

ESSENTIAL REFERENCE PAPER F

Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on 2.5% increase	2018/19 Charge based on 5% increase	VAT
		£	£	£	

LAND CHARGES

Registration of a charge in Part II of the register	Statutory	per charge	67.00	67.00	67.00	OS
Filing a definite certificate of the Lands Tribunal under rule 10 (3)	Statutory	per certificate	2.50	2.50	2.50	OS
Filing a judgement or order, or written request for the variation or cancellation of any entry in Part 11 of the register	Statutory	per item	7.00	7.00	7.00	OS
Inspection of documents filed in the register under rule 10, in respect of each parcel of land	Statutory	per parcel of land	2.50	2.50	2.50	OS
Office copy of any plan or other document filed pursuant to the rules	Statutory	per copy	Individual Charge	Individual Charge	Individual Charge	OS
Standard search fee (LLC1 + CON29)		Fixed	£100.20	103.21	105.21	S
Extra parcel fee with standard search		Fixed	£23.00	23.58	24.15	S
Standard search including all CON290 questions		Fixed	£383.40	392.98	402.57	S
LLC1		Fixed	£21.00	21.53	22.00	Z
CON29		Fixed	£79.00	80.98	82.95	S
Con290 Qu.4 -21		Fixed	£24.00	24.60	25.50	S
Con29o Qu.22		Fixed	£22	22.55	23.10	S
Extra parcel fee (LLC1)		Fixed	£5.00	5.13	5.25	Z
Extra parcel fee (Con29)		Fixed	£18.00	18.45	18.90	S

LEGAL CHARGES

Authorised Guarantee Agreement	Discretionary	Fixed	£480	492.00	504.17	S
Commercial lease assignment	Discretionary	Fixed	£650	666.00	682.50	S
Leases	Discretionary	Fixed	£750	769.00	787.42	S
Licences	Discretionary	Fixed	£350	359.00	367.50	S
Deed of covenants	Discretionary	Fixed	£452 PLUS 3%	£463 PLUS 3%	£475 PLUS 3%	S
Landlord licence	Discretionary	Fixed	£548	562.00	575.40	S
Deed of variation (complex)	Discretionary	Fixed	£1,000	1,025.00	1,050.00	S
Easements	Discretionary	Fixed	£1,000	1,025.00	1,050.00	S
Drafting Rent Reviews	Discretionary	Fixed	£250	256.00	262.50	S
s.106 TCPA 1990 – simple	Discretionary	Fixed	£1,000	1,025.00	1,050.00	S
s.106 TCPA – complex	Discretionary	Fixed	£2,500	2,562.00	2,625.00	S
Deed of Surrender	Discretionary	Fixed	£600	615.00	630.00	S
Transfer of Open Space	Discretionary	Fixed	£800	820.00	840.00	S
Licence of alternations	Discretionary	Fixed	£700	717.00	735.00	S
Licence to assign leasehold premises	Discretionary	Fixed	£700	717.00	735.00	S
Notice of Assignment	Discretionary	Fixed	£82	84.00	86.00	S
Notice of charge	Discretionary	Fixed	£82	84.00	86.00	S
Postponement of Charge	Discretionary	Fixed	£82	84.00	86.00	S
Sale of land	Discretionary	Fixed	£750	769.00	787.50	S
Footpath/Bridleway Creation or Diversion Agreement	Discretionary	Fixed	£1,500	1,538.00	1,575.00	S

Electoral Registration Fees

Fee for sale of the full register and notices of alteration	Statutory	per sale provided electronically	20.00	20.00	20.00	Z
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	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on 2.5% increase £	2018/19 Charge based on 5% increase £	VAT
and an additional	Statutory	per thousand or part thousand entries	1.50	1.50	1.50	Z
Fee for sale of the full register and notices of alteration	Statutory	per sale printed	10.00	10.00	10.00	Z
and an additional	Statutory	per thousand or part thousand entries	5.00	5.00	5.00	Z
Fee for sale of the open Register	Statutory	per sale provided electronically	20.00	20.00	20.00	Z
and an additional	Statutory	per thousand or part thousand entries	1.50	1.50	1.50	Z
Fee for sale of the open Register	Statutory	per sale printed	10.00	10.00	10.00	Z
and an additional	Statutory	per thousand or part thousand entries	5.00	5.00	5.00	Z
Fee for sale of the list of overseas electors	Statutory	per sale provided electronically	20.00	20.00	20.00	Z
and an additional	Statutory	per hundred or part hundred entries	1.50	1.50	1.50	Z
Fee for sale of the list of overseas electors	Statutory	per sale printed	10.00	10.00	10.00	Z
and an additional	Statutory	per hundred or part hundred entries	5.00	5.00	5.00	Z
Fee for sale of the marked document (register or absent voters list)	Statutory	per sale provided electronically	10.00	10.00	10.00	Z
and an additional	Statutory	per thousand or part thousand entries	1.00	1.00	1.00	Z
Fee for sale of the marked document (register or absent voters list)	Statutory	per sale printed	10.00	10.00	10.00	Z
and an additional	Statutory	per thousand or part thousand entries	2.00	2.00	2.00	Z
Photocopies of Election expense returns	Statutory	Per side copied	0.20	0.20	0.20	Z
Certificate of Registration	Discretionary	per elector per year	20.00	20.00	20.00	Z

Street Name & Numbering

Change/addition of house name	Discretionary	Per property	75.00	76.50	78.75	Z
Registering 1 plot	Discretionary	Single properties	75.00	76.50	78.75	Z
Registering 2-24 plots	Discretionary	Per plot	50.00	51.00	52.50	Z
Registering 25-49 plots	Discretionary	Per plot	40.00	41.00	42.00	Z
Registering 50-74 plots	Discretionary	Per Plot	30.00	31.00	31.50	Z
Registering 75-99 plots	Discretionary	Per Plot	25.00	25.50	26.25	Z
Registering 100+ Plots	Discretionary	Per Plot	15.00	15.50	15.75	Z
Naming a new street/block where the Council Chooses a Name	Discretionary	Per road name	200.00	205.00	210.00	Z
Naming a new street/block where the developer chooses a name (Subject to consultation**)	Discretionary	Per road name	250.00	256.00	262.50	Z
Renaming of street where requested by residents and/or the Town/Parish Council	Discretionary	Per address	75.00	77.00	78.75	Z
Change to new addresses due to development changing after the schedule has been issued (applies to all amended plots)	Discretionary	Per plot	50.00	51.00	52.50	Z



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		£	£	£	

Letting of Council Offices

Council Chamber - Hertford		per hour	30.00	31.00	31.50	n/a
Other Rooms - Hertford		per hour	20.00	20.00	21.00	n/a



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Revenues

Council Tax penalty for failure to promptly notify or provide information		per first offence	70.00	70.00	70.00	n/a
Council Tax penalty for failure to promptly notify or provide information		per subsequent offence	280.00	280.00	280.00	n/a
Summons and Liability Order		per order	80.00	80.00	80.00	n/a



