

FEES AND CHARGES 2025-26

INTRODUCTION

Dartford Borough Council 2025/26 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.

VAT Code	Description
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 2025/26 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 200m² or
- The work consists of a domestic garage with a floor area over 60m² 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 300m² 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.

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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 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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Table 1 - Standard Charges for the Creation or Conversion to New Dwellings not exceeding 300m2 and Flats up to 3 storeys

Number of Dwellings	Plan Charge - incl VAT (£)	Inspection Charge (IC) - incl VAT (£)	Building Notice (BN) Charge - incl VAT (£)	Regularisation Charge (VAT 8) (£)
1	365	852	1215	1215
2	433	1011	1445	1445
3	536	1252	1790	1790
4	627	1463	2090	2090
5	753	1757	2510	2510
6	863	2014	2875	2875
7	919	2143	3060	3060
8	981	2289	3270	3270
9	1049	2448	3495	3495
10	1163	2715	3880	3880

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**Table 2 - Standard Charges for: Domestic extensions and alterations, rooms
in the roof and detached garages and carports up to 60m²**

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 ² in total	201	468	670	670
2. Extension of a dwelling (including loft conversion) with total floor area of which does not exceed 10m ²	264	617	880	880
3. Extension of a dwelling (including loft conversion) the total floor area of which exceeds 10m ² , but does not exceed 40m ²	276	643	920	920
4. Extension of a dwelling (including loft conversion) the total floor area of which exceeds 40m ² but does not exceed 60m ²	287	669	955	955
5. Conversion of a garage into a habitable room(s)	147	344	490	490
6. Removal of a load bearing wall to create a 'through room' in a domestic dwelling	93	217	310	310
7. Removal of a chimney stack (or part thereof) in a domestic dwelling	93	217	310	310
8. Installation of up to 5 windows	63	147	210	210
9. Replacement or renewal of a thermal element	88	206	295	295

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Table 3: Standard Charges for Other Work

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	100	233	335	335
£2,001 to £5,000	124	288	410	410
£5,001 to £10,000	151	352	505	505
£10,001 to £20,000	191	445	635	635
£20,001 to £30,000	244	569	815	815
£30,001 to £50,000	299	699	1000	1000
£50,001 to £70,000	375	876	1250	1250
Between £70,001 & £100,000	490	1143	1635	1635
Between £100,001 & £150,000	564	1315	1880	1880

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 60m², the sum of the plan charge and the inspection charge must not be less than **£955** (including VAT)

Works in Excess of £150,000

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

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CAR PARKING

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Acacia Car Park (High Street, Dartford) Monday to Saturday inclusive 8.00am – 8.00pm Up to 2 hours Up to 4 hours Over 4 hours Blue Badge holders (up to 3 hours) Solo Motorcycles (in designated bays) Season ticket: charge per month up to 12 months	E4031 9463	2	1.00 2.00 5.50 Free Free 69.00	1.00 2.00 5.50 Free Free 69.00
Cranford Road Car Park (Dartford) Monday to Saturday inclusive 8.00am-8.00pm Up to 2 hours Blue Badge holders (up to 3 hours)			Free Free	Free Free
Highfield Road Car Park (Spring Vale, Dartford) Monday to Saturday inclusive 8.00am-18.30pm Up to 2 hours Up to 4 hours Over 4 hours Blue Badge holders (up to 3 hours) Solo Motorcycles (in designated bays)	E4031 9464	2	1.00 2.00 5.50 Free Free	1.00 2.00 5.50 Free Free
Highfield Road Car Park (Highfield Road (South)) Monday to Saturday inclusive 8.00am – 16.30pm Up to 2 hours Up to 4 hours Over 4 hours Blue Badge holders (up to 3 hours) Solo Motorcycles (in designated bays) Season ticket: charge per month up to 12 months	E4031 9557	2	1.00 2.00 5.50 Free Free 69.00	1.00 2.00 5.50 Free Free 69.00
Overy Street Car Park (1) Overy Street Car Park (2) Monday to Saturday inclusive 8.00am – 8.00pm Up to 2 hours Up to 4 hours Over 4 hours Blue Badge holders (up to 3 hours) Solo Motorcycles (in designated bays) Season ticket: charge per month up to 12 months	E4031 9474 E4031 9512	2 2	1.00 2.00 5.50 Free Free 69.00	1.00 2.00 5.50 Free Free N/A
Overy Street Car Park (3) Permit Only Overy Street Car Park (4) Permit only Season ticket: charge per month up to 12 months	E4031 9570 E4031 9571	2 2	69.00	69.00
The Grove Car Park (Swanscombe) Monday to Friday inclusive 8.00am – 6.00pm Up to 4 hours Up to 6 hours (maximum stay) Blue Badge holders (up to 4 hours) Solo Motorcycles (in designated bays)	E4031 9583	2	Free 2.00 Free Free	Free 2.00 Free Free

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CAR PARKING

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Westgate Car Park (Kent Road, Dartford) Monday to Saturday inclusive 8.00am-8.00pm Up to 2 hours Up to 4 hours Over 4 hours Blue Badge holders (up to 3 hours) Solo Motorcycles (in designated bays) Season ticket: charge per month up to 12 months	E4031 9499	2	1.00 2.00 5.50 Free Free 69.00	1.00 2.00 5.50 Free Free 69.00
Westgate House Car Park Monday to Saturday inclusive 8.00am-8.00pm Up to 2 hours (maximum stay) Blue Badge holders (up to 3 hours) Solo Motorcycles (in designated bays)	E4031 9485	2	1.00 Free Free	1.00 Free Free
Town Car Park (Greenhithe) Monday to Friday inclusive 8.00am – 6.00pm Up to 2 hours Up to 4 hours Over 4 hours Blue Badge holders (up to 3 hours) Solo Motorcycles (in designated bays) Season ticket: charge per month up to 12 months	E4031 9442	2	1.00 2.00 5.50 Free Free 69.00	1.00 2.00 5.50 Free Free 69.00
Woodlands Car Park (Greenhithe) Monday to Friday inclusive 8.00am – 6.00pm Up to 4 hours (maximum stay) Blue Badge holders (up to 4 hours) Solo Motorcycles (in designated bays)	E4031 9578	2	Free Free Free	Free Free Free
Heath Street (on-street) Monday to Saturday inclusive 8.00am-8.00pm Up to 2 hours Up to 4 hours Over 4 hours Blue Badge holders (up to 3 hours)	E4030 9462	8	1.00 2.00 5.50 Free	1.00 2.00 5.50 Free
Hythe Street (on-street) Monday to Saturday inclusive 8.00am-8.00pm One hour only Blue Badge holders (up to 3 hour)	E4030 9466	8	0.50 Free	0.50 Free
Kent Road (on-street) Monday to Saturday inclusive 8.00am – 8.00pm One hour only Blue Badge holders (up to 3 hour)	E4030 9468	8	0.50 Free	0.50 Free

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CAR PARKING

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Priory Hill (on-street) Monday to Saturday inclusive 8.00am – 8.00pm Up to 2 hours Up to 4 hours Over 4 hours Blue Badge holders (up to 3 hours)	E4030 9475	8	1.00 2.00 5.50 Free	1.00 2.00 5.50 Free
Spital Street (on-street) Monday to Saturday inclusive 8.00am – 8.00pm One hour only Blue Badge holders (up to 3 hour)	E4030 9452	8	0.50 Free	0.50 Free
Eagles Road, Greenhithe (on-street) Season ticket: charge per month up to 12 months	E4030 9575	8	69.00	69.00
Station Road, Greenhithe (on-street) Season ticket: charge per month up to 12 months	E4030 9458	8	69.00	69.00
Ringo Zones Overy Liberty Market Street Lowfeild Street Imperial House	E4030 9478 E4030 9478 E4030 9478 E4030 9478	8 8 8 8	0.50 0.50 0.50 0.50	0.50 0.50 0.50 0.50
Permits and Exemptions Resident Permit Visitor Permit (electronic “book” of 5) Resident Exemption	E4030 9419 E4030 9418 E4030 9419	8 8 8	57.50 5.50 (5 x 1.10) 57.50	57.50 5.50 (5 x 1.10) 57.50
Dispensations Daily 2 Daily Weekly Two Weekly Three Weekly	E4030 9562	8	10.00 15.00 20.00 35.00 50.00	10.00 15.00 20.00 35.00 50.00
PCN Charges (TMA 2004) Code dependent upon location of contravention Differential Charges: Penalty Charge: Higher Discounted Penalty Charge: Lower Discounted	E4030/9580 E4031/9580 * * * *	8 8 8 8	 70.00 35.00 50.00 25.00	 70.00 35.00 50.00 25.00
HIGHWAY INSTALLATIONS Disabled Persons Parking Bay (DPPB) with TRO Interim DPPB without TRO (not enforceable) Bay Suspension (per bay per week) Vehicle Access Marking	E4030 9568 - E4030 9576 E4030 9577	8 8 8 8	250.00 Free 50.00 86.00	250.00 Free 100.00 86.00

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CCTV

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
CCTV Insurance Check request	A3700 9516	2	66.50	68.50

