

Fees and Charges

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In January 2005 the Council delegated authority to the Executive Director of the appropriate service to vary charges, having regard to market conditions and the Council's policy framework. This being the case the charges shown in this booklet may change during the year. You may wish to check with the service provider before using the service.

The Council publishes its latest fees and charges on the Council website: www.west-norfolk.gov.uk

Arts and Entertainment

1

Guildhall - 01553 765565

Posting Tickets
Hirings
Access from 14:00 hrs – clearance by 24:00 hrs

Commercial

Monday to Thursday
Friday to Sunday

Earlier access / rehearsal (per hour)
Base hire charge plus 10% of gross box office takings

Local Arts Organisations

Monday to Thursday
Friday to Sunday

Get in / rehearsal rate / excess hours (per hour)
Base rate plus 5% of gross box office takings

The above hire charges include Box Office facilities, Front of House Staff and 2 technicians and all available in house equipment.
For hire charges relating to events and exhibition spaces please call (01553) 779095

Includes VAT	Charge 2024/25	Charge 2025/26
	£	£
Y	1.00	2.00
Y	876.00	942.00
Y	1007.00	1083.00
Y	87.00	94.00
Y	534.00	574.00
Y	579.00	623.00
Y	68.00	73.00

Tourism

2

Stories of Lynn - 01553 774297

Admissions

Adults
Juniors
Concessions
Family (2 adults and 2 children)
Adult Group
Concession Group
Child Group
Sunday Joint Adult
Sunday Joint Concession
Sunday Joint Child
Adult with Norfolk Museum Pass
Child with Norfolk Museum Pass
Adult with Friend of KL Museum Pass
Child with Friend of KL Museum Pass
South Gate/Red Mount Chapel combined ticket - Adult
South Gate/Red Mount Chapel combined ticket - Child
Children must be accompanied by an adult

Includes VAT	Charge 2024/25	Charge 2025/26
	£	£
Y	3.95	3.95
Y	1.95	1.95
Y	2.95	2.95
Y	9.85	9.85
Y	3.55	3.55
Y	2.65	2.65
Y	1.75	1.75
Y	5.95	5.95
Y	3.95	3.95
Y	2.95	2.95
Y	3.20	3.20
Y	1.60	1.60
Y	3.55	3.55
Y	1.75	1.75
-	FREE	FREE
-	FREE	FREE

Hall and Room Hire

3

Town Hall, King's Lynn - 01553 775839

Stone Hall/Assembly Room Suite - Charge Per Hour

Monday to Thursday
Friday
Saturday & Sunday

Wedding - Ceremony only - Weekday
Wedding - Ceremony only - Friday
Wedding - Ceremony only - Weekend

Wedding - Ceremony and/or Reception - Monday to Thursday (inc setup, pay bar and kitchen use)
Wedding - Ceremony and/or Reception - Friday (inc setup, pay bar and kitchen use)
Wedding - Ceremony and/or Reception - Saturday and Sunday (inc setup, pay bar and kitchen use)

Card Room (Meetings, Whist Drives etc.)

Charge per Hour - Monday to Friday
Charge per Hour - Saturday and Sunday

Meeting Rooms - Charge per hour - Monday to Friday
Meeting Rooms - Charge per hour - Saturday and Sunday

Set-up time per hour
Subject to availability on same day as booking
If needed the day before booking the usual daily rate applies - with minimum 4 hours charge

Corkage charge per bottle

Hire of Public Address System

Additional charge after midnight

50% surcharge for bank holiday bookings

Includes VAT	Charge 2024/25	Charge 2025/26
	£	£
Y	100.00	110.00
Y	130.00	140.00
Y	160.00	170.00
Y	560.00	600.00
Y	735.00	790.00
Y	875.00	940.00
Y	1600.00	1720.00
Y	2100.00	2260.00
Y	2500.00	2690.00
Y	88.00	95.00
Y	145.00	155.00
Y	54.00	58.00
Y	102.00	110.00
Y	60.00	65.00
Y	4.00	10.00
Y	80.00	86.00
Y	276.00	300.00

Community Centres

4

South Lynn Community Centre - 01553 763620

Main Hall

Off Peak per hour
Peak per hour
50% Discount for South & West Lynn Ward Residents when booking the hall for social gatherings only, not profit making or commercial activities. Proof of residency will need to be provided.

Community Rooms

Per hour

Fairstead Community Centre - 01553 771477

Main Hall

Off Peak per hour
Peak per hour
50% Discount for Fairstead Ward Residents when booking the hall for social gatherings only, not profit making or commercial activities. Proof of residency will need to be provided.

Includes VAT Charge 2024/25 Charge 2025/26

£ £

Y	24.00	26.00
Y	32.00	34.00

Y	20.70	22.00
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Y	24.00	26.00
Y	32.00	35.00

Sport and Recreation

5

Grass Sports Pitches

Downham Market - 01366 386868

Hunstanton - 01485 534227

King's Lynn - 01553 818001

General Lettings Per Match with changing facilities
Junior Pitch per match

Y	69.60	74.90
Y	19.00	20.40

Teams Based at River Lane or Kings Way

Adult team

Junior team

Y	550.00	592.00
Y	275.00	296.00

Seasonal Amenities - Hunstanton

Bowling Green

Per Session - 2 hours approx.

Y	6.80	7.30
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Crazy Golf

Adults - per round

Juniors - per round

Y	3.70	4.00
Y	3.20	3.40

Tennis - Grass Court/Hard Court (2 hours)

Per court

Y	6.20	13.40
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Pitch and Putt

Adults - per game

Juniors - per game

Y	5.60	6.00
Y	4.50	4.80

Footgolf

Adults - per game

Juniors - per game

Y	5.60	6.00
Y	4.50	4.80

Putting Green

Adults - per round

Juniors - per round

Y	4.40	4.70
Y	3.60	3.90

Recreation Ground

Caravan Rallies – per van per day

Y	8.60	10.00
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Chalets*

*These will be reviewed in 24/25. consultation and option to renew for existing users.

