

Regulatory Services Fees and Charges 2025/26

	2024/25 Charge	2025/26 Charge	Increase/ (Decrease)	Increase/ (Decrease)
	£	£	£	%
Building Control				
Schedule 1				
Charges for the creation of or conversion to new dwellings - inclusive of VAT				
Number of Dwellings				
1	1,000.00	1,440.00	440.00	44.00
2	1,280.00	1,800.00	520.00	40.63
3 and above	Please contact for quotation	Please contact for quotation		
Regularisation applications made in respect of unauthorised Schedule 1 work (i.e. where an application was not made at the time that the work was done) that has been undertaken since 1985, will be charged at an additional 50% of the standard fee, excluding VAT.				
Schedule 2				
Extension including controllable conservatories, not including basements (for more than one extension, use the total sum of internal floor area) - inclusive of VAT				
Extension up to 10m2	570.00	840.00	270.00	47.37
10m2 – 40m2	730.00	1,020.00	290.00	39.73
40m2 – 60m2	890.00	1,140.00	250.00	28.09
60m2 – 100m2	975.00	1,320.00	345.00	35.38
Over 100m2	Please contact for quotation	Please contact for quotation		
Basement or part basement	Please contact for quotation	Please contact for quotation		
Small domestic garages and carports and stores (Detached garages less than 30m2 may be exempt) - inclusive of VAT				
Up to 60m2	455.00	840.00	385.00	84.62
Over 100m2	Please contact for quotation	Please contact for quotation		
Erection or non-habitable extension of detached building not used solely as a garage/carport/store - inclusive of VAT				
30m2 – 60m2	890.00	960.00	70.00	7.87
60m2 – 100m2	970.00	1,080.00	110.00	11.34
Over 100m2	Please contact for quotation	Please contact for quotation		
Loft conversion - inclusive of VAT				
Up to 100m2	665.00	1,080.00	415.00	62.41
Over 100m2	Please contact for quotation	Please contact for quotation		
Conversion of garage to habitable space - inclusive of VAT				
Up to 10m2	570.00	720.00	150.00	26.32
Up to 40m2	730.00	780.00	50.00	6.85
40m2 – 60m2	890.00	840.00	(50.00)	(5.62)
Over 60m2	Please contact for quotation	Please contact for quotation		
Controllable work (Not Competent Person Schemes) - inclusive of VAT				
Rewire/partial rewire of a single dwelling	Please contact for quotation	Please contact for quotation		
Any other controllable electrical work	Please contact for quotation	Please contact for quotation		
Multiple work (eg extension & basement/loft conversion/works) - inclusive of VAT				
Up to and over £100,000	Please contact for quotation	Please contact for quotation		
Underpinning	Please contact for quotation	Please contact for quotation		
Energy efficiency improvements (Not Competent Person Scheme) - inclusive of VAT				
New and replacement windows and doors (Up to 7 windows and 2 doors to be installed at the same time).	230.00	360.00	130.00	56.52
Removal/renovation of a thermal element	285.00	360.00	75.00	26.32
Installation of a woodburner	430.00	540.00	110.00	25.58
Installation of solar panel/s	285.00	360.00	75.00	26.32
Regularisation applications made in respect of unauthorised Schedule 2 work (i.e. where an application was not made at the time that the work was done) that has been undertaken since 1985, will be charged at an additional 50% of the standard fee, excluding VAT.				
Schedule 3				
Works not listed in schedules 1 or 2 e.g. Structural alterations, refurbishments, internal alterations - inclusive of VAT				
Estimated cost of works				
£0 - £5000	350.00	360.00	10.00	2.86
£5001 - £10,000	430.00	540.00	110.00	25.58
£10,001 - £20,000	620.00	660.00	40.00	6.45
£20,001 - £50,000	810.00	840.00	30.00	3.70
£50,001 - £75,000	1170.00	1320.00	150.00	12.82
£75,001 - £100,000	1540.00	1560.00	20.00	1.30
>£100,000	Please contact for quotation	Please contact for quotation		
Regularisation applications made in respect of unauthorised Schedule 3 work (i.e. where an application was not made at the time that the work was done) that has been undertaken since 1985, will be charged at an additional 50% of the standard fee, excluding VAT.				