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Cemeteries

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 later years of life

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Purchased Graves:				
Exclusive Right of Burial	C2015 9459	8	930.00	976.00
Interment to depth up to 4'6": Adults (17 years and over) *	C2015 9467	8	605.00	635.00
Interment to depth up to 6'6": Adults (17 years and over) *	C2015 9467	8	760.00	798.00
Interment to depth up to 8'6": Adults (17 years and over) *	C2015 9467	8	1040.00	1092.00
*Charges based on a coffin size of 80" in length by 26" width (203cm x 66cm)			110.00	115.00
Additional charge for Casket instead of Coffin:	C2015 9467			
Interment up to 4'6"		8	195.00	205.00
Interment to 6'6"		8	340.00	357.00
Interment to 8'6"		8	490.00	515.00
Cremated Remains	C0215 9467			
Cremated Remains Exclusive Right of Burial (50 years)		8	625.00	656.00
Burial of Wooden Casket of Cremated Remains		8	231.00	243.00
Right to Scatter Cremated Remains		8	126.00	132.00
Unpurchased Graves	C2015 9467			
Adults (17 years and over)		8	605.00	635.00
Resident Children - (up to 17)		8	FREE	FREE
Out of Borough babies & children - Standard fee applies		8		
Chapel Fees	C2015 9415			
Use of Chapel at Cemetery – up to 30 mins		8	195.00	205.00
Use of Chapel at Cemetery – up to 1 Hour		8	320.00	336.00
Use of Chapel (non-Borough residents) up to 30 mins		8	390.00	410.00
Use of Chapel (non-Borough residents) up1 Hour			650.00	683.00

FEES AND CHARGES 2025-26

Cemeteries (continued)

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Miscellaneous Fees:				
Late arrival of Funeral Director, +30 mins after booked time and each 30 mins thereafter	C2015 9467	8	170.00	179.00
Disposal of excess floral tributes/wreaths	C2015 9467	8	220.00	231.00
Transfer of Deed Assignment	C2015 9414	8	69.00	75.00
Certified copy of entry in Burial Register	C2015 9414	8	30.00	32.00
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 when requested	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	30.00	32.00
Exhumation	C2015 9467	4 & 2	Hire cost + staff time	Hire cost + staff time
Search Fees (to be paid in advance):	C2015 9581	2		
1-2 names			FREE	FREE
3-5 names			30.00	32.00
6 -10 names			40.00	42.00
10+ (at Cemetery manager's discretion.)				
Memorials, Monuments & Inscriptions:				
Headstone including first inscription	C2015 9471	8	231.00	243.00
A Full Kerb Memorial – headstone and kerbs, including first inscription	C2015 9471	8	315.00	331.00
Additional tablet or vase with inscription	C2015 9416	2	155.00	163.00
Additional inscription, additional tablet, vase or kerbs	C2015 9416	2	126.00	133.00
Clean and Repair to existing memorial (Permit required)	N / A		Free	Free
All memorial applications for children up to the age of 16 who are a for stillborn and children up to 16 years for Borough residents	N / A	8	½ price memorial fee	½ price memorial fee
**For non-Borough residents, including still born and children up to 16 years standard fees apply.				
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

FEES AND CHARGES 2025-26

Cemeteries (continued)

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Watling Street Cemetery – Garden of Remembrance:				
Sanctum 2000 Columbaria units :				
Columbarium unit inclusive of first interment and inscription up to 80 letters				
10 year Lease	C2015 9417	4	1250.00	1313.00
20 year Lease	C2015 9417	4	1650.00	1733.00
30 Year Lease	C2015 9417	4	2000.00	2100.00
Casket for Sanctum Vault	C2015 9417	2	55.00	58.00
Second interment of cremated remains	C2015 9417	8	236.00	248.00
Additional inscribed plaque for second interment	C2015 9417	2	290.00	305.00
Additional inscription - per letter	C2015 9417	2	2.90	3.05
Photo plaque	C2015 9417	2	220.00	231.00
Motif	C2015 9417	2	210.00	221.00
Renewal fee on expiry of lease for further 25 years	C2015 9417	4	Current fee at time of renewal	47.00
Memorial Pergola :				
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	575.00	605.00
Additional cast bronze plaque	C2015 9417	2	231.00	240.00
Scattering of additional cremated remains on dedicated area	C2015 9417	2	126.00	133.00
Renewal fee on expiry of lease for further 10 years	C2015 9417	4	336.00	353.00
Memorial Seats :				
Recycled plastic memorial bench, 10 year lease, inclusive of plaque with up to 80 letters	C2015 9417	4	1300.00	1365.00
Additional plaque with up to 80 letters	C2015 9417	2	160.00	168.00
Scattering of additional cremated remains on dedicated area	C2015 9417	4	126.00	133.00
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 2025-26

Civic Centre Hire

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Hire of Council Chamber				
Basic hourly rate weekdays until 6pm	A3040 9412	2	45.50	47.00
After 6pm and weekends hourly rate	A3040 9412	2	51.00	53.00
Plus hourly caretaking fee (evening bookings only)	A3040 9412	2	45.50	47.00
Hire of Committee Room				
Basic hourly rate weekdays until 6pm	A3040 9412	2	38.00	39.50
After 6pm and weekends hourly rate	A3040 9412	2	51.00	53.00
Plus hourly caretaking fee (evening bookings only)	A3040 9412	2	45.50	47.00
Hire of Committee Room and / or Council Chamber where hire is given free to a Voluntary or Charitable Organisation				
Basic hourly rate weekdays until 6pm	A3040 9412	2	Free	Free
After 6pm and weekends hourly rate	A3040 9412	2	38.00	39.50
Plus hourly caretaking fee (evening bookings only)			45.50	47.00
Hire of Other Meeting Rooms				
Basic hourly rate weekdays – Office hours only	A3040 9412	2	12.50	13.00

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.

FEES AND CHARGES 2025-26

Corporate charges

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

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
PHOTOCOPYING CHARGES	(individual cost centre)			
A4 sheets		2	Free	Free
0-6 (Black and White only)		2	10p per sheet	10p per sheet
Each subsequent page (B&W)	Account code 9536	2	20p per sheet	20p per sheet
Colour		2		
A3 sheets		2	Free	Free
0-6 (Black and White only)		2	20p per sheet	20p per sheet
Each subsequent page (B&W)		2	40p per sheet	40p per sheet
Colour		2		
A2 (Plan size) (B&W)		2	2.10 per plan	2.10 per plan
A1 (Plan size) (B&W)		2	2.60 per plan	2.60 per plan
A0 (Plan size) (B&W)		2	3.65 per plan	3.65 per plan
PRINTING	(individual cost centre)			
A4 sheets (non plotter copies)		2	Free	Free
0-6 (Black and White only)		2	10p per sheet	10p per sheet
Each subsequent page (B&W)	Account code 9503	2	20p per sheet	20p per sheet
Colour		2		
High Quality (plotter copying)				
A2		2	2.60 per sheet	2.60 per sheet
A1		2	3.15 per sheet	3.15 per sheet
A0		2	5.75 per sheet	5.75 per sheet
High Gloss (plotter copying)				
A2		2	3.15 per sheet	3.15 per sheet
A1		2	5.25 per sheet	5.25 per sheet
A0		2	10.50 per sheet	10.50 per sheet
EMAIL (including scanned images)	(individual cost centre)		Free	Free
POSTAGE				
Variable weight and size (Royal Mail Standard 2nd class)	Account code 9504		Dependent on weight & size	Dependent on weight & size
Sent 'Signed For'/Special Delivery'			Costs to be met by applicant	Costs to be met by applicant

FEES AND CHARGES 2025-26

Corporate charges (continued)

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
<p>FREEDOM OF INFORMATION ACT 2000</p> <p>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. If costs are below £450, no charge, although disbursements may be charged for.</p>		4	Hourly rate of 25.00 for staff time	Hourly rate of 26.00 for staff time
<p>DATA PROTECTION 2018: SUBJECT ACCESS REQUESTS</p> <p>Subject Access Requests</p>	Account code 9566	4		
<p>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)</p>	Account code 9445	8		
<p>Fees that may be charged when the cost of compliance exceeds the appropriate limit</p>		2		

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 2025-26

DBC Fire Engine

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Half day booking	A3875 9450	2	350.00 (Minimum rate, actual rate to be agreed by the Director of Growth and Community to reflect the nature of the event.)	355.00 (Minimum rate, actual rate to be agreed by the Director of Growth and Community to reflect the nature of the event.)
Use of fire engine by Dartford Borough Council	A3875 9450	2	Charge to offset cost of maintenance, storage, fuel etc. at full cost of recovery rate.	Charge to offset cost of maintenance, storage, fuel etc. at full cost of recovery rate.

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

FEES AND CHARGES 2025-26

DBC 'THE BIG DAY OUT'

	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Services offered may change from year to year and so may market conditions	C6051 9542	4	Charges for the Big Day Out have been delegated to the Director of Growth and Community.	Charges for the Big Day Out have been delegated to the Director of Growth and Community.

