

Overview & Scrutiny Committee



Please contact: Emma Childs
Please email: emma.childs@north-norfolk.gov.uk
Please direct dial on: 01263 516108

Tuesday, 3 December 2024

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **Council Chamber - Council Offices** on **Wednesday, 11 December 2024** at **9.30 am**.

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours

Members of the public who wish to ask a question or speak on an agenda item are requested to notify the committee clerk 24 hours in advance of the meeting and arrive at least 15 minutes before the start of the meeting. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public.

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so must inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

Please note that Committee members will be given priority to speak during the debate of agenda items

Emma Denny
Democratic Services Manager

To: Cllr N Dixon, Cllr S Penfold, Cllr P Bailey, Cllr M Batey, Cllr J Boyle, Cllr C Cushing, Cllr A Fletcher, Cllr M Hankins, Cllr P Heinrich, Cllr V Holliday, Cllr N Housden and Cllr L Vickers

All other Members of the Council for information.
Members of the Management Team, appropriate Officers, Press and Public



If you have any special requirements in order to attend this meeting, please let us know in advance
If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

Chief Executive: Steve Blatch
Tel 01263 513811 **Fax** 01263 515042 **Minicom** 01263 516005
Email districtcouncil@north-norfolk.gov.uk **Web site** www.north-norfolk.gov.uk

A G E N D A

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. SUBSTITUTES

3. PUBLIC QUESTIONS & STATEMENTS

To receive questions / statements from the public, if any.

4. MINUTES

1 - 8

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on Wednesday 13th November 2024.

5. ITEMS OF URGENT BUSINESS

To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act 1972.

6. DECLARATIONS OF INTEREST

9 - 14

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Code of Conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest.

7. PETITIONS FROM MEMBERS OF THE PUBLIC

15 - 70

To consider any petitions received from members of the public.

Petition against the closure of public toilets in Stalham

On 14th October 2024 a paper and online petition with 787 signatures from residents stating addresses or post codes from within the North Norfolk District was provided to the North Norfolk District Council. Some of the other signatories may not fall to be accepted within the petition scheme where there is insufficient information to support that the signatory does not live, work or study within the North Norfolk District Council area. The petition has been accepted by the Council as a valid petition.

The following aims of the petition were stated:

Not to close the public toilets in Stalham until further consultation and new toilets are put in place.

8. CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE BY A MEMBER

To consider any requests made by non-executive Members of the Council, submitted to the Democratic Services Manager with seven clear working days' notice, to include an item on the agenda of the Overview and Scrutiny Committee.

9. RESPONSES OF THE COUNCIL OR THE CABINET TO THE COMMITTEE'S REPORTS OR RECOMMENDATIONS

To consider any responses of the Council or the Cabinet to the Committee's reports or recommendations:

10. FEES & CHARGES 2025/2026

71 - 116

Fees & Charges 2025/26	
Executive Summary	This report recommends the fees and charges for the financial year 2025-26 that will come into effect from 1 April 2025.
Options considered.	Alternatives for the individual service fees and charges proposed have been considered by service managers as part of the process of creating this report.
Consultation(s)	Portfolio Holder Director of Resources/S151 Officer Budget Managers
Recommendations	That Overview and Scrutiny Committee agree and recommend Cabinet recommend to full Council: <ul style="list-style-type: none"> • The fees and charges from 1 April 2025 as included in Appendix A. • That delegated authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Directors/Assistant Director to agree the fees and charges not included within Appendix A as required (outlined within the report).
Reasons for recommendations	To approve the Council's proposed fees and charges for 2025/26.
Background papers	Fees & Charges 2024/25 report (Full Council – 20 February 2024)

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Tina Stankley, Section 151 Officer

11. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE

117 - 118

To receive an update on progress made with topics on its agreed work

programme, training updates and to receive any further information which Members may have requested at a previous meeting.

12. EXCLUSION OF THE PRESS AND PUBLIC

To pass the following resolution, if necessary:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph _ of Part I of Schedule 12A (as amended) to the Act.”

OVERVIEW & SCRUTINY COMMITTEE

Minutes of the meeting of the Overview & Scrutiny Committee held on Wednesday, 13 November 2024 in the Council Chamber - Council Offices at 9.30 am

Committee	Cllr N Dixon (Chairman)	Cllr S Penfold (Vice-Chairman)
Members Present:	Cllr J Boyle Cllr A Fletcher Cllr P Heinrich Cllr N Housden	Cllr C Cushing Cllr M Hankins Cllr V Holliday Cllr L Vickers

Members also attending:

Officers in Attendance:

Also in attendance:

210 APOLOGIES

Apologies for absence were submitted by Councillors Batey and Bailey

211 SUBSTITUTES

There were no substitutes at the meeting.

212 PUBLIC QUESTIONS & STATEMENTS

None received

213 MINUTES

The minutes of the meeting held on 16 October 2024 were approved as a correct record and signed by the Chairman.

214 ITEMS OF URGENT BUSINESS

None received.

215 DECLARATIONS OF INTEREST

None received.

216 PETITIONS FROM MEMBERS OF THE PUBLIC

A petition has been submitted in respect to the Stalham Town public toilet closure. This has been approved by the Monitoring Officer. This matter will be listed as an item for discussion on the meeting of the Overview and Scrutiny Committee on Wednesday 11 December 2025, where recommendations will be made as to how this can best be taken forward.

217 CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE BY A MEMBER

None received.

218 RESPONSES OF THE COUNCIL OR THE CABINET TO THE COMMITTEE'S REPORTS OR RECOMMENDATIONS

Councillor Dixon updated the Committee that the recommendations made at the meeting held on 16 October 2024 regarding the options for the car park charges and the ongoing management of beach huts were discussed at the Cabinet meeting on 04 December 2024. These were largely accepted with some minor amendments.

219 VISITOR INFORMATION SERVICE

Councillor Withington introduced the item by asking the committee to consider the impact of not having a tourist information centre (TIC) in Cromer on both the residents and tourists visiting the District. A number of options were put forward for discussion.

Alongside this the committee were also asked to consider how the important work of promoting the Deep History Coast initiative could be facilitated if the centre was to close.

The cessation of the Tourist Information Centre could provide the Council with an approximate £129,000 saving at a time when members are having to make difficult decisions as to which services should be retained.

Councillor Hankin asked why there was no mention of the heritage centre in North Walsham which provides visitor information.

Councillor Withington was able to explain that as this centre is run by the Town Council and charity supported, it does not form part of the Council's offering.

Councillor Vickers enquired as to whether a cost benefit analysis had been carried out to determine that renting the building out would be preferred to selling the building and taking the capital receipt.

The Assistant Director for Sustainable Growth was able to confirm that a cost benefit analysis had been undertaken but due to the complexity of the building, with the public conveniences and shared lobby, this property did not lend itself to disposal and rental of the existing North Norfolk Visitor Centre would allow for the public toilets to be retained.

Cllr Heinrich stated that the Council is operating in a different world than when Tourist Information Centres were first introduced. Both residents and visitors have no shortage of sources of information. It is therefore difficult to justify maintaining the TIC service, but was of the opinion that the Deep History Coast exhibition should not be lost and should be relocated to the Cromer museum.

Cllr Boyle confirmed that the Deep history coast exhibition is an important asset that should not be lost. She understood the importance of visiting a physical tourist information centre for some people and that this decision would disadvantage those that are not technologically minded. Understand the importance to some people who

do like a physical tourist information centre. It would be good to strengthen links with Visit North Norfolk (VNN) to ensure that we maintain an adequate level of tourism promotion.

The Assistant Director for Sustainable Growth was able to confirm that the VNN relationship is not at risk as it has a direct tourism promotion role. The TIC is a customer services function that is about helping people when they arrive in the District.

Cllr Boyle confirmed her support that the Council should not continue with TIC, it is a tough decision and there will be people disadvantaged by this decision but unfortunately given the current climate members will need to take a number of tough decisions.

The Assistant Director for Sustainable Growth advised that of the 9.4 million visitors to the District last year, 82,000 people visited the TIC. How many come for the deep history coast display and how many come in for other information is unknown. The site is popular because of location, next to the central car park in Cromer. People go into the building because they are walking past the door as they exit the car park and head into town. There are very few hotel bookings completed through the TIC. Day visitors make up the majority of visitors to the District, however the overnight visitors provide more income to the District.

Cllr Housden advised that the Council should look to do something more profitable with the site.

Cllr Holliday expressed that it would be good to move the provision further into the town. The current Deep History Coast display housed in the North Norfolk Visitor Centre provides an appetiser for the experience. Full information can be found at the destinations along the coast. In line with our Climate Change ambitions, we should be looking to discourage the use of cars so it would be good to look at providing information at bus stops.

Cllr Penfold felt it would be good to provide visitors and residents alternative ways to access information. This could be through a QR code, pod at the pier or interactive boards.

Cllr Cushing voiced that he felt the TIC was a luxury that the Council can no longer afford.

Overview and Scrutiny Committee recommended that Cabinet consider

- **The building being made available for an alternative income generating use.**
- **What provision can be made to continue a tourist information service – be that through an enhanced online presence, electronic information boards or physical leaflet stands at prominent locations within Cromer such as the Pier and other visitor attractions.**
- **Relocation of the current Deep History Coast display housed within the North Norfolk Visitor Centre to a suitable alternative location, possibly Cromer Museum.**

The Director of Resources explained that The Medium-Term Financial Strategy had come to the Committee as a pre-scrutiny item, prior to it going to Cabinet.

The information is constantly changing and as such there has been some updates since the report was published.

Since the budget at the end of October, the Council will now need to include National Insurance contribution increases of around £350-400,000. This may be funded by Government, but this has not yet been confirmed.

New homes bonus, as at 15 October, there has been a substantial increase in properties available for Council tax leading to an estimated grant income of £550,000.

Car parking income is expected to increase due to the rise in car parking fees agreed at Cabinet in October.

The Government has also announced a 3.2% funding guarantee, which should provide an increase in the Council's core spending power. Does assume that we apply a maximum council tax increase of £5 or 3% whichever is greater. Not a straightforward calculation but should be around £400,000 better off.

Borrowing costs however have increased and these will need to be budgeted for at approximately £350,000 per year going forward.

There are lots of uncertainties within these figures at the moment.

There has currently been no communication from Government, but we expect that settlement figures will be announced on 19/20 December.

Cllr Hankin enquired as to whether staff resource had been looked at as part of the ongoing budget process and whether a workforce strategy produced.

The committee would like to know many people work in a hybrid way.

How many staff work part time.

Cost of agency staff.

When a vacancy arises – is there a process where a manager looks at the resource and output, to determine if that role is still required.

Cllr Shires explained that agency staff were used to assist the depleted Finance team, where resourcing had been an issue. This has now been resolved so it is hoped there will not be a need for agency staff moving forward. The Council will only look to employ people based on the needs of the organisation

The Director of Resources reported that the people strategy is being finalised and will come forward to the Committee once this has been completed.

Cllr Holliday voiced that she felt the report was well written, but asked how the Committee could input into Section 8.

Cllr Shires replied that any help that the committee could provide in identifying areas of budget savings would be greatly received.

The Director of Resources explained that there is also the prospect of business rates reform on the horizon, and this could result in the Council losing a significant amount of funding. However, the Government will have to look at those authorities that are hit hard and potentially provide a transitional grant to help authorities function. We are heading into a time where there is so much uncertainty, but we have to ensure we set a balanced budget that delivers for residents.

Cllr Heinrich asked if Officers had looked at non statutory and statutory services, as

they all need to be evaluated in terms of benefits to economy and benefits to residents. Need to make savings from a point of knowledge.

Cllr Fredricks stated that officers had been working for months to identify savings, including doing their own business analysis.

Cllr Shires it is useful for all members to understand which services are statutory and non-statutory. A workshop can be arranged following this year's budget setting to improve awareness among members.

Cllr Cushing voiced his approval for how clear sections 1 to 7 of the report was. However, felt that the strategy within Section 8 needed to be expanded. 90% of the Council's costs are staff so it is necessary to have a firm handle of the number of people employed and understand how these costs are broken down by statutory and non-statutory services.

The Director of Resources explained that staffing costs are currently below 90% of total expenditure. The Council has less flexibility on contract costs. Currently there are 314 staff employed by the Council - 329 full time and 85 part time. We need to determine what level statutory services should be provided at. Every time there is a staff vacancy a business case must be drawn up for filling the vacancy. Agency staff are a last resort, but some areas are very difficult to recruit into. CLT do consider very carefully the need to employ staff.

Overview and Scrutiny Committee confirmed support for the proposed steps to close the gaps within the MTFS.

