



Fees and Charges – 2024/25

Introduction

Section 3 of the Localism Act 2011 and Section 93 of the Local Government Act sets out the general legal framework relating to charging for services, albeit that various other specific legal provisions and local policy objectives may also influence or dictate the level of fees or income to be generated.

Statutory Fees and Charges are charging structures set by relevant national bodies, usually with regulatory responsibility for the service which must be adhered to.

Discretionary Fees and Charges largely fall into the following categories:

- **Cost Recovery** – a fee or charge levied to ensure the cost of the service provided is fully recovered,
- **Subsidised** – where the County Council has decided to subsidise a service when setting a fee or charge.

Generally, the County Council increases its discretionary fees and charges by the published September Retail Price Index (RPI) rate in-line with the County Council's policy to budget for cost inflation. However detailed reviews of services and prices have been undertaken which has resulted in some bespoke updates. The RPI rate as at September 2023 increased by 8.9%.

Some prices have been rounded to the nearest largest denominator (either in pence or pound – dependant on the service and value).

All changes will be implemented from 1st April 2024, unless otherwise stated.

Adult's Services Fees and Charges

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Adult Services	Meeting Space Letting: Small Room (1)	Hour	10.00	Cost Recovery
Adult Services	Meeting Space Letting: Medium Room (1)	Hour	14.00	Cost Recovery
Adult Services	Meeting Space Letting: Large Room (1)	Hour	17.00	Cost Recovery
Adult Services	Care Act 2014: Support Brokerage	One-off Discretionary Fee	212.00	Cost Recovery
Adult Services	Care Act 2014: Support Brokerage	Review Request	212.00	Cost Recovery
Adult Services	Care Act 2014: Support Brokerage	Weekly Administration Fee	6.50	Cost Recovery
Adult Services	Care Act 2014: Deferred Payment Agreements	Set-up, One-off Fee	670.00	Cost Recovery
Adult Services	Care Act 2014: Deferred Payment Agreements	Property Evaluation - One-off Fee	326.00	Cost Recovery
Adult Services	Care Act 2014: Deferred Payment Agreements	Weekly Administration Fee	10.00	Cost Recovery
Adult Services	Blue Badge (Disabled Parking) Scheme	Fee Upon Successful Application	10.00	Statutory

1) Meeting Space Letting: The full charge only applies when the use of the room is unrelated to Adult Services. If use is mixed including Adults' services, then the charge is set at 50%.

Children and Young People, Learning and Skills Fees and Charges

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Education & Skills	Services For Schools: Range of Review and Consultancy Services	Various	Various	Cost Recovery
Education & Skills	Services For Schools: Range of Professional Learning and Development Courses	Various	Various	Cost Recovery
Education & Skills	Services For Schools: Products and Services for Children (e.g. Careers Team West Sussex)	School	Various	Cost Recovery
Education & Skills	Schools SLA: Governor Services: Training and Support for School Governing Bodies	Lump Sum Based on Total Pupil Numbers. Less than <150 pupils	1,266.00	Cost Recovery
Education & Skills	Schools SLA: Governor Services: Training and Support for School Governing Bodies	Lump Sum Based on Total Pupil Number. >150 or more, but less than <500 pupils.	1,390.00	Cost Recovery
Education & Skills	Schools SLA: Governor Services: Training and Support for School Governing Bodies	Lump Sum Based on Total Pupil Numbers: >500 or more; but less than <850 pupils	1,649.00	Cost Recovery
Education & Skills	Schools SLA: Governor Services: Training and Support for School Governing Bodies	Lump Sum Based on Total Pupil Numbers: >850 pupils or more.	1,774.00	Cost Recovery
Education & Skills	Schools SLA: Outdoor Education: Charge to Academies, Further Education Colleges, etc.	Pupil	1.80	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme - Secondary School Teacher	Weighted Pupil Numbers	73.60	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme - Primary School Teacher	Weighted Pupil Numbers	46.00	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme -Nursery / Planned Places - Teacher	Weighted Pupil Numbers	52.90	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme - Special School Teachers	Weighted Pupil Numbers	213.90	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme - NJC Grades 3/4	Flat rate, pro-rated for hours	6.80	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme - NJC Grades 5/6	Flat rate, pro-rated for hours	7.55	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme - NJC Grades 7/8	Flat rate, pro-rated for hours	8.30	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme - NJC Grades 9/10	Flat rate, pro-rated for hours	9.00	Cost Recovery
Education & Skills	Schools SLA: Schools' Information Services and Financial Management System (Bromcom)	School	Pass through contract costs	Cost Recovery
Education & Skills	Schools SLA: Charge Per Pupil For Data Analyses to Support School Improvement Planning NCER	Lump Sum According to School Size Plus Sum Per Pupil: Infant Mainstream School	Pass through contract costs	Cost Recovery
Education & Skills	Schools SLA: Charge Per Pupil For Data Analyses to Support School Improvement Planning NCER	Lump Sum According to School Size Plus Sum Per Pupil: Infant Academy School	Pass through contract costs	Cost Recovery
Education & Skills	Schools SLA: Subscriptions for Pupil Data Analyses to Support School Improvement Planning FFT	Lump Sum According to School Size Plus Sum Per Pupil: Infant	Pass through contract costs	Cost Recovery
Education & Skills	Schools SLA: Subscriptions for Pupil Data Analyses to Support School Improvement Planning FFT (Academies)	Lump Sum According to School Size Plus Sum Per Pupil: Infant	Pass through contract costs	Cost Recovery
Education & Skills	Schools SLA: Subscriptions for Pupil Data Analyses to Support School Improvement Planning FFT	Lump Sum According to School Size Plus Sum Per Pupil: Primary	Pass through contract costs	Cost Recovery
Education & Skills	Schools SLA: Subscriptions for Pupil Data Analyses to Support School Improvement Planning FFT (Academies)	Lump Sum According to School Size Plus Sum Per Pupil: Primary	Pass through contract costs	Cost Recovery
Education & Skills	Schools SLA: Subscriptions for Pupil Data Analyses to Support School Improvement Planning FFT - Academy Administration	Lump Sum According to School Size Plus Sum Per Pupil: Secondary	Pass through contract costs	Cost Recovery

