.00	1.00	Y	NC	0.00%	0.00
Booking Fee (Website and Phone bookings)	1.50	1.50	Y	NC	0.00%	0.00
*The hirer must use the technical staff provided by the theatre and in such numbers as required by the Council for stage performances (minimum crew hire 2)						
Trade Exhibitions, Period Lettings, etc.						
Monday to Sunday						
Subject to negotiations with Commercial Manager						
Performing Rights Tariffs will be applied to those events that attract this charge.						
Note: A charge for the provision of Café facilities may be applicable for events (subject to negotiations).						
Festival Stalls						
# 5ft stall	45.00 to 50.00	50.00	Y	I/ NC	N/A	N/A
# 10ft stall	85.00 to 90.00	90.00	Y	I/ NC	N/A	N/A
# 3x3m stall	110.00 to 115.00	115.00	Y	I/ NC	N/A	N/A
4.5x3m stall	POA	POA	Y	NC	N/A	N/A
Car boot						
5ft	25.00	25.00	Y	NC	0.00%	0.00
10ft	30.00	30.00	Y	NC	0.00%	0.00
Clothes Rail					N/A	0.00
5ft	20.00	20.00	Y	NC	0.00%	0.00
10ft	20.00	20.00	Y	NC	0.00%	0.00

	2024/25 Fees and Charges (from 1 April 2024)	2025/26 Fees and Charges (from 1 April 2025) #	VAT	NC/I/W/N/R	% Change	Increase (Decrease)
	£	£				£
Wedding and Event Hire Charges						
New packages are also being developed for Parties & other Social Events						
Please contact the venue for further information, conditions and charges.						
Main Hall						
# Ceremony Only (Mon -Fri)	500 Withdrawn	-	Y	W	N/A	N/A
# Ceremony Only (Saturday)	700 Withdrawn	-	Y	W	N/A	N/A
# Ceremony Tuesday / Wednesday / Thursday at Marine Hall	600.00	610.00	Y	N / I	1.67%	10.00
# Ceremony Friday/ Saturday/ Sunday at Marine Hall	770.00	783.00	Y	N / I	1.69%	13.00
# Afternoon Ceremony and Reception up to 7pm Mon-Friday-Tuesday - Sunday	1,200.00	1,220.00	Y	N / I	1.67%	20.00
# Afternoon Ceremony and Reception up to 7pm Saturday	1,200 Withdrawn	-	Y	W	N/A	N/A
# Afternoon and Evening Receptions Mon-Sat Tuesday - Sunday from 12 noon up to midnight	1,900.00	1,932.00	Y	N / I	1.68%	32.00
# Afternoon Ceremony followed by Afternoon and Evening Receptions (Mon-Fri)	2,000 Withdrawn	-	Y	W	N/A	N/A
# Afternoon Ceremony followed by Afternoon and Evening Receptions (Tuesday / Wednesday)	2,100.00	2,136.00	Y	N / I	1.71%	36.00
# Afternoon Ceremony followed by Afternoon and Evening Receptions (Thursday - Saturday)	2,400.00	2,441.00	Y	N / I	1.71%	41.00
# Afternoon Ceremony followed by Afternoon and Evening Receptions (Saturday)	2,400 Withdrawn	-	Y	W	N/A	N/A
# Evening Reception Only Mon-Sat	1,400 Withdrawn	-	Y	W	N/A	N/A
# Evening Reception Only (Tuesday - Saturday)	1,500.00	1,525.00	Y	N / I	1.67%	25.00
# Late Ceremony (4pm onwards) followed by evening reception (Mon -Fri)	1,700 Withdrawn	-	Y	W	N/A	N/A
# Late Ceremony (4pm onwards) followed by evening reception (Saturday)	1,900 Withdrawn	-	Y	W	N/A	N/A
# Late Ceremony (4pm onwards) followed by Evening Reception in Ballroom (Tuesday - Thursday)	1,770.00	1,800.00	Y	N / I	1.69%	30.00
# Late Ceremony (4pm onwards) followed by Evening Reception in Ballroom (Friday / Saturday)	2,100.00	2,136.00	Y	N / I	1.71%	36.00
Assistance with Dressing the room per person per hour	40.00	40.50	Y	I	1.25%	0.50
MOUNT PAVILION						
Please contact the venue for further information, conditions and charges.						
Wedding and Event Hire Charges						
# Wedding Ceremony (Monday to Friday)	500 Withdrawn	-	Y	W	N/A	N/A
# Wedding Ceremony (Saturday)	700 Withdrawn	-	Y	W	N/A	N/A
# Ceremony Tuesday / Wednesday / Thursday at the Mount Pavilion.	600.00	610.00	Y	N / I	1.67%	10.00
# Ceremony Friday/ Saturday/ Sunday at the Mount Pavilion.	770.00	783.00	Y	N / I	1.69%	13.00
# Afternoon Ceremony and Reception (at Marine Hall) up to 7pm Tuesday - Sunday	1,200.00	1,220.00	Y	N / I	1.67%	20.00
# Afternoon Ceremony followed by Afternoon and Evening Receptions (at Marine Hall) Tues. - Wed.	2,100.00	2,136.00	Y	N / I	1.71%	36.00
# Afternoon Ceremony followed by Afternoon and Evening Receptions (at Marine Hall) Thurs. - Sat.	2,400.00	2,441.00	Y	N / I	1.71%	41.00
# Late Ceremony (4pm onwards) followed by Evening Reception in Marine Hall Ballroom (Tues - Thurs.)	1,770.00	1,800.00	Y	N / I	1.69%	30.00
# Late Ceremony (4pm onwards) followed by Evening Reception in Marine Hall Ballroom (Fri. / Sat.)	2,100.00	2,136.00	Y	N / I	1.71%	36.00
# Late Ceremony (4pm onwards) followed by Evening Reception in Wyre Beach Bar (Tues - Thurs.)	900.00	915.00	Y	N / I	1.67%	15.00
# Late Ceremony (4pm onwards) followed by Evening Reception in Wyre Beach Bar (Fri. - Sun.)	1,200.00	1,220.00	Y	N / I	1.67%	20.00
# Provision of Flowers - Standard Package (additional extra arrangements on request)	100.00	101.50	Y	N / I	1.50%	1.50
# Provision of Drinks - Standard Package (additional requirements upon request)	100.00	101.50	Y	N / I	1.50%	1.50
- includes 5 Bottles of Sparkling Wine (discretion for religious or teetotal reasons)						
Other Charges						
# Community Hire am/pm/eve session (up to 4 hours) or Minimum of 2 hours hire at hourly rate.	from 120.00 or 30.00 per hour	122.00	Y	W (Hr rate only) / I	4.69%	3.00
# Commercial Hire am/pm/eve session (up to 4 hours) or Minimum of 2 hours hire at hourly rate	from 200.00 or 50.00 per hour	203.00	Y	W (Hr rate only) / I	2.00%	4.00
# Funeral gathering / Anniversary Celebration or Children's Party (2 hours typical hire)	from £200 / #£400.00 POA	***from £407 POA	Y	I	1.75%	7.00
Lodge Meeting Rooms	POA	Withdrawn	Y	W	0.00%	0.00
# 2024/25 fees and charges to be increased with immediate effect following full approval.						
CEMETERIES						
Interment Fees						
Burial in a grave in respect of which an exclusive right of burial has been granted						
Child stillborn (post 24 weeks pregnant) or not exceeding three years or not taking an adult space (inclusive of grant and registration fee) No charge to family that meet criteria of CFF	190.00	193.00	O	I	1.58%	3.00
Person whose age at death exceeds three years for interments new and reopen fees. 7'6" 6'0" 4'6"	821.50	835.00	O	I	1.64%	13.50
Reopen graves, move and reinstall headstone fee	160.00	163.00	O	I	1.88%	3.00
Interment of cremated remains	222.00	226.00	O	I	1.80%	4.00
Scattering of cremated remains	136.50	139.00	O	I	1.83%	2.50
Public Burial						
Person whose age at death exceeds three years	835.50	850.00	O	I	1.74%	14.50
Saturday interments (between 9.00am to 12.30pm)						
Minimum Charge for Burial interment includes standard interment fee	1,769.00	1,799.00	O	I	1.70%	30.00
Minimum Charge for Cremated Remains interment includes standard interment fee	444.00	452.00	O	I	1.80%	8.00
Grave Spaces						
All cemeteries.						
New grave space for one or two – subject to ground conditions						
Purchase of exclusive right of burial for 50 years -earthen grave (Includes Grant)*	952.00	968.00	O/E	I	1.68%	16.00
Interment Fee (see above dependant on depth)						
New Baby Garden of Remembrance at Fleetwood and Poulton New Cemetery						
Purchase of exclusive right of burial for 50 years* (available for under three years of age)	263.50	268.00	O/E	I	1.71%	4.50
Interment fee (see above)						
Woodland Burials (POULTON NEW CEMETERY)						
Purchase of exclusive right of burial for 50 years (Including tree and planting and Grant)*	1,219.50	1,240.00	O/E	I	1.68%	20.50
Interment Fees see above						
<i>*VAT exempt if bought in advance</i>						
Reservation of Cremated Remains Section						
Fleetwood Cemetery						
Purchase of exclusive right for 50 years (Incl Grant Reg)	462.00	470.00	O/E	I	1.73%	8.00
Fleetwood Cemetery - Cremated Remains Section						
Purchase of exclusive rights of burial for 50 years	432.00	439.00	O/E	I	1.62%	7.00
Interment Fee (see above)						
Fleetwood Cemetery - Garden of Remembrance Section						
Exclusive rights for scattering for 50 years	302.00	307.00	O	I	1.66%	5.00
Scattering fee (see above)						
Preesall and Poulton New Cemetery - Cremated Remains Section						
Purchase of exclusive right for burial for 50 years (for the right to inter up to 4 caskets)*	329.50	335.00	O/E	I	1.67%	5.50
Interment fee (see above)						
Reservation of Cremated Remains Section						
Preesall and Poulton New Cemeteries						
Purchase of exclusive right of burial for 50 years (for the right to inter up to 4 caskets Incl Grant Reg)	359.50	366.00	O/E	I	1.81%	6.50
Fleetwood Cemetery Columbarium						
For the right to deposit the cremated remains in a niche for a period of 50 years (up to four caskets) Exempt for VAT if supplied with Memorial Plaque and inscription.	667.00	678.00	O/E	I	1.65%	11.00
First inscription charge, removing and refixing tablet 80 letters. Exempt for VAT if supplied with above otherwise Standard Rated.	189.00	192.00	E/+	I	1.59%	3.00
Columbarium, Moorland Road Cemetery, Poulton-le-Fylde						
For the right to deposit the cremated remains in a niche for a period of 50 years (up to one casket)	549.50	559.00	O	I	1.73%	9.50
Second and Subsequent interments	222.00	226.00	O	I	1.80%	4.00
Vaults or walled Graves						
For the additional right to construct a vault or walled grave to include exclusive Right of Burial	as per contractor cost	as per contractor cost	O	NC	N/A	N/A
Use of Cemetery Chapel						
Only available at Poulton New Cemetery	224.00	231.00	O	I	3.13%	7.00
Public Burial						
Person whose age at death exceeds seven years (Include Certificate of Burial)	835.50	850.00	O	I	1.74%	14.50
All the above fees are subject to double fees (100%) for non-residents applicable to all persons who reside outside the Borough of Wyre with the exception of Staining Parish Council						
Miscellaneous Charges						
Notice of Interment / Registration	30.00	30.50	O	I	1.67%	0.50
Transfer/Grant Form	30.00	30.50	O	I	1.67%	0.50
Late Funerals beyond 20 minutes of booked time	216.50	220.00	O	I	1.62%	3.50
Change of Coffin size after first notification	216.50	220.00	O	I	1.62%	3.50
Single Grave Search	24.50	25.00	O	I	2.04%	0.50
Exhumation of Body (Administrative Fees)	1,021.00	1,038.00	O	I	1.67%	17.00
Exhumation of Body Fees – as Grounds Maintenance						
Memorial Benches/Plaques - Cemetery and Non-Cemetery						
Memorial Bench Scheme (see note)	Ad hoc	Ad hoc	Y	NC	N/A	N/A
Purchase of memorial name plaque for bench (see note)	Ad hoc	Ad hoc	Y	NC	N/A	N/A
Note: New benches will be charged on a cost recovery basis and be subject to an admin fee.						
Memorial plaques added to existing benches will be charged on a cost recovery basis plus a charge linked to the remaining life of the bench and may also attract an admin fee.						
Granite Bench Plaques 7"x5"	343.00	349.00	Y	I	1.75%	6.00
Memorial Mushroom Plaques (15 year lease)	248.00	252.00	E	I	1.61%	4.00
Sundial and Baby Garden Plaques 10" x 4"	252.00	256.00	Y	I	1.59%	4.00
8" x 4"	219.00	223.00	Y	I	1.83%	4.00
7" x 4"	198.00	201.00	Y	I	1.52%	3.00
Pictures or designs may be added at an additional cost, currently at cost						
Renewal Fee 15yr lease plaques	100.00	102.00	E	I	2.00%	2.00