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Misc Development Management Charges

Copies of any documents		per black & white A4 sheet	0.10	0.10	0.10	n/a
Copies of any documents		per colour A4 sheet	0.20	0.20	0.20	n/a
Copies of any documents		per black & white A3 sheet	0.20	0.20	0.20	n/a
Copies of any documents		per colour A3 sheet	0.40	0.40	0.40	n/a
Copies of any documents		per black & white A2 sheet	1.00	1.00	1.00	n/a
Copies of any documents		per colour A2 sheet	2.00	2.00	2.00	n/a
Copies of any documents		per black & white A1 sheet	1.50	1.50	1.50	n/a
Copies of any documents		per colour A1 sheet	3.00	3.00	3.00	n/a
Copies of any documents		per black & white A0 sheet	2.00	2.00	2.00	n/a
Copies of any documents		per colour A0 sheet	4.00	4.10	4.20	n/a
Copies of documents provided on an electronic disc		per disc provided	15.50	15.90	16.30	n/a
Historical Research (where records available)		per hour (or part)	79.00	81.00	83.00	n/a
Legal obligation agreements - clause monitoring fee		per obligation issue	-	-	-	n/a
Legal obligation agreements - confirmation of compliance by third parties or where the monitoring fee has not been paid		per hour (or part of) after first hour	77.00	79.00	81.00	n/a
Fee for discharge of or compliance with a condition		per request (any number of conditions) relating to works of extension or alteration to an existing dwelling	28.00	28.00	28.00	n/a
Fee for discharge of or compliance with a condition		per request (any number of conditions) all other developments	97.00	97.00	97.00	n/a
Retrieval of externally stored microfilmed records		per microfilmed record	4.70	4.80	4.90	n/a

PRE-APPLICATION ADVICE

Householder proposals		Initial fee	108.33	126.05	126.05	S
Householder proposals		Secondary fee	54.17	55.00	56.67	S
Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)		Initial fee	108.33	110.83	113.75	S
Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)		Secondary fee	-	-	-	S
Largescale Major Development Proposals		Initial fee	Individually Quoted Price	Individually Quoted Price	Individually Quoted Price	S



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Largescale Major Development Proposals		Secondary fee	-	-	-	S
Smallscale Major Development Proposals		Initial fee	Individually Quoted Price	Individually Quoted Price	Individually Quoted Price	S
Smallscale Major Development Proposals		Secondary fee	-	-	-	S
Minor Development (single new or replacement dwellings and other development of less than 50sqm floorspace)		Initial fee	300.00	276.12	315.00	S
Minor Development (single new or replacement dwellings and other development of less than 50sqm floorspace)		Secondary fee	-	-	-	S
Minor Development (all other minor development)		Initial fee	375.00	373.38	393.33	S
Minor Development (all other minor development)		Secondary fee	-	-	-	S
Minor Development (all other minor development)		Initial fee	375.00	373.38	393.33	S
Minor Development (all other minor development)		Secondary fee	-	-	-	S
Any development where affordable housing is required by virtue of the Council's planning policies and is to be provided		Initial fee	-	-	-	S
Other Development		Initial fee	100.00	102.50	105.00	S
Other Development		Secondary fee	50.00	51.25	52.50	S
Advertisement proposals		Initial fee	83.33	85.00	87.50	S
Advertisement proposals		Secondary fee	-	-	-	S
Heritage advice		Initial fee	108.33	120.39	113.75	S
Heritage advice		Secondary fee	54.17	55.00	56.88	S
Meetings - major and minor developments			Included in quoted fee	Included in quoted fee	Included in quoted fee	
Meetings - all other development types		per officer present / per hour	20.83	37.63	37.63	S
Provision of urgent advice		within 5 working days	2 X quoted fee	2 X quoted fee	2 X quoted fee	



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REFUSE COLLECTION - Commercial Refuse Collection

Paid Collections (excl. HCC disposal costs)	medium	76.00	77.90	79.84	S
Paid Collections (excl. HCC disposal costs)	large	157.00	160.90	164.83	S
Mixed Heriditaments - charged according to the proportion of trade waste collected.		Individual charge	Individual charge	Individual charge	
Commercial Events - Cleansing / Refuse Collection	per hour	78.50	80.00	82.42	S

REFUSE COLLECTION - Domestic Refuse Collection

Bulky Waste Collection - 1 Item	per collection	26.00	26.50	27.50	n/a
Bulky Waste Collection - 2 Items	per collection	36.00	37.00	38.00	n/a
Bulky Waste Collection - 3 Items	per collection	46.00	47.00	48.00	n/a
Bulky Waste Collection - 4 Items	per collection	56.00	57.00	59.00	n/a
Bulky Waste Collection - Load - small	per collection	66.00	67.00	69.00	n/a
Bulky Waste Collection - Load - medium	per collection	97.00	99.00	102.00	n/a
Bulky Waste Collection - Load - large	per collection	145.00	148.00	152.00	n/a
Bulky Collection Cancellation Fee	per cancellation	10.00	10.00	10.50	n/a

REFUSE COLLECTION - Other

Cleansing private land (Performance area - regular schedule)	per linear metre per annum	24.00	24.60	25.21	S
Cleansing private land - ad hoc litter picking	per hour	75.50	77.00	79.25	S
Abandoned Vehicles (end of life vehicles) surrendered and removed by LA	per vehicle	42.00	43.00	44.17	S
Abandoned Vehicles (end of life vehicles) surrendered and removed by LA	per caravan	65.00	66.50	68.33	S
Cleaning graffiti on private land (chemical cleaning only. Subject to damage waiver from land owner and site survey. Graffiti removal from private land is at the discretion of the Head of Environmental Services and will not be undertaken where there is a risk of damaging surfaces, traffic management requirements or significant health and safety implications. Individual charges may be waived at the discretion of the Head of Environmental Services as part of campaigns or in the interests of preventing or discouraging significant levels of crime and disorder)	per m ²	55.00	56.00	58.00	n/a
Cleaning graffiti - small items	per item	33.00	34.00	35.00	n/a

REFUSE COLLECTION - Clinical

Charge per site	per visit (max 26)	15.00	15.00	15.83	S
Sharps containers	per container	9.00	9.20	9.46	S
Sacks - trade (infectious waste)	per sack	5.75	5.90	6.04	S
Sacks - domestic (infectious waste)	per sack	1.25	1.25	1.30	n/a
Sacks - trade (Offensive waste)	per sack	3.55	3.60	3.70	S
Sacks - domestic (Offensive waste)	per sack	1.25	1.25	1.30	n/a
Extra Sacks delivery charge	per occasion	26.00	26.60	27.30	n/a

COMMERCIAL WASTE



Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on 2.5% increase	2018/19 Charge based on 5% increase	VAT
		£	£		

Note: The below are 'ceiling' prices and subject to the discretion of the Head of Environmental Services. For these commercial waste collection services the minimum contract period is 3 months. A minimum of 3 months notice must be given by the customer to cancel the contract. In the event of the customer cancelling the contract or the Council terminating the contract for non-payment, no refund will be given for the service not supplied during the notice period

