

FEEES AND CHARGES

2026/2027



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**Cannock Chase District Council
Leader Portfolio
Fees and Charges 2026/2027**

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**Cannock Chase District Council
Leader Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Access to Information Act			
Copies of Agenda, Reports, Minutes and background papers	No Charge	NB	<i>Documents available online</i>
Inspection of background papers	No Charge	NB	<i>Documents available online</i>
Supply of Documents to Press	N/A	NB	<i>Documents available online</i>
Sale of Civic Regalia			
Civic Brooches	9.64	S	
Civic Ties	4.24	S	
Lapel Pins	1.55	S	
Civic Pens (Boxed)	1.37	S	
Globes	22.62	S	
Stag Head Pins	4.32	S	
New Style Pins	0.61	S	
New Style Ties	10.00	S	
Civic Wine Kanalf Feuer	7.80	S	
Miners Lamp Key Rings	2.39	S	
Past Chairman's Consort Badges	93.38	S	

**Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2026/2027**

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**Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Environmental Charges			
Clean Neighbourhoods and Environment Act 2005			
			<i>50% reduction if paid within ten days</i>
Nuisance Parking	100.00	NB	
Abandoning a Vehicle	200.00	NB	
Litter Fines	500.00	NB	
Street Litter Control Notices and Litter Clearing Notices	75.00	NB	
Unauthorised distribution of literature on designated land	75.00	NB	
Graffiti and Fly Posting	500.00	NB	
Failure to Produce Authority (Waste Transfer Notes)	600.00	NB	
Failure to Furnish Documentation (Waste Carrier's Licence)	300.00	NB	
Offences in relation to waste receptacles	100.00	NB	
Failure to Nominate Key Holder (within an alarm notification area) or to notify Local Authority in writing of Nominated Key Holder's details	75.00	NB	
Noise from Dwellings	100.00	NB	
Noise from Licensed Premises	500.00	NB	<i>No reduction</i>
Community Protection Notice	100.00	NB	<i>No reduction</i>
Fly Tipping	1,000.00	NB	<i>No reduction</i>
Public Space Protection Order	100.00	NB	<i>No reduction</i>
Environmental Searches	85.00	NB	
Smoke Free Offences under the Health Act 2006			
Smoking in a smoke free premises or vehicle Fixed Penalty Notice	50.00	NB	<i>Reduction to £30 if paid within 15 days</i>
Failure to display no smoking signs in premises or vehicle as required by law Fixed Penalty Notice	200.00	NB	<i>Reduction to £150 if paid within 15 days</i>
Failure to prevent smoking in a smoke free premises or vehicle A fine by a court not exceeding level 4	up to £2,500	NB	
Charges associated with Seizure of Noise Making Equipment			
Warrant Application Fee	actual cost	NB	<i>Actual cost of work plus cost of officer</i>
Hourly Rate - Officer Time	actual cost	NB	<i>time and other associated direct costs</i>
Storage of seized equipment	104.00	NB	

**Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Environmental Charges Continued			
Miscellaneous			
Rabies Contingency Plan: Custody of Dogs Owner's contribution to costs (maximum 3 days)	35.35	NB	
Control of Stray Dogs: Recovery of a dog from the Council's contract kennel by a dog owner			
Statutory Collection Fee	25.00	NB	
Cost of Dog Collection	18.70	S	
Cost of Kennelling	n/a	S	<i>Paid direct to Kennel Operator by dog owner</i>
Costs associated with the seizure and microchipping of dogs			
Hourly Rate - Officer Time	57.20	NB	<i>Actual cost of work plus cost of officer time and other associated direct costs</i>
Pest Control			
Clearance of wasps' nests	87.00	S	
Premium - Guaranteed Same Day	126.50	S	
Treatment of:			
Fleas	87.00	S	
Bedbugs	87.00	S	
Ants	87.00	S	
Cockroaches	87.00	S	
Other Pests	87.00	S	
Insect Identification Visit	46.50	S	

**Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Industrial Plant Charges			
Environmental Protection Act - Industrial Plant LAPC & LAPPC -			
Part 1 Authorisations			
Application Fee			
Standard Process	1,650.00	NB	
Additional fee for operating without a permit	1,188.00	NB	
Reduced Fee Activities	155.00	NB	
PVR I and II Combined	257.00	NB	
Vehicle Refinishers (VRs)	362.00	NB	
Additional fee for operating without a permit	71.00	NB	
Mobile Screening and Crushing Plant Application	1,650.00	NB	
For the third to seventh applications	985.00	NB	
For the eighth and subsequent applications	498.00	NB	
Additional Fee for operating without a permit	1,188.00	NB	
Combined Part B and Waste for any of the above	279.00	NB	
Annual Subsistence Charges			
Standard Process - LOW RISK	772.00	NB	
Standard Process - MEDIUM RISK	1,161.00	NB	
Standard Process - HIGH RISK	1,747.00	NB	
Reduced Fee Activities - LOW RISK	79.00	NB	
Reduced Fee Activities - MEDIUM RISK	158.00	NB	
Reduced Fee Activities - HIGH RISK	237.00	NB	
PVR I and II Combined - LOW RISK	113.00	NB	
PVR I and II Combined - MEDIUM RISK	226.00	NB	
PVR I and II Combined - HIGH RISK	341.00	NB	
Vehicle Refinishers - LOW RISK	228.00	NB	
Vehicle Refinishers - MEDIUM RISK	365.00	NB	
Vehicle Refinishers - HIGH RISK	548.00	NB	
Mobile Screening & Crushing Plant - LOW RISK	626.00	NB	
Mobile Screening & Crushing Plant - MEDIUM RISK	1,034.00	NB	
Mobile Screening & Crushing Plant - HIGH RISK	1,551.00	NB	
For the third to seventh permits - LOW RISK	385.00	NB	
For the third to seventh permits - MEDIUM RISK	617.00	NB	
For the third to seventh permits - HIGH RISK	924.00	NB	
For the eighth & subsequent permits - LOW RISK	198.00	NB	
For the eighth & subsequent permits - MEDIUM RISK	314.00	NB	
For the eighth & subsequent permits - HIGH RISK	473.00	NB	
Part B installation subject to reporting under E-PRTR	104.00	NB	
Late Payment Fee	52.00	NB	
Subsistence Charges where paid quarterly	38.00	NB	

**Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Industrial Plant Charges Continued			
Transfer and Surrender			
Transfer	169.00	NB	
Partial Transfer	497.00	NB	
New operator at low risk reduced fee activity	78.00	NB	
Surrender: All Part B Activities	No Charge	NB	
Transfer: Reduced Fee Activities	No Charge	NB	
Partial Transfer: Reduced Fee Activities	47.00	NB	
Temporary First Transfer	53.00	NB	
Repeat following enforcement or warning	53.00	NB	
Substantial Changes S10 and S11			
Standard Process	1,050.00	NB	
Standard Process: Change results in new PPC activity	1,650.00	NB	
Reduced Fee Activities	102.00	NB	
Charges to General Public			
Full Copy of Authorisation	115.00	S	
A4 Copy of Single Authorisation Entry	0.80	S	
Industrial Regulation Charges			
IPPC (Part A2 Installations and SWIPs)			
Fees are set by the Secretary of State for the Environment and are subject to change			
Application	3,363.00	NB	
Additional Fee for Operating without a permit	1,188.00	NB	
Annual Subsistence - LOW RISK	1,343.00	NB	
Annual Subsistence - MEDIUM RISK	1,507.00	NB	
Annual Subsistence - HIGH RISK	2,230.00	NB	
Late Payment Fee	52.00	NB	
Variation	1,368.00	NB	
Substantial Variation	3,363.00	NB	
Transfer	235.00	NB	
Partial Transfer	698.00	NB	
Surrender	698.00	NB	

**Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Cannock and Rugeley Car Parking			
Cannock - Beecroft Road			
0 to 2 Hours	1.20	S	
2 to 3 Hours	3.00	S	
3 to 4 Hours	4.00	S	
4 to 5 Hours	10.00	S	
5 to 6 Hours	12.50	S	
Civic Centre - Brunswick Road (Rear)			
0 to 2 Hours	1.20	S	
2 to 3 Hours	3.00	S	
3 to 4 Hours	4.00	S	
4 to 5 Hours	5.00	S	
5 to 6 Hours	6.00	S	
Up to 24 Hours	7.00	S	
Civic Centre - Visitors (Front)			
0 to 1 Hour	1.00	S	
1 to 2 Hours	2.00	S	
2 to 3 Hours	3.00	S	
3 to 4 Hours	4.00	S	
Cannock - Backcrofts			
Up to 1/2 Hour	0.70	S	
1/2 to 1 Hour	1.00	S	
1 to 2 Hours	2.00	S	
2 to 3 Hours	3.00	S	
3 to 4 Hours	4.00	S	
4 to 5 Hours	10.00	S	
5 to 6 Hours	12.50	S	
Cannock - Danilo Road - All Day			
All Day	4.00	S	
1 Month	n/a	S	
3 Months	n/a	S	
Annual	450.00	S	
Railway Station - Girton Road			
All Day	2.00	S	
One Week	7.00	S	

**Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Cannock and Rugeley Car Parking Continued			
Rugeley - Market Hall Rooftop			
Up to 2 Hours	1.20	S	
2 to 3 Hours	2.70	S	
3 to 4 Hours	3.60	S	
Over 4 Hours	4.50	S	
Rugeley - Forge Road and St Pauls Road			
Up to 1 Hour	0.90	S	
1 to 2 Hours	1.80	S	
2 to 3 Hours	2.70	S	
3 to 4 Hours	3.60	S	
Over 4 Hours	4.50	S	
Rugeley Service Areas	130.00	S	
Season Ticket Permits			
1 Calendar Month	37.50	S	<i>Season Ticket Permits can only be purchased via the PayByPhone system and can only be used on the following car parks: Beecroft Road (rear), Danilo Road, Market Hall Rooftop and St Pauls Road</i>
P.C.N. paid within 14 days	£25 or £35	NB	<i>Danilo Road, Market Hall Rooftop and St Pauls Road</i>
P.C.N. paid within 28 days	£50 or £70	NB	
Parking Waivers - First Day	15.00	S	
Parking Waivers - Subsequent Days	5.00	S	
Bus Stations			
Departure Charge			
Cannock	0.38	S	
Rugeley	0.38	S	

**Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Policing and Crime Act 2007			
Sex Establishment Licences			
Application Fee	1,478.25	NB	
Fee on Grant of Licence	179.90	NB	
Application for Renewal of Licence	1,478.25	NB	
Fee on Grant of Renewal	179.90	NB	
Transfer of Licence	179.90	NB	
Sexual Entertainment Venues			
Application Fee	1,478.25	NB	<i>Sexual Entertainment Venues Licences subject to adoption of relevant provisions of Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 (as amended by Section 27 of the Policing and Crime Act 2009)</i>
Fee on Grant of Licence	179.90	NB	
Application for Renewal of Licence	1,478.25	NB	
Fee on Grant of Renewal	179.90	NB	
Transfer of Licence	179.90	NB	
Street Trading			
Vendors sited on Private Land (Annual Fee)	369.60	NB	
Vendors travelling the District (Annual Fee)	369.60	NB	
Highway Land (Lay-bys) (Annual Fee)	369.60	NB	
Town Centre (Daily Fee)	35.80	NB	<i>Only available if 4 days minimum purchased</i>
Town Centre	2,725.10	NB	
Fee on Application	988.00	NB	
Fee on Grant	1,746.05	NB	
Trunk Road	2,725.10	NB	
Fee on Application	988.00	NB	
Fee on Grant	1,746.05	NB	

**Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Entertainment Licensing			
Licensing Act 2003 Fees			
Personal Licence			
First Application	37.00	NB	
Application for copy of licence on theft, loss etc of personal licence	10.50	NB	
Notification of change of name or address	10.50	NB	
Premises Licence			
Main Application Fee - Band A	100.00	NB	
Main Application Fee - Band B	190.00	NB	
Main Application Fee - Band C	315.00	NB	
Main Application Fee - Band D	450.00	NB	
Main Application Fee - Band E	635.00	NB	
In addition to the application fee, a multiplier will be applied to town and city centre pubs (those in Bands D and E), where they are exclusively or primarily in the business of selling alcohol	900.00	NB	
	1,905.00	NB	
Main Annual Charge - Band A	70.00	NB	
Main Annual Charge - Band B	180.00	NB	
Main Annual Charge - Band C	295.00	NB	
Main Annual Charge - Band D	320.00	NB	
Main Annual Charge - Band E	350.00	NB	
In addition to the application fee, a multiplier will be applied to town and city centre pubs (those in Bands D and E), where they are exclusively or primarily in the business of selling alcohol	640.00	NB	
	1,050.00	NB	
Minor Variation to Premises Licence	89.00	NB	
Notification of change of name or address (holder of Premises Licence)	10.50	NB	
Application to vary the specified individual as Designated Premises Supervisor	23.00	NB	
Application to transfer Premises Licence	23.00	NB	
Interim Authority Notice	23.00	NB	
Application for making of a Provisional Statement	315.00	NB	
Application for copy of licence/certificate or summary on theft, loss etc of premises licence/certificate summary	10.50	NB	
Notification of change of name or alteration of club rules	10.50	NB	
Change of relevant registered address of club	10.50	NB	
Variation of Club Licence	71.40	NB	
Temporary Event Notice	21.00	NB	
Application for copy of Notice on theft, loss etc of Temporary Event Notice	10.50	NB	
Notice of Interest on any premises	21.00	NB	
Supply of copies of information contained in register	0.70	NB	

**Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2026/2027**

£ - p VAT Notes

Entertainment Licensing Continued

Gambling Act 2005 Premises Licences Applicable from 7th September 2007

Bingo Premises Licence

New Application	3,500.00	NB
Annual Fee	1,000.00	NB
Application to Vary Licence	1,750.00	NB
Application to Transfer Licence	1,200.00	NB
Application for Reinstatement	1,200.00	NB
Application for Provisional Statement	3,500.00	NB
Licence Application (Provisional Statement Holders)	1,200.00	NB

Betting Premises (Excluding Tracks)

New Application	3,000.00	NB
Annual Fee	600.00	NB
Application to Vary Licence	1,500.00	NB
Application to Transfer Licence	1,200.00	NB
Application for Reinstatement	1,200.00	NB
Application for Provisional Statement	3,000.00	NB
Licence Application (Provisional Statement Holders)	1,200.00	NB

Track Premises Licence

New Application	2,500.00	NB
Annual Fee	1,000.00	NB
Application to Vary Licence	1,250.00	NB
Application to Transfer Licence	950.00	NB
Application for Reinstatement	950.00	NB
Application for Provisional Statement	2,500.00	NB
Licence Application (Provisional Statement Holders)	950.00	NB

Family Entertainment Centres

New Application	2,000.00	NB
Annual Fee	750.00	NB
Application to Vary Licence	1,000.00	NB
Application to Transfer Licence	950.00	NB
Application for Reinstatement	950.00	NB
Application for Provisional Statement	2,000.00	NB
Licence Application (Provisional Statement Holders)	950.00	NB

**Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Entertainment Licensing Continued			
Adult Gaming Centres			
New Application	2,000.00	NB	
Annual Fee	1,000.00	NB	
Application to Vary Licence	1,000.00	NB	
Application to Transfer Licence	1,200.00	NB	
Application for Reinstatement	1,200.00	NB	
Application for Provisional Statement	2,000.00	NB	
Licence Application (Provisional Statement Holders)	1,200.00	NB	
Copy Licence	25.00	NB	
Notification of Change	50.00	NB	
FEC Gaming Machine Permit and Prize Gaming Permit			
Application Fee	300.00	NB	
Renewal Fee (Every 10 Years)	300.00	NB	
Transitional Application Fee	-	NB	
Change of Name	25.00	NB	
Copy of Permit	15.00	NB	
Amusement with Prizes Permit			
2 Machines or Less (Notification Only)	50.00	NB	
3 Machines or More	100.00	NB	
Conversion of Existing Operator	100.00	NB	
Grant Initial Application	150.00	NB	
Annual Fee	50.00	NB	
Change of Name on Permit	25.00	NB	
Copy of Permit	15.00	NB	
Club Gaming Permit or Club Gaming Machine Permit			
Conversion of an existing permit	200.00	NB	
Grant Initial Application	200.00	NB	
Annual Fee	50.00	NB	
Variation Fee	100.00	NB	
Small Lotteries			
Registration Fee	40.00	NB	
Renewal Fee	20.00	NB	

**Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Vehicle Licensing			
Vehicle Licences			
Vehicle Inspection and Test	60.00	NB	
Missed Test Appointment without 24 Hour Notice	60.00	NB	
Vehicle Retest (where vehicle fails to meet the council's pre-determined standards)	15.00	NB	
Hackney Carriage Proprietor (inc. Test and Plates)	320.00	NB	
Private Hire Vehicle (inc. Test and Plates)	320.00	NB	
Private Hire Operator 5 Year Licence			
1 to 5 Vehicles	340.00	NB	
6 to 15 Vehicles	680.00	NB	
Over 15 Vehicles	890.00	NB	
Drivers' Licences			
Hackney Carriage and Private Hire			
One Year Dual Driver Licence	129.00	NB	
Three Year Driver Licence	262.00	NB	
Driver Medical SCC	n/a	NB	
Driver Medical Private	n/a	NB	
Driver DBS Check	40.00	NB	
New Driver Drug Test	26.60	NB	
Driving Licence Knowledge Retest	40.00	NB	
Existing Driver Assessment	at cost	NB	
New Driver Assessment	at cost	NB	
Assisted Funerals under Public Health (Control of Diseases) Act 1984			
Fees for undertaker and burial or cremation	at cost	NB	
Administration fee per funeral	321.90	NB	
Registration of Food Premises			
Single Entry	18.50	NB	
Category Entry	95.35	NB	
Full Register	387.30	NB	
Reinspection or revisit of Food Business			
Reinspection or revisit of Food Business under FHRS where no statutory requirement to provide this service	227.15	NB	
The Health Protection (Local Authority Powers) Regulations 2010			
Fees for undertaking disinfection or decontamination of articles of premises	at cost		

**Cannock Chase District Council
Environment and Climate Change Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Civil Proceedings			
Provision of factual statement under Section 28(a) Health and Safety at Work etc Act 1974 or in relation to any other legislation	227.15		
Garden Waste Recycling			
December 2025 to November 26	40.00	NB	
From December 2026	41.50	NB	

**Cannock Chase District Council
Resources and Transformation Portfolio
Fees and Charges 2026/2027**

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**Cannock Chase District Council
Resources and Transformation Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Human Resources			
Charge to organisations (i.e. insurance companies /solicitors) for salary information for employees in respect of third party claims	244.85	NB	

**Cannock Chase District Council
Resources and Transformation Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Legal Fees			
Disposals			
Freehold	524.85	*	<i>Minimum Charge</i>
Long Leases	667.35	*	<i>Minimum Charge</i>
New Leases			
Starter Units	522.75	E or S	<i>Minimum Charge</i>
Town Centre Shops	774.50	E or S	<i>Minimum Charge</i>
Other Shops	774.50	E or S	<i>Minimum Charge</i>
Other Premises	774.50	E or S	<i>Minimum Charge</i>
Land	774.50	E or S	<i>Minimum Charge</i>
Renewals of Leases	476.70	E or S	<i>VAT treatment will be assessed on a case by case basis as dependent on if the</i>
Deed of Surrender of Lease	535.60	E or S	<i>Council has opted to tax the land or not</i>
Leasehold Extension for RTB Properties	476.70	E	
Miscellaneous			
Licences to Occupy	535.60	E or S	
Right of Way Easements and Deeds of Grant	417.75	E or S	
Licences to Assign	535.60	E or S	
Licences to Alter Premises	535.60	E or S	
Licences to Underlet	535.60	E or S	
Deed of Assignment	692.00	E or S	
Deed of Consent	417.75	E or S	
Deed of Variation	417.75	E	
Deed of Release	281.70	E	<i>Negotiated Price</i>
Authorised Guarantee Agreements	381.35	E	
Receipt of Notice: Assignment/Transfer/Mortgage	60.00	NB	
Letter of Postponement	101.75	NB	<i>Not charged on original sale</i>
Agreements made in accordance with Section 106 of the Town and Country Planning Act 1990	1,263.60	S	<i>Minimum Charge</i> <i>(Charges in Excess at £175.00 per hour)</i>
New Agreement	1,263.60	S	
Deed of Variation	642.70	S	
Householder Application	505.60	S	
Checking Unilateral Undertaking	505.60	S	
Residential SAC Unilateral Undertaking	192.80	S	
Additional Cost per Hour	233.50	S	

**Cannock Chase District Council
Resources and Transformation Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Legal Fees Continued			
Miscellaneous Continued			
Agreements made in respect of Open Spaces under various legislation	578.45	NB	
Road Closure Orders - Temporary	387.75	NB	<i>*Minimum Actual Cost</i>
Grant of Consent under Right to Buy transfer/lease	139.25	NB	
Formal Documents: Photocopying of Document	15.20	S	<i>Subject to variation at the discretion of the Legal Services Manager</i>
Compulsory Purchase on behalf of private persons	*	S	<i>Negotiated Price</i>
Responding to Leaseholder Sale Enquiries	263.55	S	<i>Unless otherwise specified in lease</i>
Legal Information and Confirmation	71.75	NB	<i>Minimum Charge</i>
Initial deposits on the sale of land to private self-builders or developers	757.30	E	<i>The deposit is retained if the sale does not proceed to defray expenses</i>
Public Footpath Diversion Orders	1,907.80	E or S	
Type of Licence			
Use of Council's land to gain pedestrian access to private dwelling, garage etc	28.40	NB	
Use of Council's land to gain vehicular access to private dwelling, garage etc	128.55	NB	
Use of the Council's land abutting the highway for the purpose of cultivation	9.10	NB	
Use of other Council land for the purpose of cultivation	29.45	NB	
Use of Council land incorporated into private gardens at the Council's suggestion for the purposes of cultivation	9.10	NB	
Use of the Council's land for the erection of a private garage and/or other outbuilding	79.25	NB	
Use of the Council's land for the siting of a garage and vehicular access to the garage site	190.70	NB	
Use of the Council's land for other miscellaneous purposes	190.70	NB	<i>Rental set by Head of Economic Development and Planning</i>

