



Fees and Charges – 2023/24

Introduction

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

There are two types of fee and charge:

- **Statutory Fees and Charges** - charging structures set by relevant national bodies, usually with regulatory responsibility for the service which must be adhered to, and
- **Discretionary Fees and Charges** –charges that generally fall into the following categories:
 - **Cost Recovery** – a fee or charge levied to ensure the cost of the service provided is fully recovered,
 - **Subsidised** – where the County Council has decided to subsidise a service when setting a fee or charge.

Generally, the County Council increases its discretionary fees and charges by the published September Retail Price Index (RPI) rate in-line with the County Council's policy. The RPI rate as at September 2022 was 12.6%. However, all fees and charges are considered on a case-by-case basis and detailed reviews of services and prices have been undertaken which has resulted in some bespoke updates.

The County Council endorsed the discretionary 2023/24 fees and charges within the budget setting process agreed at County Council on the 17th February 2023. All changes will be implemented from 1st April 2023, unless otherwise stated.

This document lists the County Council's fees and charges for 2023/24.

Adult's Services Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Adult Services	Meeting Space Letting: Small Room (1)	Hour	9.50	Cost Recovery
Adult Services	Meeting Space Letting: Medium Room (1)	Hour	12.50	Cost Recovery
Adult Services	Meeting Space Letting: Large Room (1)	Hour	15.50	Cost Recovery
Adult Services	Care Act 2014: Support Brokerage	One-off Discretionary Fee	195.00	Cost Recovery
Adult Services	Care Act 2014: Support Brokerage	Review Request	195.00	Cost Recovery
Adult Services	Care Act 2014: Support Brokerage	Weekly Administration Fee	6.00	Cost Recovery
Adult Services	Care Act 2014: Deferred Payment Agreements	Set-up, One-off Fee	615.00	Cost Recovery
Adult Services	Care Act 2014: Deferred Payment Agreements	Property Evaluation - One-off Fee	299.60	Cost Recovery
Adult Services	Care Act 2014: Deferred Payment Agreements	Weekly Administration Fee	8.90	Cost Recovery

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

Education and Skills Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Education & Skills	Services For Schools: Range of Review and Consultancy Services	Various	Various	Cost Recovery
Education & Skills	Services For Schools: Range of Professional Learning and Development Courses	Various	Various	Cost Recovery
Education & Skills	Services For Schools: Products and Services for Children (e.g. Careers Team West Sussex/ Duke of Edinburgh)	School	Various	Cost Recovery
Education & Skills	Schools SLA: Governor Services: Training and Support for School Governing Bodies	Lump Sum Based on Total Pupil Numbers. Less than <150 pupils	1,191.00	Cost Recovery
Education & Skills	Schools SLA: Governor Services: Training and Support for School Governing Bodies	Lump Sum Based on Total Pupil Number. >150 or more, but less than <500 pupils.	1,308.00	Cost Recovery
Education & Skills	Schools SLA: Governor Services: Training and Support for School Governing Bodies	Lump Sum Based on Total Pupil Numbers: >500 or more; but less than <850 pupils	1,551.00	Cost Recovery
Education & Skills	Schools SLA: Governor Services: Training and Support for School Governing Bodies	Lump Sum Based on Total Pupil Numbers: >850 pupils or more.	1,669.00	Cost Recovery
Education & Skills	Schools SLA: Outdoor Education: Charge to Academies, Further Education Colleges, etc.	Pupil	1.60	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme - Secondary School Teacher	Weighted Pupil Numbers	61.00	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme - Primary School Teacher	Weighted Pupil Numbers	43.00	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme -Nursery / Planned Places - Teacher	Weighted Pupil Numbers	50.00	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme - Special School Teachers	Weighted Pupil Numbers	201.00	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme - NJC Grades 3/4	Flat rate, pro-rated for hours	6.50	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme - NJC Grades 5/6	Flat rate, pro-rated for hours	7.20	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme - NJC Grades 7/8	Flat rate, pro-rated for hours	7.90	Cost Recovery
Education & Skills	Schools SLA: Sickness Maternity Scheme - NJC Grades 9/10	Flat rate, pro-rated for hours	8.60	Cost Recovery
Education & Skills	Schools SLA: Schools' Information Services and Financial Management System (Bromcom)	School	Various	Cost Recovery
Education & Skills	Schools SLA: Charge Per Pupil For Data Analyses to Support School Improvement Planning NCER	Lump Sum According to School Size Plus Sum Per Pupil: Infant Mainstream School	Pass through contract costs when known	Cost Recovery
Education & Skills	Schools SLA: Charge Per Pupil For Data Analyses to Support School Improvement Planning NCER	Lump Sum According to School Size Plus Sum Per Pupil: Infant Academy School	Pass through contract costs when known	Cost Recovery
Education & Skills	Schools SLA: Subscriptions for Pupil Data Analyses to Support School Improvement Planning FFT	Lump Sum According to School Size Plus Sum Per Pupil: Infant	Pass through contract costs when known	Cost Recovery
Education & Skills	Schools SLA: Subscriptions for Pupil Data Analyses to Support School Improvement Planning FFT (Academies)	Lump Sum According to School Size Plus Sum Per Pupil: Infant	Pass through contract costs when known	Cost Recovery
Education & Skills	Schools SLA: Subscriptions for Pupil Data Analyses to Support School Improvement Planning FFT	Lump Sum According to School Size Plus Sum Per Pupil: Primary	Pass through contract costs when known	Cost Recovery
Education & Skills	Schools SLA: Subscriptions for Pupil Data Analyses to Support School Improvement Planning FFT (Academies)	Lump Sum According to School Size Plus Sum Per Pupil: Primary	Pass through contract costs when known	Cost Recovery
Education & Skills	Schools SLA: Subscriptions for Pupil Data Analyses to Support School Improvement Planning FFT - Academy Administration	Lump Sum According to School Size Plus Sum Per Pupil: Secondary	Pass through contract costs when known	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Education & Skills	Schools SLA: Subscriptions for Pupil Data Analyses to Support School Improvement Planning FFT	Lump Sum According to School Size Plus Sum Per Pupil: Secondary	Pass through contract costs when known	Cost Recovery
Education & Skills	Schools SLA: Subscriptions for Pupil Data Analyses to Support School Improvement Planning FFT (Academies)	Lump Sum According to School Size Plus Sum Per Pupil: Secondary	Pass through contract costs when known	Cost Recovery
Education & Skills	Schools SLA: Safe Digital Life	School	299.00	Cost Recovery
Education & Skills	Schools SLA: Safe Digital Life (Academies and Free Schools)	School	358.80	Cost Recovery
Education & Skills	Schools SLA: Employment Support Services	School, Per Annum	Various	Cost Recovery
Education & Skills	Schools SLA: Health and Safety	Per School and Per Pupil	Various	Cost Recovery
Education & Skills	School SLA: Health and Safety - Pay As You Go	Item	Various	Cost Recovery
Education & Skills	Charges to Schools for Services Provided in Converting to Academy Status	School	8,000.00	Cost Recovery
Education & Skills	Home to School Transport: Primary School Children Living Within Walking Distance	Year	350.00	Cost Recovery
Education & Skills	Home to School Transport: Primary School Children Living Beyond Walking Distance	Year	378.00	Cost Recovery
Education & Skills	Home to School Transport: Secondary School Children Living Within Walking Distance	Year	518.00	Cost Recovery
Education & Skills	Home to School Transport: Secondary School Children Living Beyond Walking Distance	Year	546.00	Cost Recovery
Education & Skills	Home to School Transport: Post 16 Students (Concessionary and Special Educational Needs)	Year	770.00	Cost Recovery
Education & Skills	Early Years Training: Webinar 1 -2 Hours	Training Attendee	17.00	Cost Recovery
Education & Skills	Early Years Training: Webinar or Face to Face - Half Day	Training Attendee	27.00	Cost Recovery
Education & Skills	Early Years Training: Webinar or Face to Face - Full Day	Training Attendee	54.00	Cost Recovery
Education & Skills	Early Years Training: Online Course - Log In	Training Attendee	10.00	Cost Recovery
Education & Skills	Early Years Training: Conference - Face to Face	Training Attendee	82.00	Cost Recovery
Education & Skills	Early Years Training: Paediatric First Aid - Full 12 Hour Course	Training Attendee	83.00	Cost Recovery
Education & Skills	Fixed Penalty Notice. Charge to Parents for Unauthorised Absence From School - If Paid Within 21 Days of Issue	Parent Per Child Per Absence	60.00	Statutory
Education & Skills	Fixed Penalty Notice. Charge to Parents for Unauthorised Absence From School - If Paid After 21 Days of Issue	Parent Per Child Per Absence	120.00	Statutory

