

PART A - PLANNING STATUTORY CHARGES

List of Statutory and Discretionary Fees and Charges

In addition to the statutory planning fees listed below, developments may also be liable to pay a Community Infrastructure Levy (CIL) charge – please see Part B - Planning Discretionary Charges.

Payment can be made by debit or credit card using either our on-line service at <https://www.newark-sherwooddc.gov.uk/paymentstotheCouncil/> (available 24 hours a day, 365 days a year), by BACS (please email planning@newark-sherwooddc.gov.uk to inform payment has been made, including application reference (if known), amount and site address) or by telephoning us on 01636 650000. Please note, we no longer accept payments by cheque.

Further details of all the above is available on our website at <https://www.newark-sherwooddc.gov.uk/paymentstotheCouncil>

Please note that should a planning application be withdrawn after submission and prior to confirmation of it being a valid application, an administrative fee will be charged as set out in Part B - Discretionary Charges - the "Invalid Planning Application and Pre Application Advice Charges" Section. Should an application be withdrawn after confirmation is provided of it being valid, there is no refund of the application fee.

Statutory planning fees		
Category of development	2023/24 Charge	2024/25 Charge
I. Operations		
1. The erection of dwellinghouses (other than development in category 6)	<p>(1) Where the application is for outline planning permission and:</p> <p>a) the site area does not exceed 2.5 hectares, £462 for each 0.1 hectare (or part thereof) of the site area;</p> <p>b) the site area exceeds 2.5 hectares, £11,432; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £150,000.</p> <p>(1A) Where the application is for permission in principle £402 for each 0.1ha of the site area.</p>	<p>(1) Where the application is for outline planning permission and:</p> <p>a) the site area is less than 0.5 hectare, £578 for each 0.1 hectare (or part thereof) of the site area;</p> <p>b) the site area is at least 0.5 hectare but does not exceed 2.5 hectares, £624 for each 0.1 hectare (or part thereof) of the site area;</p> <p>c) the site area exceeds 2.5 hectares, £15,433; and additional £186 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £202,500.</p> <p>(2) Where the application is for permission in principle £503 for each 0.1ha of the site area.</p>
	<p>(2) in other cases:</p> <p>a) where the number of dwellinghouses to be created by the development is 50 or fewer, £462 for each dwellinghouse;</p>	<p>(3) in other cases:</p> <p>a) where the number of dwellinghouses to be created by the development is less than 10, £578 for each dwellinghouse;</p>

	<p>b) where the number of dwellinghouses to be created by the development exceeds 50, £22,859; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000.</p>	<p>b) where the number of dwellinghouses to be created by the development is 10 or more but not more than 50, £578 for each dwellinghouse;</p> <p>c) where the number of dwellinghouses to be created by the development exceeds 50, £30,860; and an additional £186 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £405,000.</p>
	<p>(1) Where the application is for outline planning permission and:</p> <p>a) the site area does not exceed 2.5 hectares, £462 for each 0.1 hectare (or part thereof) of the site area;</p> <p>b) the site area exceeds 2.5 hectares, £11,432; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £150,000.</p> <p>(1A) Where the application is for permission in principle £402 for each 0.1ha of the site area.</p>	<p>(1) Where the application is for outline planning permission and:</p> <p>a) the site area is less than 1 hectare, £578 for each 0.1 hectare (or part thereof) of the site area;</p> <p>b) the site area is at least 1 hectare but does not exceed 2.5 hectares, £624 for each 0.1 hectare (or part thereof) of the site area;</p> <p>c) the site area exceeds 2.5 hectares, £15,433; and an additional £186 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £202,500.</p> <p>(2) Where the application is for permission in principle £503 for each 0.1ha (or part thereof) of the site area.</p>

<p>2. The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7).</p>	<p>(2) in other cases:</p> <p>a) where no floor space (as measured to the outside wall) is to be created by the development, £234;</p> <p>b) where the area of gross floor space to be created by the development does not exceed 40 square metres, £234;</p> <p>c) where the area of the gross floor space to be created by the development exceeds 40 square metres, but does not exceed 75 square metres, £462;</p> <p>d) where the area of the gross floor space to be created by the development exceeds 75 square metres, but does not exceed 3750 square metres, £462 for each 75 square metres (or part thereof) of that area;</p> <p>e) where the area of gross floor space to be created by the development exceeds 3750 square metres, £22,859; and an additional £138 for each 75 square metres (or part thereof) in excess of 3750 square metres, subject to a maximum in total of £300,000.</p>	<p>(3) in other cases:</p> <p>a) where no floor space* is to be created by the development, £293;</p> <p>b) where the area of gross floor space to be created by the development does not exceed 40 square metres, £293;</p> <p>c) where the area of the gross floor space to be created by the development exceeds 40 square metres, but is less than 1000 square metres, £578; for each 75 square metres (or part thereof);</p> <p>d) where the area of the gross floor space to be created by the development is at least 1000 square metres but does not exceed 3750 square metres, £624 for each 75 square metres (or part thereof)</p> <p>e) where the area of gross floor space to be created by the development exceeds 3750 square metres, £30,680; and an additional £186 for each 75 square metres (or part thereof) in excess of 3750 square metres, subject to a maximum in total of £405,000.</p>
<p>* Please note "floor Space" is measured to the outside wall.</p>		

	<p>(1) Where the application is for outline planning permission and:</p> <p>(a) the site area does not exceed 2.5 hectares, £462 each 0.1 hectare (or part thereof) of the site area;</p> <p>(b) the site area exceeds 2.5 hectares, £11,432; and an additional £138 for each additional hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £150,000.</p>	<p>(1) Where the application is for outline planning permission and:</p> <p>(a) the site area is less than 1 hectare, £578 each 0.1 hectare (or part thereof) of the site area;</p> <p>(b) the site area is at least 1 hectare but does not exceed 2.5 hectares, £624; for each 0.1 hectare (or part thereof) of the site area</p> <p>(c) the site area exceeds 2.5 hectares, £15,433; and an additional £186 for each additional hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £202,500.</p>
	<p>(1A) where the application is for permission in principle £402 for each 0.1ha of the site area.</p>	<p>(2) where the application is for permission in principle £503 for each 0.1ha (or part thereof) of the site area.</p>

3. The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings in category 4).

(2) in other cases:

(a) where the area of gross floor space to be created by the development does not exceed 465 square metres, **£96**;

(b) where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres, **£462**;

(c) where the area of the gross floor space to be created by the development exceeds 540 square metres but does not exceed 4215 square metres, **£462** for the first 540 square metres, and an additional **£462** for each 75 square metres (or part thereof) in excess of 540 square metres; and

(d) where the area of gross floor space to be created by the development exceeds 4215 square metres, **£22,859**; and an additional **£138** for each 75 square metres (or part thereof) in excess of 4215 square metres, subject to a maximum in total of **£300,000**.

(3) in any other case:

(a) where the area of gross floor space to be created by the development does not exceed 465 square metres, **£120**;

(b) where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres, **£578**;

(c) where the area of the gross floor space to be created by the development exceeds 540 square metres but is less than 1000 square metres, **£578** and an additional **£578** for each 75 square metres (or part thereof) in excess of 540 square metres;

(d) where the area of gross floor space to be created by the development is at least 1000 square metres but does not exceed 4215 square metres, **£624** and an additional **£624** for each 75 square metres (or part thereof) in excess of 1000 square metres;

(e) where the area of gross floor space to be created by the development is at least 4215 square metres, **£30,860** and an additional **£186** for each 75 square metres (or part thereof) in excess of 4215 square metres, subject to a maximum total of **£405,000**.

<p>4. The erection of glasshouses on land used for the purposes of agriculture.</p>	<p>(1) Where the area of gross floor space to be created by the development does not exceed 465 square metres, £96;</p> <p>(2) where the area of gross floor space to be created by the development exceeds 465 square metres, £2,580.</p>	<p>(1) Where the area of gross floor space to be created by the development does not exceed 465 square metres, £120;</p> <p>(2) where the area of gross floor space to be created by the development exceeds 465 square metres but is less than 1000 square metres, £3225.</p> <p>(3) where the area of gross floor space to be created by the development is 1000 square metres or more, £3483.</p>
<p>5. The erection, alteration or replacement of plant or machinery.</p>	<p>(1) Where the site area does not exceed 5 hectares, £462 for each 0.1 hectare (or part thereof) of the site area;</p> <p>(2) Where the site area exceeds 5 hectares, £22,859; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 5 hectares, subject to a maximum in total of £300,000.</p>	<p>(1) Where the site area does not exceed 5 hectares, £578 for each 0.1 hectare (or part thereof) of the site area;</p> <p>(2) Where the site area is at least 1 hectare but does not exceed 5 hectares, £624; for each 0.1 hectare (or part thereof) of the site area.</p> <p>(3) Where the site area exceeds 5 hectares, £30,860; and an additional £186 for each 0.1 hectare (or part thereof) in excess of 5 hectares, subject to a maximum in total of £405,500.</p>
<p>6. The enlargement, improvement or other alteration of existing dwelling houses.</p>	<p>(1) Where the application relates to one dwellinghouse, £206;</p> <p>(2) Where the application relates to two or more dwellinghouses, £407.</p>	<p>(1) Where the application relates to a single dwellinghouse, £258;</p> <p>(2) Where the application relates to two or more dwellinghouses, £509.</p>
<p>7. The carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse.</p>	<p>£206</p>	<p>£258</p>
<p>8. The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.</p>	<p>£234</p>	<p>£293</p>

<p>9. The carrying out of any operations connected with exploratory drilling for oil or natural gas.</p>	<p>(1) Where the site area does not exceed 7.5 hectares, £508 for each 0.1 hectare (or part thereof) of the site area;</p> <p>(2) where the site area exceeds 7.5 hectares, £38,070; and an additional £151 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares, subject to a maximum in total of £300,000.</p>	<p>(1) Where the site area does not exceed 7.5 hectares, £686 for each 0.1 hectare (or part thereof) of the site area;</p> <p>(2) where the site area exceeds 7.5 hectares, £51,395; and an additional £204 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares, subject to a maximum in total of £405,500.</p>
<p>10. The carrying out of any operations (other than operations coming within category 9) for the winning and working of oil or natural gas.</p>	<p>(a) does not exceed 15 hectares, £257 for each 0.1 hectare of the site area,</p> <p>(b) exceeds 15 hectares, £38,520; and an additional £151 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £78,000.</p>	<p>(1) Where the site area does not exceed 15 hectares, £347 for each 0.1 hectare (or part thereof) of the site area,</p> <p>(2) Where the site area exceeds 15 hectares, £52,002; and an additional £204 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £105,000.</p>
<p>11. The carrying out of any operations not coming within any of the above categories.</p>	<p>1. In the case of operations for the winning and working of minerals:</p> <p>(a) where the site area does not exceed 15 hectares, £234 for each 0.1 hectare (or part thereof) of the site area;</p> <p>(b) where the site area exceeds 15 hectares, £34,934; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £78,000;</p> <p>2. In any other case, £234 for each 0.1 hectare (or part thereof) of the site area, subject to a maximum in total of £2,028.</p>	<p>1. In the case of operations for the winning and working of minerals:</p> <p>(a) where the site area does not exceed 15 hectares, £316 for each 0.1 hectare (or part thereof) of the site;</p> <p>(b) where the site area exceeds 15 hectares, £47,161; and an additional £186 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £105,300;</p> <p>2. In any other case, £293 for each 0.1 hectare (or part thereof) of the site area, subject to a maximum in total of £2,535.</p>

II. Uses of Land		
<p>12. The change of use of a building to use as one or more separate dwellinghouses.</p>	<p>1. Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses:</p> <p>(a) where the change of use is to use as 50 or fewer dwellinghouses, £462 for each additional dwellinghouse;</p> <p>(b) where the change of use is to use as more than 50 dwellinghouses, £22,859; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000;</p>	<p>1. Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses:</p> <p>(a) where the change of use is fewer than 10 dwellinghouses, £578 for each additional dwellinghouse;</p> <p>(b) where the change of use at least 10 but no more than 50 dwellinghouses, £624; for each additional dwellinghouse;</p> <p>(c) where the change of use is to use more than 50 dwellinghouses, £30,860; and an additional £186 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £405,000;</p>
	<p>(2) in all other cases:</p> <p>(a) where the change of use is to use as 50 or fewer dwellinghouses, £462 for each dwellinghouse;</p> <p>(b) where the change of use is to use as more than 50 dwellinghouses, £22,859; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000.</p>	<p>(2) in all other cases:</p> <p>(a) where the change of use is to use as 10 dwellinghouses, £578 for each dwellinghouse;</p> <p>(b) where the change of use is to use at least 10 dwellinghouses but no more than 50 dwellinghouses, £624 for each dwellinghouse;</p> <p>(c) where the change of use is to use as more than 50 dwellinghouses, £30,860; and an additional £186 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £405,000.</p>