	2024/25 Fees and Charges (from 1 April 2024)	2025/26 Fees and Charges (from 1 April 2025) #	VAT	NC/I/W/N/R	% Change	Increase (Decrease)
	£	£				£
CEMETERIES - MEMORIAL						
Miscellaneous Charges						
Day permit for monumental masons from outside the district to operate in Cemeteries managed by the Council and agreed by the supervisor officer per day	136.50	139.00	O	I	1.83%	2.50
Erection of monument or memorial works without the submission of an application and fee to the Registrar and approval received	522.00	531.00	O	I	1.72%	9.00
Reopen Graves, move and reinstall headstone fee	160.00	163.00	O	I	1.88%	3.00
Headstone and Inscription - all lawned sections						
For the right to erect and place a new headstone memorial including inscription (no ornamentation) not exceeding 3'6" in height by 3'0" wide and 4" in thickness.	202.50	206.00	O	I	1.73%	3.50
Additional charges to be added to the above fee:						
Recumbent headstones - all cemeteries, cremated remains section and Baby Garden of Remembrance (Dimension - 18" by 12")	149.50	154.00	O	I	3.01%	4.50
Deposit of stone flower vase	112.00	115.00	O	I	2.68%	3.00
Gardens of Remembrance Tablet Fee	74.50	77.00	O	I	3.36%	2.50
Permission for additional inscriptions on existing memorials (all sections)	138.50	143.00	O	I	3.25%	4.50
Columbarium - Moorland Road Cemetery						
First Inscription charge and removing and refixing tablet	164.50	169.00	O	I	2.74%	4.50
For the right to remove the tablet, cut additional inscription and re-fixing tablet	111.00	114.00	O	I	2.70%	3.00
Columbarium - Fleetwood Cemetery						
Standard Casket/Urn including nameplate - minimum price	77.00	79.00	Y	I	2.60%	2.00
Bronze Vase and Holder *inc VAT	50.00	52.00	Y	I	4.00%	2.00
First inscription up to 80 letters £2 per additional letters	189.00	195.00	Y	I	3.17%	6.00
Additional inscription	203.00	209.00	Y	I	2.96%	6.00
Photo Plaques	at cost plus admin	at cost plus admin	Y	NC	N/A	N/A
COUNTRYSIDE						
Walks						
Full day (over 4 hours)	5.00	6.00	O	I	20.00%	1.00
Half day (2 - 4 hours)	4.00	4.00	O	NC	0.00%	0.00
Special events or activities charged as advertised						
Group Visits - Ranger led activities with Environmental Educational Theme at Wyre Sites						
Groups Charge Fixed price - Full day	64.00	65.00	E	I	N/A	1.00
Groups Charge Fixed price - Half day	42.50	43.00	E	I	N/A	0.50
WYRE ESTUARY COUNTRY PARK						
Group Visits - Ranger led activities with Environmental Educational Theme						
Groups Charge Fixed price include the outdoor classroom if needed - Full day	64.00	65.00	E	I	1.56%	1.00
Groups Charge Fixed price include the outdoor classroom if needed - Half day	42.50	43.00	E	I	1.18%	0.50
Education woodlands charged at discretion as per activity requested	POA	POA	E	N/A	N/A	N/A
Special events are charged in accordance with Countryside Activities Programme	POA	POA	E/+	N/A	N/A	N/A
ROSSALL POINT						
Hire of Rossall Point - Ranger led activities with Environmental Educational Theme						
(only available when not open to the public)						
Groups Charge Fixed price include use of the Tower - Full day	64.00	65.00	E	I	1.56%	1.00
Groups Charge Fixed price include use of the Tower - Half day	42.50	43.00	E	I	1.18%	0.50
OUTDOOR AMENITY SITES						
Bowls - per hour						
Ordinary	3.80	3.80	O	NC	0.00%	0.00
Junior (up to 16years)/Senior Citizen/ Over 60	2.80	2.80	O	NC	0.00%	0.00
Annual Contract (VAT exempt only if block booking criteria met)	37.00	37.00	O	NC	0.00%	0.00
Winter Contract (VAT exempt only if block booking criteria met)	23.00	23.00	O	NC	0.00%	0.00
Summer Contract (VAT exempt only if block booking criteria met)	23.00	23.00	O	NC	0.00%	0.00
Seven Day Contract	13.50	13.50	O	NC	0.00%	0.00
Hire of Green (minimum 2 hours)						
Matches per hour (League Fixtures)	12.50	12.50	O	NC	0.00%	0.00
Group Hire per hour (for sporting activity)	12.50	12.50	O	NC	0.00%	0.00
Group Hire per hour (for non-sporting activity VAT liability dependant on use)	12.50	12.50	E / +	NC	0.00%	0.00
Crazy Golf						
Adult	3.00	3.00	Y	NC	0.00%	0.00
Junior (up to 16 years)/Senior Citizen/Over 60	2.00	2.00	Y	NC	0.00%	0.00
Lost Golf Balls	1.00	1.00	Y	NC	0.00%	0.00
Pitch and Putt						
Fleetwood - 9 hole Adult	4.00	4.00	Y	NC	0.00%	0.00
Junior (up to 16 years)/Senior Citizen/Over 60	3.00	3.00	Y	NC	0.00%	0.00
Lost Golf Balls	1.00	1.00	Y	NC	0.00%	0.00
HEALTH AND WELLBEING						
Wyre Wheels disability cycling						
Per session	4.00	4.00	E	NC*	0.00%	0.00
Community exercise classes						
Per session	2.00	2.00	O	NC*	0.00%	0.00
NEIGHBOURHOOD SERVICES AND COMMUNITY SAFETY PORTFOLIO						
CAR PARKING - OFF STREET (increases with effect from 01 January 2025)						
Rough Lea Road, Cleveleys -						
Daily 08:00 – 18:00 (Motor car)						
# Up to 1 hour	from 1.00 to 1.20	1.20	Y	I / NC	20.00%	0.20
# Up to 2hrs (Max stay 2hrs)	from 2.00 to 2.20	2.20	Y	I / NC	10.00%	0.20
Wyre Residents Disabled Permit Scheme Up to 3hrs	FREE	FREE		NC	N/A	N/A
Promenade North, Cleveleys -						
Daily 08:00 – 18:00 (Motor car)						
# Up to 1 hour	from 1.00 to 1.20	1.20	Y	I / NC	20.00%	0.20
# Up to 2hrs	from 2.00 to 2.20	2.20	Y	I / NC	10.00%	0.20
Wyre Residents Disabled Permit Scheme Up to 3hrs	FREE	FREE		NC	N/A	N/A
Derby Road West, Cleveleys -						
Daily 08:00 – 18:00 (Motor car)						
# Up to 1 hour	from 1.00 to 1.20	1.20	Y	I / NC	20.00%	0.20
Up to 2hrs	n/a	n/a		NC	N/A	N/A
# Up to 3hrs	from 2.00 to 2.20	2.20	Y	I / NC	10.00%	0.20
2hrs-4hrs	n/a	n/a		NC	N/A	N/A
Over 4hrs	n/a	n/a		NC	N/A	N/A
# All Day (Transferable between Long stay car parks)	from 3.50 to 3.80	3.80	Y	I / NC	8.57%	0.30
Wyre Residents Permit Scheme Up to 3hrs	FREE	FREE		NC	N/A	N/A
Monthly Season Ticket	See below	See below		NC	N/A	N/A
Derby Road East/Slinger Road, Cleveleys -						
Daily 08:00 – 18:00 (Motor car)						
# Up to 1 hour	from 1.00 to 1.20	1.20	Y	I / NC	20.00%	0.20
Up to 2hrs	n/a	n/a		NC	N/A	N/A
# Up to 3hrs	from 2.00 to 2.20	2.20	Y	I / NC	10.00%	0.20
Over 2hrs-4hrs	n/a	n/a		NC	N/A	N/A
Over 4hrs – 6hrs	n/a	n/a		NC	N/A	N/A
Over 6hrs	n/a	n/a		NC	N/A	N/A
# All Day (Transferable between Long stay car parks)	from 3.50 to 3.80	3.80	Y	I / NC	8.57%	0.30
Wyre Residents Permit Scheme Up to 3hrs	FREE	FREE		NC	N/A	N/A
Monthly Season Ticket	See below	See below		NC	N/A	N/A
Jubilee Gardens, Cleveleys -						
Daily 08:00 – 18:00 (Motor car)						
# Up to 1 hour	from 1.00 to 1.20	1.20	Y	I / NC	20.00%	0.20
Up to 2hrs	n/a	n/a		NC	N/A	N/A
# Up to 3hrs	from 2.00 to 2.20	2.20	Y	I / NC	10.00%	0.20
Over 2hrs-4hrs	n/a	n/a		NC	N/A	N/A
Over 4hrs – 6hrs	n/a	n/a		NC	N/A	N/A
Over 6hrs	n/a	n/a		NC	N/A	N/A
# All Day (Transferable between Long stay car parks)	from 3.50 to 3.80	3.80	Y	I / NC	8.57%	0.30
Wyre Residents Permit Scheme Up to 3hrs	FREE	FREE		NC	N/A	N/A
Monthly Season Ticket	See below	See below		NC	N/A	N/A

