



Council Meeting

**Wednesday, 13th
December, 2023**

HASTINGS BOROUGH COUNCIL

Dear Councillor

You are hereby summoned to attend a meeting of the Hastings Borough Council to be held at the Council Chamber, Muriel Matters House, Breeds Place, Hastings, East Sussex, TN34 3UY on Wednesday, 13th December, 2023 at 6.00 pm at which meeting the business specified below is proposed to be transacted.

Yours sincerely,

Chief Legal Officer

Muriel Matters House
Breeds Place
Hastings

5 December 2023

AGENDA

1. Apologies for Absence
2. To approve as a correct record the minutes of the last meeting
3. Declarations of Interest
4. Reports of Committees
 - a) To resolve that the public be excluded from the meeting during the discussion of any items considered while the public were excluded by the relevant committee because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in the respective paragraphs of Schedule 12A to the Local Government Act 1972 referred to in the minutes of the relevant committee.
 - b) To receive and consider the recommendations and any decisions of the following committees.

Minute No.	Subject	Cabinet Member / Chair
CABINET – 4 DECEMBER 2023		
22 (C)	Budget Savings Proposals	Barnett
23	Fees and Charges	Barnett

C= Council decision

Notes:

1. The Mayor will call over the minutes and members will rise and indicate those items which they wish to have discussed.

2. No discussion shall take place at this stage upon part II minutes covered by the resolution 4a) above. Any such discussion shall be deferred to item 5 on the agenda.

5. To consider the recommendations and decisions of committees (if any) which the Council has resolved should be discussed after the exclusion of the public from the meeting.

Note: Nothing contained in this agenda or in the attached reports and minutes of committees constitutes an offer or acceptance of an offer or an undertaking or contract by the Borough Council

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Agenda Item 4



Report To:	Cabinet
Date of Meeting:	4 December 2023
Report Title:	Budget Savings Proposals and consultation feedback
Report By:	Jane Hartnell, Chief Executive and Kit Wheeler, Chief Finance Officer
Key Decision:	Y
Classification:	Open

Purpose of Report

To present the draft Budget Savings proposals together with the consultation feedback submitted to date.

NOTE: consultation on the budget savings is on-going until 1 December 2023. The access to information regulations however requires us to publish this agenda before the end of the consultation – further comments submitted, and the completed equality impact assessment, will be tabled at the meeting.

Recommendation(s)

- 1. That Cabinet recommends that Full Council approve the draft Budget Savings proposals and those that can be are implemented as soon as practicably possible.**

Reasons for Recommendations

1. Current estimates are that £4m savings are required to cover the council's budget deficit in 2024/25. This deficit has been largely created by cuts in local government funding over the past decade and more recently exacerbated by the housing and homelessness crisis in Hastings.
2. Due to the seriousness of the council's budget position, proposals for addressing the funding gap have been brought forward for earlier consideration. This will enable the council to start work on implementing the agreed proposals before the start of the new financial year and will positively impact on our ability to achieve savings in the timescale required.

Introduction

1. The council sets its budget each year in February. In previous years savings proposals have been published for consultation in mid-January and are agreed by the Budget Council in mid-February, approximately 6 weeks before the start of the new financial year.
2. Because of the seriousness of the council's budget position, proposals for addressing the funding gap have been brought forward for earlier consideration. This will enable the council to start work on implementing the agreed proposals before the start of the new financial year and will positively impact on our ability to achieve savings in the timescale required.
3. The budget proposals are made up of a combination of savings and income proposals. They include savings that can be achieved from effective procurement of contracts, changes to the way we operate or fund activities, our on-going programme to reduce service costs and staffing spend, and assumptions about asset sales.
4. There is also a list of reviews included that are being or will be undertaken in the next 12 months which will enable the council to consider further proposals for savings, costs reductions or cost avoidance.
5. The draft proposals are set out in appendix A.

Consultation

6. Comments and feedback from all stakeholders on the proposals have been invited during the consultation period up to 12noon on 1 December 2023.
7. The Leader and Deputy are attending meetings with stakeholders during the consultation period.
8. Comments submitted as part of the consultation process will be summarised and tabled at the meeting.
9. The following meetings with stakeholders are planned:
 - 27 November - Local Strategic Partnership
 - 28 November - 'Meet the Council' event at Stade Hall for residents to discuss the proposals with the Leader, Cabinet members and senior officers.
 - 29 November – Staff and Management Forum
 - 30 November - Chamber of Commerce – business representatives

Equalities and Community Cohesiveness

10. As part of the consultation process views will be sought on the equality impacts of the proposals to inform the council's own assessment of impacts. The draft final assessment will be tabled at the meeting.

Economic/Financial Implications and Organisational Consequences

11. Current estimates are that £4m savings are required to cover the council's budget deficit in 2024/25. This deficit has been largely created by cuts in local government funding over the past decade and more recently exacerbated by the housing and homelessness crisis in Hastings.

12. Additional financial controls were introduced in October 2023 and savings proposals and reductions have been identified by forensic line by line budget review.
13. A whole-council effort is also being undertaken to tackle and reduce the costs of temporary accommodation and to prevent homelessness happening in the first place. Further proposals are being developed that will have an even greater impact, however these will take time to implement.
14. In the meantime, the council's overall expenditure has to be reduced to ensure it can balance its budget and avoid the need for the Chief Finance Officer to issue a Section 114 notice.
15. The proposals are based on the following assumptions:
 - a. That the budget gap is based on the current 'worst case scenario' and does not assume any further assistance from Government.
 - b. That rather than use the general reserve to balance the budget, the council significantly reduces service costs in 2024/25, and aims not to use the general reserve to balance the budget in future years in order to be financially sustainable.
 - c. The proposals will need to be reviewed if the measures taken to reduce the cost of temporary accommodation cannot keep pace with a further increase in demand or costs of temporary accommodation.
16. The proposals set out a summary of how the council intends to change its service delivery models and reduce staffing spend over the next 3 years. Whilst these changes are driven by financial necessity, opportunities will be explored in a constructive way to capture the benefits of more collaborative working with others in the public, private, not for profit and voluntary and community sector.
17. It must be recognised however that despite the efforts that will be made to re-design services and reduce costs, implementing significant further staffing and cost reductions will have a direct impact on service delivery levels and quality. The council will likely be less responsive and will have less capacity for any activity which is not funded by an external source, is a priority Health and Safety activity or a core statutory duty.
18. The council is legally required to demonstrate it can balance its budget, and this requires difficult choices for the Councillors to make.

Timetable of Next Steps

1. Please include a list of key actions and the scheduled dates for these:

Action	Key milestone	Due date (provisional)	Responsible
Budget Planning Council	Budget proposals considered	13 December 2023	Chief Executive & Chief Finance Officer
Budget Cabinet	Corporate Plan and Revenue and	5 February 2024	“ “

	Capital Budgets		
Budget Council	Corporate Plan Revenue and Capital Budgets Council Tax level set	14 February 2024	“ “

Wards Affected

(All Wards);

Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	Y
Crime and Fear of Crime (Section 17)	N
Risk Management	N
Environmental Issues & Climate Change	N
Economic/Financial Implications	Y
Human Rights Act	N
Organisational Consequences	Y
Local People's Views	Y
Anti-Poverty	Y
Legal	N

Additional Information

Appendix A – Budget savings proposals
Appendix B – consultation feedback – to be tabled
Appendix C – Equality impact assessment – to be tabled

Officer to Contact

Jane Hartnell, Chief Executive
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Kit Wheeler, Chief Finance Officer
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Hastings Borough Council draft Budget Savings Proposals 2024/25 onwards

The council sets its budget for the following year each February. In previous years savings proposals have been published for consultation in mid-January and are agreed by the Budget Council in mid-February, approximately 6 weeks before the start of the new financial year.

This year, because of the seriousness of the budget position, proposals for addressing the funding gap have been brought forward. This will enable us to start work on implementing the changes agreed well before the start of the new financial year and will have more impact on our ability to achieve savings in the timescale required.

Summary:

Current estimates are that £4m savings are required to cover the council's budget deficit in 2024/25. This deficit has been largely created by cuts in local government funding over the past decade and more recently exacerbated by the housing and homelessness crisis in Hastings. The council has a statutory duty to house those who meet the legal criteria. The lack of affordable housing in both the private or social sector means we are having to house large numbers of people and families in very expensive temporary accommodation (TA), whilst they seek a permanent, affordable home in a very challenging environment. The budget figures show that were it not for the higher costs associated with temporary accommodation, inflation and increased energy costs, the council would be operating its other services at a £1m surplus.

A whole-council effort is underway to tackle and reduce the costs of temporary accommodation and to prevent homelessness happening in the first place, and further proposals are being developed that will have an even greater impact, however these will take time to implement.

In the meantime, the council's overall expenditure must be reduced to ensure it can balance its budget and avoid the need for the Chief Finance Officer to issue a Section 114 notice.

The council is legally required to demonstrate it can balance its budget, and this requires Councillors to make difficult choices.

The proposals set out below are based on the current 'worst case scenario' and do not assume any assistance from government in the council's 'financial settlement' which we will not receive until late December 2023. The proposals below will also need to be reviewed if the measures taken to reduce the cost of temporary accommodation cannot keep pace with a further increase in demand or increasing costs of temporary accommodation.

The proposals set out assume that rather than use the general reserve to balance the budget, the council significantly reduces service costs and aims not to use the general reserve to balance the budget in future years in order to be financially sustainable. The new reserves policy (which was agreed at Full Council in November 2023) determined that a general reserve of £4m is maintained. These reserves are essential to enable the council to cope with any unforeseen large expenditure and should not be used to fund on-going expenditure.

A further option open to the council is to consider raising council tax above the current cap of 2.99% which is set by government. This option would require a local referendum to take place which would cost c.£100k. Any increases would be built into the council tax base moving forward. **The council is not proposing to take this course of action for 2024/25.**

Whilst there will very soon become a point where we cannot cut any further and still meet core statutory responsibilities, or earn any more income, the council has been advised that any government support will be predicated on demonstrating that we have taken all possible steps to reduce non-essential spending.

The definition of essential spend is subjective in a town like Hastings which has significant need due to the deep-rooted, intergenerational deprivation that exists in our community. The demand and costs of council services are higher here because of these needs, but the funding available to meet these costs is also significantly lower because of a low council tax base, high development costs, low job density, low inwards investment, high unemployment and health related challenges etc.

In defining what is essential spend, the council must:

- Continue to deliver its statutory duties to at least a minimum level with the infrastructure that supports these activities being as lean as it can possibly be.

In addition, ensure it has capacity to continue to:

- deliver the cross-council activity that will reduce the costs of homelessness and temporary accommodation and support the quicker move on of those to whom we owe a duty to house into permanent affordable housing.
- manage its assets to keep them safe and functioning, as well as continuing to generate income.
- support the regeneration programmes (which need to be fully funded by government) the town needs to ensure a better quality of life for all.

Once the size of the minimum legally required activity is determined, any additional funding over and above this is used to support activities that are essential for our town, albeit non-statutory activity. This includes addressing the wider causes of deprivation as well as addressing the climate emergency, culture, tourism, health inequalities, play, sports, leisure, and community engagement.

The challenge is to determine the absolute minimum size of the core team delivering statutory services. There is limited detail in legislation and guidance for most areas, and the council therefore must balance the ability of the organisation to meet its objectives with the risk of intervention by government if standards are deemed to be too low, and with meeting the needs and demands of local people.

The appropriate size of support services is also not easy to determine. The business process mapping of activities shows for services to be delivered effectively they need HR support (to manage staffing issues), legal advice, procurement processes to demonstrate best value, financial support to ensure proper budget management and best value and ICT support to provide and maintain the infrastructure and systems that enables the digital first models of service delivery we have embraced (e.g. where technology has replaced people undertaking front facing customer relationship tasks) etc.

As the council has had to shrink its staff team over the last 13 years due to reducing government grant support, the total staff team has reduced by 194 full time equivalent posts during this time. All service areas have reduced in size either by cutting activity or by making changes and efficiencies to processes (digitalisation and centralisation etc.), increasing income generation or simply deleting posts and re-allocating work.

At the same time, a number of previously externalised services have been bought back in-house, bringing in a new cohort of 55 front-line operational staff (new total from Nov 2023). It should however be noted that the size of the support services has not increased proportionately.

The following proposals set out how the council intends to change its service delivery models and staffing spend over the next 3 years. Whilst these changes are driven by financial necessity, opportunities will be explored in a constructive way to capture the benefits of more collaborative working with others in the public, private, not for profit and voluntary and community sector. These opportunities have arisen due to the challenges we all face in terms of capacity, recruitment and retention of staff and should enable continued and improved service delivery for local people. We have already had positive discussions with potential partners.

It must be recognised that despite the efforts that will be made to re-design services and reduce costs, implementing significant further staffing and cost reductions will have a direct impact on service delivery levels and quality. The council will likely be less responsive and will have very little capacity for any activity which is not funded by an external source, is a priority Health and Safety activity or a core statutory duty.

The following proposals have been subject to consultation and comments were invited from residents, partners, staff and stakeholders. The consultation feedback was reported to the Cabinet on 4th December, and the amended proposals are now to be considered by Full Council on 13 December.

Additional information: Equality impact assessment

An assessment has been undertaken for each of the budget planning proposals, informed by feedback from the consultation process.

The section following each proposal sets out the council’s assessment of the likelihood of negative impact on any of the protected characteristic groups as defined by the Equality Act 2010. The assessment states whether the impact is thought to be Low – Medium – High and the mitigations that will be taken to reduce any negative impact.