**Cannock Chase District Council
Resources and Transformation Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Register of Electors			<i>Full registers are available only to Government departments and other bodies, and those credit reference agencies carrying on the business of providing credit reference services</i>
Note: All charges are per 1,000 names on the register except for lists of overseas electors where charges are per 100 or part there of			<i>The statutory fees remain unchanged</i>
Sale of Registers of Electors			
Purchase of the full register data	20.00	NB	<i>Statutory Fee</i>
	plus £1.50		
	per 1,000		
Purchase of the full register printed	10.00	NB	<i>Statutory Fee</i>
	plus £5.00		
	per 1,000		
Purchase of the edited register data	20.00	NB	<i>Statutory Fee</i>
	plus £1.50		
	per 1,000		
Purchase of the edited register printed	10.00	NB	<i>Statutory Fee</i>
	plus £5.00		
	per 1,000		
Purchase of the register data - overseas	20.00	NB	<i>Statutory Fee</i>
	plus £1.50		
	per 100		
Purchase of the register printed - overseas	10.00	NB	<i>Statutory Fee</i>
	plus £5.00		
	per 100		

**Cannock Chase District Council
Regeneration and High Streets Portfolio
Fees and Charges 2026/2027**

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**Cannock Chase District Council
Regeneration and High Streets Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Planning Applications			
Planning Application Fees	National Scope	NB	<i>Information can be obtained from the Council's website by entering 'planning fees'</i>
Pre-Application Fees (Minor Applications)			
Householder/Advert	64.25	S	<i>£41.60 subsequent</i>
Change of Use	160.70	S	<i>£62.40 subsequent</i>
1 to 4 Dwellings	267.80	S	<i>£104 subsequent</i>
5 to 9 Dwellings	535.60	S	<i>£156 subsequent</i>
Pre-Application Fees (Major Applications)			
10-49 Dwellings or 1,000-2,999sq metres	1,071.20	S	<i>£260 subsequent</i>
50-199 Dwellings or 3,000-9,999sq metres	2,142.40	S	<i>£260 subsequent</i>
200+ Dwellings or 10,000+sq metres	4,284.80	S	<i>£260 subsequent</i>
Invalid Planning Application Charges			
Householder	52.00	NB	
Minor	78.00	NB	
Small Major	104.00	NB	
Major	156.00	NB	
Community Infrastructure Levy (CIL)			
Food stores over 280sqm and all out of town retail developments	94.20	E	
Market housing development (excluding specialist retirement housing)	62.80	E	
Paper Copies of Plans			
Size A0	2.27	S	<i>Plan printing service aimed principally at applications of planning permission and full plans, approval under the Building Regulation where multiple copies of submitted drawings are required</i>
Size A1	2.27	S	
Size A2	2.27	S	
Size A3	2.27	S	
Size A4	2.27	S	
Lamination	4.09	S	

**Cannock Chase District Council
Regeneration and High Streets Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Provision of Information			
Supply of Copy Planning Decision Notices			
Across the Counter	0.57	S	
Through the Post	0.57	S	<i>plus postage</i>
Supply of Copies of Drawings (Larger than A4)			
Across the Counter	2.05	S	
Through the Post	2.05	S	<i>plus postage</i>
Supply of Copies - Other Documents (Size A4 or less)			
Across the Counter	0.57	S	
Through the Post	0.57	S	<i>plus postage</i>
Supply of weekly list of planning applications			
Received to Commercial Organisations	374.90	S	
Individual Weekly Copy	11.35	S	
Supply of information relating to planning history			
	119.25	S	
Supply of Various Information Leaflets			
	No Charge	NB	
District Wide Local Plan			
Non Residents	73.70	ZR	
Residents	36.85	ZR	
Sale of Publications			
Local Development Scheme	18.05	ZR	
Conservation Area Appraisals	18.05	ZR	
Protocol for Validation of Planning Applications	18.05	ZR	
Supplementary Planning Documents (SPDs)	18.05	ZR	
All Supplementary Planning Guidance (SPG)	18.05	ZR	
Annual Monitoring Report (AMR)	18.05	ZR	
Annual Strategic Housing Land Availability Assessment (SHLAA)	42.95	ZR	
High Hedge Investigation Complaints	552.60	NB	<i>Charge relates to Part of the Anti Social Behaviour Act 2003</i>
Monitoring of Section 106 Agreements			<i>price on application</i>

**Cannock Chase District Council
Regeneration and High Streets Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Building Control			
Building Control Application Charges	n/a	S	<i>Because of the legislation covering Building Regulation charges it is not possible to provide specific details of the amounts involved.</i>
Building Control Regularisation Application Charges	n/a	S	<i>Information can be obtained from the Council's website by entering 'Building Control Fees'</i>
Supply of Information Relating to Building Control History from 1988 to present day	n/a	NB	<i>Now free of charge in line with Environmental Information Regulations</i>
Supply of copy of Building Regulation Decision Notices and Completion Certificates where the application reference is provided at the time of the request from 1993 to the present day	15.20	S	
Supply of copy of Building Regulation Decision Notices where the application reference is provided at the time of the request for files from 1985 to 1992	33.70	S	
At the discretion of the Council inspections on Building Regulation applications up to 10 years old where work has been completed for more than 2 years	176.00	S	
Written response (at the discretion of the Council) confirming that enforcement action will not be taken under S35 of the Building Act 1984 for building works completed in excess of 2 years	84.00	S	
Written response confirming building work is exempt from the requirements of the Building Regulations	41.00	S	

