

EAST HERTFORDSHIRE DISTRICT COUNCIL

SCALE OF CHARGES

The fees and charges shown overleaf are for 2013/14

NEIGHBOURHOOD SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
Environmental Health Licences					
386.00 + vet fees	n/a + VAT	Riding Establishments	per annum	396.00 + vet fees	n/a + VAT
1,862.00 + vet fees	n/a + VAT	Zoos - New Licence	per 4 year registration	1,909.00 + vet fees	n/a + VAT
1,440.00 + vet fees	n/a + VAT	Zoos - Year 6 renewal licence inspection	per 6 years	1,476.00 + vet fees	n/a + VAT
627.00 + vet fees	n/a + VAT	Zoos - Transfer of Licence	per transfer	643.00 + vet fees	n/a + VAT
837.00 + vet fees	n/a + VAT	Zoos - Year 3 interim licence inspection inspection		858.00 + vet fees	n/a + VAT
527.00 + vet fees	n/a + VAT	Dangerous Wild Animals	per annum	541.00 + vet fees	n/a + VAT
228.00 + vet fees	n/a + VAT	Dog breeding establishments	per annum	234.00 + vet fees	n/a + VAT
228.00 + vet fees	n/a + VAT	Animal boarding establishments	per annum	234.00 + vet fees	n/a + VAT
107.00 + vet fees	n/a + VAT	Home boarding establishments	per annum	110.00 + vet fees	n/a + VAT
186.00 + vet fees	n/a + VAT	Pet Shops	per annum	191.00 + vet fees	n/a + VAT
182.00	n/a	Registration for Skin Piercing (Static / Home Business)	per business	187.00	n/a
115.00	n/a	Registration for Skin Piercing (Person)	per person or premises change	118.00	n/a
182.00	n/a	Registration for Peripatetic Skin Piercing (includes one operator)	per business	187.00	n/a
115.00	n/a	Update to an existing skin piercing registration (Business)	per update	118.00	n/a
53.00	n/a	Street trading Occasional Registered Charity (up to one month)	per month	55.00	n/a
105.00	n/a	Street trading Occasional (up to one month)	per month	108.00	n/a

NEIGHBOURHOOD SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
Environmental Health Licences (contd)					
310.00	n/a	Street trading Peripatatic (eg ice cream van)	per annum	313.00	n/a
305.00	n/a	Street trading Static (eg burger van)	per annum	318.00	n/a
20.00	n/a	Additional Licence fee for second reminder letter	per letter	21.00	n/a
45.00	n/a	Additional Licence fee for chasing applications after the expiry of current licence	per licence	47.00	n/a
110.70	n/a	Motor Salvage Operators Registration	per registration	114.00	n/a
74.83	n/a	Motor Salvage Operators Renewal	per 3 years	77.00	n/a
18.45	n/a	Copy of each MSO entry (1-5 copies)		19.00	n/a
Training Courses					
65.00	n/a	Level 2 Food Safety Training	per person,per course	65.00	n/a
65.00	n/a	Level 2 Health & Safety Training	per person,per course	65.00	n/a
33.00	n/a	Level 2 Food Safety Refresher Training	per person,per course	41.00	n/a
33.00	n/a	Level 2 Health & Safety Refresher Training	per person,per course	41.00	n/a
620.00	n/a	Level 2 Food Hygiene Training (up to 14 places at customer's premises)	per course	620.00	n/a
-	-	Level 2 Food Hygiene Refresher Training (up to 14 places at customer's premises)	per course	380.00	n/a
100% of fee paid		Cancellation Fee (less than 10 working days before course)	per person,per course	100% of fee paid	

NEIGHBOURHOOD SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
Miscellaneous Fees & Charges					
11.00	n/a	Food register	per single entry	12.00	n/a
48.00	n/a	Food register	per category	25.00	n/a
603.00	n/a	Food register	per full copy	75.00	n/a
89.18	n/a	Air quality data enquiries	per hour or part	60.00	n/a
89.18	n/a	Additional Land charge enquiries	per hour or part	60.00	n/a
45.00 + disposal costs	n/a + VAT	Issue of certificate following surrender of food	per hour or part	47.00 + disposal costs	n/a + VAT
45.00	n/a	Food export health certificate	per hour or part	47.00	n/a
35.00	42.00	Replacement 'Scores on Doors' certificate	each	36.00	43.20
45.00	54.00	Replacement of any environmental health licence or registration documents	each	47.00	56.40
45.00	54.00	Statement of fact for civil cases	per hour	47.00	56.40
104.00	124.80	Standards inspection for immigration	per inspection	107.00	128.40
256.00	307.20	Housing Notices	fixed charge	263.00	315.60
35.00	42.00	Letter confirming food premises registration	per letter	36.00	43.20
45.00	54.00	Attendance at Exhumations	per hour (or part)	47.00	56.40