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Savings proposals	Further details	Savings			Equality Impact Assessment
		2024/25	2025/26	2026/27	
1. On-going programme to review and reduce service costs and staffing expenditure	<p>The council is continuing the programme of service reviews that were commenced last year.</p> <p>The savings proposed for 2024/25 include deletion of the Full Time Equivalent (FTE) posts following either a service review, restructure or by reviewing posts that have become vacant:</p> <p>a) Net savings from phase 2 of restructure Completed a review of management and staff structures following deletion of Marketing and Major Projects Manager post.</p> <p>A leaner service and management structure is in place that focuses on provision of essential services covering coastal, tourism, civic, event support, cultural, economic development and leisure services. There is now a reduction in capacity currently around non statutory, non-grant funded and non-income generating activity. This area however retains the ability to grow</p>	£160,000	£160,000	£160,000	<p>Equality Impact - Low Whilst no disproportionate service impact has been identified on any of the protected characteristics groups as identified by the Equality Act 2010 there is a reduction in staff capacity and projects that are valued by the community.</p> <p>The remaining resource levels are considered appropriate to meet our statutory duties and we will continue to seek external or alternative means of funding these activities with partners</p>

	<p>dependent on income generation and external grant funding levels.</p> <p>b) Vacant posts</p> <ul style="list-style-type: none"> • Customer Services Officer (CCC) 1 FTE • Vacant business support officer post 1 FTE • Vacant planning administration officer post 1 FTE • Vacant Warden post 1 FTE • Delay recruitment to vacant Planning Policy technical officer for 1year 0.6 FTE 	<p>£167,000</p>	<p>£167,000</p>	<p>£167,000</p>	<p>RE: Customer Services officer post - We continue to promote channel shift to My Hastings and self-service for those residents who can use these channels, the remaining staff resources are prioritised to support the most vulnerable and/or digitally excluded residents.</p>
<p>2. Service Delivery Model Transformation Programme</p>	<p>The council implemented a digital transformation programme in 2015/16. This further transformation programme will build on that work and will explore opportunities to transform how we work to further reduce costs and to create more capacity and resilience by sharing resources, systems and skills with others.</p> <p>a) Back office operating model re-design</p> <p>The first workstream of this programme will begin in January 2024 and will aim to share resources, streamline functions and maximise capacity and transferable skills to meet demand peaks across all service areas, at a lower cost.</p> <ul style="list-style-type: none"> • A savings target for this project has been set to achieve a reduction of at least 2 full time 	<p>£55,000</p>	<p>£55,000</p>	<p>£55,000</p>	<p>Equality Impact - None</p> <p>No disproportionate impact has been identified on any of the protected characteristics groups as identified by the Equality Act 2010.</p> <p>However, this will continue to be assessed through the process of developing shared service proposals and will be a key consideration in service re-design.</p>

	<p>equivalent posts, ideally through a process of voluntary severance from 1st April 2024.</p> <ul style="list-style-type: none"> • In scoping the review, the functions of all administration posts across services, grades 10 – 6 will be considered. • By taking this project review approach individuals and teams will be at the heart of the re-design work and will be able to contribute to and consider proposals before final decisions are made. <p>b) Sharing services The second workstream which has already started is the work to capitalise on new opportunities to improve or sustain service delivery by working with others.</p> <ul style="list-style-type: none"> • A service delivery model transformation team will be established who will work with HBC and our partners throughout this process. • This team will be funded by ‘invest to save’ resources identified to support the project and achieve the targeted savings. • External funding will also be sought to facilitate this work – this is being made available by various organisations because it is an approach many councils are taking to address their deficits. • The project will commence in early 2024. <p>This two-three-year programme will focus on opportunities for sharing back-office and essential services where others have the same statutory duty</p>	<p>£386,000</p>	<p>£724,000</p>	<p>£965,000</p>	
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	<p>and/or savings can be made from management, administration, sharing and rationalising systems etc. or by providing the service for others.</p> <p>A key part of this work will be business process mapping. This will identify savings that can be achieved by implementing new ways of working even if services are not able to be shared at this time.</p> <p>Priorities for transformation and sharing depend on the opportunities available with other potential partner councils and public organisations, but over the lifetime of the project will include all services.</p> <p>Year 1 priorities for exploring potential for sharing are:</p> <ul style="list-style-type: none">• Chief Executive's division (SLT)• Accountancy and Exchequer services• Audit• Communications and graphic design• Environmental Health and Licensing• Estates and Building surveyors• Housing Management and administration• Human Resources• Information technology• Legal Services• Planning enforcement• Planning services (development management and planning policy)• Programmes and compliance• Revenues and Benefits <p>The potential savings from this programme have been identified as follows:</p>				
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	<p>Total staff cost of the areas listed above: £5.7m Total Full Time Equivalent staff is: 139.9FTE A range of savings targets have been considered: 10%, 15% and 20%.</p> <p>The target proposed: is to reduce the costs of these services by 15% i.e. 21 FTE posts, saving £865k, plus £100k of associated supplies and services costs = £965k</p> <p>The profile of the savings is based on recognition that these savings will take time to identify and implement and we need to work to the timescales of partner councils. For financial and strategic planning purposes we have assumed that we will achieve:</p> <p>40% in 2024/25 75% in 2025/26 100% in 2026/27</p>				
<p>3. White Rock Theatre</p>	<p>The council has been successful in identifying a charitable organisation to lease and run the theatre over the medium term.</p>	<p>£25,000</p>	<p>£75,000</p>	<p>£75,000</p>	<p>Equality Impact - None</p>
<p>4. Community safety</p>	<p>Rather than reducing this priority activity, the work funded by the council’s revenue grant to address community safety issues across the town will be funded from the community safety reserve for 3yrs.</p>	<p>£20,000</p>	<p>£20,000</p>	<p>£20,000</p>	<p>Equality Impact - None</p>
<p>5. Events</p>	<p>Reduce the events budget by £15k</p>	<p>£15,000</p>	<p>£15,000</p>	<p>£15,000</p>	<p>Equality Impact - Low</p>

	Seek an update by February 2024 from event organisers regarding their progress in becoming self-sufficient (as discussed during 2023/24)				
6. Regeneration activity budget	<p>Major regeneration funding now is accompanied by capacity funding and therefore the levels of support needed from core budgets to develop schemes is reduced.</p> <p>These cost centres supported capacity for developing bids and supporting one of regeneration initiatives such as the Seafront Wi-Fi. 3 Year seafront Wi-Fi contract ceases in March 2024 – proposal to cease due to technology now making this obsolete.</p>	£64,000	£64,000	£64,000	Equality Impact – Low
7. Anti-social behaviour pilot	Seek alternative external funding opportunities and therefore delay introduction of pilot to tackle Anti-Social Behaviour in urban and countryside parks (this was a growth item in the budget agreed in February 2023 to be in place from mid-way through 2024/25 part-year).	£10,500	£21,750	£21,750	<p>Equality Impact – Low*</p> <p>*This will be kept under review if the council is unable to secure alternative funding</p>
8. Youth council	Cease budget from 24/25 and find more effective means of engaging with youth representatives at key strategic and operational decision-making meetings. E.g. invite youth members onto the Local Strategic Partnership and associated bodies, seek input from those engaged with youth projects and via learning through the Connected Futures research work, into how youth voice can be better heard by town leaders and decision-making bodies.	£12,000	£12,000	£12,000	<p>Equality Impact – Medium</p> <p>Whilst this proposal directly impacts on a protected characteristic the council is seeking alternative ways of ensuring that young people’s views are heard at a strategic and decision-maker level.</p>
9. Cashless operations	Introduce cashless services to save costs on cash collection contract.	£25,000	£25,000	£25,000	Equality Impact – High

					The council will aim to make alternative arrangements for essential items for those who are unable to pay for council services with a phone or bank card.
10. Food safety inspections	Bring food safety inspections work in-house	TBC	TBC	TBC	Equality Impact - None
11. CCTV	Cost savings from new contract for transmission and maintenance costs following an upgrade to technology. No change to service delivery.	£20,000	£20,000	£20,000	Equality Impact - None
12. Public Convenience Cleaning	Cleaning contract – actual cost of the new service is less than was budgeted.	£30,000	£30,000	£30,000	Equality Impact - None
13. Stray dogs contract	Savings from re-tendered contract without impacting on service.	£7,000	£7,000	£7,000	Equality Impact - None
14. Asset sales – details TBC	<p>The CIPFA asset management review recommendations will be bought forward by early 2024. Individual business cases will be developed for assets identified for disposal.</p> <p>The estimated savings will be achieved on the revenue budget from reduced interest payments and Minimum Revenue Provision if we use capital receipts instead of borrowing to fund the capital programme.</p> <p>A business case will be bought forward for selling a number of under-utilised ‘for hire’ beach huts for permanent or long-term lease (sale of 10 beach huts could produce c.£250k capital receipt).</p>	£500,000	£500,000	£500,000	Equality Impact - None

	Further savings may be achieved through implementation of a new Strategic Asset Management plan and in line with transformed service delivery models (see 2 above).				
15. Contingency	Instead of retaining budgets for 'just in case' contingency use, centralise budgets and determine strategic priorities.	£100,000	£100,000	£100,000	Equality Impact - None
16. Renewals and Reserves changes	Change the way we fund repairs and renewals reserve. This will enable better oversight of whole costs of assets and planning for future maintenance programmes. All asset maintenance plans are being reviewed and spend will be limited to health and safety priorities or to preserve existing/generate new income.	£300,000	£300,000	£300,000	Equality Impact - None
17. Capital projects costings	The council develops a 'true and whole cost' project / capital programme (buildings etc.) approach that is looking to maximise external funding opportunities and accounting treatment in relation to, but not exclusive to, staffing costs.	£100,000	£100,000	£100,000	Equality Impact - None
18. IT reserve	Changing how spend is managed - an annual revenue budget to be agreed to cover known costs, then all additional spend will require a business case to be agreed. This also ensures that appropriate costs are reflected in the capital programme budget.	£75,000	£75,000	£75,000	Equality Impact - None

New Income proposals		2024/25	2025/26	2026/27
19. Fees and charges	Following a review of fees and charges the council has reflected the increased costs of delivery in the fees for services (these are to be agreed at Cabinet on 4 th December)	+ £120,000	+ 300,000	+£300,000

	Equality Impact: The fees and charges have been structured to protect the residents with the least ability to pay.			
20. Treasury investment	Aim to maximise investment returns and improve performance on the money the council has invested.	+ £400,000	+£400,000	+£400,000
21. New Homes Bonus	102 New Homes identified as part of external review and additional NHB grant expected as a result of the work.	+ £179,400	+£179,000	+£179,000

Total savings/income listed above	£2,770,900	£3,349,750	£3,590,750
Plus: housing savings not listed above in relation to revised targets based on current expectations re: Affordable Housing Supply (including Rough Sleeping Accommodation Programme purchases) and the Housing Acquisitions programme.	£1,175,820	£1,175,820	£1,175,820
Equality Impact: positive impact for the most vulnerable people in the town.			
Total	£3,946,720	£4,525,570	£4,766,570
Adjusted MTFS Budget gap	£4,006,000	£5,300,000	£6,100,000
Further savings to find	(£59,280)	(£774,430)	(£1,333,430)
NB If only 80% of savings are achieved then additional savings required of	(£848,624)	(£1,679,544)	(£2,286,744)

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Other reviews underway/ to be completed that will identify cost savings, new income, cost avoidance or new ways of working over next 6-12 months (NB Equality impact assessments will be undertaken as part of the review processes)
22. Undertake a review regarding council tax to include: <ol style="list-style-type: none"> a. A Single person discount review to be undertaken to identify any potential changes which will bring in additional revenue to fund council services. b. An Empty Homes review is being undertaken to ensure all homes that are eligible for a council tax charge are contributing to the cost of council services and fraudulent activity is reduced. c. Review of council tax reduction policy and second/holiday homes council tax

23. A business case is to be developed to introduce a more commercial approach to hiring of council venues and sites as demand for event space is increasing.
24. Commercialisation and new trading opportunities explored following creation of the new Operational Services team – street cleansing, grounds maintenance etc.
25. Undertake a wide-ranging review, to involve residents in 2024/25 of the costs of public conveniences to include options around charging. NB No changes will be made in 2024/2025.
26. Additional proposals to reduce the cost and usage of temporary accommodation costs (over and above what is already planned).
27. Invest to save debt collection business case proposal brought forward.
28. Review and where necessary re-tender contracts held across HBC facilities e.g. security, confidential waste, photocopiers, mobile phones etc.
29. In early 2024/25 implementation of a review of Housing Services – staff structure, use of external funding, options for sharing activities.
30. Review of parks service and staffing structure once new grounds maintenance service has been operational for 6 months.
31. Development of a business case for invest to save resources to explore a cultural trust model for sustainable future for cultural assets.
32. Review out of hours arrangements ensuring council has capacity to respond appropriately in emergencies and out of office hours.
33. Review evidence for further housing licensing scheme and depending on outcome develop a business case that is cost-neutral to HBC.
34. Seek opportunities to expand the successful Active Hastings programme across neighbouring areas and via their role in addressing health inequalities within the levelling up programmes.
35. Develop proposals to use Levelling Up funding to invest in playgrounds and ensure they are not at risk of closure in future due to lack of funding for maintenance etc.
36. Pause applications for Green Flags for the town's Parks whilst we embed our new Grounds Maintenance team and review whether the standards are contrary to our climate emergency/ biodiversity net gain aspirations.

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The council ran a public consultation on the budget proposals from Friday 10 November to Friday 1 December with comments welcome by email and on an online form. This was promoted on the council's website, social media channels and in the residents' newsletter. There were 109 responses on the form and email. The comments have been shared with councillors and senior officers.

Comments were broadly in support of shared services and the proposals to make savings. There were many comments about the cost of housing services and how this could be tackled, with suggestions around increased council tax for holiday homes/Air BnB properties. These will be passed to the Housing and Homelessness Task Force for discussion as part of their work to tackle the housing crisis. The responses also showed strong support for keeping public toilets open and free, and for keeping cash options available. Reviewing contracts, looking at the IT reserve, changing contracts for CCTV provision and stray dogs, carrying out a review of empty homes and bringing food standards inspections back in-house were very strongly supported.

Cllr Paul Barnett presented to the Local Strategic Partnership (LSP) on Monday 27 November and there was discussion about the budget consultation. Comments included that the voluntary and community sector is keen to work with the council but that there needs to be capacity at a senior level to make decisions at meetings with the sector. Lots of the issues facing Hastings are town issues rather than borough council issues so there is the chance to keep working together with real partnership and joint investment. Working with other agencies including Southern Water, the Police and East Sussex County Council was also encouraged to improve some of the issues within the town.

There were questions about what proposed cuts will leave, eg for the youth council or events – will there be any funding left for these after the proposed cuts.

There were concerns about moving more services to digital around inclusion, and a discussion around the digital inclusion work being done by HEART and the sector. There is the opportunity for the council to get involved with that work.

The council also held a drop-in session at Stade Hall on Tuesday 28 November where residents could speak to councillors and senior officers. Comments and suggestions from the public meeting at Stade Hall included support for selling council assets; the need for post-flooding planning and climate change action; whether we could pay senior officers less; are there other services that could be brought back in house; and the importance of marketing Hastings further and louder.

