

EXECUTIVE CABINET

THURSDAY, 18TH JANUARY 2018, 6.30 PM
COUNCIL CHAMBER, TOWN HALL, CHORLEY

I am now able to enclose, for consideration at the above meeting of the Executive Cabinet, the following reports that were unavailable when the agenda was published.

Agenda No	Item	
6	FEES AND CHARGES POLICY AND A REVIEW OF FEES AND CHARGES	(Pages 3 - 44)
	Report of the Director (Policy and Governance)	

GARY HALL
CHIEF EXECUTIVE

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Fees and Charges

2017-18



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Planning and Building Control

Planning – Statutory Fees

Type of Fee	Unit of Charge	Charge per Unit	Additional Notes	VAT
Outline application - sites up to and including 2.5 hectares	per 0.1 Ha	£385.00		No
Outline application - sites over 2.5 hectares PLUS	per 0.1 Ha in excess of 2.5 Ha	£9,527 £115.00	Maximum fee of £125,000	No
Householder application - alterations/extensions to a single dwelling, inc. works within boundary	per dwelling	£172.00		No
Full application - alterations/extensions to two or more dwellings, inc. works within boundary	two or more dwelling	£339.00		No
Full application - new dwellings up to and including 50	per dwelling	£385.00		No
Full application - new dwellings (more than 50) PLUS	per dwelling in excess of 50 dwellings	£19,049 £115.00	Maximum Fee of £250,000	No
Full application - erection of buildings (not dwelling, agricultural, glasshouses, plant or machinery) - gross floor space to be created by the development 0-40 sq.		£195.00		No

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Type of Fee	Unit of Charge	Charge per Unit	Additional Notes	VAT
m				
Full application - erection of buildings (not dwelling, agricultural, glasshouses, plant or machinery) - gross floor space to be created by the development 41-75 sq. m		£385.00		No
Full application - erection of buildings (not dwelling, agricultural, glasshouses, plant or machinery) - gross floor space to be created by the development 75-3,750 sq. m	Per 75 sq. m or part thereof	£385.00		No
Full application - erection of buildings (not dwelling, agricultural, glasshouses, plant or machinery) - gross floor space to be created by the development > 3,750 sq. m PLUS		£19,049	Maximum Fee of £250,000	No
	per 75 sq. m in excess of 3,750 sq. m	£115.00		
Full application - erection of buildings (on land used for agriculture for agricultural purposes) - gross floor space to be created by the development 0-465 sq. m		£80.00		No
Full application - erection of buildings (on land used for agriculture for agricultural purposes) - gross floor space to be created by the development 466-540 sq. m		£385.00		No
Full application - erection of buildings (on land used for agriculture for agricultural purposes) - gross floor space to be created by the development 541-4,215 sq. m PLUS		£385.00		No

Type of Fee	Unit of Charge	Charge per Unit	Additional Notes	VAT
	Per 75 sq. m or part thereof in excess of 540 sq. m	£385.00		
Full application - erection of buildings (on land used for agriculture for agricultural purposes) - gross floor space to be created by the development > 4,215 sq. m PLUS		£19,049	Maximum Fee of £250,000	No
	Per 75 sq. m or part thereof in excess of 4,215 sq. m	£115.00		
Full application - erection of glasshouses (on land used for agricultural purposes) - gross floor space to be created by the development 0-465 sq. m		£80.00		No
Full application - erection of glasshouses (on land used for agricultural purposes) - gross floor space to be created by the development > 465 sq. m		£2,150		No
Full application - erection/alterations/replacement of plant & machinery - site area not more than 5 Ha	Per 0.1 Ha or part thereof	£385.00		No
Full application - erection/alterations/replacement of plant & machinery - site area more than 5 Ha PLUS		£19,049	Maximum Fee of £250,000	No

Type of Fee	Unit of Charge	Charge per Unit	Additional Notes	VAT
	Per 0.1 Ha or part thereof in excess of 5 Ha	£115.00		
Applications other than building works - car parks, service roads or other accesses - for existing uses		£195.00		No
Applications other than building works - waste (use of land for disposal or refuse or waste materials or deposit of material remaining after extraction or storage of minerals - 0 - 15 Ha	Per 0.1 Ha or part thereof	£195.00		No
Applications other than building works - waste (use of land for disposal or refuse or waste materials or deposit of material remaining after extraction or storage of minerals - > 15 Ha PLUS		£29,112	Maximum Fee of £65,000	No
	Per 0.1 Ha or part thereof in excess of 15 Ha	£115.00		
Applications other than building works - operations connected with exploratory drilling for oil or natural gas - site area 0 - 7.5 Ha	Per 0.1 Ha or part thereof	£423.00		No
Applications other than building works - operations connected with exploratory drilling for oil or natural gas - site area > 7.5 Ha PLUS		£31,725	Maximum Fee of £65,000	No
	Per 0.1 Ha or part			

Type of Fee	Unit of Charge	Charge per Unit	Additional Notes	VAT
	thereof in excess of 7.5 Ha	£126.00		
Applications other than building works - operations other than exploratory drilling for the winning and working of oil or natural gas - site area 0 - 15 Ha		£214.00		No
Applications other than building works - operations other than exploratory drilling for the winning and working of oil or natural gas - site area > 15 Ha PLUS	Per 0.1 Ha or part thereof in excess of 15 Ha	£32,100 £115.00	Maximum Fee of £65,000	No
Applications other than building works - Other operations winning and working of minerals - site area 0 - 15 Ha	Per 0.1 Ha or part thereof	£195.00		No
Applications other than building works - Other operations winning and working of minerals - site area > 15 Ha PLUS	Per 0.1 Ha or part thereof in excess of 15 Ha	£29,112 £115.00	Maximum Fee of £65,000	No
Applications other than building works - not coming within any of the above categories - any site area	Per 0.1 Ha or part thereof	£195.00	Maximum fee of £1,690	No

