

ESSENTIAL REFERENCE PAPER 'B'

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

NEIGHBOURHOOD SERVICES

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

NEIGHBOURHOOD SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
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

NEIGHBOURHOOD SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
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		Initial fee	41.67	50.00
20.83	25.00		Secondary fee	20.83	25.00

NEIGHBOURHOOD SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
HOSTELS					
Hillcrest					
195.00	n/a	Single Room	per week	195.00	n/a
+ service charges				+ service charges	
220.00	n/a	Double Room	per week	220.00	n/a
+ service charges				+ service charges	
230.00	n/a	Family Room	per week	230.00	n/a
+ service charges				+ service charges	
Bed & Breakfast					
92.40	n/a	Single person	per week	95.20	n/a
13.65	n/a		per day	13.60	n/a
122.85	n/a	Single person and one child	per week	126.56	n/a
17.85	n/a		per day	18.08	n/a
133.35	n/a	Single person and two children	per week	137.34	n/a
19.95	n/a		per day	19.62	n/a
122.85	n/a	Couple	per week	126.56	n/a
17.85	n/a		per day	18.08	n/a
143.85	n/a	Couple and one child	per week	148.19	n/a
21.00	n/a		per day	21.17	n/a
155.40	n/a	Couple and two children	per week	160.09	n/a
23.10	n/a		per day	22.87	n/a
12.60	n/a	Additional children up to 16	per week	12.95	n/a
2.10	n/a		per day	1.85	n/a

CUSTOMER & COMMUNITY SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
HIRE CHARGES FOR HERTFORD THEATRE					
WEEKDAYS					
		Auditorium	am (9am to 1pm)	248.00	n/a
248.00	n/a		am per hour	62.00	n/a
62.00	n/a		pm (1pm to 6pm)	375.00	n/a
375.00	n/a		pm per hour	77.00	n/a
77.00	n/a		Evening (6pm to midnight)	522.00	n/a
522.00	n/a		Evening per hour	87.00	n/a
87.00	n/a		9am-6pm (discounted rate)	533.00	n/a
533.00	n/a		1pm-midnight (discounted rate)	757.00	n/a
757.00	n/a		9am-midnight (discounted rate)	955.00	n/a
955.00	n/a				
		Studio	am (9am to 1pm)	84.00	n/a
84.00	n/a		am per hour	21.00	n/a
21.00	n/a		pm (1pm to 6pm)	130.00	n/a
130.00	n/a		pm per hour	26.00	n/a
26.00	n/a		Evening (6pm to midnight)	216.00	n/a
216.00	n/a		Evening per hour	36.00	n/a
36.00	n/a		9am-6pm (discounted rate)	184.00	n/a
184.00	n/a		1pm-midnight (discounted rate)	296.00	n/a
296.00	n/a		9am-midnight (discounted rate)	360.00	n/a
360.00	n/a				
		River Room	am (9am to 1pm)	84.00	n/a
84.00	n/a		am per hour	21.00	n/a
21.00	n/a		pm (1pm to 6pm)	130.00	n/a
130.00	n/a		pm per hour	26.00	n/a
26.00	n/a		Evening (6pm to midnight)	216.00	n/a
216.00	n/a		Evening per hour	36.00	n/a
36.00	n/a		9am-6pm (discounted rate)	184.00	n/a
184.00	n/a		1pm-midnight (discounted rate)	296.00	n/a
296.00	n/a		9am-midnight (discounted rate)	360.00	n/a
360.00	n/a				
		Foyer	am (9am to 1pm)	124.00	n/a
124.00	n/a		am per hour	31.00	n/a
31.00	n/a		pm (1pm to 6pm)	255.00	n/a
255.00	n/a		pm per hour	51.00	n/a
51.00	n/a		Evening (6pm to midnight)	372.00	n/a
372.00	n/a		Evening per hour	62.00	n/a
62.00	n/a				