Catering Services Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Catering Service	Schools SLA: Catering Support Services (Nursery)	Nursery	430.00	Cost Recovery
Catering Service	Schools SLA: Catering Support Services (Primary)	School	811.00	Cost Recovery
Catering Service	Schools SLA: Catering Support Services (Secondary/ Special)	School	905.00	Cost Recovery
Catering Service	Schools SLA: Catering Support Services (Primary Academies/ Free School)	School	973.20	Cost Recovery
Catering Service	Schools SLA: Catering Support Services (Secondary / Special Academies and Free Schools)	School	1,086.00	Cost Recovery
Catering Service	Schools SLA: Delivery of a School Meals Service (Primary Schools - DIH Easy Lunch only)	FSM Headcount	15.50	Cost Recovery
Catering Service	Schools SLA: Delivery of a School Meals Service (Primary Schools - DIH Easy Lunch only) Academies	FSM Headcount	18.60	Cost Recovery
Catering Service	Schools SLA: Delivery of a School Meals Service (Primary Schools)	FSM Headcount	60.40	Cost Recovery
Catering Service	Schools SLA: Delivery of a School Meals Service (Primary Schools - Academies and Free Schools)	FSM Headcount	72.48	Cost Recovery
Catering Service	Schools SLA: Delivery of a School Meals Service (Special Schools)	FSM Headcount	Various	Cost Recovery
Catering Service	Schools SLA: Free School Meals (FSM) Eligibility Assessment (Academies and Free Schools)	School Headcount	0.66	Cost Recovery

Legal Services Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Legal Services	Fee to Copy a Common Land or Town or Village Green Register Entry	Copy	28.00	Cost Recovery
Legal Services	Fee for the Supply of a Definitive Map/Statement Extract	Copy	13.00	Cost Recovery
Legal Services	Fee for Copy Orders/Agreements	Copy	7.00	Cost Recovery
Legal Services	Fee for Other Copying	Copy	1.20	Cost Recovery
Legal Services	Fee to process a Highways or CROW Act Landowner Deposit	Deposit	481.00	Cost Recovery
Legal Services	Fee to Process a Corrective Application Made under the Commons Act 2006	Course	1,011.00	Cost Recovery
Legal Services	Legal Agreements Linked to S106 Contributions	Hour	235.00	Cost Recovery
Legal Services	Highway Agreement Works	Hour	235.00	Cost Recovery
Legal Services	Schools SLA: Legal Services	Item	Various	Cost Recovery

Trading Standards Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Trading Standards	Weights and Measures Act 1985 - Inspector of Weights & Measures	Hour	105.80	Cost Recovery
Trading Standards	Weights and Measures Act 1985 - Support Officer	Hour	67.60	Cost Recovery
Trading Standards	Hourly Charge For Demand Led Discretionary Business Support Services	Hour	105.80	Cost Recovery
Trading Standards	Variation of Licence - Other Than Name or Address	Hour	105.80	Cost Recovery
Trading Standards	Petroleum storage licence Band A - under 2500 litres	Year	45.00	Statutory
Trading Standards	Petroleum storage licence Band B - 2500 -50000 litres	Year	61.00	Statutory
Trading Standards	Petroleum storage licence Band C - over 50,000 litres	Year	128.00	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	1 Year	189.00	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	2 Years	248.00	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	3 Years	311.00	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	4 Years	382.00	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	5 Years	432.00	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	1 Year	88.00	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	2 Years	150.00	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	3 Years	211.00	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	4 Years	272.00	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	5 Years	333.00	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	1 Year	111.00	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	2 Years	144.00	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	3 Years	177.00	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	4 Years	211.00	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	5 Years	243.00	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	1 Year	55.00	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	2 Years	88.00	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	3 Years	123.00	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	4 Years	155.00	Statutory

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	5 Years	189.00	Statutory
Trading Standards	Explosives storage - varying the name of licensee or address of site	Variation	37.00	Statutory
Trading Standards	Explosives storage - transfer of licence or replacement licence if lost	Transfer	37.00	Statutory
Trading Standards	All year sale of fireworks	Annual	500.00	Statutory

