

**ERP H - Schedule of charges for 2015/16**

**EAST HERTFORDSHIRE DISTRICT COUNCIL**

**SCHEDULE OF CHARGES**

**The fees and charges shown overleaf are for 2015/16**

## NEIGHBOURHOOD SERVICES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>Environmental Health Licences</b>					
406.00 + vet fees	n/a + VAT	Riding Establishments	per annum	417.00 + vet fees	n/a + VAT
1,957.00 + vet fees	n/a + VAT	Zoos - New Licence	per 4 year registration	2,006.00 + vet fees	n/a + VAT
1,513.00 + vet fees	n/a + VAT	Zoos - Year 6 renewal licence inspection	per 6 years	1,551.00 + vet fees	n/a + VAT
660.00 + vet fees	n/a + VAT	Zoos - Transfer of Licence	per transfer	677.00 + vet fees	n/a + VAT
880.00 + vet fees	n/a + VAT	Zoos - Year 3 interim licence inspection inspection		902.00 + vet fees	n/a + VAT
555.00 + vet fees	n/a + VAT	Dangerous Wild Animals	per annum	569.00 + vet fees	n/a + VAT
240.00 + vet fees	n/a + VAT	Dog breeding establishments	per annum	246.00 + vet fees	n/a + VAT
240.00 + vet fees	n/a + VAT	Animal boarding establishments	per annum	246.00 + vet fees	n/a + VAT
113.00 + vet fees	n/a + VAT	Home boarding establishments	per annum	116.00 + vet fees	n/a + VAT
196.00 + vet fees	n/a + VAT	Pet Shops	per annum	201.00 + vet fees	n/a + VAT
192.00	n/a	Registration for Skin Piercing (Static / Home Business)	per business	197.00	n/a
121.00	n/a	Registration for Skin Piercing (Person)	per person or premises change	125.00	n/a
192.00	n/a	Registration for Peripatetic Skin Piercing ( includes one operator)	per business	197.00	n/a
121.00	n/a	Update to an existing skin piercing registration (Business)	per update	125.00	n/a
57.00	n/a	Street trading Occasional Registered Charity (up to one month)	per month	59.00	n/a
111.00	n/a	Street trading Occasional (up to one month)	per month	114.00	n/a

## NEIGHBOURHOOD SERVICES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>Environmental Health Licences (contd)</b>					
321.00	n/a	Street trading Peripatatic (eg ice cream van)	per annum	330.00	n/a
326.00	n/a	Street trading Static (eg burger van)	per annum	335.00	n/a
22.00	n/a	Additional Licence fee for second reminder letter	per letter	23.00	n/a
49.00	n/a	Additional Licence fee for chasing applications after the expiry of current licence	per licence	51.00	n/a
<b>Training Courses</b>					
65.00	n/a	Level 2 Food Safety Training	per person,per course	67.00	n/a
65.00	n/a	Level 2 Health & Safety Training	per person,per course	67.00	n/a
41.00	n/a	Level 2 Food Safety Refresher Training	per person,per course	43.00	n/a
41.00	n/a	Level 2 Health & Safety Refresher Training	per person,per course	43.00	n/a
620.00	n/a	Level 2 Food Hygiene Training (up to 14 places at customer's premises)	per course	636.00	n/a
380.00	n/a	Level 2 Food Hygiene Refresher Training (up to 14 places at customer's premises)	per course	390.00	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

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>Miscellaneous Fees &amp; Charges</b>					
13.00	n/a	Food register	per single entry	14.00	n/a
26.00	n/a	Food register	per category	27.00	n/a
77.00	n/a	Food register	per full copy	79.00	n/a
62.00	n/a	Air quality data enquiries	per hour or part	64.00	n/a
62.00	n/a	Additional Land charge enquiries	per hour or part	64.00	n/a
49.00 + disposal costs	n/a + VAT	Issue of certificate following surrender of food	per hour or part	51.00 + disposal costs	n/a + VAT
49.00	n/a	Food export health certificate	per hour or part	51.00	n/a
37.00	44.40	Replacement 'Scores on Doors' certificate	each	38.00	45.60
49.00	58.80	Replacement of any environmental health licence or registration documents	each	51.00	61.20
49.00	58.80	Statement of fact for civil cases	per hour	51.00	61.20
110.00	132.00	Standards inspection for immigration	per inspection	113.00	135.60
330.00	396.00	Housing Notices	fixed charge	339.00	406.80
-	-	Fixed penalty for failure to belong to an approved redress scheme		5,000.00	n/a
37.00	44.40	Letter confirming food premises registration	per letter	38.00	45.60
49.00	58.80	Attendance at Exhumations	per hour (or part)	51.00	61.20

