

SABOBA DISTRICT ASSEMBLY
FEE FIXING RESOLUTION - 2025

In accordance with Local Governance Act, 2016 (Act 936), I hereby submit the following approved rates and fees for levying in the 2025 fiscal year for Soboba District Assembly.

1. RATES

A. BASIC RATES

Under section 146 (5) of the Local Governance Act, 2016 (Act 936) a General Basic Rate of GH¢5.00 is payable by all male and female adults of or above 18 years who reside within the area of Authority of the Saboba District Assembly.

B. PROPERTY RATE(SPECIAL RATES)

In addition to the general basic rate, Special/Property Rates are payable per annum by all persons of or above the age of 18 years who reside in the area of the Saboba District Assembly and who own movable and immovable properties as follows:

ITEM	DISTRICT UPPER LIMIT	2024 (GH¢)	2025 (GH¢)	PERIOD
Basic Rate	8.00	5.00	5.00	Per annum
Bicycle Rate	3.00	2.00	2.00	Per annum
Motorbike		5.00	10.00	Per annum
Motor king		15.00	30.00	Per annum
Commercial vehicles-Passenger vehicle		30.00	30.00	Per annum
Market vehicle		35.00	35.00	Per annum
Private vehicles		10.00	10.00	Per annum
Cattle Rate(per cow) –Resident Herdsman	15.00	5.00	5.00	Per annum
Cattle Rate –(per cow)-Foreign Herdsman	35.00	15.00	15.00	Per annum
Sheep/Goat/Pig(per sheep/goat/pig)	15.00	3.00	3.00	Per annum
Sand Crete/Land Crete House(Block house)-Commercial		50.00	50.00	Per annum
Sand Crete/Land Crete House(Block house)-Residential		10.00	10.00	Per annum
Mud/Swish Building (Commercial)		5.00	5.00	Per annum

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Mud/Swish Building(Residential)		3.00	3.00	Per annum
Buildings of Commercial Institutions e.g. Credit Unions, Banks, Savings and Loans Company		150.00	150.00	Per annum
Private Schools		70.00	70.00	Per annum
Telecommunication Companies Mast (per mast)		2,000.00	2,000.00	Per annum

2. LANDS

A. BUILDING PLOTS REGISTRATION PER PLOT

ITEM				PERIOD
Residential Building		15.00	15.00	Once
Commercial Buildings (School, Churches, etc.)		30.00	50.00	Once
Kiosk, Container		20.00	20.00	Once

B.REGISTRATION FOR SPACE FOR ADVERT/BILL BOARD/NOTICE

ITEM				PERIOD
Small Size	26.45	25.00	25.00	Per annum
Large	39.61	35.00	35.00	Per annum

C. BUILDING PERMITS

(i)Permanent Structures

ITEM				PERIOD
(a)Application form and Jacket	150.00	80.00	80.00	Per Jacket
(b)Residential Buildings-Single Storey	100.00	80.00	80.00	Per Permit
2- Storey	170.00	130.00	130.00	
3-Storey	200.00	150.00	150.00	

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Non Storey		50.00	50.00	
©Commercial Building - Single Storey	270.00	150.00	150.00	
2 –Storey and Above	350.00	250.00	250.00	Per Permit
Non Storey		100.00	100.00	
(d)Mixed Developments-Single Storey		120.00	120.00	
2 - Storey		150.00	150.00	Per Permit
3 - Storey		170.00	170.00	
(e)Commercial/Civic/Cultural/Church office	150.00	100.00	100.00	Per Permit
(f) Swish /Atta Kwame/Mud Building		30.00	30.00	Per Permit

(ii) Temporary Structures

All temporary structures –Jacket	70.00	40.00	40.00	Per Permit
Kiosk-Large (12*16)	70.00	50.00	50.00	Per Permit
Kiosk-Small (10*10)	70.00	40.00	40.00	Per Permit
Container-Large (12*20)	70.00	60.00	60.00	Per Permit
Container-Small (12*16)	70.00	50.00	50.00	Per Permit
Renewal of :				Per Annum
Kiosk Permit- Large(12*16)		30.00	30.00	
Kiosk Permit –Small(10*10)		20.00	20.00	
Renewal of:				Per Annum
Container-Large (12*20)		40.00	40.00	
Container-Small (12*16)		30.00	30.00	