Property Services Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Property Services	Schools SLA: Tree Inspection Service (Small) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	171.00	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections (Small) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	202.00	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Small) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	201.00	Cost Recovery
Property Services	Schools SLA: Tree Inspection Service (Medium) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	220.00	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections (Medium) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	223.00	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Medium) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	234.00	Cost Recovery
Property Services	Schools SLA: Tree Inspection Service (Large) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	229.00	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections (Large) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	244.00	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Large) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	317.00	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Small) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	578.00	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Medium) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	794.00	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Large) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	1,050.00	Cost Recovery
Property Services	Schools SLA: Funding Bid Application Support (S/M/L) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	Various	Cost Recovery
Property Services	Schools SLA: Swimming Pool Management (S/M/L) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	270.00	Cost Recovery
Property Services	School SLA: Swimming Pool Management (S/M/L) Nursery, Primary, Secondary & Special Schools- Seasonal	Service Level Agreement	439.00	Cost Recovery
Property Services	School SLA: Recruitment Support (S/M/L) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	709.00	Cost Recovery
Property Services	Schools SLA: Core SLA subscription (S/M/L) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	948.00	Cost Recovery
Property Services	Schools SLA: Tree Inspection Service (Small) Primary Academy & Secondary Academy	Service Level Agreement	205.20	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections (Small) Primary Academy & Secondary Academy	Service Level Agreement	242.40	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Small) Primary Academy & Secondary Academy	Service Level Agreement	241.20	Cost Recovery
Property Services	Schools SLA: Tree Inspection Service (Medium) Primary Academy & Secondary Academy	Service Level Agreement	264.00	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections (Medium) Primary Academy & Secondary Academy	Service Level Agreement	267.60	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Medium) Primary Academy & Secondary Academy	Service Level Agreement	280.80	Cost Recovery
Property Services	Schools SLA: Tree Inspection Service (Large) Primary Academy & Secondary Academy	Service Level Agreement	274.80	Cost Recovery
Property Services	Schools SLA: Annual Playground Inspections (Large) Primary Academy & Secondary Academy	Service Level Agreement	292.80	Cost Recovery
Property Services	Schools SLA: Grounds Review & Development Plan (Large) Primary Academy & Secondary Academy	Service Level Agreement	380.40	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Small) Primary Academy & Secondary Academy	Service Level Agreement	693.60	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Medium) Primary Academy & Secondary Academy	Service Level Agreement	952.80	Cost Recovery
Property Services	Schools SLA: Buildings Review & Development Plan (Large) Primary Academy & Secondary Academy	Service Level Agreement	1,260.00	Cost Recovery
Property Services	Schools SLA: Funding Bid Application Support (S/M/L) Primary Academy & Secondary Academy	Service Level Agreement	Various	Cost Recovery
Property Services	Schools SLA: Swimming Pool Management (S/M/L) Nursery, Primary, Secondary & Special Schools	Service Level Agreement	324.00	Cost Recovery
Property Services	School SLA: Swimming Pool Management (S/M/L) Nursery, Primary, Secondary & Special Schools- Seasonal	Service Level Agreement	526.80	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Property Services	Schools SLA: Recruitment Support (S/M/L) Primary Academy & Secondary Academy	Service Level Agreement	850.80	Cost Recovery
Property Services	Schools SLA: Core SLA subscription (S/M/L) Primary Academy & Secondary Academy	Service Level Agreement	1,137.60	Cost Recovery

Planning Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Planning Services	Implementation S38 & S278 Highway Agreements	Agreement	Various	Cost Recovery
Planning Services	Monitoring and Records Local Land Charge Fees	Search	31.20	Cost Recovery
Planning Services	Monitoring and Records Local Land Charge Search Follow-up	Request	Various	Cost Recovery
Planning Services	Monitoring and Records Highway Boundaries Information	Request	Various	Cost Recovery
Planning Services	Monitoring and Records S106 Agreement Enquiries	Hour	72.00	Cost Recovery
Planning Services	Planning and Transport Policy Access to traffic modelling	Request	Various	Cost Recovery
Planning Services	Planning and Transport Policy Copies of Highway Scheme Plans	Plan	Various	Cost Recovery
Planning Services	Highways Development Management Pre-application Advice Fees	Written Response or Meeting/Site Visit & Written Response	Various	Cost Recovery
Planning Services	Monitoring and Records Monitoring of S106 Contributions	Per Trigger	240.00	Cost Recovery
Planning Services	Monitoring and Records Highway Boundaries – Bespoke Enquiries	Hour	72.00	Cost Recovery
Planning Services	County Planning Pre-application Advice Fees	Meeting or Site Visit and Written Response, or Written Response Only	Various	Cost Recovery
Planning Services	Environment & Heritage Historic Environment Record - Searches	Householder Search	138.00	Cost Recovery
Planning Services	Environment & Heritage Historic Environment Record - Searches	Standard Search	228.00	Cost Recovery
Planning Services	Environment & Heritage Historic Environment Record - Searches	Priority Search	360.00	Cost Recovery
Planning Services	Environment & Heritage Historic Environment Record - Searches	Statutory Undertaker Standard Search	234.00	Cost Recovery
Planning Services	Environment & Heritage Historic Environment Record - Searches	Statutory Undertaker Priority Search	486.00	Cost Recovery
Planning Services	Environment & Heritage Advice and Support to Statutory Undertakers	Hours	126.00	Cost Recovery
Planning Services	Environment & Heritage Pre-application Advice Fees	Written Response or Meeting/Site Visit & Written Response	Various	Cost Recovery
Planning Services	Environment & Heritage Contribution by District and Borough Councils to maintenance of the HER	Annual Fee	3,000.00	Cost Recovery
Planning Services	Flood Risk Management Pre-application Advice Fees	Hectares of Development - Banded	Various	Cost Recovery
Planning Services	County Planning - Planning Application fees	Application	Various	Statutory
Planning Services	County Planning - Fees Monitoring site visits	Site Visit	Various	Statutory
Planning Services	County Planning - Discharge of Conditions	Request	116.00	Statutory
Planning Services	Environment & Heritage Higher Stewardship Level advice	Mid-Tier 0-30ha	35.00	Statutory
Planning Services	Environment & Heritage Higher Stewardship Level advice	Mid-Tier 31-75 ha	70.00	Statutory
Planning Services	Environment & Heritage Higher Stewardship Level advice	Mid-Tier 76-150 ha	140.00	Statutory
Planning Services	Environment & Heritage Higher Stewardship Level advice	Mid-Tier 150+ ha	280.00	Statutory
Planning Services	Environment & Heritage Higher Stewardship Level advice	High Tier 0-30ha	52.00	Statutory
Planning Services	Environment & Heritage Higher Stewardship Level advice	High Tier 31-75 ha	105.00	Statutory
Planning Services	Environment & Heritage Higher Stewardship Level advice	High Tier 76-150 ha	210.00	Statutory
Planning Services	Environment & Heritage Higher Stewardship Level advice	High Tier 150+ ha	420.00	Statutory

Countryside Rights of Way Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Countryside Facilities	Rental of Land and Fishing Rights	Agreement	Various	Cost Recovery
Countryside Services	Family Bushcraft	Per Family	75.80	Cost Recovery
Countryside Services	All Guided Walks/ Night Hike/ Food For Free With/ Without Hot Drink	Per Person	7.80	Cost Recovery
Countryside Services	Craft Events e.g. Christmas Wreaths (Includes Materials/Drinks)	Per Person	25.40	Cost Recovery
Countryside Services	Hire of Buchan Country Park Countryside Centre with Refreshments Hourly Charge (All Potential Bookings Must Be Checked & Agreed With the Duty Ranger)	Per Hour (minimum 2-hour Charge)	25.40	Cost Recovery
Countryside Services	Schools and Hire of Forest School Area (Per Child)	Per Child	2.60	Cost Recovery
Countryside Services	Licence Fee for Access Across or on to COUNCIL Land	Application	Various	Cost Recovery
Rights of Way	Unopposed Public Path Orders Administrative Fees	Order	2,746.00	Cost Recovery
Rights of Way	Opposed Public Path Orders Administrative Fees - Legal and Case Officer Support to Public Inquiry (In addition to the fee stated as "Unopposed Public Path Order").	Order	1,553.00	Cost Recovery
Rights of Way	Un/Opposed Public Path Orders Administrative Fees - Additional Order(s) - In addition to the fee stated as "Unopposed Public Path Order" & "Opposed Public Path Order" fee as applicable)	Order	478.00	Cost Recovery
Rights of Way	Public Path Orders Administrative Fees - Temporary Traffic Regulation Order (Path Closure) (21 days emergency/ unplanned orders)	Path Order	657.00	Cost Recovery
Rights of Way	Public Path Orders Administrative Fees - Temporary Traffic Regulation Order (Path Closure) (5 days planned works orders)	Path Order	657.00	Cost Recovery
Rights of Way	Hoarding Application	m2 per 6 weeks	31.90	Cost Recovery