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Education & Skills	Schools SLA: Subscriptions for Pupil Data Analyses to Support School Improvement Planning FFT	Lump Sum According to School Size Plus Sum Per Pupil: Secondary	Pass through contract costs	Cost Recovery
Education & Skills	Schools SLA: Subscriptions for Pupil Data Analyses to Support School Improvement Planning FFT (Academies)	Lump Sum According to School Size Plus Sum Per Pupil: Secondary	Pass through contract costs	Cost Recovery
Education & Skills	Schools SLA: Employment Support Services	School, Per Annum	Various	Cost Recovery
Education & Skills	Schools SLA: Health and Safety	Per School and Per Pupil	Various	Cost Recovery
Education & Skills	Schools SLA: Headteacher Recruitment	Item	Various	Cost Recovery
Education & Skills	Schools SLA: DBS Charges for Academies	Item	Various	Cost Recovery
Education & Skills	Schools SLA: Safe Digital Life - Online	School	125.00	Cost Recovery
Education & Skills	Schools SLA: Safe Digital Life - Online for Academies and Free Schools	School	150.00	Cost Recovery
Education & Skills	Schools SLA: Safe Digital Life - Bespoke Requests	School	Various	Cost Recovery
Education & Skills	Schools SLA: Safe Digital Life - Bespoke Requests for Academies and Free Schools	School	Various	Cost Recovery
Education & Skills	Charges to Schools for Services Provided in Converting to Academy Status	School	9,000.00	Cost Recovery
Education & Skills	Home to School Transport: Primary School Children Living Within Walking Distance	Year	389.00	Cost Recovery
Education & Skills	Home to School Transport: Primary School Children Living Beyond Walking Distance	Year	389.00	Cost Recovery
Education & Skills	Home to School Transport: Secondary School Children Living Within Walking Distance	Year	570.00	Cost Recovery
Education & Skills	Home to School Transport: Secondary School Children Living Beyond Walking Distance	Year	570.00	Cost Recovery
Education & Skills	Home to School Transport: Post 16 Students (Concessionary and Special Educational Needs)	Year	826.00	Cost Recovery
Education & Skills	Early Years Training: Webinar 1 -2 Hours	Training Attendee	Pass through contract costs	Cost Recovery
Education & Skills	Early Years Training: Webinar or Face to Face - Half Day	Training Attendee	Pass through contract costs	Cost Recovery
Education & Skills	Early Years Training: Webinar or Face to Face - Full Day	Training Attendee	Pass through contract costs	Cost Recovery
Education & Skills	Early Years Training: Online Course - Log In	Training Attendee	Pass through contract costs	Cost Recovery
Education & Skills	Early Years Training: Conference - Face to Face	Training Attendee	Pass through contract costs	Cost Recovery
Education & Skills	Early Years Training: Paediatric First Aid - Full 12 Hour Course	Training Attendee	Pass through contract costs	Cost Recovery
Education & Skills	Fixed Penalty Notice. Charge to Parents for Unauthorised Absence From School - If Paid Within 21 Days of Issue	Parent Per Child Per Absence	60.00	Statutory
Education & Skills	Fixed Penalty Notice. Charge to Parents for Unauthorised Absence From School - If Paid After 21 Days of Issue	Parent Per Child Per Absence	120.00	Statutory

Catering Services Fees and Charges

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Catering Service	Schools SLA: Catering Support Services (Nursery)	Nursery	468.00	Cost Recovery
Catering Service	Schools SLA: Catering Support Services (Primary)	School	883.00	Cost Recovery
Catering Service	Schools SLA: Catering Support Services (Secondary/ Special)	School	986.00	Cost Recovery
Catering Service	Schools SLA: Catering Support Services (Primary Academies/ Free School)	School	1,059.60	Cost Recovery
Catering Service	Schools SLA: Catering Support Services (Secondary / Special Academies and Free Schools)	School	1,183.20	Cost Recovery
Catering Service	Schools SLA: Delivery of a School Meals Service (Primary Schools - DIH Easy Lunch only)	FSM Headcount	16.38	Cost Recovery
Catering Service	Schools SLA: Delivery of a School Meals Service (Primary Schools - DIH Easy Lunch only) - Academies	FSM Headcount	19.66	Cost Recovery
Catering Service	Schools SLA: Delivery of a School Meals Service (Primary Schools)	FSM Headcount	64.20	Cost Recovery
Catering Service	Schools SLA: Delivery of a School Meals Service (Primary Schools)- Academies and Free Schools	FSM Headcount	77.04	Cost Recovery
Catering Service	Schools SLA: Delivery of a School Meals Service (Special Schools)	FSM Headcount	Various	Cost Recovery
Catering Service	Schools SLA: Free School Meals (FSM) Eligibility Assessment - Academies and Free Schools	School Headcount	0.66	Cost Recovery

Legal Services Fees and Charges

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Legal Services	Fee to Copy a Common Land or Town or Village Green Register Entry	Copy	30.00	Cost Recovery
Legal Services	Fee for the Supply of a Definitive Map/Statement Extract	Copy	14.00	Cost Recovery
Legal Services	Fee for Copy Orders/Agreements	Copy	8.00	Cost Recovery
Legal Services	Fee for Copy Orders/ Agreements	Copy	1.30	Cost Recovery
Legal Services	Fee to process a Highways or CROW Act Landowner Deposit	Deposit	524.00	Cost Recovery
Legal Services	Fee to Process a Corrective Application Made under the Commons Act 2006	Course	1,100.00	Cost Recovery
Legal Services	Legal Agreements Linked to S106 Contributions	Hour	256.00	Cost Recovery
Legal Services	Highway Agreement Works	Hour	256.00	Cost Recovery
Legal Services	Schools SLA: Legal Services	Item	Various	Cost Recovery

Trading Standards Fees and Charges

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Trading Standards	Weights and Measures Act 1985 - Inspector of Weights & Measures	Hour	115.20	Cost Recovery
Trading Standards	Weights and Measures Act 1985 - Support Officer	Hour	73.20	Cost Recovery
Trading Standards	Hourly Charge For Demand Led Discretionary Business Support Services	Hour	115.20	Cost Recovery
Trading Standards	Variation of Licence - Other Than Name or Address	Hour	115.20	Cost Recovery
Trading Standards	Petroleum storage licence Band A - under 2500 litres	Year	46.00	Statutory
Trading Standards	Petroleum storage licence Band B - 2500 -50000 litres	Year	62.00	Statutory
Trading Standards	Petroleum storage licence Band C - over 50,000 litres	Year	131.00	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	1 Year	193.00	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	2 Years	253.00	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	3 Years	317.00	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	4 Years	390.00	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	5 Years	441.00	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	1 Year	90.00	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	2 Years	153.00	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	3 Years	215.00	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	4 Years	277.00	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	5 Years	340.00	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	1 Year	113.00	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	2 Years	147.00	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	3 Years	181.00	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	4 Years	215.00	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	5 Years	248.00	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	1 Year	56.00	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	2 Years	90.00	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	3 Years	125.00	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	4 Years	158.00	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	5 Years	193.00	Statutory

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Trading Standards	Explosives storage - varying the name of licensee or address of site	Variation	38.00	Statutory
Trading Standards	Explosives storage - transfer of licence or replacement licence if lost	Transfer	38.00	Statutory
Trading Standards	All year sale of fireworks	Annual	500.00	Statutory

Property Services Fees and Charges

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Property Services	Schools SLA: Tree Inspection Service (Small) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	156.00	Cost Recovery
Property Services	Schools SLA: Tree Inspection Service (Medium) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	189.00	Cost Recovery
Property Services	Schools SLA: Tree Inspection Service (Large) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	221.00	Cost Recovery
Property Services	Schools SLA: Tree Inspection Service (Small) Primary Academy & Secondary Academy Schools	Service Level Agreement	187.20	Cost Recovery
Property Services	Schools SLA: Tree Inspection Service (Medium) Primary Academy & Secondary Academy Schools	Service Level Agreement	226.80	Cost Recovery
Property Services	Schools SLA: Tree Inspection Service (Large) Primary Academy & Secondary Academy Schools	Service Level Agreement	265.20	Cost Recovery
Property Services	Schools SLA: Level 3 Tree Inspection - Maintained Schools	Service Level Agreement	Various	Cost Recovery
Property Services	Schools SLA: Level 3 Tree Inspection - Academy Schools	Service Level Agreement	Various	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections x 3 (Small) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	221.00	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections x3 (Medium) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	238.00	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections x3 (Large) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	254.00	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections x 3 (Small) Nursery, Primary, Secondary & Special Schools - Academy Schools	Service Level Agreement	265.20	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections x3 (Medium) Nursery, Primary, Secondary & Special Schools - Academy Schools	Service Level Agreement	285.60	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections x3 (Large) Nursery, Primary, Secondary & Special Schools - Academy Schools	Service Level Agreement	304.80	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections	Service Level Agreement	192.00	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections - Academy Schools	Service Level Agreement	230.40	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Small) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	189.00	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Medium) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	205.00	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Large) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	271.00	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Small) Primary Academy & Secondary Academy	Service Level Agreement	226.80	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Medium) Primary Academy & Secondary Academy	Service Level Agreement	246.00	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Large) Primary Academy & Secondary Academy	Service Level Agreement	325.20	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Small) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	672.00	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Medium) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	848.00	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Large) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	1,125.00	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Small) Primary Academy & Secondary Academy	Service Level Agreement	806.40	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Medium) Primary Academy & Secondary Academy	Service Level Agreement	1,017.60	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Large) Primary Academy & Secondary Academy	Service Level Agreement	1,350.00	Cost Recovery
Property Services	Schools SLA: Swimming Pool Management (S/M/L) Nursery, Primary, Secondary & Special Schools - Seasonal	Service Level Agreement	280.00	Cost Recovery
Property Services	Schools SLA: Swimming Pool Management (S/M/L) Nursery, Primary, Secondary & Special Schools - Seasonal	Service Level Agreement	336.00	Cost Recovery
Property Services	School SLA: Swimming Pool Management (S/M/L) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	444.00	Cost Recovery
Property Services	School SLA: Swimming Pool Management (S/M/L) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	532.80	Cost Recovery
Property Services	School SLA: Recruitment Support (S/M/L) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	709.00	Cost Recovery

