



## **FEES AND CHARGES 2024-25**

### **INTRODUCTION**

Dartford Borough Council 2024/25 fees and charges for services are set out in the following pages.

Please note that statutory and mandatory fees are subject to change as/when notified by the relevant body.

### **VAT GUIDANCE**

The current rates of VAT chargeable in the UK, and the codes given to them by Dartford BC are listed below. Please ensure that the correct VAT code is quoted.

<b>VAT Code</b>	<b>Description</b>
1	Zero rated supplies
2	Standard Rate (20%)
3	5% rate
4	Exempt supplies
8	Outside the scope

For further information and guidance on VAT, please refer to the Finance Guidance Manual, Section 17.

**ALL PRICES ARE SHOWN INCLUSIVE OF VAT UNLESS OTHERWISE STATED**

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### **BUILDING CONTROL CHARGES SCHEME 2024/25 FOR DARTFORD BOROUGH COUNCIL**

#### **TO BE READ IN CONJUNCTION WITH THE BUILDING [LOCAL AUTHORITY CHARGES] REGULATIONS 2010**

##### **Definitions**

The following definitions apply to this Charging Scheme and should be read in conjunction with the other clauses and tables which constitute the Charging Scheme:

**'building'** means any permanent or temporary building but not any other kind of structure or erection, and a reference to a building includes a reference to part of a building.

**'building notice'** means a notice given in accordance with regulations 12(2)(A)(a) and 13 of the Building Regulations 2010 (as amended).

**'building work'** means:

- (a) the erection or extension of a building;
- (b) the provision or extension of a controlled service or fitting in or in connection with a building;
- (c) the material alteration of a building, or a controlled service or fitting;
- (d) work required by building regulation 6 (requirements relating to material change of use); (e) the insertion of insulating material into the cavity wall of a building;
- (f) work involving the underpinning of a building;
- (g) work required by building regulation 4A (requirements relating to thermal elements); (h) work required by building regulation 4B (requirements relating to a change of energy status);
- (i) work required by building regulation 17D (consequential improvements to energy performance);

**'chargeable function'** means a function relating to the following –

- (a) the passing or rejection of plans of proposed building work which has been deposited with the council in accordance with section 16 of the Building Act 1984 (as amended).
- (b) the inspection of building work for which plans have been deposited with the council in accordance with the Building Regulation 2010 (as amended) and with section 16 of the Building Act 1984 (as amended)
- (c) the consideration of a building notice which has been given to the council in accordance with the Building Regulations 2010 (as amended)
- (d) the consideration of building work reverting to the council under the Building (Approved Inspectors etc.) Regulations 2010 (as amended)
- (e) the consideration of a regularisation application submitted to the council under regulation 21 of the Building Regulations 2010 (as amended).

**'cost'** does not include any professional fees paid to an architect, quantity surveyor or any other person.

**'dwelling'** includes a dwelling-house and a flat.

'dwelling-house' does not include a flat or a building containing a flat.

**'flat'** means a separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is divided horizontally.

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**'floor area of a building or extension'** is the total floor area of all the storeys which comprise that building. It is calculated by reference to the finished internal faces of the walls enclosing the area, or, if at any point there is no enclosing wall, by reference to the outermost edge of the floor.

**'relevant person'** means:

- (a) in relation to a plan charge, inspection charge, reversion charge or building notice charge, the person who carries out the building work or on whose behalf the building work is carried out;
- (b) in relation to a regularisation charge, the owner of the building; and
- (c) in relation to chargeable advice, any person requesting advice for which a charge may be made pursuant to the definition of 'chargeable advice'

### **Principles of this Scheme**

The set charges or method of establishing the charge have been established in this scheme for the functions prescribed in the Building (Local Authority Charges) Regulations 2010 (referred to as the chargeable functions), namely:

- **A plan charge**; payable when plans of the building work are deposited with the Local Authority.
- **An inspection charge**, payable on demand after the authority carry out the first inspection in respect of which the charge is payable.
- **A building notice charge**, payable when the building notice is given to the authority.
- **A reversion charge**, payable for building work in relation to a building: -
  1. Which has been substantially completed before plans are first deposited with the Authority in accordance with Regulation 20(2)(a)(i) of the Approved Inspectors Regulations, or
  2. In respect of which plans for further building work have been deposited with the Authority in accordance with the Regulation 20(3) of the Approved Inspectors Regulations, on the first occasion on which those plans are or have been deposited.
- **A regularisation charge**, payable at the time of the application to the authority in accordance with Regulation 21 of the Building Regulations.
- **Chargeable advice**, a local authority can make a charge for giving advice in anticipation of the future exercise of their chargeable functions (i.e. before an application or notice is received for a particular case), which is payable after the first hour of advice, on demand after the authority has given notice required by Regulation 7(7) of the Building (Local Authority) Charges Regulations 2010 (i.e. the charge has been confirmed in writing following an individual determination). This charge can be discounted from a subsequent application or notice received for the work in question.

The above charges are payable by the relevant person (see above for definition).

Any charge which is payable to the authority may, in a particular case, and with the agreement of the authority, be paid by instalments of such amounts payable on such dates as may be specified by the authority. If the applicant and an authority are agreeable, an inspection charge can be fully or partly paid up front with the plans charge.

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The charge for providing a chargeable function or chargeable advice is based on the principle of achieving full cost recovery.

The charges will be calculated by using the Council officers' average hourly rate stated in the charging scheme, multiplied by the time taken to carry out the functions/advice, taking the following factors into account, as applicable, in estimating the time required by officers to carry out the function/advice:

- The existing use of a building, or the proposed use of the building after completion of the building work;
- The different kinds of building work described in regulation 3(1)(a) to (i) of the Building Regulations;
- The floor area of the building or extension;
- The nature of the design of the building work and whether innovative or high risk construction techniques are to be used;
- The estimated duration of the building work and the anticipated number of inspections to be carried out;
- The estimated cost of the building work;
- Whether a person who intends to carry out part of the building work is a person mentioned in regulation 12(5) or 20B(4) of the Building Regulations (i.e. related to competent person/self certification schemes);
- Whether in respect of the building work a notification will be made in accordance with regulation 20A(4) of the Building Regulations (i.e. where design details approved by Robust Details Ltd have been used);
- Whether an application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other;
- Whether an application or building notice is in respect of building work, which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority;
- Whether chargeable advice has been given which is likely to result in less time being taken by a local authority to perform that function;
- Whether it is necessary to engage and incur the costs of a consultant to provide specialist advice in relation to a particular aspect of the building work.

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### **Principles of the scheme in respect of the erection of domestic buildings, garages, carports and extensions.**

- Where the charge relates to an erection of a dwelling the charge includes for the provision of a detached or attached domestic garage or carport providing it is constructed at the same time as the dwelling.
- Where any building work comprises or includes the erection of more than one extension to a building, the total floor areas of all such extensions shall be aggregated to determine the relevant charge payable, providing that the building work for all aggregated extensions is carried out at the same time.

### **Exemption from charges**

The Authority has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing dwelling that is, or is to be, occupied by a disabled person as a permanent residence; and where the whole of the building work in question is solely-

- (a) for the purpose of providing means of access for the disabled person by way of entrance or exit to or from the dwelling or any part of it, or
- (b) for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of the disabled person.

The council has not fixed by means of its scheme, nor intends to recover a charge for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of a disabled person in relation to an existing dwelling, which is, or is to be, occupied by that disabled person as a permanent residence where such work consists of -

- (a) the adaptation or extension of existing accommodation or an existing facility or the provision of alternative accommodation or an alternative facility where the existing accommodation or facility could not be used by the disabled person or could be used by the disabled person only with assistance; or
- (b) the provision or extension of a room which is or will be used solely-
  - (i) for the carrying out for the benefit of the disabled person of medical treatment which cannot reasonably be carried out in any other room in the dwelling, or
  - (ii) for the storage of medical equipment for the use of the disabled person, or
  - (iii) to provide sleeping accommodation for a carer where the disabled person requires 24- hour care.

The council has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing building to which members of the public are admitted (whether on payment or otherwise); and where the whole of the building work in question is solely-

- (a) for the purpose of providing means of access for disabled persons by way of entrance or exit to or from the building or any part of it; or
- (b) for the provision of facilities designed to secure the greater health, safety, welfare or disabled persons.

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**Note:** ‘disabled person’ means a person who is within any of the descriptions of persons to whom Section 29(1) of the National Assistance Act 1948, as extended by virtue of Section 8(2) of the Mental Health Act 1959, applied but disregarding the amendments made by paragraph 11 of Schedule 13 to the Children Act 1989.

The words in section 8(2) of the Mental Health Act 1959 which extend the meaning of disabled person in section 29(1) of the National Assistance Act 1948, are prospectively repealed by the National Health Service and Community Care Act 1990, section 66(2), Schedule 10, as from a day to be appointed.

### **Information required to determine charges**

If the authority requires additional information to enable it to determine the correct charge the authority can request the information under the provisions of regulation 9 of The Building (Local Authority Charges) Regulation 2010.

The standard information required for all applications is detailed on the authority’s Building Regulation application forms. This includes the existing and proposed use of the building and a description of the building work.

Additional information may be required in relation to –

- The floor area of the building or extension
- The estimated duration of the building work and the anticipated number of inspections to be carried out.
- The use of competent persons or Robust Details Ltd.
- Any accreditations held by the builder or other member of the design team.
- The nature of the design of the building work and whether innovative or high-risk construction is to be used.
- The estimated cost of the building work. *If this is used as one of the factors in establishing a charge the ‘estimate’ is required to be such reasonable amount as would be charged by a person in business to carry out such building work (excluding the amount of any value added tax chargeable).*

### **Establishing the Charge**

The authority has established standard charges using the principles contained within The Building (Local Authority Charges) Regulations 2010.

Standard charges are detailed in the following tables. In the tables below any reference to number of storeys includes each basement level as one-storey and floor areas are cumulative.

If the building work that you are undertaking is not listed as a standard charge it will be individually determined in accordance with the principles and relevant factors contained within The Building (Local Authority Charges) Regulations 2010. If the authority considers it necessary to engage and incur the costs of a consultant to provide specialist advice or services in relation to a particular aspect of building work, those costs shall also be included in setting the charge.

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When the charge is individually determined the authority shall calculate the charge in the same way a standard charge was set by using the average hourly rate of officers' time, multiplied by the estimated time taken to carry out their building regulation functions in relation to that particular piece of building work and taking into account the applicable factors listed in regulation 7(5) of the charges regulations.

Individually determined charges will be confirmed in writing specifying the amount of the charge and the factors that have been taken into account in determining the charge.

The building regulation charges for the following types of building work will be individually determined and the authority will state which factors in regulation 7(5) of the charges regulations it has taken into account in establishing a standard or individually determined charge.

- A reversion charge
- The building work is in relation to more than one building or
- The building work consists of alterations to any use of building where the estimated cost exceeds £150,000 or
- The work consists of a non-domestic extension or new build and the floor area exceeds 200m<sup>2</sup> or
- The work consists of a domestic garage with a floor area over 60m<sup>2</sup> or
- The work consists of the erection or conversion of 10 or more dwellings or
- The work consists of the erection or conversion of dwellings where the floor area of each dwelling exceeds 300m<sup>2</sup> or
- Any other work when the estimated cost of work exceeds £150,000 or
- Where more than one standard charge applies to the building work and, with the agreement of the relevant person, the authority will establish the charge by individually determining the charge.

### **Other matters relating to calculation of charges**

In calculating these charges, refunds or supplementary charges, an officer hourly rate has been used.

Any charge payable to the authority shall be paid with an amount equal to any value added tax payable in respect of that charge.

Charges are not payable for the first hour when calculating an advice charge

The authority accepts payment by instalments in respect of all building work where the total charge exceeds **£60,000**. The authority, on request, will specify the amounts payable and dates on which instalments are to be paid.

### **Reductions**

Reduced charges are shown in the tables of standard charges and reduced charges will also be made in relation to individually assessed charges when work, or the relevant part of the work, has been, or intends to be carried out by a person mentioned in regulation 12(5) or 20B(4) of the Principal Regulations in respect of that part of the work, (i.e. competent person/self-certification schemes or other defined non-notifiable work).

Any reduced charges that will be made in relation to individually assessed charges when a notification is made in accordance with regulation 20A(4) of the Principal Regulations, (i.e. where, for the purpose of achieving compliance with Requirement E1 of the Principal Regulations, design details approved by Robust Details Limited have been used) are shown in the tables of standard charges and will also be considered in calculating individually determined charges.



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The authority will make a reduction in a standard or individually determined charge when chargeable advice has been given before receipt of an application or notice for proposed building work, which is likely to result in less time being taken by the local authority to perform the chargeable function for that work.

When it is intended to carry out additional building work on a dwelling at the same time as any work to which Table 3 relates, then the charge for this additional work will be individually determined, with the agreement of the applicant.

Where in accordance with Regulation 7(5)(i) of the charges regulations an application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other a **30%** reduction in the standard Plan charge will be made or **7.5%** of the building notice charge payable will be applied.

Where in accordance with Regulation 7(5)(j) of the charges regulations an application or building notice is deposited in respect of building work which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority, a **25%** reduction in the Plan/Inspection charge will be made.

### **Refunds and supplementary charges**

If the basis on which the charge has been set or determined changes, the Council will refund or request a supplementary charge and provide a written statement setting out the basis of the refund/supplementary charge and also state how this has been calculated. In the calculation of refunds/supplementary charges no account shall be taken of the first hour of an officer's time.

### **Non-Payment of a Charge**

Your attention is drawn to Regulation 8(2) of the Building (Local Authority Charges) Regulations 2010, which explains that plans are not treated as being deposited for the purposes of Section 16 of the Building Act or building notices given unless the Council has received the correct charge. In other words, relevant timescales do not start until the agreed payment has been made. The debt recovery team of the authority will also pursue any non- payment of a charge.

### **Complaints about Charges**

If you have a complaint about the level of charges you should initially raise your concern with the relevant officer. The Council has a comprehensive complaint handling process. If your complaint is not satisfactorily responded to by the officer concerned, details of how to resolve your complaint is available on request and can be viewed on the Council's web site:

<http://www.dartford.gov.uk/complaints>

### **STANDARD CHARGES**

Standard charges include works of drainage in connection with the erection or extension of a building or buildings, even where those works are commenced in advance of the plans for the building(s) being deposited.