Waste Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Waste Recycling & Disposal	Co-mingled Recyclate	Tonne	152.04	Cost Recovery
Waste Recycling & Disposal	Trade Waste Disposal	Tonne	212.76	Cost Recovery
Waste Recycling & Disposal	Green Waste Disposal	Tonne	88.92	Cost Recovery
Waste Recycling & Disposal	WEEE Category A Recycling	Tonne	208.32	Cost Recovery
Waste Recycling & Disposal	WEEE Category B Recycling	Tonne	583.32	Cost Recovery
Waste Recycling & Disposal	WEEE Category C Recycling	Tonne	583.32	Cost Recovery
Waste Recycling & Disposal	WEEE Category D Recycling	Tonne	583.32	Cost Recovery
Waste Recycling & Disposal	WEEE Category E Recycling	Tonne	208.32	Cost Recovery
Waste Recycling & Disposal	Single Stream Recyclate	Tonne	18.00	Cost Recovery
Waste Recycling & Disposal	Motor Vehicle Tyre Disposal	Tyre	5.88	Cost Recovery
Waste Recycling & Disposal	Trade Waste Mattress Disposal	Mattress	17.75	Cost Recovery

Energy Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Energy Services	School SLA: Schools Display Energy Certificates	Per Certificate	59.00	Cost Recovery
Energy Services	School SLA: Schools Display Energy Certificates - Academy	Per Certificate	70.80	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 1	1-5 Meters	373.40	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 1. Academy	1-5 Meters	448.10	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 2	6-9 Meters	435.80	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 2. Academy	6-9 Meters	523.00	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 3	10+ Meters	540.80	Cost Recovery
Energy Services	School SLA: Schools Energy Management Service. Band 3. Academy	10+ Meters	649.00	Cost Recovery

Finance Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Schools Financial Services	Schools SLA: Schools Financial Services - Nursery, Primary, Secondary and Special Schools	School, Per Annum	£1,090 per school plus £0.54 per pupil	Cost Recovery
Schools Financial Services	Schools SLA: Schools Financial Services - Year-end financial closedown - minimum of 4 hours	Fixed (4 hours)	160.00	Cost Recovery
Schools Financial Services	Schools SLA: Group Training Courses or Workshops (Half Day)	Person	50.00	Cost Recovery
Schools Financial Services	Schools SLA: Group Training Courses or Workshops (Full Day)	Person	80.00	Cost Recovery
Schools Financial Services	Schools SLA: Group Training Courses or Workshops (Online)	Person	20.00	Cost Recovery
Schools Financial Services	Schools Financial Services - Pre-booked Visits to Schools - Minimum 2.5 hours	Hours	144.00	Cost Recovery
Schools Financial Services	Schools Financial Services - Pre-booked Dial-ups to Schools	Hour	40.00	Cost Recovery
Schools Financial Services	Schools SLA: Schools Financial Services - School Fund support	Fixed	100.00	Cost Recovery
Financial Services	Financial Adult Safeguarding - Category 1. Court making an order appointing a deputy for property and affairs	Client	£1,000 per school plus £0.50 per pupil	Statutory
Financial Services	Financial Adult Safeguarding - Category 2. Annual management fee where the net assets of a person under deputyship are below £16,000, must not exceed 3% of that person's net assets on the anniversary of the court order appointing the local authority as deputy. Annual management fee for a public authority deputy (property and affairs) First Year	Client	£775.00 or 3.5% of the client's net assets if the net assets are below	Statutory
Financial Services	Financial Adult Safeguarding - Category 2. Annual management fee where the net assets of a person under deputyship are below £16,000, must not exceed 3% of that person's net assets on the anniversary of the court order appointing the local authority as deputy. Annual management fee for a public authority deputy (property and affairs) Second and Subsequent Years	Client	0.00	Statutory
Financial Services	Financial Adult Safeguarding - Category 2. Annual management fee for a public authority deputy (health and welfare): taken by the local authority and not exceeding 2.5% of the person's net assets on the anniversary of the court order appointing the local authority as deputy (up to a maximum of £555)	Client	0.00	Statutory
Financial Services	Financial Adult Safeguarding - Category 3. Annual property management fee to include work involved in preparing property for sale, instructing agents, conveyancers, etc or the ongoing maintenance of property including management and letting of a rental property or properties where the client is a tenant.	Client	300.00	Statutory
Financial Services	Financial Adult Safeguarding - Category 4. Annual Preparation and lodgement of an annual report or account to the Public Guardian	Client	216.00	Statutory
Financial Services	Financial Adult Safeguarding - Category 5. Annual Preparation of a Basic HMRC income tax return (bank or NS&I interest and taxable benefits)	Return	70.00	Statutory
Financial Services	Financial Adult Safeguarding - Category 5. Annual Preparation of a Complex HMRC income tax return (bank or NS&I interest, taxable benefits, small investment portfolio)	Return	140.00	Statutory

Fire Service Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Fire and Rescue Service - Special Services	Major appliance/Large Vehicle & Crew (e.g. Aerial Ladder Platform, Bulk Water Carrier)	Hour	486.00	Cost Recovery
Fire and Rescue Service - Special Services	Pumping Appliance	Hour	540.00	Cost Recovery
Fire and Rescue Service - Special Services	Small Vehicle (e.g. 4x4, Community Engagement Vehicle)	Hour	408.00	Cost Recovery
Fire and Rescue Service - Special Services	Copy of IRS report	Report	132.00	Cost Recovery
Fire and Rescue Service - Special Services	Fire Investigation Interview	Hour	198.00	Cost Recovery
Fire and Rescue Service - Special Services	Copy of Fire Report	Report	612.00	Cost Recovery
Fire and Rescue Service - Special Services	Labour (dependent on role) - First Hour or Part Thereof	Hour	102.00	Cost Recovery
Fire and Rescue Service - Special Services	Labour (dependent on role) - Each Subsequent 30 Minutes	Half Hour	60.00	Cost Recovery
Fire and Rescue Service - Special Services	Event Charges	Hour	480.00	Cost Recovery
Fire and Rescue Service - Special Services	Open Course Face to Face Training - Fire Safety - Various	Per head	140.00	Cost Recovery
Fire and Rescue Service - Special Services	On-Site Face to Face Training - Fire Safety Awareness	Course - Max 20 people.	385.00	Cost Recovery
Fire and Rescue Service - Special Services	On-Site Face to Face Training - Fire Extinguisher	Course - Max 15 people.	485.00	Cost Recovery
Fire and Rescue Service - Special Services	On-Site Face to Face Training - Fire Warden	Course - Max 15 people.	645.00	Cost Recovery
Fire and Rescue Service - Commercial Training	On-Site Face to Face Training - Manual Handling	Course - Max 15 people.	645.00	Cost Recovery
Fire and Rescue Service - Commercial Training	On-Site Face to Face Training - Management of Fire Risk	Course - Max 15 people.	645.00	Cost Recovery
Fire and Rescue Service - Commercial Training	Fire Extinguisher Maintenance	Extinguisher	Various	Cost Recovery