It also made the following recommendations to Cabinet:

- **To take a twin track approach to savings, looking not only at those that can be achieved within 2025/26 but also those with a longer lead in time to ensure savings are progressed into 2026/27 and beyond.**
- **The awaited Workforce strategy be used to help understand staff costs arising from use of part time and hybrid working and agency staff cover to explore scope for greater efficiency savings.**
- **A Workshop be arranged to understand options around statutory and non-statutory service provisions and to explore and evaluate options for beneficial changes. Action Cllr Shires.**

221 BUDGET MONITORING

Cllr Shires updated the Committee that that Budget monitoring for Period 6 showed a slightly improved position with a deficit of £0.995million.

Cllr Penfold asked if the Collectors Cabin roof replacement was based on a quote.

The Director of Resources answered that the £30,000 is considered to be a top end estimate for the work and it is hoped that the work will come in under this budget. Quotes will be sought for the work prior to the recommendations going to Full Council.

Cllr Holliday asked if the increased work within Licensing would continue moving

forward such that a further licensing officer is required?
What the savings are expected to be from the LED lighting work?
Will the income from the Collectors Cabin cover the cost of the replacement roof?
Will the customer services software provide work efficiencies?

Cllr Shires answered that the licensing work increases have been substantial and that this post will be funded through the income generated within this service. It is expected that the work level will remain at this level or may even increase further. Collectors cabin will generate sufficient income to cover the expense of replacing the roof.

Customer services software is a replacement for workbench. Workbench is unsupported so needs to be replaced. It is not yet known if this will provide work efficiencies.

The Director of Resources explained that she did not have the savings for the LED lighting to hand but said these would be circulated following the meeting.

Cllr Cushing asked if alternative options could be looked at with regard to the Collectors cabin thatched roof.

O&S noted the contents of the report and the current forecast year end position and recommended that:

1. Officers to work to further reduce the overall projected General Fund deficit for 2024/25
2. In respect of item 7 below, the Estates Team to explore the most cost-effective materials options (in addition to rethatching) for the re-roof of the Collectors Cabin with competitive quotes and that the budget for the work should be up to £30,000.

O&S supports Cabinet seeking approval from full Council in respect of the following:

- 3.) to include an addition to the revenue budget of £13,000 for an addition to existing Exacom software as laid out in paragraph 4.8.1
- 4.) to include a permanent increase to the revenue budget of £34,000 for an additional member of staff in the Licensing Team as detailed in paragraphs 4.8.2 to 4.8.5. This will be funded from the ring-fenced licencing income.
- 5.) to include an additional capital budget of £22,000 to complete the Cromer Offices LED lighting project. This is to be funded from the Net Zero Initiatives reserve as detailed in paragraph 5.4.2
- 6.) to include an additional capital budget of £5,600 to pay the retention sum for the Crinkle Crankle Wall and that this is funded from the Major Projects Reserve as detailed in paragraph 5.4.3
- 7) to include an additional capital budget of £30,000 to rethatch the Collector's Cabin roof and that this is to be funded from the Asset Management reserve as detailed in paragraph 5.4.4
- 8) to include an additional capital budget of £23,400 to develop the customer services C3 software and is to be funded from the Development Plan reserve. as detailed in paragraph 5.4

222 OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE

The Committee considered the work programme.

Due to some changes in the Cabinet work programme, it was asked that the Budget Proposals come to the Overview and Scrutiny meeting in January once they have been to Cabinet.

Resolved – that the committee’s work plan be discussed outside the meeting to address potential changes in when the budget information will be coming to the Committee for discussion.

223 EXCLUSION OF THE PRESS AND PUBLIC

Not required.

The meeting ended at 11.55 am.

Chairman

This page is intentionally left blank

Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative, close associate; or
 - c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
--	---

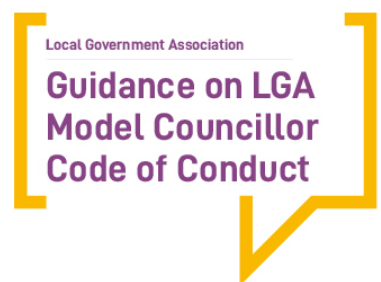
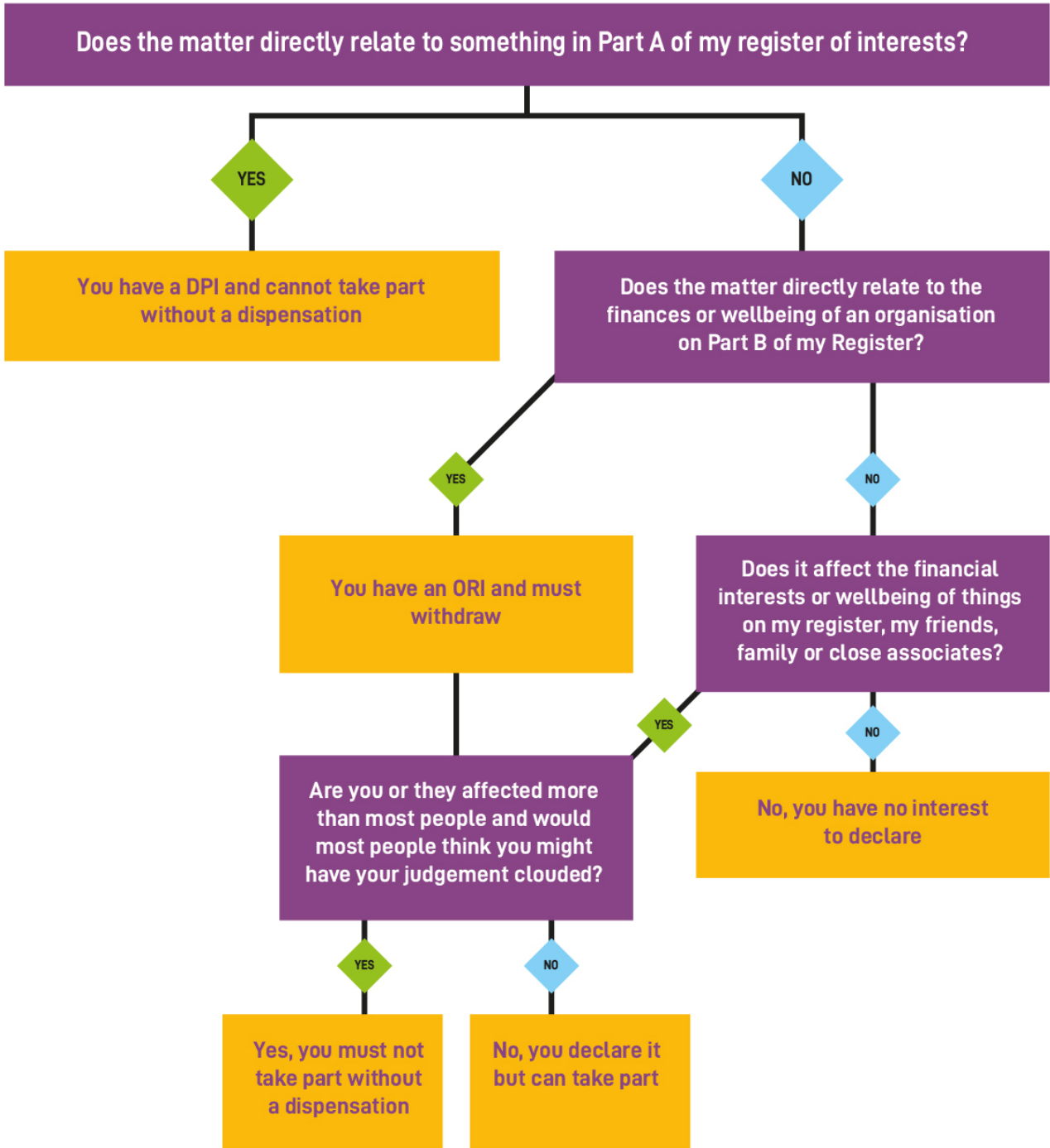
* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)



Consideration of a Petition - Petition against the Closure of public toilets in Stalham	
Executive Summary	The Council received a petition with an aim 'not to close the public toilets in Stalham until further consultation and new toilets are put in place'. Given the number of signatories and that it relates to a particular Ward within the District, this is to be considered as a Ward Petition. The Overview and Scrutiny Committee receive such petitions and consider what, if any steps, are necessary to take.
Options considered	<ul style="list-style-type: none"> (i) Note receipt of the petition and take no further action; (ii) Agree that appropriate action has already been taken, or is planned, and no further action is necessary; (iii) Request a report from the relevant officer; (iv) Require to be undertaken a detailed scrutiny review, gathering evidence, prior to making recommendations to the relevant committee; Cabinet, or Full Council (v) Refer the matter to another Committee, Cabinet or to Full Council where, in the view of the Committee, appropriate action has not been taken or planned, and it is significant enough to merit this
Consultation(s)	N/A – right to submit a petition
Recommendations	To consider the petition and recommend the appropriate step from the options set out.
Reasons for recommendations	The appropriate step as considered fitting following discussion of the petition by the committee.
Background papers	(Public Pack)Agenda Document for Cabinet, 09/09/2024 10:00 (north-norfolk.gov.uk) Decisions 09th-Sep-2024 10.00 Cabinet.pdf (north-norfolk.gov.uk)

Wards affected	Stalham
Cabinet member(s)	Cllr Shires
Contact Officer	Cara Jordan, Monitoring Officer cara.jordan@north-norfolk.gov.uk

Links to key documents:

Corporate Plan:	<p>Developing Our Communities: We will develop our work to support confident, engaged, resilient and inclusive communities.</p> <p>A Strong, Responsible and Accountable Council: We will ensure the Council maintains a financially sound position, seeking to make the best use of its assets and staff resources, effective partnership working and maximising the opportunities of external funding and income.</p>
Medium Term Financial Strategy (MTFS)	N/A – consideration of a petition
Council Policies & Strategies	Constitution Chapter 2, paragraph 13; Petitions Scheme

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	<p>Appendix – exempt</p> <p>Information in this appendix involves the likely disclosure of exempt information as defined in paragraph 1, Part 1 of schedule 12A (as amended) to the Local Government Act 1972.</p> <p>This paragraph relates to:</p> <p>Para 1. Information relating to any individual</p> <p>The public interest in maintaining the exemption outweighs the public interest in disclosure for the following reasons:</p> <p>The documents contain a petition with information relating to the personal data of individuals, including where they live. It is considered that disclosure of this information may have a prejudicial or detrimental impact and be contrary to the data rights of those who signed the petition. The privacy rights of such individuals outweigh the public interest in disclosure.</p>
Details of any previous decision(s) on this matter	<p>(Public Pack)Agenda Document for Cabinet, 09/09/2024 10:00 (north-norfolk.gov.uk)</p> <p>Decisions 09th-Sep-2024 10.00 Cabinet.pdf (north-norfolk.gov.uk)</p>

1. Purpose of the report

1.1 Summary

This report advises Members of a petition received in connection with the proposed closure of the public toilets in Stalham. The petition has, as its aim, 'not to close the public toilets in Stalham until further consultation and new toilets are put in place'.

2. Introduction & Background

2.1. Background information

The Council's Cabinet considered a report on 9 September 2024 which looked at potential options for the management of the Council's stock of public toilets in light of a worsening financial position as shown in the Medium-Term Financial Statement ['MTFS']. The Stalham toilets were identified, in that report, as having low usage and with a number of surrounding businesses that provide facilities, with a proposal to close or sell the facilities.

After consideration of the item, Cabinet resolved that full and winter closure of toilets, as detailed in the report, be progressed by officers, for the least well used and most aged sites in terms of management or maintenance, to include discussions with town and parish councils and other interested parties, regarding possible transfer of sites, where there is a particular context for doing so.

Although officers have been asked to progress the closure of the toilets identified in the report, it would appear that a decision is yet to be finalised.

2.2. The Petition

On 14 October 2024, a paper and online petition with 787 signatures from residents stating addresses or post codes from within the North Norfolk District was provided to the North Norfolk District Council, worded as follows:

"North Norfolk District Council have proposed to close our public toilets, leaving Stalham as the only town in North Norfolk not to have public toilets. This decision has been taken without any consultation with residents, businesses or elected district councillors or the Town Council.

Although NNDC has stated they plan to replace the toilets subject to funding, there has been no discussion or plans when this will happen. We would want to ensure our current toilets remain open until the new toilets are in place.

We, the undersigned, request that North Norfolk District Council, do not close the public toilets in Stalham until further consultation and new toilets are in place."

Some additional signatories may not fall to be accepted within the petition scheme where there is insufficient information to support that the signatory lives, works or studies within the North Norfolk District Council area. The petition has been accepted by the Council as a valid petition. As the petition relates to a single ward

within the North Norfolk area, and with reference to the number of signatories, this petition may be considered by the Council's Overview and Scrutiny Committee.