These standard charges have been set by the authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques (details available from the authority) and/or the duration of the building work from commencement to completion does not exceed 12 months.

The charges have also been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the design and building work referred to in the

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standard charges tables that they are undertaking. If not, the work may incur supplementary charges.

If chargeable advice has been given in respect of any of the work detailed in these tables and this is likely to result in less time being taken by the authority then a reduction to the standard charge will be made.

### **Plan and Inspection Charges**

The plan charge and inspection charge are listed in the following tables.

### **Building Notice Charge**

Where building work is of a relatively minor nature the Building Notice charge is the same as the total plan and inspection charge. In relation to more complex work the time to carry out the building regulation function is higher and the resultant additional costs of using the Building Notice procedure results in the higher charge as detailed in the following tables.

### **Regularisation Charge**

The regularisation charge payable in respect of the erection of one or more small domestic building is an amount equal to **120%** of the total of the building notice charge which would be payable in accordance with the Table 1 in this Schedule if a building notice for the carrying out of that work has been deposited at the time of the application for regularisation in accordance with the Principal Regulations.

### **Reversion Charge**

These charges will be individually determined.

### **Copy Documents**

Copies of full plans approval notices, completion certificates and other official documents are available for the fee of **£50.00** per copy.

The following tables are included as examples only; these categories/descriptions of set charges are not prescriptive.

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<b>Table 1 - Standard Charges for the Creation or Conversion to New Dwellings not exceeding 300m2 and Flats up to 3 storeys</b>				
Number of Dwellings	Plan Charge - incl VAT (£)	Inspection Charge (IC) - incl VAT (£)	Building Notice (BN) Charge - incl VAT (£)	Regularisation Charge (VAT 8) (£)
1	373	872	1,245	1,245
2	445	1035	1,480	1,480
3	549	1281	1,830	1,830
4	642	1498	2,140	2,140
5	771	1799	2,570	2,570
6	883	2062	2,945	2,945
7	940	2195	3,135	3,135
8	1003	2342	3,345	3,345
9	1074	2506	3,580	3,580
10	1190	2780	3,970	3,970

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**Table 2 - Standard Charges for: Domestic extensions and alterations, rooms  
in the roof and detached garages and carports up to 60m<sup>2</sup>**

Type of Work	Plan Charge - incl VAT (£)	Inspection Charge (IC) - incl VAT (£)	Building Notice (BN) Charge - incl VAT (£)	Regularisation Charge (VAT 8) (£)
1. Erection or extension of an attached or detached building which consists solely of a garage or carport, or both, having a floor area not exceeding 60m <sup>2</sup> in total	205	480	685	685
2. Extension of a dwelling (including loft conversion) with total floor area of which does not exceed 10m <sup>2</sup>	270	630	900	900
3. Extension of a dwelling (including loft conversion) the total floor area of which exceeds 10m <sup>2</sup> , but does not exceed 40m <sup>2</sup>	282	658	940	940
4. Extension of a dwelling (including loft conversion) the total floor area of which exceeds 40m <sup>2</sup> but does not exceed 60m <sup>2</sup>	295	685	980	980
5. Conversion of a garage into a habitable room(s)	150	350	500	500
6. Removal of a load bearing wall to create a 'through room' in a domestic dwelling	95	220	315	315
7. Removal of a chimney stack (or part thereof) in a domestic dwelling	95	220	315	315
8. Installation of up to 5 windows	64	151	215	215
9. Replacement or renewal of a thermal element	90	210	300	300

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<b>Table 3: Standard Charges for Other Work</b>				
Value of work based on estimated cost	Plan Charge - incl VAT (£)	Inspection Charge (IC) - incl VAT (£)	Building Notice (BN) Charge - incl VAT (£)	Regularisation Charge (VAT 8) (£)
Up to £2,000	102	238	340	340
£2,001 to £5,000	125	290	415	415
£5,001 to £10,000	155	360	515	515
£10,001 to £20,000	195	455	650	650
£20,001 to £30,000	249	581	830	830
£30,001 to £50,000	306	714	1,020	1,020
£50,001 to £70,000	384	896	1,280	1,280
Between £70,001 & £100,000	501	1,169	1,670	1,670
Between £100,001 & £150,000	578	1,347	1,925	1,925

### **Guidance Notes for Table 3**

#### **Estimated Cost of Works**

The estimated cost of the work is that which would be charged by a person in business to carry out the work but excludes the amount of any VAT. The estimated cost of works is only that work which is controlled under the Building Act 1984.

#### **Extension of a Dwelling**

Where an extension to a dwelling, the total floor area exceeds 60m<sup>2</sup>, the sum of the plan charge and the inspection charge must not be less than **£980** (including VAT)

#### **Works at Bluewater Shopping Centre or in Excess of £150,000**

For fees for works at Bluewater or in excess of £150,000, please contact us for an Individually Determined Charge (IDC).

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### CAR PARKING

	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
			£	£
<b>Acacia Car Park (High Street, Dartford)</b>	E4031 9463	2		
Monday to Saturday inclusive 8.00am – 8.00pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			5.00	5.50
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
Season ticket: charge per month up to 12 months			60.00	69.00
Release fee			50.00	57.50
<b>Cranford Road Car Park (Dartford)</b>				
Monday to Saturday inclusive 8.00am-8.00pm				
Up to 2 hours			Free	Free
Blue Badge holders (up to 3 hours)			Free	Free
<b>Highfield Road Car Park (Spring Vale, Dartford)</b>	E4031 9464	2		
Monday to Saturday inclusive 8.00am-18.30pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			5.00	5.50
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
<b>Highfield Road Car Park (Highfield Road (South))</b>	E4031 9557	2		
Monday to Saturday inclusive 8.00am – 16.30pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			5.00	5.50
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
Season ticket: charge per month up to 12 months			60.00	69.00
<b>Overy Street Car Park (1)</b>	E4031 9474	2		
<b>Overy Street Car Park (2)</b>	E4031 9512	2		
Monday to Saturday inclusive 8.00am – 8.00pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			5.00	5.50
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
Season ticket: charge per month up to 12 months			60.00	69.00
<b>Overy Street Car Park (3) Permit Only</b>	E4031 9570	2		
<b>Overy Street Car Park (4) Permit only</b>	E4031 9571	2		
Season ticket: charge per month up to 12 months			60.00	69.00

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<b><u>CAR PARKING</u> (continued)</b>	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
			£	£
<b>The Grove Car Park (Swanscombe)</b>	E4031 9583	2		
Monday to Friday inclusive 8.00am – 6.00pm				
Up to 4 hours			Free	Free
Up to 6 hours (maximum stay)			2.00	2.00
Blue Badge holders (up to 4 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
<b>Westgate Car Park (Kent Road, Dartford)</b>	E4031 9499	2		
Monday to Saturday inclusive 8.00am-8.00pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			5.00	5.50
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
Season ticket: charge per month up to 12 months			60.00	69.00
<b>Westgate House Car Park</b>	E4031 9485	2		
Monday to Saturday inclusive 8.00am-8.00pm				
Up to 2 hours (maximum stay)			1.00	1.00
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
<b>Town Car Park (Greenhithe)</b>	E4031 9442	2		
Monday to Friday inclusive 8.00am – 6.00pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			3.00	5.50
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
Season ticket: charge per month up to 12 months			60.00	69.00
<b>Woodlands Car Park (Greenhithe)</b>	E4031 9578	2		
Monday to Friday inclusive 8.00am – 6.00pm				
Up to 4 hours (maximum stay)			Free	Free
Blue Badge holders (up to 4 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free

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<b>CAR PARKING (continued)</b>	INCOME CODE	VAT CODE	2023/2024  £	NEW CHARGES 1.4.2024  £
<b>Heath Street (on-street)</b>	E4030 9462	8		
Monday to Saturday inclusive 8.00am-8.00pm			1.00	1.00
Up to 2 hours			2.00	2.00
Up to 4 hours			5.00	5.50
Over 4 hours			Free	Free
Blue Badge holders (up to 3 hours)				
<b>Hythe Street (on-street)</b>	E4030 9466	8		
Monday to Saturday inclusive 8.00am-8.00pm				
One hour only			0.50	0.50
Blue Badge holders (up to 1 hour)			Free	Free
<b>Kent Road (on-street)</b>	E4030 9468	8		
Monday to Saturday inclusive 8.00am – 8.00pm				
One hour only			0.50	0.50
Blue Badge holders (up to 1 hour)			Free	Free
<b>Priory Hill (on-street)</b>	E4030 9475	8		
Monday to Saturday inclusive 8.00am – 8.00pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			5.00	5.50
Blue Badge holders (up to 3 hours)			Free	Free
<b>Spital Street (on-street)</b>	E4030 9452	8		
Monday to Saturday inclusive 8.00am – 8.00pm				
One hour only			0.50	0.50
Blue Badge holders (up to 1 hour)			Free	Free
<b>Eagles Road, Greenhithe (on-street)</b>	E4030 9575	8		
Season ticket: charge per month up to 12 months			60.00	69.00
<b>Station Road, Greenhithe (on-street)</b>	E4030 9458	8		
Season ticket: charge per month up to 12 months			60.00	69.00
<b>Ringo Zones</b>	E4030 9478	8	0.30	0.50
Overy Liberty	E4030 9478	8	0.30	0.50
Market Street	E4030 9478	8	0.30	0.50
Lowfield Street	E4030 9478	8	0.30	0.50
Instone Road	E4030 9478	8	0.30	0.50



## FEES AND CHARGES 2024-25

<b>CAR PARKING (continued)</b>	INCOME CODE	VAT CODE	2023/2024  £	NEW CHARGES 1.4.2024  £
<b>Permits and Exemptions</b>				
Resident Permit	E4030 9419	8	50.00	57.50
Visitor Permit (electronic "book" of 5)	E4030 9418	8	5.00 (5 x £1)	5.50 (5 x £1.10)
Lost Resident Permit	E4030 9419	8	15.00	N/A
Resident Exemption	E4030 9419	8	50.00	57.50
Lost Resident Exemption	E4030 9419	8	15.00	N/A
Dispensations	E4030 9562	8		
- Daily			5.00	5.50
- Weekly			15.00	20.00
- Two Weekly				35.00
- Three Weekly				50.00
<b>PCN Charges (TMA 2004)</b>				
Code dependent upon location of contravention	E4030/9580			
	E4031/9580			
Differential Charges:				
Penalty Charge: Higher	*	8	70.00	70.00
Discounted	*	8	35.00	35.00
Penalty Charge: Lower	*	8	50.00	50.00
Discounted	*	8	25.00	25.00
<b>HIGHWAY INSTALLATIONS</b>				
Disabled Persons Parking Bay (DPPB) with TRO	E4030 9568	8	250.00	250.00
Interim DPPB without TRO (not enforceable)	-	8	Free	Free
Bay Suspension (per bay per week)	E4030 9576	8	75.00	50.00
Vehicle Access Marking	E4030 9577	8	75.00	86.00

**FEES AND CHARGES 2024-25**

**CCTV**

	INCOME CODE	VAT CODE	2023/2024 £	NEW CHARGES 1.4.2024 £
CCTV Insurance Check request	A3700 9516	2	63.00	66.50

## FEES AND CHARGES 2024-25

<u>CEMETERIES</u>	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
			£	£
<p>All burial charges are trebled in price for non-Borough residents (except, at the discretion of the Bereavement Services Manager, for former residents who were placed in an elderly persons home or with relatives outside of the Borough, for the latter years of their life).</p>				
<b>Purchased Graves:</b>				
Exclusive Right of Burial	C2015 9459	8	885.00	930.00
<b>Interment to depth up to 4'6":</b> Adults (17 years and over) *	C2015 9467	8	575.00	605.00
<b>Interment to depth up to 6'6":</b> Adults (17 years and over) *	C2015 9467	8	725.00	760.00
<b>Interment to depth up to 8'6":</b> Adults (17 years and over) *	C2015 9467	8	990.00	1040.00
*Charges based on a coffin size of 80" in length by 26" width (203cm x 66cm)			105.00	110.00
<b>Additional charge for Casket instead of Coffin:</b>				
Interment up to 4'6"	C2015 9467	8	185.00	195.00
Interment to 6'6"	C2015 9467	8	325.00	340.00
Interment to 8'6"	C2015 9467	8	465.00	490.00
Cremated Remains Exclusive Right of Burial (for 50 yrs)	C0215 9467	8	595.00	625.00
Burial of Wooden Casket of Cremated Remains	C2015 9467	8	220.00	231.00
Right to Scatter Cremated Remains	C2015 9467	8	120.00	126.00
<b>Unpurchased Graves:</b>				
Adults (17 years and over)	C2015 9467	8	575.00	605.00
Resident Children - (up to 17)	C2015 9467	8	FREE	FREE
Out of Borough babies & children - Standard fee applies	C2015 9467	8		
<b>Chapel Fees</b>				
Use of Chapel at Cemetery – up to 30 mins	C2015 9415	8	185.00	195.00
Use of Chapel at Cemetery – up to 1 Hr	C2015 9415	8	305.00	320.00
Use of Chapel (non-Borough residents) up to 30 mins	C2015 9415	8	370.00	390.00
Up to 1 hr			620.00	650.00

## FEES AND CHARGES 2024-25

<b><u>CEMETERIES (continued)</u></b>	INCOME CODE	VAT CODE	2023/2024  £	NEW CHARGES 1.4.2024  £
<b>Miscellaneous Fees:</b>				
Late arrival of Funeral Director, +30 mins after booked	C2015 9467	8	165.00	170.00
time and each 30 mins thereafter				
Disposal of excess floral tributes/wreaths	C2015 9467	8	210.00	220.00
Transfer of Deed Assignment	C2015 9414	8	60.00	69.00
Certified copy of entry in Burial Register	C2015 9414	8	26.00	30.00
Hire of excavator for excavation of graves other than those programmed by the Council	C2015 9467	2	Hire cost + admin charge	Hire cost + admin charge
Removal of soil from around excavated grave	C2015 9467	2	At cost incurred on a time basis	At cost incurred on a time basis
Top soiling and seeding of grave on request.	C2015 9467	2	26.00	30.00
Exhumation	C2015 9467	4 (part) 2 (part)	Hire cost + Staff time	Hire cost + Staff time
<b>Search Fees (to be paid in advance):</b>				
1-2 names			FREE	FREE
	C2015 9581	2	n/a	30.00
6 -10 names	C2015 9581	2	n/a	40.00
10+ - at Cemetery managers discretion.				
<b>Memorials, Monuments &amp; Inscriptions:</b>				
Headstone including first inscription	C2015 9471	8	220.00	231.00
A Full Kerb Memorial – headstone and kerbs, including first inscription	C2015 9471	8	300.00	315.00
	C2015 9416	2	145.00	155.00
Additional tablet, vase or kerbs	C2015 9416	2	120.00	126.00
Clean and Repair to existing memorial (Permit still required)	N / A		Free	Free
All memorials other than a headstone or full kerb	N / A		½ price memorial fee	½ price memorial fee

For non-Borough residents, including still born and children up to 16 years standard fees apply.

