



ADUR & WORTHING
COUNCILS

**FEES AND
CHARGES
2023/2024**

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

The booklet aims to keep you better informed about the Council's charges for the year. It has mainly been produced for internal use but is available for the general public on the internet www.adur-worthing.gov.uk

Although the fees and charges are correct at the time of going to print they could be subject to change during the year and the prevailing charge at the time the service is provided will apply.

We would welcome your comments about the booklet so we can improve it in future years:

- Please ring on 01903 221240
- or e-mail Shakeela.Sheikh-Bloxham@adur-worthing.gov.uk

Payment methods are described on our website. In line with national aspirations we are progressively asking customers to move away from cash and cheque payment. To support this, since January 2006, all payments can be made electronically from our website either as part of an application form for a service listed in this document or on an ad-hoc basis indicating what the payment is for. To help customers, all electronic application forms contain automatic pricing to match this price list.

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Fees and Charges from 1st April 2023 to 31st March 2024

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ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Fees and Charges from 1st April 2023 to 31st March 2024

ABANDONED VEHICLES

	2023/24 Charge £	VAT Status
Per vehicle - for removal from private land:		
Intact and easily accessible vehicle	Price on application	Non-Business
For removals other than the above	Price on application	Non-Business

Website: www.adur-worthing.gov.uk/streets-and-travel/report-a-problem/operation-crackdown

ALLOTMENTS

Note: Allotment years run from 1st October to 30th September	£	VAT Status
Adur - 2022/23 Charge:		
Charge up to 5.5 rods	61.00	Non-Business
Charge up to 10 rods	122.00	Non-Business
Adur - 2023/24 Charge:		
Charge up to 5.5 rods	67.00	Non-Business
Charge up to 10 rods	134.00	Non-Business

Website: www.adur-worthing.gov.uk/parks/allotments

BAILIFF FEES

Bailiff fees are no longer provided by Adur District Council. They are provided by Rossendales. Bailiff fees are statutory fees. Parking services use Task Enforcement (Part of Marston Holdings) and Jacobs.

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

BEACH HUT SITES & CHALETS

	2023/24 Charge £	VAT Status
<u>Adur</u>		
<u>COUNCIL CHALETS</u>		
All year charge	1236.00	Included
<u>PRIVATE BEACH HUT SITES</u>		
Annual Fee	612.00	Included
Private Beach Hut-New licence (3 times licence fee or 10% of sale price, whichever is greater)	1836.00	Included
<u>Worthing</u>		
<u>COUNCIL CHALETS</u>		
All year charge	1860.00	Included
<u>PRIVATE BEACH HUT SITES</u>		
Annual Fee	810.00	Included
Private Beach Hut-New licence (3 times licence fee or 10% of sale price, whichever is greater) - Minimum charge	2430.00	Included
<u>COUNCIL BEACH HUTS</u>		
All Year charge	1776.00	Included

Non Domestic Rate to be added to all beach hut sites and chalets charge

Website: www.adur-worthing.gov.uk/beach-huts-and-chalets

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Bereavement Services

Interments	2023 Charges £	VAT Status
A stillborn child or a person who at the time of death was under 17 years of age or under	No charge	Non-business
Interment, depth not exceeding 6'	600.00	Non-business
Interment, additional depth - for depth over 6'	340.00	Non-business
Interment, cremated remains	200.00	Non-business
Interment, cremated remains deeper than 2', depth not exceeding 6'	600.00	Non-business
Additional charge for Interments outside of normal weekday operating MINIMUM CHARGE	175.00	Non-business
Saturday fee	500.00	Non-business

The exclusive right of burial in any grave space or grave, or the right to construct a walled grave or vault together with the exclusive right of burial therein; or the right to one or more burials in any grave space or grave which is not subject to any exclusive right of burial	2023 Charges £	VAT Status
Purchase of Exclusive Rights of Burial (includes first memorial permit)		
From 1 April 2023, the right will extend to 100 years		
A stillborn child or a person who at the time of death was under 17 years of age or under	No charge	Non-business
Traditional Grave Section (50 years)	4400.00	Non-business
Lawn Grave Section (50 years)	4125.00	Non-business
Cremation Plot (50 years)	825.00	Non-business
Transfer of Exclusive Right of Burial	145.00	Non-business
Grave reservation Traditional or Lawn Grave (5 years) existing reservations only	260.00	Non-business
Grave reservation Cremated Remains Plot (5 years) existing reservations only	135.00	Non-business

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Memorial Permit

Grave or cremation plot with EROB purchased before 31st December 2021

2023 Charges £

VAT Status

A stillborn child or a person who at the time of death was under 17 years of age or under

No charge

Non-business

Kerb & Set including headstone

260.00

Non-business

Headstone only

210.00

Non-business

Secondary memorials/kerb & set on existing grave

155.00

Non-business

Cremation tablet/memorial

155.00

Non-business

Additional inscription(s)

80.00

Non-business

Memorial Permit

Grave or cremation plot with EROB purchased after 1st January 2022 to 30th March 2023

2023 Charges £

VAT Status

First memorial permit included with EROB purchase fee

No charge

Non-business

Secondary memorials/kerb & set on existing grave

155.00

Non-business

Additional inscription(s)

80.00

Non-business

Memorial permit: exclusive right to place and maintain, or to put any additional inscription on, a tombstone or other memorial

Grave or cremation plot with EROB purchased after 1st April 2023

2023 Charges £

VAT Status

First memorial permit included with EROB purchase fee

No charge

Non-business

Memorial permit chargeable annually

25.00

Non-business

Additional inscription(s)

80.00

Non-business

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Other charges for cemeteries	2023 Charges £	VAT Status
Durrington Cemetery Chapel (40 minutes)	No charge when followed by Burial in Durrington Cemetery	Exempt
Durrington Cemetery Chapel (40 minutes)	225.00	Exempt
Burial/Cremation plus upkeep fee in respect of Gifford House Section, Worthing	No charge	Exempt
Exhumation of a confined burial	2800.00	Non-business
Exhumation of a cremated remains, depth not exceeding 2'	850.00	Non-business
Genealogy Search per person	40.00	Included

Worthing Crematorium

Cremation	2023 Charges £	VAT Status
Standard Fee Attended Service (Includes 40 minutes total length of chapel use, access to the music system & unwitnessed strewing of cremated remains within a glade of your choice)	999.00	Exempt
Reduced Fee Attended Service - 8:30am, 9:00am, 9:30am, 10:00am or 10:30am (Includes 40 minutes total length of chapel use, access to the music system & unwitnessed strewing of cremated remains within a glade of your choice)	725.00	Exempt
Crematorium Unattended Service (Includes unwitnessed strewing of cremated remains within a glade of your choice)	520.00	Exempt

Note:

For Visual Tributes, Media & Webcasting additional charges apply

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Strewing and witness appointments	2023 Charges £	VAT Status
Unwitnessed Strewing in the Spring, Summer or Autumn Glade (for cremations that have taken place on or after 1st January 2022 at Worthing Crematorium)	Included in cremation fee	Exempt
Unwitnessed Strewing in the Spring, Summer or Autumn Glade (for cremations that have taken place on or before 31st December 2021 at Worthing Crematorium)	50.00	Exempt
Unwitnessed Strewing of Cremated Remains from another Crematorium	105.00	Exempt
Witness of strewing/interment of Cremated Remains (by appointment only Mon to Fri, 10am to 3pm)	75.00	Exempt
Appointments outside of normal hours - by arrangement	175.00	Exempt
Saturday fee	500.00	Exempt
Other services provided by Worthing Crematorium	2023 Charges £	VAT Status
A person who at the time of death was aged 17 years or under (Includes 40 minutes total length of chapel use, access to the music system & unwitnessed strewing of cremated remains within a glade of your choice)	No Charge	N/A
Additional Fee for Saturday Service	500.00	Exempt
Two services in one single time, second cremation fee	520.00	Exempt
Witness Charge (maximum of 4 people excluding the Funeral Director)	80.00	Exempt
Coffin charge board	30.00	Exempt
Use of Chapel for Memorial Services	480.00	Exempt
Extra Time per 40 minutes - chapel use	300.00	Exempt
Certificate of Cremation / Out of England Certificate (Certified extract from Cremation Register)	30.00	Exempt
Division of ashes per set (includes cremation certificate and cardboard casket (Max 4))	40.00	Exempt