3. Proposals and Options

- 3.1. This is a petition brought by members of the public. The Overview and Scrutiny Committee should consider the petition and consider whether it should take any step in response.
- 3.2. The options, as regards steps in response, that the Overview and Scrutiny Committee may wish to consider are:
 - (i) Note receipt of the petition and take no further action;
 - (ii) Agree that appropriate action has already been taken or is planned and no further action is necessary;
 - (iii) Request a fuller report from the relevant officer;
 - (iv) Require to be undertaken a detailed scrutiny review, gathering evidence prior to making recommendations to the relevant committee, Cabinet or Full Council.
 - (v) Refer the matter to another Committee, Cabinet or to Full Council where, in the view of the Committee, appropriate action has not been taken or planned, and it is significant enough to merit this

4. Corporate Priorities

- 4.1. Developing Our Communities: We will develop our work to support confident, engaged, resilient and inclusive communities. Ensuring that people feel well informed about local issues, have opportunities to get involved, influence local decision making, shape their area and allow us to continue to improve the services they receive.
- 4.2. A Strong, Responsible and Accountable Council: We will ensure the Council maintains a financially sound position, seeking to make the best use of its assets and staff resources, effective partnership working and maximising the opportunities of external funding and income.

5. Financial and Resource Implications

- 5.1. Whilst there is no particular resource implication in the discussion of the petition, any outcome may impact upon the Council's finances and resources and any recommendations should be commensurate and considered with regard to Council resources, including actions for officers. It is noted that the management and maintenance of Council's public toilets stock was considered by Cabinet in light of a worsening financial detailed in the MTFs.

Comments from the S151 Officer:

The S151 Officer (or member of the Finance team on their behalf) will complete this section.



6. Legal Implications

None in particular.

Comments from the Monitoring Officer

The Monitoring Officer (or member of the Legal team on behalf of the MO) will complete this section. They will outline any legal advice provided.

The Localism Act 2011 repealed the statutory requirement to consider petitions made to the Council, but there is a discretionary mechanism to do so set out in the Constitution and the Council's petition scheme.

7. Risks

7.1. The Committee must consider the petition. It is noted that decisions of the Council may involve a balance between a reputational risk in closing a public facility, with the need to consider the financial constraints of the organisation. Whilst there is no inherent risk in considering the petition, any outcome or recommendation will need to take into account the availability of finance and resources.

8. Net Zero Target

8.1. There are no impacts against the Council's Net Zero strategy and Climate Action Plan in consideration of the petition, but the subject matter of the petition, and any future decision to close or keep open these toilets may impact upon that target.

9. Equality, Diversity & Inclusion

9.1. Provision of public conveniences is at the discretion of a local authority, but where such are provided, consideration should be had to eliminating discrimination and promoting equality.

10. Community Safety issues

10.1. None identified.

11. Conclusion and Recommendations

11.1. A list of options are detailed below as to how to respond to the petition. Having considered the petition, Members of the Committee should resolve to take any such steps, or no steps, as are considered necessary.

- (i) Note receipt of the petition and take no further action;
- (ii) Agree that appropriate action has already been taken or is planned and no further action is necessary;
- (iii) Request a fuller report from the relevant officer;
- (iv) Require to be undertaken a detailed scrutiny review, gathering evidence prior to making recommendations to the relevant committee, Cabinet or Full Council.
- (v) Refer the matter to another Committee, Cabinet or to Full Council where, in the view of the Committee, appropriate action has not been taken or planned, and it is significant enough to merit this

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Fees & Charges 2025/26	
Executive Summary	This report recommends the fees and charges for the financial year 2025-26 that will come into effect from 1 April 2025.
Options considered.	Alternatives for the individual service fees and charges proposed have been considered by service managers as part of the process of creating this report.
Consultation(s)	Portfolio Holder Director of Resources/S151 Officer Budget Managers
Recommendations	That Overview and Scrutiny Committee agree and recommend Cabinet recommend to full Council: <ul style="list-style-type: none"> • The fees and charges from 1 April 2025 as included in Appendix A. • That delegated authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Directors/Assistant Director to agree the fees and charges not included within Appendix A as required (outlined within the report).
Reasons for recommendations	To approve the Council's proposed fees and charges for 2025/26.
Background papers	Fees & Charges 2024/25 report (Full Council – 20 February 2024)

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Tina Stankley, Section 151 Officer

Links to key documents:	
Corporate Plan:	This report helps to ensure that the Council is financially sound by setting charges for external services, adequately reimbursing the costs of delivering the Council's services and generating extra income where appropriate.
Medium Term Financial Strategy (MTFS)	This report includes opportunities that service managers have identified to generate extra income from within their current operations.
Council Policies & Strategies	N/A

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	Not an exempt item
Details of any previous decision(s) on this matter	Current approvals on Fees & Charges 2024/25 report (Full Council – 20 February 2024)

1. Purpose of the report

- 1.1 This report recommends the fees and charges the Council issue for the financial year 2025-26 that will come into effect on 1 April 2025. It is requested that Cabinet review these and then recommend approval to Full Council.
- 1.2 Cabinet is also asked to agree that delegated authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Director/Assistant Director to agree the fees and charges not included within Appendix A.

2. Introduction & Background

- 2.1 The setting of the fees and charges for the next financial year forms part of the annual budget setting process. The reasons for presenting the fees and charges for approval ahead of the detailed budget report is to provide enough time for the service areas to make changes/issue notification letters to the public before the beginning of the new financial year.
- 2.2 This earlier setting also allows opportunity for income budgets to be updated and included in the new financial year's budget report, along with any forecasted impact in future year's budget projections.

3. Fees & Charges 2025/26

- 3.1 Fees and charges proposals for 2025/26 have been circulated by the Finance Team and reviewed by the relevant budget manager so that income budgets can be updated as part of the annual budget setting process. The proposal is to increase fees and charges by 2% (rounded to the nearest 10p or £1) in line with inflationary costs. Appendix A provides the detail of the proposed 2025/26 charges to come into effect on 1 April 2025.
- 3.2 Fees are increased by one of following dependent upon what they are:
 - By inflation increases to cover the inflationary increases in costs of providing the service.
 - Statutory increases which are set by central government e.g. planning fees and election charges.
 - Fee increases which must be set on a cost recovery basis e.g. land charges, building control and the majority of our locally set licencing fees.

3.3 **Elections**

These fees related to the delivery of elections and disclosure of information from the register of electors. These are all statutory (set by central government). There have been no changes from the 2024/25 fees.

3.4 **Communications**

These fees relate to filming costs when external bodies request the use of a Council asset (such as the Cromer Pier).

These have been reviewed and increased where demand has been higher. Fees are charged based on the size of the filming activity (number of cast/crew). An additional fee is charged if the operation requests exclusive use of a Council asset for filming.

However, the fees given are only indicative as the Communications team reserve the right to individually assess large scale filming operations to ensure that no cost will be incurred by the taxpayer for any private filming.

3.5 **Customer Services & ICT**

The Customer Services team only provide one direct service that comes with a cost, foreign pension verifications. This is a statutory service which the Council is required to provide.

The Council provides external photocopying services to Parish Councils, Local Businesses, and not-for-profit organisations upon request. This service currently generates around £4,000 a year for the Council in addition to the normal reprographics function.

These fees have been reviewed by the service manager to ensure that the Council is charging at a rate that generates income whilst keeping the service affordable for its customers. Costs for large plot printing have been increased for 2025/26 above inflation to recover the rising material costs to produce larger documents. Printing fees are set by the Council at its own discretion.

3.6 **Leisure**

The Holt Country Park team have continued to sell firewood in the local area by advertising at the park/on social media whenever required forestry works have resulted in tree felling. Following significant interest from the public in buying firewood during 2024/25, the charge has been increased above the recommended inflation rate by 4%. This fee is set by the Council at its own discretion.

School visit fees have also been increased above the rate of inflation to ensure that the service is recharging for staff costs. This service is primarily aimed at helping schools as opposed to generating a profit, but the increased fee will ensure that all costs are covered.

The Council facilitates open-air market days at Sheringham (Saturday's) and Cromer (Friday's) all year round, with an additional day on Wednesday's during the Spring/Summer months at Sheringham.

These fees are set by the Council at its own discretion with the aim to charge a competitive rate, ensuring the Council generates income whilst attracting tourists to two popular areas in the district.

There is not yet a proposed increase for these charges for 2025/26, the service manager will undertake a separate exercise in the future to determine the most appropriate rates for pitch fees. It is requested that this decision be delegated to officers.

3.7 **Legal**

The Council offers multiple legal services as outlined in Appendix A, a set fee is not declared for these services and customers are charged depending on the skill level of Solicitor required to handle the case. The legal team operates on a cost-recovery basis and does generate a net income to the Council.

3.8 **Environmental Health**

The Environmental Health team have undertaken a large benchmarking exercise (comparing North Norfolk's charges to other Norfolk Authorities) to identify areas where fees are below those set by other Norfolk authorities. Other fees for services provided have also been reviewed to make sure charges accurately reflect the costs to deliver services and have been increased by the rate of inflation to ensure adequate cost recovery.

Waste collection fees have not published in this report. This is because the full costs to the Council to deliver these services for 2025/26 are not known yet. It is quite a complex set of fees and charges to calculate, and we need to be closer to the 2024/25 year end to use more actual data. This will ensure that the fees set for the service can be calculated to fully cover the costs of providing the service. It is requested that the setting of these fees is delegated to the Director of Resources/S151 officer once the service areas are more certain of future costs. This is a statutory service of the Council that it must operate.

Environmental service charges that have been increased above the rate of inflation following the benchmarking exercise have been summarised below:

Garden bin collection fees have been increased above the rate of inflation for 2025/26. This is a discretionary service that the Council provides which generates a significant amount of income. The benchmarking exercise identified that the fees were low compared with other local authorities, and so these have been set at the average charge for the area and increasing income generation for the Council, whilst still providing value for money for customers. There is still a higher charge for non-direct debit arrangements to account for the extra administration fee to arrange billing.

Commercial services are a statutory function of the Council, the fee is determined on a full cost recovery basis and so has been increased either by/above the rate of inflation to match the cost in service delivery. Larger fees have been benchmarked against other local authorities resulting in larger increases for the forthcoming financial year.

Private water supply charges are a statutory function of the Council, the fee is determined on a cost recovery basis. All fees have been increased by the rate of inflation which has allowed for appropriate cost recovery.

Housing Act Notices and HMO licences fees are a statutory function of the Council. Fees have all been increased to equal the statutory fees set by the Government.

Environmental Protection fees and Fixed Penalty Notice fees are a statutory function of the Council. The fees are set at the statutory levels which have not increased for 2025/26.

Taxi Licencing fees are a statutory function of the Council, fees have all been increased by the rate of inflation to allow for appropriate cost recovery. There is a cap on the maximum fee, but the Council has not reached this limit yet.

As a caveat, it is noted from the Assistant Director of Environmental Health & Leisure that a Taxi Licensing fee review is scheduled to be undertaken by the team to assess if taxi licensing fees should be increased above the current levels. Any increase must be evidenced to show that it is proportionate in line with the officer time costs to deliver the service. This review will be taken to the Licencing Committee and Full Council once completed.

Most other licencing fees are a statutory function of the Council, so fees have remained the same as there has been no increase in the statutory limits. The Council is currently charging the highest fee allowed.

There are a small number of licencing fees (other than taxi licences which are mentioned above) where the charge can be set by the Council, albeit there is a cap on the maximum fee. This includes skin piercing premises, scrap metal dealers, adult entertainment venues and street trading consents. The fees for these venues have been increased by inflation to allow for cost recovery. There are a few exceptions; skin piercing, scrap metal collector 3-year licences and the fee to reissue a licence, these have been increased above the rate of inflation following benchmarking with other local authorities, which showed that our fees were below other authorities' fees.

3.9 **Planning**

Planning services are a statutory function of the Council and so the fees are determined at a national level by Government legislation.

The Town and Country Planning (fees for applications, deemed applications, requests and site visits) 2023 regulations introduced an automatic annual increase to the nationally set planning fees. This means that increases in planning fees will be announced before 1 of April 2025 by central government to allow for inflationary increases in the service.

The Council fees will increase the statutory planning fees when they are announced.

As part of the Planning Service Improvement Plan and audit recommendations, a new pre-application advice service has been developed. This was reported to Development Committee in August 2024 who supported the proposals. The new service options and fee structure is shown in Appendix A for approval by Full Council.

A revised fee structure has also been proposed for the street numbering scheme, with an increased price for single developments, but a larger saving for large-plot developments,

Revised fees have also been proposed for Land Charges services as CON 29 enquiry fees have now been split between commercial and residential fees.

It is requested that the planning charges be approved with a start date earlier than 1 April 2025 as the Planning department would like to start using the new fee structure at the earliest convenience. It is requested that a start date of 2 January 2025 is approved for the new pre-application charges.

3.10 **Estates**

The fees for the professional estates services have been increased by the rate of inflation to remain competitive. The only exception is the annual licence charge for a table (with maximum 4 chairs) which has been increased above the inflationary rate to £100.