## NEIGHBOURHOOD SERVICES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>HMO Licensing Fees</b>					
55.00	n/a	Fee reduction for additional HMO's with same applicant / landlord		55.00	n/a
653.00	n/a	Renewal of HMO Licence		670.00	n/a
100.00	n/a	BACS refund for receipt of complete valid renewal applications at least 3 months before current licence expires		100.00	n/a
77.00	n/a	Confirmation of empty home status for VAT reduction		79.00	n/a
<b>Miscellaneous Engineering Fees</b>					
free		Street parties (non-commercial)		free	
27.00	n/a	Sewer Records/Plans	per item	28.00	n/a
<b>OTHER LICENCES</b>					
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
Scrap Metal Site Licence -					
246.00	n/a	Grant	per licence	246.00	n/a
182.70	n/a	Renewal	per licence	182.70	n/a
43.50	n/a	Variation, Name Change, Change of Site	per change	43.50	n/a
Scrap Metal Collectors Licence					
222.50	n/a	Grant	per licence	222.50	n/a
159.20	n/a	Renewal	per licence	159.20	n/a
43.50	n/a	Variation, Name Change	per change	43.50	n/a

## NEIGHBOURHOOD SERVICES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>TAXI LICENSING</b>					
274.00	n/a	Hackney Carriage Vehicle/Proprietor (renewal)	per licence	274.00	n/a
308.00	n/a	Hackney Carriage Vehicle/Proprietor (new vehicle)	per licence	308.00	n/a
274.00	n/a	Private Hire Vehicle / Proprietor Licence (renewal)	per licence	274.00	n/a
308.00	n/a	Private Hire Vehicle / Proprietor Licence (grant)	per licence	308.00	n/a
106.00	n/a	Private Hire drivers licence (renewal)	per licence	106.00	n/a
211.00	n/a	Private Hire drivers licence (grant)		211.00	n/a
-	-	Hackney Carriage Vehicle/Proprietor (renewal) where able to transport a person whilst remaining in a wheelchair	first year	100% discount	
-	-		Subsequent	50% discount	
<b>Private Hire Business Operator</b>					
218.00	n/a	- up to 6 vehicles	per licence	218.00	n/a
30.00	n/a	- additional vehicles	per vehicle	30.00	n/a
106.00	n/a	Dual Driver (Hackney/Private Hire) (renewal)	-	106.00	n/a
211.00	n/a	Dual Driver (Hackney/Private Hire) (Grant)		211.00	n/a
78.00	n/a	Change of vehicle	-	78.00	n/a
211.00	n/a	Initial Application for a drivers licence (reimbursed on grant of application)		211.00	n/a
<b>Change of Licence Details</b>					
45.00	n/a	Change of Vehicle DVLA registration number		45.00	n/a
45.00	n/a	Change of Vehicle licence designation - Hackney to Private		45.00	n/a
85.00	n/a	- Private to Hackney		85.00	n/a
45.00	n/a	Change of vehicle proprietor with unexpired licence		45.00	n/a
45.00	n/a	Convert drivers licence to dual driver		45.00	n/a
<b>Ancillary Charges</b>					
91.00	n/a	Knowledge Test	per test	91.00	n/a
<b>Ancillary Items</b>					
68.33	82.00	Roof light (complete)		68.33	82.00
36.67	44.00	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
22.50	27.00	Replacement badge		22.50	27.00
36.67	44.00	Replacement plate/trailer plate		36.67	44.00

## NEIGHBOURHOOD SERVICES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>TAXI LICENSING (cont.)</b>					
<b>Ancillary Items</b>					
2.08	2.50	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
Free		Table of fares/windscreen badge		Free	
28.33	34.00	Distribution of free literature		28.33	34.00
<b>PREMISES LICENCES</b>					
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation					
100.00	n/a	Band A - rateable value £0-£4,300	Statutory Fee	100.00	n/a
190.00	n/a	Band B - rateable value £4,301-33,000	Statutory Fee	190.00	n/a
315.00	n/a	Band C - rateable value £33,001-£87,000	Statutory Fee	315.00	n/a
450.00	n/a	Band D - rateable value £87,001-£125,000	Statutory Fee	450.00	n/a
635.00	n/a	Band E - rateable value £125,000 and over	Statutory Fee	635.00	n/a
<b>PREMISES LICENCES (Annual charge)</b>					
(Holders of premises licences and club premises certificate)					
70.00	n/a	Band A - rateable value £0-£4,300	Statutory Fee	70.00	n/a
180.00	n/a	Band B - rateable value £4,301-33,000	Statutory Fee	180.00	n/a
295.00	n/a	Band C - rateable value £33,001-£87,000	Statutory Fee	295.00	n/a
320.00	n/a	Band D - rateable value £87,001-£125,000	Statutory Fee	320.00	n/a
350.00	n/a	Band E - rateable value £125,000 and over	Statutory Fee	350.00	n/a
37.00	n/a	<b>PERSONAL LICENCE</b>		37.00	n/a