FEES AND CHARGES 2025-26

DARTFORD OUTDOOR THEATRE

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Charity Events (per one day booking)			75.00	250.00
Commercial Events per show			The higher of 500.00 OR 40% box office sales	The higher of 750.00 OR 40% box office sales

FEES AND CHARGES 2025-26

DEVELOPMENT CONTROL

	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Photocopying of planning applications and related documents (A3 & A4)	G1502 9451	2	Free for up to 6 black and white copies- 35p per A4 sheet thereafter, colour copies 48p per A4 sheet, 80p per A3 sheet	Free for up to 6 black and white copies- 36p per A4 sheet thereafter, colour copies 50p per A4 sheet, 82p per A3 sheet
Photocopying of planning applications and related documents (A2, A1 & A0)	G1502 9451 G1502 9451	2 2	A2 size – 3.20 per plan A1 size - 3.80 per plan A0 size - 4.85 per plan Copying of coloured plans will incur additional variable charges	A2 size – 3.30 per plan A1 size - 4.00 per plan A0 size - 5.00 per plan Copying of coloured plans will incur additional variable charges
Decisions first copy/ Each additional copy (Majority are available on the Internet)	G1502 9451	2	Free for up to 6 black and white copies- 35p per sheet thereafter colour copies – 48p per A4 sheet	Free for up to 6 black and white copies- 36p per sheet thereafter colour copies – 50p per A4 sheet
Weekly List Annual Payment Quarterly Payment (Lists will be available on the Internet)	G1502 9451	2	100.00 42.00	105.00 43.00
Fee for checking approvals of planning conditions and s106 obligations on a planning permission	G1502 9451	2	householder 360.00 per permission for developments over 150 dwellings; 150.00 per permission up to 150 dwellings or other development; 37.00 for applications	householder 370.00 per permission for developments over 150 dwellings; 155.00 per permission up to 150 dwellings or other development; 38.00 for applications
CIL confirmation of payment.	G1502 9451	2	66.00 per property	68.00 per property
Planning History Printout First Page Subsequent Pages (Available on the Internet)	G1502 9451	2	35p per sheet 35p per sheet	36p per sheet 36p per sheet

FEES AND CHARGES 2025-26

DEVELOPMENT CONTROL (continued)

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Fee for dealing with High Hedge Complaints (under the Anti-Social Behaviour Act 2003)	G1502 9451	2	630.00	650.00
Research of planning history Written advice	G1502 9560	2	60.00 per hour or part thereof	62.00 per hour or part thereof
Invalid Applications - Application registered but not made valid and returned Householder, advertisement and similar applications Minor, lawfulness and similar applications Major and similar complex applications £200	G1502 9451	2	52.50 105.00 210.00	54.00 108.00 216.00
Large Major Development[1] Written advice (flat rate) Follow up written advice (flat rate) Meeting with officers (per hour or part thereof)[2] Follow up meeting with officers (per hour or part thereof) Additional premium for sites not identified in the adopted Local Plan	G1502 9487	2	N/A N/A 2760.00 1380.00 1335.00	N/A N/A 2845.00 1420.00 1375.00
Major Development[3] Written advice (flat rate) Follow up written advice (flat rate) Meeting with officers(per hour or part thereof)[4] Follow up meeting with officers (per hour or part thereof) Additional premium for sites not identified in the adopted Local Plan	G1502 9487	2	1380.00 690.00 2050.00 1025.00 660.00	1420.00 710.00 2112.00 1056.00 680.00
Minor non residential [5] and Minor residential 1-4 dwellings Written advice (flat rate) Follow up written advice (flat rate) Meeting with officers (per hour or part thereof)[6] Follow up meeting with officers (per hour or part thereof)	G1502 9487	2	425.00 165.00 840.00 420.00	438.00 170.00 865.00 432.00
Minor residential 5-9 dwellings Written advice (flat rate) Follow up written advice (flat rate) Meeting with officers (per hour or part thereof)[7] Follow up meeting with officers (per hour or part thereof)	G1502 9487	2	500.00 190.00 985.00 500.00	525.00 196.00 1015.00 515.00

[1] Large major: over 50 dwellings or 1 hectare. Commercial over 5,000m² 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

[3] Major: 10 - 49 dwellings or 0.5 - 1 hectare. Commercial 1,000m² – 4,999m² or 0.5 - 1 hectare.

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

[5] Commercial less than 1,000m² or 1 hectare.

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

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

FEES AND CHARGES 2025-26

DEVELOPMENT CONTROL (continued)

PRE APPLICATION ADVICE (continued)
(exclusive of VAT)

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
*Urban Design Officer	G1503 9487	2		
Large Major: Review of scheme and attendance at planning meeting (single layout/design)			660.00	680.00
Large Major follow up urban design advice (one amendment to scheme)			280.00	290.00
Major: Review of scheme (no meeting) and input into pre-app written advice (single layout/design)			330.00	340.00
Minor: review of scheme (no meeting) and input into pre-app written advice (single layout/design)			170.00	175.00
Major/Minor: Attendance at meeting			170.00	175.00
Major/Minor: follow up urban design advice (one amendment to scheme)			170.00	175.00
Householder Applications	G1502 9548	2		
Meeting with officers (per hour or part thereof) [8]			250.00	300.00
Written advice (flat rate)			125.00	150.00
Listed Buildings	G1502 9587	2		
Meeting with officers (per hour or part thereof) [8]			300.00	310.00
Other (anything not covered by the above categories: including change of use without building works)	G1502 9548	2		
Meeting with officers (per hour or part thereof)[9]			400.00	420.00
Follow up meeting with officers (per hour or part thereof)			200.00	210.00
Written advice (flat rate)			250.00	260.00
Follow up written advice (flat rate)			125.00	130.00

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

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

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

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

Works to facilitate access to public buildings for disabled persons;

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 2025-26

Planning Performance Agreements (PPAs)

*Planning Performance Agreements: guidance fee schedule (exclusive of VAT)

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
<p><u>Amending planning applications during consideration</u> Large Major amend 1420.00 Major amend 710.00</p> <p><u>Minor non-residential and residential 1-4 dwellings</u> No pre-app for scheme 438.00 Where pre-app sought for principle 170.00</p> <p><u>Minor residential 5-9 dwellings</u> No pre-app for scheme 525.00 Where pre-app sought for principal 196.00</p> <p><u>Other</u> 210.00</p>	G1502 9527	2		
<p><u>50-100 dwellings</u> 5,000-9,999sqm commercial floorspace 10050.00</p> <p><u>101-199 dwellings</u> 10,000-19,999sqm commercial floorspace 20020.00</p> <p><u>200 dwellings plus</u> 20,000sqm commercial floorspace 40020.00</p>	G1502 9527	2		

The charges above are guidelines based on a conventional planning application. Prices can be agreed where different circumstances exist, e.g. 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 2025-26

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 1st April 2025 fees will increased every April by the lower of: the relevant increase in the consumer prices index or 10% .

	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
BUILDINGS, DWELLINGS AND OPERATIONS				
1. New dwellings OUTLINE				
Per 0.1 hectare up to 0.5 hectares			578.00	588.00
Per 0.1 hectare between 0.5 up to 2.5 hectares			624.00	635.00
Sites over 2.5 hectares			15,433.00 + 186.00 per 0.1 hectare (Max 202,500.00)	15,695.00 + 189.00 per 0.1 Hectare (Max 205,943.00)
Permission In principle Per 0.1 hectare			503.00	512.00
2 New dwellings OTHERS				
Per dwelling up to 10			578.00	588.00
Per dwelling from 10 to 50			624.00	635.00
Over 50 dwellings			30,860.00 + £186.00 per dwelling over 50 (Max £405,000.00)	31,385.00 + £189.00 per dwelling over 50 (Max £411,885.00)
3. Buildings (other than dwellings, agricultural buildings, plant or glasshouses etc.) OUTLINE				
Per 0.1 hectare up to 1 hectare			578.00	588.00
Per 0.1 hectare from 1.0 to 2.5 hectares			624.00	635.00
Over 2.5 hectares			15,433.00 + 186.00 per 0.1 hectare over 2.5 hectare (Max 202,500)	15,695.00 + 189.00 per 0.1 hectare over 2.5 hectare (Max 205,943)
Permission In principle per 0.1 hectare			503.00	512.00

FEES AND CHARGES 2025-26

PLANNING FEES (continued)

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
BUILDINGS, DWELLINGS AND OPERATIONS (continued)				
4. Buildings (other than dwellings, agricultural buildings, plant or glasshouses etc.) OTHER				
No floor area created (includes shopfronts, fences, flagpoles, walls etc)			293.00	298.00
Floor area less than 40 sqm			293.00	298.00
Floor area between 40 and 1000 sq m			578.00 per 75sqm	588.00 per 75sqm
Floor area in excess of 1000 sqm up to 3750 sqm			624.00 per 75sqm	635.00 per 75sqm
Floor area in excess of 3750 sqm			30,680.00 + 186.00 per 75sqm over 3750sqm (Max 405,000.00)	31,385.00 + 189.00 per 75sqm over 3750 sqm (Max 411,885.00)
AGRICULTURAL AND HORTICULTURAL				
5. Agricultural Buildings on agricultural land (other than glasshouses) OUTLINE				
Per 0.1 hectare up to 1 hectare			578.00	588.00
Per 0.1 hectare from 1 hectare up to 2.5 hectares			624.00	635.00
Over 2.5 hectares			15,433.00 + 186.00 per 0.1 hectare over 2.5 hectare (Max 202,500.00)	15,695.00 + 189 per 0.1 hectare over 2.5 hectare (Max 205,943.00)
Permission In principle Per 0.1 hectare			503.00 per 0.1 hectare	512.00 per 0.1 hectare
6. Agricultural Buildings on agricultural land (other than glasshouses) OTHER				
Floor area less than 465 sqm			120.00	122.00
Floor area between 465 sq m and 540 sqm			578.00	588.00
Floor area 540 sq m up to 1000 sqm			578.00 + 578.00 per 75sqm over 540sqm	588.00 + 588.00 per 75sqm over 540sqm

