



Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
		£	£	

Misc Development Management Charges

Copies of any documents	per black & white A4 sheet	0.10	0.10	n/a
Copies of any documents	per colour A4 sheet	0.20	0.20	n/a
Copies of any documents	per black & white A3 sheet	0.20	0.20	n/a
Copies of any documents	per colour A3 sheet	0.40	0.40	n/a
Copies of any documents	per black & white A2 sheet	1.00	1.00	n/a
Copies of any documents	per colour A2 sheet	2.00	2.00	n/a
Copies of any documents	per black & white A1 sheet	1.50	1.50	n/a
Copies of any documents	per colour A1 sheet	3.00	3.00	n/a
Copies of any documents	per black & white A0 sheet	2.00	2.00	n/a
Copies of any documents	per colour A0 sheet	4.20	4.30	n/a
Copies of documents provided on an electronic disc	per disc provided	16.30	16.70	n/a
Historical Research (where records available)	per hour (or part)	83.00	85.00	n/a
Legal obligation agreements - clause monitoring fee	per obligation issue	-	-	n/a
Legal obligation agreements - confirmation of compliance by third parties or where the monitoring fee has not been paid	per hour (or part of) after first hour	81.00	83.00	n/a
Fee for discharge of or compliance with a condition	per request (any number of conditions) relating to works of extension or alteration to an existing dwelling	28.00	28.00	n/a
Fee for discharge of or compliance with a condition	per request (any number of conditions) all other developments	97.00	97.00	n/a
Retrieval of externally stored microfilmed records	per microfilmed record	4.90	5.00	n/a

PRE-APPLICATION ADVICE

Householder proposals	Initial fee	126.05	129.16	S
Householder proposals	Secondary fee	56.67	58.08	S



DRAFT 2019/20 FEES & CHARGES

	Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
			£	£	
Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)		Initial fee	113.75	116.58	S
Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)		Secondary fee	-	-	S
Largescale Major Development Proposals		Initial fee	Individually Quoted Price	Individually Quoted Price	S
Largescale Major Development Proposals		Secondary fee	-	-	S
Smallscale Major Development Proposals		Initial fee	Individually Quoted Price	Individually Quoted Price	S
Smallscale Major Development Proposals		Secondary fee	-	-	S
Minor Development (single new or replacement dwellings and other development of less than 50sqm floorspace)		Initial fee	315.00	322.91	S
Minor Development (single new or replacement dwellings and other development of less than 50sqm floorspace)		Secondary fee	-	-	S
Minor Development (all other minor development)		Initial fee	393.33	403.16	S
Minor Development (all other minor development)		Secondary fee	-	-	S
Minor Development (all other minor development)		Initial fee	393.33	403.16	S
Minor Development (all other minor development)		Secondary fee	-	-	S
Any development where affordable housing is required by virtue of the Council's planning policies and is to be provided		Initial fee	-	-	S
Other Development		Initial fee	105.00	107.66	S
Other Development		Secondary fee	52.50	53.83	S
Advertisement proposals		Initial fee	87.50	89.71	S
Advertisement proposals		Secondary fee	-	-	S
Heritage advice		Initial fee	113.75	116.58	S
Heritage advice		Secondary fee	56.88	58.33	S
Meetings - major and minor developments			Included in quoted fee	Included in quoted fee	
Meetings - all other development types		per officer present / per hour	37.63	38.58	S
Provision of urgent advice		within 5 working days	2 X quoted fee	2 X quoted fee	



DRAFT 2019/20 FEES & CHARGES

Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
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Letting of Council Offices

Council Chamber - Hertford	per hour	31.00	32.00	n/a
Other Rooms - Hertford	per hour	20.00	20.50	n/a