## NEIGHBOURHOOD SERVICES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>OTHER FEES AND CHARGES</b>					
<b>Supply of copies of information contained in register:-</b>					
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
10.50	n/a	Application for copy of licence or summary on theft, loss etc of premises licence or summary	Statutory Fee	10.50	n/a
10.50	n/a	Notification of change of name or address (holder of premises licence)	Statutory Fee	10.50	n/a
23.00	n/a	Application to vary or to specify individual as premises supervisor	Statutory Fee	23.00	n/a
23.00	n/a	Application to transfer premises licence	Statutory Fee	23.00	n/a
23.00	n/a	Interim authority notice	Statutory Fee	23.00	n/a
315.00	n/a	Application for making of a provisional statement	Statutory Fee	315.00	n/a
10.50	n/a	Application for copy of certificate or summary on theft, loss etc of certificate or summary	Statutory Fee	10.50	n/a
10.50	n/a	Notification of change of name or alteration of club rules	Statutory Fee	10.50	n/a
10.50	n/a	Change of relevant registration address of club	Statutory Fee	10.50	n/a
21.00	n/a	Temporary event notice	Statutory Fee	21.00	n/a
10.50	n/a	Application of copy of notice on theft, loss etc of temporary event notice	Statutory Fee	10.50	n/a
10.50	n/a	Application of copy of licence on theft, loss etc of personal licence	Statutory Fee	10.50	n/a
10.50	n/a	Notification of change of name or address (personal licence)	Statutory Fee	10.50	n/a
21.00	n/a	Notice of interest in any premises	Statutory Fee	21.00	n/a



## NEIGHBOURHOOD SERVICES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>Gambling Act 2005</b>					
2,677.50	n/a	Bingo Premises	Licence	2,677.50	n/a
1,339.00	n/a		Variation	1,339.00	n/a
918.00	n/a		Transfer	918.00	n/a
765.00	n/a		Annual Fee	765.00	n/a
1,530.00	n/a	Adult Gaming Centre Premises	Licence	1,530.00	n/a
765.00	n/a		Variation	765.00	n/a
918.00	n/a		Transfer	918.00	n/a
765.00	n/a		Annual Fee	765.00	n/a
1,913.00	n/a	Betting Premises (Track)	Licence	1,913.00	n/a
957.00	n/a		Variation	957.00	n/a
727.00	n/a		Transfer	727.00	n/a
765.00	n/a		Annual Fee	765.00	n/a
2,300.00	n/a	Betting Premises (Other)	Licence	2,300.00	n/a
1,148.00	n/a		Variation	1,148.00	n/a
918.00	n/a		Transfer	918.00	n/a
300.00	n/a		Annual Fee	300.00	n/a
1,530.00	n/a	Family Entertainment Centre Premises	Licence	1,530.00	n/a
765.00	n/a		Variation	765.00	n/a
727.00	n/a		Transfer	727.00	n/a
574.00	n/a		Annual Fee	574.00	n/a
500.00	n/a	Temporary Use Notices	Fee	500.00	n/a
25.00	n/a		Copy	25.00	n/a
50.00	n/a	Gaming Machine Permit (Up to 2 machines)	# 10 years	50.00	n/a
100.00	n/a	Club Gaming Machine Permit (Up to 3 machines)	# 5 Years	100.00	n/a
50.00	n/a	Club Gaming Machine Permit	# Annual Fee	50.00	n/a
40.00	n/a	Small Lotteries	Initial Fee	40.00	n/a
20.00	n/a		# Renewal	20.00	n/a

# Fixed by Statute

## NEIGHBOURHOOD SERVICES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>Misc Building Control and Development Management Charges</b>					
		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
15.50	n/a	Copies of documents provided on an electronic disc	per disc provided	15.50	n/a
25.00	n/a	Ordnance Survey Extracts	up to 6 copies	-	-
77.00	n/a	Historical Research (where records available)	per hour (or part)	79.00	n/a
310.00	n/a	Legal obligation agreements - clause monitoring fee	per obligation issue	318.00	n/a
77.00	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	79.00	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
515.00	n/a	High Hedge consultation and investigation		528.00	n/a