Daily Hire

Weekly Hire

Seasonal Hire

Y	24.40	30.00
Y	110.70	150.00
Y	778.60	837.50

Resort Services

Permit for Launch of Personal Watercraft/Power Boats

Non Member - Per Annum (in advance, conditions apply)

Member * - Per Annum (in advance, conditions apply)

Day Permit (Training certification and insurance must be shown)

* Member of Heacham Boat Owners or Hunstanton Ski Club Only

Y	29.20	31.40
Y	8.00	8.60
Y	14.30	15.40

Trade Refuse Charges are Quoted NET of VAT

Commercial Waste

Hire Charge & Waste Transfer Note (Annual Fee)

1100 litre
770 litre
660 litre
360 litre
240 litre

Fee Per Emptying

1100 litre
770 litre
660 litre
360 litre
240 litre

Garden Waste Bin for NNDR Properties
240 litre fortnightly emptying 12 months non refundable and non transferable

Empty and dispose of food waste
(Per container Max 40Kg caddy and Max 100Kg wheeled bin)

Schools Waste

Hire Charge & Waste Transfer Note (Annual Fee)

1100 litre
770 litre
660 litre
360 litre
240 litre

Fee Per Emptying

1100 litre
770 litre
660 litre
360 litre
240 litre

Empty and dispose of food waste
(Per container Max 40Kg caddy and Max 100Kg wheeled bin)

Domestic Property used as Self Catering Accommodation

Hire Charge & Waste Transfer Note (Annual Fee)

1100 litre
770 litre
660 litre
360 litre
240 litre

Fee Per Emptying

1100 litre
770 litre
660 litre
360 litre
240 litre

Ad Hoc empty administration charge per empty (Waste & Recycling)

Empty and dispose of food waste
(Per container Max 40Kg caddy and Max 100Kg wheeled bin)

Commercial Recycling

Waste Transfer Note (Annual Fee)

1100 litre
660 litre
360 litre
240 litre

Fee Per Emptying

1100 litre
660 litre
360 litre
240 litre

Additional Waste Transfer Note

Trade Waste Plastic Sacks

Roll of 25 - (includes delivery charge)
Waste Transfer Note on first purchase of year
Trade Waste Recycling Tags 25 with roll of 25 Sacks

Domestic Refuse Charges Include VAT

Bulk Waste Collections - 01553 776676

First three items
Per additional item thereafter
Side Waste - Purchase of Tag

Replacement of lost wheellie bin - Delivered

Contact telephone number for following services (01553 782060)

Garden Waste - Fortnightly Brown Bin Collection
Re delivery of Brown Bin to same customer address following contract cancellation and bin removal
Collection Hazardous Household Waste

Empty of Parish Litter Bin

Per bin per year
Empty of Parish Dog Waste Bin (per emptying)
Empty of a Dog Waste Bin or its contents from a bin not in public ownership (Max 45 litres)
Admin Charge for invoicing for Clinical Waste Disposal and Household Hazardous Waste (Per Invoice)

Includes VAT Charge 2024/25 Charge 2025/26

£

£

N	132.60	132.60
N	120.64	120.64
N	118.56	118.56
N	89.84	89.84
N	66.04	66.04

N	21.80	21.80
N	18.00	18.00
N	16.45	16.45
N	13.25	13.25
N	11.55	11.55

N	140.00	156.00
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N	0.00	5.00
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N	132.60	132.60
N	120.64	120.64
N	118.56	118.56
N	89.84	89.84
N	66.04	66.04

N	17.20	17.20
N	14.65	14.65
N	12.75	12.75
N	10.10	10.10
N	9.00	9.00

N	0.00	5.00
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N	132.60	142.60
N	120.64	129.80
N	118.56	127.50
N	89.84	96.60
N	66.04	71.00

N	17.40	18.70
N	14.90	16.00
N	13.00	14.00
N	10.15	10.90
N	9.75	10.50

N	24.20	26.00
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N	0.00	5.00
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N	43.60	43.60
N	43.60	43.60
N	43.60	43.60
N	43.60	43.60

N	16.15	16.15
N	12.70	12.70
N	10.55	10.55
N	9.55	9.55

N	43.60	43.60
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N	83.20	89.50
N	43.60	46.90
N	47.70	51.30

Includes VAT Charge 2024/25 Charge 2025/26

£

£

Y	38.90	41.80
Y	13.30	14.30
Y	2.45	2.60

Y	47.80	51.40
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Y	64.80	78.00
Y	-	35.00
-	FREE	FREE

N	241.90	260.20
Y	2.35	5.07
Y	-	6.28
Y	200.00	215.10

Markets/Hanging Baskets and Allotments - 01553 616200

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Markets

King's Lynn (Tuesday and Friday) & Hunstanton (Wednesday)

Regular Traders (Per metre frontage)
Casual Traders (Per metre frontage)
Annual agreement - 50% discount (January to March only)

Includes VAT Charge 2024/25 Charge 2025/26
£ £

N	5.80	6.20
N	8.50	9.10

King's Lynn (Saturday)

Regular Traders (Per metre frontage)
Casual Traders (Per metre frontage)
Annual agreement - 50% discount (January to March only)

N	5.10	5.50
N	7.40	8.00

Hunstanton (Sunday)

Regular Traders (Per metre frontage)
Casual Traders (Per metre frontage)
Annual agreement - 50% discount (January to March only)

N	10.90	11.70
N	16.30	17.50

Market Parking

All markets - any vehicle for one market (per annum)
All markets - any vehicle for any market (per annum)

Y	24.00	25.80
Y	34.90	37.50

Discount Scheme

Trader must have held a licence for at least 12 months commencing 1st April in any year in order to qualify for the discount and pay their rent before due date each month.

Hanging Baskets (supply, delivery and removal)

Y	73.50	79.10
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Allotments - King's Lynn (Per square metre per annum)

N	0.32	0.34
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Public Conveniences

Radar key for disabled toilets

Y	5.00	5.40
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Careline - 01553 760671

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Rented Units

Within District

Weekly charge VAT Exemption
Connection Charge (single payment) VAT Exemption

Includes VAT Charge 2024/25 Charge 2025/26
£ £

Exempt	3.15	3.40
Exempt	34.30	44.99

Outside District

Weekly charge VAT Exemption
Connection Charge (single payment) VAT Exemption

Exempt	3.15	3.40
Exempt	45.00	59.99

Purchased Units

Within District

Monitoring and Maintenance Charge VAT Exemption
Connection Charge (single payment) VAT Exemption

Exempt	4.50	4.80
Exempt	34.30	44.99

Outside District

Connection Charge (single payment) VAT Exemption

Exempt	45.00	59.99
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GO Alarms
Postal Units
Keysafes

