



Fees and Charges – 2025/26

Introduction

Section 3 of the Localism Act 2011 and Section 93 of the Local Government Act sets out the general legal framework regarding charging for services. Also, there are various other specific legal provisions and local policy objectives that determine which services are charged for and the level of the charge.

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.

The County Council's policy is to increase discretionary fees and charges by the Retail Price Index (RPI). For 2025/26, charges are set based on the November OBR Forecast for the 2025/26 financial year to provide an informed average of the likely inflation for the year ahead. The average RPI forecast rate is 3.5% for 2025/26. This is also the financial planning assumption and on which the 2025/26 budget is set. However, all fees and charges are considered on a case-by-case basis.

Some prices have been rounded to the nearest largest denominator (either in pence or pound – dependant on the service and value). This may have resulted in some small percentage variations.

All changes will be implemented from 1st April 2025, unless otherwise stated.

Statutory Fees and Charges

Statutory Fees and Charges are charging structures set by relevant national bodies, usually with regulatory responsibility for the service which must be adhered to. These rates may change at any time and charges will be updated accordingly. The listing below provides the latest charges.

Adult Services Fees and Charges

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT - Where Applicable (£)	Type of Charge
Transport Service	Blue Badge (Disabled Parking) Scheme	Fee Upon Successful Application	10.00	Statutory

Children and Young People, Learning and Skills Fees and Charges

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT - Where Applicable (£)	Type of Charge
Learning and Skills	Fixed Penalty Notice. Charge to Parents for Unauthorised Absence From School - If Paid Within 21 Days of Issue	Parent Per Child Per Absence	80.00	Statutory
Learning and Skills	Fixed Penalty Notice. Charge to Parents for Unauthorised Absence From School - If Paid After 21 Days of Issue	Parent Per Child Per Absence	160.00	Statutory

Planning Fees and Charges

Service	Fee or Charge	Per What?	2025/26 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

Trading Standards Fees and Charges

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT - Where Applicable (£)	Type of Charge
Trading Standards	Petroleum storage licence Band A - under 2500 litres	Year	48.00	Statutory
Trading Standards	Petroleum storage licence Band B - 2500 - 50000 litres	Year	65.00	Statutory
Trading Standards	Petroleum storage licence Band C - over 50,000 litres	Year	137.00	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	1 Year	202.00	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	2 Years	266.00	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	3 Years	333.00	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	4 Years	409.00	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	5 Years	463.00	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	1 Year	94.00	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	2 Years	161.00	Statutory

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT - Where Applicable (£)	Type of Charge
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	3 Years	226.00	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	4 Years	291.00	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	5 Years	357.00	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	1 Year	119.00	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	2 Years	154.00	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	3 Years	190.00	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	4 Years	226.00	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	5 Years	260.00	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	59.00	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	94.00	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	132.00	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	166.00	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	202.00	Statutory
Trading Standards	Explosives storage - varying the name of licensee or address of site	Variation	40.00	Statutory
Trading Standards	Explosives storage - transfer of licence or replacement licence if lost	Transfer	40.00	Statutory
Trading Standards	All year sale of fireworks	Annual	500.00	Statutory

Finance Fees and Charges

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT - Where Applicable (£)	Type of Charge
Financial Services	Financial Adult Safeguarding - Category 1. Court making an order appointing a deputy for property and affairs	Client	811.00	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	Various	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	Various	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

Registration Fees and Charges

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT - Where Applicable (£)	Type of Charge
Registration Service	Registration Service Search (by public) of indexes, not exceeding six successive hours	Search	20.00	Statutory
Registration Service	Registration Service Registration of a building for the solemnisation of marriages	Registration	136.00	Statutory
Registration Service	Registration of a previously solemnised building for Same Sex Marriages	Registration	71.00	Statutory
Registration Service	Registration Service Consideration of a correction to the register by the SR	Correction to a register page	83.00	Statutory
Registration Service	Registration Service Space 17 amendment (change of baby name in first year)	Amendment to register page	44.00	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	66.00	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	99.00	Statutory
Registration Service	Registration Service SR's fee for attesting a notice away from his office for housebound	Notice	57.00	Statutory
Registration Service	Registration Service SR's fee for attesting a notice away from his office for detained.	Notice	82.00	Statutory
Registration Service	Registration Service Taking a notice of marriage/Civil Partnership	Notice	42.00	Statutory
Registration Service	Registration Service Consideration of a divorce/civil partnership document from outside British Isles by the Superintendent Registrar	Notice	55.00	Statutory
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	83.00	Statutory
Registration Service	Registration Service Registrar attending a marriage/civil partnership at a register office	Ceremony	56.00	Statutory
Registration Service	Registration Service Registrar attending a marriage at a registered building	Ceremony	104.00	Statutory
Registration Service	Registration Service Registrar attending a marriage / civil partnership at the residence of a housebound person	Ceremony	98.00	Statutory
Registration Service	Registration Service Registrar attending a marriage/civil partnership of a detained person	Ceremony	106.00	Statutory
Registration Service	Registration Service SR Attending a marriage at the residence of a housebound person	Ceremony	101.00	Statutory
Registration Service	Registration Service SR Attending a marriage at the residence of a detained person	Ceremony	113.00	Statutory
Registration Service	Registration Service Short or Full certificate of Birth, marriage, civil partnership or death	Certificate	12.50	Statutory
Registration Service	Registration Service Priority Service (within 24 Hours) –Charges include cost of certificate	Certificate issued within 24 Hours	38.50	Statutory
Registration Service	Registration Service Certification of a place of meeting for religious worship	Certification	32.00	Statutory

Coroner's Fees and Charges

Service	Fee or Charge	Per What?	2025/26 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?	2025/26 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?	2025/26 Fee or Charge - Inclusive of VAT - Where Applicable (£)	Type of Charge
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