<p>13. The use of land for:</p> <p>a) the disposal of refuse or waste materials;</p> <p>b) the deposit of material remaining after minerals have been extracted from land; or</p> <p>c) the storage of minerals in the open.</p>	<p>(1) Where the site area does not exceed 15 hectares, £234 for each 0.1 hectare (or part thereof) of the site area;</p> <p>(2) where the site area exceeds 15 hectares, £34,934; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £78,000.</p>	<p>(1) Where the site area does not exceed 15 hectares, £316 for each 0.1 hectare (or part thereof) of the site area;</p> <p>(2) where the site area exceeds 15 hectares, £47,161; and an additional £186 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £105,300.</p>
<p>14. The making of a material change in the use of a building or land (other than a material change of use in category 11 or 12(a), (b) or (c)).</p>	<p>£462</p>	<p>£578</p>
III. Scale of Fees in Respect of Applications for Consent to Display Advertisements		
<p>1. Advertisements displayed externally on business premises, the forecourt of business premises or other land within the curtilage of business premises, wholly with reference to all or any of the following matters:</p> <p>a) the nature of the business or other activity carried on the premises;</p> <p>b) the goods sold or the services provided on the premises; or</p> <p>c) the name and qualifications of the person carrying on such business or activity or supplying such goods or services.</p>	<p>£132</p>	<p>£165</p>
<p>2. Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site.</p>	<p>£132</p>	<p>£165</p>
<p>3. All other advertisements.</p>	<p>£462</p>	<p>£578</p>

Lawful Development Certificate (LDC)		
LDC – Section 191(1)(a) or (b) application for a certificate to establish the lawfulness of an existing land-use, or of development already carried out.	Same as Full for that use or operation	Same as Full for that use or operation
LDC – Section 191(1) (c) application for a certificate to establish that it was lawful not to comply with a particular condition or other limitation imposed	£234	£293
LDC – Section 192(1)(a) or (b) application for a certificate to state that a proposed use or development would be lawful.	Half the normal planning fee if submitting a new application for that use or operation.	Half the normal planning fee if submitting a new application for that use or operation.
Prior Approval (under Permitted Development)		
Construction of new dwellinghouses (Classes ZA,AA,AB,AC,AD and A of Part 20) : Fewer than 10 (as specified in the written statement)	£334 for each dwellinghouse	£418 for each dwellinghouse
Construction of new dwellinghouses (Classes ZA,AA,AB,AC,AD and A of Part 20): At least 10 dwellinghouses bur no more than 50 (as specified in the written statement)	£334 for each dwellinghouse	£451 for each dwellinghouse
Construction of new dwellinghouses (Classes ZA,AA,AB,AC,AD and A of Part 20): More than 50 dwellinghouses (as specified in the written statement)	£16,525 + £100 for each dwellinghouse in excess of 50 Maximum fee of £300,000	£22,309 and an additional £135 for each dwellinghouse in excess of 50 subject to a maximum fee of £405,000
Additional storeys on a home (Class AA of Part 1)	£96	£120
Enlargement of a dwellinghouse (which exceeds the limits in paragraph A.1(f) of Part 1 Class A of Schedule 2 (Class A of Part 1)	£96	£120
Agricultural and Forestry buildings & operations (Class A of Part 16)	£96	£120
Demolition of buildings (Class B of Part 11)	£96	£120
Communications (Clas A of Part 16)	£462	£578
Amusement arcade or centre or casino to dwellinghouse (Class N Part 3)		£120 ; or £258 if it includes building operations in connection with the change of use
Commercial, business and service or betting office or pay day loan shop to mixed use (Class G of Part 3)		£120
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School (Class S of Part 3)	£96	£120
Agricultural buildings to a flexible commmercial use (Class R of Part 3)		£120
Change of Use of a building and any land within its curtilage from an Agricultural Buildsing to Dwellinghouses (Use Class 3) (Class Q of Part 3)		£120 ; or £258 if it includes building operations in connection with the change of use

Commercial, business and service uses (Class E of Schedule 2) to dwellinghouses (Class MA of Part 3)		£125 for each proposed dwellinghouse
Launderette, betting office, pay day loan shop, hot food takeaway or mixed use of a dwelling with any of these uses to a dwellinghouse (Class M of Part 3)		£120 ; or £258 if it includes building operations in connection with the change of use
Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos (Sui Generis Uses) to Dwellinghouses (Use Class C3) (Class N of Part 3)		£120 ; or £258 if it includes building operations in connection with the change of use
Moveable structures for historic visitor attractions and listed pubs, restaurants etc. (Class BB of Part 4)		£120
Solar in a conservation area on a flat roof (Class A of Part 14)		£120
Solar in a conservation area when stand-alone nearer to highway than dwellinghouse or block of flats (Class B of Part 14) or non-domestic premises (Class K of Part 14)		£120

Solar canopy on non-domestic off street parking (Class OA of Part 14)		£120
Temporary state-funded school on previously vacant commercial land (Class CA of Part 4)		£120
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop (Class M of Part 7)		£120
Erection, extension or alteration of a university building (Class M of Part 7)		£120
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use (Class E of Part 4)		£120
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings (Class J(c) of Part 14)		£120

<p>Temporary recreational campsites (Class BC of Part 4)</p>		<p style="text-align: right;">£120</p>
<p>Change of use from hotel, residential institutions, secure residential institutions or commercial, business or service (Class E of Schedule 2) to state funded school (Class T of Part 3)</p>		<p style="text-align: right;">£120</p>

Reserved Matters		
Application for approval of reserved matters following outline approval	In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462	In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £578
Approval/variation/discharge of condition		
Application for removal or variation of a condition following grant of planning permission	£234	£293
Request to discharge one or more planning conditions or for confirmation of compliance with one or more planning conditions. No charge is made for the following:- <ul style="list-style-type: none"> • Requests relating to Listed Building Consent • Requests relating to Tree Works Consent 	£34 per request for Householder otherwise £116 per request	£43 per request for Householder otherwise £145 per request
Application for a non-material amendment following a grant of planning permission or permission in principle		
Applications in respect of householder developments	£34	£43
Applications in respect of other developments	£234	£293
Hazardous substances consents		
For proposals involving the presence of a substance in excess of twice the controlled quantity	£400	£400
For applications where no one substance exceeds twice the controlled quantity	£250	£250
An application for the removal of conditions attached to a grant of consent or for the continuation of a consent upon partial change in ownership of the land	£200	£200
Certificates of Appropriate Alternative Development		
Applications in respect of certificates of appropriate alternative development	£234	£293

Concessions	
Please note: Not all concessions are valid for all application types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable	
Application types where no current fee is required:	
<ul style="list-style-type: none"> • Listed Building Consent • Planning applications for relevant demolition in a Conservation Area • Works to Trees covered by a Tree Preservation Order or in a Conservation Area • Hedgerow removal notice 	
Exemptions from payment (removed from legislation but remain valid as per below)	An application that is the first and only revision of a previous application of the same type, for development of the same character or description, on the same site (or part of that site), by the same applicant where it will be received by the Local Authority within 12 months of:
<ul style="list-style-type: none"> • the Local Authority receiving the previous application if it was withdrawn; or • the previous application being granted or refused; or • the determination period of the previous application expiring, where that application was validated, not determined, and then appealed on the grounds of non-determination. 	
and, in all cases, where that relevant 12-month period started no later than 5th December 2023.	
An application that is the first and only revision of a previous application, for display advertisement(s) of the same description, on the same site(s) or part(s) of the site(s), by the same applicant, where it will be received by the Local Authority within 12 months of:	
<ul style="list-style-type: none"> • the Local Authority receiving the previous application if it was withdrawn; or • the previous application being refused; 	
and, in all cases, where that relevant 12-month period started no later than 5th December 2023	
Exemptions from payment	
An application solely for the alteration or extension of an existing dwellinghouse; or works in the curtilage of an existing dwellinghouse (other than the erection of a dwellinghouse) for the purpose of providing:	
<ul style="list-style-type: none"> • Means of access to or within it for a disabled person who is resident in it, or is proposing to take up residence in it; or • Facilities designed to secure that person's greater safety, health or comfort. 	
An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted.	
If the application relates to an alternate use of buildings or land within the same Use Class that requires planning permission only by the requirements of a condition imposed on a permission granted or deemed to be granted under Part 3 of the Town and Country Planning Act 1990 (as amended).	
If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation.	
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question.	
If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area	

If the application is for a Certificate of Lawfulness of Proposed Works to a listed building
If an application for planning permission (for which a fee is payable) being made by the same applicant on the same date for the same site, buildings, or land as the prior approval application (for larger home extensions, additional storeys on a home, or change of uses).
Reductions to payments and fees for cross boundary applications
If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings, then the fee is £578 .
If the application is being made on behalf of a parish or community council, then the fee is 50% (with the exception of submissions for discharge of conditions where the full fee is payable).
If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%.
In respect of reserved matters, you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £578 .
If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%.
If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others.
Fees for cross boundary applications
Where an application cross one or more local or district planning authorities.
<ul style="list-style-type: none"> • The amount due is usually 150% of the 'single' fee that would have been payable for the proposed development (as if there had only been one application to a single authority covering the entire site); unless • The 'total' fee (the sum total of each separately calculated fee for each part of the development within each authority's boundary) is smaller. In which case this 'total' fee is the fee due
In either case, the fee should be paid to the authority that contains the larger part of the application site within its boundary.

PART B - PLANNING DISCRETIONARY CHARGES

Newark and Sherwood’s Planning Development and Planning Policy business units produce a variety of documents, many of which can be obtained free of charge, however on occasion we may need to charge for our documents and discretionary services on a cost-recovery basis to enable them to continue to be provided.

Submission of Applications by Email or Paper

Most application forms are available via the Planning Portal find and download paper forms website. Only forms which are not available through the Planning Portal should be submitted by email or paper. Where an application can be submitted electronically but the applicant/agent chooses to not submit through the Planning Portal, an administrative charge will be levied.

Please note that applications submitted by email or paper take longer to process than those submitted via the Portal.

Fast Track Applications

The Council is trialling a Fast Track service for the administration and consideration of a number of applications. Note that the Fast Track Service will not affect the consideration of your application. The Fast Track service is available on the following application types and will be trialled for up to 6-months:

- advertisements;
- proposed lawful development certificates (LDC); and
- householder prior approvals.

This service guarantees you a decision notice in writing within a maximum of 5 working days of the conclusion of the statutory 21-day consultation period [where applicable and subject to bank holiday requirements] and subject to any referral of the application to Planning Committee. Referral will [likely] have the effect of delaying the determination of the application.

Each request will be individually assessed, and confirmation will be provided as to whether we can offer you the Fast Track service before we consider your application. We reserve the right to refuse requests subject to resources and availability.

Requests for the Fast Track service should be made prior to submitting the application, however if an application has already been submitted and you wish to opt for the Fast Track service, we will need to review at what stage the application is and confirm availability with the allocated officer.

Each request must include the following details: OR STATED AS PART OF THE DESCRIPTION AT THE TIME OF SUBMISSION. PLEASE NOTE THIS DESCRIPTION WILL BE REMOVED PRIOR TO NOTIFICATION AND CONSULTATION

- name, address, phone number and email address of applicant/agent
- site address and preferably site location plan identifying the site
- description of proposals
- clearly identify that the request is for the Fast Track service

Once a Fast Track service request has been accepted and the confirmation has been sent, the applicant or agent has 5 working days to submit the application and make the payment.

Please allow at least 24 hours for us to review service availability.

You should email the service at planning@newark-sherwooddc.gov.uk for the Fast Track service before submitting the application.

Fast track services and costs

The charges for fast-tracking these application types are:

Application Type	Fee (incl. VAT)
Major	£120
Non-Major	£75

Fast Track charges are payable in addition to the application fees payable under the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended).

Fast Track payments can only be made once we have received an application and should be received at the time of registration of the application.

All payments must be made by debit or credit card using our on-line service at <https://www.newark-sherwooddc.gov.uk/paymentstotheCouncil/> (available 24 hours a day, 365 days a year).

Pre Application Advice

Why Apply?

The pre-application phase of development management is part of a positive and proactive planning process. Engagement prior to a planning application being formally submitted can be critically important and should provide the applicant and the Council with the opportunity to gain a clear understanding of the objectives of and any constraints on development.

It also provides an opportunity for wider engagement, where appropriate, with other stakeholders, including the local community, which can deliver better outcomes for all parties.

We provide a comprehensive pre-application advice service. In order to provide a high quality and efficient service, which includes amongst other things consultation with key stakeholders, a service fee is required. Pre-application advice will:

- Identify and assess the prospective application against Council policies and standards;
- Where requested, arrange to attend a meeting with the prospective applicant (normally at the Council Offices);
- Where specialist advice is requested at a meeting, the necessary officers will attend subject to availability; and
- Provide a detailed written response in the context of the plans/information provided and meeting discussions which will include a list of supporting documents that would need to be submitted with any application to ensure that it is valid on receipt, a list of possible conditions that could be attached to any similar proposal if submitted (providing that the proposal would not be unacceptable), and details of any responses received from statutory and other consultees through the pre-application process.

Where follow up advice is sought, this must be made in writing and must include the original planning reference given by the Council and clear details of the additional advice being requested. Any such requests will be acknowledged in writing within 1 week. If you then wish to proceed, the fee must be paid in full prior to any advice being issued.

Qualification

Any views or opinions expressed are in good faith, without prejudice to the formal consideration of any planning application, which will be subject to formal public consultation (which will include the relevant Town or Parish Council) and ultimately decided by the Council.

It should be noted that subsequent alterations to legislation or local, regional and national policies might affect the advice given.

Processing of Planning Applications Submitted After Advice Sought

If you have any queries regarding our pre-application advice service please visit our website <https://www.newark-sherwooddc.gov.uk/pre-applicationadvice/> or contact us by email at planning@newark-sherwooddc.gov.uk or telephone 01636 650000.

The pre-application fees set out below do not include the cost of providing advice in relation to biodiversity net gain which, if required as part of either a development proposal or a landowner wishing to propose to use land for the sale of off-site biodiversity units within the District. These costs are set out below under 'Biodiversity Net Gain'.

Unless otherwise stated, the fees for this service are fixed and will include the following (charges are inclusive of VAT). Terms and conditions. Standard fees must be paid on submission of the request for advice.