Exempt	6.00	6.50
Exempt	25.00	29.99
Exempt	60.00	60.00

CCTV - 01553 616200

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Access to Data

Access to Information DPA 98 C29 Section 35(2) Request for CCTV Images Form

Includes VAT Charge 2024/25 Charge 2025/26
£ £

Y	114.00	123.00
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Administrative Services - 01553 616200

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Register of Electors

Statutory Fees

Printed Form

Flat Rate
Plus per 1000 names or part thereof

Includes VAT Charge 2024/25 Charge 2025/26
£ £

N	10.00	10.00
N	5.00	5.00

Data Form

Flat Rate
Plus per 1000 names or part thereof

N	20.00	20.00
N	1.50	1.50

Overseas Electors Lists (Statutory Fee)

Printed Form

Flat Rate
Plus per 1000 names or part thereof

N	10.00	10.00
N	5.00	5.00

Data Form

Flat Rate
Plus per 1000 names or part thereof

N	20.00	20.00
N	1.50	1.50

Monthly Additions (Statutory Fee)

Printed Form

Flat Rate
Plus per 1000 names or part thereof

N	10.00	10.00
N	5.00	5.00

Data Form

Flat Rate
Plus per 1000 names or part thereof

N	20.00	20.00
N	1.50	1.50

Printed Form (Marked Copy)

Flat Rate
Plus per 1000 names or part thereof

Data Form (Marked copy)

Flat Rate
Plus per 1000 names or part thereof

General Administration**Supply of Miscellaneous Information**

Administration Fee
Plus cost per sheet

Returns and Declarations as to Election Expenses (Statutory Fee)

Price for each side of each page
Inspection of a Request for Election

Supply of Minutes and Agenda**Supply of Development Control or Cabinet Agenda**

Per annum
Per agenda
Other Agendas
A4 Photocopies
Supply of Council Minutes (Per annum)

Planning Administrative Fees**Photocopies**

A4 Copies
Copies of deposited plans A3
Copies of deposited plans A2 (Black and White)
Copies of deposited plans A2 (Colour)
Copies of deposited plans A1 (Black and White)
Copies of deposited plans A1 (Colour)
Copies of deposited plans A0 (Black and White)
Copies of deposited plans A0 (Colour)

Request for confirmation that development has been carried out in accordance with the terms of an Enforcement Notice or Legal Agreement.
High Hedges Complaint

Planning Application Fees

Most applications must be accompanied by the correct fee. The government sets these, and they apply across the country. For the most up-to-date scale of fees for planning and other applications please visit www.planningportal.co.uk

Pre-Application Advice Fees

For guidance on Pre-application Advice services and charges please visit https://www.west-norfolk.gov.uk/downloads/download/20/pre-application_guidance_and_fees

Legal and Local Land Charges

CON 29R (VAT to be added)
CON 29O (each question) (VAT to be added)
Parcel fee (each)
Assisted Personal Search
Additional own enquiries (each)
LLC1 (submitted by post/DX)
LLC1 (submitted by NLIS)
Planning History Search - back to 1994
Planning History Search - back to 1948

Street Naming and Numbering Fees**New Addresses** - Numbering/naming of new properties(Including Industrial Units)

1 Plot
2 - 5 Plots (Price Per Plot)
6-10 Plots (Price Per Plot)
11 - 19 Plots (Price Per Plot)
20 - 99 plots (Price Per Plot)
100+plots (First 100 plots £50 per plot and then £30 per plot there after)

Existing Addresses - Development re-number due to change in plot numbers or plot positions including notification

1 Plot
2 - 5 Plots (Price Per Plot)
6-10 Plots (Price Per Plot)
11 - 19 Plots (Price Per Plot)
20 - 99 plots (Price Per Plot)
100+plots (First 100 plots £50 per plot and then £30 per plot there after)

Individual re-number / individual house name or re-name including notification

Re-name of Street where requested by residents including notification (Excluding Street Nameplate)

Other Fees

Installation of new street nameplates (Per Nameplate)

Confirmation of address to solicitors / conveyance's / owner or occupier (Per Notification)

Includes VAT Charge 2024/25 Charge 2025/26

	£	£
N	10.00	10.00
N	2.00	2.00

N	10.00	10.00
N	1.00	1.00

Y	11.40	12.30
Y	0.10	0.10

N	0.20	0.20
N	0.10	0.10

Y	123.00	132.30
Y	11.00	11.80
Y	6.10	6.60
Y	0.10	0.10
Y	86.40	92.90

Y	0.10	0.10
Y	0.10	0.10
Y	6.20	6.70
Y	8.70	9.40
Y	7.70	8.30
Y	10.70	11.50
Y	8.80	9.50
Y	11.90	12.80

N	48.60	86.60
N	150.00	290.00

N	47.60	137.00
N	15.30	44.00
N	14.20	40.00
N	25.30	72.80
N	17.70	50.90
N	25.30	40.00
N	25.30	40.00
N	25.30	72.80
N	56.90	163.71

N	70.00	75.30
N	35.00	60.00
N	30.00	55.00
N	25.00	52.50
N	20.00	50.00
N	-	£30-£50

N	70.00	75.30
N	35.00	60.00
N	30.00	55.00
N	25.00	52.50
N	20.00	50.00
N	-	£30-£50

N	70.00	75.30
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N	500.00	625.00
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Y	200.00	250.00
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N	70.00	75.30
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Hunstanton

Charges apply Monday to Sunday, Including Bank Holidays except Christmas day

Central Car Park

Inclusive between 8am and 5pm
Pay and Display Up to 1 Hour
Pay and Display Up to 2 hours
Pay and Display Up to 3 hours
Pay and Display Up to 5 hours
Inclusive between 5pm and 8am ticket expires 9am

Valentine Road Car Park

Pay and Display Up to 30 minutes
Pay and Display Up to 1 Hour
All day before 10.00am (valid 24 hours)
All day after 10.00am (valid 24 hours)
Inclusive between 5pm and 8am ticket expires 9am

North Promenade

1st November to 28th February including Bank Holidays except Christmas Day
Inclusive between 8am and 5pm
Pay and Display Up to 3 hours
Pay and Display Up to 4 hours
24 Hours
Inclusive between 5pm and 8am ticket expires 9am

1st March to 31st October including Bank Holidays
Inclusive between 8am and 5pm
Pay and Display Up to 3 hours
Pay and Display Up to 4 hours
24 Hours
Inclusive between 5pm and 8am ticket expires 9am