Adult’s Services Fees and Charges

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT -Where Applicable (£)	Type of Charge
Adult Services	Meeting Space Letting: Small Room (1)	Hour	10.40	Cost Recovery
Adult Services	Meeting Space Letting: Medium Room (1)	Hour	14.50	Cost Recovery
Adult Services	Meeting Space Letting: Large Room (1)	Hour	17.60	Cost Recovery
Adult Services	Care Act 2014: Support Brokerage	One-off Discretionary Fee	219.00	Cost Recovery
Adult Services	Care Act 2014: Support Brokerage	Review Request	219.00	Cost Recovery
Adult Services	Care Act 2014: Support Brokerage	Weekly Administration Fee	7.00	Cost Recovery
Adult Services	Care Act 2014: Deferred Payment Agreements	Set-up, One-off Fee	693.00	Cost Recovery
Adult Services	Care Act 2014: Deferred Payment Agreements	Property Evaluation - One-off Fee	337.00	Cost Recovery
Adult Services	Care Act 2014: Deferred Payment Agreements	Weekly Administration Fee	10.40	Cost Recovery

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?	2025/26 Fee or Charge - Inclusive of VAT -Where Applicable (£)	Type of Charge
Learning and Skills	Services For Schools: Range of Review and Consultancy Services	Various	Various	Cost Recovery
Learning and Skills	Services For Schools: Range of Professional Learning and Development Courses	Various	Various	Cost Recovery
Learning and Skills	Services For Schools: Products and Services for Children (e.g. Careers Team West Sussex)	School	Various	Cost Recovery
Learning and Skills	Schools SLA: Governor Services: Training and Support for School Governing Bodies	Lump Sum Based on Total Pupil Numbers. Less than <150 pupils	1,310.00	Cost Recovery
Learning and 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.	1,439.00	Cost Recovery
Learning and 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	1,707.00	Cost Recovery
Learning and Skills	Schools SLA: Governor Services: Training and Support for School Governing Bodies	Lump Sum Based on Total Pupil Numbers: >850 pupils or more.	1,836.00	Cost Recovery
Learning and Skills	Schools SLA: Learning Outside the Classroom (Including Duke of Edinburgh): Charge to Academies, Further Education Colleges, etc.	Pupil	2.00	Cost Recovery
Learning and Skills	Schools SLA: Sickness Maternity Scheme - Secondary School Teacher	Weighted Pupil Numbers	76.20	Cost Recovery
Learning and Skills	Schools SLA: Sickness Maternity Scheme - Primary School Teacher	Weighted Pupil Numbers	47.60	Cost Recovery
Learning and Skills	Schools SLA: Sickness Maternity Scheme -Nursery / Planned Places - Teacher	Weighted Pupil Numbers	54.80	Cost Recovery
Learning and Skills	Schools SLA: Sickness Maternity Scheme - Special School Teachers	Weighted Pupil Numbers	221.40	Cost Recovery
Learning and Skills	Schools SLA: Sickness Maternity Scheme - NJC Grades 3/4	Flat rate, pro-rated for hours	7.00	Cost Recovery
Learning and Skills	Schools SLA: Sickness Maternity Scheme - NJC Grades 5/6	Flat rate, pro-rated for hours	7.80	Cost Recovery
Learning and Skills	Schools SLA: Sickness Maternity Scheme - NJC Grades 7/8	Flat rate, pro-rated for hours	8.60	Cost Recovery
Learning and Skills	Schools SLA: Sickness Maternity Scheme - NJC Grades 9/10	Flat rate, pro-rated for hours	9.30	Cost Recovery
Learning and Skills	Schools SLA: Schools' Information Services and Financial Management System (Bromcom)	School	Pass through contract costs	Cost Recovery
Learning and 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
Learning and 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

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT -Where Applicable (£)	Type of Charge
Learning and 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
Learning and 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
Learning and 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
Learning and 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
Learning and 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
Learning and 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
Learning and 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
HR and Organisational Development	Schools SLA: Employment Support Services	School, Per Annum	Various	Cost Recovery
HR and Organisational Development	Schools SLA: Health and Safety	Per School and Per Pupil	Various	Cost Recovery
HR and Organisational Development	Schools SLA: Headteacher Recruitment	Item	Various	Cost Recovery
HR and Organisational Development	Schools SLA: DBS Charges for Academies	Item	Various	Cost Recovery
HR and Organisational Development	Schools SLA: Advert Placement Service (Academies)	Item	Various	Cost Recovery
HR and Organisational Development	Schools SLA: Health and Safety Stand alone SLAs including Academies H&S SLA, Academies CLEAPSS option A, Academies CLEAPSS option B, Academies bespoke.	School, Per Annum	Various	Cost Recovery
HR and Organisational Development	Schools SLA: Ad-Hoc Health and Safety Services; Fire Risk Assessment, Training, Other.	Item	Various	Cost Recovery
Community Safety	Schools SLA: Safe Digital Life - Online	School	129.00	Cost Recovery
Community Safety	Schools SLA: Safe Digital Life - Online for Academies and Free Schools	School	154.80	Cost Recovery
Community Safety	Schools SLA: Safe Digital Life - Bespoke Requests	School	Various	Cost Recovery
Community Safety	Schools SLA: Safe Digital Life - Bespoke Requests for Academies and Free Schools	School	Various	Cost Recovery
Learning and Skills	Charges to Schools for Services Provided in Converting to Academy Status	School	9,000.00	Cost Recovery
Learning and Skills	Home to School Transport: Primary School Children Living Within Walking Distance	Year	406.00	Cost Recovery
Learning and Skills	Home to School Transport: Primary School Children Living Beyond Walking Distance	Year	406.00	Cost Recovery
Learning and Skills	Home to School Transport: Secondary School Children Living Within Walking Distance	Year	588.00	Cost Recovery
Learning and Skills	Home to School Transport: Secondary School Children Living Beyond Walking Distance	Year	588.00	Cost Recovery
Learning and Skills	Home to School Transport: Post 16 Students (Concessionary and Special Educational Needs)	Year	854.00	Cost Recovery
Learning and Skills	Early Years Training: Webinar 1 -2 Hours. EYFS/SEND	Training Attendee	20.00	Cost Recovery
Learning and Skills	Early Years Training: Webinar 1 -2 Hours. MAKATON	Training Attendee	33.00	Cost Recovery
Learning and Skills	Early Years Training: Webinar or Face to Face - Half Day Safeguarding	Training Attendee	20.00	Cost Recovery
Learning and Skills	Early Years Training: Webinar or Face to Face - Half Day EYFS/SEND	Training Attendee	30.00	Cost Recovery
Learning and Skills	Early Years Training: Webinar or Face to Face - Full Day Safeguarding	Training Attendee	30.00	Cost Recovery
Learning and Skills	Early Years Training: Webinar or Face to Face - Full Day EYFS/SEND	Training Attendee	61.00	Cost Recovery
Learning and Skills	Early Years Training: Webinar or Face to Face - Full Day MAKATON	Training Attendee	88.00	Cost Recovery
Learning and Skills	Early Years Training: Online Course - Log In	Training Attendee	10.00	Cost Recovery
Learning and Skills	Early Years Training: Conference - Face to Face	Training Attendee	78.00	Cost Recovery
Learning and Skills	Early Years Training: Paediatric First Aid - Full 12 Hour Course	Training Attendee	92.00	Cost Recovery