Records Office Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Record Office	Publication Fees for Film and TV	Photograph	75.00	Cost Recovery
Record Office	Room Hire of Work Room (Up to 12 People)	Full Day	100.00	Cost Recovery
Record Office	Publication Fees for Garland Photos UK Rights	Image	32.50	Cost Recovery
Record Office	Publication Fees for Garland Photos World Rights	Image	65.00	Cost Recovery
Record Office	Publication Fee in Books With Print Run of 1-1000	Photograph	10.00	Cost Recovery
Record Office	Publication Fee in Books with Print Run of 1001-3000	Photograph	17.50	Cost Recovery
Record Office	Publication Fee in Books with Print Run of 3001-5000	Photograph	25.00	Cost Recovery
Record Office	Publication Fee in Books with Print Run of 5001 and Over	Photograph	32.50	Cost Recovery
Record Office	Publication Fees for National Media/Periodicals	Photograph	32.50	Cost Recovery
Record Office	Record Office 'Surgeries'	Hour	45.00	Cost Recovery
Record Office	Publication Fees for Other Commercial Publications	Photograph	45.00	Cost Recovery
Record Office	Publication Fees for Local Media	Photograph	10.00	Cost Recovery
Record Office	Publication Fees for Eric Gill Collection	Item	32.50	Cost Recovery
Record Office	Scanned Image and Print A3	Sheet	24.00	Cost Recovery
Record Office	Scanned Image and Print A3-A1	Sheet	48.00	Cost Recovery
Record Office	Scanned Image and Print A4	Sheet	12.00	Cost Recovery
Record Office	Supply of Scanned Image - A3-A0	Sheet	32.00	Cost Recovery
Record Office	Supply of Scanned Image - A4-A3	Sheet	16.00	Cost Recovery
Record Office	Supply of Scanned Image - up to A4	Sheet	8.00	Cost Recovery
Record Office	Car Parking - full day	Day	8.50	Cost Recovery
Record Office	Car Parking - half day	Half Day	4.25	Cost Recovery
Record Office	Daytime Tours of Record Office	Tour	40.00	Cost Recovery
Record Office	Genealogical Research Fees	Tour	36.00	Cost Recovery
Record Office	Other Searches	Hour	36.00	Cost Recovery
Record Office	Orders by Post (up to 3 colour copies at A4 or 2 colour copies at A3)	Up to 3 Sheets	13.00	Cost Recovery
Record Office	Orders by Post (up to 5 copies)	Up to 5 sheets	8.00	Cost Recovery
Record Office	Evening Tours of Record Office	Tour	75.00	Cost Recovery
Record Office	Out of Office Talks	Talk	75.00	Cost Recovery
Record Office	Online Talks (per person)	Talk	5.00	Cost Recovery
Record Office	Short Research Fee	30 Minutes	18.00	Cost Recovery
Record Office	Evening Talks at the Record Office	Person	8.00	Cost Recovery
Record Office	Self-service Microform Copying	Sheet	0.50	Cost Recovery
Record Office	Self-service Printing from Computer	Sheet	0.50	Cost Recovery
Record Office	A3 and A4 Photocopies	Sheet	0.65	Cost Recovery
Record Office	Coffee Time Sessions	Person	7.50	Cost Recovery
Record Office	Photocopies - A3 Colour	Sheet	5.00	Cost Recovery
Record Office	Photocopies - A4 Colour	Sheet	2.50	Cost Recovery
Record Office	Digital Copy of Tithe Map (One Format)	Document	25.00	Cost Recovery
Record Office	Filming On-site	Day	300.00	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Record Office	Room Hire of Work Room (up to 12 people)	Half Day	50.00	Cost Recovery
Record Office	Certified Copies of Documents	Document	20.00	Cost Recovery
Record Office	DIY Photography in Search Room	Day	12.00	Cost Recovery
Record Office	Baptism Certificate	Certificate	32.00	Cost Recovery

Library Service Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Library Service	Audiobooks (up to 8 cassettes/CDs)	3 Weeks	1.50	Cost Recovery
Library Service	Audiobooks (9+ cassettes/CDs)	3 Weeks	3.00	Cost Recovery
Library Service	Audiobooks (Playaway - digital audio)	3 Weeks	3.00	Cost Recovery
Library Service	CDs - Other	1 Week	1.50	Cost Recovery
Library Service	DVDs (General)	1 Week	2.25	Cost Recovery
Library Service	Reservation Fees - Books reserved directly online	Item	0.75	Cost Recovery
Library Service	Reservation Fees - Books in West Sussex or Partnership Libraries	Item	1.00	Cost Recovery
Library Service	Reservation Fees - Books from Elsewhere	Item	8.00	Cost Recovery
Library Service	Reservation Fees - Books from British Library	Item	12.00	Cost Recovery
Library Service	Overdue Charges (Administration Charge for overdue letter)	Letter	2.00	Cost Recovery
Library Service	Overdue Charges (Adult Books)	Day	0.30	Cost Recovery
Library Service	Overdue Charges (Audio Books)	Day	0.30	Cost Recovery
Library Service	Overdue Charges (General DVDs)	Day	0.60	Cost Recovery
Library Service	Overdue Charges (Music CDs)	Day	0.30	Cost Recovery
Library Service	Membership Card Replacement	Card	2.00	Cost Recovery
Library Service	Exhibition Booking Fee	Per week, When Items Are For Sale	15.00	Cost Recovery
Library Service	Fax: to UK	Per Page	2.25	Cost Recovery
Library Service	Fax: to Europe	Per Page	3.00	Cost Recovery
Library Service	Fax: to Rest of World	Per Page	3.80	Cost Recovery
Library Service	Fax: Receiving Fax	Per Page	1.50	Cost Recovery
Library Service	Photocopying - A4 Black and White	Copy	0.15	Cost Recovery
Library Service	Photocopying - A3 Black and White	Copy	0.20	Cost Recovery
Library Service	Photocopying - A4 Colour	Copy	0.50	Cost Recovery
Library Service	Photocopying - A3 Colour	Copy	1.00	Cost Recovery
Library Service	Printing: charge for Internet Prints - A4 Black and White	Page	0.20	Cost Recovery
Library Service	Printing: charge for Internet Prints - A4 Colour	Page	0.60	Cost Recovery
Library Service	Public Access Computers: Charge for non-members using PCs	Hour	2.25	Cost Recovery
Library Service	Reading Groups - Subscription	Year	35.00	Cost Recovery
Library Service	Lost and damaged book - admin fee (in addition to replacement cost)	Item	2.00	Cost Recovery
Library Service	Lettings - Community Use	1 Hour	10.00	Cost Recovery
Library Service	Lettings - SME Business	1 Hour	20.00	Cost Recovery
Library Service	Lettings - Commercial Use	1 Hour	40.00	Cost Recovery
Library Service	Lettings - Crawley Library Meeting Rooms - Community Use	1 Hour	12.00	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Library Service	Lettings - Crawley Library Meeting Rooms - SME Business Use	1 Hour	24.00	Cost Recovery
Library Service	Lettings - Crawley Library Meeting Rooms - Commercial Use	1 Hour	48.00	Cost Recovery
Library Service	Lettings - Longley Exhibition Room - Community Use	1 Hour	22.00	Cost Recovery
Library Service	Lettings - Longley Exhibition Room - SME Business Use	1 Hour	44.00	Cost Recovery
Library Service	Lettings - Longley Exhibition Room - Commercial Use	1 Hour	88.00	Cost Recovery
Library Service	Lettings - Worthing Library Lecture Theatre - Community Use	1 Hour	22.00	Cost Recovery
Library Service	Lettings - Worthing Library Lecture Theatre - SME Business Use	1 Hour	44.00	Cost Recovery
Library Service	Lettings - Worthing Library Lecture Theatre - Commercial Use	1 Hour	88.00	Cost Recovery
Library Service	Schools SLA - School Library Service (Under 110 Pupils)	Per School	899.00	Cost Recovery
Library Service	Schools SLA - School Library Service (Over 110 Pupils)	Per School & Per Pupil	4.00	Cost Recovery
Library Service	Schools SLA - School Library Service (Under 110 Pupils) Academies and Free Schools	Per School	1,078.80	Cost Recovery
Library Service	Schools SLA - School Library Service (Over 110 Pupils) Academies and Free Schools	Per Pupil	4.80	Cost Recovery