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Additional Administration fees:	35.00	Exempt
<ul style="list-style-type: none"> to process paperwork within 48 hours prior to the cremation service taking place cancellation booking fee (if within 3 working days of the cremation date) any other miscellaneous administration duties 		
Genealogy search per person	40.00	Included
Temporary deposit of cremated remains (annual charge after the first three months)	200.00	TBC
Poly urn (4 litre capacity)	5.00	TBC
Scatter tube - token amount (65 cc)	6.00	TBC
Worthing Crematorium printed kraft paper bag, each	4.00	TBC
Worthing Crematorium branded box for cremated remains, each	5.00	TBC
Additional Administration fees:	40.00	Exempt
<ul style="list-style-type: none"> to process paperwork received within 48 hours of the cremation taking place cancellation booking fee (if within 3 working days of the cremation date) any other miscellaneous administration duties 		
Administration fee for arrangement of cremation paperwork (attended or direct)	200.00	Exempt

Webcasting / Streaming

	2023 Charges £	VAT Status
Live only - Stream a service live (only available upon request)	45.00	Included
Live & On Demand - Stream a service live and watch on demand for a further 28 days, with the option to download	65.00	Included

Visual Tributes

	2023 Charges £	VAT Status
Halo photo - Single Hold Image	20.00	Included
Basic Slideshow - Photo slide show of up to 25 photos with simple transitions that can be set to loop. This option does not include music.	60.00	Included

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Music slideshow - A beautifully simple photo tribute of up to 25 photos, timed to your chosen piece of music with fade transitions. Formerly known as the Pro Tribute.	95.00	Included
Themed Tribute - a photo montage with a difference; users can choose from a range of themes and have up to 25 photographs professionally edited and timed to your chosen piece of music	135.00	Included
Extra single photo - A surcharge for any additional holding images beyond the halo photo.	10.00	Included
Family supplied video/photo tribute used as received with basic quality checks performed by the Obitus team.created by you to be played at a time of your choosing	50.00	Included
Bespoke Tribute - A professionally crafted bespoke tribute for the service by our in-house media team. Families and arrangers will have access to a "bespoke concierge" to create something unique and personal.	535.00	Included
Extra work charge - A fee that is applied to any of the standard products for additional work outside the norm.	30.00	Included
Extra photo charge - For each extra 25 photos on a visual tribute.	30.00	Included
Tribute Download - A downloadable version of a tribute, to keep forever.	10.00	Included

Keepsakes		2023 Charges £	VAT Status
DVD, USB, Blu-Ray, Audio CD	A keepsake copy of the service, Tribute, or both.	80.00	Included
Video book	A keepsake Video Book displaying displaying the service, Tribute, or both. More information to follow.	135.00	Included
Memory box	A premium quality Memory Box with 25 printed photos, a keepsake USB and a keepsake DVD displaying the Live Stream/ Tribute, or both if both products were chosen. More information to follow.	185.00	Included
Second Copies	Extra copies of Keepsake DVD, USB, Blu-Ray or Audio CDs.	40.00	Included

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Bundles		2023 Charges £	VAT Status
Obitus Bundle 10% saving vs individual sale price	<ul style="list-style-type: none"> • Halo Photo • Music Slideshow • Webcast - Live & On Demand • x1 Keepsake Item (Choose from USB or DVD) 	234.00	Included

Services for young people		2023 Charges £	VAT Status
Live & On Demand, Halo Photo and Basic Slideshow	<p>For young people under the age of 18, we offer a free Live & On Demand Webcast, Halo Photo and Basic Slideshow of up to 25 photos.</p> <p>Alternatively, the value of these products can be credited against a more premium option if preferred.</p>	Free	Exempt

Crematorium Interment options**	2023 Charges £
Second to fourth cremated remains interments	200.00

** Please note that our Garden of Remembrance, Rockery, Ribbon and Private Garden areas are all full. We are planning additional burial space at the crematorium, which will be available in due course.

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Memorial Garden	2023 Charges £	VAT Status
Oak Memorial Plaque and inscription on Oak Post 5 years lease	170.00	Exempt
Deluxe Miniature Book 5 lines	95.00	Included
Deluxe Miniature Book 8 lines	105.00	Included
Additional Entries into Personal Cards or Books 2 lines	65.00	Included
Additional Entries into Personal Cards or Books 5 lines	70.00	Included
Additional Entries into Personal Cards or Books 8 lines	85.00	Included
Memorial Jewellery	POA	Included

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

CAR BOOT SALES

	2023/24 Charge £	VAT Status
<u>Adur:</u>		
Car Boot Sales	580.00	Exempt*
Returnable deposit for litter collection	300.00	Non-Business
<u>Worthing:</u>		
Car Boot Sales	415.00	Exempt*
Returnable deposit for litter collection	300.00	Non-Business

***Exempt or VAT to be added depending on the site.**

Website: www.adur-worthing.gov.uk/car-boot-sales

ADUR CAR PARKS

Some sites have an operational 'orders' time of 0900 to 1800 hrs

Penalty Charge notices for non-compliance with regulations range from £50 to £70 depending on the contravention (£25 or £35 respectively if paid within 14 days from the date of issue), as laid down by the Traffic Management Act 2004.

Some sites carry a "no return within 1 hour" restriction

All sites will accept all vehicles, except:

- (a) Vehicles exceeding 30 cwt (1.524 tonnes unladen weight)
- (b) Passenger vehicles adapted to carry more than twelve passengers exclusive of the driver
- (c) Trailers
- (d) Normal tariffs apply to Blue Badge holders - Blue badge holders must also display their blue badge and pay and display ticket when parking in a designated disabled bay

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

ADUR CAR PARKS

Long Stay – 7 Days Chargeable - (including Bank Holidays)

CAR PARKS: Southwick Beach, Southwick Square, North Farm Road, Riverside	2023/24 Charge £	VAT Status
Up to 30 mins	0.60	Included
Up to 1 hour	0.80	Included
Up to 2 hours	1.70	Included
Up to 4 hours	2.80	Included
All day	5.00	Included
At Southwick Square and North Farm Road only there is a flat fee for Bank Holidays & Sundays	1.00	included

Prime Long Stay - 7 Days Chargeable - (including Bank Holidays)

CAR PARKS: Old Fort, Beach Green, (except South Street), Ropetackle, Littlecroft	2023/24 Charge £	VAT Status
Up to 30 mins	0.60	Included
Up to 1 hour	0.70	Included
Up to 2 hours	1.30	Included
Up to 4 hours	2.80	Included
All day	5.00	Included
At Littlecroft, South Street and Ropetackle only there is a flat fee for Bank Holidays & Sundays	1.00	included

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Short Stay - 7 Days Chargeable - (including Bank Holidays)

CAR PARKS: Tarmount Lane Shoreham Pond Road Shoreham

	2023/24 Charge £	VAT Status
Up to 30 mins	0.60	Included
Up to 1 hour	0.80	Included
Up to 2 hours	1.70	Included
Up to 4 hours	2.80	Included
All day	5.50	Included
At Pond Road and Tarmount Lane only there is a flat fee for Bank Holidays & Sundays	1.00	included