Catering Services Fees and Charges

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT -Where Applicable (£)	Type of Charge
Catering Service	Schools SLA: Catering Support Services (Nursery)	Nursery	484.00	Cost Recovery
Catering Service	Schools SLA: Catering Support Services (Primary)	School	914.00	Cost Recovery
Catering Service	Schools SLA: Catering Support Services (Secondary/ Special)	School	1,021.00	Cost Recovery
Catering Service	Schools SLA: Catering Support Services (Primary Academies/ Free School)	School	1,096.80	Cost Recovery
Catering Service	Schools SLA: Catering Support Services (Secondary / Special Academies and Free Schools)	School	1,225.20	Cost Recovery
Catering Service	Schools SLA: Delivery of a School Meals Service (Primary Schools - DIH Easy Lunch only)	FSM Headcount	16.77	Cost Recovery
Catering Service	Schools SLA: Delivery of a School Meals Service (Primary Schools - DIH Easy Lunch only) - Academies	FSM Headcount	20.12	Cost Recovery
Catering Service	Schools SLA: Delivery of a School Meals Service (Primary Schools)	FSM Headcount	66.17	Cost Recovery
Catering Service	Schools SLA: Delivery of a School Meals Service (Primary Schools) Academies and Free Schools	FSM Headcount	79.40	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	0.68	Cost Recovery

Legal Services Fees and Charges

Service	Fee or Charge	Per What?	2025/26 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	31.00	Cost Recovery
Legal Services	Fee for the Supply of a Definitive Map/Statement Extract	Copy	15.00	Cost Recovery
Legal Services	Fee for Copy Orders/Agreements	Copy	8.00	Cost Recovery
Legal Services	Fee for Other Copying	Copy	1.30	Cost Recovery
Legal Services	Fee to process a Highways or CROW Act Landowner Deposit	Deposit	542.00	Cost Recovery
Legal Services	Fee to Process a Corrective Application Made under the Commons Act 2006	Course	1,138.00	Cost Recovery
Legal Services	Legal Agreements Linked to S106 Contributions	Hour	265.00	Cost Recovery
Legal Services	Highway Agreement Works	Hour	265.00	Cost Recovery
Legal Services	Schools SLA: Legal Services	Item	Various	Cost Recovery

Trading Standards Fees and Charges

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT -Where Applicable (£)	Type of Charge
Trading Standards	Weights and Measures Act 1985 - Inspector of Weights & Measures	Hour	118.80	Cost Recovery
Trading Standards	Weights and Measures Act 1985 - Support Officer	Hour	75.60	Cost Recovery
Trading Standards	Hourly Charge For Demand Led Discretionary Business Support Services	Hour	118.80	Cost Recovery
Trading Standards	Variation of Licence - Other Than Name or Address	Hour	118.80	Cost Recovery

Property Services Fees and Charges

Service	Fee or Charge	Per What?	2025/26 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	161.00	Cost Recovery
Property Services	Schools SLA: Tree Inspection Service (Medium) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	196.00	Cost Recovery
Property Services	Schools SLA: Tree Inspection Service (Large) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	229.00	Cost Recovery
Property Services	Schools SLA: Tree Inspection Service (Small) Primary Academy & Secondary Academy Schools	Service Level Agreement	193.20	Cost Recovery
Property Services	Schools SLA: Tree Inspection Service (Medium) Primary Academy & Secondary Academy Schools	Service Level Agreement	235.20	Cost Recovery
Property Services	Schools SLA: Tree Inspection Service (Large) Primary Academy & Secondary Academy Schools	Service Level Agreement	274.80	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	229.00	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections x3 (Medium) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	246.00	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections x3 (Large) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	263.00	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections x 3 (Small) Nursery, Primary, Secondary & Special Schools - Academy Schools	Service Level Agreement	274.80	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections x3 (Medium) Nursery, Primary, Secondary & Special Schools - Academy Schools	Service Level Agreement	295.20	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections x3 (Large) Nursery, Primary, Secondary & Special Schools - Academy Schools	Service Level Agreement	315.60	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections	Service Level Agreement	199.00	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections - Academy Schools	Service Level Agreement	238.80	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Small) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	196.00	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Medium) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	212.00	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Large) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	280.00	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Small) Primary Academy & Secondary Academy	Service Level Agreement	235.20	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Medium) Primary Academy & Secondary Academy	Service Level Agreement	254.40	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Large) Primary Academy & Secondary Academy	Service Level Agreement	336.00	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Small) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	696.00	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Medium) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	878.00	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Large) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	1,164.00	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Small) Primary Academy & Secondary Academy	Service Level Agreement	835.20	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Medium) Primary Academy & Secondary Academy	Service Level Agreement	1,053.60	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Large) Primary Academy & Secondary Academy	Service Level Agreement	1,396.80	Cost Recovery
Property Services	Schools SLA: Swimming Pool Management (S/M/L) Nursery, Primary, Secondary & Special Schools - Seasonal	Service Level Agreement	290.00	Cost Recovery
Property Services	Schools SLA: Swimming Pool Management (S/M/L) Nursery, Primary, Secondary & Special Schools - Seasonal	Service Level Agreement	348.00	Cost Recovery
Property Services	School SLA: Swimming Pool Management (S/M/L) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	460.00	Cost Recovery
Property Services	School SLA: Recruitment Support (S/M/L Nursery, Primary, Secondary & Special Schools	Service Level Agreement	734.00	Cost Recovery