Development Category	2023/24 Charge	2024/25 Charge
<p>CATEGORY A - PRE-APPLICATION ADVICE ON A DEVELOPMENT PROPOSAL New floor-space or change of use of 10,000 square metres or more (except where the proposal would provide 100 or more dwellings) or where the site area is 2 hectares or more. Development subject to an Environmental Impact Assessment (EIA).</p>	<p>Fixed charge of £1,650 - with an additional meeting if required.</p> <p>This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. Schemes requiring a greater amount of Officer input and/or review of statements by third parties to be agreed on a bespoke basis by the Business Manager, Planning Development</p>	<p>Fixed charge of £1,730 - with an additional meeting if required.</p> <p>This would cover a site visit, up to 3 no. 1 hour meetings with the case officer and one letter. Schemes requiring a greater amount of Officer input and/or review of statements by third parties to be agreed on a bespoke basis by the Business Manager, Planning Development</p>
<p>CATEGORY B – LARGE SCALE MAJOR DEVELOPMENT Residential development of 100 or more or other major developments where the site area is 4 hectares or more.</p>	<p>£2,055</p> <p>This will cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. For development proposals of a more significant nature, requiring more regular meetings, other officers in attendance or review of statements by third parties a bespoke fee will be agreed.</p>	<p>£2,160</p> <p>This will cover a site visit, up to 3 no. 1 hour meetings with the case officer and one letter. For development proposals of a more significant nature, requiring more regular meetings, other officers in attendance or review of statements by third parties a bespoke fee will be agreed.</p>
<p>CATEGORY C – MAJOR DEVELOPMENT Residential development of between 50 and 99 dwellings (inclusive) dwellings or other major developments where the site area is 0.5 hectares up to less than 4 hectares.</p>	<p>£1,555</p> <p>This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.</p>	<p>£1,635</p> <p>This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.</p>
<p>CATEGORY D – SMALL SCALE MAJOR DEVELOPMENT Residential development of between 11 and 49 dwellings (inclusive) dwellings or other major developments where the site area is 0.5 hectares up to less than 4 hectares.</p>	<p>£1,050</p> <p>This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.</p>	<p>£1,100</p> <p>This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.</p>

CATEGORY E – SMALL SCALE OTHER DEVELOPMENT Examples include: Residential development of between 2 and 10 dwellings or where the site area is below 0.5 hectares.	£620 This will cover a site visit, 1 hour meeting with the case officer and one letter.	£650 This will cover a site visit, 1 hour meeting with the case officer and one letter.
CATEGORY F – ALL OTHER DEVELOPMENT AND CONSENTS NOT WITHIN CATEGORIES A TO C BUT EXCLUDING HOUSEHOLDER DEVELOPMENT Examples include: 1 new dwelling. New floor space of less than 300 sqm or change of use (excluding change of use to 2 or more dwellings which falls within the above categories).	£220 This will cover a site visit, 1 hour meeting with the case officer and one letter.	£230 This will cover a site visit, 1 hour meeting with the case officer and one letter.
CATEGORY G – WIND TURBINES	£1,370 This will cover a site visit, 2 hour meeting with the case officer and one letter. For proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed by the Business Manager, Planning Development	£1,440 This will cover a site visit, and up to 2 1 hour meetings with the case officer and one letter. For proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed by the Business Manager, Planning Development.
CATEGORY H – HOUSEHOLDER APPLICATIONS Works to a house or within its garden. (NB. a fee DOES NOT apply to Listed Buildings in domestic use, for maintenance and repair or thermal upgrading advice (unless part of a redevelopment proposal – see pre-application categories above), or if the building is identified as heritage at risk (e.g. if on a recognised heritage at risk register and/or in a Conservation Area at risk and the proposals would demonstrably contribute to reducing or removing heritage at risk).	£70 This will cover a site visit by the case officer and one letter.	£74 This will cover a site visit by the case officer and one letter.
CATEGORY I – ADVICE WHICH IS NOT COVERED BY ANY OF THE ABOVE CATEGORIES OR REQUIRES A FEE TO BE AGREED WITH THE BUSINESS MANAGER - PLANNING DEVELOPMENT	A bespoke fee will be agreed in advance based on the likely time taken, the level of experience of the Officer as well as other specialists required to provide any such advice.	A bespoke fee will be agreed in advance based on the likely time taken, the level of experience of the Officer as well as other specialists required to provide any such advice.
CATEGORY J - ADVICE ON PROPOSALS FOR WORKS TO TREES PROTECTED BY A TREE PRESERVATION ORDER OR WITHIN A CONSERVATION AREA	£80	£85
CATEGORY K - FOLLOW-UP ADVICE This is based on an amendment to the scheme in an attempt to make it acceptable but does not include complete alterations to developments that require e.g. reconsultation(s).	Half of the above fees for categories A to H. Category will be calculated on a bespoke basis.	Half of the above fees for categories A to H. Category will be calculated on a bespoke basis.

<p>CATEGORY L - ANNUAL FEE FOR PRE-APPLICATION ADVICE FOR MAJOR LANDOWNERS</p>	<p>£4,720</p>	<p>£5,000</p> <p>This will cover up to 4 meetings per annum with an Officer and provide advice on day-to-day operational proposals associated with the land holding. Site visits will be undertaken throughout the year as required by the proposals being discussed. Written advice will be provided as required following the meetings. Excluded from this fee would be matters such as development proposals of land for major housing developments which would be subject to the fees in the schedule above.</p>
<p>CATEGORY M - PRE-APPLICATION PROPOSALS PRESENTED BY THE APPLICANT/DEVELOPER PRIOR TO SUBMISSION OF A PLANNING APPLICATION OR APPLICATIONS PRESENTED PRIOR TO DETERMINATION A few applications each year due to their scale and/or complex issues, for example, benefit from involving the community and Councillors. The case officer for these types of application will recommend to the developer/applicant that consultation is undertaken via a Developer Consultation Forum. The fee is in addition to the fee levels above.</p>	<p>£535 unless a Planning Performance Agreement has been entered into and includes this cost.</p>	<p>£560 unless a Planning Performance Agreement has been entered into and includes this cost.</p>
<p>CATEGORY N - EMPTY PROPERTIES (DWELLINGHOUSES) Available, at the discretion of the Council, to empty property owners who are working with the Council to bring their property back into habitable use.</p>	<p>NIL</p>	<p>NIL</p>
<p>CATEGORY O - VARIATIONS OR MODIFICATIONS TO A SECTION 106 PLANNING OBLIGATION Applicable when the variation or modification is not required following submission of a new planning application, i.e. those variations/modifications sought independently by a developer.</p>	<p>£110</p>	<p>£115</p>
<p>CATEGORY P – Listed Buildings and Conservation Areas For all proposals falling outside of Category H – Householder proposals. Development that requires listed building consent and/or planning permission for proposals that might affect the setting of a listed building and/or a conservation area or other type of recognised heritage asset. A fee DOES NOT apply to Listed Building projects comprising maintenance and repair advice unless part of a redevelopment proposal (see pre-application categories above), or if the building represents heritage at risk (e.g. if on a recognised heritage at risk register and/or is located within a Conservation Area at risk) and the proposals would demonstrably contribute to reducing or removing heritage at risk.</p>	<p>For explicit enabling development or heritage cross-subsidy projects, a meeting/consultation of no more than 1 hour will be provided free of charge. Thereafter, the fee to be paid will be dependent upon the amount of time that it will take to deal with the enquiry. Due to the bespoke nature of advice in relation to heritage assets, this will be calculated on a case-by-case basis. The fee will be advised and will be required to be paid prior to providing advice. The hourly rate will be those set out below. For heritage owners who are (a) on Universal Credit or similar; (b) owners of a High Street Heritage Action Zone (HAZ) scheme; or (c) owner of a Heritage at Risk property, advice will be provided without a charge. Evidence of Universal Credit (or similar) must be provided prior to a consultation/meeting.</p>	<p>For explicit enabling development or heritage cross-subsidy projects, a meeting/consultation of no more than 1 hour will be provided free of charge. Thereafter, the fee to be paid will be dependent upon the amount of time that it will take to deal with the enquiry. Due to the bespoke nature of advice in relation to heritage assets, this will be calculated on a case-by-case basis. The fee will be advised and will be required to be paid prior to providing advice. The hourly rate will be those set out below. For heritage owners who are (a) on Universal Credit or similar; (b) owners of a High Street Heritage Action Zone (HAZ) scheme; or (c) owner of a Heritage at Risk property, advice will be provided without a charge. Evidence of Universal Credit (or similar) must be provided prior to a consultation/meeting.</p>

<p>CATEGORY Q – Advice regarding Conditions on Applications Requiring Approval</p> <p>Conditions can often be attached to decision notices requiring further information to be submitted either prior to the commencement of development or during the construction of the development for approval by the Local Planning Authority. The Council is able to offer advice and clarification on what needs to be submitted in order for the condition to be considered favourably reducing the risk of the formal submission being refused. The rate charged will be dependent upon (a) the number of conditions; (b) the complexity of conditions; and (c) whether external advice [that is charged to the Council] is required.</p> <p>Please contact either the planning officer who dealt with your application to establish the cost for this service and/or email planning@newark-sherwooddc.gov.uk. You will be provided with the necessary information on how to pay for this service.</p>		<p>Based on the equivalent hourly rate (or part thereof) of the relevant officer dealing with the enquiry. Hourly rates are set out on the next page.</p>
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Where a fee has been submitted for advice without all other necessary information and the additional information is not received within 4 weeks of the original submission, the fee will be returned, less 5% or £5 administration cost, whichever is the greater.

Role	2023/24 Charge	2024/25 Charge per hour
Business Manager	£130	£137
Senior Planner / Planning Technical Support Manager/Ecologist	£90	£65
Tree/Landscape Officer	£83	£87
Conservation/Planning Officer	£77	£95
Infrastructure & Section 106 Officer	£74	£78
Trainee Planning Officer	£65	£68
Support Officer	£43	£45

Additional service	2023/24 Charge	2024/25 Charge
Confirmation that Permitted Development rights have not been removed Not all properties benefit from permitted development (PD) rights. PD rights may have been removed by condition either in the original permission or any subsequent permissions or due to a property being in a designated area for example covered by an Article 4 Direction. The planning history and constraints/designations of the site will be checked and a response provided within 10 working days.	Householder development £43 incl. VAT	Householder development £45 incl. VAT
Confirmation that a planning Enforcement Notice has been complied with (including Listed Building, Breach of Condition etc.) Enforcement Notices are issued with requirements that must be undertaken as well as timescales for compliance. Should confirmation be required that these requirements have been met, a history check and/or site visit will be undertaken. A response will be provided within 10 working days.	£125	£131
Storage of Advertisements removed from Land following failure to comply with the Advertisement Regulations. This fee is chargeable for any advertisement that is removed from Land by the Council and stored overnight. This charge is the fee payable per advertisement per night. Further information is provided within the Council's adopted Planning Enforcement Plan.	£20	£21

Invalid Planning Application and Pre Application Advice Charges

Applicants and Agents are encouraged to read the Validation guidance document which we have published on the Council's website <https://www.newark-sherwooddc.gov.uk/validationchecklists/> prior to submitting planning applications, as minor changes can happen between major revisions of the guidance. In order to reduce the costs associated with administering planning applications and pre-application advice we encourage quality submissions. The service has implemented a charge to recover the costs of handling invalid submissions, due to a high number of invalid applications being handled by the authority which are returned to customers. Following the first validation check, should an applicant or agent withdraw or fail to provide missing information within the relevant timescales as set out in the invalid letter, the service will mark the submission as closed and return any fees, less the cost shown below: (process cost-recovery):

- 10% of the fee, subject to a minimum of £210 for Major Developments*;
 - 10% of the fee, subject to a minimum of £52 for Minor Developments*;
 - 10% of the fee, subject to a minimum of £26 for Other Developments (includes Householders and those applications which do not fall within the major, minor or other categories)*.
 - 5% of the fee, subject to a minimum of £26 for pre-application advice
- *Applications submitted as a variation of condition will be subject to 10% of the fee

The major, minor and other categories of developments are those as set out within the Government's classification of development types (<https://www.gov.uk/government/publications/district-planning-matters-return-ps1-and-ps2>). What constitutes a major development is set out within the *Town and Country Planning (Development Management Procedure) (England) Order 2015 - Search (bing.com)*.

Fees for monitoring of planning obligations

We carefully monitor all Legal Agreements in a transparent manner to ensure that contributions are spent on their intended purpose and that the associated development contributes to the sustainability of the area.

Where schemes have been closely monitored the community contributions expected from the development have been secured. Additionally, the transaction stages become easier when confirmation has been sought that compliance has been made with the obligations.

The fees for monitoring of planning obligations are:

(Inclusive of VAT)			
Obligations	2023/24 Charge	Criteria	Fee (inclusive of VAT)
Financial Obligations	£370	per obligation	390
Physical Obligation		per obligation	575
Biodiversity Net Gain	£1,350 per agreement	>10 ha	£3,420
		more than 5 and up to 10 ha	£3,325
		More than 1 and up to 5 ha	£3,040
		<1 ha	£2,945

Legal Agreements / S106 Planning Obligations	2023/24 Charge	2024/25 Charge
Request for confirmation of compliance with a legal agreement associated with a planning permission in relation to the sale of a property	£75	£80
Request for confirmation of compliance with a legal agreement associated with a planning permission in relation to the sale of a property where conformation requires background request.	£75 + £75 per hour for every additional hour spent on the research.	£80 + £80 per hour for every additional hour spent on the research.
Request for confirmation of compliance with a legal agreement associated with a planning permission through submission of details to demonstrate compliance where this is not specified in the legal agreement.	£100	£105
Request for confirmation of compliance with S106 Agreements through submission of details to comply or for subsequent requests to confirm requirements have been met.	£150	£157

Biodiversity Net Gain

Where development requires biodiversity net gain to be provided, the Council is able to provide advice to developers as part of pre-application engagement. Additionally, landowners looking to advance their land for off-site biodiversity units may wish to seek advice from the Council. The following charges will apply to such requests.

