



ESSENTIAL REFERENCE PAPER H

Fees and Charges: Neighbourhood Services

Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge	2016/17 Charge	Year on Year Variance	VAT
			£	£	%	

Environmental Health Licences

Riding Establishments (excl. vet fees)	Cost Recovery	per annum	9	406.00	416.00	2.46%	OS
Zoos - New Licence (excl. vet fees)	Cost Recovery	per 4 year registration	0	1,957.00	2,006.00	2.50%	OS
Zoos - Year 6 renewal licence inspection (excl. vet fees)	Cost Recovery	per 6 years	2	1,513.00	1,551.00	2.51%	OS
Zoos - Transfer of Licence	Cost Recovery	per transfer	0	660.00	677.00	2.58%	OS
Dangerous Wild Animals (excl. vet fees)	Cost Recovery	per annum	1	555.00	569.00	2.52%	OS
Dog breeding establishments (excl. vet fees)	Cost Recovery	per annum	0	240.00	246.00	2.50%	OS
Animal boarding establishments (exc. vet fees)	Cost Recovery	per annum	16	240.00	246.00	2.50%	OS
Home boarding establishments (excl. vet fees)	Cost Recovery	per annum	8	113.00	116.00	2.65%	OS
Pet Shops (excl. vet fees)	Cost Recovery	per annum	9	196.00	201.00	2.55%	OS
Registration for Skin Piercing (Static/Home Business)	Cost Recovery	per business	9	192.00	197.00	2.60%	OS
Registration for Skin Piercing (Person)	Cost Recovery	per person or premises	7	121.00	124.00	2.48%	OS
Registration for Peripatetic Skin Piercing (includes one operator)	Cost Recovery	per business	2	192.00	197.00	2.60%	OS
Update to an existing Skin Piercing registration	Cost Recovery	per update	0	121.00	124.00	2.48%	OS
Street Trading: Occasional Registered Charity (up to one month)	Cost Recovery	per month	0	57.00	58.00	1.75%	OS
Street Trading: Occasional (up to one month)	Cost Recovery	per month	1	111.00	114.00	2.70%	OS
Street Trading: Peripatatic (e.g. ice cream van)	Cost Recovery	per annum	7	321.00	329.00	2.49%	OS
Street Trading: Static (e.g. burger van)	Cost Recovery	per annum	29	326.00	334.00	2.45%	OS
Additional Licence fee for second reminder letter	Cost Recovery	per letter	0	22.00	23.00	4.55%	OS
Additional Licence fee for chasing applications after the expiry of current licence	Cost Recovery	per licence	0	49.00	50.00	2.04%	OS

Training Courses

Level 2 Food Safety Training	Cost Recovery	per person, per course	31	65.00	67.00	3.08%	E
Level 2 Health & Safety Training	Cost Recovery	per person, per course	0	65.00	67.00	3.08%	E
Level 2 Food Safety Refresher Training	Cost Recovery	per person, per course	6	41.00	42.00	2.44%	E
Level 2 Health & Safety Refresher Training	Cost Recovery	per person, per course	0	41.00	42.00	2.44%	E
Level 2 Food Hygiene Training (up to 14 places at customer's premises)	Cost Recovery	per course	5	620.00	540.00	-12.90%	E
Level 2 Food Hygiene Refresher Training (up to 14 places at customer's premises)	Cost Recovery	per course	30	380.00	620.00	63.16%	E
Cancellation Fee (less than 10 working days before course)	Cost Recovery	per person, per course	0	100% of fee paid	100% of fee paid	N/A	E

Miscellaneous Fees & Charges

Food register	Cost Recovery	per single entry	0	13.00	13.00	0.00%	n/a
Food register	Cost Recovery	per category	0	26.00	27.00	3.85%	n/a
Food register	Cost Recovery	per full copy	0	77.00	79.00	2.60%	n/a
Air quality data enquiries	Cost Recovery	per hour or part	4	62.00	nil		n/a
Additional Land charge enquiries	Cost Recovery	per hour or part	104	62.00	62.00	0.00%	n/a
Issue of certificate following surrender of food (excl. disposal costs)	Cost Recovery	per hour or part	1	49.00	50.00	2.04%	n/a
Food export health certificate	Cost Recovery	per hour or part	0	49.00	50.00	2.04%	n/a

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



ESSENTIAL REFERENCE PAPER H

Fees and Charges: Neighbourhood Services

	Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT
Replacement 'Scores on Doors' certificate	Cost Recovery	per certificate	1	37.00	38.00	2.70%	S
Replacement of any environmental health licence or registration documents	Cost Recovery	each	1	49.00	50.00	2.04%	S
Statement of fact for civil cases	Cost Recovery	per hour	0	49.00	50.00	2.04%	S
Standards inspection for immigration	Cost Recovery	per inspection	0	110.00	150.00	36.36%	S
Housing Notices	Cost Recovery	fixed charge	0	330.00	345.00	4.55%	S
Fixed penalty for failure to belong to an approved redress scheme	Cost Recovery	fixed charge	0	5,000.00	5,000.00	0.00%	n/a
Letter confirming food premises registration	Cost Recovery	per letter	1	37.00	38.00	2.70%	S
Attendance at Exhumations	Cost Recovery	per hour (or part)	0	49.00	50.00	2.04%	S

Private Water Supplies

Risk Assessment (smaller supplies - Regulation 10)	Cost Recovery	per assessment	0	331.00	up to £500	51.06%	n/a
Risk Assessment (larger supplies - Regulation 9)	Cost Recovery	per assessment	2	432.00	up to £500	15.74%	n/a
Risk Assessment (Desktop)	Cost Recovery	per assessment	0	111.00	up to £500	350.00%	n/a
Sampling Visit (excl. analysis costs)	Cost Recovery	per visit	50	83.33	83.33	0.00%	S
Investigation (excl. analysis costs)	Cost Recovery	per investigation	0	83.33	83.33	0.00%	S
Granting of Authorisation	Cost Recovery	per authorisation	0	100.00	83.33	-16.67%	n/a
Analysis Costs (Regulation 10)	Cost Recovery	per set of samples	0	up to £25	up to £25	0.00%	n/a
Analysis Costs (Check Monitoring)	Cost Recovery	per set of samples	27	up to £100	up to £100	0.00%	n/a
Analysis Costs (Audit Monitoring)	Cost Recovery	per set of samples	23	up to £500	up to £500	0.00%	n/a

HMO Licensing Fees

Licence for a HMO with no more than 5 bedrooms (initiated by applicant without LA intervention)	Cost Recovery	fixed charge	0	785.00	825.00	5.10%	n/a
Licence for a HMO with no more than 5 bedrooms (initiated by applicant with LA intervention)	Cost Recovery	fixed charge	1	1,064.00	1,120.00	5.26%	n/a
Additional bedrooms	Cost Recovery	each	11	14.00	15.00	7.14%	n/a
Production of drawings			0	49.00	delete	-100.00%	n/a
BACS refund on full licence fee for receipt of complete valid application within 21 days without further LA intervention			0	100.00	100.00	0.00%	n/a
Variation of licence, other than change of address	Cost Recovery		0	118.00	125.00	5.93%	n/a

HMO Licensing Fees

Fee reduction for additional HMO's with same applicant / landlord			2	55.00	delete	-100.00%	n/a
Renewal of HMO Licence	Cost Recovery		9	653.00	685.00	4.90%	n/a
BACS refund for receipt of complete valid renewal applications more than 3 months before current licence expires			0	100.00	100.00	0.00%	n/a
Confirmation of empty home status for VAT reduction	Cost Recovery		1	77.00	100.00	29.87%	n/a

Miscellaneous Engineering Fees

Street parties (non-commercial)				free			
Sewer Records/Plans		per item	4	27.00	28.00	3.70%	n/a

OTHER LICENCES

Sex Establishments	Cost Recovery	per annum	0	4,950.00	2,615.00	-47.17%	n/a
Sex Establishments	Cost Recovery	per renewal	0	4,950.00	2,315.00	-53.23%	n/a

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



ESSENTIAL REFERENCE PAPER H

Fees and Charges: Neighbourhood Services

	Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT
Sex Establishments	Cost Recovery	transfer	0	910.00	75.00	-91.76%	n/a
Hypnotism Act 1952 - Occasional licensed premises	Cost Recovery		0	140.00	140.00	0.00%	n/a
Hypnotism Act 1952 - Occasional unlicensed premises	Cost Recovery		0	540.00	540.00	0.00%	n/a
Scrap Metal Site Licence	Cost Recovery	per licence granted	0	246.00	246.00	0.00%	n/a
Scrap Metal Site Licence	Cost Recovery	per licence renewed	0	182.70	182.70	0.00%	n/a
Scrap Metal Site Licence - Variation, Name Change, Change of Site	Cost Recovery	per change	0	43.50	43.50	0.00%	n/a
Scrap Metal Collectors Licence	Cost Recovery	per licence granted	1	222.50	222.50	0.00%	n/a
Scrap Metal Collectors Licence	Cost Recovery	per licence renewed	0	159.20	159.20	0.00%	n/a
Scrap Metal Collectors Licence - Variation, Name Change	Cost Recovery	per change	0	43.50	43.50	0.00%	n/a

TAXI LICENSING

Hackney Carriage Vehicle/Proprietor Licence	Cost Recovery	per renewal	248	274.00	274.00	0.00%	n/a
Hackney Carriage Vehicle/Proprietor Licence	Cost Recovery	per new vehicle	15	308.00	308.00	0.00%	n/a
Private Hire Vehicle / Proprietor Licence	Cost Recovery	per renewal	44	274.00	274.00	0.00%	n/a
Private Hire Vehicle / Proprietor Licence	Cost Recovery	per new licence	14	308.00	308.00	0.00%	n/a
Private Hire drivers licence	Cost Recovery	per renewal 1 year	38	106.00		-100.00%	n/a
Private Hire drivers licence	Cost Recovery	per renewal 3 years			264.00	n/a	n/a
Private Hire drivers licence	Cost Recovery	per new licence	24	211.00	369.00	74.88%	n/a
Hackney Carriage Vehicle/Proprietor (renewal) where able to transport a person whilst remaining in a wheelchair	Cost Recovery	first year	0	100% discount	100% discount	n/a	n/a
Hackney Carriage Vehicle/Proprietor (renewal) where able to transport a person whilst remaining in a wheelchair	Cost Recovery	Subsequent years	0	50% discount	50% discount	n/a	n/a
Private Hire Business Operator - up to 6 vehicles	Cost Recovery	per licence	32	218.00	258.00	18.35%	n/a
Private Hire Business Operator - additional vehicles	Cost Recovery	per vehicle	0	30.00	30.00	0.00%	n/a
Dual Driver (Hackney/Private Hire)	Cost Recovery	per renewal	281	106.00		-100.00%	n/a
					264.00	n/a	
Dual Driver (Hackney/Private Hire) (Grant)	Cost Recovery	per new licence	14	211.00	369.00	74.88%	n/a
Change of vehicle	Cost Recovery	per change	41	78.00	78.00	0.00%	n/a
Initial Application for a drivers licence (reimbursed on grant of application)	Cost Recovery	per application	0	211.00	-	-100.00%	n/a
Change of Vehicle DVLA registration number	Cost Recovery	per change	2	45.00	45.00	0.00%	n/a
Change of Vehicle licence designation - Hackney to Private	Cost Recovery	per change	not known	45.00	45.00	0.00%	n/a
Change of Vehicle licence designation -Private to Hackney	Cost Recovery	per change	not known	85.00	45.00	-47.06%	n/a
Change of vehicle proprietor with unexpired licence	Cost Recovery	per change	not known	45.00	45.00	0.00%	n/a
Convert drivers licence to dual driver	Cost Recovery	per change	not known	45.00	45.00	0.00%	n/a
Knowledge Test	Cost Recovery	per test	76	91.00	91.00	0.00%	n/a
Roof light (complete)	Cost Recovery	per light	not known	68.33	68.33	0.00%	S
Roof light (cover or base plate separate)	Cost Recovery	per light	not known	36.67	36.67	0.00%	S
Charge for unusable/damaged returned roof light to be discounted from any refund	Cost Recovery	per light	not known	15.83	15.83	0.00%	S
Replacement badge	Cost Recovery	per badge	not known	22.50	22.50	0.00%	S

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



ESSENTIAL REFERENCE PAPER H

Fees and Charges: Neighbourhood Services

	Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT
Replacement plate/trailer plate	Cost Recovery	per plate	not known	36.67	36.67	0.00%	S
Roof light bulb	Cost Recovery	per bulb	not known	2.08	2.08	0.00%	S
Magnets (sold as pair)	Cost Recovery	per pair	not known	6.67	6.67	0.00%	S
Executive Private Hire Disc	Cost Recovery	per disc	not known	10.83	10.83	0.00%	S
Table of fares/windscreen badge				Free	Free		
Distribution of free literature	Cost Recovery	per distribution	not known	28.33	28.33	0.00%	S

PREMISES LICENCES

Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band A - rateable value £0-£4,300	Statutory Fee	per band A premises		100.00	100.00	0.00%	n/a
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	0.00%	n/a
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	0.00%	n/a
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	0.00%	n/a
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	0.00%	n/a
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	75	70.00	70.00	0.00%	n/a
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	326	180.00	180.00	0.00%	n/a
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	75	295.00	295.00	0.00%	n/a
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	18	320.00	320.00	0.00%	n/a
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	22	350.00	350.00	0.00%	n/a
PERSONAL LICENCE	Statutory Fee	per licence	110	37.00	37.00	0.00%	n/a