	2024/25 Fees and Charges (from 1 April 2024)	2025/26 Fees and Charges (from 1 April 2025) #	VAT	NC/I/W/N/R	% Change	Increase (Decrease)	
	£	£				£	
Custom House Lane, Fleetwood -							
Daily 08:00 – 18:00 (Motor car)							
#	Up to 1 hour	from 1.00 to 1.20	1.20	Y	I / NC	20.00%	0.20
	Up to 2hrs	n/a	n/a		NC	N/A	N/A
#	Up to 3hrs	from 2.00 to 2.20	2.20	Y	I / NC	10.00%	0.20
	Over 2hrs-4hrs	n/a	n/a		NC	N/A	N/A
	Over 4hrs	n/a	n/a		NC	N/A	N/A
#	All Day (Transferable between Long stay car parks)	from 3.50 to 3.80	3.80	Y	I / NC	8.57%	0.30
	Wyre Residents Permit Scheme Up to 3hrs	FREE	FREE		NC	N/A	N/A
	Monthly Season Ticket	See below	See below		NC	N/A	N/A
Albert Street/Church Street, Fleetwood -							
Daily 08:00 – 18:00 (Motor car)							
#	Up to 1 hour	from 1.00 to 1.20	1.20	Y	I / NC	20.00%	0.20
	Up to 2hrs	n/a	n/a		NC	N/A	N/A
#	Up to 3hrs	from 2.00 to 2.20	2.20	Y	I / NC	10.00%	0.20
	Over 2hrs-4hrs	n/a	n/a		NC	N/A	N/A
	Over 4hrs-6hrs	n/a	n/a		NC	N/A	N/A
	Over 6hrs	n/a	n/a		NC	N/A	N/A
#	All Day (Transferable between Long stay car parks)	from 3.50 to 3.80	3.80	Y	I / NC	8.57%	0.30
	Wyre Residents Permit Scheme Up to 3hrs	FREE	FREE		NC	N/A	N/A
	Monthly Season Ticket	See below	See below		NC	N/A	N/A
Hardhorn Road (Wheatsheaf Way), Poulton-le-Fylde -							
Daily 08:00 – 18:00 (Motor car)							
#	Up to 1 hour	from 1.00 to 1.20	1.20	Y	I / NC	20.00%	0.20
	Up to 2hrs	n/a	n/a		NC	N/A	N/A
#	Up to 3hrs	from 2.00 to 2.20	2.20	Y	I / NC	10.00%	0.20
	Over 2hrs-4hrs	n/a	n/a		NC	N/A	N/A
	Over 4hrs-6hrs	n/a	n/a		NC	N/A	N/A
	Over 6hrs	n/a	n/a		NC	N/A	N/A
#	All Day (Transferable between Long stay car parks)	from 3.50 to 3.80	3.80	Y	I / NC	8.57%	0.30
	Wyre Residents Permit Scheme Up to 3hrs	FREE	FREE		NC	N/A	N/A
	Monthly Season Ticket	See below	See below		NC	N/A	N/A
High Street, Garstang -							
Daily 08:00 – 18:00 (Motor car)							
#	Up to 1 hour	from 1.00 to 1.20	1.20	Y	I / NC	20.00%	0.20
	Up to 2hrs	n/a	n/a		NC	N/A	N/A
#	Up to 3hrs	from 2.00 to 2.20	2.20	Y	I / NC	10.00%	0.20
	Over 2hrs-4hrs	n/a	n/a		NC	N/A	N/A
	Over 4hrs-6hrs	n/a	n/a		NC	N/A	N/A
	Over 6hrs	n/a	n/a		NC	N/A	N/A
#	All Day (Transferable between Long stay car parks)	from 3.50 to 3.80	3.80	Y	I / NC	8.57%	0.30
	Wyre Residents Permit Scheme Up to 3hrs	FREE	FREE		NC	N/A	N/A
	Monthly Season Ticket	See below	See below		NC	N/A	N/A
Overnight Parking							
#	All car parks Daily 6pm -8am (18.00- 08.00) Motor Car	from 2.00 to 2.20	2.20	Y	I / NC	10.00%	0.20
Season tickets (Long Stay Car Parks):							
	Albert Street, Derby Road East, Derby Road West, Hardhorn Road, High Street, Jubilee Gardens						
	1 month	45.00	45.00	Y	NC	0.00%	0.00
	3 months	120.00	120.00	Y	NC	0.00%	0.00
	6 months	200.00	200.00	Y	NC	0.00%	0.00
	12 months	300.00	300.00	Y	NC	0.00%	0.00
	Administration fee for change of vehicle						
	Refund due to change in personal circumstances pro rata based on full months not used.						
Residents Parking Permits							
	Biennial Application Fee	30.00	30.00	Y	NC	0.00%	0.00
	Replacement Permit	12.00	12.00	Y	NC	0.00%	0.00
Penalty Charge Notice							
	Higher level penalty charge contravention*	70.00	70.00	O	NC	0.00%	0.00
	lower level contravention*	50.00	50.00	O	NC	0.00%	0.00
	*50% discount if payment is made within 14 days.						
Parking Dispensations							
	Per vehicle per period of up to 7 whole days	25.00	25.00	Y	NC	0.00%	0.00
					if off street		
Motorhome Overnight Parking at Fleetwood Central Car Park							
	Charge per night (maximum of 3 nights)	5.00	7.50	Y	I	50.00%	2.50
HOUSING							
Private Sector Housing Grant Assistance - Charging for professional and technical services							
	Applications for *:						
	Disabled Facilities Grants	A charge of 15% per approval (based on the amount of grant approved).	A charge of 15% per approval (based on the amount of grant approved).	+	NC	N/A	N/A
	*Charge rate applicable as per date of grant approval						
Housing Act 2004							
	Charges for Enforcement Notices - per notice	542.50	551.50	O	I	1.66%	9.00
Licensing Of Houses In Multiple Occupation							
	Initial Licence determination	1,200.50	1,221.00	O	I	1.71%	20.50
	(NB. Discounts may be awarded in recognition of specified conditions)						
	Renewal Fee (Every 5 years)	320.00	325.50	O	I	1.72%	5.50
Additional Service Charges: (charged on a specific case basis)							
	All fees subject to an Administration charge						
	Administration Charge	26.50	27.00	O	I	1.89%	0.50
	Return incomplete/defective application to applicant with letter	26.50	27.00	O	I	1.89%	0.50
	(additional admin charges will only be applied where the application is returned incomplete a second or further time).	(+admin charge)	(+admin charge)	O	NC	N/A	N/A
	Reprocessing form after amendments received.	26.50	27.00	O	I	1.89%	0.50
		(+admin charge)	(+admin charge)	O	NC	N/A	N/A
	Additional cost where landlords fail to respond within 28 days to justified requests for an application, renewal OR information required in respect of incomplete applications.	26.50	27.00	O	I	1.89%	0.50
		(+admin charge)	(+admin charge)	O	NC	N/A	N/A
	Revisit where no access gained previously.	42.00	42.50	O	I	1.19%	0.50
		(+admin charge)	(+admin charge)	O	NC	N/A	N/A
	Assisted application – Full assistance provided in making the application, measuring rooms, drawing sketch plans, etc.	300.00	305.00	O	I	1.67%	5.00
		(+admin charge)	(+admin charge)	O	NC	N/A	N/A
	Variation of licence.	300.00	305.00	O	I	1.67%	5.00
		(+admin charge)	(+admin charge)	O	NC	N/A	N/A
	Such sums as may be necessary to fund the identification, confirmation, inspection and enforcement of licensing requirements. These are to be assessed on a case by case basis, using the hourly rates for the officers appropriate for the tasks undertaken						
	Cost of raising an invoice		N/A	O	W	N/A	N/A
UK Entry Visa Housing Inspections							
	Charge for inspection and production of report	114.50	116.50	+	I	1.75%	2.00
Care and Repair Handyperson Service Charge							
	Charge per job	10.00	10.00	Y	NC	0.00%	0.00
PLANNING POLICY AND ECONOMIC DEVELOPMENT PORTFOLIO							
DEVELOPMENT MANAGEMENT							
Location Plans							
	Ordinance Survey fee - initial charge	See appendix	See appendix	Y	I	N/A	N/A
Pre Application Discussions							
	Major applications						
	-initial meeting	Refer to Pre-App Schedule of Fees	Refer to Pre-App Schedule of Fees	Y	I	N/A	N/A
	-follow up meeting	Refer to Pre-App Schedule of Fees	Refer to Pre-App Schedule of Fees	Y	I	N/A	N/A
	Significant Major applications						
	-initial meeting	Refer to Pre-App Schedule of Fees	Refer to Pre-App Schedule of Fees	Y	I	N/A	N/A
	-follow up meeting	Refer to Pre-App Schedule of Fees	Refer to Pre-App Schedule of Fees	Y	I	N/A	N/A

	2024/25 Fees and Charges (from 1 April 2024)	2025/26 Fees and Charges (from 1 April 2025) #	VAT	NC/I/W/N/R	% Change	Increase (Decrease)
	£	£				£
BUILDING CONTROL						
Administration						
Supply of non-standard data and information (including responding to Solicitor's enquiries)	75.00	80.00	Y	I	6.67%	5.00
Building Regulations Confirmation Letter	75.00	80.00	Y	I	6.67%	5.00
Administration fee for withdrawing an application and charges	Refer to Building Control Schedule of Fees	Refer to Building Control Schedule of Fees	Y	NC	N/A	N/A
Reopen Archived Applications	Refer to Building Control Schedule of Fees	Refer to Building Control Schedule of Fees	Y	NC	N/A	N/A
Copy of Completion Certificates	30.00	35.00	Y	I	16.67%	5.00
Copy of Decision Notice	30.00	35.00	Y	I	16.67%	5.00
High Hedge Applications	500.00	500.00	O	NC	0.00%	0.00
Tree Preservation Order	At cost	At cost	Y	NC	N/A	N/A
MARKETS						
Fleetwood Market						
Administration						
Administration fee re new lease for indoor stall	72.00	72.00	Y	NC	0.00%	0.00
Change of Use Fee	36.00	36.00	Y	NC	0.00%	0.00
Assignment Fee	120.00	120.00	Y	NC	0.00%	0.00
Outside market rentals						
Summer - June to October (per day)						
Tuesday	30.00	25.00	Y	R	-16.67%	-5.00
Thursday	30.00	25.00	Y	R	-16.67%	-5.00
Friday	30.00	25.00	Y	R	-16.67%	-5.00
Saturday	30.00	25.00	Y	R	-16.67%	-5.00
Any trader opening a FOOD stall all 4 days June to Oct will be charged	72.00	72.00	Y	NC	0.00%	0.00
Any trader opening any other non-food stall all 4 days June to Oct will be charged	90.00	90.00	Y	NC	0.00%	0.00
Winter - November to May (per day)						
Tuesday	15.00	12.50	Y	R	-16.67%	-2.50
Thursday	15.00	12.50	Y	R	-16.67%	-2.50
Friday	15.00	12.50	Y	R	-16.67%	-2.50
Saturday	15.00	12.50	Y	R	-16.67%	-2.50
Reduction's negotiable to local producer groups in first year.						
Outdoor Fresh Produce Kiosks						
If none food £80 per week	96.00	96.00	Y	NC	0.00%	0.00
Poulton Market						
Summer - April to September (for 3 meters linear frontage)	26.00	26.00	O	NC	0.00%	0.00
Winter - October to March (for 3 meters linear frontage)	16.00	16.00	O	NC	0.00%	0.00
Additional frontage charged per metre	6.00	6.00	O	NC	0.00%	0.00
Cleveleys Market						
Summer - April to September (for 3 meters linear frontage)	15.00	15.00	O	NC	0.00%	0.00
Additional frontage charged per metre	5.00	5.00	O	NC	0.00%	0.00
Market House Studios						
Monthly bookings by community artist (operated under licence)*:						
Studio 1	288.00	293.00	Y	I	1.74%	5.00
Studio 2a	96.00	97.50	Y	I	1.56%	1.50
Studio 2b	96.00	97.50	Y	I	1.56%	1.50
Studio 3	138.00	140.50	Y	I	1.81%	2.50
Studio 5	186.00	189.00	Y	I	1.61%	3.00
Studio 6	126.00	128.00	Y	I	1.59%	2.00
Studio 7	192.00	195.50	Y	I	1.82%	3.50
Studio 8 (long term lease available for accessible reasons only)	180.00	183.00	Y	I	1.67%	3.00
* higher prices are chargeable for commercial use of the studios						
Short term bookings:						
Studio 4 - Hourly Rate	18.00	18.50	Y	I	2.78%	0.50
Studio 4 - 4 hour session (morning/afternoon/evening)	36.00	36.50	Y	I	1.39%	0.50
Studio 4 - 4 hour session (morning/ afternoon split including lunch time)	48.00	49.00	Y	I	2.08%	1.00
Studio 4 - per day	66.00	67.00	Y	I	1.52%	1.00
Studio 4 - per week	200.00	203.50	Y	I	1.75%	3.50
Gallery - per day	36.00	36.50	Y	I	1.39%	0.50
Gallery - per week	96.00	97.50	Y	I	1.56%	1.50
Gallery - per month	240.00	244.00	Y	I	1.67%	4.00
Studio 8 - per day	36.00	36.50	Y	I	1.39%	0.50
Studio 8 - per week	96.00	97.50	Y	I	1.56%	1.50
Studio 8 - per month	240.00	244.00	Y	I	1.67%	4.00
Equipment (including technical support)	POA	POA	Y	NC	N/A	N/A
ESTATES						
Administration (managed by the Events Team. Fees for use of land)						
Use of land for funfair - per operational day up to 14 rides/stalls	350.00	356.00	E / +	I	1.71%	6.00
Additional ride/stall per day	50.00	51.00	E / +	I	2.00%	1.00
Use of land for funfair to support galas (per day)	250.00	254.00	E / +	I	1.60%	4.00
Use of land for circus - per operational day	400.00	407.00	E / +	I	1.75%	7.00
Use of land licence agreement	60.00	61.00	E / +	I	1.67%	1.00
Administration (managed by the Estates Team)						
Call out fee	60.00	61.00	Y	I	1.67%	1.00
Other commercial events to be charged as appropriate with an event minimum of £50 per day	to be reviewed upon request	to be reviewed upon request	E / +	NC	N/A	N/A
Use of land for funfair - non operations per day	75.00	76.50	E / +	I	2.00%	1.50
Extra cleaning/damage to property/land	Subject to quotation	Subject to quotation	O	NC	N/A	N/A
Cancellation within 7 working days before the event	30% of the total fee of the event	30% of the total fee of the event	O	NC	N/A	N/A
Cancellations made within 3 working days before the event	100% of the total fee for the event	100% of the total fee for the event	O	NC	N/A	N/A
Filming						
Permit to film - Students/Registered Charities	Free	Free	-	NC	N/A	N/A
Permit to film - Commercial/film companies	102.00	150.00	Y	I	47.06%	48.00
Licence to film - Students/Registered Charities	51.00	75.00	Y	I	47.06%	24.00
Licence to film - Commercial/film companies	POA	POA	Y	NC	N/A	N/A
Late notice fee (less than 48 hours)	153.00	200.00	Y	I	30.72%	47.00
Licence to film using a drone	100.00	150.00	Y	I	50.00%	50.00
Use of council land/buildings to be charged as appropriate with a minimum of £100 per day	to be reviewed upon request	to be reviewed upon request	Y	NC	N/A	N/A
Butts Close Industrial Units						
Administration fee for new Lease	153.00	155.50	E	I	1.63%	2.50
Administration fee for early termination of the Lease	204.00	N/A	E	W	N/A	N/A
Skipool Creek						
Administration fee for new Licence	60.00	61.00	+	I	1.67%	1.00
Administration fee for assignment of Licence	60.00	61.00	+	I	1.67%	1.00
MOT Test Centre						
Standard vehicle compliance test (includes MOT)	45.00	50.00	O	I	11.11%	5.00
First re-test after failure of above	Free	Free	O	NC	N/A	N/A
Further re-tests following failure of free re-test	45.00	50.00	O	I	11.11%	5.00
Inspection and testing of horse drawn carriage	45.00	50.00	O	I	11.11%	5.00
Standalone testing of taxi meters	5.00	5.00	O	NC	0.00%	0.00
Release following a Council or Police issued stop notice (during standard operating hours)	5.00	5.00	O	NC	0.00%	0.00
Release following a Council or Police issued stop notice (at weekends or over bank holidays)	50.00	55.00	O	I	10.00%	5.00
Vehicle compliance test carried out on a Saturday morning	85.00	90.00	O	I	5.88%	5.00
Local taxi licensing checks for temporary replacement vehicles	30.00	35.00	O	I	16.67%	5.00
Allotments						
Administration fee for drawing up agreement	60.00	61.00	O	I	1.67%	1.00