Coach Parking

1st November to 28th February including Bank Holidays except Christmas Day
Up to 3 hours
Over 3 hours until 18:00

1st March to 31st October including Bank Holidays
Up to 3 hours
Over 3 hours until 18:00

The Green, Hunstanton - Motorcycles

Pay and Display Hunstanton (Excluding Central, Valentine Road and North Promenade Car Parks) 1st November to 28th February including Bank Holidays except Christmas Day
Inclusive between 8am and 5pm
Up to 1 hour
Up to 2 hours
Up to 3 hours
24 Hours
Inclusive between 5pm and 8am ticket expires 9am

Pay and Display Hunstanton (Excluding Central, Valentine Road and North Promenade Car Parks) 1st March to 31st October including Bank Holidays
Inclusive between 8am and 5pm
Up to 1 hour
Up to 2 hours
Up to 3 hours
24 Hours
Inclusive between 5pm and 8am ticket expires 9am

Season Tickets

Seniors – Hunstanton Resident (Annual)
Six months (unreserved)
Twelve months (unreserved)
Reserved Twelve months
Water sport/Beach users (valid on North Prom and Cliff)
Seafront Kiosk Trader - 1st March to 31st October - Max three per kiosk (Valid Southend Rd, Seagate West excluding South Prom)
Seafront Kiosk Trader - 1st March to 31st October - Max three per kiosk (Valid Southend Rd, Seagate West & South Prom)
Triangle Traders - 1st March to 31st October - Max three per kiosk (Valid Seagate West)
Seafront Kiosk Trader - Annual - Max three per kiosk (Valid Southend Rd, Seagate West excluding South Prom)
Triangle Traders - Annual - Max three per kiosk (Valid Seagate West)
Seafront Kiosk Trader - Annual - Max three per kiosk (Valid Southend Rd, Seagate West & South Prom)
Oasis Bowls (Valid on South Prom and Southend)
Oasis Leisure Card (Valid on South Prom and Southend)
North Prom Chalet users (Valid on North Prom)

Rover Passes 1 week from 1 November to 28 February (Valid on all Hunstanton and Heacham car parks and all Long-term car parks in King's Lynn)
Rover Passes 1 week from 31 March to 31 October (Valid on all Hunstanton and Heacham car parks and all Long-term car parks in King's Lynn)

Heacham (Seasonal)

Charges apply from 1st March to 31st October, including Bank Holidays, Inclusive between 8am and 5pm
Up to 1 hour
Up to 2 hours
Up to 3 hours
24 Hours
Inclusive between 5pm and 8am ticket expires 9am

Charges apply from 1st November to 28th February including Bank Holidays, Inclusive between 8am and 5pm
Up to 1 hour
Up to 2 hours
Up to 3 hours
24 Hours
Inclusive between 5pm and 8am ticket expires 9am

Season ticket - Seniors - Valid all year
Season ticket - resident - Valid all year
Season ticket - non resident - Valid all year
Season ticket - Beach Hut Resident - Valid March to October

Burnham Market Car Park

Inclusive between 8am and 6pm
Pay and Display Up to 1 Hour
Pay and Display Up to 2 hours
Pay and Display Up to 5 hours
24 Hours
Inclusive between 5pm and 8am ticket expires 9am

Includes VAT Charge 2024/25 Charge 2025/26

	£	£
Y	2.30	2.50
Y	3.50	3.80
Y	4.30	4.70
Y	5.70	6.20
Y	2.00	3.00

Y	1.40	1.50
Y	2.30	2.50
Y	1.40	1.50
Y	3.40	3.70
Y	2.00	3.00

Y	5.60	6.10
Y	7.80	8.50
Y	8.90	9.60
Y	2.00	3.00

Y	5.60	6.10
Y	7.80	8.50
Y	10.00	10.80
Y	2.00	3.00

Y	6.70	7.30
Y	8.90	9.60

Y	6.70	7.30
Y	10.00	10.80

Y	1.00	1.00
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Y	2.50	2.70
Y	4.70	5.10
Y	6.70	7.30
Y	8.90	9.60
Y	2.00	3.00

Y	2.50	2.70
Y	4.70	5.10
Y	6.70	7.30
Y	10.00	10.80
Y	2.00	3.00

Y	44.90	98.80
Y	170.50	197.60
Y	242.00	329.30
Y	400.40	1041.00
Y	126.50	136.10
Y	0.00	52.80
Y	49.10	105.60
Y	49.10	52.80
Y	0.00	71.70
Y	66.70	71.70
Y	66.70	130.40
N	FREE	FREE
Y	35.80	38.50
N	FREE	FREE
Y	26.40	33.60
Y	29.70	37.80

Y	2.30	2.70
Y	4.50	5.10
Y	5.60	7.30
Y	6.70	10.80
Y	2.00	3.00

Y	2.30	2.70
Y	4.50	5.10
Y	5.60	7.30
Y	7.80	9.60
Y	2.00	3.00

Y	43.20	98.80
Y	58.10	121.60
Y	114.40	221.00
Y	49.30	53.00

Y	1.50	2.50
Y	2.50	4.70
Y	4.00	6.20
Y	6.00	9.60
Y	-	3.00

Season Ticket - Monthly
Season Ticket - Annual

Lime Grove Car Park
Parking Permit

King's Lynn
Charges apply 24 hours a day, Monday to Sunday, Including Bank Holidays except Christmas Day

Short Term
Inclusive between 8am and 5pm
Up to half hour (Saturday and Tuesday Market Place and St James , outside multi-storey)
Up to 1 hour
Up to 2 hours
Up to 3 hours
Up to 5 hours
Inclusive between 5pm and 8am - up to half hour (Saturday and Tuesday Market Place and St James , outside multi-storey)
Inclusive between 5pm and 8am ticket expires 9am

Long Term
All Day before 10am
All Day after 10am
Boal Quay all day
Walks up to 3 hours
Walks over 3 hours all day
Inclusive between 5pm and 8am ticket expires 9am

Season Tickets
Monthly - Long Term
Annual - Long Term
Annual - Short Term

Multi-Storey St James
Inclusive between 7am and 5pm
Up to 1 hour
Up to 2 hours
Up to 3 hours
Up to 4 hours
Up to 5 hours
Up to 6 hours
Up to 7 hours
Up to 8 hours
Up to 9 hours
Up to 10 hours
Up to 11 hours
Season Ticket