Cllr Barnett also presented to the Hastings Chamber of Commerce at their meeting on Thursday 30 November. Questions included an update on how things have changed since he attended the January meeting; how we're learning from other councils around housing and how to manage the housing crisis; what's happening after flooding in the town centre; he also explained what a s114 means for councils and how he is keen for the public, private and third sector to work together to achieve the best for Hastings.

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Report to: Cabinet

Date of Meeting: 4 December 2023

Report Title: Fees and Charges

Report By: Kit Wheeler, Chief Finance Officer

Purpose of Report

This is the annual review of the Council's fees and charges.

Recommendations

- 1. Fees and Charges be increased by a minimum of 10% except where there are clear reasons for not doing so, or where charges are on a statutory basis.**
- 2. Fees and charges proposed by services be agreed.**

Reasons for Recommendations

The Council relies on income from fees and charges to provide services and supplement Government funding where this does not fully cover the cost of the service, we as a Council provide. Historically costs have continued to increase whilst central funding decreases.

Background

1. The Council provides a wide range of services to the local community and visitors for which it can make a charge – either under statutory powers (set by the Government) or discretionary (set by the Council).
2. The purpose of the Fees and Charges Strategy is to provide a framework and set out the key principles to be adopted in the annual review and setting Fees and Charges.
3. It is important for the Strategy to become embedded and linked to the Council's Medium Term Financial Strategy (MTFS). It should also compliment the Council's key objectives and priorities, i.e., as reflected in specific subsidies and concessions where there is a need to ensure comprehensive participation by the local community.
4. The main focus of the Fees and Charges strategy is on discretionary charges, i.e., where the Council can exercise some degree of control. The aim is to ensure that the Council makes optimum use of its charging powers having regard to its core priorities and objectives. This will help to fulfil its place-shaping responsibilities.
5. It is imperative that we find an equilibrium between increasing our fees and charges to aid our services to deliver what they need to, whilst recognising that the wider, potentially, negative social and economic impact on our residents will be far greater over the next couple of years and needs to be taken into consideration.
6. The Council is recommended, as best practice, to consider its fees and charges in a context that is wider than simply income generation. To that end Councils are encouraged to produce a fees and charges strategy against which annual reviews are considered.

Introduction

7. A Fees and Charges strategy has been in place for a number of years. This has been updated for 2024/25 and is included in Appendix A.
8. The Council's total fee income budget for 2024/25 amounts to c.£6.8m. To protect the real value of this income the Council needs to review its fees and charges on an annual basis.
9. Each service has been asked to review its fees and charges with a suggested increase of 10% increase in mind or to provide justification as to why a lower increase is recommended.
10. Ordinarily to maintain the value of fees and charges income, the minimum increase should reflect inflation – based on the retail price index.
11. Therefore, a comparison between previous years can be found below for reference.

	October 2021	October 2022	October 2023
RPI (%)	6.0	13.4	6.1

12. A decision was taken earlier in the financial year corporately for planning purposes to apply a recommended rate of increase of 10%. This was based on an estimated rate of RPI being around 7% + 3% additional charge.
13. The additional charge was designed to mitigate any variations from the October RPI to cover any previous year's negative fluctuations. For example, as part of the previous fees and charges work the RPI rate used has seen mixed success over the previous financial years.
14. For example, the rate applicable for fees and charges for 2023/24 financial year have averaged at 9.5% RPI year to date but has been as high as 11.4% in April this financial year.
15. Fees and charges in 2022/23 had a base rate set of 3.9% after basing the uplift for the forthcoming year on Julys RPI figure with an actual financial year average of 12.8%.
16. The average rate is only a guiding principle in terms of approach, and service areas are encouraged to put forward their views and consult on the actual rate applied in order to set the most appropriate and realistic fee for individual services the Council provides.
17. This will allow for other factors to be considered such as the local economy not being as a strong as expected and broader economic stagnation. This could also result in a pricing structure to protect the most vulnerable as well as reviewing what services cost to run.
18. Historically the council has tried to keep any increases to a minimum to reduce the impact on residents and visitors to the town. Last year's average increase of 10% did, rightly factor in the anticipated global events that we have experienced over the past financial year.
19. The Council can no longer absorb increases due to inflation and needs to be able to recoup any additional costs from its fees and charges.
20. The figure being calculated as part of this piece of work is again based on the markets future expectations around cost pressures and inflation rates for the next twelve months.
21. Whilst many of the fees and charges become effective from the new financial year, some fees, and charges, for regulatory and consultation purposes, need to be communicated in advance of this report and agreed under delegated authority. An example of this is Beach Huts where communication has already taken place with those impacted.
22. The changes made as part of this process are not made without due challenge and consideration to the impact that they will have on our residents and visitors to the Town.
23. This rigorous process whereby senior politicians have been involved in scrutinising each charge has been a significant time commitment and seen as a priority over the past few months.

24. However, it is believed that these decisions, no matter how difficult to make, will allow us as a Council to continue to provide the excellent services that our citizens have come to expect from us, whilst helping to maintain our financial resilience which under the current circumstances is more challenging than ever.

Allotments

25. Allotment fees are subject to the Allotments Act 1950, which states under Section 10(1) “the minimum increase in rent will reflect inflation based upon the Retail Price Index (RPI) at that time”. And the recommendation is that current fees are raised by 7%.

26. However, it should be noted that each tenancy agreement has a different level of fees currently charged. There are 651 plots, the cost of each plot depends on the on the number of rods or proportion therein.

Beach Huts & Chalets

27. It is agreed that Beach Huts and Chalets are increased by 12%.

Car Parking

28. It is proposed that car parking charges will be increased by the recommended minimum of 10% across the winter and summer tariffs, with the exception of Pelham Place and Rock-a-Nore car parks which will have a 20% increase in the summer tariff. These two car parks are Foreshore Trust owned and this will need to be separately agreed by the Charity Committee.

29. In addition, the renewal of the RingGO contract will require a change in the way transaction fees are charged, with the 20p transaction fee passed to the customer when using the RingGo App or automated line. Currently the cost to the council is 8p for every RingGo transaction made. This would be an automatic saving of at least £42K per year to the council based on a similar amount of RingGo transactions as there were in 2022/23.

30. It is proposed not to increase the car parking charges for Summerfield’s and Falaise and remain at current pricing. Usage has decreased and increase in charges along with the RingGo transaction customer fee will lead to a disproportionate increase and may affect leisure facilities usage.

Cemetery & Crematorium

31. Charges to increase mostly by 10% RPI with the exception of the use of Chapel for a memorial service only, without cremation or burial on our premises. which is proposed to be increased by 39.8%.

32. Child fees are set at half adult fees. These are to be claimed back from the government’s Children’s Funeral Fund. This is purely an administration requirement to include as part of the Councils Fees and Charges list and has no impact on the family i.e., the impacted family would not bear any of these costs.

East & West Cliff Railways

33. Charges to the East and West Hill Lift are proposed to increase between 11.9% and 42.9%, This has been necessitated due to recent high investment and long-term cost of running the service.
34. It is also proposed that the weekly family tickets cease, as the Adult and Child season tickets will afford regular users' better value.

Events

35. Having benchmarked our fees and charges against other local authorities it is recommended that most are increased in line with RPI at 10% plus 5% to cover the increase in energy and other associated costs. However, booking fees for local organisations will not be increased.
36. For major commercial events, fees should be 25% of the total booking value if that value exceeds the basic proposed fee agreed on application.

Garden and Bulky Waste

37. It is proposed that Garden Waste for the next financial year increase by 12%, and that bulky waste is not increased.

Licensing

38. It is only possible to increase a small number of the fees and charges by the proposed increase of 10% RPI, all others are fixed internally to ensure that the fees and charges do not exceed the cost of providing the service. Others are fixed externally and set by the Secretary of State or are at the Maximum level set by the Government.

Pest Control

39. It is proposed to increase these fees and charges by 10% RPI for domestic premises and general charges and keep the percentage reduction for concession rates the same as previous years.

Miscellaneous Environmental Health Fees

40. For those charges that can be increased, it is proposed to increase by 10% RPI. The majority of fees and charges cannot be increased as they are fixed statutory fees.

Museum & Art Gallery

41. The fees to be increased as follows:

1. Ceremonies	Current	Proposed	Increase
i. Ceremony	£475.00	£525.00	10.5%
ii. Ceremony + Refreshments	£800.00	£880.00	10.0%
iii. Ceremony + Reception	£1,250	£1,250	0%
2. Room (per room/per hour)	Current	Proposed	Increase
i. Charities/Local Groups, 10am-5pm	£20.00	£22.00	10.0%
ii. Charities/Local Groups, from 5pm	£60.00	£66.00	10.0%
iii. Commercial, 10am-5pm	£30.00	£33.00	10.0%
iv. Commercial, from 5pm	£100.00	£110.00	10.0%

Planning Services

42. No planned changes to Local Land Charges or Statutory fees and services as this is not permitted where they are statutorily set or exceed the cost of providing the service.

43. Other discretionary services such as Street Naming and Numbering has been proposed to be increased by the recommended 10% or more, where there has been in a change in the nature of the service provided or an increase in the resource requirements to deliver the service.

Sports Pitches

44. It is proposed that fees and charges increase at the recommended 10% level except in the case of Football pitches and multi use games areas, where no increase is proposed.

Overview

45. All Fees and Charges are listed in Appendix B and C and will vary in their percentage increase for various factors. One example for this variance could be for example, where a service wishes to keep to a 'round' amount for ease and experience of customers as well as making it easier for staff and system changes.

46. As a result, some of the changes are higher than the recommended 10% as well as lower, where decisions were made to 'round'.

Financial Implications

47. There are implications for the Council should it choose not to increase fees and charges. The Council is effectively cash limited through the level of government grant it receives and the "cap" on the level of Council Tax it can raise.

48. The total proposed increase in Fees and Charges in 2024/25 will potentially lead to an estimated Income budget increase of c.£120k, although actual final amount will be confirmed as part of budget setting.

49. If fees and charges are not increased as recommended, then to achieve a balanced budget in future years the Council’s options are as follows:

- Make further efficiencies.
- Cut services more deeply to meet overall financial demands.
- Use up the limited reserves it has, quicker than the current Medium Term Financial Strategy is forecasting.

Timetable of Next Steps

50. Please include a list of key actions and the scheduled dates for these:

Action	Key milestone	Due date (provisional)	Responsible
Advise service users of increased fees	Date Fees increase	1 January 2024 or 1 April 2024 depending on fee	SLT
Build increased income into budget	2024/25 Budget	February 2024	Chief Finance Officer

Wards Affected

All

Policy Implications

Reading Ease Score: 12.2

Have you used relevant project tools: N

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	Y
Crime and Fear of Crime (Section 17)	N
Risk Management	N
Environmental Issues & Climate Change	Y
Economic/Financial Implications	Y
Human Rights Act	N
Organisational Consequences	N
Local People's Views	Y
Anti-Poverty	Y

Additional Information

Appendix A - Fees and Charges Strategy
Appendix B – Fees and Charges (Exc. Parking)
Appendix C – Parking Fees and Charges

Officer to Contact
Kit Wheeler (Chief Finance Officer)
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FEES AND CHARGES STRATEGY– 2024/25

1 Introduction

- 1.1 The Council provides a wide range of services to the local community and visitors for which it is able to make a charge – either under statutory powers (set by the Government) or discretionary (set by the Council).
- 1.2 Income from fees and charges is an important source of revenue for the Council.
- 1.3 The purpose of this Strategy is to provide a framework and set out the key principles to be adopted in the annual review and setting of General Fund Fees and Charges. A similar strategy was produced in respect of last year. It is important for this Strategy to become embedded and linked to the Council's Medium Term Financial Strategy (MTFS). It should also compliment the Council's key objectives and priorities, i.e., as reflected in specific subsidies and concessions where there is a need to ensure comprehensive participation by the local community.
- 1.4 The main focus of this strategy is on discretionary charges, i.e., where the Council can exercise some degree of control. The aim is to ensure that the Council makes optimum use of its charging powers having regard to its core priorities and objectives. This will help to fulfil its place-shaping responsibilities.
- 1.5 It is imperative that we find an equilibrium between increasing our fees and charges to aid our services to deliver what they need to, whilst recognising that the wider, potentially, negative social and economic impact on our residents will be far greater over the next couple of years and needs to be taken into consideration.

2 Background and Context

- 2.1 Broadly, fees and charges fall into one of two categories:
 - Non-discretionary (statutory) – these are set by the Government and include planning, licensing, etc.
 - Discretionary (there is no legal obligation) – these are set by the Council in line with the current policy for services such as Leisure, Arts and Car Parking.
- 2.2 Each year, fees and charges are reviewed as part of the Council's budget setting process – usually to reflect an increase in line with RPI inflation.
- 2.3 RPI rates for the past three years are shown for comparison purposes below:

	October 2021	October 2022	October 2023
RPI (%)	6.0	13.4	6.1

- 2.4 Charges do more, however, than just raise income and lower the burden on the general council taxpayer. They play a significant role in the achievement of a range of Council priorities from social inclusion to the contribution towards the health of the local community. In addition, they play a key role in:
- service delivery.
 - raising income and helping to deliver a balanced budget.
 - controlling access to services.
 - responding to competition - setting prices higher or lower than market rates.
 - funding investment in new/existing services.
 - affecting (and influencing) public behaviour, i.e., to influence the level and timing of use, e.g., use of transport.
- 2.5 Increasingly, there is a need to demonstrate the costs of chargeable services and the extent of any subsidy or concession.

3 Factors to consider when reviewing Fees and Charges

- Charges should be fair and equitable; transparent, easy to understand; and applied consistently. In some circumstances, the Council will offer subsidies to all users or concessions to specific user groups where this is consistent with achieving its core objectives. However, it will not provide subsidy to commercial operators from the council taxpayer.
- Aligned with budget setting, the annual review of fees and charges is a focus on delivering service priorities and dealing with potentially sensitive or contentious issues. It may also help to close any funding gap.
- The appropriateness of charges should be regularly reviewed as part of a 3-year rolling programme (linked to the Medium term Financial Strategy and supporting strategies) in order to consider issues relating to cost recovery, income generation, concessions, etc.
- Where appropriate, specific strategies for significant income streams should be produced, e.g., car parking.
- Where appropriate, relevant partners and stakeholders should be consulted as part of any significant review of charges (e.g., structural review).
- Where necessary charges should undergo an equality and diversity impact assessment to ensure they fully comply with any legislative requirements.