RESOURCES PORTFOLIO
N.B. Building Control/Estates/Filming/Butts Close/Skipool Creek/MOT Test Centre and Allotments fees have been included within the above Planning Policy and Economic Portfolio to avoid splitting between that and Resources Portfolio.

LEGAL FEES						
Land and Property						
Sales						
Sale of Land (minimum charge or 1% - 3% of sale price, depending on complexity)	1,067.00	1,085.00	E / +*	I	1.69%	18.00
Sale of Land with Overage (minimum charge or 1% - 3% of sale price, depending on complexity)	1,920.50	1,953.00	E / +*	I	1.69%	32.50
Sale of POS Land (minimum charge or 1% - 3% of sale price, depending on complexity)	1,067.00	1,085.00	E / +*	I	1.69%	18.00
Sale of land/property at auction (minimum charge or 1% - 3% of sale price plus advertisements and disbursements)	1,600.50	1,627.50	E / +*	I	1.69%	27.00
Transfer of POS to the Council (minimum charge rising on complexity)	795.00	808.50	E / +*	I	1.70%	13.50
Sale of a Garden Plot (minimum charge rising on complexity)	311.50	317.00	E / +*	I	1.77%	5.50
Sale of a Garden Plot with Overage (minimum charge rising on complexity)	795.00	808.50	E / +*	I	1.70%	13.50
*Any sale of land where the council has Opted to Tax will be liable to VAT at Standard Rate						

	2024/25 Fees and Charges (from 1 April 2024)	2025/26 Fees and Charges (from 1 April 2025) #	VAT	NC/I/W/N/R	% Change	Increase (Decrease)
	£	£				£
Leases						
<i>Unless otherwise stated all minimum charges and will rise on complexity</i>						
Short Lease of Whole	708.50	720.50	E / +*	I	1.69%	12.00
Short Lease of Part	848.50	863.00	E / +*	I	1.71%	14.50
Long Lease of Whole	988.00	1,005.00	E / +*	I	1.72%	17.00
Long Lease of Part	1,128.00	1,147.00	E / +*	I	1.68%	19.00
Underlease of Whole	988.00	1,005.00	E / +*	I	1.72%	17.00
Underlease of Part	1,128.00	1,147.00	E / +*	I	1.68%	19.00
Surrender of Lease	851.50	866.00	E / +*	I	1.70%	14.50
Renewal of Lease	851.50	866.00	E / +*	I	1.70%	14.50
Croft Court Lease (set fee)	301.00	306.00	E / +*	I	1.66%	5.00
Croft Court Lease - Renewal (set fee)	229.50	233.50	E / +*	I	1.74%	4.00
Assignment of Lease	533.50	542.50	E / +*	I	1.69%	9.00
Assignment of Beach Bungalow Lease	288.00	293.00	+	I	1.74%	5.00
Assignment of Beach Bungalow Lease - Notice of Assignment Fee	29.00	29.50	+	I	1.72%	0.50
Deed of Variation to Lease	429.00	436.50	E	I	1.75%	7.50
Deed of Covenant release	565.50	575.00	E	I	1.68%	9.50
Bowling Green Management Agreements	144.00	146.50	O	I	1.74%	2.50
<i>*Any leases where the council has Opted to Tax or are not a licence to occupy will be liable to VAT at Standard Rate</i>						
Licences						
<i>Unless otherwise stated all minimum charges and will rise on complexity</i>						
Licence to Assign	533.50	542.50	E / +*	I	1.69%	9.00
Licence to Assign with AGA	747.00	759.50	E / +*	I	1.67%	12.50
Licence to carry out alterations (Residential) (set fee)	199.50	203.00	E / +*	I	1.75%	3.50
Licence to carry out works	794.00	807.50	E / +*	I	1.70%	13.50
Licence to assign combined with alterations/change of use	881.50	896.50	E / +*	I	1.70%	15.00
Licence to assign combined with alterations/change of use plus AGA	977.50	994.00	E / +*	I	1.69%	16.50
Licence to underlet	794.00	807.50	E / +*	I	1.70%	13.50
Licence to underlet with alterations/change of use	917.50	933.00	E / +*	I	1.69%	15.50
Grazing Licences (set fee)	172.50	175.50	Z	I	1.74%	3.00
Building Licence	0.00	0.00				
<i>*Any licences where the council has Opted to Tax or are not a licence to occupy will be liable to VAT at Standard Rate</i>						
Miscellaneous						
Deed of easement/ rights (minimum charge rising on complexity)	533.50	542.50	E	I	1.69%	9.00
Change of User	199.50	203.00	E	I	1.75%	3.50
Letter of consent to assign	82.00	83.50	E	I	1.83%	1.50
Covenant consents (Residential)	288.00	293.00	E	I	1.74%	5.00
Copying documents (per sheet)	0.50	0.50	Y	NC*	0.00%	0.00
Footpaths						
Diversion (plus hourly rate (see court fees) if protracted), plus advertisement costs and costs of Inquiry (if applicable)	1,600.50	1,627.50	O	I	1.69%	27.00
Planning						
S106 Agreements	1,600.50	1,627.50	O	I	1.69%	27.00
Variation of Section 106 Agreement (minimum charge, rising upon complexity)	1,067.00	1,085.00	O	I	1.69%	18.00
Unilateral Undertaking (minimum charge, rising upon complexity)	1,494.00	1,519.50	O	I	1.71%	25.50
Court						
Attending Court (per hour)	73.00	74.00	O	I	1.37%	1.00
LOCAL LAND CHARGES						
Local land charge searches (LLC1)	20.00	20.00	O	NC	0.00%	0.00
Local land charge searches (Con 29R)	*77.00	*77.00	+	NC	0.00%	0.00
<i>* Full charge dependent on whether LLC1 or Con 29</i>						
N.B. For further breakdown of the fees for individual questions within CON29 refer to our website www.wyre.gov.uk under the heading Land Charges.						
ROOM HIRE CIVIC CENTRE						
Notes:						
1. Rates can vary dependant on use and block bookings, please enquire.						
2. Commercial use is defined as being "in pursuance of a commercial, profit making venture"						
3. Refreshments are not included in the below prices						
4. Food and drink is not permitted in the Council Chamber						
Council Chamber						
Monday to Friday						
Morning/Afternoon Session (up to 4 hrs)	115.00	115.00	E	NC	0.00%	0.00
All day	231.00	231.00	E	NC	0.00%	0.00
Evening (to 10pm)	173.00	173.00	E	NC	0.00%	0.00
Evening (to 11.30pm)	231.00	231.00	E	NC	0.00%	0.00
Commercial Rate	441.00	441.00	E	NC	0.00%	0.00
Members' Lounge						
Monday to Friday						
Morning/Afternoon Session (up to 4 hrs)	105.00	105.00	E	NC	0.00%	0.00
All day	205.00	205.00	E	NC	0.00%	0.00
Evening (to 10pm)	147.00	147.00	E	NC	0.00%	0.00
Evening (to 11.30pm)	205.00	205.00	E	NC	0.00%	0.00
Commercial Rate	441.00	441.00	E	NC	0.00%	0.00
Supplement for use with another room						
Monday - Friday	68.00	68.00	E	NC	0.00%	0.00
Committee Rooms / Training Room / Meeting Room						
Monday to Friday						
Morning/Afternoon Session (up to 4 hrs)	53.00	53.00	E	NC	0.00%	0.00
All day	105.00	105.00	E	NC	0.00%	0.00
Evening (to 10pm)	79.00	79.00	E	NC	0.00%	0.00
Evening (to 11.30pm)	105.00	105.00	E	NC	0.00%	0.00
Commercial Rate	441.00	441.00	E	NC	0.00%	0.00
Premium Rate for Weekends (Any Rooms except for Civil Ceremonies)						
Saturday	767.00	767.00	E	NC	0.00%	0.00
Sunday/Bank Holiday	997.00	997.00	E	NC	0.00%	0.00
Members Lounge Supplement for use with another room						
Saturday	89.00	89.00	E	NC	0.00%	0.00
Sunday/Bank Holiday	126.00	126.00	E	NC	0.00%	0.00
set up, unique charge more than blackpool (just reg. office)						
Civil Ceremonies						
Monday to Friday	500.00	500.00	Y	NC	0.00%	0.00
Saturday	700.00	700.00	Y	NC	0.00%	0.00
STREET NAMING AND NUMBERING						
Application Type						
House name added/renamed	31.00	32.00	O	I	3.23%	1.00
House renumbered	31.00	32.00	O	I	3.23%	1.00
Naming of New Street	124.00	126.00	O	I	1.61%	2.00
Development of 1-5 plots (charge per plot)	31.00	32.00	O	I	3.23%	1.00
Development of 6-10 plots (charge per plot)	25.00	25.00	O	I	0.00%	0.00
Development of 11-50 plots (charge per plot)	19.00	19.00	O	NC*	0.00%	0.00
Development of 50+ plots (charge per plot)	13.00	13.00	O	NC*	0.00%	0.00
Changes in development after initial notification					N/A	N/A
	Charges individually assessed but minimum charge	Charges individually assessed but minimum charge	O	I		
	of £153 plus signage costs	of £156 plus signage costs			1.96%	3.00
Renaming of Street at resident's request	605.00	615.00	O	I	1.65%	10.00
<i>Signage costs are in addition to the fees quoted above and will be assessed on an individual basis depending on the requirements. All fees and charges are generally Outside Scope for VAT purposes with the exception of name plate installation costs on new developments and on any number/name plates supplied to individual properties which would be subject to VAT.</i>						
COMMUNICATIONS AND VISITOR ECONOMY						
Graphic design work to external organisations						
Full day (8hrs)	400.00	407.00	Y	I	1.75%	7.00
Half day (4hrs)	200.00	203.50	Y	I	1.75%	3.50
MISCELLANEOUS						
By-laws (non-discretionary)						
Purchase of the document (fee as per Act)	as per Act	as per Act	O	NC	N/A	N/A
Statement of Accounts						
Purchase of the document:						
- individuals and charities	10.00	Withdraw	O	W	N/A	N/A
- commercial organisations	20.00	Withdraw	O	W	N/A	N/A