Commercial Waste Collection Services - sacks		per 50	91.00	93.00	95.00	n/a
Commercial Waste Collection Services - 240 litres		per bin per annum	410.00	420.00	430.00	n/a
Commercial Waste Collection Services - 340 litres		per bin per annum	470.00	481.00	490.00	n/a
Commercial Waste Collection Services - 660 litres		per bin per annum	801.00	821.00	841.00	n/a
Commercial Waste Collection Services - 1,100 litres		per bin per annum	1,004.00	1,029.00	1,054.00	n/a
Prescribed Waste Collection Service - Sacks		per 50	52.00	53.00	55.00	n/a
Prescribed Waste Collection Service - 240 litres		per bin per annum	304.00	311.00	319.00	n/a
Prescribed Waste Collection Service - 340 litres		per bin per annum	325.00	333.00	341.00	n/a
Prescribed Waste Collection Service - 660 litres		per bin per annum	544.00	557.00	571.00	n/a
Prescribed Waste Collection Service - 1,100 litres		per bin per annum	589.00	604.00	618.00	n/a
Prescribed Waste for Educational Establishments - Sacks		per 50	52.00	53.00	55.00	n/a
Prescribed Waste for Educational Establishments - 240 litres		per bin per annum	276.00	283.00	290.00	n/a
Prescribed Waste for Educational Establishments - 340 litres		per bin per annum	308.00	315.00	323.00	n/a
Prescribed Waste for Educational Establishments - 660 litres		per bin per annum	503.00	515.00	528.00	n/a
Prescribed Waste for Educational Establishments - 1,100 litres		per bin per annum	544.00	557.00	571.00	n/a
Bin removal & re-delivery charge following non-payment		per occasion	26.00	26.50	27.30	n/a
Extra sacks delivery charge		per occasion	26.00	26.50	27.30	n/a



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		£	£	£	

PEST CONTROL

Payment for domestic premises is to be made by card at the time of booking. Cash/cheque payments are only to be offered if resident is unable to pay by card. Payment at the time of treatment is to be discouraged. This is due to the high cost of handling cash and cheque payments.

Commercial Premises - Rats & Mice	per hour or part hour	64.00	65.60	67.17	S
Commercial Premises - Contract service available	per annum	individual price	individual price	individual price	S
Commercial Premises - Wasps	one nest job	53.00	54.30	55.67	S
Commercial Premises - Ants	one nest job	53.00	54.30	55.67	S
Commercial Premises - Additional nests	per add. nest	18.00	18.45	18.92	S
Commercial Premises - Bed Bugs	per hour or part hour	64.00	65.60	67.17	S
Commercial Premises - Fleas	per hour or part hour	64.00	65.60	67.17	S
Commercial Premises - Cockroaches	per hour or part hour	64.00	65.60	67.17	S
Commercial Premises - Squirrels	per hour or part hour	64.00	65.60	67.17	S
Commercial Premises - Cluster Fly Infestation	per hour or part hour	64.00	65.60	67.17	S
Commercial Premises - Visit for Advice ONLY	per hour or part hour	64.00	65.60	67.17	S
Commercial Premises - Visit for Advice ONLY	per half hour	32.00	32.80	33.58	S
Commercial Premises - Servicing of electronic fly killers	per annum	individual price	individual price	individual price	S
Commercial Premises - Sale of electronic fly killers	per unit	individual price	individual price	individual price	S
Commercial Premises - Pigeon / Bird Proofing	per job	individual price	individual price	individual price	S
Commercial Premises - Installation of air vent covers, proofing small holes	per job	price subject to survey	price subject to survey	price subject to survey	S
Commercial Premises - Installation of bristle strips	per job	price subject to survey	price subject to survey	price subject to survey	S
Commercial Premises - Supply and fit insect screens	per job	price subject to survey	price subject to survey	price subject to survey	S
Domestic Premises - Rats A call out charge of £25 per job will be levied irrespective of whether rats are found. A 'job' can include up to 3 visits included in the call out price. No charge is recoverable where rats are reported in public places.	per job	50.00	51.25	52.50	S
Domestic Premises - Mice	per job	50.00	51.25	52.50	S
Domestic Premises - Wasps	one nest job	50.00	51.25	52.50	S
Domestic Premises - Ants	one nest job	50.00	51.25	52.50	S
Domestic Premises - Additional nests	per add. nest	18.33	18.80	19.25	S
Domestic Premises - Cluster Fly Infestation	one job (up to 3 visits)	63.33	64.90	66.50	S
Domestic Premises - Bed Bugs	one job (up to 3 visits)	175.00	179.30	183.75	S
Domestic Premises - Bed Bugs	additional visits	63.33	64.90	66.50	S
Domestic Premises - Squirrels	per job	83.33	85.41	87.50	S
Domestic Premises - Fleas	per hour	83.33	85.41	87.50	S
Domestic Premises - Cockroaches	per hour	50.00	51.25	52.50	S
Domestic Premises - Visit for Advice ONLY	per half hour	25.00	25.60	26.25	S



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			£	£	£	
Domestic Premises - Return Visit Charge (rats & mice)		per job	63.33	64.90	66.50	S
Domestic Premises - Installation of air vent covers, proofing small holes		per job	individual price	individual price	individual price	S
Domestic Premises - Installation of bristle strips		per job	individual price	individual price	individual price	S
Domestic Premises - Additional charge for a smoke test in drain (rodents)		per occasion	50.00	51.25	52.50	S
Concessionary fee for residents in receipt of income related benefit - waived in cases of hardship at the discretion of the Head of Environmental Services		per job	15.00	15.00	15.00	S