## FEES AND CHARGES 2024-25

<b><u>CEMETERIES (continued)</u></b>	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
			£	£
<b>Memorials, Monuments &amp; Inscriptions:</b>				
Memorial permit applications from the War Graves Commission.			Free	Free
Applications for the replacement of old or worn memorials on a like for like basis			Free	Free
<b>Watling Street Cemetery – Garden of Remembrance:</b>				
<b>Sanctum 2000 Columbaria units :</b>				
Columbarium unit inclusive of first interment and inscription up to 80 letters				
10 year Lease	C2015 9417	4	N/A	£1,250.00
20 year Lease	C2015 9417	4	N/A	£1,650.00
30 Year Lease	C2015 9417	4	N/A	£2,000.00
Second interment of cremated remains	C2015 9417	8	225.00	236.00
Additional inscribed plaque for second interment	C2015 9417	2	275.00	290.00
Additional inscription - per letter	C2015 9417	2	2.75	2.90
Photo plaque	C2015 9417	2	210.00	220.00
Motif	C2015 9417	2	200.00	210.00
Renewal fee on expiry of lease for further 25 years	C2015 9417	4	Current fee at time of renewal	Current fee at time of renewal
<b>Memorial Pergola :</b>				
10 year lease to display cast bronze plaque up to 80 letters, scattering of cremated remains, and floral tribute vase with holder on pergola	C2015 9417	4	£550.00	£575.00
Additional cast bronze plaque	C2015 9417	2	£220.00	£231.00
Scattering of additional cremated remains on dedicated area	C2015 9417	2	£120.00	£126.00
Renewal fee on expiry of lease for further 10 years	C2015 9417	4	£320.00	£336.00
<b>Memorial Seats :</b>				
Recycled plastic memorial bench, 10 year lease, inclusive of plaque with up to 80 letters	C2015 9417	4	N/A	1300.00
Additional plaque with up to 80 letters	C2015 9417	2	150.00	160.00
Scattering of additional cremated remains on dedicated area	C2015 9417	4	N/A	126.00
Renewal fee on expiry of lease for further 10 years	C2015 9417	2	Current fee at time of renewal	Current fee at time of renewal

**FEES AND CHARGES 2024-25**

<b><u>CIVIC CENTRE HIRE</u></b>	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
			£	£
Hire of Council Chamber				
Basic hourly rate weekdays until 6pm	A3040 9412	2	43.00	45.50
After 6pm and weekends hourly rate	A3040 9412	2	48.50	51.00
Plus hourly caretaking fee (evening bookings only)	A3040 9412	2	43.00	45.50
<b>Hire of Committee Room</b>				
Basic hourly rate weekdays until 6pm	A3040 9412	2	36.00	38.00
After 6pm and weekends hourly rate	A3040 9412	2	48.50	51.00
Plus hourly caretaking fee (evening bookings only)	A3040 9412	2	43.00	45.50
<u>Hire of Committee Room and / or Council Chamber where hire is given free to a Voluntary or Charitable Organisation</u>				
Basic hourly rate weekdays until 6pm	A3040 9412	2	Free	Free
After 6pm and weekends hourly rate	A3040 9412	2	36.00	38.00
Plus hourly caretaking fee (evening bookings only)			43.00	45.50
<p>Note : The purpose of the meeting should be checked to ascertain whether it is for Council business. No charge is made for the hire of the chamber for Council business (Officers or Members) or to Registered Charities.</p>				
<b>Hire of Other Meeting Rooms</b>				
Basic hourly rate weekdays – Office hours only	A3040 9412	2	11.50	12.50

## FEES AND CHARGES 2024-25

### CORPORATE CHARGES

Please refer to the Schedule of Charges, located on the Internet, for more detailed information.

INCOME CODE (individual cost centre)	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
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£

£

### PHOTOCOPYING CHARGES

A4 sheets			
0-6 (Black and White only)		Free	Free
Each subsequent page (B&W)	2	10p per sheet	10p per sheet
Colour	2	20p per sheet	20p per sheet
A3 sheets			
0-6 (Black and White only)	Account code 9536	Free	Free
Each subsequent page (B&W)	2	20p per sheet	20p per sheet
Colour	2	40p per sheet	40p per sheet
A2 (Plan size) (B&W)	2	2.00 per plan	2.10 per plan
A1 (Plan size) (B&W)	2	2.50 per plan	2.60 per plan
A0 (Plan size) (B&W)	2	3.50 per plan	3.65 per plan

### PRINTING

A4 sheets (non plotter copies)			
0-6 (Black and White only)		Free	Free
Each subsequent page (B&W)	2	10p per sheet	10p per sheet
Colour	2	20p per sheet	20p per sheet
High Quality (plotter copying)			
A2	Account code 9503	2.50 per sheet	2.60 per sheet
A1	2	3.00 per sheet	3.15 per sheet
A0	2	5.50 per sheet	5.75 per sheet
High Gloss (plotter copying)			
A2	2	3.00 per sheet	3.15 per sheet
A1	2	5.00 per sheet	5.25 per sheet
A0	2	10.00 per sheet	10.50 per sheet

## FEES AND CHARGES 2024-25

<u>CORPORATE CHARGES</u> (continued)	INCOME CODE (individual cost centre)	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
			£	£
<b>EMAIL (including scanned images)</b>			Free	Free
<b>POSTAGE</b>	Account code 9504			
Variable weight and size (based on Royal Mail Standard 2 <sup>nd</sup> class)		4	Cost dependent on weight & size	Cost dependent on weight & size
Sent 'Signed For'/Special Delivery'		4	Costs to be met by applicant	Costs to be met by applicant
<b>FREEDOM OF INFORMATION ACT 2000</b>	Account code 9566			
NB: Full costs of search, retrieval and collation etc. of information can be charged for, if in excess of £450. Disbursements may also be charged for. <b>If costs are below £450, no charge, although disbursements may be charged for.</b>		8	Hourly rate of 25.00 for staff time	Hourly rate of 25.00 for staff time
<b>DATA PROTECTION 2018: SUBJECT ACCESS REQUESTS</b>	Account code 9445			
Subject Access Requests NB: a 'reasonable fee' can be charged if a request is manifestly unfounded or excessive, particularly if it is repetitive and for further copies of the same information (see Guidance on how to respond to a SAR on the intranet)		2		
Fees that may be charged when the cost of compliance exceeds the appropriate limit				

### VAT on FOI Requests

- VAT is not charged on information, which is only available from public authorities.
- Information available from another source (not being a public authority) would attract VAT on fees. This would still be the case even if the Council was obliged to supply the information because the cost of answering was below the threshold of £450.
- Licence fees charged for information that is provided in accordance with the Council's Publication Scheme will attract VAT.



## **FEES AND CHARGES 2024-25**

### **DBC FIRE ENGINE**

The hire of the fire engine is set at a minimum of £350 + VAT for a half day booking, with the actual rate to be agreed by the Director of Growth and Community to reflect the nature of the event.

The use of the fire engine for charitable events is to be limited to 15 occasions per calendar year.

Use of the fire engine by Dartford Borough Council for Council events is to be charged to the event to offset costs of maintenance, storage, fuel etc. at a full cost recovery rate.

INCOME CODE: A3875 9450 (Vat Code 2)

## **FEES AND CHARGES 2024-25**

### **DARTFORD 'THE BIG DAY OUT'**

Services offered may change from year to year and so may market conditions. Accordingly fees and charges for the Big Day Out have been delegated to the Director of Growth and Community.

INCOME CODE: C6051 9542 (Vat Code 4)

**FEES AND CHARGES 2024-25**

<b><u>Dartford Outdoor Theatre</u></b>	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
			£	£
Charity Events (per one day booking)			N/A	75.00
Commercial Events per show			N/A	The higher of 500.00 OR 40% box office sales

## FEES AND CHARGES 2024-25

<u>DEVELOPMENT CONTROL</u>	INCOME CODE	VAT CODE	2023/2024  £	NEW CHARGES 1.4.2024  £
Photocopying of planning applications and related documents (A3 & A4)	G1502 9451	2	Free for up to 6 black and white copies- 27p per A4 sheet thereafter, colour copies 45p per A4 sheet, 75p per A3 sheet	Free for up to 6 black and white copies- 35p per A4 sheet thereafter, colour copies 48p per A4 sheet, 80p per A3 sheet
Photocopying of planning applications and related documents (A2, A1 & A0)	G1502 9451	2	A2 size – 3.00 per plan A1 size - 3.60 per plan A0 size - 4.60 per plan	A2 size – 3.20 per plan A1 size - 3.80 per plan A0 size - 4.85 per plan
	G1502 9451	2	Copying of coloured plans will incur additional additional variable charges	Copying of coloured plans will incur additional additional variable charges
Decisions first copy Each additional copy (Majority are available on the Internet)			Free for up to 6 black and white copies- 32p per sheet thereafter colour copies – 45p per A4 sheet	Free for up to 6 black and white copies- 35p per sheet thereafter colour copies – 48p per A4 sheet
Weekly List - Yearly Payment - Quarterly Payment (Lists will be available on the Internet)	G1502 9451	2	97.00 40.00	100.00 42.00
Fee for checking approvals of planning conditions and s106 obligations on a planning permission	G1502 9451	2	340.00 per permission for developments over 150 dwellings ; 130.00 per permission up to 150 dwellings or other development; 35.00 for householder applications	360.00 per permission for developments over 150 dwellings ; 150.00 per permission up to 150 dwellings or other development; 37.00 for householder applications
CIL confirmation of payment.	G1502 9451	2	63.00 per property	66.00 per property

## FEES AND CHARGES 2024-25

<u>DEVELOPMENT CONTROL (continued)</u>	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
			£	£
Planning History Printout - First Page	G1502 9451	2	32p per sheet	35p per sheet
- Subsequent Pages (Available on the Internet)	G1502 9451	2	32p per sheet	35p per sheet
Fee for dealing with High Hedge Complaints (under the Anti-Social Behaviour Act 2003)	G1502 9451	2	600.00	630.00
<b>Research of planning history</b> Written advice	G1502 9560	2	56.00 per hour or part thereof	60.00 per hour or part thereof
<b>Invalid Applications</b>				
-				
Application registered but not made valid and returned				
-Householder, advertisement and similar applications	G1502 9451	2	50.00	52.50
-Minor, lawfulness and similar applications	G1502 9451	2	100.00	105.00
Major and similar complex applications £200	G1502 9451	2	200.00	210.00
<b>Large Major Development[1]</b>				
Written advice (flat rate)	G1502 9487	2	N/A	N/A
Follow up written advice (flat rate)	G1502 9487	2	N/A	N/A
Meeting with officers (per hour or part thereof)[2]	G1502 9487	2	2525.00	2760.00
Follow up meeting with officers (per hour or part thereof)	G1502 9487	2	1315.00	1380.00
Additional premium for sites not identified in the adopted Local Plan	G1502 9487	2	1270.00	1335.00

[1] Large major: over 50 dwellings or 1 hectare. Commercial over 5,000m<sup>2</sup> or 1 hectare.

Where a series of discussions are proposed, the Council will consider a one off payment up front based on the likely charge.

[2] Includes letter after meeting confirming advice given at no extra charge

## FEES AND CHARGES 2024-25

<b><u>DEVELOPMENT CONTROL (continued)</u></b>	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
PRE APPLICATION ADVICE (continued) (exclusive of VAT)			£	£
<b><u>Major Development</u><sup>[3]</sup></b>				
Written advice (flat rate)	G1502 9487	2	1315.00	1380.00
Follow up written advice (flat rate)	G1502 9487	2	660.00	690.00
Meeting with officers(per hour or part thereof) <sup>[4]</sup>	G1502 9487	2	1950.00	2050.00
Follow up meeting with officers (per hour or part thereof)	G1502 9487	2	975.00	1025.00
Additional premium for sites not identified in the adopted Local Plan	G1502 9487	2	630.00	660.00
<b><u>Minor non-residential</u> <sup>[5]</sup> <u>and Minor residential</u> <u>1-4 dwellings</u></b>				
Written advice (flat rate)	G1502 9487	2	405.00	425.00
Follow up written advice (flat rate)	G1502 9487	2	155.00	165.00
<b><u>Meeting with officers (per hour or part thereof)</u><sup>[6]</sup></b>	G1502 9487	2	800.00	840.00
Follow up meeting with officers (per hour or part thereof)	G1502 9487	2	400.00	420.00
<b><u>Minor residential</u> <u>5-9 dwellings</u></b>				
Written advice (flat rate)	G1502 9487	2	475.00	500.00
Follow up written advice (flat rate)	G1502 9487	2	180.00	190.00

<sup>[3]</sup> Major: 10 - 49 dwellings or 0.5 - 1 hectare. Commercial 1,000m<sup>2</sup> – 4,999m<sup>2</sup> or 0.5 - 1 hectare.

<sup>[4]</sup> Includes letter after meeting confirming advice given at no extra charge

<sup>[5]</sup> Commercial less than 1,000m<sup>2</sup> or 1 hectare.