Service	Fee or Charge	Per What?	2025/26 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	880.80	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	1,119.00	Cost Recovery
Property Services	Schools SLA: Core SLA subscription (S/M/L) Primary Academy & Secondary Academy	Service Level Agreement	1,342.80	Cost Recovery
Property Services	Schools SLA: General Consultancy Service (S/M/L) Nursery, Primary, Secondary & Special Schools	Per Hour	65.00	Cost Recovery
Property Services	Schools SLA: General Consultancy Service (S/M/L) Primary Academy & Secondary Academy	Per Hour	78.00	Cost Recovery
Property Services	Schools SLA: Routine Play Equipment Inspection Course - Nursery, Primary, Secondary & Special Schools	Day	190.00	Cost Recovery
Property Services	Schools SLA: Routine Play Equipment Inspection Course - Primary Academy & Secondary Academy	Day	228.00	Cost Recovery
Property Services	Schools SLA: Control of Substances Hazardous to Health - Nursery, Primary, Secondary & Special Schools	Day	25.00	Cost Recovery
Property Services	Schools SLA: Control of Substances Hazardous to Health - Primary Academy & Secondary Academy	Day	30.00	Cost Recovery
Property Services	Schools SLA: Legionella - Water Training for School Staff - Nursery, Primary, Secondary & Special Schools	Day	70.00	Cost Recovery
Property Services	Schools SLA: Legionella - Water Training for School Staff - Primary Academy & Secondary Academy	Day	84.00	Cost Recovery
Property Services	Schools SLA: PASMA - Tower for Users - Nursery, Primary, Secondary & Special Schools	Day	180.00	Cost Recovery
Property Services	Schools SLA: PASMA - Tower for Users - Primary Academy & Secondary Academy	Day	216.00	Cost Recovery
Property Services	Schools SLA: Portable Appliance Testing (PAT) - Nursery, Primary, Secondary & Special Schools	Day	100.00	Cost Recovery
Property Services	Schools SLA: Portable Appliance Testing (PAT) - Primary Academy & Secondary Academy	Day	120.00	Cost Recovery
Property Services	Schools SLA: Pool Plant Operator - Nursery, Primary, Secondary & Special Schools	Day	510.00	Cost Recovery
Property Services	Schools SLA: Pool Plant Operator - Primary Academy & Secondary Academy	Day	612.00	Cost Recovery
Property Services	Schools SLA: Pool Water Treatment - Nursery, Primary, Secondary & Special Schools	Day	510.00	Cost Recovery
Property Services	Schools SLA: Pool Water Treatment - Primary Academy & Secondary Academy	Day	612.00	Cost Recovery
Property Services	Room Lettings - Main Conference Room and Park Suite at Parkside Horsham - (Both Rooms Booked Together)	Day	2,225.00	Cost Recovery
Property Services	Room Lettings at Parkside, Horsham - Park Suite	Day	1,139.00	Cost Recovery
Property Services	Room Lettings at Parkside, Horsham - Main Conference Room	Day	1,139.00	Cost Recovery
Property Services	Room Lettings at Parkside, Horsham - Cowdray Room	Day	362.00	Cost Recovery
Property Services	Room Lettings at Parkside, Horsham - Goodwood Room	Day	362.00	Cost Recovery
Property Services	Room Lettings at Parkside, Horsham - Parham Room	Day	362.00	Cost Recovery
Property Services	Room Lettings at Parkside, Horsham - Cowdray/Goodwood Rooms (Set Up of Rooms Joined Together)	Day	776.00	Cost Recovery
Property Services	Room Lettings at Parkside, Horsham - Bodium Room	Day	290.00	Cost Recovery
Property Services	Room Lettings at Parkside, Horsham - Hastings/Knepp Rooms (As One Room)	Day	186.00	Cost Recovery
Property Services	Room Lettings at Parkside, Horsham - Lewes Room	Day	155.00	Cost Recovery
Property Services	Room Lettings - General Meeting Room Bookings For Less Than 10 People	Per Hour	47.00	Cost Recovery
Property Services	Room Lettings - General Meeting Room Bookings For Between 11 and 20 People	Per Hour	57.00	Cost Recovery
Property Services	Room Lettings - General Meeting Room Bookings For Over 21 People	Per Hour	104.00	Cost Recovery

Planning Fees and Charges

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT -Where Applicable (£)	Type of Charge
Planning Services	Monitoring and Records Local Land Charge Fees	Search	33.60	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	84.00	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	270.00	Cost Recovery
Planning Services	Monitoring and Records Highway Boundaries – Bespoke Enquiries	Hour	84.00	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	Various	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

Countryside and Rights of Way Fees and Charges

Service	Fee or Charge	Per What?	2025/26 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	29.00	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)	29.00	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	3,095.00	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	1,750.00	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	539.00	Cost Recovery
Rights of Way	Public Path Orders Administrative Fees - Temporary Traffic Regulation Order (Path Closure) (21 days emergency/ unplanned orders)	Path Order	740.00	Cost Recovery
Rights of Way	Public Path Orders Administrative Fees - Temporary Traffic Regulation Order (Path Closure) (5 days planned works orders)	Path Order	740.00	Cost Recovery

Waste Fees and Charges

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT -Where Applicable (£)	Type of Charge
Waste Recycling & Disposal	Co-mingled Recyclate	Tonne	174.00	Cost Recovery
Waste Recycling & Disposal	Trade Waste Disposal	Tonne	240.00	Cost Recovery
Waste Recycling & Disposal	Green Waste Disposal	Tonne	100.80	Cost Recovery
Waste Recycling & Disposal	WEEE Category A Recycling	Tonne	235.20	Cost Recovery

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT -Where Applicable (£)	Type of Charge
Waste Recycling & Disposal	WEEE Category B Recycling	Tonne	657.60	Cost Recovery
Waste Recycling & Disposal	WEEE Category C Recycling	Tonne	657.60	Cost Recovery
Waste Recycling & Disposal	WEEE Category D Recycling	Tonne	657.60	Cost Recovery
Waste Recycling & Disposal	WEEE Category E Recycling	Tonne	235.20	Cost Recovery
Waste Recycling & Disposal	Single Stream Recyclate	Tonne	20.40	Cost Recovery
Waste Recycling & Disposal	Motor Vehicle Tyre Disposal	Tyre	6.00	Cost Recovery
Waste Recycling & Disposal	Trade Waste Mattress Disposal	Mattress	21.60	Cost Recovery

