



Housing and Health

Basis of Charge	Unit of Charge	2021/22 Charge Ex. VAT	2022/23 Charge Ex. VAT	VAT
		£	£	

Environmental Health Licences

Animal licences - Grant or renewal cost of one licensable activity	Cost Recovery	Every 1 to 3 years	364.00	382.00	OS
Animal licences - Grant or renewal cost per additional licensable activity	Cost Recovery	Every 1 to 3 years	231.60	243.00	OS
Animal licences - Additional annual inspection fee for the hiring of horses, where a renewal inspection is not due (invoiced annually after each inspection)	Cost Recovery	Every 1 to 3 years	201.40	211.00	OS
Animal licences - Minor variation of a current licence (no site visit)	Cost Recovery	per variation	33.10	35.00	OS
Animal licences - Variation of a current licence (involving site visit)	Cost Recovery	per variation	201.40	211.00	OS
Animal licences - Re-evaluation of a licenced premises star rating	Cost Recovery	per inspection	201.40	211.00	OS
Animal licences - Re-evaluation of a licenced premises star rating per additional licensable activity	Cost Recovery	per inspection	201.40	211.00	OS
Animal licences - Additional charge for businesses found to be operating without a valid licence	Cost Recovery	per premises	49.50	52.00	OS
Zoos - New Licence (excl. vet fees)	Cost Recovery	per 4 year registration	2,326.10	2,442.00	OS
Zoos - Year 3 renewal licence inspection (excl. vet fees)	Cost Recovery	per inspection	1,798.50	1,888.00	OS
Zoos - Year 6 renewal licence inspection (excl. vet fees)	Cost Recovery	per 6 years	1,798.50	1,888.00	OS
Zoos - Transfer of Licence	Cost Recovery	per transfer	913.20	959.00	OS
Dangerous Wild Animals (excl. vet fees)	Cost Recovery	per 2 years	285.40	300.00	OS
Registration for Skin Piercing (Static/Home Business)	Cost Recovery	per business	228.30	240.00	OS
Registration for Skin Piercing (Person)	Cost Recovery	per person or premises	143.20	150.00	OS
Registration for Peripatetic Skin Piercing	Cost Recovery	per business	228.30	240.00	OS
Update to an existing Skin Piercing registration	Cost Recovery	per update	143.20	150.00	OS
Street Trading: Occasional Registered Charity (up to one month)	Cost Recovery	per month	65.60	69.00	OS
Street Trading: Occasional (up to one month)	Cost Recovery	per month	129.00	135.00	OS
Street Trading: Peripatatic (e.g. ice cream van)	Cost Recovery	per annum	371.90	391.00	OS
Street Trading: Static (e.g. burger van)	Cost Recovery	per annum	377.70	397.00	OS
Street Trading: Occasional (up to one month)	Cost Recovery	per month	26.20	28.00	OS
Street Trading: Annual	Cost Recovery	per annum	290.00	305.00	OS
Transfer of street trading consent	Cost Recovery	per transfer	25.60	27.00	OS
Variation of street trading consent	Cost Recovery	Per variation	25.60	27.00	OS



Housing and Health

	Basis of Charge	Unit of Charge	2021/22 Charge Ex. VAT	2022/23 Charge Ex. VAT	VAT
			£	£	
Street trading consent refund - greater than 6 months left on consent	Cost Recovery	per consent	25% of fee paid	25% of fee paid	OS
Street trading consent refund - between 3 and 6 months left on consent	Cost Recovery	per consent	10% of fee paid	10% of fee paid	OS
Additional Licence fee for second reminder letter	Cost Recovery	per letter	26.90	28.00	OS
Additional Licence fee for chasing applications after the expiry of current licence	Cost Recovery	per licence	58.00	61.00	OS
Replacement of any environmental health licence, FHRS sticker or registration certificate	Cost Recovery	per licence	21.50	23.00	OS

Training Courses

Foundation Level Food Safety Training	Cost Recovery	per person	43.00	45.00	OS
Foundation Level Food Safety Training (Online Course)	Cost Recovery	per person, per course	15.80	17.00	OS
Foundation Level Food Safety Training (up to 10 places at customer's premises)	Cost Recovery	per course	387.70	408.00	OS
Cancellation Fee (less than 10 working days before course)	Cost Recovery	per person, per course	100% of fee paid	100% of fee paid	OS