4 Budgetary Principles

- Any fee or charge should look to cover the full cost of the service, including the cost of capital except where Members have agreed otherwise.
- Where less than full cost is being recovered, the justification for the decision is reviewed at least every 3 years to ensure it remains valid and that significant income is not being lost.

- Where there is a policy to provide a subsidy level or concession this should be clearly documented and the level of subsidy/concession calculated, together with the financial implications.
- Where increases to current charges are being proposed then income profiling models should be completed in order to accurately predict future income levels.
- Where leases contain rental profiles, these should be documented and incorporated into the budget setting process.
- Where appropriate, benchmarking data from other providers of the service (including private sector) should be included in the service plan and explanations for significant differences should be provided. However, it should be recognised that local variations in charging is an inevitable consequence of flexibility to use charges in ways that meet local circumstances.
- As a minimum, once the charge has been set, it should be increased annually in line with inflation unless this conflicts with agreed policy.
- Material fluctuations in charges year on year (+/- 5%) will be highlighted as part of the annual review process.
- The setting of fees and charges should be made in accordance with the current VAT regulations.
- Where appropriate, the cost of administering the charge, including debt collection should be proportionate to the income generated.

5 Setting the Right Level and Structure of Charges

- 5.1 This is crucial because it has a significant effect on how well the Council achieves its financial, service and core objectives.

6 Annual Review

- 6.1 Fees and charges are reviewed annually by lead members.
- 6.2 The Constitution (Para 86, Part 8) allows for the approval of charges to be made by Directors or their nominees in accordance with Council policies and any criteria approved by Cabinet. The charges are thus determined in accordance with this strategy. There have been calls to review charges when setting the annual budget – but this can be problematic, some, e.g., beach huts charges need to be determined well in advance of the annual renewal date in January of each year.

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Appendix B: Fees and Charges (Exc. Parking)

ALLOTMENTS FEES AND CHARGES FROM 1 APRIL 2024

	<u>Charges 2023-24</u>	<u>Percentage Increase</u>	<u>Charges 2024- 25</u>
Rent per rod per year	£10.34	7.0%	£11.06
Water charge per rod per year	£2.08	7.0%	£2.23

Appendix B: Fees and Charges (Exc. Parking)**CHALETS AND PRIVATE HUTS FEES FROM 1 JANUARY 24**

Site Name	Charges 2023-24	Percentage Increase	Charges 2024-25
Marina	£2,440.00	12.0%	£2,733.00
Solarium	£2,440.00	12.0%	£2,733.00
West Marina Front Row	£1,564.00	12.0%	£1,752.00
West Marina Back Row	£1,495.00	12.0%	£1,674.00
West of Haven & Glyne Gap HBC Beach Huts	£2,171.00	12.0%	£2,432.00
White Rock Chalets	£1,715.00	12.0%	£1,921.00
Victoria - Peak	£306.00	12.0%	£343.00
Victoria - off Peak	£193.00	12.0%	£216.00
Full Season	£2,379.00	12.0%	£2,664.00
West of Haven front	£811.00	12.0%	£908.00
West of Haven Middle/Back	£676.00	12.0%	£757.00
Glyne Gap east	£656.00	12.0%	£735.00
Glyne Gap West	£584.00	12.0%	£654.00
Tackle Huts	£246.00	12.0%	£276.00
Tackle Huts Large	£494.00	12.0%	£553.00
Inboard Boats	£187.00	12.0%	£209.00
Rowing/Outboard Boats	£103.00	12.0%	£115.00
Boxes	£85.00	12.0%	£95.00
Winch Hand	£80.00	12.0%	£90.00
Winch Power	£159.00	12.0%	£178.00
Administration fee	£192.00	12.0%	£215.00

Appendix B: Fees and Charges (Exc. Parking)

**Price Information
Effective from 1st January 2024**

Cremation Fees

The TOTAL Cremation fee includes: medical referee fee, use of the Chapel for 30 Minute service, use of chapel organ or recorded music, all attendances after the coffin has been placed on the catafalque, strewing of ashes in the Cemetery Gardens (unwitnessed), Certificate of Disposal, cremated remains box with paper liner if required.

(No chapel use with direct cremation)

Description	Fee 2023	VAT	TOTAL	Percentage Increase	Charge 2024	VAT	TOTAL 2024
Adult -19 years and over (19 if they have not remained in education or further education). Reduced fee for 9.00/9.15 time slot – Direct cremation only.	£462.00	N/A	£462.00	7.0%	£494.00	N/A	£494.00
Adult – 19 years and over (19 if they have not remained in education or further education). Reduced fee for 9.30 time slot only.	£669.00	N/A	£669.00	7.0%	£716.00	N/A	£716.00
Adult -19 years and over (19 if they have not remained in education or further education).	£827.00	N/A	£827.00	7.0%	£885.00	N/A	£885.00
The Cremation of Body Parts (Regulations 2000) 19 years and over (19 if they have not remained in education or further education).	£181.50	N/A	£181.50	7.0%	£195.00	N/A	£195.00
Body parts (child) up to and including the age of 18 (*or 19 if they remain in education or further education).	(50% adult fee - reclaimed)	N/A	(50% adult fee - reclaimed)		(50% adult fee - reclaimed)	N/A	(50% adult fee - reclaimed)
Environmental Surcharge (APPLICABLE TO ALL CREMATION FEES).	£67.00	N/A	£67.00	0.0%	£67.00	N/A	£67.00

Additional Fees and Charges for cremation

Description	Fee 2023	VAT	TOTAL	Percentage Increase	Charge 2024	VAT	TOTAL 2024
Use of Chapel for additional period.	£259.00	N/A	£259.00	10.0%	£285.00	N/A	£285.00
Use of Chapel for a memorial service only, without cremation or burial on our premises.	£259.00	N/A	£259.00	39.8%	£362.00	N/A	£362.00
Late paper fee-arrival of Statutory Forms after 9:30 2 working days prior).	£71.67	£14.33	£86.00	10.0%	£79.00	£15.80	£94.80
Cancellation of cremation (after 9.30am preceding day).	£385.83	£77.17	£463.00	10.0%	£425.00	£85.00	£510.00

The **TOTAL** Cremation fee includes: medical referee fee, use of the Chapel for 30 Minute service, use of chapel organ or recorded music, all attendances after the coffin has been placed on the catafalque, strewing of ashes in the Cemetery Gardens (unwitnessed), Certificate of Disposal, cremated remains box with paper liner if required.

(No chapel use with direct cremation)

Cancellation of MEMORIAL SERVICE or extended service time (after 9.30am the preceding day)**.	£130.83	£26.17	£157.00	10.0%	£144.00	£28.80	£172.80
Funeral service over running agreed time and encroaching into the next time slot, including the 3.15 accounting for 30 minutes for a single time and 75 minutes for a double time.	£259.00	N/A	£259.00	39.8%	£362.00	N/A	£362.00
Temporary Deposit of Cremated Remains (per month), from 28 days after the cremation.	£60.00	£12.00	£72.00	10.0%	£66.00	£13.20	£79.20
Duplicate Cremation Certificate NEW FEE .	N/A	N/A	N/A	NEW FEE	£12.00	£2.40	£14.40

Disposal of cremated remains

Description	Fee 2023	VAT	TOTAL	Percentage Increase	Charge 2024	VAT	TOTAL 2024
Unwitnessed General Strew for those cremated at Hastings in the Garden of Remembrance.	No Charge	No Charge	No Charge	0.0%	No Charge	N/A	No Charge
Strewing or Interment in Specific Area*.	£152.00	N/A	£152.00	10.0%	£167.00	N/A	£167.00
Unwitnessed General Strew to previously used areas.	£91.00	N/A	£91.00	10.0%	£100.00	N/A	£100.00
Unwitnessed General Strew - Cremated Remains from another Crematorium.	£64.00	N/A	£64.00	10.0%	£70.00	N/A	£70.00
Strewing or Interment in Specific Area - Cremated Remains from another Crematorium*.	£152.00	N/A	£152.00	10.0%	£167.00	N/A	£167.00
Witnessed scattering of remains over Garden of Remembrance only.	£64.00	N/A	£64.00	10.0%	£70.00	N/A	£70.00
Interring cremated remains into a cremated remains plot or grave*.	£152.00	N/A	£152.00	10.0%	£167.00	N/A	£167.00

The TOTAL Cremation fee includes: medical referee fee, use of the Chapel for 30 Minute service, use of chapel organ or recorded music, all attendances after the coffin has been placed on the catafalque, strewing of ashes in the Cemetery Gardens (unwitnessed), Certificate of Disposal, cremated remains box with paper liner if required.

(No chapel use with direct cremation)

Purchasing Exclusive Right of Burial

Purchase exclusive rights for 50 years. (All fees are double where the deceased was non-residents of the Borough of Hastings at the time of death).

Description	Fee 2023	VAT	TOTAL	Percentage Increase	Charge 2024	VAT	TOTAL 2024
Per Cremated Remains plot	£919.00	N/A	£919.00	10.0%	£1,011.00	N/A	£1,011.00
<i>To extend for further 25 years</i>	<i>£459.50</i>	<i>N/A</i>	<i>£459.50</i>	<i>10.1%</i>	<i>£506.00</i>	<i>N/A</i>	<i>£506.00</i>
Per Lawned Section grave space	£1,130.00	N/A	£1,130.00	10.0%	£1,243.00	N/A	£1,243.00
<i>To extend for further 25 years</i>	<i>£565.00</i>	<i>N/A</i>	<i>£565.00</i>	<i>10.1%</i>	<i>£622.00</i>	<i>N/A</i>	<i>£622.00</i>
Per Natural Burial grave space	£569.00	N/A	£569.00	10.0%	£626.00	N/A	£626.00
<i>To extend for further 25 years</i>	<i>£284.50</i>	<i>N/A</i>	<i>£284.50</i>	<i>10.0%</i>	<i>£313.00</i>	<i>N/A</i>	<i>£313.00</i>
Per Non-Lawned Traditional grave space	£1,821.00	N/A	£1,821.00	10.0%	£2,003.00	N/A	£2,003.00
<i>To extend for further 25 years</i>	<i>£910.50</i>	<i>N/A</i>	<i>£910.50</i>	<i>10.0%</i>	<i>£1,002.00</i>	<i>N/A</i>	<i>£1,002.00</i>
Per Children's section Grave - NON RESIDENT	£204.00	N/A	£204.00	10.0%	£224.00	N/A	£224.00
Child up to and including the age of 18 (*or 19 if they remain in education or further education) – not children's section - NON RESIDENT	£409.00	N/A	£409.00	10.0%	£450.00	N/A	£450.00
Child up to and including the age of 18 (*or 19 if they were in further education)- resident only (Reclaimed)	(50% adult fee - reclaimed)	N/A	(50% adult fee - reclaimed)	10.0%	(50% adult fee - reclaimed)	N/A	(50% adult fee - reclaimed)

Ordinary (non-purchased) grave spaces are only available where the deceased was a resident of the Borough at the time of death

The TOTAL Cremation fee includes: medical referee fee, use of the Chapel for 30 Minute service, use of chapel organ or recorded music, all attendances after the coffin has been placed on the catafalque, strewing of ashes in the Cemetery Gardens (unwitnessed), Certificate of Disposal, cremated remains box with paper liner if required.

(No chapel use with direct cremation)

Interment Costs

Description	Fee 2023	VAT	TOTAL	Percentage Increase	Charge 2024	VAT	TOTAL 2024
Adult – 19 years and over (*subject to above criteria)	£866.00	N/A	£866.00	10.0%	£953.00	N/A	£953.00
Child up to and including the age of 18 (*or 19 if they remain in further education – single depth)	No Charge (50% adult fee)	N/A	No Charge (50% adult fee)	10.0%	£477.00	N/A	£476.50
Extra depth to accommodate a future adult(s) Full Earth Burial in a designated child's grave.	£837.00	N/A	£837.00	10.0%	£921.00	N/A	£921.00
(not possible in baby Section)				10.0%	£0.00	N/A	£0.00
Child under 5 years - NON RESIDENT	£130.00	N/A	£130.00	10.0%	£143.00	N/A	£143.00
Child 5 years and up to and including the age of 18 (*or 19 if they remain in education or further education–single depth) - NON RESIDENT	£780.00	N/A	£780.00	10.0%	£858.00	N/A	£858.00
Adult (19 years and over – exclusions above) - NON RESIDENT	£1,732.00	N/A	£1,732.00	10.0%	£1,906.00	N/A	£1,906.00

There will be not charge to the cemetery or cremation for children funerals, these cost will be recovered from the Children's Funeral Fund, where possible.

The TOTAL Cremation fee includes: medical referee fee, use of the Chapel for 30 Minute service, use of chapel organ or recorded music, all attendances after the coffin has been placed on the catafalque, strewing of ashes in the Cemetery Gardens (unwitnessed), Certificate of Disposal, cremated remains box with paper liner if required.

(No chapel use with direct cremation)

Additional Fees and Charges for burial

Description	Fee 2023	VAT	TOTAL	Percentage Increase	Charge 2024	VAT	TOTAL 2024
Use of Chapel (including Organ)	£259.00	N/A	£259.00	10.0%	£285.00	N/A	£285.00
Use of Chapel for additional period (additional 45 minutes)	£259.00	N/A	£259.00	10.0%	£285.00	N/A	£285.00
Use of Chapel for a memorial service only without cremation or burial on our premises	£259.00	N/A	£259.00	39.8%	£362.00	N/A	£362.00
Cancellation of Direct to Grave service (after 9.30am the preceding day) NEW FEE		VARIABLE		NEW FEE	£200.00	£40.00	£240.00
Cancellation of Chapel and then to Grave service (after 9.30am the preceding day) NEW FEE*		VARIABLE		NEW FEE	£373.00	£74.60	£447.60
Late paper fee-arrival of Statutory Forms after 9:30am (2 working days previous)	£71.67	£14.33	£86.00	10.0%	£79.00	£15.80	£94.80
Adjoining Plot Reservation Charge (10 year period)	£276.00	N/A	£276.00	10.0%	£304.00	N/A	£304.00
Change of Ownership of Burial Rights (Statutory Declaration) AMENDED FEE	£84.00	N/A	£84.00	10.0%	£92.00	N/A	£92.00
Change of Ownership of Burial Rights (Probate) AMENDED FEE	£84.00	N/A	£84.00	10.0%	£92.00	N/A	£92.00
Maintenance of turf for one year only - as an addition to the general cemetery upkeep.	£103.33	£20.67	£124.00	10.0%	£114.00	£22.80	£136.80

The TOTAL Cremation fee includes: medical referee fee, use of the Chapel for 30 Minute service, use of chapel organ or recorded music, all attendances after the coffin has been placed on the catafalque, strewing of ashes in the Cemetery Gardens (unwitnessed), Certificate of Disposal, cremated remains box with paper liner if required.