<sup>[6]</sup> Includes letter after meeting confirming advice given at no extra charge

## FEES AND CHARGES 2024-25

<u>DEVELOPMENT CONTROL (continued)</u>	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
PRE APPLICATION ADVICE (continued) (exclusive of VAT)			£	£
Meeting with officers (per hour or part thereof)[7]	G1502 9487	2	935.00	985.00
Follow up meeting with officers (per hour or part thereof)	G1502 9487	2	475.00	500.00
<b>*Urban Design Officer</b>				
Large Major: Review of scheme and attendance at planning meeting (single layout/design)	G1503 9487	2	630.00	660.00
Large Major follow up urban design advice (one amendment to scheme)	G1503 9487	2	265.00	280.00
Major: Review of scheme (no meeting) and input into pre-app written advice (single layout/design)	G1503 9487	2	315.00	330.00
Minor: review of scheme (no meeting) and input into pre-app written advice (single layout/design)	G1503 9487	2	160.00	170.00
Major/Minor: Attendance at meeting	G1503 9487	2	160.00	170.00
Major/Minor: follow up urban design advice (one amendment to scheme)	G1503 9487	2	160.00	170.00

\*An additional charge has however been added for next year to allow for the specific input of the Urban Design Officer to pre-application advice on planning applications.

[8] Includes letter after meeting confirming advice given at no extra charge

[9] Includes letter after meeting confirming advice given at no extra charge

<sup>[10]</sup>[2] Additional to planning pre-app charges and where design advice is specifically requested or the need for this advice is agreed with the planning case officer.

**FEES AND CHARGES 2024-25**

<b><u>DEVELOPMENT CONTROL (continued)</u></b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2023/2024</b>	<b>NEW CHARGES 1.4.2024</b>
PRE APPLICATION ADVICE (continued) (exclusive of VAT)			£	£
<u>Householder Applications</u>				
Meeting with officers (per hour or part thereof)8	G1502 9548	2	240.00	250.00
Written advice (flat rate)	G1502 9548	2	120.00	125.00
<u>Other (anything not covered by the above categories: including change of use without building works)</u>				
Meeting with officers (per hour or part thereof)9	G1502 9487	2	380.00	400.00
Follow up meeting with officers (per hour or part thereof)	G1502 9487	2	185.00	200.00
Written advice (flat rate)	G1502 9487	2	240.00	250.00
Follow up written advice (flat rate)	G1502 9487	2	120.00	125.00

**Exemptions** Charges will not be made for the following pre application advice.

- Works to facilitate access to public buildings for disabled persons;
- Works to a Listed Building (although pre-application for an associated planning application is likely to attract a charge) or to buildings within a Conservation Area;
- Works to Trees covered by Tree Preservation Orders or located in Conservation Areas;
- Advice to Parish Councils and other local authorities, housing associations, residents associations, charities, voluntary/community groups and Government Departments/Agencies.



## FEES AND CHARGES 2024-25

### Planning Performance Agreements (PPAs)

(exclusive of VAT)	INCOME CODE	VAT CODE	2023/2024  £	NEW CHARGES 1.4.2024  £
<b><u>50-100 dwellings</u></b>	G1502 9527	2	9555.00	10050.00
<b><u>5,000-9,999sqm commercial floorspace</u></b>				
<b><u>101-199 dwellings</u></b>	G1502 9527	2	19060.00	20020.00
<b><u>10,000-19,999sqm commercial floorspace</u></b>				
<b><u>200 dwellings plus</u></b>	G1502 9527	2	38115.00	40020.00
<b><u>20,000sqm commercial floorspace</u></b>				

- The charges are above are guidelines based on a conventional planning application. Prices can be agreed where different circumstances exist, eg. the PPA is also to cover conditions, or is a minor variation of an existing planning permission. In such cases charges will be based on estimated work and officer hourly costs.
- mixed use schemes will be calculated on the basis of floorspace and dwellings with the total floorspace indicating the appropriate fee.
- The Council will use its discretion to seek to enter a PPA for developments of between 10 and 49 homes and commercial floorspace of between 1,000 and 4,999 sqm commercial floorspace, where the proposals are of a complex nature and raise issues which would lend themselves to being dealt with through a PPA

The PPA fees set out above do not include:

- The Council's reasonable costs in the appointment of external consultants (such as independent Viability Consultants) to progress the planning application shall be agreed by the applicant on a case by case basis.
- The Council's reasonable legal costs incurred in association with the preparation of any S106 Agreement

## FEES AND CHARGES 2024-25

### PLANNING FEES

The provisions for charging planning application fees are set out in section 303 of the Town and Country Planning Act 1990, as substituted by section 199 of the Planning Act 2008. These provisions:

- allow fees to be charged in relation to any function of a local planning authority and for matters ancillary to those functions
- allow the Secretary of State to prescribe fees or a means of calculating fees to be set by someone else (such as a local planning authority)
- allow the Secretary of State to prescribe when a service would be exempt from fees

The fees charged by Dartford Borough Council are set on a national basis. Starting on 1<sup>st</sup> April 2025 fees will increased every April by the lower of: the relevant increase in the consumer prices index or 10%.

PLANNING FEES	2023-24	2023-24	2024-25	2024-25
<b><i>BUILDINGS, DWELLINGS AND OPERATIONS</i></b>				
<b>1. New dwellings OUTLINE</b>				
Per 0.1 hectare up to 0.5 hectares	-	-	£578	
Per 0.1 hectare between 0.5 up to 2.5 hectares	£462		£624	
Sites over 2.5 hectares	£11,432 + £138 per 0.1 hectare	Max £150,000	£ 15,433 + £186 per 0.1 hectare	Max £202,500
Permission In principle Per 0.1 hectare	£402		£503	
<b>2. New dwellings OTHERS</b>				
Per dwelling up to 10	-	-	£578	
Per dwelling from 10 to 50	£462		£624	
Over 50 dwellings	£22,859 + £138 per dwelling	Max £300,000	£ 30,860 + £186 per dwelling over 50	Max £405,000

**FEES AND CHARGES 2024-25**

<b>3. Buildings (other than dwellings, agricultural buildings, plant or glasshouses etc.) OUTLINE</b>				
Per 0.1 hectare up to 1 hectare	-	-	£578	
Per 0.1 hectare from 1.0 to 2.5 hectares	£462		£624	
Over 2.5 hectares	£11,432 + £138 per 0.1 hectare	Max £150,000	£15,433 + £186 per 0.1 hectare over 2.5ha	Max £202,500
Permission In principle per 0.1 hectare	£402		£503	
<b>4. Buildings (other than dwellings, agricultural buildings, plant or glasshouses etc.) OTHER</b>				
No floor area created (includes shopfronts, fences, flagpoles, walls etc)	£234		£293	
Floor area less than 40 sq m	£234		£293	
Floor area between 40 and 1000 sq m	£462		£578 per 75 sqm	
Floor area in excess of 1000 sq m up to 3750 sq m	£462 per 75 sqm		£624 per 75 sqm	
Floor area in excess of 3750 sq m	£22,859 + £138 per 75 sqm	Max £300,000	£ 30680 + £186 per 75 sqm over 3750sqm	Max £405,000

## FEES AND CHARGES 2024-25

<b>AGRICULTURAL AND HORTICULTURAL</b>				
<b>5. Agricultural Buildings on agricultural land (other than glasshouses) OUTLINE</b>				
Per 0.1 hectare up to 1 hectare	-	-	£578	
Per 0.1 hectare from 1 hectare up to 2.5 hectares	£462		£624	
Over 2.5 hectares	£11,432 + £138 per 0.1 hectare	Max £150,000	£15,433 + £186 per 0.1 hectare over 2.5 hectare	Max £202,500
Permission In principle Per 0.1 hectare	-		£503 per 0.1 hectare	
<b>6. Agricultural Buildings on agricultural land (other than glasshouses) OTHER</b>				
Floor area less than 465 sqm	£96		£120	
Floor area between 465 sqm and 540 sqm	£462		£578	
Floor area 540 sq m up to 1000 sq m	£462 up to 540 sqm & then £462 per 75 sqm		£578 + £578 per 75 sq m over 540sqm	
Floor area 100sqm up to 4215 sqm			£624 + £624 per 75 sqm over 1000 sq m	
Floor area over 4215 sqm	£22,859 + £138 per 75 sqm	Max £300,000	£30,860 + £186 per 75 sq m over 4215sqm	max £405,000
<b>7. Glasshouses on agricultural land</b>				
Floor area less than 465 sqm	£96		£120	
Floor area 465sqm to 1000sqm	-		£3,225	
Floor area in excess of 1000 sqm	£2,580		£3,483	

**FEES AND CHARGES 2024-25**

<b>OPERATIONS</b>				
<b>8. Erection, alteration or replacement of plant and machinery</b>				
Per 0.1 hectare less than 1 hectare	-		£578	
Per 0.1 hectare 1 hectare to 5 hectares	£462		£624	
Sites over 5 hectares	£22,859 + £138 per 0.1 hectare	Max £300,000	£30,860 + £186 per 0.1 hectare	max £405,000
<b>9. Enlargement, improvement or other alteration of existing dwelling houses where it relates to:</b>				
One dwelling	£206		£258	
Two or more dwellings	£407		£509	
<b>10. Operations within residential curtilage for domestic purposes (including building gates, fences etc)</b>				
	£206		£258	
<b>11. Car parks, roads and access to serve a single undertaking where incidental with existing use</b>				
	£234		£293	
<b>12. Operations connected with exploratory drilling for oil or gas</b>				
Per 0.1 hectare up to 7.5 hectares	£508		£686	
Sites over 7.5 hectares	£38,070 + £151 per 0.1 hectare	Max £300,000	£51,395 + £204 per 0.1 hectare	Max £405,000

**FEES AND CHARGES 2024-25**

<b>13. Operations connected with oil or natural gas</b>				
Per 0.1 hectare up to 15 hectares	£257		£347	
Sites over 15 hectares	£38,520 + £151 per 0.1 hectare	Max £78,000	£52,002 + £204 per 0.1 hectare	Max £105,300
<b>14. Mineral operations</b>				
Per 0.1 hectare up to 15 hectares	£234		£316	
Sites over 15 hectares	£34,934 + £138 per 0.1 hectare	Max £78,000	£47,161 + £186 per 0.1 hectare	Max £105,300
<b>15. Operations not within above categories – other per 0.1 hectare</b>				
	£234	£2,028	£293	£2,535
<b>USES</b>				
<b>16. Change of use of a building to one or more dwellings, from a previous use a single dwelling house to use as two or more single dwelling houses</b>				
Per extra dwelling up to 10 dwellings	£462		£578	
Per extra dwelling 10 to 50 dwellings	-		£624	
Over 50 dwellings	£22,859 + £1,138 per additional dwelling	Max £300,000	£30,860 + £186 per additional dwelling	Max £405,000

## FEES AND CHARGES 2024-25

<b>17. Change of use of a building to one or more dwellings, in all other cases:</b>				
Per dwelling up to 10 dwellings	-		£578	
Per dwelling 10 to 50 dwellings	£462 per dwelling		£624	
Over 50 dwellings	£22,859 + £138 per additional dwelling	Max £300,000	£30,860 + £186 per additional dwelling	Max £405,000
<b>18. Use for disposal of refuse or waste minerals and open mineral storage</b>				
Per 0.1 hectare up to 15 hectares	£234		£316	
Sites over 15 hectares	£34,934 + £138 per 0.1 hectare	Max £78,000	£47,161 + £186 per 0.1 hectare	Max £105,300
<b>19. The making of a material change of use of a building or land in all other cases</b>				
	-		£578	
<b>OTHER</b>				
<b>20. Reserved matters where applicant's earlier reserved matters applications have incurred total fees equivalent to that for a full application for entire scheme</b>				
	£462		£578	
<b>21. Playing fields (ancillary works except new buildings)</b>				
Non profit making clubs etc	£462		£578	
<b>22. Variation of Conditions (s73 and s73A)</b>				
	£234		£293	

**FEES AND CHARGES 2024-25**

<b>23. Determination for Prior Approval Sch2 to the 2015 GPDO</b>			
Larger Home Extensions	£96	£120	
Material change of use of building or land Under Schedule 2 except for an application under Part 4	£96	£120	
Development permitted under Class A if Part 1 (enlargement, improvement, alteration of a dwelling house exceeding the limits in para A.1 and development permitted under Class AA		£120	
Material change of use and building operations under Part 3 Schedule 2	£206	£258	
Application under Part 3 for material change in use of buildings or other land and building operations		£258	
Application under Part 3 relating to development permitted by Class MA(change of use to dwelling)		£125 per dwelling	
Application under Part 4(temporary buildings); part 6 (agricultural and forestry), part 7 (non-domestic extensions, alterations etc), part 11 (heritage and demolition) or part 14 (renewable energy) of Schedule 2	£96	£120	
Application under Part 7 permitted by Class M (extensions to schools, colleges, universities, hospitals)		£120	
Development by telecommunications Code Systems Operators under Part 16 of Sch2 to the 2015 GPDO (as amended)	£462	£578	
Application under Part 20 (construction of new dwellings) Per dwelling where under 10 dwellings		£418	
Per dwelling between 10-50 dwellings		£451	
Where over 50 dwellings		£22,309 + £135 per dwelling over 50	Max £405,000



**FEES AND CHARGES 2024-25**

<b>24. Confirmation of discharge of a planning condition</b>		
Householder development	£34	£43
All other cases	£116	£145
<b>25. Lawful development certificate for existing use or development</b>	The relevant fee as if permission were being applied for	The relevant fee as if permission were being applied for
<b>26. Lawful development relating to non compliance with a condition or limitation</b>	£234	£293
<b>27. Lawful development certificate for proposed use or development</b>	Half the relevant fee as if permission were being applied for	Half the relevant fee as if permission were being applied for
<b>28. Non-material changes to planning permission or permission in principle</b>		
Householder development	£34	£43
All other cases	£234	£293
<b>29. Certificates of appropriate alternative development</b>	234	293
<b>30. Advertisements displayed on business premises, on the forecourt of business premises or on other land within the curtilage of business premises, wholly with reference to all or any of the following matters:</b>	£132	£165
<ul style="list-style-type: none"> <li>- the nature of the business or other activity on the premises</li> <li>- the goods sold or the services provided on the premises</li> <li>- the name and qualifications of the person carrying on such a business activity or supplying such goods or services</li> </ul>		