Type of Fee	Unit of Charge	Charge per Unit	Additional Notes	VAT
Lawful Development Certificate - existing use - in breach of a planning condition		Same as full		No
Lawful Development Certificate - existing use LDC - lawful not to comply with a particular condition		£195.00		No
Lawful Development Certificate - proposed use		½ normal fee		No
Prior Approval - agricultural and forestry buildings & operations or demolition of buildings		£80.00		No
Prior Approval - telecommunications code systems operators		£385.00		No
Prior Approval - proposed change of use to state funded school or registered nursery		£80.00		No
Prior Approval - proposed change of use of agricultural building to a State Funded School or Registered Nursery		£80.00		No
Prior Approval - proposed change of use of agricultural building to a flexible use within shops, financial & professional services, restaurants & cafes, business, storage or distribution, hotels, or assembly or leisure		£80.00		No
Prior Approval - proposed change of use of a building from office (use class B1) use to a use falling within use Class C3 (Dwellinghouse)		£80.00		No
Prior Approval - proposed change of use of agricultural building to a dwellinghouse (Class C3), where there are no associated building operations		£80.00		No
Prior Approval - proposed change of use of agricultural building to a dwellinghouse (Class C3), and associated building operations		£172.00		No
Prior Approval - proposed change of use of a building from a Retail (use Class A1 or A2) use or a mixed retail and residential use to a use falling within use class		£80.00		No

Type of Fee	Unit of Charge	Charge per Unit	Additional Notes	VAT
C3 (dwellinghouse) where there are no associated building costs				
Prior Approval - proposed change of use of a building from a Retail (use Class A1 or A2) use or a mixed retail and residential use to a use falling within use class C3 (dwellinghouse) and associated building costs		£172.00		No
Reserved matters - application for approval of reserved matters following outline approval		Full fee or if already paid then £385.00		No
Approval/Variation/Discharge of condition - application for removal or variation of a condition following grant of planning permission		£195.00		No
Approval/Variation/Discharge of condition - request for confirmation that one or more planning conditions have been complied with	Per request householder / per request other	£28.00 / £97.00		No
Change of use - of a building to use as one or more separate dwellinghouses, or other cases < 50 dwellings	Each	£385.00		No
Change of use - of a building to use as one or more separate dwellinghouses, or other cases > 50 dwellings PLUS	Each in excess of 50 dwellings	£19,049 £115.00	Maximum Fee of £250,000	No
Other changes of use - of a building or land		£385.00		No
Advertising - relating to the business on the premises		£110.00		No

Type of Fee	Unit of Charge	Charge per Unit	Additional Notes	VAT
Advertising - advance signs which are not situated on or visible from the site, directing the public to a business		£110.00		No
Advertising - other advertisements		£385.00		No
Application for a new planning permission to replace an extant planning permission - applications in respect of major developments		£575.00		No
Application for a new planning permission to replace an extant planning permission - applications in respect of householder developments		£57.00		No
Application for a new planning permission to replace an extant planning permission - applications in respect of other developments		£195.00		No
Application for a non-material amendment following a grant of planning permission - applications in respect of householder developments		£28.00		No
Application for a non-material amendment following a grant of planning permission - applications in respect of other developments		£195.00		No

Planning – Non Statutory Fees

Type of Fee	Unit of Charge	Charge per Unit	VAT
Pre-application charging - small	Each	£144.00	Inc.
Pre-application charging - medium	Each	£518.40	Inc.
Pre-application charging - major initial meeting	Each	£518.40	Inc.
Pre-application charging - major follow up meeting	Each	£259.20	Inc.
Pre-application charging - large major initial meeting	Each	£864.00	Inc.
Pre-application charging - large major follow up meeting	Each	£432.00	Inc.

Community Infrastructure Levy (CIL)

Type of Fee	Unit of Charge	Charge per Unit	VAT
Dwelling houses (excluding apartments)	per sq. m	£65.00	No
Apartments	per sq. m	No charge	No
Convenience retail (excluding neighbourhood convenience stores)	per sq. m	£160.00	No
Retail warehouse, retail parks, and neighbourhood convenience stores	per sq. m	£40.00	No
Community uses	per sq. m	No charge	No
All other uses	per sq. m	No charge	No

Building Control

TABLE A - New Housing - up to 300m ² floor area	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
Number of dwellings						
1	£165.37	£198.44	£436.42	£523.70	£601.79	£722.15
2	£226.02	£271.22	£604.29	£725.15	£830.31	£996.37
3	£297.67	£357.20	£767.51	£921.01	£1,065.18	£1,278.22
4	£369.34	£443.21	£886.74	£1,064.09	£1,256.08	£1,507.30
5	£446.51	£535.81	£981.67	£1,178.00	£1,428.18	£1,713.82
6	£523.69	£628.43	£1,103.21	£1,323.85	£1,626.90	£1,952.28
7	£545.74	£654.89	£1,178.47	£1,414.16	£1,724.21	£2,069.05
8	£567.80	£681.36	£1,374.09	£1,648.91	£1,941.89	£2,330.27
9	£589.84	£707.81	£1,569.74	£1,883.69	£2,159.58	£2,591.50
10	£595.36	£714.43	£1,783.90	£2,140.68	£2,379.26	£2,855.11
TABLE A - New Housing - between 301m ² & 700m ² floor area						
Single dwelling - floor area to 500m ²	£200.00	£240.00	£600.00	£720.00	£800.00	£960.00
Single dwelling - floor area between 501m ² & 700m ²	£200.00	£240.00	£800.00	£960.00	£1,000.00	£1,200.00