DRAFT 2019/20 FEES & CHARGES

Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
		£	£	

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

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

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

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

DRAFT 2019/20 FEES & CHARGES

Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
		£	£	

LAND CHARGES

Registration of a charge in Part II of the register	Statutory	per charge	£67.00	67.00	OS
Filing a definite certificate of the Lands Tribunal under rule 10 (3)	Statutory	per certificate	£2.50	2.50	OS
Filing a judgement or order, or written request for the variation or cancellation of any entry in Part 11 of the register	Statutory	per item	£7.00	7.00	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	OS
Office copy of any plan or other document filed pursuant to the rules	Statutory	per copy	Individual Charge	Individual Charge	OS
Standard search fee (LLC1 + CON29)		Fixed	£116.35	£116.35	S
Extra parcel fee with standard search		Fixed	£21.00	£21.00	S
Standard search including all CON290 questions		Fixed	£364.15	£364.15	S
LLC1		Fixed	£22.05	£22.05	Z
CON29		Fixed	£94.30	£94.30	S
Con290 Qu.4 -21		Fixed	£12.60	£12.60	S
Con29o Qu.22		Fixed	£21.00	£21.00	S
Extra parcel fee (LLC1)		Fixed	£5.25	£5.25	Z
Extra parcel fee (Con29)		Fixed	£15.75	£15.75	S

LEGAL CHARGES

Authorised Guarantee Agreement	Discretionary	Fixed	£504.17	516.75	S
Commercial lease assignment	Discretionary	Fixed	£682.50	699.58	S
Leases	Discretionary	Fixed	£787.42	807.08	S
Licences	Discretionary	Fixed	£367.50	376.66	S
Deed of covenants	Discretionary	Fixed	£475 PLUS 3%	£486.87 PLUS 3%	S
Landlord licence	Discretionary	Fixed	£575.40	589.80	S
Deed of variation (complex)	Discretionary	Fixed	£1,050.00	1,076.24	S
Easements	Discretionary	Fixed	£1,050.00	1,076.24	S
Drafting Rent Reviews	Discretionary	Fixed	£262.50	269.07	S
s.106 T CPA 1990 – simple	Discretionary	Fixed	£1,050.00	1,076.24	S
s.106 T CPA – complex	Discretionary	Fixed	£2,625.00	2,690.63	S
Deed of Surrender	Discretionary	Fixed	£630.00	645.75	S
Transfer of Open Space	Discretionary	Fixed	£840.00	861.00	S
Licence of alternations	Discretionary	Fixed	£735.00	753.33	S
Licence to assign leasehold premises	Discretionary	Fixed	£735.00	753.33	S
Notice of Assignment	Discretionary	Fixed	£86.00	88.16	S
Notice of charge	Discretionary	Fixed	£86.00	88.16	S
Postponement of Charge	Discretionary	Fixed	£86.00	88.16	S
Sale of land	Discretionary	Fixed	£787.50	807.17	S
Footpath/Bridleway Creation or Diversion Agreement	Discretionary	Fixed	£1,575.00	1,614.37	S

Electoral Registration Fees

Fee for sale of the full register and notices of alteration	Statutory	per sale provided electronically	£20.00	£20.00	Z
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DRAFT 2019/20 FEES & CHARGES

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
and an additional	Statutory	per thousand or part thousand entries	£1.50	£1.50	Z
Fee for sale of the full register and notices of alteration	Statutory	per sale printed	£10.00	£10.00	Z
and an additional	Statutory	per thousand or part thousand entries	£5.00	£5.00	Z
Fee for sale of the open Register	Statutory	per sale provided electronically	£20.00	£20.00	Z
and an additional	Statutory	per thousand or part thousand entries	£1.50	£1.50	Z
Fee for sale of the open Register	Statutory	per sale printed	£10.00	£10.00	Z
and an additional	Statutory	per thousand or part thousand entries	£5.00	£5.00	Z
Fee for sale of the list of overseas electors	Statutory	per sale provided electronically	£20.00	£20.00	Z
and an additional	Statutory	per hundred or part hundred entries	£1.50	£1.50	Z
Fee for sale of the list of overseas electors	Statutory	per sale printed	£10.00	£10.00	Z
and an additional	Statutory	per hundred or part hundred entries	£5.00	£5.00	Z
Fee for sale of the marked document (register or absent voters list)	Statutory	per sale provided electronically	£10.00	£10.00	Z
and an additional	Statutory	per thousand or part thousand entries	£1.00	£1.00	Z
Fee for sale of the marked document (register or absent voters list)	Statutory	per sale printed	£10.00	£10.00	Z
and an additional	Statutory	per thousand or part thousand entries	£2.00	£2.00	Z
Photocopies of Election expense returns	Statutory	Per side copied	£0.20	£0.20	Z
Certificate of Registration	Discretionary	per elector per year	£20.00	£20.00	Z