**FEES AND CHARGES 2024-25**

<b>31. Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site</b>	£132	£165
<b>32. All other advertisements</b>	£462	£578

## FEES AND CHARGES 2024-25

### ELECTIONS (Statutory Fee)

	INCOME CODE	VAT CODE	2023/2024 £	NEW CHARGES 1.4.2024 £
Fee for inspecting a return or declaration of election expenses (Regulation 10(3) RPR 2001)	A2132 9309	8	20p per side of each page	20p per side of each page

### REGISTER OF ELECTORS & LISTS

(Statutory Fees)

#### Sale of Full/Edited (open) Register –

Data Form (Regulation 111(5)(a) RPR 2001)	A2132 9309	8	20.00 plus 1.50 per 1000 entries (or part) plus postage and packaging (Electronic/CD)	20.00 plus 1.50 per 1000 entries (or part) (Electronic)
Printed Form (Regulation 111(5)(b) RPR 2001)	A2132 9309	8	10.00 plus 5.00 per 1000 entries (or part) plus postage and packaging	10.00 plus 5.00 per 1000 entries (or part) plus postage and packaging

#### Sale of Monthly Updates to the Electoral Register

Data copy	A2132 9309	8	£21.50 per update	£21.50 per update
Paper copy	A2132 9309	8	£15.00 per update	£15.00 per update plus postage and packaging

#### Sale of List of Overseas Electors

Data Form (Regulation 111(6)(a) RPR 2001)	A2132 9309	8	20.00 plus 1.50 per 100 entries (or part) plus postage and packaging (Electronic /CD)	20.00 plus 1.50 per 100 entries (or part) (Electronic)
Printed Form (Regulation 111(6)(b) RPR 2001)	A2132 9309	8	10.00 plus 5.00 per 100 entries (or part) plus postage	10.00 plus 5.00 per 100 entries (or part) plus postage

#### Marked Registers

Data Form (Regulation 120 (2) (b) RPR)	A2132 9309	8	10.00 plus 1.00 per 1000 entries (or part) plus postage and packaging (Electronic /CD)	10.00 plus 1.00 per 1000 entries (or part) (Electronic)
Printed Form (Regulation 120 (2) (a) RPR)	A2132 9309	8	10.00 plus 2.00 per 1000 entries (or part) plus postage	10.00 plus 2.00 per 1000 entries (or part) plus postage
Street Index (non statutory)	A2132 9309	8	27.50 plus postage	27.50 plus postage

**FEES AND CHARGES 2024-25**

<b><u>ENFORCEMENT AND REGULATION</u></b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2023/2024</b>	<b>NEW CHARGES 1.4.2024</b>
			£	£
Nuisance Parking/Exposing vehicles for sale/ Repairing vehicles on road: Full payment	H0107 9580	8	100.00	100.00
Abandoned vehicles: Full payment	H0107 9580	8	200.00	200.00
Litter: Full payment	H0107 9580	8	75.00	75.00
Street litter control notices and litter clearing notices: Full payment	H0107 9580	8	110.00	110.00
Unauthorised distribution of literature: Full payment	H0107 9580	8	80.00	80.00
Graffiti/fly-posting: Full payment	H0107 9580	8	80.00	100.00
Failure to produce transfer note: Full payment	H0107 9580	8	300.00	300.00
Failure to furnish documentation (waste carriers licence): Full payment	H0107 9580	8	300.00	300.00
Offences in relation to waste receptacles/ Notice for bins for household waste/ Bins for commercial waste: Full payment	H0107 9580	8	100.00	100.00
Litter enforcement: Full Payment	H0140 9580	8	75.00	150.00
*Early Payment if paid within 14 days				*100.00
Dog fouling (within 14 days)			50.00	50.00

## FEES AND CHARGES 2024-25

<b><u>ENFORCEMENT AND REGULATION (continued)</u></b>	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
			£	£
Fixed penalty notices (FPN) for Community Protection Notices (CPNs): Maximum payment	H0107 9580	8	100.00	100.00
Fixed penalty notices (FPN) for Public Spaces Protection Orders (PSPOs): Maximum payment	H0107 9580	8	100.00	100.00
Fixed penalty notices (FPN) for Fly Tipping Unauthorised depositing of waste' s.33 Environmental Protection Act 1990: Full payment	H0107 9580	8	400.00	500.00
Fixed penalty notices (FPN) for no trade waste permit / licence in place	H0107 9580	8	300.00	300.00
Waste Duty of Care – Section 34 Environmental Protection Act 1990: Full payment	H0107 9580	8	400.00	500.00
Operating a business without a Trade Waste Agreement	H0140 9580	8	300.00	300.00

**FEES AND CHARGES 2024-25**

**ENVIRONMENTAL CLEANSING AND REFUSE COLLECTION**

	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
			£	£
<b>A. DOMESTIC SERVICES</b>				
Special Domestic Refuse Collections :				
First quarter hour	H5040 9451	8	35.00	37.00
Each additional quarter hour	H5040 9451	8	15.00	16.00
Garden Waste Collection				
Annual fee	H5048 9451	8	46.25	49.00
240 litre Garden Waste bin (each)	H5048 9337	2	49.50	52.00
<b>B. WHEELED BIN SALES</b>				
140 litre bin (each)	H5040 9337	2	40.00	42.00
180 litre bin (each)	H5040 9337	2	49.50	52.00
360 litre bin (each)	H5040 9337	2	84.00	88.00
660 litre bin (each)	H5040 9337	2	504.00	530.00
1100 litre bin (each)	H5040 9337	2	599.00	630.00
<b>C. RECYCLING BOX SALES</b>				
	H5046 9451	2	9.50	10.00

**FEES AND CHARGES 2024-25**

<b><u>ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION</u></b>	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
<b>PEST CONTROL SERVICE</b>			£	£
Rodent control – domestic:				
Rats	H1340 9492	2	Free	Free
Mice - discretionary price for those in receipt of Housing Benefit and Council Tax Reduction (also known as Council Tax Support) and Universal Credit.	H1340 9492	2	47.00	49.00
Mice (full price fee)	H1340 9492	2	75.00	79.00
*Wasp nests – domestic	H1340 9492	2	68.00	71.00
*Additional charge for second nest or infestation	H1340 9492	2	36.00	38.00
<b>DOG WARDEN SERVICE</b>				
Dogs : Reclaimed by owner within 3 days, not tagged by DBC	H1320 9493	8	129.00	135.00
Charge for additional days	H1320 9493	8	24.00 per day	25.00 per day
Reclaimed by owner within 3 days, tagging carried out by DBC, or where prior notification received that dog has been lost.	H1320 9493	8	117.00	122.00
Charge for additional days	H1320 9493	8	24.00	25.00
Reclaimed by owner, within 3 days, already tagged	H1320 9493	8	70.00	73.00
Charge for additional days	H1320 9493	8	24.00	25.00
Micro-chipping of dog	H1320 9493	8	35.00	36.00

**FEES AND CHARGES 2024-25**

<b><u>ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION (continued)</u></b>	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES
			£	£
Notification of key holder in notification area:				
Discounted payment (within 10 days)	H1380 9580	8	50.00	50.00
Full payment			80.00	80.00
Noise from premises (domestic):				
Discounted payment (within 10 days)	H1380 9580	8	75.00	75.00
Full payment			110.00	110.00
Noise from premises (other):				
Discounted payment (within 10 days)	H1380 9580	8	N/A	N/A
Full payment			500.00	500.00
 <b>ANTISOCIAL BEHAVIOUR CRIME AND POLICING ACT 2014</b>				
Failure to comply with Community Protection Notice:				
Discounted payment (within 10 days)	H1390 9580	8	60.00	60.00
Full Payment			100.00	100.00
 <b>DOG FOULING OF LAND ACT 1996</b>				
Dog Fouling Fixed Penalty Notice	H1390 9580	8	50.00	50.00



**FEES AND CHARGES 2024-25**

<b><u>ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION (continued)</u></b>	<b>INCOME</b>	<b>VAT</b>	<b>2023/2024</b>	<b>NEW CHARGES 1.4.2024</b>
	<b>CODE</b>	<b>CODE</b>	<b>£</b>	<b>£</b>
Registration: - Ear/Nose piercers (one practitioner)	H1390 9451	8	150.00	160.00
each additional practitioner			35.00	35.00
Electrolysis (one practitioner)			230.00	245.00
each additional practitioner			50.00	55.00
Acupuncture (one practitioner)			200.00	210.00
each additional practitioner			50.00	50.00
Cosmetic body piercing, tattooing & permanent or semi-permanent skin colouring, microblading (one practitioner)			340.00	360.00
each additional practitioner			100.00	110.00
Administrative fee Minor change to the certificate which has been issued i.e. change in business name, legal change of practitioners name. Remove practitioners name from the certificate			25.00  Free	25.00  Free
Unsaleable Food Certificates and Voluntary Surrender Certificates	H1390 9451	2	175.00 + VAT minimum charge for max of 2 hrs. Thereafter additional £65.00 per hour or part thereof	180.00 + VAT minimum charge for max of 2 hrs. Thereafter additional £65.00 per hour or part thereof
Export Health Certificates (where a consignment is inspected and certified as safe)	H1390 9451	2	90.00 + VAT minimum for the first 2 hours and then an additional £45.00 per hour or part thereof	95.00+ VAT minimum for the first 2 hours and then an additional £45.00 per hour
	H1390 9451	2	N/A	150.00 + VAT minimum charge for max of 2 hrs. Thereafter additional £45.00 per hour or part thereof
Food Premises Endorsement for Export	H1390 9451	4	45.00	45.00
Level 2 Food Hygiene/Health & Safety Training	H1390 9451 H1390 9444	4 4	N/A 65.00	90.00 65.00

## FEES AND CHARGES 2024-25

<u>ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION (continued)</u>	INCOME CODE	VAT CODE	2023/2024 £	NEW CHARGES 1.4.2024 £
Food Hygiene Rating Scheme Re-scoring Inspection	H1390 9553	8	200.00	200.00
Food Hygiene Advice to Businesses (ACCESS)	H1390 9553	4	100.00 minimum for the first 2 hours and then an additional 50.00 per hour or part thereof	100.00 minimum for the first 2 hours and then an additional 50.00 per hour or part thereof
Primary Authority Advice	H1390 9553	4	70.00 per hour	70.00 per hour
Safer Food Better Business (SFBB) Caterers pack	H1390 9539	2	11.00 plus p&p 2.00	11.00 plus p&p 2.00
Safer Food Better Business (SFBB) Retailers pack	H1390 9539	2	9.00 plus p&p 2.00	9.00 plus p&p 2.00
Safer Food Better Business (SFBB) additional diary sheets	H1390 9539	2	8.00 plus p&p 2.00	9.00 plus p&p 2.00
<b>Selling of Animals Licence</b>				
Initial Fee	H1380 9451	8	466.00 + recharge of veterinary fee where incurred	489.00 + recharge of veterinary fee where incurred
Renewal Fee	H1380 9451	8	417.00 + veterinary fee where incurred	437.00 + veterinary fee where incurred
<b>Breeding of Dogs Licence</b>				
Initial Fee	H1380 9451	8	447.00 + recharge of veterinary fee where incurred	469.00 + recharge of veterinary fee where incurred
Renewal Fee	H1380 9451	8	417.00 + veterinary fee where incurred	437.00 + veterinary fee where incurred

## FEES AND CHARGES 2024-25

<u>ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION</u> (continued)	INCOME CODE	VAT CODE	2023/2024 £	NEW CHARGES 1.4.2024 £
<b>Animal Boarding Activity Licence</b>				
Initial Fee	H1380 9451	8	466.00 + recharge of veterinary fee where incurred	489.00 + recharge of veterinary fee where incurred
Renewal Fee	H1380 9451	8	417.00 + veterinary fee where incurred	437.00 + veterinary fee where incurred
<b>Home Boarding Activity Licence</b>				
Initial Fee	H1380 9451	8	430.00 + veterinary fee where incurred	451.00 + veterinary fee where incurred
Renewal Fee	H1380 9451	8	381.00 + veterinary fee where incurred	400.00 + veterinary fee where incurred
<b>Dog Day Care Licence</b>				
Initial Fee	H1380 9451	8	430.00 + veterinary fee where incurred	451.00 + veterinary fee where incurred
Renewal Fee	H1380 9451	8	381.00 + veterinary fee where incurred	400.00 + veterinary fee where incurred
<b>Performing Animal Licence</b>				
Registration Fee	H1380 9451	8	430.00 + vets fees where incurred	451.00 + vets fees where incurred
Renewal Fee	H1380 9451	8	381.00 + vets fees where incurred	400.00 + vets fees where incurred
<b>Hiring of Horses License</b>				
Any number of Horses	H1380 9451	8	538.00 + vets fees where incurred	564.00 + vets fees where incurred
Renewal Fee	H1380 9451	8	490.00 + vets fees where incurred	514.00 + vets fees where incurred

**FEES AND CHARGES 2024-25**

<b><u>ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION (continued)</u></b>	INCOME	VAT	2023/2024	NEW CHARGES 1.4.2024
	CODE	CODE		
			£	£
<b>Dangerous Wild Animals Act</b>				
Initial Fee	H1380 9451	8	466.00 + vets fees where incurred + VAT	489.00 + vets fees where incurred + VAT
Renewal Fee	H1380 9451	2	417.00 + vets fees where incurred + VAT	437.00 + vets fees where incurred + VAT
<b>Dog Boarding Franchise</b>				
Initial Fee	H1380 9451	2	430.00 + £163 per registered franchisee + veterinary fee where incurred	516.00 + £171 per registered franchisee + veterinary fee where incurred
Renewal Fee	H1380 9451	2	381.00 + £163 per registered franchisee + veterinary fee where incurred	400.00 + £171 per registered franchisee + veterinary fee where incurred
<b>Animal Licensing</b>				
Request for re-inspection/Rescoring visit	H1380 9451	2	173.00 + vets fees where incurred + VAT	181.00 + vets fees where incurred + VAT