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	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
TABLE B - Extensions to dwellings						
Extension(s): Internal floor area not exceeding 5m ²	£285.11	£342.13	Inc.	Inc.	£285.11	£342.13
Extension(s): Internal floor area over 5m ² but not exceeding 40m ²	£127.66	£153.19	£246.81	£296.17	£374.47	£449.36
Extension(s): Internal floor area over 40m ² but not exceeding 60m ²	£127.66	£153.19	£361.70	£434.04	£489.37	£587.24
Extension(s): Internal floor area over 60m ² but not exceeding 80m ²	£127.66	£153.19	£510.64	£612.77	£638.80	£765.96
TABLE B - Garages and Carports: Erection of detached or attached building or an extension to a dwelling						
Garage/Carport, or both, floor area not exceeding 40m ² in total and is intended to be used in common with an existing building & the conversion of an attached garage into a habitable room.	£200.00	£240.00	Inc.	Inc.	£200.00	£240.00
Where the garage extension exceeds a floor area of 40m ² but does not exceed 60m ²	£285.11	£342.13	Inc.	Inc.	£285.11	£342.13
TABLE B - Loft Conversion: Formation of a room in roof space, including means of access thereto. Fees for lofts greater than 40m² are to be based on the cost of work						
Erection of room in roof space with a floor area not exceeding 40m ²	£127.66	£153.19	£246.81	£296.17	£374.47	£449.36

TABLE C - Alterations to dwellings	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
Installation of replacement windows and doors in a dwelling where the number of windows/doors does not exceed 20	£85.11	£102.13	Inc.	Inc.	£85.11	£102.13
Underpinning with a cost not exceeding £30,000	£212.77	£255.32	Inc.	Inc.	£212.77	£255.32
Controlled electrical work to a single dwelling (not carried out in conjunction with work being undertaken that falls within table B)	£212.77	£255.32	Inc.	Inc.	£212.77	£255.32
Renovation of a thermal element i.e. work involving recovering of a roof, replacement of a floor or renovation of an external wall to which L1b applies	£85.11	£102.13	Inc.	Inc.	£85.11	£102.13
Formation of a single en-suite bathroom/shower room or cloakroom within an existing dwelling (excluding electrical work)	£170.21	£204.25	Inc.	Inc.	£170.21	£204.25

TABLE D - Extensions and new build - other than to dwellings	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
Internal floor area not exceeding 10m ²	£285.11	£342.13	Inc.	Inc.	£285.11	£342.13
Internal floor area over 10m ² but not exceeding 40m ²	£127.66	£153.19	£246.81	£296.17	£374.47	£449.36
Internal floor area over 40m ² but not exceeding 80m ²	£127.66	£153.19	£404.26	£485.11	£531.92	£638.30
Shop fit out not exceeding a value of £50,000	£212.77	£255.32	Inc.	Inc.	£212.77	£255.32
Replacement windows or doors	Based on estimated cost of work					

TABLE E - Standard charges for all other work not in tables A, B, C & D	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
From £0 - £1,000	£93.62	£112.34	Inc.	Inc.	£93.62	£112.34
From £1,001 - £5,000	£204.26	£245.11	Inc.	Inc.	£204.26	£245.11
From £5,001 - £7,000	£212.77	£255.32	Inc.	Inc.	£212.77	£255.32
From £7,001 - £10,000	£225.00	£270.00	Inc.	Inc.	£225.00	£270.00
From £10,001 - £20,000	£72.50	£87.00	£225.00	£270.00	£297.50	£357.00
From £20,001 - £30,000	£85.00	£102.00	£300.00	£360.00	£385.00	£462.00

	Plan Deposit Charge		Inspection Charge		Total Charge	
From £30,001 - £40,000	£107.50	£129.00	£350.00	£420.00	£457.50	£549.00
From £40,001 - £50,000	£135.00	£162.00	£405.00	£486.00	£540.00	£648.00
From £50,001 - £75,000	£166.00	£199.20	£499.00	£598.80	£665.00	£798.00
From £75,001 - £100,000	£212.50	£255.00	£637.50	£765.00	£850.00	£1,020.00
Greater than £100,000	Charge individually assessed					

Licensing

Club Gaming/Club Machine Permits

Type of Fee	Unit of Charge	Charge per Unit	VAT
Club Gaming Permits: New Operator	Each	£200.00	No
Club Gaming Permits: Existing Operator	Each	£100.00	No
Club Gaming Permits: If have club certificate under LA03	Each	£100.00	No
Club Machine Permit: New operator	Each	£200.00	No
Club Machine Permit: Existing operator	Each	£100.00	No
Club Machine Permits: If have club certificate under LA03	Each	£100.00	No
Club Machine Permits: Annual fee for Club Machine/Club Gaming Permit	Each	£50.00	No
Club Machine Permits: Copying permit	Each	£15.00	No
Club Machine Permits: Varying permit	Each	£100.00	No
Gaming Machine Permits: Annual Fee	Each	£50.00	No
Gaming Machine Permits: Change of name	Each	£25.00	No
Gaming Machine Permits: Copying permit	Each	£15.00	No
Gaming Machine Permits: New operator	Each	£150.00	No
Gaming Machine Permits: Existing operator	Each	£100.00	No
Gaming Machine Permits: Notification of intent to use 2 Gaming Machines	Each	£50.00	No
Gaming Machine Permits: Transfer licensed premises Gaming Machine Permit	Each	£25.00	No
Gaming Machine Permits: Varying Permit	Each	£100.00	No

Gambling Act

Type of Fee	Unit of Charge	Charge per Unit	VAT
Gambling Act Licence: Application - Regional Casino	Each	£15,000	No
Gambling Act Licence: Annual Fee - Regional Casino	Each	£15,000	No
Gambling Act Licence: Vary a Licence - Regional Casino	Each	£7,500	No
Gambling Act Licence: Transfer a Licence - Regional Casino	Each	£6,500	No
Gambling Act Licence: Reinstate a Licence - Regional Casino	Each	£6,500	No
Gambling Act Licence: Provisional Statement - Regional Casino	Each	£15,000	No
Gambling Act Licence: Application - Large Casino	Each	£10,000	No
Gambling Act Licence: Annual Fee - Large Casino	Each	£10,000	No
Gambling Act Licence: Vary a Licence - Large Casino	Each	£5,000	No
Gambling Act Licence: Transfer a Licence - Large Casino	Each	£2,150	No
Gambling Act Licence: Reinstate a Licence - Large Casino	Each	£2,150	No
Gambling Act Licence: Provisional Statement - Large Casino	Each	£10,000	No
Gambling Act Licence: Application - Small Casino	Each	£8,000	No
Gambling Act Licence: Annual Fee - Small Casino	Each	£5,000	No
Gambling Act Licence: Vary a Licence - Small Casino	Each	£4,000	No
Gambling Act Licence: Transfer a Licence - Small Casino	Each	£1,800	No
Gambling Act Licence: Reinstate a Licence - Small Casino	Each	£1,800	No
Gambling Act Licence: Provisional Statement - Small Casino	Each	£8,000	No
Gambling Act Licence: Converted Casino Premises - Annual Fee	Each	£3,000	No
Gambling Act Licence: Converted Casino Premises - Vary a Licence	Each	£2,000	No
Gambling Act Licence: Converted Casino Premises - Transfer a Licence	Each	£1,350	No
Gambling Act Licence: Converted Casino Premises - Reinstate a Licence	Each	£1,350	No
Gambling Act Licence: Application - Bingo Premises	Each	£3,500	No
Gambling Act Licence: Annual Fee - Bingo Premises	Each	£1,000	No
Gambling Act Licence: Vary a Licence - Bingo Premises	Each	£1,750	No
Gambling Act Licence: Transfer a Licence - Bingo Premises	Each	£1,200	No