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Property Services	Schools SLA: Recruitment Support (S/M/L) Primary Academy & Secondary Academy	Service Level Agreement	850.80	Cost Recovery
Property Services	Schools SLA: Funding Bid Application Support (S/M/L) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	Various	Cost Recovery
Property Services	Schools SLA: Funding Bid Application Support (S/M/L) Primary Academy & Secondary Academy	Service Level Agreement	Various	Cost Recovery
Property Services	Schools SLA: Core SLA Subscription (S/M/L) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	1,081.00	Cost Recovery
Property Services	Schools SLA: Core SLA subscription (S/M/L) Primary Academy & Secondary Academy	Service Level Agreement	1,297.20	Cost Recovery
Property Services	Lettings - Main Conference Room and Park Suite - (Both Rooms Booked Together)	Service Level Agreement	2,150.00	Cost Recovery
Property Services	Lettings - Park Suite	Day	1,100.00	Cost Recovery
Property Services	Lettings - Main Conference Room	Day	1,100.00	Cost Recovery
Property Services	Lettings - Cowdray Room	Day	350.00	Cost Recovery
Property Services	Lettings - Goodwood Room	Day	350.00	Cost Recovery
Property Services	Lettings - Parham Room	Day	350.00	Cost Recovery
Property Services	Lettings - Cowdray/ Goodwood Rooms (Set Up of Rooms Joined Together)	Day	750.00	Cost Recovery
Property Services	Lettings - Bodium Room	Day	280.00	Cost Recovery
Property Services	Lettings - Hastings/Knepp Rooms (As One Room)	Day	180.00	Cost Recovery
Property Services	Lettings - Lewes Room	Day	150.00	Cost Recovery
Property Services	Lettings - General Meeting Room Bookings For Less Than 10 People	Per Hour	45.00	Cost Recovery
Property Services	Lettings - General Meeting Room Bookings For Between 11 and 20 People	Per Hour	55.00	Cost Recovery
Property Services	Lettings - General Meeting Room Bookings For Over 21 People	Per Hour	100.00	Cost Recovery

Planning Fees and Charges

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Planning Services	Implementation S38 & S278 Highway Agreements	Agreement	Various	Cost Recovery
Planning Services	Monitoring and Records Local Land Charge Fees	Search	32.40	Cost Recovery
Planning Services	Monitoring and Records Local Land Charge Search Follow-up	Request	Various	Cost Recovery
Planning Services	Monitoring and Records Highway Boundaries Information	Request	Various	Cost Recovery
Planning Services	Monitoring and Records S106 Agreement Enquiries	Hour	78.00	Cost Recovery
Planning Services	Planning and Transport Policy Access to traffic modelling	Request	Various	Cost Recovery
Planning Services	Planning and Transport Policy Copies of Highway Scheme Plans	Plan	Various	Cost Recovery
Planning Services	Highways Development Management Pre-application Advice Fees	Written Response or Meeting/Site Visit & Written Response	Various	Cost Recovery
Planning Services	Monitoring and Records Monitoring of S106 Contributions	Per Trigger	260.00	Cost Recovery
Planning Services	Monitoring and Records Highway Boundaries – Bespoke Enquiries	Hour	78.00	Cost Recovery
Planning Services	County Planning Pre-application Advice Fees	Meeting or Site Visit and Written Response, or Written Response Only	Various	Cost Recovery
Planning Services	Environment & Heritage Historic Environment Record - Searches	Householder Search	150.00	Cost Recovery
Planning Services	Environment & Heritage Historic Environment Record - Searches	Standard Search	246.00	Cost Recovery
Planning Services	Environment & Heritage Historic Environment Record - Searches	Priority Search	390.00	Cost Recovery
Planning Services	Environment & Heritage Historic Environment Record - Searches	Statutory Undertaker Standard Search	252.00	Cost Recovery
Planning Services	Environment & Heritage Historic Environment Record - Searches	Statutory Undertaker Priority Search	528.00	Cost Recovery
Planning Services	Environment & Heritage Advice and Support to Statutory Undertakers	Hours	138.00	Cost Recovery
Planning Services	Environment & Heritage Pre-application Advice Fees	Written Response or Meeting/Site Visit & Written Response	Various	Cost Recovery
Planning Services	Environment & Heritage Contribution by District and Borough Councils to maintenance of the HER	Annual Fee	3,000.00	Cost Recovery
Planning Services	Flood Risk Management Pre-application Advice Fees	Hectares of development - banded	Various	Cost Recovery

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Planning Services	County Planning - Planning Application fees	Application	Various	Statutory
Planning Services	County Planning - Fees Monitoring site visits	Site Visit	Various	Statutory
Planning Services	County Planning - Discharge of Conditions	Request	116.00	Statutory
Planning Services	Environment & Heritage Higher Stewardship Level advice	Mid-Tier 0-30ha	35.00	Statutory
Planning Services	Environment & Heritage Higher Stewardship Level advice	Mid-Tier 31-75 ha	70.00	Statutory
Planning Services	Environment & Heritage Higher Stewardship Level advice	Mid-Tier 76-150 ha	140.00	Statutory
Planning Services	Environment & Heritage Higher Stewardship Level advice	Mid-Tier 150+ ha	280.00	Statutory
Planning Services	Environment & Heritage Higher Stewardship Level advice	High Tier 0-30ha	52.00	Statutory
Planning Services	Environment & Heritage Higher Stewardship Level advice	High Tier 31-75 ha	105.00	Statutory
Planning Services	Environment & Heritage Higher Stewardship Level advice	High Tier 76-150 ha	210.00	Statutory
Planning Services	Environment & Heritage Higher Stewardship Level advice	High Tier 150+ ha	420.00	Statutory