From 5pm until 11.30pm
Over 1hrs valid until 9am

Season Ticket - Annual - Weekdays Monday to Friday (max 50)

Lynnsport Car Park Parking Permit

Penalty Charge Notices
Payment within 14 days
Payment after 14 days

Other Charges
Public Service Vehicle (Bus Station Pay and Display)
Contract Parking Bay (per annum) (Baker Lane)
Permit Holder (per annum) (St Anne's Fort)

Includes VAT	Charge 2024/25	Charge 2025/26
	£	£
Y	34.10	36.70
Y	338.80	364.40

Y	116.70	125.50
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Y	1.40	1.50
Y	2.30	2.50
Y	3.50	3.80
Y	4.30	4.70
Y	5.70	6.20
Y	1.40	1.50
Y	2.00	3.00

Y	3.40	3.50
Y	4.30	4.40
Y	3.30	3.50
N	Free	Free
Y	3.30	3.50
Y	2.00	3.00

Y	48.40	52.50
Y	484.00	525.00
Y	968.00	1041.00

Y	2.30	2.50
Y	3.50	3.80
Y	4.30	4.70
Y	4.90	5.30
Y	5.70	6.20
Y	7.10	7.70
Y	8.40	9.10
Y	9.80	10.60
Y	11.20	12.10
Y	12.60	13.60
Y	14.00	15.10
Y	968.00	1041.00

Y	2.00	3.00
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Y	968.00	1041.00
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	No Charge	No Charge
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Y	25.00 to 35.00	25.00 to 35.00
Y	50.00 to 70.00	50.00 to 70.00

Y	2.30	2.50
Y	968.00	1041.00
Y	968.00	1041.00

Cemeteries - 01553 630533

King's Lynn and Hunstanton
Interment fee (Age 18+)
For cremated remains
Interment in walled grave or vault (exc construction cost)
Disinterment - of earthen burial (Adult)
Disinterment - of earthen burial (Child)
Disinterment - of cremated remains

Walpole St Andrew, Marshland Smeeth
Interment fee (Age 18+) (additional grave digging fees may apply)
For cremated remains
Interment in walled grave or vault (exc construction cost)
Disinterment - of earthen burial (Adult)
Disinterment - of earthen burial (Child)
Disinterment - of cremated remains

All Cemeteries
Purchase of exclusive right of burial
In child's grave up to 4'6" x 3'
In earthen grave up to 9' x 4'
In walled grave/vault up to 9' x 4'
In cremation plot 2' x 2'

Right to erect memorial
New headstone up to 4' high
New headstone 4" to 6' high
New headstone over 6' high
New headstone under 2'6" on child's grave
Memorial kerb set on child's grave
Memorial kerb set on adults grave
Cremation tablet set level with ground
Additional inscription after first
Transfer of Grave Ownership
Genealogy Search (per Named Individual)

Deposit for Disabled Vehicle Access to Gayton Road Cemetery

Includes VAT	Charge 2024/25	Charge 2025/26
	£	£
N	1095.00	1233.00
N	130.00	146.00
N	1095.00	1233.00
Y	POA	POA
Y	POA	POA
Y	POA	POA

N	745.00	839.00
N	106.00	119.00
N	745.00	839.00
Y	POA	POA
Y	POA	POA
Y	POA	POA

N	233.00	251.00
N	746.00	802.00
N	1069.00	1150.00
N	144.00	155.00

Y	332.00	357.00
Y	681.00	733.00
Y	1330.00	1431.00
Y	144.00	155.00
Y	259.00	279.00
Y	779.00	838.00
Y	164.00	176.00
Y	228.00	245.00
N	68.00	73.00
Y	0.00	40.00

Y	25.00	25.00
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All cemetery charges are increased by 100% for persons who at the time of death lived outside the area of the Borough Council, unless the deceased had lived outside the Borough for less than 5 years immediately before death then the normal charges shall apply. For burials outside of normal working hours, other than for religious reasons, the above fees are increased by 75%. (POA - Price On Application)

Crematorium**King's Lynn - 01553 630533**

Cremation fee (Age 18+) - Monday to Friday
Cremation fee (Age 18+) - Saturday
Cremation fee (Age 18+) - Sunday
Cremation without service (direct)
Attended Direct Cremation
Cremation of body parts

Miscellaneous Charges

Use of chapel for Memorial Service
Provide Music for Memorial Service
Provide Funeral Music
Provision of Crematorium Bearer (Subject to Availability)

Certified extract from Register of Cremations
Interment / Entombment of cremated remains (local)
Interment / Entombment of cremated remains (from elsewhere)
Disinterment of cremated remains
Strewing of cremated remains from elsewhere
Application to witness

Fees for Other Services are published and available at the Crematorium and on the Councils' Mintlyn Crematorium webpages

Includes VAT	Charge 2024/25	Charge 2025/26
	£	£

N	980.00	1103.00
N	1390.00	1565.00
N	1774.00	1997.00
N	299.00	299.00
N	689.00	689.00
N	127.00	137.00

Y	194.00	209.00
Y	35.00	38.00
Y	35.00	38.00
Y	30.00	32.00

N	15.00	16.00
N	88.00	95.00
N	187.00	201.00
Y	266.00	286.00
N	81.00	87.00
Y	53.00	57.00

Environmental Health and Protection - 015553 616200**Ship Sanitation Certificate**

Gross Tonnage:
Up to 1,000 Set nationally
1,001 - 3,000 Set nationally
3,001 - 10,000 Set nationally
10,001 - 20,000 Set nationally
20,001 - 30,000 Set nationally
Over 30,000 Set nationally
Vessels with 50 - 1000 persons Set nationally
Vessels with over 1000 persons Set nationally
Extensions Set nationally

Expenses incurred - (reinspection due to 'control measures') for first hour
PLUS Officer time per hour thereafter or part thereof - minimum 15 minutes
Ship Water Sample - for the first hour (PLUS lab analysis costs and temp controlled courier)
Per hour thereafter minimum 15 minutes

Stray Dog Recovery

Recovery Charge (Including Statutory Charge)
Kennelling Fee - per day or part thereof

Export Certificate - Shellfish / Canned Food / Colouring Matter

More than 5 days notice
5 to 2 days notice
Less than 2 days notice
Where sampling required - officer costs per hour plus (full sampling costs inc lab and expert samplers)
PLUS Officer time - Charge for the first hour per hour thereafter minimum 15 minutes (between 06:00 - 17:00, Mon to Fri)