Type of Fee	Unit of Charge	Charge per Unit	VAT
Gambling Act Licence: Reinstate a Licence - Bingo Premises	Each	£1,200	No
Gambling Act Licence: Provisional Statement - Bingo Premises	Each	£3,500	No
Gambling Act Licence: Annual Fee - Adult Gaming Centre	Each	£1,000	No
Gambling Act Licence: Vary a Licence - Adult Gaming Centre	Each	£1,000	No
Gambling Act Licence: Transfer a Licence - Adult Gaming Centre	Each	£1,200	No
Gambling Act Licence: Reinstate a Licence - Adult Gaming Centre	Each	£1,200	No
Gambling Act Licence: Provisional Statement - Adult Gaming Centre	Each	£2,000	No
Gambling Act Licence: Application - Betting Premises (Track)	Each	£2,500	No
Gambling Act Licence: Annual Fee - Betting Premises (Track)	Each	£1,000	No
Gambling Act Licence: Vary a Licence - Betting Premises (Track)	Each	£1,250	No
Gambling Act Licence: Transfer a Licence - Betting Premises (Track)	Each	£950	No
Gambling Act Licence: Reinstate a Licence - Betting Premises (Track)	Each	£950	No
Gambling Act Licence: Provisional Statement - Betting Premises (Track)	Each	£2,500	No
Gambling Act Licence: Application - Betting Premises (Other)	Each	£3,000	No
Gambling Act Licence: Annual Fee - Betting Premises (Other)	Each	£600	No
Gambling Act Licence: Vary a Licence - Betting Premises (Other)	Each	£1,500	No
Gambling Act Licence: Transfer a Licence - Betting Premises (Other)	Each	£1,200	No
Gambling Act Licence: Reinstate a Licence - Betting Premises (Other)	Each	£1,200	No
Gambling Act Licence: Provisional Statement - Betting Premises (Other)	Each	£3,000	No
Gambling Act Licence: Application - Family Entertainment	Each	£2,000	No
Gambling Act Licence: Annual Fee - Family Entertainment	Each	£750	No
Gambling Act Licence: Vary a Licence - Family Entertainment	Each	£1,000	No
Gambling Act Licence: Transfer a Licence - Family Entertainment	Each	£950	No
Gambling Act Licence: Reinstate a Licence - Family Entertainment	Each	£950	No
Gambling Act Licence: Provisional Statement - Family Entertainment	Each	£2,000	No

Type of Fee	Unit of Charge	Charge per Unit	VAT
Gambling Act Licence: Application - Lottery Registration	Each	£40.00	No
Gambling Act Licence: Annual Fee - Lottery Registration	Each	£20.00	No

Premises Licenses

Type of Fee	Unit of Charge	Charge per Unit	VAT
Premises Licenses Application - Rateable Value £1 - 4,300	Each	£100.00	No
Premises Licenses Application - Rateable Value £4,301 - 33,000	Each	£190.00	No
Premises Licenses Application - Rateable Value £33,001 - 87,000	Each	£315.00	No
Premises Licenses Application - Rateable Value £87,001 - 125,000	Each	£450.00	No
Premises Licenses Application - Rateable Value £125,001+	Each	£635.00	No
Premises Licenses Annual Fee - Rateable Value £1 - 4,300	Each	£70.00	No
Premises Licenses Annual Fee - Rateable Value £4,301 - 33,000	Each	£180.00	No
Premises Licenses Annual Fee - Rateable Value £33,001 - 87,000	Each	£295.00	No
Premises Licenses Annual Fee - Rateable Value £87,001 - 125,000	Each	£320.00	No
Premises Licenses Annual Fee - Rateable Value £125,001+	Each	£350.00	No

Licensing Act 2003

Type of Fee	Unit of Charge	Charge per Unit	VAT
Lic Act 2003: Application for the grant or renewal of a personal licence	Each	£37.00	No
Lic Act 2003: Temporary event notice	Each	£21.00	No
Lic Act 2003: Theft, loss, etc. of premises licence or summary	Each	£10.50	No
Lic Act 2003: Application for a provisional statement where premises being built etc.	Each	£315.00	No
Lic Act 2003: Mandate for the release of information under the DPA	Each	£7.50	No
Lic Act 2003: Notification of change of name or address	Each	£10.50	No
Lic Act 2003: Application to vary licence to specify individual as premises supervisor	Each	£23.00	No
Lic Act 2003: Application for transfer of premises licence	Each	£23.00	No
Lic Act 2003: Interim authority notice following death etc. of licence holder	Each	£23.00	No
Lic Act 2003: Theft, loss etc. of certificate or summary	Each	£10.50	No
Lic Act 2003: Notification of change of name or alteration of rules of club	Each	£10.50	No
Lic Act 2003: Change of relevant registered address of club	Each	£10.50	No
Lic Act 2003: Theft, loss etc. of temporary event notice	Each	£10.50	No
Lic Act 2003: Theft, loss etc. of personal licence	Each	£10.50	No
Lic Act 2003: Duty to notify change of name or address	Each	£10.50	No