Services Provided		Fee (Inclusive of VAT)
Sites greater than 20 ha	This would cover a site visit, review of any available information (i.e., baseline habitats and condition assessments, proposed draft BNG strategy) up to three 1-hour meetings with the Biodiversity and Ecology Lead Officer. Complex schemes requiring a greater amount of Lead Officer input to be agreed on a bespoke basis by the Business Manager (Planning Development)	Fixed charge of £2,000*
Sites more than 10 and up to 20 ha	This would cover a site visit, review of BNG documentation (e.g. ., baseline habitats and condition assessments, proposed draft BNG strategy, draft Habitat Management and Monitoring Plan, draft Biodiversity Gain Plan) up to three 1-hour meetings with the Biodiversity and Ecology Lead Officer. Complex schemes requiring a greater amount of Lead Officer input to be agreed on a bespoke basis by the Business Manager (Planning Development)	Fixed charge of £1,700
Sites more than 5 and up to 10 ha	This would cover a site visit, review of BNG documentation (e.g. ., baseline habitats and condition assessments, proposed draft BNG strategy, draft Habitat Management and Monitoring Plan, draft Biodiversity Gain Plan) up to three 1-hour meetings with the Biodiversity and Ecology Lead Officer. Complex schemes requiring a greater amount of Lead Officer input to be agreed on a bespoke basis by the Business Manager (Planning Development)	Fixed charge of £1,450
Sites <5ha	This would cover a site visit, review of BNG documentation (e.g. ., baseline habitats and condition assessments, proposed draft BNG strategy, draft Habitat Management and Monitoring Plan, draft Biodiversity Gain Plan) up to two 1-hour meetings with the Biodiversity and Ecology Lead Officer.	Fixed charge of £1,150

HABITAT BANKS. (Providers of off-site biodiversity units) This would cover a site visit, review of any available information (i.e., baseline habitats and condition assessments, proposed habitats, outline management proposals) up to three 1-hour meetings with the Biodiversity and Ecology Lead Officer. *Complex schemes requiring a greater amount of Lead Officer input to be agreed on a bespoke basis by the Business Manager (Planning Development):	>20 ha	£2,000.00*
	more than 10 and up to 20 ha	£1,700.00
	more than 5 and up to 10 ha	£1,450.00
	<5 ha	£1,150.00

Community Infrastructure Levy (CIL)

Development which creates new floorspace may be liable to pay CIL. This relates to full and reserved matters planning applications and Certificates of Lawfulness. This also includes development permitted by way of general consent (development which does not require submission of a planning application).

CIL is charged in pounds per square metre on net additional increase in internal floor space for qualifying development, in accordance with the provisions of the CIL Regulations 2010 (as amended).

It is the responsibility of the applicant to ensure that they comply with the CIL Regulations, including understanding how the CIL Regulations apply to a specific development proposal and submitting all relevant information. Further information, including our CIL Charging Schedule can be found on our website at <https://www.newark-sherwooddc.gov.uk/cil/>

Development Type	Cost per Square Metre	
	2023/24 Charge	2024/25 Charge
Commercial		
Non-residential uses (except retail)	£0	£0
Retail (A1-A5)	£100	£100
Residential		
Apartments (All Zones)	£0	£0
Housing Low Zone 1	£0	£0
Housing Medium Zone 2	£45	£45
Housing High Zone 3	£70	£70
Housing Very High Zone 4	£100	£100

PART C - LAND CHARGES

Types of searches

Form LLC1

Form LLC1 consists of a search of the local land charges register and reveals if there are any outstanding charges such as financial ones where money is owed to the council when work has been carried out on the property or land.

It will also tell you if, for example, the property is a listed building, in a conservation or smoke control zone, conditional planning applications as well as if any trees on the property are protected by tree preservation orders.

We joined the digital Local Land Charges service managed by HM Land Registry (HMLR) in October 2021 and that service now provides LLC1 search responses. You can access HMLR new digital service through your portal account, Business Gateway or on GOV.UK.

Form CON29 and CON290

Form Con29 is a questionnaire and contains a series of standard questions covering information from various council departments. It contains Part 1 standard questions, known as Con29(R) revealing any road proposals or schemes, compulsory purchase orders, enforcement actions, building regulations or planning applications and formal/informal notices.

Con290 contains a series of further, optional questions and may be submitted as stand alone or with Con29. As with CON29, the questions cover various information from various council departments, including for example Houses in Multiple Occupation, Noise Abatement and Hazardous Substance Consents.

Most searches consist of both LLC1 and Con29, often referred to as a full search.

Type of Search Act or Order	Type of Search Relevant Act or Order	2023/24 Charge	2024/25 Charge (inc VAT)
CON29 Residential Searches	<i>Local Land Charges Act 1975</i>	£112 incl. VAT	£127
CON29 Commercial Searches	<i>Local Land Charges Act 1975</i>	£148 incl. VAT	£164
Optional Question Q22.1(common land/commons green) & 22.2 (obtaining register and inspecting it)	<i>Form CON290 Enquiry 22 Common Lands & Village Greens Q22 (Q22.1 to Q22.3) - includes NSDC fee plus NCC recharge</i>	£50 incl. VAT	£60

CON29 O - optional questions (excludes requests for Q22) There is no charge for answering Q21 as we simply advise of the organisation(s) you should contact for further details	<i>Form CON29O cost for each question (Enquiries Q4 to Q21). There is no charge for answering Q21 as we simply advise of the organisation/s you should contact for further details.</i>	£14 incl. VAT	£15
Solicitor's Individual Questions	<i>Local Land Charges Act 1975</i>	£25 incl. VAT	£26.50
Additional Parcels - CON29 (additional cost to CON29 Commercial and Residential Search)	<i>Local Land Charges Act 1975</i>	£13 incl. VAT	£14
Light Obstruction Notice – Registration Fee	<i>Rights of Light Act 1959</i>	£95 incl. VAT	£100
Charge for withdrawn Con29 search (residential or commercial) - applicable when answering requests have been dispatched to external answering organisations excluding Q22 (Q22.1 to Q22.3).		£71.00	£80
Charge for withdrawn Con29 search (residential or commercial) - applicable when answering requests have been dispatched to external answering organisations including Q22 (Q22.1 to Q22.3)		£114	£140
Charge for withdrawn request for Q22 (Q22.1 to Q22.3) only - if not issued to external answering organisations		New	£8

CON29 Individual Requests	Residential 2023/24 Charge	Commercial 2023/24 Charge (includes VAT)	Residential 2024/25 Charge	Commercial 2024/25 Charge (includes VAT)
1.1 a-i	£19.97	£33.14	£21.00	£35.00
1.1 j-l	£13.67	£21.86	£14.50	£23.00
1.2	£9.39	£9.39	£10.00	£10.00
3.1	£3.02	£3.02	£3.50	£3.50
3.3	£3.97	£6.24	£4.50	£6.50
3.7	£3.97	£6.24	£4.50	£6.50
3.8	£3.02	£3.02	£3.50	£3.50
3.9	£3.02	£3.02	£3.50	£3.50
3.1	£11.59	£11.59	£13.00	£13.00
3.11	£3.02	£3.02	£3.50	£3.50
3.12	£6.11	£8.82	£6.50	£9.50
3.13	£3.97	£6.24	£4.50	£6.50
3.14	£3.97	£6.24	£4.50	£6.50
3.15	£7.18	£8.69	£7.50	£9.00

Notes:

1. The service is unable to provide a refund if a request for Q22 (Q22.1 to Q22.3) only has been issued to external answering organisations to complete.
2. Copy of documents - please refer to 'Part E - Departmental Service Charges'.
3. Should the search extent area exceed 2 square kilometres, additional charges may be incurred. The service will inform customers at the time of receipt and no further works will be undertaken until confirmation of additional charge agreed.

PART D - STREET NAMING & NUMBERING

The following fee schedule is relevant to developers, and people requesting the following, to cover amendments to approve street naming schemes and the notification of changes for:

- Amendments to any approved naming schemes that have to be altered due to the developer making amendments. The charge is issued to developers and is applied for alterations received after the approved scheme has been issued;
- House owners that wish to name, or alter the name, of their house; and
- Renaming and/or renumbering of an existing street.

(Charges are not subject to VAT)

Service	2023/24 Charge	2024/25 Charge
Adding or amending a name or re-numbering an existing individual property, including notification to external organisations	£33	£34.50
Amendment to approved/existing naming and numbering scheme due to change in plot numbers, or plot positions, including notification	£97 admin fee plus £33 per plot* requiring renumbering/naming	£102 admin fee plus £35 per plot* requiring renumbering/naming
Amendment to approved naming and numbering scheme due to change in approved street name (after consultation)	£97 admin fee plus £33 per property for up to 10 properties £16 for every additional property thereafter	£102 admin fee plus £35 per property for up to 10 properties £17 for every additional property thereafter
Rename or numbering of street including notification	£97 admin fee plus £33 per property for up to 10 properties affected by change £16 for every additional property thereafter affected by change	£102 admin fee plus £35 per property for up to 10 properties affected by change £17 for every additional property thereafter affected by change
Resubmission of renaming or numbering of street including notification following objection	£0	No Charge
Providing written confirmation of a single postal address	£27	£28.50

*Includes naming of a building and all affected properties (e.g. block of flats)

Terms and Conditions:

1. All requests must be completed on the appropriate form which is available on our website at <https://www.newark-sherwooddc.gov.uk/streetname/> or from Customer Services.
2. All fees must be paid prior to notification and/or written confirmation being issued.
3. Should the requestor only wish to be issued with new street names and numbers, this service is provided free of charge.
4. Postal codes remain the responsibility of Royal Mail.
5. Newark and Sherwood District Council can only issue street naming and numbering schemes contained within the district boundary.
6. All street naming and numbering schemes will be issued in accordance with Newark and Sherwood District Council's Street Naming and Numbering Guidance and Policy
7. Any queries or complaints should be directed through the Corporate Customer Feedback Procedure.

PART E - DEPARTMENTAL SERVICE CHARGES

The charges listed below are based on cost recovery only. Therefore, if a matter subsequently transpires to be particularly complex and time consuming, the Council reserves the right to request additional payment based on an hourly charge as set out in Part B- Discretionary Charges. The charge will be dependent on the qualification of the officer undertaking the task. We recommend, where possible, that we provide these documents electronically rather than hard copy. **Electronic copies will be available free of charge via our website.**

Copying Charges		
All costs are without VAT - The sum payable will therefore subject to the addition of VAT		
Service	Fee 2023/24 Charge	Fee 2024/25 Charge
Copy of a Planning Decision notice 2003 onwards	£10	£11
Copy of a Planning Decision notice prior to 2003	£25	£26
Copies of TPOs, Enforcement Notices and Legal Agreements	£10	£11
Copies of any other documents		
Black and white copy (A4)	£0.10 - With a minimum charge of £5.00	£0.15 - With a minimum charge of £5.00
Black and white copy (A3)	£0.20 - With a minimum charge of £5.00	£0.25 - With a minimum charge of £5.00
Black and white copy (A2)	£1.00 - With a minimum charge of £5.00	£1.10 - With a minimum charge of £5.00
Black and white copy (A1)	£2.00 - With a minimum charge of £5.00	£2.25 - With a minimum charge of £5.00
Black and white copy (A0)	£4.00 - With a minimum charge of £5.00	£4.25 - With a minimum charge of £5.00
Colour copying (A4)	£0.20 - With a minimum charge of £5.00	£0.25 - With a minimum charge of £5.00
Colour copying (A3)	£0.40 - With a minimum charge of £5.00	£0.50 -- With a minimum charge of £5.00
Colour copying (A2 and larger)	We do not have the facilities to provide colour copies at A2 or larger.	We do not have the facilities to provide colour copies at A2 or larger.

We aim to provide a response within 10 working days unless a large number of documents are requested or require extracting. In these cases, where the information is likely to take over one hour to provide, the Council will only provide the information by post. The information will be sent within 20 working days of a request. Post and packaging will be charged at cost. The requestor will be informed of a charge before an officer undertakes any of the above and payment must be received before the information can be provided to them.

We will also work with you to look at other ways of providing the information so that the request falls below the appropriate limit (and can therefore be provided free of charge) and where possible, in the case of publications, many are published on our website for you to download or available in a format to email. This approach means that we can be transparent and as consistent as possible in the way we handle requests for information and subsequent copying and how and when we charge

This document has aimed to provide clear and transparent cost for undertaking certain aspects of work that are received by the Planning Development and Planning Policy teams most frequently. However, there will be instances where requests are made for work on an ad-hoc basis or, for example, pre-application advice is needed on a bespoke basis. In such instances, the following fee structure will be used. If more than one officer is required to respond to the enquiry, the time for each officer will need to be paid.