Registration Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Registration Service	Individually organised Citizenship ceremony for one person at a registration office or virtually	Ceremony	125.00	Cost Recovery
Registration Service	Individually organised Citizenship ceremony for a family at a registration office or virtually	Family Ceremony	163.00	Cost Recovery
Registration Service	Individually organised Citizenship ceremony for one person at a registration office or virtually on a Saturday	Ceremony	141.00	Cost Recovery
Registration Service	Individually organised Citizenship ceremony for a family at a registration office or virtually on a Saturday	Family Ceremony	175.00	Cost Recovery
Registration Service	Non-Statutory Ceremonies - Fee for commemorative certificate	Certificate	11.00	Cost Recovery
Registration Service	Additional administration fee for Notice Appointments requested on Saturdays. Added to reflect increased cost of delivery of a Saturday service	Notice	14.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat A room (e.g. Balcony) To register a marriage/ civil partnership Monday - Thursday	Ceremony	237.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat A room (e.g. Balcony) To register a marriage/ civil partnership Friday	Ceremony	306.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat A room (e.g. Balcony) To register a marriage/ civil partnership Saturday / Sunday	Ceremony	338.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat A room (e.g. Balcony) To register a marriage/ civil partnership Public Holiday	Ceremony	441.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby naming & Renewal of vows in West Sussex Rooms (Cat A) Monday - Thursday	Ceremony	259.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby naming & Renewal of vows in West Sussex Rooms (Cat A) Friday	Ceremony	328.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby naming & Renewal of vows in West Sussex Rooms (Cat A) Saturday / Sunday	Ceremony	360.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby naming & Renewal of vows in West Sussex Rooms (Cat A) Public Holiday	Ceremony	463.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat B room (e.g. Parlour, Henshall) To register a marriage/ civil partnership Monday - Thursday	Ceremony	284.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat B room (e.g. Parlour, Henshall) To register a marriage/ civil partnership Friday	Ceremony	346.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat B room (e.g. Parlour, Henshall) To register a marriage/ civil partnership Saturday / Sunday	Ceremony	410.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat B room (e.g. Parlour, Henshall) To register a marriage/ civil partnership Public Holiday	Ceremony	535.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat B) Monday - Thursday	Ceremony	306.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat B) Friday	Ceremony	368.00	Cost Recovery
Registration Service	Non Statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat B) Saturday / Sunday	Ceremony	432.00	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat B) Public Holiday	Ceremony	557.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat C room (e.g. The Drawing Room) To register a marriage/ civil partnership Monday - Thursday	Ceremony	473.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat C room (e.g. The Drawing Room) To register a marriage/ civil partnership Friday	Ceremony	525.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat C room (e.g. The Drawing Room) To register a marriage/ civil partnership Saturday / Sunday	Ceremony	643.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat C room (e.g. The Drawing Room) To register a marriage/ civil partnership Public Holiday	Ceremony	709.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat C) Monday - Thursday	Ceremony	495.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat C) Friday	Ceremony	547.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat C) Saturday / Sunday	Ceremony	665.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat C) Public Holiday	Ceremony	731.00	Cost Recovery
Registration Service	Attendance of Registrars in West Sussex Venue Cat C room (e.g. The Drawing Room) Additional ceremony at venue already paying for one ceremony - i.e. baby naming	Additional Ceremony	126.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat D room (e.g. The Richmond Room Room) To register a marriage/ civil partnership Monday - Thursday	Ceremony	806.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat D room (e.g. The Richmond Room Room) To register a marriage/ civil partnership Friday	Ceremony	859.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat D room (e.g. The Richmond Room Room) To register a marriage/ civil partnership Saturday / Sunday	Ceremony	940.00	Cost Recovery
Registration Service	Attendance of Registrars in a West Sussex Venue. Cat D room (e.g. The Richmond Room Room) To register a marriage/ civil partnership Public Holiday	Ceremony	1,020.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat D) Monday - Thursday	Ceremony	828.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat D) Friday	Ceremony	881.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat D) Saturday / Sunday	Ceremony	962.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat D) Public Holiday	Ceremony	1,042.00	Cost Recovery
Registration Service	Attendance of Registrars at an outside venue to register a marriage / civil partnership Monday - Thursday	Ceremony	473.00	Cost Recovery
Registration Service	Attendance of Registrars at an outside venue to register a marriage / civil partnership Friday	Ceremony	525.00	Cost Recovery
Registration Service	Attendance of Registrars at an outside venue to register a marriage / civil partnership Saturday / Sunday	Ceremony	643.00	Cost Recovery
Registration Service	Attendance of Registrars at an outside venue to register a marriage / civil partnership Public Holiday	Ceremony	709.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of vows at Outside Venues and non-licenced premises Monday - Thursday	Ceremony	495.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of vows at Outside Venues and non-licenced premises Friday	Ceremony	547.00	Cost Recovery
Registration Service	Non Statutory Ceremonies such as Baby Naming & Renewal of vows at Outside Venues and non-licenced premises Saturday / Sunday	Ceremony	665.00	Cost Recovery
Registration Service	Venue Licensing Licence valid for three years for a venue to hold Marriages & Civil Partnerships	License	2,202.00	Cost Recovery
Registration Service	Licensing a Religious Building to hold civil partnerships Appeal against a refusal to grant a license.	Appeal	440.00	Cost Recovery
Registration Service	Venue Licensing License valid for three years for a venue to hold Marriages & CPs: Fee for Additional room	Additional Room	379.00	Cost Recovery
Registration Service	Attendance of Registrars at venue of choice to celebrate of marriage or civil partnership following statutory ceremony in the West Sussex Register Office Monday - Thursday	Ceremony	480.00	Cost Recovery
Registration Service	Attendance of Registrars at venue of choice to celebrate of marriage or civil partnership following statutory ceremony in the West Sussex Register Office Friday	Ceremony	532.00	Cost Recovery
Registration Service	Attendance of Registrars at venue of choice to celebrate of marriage or civil partnership following statutory ceremony in the West Sussex Register Office Saturday / Sunday	Ceremony	656.00	Cost Recovery
Registration Service	Attendance of Registrars at venue of choice to celebrate of marriage or civil partnership following statutory ceremony in the West Sussex Register Office Public Holiday	Ceremony	726.00	Cost Recovery
Registration Service	Registrar to register a civil partnership at a religious building Monday - Thursday	Ceremony	187.00	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Registration Service	Registrar to register a civil partnership at a religious building Friday	Ceremony	251.00	Cost Recovery
Registration Service	Registrar to register a civil partnership at a religious building Saturday / Sunday	Ceremony	284.00	Cost Recovery
Registration Service	Registrar to register a civil partnership at a religious building Public Holiday	Ceremony	378.00	Cost Recovery
Registration Service	Attendance of Registrars at a venue subject to specific partnership arrangement to Register a marriage/civil partnership Friday	Ceremony	328.00	Cost Recovery
Registration Service	Attendance of Registrars at a venue subject to specific partnership arrangement to Register a marriage/civil partnership Saturday	Ceremony	361.00	Cost Recovery
Registration Service	Cat A room Crawley - Small ceremonies on Thursday morning	Ceremony	172.00	Cost Recovery
Registration Service	Amendment fee for Ceremonies (Dates/ Times etc)	Amendment	35.00	Cost Recovery
Registration Service	Registration Service Search (by public) of indexes, not exceeding six successive hours	Search	18.00	Statutory
Registration Service	Registration Service Registration of a building for the solemnisation of marriages	Registration	123.00	Statutory
Registration Service	Registration of a previously solemnised building for Same Sex Marriages	Registration	64.00	Statutory
Registration Service	Registration Service Consideration of a correction to the register by the SR	Correction to a register page	75.00	Statutory
Registration Service	Registration Service Space 17 amendment (change of baby name in first year)	Amendment to register page	40.00	Statutory
Registration Service	Registration Service Consideration of a reduction in 28-day notice period for marriage or civil partnership (triage arrangement with GRO getting £40 - Total fee to customers is £60)	Waiver of notice period	60.00	Statutory
Registration Service	Registration Service Complex corrections of a register (triage arrangement with GRO getting £58 - Total fee to customers is £90)	Complex correction of a register page	90.00	Statutory
Registration Service	Registration Service SR's fee for attesting a notice away from his office for housebound	Notice	47.00	Statutory
Registration Service	Registration Service SR's fee for attesting a notice away from his office for detained.	Notice	68.00	Statutory
Registration Service	Registration Service Taking a notice of marriage/Civil Partnership	Notice	35.00	Statutory
Registration Service	Registration Service Consideration of a divorce/civil partnership document from outside British Isles by the Superintendent Registrar	Notice	50.00	Statutory
Registration Service	Registration Service Consideration of a divorce/civil partnership document from outside British Isles where this cannot be dealt with by the LA, and is referred to GRO (triage arrangement with GRO getting £47 - Total fee to customer is £75)	Notice	75.00	Statutory
Registration Service	Registration Service Registrar attending a marriage/civil partnership at a register office	Ceremony	46.00	Statutory
Registration Service	Registration Service Registrar attending a marriage at a registered building	Ceremony	86.00	Statutory
Registration Service	Registration Service Registrar attending a marriage / civil partnership at the residence of a housebound person	Ceremony	81.00	Statutory
Registration Service	Registration Service Registrar attending a marriage/civil partnership of a detained person	Ceremony	88.00	Statutory
Registration Service	Registration Service SR Attending a marriage at the residence of a housebound person	Ceremony	84.00	Statutory
Registration Service	Registration Service SR Attending a marriage at the residence of a detained person	Ceremony	94.00	Statutory
Registration Service	Registration Service Short or Full certificate of Birth, marriage, civil partnership or death	Certificate	11.00	Statutory
Registration Service	Registration Service Priority Service (within 24 Hours) -Charges include cost of certificate	Certificate issued within 24 Hours	35.00	Statutory
Registration Service	Registration Service Certification of a place of meeting for religious worship	Certification	29.00	Statutory