Taxi Licensing

Type of Fee	Unit of Charge	Charge per Unit	VAT
Taxi Licensing: Hackney Carriage Vehicles License - 6 months (new)	Each	£109.13	No
Taxi Licensing: Hackney Carriage Vehicles License - 6 months (renewal)	Each	£95.86	No
Taxi Licensing: Hackney Carriage Vehicles License - additional charge for unmet demand survey	Each	£220.55	No
Taxi Licensing: Private Hire Vehicles License - 6 months (new)	Each	£105.18	No
Taxi Licensing: Private Hire Vehicles License - 6 months (renewal)	Each	£91.97	No
Taxi Licensing: Private Operators License - Grant & Renewal	Each	£128.81	No
Taxi Licensing: Private Hire Driver's License - Grant (includes knowledge test)	Each	£222.74	No
Taxi Licensing: Private Hire Driver's License - Renewal	Each	£191.08	No
Taxi Licensing: Hackney Carriage Driver's License - Grant (includes knowledge test)	Each	£214.21	No
Taxi Licensing: Hackney Carriage Driver's License - Renewal	Each	£182.06	No
Taxi Licensing: Driver's License - Grant (both badges and knowledge test)	Each	£246.33	No
Taxi Licensing: Driver's License - Renewal (both badges)	Each	£214.18	No
Taxi Licensing: Private Hire Vehicle Licence - Transfer	Each	£21.62	No
Taxi Licensing: Hackney Carriage Vehicle Licence - Transfer	Each	£21.62	No
Taxi Licensing: MOT Test	Each	£54.85	No
Taxi Licensing: Taxi Testing (not covered by normal MOT Test)	Each	£10.25	Inc.
Taxi Licensing: Subsequent Knowledge Tests	Each	£28.50	Inc.
Taxi Licensing: Full set of livery	Each	£39.56	No
Taxi Licensing: Rear plate- Flexi plate and buttons on renewal	Each	£6.08	No
Taxi Licensing: Replacement Rear plate incl. backing plate	Each	£10.46	No
Taxi Licensing: Replacement Documents	Each	£13.29	No
Taxi Licensing: Variation/Admin Charge	Each	£22.80	No

Other Licensing Fees

Type of Fee	Unit of Charge	Charge per Unit	VAT
Data Access Release	Each	£8.50	No
Motor Salvage Operators	Each	£112.00	No
Second Hand Goods Dealers - Shop Premises	Each	£112.00	No
Second Hand Goods Dealers - Stalls	Each	£41.50	No
Scrap Metal Dealer - Collectors licence	Each	£130.00	No
Scrap Metal Dealer - Site licence	Each	£280.00	No
Sex Entertainment Venue	Each	£8,569.50	No
Sex Shop Licence	Each	£2,166.00	No
Small Society Lottery Licence - Grant	Each	£40.00	No
Small Society Lottery Licence - Renewal	Each	£20.00	No
Acupuncture, Tattooing, Ear piercing, Electrolysis (plus additional operators)	Each	£98.50 + £31.00	No
Animal Boarding Establishment	Each	£78.00	No
Breeding of Dogs	Each	£78.00	No
Dangerous Wild Animals	Each	£208.00	No
Pet Shop Licence	Each	£80.50	No
Riding Establishments: up to 15 horses	Each	£99.00	No
Riding Establishments: 16 to 25 horses	Each	£99.00	No
Riding Establishments: over 25 horses	Each	£99.00	No
Zoos - Category 1	Each	£247.50	No
Zoos - Category 2	Each	£612.50	No
Zoos - Category 3		£612.50	No
Street Trading Consent: Borough Resident	Each	£440.50	No
Street Trading Consent: Non-Resident	Each	£562.00	No
Street Trading: Early surrender of Consent fee	Each	£62.00	No

Housing

Type of Fee	Unit of Charge	Charge per Unit	VAT
Housing Act 2004 Enforcement Charges	Each	£355.50	No
Housing Act 2004 Houses of Multiple Occupation (HMO) licence (5 year)	Each	£452.00	No
Housing Immigration Inspections	Each	£65.00	No

Pest Control and Animal Welfare

Pest Control

Type of Fee	Unit of Charge	Charge per Unit	VAT
Non Residential: First visit		£56.50	Inc.
Non Residential: Re-visits (each visit)		£31.50	Inc.
Residential: Insect pests		£41.00	Inc.
Residential: Insect pests - wasps		£41.00	Inc.
Residential: Insect pests - ants, fleas, other		£41.00	Inc.
Residential: Insect pests - bedbugs		£41.00	Inc.
Residential: Insect pests - cockroaches		£41.00	Inc.
Insect Identification		Free of Charge	
Concession - Income Support		£31.50	Inc.
Rats and mice - initial visit		Free of Charge	
Rats and mice - up to two further visits		Free of Charge	
Camera survey of drainage system		£58.50	Inc.

Animal Welfare

Type of Fee	Unit of Charge	Charge per Unit	VAT
Identichipping service for small animals (Preston dogs)		£10.50	Inc.
Dog Reclamation Fee		£80.00+ kennel fees	No

Community Centres

Type of Fee	Unit of Charge	Large Room or Café	Small Room(s)	IT Suite (Tatton, Clayton Brook & Lancaster Way)	VAT
GROUP 1 = COMMUNITY GROUPS Meeting regularly with free and open access to all for a variety of activities including fundraising. C.B.C community development budgets and charity.	Per hour	£4.25	£3.30	£10.00	Inc.
GROUP 2 = CHILDCARE PROVISION - BOTH ROOMS e.g. playgroups, pre and after school groups, play schemes which provide a service meeting the needs of local families.	Per hour	£5.03		N/A	Inc.
GROUP 3 = ACTIVITIES AND MEMBERSHIP GROUPS e.g. bingo, uniformed and religious groups.	Per hour	£5.66	£3.92	£12.00	Inc.
GROUP 4 = SMALL SCALE BUSINESSES e.g. karate, dance classes.	Per hour	£9.82	£6.18	£15.00	Inc.
GROUP 5 = CHILDREN'S PARTIES - BOTH ROOMS Children 16 years of age and under	Per hour	£14.22 (a £100 refundable bond is also required in advance)		N/A	Inc.
GROUP 6 = SOCIALS, PARTIES & CELEBRATIONS Socials, celebrations & party hire. Party hire where individual is 17+ years of age	Per hour	£34.21 (licenced) £23.02 (unlicensed) (a £100 refundable bond is also required in advance)		N/A	Inc.
GROUP 7 = EXTERNALLY FUNDED AGENCIES Providing a service which benefits the local community e.g. clinics, education, meetings. C.B.C.	Per hour	£13.70	£6.97	£18.00	Inc.
GROUP 8 = BUSINESS RATE	Per hour	£23.11	£11.80	£30.00	Inc.