CUSTOMER & COMMUNITY SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
HIRE CHARGES FOR HERTFORD THEATRE					
WEEKENDS					
		Auditorium			
308.00	n/a		am (9am to 1pm)	308.00	n/a
77.00	n/a		am per hour	77.00	n/a
435.00	n/a		pm (1pm to 6pm)	435.00	n/a
87.00	n/a		pm per hour	87.00	n/a
738.00	n/a		Evening (6pm to midnight)	738.00	n/a
123.00	n/a		Evening per hour	123.00	n/a
643.00	n/a		9am-6pm (discounted rate)	643.00	n/a
1,023.00	n/a		1pm-midnight (discounted rate)	1,023.00	n/a
1,281.00	n/a		9am-midnight (discounted rate)	1,281.00	n/a
		Studio			
132.00	n/a		am (9am to 1pm)	132.00	n/a
33.00	n/a		am per hour	33.00	n/a
180.00	n/a		pm (1pm to 6pm)	180.00	n/a
36.00	n/a		pm per hour	36.00	n/a
276.00	n/a		Evening (6pm to midnight)	276.00	n/a
46.00	n/a		Evening per hour	46.00	n/a
282.00	n/a		9am-6pm (discounted rate)	282.00	n/a
406.00	n/a		1pm-midnight (discounted rate)	406.00	n/a
518.00	n/a		9am-midnight (discounted rate)	518.00	n/a
		River Room			
132.00	n/a		am (9am to 1pm)	132.00	n/a
33.00	n/a		am per hour	33.00	n/a
180.00	n/a		pm (1pm to 6pm)	180.00	n/a
36.00	n/a		pm per hour	36.00	n/a
276.00	n/a		Evening (6pm to midnight)	276.00	n/a
46.00	n/a		Evening per hour	46.00	n/a
282.00	n/a		9am-6pm (discounted rate)	282.00	n/a
406.00	n/a		1pm-midnight (discounted rate)	406.00	n/a
518.00	n/a		9am-midnight (discounted rate)	518.00	n/a
		Foyer			
188.00	n/a		am (9am to 1pm)	188.00	n/a
47.00	n/a		am per hour	47.00	n/a
310.00	n/a		pm (1pm to 6pm)	310.00	n/a
62.00	n/a		pm per hour	62.00	n/a
432.00	n/a		Evening (6pm to midnight)	432.00	n/a
72.00	n/a		Evening per hour	72.00	n/a
WEEKLY					
5,125.00	n/a	Auditorium	Mon - Sunday (amateur)	5,125.00	n/a
6,400.00	n/a		Mon - Sunday (professional)	6,400.00	n/a
2,050.00	n/a	Studio	Mon - Sunday	2,050.00	n/a
2,050.00	n/a	River Room	Mon - Sunday	2,050.00	n/a

CUSTOMER & COMMUNITY SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
HIRE CHARGES FOR HERTFORD THEATRE					
EQUIPMENT HIRE PRICES					
Pianos					
125.00	150.00	Concert Grand Piano	per 3 hours	125.00	150.00
62.50	75.00	Piano Tuning		62.50	75.00
37.50	45.00	Electric Piano		37.50	45.00
Projection					
29.17	35.00	LCD Projector & Screen		29.17	35.00
Public Address System					
42.55	51.06	Portable PA Unit		42.55	51.06
30.00	36.00	Lapel Mic		30.00	36.00
30.00	36.00	Hand Radio Mic		30.00	36.00
Cinema Prices					
5.42	6.50	Adults		5.42	6.50
3.75	4.50	Concessions		3.75	4.50