(No chapel use with direct cremation)

To Erect an Approved Memorial

Description	Fee 2023	VAT	TOTAL	Percentage Increase	Charge 2024	VAT	TOTAL 2024
Headstone/Tablet/Vase not exceeding 2ft (600mm) or an Additional Inscription	£101.67	£20.33	£122.00	10.0%	£112.00	£22.40	£134.40
A Memorial exceeding 2ft (600mm) in height	£161.67	£32.33	£194.00	10.0%	£178.00	£35.60	£213.60
A full-size Kerbstone Set (Traditional Sections)	£161.67	£32.33	£194.00	10.0%	£178.00	£35.60	£213.60
A Memorial with full size Kerbstone Set	£190.00	£38.00	£228.00	10.0%	£209.00	£41.80	£250.80
A half size Kerbstone Set (Traditional Sections)	£101.67	£20.33	£122.00	10.0%	£112.00	£22.40	£134.40

The TOTAL Cremation fee includes: medical referee fee, use of the Chapel for 30 Minute service, use of chapel organ or recorded music, all attendances after the coffin has been placed on the catafalque, strewing of ashes in the Cemetery Gardens (unwitnessed), Certificate of Disposal, cremated remains box with paper liner if required.

(No chapel use with direct cremation)

Memorialisation Fees

Initial dedication are for a ten-year period; re-dedications are for a five-year period

Description	Fee 2023	VAT	TOTAL	Percentage Increase	Charge 2024	VAT	TOTAL 2024
Metal Plaque at a tree (if available)	£397.50	£79.50	£477.00	10.0%	£438.00	£87.60	£525.60
<i>Rededication cost</i>	£199.17	£39.83	£239.00	10.0%	£220.00	£44.00	£264.00
Metal Plaque at a Shrub (if available)	£379.17	£75.83	£455.00	10.0%	£418.00	£83.60	£501.60
<i>Rededication cost</i>	£190.00	£38.00	£228.00	10.0%	£209.00	£41.80	£250.80
Additional Metal Plaque (at tree or shrub for remainder of existing dedication period)	£155.00	£31.00	£186.00	10.0%	£171.00	£34.20	£205.20
Memorial Plate on a Kerbstone	£295.00	£59.00	£354.00	10.0%	£325.00	£65.00	£390.00
<i>Rededication cost</i>	£145.83	£29.17	£175.00	10.0%	£161.00	£32.20	£193.20
Memorial Bronze Wall Plaque	£371.67	£74.33	£446.00	10.0%	£409.00	£81.80	£490.80
<i>Rededication cost</i>	£186.67	£37.33	£224.00	10.0%	£206.00	£41.20	£247.20
Athenia Wall Plaque Inscription only	£357.50	£71.50	£429.00	10.0%	£394.00	£78.80	£472.80
Athenia wall plaque inscription with motif or picture	£420.00	£84.00	£504.00	10.0%	£462.00	£92.40	£554.40
<i>Rededication cost (New Fee)</i>		VARIABLE		NEW FEE	£197.00	£39.40	£236.40
Leather Panel	£293.33	£58.67	£352.00	10.0%	£323.00	£64.60	£387.60

The TOTAL Cremation fee includes: medical referee fee, use of the Chapel for 30 Minute service, use of chapel organ or recorded music, all attendances after the coffin has been placed on the catafalque, strewing of ashes in the Cemetery Gardens (unwitnessed), Certificate of Disposal, cremated remains box with paper liner if required.

(No chapel use with direct cremation)

Rededication cost	£146.67	£29.33	£176.00	10.0%	£162.00	£32.30	£193.80
Classic System Plaque	£236.67	£47.33	£284.00	10.0%	£261.00	£52.20	£313.20
Rededication cost	£118.33	£23.67	£142.00	10.0%	£131.00	£26.10	£156.60
Donated Engraved Memorial Seat (secured to base)	£1,095.83	£219.17	£1,315.00	10.0%	£1,206.00	£241.20	£1,447.20
Granite Hexagon Plaque NEW FEE		VARIABLE		NEW FEE	£429.00	£85.80	£514.80
Granite Hexagon addition of a photo plaque	£120.83	£24.17	£145.00	10.0%	£133.00	£26.60	£159.60
Spring Bulbs – daffodil or crocus (no plaque displayed, no rededication fee)	£45.83	£9.17	£55.00	10.0%	£51.00	£10.20	£61.20
Marble Kerbstone Vase with Granite Tablet on a 15-year lease.	£551.67	£110.33	£662.00	10.0%	£607.00	£121.40	£728.40
Replacement Tablet for Vase- to run for remainder of term	£190.83	£38.17	£229.00	10.0%	£210.00	£42.00	£252.00
Rededication cost- for a five-year period	£183.89	£36.78	£220.67	10.0%	£203.00	£40.47	£242.80

The TOTAL Cremation fee includes: medical referee fee, use of the Chapel for 30 Minute service, use of chapel organ or recorded music, all attendances after the coffin has been placed on the catafalque, strewing of ashes in the Cemetery Gardens (unwitnessed), Certificate of Disposal, cremated remains box with paper liner if required.

(No chapel use with direct cremation)

Book of Remembrance

Description	Fee 2023	VAT	TOTAL	Percentage Increase	Charge 2024	VAT	TOTAL 2024
Two Line Entry	£80.83	£16.17	£97.00	10.0%	£89.00	£17.80	£106.80
Each additional line	£17.50	£3.50	£21.00	10.0%	£20.00	£4.00	£24.00
Floral Emblem	£140.00	£28.00	£168.00	10.0%	£154.00	£30.80	£184.80
Other Emblems including Badges, Crests & Shields	£165.00	£33.00	£198.00	10.0%	£182.00	£36.40	£218.40
Illuminated Capital Letter	£165.00	£33.00	£198.00	10.0%	£182.00	£36.40	£218.40
Full Coat of Arms	£168.33	£33.67	£202.00	10.0%	£186.00	£37.20	£223.20
Remembrance Cards Two Line Entry (Optional Extras Available see above)	£87.50	£17.50	£105.00	10.0%	£97.00	£19.40	£116.40
Each additional line	£17.50	£3.50	£21.00	10.0%	£20.00	£4.00	£24.00
Miniature Book of Remembrance Two Line Entry (Optional Extras Available see above)	£98.33	£19.67	£118.00	10.0%	£109.00	£21.80	£130.80
Each additional line	£17.50	£3.50	£21.00	10.0%	£20.00	£4.00	£24.00

The TOTAL Cremation fee includes: medical referee fee, use of the Chapel for 30 Minute service, use of chapel organ or recorded music, all attendances after the coffin has been placed on the catafalque, strewing of ashes in the Cemetery Gardens (unwitnessed), Certificate of Disposal, cremated remains box with paper liner if required.

(No chapel use with direct cremation)

Webcast and Visual Tributes

Description	Fee 2023	VAT	TOTAL	Percentage Increase	Charge 2024	VAT	TOTAL 2024
Webcast- Live stream a funeral service (includes 7 days on demand)	£50.83	£10.17	£61.00	10.0%	£56.00	£11.20	£67.20

Service Recording

Downloadable MP4 video file	£27.50	£5.50	£33.00	10.0%	£31.00	£6.20	£37.20
Downloadable MP4 video file including Visual Tribute	£45.00	£9.00	£54.00	10.0%	£50.00	£10.00	£60.00
DVD or USB copy	£60.00	£12.00	£72.00	10.0%	£66.00	£13.20	£79.20
DVD or USB copy including Visual Tribute	£65.00	£13.00	£78.00	10.0%	£72.00	£14.40	£86.40

Visual Tributes

Single still image	£18.00	£3.60	£21.60	10.0%	£20.00	£4.00	£24.00
Slideshow, no music, max 25 images	£38.00	£7.60	£45.60	10.0%	£42.00	£8.40	£50.40
For every 25 additional images	£21.00	£4.20	£25.20	10.0%	£23.00	£4.60	£27.60
Slideshow, with music, max 25 images	£75.00	£15.00	£90.00	10.0%	£83.00	£16.60	£99.60
For every 25 additional images	£21.00	£4.20	£25.20	10.0%	£23.00	£4.60	£27.60
Family Video File (combined within a slideshow)	£18.00	£3.60	£21.60	10.0%	£20.00	£4.00	£24.00

The TOTAL Cremation fee includes: medical referee fee, use of the Chapel for 30 Minute service, use of chapel organ or recorded music, all attendances after the coffin has been placed on the catafalque, strewing of ashes in the Cemetery Gardens (unwitnessed), Certificate of Disposal, cremated remains box with paper liner if required.

(No chapel use with direct cremation)

Family Video File (without slideshow)	£25.00	£5.00	£30.00	10.0%	£28.00	£5.60	£33.60
Downloadable MP4 Video File	£18.00	£3.60	£21.60	10.0%	£20.00	£4.00	£24.00
DVD or USB	£25.00	£5.00	£30.00	10.0%	£28.00	£5.60	£33.60
DVD or USB Postage NEW FEE		N/A		NEW FEE	£3.00		£3.00
Urgent Service (Orders for tributes received after 48hr cut-off period)	£75.00	£15.00	£90.00	10.0%	£83.00	£16.60	£99.60

Appendix B: Fees and Charges (Exc. Parking)**LIFT FARES (EAST & WEST) FEES AND CHARGES 2024-25**

Category	Charges 2023-24	Percentage Increase	Charges 2024-25
Adult Return	£4.60	19.6%	£5.50
Child Return	£2.80	42.9%	£4.00
Concessions	£2.80	42.9%	£4.00
Adult Group	£3.30	36.4%	£4.50
Child Group	£2.20	36.4%	£3.00
Concession Group	£2.20	36.4%	£3.00
Family - up to 2 adults 3 Children	£13.20	35.0%	£17.80
Adult Season	£60.50	15.7%	£70.00
Child Season	£40.70	22.9%	£50.02
Weekly ticket adult	£14.30	11.9%	£16.00
Weekly ticket child	£7.70	29.9%	£10.00
Weekly ticket family	£37.40	35.0%	£50.50

Appendix B: Fees and Charges (Exc. Parking)**EVENT FEES AND CHARGES 2024-25**

	Charges 2023-24	Percentage Increase	Charges 2024-25
Bandstand Hire (with power per 4hrs)	£85.00	15.0%	£98.00
Bandstand Hire (without power per 4hrs)	£55.00	15.0%	£63.00
Bootfair - Day	£765.00	15.0%	£880.00
Funfairs - Small - Week	£2,997.00	15.0%	£3,447.00
Funfairs, Circuses - Large - Day	£1,395.00	15.0%	£1,604.00
Hire of Land - Small Commercial Event - Day	£1,006.00	15.0%	£1,157.00
Hire of Land - Medium Commercial Event - Day	£1,797.00	15.0%	£2,067.00
Hire of Land - Large Commercial Event - Day	£2,660.00	15.0%	£3,059.00
Hire of open space for major commercial event - Day	POA	N/A	POA
Hire whilst event shut - Day - All commercial	£690.00	15.0%	£794.00
Hire of land for charity/not for profit event	£100.00	0.0%	£100.00
Private Hire	£400.00	15.0%	£460.00
Park Closure Order (For Ticketed Access - East Sussex Act)	£1,000.00	15.0%	£1,150.00
Booking Fee - Commercial - Small	£500.00	15.0%	£575.00
Booking Fee - Commercial - Medium	£1,000.00	15.0%	£1,150.00
Booking Fee - Commercial - Large	£1,500.00	15.0%	£1,725.00
Booking Fee - NFP/Charity - All	£100.00	0.0%	£100.00

(POA - Price on Application)

Appendix B: Fees and Charges (Exc. Parking)

WASTE MANAGEMENT FEES AND CHARGES FROM 1 JANUARY 2024

	Charges 2023-24	Percentage Increase	Proposed Increase £ (Rounded)	Charges 2024-25
Green Waste annual fee	£73.00	12.00%	£9.00	£82.00
Bulky Waste 3 items	£35.00	0.0%	£0.00	£35.00

Appendix B: Fees and Charges (Exc. Parking)

LICENCE FEES

All discretionary licence fees are made up of two factors, Part A (Application and issue) and Part B (Ongoing compliance). If the licence application is refused Part b will be refunded.

Full details can be obtained by contacting the licensing department. The fees listed below are a total of both parts.