Energy Fees and Charges

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT -Where Applicable (£)	Type of Charge
Energy Services	School SLA: Schools Display Energy Certificates	Per Certificate	66.00	Cost Recovery
Energy Services	School SLA: Schools Display Energy Certificates - Academy	Per Certificate	79.20	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 1	1-5 Meters	415.00	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 1. Academy	1-5 Meters	498.00	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 2	6-9 Meters	490.00	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 2. Academy	6-9 Meters	588.00	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 3	10+ Meters	610.00	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 3. Academy	10+ Meters	732.00	Cost Recovery

Finance Fees and Charges

Service	Fee or Charge	Per What?	2025/26 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	£1,294 per school plus £0.59 per pupil	Cost Recovery
Schools Financial Services	Schools SLA: Schools Financial Services - Year-end Financial Closedown - Minimum of 4 Hours	Fixed (4 hours)	174.00	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	156.50	Cost Recovery
Schools Financial Services	Schools Financial Services - Pre-booked Dial-ups to Schools	Hour	43.50	Cost Recovery
Schools Financial Services	Schools SLA: Schools Financial Services - School Fund support	Fixed	109.00	Cost Recovery

Fire Service Fees and Charges

Service	Fee or Charge	Per What?	2025/26 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	552.00	Cost Recovery
Fire and Rescue Service - Special Services	Pumping Appliance	Hour	612.00	Cost Recovery
Fire and Rescue Service - Special Services	Small Vehicle (e.g. 4x4, Community Engagement Vehicle)	Hour	462.00	Cost Recovery

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT -Where Applicable (£)	Type of Charge
Fire and Rescue Service - Special Services	Copy of IRS report	Report	150.00	Cost Recovery
Fire and Rescue Service - Special Services	Fire Investigation Interview	Hour	228.00	Cost Recovery
Fire and Rescue Service - Special Services	Copy of Fire Report	Report	690.00	Cost Recovery
Fire and Rescue Service - Special Services	Labour (dependent on role) - First Hour or Part Thereof	Hour	120.00	Cost Recovery
Fire and Rescue Service - Special Services	Labour (dependent on role) - Each Subsequent 30 Minutes	Half Hour	72.00	Cost Recovery
Fire and Rescue Service - Special Services	Event Charges	Hour	558.00	Cost Recovery
Fire and Rescue Service - Special Services	Primary Authority Scheme (PAS) - Hourly Fee	Hour	95.00	Cost Recovery
Fire and Rescue Service - Special Services	Open Course Face to Face Training - Fire Safety - Various	Per Head	150.00	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.	680.00	Cost Recovery
Fire and Rescue Service - Commercial Training	On-Site Face to Face Training - Manual Handling	Course - Max 15 people.	680.00	Cost Recovery
Fire and Rescue Service - Commercial Training	On-Site Face to Face Training - Management of Fire Risk	Course - Max 15 people.	680.00	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?	2025/26 Fee or Charge - Inclusive of VAT -Where Applicable (£)	Type of Charge
Record Office	Room Hire of Work Room (Up to 12 People)	Full Day	120.00	Cost Recovery
Record Office	Publication Fees for National Media/Periodicals	Photograph	34.00	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	10.00	Cost Recovery
Record Office	Exhibition: Commercial or Permanent	Photograph	40.00	Cost Recovery

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT -Where Applicable (£)	Type of Charge
Record Office	Scanned Image and Print A3	Sheet	28.00	Cost Recovery
Record Office	Scanned Image and Print A3-A1	Sheet	56.00	Cost Recovery
Record Office	Scanned Image and Print A4	Sheet	14.00	Cost Recovery
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	9.00	Cost Recovery
Record Office	Car Parking - Half Day	Half Day	4.50	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	6.00	Cost Recovery
Record Office	Photocopies - A4 Colour	Sheet	3.00	Cost Recovery
Record Office	Digital Copy of Tithe Map (CD version)	Document	30.00	Cost Recovery
Record Office	Filming On-Site	Day	380.00	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	22.00	Cost Recovery
Record Office	DIY Photography in Search Room	Day	12.00	Cost Recovery
Record Office	Baptism Certificate	Certificate	36.00	Cost Recovery

Library Service Fees and Charges

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT -Where Applicable (£)	Type of Charge
Library Service	Audiobooks (up to 8 cassettes/CDs)	3 Weeks	1.55	Cost Recovery
Library Service	Audiobooks (9+ cassettes/CDs)	3 Weeks	3.10	Cost Recovery
Library Service	Audiobooks (Playaway - digital audio)	3 Weeks	3.10	Cost Recovery

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT -Where Applicable (£)	Type of Charge
Library Service	CDs - Other	1 Week	1.55	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	8.75	Cost Recovery
Library Service	Reservation Fees - Books from British Library	Item	13.50	Cost Recovery
Library Service	Overdue Charges (Administration Charge for overdue letter)	Letter	2.10	Cost Recovery
Library Service	Overdue Charges (Adult Books)	Day	0.33	Cost Recovery
Library Service	Overdue Charges (Audio Books)	Day	0.33	Cost Recovery
Library Service	Overdue Charges (Music CDs)	Day	0.33	Cost Recovery
Library Service	Membership Card Replacement	Card	2.10	Cost Recovery
Library Service	Exhibition Booking Fee	Per week, When Items Are For Sale	15.50	Cost Recovery
Library Service	Fax: to UK	Per Page	2.30	Cost Recovery
Library Service	Fax: to Europe	Per Page	3.10	Cost Recovery
Library Service	Fax: to Rest of World	Per Page	3.90	Cost Recovery
Library Service	Fax: Receiving Fax	Per Page	1.55	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	2.30	Cost Recovery
Library Service	Reading Groups - Subscription	Year	38.00	Cost Recovery
Library Service	Lost and damaged book - admin fee (in addition to replacement cost)	Item	2.10	Cost Recovery
Library Service	Lettings - Community Use	1 Hour	11.00	Cost Recovery
Library Service	Lettings - SME Business	1 Hour	23.00	Cost Recovery
Library Service	Lettings - Commercial Use	1 Hour	46.00	Cost Recovery
Library Service	Room Lettings - Crawley Library Meeting Rooms - Community Use	1 Hour	13.00	Cost Recovery
Library Service	Room Lettings - Crawley Library Meeting Rooms - SME Business Use	1 Hour	27.00	Cost Recovery
Library Service	Room Lettings - Crawley Library Meeting Rooms - Commercial Use	1 Hour	54.00	Cost Recovery
Library Service	Room Lettings - Longley Exhibition Room - Community Use	1 Hour	24.00	Cost Recovery
Library Service	Room Lettings - Longley Exhibition Room - SME Business Use	1 Hour	49.00	Cost Recovery
Library Service	Room Lettings - Longley Exhibition Room - Commercial Use	1 Hour	99.00	Cost Recovery
Library Service	Room Lettings - Worthing Library Lecture Theatre - Community Use	1 Hour	24.00	Cost Recovery