If you would like any further information, please contact us:

- Email: planning@newark-sherwooddc.gov.uk
- Telephone: 01636 650000
- Website: <https://www.newark-sherwooddc.gov.uk/contactus/>

HERITAGE & CULTURE*(The charges below are subject to VAT)*

	2023/24 Charge	2024/25 Charge
Theatre Hire:		
<u>With Stage & Dressing Rooms as Equipped</u>		
<u>Full Theatre: 602 Seats</u>		
Per day with one performance - week days Commercial Hire	£1,908 (£1,590 + VAT)	£1,908 (£1,590 + VAT)
Per day with one performance - weekends Commercial Hire	£2,544 (£2,120 + VAT)	£2,544 (£2,120 + VAT)
Per day with two performances - weekdays Commercial Hire	£3,498 (£2,915 + VAT)	£3,498 (£2,915 + VAT)
Per day with two performances - weekends Commercial Hire	£4140 (£3,450 + VAT)	£4140 (£3,450 + VAT)
Week Hire: Monday-Saturday	£11,772 (£9,810 + VAT)	£11,772 (£9,810 + VAT)

<u>Non-Profit Making/Charity/Local</u>		
<u>Available all year Monday-Friday + off-peak weekends (at our discretion but excluding autumn)</u>		
<u>Current Stalls - only hirers to be phased into new pricing structure over two years</u>		
There is also an element of flexibility built into the fees and charges for non-profit making bodies, allowing the Theatre's discretion to offer a further reduction to community groups at a time when the Theatre may well be dark, but mindful that our costs and a profit must be covered.		
Per day with one performance - weekdays Non Profit Making/Charity/Voluntary	£1,284 (£1,070 + VAT)	£1,284 (£1,070 + VAT)
Per day with one performance - weekends Non Profit Making/Charity/Voluntary	£1,896 (£1,580 + VAT)	£1,896 (£1,580 + VAT)
Per day with two performances - weekdays Non Profit Making/Charity/Voluntary	£1,956 (£1,630 + VAT)	£1,956 (£1,630 + VAT)
Per day with two performances - weekends Non Profit Making/Charity/Voluntary	£2,568 (£2,140 + VAT)	£2,568 (£2,140 + VAT)
Conference: Full Theatre (Staffing, technical equipment and catering costs on application)	£2,568 (£2,140 + VAT)	£2,568 (£2,140 + VAT)

<u>Theatre Hire : Supplementary Charges Per Hour</u> <u>(not including staffing)</u>		
Technical/Dress:		
Commercial Hires	£97.80 (£81.50 + VAT)	£97.80 (£81.50 + VAT)
Non Profit Making/Charity/Voluntary	£80.40 (£67.00 + VAT)	£80.40 (£67.00 + VAT)
General Rehearsals: (No lights)		
Commercial Hires	£82.80 (£69.00 + VAT)	£82.80 (£69.00 + VAT)
Non Profit Making/Charity/Voluntary	£67.80 (£56.50 + VAT)	£67.80 (£56.50 + VAT)
Get In/Fit Up/Get Out		
Commercial Hires	£28.20 (£23.50 + VAT)	£28.20 (£23.50 + VAT)
Non Profit Making/Charity/Voluntary	£24.00 (£20.00 + VAT)	£24.00 (£20.00 + VAT)

Staffing Recharges: per hour		
Technical Manager - weekdays*	£42.00 (£35.00 + VAT)	£42.00 (£35.00 + VAT)
Technical Manager - weekends**	£48.00 (£40.00 + VAT)	£48.00 (£40.00 + VAT)
Technical Officer - weekdays*	£32.40 (£27.00 + VAT)	£32.40 (£27.00 + VAT)
Technical Officer - weekends**	£37.20 (£31.00 + VAT)	£37.20 (£31.00 + VAT)
Technical Assistant - weekdays*	£22.80 (£19.00 + VAT)	£22.80 (£19.00 + VAT)
Technical Assistant - weekends**	£27.60 (£23.00 + VAT)	£27.60 (£23.00 + VAT)
* Plus 20% on all rates for hours worked between 23:30 and 06:00 hours		
** Plus 20% on all rates for hours worked between 23:30 and 06:00 hours and plus 100% for all Bank Holiday working and 120% on all rates for hours worked on Bank Holidays between 23:30 and 06:00 hours		
Ticket Handling Fee		
Per Ticket - applicable to all professional productions	£1.50 (£1.25 + VAT)	£2.00 (£1.67 + VAT)
Per Ticket - applicable to all amateur productions, dependent on overall ticket price	50p - £1.50 (41.67p - £1.25 + VAT)	50p - £2.00 (41.67p - £1.67 + VAT)
Palace Membership Scheme <i>(Charges not subject to VAT)</i>		
Single membership	£11.00	£11.00
Couple's membership	£18.50	£18.50
Junior membership	£8.00	£8.00
Family membership	£30.00	£30.00

National Civil War Centre – Newark Museum			
Proposed Ticket Types	Notes	2023/24 Charge	2024/25 Charge
Day Tickets			
Adult	Ability to offer promotional discounts and flexible pricing to target specific audiences, promote specific events or encourage and increase local footfall and site awareness	£8.00	£8.00
Concession		£7.00	£7.00
Children 5-16		£4.00	N/A (using new price type)
Children under 5		Free	Free
NEW: Young Person (age 5-24)		N/A	£4.00
Family (up to 5)		£20.00	£20.00
Annual Pass - Adult		£15.95	£15.95
Annual Pass - Concession		£13.95	£13.95
Annual Pass - Children		£7.95	£7.95

Groups			
Group Visit (10 or more paying)	Flexibility for further discount to large groups and commercial operators in order to encourage larger and repeat bookings and capture a growth market	10% discount	10% discount
After-hours Evening Guided Visit: Minimum of 15 persons, must be booked at least four weeks in advance	90 min visit between the hours of 5pm and 9pm.	£15/head £2 discount for all partner organisations (EH, Art Fund, etc.)	£15/head £2 discount for all partner organisations (EH, Art Fund, etc.)
Object Handling Session (on top of day group rate) This is for groups who are looking for a hands-on experience.		£5/head, min 10, max per session 20	£5/head, min 10, max per session 20
Volunteer-led Town/Civil War Tour		£5 adult, £3 child	£5 adult, £3 child
Commercial: Town Tour	All to NSDC	£6/head	£6/head
Commercial: Castle Tour	£4 to go to the castle, £2 to NCWC	£6/head	N/A
Commercial: Church Tour	£4 to go to the church, £2 to NCWC	£6/head	N/A
Coach Parking @ Lorry Park	FOC	FOC	N/A

Miscellaneous Charges

(Charges subject to VAT, unless otherwise stated)

	Notes	2023/24 Charge	2024/25 Charge
After Dinner speaking	Original rate set to raise awareness of NCWC in opening year. Benchmarked against other history experts/speakers	£198 plus travel expenses (£165 + VAT)	£198 plus travel expenses (£165 + VAT)
Room Hire	<p>AV Equipment included (projector, screen and lectern).</p> <p>There is an element of flexibility built into the fees and charges for all hires allowing discretion to offer a further reduction to community groups at a time when the space would not otherwise be in use, but mindful that our costs and a profit must be covered.</p> <p>Discounts may also be offered for multi-space bookings in order to develop bespoke, commercial package hires, eg for large scale conferences that also include the theatre auditorium.</p>		

<p>Community Space</p>	<p>Costs dependent on whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing</p>	<p><u>Community Hire:</u> From £0/hr (limited hours)</p> <p><u>Charity:</u> From £24/hr (£20 + VAT)</p> <p><u>Educational/ Training/Meeting:</u> From £30/hr (£25 + VAT)</p> <p><u>Event Rate:</u> £44.40 - £62.40/hr (£37 - £52 + VAT)</p>	<p><u>Community Hire:</u> From £0/hr (limited hours)</p> <p><u>Charity:</u> From £24/hr (£20 + VAT)</p> <p><u>Educational/ Training/Meeting:</u> From £30/hr (£25 + VAT)</p> <p><u>Event Rate:</u> £44.40 - £62.40/hr (£37 - £52 + VAT)</p>
<p>Byron Room</p>	<p>Costs dependent on whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing.</p>	<p><u>Community Hire:</u> From £0/hr (limited hours)</p> <p><u>Charity:</u> From £24/hr (£20 + VAT)</p> <p><u>Educational/ Training/Meeting:</u> From £30/hr (£25 + VAT)</p> <p><u>Event Rate:</u> £44.40 - £62.40/hr (£37 - £52 + VAT)</p>	<p><u>Community Hire:</u> From £0/hr (limited hours)</p> <p><u>Charity:</u> From £24/hr (£20 + VAT)</p> <p><u>Educational/ Training/Meeting:</u> From £30/hr (£25 + VAT)</p> <p><u>Event Rate:</u> £44.40 - £62.40/hr (£37 - £52 + VAT)</p>
<p>Workshop <i>(Charges are not subject to VAT)</i></p>	<p>Charge based on self-serviced hire. The price will increase by 20% to cover VAT applicable to hire where services are required.</p>	<p>£15.50 - £25</p>	<p>£15.50 - £25</p>

Tudor Hall	New proposed structure to ensure ability to remain competitive and create a bespoke hire dependent on the client's needs, whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing	<u>Hourly rate:</u> £102 , max 3 hr hire (£85 + VAT) <u>Day rate for meetings:</u> Charity/Community £474 (£395 + VAT) Corporate £714 (£595 + VAT) <u>Event rate:</u> £954 - £1,560 (£795 - £1,300 + VAT)	<u>Hourly rate:</u> £102 , max 3 hr hire (£85 + VAT) <u>Day rate for meetings:</u> Charity/Community £474 (£395 + VAT) Corporate £714 (£595 + VAT) <u>Event rate:</u> £954 - £1,560 (£795 - £1,300 + VAT)
Hire a costumed performer		£110 /evening	N/A

Hire Location	Additional Information	2023/24 Charge	2024/25 Charge
In Hours – Guided tours	Occupancy: Max. 25 people	£6/head, minimum 15, max 25	£6/head, minimum 15, max 25
Workshops	To be paid in advance when booking	Price by request	Price by request
Photocopying		£1 A4 £1.50 A3	£1 A4 £1.50 A3
Scan Orders	This price includes VAT. Postage is extra.	£7.50 £8.50 £11.00	£7.50 £8.50 £11.00
Microfiche Copies		£20.00 plus £10.00 admin	£20.00 plus £10.00 admin
Own Camera	It is possible for researchers to use their own camera to take photos of documents and objects. Copyright limitations apply.	£10.00 – reflects time processing charges	£10.00 – reflects time processing charges
Digital reprographics (on plain paper, glossy photo paper, CD or by e mail attachment – please specify	Museum staff can take photos of documents or objects for visitors. Please note this service may not be available same day – orders will be processed ASAP. Copyright limitations apply.	£16.00 – reflects time processing charges	£16.00 – reflects time processing charges

Publication	<p>There will be no charge for visitors taking photographs on the museum premises, so long as the images produced are for their own personal use and not intended for publication.</p> <p>Cost per image is based on one use only. Two uses will attract two charges per image. Three uses will attract three charges per image. For example, one use is display, two uses is display and publication (book), three uses is display, publication (book) and leaflet.</p>	<p>Commercial Organisations (Newspapers, Journals, magazines, TV, etc.): £150.00 - per image</p> <p>Local Authority, Voluntary or Charitable Organisations: £25.00 - per image</p> <p>Corporate Products (annual reports, TV): £150.00 - per image</p> <p>Commercial products (cards, calendars, jigsaws etc.): £150.00 - per image</p>	<p>Commercial Organisations (Newspapers, Journals, magazines, TV, etc.): £150.00 - per image</p> <p>Local Authority, Voluntary or Charitable Organisations: £25.00 - per image</p> <p>Corporate Products (annual reports, TV): £150.00 - per image</p> <p>Commercial products (cards, calendars, jigsaws etc.): £150.00 - per image</p>
Long Term Archaeological Storage at Museum Resource Centre	Cost is based on English Heritage Calculations. One off fees.	£250 per box	£250 per box

Other Income (Charges are inclusive of VAT)	Additional Information	2023/24 Charge	2024/25 Charge
Loans Box Fines	Late return of boxes	£16.50	£16.50
Out of District Schools Travel Expenses	Flat fee	Price by request - We will consider outreach for schools on a case by case basis and price accordingly.	Price by request - We will consider outreach for schools on a case by case basis and price accordingly.
Discovery box – Cost per hire	Loan period is 2 weeks – fines for late returns	£25 per box for two weeks	£25 per box for two weeks
Education programme at NCWC	<p>To be paid on day of visit by cash/cheque/card or by invoice</p> <p>Option to build bespoke package on request, price according to resource allocation and timescales.</p> <p>KS5, HE and FE students to reflect bespoke nature of events and level of expertise required.</p>	<p><u>KS1-KS3 students</u> One facilitated activity, one self-led activity: £4.50 per head - Half day (2 - 2.5 hr) visit</p> <p>One facilitated activity, two self-led activities: £7 per head - Full day visit</p> <p>Two facilitated activities, one self-led activity: £6.00 per head for half day visit</p> <p><u>KS5, FE and HE</u> £8 per head full day visit</p>	<p><u>KS1-KS3 students</u> Two facilitated activities £4.50 per head - Half day (2 - 2.5 hr) visit</p> <p>Three facilitated activities £7 per head - Full day visit</p> <p>Four Facilitated activities £8 per head -Full day visit</p> <p><u>KS5, FE and HE</u> £7-8 per head full day visit</p>

NEWARK CASTLE

(Charges are inclusive of VAT where applicable)