For chalets and beach huts, it has been determined that the current prices are still appropriate with the current level of demand. The winter season prices for both have been increased as bookings for these have continued to be popular as with prior years.

A new fee has been introduced for Mundesley beach huts to be hired in the Spring season for up to six weeks, this is anticipated to generate extra income in the lead up to the busy summer season.

3.11 **Car Parks**

The proposed increases for Car park charges are being presented to Members in a separate report. The report details all the options for increases and recommends to full Council the increased charges to be implemented from 1 April 2025.

3.12 **External Facilities**

Please note, Council facilities operated by an external contractor (for example sports centres) are excluded from this report as the Council has no discretion on the setting of these fees.

4. **Corporate Priorities**

- 4.1 Corporate Plan objectives are supported by the Council's allocated budgets, the Fees & Charges report will directly support the Council's budget setting 2025/26 report.

5. **Financial and Resource Implications**

Inflationary increases in fees and charges are required to meet the increased costs that the Council is facing. Without these increases the Council may have to consider making additional savings in service delivery to meet the shortfall in the Council's budget for 2025/26 and future years.

Comments from the S151 Officer

An annual review of the Council's fees and charges takes place to ensure that we cover the costs of providing services. The additional income generated is included in the budgets and is an integral part in setting a balanced budget for the coming year.

6. Legal Implications

Any Fee described as statutory is set at a higher than District government level, the Council does not have the power to impose a higher fee.

Comments from the Monitoring Officer

Fees and charges are set annually and are an important aspect of income to the Council and part of the budget setting process. The proposed fees and charges are brought in sufficient time to allow service areas to notify our customers and put mechanisms in place. Some are statutory amounts over which the Council may have no discretion, but some allow the Council to reflect the work and experience involved in delivering services.

7. Risks

For demand led services, there is a risk that demand will fall, and the actual income received will fall short of the budgeted income. To mitigate this risk when producing income budgets assumptions will be made around the level of income to be achieved which will be based on the best estimates calculated by services managers and the finance team working together.

8. Net Zero Target

None as a direct consequence of this report.

9. Equality, Diversity & Inclusion

None as a direct consequence of this report.

10. Community Safety issues

None as a direct consequence of this report.

11. Conclusion and Recommendations

This report makes recommendations for the fees and charges that will come into effect on 1 April 2025. These are considered as part of the Council's service's income budgets that will be included within the details 2025/26 budget when it is presented for recommendation and approval.

It is recommended that Overview and Scrutiny Committee agree and recommend Cabinet recommend to full Council:

- **The fees and charges from 1 April 2025 as included in Appendix A.**
- **That delegated authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Directors/Assistant Director to agree the fees and charges not included within Appendix A as required (outlined within the report).**

This page is intentionally left blank

Appendix A - Fees and Charges - 2025/26

The following pages detail the current fees for 2024/25 and proposed fees for 2025/26.

All fees are shown excluding VAT.

Any fee shown as District (capped) means that there is a maximum level these fees can be set at by Government, but Districts are required to set fees on a cost recovery basis so we will not necessarily be charging the highest possible amount as all fees have to be evidence based.

There is a column provided for managers to list their proposals for the 2025/26, this year the recommendation is a 2% increase where applicable (as per August 2024 inflation rate) and rounded to nearest £1 or 10p unless an exception has been applied. Inflated fees are marked in yellow when proposed but not yet confirmed by Manager.

Elections		2024/25	2025/26	Statutory Service / Discretionary Services	Set by Government / Set By District
		Agreed Charge	Proposed Charge		
VAT		£ : p	£ : p		
T					
ELECTIONS					
Statutory Charges					
Sale of Edited Register of Electors - Printed Copy - Basic Charge (per first 1,000 names, or part thereof).	O	£10.00	£10.00	Statutory	Government
Printed copy as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	Statutory	Government
Sale of edited Register of Electors - Data Form - Basic Charge (per <u>first</u> 1,000 names or part thereof).	O	£20.00	£20.00	Statutory	Government
Data form as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	Statutory	Government
Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Printed Copy - Basic Charge (per first 1,000 names or part thereof).	O	£10.00	£10.00	Statutory	Government
Printed copy as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	Statutory	Government
Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Data Form - Basic Charge (per first 1,000 names or part thereof).	O	£20.00	£20.00	Statutory	Government
Data Form as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	Statutory	Government
Sale of Marked Registers - Printed Copy - Basic Charge.	O	£10.00	£10.00	Statutory	Government
Printed copy of Marked Registers - 1,000 names or part thereof.	O	£2.00	£2.00	Statutory	Government
Data form of Marked Registers - 1,000 names or part thereof.	O	£1.00	£1.00	Statutory	Government
Sale of Overseas Elector List - Printed Copy - Basic Charge (per <u>first</u> 100 names or part thereof).	O	£10.00	£10.00	Statutory	Government
Printed copy as above, extra 100 names or part thereof.	O	£1.50	£1.50	Statutory	Government
Sale of Overseas Elector List - Data Form - Basic Charge (per <u>first</u> 100 names or part thereof).	O	£20.00	£20.00	Statutory	Government
Data form as above, extra 100 names or part thereof.	O	£1.50	£1.50	Statutory	Government

Communications		2024/25	2025/26	Statutory Service / Discretionary Services	Set by Government / Set By District
		Agreed Charge £ : p	Proposed Charge £ : p		
Filming					
TV drama/advertisements/feature films/Commercial Shoots/Music Videos/Documentaries etc.					
<i>*These figures are for guidance only and any enquiries could be subject to further negotiation prior to agreement. Prices quoted exclude VAT.</i>					
Per day - Low Impact (cast and crew: 1 - 10)		£100 - £500	£150 - £800	Discretionary	District
Per day - Medium Impact (cast and crew: 11 - 25)		£500 - £1,500	£800 - £1,500	Discretionary	District
Per day - High Impact (cast and crew: 25+)		£1,500 - £5,000	£1,500 - £5,000	Discretionary	District
Exclusive use of NNDC owned location (e.g. Cromer Pier)	<i>*Costs calculated depending on location and facilities required. * Not inclusive of other costs occurred by or tenants of owned location.</i>	From £1,500	From £2,500	Discretionary	District
Administration Charge (only charged where a fee and/or contract is appropriate)					
Standard		£50.00	£50.00	Discretionary	District
Less than 7 day's notice		£100.00	£100.00	Discretionary	District
Drone/UAS filming		New	£125.00	Discretionary	District
Education/news/weather/student/individual photographers		Discretionary	Discretionary	Discretionary	District

Customer Services	2024/25 Agreed £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
CUSTOMER SERVICES				
Foreign Pension Verification	£10.00	£10.00	Statutory	Government
PHOTOCOPYING				
A4 and below - black and white	£0.25	£0.25	Discretionary	District
A4 and below - colour	£0.30	£0.30	Discretionary	District
A3 - black and white	£0.40	£0.40	Discretionary	District
A3 - colour	£0.75	£0.75	Discretionary	District
A2 - black and white	£1.75	£3.00	Discretionary	District
A2 - colour	£3.00	£4.50	Discretionary	District
A1 - black and white	£3.00	£4.50	Discretionary	District
A1 - colour	£6.00	£6.70	Discretionary	District
A0 - black and white	£4.50	£5.00	Discretionary	District
A0 - colour	£9.00	£10.00	Discretionary	District

<u>Leisure</u>	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
HOLT COUNTRY PARK				
Car parking (<i>per occasion</i>)	£2.50	£2.50	Discretionary	District
Fire Wood (<i>sold when available from forestry works</i>) - per load	£135.00	£140.00	Discretionary	District
School visits where Ranger's assistance required (Per Child) <i>(Please note, the school visits charge reserves the right to be made flexible depending on the activities chosen by the School).</i>	£8.00	£8.50	Discretionary	District

Leisure		2024/25	2025/26	Statutory Service / Discretionary Services	Set by Government / Set By District
		Agreed Charge	Proposed Charge		
		£ : p	£ : p		
MARKETS					
PITCH FEES - SIX MONTHS					
<i>Site = 4m Frontage x 5m Depth</i>					
<i>The Council has sites at Sheringham (Wednesday & Saturday) and Cromer (Friday)</i>					
Meadow					
One Pitch	Wednesday's	£255.00	£255.00	Discretionary	District
	Friday's	£255.00	£255.00	Discretionary	District
	Saturday's	£592.00	£592.00	Discretionary	District
Two Pitches	Wednesday's	£510.00	£510.00	Discretionary	District
	Friday's	£510.00	£510.00	Discretionary	District
	Saturday's	£1,184.00	£1,184.00	Discretionary	District
Three Pitches	Wednesday's	£714.00	£714.00	Discretionary	District
	Friday's	£714.00	£714.00	Discretionary	District
	Saturday's	£1,633.00	£1,633.00	Discretionary	District
Four Pitches	Wednesday's	£918.00	£918.00	Discretionary	District
	Friday's	£918.00	£918.00	Discretionary	District
	Saturday's	£2,082.00	£2,082.00	Discretionary	District
Pitch Fee - Second Six Months (October - March)					
One Pitch	Friday's	£133.00	£133.00	Discretionary	District
	Saturday's	£306.00	£306.00	Discretionary	District
Two Pitches	Friday's	£266.00	£266.00	Discretionary	District
	Saturday's	£612.00	£612.00	Discretionary	District
Three Pitches	Friday's	£368.00	£368.00	Discretionary	District
	Saturday's	£842.00	£842.00	Discretionary	District
Four Pitches	Friday's	£470.00	£470.00	Discretionary	District
	Saturday's	£1,072.00	£1,072.00	Discretionary	District

Leisure		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
PITCH FEES - CASUAL					
<i>Casual fees are on a monthly basis. charge depending on month and day of week chosen</i>					
January	Wednesday's	£15.00	£15.00	Discretionary	District
	Friday's	£15.00	£15.00	Discretionary	District
	Saturday's	£22.00	£22.00	Discretionary	District
February	Wednesday's	£15.00	£15.00	Discretionary	District
	Friday's	£15.00	£15.00	Discretionary	District
	Saturday's	£22.00	£22.00	Discretionary	District
March	Wednesday's	£15.00	£15.00	Discretionary	District
	Friday's	£15.00	£15.00	Discretionary	District
	Saturday's	£22.00	£22.00	Discretionary	District
April	Wednesday's	£19.00	£19.00	Discretionary	District
	Friday's	£19.00	£19.00	Discretionary	District
	Saturday's	£31.00	£31.00	Discretionary	District
May	Wednesday's	£19.00	£19.00	Discretionary	District
	Friday's	£19.00	£19.00	Discretionary	District
	Saturday's	£31.00	£31.00	Discretionary	District
June	Wednesday's	£19.00	£19.00	Discretionary	District
	Friday's	£19.00	£19.00	Discretionary	District
	Saturday's	£31.00	£31.00	Discretionary	District
July	Wednesday's	£28.00	£28.00	Discretionary	District
	Friday's	£28.00	£28.00	Discretionary	District
	Saturday's	£41.00	£41.00	Discretionary	District
August	Wednesday's	£28.00	£28.00	Discretionary	District
	Friday's	£28.00	£28.00	Discretionary	District
	Saturday's	£41.00	£41.00	Discretionary	District
September	Wednesday's	£28.00	£28.00	Discretionary	District
	Friday's	£28.00	£28.00	Discretionary	District
	Saturday's	£41.00	£41.00	Discretionary	District
October	Wednesday's	£19.00	£19.00	Discretionary	District
	Friday's	£19.00	£19.00	Discretionary	District
	Saturday's	£41.00	£41.00	Discretionary	District
November	Friday's	£19.00	£19.00	Discretionary	District
	Saturday's	£31.00	£31.00	Discretionary	District
December	Friday's	£19.00	£19.00	Discretionary	District
	Saturday's	£31.00	£31.00	Discretionary	District

<u>Leisure</u>	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
PARKING PERMITS				
April - October (Half Year), 1 Pitch	£25.00	£25.00	Discretionary	District
April - March (Full Year), 1 Pitch	£40.00	£40.00	Discretionary	District
April - March (Full Year), 2 Pitches	£50.00	£50.00	Discretionary	District
April - March (Full Year), 3 Pitches	£60.00	£60.00	Discretionary	District

<u>Legal</u>	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
LEGAL SERVICES				
Legal Work (exclusive of VAT charged)				
Mortgage Redemption			Discretionary	District
Preparation of a new lease			Discretionary	District
Sale of land			Discretionary	District
Preparation of License			Discretionary	District
Private Mortgage	At Solicitors	At Solicitors	Discretionary	District
Quest re: second Mortgage	Hourly Rate.	Hourly Rate.	Discretionary	District
Agreement - section 18 Public Health Act 1936			Discretionary	District
Legal fees in relation to preparation and completion of S106 agreements			Discretionary	District
Legal fees in relation to preparation and completion of legal contracts			Discretionary	District
Legal fees in connection with release of covenant			Discretionary	District

