Cheltenham Borough Council

Cabinet – 23 December 2025

General Fund Revenue and Capital – Interim Budget Proposals 2026/27 for Consultation

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Accountable member:

Deputy Leader and Cabinet Member for Finance & Assets, Councillor Peter Jeffries

Accountable officer:

Jon Whitlock – Head of Finance (Deputy Section 151 Officer)

Accountable scrutiny committee:

Budget Scrutiny Working Group

Ward(s) affected:

All

Key/Significant Decision:

No

Executive summary:

This report sets out the Cabinet's interim 2026/27 budget proposals for consultation. At this stage there is a budget gap of £1,171,311 and the Leadership Team are tasked with developing proposals to balance the budget.

The Council has faced unprecedented financial challenges over the last few years with over a decade of financial austerity resulting in significant cuts by central government to funding of councils, a period of high inflation, Covid pandemic and the cost-of-living crises.

The latest Budget Monitoring Report has identified that the level of general balances is forecast to be £1.33m by year-end which is below the risk-based target of £1.764m identified when the 2025/26 budget was set. The final 2026/27 budget proposals will need to address this. The latest Budget Monitoring Report has identified a number of cost pressures and at-risk savings and the draft 2026/27 budget proposals adjusts for these.

During the year MHCLG launched the Fair Funding Review 2.0 with consultation open until 15 August 2025 and on 20 November, the Government published a Policy Statement and response to the consultation. The review sought feedback on a new funding model aimed at directing resources to areas of greatest need, based on updated evidence around service demand, local costs, and council tax capacity. This review marks a significant reform of Council finances, aiming to allocate funding more equitably based on each authority's relative needs and available resources. It introduces updated needs-based formulae, a resource adjustment mechanism, and a reset of business rates, with a three-year phased transition period to help mitigate financial impacts across councils. Government consultation documents for Fair Funding 2.0 assumes that all council will apply the maximum annual increase in Council Tax of 2.99%. As part of the fair Funding Review, a full reset of business rates is planned, based on updated assessments of local needs and resources.

The Local Government Provisional Finance Settlement was announced by MHCLG on 17 December 2025 and sets out details of the funding that the council will receive over the next three years.

Recommendations:

1. Approve the interim budget proposals for consultation including a council tax increase of 2.99% for 2026/27, in line with the Local Government Provisional Finance Settlement.
2. Approve the growth proposals at Appendix 3.
3. Approve the proposed capital programme at Appendix 5.
4. Task the Leadership Team with developing proposals to balance the 2026/27 budget.
5. Seek consultation responses by 31 January 2026.

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1. Implications

1.1. Financial, Property and Asset implications

As detailed in the report.

Signed off by: Jon Whitlock, Head of Finance (Deputy S151 officer)

1.2. Legal implications

Under the Constitution Cabinet has responsibility for the preparation and consultation on the Council's budget. The final budget will be subject to consideration and approval by Full Council in February.

The Council must set a budget in accordance with provisions of the Local Government Finance Act 1992. The Council has a statutory responsibility to set and approve a balanced budget each year. Section 25 of the Local Government Act 2003 requires the Council, in setting its budget, to have regard to the report of its Section 151 Officer as to the robustness of the estimates made for the purposes of the calculations and the adequacy of its

proposed financial reserves.

Signed off by: One Legal, legalservices@onelegal.org.uk, Tel no: 01684 272012

1.3. **Environmental and climate change implications**

The annual budget aims to deliver the outcomes defined by the Council's corporate business plan, including the priority to be carbon neutral by 2030, and resourcing should be aligned to the delivery of corporate plan priorities.

Signed off by: Maizy McCann, Climate Emergency Officer, maizy.mccann@cheltenham.gov.uk

1.4. **Corporate Plan Priorities**

The actions outlined in this budget proposal to implement savings and grow our commercial income will help ensure that the council can continue to deliver its corporate objectives as set out in the 2025-28 Corporate Plan. It also means we will be well placed to deliver the priorities in this new Corporate Plan which was presented to Council for approval in February 2025.

This report contributes to the following Corporate Plan Priorities:

- Key priority 1: Securing our future
- Key priority 2: Quality homes, safe and strong communities
- Key priority 3: Reducing carbon, achieving council net zero, creating biodiversity
- Key priority 4: Reducing inequalities, supporting better outcomes
- Key priority 5: Taking care of your money

Signed off by: Ann Wolstencroft, Director of Corporate Resources ann.wolstencroft@cheltenham.gov.uk

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2. Equality, Diversity and Inclusion Implications

The proposals for the 2026/27 general fund revenue and capital budgets is focused on the delivery of the 2025-28 plan. Any savings or efficiencies to deliver the budget that require separate decisions will be subjected to their own equality impact assessments. An equality impact assessment for the decisions in this report is included in Appendix 8 and will be refreshed following the completion of the consultation period on 31 January 2026.

3. Performance management – monitoring and review

The scale of future budget savings will require significant work to deliver them within the agreed timescales and there is a danger that this could divert management time from the delivery of services to the delivery of savings. There are regular progress meetings to monitor the delivery of savings, and this will need to be matched with performance against the corporate strategy action plan to ensure that resources are used to best effect and prioritised. It is intended that this will be evidenced further in the publication of the Medium-Term Financial Strategy in February 2026.

The delivery of the savings work streams included in the interim budget proposals, if approved by full Council will be monitored by the Budget Scrutiny Working Group and reported quarterly to the Cabinet.

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4. Background

4.1. In accordance with the Council's Budget and Policy Framework Rules, which are part of the Council's constitution, the Cabinet is required to prepare interim budget proposals for the financial year ahead and consult on its proposals for no less than four weeks prior to finalising recommendations for the Council to consider in February 2026. This report sets out the interim proposals for 2026/27.

4.2. The financial environment continues to be challenging for the local government sector with around 70 councils expected to request Exceptional Financial Support (EFS) from the government in 2026/27, up from 30 in the current year. This growing trend shows the financial pressure that the sector is under.

4.3. The budget is being set against the background of Local Government Reorganisation (LGR) in two-tier areas which involves replacing the current system of county and district councils with a single unitary authority. Councils were required to submit interim proposals by March 2025 and final proposals by 28 November 2025. After submission, the Ministry of Housing, Communities & Local Government (MHCLG) conducts statutory consultation, followed by the Secretary of State's decision which is expected by summer 2026. If approved, a Structural Changes Order is laid before Parliament, shadow authorities are elected in 2027, and the new unitary councils take full control on vesting day, targeted for April 2028.These proposals have an impact on 2026/27 in terms of potential implementation costs, as well as the Medium-Term Financial Strategy.

Economic Background

4.4. UK inflation has eased from its 2024 highs, standing at 3.2% in November 2025 and forecast to fall to around 2.5% in 2026, reaching the Bank of England's 2% target by 2027. This decline reflects fading energy price pressures and slower domestic cost growth. Economic growth remains subdued, with GDP expected to rise by around 1.0% in 2026, constrained by weak real incomes and modest investment.

4.5. The Bank of England's Monetary Policy Committee (MPC) has maintained a cautious stance on base rates with rates steadily reducing from 4.75% at the start of the year. Forward guidance suggests rates will continue on this trajectory and may reduce down to 3.25% during 2026, provided inflation continues to fall.

4.6. In the Autumn Budget Chancellor Rachel Reeves introduced measures aimed to strengthen fiscal resilience which included:

- Income tax threshold freeze extended to 2031, increasing fiscal drag.
- 2% tax rise on dividend, savings, and property income from April 2026.
- £2,500 annual levy on homes over £2m.
- Tightening of pension and capital gains reliefs from 2029.

These steps aim to raise £26bn by 2030/31, supporting targeted spending while maintaining fiscal headroom.

5. Budget Assumptions

5.1. The approach to the development of the 2026/27 budget proposals are set out in the Budget Strategy, Process & Timetable 2026-27 report which was approved by Cabinet at its meeting on 21 October 2025.

5.2. The current years budget has been reviewed in detail as part of the budget monitoring process and the key variances have been identified, highlighted and reported to Cabinet on 16 December 2025. The 2026/27 budget seeks to adjust for these variances including the at-risk savings to ensure that the base budget for the coming year is robust and reflects that latest position.

5.3. In addition to these changes the budget proposals also include the following assumptions for key changes to the budget:

- Pay Inflation: assumptions of 3% for the national pay award.
- Pensions: Contribution based upon the latest Triennial Review of the Pension Fund by the Actuary with the primary rate of 17.1% and the secondary fixed amount of £290,000.
- Business Rates payable: 3.9%
- Council Tax: Tax base of 45,008.70 Band D equivalents for the year, this increase generates additional income of £136,716 for 2026/27 and the 2.99% increase provides a further £329,463. Collection fund surplus of £800k with CBC's share being £87,171
- Average borrowing costs: 3.75%
- Capital Financing: The capital programme is currently being reviewed and reprofiled which will enable the revenue cost of borrowing to be reprofiled.

6. Property Maintenance Programme

6.1. The interim budget proposals include the 2026/27 property maintenance programme, which will be monitored by the Asset Management Working Group, and the budget includes a revenue contribution of £516,950 to planned maintenance, as detailed in Appendix 6.

6.2. The planned maintenance programme will be kept under review throughout the year, in particular there will be a focus on how we can use these existing projects to introduce more net zero measures into our buildings and across our property portfolio whilst also undertaking the detailed work to understand the larger changes which need to be made.

7. Provisional Finance Settlement

7.1. The funding of the 2026/27 interim budget proposal is based on the Local Government Provisional Finance Settlement that which was published by MHCLG on 17 December 2025. The settlement covers 3 financial years which will assist with updating the MTFS. The figures in the provisional settlement are subject to consultation which runs until 14 January 2026 with the final figures expected to be confirmed in late January / early February 2026.

7.2. The provisional settlement also sets out the approach to handling local government reorganisation during the multi-year Settlement period. The Government tightly controls the level of council tax through the Local Government Finance Settlement which assumes a 2.99% increase and the referendum legislation which requires any increase above this level to be subject of a local referendum. There is an exception to this for 6 upper tier councils for 2026/27 and 2027/28.

7.3. The consultation on the Local Government Provisional Finance Settlement sets out 7 questions, which it is asking councils to consider and they are:

Question 1: Do you agree or disagree with the government's proposals for distributing the total Fair Funding Allocation across the multi-year Settlement period from 2026-27? This encompasses the approach to Baseline Funding Levels, Revenue Support Grant, the Adult Social Care Relative Needs Formula distribution, the additional funding for local services, the approach to the Local Authority Better Care Grant, and the method for calculating tariffs and top-ups.

Question 2: Do you agree or disagree with the government's proposed transitional arrangements?

Question 3: Do you agree or disagree with the proposed package of council tax referendum principles?

Question 4: Do you agree or disagree with the government's proposed approach to distributing funding for the Families First Partnership programme via the final version of the Children and Young People's Services (CYPS) relative needs formula?

Question 5: Do you agree or disagree with the government's proposed approach of continuing the IDB support grant for 26-27 but seeking an alternative solution from 2027-28?

Question 6: Do you agree or disagree with the government's proposal on Mayoral Strategic Authorities in the Local Government Finance Settlement?

Question 7: Do you have any comments on the impact of the proposals outlined in this consultation document on persons who share a protected characteristic? Please identify which protected characteristic you believe will be impacted by these proposals and provide evidence to support your comments.

7.4. The funding in the Local Government Provisional Finance Settlement for Cheltenham is set out below and clearly show a reduction in funding over the next 3 years. The equivalent figure for the current year is £7.698m, so the total reduction in funding over the period is £1.428m (18.6%). The settlement is relying upon increases in council tax to make up the shortfall.

	2026/27	**2027/28**	**2028/29**
Business Rates	£2.866m	£2.932m	£2.991m

Revenue Support Grant	£4.353m	£3.830m	£3.279m
Fair Funding Allocation	**£7.218m**	**£6.762m**	**£6.270m**

8. Fees and Charges

8.1. A significant proportion of the council's funding comes from fees and charges. Within the Council's commercial strategy this is an important funding mechanism and one which is within the Council's gift to control, subject to any legislative, economic or political constraints.

8.2. However, as more reliance is placed on income there is increased pressure to understand current performance levels coupled with the risks and opportunities arising from each income stream whether it is new or existing. It is also important to consider how resilient each income stream is so that appropriate levels of mitigation can be put in place under a Reserves Strategy to meet dips arising when circumstances change.

8.3. Within the interim budget, a full schedule of the proposed fees and charges for 2026/27 has been included at Appendix 7. Some services have applied the full inflationary increase on their fees and charges with others applying a lower uplift when market forces apply. The proposed changes are subject to the relevant steps being taken to follow legislative requirements.

9. Reserves

9.1. Based upon the latest budget monitoring position a projection of the level of reserves to be held at 31 March 2026 and 31 March 2027, is set out in Appendix 4. When setting the budget for the current year a risk-based assessment across 12 different areas was undertaken and it estimated that the level of General Balances required for the year should be £1,764,000. The current forecast is that they will be below this level at £1.28m by end of 2025/26 financial year. The final 2026/27 budget proposals will need to address this with an updated risk-based assessment undertaken and a clear plan of how the General Balances will be restored to this level.

9.2. A review of all of the Earmarked Reserves is underway to identify if the reserve is still required or of the reserves can be reallocated. Chief Financial Officer (Section 151 Officer) is required to comment upon the adequacy of the reserves for which the budget provides and the risk-based assessment will be updated and will form part of the formal budget setting report to be presented to Council in February 2026.

10. Balancing the Revenue Budget

10.1. Updating the budget estimates for all of the changes identified in this report still leaves a budget gap of £1,171,311 and restore General Balances to the 2025/26 risk-base assessment level.

10.2. In order to balance the revenue budget further cost reductions required and the

Leadership Team are tasked with developing proposals to balance the 2026/27 budget. These proposals will be reported to 24 February 2026 Cabinet meeting.

11. Housing Revenue Account (HRA)

11.1. Following the 2024/25 outturn, which required a draw on the HRA reserve, the position for 2025/26 is currently forecast to be delivered on budget. A significant amount of work has been undertaken to reorganise and fully understand the current financial position within the HRA, ensuring greater clarity and control going forward.. As at the end of 2024/25, the HRA reserve balance stood at £603,500. The 2025/26 budget includes a planned contribution of £82,500, which would increase the reserve to approximately £686,000 by the end of March 2026, subject to the final outturn position.

11.2. Work is progressing on finalising the HRA budget for 2026/27 with the Cabinet approving the rent setting, repairs, empty homes (Voids) and Recharge Policies at its last meeting.

11.3. The Draft HRA budget will be made available for tenant consultation in January.

12. Treasury Management

12.1. Arlingclose our Treasury Management Advisors are forecasting two further cuts to base rates over the next year. Appendix 2 summarises the budget estimates for interest and investment income activity which will continue to be reviewed and updated in the light of new information and in particular the updates to the financing of the capital programme.

12.2. Security of capital remains the Council’s main investment objective. We will continue to closely monitor the benefits of fixed vs. temporary borrowing as well as the performance of the Schroder income fund and when it is financially prudent to do so, will consider the climate implications of how we invest this money in the future.

13. Capital Programme

13.1. The strategy for the use of the council’s capital resources is driven by our corporate priorities. The delivery of capital receipts from our asset management activities is an important source of funding with the timings and delivery of these currently under review, the latest position will be incorporated within the final budget proposals.

13.2. A monitoring exercise has been carried out to ensure that the capital programme, approved by Council on 21 February 2025, are being delivered as planned within allocated capital budgets, some of which are timetabled to straddle several financial years. The approved 2025/26 capital programme totals £41.420m and this includes the approved carry forwards from 2024/25. The interim capital programme for the period 2025/26 to 2028/29 is set out at Appendix 5.

14. Next Steps

14.1. The next steps in finalising the 2026/27 Budget proposal includes:

- Analysing the Provisional Local Government Finance Settlement and consider making a response to the consultation questions.
- Finalising the budget growth requests and cost pressures identified in the latest budget monitoring report. Further challenge is required to reduce their impact on the overall budget position.
- Completing the new updated NNDR1 (Business Rates) return and the assumptions on business rates income including the calculation of the surplus/deficit for the current year.
- Finalising savings proposals that are currently under development but not yet included in this report.
- Reviewing the Earmarked Reserves and options to reallocate them and updating the risk-based assessment for General Reserves.
- Completing the Housing Revenue Account budget for 2026/27.
- Reviewing the current capital programme, with a particular focus on assessing the schemes that impact the Council's borrowing requirement. This review is essential to ensure the affordability and sustainability of future capital investment.
- Confirming the capital financing budget requirement for 2026/27. This includes re-assessing the borrowing requirement for the year, based on forecast revenue and capital spend, whilst taking account of forecast receipts from asset sales.

15. Consultation and feedback

15.1. The formal budget consultation on the detailed interim budget proposals for 2026/27 will run until 31 January 2026. The Cabinet will seek to ensure that the opportunity to have input into the budget consultation process is publicised to the widest possible audience. During the consultation period, interested parties including businesses, tenants, residents, staff and trade unions will be encouraged to comment on the initial budget proposals. They will be asked to identify, as far as possible, how alternative proposals complement the Council's Recovery Strategy and Corporate Plan and how they can be financed. The Budget Scrutiny Working Group and Overview and Scrutiny Committee will be invited to review the interim budget proposals in the meetings scheduled for 7 January 2026 and any comments will be fed back to the Cabinet.

15.2. Whilst the Cabinet will be as flexible as possible, it is unlikely that any comments received after the consultation period can be properly assessed to allow consideration of their full implications and to enable them to be built into the budget.