Schedule 4				
All general costs such as chargeable advice, requests for viewing documentation, dealing with previously deposited applications etc will be based on the hourly rate				
Inspection and Provision of a Fire Risk Assessment Report	360.00	420.00	60.00	16.67
Miscellaneous Fees				
Electronic copy of the Approval Notice	45.00	50.00	5.00	11.11
Electronic copy of the Completion Certificate	45.00	50.00	5.00	11.11
Hourly charge for responding to enquiries regarding house sales	95.00	120.00	25.00	26.32

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	2024/25 Charge	2025/26 Charge	Increase/ (Decrease)	Increase/ (Decrease)
	£	£	£	%
Food Hygiene Training				
Exempt from VAT				
Programmed Certificated Courses (charges are per person)				
Level 2 Award in Food Safety in Catering	80.00	88.00	8.00	10.00
Level 3 Award in Supervising Food Safety in Catering	330.00	363.00	33.00	10.00
Exam resit charge- Level 2 award in Food Safety in Catering - price on application	POA	POA		
Exam resit charge- Level 3 award in Supervising Food Safety in Catering - price on application	POA	POA		
Group Certificated Courses (for businesses requesting own on-site training)				
Level 2 Awards in Food Safety or Health & Safety - charge per candidate (minimum 10 delegates) - price on application	POA	POA		
Level 3 Award in Supervising Food Safety (3 day course, plus ½ day revision) - charge per candidate (minimum 10 delegates) - price on application	POA	POA		
Other non certificated part day and day courses				
Other non specified training courses (minimum 10 delegates) - price on application	POA	POA		
Other Bespoke courses across Regulatory Services & Community Safety				
Charges for bespoke training courses will be calculated to take into account market rates - price on application	POA	POA		
Sustainable Food Advice				
Charging for business advice (e.g noise, pre planning application advice, odour etc) - per hour	85.00	94.00	9.00	10.59
Food Business set up and advice consultation- per hour	85.00	94.00	9.00	10.59
Food hygiene rating rescore visit	240.00	264.00	24.00	10.00
Primary Authority Hourly Fee - price on application	POA	POA		
Miscellaneous				
Accommodation assessments for UK entry clearance - charge per report	450.00	495.00	45.00	10.00
Request for confirmation of registration in support of work permit application	65.00	72.00	7.00	10.77
Food Condemnation Certificate (e.g. insurance claim for freezer breakdown, damaged food)- minimum 1 hour	120.00	132.00	12.00	10.00
Works in default across Regulatory Services and Community Safety				
	Value of time spent based on hourly rates + costs incurred	Value of time spent based on hourly rates + costs incurred		
Provision of factual statements etc across Planning and Regulatory Services				
	Value of time spent based on hourly rates + costs incurred	Value of time spent based on hourly rates + costs incurred		
Copy of Legal Notice	35.00	39.00	4.00	11.43
Copy of Premises/Person Entry in Licensing Register	35.00	39.00	4.00	11.43
Confirmation of Food Business Registration	35.00	39.00	4.00	11.43
Plans under copyright	15.00	17.00	2.00	13.33
Plans: A0, A1 & A2 size	7.00	8.00	1.00	14.29
Plans: A3 & A4 size	2.00	2.00	0.00	0.00
Photocopying per A4 sheet	1.00	1.00	0.00	0.00
Invoice request	35.00	39.00	4.00	11.43
Recovery Fee - Dishonoured Cheque	45.00	50.00	5.00	11.11
Home Improvement Agency				
HIA fee rate for professional services as an agent for a client in receipt of a disabled facilities grant or other building work	15% of the value of works plus ancillary costs	15% of the value of works plus ancillary costs		
Acting as an agent for a client who is privately funding building works:	Fee of 15% of the builders quotation plus ancillary costs	Fee of 15% of the builders quotation plus ancillary costs		
HIA fee rate for administrative services in support of a private sector housing grant application or privately funding building works	£300 plus VAT per application	£330 plus VAT per application		
HIA fee rate for the management of HRA funded adaptations schemes	15% flat fee per scheme	15% flat fee per scheme		
Small Repairs Service				
	£20 per hour, including VAT, plus the cost of materials used	£20 per hour, including VAT, plus the cost of materials used		
Any works carried out by the Handyperson that is not part of the Small Repairs Service	55.00	60.00	5.00	9.09
Supply and Fit Alert Keysafe (Within 1 working day)	80.00	90.00	10.00	12.50