OTHER FEES AND CHARGES

Supply of copies of information contained in register	Cost Recovery	per black & white A4 sheet		0.10	0.10	0.00%	S
Supply of copies of information contained in register	Cost Recovery	per black & white A3 sheet		0.20	0.20	0.00%	S
Supply of copies of information contained in register	Cost Recovery	per black & white A0 sheet		1.10	1.10	0.00%	S
Supply of copies of information contained in register	Cost Recovery	per colour A4 sheet		0.20	0.20	0.00%	S
Supply of copies of information contained in register	Cost Recovery	per colour A3 sheet		0.50	0.50	0.00%	S
Supply of copies of information contained in register	Cost Recovery	per colour A0 sheet		1.70	1.70	0.00%	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	0.00%	n/a
Notification of change of name or address (holder of premises licence)	Statutory Fee	per change		10.50	10.50	0.00%	n/a
Application to vary or to specify individual as premises supervisor	Statutory Fee	per application		23.00	23.00	0.00%	n/a

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



ESSENTIAL REFERENCE PAPER H

Fees and Charges: Neighbourhood Services

	Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT
Application to transfer premises licence	Statutory Fee	per application		23.00	23.00	0.00%	n/a
Interim authority notice	Statutory Fee	per notice		23.00	23.00	0.00%	n/a
Application for making of a provisional statement	Statutory Fee	per statement		315.00	315.00	0.00%	n/a
Application for copy of certificate or summary on theft, loss etc of certificate or summary	Statutory Fee	per copy		10.50	10.50	0.00%	n/a
Notification of change of name or alteration of club rules	Statutory Fee	per change		10.50	10.50	0.00%	n/a
Change of relevant registration address of club	Statutory Fee	per change		10.50	10.50	0.00%	n/a
Temporary event notice	Statutory Fee	per notice		21.00	21.00	0.00%	n/a
Application of copy of notice on theft, loss etc of temporary event notice	Statutory Fee	per copy		10.50	10.50	0.00%	n/a
Application of copy of licence on theft, loss etc of personal licence	Statutory Fee	per copy		10.50	10.50	0.00%	n/a
Notification of change of name or address (personal licence)	Statutory Fee	per change		10.50	10.50	0.00%	n/a
Notice of interest in any premises	Statutory Fee	per notice		21.00	21.00	0.00%	n/a

Gambling Act 2005

Bingo Premises	Cost Recovery	per licence		2,677.50	2,677.50	0.00%	n/a
Bingo Premises	Cost Recovery	per variation		1,339.00	1,339.00	0.00%	n/a
Bingo Premises	Cost Recovery	per transfer		918.00	918.00	0.00%	n/a
Bingo Premises	Cost Recovery	Annual Fee		765.00	765.00	0.00%	n/a
Adult Gaming Centre Premises	Cost Recovery	per licence		1,530.00	1,530.00	0.00%	n/a
Adult Gaming Centre Premises	Cost Recovery	per variation		765.00	765.00	0.00%	n/a
Adult Gaming Centre Premises	Cost Recovery	per transfer		918.00	918.00	0.00%	n/a
Adult Gaming Centre Premises	Cost Recovery	Annual Fee		765.00	765.00	0.00%	n/a
Betting Premises (Track)	Cost Recovery	per licence		1,913.00	1,913.00	0.00%	n/a
Betting Premises (Track)	Cost Recovery	per variation		957.00	957.00	0.00%	n/a
Betting Premises (Track)	Cost Recovery	per transfer		727.00	727.00	0.00%	n/a
Betting Premises (Track)	Cost Recovery	Annual Fee	1	765.00	765.00	0.00%	n/a
Betting Premises (Other)	Cost Recovery	per licence		2,300.00	2,300.00	0.00%	n/a
Betting Premises (Other)	Cost Recovery	per variation		1,148.00	1,148.00	0.00%	n/a
Betting Premises (Other)	Cost Recovery	per transfer		918.00	918.00	0.00%	n/a
Betting Premises (Other)	Cost Recovery	Annual Fee		300.00	300.00	0.00%	n/a
Family Entertainment Centre Premises	Cost Recovery	per licence		1,530.00	1,530.00	0.00%	n/a
Family Entertainment Centre Premises	Cost Recovery	per variation		765.00	765.00	0.00%	n/a
Family Entertainment Centre Premises	Cost Recovery	per transfer		727.00	727.00	0.00%	n/a
Family Entertainment Centre Premises	Cost Recovery	Annual Fee		574.00	574.00	0.00%	n/a
Temporary Use Notices	Cost Recovery	per notice		500.00	500.00	0.00%	n/a
Temporary Use Notices	Cost Recovery	per copy		25.00	25.00	0.00%	n/a
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per permit		50.00	50.00	0.00%	n/a
Club Gaming Machine Permit 5 years (Up to 3 machines)	Statutory Fee	per permit	3	100.00	100.00	0.00%	n/a

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



ESSENTIAL REFERENCE PAPER H

Fees and Charges: Neighbourhood Services

	Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT
Club Gaming Machine Permit	Statutory Fee	Annual Fee	27	50.00	50.00	0.00%	n/a
Small Lotteries	Statutory Fee	per setup	80	40.00	40.00	0.00%	n/a
Small Lotteries	Statutory Fee	per renewal		20.00	20.00	0.00%	n/a
CCTV Cameras							
Ware Town Council	Cost Recovery	per camera		2,911.00		n/a	n/a
Hertford Town Council	Cost Recovery	per camera		2,429.00		n/a	n/a
Bishop's Stortford Town Council	Cost Recovery	per camera		2,444.00		n/a	n/a
Ware Town Council	Cost Recovery	per annum			10,600.00	n/a	n/a
Hertford Town Council	Cost Recovery	per annum			21,330.00	n/a	n/a
Bishop's Stortford Town Council	Cost Recovery	per annum			21,800.00	n/a	n/a
Misc Building Control and Development Management Charges							
Copies of any documents	Discretionary	per black & white A4 sheet	limited	0.10	0.10	0.00%	n/a
Copies of any documents	Discretionary	per colour A4 sheet	limited	0.20	0.20	0.00%	n/a
Copies of any documents	Discretionary	per black & white A3 sheet	limited	0.20	0.20	0.00%	n/a
Copies of any documents	Discretionary	per colour A3 sheet	limited	0.40	0.40	0.00%	n/a
Copies of any documents	Discretionary	per black & white A2 sheet	limited	1.00	1.00	0.00%	n/a
Copies of any documents	Discretionary	per colour A2 sheet	limited	2.00	2.00	0.00%	n/a
Copies of any documents	Discretionary	per black & white A1 sheet	limited	1.50	1.50	0.00%	n/a
Copies of any documents	Discretionary	per colour A1 sheet	limited	3.00	3.00	0.00%	n/a
Copies of any documents	Discretionary	per black & white A0 sheet	limited	2.00	2.00	0.00%	n/a
Copies of any documents	Discretionary	per colour A0 sheet	limited	4.00	4.00	0.00%	n/a
Copies of documents provided on an electronic disc	Discretionary	per disc provided	limited	15.50	15.50	0.00%	n/a
Ordnance Survey Extracts	Cost Recovery	up to 6 copies	limited	-	-	0.00%	-
Historical Research (where records available)	Discretionary	per hour (or part)	limited	77.00	77.00	0.00%	n/a
Legal obligation agreements - clause monitoring fee	Cost Recovery	per obligation issue		310.00	nil	-100.00%	n/a
Legal obligation agreements - confirmation of compliance by third parties or where the monitoring fee has not been paid	Discretionary	per hour (or part of) after first hour	limited	77.00	77.00	0.00%	n/a
Certificate of no outstanding Building control regulated work or letter of comfort	Cost Recovery	per certificate / letter	limited	35.00	35.00	0.00%	n/a
Letter confirming exemption from Building Control regulations	Cost Recovery	per letter	limited	35.00	35.00	0.00%	n/a
Rejuvenation of closed Building Control file (not previously approved)	Cost Recovery	per file	limited	50.00	50.00	0.00%	n/a
High Hedge consultation and investigation	Cost Recovery	per consultation and investigation	v limited	515.00	515.00	0.00%	n/a



ESSENTIAL REFERENCE PAPER H

Fees and Charges: Neighbourhood Services

	Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT
Fee for discharge of or compliance with a condition	Statutory Fee	per request (any number of conditions) relating to works of extension or alteration to an existing dwelling	numerous	28.00	28.00	0.00%	n/a
Fee for discharge of or compliance with a condition	Statutory Fee	per request (any number of conditions) all other developments	v limited	97.00	97.00	0.00%	n/a
Retrieval of externally stored microfilmed records	Discretionary	per microfilmed record	v limited	4.60	4.60	0.00%	n/a

PRE-APPLICATION ADVICE

Householder proposals	Discretionary	Initial fee	numerous	25.00	25.00	0.00%	S
Householder proposals	Discretionary	Secondary fee	limited	12.50	12.50	0.00%	S
Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)	Discretionary	Initial fee	limited	41.60	41.60	0.00%	S
Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)	Discretionary	Secondary fee	limited	20.83	20.83	0.00%	S
Largescale Major Development Proposals	Discretionary	Initial fee	limited	833.33	1,000.00	120.00%	S
Largescale Major Development Proposals	Discretionary	Secondary fee	limited	416.67	500.00	120.00%	S
Smallscale Major Development Proposals	Discretionary	Initial fee	limited	600.00	700.00	117.00%	S
Smallscale Major Development Proposals	Discretionary	Secondary fee	limited	300.00	350.00	117.00%	S
Minor Development (single new or replacement dwellings and other development of less than 50sqm floorspace)	Discretionary	Initial fee	modest amount	250.00	300.00	20.00%	S
Minor Development (single new or replacement dwellings and other development of less than 50sqm floorspace)	Discretionary	Secondary fee	modest amount	125.00	150.00	20.00%	S
Minor Development (all other minor development)	Discretionary	Initial fee	modest amount	341.67	375.00	10.00%	S
Minor Development (all other minor development)	Discretionary	Secondary fee	modest amount	170.83	187.50	10.00%	S
Minor Development (all other minor development)	Discretionary	Initial fee	modest amount	341.67	375.00	10.00%	S
Minor Development (all other minor development)	Discretionary	Secondary fee	modest amount	170.83	187.50	10.00%	S
Any development where affordable housing is required by virtue of the Council's planning policies and is to be provided	Discretionary	Initial fee	modest amount	87.50	100.00	15.00%	S
Other Development	Discretionary	Initial fee	modest amount	87.50	100.00	15.00%	S
Other Development	Discretionary	Secondary fee	modest amount	43.75	50.00	15.00%	S
Advertisement proposals	Discretionary	Initial fee	limited	41.67	41.67	0.00%	S
Advertisement proposals	Discretionary	Secondary fee	limited	20.83	20.83	0.00%	S
Heritage advice	Discretionary	Initial fee	modest amount	41.67	41.67	0.00%	S
Heritage advice	Discretionary	Secondary fee	modest amount	20.83	20.83	0.00%	S

FEES IN RESPECT OF APPLICATIONS FOR PLANNING APPROVAL OF RESERVED MATTERS

TYPE OF DEVELOPMENT - OPERATIONS

1 Erection of Dwellinghouses (other than development within category 6)

a) i) Where application is for outline planning permission and site area does not exceed 2.5 hectares	Statutory Fee	per 0.1 hectare of site area	modest amount	385.00	385.00	0.00%	E/OS?
a) ii) Where application is for outline planning permission and site exceeds 2.5 hectares	Statutory Fee	per 2.5 hectare site	modest amount	9,527.00	9,527.00	0.00%	E/OS?