Environmental Health	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
WASTE COLLECTION SERVICES				
Clinical Waste - Commercial & Prescribed	Charges set separately under Delegated Power	Charges set separately under Delegated Power	Statutory	District (Capped)
Commercial Waste Bins - Collection & Hire				
Commercial Recycling Bins - Collection & Hire				
Sacks - Commercial & Prescribed				
Bulky Items - Commercial, Prescribed & Household				
Garden Bin Collection - Per Annum (Direct Debit)	£60.00	£65.00	Discretionary	District (Capped)
Garden Bin Collection - Per Annum (Non-Direct Debit)	£70.00	£75.00	Discretionary	District (Capped)
EDUCATION & PROMOTION				
(CIEH) Foundation Certificate in Food Hygiene				
Resident or employed in North Norfolk	£70.00	£70.00	Discretionary	District (Capped)
Other	£89.00	£90.00	Discretionary	District (Capped)
Specially arranged courses for businesses - held at business premises for their staff only	£864.00	£880.00	Discretionary	District (Capped)
for up to 15 candidates per additional candidate up to maximum of 18	£59.00	£60.00	Discretionary	District (Capped)
Environmental Health				
COMMERCIAL SERVICES				
Food Inspections				
Unfit food inspections	£50.00	£55.00	Statutory	District (Capped)
Food export certificates	£65.00	£70.00	Statutory	District (Capped)
Officer time per hour (plus VAT)	£40.00	£41.00	Statutory	District (Capped)
Sunday Trading Application for loading consent	£118.00	£120.00	Statutory	District (Capped)
Food Hygiene Rerating Visits	£184.00	£250.00	Statutory	District (Capped)
Registration of Food Premises				
Charge for copies of Register (or parts of)	£22.00	£25.00	Discretionary	District (Capped)
- Single Entry	£568.00	£580.00	Discretionary	District (Capped)
- Part of Register	£1,210.00	£1,250.00	Discretionary	District (Capped)
- Complete Register				

Environmental Health		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
PRIVATE WATER SUPPLY CHARGES					
Private Water Supplies Sampling Regulations					
Laboratory Analysis of a sample		The cost of sample transportation and laboratory analysis is recovered in full from the Relevant Person(s).	The cost of sample transportation and laboratory analysis is recovered in full from the Relevant Person(s).	Statutory	District (Capped)
Sampling - per visit		£69.00	£70.00	Statutory	District (Capped)
Other Investigations (e.g. Investigating failure)		£126.00	£129.00	Statutory	District (Capped)
Granting an authorisation to depart from the standard authorisation		£126.00	£129.00	Statutory	District (Capped)
Risk Assessments	- Single Private Dwelling	£126.00	£129.00	Statutory	District (Capped)
	- Small Domestic Supplies	£252.00	£257.00	Statutory	District (Capped)
	- Large Domestic Supplies	£252.00	£257.00	Statutory	District (Capped)
	- Commercial or Public Small	£252.00	£257.00	Statutory	District (Capped)
	- Commercial or Public Medium	£378.00	£386.00	Statutory	District (Capped)
	- Commercial or Public Large	£630.00	£643.00	Statutory	District (Capped)
	- Commercial or Public Very Large	£630.00	£643.00	Statutory	District (Capped)
Risk Assessment Misc. Visits	- Non-Attendance by PWS Operator	£69.00	£70.00	Statutory	District (Capped)
	- Compliance Visit	£69.00	£70.00	Statutory	District (Capped)
Risk Assessment Reviews	- Single Private Dwelling	£64.00	£65.00	Statutory	District (Capped)
	- Small Domestic Supplies	£64.00	£65.00	Statutory	District (Capped)
	- Large Domestic Supplies	£126.00	£129.00	Statutory	District (Capped)
	- Commercial or Public Small	£126.00	£129.00	Statutory	District (Capped)
	- Commercial or Public Medium	£189.00	£193.00	Statutory	District (Capped)
	- Commercial or Public Large	£252.00	£257.00	Statutory	District (Capped)
	- Commercial or Public Very Large	£349.00	£356.00	Statutory	District (Capped)

Environmental Health		2024/25 Agreed Charge	2025/26 Proposed Charge	Statutory Service / Discretionary Services	Set by Government / Set By District
		£ : p	£ : p		
HOUSING ACT NOTICES					
Hazard Awareness Notice					
Improvement / Suspended Improvement Notice (Section 11 & 12)	Notice with up to 3 hazards identified	£350.00	£375.00	Statutory	District (Capped)
Prohibition/Suspended Prohibition Order		£350.00	£375.00	Statutory	District (Capped)
Emergency Remedial Action		£350.00	£375.00	Statutory	District (Capped)
Emergency Prohibition Order	For each additional hazard included in Notice	£50.00	£55.00	Statutory	District (Capped)
Demolition Order		£50.00	£55.00	Statutory	District (Capped)
Service of second and subsequent HA2004 Statutory Notices (inc. Schedule 3 Notices for works in default)		£70.00	£75.00	Statutory	District (Capped)
Review of suspended HA 2004 Statutory Notices		£70.00	£75.00	Statutory	District (Capped)
HMO LICENSE FEES					
HMO License application fee (up to 6 units of accommodation)		£850.00	£900.00	Statutory	District (Capped)
Additional Unit Charge		£25.00	£27.00	Statutory	District (Capped)
ENVIRONMENTAL PROTECTION SERVICES					
Statutory Release Fee - Dogs (Charge includes VAT)		£25.00	£25.00	Statutory	District (Capped)
Collection Fee		£100.00	£100.00	Statutory	District (Capped)
Kennel Charges - Base Cost (Daily Kennel Charge is paid on top of this fee)		£83.00	£83.00	Statutory	District (Capped)
Daily Kennel Charge Per Day (Maximum 7 Days)		£9.50	£10.00	Statutory	District (Capped)
Contaminated Land Enquiry		£38.00	£39.00	Statutory	District (Capped)
Temporary Stopping Place Fee		£45.00	£45.00	Discretionary	District
FIXED PENALTY NOTICES					
Breach of CPN or PSPO	- Full Amount	£80.00	£80.00	Statutory	Government
	- New Licence valid for 1 year	£60.00	£60.00	Statutory	Government
Depositing Litter	- Full Amount	£80.00	£80.00	Statutory	Government
	- New Licence valid for 1 year	£60.00	£60.00	Statutory	Government
Fly Tipping (Section 33 EPA 1990)	- Full Amount	£300.00	£300.00	Statutory	District (Capped)
	- New Licence valid for 1 year	£200.00	£200.00	Statutory	District (Capped)
Failure to Produce Waste Documentation (Section 34 EPA 1990)		£300.00	£300.00	Statutory	District (Capped)

Environmental Health		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
TAXI LICENCE FEES					
Taxi Licences					
Licence to Drive Hackney Carriages or Private Hire Vehicles	- New Licence valid for 1 year	£205.00	£210.00	Statutory	District (Capped)
	- New Licence valid for 3 years	£205.00	£210.00	Statutory	District (Capped)
	- Renewal valid for 1 year	£205.00	£210.00	Statutory	District (Capped)
	- Renewal valid for 3 years	£205.00	£210.00	Statutory	District (Capped)
Hackney Carriage Vehicle Licence	- New valid for 1 year	£178.00	£182.00	Statutory	District (Capped)
	- Renewal valid for 1 year with plate	£178.00	£182.00	Statutory	District (Capped)
	- Renewal valid for 1 year with no plate	£157.00	£160.00	Statutory	District (Capped)
Private Hire Vehicle Licence	- New valid for 1 year	£178.00	£182.00	Statutory	District (Capped)
	- Renewal valid for 1 year with plate	£178.00	£182.00	Statutory	District (Capped)
	- Renewal valid for 1 year with no plate	£157.00	£160.00	Statutory	District (Capped)
Private Hire Operators Licence	- New or Renewal valid for 5 years	£184.00	£190.00	Statutory	District (Capped)
Taxi Licence Charges					
Replacement Badge & Licence (Name Change)		£18.00	£19.00	Statutory	District (Capped)
Replacement Licence (Address Change)		£13.00	£14.00	Statutory	District (Capped)
Replacement drivers badge holder with lanyard		£4.00	£5.00	Statutory	District (Capped)
Windscreen pouches (additional or replacement)		£3.00	£4.00	Statutory	District (Capped)
Replacement plate for vehicle		£48.00	£50.00	Statutory	District (Capped)
Replacement internal taxi plates/signs		£11.00	£11.20	Statutory	District (Capped)
Knowledge Tests (New Taxi Driver Applications)		£45.00	£46.00	Statutory	District (Capped)
Knowledge Tests (Retest)		New	£23.00	Statutory	District (Capped)

Environmental Health		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
OTHER LICENSING					
Premises Licence Fees - Gambling Act 2005					
Betting Premises (excluding tracks)	- New Application	£3,000.00	£3,000.00	Statutory	District (Capped)
	- Annual Fee	£600.00	£600.00	Statutory	District (Capped)
	- Application to Vary	£1,500.00	£1,500.00	Statutory	District (Capped)
	- Application to Transfer	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Application to Reinstatement	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Application for Prov. Statement	£3,000.00	£3,000.00	Statutory	District (Capped)
	- Application (Prov. State Holders)	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Copy Licence	£25.00	£25.00	Statutory	District (Capped)
	- Notification of Change	£50.00	£50.00	Statutory	District (Capped)
	Tracks	- New Application	£1,500.00	£1,500.00	Statutory
- Annual Fee		£1,000.00	£1,000.00	Statutory	District (Capped)
- Application to Vary		£1,250.00	£1,250.00	Statutory	District (Capped)
- Application to Transfer		£950.00	£950.00	Statutory	District (Capped)
- Application to Reinstatement		£950.00	£950.00	Statutory	District (Capped)
- Application for Prov. Statement		£2,500.00	£2,500.00	Statutory	District (Capped)
- Application (Prov. State Holders)		£950.00	£950.00	Statutory	District (Capped)
- Copy Licence		£25.00	£25.00	Statutory	District (Capped)
- Notification of Change		£50.00	£50.00	Statutory	District (Capped)
Family Entertainment Centres		- New Application	£2,000.00	£2,000.00	Statutory
	- Annual Fee	£750.00	£750.00	Statutory	District (Capped)
	- Application to Vary	£1,000.00	£1,000.00	Statutory	District (Capped)
	- Application to Transfer	£950.00	£950.00	Statutory	District (Capped)
	- Application to Reinstatement	£950.00	£950.00	Statutory	District (Capped)
	- Application for Prov. Statement	£2,000.00	£2,000.00	Statutory	District (Capped)
	- Application (Prov. State Holders)	£950.00	£950.00	Statutory	District (Capped)
	- Copy Licence	£25.00	£25.00	Statutory	District (Capped)
	- Notification of Change	£50.00	£50.00	Statutory	District (Capped)

Environmental Health		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
OTHER LICENSING CONTINUED					
Adult Gaming Centre	- New Application	£2,000.00	£2,000.00	Statutory	District (Capped)
	- Annual Fee	£1,000.00	£1,000.00	Statutory	District (Capped)
	- Application to Vary	£1,000.00	£1,000.00	Statutory	District (Capped)
	- Application to Transfer	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Application to Reinstatement	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Application for Prov. Statement	£2,000.00	£2,000.00	Statutory	District (Capped)
	- Application (Prov. State Holders)	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Copy Licence	£25.00	£25.00	Statutory	District (Capped)
	- Notification of Change	£50.00	£50.00	Statutory	District (Capped)
Bingo	- New Application	£3,250.00	£3,250.00	Statutory	District (Capped)
	- Annual Fee	£1,000.00	£1,000.00	Statutory	District (Capped)
	- Application to Vary	£1,750.00	£1,750.00	Statutory	District (Capped)
	- Application to Transfer	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Application to Reinstatement	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Application for Prov. Statement	£3,250.00	£3,250.00	Statutory	District (Capped)
	- Application (Prov. State Holders)	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Copy Licence	£25.00	£25.00	Statutory	District (Capped)
	- Notification of Change	£50.00	£50.00	Statutory	District (Capped)
Permits					
Family Entertainment Centres	- Application Fee	£300.00	£300.00	Statutory	Government
	- Change of Name	£25.00	£25.00	Statutory	Government
	- Copy of Permit	£15.00	£15.00	Statutory	Government
Prize Gaming	- Application Fee	£300.00	£300.00	Statutory	Government
	- Annual Fee	£300.00	£300.00	Statutory	Government
	- Change of Name	£25.00	£25.00	Statutory	Government
	- Copy of Permit	£15.00	£15.00	Statutory	Government
Small Lottery Society	- Application Fee	£40.00	£40.00	Statutory	Government
	- Annual Fee	£20.00	£20.00	Statutory	Government
	- Change of Name	£25.00	£25.00	Statutory	Government
	- Copy of Permit	£15.00	£15.00	Statutory	Government