Regulatory Services Fees and Charges 2025/26

	2024/25 Charge	2025/26 Charge	Increase/ (Decrease)	Increase/ (Decrease)
	£	£	£	%
Street Trading Consents - subject to approval by General Purposes Licensing Committee				
City Centre & Late Night Traders				
Application Fee	378.00	416.00	38.00	10.05
Annual consent (Pro Rata for period of Consent)	8,715.00	9,587.00	872.00	10.01
Weekly Consent (Weekly Rota)	195.00	215.00	20.00	10.26
All other traders				
Application Fee	378.00	416.00	38.00	10.05
Annual consent (Pro Rata for period of Consent)	2,961.00	3,257.00	296.00	10.00
Peripatetic traders (mobile traders- e.g. icecream vans, sandwich vans)				
Application fee	132.00	145.00	13.00	9.85
Annual consent (Pro Rata for period of Consent)	1,538.00	1,692.00	154.00	10.01
General Charges				
Replacement Consent	39.00	43.00	4.00	10.26
Identification badge (per badge)	39.00	43.00	4.00	10.26
Events				
Street Trading at event for commercial benefit (up to 5 days) - per stall	36.50	40.00	3.50	9.59
Street Trading at event for commercial benefit (6-14 days) - per stall	58.00	64.00	6.00	10.34
Street Trading at event for community / charity benefit				
Street Café Licences - subject to approval by General Purposes Licensing Committee				
New Pavement License Fee as set by the Business and Planning Act 2020	100.00	500.00	400.00	400.00
Renewal Pavement License Fee as set by the Business and Planning Act 2020 (every two years)	not applicable	350.00		
Annual fees for Street Café Licences under the Highways Act 1980				
Up to 8 covers	168.00	185.00	17.00	10.12
9 to 20 covers	220.00	242.00	22.00	10.00
21 or more covers	273.00	300.00	27.00	9.89
Miscellaneous Licensing - subject to approval by General Purposes Licensing Committee				
Acupuncture, ear piercing, electrolysis & tattooing (only payable on first registration - person)	147.00	160.00	13.00	8.84
Acupuncture, ear piercing, electrolysis & tattooing (only payable on first registration - premises)	294.00	322.00	28.00	9.52
Boarding for cats and/or dogs	346.50 + vet fee	380 + vet fee	33.50	9.67
Hiring out horses	346.50 + vet fee	380 + vet fee	33.50	9.67
Breeding dogs	346.50 + vet fee	380 + vet fee	33.50	9.67
Selling animals as pets	346.50 + vet fee	380 + vet fee	33.50	9.67
Keeping or training animals for exhibition	315 + vet fee	345 + vet fee	30.00	9.52
Request for variation	151. + vet fee	165 + vet fee	14.00	9.27
Request for re-inspection	147 + vet fee	160 + vet fee	13.00	8.84
Dangerous Wild Animals	514.50 + vet fee	565 + vet fee	50.50	9.82
Zoo	514.50 + vet fee	565 + vet fee	50.50	9.82
New charge: Small Society Lotteries	0.00	40.00	0.00	0.00
Nw charge: Renewal Small Society Lotteries	0.00	20.00	0.00	0.00
HMO Licensing				
Applications				
A1 Higher Rate New Application - New application for a one-year licence where the HMO has been operating unlicensed for more than 12 weeks	Stage 1 £340 Stage 2 £2300 Total: £2,640	Stage 1 £370 Stage 2 £2530 Total: £2,900	260.00	9.85
B Standard New Application - New application for a one-year* licence where: i) The HMO was acquired and/or began operating as an HMO within the previous 12 weeks; or ii) The licence expired before a valid renewal application was completed and an application for a new licence was received within 12 weeks of expiry; or iii) Change of existing licence holder.	Stage 1 £340 Stage 2 £370 Total: £710	Stage 1 £370 Stage 2 £410 Total: £780	70.00	9.86
*May be eligible for longer licence in cases of i) or iii) if Licence Holder holds other HMO licences with us and all relevant criteria are met at time of application				
C Standard Renewal - Annual renewal where there are no management concerns or outstanding conditions and the licence holder is not an Accredited Landlord	Stage 1 £108 Stage 2 £216 Total £324	Stage 1 £118 Stage 2 £238 Total £356	32.00	9.88
D Higher Rate Renewal - Annual renewal where there are management concerns, non-compliance issues or other reasons that re-inspection or audit is required	Stage 1 £108 Stage 2 £507 Total £615	Stage 1 £118 Stage 2 £558 Total £676	61.00	9.92
E Two-year Renewal -Licence renewal for 2 years where all two-year licence criteria are met	Stage 1 £108 Stage 2 £248 Total £356	Stage 1 £118 Stage 2 £274 Total £392	36.00	10.11
F Five year licence accredited landlord and all criteria met	Stage 1 £108 Stage 2 £397 Total £505	Stage 1 £118 Stage 2 £436 Total £554	49.00	9.70