CAR PARKS: Middle Street

	2023/24 Charge £	VAT Status
Up to 30 mins	0.60	Included
Up to 1 hour	0.80	Included
Up to 2 hours	1.70	Included
Up to 4 hours	2.80	Included
All day	6.60	Included
At Middle Street only there is a flat fee for Bank Holidays & Sundays	1.00	included

All car parks are open 24hrs a day

Charges only apply 9:00am to 6:00pm

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

ADUR CAR PARKS

Season Tickets

	2023/24 Charge £	VAT Status
Beach Green, Old Fort, Riverside, Ropetackle, North Farm Road, South Street, Southwick Beach, Southwick Square Car Parks		
Monthly	39.00	Included
Quarterly	110.00	Included
Annual	385.00	Included
<u>Beach Green Car Park Houseboat</u>		
Resident Permit Per Annum	143.00	Included
Resident Visitor Permits (book of 10)	11.00	Included
Brighton Road Car Park		
Resident Permit Per Annum	110.00	Included
Resident Visitor Permits (book of 10)	11.00	Included
Riverside permit area		
Residents only Per Annum	220.00	Included

Season tickets are available for some car parks.
For details please contact NSL Services 0345 680 0189.

Parking Bay suspensions £29.00 per day - per 10 metre length

Website: www.adur-worthing.gov.uk/parking

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

WORTHING CAR PARKS

All charges are reviewed on an annual basis.

Penalty Charge notices for non-compliance with regulations range from £50 to £70 depending on the contravention (£25 or £35 respectively if paid within 14 days from the date of issue).

These contraventions are laid down by the Traffic Management Act 2004.

All sites will accept all vehicles, except:

- (a) Vehicles exceeding 30 cwt (1.524 tonnes unladen weight)
- (b) Passenger vehicles adapted to carry more than twelve passengers exclusive of the driver
- (c) Trailers

WORTHING CAR PARKS

Blue badge holders may park in designated disabled bays in surface car parks for free but are limited to the maximum stay of 3 hours. A valid blue badge and clock must be correctly displayed. Normal tariffs apply when parking in non designated disabled bays.

	2023/24 Charge £	VAT Status
High Street, Grafton and Buckingham MSCP		
Pay on Exit - 7 Days - 24 hours		
Up to 1 hour	1.30	Included
Up to 2 hours	2.60	Included
Up to 3 hours	3.90	Included
Up to 4 hours	5.20	Included
Up to 5 hours	6.50	Included
All Day	11.00	Included

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Sunday rate

0600 hours to 2200 hours	1.00	Included
(£1.00 per hour - max. £5.00)		

Night Rate

2200 hours to 0600 hours	0.00	Included
(No Charge)		

Workers working in the BN11 Postcode & guest of Hotels at The Steyne/Steyne Gardens Daily charge for High St & Grafton MSCP	6.20	Included
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Workers working in the BN11 Postcode & guest of Hotels at The Steyne/Steyne Gardens Daily charge for Buckingham Road MSCP	6.20	Included
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Town centre events/Specialist market/Worthing Market (High St MSCP & Buckingham MSCP Only) £4.00 per vehicle & per trailer per day	4.00	Included
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WORTHING CAR PARKS

**2023/24
Charge £**

VAT Status

Lyndhurst Road East and West

24 hours per day Pay and Display 7 Days a week incl Sunday & bank holidays

6am to 6pm Up to 1 hour	1.40	Included
Up to 2 hours	2.50	Included
Up to 3 hours	3.90	Included
Up to 4 hours	5.20	Included
Up to 5 hours	6.50	Included
All Day (6am to 6pm)	8.40	Included
Season Tickets are available		
Night Rate (6pm to 6am)		
1800 hours to 0600 hours £1 per hour to a maximum of £3	1.00	Included

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

WORTHING CAR PARKS

**2023/24
Charge £**

VAT Status

Beach House West, Beach House East

24 hours Pay and Display 7 Days a week incl Sundays & bank holidays

6am to 6pm

Up to 1 hour

1.30

Included

Up to 2 hours

2.30

Included

Up to 3 hours

3.50

Included

Up to 4 hours

4.70

Included

Up to 6 hours

6.10

Included

All day (6am to 6pm)

7.40

Included

Night Rate (6pm to 6am)

1800 hours to 0600 hours £1 per hour to a Max
of £3

1.00

Included

Season Tickets are available

Town centre events/Specialist
market/Worthing Market (Beach House West
Only) £4.00 per vehicle & per trailer per day

4.00

Included

WORTHING CAR PARKS

**2023/24
Charge £**

VAT Status

Brooklands -Western Road Brighton Road East and West

8am to 6pm Pay and Display 7 Days a week incl bank holidays

Up to 30 Mins

0.70

Included

Up to 1 hour

1.10

Included

Up to 2 hours

1.70

Included

Up to 3 hours

2.20

Included

Up to 6 hours / All day

2.80

Included

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Marine Crescent

Free up to maximum waiting time of 4 hours,
no return within 2 hours on the same calendar
day, except season ticket holders.

VAT Status

High St Surface (24 hours a day)

**Pay and Display 7 Days a week incl bank
holidays - max 3 hour stay**

Day Rate: 6am to 6pm, pay and display 7 days a
week, including bank holidays

Up to 1 hour	1.80	Included
Up to 2 hours	3.50	Included
Up to 3 hours	5.30	Included

Night Rate: 6pm to 6am, pay and display 7
days a week, including bank holidays:

Up to 1 hour	1.00	Included
Up to 2 hours	2.00	Included
Up to 3 hours	3.00	Included

Teville Gate

Open 24 hours per day, 7 days per week

Chargeable every day Monday to Sunday, including bank holidays

Charges between 8am to 6pm:

£1.40 up to 1 hour

£2.50 up to 2 hours

£3.90 up to 3 hours

£5.20 up to 4 hours

£6.10 All day (8am to 6pm)

Charges between 6pm to 8am: £1.00 per hour up to a maximum of £3.00

Montague Centre car park

Open 24 hours per day, 7 days per week

Chargeable every day Monday to Sunday, including bank holidays

Charges between 6am to 6pm:

£0.80 up to 30 minutes

£1.40 up to 1 hour

£2.80 up to 2 hours

£4.20 up to 3 hours

£7.70 up to 4 hours

£12.10 All day (6am to 6pm)

Charges between 6pm to 6am:

£4.00 flat rate night rate (6pm to 6am)

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

WORTHING CAR PARKS

Season Tickets		2023/24 Charge £	VAT Status		
High Street multi-storey car park					
Buckingham Rd multi-storey car park					
Grafton multi-storey car park					
Monthly (including admin fee)		115.35	Included		
Quarterly (including admin fee)		310.04	Included		
Annual (including admin fee)		1194.42	Included		
Contractor season ticket (Available in High St MSCP & Buckingham MSCP Car Parks Only) :					
Weekly		12.00	included		
Monthly Charge		48.00	included		
Quarterly Charge		135.00	included		
Guildbourne Resident Annual (including admin fee)		387.04	included		
Discounts for multi-purchases on annual season tickets for High St, Buckingham & Grafton MSCP:					
Vehicles	5 to 9	10 to 14	15 to 19	20+	
Discount	5%	7.5%	10.0%	12.5%	
Standard	1194.42	1194.42	1194.42	1194.42	included
Actual	1042.10	1014.73	992.23	964.73	included
Lyndhurst Rd East, Lyndhurst Rd West Beach House East, Beach House West					
Monthly		116.60	Included		
Quarterly		315.70	Included		
Annual		1072.50	Included		
Marine Crescent					