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



ESSENTIAL REFERENCE PAPER H

Fees and Charges: Neighbourhood Services

Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT	
For each 0.1 hectares in excess of 2.5 hectares, to a maximum in total of £125,000	Statutory Fee	per additional 0.1 hectares	modest amount	115.00	115.00	0.00%	E/OS?
(b) i) where the number of dwelling houses to be created by development is 50 or fewer,	Statutory Fee	per dwelling house	numerous	385.00	385.00	0.00%	E/OS?
b) ii) where number of dwelling houses to be created by development exceeds 50, and	Statutory Fee	per 50 dwelling house site	limited	19,049.00	19,049.00	0.00%	E/OS?
for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum of £250,000	Statutory Fee	per additional dwelling house	limited	115.00	115.00	0.00%	E/OS?
2 Erection of buildings (not in categories 1, 3, 4, 5, or 7)							
a) i) Where application is for outline planning permission and site area does not exceed 2.5 hectares,	statutory Fee	per 0.1 hectare of site area	modest amount	385.00	385.00	0.00%	E/OS?
a) ii) Where application is for outline planning permission and site exceeds 2.5 hectares, and	statutory Fee	per 2.5 hectare site	modest amount	9,527.00	9,527.00	0.00%	E/OS?
for each 0.1 hectares in excess of 2.5 hectares, to a maximum in total of £125,000	statutory Fee	per additional 0.1 hectares	modest amount	115.00	115.00	0.00%	E/OS?
(b) i) in other cases where no floor space is to be created	statutory Fee	per case	limited	195.00	195.00	0.00%	E/OS?
b) (ii) where the area of gross floor space to be created does not exceed 40 sq metres	statutory Fee	per case	modest amount	195.00	195.00	0.00%	E/OS?
b) (iii) where the area of gross floor space to be created does exceed 40 sq metres but not 75 sq metres	statutory Fee	per case	modest amount	385.00	385.00	0.00%	E/OS?
b) (iv) where the area of gross floor space to be created exceeds 75 sq metres but not 3750 sq metres	statutory Fee	per 75 sq metres of area	modest amount	385.00	385.00	0.00%	E/OS?
(v) where the area of gross floor space to be created exceeds 3750 sq metres, and	statutory Fee	per case	modest amount	19,049.00	19,049.00	0.00%	E/OS?
for each 75 sq metres in excess of 3750, up to a maximum of £250,000	statutory Fee	per additional 75 sq metres	modest amount	115.00	115.00	0.00%	E/OS?
3 Erection on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings in category 4)							
(a) i) Where application is for outline planning permission and site area does not exceed 2.5 hectares,	Statutory Fee	per 0.1 hectares of site	limited	385.00	385.00	0.00%	E/OS?
a) ii) Where application is for outline planning permission and site exceeds 2.5 hectares, and	Statutory Fee	per 2.5 hectare site	limited	9,527.00	9,527.00	0.00%	E/OS?
for each 0.1 hectares in excess of 2.5 hectares, to a maximum in total of £125,000	Statutory Fee	per additional 0.1 hectares	limited	115.00	115.00	0.00%	E/OS?
b) (i) where the area of gross floor space to be created does not exceed 465 sq metres	Statutory Fee	per case	limited	80.00	80.00	0.00%	E/OS?
b) (iii) where the area of gross floor space to be created does exceed 465 sq metres but not 540 sq metres	Statutory Fee	per case	limited	385.00	385.00	0.00%	E/OS?
b) iii) where the area of gross floor space to be created exceeds 540 sq metres but not 4215	Statutory Fee	per case	limited	385.00	385.00	0.00%	E/OS?
for each 75 sq metres in excess of 540	Statutory Fee	per additional 75 sq metres	limited	385.00	385.00	0.00%	E/OS?
b) iv) where the area of gross floor space to be created exceeds 4215 sq metres, and	Statutory Fee	per case	limited	19,049.00	19,049.00	0.00%	E/OS?
for each 75 sq metres in excess of 4215, up to a maximum of £250,000	Statutory Fee	per additional 75 sq metres	limited	115.00	115.00	0.00%	E/OS?
4 Erection of glasshouses on land used for the purposes of agriculture							
a) where the area of gross floor space to be created does not exceed 465 sq metres	Statutory Fee	per case	v limited	80.00	80.00	0.00%	E/OS?
b) where the area of gross floor space to be created exceeds 465 sq metres	Statutory Fee	per case	v limited	2,150.00	2,150.00	0.00%	E/OS?
5 Erection, alteration or replacement of plant or machinery							
(a) where the site area does not exceed 5 hectares,	Statutory Fee	per 0.1 hectares	v limited	385.00	385.00	0.00%	E/OS?
(b) where the site area exceeds 5 hectares, and	Statutory Fee	per 5 hectare site	v limited	19,049.00	19,049.00	0.00%	E/OS?
for each 0.1 hectare in excess of 5 hectares, subject to a maximum of £250,000	Statutory Fee	per additional 0.1 hectares	v limited	115.00	115.00	0.00%	E/OS?
6 Enlargement, improvement or other alterations of existing dwellinghouses							
(a) where application relates to one dwellinghouse	Statutory Fee	per application	numerous	172.00	172.00	0.00%	E/OS?
(b) where application relates to two or more dwellinghouses	Statutory Fee	per application	limited	339.00	339.00	0.00%	E/OS?

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



ESSENTIAL REFERENCE PAPER H

Fees and Charges: Neighbourhood Services

Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT
7 Carrying out of operations within the curtilage of a dwelling for the purposes ancillary to the enjoyment of the dwelling (gates, fences, walls etc)	Statutory Fee	numerous	172.00	172.00	0.00%	E/OS?
8 Construction of car parks, service roads and other means of access on land used for a single undertaking, where the development is required for a purpose incidental to the existing use of the land.	Statutory Fee	limited	195.00	195.00	0.00%	E/OS?
9 Carrying out of any operations connected with exploratory drilling for oil or natural gas						
(a) where the site area does not exceed 7.5 hectares,	Statutory Fee	per 0.1 hectares	385.00	385.00	0.00%	E/OS?
(b) where the site area exceeds 7.5 hectares,	Statutory Fee	per site of 7.5 hectares	28,750.00	28,750.00	0.00%	E/OS?
for each 0.1 hectare in excess of 5 hectares, subject to a maximum of £250,000	Statutory Fee	per additional 0.1 hectares	115.00	115.00	0.00%	E/OS?
10 Carrying out of any operations not coming within any of the above categories						
(a) in the case of operations for the winning and working of minerals - (i) where the site area does not exceed 15 hectares	Statutory Fee	per 0.1 hectares	195.00	195.00	0.00%	E/OS?
(a) in the case of operations for the winning and working of minerals - (ii) where the site area exceeds 15 hectares	Statutory Fee	per 15 hectare site	29,112.00	29,112.00	0.00%	E/OS?
for each 0.1 hectare in excess of 15 hectares, subject to a maximum of £65,000	Statutory Fee	per additional 0.1 hectares	115.00	115.00	0.00%	E/OS?
(b) in any other case, subject to a maximum of £1,690	Statutory Fee	per 0.1 hectares	195.00	195.00	0.00%	E/OS?
11 Change of use of a building to use as one or more separate dwellinghouses						
(a) where change is from a previous use as a single dwellinghouse to be two or more dwellinghouses (i) Where the change of use is to use is 50 or fewer dwellinghouses	Statutory Fee	per additional dwellinghouse	385.00	385.00	0.00%	E/OS?
(a) where change is from a previous use as a single dwellinghouse to be two or more dwellinghouses (ii) where the change of use is to more than 50 dwellinghouses, and	Statutory Fee	per change	19,049.00	19,049.00	0.00%	E/OS?
for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum of £250,000	Statutory Fee	per dwellinghouse in excess of 50	115.00	115.00	0.00%	E/OS?
(b) in other cases (i) Where the change of use is to use is 50 or fewer dwellinghouses	Statutory Fee	per additional dwellinghouse	385.00	385.00	0.00%	E/OS?
(b) in other cases (ii) where the change of use is to more than 50 dwellinghouses, and	Statutory Fee	per change	19,049.00	19,049.00	0.00%	E/OS?
for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum of £250,000	Statutory Fee	per dwellinghouse in excess of 50	115.00	115.00	0.00%	E/OS?
12 Use of land for disposal of refuse or waste materials; or for the deposit of material remaining after minerals have been extracted from land; or use of land for storage of materials in the open						
(a) where the site area does not exceed 15 hectares,	Statutory Fee	per 0.1 hectares	195.00	195.00	0.00%	E/OS?
(b) where the site exceeds 15 hectares	Statutory Fee	per site	29,112.00	29,112.00	0.00%	E/OS?
for each 0.1 hectare in excess of 15 hectares, to a maximum in total of £65,000	Statutory Fee	per 0.1 hectares in excess of 15	115.00	115.00	0.00%	E/OS?
13 Making a material change for use of a building or land (other than above);	Statutory Fee	none	385.00	385.00	0.00%	E/OS?
14 a) Lawful Development Certificate - Existing Use - in breach of a planning condition	Statutory Fee	per certificate	as full planning application	as full planning application	0.00%	E/OS?
14 b) Lawful Development Certificate - Existing Use - lawful not to comply with a particular condition	Statutory Fee	per certificate	195.00	195.00	0.00%	E/OS?
14 c) Lawful Development Certificate - Proposed Use	Statutory Fee	per certificate	half the normal planning application fee	half the normal planning application fee	0.00%	E/OS?
15 Prior Approval						
(a) Agricultural and Forestry buildings & operations or demolition of buildings	statutory Fee	limited	80.00	80.00	0.00%	E/OS?
(b) Telecommunications Code Systems Operators	statutory Fee	limited	385.00	385.00	0.00%	E/OS?
(c) Prior Approval of Proposed Change of Use to State Funded School	statutory Fee	v limited	80.00	80.00	0.00%	E/OS?

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



ESSENTIAL REFERENCE PAPER H

Fees and Charges: Neighbourhood Services

	Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT
(d) Prior Approval of Proposed Change of Use of Agricultural Building to flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hostels, or Assembly or Leisure	statutory Fee		limited	80.00	80.00	0.00%	E/OS?
(e) Notification of a Proposed Change of Use to Dwelling(s)	statutory Fee		limited	80.00	80.00	0.00%	E/OS?

16 Application for a New Planning Permission to replace an Extant Planning Permission

(a) Applications in respect of major developments	statutory Fee		limited	575.00	575.00	0.00%	E/OS?
(b) Applications in respect of householder developments	statutory Fee		limited	57.00	57.00	0.00%	E/OS?
(c) Applications in respect of other developments	statutory Fee		limited	195.00	195.00	0.00%	E/OS?

Application for a Non-material Amendment Following a Grant of Planning Permission

(a) Applications in respect of householder developments	statutory Fee		limited	28.00	28.00	0.00%	E/OS?
(b) Applications in respect of other developments	statutory Fee		limited	195.00	195.00	0.00%	E/OS?

SCALE OF FEES IN RESPECT OF APPLICATIONS FOR CONSENT TO DISPLAY ADVERTISEMENTS

1 Advertisements displayed on business premises, on the forecourt of business premises or on other land within the curtilage of business premises, wholly with reference to all or any of the following matters:-

(a) the nature of the business or other activity carried out on the premises;	statutory Fee		limited	110.00	110.00	0.00%	E/OS?
(b) the goods sold or the services provided on the premises or;	statutory Fee		limited	110.00	110.00	0.00%	E/OS?
(c) the name and qualifications of the person carrying on such business or activity or supplying such goods or services.	statutory Fee		limited	110.00	110.00	0.00%	E/OS?
2 Advertisements for the purpose of directing members or the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site.	statutory Fee		limited	110.00	110.00	0.00%	E/OS?
3 All other advertisements.	statutory Fee		limited	385.00	385.00	0.00%	E/OS?

New Dwellings up to 300m² floor area and not more than 3 storeys

1 new dwelling, full plans	Cost Recovery	Plan Fee	numerous	166.67	166.67	0.00%	S
1 new dwelling, full plans	Cost Recovery	Inspection Fee	numerous	498.87	498.87	0.00%	S
1 new dwelling, full plans	Cost Recovery	Building Notice	numerous	679.15	679.15	0.00%	S
2 new dwellings, full plans	Cost Recovery	Plan Fee	limited	250.00	250.00	0.00%	S
2 new dwellings, full plans	Cost Recovery	Inspection Fee	limited	641.92	641.92	0.00%	S
2 new dwellings, full plans	Cost Recovery	Building Notice	limited	909.78	909.78	0.00%	S
3 new dwellings, full plans	Cost Recovery	Plan Fee	limited	333.33	333.33	0.00%	S
3 new dwellings, full plans	Cost Recovery	Inspection Fee	limited	811.35	811.35	0.00%	S
3 new dwellings, full plans	Cost Recovery	Building Notice	limited	1,168.51	1,168.51	0.00%	S
4 new dwellings, full plans	Cost Recovery	Plan Fee	limited	416.67	416.67	0.00%	S
4 new dwellings, full plans	Cost Recovery	Inspection Fee	limited	887.17	887.17	0.00%	S
4 new dwellings, full plans	Cost Recovery	Building Notice	limited	1,331.92	1,331.92	0.00%	S
5 new dwellings, full plans	Cost Recovery	Plan Fee	limited	500.00	500.00	0.00%	S
5 new dwellings, full plans	Cost Recovery	Inspection Fee	limited	990.22	990.22	0.00%	S
5 new dwellings, full plans	Cost Recovery	Building Notice	limited	1,521.70	1,521.70	0.00%	S
More than 5 new dwellings, full plans	Cost Recovery	Fees/Notice	limited	Individual Charge	Individual Charge	0.00%	S
Conversion of an existing dwelling into two flats	Cost Recovery	Plan Fee	modest amount	208.33	208.33	0.00%	S

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



ESSENTIAL REFERENCE PAPER H

Fees and Charges: Neighbourhood Services

	Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT
Conversion of an existing dwelling into two flats	Cost Recovery	Inspection Fee	modest amount	346.56	346.56	0.00%	S
Conversion of an existing dwelling into two flats	Cost Recovery	Building Notice	modest amount	554.89	554.89	0.00%	S
Conversion of an existing dwelling into three flats	Cost Recovery	Plan Fee	limited	208.33	208.33	0.00%	S
Conversion of an existing dwelling into three flats	Cost Recovery	Inspection Fee	limited	513.37	513.37	0.00%	S
Conversion of an existing dwelling into three flats	Cost Recovery	Building Notice	limited	721.70	721.70	0.00%	S
Supplementary charge if electrical or gas works are not carried out and registered by a person who is a member of a government approved competent persons scheme. This is increased where the number of electrical circuits involved excee	Cost Recovery		limited	200.00	200.00	0.00%	

Domestic extensions up to 3 storeys and 100m2 floor area and electrical work (inc. loft conversions and certain garages/ carports)

2a) Domestic Extensions, Loft Conversions, Garages and Car Ports

Certain garages and car ports under 30m2 may be exempt buildings. Please contact Building Control to discuss.

'Extension' includes attached garages and non-exempt conservatories

'Loft Conversion' is the formation of habitable accommodation in an existing loft space of a house or flat

'Garage Conversion' is the formation of habitable accommodation in an existing garage.