	2024/25 Fees and Charges (from 1 April 2024)	2025/26 Fees and Charges (from 1 April 2025) #	VAT	NC/I/W/N/R	% Change	Increase (Decrease)
	£	£				£
Photocopy per side of any document that can be inspected						
Black & white - A4	0.30	0.30	Y	NC*	0.00%	0.00
Black & white - A3	0.70	0.70	Y	NC*	0.00%	0.00
Black & white - A2	1.40	1.40	Y	NC*	0.00%	0.00
Black & white - A1	2.80	2.80	Y	I	0.00%	0.00
Black & white - A0	5.70	5.80	Y	I	1.75%	0.10
Colour - A4	0.40	0.40	Y	NC*	0.00%	0.00
Colour - A3	1.00	1.00	Y	NC*	0.00%	0.00
Colour - A2	2.10	2.10	Y	NC*	0.00%	0.00
Colour - A1	4.30	4.40	Y	I	2.33%	0.10
Colour - A0	8.40	8.50	Y	I	1.19%	0.10
Data Protection						
Charging for Subject Access Requests are not permitted in most cases under the newly introduced General Data Protection Regulations. However, where the request is manifestly unfounded or excessive a "reasonable fee" for the administrative costs of complying with the request may be levied.						
Further copies of data following a request will be charged for to cover administrative costs.						
STREET SCENE AND PARKS AND OPEN SPACES PORTFOLIO						
PUBLIC CONVENIENCES						
Use of new & refurbished toilets (excludes urinals/disabled toilets with radar access)	0.40	0.40	O	NC*	0.00%	0.00
Radar Key - upon evidence of requirement (i.e. blue badge) (Open cubicle access for non profit community event - free of charge, but case by case approval)	6.00	6.00	Y	NC*	0.00%	0.00
DOG WELFARE						
Stray Dogs						
Stray dog handling fee incl statutory government levy	99.00	109.00	O	I	10.10%	10.00
Kennel fee additional charge per day	9.35	10.00	O	I	6.95%	0.65
WASTE MANAGEMENT						
Bulky Items						
Up to 3 items*	22.00	22.00	O	NC*	0.00%	0.00
Additional items – per item*	7.70	8.00	O	I	3.90%	0.30
* A 10% discount applies dependant on eligibility to customers in receipt of Local Council Tax Support.						
Green Waste						
Single year subscription - 1 x wheeled green domestic size waste bin collection	40.00	45.00	O	I	12.50%	5.00
Single year subscription - Early Bird offer	35.00	40.00	O	I	14.29%	5.00
Additional wheeled green waste bin collection - per annum	35.00	40.00	O	I	14.29%	5.00
Additional wheeled green waste bin collection - per annum - Early Bird offer	30.00	35.00	O	I	16.67%	5.00
Administration fee for production and delivery of replacement sticker	6.00	6.00	O	NC*	0.00%	0.00
Please note the subscription fees and additional bin fees were increased mid-year and the fees in the 2024/25 column are those approved during the 2024/25 financial year.						
Delivery/Admin Fee for provision of standard suite of waste and recycling containers per new property						
Fee to developer per property inclusive of green bin when subscribe to green waste collection	95.00	97.00	+	I	2.11%	2.00
Fee to new home inclusive of green bin when subscribe to green waste collection	95.00	97.00	O	I	2.11%	2.00
Fee for standard suite excluding green bin for new homeowner	71.00	72.00	O	I	1.41%	1.00
Fee for standard suite excluding green bin for property developer	71.00	72.00	+	I	1.41%	1.00
Fee to replace stolen/missing/damaged bin (where applicable)	24.00	24.00	O	NC*	0.00%	0.00
(Council reserves the right to charge if damaged owing to misuse or if replacements requested more frequently than every 7 years as per September 2020 Portfolio Holder Report)						
Non standard container new and replacement (stolen/missing/damaged bin inc. Fair wear and tear)	At cost plus 20% administration	At cost plus 20% administration	+	NC	N/A	N/A
Street Cleansing						
Recovery of collection and disposal costs from fly tipping incidents	At cost plus 20% administration	At cost plus 20% administration	O	NC	N/A	N/A
Small Fly tipping Offences(See Fixed Penalty section)						
Ad Hoc Private Work	quote basis	quote basis	+	NC	N/A	N/A
PARKS AND OPEN SPACES						
Grounds Maintenance						
Ad Hoc Private Work	quote basis	quote basis	+	NC	N/A	N/A
Fleetwood Memorial Park						
Hire of Pavilion						
-Half Day	42.50	43.00	E	I	1.18%	0.50
-Full Day	64.00	65.00	E	I	1.56%	1.00
-Commercial Hire - by negotiation	quote basis	quote basis	E	NC	N/A	N/A
Parks Development Officer Activities	24.00 per hour	n/a	Y	W	N/A	N/A
LEISURE DEVELOPMENT						
Services provided by Fylde Coast YMCA on behalf of Wyre Borough Council						
VAT, if appropriate is included in the charges, but will not be charged if all the following conditions apply:-						
1.Facilities are let exclusively to a school, constituted club or association or an organisation representing an affiliated club						
2.Bookings are for 10 or more sessions						
3.Each session is for the same sport/activity at the same location						
4.The interval between each session is at least 1 day but no more than 14 days						
Playing Fields						
Sport e.g. Football, Rugby etc. – per pitch including changing rooms where available						
Senior						
- Casual	39.50	40.00	Y	I	1.27%	0.50
- Season (per Team)	399.00	406.00	E**	I	1.75%	7.00
Junior						
- Casual	18.50	19.00	Y	I	2.70%	0.50
- Season (per Team)	200.50	204.00	E**	I	1.75%	3.50
Hire of Fields, per day - other use including galas, tournaments, etc. (excluding funfair/circus, listed separately)						
King George V, Fleetwood	167.50	170.50	Y*	I	1.79%	3.00
King George's, Thornton	167.50	170.50	Y*	I	1.79%	3.00
Cottam Hall, Poulton	167.50	170.50	Y*	I	1.79%	3.00
Memorial Park Fleetwood	167.50	170.50	Y*	I	1.79%	3.00
Preesall Playing Field, Preesall	167.50	170.50	Y*	I	1.79%	3.00
Jubilee Gardens, Cleveleys	167.50	170.50	Y*	I	1.79%	3.00
Bourne Way, Thornton	167.50	170.50	Y*	I	1.79%	3.00
Changing Rooms (where available) - Training only	18.50	19.00	Y	I	2.70%	0.50
Cricket - Cottam Hall, Poulton						
Day	40.00	Withdrawn	Y	W	N/A	N/A
Evening	32.00	Withdrawn	Y	W	N/A	N/A
Season (alternate Saturday)	368.00	Withdrawn	E**	W	N/A	N/A
All charges for football and cricket are double for non-residents						
* VAT exempt if hired for non-sports use. ** VAT exempt if block booking criteria met						
Note: the above Leisure Services fees and charges are booked via YMCA and the VAT liability shown is that of YMCA and not Wyre Council						

Key to VAT Codings:
+ VAT to be added at Standard Rate
Y Y Includes VAT
E E Exempt from VAT
O O Outside Scope
Z Z Zero Rated

Development Management - Pre-Application Fees and Charges 2024/25

Development Management - Pre-Application Fees and Charges 2025/26

Development Type		Category	Fee (including VAT)			Fee (including VAT)			Percentage Change		Written advice only	Add. Dwelling	
			Written advice only	Meeting (initial)	Meeting (follow up)	Written advice only	Meeting (initial)	Meeting (follow up)	Written advice only	Meeting (initial)			
Request for confirmation regarding removal of Permitted Development rights			£25.00			£25.00			0.00%				
Householder (alterations or extensions to existing dwellings or development within the curtilage of a dwelling)			£70.00	£120.00	50% of initial meeting fee	£71.00	£122.00	50% of initial meeting fee	1.43%	1.67%			
New dwellings	Outline	Site area less than 0.5 Ha	£100.00 per 0.1 Ha or part thereof	£160.00 per 0.1 Ha or part thereof	50% of initial meeting fee	£102.00 per 0.1 Ha or part thereof	£163.00 per 0.1 Ha or part thereof	50% of initial meeting fee	2.00%	1.88%			
		Site area between 0.5 Ha and 2.499 Ha	£700.00	£900.00		£712.00	£915.00		1.71%	1.67%			
		Site area 2.5 Ha or more		£1,400.00			£1,424.00			1.71%			
	Full	Less than 10 dwellings	£80.00 for first dwelling + £45.00 for each additional dwelling	£120.00 for first dwelling + £75.00 for each additional dwelling		£81.00 for first dwelling + £46.00 for each additional dwelling	£122.00 for first dwelling + £76.00 for each additional dwelling		1.25%	1.67%	2.22%	1.33%	
		10 - 49 dwellings	£600.00	£900.00		£610.00	£915.00		1.67%	1.67%			
		50 or more dwellings		£1,540.00			£1,566.00		1.69%	1.69%			
	Reserved Matters	Less than 10 dwellings	£70.00 for first dwelling + £40.00 for each additional dwelling	£110.00 for first dwelling + £70.00 for each additional dwelling		£71.00 for first dwelling + £41.00 for each additional dwelling	£112.00 for first dwelling + £71.00 for each additional dwelling		1.43%	1.82%	2.50%	1.43%	
		10 - 49 dwellings	£500.00	£780.00		£508.00	£793.00		1.60%	1.67%			
		10 - 49 dwellings	£500.00	£780.00		£508.00	£793.00		1.60%	1.67%			
		50 or more dwellings		£1,500.00			£1,525.00		1.67%	1.67%			
	New buildings (and other structures) other than dwellings	Outline	Site area less than 1.0 Ha	£70.00 per 0.2 Ha or part thereof		£90.00 per 0.2 Ha or part thereof	£71.00 per 0.2 Ha or part thereof		£92.00 per 0.2 Ha or part thereof	1.43%	2.22%		
			Site area between 1.0 Ha and 1.999 Ha	£350.00		£500.00	£356.00		£508.00	1.71%	1.60%		
Site area 2.0 Ha or more			£500.00	£750.00	£508.00	£763.00	1.60%	1.73%					
Full		Floor area less than 1000m ²	£70.00 per 200m ² or part thereof	£100.00 per 200m ² or part thereof	£71.00 per 200m ² or part thereof	£102.00 per 200m ² or part thereof	1.43%	2.00%					
		Floor area between 1000m ² and 1999m ²	£400.00	£600.00	£407.00	£610.00	1.75%	1.67%					
		Floor area 2000m ² or more	£600.00	£880.00	£610.00	£895.00	1.67%	1.70%					
		Floor area less than 1000m ²	£60.00 per 200m ² or part thereof	£90.00 per 200m ² or part thereof	£61.00 per 200m ² or part thereof	£92.00 per 200m ² or part thereof	1.67%	2.22%					
Reserved Matters		Floor area between 1000m ² and 1999m ²	£350.00	£500.00	£356.00	£508.00	1.71%	1.60%					
		Floor area 2000m ² or more	£500.00	£750.00	£508.00	£763.00	1.60%	1.73%					
		Floor area less than 1000m ²	£80.00 per 200m ² or part thereof	£100.00 per 200m ² or part thereof	£81.00 per 200m ² or part thereof	£102.00 per 200m ² or part thereof	1.25%	2.00%					
Change of use (other than to dwellings)		Floor area between 1000m ² and 1499m ²	£400.00	£550.00	£407.00	£559.00	1.75%	1.64%					
		Floor area 1500m ² or more	£570.00	£800.00	£580.00	£814.00	1.75%	1.75%					
	Agricultural buildings	£80.00	£120.00	£81.00	£122.00	1.25%	1.67%						
Advertisements		£55.00	£90.00	£56.00	£92.00	1.82%	2.22%						
Other applications	Site area less than 1.0 Ha	£60.00 per 0.2 Ha or part thereof	£100.00 per 0.2 Ha or part thereof	£61.00 per 0.2 Ha or part thereof	£102.00 per 0.2 Ha or part thereof	1.67%	2.00%						
	Site area between 1.0 Ha and 1.999 Ha	£400.00	£560.00	£407.00	£570.00	1.75%	1.79%						
	Site area 2.0 Ha or more		£800.00		£814.00		1.75%						
Schedule 1 or Schedule 2 EIA development			£770.00		£783.00	1.69%	1.69%						
Agreement of condition confirmation (New Charge)	Major Applications	£50.00		£51.00		2.00%							