15.3. All comments relating to the initial budget proposals should be returned to the Head of Finance (Deputy Section 151 Officer) by the end of the consultation period for consideration by the Cabinet in preparing their final budget proposals. Comments can be e-mailed to moneymatters@cheltenham.gov.uk.

16. Alternative options considered

16.1. News from Councils across the country tell of local authorities who are continuing to struggle to balance the books and warn of the possibility of issuing section 114 notices without further financial support from Central Government through the EFS mechanism. The financial strategies implemented since November 2020 to refresh the commercial

strategy, review asset management and invest in growth have so far meant the Council have not needed to pursue this course of action and have instead been able to apply continued focus to the ambitions of the 2025-2028 Corporate Plan. The 2026/27 budget proposal will put our Council in the most stable financial position since before the pandemic and, subject to a commitment to delivering efficiencies, provides the next step in the journey to financial self-sufficiency.

17. Key risks

17.1. See Risk Assessment in Appendix 1.

Report author:

Jon Whitlock – Head of Finance (Deputy Section 151 Officer)

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Appendices:

1. Risk Assessment
2. Summary net budget requirement
3. Growth Items
4. Projection of reserves
5. Capital programme
6. Programmed Maintenance programme
7. Provisional Fees & Charges Schedule for 2026/27
8. Equality Impact Assessment Screening

Background information:

1. 2025/26 Final Budget Proposal report to Council - 21 February 2025;
2. Budget Monitoring Report 2025/26 – position at 30 November 2025 report to Cabinet – 16 December 2025;
3. The provisional local government finance settlement for 2025/26.

Appendix 1: Risk Assessment

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
52	If the Council is unable to come up with long term solutions which close the gap in the medium term financial strategy then it will find it increasingly difficult to prepare budgets year on year without making unplanned cuts in service provision.	Cabinet	5	4	20	Reduce	- Commercial strategy & activities - Quarterly budget monitoring - Cabinet engagement - budget proposals - Increased capacity in the finance team - Cabinet Away Day challenge and decisions - Ongoing monitoring of targets for workstreams/services	Leadership Team	Ongoing
403	Prioritisation of capital resources – If CBC are unable to prioritise medium term projects and programmes which require significant capital financing, then it will increasingly have to rely of borrowing to fund service	Cabinet	5	4	20	Reduce	- Ongoing review and alignment of the capital programme with the Corporate Plan - Quarterly budget monitoring - Cabinet engagement - budget proposals	Leadership Team	Ongoing

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
	investments increasing the pressure on our revenue budgets to fund repayments.						- Gateway reviews of all projects through the Corporate Programme office - Cabinet Away Day challenge and decisions - Business case and approval for all new projects, including allocation of resource and budgets		
53	If General Balances are not strengthened then insufficient reserves will be available to cover unanticipated spend or deficits resulting in the levels which will consequently fall below the minimum required level as recommended by the Section 151 Officer in the council's Medium Term Financial Strategy	Head of Finance	5	3	15	Reduce	The MTFS is clear about the need to enhance reserves and identifies a required reserves strategy for managing this issue. In preparing the budget for 2025/26 and in ongoing budget monitoring, consideration will continue to be given to the use of fortuitous windfalls	Head of Finance	Ongoing

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
							and potential future under spends with a view to strengthening reserves whenever possible.		
199	If the Government review concludes significant changes to business rate retention, Government grant funding or Council Tax generation for Cheltenham then the MTFS budget gap may increase, requiring greater savings than already planned.	Head of Finance	5	4	20	Reduce	The Council joined the Gloucestershire pool to share the risk of fluctuations in business rates revenues retained by the Council. The Gloucestershire S151 Officers continue to monitor business rates income projections and the performance and membership of the pool / pilot. Work with members and Gloucestershire LEP to ensure Cheltenham grows its business rate base.	Head of Finance	Ongoing

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APPENDIX 2 : NET BUDGET REQUIREMENT 2025/26 & 2026/27

	2025/26 ORIGINAL £	2025/26 REVISED £	2026/27 ORIGINAL £
Projected cost of 'standstill' level of service			
Chief Executive Directorate	2,658,722	2,242,814	4,023,480
Communities & Place Directorate	13,590,822	13,862,794	14,209,998
Finance, Assets & Regeneration Directorate	7,234,061	7,812,705	7,381,065
Total Cost of Services	**23,483,605**	**23,918,313**	**25,614,543**
Capital Charges	(3,352,327)	(3,352,327)	(3,352,327)
Interest and Investment Income	(1,838,331)	(1,683,800)	(1,328,173)
25/26 Savings / Additional income	(1,130,000)	(375,000)	(1,546,311)
Growth Items's	392,647		159,334
Use of balances and reserves to/(from)	939,398	669,866	(133,682)
Transfer to/(from) General Balances	560,803	49,743	428,735
NET BUDGET	**19,055,795**	**19,226,795**	**19,842,119**
Deduct:			
National Non-Domestic Rate	(2,633,807)	(2,633,807)	(2,865,877)
National Non-Domestic Rate - 2023/24 (surplus) / deficit	595,779	595,779	
National Non-Domestic Rate - 2024/25 (surplus) / deficit	370,383	370,383	360,682
National Non-Domestic Rate - 2025/26 (surplus) / deficit			
National Non-Domestic Rates - S31 Grants	(3,810,409)	(3,810,409)	
New Homes Bonus	(87,479)	(87,479)	
Revenue Support Grant	(190,053)	(190,053)	(4,352,610)
Funding Guarantee Grant	(756,789)	(756,789)	
EPR Grant	(1,345,000)	(1,516,000)	(1,550,000)
NICs Grant	(219,405)	(219,405)	
Council Tax (Surplus)/deficit	(98,051)	(98,051)	(87,171)
	(8,174,831)	**(8,345,831)**	**(8,494,976)**
NET SPEND FUNDED BY COUNCIL TAX	**10,880,964**	**10,880,964**	**11,347,143**
Band ‘D’ Tax	£244.79	£244.79	£252.11
Increase per annum	£7.11	£7.11	£7.32
Increase per week	£0.14	£0.14	£0.14
% Rise	2.99%	2.99%	2.99%
Gross Collectable Tax Base	44,899.19	44,899.19	45,463.33
Collection Rate %	99.00%	99.00%	99.00%
Net tax base	44,450.20	44,450.20	45,008.70

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Appendix 3 - Growth Items

Division	Project Name	Description	On Going Revenue 2026/27 £	One Off Revenue 2026/27 £		Capital 2025/26 £
SUPPORTED GROWTH						
Property	Repairs & Maintenance	Increased budget for Planned Repairs & Maintenance of existing aging operational assets	79,095			
Property	Repairs & Maintenance	Increased budget for Reactive Repairs & Maintenance of existing aging operational assets	19,256			
Green Spaces	Increase staffing establishment	To increase Green spaces staffing budget to retain fixed term role.	34,050			
Marketing	Maintain staffing establishment	To increase budget and maintain the current establishment following BID taking the marketing fundction in-house and not through CBC	26,933			
		Total	**159,334**	**-**		**-**

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Appendix 4 - Projection of Reserves 2025/26 & 2026/27

			2025/26 1st April 2025 £	2025/26 Movement Revenue £	2025/26 Movement Capital £	2025/26 Revised Budget Changes £	2025/26 31st March 2026 £	2026/27 Movement Revenue £	2026/27 Movement Capital £	2026/27 31st March 2027
	EARMARKED RESERVES	**Purpose of Reserve**								
	Other									
RES002	Pension & Restructuring Reserve	To fund future reorganisational changes	**(157,761)**	(50,000)			**(207,761)**			**(207,761)**
RES008	House Survey Reserve	To fund cyclical housing stock condition surveys	**(5,617)**				**(5,617)**			**(5,617)**
RES009	Twinning Reserve	Twinning towns civic visits to Cheltenham	**(8,366)**				**(8,366)**			**(8,366)**
RES010	Flood Alleviation Reserve	To fund future flood resilience work, delegated to the Flood working group for allocation	**(235,959)**				**(235,959)**			**(235,959)**
RES016	Joint Core Strategy Reserve	To fund Joint Core Strategy	**(41,780)**				**(41,780)**			**(41,780)**
RES020	Ubico Reserve	To fund enviromental services provided by Ubico	**0**	(255,000)			**(255,000)**			**(255,000)**
RES022	Homelessness Reserve	To cover future homelessness prevention costs	**(41,100)**				**(41,100)**			**(41,100)**
RES023	Transport Green Initiatives Reserve	To fund Transport Green Initiative Schemes	**(33,825)**				**(33,825)**			**(33,825)**
RES024	New Initiatives reserve	To fund the transformation programme	**(127,059)**	22,915			**(104,144)**			**(104,144)**
RES025	Budget Strategy (Support) Reserve	To support budget strategy	**(9,452)**			(153,000)	**(162,452)**	(162,000)		**(324,452)**
RES026	Social Housing Marketing Assessment (SHMA) Reserve	To fund Social Housing Marketing Assessment work	**(49,034)**	(2,500)			**(51,534)**			**(51,534)**
RES030	Major Developments Reserve	To fund major Developments	**(334,937)**	(200,000)			**(534,937)**			**(534,937)**
			(1,044,890)				**(1,682,475)**			**(1,844,475)**
	Repairs & Renewals Reserves									
RES201	Commuted Maintenance Reserve	Developer contributions to fund maintenance	**(12,175)**	12,172			**(3)**			**(3)**
RES204	I.T. Repairs & Renewals Reserve	Replacement fund	**(32,037)**				**(32,037)**			**(32,037)**
RES205	Property Repairs & Renewals Reserve	20 year maintenance fund	**(168,000)**	102,000			**(66,000)**			**(66,000)**
RES206	Delta Place Reserve	maintenance fund	**(274,226)**	(50,000)			**(324,226)**			**(324,226)**
			(486,438)				**(422,266)**			**(422,266)**
	Equalisation Reserves									
RES029	Council Tax Appeals Equalisation Reserve	To fund fluctuations in overpayment of court costs	**(53,926)**				**(53,926)**			**(53,926)**
RES102	Planning Appeals Equalisation	Funding for one off appeals cost in excess of revenue budget	**(76,612)**				**(76,612)**			**(76,612)**
RES105	Local Plan Equalisation	Fund cyclical cost of local plan inquiry	**(8,095)**				**(8,095)**			**(8,095)**
RES106	Elections Equalisation	Fund cyclical cost of local elections	**(95,832)**	(65,000)			**(160,832)**	135,000		**(25,832)**
RES107	Car Parking Equalisation	To fund fluctuations in income from closure of car parks	**(100,000)**				**(100,000)**			**(100,000)**
RES108	Business Rates Retention Equalisation	To fund fluctuations in income from retained business rates	**(571,015)**	(253,985)			**(825,000)**	360,682		**(464,318)**
RES109	Cemetery income Equalisation reserve	Additional Crematoria income to 2nd chapel build scheme	**(50,000)**				**(50,000)**			**(50,000)**
RES112	Legal Services Equalisation	To fund one-off legal Expenditure	**(600,000)**				**(600,000)**			**(600,000)**
			(1,555,480)				**(1,874,465)**			**(1,378,783)**
	Reserves for commitments									
RES301	Carry Forwards Reserve	Approved budget carry forwards	**(422,532)**	422,532			**0**			**0**
	CAPITAL									
RES402	Capital Reserve - GF	To fund General Fund capital expenditure	**0**	(200,000)			**(200,000)**	(200,000)		**(400,000)**
	TOTAL EARMARKED RESERVES		**(3,509,341)**				**(4,179,207)**			**(4,045,525)**
	GENERAL FUND BALANCE									
B8000 - B8240	General Balance - RR	General balances	**(1,285,522)**	(560,803)		511,060	**(1,335,265)**	(428,735)		**(1,764,000)**
			(1,285,522)				**(1,335,265)**			**(1,764,000)**
	TOTAL GENERAL FUND RESERVES AND BALANCES		**(4,794,862)**	**(1,077,669)**	**0**	**358,060**	**(5,514,471)**	**(295,053)**	**0**	**(5,809,524)**

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Appendix 5 - The Capital Programme

Code	Directorate / Scheme	Scheme Description	Budget 2025/26 £	Forecast 2025/26 £	Budget 2026/27 £	Budget 2027/28 £	Budget 2028/29 £
	FINANCE, ASSETS & REGENERATION						
CAP026	IT Infrastructure	5 year ICT infrastructure strategy	100,000	150,000	175,000	100,000	100,000
CAP035	Civic Events Space	Funding for an event space to become a potential Council Chamber and meeting space following the sale of the Municipal Office building.	500,000	-	500,000		
CAP036	Resurfacing of the Regent Arcade Car park	To meet the obligations of the lease, resurfacing of the car park.	13,379	- 4,103	17,482		
CAP529	Floor strengthing work and survey at the Pittville Pump Rooms	To strengthen the sprung flooring and ensure the appropriate surveys can be carried out on the ceiling of the Pump Rooms	258,720	258,720			
CAP037	Decarbonisation of Leisure@	To finance the investments in LED lighting and pool covers.	327,365	327,365			
CAP038	Fixed Power Installation in Festival Gardens	To deliver a fixed power supply and distribution in the Festival Gardens.	500,000	4,550	495,450		
CAP014	Digital Platform for Cem & Crem	To develop a digital platform to replace the current records system used by Bereavement Services	-	5,539			
CAP209	Asset Management Strategy Implementation	To provide funding for the implementation of strategies to increase the profitability and longevity of our fixed assets.	100,000	-	100,000	100,000	100,000
CAP227	Housing Delivery	Enabling the delivery of Private Rented Sector (PRS) Housing.	4,500,000	-	4,500,000	4,500,000	
CAP402	National Cyber Innovation Centre Delivery	Delivery of the National Cyber Innovation Centre at Golden Valley.	28,643,752	430,012	32,848,023	65,696,047	
CAP 402	Interest - National Cyber Innovation Centre Delivery	Interest costs for Delivery of the National Cyber Innovation Centre at Golden Valley.	-	6,050	440,000	2,322,000	-
CAP228	Housing Enabling	Expenditure in support of enabling the provision of new affordable housing in partnership with registered Social Landlords and the Homes and Communities Agency (HCA)	252,746	252,746			
CAP515	Minster Innovation Exchange	20,000 sq ft purpose-built commercial space adjacent to the Minster	14,600	14,837			
CAP015	Excavator Purchase	To purchase an excavator for the cemetery to deliver a revenue saving in the existing cost of hiring plant.	33,250	33,250			
CAP518	Sandford Park toilets	Provide for new public toilet provision at Sandford Park	150,000	-	150,000		
CAP606	Crematorium Scheme - existing chapel	Redevelopment of existing chapel	50,000	50,000			
			35,443,812	**1,528,966**	**39,225,955**	**72,718,047**	**200,000**
	PLACE & COMMUNITIES						
CAP030	Carbon Neutral agenda	Seed funding to deliver the actions needed, as outlined in the report to Full Council in October 2019, to facilitate the Council's ambition to become carbon neutral by 2030.	68,691	-	68,691		
CAP102	Play Areas Enhancement	We are tendering one large playground improvement contract.	159,522	159,522	80,000	80,000	80,000
CAP229	Noise Monitoring Equipment	The replacement of two noise monitoring systems required for the Council to undertake it's statutory duty to survey noise.	24,000	24,000			
CAP135	Commercialisation opportunities within the Cheltenham Trust	Invest a sum of £1m to pump prime the commercial opportunities identified by The Cheltenham Trust (including investment which both sustains and grows income at the Town Hall);	87,990	104,922			
CAP201	CCTV	Additional CCTV in order to improve shopping areas and reduce fear of crime	75,000	1,185	50,000	23,815	
CAP221	Disabled Facilities Grants	County Council Grant funding for the provision of building work, equipment or modifying a dwelling to restore or enable independent living, privacy, confidence and dignity for individuals and their families.	500,000	1,225,902	500,000	500,000	500,000
CAP224	Warm & Well	A Gloucestershire-wide project to promote home energy efficiency, particularly targeted at those with health problems	58,600	-	77,000	18,400	18,400
CAP301	Vehicles and recycling equipment and receptacles	Replacement vehicles and recycling equipment	4,803,523	4,086,709	2,050,100	675,000	74,500
CAP306	In Cab Technology	The introduction of an In-Cab system would reduce the mileage required to be completed by Ubico, because it would guide the crew around their collection route and would largely eliminate mistakes.	20,000	20,000			
CAP158	Pest Control Van Replacement	To replace one of the existing end of life vans with a more efficient model.	25,000	-			
CAP501	Allotments	Allotment Enhancements - new toilets, path surfacing, fencing, signage, and other improvements to infra-structure.	154,608	20,000	134,608		
			5,976,934	**5,642,240**	**2,960,399**	**1,297,215**	**672,900**
	TOTAL CAPITAL PROGRAMME		**41,420,746**	**7,171,206**	**42,186,354**	**74,015,262**	**872,900**

*A capital budget was also approved by Council on 21 July 2025, which was exempt due to the nature of the capital project.