CUSTOMER & COMMUNITY SERVICES

2012/13		DETAILS	UNIT OF	2013/14	
Exc. VAT £	Inc. VAT 20% £		CHARGE	Exc. VAT £	Inc. VAT 20% £
CAR PARKS					
Off Street Resident Season Ticket					
222.08	266.50	Port Vale		229.17	275.00
1,025.00	1,230.00	Crown Terrace		1,026.00	1,231.20
On Street Resident Season Ticket					
35.00	n/a	1st Permit		36.00	n/a
70.00	n/a	2nd Permit		72.00	n/a
18.00	n/a	Motorcycle permit		19.00	n/a
20.00	n/a	Contractor permit	per week	21.00	n/a
307.50	n/a	Business permit	per annum	315.00	n/a
35.00	n/a	Carers/ Special permits	admin charge (discretionary)	36.00	n/a
0.10	n/a	Vistors Vouchers	per hour	0.10	n/a
0.05	n/a		per hour pensioners	0.05	n/a
12.00	n/a	Charge for Temporary Dispensation from Parking Restrictions		15.00	n/a
On Street Residents Parking Permits					
53.00	n/a	Folly Island - 2nd Permit		55.00	n/a
1.67	2.00	Elm Road Car Park	up to 5 hrs	1.67	2.00
2.50	3.00		5 hrs +	2.50	3.00
Penalty Charges issued under Regulation 9 of the General Regulations.					
Higher Level Penalty Charge					
35.00	n/a	Paid within 21 days		35.00	n/a
70.00	n/a	Paid after 21 days		70.00	n/a
105.00	n/a	Paid after service of charge certificate		105.00	n/a
Lower Level Penalty Charge					
25.00	n/a	Paid within 21 days		25.00	n/a
50.00	n/a	Paid after 21 days		50.00	n/a
75.00	n/a	Paid after service of charge certificate		75.00	n/a
Penalty Charges issued under Regulation 10 of the General Regulations.					
Higher Level Penalty Charge					
35.00	n/a	Paid within 21 days		35.00	n/a
70.00	n/a	Paid after 21 days		70.00	n/a
105.00	n/a	Paid after service of charge certificate		105.00	n/a

CUSTOMER & COMMUNITY SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
PARKING					
Penalty Charges issued under Regulation 10 of the General Regulations					
Lower Level Penalty Charge					
25.00	n/a	Paid within 21 days		25.00	n/a
50.00	n/a	Paid after 21 days		50.00	n/a
75.00	n/a	Paid after service of charge certificate		75.00	n/a
Wallfields Visitor					
Short stay					
0.00	0.00		0 - 2 hrs	0.00	0.00
0.67	0.80		2 - 3 hrs	0.67	0.80
1.25	1.50		3 - 4 hrs	1.33	1.60
1.83	2.20		4 - 5 hrs	2.00	2.40
Bishop's Stortford market traders' tariff					
2.92	3.50	Link Road	Thurs & Sat	3.00	3.60
2.92	3.50	Northgate End	Thurs & Sat	3.00	3.60
2.92	3.50	Apton Road	Thurs & Sat	3.00	3.60
Old London Road - Hertford					
12.50	15.00	Coach / Lorry tarriff	per visit	12.50	15.00
-	-	Vehicle Removal	per removal	105.00	n/a
-	-	Vehicle Storage	per day	12.00	n/a
-	-	Vehicle Disposal	per disposal	50.00	n/a

CUSTOMER & COMMUNITY SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
ANIMAL CONTROL					
25.00	n/a	Stray dog with ID chip	**	25.00	n/a
25.00	n/a	Stray dog without ID chip	set by statute	25.00	n/a
21.00	n/a	Stray dog collected	admin charge	21.00	n/a
15.00	n/a	Kennel Charges	per night	15.00	n/a
17.50	21.00	ID chipping dogs (Ind)	per dog	17.50	21.00
9.17	11.00	ID chipping dogs (Campaign)	per dog	9.17	11.00
31.66	38.00	Small dead animal removal	per animal	33.33	40.00
26.66	32.00	Assistance to third party organisations	per hour	28.33	34.00
-	-	Provision of dog waste bag	per box 5000	28.33	34.00
-	-	Dog Fouling Sign	per sign	8.00	8.20
** unless first offence and dog is collected the same day					
Allotments					
3.20	n/a	Allotments (per year)	per 25.3m ²	3.30	n/a
Outdoor Exercise Group Activities *					
-	-	Organisations - per site		1,200.00	n/a
-	-	Personal Trainers - per trainer		450.00	n/a

* 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.