Licence Type	FEES			
	(M) Maximum/ (F) Fixed by Stature/ (FI) Fixed Internally	Charges 2023-24	Percentage Increase (RPI)	Charges 2024-25
Animal Welfare ** Plus Vet fee				
Dog Day Care & Home Boarding	FI - Fixed Internally	£323.00	0.0%	£323.00
Commercial Boarding	FI - Fixed Internally	£277.00	0.0%	£277.00
Breeding of Dogs**	FI - Fixed Internally	£289.00	0.0%	£289.00
Keeping/training animals for exhibition	FI - Fixed Internally	£230.00	0.0%	£230.00
Pet Shop	FI - Fixed Internally	£277.00	0.0%	£277.00
Riding Establishment (up to 10 horses) **	FI - Fixed Internally	£277.00	0.0%	£277.00
Dangerous Wild Animals-initial **	FI - Fixed Internally	£1,201.00	0.0%	£1,201.00
Zoo (6 yearly) **	FI - Fixed Internally	£1,201.00	0.0%	£1,201.00
Hackney Carriage/Private Hire				
Hackney Carriage/Private Hire Driver (1 year)	FI - Fixed Internally	£162.00	0.0%	£162.00
Hackney Carriage/Private Hire Driver (3 year)	FI - Fixed Internally	£403.00	0.0%	£403.00
Hackney Carriage Vehicle *	FI - Fixed Internally	£249.00	0.0%	£249.00
Hackney Carriage Plate Temporary Plate	FI - Fixed Internally	£117.00	0.0%	£117.00
Plate Loan (refund on return)	FI - Fixed Internally	£38.00	0.0%	£38.00

PRIVATE HIRE OPERATOR LICENCE FEE STRUCTURE				
Number of vehicles in each fee band				
1 (1 year)	FI - Fixed Internally	£132.00	0.0%	£132.00
2 to 20 (1 Year)	FI - Fixed Internally	£202.00	0.0%	£202.00
21 to 70 (1 Year)	FI - Fixed Internally	£431.00	0.0%	£431.00
71 & above (1 year)	FI - Fixed Internally	£1,360.00	0.0%	£1,360.00
1 (5 year)	FI - Fixed Internally	£371.00	0.0%	£371.00
2 to 20 (5 year)	FI - Fixed Internally	£678.00	0.0%	£678.00
21 to 70 (5 year)	FI - Fixed Internally	£1,829.00	0.0%	£1,829.00
71 & above (5 year)	FI - Fixed Internally	£6,453.00	0.0%	£6,453.00
Private Hire Vehicles *	FI - Fixed Internally	£249.00	0.0%	£249.00
Private Hire Vehicle Temporary plate	FI - Fixed Internally	£117.00	0.0%	£117.00
Plate Loan (refunded on return of plate)	FI - Fixed Internally	£38.00	0.0%	£38.00
Hackney Carriage/Private Hire Drivers Licence Test Re-take (1)	FI - Fixed Internally	£54.00	0.0%	£54.00
Hackney Carriage/Private Hire Drivers Licence Test Re-take (2)	FI - Fixed Internally	£80.00	0.0%	£80.00
Replacement Drivers Badge	FI - Fixed Internally	£10.50	0.0%	£10.50
Replacement Door Stickers	FI - Fixed Internally	£17.00	0.0%	£17.00
Replacement Fare Card	FI - Fixed Internally	£5.00	0.0%	£5.00
Add Adhesive Plate Holder	FI - Fixed Internally	£16.00	0.0%	£16.00
Bonnet Crest	FI - Fixed Internally	£21.00	0.0%	£21.00

Licensing Act 2003 (set by Sec of State)				
Premises Licence & Club Premises Certificate				
Initial Fee				
Band A	F - Fixed by Stature	£100.00	NA	£100.00
Band B	F - Fixed by Stature	£190.00	NA	£190.00
Band C	F - Fixed by Stature	£315.00	NA	£315.00
Band D	F - Fixed by Stature	£450.00	NA	£450.00
Band E	F - Fixed by Stature	£635.00	NA	£635.00
Multiplier for Bands D & E for business exclusively or primarily selling alcohol.				
Band D (x 2) Application	F - Fixed by Stature	£900.00	NA	£900.00
Band D (x 2) Annual Charge	F - Fixed by Stature	£640.00	NA	£640.00
Band E (x 3) Application	F - Fixed by Stature	£1,905.00	NA	£1,905.00
Band E (x 3) Annual Charge	F - Fixed by Stature	£1,050.00	NA	£1,050.00
Annual Fee				
Band A	F - Fixed by Stature	£70.00	NA	£70.00
Band B	F - Fixed by Stature	£180.00	NA	£180.00
Band C	F - Fixed by Stature	£295.00	NA	£295.00
Band D	F - Fixed by Stature	£320.00	NA	£320.00
Band E	F - Fixed by Stature	£350.00	NA	£350.00
Exceptionally Large Events				
5000 to 9999 persons	F - Fixed by Stature	£1,000.00	NA	£1,000.00
10000 to 14999 persons	F - Fixed by Stature	£2,000.00	NA	£2,000.00
Personal Licences				
Grant	F - Fixed by Stature	£37.00	NA	£37.00
Replacement/Amendment	FI - Fixed Internally	£10.50	0.0%	£10.50
Temporary Event Notices				
Application	F - Fixed by Stature	£21.00	NA	£21.00

Licensing Act 2003 (Miscellaneous Charges)				
Theft, loss of premises licence or summary	F - Fixed by Stature	£10.50	NA	£10.50
Provisional Statement for new premises being built	F - Fixed by Stature	£315.00	NA	£315.00
Notification of change of name & address	F - Fixed by Stature	£10.50	NA	£10.50
Application to vary person as premises supervisor	F - Fixed by Stature	£23.00	NA	£23.00
Transfer of Premises licence	F - Fixed by Stature	£23.00	NA	£23.00
Interim authority notice following death of licence holder	F - Fixed by Stature	£23.00	NA	£23.00
Notification of change of name or alteration to club rules	F - Fixed by Stature	£10.50	NA	£10.50
Change of registered address of club	F - Fixed by Stature	£10.50	NA	£10.50
Theft, loss etc of personal licence	F - Fixed by Stature	£10.50	NA	£10.50
Theft, loss of temporary event notice	F - Fixed by Stature	£10.50	NA	£10.50
Change of name and address	F - Fixed by Stature	£10.50	NA	£10.50
Freeholder notification of licensing matters(1 year)	F - Fixed by Stature	£21.00	NA	£21.00
Miscellaneous				
Acupuncture, Tattooing, Ear Piercing, Electrolysis PREMISES		£184.00	10.0%	£202.00
Acupuncture, Tattooing, Ear Piercing, Electrolysis PERSONS		£91.00	10.0%	£100.00
Amendment of registration documents		£28.00	10.0%	£31.00
Replacement of registration documents		£11.00	10.0%	£12.00
Wastle Oil Burners, renewal	F - Fixed by Stature	£124.00	NA	£124.00
Petrol Vapour recovery	F - Fixed by Stature	£122.00	NA	£122.00
Contaminated Land Enquiries - 1st hour		£92.00	10.0%	£101.00
Contaminated Land Enquiries - Each Subsequent hour		£48.00	10.0%	£53.00
Food Premises Register				
Single Page Copy		£19.00	10.0%	£21.00
Copy Containing Information regarding a particular category by Hand		£152.00	10.0%	£167.00
Copy Containing Information regarding a particular category by post		£231.00	10.0%	£254.00
Full Copy Register By Hand		£444.00	10.0%	£488.00
Full Copy Register By Post		£469.00	10.0%	£516.00
Food Export Certificate		£67.00	10.0%	£74.00
Food Hygiene Rating Scheme re-score visit		£165.00	10.0%	£165.00

Gambling Act 2005				
Bingo premises Licence New	Maximum	£3,500.00	NA	£3,500.00
Annual Fee	Maximum	£1,000.00	NA	£1,000.00
Variation	Maximum	£1,750.00	NA	£1,750.00
Licence transfer	Maximum	£1,200.00	NA	£1,200.00
Reinstatement of licence	Maximum	£1,200.00	NA	£1,200.00
Provisional Statement	Maximum	£3,500.00	NA	£3,500.00
Adult Gaming Centre New	Maximum	£2,000.00	NA	£2,000.00
Annual Fee	Maximum	£1,000.00	NA	£1,000.00
Variation	Maximum	£1,000.00	NA	£1,000.00
Licence transfer	Maximum	£1,200.00	NA	£1,200.00
Reinstatement of licence	Maximum	£1,200.00	NA	£1,200.00
Provisional Statement	Maximum	£2,000.00	NA	£2,000.00
Notification of change	F - Fixed by Stature	£25.00	NA	£25.00
Family Entertainment Centre. New	Maximum	£2,000.00	NA	£2,000.00
Annual fee	Maximum	£750.00	NA	£750.00
Variation	Maximum	£1,000.00	NA	£1,000.00
Licence Transfer	Maximum	£950.00	NA	£950.00
Reinstatement of licence	Maximum	£950.00	NA	£950.00
Provisional Statement	Maximum	£2,000.00	NA	£2,000.00
Betting Premises Licence. New	Maximum	£3,000.00	NA	£3,000.00
Annual fee	Maximum	£600.00	NA	£600.00
Variation	Maximum	£1,500.00	NA	£1,500.00
Licence Transfer	Maximum	£1,200.00	NA	£1,200.00
Reinstatement of licence	Maximum	£1,200.00	NA	£1,200.00
Provisional Statement	Maximum	£3,000.00	NA	£3,000.00

Gaming & Machine Permits (Prescribed Fees)				
UNLICENSED Family Entertainment Gaming Machines. Application	F - Fixed by Stature	£300.00	NA	£300.00
Renewal	F - Fixed by Stature	£300.00	NA	£300.00
Prize Gaming application	F - Fixed by Stature	£300.00	NA	£300.00
Renewal	F - Fixed by Stature	£300.00	NA	£300.00
Change of name	F - Fixed by Stature	£25.00	NA	£25.00
Copy of permit	F - Fixed by Stature	£15.00	NA	£15.00
Licensed premises machine NOTIFICATION (2 machines or less)	F - Fixed by Stature	£50.00	NA	£50.00
Licensed premises Machine Permit. (MORE THAN 2 MACHINES) new	F - Fixed by Stature	£150.00	NA	£150.00
Licensed premises machine permit. variation	F - Fixed by Stature	£100.00	NA	£100.00
CLUB MACHINE PERMIT				
Application-existing operator	F - Fixed by Stature	£100.00	NA	£100.00
Application (holder of a Club Premises Certificate)	F - Fixed by Stature	£100.00	NA	£100.00
Application (new applicant)	F - Fixed by Stature	£200.00	NA	£200.00
Renewal	F - Fixed by Stature	£200.00	NA	£200.00
Renewal for Club Premises Certificate Holder	F - Fixed by Stature	£100.00	NA	£100.00
Variation of Permit	F - Fixed by Stature	£100.00	NA	£100.00
Copy of Permit	F - Fixed by Stature	£15.00	NA	£15.00
Annual Fee	F - Fixed by Stature	£50.00	NA	£50.00
CLUB GAMING PERMIT				
Application (existing operator)	F - Fixed by Stature	£100.00	NA	£100.00
Application (holder of a club premises certificate)	F - Fixed by Stature	£100.00	NA	£100.00
Application (new applicant)	F - Fixed by Stature	£200.00	NA	£200.00
Renewal for Club Premises Certificate holder	F - Fixed by Stature	£100.00	NA	£100.00
Variation of Permit	F - Fixed by Stature	£100.00	NA	£100.00
Copy of Permit	F - Fixed by Stature	£15.00	NA	£15.00
Annual Fee	F - Fixed by Stature	£50.00	NA	£50.00

LOTTERIES - SMALL SOCIETY LOTTERY				
1ST JANUARY – 31ST DECEMBER EACH YEAR				
REGISTRATION - Initial (Stat Fee)	F - Fixed by Stature	£40.00	NA	£40.00
- Renewal (Stat Fee)	F - Fixed by Stature	£20.00	NA	£20.00
Registered Fishermen (annual – set by Deed of Compromise)	F - Fixed by Stature	£0.05	NA	£0.05
BOYS ASHORE TRADING CONSENT				
Sex Entertainment Venue		£2,183.00	0.0%	£2,183.00
STREET TRADING				
INC HOT & COLD FOOD & MISCELLANEOUS GOODS, PER day	FI - Fixed Internally	£35.00	0.0%	£35.00
Paid monthly in advance by Standing Order	FI - Fixed Internally	£177.00	0.0%	£177.00
Discounted for traders applying annually and paying by monthly standing order.	FI - Fixed Internally	£1,778.00	0.0%	£1,778.00
Ice Cream Vans (static)		£991.00	10.0%	£1,090.00
Ice Cream Vans (rounds)		£991.00	10.0%	£1,090.00
Approved Markets				
One Market (Hastings Town Centre) annual	FI - Fixed Internally	£206.00	0.0%	£206.00
Monthly event or less (St Leonards) annual	FI - Fixed Internally	£30.00	0.0%	£30.00
Touting, Hawking, Photography - (E. Sussex Act 1981 S.32)	FI - Fixed Internally	£90.00	0.0%	£90.00
Voluntary Surrender Certificate	FI - Fixed Internally	£64.00	0.0%	£64.00
Highways				
Pavement Licence (until Sept 2023)	F - Fixed by Stature	£100.00	N/A	£100.00
Scrap Metal				
Site Licence (3 year licence)	FI - Fixed Internally	£383.00	0.0%	£383.00
Collectors Licence (3 year licence)	FI - Fixed Internally	£299.00	0.0%	£299.00
Miscellaneous Other				
Stage Hypnotism	FI - Fixed Internally	£50.00	0.0%	£50.00

* Subject to advertisement

M - At maximum set by government

F - Fixed by Stature

FI - Fixed Internally by true cost of Service - Can not make a Profit

Appendix B: Fees and Charges (Exc. Parking)

Pest Control fees 2024-25

All prices include VAT at the standard rate

	Charges 2023-24	Percentage Increase	Charges 2024-25	Concessionary 2024-25	
Domestic Premises					
Rats	£46	10.0%	£51	Free	
Mice - Initial	£97	10.0%	£107	£80	25%
Mice - Revisits	£55	10.0%	£61	£46	25%
Wasp Nest	£97	10.0%	£107	£80	25%
Fleas up to 6 rooms	£122	10.0%	£134	£67	50%
Fleas each additional room	£35	10.0%	£39	£20	50%
Other insects up to 6 rooms	£175	10.0%	£193	£125	35%
Other insects each additional room	£31	10.0%	£34	£22	35%
Call out charge where treatment declined	£52	10.0%	£57	No Concession	
General Charges					
Invoice fee	£39	10.0%	£43	No Concession	

There is no concessionary charge for Rats.