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Annual	22.00	Included
<u>Brooklands Brighton Road (West) Overflow</u>		
Annual	220.00	Included
<u>Brooklands Western Road</u>		
Annual	330.00	Included
<u>High St Surface</u>		
Contractor season ticket (Available in High St Surface Car Park Only) :		
Weekly		
Monthly Charge	12.00	Included
Quarterly Charge	48.00	Included
	135.00	Included
<u>Teville Gate</u>		
Monthly	116.60	Included
Quarterly	315.70	Included
Annual	1072.50	Included
<u>Amelia Park Resident Car Park</u>		
1st resident permit 6 months	11.25	Included
1st resident permit 12 months	22.50	Included
2nd resident permit 6 months	22.50	Included
2nd resident permit 12 months	45.00	Included
Monthly Amelia visitor permit for book of 10	3.00	Included

SEASON TICKETS - season tickets are available for some car parks. Please complete the form on the website or contact the Parking Team (01903) 239999 or via NSL Services on 0345 680 0189

Parking Bay suspensions £29.00 per day - per 10 metre length

Website: www.adur-worthing.gov.uk/parking

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

COMMUNITY ALARM SCHEME

Adur Community Alarm Scheme	2023/24 Charge £	VAT Status
Standard Charge - per week	4.20	Non-business
Standard GSM Charge - per week	5.60	Non-business

Website:

www.adur-worthing.gov.uk/social-care-and-safeguarding/community-alarm

DAVISON LEISURE CENTRE

Website: www.southdownsleisure.co.uk

DRAIN CLEARING

Website:

www.adur-worthing.gov.uk/environmental-health/pollution/drains-and-sewers

ENFORCEMENT ACTION CHARGES

Sections 49 and 50 of the Housing Act 2004 allows the Council to make a "reasonable charge" as a means of recovering expenses incurred in serving an improvement notice, making a prohibition order, serving a hazard awareness notice, taking emergency remedial action, making an emergency prohibition order or making a demolition order. The expenses are in connection with the inspection of the premises, obtaining expert advice (if necessary) e.g. on electrical, gas or structural safety, subsequent consideration of any action to be taken and the service of notices themselves.

The Council reserves the right to make a minimum charge of **£350** in appropriate circumstances and will make this charge in accordance with the Adur & Worthing Councils Private Sector Housing Enforcement Policy

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

ENVIRONMENTAL INFORMATION REGULATIONS – SEARCH FEE

	2023/24 Charge £	VAT Status
Enforcement Action Charges	330.50	Non-business
Environmental Information Regulations - Search Fee	116.00	Non-business
Environmental Information Regulations - Plus per file or address in excess of 10	10.50	Non-business

Website:

www.adur-worthing.gov.uk/environmental-health/pollution/contaminated-land

EXPORT CERTIFICATE

	2023/24 Charge £	VAT Status
First certificate	122.00	Non-business
Second and subsequent certificates in respect of several consignments on one vehicle	49.00	Non-business
Statement of fact H&S	190.00	Non-business
Food Safety Premises Endorsement for Export Certificate	122 .00	Non-business
Second and subsequent certificates in respect of several consignments on one vehicle	49.00	Non-business

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

FILMING

	2023/24 Charge £	VAT Status
News/Weather Report	no charge	Vatable
Filming Admin Fee (for enquiries which do not result in any filming taking place) from	50.00	Vatable
Student Filming Charge up to	50.00	Vatable
GV's* from	65.00	Vatable
Stills/Documentaries/Photoshoots* from	100.00	Vatable
Television Drama/Series/Advert/Feature Film* from	150.00	Vatable

* All filming fees are by negotiation with our filming Partner, 'The Sussex Film Office', depending on size of production, production team and any additional requirements, such as parking, accommodation, subsistence etc

Website: www.adur-worthing.gov.uk/regeneration/filming

FIRE RISK ASSESSMENT SERVICE

	2023/24 Charge £	VAT Status
Fire Risk Assessments Premises up to 100m ²	350.00	Vatable
Small Premises up to 500m ²	430.00	Vatable
Medium Premises up to 1000m ²	600.00	Vatable
Large Premises / Complex Premises over 1000m ²	From 700.00	Vatable
Houses of Multiple Occupation (HMOs) - Type 1	440.00	Vatable
Houses of Multiple Occupation (HMOs) - Type 3	525.00	Vatable
Blocks of Flats - Type 1 only	440.00	Vatable
General Fire Safety Fire Safety Advice	95.00	Vatable
Fire Safety Package (Electronic Logbook, Action Notice, Policy, Emergency Plan)	90.00	Vatable
Health & Safety Health & Safety Reports	From 250.00	Vatable

Website: www.adur-worthing.gov.uk/preparing-for-emergencies/fire-safety

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

FORESHORE (WORTHING ONLY)

	2023/24 Charge £	VAT Status
Private Craft Annual Licence Fee (Non Member)	173.00	Included
Private Craft Annual Licence Fee (Member)	86.50	Included
Private Craft Registration Plates (Non Member)	30.75	Included
Private Craft Registration Plates (Member)	15.30	Included
Structures - Annual Fee (per item)-Non Member	99.75	Included
Structures - Annual Fee (per item)-Member	50.00	Included

Website: www.adur-worthing.gov.uk/beaches-and-foreshore

GAMBLING ACT – MISCELLANEOUS FEES

Premises Type	Variation	Transfer	Reinstatement	Provisional Statement	Change of Name	Copy of Permit	VAT Status
<u>ADUR:</u>	£	£	£	£	£	£	
Family Entertainment Centre	1000.00	950.00	950.00	2000.00	50.00	25.00	Non-business
Adult Gaming Centre	1000.00	1200.00	1200.00	2000.00	50.00	25.00	Non- business
Bingo	1750.00	1200.00	1200.00	3500.00	50.00	25.00	Non- business
Betting Premises Other	1500.00	1200.00	1200.00	3000.00	50.00	25.00	Non- business
Betting Premises Track	1250.00	950.00	950.00	2500.00	50.00	25.00	Non- business
<u>WORTHING:</u>							

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Family Entertainment Centre	1000.00	950.00	950.00	2000.00	50.00	25.00	Non- business
Adult Gaming Centre	1000.00	1200.00	1200.00	2000.00	50.00	25.00	Non- business
Bingo	1750.00	1200.00	1200.00	3500.00	50.00	25.00	Non- business
Betting Premises	1500.00	1200.00	1200.00	3000.00	50.00	25.00	Non- business
Other Betting Premises Track	1250.00	950.00	950.00	2500.00	50.00	25.00	

GAMBLING ACT 2005

Premises Type	New Application £	Annual Fee £	VAT Status
<u>Adur District Council:</u>			
Existing Casinos	N/A	N/A	Non-business
New Small Casino	N/A	N/A	Non-business
New Large Casino	N/A	N/A	Non-business
Regional Casino	N/A	N/A	Non-business
Bingo Club	3500.00	1000.00	Non-business
Betting Premises (ex. tracks)	3000.00	600.00	Non-business
Betting Tracks	2500.00	1000.00	Non-business
Entertainment Centres	2000.00	750.00	Non-business
Adult Gaming Centre	2000.00	1000.00	Non-business
<u>Worthing Borough Council:</u>			
Existing Casinos	N/A	N/A	Non-business

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

New Small Casino	N/A	N/A	Non-business
New Large Casino	N/A	N/A	Non-business
Regional Casino	N/A	N/A	Non-business
Bingo Club	3500.00	1000.00	Non-business
Betting Premises (ex. tracks)	3000.00	600.00	Non-business
Betting Tracks	2500.00	1000.00	Non-business
Entertainment Centres	2000.00	750.00	Non-business
Adult Gaming Centre	2000.00	1000.00	Non-business