Food Hygiene and Safety

Food register	Cost Recovery	per single entry	14.80	16.00	OS
Food register	Cost Recovery	per category	31.60	33.00	OS
Food register	Cost Recovery	per full copy	91.30	96.00	OS
Issue of certificate following surrender of food (excl. disposal costs)	Cost Recovery	per hour or part	58.00	61.00	OS
Food export health certificate	Cost Recovery	per hour or part	58.00	61.00	OS
Replacement Food Hygiene Rating certificate	Cost Recovery	per certificate	21.50	23.00	OS
Letter confirming food premises registration	Cost Recovery	per letter	21.50	23.00	OS
Food Hygiene Rating Scheme Rescoring Visit	Cost Recovery	per visit	171.25	180.00	OS
Safer Food, Better Business Coaching Visit	Cost Recovery	per visit	171.25	180.00	S
Cancellation Fee for SFBB Coaching Visit (less than 10 working days before course)	Cost Recovery	per visit	100% of fee paid	100% of fee paid	S

Miscellaneous Fees & Charges

Contaminated Land/ additional land charge enquiry (simple land search)	Cost Recovery	per enquiry	72.00	76.00	OS
Contaminated Land/ additional land charge enquiry (detailed land search)	Cost Recovery	per enquiry	178.60	188.00	OS
Statement of fact for civil cases	Cost Recovery	per hour or part	58.00	61.00	S
Attendance at Exhumations	Cost Recovery	per hour or part	58.00	61.00	OS
Costs associated with public health burials	Cost Recovery	per hour or part	58.00	61.00	OS



Housing and Health

Basis of Charge	Unit of Charge	2021/22 Charge Ex. VAT	2022/23 Charge Ex. VAT	VAT
		£	£	

Private Water Supplies

Risk Assessment (smaller supplies - Regulation 10)	Cost Recovery	per hour or part	58.00	61.00	OS
Risk Assessment (larger supplies - Regulation 9)	Cost Recovery	per hour or part	58.00	61.00	OS
Risk Assessment (Desktop)	Cost Recovery	per hour or part	58.00	61.00	OS
Sampling Visit (excl. analysis costs)	Cost Recovery	per hour or part	58.00	61.00	OS
Investigation (excl. analysis costs)	Cost Recovery	per hour or part	58.00	61.00	OS
Granting of Authorisation	Cost Recovery	per authorisation	105.00	110.00	OS
Granting of Authorisation	Cost Recovery	per hour or part	58.00	61.00	OS
Analysis Costs (Regulation 10)	Cost Recovery	per set of samples	full cost charged by laboratory	full cost charged by laboratory	OS
Analysis Costs (Check Monitoring)	Cost Recovery	per set of samples	full cost charged by laboratory	full cost charged by laboratory	OS
Analysis Costs (Audit Monitoring)	Cost Recovery	per set of samples	full cost charged by laboratory	full cost charged by laboratory	OS

Private Sector Housing

Standards inspection for immigration	Cost Recovery	per inspection	173.91	183.00	S
Housing Notices (excluding any costs incurred for additional reports required to support notice service eg EICR, Structural Engineering Report, Damp Survey which will be charged separately)	Cost Recovery	fixed charge	390.10	410.00	OS
Fixed penalty for failure to belong to an approved redress scheme		fixed charge	5,000.00	5,250.00	OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant without LA intervention)	Cost Recovery	per licence	-	-	OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant with LA intervention)	Cost Recovery	per licence	-	-	OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant without LA intervention) - Full fee upon application.	Cost Recovery	per licence	950.00	997.00	OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant without LA intervention)	Cost Recovery	per licence - initial at application	770.00	809.00	OS
	Cost Recovery	per licence - final before issuing licence	230.00	242.00	OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant with LA intervention) - Full fee upon application	Cost Recovery	per licence	1,300.00	1,365.00	OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant with LA intervention)	Cost Recovery	per licence - initial at application	1,120.00	11,769.00	OS



Housing and Health

	Basis of Charge	Unit of Charge	2021/22 Charge Ex. VAT	2022/23 Charge Ex. VAT	VAT
			£	£	
	Cost Recovery	per licence - final before issuing licence	230.00	242.00	OS
Additional bedrooms	Cost Recovery	each	17.40	19.00	OS
Variation of licence	Cost Recovery	per variation	-	-	OS
Renewal of HMO Licence	Cost Recovery	per licence	793.90	834.00	OS
Renewal of HMO Licence - Full fee upfront.	Cost Recovery	per licence	795.00	834.00	OS
Renewal of HMO Licence - Two-part fee	Cost Recovery	per licence - initial at application	615.00	645.00	OS
	Cost Recovery	per licence - final before issuing licence	230.00	242.00	OS
Confirmation of empty home status for VAT reduction	Cost Recovery	per letter	-	-	OS
HMO Confirmation Letters for licensable HMOs after application has been received	Cost Recovery	per letter	21.00	22.00	OS
Housing Advice Visit	Cost Recovery	per visit	300.00	315.00	S