Environmental Health		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
OTHER LICENSING CONTINUED					
Club Gaming	- Application Fee Permit	£200.00	£200.00	Statutory	Government
	- Application Fee Machine Permit	£200.00	£200.00	Statutory	Government
	- Annual Fee Permit	£50.00	£50.00	Statutory	Government
	- Annual Fee Machine Permit	£50.00	£50.00	Statutory	Government
	- Change of Name	£25.00	£25.00	Statutory	Government
	- Change of Name Machine Permit	£25.00	£25.00	Statutory	Government
	- Copy of Permit	£15.00	£15.00	Statutory	Government
	- Copy of Permit Machine	£15.00	£15.00	Statutory	Government
License Premises Gaming Machine Permit	- Application Fee (2 or less)	£50.00	£50.00	Statutory	Government
	- Application Fee (3 or more)	£150.00	£150.00	Statutory	Government
	- Annual Fee	£50.00	£50.00	Statutory	Government
	- Change of Name	£25.00	£25.00	Statutory	Government
	- Copy of Permit	£15.00	£15.00	Statutory	Government
	- Variation	£100.00	£100.00	Statutory	Government
	- Transfer	£25.00	£25.00	Statutory	Government
Licences and certificates of suitability					
Skin piercing premises	- Registration (one-off)	£298.00	£305.00	Statutory	District (Capped)
Skin piercing each additional operative at same premises	- Registration (one-off)	£40.00	£50.00	Statutory	District (Capped)
Scrap Metal Dealer	New/Renewal (3 years)	£535.00	£550.00	Statutory	District (Capped)
Scrap Metal Dealer	Variation	£402.00	£410.00	Statutory	District (Capped)
Scrap Metal Collector	New/Renewal (3 years)	£134.00	£175.00	Statutory	District (Capped)
Scrap Metal Collector	Variation	£101.00	£105.00	Statutory	District (Capped)
Sex Shop or sex cinema		£2,406.00	£2,455.00	Statutory	District (Capped)
Sexual Entertainment Venue		£3,609.00	£3,680.00	Statutory	District (Capped)
Street Trading Consent (FOOD) Annual Fee		£252.00	£252.00	Statutory	District (Capped)
Street Trading Consent (NON-FOOD) Annual Fee		£210.00	£210.00	Statutory	District (Capped)
Street Trading Consents	- Non profit	Free	Free	Statutory	District (Capped)
	- Commercial - per day	£89.00	£91.00	Statutory	District (Capped)

Environmental Health		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
OTHER LICENSING CONTINUED					
Animal Boarding	- New/Renewal	£364.00	£370.00	Statutory	District (Capped)
	- Variation	£117.00	£120.00	Statutory	District (Capped)
	Verification Inspection Fee for Variation if required.	£55.00	£56.00	Statutory	District (Capped)
Dangerous Wild Animals (and vet fees where appropriate)	- New/Renewal	£216.00	£220.00	Statutory	District (Capped)
Dog Breeding (and vet fees where appropriate)	- New/Renewal	£454.00	£465.00	Statutory	District (Capped)
	- Variation	£65.00	£66.00	Statutory	District (Capped)
	(Plus Vet inspection fees if required for the above).				
Pet Shop	- New/Renewal	£364.00	£370.00	Statutory	District (Capped)
	- Variation	£117.00	£120.00	Statutory	District (Capped)
	Verification Inspection Fee for Variation if required.	£55.00	£56.00	Statutory	District (Capped)
Riding Establishment (and vet fees where appropriate)	- New/Renewal	£454.00	£465.00	Statutory	District (Capped)
	Plus DBS fee if required (per employee).	£59.00	£60.00	Statutory	District (Capped)
	- Variation	£63.00	£64.00	Statutory	District (Capped)
	(Plus Vet inspection fees on top if required for the above).				
Zoo (and vet fees where appropriate)	- New/Renewal	£281.00	£287.00	Statutory	District (Capped)
Keeping Animals for Exhibition	- New/Renewal	£346.00	£355.00	Statutory	District (Capped)
	- Variation	£117.00	£120.00	Statutory	District (Capped)
	Verification Inspection Fee for Variation if required.	£55.00	£56.00	Statutory	District (Capped)
Combination of Activities		Equal to the highest activity fee.	Equal to the highest activity fee.	Statutory	District (Capped)
Variation to reduce the licensable activities or numbers of animals		£64.00	£65.00	Statutory	District (Capped)
Transfer due to death of licensee		£64.00	£65.00	Statutory	District (Capped)
Reissue of Licence (Copy or Name/Address Change).		£12.00	£25.00	Statutory	District (Capped)

Environmental Health		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
OTHER LICENSING CONTINUED					
Premises Licences (Alcohol)					
Premises Licences, under the Licensing Act 2003, are based on bands determined by the non-domestic rateable value of the property concerned.					
The fees relating to applications for premises licences, club premises certificates and variations or conversions to existing licences are:					
Band	Non-domestic rateable value				
A	£0 - £4,300	£100.00	£100.00	Statutory	Government
B	£4,301 - £33,000	£190.00	£190.00	Statutory	Government
C	£33,001 - £87,000	£315.00	£315.00	Statutory	Government
D	£87,001 - £125,000	£450.00	£450.00	Statutory	Government
E	£125,001 and over	£635.00	£635.00	Statutory	Government
Annual charges relating to the above are:					
Band	Non-domestic rateable value				
A	£0 - £4,300	£70.00	£70.00	Statutory	Government
B	£4,301 - £33,000	£180.00	£180.00	Statutory	Government
C	£33,001 - £87,000	£295.00	£295.00	Statutory	Government
D	£87,001 - £125,000	£320.00	£320.00	Statutory	Government
E	£125,001 and over	£350.00	£350.00	Statutory	Government
Personal Licence	- Initial Fee	£37.00	£37.00	Statutory	Government

Environmental Health	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
OTHER LICENSING CONTINUED				
Additional Fees and Charges				
Application for copy of licence or summary on theft, loss etc. of premises licence or summary				
Notification of change of name or address (holder of premises licence)	£10.50	£10.50	Statutory	District (Capped)
Application to vary to specify individual as premises supervisor	£23.00	£23.00	Statutory	District (Capped)
Application to transfer premises licence	£23.00	£23.00	Statutory	District (Capped)
Interim authority notice	£23.00	£23.00	Statutory	District (Capped)
Application for making of a provisional statement	£315.00	£315.00	Statutory	District (Capped)
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	£10.50	£10.50	Statutory	District (Capped)
Notification of change of name or alteration of club rules	£10.50	£10.50	Statutory	District (Capped)
Change of relevant registered address of club	£10.50	£10.50	Statutory	District (Capped)
Temporary event notices	£21.00	£21.00	Statutory	District (Capped)
Application for copy of notice on theft, loss etc. of temporary notice	£10.50	£10.50	Statutory	District (Capped)
Application for copy of notice on theft, loss etc. of personal licence	£10.50	£10.50	Statutory	District (Capped)
Notification of change of name or address (personal licence)	£10.50	£10.50	Statutory	District (Capped)
Notice of interest in any premises	£21.00	£21.00	Statutory	District (Capped)
Application for a minor variation to a premises licence or club premises licence	£89.00	£89.00	Statutory	District (Capped)
Pre-application advisory licensing visit	£205.00	£210.00	Statutory	District (Capped)
Check and send service - guaranteed check and verification	£68.00	£70.00	Statutory	District (Capped)
Pre-inspection food safety/business advisory visit and SFBB pack	£256.00	£270.00	Statutory	District (Capped)
Gain or retain - pre-inspection food hygiene rating assessment	£256.00	£270.00	Statutory	District (Capped)
Revisit request for a food hygiene rating assessment	£256.00	£270.00	Statutory	District (Capped)
Fit and Proper Person - Caravan Sites	£205.00	£210.00	Statutory	District (Capped)

Environmental Health		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
OTHER LICENSING CONTINUED					
Mobile Home Act 2013 (MHA 2013)					
New Park Home Licence	Units - 1-5	£210.00	£210.00	Statutory	District (Capped)
	Units - 6-24	£225.00	£225.00	Statutory	District (Capped)
	Units - 25-29	£240.00	£240.00	Statutory	District (Capped)
	Units - 100 plus	£270.00	£270.00	Statutory	District (Capped)
Annual Licence Fee	1-3	Free	Free	Statutory	District (Capped)
	4-5	£120.00	£120.00	Statutory	District (Capped)
	6-24	£180.00	£180.00	Statutory	District (Capped)
	25-29	£240.00	£240.00	Statutory	District (Capped)
	100 plus	£270.00	£270.00	Statutory	District (Capped)
Licence Transfer	n/a	£97.50	£98.00	Statutory	District (Capped)
Licence Variation	n/a	£97.50	£98.00	Statutory	District (Capped)
Deposit of Site Rules	n/a	£45.00	£45.00	Statutory	District (Capped)

Planning	2024/25	2025/26	Statutory Service / Discretionary Services	Set by Government / Set By District
	Agreed Charge	Proposed Charge		
	£ : p	£ : p		
LAND CHARGES				
LLC1 (not vatable)				
Personal Search of - Part 1 only	Free	Free	Discretionary	District
Official Search (no VAT)	£24.00	£25.00	Discretionary	District
- Additional Parcel	£2.00	£2.10	Discretionary	District
CON 29 Enquiries (VAT applies)				
Commercial premises/site - fee for One Parcel	£102.00	£120.00	Discretionary	District
- Additional Parcel	£17.50	£25.00	Discretionary	District
Residential/domestic site - fee for One Parcel	£102.00	£110.00	Discretionary	District
- Additional Parcel	£17.50	£18.50	Discretionary	District
Optional Enquiries				
Printed	£14.58	£22.00	Discretionary	District
Additional	£20.00	£25.00	Discretionary	District
Full Search Fee - domestic premises/site	£126.00	£135.00	Discretionary	District
Full Search Fee	£126.00	£145.00	Discretionary	District
Other Fees relating to Local Land Charges				
Registration of a charge in Part 11 of the Register (Light Obstruction Notice)	£74.00	£75.00	Discretionary	District
Office copy of any entry in the Register (not including a copy or extract of any plan or document filed pursuant to 1977 Rules)	Free	Free	Discretionary	District

Planning	2024/25	2025/26	Statutory Service / Discretionary Services	Set by Government / Set By District
	Agreed Charge	Proposed Charge		
	£ : p	£ : p		
Pre-Planning Application Advice				
Type 1: Extensions/Change of use and alterations to buildings	NEW	£100.00	Discretionary	District
Type 2: Individual new home	NEW	£200.00	Discretionary	District
Type 3: New commercial development on sites up to 0.1ha OR	NEW	£150.00	Discretionary	District
Type 3: 2-9 Dwellings	NEW	£150.00 per dwelling	Discretionary	District
Type 4: New commercial developments on sites greater than 0.1ha	NEW	£150.00 per 0.1ha	Discretionary	District
Type 4: More than 9 dwellings but less than 50	NEW	£150.00 per dwelling	Discretionary	District
Type 4: More than 50 dwellings	NEW	£150.00 per dwelling up to 50 dwellings then £50 per dwelling thereafter	Discretionary	District
Post Advice meeting (Pre-app Types 3 and 4 only)	NEW	£150.00 per hour	Discretionary	District
Concept Meeting (Pre-app Types 1 and 2)	NEW	£50 for 30 minutes	Discretionary	District
Concept meeting (Pre-apps Types 3 and 4)	NEW	£150.00 per hour	Discretionary	District
Pre-application concessions				
• Town & Parish Council applications will be given a 50% fee reduction.	NEW		Discretionary	District
• Pre-application advice related solely to disability adaptations is given free of charge.	NEW		Discretionary	District
• Affordable Exception Housing schemes submitted by Registered Social Landlords would be free of charge for Type 2 and 3 applications and have a 50% fee reduction for Type 4 proposals	NEW		Discretionary	District