Building Regulation Charges with effect from 1 April 2024
TABLE A - Standard charges for the creation or conversion to new dwellings

Number of dwellings	Charge	Building Regulation Full Plans Application Charge	Building Notice Charge	Regularisation Charge	Part P* Additional Charge
		£	£	£	£
1	Net	650.00	650.00	825.00	175.00
	VAT	130.00	130.00	N/A	35.00
	Total	780.00	780.00	825.00	210.00
2	Net	850.00	850.00	1,100.00	200.00
	VAT	170.00	170.00	N/A	40.00
	Total	1,020.00	1,020.00	1,100.00	240.00
3	Net	1,050.00	1,050.00	1,400.00	275.00
	VAT	210.00	210.00	N/A	55.00
	Total	2,070.00	2,070.00	2,500.00	515.00
4	Net	1,250.00	1,250.00	1,625.00	300.00
	VAT	250.00	250.00	N/A	60.00
	Total	1,500.00	1,500.00	1,625.00	360.00
5	Net	1,500.00	1,500.00	1,900.00	400.00
	VAT	300.00	300.00	N/A	80.00
	Total	1,800.00	1,800.00	1,900.00	480.00

Note: For 6 or more dwellings or if the floor area of a dwelling exceeds 300m² the charge is individually assessed

Building Regulation Charges with effect from 1 April 2025
TABLE A - Standard charges for the creation of, or conversion to new dwellings

Number of dwellings	Charge	Building Regulation Full Plans Application Charge	Regularisation Charge	Reversion Charge
		£	£	£
1	Net	715.00	1,183.00	1,183.00
	VAT	143.00	N/A	N/A
	Total	858.00	1,183.00	1,183.00
2	Net	850.00	1,544.00	1,544.00
	VAT	170.00	N/A	N/A
	Total	1,020.00	1,544.00	1,544.00
For each additional dwelling up to 10	Net	250.00	351.00	351.00
	VAT	50.00	N/A	N/A
	Total	1,270.00	1,895.00	1,895.00
	Total	300.00	351.00	351.00

Note: For 10 or more dwellings or if the floor area of a dwelling exceeds 300m² the charge will be individually assessed

* The Part P additional charge should be added when a person who is **not** a Part P registered electrician carries out notifiable electrical work. A Part P registered electrician is a qualified electrician who is registered under an **Approved Competent Persons Scheme**. In order to recover the Local Authority costs if anyone other than a part P registered electrician undertakes the electrical work the additional charge is payable.

Building Regulation Charges with effect from 1 April 2024
TABLE B - Standard charges for domestic extensions to a single building

Category	Description	Charge	Building Regulation Full Plans Application Charge	Building Notice Charge	Regularisation Charge	Part P* Additional Charge
			£	£	£	£
1	Extension with floor area not exceeding 10m ²	Net	330.00	330.00	425.00	175.00
		VAT	66.00	66.00		35.00
		Total	396.00	396.00	425.00	210.00
2	Extension with floor area exceeding 10m ² but not exceeding 40m ²	Net	450.00	450.00	575.00	175.00
		VAT	90.00	90.00		35.00
		Total	540.00	540.00	575.00	210.00
3	Extension with floor area exceeding 40m ² but not exceeding 60m ²	Net	575.00	575.00	735.00	175.00
		VAT	115.00	115.00		35.00
		Total	690.00	690.00	735.00	210.00
4	Loft conversion that does not include the construction of a dormer with floor area not exceeding 40m ²	Net	375.00	375.00	475.00	175.00
		VAT	75.00	75.00		35.00
		Total	450.00	450.00	475.00	210.00
5	Loft conversion that does include the construction of a dormer with floor area not exceeding 40m ²	Net	450.00	450.00	575.00	175.00
		VAT	90.00	90.00		35.00
		Total	540.00	540.00	575.00	210.00
6	Erection or extension of a garage or carport with floor area not exceeding 40m ²	Net	275.00	275.00	350.00	175.00
		VAT	55.00	55.00		35.00
		Total	330.00	330.00	350.00	210.00
7	Erection or extension of a garage or carport with floor area exceeding 40m ² but not exceeding 80m ²	Net	375.00	375.00	475.00	175.00
		VAT	75.00	75.00		35.00
		Total	450.00	450.00	475.00	210.00
8	Conversion of a domestic garage to a habitable room(s)	Net	300.00	300.00	375.00	175.00
		VAT	60.00	60.00		35.00
		Total	360.00	360.00	375.00	210.00

* The Part P additional charge should be added when a person who is **not** a Part P registered electrician carries out notifiable electrical work. A Part P registered electrician is a qualified electrician who is registered under an **Approved Competent Persons Scheme**. In order to recover the Local Authority costs if anyone other than a part P registered electrician undertakes the electrical work the additional charge is payable.

Building Regulation Charges with effect from 1 April 2025
TABLE B - Standard charges for domestic extensions to a single building

Category	Description	Charge	Building Regulation Full Plans Application Charge	Regularisation Charge	Reversion Charge
			£	£	£
1	Extension with floor area not exceeding 60m ²	Net	575.00	875.00	875.00
		VAT	115.00	N/A	N/A
		Total	690.00	875.00	875.00
2	Extension with floor area exceeding 60m ² but not exceeding 100m ²	Net	655.00	1,160.00	1,160.00
		VAT	131.00	N/A	N/A
		Total	786.00	1,160.00	1,160.00
3	Roof lift or loft conversion with floor area not exceeding 80m ²	Net	495.00	805.00	805.00
		VAT	99.00	N/A	N/A
		Total	594.00	805.00	805.00
4	Erection or extension of a garage or carport with floor area not exceeding 100m ²	Net	415.00	665.00	665.00
		VAT	83.00	N/A	N/A
		Total	498.00	665.00	665.00
5	Conversion of a domestic garage to a habitable room(s)	Net	345.00	605.00	605.00
		VAT	69.00	N/A	N/A
		Total	414.00	605.00	605.00

NOTE: A Part P additional charge will be added when a person who is not a Part P registered electrician carries out notifiable electrical work. A Part P registered electrician is a qualified electrician who is registered under an Approved Competent Persons Scheme. If anyone other than a part P registered electrician undertakes the electrical work the additional charge is payable in order for the Local Authority to recover its costs.

Building Regulation Charges with effect from 1 April 2024
TABLE C - Standard charges for domestic alterations to a single building

Category	Description	Charge	Building Regulation Full Plans Application Charge	Building Notice Charge	Regularisation Charge	Reduction **
			£	£	£	£
1	Internal alterations, installation of fittings (not electrical) and/or structural:					
	Estimated value up to £5,000	Net	200.00	200.00	250.00	50%
		VAT	40.00	40.00		
		Total	240.00	240.00	250.00	
	Estimated value exceeding £5,001, up to £10,000	Net	325.00	325.00	425.00	50%
		VAT	65.00	65.00		
		Total	390.00	390.00	425.00	
	Estimated value exceeding £10,001, up to £20,000	Net	375.00	375.00	475.00	50%
		VAT	75.00	75.00		
		Total	450.00	450.00	475.00	
Estimated value exceeding £20,001, up to £30,000	Net	475.00	475.00	625.00	50%	
	VAT	95.00	95.00			
	Total	570.00	570.00	625.00		
Estimated value exceeding £30,001, up to £40,000	Net	575.00	575.00	750.00	50%	
	VAT	115.00	115.00			
	Total	690.00	690.00	750.00		
2	Underpinning	Net VAT Total	325.00 65.00 390.00	325.00 65.00 390.00	425.00 425.00	50%
3	Renovation of a thermal element to a single dwelling	Net VAT Total	175.00 35.00 210.00	175.00 35.00 210.00	225.00 225.00	50%
4	Window replacement (non-competent persons scheme) - per installation of up to 20 windows	Net VAT Total	125.00 25.00 150.00	125.00 25.00 150.00	150.00 150.00	50%
5	Electrical work (non-competent persons scheme):					
	Any electrical work, other than the rewire of a dwelling	Net	175.00	175.00	225.00	50%
		VAT	35.00	35.00		
		Total	210.00	210.00	225.00	
The re-wiring of, or new installation in, a dwelling	Net	300.00	300.00	375.00	50%	
	VAT	60.00	60.00			
	Total	360.00	360.00	375.00		

** When it is intended to carry out additional building work on a dwelling at the same time that any of the work to which Table B relates then the charge for this additional work shall be reduced by the amount shown in the table.