Attestations for premises or boats

More than 5 days notice
5 to 2 days notice
Less than 2 days notice

Export Health Certificate - High Risk Food Not of Animal Origin

More than 5 days notice
5 to 2 days notice
Less than 2 days notice
where sampling/analysis required officer costs per hour plus (full sampling costs inc lab and expert samplers)

PLUS Officer time on site - Charge for inspection for the first hour per hour thereafter minimum 15 minutes (between 09:00 - 18:00, Mon to Fri)

Inland Import Control of Imported Foods

Regulation 2017/625 Article 79 for first hour
Per hour thereafter minimum 15 minutes
In addition -any cost incurred for any sampling/analysis or (other services charged to the authority) in order to undertake the official controls

Regulation 2017/625 Article 80 fees for official controls not covered by Article 79 for first hour
Per hour thereafter minimum 15 minutes
In addition -any cost incurred for any sampling/analysis or (other services charged to the authority) in order to undertake the official controls

TARP 2011- Unchecked consignment (S.19 &20) Officer time - per hour
Per hour thereafter minimum 15 minutes
In addition -any cost incurred for any sampling/analysis, removal, destruction or (other services charged to the authority) in order to undertake the official controls

Food

Issue of surrender notice (inc 1 officer costs for first hour)
PLUS Officer time on site - per hour or part thereof - minimum 15 minutes
PLUS any costs incurred in removal and destruction of goods
Safer Food, Better Business (includes postage)
Food Re-Rating Fee

Training Courses

Hygiene Course - Level 2 (per person)
Health and Safety at Work Course - Level 2 (per person)

Sampling (these charges have VAT included)

Food Sample - for the first hour (PLUS lab analysis costs and temp controlled courier)
Per hour thereafter minimum 15 minutes
Swimming Pool Waters - for the first hour (PLUS lab analysis costs and temp controlled courier)
Thereafter minimum 15 minutes
Environmental sampling - for the first hour
Per hour thereafter minimum 15 minutes
Cryptosporidium - for the first hour (PLUS lab analysis costs and temp controlled courier)
Per hour thereafter minimum 15 minutes
Legionella - for the first hour (PLUS lab analysis costs and temp controlled courier)
Per hour thereafter minimum 15 minutes

Private Water Sampling**Risk Assessment**

Single Private Dwelling - Minimum charge for the first hour
Single Private Dwelling - per hour thereafter minimum 15 minutes
Small Supplies - Minimum charge for taking the sample for the first hour
Small Supplies - per hour thereafter minimum 15 minutes
Large / Commercial Supplies - Minimum charge for taking the sample for the first hour
Large / Commercial Supplies - per hour thereafter minimum 15 minutes

Includes VAT	Charge 2024/25	Charge 2025/26
	£	£

N	125.00	135.00
N	170.00	185.00
N	250.00	270.00
N	325.00	335.00
N	415.00	450.00
N	480.00	520.00
N	480.00	520.00
N	820.00	890.00
N	95.00	105.00

N	-	82.00
N	-	39.00
N	-	82.00
N	-	39.00

N	90.00	97.00
N	10.80	12.00

Y	76.00	82.00
Y	114.00	123.00
Y	152.00	164.00
Y	76.00	82.00
Y	76.00	82.00

Y	76.00	82.00
Y	114.00	123.00
Y	152.00	164.00

Y	76.00	82.00
Y	114.00	123.00
Y	152.00	164.00
Y	76.00	82.00
Y	76.00	82.00

N	76.00	82.00
N	36.20	39.00

N	76.00	82.00
N	36.20	39.00

N	76.00	82.00
N	36.20	39.00

N	76.00	82.00
N	36.20	39.00
N	-	-
Y	11.60	12.00
N	248.00	267.00

Y	61.00	66.00
Y	61.00	66.00

Y	76.00	82.00
Y	36.20	39.00
Y	76.00	82.00
Y	36.20	39.00
Y	36.20	39.00
Y	76.00	82.00
Y	36.20	39.00
Y	76.00	82.00
Y	36.20	39.00
Y	76.00	82.00

N	76.00	82.00
N	36.20	39.00
N	76.00	82.00
N	36.20	39.00
N	76.00	82.00
N	36.20	39.00

Environmental Health and Protection - 015553 616200

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Sampling

Small Supply / Single Dwelling (per visit PLUS analysis costs) (Reg 10)
Large / Commercial Supplies (per visit PLUS analysis costs) (Reg 8 & 9)
Per hour thereafter minimum 15 minutes
Fee for no access visit or late cancellation of booked sampling visit (less than <24h notice)

Investigation

Where visit required for the first hour (PLUS lab analysis costs and temp controlled courier)
Per hour thereafter minimum 15 minutes including any office based investigation

Authorisation

Application by the owner of a supply for permission to breach a standard temporarily whilst remedial work is carried out

Miscellaneous Sampling

Miscellaneous Sample and Analysis

For the first hour (PLUS lab analysis costs and temp controlled courier)
Per hour thereafter minimum 15 minutes

Environmental Search

Commercial Environmental Enquiry Fee (per hour)

Includes VAT	Charge 2024/25	Charge 2025/26
	£	£
N	76.00	82.00
N	76.00	82.00
N	36.20	39.00
N	25.00	27.00
N	76.00	82.00
N	36.20	39.00
N	110.00	118.00
Y	76.00	82.00
Y	36.20	39.00
Y	36.20	39.00

Private Hire and Hackney Carriage Licensing - 01553 616200

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Combined Driver

New Grant - 1 year
Renewal - 1 year
New Grant - 3 year
Renewal - 3 year

Hackney Carriage (Saloon)

New Grant
Renewal
Temporary (insurance cover)

Hackney Carriage (Wheelchair)

New Grant
Renewal
Temporary (insurance cover)

Private Hire Vehicle

New Grant
Renewal
Temporary (insurance cover)

Special Event Vehicle

New Grant
Renewal
Temporary (insurance cover)

Private Hire Operator (1 vehicle)

New Grant - 1 year
Renewal - 1 year
New Grant - 5 year
Renewal - 5 year

Private Hire Operator (2-10 vehicles)

New Grant - 1 year
Renewal - 1 year
New Grant - 5 year
Renewal - 5 year

Private Hire Operator (11-20 vehicles)

New Grant - 1 year
Renewal - 1 year
New Grant - 5 year
Renewal - 5 year

Private Hire Operator (20+ vehicles)