Funded by:					
General Fund Capital Receipts	6,035,693	4,799,283	2,825,881	978,815	354,500
Capital Reserve	-	-	-	-	-
RCCO (funded from reserves)	-	-	-	-	-
Prudential Borrowing	5,841,965	346,752	5,495,450	4,500,000	-
Partner Funding	-	-	-	-	-
Borrowing/Capital Receipts	14,017,632	430,012	18,221,904	65,696,047	-
Levelling Up Round 3 Funding	14,626,120	-	14,626,120	-	-
Capital Grant or Contribution	252,746	252,746	-	-	-
Better Care Fund	558,600	1,225,902	577,000	518,400	518,400
UNSURE (Assumed Borrowing)	87,990	116,511	440,000	2,322,000	-
Total	**41,420,746**	**7,171,206**	**42,186,354**	**74,015,262**	**872,900**

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Appendix 6 - Planned Maintenance Programme 2026-2027

Property Name	Description	Account Code	Cost Centre	Detail Code	Total
All Properties*	Commission updated CAD Drawings for all sites	R2004	ADB104	PRM682	10,000
All Properties*	Commission M&E surveys for main sites	R2004	ADB104	PRM683	10,000
All Properties*	Accessibility reports	R2004	ADB104	PRM684	10,000
All Properties*	Condition surveys - review	R2004	ADB104	PRM569	50,000
Bridges	Bridge inspection reports and remedials	R2004	ADB104	PRM922	20,000
Honeybourne Line	Structural surveys/ ongoing repairs to walls	R2004	ADB104	PRM949	25,000
St Mary's Mission	Render repairs to rear façade	R2004	ADB104	PRM622	30,000
Rec Centre	Splashpad play equipment replacement	R2004	REC111	PRM685	20,000
Rec Centre	Roof repairs, including cricket hall	R2004	REC111	PRM613	50,000
Central Depot	Ongoing repairs to service road	R2004	ADB103	PRM428	15,000
Central Depot	Ongoing roof repairs to various buildings	R2004	ADB103	PRM542	20,000
Municipal offices	repairs arising	R2004	ADB101	PRM437	10,000
Art Gallery and Museum	Rope access stonework survey and remedial works	R2004	CUL117	PRM686	10,000
Art Gallery and Museum	O/ haul & Redecorate sash windows	R2004	CUL117	PRM551	30,000
Town Hall	Rope access stonework survey and any remedial works arising	R2004	CUL112	PRM686	30,000
Pump Rooms	Internal window/ door redecoration	R2004	CUL113	PRM687	30,000
Pittville Park	Resurfacing/ pothole repairs to pathways	R2004	OPS121	PRM666	10,000
Parks & Gardens	parks	R2004	OPS121	PRM667	10,000
Parks & Gardens	Railings redecorations (all parks)	R2004	OPS121	PRM688	8,500
Pittville Lake	Silt clearance & associated works	R2004	OPS121	PRM354	35,000
QEII Playing fields	Lechate removal	R2004	OPS121	PRM673	5,450
St Mary's Minster	Churchyard iron railings repairs (phase 2 - second section)	R2004	OPS121	PRM671	15,000
Old Chapels	Stonework survey plus remedial works arising	R2004	CCM111	PRM951	8,000
Old chapels	External fabric repairs	R2004	CCM111	PRM689	5,000
Cemetery Gardens	Ongoing resurfacing/ pothole repairs to roads and footpaths inc line marking	R2004	CCM111	PRM290	10,000
New Crematorium	Fencing and guttering alternations	R2004	CCM111	PRM690	8,000
Town Centre East Car Park	Remedial works following vandalism	R2004	CPK101	PRM645	10,000
Regent Arcade Car Park	Deep clean to decks	R2004	CPK101	PRM946	7,000
Toilets	Deep clean	R2004	REG119	PRM679	5,000
Long Gardens/ War Memorial	War Memorial cleaning	R2004	CUL002	PRM064	5,000
Sub Totals:					**£ 516,950**

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Appendix 7: Provisional Fees and Charges 2026/27

Reference	Description		25/26 Charges £	26/27 Charges £	VAT Code
1	**Allotment provision**				
	Prices increase in Jan each year, with one year's notice				
1.001	Small Plot		£44.31	£45.99	NB
1.002	Medium Plot		£73.38	£76.17	NB
1.003	Large Plot		£103.85	£107.80	NB
1.004	Extra Large - 350-399m2		£119.09	£123.62	NB
1.005	Extra Large - 400-449m2		£132.93	£137.98	NB
1.006	Extra Large - 450-499m2		£148.17	£153.80	NB
	Senior Citizen concessions (over 60's):				
1.007	Small Plot		£35.45	£36.80	NB
1.008	Medium Plot		£58.70	£60.93	NB
1.009	Large Plot		£83.08	£86.24	NB
1.010	Extra Large - 350-399m2		£95.27	£98.89	NB
1.011	Extra Large - 400-449m2		£106.34	£110.38	NB
1.012	Extra Large - 450-499m2		£118.54	£123.04	NB
1.013	Extra charge for Council shed		£12.54	£13.02	NB
1.014	Admin fee (new tenant)		£20.00	£20.76	NB
1.015	Deposit for key - sites with Yale type key		£7.50	£7.79	NB
1.016	Deposit for key - sites with Garrison security key		£20.00	£20.76	NB
2	**Building Control Fees (including VAT)**				
	Building Control Charges				
	In accordance with Building (Local Authority Charges) Regulation 1998	No. of houses being built			
	TABLE 1 New Dwellings	1			
2.001	(Total internal floor area of each dwelling must be less than 300m²)		£883.00	*TBC before final budget as calculations are ongoing	STD
	Projects larger than six properties calculated on an individual basis. Houses over 300m² total floor area calculated on an individual basis.				
	TABLE 2 Domestic and Commercial Extensions				
	Description of work				
2.002	The erection or extension of a DETACHED garage or carport, or both, not exceeding 60m² in total		£435.00	*TBC before final budget as calculations are ongoing	STD
2.003	Total or part conversion of attached or integral garage to provide additional habitable accommodation		£435.00	*TBC before final budget as calculations are ongoing	STD
2.004	Any extension and loft conversion with a floor area which does not exceed 20m²		£662.00	*TBC before final budget as calculations are ongoing	STD
2.005	Any extension and loft conversion with a floor area which exceeds 20m² but does not exceed 60m²		£883.00	*TBC before final budget as calculations are ongoing	STD
2.006	Any extension and loft conversion with a floor area which exceeds 60m² but does not exceed 100m²		£1,074.00	*TBC before final budget as calculations are ongoing	STD
	TABLE 3 Conversions and Alterations				
2.007		Under 1,000	£243.00	*TBC before final budget as calculations are ongoing	STD
2.008	(i.e. those not specifically covered by Table 1 & 2)	1,001 to 5,000	£331.00	*TBC before final budget as calculations are ongoing	STD
2.009		5,001 to 10,000	£435.00	*TBC before final budget as calculations are ongoing	STD
2.010		10,001 to 20,000	£588.00	*TBC before final budget as calculations are ongoing	STD
2.011		20,001 to 30,000	£831.00	*TBC before final budget as calculations are ongoing	STD
2.012		30,001 to 40,000	£1,015.00	*TBC before final budget as calculations are ongoing	STD
2.013		40,001 to 50,000	£1,177.00	*TBC before final budget as calculations are ongoing	STD
2.014		50,001 to 60,000	£1,449.00	*TBC before final budget as calculations are ongoing	STD
2.015		60,001 to 70,000	£1,552.00	*TBC before final budget as calculations are ongoing	STD
2.016		70,001 to 80,000	£1,722.00	*TBC before final budget as calculations are ongoing	STD
	Projects over £80,001 to be agreed on an individual basis				
2.017	Up to 8 new windows installed by a non FENSA installer		£126.00	*TBC before final budget as calculations are ongoing	STD
2.018	Over 8 new windows installed by a non FENSA installer	Based on the estimated cost of works - please refer to Table 3			
2.019	BSR Building Control Hourly Rate		£97.62	*TBC before final budget as calculations are ongoing	STD
	Regularisation Application Fees				
	In accordance with Building (Local Authority Charges) Regulation 1998	No. of houses being built			
	TABLE 1 New Dwellings	1			
2.020	(Total internal floor area of each dwelling must be less than 300m²)		£1,103.00	*TBC before final budget as calculations are ongoing	NB
	Projects larger than six properties calculated on an individual basis. Houses over 300m² total floor area calculated on an individual basis.				
	TABLE 2 Domestic and Commercial Extensions				
	Description of work				
2.021	The erection or extension of a DETACHED garage or carport, or both, not exceeding 60m² in total		£554.00	*TBC before final budget as calculations are ongoing	NB
2.022	Total or part conversion of attached or integral garage to provide additional habitable accommodation		£554.00	*TBC before final budget as calculations are ongoing	NB
2.023	Any extension and loft conversion with a floor area which does not exceed 20m²		£828.00	*TBC before final budget as calculations are ongoing	NB
2.024	Any extension and loft conversion with a floor area which exceeds 20m² but does not exceed 60m²		£1,103.00	*TBC before final budget as calculations are ongoing	NB
2.025	Any extension and loft conversion with a floor area which exceeds 60m² but does not exceed 100m²		£1,343.00	*TBC before final budget as calculations are ongoing	NB
	TABLE 3 Conversions and Alterations				
2.026		Under 1,000	£304.00	*TBC before final budget as calculations are ongoing	NB
2.027	(i.e. those not specifically covered by Table 1 & 2)	1,001 to 5,000	£413.00	*TBC before final budget as calculations are ongoing	NB
2.028		5,001 to 10,000	£544.00	*TBC before final budget as calculations are ongoing	NB
2.029		10,001 to 20,000	£735.00	*TBC before final budget as calculations are ongoing	NB
2.030		20,001 to 30,000	£1,040.00	*TBC before final budget as calculations are ongoing	NB
2.031		30,001 to 40,000	£1,269.00	*TBC before final budget as calculations are ongoing	NB
2.032		40,001 to 50,000	£1,471.00	*TBC before final budget as calculations are ongoing	NB
2.033		50,001 to 60,000	£1,811.00	*TBC before final budget as calculations are ongoing	NB
2.034		60,001 to 70,000	£1,940.00	*TBC before final budget as calculations are ongoing	NB
2.035		70,001 to 80,000	£2,152.00	*TBC before final budget as calculations are ongoing	NB
	Projects over £80,001 to be agreed on an individual basis				
2.036	Up to 8 new windows installed by a non FENSA installer		£157.00	*TBC before final budget as calculations are ongoing	NB

Appendix 7: Provisional Fees and Charges 2026/27

Reference	Description		25/26 Charges £	26/27 Charges £	VAT Code
	Over 8 new windows installed by a non FENSA installer	Based on the estimated cost of works - please refer to Table 3		*TBC before final budget as calculations are ongoing	
3	**Built Environment (Including VAT)**				
	Planning Services Fee (i.e history searches etc)				
3.001	Plans over A3 (Excludes VAT)	Per page	£7.00	£9.00	STD
3.002	CON29R Standard Enquiries (Excludes VAT)		£143.50	£179.00	STD
3.003	CON29R Additional parcel of Land (Excludes VAT)		£20.50	£26.00	STD
3.004	CON 29O (Part II Optional enquiries) per question 4-21 (Excludes VAT)		£12.50	£16.00	STD
3.005	CON 29O (Part II Optional enquiries) per question 22 (Excludes VAT)		£41.00	£51.00	STD
3.006	Non-Standard enquiries (Excludes VAT)		£34.00	£42.00	STD
3.007	Admin fee for part CON29 & CON29O (Excludes VAT)		£14.50	£18.00	STD
3.008	House Naming		£56.50	£60.00	NB
3.009	Change Property Name	Existing postal Address	£56.50	£60.00	NB
3.010	Allocating a name or number	Existing postal Address	£56.50	£60.00	NB
3.011	Change of Commercial Address	Existing postal Address	£56.50	£60.00	NB
3.012	Merging of multiple plots to one address	Existing postal Address	£56.50	£60.00	NB
3.013	Providing a letter / schedule of certification of a single address	Address Confirmation	£28.50	£30.00	NB
3.014	Issuing of a single address confirmation	Address Confirmation	£39.50	£41.00	NB
3.015	Number of new plots on an existing street	New Developments not involving new street naming	56.50 PER PLOT	£60.00 PER PLOT	NB
3.016	Numbering of block of flats on an existing street - up to 10 plots	New Developments not involving new street naming	56.50 PER PLOT	£60.00 PER PLOT	NB
3.017	Numbering of block of flats on an existing street - 11+ plots	New Developments not involving new street naming	£672.00	£698.00	NB
3.018	Naming and numbering of new properties including commercial building (1-5)	Developments requiring new street naming and numbering	56.50 PER PLOT	£60.00 PER PLOT	NB
3.019	Naming and numbering of new properties including commercial building (6-15)	Developments requiring new street naming and numbering	£448.50	£466.00	NB
3.020	Naming and numbering of new properties including commercial building (16-25)	Developments requiring new street naming and numbering	£672.00	£698.00	NB
3.021	Naming and numbering of new properties including commercial building (26-75)	Developments requiring new street naming and numbering	£897.50	£932.00	NB
3.022	Naming and numbering of new properties including commercial building (76-150)	Developments requiring new street naming and numbering	£1,121.50	£1,164.00	NB
3.023	Naming and numbering of new properties including commercial building (151-250)	Developments requiring new street naming and numbering	£1,402.00	£1,455.00	NB
3.024	Naming and numbering of new properties including commercial building (251-350)	Developments requiring new street naming and numbering	£1,682.50	£1,746.00	NB
3.025	Naming and numbering of new properties including commercial building (351-500)	Developments requiring new street naming and numbering	£1,962.50	£2,037.00	NB
3.026	Naming and numbering of new properties including commercial building (501+)	Developments requiring new street naming and numbering	£2,243.00	£2,328.00	NB
3.027	New Street name required (1)	Developments requiring new street naming and numbering	£112.50	£117.00	NB
3.028	New Street name required (2-5)	Developments requiring new street naming and numbering	£225.00	£234.00	NB
3.029	New Street name required (6-10)	Developments requiring new street naming and numbering	£448.50	£466.00	NB
3.030	New Street name required (11+)	Developments requiring new street naming and numbering	£561.00	£582.00	NB
3.031	Charge for developer amending plans after naming and numbering has commenced		£225.00	£234.00	NB
3.032	Failure to register a correct address via street naming and numbering may result in the need for retrospective application				NB
3.033	Enforcement action may be taken for the lse of an incorrect or unregistered address				NB
3.034	Change of existing street name at residents' request		£336.00	£349.00	NB
3.035	Additional charge per property/unit		£39.50	£41.00	NB
4	**Bus Station Departures (Royal Well)**				
4.001	Bus departures, price per departure (local)		£0.90	£0.90	STD
4.002	Bus departures, price per departure (visitors)		£1.65	£1.65	STD
5	**Car Parking Fines - Off Street**				
	Penalty Charge Notices - Off Street				
5.001	Higher Band (e.g. parking in disabled bay (without badge)	Paid within 14 days	£35.00	£35.00	NB
5.002	Higher Band	Paid after 14 days	£70.00	£70.00	NB
5.003	Lower Band (e.g. overstays, failure to pay the parking charge or display a valid ticket)	Paid within 14 days	£25.00	£25.00	NB
5.004	Lower Band	Paid after 14 days	£50.00	£50.00	NB
6	**Car Parking - Off Street (inclusive of VAT)**				
6.001	Bath Parade	Up to 1 hr	£2.10	£2.10	STD
6.002		Up to 2 hrs	£3.60	£3.60	STD
6.003		Up to 3 hrs	£5.30	£5.30	STD
6.004		Up to 4 hrs	£6.50	£6.50	STD
6.005		Up to 6 hrs	£11.50	£11.50	STD
6.006		Over 6 hrs	£13.60	£13.60	STD
6.007	St George's Road	Up to 1 hr	£2.10	£2.10	STD
6.008		Up to 2 hrs	£3.60	£3.60	STD
6.009		Up to 3 hrs	£5.30	£5.30	STD
6.010		Up to 4 hrs	£6.80	£6.80	STD
6.011		Up to 6 hrs	£11.50	£11.50	STD
6.012		Over 6 hrs	£13.60	£13.60	STD
6.013	St James Street	Up to 1 hr	£2.10	£2.10	STD
6.014		Up to 2 hrs	£3.60	£3.60	STD
6.015		Up to 3 hrs	£5.30	£5.30	STD
6.016		Up to 4 hrs	£6.80	£6.80	STD
6.017		Up to 6 hrs	£11.50	£11.50	STD
6.018		Over 6 hrs	£13.60	£13.60	STD
6.019	Royal Well				
6.020		Up to 1 hr	£2.10	£2.10	STD
6.021		Up to 2 hrs	£3.60	£3.60	STD
6.022		Up to 3 hrs	£5.30	£5.30	STD
6.023		Up to 4 hrs	£6.80	£6.80	STD
6.024	Chelt Walk	Up to 1 hr	£2.10	£2.10	STD
6.025		Up to 2 hrs	£3.60	£3.60	STD
6.026		Up to 3 hrs	£5.30	£5.30	STD
6.027		Up to 4 hrs	£6.80	£6.80	STD
6.028		Over 4 hrs	£11.50	£11.50	STD
6.029	High Street	Up to 2 hrs	£3.60	£3.60	STD
6.030		Up to 3 hrs	£4.60	£4.60	STD
6.031		Up to 4 hrs	£6.80	£6.80	STD
6.032		Over 4 hrs	£11.50	£11.50	STD
6.033	Sherborne Place	Up to 1 hr	£2.10	£2.10	STD
6.034		Up to 2 hrs	£3.40	£3.40	STD
6.035		Up to 3 hrs	£4.50	£4.50	STD
6.036		Up to 4 hrs	£6.80	£6.80	STD
6.037		Over 4 hrs	£11.50	£11.50	STD
6.038	Bath Terrace	Up to 1 hr	£1.30	£1.30	STD