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Parking

Off Street Resident Season Ticket - Port Vale		229.17	234.17	240.63	S
Off Street Resident Season Ticket - Crown Terrace		1,026.00	1,051.65	1,077.30	S
Off Street Resident Season Ticket - Baldock Street - Ware		800.83	820.84	840.83	S
Off Street Business Permit - Charrington's House BS Long Stay		1,034.54	1,060.00	1,086.27	S
On Street Resident Season Ticket - 1st Permit		36.00	40.00	40.00	n/a
On Street Resident Season Ticket - 2nd Permit		72.00	80.00	80.00	n/a
On Street Resident Season Ticket - 3rd Permit (only available where possible in B1 (Stansted Rd, BS), B2 (Dunmow Rd, BS), B3 (Windhill BS), B7 Chantry BS), W2 (Coronation Rd Ware))		72.00	80.00	80.00	n/a
On Street Resident Season Ticket - Motorcycle permit		19.00	19.00	19.00	n/a
On Street Resident Season Ticket - Contractor permit	per week	15.00	15.00	15.00	n/a
On Street Resident Season Ticket - Business permit	per annum	315.00	315.00	315.00	n/a
On Street Resident Season Ticket - Carers/ Special permits (discretionary)		36.00	36.00	36.00	n/a
On Street Resident Season Ticket - Vistors Vouchers	per hour	0.10	0.10	0.10	n/a
On Street Resident Season Ticket - Vistors Vouchers	per hour pensioners	0.05	0.05	0.05	n/a
On Street Resident Season Ticket - Charge for Temporary Dispensation from Parking Restrictions		15.00	15.00	15.00	n/a
On Street Residents Parking Permits - Folly Island - 2nd Permit		55.00	55.00	55.00	n/a
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid within 21 days	per PCN	35.00	35.00	35.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid after 21 days	per PCN	70.00	70.00	70.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid after service of charge certificate	per PCN	105.00	105.00	105.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid within 21 days	per PCN	25.00	25.00	25.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid after 21 days	per PCN	50.00	50.00	50.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid after service of charge certificate	per PCN	75.00	75.00	75.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid within 21 days	per PCN	35.00	35.00	35.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid after 21 days	per PCN	70.00	70.00	70.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid after service of charge certificate	per PCN	105.00	105.00	105.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid within 21 days	per PCN	25.00	25.00	25.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid after 21 days	per PCN	50.00	50.00	50.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid after service of charge certificate	per PCN	75.00	75.00	75.00	OS
Bishop's Stortford market traders' tariff - Link Road	per Thursday or Saturday	3.00	3.00	3.00	S



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Bishop's Stortford market traders' tariff - Northgate End		per Thursday or Saturday	3.00	3.00	3.00	S
Bishop's Stortford market traders' tariff - Apton Road		per Thursday or Saturday	3.00	3.00	3.00	S
Old London Road - Hertford - Market Traders		per day	3.00	3.00	3.00	S
Old London Road - Hertford - Coach / Lorry tarriff		per visit	12.50	12.50	12.50	S



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		£	£	£	

Markets

Hertford - Standard pitch 3m x 2.1m (10' x 7')		per pitch	21.80	22.35	22.90	E
Hertford - Casual Trader pitch 3m x 2.1m (10' x 7')		per pitch	26.00	26.50	27.30	E
Hertford - Additional space		per 0.3m (per sq ft)	1.20	1.25	1.50	E
Ware - Standard pitch 3m x 2.1m (10' x 7') Where five consecutive weeks are taken, the fifth week will be free.		per pitch	14.00	14.35	14.70	E
Ware - Casual Trader pitch 3m x 2.1m (10' x 7')		per pitch	15.60	16.00	16.40	E
Ware - Additional space		per 0.3m (per sq ft)	1.20	1.25	1.30	E
Charity Stall - Any Market			10.90	11.20	11.40	E
Electricity Fee Charges		per stall per day	3.20	3.50	3.40	n/a
Market Licence - Commercial - up to 10 stalls			33.60	34.40	35.30	n/a
Market Licence - Commercial - up to 11 - 30 stalls			56.30	57.70	59.10	n/a
Market Licence - Commercial - up to 31plus stalls			117.20	120.10	123.00	n/a
Market Licence - Charity			23.20	24.00	24.40	n/a
Farmers Markets - Villages			120.00	123.00	126.00	E
Farmers Markets - Hertford (own stall)			-	-	-	E
Farmers Markets - Hertford (East Herts stall)			28.00	29.00	29.40	E
Farmers Markets - Jackson Square		per quarter	1,550.00	1,588.75	1,627.50	E



Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
		£	£	£	

ANIMAL CONTROL

Stray dog with ID chip (unless first offence and dog is collected the same day)		per dog	25.00	25.00	25.00	n/a
Stray dog without ID chip	Statutory		25.00	25.00	25.00	n/a
Stray dog collected			22.00	21.00	21.00	n/a
Kennel Charges		per night	15.00	15.00	15.00	n/a
ID chipping dogs (Ind)		per chip	18.33	19.00	19.25	S
ID chipping dogs (Campaign)		per chip	9.17	9.17	9.17	S
Small dead animal removal		per animal	35.00	35.84	36.75	S
Assistance to third party organisations		per hour	30.00	31.00	32.00	S
Provision of dog waste bag		per box of 5000	30.00	31.00	32.00	S
Dog Fouling Sign		per sign	12.83	13.17	13.50	S

Allotments

Allotments (25.3m ²)		per annum	3.60	3.70	3.80	n/a
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Outdoor Exercise Group Activities *

Charges for personal trainers and organisations are levied to commercial organisations and individuals using EHC owned land for organised group activities where a charge is levied to participants either directly or through a membership scheme. These are ceiling prices and may be reduced at the discretion of the Head of Environmental Services for shorter time periods or where activities are undertaken in partnership with the Council in pursuit of corporate objectives relating to health and well being. These charges do not apply to the Council's own Leisure Services contractor.

Organisations - per site			1,260.00	1,291.00	1,323.00	n/a
Personal Trainers - per trainer			475.00	487.00	499.00	n/a



Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
		£	£	£	

Environmental Health Licences

Riding Establishments (excl. vet fees)	Cost Recovery	per annum	426.40	437.10	447.70	OS
Zoos - New Licence (excl. vet fees)	Cost Recovery	per 4 year registration	2,056.20	2,108.00	2,160.00	OS
Zoos - Year 3 renewal licence inspection (excl. vet fees)	Cost Recovery	per inspection	1,589.80	1,630.00	1,670.00	
Zoos - Year 6 renewal licence inspection (excl. vet fees)	Cost Recovery	per 6 years	1,589.80	1,630.00	1,670.00	OS
Zoos - Transfer of Licence	Cost Recovery	per transfer	693.90	848.00	728.60	OS
Dangerous Wild Animals (excl. vet fees)	Cost Recovery	per 2 years	583.20	265.00	612.40	OS
Dog breeding establishments (excl. vet fees)	Cost Recovery	per annum	252.20	259.00	265.00	OS
Animal boarding establishments (exc. vet fees)	Cost Recovery	per annum	252.50	259.00	265.00	OS
Home boarding establishments (excl. vet fees)	Cost Recovery	per annum	118.90	122.00	125.00	OS
Dog creche / day care (excl vet fees)	Cost Recovery	per annum	252.00	259.00	265.00	OS
Pet Shops (excl. vet fees)	Cost Recovery	per annum	206.00	212.00	216.00	OS
Registration for Skin Piercing (Static/Home Business)	Cost Recovery	per business	201.90	207.00	212.00	OS
Registration for Skin Piercing (Person)	Cost Recovery	per person or premises	127.10	131.00	133.00	OS
Registration for Peripatetic Skin Piercing	Cost Recovery	per business	201.90	207.00	212.00	OS
Update to an existing Skin Piercing registration	Cost Recovery	per update	127.10	131.00	133.00	OS
Street Trading: Occasional Registered Charity (up to one month)	Cost Recovery	per month	59.50	61.00	62.50	OS
Street Trading: Occasional (up to one month)	Cost Recovery	per month	116.90	120.00	122.75	OS
Street Trading: Peripatetic (e.g. ice cream van)	Cost Recovery	per annum	337.20	346.00	405.00	OS
Street Trading: Static (e.g. burger van)	Cost Recovery	per annum	342.40	352.00	359.50	OS
Additional Licence fee for second reminder letter	Cost Recovery	per letter	23.60	20.00	25.00	OS
Additional Licence fee for chasing applications after the expiry of current licence	Cost Recovery	per licence	51.30	53.00	53.90	OS
Replacement of any enviromental health licence or	Cost Recovery	per licence	51.30	20.00	53.90	OS