Miscellaneous Engineering Fees

Sewer Records/Plans		per item	31.60	33.00	OS
---------------------	--	----------	-------	-------	----

OTHER LICENCES

Sex Establishments		per annum	2,956.50	3,104.00	OS
Sex Establishments		per renewal	2,617.70	2,749.00	OS
Sex Establishments		transfer	84.80	89.00	OS
Hypnotism Act 1952 - Occasional licensed premises			162.40	171.00	OS
Hypnotism Act 1952 - Occasional unlicensed premises			625.70	657.00	OS
Scrap Metal Site Licence		per licence granted	278.20	292.00	OS
Scrap Metal Site Licence		per licence renewed	207.00	217.00	OS
Scrap Metal Site Licence - Variation, Name Change, Change of Site		per change	49.20	52.00	OS
Scrap Metal Collectors Licence		per licence granted	251.60	264.00	OS
Scrap Metal Collectors Licence		per licence renewed	180.10	189.00	OS
Scrap Metal Collectors Licence - Variation, Name Change		per change	49.20	52.00	OS

TAXI LICENSING



Housing and Health

	Basis of Charge	Unit of Charge	2021/22 Charge Ex. VAT	2022/23 Charge Ex. VAT	VAT
			£	£	
Private Hire vehicle (new) - 1 year		per new licence	293.00	308.00	OS
Private Hire vehicle (renewal) - 1 year		per renewal	287.00	301.00	OS
Vehicle - either Hackney Carriage or Private Hire (new) HC only - 1 year		per new licence	400.00	420.00	OS
Vehicle - either Hackney Carriage or Private Hire (renewal) HC only - 1 year		per renewal	318.00	334.00	OS
Dual Driver or Private Hire Driver (new) - 3 year PH			393.50	413.00	OS
Dual Driver or Private Hire Driver (renewal) - 3 year PH			284.00	298.00	OS
Dual Driver or Private Hire Driver (new) - 1 year			343.00	360.00	OS
Dual Driver or Private Hire Driver (renewal) - 1 year			233.70	245.00	OS
Private Hire Operator - 5 year (new)			302.00	317.00	OS
Private Hire Operator - 5 year (renewal)			296.00	310.00	OS
Private Hire Operator - 1 year (new)			269.50	283.00	OS
Private Hire Operator - 1 year (renewal)			269.50	283.00	OS
Each additional vehicle above 6			-	-	OS
Change of vehicle (new vehicle on old plate number)			56.00	59.00	OS
Change of vehicle (courtesy car)			87.00	91.00	OS
Vehicle Inspection (5 year check)			34.00	36.00	OS
Private Hire Driver converted to Dual Driver			52.00	55.00	OS
Private Hire Driver converted to Hackney Carriage			103.00	108.00	OS
Change of vehicle proprietor			39.00	41.00	OS
Change of DVLA details (registration number etc.)			58.00	61.00	OS
Change of Drivers address			11.00	12.00	OS
Knowledge test and training day (all new applicants)			98.00	103.00	OS
Resit of both routes and rules & regulations tests			52.00	55.00	OS
Resit of routes test only			34.00	36.00	OS
Update training for existing drivers			59.00	62.00	OS
Enhanced DBS Online			58.00	61.00	OS
Basic Disclosure Online			41.00	43.00	OS



Housing and Health

	Basis of Charge	Unit of Charge	2021/22 Charge Ex. VAT	2022/23 Charge Ex. VAT	VAT
			£	£	
Roof light (complete)		per light	75.83	80.00	S
Roof light (top cover or base plate)(new cost for top cover only)		per light	37.91	40.00	S
Roof Light (base)			28.66	30.00	S
Replacement badges			25.58	27.00	S
Replacement plate (or additional for a trailer)			42.00	44.00	S
Roof light bulbs			3.08	3.23	S
Magnets (sold as a pair)			6.16	6.47	S
Executive Disc (private hire vehicles only)			11.25	11.81	S
Refund per full calendar month of unexpired drivers licence PH (new)			2.00	2.10	OS
Refund per full calendar month of unexpired drivers licence PH (renewal)			1.00	1.00	OS
Refund per full calendar month of unexpired drivers licence HC (new)			2.00	2.10	OS
Refund per full calendar month of unexpired drivers licence HC (renewal)			1.00	1.00	OS
Refund per full calendar month of unexpired vehicle licence PH (new)			4.00	4.20	OS
Refund per full calendar month of unexpired vehicle licence PH (renewal)			4.00	4.20	OS
Refund per full calendar month of unexpired vehicle licence HC (new)			4.00	4.20	OS
Refund per full calendar month of unexpired vehicle licence HC (renewal)			4.00	4.20	OS
Refund per full calendar year of unexpired operators licence (new)			11.00	11.50	OS
Refund per full calendar year of unexpired operators licence (renewal)			11.00	11.50	OS

