



Fact Sheet 2: Council event services fees and charges 2021/22 (Reviewed annually)

PLEASE NOTE: These fees are correct as of 1st April 2021. For the most up-to-date fees, please contact the appropriate Council service using the contact information below.

Department	Council Service	Cost	Forms	Submitted to	Notice required
LBS/RBK Shared Highways Service	Road closure (Special Event Traffic Management Order (SETMO))	£879.54,	Event Notification Form	Email form to: streetworks@sutton.gov.uk	4 months
LBS Parking Services	Parking suspension (No parking permitted in designated location)	<p>Yellow Lines: £60/100m/day Parking Bays: £55/bay/day [standard £55 admin charge]An admin fee of £55 will apply to every suspension</p> <p>Within a Controlled Parking Zone (CPZ)</p> <p>Central Zone Pay and display bay (individually marked) £20 Per bay per day</p> <p>Outer Zone Pay and display bay (individually marked) £10 Per bay per day</p> <p>Any other bay with a Traffic Management Order (TMO) in place (permit, limited waiting, Permit Parking Area) per car length (5 metres) per week or part week £55</p>	Application for parking suspension	Email form to: parking.enquiries@sutton.gov.uk	10 working days



		Yellow lines & unrestricted areas with no permanent TMO in place* £60 Per 100 metres per week or part week *temporary TMO will need to be applied for before suspension can be authorised			
	Parking dispensation (Parking permitted on requested area that is normally restricted)	£12/day	Application for parking dispensation	Email form to: parking.enquiries@sutton.gov.uk	10 working days
LBS Economic Renewal and Regeneration	Town Centre space hire (Sutton High Street, Wallington High Street and Carshalton High Street)	Variable (dependent on the activities taking place and location) From £51 - One day space hire in Sutton High Street for private sector From £25.50 - One day space hire in Carshalton/ Wallington High Street for private sector	High Street Booking Form	Email form to: opportunitiesutton@sutton.gov.uk	2-3 working days
LBS/RBK Shared Environment Service	Licensing Act 2003 Temporary event notice	£21	Temporary Event Notice Application Form	Email form to: licensing@sutton.gov.uk (Sutton Licensing team) SNMailbox-LicensingSutton@met.police.uk (Met Police Licensing team) and environmentalhealth@sutton.gov.uk	10 working days



				(Sutton Environmental Health team)	
	Licensing Act 2003 Premises License	Variable	Contact licensing team licensing@sutton.gov.uk		2 months
	Street Trading Speciality market	Up to 10 stalls £231	Speciality market application form	Email enquiry to: licensing@sutton.gov.uk	10 working days
		11-20 stalls £471			
		21-30 stalls £791			
		31-40 stalls £951			
		Over 41 stalls £1,431			
		Each subsequent week £240			
	Animal Welfare Licensing	Variable	licensing@sutton.gov.uk		
	Special Treatment License (Temporary)	£250.00	licensing@sutton.gov.uk		
LBS Parks Services	Funfairs, circuses and concerts per operating day	£1,006.50	Initial Parks Event Enquiry Form.	Submit the online Initial Parks Events Enquiry Form. The LBS Neighbourhood Services Team will then discuss the event with organiser and advise on possibility of event proposed.	Dependent on event size. Minimum of 2 weeks' notice for new events to ensure appropriate time for ward councillors to accept/reject event.
	Funfairs, circuses and concerts per non-operating day	£333.82			
	Event attracting more than 100 people with admission charge for the public (e.g. carnival, sale, village fete)	£492.51			
	Event attracting more than 100 people with free admission	£246.51			

	(e.g. carnival or church /village fete and charitable events)			
	Small Event up to 100 people (e.g.. sponsored walk or orienteering)	£130.96		
	Mini event less than 30 people (e.g. sponsored walk, charity fundraising sale or similar)	£39.03		
	Car Boot Sale (any size)	£477.62		
	School Sports Days (per hour)	£34.92		
	Hire of Oaks Park campsite per booking	£38.00		
	Commercial fitness group activity per session where a charge is made to participants (max. 25 people)	£29.79		
	Commercial fitness group activity per year (maximum 25 people, up to one class per week)	£282.46		
	Commercial fitness group activity per year (max. 25 people, more than one class per week)	£382.61		



LBS Waste Service	Event waste services	Variable (dependent on quantity, type, location, time of collection, access to site, etc)	N/A	Contact Veolia: By phone: 020 3567 5325, between 08.00 and 18.00, Monday to Friday. By email: uk.slwpccommercialwaste@veolia.com . Or contact neighbourhoodservices@sutton.gov.uk for more information.	N/A- subject to availability
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