Extension internal floor area under 10m2	Cost Recovery	Plan Fee	numerous	166.67	166.67	0.00%	S
Extension internal floor area under 10m2	Cost Recovery	Inspection Fee	numerous	272.40	272.40	0.00%	S
Extension internal floor area under 10m2	Cost Recovery	Building Notice	numerous	468.33	468.33	0.00%	S
Extension internal floor area under 10m2	Cost Recovery	Regularisation	numerous	585.42	585.42	0.00%	E/OS?
Extension internal floor area over 10m2 and under 40m2	Cost Recovery	Plan Fee	numerous	166.67	166.67	0.00%	S
Extension internal floor area over 10m2 and under 40m2	Cost Recovery	Inspection Fee	numerous	385.49	385.49	0.00%	S
Extension internal floor area over 10m2 and under 40m2	Cost Recovery	Building Notice	numerous	589.41	589.41	0.00%	S
Extension internal floor area over 10m2 and under 40m2	Cost Recovery	Regularisation	numerous	736.76	736.76	0.00%	E/OS?
Extension internal floor area over 40m2 and under 100m2	Cost Recovery	Plan Fee	numerous	166.67	166.67	0.00%	S
Extension internal floor area over 40m2 and under 100m2	Cost Recovery	Inspection Fee	numerous	498.58	498.58	0.00%	S
Extension internal floor area over 40m2 and under 100m2	Cost Recovery	Building Notice	numerous	710.48	710.48	0.00%	S
Extension internal floor area over 40m2 and under 100m2	Cost Recovery	Regularisation	numerous	888.10	888.10	0.00%	E/OS?
Loft Conversion internal floor area under 40m2	Cost Recovery	Plan Fee	numerous	166.67	166.67	0.00%	S
Loft Conversion internal floor area under 40m2	Cost Recovery	Inspection Fee	numerous	338.93	338.93	0.00%	S
Loft Conversion internal floor area under 40m2	Cost Recovery	Building Notice	numerous	542.84	542.84	0.00%	S
Loft Conversion internal floor area under 40m2	Cost Recovery	Regularisation	numerous	678.55	678.55	0.00%	E/OS?
Loft Conversion internal floor area over 40m2 and under 100m2	Cost Recovery	Plan Fee	numerous	166.67	166.67	0.00%	S
Loft Conversion internal floor area over 40m2 and under 100m2	Cost Recovery	Inspection Fee	numerous	471.98	471.98	0.00%	S
Loft Conversion internal floor area over 40m2 and under 100m2	Cost Recovery	Building Notice	numerous	707.83	707.83	0.00%	S
Loft Conversion internal floor area over 40m2 and under 100m2	Cost Recovery	Regularisation	numerous	884.78	884.78	0.00%	E/OS?
Extension Loft conversions and extensions where the total floor area exceeds 100m2	Cost Recovery	Fees/Notice	numerous	Individual Charge	Individual Charge	0.00%	Various
Erection (or extension) to form a garage or carport under 40m2	Cost Recovery	Plan Fee	numerous	166.67	166.67	0.00%	S
Erection (or extension) to form a garage or carport under 40m2	Cost Recovery	Inspection Fee	numerous	94.11	94.11	0.00%	S
Erection (or extension) to form a garage or carport under 40m2	Cost Recovery	Building Notice	numerous	271.43	271.43	0.00%	S
Erection (or extension) to form a garage or carport under 40m2	Cost Recovery	Regularisation	numerous	339.28	339.28	0.00%	E/OS?

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



ESSENTIAL REFERENCE PAPER H

Fees and Charges: Neighbourhood Services

	Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT
Erection (or extension) to form a garage or carport between 40m2 and 100m2	Cost Recovery	Plan Fee	numerous	166.67	166.67	0.00%	S
Erection (or extension) to form a garage or carport between 40m2 and 100m2	Cost Recovery	Inspection Fee	numerous	195.23	195.23	0.00%	S
Erection (or extension) to form a garage or carport between 40m2 and 100m2	Cost Recovery	Building Notice	numerous	367.22	367.22	0.00%	S
Erection (or extension) to form a garage or carport between 40m2 and 100m2	Cost Recovery	Regularisation	numerous	459.02	459.02	0.00%	E/OS?
Extensions where the total floor area exceeds 100m2	Cost Recovery	Fees/Notice	numerous	Individual Charge	Individual Charge	0.00%	Various

2a) Domestic Alterations

The below four alteration categories attract a 30% discount if undertaken at the same time as works listed in Table 2a. (Excluding Regularisations)

Alterations up to £2,000 estimated cost of works	Cost Recovery	Plan Fee	numerous	83.33	83.33	0.00%	S
Alterations up to £2,000 estimated cost of works	Cost Recovery	Inspection Fee	numerous	62.50	62.50	0.00%	S
Alterations up to £2,000 estimated cost of works	Cost Recovery	Building Notice	numerous	145.83	145.83	0.00%	S
Alterations up to £2,000 estimated cost of works	Cost Recovery	Regularisation	numerous	182.29	182.29	0.00%	E/OS?
Alterations over £2,000 and up to £5,000 estimated cost of works	Cost Recovery	Plan Fee	numerous	83.33	83.33	0.00%	S
Alterations over £2,000 and up to £5,000 estimated cost of works	Cost Recovery	Inspection Fee	numerous	154.17	154.17	0.00%	S
Alterations over £2,000 and up to £5,000 estimated cost of works	Cost Recovery	Building Notice	numerous	237.50	237.50	0.00%	S
Alterations over £2,000 and up to £5,000 estimated cost of works	Cost Recovery	Regularisation	numerous	296.88	296.88	0.00%	E/OS?
Alterations over £5,000 and up to £10,000 estimated cost of works	Cost Recovery	Plan Fee	numerous	83.33	83.33	0.00%	S
Alterations over £5,000 and up to £10,000 estimated cost of works	Cost Recovery	Inspection Fee	numerous	235.98	235.98	0.00%	S
Alterations over £5,000 and up to £10,000 estimated cost of works	Cost Recovery	Building Notice	numerous	319.32	319.32	0.00%	S
Alterations over £5,000 and up to £10,000 estimated cost of works	Cost Recovery	Regularisation	numerous	399.15	399.15	0.00%	E/OS?
Garage conversion	Cost Recovery	Plan Fee	numerous	166.67	166.67	0.00%	S
Garage conversion	Cost Recovery	Inspection Fee	numerous	110.78	110.78	0.00%	S
Garage conversion	Cost Recovery	Building Notice	numerous	277.45	277.45	0.00%	S
Garage conversion	Cost Recovery	Regularisation	numerous	346.81	346.81	0.00%	E/OS?
Alterations where the estimated cost of works exceeds £10,000	Cost Recovery	Fees/Notice	numerous	Individual Charge	Individual Charge	0.00%	Various
Installation of up to 20 replacement windows or external doors	Cost Recovery	Plan Fee	numerous	133.33	133.33	0.00%	S
Installation of up to 20 replacement windows or external doors	Cost Recovery	Building Notice	numerous	133.33	133.33	0.00%	S
Installation of up to 20 replacement windows or external doors	Cost Recovery	Regularisation	numerous	166.67	166.67	0.00%	E/OS?
Supplementary charge for the above categories if associated electrical or gas works are not carried out and registered by a person who is a member of a government approved competent persons scheme. This	Cost Recovery		numerous	290.00	290.00	0.00%	
Electrical works involving up to 12 circuits	Cost Recovery	Plan Fee	limited	241.67	241.67	0.00%	S
Electrical works involving up to 12 circuits	Cost Recovery	Building Notice	limited	241.67	241.67	0.00%	S
Electrical works involving up to 12 circuits	Cost Recovery	Regularisation	limited	302.08	302.08	0.00%	E/OS?
Electrical works involving more than 12 circuits	Cost Recovery	Fees/Notice	limited	Individual Charge	Individual Charge	0.00%	Various

Institutional residential, office, shop, assembly and recreational

Extension under 10m ²	Cost Recovery	Plan Fee	limited	166.67	166.67	0.00%	S
Extension under 10m ²	Cost Recovery	Inspection Fee	limited	281.84	281.84	0.00%	S
Extension under 10m ²	Cost Recovery	Regularisation	limited	560.64	560.64	0.00%	E/OS?

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



ESSENTIAL REFERENCE PAPER H

Fees and Charges: Neighbourhood Services

	Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT
Extension over 10m ² and under 40m ²	Cost Recovery	Plan Fee	limited	166.67	166.67	0.00%	S
Extension over 10m ² and under 40m ²	Cost Recovery	Inspection Fee	limited	431.63	431.63	0.00%	S
Extension over 10m ² and under 40m ²	Cost Recovery	Regularisation	limited	747.87	747.87	0.00%	E/OS?
Extension over 40m ² and under 100m ²	Cost Recovery	Plan Fee	limited	166.67	166.67	0.00%	S
Extension over 40m ² and under 100m ²	Cost Recovery	Inspection Fee	limited	812.06	812.06	0.00%	S
Extension over 40m ² and under 100m ²	Cost Recovery	Regularisation	limited	1,223.40	1,223.40	0.00%	E/OS?
Extension where the total floor area exceeds 100m ²	Cost Recovery	Fees	limited	Individual Charge	Individual Charge	0.00%	Variou
Internal alterations under £5,000 estimated cost of works	Cost Recovery	Plan Fee	limited	166.67	166.67	0.00%	S
Internal alterations under £5,000 estimated cost of works	Cost Recovery	Inspection Fee	limited	110.78	110.78	0.00%	S
Internal alterations under £5,000 estimated cost of works	Cost Recovery	Regularisation	limited	346.81	346.81	0.00%	E/OS?
Internal alterations over £5,000and under £10,000 estimated cost of works	Cost Recovery	Plan Fee	limited	166.67	166.67	0.00%	S
Internal alterations over £5,000and under £10,000 estimated cost of works	Cost Recovery	Inspection Fee	limited	222.27	222.27	0.00%	S
Internal alterations over £5,000and under £10,000 estimated cost of works	Cost Recovery	Regularisation	limited	486.17	486.17	0.00%	E/OS?
Installation of mezzanine floor up to 100m ²	Cost Recovery	Plan Fee	limited	166.67	166.67	0.00%	S
Installation of mezzanine floor up to 100m ²	Cost Recovery	Inspection Fee	limited	166.10	166.10	0.00%	S
Installation of mezzanine floor up to 100m ²	Cost Recovery	Regularisation	limited	415.96	415.96	0.00%	E/OS?
Shop refurbishment under £15,000 estimated cost of works	Cost Recovery	Plan Fee	limited	166.67	166.67	0.00%	S
Shop refurbishment under £15,000 estimated cost of works	Cost Recovery	Inspection Fee	limited	332.91	332.91	0.00%	S
Shop refurbishment under £15,000 estimated cost of works	Cost Recovery	Regularisation	limited	624.47	624.47	0.00%	E/OS?

Industrial and Storage

Extension under 10m ²	cost Recovery	Plan Fee	limited	166.67	166.67	0.00%	S
Extension under 10m ²	cost Recovery	Inspection Fee	limited	213.76	213.76	0.00%	S
Extension under 10m ²	cost Recovery	Regularisation	limited	475.53	475.53	0.00%	E/OS?
Extension over 10m ² and under 40m ²	cost Recovery	Plan Fee	limited	166.67	166.67	0.00%	S
Extension over 10m ² and under 40m ²	cost Recovery	Inspection Fee	limited	363.55	363.55	0.00%	S
Extension over 10m ² and under 40m ²	cost Recovery	Regularisation	limited	662.77	662.77	0.00%	E/OS?
Extension over 40m ² and under 100m ²	cost Recovery	Plan Fee	limited	166.67	166.67	0.00%	S
Extension over 40m ² and under 100m ²	cost Recovery	Inspection Fee	limited	730.36	730.36	0.00%	S
Extension over 40m ² and under 100m ²	cost Recovery	Regularisation	limited	1,121.28	1,121.28	0.00%	E/OS?
Extension where the total floor area exceeds 100m ²	cost Recovery	Fees	limited	Individual Charge	Individual Charge	0.00%	Variou
Internal alterations under £5,000 estimated cost of works	cost Recovery	Plan Fee	limited	166.67	166.67	0.00%	S
Internal alterations under £5,000 estimated cost of works	cost Recovery	Inspection Fee	limited	110.78	110.78	0.00%	S
Internal alterations under £5,000 estimated cost of works	cost Recovery	Regularisation	limited	346.81	346.81	0.00%	E/OS?
Internal alterations over £5,000and under £10,000 estimated cost of works	cost Recovery	Plan Fee	limited	166.67	166.67	0.00%	S
Internal alterations over £5,000and under £10,000 estimated cost of works	cost Recovery	Inspection Fee	limited	222.27	222.27	0.00%	S
Internal alterations over £5,000and under £10,000 estimated cost of works	cost Recovery	Regularisation	limited	486.17	486.17	0.00%	E/OS?

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



ESSENTIAL REFERENCE PAPER H

Fees and Charges: Neighbourhood Services

	Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT
Installation of mezzanine floor up to 100m ²	cost Recovery	Plan Fee	limited	166.67	166.67	0.00%	S
Installation of mezzanine floor up to 100m ²	cost Recovery	Inspection Fee	limited	166.10	166.10	0.00%	S
Installation of mezzanine floor up to 100m ²	cost Recovery	Regularisation	limited	415.96	415.96	0.00%	E/OS?

HOSTELS

Hillcrest Hostel Single Room (excl. service charges)	Cost Recovery	per week	72	195.00	195.00	0.00%	E/OS?
Hillcrest Hostel Double Room (excl. service charges)	Cost Recovery	per week	218	220.00	220.00	0.00%	E/OS?
Hillcrest Hostel Family Room (excl. service charges)	Cost Recovery	per week	258	230.00	230.00	0.00%	E/OS?
Bed & Breakfast - Single person	Discretionary	per week		97.65	100.10	2.50%	E/OS?
Bed & Breakfast - Single person	Discretionary	per day	403	13.95	14.30	2.50%	E/OS?
Bed & Breakfast - Single person and one child	Discretionary	per week		129.50	132.72	2.50%	E/OS?
Bed & Breakfast - Single person and one child	Discretionary	per day	145	18.50	18.96	2.50%	E/OS?
Bed & Breakfast - Single person and two children	Discretionary	per week		140.70	144.20	2.50%	E/OS?
Bed & Breakfast - Single person and two children	Discretionary	per day	225	20.10	20.60	2.50%	E/OS?
Bed & Breakfast - Couple	Discretionary	per week		129.50	132.72	2.50%	E/OS?
Bed & Breakfast - Couple	Discretionary	per day	76	18.50	18.96	2.50%	E/OS?
Bed & Breakfast - Couple and one child	Discretionary	per week		151.90	155.68	2.50%	E/OS?
Bed & Breakfast - Couple and one child	Discretionary	per day	44	21.70	22.24	2.50%	E/OS?
Bed & Breakfast - Couple and two children	Discretionary	per week		164.15	168.28	2.50%	E/OS?
Bed & Breakfast - Couple and two children	Discretionary	per day	88	23.45	24.04	2.50%	E/OS?
Bed & Breakfast - Additional children up to 16	Discretionary	per week		13.30	13.65	2.50%	E/OS?
Bed & Breakfast - Additional children up to 16	Discretionary	per day	349	1.90	1.95	2.50%	E/OS?