Coroner Service Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Coroner Services	Fee for transcription of an inquest hearing	Copy Consisting of 360 Words or Less	6.20	Statutory
Coroner Services	Fee for transcription of an inquest hearing	Copy Consisting of Between 361 and 1,439 Words Inclusive	13.10	Statutory
Coroner Services	Fee for transcription of an inquest hearing	70p for Each Additional 72 Words Over 1,440 Words	0.70	Statutory
Coroner Services	Fee for disclosure of a document to an interested party after an inquest	Document of 10 Pages or Less	5.00	Statutory
Coroner Services	Fee for disclosure of a document to an interested party after an inquest	Each Subsequent Page	0.50	Statutory
Coroner Services	Fee for disclosure of a document to an interested party after an inquest	Document Disclosed in Any Medium Other Than Paper	5.00	Statutory

Gypsy and Travellers Sites Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Gypsy and Travellers Sites	Gypsy Roma Traveller Site Plot Rental – Fairplace Hill (4 X Double Pitch Plot Rental)	Week	116.00	Subsidised
Gypsy and Travellers Sites	Gypsy Roma Traveller Site Plot Rental – Fairplace Hill (5 X Single Pitch Plot Rental)	Week	93.00	Subsidised
Gypsy and Travellers Sites	Gypsy Roma Traveller Site Plot Rental – Fairplace Hill (1 X Single Pitch Plot Rental)	Week	111.00	Subsidised
Gypsy and Travellers Sites	Gypsy Roma Traveller Site Plot Rental – Withy Park (16 X Plot Rental)	Week	72.00	Subsidised
Gypsy and Travellers Sites	Plot Rental - All Other Sites	Week	63.00	Subsidised
Gypsy and Travellers Sites	West Sussex Transit Site Plot Rental (9 plots)	Week	85.00	Subsidised