New Grant - 1 year
Renewal - 1 year
New Grant - 5 year
Renewal - 5 year

Miscellaneous Fees

Licence Plate (non refundable)
Disclosure and Barring Service Application
Replacement Vehicle Licence (lost, damaged, change of name/address etc)
Replacement Vehicle Window Licence (lost, damaged etc)
Replacement Driver's (paper) Licence (lost, damaged, change etc)
Replacement Driver's (card) Licence (lost, damaged, change etc)
Replacement Operator's Licence
Vehicle Transfer
Change of Details Admin Fee per licence
Knowledge Test
Private Hire Door Sticker

Includes VAT	Charge 2024/25	Charge 2025/26
	£	£
N	74.00	192.00
N	67.00	154.00
N	125.00	382.00
N	118.00	347.00
N	124.00	159.00
N	109.00	149.00
N	62.00	79.50
N	133.00	191.00
N	115.00	149.00
N	66.50	95.50
N	118.00	148.00
N	104.00	133.00
N	59.00	74.00
N	123.00	153.00
N	104.00	133.00
N	61.50	76.00
N	97.00	110.00
N	87.00	93.00
N	180.00	304.00
N	175.00	288.00
N	123.00	125.00
N	113.00	108.00
N	265.00	407.00
N	260.00	391.00
N	138.00	148.00
N	131.00	132.00
N	405.00	585.00
N	400.00	569.00
N	159.00	217.00
N	152.00	200.00
N	777.00	995.00
N	772.00	979.00
N	15.00	20.00
N	55.00	57.00
N	5.50	5.50
N	5.00	10.50
N	5.50	5.50
N	5.50	10.50
N	5.50	5.50
N	27.50	39.00
N	10.50	3.00
N	36.00	53.00
N	19.00	22.00

Licensing - 01553 616200

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Street Trading - King's Lynn

Daily Consent Fee
Pavement Licence
Renewal

Scrap Metal

Scrap Metal Collectors (3 year licence)
Scrap Metal Site (3 year licence)

Sex Establishments

Sex Establishments (Grant) £1,247.00 refunded if no hearing required
Sex Establishments (Renewal) £1,247.00 refunded if no hearing required
Sex Establishments (Transfer) £1,247.00 refunded if no hearing required
Sex Establishments (Variation) £1,247.00 refunded if no hearing required
Copy of Sex Establishment licence £1,247.00 refunded if no hearing required

Miscellaneous Licence Fees

Premises Fee to carry out the practice of skin piercing including 1 practitioner
New fee - cost per additional practitioner at same time as premises fee
Practitioner Fee to carry out the practice of skin piercing for existing premises
Replacement Certificate
Additional copy of the byelaws
Zoo Licence (6 Year Licence)
Dangerous Wild Animal fees (2 Year Licence)

Includes VAT	Charge 2024/25	Charge 2025/26
	£	£
N	14.00	14.00
N	75.00	75.00
N	75.00	75.00
N	190.00	204.00
N	270.00	290.00
N	1694.50	1694.50
N	1648.50	1648.50
N	1306.00	1306.00
N	1349.00	1349.00
N	10.60	10.60
N	140.46	151.00
N	48.77	52.00
N	86.54	93.00
N	11.00	12.00
N	11.00	12.00
N	741.00	741.00
N	276.00	276.00

Immigration Housing Inspections
ECO Flexible Eligibility Declaration

Housing Act 2004 Notice Charges

Includes VAT	Charge 2024/25	Charge 2025/26
	£	£
N	110.00	118.00
-	Free	Free
Calculated based upon officer time, administration and costs incurred		

ANIMAL WELFARE LICENSING

Licensable Activity	Application Fee		Inspection re-rating & variation fee	Compliance/Enforcement fee (includes additional inspection)			Copy of Licence
	New	Renewal		1 yr	2 yr	3 yr	
Boarding - Cats, Dogs, Home & Day Care	£157.00	£142.00	£150.00	£179.00	£256.00	£333.00	£10.50
Boarding as additional activity	£40.00	£40.00	£40.00	£50.00	£60.00	£70.00	
Selling animals as pets	£172.00	£157.00	£160.00	£186.00	£265.00	£344.00	£10.50
Pets as additional activity	£40.00	£40.00	£40.00	£54.00	£68.00	£82.00	
Horse Riding	£180.00	£162.00	£160.00	£207.00	£295.00	£383.00	£10.50
Riding as additional activity	£50.00	£50.00	£50.00	£78.00	£106.00	£134.00	
Dog Breeding	£175.00	£147.00	£160.00	£194.00	£284.00	£374.00	£10.50
Breeding as additional activity	£50.00	£50.00	£50.00	£74.00	£98.00	£122.00	
Exhibition of animals	£365.00	£340.00	£165.00	N/A (3 yr licence-costs included in application)			£10.50

Where an animal welfare premises conducts more than one licensable activity on the same licence, only one initial application fee will be payable. This will consist of the highest activity application fee combined with the additional activity fee. For example, a premises that breeds dogs and boards dogs will pay £215.00 (£175.00 + £40.00) upon initial application, plus the additional compliance fees depending on which star rating has been achieved after the first inspection. The application fee will be £215.00 and the compliance and enforcement fee for a 1 year licence will be £244.00 (£194.00 + £50.00), a 2 year licence £344.00 (£284.00 + £60.00) or a 3 year licence £444.00 (£374.00 + £70.00). Where the 2018 regulations require inspection of a premises by a veterinarian, the full cost of that inspection is payable by the premises licence holder/applicant in addition to the figures in the table above. If an existing premises licence holder requests a re-inspection or variation to their licence the inspection re-rating & variation fee will apply before such an inspection is carried out

LICENSING ACT 2003

All Entertainment licence fees are set by Central Government.

1. Fees for the grant or variation of a premises licences or club premises certificates are based on the non-domestic

Band	A	B	C	D	E
Rateable Value	£0 - £4,300	£4,301 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 and above

Premises that do not have a rateable value will be placed in Band 'A' except for premises under construction which will be placed in Band 'C'

2. Each Band attracts a different level of application fee as follows:

Band	A	B	C	D	E
Fee	100.00	190.00	315.00	450.00	635.00

An application for the grant or variation of a premises licence where the premises is banded in either 'D' or 'E' and the premises are exclusively or primarily in the business of selling alcohol for consumption on the premises then a multiplier will apply to the appropriate rate, i.e.