NEIGHBOURHOOD SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
Private Water Supplies					
314.00	n/a	Risk Assessment (smaller supplies - Regulation 10)	per assessment	322.00	n/a
410.00	n/a	Risk Assessment (larger supplies - Regulation 9)	per assessment	421.00	n/a
105.00	n/a	Risk Assessment (Desktop)	per assessment	108.00	n/a
83.33	100.00	Sampling Visit	per visit	83.33	100.00
+ analysis costs 83.33	100.00	Investigation	per investigation	+ analysis costs 83.33	100.00
+ analysis costs 100.00	n/a	Granting of Authorisation	per authorisation	+ analysis costs 100.00	n/a
up to £25	n/a	Analysis Costs (Regulation 10)	per set of samples	up to £25	n/a
up to £100	n/a	Analysis Costs (Check Monitoring)	per set of samples	up to £100	n/a
up to £500	n/a	Analysis Costs (Audit Monitoring)	per set of samples	up to £500	n/a

LAPPC (Local Authority Pollution Prevention and Control)

For PPC fees and charges search the DEFRA website (<http://www.defra.gov.uk/>) for 'ppc fees and charges'

HMO Licensing Fees					
666.00	n/a	Licence for standard 5 bedroom HMO (initiated by applicant without LA intervention)		683.00	n/a
902.00	n/a	Licence for standard 5 bedroom HMO (initiated by applicant with LA intervention)		925.00	n/a
12.00	n/a	Additional bedrooms	each	13.00	n/a
45.00	n/a	Production of drawings		47.00	n/a
23.00	n/a	Resolve application queries on site		24.00	n/a
12.00	n/a	Request and checking missing information	per item	13.00	n/a
45.00	n/a	Additional costs		47.00	n/a
112.00	n/a	Variation of licence		115.00	n/a
55.00	n/a	Fee reduction for additional HMO's with same applicant / landlord		55.00	n/a
554.00	n/a	Renewal of HMO Licence		568.00	n/a
-	-	Confirmation of empty home status for VAT reduction		75.00	n/a

NEIGHBOURHOOD SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
TAXI LICENSING					
267.00	n/a	Hackney Carriage Vehicle/Proprietor (renewal)	per licence	274.00	n/a
300.00	n/a	Hackney Carriage Vehicle/Proprietor (new vehicle)	per licence	308.00	n/a
267.00	n/a	Private Hire Vehicle / Proprietor Licence (renewal)	per licence	274.00	n/a
300.00	n/a	Private Hire Vehicle / Proprietor Licence (grant)	per licence	308.00	n/a
103.00	n/a	Private Hire drivers licence (renewal)	per licence	106.00	n/a
206.00	n/a	Private Hire drivers licence (grant)		211.00	n/a
Private Hire Business Operator					
213.00	n/a	- up to 6 vehicles	per licence	218.00	n/a
29.00	n/a	- additional vehicles	per vehicle	30.00	n/a
103.00	n/a	Dual Driver (Hackney/Private Hire) (renewal)	-	106.00	n/a
206.00	n/a	Dual Driver (Hackney/Private Hire) (Grant)		211.00	n/a
76.00	n/a	Change of vehicle	-	78.00	n/a
206.00	n/a	Initial Application for a drivers licence (reimbursed on grant of application)		211.00	n/a
Change of Licence Details					
44.00	n/a	Change of Vehicle DVLA registration number		45.00	n/a
44.00	n/a	Change of Vehicle licence designation - Hackney to Private		45.00	n/a
83.00	n/a	- Private to Hackney		85.00	n/a
44.00	n/a	Change of vehicle proprietor with unexpired licence		45.00	n/a
44.00	n/a	Convert drivers licence to dual driver		45.00	n/a

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2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
TAXI LICENSING					
Ancillary Charges					
89.00	n/a	Knowledge Test	per test	91.00	n/a
Ancillary Items					
66.67	80.00	Roof light (complete)		68.33	82.00
35.83	43.00	Roof light (cover or base plate separate)		36.67	44.00
15.83	19.00	Charge for unusable/damaged returned roof light to be discounted from any refund		15.83	19.00
21.67	26.00	Replacement badge		22.50	27.00
35.83	43.00	Replacement plate/trailer plate		36.67	44.00
2.50	3.00	Roof light bulb		2.08	2.50
6.67	8.00	Magnets (sold as pair)		6.67	8.00
10.83	13.00	Executive Private Hire Disc		10.83	13.00
		Table of fares/windscreen badge		Free	
27.50	33.00	Distribution of free literature		28.33	34.00
OTHER LICENCES					
4,950.00	n/a	Sex Establishments	per annum	4,950.00	n/a
4,950.00	n/a		per renewal	4,950.00	n/a
910.00	n/a		transfer	910.00	n/a
Hypnotism Act 1952:-					
140.00	n/a	Occasional licensed premises		140.00	n/a
540.00	n/a	Occasional unlicensed premises		540.00	n/a
Miscellaneous Engineering Fees					
free		Street parties (non-commercial)		free	
25.00	n/a	Sewer Records/Plans	per item	25.63	n/a