Appendix 7: Provisional Fees and Charges 2026/27

Reference	Description		25/26 Charges £	26/27 Charges £	VAT Code
6.039		Up to 2 hrs	£1.90	£1.90	STD
6.040		Up to 3 hrs	£2.50	£2.50	STD
6.041		Over 3 hrs	£6.40	£6.40	STD
6.042	Commercial Street	Up to 1 hr	£1.30	£1.30	STD
6.043		Up to 2 hrs	£1.90	£1.90	STD
6.044		Up to 3 hrs	£2.50	£2.50	STD
6.045		Over 3 hrs	£6.50	£6.50	STD
6.046	Coronation Square	Up to 1 hr	£0.30	£0.30	STD
6.047	Local businesses only	Up to 2 hrs	£0.50	£0.50	STD
6.048		Up to 4 hrs	£1.10	£1.10	STD
6.049		Over 4hrs	£2.20	£2.20	STD
6.050	Town Centre East (formerly known as Grosvenor Terrace)	Up to 1 hr	£1.50	£1.50	STD
6.051		Up to 2 hrs	£2.90	£2.90	STD
6.052		Up to 3 hrs	£3.90	£3.90	STD
6.053		Up to 4 hrs	£4.50	£4.50	STD
6.054		Over 6 hrs	£8.00	£8.00	STD
6.055	Phoenix Passage (West End)	Up to 1 hr	£1.50	£1.50	STD
6.056		Up to 2 hrs	£2.80	£2.80	STD
6.057		Up to 3 hrs	£4.00	£4.00	STD
6.058		Up to 4 hrs	£6.30	£6.30	STD
6.059		Up to 6 hrs	£9.50	£9.50	STD
6.060		Over 6 hrs	£13.60	£13.60	STD
6.061	Regent Arcade	after 5.30pm	£3.20	£3.20	STD
6.062		Up to 1 hr	£2.20	£2.20	STD
6.063		Up to 2 hrs	£3.60	£3.60	STD
6.064		Up to 3 hrs	£5.30	£5.30	STD
6.065		Up to 4 hrs	£6.80	£6.80	STD
6.066		Up to 6 hrs	£11.50	£11.50	STD
6.067		Up to 8 hrs	£15.80	£15.80	STD
6.068		Over 8 hrs	£16.80	£16.80	STD
6.069		Lost ticket	£15.80	£15.80	STD
6.070	Rodney Road	Up to 1 hr	£2.20	£2.20	STD
6.071		Up to 2 hrs	£3.60	£3.60	STD
6.072		Up to 3 hrs	£5.30	£5.30	STD
6.073		Up to 4 hrs	£6.80	£6.80	STD
6.074		Up to 6 hrs	£11.50	£11.50	STD
6.075		Over 6 hrs	£13.60	£13.60	STD
6.076	Pittville Pump Room	Up to 1 hr	£1.00	£1.00	STD
6.077		Up to 2 hrs	£1.50	£1.50	STD
6.078		Up to 3hrs	£2.00	£2.00	STD
6.079		Over 3 hrs	£6.00	£6.00	STD
6.080	St Georges Road	Up to 1 hr	£2.10	£2.10	STD
6.081		Up to 2 hrs	£3.60	£3.60	STD
6.082		Up to 3 hrs	£5.30	£5.30	STD
6.083		Up to 4 hrs	£6.80	£6.80	STD
6.084		Up to 6 hrs	£11.50	£11.50	STD
6.085		Over 6 hrs	£13.60	£13.60	STD
7	**Car Parking - Off Street permits (inclusive of VAT)**				
7.001	TCE permit Cheltenham Borough Homes / Cheltenham BID		£55 per month or £645 per annum	£55 per month or £645 per annum	STD
7.002	St Johns Primary School annual permit (pick-up set-down St James Street car park)		£14.20	£14.20	STD
8	**Cemetery**				
8.001	FEE for USE of CHAPEL for BURIAL at CHELTENHAM CEMETERY		£258.00	£270.00	EX
8.003	Over running allotted service time - Up to 10 minutes		£116.00	£120.00	EX
8.004	Over running allotted service time - Over 10 minutes		£279.00	£290.00	EX
8.005	Late or non cancellation of a booking less than 5 working days' notice		£116.00	£120.00	EX
	Obitus (New Revised Service Offer)				
8.006	Halo Photo (Single Image)		£0.00	£0.00	STD
8.007	Basic Slideshow		£45.00	£52.00	STD
8.008	Music Slideshow		£70.00	£77.00	STD
8.009	Themed Tribute		£95.00	£95.00	STD
8.010	Extra Single Photo		£12.00	£10.00	STD
8.011	Family Supplied Video/Tribute		£25.00	£34.00	STD
8.016	Live & On Demand (Stream Live & Watch On Demand for 28 Days + Option to Download)		£49.00	£56.00	STD
8.018	DVD/USB/Blu-Ray/Audio CD Keepsake		£55.00	£55.00	STD
8.019	Video Book Keepsake		£95.00	£100.00	STD
8.020	Memory Box Keepsake		£130.00	£130.00	STD
8.021	Second Copies DVD / USB		£28.00	£32.00	STD
8.022	Second Copies Video Book		n/a	£75.00	STD
8.023	Second Copies Memory Box		n/a	£100.00	STD
8.024	Personalisation (Tributes)		n/a	£22.00	STD
8.025	Extra Tribute Photos (25 Photos)		n/a	£22.00	STD
8.026	Late Fee		n/a	£22.00	STD
8.027	Digital Download Add-on		n/a	£10.00	STD
8.028	Digital Download Stand Alone		n/a	£50.00	STD
	**Change in Products and services so new fees and charges have been created (Above)*				
	BURIAL FEES (Not liable to VAT)				
	NEW PURCHASE (Lawn Garden) GRAVES				
8.029	Exclusive Right of Burial 75 years		£1,745.00	£1,810.00	NB
8.030	Exclusive Right of Burial 100 years		£2,301.00	£2,390.00	NB
	NEW PURCHASE (Traditional) Graves				
8.031	Exclusive Right of Burial 75 years		£2,181.00	£2,260.00	NB
8.032	Exclusive Right of Burial 100 years		£2,877.00	£2,990.00	NB
8.033	NEW PURCHASE (Heritage) Grave				
8.034	Exclusive Right of Burial 100 years		£1,500.00	£1,560.00	NB
	NEW PURCHASE CREMATION GRAVES				
8.035	Exclusive Right of Burial 75 years		£1,108.00	£1,150.00	NB
8.036	Exclusive Right of Burial 100 years		£1,464.00	£1,520.00	NB
	CHILD'S GRAVE (not available at Charlton Kings Cemetery)				
8.037	Exclusive Right of Burial 75 years		£644.00	£670.00	NB
8.038	Exclusive Right of Burial 100 years		£851.00	£880.00	NB
	INTERMENT FEES				
	FEES to OPEN EXISTING PLOT (Interment Fee)				
8.039	Open for single interment		£973.00	£1,010.00	NB
8.040	Open for double interment		£1,218.00	£1,260.00	NB
8.041	Open for ashes		£253.00	£260.00	NB
8.042	Two sets of cremated remains interred at same time - with or without appointment		£306.00	£320.00	NB

Appendix 7: Provisional Fees and Charges 2026/27

Reference	Description	25/26 Charges £	26/27 Charges £	VAT Code
8.043	For a single set of cremated remains placed within the coffin of a full burial	£45.00	£50.00	NB
8.044	Coffin surcharge	£356.00	£370.00	NB
8.045	Immediate witnessed backfill surcharge	£356.00	£370.00	NB
	PRE-PURCHASE of (Heritage) Grave			
8.046	Exclusive Right of Burial 100 years	£2,000.00	£2,080.00	NB
	PRE-PURCHASE of ASHES GRAVES			
8.047	Exclusive Right of Burial 75 years	£1,306.00	£1,360.00	NB
8.048	Exclusive Right of Burial 100 years	£1,660.00	£1,720.00	NB
8.049	Renew or extend Exclusive Right of Burial 25 years (Adult Grave)	£629.00	£650.00	NB
8.050	Renew or extend Exclusive Right of Burial 25 years (Childs grave)	£215.00	£220.00	NB
8.051	Renew or extend Exclusive Right of Burial 25 years Cremated Remains Grave	£369.00	£380.00	NB
	**Removal of 50 years - Min term is now 75 years*			
	MONUMENTS, HEADSTONES, VASES and TABLETS (Not liable to VAT)			
	For the Right to Erect or place on a Grave or Vault in respect of which an Exclusive Right of Burial has been granted.			
8.053	New memorial on an adult grave	£353.00	£370.00	EX
8.054	New memorial on a child's grave	£146.00	£150.00	EX
8.055	Ashes grave memorial	£146.00	£150.00	EX
8.056	Additional Inscriptions or replacement of memorial	£146.00	£150.00	EX
9	**Contaminated Land Fees (Exclusive of VAT)**			
9.001	Contaminated land and pollution searches - standard service - response within 20 working days	£184.00 Standard Service (response within 20 working days)	£195.00 Standard Service (response within 20 working days)	STD
9.002	Contaminated land and pollution searches - expedited service - response within 10 working days	£274.00 Expedited Service (response within 10 working days)	£282.00 Expedited Service (response within 10 working days)	STD
10	**Council Tax/NNDR**			
	Legal Fees			
10.001	Costs charged for summonses to court for non-payment of Council Tax	£60.00	£60.00	NB
10.002	Costs charged for summonses to court for non-payment of NNDR	£85.00	£85.00	NB
11	**Cremations**			
11.001	ADULT SERVICE - **CLASSIC 35 minutes service**	£1,145.00	£1,230.00	EX
11.002	Medical Referee Fee	£25.00	£25.00	EX
11.003	ADULT CREMATION - Direct Cremation	£400.00	£430.00	EX
11.004	ADULT CREMATION **SUNRISE 15 minutes service**	£693.00	£740.00	EX
11.005	ADULT CREMATION ~ Direct Plus (Direct cremation + overnight storage of coffin)	£440.00	£470.00	EX
11.006	Cremate Body Parts	£55.00	£60.00	EX
11.007	USE of ORGAN (no longer included in cremation fee)	£36.00	£40.00	EX
	BOOK of REMEMBRANCE			
11.008	2 Line Entry	£82.00	£90.00	STD
11.009	3 Line Entry	£109.00	£110.00	STD
11.010	4 Line Entry	£135.00	£140.00	STD
11.011	5 Line Entry	£158.00	£160.00	STD
11.012	6 Line Entry	£185.00	£190.00	STD
11.013	7 Line Entry	£210.00	£220.00	STD
11.014	8 Line Entry	£237.00	£250.00	STD
11.015	Crest, Badge or Floral Emblem - with 5 Line Entry	£276.00	£290.00	STD
11.016	Crest, Badge or Floral Emblem with 8 Line Entry	£353.00	£370.00	STD
11.017	Full Heraldic Device with 8 Line Entry	£393.00	£410.00	STD
	REMEMBRANCE CARDS with COPY of INSCRIPTION (inclusive of VAT)			
	(Only in conjunction with an Entry in the Book of Remembrance)			
11.018	2 Line Entry	£65.00	£70.00	STD
11.019	3 Line Entry	£90.00	£90.00	STD
11.020	4 Line Entry	£116.00	£120.00	STD
11.021	5 Line Entry	£142.00	£150.00	STD
11.022	6 Line Entry	£167.00	£170.00	STD
11.023	7 Line Entry	£194.00	£200.00	STD
11.024	8 Line Entry	£218.00	£230.00	STD
11.025	Crest, Badge or Floral Emblem with 5 Line Entry	£209.00	£220.00	STD
11.026	Crest, Badge or Floral Emblem with 8 Line Entry	£286.00	£300.00	STD
11.027	Full Heraldic Device with 8 Line Entry	£326.00	£340.00	STD
	MINIATURE BOOK of REMEMBRANCE with COPY of INSCRIPTION (inclusive of VAT)			
	(Only in conjunction with an Entry in the Book of Remembrance)			
	Note: Each Additional inscription in the miniature book will be as remembrance card prices			
11.028	2 Line Entry	£82.00	£90.00	STD
11.029	3 Line Entry	£109.00	£110.00	STD
11.030	4 Line Entry	£134.00	£140.00	STD
11.031	5 Line Entry	£158.00	£160.00	STD
11.032	6 Line Entry	£185.00	£190.00	STD
11.033	7 Line Entry	£210.00	£220.00	STD
11.034	8 Line Entry	£237.00	£250.00	STD
11.035	Crest, Badge or Floral Emblem - with 5 Line Entry	£276.00	£290.00	STD
11.036	Crest, Badge or Floral Emblem with 8 Line Entry	£353.00	£370.00	STD
11.037	Full Heraldic Device with 8 Line Entry	£393.00	£410.00	STD
	BRONZE MEMORIAL KERB, SEAT and TREE PLAQUES			
11.038	Kerb Plaque (153mm x 102mm) (6" x 4") for 10 years	£363.00	£380.00	EX
11.039	Memorial Tree Plaque (230mm x 153mm) (9" x 6")	£796.00	£800.00	EX
11.040	Memorial Seat Plaque additional or replacement	£340.00	£350.00	EX
11.041	Reservation of Kerb Plaque Space in the Gardens of Remembrance - not refundable. (not liable to VAT)	£108.00	£110.00	EX
11.042	Renovate plaques for kerb, tree, bench or Recordia Wall	£101.00	£110.00	STD
	RECORDIA WALL MEMORIAL PLAQUE in the GARDENS of REMEMBRANCE at CHARLTON KINGS CEMETERY			
11.043	Wall Plaque (153mm x 102mm) (6" x 4")	£613.00	£640.00	EX
11.044	Reservation of Plaque Space (not liable to VAT)	£108.00	£110.00	EX
	BABY REMEMBRANCE GARDEN MEMORIAL PLAQUES			
11.045	6" x 3" 10 years	£261.00	£270.00	EX
11.046	7.25" x 3" 10 years	£318.00	£330.00	EX
11.047	8.5" x 3" 10 years	£373.00	£390.00	EX
11.048	8.5" x 3" plus design 10 years	£426.00	£440.00	EX
11.049	9.75" x 3" 10 years	£429.00	£450.00	EX
11.050	9.75" x 3" plus design 10 years	£481.00	£500.00	EX
11.051	11" x 3" 10 years	£481.00	£500.00	EX
11.052	11" x 3" plus design 10 years	£536.00	£560.00	EX
	BABY REMEMBRANCE GARDEN MEMORIAL PLAQUES RENEWAL			
11.053	additional 10 years lease	£170.00	£180.00	EX
	VASE BLOCK			
11.054	Vase Block (Single Inscription) 10 years	£643.00	£670.00	EX
11.055	Reservation of Vase Block with 10 years lease	£643.00	£670.00	EX
11.056	Additional 10 years lease	£256.00	£270.00	EX
11.057	Repaint lettering	£83.00	£90.00	STD
11.058	Additional Fee (1st or 2nd inscription, casket & appointment)	£430.00	£450.00	STD