Planning	2024/25	2025/26	Statutory Service / Discretionary Services	Set by Government / Set By District	
	Agreed Charge	Proposed Charge			
	£ : p	£ : p			
Householder Applications					
Alterations/extensions to a single dwellinghouse, including works within boundary	£258.00	£258.00	Statutory	Government	
The erection of dwellinghouses per site area:					
Not more than 0.5 hectares	For each 0.1 hectare (or part thereof)	£578.00	£578.00	Statutory	Government
Between 0.5 and 2.5 hectares	For each 0.1 hectare (or part thereof)	£624.00	£624.00	Statutory	Government
More than 2.5 hectares	Plus £186 per additional 0.1 hectare	£15,433.00	£15,433.00	Statutory	Government
*Maximum Fee		£202,500.00	£202,500.00	Statutory	Government
The erection of buildings (not dwellinghouses) per site area:					
Not more than 1 hectare	For each 0.1 hectare (or part thereof)	£578.00	£578.00	Statutory	Government
Between 1 and 2.5 hectares	For each 0.1 hectare (or part thereof)	£624.00	£624.00	Statutory	Government
More than 2.5 hectares	Plus £186 per additional 0.1 hectare	£15,433.00	£15,433.00	Statutory	Government
*Maximum Fee		£202,500.00	£202,500.00	Statutory	Government
Full Applications					
(and First Submission of Reserve Matters, or Technical Details Consent)					
Alterations/extensions to dwellinghouses, including works within boundaries					
Single dwellinghouse (or single flat)		£258.00	£258.00	Statutory	Government
Two or more dwellinghouse (or two or more flats)		£509.00	£509.00	Statutory	Government
The erection of dwellinghouses:					
Not more than 10 dwellinghouses	For each dwellinghouse	£578.00	£578.00	Statutory	Government
Between 10 and 50	For each dwellinghouse	£624.00	£624.00	Statutory	Government
More than 50 dwellinghouses	For each dwellinghouse. *Plus £186 for each dwellinghouse in excess of 50	£258.00	£258.00	Statutory	Government
* Maximum Fee		£450,000.00	£450,000.00	Statutory	Government
The erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery.					
No increase in gross floor spaces created by the development, or no more than 40 square metres.		£293.00	£293.00	Statutory	Government
With gross floor space created more than 40, but no more than 1,000 square metres. *Charge per each 75 square metres (or part thereof).		£578.00	£578.00	Statutory	Government
With gross floor space created more than 1,000 but no more than 3,750 square metres. * Charge per each 75 square metres (or part thereof).		£624.00	£624.00	Statutory	Government
With gross floor spaces more than 3750 square metres. *With £186 per each 75 additional square metres (or part thereof) in excess of 3,750 square metres.		£30,860.00	£30,860.00	Statutory	Government
* Maximum Fee		£450,000.00	£450,000.00	Statutory	Government

Planning	2024/25	2025/26	Statutory Service / Discretionary Services	Set by Government / Set By District
	Agreed Charge	Proposed Charge		
	£ : p	£ : p		
The erection of buildings (on land used for agriculture for agricultural purposes).				
With gross floor space created by the development not more than 465 square metres.	£120.00	£120.00	Statutory	Government
With gross floor space created more than 465 square metres but not more than 540 square metres.	£578.00	£578.00	Statutory	Government
With gross floor space created more than 540 square metres but not more than 1,000 square metres. *Price for the first 540 square metres, then £578 for each additional 75 square metres in excess of 540 square metres.	£578.00	£578.00	Statutory	Government
With gross floor space created more than 1,000 square metres and 4,215 square metres. *Price for the first 1,000 square metres, then £624 for each additional 75 square metres in excess of 540 square metres.	£624.00	£624.00	Statutory	Government
With gross floor space create more than 4,215 square metres. *Plus £186 for each additional square metres (or part thereof) in excess of 4,215 square metres.	£30,860.00	£30,860.00	Statutory	Government
* Maximum Fee	£405,000.00	£405,000.00	Statutory	Government
Erection of glasshouses (or land used for the purposes of agriculture).				
With gross floor space created by the development not more than 465 square metres.	£120.00	£120.00	Statutory	Government
With gross floor space created more than 465 square metres but not more than 1,000 square metres.	£3,225.00	£3,225.00	Statutory	Government
With gross floor space created more than 1,000	£3,483.00	£3,483.00	Statutory	Government
Erection/alterations/replacements of plant and machinery				
For site area not more than 1 hectare	£578.00	£578.00	Statutory	Government
For site area more than 1 but not more than 5 hectares	£624.00	£624.00	Statutory	Government
For site area more than 5 hectare	£30,860.00	£30,860.00	Statutory	Government
* Maximum Fee	£450,000.00	£450,000.00	Statutory	Government

Planning		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
Applications other than Building Works					
Car parks, service roads or other accesses (for existing users)		£293.00	£293.00	Statutory	Government
Waste (use of land for disposal of refuse/waste materials, or deposit of material remaining after extraction or storage of minerals).	Site area not more than 15 hectares. *Price for each 0.1 hectare (or part thereof).	£316.00	£316.00	Statutory	Government
	Site area more than 15 hectares. *£186 for each additional 0.1 in excess of 15 hectares (or part thereof).	£47,161.00	£47,161.00	Statutory	Government
	*Maximum Fee	£105,300.00	£105,300.00	Statutory	Government
Operations connected with exploratory drilling for oil or natural gas.	Site area not more than 7.5 hectares. *Price for each 0.1 hectare (or part thereof).	£686.00	£686.00	Statutory	Government
	Site area more than 7.5 hectares. *£204 for each additional 0.1 in excess of 7.5 hectares (or part thereof).	£51,395.00	£51,395.00	Statutory	Government
	*Maximum Fee	£405,000.00	£405,000.00	Statutory	Government
Operations (other than exploratory drilling) for the winning and working of oil or natural gas.	Site area not more than 15 hectares. *Price for each 0.1 hectare (or part thereof).	£347.00	£347.00	Statutory	Government
	Site area more than 15 hectares. *£204 for each additional 0.1 in excess of 15 hectares (or part thereof).	£52,002.00	£52,002.00	Statutory	Government
	*Maximum Fee	£105,300.00	£105,300.00	Statutory	Government
Other operations (winning and working of minerals) excluding oil and natural gas.	Site area not more than 15 hectares. *Price for each 0.1 hectare (or part thereof).	£316.00	£316.00	Statutory	Government
	Site area more than 15 hectares. *£186 for each additional 0.1 in excess of 15 hectares (or part thereof).	£47,161.00	£47,161.00	Statutory	Government
	*Maximum Fee	£105,300.00	£105,300.00	Statutory	Government
Other operations (not coming within any of the above categories).	Any site area. *Price for each 0.1 hectare (or part thereof).	£293.00	£293.00	Statutory	Government
	*Maximum Fee	£2,535.00	£2,535.00	Statutory	Government
	Not more than 10 dwellinghouses. *Price for each dwellinghouse.	£578.00	£578.00	Statutory	Government
Change of Use to a building to use as one or more separate dwellinghouses, or other cases.	Between 10 and 50 dwellinghouses. *Price for each dwellinghouse.	£624.00	£624.00	Statutory	Government
	More than 50 dwellinghouses. *Plus £186 for each additional dwellinghouse in excess of 50.	£30,860.00	£30,860.00	Statutory	Government
	*Maximum Fee	£405,000.00	£405,000.00	Statutory	Government
		£578.00	£578.00	Statutory	Government
Other Changes of Use to a building or land.		£578.00	£578.00	Statutory	Government

Planning	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
Lawful Development				
Existing use or operation	Same as full	Same as full	Statutory	Government
Existing user or operation (lawful, not to comply with any condition or limitation).	£234.00	£234.00	Statutory	Government
Proposed use or operation	Half the normal fee	Half the normal fee	Statutory	Government
Prior Approval (under Permitted Development Rights)				
Larger Home Extensions.	£120.00	£120.00	Statutory	Government
Additional storeys on a home.	£120.00	£120.00	Statutory	Government
Agricultural and Forestry buildings & operations.	£120.00	£120.00	Statutory	Government
Demolition of buildings.	£120.00	£120.00	Statutory	Government
Communications.	£578.00	£578.00	Statutory	Government
Change of use from Commercial/Business/Service (Use Class E) or Betting Office or Pay Day Loan Shop to mixed use, including up to two flats (Use Class C3).	£120.00	£120.00	Statutory	Government
Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class C2) Secure Residential Institutions (Use Class 2A) to a State Funded School.	£120.00	£120.00	Statutory	Government
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School.	£120.00	£120.00	Statutory	Government
Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible commercial use within Commercial/Business/Service (Use Class E) Storage or Distribution (Use Class B8) or Hotels (Use Class C1).	£120.00	£120.00	Statutory	Government
Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E) to Dwellinghouses (Use Class C3). *Price per each dwellinghouse.	£125.00	£125.00	Statutory	Government
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3).	£120.00	£120.00	Statutory	Government
	£258.00	£258.00	Statutory	Government

*If it includes building operations in connection with the change of use.

Planning	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District	
Operations in connection with the change of use					
Change of use of a building from Betting Office, Pay Day Loan Shop, Laundrette; a mixed use of combining one of these uses and use as a Dwellinghouse(s); or Hot Food Takeaways to Dwellinghouses (Use Class C3).	£120.00	£120.00	Statutory	Government	
Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos to Dwellinghouses (Use Class C3).	£258.00	£258.00	Statutory	Government	
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use.	£120.00	£120.00	Statutory	Government	
Provision of Temporary School Buildings on Vacant Commercial Land and the use of that land as a State-funded School for up to 3 Academic Years.	£120.00	£120.00	Statutory	Government	
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop.	£120.00	£120.00	Statutory	Government	
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt.	£120.00	£120.00	Statutory	Government	
Erection, extension or alteration of a university building.	£120.00	£120.00	Statutory	Government	
Moveable structure within the curtilage of a historic visitor attraction, or listed pub/restaurant/etc.	£120.00	£120.00	Statutory	Government	
Erection, extension or alteration on a closed defence site by or on behalf of the Crown of single living accommodation and/or non-residential buildings.	£120.00	£120.00	Statutory	Government	
Construction of new dwellinghouses	Not more than 10 dwellinghouses. *Price for each dwellinghouse.	£418.00	£418.00	Statutory	Government
	Between 10 and 50 dwellinghouses. *Price for each dwellinghouse.	£451.00	£451.00	Statutory	Government
	More than 50 dwellinghouses. *Plus £135 for each additional dwellinghouse in excess of 50.	£22,309.00	£22,309.00	Statutory	Government
	*Maximum Fee	£405,000.00	£405,000.00	Statutory	Government
Reserved Matters					
Approval of reserved matters following outline approval.					
Full fee due; or If full fee already paid.	Full Fee £578.00	Full Fee £578.00	Statutory	Government	
Removal/Variation/Approval/Discharge of condition					
Removal or variation of a condition following grant of planning permission.	£293.00	£293.00	Statutory	Government	
Discharge of condition(s) - Approval of details and/or confirmation that one or more planning conditions have been complied with Householder Permissions.	£43.00	£43.00	Statutory	Government	
All other permissions.	£145.00	£145.00	Statutory	Government	

Planning	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
Advertising				
Advertising relating to the business on the premises.	£165.00	£165.00	Statutory	Government
Advance signs which are not situated on or visible from the site, directing the public to a business.	£165.00	£165.00	Statutory	Government
Other advertisements	£578.00	£578.00	Statutory	Government
Non-material Amendment Following a Grant of Planning Permission				
Householder developments	£43.00	£43.00	Statutory	Government
Any other developments	£293.00	£293.00	Statutory	Government
Permission in Principle For each 0.1 hectare (or part thereof)	£503.00	£503.00	Statutory	Government

Planning	2024/25	2025/26	Statutory Service / Discretionary Services	Set by Government / Set By District
	Agreed Charge £ : p	Proposed Charge £ : p		
Planning Concessions from 06.12.2023				
This section confirms the general concessions regarding planning applications. Please note not all concessions are valid for all application types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable.				
Listed Building Consent	Free	Free	Statutory	Government
Planning permission for relevant demolition in a Conversation Area.	Free	Free	Statutory	Government
Works to Trees covered by a Tree Preservation Order or in a Conservation Area.	Free	Free	Statutory	Government
Hedgerow removal notice.	Free	Free	Statutory	Government
Exemptions from payment (removed from legislation but remain valid) as outlined below.				
An application that is the first and only revision of a previous application of the same type, for development of the same character or description, on the same site (or part of that site) by the same applicant where it will be received by the Local Authority within 12 months of;				
*The Local Authority receiving the previous application if it was withdrawn; or	Free	Free	Statutory	Government
*The previous application being grants or refused; or	Free	Free	Statutory	Government
*The determination period of the previous application expiring, where that application was validated, not determined, and then appealed on the grounds of non-determination; and in all the above cases, where that relevant 12-month period started no later than the 5th December 2023.	Free	Free	Statutory	Government
An application that is the first and only revision of a previous application, for display advertisement(s) of the same description, on the same site(s) or part(s) of the site(s) by the same applicant, where it will be received by the Local Authority within 12 months of;				
*The Local Authority receiving the previous application if it was withdrawn; or	Free	Free	Statutory	Government
*The previous application being grants or refused; or	Free	Free	Statutory	Government
and in all the above cases, where that relevant 12-month period started no later than the 5th December 2023.				
Exemptions from payment				
An application solely for the alteration or extension of an existing dwellinghouse; or works in the curtilage of an existing dwellinghouse (other than the erection of a dwellinghouse) for the purpose of providing:				
*Means of access to or within it for a disabled person who is resident in it, or is proposing to take up residence in it; or	Free	Free	Statutory	Government
*Facilities designed to secure that person's greater safety, health or comfort.	Free	Free	Statutory	Government