Highways Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Highways Services	Hoarding Application	M2 per 6 weeks	31.90	Cost Recovery
Highways Services	Hoarding Application - Extension	M2 per 8 weeks	31.90	Cost Recovery
Highways Services	Hoarding Application - Retrospective	Additional Fee Per License	360.70	Cost Recovery
Highways Services	Scaffold License	Month	226.90	Cost Recovery
Highways Services	Scaffold License - Extension	Extra Months	151.70	Cost Recovery
Highways Services	Scaffold License - Retrospective	Additional Fee Per License	360.70	Cost Recovery
Highways Services	Special Event Orders S16 (Note: In exceptional circumstances, a fee reduction may be agreeing at the discretion of the Traffic Manager for community events with minimal impact on the network)	Order	2,561.50	Cost Recovery
Highways Services	Temporary Traffic Orders: by Notice - only if agreed with Streetworks Section (S14 (2))	Notice	511.10	Cost Recovery
Highways Services	Temporary Traffic Orders: by Notice followed by full Order (NOTICE + 2nd public notice) (S14 (1))	Order	2,561.50	Cost Recovery
Highways Services	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (6-month Orders)	Path Order	2,388.40	Cost Recovery
Highways Services	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (Extensions)	Path Order	2,388.40	Cost Recovery
Highways Services	Vehicle Crossover Licence - Application Fee	Application Fee	183.90	Cost Recovery
Highways Services	Vehicle Crossover Licence - Works Permission Fee	Works Permission Fee	263.80	Cost Recovery
Highways Services	Letter to support VCO legality - Part of house sale	Per Letter	59.80	Cost Recovery
Highways Services	Section 50 - New Roads and Street Works Act 1991: Private apparatus in the Highway	Units of 200m per Street	699.80	Cost Recovery
Highways Services	Local Land charges -Provision of site drawing, electronic	Number	73.20	Cost Recovery
Highways Services	Local Land charges -Provision of controller specification	Number	75.60	Cost Recovery
Highways Services	Local Land Charges -Provision of SCOOT, UTC or MOVA data	Number	141.60	Cost Recovery
Highways Services	Access Protection Lines - Road markings to deter parking across private access - per set	New Lines	193.20	Cost Recovery
Highways Services	Access Protection Lines - Road markings to deter parking across private access - per set	Refurbishment	193.20	Cost Recovery
Highways Services	Moving Elevated Work Platform - Notice required	Up to 10 Working Days	122.80	Cost Recovery
Highways Services	Tourist & Private Directional Signs – Survey and admin fees (Design and Manufacture costs in addition to this)	Application	381.50	Cost Recovery
Highways Services	Tourist & Private Directional Signs - Non-refundable vetting fee	Application	152.80	Cost Recovery
Highways Services	Temporary Direction Signs (New Developments) - First 5 signs	Up to 5 Signs	670.00	Cost Recovery
Highways Services	Temporary Direction Signs (New Developments) - Additional signs	Additional Sign	133.70	Cost Recovery
Highways Services	TROs required as a consequence of development or another promoter	TRO	9,370.60	Cost Recovery
Highways Services	Skip License - Initial 14-day license	14 days	74.40	Cost Recovery
Highways Services	Skip License - 14-day extension	14 days	74.40	Cost Recovery
Highways Services	Skip License - Over run fee cost recovery	License	109.90	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Highways Services	Skip License - Retrospective	Application	122.80	Cost Recovery
Highways Services	Materials on a Highway - Licence 171 to temporarily deposit building materials etc, no excavation (non-apparatus) etc OVER 24-hours: 1 to 5 days	Licence 1 to 5 days	107.50	Cost Recovery
Highways Services	Licence 171 Excavation	Licence 1 to 5 days	699.80	Cost Recovery
Highways Services	Moving Elevated Work Platform - Over run fee	Day	183.90	Cost Recovery
Highways Services	Moving Elevated Work Platform - Admin fee for change of date	One Off	43.00	Cost Recovery
Highways Services	Scaffold - Fine for over run or failure to notify removal complete	Application	285.90	Cost Recovery
Highways Services	Materials on a Highway - Licence to temporarily deposit building materials - Over run per day	Day	43.00	Cost Recovery
Highways Services	Temp Vehicle Crossover Licence: Developer Applications - 1 to 5 Properties (Dwellings) on site	Application	667.60	Cost Recovery
Highways Services	Temp Vehicle Crossover Licence: Developer Applications - 6 to 25 (Dwellings) Properties on site	Application	1,335.10	Cost Recovery
Highways Services	Temp Vehicle Crossover Licence: Developer Applications - 25+ Properties (Dwellings)	Application	3,336.50	Cost Recovery
Highways Services	Temporary Direction Signs (New Developments) - Unauthorised sign removal	Each Sign Removal	123.00	Cost Recovery
Highways Services	Crane Licence	Licence 4 weeks	413.80	Cost Recovery
Highways Services	Crane Licence - Extension	Licence 4 weeks	195.20	Cost Recovery
Highways Services	Traffic Survey Licence (per USRN)	Licence 2 weeks	84.50	Cost Recovery
Highways Services	Temporary Switch Off for Pedestrian Crossing	Each	728.70	Cost Recovery
Highways Services	Temporary Switch Off for Signalised Junction	Each	949.70	Cost Recovery
Highways Services	Tree Planting Contribution	Application	236.20	Cost Recovery
Highways Services	Various Licences -Under s115E of Highways Act and Consents to temporary activities- Admin fee	Application	Various	Cost Recovery
Highways Services	S59 Licence Agreements	Application	590.60	Cost Recovery
Highways Services	Streetworks Sample Inspections	Inspection	50.00	Statutory
Highways Services	S74 Streetworks Charges	Day	Various	Statutory
Highways Services	S74(a) Streetworks Charges - Lane Rental	Day	Various	Statutory
Highways Services	3rd Party Streetworks Report Inspections	Inspection	50.00	Statutory
Highways Services	Defect Inspection Fees	Inspection	47.50	Statutory
Highways Services	Fixed Penalty Notices - Working without a valid permit: Discounted when paid within 29-days	Discounted Fine	300.00	Statutory
Highways Services	Fixed Penalty Notices - Working without a valid permit	Fine	500.00	Statutory
Highways Services	Fixed Penalty Notices - Fines for incorrect Streetworks notices: Discounted when paid within 29-days	Discounted Fine	80.00	Statutory
Highways Services	Fixed Penalty Notices - Fines for incorrect Streetworks notices	Fine	120.00	Statutory

Transport Fees and Charges

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Transport - Road Safety	Cycle Training Course - Complete Beginner	1 Hour Session	42.10	Cost Recovery
Transport - Road Safety	Cycle Training Course - Beginner/Road Riding	1.5 Hour Session	46.60	Cost Recovery
Transport - Road Safety	Cycle Training Course - Advanced	2 Hour	52.50	Cost Recovery
Transport - Road Safety	Children's Cycle Training Course - Bikeability	2 Hour	20.00	Cost Recovery
Transport - Road Safety	Experienced Driver Assessment	Hour	56.90	Cost Recovery
Transport - Road Safety	Local Transport Improvements - Bus Stop Suspension / Relocation	Bus Stop Suspension / Relocation	336.00	Cost Recovery
Transport Bureau	Minibus Permit S19	Permit	17.50	Cost Recovery
Transport Bureau	English National Concessionary Travel Scheme - Replacement Bus Pass	Pass	10.50	Cost Recovery
Transport Bureau	Transport DBS - DBS Checks for External Transport Staff	Check	75.50	Cost Recovery

Service	Fee or Charge	Per What?	2023/24 Fee or Charge - Inclusive of VAT (Where Applicable) (£)	Type of Charge
Transport Service	Driver Awareness - National Speed Awareness Course	Course	90.00	Statutory
Transport Service	Driver Awareness - National Motorway Awareness Course	Course	90.00	Statutory
Transport Service	Driver Awareness - What's Driving Us Course	Course	95.00	Statutory
Transport Service	Driver Awareness -National Driver Awareness Course - Safe & Considerate Driving Course	Course	185.00	Statutory
Transport Service	Blue Badge (Disabled Parking) Scheme	Fee Upon Successful Application	10.00	Statutory

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