(iii) Communication Mast

(a)Permit to erect Communication Mast (15metres)	18,000.00	15,000.00	15,000.00	Once
30 metres	20,000.00	19,000.00	19,000.00	Once
35 metres	30,000.00	29,000.00	29,000.00	Once

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Above 35 metres	32,500.00	32,000.00	32,000.00	Once
(b)Renewal/Operational fee Per Mast	4,500.00	3,000.00	3,000.00	Per Annum
(c)Erecting of Mast without Permit	100% of permit charge	100% of permit	100% of permit	Penalty
Note: Renewal of permit after 5 years (If permit not utilized within 5 years). 50% of current permit fee will be charged for renewal				

D. PENALTY FOR UNAUTHORIZED CONSTRUCTION OF THE FOLLOWING:

ITEM				PERIOD
Buildings		300.00	300.00	Weekly
Bill Boards		300.00	300.00	Weekly
Violating Stop Work Order		700.00	700.00	Weekly

(d) Building Without Permit- 400% of the Current permit rate. The Structure will be demolished if the site is not suitable and the developer will pay the cost of the demolition

3. FEES AND FINES

A. MARKET FEES

ITEM				PERIOD
Market Tolls	2.80	2.00	2.00	Daily
Bag of any Grain (Maize, Rice, Sorghum, Beans etc.)	4.00	2.00	2.00	Per bag
100 Tubers of Yam	20.00	10.00	10.00	Once/trip
Textile Sellers		3.00	3.00	Weekly
Second – Hand Clothe Dealers		2.00	2.00	Daily
Footwear Dealers		5.00	5.00	Monthly
Footwear Dealers (Market Days)		2.00	2.00	Daily
Sachet Water dealers		5.00	5.00	Weekly
Importation of sachet water (Truck)		15.00	15.00	Per trip
Motorking			5.00	
Manufacturers of sachet water		25.00	300.00	Per Annum

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Food Sellers(Chop bars)		2.00	15.00	Weekly
Restaurant			35.00	Weekly

B. LANDING FEES

ITEM				PERIOD
Per Bag of Grain/Load of Bread		2.00	2.00	Per day
Importation of drinks/cement/etc.		25.00	25.00	Per trip

C. EXPORTS

ITEM				PERIOD
A bag of Shea nuts	240.00	5.00	3.00	Per bag
Bag of any Grain (Maize, Rice, Sorghum, Beans etc.)		5.00	3.00	Per bag
100 Tubers of Yam	20.00	10.00	10.00	100 pieces
Export of Cattle - Local	17.00	10.00	10.00	Per cow
Foreign	22.00	20.00	20.00	
Sheep/Goat/Pig/Dog/Donkeys/etc.	9.00	5.00	5.00	Per animal
Birds	3.00	1.00	1.00	Per Bird
Fish	5.00	3.00	5.00	Per Basket
Bush Meat	5.00	2.00	2.00	Per animal
Smoked Fish	50.00	30.00	30.00	Per basket
Charcoal Export		5.00	5.00	Per bag
Shea butter	50.00	10.00	10.00	Per tonne

D. OTHER FEES

ITEM				PERIOD
Sanitation/Toilet Fees(per facility)	As per DA	30.00	30.00	Per month
Parking fees	10.00	5.00	5.00	Daily
Slaughtering of Cattle (Per Cow)		7.00	10.00	Per animal