NB: These can be increased but are subject to statutory maxima

Website: www.adur-worthing.gov.uk/licensing-and-permits/gambling

GAMING PERMITS TABLE FOR PRESCRIBED STATUTORY FEES

Gaming Permits Permit Type	App. Fee Existing Operator £	App. Fee New Operator £	Renewal Fee £	Annual Fee* £	Duration of Permit £
Family Entertainment Centre	100.00	300.00	300.00	N/A	10 years from date of issue
Prize Gaming Permit	100.00	300.00	300.00	N/A	10 years from date of issue
Alcohol Licensed Premises Gaming Machine Permit	100.00	150.00	N/A	50.00	Indefinitely
Alcohol Licensed Premises Notifications	50.00	N/A	N/A	N/A	Indefinitely

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Club Gaming and Club Machine Permits for existing holders of Registrations or LA 2003 CPC holders	100.00	N/A	100.00	50.00	10 years from date of issue
Club Gaming and Club Machine Permits	N/A	200.00	200.00	50.00	10 years from date of issue
All other cases				50.00	
Small Society Lottery	N/A	40.00	20.00	N/A	Indefinitely
Change of Name					25.00
Copy of Permit					15.00

GAMING PERMITS TABLE FOR PRESCRIBED STATUTORY FEES

* First Annual fee will be payable within 30 days after the permit comes into effect or within 12 months from the issue date whichever is the sooner. Thereafter the annual fee will be payable on the anniversary of the issue date of the permit.

** A change of the LA03 Premises Licence Holder will necessitate a new notification.

1. First annual fee of a licence will be subject to a 25% discount.

Website: www.adur-worthing.gov.uk/licensing-and-permits/gambling

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

HIRE OF HALLS/ROOMS

Committee Rooms 1 & 3, Worthing Town Hall	2023/24 Charge £	VAT Status
Session		
9am to 1pm or 2pm to 6pm	92.00	Included
Session		
9am to 8:30pm	275.00	Included
2 hrs Evening Session		
6.30pm to 8:30pm	92.00	Included
Committee Room 2, Worthing Town Hall	2023/24 Charge £	VAT Status
Session		
9am to 1pm or 2pm to 6pm	122.00	Included
Session		
9am to 5pm	245.00	Included
Session		
9am to 8:30pm	367.00	Included
2hrs Evening Session		
6.30pm to 8:30pm	112.00	Included

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Gordon Room, Worthing Town Hall

2023/24
Charge £

VAT Status

Session

9am to 1pm or 2pm to 6pm

122.00

Included

Session

9am to 5pm

245.00

Included

Session

9am to 8:30pm

367.00

Included

2hrs Evening Session

6.30pm to 8:30pm

112.00

Included

All charges exclusive of VAT.

All hiring on Public Holidays and New Year's Eve – Fri/Sat/Sun rate plus 50%.

Website: www.adur-worthing.gov.uk/room-bookings

Free room hire: The use of a room, or rooms, by a community or voluntary group will be at no charge if the use is while buildings are already open for Council business (subject to availability).

HIRE OF HALLS/ROOMS - WORTHING THEATRES AND MUSEUM

Website: <https://wtm.uk/venue-hire>

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

LEGAL FEES (REVENUE AND BENEFITS)

	2023/24 Charge £	VAT Status
Summons/Liability Order		
Adur:		
Council Tax - Summons	60.00	Non-business
Council Tax - Liability Order	50.00	Non-business
Non-Domestic Rate - Summons	60.00	Non-business
Non-Domestic Rate - Liability Order	50.00	Non-business
Worthing:		
Council Tax - Summons	60.00	Non-business
Council Tax - Liability Order	50.00	Non-business
Non-Domestic Rate - Summons	60.00	Non-business
Non-Domestic Rate - Liability Order	50.00	Non-business

Website: www.adur-worthing.gov.uk/council-tax/what-is-council-tax

Website: www.adur-worthing.gov.uk/business-rates/what-are-business-rates

LEGAL COSTS (Lawyer hourly rates at bottom of Legal Section)

	2023/24 Charge £	VAT Status
Conveyancing Matters		
Sale of Land (Time spent x Lawyer Hourly rate)	700.00 - 5425.00	Same category as main supply
Leases		
Commercial Leases (Time spent x Lawyer Hourly rate)	760.00 - 5425.00	Same category as main supply

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Excluding a Commercial Lease from the
Landlord and Tenant Act 1954

315.00

Same
category as
main supply

Renewal of Commercial Leases
(Time spent x Lawyer Hourly rate)

520.00 - 2030.00

Same
category as
main supply

Rent Deposit Deed

520.00 - 1560.00

Same
category as
main supply

Licences

Grazing licences
(Time spent x Lawyer Hourly rate)

260.00 - 1425.00

Zero-rated

All right of way and garden licences
(Time spent x Lawyer Hourly rate)

260.00 - 1425.00

Exempt

Renewal of grazing licences
(Time spent x Lawyer Hourly rate)

260.00 - 520.00

Zero-rated

Renewal of right of way and garden
licences
(Time spent x Lawyer Hourly rate)

260.00 - 520.00

Exempt

Licence to assign, sub-let, make alterations
(Time spent x Lawyer Hourly rate)

490.00 - 1530.00

Same
category as
main supply

LEGAL COSTS (Lawyer hourly rates at bottom of Legal
Section)

**2023/24
Charge £**

VAT Status

Tenancy at Will
(Time spent x Lawyer Hourly rate)

575.00 - 1300.00

Same
category as
main supply

Deeds

Deeds of Easement, Variation or Rectification
(Time spent x Lawyer Hourly rate)

680.00 - 2600.00

Same
category as
main supply

Deed of Surrender

410.00 - 1905.00

Same

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

(Time spent x Lawyer Hourly rate)		category as main supply
Deed of Postponement of a Legal Charge (Time spent x Lawyer Hourly rate)	410.00 - 1905.00	Same category as main supply
Retrieval fee from Deeds Room	80.00	Same category as main supply
Right to Buys		
Engrossment of Lease	215.00	Non-Business
Notice of Transfer	90.00	Non-Business
Engrossment of Transfer	150.00	Non-Business
Issue of Section 156 Housing Act 1985 Certificate	150.00	Non-Business
Adur: Courtfields		
Engrossment of lease	205.00	Same category as main supply
Legal Costs	565.00	Same category as main supply
Replies to Enquiries	215.00	Same category as main supply
<u>LEGAL COSTS</u> (Lawyer hourly rates at bottom of Legal Section)	2023/24 Charge £	VAT Status
Mortgages		
Mortgage redemption fee	145.00	Exempt
Planning		
Footpath Diversion / Extinguishment Order (Time spent x Lawyer Hourly rate)	(to be advised)	Same category as main supply
S.106 Agreements		
Unilateral Undertakings	750.00 - 2000.00	Outside

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

(Time spent x Lawyer Hourly rate)

s106 Agreements

(Time spent x Lawyer Hourly rate)

1500.00 -

(to be advised)

Scope

Outside
Scope

Commercial Contracts (Engrossment & registration applicable to all contracts)

Finalising contract post award, engrossment
& registration fee:-

Contracts below £75k

260.00

Vatable

Contracts from £75k to £100k

520.00

Vatable

Contracts from £100k to below threshold

780.00

Vatable

Contracts above threshold

1300.00

Vatable

Negotiated amendments to tendered
contract
(Time spent x Lawyer Hourly rate)

(to be advised)

Vatable

Drafting Data Protection agreements

520.00

Vatable

Confidentiality or Non-disclosure
agreements

520.00

Vatable

LEGAL COSTS (Lawyer hourly rates at bottom of Legal
Section)