CUSTOMER & COMMUNITY SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
REFUSE COLLECTION					
Commercial Refuse Collection					
69.20	83.04	Paid Collections	medium	71.00	85.20
142.80	171.36	" (Plus HCC disposal costs)	large	146.50	175.80
Mixed Heriditaments					
charged according to the proportion of trade waste collected					
Domestic Refuse Collection					
22.50	n/a	Bulky Waste Collection	1 Item	23.00	n/a
32.50	n/a	"	2 Items	33.50	n/a
42.50	n/a	"	3 Items	43.50	n/a
52.50	n/a	"	4 Items	54.00	n/a
62.50	n/a	Bulky Waste Collection - Load	small	64.00	n/a
90.00	n/a	"	medium	92.50	n/a
135.00	n/a	"	large	138.50	n/a
10.00	n/a	Bulky Collection Cancellation Fee	per collection	10.00	n/a
Commercial Events					
70.00	84.00	Cleansing / Refuse Collection	per hour	71.75	86.10
Cleansing Private Land					
22.00	26.40	Cleansing private land (Performance area - regular schedule)	per linear metre per annum	22.55	27.06
69.00	82.80	Ad - hoc litter picking	per hour	70.73	84.87
Abandoned Vehicles (end of life vehicles) surrendered and removed by LA					
39.17	47.00	Vehicle	per vehicle	40.00	48.00
59.17	71.00	Caravan	per caravan	60.66	72.79
Clinical Waste					
13.33	15.99	Charge per site	per visit (max 26)	13.66	16.39
7.18	8.62	Sharps containers	per container	8.00	9.60
4.30	5.16	Sacks - trade (infectious waste)	per sack	4.80	5.76
0.60	n/a	Sacks - domestic (infectious waste)	per sack	0.65	n/a
2.60	3.12	Sacks - trade (Offensive waste)	per sack	2.90	3.48
0.60	n/a	Sacks - domestic (Offensive waste)	per sack	0.65	n/a
25.00	n/a	Extra Sacks delivery charge	per occasion	25.00	n/a

CUSTOMER & COMMUNITY SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
REFUSE COLLECTION					
Graffiti Removal					
50.00	n/a	Cleaning graffiti on private land*	per sqm	51.25	n/a
30.00	n/a	Cleaning graffiti - small items (single tag)	per item	30.75	n/a
<p>*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.</p>					
COMMERCIAL WASTE					
Commercial Waste Collection Services					
75.00	n/a	sacks	per 50	82.00	n/a
344.00	n/a	240 litres	per bin p.a.	366.00	n/a
392.00	n/a	340 litres	per bin p.a.	422.00	n/a
663.00	n/a	660 litres	per bin p.a.	716.00	n/a
812.00	n/a	1,100 litres	per bin p.a.	892.50	n/a
Prescribed Waste Collection Service					
47.00	n/a	Sacks	per 50	48.00	n/a
278.00	n/a	240 litres	per bin p.a.	285.00	n/a
296.00	n/a	340 litres	per bin p.a.	304.00	n/a
497.00	n/a	660 litres	per bin p.a.	510.00	n/a
538.00	n/a	1,100 litres	per bin p.a.	550.00	n/a
Prescribed Waste for Educational Establishments					
75.00	n/a	Sacks	per 50	48.00	n/a
314.00	n/a	240 litres	per bin p.a.	259.00	n/a
357.00	n/a	340 litres	per bin p.a.	289.00	n/a
602.00	n/a	660 litres	per bin p.a.	472.00	n/a
734.00	n/a	1,100 litres	per bin p.a.	510.00	n/a
25.00	n/a	Bin removal & re-delivery charge following non-payment	per occasion	25.00	n/a
25.00	n/a	Extra sacks delivery charge	per occasion	25.00	n/a

- 1) Note: The above are 'ceiling' prices and subject to the discretion of the Head of Environmental Services
- 2) 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