Purpose		2023/24 Charge	2024/25 Charge
Guided Tours	Adult	£6.00	£6.00
	Senior	£5.00	£5.00
	Child	£3.00	£3.00
	Family	£16.00	£16.00
	Private, Out of Hours, Subject Specialist Tours (per person)	£10 - £15	N/A
	Ghost Tour Commercial Hire	* see events below	N/A
Hire of Gardens	Charity	£250 plus staffing, security and other ancillary charges	£212.50-£425.00 per day depending on staffing levels required
Hire of Gardens	Commercial	£830 per day	£850 per day
Hire of Castle	For Events	£50 - £110 per hour plus staffing, security and other aciliary charges (dependant on number of spaces required)	£50 - £110 per hour plus staffing, security and other aciliary charges (dependant on number of spaces required)

Hire of Gardens for weddings Additional charges may apply for equipment hire where necessary	Bandstand October - March	£500 (Mon - Thurs) £550 (Fri & Sun) £600 (Sat)	£550 (Mon - Thurs) £600 (Fri & Sun) £650 (Sat)
	Bandstand April - September	£550 (Mon - Thurs) £600 (Fri & Sun) £650 (Sat)	£600 (Mon - Thurs) £650 (Fri & Sun) £750 (Sat)
	Undercroft October - March	£600.00 (Mon - Thurs) £658 (Fri & Sun) £715.00 (Sat)	£700.00 (Mon - Thurs) £758 (Fri & Sun) £815.00 (Sat)
	Undercroft April - September	£658.00 (Mon - Thurs) £715.00 (Fri & Sun) £775.00 (Sat)	£758.00 (Mon - Thurs) £815.00 (Fri & Sun) £875.00 (Sat)
Education programme <i>(prices will be uplifted dependant on development of professional service and associated resources)</i>	Half day visit per head	£3.25 - £5.00	£3.25 - £5.00
	Full day visit per head	£4.50 - £7.50	£4.50 - £7.50
Charity/Local			
Available all year Monday-Friday + off-peak weekends (at our discretion but excluding autumn)			
Current Stalls - only hirers to be phased into new pricing structure over two years			
There is also an element of flexibility built into the fees and charges for non-profit making bodies, allowing the Theatre's discretion to offer a further reduction to community groups at a time when the Theatre may well be dark, but mindful that our costs and a profit must be covered.			
Use of Castle for commercial photography/filming		£0.00	£0.00
Use of Castle Gardens for wedding photographs - professional photographers only		£0.00	£0.00

GAMBLING ACT 2005 (STATUTORY)*(Charges are inclusive of VAT where applicable)*

Permit		2023/24 Charge	2024/25 Charge
Family Entertainment Centre	Transitional	£100.00	£100.00
	New	£300.00	£300.00
	Renewal	£300.00	£300.00
	Change of Name	£25.00	£25.00
	Copy Permit	£15.00	£15.00
Prize Gaming Permits	Transitional	£100.00	£100.00
	New	£300.00	£300.00
	Renewal	£300.00	£300.00
	Change of Name	£25.00	£25.00
	Copy Permit	£15.00	£15.00
Gaming Machines in Alcohol Licensed Premises	Notification of up to 2 machines	£50.00	£50.00
	Gaming machine permit for more than 2 - existing operator	£100.00	£100.00
	Gaming machine permit for more than 2 - new operator	£150.00	£150.00
	Variation (number of category)	£100.00	£100.00
	Transfer	£25.00	£25.00
	Annual fee	£50.00	£50.00
	Change of name	£25.00	£25.00
	Copy of permit	£15.00	£15.00
Club Gaming and Club Machine Permits	Existing Operators (transition)	£100.00	£100.00
	New Application	£200.00	£200.00
	Renewal	£200.00	£200.00
	Variation	£100.00	£100.00
	Annual Fee	£50.00	£50.00
	Copy of Permit	£15.00	£15.00
Temporary use notice		£100.00	£100.00
Small society Lottery	Exempt Lotteries – Registration Fee	£40.00	£40.00
	Exempt Lotteries – Annual Fee	£20.00	£20.00

GAMBLING ACT 2005 (DISCRETIONARY)

These fees are set at the discretion of the local Authority within a framework on minimum and maximums set in statutory regulations

(Charges are inclusive of VAT where applicable)

Activity	Application type	2023/24 Charge	2024/25 Charge
BINGO	New application	£1,260.00	£1,260.00
	Application for reinstatement of licence	£840.00	£880.00
	Application for provisional statement	£1,260.00	£1,320.00
	Application to convert provisional statement	£680.00	£710.00
	Application to Vary licence	£1,050.00	£1,100.00
	Application to transfer licence	£160.00	£170.00
	Notification of Change	£65.00	£50.00
	Copy of Licence	£60.00	£30.00
	Annual Fee	£540.00	£570.00
ADULT GAMING CENTRE	New application	£1,260.00	£1,000.00
	Application for reinstatement of licence	£840.00	£880.00
	Application for provisional statement	£1,260.00	£1,260.00
	Application to convert provisional statement	£680.00	£710.00
	Application to Vary licence	£1,050.00	£1,000.00
	Application to transfer licence	£160.00	£170.00
	Notification of Change	£65.00	£50.00
	Copy of Licence	£65.00	£30.00
ADULT GAMING CENTRE	Annual Fee	£540.00	£570.00
FAMILY ENTERTAINMENT CENTRE	New application	£950.00	£1,000.00
	Application for reinstatement of licence	£500.00	£530.00
	Application for provisional statement	£1,200.00	£1,260.00
	Application to convert provisional statement	£650.00	£680.00
	Application to Vary licence	£830.00	£870.00
	Application to transfer licence	£100.00	£110.00
	Notification of Change	£60.00	£50.00
	Copy of Licence	£50.00	£30.00
	Annual Fee	£540.00	£570.00

BETTING PREMISES (excl. tracks)	New application	£1,000.00	£1,050.00
	Application for reinstatement of licence	£800.00	£840.00
	Application for provisional statement	£1,200.00	£1,260.00
	Application to convert provisional statement	£650.00	£680.00
	Application to Vary licence	£1,100.00	£1,000.00
	Application to transfer licence	£150.00	£160.00
	Notification of Change	£60.00	£50.00
	Copy of Licence	£50.00	£30.00
BETTING ON TRACK	Annual Fee	£540.00	£570.00
	New application	£1,000.00	£1,050.00
	Application for reinstatement of licence	£800.00	£840.00
BETTING ON TRACK	Application for provisional statement	£1,200.00	£1,260.00
	Application to convert provisional statement	£650.00	£680.00
	Application to Vary licence	£1,100.00	£1,160.00
	Application to transfer licence	£150.00	£160.00
	Notification of Change	£60.00	£50.00
	Copy of Licence	£50.00	£30.00
	Annual Fee	£540.00	£570.00

LICENSING*(Charges are inclusive of VAT where applicable)*

Relevant Act or Order*		Duration	2023/24 Charge	2024/25 Charge
1. Hypnotism - Grant	Ref 001	Occasional for specific dates	£85.00	£90.00
2. Sex Establishment - Grant/Renewal	Ref 002	Up to 1 year	£3,600.00	£3,780.00
3. Vehicle Licences				
(a) Hackney Carriage	Ref 003	Annual	£235.00	£250.00
(b) Private Hire Vehicle	Ref 003	Annual	£185.00	£190.00
(c) Ambulance Vehicles	Ref 003	Annual	£125.00	£130.00
(d) Hackney Carriage/Private Hire Drivers	Ref 003	3 years or lesser depending on circumstances. Renewal	£150.00 renewal	£160.00
		New applicants	£230.00 new applicants	£240.00
(e) Hackney Carriage/Private Hire Drivers Licence (persons over 65 years)	Ref 003	Per Year	£55.00	£60.00
(f) Ambulance Drivers	Ref 003	3 years or lesser depending on circumstances. Renewal	£120 renewal	£130.00
		New applicants	£100 new applicants	£110.00
(g) Ambulance Drivers over 65	Ref 003	Annual	£40.00	£40.00
(h) Private Hire Operators	Ref 003	5 years *		
(i) Basic			£365.00	£380.00
(ii) plus per vehicle			£35.00	£40.00
(i) Ambulance Operators	Ref 003	5 years *		
(i) Basic			£365.00	£380.00
(ii) plus per vehicle Plates			£35.00	£40.00
(j) Knowledge Test	Ref 003	One-off	£45.00	£45.00
(k) Drivers Test	Ref 003	One-off	£45.00	N/A
(l) Replacement Badge	Ref 003	One-off	£25.00	£30.00

(m) Replacement Plate	Ref 003		£50.00	£50.00
(n) Transfer of Plate (No replacement plate to be issued)	Ref 003	One-off	£55.00	£60.00
(o) Temporary Plate/Transfer of Plate (including Plates and magnetic roundals)	Ref 003	One-off	£85.00	£90.00
(p) Temporary Plate/Transfer of Plate (including Plates and stick on roundals)	Ref 003	One-off	£75.00	£80.00
(q) Temporary & Permanent Magnetic Roundels	Ref 003	One-off	£15.00	£20.00
(r) Additional stick on Roundels	Ref 003	One-off	£10.00	£10.00
4. Vehicle test				
(a) Without MOT		Biannual (once every six months)	£50.00	£52.50
(b) With MOT			£60.00	£63.00

LICENSING ACT 2003 (STATUTORY)*(Charges below are not subject to VAT)*

Type of licence	Comments	2023/24 Charge	2024/25 Charge
Premises licence - Application	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence – Annual Fee	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence - additional fee for large events	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence - Full Variation	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence - Minor Variation		£89.00	£90.00
Personal Licence		£37.00	£40.00
Temporary event Notice		£21.00	£20.00

ENVIRONMENTAL HEALTH*(Charges are inclusive of VAT where applicable)*

Type of licence	Relevant act	Notes	Duration	2023/24 Charge	2024/25 Charge
1. Animal Boarding Establishments	Ref 004	The fees have been calculated on a full cost recovery basis	Annual		
Initial				£250	£260
Renewal				£250	£260
2. Home Boarding	Ref 004	The fees has been amended to now charge for each application at the full price when related to a franchise	Annual	£200	£210
Dog Day Care		Domestic House based Compliance & Inspection Fee	Annual	£175 £55	£180 £60
Renewal				£220	£230
3. Dangerous Wild Animals	Ref 005	The fees have been calculated on a full cost recovery basis + VET FEES	Annual	£250 + Vet Fees	£260
4. Dog Breeding	Ref 006	The fees have been calculated on a full cost recovery basis	Annual	£220	£230
Initial				£220	£230
Renewal		Compliance & Inspection Fee		£110	£120
5. Riding Establishments	Ref 007	The fees have been calculated on a full cost recovery basis	Annual	£220	£230
Initial				£220	£230
Renewal		Compliance & Inspection Fee		£110	£120
6. Ear-Piercing, Tattooing, Acupuncture, Electrolysis, Skin piercing and semi-permanent tattooing	Ref 002	The fees have been calculated on a full cost recovery basis	Annual		
Person				£135	£140

Premises		Where the premises already hold a licence the charge is £125 per additional treatment		£125	£130
7. Massage & Special Treatment	Ref 008	The fees have been calculated on a full cost recovery basis	Annual		
Initial				£200	£210
Renewal				£160	£170
No massage (just sunbeds)				£175	£180
Renewal				£135	£140
8. Lasers:	Ref 008	The fees have been calculated on a full cost recovery basis	Annual		
New				£540	£570
Renewal				£200	£210
Transfer				£245	£260
9. Zoos	Ref 009	The fees have been calculated on a full cost recovery basis			
Initial Inspection			First licence valid for 4 years	£560	£590
Renewal			Renewal valid for 6 years	£430	£450
Periodic 3 year inspection				£415	£440
Transfer				£210	£220
10. Pet Shops Pet Animals Act 1951	Ref 010	The fees have been calculated on a full cost recovery basis	Annual		
Initial				£200	£210
Renewal				£200	£210
		Compliance & Inspection Fee		£90	£90
11. Re-rating of Animal licence establishment	Ref 010	New Fee	Annual	£190	£200

12. Transfer of Animal licence establishment	Ref 010	New Fee	Annual	£190	£200
13. Variation of Animal licence establishment	Ref 010	New Fee	Annual	£80	£80
14. High Hedges	Ref 011	The fees have been calculated on a full cost recovery basis. Prices include VAT	One Off		
1st stage				£250	£260
2nd stage				£420	£440
15. Licence Application for House in Multiple Occupation	Ref 012	The fees have been calculated on a full cost recovery basis	One off		
Single application				£750	£790
Multiple applications at same time				£570	£600
Variation of licence				£55	£60
16. Scrap Metal Dealer	Ref 013	The fees have been calculated on a full cost recovery basis	Three years		
Site Licence				£390	£410
Collectors Licence				£165	£170
17. Mobile Homes Act 2014	Ref 014	To reflect the variation in the cost of processing the application depending on the size of the site.			
Application fee				£400	£420
Plus, per additional unit		Depends on total number of pitches		£10	£10
Annual Fee		per pitch		£10	£10
Transfer/amendment of licence				£180	£190
Depositing Site rules				£150	£160
Fit and Proper person application fee		New fee with effect from 01/04/2022		£300	£320

CERTIFICATES, AUTHORISATION AND REGISTER COPIES

TYPE	Notes	2023/24 Charge	2024/25 Charge
Health & Purity Certificate		£40.00	£40.00
Foot & Mouth Health Certificate		N/A	N/A
Condemnation Certificate		£280.00	£290.00
Environmental Site Reports	<i>Prices include VAT</i>		
Home Buyer Version		£140.00	£150.00
Detailed version		£400.00	£420.00
Housing immigration check		£150.00	£160.00