Fees and Charges: Customer & Community Services

Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge	2016/17 Charge	Year on Year Variance	VAT
			£	£	%	

HIRE CHARGES FOR HERTFORD THEATRE

WEEKDAYS Auditorium am (9am to 1pm)	Discretionary		256.00	264.00	3.00%	E
WEEKDAYS Auditorium am per hour	Discretionary		64.00	66.00	3.00%	E
WEEKDAYS Auditorium pm (1pm to 6pm)	Discretionary		395.00	405.00	2.50%	E
WEEKDAYS Auditorium pm per hour	Discretionary		79.00	81.00	2.50%	E
WEEKDAYS Auditorium Evening (6pm to midnight)	Discretionary		534.00	546.00	2.20%	E
WEEKDAYS Auditorium Evening per hour	Discretionary		89.00	91.00	2.20%	E
WEEKDAYS Auditorium 9am-6pm (discounted rate)	Discretionary		551.00	569.00	3.30%	E
WEEKDAYS Auditorium 1pm-midnight (discounted rate)	Discretionary		779.00	801.00	2.80%	E
WEEKDAYS Auditorium 9am-midnight (discounted rate)	Discretionary		985.00	1,015.00	3.00%	E
WEEKDAYS Studio am (9am to 1pm)	Discretionary		88.00	100.00	13.60%	E
WEEKDAYS Studio am per hour	Discretionary		22.00	25.00	13.60%	E
WEEKDAYS Studio pm (1pm to 6pm)	Discretionary		135.00	125.00	-7.40%	E
WEEKDAYS Studio pm per hour	Discretionary		27.00	25.00	-7.40%	E
WEEKDAYS Studio Evening (6pm to midnight)	Discretionary		162.00	150.00	-7.40%	E
WEEKDAYS Studio Evening per hour	Discretionary		37.00	25.00	-32.40%	E
WEEKDAYS Studio 9am-6pm (discounted rate)	Discretionary		193.00	200.00	3.60%	E
WEEKDAYS Studio 1pm-midnight (discounted rate)	Discretionary		307.00	250.00	-18.50%	E
WEEKDAYS Studio 9am-midnight (discounted rate)	Discretionary		375.00	350.00	-6.67%	E
WEEKDAYS River Room am (9am to 1pm)	Discretionary		88.00	100.00	13.60%	E
WEEKDAYS River Room am per hour	Discretionary		22.00	25.00	13.60%	E
WEEKDAYS River Room pm (1pm to 6pm)	Discretionary		135.00	125.00	-7.40%	E
WEEKDAYS River Room pm per hour	Discretionary		27.00	25.00	-7.40%	E
WEEKDAYS River Room Evening (6pm to midnight)	Discretionary		162.00	150.00	-7.40%	E
WEEKDAYS River Room Evening per hour	Discretionary		37.00	25.00	-32.40%	E
WEEKDAYS River Room 9am-6pm (discounted rate)	Discretionary		193.00	200.00	3.60%	E
WEEKDAYS River Room 1pm-midnight (discounted rate)	Discretionary		307.00	250.00	-18.50%	E
WEEKDAYS River Room 9am-midnight (discounted rate)	Discretionary		375.00	350.00	-6.67%	E
WEEKDAYS Foyer am (9am to 1pm)	Discretionary		88.00	100.00	13.60%	E
WEEKDAYS Foyer am per hour	Discretionary		22.00	25.00	13.60%	E
WEEKDAYS Foyer pm (1pm to 6pm)	Discretionary		135.00	125.00	-7.40%	E
WEEKDAYS Foyer pm per hour	Discretionary		27.00	25.00	-7.40%	E
WEEKDAYS Foyer Evening (6pm to midnight)	Discretionary		162.00	150.00	-7.40%	E
WEEKDAYS Foyer Evening per hour	Discretionary		37.00	25.00	-32.40%	E
WEEKENDS AND BANK HOLIDAYS Auditorium am (9am to 1pm)	Discretionary		316.00	324.00	2.50%	E
WEEKENDS AND BANK HOLIDAYS Auditorium am per hour	Discretionary		79.00	81.00	2.50%	E
WEEKENDS AND BANK HOLIDAYS Auditorium pm (1pm to 6pm)	Discretionary		445.00	455.00	2.30%	E

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



Fees and Charges: Customer & Community Services

	Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT
WEEKENDS AND BANK HOLIDAYS Auditorium pm per hour	Discretionary			89.00	91.00	2.20%	E
WEEKENDS AND BANK HOLIDAYS Auditorium Evening (6pm to midnight)	Discretionary			750.00	780.00	4.00%	E
WEEKENDS AND BANK HOLIDAYS Auditorium Evening per hour	Discretionary			125.00	130.00	4.00%	E
WEEKENDS AND BANK HOLIDAYS Auditorium 9am-6pm (discounted rate)	Discretionary			661.00	679.00	2.70%	E
WEEKENDS AND BANK HOLIDAYS Auditorium 1pm-midnight (discounted rate)	Discretionary			1,072.00	1,085.00	1.20%	E
WEEKENDS AND BANK HOLIDAYS Auditorium 9am-midnight (discounted rate)	Discretionary			1,311.00	1,359.00	3.70%	E
WEEKENDS AND BANK HOLIDAYS Studio am (9am to 1pm)	Discretionary			136.00	100.00	-26.40%	E
WEEKENDS AND BANK HOLIDAYS Studio am per hour	Discretionary			34.00	25.00	-26.40%	E
WEEKENDS AND BANK HOLIDAYS Studio pm (1pm to 6pm)	Discretionary			185.00	125.00	-32.40%	E
WEEKENDS AND BANK HOLIDAYS Studio pm per hour	Discretionary			37.00	25.00	-32.40%	E
WEEKENDS AND BANK HOLIDAYS Studio Evening (6pm to midnight)	Discretionary			282.00	150.00	-46.80%	E
WEEKENDS AND BANK HOLIDAYS Studio Evening per hour	Discretionary			47.00	25.00	-46.80%	E
WEEKENDS AND BANK HOLIDAYS Studio 9am-6pm (discounted rate)	Discretionary			291.00	200.00	-31.27%	E
WEEKENDS AND BANK HOLIDAYS Studio 1pm-midnight (discounted rate)	Discretionary			417.00	250.00	-40.00%	E
WEEKENDS AND BANK HOLIDAYS Studio 9am-midnight (discounted rate)	Discretionary			533.00	350.00	-34.30%	E
WEEKENDS AND BANK HOLIDAYS River Room am (9am to 1pm)	Discretionary			136.00	100.00	-26.47%	E
WEEKENDS AND BANK HOLIDAYS River Room am per hour	Discretionary			34.00	25.00	-32.40%	E
WEEKENDS AND BANK HOLIDAYS River Room pm (1pm to 6pm)	Discretionary			185.00	125.00	-32.40%	E
WEEKENDS AND BANK HOLIDAYS River Room pm per hour	Discretionary			37.00	25.00	-32.40%	E
WEEKENDS AND BANK HOLIDAYS River Room Evening (6pm to midnight)	Discretionary			282.00	150.00	-46.80%	E
WEEKENDS AND BANK HOLIDAYS River Room Evening per hour	Discretionary			47.00	25.00	-46.80%	E
WEEKENDS AND BANK HOLIDAYS River Room 9am-6pm (discounted rate)	Discretionary			291.00	200.00	-31.27%	E
WEEKENDS AND BANK HOLIDAYS River Room 1pm-midnight (discounted rate)	Discretionary			417.00	250.00	-40.00%	E
WEEKENDS AND BANK HOLIDAYS River Room 9am-midnight (discounted rate)	Discretionary			533.00	350.00	-34.30%	E
WEEKENDS AND BANK HOLIDAYS Foyer am (9am to 1pm)	Discretionary			136.00	100.00	-26.47%	E
WEEKENDS AND BANK HOLIDAYS Foyer am per hour	Discretionary			34.00	25.00	-32.40%	E
WEEKENDS AND BANK HOLIDAYS Foyer pm (1pm to 6pm)	Discretionary			185.00	125.00	-32.40%	E
WEEKENDS AND BANK HOLIDAYS Foyer pm per hour	Discretionary			37.00	25.00	-32.40%	E
WEEKENDS AND BANK HOLIDAYS Foyer Evening (6pm to midnight)	Discretionary			282.00	150.00	-46.80%	E
WEEKENDS AND BANK HOLIDAYS Foyer Evening per hour	Discretionary			47.00	25.00	-46.80%	E
WEEKLY Auditorium Mon - Sunday (amateur)	Discretionary			5,275.00	5,375.00	1.90%	E
WEEKLY Auditorium Mon - Sunday (professional)	Discretionary			6,600.00	6,750.00	2.30%	E
WEEKLY Studio Mon - Sunday	Discretionary			2,100.00	2,150.00	2.40%	E
WEEKLY River Room Mon - Sunday	Discretionary			2,600.00	2,150.00	-17.30%	E
Concert Grand Piano	Discretionary	per 3 hours	not available	130.00	135.00	3.80%	S
Piano Tuning	Discretionary		not available	64.50	70.00	8.50%	S
Electric Piano	Discretionary		not available	38.50	40.00	3.90%	S

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



Fees and Charges: Customer & Community Services

	Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT
LCD Projector & Screen	Discretionary		not available	50.00	55.00	10.00%	S
Portable PA Unit	Discretionary		not available	45.00	50.00	10.00%	S
Radio Mic	Discretionary		not available	29.17	30.00	2.80%	S
Hand Radio Mic	Discretionary		not available	5.00	5.50	10.00%	S
Cinema - Adults	Discretionary		20,560	5.83	5.83	0.00%	S
Cinema - Concessions	Discretionary			4.17	4.17	0.00%	S

PARKING

Off Street Resident Season Ticket - Port Vale	Statutory		13	229.17	229.17	0.00%	S
Off Street Resident Season Ticket - Crown Terrace	Discretionary		1	1,026.00	1,026.00	0.00%	S
Off Street Resident Season Ticket - Baldock Street - Ware	Statutory		1	800.83	800.83	0.00%	S
Off Street Business Permit - Charrington's House BS Long Stay	Discretionary		79			0.00%	
On Street Resident Season Ticket - 1st Permit	Cost Recovery		1,400	36.00	36.00	0.00%	n/a
On Street Resident Season Ticket - 2nd Permit	Cost Recovery		275	72.00	72.00	0.00%	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)	Cost Recovery		10	72.00	72.00	0.00%	n/a
On Street Resident Season Ticket - Motorcycle permit	Cost Recovery		4	19.00	19.00	0.00%	n/a
On Street Resident Season Ticket - Contractor permit	Cost Recovery	per week	20	21.00	21.00	0.00%	n/a
On Street Resident Season Ticket - Business permit	Cost Recovery	per annum	8	315.00	315.00	0.00%	n/a
On Street Resident Season Ticket - Carers/ Special permits (discretionary)	Cost Recovery		282	36.00	36.00	0.00%	n/a
On Street Resident Season Ticket - Visitors Vouchers	Cost Recovery	per hour	283,870	0.10	0.10	0.00%	n/a
On Street Resident Season Ticket - Visitors Vouchers	Cost Recovery	per hour pensioners	n/a	0.05	0.05	0.00%	n/a
On Street Resident Season Ticket - Charge for Temporary Dispensation from Parking Restrictions	Cost Recovery		436	15.00	15.00	0.00%	n/a
On Street Residents Parking Permits - Folly Island - 2nd Permit	Cost Recovery		26	55.00	55.00	0.00%	n/a
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid within 21 days	Statutory	per PCN	5,220	35.00	35.00	0.00%	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid after 21 days	Statutory	per PCN	772	70.00	70.00	0.00%	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid after service of charge certificate	Statutory	per PCN	230	105.00	105.00	0.00%	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid within 21 days	Statutory	per PCN	9,365	25.00	25.00	0.00%	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid after 21 days	Statutory	per PCN	1,446	50.00	50.00	0.00%	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid after service of charge certificate	Statutory	per PCN	521	75.00	75.00	0.00%	OS
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid within 21 days	Statutory	per PCN	0	35.00	35.00	0.00%	OS
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid after 21 days	Statutory	per PCN	0	70.00	70.00	0.00%	OS
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid after service of charge certificate	Statutory	per PCN	0	105.00	105.00	0.00%	OS
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid within 21 days	Statutory	per PCN	0	25.00	25.00	0.00%	OS
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid after 21 days	Statutory	per PCN	0	50.00	50.00	0.00%	OS