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Slaughtering of Goat/Sheep/Pig		2.00	2.00	Per animal
Spare – Parts Dealers		12.00	12.00	Per month
Bookmen Fee (GPRTU fees)		50.00	50.00	Per month
Handcarts/Pulling Trucks /Wheelbarrows		2.00	2.00	Per month
Mobile Phone Credit Sellers		2.00	2.00	Per month
Mobile Money Merchants		5.00	5.00	Per month
Self Employed Artisans		60.00	60.00	Per annum
Tailors/Seamstresses		48.00	36.00	Per annum
Hairdressers/Barbers		36.00	48.00	Per annum
Bicycle Repairers		24.00	24.00	Per annum
Motor Repairers		36.00	60.00	Per annum
Tractor Mechanics		80.00	80.00	Per Annum
Chemical /Drugs store		72.00	100.00	Per annum
Charcoal Sellers		2.00	2.00	Per bag
Building material sellers		35.00	35.00	Per month
Logging and Sale of Logs (Long vehicles)		2,500.00	2,500.00	Per trip
(Short vehicles)		1,500.00	1,500.00	Per trip
Sanitation containers fees		5.00	5.00	Monthly
Single Axel –River Sand		10.00	20.00	Per Trip
Gravel		8.00	10.00	Per Trip
Aggregate		20.00	30.00	Per Trip
Double Axel –River Sand		30.00	40.00	Per Trip
Gravel		12.00	20.00	Per Trip
Aggregate		40.00	60.00	Per Trip
Radio Stations		10.00	10.00	Per Month
Fuel Stations		350.00	600.00	Annually

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FINES

Impounded – Cow/Horse/Donkey	105.00	100.00	100.00	Per Day
Goat/Sheep/Pig Impounded NB: Animal will be disposed off after 7 days if not claimed	60.00	50.00	50.00	Per Day
Indiscriminate Felling (Per Tree)		100.00 75.00	100.00 75.00	Per Tree Per Tree
Open Defecation	85.00	80.00	80.00	Per Case
Failure to pay BOP/Rent by (August)	30% of amount owed + Principal	30% of amount owed + Principal	30% of amount owed + Principal	Per Case
Refusal to pay Basic rate	300.00	300.00	300.00	Penalty
Inciting a person not to pay rates	300.00	300.00	300.00	Penalty
Failure to vaccinate dogs	350.00	300.00	300.00	Per Dog
Operating Business without certified licence	350.00	300.00	300.00	Per Case

4. BUSINESS OPERATING PERMIT / REGISTRATION

A. PETROLEUM PRODUCTS/CONTRACTORS/BUSINESSES

ITEM	UPPER LIMIT	2024	2025	PERIOD
REGISTRATION OF CONTRACTORS, ETC.				
Road Contractors		350.00	350.00	Once
Building Contractors		350.00	350.00	Once
Bid documents		300.00	300.00	Per document
Contractors' Registration Renewal		150.00	150.00	Per annum
Profit Making Associations				

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e.g. Artisans				
Registration		150.00	150.00	Once
Renewal		100.00	100.00	Per annum
Non Profit Making Associations				
Registration	100.00	60.00	60.00	Once
Renewal		30.00	30.00	Per annum
NGOs/CSOs				
Registration	280.00	150.00	150.00	Once
Renewal		50.00	50.00	Per annum
Table Top Retailers	500.00	200.00	200.00	Per Annum
Fuel Stations	3,500.00	2,500.00	2,500.00	Per Annum
RENEWAL				
i. Table Top Retailers		12.00	12.00	Per annum
ii. Table Top (operational fee)		15.00	15.00	Per annum
FINANCIAL INSTITUTIONS				
i. Banks		350.00	350.00	Once
ii. Credit Unions, Savings and Loans Companies		250.00	250.00	Once
FINANCIAL INSTITUTIONS RENEWAL:				
i. Banks		200.00	200.00	Per annum
ii. Credit Unions, Savings and Loans Companies		150.00	150.00	Per annum
FINANCIAL INST. OPERATIONAL FEE:				
i. Banks		1,500.00	1,500.00	Per annum
ii. Credit Unions, Savings and Loans Companies		700.00	700.00	Per annum