Appendix 7: Provisional Fees and Charges 2026/27

Reference	Description	25/26 Charges £	26/27 Charges £	VAT Code
	TREE BLOCK			
11.059	Tree Block **20** years lease	£1,413.00	£1,470.00	EX
11.060	Additional 20 year lease	£576.00	£600.00	EX
	Additional Fee (1st or 2nd inscription, casket & appointment)	£507.00	£530.00	EX
	BELOW GROUND SANCTUM VAULT			
11.061	Below ground vault - large enough to accept two sets of cremated remains (20 years lease)	£2,091.00	£2,170.00	EX
11.062	Reservation with 20 years lease	£2,091.00	£2,170.00	EX
11.063	Additional 10 year lease	£385.00	£400.00	EX
11.064	Photograph/Design additional charge	£131.00	£140.00	EX
11.065	Additional Fee (1st or 2nd inscription, casket & appointment)	£507.00	£530.00	EX
	ABOVE GROUND NICHE			
11.066	Above ground niche - two sets of ashes 20 year lease inc first casket, first inscription and flower holder	£1,847.00	£1,920.00	EX
11.067	Reservation with 20 years lease	£1,847.00	£1,920.00	EX
11.068	Additional 10 year lease	£385.00	£400.00	EX
11.069	Photograph/Design additional charge	£131.00	£140.00	EX
11.070	Additional Fee (1st or 2nd inscription, casket & appointment)	£564.00	£590.00	EX
	ADDITIONAL FEE FOR NICHE/VAULT/BLOCKS			
	Inscription ~ either second OR first if purchased in reserve on Vase Block/Boulder Block/Niche/Vault			
	LEAF BLOCK			
11.071	Immediate use to include 20 years lease	£1,255.00	£1,300.00	EX
11.072	Reservation to include 20 years lease	£1,255.00	£1,300.00	EX
11.073	Renewal of lease for additional 10 years	£461.00	£480.00	EX
	LEAF BLOCK - ABOVE GROUND NICHE			
11.074	Immediate use large niche for two sets of ashes 20 years lease	£1,724.00	£1,790.00	EX
11.075	Reservation large niche for two sets of ashes 20 years lease	£1,724.00	£1,790.00	EX
11.076	Renewal of lease for additional 10 years large leaf block niche	£461.00	£480.00	EX
11.077	Dandelion ashes urn	£90.00	£90.00	EX
11.078	Additional Fee (1st or 2nd inscription, casket & appointment)	£579.00	£600.00	EX
	POND MARKERS ~ no longer available to purchase - only add to existing purchased memorial			
11.079	Renewal of lease for additional 20 years - Pond Marker above ground niche	£462.00	£480.00	EX
11.080	Large memorial tablet including inscription	£612.00	£640.00	EX
	Additional Fee (1st or 2nd inscription, casket & appointment)	£579.00	£600.00	EX
	MEMORIAL BENCH			
11.081	Provision of 4ft bench	£1,032.00	£800.00	EX
11.082	Provision of a council sanctioned hardwood 5 foot bench inc plaque, hard standing, fixing for lease period of 20 years	£1,413.00	£900.00	EX
11.083	Provision of a council sanctioned hardwood 6 foot bench inc plaque, hard standing, fixing for lease period of 20 years	£1,558.00	£1,000.00	EX
	FEES for SCATTERING/INTERRING CREMATION ASHES SCATTER in GARDENS of REMEMBRANCE or ON A GRAVE			
11.084	Cremated at Cheltenham - no appointment	£45.00	£50.00	STD
11.085	Cremated at Cheltenham - by appointment	£90.00	£90.00	STD
11.086	Cremated Elsewhere - with or without appointment	£115.00	£120.00	STD
11.087	Double Scattering if both sets cremated elsewhere - with or without appointment	£160.00	£170.00	STD
	MISCELLANEOUS CHARGES			
11.088	Search Fee	£21.00	£20.00	STD
11.089	Casket single	£77.00	£80.00	STD
11.090	Casket double	£109.00	£110.00	STD
11.091	Transfer of Grave Ownership	£61.00	£70.00	STD
11.092	Scattering tube	£18.96	£20.00	STD
11.093	Plastic vase	£3.00	£3.00	STD
11.094	Weighted metal flower holder	£12.27	£13.00	STD
11.095	Memorial Wipes	£1.00	£1.00	STD
11.096	Use of chapel for memorial service where burial or cremation taking place elsewhere	£449.35	£470.00	STD
11.097	Exhumation of ashes including oversized casket	£403.63	£420.00	STD
	APPLEBY HEARTS			
11.098	Purchase lease for Appleby Heart inc memorial	£2,230.00	£2,320.00	STD
11.099	Additional Fee (1st or 2nd inscription, casket & appointment)	£670.00	£700.00	STD
	TOADSTOOLS			
11.100	Purchase 10 year lease inc inscription	£306.63	£320.00	STD
11.101	Renewal of 10 year lease	£168.00	£170.00	STD
11.102	General Admin fee	£61.00	£70.00	STD
	BARBICAN KERB BLOCK			
11.103	Purchase 20 year lease incl inscription		£600.00	STD
11.104	Renewal of 20 year lease		£250.00	STD
	HIGHDOWN URN			
11.105	Purchase 20 year lease		£300.00	STD
	TRIBUTES			
11.106	Heart memory keepsake including metal stand		£80.00	STD
11.107	Agate memory stone		£70.00	STD
11.108	Eternity candle		£60.00	STD
11.109	Tribute box - Small		£50.00	STD
11.110	Tribute box - Medium		£60.00	STD
11.111	Tribute box - Large		£60.00	STD
11.112	Photo frame Oak finish - Micro		£70.00	STD
11.113	Photo frame Oak finish - Mini		£80.00	STD
11.114	Photo frame Oak finish - Midi		£90.00	STD
11.115	Photo frame Oak finish - Maxi		£100.00	STD
11.116	Memory Bear - with a choice of white, pink or blue ribbon		£70.00	STD
11.117	Engraving - per side		£10.00	STD
12	**Electoral Registration**			
	SALE OF PUBLICATIONS			
12.001	Register of Electors - hardcopy	Varies	Varies	NB
12.002	Data for Register of Electors - hardcopy	Varies	Varies	NB
	Plus cost of actual postage if applicable (can be emailed)			
	Cost set down in legislation.			
	Labels i.e. names & house addresses for parties			
	Rare occurrence & cost set down in legislation.			
12.003	Street Index	£20.00	£20.00	NB
12.004	Data for Street Index	£23.00	£23.00	NB
	Plus cost of actual postage if applicable (can be emailed)			
12.005	Marked copies of Polling Station Registers - (cost set down in legislation)	Varies	Varies	NB
13	**Food Safety Fees (exclusive of VAT)**			
13.001	Primary Authority Partnerships - set up costs	£90.00 x hrs spent	£93 x hrs spent	STD
13.002	Copies of any reports, preparation of statements etc (non commercial)	£90.00 x hrs spent	£90.00 x hrs spent	STD
13.003	Advice and consultancy - primary authority related	£90.00 x hrs spent	£90.00 x hrs spent	STD
13.004	Food Hygiene Rating Scheme requested revisits	£225.00	£270.00	NB
13.005	Gain and Retain a Rating of 5	£90.00 x hrs spent	£90.00 x hrs spent	STD

Appendix 7: Provisional Fees and Charges 2026/27

Reference	Description		25/26 Charges £	26/27 Charges £	VAT Code
13.006	Food safety/hygiene advice and consultancy (excluding Primary Authority Partnerships)		£90.00 x hrs spent	£90.00 x hrs spent	STD
13.007	Health Certificates and attestations		£80.00 x hrs spent or part thereof	£90.00 x hrs spent	STD
14	**Health & Safety Fees (exclusive of VAT)**				
14.001	Tattoo Hygiene Rating Scheme	Inspection and rating of premises	£270.00	£288.00	STD
14.002		Annual inspection of premises	£270.00	£288.00	STD
14.003		Re-rating of premises upon request from business	£225.00	£288.00	STD
14.004	Formulation of any reports, preparation of statements etc		£90.00 x hrs spent	£90.00 x hrs spent	STD
14.005	Health and Safety advice and consultancy		£90.00 x hrs spent	£90.00 x hrs spent	STD
	Beauty Registration Pre-Application Fees				
14.006	Soft/advisory visit		£90.00 x hrs spent	£90.00 x hrs spent	STD
14.007	Typed report following soft/advisory visit		£90.00 x hrs spent	£90.00 x hrs spent	STD
14.008	Telephone advice		£90.00 x hrs spent	£90.00 x hrs spent	STD
16	**Licence Fees**				
	Beauty Registration Fees: Acupuncture, tattooing, electrolysis and skin piercing				
16.001	Personal licence		£134.00	£138.00	NB
16.002	Premises licence		£134.00	£138.00	NB
16.003	Replacement or reissued certificate		£20.50	£36.00	NB
16.004	Variation of registration including certificate		£63.00	£65.00	NB
	Animal boarding establishments Kennel/cattery/homeboarding/Day care				
16.005	License application and issue		£600.00	£623.00	NB
	Dangerous wild animals (excluding veterinary fees)				
16.006	New Application		£669.00	£695.00	NB
16.007	Renewal		£665.00	£690.00	NB
	Dog Breeding (excluding veterinary fees)				
16.008	New Application	1st Stage	£590.00	£612.00	NB
16.009		2nd Stage	£75.00	£78.00	NB
16.010		Total	£665.00	£690.00	NB
16.011	Replacement or reissued certificate (animal licensing)		£20.50	£21.00	NB
16.012	Variation of licence including certificate		£90.00 x hrs spent	£90.00 x hrs spent	NB
	GAMBLING ACT 2005 - Bingo Club				
16.013	New application	min	£3,295.79	£3,421.00	NB
16.014	Annual fee	min	£944.22	£980.00	NB
16.015	Application to vary	min	£1,650.71	£1,713.00	NB
16.016	Application to transfer	min	£1,130.37	£1,173.00	NB
16.017	Application for reinstatement	min	£1,130.37	£1,173.00	NB
16.018	Application for provisional statement	min	£3,295.79	£3,421.00	NB
16.019	Licence application (provisional statement holders)	min	£1,130.37	£1,173.00	NB
16.020	Copy licence	min	£25.00	£25.00	NB
16.021	Notification of change	min	£40.00	£40.00	NB
	GAMBLING ACT 2005 - Betting Premises Exc. Track				
16.022	New application	min	£2,828.17	£2,936.00	NB
16.023	Annual fee	min	£565.19	£587.00	NB
16.024	Application to vary	min	£1,411.84	£1,465.00	NB
16.025	Application to transfer	min	£1,130.37	£1,173.00	NB
16.026	Application for reinstatement	min	£1,130.37	£1,173.00	NB
16.027	Application for provisional statement	min	£2,828.17	£2,936.00	NB
16.028	Licence application (provisional statement holders)	min	£1,130.37	£1,173.00	NB
16.029	Copy licence	min	£25.00	£25.00	NB
16.030	Notification of change	min	£40.00	£40.00	NB
	GAMBLING ACT 2005 - Track				
16.031	New application	min	£2,353.82	£2,443.00	NB
16.032	Annual fee	min	£944.22	£980.00	NB
16.033	Application to vary	min	£1,176.35	£1,221.00	NB
16.034	Application to transfer	min	£898.24	£932.00	NB
16.035	Application for reinstatement	min	£898.24	£932.00	NB
16.036	Application for provisional statement	min	£2,353.82	£2,443.00	NB
16.037	Licence application (provisional statement holders)	min	£898.24	£932.00	NB
16.038	Copy licence	min	£25.00	£25.00	NB
16.039	Notification of change	min	£40.00	£40.00	NB
16.040	Temporary Use Notice	min	£500.00	£500.00	NB
16.041	Temporary Use Notice - copy	min	£25.00	£25.00	NB
	GAMBLING ACT 2005 - Family Entertainment Centre				
16.042	New application	min	£1,885.07	£1,957.00	NB
16.043	Annual fee	min	£708.72	£735.00	NB
16.044	Application to vary	min	£944.22	£980.00	NB
16.045	Application to transfer	min	£898.24	£932.00	NB
16.046	Application for reinstatement	min	£895.47	£930.00	NB
16.047	Application for provisional statement	min	£1,885.07	£1,957.00	NB
16.048	Licence application (provisional statement holders)	min	£898.24	£932.00	NB
16.049	Copy licence	min	£25.00	£25.00	NB
16.050	Notification of change	min	£40.00	£40.00	NB
	GAMBLING ACT 2005 - Adult Gaming Centre				
16.051	New application	min	£1,885.07	£1,957.00	NB
16.052	Annual fee	min	£944.22	£980.00	NB
16.053	Application to vary	min	£944.22	£980.00	NB
16.054	Application to transfer	min	£1,130.37	£1,173.00	NB
16.055	Application for reinstatement	min	£1,130.37	£1,173.00	NB
16.056	Application for provisional statement	min	£1,885.07	£1,957.00	NB
16.057	Licence application (provisional statement holders)	min	£1,130.37	£1,173.00	NB
16.058	Copy licence	min	£25.00	£25.00	NB
16.059	Notification of change	min	£40.00	£40.00	NB
	GAMBLING ACT 2005 - Large Casino				
16.060	New application	min	£9,417.52	£9,775.00	NB
16.061	Annual fee	min	£9,417.52	£9,775.00	NB
16.062	Application to vary	min	£4,709.88	£4,889.00	NB
16.063	Application to transfer	min	£2,025.25	£2,102.00	NB
16.064	Application for reinstatement	min	£2,025.25	£2,102.00	NB
16.065	Application for provisional statement	min	£9,417.52	£9,775.00	NB
16.066	Licence application (provisional statement holders)	min	£4,709.88	£4,889.00	NB
16.067	Copy licence	min	£25.00	£25.00	NB
16.068	Notification of change	min	£40.00	£40.00	NB
	GAMBLING ACT 2005 - Small Casino				
16.069	New application	min	£3,532.41	£3,667.00	NB
16.070	Annual fee	min	£5,887.35	£6,111.00	NB
16.071	Application to vary	min	£4,121.15	£4,278.00	NB
16.072	Application to transfer	min	£1,177.47	£1,222.00	NB
16.073	Application for reinstatement	min	£1,177.47	£1,222.00	NB
16.074	Application for provisional statement	min	£5,887.35	£6,111.00	NB
16.075	Licence application (provisional statement holders)	min	£4,121.15	£4,278.00	NB
16.076	Copy licence	min	£25.00	£25.00	NB
16.077	Notification of change	min	£40.00	£40.00	NB
	GAMBLING ACT 2005 - Permits (fee fixed by statute)				
16.078	FEC gaming machine Application fee		£300.00	£300.00	NB
16.079	Renewal fee		£300.00	£300.00	NB
16.080	Transitional application fee		£100.00	£100.00	NB

Appendix 7: Provisional Fees and Charges 2026/27

Reference	Description		25/26 Charges £	26/27 Charges £	VAT Code
16.081	Prize Gaming Application fee		£300.00	£300.00	NB
16.082	Renewal fee		£100.00	£100.00	NB
16.083	Transitional application fee		£100.00	£100.00	NB
16.084	FEC permits change of name		£25.00	£25.00	NB
16.085	copy of permit		£15.00	£15.00	NB
16.086	Prize gaming permits change of name		£25.00	£25.00	NB
16.087	copy of permit		£15.00	£15.00	NB
16.088	Notification of intention to make (up to 2) gaming machines available		£50.00	£50.00	NB
	Licensed premises gaming machine permits (more than 2 gaming machines)				
16.089	Application existing operator		£100.00	£100.00	NB
16.090	Application new operator		£150.00	£150.00	NB
16.091	Variation of permit		£100.00	£100.00	NB
16.092	Transfer of permit		£25.00	£25.00	NB
16.093	Change of name on permit		£25.00	£25.00	NB
16.094	Copy of permit		£15.00	£15.00	NB
16.095	Annual fee		£50 payable with 30 days of issue then annually on anniversary of issue	£50 payable with 30 days of issue then annually on anniversary of issue	NB
	GAMBLING ACT 2005 - Club gaming and club machine permits (fee fixed by statute)				
16.096	Application existing operator		£100.00	£100.00	NB
16.097	Application holder of club premises cert		£100.00	£100.00	NB
16.098	Application new applicant		£200.00	£200.00	NB
16.099	Renewal (every 10 years)		£200 (£100 for club premises certificate holder)	£200 (£100 for club premises certificate holder)	NB
16.100	Variation of permit		£100.00	£100.00	NB
16.101	Copy of permit		£15.00	£15.00	NB
16.102	Annual fee		£50 payable with 30 days of issue then annually on anniversary of issue	£50 payable with 30 days of issue then annually on anniversary of issue	NB
	Hackney carriage and private hire				
16.103	Vehicle licences initial - Electronic		£255.83	£265.00	NB
16.104	Vehicle licences renewal - Electronic		£255.83	£265.00	NB
16.105	Vehicle transfer or change		£115.50	£120.00	NB
	Driver licences				
16.106	Private hire - 3 year Initial Application - Electronic		£282.32	£293.00	NB
16.107	Hackney carriage - 3 year Initial application - Electronic		£282.32	£293.00	NB
16.108	Private hire - Three yearly Renewal - Electronic		£282.32	£293.00	NB
	Private hire operators licences (5 year licence)				
16.109	Licence (Micro)	Up to 3 cars	£1,590.70	£1,651.00	NB
16.110	Licence (Small)	4 - 10 cars	£1,915.36	£1,988.00	NB
16.111	Licence (Medium)	11 - 30 cars	£5,129.96	£5,325.00	NB
16.112	Licence (Large)	31 + cars	£7,156.96	£7,429.00	NB
	Miscellaneous				
16.113	Plate brackets		£15.25	£16.00	NB
16.114	Replacement drivers badge		£15.25	£16.00	NB
16.115	Replacement window badge		£15.25	£16.00	NB
16.116	Window pouch		£6.35	£7.00	NB
16.117	Replacement licence		£19.06	£20.00	NB
16.118	Replacement licence (change of circumstances) - per licence		£19.06	£20.00	NB
16.119	Loan of temporary top light		45.00 per week	45.00 per week	NB
16.120	English Proficiency Test		£49.50	£49.50	NB
16.121	Hackney carriage and Private Hire local knowledge test		£44.46	£46.00	NB
16.122	Taxi/PH Safeguarding Training		£44.86	£47.00	NB
16.123	Safeguarding + local knowledge test		£88.59	£92.00	NB
16.124	Independent safeguarding Authority CRB check (from July 2010)		£95.92	£99.00	NB
16.125	Enhanced DBS check (fee not refundable)		£77.50	£77.50	NB
16.126	Plate exemption Application		£63.53	£64.00	NB
16.127	Plate Clips (for 4 clips)		£3.18	£3.30	NB
16.128	Application to Approve External Advertising		£63.53	£66.00	NB
16.129	Advance Booking Only Sticker (each)		£1.91	£2.00	NB
16.130	Change from PHD to HCD - Administration Fee		£50.82	£53.00	NB
16.131	APLH - Attendance – full day's training		£95.00	£99.00	NB
16.132	APLH - Resitting written assessment		£60.00	£60.00	NB
16.133	ALPH - online learning only		£60.00	£62.00	NB
16.134	Bus lane sdticker			£5.00	NB
	Replacement vehicle plates				
16.135	- hackney carriage		£25.41	£26.00	NB
16.136	- private hire		£25.41	£26.00	NB
	GAMBLING ACT 2005 - Lotteries (fee fixed by statute)				
16.137	Initial registration		£40.00	£40.00	NB
16.138	Renewal		£20.00	£20.00	NB
	Distributing free printed and promotional material				
16.139	5 points		£69.54	£72.00	NB
16.140	6 -10 points		£232.65	£241.00	NB
16.141	11-15 points		£331.27	£343.00	NB
16.142	16+ points		£464.03	£482.00	NB
	Advertising structures				
16.143	Administration fee not refundable for unsuccessful applicants		£146.37	£152.00	NB
	Information structures				
16.144	Administration fee (not refundable for unsuccessful applicants)– charity/not for profit		£69.54	£72.00	NB
16.145	Administration fee (not refundable for unsuccessful applicants)– commercial		£189.66	£197.00	NB
16.146	Charity/not for profit- £/sqm obstructed (in addition to administration fee)		£12.64	£13.00	NB
16.147	Commercial - £/sqm obstructed (in addition to administration fee)		£37.93	£39.00	NB
16.148	Advertising structures (new and renewal)		£132.76	£138.00	NB
	Removal and storage of A boards				
16.149	Removal cost		n/a	£150.00	NB
16.150	Storage costs £1 per day		n/a	£1 per day	NB
	Zoos				
16.151	New		£90.00 x hrs spent	£90.00 x hrs spent	NB
16.152	Renewal		£90.00 x hrs spent	£90.00 x hrs spent	NB
16.153	New s14(2) dispensation		£90.00 x hrs spent	£90.00 x hrs spent	NB
16.154	Renewal s14(2) dispensation		£90.00 x hrs spent	£90.00 x hrs spent	NB
16.155	Transfer Replacement of Licence (Zoo)		£90.00 x hrs spent	£90.00 x hrs spent	NB
16.156	Variation of licence including certificate (Zoo)		£90.00 x hrs spent	£90.00 x hrs spent	NB
16.157	**Primate licence**	1st Stage		£329.00	NB
16.158		2nd Stage		£136.00	NB
16.159		Total		£465.00	NB
	Animal Activities Licensing Pre-application Advice				
16.160	Advisory visit		£90.00 x hrs spent	£90.00 x hrs spent	NB
16.161	Typed report (following advisory visit)		£90.00 x hrs spent	£90.00 x hrs spent	NB
16.162	Check & send service (validation checks & submitting your pre-app to consultees for comment etc)		£181.00	£188.00	NB
	The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018				
	Total fee include application and issue fee - does not include any required veterinary fees, supplementary fees etc under Regulation 13				
16.163	**Selling animals as pets**	1st stage	£624.00	£625.00	NB
16.164		2nd stage	£75.00	£78.00	NB
16.165		Total application fee	£699.00	£703.00	NB
16.166	Renewal with NO change to documented system	1st stage	£624.00	£625.00	NB