Countryside and Rights of Way Fees and Charges

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Countryside Facilities	Rental of Land and Fishing Rights	Agreement	Various	Cost Recovery
Countryside Services	All Guided Walks/ Night Hike/ Food For Free With/ Without Hot Drink	Per Person	8.00	Cost Recovery
Countryside Services	Craft Events e.g. Christmas Wreaths (Includes Materials/Drinks)	Per Person	28.00	Cost Recovery
Countryside Services	Hire of Buchan Country Park Countryside Centre with Refreshments Hourly Charge (All Potential Bookings Must Be Checked & Agreed With the Duty Ranger)	Per Hour (minimum 2-hour Charge)	28.00	Cost Recovery
Countryside Services	Schools and Hire of Forest School Area (Per Child)	Per Child	3.00	Cost Recovery
Countryside Services	Licence Fee for Access Across or on to COUNCIL Land	Application	Various	Cost Recovery
Rights of Way	Unopposed Public Path Orders Administrative Fees	Order	2,990.00	Cost Recovery
Rights of Way	Opposed Public Path Orders Administrative Fees - Legal and Case Officer Support to Public Inquiry (In addition to the fee stated as "Unopposed Public Path Order").	Order	1,691.00	Cost Recovery
Rights of Way	Un/Opposed Public Path Orders Administrative Fees - Additional Order(s) - In addition to the fee stated as "Unopposed Public Path Order" & "Opposed Public Path Order" fee as applicable)	Order	521.00	Cost Recovery
Rights of Way	Public Path Orders Administrative Fees - Temporary Traffic Regulation Order (Path Closure) (21 days emergency/ unplanned orders)	Path Order	715.00	Cost Recovery
Rights of Way	Public Path Orders Administrative Fees - Temporary Traffic Regulation Order (Path Closure) (5 days planned works orders)	Path Order	715.00	Cost Recovery

Waste Fees and Charges

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Waste Recycling & Disposal	Co-mingled Recyclate	Tonne	165.60	Cost Recovery
Waste Recycling & Disposal	Trade Waste Disposal	Tonne	231.60	Cost Recovery
Waste Recycling & Disposal	Green Waste Disposal	Tonne	97.20	Cost Recovery
Waste Recycling & Disposal	WEEE Category A Recycling	Tonne	226.80	Cost Recovery
Waste Recycling & Disposal	WEEE Category B Recycling	Tonne	634.80	Cost Recovery
Waste Recycling & Disposal	WEEE Category C Recycling	Tonne	634.80	Cost Recovery
Waste Recycling & Disposal	WEEE Category D Recycling	Tonne	634.80	Cost Recovery
Waste Recycling & Disposal	WEEE Category E Recycling	Tonne	226.80	Cost Recovery
Waste Recycling & Disposal	Single Stream Recyclate	Tonne	19.20	Cost Recovery
Waste Recycling & Disposal	Motor Vehicle Tyre Disposal	Tyre	6.00	Cost Recovery
Waste Recycling & Disposal	Trade Waste Mattress Disposal	Mattress	20.40	Cost Recovery

Energy Fees and Charges

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Energy Services	School SLA: Schools Display Energy Certificates	Per Certificate	63.00	Cost Recovery
Energy Services	School SLA: Schools Display Energy Certificates - Academy	Per Certificate	75.60	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 1	1-5 Meters	399.00	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 1. Academy	1-5 Meters	478.80	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 2	6-9 Meters	469.00	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 2. Academy	6-9 Meters	562.80	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 3	10+ Meters	585.00	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 3. Academy	10+ Meters	702.00	Cost Recovery

Finance Fees and Charges

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Schools Financial Services	Schools SLA: Schools Financial Services - Nursery, Primary, Secondary and Special Schools	School, Per Annum	£1,250 per school plus £0.57 per pupil	Cost Recovery
Schools Financial Services	Schools SLA: Schools Financial Services - Year-end Financial Closedown - Minimum of 4 Hours	Fixed (4 hours)	168.00	Cost Recovery
Schools Financial Services	Schools SLA: Group Training Courses or Workshops (Half Day)	Person	50.00	Cost Recovery
Schools Financial Services	Schools SLA: Group Training Courses or Workshops (Full Day)	Person	80.00	Cost Recovery
Schools Financial Services	Schools SLA: Group Training Courses or Workshops (Online)	Person	20.00	Cost Recovery
Schools Financial Services	Schools Financial Services - Pre-booked Visits to Schools - Minimum 2.5 hours	Hours	151.00	Cost Recovery
Schools Financial Services	Schools Financial Services - Pre-booked Dial-ups to Schools	Hour	42.00	Cost Recovery
Schools Financial Services	Schools SLA: Schools Financial Services - School Fund support	Fixed	105.00	Cost Recovery
Financial Services	Financial Adult Safeguarding - Category 1. Court making an order appointing a deputy for property and affairs	Client	£1,000 per school plus £0.50 per pupil	Statutory
Financial Services	Financial Adult Safeguarding - Category 2. Annual management fee where the net assets of a person under deputyship are below £16,000, must not exceed 3% of that person's net assets on the anniversary of the court order appointing the local authority as deputy. Annual management fee for a public authority deputy (property and affairs) First Year	Client	£775.00 or 3.5% of the client's net assets if the net assets are below	Statutory
Financial Services	Financial Adult Safeguarding - Category 2. Annual management fee where the net assets of a person under deputyship are below £16,000, must not exceed 3% of that person's net assets on the anniversary of the court order appointing the local authority as deputy. Annual management fee for a public authority deputy (property and affairs) Second and Subsequent Years	Client	0.00	Statutory
Financial Services	Financial Adult Safeguarding - Category 2. Annual management fee for a public authority deputy (health and welfare): taken by the local authority and not exceeding 2.5% of the person's net assets on the anniversary of the court order appointing the local authority as deputy (up to a maximum of £555).	Client	0.00	Statutory
Financial Services	Financial Adult Safeguarding - Category 3. Annual property management fee to include work involved in preparing property for sale, instructing agents, conveyancers, etc or the ongoing maintenance of property including management and letting of a rental property or properties where the client is a tenant.	Client	300.00	Statutory
Financial Services	Financial Adult Safeguarding - Category 4. Annual Preparation and lodgement of an annual report or account to the Public Guardian	Client	216.00	Statutory
Financial Services	Financial Adult Safeguarding - Category 5. Annual Preparation of a Basic HMRC income tax return (bank or NS&I interest and taxable benefits)	Return	70.00	Statutory
Financial Services	Financial Adult Safeguarding - Category 5. Annual Preparation of a Complex HMRC income tax return (bank or NS&I interest, taxable benefits, small investment portfolio)	Return	140.00	Statutory

Fire Service Fees and Charges

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Fire and Rescue Service - Special Services	Major appliance/Large Vehicle & Crew (e.g. Aerial Ladder Platform, Bulk Water Carrier)	Hour	529.20	Cost Recovery
Fire and Rescue Service - Special Services	Pumping Appliance	Hour	588.00	Cost Recovery
Fire and Rescue Service - Special Services	Small Vehicle (e.g. 4x4, Community Engagement Vehicle)	Hour	444.00	Cost Recovery
Fire and Rescue Service - Special Services	Copy of IRS report	Report	144.00	Cost Recovery
Fire and Rescue Service - Special Services	Fire Investigation Interview	Hour	216.00	Cost Recovery
Fire and Rescue Service - Special Services	Copy of Fire Report	Report	666.00	Cost Recovery
Fire and Rescue Service - Special Services	Labour (dependent on role) - First Hour or Part Thereof	Hour	114.00	Cost Recovery
Fire and Rescue Service - Special Services	Labour (dependent on role) - Each Subsequent 30 Minutes	Half Hour	66.00	Cost Recovery
Fire and Rescue Service - Special Services	Event Charges	Hour	540.00	Cost Recovery
Fire and Rescue Service - Special Services	Primary Authority Scheme (PAS) - Hourly Fee	Hour	90.00	Cost Recovery
Fire and Rescue Service - Special Services	Open Course Face to Face Training - Fire Safety - Various	Per Head	145.00	Cost Recovery
Fire and Rescue Service - Special Services	On-Site Face to Face Training - Fire Safety Awareness	Course - Max 20 people.	395.00	Cost Recovery
Fire and Rescue Service - Special Services	On-Site Face to Face Training - Fire Extinguisher	Course - Max 15 people.	495.00	Cost Recovery
Fire and Rescue Service - Special Services	On-Site Face to Face Training - Fire Warden	Course - Max 15 people.	660.00	Cost Recovery
Fire and Rescue Service - Commercial Training	On-Site Face to Face Training - Manual Handling	Course - Max 15 people.	660.00	Cost Recovery
Fire and Rescue Service - Commercial Training	On-Site Face to Face Training - Management of Fire Risk	Course - Max 15 people.	660.00	Cost Recovery
Fire and Rescue Service - Commercial Training	Fire Extinguisher Maintenance	Extinguisher	Various	Cost Recovery