Appendix B: Fees and Charges (Exc. Parking)

Community and Regulatory Services

MISCELLANEOUS ENVIRONMENTAL HEALTH FEES FROM 1 JANUARY 2024

	Charges 2023-24	Percentage Increase	Charges 2024-25
Acupuncture, Tattooing, Ear Piercing, Electrolysis			
Premises	£184.00	10.0%	£202.00
Persons	£91.00	10.0%	£100.00
Environmental Protection Authorisations (Statutory Fees)			
Renewal	£812.00	Fixed	£812.00
Waste Oil Burners, new	£124.00	Fixed	£124.00
Waste Oil Burners, renewal	£124.00	Fixed	£124.00
Petrol Vapour Recovery	£122.00	Fixed	£122.00
Contaminated Land Enquiries - 1st hour	£92.00	10.0%	£101.00
Contaminated Land Enquiries - Each Subsequent hour	£48.00	10.0%	£53.00
Single Page Copy	£19.00	10.0%	£21.00
By Hand	£152.00	10.0%	£167.00
By Post	£231.00	10.0%	£254.00
By Hand	£444.00	10.0%	£488.00
By Post	£469.00	10.0%	£516.00
Food Export Certificate	£67.00	10.0%	£74.00
Statements for Solicitors - fee recommended by HSE	£100.00	Fixed	£100.00
Voluntary Surrender Certificate	£70.00	10.0%	£77.00

All prices include VAT at the standard rate

Appendix B: Fees and Charges (Exc. Parking)

MUSEUM FEES AND CHARGES 2023-24

Venue Hire	Charges 2023-24	Percentage Increase	Charges 2024-25
Ceremonies			
Ceremony	£475.00	10.5%	£525.00
Ceremony + Refreshments	£800.00	10.0%	£880.00
Ceremony + Reception	£1,250.00	0.0%	£1,250.00
Room			
Charities/Local Groups, 10am-5pm (per room, per hour)	£20.00	10.0%	£22.00
Charities/Local Groups, from 5pm (per room, per hour)	£60.00	10.0%	£66.00
Commercial, 10am-5pm (per room, per hour)	£30.00	10.0%	£33.00
Commercial, from 5pm (per room, per hour)	£100.00	10.0%	£110.00
Exhibition			
The Walkway (per day in 4, 6 or 8 week blocks)	£15.00	10.0%	£17.00
Extras			
Tea and coffee (per person)	£1.75	14.3%	£2.00
Tea, coffee and biscuits (per person)	£2.25	11.1%	£2.50
Projector, screen, flipchart	£10.00	10.0%	£11.00
Learning/Schools & Groups			
Self-guided	£0.00	0.0%	£0.00
Facilitated visits for Hastings Borough Council schools	£0.00	0.0%	£0.00
Facilitated visits for children's groups, pre-schools, non-borough, language and independent schools (per child)	£1.50	10.0%	£1.65
Outreach [2] (10am-12noon or 1pm-3pm)	£55.00	18.2%	£65.00
Loans Box (per month)	£10.00	10.0%	£11.00
Late return of loan box (per day)	£10.00	10.0%	£11.00
LEGO Innovation Studio (per child)	£3.00	16.7%	£3.50
Collections/Archaeological Archives			
Archaeological Archives (per deposit)	£104.00	10.6%	£115.00
Archaeological Archives (per additional finds box)	£85.00	11.8%	£95.00
Archaeological Archives (per additional archive box)	£40.00	10.0%	£44.00
Images			
Photocopy A4 (per page)	£0.55	9.1%	£0.60
Photocopy A3 (per page)	£0.85	11.8%	£0.95
High Resolution Image Digital[1] (per image)	£10.00	10.0%	£11.00
Reproduction Rights			
Non-commercial uses - CC BY-NC-ND Licence	£0.00	0.0%	£0.00
Books, newspaper editorial, magazines and journals (for first image and + £10 per additional image)	£85.00	11.8%	£95.00
Books, newspaper editorial, magazines and journals (multiple countries/languages) (for first image and + £20 per additional image)	£250.00	10.0%	£275.00
Digital	£85.00	11.8%	£95.00

Venue Hire	Charges 2023-24	Percentage Increase	Charges 2024-25
Staff Time			
Research, first 30 mins free (per hour)	£55.00	9.1%	£60.00
Requested Talks[2] (per hour)	£55.00	9.1%	£60.00
Externally funded projects:			
o Museum and Cultural Development Manager (per day)	£300.00	10.0%	£330.00
o Collections and Engagement Curator (per day)	£250.00	10.0%	£275.00
o Museum and Schools Programme Officer (per day)	£250.00	10.0%	£275.00
o Other officers (per day)	£200.00	10.0%	£220.00
o Museum Visitor Service Assistants (per day)	£150.00	10.0%	£165.00

[1] Where we do not have a high resolution digital image the cost of the professional photographer fees will also be recharged.

[2] When outside of Hastings Borough Council boundary travel at £0.50 per mile will be added to the cost

Appendix B: Fees and Charges (Exc. Parking)

Charges Planning 2024 - 25

Note Stat Charges based on Draft Fee Regulations and may be subject to change

Fee Name	Charges 2023-24	Charges 2024 to 25
Outline Applications		
Site area less than 0.5ha, £578 per 0.1 ha (or part thereof) of the site area		£578 per 0.1 ha (or part thereof) of the site area
Sites areas between 0.5ha and not exceeding 2.5 hectares (price per 0.1 hectare)	£462 per 0.1 hectare	£624 per 0.1ha (or part thereof) of the site area
Sites in excess 2.5 hectares to a maximum of £150,000	£11,432 + £138 per 0.1 hectare	£15,433 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £202,500.
New Buildings - Outline		
The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7) (outline) where site area is less than 1ha		£578 per 0.1ha (or part thereof) of the site area
The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7) (outline) where site area is between 1ha and does not exceed 2.5ha		£624 per 0.1ha (or part thereof) of the site area
The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7) (outline) where site area exceeds 2.5ha		£15,433 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £202,500
New Buildings, on agriculture land, for agricultural purposes (other than buildings in category 4)		
Where site area is less than 1 hectare		£578 per 0.1ha (or part thereof) of the site area
Where site area is at least 1 hectare but does not exceed 2.5 hectares		£624 per 0.1ha (or part thereof) of the site area
site area exceeds 2.5 hectares		£15,433 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £202,500.
New Buildings - Permission in Principle		
New building		£503 per 0.1ha (or part thereof) of the site area
Erection of new building of agricultural land for agricultural purposes		£503 per 0.1ha (or part thereof) of the site area
New Buildings - (other than buildings in categories 1, 3, 4, 5 or 7)		
where no floor space is to be created by the development,		£293.00
where the area of gross floor space to be created by the development does not exceed 40 square metres		£293.00
where the area of gross floor space created by the development exceeds 40 square metres but is less than 1000 square metres		£578 for each 75sqm or part thereof (or part thereof) of the site area
where the area of gross floor space created by the development is at least 1000 square metres but does not exceed 3750 square metres		£624 for each 75sqm (or part thereof) of the site area
where the area of gross floor space created by the development exceeds 3750 square metres		£30,680 and an additional £186 for each 75 square metres (or part thereof) in excess of 3750 square metres, subject to a maximum in total of £405,000
Householder Applications		
Alterations/extensions to a single dwellinghouse, including works within boundary	£206	£258.00
Alterations/extensions to two or more dwellinghouses, including works within boundaries	£407	£509.00
The carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse	£206	£258.00
Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent) - Dwelling Houses		
New Dwellinghouses (less than 10 dwellings)		£578.00
New dwellinghouses (between 10 and 50 dwellings)	£462 per dwelling house	£624.00
New dwellinghouses (for more than 50)	£22,859 + £138 per additional dwelling house	£30,860 and an additional £186 for each dwellinghouse in excess of 50, subject to a maximum in total of £405,000
Application for Permission in Principle - Dwellings Houses		
Site area charge (for each 0.1 hectare or part thereof)	£402	£503.00

Fee Name	Charges 2023-24	Charges 2024 to 25
Full Applications - land used for agriculture or agricultural purposes		
Gross floor space to be created by the development:		
Not more than 465 Sq. m	£96	£120.00
More than 465 but not more than 540 sq. m	£462	£578.00
More than 540 but not more than 1000 sq. m	462 for first 540 sq. m + 462 for each 75 sq. m (or part thereof) in excess of 540 sq. m	£578 and an additional £578 for each 75 square metres (or part thereof) in excess of 540 square metres
Between 1000sq m but does not exceed 4215 Sq. m	22859 + 138 for each 75 sq. m (or part thereof) in excess of 4,124 sq. m up to a maximum of £300,000	£624 and an additional £624 for each 75 square metres (or part thereof) in excess of 1000 square metres
Exceeds 4215 square metres		£30,860 and an additional £186 for each 75 square metres (or part thereof) in excess of 4215 square metres, subject to a maximum in total of £405,000
Full Applications - erection of glasshouses on land used for the purposes of agriculture		
Gross floor space to be created by the development:		
Not more than 465 sq. m	£96	£120.00
Exceeds 465 sq. m and not more than 1000 sq. m	£2,580	£3,225.00
1000 sq. m or more		£3,483.00
Full Applications - erection, alteration or replacement of plant or machinery.		
Gross floor space to be created by the development:		
Less than 1ha		£578 for each 0.1ha (or part thereof) of the site area
At least 1ha but not more than 5 hectares	£462	£624 for each 0.1ha (or part thereof) of the site area
More than 5 hectares	£22,859 + £138 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £300,000	£30,860 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 5 hectares, subject to a maximum in total of £405,000
Applications other than Building Works		
Construction of car parks, service roads or other accesses for existing uses	£234.00	£293.00
Waste - (use of land for disposal of refuse or waste material or deposit or material remaining after extraction or storage of materials)		
Site area not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)	£316 for each 0.1 hectare (or part thereof) of the site area
Site area more than 15 hectares	£34,934 + £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000	£47,161 and an additional £186 for each 0.1 hectare (or part thereof) of the site area in excess of 15 hectares, subject to a maximum in total of £105,300
Operations connected with exploratory drilling for oil or natural gas		
Site area not more than 7.5 hectares	£508 for each 0.1 hectare (or part thereof)	£686 for each 0.1ha (or part thereof) of the site area
Site area more than 7.5 hectares	£38,070 + additional £151 for each hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £300,000	£51,395 and an additional £204 for each 0.1 hectare (or part thereof) of the site area in excess of 7.5 hectares, subject to a maximum in total of £405,000
Operations (other than exploratory drilling) for the winning and working of oil or natural gas		
Site area not more than 15 hectares	£257 for each 0.1 hectare (or part thereof)	£347 for each 0.1ha (or part thereof) of the site area
Site area more than 15 hectares	£38,520 + additional £151 for each 0.1 hectare in excess of 15 hectares up to a maximum of £78,000	£52,002 and an additional £204 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £105,300
Other operations (winning and working of minerals) excluding oil and natural gas		
Site area not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)	£316 for each 0.1 hectare (or part thereof) of the site
Site area more than 15 hectares	£34,934 + additional 138 for each 0.1 hectare in excess of 15 hectares up to a maximum of £78,000	where the site area exceeds 15 hectares, £47,161 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £105,300
The carrying out of any operations not coming within any of the above categories.	£234 for each 0.1 hectare (or part thereof) up to a maximum of £2,028	£293 for each 0.1 hectare (or part thereof) of the site area, subject to a maximum in total of £2,535

Fee Name	Charges 2023-24	Charges 2024 to 25
The change of use of a building to use as one or more separate dwellinghouses, or other cases		
From single dwelling to:		
Less than 10 dwellinghouses		£578 for each additional dwellinghouse
At least 10 but no more than 50 dwellinghouses	£462 per dwelling	£624 for each additional dwellinghouse
More than 50 dwellinghouses	£22,859 + £138 for each in excess of 50 up to a maximum of £300,000	£30,860 and an additional £186 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £405,000
From other changes of use of a building or land to:		
Where the change of use is to use as fewer than 10 dwellinghouses		£578 for each dwellinghouse
Where the change of use is to use as at least 10 but no more than 50 dwellinghouses		£624 for each dwellinghouse
Where the change of use is to use as more than 50 dwellinghouses		£30,860 and an additional £186 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £405,000
The making of a material change in use of a building or land (other than a material change of use in category 12 or 13(a), (b) or (c))		
Other change of use		£578.00
Advertisements		
Relating to the business on the premises	£132.00	£165.00
Advance signs which are not situated on or visible from the site, directing the public to a business	£132.00	£165.00
Other advertisements.	£462.00	£578.00
Lawful Development Certificate - NOTE Free goes deleted		
Certificate of Existing use or Operation, lawful not to comply with any condition or limitation	£234	£293.00
Certificate of Existing Use - dwelling(s) up to and including 9 dwellings	variable	£578.00
Certificate of Proposed Use - between 10 and 50 dwellings	variable	£624.00
Certificate of Proposed Use - MORE THAN 50 dwellings	variable	£30,860 PLUS £186 FOR EACH DWELLINGHOUSE IN EXCESS OF 50. Capped at £405,000
Prior Approval		
Unless detailed below	£96.00	£120.00
Telecommunications Code Systems Operators	£462.00	£578.00
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations.	£206.00	£258.00
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations	£206.00	£258.00
For a Change of Use from Amusement Arcades/Centres and Casinos (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3) and Associated Building Operations	£206.00	£258.00
For a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafes (Class A3), and Associated Building Operations	£206.00	£258.00
Construction of New Dwelling House - fewer than 10	new	£418.00
Construction of New Dwelling Houses between 10 and 50 dwellinghouses	£334.00	£451.00
Construction of New Dwelling Houses where more than 50 new dwellinghouses are proposed	£16525 plus £100 for each dwellinghouse in excess of 50 subject to a maximum fee of £300,000	£22,309, and an additional £135 for each dwellinghouse in excess of 50, subject to a maximum in total of £405,000
Reserved Matters		
Application for approval of reserved matters following outline approval	£462.00	£578.00

Fee Name	Charges 2023-24	Charges 2024 to 25
Conditions		
Application for removal or variation of a condition following grant of planning permission	£234.00	£293.00
Request for confirmation that one or more planning conditions have been complied with - householder	£34.00	£43.00
Request for confirmation that one or more planning conditions have been complied with - non householder	£116.00	£145.00
Application for a Non-Material Amendment Following a Grant of Planning Permission		
Applications in respect of householder developments	£34.00	£43.00
Applications in respect of other developments	£234.00	£293.00
Applications for provision of sport facilities/recreation made by non profit organisations		
Application made by club, society or other organisation (including any persons administering a trust) which is not established or conducted for profit and whose objects are the provision of facilities for sport or recreation,	£462.00	£578.00
No fee incurred - this is subject to changes introduced by the Fee Regulations 2023 and may be subject to change		
For alterations, extensions, etc. to a dwelling house for the benefit of a registered disabled person	£0	
An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted.	£0	
Listed Building Consent	£0	
Prior Approval for demolition of unlisted buildings within conservation areas.	£0	
Works to Trees covered by a Tree Preservation Order or in a Conservation Area Hedgerow Removal	£0	
If the proposal is the first revision of an application for development of the same character or description on the same site by the same applicant within 12 months of making the earlier application if withdrawn or the date of decision if granted or refused (including signs only if withdrawn or refused) and NOT a duplicate application made by the same applicant within 28 days An application for a Free Go needs to be received by 5pm on the working day it expires (e.g. if a Decision Notice is dated 12 March 2015 the Free Go can be submitted up to and including 5pm on 12 March 2016).	£0	
If the proposal relates to works that require planning permission only by virtue of an Article 4 Direction of the Town & Country Planning (General Permitted Development) Order 1995. I.e. where the application is required only because of a direction or planning condition removing permitted development rights.	£0	
If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation	£0	
There is no fee for a prior approval application where a planning application for the same site is submitted at the same time by or on behalf of the same person.	£0	