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



Fees and Charges: Customer & Community Services

	Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge	2016/17 Charge	Year on Year Variance	VAT
				£	£	%	
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid after service of charge certificate	Statutory	per PCN	0	75.00	75.00	0.00%	OS
Bishop's Stortford market traders' tariff - Link Road	Discretionary	per Thursday or Saturday	not available	2.32	2.32	0.00%	S
Bishop's Stortford market traders' tariff - Northgate End	Discretionary	per Thursday or Saturday	not available	2.32	2.32	0.00%	S
Bishop's Stortford market traders' tariff - Apton Road	Discretionary	per Thursday or Saturday	not available	2.32	2.32	0.00%	S
Old London Road - Hertford - Market Traders	Discretionary	per day	not available	3.00	3.00	0.00%	S
Old London Road - Hertford - Coach / Lorry tariff	Discretionary	per visit	2	12.50	12.50	0.00%	S
Priory Street - Ware - Market Traders	Discretionary	per day	not available			0.00%	S
Stanstead Abbots - Short stay - 0 - 1 hrs	Discretionary	per ticket		0.33	0.33	0.00%	S
Stanstead Abbots - Short stay - 1 - 2 hrs	Discretionary	per ticket		0.67	0.67	0.00%	S
Stanstead Abbots - Short stay - 2 - 3 hrs	Discretionary	per ticket		1.00	1.00	0.00%	S
Stanstead Abbots - Long stay - 3hrs +	Discretionary	per ticket		2.08	2.08	0.00%	S
Buntingford - 0 - 1 hrs	Discretionary	per ticket	30,817	-	-	0.00%	S
Buntingford - 1 - 2 hrs	Discretionary	per ticket	290	-	-	0.00%	S
Buntingford - 2 - 3 hrs	Discretionary	per ticket	2,080	-	-	0.00%	S
Buntingford - 3hrs +	Discretionary	per ticket	n/a	1.67	1.67	0.00%	S
Bishop's Stortford - Short stay (7:30 - 16:00), 0 - 30 mins	Discretionary	per ticket	195,461	-	-	0.00%	S
Bishop's Stortford - Short stay (7:30 - 16:00), 30 - 90 mins	Discretionary	per ticket	505,206	0.67	0.67	0.00%	S
Bishop's Stortford - Short stay (7:30 - 16:00), 90 mins - 3 hrs	Discretionary	per ticket	227,046	1.67	1.67	0.00%	S
Bishop's Stortford - Short stay (7:30 - 16:00), 3 - 5 hrs	Discretionary	per ticket	150,406	3.00	3.00	0.00%	S
Bishop's Stortford - Short stay (16:00 - 18:30), 0 - 30 mins	Discretionary	per ticket	39,024	-	-	0.00%	S
Bishop's Stortford - Short stay (16:00 - 18:30), 30 mins & longer	Discretionary	per ticket	39,550	0.67	0.67	0.00%	S
Bishop's Stortford - Long stay, 5 hrs	Discretionary	per ticket	20,514	3.00	3.00	0.00%	S
Bishop's Stortford - Long stay, all day	Discretionary	per ticket	47,285	3.67	3.67	0.00%	S
Bishop's Stortford - Jackson Square - 7.30 - 18:30, 0 - 1 hrs	Discretionary	per ticket	83,913	0.67	0.67	0.00%	S
Bishop's Stortford - Jackson Square - 7.30 - 18:30, 1 - 2 hrs	Discretionary	per ticket	8,832	1.25	1.25	0.00%	S
Bishop's Stortford - Jackson Square - 7.30 - 18:30, 2 - 3 hrs	Discretionary	per ticket	4,336	1.83	1.83	0.00%	S
Bishop's Stortford - Jackson Square - 7.30 - 18:30, 3 - 4 hrs	Discretionary	per ticket	1,079	2.42	2.42	0.00%	S
Bishop's Stortford - Jackson Square - 7.30 - 18:30, 4 - 5 hrs	Discretionary	per ticket	801	3.00	3.00	0.00%	S
Bishop's Stortford - Elm Road - 7.30 - 16:00, 0 - 30 mins	Discretionary	per ticket	262	-	-	0.00%	S
Bishop's Stortford - Elm Road - 7.30 - 16:00, 30 mins - 5 hrs	Discretionary	per ticket	969	1.67	1.67	0.00%	S
Bishop's Stortford - Elm Road - 7.30 - 16:00, all day	Discretionary	per ticket	4,539	2.50	2.50	0.00%	S
Bishop's Stortford - Elm Road - 16:00 - 18:30, 0 - 30 mins	Discretionary	per ticket	63	-	-	0.00%	S
Bishop's Stortford - Elm Road - 16:00 - 18:30, 30 mins & longer	Discretionary	per ticket	72	0.67	0.67	0.00%	S
Bishop's Stortford - Grange Paddocks A (9:00 - 17:00), all day	Discretionary	per ticket	2,410	2.50	2.50	0.00%	S
Bishop's Stortford - Grange Paddocks B (9:00 - 17:00), 0 - 2.5 hrs	Discretionary	per ticket	50,217	-	-	0.00%	S
Bishop's Stortford - Grange Paddocks B (9:00 - 17:00), 2.5 - 5 hrs	Discretionary	per ticket	354	1.67	1.67	0.00%	S

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



Fees and Charges: Customer & Community Services

	Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT
Bishop's Stortford - Grange Paddocks C (9:00 - 17:00), 0 - 2.5 hrs	Discretionary	per ticket	30,661	-	-	0.00%	S
Hertford - Short stay (7:30 - 16:00), 0 - 30 mins	Discretionary	per ticket	112,358	-	-	0.00%	S
Hertford - Short stay (7:30 - 16:00), 30 - 90 mins	Discretionary	per ticket	211,037	0.67	0.67	0.00%	S
Hertford - Short stay (7:30 - 16:00), 90 mins - 3 hrs	Discretionary	per ticket	123,298	1.67	1.67	0.00%	S
Hertford - Short stay (7:30 - 16:00), 3 - 5 hrs	Discretionary	per ticket	150,406	3.00	3.00	0.00%	S
Hertford - Short stay (16:00 - 18:30), 0 - 30 mins	Discretionary	per ticket	43,424	-	-	0.00%	S
Hertford - Short stay (16:00 - 18:30), 30 mins & longer	Discretionary	per ticket	34,349	0.67	0.67	0.00%	S
Hertford - Long stay, 5 hrs	Discretionary	per ticket	20,514	3.00	3.00	0.00%	S
Hertford - Long stay, all day	Discretionary	per ticket	47,285	3.67	3.67	0.00%	S
Hertford - Wallfields Visitor Car Park (Mon - Fri 9:00 - 17:00), 0 - 2 hrs	Discretionary	per ticket	n/a	-	-	0.00%	S
Hertford - Wallfields Visitor Car Park (Mon - Fri 9:00 - 17:00), 2 - 3 hrs	Discretionary	per ticket	n/a	0.67	0.67	0.00%	S
Hertford - Wallfields Visitor Car Park (Mon - Fri 9:00 - 17:00), 3 - 4 hrs	Discretionary	per ticket	n/a	1.25	1.25	0.00%	S
Hertford - Wallfields Visitor Car Park (Mon - Fri 9:00 - 17:00), 4 - 5 hrs	Discretionary	per ticket	n/a	1.83	1.83	0.00%	S
Ware - Short stay (7:30 - 16:00), 0 - 30 mins	Discretionary	per ticket	105,711	-	-	0.00%	S
Ware - Short stay (7:30 - 16:00), 30 - 90 mins	Discretionary	per ticket	103,452	0.50	0.50	0.00%	S
Ware - Short stay (7:30 - 16:00), 90 mins - 3 hrs	Discretionary	per ticket	39,193	1.25	1.25	0.00%	S
Ware - Short stay (7:30 - 16:00), 3 - 5 hrs	Discretionary	per ticket	24,299	2.25	2.25	0.00%	S
Ware - Short stay (16:00 - 18:30), 0 - 30 mins	Discretionary	per ticket	29,168	-	-	0.00%	S
Ware - Short stay (16:00 - 18:30), 30 mins & longer	Discretionary	per ticket	15,097	0.67	0.67	0.00%	S
Ware - Long stay, 5 hrs	Discretionary	per ticket	8,675	2.25	2.25	0.00%	S
Ware - Long stay, all day	Discretionary	per ticket	15,129	2.92	2.92	0.00%	S
Sawbridgeworth - Short stay, 0 - 1 hrs	Discretionary	per ticket	83,913	-	-	0.00%	S
Sawbridgeworth - Short stay, 1 - 2 hrs	Discretionary	per ticket	8,832	0.42	0.42	0.00%	S
Sawbridgeworth - Short stay, 2 - 3 hrs	Discretionary	per ticket	4,336	0.83	0.83	0.00%	S
Sawbridgeworth - Short stay, 3 - 4 hrs	Discretionary	per ticket	1,079	1.25	1.25	0.00%	S
Sawbridgeworth - Short stay, 4 - 5 hrs	Discretionary	per ticket	801	1.67	1.67	0.00%	S
Sawbridgeworth - Long stay, 5 hrs	Discretionary	per ticket	n/a	1.67	1.67	0.00%	S
Sawbridgeworth - Long stay, all day	Discretionary	per ticket	2,396	2.92	2.92	0.00%	S

ANIMAL CONTROL

Stray dog with ID chip (unless first offence and dog is collected the same day)	Statutory	per dog	1	25.00	25.00	0.00%	n/a
Stray dog without ID chip	Statutory		4	25.00	25.00	0.00%	n/a
Stray dog collected			29	21.00	21.00	0.00%	n/a
Kennel Charges	Discretionary	per night	21	15.00	15.00	0.00%	n/a
ID chipping dogs (Ind)	Discretionary	per chip	0	17.50	17.50	0.00%	S
ID chipping dogs (Campaign)	Discretionary	per chip	0	9.17	9.17	0.00%	S
Small dead animal removal	Discretionary	per animal	0	33.33	34.16	2.50%	S
Assistance to third party organisations	Discretionary	per hour	0	28.33	29.16	2.93%	S

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



Fees and Charges: Customer & Community Services

	Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT
Provision of dog waste bag	Discretionary	per box of 5000	0	28.33	29.16	2.93%	S
Dog Fouling Sign	Discretionary	per sign	0	12.50	12.50	0.00%	S
Allotments							
Allotments (25.3m ²)	Discretionary	per annum	244	3.40	3.50	2.94%	n/a
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	Cost Recovery		4	1,200.00	1,230.00	2.50%	n/a
Personal Trainers - per trainer	Cost Recovery		2	450.00	461.25	2.50%	n/a
REFUSE COLLECTION - Commercial Refuse Collection							
Paid Collections (excl. HCC disposal costs)	Cost Recovery	medium	0	72.50	74.50	2.76%	S
Paid Collections (excl. HCC disposal costs)	Cost Recovery	large	0	150.00	154.00	2.67%	S
Mixed Hereditaments - charged according to the proportion of trade waste collected.	Cost Recovery		0	Individual charge			
Commercial Events - Cleansing / Refuse Collection	Cost Recovery	per hour	0	73.20	77.00	5.19%	S
REFUSE COLLECTION - Domestic Refuse Collection							
Bulky Waste Collection - 1 Item	Cost Recovery	per collection	675	23.50	25.00	6.38%	n/a
Bulky Waste Collection - 2 Items	Cost Recovery	per collection	412	33.50	35.00	4.48%	n/a
Bulky Waste Collection - 3 Items	Cost Recovery	per collection	158	44.50	45.00	1.12%	n/a
Bulky Waste Collection - 4 Items	Cost Recovery	per collection	83	54.50	55.00	1.00%	n/a
Bulky Waste Collection - Load - small	Cost Recovery	per collection	7	65.00	65.00	0.00%	n/a
Bulky Waste Collection - Load - medium	Cost Recovery	per collection	4	94.50	95.00	0.50%	n/a
Bulky Waste Collection - Load - large	Cost Recovery	per collection	3	141.00	142.00	1.00%	n/a
Bulky Collection Cancellation Fee	Cost Recovery	per cancellation		10.00	10.00	0.00%	n/a
REFUSE COLLECTION - Other							
Cleansing private land (Performance area - regular schedule)	Cost Recovery	per linear metre per annum		23.00	23.50	2.17%	S
Cleansing private land - ad hoc litter picking	Cost Recovery	per hour		72.15	74.00	2.56%	S
Abandoned Vehicles (end of life vehicles) surrendered and removed by LA	Cost Recovery	per vehicle	8	40.00	41.00	2.50%	S
Abandoned Vehicles (end of life vehicles) surrendered and removed by LA	Cost Recovery	per caravan	0	61.90	63.50	2.58%	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)	Cost Recovery	per m ²		52.25	53.50	2.39%	n/a
Cleaning graffiti - small items	Cost Recovery	per item		31.50	32.50	3.17%	n/a
REFUSE COLLECTION - Clinical							
Charge per site	Statutory	per visit (max 26)	766	13.93	14.50	4.09%	S
Sharps containers	Statutory	per container	968	8.15	8.50	4.29%	S

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



Fees and Charges: Customer & Community Services

	Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT
Sacks - trade (infectious waste)	Statutory	per sack	4,315	4.90	5.20	6.12%	S
Sacks - domestic (infectious waste)	Statutory	per sack	750	0.66	0.90	6.06%	n/a
Sacks - trade (Offensive waste)	Statutory	per sack	400	2.95	3.00	1.69%	S
Sacks - domestic (Offensive waste)	Statutory	per sack	350	0.66	0.70	6.06%	n/a
Extra Sacks delivery charge	Statutory	per occasion	0	25.00	25.50	2.00%	n/a