**2023/24
Charge £**

VAT Status

Contract Extension Agreements

100.00

Vatable

Contract Variation Agreements

100.00

Vatable

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Copy Documents

Copy of one Legal owned document	25.00	Vatable
Copy of more than one Legal owned document, per additional document	15.00	Vatable

Lawyer Hourly Rates (Worthing - National 1 Area)

Solicitors and legal executives over 8 years qualified experience	226.00	Vatable
Solicitors and legal executives over 4 years qualified experience	200.00	Vatable
Other qualified solicitors or legal executives and fee earners of equivalent experience	168.00	Vatable
Trainee solicitors, paralegals or equivalent	123.00	Vatable

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

LEISURE FACILITIES

ADUR and WORTHING

**2023/24
Charge £**

VAT Status

Bowls: Outdoor

Adult Season	113.33	Not Included
Retired Season Ticket	100.00	Not Included
New Season Ticket Holder	76.25	Not Included
Half Season Ticket	76.25	Not Included
Junior Season Ticket	47.50	Not Included
Casual session ticket	7.70	Not Included
Taster Session	3.54	Not Included
Group Use per rink	26.88	Not Included
Club User per rink	13.33	Not Included

Cricket

Adult - All Day (Changing Room and Showers)	77.92	Not Included
Adult - Pitch only	60.83	Not Included
Adult - Half Day/Evening (Changing Room and Showers)	64.17	Not Included
Adult - Half Day/Evening Pitch only	46.67	Not Included
Junior Half Day/Evening/Sunday Morning	26.46	Not Included

Cricket - Non Turf Pitch - No Changing Facilities

Adult - All Day	46.67	Not Included
Adult Half Day/Evening	26.46	Not Included
Junior Half Day/Evening	17.71	Not Included

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Cricket - Non Turf Pitch - With Changing Facilities

Adult - All Day	64.17	Not Included
Adult Half Day/Evening	43.75	Not Included
Junior Half Day/Evening	35.00	Not Included

Cricket - Non Turf Pitch - No Changing Facilities

Adult - All Day each	46.67	Not Included
Adult Half Day/Evening	26.46	Not Included
Junior Half Day/Evening	17.71	Not Included

	2023/24 Charge £	VAT Status
Football		
Adult - Pitch, Changing Rooms and Showers	71.88	Not Included
Adult Pitch only	54.38	Not Included
Junior - Pitch, Changing Rooms and Showers	44.58	Not Included
Junior Pitch only	26.46	Not Included
Mini Soccer (Up to 2 hours) - Pitch, Changing Rooms and Showers	26.46	Not Included
Mini Soccer (Up to 2 hours) - Pitch only	26.46	Not Included
Mini Soccer Training - Pitch only	17.50	Not Included
Pitch Only:		
Shoreham FC (14 Games)	1325.00	Exempt

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Rugby

Adult - Pitch, Changing Rooms and Showers	71.88	Not Included
Adult Pitch only	54.38	Not Included
Junior - Pitch, Changing Rooms and Showers	44.58	Not Included
Junior Pitch only	26.46	Not Included

Tennis

Tennis - Hard court Adult per hour	7.08	Not Included
Tennis Adult/Family season Ticket	47.50	Not Included

*** Exempt or VAT to be added depending on the site.**

All charges to be waived for Fishergate First School for their use of Fishergate Recreation Ground for their annual sports day.

WORTHING BOROUGH COUNCIL

Hire/Rental Parks Land	2023/24 Charge £	VAT Status
Skip Rental per week or part of week (Up to 6 cubic yard)	30.50	Non Business
Barrier Storage on site per week or part of	30.50	Non Business
Vehicle or Plant access across site	61.00	Non Business

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

LICENCES

Hackney Carriage & Private Hire	2023/24 Charge £	VAT Status
1 Year Hackney Carriage Vehicle	307.50	Non-business
1 Year Private Hire Vehicle	262.50	Non-business
Drivers Licence New Application Fee (inc 1st knowledge test)	122.50	Non-business
Hackney Drivers 3 Year Licence	282.50	Non-business
Private Hire Drivers 3 Year Licence	282.50	Non-business
1 Year Driver (extenuating circumstances)	120.00	Non-business
Private Hire Operator First Application Fee	110.00	Non-business
New 5 Year Private Hire Operator (1-2 Vehicles)	412.00	Non-business
New 5 Year Private Hire Operator (3-5 Vehicles)	877.00	Non-business
New 5 Year Private Hire Operator (6-10 Vehicles)	1602.00	Non-business
New 5 Year Private Hire Operator (11-20 Vehicles)	3632.00	Non-business
New 5 Year Private Hire Operator (21-30 Vehicles)	7112.00	Non-business
New 5 Year Private Hire Operator (31+ Vehicles)	8272.00	Non-business
New 1 Year Private Hire Operator (Exceptional Circumstances) (1-2 Vehicles)	204.00	Non-business
New 1 Year Private Hire Operator (Exceptional Circumstances) (3-5 Vehicles)	297.00	Non-business
New 1 Year Private Hire Operator (Exceptional Circumstances) (6-10 Vehicles)	472.40	Non-business
New 1 Year Private Hire Operator (Exceptional Circumstances) (11-20 Vehicles)	878.40	Non-business

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

New 1 Year Private Hire Operator (Exceptional Circumstances (21-30 Vehicles)	1574.40	Non-business
New 1 Year Private Hire Operator (Exceptional Circumstances (31+ Vehicles)	1776.00	Non-business
Rear Plate	25.60	Non-business
Door Signs Pair	30.80	Non-business
Door Sign Single	18.00	Non-business
Internal plate/sign	18.00	Non-business
Change of Vehicle	62.00	Non-business
Copy of Licence	26.50	Non-business
Temp Vehicle Hackney Carriage (3 Months)(Inc new plates, licence, materials, vehicle checks)	117.00	Non-business
Temp Vehicle Private Hire (3 Months)(Inc new plates, licence, materials, vehicle checks)	117.00	Non-business
Additional Knowledge Test each	55.00	Non-business
Additional Drivers Licence (inc DBS/Medical check)	67.50	Non-business
Replacement Badge	18.25	Non-business
DBS	56.50	Non-business
Child Exploitation Training (external)	25.00	Non-business

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

<u>Personal, Temporary Events and Other Fees</u>	2023/24 Charge £	VAT Status
Personal Licence	37.00	Outside scope
Change of Name or Address to Personal Licence	10.50	Outside scope
Theft or loss of Personal Licence	10.50	Outside scope
Temporary Event Notice	21.00	Outside scope
Theft, loss etc. of temporary event notice	10.50	Outside scope
Theft, loss, etc of premises licence or summary	10.50	Outside scope
Application for a provisional statement where premises are being built, etc.	315.00	Outside scope
Notification of change of name or address	10.50	Outside scope
Application to vary licence to specify individual as premises supervisor	23.00	Outside scope
Application for transfer of premises licence	23.00	Outside scope
Interim authority notice following death etc of licence holder	23.00	Outside scope
Dis Application DPS	23.00	Outside scope
Theft, loss etc of certificate of summary	10.50	Outside scope
Notification of change of name or alteration of rules of club	10.50	Outside scope
Change of relevant registered address of club	10.50	Outside scope
Duty to notify change of name or address	10.50	Outside scope
Right of freeholder etc to be notified of licensing matters	21.00	Outside scope

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

LICENCES

Premises Selling Alcohol, providing Entertainment or Late Night Refreshment

	BAND A	BAND B	BAND C	BAND D	BAND E
Non-Domestic Rateable Value	None- 4,300	4,301- 33,000	33,001- 87,000	87,001- 125,000	125,001+

Premises Licences*

New application and full variations to an existing licence	100.00	190.00	315.00	450.00	635.00
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (Bands D & E only)	N/A	N/A	N/A	900.00	1905.00
Minor Variation	89.00	89.00	89.00	89.00	89.00
Annual charge*	70.00	180.00	295.00	320.00	350.00
Annual Charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (Bands D & E only)	N/A	N/A	N/A	640.00	1050.00

The rateable value bands listed above are taken from the non-domestic rateable value of the premises and premises licence fees are paid according to the band in which the premises falls. Where a premise is under construction it is to be charged as if it were in band C. If the premises does not have a rateable value, e.g. open spaces, the fee will be charged as if it were in band A. Premises forming only part of a rateable hereditament, or split between two or more, are treated as having a rateable value equal to the rateable value for the premises of which it forms part or as having the largest rateable value if part of two or more hereditaments.