**FEES AND CHARGES 2024-25**

<b><u>ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION (continued)</u></b>	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
			£	£
<b>Noise and Statutory Nuisance Act 1993 :</b>				
Application for consent regarding operation of loudspeaker in street	H1380 9451	8	138.00	145.00
<b>Environmental Protection Act 1990 :</b>				
Audible Intruder Alarms	H1380 9495	2	Officer hourly rate (plus on-costs and VAT) from service of notice to completion of task + contractors fees	Officer hourly rate (plus on-costs and VAT) from service of notice to completion of task + contractors fees
<b>Sunday Trading Act 1994 :</b>				
Application for consent:- Loading Provisions				
<b>*Copy of Food Premises Register:</b>				
(whole)	H1390 9451	2	275.00	275.00
(per page) (Shona's Fee)	H1390 9451	2	17.50	17.50
*The charges have been increased after several years of being frozen. This service is rarely required.				
<b>Environmental Enquiry :</b>				
	H1380 9451	2	For enquiries up to 2 hours: 120.00 plus VAT and standard photocopying charge	For enquiries up to 2 hours: 126.00 plus VAT and standard photocopying charge
			For enquiries 2 hours and above: Hourly rate of 79.00 plus VAT and standard photocopying charge	For enquiries 2 hours and above: Hourly rate of 83.00 plus VAT and standard photocopying charge

## FEES AND CHARGES 2024-25

### ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION (continued)

#### **PRESCRIBED PROCESSES**

	H1380 9491	8	See table below:
<i>Application Fees</i> *			
Standard Process			Set by Government
Service Stations			Set by Government
Waste Oil Burners (WOB) (<0.4MW)			Set by Government
Mobile Screening & Crushing Plant			Set by Government
For 3 <sup>rd</sup> – 7 <sup>th</sup> Applications			Set by Government
For 8 <sup>th</sup> & Subsequent Applications			Set by Government
<b>Annual Subsistence Fees</b> *			
Standard Process			Set by Government
Standard Process paid quarterly			Set by Government
Service Station			Set by Government
WOB (<0.4MW)			Set by Government
Odourising Natural Gas			Set by Government
Mobile Screening & Crushing Plant			Set by Government
For 3 <sup>rd</sup> – 7 <sup>th</sup> Authorisations			Set by Government
For 8 <sup>th</sup> & subsequent Authorisations			Set by Government
<b>Substantial Changes under Sections 10 &amp; 11</b> *			
Standard Process			Set by Government
Service Station			Set by Government
WOB (<0.4MW)			Set by Government
To implement an upgrading plan			Set by Government
* Statutory Fees set by DEFRA			
Smoking in a smokefree place			Set by Government
Failing to display required 'No Smoking' signs			Set by Government
Failing to prevent smoking in a smokefree place			Set by Government

## FEES AND CHARGES 2024-25

### HOUSING SERVICES

	INCOME CODE	VAT CODE	2023/2024 £	NEW CHARGES 1.4.2024 £
<b>LICENSING OF HOUSES IN MULTIPLE OCCUPATION :</b>				
Standard fee*	B7070 9496	8	905.00 per house	905.00 per house
Re-licensing fee*	B7070 9496	8	695.00 per house	695.00 per house

\*The licensing fees are set to recover administrative and inspection costs. Refunds/partial refunds during the licensing process (ie before the licence is issued) will only be given in exceptional circumstances and at the discretion of the Head of Housing, as the fees are calculated to cover our costs, which may have already been incurred. We will not issue any refund if we refuse your application, you have had a Prohibition Notice served on the property or we revoke (take away) your licence. Our fees are not connected to the length of a licence; if you cancel your licence before it expires or there is a change in ownership, we cannot give you a refund for any unused time.

### **HOUSING ACT 2004 :**

Enforcement Notice fee	B7070 9523	2	490.00 per notice plus VAT	490.00 per notice( plus VAT)
Recharge of inspection and enforcement costs in cases of non-compliance				
Housing fitness: Entry clearance (Immigration) inspections	B7070 9545	8	165.00	165.00

### **MOBILE HOMES ACT 2013:**

Caravan Site Licence Application Fee  
Annual Caravan site licence fee  
Site Rules Fee

### **Costs of New Licence**

0 to 5 Pitches	B7070 9545	8	0.00	0.00
6 to 25 Pitches			590.00	590.00
26 to 99 Pitches			755.00	755.00
100 to 199 Pitches			990.00	990.00
200+ Pitches			1210.00	1210.00

## FEES AND CHARGES 2024-25

<b><u>HOUSING SERVICES (continued)</u></b>	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
			£	£
<b>MOBILE HOMES ACT 2013: (continued)</b>	B7070	8		
<b>Annual Fees</b>	9451			
0 to 5 Pitches			0.00	0.00
6 to 25 Pitches			220.00	220.00
26 to 99 Pitches			385.00	385.00
100 to 199 Pitches			610.00	610.00
200+ Pitches			835.00	835.00
<b>Amendment / Transfer (No Visit)</b>	B7070	8		
6 pitches and above	9451		180.00	180.00
<b>Amendments / Transfer (With Visit)</b>	B7070	8		
6 pitches and above	9451		295.00	295.00
<b>Cost of Deposit of Site Rules</b>				
6 pitches and above			70.00	70.00
The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020			270.00	270.00
<b>Enforcement</b>				
Service of Compliance Notice	B7070	2	490.00 per notice plus VAT	490.00 per notice plus VAT
	9451			
Fixed penalty notices (FPN) for Community K15039941	K1503	8		
	9941			
Protection Notices (CPNs):			100.00	100.00



## FEES AND CHARGES 2024-25

### LAND CHARGES STATEMENT OF ESTIMATES 2024/25

Charges for property searches are based on a cost recovery model and takes account of the total estimated spend on the service.

The estimated number of requests for searches is as follows:

<u>Search Type</u>	<u>Estimated Requests</u>
LLC1 Search	840.00
CON29 Search	830.00

<u>LAND CHARGES</u>	INCOME CODE	VAT CODE	2023/2024 £	NEW CHARGES 1.4.2024 £
<b>Postal Searches (Official Search)</b>				
<b>Electronic (Official Search )</b>				
Electronic LLC1	A4152 9451	8	60.00	65.00
Electronic Residential Con29R	A4152 9451	2	100.00	115.00
Electronic Commercial Con29R	A4152 9451	2	140.00	155.00
<b>Additional Items (Official Search)</b>				
Additional Questions	A4152 9451	2	18.00	20.00
Optional Enquiries (Con29O)	A4152 9451	2	18.00	20.00
Extra Land Parcel	A4152 9451	2	18.00	20.00
<b>Additional Items (Personal Search)</b>				
Individual Con29R Refined Data Search	A4152 9451	2	7.00	7.00
Electronic Compiled Register Only Search	A4152 9451	8	5.50	5.50
<b>Street Naming and Numbering –</b>				
Naming a new Street	A4155 9451	8	255.00	270.00
Addressing New Properties				
1 to 5 Plots	A4155 9451	8	51.00	55.00
6 to 25 Plots	A4155 9451	8	41.00	45.00
26 to 75 Plots	A4155 9451	8	36.00	40.00
76 Plus Plots	A4155 9451	8	31.00	35.00
Adding an Alias to a property	A4155 9451	8	10.00	11.00
Copies of Plot List	A4155 9451	8	10.00	11.00
Full address amendment	A4155 9451	8		55.00
Register unregistered address	A4155 9451	8		55.00
Re-numbering of properties after the initial statutory naming and numbering. (per property)	A4155 9541	8	51.00	55.00
Renaming of an Existing Road	A4155 9541	8	1020.00	1075.00

## FEES AND CHARGES 2024-25

<u>Legal Services</u>	INCOME CODE	VAT CODE	2023/2024  £	NEW CHARGES 1.4.2024  £
Town and Country Planning Act 1990 Section 106 Agreements	A4051 9431	8	1800.00 standard charge or 347.00 per hour for more complex agreements	1890.00 standard charge or 420.00 per hour for more complex agreements
Unilateral Undertakings	A4051 9431	8	700.00 (for review consisting of no or minor amendments) 1800.00 (for review consisting of major amendments) standard charge	735.00 (for review consisting of no or minor amendments) 1890.00 (for review consisting of major amendments) standard charge
Deed of Variation	A4051 9431	8	700.00	735.00
Licence to Assign or Sublet	A4051 9432	2	340.00 standard charge*	357.00 standard charge*
Sale of freehold – Downs Estate	A4051 9433	8	440.00	462.00
Sale of small parcels of Council owned land	A4051 9433	2	455.00*	475.00
Lease extension - residential flat	A4051 95A7	8	485.00 standard charge*	509.00 standard charge*
Licence for Alterations to Leased Premises	A4051 95A8	8	240.00 standard charge*	252.00 standard charge*
Access Licence	A4051 9434	4	185.00	195.00
Deed of Grant of Easement	A4051 9436	4	435.00 standard charge*	457.00
Questionnaire Fee / Leasehold Information Pack	A4051 95A9	2	150.00	157.50
Registration of Notice (Residential)	A4051 95B2	2	55.00	57.50
Deed of Release of Covenants	A4051 95B3	2	405.00 standard charge*	425.50 standard charge*
Administration Fee-Contract Deposits	A4051 95B4	8	95.00 minimum (or 10% of bond)	99.50 minimum (or 10% of bond)
Administration Fee – Staircasing Payment (i.e. Partial Redemption) under the Council's Legal Charge for Discounted Sale Units ***	A4051 95A8	2	95.00	100.00
Administration Fee – Full Redemption (not on sale) under the Council's Legal Charge for Discounted Sale Units ***	A4051 95A8	2	185.00	195.00
Registration of Notice (Commercial)	A4051 95A8	2	105.00	110.00

\* Subject to enhancement for more complicated and detailed issues.

\*\* 50% uplift for complicated transactions

## FEES AND CHARGES 2024-25

\*\*\* For properties sold before November 2016. Those properties sold after that date are managed by Street UK Homes Limited.

### LICENSING

	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
			£	£
<b>GAMBLING ACT 2005</b>				
<b>Premises Licence Fee (prescribed by Government)</b>				
<b>New Small Casino –</b>	H0105 9496	8		
New Application			7,445.00	7,815.00
Annual Fee			4,505.00	4,730.00
Application to vary			3,170.00	3,330.00
Application to transfer			1,680.00	1,770.00
Application for reinstatement			1,680.00	1,770.00
Application for Provisional Statement			7,444.00	7,815.00
Licence Application (provisional Statement holders)			2,780.00	2,920.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
<b>New Large Casino –</b>	H0105 9496	8		
New Application			9,210.00	9,670.00
Annual Fee			9,210.00	9,670.00
Application to vary			4,180.00	4,390.00
Application to transfer			2,010.00	2,110.00
Application for reinstatement			2,010.00	2,110.00
Application for Provisional Statement			9,210.00	9,670.00
Licence Application (provisional Statement holders)			4,610.00	4,840.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
<b>Regional Casino –</b>	H0105 9496	8		
New Application			14,000.00	14,750.00
Annual Fee			14,000.00	14,750.00
Application to vary			6,680.00	7,010.00
Application to transfer			5,040.00	5,290.00
Application for reinstatement			5,040.00	5,290.00
Application for Provisional Statement			14,000.00	14,750.00
Licence Application (provisional Statement holders)			7,170.00	7,530.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
<b>Bingo Club –</b>	H0105 9496	8		
Transitional Fast-track Application			N/A	N/A
Transitional Non Fast-track Application			N/A	N/A
New Application			2,700.00	2,840.00
Annual Fee			830.00	870.00
Application to vary			1,630.00	1,710.00
Application to transfer			1,020.00	1,070.00
Application for reinstatement			1,020.00	1,070.00
Application for Provisional Statement			2,690.00	2,840.00
Licence Application (provisional Statement holders)			1,100.00	1,150.00
Copy Licence			25.00	25.00

## FEES AND CHARGES 2024-25

Notification of Change			50.00	50.00
<b><u>LICENSING (continued)</u></b>				
	INCOME	VAT	2023/2024	NEW
	CODE	CODE		CHARGES
				1.4.2024
<b>GAMBLING ACT 2005</b>				
<b>Premises Licence Fee continued</b>				
			£	£
<b>Betting Premises (excluding Tracks) –</b>	H0105 9496	8		
Transitional Fast-track Application			N/A	N/A
Transitional Non Fast-track Application			N/A	N/A
New Application			2,690.00	2,830.00
Annual Fee			525.00	550.00
Application to vary			1,400.00	1,470.00
Application to transfer			1,020.00	1,070.00
Application for reinstatement			1,020.00	1,070.00
Application for Provisional Statement			2,690.00	2,830.00
Licence Application (Provisional Statement holders)			1,100.00	1,150.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
<b>Tracks –</b>	H0105 9496	8		
Transitional Fast-track Application			N/A	N/A
Transitional Non Fast-track Application			N/A	N/A
New Application			2,690.00	2,500.00
Annual Fee			810.00	850.00
Application to vary			1,200.00	1,250.00
Application to transfer			1,030.00	950.00
Application for reinstatement			1,030.00	950.00
Application for Provisional Statement			2,690.00	2,500.00
Licence Application (Provisional Statement holders)			1,100.00	950.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
<b>Family Entertainment Centres –</b>	H0105 9496	8		
Transitional Fast-track Application			N/A	N/A
Transitional Non Fast-track Application			N/A	N/A
New Application			1860.00	1,950.00
Annual Fee			695.00	730.00
Application to vary			695.00	730.00
Application to transfer			880.00	925.00
Application for reinstatement			880.00	925.00
Application for Provisional Statement			1860.00	1,950.00
Licence Application (Provisional Statement holders)			880.00	925.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00