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT -Where Applicable (£)	Type of Charge
Library Service	Room Lettings - Worthing Library Lecture Theatre - SME Business Use	1 Hour	49.00	Cost Recovery
Library Service	Room Lettings - Worthing Library Lecture Theatre - Commercial Use	1 Hour	99.00	Cost Recovery
Library Service	Schools SLA - School Library Service (Under 110 Pupils)	Per School	982.00	Cost Recovery
Library Service	Schools SLA - School Library Service (Under 110 Pupils) Academies and Free Schools	Per School	1,178.40	Cost Recovery
Library Service	Schools SLA - School Library Service (Over 110 Pupils)	Per School & Per Pupil	4.37	Cost Recovery
Library Service	Schools SLA - School Library Service (Over 110 Pupils) Academies and Free Schools	Per Pupil	5.24	Cost Recovery

Registration Fees and Charges

Service	Fee or Charge	Per What?	2025/26 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	141.00	Cost Recovery
Registration Service	Individually organised Citizenship Ceremony for a Family at a Registration Office or Virtually	Family Ceremony	184.00	Cost Recovery
Registration Service	Individually organised Citizenship Ceremony for one person at a Registration Office or Virtually on a Saturday	Ceremony	159.00	Cost Recovery
Registration Service	Individually organised Citizenship Ceremony for a Family at a Registration Office or Virtually on a Saturday	Family Ceremony	197.00	Cost Recovery
Registration Service	Non-Statutory Ceremonies - Fee for Commemorative Certificate	Certificate	12.00	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	16.00	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	267.00	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	345.00	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	381.00	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	497.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows in West Sussex Rooms (Cat A) - Monday - Thursday	Ceremony	292.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows in West Sussex Rooms (Cat A) - Friday	Ceremony	370.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows in West Sussex Rooms (Cat A) - Saturday / Sunday	Ceremony	406.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows in West Sussex Rooms (Cat A) - Public Holiday	Ceremony	522.00	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	320.00	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	390.00	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	462.00	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	603.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows in West Sussex Rooms (Cat B) Monday - Thursday	Ceremony	345.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows in West Sussex Rooms (Cat B) - Friday	Ceremony	415.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows in West Sussex Rooms (Cat B) - Saturday / Sunday	Ceremony	487.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows in West Sussex Rooms (Cat B) - Public Holiday	Ceremony	628.00	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 - Thursday	Ceremony	533.00	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	592.00	Cost Recovery

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT -Where Applicable (£)	Type of Charge
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	725.00	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	799.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows in West Sussex Rooms (Cat C) Monday - Thursday	Ceremony	558.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows in West Sussex Rooms (Cat C) Friday	Ceremony	617.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows in West Sussex Rooms (Cat C) Saturday / Sunday	Ceremony	750.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows in West Sussex Rooms (Cat C) Public Holiday	Ceremony	824.00	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	150.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat C+ Room (e.g. The Norfolk Room) To Register a Marriage/ Civil Partnership - Thursday	Ceremony	755.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat C+ Room (e.g. The Norfolk Room) To Register a Marriage/ Civil Partnership - Friday	Ceremony	812.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat C+ Room (e.g. The Norfolk Room) To Register a Marriage/ Civil Partnership - Saturday / Sunday	Ceremony	917.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat C+ Room (e.g. The Norfolk Room) To Register a Marriage/ Civil Partnership - Public Holiday	Ceremony	997.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows in West Sussex Rooms (Cat C+) Monday - Thursday	Ceremony	780.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows in West Sussex Rooms (Cat C+ Friday)	Ceremony	837.60	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows in West Sussex Rooms (Cat C+) Saturday / Sunday	Ceremony	942.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows in West Sussex Rooms (Cat C+) Public Holiday	Ceremony	1,022.40	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	909.00	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	968.00	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	1,060.00	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	1,150.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows in West Sussex Rooms (Cat D) Monday - Thursday	Ceremony	934.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows in West Sussex Rooms (Cat D) - Friday	Ceremony	993.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows in West Sussex Rooms (Cat D) - Saturday / Sunday	Ceremony	1,085.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows in West Sussex Rooms (Cat D) - Public Holiday	Ceremony	1,175.00	Cost Recovery
Registration Service	Attendance of Registrars at an Outside Venue to Register a Marriage / Civil Partnership - Monday - Thursday	Ceremony	533.00	Cost Recovery
Registration Service	Attendance of Registrars at an Outside Venue to Register a Marriage / Civil Partnership - Friday	Ceremony	592.00	Cost Recovery
Registration Service	Attendance of Registrars at an Outside Venue to Register a Marriage / Civil Partnership - Saturday / Sunday	Ceremony	725.00	Cost Recovery
Registration Service	Attendance of Registrars at an Outside Venue to Register a Marriage / Civil Partnership - Public Holiday	Ceremony	799.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows at Outside Venues and Non-Licenced Premises - Monday - Thursday	Ceremony	557.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows at Outside Venues and Non-Licenced Premises - Friday	Ceremony	616.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of Vows at Outside Venues and non-licenced premises - Saturday / Sunday	Ceremony	749.00	Cost Recovery
Registration Service	A Discount of £100 will apply to couples having a Statutory Ceremony in a West Sussex Ceremony Room who then have a Celebration of that Marriage at another West Sussex Venue	Two Ceremonies	-120.00	Cost Recovery
Registration Service	Registrar to Register a Civil Partnership at a Religious Building - Monday - Thursday	Ceremony	211.00	Cost Recovery
Registration Service	Registrar to Register a Civil Partnership at a Religious Building - Friday	Ceremony	283.00	Cost Recovery
Registration Service	Registrar to Register a Civil Partnership at a Religious Building - Saturday / Sunday	Ceremony	320.00	Cost Recovery