## NEIGHBOURHOOD SERVICES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
28.00	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	n/a
97.00	n/a	Fee for discharge of or compliance with a condition	per request (any number of conditions)	97.00	n/a
4.60	n/a	Retrieval of externally stored microfilmed records	per microfilmed record	4.70	n/a
<b>PRE-APPLICATION ADVICE</b>					
<b>Householder proposals</b>					
25.00	30.00		Initial fee	25.00	30.00
12.50	15.00		Secondary fee	12.50	15.00
41.60	55.00	Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)	Initial fee	41.60	55.00
20.83	25.00		Secondary fee	20.83	25.00
<b>Major development proposals</b>					
833.33	1,000.00	Largescale Major Development Proposals	Initial fee	854.17	1025.00
416.67	500.00		Secondary fee	427.08	512.50
600.00	720.00	Smallscale Major Development Proposals	Initial fee	615.00	738.00
300.00	360.00		Secondary fee	307.50	369.00
<b>Minor development proposals</b>					
250.00	300.00	Minor Development (single new or replacement dwellings and other development of less than 50sqm floorspace)	Initial fee	256.66	308.00
125.00	150.00		Secondary fee	128.33	154.00
341.67	410.00	Minor Development (all other minor development)	Initial fee	350.00	420.00
170.83	205.00		Secondary fee	175.00	250.00

## NEIGHBOURHOOD SERVICES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>PRE-APPLICATION ADVICE</b>					
<b>Any development where affordable housing is required by virtue of the Councils planning policies and is to be provided</b>					
87.50	105.00		Initial fee	90.00	108.00
<b>Other Development</b>					
87.50	105.00		Initial fee	90.00	108.00
43.75	52.50		Secondary fee	45.00	54.00
<b>Advertisement proposals</b>					
41.67	50.00		Initial fee	42.50	51.00
20.83	25.00		Secondary fee	21.25	25.50
<b>Heritage advice</b>					
41.67	50.00		Initial fee	42.50	51.00
20.83	25.00		Secondary fee	21.25	25.50

## NEIGHBOURHOOD SERVICES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>HOSTELS</b>					
<b>Hillcrest</b>					
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	
<b>Bed &amp; Breakfast</b>					
97.65	n/a	Single person	per week	100.10	n/a
13.95	n/a		per day	14.30	n/a
129.50	n/a	Single person and one child	per week	132.72	n/a
18.50	n/a		per day	18.96	n/a
140.70	n/a	Single person and two children	per week	144.20	n/a
20.10	n/a		per day	20.60	n/a
129.50	n/a	Couple	per week	132.72	n/a
18.50	n/a		per day	18.96	n/a
151.90	n/a	Couple and one child	per week	155.68	n/a
21.70	n/a		per day	22.24	n/a
164.15	n/a	Couple and two children	per week	168.28	n/a
23.45	n/a		per day	24.04	n/a
13.30	n/a	Additional children up to 16	per week	13.65	n/a
1.90	n/a		per day	1.95	n/a

## CUSTOMER & COMMUNITY SERVICES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>HIRE CHARGES FOR HERTFORD THEATRE</b>					
<b>WEEKDAYS</b>					
<b>Auditorium</b>					
256.00	n/a		am (9am to 1pm)	256.00	n/a
64.00	n/a		am per hour	64.00	n/a
395.00	n/a		pm (1pm to 6pm)	395.00	n/a
79.00	n/a		pm per hour	79.00	n/a
534.00	n/a		Evening (6pm to midnight)	534.00	n/a
89.00	n/a		Evening per hour	89.00	n/a
551.00	n/a		9am-6pm (discounted rate)	551.00	n/a
779.00	n/a		1pm-midnight (discounted rate)	779.00	n/a
985.00	n/a		9am-midnight (discounted rate)	985.00	n/a
<b>Studio</b>					
88.00	n/a		am (9am to 1pm)	88.00	n/a
22.00	n/a		am per hour	22.00	n/a
135.00	n/a		pm (1pm to 6pm)	135.00	n/a
27.00	n/a		pm per hour	27.00	n/a
162.00	n/a		Evening (6pm to midnight)	162.00	n/a
37.00	n/a		Evening per hour	37.00	n/a
193.00	n/a		9am-6pm (discounted rate)	193.00	n/a
307.00	n/a		1pm-midnight (discounted rate)	307.00	n/a
375.00	n/a		9am-midnight (discounted rate)	375.00	n/a
<b>River Room</b>					
88.00	n/a		am (9am to 1pm)	88.00	n/a
22.00	n/a		am per hour	22.00	n/a
135.00	n/a		pm (1pm to 6pm)	135.00	n/a
27.00	n/a		pm per hour	27.00	n/a
162.00	n/a		Evening (6pm to midnight)	162.00	n/a
37.00	n/a		Evening per hour	37.00	n/a
193.00	n/a		9am-6pm (discounted rate)	193.00	n/a
307.00	n/a		1pm-midnight (discounted rate)	307.00	n/a
375.00	n/a		9am-midnight (discounted rate)	375.00	n/a
<b>Foyer</b>					
88.00	n/a		am (9am to 1pm)	88.00	n/a
22.00	n/a		am per hour	22.00	n/a
135.00	n/a		pm (1pm to 6pm)	135.00	n/a
27.00	n/a		pm per hour	27.00	n/a
162.00	n/a		Evening (6pm to midnight)	162.00	n/a
37.00	n/a		Evening per hour	37.00	n/a