Bereavement Services

Cemeteries

Type of Fee	Unit of Charge	Charge per Unit	VAT
Exclusive Right of Burial	Each	£900.00	No
Interment Adult (standard coffin for Preston)	Each	£450.00	No
Interment Child under 16	Each	£56.00	No
Interment Stillborn or age under one month at death inc. right to erect a tablet and/or vase	Each	£28.00	No
Interment removal of kerbs for interment (kerbs will not be replaced)	Each	No Charge	No
Exclusive Right of Burial - family ashes plot	Each	£567.00	No
Garden of Remembrance: cremated remains	Each	£95.00	No
Garden of Remembrance: stillborn	Each	£28.00	No
Garden of Remembrance: Columbaria tablet, for a dedication period of 10 years	Each	£100.00	Inc.
Memorial: Headstones inclusive of first inscription	Each	£105.00	No
Memorial: additional inscriptions and refix	Each	£38.00	No
Memorial: tablet or vase, including inscription (Only permitted if no headstone to be erected.)	Each	£54.00	No
Other Cemetery Charges: Grave Marker	Each	£27.00	No
Other Cemetery Charges: Certificate of Burial	Each	£27.00	No
Other Cemetery Charges: Certificate of Transfer	Each	£27.00	No
Other Cemetery Charges: Copy Certificate	Each	£27.00	No
Other Cemetery Charges: Burial of Non-resident	Each	+ 100%	No
Other Cemetery Charges: Saturday Funeral	Each	+ 50%	No
Other Cemetery Charges: Sunday Funeral	Each	+ 100%	No
Other Cemetery Charges: Out of hours funeral (after 4.00pm+ to be completed by dusk)	Each	+ 50%	No
Other Cemetery Charges: Search fee	Each	£22.00	No
Other Cemetery Charges: Memorial Bench (inclusive of plaque)	Each	£600.00	Inc.

Land Charges

	Type of Fee	Unit of Charge	Charge per Unit	VAT
Standard search - basic LLC1 and CON29R		Each	£152.16	
LLC1 only		Each	£23.48	No
CON29 only		Each	£128.68	Inc.
Each additional parcel - LLC1 and CON29R (each)		Each	£14.91	Inc.
CON29 optional enquiry - CON290 no's 5-21 (each)		Each	£12.85	Inc.
CON29 optional enquiry - CON290 no 22			£33.37	Inc.
Additional written enquiries (each)		Each	£25.70	No
Each additional parcel of land on LLC1 only		Each	£2.06	No
Personal search - online		Each	£5.00	No
Personal search - Appointment only		Each	Free Of Charge	

Astley Hall and Coach House

Astley Hall - Tours

Type of Fee	Unit of Charge	Charge per Unit	VAT
Guided Tours (minimum 20 people or £80)	per head	£4.00	Inc.
Self-Guided Tours (minimum 25 people or £50)	per head	£2.00	Inc.
School Tours	per head	£3.50	No

Astley Hall - Educational Sessions

Type of Fee	Unit of Charge	Charge per Unit	VAT
Educational Sessions - Tudor Life (min £75)	per pupil	£3.50	No
Educational Sessions - The Great Plague! Health and Hygiene in the 17th Century (min £60)	per pupil	£3.50	No
Educational Sessions - Serving Stories (min £75)	per pupil	£3.50	No
Educational Sessions - A very Victorian Christmas	per pupil	£4.00	No
Educational Sessions - Homes a long time ago	per pupil	£3.00	No
Educational Sessions - Textiles: Weaving and Dyeing	per pupil	£3.00	No
Educational Sessions - SEN sessions (min £60)	per head	£3.00	No

Astley Hall – Hire

Type of Fee	Unit of Charge	Charge per Unit	VAT
Astley Hall Hire - Non-Profit	per hire	£360.00	Inc.
Astley Hall Hire - Commercial	per hire	£480.00	Inc.
Astley Hall Hire - Large/late event surcharge after 10pm	per hour	£110.00	Inc.

Astley Hall – Wedding Ceremonies

Type of Fee	Unit of Charge	Charge per Unit	VAT
Wedding Ceremonies - Dining Room - Mon-Fri (all year round)	per ceremony	£690.00	Inc.
Wedding Ceremonies - Great Hall - Mon-Fri (all year round)	per ceremony	£875.00	Inc.
Wedding Ceremonies - Conference Room - Mon-Fri (all year round)	per ceremony	£590.00	Inc.
Wedding Ceremonies - Dining Room - Weekend (low season)	per ceremony	£715.00	Inc.
Wedding Ceremonies - Great Hall - Weekend (low season)	per ceremony	£895.00	Inc.
Wedding Ceremonies - Conference Room -Weekend (low season)	per ceremony	£615.00	Inc.
Wedding Ceremonies - Dining Room - Weekend (high season)	per ceremony	£955.00	Inc.
Wedding Ceremonies - Great Hall - Weekend (high season)	per ceremony	£1,050.00	Inc.
Wedding Ceremonies - Conference Room -Weekend (high season)	per ceremony	£855.00	Inc.
Baby Naming Ceremony	per ceremony	£185.00	Inc.