FEES AND CHARGES 2025-26

PLANNING FEES (continued)

	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
-				
6. Agricultural Buildings on agricultural land (other than glasshouses) OTHER (continued) Floor area 100sqm up to 4215 sqm Floor area over 4215 sqm			624.00 + 624.00 per 75sqm over 1000sqm 30,860.00 + 186.00 per 75sqm over 4215sqm (Max 405,000.00)	5077.00 + 635.00 per 75sqm over 1000sqm 31,385.00 + 189.00 per 75sqm over 4215sqm (Max 411,885.00)
AGRICULTURAL AND HORTICULTURAL (continued) 7. Glasshouses on agricultural land Floor area less than 465sqm Floor area 465sqm to 1000sqm Floor area in excess of 1000sqm			120.00 3225.00 3483.00	122.00 3280.00 3542.00
OPERATIONS 8. Erection, alteration or replacement of plant and machinery Per 0.1 hectare less than 1 hectare Per 0.1 hectare 1 hectare to 5 hectares Sites over 5 hectares	-		578.00 624.00 30,860.00 + 186.00 per 0.1 hectare (Max 405,000.00)	588.00 635.00 31,385.00 + 189.00 per 0.1 hectare (Max 411,885.00)
9. Enlargement, improvement or other alteration of existing dwelling houses where it relates to: One dwelling Two or more dwellings			258.00 509.00	528.00 1043.00
10. Operations within residential curtilage for domestic purposes (including building gates, fences etc)			258.00	262.00
11. Car parks, roads and access to serve a single undertaking where incidental with existing use			293.00	298.00
12. Operations connected with exploratory drilling for oil or gas Per 0.1 hectare up to 7.5 hectares Sites over 7.5 hectares			686.00 51,395.00 + 204.00 per 0.1 hectare (Max 405,000.00)	698.00 52,269.00 + 207.00 per 0.1 hectare (Max 411,885.00)

FEES AND CHARGES 2025-26

PLANNING FEES (continued)

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
OPERATIONS (continued)				
13. Operations connected with oil or natural gas				
Per 0.1 hectare up to 15 hectares			347.00	353.00
Sites over 15 hectares			52,002.00 + 204.00 per 0.1 hectare (Max 105,300.00)	52,886.00 + 207.00 per 0.1 hectare (Max 107,090)
14. Mineral operations				
Per 0.1 hectare up to 15 hectares			316.00	321.00
Sites over 15 hectares			47,161 .00+ 186.00 per 0.1 hectare (Max 105,300.00)	47,693.00 + 189 per 0.1 hectare (Max 107,090.00)
15. Operations not within above categories – other per 0.1 hectare				
			293.00 (Max 2,535.00)	298.00 (Max 2,578.00)
USES				
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				
Per extra dwelling up to 10 dwellings			578.00	588.00
Per extra dwelling 10 to 50 dwellings			624.00	635.00
Over 50 dwellings			30,860.00 + 186.00 per additional dwelling (Max 405,000.00)	31,385.00 + 189.00 per additional dwelling (Max 411,885.00)
17. Change of use of a building to one or more dwellings, in all other cases:				
Per dwelling up to 10 dwellings			578.00	588.00
Per dwelling 10 to 50 dwellings			624.00	635.00
Over 50 dwellings			30,860.00 + 186.00 per additional dwelling (Max 405,000.00)	31,385.00 + 189.00 per additional dwelling (Max 411,885.00)

FEES AND CHARGES 2025-26

PLANNING FEES (continued)

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
18. Use for disposal of refuse or waste minerals and open mineral storage				
Per 0.1 hectare up to 15 hectares			316.00	321.00
Sites over 15 hectares			47,161.00 + 186.00 per 0.1 hectare (Max 105,300.00)	47,963.00 + 189.00 per 0.1 hectare)Max 107,090.00)
19. The making of a material change of use of a building or land in all other cases			578.00	588.00
20. Reserved matters where applicant's earlier reserved matters applications have incurred total fees equivalent to that for a full application for entire scheme			578.00	588.00
21. Playing fields (ancillary works except new buildings)				
Non profit making clubs etc.			578.00	588.00
22. Variation of Conditions (s73 and s73A)			293.00	
Alterations/extensions to dwellings; or works within/along the boundary of a dwelling				86.00
Non-major (other than house-holder)				586.00
Major development				2000.00

FEES AND CHARGES 2025-26

PLANNING FEES (continued)

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
23. Determination for Prior Approval Sch2 to the 2015 GPDO				
Larger Home Extensions			120.00	240.00
Material change of use of building or land Under Schedule 2 except for an application under Part 4			120.00	240.00
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			120.00	240.00
Material change of use and building operations under Part 3 Schedule 2			258.00	516.00
Application under Part 3 for material change in use of Buildings or other land and building operations			258.00	516.00
Application under Part 3 relating to development Permitted by Class MA (change of use to dwelling)			125.00 per dwelling	250.00 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			120.00	240.00
Application under Part 7 permitted by Class M (extensions to schools, colleges, universities, hospitals)			120.00	240.00
Development by telecommunications Code Systems Operations under Part 16 of Sch2 to the 2015 GPDO (as amended)			578.00	588.00
Application under Part 20 (construction of new Dwellings) Per dwelling where under 10 dwellings			418.00	425.00
Per dwelling between 10-50 dwellings			451.00	459.00
Where over 50 dwellings			22,309.00 + 135.00 per dwelling over 50 (Max 405,000.00)	22,688.00 + 137.00 per dwelling 50 (max 411,885)

FEES AND CHARGES 2025-26

PLANNING FEES (continued)

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
24. Confirmation of discharge of a planning condition Householder development All other cases			43.00 145.00	86.00 298.00
25. Lawful development certificate for existing use or development			The relevant fee as if permission were being applied for	The relevant fee as if permission were being applied for
26. Lawful development relating to non compliance with a condition or limitation			293.00	298.00
27. Lawful development certificate for proposed use or development			Half the relevant fee as if permission were being applied for	Half the relevant fee as if permission were being applied for
28. Non-material changes to planning permission or permission in principle Householder development All other cases			43.00 293.00	44.00 298.00
29. Certificates of appropriate alternative development			293.00	298.00
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: - the nature of the business or other activity on the premises - the goods sold or the services provided on the premises - the name and qualifications of the person carrying on such a business activity or supplying such goods or services			165.00	168.00
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			165.00	168.00
32. All other advertisements			578.00	588.00

FEES AND CHARGES 2025-26

REGISTER OF ELECTORS & LISTS (Statutory Fees)

	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Sale of Full/Edited (open) Register – -	A2132 9309	8	20p per side of each page	20p per side of each page
Data Form (Regulation 111(5)(a) RPR 2001)			20.00 plus 1.50 per 1000 entries (or part) (Electronic)	20.00 plus 1.50 per 1000 entries (or part) (Electronic)
Printed Form (Regulation 111(5)(b) RPR 2001)			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			21.50 per update	21.50 per update
Paper copy			15.00 per update plus postage and packaging	15.00 per update plus postage and packaging
Sale of List of Overseas Electors				
Data Form (Regulation 111(6)(a) RPR 2001)			20.00 plus 1.50 per 100 entries (or part) (Electronic)	20.00 plus 1.50 per 100 entries (or part) (Electronic)
Printed Form (Regulation 111(6)(b) RPR 2001)			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)			10.00 plus 1.00 per 1000 entries (or part) (Electronic)	10.00 plus 1.00 per 1000 entries (or part) (Electronic)
Printed Form (Regulation 120 (2) (a) RPR)			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)			27.5 plus postage	27.5 plus postage

FEES AND CHARGES 2025-26

ENFORCEMENT AND REGULATION

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
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 enforcement: Full payment *Early Payment if paid within 14 days Dog fouling (within 14 days)	H0107 9580	8	100.00 N/A 50.00	100.00 N/A 50.00
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	100.00	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

FEES AND CHARGES 2025-26

ENFORCEMENT AND REGULATION (continued)

	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
-				
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	500.00	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	500.00	500.00
Operating a business without a Trade Waste Agreement	H0140 9580	8	300.00	300.00

FEES AND CHARGES 2025-26

ENVIRONMENTAL CLEANSING AND REFUSE COLLECTION

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
DOMESTIC SERVICES				
Special Domestic Refuse Collections				
First quarter hour	H5040 9451	8	37.00	38.00
Each additional quarter hour	H5040 9451	8	16.00	17.00
Garden Waste Collection				
Annual fee	H5048 9451	8	49.00	51.00
240 litre Garden Waste bin (each)	H5048 9337	2	52.00	54.00
WHEELED BIN SALES				
140 litre bin (each)	H5040 9337	2	42.00	44.00
180 litre bin (each)	H5040 9337	2	52.00	55.00
360 litre bin (each)	H5040 9337	2	88.00	90.00
660 litre bin (each)	H5040 9337	2	530.00	545.00
1100 litre bin (each)	H5040 9337	2	630.00	650.00
RECYCLING BOX SALES				
	H5046 9451	2	10.00	11.00