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VRA/NEDCo OPERATIONAL LICENCE		1,200.00	1,200.00	Per annum
HOTELS/GUEST HOUSES				
i. Registration Fees	350.00	250.00	250.00	Once
ii. Renewal		100.00	100.00	Per annum
iii. Operational Fees		200.00	200.00	Per annum
CHOP BARS/RESTAURANTS				
i. Registration	100.00	100.00	100.00	Once
ii. Renewal		30.00	30.00	Per annum
iii. Operational				
i. Small		5.00	5.00	Monthly
ii. Big		10.00	10.00	Monthly
COLD STORES				
i. Registration Fees		50.00	50.00	Once
ii. Renewal		25.00	25.00	Per annum
iii. Operational Fees		8.00	8.00	Per month
CHEMICAL SELLERS/DRUGS STORES				
Drug Stores		250.00	250.00	Once
Renewal	210.00	100.00	100.00	Annual
MEDIA				
Radio Stations		250.00	250.00	Once
Renewal		80.00	80.00	Annual
Mobile Money Merchants				
Registration		100.00	100.00	Once
Renewal		50.00	50.00	Per annum
Credit Sellers				
Registration	150.00	100.00	100.00	Once
Renewal	70.00	60.00	60.00	Per annum
Sachet Water Producers				

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Registration	700.00	350.00	350.00	Once
Renewal	200.00	150.00	150.00	Per annum

B. OTHER REGISTRATION FEES

ITEM				PERIOD
COMMERCIAL VEHICLE FEES (Operations)				
i. Tata/Benz/Kia etc	7.00	5.00	5.00	Daily
Chain Saw Operators (Operational fee)		100.00	100.00	Per annum
Wood Products		25.00	25.00	Per annum
Beer/Wine/Akpeteshie Bar Licence		250.00	250.00	Once
Beer/Wine/Akpeteshie Bar (Oper. fee)		10.00	10.00	Per month
Pito/Palm wine brewers (Licence)		120.00	120.00	Once
Pito brew/Palm wine tappers (Oper. Fee)		10.00	10.00	Per month
Provision Store License		70.00	70.00	Once
Provision Store (Operation Fee)		10.00	10.00	Per month
Herbalist License		30.00	30.00	Once
Herbalist Operational fee		3.00	3.00	Per month
Soothsayer license			100.00	Once
Soothsayer Operational Fees			50.00	Per month
Corn Mills registration fee		30.00	30.00	Once
Renewal		20.00	20.00	Annual
Corn Mills operational fee		7.00	7.00	Monthly
Public Toilets	2.00	1.00	1.00	Per Visit
Lotto & Betting companies:				
Lotto (Registration)		500.00	500.00	Once
Lotto (Renewal)	600.00	480.00	480.00	Per annum

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Lotto(operational)		15.00	15.00	Monthly
Betting (registration)	5,000.00	4,800.00	4,800.00	Once
Betting (renewal)	3,200.00	2,500.00	2,500.00	Per annum
Betting(operational)		20.00	20.00	Monthly
Operational				
Jackpot/Gambling : Residents		200.00	200.00	Per month
Jackpot/Gambling : Expatriates		300.00	300.00	
Registration				
Jackpot/Gambling : Residents		400.00	400.00	Once
Jackpot/Gambling : Expatriates		600.00	600.00	
Renewal				
Jackpot/Gambling : Residents		250.00	250.00	Per annum
Jackpot/Gambling : Expatriates		350.00	350.00	
Video Houses/Disco/Spinners Licence		20.00	20.00	Once
Video Houses/Disco/Spinners (Oper. Fee)		10.00	10.00	Per month
Marriage			100.00	Once

5. RENT

ITEM				PERIOD
i. RENTS ON BUNGALOWS/CONFERENCE HALLS				
Staff Quarters		10.00	10.00	Per month
Assembly Hall- Commercial		300.00	300.00	Per Day
Developmental		100.00	100.00	Per Day
Community Centre-(Commercial)		100.00	100.00	Per Day
-(Development)		80.00	80.00	Per Day

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Rent on Other Stores		50.00	50.00	Per month
Rent on Market Stores (at the Market)		25.00	25.00	Per Month
Rent on Market Stalls		5.00	5.00	Per month
Market Sheds		2.00	2.00	Per month
Assembly Butchers Shop		5.00	5.00	Per month /Butcher
GPRTU Building		20.00	20.00	Per month

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SEIDU ABDUL AZIZ
(DCD/SECRETARY)

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HON. UGANBAJA JUSTICE
(CHAIRMAN, FINANCE & ADMIN. SUB-COMMITTEE)