## CUSTOMER & COMMUNITY SERVICES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>HIRE CHARGES FOR HERTFORD THEATRE</b>					
<b>WEEKENDS AND BANK HOLIDAYS</b>					
316.00	n/a	<b>Auditorium</b>	am (9am to 1pm)	316.00	n/a
79.00	n/a		am per hour	79.00	n/a
445.00	n/a		pm (1pm to 6pm)	445.00	n/a
89.00	n/a		pm per hour	89.00	n/a
750.00	n/a		Evening (6pm to midnight)	750.00	n/a
125.00	n/a		Evening per hour	125.00	n/a
661.00	n/a		9am-6pm (discounted rate)	661.00	n/a
1,072.00	n/a		1pm-midnight (discounted rate)	1,072.00	n/a
1,311.00	n/a		9am-midnight (discounted rate)	1,311.00	n/a
136.00	n/a	<b>Studio</b>	am (9am to 1pm)	136.00	n/a
34.00	n/a		am per hour	34.00	n/a
185.00	n/a		pm (1pm to 6pm)	185.00	n/a
37.00	n/a		pm per hour	37.00	n/a
282.00	n/a		Evening (6pm to midnight)	282.00	n/a
47.00	n/a		Evening per hour	47.00	n/a
291.00	n/a		9am-6pm (discounted rate)	291.00	n/a
417.00	n/a		1pm-midnight (discounted rate)	417.00	n/a
533.00	n/a		9am-midnight (discounted rate)	533.00	n/a
136.00	n/a	<b>River Room</b>	am (9am to 1pm)	136.00	n/a
34.00	n/a		am per hour	34.00	n/a
185.00	n/a		pm (1pm to 6pm)	185.00	n/a
37.00	n/a		pm per hour	37.00	n/a
282.00	n/a		Evening (6pm to midnight)	282.00	n/a
47.00	n/a		Evening per hour	47.00	n/a
291.00	n/a		9am-6pm (discounted rate)	291.00	n/a
417.00	n/a		1pm-midnight (discounted rate)	417.00	n/a
533.00	n/a		9am-midnight (discounted rate)	533.00	n/a
136.00	n/a	<b>Foyer</b>	am (9am to 1pm)	136.00	n/a
34.00	n/a		am per hour	34.00	n/a
185.00	n/a		pm (1pm to 6pm)	185.00	n/a
37.00	n/a		pm per hour	37.00	n/a
282.00	n/a		Evening (6pm to midnight)	282.00	n/a
47.00	n/a		Evening per hour	47.00	n/a
<b>WEEKLY</b>					
5,275.00	n/a	<b>Auditorium</b>	Mon - Sunday (amateur)	5,275.00	n/a
6,600.00	n/a		Mon - Sunday (professional)	6,600.00	n/a
2,100.00	n/a	<b>Studio</b>	Mon - Sunday	2,100.00	n/a
2,600.00	n/a	<b>River Room</b>	Mon - Sunday	2,600.00	n/a

## CUSTOMER & COMMUNITY SERVICES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>HIRE CHARGES FOR HERTFORD THEATRE</b>					
<b>EQUIPMENT HIRE PRICES</b>					
<b>Pianos</b>					
130.00	156.00	Concert Grand Piano	per 3 hours	130.00	156.00
64.50	77.40	Piano Tuning		64.50	77.40
38.50	46.20	Electric Piano		38.50	46.20
<b>Projection</b>					
29.17	35.00	LCD Projector & Screen		29.17	35.00
<b>Public Address System</b>					
75.00	90.00	Portable PA Unit		75.00	90.00
13.33	16.00	Lapel Mic		13.33	16.00
15.83	19.00	Hand Radio Mic		15.83	19.00
<b>Cinema Prices</b>					
5.83	7.00	Adults		5.83	7.00
4.17	5.00	Concessions		4.17	5.00