Planning	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of public are admitted.				
If the application relates to an alternate use of buildings or land within the same Use Class that requires planning permission only by the requirements of a condition imposed on a permission granted or deemed to be granted under Part 3 of the Town and Country Planning Act 1990 (as amended).	Free	Free	Statutory	Government
If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation.	Free	Free	Statutory	Government
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question.	Free	Free	Statutory	Government
If the application related to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area.	Free	Free	Statutory	Government
If the application is for a Certificate of Lawfulness of Proposed works to a listed building.	Free	Free	Statutory	Government
If an application for planning permission (for which a fee is payable) being made by the same applicant on the same date for the same site, buildings or land as the prior approval application (for larger homes extensions, additional storeys on a home, or change of uses).	Free	Free	Statutory	Government
Reductions to payments				
If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £578.	£578.00	£578.00	Statutory	Government
If the application is being made on behalf of a parish or community council then the fee is	50% of fee	50% of fee	Statutory	Government
If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%.	50% of fee	50% of fee	Statutory	Government
In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £578.	See Description	See Description	Statutory	Government
If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%.	50% of fee	50% of fee	Statutory	Government
If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others.	See Description	See Description	Statutory	Government
Fees for cross boundary applications.			Statutory	Government
Where an application cross one or more local or district planning authorities				
proposed development (as if there had only been one application to a single authority covering the entire site); unless *The "total" fee (the sum total of each separately calculated fee for each part of the development within each authorities boundary) is smaller. In which case the "total" fee is the fee due. In either case, the fee should be paid to the authority that contains the larger part of the application site within its boundary	See Description	See Description	Statutory	Government

Planning	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
PLANNING - MISCELLANEOUS				
Supply of Information on Permitted Use/History				
Administrative Staff - per hour	£49.50	£55.00	Discretionary	District
Professional Staff - per hour	£97.00	£100.00	Discretionary	District
Check compliance with Conditions (for Solicitors, Agents)				
Administrative Staff - per hour	£49.50	£55.00	Discretionary	District
Professional Staff - per hour	£97.00	£100.00	Discretionary	District
General Research				
Administrative Staff - per hour	£49.50	£55.00	Discretionary	District
Professional Staff - per hour	£97.00	£100.00	Discretionary	District
Naming of new street, consultation process and notification of decision	Single Street	£150.00	£150.00	Discretionary
	2-5 Streets	£300.00	£300.00	Discretionary
	5+ Streets	£600.00	£600.00	Discretionary
Street numbering Schemes - cost per plot (accumulated fees)	1 Plot	£85.00	£100.00	Discretionary
	2-10 Plots	£75.00	£75.00	Discretionary
	11-50 Plots	£65.00	£65.00	Discretionary
FEE CAP PER APPLICATION OF £5,000	50+ Plots	New	£55.00	Discretionary
Change of property name	£30.00	£35.00	Discretionary	District
Admin Fee to join the Custom & Self Build Housing Register	£25.00	£25.00	Discretionary	District
Monitoring Fee for S106 / IL Obligations:				
The charge will generally be levied at a rate of £500 per obligation covering each District Council related covenant and a monitoring fee will be sought for each. On more complex sites where greater monitoring costs will likely be incurred, a proportionate charge will be levied at a rate of £500 per obligation covering each District Council related covenant or 1 % of the value of the District Council's total obligations up to a maximum of £10,000 per agreement, whichever is the higher.				
	From £500	From £500	Discretionary	District

Planning	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
ENFORCEMENT TEAM CHARGES				
High Hedges Complaint	£450.00	£459.00	Discretionary	District
BUILDING CONTROL				
Building Control Hourly rate	£72.00 per hour	£80.00 per hour	Discretionary	District

<u>Estates</u>	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
PROFESSIONAL ESTATE SERVICE				
Application fee for events (per application). Commercial day event from -	£75.00	£77.00	Discretionary	District
Application fee for events (per application). Commercial 2 + days event from -	£125.00	£128.00	Discretionary	District
Skip licence admin fee (excludes the hire of the land)	£100.00	£102.00	Discretionary	District
Initial application fee for events (per application) - Charitable events local. Excludes hire fees	£35.00	£36.00	Discretionary	District
Initial application fee for events (per application) - Charitable events national. Excludes hire fees	£100.00	£102.00	Discretionary	District
Estate service - Land and property transactions - lease renewals, consents, price from	£200.00	£204.00	Discretionary	District
Estate service - Land and property transactions - Dilapidations surveys	£600.00	£612.00	Discretionary	District
Estate service land and property new transactions	£450.00	£459.00	Discretionary	District
Estate service shared equity transactions	£200.00	£204.00	Discretionary	District
Licence admin fee - less 28 days	£65.00	£66.00	Discretionary	District
Licence admin fee - less 29 - 3 months	£155.00	£158.00	Discretionary	District
Licence admin fee - 3 months plus	£250.00	£255.00	Discretionary	District
Licence admin fee - for environmental community projects	£35.00	£36.00	Discretionary	District
Disposal of assets/asset proposal initial application fee	£80.00	£82.00	Discretionary	District
Annual licence for table with maximum 4 chairs	£95.00	£100.00	Discretionary	District

<u>Estates</u>		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
CHALETs					
<i>Sheringham</i>					
	Old chalets New chalets (inc. electricity)	Charges set separately under Delegated Power	Charges set separately under Delegated Power	Discretionary	District
<i>Cromer</i>	West beach East beach				
	Chalets - Peak unserviced per week	£235.00	£235.00	Discretionary	District
	Chalets - Peak serviced per week	£290.00	£290.00	Discretionary	District
	Chalets - Mid unserviced per week	£135.00	£135.00	Discretionary	District
	Chalets - Mid serviced per week	£150.00	£150.00	Discretionary	District
	Chalets - Low unserviced per week	£95.00	£95.00	Discretionary	District
	Chalets - Low serviced per week	£105.00	£105.00	Discretionary	District
	Chalets - Winter season unserviced per season	£400.00	£425.00	Discretionary	District
	Chalets - Winter season serviced per season	£450.00	£475.00	Discretionary	District
	Beach Huts - Peak per week	£215.00	£215.00	Discretionary	District
	Beach Huts - Mid per week	£115.00	£115.00	Discretionary	District
	Beach Huts - Low per week	£80.00	£80.00	Discretionary	District
	Beach Huts - Autumn season up to 2 months (Mundesley)	£185.00	£200.00	Discretionary	District
	Beach Huts - Spring season up to 6 weeks (Mundesley)	New	£185.00	Discretionary	District
	Beach Huts - Winter season	£400.00	£425.00	Discretionary	District
<u>Estates</u>		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
BEACH HUTS					
Beach Hut Sites					
Cromer, Overstrand, Sheringham & Mundesley	One year (excluding rates)	Charges set separately	Charges set separately	Discretionary	District
Extras:					
Charge to go onto beach hut or chalet waiting list	Per List	£50.00	£50.00	Discretionary	District

Car Parks		2023/24 Agreed Charge £ : p	2024/25 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
CAR PARKING - COASTAL CAR PARKS					
Pay & Display Car Parks. Charges Apply Between 08:00 - 18:00					
Cromer	- Runtun Road	£1.80 per hour	£2.10 per hour	Discretionary	District
East Runtun	- Beach Road				
Happisburgh	- Cart Gap	£8.50 for 24 hours	£11.00 for 24 hours		
Overstrand	- Pauls Lane				
Sea Palling	- Clink Road	£34 for 7-Days	£44 for 7-Days		
Sheringham	- East Cliff				
Wells	- Stearmans Yard				
Weybourne	- Beach Road				
CAR PARKING - RESORT CAR PARKS					
Pay & Display Car Parks. Charges Apply Between 08:00 - 18:00					
Cromer	- Cadogan Road	£1.50 for first hour	£1.70 for first hour	Discretionary	District
	- Meadow				
	- Promenade	£1.20 per additional hour	£1.40 per additional hour		
Holt	- Albert Street				
	- Station Yard	£8.50 for 24 hours	£8.70 for 24 hours		
Mundesley	- Gold Park				
	- Beach Road	£34 for 7 days	£44 for 7-Days		
Sheringham	- Station Road				
	- Morris Street				
Wells	- Staithe Street				

Car Parks		2023/24 Agreed Charge £ : p	2024/25 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
CAR PARKING - STANDARD CAR PARKS					
Pay & Display Car Parks. Charges Apply Between 08:00 - 18:00					
Fakenham	- Bridge Street - Community Centre - Highfield Road - Queens Road - The Limes	£1.20 for first two hours £0.80 per additional hour	£1.30 for first two hours £0.90 per additional hour	Discretionary	District
North Walsham	- Bank Loke - Mundesley Road - Hornbeam Road - New Road	£6 for 24 hours £24 for 7-Days	£6.50 for 24 hours £44 for 7-days		
Stalham	- Vicarage Street - High Street				
CAR PARKING - OTHER					
Fakenham	- Hall Staithe	PERMIT	PERMIT	Discretionary	District
North Walsham	- Hornbeam Road	Free	Removed, no longer free	Discretionary	District

Car Parks		2023/24 Agreed Charge £ : p	2024/25 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
COACH PARKING					
Per Hour		New	£2.50	Discretionary	District
For 4 hours		£6.00	£10.00	Discretionary	District
For 24 hours		£12.00	£13.00	Discretionary	District
SEASON TICKETS / PERMITS					
3 Months	- 3 hour stay max.	£16.00	£21.50	Discretionary	District
	- 24 hour stay max.	£66.00	£88.50	Discretionary	District
6 Months	- 3 hour stay max.	£31.00	£41.50	Discretionary	District
	- 24 hour stay max.	£122.00	£165.00	Discretionary	District
12 Months	- 3 hour stay max.	£56.00	£75.50	Discretionary	District
	- 24 hour stay max.	£204.00	£275.00	Discretionary	District

This page is intentionally left blank

OVERVIEW AND SCRUTINY COMMITTEE – WORK PROGRAMME

15 January Scrutiny – Date subject to change				
Topic	Purpose	Type	Cabinet Member	Decision Maker
Budget Proposals	To consider the Budget proposals for the 2025/ 2026 Budget		Cllr L Shires	Full Council
Budget Monitoring/Corporate Plan Report/Performance Management/Risk Management	To consider what issues the council will face over the next 3 to 6 months	Quarterly	Cllr L Shires	Cabinet

12 February				
Topic	Purpose	Type	Cabinet Member	Decision Maker
Homelessness Task and Finish Group	Report back on progress being made on the Group's recommendations	<i>Cttee request</i>	Cllr W Fredericks	

12 March Scrutiny				
Topic	Purpose	Type	Cabinet Member	Decision Maker
Budget Monitoring/Corporate Plan reporting/Performance Management/Risk Management	To consider what issues the council will face over the next 3 to 6 months	<i>Quarterly</i>	Cllr L Shires	Cabinet

Potential Items				
Topic	Purpose	When	Cabinet Member	Decision Maker
Benjamin Court Cromer	To consider the correspondence received in the appendix to this report		Cllr T Adams	

OVERVIEW AND SCRUTINY COMMITTEE – WORK PROGRAMME

Crime & Disorder Update	To invite the PCC following the election on their plans in North Norfolk	Annual		Scrutiny
Water Issues	(A) the Chairman of the Norfolk Strategic Flooding Alliance be invited to a future meeting on how the Council is working with the alliance on flooding issues, (B) Anglian Water and Water Resources East be invited to the same meeting on the strategic water issues that affect North Norfolk to include the Anglian Water Strategic Investment Plan		Cllr A Varley	Scrutiny
Waste Update	Progress made in planning, implementing, and embedding the round reorganisation on a regular basis	Review	Cllr C Ringer	Scrutiny
Waste Update	Only when performance has dropped to a level that is of significant concern or that progress on the gap analysis items is not adequate	When triggered	Cllr C Ringer	Scrutiny
Car Park Income	Committee Chairman and Vice Chairman to meet with the Portfolio Holder for Finance, Estates and Property Services and appropriate officers to consider the information that should be in a future report to the Committee on the Council's Car Parks		Cllr L Shires	Scrutiny
Council's Workforce Development Strategy	How vacancies are managed, how agency staff are used, what work the council does to recruit staff, as well as the impact of vacancies, especially key staff, on the Council's service delivery and budget		Cllr T Adams	Scrutiny
Councils People Strategy	Consider the Council's People Strategy (due to be adopted in 2025)		Cllr T Adams	
Local Postal Services	Report from Councillor Hankins			Scrutiny
North Walsham High Street Heritage Action Zone initiative	Update in 12 months' time on the impact of the North Walsham High Street Heritage Action Zone initiative and learning from this, to establish a set of evaluation criteria, including baselines, that can then be used for similar projects in other towns in North Norfolk	17 July 2024 meeting	Cllr J Toyne	Scrutiny