FEES AND CHARGES 2025-26

ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION

PEST CONTROL SERVICE

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Rodent control – domestic:	H1340 9492	2		
Rats			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.			49.00	51.00
Mice (full price fee)			79.00	83.00
*Wasp nests – domestic			71.00	75.00
*Additional charge for second nest or infestation			38.00	40.00
Dog warden service	H1320 9493	8		
Dogs reclaimed by owner within 3 days not tagged by DBC			135.00	141.00
Charge for additional days			25.00 per day	26.00 per day
Reclaimed by owner within 3 days, tagging carried out by DBC, or where prior notification received that dog has been lost.			122.00	128.00
Charge for additional days			25.00	26.00
Reclaimed by owner, within 3 days, already tagged			73.00	77.00
Charge for additional days			25.00	26.00
Micro-chipping of dog	36.00	38.00		

FEES AND CHARGES 2025-26

ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Noise from premises (domestic): Discounted payment (within 10 days) Full payment	H1380 9580	8	75.00 110.00	75.00 100.00
Noise from premises (other): Discounted payment (within 10 days) Full payment	H1380 9580	8	N/A 500.00	N/A 500.00
ANTISOCIAL BEHAVIOUR CRIME AND POLICING ACT 2014 Failure to comply with Community Protection Notice: Discounted payment (within 10 days) Full Payment	H1380 9580	8	60.00 100.00	60.00 100.00
DOG FOULING OF LAND ACT 1996 Dog Fouling Fixed Penalty Notice	H1380 9580	8	50.00	50.00
The Environmental Act 2021 (EA 2021) amended Part 3 of the Clean Air Act 1993 (CAA) Failure to comply with Improvement Notice First Offence Second Offence Third Offence	H1380 9580	8		175.00 225.00 300.00

FEES AND CHARGES 2025-26

ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION

	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
<p>Registration</p> <p>Ear piercers (one practitioner)</p> <p>Nose piercers (one practitioner) each additional practitioner</p> <p>Electrolysis/Acupuncture/Semi-permanent Make Up/Tattooing/Cosmetic Body Piercing (can include piercing with HPI) (one practitioner)</p> <p>Each additional type of procedure</p> <p>Each additional practitioner (per procedure) where accompanied by a new premises application, or for a premises that is already registered.</p>	H1390 9451	8	<p>160.00</p> <p>160.00</p> <p>35.00</p>	<p>160.00</p> <p>160.00</p> <p>35.00</p> <p>360.00 for initial procedure</p> <p>160.00 each for additional procedure</p> <p>110.00</p>
<p>Administrative fee</p> <p>Minor change to the certificate which has been issued i.e. change in business name, legal change of practitioners name.</p> <p>Remove practitioners name from the certificate</p>	H1390 9451	8	<p>25.00</p> <p>Free</p>	<p>25.00</p> <p>Free</p>

FEES AND CHARGES 2025-26

ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Unsaleable Food Certificates and Voluntary Surrender Certificates	H1390 9451	2	180.00 + VAT minimum charge for max of 2 hrs. Thereafter additional £65.00 per hour or part thereof	190.00 + VAT minimum charge for max of 2 hrs. Thereafter additional £68.00 per hour or part thereof
Export Health Certificates (where a consignment is inspected and certified as safe)	H1390 9451	2	95.00 + 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 £47.00 per hour or part thereof
Export Health Certificates (where a consignment is inspected and certified as safe) - Expedited within 3 working days	H1390 9451	2	150.00 + VAT minimum charge for max of 2 hrs. Thereafter additional £45.00 per hour or part thereof	160.00 + VAT minimum charge for max of 2 hrs. Thereafter additional £47.00 per hour or part thereof
Food Premises Endorsement for Export	H1390 9451	4	45.00	47.00
Food Premises Endorsement for Export Certificates - Expedited within 3 working days	H1390 9451	4	90.00	95.00
Food Hygiene Rating Scheme Re-scoring Inspection	H1390 9553	8	200.00	205.00
Food Hygiene Advice to Businesses (ACCESS)	H1390 9553		100.00 minimum for the first 2 hours and then an additional 50.00 per hour or part thereof	105.00 minimum for the first 2 hours and then an additional 53.00 per hour or part thereof
Primary Authority Advice	H1390 9553	4	70.00 per hour	75.00 per hour
Safer Food Better Business (SFBB) Caterers pack	H1390 9539	2	11.00 plus p&p 2.00	12.00 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	9.00 plus p&p 2.00	10.00 plus p&p 2.00

FEES AND CHARGES 2025-26

ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Selling of Animals Licence Initial Fee Renewal Fee	H1380 9451	8	489.00 + recharge of veterinary fee where incurred 437.00 + veterinary fee where incurred	504.00 + recharge of veterinary fee where incurred 450.00 + veterinary fee where incurred
Breeding of Dogs Licence Initial Fee Renewal Fee	H1380 9451	8	469.00 + recharge of veterinary fee where incurred 437.00 + veterinary fee where incurred	483.00 + recharge of veterinary fee where incurred 450.00 + veterinary fee where incurred
Animal Boarding Activity Licence Initial Fee Renewal Fee	H1380 9451	8	489.00 + recharge of veterinary fee where incurred 437.00 + veterinary fee where incurred	504.00 + recharge of veterinary fee where incurred 450.00 + veterinary fee where incurred
Home Boarding Activity Licence Initial Fee Renewal Fee	H1380 9451	8	451.00 + veterinary fee where incurred 400.00 + veterinary fee where incurred	465.00 + veterinary fee where incurred 412.00 + veterinary fee where incurred
Dog Day Care Licence Initial Fee Renewal Fee	H1380 9451	8	451.00 + veterinary fee where incurred 400.00 + veterinary fee where incurred	465.00 + veterinary fee where incurred 412.00 + veterinary fee where incurred
Performing Animal Licence Registration Fee Renewal Fee	H1380 9451	8	451.00 + vets fees where incurred 400.00 + vets fees where incurred	465.00 + vets fees where incurred 412.00 + vets fees where incurred
Hiring of Horses License Any number of Horses Renewal Fee	H1380 9451		564.00 + vets fees where incurred 514.00 + vets fees where incurred	581.00 + vets fees where incurred 529.00 + vets fees where incurred

FEES AND CHARGES 2025-26

ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Dangerous Wild Animals Act				
Initial Fee	H1380 9451	8	489.00 + vets fees where incurred + VAT	504.00 + vets fees where incurred + VAT
Renewal Fee	H1380 9451	2	437.00 + vets fees where incurred + VAT	450.00 + vets fees where incurred + VAT
Dog Boarding Franchise				
Initial Fee	H1380 9451	2	516.00 + £171 per registered franchisee + veterinary fee where incurred	531.00 + £176 per registered franchisee + veterinary fee where incurred
Renewal Fee	H1380 9451	2	400.00 + £171 per registered franchisee + veterinary fee where incurred	412.00 + £176 per registered franchisee + veterinary fee where incurred
Animal Licensing				
Request for re-inspection/Rescoring visit	H1380 9451	2	181.00 + vets fees where incurred + VAT	186.00 + vets fees where incurred + VAT

FEES AND CHARGES 2025-26

ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION

	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
-				
Noise and Statutory Nuisance Act 1993 : Application for consent regarding operation of loudspeaker in street	H1380 9451	8	145.00	152.00
Environmental Protection Act 1990 : 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
Sunday Trading Act 1994 : Application for consent:- Loading Provisions				
*Copy of Food Premises Register: Whole Per page	H1390 9451	2	275.00 17.50	300.00 18.00
Environmental Enquiry : For enquiries up to 2 hours For enquiries 2 hours and above:	H1380 9451	2	126.00 plus VAT and standard photocopying charge Hourly rate of 83.00 plus VAT and standard photocopying charge	132.00 plus VAT and standard photocopying charge Hourly rate of 87.00 plus VAT and standard photocopying charge

FEES AND CHARGES 2025-26

ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION
(continued)

	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
-				
PRESCRIBED PROCESSES	H1380 9491	8		
<i>Application Fees *</i>				
Standard Process			Set by Government	Set by Government
Service Stations			Set by Government	Set by Government
Waste Oil Burners (WOB) (<0.4MW)			Set by Government	Set by Government
Mobile Screening & Crushing Plant			Set by Government	Set by Government
For 3 rd – 7 th Applications			Set by Government	Set by Government
For 8 th & Subsequent Applications			Set by Government	Set by Government
Annual Subsistence Fees *	H1380 9491	8		
Standard Process			Set by Government	Set by Government
Standard Process paid quarterly			Set by Government	Set by Government
Service Station			Set by Government	Set by Government
WOB (<0.4MW)			Set by Government	Set by Government
Odourising Natural Gas			Set by Government	Set by Government
Mobile Screening & Crushing Plant			Set by Government	Set by Government
For 3 rd – 7 th Authorisations			Set by Government	Set by Government
For 8 th & subsequent Authorisations			Set by Government	Set by Government
Substantial Changes under Sections 10 & 11 *	H1380 9491	8		
Standard Process			Set by Government	Set by Government
Service Station			Set by Government	Set by Government
WOB (<0.4MW)			Set by Government	Set by Government
To implement an upgrading plan			Set by Government	Set by Government
* Statutory Fees set by DEFRA	H1380 9491	8		
Smoking in a smokefree place			Set by Government	Set by Government
Failing to display required 'No Smoking' signs			Set by Government	Set by Government
Failing to prevent smoking in a smokefree place			Set by Government	Set by Government

FEES AND CHARGES 2025-26

HOUSING SERVICES

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
LICENSING OF HOUSES IN MULTIPLE OCCUPATION:	B7070 9496	8		
Standard fee*			905.00 per house	905.00 per house
Re-licensing fee*			695.00 per house	695.00 per house
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

*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.