## CUSTOMER & COMMUNITY SERVICES

2014/15		DETAILS	UNIT OF	2015/16	
Exc. VAT £	Inc. VAT 20% £		CHARGE	Exc. VAT £	Inc. VAT 20% £
<b>CAR PARKS</b>					
<b>Off Street Resident Season Ticket</b>					
229.17	275.00	Port Vale		229.17	275.00
1,026.00	1,231.20	Crown Terrace		1,003.20	1,203.84
-	-	Baldock Street - Ware		800.83	961.00
<b>Off Street Business Permit</b>					
-	-	Charrington's House BS Long Stay		693.00	831.60
<b>On Street Resident Season Ticket</b>					
36.00	n/a	1st Permit		36.00	n/a
72.00	n/a	2nd Permit		72.00	n/a
-	-	3rd Permit	*	72.00	n/a
19.00	n/a	Motorcycle permit		19.00	n/a
21.00	n/a	Contractor permit	per week	21.00	n/a
315.00	n/a	Business permit	per annum	315.00	n/a
36.00	n/a	Carers/ Special permits	admin charge (discretionary)	36.00	n/a
0.10	n/a	Visitors Vouchers	per hour	0.10	n/a
0.05	n/a		per hour pensioners	0.05	n/a
15.00	n/a	Charge for Temporary Dispensation from Parking Restrictions		15.00	n/a
<b>On Street Residents Parking Permits</b>					
55.00	n/a	Folly Island - 2nd Permit		55.00	n/a
<b>Penalty Charges issued under Regulation 9 of the General Regulations.</b>					
<b>Higher Level Penalty Charge</b>					
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
<b>Lower Level Penalty Charge</b>					
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
<b>Penalty Charges issued under Regulation 10 of the General Regulations.</b>					
<b>Higher Level Penalty Charge</b>					
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

\* Only available where possible in B1 (Stansted Rd, BS), B2 (Dunmow Rd, BS), B3 (Windhill BS), B7 Chantry BS), W2 (Coronation Rd Ware)

## CUSTOMER & COMMUNITY SERVICES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>PARKING</b>					
<b>Penalty Charges issued under Regulation 10 of the General Regulations</b>					
<b>Lower Level Penalty Charge</b>					
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
<b>Bishop's Stortford market traders' tariff</b>					
2.32	2.90	Link Road	Thurs & Sat	3.00	3.60
2.32	2.90	Northgate End	Thurs & Sat	3.00	3.60
2.32	2.90	Apton Road	Thurs & Sat	3.00	3.60
<b>Old London Road - Hertford</b>					
-	-	Market Traders	per day	3.00	3.60
12.50	15.00	Coach / Lorry tarriff	per visit	12.50	15.00
<b>Priory Street - Ware</b>					
-	-	Market Traders	per day	2.25	2.70

## CUSTOMER & COMMUNITY SERVICES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>ANIMAL CONTROL</b>					
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	22.00	n/a
15.00	n/a	Kennel Charges	per night	15.00	n/a
17.50	21.00	ID chipping dogs (Ind)	per dog	17.92	21.50
9.17	11.00	ID chipping dogs (Campaign)	per dog	9.38	11.25
33.33	40.00	Small dead animal removal	per animal	34.17	41.00
28.33	34.00	Assistance to third party organisations	per hour	29.00	35.80
28.33	34.00	Provision of dog waste bag	per box 5000	29.17	35.00
12.50	15.00	Dog Fouling Sign	per sign	12.75	15.30
<p>** unless first offence and dog is collected the same day</p>					
<b>Allotments</b>					
3.40	n/a	Allotments	(per year) per 25.3m <sup>2</sup>	3.50	n/a
<b>Outdoor Exercise Group Activities *</b>					
1,200.00	n/a	Organisations - per site		1,230.00	n/a
450.00	n/a	Personal Trainers - per trainer		460.00	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