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT -Where Applicable (£)	Type of Charge
Registration Service	Registrar to Register a Civil Partnership at a Religious Building - Public Holiday	Ceremony	426.00	Cost Recovery
Registration Service	Attendance of Registrars at a Venue subject to Specific Partnership arrangement to Register a Marriage/Civil Partnership	Ceremony	407.00	Cost Recovery
Registration Service	Category A Room Crawley - Small Ceremonies on Dedicated Weekday Morning/Afternoon	Ceremony	194.00	Cost Recovery
Registration Service	Small Basic Marriage or Civil Partnership in Small Worthing Ceremony Room	Ceremony	175.00	Cost Recovery
Registration Service	Amendment Fee for Ceremonies (Dates, Times etc)	Amendment	39.00	Cost Recovery
Registration Service	Venue Licensing Licence valid for three years for a Venue to hold Marriages & Civil Partnerships	License	2,482.00	Cost Recovery
Registration Service	Licensing a Religious Building to hold Civil Partnerships Appeal against a Refusal to grant a License	Appeal	496.00	Cost Recovery
Registration Service	Venue Licensing License valid for three years for a Venue to hold Marriages & Civil Partnerships: Fee for Additional Room or Linked Outdoor Area/s	Additional Room	427.00	Cost Recovery
Edes House	Room Lettings at Edes House - Cowdray Room (Ground Floor) - Room Hire Charges	Various - Hour/ Half and Full Day by Day and Out of Hours	Various	Cost Recovery
Edes House	Room Lettings at Edes House - Foyer (Ground Floor) - Room Hire Charges	Various - Hour/ Half and Full Day by Day and Out of Hours	Various	Cost Recovery
Edes House	Room Lettings at Edes House - Leconfield Room (Ground Floor) - Room Hire Charges	Various - Hour/ Half and Full Day by Day and Out of Hours	Various	Cost Recovery
Edes House	Room Lettings at Edes House - Cowdray Room (Ground Floor) - Room Hire Charges	Various - Hour/ Half and Full Day by Day and Out of Hours	Various	Cost Recovery
Edes House	Room Lettings at Edes House - Warnham Room (Ground Floor) - Room Hire Charges	Various - Hour/ Half and Full Day by Day and Out of Hours	Various	Cost Recovery
Edes House	Room Lettings at Edes House - Reception Areas (Ground Floor) - Room Hire Charges	Various - Hour/ Half and Full Day by Day and Out of Hours	Various	Cost Recovery
Edes House	Room Lettings at Edes House - Norfolk Room (First Floor) - Room Hire Charges	Various - Hour/ Half and Full Day by Day and Out of Hours	Various	Cost Recovery
Edes House	Room Lettings at Edes House - Richmond Room (First Floor) - Room Hire Charges	Various - Hour/ Half and Full Day by Day and Out of Hours	Various	Cost Recovery
Edes House	Room Lettings at Edes House - Goodwood Room (First Floor) - Room Hire Charges	Various - Hour/ Half and Full Day by Day and Out of Hours	Various	Cost Recovery
Edes House	Room Lettings at Edes House - Rooftop Rooms - Room Hire Charges	Various - Hour/ Half and Full Day by Day and Out of Hours	Various	Cost Recovery
Edes House	Room Lettings at Edes House - Whole of Edes House - Room Hire Charges	Various - Hour/ Half and Full Day by Day and Out of Hours	Various	Cost Recovery

Gypsy and Traveller Sites

Service	Fee or Charge	Per What?	2025/26 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	126.00	Subsidised
Gypsy and Travellers Sites	Gypsy Roma Traveller Site Plot Rental – Fairplace Hill (5 X Single Pitch Plot Rental)	Week	101.00	Subsidised
Gypsy and Travellers Sites	Gypsy Roma Traveller Site Plot Rental – Fairplace Hill (1 X Single Pitch Plot Rental)	Week	120.00	Subsidised
Gypsy and Travellers Sites	Gypsy Roma Traveller Site Plot Rental – Withy Park (16 X Plot Rental)	Week	78.00	Subsidised
Gypsy and Travellers Sites	Plot Rental - All Other Sites	Week	68.00	Subsidised
Gypsy and Travellers Sites	West Sussex Transit Site Plot Rental (9 plots)	Week	93.00	Subsidised

Highways Fees and Charges

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT -Where Applicable (£)	Type of Charge
Highways Services	Implementation S38 & S278 Highway Agreements	Agreement	Various	Cost Recovery
Highways Services	Hoarding Application	M2 per 6 weeks	36.00	Cost Recovery
Highways Services	Hoarding Application - Extension	M2 per 8 weeks	36.00	Cost Recovery
Highways Services	Hoarding Application - Retrospective	Additional Fee Per License	407.00	Cost Recovery