**Cannock Chase District Council
Regeneration and High Streets Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Building Control Continued			
Plan Printing Charges - Black and White			
A4	0.43	S	
A3	2.10	S	
A2	2.91	S	
A1	3.17	S	
A0	3.75	S	
 Plan Printing Charges - Colour			
A4	0.68	S	
A3	2.20	S	
A2	3.65	S	
A1	3.85	S	
A0	4.50	S	

**Cannock Chase District Council
Regeneration and High Streets Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Local Land Charges			<i>Subject to variation at the discretion of the</i>
Standard Search			<i>Proper Officer for Local Land Charges,</i>
			<i>Cannock Chase District Council</i>
Certificate of Register Fee - LLC1			
Individual Residential Properties	25.00	NB	<i>LLC1 Not Vatable</i>
Industrial and Commercial Properties	34.00	NB	<i>LLC1 Not Vatable</i>
Standard Enquiry Fee - CON29			
Individual Residential Properties	97.20	S	<i>VAT now included - w.e.f. 01/04/2017</i>
Industrial and Commercial Properties	181.20	S	<i>VAT now included - w.e.f. 01/04/2017</i>
Full Search - LLC1 and CON29			<i>Now split between vatable and non business</i>
Individual Residential Properties	122.20		
LLC1	25.00	NB	
CON29	97.20	S	
Industrial and Commercial Properties	215.20		
LLC1	34.00	NB	
CON29	181.20	S	
More than one property on search (parcel of land)			<i>Additional administration charge applies if</i>
Individual Residential Properties	46.20	S	<i>requested separately to CON29R. VAT now</i>
Industrial and Commercial Properties	105.60	S	<i>included</i>
Additional Questions			
Admin charge if requested separately	31.20	S	
Each additional question set by applicant	P.O.A	S	

**Cannock Chase District Council
Regeneration and High Streets Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Local Land Charges Continued			
Con 29 Individual Questions			
Residential			
Q.1.1(a-i) Planning Decisions	7.92	S	
Q1.1(j-l) Building Regulations	2.24	S	
Q1.2 Planning designations and Proposals	5.87	S	
Q3.1 Land required for Public Purposes	2.24	S	
Q3.5(a-b) Nearby Railway	2.24	S	
Q3.7 Outstanding Notices			
a-d and f applies to each question	2.24	S	
3.8 Contravention of Building regulations	2.93	S	
Q3.9 Notices, orders, Directions and Proceedings under Planning Acts			
(a- n) applies to each question	1.81	S	
Q3.10 Community Infrastructure Levy (CIL)			
(a-h) Applies to each question	2.24	S	
Q3.11 Conservation area	1.44	S	
Q3.12 Compulsary Purchase	5.42	S	
Q3.13 Contaminated Land	1.44	S	
Q3.14 Radon Gas	1.44	S	
Commercial			
Q.1.1(a-i) Planning Decisions	18.03	S	
Q1.1(j-l) Building Regulations	4.87	S	
Q1.2 Planning designations and Proposals	12.98	S	
Q3.1 Land required for Public Purposes	2.24	S	
Q3.5(a-b) Nearby Railway	2.24	S	
Q3.7 Outstanding Notices			
a-d and f applies to each question	4.87	S	
3.8 Contravention of Building regulations	6.61	S	
Q3.9 Notices, orders, Directions and Proceedings under Planning Acts			
(a- n) applies to each question	4.18	S	
Q3.10 Community Infrastructure Levy (CIL)			
(a-h) Applies to each question	2.24	S	
Q3.11 Conservation area	3.43	S	
Q3.12 Compulsary Purchase	12.22	S	
Q3.13 Contaminated Land	1.44	S	
Q3.14 Radon Gas	1.44	S	
Admin Charge for Con 29 Individual Question	26.40	S	
Any questions received in connection with Local Land Charges Searches falling outside those above	**	S	<i>**As determined by the Proper Officer for Local Land Charges</i>
Under Residential: The Highways Fee is set by Staffordshire County Council and is therefore subject to change			
Under Commercial: The Highways Fee is set by Staffordshire County Council and is therefore subject to change			

**Cannock Chase District Council
Regeneration and High Streets Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Sale of Radar Keys for Access			
Disabled Toilets	4.75	ZR	

**Cannock Chase District Council
Housing and Corporate Assets Portfolio
Fees and Charges 2025/2026**

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**Cannock Chase District Council
Housing and Corporate Assets Portfolio
Fees and Charges 2025/2026**

	£ - p	VAT	<u>Notes</u>
Private Sector Housing			
Works in Default	Actual Cost	NB	<i>Actual cost of work plus cost of officer time and other associated direct costs</i>
Enforcement Action - Section 49 of Part I of the Housing Act 2004	58.90	NB	
Park Home Licence Fees			
Application	343.20	NB	
Transfer/Amendment	183.05	NB	
Annual Licence			
2 to 10 Units	171.60	NB	
11 to 30 Units	229.85	NB	
More than 30 Units	262.10	NB	
Enforcement Action (Hourly Rate)	59.30	NB	
Deposit of Rules	140.40	NB	
Non Statutory Housing Inspections	117.50	S	
Houses in Multiple Occupations			
5 Year Licence			<i>Total £1,028.55 collected as a single</i>
Application Fee	653.10	NB	<i>fee when application made -</i>
Subsistence Element	375.45	NB	<i>subsistence element refunded if</i>
Total Fee (payable at time of application)	1,028.55	NB	<i>application refused</i>
Licence Renewal			<i>Commence with effect from 1/1/2019</i>
Application Fee	610.50	NB	
Subsistence Element	375.45	NB	
Total Fee (payable at time of application)	985.90	NB	