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>REFUSE COLLECTION</b>					
<b>Commercial Refuse Collection</b>					
72.50	87.00	Paid Collections	medium	74.50	89.40
150.00	180.00	"	large	154.00	184.80
(Plus HCC disposal costs)					
<b>Mixed Hereditaments</b>					
charged according to the proportion of trade waste collected					
<b>Domestic Refuse Collection</b>					
23.50	n/a	Bulky Waste Collection	1 Item	24.00	n/a
33.50	n/a	"	2 Items	34.00	n/a
44.50	n/a	"	3 Items	45.00	n/a
54.50	n/a	"	4 Items	55.00	n/a
65.00	n/a	Bulky Waste Collection - Load	small	67.00	n/a
94.50	n/a	"	medium	96.00	n/a
141.00	n/a	"	large	144.00	n/a
10.00	n/a	Bulky Collection Cancellation Fee	per collection	10.00	n/a
<b>Commercial Events</b>					
73.20	87.84	Cleansing / Refuse Collection	per hour	75.00	90.00
<b>Cleansing Private Land</b>					
23.00	27.60	Cleansing private land (Performance area - regular schedule)	per linear metre per annum	23.58	28.30
72.15	86.58	Ad - hoc litter picking	per hour	74.00	88.80
<b>Abandoned Vehicles (end of life vehicles) surrendered and removed by LA</b>					
40.00	47.00	Vehicle	per vehicle	41.00	49.20
61.90	71.00	Caravan	per caravan	63.50	86.20
<b>Clinical Waste</b>					
13.93	16.72	Charge per site	per visit (max 26)	14.18	17.02
8.15	9.78	Sharps containers	per container	8.29	9.95
4.90	5.88	Sacks - trade (infectious waste)	per sack	4.99	5.99
0.66	n/a	Sacks - domestic (infectious waste)	per sack	0.67	n/a
2.95	3.54	Sacks - trade (Offensive waste)	per sack	2.99	3.59
0.66	n/a	Sacks - domestic (Offensive waste)	per sack	0.67	n/a
25.00	n/a	Extra Sacks delivery charge	per occasion	25.00	n/a

## CUSTOMER & COMMUNITY SERVICES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>REFUSE COLLECTION</b>					
<b>Graffiti Removal</b>					
52.25	n/a	Cleaning graffiti on private land*	per sqm	53.50	n/a
31.50	n/a	Cleaning graffiti - small items (single tag)	per item	32.50	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>					
<b>COMMERCIAL WASTE</b>					
<b>Commercial Waste Collection Services</b>					
85.00	n/a	sacks	per 50	87.00	n/a
381.50	n/a	240 litres	per bin p.a.	389.50	n/a
439.00	n/a	340 litres	per bin p.a.	448.50	n/a
746.00	n/a	660 litres	per bin p.a.	762.50	n/a
937.00	n/a	1,100 litres	per bin p.a.	960.00	n/a
<b>Prescribed Waste Collection Service</b>					
49.00	n/a	Sacks	per 50	50.00	n/a
290.50	n/a	240 litres	per bin p.a.	295.00	n/a
309.50	n/a	340 litres	per bin p.a.	315.00	n/a
520.00	n/a	660 litres	per bin p.a.	528.00	n/a
562.50	n/a	1,100 litres	per bin p.a.	571.50	n/a
<b>Prescribed Waste for Educational Establishments</b>					
49.00	n/a	Sacks	per 50	50.00	n/a
263.50	n/a	240 litres	per bin p.a.	268.00	n/a
295.00	n/a	340 litres	per bin p.a.	299.50	n/a
481.00	n/a	660 litres	per bin p.a.	489.00	n/a
520.00	n/a	1,100 litres	per bin p.a.	528.00	n/a
25.00	n/a	Bin removal & re-delivery charge following non-payment	per occasion	26.00	n/a
25.00	n/a	Extra sacks delivery charge	per occasion	26.00	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

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>PEST CONTROL</b>					
<b>Commercial Premises</b>					
60.50	72.60	Rats & Mice	per hour or part hour	62.00	74.40
-	-		each additional half hour	31.00	37.20
<b>OR</b>					
Contract service available					
49.50	59.40	Wasps	per annum	51.00	61.20
49.50	59.40	Ants	one nest job	51.00	61.20
17.25	20.70	Additional nests	per add. nest	17.50	21.00
60.00	72.00	Bed Bugs	per hour or part hour	61.50	73.80
60.00	72.00	Fleas	per hour or part hour	61.50	73.80
60.00	72.00	Cockroaches	per hour or part hour	61.50	73.80
60.00	72.00	Squirrels	per hour or part hour	61.50	73.80
60.00	72.00	Cluster Fly Infestation	per hour or part hour	61.50	73.80
60.00	72.00	Visit for Advice ONLY	per hour or part hour	61.50	73.80
price on application		Servicing of electronic fly killers	per annum	price on application	
price on application		Sale of electronic fly killers	per unit	price on application	
price subject to survey		Pigeon / Bird Proofing	per job	price subject to survey	
price subject to survey		Installation of air vent covers, proofing small holes	per job	price subject to survey	
price subject to survey		Installation of bristle strips	per job	price subject to survey	
price subject to survey		Supply and fit insect screens	per job	price subject to survey	
<b>Domestic Premises *</b>					
20.83	25.00	Rats	# call out charge	21.25	25.50
45.83	55.00	Mice	per job	47.08	56.50
41.67	50.00	Wasps	one nest job	41.67	50.00
45.83	55.00	Ants	one nest job	46.67	56.00
17.09	20.50	Additional nests	per add. nest	17.50	21.00
58.96	70.75	Cluster Fly Infestation	one job (up to 3 visits)	60.00	72.00
166.67	200.00	Bed Bugs	one job (up to 3 visits)	-	-
-	-	Bed Bugs - flat or house up to 3 bedrooms	one job (up to 3 visits)	170.83	205.00
-	-	Bed Bugs - per additional room	one job (up to 3 visits)	25.00	30.00
60.42	72.50	Bed Bugs	additional visits	61.67	74.00
77.50	93.00	Squirrels	per job	79.17	95.00
48.75	58.50	Fleas	per hour	50.00	60.00
48.75	58.50	Cockroaches	per hour	50.00	60.00
20.83	25.00	Visit for Advice ONLY	per half hour	21.25	25.50
60.42	72.50	Return Visit Charge (rats & mice)	per job	61.67	74.00