Appendix 7: Provisional Fees and Charges 2026/27

Reference	Description		25/26 Charges £	26/27 Charges £	VAT Code
16.167		2nd stage	£75.00	£78.00	NB
16.168		Total	£699.00	£703.00	NB
16.169	**Hiring out Horses**	1st stage	£603.00	£625.00	NB
16.170		2nd stage	£75.00	£78.00	NB
16.171		Total application fee	£679.00	£703.00	NB
16.172	Renewal with NO change to documented system	1st stage	£603.00	£625.00	NB
16.173		2nd stage	£75.00	£78.00	NB
16.174		Total	£679.00	£703.00	NB
16.175	**Exhibition of animals based in Local Authority Area**	1st stage	£485.00	£503.00	NB
16.176		2nd stage	£115.00	£119.00	NB
16.177		Total application fee	£602.00	£622.00	NB
16.178	Renewal with NO change to documented system	1st stage	£485.00	£503.00	NB
16.179		2nd stage	£115.00	£119.00	NB
16.180		Total	£602.00	£622.00	NB
	The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 - Other Fees				
16.181	Star Re-Rating		£126.00	£131.00	NB
16.182	Star Re-Rating - Arrangers head office		£97.00	£101.00	NB
16.183	Star Re-Rating - Arranger Host		£121.00	£126.00	NB
16.184	Variation Fee (no visit required)		90 x hrs spent	90 x hrs spent	NB
16.185	Variation Fee (excluding Animal Boarding and Animal Exhibiting) - visit required		90 x hrs spent	90 x hrs spent	NB
16.186	Variation Fee for Animal Boarding and Animal Exhibiting (visit required)		90 x hrs spent	90 x hrs spent	NB
16.187	Hard copy of licence		£22.50	£23.00	NB
	Premises licenses				
16.188	New application & variation	Band A	£100.00	£100.00	NB
16.189		Band B	£190.00	£190.00	NB
16.190		Band C	£315.00	£315.00	NB
16.191		Band D	£450.00	£450.00	NB
16.192		Band E	£635.00	£635.00	NB
	The Government has used the non-domestic rateable value (NDRV) as the means of allocating premises to fee bands. NDRV is considered the fairest method of allocating fee bands because it:				
16.193	Application for minor variation of licence (fixed by statute)		£89.00	£89.00	NB
16.194	Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises.	Band D x2	£900.00	£900.00	NB
16.195		Band E x3	£1,905.00	£1,905.00	NB
16.196	Annual charge *	Band A	£70.00	£70.00	NB
16.197		Band B	£180.00	£180.00	NB
16.198		Band C	£295.00	£295.00	NB
16.199		Band D	£320.00	£320.00	NB
16.200		Band E	£350.00	£350.00	NB
16.201	Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises.	Band D x2	£640.00	£640.00	NB
16.202		Band E x3	£1,050.00	£1,050.00	NB
	Club premises certificates				
16.203	New application and variation	Band A	£100.00	£100.00	NB
16.204		Band B	£190.00	£190.00	NB
16.205		Band C	£315.00	£315.00	NB
16.206		Band D	£450.00	£450.00	NB
16.207		Band E	£635.00	£635.00	NB
16.208	Annual Charge	Band A	£70.00	£70.00	NB
16.209		Band B	£180.00	£180.00	NB
16.210		Band C	£295.00	£295.00	NB
16.211		Band D	£320.00	£320.00	NB
16.212		Band E	£350.00	£350.00	NB
	*There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5,000+), unless certain conditions apply. Please read Regulation 4(4) and 4(5) of The Licensing Act 2003 (Fees) Regulations 2005				
	Additional Premises Licence fee				
16.213	Number in attendance at any one time	5,000 to 9,999	£1,000.00	£1,000.00	NB
16.214		10,000 to 14,999	£2,000.00	£2,000.00	NB
26.215		15,000 to 19,999	£4,000.00	£4,000.00	NB
36.216		20,000 to 29,999	£8,000.00	£8,000.00	NB
46.217		30,000 to 39,999	£16,000.00	£16,000.00	NB
16.218		40,000 to 49,999	£24,000.00	£24,000.00	NB
16.219		50,000 to 59,999	£32,000.00	£32,000.00	NB
16.220		60,000 to 69,999	£40,000.00	£40,000.00	NB
16.221		70,000 to 79,999	£48,000.00	£48,000.00	NB
16.222		80,000 to 89,999	£56,000.00	£56,000.00	NB
16.223		90,000 and over	£64,000.00	£64,000.00	NB
	Additional annual fee payable, if applicable				
16.224	Number in attendance at any one time	5,000 to 9,999	£500.00	£500.00	NB
16.225		10,000 to 14,999	£1,000.00	£1,000.00	NB
16.226		15,000 to 19,999	£2,000.00	£2,000.00	NB
16.227		20,000 to 29,999	£4,000.00	£4,000.00	NB
16.228		30,000 to 39,999	£8,000.00	£8,000.00	NB
16.229		40,000 to 49,999	£12,000.00	£12,000.00	NB
16.230		50,000 to 59,999	£16,000.00	£16,000.00	NB
16.231		60,000 to 69,999	£20,000.00	£20,000.00	NB
16.232		70,000 to 79,999	£24,000.00	£24,000.00	NB
16.233		80,000 to 89,999	£28,000.00	£28,000.00	NB
16.234		90,000 and over	£32,000.00	£32,000.00	NB
	Licensing Pre-application Advice (excludes VAT)				
16.235	New premises licence	C&S (Check & send)	£50.82	£53.00	STD
16.236		PAC (Pre-application consultation)	£88.94	£92.00	STD
16.237		Full (Full service) - Small	£88.94	£92.00	STD
16.238		Large/medium	£165.17	£171.00	STD
16.239	Full variation of a premises licence	C&S (Check & send)	£50.82	£53.00	STD
16.240		PAC (Pre-application consultation)	£88.94	£92.00	STD
16.241		Full (Full service) - Small	£88.94	£92.00	STD
16.242		Large/medium	£165.17	£171.00	STD
16.243	Minor variation of a premises licence	PAC (Pre-application consultation)	£50.82	£53.00	STD
16.244		Full (Full service) - Small	£88.94	£92.00	STD
16.245		Large/medium	£165.17	£171.00	STD
16.246	Street trading consent	PAC (Pre-application consultation)	£50.82	£53.00	STD
16.247		Full (Full service) - charity/not for profit	£88.94	£92.00	STD
16.248		Full (Full service) - commercial rate	£165.17	£171.00	STD
16.249	Permission to place objects on the highway	PAC (Pre-application consultation)	£50.82	£53.00	STD
16.250		Full (Full service) - charity/not for profit	£88.94	£92.00	STD
16.251		Full (Full service) - commercial rate	£165.17	£171.00	STD
16.252	Application for a club premises certificate	C&S (Check & send)	£50.82	£53.00	STD
16.253		PAC (Pre-application consultation)	£88.94	£92.00	STD
16.254		Full (Full service)	£88.94	£92.00	STD
16.255	Application for the grant or renewal of a personal licence		£37.00	£37.00	NB
16.256	Temporary event notice		£21.00	£21.00	NB

Appendix 7: Provisional Fees and Charges 2026/27

Reference	Description		25/26 Charges £	26/27 Charges £	VAT Code
16.257	Theft, loss, etc. of premises licence or summary		£11.00	£10.50	NB
16.258	Application for a provisional statement where premises being built etc.		£315.00	£315.00	NB
16.259	Notification of change of name or address		£11.00	£11.00	NB
16.260	Application to vary licence to specify individual as premises supervisor		£23.00	£23.00	NB
16.261	Application for transfer of premises licence		£23.00	£23.00	NB
16.262	Interim authority notice following death etc. of licence holder		£23.00	£23.00	NB
16.263	Theft, loss etc. of certificate or summary		£10.00	£10.00	NB
16.264	Notification of change of name or alteration of rules of club		£10.50	£10.50	NB
16.265	Change of relevant registered address of club		£10.50	£10.50	NB
16.266	Theft, loss etc. of temporary event notice		£10.50	£10.50	NB
16.267	Theft, loss etc. of personal licence		£10.50	£10.50	NB
16.268	Duty to notify change of name or address		£10.50	£10.50	NB
16.269	Right of freeholder recto be notified of licensing matters		£21.00	£21.00	NB
16.270	Temporary Use Notice (Gambling Act) - Fee (*see note below)		£500.00	£500.00	NB
16.271	Copy of Notice		£25.00	£25.00	NB
	Sex establishments				
16.272	Deposit (not refundable) *NEW		£1,298.58	£1,348.00	NB
16.273	Initial Application (remainder)		£1,298.58	£1,348.00	NB
16.274	Subsequent Fee		£665.52	£691.00	NB
16.275	Transfer or variation		£665.52	£691.00	NB
	Sexual Entertainment Licence				
16.276	Deposit (not refundable) *NEW		£2,100.00	£2,180.00	NB
16.277	Initial Application (remainder)		£2,591.40	£2,690.00	NB
16.278	Subsequent Fee		£2,591.40	£2,690.00	NB
16.279	Transfer or variation		£942.90	£979.00	NB
	Street Trading Consents - Annual				
	Ice Cream vehicles				
16.280	Annual Consent		£1,454.04	£1,500.00	NB
16.281	- seasonal	Apr - Sep	£966.67		
	Other mobile units				
16.282	Annual Consent			£2,500.00	NB
	Hot Food Units - Core commercial area and Pittville Park, Montpellier Gardens, Imperial Square Gardens, Sandford Park, Evesham Road, Bath Road and Brewery Quarter				
16.283	Annual Consent	Full Year	£5,857.52	£6,080.00	NB
16.284		Half Year	£2,949.45		NB
16.285		Three Months	£1,495.41		NB
	Hot Food Units - outside Town Centre				
16.286	Annual Consent	Full Year	£3,846.01	£3,995.00	NB
16.287		Half Year	£1,944.84		
16.288		Three Months	£993.11		
	Other Stalls/Units - Core commercial area and Pittville Park, Montpellier Gardens, Imperial Square Gardens, Sandford Park, Evesham Road, Bath Road and Brewery Quarter				
16.289	Annual Consent	Full Year	£4,811.53	£4,995.00	NB
16.290		Half Year	2427.61		
16.291		Three Months	£1,234.49		
16.292		Monthly	£411.50		
16.293		Day rate	£28.74	£29.00	NB
	Other Stalls/Units - outside Town Centre				
16.294	Annual Consent	Full Year	£3,858.65	£4,005.00	NB
16.295		Half Year	£1,929.33		
16.296		Three Months	£995.41		
16.297		Monthly	£332.19		
16.298		Day rate	£17.24	£18.00	NB
	At the Councils' discretion, where applications are received from charities, a 50% reductions in both the administration and consent fee can be arranged				
	Additional Fees				
16.299	Administration fee (not refundable for unsuccessful applicants)		£120.69	£125.00	NB
16.300	Replacement licence			£25.00	NB
16.301	Amendment to trading days/times (requires consultation)			£125.00	NB
	Scrap Metal Dealers Act 2013 (new fees from September 2013)				
	Site Licence				
16.286	Grant, renewal and variation to change of site manager		£477.02	£495.00	NB
16.287	Variation other than a change of site manager		£102.30	£106.00	NB
16.288	Copy of a licence		£13.79	£14.00	NB
16.289	Scrap metal dealers (Late renewal applications only)		£40.23	£42.00	NB
	Collector's Licence				
16.290	Grant and renewal of a collector's scrap metal dealer licence		£434.49	£451.00	NB
16.291	Variation		£102.30	£106.00	NB
16.292	Copy of a licence		£13.79	£14.00	NB
	Pavement Licence				
16.293	Pavement licence - new		£500.00	£500.00	NB
16.294	Pavement licence - renewal		£350.00	£350.00	NB
	Lifelines				
	**Majority will be exempt due to long term health condition - a few will not be therefore charged at 20%*				
16.295	Daily Rental of Lifeline alarm unit		£0.61	£0.64	EX/STD*
16.298	Annual rental of Lifeline Alarm Unit (Digital)		£222.65	£233.60	EX/STD*
16.299	New account set up Charge (Digital)		£48.00	£50.00	EX/STD*
16.300	Annual monitoring charge only		£137.63	£144.60	EX/STD*
16.301	Annual rental of Falls monitor		£42.00	£43.20	EX/STD*
16.302	Lifeline Alarm unit plus GPS Pendant		£342.60	£356.04	EX/STD*
16.303	Extra peripheral Heat smoke & carbon monoxide		£42.00	£43.20	EX/STD*
	Miscellaneous Charges				
16.304	Call out charge		£25.00	£26.00	STD
16.305	Collection charge		£22.00	£26.00	STD
16.306	Lost Pendant Charge		£52.00	£53.00	STD
16.307	Extra Cord Charge		£5.00	£6.00	STD
16.308	Charge for lost lifeline equipment		£260.00	£266.00	STD
	Keysafes				
16.310	Installation of a SUPRA C500 Keysafe (To supply and install a Keysafe)		£72.00	£75.00	STD
16.311	Supply only Supra C500 Keysafe		£65.00	£68.00	STD
16.312	Installation only		£50.00	£52.00	STD
	Miscellaneous Properties				
	Property Rents				
16.313	Granting L/L Consent (assignments and subletting)*		£385.00	£385.00	STD
16.314	Granting L/L Consent (Building Alterations)*		£385.00	£385.00	
16.315	Granting residential leasehold extensions		£385.00	£385.00	STD
16.316	Granting wayleaves or easements		£450.00	£450.00	STD
16.317	Development Agreements – To be agreed		TBA	TBA	STD
	HMO Licensing				