Coach House – Activity Space Room

Type of Fee	Unit of Charge	Charge per Unit	VAT
Activity Space Room Hire - Commercial/Individuals - half day (Mon - Fri)		£80.00	Inc.
Activity Space Room Hire - Commercial/Individuals - half day (weekend)		£100.00	Inc.
Activity Space Room Hire - Commercial/Individuals - full day (Mon - Fri)		£120.00	Inc.
Activity Space Room Hire - Commercial/Individuals - full day (weekend)		£150.00	Inc.
Activity Space Room Hire - Commercial/Individuals - evening (Mon - Fri)		£100.00	Inc.
Activity Space Room Hire - Commercial/Individuals - evening (weekend)		£125.00	Inc.
Activity Space Room Hire - Non-Profit - half day (Mon - Fri)		£40.00	Inc.
Activity Space Room Hire - Non-Profit - half day (weekend)		£50.00	Inc.
Activity Space Room Hire - Non-Profit - full day (Mon - Fri)		£60.00	Inc.
Activity Space Room Hire - Non-Profit - full day (weekend)		£75.00	Inc.
Activity Space Room Hire - Non-Profit - evening (Mon - Fri)		£100.00	Inc.
Activity Space Room Hire - Non-Profit - evening (weekend)		£125.00	Inc.

Coach House – Conference Room Hire

Type of Fee	Unit of Charge	Charge per Unit	VAT
Conference Room Hire - Commercial/Individuals - half day (Mon - Fri)		£120.00	Inc.
Conference Room Hire - Commercial/Individuals - half day (weekend)		£120.00	Inc.
Conference Room Hire - Commercial/Individuals - full day (Mon - Fri)		£180.00	Inc.
Conference Room Hire - Commercial/Individuals - full day (weekend)		£180.00	Inc.
Conference Room Hire - Commercial/Individuals - evening (Mon - Fri)		£100.00	Inc.
Conference Room Hire - Commercial/Individuals - evening (weekend)		£125.00	Inc.
Conference Room Hire - Non-Profit - half day (Mon - Fri)		£60.00	Inc.
Conference Room Hire - Non-Profit - half day (weekend)		£60.00	Inc.
Conference Room Hire - Non-Profit - full day (Mon - Fri)		£120.00	Inc.
Conference Room Hire - Non-Profit - full day (weekend)		£120.00	Inc.
Conference Room Hire - Non-Profit - evening (Mon - Fri)		£100.00	Inc.
Conference Room Hire - Non-Profit - evening (weekend)		£125.00	Inc.

Lancastrian Suite

Lancastrian Suite	Monday - Friday	Weekend	Vatable
Daytime (max 4 hours)	£150.00	£200.00	Inc.
Evening to 1am (max 7 hours)	£250.00	£325.00	Inc.
Full Day (max 8 hours)	£250.00	£350.00	Inc.
Additional Hour - Daytime (8.30am to 5pm)	£37.50	£50.00	Inc.
Additional Hour - Evening	£36.00	£48.00	Inc.
Additional Lancastrian Attendants (2 included) - up to 8pm	£8.00	N/A	Inc.
Additional Lancastrian Attendants (2 included) - 8pm to midnight	£11.00	N/A	Inc.
Additional Lancastrian Attendants (2 included) - Saturday	N/A	£12.00	Inc.
Additional Lancastrian Attendants (2 included) - Sunday	N/A	£16.00	Inc.
Door Person (per hour)	£13.50	£13.50	Inc.
Bar	£65.00	£65.00	Inc.
Set-up Charges	£30.00	£30.00	Inc.
Tea/coffee/cordial (per cup)	£0.50	£0.50	Inc.
Biscuits (per box)	£7.00	£7.00	Inc.
Fresh Orange Juice (per jug)	£2.50	£2.50	Inc.
Water cooler water (per container)	£13.00	£13.00	Inc.

Markets

Flat Iron Market

Type of Fee	Unit of Charge	Charge per Unit	VAT
6 x 3 Double Gazebo	Per Day	£30.00	Inc.
3 x 3 Double Gazebo	Per Day	£25.00	Inc.
3 x 3 Half Gazebo	Per Day	£20.00	Inc.
5 x 5 Vehicle Pitch	Per Day	£35.00	Inc.

Food & Craft Street Market

Type of Fee	Unit of Charge	Charge per Unit	VAT
3 x 3 Half Gazebo	Per Day	£20.00	Inc.

Covered Market

Type of Fee	Unit of Charge	Charge per Unit	VAT
Peak Day (Tuesday & Saturday)	Per Day	£25.00	Inc.
Off Peak (Thursday & Friday)	Per Day	£22.50	Inc.
6 x 3 Double Gazebo	Per Day	£30.00	Inc.
3 x 3 Double Gazebo	Per Day	£20.00	Inc.

Flea Market

Type of Fee	Unit of Charge	Charge per Unit	VAT
Monday (single table)	Per Day	£9.20	Inc.
Monday (additional tables)	Per Day	£6.80	Inc.

Advertising

Type of Fee	Unit of Charge	Charge per Unit	VAT
A4 Snapshut (individual)	Per Month	£3.00	Inc.
A4 Snapshut (4 frames)	Per Month	£10.00	Inc.
Slatwall Panel	Per Week	£5.40	Inc.

Other Charges

Type of Fee	Unit of Charge	Charge per Unit	VAT
New Registration Fee	Each	£5.00	Inc.
Licence Amendment Fee	Each	£5.00	Inc.
Build out Charge	Per m2 per day	£1.15	Inc.
Transfer of licence fee	Each	£260.00	Inc.
Administration Fee (per letter)	Per Letter	£15.50	Inc.

Parking

Off- Street Parking Fees

	One Hour	Two Hours	Three Hours	Four Hours	All Day	VAT
Flat Iron	£0.50	£1.00	2 hours max	2 hours max	2 hours max	Inc.
Short Stay	Free	£1.00	£1.00	3 hours max	3 hours max	Inc.
Long Stay	Free	Free	Free	£1.00	£3.50	Inc.