CUSTOMER & COMMUNITY SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
PEST CONTROL					
Commercial Premises					
57.60	69.12	Rats & Mice	per hour or part hour	59.00	70.80
OR					
47.00	56.40	Contract service available	per annum	48.20	57.84
47.00	56.40	Wasps	one nest job	48.20	57.84
16.40	16.98	Ants	one nest job	16.80	20.16
57.20	68.64	Additional nests	per add. nest	58.60	70.32
57.20	68.64	Bed Bugs	per hour or part hour	58.60	70.32
57.20	68.64	Fleas	per hour or part hour	58.60	70.32
57.20	68.64	Cockroaches	per hour or part hour	58.60	70.32
57.20	68.64	Squirrels	per hour or part hour	58.60	70.32
57.20	68.64	Cluster Fly Infestation	per hour or part hour	58.60	70.32
57.20	68.64	Visit for Advice ONLY	per hour or part hour	58.60	70.32
Domestic Premises *					
18.33	22.00	Rats	# call out charge	19.17	23.00
43.75	52.50	Mice	per job	44.58	53.50
41.67	50.00	Wasps	one nest job	41.67	50.00
43.75	52.50	Ants	one nest job	44.58	53.50
16.67	20.00	Additional nests	per add. nest	16.67	20.00
56.25	67.50	Cluster Fly Infestation	one job (up to 3 visits)	57.50	69.00
158.33	190.00	Bed Bugs	one job (up to 3 visits)	162.50	195.00
58.33	70.00	Bed Bugs	additional visits	59.17	71.00
64.17	77.00	Squirrels	per job	75.00	90.00
46.67	56.00	Fleas	per hour	47.50	57.00
46.67	56.00	Cockroaches	per hour	47.50	57.00
18.33	22.00	Visit for Advice ONLY	per half hour	19.17	23.00
58.33	70.00	Return Visit Charge (rats & mice)	per job	59.17	71.00

* Concession for residents in receipt of income related benefit - £10 per job, waived in cases of hardship at the discretion of the Head of Environmental Services

A call out charge of £22 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. Customers in receipt of income related benefits will pay £10. This may be waived in cases of hardship at the discretion of the Head of Environmental Services. No charge is recoverable where rats are reported in public places.

Payment 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.

CUSTOMER & COMMUNITY SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
Markets - Hertford & Bishop's Stortford					
21.80	n/a	Standard pitch 3m x 2.1m (10' x 7')	per pitch	21.80	n/a
		Incentive for above (Bishop's Stortford only)	5 consecutive weeks - 5th week free		
26.00	n/a	Casual Trader pitch 3m x 2.1m (10' x 7')	per pitch	26.00	n/a
1.20	n/a	Additional space	per 0.3m (per sq ft)	1.20	n/a
Markets - Ware					
14.00	n/a	Standard pitch 3m x 2.1m (10' x 7')	per pitch	14.00	n/a
		Incentive for above	5 consecutive weeks - 5th week free		
15.60	n/a	Casual Trader pitch 3m x 2.1m (10' x 7')	per pitch	15.60	n/a
1.20	n/a	Additional space	per 0.3m (per sq ft)	1.20	n/a
10.90	n/a	Charity Stall - Any Market		10.90	n/a
Market Licence					
30.75	n/a	Commercial - up to 10 stalls		31.50	n/a
51.25	n/a	Commercial - up to 11 - 30 stalls		52.50	n/a
106.60	n/a	Commercial - up to 31plus stalls		109.25	n/a
21.55	n/a	Charity		22.10	n/a
Farmers Markets					
109.70	n/a	Village		112.45	n/a
22.35	n/a	Hertford (own stall)		23.00	n/a
27.00	n/a	Hertford (East Herts stall)		27.00	n/a
1,332.50	n/a	Jackson Square	per quarter	1,365.80	n/a