PRIVATE WATER SUPPLIES

Activity	Notes	2023/24 Charge	2024/25 Charge
Risk Assessment	Guidance on fees is provided by the Drinking Water Inspectorate	Hourly rate x time spent	Hourly rate x time spent
Sampling		£60.00	£60.00
Investigation		Hourly rate	Hourly rate
Domestic Supplies (Reg 10)		£25.00	£30.00
Check Monitoring (Commercial supplies)	plus analysis costs	£50.00	£50.00
Audit Monitoring (Commercial supplies)	plus analysis costs	£50.00	£50.00

***Relevant act/ Order References**

Ref 001 - *Hypnotism Act 1952*

Ref 002 - *Local Government (Miscellaneous Provisions) Act 1982*

Ref 003 - *Local Government (Miscellaneous Provisions) Act 1976*

Ref 004 - *Animal Boarding Establishments Act 1963*

Ref 005 - *Dangerous Wild Animals 1976*

Ref 006 - *Dog Breeding and Sale of Dogs (Welfare) Act 1999*

Ref 007 - *Riding Establishments Acts 1964 and amended 1970*

Ref 008 - *Nottinghamshire County Council Act 1985*

Ref 009 - *Zoos Licensing Act 1981*

Ref 010 - *Pet Animal Act 1951*

Ref 011 - *Anti-social Behaviour Act 2003*

Ref 012 - *Housing Act 2004*

Ref 013 - *Scrap Metal Dealers Act 2013*

DOG WARDEN*(Prices are not subject to VAT)*

STRAY DOGS:	Duration	2023/24 Charge	2024/25 Charge
This includes Government fee, Local Authority charge, and kennelling costs. Initial seizing and handling charge of £75 + £8 per day food, water and kennel costs.	1 Day	£83.00	£83.00
	2 Days	£91.00	£91.00
	3 Days	£99.00	£99.00
	4 days	£107.00	£107.00
	5 Days	£115.00	£115.00
	6 Days	£123.00	£123.00
	7 Days	£131.00	£131.00

NOTE: No increase is proposed. Owners need to be encouraged to reclaim their dogs. Benchmarking with neighbouring authorities shows that these figures are slightly above average.

WASTE & RECYCLING

A 10% DISCOUNT IS GIVEN FOR EACH ADDITIONAL BIN PER SITE PER COLLECTION

(Prices include VAT where applicable)

Trade Waste, Recycling and Garden Bins					
We have set figures for these services and have used a disposal cost provided by Nottinghamshire County Council (disposal authority).					
REFUSE					
Bin Size	2023/24 Collection Charge	2023/24 Disposal Charge	2024/25 Collection Charge	2024/25 Disposal Charge	
140L	£2.50	£1.65	£2.65	£1.80	
240L	£3.15	£2.83	£3.30	£3.10	
360L	£3.95	£4.24	£4.15	£4.60	
660L	£5.90	£7.78	£6.20	£8.40	
1100L	£8.80	£12.96	£9.25	£14.00	
Pre-Paid Sacks	£2.00	£0.71	£2.10	£0.80	
Clinical	£2.50	£9.00	£2.65	£10.00	
RECYCLING					
Bin Size	2023/24 Collection Charge	2023/24 Disposal Charge	2024/25 Collection Charge	2024/25 Disposal Charge	
140L	£2.50	£0.41	£2.65	£0.45	
240L	£3.15	£0.70	£3.30	£0.75	
360L	£3.95	£1.05	£4.15	£1.15	
660L	£5.90	£1.93	£6.20	£2.10	
1100L	£8.80	£3.22	£9.25	£3.50	
Pre-Paid Sacks	N/A	N/A	N/A	N/A	
Clinical	N/A	N/A	N/A	N/A	
Trade Waste contract charges					
	2023/24 Charge		2024/25 Charge		
Alteration Fee	£44.00		£46.00		
Lockable Bin	N/A		N/A		
Access Fee (Maximum)	5 – 10% of total cost dependent on site		5 – 10% of total cost dependent on site		

Domestic Garden Bins	2023/24 Charge	2024/25 Charge
Price per bin	£35.00	£37.00
Cost of bin for new properties		
Bin Size	2023/24 Charge	2024/25 Charge
140L	£34.00	£36.00
240L	£34.00	£36.00
360L	£50.00	£52.50
660L	£310.00	£325.50
1100L	£330.00	£346.50
Developers delivery charge (per load)	£70.00	£73.50
Bulky Waste Charges		
Domestic Bulky Waste	2023/24 Charge	2024/25 Charge
First Item	£13.00	£14.00
Subsequent item	£7.00	£7.50
Electrical Items		
First Item	£13.00	£14.00
Subsequent item	£7.00	£7.50
Large Items which are not covered by the above charges, per hour	£70.00	£74.00
Commercial Fridges		
Per Unit	2023/24 Charge	2024/25 Charge
Per Unit	£105.00	£110.25
Collection and Transport	£108.00	£113.40
Cleansing Services Hours		
Bin Size	2023/24 Charge	2024/25 Charge
1 hour	£70.00	£73.50
1.5 hours	£105.00	£110.00
2 hours	£140.00	£147.00
3 hours	£210.00	£220.50
4 hours	£280.00	£294.00
5 hours	£350.00	£367.50

Emptying bins (cost per empty of bin)	2023/24 Charge	2024/25 Charge
Litter bins	£1.10	£1.20
Dog Bins	£2.20	£2.30
Vehicle Workshop Services		
2023/24 Charge	2024/25 Charge	
MOT's	£45.00	£45.00
Air Conditioning re-gas	£60.00	£65.00
External Servicing of vehicles, per hour	£45.00	£45.00

NOTE: The Business Manager has an element of flexibility to adjust the fees and charges to respond to customer and market demands. This is at the discretion of the Business Manager, who will be mindful that costs must be covered.

NOTE: The HSE is changing the regulations on the collection of some bulky items which means we have to significantly change the way in which we collect it. This is still in the planning phase but may result in significant increases on the collection costs which may have to be passed onto the customers.

PARKS & AMENITIES

(Charges are inclusive of VAT where applicable)

Facility	Purpose	2023/24 Charge	2024/25 Charge	
Parks & Playing Fields *charges for where a current agreement doesn't exist	Football Season (13 matches or more)*	Seniors	£510.00	£535.50
		Juniors	£286.00	£300.00
		Mini Soccer	£153.00	£160.00
	Football Pitch (per match)*	Seniors	£52.00	£55.00
		Juniors	£32.00	£34.00
		Mini Soccer	£22.00	£23.00
	Hire of Park	Commercial use	N/A	N/A
		Charities, per day (can be waived by SLT)	£100.00	£105.00
	Circuses		N/A	N/A
	Funfairs	Large Fair	N/A	N/A
		Small Fair	N/A	N/A
	Sponsorship	Bedding Displays, per year	£816.00	£856.80
	Forest School Sessions	Ranger-led, per session	£10.00	£10.50
		Self-led, per person	£3.00	£3.00
	Outdoor Fitness Camps		N/A	N/A
	Commercial fitness & skills sessions inc. football training	Weekly, per session	£25.00	£26.25
		Annual	£300.00	£315.00
	Events	Ticketed + 15% of Ticket Sales	£100.00	£105.00
		Non-ticketed	£400.00	£420.00
	School sessions	Ranger-led: annual	£100.00	£105.00
Ranger-led: one-off		£25.00	£26.25	
Schools-led: annual		£40.00	£42.00	
Schools-led: one-off		£10.00	£10.50	
Hire of Football Changing Rooms*	Without showers	£11.00	£11.55	
	With showers	£15.00	£15.75	
Memorial Rose and Plaque		N/A	£200.00	

PUBLIC CONVENIENCES

Public Convenience	2023/24 Charge	2024/25 Charge
Gilstrap Centre	20p	20p

CAR PARKS*(Car Park charges are all inclusive of VAT)*

Newark Car Parks	Duration	2023/24 Charge	2024/25 Charge
INNER TOWN London Road Balderton Gate Town Wharf Appletongate	30 minutes	£0.50	£0.50
	1 hour	£1.00	£1.00
	2 hours	£1.50	£1.50
	2-3 hours	£2.50	£2.50
	3-4 hours	£4.50	£4.50
	Over 4 hours	£7.50	£7.50
	After 6pm (Evening Charge)	£1.00	£1.00
OUTER TOWN Riverside (former Tolney Lane) Riverside Arena Castle House	1 hour	£1.00	£1.00
	2 hours	£1.50	£1.50
	2-4 hours	£2.00	£2.00
	4-5 hours	£3.00	£3.00
	5 hours and above	£3.50	£3.50
Dedicated Motorcycle Bay Newark: London Road Balderton Gate Town Wharf Appletongate Riverside (former Tolney Lane) Riverside Arena Livestock Market	Motorcycles parking in general bays must purchase and place in the provided facility a pay and display ticket in accordance with the tariffs displayed at each car park. Motorcycles parking in general bays without following this requirement shall be liable to a Penalty Charge Notice Motorcycles parked in the dedicated motorcycle bay or area will be able to park free but use of these dedicated bays and areas is limited to 8 hours in any 24hr period.		
LORRY PARKING			
Lorry Parking - Fixed Charge		£20.50	£22.00
Lorry Parking (with meal voucher)		£23.50	£25.00
Coaches - (with meal voucher)		£5.00	£5.00

SEASON TICKETS			
INNER TOWN (Newark) (limited issue)	Per month	£90.00	£90.00
	Per quarter	£200.00	£200.00
	Per year (7 days per week)	£740.00	£740.00
OUTER TOWN (Newark) (limited issue)	Per month	£60.00	£60.00
	Per quarter	£130.00	£130.00
	Per year (Monday - Friday only)	£370.00	£370.00
	Per year (7 days per week)	£470.00	£470.00
CONTRACT CAR PARK RATES			
Barnby Gate	Per quarter	£220.00	£220.00
	Per annum	£840.00	£840.00
The Palace	Per annum	£680.00	£680.00
Pelham Street	Per annum	£580.00	£580.00
Cashless parking is available at all Newark Car Parks with transaction costs to be paid to the transaction provider by customer.			

- *Where businesses/their employees buy more than 1 season ticket a 10% discount in annual cost will apply

CASTLE HOUSE - CIVIC SUITE HIRE & PARTNERS' DESK USAGE*(Prices are exclusive of VAT)*

No Webcasting			
Room	Duration	2023/24 Charge	2024/25 Charge
G2	Hourly charge	£16.00	£16.00
G3	Hourly charge	£16.00	£16.00
Civic 1	Hourly charge	£26.00	£26.00
Civic 2	Hourly charge	£26.00	£26.00
Civic 3	Hourly charge	£16.00	£16.00
Civic 4	Hourly charge	£16.00	£16.00
Civic 1 + 2	Hourly charge	£42.00	£42.00
Civic 3 + 4	Hourly charge	£26.00	£26.00
Civic 2+3+4	Hourly charge	£42.00	£42.00
Civic 1+2+3+4	Hourly charge	£68.00	£68.00
Desk Charge	Per Desk	Various	Various

NEWARK BEACON*(Prices are inclusive of VAT)*

Room	Seating Capacity	Duration	2023/24 Charge	2024/25 Charge
Cafferata Suite	Maximum capacity 70 (theatre style)	Full day	£264.00	£264.00
		Half day	£164.40	£164.40
		Hourly rate	£44.40	£44.40
Trent Suite	Maximum capacity 10	Full day	N/A	N/A
		Half day	N/A	N/A
		Hourly rate	N/A	N/A
Gresham	Maximum 20 (10 during COVID-19)	Full day	£139.20	£139.20
		Half day	£87.60	£87.60
		Hourly rate	£25.20	£25.20
Friary	Maximum 16 (8 during COVID-19)	Full day	£139.20	£139.20
		Half day	£87.60	£87.60
		Hourly rate	£25.20	£25.20
11C (or other office depending on occupancy)	Maximum 4 (2 during COVID-19)	Full day	£87.60	£87.60
		Half day	£32.40	£32.40
		Hourly rate	£13.20	£13.20

Discounts may be applied to approved charitable organisations or where a package of bookings are made together at the discretion of the Senior Leadership Team, with final approval by the Section 151 Officer

NON-PAYMENT OF COUNCIL TAX/NNDR

Council Tax	2023/24 Charge	2024/25 Charge
Summons	£80	£80
Liability Order	With summons	With summons

NNDR	2023/24 Charge	2024/25 Charge
Summons	£100	£100
Liability Order	With summons	With summons

The level of costs to have to be justified to the court and there is case law against raising to a level that is deemed excessive.

LEGAL**EXTERNAL LEGAL FEES AND CHARGES,****INCLUDING LITIGATION COST RECOVERY**

These recovery and charge out rates will apply in all cases 2024.

Unless itemised in the table below or otherwise agreed in advance, all other external or third party work, excepting those areas where there are charging prohibitions or protocols in force, will be charged on an hourly basis at the rates given below. Internal charging rates differ. In cases where the internal charging rate is to be applied please speak to the Assistant Director Legal and Democratic Services for details and approval.