## FEES AND CHARGES 2024-25

<u>LICENSING (continued)</u>	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
			£	£
<b>GAMBLING ACT 2005</b>				
<b>Permit Fees &amp; Registrations (prescribed by Government)</b>				
<b>Adult Gaming Centre –</b>				
Transitional Fast-track Application	H0105 9496	8	N/A	N/A
Transitional Non Fast-track Application			N/A	N/A
New Application			1,860.00	1,950.00
Annual Fee			830.00	870.00
Application to vary			925.00	970.00
Application to transfer			1,030.00	1080.00
Application for reinstatement			1,030.00	1080.00
Application for Provisional Statement			1,860.00	1,950.00
Licence Application (provisional Statement holders)			1,180.00	1,200.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
<b>FEC Gaming Machine –</b>				
Application fee	H0105 9496	8	300.00	300.00
Renewal fee			300.00	300.00
Transitional Application Fee			100.00	100.00
<b>Prize Gaming –</b>				
Application fee	H0105 9496	8	300.00	300.00
Renewal fee			300.00	300.00
Transitional Application Fee			100.00	100.00
<b>Miscellaneous Fees</b>				
<b>FEC Permits –</b>				
Change of Name	H0105 9496	8	25.00	25.00
Copy of Permit			15.00	15.00
Variation			N/A	N/A
Transfer			N/A	N/A
<b>Prize Gaming permits –</b>				
Change of Name	H0105 9496	8	25.00	25.00
Copy of Permit			15.00	15.00
Variation			N/A	N/A
Transfer			N/A	N/A
<b>Small Society Lotteries –</b>				
Application/Registration	H0105 9496	8	40.00	40.00
Annual Fee			20.00	20.00
<b>Club Gaming/Gaming Machine Permit –</b>				
Application fee	H0105 9496	8	200.00	200.00
Application fee – with Club Premises Cert.			100.00	100.00
Annual fee			50.00	50.00
Variation			100.00	100.00
Copy of Permit			15.00	15.00
<b>Alcohol Licensed Premises</b>				
<b>Gaming Machine Permit –</b>				
Notification of up to 2 machines			50.00	50.00
Application for Permit			150.00	150.00
Application Existing Operator			100.00	100.00
Variation			100.00	100.00
Annual fee			50.00	50.00
Transfer			25.00	25.00
Change of Name			25.00	25.00
Copy of Permit			15.00	15.00

**FEES AND CHARGES 2024-25**

**LICENSING (continued)**

	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
<b>LICENSING ACT 2003 CHARGES</b> (premises/club premises/personal licenses. Prescribed by Government)			£	£

**Applications for :**  
**Premises Licences,**  
**Club Premises Certificates,**  
**Variations** (not changes of name/  
address /designated  
premises supervisor):

Non-Domestic Rateable band :  
(see table below for bands)

A	H0105 9496	8	100.00	100.00
B	H0105 9496	8	190.00	190.00
C	H0105 9496	8	315.00	315.00
D	H0105 9496	8	450.00	450.00
E	H0105 9496	8	635.00	635.00

Note : For Band D and E see fee note below

**Annual Fee** (for those holding premises licences and  
club premises certificates):

Non-Domestic Rateable band :

A	H0105 9496	8	70.00	70.00
B	H0105 9496	8	180.00	180.00
C	H0105 9496	8	295.00	295.00
D	H0105 9496	8	320.00	320.00
E	H0105 9496	8	350.00	350.00

**Premises in band D and E exclusively or primarily  
in the business of selling alcohol** (mainly large  
town and city centre pubs)

**Application fee :**

D	H0105 9496	8	900.00	900.00
E	H0105 9496	8	1905.00	1905.00

**Annual Charge :**

D	H0105 9496	8	640.00	640.00
E	H0105 9496	8	1050.00	1050.00

**2024/25 Non-Domestic Rateable Value of Premises (for Licensing Act 2003 applications and annual fees):**

Band	A	B	C	D	E
Non-Domestic Rateable Value	£0 - £4,300	£4,301 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 and over

To find out how much your non-domestic rateable value of your premises is please enter your postcode into the Valuation Office's website, [www.voa.gov.uk](http://www.voa.gov.uk).

For premises under construction, that have not been allocated a non-domestic rateable value but will be given such a value as soon as a completion certificate is given, it is proposed to allocate such premises to band C. Subsequent annual fees will relate to the non-domestic rateable value given to the property.

## FEES AND CHARGES 2024-25

<u>LICENSING (continued)</u>	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
			£	£
<b>LICENSING ACT 2003 CHARGES (continued)</b>				
Personal Licence Application	H0105 9496	8	37.00	37.00
Minor Variation to Premises Licence	H0105 9496	8	89.00	89.00
Supply of copies of information contained in register	H0105 9496	8	Variable dependent on request	Variable dependent on request
Application for copy of licence or summary on theft, loss etc of premises licence or summary	H0105 9496	8	10.50	10.50
Application for copy of certificate or summary on theft, loss etc of certificate or summary	H0105 9496	8	10.50	10.50
Notification of change of name or address (holder of premises licence)	H0105 9496	8	10.50	10.50
Application to vary to specify individual as premises supervisor	H0105 9496	8	23.00	23.00
Disapply the mandatory alcohol condition in a community premises	H0105 9496	8	23.00	23.00
Interim Authority Notice	H0105 9496	8	23.00	23.00
Application to transfer premises licence	H0105 9496	8	23.00	23.00
Application for making a provisional statement	H0105 9496	8	315.00	315.00
Notification of change of name or alteration of club rules	H0105 9496	8	10.50	10.50
Change of relevant registered address of club	H0105 9496	8	10.50	10.00
Temporary Event Notices	H0105 9496	8	21.00	21.00
Application for copy of notice on theft, loss etc of temporary event notice	H0105 9496	8	10.50	10.50
Application for copy of licence on theft, loss etc of personal licence	H0105 9496	8	10.50	10.50
Notification of change of name or address (personal licence)	H0105 9496	8	10.50	10.50
Notice of interest in any premises	H0105 9496	8	21.00	21.00
 <b><u>LICENSING (continued)</u></b>				
	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024

## FEES AND CHARGES 2024-25

### LICENSING ACT 2003 CHARGES (continued)

		£	£
Exceptionally large events of a temporary nature that require premises licences are to be charged as follows:	H0105 9496		
		8	
Number of people :			
5,000 – 9,999		1,000.00	1,000.00
10,000 – 14,999		2,000.00	2,000.00
15,000 – 19,999		4,000.00	4,000.00
20,000 – 29,999		8,000.00	8,000.00
30,000 – 39,999		16,000.00	16,000.00
40,000 – 49,999		24,000.00	24,000.00
50,000 – 59,999		32,000.00	32,000.00
60,000 – 69,999		40,000.00	40,000.00
70,000 – 79,999		48,000.00	48,000.00
80,000 – 89,999		56,000.00	56,000.00
90,000 and over		64,000.00	64,000.00

Premises licences sought for community centres, village/parish halls and some schools/colleges that permit regulated entertainment but do not permit the supply of alcohol and/or the provision of late night refreshment may not incur a fee. For more information please go to [www.dartford.gov.uk/licensing](http://www.dartford.gov.uk/licensing) or contact the Licensing team.



## FEES AND CHARGES 2024-25

### LICENSING (continued)

		INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
				£	£
<b>VEHICLE LICENSING</b>					
<b>ALL VEHICLE LICENCE FEES INCLUDE A £55 ADMIN FEE AND A GRANT FEE</b>					
<b>Hackney Carriages</b>		H0105 9555	8		
<u>Hackney Carriage Vehicle Licence</u>					
<i>Initial Fee:</i>	1 year			285.00 + 20.00 plate deposit	300.00 + 20.00 plate deposit
<i>Renewal Fee:</i>	1 year			242.00	250.00
<u>Hackney Carriage Driver's Licence</u>					
<i>Initial Fee:</i>	3 year			158.00 + 10.00 badge deposit	165.00 + 10.00 badge deposit
	Annual			103.00 + 10.00 badge deposit	108.00 + 10.00 badge deposit
<i>Renewal Fee:</i>	3 year			115.00	120.00
	Annual			63.00	66.00
<u>Dual Hackney Carriage / Private Hire Driver's Licence</u>					
<i>Initial Fee:</i>	3 year			210.00 + 10.00 badge deposit	220.00 + 10.00 badge deposit
	Annual			139.00 + 10.00 badge deposit	145.00 + 10.00 badge deposit
<i>Renewal Fee:</i>	3 year			165.00	170.00
	Annual			94.00	99.00
<b>Private Hire</b>					
		H0105 9497	8		
<u>Private Hire Operator's Licence</u>					
	Annual			270.00	285.00
	5 years			945.00	990.00
<u>Private Hire Vehicle Licence</u>					
<i>Initial Fee</i>				247.00 + 20.00 plate deposit	260.00 + 20.00 plate deposit
<i>Renewal Fee</i>				220.00	230.00
<u>Private Hire Driver's Licence</u>					
<i>Initial Fee:</i>	3 year			153.00 + 10.00 badge deposit	160.00 + 10.00 badge deposit
	Annual			99.00 + 10.00 badge deposit	103.00 + 10.00 badge deposit
<i>Renewal Fee:</i>	3 year			115.00	120.00
	Annual			63.00	66.00

## FEES AND CHARGES 2024-25

<u>LICENSING (continued)</u>	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
<b>VEHICLE LICENSING (continued)</b>				
<b>Miscellaneous Fees</b>			£	£
Transfer of Hackney Carriage / Private Hire Vehicle Licence	H0105 9497/H0105 9555	8	N/A	N/A
Transfer of Hackney Carriage / Private Hire Vehicle ownership	H0105 9497/H0105 9555		35.00	35.00
Temporary Transfer of Licence	H0105 9497/H0105 9555		90.00	90.00
Replacement of Licence Plate (through loss, damage or cancellation of appointment)	H0105 9497/H0105 9555		50.00	50.00
Replacement of Backing Plate only	H0105 9497/H0105 9555		20.00	20.00
Replacement of Driver's I.D. Badge (including change of licence type)	H0105 9497/H0105 9555		25.00	25.00
Knowledge Test – Hackney Carriage (two part test)	H0105 9555		120.00 (2 x 60.00)	126.00 (2 x 63.00)
Knowledge Test – Private Hire (one part test)	H0105 9497		60.00	63.00
Disclosure and Barring Service Check (fee set by third party agency and is subject to change)	H0105 9567		65.00	65.00
External Validation Check (fee set by the External Agency and is subject to change)	H0105 9567		10.00	10.00
English Proficiency Test	H0105 9497/H0105 9555		40.00	40.00
Disability Awareness Course	H0105 9505		50.00	50.00
Driver Training Day	H0105 9505		30.00	30.00
Copies of Paper Licence Per Licence type	H0105 9497/H0105 9555		15.00	15.00
DVLA Check	H0105 9563		10.00	10.00
Re-Issue of Licence due to change in circumstance	H0105 9497/H0105 9555		20.00	20.00
Missing Appointments	H0105 9497		5.00	5.00

## FEES AND CHARGES 2024-25

Returned Cheque	H0105 9497		20.00	20.00
Alteration to Temporary Vehicle Terms	H0105 9497		20.00	20.00
<b><u>LICENSING (continued)</u></b>				
	INCOME	VAT	2023/2024	NEW
	CODE	CODE		CHARGES
				1.4.2024
<b>SEX ESTABLISHMENT LICENCE</b>			£	£
Submission of application (non-refundable)	H0107 9451	8	5,110.00	5,365.00
<b>SEXUAL ENTERTAINMENT VENUE LICENCE</b>				
New licence	H0107 9451	8	3,770.00	3,960.00
Renewal of Licence	H0107 9451	8	2,810.00	2,950.00
<b>SCRAP METAL DEALERS ACT 2013</b>				
<b>Site Licence:</b>				
Grant application			370.00	390.00
Renewal			330.00	360.00
<b>Collector's Licence</b>				
Grant application			265.00	280.00
Renewal			225.00	235.00
<b>Miscellaneous Fees</b>	H0105 9488	8		
Variation (site to collector)			75.00	75.00
Variation (collector to site)			150.00	150.00
Change of name or address			20.00	20.00
Change of site			150.00	150.00
Change of Site Manager			55.00	55.00
<b>Business and Planning Act 2020</b>	H0105 9496	8		
Application for a pavement licence			100.00	100.00

**FEES AND CHARGES 2024-25**

<b><u>MARKETS</u></b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2023/2024</b>	<b>NEW CHARGES 1.4.2024</b>
			£	£
<b>THURSDAY MARKET</b>				
Permanent traders Mar – Dec	H0510 9661	4	22.00 per pitch	22.00 per pitch
Jan – Feb	H0510 9661	4	19.00 per pitch	19.00 per pitch
Casual traders    Apr - March	H0510 9661	4	23.00 per pitch	23.00 per pitch
Payment Options for Permanent Traders:				
STANDING ORDER				
10 monthly payments (March–Dec) (inc. bookovers)	H0510 9661	4	80.00 per month	80.00 per month
2 monthly payments (Jan – Feb) (inc bookovers)	H0510 9661	4	68.00 per month	68.00 per month
<b>NOTE: All new permanent traders must pay by standing order unless agreed otherwise by the relevant Director</b>				
<b>SATURDAY MARKET</b>				
Permanent traders April – March	H0510 9662	4	32.00 per pitch	32.00 per pitch
Casual traders        April – March	H0510 9662	4	36.00 per pitch	36.00 per pitch
Payment Options for Permanent Traders:				
STANDING ORDER				
12 monthly payments (inc bookovers)	H0510 9662	4	120.00 per month	120.00 per month
<b>NOTE: All new permanent traders must pay by standing order unless agreed otherwise by the relevant Director</b>				
Administration Charge	H0510 9561	2	35.00 + VAT	35.00 + VAT
Permanent traders taking casual vacancies:				
- Thursday Market	H0510 9661	4	{ Permanent	{ Permanent
- Saturday Market	H0510 9662	4	{ trader rate	{ trader rate

## FEES AND CHARGES 2024-25

Use of the market electrical system in the High Street for external events and promotions (this fee may be waived for charities at the discretion of the Service Manager).