Band	D	E
Multiplier	x 2	x 3
Fee	900.00	1905.00

3. Exceptionally large premises will attract an additional fee based on the number of people in attendance at any one time. The additional fee will be:

Number in attendance at any one time	Additional Application Fee	Additional Annual Fee
5,000 to 9,999	1000.00	500.00
10,000 to 14,999	2000.00	1000.00
15,000 to 19,999	4000.00	2000.00
20,000 to 29,999	8000.00	4000.00
30,000 to 39,999	16000.00	8000.00
40,000 to 49,999	24000.00	12000.00
50,000 to 59,999	32000.00	16000.00
60,000 to 69,999	40000.00	20000.00
70,000 to 79,999	48000.00	24000.00
80,000 to 89,999	56000.00	28000.00
90,000 and over	64000.00	32000.00

4. Premises will be subject to an annual fee which becomes payable on the anniversary of the grant. The annual fees are as follows:

Band	A	B	C	D	E
Fee	70.00	180.00	295.00	320.00	350.00

The annual fee where the premise is banded in with 'D' or 'E' and the premises are exclusively or primarily in the business of selling alcohol for consumption on the premises then a multiplier will apply to the appropriate rate, i.e.

Band	D	E
Multiplier	x 2	x 3
Fee	640.00	1050.00

5. Permitted temporary activities, personal licences and miscellaneous:

Application or Notice

Section 25 (theft, loss etc. of premises licence or summary)
Section 29 (application for a provisional statement where premises being built etc.)
Section 33 (notification of change of name or address - premises licence)
Section 37 (application to vary licence to specify individual as premises supervisor)
Section 42 (application for transfer of premises licence)
Section 47 (interim authority notice following death etc. of licence holder)
Section 79 (theft, loss etc of club premises certificate or summary)
Section 82 (notification of change of name or alteration of rules of club-club premises certificate)
Section 83(1) or (2) (change of relevant registered address of club)
Section 100 (temporary event notice)
Section 110 (theft, loss etc. of temporary event notice)
Section 117 (application for a grant or renewal of personal licence)
Section 126 (theft, loss etc. of personal licence)
Section 127 (duty to notify change of name or address - personal licence)
Section 178 (right of freeholder etc. to be notified of licensing matters)

GAMBLING ACT 2005

All Gambling Act 2005 licence fees are set by Central Government.

1. Fees in respect of premises licences issued by this authority are as follows:

Premises Licences	New Grant	Annual Fee	Variation	Transfer	Re-Instatement
Bingo	2625.00	750.00	1312.00	900.00	900.00
Adult Gaming Centre (AGC)	1500.00	750.00	750.00	900.00	900.00
Betting (track)	1875.00	750.00	937.00	712.00	712.00
Betting (other than track)	2250.00	450.00	1125.00	900.00	900.00
Family Entertainment Centre	1500.00	562.00	750.00	712.00	712.00

(Note: The Borough currently has no casinos and will set an appropriate fee if required).

2. Fees in respect of permits issued by this authority are as follows:

Permits/Registration	New Grant (Existing Operator)	New Grant	Renewal	Annual Fee	Variation
Licensed Premises Gaming Machine (1 or 2 machines)	N/A	50.00	N/A	N/A	N/A
Licensed Premises Gaming Machine (3 or more machines)	100.00	150.00	N/A	50.00	100.00
Prize Gaming Permit	N/A	300.00	300.00	N/A	N/A
Unlicensed Family Entertainment Centre	N/A	300.00	300.00	N/A	N/A
Club Gaming Permit	N/A	200.00	200.00	50.00	100.00
Club Gaming Machine Permit	100.00	200.00	200.00	50.00	100.00
Club Gaming Machine Permit (Fast-track i.e. CPC Holder)	100.00	100.00	N/A	50.00	100.00
Small Society Lottery	N/A	40.00	N/A	20.00	N/A

HMO Licence - New Application

	Total Fee	Part one Fee	Part Two Fee
3 Bedroom	768.00	380.00	388.00
4 Bedroom	815.00	399.00	416.00
5 Bedroom	861.00	418.00	443.00
6 Bedroom	953.00	455.00	498.00
7 Bedroom	999.00	474.00	525.00
8 Bedroom	1046.00	493.00	553.00
9 Bedroom	1092.00	512.00	580.00
10 Bedroom	1138.00	531.00	607.00
11 Bedroom	1230.00	568.00	662.00
12 Bedroom	1277.00	587.00	690.00
13 Bedroom	1323.00	606.00	717.00
14 Bedroom	1369.00	625.00	744.00
15 Bedroom	1415.00	643.00	772.00

HMO Licence - Renewal Application

	Total Fee	Part one Fee	Part Two Fee
3 Bedroom	649.00	299.00	350.00
4 Bedroom	684.00	312.00	372.00
5 Bedroom	719.00	325.00	394.00
6 Bedroom	788.00	351.00	437.00
7 Bedroom	823.00	364.00	459.00
8 Bedroom	858.00	376.00	481.00
9 Bedroom	892.00	389.00	503.00
10 Bedroom	927.00	402.00	525.00
11 Bedroom	996.00	428.00	568.00
12 Bedroom	1031.00	441.00	590.00
13 Bedroom	1066.00	454.00	612.00
14 Bedroom	1101.00	467.00	633.00
15 Bedroom	1135.00	480.00	655.00

Relevant Protected Site Fees

Units	Band A 1-5	Band B 6-24	Band C 25-60	
Annual Fee	0* - 205.00	246	295	350
New Site Licence Application	0** - 336.00	438.00	538.00	674.00
	Stage 1 279.00	Stage 1 358.00	Stage 1 438.00	Stage 1 544.00
	Stage 2 57.00	Stage 2 80.00	Stage 2 100.00	Stage 2 130.00
Transfer of Site Licence	146	186	218	252
Amendment of Site Licence	195	227	250	274
Registering of Site Rules	28	28	28	28
Fit & Proper Person Assessment ***	230	230	230	230

* Excludes sites not operated for financial gain as it is not intended to undertake annual inspections of these site (often family owned and occupied sites)

** No new site licence application fees where site is not operated for financial gain (often family owned and occupied sites)

*** A fee reduction is offered at a rate of £55 where an applicant makes multiple applications and there are no material changes in respect of the relevant person of the validity of the original criminal records certificate