**Cannock Chase District Council
Housing and Corporate Assets Portfolio
Fees and Charges 2025/2026**

	£ - p	VAT	<u>Notes</u>
Civic Suite			
Hire of Council Chamber			
Hire of Council Chamber	36.90	E	<i>per hour Mon-Fri</i>
Hire of Committee Room	17.45	E	<i>per hour Weekends</i>
Hire of Ballroom			
Seminars/Trade Exhibitions/Commercial	66.65	E	<i>per hour Mon-Fri</i>
	76.55	E	<i>per hour Weekends</i>
Seminars/Trade Exhibitions/Commercial	462.60	E	<i>over 6 hours Mon-Fri</i>
	537.80	E	<i>over 6 hours weekends</i>
Bar End of Ballroom	31.20	E	<i>per hour</i>
Additional Charges			
Booking Fee	76.75	E	<i>over 6 hours Mon-Fri</i>
	92.65	E	<i>over 6 hours weekends</i>
Hire of Facilities beyond 8pm			
Beyond 8pm Mon-Thurs	39.20	E	<i>One off charges to cover costs of key holder services</i>
Beyond 7:30pm Friday	39.20	E	
Weekend	39.20	E	

**Cannock Chase District Council
Parks, Culture and Heritage Portfolio
Fees and Charges 2026/2027**

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**Cannock Chase District Council
Parks, Culture and Heritage Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Park Activities			<u>About VAT for Leisure Sites</u>
			<i>The hire of a sports facility by an individual or club for sports use, including a recurring series of lets, are Non Business. The letting of sports facilities to a business will also be Non Business provided the business uses the facility for the benefits of individuals taking part in sport. Letting of non-sports facilities for sports use: Non Business only if the room is set up as a sports or leisure facility prior to the start of the hire period.</i>
Tennis			
Per Court - Adult	7.25	NB	
Annual Pass	54.00	NB	
Football Pitches			
Adult Club Lettings			
with facilities	1,482.00	NB	
without facilities	742.00	NB	
Junior Club Lettings			
with facilities	728.00	NB	
without facilities	370.00	NB	
Adult Occasional Lettings			
with facilities	176.00	NB	
without facilities	89.50	NB	
Junior Occasional Lettings			
with facilities	88.00	NB	
without facilities	44.00	NB	
Equipment Deposit	14.60	NB or S	
Administration Charge	172.50	NB, E or S	
Hire of Parks and Open Space			
Hire of Parks and Open Space for events/funfairs	419.00	NB, E or S	
Non-Operational Hire of Parks and Open Spaces for Funfairs to allow setup/take down	208.00	NB, E or S	
Occasional hire of Parks and Open Spaces			
Price per Hour	27.50	NB, E or S	
Football Pitches - A 5% reduction is available if at least 50% of the team live within the District			
Clubs must provide satisfactory evidence at the time of booking the pitch			
			<i>use the Council's waste facilities. Any excess waste removed by the council will be recharged at full cost. Security Deposit £500. All litter must be removed otherwise the council will recharge the actual cost to the security deposit</i>

**Cannock Chase District Council
Parks, Culture and Heritage Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Cemeteries			<i>All burial fees are multiplied by two for non residents of Council's district (inclusions apply) excludes memorial fees and burials for children under 16.</i>
Purchase and Interment Fees for Burials			<i>Grave deed expires after 30 years Additional charge of £12 for Zeolite</i>
Purchase of grave space including first topping up and grassing	1,099.00	NB	
Purchase of grave space at Cannock Chase Cemetery including first topping up, grassing and Zeolite	1,112.00	NB	<i>Exempt if the fees is for a reopen, the deceased has moved out of the area within two years, the deceased has</i>
Excavation of grave for a child including interment	-	NB	<i>moved out of the district to a nursing home within five years, the deceased has</i>
Excavation of grave for one including interment	444.00	NB	<i>moved out of the district but still owns a property and pays Council Tax to the authority</i>
Excavation of grave for two including first interment	881.00	NB	
Excavation of grave for three including first interment	1,328.00	NB	
Re-open of purchased grave including interment	734.00	NB	
Failure to provide documentation 48 hours before a burial	77.00	NB	
Coffins over 6'8" in length	92.00	NB	
Coffins over 28" wide	92.00	NB	
Purchase and Interment Fees for Cremated Remains			
Purchase of cremated remains plot	545.00	NB	
Excavation of grave for cremated remains including interment	298.00	NB	
Re-open of purchased grave for cremated remains including interment	298.00	NB	
Excavation and interment of cremated remains plot for a child	-	NB	
Purchase of a grave space for cremated remains	1,101.00	NB	
Scattering of cremated remains	120.00	NB	
Interment in public grave	545.00	NB	
Walled Graves, Vaults, and American Style Caskets			
Purchase of Grave Space	1,696.00	NB	
Excavation of grave for one including interment	681.00	NB	
Excavation of grave for two including interment	1,022.00	NB	
Excavation of grave for three including interment	1,318.00	NB	
Exhumation			
Burial	Actual Cost	S	
Cremated Remains	Actual Cost	S	