Building Regulation Charges with effect from 1 April 2025
TABLE C - Standard charges for domestic alterations to a single building

Category	Description	Charge	Building Regulation Full Plans Application Charge	Regularisation Charge	Reversion Charge	Reduction *
			£	£	£	£
1	Internal alterations, with:					
	Estimated value up to £5,000	Net	230.00	375.00	375.00	50%
		VAT	46.00			
		Total	276.00	375.00	375.00	
	Estimated value exceeding £5,001, up to £10,000	Net				50%
		VAT				
		Total	0.00	0.00	0.00	
	Estimated value exceeding £5,000 up to £20,000	Net	415.00	686.00	686.00	50%
		VAT	83.00			
		Total	498.00	686.00	686.00	
Estimated value exceeding £20,000 up to £40,000	Net	635.00	1,050.00	1,050.00	50%	
	VAT	127.00				
	Total	762.00	1,050.00	1,050.00		
Estimated value exceeding £40,000 up to £100,000	Net	795.00	1,195.00	1,195.00	50%	
	VAT	159.00				
	Total	954.00	1,195.00	1,195.00		
2	Underpinning	Net VAT Total	360.00 72.00 432.00	595.00 595.00	595.00 595.00	50%
3	Renovation of a thermal element (roof, walls, floor)	Net VAT Total	190.00 38.00 228.00	323.00 323.00	323.00 323.00	50%
4	Window replacement up to 20 windows and doors	Net VAT Total	140.00 28.00 168.00	231.00 231.00	231.00 231.00	50%

*NOTE: When it is intended to carry out additional alterations on a dwelling at the same time as any of the work to which Table B relates then the charge for this additional work shall be reduced by 50%

Building Regulation Charges with effect from 1 April 2024

Other Charges (Non-VARIABLE)	
Description	£
Provide copy completion certificate	30.00
Provide copy Decision Notice	30.00
Re-open an archived application	
To resolve case and issue a Completion Certificate where work has been completed or occupied for 6-12 months and request for a Certificate is made by the applicant	100.00
To resolve case and issue a Completion Certificate where work has been completed or occupied for more than 12 months and request for a Certificate is made by the applicant	200.00
Supply of non-standard data and information	75.00
Administration fee for withdrawal of an application	75.00

Building Regulation Charges with effect from 1 April 2025

Other Charges (Non-VARIABLE)	
Description	£
Provide copy completion certificate	35.00
Provide copy Decision Notice	35.00
Re-open an archived application	100.00
To resolve case and issue a Completion Certificate where work has been completed or occupied for 6-12 months and request for a Certificate is made by the applicant	Withdrawn
To resolve case and issue a Completion Certificate where work has been completed or occupied for more than 12 months and request for a Certificate is made by the applicant	Withdrawn
Supply of non-standard data and information	80.00
Administration fee for withdrawal of an application	80.00

Building Regulation Charges with effect from 1 April 2024
 TABLE D - Standard charges for non-domestic work - extensions & new build

Category	Description	Charge	BUILDING USAGE			
			Industrial and Storage Use		All Other Use Classes	
			Building Regulation Full Plans Application Charge	Regularisation Charge	Building Regulation Full Plans Application Charge	Regularisation Charge
			£	£	£	£
1	Floor area not exceeding 10m ²	Net	325.00	450.00	325.00	425.00
		VAT	65.00		65.00	
		Total	390.00	450.00	390.00	425.00
2	Floor area exceeding 10m ² but not exceeding 40m ²	Net	450.00	575.00	650.00	850.00
		VAT	90.00		130.00	
		Total	540.00	575.00	780.00	850.00
3	Floor area exceeding 40m ² but not exceeding 80m ²	Net	650.00	825.00		
		VAT	130.00			
		Total	780.00	825.00		

Building Regulation Charges with effect from 1 April 2025
 TABLE D - Standard charges for non-domestic work - extensions & new build and alterations

Category	Description	Charge	Building Regulation Full Plans Application Charge	Regularisation Charge	Reversion Charge
			£		
			1	Estimated value less than £5,000	Net
VAT	61.00	N/A			N/A
Total	366.00	525.00			525.00
2	Estimated value exceeding £5,000 and up to £40,000	Net	635.00	1,050.00	1,050.00
		VAT	127.00	N/A	N/A
		Total	762.00	1,050.00	1,050.00
3	Estimated value exceeding £40,000 and up to £80,000	Net	715.00	1,195.00	1,195.00
		VAT	143.00	N/A	N/A
		Total	858.00	1,195.00	1,195.00
4	Estimated value exceeding £80,000 and up to £150,000	Net	875.00	1,345.00	1,345.00
		VAT	175.00	N/A	N/A
		Total	1,050.00	1,345.00	1,345.00
5	Estimated value exceeding £150,000 and up to £250,000	Net	1,025.00	1,671.00	1,671.00
		VAT	205.00	N/A	N/A
		Total	1,230.00	1,671.00	1,671.00
6	Renovation of a thermal element (roof, walls, floor) value not exceeding £80,000	Net	330.00	546.00	546.00
		VAT	66.00	N/A	N/A
		Total	396.00	546.00	546.00
7	Window replacement up to 20 windows and doors	Net	190.00	312.00	312.00
		VAT	38.00	N/A	N/A
		Total	228.00	312.00	312.00

Building Regulation Charges with effect from 1 April 2024
TABLE E - Standard charges for non-domestic alterations

Case Type	Description	Charge	Building Regulation Full Plans	Regularisation Charge
			£	£
1	Alterations not described elsewhere, including structural alterations and installation of controlled fittings			
	Estimated value up to £5,000	Net	200.00	275.00
		VAT	40.00	
		Total	240.00	275.00
	Estimated value exceeding £5,001, up to £10,000	Net	325.00	450.00
		VAT	65.00	
		Total	390.00	450.00
	Estimated value exceeding £10,001, up to £20,000	Net	375.00	500.00
		VAT	75.00	
		Total	450.00	500.00
	Estimated value exceeding £20,001, up to £30,000	Net	475.00	650.00
		VAT	95.00	
Total		570.00	650.00	
Estimated value exceeding £30,001, up to £40,000	Net	575.00	800.00	
	VAT	115.00		
	Total	690.00	800.00	
2	Electrical work (non-competent persons scheme):			
	Any electrical work, other than the rewire of a dwelling	Net	175.00	225.00
		VAT	35.00	
		Total	210.00	225.00
	The re-wiring of, or new installation in, a dwelling	Net	300.00	375.00
		VAT	60.00	
Total		360.00	375.00	
3	Window replacement (non-competent persons scheme) - per installation of up to 20 windows	Net	175.00	225.00
		VAT	35.00	
		Total	210.00	225.00

Building Regulation Charges with effect from 1 April 2025
TABLE E - Standard charges for non-domestic alterations removed and merged with Table D

% Change
TABLE A - Standard charges for the creation or conversion to new dwellings

Number of dwellings	Charge	Building Regulation Full Plans Application Charge	Building Notice Charge	Regularisation Charge	Part P* Additional Charge
		% Change	% Change	% Change	% Change
1	Net	10%	10%	43%	-100%
	VAT	10%	10%	N/A	-100%
	Total	10%	10%	43%	-100%
2	Net	0%	0%	40%	-100%
	VAT	0%	0%	N/A	-100%
	Total	0%	0%	40%	-100%
3	Net	-76%	-76%	-75%	-100%
	VAT	-76%	-76%	N/A	-100%
	Total	-39%	-39%	-24%	-100%
Withdrawn	Net				
	VAT				
	Total				
Withdrawn	Net				
	VAT				
	Total				

% Change
TABLE B - Standard charges for domestic extensions to a single building

Category	Description	Charge	Building Regulation Full Plans Application Charge	Building Notice Charge	Regularisation Charge	Part P* Additional Charge
			£	£	£	£
1	Withdrawn	Net				
		VAT				
		Total				
2	Withdrawn	Net				
		VAT				
		Total				
3	Extension with floor area not exceeding 60m ²	Net	0%	0%	19%	-100%
		VAT	0%	0%	N/A	-100%
		Total	0%	0%	19%	-100%
4	Extension with floor area exceeding 60m ² but not exceeding 100m ²	Net				
		VAT				
		Total				
4	Withdrawn	Net				
		VAT				
		Total				
5	Roof lift or loft conversion with floor area not exceeding 80m ²	Net	10%	10%	40%	-100%
		VAT	10%	10%	N/A	-100%
		Total	10%	10%	40%	-100%
6	Withdrawn	Net				
		VAT				
		Total				
7	Erection or extension of a garage or carport with floor area not exceeding 100m ²	Net	11%	11%	40%	-100%
		VAT	11%	11%	N/A	-100%
		Total	11%	11%	40%	-100%
8	Conversion of a domestic garage to a habitable room(s)	Net	15%	15%	61%	-100%
		VAT	15%	15%	N/A	-100%
		Total	15%	15%	61%	-100%

% Change
TABLE C - Standard charges for domestic alterations to a single building

Category	Description	Charge	Building Regulation Full Plans Application Charge	Building Notice Charge	Regularisation Charge	
			£	£	£	£
1	Internal alterations, installation of fittings (not electrical) and/or structural:					
	Estimated value up to £5,000	Net	15%	15%	50%	
		VAT	15%	15%	N/A	
		Total	15%	15%	50%	
	Withdrawn	Net				
		VAT				
		Total				
	Estimated value exceeding £10,001, up to £20,000	Net	11%	11%	44%	
		VAT	11%	11%	N/A	
		Total	11%	11%	44%	
	Estimated value exceeding £20,001, up to £30,000	Net				
		VAT				
		Total				
	Estimated value exceeding £30,001, up to £40,000	Net	10%	10%	40%	
VAT		10%	10%	N/A		
Total		10%	10%	40%		
Withdrawn	Net					
	VAT					
	Total					
2 Underpinning	Net	11%	11%	40%		
	VAT	11%	11%	N/A		
	Total	11%	11%	40%		
3 Renovation of a thermal element to a single dwelling	Net	9%	9%	44%		
	VAT	9%	9%	N/A		
	Total	9%	9%	44%		
4 Window replacement (non-competent persons scheme) - per installation of up to 20 windows	Net	12%	12%	54%		
	VAT	12%	12%	N/A		
	Total	12%	12%	54%		

% Change

Other Charges (Non-VARIABLE)	
Description	£
Provide copy completion certificate	17%
Provide copy Decision Notice	17%
Re-open an archived application	
To resolve case and issue a Completion Certificate where work has been completed or occupied for 6-12 months and request for a Certificate is made by the applicant	Withdrawn
To resolve case and issue a Completion Certificate where work has been completed or occupied for more than 12 months and request for a Certificate is made by the applicant	
Application withdrawn - any type	7%
Application withdrawn - any type	7%

% Change
TABLE D - Standard charges for non-domestic work

Category	Description	Charge	Building Regulation Full Plans Application Charge	Building Notice Charge	Regularisation Charge	Reversion Charge
			£	£	£	£
1	Floor area not exceeding 10m ²	Net	-6%	N/A	17%	17%
		VAT	-6%	N/A	0%	0%
		Total	-6%	N/A	17%	17%
2	Floor area exceeding 10m ² but not exceeding 40m ²	Net	41%	N/A	24%	24%
		VAT	41%	N/A	0%	0%
		Total	41%	N/A	24%	24%
3	Floor area exceeding 40m ² but not exceeding 80m ²	Net	10%	N/A	45%	45%
		VAT	10%	N/A	0%	0%
		Total	10%	N/A	45%	45%
3	Floor area exceeding 40m ² but not exceeding 80m ²	Net	0%	N/A	0%	0%
		VAT	0%	N/A	0%	0%
		Total	0%	N/A	0%	0%
3	Floor area exceeding 40m ² but not exceeding 80m ²	Net	0%	N/A	0%	0%
		VAT	0%	N/A	0%	0%
		Total	0%	N/A	0%	0%
3	Floor area exceeding 40m ² but not exceeding 80m ²	Net	0%	N/A	0%	0%
		VAT	0%	N/A	0%	0%
		Total	0%	N/A	0%	0%

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Fees and Charges Policy

Updated July 2024

1. Introduction

1.1 Similar to other local authorities, the council is facing financial pressures as a result of reductions in central government funding, rising inflation and increased competition from the private sector for certain services.

1.2 As a result, the council uses its powers to charge for goods and services, issue fixed penalties and recover its costs, to generate income to support investment in services and/or reduce the overall level of expenditure to be met by council taxpayers.

1.3 The council aims to be commercially minded and this also applies to fees and charges, to help ensure that the council is in a better place to meet funding challenges going forward. However, it is necessary to balance this ambition with an awareness of the consequences of charging on individuals, the wider aims of the council itself and the organisations it works with, to ensure that changes do not adversely impact on those who are vulnerable or in financial difficulties.