Records Office Fees and Charges

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Record Office	Room Hire of Work Room (Up to 12 People)	Full Day	110.00	Cost Recovery
Record Office	Publication Fees for National Media/Periodicals	Photograph	32.50	Cost Recovery
Record Office	Record Office 'Surgeries'	Hour	45.00	Cost Recovery
Record Office	Publication Fees for Other Commercial Publications	Photograph	45.00	Cost Recovery
Record Office	Publication Fees for Local Media	Photograph	12.00	Cost Recovery
Record Office	Not For Profit or Scholarly Publication (up to 1,000 copies)	Photograph	5.00	Cost Recovery
Record Office	Commercial Publications (Print Run Over 1,000 Copies)	Photograph	40.00	Cost Recovery
Record Office	Front or Back Cover (Additional, Per Image)	Photograph	20.00	Cost Recovery
Record Office	E-Book (Additional, Per Image)	Photograph	10.00	Cost Recovery
Record Office	Website: Not For Profit (Web-Optimised Image)	Photograph	5.00	Cost Recovery
Record Office	Website: Commercial (Web-Optimised Image)	Photograph	40.00	Cost Recovery
Record Office	Film or TV Feature: Local or Regional	Photograph	50.00	Cost Recovery
Record Office	Film or TV Feature: UK (or Single Country)	Photograph	75.00	Cost Recovery
Record Office	Film or TV Feature: International and Streaming	Photograph	100.00	Cost Recovery
Record Office	Conservation Work (Per Hour, Excluding Materials)	Hour	35.00	Cost Recovery
Record Office	Exhibition: Local (West Sussex) or Temporary	Photograph	40.00	Cost Recovery
Record Office	Exhibition: Commercial or Permanent	Photograph	26.00	Cost Recovery
Record Office	Scanned Image and Print A3	Sheet	26.00	Cost Recovery
Record Office	Scanned Image and Print A3-A1	Sheet	52.00	Cost Recovery
Record Office	Scanned Image and Print A4	Sheet	13.00	Cost Recovery

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Record Office	Supply of Scanned Image - A3-A0	Sheet	32.00	Cost Recovery
Record Office	Supply of Scanned Image - A4-A3	Sheet	16.00	Cost Recovery
Record Office	Supply of Scanned Image - up to A4	Sheet	8.00	Cost Recovery
Record Office	Car Parking - Full Day	Day	8.50	Cost Recovery
Record Office	Car Parking - Half Day	Half Day	4.25	Cost Recovery
Record Office	Daytime Tours of Record Office	Tour	40.00	Cost Recovery
Record Office	Genealogical Research Fees	Tour	36.00	Cost Recovery
Record Office	Other Searches	Hour	36.00	Cost Recovery
Record Office	Evening Tours of Record Office	Tour	80.00	Cost Recovery
Record Office	Out of Office Talks	Talk	80.00	Cost Recovery
Record Office	Online Talks (Per Person)	Talk	5.00	Cost Recovery
Record Office	Short Research Fee	30 Minutes	18.00	Cost Recovery
Record Office	Evening Talks at the Record Office	Person	8.00	Cost Recovery
Record Office	Self-service Microform Copying	Sheet	0.60	Cost Recovery
Record Office	Self-service Printing from Computer	Sheet	0.60	Cost Recovery
Record Office	A3 and A4 Photocopies	Sheet	0.75	Cost Recovery
Record Office	Coffee Time Sessions	Person	8.00	Cost Recovery
Record Office	Photocopies - A3 Colour	Sheet	5.00	Cost Recovery
Record Office	Photocopies - A4 Colour	Sheet	2.50	Cost Recovery
Record Office	Digital Copy of Tithe Map (One Format)	Document	25.00	Cost Recovery
Record Office	Filming On-site	Day	350.00	Cost Recovery
Record Office	Room Hire of Work Room (up to 12 people)	Half Day	60.00	Cost Recovery
Record Office	Certified Copies of Documents	Document	20.00	Cost Recovery
Record Office	DIY Photography in Search Room	Day	12.00	Cost Recovery
Record Office	Baptism Certificate	Certificate	34.00	Cost Recovery

Library Service Fees and Charges

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Library Service	Audiobooks (up to 8 cassettes/CDs)	3 Weeks	1.50	Cost Recovery
Library Service	Audiobooks (9+ cassettes/CDs)	3 Weeks	3.00	Cost Recovery
Library Service	Audiobooks (Playaway - digital audio)	3 Weeks	3.00	Cost Recovery
Library Service	CDs - Other	1 Week	1.50	Cost Recovery
Library Service	DVDs (General)	1 Week	2.25	Cost Recovery
Library Service	Reservation Fees - Books reserved directly online	Item	0.75	Cost Recovery
Library Service	Reservation Fees - Books in West Sussex or Partnership Libraries	Item	1.00	Cost Recovery
Library Service	Reservation Fees - Books from Elsewhere	Item	8.50	Cost Recovery
Library Service	Reservation Fees - Books from British Library	Item	13.00	Cost Recovery
Library Service	Overdue Charges (Administration Charge for overdue letter)	Letter	2.00	Cost Recovery
Library Service	Overdue Charges (Adult Books)	Day	0.32	Cost Recovery
Library Service	Overdue Charges (Audio Books)	Day	0.32	Cost Recovery

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Library Service	Overdue Charges (General DVDs)	Day	0.65	Cost Recovery
Library Service	Overdue Charges (Music CDs)	Day	0.32	Cost Recovery
Library Service	Membership Card Replacement	Card	2.00	Cost Recovery
Library Service	Exhibition Booking Fee	Per week, When Items Are For Sale	15.00	Cost Recovery
Library Service	Fax: to UK	Per Page	2.25	Cost Recovery
Library Service	Fax: to Europe	Per Page	3.00	Cost Recovery
Library Service	Fax: to Rest of World	Per Page	3.80	Cost Recovery
Library Service	Fax: Receiving Fax	Per Page	1.50	Cost Recovery
Library Service	Photocopying - A4 Black and White	Copy	0.15	Cost Recovery
Library Service	Photocopying - A3 Black and White	Copy	0.20	Cost Recovery
Library Service	Photocopying - A4 Colour	Copy	0.50	Cost Recovery
Library Service	Photocopying - A3 Colour	Copy	1.00	Cost Recovery
Library Service	Printing: charge for Internet Prints - A4 Black and White	Page	0.20	Cost Recovery
Library Service	Printing: charge for Internet Prints - A4 Colour	Page	0.60	Cost Recovery
Library Service	Public Access Computers: Charge for non-members using PCs	Hour	2.25	Cost Recovery
Library Service	Reading Groups - Subscription	Year	37.00	Cost Recovery
Library Service	Lost and damaged book - admin fee (in addition to replacement cost)	Item	2.00	Cost Recovery
Library Service	Lettings - Community Use	1 Hour	11.00	Cost Recovery
Library Service	Lettings - SME Business	1 Hour	22.00	Cost Recovery
Library Service	Lettings - Commercial Use	1 Hour	44.00	Cost Recovery
Library Service	Lettings - Crawley Library Meeting Rooms - Community Use	1 Hour	13.00	Cost Recovery
Library Service	Lettings - Crawley Library Meeting Rooms - SME Business Use	1 Hour	26.00	Cost Recovery
Library Service	Lettings - Crawley Library Meeting Rooms - Commercial Use	1 Hour	52.00	Cost Recovery
Library Service	Lettings - Longley Exhibition Room - Community Use	1 Hour	24.00	Cost Recovery
Library Service	Lettings - Longley Exhibition Room - SME Business Use	1 Hour	48.00	Cost Recovery
Library Service	Lettings - Longley Exhibition Room - Commercial Use	1 Hour	96.00	Cost Recovery
Library Service	Lettings - Worthing Library Lecture Theatre - Community Use	1 Hour	24.00	Cost Recovery
Library Service	Lettings - Worthing Library Lecture Theatre - SME Business Use	1 Hour	48.00	Cost Recovery
Library Service	Lettings - Worthing Library Lecture Theatre - Commercial Use	1 Hour	96.00	Cost Recovery
Library Service	Libraries - Sale of Merchandise	Per Item	Various	Cost Recovery
Library Service	Schools SLA - School Library Service (Under 110 Pupils)	Per School	944.00	Cost Recovery
Library Service	Schools SLA - School Library Service (Under 110 Pupils) Academies and Free Schools	Per School	1,132.80	Cost Recovery
Library Service	Schools SLA - School Library Service (Over 110 Pupils)	Per School & Per Pupil	4.20	Cost Recovery
Library Service	Schools SLA - School Library Service (Over 110 Pupils) Academies and Free Schools	Per Pupil	5.04	Cost Recovery