Designation	Hourly rate
Assistant Director	£150
Principal Legal Officer	£120
Senior legal officer	£100
Trainee Solicitor/Legal Officer	£80
Apprentice/Admin	£70

OTHER CONVEYANCING TRANSACTIONS

	2024/2025 Charge
Sale of land and/or property	£750-£1,000
Purchase of land and/or property	£1,000-£1250
Routine Leases	£350 (+ costs for any additional drafting/amendments)
Routine Lease renewals	£300 (+ costs for any additional drafting/amendments)
Routine Licences	£250 (+ costs for any additional drafting/amendments)
Routine Licence renewals	£200 (+ costs for any additional drafting/amendments)
Bespoke and site specific leases/licences/renewals	Case by case basis on hourly rates, fee estimate at outset and an undertaking of a minimum of £1000
Residential Lease Extensions	£750
Lease Extension + Land Registry Applications	£1,000
Transfer Consents – complies with restriction	£100
Right of First Refusal – Compliance Certificate	£100
Letter of Postponement - Admin	£100
Letter of Postponement	£75

OTHER CONVEYANCING TRANSACTIONS

	2024/2025 Charge
Removal of restrictions and Land Charges	£100
Submission of application to Land Registry	£100
Execution of DS1	£75
RTB Notice of Assignment/Charge	£10 each

PLANNING MATTERS

	2024/25 Charge
S106 agreements	£2,000+ subject to complexity
Unilateral Undertaking	£1,000
Deeds of Variation/Modification	£1,000+ subject to complexity
S.278 Agreements	Hourly rate
S.38 Agreements	Hourly rate
Stopping up/diversion orders (non-contentious only)	£1,200 plus costs
Land Transfers/POS Adoptions	£1,200+ subject to complexity

All prices are subject to consideration depending on the complexity of the matter and the individual circumstances of the case as agreed by the Principal Legal Officer or Assistant Director Legal and Democratic Services.

INFORMATION REQUESTS

	2024/25 Charge
CCTV Requests from third parties for legal purposes	£50
FOI Requests (where compliance exceeds £450)	£25 per hour
Costs of Communicating the information (only charged when estimated total cost exceeds £5)	Charged in line with disbursements (see below)

DISBURSEMENTS

All disbursements will be charged for in the usual way and will include (but are not limited to) :- Land Registry fees, search fees, counsel's fees, enquiry agents and process' servers fees, expert's fees, advertising costs, court fees, photocopying charges*.

*Copying charges for third parties (unless bound by statutory provision) are discretionary dependent upon the number of pages copied and whether any large or complex plans are included.

As a guide – each A4 sheet will incur a copy charge of 0.10 pence. Other sizes or specialised requests will vary.

Time spent in identifying and locating files and deed packets from Archiving Services, establishing terrier number references, and any correspondence and telephone calls will be charged at the hourly rate detailed above dependent upon the level of case holder.

Information sent via CDR / DVDR will be charged at £3 per disc.

Postage charges for all items will be at the prevailing Royal Mail rate based on the weight of the item posted.

9. The carrying out of any operations connected with exploratory drilling for oil or natural gas.		(1) Where the site area does not exceed 7.5 hectares, £508 for each 0.1 hectare (or part thereof) of the site area; (2) where the site area exceeds 7.5 hectares, £38,070 ; and an additional £151 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares, subject to a maximum in total of £300,000 .
10. A The carrying out of any operations (other than operations coming within category 9) for the winning and working of oil or natural gas.		Where the site area: (a) does not exceed 15 hectares, £257 for each 0.1 hectare of the site area, (b) exceeds 15 hectares, £38,520 ; and an additional £151 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £78,000 .
11. The carrying out of any operations not coming within any of the above categories.		1. In the case of operations for the winning and working of minerals: (a) where the site area does not exceed 15 hectares, £234 for each 0.1 hectare (or part thereof) of the site area; (b) where the site area exceeds 15 hectares, £34,934 ; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £78,000 ; 2. In any other case, £234 for each 0.1 hectare (or part thereof) of the site area, subject to a maximum in total of £2,028 .

II. Uses of Land		
1. The change of use of a building to use as one or more separate dwellinghouses.		1. Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses: (a) where the change of use is to use as 50 or fewer dwellinghouses, £462 for each additional dwellinghouse; (b) where the change of use is to use as more than 50 dwellinghouses, £22,859 ; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000 ;
		(2) in all other cases:
		(a) where the change of use is to use as 50 or fewer dwellinghouses, £462 for each dwellinghouse; (b) where the change of use is to use as more than 50 dwellinghouses, £22,859 ; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000 .
2. The use of land for: a) the disposal of refuse or waste materials; b) the deposit of material remaining after minerals have been extracted from land; or c) the storage of minerals in the open.		(1) Where the site area does not exceed 15 hectares, £234 for each 0.1 hectare (or part thereof) of the site area; (2) where the site area exceeds 15 hectares, £34,934 ; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £78,000 .
3. The making of a material change in the use of a building or land (other than a material change of use in category 11 or 12(a), (b) or (c)).		£462
III. Scale of Fees in Respect of Applications for Consent to Display Advertisements		
1. Advertisements displayed externally on business a) the nature of the business or other activity carried on the premises; b) the goods sold or the services provided on the premises; or c) the name and qualifications of the person carrying on such business or activity or supplying such goods or services.		£132
2. Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site.		£132
3. All other advertisements.		£462

Lawful development certificate (LDC)		
LDC – Section 191(1)(a) or (b) application for a certificate to establish the lawfulness of an existing land-use, or of		Same as Full for that use or operation
LDC – Section 191(1) (c) application for a certificate to establish that it was lawful not to comply with a particular		£234
LDC – Section 192(1)(a) or (b) application for a certificate to state that a proposed use or development would be lawful.		Half the normal planning fee if submitting a new application for that use or operation.
Prior approval		
Construction of new dwellinghouses: 50 dwellinghouses or fewer		£334 for each dwellinghouse
Construction of new dwellinghouses: More than 50 dwellinghouses		£16,525 + £100 for each dwellinghouse in excess of 50 Maximum fee of £300,000
Additional storeys on a home		£96
Enlargement of a dwellinghouse (which exceeds the limits in paragraph A.1(f) of Part 1 Class A of Schedule 2		£96
Agricultural and Forestry buildings & operations		£96
Demolition of buildings		£96
Communications (previously referred to as 'Telecommunications Code Systems Operators')		£462
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		£96
Change of Use of a building and any land within its curtilage from Business (Use Class B1), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A) or Assembly and Leisure (Use Class D2) to a State Funded School or Registered Nursery		£96
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School or Registered Nursery		£96
Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible use within Shops (Use Class A1), Financial and Professional services (Use Class A2), Restaurants and Cafes (Use Class A3), Business (Use Class B1), Storage or Distribution (Use Class B8), Hotels (Use Class C1), or Assembly or Leisure (Use Class D2)		£96

Change of Use of a building and any land within its curtilage from Offices (Use Class B1a) Use to Dwellinghouses (Use Class C3)		£96
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)		£96; or £206 if it includes building operations in connection with the change of use
Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops, Launderette; or a mixed use		£96; or £206 if it includes building operations in connection with the change of use
Change of use of a building and any land within its curtilage from Light Industrial (Use Class B1c) to Dwellinghouses (Use Class C3)		£96
Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos (Sui Generis Uses) to Dwellinghouses (Use Class C3)		£96; or £206 if it includes building operations in connection with the change of use
Change of Use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis		£96; or £206 if it includes building operations in connection with the change of use
Change of Use of a building from Shops (Use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Use Class D2)		£96
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		£96
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		£96
Erection, extension or alteration of a university building		£96
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use		£96
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt		£96
Reserved matters		
Application for approval of reserved matters following outline approval		In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462

Approval/variation/discharge of condition		
Application for removal or variation of a condition following grant of planning permission		£234
Request to discharge one or more planning conditions or for confirmation of compliance with one or more planning conditions. No charge is made for the following:- <ul style="list-style-type: none"> • Requests relating to Listed Building Consent • Requests relating to Tree Works Consent 		£34 per request for Householder otherwise £116 per request
Application for a non-material amendment following a grant of planning permission or permission in principle		
Applications in respect of householder developments		£34
Applications in respect of other developments		£234
Hazardous substances consents		
For proposals involving the presence of a substance in excess of twice the controlled quantity		£400
For applications where no one substance exceeds twice the controlled quantity		£250
An application for the removal of conditions attached to a grant of consent or for the continuation of a consent upon partial change in ownership of the land		£200
Certificates of Appropriate Alternative Development		
Applications in respect of certificates of appropriate alternative development		£234

Concessions
Exemptions from payment: Details of when exemptions apply are set out within The Town and Country Planning (Fees for Applications, Deemed Applications and Site Visits) (England) Regulations (as amended) (https://www.legislation.gov.uk/ukxi/2012/2920/contents/made). Additionally, exemptions for other types of application are detailed below.
For alterations, extensions, etc. to a dwelling house , where the alteration is for the benefit of a registered disabled person
An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted
Listed Building Consent
Planning applications for demolition of unlisted buildings within conservation areas.
Works to Trees covered by a Tree Preservation Order or in a Conservation Area
Hedgerow Removal
<p>If the proposal is the first revision of an application for development of the same character or description on the same site by the same applicant within 12 months of making the earlier application if withdrawn, or the date of decision if granted or refused and NOT a duplicate application made by the same applicant within 28 days then a “free-go” exemption may be available. Applicants cannot benefit from more than one free-go per application site. This table (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/574500/When_are_applications_eligible_for_a_free_go_.pdf) sets out the type of application which can benefit from a “free go” and the conditions and requirements to be eligible.</p> <p>An application for a “free-go” needs to be received by 5pm no the working day it expires (e.g. if a decision notice is dated 12 March 2020 the “free-go” can be submitted up to and including 5pm on 12 March 2021).</p>

If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation
There is no fee for a prior approval application where a planning application for the same site is submitted at the same time by or on behalf of the same person
If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person.
An application for a “free-go” needs to be received by 5pm on the working day it expires (e.g. if a decision notice is dated on the 12 March 2020 the “free-go” can be submitted up to and including 5pm on 12 March 2021).
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 dis-applying deemed consent under Regulation 6 to the advertisement in question
If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area
If the application is for a Certificate of Lawfulness of Proposed Works to a listed building
‘Second application’ exemption for applications for prior approval under Part 20 Construction of up to 2 storeys to create new flats on the topmost residential storey of a building which is an existing purpose-built, detached block of flats which are made by the same applicant, in respect of the same character or description of development on the same site or part of the same site and within 12 months of a determination of an earlier application (where a fee has previously been paid) under Part 20 or, in the case of an earlier application under Part 20 which was withdrawn, the date when that application was received by the local planning authority.
Reductions to payments
If the application is being made on behalf of a non-profit making sports club, society or other organisation for making a material change of use or works for playing fields not involving buildings then the fee is £462
If the application is being made on behalf of a parish or community council then the fee is 50% of the application fee (with the exception of submissions for discharge of conditions where the full fee is payable).
If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, the fee shall be: (a) the highest of the amounts calculated for each of the alternative proposals, plus (b) an amount equal to the sum of all the alternative proposal added together (excluding that calculated under (a)) divided by 2.
In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462 .
If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50% of the fee due if a full planning application were submitted.
If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others.
Where an application relates to development which is within more than one fee category, the correct fee is simply the highest of the fees payable (this does not apply if residential (dwellings) are proposed).

TEMPORARY ACCOMMODATION

These charges are in relation to Northgate, Newark; Alexander Lodge, Newark; and Wellow Green, Ollerton.

Charge	2023/24 Charge	2024/25 Charge
Wellow Green Hostel Service Charge	£34.73 per week	£37.40 per week
Wellow Green Hostel Support Charge (non-Housing Benefit (HB))	£4.75 per week	£5.12 per week
Northgate Hostel Service Charge	£113.27 per week	£121.99 per week
Northgate Support Charge and Ineligible Services (non-Housing Benefit (HB))	£17.77 per week	£19.14 per week
Alexander Lodge Service Charge - proposed charge for when services opens 2023/24	£136.01 per week	£146.48 per week
Alexander Lodge Support Charge and Ineligible Services (non-Housing Benefit (HB)) - proposed charge for when services opens 2023/24	£17.38 per week	£18.72 per week

PRIVATE SECTOR CARELINE SERVICE

Product	2023/24 Charge	2024/25 Charge
Lifeline - Provision of a dispersed alarm, pendant. - 24 hours a day 365 days a year monitoring of lifeline. - Provision of advice and or contact of next of kin or emergency service if required on receipt of call	£4.50 per week	£5.50 per week (current customers) £6.00 per week (new customers)
Lifeline installation fee	£15.00 one-off	£15.00 one-off
Lifeline installation fee out of district.	£25.00 one-off	£25.00 one-off
Digital Provision	£1.00 per week	N/A
Keysafe	40.00 one-off	£40.00 one-off

Product	2023/24 Charge	2024/25 Charge
Sensor monitoring To receive this service tenants must also subscribe to the lifeline service. The sensors available are: i. Additional sensor ii. Smoke alarms iii. Carbon monoxide alarms iv. Flood alerts v. Bed sensors vi. Panic alarms vii. Fall detectors	£1.50 for two to five sensors, per week	£1.50 for two to five sensors, per week
Sensor monitoring installation fee (per visit)	£0.00	£0.00

Product	2023/24 Charge	2024/25 Charge
<p>Welfare calls To receive this service tenants must also subscribe to the lifeline service.</p> <ul style="list-style-type: none"> - 5 x 5 minute calls per week made to the customer on agreed days between the hours of 7am and 7pm within a mutually agreed 1 hour time slot. - Ensure the welfare of the customer, provide advice and or contact of next of kin or emergency service if required. 	£4.50 per week	£4.50 per week
<p>Welfare calls To receive this service tenants must also subscribe to the lifeline service.</p> <ul style="list-style-type: none"> - 5 x 5 minute calls per week made to the customer on agreed days between the hours of 7am and 7pm within a mutually agreed 1 hour time slot. - Ensure the welfare of the customer, provide advice and or contact of next of kin or emergency service if required. 	£4.50 per week	£4.50 per week