COMMERCIAL WASTE

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	Statutory	per 50	294	85.00	89.00	4.71%	E
Commercial Waste Collection Services - 240 litres	Statutory	per bin per annum	87	381.50	401.00	5.11%	E
Commercial Waste Collection Services - 340 litres	Statutory	per bin per annum	163	439.00	461.00	5.01%	E
Commercial Waste Collection Services - 660 litres	Statutory	per bin per annum	81	746.00	783.00	4.96%	E
Commercial Waste Collection Services - 1,100 litres	Statutory	per bin per annum	430	937.00	984.00	5.02%	E
Prescribed Waste Collection Service - Sacks	Statutory	per 50	4	49.00	51.00	4.08%	E
Prescribed Waste Collection Service - 240 litres	Statutory	per bin per annum	48	290.50	298.00	2.58%	E
Prescribed Waste Collection Service - 340 litres	Statutory	per bin per annum	48	309.50	318.00	2.75%	E
Prescribed Waste Collection Service - 660 litres	Statutory	per bin per annum	12	520.00	533.00	2.50%	E
Prescribed Waste Collection Service - 1,100 litres	Statutory	per bin per annum	177	562.50	577.00	2.58%	E
Prescribed Waste for Educational Establishments - Sacks	Statutory	per 50	0	49.00	51.00	4.08%	E
Prescribed Waste for Educational Establishments - 240 litres	Statutory	per bin per annum	0	263.50	270.00	2.47%	E
Prescribed Waste for Educational Establishments - 340 litres	Statutory	per bin per annum	0	295.00	302.00	2.37%	E
Prescribed Waste for Educational Establishments - 660 litres	Statutory	per bin per annum	2	481.00	493.00	2.49%	E
Prescribed Waste for Educational Establishments - 1,100 litres	Statutory	per bin per annum	214	520.00	533.00	2.50%	E
Bin removal & re-delivery charge following non-payment	Statutory	per occasion	3	25.00	25.50	2.00%	E
Extra sacks delivery charge	Statutory	per occasion	0	25.00	25.50	2.00%	E

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	Discretionary	per hour or part hour	55	60.50	62.00	2.48%	S
Commercial Premises - Contract service available	Discretionary	per annum	20	individual price	individual price	n/a	S
Commercial Premises - Wasps	Discretionary	one nest job	11	49.50	51.50	4.04%	S
Commercial Premises - Ants	Discretionary	one nest job	1	49.50	51.50	4.04%	S
Commercial Premises - Additional nests	Discretionary	per add. nest	2	17.25	17.50	1.45%	S
Commercial Premises - Bed Bugs	Discretionary	per hour or part hour	40	60.00	62.00	3.33%	S
Commercial Premises - Fleas	Discretionary	per hour or part hour	3	60.00	62.00	3.33%	S
Commercial Premises - Cockroaches	Discretionary	per hour or part hour	4	60.00	62.00	3.33%	S
Commercial Premises - Squirrels	Discretionary	per hour or part hour	0	60.00	62.00	3.33%	S

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



Fees and Charges: Customer & Community Services

	Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT
Commercial Premises - Cluster Fly Infestation	Discretionary	per hour or part hour	1	60.00	62.00	3.33%	S
Commercial Premises - Visit for Advice ONLY	Discretionary	per hour or part hour	0	60.00	62.00	3.33%	S
Commercial Premises - Servicing of electronic fly killers	Discretionary	per annum	0	individual price	individual price	n/a	S
Commercial Premises - Sale of electronic fly killers	Discretionary	per unit	0	individual price	individual price	n/a	S
Commercial Premises - Pigeon / Bird Proofing	Discretionary	per job	0	individual price	individual price	n/a	S
Commercial Premises - Installation of air vent covers, proofing small holes	Discretionary	per job	0	individual price	individual price	n/a	S
Commercial Premises - Installation of bristle strips	Discretionary	per job	0	individual price	individual price	n/a	S
Commercial Premises - Supply and fit insect screens	Discretionary	per job	0	individual price	individual price	n/a	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.	Discretionary	per job	289	20.83	50.00	140.04%	S
Domestic Premises - Mice	Discretionary	per job	52	45.83	50.00	9.10%	S
Domestic Premises - Wasps	Discretionary	one nest job	191	41.67	45.83	9.98%	S
Domestic Premises - Ants	Discretionary	one nest job	1	45.83	45.83	0.00%	S
Domestic Premises - Additional nests	Discretionary	per add. nest	10	17.09	17.50	2.40%	S
Domestic Premises - Cluster Fly Infestation	Discretionary	one job (up to 3 visits)	6	58.96	62.00	5.16%	S
Domestic Premises - Bed Bugs	Discretionary	one job (up to 3 visits)	7	166.67	170.84	2.50%	S
Domestic Premises - Bed Bugs	Discretionary	additional visits	2	60.42	61.93	2.50%	S
Domestic Premises - Squirrels	Discretionary	per job	1	77.50	79.44	2.50%	S
Domestic Premises - Fleas	Discretionary	per hour	23	48.75	83.33	70.93%	S
Domestic Premises - Cockroaches	Discretionary	per hour	1	48.75	50.00	2.56%	S
Domestic Premises - Visit for Advice ONLY	Discretionary	per half hour	53	20.83	21.60	3.70%	S
Domestic Premises - Return Visit Charge (rats & mice)	Discretionary	per job	3	60.42	61.93	2.50%	S
Domestic Premises - Installation of air vent covers, proofing small holes	Discretionary	per job	0	individual price	individual price		S
Domestic Premises - Installation of bristle strips	Discretionary	per job	0	individual price	individual price		S
Domestic Premises - Additional charge for a smoke test in drain (rodents)	Discretionary	per occasion	4	29.17	50.00	71.41%	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	Discretionary	per job	107	12.50	12.50	0.00%	S

Markets

Hertford & Bishop's Stortford - Standard pitch 3m x 2.1m (10' x 7') Bishop's Stortford only; Where five consecutive weeks are taken, the fifth week will be free.	Discretionary	per pitch	3,414	21.80	n/a	n/a	E
Hertford - Standard pitch 3m x 2.1m (10' x 7')	Discretionary	per pitch		21.80	21.80	0.00%	
Hertford & Bishop's Stortford - Casual Trader pitch 3m x 2.1m (10' x 7')	Discretionary	per pitch	408	26.00	n/a	n/a	E
Hertford - Casual Trader pitch 3m x 2.1m (10' x 7')	Discretionary	per pitch		26.00	26.00	0.00%	
Hertford & Bishop's Stortford - Additional space	Discretionary	per 0.3m (per sq ft)	1	1.20	n/a	n/a	E
Hertford - Additional space	Discretionary	per 0.3m (per sq ft)		1.20	1.20	0.00%	
Ware - Standard pitch 3m x 2.1m (10' x 7') Where five consecutive weeks are taken, the fifth week will be free.	Discretionary	per pitch	855	14.00	14.00	0.00%	E
Ware - Casual Trader pitch 3m x 2.1m (10' x 7')	Discretionary	per pitch	64	15.60	15.60	0.00%	E

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



Fees and Charges: Customer & Community Services

	Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT
Ware - Additional space	Discretionary	per 0.3m (per sq ft)		1.20	1.20	0.00%	E
Charity Stall - Any Market	Discretionary			10.90	10.90	0.00%	E
Electricity Fee Charges	Cost Recovery	per stall per day		3.00	3.10	3.00%	n/a
Market Licence - Commercial - up to 10 stalls	Discretionary			32.10	32.80	2.20%	n/a
Market Licence - Commercial - up to 11 - 30 stalls	Discretionary		93	53.55	54.90	2.50%	n/a
Market Licence - Commercial - up to 31plus stalls	Discretionary			111.45	114.25	2.50%	n/a
Market Licence - Charity	Discretionary			22.10	22.65	2.50%	n/a
Farmers Markets - Hertford (own stall)	Discretionary		0	23.00	23.55	2.40%	E
Farmers Markets - Hertford (East Herts stall)	Discretionary		188	27.00	27.70	2.60%	E
Farmers Markets - Jackson Square	Discretionary	per quarter	4	1,475.06	1,511.90	2.50%	E

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	Statutory	per case	566	-	-	0.00%	S
Freedom of Information / Data Protection - After 2.5 days	Statutory	per case	0	450.21	450.21	0.00%	S
and an additional	Statutory	per hour	0	25.00	25.00	0.00%	S
Environmental Information Regulations 2004 - Staff time	Statutory	per hour	10	25.00	25.00	0.00%	S
Reuse of Public Sector Information Regulations 2005 - Reuse of Public Sector Information Regulations 2005	Statutory	per hour	0	25.00	25.00	0.00%	S
Reuse of Public Sector Information Regulations 2005 - Information that has a commercial value -	Statutory		0	individual price	individual price	n/a	
Photocopying (black & white)	Statutory	per A4 sheet	0	0.10	0.10	0.00%	S
Photocopying (black & white)	Statutory	per A3 sheet	0	0.20	0.20	0.00%	S
Photocopying (black & white)	Statutory	per A0 sheet	0	1.10	1.10	0.00%	S
Photocopying (colour)	Statutory	per A4 sheet	0	0.20	0.20	0.00%	S
Photocopying (colour)	Statutory	per A3 sheet	0	0.50	0.50	0.00%	S
Photocopying (colour)	Statutory	per A0 sheet	0	1.70	1.70	0.00%	S
Printing (black & white)	Statutory	per hour	0	45.11	45.11	0.00%	S
Printing (colour)	Statutory	per hour	0	45.11	45.11	0.00%	S
CDs (if information is held electronically)	Statutory	per hour	0	24.68	24.68	0.00%	S
Converting to electronic or microfiche	Cost Recovery		0	individual price	individual price	n/a	
Postage	Cost Recovery		0	individual price	individual price	n/a	
Subject Access Requests (discretionary)	Statutory		0	10.00	10.00	0.00%	n/a



ESSENTIAL REFERENCE PAPER H

Fees and Charges: Leisure (external contract)

Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge	2016/17 Charge	Year on Year Variance	VAT
			£	£	%	

Wet Side
These are maximum prices the contractor may charge. However they expect to offer various discounts as part of ongoing marketing and promotion exercises

Swimming Pools - Casual pay & swim, all five sites - Adults	per session		4.30	4.30	0.00%	
Swimming Pools - Casual pay & swim, all five sites - Juniors (under 16 years old)	per session		2.20	2.20	0.00%	
Swimming Pools - Casual pay & swim, all five sites - 60+ and Concessionary	per session		2.20	2.20	0.00%	
Swimming Pools - Casual pay & swim, all five sites - Family Swim - 2 adults and up to 3 children	per session		9.75	9.75	0.00%	
Season Tickets- Casual pay & swim all pools - Adults	per 12 sessions		43.00	43.00	0.00%	
Season Tickets- Casual pay & swim all pools - Juniors (under 16 years old) and Concessionary	per 12 sessions		22.00	22.00	0.00%	
Season Tickets- Casual pay & swim all pools - 60+ and Concessionary	per 12 sessions		22.00	22.00	0.00%	
Monthly 'Swim Fit' scheme from - Ward Freman only - Adult monthly swim scheme	per month, by direct debit		20.00	20.00	0.00%	
Monthly 'Swim Fit' scheme from - Ward Freman only - Annual swim scheme	per annum		200.00	200.00	0.00%	
Club hire of 25m Pool weekdays - Grange Paddocks	per hour		76.00	76.00	0.00%	
Club hire of 25m Pool weekdays - Hartham	per hour		76.00	76.00	0.00%	
Club hire of 25m Pool weekdays - Fanshawe					0.00%	
Club hire of 25m Pool weekdays - Swim Club	per hour		72.00	72.00	0.00%	
Club hire of 25m Pool weekdays - Sub Aqua	per hour		72.00	72.00	0.00%	
Club hire of 25m Pool weekdays - Leventhorpe	per hour		72.00	72.00	0.00%	
Club hire of 25m Pool weekdays - Ward Freman	per hour		72.00	72.00	0.00%	
Club hire 25m pool weekends - Grange Paddocks	per hour		92.00	92.00	0.00%	
Club hire 25m pool weekends - Hartham	per hour		92.00	92.00	0.00%	
Club hire 25m pool weekends - Fanshawe					0.00%	
Club hire 25m pool weekends - Swim Club	per hour		84.00	84.00	0.00%	
Club hire 25m pool weekends - Leventhorpe	per hour		84.00	84.00	0.00%	
Club hire 25m pool weekends - Ward Freman	per hour		84.00	84.00	0.00%	
Pool Parties (inclusive) - Grange Paddocks (main pool, 3 lifeguards & inflatable)	per hour		155.00	155.00	0.00%	
Pool Parties (inclusive) - Grange Paddocks (Small pool)	per hour		105.00	105.00	0.00%	
Pool Parties (inclusive) - Grange Paddocks (main pool only)					0.00%	
Pool Parties (inclusive) - Hartham (main pool, 3 lifeguards & inflatable)	per hour		195.00	195.00	0.00%	
Pool Parties (inclusive) - Hartham (Small pool)	per hour		115.00	115.00	0.00%	
Pool Parties (inclusive) - Fanshawe (3 lifeguards & inflatable)	per hour		125.00	125.00	0.00%	
Pool Parties (inclusive) - Leventhorpe (3 lifeguards & inflatable)	per hour		125.00	125.00	0.00%	
Pool Parties (inclusive) - Ward Freman (3 lifeguards & inflatable)	per hour		125.00	125.00	0.00%	
Pool Parties (inclusive) - Ward Freman (3 lifeguards & inflatable)	per 90mins		175.00	175.00	0.00%	
Pool Parties (inclusive) - Hire of teaching/small pool at weekends for Galas	per hour		30.00	30.00	0.00%	
Hire of 25m pool for Large Charities / Sponsored swim	per hour		150.00	150.00	0.00%	
Hire of 25m pool for Commercial	per hour		150.00	150.00	0.00%	

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



ESSENTIAL REFERENCE PAPER H

Fees and Charges: Leisure (external contract)

Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge	2016/17 Charge	Year on Year Variance	VAT
			£	£	%	
Hire of 25m pool for Galas - including set up for competition , excl l/gs	per hour		150.00	150.00	0.00%	
Hire of 25m pool for Hire of teaching/small pool at weekends for Galas	per hour		30.00	30.00	0.00%	
Swimming Lessons - Single	per 30 min		5.85	5.85	0.00%	
Swimming Lessons - Monthly DD	per 30 min		24.40	24.40	0.00%	
Swimming Lessons - Schools (per pupil)	per 30 min		2.20	2.20	0.00%	
Swimming Lessons - Lifeguarding	per hour		30.00	30.00	0.00%	
Water Aerobics - Single			6.50	6.50	0.00%	
Holiday Courses - Crash Course Swim 5 days			29.25	29.25	0.00%	
Private Parties - Additional Lifeguard for parties or lessons etc	per hour		30.00	30.00	0.00%	
Private Parties - Hartham and Fanshawe	per hour		30.00	30.00	0.00%	