Registration Fees and Charges

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Registration Service	Individually organised Citizenship ceremony for one person at a registration office or virtually	Ceremony	136.00	Cost Recovery
Registration Service	Individually organised Citizenship ceremony for a family at a registration office or virtually	Family Ceremony	178.00	Cost Recovery
Registration Service	Individually organised Citizenship ceremony for one person at a registration office or virtually on a Saturday	Ceremony	154.00	Cost Recovery

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Registration Service	Individually organised Citizenship ceremony for a family at a registration office or virtually on a Saturday	Family Ceremony	190.00	Cost Recovery
Registration Service	Non-Statutory Ceremonies - Fee for commemorative certificate	Certificate	11.00	Cost Recovery
Registration Service	Additional administration fee for Notice Appointments requested on Saturdays. Added to reflect increased cost of delivery of a Saturday service	Notice	15.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat A room (e.g. Balcony) To register a marriage/ civil partnership Monday - Thursday	Ceremony	258.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat A room (e.g. Balcony) To register a marriage/ civil partnership Friday	Ceremony	333.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat A room (e.g. Balcony) To register a marriage/ civil partnership Saturday / Sunday	Ceremony	368.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat A room (e.g. Balcony) To register a marriage/ civil partnership Public Holiday	Ceremony	480.00	Cost Recovery
Registration Service	Non statutory Ceremonies such as Baby naming & Renewal of vows in West Sussex Rooms (Cat A) Monday - Thursday	Ceremony	282.00	Cost Recovery
Registration Service	Non statutory Ceremonies such as Baby naming & Renewal of vows in West Sussex Rooms (Cat A) Friday	Ceremony	358.00	Cost Recovery
Registration Service	Non statutory Ceremonies such as Baby naming & Renewal of vows in West Sussex Rooms (Cat A) Saturday / Sunday	Ceremony	392.00	Cost Recovery
Registration Service	Non statutory Ceremonies such as Baby naming & Renewal of vows in West Sussex Rooms (Cat A) Public Holiday	Ceremony	504.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat B room (e.g. Parlour, Henshall) To register a marriage/ civil partnership Monday - Thursday	Ceremony	309.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat B room (e.g. Parlour, Henshall) To register a marriage/ civil partnership Friday	Ceremony	377.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat B room (e.g. Parlour, Henshall) To register a marriage/ civil partnership Saturday / Sunday	Ceremony	446.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat B room (e.g. Parlour, Henshall) To register a marriage/ civil partnership Public Holiday	Ceremony	583.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat B) Monday - Thursday	Ceremony	334.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat B) Friday	Ceremony	401.00	Cost Recovery
Registration Service	Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat B) Saturday / Sunday	Ceremony	470.00	Cost Recovery
Registration Service	Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat B) Public Holiday	Ceremony	606.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat C room (e.g. The Drawing Room) To register a marriage/ civil partnership Monday - Thursday	Ceremony	515.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat C room (e.g. The Drawing Room) To register a marriage/ civil partnership Friday	Ceremony	572.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat C room (e.g. The Drawing Room) To register a marriage/ civil partnership Saturday / Sunday	Ceremony	700.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat C room (e.g. The Drawing Room) To register a marriage/ civil partnership Public Holiday	Ceremony	772.00	Cost Recovery
Registration Service	Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat C) Monday - Thursday	Ceremony	539.00	Cost Recovery
Registration Service	Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat C) Friday	Ceremony	595.00	Cost Recovery
Registration Service	Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat C) Saturday / Sunday	Ceremony	725.00	Cost Recovery
Registration Service	Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat C) Public Holiday	Ceremony	796.00	Cost Recovery
Registration Service	Attendance of Registrars in West Sussex Venue Cat C room (e.g. The Drawing Room) Additional ceremony at venue already paying for one ceremony - i.e. baby naming	Additional Ceremony	137.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat D room (e.g. The Richmond Room Room) To register a marriage/ civil partnership Monday - Thursday	Ceremony	878.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat D room (e.g. The Richmond Room Room) To register a marriage/ civil partnership Friday	Ceremony	935.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat D room (e.g. The Richmond Room Room) To register a marriage/ civil partnership Saturday / Sunday	Ceremony	1,024.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat D room (e.g. The Richmond Room Room) To register a marriage/ civil partnership Public Holiday	Ceremony	1,111.00	Cost Recovery
Registration Service	Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat D) Monday - Thursday	Ceremony	901.00	Cost Recovery