FEES AND CHARGES 2025-26

HOUSING SERVICES (continued)

MOBILE HOMES ACT 2013: Caravan Site Licence Application Fee/ Annual Caravan site licence fee/ Site rules fee

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Costs of New Licence	B7070 9545	8		
0 to 5 Pitches			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
Annual Fees	B7070 9451	8		
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
Amendment / Transfer (No Visit)	B7070 9451	8		
6 pitches and above			180.00	180.00
Amendments / Transfer (With Visit)	B7070 9451	8		
6 pitches and above			295.00	295.00
Cost of Deposit of Site Rules				
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
Enforcement				
Service of Compliance Notice	B7070 9451	2	490.00 per notice plus VAT	490.00 per notice plus VAT
Fixed penalty notices (FPN) for Community K15039941	K1503 9941	8	100.00	100.00
Protection Notices (CPNs):				

FEES AND CHARGES 2025-26

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	1150
CON29 Search	1125

LAND CHARGES

Postal Searches (Official Search)

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Electronic (Official Search)				
Electronic LLC1	A4152 9451	8	65.00	65.00
Electronic Residential Con29R	A4152 9451	2	115.00	115.00
Electronic Commercial Con29R	A4152 9451	2	155.00	155.00
Additional Items (Official Search)				
Additional Questions	A4152 9451	2	20.00	20.00
Optional Enquiries (Con29O)	A4152 9451	2	20.00	20.00
Extra Land Parcel	A4152 9451	2	20.00	20.00
Additional Items (Personal Search)				
Individual Con29R Refined Data Search	A4152 9451	2	7.00	7.00
Electronic Compiled Register Only Search	A4152 9451	8	5.50	5.50
Street Naming and Numbering –				
Naming a new Street	A4155 9541	8	270.00	285.00
Addressing New Properties				
1 to 5 Plots	A4155 9541	8	55.00	58.00
6 to 25 Plots	A4155 9541	8	45.00	47.00
26 to 75 Plots	A4155 9541	8	40.00	42.00
76 Plus Plots	A4155 9541	8	35.00	37.00
Adding an Alias to a property	A4155 9541	8	11.00	11.50
Copies of Plot List	A4155 9541	8	11.00	11.50
Full address amendment	A4155 9541	8	55.00	58.00
Register unregistered address	A4155 9541	8	55.00	58.00
Re-numbering of properties after the initial statutory naming and numbering. (per property)	A4155 9541	8	55.00	58.00
Renaming of an Existing Road	A4155 9541	8	1075.00	1130.00

FEES AND CHARGES 2025-26

LEGAL SERVICES

	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Town and Country Planning Act 1990 Section 106 Agreements	A4051 9431	8	1890.00 standard charge or 420.00 per hour for more complex agreements	1945.00 standard charge or 435.00 per hour for more complex agreements
Unilateral Undertakings	A4051 9431	8	735.00 (for review consisting of no or minor amendments) 1890.00 (for review consisting of major amendments) standard charge	755.00 (for review consisting of no or minor amendments) 1945.00 (for review consisting of major amendments) standard charge
Deed of Variation	A4051 9431	8	735.00	757.00
Licence to Assign or Sublet	A4051 9432	2	357.00 standard charge*	368.00 standard charge*
Sale of freehold – Downs Estate	A4051 9433	8	462.00	476.00
Sale of small parcels of Council owned land	A4051 9433	2	475.00	490.00
Lease extension - residential flat	A4051 95A7	8	509.00 standard charge*	525.00 standard charge*
Licence for Alterations to Leased Premises	A4051 95A8	8	252.00 standard charge*	260.00 standard charge*
Access Licence	A4051 9434	4	195.00	200.00
Deed of Grant of Easement	A4051 9436	4	457.00	471.00
Questionnaire Fee / Leasehold Information Pack	A4051 95A9	2	157.50	162.00
Registration of Notice (Residential)	A4051 95B2	2	57.50	60.00

FEES AND CHARGES 2025-26

LEGAL SERVICES

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Deed of Release of Covenants	A4051 95B3	2	425.50 standard charge*	438.00 standard charge*
Administration Fee-Contract Deposits	A4051 95B4	8	99.50 minimum (or 10% of bond)	102.50 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	100.00	105.00
Administration Fee – Full Redemption (not on sale) under the Council’s Legal Charge for Discounted Sale Units ***	A4051 95A8	2	195.00	200.00
Registration of Notice (Commercial)	A4051 95A8	2	110.00	115.00

* Subject to enhancement for more complicated and detailed issues.

** 50% uplift for complicated transactions

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

FEES AND CHARGES 2025-26

LICENSING

GAMBLING ACT 2005

Premises Licence Fee (prescribed by Government)

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
New Small Casino –	H0105 9496	8		
New Application			7,815.00	8,000.00
Annual Fee			4,730.00	4,870.00
Application to vary			3,330.00	3,430.00
Application to transfer			1,770.00	1,800.00
Application for reinstatement			1,770.00	1,800.00
Application for Provisional Statement			7,815.00	8,000.00
Licence Application (provisional Statement holders)			2,920.00	3,000.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
New Large Casino –	H0105 9496	8		
New Application			9,670.00	9,960.00
Annual Fee			9,670.00	9,960.00
Application to vary			4,390.00	4,520.00
Application to transfer			2,110.00	2,150.00
Application for reinstatement			2,110.00	2,150.00
Application for Provisional Statement			9,670.00	9,960.00
Licence Application (provisional Statement holders)			4,840.00	4,985.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
Regional Casino –	H0105 9496	8		
New Application			14,750.00	15,000.00
Annual Fee			14,750.00	15,000.00
Application to vary			7,010.00	7,220.00
Application to transfer			5,290.00	5,450.00
Application for reinstatement			5,290.00	5,450.00
Application for Provisional Statement			14,750.00	15,000.00
Licence Application (provisional Statement holders)			7,530.00	7,755.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
Bingo Club –	H0105 9496	8		
Transitional Fast-track Application			N/A	N/A
Transitional Non Fast-track Application			N/A	N/A
New Application			2,840.00	2,925.00
Annual Fee			870.00	900.00
Application to vary			1,710.00	1,750.00
Application to transfer			1,070.00	1,100.00
Application for reinstatement			1,070.00	1,100.00
Application for Provisional Statement			2,840.00	2,925.00
Licence Application (provisional Statement holders)			1,150.00	1,200.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00

FEES AND CHARGES 2025-26

LICENSING (continued)

GAMBLING ACT 2005

Premises Licence Fee (prescribed by Government)

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Betting Premises (excluding Tracks) –	H0105 9496	8.00		
Transitional Fast-track Application			N/A	N/A
Transitional Non Fast-track Application			N/A	N/A
New Application			2,830.00	2,915.00
Annual Fee			550.00	570.00
Application to vary			1,470.00	1,500.00
Application to transfer			1,070.00	1,100.00
Application for reinstatement			1,070.00	1,100.00
Application for Provisional Statement			2,830.00	2,915.00
Licence Application (Provisional Statement holders)			1,150.00	1,200.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
Tracks –	H0105 9496	8.00		
Transitional Fast-track Application			N/A	N/A
Transitional Non Fast-track Application			N/A	N/A
New Application			2,500.00	2,500.00
Annual Fee			850.00	875.00
Application to vary			1,250.00	1,250.00
Application to transfer			950.00	950.00
Application for reinstatement			950.00	950.00
Application for Provisional Statement			2,500.00	2,500.00
Licence Application (Provisional Statement holders)			950.00	950.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
Family Entertainment Centres –	H0105 9496	8.00		
Transitional Fast-track Application			N/A	N/A
Transitional Non Fast-track Application			N/A	N/A
New Application			1,950.00	2,000.00
Annual Fee			730.00	750.00
Application to vary			730.00	750.00
Application to transfer			925.00	950.00
Application for reinstatement			925.00	950.00
Application for Provisional Statement			1,950.00	2,000.00
Licence Application (Provisional Statement holders)			925.00	950.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00

FEES AND CHARGES 2025-26

LICENSING (continued)

GAMBLING ACT 2005

Premises Licence Fee (prescribed by Government)

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Adult Gaming Centre –	H0105 9496	8.00		
Transitional Fast-track Application			N/A	N/A
Transitional Non Fast-track Application			N/A	N/A
New Application			1,950.00	2,000.00
Annual Fee			870.00	900.00
Application to vary			970.00	1,000.00
Application to transfer			1,080.00	1,115.00
Application for reinstatement			1,080.00	1,115.00
Application for Provisional Statement			1,950.00	2,000.00
Licence Application (provisional Statement holders)			1,200.00	1,200.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
FEC Gaming Machine –	H0105 9496	8.00		
Application fee			300.00	300.00
Renewal fee			300.00	300.00
Transitional Application Fee			100.00	100.00
Prize Gaming –	H0105 9496	8.00		
Application fee			300.00	300.00
Renewal fee			300.00	300.00
Transitional Application Fee			100.00	100.00
Miscellaneous Fees	H0105 9496	8.00		
FEC Permits –				
Change of Name			25.00	25.00
Copy of Permit			15.00	15.00
Variation			N/A	N/A
Transfer	N/A	N/A		
Prize Gaming permits –	H0105 9496	8.00		
Change of Name			25.00	25.00
Copy of Permit			15.00	15.00
Variation			N/A	N/A
Transfer	N/A	N/A		
Small Society Lotteries –	H0105 9496	8.00		
Application/Registration			40.00	40.00
Annual Fee			20.00	20.00
Club Gaming/Gaming Machine Permit –	H0105 9496	8.00		
Application fee			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		
Alcohol Licensed Premises	H0105 9496	8.00		
Gaming Machine Permit –				
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 2025-26

LICENSING (continued)

LICENSING ACT 2003

(premises/club premises/personal licenses.