Inspection to advise on requirements before property is licensed.	232.00	255.00	23.00	9.91
Surcharge for provision of paper application - new HMO licence	259.00	285.00	26.00	10.04
Surcharge for provision of paper application - renewal HMO licence	216.00	238.00	22.00	10.19

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	2024/25 Charge	2025/26 Charge	Increase/ (Decrease)	Increase/ (Decrease)
	£	£	£	%
Selective Licensing				
SL Fees 1st April 2024		SL Fees 1st April 2025		
A Standard New Application				
Stage 1	£266	Stage 1	£294	
Stage 2	£439	Stage 2	£482	71
Total	£705	Total	£776	10.07
B Accredited New Application				
Stage 1	£266	Stage 1	£294	
Stage 2	£239	Stage 2	£262	51
Total	£505	Total	£556	10.10
C Higher Rate New Application - New application where landlord is unable to demonstrate the property is newly acquired or first occupied within 12 weeks of application date - takes effect 1st September 2023				
Stage 1	£266	Stage 1	£294	
Stage 2	£1244	Stage 2	£1346	130
Total	£1510	Total	£1640	8.61
D Renewal				
Stage 1	£114	Stage 1	£125	
Stage 2	£60	Stage 2	£66	17
Total	£174	Total	£191	9.77
E1 Standard Block licence	Deleted	Deleted	-	-
E2 Accredited Standard Block licence	Deleted	Deleted	-	-
F Student Accommodation Block Licence				
Stage 1	£266	Stage 1	£294	
Stage 2	£239	Stage 2	£262	51
Total	£505	Total	£556	10.10
	FY 24/25	FY 25/26		
Surcharge for provision of paper application - new Selective licence	259.00	285.00	26	10.04
Surcharge for provision of paper application - renewal Selective licence	216.00	238.00	22	10.19
Housing Act charges				
Charging for the service of Improvement Notices, Prohibition Orders or Hazard Awareness Notices under the Housing Act 2004.	Value of time spent based on hourly rates + costs incurred	Value of time spent based on hourly rates + costs incurred		
Charging for taking Emergency Remedial Action or serving an Emergency Prohibition Order under the Housing Act 2004.	Value of time spent based on hourly rates + costs incurred	Value of time spent based on hourly rates + costs incurred		
Charging for review of Suspended Improvement Notices or Suspended Prohibition Orders served under the Housing Act 2004.	Value of time spent based on hourly rates + costs incurred	Value of time spent based on hourly rates + costs incurred		
Other charges incurred in the determining of whether to serve a notice/make an order	Value of time spent based on hourly rates + costs incurred	Value of time spent based on hourly rates + costs incurred		
Rent repayment order service for tenants - price on application	POA	POA		
Integrated Pollution Prevention & Control Permits				
LAPPC Charges - Industrial processes covered by Environmental Permitting Regulations	The fee for each application and renewal will be calculated in accordance with DEFRA guidance	The fee for each application and renewal will be calculated in accordance with DEFRA guidance		
Environment Act 2021 (penalty level £175 to £300)				
Smoke emitted from a chimney	300.00	300.00	0.00	0.00
Mobile Homes Act 2013				
New application	432.00	475.00	43.00	9.95
Licence alterations application	405.00	445.00	40.00	9.88
Depositing of site rules fee	145.80	160.00	14.20	9.74
Transfer of licence application	432.00	475.00	43.00	9.95
Copy of licence	37.80	41.50	3.70	9.79
Existing operator annual licence				
Large (51+)				
Site inspections every 12 months (Cat A risk rating)	500.00	550.00	50.00	10.00
Site inspections every 18 months (Cat B risk rating)	345.00	380.00	35.00	10.14
Site inspections every 24 months (Cat C risk rating)	250.00	275.00	25.00	10.00
Site inspections every 36 months (Cat D risk rating)	165.00	181.00	16.00	9.70
Medium (11-50)				
Site inspections every 12 months (Cat A risk rating)	390.00	429.00	39.00	10.00
Site inspections every 18 months (Cat B risk rating)	265.00	290.00	25.00	9.43
Site inspections every 24 months (Cat C risk rating)	205.00	225.00	20.00	9.76
Site inspections every 36 months (Cat D risk rating)	135.00	148.50	13.50	10.00
Small (10 or less)				
Site inspections every 12 months (Cat A risk rating)	290.00	319.00	29.00	10.00
Site inspections every 18 months (Cat B risk rating)	200.00	220.00	20.00	10.00
Site inspections every 24 months (Cat C risk rating)	145.00	160.00	15.00	10.34
Site inspections every 36 months (Cat D risk rating)	95.00	105.00	10.00	10.53
Transferring/Replacing Licences & Certificates				
Other replacement licence	40.00	44.00	4.00	10.00