A corporate approach to commercial activity in terms of setting fees and charges ensures that chargeable services represent best value to the residents of the borough. It supports the focus of the Council Plan and its four key themes:

- 1.4
- People and Communities
 - Growth and Prosperity
 - Place and Climate
 - Innovative and Customer Focused

2. Background

- 2.1 Income received by the council from fees and charges is generated by both statutory and discretionary services. Where fees and charges apply to statutory services these are often set nationally, for example, some planning and licensing fees. Usually these are fixed amounts, but in some instances a 'price range' is set and council's can choose to set their fees within this range.
- 2.2 The remaining income generating services where the council levies fees and charges are of a discretionary nature. Discretionary services are those that an authority has the power to provide but is not obliged to. They include services provided directly to the public in general such as pest control and leisure services as well as charges for the costs incurred by the council (such as legal costs) when entering into planning or highways agreements with specific persons.
- 2.3 Previously published guidance helps to shape the underlying principles for reviewing fees and charges each year. The first of these advised councils to focus attention on charges and addresses the following issues:
- Establish clear principles for charging;
 - Integrate charging into service management and forge links with corporate objectives;
 - Set clear objectives and targets to qualify success in charging e.g. what level of surplus is required or what level of take-up are we hoping to achieve;
 - Build an understanding of users and markets;
 - Improve decision making by taking into account the likely impact of changes to charges on budgets, demand, usage etc.; and
 - Innovate via imaginative use of charging structures.
- 2.4 A further report, which identified how different councils' use their powers to charge for services and draws conclusions that support the earlier publication in that:
- Charging for local services makes a significant contribution to council finances and for district councils charges make the greatest contribution to service delivery;

- Councils use charges to influence individuals' choices and to bring benefits to local communities. Charges can be set to encourage or discourage people to use services and through concessions to pursue local objectives; and
- Councils need to understand better the likely impact of charges on users and on patterns of service use and equality impact assessments can help with this.

2.5 The report recommends, amongst other things, that where there is a subsidy to provide a service, this is transparent as part of the decision making process; that service managers should be aware of both users and non-users of the service being charged for; to engage service users and taxpayers more in decisions about charging levels and that there should be regular debate on charges and charging policy.

2.6 The level of income generated by fees and charges, and in particular projected increases which the council can influence, forms a key part of the council's financial planning and is therefore reflected in the Medium Term Financial Plan.

3. The Council's Policy

3.1 Fees and charges raised should be based on the full cost of the service. A large proportion of fees and charges are restricted by law and can only be set on a cost recovery basis although this will include direct costs of the service provision, overheads and central costs.

3.2 Where the council has the power to charge more than the full cost recovery, consideration should be given to doing so. This may be a useful mechanism for controlling and influencing demand for instance where there is a limited capacity to provide the service. In either case, the impact on the budget should be assessed and if a subsidy arises, this should be declared and ultimately mitigated wherever possible.

3.3 There are three main categories that determine how fees and charges are set and these are as follows:

- Prescribed by legislation
- Member approval
- Officer delegated powers

- 3.4 In order to guide officers, it is useful for them to consider a number of factors when reviewing fees and charges and they include the recommendations set out in section 2 above.
- 3.5 The council has not imposed a blanket 'one size fits all' approach, although as a minimum it is expected that discretionary fees and charges will normally increase with September's CPI each year. This indicator is chosen as it is consistent with central government's approach to uplifting many of their funding streams and normally provides a suitable proxy where changes in total cost are more incremental. A more comprehensive total cost exercise is undertaken every three years in order to ensure that they have kept pace with changing costs, including how the service is delivered which may have impacted on the calculation.
- 3.6 As part of reviewing our fees and charges, we will undertake some market research/benchmarking using nearest neighbours and other family group data, to sense-check the appropriateness of any proposed changes prior to recommending them.
- 3.7 Thought should also be given to the criteria for any concessions or discounted charges and a consistent approach taken across all council services.
- 3.8 Consideration should be given to how changes to fees and charges will affect the delivery of the Council Plan. Other policies and strategies may also have a bearing on the approach taken and so officers should utilise their awareness of these e.g. car parking strategy, to avoid duplication or inadvertent overriding/contradictions of earlier approvals. Similarly, decisions may have been made outside of the consolidated annual fees and charges report and so officers must be mindful of any changes/updates during the year. Finance will normally maintain a record of these but owing to timing differences, officers are asked to notify Finance if they identify any discrepancies.

- 3.9 Officers must ensure that the correct treatment of VAT is applied to the fees and charges they are responsible for. The correct treatment should be agreed with Finance in advance of application. The council currently subscribes to PSTax and they have undertaken a review of the VAT treatment adopted for each of our fees and charges during 2023/24 to ensure that they are up to date. Advice on the correct VAT treatment for new fees and charges can be sought from Finance who will consult with PSTax as needed.
- 3.10 Officers should liaise with their relevant Portfolio Holder to discuss any proposed changes to the Fees and Charges structure, including proposed increases. It is important to also make them aware if no changes are being made and why, as they may have a different view and early engagement can avoid delays later in the process.

4. Equality and Diversity

- 4.1 Under Section 149 of the Equality Act 2010, the Council has a duty when exercising its functions to have 'due regard' to the need to eliminate discrimination and other conduct prohibited under the Act and advance equality of opportunity and foster good relations between those who share a "protected characteristic" and those who do not. This is the public sector equality duty. The protected characteristics are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The purpose of the duty is to enquire into whether a proposed decision disproportionately affects people with a protected characteristic. In other words, the indirect discriminatory effects of a proposed decision. Due regard is the regard that is appropriate in all the circumstances.
- 4.2 Before the council exercises its fees and charging powers, the impact on individuals or groups of individuals who share a protected characteristic must be carefully considered and properly factored into the decision-making process.

5. Legislation

- 5.1 Under the Localism Act 2011 there is a general power of competence which explicitly gives councils the power to do anything that an individual can do which is not prohibited by other legislation. This activity can include charging (i.e. to recover the costs of providing a discretionary service which the person has agreed to) or can be undertaken for a commercial purpose (i.e. to generate efficiencies, surpluses and profits) through a special purpose trading company. This is what is more commonly known as trading. Charging and trading activities can be aimed at benefiting the Council, the borough or its local communities.
- 5.2 These powers are in addition to similar powers set out in the Local Government Act 2003. The 2003 Act empowers councils to charge for any discretionary services (i.e. services councils have the power to provide but do not have a duty to provide by law) on a cost recovery basis. For example, the Council could decide to provide a new discretionary service, that is an addition to or enhancement of a statutory service, and then charge for it.
- 5.3 The 2011 Act power and the 2003 Act power cannot be used where charging is prohibited or where another specific charging regime applies. Statutory guidance published in 2003 outlines how costs and charges should be established and that guidance remains in force (see: 'General Power for Best Value Authorities to Charge for Discretionary Services', ODPM, 2003). The Council must have regard to the guidance when charging for discretionary services under the 2003 Act.
- 5.4 In particular, the guidance contains useful advice on setting charges. It explains that for each discretionary service for which a charge is made, councils need to secure that, taking one year with another, the income from charges for that service does not exceed the costs of provision. The requirement to take one year with another recognises the practical difficulties council will face in estimating the charges. It establishes the idea of balancing the books over a period of time (not less than 1 year and no more than 3 years). Any over or under recovery that results in a surplus or deficit of income in relation to costs in one period should be addressed by the council when setting its charges for future periods so that over time income equates to costs.
- 5.5 The 2003 Act also enables councils to trade in activities related to their functions on a commercial basis with a view to profit through a company.
- 5.6 Under the Local Authorities (Goods and Services) Act 1970 councils also have powers to enter into agreements with each other and a long list of designated

bodies. These activities are not limited to cost recovery and a profit can be generated from these activities.

- 5.7 In terms of leisure and recreational facilities, section 19 of the Local Government (Miscellaneous Provisions) Act 1976 permits councils to charge for these beyond cost recovery limitations.

Appendix 3 Charging Policy Summary

Service Area	Subsidised greater than £50K ##	Determined by WBC Y/N	Estimated Value 2024/25 £	Able to Influence £	Unable to Influence £
<u>Transformation and Change</u>					
Street Nameplates and Numbering	N	Y	14,720	14,720	-
Marine Hall	Y	Y	154,300	154,300	-
		Sub Total	169,020	169,020	-
<u>Finance and Governance</u>					
Electoral Services	N	Y	1,800	1,800	-
Other Legal Fees	N	Y	32,010	32,010	-
National Non-Domestic Rates (Court Costs)	N	Y	13,000	13,000	-
Photocopying	N	Y	100	100	-
Council Tax (Court Costs)	N	Y	334,750	334,750	-
Hire of Civic Centre Rooms	N	Y	10,030	10,030	-
		Sub Total	391,690	391,690	-
<u>Communities</u>					
Planning	Y	Y/N	710,000	-	-
Development Control	Y	Y	15,600	15,600	-
Business Support	N	Y	6,750	6,750	-
Estates use of land for commercial events	N	Y	3,000	3,000	-
Building Control #	N	Y/N	235,100	-	235,100
Renovation Grants (Fee Income)	N	Y	264,150	264,150	-
Houses in Multiple Occupation	N	Y	5,550	5,550	-
Land Charges **	N	Y	75,790	75,790	-
Care and Repair/Handyperson Service	Y	Y	179,630	179,630	-
Alley Gates	N	Y	50	50	-
Poulton Market*	N	Y	20,000	20,000	-
Fleetwood Market*	Y	Y	534,480	534,480	-
Cleveleys Market*	N	Y	3,000	3,000	-
Market House Studios	Y	Y	2,000	2,000	-
Leisure Centres (including pools) **	Y	Y	-	-	-
		Sub Total	2,055,100	1,110,000	235,100
<u>Environment</u>					
Animal Licensing #	N	Y	9,200	9,200	-
Taxi Licensing #	N	Y	78,980	78,980	-
Licensing Act #	N	N	86,500	-	86,500
Gambling Act Licensing #	N	N	25,800	-	25,800
Other Licensing *** #	N	Y	7,330	7,330	-
Pest Control	N	Y	37,810	37,810	-
Private Water Supplies	N	Y	870	870	-
Food Safety	N	Y	5,490	5,490	-
Contaminated Land	N	Y	100	100	-
Pollution Prevention Control	N	N	7,940	-	7,940
Car Parking	N	Y	512,350	512,350	-
Residents Parking Permits	N	Y	25,000	25,000	-
Penalty Charge Notices (Off street parking)	N	N	66,990	-	66,990
MOT Test Centre	N	Y	28,480	28,480	-
Cemeteries	Y	Y	298,090	298,090	-
Countryside	N	Y	2,030	2,030	-
Mount Grounds	N	Y	1,000	1,000	-
Wyre Estuary Country Park	N	Y	950	950	-
Rossall Point	N	Y	-	-	-
Dog Warden Service	Y	Y	2,000	2,000	-
Street Cleansing	N	N	27,500	-	27,500
Public Conveniences	Y	Y	50,200	50,200	-
Outdoor Leisure	N	Y	8,010	8,010	-
Bulky Household Waste	N	Y	99,000	99,000	-
Green Waste Removal	N	Y	850,100	850,100	-
Waste Container Delivery Administration Costs	Y	Y	51,000	51,000	-
		Sub Total	2,282,720	2,067,990	214,730
		Total	4,898,530	3,738,700	449,830

* Fleetwood, Poulton and Cleveleys Market Rents are set under Officer Delegated Powers.

** Involved in agreeing charges but income retained by contractor.

*** WBC is able to influence some licences including ear piercing, performance of plays, public entertainment, second hand goods dealers, scrap metal operators' and street trading licences.

Indicates a break even position over a set period is required.

Subsidy includes support services and capital charges where relevant (Please note - for many of the service areas, there is no realistic expectation that fees and charges income will cover the costs within the scope of that service).