Training Courses

Level 2 Food Safety Training	Cost Recovery	per person, per course	68.70	-	-	OS
Level 2 Health & Safety Training	Cost Recovery	per person, per course	68.70	-	-	OS
Level 2 Food Safety Refresher Training	Cost Recovery	per person, per course	43.10	-	-	OS
Level 2 Health & Safety Refresher Training	Cost Recovery	per person, per course	43.10	-	-	OS
Level 2 Food Hygiene Training (up to 14 places at customer's premises)	Cost Recovery	per course	553.50	-	-	OS
Level 2 Food Hygiene Refresher Training (up to 14 places at customer's premises)	Cost Recovery	per course	635.50	-	-	OS
Foundation Level Food Safety Training	Cost Recovery	per person	-	40.00	40.00	OS
Foundation Level Food Safety Training (Online Course)	Cost Recovery	per person, per course	-	15.00	15.00	OS
Foundation Level Food Safety Training (up to 10 places at customer's premises)	Cost Recovery	per course	-	360.00	360.00	OS



	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 2.5% increase £	2018/19 Charge based on a 5% increase £	VAT
Cancellation Fee (less than 10 working days before course)	Cost Recovery	per person, per course	100% of fee paid	100% of fee paid	100% of fee paid	OS

Food Hygiene and Safety

Food register	Cost Recovery	per single entry	13.30	14.00	14.00	OS
Food register	Cost Recovery	per category	27.70	28.00	29.00	OS
Food register	Cost Recovery	per full copy	81.00	83.00	85.00	OS
Issue of certificate following surrender of food (excl. disposal costs)	Cost Recovery	per hour or part	51.30	53.00	54.00	OS
Food export health certificate	Cost Recovery	per hour or part	51.30	53.00	54.00	OS
Replacement Food Hygiene Rating certificate	Cost Recovery	per certificate	25.00	20.00	20.00	OS
Letter confirming food premises registration	Cost Recovery	per letter	39.00	20.00	20.00	OS
Food Hygiene Rating Scheme Rescoring Visit	Cost Recovery	per visit	-	159.00	159.00	OS
Safer Food, Better Business Coaching Visit	Cost Recovery	per visit	-	159.00	159.00	OS
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	100% of fee paid	OS

Miscellaneous Fees & Charges

Contaminated Land/ additional land charge enquiry	Cost Recovery	per hour or part	63.60	66.00	67.00	OS
Statement of fact for civil cases	Cost Recovery	per hour or part	51.30	53.00	53.86	S
Attendance at Exhumations	Cost Recovery	per hour or part	51.30	53.00	53.86	S

Private Water Supplies

Risk Assessment (smaller supplies - Regulation 10)	Cost Recovery	per assessment	up to 500	up to 500	up to 500	OS
Risk Assessment (larger supplies - Regulation 9)	Cost Recovery	per assessment	up to 500	up to 500	up to 500	OS
Risk Assessment (Desktop)	Cost Recovery	per assessment	up to 500	up to 500	up to 500	OS
Sampling Visit (excl. analysis costs)	Cost Recovery	per visit	100.00	100.00	100.00	OS
Investigation (excl. analysis costs)	Cost Recovery	per investigation	100.00	100.00	100.00	OS
Granting of Authorisation	Cost Recovery	per authorisation	100.00	100.00	100.00	OS
Analysis Costs (Regulation 10)	Cost Recovery	per set of samples	up to £25	up to £25	up to £25	S
Analysis Costs (Check Monitoring)	Cost Recovery	per set of samples	up to £100	up to £100	up to £100	S
Analysis Costs (Audit Monitoring)	Cost Recovery	per set of samples	up to £500	up to £500	up to £500	S

Private Sector Housing

Standards inspection for immigration	Cost Recovery	per inspection	153.80	159.00	161.50	S
Housing Notices	Cost Recovery	fixed charge	353.60	363.00	371.30	OS
Fixed penalty for failure to belong to an approved redress scheme		fixed charge	5,125.00	5,253.00	5,381.00	OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant without LA intervention)	Cost Recovery	per licence	845.60	867.00	887.90	OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant with LA intervention)	Cost Recovery	per licence	1,148.00	1,177.00	1,205.00	OS
Additional bedrooms	Cost Recovery	each	15.40	16.00	16.20	OS



	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 2.5% increase £	2018/19 Charge based on a 5% increase £	VAT
BACS refund on full licence fee for receipt of complete valid application within 21 days without further LA intervention			102.50	-	-	OS
Variation of licence	Cost Recovery	per variation	128.10	132.00	134.50	OS
Renewal of HMO Licence	Cost Recovery	per licence	702.10	720.00	737.20	OS
BACS refund for receipt of complete valid renewal applications at least 3 months before current licence expires			102.50	-	-	OS
Confirmation of empty home status for VAT reduction	Cost Recovery	per letter	78.90	81.00	82.90	OS
HMO Confirmation Letters	Cost Recovery	per letter	-	20.00	20.00	OS
Housing Advice Visit	Cost Recovery	per inspection	-	159.00	159.00	S

Miscellaneous Engineering Fees

Sewer Records/Plans		per item	27.70	29.00	29.00	OS
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OTHER LICENCES

Sex Establishments		per annum	2,680.40	2,747.10	2,814.00	OS
Sex Establishments		per renewal	2,372.90	2,432.20	2,491.50	OS
Sex Establishments		transfer	76.90	78.80	80.75	OS
Hypnotism Act 1952 - Occasional licensed premises			143.50	147.10	150.70	OS
Hypnotism Act 1952 - Occasional unlicensed premises			553.50	567.30	581.00	OS
Scrap Metal Site Licence		per licence granted	252.20	258.50	264.80	OS
Scrap Metal Site Licence		per licence renewed	187.30	192.00	197.00	OS
Scrap Metal Site Licence - Variation, Name Change, Change of Site		per change	44.60	45.70	46.80	OS
Scrap Metal Collectors Licence		per licence granted	228.10	233.80	239.50	OS
Scrap Metal Collectors Licence		per licence renewed	163.20	167.30	171.40	OS
Scrap Metal Collectors Licence - Variation, Name Change		per change	44.60	45.70	46.80	OS

TAXI LICENSING - The Taxi Licence fees are indicative for budget setting and will be finalised following full considerations of any objections by the Licensing Committee on 14th March 2018