CUSTOMER & COMMUNITY SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
Freedom of Information Act 2000 / Environmental Information Regulations 2004 / Reuse of Public Sector Information Regulations 2005 / Data Protection Act 1998					
Freedom of Information / Data Protection					
		First 2.5 days free			
450.21	540.25	After 2.5 days		450.21	540.25
25.00	30.00		+ per hour	25.00	30.00
Environmental Information Regulations 2004					
25.00	30.00	Staff time	per hour	25.00	30.00
Reuse of Public Sector Information Regulations 2005					
25.00	30.00	Staff time	per hour	25.00	30.00
Information that has a commercial value - a charge will be determined on a case-by-case basis					
Freedom of Information / Environmental Information Regulations / Reuse of Public Sector Information Regulations					
Charges for materials -					
0.10	0.12	Photocopying (black & white)	A4 sheet	0.10	0.12
0.20	0.24		A3 sheet	0.20	0.24
1.10	1.32		A0 sheet	1.10	1.32
0.20	0.24	Photocopying (colour)	A4 sheet	0.20	0.24
0.50	0.60		A3 sheet	0.50	0.60
1.70	2.04		A0 sheet	1.70	2.04
45.11	54.13	Printing (black & white)	per hour	45.11	54.13
45.11	54.13	Printing (colour)	per hour	45.11	54.13
24.68	29.62	CD's	per hour	24.68	29.62
(if information is held electronically)					
actual cost		Converting to electronic or microfiche		actual cost	
actual cost		Postage		actual cost	
REVENUES					
70.00	n/a	Council Tax penalty for failure to promptly notify or provide information	1st offence	70.00	n/a
280.00	n/a		subsequent offences	280.00	n/a
40.00	n/a	Issue of Summons		-	-
40.00	n/a	Charge for Liability Order		-	-
-	-	Summons and Liability Order		80.00	n/a
Letting of Council Offices					
30.00	n/a	Council Chamber - Hertford	per hour	30.00	n/a
20.00	n/a	Other Rooms - Hertford	per hour	20.00	n/a

INTERNAL SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
LAND CHARGES					
Local Land Charges					
Statutory Charges					
67.00	n/a	Registration of a charge in Part II of the register	per charge	67.00	n/a
2.50	n/a	Filing a definite certificate of the Lands Tribunal under rule 10 (3)	per certificate	2.50	n/a
7.00	n/a	Filing a judgement or order, or written request for the variation or cancellation of any entry in Part 11 of the register	per item	7.00	n/a
2.50	n/a	Inspection of documents filed in the register under rule 10, in respect of each parcel of land	per parcel of land	2.50	n/a
Various	n/a	Office copy of any plan or other document filed pursuant to the rules	per copy	Various	n/a
Non Statutory Charges					
5.00	n/a	Personal Search inclusive of printout	for print out	5.00	n/a
21.00	n/a	Official search (including issue of official certificate of search) in: the whole of the register	per search	21.00	n/a
5.00	n/a	And in addition, in respect of each parcel of land above one, where under rule II (3) more than one parcel is included in the same requisition (for a search in the whole or part of the register), subject to a maximum of £16.00	per additional search	5.00	n/a
Answering form of enquiry					
Part I Enquiries -					
66.00	n/a	One parcel of land - Residential / Commercial	per enquiry	66.00	n/a
20.00	n/a	- Commercial each additional parcel	per enquiry	20.00	n/a

INTERNAL SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
Non Statutory Charges					
Part II Enquiries					
Where relating to one parcel of land only or to several parcels and delivered on a single form -					
		Each printed enquiry			
12.00	n/a	numbered in the form 4 - 21	per enquiry	12.00	n/a
20.00	n/a	numbered in the form 22	per enquiry	20.00	n/a
25.00	n/a	Any and each further enquiry added by solicitors	per enquiry	25.00	n/a
15.40+ 21p per sheet copied	n/a n/a	Abstract of Title		15.40+ 21p per sheet copied	n/a n/a
LEGAL CHARGES					
102.50	123.00	Notice of Transfer	per hour	105.00	126.00
102.50	123.00	Deed of Variation	per hour	105.00	126.00
102.50	123.00	Deed of Covenant Copy	per hour	105.00	126.00
102.50	123.00	" Engrossment	per hour	105.00	126.00
102.50	123.00	Postponement of Charge	per hour	105.00	126.00
102.50	123.00	Litigation, Conveyancing and Planning matters	per hour	105.00	126.00
102.50	n/a	Sale of Council Minutes	per civic year	105.00	n/a
20.50 + 1.50 per thousand entries or part	n/a	Extract of Electoral Register	data	20.50 + 1.50 per thousand entries or part	n/a
10.00 + 5.00 per thousand entries or part	n/a	Fee for sale of the Register	printed	10.00 + 5.00 per thousand entries or part	n/a
20.50 + 1.50 per hundred entries or part	n/a	Fee for sale of the list of Overseas Electors	data	20.50 + 1.50 per hundred entries or part	n/a
10.00 + 5.00 entries or part	n/a		printed	10.00 + 5.00 entries or part	n/a