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Registration Service	Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat D Friday	Ceremony	959.00	Cost Recovery
Registration Service	Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat D) Saturday / Sunday	Ceremony	1,048.00	Cost Recovery
Registration Service	Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat D) Public Holiday	Ceremony	1,135.00	Cost Recovery
Registration Service	Attendance of Registrars at an outside venue to register a marriage / civil partnership Monday - Thursday	Ceremony	515.00	Cost Recovery
Registration Service	Attendance of Registrars at an outside venue to register a marriage / civil partnership Friday	Ceremony	572.00	Cost Recovery
Registration Service	Attendance of Registrars at an outside venue to register a marriage / civil partnership Saturday / Sunday	Ceremony	700.00	Cost Recovery
Registration Service	Attendance of Registrars at an outside venue to register a marriage / civil partnership Public Holiday	Ceremony	772.00	Cost Recovery
Registration Service	Non-Statutory ceremonies such as Baby Naming & Renewal of vows at Outside Venues and non-licenced premises Monday - Thursday	Ceremony	539.00	Cost Recovery
Registration Service	Non-Statutory ceremonies such as Baby Naming & Renewal of vows at Outside Venues and non-licenced premises Friday	Ceremony	595.00	Cost Recovery
Registration Service	Non-Statutory ceremonies such as Baby Naming & Renewal of vows at Outside Venues and non-licenced premises Saturday / Sunday	Ceremony	725.00	Cost Recovery
Registration Service	Attendance of Registrars at venue of choice to celebrate of marriage or civil partnership following statutory ceremony in the West Sussex Register Office Monday - Thursday	Ceremony	523.00	Cost Recovery
Registration Service	Attendance of Registrars at venue of choice to celebrate of marriage or civil partnership following statutory ceremony in the West Sussex Register Office Friday	Ceremony	580.00	Cost Recovery
Registration Service	Attendance of Registrars at venue of choice to celebrate of marriage or civil partnership following statutory ceremony in the West Sussex Register Office Saturday / Sunday	Ceremony	715.00	Cost Recovery
Registration Service	Attendance of Registrars at venue of choice to celebrate of marriage or civil partnership following statutory ceremony in the West Sussex Register Office Public Holiday	Ceremony	791.00	Cost Recovery
Registration Service	Registrar to register a civil partnership at a religious building Monday - Thursday	Ceremony	204.00	Cost Recovery
Registration Service	Registrar to register a civil partnership at a religious building Friday	Ceremony	273.00	Cost Recovery
Registration Service	Registrar to register a civil partnership at a religious building Saturday / Sunday	Ceremony	309.00	Cost Recovery
Registration Service	Registrar to register a civil partnership at a religious building Public Holiday	Ceremony	412.00	Cost Recovery
Registration Service	Attendance of Registrars at a venue subject to specific partnership arrangement to Register a marriage/civil partnership	Ceremony	393.00	Cost Recovery
Registration Service	Category A Room Crawley - Small ceremonies on Thursday morning	Ceremony	187.00	Cost Recovery
Registration Service	Small Basic Marriage or Civil Partnership in Small Worthing Ceremony Room	Ceremony	151.00	Cost Recovery
Registration Service	Amendment Fee for Ceremonies (Dates, Times etc)	Amendment	38.00	Cost Recovery
Registration Service	Venue Licensing Licence valid for three years for a venue to hold Marriages & CPs.	License	2,398.00	Cost Recovery
Registration Service	Licensing a Religious Building to hold civil partnerships Appeal against a refusal to grant a license.	Appeal	479.00	Cost Recovery
Registration Service	Venue Licensing License valid for three years for a venue to hold Marriages & CPs: Fee for Additional room	Additional Room	413.00	Cost Recovery
Registration Service	Registration Service Search (by public) of indexes, not exceeding six successive hours	Search	18.00	Statutory
Registration Service	Registration Service Registration of a building for the solemnisation of marriages	Registration	123.00	Statutory
Registration Service	Registration of a previously solemnised building for Same Sex Marriages	Registration	64.00	Statutory
Registration Service	Registration Service Consideration of a correction to the register by the SR	Correction to a register page	75.00	Statutory
Registration Service	Registration Service Space 17 amendment (change of baby name in first year)	Amendment to register page	40.00	Statutory
Registration Service	Registration Service Consideration of a reduction in 28-day notice period for marriage or civil partnership (triage arrangement with GRO getting £40 - Total fee to customers is £60)	Waiver of notice period	60.00	Statutory
Registration Service	Registration Service Complex corrections of a register (triage arrangement with GRO getting £58 - Total fee to customers is £90)	Complex correction of a register page	90.00	Statutory
Registration Service	Registration Service SR's fee for attesting a notice away from his office for housebound	Notice	47.00	Statutory
Registration Service	Registration Service SR's fee for attesting a notice away from his office for detained.	Notice	68.00	Statutory
Registration Service	Registration Service Taking a notice of marriage/Civil Partnership	Notice	35.00	Statutory
Registration Service	Registration Service Consideration of a divorce/civil partnership document from outside British Isles by the Superintendent Registrar	Notice	50.00	Statutory

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Registration Service	Registration Service Consideration of a divorce/civil partnership document from outside British Isles where this cannot be dealt with by the LA, and is referred to GRO (triage arrangement with GRO getting £47 - Total fee to customer is £75)	Notice	75.00	Statutory
Registration Service	Registration Service Registrar attending a marriage/civil partnership at a register office	Ceremony	46.00	Statutory
Registration Service	Registration Service Registrar attending a marriage at a registered building	Ceremony	86.00	Statutory
Registration Service	Registration Service Registrar attending a marriage / civil partnership at the residence of a housebound person	Ceremony	81.00	Statutory
Registration Service	Registration Service Registrar attending a marriage/civil partnership of a detained person	Ceremony	88.00	Statutory
Registration Service	Registration Service SR Attending a marriage at the residence of a housebound person	Ceremony	84.00	Statutory
Registration Service	Registration Service SR Attending a marriage at the residence of a detained person	Ceremony	94.00	Statutory
Registration Service	Registration Service Short or Full certificate of Birth, marriage, civil partnership or death	Certificate	11.00	Statutory
Registration Service	Registration Service Priority Service (within 24 Hours) –Charges include cost of certificate	Certificate issued within 24 Hours	35.00	Statutory
Registration Service	Registration Service Certification of a place of meeting for religious worship	Certification	29.00	Statutory

Gypsy and Traveller Sites

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Gypsy and Travellers Sites	Gypsy Roma Traveller Site Plot Rental – Fairplace Hill (4 X Double Pitch Plot Rental)	Week	123.00	Subsidised
Gypsy and Travellers Sites	Gypsy Roma Traveller Site Plot Rental – Fairplace Hill (5 X Single Pitch Plot Rental)	Week	99.00	Subsidised
Gypsy and Travellers Sites	Gypsy Roma Traveller Site Plot Rental – Fairplace Hill (1 X Single Pitch Plot Rental)	Week	118.00	Subsidised
Gypsy and Travellers Sites	Gypsy Roma Traveller Site Plot Rental – Withy Park (16 X Plot Rental)	Week	76.00	Subsidised
Gypsy and Travellers Sites	Plot Rental - All Other Sites	Week	67.00	Subsidised
Gypsy and Travellers Sites	West Sussex Transit Site Plot Rental (9 plots)	Week	90.00	Subsidised

Coroner's Fees and Charges

Service	Fee or Charge	Per What?	Current 2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Coroner Services	Fee for transcription of an inquest hearing	Copy Consisting of 360 Words or Less	6.20	Statutory
Coroner Services	Fee for transcription of an inquest hearing	Copy Consisting of Between 361 and 1,439 Words Inclusive	13.10	Statutory
Coroner Services	Fee for transcription of an inquest hearing	70p for Each Additional 72 Words Over 1,440 Words	0.70	Statutory
Coroner Services	Fee for disclosure of a document to an interested party after an inquest	Document of 10 Pages or Less	5.00	Statutory
Coroner Services	Fee for disclosure of a document to an interested party after an inquest	Each Subsequent Page	0.50	Statutory
Coroner Services	Fee for disclosure of a document to an interested party after an inquest	Document Disclosed in Any Medium Other Than Paper	5.00	Statutory

Highways Fees and Charges

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Highways Services	Hoarding Application	M2 per 6 weeks	35.00	Cost Recovery
Highways Services	Hoarding Application - Extension	M2 per 8 weeks	35.00	Cost Recovery
Highways Services	Hoarding Application - Retrospective	Additional Fee Per License	393.00	Cost Recovery
Highways Services	Scaffold License	Month	247.00	Cost Recovery
Highways Services	Scaffold License - Extension	Extra Months	165.00	Cost Recovery
Highways Services	Scaffold License - Retrospective	Additional Fee Per License	393.00	Cost Recovery
Highways Services	Special Event Orders S16 (Note: In exceptional circumstances, a fee reduction may be agreeing at the discretion of the Traffic Manager for community events with minimal impact on the network)	Order	2,789.00	Cost Recovery