Private Hire vehicle (new) - 1 year		per new licence	308.00	290.00	290.00	OS
Private Hire vehicle (renewal) - 1 year		per renewal	274.00	280.00	280.00	OS
Vehicle - either Hackney Carriage or Private Hire (new) HC only - 1 year	HC	per new licence	308.00	376.00	376.00	OS
Vehicle - either Hackney Carriage or Private Hire (renewal) HC only - 1 year	HC	per renewal	274.00	290.00	290.00	OS
Dual Driver or Private Hire Driver (new) - 3 year PH			369.00	391.00	391.00	OS
Dual Driver or Private Hire Driver (renewal) - 3 year PH			264.00	289.00	289.00	OS
Dual Driver (new) - 3 year			369.00	391.00	391.00	OS
Dual Driver (renewal) - 3 year			264.00	281.00	281.00	OS
Private Hire Operator - 5 year (new & renewal) (new only)			258.00	284.00	284.00	OS
Private Hire Operator - 5 year (new & renewal)			258.00	268.00	268.00	OS
Each additional vehicle above 6			30.00	-	-	OS



	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 2.5% increase £	2018/19 Charge based on a 5% increase £	VAT
Change of vehicle (new vehicle on old plate number)			78.00	54.00	54.00	OS
Change of vehicle (courtesy car)			156.00	83.00	83.00	OS
Private Hire Driver converted to Dual Driver			45.00	50.00	50.00	OS
Private Hire Driver converted to Hackney Carriage			45.00	99.00	99.00	OS
Change of vehicle proprietor			45.00	37.00	37.00	OS
Change of DVLA details (registration number etc)			45.00	56.00	56.00	OS
Change of Drivers address			-	11.00	11.00	OS
Knowledge test and training day (all new applicants)			97.50	97.50	97.50	OS
Resit of both routes and rules & regulations tests			67.50	52.00	52.00	OS
Resit of routes test only			35.00	35.00	35.00	OS
Update training for existing drivers			58.75	58.75	58.75	OS
Enhanced DBS Online			51.20	62.00	62.00	OS
Basic Disclosure Online			32.20	43.00	43.00	OS
Roof light (complete)		per light	82.00	75.00	75.00	S
Roof light (top cover or base plate)(new cost for top cover only)		per light	44.00	37.00	37.00	S
Roof Light (base)			44.00	29.00	29.00	S
2nd hand top or base			22.00	-	-	S
Replacement badges			27.00	24.00	24.00	S
Replacement plate (or additional for a trailer)			44.00	41.00	41.00	S
Roof light bulbs			2.50	3.00	3.00	S
Magnets (sold as a pair)			8.00	6.00	6.00	S
Executive Disc (private hire vehicles only)			13.00	11.00	11.00	S
Refund per full calendar month of unexpired drivers licence PH (new)			-	1.60	1.60	OS
Refund per full calendar month of unexpired drivers licence PH (renewal)			-	1.30	1.30	OS
Refund per full calendar month of unexpired drivers licence HC (new)			-	1.60	1.60	OS
Refund per full calendar month of unexpired drivers licence HC (renewal)			-	1.30	1.30	OS
Refund per full calendar month of unexpired vehicle licence PH (new)			-	3.70	3.70	OS
Refund per full calendar month of unexpired vehicle licence PH (renewal)			-	3.70	3.70	OS
Refund per full calendar month of unexpired vehicle licence HC (new)			-	3.70	3.70	OS
Refund per full calendar month of unexpired vehicle licence HC (renewal)			-	3.70	3.70	OS
Refund per full calendar month of unexpired operators licence (new)			-	10.40	10.40	OS
Refund per full calendar month of unexpired operators licence (renewal)			-	10.40	10.40	OS

PREMISES LICENCES



	Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
			£	£	£	
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	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	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	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	450.00	OS
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	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	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	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	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	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	350.00	OS
PERSONAL LICENCE		per licence	37.93	#REF!	39.83	OS

OTHER FEES AND CHARGES

Supply of copies of information contained in register		per black & white A4 sheet	0.10	0.10	0.11	S
Supply of copies of information contained in register		per black & white A3 sheet	0.21	0.22	0.22	S
Supply of copies of information contained in register		per black & white A0 sheet	1.13	1.16	1.19	S
Supply of copies of information contained in register		per colour A4 sheet	0.21	0.22	0.22	S
Supply of copies of information contained in register		per colour A3 sheet	0.51	0.52	0.54	S
Supply of copies of information contained in register		per colour A0 sheet	1.74	1.78	1.83	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	10.50	OS
Notification of change of name or address (holder of premises licence)	Statutory Fee	per change	10.50	10.50	10.50	OS
Application to vary or to specify individual as premises supervisor	Statutory Fee	per application	23.00	23.00	23.00	OS
Application to transfer premises licence	Statutory Fee	per application	23.00	23.00	23.00	OS
Interim authority notice	Statutory Fee	per notice	23.00	23.00	23.00	OS
Application for making of a provisional statement	Statutory Fee	per statement	315.00	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	10.50	OS
Notification of change of name or alteration of club rules	Statutory Fee	per change	10.50	10.50	10.50	OS



	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 2.5% increase £	2018/19 Charge based on a 5% increase £	VAT
Change of relevant registration address of club	Statutory Fee	per change	10.50	10.50	10.50	OS
Temporary event notice	Statutory Fee	per notice	21.00	21.00	21.00	OS
Application of copy of notice on theft, loss etc of temporary event notice	Statutory Fee	per copy	10.50	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	10.50	OS
Notification of change of name or address (personal licence)	Statutory Fee	per change	10.50	10.50	10.50	OS
Notice of interest in any premises	Statutory Fee	per notice	21.00	21.00	21.00	OS

Gambling Act 2005

Bingo Premises		per licence	2,744.44	2,813.05	2,881.66	OS
Bingo Premises		per variation	1,372.48	1,409.79	1,441.10	OS
Bingo Premises		per transfer	940.95	964.47	988.00	OS
Bingo Premises		Annual Fee	784.13	803.73	823.34	OS
Adult Gaming Centre Premises		per licence	1,586.25	1,625.91	1,665.56	OS
Adult Gaming Centre Premises		per variation	784.13	803.73	823.34	OS
Adult Gaming Centre Premises		per transfer	940.95	964.47	968.00	OS
Adult Gaming Centre Premises		Annual Fee	784.13	803.73	823.34	OS
Betting Premises (Track)		per licence	1,960.83	2,009.85	2,058.87	OS
Betting Premises (Track)		per variation	980.93	1,005.45	1,029.98	OS
Betting Premises (Track)		per transfer	745.18	763.81	782.44	OS
Betting Premises (Track)		Annual Fee	784.13	803.73	823.34	OS
Betting Premises (Other)		per licence	2,357.50	2,416.44	2,475.38	OS
Betting Premises (Other)		per variation	1,176.70	1,206.12	1,235.54	OS
Betting Premises (Other)		per transfer	940.95	964.47	988.00	OS
Betting Premises (Other)		Annual Fee	307.50	315.19	322.88	OS
Family Entertainment Centre Premises		per licence	1,568.25	1,607.46	1,646.66	OS
Family Entertainment Centre Premises		per variation	784.13	803.73	823.34	OS
Family Entertainment Centre Premises		per transfer	745.18	763.81	782.44	OS
Family Entertainment Centre Premises		Annual Fee	588.35	603.06	617.77	OS
Temporary Use Notices		per notice	512.50	525.31	538.13	OS
Temporary Use Notices		per copy	25.63	26.27	26.91	OS
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per permit	50.00	50.00	50.00	OS
Club Gaming Machine Permit 5 years (Up to 3 machines)	Statutory Fee	per permit	100.00	100.00	100.00	OS
Club Gaming Machine Permit	Statutory Fee	Annual Fee	50.00	50.00	50.00	OS
Small Lotteries		per setup	41.00	41.00	43.00	OS