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Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
Gambling Act 2005					
26,250.00	n/a	Bingo Premises	Licence	26,775.00	n/a
1,313.00	n/a		Variation	1,339.00	n/a
900.00	n/a		Transfer	918.00	n/a
750.00	n/a		Annual Fee	765.00	n/a
1,500.00	n/a	Adult Gaming Centre Premises	Licence	1,530.00	n/a
750.00	n/a		Variation	765.00	n/a
900.00	n/a		Transfer	918.00	n/a
750.00	n/a		Annual Fee	765.00	n/a
1,875.00	n/a	Betting Premises (Track)	Licence	1,913.00	n/a
938.00	n/a		Variation	957.00	n/a
713.00	n/a		Transfer	727.00	n/a
750.00	n/a		Annual Fee	765.00	n/a
225.00	n/a	Betting Premises (Other)	Licence	230.00	n/a
1,125.00	n/a		Variation	1,148.00	n/a
900.00	n/a		Transfer	918.00	n/a
450.00	n/a		Annual Fee	300.00	n/a
1,500.00	n/a	Family Entertainment Centre Premises	Licence	1,530.00	n/a
750.00	n/a		Variation	765.00	n/a
713.00	n/a		Transfer	727.00	n/a
563.00	n/a		Annual Fee	574.00	n/a
375.00	n/a	Temporary Use Notices	Fee	500.00	n/a
18.75	n/a		Copy	25.00	n/a

NEIGHBOURHOOD SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
Misc Building Control and Development Control Charges					
		Copies of any documents - A4 size			
0.10	n/a	- Black & White	per page	0.10	n/a
0.20	n/a	- Colour	per page	0.20	n/a
		Copies of any documents - A3 size			
0.20	n/a	- Black & White	per page	0.20	n/a
0.40	n/a	- Colour	per page	0.40	n/a
		Copies of any documents - A2 size			
1.00	n/a	- Black & White	per page	1.00	n/a
2.00	n/a	- Colour	per page	2.00	n/a
		Copies of any documents - A1 size			
1.50	n/a	- Black & White	per page	1.50	n/a
3.00	n/a	- Colour	per page	3.00	n/a
		Copies of any documents - A0 size			
2.00	n/a	- Black & White	per page	2.00	n/a
4.00	n/a	- Colour	per page	4.00	n/a
15.00	n/a	Copies of documents provided on an electronic disc	per disc provided	15.00	n/a
25.00	n/a	Ordnance Survey Extracts	up to 6 copies	25.00	n/a
75.00	n/a	Historical Research (where records available)	per hour (or part)	75.00	n/a
300.00	n/a	Legal obligation agreements - clause monitoring fee	per obligation issue	300.00	n/a
75.00	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	75.00	n/a
35.00	n/a	Certificate of no outstanding Building control regulated work or letter of comfort	per certificate / letter	35.00	n/a
35.00	n/a	Letter confirming exemption from Building Control regulations	per letter	35.00	n/a
50.00	n/a	Rejuvenation of closed Building Control file (not previously approved)	per file	50.00	n/a
500.00	n/a	High Hedge consultation and investigation		500.00	n/a

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Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
25.00	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	25.00	n/a
85.00	n/a	Fee for discharge of or compliance with a condition	per request (any number of conditions)	85.00	n/a
4.50	n/a	Retrieval of externally stored microfilmed records	per microfilmed	4.50	n/a
PRE-APPLICATION ADVICE					
Householder proposals					
25.00	30.00		Initial fee	25.00	30.00
12.50	15.00		Secondary fee	12.50	15.00
30.00	n/a	Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)	per request	30.00	n/a
Major development proposals					
583.33	700.00		Initial fee	583.33	700.00
291.66	350.00		Secondary fee	291.66	350.00
Minor development proposals					
333.33	400.00		Initial fee	333.33	400.00
166.66	200.00		Secondary fee	166.66	200.00
Any development where affordable housing is required by virtue of the Councils planning policies and is to be provided					
83.33	100.00		Initial fee	83.33	100.00
Commercial, office, retail or industrial development where the use is already in place and the proposals do not result in the creation of new floorspace					
83.33	100.00		Initial fee	83.33	100.00
41.67	50.00		Secondary fee	41.67	50.00
Advertisement proposals					
41.67	50.00		Initial fee	41.67	50.00
20.83	25.00		Secondary fee	20.83	25.00

Heritage advice

41.67 50.00
20.83 25.00

Initial fee 41.67 50.00
Secondary fee 20.83 25.00