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT -Where Applicable (£)	Type of Charge
Highways Services	Scaffold License	Month	256.00	Cost Recovery
Highways Services	Scaffold License - Extension	Extra Months	171.00	Cost Recovery
Highways Services	Scaffold License - Retrospective	Additional Fee Per License	407.00	Cost Recovery
Highways Services	Scaffolding - Fast Track Fee - (Application Period Under 5 Working Days)	Application	50.00	Cost Recovery
Highways Services	Special Event Orders S10 (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	2,887.00	Cost Recovery
Highways Services	Temporary Traffic Orders: by Notice - only if agreed with Streetworks Section (S14 (2))	Notice	576.00	Cost Recovery
Highways Services	Temporary Traffic Orders: by Notice followed by full Order (NOTICE + 2nd public notice) (S14 (1))	Order	2,887.00	Cost Recovery
Highways Services	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (6-month Orders)	Path Order	2,692.00	Cost Recovery
Highways Services	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (Extensions)	Path Order	2,692.00	Cost Recovery
Highways Services	Vehicle Crossover Licence - Application Fee	Application Fee	207.00	Cost Recovery
Highways Services	Vehicle Crossover Licence - Works Permission Fee	Works Permission Fee	297.00	Cost Recovery
Highways Services	Letter to support VCO legality - Part of house sale	Per Letter	67.00	Cost Recovery
Highways Services	Contractor VCO - Fast track Fee - Application Under 5 Working Days)	Application	50.00	Cost Recovery
Highways Services	Section 50 - New Roads and Street Works Act 1991: Private apparatus in the Highway	Units of 200m per Street	789.00	Cost Recovery
Highways Services	Local Land charges -Provision of site drawing, electronic	Number	81.60	Cost Recovery
Highways Services	Local Land charges -Provision of controller specification	Number	85.20	Cost Recovery
Highways Services	Local Land Charges -Provision of SCOOT, UTC or MOVA data	Number	160.80	Cost Recovery
Highways Services	Access Protection Lines - Road markings to deter parking across private access - per set	New Lines	217.20	Cost Recovery
Highways Services	Access Protection Lines - Road markings to deter parking across private access - per set	Refurbishment	217.20	Cost Recovery
Highways Services	Moving Elevated Work Platform - Notice required	Up to 10 Working Days	150.00	Cost Recovery
Highways Services	Mobile Elevated Works Platform (MEWP) -Fast Track Fee - (Applications Under 5 Working Days Notice)	Application	50.00	Cost Recovery
Highways Services	Tourist & Private Directional Signs – Survey and admin fees (Design and Manufacture costs in addition to this)	Application	430.00	Cost Recovery
Highways Services	Tourist & Private Directional Signs - Non-refundable vetting fee	Application	172.00	Cost Recovery
Highways Services	Temporary Direction Signs (New Developments) - First 5 signs	Up to 5 Signs	756.00	Cost Recovery
Highways Services	Temporary Direction Signs (New Developments) - Additional signs	Additional Sign	151.00	Cost Recovery
Highways Services	TROs required as a consequence of development or another promoter	TRO	10,562.00	Cost Recovery
Highways Services	Skip License - Initial 7-day license	7 Days	45.00	Cost Recovery
Highways Services	Skip License - 7-day extension	7 Days	45.00	Cost Recovery
Highways Services	Skip License - Over run fee cost recovery	License	124.00	Cost Recovery
Highways Services	Skip License - Retrospective	Application	139.00	Cost Recovery
Highways Services	Skips - Fast Track Fee - (Applications Period Under 5 Working Days)	Application	50.00	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	121.00	Cost Recovery
Highways Services	Licence 171 Excavation	Licence 1 to 5 days	789.00	Cost Recovery
Highways Services	Moving Elevated Work Platform - Overrun Fee	Day	207.00	Cost Recovery

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT -Where Applicable (£)	Type of Charge
Highways Services	Moving Elevated Work Platform - Admin fee for change of date	One Off	49.00	Cost Recovery
Highways Services	Scaffold - Fine for over run or failure to notify removal complete	Application	322.00	Cost Recovery
Highways Services	Amendment Fee - Amendment to any Skip, Scaffold, MEWP, Materials on the Highway or VCO Contractor Licence to include amendments to Traffic Management Plans, change in dates etc	Application	30.00	Cost Recovery
Highways Services	Materials on a Highway - Licence to temporarily deposit building materials - Over run per day	Day	49.00	Cost Recovery
Highways Services	Temp Vehicle Crossover Licence: Developer Applications - 1 to 5 Properties (Dwellings) on site	Application	752.00	Cost Recovery
Highways Services	Temp Vehicle Crossover Licence: Developer Applications - 6 to 25 (Dwellings) Properties on site	Application	1,505.00	Cost Recovery
Highways Services	Temp Vehicle Crossover Licence: Developer Applications - 25+ Properties (Dwellings)	Application	3,760.00	Cost Recovery
Highways Services	Temporary Direction Signs (New Developments) - Unauthorised Sign Removal	Each Sign Removal	139.00	Cost Recovery
Highways Services	Crane Licence	Licence 4 weeks	467.00	Cost Recovery
Highways Services	Crane Licence - Extension	Licence 4 weeks	220.00	Cost Recovery
Highways Services	Traffic Survey Licence (per USRN)	Licence 2 weeks	95.00	Cost Recovery
Highways Services	Temporary Switch Off for Pedestrian Crossing	Each	862.00	Cost Recovery
Highways Services	Temporary Switch Off for Signalised Junction	Each	1,124.00	Cost Recovery
Highways Services	Tree Planting Contribution	Application	266.00	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	666.00	Cost Recovery

Transport Fees and Charges

Service	Fee or Charge	Per What?	2025/26 Fee or Charge - Inclusive of VAT -Where Applicable (£)	Type of Charge
Transport - Road Safety	Cycle Training Course - Complete Beginner	1 Hour Session	48.00	Cost Recovery
Transport - Road Safety	Cycle Training Course - Beginner/Road Riding	1.5 Hour Session	53.00	Cost Recovery
Transport - Road Safety	Cycle Training Course - Advanced	2 Hour	59.00	Cost Recovery
Transport - Road Safety	Children's Cycle Training Course - Bikeability	2 Hour	20.00	Cost Recovery
Transport - Road Safety	Local Transport Improvements - Bus Stop Suspension / Relocation	Bus Stop Suspension / Relocation	379.00	Cost Recovery
Transport Bureau	Minibus Permit S19	Permit	20.00	Cost Recovery
Transport Bureau	English National Concessionary Travel Scheme - Replacement Bus Pass	Pass	11.00	Cost Recovery
Transport Bureau	Transport DBS – DBS Checks for External Transport Staff	Check	75.00	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

Anacronyms	
SLA	Service Level Agreement
H&S	Health and Safety
CROW	Countryside and Right of Way
WEEE	Waste of Electrical and Electronic Equipment
DBS	Disclosure and Barring Service
SCOOT	Split Cycle Offset Optimisation Technique
USRN	Unique Street Reference Number
UTC	Urban Traffic Control
MOVA	Microprocessor Optimised Vehicle Actuation