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Very large premises, determined by the number of people the holder of the licence may allow on the premises at the same time, will pay an additional fee to the ones listed above – when applying for a new or converted licence and annually thereafter.

Fees for applications relating to very large premises

Maximum Number of People	Additional Application Fee	Additional Annual Fee
5,000 to 9,999	1,000	500
10,000 to 14,999	2,000	1,000
15,000 to 19,999	4,000	2,000
20,000 to 29,999	8,000	4,000
30,000 to 39,999	16,000	8,000
40,000 to 49,999	24,000	12,000
50,000 to 59,999	32,000	16,000
60,000 to 69,999	40,000	20,000
70,000 to 79,999	48,000	24,000
80,000 to 89,999	56,000	28,000
90,000 & over	64,000	32,000

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

LICENCES

Club Premises Certificates

	BAND A	BAND B	BAND C	BAND D	BAND E
Non-Domestic Rateable Value	None- 4,300	4,301- 33,000	33,001- 87,000	87,001- 125,000	125,001+
New application and variation	100.00	190.00	315.00	450.00	635.00
Annual Charge	70.00	180.00	295.00	320.00	350.00

Various Licences

	2023/24 Charge£	VAT Status
	£	
Skin piercing, tattooing, semi permanent skin colouring and electrolysis registration	150.00	Outside scope
Acupuncture personal registration	75.00	Outside scope
Acupuncture Premises registration	75.00	Outside scope
Minor Variation to existing registration	55.00	Outside scope
Copy of Certificate	25.50	

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Animal Licensing

	Part A £	Part B £	Total Fee Payable £	VAT Status
Dog (Home Boarding)	110.00	120.00	230.00	Outside scope
Dog (Home Boarding) Franchise	78.00	86.00	164.00	Outside scope
Dog (Day Care)	190.00	200.00	390.00	Outside scope
Dog (Kennels)	190.00	200.00	390.00	Outside scope
Cattery	154.00	162.00	316.00	Outside scope
Dog Breeding*	150.00*	148.00*	298.00	Outside scope
Exhibition of animals*	150.00*	148.00*	298.00	Outside scope
Hire of Horses* 1-10	170.00*	179.00*	349.00	Outside scope
Hire of Horses* 11-20	190.00*	200.00*	390.00	Outside scope
Hire of Horses* 21+	235.00*	225.00*	460.00	Outside scope
Pet Vending	110.00*	120.00*	230.00	Outside scope

* = plus vet fees

Secondary Activity	2023/24 Charge £	VAT Status
Dog (Home Boarding)	95.00	Outside scope
Dog (Day Care)	260.00	Outside scope
Dog (Kennels)	260.00	Outside scope
Cattery	185.00	Outside scope

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Dog Breeding *	160.00*	Outside scope
Exhibition of animals*	160.00*	Outside scope
Hire of Horses * 1-10	215.00*	Outside scope
Hire of Horses * 11-20	265.00*	Outside scope
Hire of Horses * 21+	330.00*	Outside scope
Pet Vending	95.00	Outside scope
* = plus vet fees		
Amendment/ Variation to Licence	60.00	Outside scope
The Re- Rating request fee is the same as the Part B for the activity		
	2023/24 Charge £	
Dangerous wild animals	£	
Vertebrates - 1st species: one animal	766.50	Outside scope
Each additional species	454.50	Outside scope
Each additional animal	78.00	Outside scope
Invertebrates - 1st species up to 50 animals	454.50	Outside scope
Each additional species	43.00	Outside scope
Dangerous Wild Animals (Premises)*	312.50	Outside scope
Dangerous Wild Animals (Premises) Renewal *	279.50	Outside scope
* = plus vet fees		Outside scope
Zoo*	1814.50	
* = plus vet fees		

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Pleasure Boats	114.50	Outside scope
Sex Establishment Licence - New	3266.00	Outside scope
Sex Establishment Licence - Renewal	1702.00	Outside scope
Housing Inspection for Immigration Purposes	160.00	Outside scope
Houses in Multiple Occupation - for 5 or less units of accommodation	750.00	Outside scope
Additional fee on application for each unit of accommodation above 5	55.00	Outside scope
Fee on grant of licence	450.00	Outside scope

Website: www.adur-worthing.gov.uk/licensing-and-permits/animals

Scrap Metal Dealers, Water Sampling, PPC Charge, Food Register

**2023/24
Charge
£**

VAT Status

ADC Site Licence	508.50	Non-business
ADC Site Licence Variation	120.00	Non-business
ADC Collector Licence	324.00	Non-business
WBC Site Licence	508.50	Non-business
WBC Site Licence Variation	120.00	Non-business
WBC Collector Licence	324.00	Non-business
Change of Name/ Change of Personal Licence Address	41.00	Non-business
Copy of Licence/ Permit	16.00	Non-business

Website:
www.adur-worthing.gov.uk/licensing-and-permits/scrap-metal-dealers

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Water Sampling	83.00	Included
Analysis of water samples for Client	@ Officer hourly rate	Included
PPC Charges	Fees Set by Defra	Non-business
Food Register	N/A	
FHRS Request a Re-visit	177.00	Non-business
Voluntary Surrender Administration Fee	25.00	Non-business

LICENCES

Ship Sanitation Inspection Charges, Gross Tonnage	2023/24 Charge £	VAT Status
Fees set by The Association of Port Health Authorities and are usually increased in January		
Extra charges, based on actual costs, may be added for expenses incurred, such as launch hire; out-of-hours duty; travel and extended or re-inspection of ships due to "Control Measures"		
www.porthealthassociation.co.uk		
Up to 1,000	125.00	Outside Scope
1,001-3,000	170.00	Outside Scope
3,001-10,000	250.00	Outside Scope
10,001-20,000	325.00	Outside Scope
20,001-30,000	415.00	Outside Scope

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

Over 30,000	480.00	Outside Scope
Vessels with the capacity to carry 50 – 1,000 persons	480.00	Outside Scope
Vessels with the capacity to carry over 1,000 persons	820.00	Outside Scope
Extensions	95.00	Outside Scope
Extra charges, based on actual costs, may be added for expenses incurred, such as launch hire; out-of-hours duty; travel and extended or re-inspection of ships due to "Control Measures" Hourly rate	25.00	Outside Scope
Water sampling booking fee (non-refundable)	25.00	Outside Scope
Water Sampling on Ships (including first sample)	105.00	Outside Scope
Water sampling additional samples	30.00 per sample	Outside Scope

* There are additional fees for premises licence applications and annual fee, for exceptionally large scale events (5,000 people +), unless certain conditions apply. Please read regulation 2 of the Licensing Act 2003 (fees) Amended Regulations 2005.

VAT Status – Outside scope.