	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 2.5% increase £	2018/19 Charge based on a 5% increase £	VAT
Small Lotteries	Statutory Fee	per renewal	20.00	20.00	20.00	OS
CCTV Cameras						
Ware Town Council		per annum	10,865.00	11,136.63	11,408.25	OS
Hertford Town Council		per annum	21,863.25	22,109.83	22,956.41	OS
Bishop's Stortford Town Council		per annum	22,345.00	22,903.63	23,462.25	OS
HOSTELS						
Hillcrest Hostel Single Room (excl. service charges)		per week	195.00	195.00	195.00	Z
Hillcrest Hostel Double Room (excl. service charges)		per week	220.00	220.00	220.00	Z
Hillcrest Hostel Family Room (excl. service charges)		per week	230.00	230.00	230.00	Z
Bed & Breakfast - Single person		per week	102.62	105.19	107.75	Z
Bed & Breakfast - Single person		per day	14.66	15.00	15.40	Z
Bed & Breakfast - Single person and one child		per week	136.01	139.40	142.80	Z
Bed & Breakfast - Single person and one child		per day	19.43	19.90	20.40	Z
Bed & Breakfast - Single person and two children		per week	147.84	151.50	155.20	Z
Bed & Breakfast - Single person and two children		per day	21.12	21.60	22.20	Z
Bed & Breakfast - Couple		per week	136.01	139.40	142.80	Z
Bed & Breakfast - Couple		per day	19.43	19.90	20.40	Z
Bed & Breakfast - Couple and one child		per week	159.60	163.60	167.60	Z
Bed & Breakfast - Couple and one child		per day	22.80	23.40	23.90	Z
Bed & Breakfast - Couple and two children		per week	168.28	172.50	176.70	Z
Bed & Breakfast - Couple and two children		per day	24.64	25.30	25.90	Z
Bed & Breakfast - Additional children up to 16		per week	14.00	14.40	14.70	Z
Bed & Breakfast - Additional children up to 16		per day	2.00	2.00	2.10	Z



Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 3% increase	2018/19 Charge based on a 5% increase	VAT
		£	£	£	

HERTFORD THEATRE

HIRE CHARGES

WEEKDAYS Auditorium am (9am to 1pm)			264.00	272.00	277.00	E
WEEKDAYS Auditorium am per hour			66.00	68.00	69.00	E
WEEKDAYS Auditorium pm (1pm to 6pm)			405.00	417.00	425.00	E
WEEKDAYS Auditorium pm per hour			81.00	83.00	85.00	E
WEEKDAYS Auditorium Evening (6pm to midnight)			546.00	562.00	573.00	E
WEEKDAYS Auditorium Evening per hour			91.00	94.00	96.00	E
WEEKDAYS Auditorium 9am-6pm (discounted rate)			569.00	586.00	597.00	E
WEEKDAYS Auditorium 1pm-midnight (discounted rate)			801.00	825.00	841.00	E
WEEKDAYS Auditorium 9am-midnight (discounted rate)			1,015.00	1,045.00	1,066.00	E
WEEKDAYS Studio am (9am to 1pm)			100.00	103.00	105.00	E
WEEKDAYS Studio am per hour			25.00	26.00	26.25	E
WEEKDAYS Studio pm (1pm to 6pm)			125.00	129.00	131.25	E
WEEKDAYS Studio pm per hour			25.00	26.00	26.25	E
WEEKDAYS Studio Evening (6pm to midnight)			150.00	154.00	157.50	E
WEEKDAYS Studio Evening per hour			25.00	26.00	26.25	E
WEEKDAYS Studio 9am-6pm (discounted rate)			200.00	206.00	210.00	E
WEEKDAYS Studio 1pm-midnight (discounted rate)			250.00	257.00	262.50	E
WEEKDAYS Studio 9am-midnight (discounted rate)			350.00	360.00	367.50	E
WEEKDAYS River Room am (9am to 1pm)			100.00	103.00	105.00	E
WEEKDAYS River Room am per hour			25.00	26.00	26.25	E
WEEKDAYS River Room pm (1pm to 6pm)			125.00	129.00	131.25	E
WEEKDAYS River Room pm per hour			25.00	26.00	26.25	E
WEEKDAYS River Room Evening (6pm to midnight)			150.00	154.00	157.50	E
WEEKDAYS River Room Evening per hour			25.00	26.00	26.25	E
WEEKDAYS River Room 9am-6pm (discounted rate)			200.00	206.00	210.00	E
WEEKDAYS River Room 1pm-midnight (discounted rate)			250.00	257.00	262.50	E
WEEKDAYS River Room 9am-midnight (discounted rate)			350.00	360.00	367.50	E
WEEKDAYS Foyer am (9am to 1pm)			100.00	103.00	105.00	E
WEEKDAYS Foyer am per hour			25.00	26.00	26.25	E
WEEKDAYS Foyer pm (1pm to 6pm)			125.00	129.00	131.25	E
WEEKDAYS Foyer pm per hour			25.00	26.00	26.25	E
WEEKDAYS Foyer Evening (6pm to midnight)			150.00	154.00	157.50	E