Prescribed by Government)

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

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Non-Domestic Rateable band : (see table below for bands) A B C D E Note : For Band D and E see fee note below	H0105 9496	8.00	100.00 190.00 315.00 450.00 635.00	100.00 190.00 315.00 450.00 635.00
Annual Fee (for those holding premises licences and club premises certificates): Non-Domestic Rateable band : A B C D E	H0105 9496	8.00	70.00 180.00 295.00 320.00 350.00	70.00 180.00 295.00 320.00 350.00
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 E Annual Charge : D E	H0105 9496	8.00	900.00 1,905.00 640.00 1,050.00	900.00 1905.00 640.00 1050.00

2025/26 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.

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 2025-26

LICENSING (continued)

LICENSING ACT 2003 (continued)

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
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	10.00	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

FEES AND CHARGES 2025-26

LICENSING (continued)

LICENSING ACT 2003 (continued)

Exceptionally large events of a temporary nature that require premises licences are to be charged as follows:

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Number of people :	H0105 9496	8		
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 or contact the Licensing team.

FEES AND CHARGES 2025-26

LICENSING (continued)

VEHICLE LICENSING

ALL VEHICLE LICENCE FEES INCLUDE A £55 ADMIN FEE AND A GRANT FEE

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Hackney Carriages	H0105 9555	8		
Hackney Carriage Vehicle Licence				
Initial Fee (1 year)			300.00 + 20.00 plate deposit	310.00 + 20.00 plate deposit
Renewal Fee (1 year)			250.00	260.00
Hackney Carriage Driver's Licence				
Initial Fee (3 year)			165.00 + 10.00 badge deposit	170.00 + 10.00 badge deposit
Annual			108.00 + 10.00 badge deposit	110.00 + 10.00 badge deposit
Renewal Fee (3 year)			120.00	125.00
Annual			66.00	68.00
Dual Hackney Carriage / Private Hire Driver's Licence			H0105 9555	8
Initial Fee (3 year)	220.00 + 10.00 badge deposit	230.00 + 10.00 badge deposit		
Annual	145.00 + 10.00 badge deposit	150.00 + 10.00 badge deposit		
Renewal Fee (3 year)	170.00	175.00		
Annual	99.00	102.00		
Private Hire	H0105 9497	8		
Private Hire Operator's Licence				
Annual			285.00	295.00
5 years			990.00	1,020.00
Private Hire Vehicle Licence				
Initial Fee			260.00 + 20.00 plate deposit	270.00 + 20.00 plate deposit
Renewal Fee			230.00	240.00
Private Hire Driver's Licence				
Initial Fee (3 year)			160.00 + 10.00 badge deposit	165.00 + 10.00 badge deposit
Annual			103.00 + 10.00 badge deposit	106.00 + 10.00 badge deposit
Renewal Fee (3 year)	120.00	125.00		
Annual	66.00	68.00		

FEES AND CHARGES 2025-26

LICENSING (continued)

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Miscellaneous Fees			£	
Transfer of Hackney Carriage / Private Hire Vehicle Licence	H0105 9497/ 9555	8	N/A	N/A
Transfer of Hackney Carriage / Private Hire Vehicle ownership	H0105 9497/ 9555		35.00	35.00
Temporary Transfer of Licence	H0105 9497/ 9555		90.00	95.00
Replacement of Licence Plate (through loss, damage or cancellation of appointment)	H0105 9497/ 9555		50.00	50.00
Replacement of Backing Plate only	H0105 9497/ 9555		20.00	20.00
Replacement of Driver's I.D. Badge (including change of licence type)	H0105 9497/ 9555		25.00	25.00
Knowledge Test – Hackney Carriage (two part test)	H0105 9555		126.00 (2 x 63.00)	130.00 (2 x 65.00)
Knowledge Test – Private Hire (one part test)	H0105 9497		63.00	65.00
Disclosure and Barring Service Check (fee set by third party agency and is subject to change)	H0105 9567		65.00	75.00
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/ 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/ 9555		15.00	15.00
DVLA Check	H0105 9563		10.00	10.00
Re-Issue of Licence due to change in circumstance	H0105 9497/ 9555		20.00	20.00
Missing Appointments	H0105 9497		5.00	5.00
Returned Cheque	H0105 9497		20.00	20.00
Alteration to Temporary Vehicle Terms	H0105 9497		20.00	25.00

FEES AND CHARGES 2025-26

LICENSING (continued)

	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
SEX ESTABLISHMENT LICENCE Submission of application (non-refundable)	H0107 9451	8	5,365.00	5,525.00
SEXUAL ENTERTAINMENT VENUE LICENCE New licence Renewal of Licence	H0107 9451	8	3,960.00 2,950.00	4,080.00 3,040.00
SCRAP METAL DEALERS ACT 2013 Site Licence: Grant application Renewal Collector's Licence Grant application Renewal Miscellaneous Fees Variation (site to collector) Variation (collector to site) Change of name or address Change of site Change of Site Manager	H0105 9466	8	390.00 360.00 280.00 235.00 75.00 150.00 20.00 150.00 55.00	400.00 370.00 290.00 240.00 75.00 155.00 20.00 155.00 55.00
Business and Planning Act 2020 Application for a pavement licence Initial Renewal	H0105 9496	8	100.00	250.00 170.00

FEES AND CHARGES 2025-26

MARKETS

	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
THURSDAY MARKET	H0510 9661	4		
Permanent traders Mar – Dec Jan – Feb			22.00 per pitch 19.00 per pitch	22.00 per pitch 19.00 per pitch
Casual traders Apr - March			23.00 per pitch	23.00 per pitch
Payment Options for Permanent Traders: STANDING ORDER 10 monthly payments (March–Dec) (inc. bookovers) 2 monthly payments (Jan – Feb) (inc bookovers)			80.00 per month 68.00 per month	80.00 per month 68.00 per month
SATURDAY MARKET			H0510 9662	4
Permanent traders April – March			32.00 per pitch	32.00 per pitch
Casual traders April – March			36.00 per pitch	36.00 per pitch
Payment Options for Permanent Traders: STANDING ORDER 12 monthly payments (inc bookovers)			120.00 per month	120.00 per month
Administration Charge	H0510 9561	2	35.00 + VAT	35.00 + VAT
Permanent traders taking casual vacancies: Thursday Market Saturday Market	H0510 9661 H0510 9662	4 4	Permanent trader rate	Permanent trader rate
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
TRANSFER OF PITCHES: THURSDAY MARKET	H0510 9561	2		
1 Pitch			210.00	210.00
2 Pitches			260.00	260.00
3 Pitches			315.00	315.00
4 Pitches			370.00	370.00
TRANSFER OF PITCHES: SATURDAY MARKET	H0510 9561	2		
1 Pitch			345.00	345.00
2 Pitches			460.00	460.00
3 Pitches			570.00	570.00
4 Pitches			680.00	680.00

NOTE: All new permanent traders must pay by standing order unless agreed otherwise by the relevant Director

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 2025-26

PARKS

Central Park *

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Charity events				
Per event	C0501 9664	4	Free	250.00
Deposit (refundable)	X2715 8515	8	210.00	220.00
Circuses (non-animal only)				
Per Operational day	C0501 9664	4	300.00 per day	310.00 per day
Per Non-operational day (setting up/dismantling)	C0501 9664	4	122.00 per day	126.00 per day
Deposit (refundable)	X2715 8515	8	525.00	540.00
Commercial users - including fairs				
Per Operational day	C0501 9664	4	670.00 per day	690.00 per day
Per Non-operational day (setting up/dismantling)	C0501 9664	4	122.00 per day	126.00 per day
Deposit (refundable)	X2715 8515	8	525.00	540.00
Electricity Supply				
Access to electricity cabinet (per booking)	C0501 9664	4	107.00	111.00
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 2025-26