Dry Side

These are maximum prices the contractor may charge. However they expect to offer various discounts as part of ongoing marketing and promotion exercises

Leventhorpe - Junior (14 & 15 year olds)	joining fee and induction		15.00	15.00	0.00%	
Leventhorpe - Adult/Concession/Student (16+ in full time education)	joining fee and induction		20.00	20.00	0.00%	
Leventhorpe - Adult	per session		5.35	5.35	0.00%	
Leventhorpe - Junior (14 & 15 year olds)	per session		3.00	3.00	0.00%	
Leventhorpe - Concession/Student (16+ in full time education) casual user (off peak)	per session		3.30	3.30	0.00%	
Leventhorpe - East Herts Council staff	per session		3.10	3.10	0.00%	
Leventhorpe - Monthly (6 month contract)	per month by direct debit		17.00	17.00	0.00%	
Leventhorpe - Monthly DD (no contract)	per month by direct debit		26.00	26.00	0.00%	
Leventhorpe - East Herts Council staff	per month by direct debit		15.00	15.00	0.00%	
Leventhorpe - Annual membership	Annual		150.00	150.00	0.00%	
Leventhorpe - East Herts Council staff	Annual		150.00	150.00	0.00%	
Fanshawe - Junior (14 & 15 year olds)	joining fee and induction		20.00	20.00	0.00%	
Fanshawe - Adult/Concession/Student (16+ in full time education)/GP Referral DD membership	joining fee and induction		25.00	25.00	0.00%	
Fanshawe - Adult/Concession/Student (16+ in full time education) casual annual membership	joining fee and induction		30.00	30.00	0.00%	
Fanshawe - Adult (peak)	per session		7.20	7.20	0.00%	
Fanshawe - Adult (off peak)	per session		5.40	5.40	0.00%	
Fanshawe - Junior (14 & 15 year olds)	per session		3.10	3.10	0.00%	
Fanshawe - Concession/Student (16+ in full time education) casual user (off peak)	per session		5.00	5.00	0.00%	
Fanshawe - East Herts Council staff	per session		3.70	3.70	0.00%	
Fanshawe - Monthly DD (no contract)	per month by direct debit		36.00	36.00	0.00%	
Fanshawe - Concession/Student (16+ in full time education)/GP Referral (off peak)	per month by direct debit		25.00	25.00	0.00%	
Fanshawe - East Herts Council staff	per month by direct debit		20.00	20.00	0.00%	
Fanshawe - Fitness Adult - DD - NEW following the introduction of the new PT/Training room	per month by direct debit		36.00	36.00	0.00%	
Other (Fanshawe only) - GP Referral session (8 weeks)	per session		3.80	3.80	0.00%	



ESSENTIAL REFERENCE PAPER H

Fees and Charges: Leisure (external contract)

	Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge	2016/17 Charge	Year on Year Variance	VAT
				£	£	%	
Other (Fanshawe only) - Ex-GP Referral		per session		5.00	5.00	0.00%	
Other (Fanshawe only) - Cardiac Re-hab session (8 weeks)		per session		3.90	3.90	0.00%	
Other (Fanshawe only) - Healthy Herts session		per session		3.90	3.90	0.00%	
Other (Fanshawe only) - Technogym Key - Fanshawe only		per key		20.00	20.00	0.00%	
GYM & STUDIO - Casual (annual fee) includes induction fee		joining fee		50.00	50.00	0.00%	
GYM & STUDIO - Adult/Concessionary (DD member) includes induction fee		joining fee		40.00	40.00	0.00%	
GYM & STUDIO - Casual User (peak)		per session		7.40	7.40	0.00%	
GYM & STUDIO - Casual User (off peak)		per session		5.60	5.60	0.00%	
GYM & STUDIO - Concessionary/Student Casual User (off peak)		per session		5.10	5.10	0.00%	
GYM & STUDIO - Active Junior 11 - 15 year old (off peak)		per session		3.70	3.70	0.00%	
GYM & STUDIO - East Herts Council staff		per session		3.70	3.70	0.00%	
GYM & STUDIO - Monthly (single)		per month		39.50	39.50	0.00%	
GYM & STUDIO - Monthly (couple)		per month		68.00	68.00	0.00%	
GYM & STUDIO - Corporate (single)		per month		33.00	33.00	0.00%	
GYM & STUDIO - Senior 60+ (single)		per month		30.00	30.00	0.00%	
GYM & STUDIO - Active Junior 11 - 15 year old		per month		22.00	22.00	0.00%	
GYM & STUDIO - Concession/Student Monthly/GP Referral (off peak only)		per month		30.00	30.00	0.00%	
GYM & STUDIO - East Herts Council staff		per month		24.00	24.00	0.00%	
GYM & STUDIO - Annual Membership (single)		annual		395.00	395.00	0.00%	
GYM & STUDIO - Annual Membership (couple)		annual		680.00	680.00	0.00%	
GYM & STUDIO - Annual Corporate (single)		annual		330.00	330.00	0.00%	
GYM & STUDIO - Annual Senior		annual		300.00	300.00	0.00%	
GYM & STUDIO - Annual 16 - 18 year old		annual		300.00	300.00	0.00%	
GYM & STUDIO - Annual Concession/Student (off peak only)		annual		300.00	300.00	0.00%	
GYM & STUDIO - East Herts Council staff		annual		240.00	240.00	0.00%	
Other - GP Referral session (8 weeks)		per session		3.80	3.80	0.00%	
Other - Ex-GP Referral		per session		5.00	5.00	0.00%	
Other - Cardiac Re-hab session (8 weeks)		per session		3.90	3.90	0.00%	
Other - Healthy Herts session		per session		3.90	3.90	0.00%	
Other - Creche - members		1 hr		2.90	2.90	0.00%	
Other - Creche - members		2hrs		5.60	5.60	0.00%	
Other - Creche - members		3hrs		8.20	8.20	0.00%	
Other - Creche - non-members		1 hr		4.40	4.40	0.00%	
Other - Creche - non-members		2hrs		8.40	8.40	0.00%	
Other - Creche - non-members		3hrs		13.00	13.00	0.00%	
Parties - Dance party (includes team leader & instructor)		8+		110.00	110.00	0.00%	

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



ESSENTIAL REFERENCE PAPER H

Fees and Charges: Leisure (external contract)

	Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT
Studio Hire - Hartham		per hour		30.00	30.00	0.00%	
Studio Hire - Grange Paddocks		per hour		25.00	25.00	0.00%	
Studio Hire - Group Exercise		per session		6.00	6.00	0.00%	
Studio Hire - Creche hire (Grange Paddocks) includes team leader				60.00	60.00	0.00%	
Recreation Facilities - Hartham - Hertford, Open Space (Area A) - Commercial Organisations and Promoters		first day		650.00	650.00	0.00%	
Recreation Facilities - Hartham - Hertford, Open Space (Area A) - Commercial Organisations and Promoters		day thereafter		170.00	170.00	0.00%	
Recreation Facilities - Kingsmead, Open Space		first day		400.00	400.00	0.00%	
Recreation Facilities - Kingsmead, Open Space		day thereafter		120.00	120.00	0.00%	
Recreation Facilities - Buryfield - Ware, Open Space - Commercial Organisations and Promoters		per day		120.00	120.00	0.00%	
Recreation Facilities - Buryfield - Ware, Open Space - Commercial Organisations and Promoters		per week		415.00	415.00	0.00%	
Recreation Facilities - Buryfield - Ware, Open Space - All other hirers		per day		65.00	65.00	0.00%	
Recreation Facilities - Buryfield - Ware, Open Space - All other hirers		per week		215.00	215.00	0.00%	
Football Pitches - Hartham and Presdales including shower facilities, Senior pitch		per game		60.00	60.00	0.00%	
Football Pitches - Hartham and Presdales including shower facilities, Junior (16 years and under) pitch		per game		30.00	30.00	0.00%	
Football Pitches - Hartham and Presdales including shower facilities, Mini Soccer pitch		per game		25.00	25.00	0.00%	
Football Pitches - Grange Paddocks including shower facilities, Senior pitch		per game		60.00	60.00	0.00%	
Football Pitches - Grange Paddocks including shower facilities, Junior (16 years and under) pitch		per game		30.00	30.00	0.00%	
Football Pitches - Grange Paddocks including shower facilities, Mini Soccer pitch		per game		25.00	25.00	0.00%	
Football Pitches - Kingsmead - no changing facilities, Senior pitch		per game		40.00	40.00	0.00%	
Football Pitches - Kingsmead - no changing facilities, Junior (16 years and under) pitch		per game		20.00	20.00	0.00%	
Football Pitches - Kingsmead - no changing facilities, Mini Soccer pitch		per game		18.50	18.50	0.00%	
Football Pitches - Out of season training		per team		19.00	19.00	0.00%	
Tennis Court - Adult		per hour		6.00	6.00	0.00%	
Tennis Court - Junior (16 years and under) & OAP		per hour		3.00	3.00	0.00%	
Bowls - Season OAP/Junior (16 years and under)		per season		47.00	47.00	0.00%	
Bowls - Game		per game		4.50	4.50	0.00%	
Bowls - Game OAP/Junior (16 years and under)		per game		2.50	2.50	0.00%	
Bowls - 1/2 Season		per 1/2 season		50.00	50.00	0.00%	
Bowls - 1/2 Season OAP/Junior (16 years and under)		per 1/2 season		25.00	25.00	0.00%	



ESSENTIAL REFERENCE PAPER H

Fees and Charges: Finance & Support Services

Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT
-----------------	----------------	----------------	---------------------	---------------------	----------------------------	-----

LAND CHARGES

Registration of a charge in Part II of the register	Statutory	per charge		67.00	67.00	0.00%	OS
Filing a definite certificate of the Lands Tribunal under rule 10 (3)	Statutory	per certificate		2.50	2.50	0.00%	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	0.00%	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	0.00%	OS
Office copy of any plan or other document filed pursuant to the rules	Statutory	per copy		Individual Charge	Individual Charge	n/a	OS
Personal Search inclusive of printout		for print out	0	5.00	-		OS
Official search (including issue of official certificate of search) in the whole of the register		per search	2,928	21.00	21.00	0.00%	OS
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	5.00	5.00	0.00%	OS
Answering form of enquiry - Part I Enquiries - One parcel of land - Residential / Commercial		per enquiry	2,844	66.00	66.00	0.00%	OS
Answering form of enquiry - Part I Enquiries - each additional parcel		per enquiry	not readily available	20.00	20.00	0.00%	OS
Answering form of enquiry - Part II Enquiries - Where relating to one parcel of land only or to several parcels and delivered on a single form - Each printed enquiry numbered in the form 4 - 21		per enquiry	not readily available	12.00	12.00	0.00%	OS
Answering form of enquiry - Part II Enquiries - Where relating to one parcel of land only or to several parcels and delivered on a single form - numbered in the form 22		per enquiry	not readily available	20.00	20.00	0.00%	OS
Answering form of enquiry - Part II Enquiries - Any and each further enquiry added by solicitors		per enquiry	<20	25.00	25.00	0.00%	OS
Abstract of Title		per abstract		15.40	20.00	30.00%	OS
and an additional		per sheet copied		0.21	0.25	20.00%	

LEGAL CHARGES

Notice of Transfer		per hour		110.00	120.00	9.00%	S
Deed of Variation		per hour		110.00	120.00	9.00%	S
Deed of Covenant Copy		per hour		110.00	120.00	9.00%	S
Deed of Covenant Engrossment		per hour		110.00	120.00	9.00%	S
Postponement of Charge		per hour		110.00	120.00	9.00%	S
Litigation, Conveyancing and Planning matters		per hour		110.00	120.00	9.00%	S
Sale of Council Minutes		per civic year		110.00	120.00	9.00%	Z

Extract of Electoral Register

Fee for sale of the Register	Statutory	per sale provided electronically		20.50	20.00	-3.00%	Z
and an additional	Statutory	per thousand or part thousand entries		1.50	1.50	0.00%	Z
Fee for sale of the Register	Statutory	per sale printed		10.00	10.00	0.00%	Z
and an additional	Statutory	per thousand or part thousand entries		5.00	5.00	0.00%	Z
Fee for sale of the list of overseas electors	Statutory	per sale provided electronically		20.50	20.00	-3.00%	Z
and an additional	Statutory	per thousand or part thousand entries		1.50	1.50	0.00%	Z

VAT Key: S: Standard (20%), Z: Zero (0%), E: Exempt, OS: Outside Scope



ESSENTIAL REFERENCE PAPER H

Fees and Charges: Finance & Support Services

	Basis of Charge	Unit of Charge	2014/15 Volume	2015/16 Charge £	2016/17 Charge £	Year on Year Variance %	VAT
Fee for sale of the list of overseas electors	Statutory	per sale printed		10.00	10.00	0.00%	Z
and an additional	Statutory	per thousand or part thousand entries		5.00	5.00	0.00%	Z
Revenues							
Council Tax penalty for failure to promptly notify or provide information	Statutory	per first offence	0	70.00	70.00	0.00%	n/a
Council Tax penalty for failure to promptly notify or provide information	Statutory	per subsequent offence	0	280.00	280.00	0.00%	n/a
Summons and Liability Order	Cost Recovery	per order	4,200	80.00	80.00	0.00%	n/a
Letting of Council Offices							
Council Chamber - Hertford	Discretionary	per hour		30.00	30.00	0.00%	n/a
Other Rooms - Hertford	Discretionary	per hour		20.00	20.00	0.00%	n/a