	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 3% increase £	2018/19 Charge based on a 5% increase £	VAT
WEEKDAYS Foyer Evening per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS Auditorium am (9am to 1pm)			324.00	334.00	340.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium am per hour			81.00	83.00	85.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium pm (1pm to 6pm)			455.00	469.00	478.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium pm per hour			91.00	94.00	96.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium Evening (6pm to midnight)			780.00	803.00	819.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium Evening per hour			130.00	134.00	137.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium 9am-6pm (discounted rate)			679.00	699.00	713.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium 1pm-midnight (discounted rate)			1,085.00	1,117.00	1,139.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium 9am-midnight (discounted rate)			1,359.00	1,400.00	1,427.00	E
WEEKENDS AND BANK HOLIDAYS Studio am (9am to 1pm)			100.00	103.00	105.00	E
WEEKENDS AND BANK HOLIDAYS Studio am per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS Studio pm (1pm to 6pm)			125.00	129.00	131.25	E
WEEKENDS AND BANK HOLIDAYS Studio pm per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS Studio Evening (6pm to midnight)			150.00	154.00	157.50	E
WEEKENDS AND BANK HOLIDAYS Studio Evening per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS Studio 9am-6pm (discounted rate)			200.00	206.00	210.00	E
WEEKENDS AND BANK HOLIDAYS Studio 1pm-midnight (discounted rate)			250.00	257.00	262.50	E
WEEKENDS AND BANK HOLIDAYS Studio 9am-midnight (discounted rate)			350.00	360.00	367.50	E
WEEKENDS AND BANK HOLIDAYS River Room am (9am to 1pm)			100.00	103.00	105.00	E
WEEKENDS AND BANK HOLIDAYS River Room am per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS River Room pm (1pm to 6pm)			125.00	129.00	131.25	E
WEEKENDS AND BANK HOLIDAYS River Room pm per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS River Room Evening (6pm to midnight)			150.00	154.00	157.50	E
WEEKENDS AND BANK HOLIDAYS River Room Evening per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS River Room 9am-6pm (discounted rate)			200.00	206.00	210.00	E
WEEKENDS AND BANK HOLIDAYS River Room 1pm-midnight (discounted rate)			250.00	257.00	262.50	E
WEEKENDS AND BANK HOLIDAYS River Room 9am-midnight (discounted rate)			350.00	360.00	367.50	E
WEEKENDS AND BANK HOLIDAYS Foyer am (9am to 1pm)			100.00	103.00	105.00	E
WEEKENDS AND BANK HOLIDAYS Foyer am per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS Foyer pm (1pm to 6pm)			125.00	129.00	131.25	E
WEEKENDS AND BANK HOLIDAYS Foyer pm per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS Foyer Evening (6pm to midnight)			150.00	154.00	157.50	E
WEEKENDS AND BANK HOLIDAYS Foyer Evening per hour			25.00	26.00	26.25	E



	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 3% increase £	2018/19 Charge based on a 5% increase £	VAT
WEEKLY Auditorium Mon - Sunday (amateur)			5,375.00	5,536.00	5,644.00	E
WEEKLY Auditorium Mon - Sunday (professional)			6,750.00	6,952.00	7,087.00	E
WEEKLY Studio Mon - Sunday			2,150.00	2,214.00	2,258.00	E
WEEKLY River Room Mon - Sunday			2,150.00	2,214.00	2,258.00	E

CINEMA PRICES

Adults			5.83	6.00	6.08	S
Concessions			4.17	4.25	4.38	S

PIANOS

Concert Grand Piano		per session	130.00	133.92	136.67	S
Piano Tuning		per tune	65.42	67.42	68.75	S
Electric Piano		per session	38.33	39.50	40.25	S

STAGE LIGHTING EQUIPMENT

VL2000s (all floor)		per day	40.00	40.83	41.67	S
VL2000s (all floor)		per week	120.00	123.58	125.83	S
UV floods		per week	26.25	27.04	27.50	S
Rotating disco light (large)		per week	30.83	31.75	32.42	S
Smoke machine (includes fluid)		per week	39.17	40.33	40.83	S
Point source Hazer		per day	15.83	16.33	16.67	S
Point source Hazer		per week	42.50	43.75	44.58	S

SOUND EQUIPMENT

Batteries		each	0.38	0.38	0.39	S
Radio Microphones (single)		per day	30.00	30.83	31.67	S
Radio Microphones (4)		per day	105.00	108.17	110.00	S
Radio Microphones (8)		per day	205.00	211.17	215.00	S
Radio Microphones (14)		per day	350.00	360.50	367.50	S
Radio Microphones (single)		per week	75.00	77.25	78.75	S
Radio Microphones (4)		per week	261.67	269.50	274.75	S
Radio Microphones (8)		per week	511.67	527.00	537.25	S
Radio Microphones (14)		per week	875.00	901.25	918.33	S
Sound support tech (4 hour blocks)		per radio mic hire	60.00	61.79	62.92	S
AKG 747 condensor microphones		per day	6.25	6.42	6.50	S
SM57 microphone		per day	4.42	4.54	4.67	S
SM58 microphone		per day	4.42	4.54	4.67	S
Condensor microphones		per day	4.42	4.54	4.67	S



	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 3% increase £	2018/19 Charge based on a 5% increase £	VAT
Seinnheiser vocal mics		per day	5.25	5.42	5.50	S
Seinnheiser bass mic		per day	5.25	5.42	5.50	S
DI boxes		per week	6.25	6.42	6.50	S
Portable PA system (mains or battery)		per day	46.67	48.08	49.17	S

PROJECTION EQUIPMENT

Epson data projector & small screen		per day	36.67	37.75	38.50	S
Kodak slide projector & small screen		per day	10.83	11.17	11.42	S
Barco cinema projector & screen with technician		per hour	52.50	54.08	55.00	S

STAFFNG

Technician		per hour	15.83	16.25	16.67	S
Followspot operator		per hour	15.83	16.25	16.67	S
Projectionist		per hour	36.67	37.75	38.50	S
Lighting Design fee		per design	131.25	135.17	137.92	S

Seating Removal inc. rake			125.00	128.75	131.25	S
Rows A&B removal			35.00	36.04	36.67	S
Rows A to D removal			60.00	61.79	63.00	S
Studio tiered seating		per day	62.50	64.37	65.83	S
Aluminium staging sections 2m x 1m		per day	20.83	21.46	21.87	S
Starcloth		per day	21.67	22.33	22.50	S
Starcloth		per week	87.50	90.12	91.67	S
Gauze		per day	21.67	22.33	22.50	S
Gauze		per week	87.50	90.12	91.67	S
Stage Dance Floor		per lay	30.83	31.75	32.50	S

PYROTECHNICS

Effects prices vary - Prices on application



Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
		£	£	£	

Freedom of Information Act 2000 / Environmental Information Regulations 2004 / Reuse of Public Sector Information Regulations 2005 / Data Protection Act 1998

FOI Request	Statutory	Under 18 hours of staff time	No charge other than disbursements	No charge other than disbursements	No charge other than disbursements	
FOI Request	Statutory	In excess 18 hours of staff time	£25 an hour	£25 an hour	£25 an hour	

- However, where possible, we will assist the applicant to refine the request and determine what might be achieved within the £450 limit. If this is not possible, EHDC will issue a Fees Notice detailing the full cost of the request. The request will not be progressed until the fees have been paid. The time taken to pay the fees does not count as part of the 20 working day target for responding to requests.

Disbursements (photocopying, copying to different media, postage etc)			Free up to £10, above this will be charged at the full cost	Free up to £10, above this will be charged at the full cost	Free up to £10, above this will be charged at the full cost	
EIR Request	Statutory	Under 18 hours of staff time	No charge other than disbursements	No charge other than disbursements	No charge other than disbursements	
EIR Request	Statutory	In excess 18 hours of staff time	£25 an hour + any additional fees identified in departmental fee structures	£25 an hour + any additional fees identified in departmental fee structures	£25 an hour + any additional fees identified in departmental fee structures	