PREMISES LICENCES

Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band A - rateable value £0-£4,300	Statutory Fee	per band A premises	100.00	100.00	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band B - rateable value £4,301-33,000	Statutory Fee	per band B premises	190.00	190.00	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band C - rateable value £33,001-£87,000	Statutory Fee	per band C premises	315.00	315.00	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band D - rateable value £87,001-£125,000	Statutory Fee	per band D premises	450.00	450.00	OS



Housing and Health

	Basis of Charge	Unit of Charge	2021/22 Charge Ex. VAT	2022/23 Charge Ex. VAT	VAT
			£	£	
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band E - rateable value £125,000 and over	Statutory Fee	per band E premises	635.00	635.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band A - rateable value £0-£4,300	Statutory Fee	per band A premises per annum	70.00	70.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band B - rateable value £4,301-33,000	Statutory Fee	per band B premises per annum	180.00	180.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band C - rateable value £33,001-£87,000	Statutory Fee	per band C premises per annum	295.00	295.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band D - rateable value £87,001-£125,000	Statutory Fee	per band D premises per annum	320.00	320.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band E - rateable value £125,000 and over	Statutory Fee	per band E premises per annum	350.00	350.00	OS
PERSONAL LICENCE	Statutory Fee	per licence	37.00	37.00	OS

OTHER FEES AND CHARGES

Supply of copies of information contained in register		per black & white A4 sheet	0.11	0.15	S
Supply of copies of information contained in register		per black & white A3 sheet	0.23	0.30	S
Supply of copies of information contained in register		per black & white A0 sheet	1.25	2.00	S
Supply of copies of information contained in register		per colour A4 sheet	0.23	0.30	S
Supply of copies of information contained in register		per colour A3 sheet	0.56	0.60	S
Supply of copies of information contained in register		per colour A0 sheet	1.91	2.30	S
Application for copy of licence or summary on theft, loss etc. of premises licence or summary	Statutory Fee	per application	10.50	10.50	OS
Notification of change of name or address (holder of premises licence)	Statutory Fee	per change	10.50	10.50	OS
Application to vary or to specify individual as premises supervisor	Statutory Fee	per application	23.00	23.00	OS
Application to transfer premises licence	Statutory Fee	per application	23.00	23.00	OS
Interim authority notice	Statutory Fee	per notice	23.00	23.00	OS
Application for making of a provisional statement	Statutory Fee	per statement	315.00	315.00	OS
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	Statutory Fee	per copy	10.50	10.50	OS
Notification of change of name or alteration of club rules	Statutory Fee	per change	10.50	10.50	OS
Change of relevant registration address of club	Statutory Fee	per change	10.50	10.50	OS
Temporary event notice	Statutory Fee	per notice	21.00	21.00	OS



Housing and Health

	Basis of Charge	Unit of Charge	2021/22 Charge Ex. VAT	2022/23 Charge Ex. VAT	VAT
			£	£	
Application of copy of notice on theft, loss etc. of temporary event notice	Statutory Fee	per copy	10.50	10.50	OS
Application of copy of licence on theft, loss etc. of personal licence	Statutory Fee	per copy	10.50	10.50	OS
Notification of change of name or address (personal licence)	Statutory Fee	per change	10.50	10.50	OS
Notice of interest in any premises	Statutory Fee	per notice	21.00	21.00	OS

Gambling Act 2005

Bingo Premises		per licence	3,103.20	3,258.00	OS
Bingo Premises		per variation	1,551.90	1,629.50	OS
Bingo Premises		per transfer	1,064.00	1,117.00	OS
Bingo Premises		Annual Fee	886.60	931.00	OS
Adult Gaming Centre Premises		per licence	1,793.70	1,883.00	OS
Adult Gaming Centre Premises		per variation	886.60	931.00	OS
Adult Gaming Centre Premises		per transfer	1,042.40	1,095.00	OS
Adult Gaming Centre Premises		Annual Fee	886.60	931.00	OS
Betting Premises (Track)		per licence	2,217.20	2,328.00	OS
Betting Premises (Track)		per variation	1,109.10	1,165.00	OS
Betting Premises (Track)		per transfer	842.60	885.00	OS
Betting Premises (Track)		Annual Fee	886.60	931.00	OS
Betting Premises (Other)		per licence	2,665.70	2,799.00	OS
Betting Premises (Other)		per variation	1,330.50	1,397.00	OS
Betting Premises (Other)		per transfer	1,064.00	1,117.00	OS
Betting Premises (Other)		Annual Fee	347.70	365.00	OS
Family Entertainment Centre Premises		per licence	1,773.20	1,862.00	OS
Family Entertainment Centre Premises		per variation	886.60	931.00	OS
Family Entertainment Centre Premises		per transfer	842.60	885.00	OS
Family Entertainment Centre Premises		Annual Fee	665.20	698.00	OS
Temporary Use Notices		per notice	579.50	608.00	OS
Temporary Use Notices		per copy	28.90	30.00	OS