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Highways Services	Temporary Traffic Orders: by Notice - only if agreed with Streetworks Section (S14 (2))	Notice	557.00	Cost Recovery
Highways Services	Temporary Traffic Orders: by Notice followed by full Order (NOTICE + 2nd public notice) (S14 (1))	Order	2,789.00	Cost Recovery
Highways Services	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (6-month Orders)	Path Order	2,601.00	Cost Recovery
Highways Services	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (Extensions)	Path Order	2,601.00	Cost Recovery
Highways Services	Vehicle Crossover Licence - Application Fee	Application Fee	200.00	Cost Recovery
Highways Services	Vehicle Crossover Licence - Works Permission Fee	Works Permission Fee	287.00	Cost Recovery
Highways Services	Letter to support VCO legality - Part of house sale	Per Letter	65.00	Cost Recovery
Highways Services	Section 50 - New Roads and Street Works Act 1991: Private apparatus in the Highway	Units of 200m per Street	762.00	Cost Recovery
Highways Services	Local Land charges -Provision of site drawing, electronic	Number	79.20	Cost Recovery
Highways Services	Local Land charges -Provision of controller specification	Number	82.80	Cost Recovery
Highways Services	Local Land Charges -Provision of SCOOT, UTC or MOVA data	Number	154.80	Cost Recovery
Highways Services	Access Protection Lines - Road markings to deter parking across private access - per set	New Lines	210.00	Cost Recovery
Highways Services	Access Protection Lines - Road markings to deter parking across private access - per set	Refurbishment	210.00	Cost Recovery
Highways Services	Moving Elevated Work Platform - Notice required	Up to 10 Working Days	134.00	Cost Recovery
Highways Services	Tourist & Private Directional Signs – Survey and admin fees (Design and Manufacture costs in addition to this)	Application	415.00	Cost Recovery
Highways Services	Tourist & Private Directional Signs - Non-refundable vetting fee	Application	166.00	Cost Recovery
Highways Services	Temporary Direction Signs (New Developments) - First 5 signs	Up to 5 Signs	730.00	Cost Recovery
Highways Services	Temporary Direction Signs (New Developments) - Additional signs	Additional Sign	146.00	Cost Recovery
Highways Services	TROs required as a consequence of development or another promoter	TRO	10,205.00	Cost Recovery
Highways Services	Skip License - Initial 14-day license	14 days	81.00	Cost Recovery
Highways Services	Skip License - 14-day extension	14 days	81.00	Cost Recovery
Highways Services	Skip License - Over run fee cost recovery	License	120.00	Cost Recovery
Highways Services	Skip License - Retrospective	Application	134.00	Cost Recovery
Highways Services	Materials on a Highway - Licence 171 to temporarily deposit building materials etc, no excavation (non-apparatus) etc OVER 24-hours: 1 to 5 days	Licence 1 to 5 days	117.00	Cost Recovery
Highways Services	Licence 171 Excavation	Licence 1 to 5 days	762.00	Cost Recovery
Highways Services	Moving Elevated Work Platform - Overrun Fee	Day	200.00	Cost Recovery
Highways Services	Moving Elevated Work Platform - Admin fee for change of date	One Off	47.00	Cost Recovery
Highways Services	Scaffold - Fine for over run or failure to notify removal complete	Application	311.00	Cost Recovery
Highways Services	Materials on a Highway - Licence to temporarily deposit building materials - Over run per day	Day	47.00	Cost Recovery
Highways Services	Temp Vehicle Crossover Licence: Developer Applications - 1 to 5 Properties (Dwellings) on site	Application	727.00	Cost Recovery
Highways Services	Temp Vehicle Crossover Licence: Developer Applications - 6 to 25 (Dwellings) Properties on site	Application	1,454.00	Cost Recovery
Highways Services	Temp Vehicle Crossover Licence: Developer Applications - 25+ Properties (Dwellings)	Application	3,633.00	Cost Recovery
Highways Services	Temporary Direction Signs (New Developments) - Unauthorised sign removal	Each Sign Removal	134.00	Cost Recovery
Highways Services	Crane Licence	Licence 4 weeks	451.00	Cost Recovery
Highways Services	Crane Licence - Extension	Licence 4 weeks	213.00	Cost Recovery
Highways Services	Traffic Survey Licence (per USRN)	Licence 2 weeks	92.00	Cost Recovery
Highways Services	Temporary Switch Off for Pedestrian Crossing	Each	832.00	Cost Recovery
Highways Services	Temporary Switch Off for Signalised Junction	Each	1,085.00	Cost Recovery
Highways Services	Tree Planting Contribution	Application	257.00	Cost Recovery
Highways Services	Various Licences -Under s115E of Highways Act and Consents to temporary activities- Admin fee	Application	Various	Cost Recovery
Highways Services	S59 Licence Agreements	Application	643.00	Cost Recovery

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Highways Services	Streetworks Sample Inspections	Inspection	50.00	Statutory
Highways Services	S74 Streetworks Charges	Day	Various	Statutory
Highways Services	S74(a) Streetworks Charges - Lane Rental	Day	Various	Statutory
Highways Services	3rd Party Streetworks Report Inspections	Inspection	50.00	Statutory
Highways Services	Defect Inspection Fees	Inspection	47.50	Statutory
Highways Services	Fixed Penalty Notices - Working without a valid permit: Discounted when paid within 29-days	Discounted Fine	300.00	Statutory
Highways Services	Fixed Penalty Notices - Working without a valid permit	Fine	500.00	Statutory
Highways Services	Fixed Penalty Notices - Fines for incorrect Streetworks notices: Discounted when paid within 29-days	Discounted Fine	80.00	Statutory
Highways Services	Fixed Penalty Notices - Fines for incorrect Streetworks notices	Fine	120.00	Statutory

Transport Fees and Charges

Service	Fee or Charge	Per What?	2024/25 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Transport - Road Safety	Cycle Training Course - Complete Beginner	1 Hour Session	42.10	Cost Recovery
Transport - Road Safety	Cycle Training Course - Beginner/Road Riding	1.5 Hour Session	46.60	Cost Recovery
Transport - Road Safety	Cycle Training Course - Advanced	2 Hour	52.50	Cost Recovery
Transport - Road Safety	Children's Cycle Training Course - Bikeability	2 Hour	20.00	Cost Recovery
Transport - Road Safety	Experienced Driver Assessment	Hour	56.90	Cost Recovery
Transport - Road Safety	Local Transport Improvements - Bus Stop Suspension / Relocation	Bus Stop Suspension / Relocation	336.00	Cost Recovery
Transport Bureau	Minibus Permit S19	Permit	17.50	Cost Recovery
Transport Bureau	English National Concessionary Travel Scheme - Replacement Bus Pass	Pass	10.50	Cost Recovery
Transport Bureau	Transport DBS - DBS Checks for External Transport Staff	Check	75.50	Cost Recovery
Transport Bureau	Removal of Damage to Trees on the Highway by Third Parties	Per Site	Various	Cost Recovery
Transport Bureau	Admin Fees for Management Recoverable (Green Claims)	Per Site	Various	Cost Recovery
Transport Service	Driver Awareness - National Speed Awareness Course	Course	90.00	Statutory
Transport Service	Driver Awareness - National Motorway Awareness Course	Course	90.00	Statutory
Transport Service	Driver Awareness - What's Driving Us Course	Course	95.00	Statutory
Transport Service	Driver Awareness - National Driver Awareness Course - Safe & Considerate Driving Course	Course	185.00	Statutory

Anacronyms

SLA	Service Level Agreement
CROW	Countryside and Right of Way
WEEE	Waste of Electrical and Electronic Equipment
DBS	Disclosure and Barring Service
PPO	Public Path Order
TRO	Traffic Regulation Orders
SCOOT	Split Cycle Offset Optimisation Technique
UTC	Urban Traffic Control
MOVA	Microprocessor Optimised Vehicle Actuation