Website: www.adur-worthing.gov.uk/licensing-and-permits

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

LOCAL LAND CHARGES SEARCHES AND REPLIES TO ENQUIRIES FEES

	2023/24 Charge £	VAT Status
Official Full Search		
		Non-Business
Standard Official Search (LLC1 & CON29R) (Post)	135.00	Included
Local Land Charges Register (LLC1)		
		Non-Business
LLC1 only search	35.00	Non-Business
CON29R		
CON29R only search	100.00	Included
Additional Parcels		
Additional Parcel (LLC1 + CON29R)	36.00	Included
Additional Parcel for LLC1 only Search	15.00	Non-Business
Additional Parcel for CON29 only Search	21.00	Included
Optional Enquiries (CON290)		
Optional Enquiries 4 & 22	27.00	Included
All other Optional Enquiries	21.00	Included

See our website: www.adur-worthing.gov.uk/land-charges

***Services may be subject to VAT status change – HMRC to determine.**

PLEASE NOTE - The above fees include the sum of **£27.00** payable to West Sussex County Council as Highways Department.

The charge of £27.00 due to West Sussex County Council for their involvement in the search may be subject to change by them.

LOCAL LAND CHARGES SEARCHES AND REPLIES TO ENQUIRIES FEES

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

OPEN SPACES EVENTS

	2023/24 Charge £	VAT Status
Commercial events with an audience up to 1000 (i.e. Funfair and Circus) - per day (includes 1 day either side for build & derig)	675.00	exempt
* Commercial Events with an audience of 1000+ - per day (includes 1 day either side for build & derig)	1350.00	exempt
Extra event build and Derig days	25% of event fee	
National Charities per day	340.00	Vatable/ exempt
Community events & Local Charity Organisations with an audience of less than 50	No Charge	
Community events & Local Charity Organisations with an audience of 50+ per day	60.00	Vatable/ exempt
Civic Events	No Charge	
Damage Deposit, per visit		
Small Event	200.00	Outside Scope
Medium Event	350.00	Outside Scope
Large event	500.00	Outside Scope
Major Event	1K to 3K	Outside Scope
Outdoor Fitness Classes		
	Per Annum £	
1 to 2 times per week	220.00	Vatable/ Exempt
3 to 4 times per week	330.00	Vatable/ Exempt
5 to 7 times per week	440.00	Vatable/ Exempt

Cancellation fee:

- 25% of your overall event fee within 90 days of the event date
- 50% of your overall event fee within 60 days of the event date
- 75% of your overall event fee within 30 days of the event date
- No refund within one week of the event date

* Reduced charge for those in receipt of Income Support, Council Tax Benefit, or Housing Benefit.

Website: www.adur-worthing.gov.uk/parks/open-space-events

Planning

	2023/24 Charge £	VAT Status
Environmental Health Pre-application Planning advice (for major* applications only) A further fee may also be applied for more complicated developments and advice (*major in planning terms)	139.00	Vatable

ROAD CLOSURES

Advertisement	106.00	Non-business
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Website: <http://www.adur-worthing.gov.uk/streets-and-travel/road-closures/>

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

SEASONAL CONCESSION LICENCES

Concession Fees 2023/2024

Type	Price Zone	Summer Season	Peak Month (Jun, Jul, Aug)	Off Peak Month	Winter Season
Food and/or Refreshments	1	2250.00	500.00	250.00	1500.00
Food and/or Refreshments	2	1800.00	400.00	200.00	1200.00
Food and/or Refreshments	3	1220.00	270.00	135.00	810.00
Leisure/Arts/Craft	W	1220.00	N/A *	205.00	1220.00
Ice cream Van Worthing Promenade	C1 **	4750.00	1060.00	530.00	N/A
Ice cream Van other Beach location	C2 **	2750.00	610.00	200.00	N/A
Ice cream cart/small unit	C3	1220.00	270.00	135.00	N/A

* No peak month price for watersports or other leisure uses

** There are no C1 or C2 pitches currently available for licence in 2023

Summer season is April to September, Winter season is October to March

For all pitches:

- The Council reserves the right to charge an enhanced fee for premium pitches, categorised by being adjacent to high footfall, year-round attractions.
- VAT is charged where applicable. Usually, VAT only applies to 'ambulatory' concessions.
- A deposit of £50.00 is payable upon collection of an access key, where required. The deposit will be returned in full providing the key is returned within seven days of the licence ending. Outside the seven-day period, the deposit will be returned at the Council's discretion.

Website:

<https://www.adur-worthing.gov.uk/land-and-property/seasonal-concessions/apply/#concession-licence-fees>

SPLASHPOINT LEISURE CENTRE

Website: www.southdownsleisure.co.uk

STRAY DOGS

Dogs are taken to private kennels.

	2023/24 Charge £	VAT Status
Up to 1 day (or part thereof)	75.00	Included
Up to 2 days	90.00	Included
Up to 3 days	105.00	Included
Up to 4 days	120.00	Included
Up to 5 days	135.00	Included
Up to 6 days	150.00	Included
Up to 7 days	165.00	Included
Dog collected and returned to owner (not kennelled)	65.00	Included
Microchipping	21.50	Included

Charges include the £25 statutory fee. Any recharges of veterinary and kennelling fees will be liable to VAT at the standard rate

Website: www.adur-worthing.gov.uk/dogs/stray-abandoned-lost-found

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

STREET TRADING

WORTHING ONLY

	2023/24 Charge £	VAT Status
Street Trading Consents - Town Ctre (Non-Vehicles)		
Annual	2290.00	Non-business
Week	130.00	Non-business
Day	53.00	Non-business
Street Trading Consents - Marine Crescent and Marine Drive (vehicles) Annual	300.00	Non-business

STREET NAMING AND NUMBERING

	2023/24 Charge £	VAT Status
House name or number Change	90.00	Non-Business
Building Name Change (Commercial Unit/s or Residential Block of Flats)	150.00+ 45.00per flat/unit	Non-Business
Change of street name where requested by residents	250.00 + 90.00 per property	Non-Business
New developments including conversions of residential and commercial premises (No Phase Fee to be applied for 1 to 5 properties not requiring a new street name)	250.00 per phase + 45.00 per plot/unit. 150.00 per additional building name	Non-Business
Retrospective Addressing	350.00 per phase 70.00 per plot	Non-Business
Street naming for new developments	300.00 per street	Non-Business
Request for letter requiring confirmation of official address by property owner, or service provider. Examples include solicitors, banks, mortgage and utility companies	90.00 per plot affected	Non-Business

Website: www.adur-worthing.gov.uk/naming-and-numbering

VEHICLE TESTING

	2023/24 Charge £	VAT Status
MOT - Test - Fee set by VOSA	Fee set by VOSA	Outside Scope
MOT - Re-Test - Fee set by VOSA	Fee set by VOSA	Outside Scope
Taxi - Fitness Test	60.00	Outside Scope
Taxi - Combined Fitness and MOT test	78.00	Outside Scope
Taxi - Re-test	50.00	Outside Scope
Duplicate Certificate	10.00	Outside Scope
Website: www.adur-worthing.gov.uk/streets-and-travel/mot-testing		

ADUR AND WORTHING'S FEES AND CHARGES 2023-2024

WASTE SERVICES

	2023/24 Charge £	VAT Status
Bulky Household Waste - Special Collections		
Small loads	Discretionary	Non-Business
Very large loads	As costed	Non-Business
Category One:		
The equivalent of up to 3 items of furniture or 9 sacks	45.00	Non-Business
Category Two:		
The equivalent of up to 6 items of furniture or 18 sacks	75.00	Non-Business
Category Three:		
The equivalent of up to 12 items of furniture or 36 sacks	120.00	Non-Business

Website: www.adur-worthing.gov.uk/bulky-waste

WASTE SERVICES

	2023/24 Charge £	VAT Status
Clinical Waste		
Domestic Premises	No Charge	N/A
Yellow/Orange Bags (7kg max)	7.70	Vatable
Sharps Boxes (5kg)	8.50	Vatable

Website: www.adur-worthing.gov.uk/recycling-and-waste