## CUSTOMER & COMMUNITY SERVICES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>PEST CONTROL</b>					
<b>Domestic Premises *</b>					
29.17	35.00	Additional charge for a smoke test in drain (rodents)	per occasion	33.33	40.00
price subject to survey		Installation of air vent covers, proofing small holes	per job	price subject to survey	
price subject to survey		Installation of bristle strips	per job	price subject to survey	

\* Concession for residents in receipt of income related benefit - £15 per job, waived in cases of hardship at the discretion of the Head of Environmental Services

# 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. Customers in receipt of income related benefits will pay £15. 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

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>Markets - Hertford &amp; Bishop's Stortford</b>					
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
<b>Markets - Ware</b>					
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
3.00	n/a	Electricity Fee Charges	per stall per day	3.00	n/a
<b>Market Licence</b>					
32.10	n/a	Commercial - up to 10 stalls		32.90	n/a
53.55	n/a	Commercial - up to 11 - 30 stalls		54.89	n/a
111.45	n/a	Commercial - up to 31plus stalls		114.24	n/a
22.10	n/a	Charity		22.10	n/a
<b>Farmers Markets</b>					
23.00	n/a	Hertford (own stall)		23.00	n/a
27.00	n/a	Hertford (East Herts stall)		27.00	n/a
1,475.06	n/a	<b>Jackson Square</b>	per quarter	1,511.94	n/a



## CUSTOMER & COMMUNITY SERVICES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>Freedom of Information Act 2000 / Environmental Information Regulations 2004 / Reuse of Public Sector Information Regulations 2005 / Data Protection Act 1998</b>					
<b>Freedom of Information / Data Protection</b>					
		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
<b>Environmental Information Regulations 2004</b>					
25.00	30.00	Staff time	per hour	25.00	30.00
<b>Reuse of Public Sector Information Regulations 2005</b>					
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					
<b>Freedom of Information / Environmental Information Regulations / Reuse of Public Sector Information Regulations</b>					
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	
10.00	n/a	Subject Access Requests (discretionary)		10.00	n/a

## FINANCE & SUPPORT SERVICES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>LAND CHARGES</b>					
<b>Local Land Charges</b>					
<b>Statutory Charges</b>					
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
<b>Non Statutory Charges</b>					
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
<b>Answering form of enquiry</b>					
<b>Part I Enquiries -</b>					
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
<b>Part II Enquiries</b>					
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+	n/a	Abstract of Title		15.40+	n/a
21p	n/a			21p	n/a
per sheet copied				per sheet copied	

## FINANCE & SUPPORT SERVICES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
<b>LEGAL CHARGES</b>					
110.00	132.00	Notice of Transfer	per hour	112.50	135.00
110.00	132.00	Deed of Variation	per hour	112.50	135.00
110.00	132.00	Deed of Covenant Copy	per hour	112.50	135.00
110.00	132.00	"      Engrossment	per hour	112.50	135.00
110.00	132.00	Postponement of Charge	per hour	112.50	135.00
110.00	132.00	Litigation, Conveyancing and Planning matters	per hour	112.50	135.00
110.00	n/a	Sale of Council Minutes	per civic year	112.50	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
<b>REVENUES</b>					
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
80.00	n/a	Summons and Liability Order		80.00	n/a
<b>Letting of Council Offices</b>					
30.00	n/a	Council Chamber - Hertford	per hour	30.75	n/a
20.00	n/a	Other Rooms - Hertford	per hour	20.50	n/a