Street Name & Numbering

Change/addition of house name	Discretionary	Per property	£78.75	80.70	Z
Registering 1 plot	Discretionary	Single properties	£78.75	80.70	Z
Registering 2-24 plots	Discretionary	Per plot	£52.50	53.80	Z
Registering 25-49 plots	Discretionary	Per plot	£42.00	43.00	Z
Registering 50-74 plots	Discretionary	Per Plot	£31.50	32.30	Z
Registering 75-99 plots	Discretionary	Per Plot	£26.25	26.90	Z
Registering 100+ Plots	Discretionary	Per Plot	£15.75	16.15	Z
Naming a new street/block where the Council Chooses a Name	Discretionary	Per road name	£210.00	215.25	Z
Naming a new street/block where the developer chooses a name (Subject to consultation**)	Discretionary	Per road name	£262.50	269.05	Z
Renaming of street where requested by residents and/or the Town/Parish Council	Discretionary	Per address	£78.75	80.70	Z
Change to new addresses due to development changing after the schedule has been issued (applies to all amended plots)	Discretionary	Per plot	£52.50	53.80	Z



DRAFT 2019/20 FEES & CHARGES

Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
		£	£	

Environmental Health Licences

Riding Establishments (excl. vet fees)	Cost Recovery	per annum	447.70	N/A	OS
Animal licences - Grant or renewal cost of one licensable activity	Cost Recovery	Every 1 to 3 years	338.00	346.45	OS
Animal licences - Grant or renewal cost per additional licensable activity	Cost Recovery	Every 1 to 3 years	215.00	220.38	OS
Animal licences - Additional annual inspection fee for the hiring of horses, where a renewal inspection is not due (invoiced annually after each inspection)	Cost Recovery	Every 1 to 3 years	187.00	191.68	OS
Animal licences - Minor variation of a current licence (no site visit)	Cost Recovery	per variation	30.70	31.47	OS
Animal licences - Variation of a current licence (involving site visit)	Cost Recovery	per variation	187.00	191.68	OS
Animal licences - Re-evaluation of a licenced premises star rating	Cost Recovery	per inspection	187.00	191.68	OS
Animal licences - Re-evaluation of a licenced premises star rating per additional licensable activity	Cost Recovery	per inspection	187.00	191.68	OS
Animal licences - Additional charge for businesses found to be operating without a valid licence	Cost Recovery	per premises	46.00	47.15	OS
Zoos - New Licence (excl. vet fees)	Cost Recovery	per 4 year registration	46.00	47.15	OS
Zoos - Year 3 renewal licence inspection (excl. vet fees)	Cost Recovery	per inspection	1,670.00	1,711.80	OS
Zoos - Year 6 renewal licence inspection (excl. vet fees)	Cost Recovery	per 6 years	1,670.00	1,711.80	OS
Zoos - Transfer of Licence	Cost Recovery	per transfer	848.00	869.20	OS
Dangerous Wild Animals (excl. vet fees)	Cost Recovery	per 2 years	265.00	271.60	OS
Dog breeding establishments (excl. vet fees)	Cost Recovery	per annum	265.00	N/A	OS
Animal boarding establishments (exc. vet fees)	Cost Recovery	per annum	265.00	N/A	OS
Home boarding establishments (excl. vet fees)	Cost Recovery	per annum	125.00	N/A	OS
Dog creche / day care (excl vet fees)	Cost Recovery	per annum	265.00	N/A	OS
Pet Shops (excl. vet fees)	Cost Recovery	per annum	216.00	N/A	OS
Registration for Skin Piercing (Static/Home Business)	Cost Recovery	per business	212.00	217.30	OS
Registration for Skin Piercing (Person)	Cost Recovery	per person or premises	133.00	136.30	OS
Registration for Peripatetic Skin Piercing	Cost Recovery	per business	212.00	217.30	OS
Update to an existing Skin Piercing registration	Cost Recovery	per update	133.00	136.30	OS
Street Trading: Occasional Registered Charity (up to one month)	Cost Recovery	per month	62.50	64.00	OS
Street Trading: Occasional (up to one month)	Cost Recovery	per month	122.75	125.80	OS
Street Trading: Peripatatic (e.g. ice cream van)	Cost Recovery	per annum	354.00	362.80	OS
Street Trading: Static (e.g. burger van)	Cost Recovery	per annum	359.50	368.50	OS