Appendix 7: Provisional Fees and Charges 2026/27

Reference	Description		25/26 Charges £	26/27 Charges £	VAT Code
	New Application				
16.318	Part 1 application and administration		£343.00	£400.00	NB
16.319	Part 2 Inspection assessment processing		£610.00	£570.00	NB
16.320	additional fee for each bedroom or bed-living room where six or more	per bedroom- living room	£51.00	£55.00	NB
16.321	additional fee for new or renewal applications		£158.00	£140.00	NB
16.322	Reminder letters for missing documents or annual certificates (first reminder is included in the cost of the licence; per letter), late submission, invalid application		n/a	£90.00	NB
16.323	Missed inspection or inspection cancelled less than 24 hours prior to appointment		n/a	£100.00	NB
	Renewal				
16.324	Mobile Home site licence				
16.325	Band A		£533.00	£650.00	NB
16.326	Band B		£569.00	£700.00	NB
16.327	Band C		£605.00	£750.00	NB
16.328	Band D		£790.00	£930.00	NB
	Mobile Home site annual inspection				
16.329	Band A		£359.79	£390.00	NB
16.330	Band B		£399.21	£450.00	NB
16.331	Band C		£438.63	£500.00	NB
16.332	Band D		£635.73	£700.00	NB
16.333	Trf or alteration of licence			£380.00	NB
16.334	Fit and proper person test FPPA			£100.00	NB
16.335	Caravan & Campsite new licence			£660.00	NB
16.336	Caravan & Campsite annual inspection			£622.00	NB
22	**Outdoor Recreation (inclusive of VAT)**				
22.001	Adult Football with changing rooms		£66.75	£69.30	STD
22.002	Pitch only		£34.55	£35.90	STD
22.003	Junior football with changing rooms		£36.15	£37.50	STD
22.004	Junior football pitch only		£32.55	£33.80	STD
22.005	Rugby with changing rooms		£66.75	£69.30	STD
22.006	Adult Cricket Weekends		£70.70	£73.40	STD
22.007	Playgroups per session		£17.30	£18.00	STD
22.008	Playgroup Swindon Village		£14.05	£14.60	STD
22.009	Tennis per hour per court		£8.95	£9.30	STD
22.010	Tennis half hour " "		£4.20	£4.40	STD
22.011	Tennis OAP/Jnr. " "		£5.25	£5.45	STD
22.012	Tennis Annual Membership		£52.50	£54.50	STD
22.013	Fishing Adult all day		£9.50	£10.00	STD
22.014	Fishing OAP/Jnr all day		£5.25	£5.45	STD
22.015	Golf Adult		£7.90	£8.20	STD
22.016	Golf OAP/Jnr		£5.60	£5.80	STD
22.017	Equipment Hire - Irons		£3.15	£3.30	STD
22.018	Golf Balls (each)		£1.40	£1.45	STD
22.019	Fishing Permits		£10.50	£11.00	STD
22.020	Boating - Rowing 1 hr		£12.60	£13.00	STD
22.021	Rowing half an hour		£9.00	£9.40	STD
22.022	Juniors under 10, half an hour		£4.20	£4.40	STD
	Event Daily Charges for Parks, Gardens & Playing fields				
	Montpellier Gardens:-				
22.023	Commercial		£1018.50 - £1354.50	£1060 -£1406	EX
22.024	Registered Charity		£346.50	£360.00	EX
22.025	Community		£68.25	£71.00	EX
	Sandford Park				
22.026	Commercial		£1018.50 - £1354.50	£1060 -£1406	EX
22.027	Registered Charity		£346.50	£360.00	EX
22.028	Community		£68.25	£71.00	EX
	Pittville park				
22.029	Commercial		£1018.50 - £1354.50	£1060 -£1406	EX
22.030	Registered Charity		£346.50	£360.00	EX
22.031	Community		£68.25	£71.00	EX
	Imperial Gardens - Whole Gardens				
22.032	Commercial		£1018.50 - £1354.50	£1060 -£1406	EX
22.033	Registered Charity		£346.50	£360.00	EX
22.034	Community		£68.25	£71.00	EX
	Fitness Classes				
22.035	4-9 participants		£5.25	£5.45	EX
22.036	10-15 participants		£10.35	£10.75	EX
22.037	16+ participants		£20.65	£21.50	EX
22.038	Tethered hot air balloon		£990.00	£990.00	EX
22.039	Professional Dog Walkers Annual Licence		£400.00	£400.00	EX
23	**Pest Control Fees (inclusive of VAT)**				
	Charges may vary depending on how many rooms need to be treated				
	Standard Prices				
23.001	Ants		£110 for first visit + £45 for subsequent visits	£115 for first visit + £47 for subsequent visits	STD
23.002	Bedbugs		£440 for up to 3 visit, additional visits £100 per extra visit.	£455 for up to 3 visit, additional visits £105 per extra visit.	STD
23.003	Beetles		£45 Survey (Quotation will follow survey)	£47 Survey (Quotation will follow survey)	STD
23.004	Booklice		£45 Survey (Quotation will follow survey)	£47 Survey (Quotation will follow survey)	STD
23.005	Carpet beetles and moths		£176 for 1 Visit and £95 for subsequent visits	£185 for 1 Visit and £100 for subsequent visits	STD
23.006	Cockroaches (includes 2 visits)		£215 for 1st visit + £95 for subsequent visits	£226 for 1st visit + £100 for subsequent visits	STD
23.007	Flies (house and cluster) per treatment		£150 includes insecticide wipe down and fogging treatment, addition visits £50 per visit.	£157 includes insecticide wipe down and fogging treatment, addition visits £52 per visit.	STD
23.008	Fleas		£100 for first room and £15 per additional room	£105 for first room and £16 per additional room	STD
23.009	Mice (Up to 3 visits) Non refundable deposit £29		£195 for 3 visits, for 1- 3 bedrooms, subsequent visits £45, £210 for 3 visits, for 4-5 bedrooms, subsequent visits £50, Quote required for 6 bedrooms and over.	£200 for 3 visits, for 1- 3 bedrooms, subsequent visits £47, £220 for 3 visits, for 4-5 bedrooms, subsequent visits £52, Quote required for 6 bedrooms and over.	STD
23.010	Spraying to prevent leptospirosis (Recommended after Rat treatment)		£40 first room and £5 per additional room	£40 first room and £5 per additional room	STD
23.011	Rats (Up to 3 visits) Non refundable deposit £25		(£195 for 3 visits, subsequent visits £45 for up to 3 bedrooms £210 for 3 visits, for 4-5 bedrooms, subsequent visits £50, Quote required for 6 bedrooms and over.	(£200 for 3 visits, subsequent visits £47 for up to 3 bedrooms £220 for 3 visits, for 4-5 bedrooms, subsequent visits £52, Quote required for 6 bedrooms and over.	STD
23.012	Squirrels (Maximum of 5 visits) £25 per subsequent visit. Non refundable deposit of £25.		£286 for max 5 visits traps to be checked daily	£295 for max 5 visits traps to be checked daily	STD
23.013	Wasps (per nest) £15 per additional nest		£83 First Nest £27 for subsequent nests at time of treatment	£80 First Nest £27 for subsequent nests at time of treatment	STD
23.014	Woodlice (minimum charge)		Survey and quote £45	Survey and quote for works £47	STD
23.015	Survey/Advice Fee - Standard		Survey and quote £45	Survey and quote for works £47	STD
	Commercial or business customer (pest control contract with the council)				
	Regular size business				
23.016	Pests Covered Rats, Mice, Ant, Wasps, Fleas, Flies, other pest such as Cockroaches, Moths and Bed Bugs may require a more intensive treatment method which may incur additional costs.		£ 77 per visit based 12 visits a year. Callouts outside normal contract visits will be charged at: £115 per visit	Survey with bespoke quote to follow	STD
	Large size business				
23.017	Pests Covered Rats, Mice, Ant, Wasps, Fleas, Flies, other pest such as Cockroaches, Moths and Bed Bugs may require a more intensive treatment method which may need additional visits.		£154 per visit based on 12 visits a year. Callouts outside . Normal contract visits will be charged at £230 per visit.	Survey with bespoke quote to follow	STD

Appendix 7: Provisional Fees and Charges 2026/27

Reference	Description		25/26 Charges £	26/27 Charges £	VAT Code
	Commercial or business customer (no pest control contract with the council)				
23.018	Ants		£72 survey and quote for works	£75 survey and quote for works	STD
23.019	Cockroaches		£72 survey and quote for works	£75 survey and quote for works	STD
23.020	Bedbugs		£72 survey and quote for works	£75 survey and quote for works	STD
23.021	Flies (house and cluster)		£72 survey and quote for works	£75 survey and quote for works	STD
23.022	Fleas		£72 survey and quote for works	£75 survey and quote for works	STD
23.023	Mice (up to 3 visits)		£300 for 3 visits and £72 for subsequent Visits	£75 survey and quote for works	STD
23.024	Rats (up to 3 visits)		£300 for 3 visits and £72 for subsequent Visits	£75 survey and quote for works	STD
23.025	Wasps (per nest) £20 per additional nest		£88 First Nest £42 for subsequent nests	£85 First Nest £35 for subsequent nests at time of treatment	STD
24	**Planning Fees** The Town and Country Planning Act 1990				
24.001	The Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2005 require that fees shall be paid in respect of planning and advertisement applications.				EX
	1. The erection of dwellinghouses				
24.002	Outline	the site area is less than 0.5 hectares	£588 for each 0.1 hectare	£610 for each hectare	NB
24.003		the site area is at least 0.5 hectares but does not exceed 2.5 hectares	£635 for each 0.1 hectare (or part thereof) of the site area	£659 for each 0.1 hectare (or part thereof) of the site area	NB
24.004		the site area exceeds 2.5 hectares	£15,695 and an additional £189 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £205,943	£16,291 and an additional £196 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £213,769	NB
24.005		permission in principle	£512 for each 0.1 hectare	£531 for each 0.1ha	NB
24.006		where the number of dwellinghouses to be created by the development is fewer than 10	£588 for each dwelling house	£610 for each dwelling house	NB
24.007		where the number of dwellinghouses to be created by the development is at least 10 but no more than 50	£635 for each dwellinghouse	£659 for each dwelling house	NB
24.008		where the number of dwellinghouses to be created by the development is more than 50	£31,385 and an additional £189 for each dwellinghouse in excess of 50, subject to a maximum in total of £411,885	£32,578 and an additional £196 for each dwellinghouse in excess of 50, subject to a maximum in total of £427,536	NB
	2. The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7)				
24.009	Where the application is for outline planning permission and:	the site area is less than 1 hectare	£588 for each 0.1 hectare	£610 for each 0.1ha	NB
24.010		the site area is at least 1 hectare but does not exceed 2.5 hectares	£635 for each 0.1 hectare	£659 for each 0.1ha	NB
24.011		the site area exceeds 2.5 hectares	£15,695 and an additional £189 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £205,943	£16,291 and an additional £196 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £213,769	NB
24.012		Where the application is for permission in principle	£512 for each 0.1 hectare	£531 for each 0.1ha	NB
24.013		where no floor space is to be created by the development	£298.00	£309.00	NB
24.014		where the area of gross floor space to be created by the development does not exceed 40 square metres	£298.00	£309.00	NB
24.015		where the area of gross floor space created by the development exceeds 40 square metres but is less than 1000 square metres	£635 for each 75 square metres	£659 for each 75sqm	NB
24.016		where the area of gross floor space created by the development is at least 1000 square metres but does not exceed 3750 square metres	£635 for each 75 square metres	£659 for each 75sqm	NB
24.017		where the area of gross floor space created by the development exceeds 3750 square metres	£31,385 and an additional £189 for each 75 square metres (or part thereof) in excess of 3750 square metres, subject to a maximum in total of £411,885	£32,578 and an additional £196 for each 75 square metres (or part thereof) in excess of 3750 square metres, subject to a maximum in total of £427,537	NB
	3. The erection, on land used for the purposes of agriculture, or buildings used for agricultural purposes (other than buildings in category 4)				
24.019	Where the application is for outline planning permission and:	the site area is less than 1 hectare	£588 for each 0.1 hectare	£610 for each 0.1 ha	NB
24.020		the site area is at least 1 hectare but does not exceed 2.5 hectares	£635 for each 0.1 hectare	£659 for each 0.1ha	NB
24.021		the site area exceeds 2.5 hectares	£15,695 and an additional £189 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £205,943	£16,291 and an additional £196 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £213,769	NB
24.022	Where the application is for permission in principle		£512 for each 0.1 hectare £122.00	£531 for each 0.1ha £127.00	NB
24.023	In any other case—	where the area of gross floor space to be created by the development does not exceed 465sqm	£1,202.00	£1,248.00	NB
24.024		where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres	£588.00	£610.00	NB
24.025		where the area of gross floor space to be created by the development exceeds 540 square	£588 for first 540m + £588 for each 75sqm in excess.	£610 for first 540m + £610 for each 75sqm in excess.	
24.026		where the area of gross floor space to be created by the development is at least 1000square metres but does not exceed 4215 square metres	£5077 plus an additional £635 for each75 square metres (or part thereof) in excess of1000 square metres	£5270 plus an additional £659 for each75 square metres (or part thereof) in excess of1000 square metres	NB
24.027		where the area of gross floor space to be created by the development exceeds 4215 square metres	£31,385 and an additional £189 for each 75 square metres (or part thereof) in excess of 4215 square metres, subject to a maximum in total of £411,885	£32578 and an additional £196 for each 75 square metres (or part thereof) in excess of 4215 square metres, subject to a maximum in total of £427,537	NB
24.028	**4. The erection of glasshouses on land used for the purposes of agriculture**	Where the area of gross floor space to be created by the development does not exceed 465 square metres	£122.00	£127.00	NB
24.029		Where the area of gross floor space to be created by the development exceeds 465 square metres but is less than 1000 square metres	£3,280.00	£3,405.00	NB
24.030		Where the area of gross floor space to be created by the development is 1000 square metres or more	£3,542.00	£3,677.00	NB
24.031	**5. The erection, alteration of replacement of plant or machinery**	Where the site area is less than 1 hectare	£588.00	£610.00	NB
24.032		Where the site area is at least 1 hectare but does not exceed 5 hectares	£635.00	£659.00	NB
24.033		Where the site area exceeds 5 hectares	£31,385 and an additional £189 for each 0.1 hectare (or part thereof) in excess of 5 hectares, subject to a maximum in total of £411,885	£32,578 and an additional £196 for each 0.1 hectare (or part thereof) in excess of 5 hectares, subject to a maximum in total of £427,537	NB
24.034	**6. The enlargement, improvement or other alteration of existing dwellinghouses**	Where the application relates to a single dwellinghouse	£528.00	£548.00	NB

Appendix 7: Provisional Fees and Charges 2026/27

Reference	Description		25/26 Charges £	26/27 Charges £	VAT Code
24.035		Where the application relates to two or more dwellinghouses	£509.00	£528.00	NB
24.036		Works within/along the boundary of an existing dwellinghouse	£262.00	£272.00	NB
24.037	**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**		£262.00	£272.00	NB
24.038	**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**		£298.00	£309.00	NB
24.039	**9. The carrying out of any operations connected with exploratory drilling for oil or natural gas.**	Where the site area does not exceed 7.5 hectares	£698 for each 0.1 hectare	£725.00	NB
24.040		Where the site area exceeds 7.5 hectares	£52,269 and an additional £207 for each 0.1 hectare (or part thereof) of the site area in excess of 7.5 hectares, subject to a maximum in total of £411,885	£54,896 and an additional £215 for each 0.1 hectare (or part thereof) of the site area in excess of 7.5 hectares, subject to a maximum in total of £427,537	NB
24.041	**10. 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 does not exceed 15 hectares	£353 for each 0.1 hectare	£366.00	NB
24.042		Where the site area exceeds 15 hectares	£52,886 and an additional £207 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £107.090	£54,895 and an additional £215 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £111.159	NB
	11. The carrying out of any operations not coming within any of the above categories.				
24.043	In the case of operations for the winning and working of minerals—	where the site area does not exceed 15 hectares	£298 for each 0.1ha Maximum fee of £2,578	£309 for each 0.1ha	NB
24.044		where the site area exceeds 15 hectares	£298 for each 0.1ha Maximum fee of £2,578	£309 for each 0.1ha	NB
24.045		In any other case	£298 for each 0.1ha Maximum fee of £2,578	£309 for each 0.1ha	NB
	12. Uses of land				
24.046	Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses:	where the change of use is to use as fewer than 10 dwellinghouses	£588 for each additional dwellinghouse;	£610 for each additional dwellinghouse	NB
24.047		where the change of use is to use as at least 10 but no more than 50 dwellinghouses	£635 for each additional dwellinghouse	£659 for each additional dwellinghouse	NB
24.048		where the change of use is to use as more than 50 dwellinghouses	£31,385 and an additional £189 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £411,885	£32,578 and an additional £196 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £427,537	NB
24.049	In all other cases:	where the change of use is to use as fewer than 10 dwellinghouses	£588 for each dwellinghouse;	£610 for each additional dwellinghouse	NB
24.050		where the change of use is to use as at least 10 but no more than 50 dwellinghouses	£635 for each dwellinghouse	£659 for each additional dwellinghouse	NB
24.051		where the change of use is to use as more than 50 dwellinghouses	£31,385 and an additional £189 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £411 885	£32,578 and an additional £196 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £427,536	NB
	13. 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.				
24.052		Where the site area does not exceed 15 hectares	£321 for each 0.1 hectare	£333 for each 0.1ha	NB
24.053		Where the site area exceeds 15 hectares	£52,269 and an additional £189 for each 0.1 hectare (or part thereof) of the site area in excess of 15 hectares, subject to a maximum £411,885	£54,255 and an additional £196 for each 0.1 hectare (or part thereof) of the site area in excess of 15 hectares, subject to a maximum £427,537	NB
24.054	**14. The making of a material change in use of a building or land (other than a material change of use in category 12 or 13**		£588.00	£610.00	NB
24.055	Telephone appointments	Planning or conservation telephone appointment (no written response)	£90.00	£94.00	NB
	Householder	Fees for householder pre-application advice			
24.056	Formal pre-application submission:	Letter only	£90.00	£94.00	NB
24.057		Meeting and letter	£115.00	£120.00	NB
24.058		Site visit and letter	£155.00	£160.00	NB
24.059		Follow-up meeting	£60.00	£62.00	NB
	Residential development	Fees for residential development pre-application advice			
24.060	1-2 dwellings:	Letter only	£400.00	£415.00	NB
24.061		Meeting and letter	£500.00	£520.00	NB
24.062		Site visit and letter	£550.00	£570.00	NB
24.063		Follow-up meeting	£125.00	£130.00	NB
24.064		Follow-up letter	£140.00	£145.00	NB
24.065	3-9 dwellings:	Letter only	£950.00	£986.00	NB
24.066		Meeting and letter	£1,050.00	£1,090.00	NB
24.067		Site visit and letter	£1,150.00	£1,194.00	NB
24.068		Follow-up meeting	£140.00	£145.00	NB
24.069		Follow-up letter	£170.00	£176.00	NB
24.070	10 to 49 dwellings:	Letter only	£1,700.00	£1,765.00	NB
24.071		Meeting and letter	£1,800.00	£1,868.00	NB
24.072		Site visit and letter	£1,900.00	£1,972.00	NB
24.073		Follow-up meeting	£300.00	£311.00	NB
24.074		Follow-up letter	£450.00	£467.00	NB
24.075	50 to 199 dwellings:	Letter only	£3,200.00	£3,322.00	NB
24.076		Meeting and letter	£3,500.00	£3,633.00	NB
24.077		Site visit and letter	£3,700.00	£3,840.00	NB
24.078		Follow-up meeting	£400.00	£415.00	NB
24.079		Follow-up letter	£600.00	£623.00	NB
24.080	200 to 350 dwellings:	Letter only	£5,000.00	£5,190.00	NB
24.081		Meeting and letter	£5,600.00	£5,812.00	NB
24.082		Site visit and letter	£6,000.00	£6,228.00	NB
24.083		Follow-up meeting	£500.00	£519.00	NB
24.084		Follow-up letter	£900.00	£934.00	NB
24.085	General principle advice for 10 to 49 dwellings or up to 5000 sq metres floor space; meeting only (up to 60 minutes) with no written response		£700.00	£727.00	NB
24.086	General principle advice for 50 or more dwellings or over 5000 sq metres floor space; meeting only (up to 90 minutes) with no written response		£1,300.00	£1,349.00	NB