Housing and Health

	Basis of Charge	Unit of Charge	2021/22 Charge Ex. VAT	2022/23 Charge Ex. VAT	VAT
			£	£	
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per permit	150.00	150.00	OS
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per variation	100.00	100.00	OS
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per transfer	25.00	25.00	OS
Notification 2 gaming machines	Statutory Fee	per notice	50.00	50.00	OS
Club Gaming Machine Permit 5 years (Up to 3 machines)	Statutory Fee	per permit	102.50	102.50	OS
Club Gaming Machine Permit	Statutory Fee	Annual Fee	51.20	51.20	OS
Small Lotteries	Statutory Fee	per setup	42.00	42.00	OS
Small Lotteries	Statutory Fee	per renewal	20.50	20.50	OS

CCTV Cameras

Ware Town Council		per annum	12,285.70	12,285.70	OS
Hertford Town Council		per annum	24,772.00	24,772.00	OS
Bishop's Stortford Town Council		per annum	25,266.00	25,266.00	OS

HOSTELS

Hostel Single Room (excl. service charges)		per week	200.00	200.00	Z
Hostel Double Room (excl. service charges)		per week	225.50	225.50	Z
Hostel Family Room (excl. service charges)		per week	235.80	235.80	Z
Bed & Breakfast - Single person		per week	110.40	129.33	Z
Bed & Breakfast - Single person		per day	15.80	15.80	Z
Bed & Breakfast - Single person and one child		per week	146.40	146.40	Z
Bed & Breakfast - Single person and one child		per day	20.90	20.90	Z
Bed & Breakfast - Single person and two children		per week	159.00	159.00	Z
Bed & Breakfast - Single person and two children		per day	22.80	22.80	Z
Bed & Breakfast - Couple		per week	146.40	146.40	Z
Bed & Breakfast - Couple		per day	20.90	20.90	Z
Bed & Breakfast - Couple and one child		per week	171.80	171.80	Z
Bed & Breakfast - Couple and one child		per day	24.50	24.50	Z
Bed & Breakfast - Couple and two children		per week	181.10	181.10	Z



Housing and Health

	Basis of Charge	Unit of Charge	2021/22 Charge Ex. VAT	2022/23 Charge Ex. VAT	VAT
			£	£	
Bed & Breakfast - Couple and two children		per day	26.60	26.60	Z
Bed & Breakfast - Additional children up to 16		per week	15.10	15.10	Z
Bed & Breakfast - Additional children up to 16		per day	2.10	2.10	Z



Markets

Basis of Charge	Unit of Charge	2021/22 Charge Ex. VAT	2022/23 Charge Ex. VAT	VAT
		£	£	

Markets

Street Trading Consent (Static)	#		387.15	387.15	OS
Street Trading Consent (Static) (registered charity)			193.60	193.60	OS
Street Trading Occasional	#		132.20	132.20	OS
Street Trading Occasional (registered charity)	#		67.20	67.20	OS
Street Trading Occasional for one day only			33.00	33.00	OS
Street Food Market - up to 10 stalls	per event (includes electricity / promotion)		205.00	205.00	OS
Group consent - Commercial - up to 10 stalls	per event (excludes electricity / promotion)		36.20	36.20	OS
Group consent - up to 11 - 30 stalls	per event (excludes electricity / promotion)		60.60	60.60	OS
Group consent - up to 31plus stalls	per event (excludes electricity / promotion)		126.00	126.00	OS
Group consent - Charity market	per event (excludes electricity / promotion)		25.00	25.00	OS
Electricity - Cooking per trading day			5.70	5.70	OS
Electricity - Lighting/tills only	per trading day		2.95	2.95	S
Electricity - Lighting/tills only	monthly trader		38.10	38.10	S
Electricity - Lighting/tills only	weekly trader		152.50	152.50	S

VAT Key:

S - Standard (20%)

Z - Zero (0%)

E - Exempt

OS - Outside Scope of VAT