**Cannock Chase District Council
Parks, Culture and Heritage Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Cemeteries Continued			
Memorials			
Headstone or Other Approved Memorial	329.00	S	<i>All memorials must be installed in accordance with the National Association of Memorial Masons standards and will be installed by members registered under the Council's select list scheme</i>
Cremated Remains Plaque	205.00	S	
Stone Vase	163.00	S	
Additional Inscription	150.00	S	
Additional Inscription on Cremated Remains			
Plaques	125.00	S	
Miscellaneous Charges			
Transfer of Exclusive Right of Burial	96.00	NB	<i>Residents must contact the Council prior to existing one running out.</i>
Extension of Exclusive Right of Burial for 30 years	318.00	NB	<i>Applicable to members of the public only</i>
Searches of Burial Records (Members of the Public)	17.00	NB	<i>Fee to be paid in advance</i>
Supply and install approved memorial bench including plaque	Actual Cost	S	
Supply plaque to Communal Memorial Bench	156.00	S	
Lease of a memorial tree for ten years	477.00	S	
Supply Memorial Plaque to existing Memorial Tree	130.00	S	
Maintenance of Graves			
Clean, provide top soil, and top up	104.00	S	
Provide and lay turf	52.00	S	
Maintain soiled or turfed grave	146.00	S	
Maintain and plant once per year	209.00	S	
Maintain and plant twice a year	267.00	S	

**Cannock Chase District Council
Parks, Culture and Heritage Portfolio
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Outdoor Leisure Facilities			
Hazel Slade Nature Reserve and Milking Brook Fishing Rights			<i>This service is only available electronically</i>
7 Day Fishing Permits			
Adult	40.00	S	
Junior	20.00	S	
Allotments			
Without Services			
Basic Charge per Square Metre	0.232	E	
With Services			
Basic Charge per Square Metre	0.309	E	
Basic Charge per Square Metre			
Rumerhill	0.439	E	
Ravenhill	0.267	E	
Motor Vehicles Inspection and Testing			
Inspection of Vehicles under 12 months old and less than 20,000 recorded mileage			
Initial Inspection	75.00	S	
Re-test	55.00	S	
Inspection of Vehicles over 12 months old			
Inspection at Hawks Green Depot			
Initial Inspection	245.00	S	
Re-test	55.00	S	
Inspection at private garage other than Hawks Green Depot			
Initial Inspection	360.00	S	
Re-test	175.00	S	
MOT Testing of Any Motor Vehicles			
MOT Testing of Any Motor Vehicles	52.00	NB	
Re-test	26.00	NB	

**Cannock Chase District Council
HRA
Fees and Charges 2026/2027**

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**Cannock Chase District Council
HRA
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Sheltered Housing Schemes			
Use of Guest Bedroom			
Per person - first night	17.00	S	
Per person - additional night	8.45	S	
Weekly Support Charges for Scheme Managers			
St Barbara House	33.40	E	
Grace Moore Court	33.40	E	
Longford Court	33.60	E	
Caxton Court	33.20	E	
Key Fobs			
Lost or additional key fob for door entry system - communal entrance flats	20.00	S	
Social Alarm Pendants - Replacement			
Replacement of a lost/damaged pendant	40.00	NB	
Garage Rents			
Rental of Council Garages	11.95	S or NB	<u>VAT Non Business or Standard Rated</u>
Private Tenant Garage plus VAT	14.34	S	<i>If garages are let to council tenants then the VAT rating is Non Business, however, Standard Rated VAT applies to non-council tenants. Please note the price per week for council tenants is £15.00 for 52 weeks</i>

**Cannock Chase District Council
HRA
Fees and Charges 2026/2027**

	£ - p	VAT	<u>Notes</u>
Leaseholders			
Photocopy of legal or management pack documents (each)	30.00	S	
Providing consent to re-mortgage (including receipt of notice of charge)	100.00	S	
Consent fee for permission to sub-let (where required)	75.00	S	
Copy of Lease	50.00	S	
Other Documents including service charge / certificates (each year / each)	30.00	S	
Providing a copy of insurance certificate and summary of cover	30.00	S	
Providing a copy of Fire Risk Assessment	50.00	S	
Providing a copy of Asbestos Report	50.00	S	
Providing consent to Alterations /Home Improvements	100.00	S	
New Alteration Fees			
Pre-Application Advice (non-refundable)	220.00	S	
Application Consideration and Decision (non-refundable)	400.00	NB	
Letter of Deed	250.00	E	
Full Licence - issued by Building Surveyor	400.00	NB	
Extension of the Letter Licence Period	300.00	NB	

VALUE ADDED TAX

The schedules of fees and charges indicates the V.A.T. status of individual charges. The following sets out an explanation of the V.A.T. liability in respect of the various categories.

Basically there are 4 categories for V.A.T purposes with which the supply of goods and/or services are grouped. As a general rule V.A.T. should be applied at the "Standard rate (S)" – currently 20% [fuel rate (P) – currently 5%] unless the supply falls within one of the other 3 categories, for which no V.A.T. is applied. These categories are shown as (i) to (iii) below:-

- (i) Zero Rated (ZR) - No V.A.T. to be applied to the supply of goods or services but a registered trader can reclaim tax on supplies to him which he/she incurs for the purpose of making zero rated supplies.

This is shown in the booklet by the letters "ZR". It can include food, books, sewerage and water services, banknotes, clothing and footwear.

- (ii) Exempt (E) - No V.A.T. is to be applied on the supply of goods or services and a registered trader cannot recover any tax paid on supplies to him.

This is shown in the booklet by the letter "E". It includes insurances, banking and rents.

- (iii) Non-Business (NB) - There are special rules relating to local authorities in this category in that their statutory and other non-business activities will be outside the scope of the tax and any V.A.T. falling on purchases by them for goods or services for these activities would not be deductible under the normal mechanism. In order to avoid the tax on these purchases burdening the Council Taxpayer special arrangements are made.

This is shown in the booklet by the letters "NB". For public authorities non-business items are those for which they have a statutory monopoly or are enshrined within legislation. In these cases the supplies are outside the scope of V.A.T.

To reiterate, any supplies not falling within categories (i) to (iii) above must be treated as standard-rated. These are shown in the booklet by the letter "S" and are shown inclusive of V.A.T.

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