Appendix 7: Provisional Fees and Charges 2026/27

Reference	Description		25/26 Charges £	26/27 Charges £	VAT Code
	Non-residential or commercial development	Fees for non-residential or commercial development pre-application advice			
24.087	Up to 500 sq metres:	Letter only	£330.00	£343.00	NB
24.088		Meeting and letter	£440.00	£457.00	NB
24.089		Site visit and letter	£500.00	£519.00	NB
24.090		Follow-up meeting	£125.00	£130.00	NB
24.091		Follow-up letter	£140.00	£145.00	NB
24.092	501 to 999 sq metres:	Letter only	£550.00	£571.00	NB
24.093		Meeting and letter	£650.00	£675.00	NB
24.094		Site visit and letter	£750.00	£778.00	NB
24.095		Follow-up meeting	£140.00	£145.00	NB
24.096		Follow-up letter	£170.00	£176.00	NB
24.097	1,000 to 4,999 sq metres:	Letter only	£1,800.00	£1,868.00	NB
24.098		Meeting and letter	£1,950.00	£2,024.00	NB
24.099		Site visit and letter	£2,100.00	£2,180.00	NB
24.100		Follow-up meeting	£300.00	£311.00	NB
24.101		Follow-up letter	£450.00	£467.00	NB
24.102	5,000 to 9,999 sq metres:	Letter only	£2,300.00	£2,387.00	NB
24.103		Meeting and letter	£2,750.00	£2,854.00	NB
24.104		Site visit and letter	£3,000.00	£3,114.00	NB
24.105		Follow-up meeting	£400.00	£415.00	NB
24.106		Follow-up letter	£650.00	£675.00	NB
24.107	10,000 to 19,999 sq metres:	Letter only	£4,000.00	£4,152.00	NB
24.108		Meeting and letter	£4,500.00	£4,671.00	NB
24.109		Site visit and letter	£5,000.00	£5,190.00	NB
24.110		Follow-up meeting	£500.00	£519.00	NB
24.111		Follow-up letter	£900.00	£934.00	NB
	Other fees	Fees for other pre-application advice			
24.112	Listed building (solely LBC) - householder:	Letter only	£90.00	£93.00	NB
24.113		Meeting and letter	£115.00	£119.00	NB
24.114		Site visit and letter	£155.00	£161.00	NB
24.115		Follow-up meeting	£60.00	£62.00	NB
24.116		Follow-up letter	N/A		
24.117	Listed building (solely LBC) - non-householder:	Letter only	£175.00	£182.00	NB
24.118		Meeting and letter	£230.00	£239.00	NB
24.119		Site visit and letter	£275.00	£285.00	NB
24.120		Follow-up meeting	£125.00	£130.00	NB
24.121		Follow-up letter			
24.122	Change of use:	Letter only	£230.00	£239.00	NB
24.123		Meeting and letter	£275.00	£285.00	NB
24.124		Site visit and letter	£335.00	£348.00	NB
24.125		Follow-up meeting	£125.00	£130.00	NB
24.126		Follow-up letter	£150.00	£156.00	NB
24.127	Advertisements:	Letter only	£125.00	£130.00	NB
24.128		Meeting and letter	NA	NA	
24.129		Site visit and letter	NA	NA	
24.130		Follow-up meeting	NA	NA	
24.131		Follow-up letter	NA	NA	
	Specialist comments	Where specialist comments are needed, the following fees will be added to the relevant category of development fee:			
24.132	Heritage and conservation	for householder	£53.00	£55.00	NB
24.133		for all other developments	£157.00	£163.00	NB
24.134	Drainage		£53.00	£55.00	NB
	Notes	Development of over 350 dwellings, or more than 20,000 sq metres of commercial development will need a Planning Performance Agreement, please contact us to discuss			
	Exemption from fees	**No fees will be payable when:**			
		the enquiry is made by a local authority or county council and relates to a statutory function			
		the enquiry is made by a parish council			
		the proposal relates to development of an existing dwelling where the works are for the benefit of a disabled occupier			
	Reduction in fees for charities	A 50 per cent reduction in fees will be given for local charities or local community groups			
25	**Pollution Control Fees**				
	Application Fee				
25.001	Standard process (includes solvent emission activities)		£1,650.00	£1,650.00	NB
25.002	Additional fee for operating with a permit		£1,188.00	£1,188.00	NB
25.003	PVRI, SWOBs and Dry Cleaners		£155.00	£155.00	NB
25.004	PVR I & II combined		£257.00	£257.00	NB
25.005	VRs and other Reduced Fee Activities		£362.00	£362.00	NB
25.006	Reduced fee activities: Additional fee for operating without a permit		£71.00	£71.00	NB
25.007	Mobile plant - not using simplified permits		£1,650.00	£1,650.00	NB
25.008	Mobile plant for the third to seventh applications		£985.00	£985.00	NB
25.009	Mobile plant for the eight and subsequent applications		£498.00	£498.00	NB
	Annual Subsistence Charge				
25.010	Standard process Low*		£772.00	£772.00	NB
25.011	Standard process Medium*		£1,161.00	£1,161.00	NB
25.012	Standard process High*		£1,747.00	£1,747.00	NB
25.013	PVRI, SWOBs and Dry Cleaner Low		£79.00	£79.00	NB
25.014	PVRI, SWOBs and Dry Cleaner Medium		£158.00	£158.00	NB
25.015	PVRI, SWOBs and Dry Cleaner High		£237.00	£237.00	NB
25.016	PVR I & II combined Low		£113.00	£113.00	NB
25.017	PVR I & II combined Medium		£226.00	£226.00	NB
25.018	PVR I & II combined High		£341.00	£341.00	NB
25.019	VRs and other Reduced Fees Low		£228.00	£228.00	NB
25.020	VRs and other Reduced Fees Medium		£356.00	£356.00	NB
25.021	VRs and other Reduced Fees High		£548.00	£548.00	NB
25.022	Mobile plant, for first and second permits Low - not using simplified permits		£626.00	£626.00	NB
25.023	Mobile plant, for first and second permits Medium - not using simplified permits		£1,034.00	£1,034.00	NB
25.024	Mobile plant, for first and second permits High - not using simplified permits		£1,551.00	£1,551.00	NB
25.025	for the third to seventh permits Low		£385.00	£385.00	NB
25.026	for the third to seventh permits Medium		£617.00	£617.00	NB
25.027	for the third to seventh permits High		£924.00	£924.00	NB
25.028	eighth and subsequent permits Low		£198.00	£198.00	NB
25.029	eighth and subsequent permits Medium		£314.00	£314.00	NB
25.030	eighth and subsequent permits High		£473.00	£473.00	NB
25.031	Late payment fee		£52.00	£52.00	NB

** the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation*

Appendix 7: Provisional Fees and Charges 2026/27

Reference	Description		25/26 Charges £	26/27 Charges £	VAT Code
	Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the amounts				
	Transfer and Surrender				
25.032	Standard process transfer		£169.00	£169.00	NB
25.033	Standard process partial transfer		£497.00	£497.00	NB
25.034	New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging scheme)		£75.00	£75.00	NB
25.035	Surrender: all Part B activities		£0.00	£0.00	NB
25.036	Reduced fee activities: transfer		£0.00	£0.00	NB
25.037	Reduced fee activities: partial transfer		£47.00	£47.00	NB
	Temporary transfer for mobiles				
25.038	First transfer		£53.00	£53.00	NB
25.039	Repeat following enforcement or warning		£53.00	£53.00	NB
	Substantial change				
25.040	Standard process		£1,050.00	£1,050.00	NB
25.041	Standard process where the substantial change results in a new PPC activity		£1,650.00	£1,650.00	NB
25.042	Reduced fee activities		£102.00	£102.00	NB
25.043	Public Health Funerals		£90.00 per hour or part thereof officer time plus undertaker and cemetery costs etc	£93.00 per hour or part thereof officer time plus undertaker and cemetery costs etc	EX
25.044	Environmental protection/pollution control advice and consultancy (Exclusive of VAT)		£90.00 per hour or part thereof officer time plus undertaker and cemetery costs etc	£93.00 per hour or part thereof officer time plus undertaker and cemetery costs etc	STD
25.045	Antisocial behaviour advice and consultancy (Exclusive of VAT)		£90.00 per hour or part thereof officer time plus undertaker and cemetery costs etc	£93.00 per hour or part thereof officer time plus undertaker and cemetery costs etc	STD
	Private water supplies:				
25.046	Sampling and laboratory analysis (Exclusive of VAT)		£90.00 per hour or part thereof officer time plus courier fee @ £35 all plus VAT	£93.00 per hour or part thereof officer time plus courier fee	STD
26	**Seat Sponsorship**				
26.001	Charge = actual cost of seat and installation		Recharge Actual Costs plus up to £500	Recharge Actual Costs plus up to £500	STD
27	**Street Care**				
27.001	Fixed penalty notices under the Antisocial Behaviour, Crime & Policing Act 2014. Examples include Public Spaces Protection Orders and Community Protection Notices.		£100.00	£100.00	NB
	- if paid within a reduced time		£80.00	£80.00	NB
28	**Streetscene Enforcement**				
	Abandoned Vehicle (Including VAT)				
28.001	Inspection of Abandoned Vehicle and arranging for removal on private land		£75.00	£180.00	STD
	Fixed Penalty Notices served in Environmental Protection & Streetscene Enforcement				
28.002	Abandoning a vehicle		£200.00	£200.00	NB
28.003	- if paid within a reduced time		£120.00	£120.00	
28.004	Depositing Litter		£500.00	£500.00	NB
28.005	- if paid within a reduced time		£225.00	£225.00	NB
28.006	Depositing Litter from a vehicle (civil penalty)		£500.00	£500.00	NB
28.007	- if paid within a reduced time		£225.00	£225.00	NB
28.008	Graffiti (on property)		£500.00	£500.00	NB
28.009	- if paid within a reduced time		£225.00	£225.00	NB
28.010	Graffiti (highway signs)		£500.00	£500.00	NB
28.011	- if paid within a reduced time		£225.00	£225.00	NB
28.012	Graffiti (on highways)		£500.00	£500.00	NB
28.013	- if paid within a reduced time		£225.00	£225.00	NB
28.014	Failure to comply with household waste provisions		£110.00	£110.00	NB
28.015	- if paid within a reduced time		£75.00	£75.00	NB
28.016	Failure to comply with commercial or industrial waste provisions		£300.00	£300.00	NB
28.017	- if paid within a reduced time		n/a	n/a	NB
28.018	Failure to keep/provide documents relating to controlled waste		£300.00	£300.00	NB
28.019	- if paid within a reduced time		£120.00	£120.00	
28.020	Failure to produce waste transfer notes		£300.00	£300.00	NB
28.021	- if paid within a reduced time				
28.022	Parking vehicles exposed for sale on the road		£100.00	£100.00	NB
28.023	- if paid within a reduced time		£75.00	£75.00	NB
28.024	Repairing of vehicles on the road by a business		£100.00	£100.00	NB
28.025	- if paid within a reduced time		£75.00	£75.00	NB
28.026	Unauthorised deposit of controlled waste		£1,000.00	£1,000.00	NB
28.027	if paid within reduced time		£450.00	£450.00	NB
28.028	Distributing of Printed Matter		£80.00	£80.00	NB
28.029	if paid within reduced time		£50.00	£50.00	NB
28.030	Fly Posting - illegal adverts		£80.00	£80.00	NB
28.031	if paid within reduced time		£50.00	£50.00	NB
28.032	Breach of Public Spaces order		£100.00	£100.00	NB
28.033	if paid within reduced time		£80.00	£80.00	NB
28.034	Breach of a Community Protection Order		£100.00	£100.00	NB
28.035	if paid within reduced time		£80.00	£80.00	NB
29	**Waste & Recycling (plus VAT unless non-vatable)**				
29.001	Waste & Recycling (plus VAT unless non-vatable)				
29.002	Special Collections and Bulky Waste Collections	per unit	£26.00	£27.00	NB
29.003	Fixed Charge for a Bulky Waste Collection - 3 piece suite (calculated at 1.5 units)	each	£39.00	£40.50	NB
29.004	Garden Waste Service - annual subscription	Annual	£57.00	£60.00	NB
29.005	Replacement Garden Waste Bins plus delivery charge	each	£20.00	£20.80	NB
29.006	Replacement 180 Ltr Wheelie Bins plus delivery charge	each	£20.00	£20.80	NB
29.007	Garden Waste sacks - roll of 10 (plus delivery charge)	per roll	£25.00	£26.00	NB
29.008	Replacement 11000ltr Communal Bins	each	£331.00	£350.00	NB
29.009	Refuse Sacks - special refuse collection on collection day - up to 20 bags	per unit	£30.00	£35.00	NB
29.010	Delivery of garden waste sacks	each	£4.99	£4.99	NB
29.011	Delivery of lost or broken bin of any size - domestic replacements	each	£4.99	£4.99	NB
29.012	140/180L bin for landlords	each	£21.00	£25.00	NB
29.013	240L bin for landlords	each	£45.50	£50.00	NB
29.014	1100L bin for landlords	each	£331.00	£350.00	NB
29.015	Delivery charge per bin for landlords - new and replacement bins	each	£4.99	£4.99	NB
29.016	Delivery charge for up to 3 items - recycling boxes, caddies and bags	up to 3 items	£4.99	£4.99	NB
29.017	Delivery charge for up to 6 items - recycling boxes, caddies and bags	up to 6 items	£9.98	£9.98	NB
29.018	Delivery charge for Garden Waste sacks - roll of 10	per roll	£4.99	£4.99	NB

Appendix 7: Provisional Fees and Charges 2026/27

Reference	Description		25/26 Charges £	26/27 Charges £	VAT Code
29.019	New developments - a set of 140L refuse bin, 3 recycling boxes and lids, 1 blue cardboard bag, 23L and 7L food caddy (plus delivery charge)	per set	£51.50	£60.00	NB
29.020	Delivery charge per set for new developments:		£25.00	£25.00	NB
29.021	New developments - a set of 5 communal recycling bins (240L) plus delivery charge	per set	£226.00	£250.00	NB
29.022	New developments - communal refuse bins - 1100L bin (plus delivery charge)	each	£331.00	£350.00	NB
29.023	New developments - communal refuse bins - 180L bin (plus delivery charge)	each	£21.00	£25.00	NB
29.024	Delivery charge - Refuse Sacks - special refuse collection - roll of 15 (limited to 1 roll per resident)	per roll	£4.99	£4.99	NB
30	**Affordable Housing Products (Excluding VAT)**				
30.001	Administration fee on the sale of a first home		£175.00	£175.00	STD

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Appendix 8: Equality Impact Assessment Screening

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1. Identify the policy, project, function or service change

a. Person responsible for this Equality Impact Assessment	
Officer responsible: Jon Whitlock	Service Area: Finance & Assets
Title: Head of Finance (Deputy s151 Officer)	Date of assessment: December 2025

b. Is this a policy, function, strategy, service change or project?	Other
If other, please specify: This is a budget proposal for 2026/27 which will be subject to a four week consultation period.	

c. Name of the policy, function, strategy, service change or project	
The Draft General Fund Revenue & Capital Budgets for 2026/27	
Is this new or existing?	New
Please specify reason for change or development of policy, function, strategy, service change or project	
The Local Government Finance Regulations require a draft budget to be presented for consultation for both the General Fund in advance of a final budget being presented to Full Council.	

d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?	
Aims and Objectives:	To propose a draft budget for the general fund revenue and capital budgets for 2026/27 and report on the forecast budget position for 2025/26.

Outcomes:	To approve the budget proposals and allow the consultation period to begin on 23 December 2025.
Benefits:	To provide a balanced budget for the general which will allow services to be continued to be delivered whilst building back reserves following a period of significant financial pressure.

e. What are the expected impacts?	
Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.	**Yes**
Do you expect the impacts to be positive or negative?	**Positive**
Please provide an explanation for your answer:	
Some of the savings and efficiencies required to deliver the budget proposal may impact on the lives of employees and customers. If this is the case, any decisions will be subject to appropriate risk assessments and consultation where required. Any impact of savings and efficiencies is expected to be offset by the investment in growth and the overall outcome of allowing the Council to continue to deliver core services whilst delivering on the Corporate Plan 2025-28.	

If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

f. Identify next steps as appropriate	
Stage Two required	**Yes**
Owner of Stage Two assessment	**Leadership Team**
Completion date for Stage Two assessment	**31/01/2026**

Please move on to Stage 2 if required (intranet link).

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