PLANNING

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
<p>PLANNING POLICY (Please note postage charges will be updated as and when they change)</p> <p>Photocopying of Development plans and related documents (A4)</p>	G1503 9451	2	<p>Free for first 6 copies black and white, 10p per A4 sheet there after. Colour copies- 20p per A4 sheet, 40p per A3 sheet</p>	<p>Free for first 6 copies black and white, 10p per A4 sheet there after. Colour copies- 20p per A4 sheet, 40p per A3 sheet</p>
<p>Local Development Framework Documents</p> <p>The Dartford Plan to 2037</p> <p>Core Strategy Proposed Submission Document - September 2010</p> <p>Core Strategy Proposed Submission Sustainability Appraisal Technical Report & Appendices - Sept 2010</p> <p>Core Strategy Submission Document - February 2011</p> <p>Final Inspector's Report & Appendices - August 2011</p> <p>Adopted Core Strategy Document - September 2011</p> <p>Adopted Development Policies Plan Document – July 2017</p> <p>Development Policies Plan Policies Maps (east, West & Town Centre)</p> <p>Statement of Community Involvement (SCI)</p> <p>Housing Windfall SPD Adopted October 2014</p> <p>Northern Gateway Supplementary Planning Document. Adopted April 2012</p> <p>Parking Standards Supplementary Planning Document. Adopted July 2012</p> <p>Dartford Community Infrastructure Levy: Charging Schedule April 2014</p>	G1503 9451	2	<p>21.50 (inc p&p)</p> <p>69.00 (inc p&p)</p> <p>14.50 (inc p&p)</p> <p>14.50 (inc p&p)</p> <p>42.00 (inc p&p)</p> <p>26.50 (inc p&p)</p> <p>39.00 (inc p&p)</p> <p>Free</p> <p>21.50 (inc p&p)</p> <p>21.50 (inc p&p)</p> <p>21.50 (inc p&p)</p> <p>14.50 (inc p&p)</p>	45.00 (inc p&p)

FEES AND CHARGES 2025-26

SALE OF AGENDA

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Per annum Agenda Council (including postage)	A1017 9309	1	262.00	275.00
per annum Agenda (including postage)				
Development Control (including postage)	A1017 9309	1	420.00	440.00
Cost per Agenda	A1017 9309	1	55.50	60.00
Minutes	A1017 9309	1	40.00	42.00

FEES AND CHARGES 2025-26

SPORTS

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Football Dartford Heath per senior pitch with pavilion (charges with effect from start of 2024/25 season not 1/4/24)				
Seasonal use (alternate Saturdays)	C1009 9461	4	890.00	917.00
Seasonal use (alternate Sundays)	C1009 9461	4	1,087.00	1,120.00
Casual use per game in addition to contract by seasonal contract holders	C1009 9461	2	90.00	93.00
Casual use per game by non contract holders	C1009 9461	2	122.00	126.00
Deposit against damage and litter	X2705 8515	8	105.00	110.00
Central Park – no pavilion Only junior pitches per total site:				
Seasonal use Junior (every Saturday)	C0501 9451	4	672.00	693.00
Seasonal use Junior (every Sunday)	C0501 9451	4	840.00	865.00
Casual Junior use per occasion in addition to contract by seasonal contract holders	C0501 9451	2	77.00	80.00
Casual Junior use per occasion by non contract holders	C0501 9451	2	109.00	113.00
Princes Park Mini Pitches				
Hire of Pitches at peak times 17:00-22:00	C4040 9451	2	45.00 per hour	60.00 per hour
Hire of Pitches at off peak times 09:00-17:00	C4040 9451	2	40.00 per hour	50.00 per hour
Tennis (Hesketh Park)				
Pre-booking per court per hour			Free	Free

FEES AND CHARGES 2025-26

TEMPLE HILL COMMUNITY CENTRE

REGISTERED CHARITIES CAN APPLY FOR A 15% DISCOUNT ON ALL CHARGES SHOWN

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
GROUP (A) HIRERS – SOCIAL USE 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 Monday-Thursday, Per Hour: Friday-Saturday, Per Hour: Sundays, Bank Holidays, Christmas Eve and New Years' Eve, Per Hour:	K1701 9402 - - - -	4	39.00 46.50 56.50	40.00 48.00 58.00
GROUP (B) HIRERS – COMMUNITY USE 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 Monday-Thursday, Per Hour: Hall Lounge Kitchen Friday-Saturday, Per Hour: Hall Lounge Kitchen Sundays, Bank Holidays, Christmas Eve and New Years' Eve, Per Hour: Hall Lounge Kitchen	K1701 9402	4	18.00 14.00 14.00 46.50 Use included in above rate 56.50 Use included in above rate	18.50 14.50 14.50 48.00 Use included in the above rate 58.00 Use included in the above rate
GROUP (C) HIRERS – COMMERCIAL USE 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) Monday-Thursday, Per Hour: Hall Lounge Kitchen Friday-Saturday, Per Hour: Hall Lounge Kitchen Sundays, Bank Holidays, Christmas Eve and New Years' Eve, Per Hour:	K1701 9402 -	4	26.50 18.00 18.00 48.50 Use included in above rate Centre not available	27.00 18.50 18.50 50.00 Use included in above rate Centre not available

FEES AND CHARGES 2025-26

TEMPLE HILL COMMUNITY CENTRE (continued)

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Miscellaneous Hire Charges – Groups (B) & (C): Storage space – per cubic metre, per week	K1701 9402	4	5.00	5.00
INSURANCE – GROUP (A) (Social & casual hirers, regular community hirers) Up to and including 4 hours hire Over 4 hours hire	K1701 9943	4	15.50 20% of the hire charge, plus 6% Insurance Premium Tax	16.00 20% of the hire charge, plus 6% Insurance Premium Tax
INSURANCE – GROUP (B) (Existing regular community hirers) Up to and including 4 hours hire Over 4 hours hire	K1701 9943	4	3.50 15% of the hire charge, plus 6% Insurance Premium Tax	4.00 15% of the hire charge, plus 6% Insurance Premium Tax
DEPOSIT AGAINST DAMAGE OR BREAKAGES Hirers using Council Insurance Hirers with their own insurance	X2706 8515 -	8	300.00 Deposit paid will be equal to the excess of their Policy	350.00 Deposit paid will be equal to the excess of their Policy

FEES AND CHARGES 2025-26

TREE ESTATE COMMUNITY CENTRE

REGISTERED CHARITIES CAN APPLY FOR A 15% DISCOUNT ON ALL CHARGES SHOWN

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
<p>GROUP (A) HIRERS – SOCIAL USE 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</p> <p>Monday-Thursday & Friday (before 5pm), per hour Friday (after 5pm) & Saturday, per hour Sundays, Bank Holidays, Christmas Eve and New Years' Eve, per hour</p>	K1702 9402	4	36.00 42.00 54.00	37.00 43.00 56.00
<p>GROUP (B) HIRERS – COMMUNITY USE 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</p> <p>Monday-Thursday & Friday (before 5pm), per hour Hall Kitchen</p> <p>Friday (after 5pm) & Saturday per hour Hall Kitchen</p> <p>Sundays, Bank Holidays, Christmas and New Years' Eve, per hour Hall Kitchen</p>	K1702 9402	4	16.50 11.00 42.00 Use included in above rate 54.00 Use included in above rate	17.00 11.50 43.00 Use included in above rate 55.50 Use included in Above rate
<p>GROUP (C) HIRERS – COMMERCIAL USE 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)</p> <p>Monday-Thursday & Friday (before 5pm) per hour Hall Kitchen</p> <p>Friday (after 5pm) & Saturday per hour Hall Kitchen</p> <p>Sundays, Bank Holidays, Christmas Eve and New Years' Eve, per hour Hall Kitchen</p>	K1702 9402	4	23.00 16.50 42.00 Use included in above rate 54.00 Use included in above rate	23.50 17.00 43.00 Use included in above rate 56.00 Use included in above rate

FEES AND CHARGES 2025-26

TREE ESTATE COMMUNITY CENTRE (continued)

	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
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Miscellaneous Hire Charges – Groups (B) & (C): Storage space – per cubic metre, per week	K1702 9402	4	5.00	5.00
INSURANCE – GROUP (A) (Social & casual hirers, regular community hirers) Up to and including 4 hours hire Over 4 hours hire	K1702 9943	4	15.50 20% of the hire charge, plus 6% Insurance Premium Tax	16.00 20% of the hire charge, plus 6% Insurance Premium Tax
INSURANCE – GROUP (B) (Existing regular community hirers) Up to and including 4 hours hire Over 4 hours hire	K1702 9943	4	3.50 15% of the hire charge, plus 6% Insurance Premium Tax	4.00 15% of the hire charge, plus 6% Insurance Premium Tax
DEPOSIT AGAINST DAMAGE OR BREAKAGES Hirers using Council Insurance Hirers with their own insurance	X2706 8515	8	300.00 Deposit paid will be equal to the excess of their Policy	350.00 Deposit paid will be equal to the excess of their Policy

FEES AND CHARGES 2025-26

Valuers Fees

-	INCOME CODE	VAT CODE	2024/2025 £	NEW CHARGES 2025/2026 £
Landlord's Consent – Minimum Fee	A6030 9451	2	367.00	385.00
Requests for small land purchases	A6030 9451	2	362.00	385.00
Wayleaves/easements – Minimum Fee	A6030 9451	2	394.00	415.00