Fee Name	Charges 2023-24	Charges 2024 to 25
DISCRETIONARY CHARGES FOR NON STATUTORY SERVICES without VAT		
Self-Assessment Do I need permission – redirect to self-assessment form on web	£0	£0.00
Checking of Self-Assessment form	£94	£120.00
Do I need permission where no self assessment form is available	£94	£120.00
Query for information that is publicly accessible – redirect to relevant part of web site e.g. Is my site a conservation area? This does not provide an assessment or professional opinion in respect of those facts. Is my tree covered by a Tree Preservation Order?	£0	£0.00
List of Planning applications for site - redirect to web (full not history not available on web)	£0	£0.00
FOI	£0	£0.00
Complaint Letter	£0	£0.00
List of Planning applications for site (no assessment or advice provided)	£53	£78.00
Permitted Development rights removed check	£94	£120.00
Additional charge if site visit required to check if Permitted Development rights removed	£186	£168.00
Lawful Use Check - to confirm the planning use of a premises (informal advice). A lawful determination can be made through the submission of Certificate of Lawful Use. NB If building is subdivided one fee is payable for the whole building	£186	£181.00
In respect of the Lawful Use Check - each site visit	£186	£139.00
General query regarding procedure or policy - Householder/Minor apps and any other query not dealing with majors	£94	£103.00
General query regarding procedure or policy - Major apps	£187	£134.00
Request for EIR information - hourly rate of staff - not subject to inflation)	£40	£104.00
Pre app household letter	£94	£186.00
Pre app household letter and meeting	£186	£255.00
Any additional Householder pre app meeting (per meeting)	£186	£143.00
Pre application advice – letter (non householder –minor/ residential development (1 to 3 units)/ change of use / for commercial extensions)	£472	£585.00
Pre application advice - letter and meeting (non householder - minor residential development (1 to 3 units)/ change of use / for commercial extensions)	£561	£760.00
Pre application advice - letter – minor / other / residential development (4 to 9 units) or other minor applications	£605	£943.00
Pre application advice - meeting and letter –minor / other / residential development (4 to 9 units) or other minor applications	£954	£1,118.00
Pre application advice - letter for business premises where there is no increase in floorspace and no change of use	£103	£182.00
Pre application advice - letter and meeting for business premises where there is no increase in floorspace and no change of use	£254	£275.00
Pre app advice – letter for major schemes (over 10 dwellings or 1000sq m)	£760	£1,438.00
Pre app advice – meeting and letter for major schemes (over 10 dwellings or 1000sq m)	£1,429	£1,624.00
Pre-application advice - Householder in Conservation Area - Letter only	£141	£307.50
Pre-application advice - Householder in Conservation Area - Letter and Meeting	£186	£408.00
Pre-application advise for Listed Buildings (Householder) letter	£283	£511.00
Pre-application advise for Listed Buildings (Householder) letter and meeting	£422	£612.00
Pre application advise for Listed Building Applications - letter only (all other)	£560	£553.00
Pre application advise for Listed Building Applications - letter and meeting (all other)	£886	£668.00
An additional cost for each specialist attending any pre application meeting	£217	£250.00
Pre-application forums (for 30 dwellings or more)	£2,345	£2,525.00
Pre- application queries submitted as part of enforcement work, will be subject to the above noted fees		

Fee Name	Charges 2023-24	Charges 2024 to 25
Advice and queries in relation to previously approved applications not falling within rows 88 to 91 (under column A) above	£186	£381.00
Validation Meetings – for checking of applications prior to submission	£103	£157.00
Confirmation of closure of enforcement case	£103	£246.00
Confirmation of compliance with enforcement notices, where the answer is publicly available but customer still requires written confirmation. The fee needs to be paid in advance.	£85	£102.68
Confirmation of compliance with listed building consent for those who seek confirmation of compliance with Listed Building Consent. The fee needs to be paid in advance.	£281	£411.00
Confirmation of compliance with section 106 planning obligations for those who seek confirmation of compliance with legal agreements. The fee needs to be paid in advance	£465	£707.00
High Hedge Dispute Mediation	£847	£932.00
Fee for refunds for applications that are withdrawn or returned before validation - householders	£35	£49.00
Fee for refunds for applications that are withdrawn or returned before validation - non majors	£47	£63.00
Fee for refunds for applications that are withdrawn or returned before validation - majors	£58	£127.00
Fee for refunds for pre-applications that are withdrawn or returned before validation - householders	£23	£41.00
Fee for refunds for pre-applications that are withdrawn or returned before validation - non majors	£47	£69.00
Fee for refunds for pre-applications that are withdrawn or returned before validation - majors	£58	£83.00
Fee refund for general planning enquiries , e.g. self certs, planning history enquiry or other fee paying enquiry	£23	£58.00
Regulation 75 Application Check whether permitted development or prior approval would not significantly affect a European site, alone or in combination with other plans and projects. Pursuant to The Conservation of Habitats and Species Regulations 2017	£231	£321.00
Monitoring Fee for S106 Agreements	£550	£1,031.00

Appendix B: Fees and Charges (Exc. Parking)
Street Naming and Local Land Charges 2024-25

Street Naming and Numbering	Charges 2023-24	Charges 2024-25
Naming of a new street (the fee is for the registration and notification of the new street (per street), not the naming itself)	£201.50	£221.50
Naming and numbering a new development or redevelopment(per address)	£100.30	£110.30
Naming or numbering a new individual property	£100.30	£110.30
Renaming or renumbering once the new development has been agreed	£100.30	£110.30
Renaming or renumbering existing properties	£100.30	£110.30
Confirmation of property postal address	£51.15	£56.15
Street renaming/renumbering at resident request (Per street) (the fee is for the registration and notification of the new street, not the naming itself)	£201.50	£221.50
Street renaming/renumbering at resident request (per address) (the fee is for the registration and notification of the new street, not the naming itself)	£100.30	£110.30

Local Land Charges	Charges 2023-24	Charges 2024-25
CON 29R Search	£254.23	£175.00
CON 29R Additional parcels of land	£17.55	£6.54
CON 29O Enquiries Q's 5 (all), 6, 11, 14, 15, 16, 17 and 20	£22.82	£9.17
CON 29O Enquiries Q's 7, 8, 12 and 13	£22.82	£13.26
CON 29O Enquiries Q's 10, 18 and 19	£22.82	£24.17
CON 29O Enquiries Q4	£22.82	£18.94
CON 29O Enquiries Q21	£22.82	£28.44
CON 29O Enquiries Q22	£22.82	£31.44
CON 29O Additional Enquiries	£39.95	£35.43
Q1.1 (a-i) Planning Decisions	£10.20	£17.34
Q1.1 (j-l) Building Regulations	£7.60	£24.17
Q1.2 Planning Designations and Proposals	£10.20	£17.34
Q3.1 Land Required for Public Purposes	£10.20	£9.17
Q3.3 Drainage Matters	£10.20	£17.34
Q3.7 (a-d, f) Outstanding Notices	£45.22	£61.47
Q3.8 Contravention of Building Regulations	£7.60	£24.17
Q3.9 Notices, Orders, Directions and proceedings under planning Acts	£10.20	£21.43
Q3.10 Community Infrastructure Levy (CIL)	£10.20	£9.17
Q3.11(a) Conservation Area	£5.10	£13.26
Q3.11 (b) Conservation area	£5.10	£9.17
Q3.12 Compulsory Purchase	£12.90	£30.96
Q3.13 (a, b(ii)) Contaminated land	£10.20	£24.17
Q3.13 (b(i), c) Contaminated Land	£10.20	£24.17
Q3.14 Radon Gas	£21.40	£24.17
Q3.15 Assets of Community Value	£10.20	£17.34
Additional Parcels of Land	£1.53	£4.27
LLC1 Search - Official search of the Register	£56.00	£33.90
LLC1 Search - Single part of Register	£7.95	£27.37
LLC1 Additional Parcels of Land	£6.00	£3.27
Personal Search of the Local Land Charges Register	Free	FREE

Appendix B: Fees and Charges (Exc. Parking)

SPORTS AND RECREATION FEES AND CHARGES 2023-24

Site Name	Charge 2023-24	Percentage Increase	Proposed Increase £ (Rounded)	Charge 2024-25
Football				
Adult Pitch - one off game	£88.50	0.0%	£0.00	£88.50
Junior Pitch - one off game	£59.00	0.0%	£0.00	£59.00
Under 8/9 pitch - one off game	£53.50	0.0%	£0.00	£53.50
Adult Pitch - for the season (biweekly)	£718.00	0.0%	£0.00	£718.00
Junior Pitch - for the season (biweekly)	£377.00	0.0%	£0.00	£377.00
Under 8/9 pitch - for the season (biweekly)	£235.00	0.0%	£0.00	£235.00
Cricket				
All day game	£156.00	10.0%	£15.60	£171.60
Afternoon game	£84.00	10.0%	£8.40	£92.40
Evening games	£71.00	10.0%	£7.10	£78.10
Bowls				
Adult - per session	£8.60	10.0%	£0.90	£9.50
Senior citizens - per session	£5.00	10.0%	£0.50	£5.50
Adults - per hour	£5.00	10.0%	£0.50	£5.50
Senior citizens - per hour	£3.80	10.0%	£0.40	£4.20
Season Ticket	£147.00	10.0%	£14.70	£161.70
Season Ticket 2 instalments total	£163.00	10.0%	£16.30	£179.30
Wood Hire	£3.60	10.0%	£0.40	£4.00
Locker Rental	£17.00	10.0%	£1.70	£18.70
Tennis				
Household (Annual)	£36.00	10.0%	£3.60	£39.60
Pay and Play (Per court)	£5.00	10.0%	£0.50	£5.50
Putting				
Adult	£5.00	10.0%	£0.50	£5.50
Junior	£3.80	10.0%	£0.40	£4.20
Senior	£3.80	10.0%	£0.40	£4.20
Multi use games areas				
Multi use games areas	£40.00	0.0%	£0.00	£40.00

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Appendix C: Car Parking Charges

Off Street Pay & Display Parking Charges – Proposal 2024/ 2025

Location	Current Charges				Proposed Charges			
	1 Nov - 31 Mar		1 April – 31 Oct.		1 Nov - 31 Mar		1 April – 31 Oct.	
	Hrs	Charge	Hrs	Charge	Hrs	Charge	Hrs	Charge
Pelham Place Rock a Nore 7am to 9pm	1	£2.10	1	£2.20	1	£2.30	1	£2.60
	2	£3.90	2	£4.00	2	£4.30	2	£4.80
	3	£5.10	3	£5.30	3	£5.60	3	£6.40
	5	£7.60	5	£7.90	5	£8.40	5	£9.50
	10	£9.00	10	£9.40	10	£9.90	10	£11.30
	24	£10.50	24	£10.90	24	£11.60	24	£13.10
Castle Hill Rd The Bourne 7am to 9pm	1	£2.10	1	£2.20	1	£2.30	1	£2.40
	2	£3.90	2	£4.00	2	£4.30	2	£4.40
	3	£5.10	3	£5.30	3	£5.60	3	£5.80
	5	£7.60	5	£7.90	5	£8.40	5	£8.70
	10	£9.00	10	£9.40	10	£9.90	10	£10.30
	24	£10.50	24	£10.90	24	£11.60	24	£12.00
Carlisle Parade The Pier St. Margaret's Priory Street Multi Storey 7am to 9pm	1	£1.70	1	£1.80	1	£1.90	1	£2.00
	2	£2.40	2	£2.50	2	£2.60	2	£2.80
	3	£3.40	3	£3.60	3	£3.70	3	£4.00
	5	£4.60	5	£4.80	5	£5.10	5	£5.30
	10	£7.80	10	£8.20	10	£8.60	10	£9.00
	24	£9.20	24	£9.70	24	£10.10	24	£10.70
Marina Car Park 7am to 8pm	1	£1.40	1	£1.50	1	£1.50	1	£1.70
	2	£2.00	2	£2.10	2	£2.20	2	£2.30
	3	£2.90	3	£3.00	3	£3.20	3	£3.30
	5	£3.70	5	£3.90	5	£4.10	5	£4.30
	10	£5.80	10	£6.10	10	£6.40	10	£6.70
	24	£6.60	24	£7.00	24	£7.30	24	£7.70
Grosvenor Gardens 8am to 6pm	1	£1.60	1	£1.60	1	£1.80	1	£1.80
	2	£2.40	2	£2.40	2	£2.60	2	£2.60
	3	£3.20	3	£3.20	3	£3.50	3	£3.50
	4	£4.60	4	£4.60	4	£5.10	4	£5.10
Crystal Square 8am to 6pm	1	£1.00	1	£1.00	1	£1.10	1	£1.10
	2	£1.60	2	£1.60	2	£1.80	2	£1.80
	3	£2.20	3	£2.20	3	£2.40	3	£2.40
	4	£2.80	4	£2.80	4	£3.10	4	£3.10
Summerfield's Falaise Road Falaise Hall 8am to 8pm	2	£0.60	2	£0.60	2	£0.60	2	£0.60
	3	£1.10	3	£1.10	3	£1.10	3	£1.10
	4	£2.10	4	£2.10	4	£2.10	4	£2.10
Hastings Country Park 8am to 4pm	2	£3.00	2	£3.00	2	£3.30	2	£3.30
	8	£4.30	8	£4.30	8	£4.70	8	£4.70

Off Street Pay & Display Parking Charges Proposal – 2024 / 2025

Hastings Borough Council Season Permits

Type	Current Charge	Percentage Increase	Proposed Charge
Annual Season	£840	10.1%	£925
Quarterly Season	£235	10.6%	£260
Monthly Season	£95	10.5%	£105
Weekly Season	£40	12.5%	£45
Reserved Space - Annual Only	£945	10.1%	£1,040
Russell Street Reserved Spaces - Annual Only	£780	10.3%	£860
Restricted Zone - Annual	£580	10.3%	£640
Restricted Zone - Quarterly	£190	10.5%	£210
Restricted Zone - Monthly	£70	14.3%	£80
Bourne, High Street and Grand Parade Residents - Annual	£580	10.3%	£640
Bourne, High Street and Grand Parade Residents - Quarterly	£180	11.1%	£200
Grand Parade - Annual	£525	10.5%	£580
Grand Parade - Quarterly	£160	12.5%	£180
Grand Parade Motorcycle Permit	50% of car permit rate		50% of car permit rate
Priory Street Restricted Zone Motorcycle Permit	25% of car permit rate		25% of car permit rate
Hastings Country Park - Annual	£60.00	16.7%	£70