H0510 9662	4	15.00 a day	15.00 a day
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MARKETS (continued)

INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
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	£		£
TRANSFER OF PITCHES:			

Thursday & Saturday Markets :-

			<b>Thurs</b>	<b>Sat</b>	<b>Thurs</b>	<b>Sat</b>
1 Pitch	H0510 9561	2	210.00	345.00	210.00	345.00
2 Pitches	H0510 9561	2	260.00	460.00	260.00	460.00
3 Pitches	H0510 9561	2	315.00	570.00	315.00	570.00
4 Pitches	H0510 9561	2	370.00	680.00	370.00	680.00

### NEW TRADER INCENTIVE

**Up to 50% rent reduction for potential new permanent traders may apply for a maximum of 4 weeks as agreed by the relevant Director.**

**The relevant Director will also have discretion to agree concessions on for any “pop up” market stalls and promotions.**

**Note : All pitch rents include a charge for electricity where appropriate.**

**FEES AND CHARGES 2024-25**

<b><u>PARKS</u></b>	INCOME	VAT	2023/2024	NEW
	CODE	CODE		CHARGES
				1.4.2024
<b>Central Park *</b>				
<b>Charity events</b>			£	£
Per event	C0501 9664	4	Free	Free
Deposit (refundable)	X2715 8515	8	200.00	210.00
<b>Circuses (non-animal only)</b>				
Per Operational day	C0501 9664	4	285.00 per day	300.00 per day
Per Non-operational day (setting up/dismantling)	C0501 9664	4	116.00 per day	122.00 per day
Deposit (refundable)	X2715 8515	8	500.00	525.00
<b>Commercial users - including fairs</b>				
Per Operational day	C0501 9664	4	638.00 per day	670.00 per day
Per Non-operational day (setting up/dismantling)	C0501 9664	4	116.00 per day	122.00 per day
Deposit (refundable)	X2715 8515	8	500.00	525.00
<b>Electricity Supply</b>				
Access to electricity cabinet (per booking)	C0501 9664	4	102.00	107.00
Electricity consumption	C0501 9664	2	Value of units consumed if over 5.00 per day	Value of units consumed if over 5.00 per day

Deductions will be made against deposits in respect of litter clearance, damage to premises and equipment, ground reinstatement and other damage not attended to by the hirer.

\* Currently these charges relate to Central Park, however if similar events are requested for other parks, these charges will apply.

## FEES AND CHARGES 2024-25

### PLANNING

#### **PLANNING POLICY**

**(Please note postage charges will be updated as and when they change)**

INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
		£	£
G1503 9451	2	Free for first 6 copies black and white, 10p per A4 sheet thereafter. Colour copies- 20p per A4 sheet, 40p per A3 sheet	Free for first 6 copies black and white, 10p per A4 sheet thereafter. Colour copies- 20p per A4 sheet, 40p per A3 sheet

#### **Local Development Framework Documents**

Core Strategy Proposed Submission Document - September 2010	G1503 9451	2	20.20 (inc p&p)	21.50 (inc p&p)
Core Strategy Proposed Submission Sustainability Appraisal Technical Report & Appendices - Sept 2010	G1503 9451	2	65.40 (inc p&p)	69.00 (inc p&p)
Core Strategy Submission Document - February 2011	G1503 9451	2	13.40 (inc p&p)	14.50 (inc p&p)
Final Inspector's Report & Appendices - August 2011	G1503 9451	2	13.40 (inc p&p)	14.50 (inc p&p)
Adopted Core Strategy Document - September 2011	G1503 9451	2	39.90 (inc p&p)	42.00 (inc p&p)
Adopted Development Policies Plan Document – July 2017	G1503 9451	2	24.80 (inc p&p)	26.50 (inc p&p)
Development Policies Plan Policies Maps (east, West & Town Centre)	G1503 9451	2	37.65 (inc p&p)	39.00 (inc p&p)
Statement of Community Involvement (SCI)	G1503 9451	2	Free	Free
Housing Windfall SPD Adopted October 2014	G1503 9451	2	20.20 (inc p&p)	21.50 (inc p&p)
Northern Gateway Supplementary Planning Document. Adopted April 2012	G1503 9451	2	20.20 (inc p&p)	21.50 (inc p&p)
Parking Standards Supplementary Planning Document. Adopted July 2012	G1503 9451	2	20.20 (inc p&p)	21.50 (inc p&p)
Dartford Community Infrastructure Levy: Charging Schedule April 2014	G1503 9451	2	13.40 (inc p&p)	14.50 (inc p&p)

**FEES AND CHARGES 2024-25**

**SALE OF AGENDA**

	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
			£	£
Per annum Agenda Council ) including per annum Agenda )	A1017 9309	1	250.00	262.00
Development Control ) postage	A1017 9309	1	400.00	420.00
Cost per Agenda	A1017 9309	1	53.00	55.50
Minutes	A1017 9309	1	36.00	40.00



## FEES AND CHARGES 2024-25

<u>SPORTS</u>	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
			£	£
<b>Football</b>				
<b>Dartford Heath per senior pitch with pavilion (charges with effect from start of 2024/25 season not 1/4/24)</b>				
Seasonal use (alternate Saturdays)	C1009 9461	4	847.00	890.00
Seasonal use (alternate Sundays)	C1009 9461	4	1035.00	1087.00
Casual use per game in addition to contract by seasonal contract holders	C1009 9461	2	86.00	90.00
Casual use per game by non contract holders	C1009 9461	2	116.00	122.00
Deposit against damage and litter	X2705 8515	8	100.00	105.00
<b>Central Park – no pavilion</b>				
<b>Only junior pitches per total site:</b>				
Seasonal use Junior (every Saturday)	C0501 9451	4	640.00	672.00
Seasonal use Junior (every Sunday)	C0501 9451	4	800.00	840.00
Casual Junior use per occasion in addition to contract by seasonal contract holders	C0501 9451	2	73.50	77.00
Casual Junior use per occasion by non contract holders	C0501 9451	2	104.00	109.00
<b>Princes Park Mini Pitches</b>				
Hire of Pitches at peak times 17:00-22:00	C4040 9451	2	43.00 per hour	45.00 per hour
Hire of Pitches at off peak times 09:00-17:00	C4040 9451	2	38.00 per hour	40.00 per hour
<b>Tennis (Hesketh Park)</b>				
Pre-booking per court per hour			Free	Free

**FEES AND CHARGES 2024-25**

<b><u>TEMPLE HILL COMMUNITY CENTRE</u></b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2023/2024</b>	<b>NEW CHARGES 1.4.2024</b>
<b><u>REGISTERED CHARITIES CAN APPLY FOR A 15% DISCOUNT ON ALL CHARGES SHOWN</u></b>				
<b>GROUP (A) HIRERS – SOCIAL USE</b>			£	£
Types of use: Weddings, Dances, Dinners, Parties and Social use. Hourly charge includes the use of all facilities including the bar, all available equipment and crockery, cutlery and glasses				
<b>Temple Hill Hire Charges</b>	K1701 9402	4		
Monday-Thursday, Per Hour:			37.00	39.00
Friday-Saturday, Per Hour:			44.00	46.50
<b>Sundays, Bank Holidays, Christmas Eve and New Years' Eve, Per Hour:</b>			53.50	56.50
<b>GROUP (B) HIRERS – COMMUNITY USE</b>				
Types of use: Community users, such as playgroups, senior citizens groups, self-help meetings, whist drives and bingo, youth groups, religious groups, bazaars, etc. Hourly charge includes the use of crockery, cutlery and glasses				
<b>Temple Hill Hire Charges</b>	K1701 9402	4		
<b>Monday-Thursday, Per Hour:</b>				
Hall			16.00	18.00
Lounge			12.50	14.00
Kitchen			12.50	14.00
<b>Friday-Saturday, Per Hour:</b>				
Hall			44.00	46.50
Lounge			Use included in above rate	Use included in above rate
Kitchen				
<b>Sundays, Bank Holidays, Christmas Eve and New Years' Eve, Per Hour:</b>				
Hall			53.50	56.50
Lounge			Use included in above rate	Use included in above rate
Kitchen				

## FEES AND CHARGES 2024-25

<u>TEMPLE HILL COMMUNITY CENTRE (continued)</u>	INCOME CODE	VAT CODE	2023/2024  £	NEW CHARGES 1.4.2024  £
<b>GROUP (C) HIRERS – COMMERCIAL USE</b>				
Types of use: Sessions such as keep-fit, martial arts, dancing classes and all profit making organisations (proof of existing insurance policy is required at the time of booking)				
<b>Temple Hill Hire Charges</b>	K1701 9402	4		
<b>Monday-Thursday, Per Hour:</b>				
Hall			24.50	26.50
Lounge			16.00	18.00
Kitchen			16.00	18.00
<b>Friday-Saturday, Per Hour:</b>				
Hall			45.50	48.50
Lounge			Use included in above rate	Use included in above rate
Kitchen				
<b>Sundays, Bank Holidays, Christmas Eve and New Years' Eve, Per Hour:</b>				
			Centre not available	Centre not available
<b>Miscellaneous Hire Charges – Groups (B) &amp; (C):</b>	K1701 9402	4		
Storage space – per cubic metre, per week			5.00	5.00
<b>INSURANCE – GROUP (A) (Social &amp; casual hirers, regular community hirers)</b>				
Up to and including 4 hours hire	K1701 9943	4	15.50	15.50
Over 4 hours hire			20% of the hire charge, plus 6% Insurance Premium Tax	20% of the hire charge, plus 6% Insurance Premium Tax
<b>GROUP (C) HIRERS – COMMERCIAL USE</b>				
Types of use: Sessions such as keep-fit, martial arts, dancing classes and all profit making organisations (proof of existing insurance policy is required at the time of booking)				
<b>INSURANCE – GROUP (B) (Existing regular community hirers)</b>				
Up to and including 4 hours hire	K1701 9943	4	3.50	3.50
Over 4 hours hire			15% of the hire charge, plus 6% Insurance Premium Tax	15% of the hire charge, plus 6% Insurance Premium Tax
<b>DEPOSIT AGAINST DAMAGE OR BREAKAGES</b>				
Hirers using Council Insurance	X2706 8515	8	300.00	300.00
Hirers with their own insurance			Deposit paid will be equal to the excess of their Policy	Deposit paid will be equal to the excess of their Policy

**FEES AND CHARGES 2024-25**

<b><u>TREE ESTATE COMMUNITY CENTRE</u></b>	INCOME	VAT	2023/2024	NEW
	CODE	CODE		CHARGES
				1.4.2024
			£	£
<b><u>REGISTERED CHARITIES CAN APPLY FOR A 15% DISCOUNT ON ALL CHARGES SHOWN</u></b>				
<b>GROUP (A) HIRERS – SOCIAL USE</b>				
Types of use: Weddings, Dances, Dinners, Parties and Social use. Hourly charge includes the use of all facilities including the bar, all available equipment and crockery, cutlery and glasses				
<b>Tree Estate Hire Charges</b>	K1702 9402	4		
<b>Monday-Thursday &amp; Friday (before 5pm), per hour</b>			34.00	36.00
<b>Friday (after 5pm) &amp; Saturday, per hour</b>			39.50	42.00
<b>Sundays, Bank Holidays, Christmas Eve and New Years' Eve, per hour</b>			51.00	54.00
<b>GROUP (B) HIRERS – COMMUNITY USE</b>				
Types of use: Community users, such as playgroups, senior citizens groups, self-help meetings, whist drives and bingo, youth groups, religious groups, bazaars, etc. Hourly charge includes the use of crockery, cutlery and glasses				
<b>Tree Estate Hire Charges</b>	K1702 9402	4		
<b>Monday-Thursday &amp; Friday (before 5pm), per hour</b>				
Hall			15.00	16.50
Kitchen			10.00	11.00
<b>Friday (after 5pm) &amp; Saturday per hour</b>			39.50	42.00
Hall			Use included in above rate	Use included in above rate
Kitchen				
<b>Sundays, Bank Holidays, Christmas and New Years' Eve, per hour</b>			51.00	54.00
Hall			Use included in above rate	Use included in above rate

## FEES AND CHARGES 2024-25

<u>TREE ESTATE COMMUNITY CENTRE (continued)</u>	INCOME	VAT	2023/2024	NEW
	CODE	CODE		CHARGES
				1.4.2024
<b>GROUP (C) HIRERS – COMMERCIAL USE</b>				
Types of use: Sessions such as keep-fit, martial arts, dancing classes and all profit making organisations (proof of existing insurance policy is required at the time of booking)			£	£
<b>Tree Estate Hire Charges</b>	K1702 9402	4		
Monday-Thursday & Friday (before 5pm) per hour				
Hall			21.00	23.00
Kitchen			15.00	16.50
Friday (after 5pm) & Saturday per hour			39.50	42.00
Hall			Use included in	Use included in
Kitchen			above rate	above rate
Sundays, Bank Holidays, Christmas Eve and New Years' Eve, per hour			51.00	54.00
Hall			Use included in	Use included in
Kitchen			above rate	above rate
<b>Miscellaneous Hire Charges – Groups (B) &amp; (C):</b>	K1702 9402	4		
Storage space – per cubic metre, per week			5.00	5.00
<b>INSURANCE – GROUP (A)</b>				
<b>(Social &amp; casual hirers, regular community hirers)</b>	K1702 9943	4		
Up to and including 4 hours hire			15.50	15.50
Over 4 hours hire			20% of the hire charge, plus 6% Insurance Premium Tax	20% of the hire charge, plus 6% Insurance Premium Tax
<b>INSURANCE – GROUP (B)</b>				
<b>(Existing regular community hirers)</b>	K1702 9943	4		
Up to and including 4 hours hire			3.50	3.50
Over 4 hours hire			15% of the hire charge, plus 6% Insurance Premium Tax	15% of the hire charge, plus 6% Insurance Premium Tax
<b>DEPOSIT AGAINST DAMAGE OR BREAKAGES</b>	X2706 8515	8		
Hirers using Council Insurance			300.00	300.00
Hirers with their own insurance			Deposit paid will be equal to the excess of their Policy	Deposit paid will be equal to the excess of their Policy

## FEES AND CHARGES 2024-25

<u>VALUER'S FEES</u> (exclusive of VAT)	INCOME CODE	VAT CODE	2023/2024	NEW CHARGES 1.4.2024
			£	£
Landlord's Consent – Minimum Fee	A6030 9451	2	367.00	367.00
Requests for small land purchases	A6030 9451	2	362.00	362.00
Wayleaves/easements – Minimum Fee	A6030 9657	2	394.00	394.00