Free Parking

	Monday to Friday	Saturday	Sunday & Bank Holiday
Flat Iron	After 5pm	After 1pm - 2 hour max	All day but 2 hour max from 8am - 5pm
Short Stay	After 5pm	After 1pm	All Day
Long Stay	After 5pm	After 1pm	All Day

Off –Street Parking Permits

Type of Fee	Unit of Charge	Charge per Unit	VAT
Long-Stay Parking Permit	6 months	£160.00	Inc.
Long-Stay Parking Permit	12 months	£300.00	Inc.

Waste and Recycling

Type of Fee	Unit of Charge	Charge per Unit	VAT
Civic Amenity Collection (Bulky Waste) - up to 5 items	up to 5 items	£31.50	No
Civic Amenity Collection (Bulky Waste) - 1 bulky item	1 item	£17.50	No
Waste Electrical and Electronic Equipment		Free of Charge	
Green Wheeled Bin for New Property and New Occupiers (residual waste)	Per bin	£44.50	No
Additional bin following waste audit (including delivery)	Per bin	£71.50	No
Garden Waste Collection	Per bin per year	£30.00	No
Replacement/additional Bins and Containers	Per bin	£30.00	No

Other Fees and Charges

Environmental Health

Type of Fee	Unit of Charge	Charge per Unit	VAT
Copy of EPA Public Register (Commercial)	Each	£71.50	Inc.
(a)Private Water Supply Analysis: Basic Parameters	Each	£135.50	No
(b)Private Water Supply Analysis: Coliform Parameters Only	Each	£80.50	No
Provision of Environmental Information (Commercial) / Contaminated Land Enquiries	Each	£72.00	No

RADAR Key

Type of Fee	Unit of Charge	Charge per Unit	VAT
RADAR scheme key	Each	£3.00	Inc.

Allotments

Type of Fee	Unit of Charge	Charge per Unit	VAT
Allotment Rental	Per year	£45.75	No
Allotment Rental (half price concession OAP/Unemployed)	Per year	£22.87	No

Council Tax and Business Rates

Type of Fee	Unit of Charge	Charge per Unit	VAT
Council Tax Administration - recovery admin costs for summons	Each	£53.50	No
Council Tax Administration - recovery admin costs for liability orders	Each	£39.00	No
Business Rates Administration - recovery admin costs for summons	Each	£53.50	No
Business Rates Administration - recovery admin costs for liability orders	Each	£39.00	No

Pavement Café

Type of Fee	Unit of Charge	Charge per Unit	VAT
Pavement Cafe Licence (Highway Amenity Licence)	Each	£306.50	No
Pavement Cafe Licence renewal/transfer	Each	£251.50	No

Geographical Information System (street naming)

Type of Fee	Unit of Charge	Charge per Unit	VAT
Naming a new street	Per street	£100.00	No
Renaming of street at residents request	Per street	£100 + £25 per household	No
House naming and numbering - house name added/renamed	Per house	£25.00	No
House naming and numbering - development of 1-5 plots	Per plot	£25.00	No
House naming and numbering - development of 6-10 plots	Per plot	£20.00	No
House naming and numbering - development of 10-49 plots	Per plot	£15.00	No
House naming and numbering - development of 50+ plots	Per plot	£10.00	No
Changes to development after initial notification	Per plot	£25.00	No

Football Pitches

Type of Fee	Unit of Charge	Charge per Unit	VAT
Junior Pitch (under 18's)	Per season	£200.00	Inc.
Adult Pitch at Astley Park with changing facilities & showers	Per season	£330.00	Inc.
Adult Pitch at King George's, Jubilee or Westway without changing	Per season	£210.00	Inc.
Junior Pitch (under 18's)	Per half season	£90.00	Inc.
Adult Pitch at Astley Park with changing facilities & showers	Per half season	£165.00	Inc.
Adult Pitch at King George's, Jubilee or Westway without changing	Per half season	£100.00	Inc.

Legal Services

Conveyancing – Freehold Property

Type of Fee	Unit of Charge	Charge per Unit	VAT
Sale of Land at Buyers Request	£100 for first £1,000 of consideration plus 3% of consideration thereafter subject to minimum of £300	£300	Nil
Deed of Covenant at third party request	5% of consideration subject to minimum of £300	£300	Nil
Deed of Release at third party request	5% of consideration subject to minimum of £300	£300	Nil
Deed of Grant at third party request	5% of consideration subject to minimum of £300	£300	Nil

Mortgage Administration and Production Fee

Type of Fee	Unit of Charge	Charge per Unit	VAT
Redemption on early repayment (more than 12 months unexpired)	Each	£300	Nil
Redemption on expiry of term	Each	£100	Nil

Landlord and Tenant (Commercial)

Type of Fee	Unit of Charge	Charge per Unit	VAT
New Lease – Council as Landlord	10% of annual rental subject to minimum of £500	£500	Nil
Lease Renewal	Each	£250	Nil
Rent Review	Each	£100	Nil
Licence to Assign, Sub-Let, Carry Out Alterations, Other Consents	Each	£300	Nil
Notices - General	Each	£100	Nil
Registration of New Lessees	Each	£100	Nil
Agreement to / Deed of Surrender at Tenant's request	Each	£300	Nil
Deed of Variation	Each	£300	Nil

Other Legal Agreements

Type of Fee	Unit of Charge	Charge per Unit	VAT
Section 106 Agreement – Public Open Space	Each	£500	Nil
Section 106 Agreement – Affordable Housing	Each	£750	Nil
Section 106 Agreement – Public Open Space and Affordable Housing	Each	£1,000	Nil
Non-Standard Section 106 Agreement	Chargeable at Hourly Rate of £100	£100	Nil
Unilateral Undertakings	Each	£500	Nil

Statutory Orders

Type of Fee	Unit of Charge	Charge per Unit	VAT
Footpath Diversion Orders – no public inquiry	Advertising plus £1,500		Nil
Footpath Diversion Orders which entail an inquiry	To be assessed in each case		Nil

Miscellaneous Legal Charges

Type of Fee	Unit of Charge	Charge per Unit	VAT
Photocopying of Deeds	Access Fee	£25	Nil
Other Copying	Per Page	£0.20	Nil
Sealing Fee	Each	£50	Nil

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