DRAFT 2019/20 FEES & CHARGES

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
Additional Licence fee for second reminder letter	Cost Recovery	per letter	25.00	25.60	OS
Additional Licence fee for chasing applications after the expiry of current licence	Cost Recovery	per licence	53.90	55.20	OS
Replacement of any enviromental health licence or	Cost Recovery	per licence	53.90	20.50	OS

Training Courses

Foundation Level Food Safety Training	Cost Recovery	per person	40.00	41.00	OS
Foundation Level Food Safety Training (Online Course)	Cost Recovery	per person, per course	15.00	15.00	OS
Foundation Level Food Safety Training (up to 10 places at customer's premises)	Cost Recovery	per course	360.00	369.00	OS
Cancellation Fee (less than 10 working days before course)	Cost Recovery	per person, per course	100% of fee paid	100% of fee paid	OS

Food Hygiene and Safety

Food register	Cost Recovery	per single entry	14.00	14.00	OS
Food register	Cost Recovery	per category	29.00	30.00	OS
Food register	Cost Recovery	per full copy	85.00	87.00	OS
Issue of certificate following surrender of food (excl. disposal costs)	Cost Recovery	per hour or part	54.00	55.00	OS
Food export health certificate	Cost Recovery	per hour or part	54.00	55.00	OS
Replacement Food Hygiene Rating certificate	Cost Recovery	per certificate	20.00	20.50	OS
Letter confirming food premises registration	Cost Recovery	per letter	20.00	20.50	OS
Food Hygiene Rating Scheme Rescoring Visit	Cost Recovery	per visit	159.00	163.00	OS
Safer Food, Better Business Coaching Visit	Cost Recovery	per visit	159.00	163.00	OS
Cancellation Fee for SFBB Coaching Visit (less than 10 working days before course)	Cost Recovery	per visit	100% of fee paid	100% of fee paid	OS

Miscellaneous Fees & Charges

Contaminated Land/ additional land charge enquiry	Cost Recovery	per hour or part	67.00	68.50	OS
Statement of fact for civil cases	Cost Recovery	per hour or part	53.86	55.17	S
Attendance at Exhumations	Cost Recovery	per hour or part	53.86	55.17	S

Private Water Supplies

Risk Assesment (smaller supplies - Regulation 10)	Cost Recovery	per assessment	up to 500	N/A	OS
Risk Assesment (smaller supplies - Regulation 10)		per hour or part	N/A	55.17	OS
Risk Assesment (larger supplies - Regulation 9)	Cost Recovery	per assessment	up to 500	N/A	OS
Risk Assesment (larger supplies - Regulation 9)		per hour or part	N/A	55.17	OS
Risk Assesment (Desktop)	Cost Recovery	per assessment	up to 500	N/A	OS



DRAFT 2019/20 FEES & CHARGES

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
Risk Assessment (Desktop)		per hour or part	N/A	55.17	OS
Sampling Visit (excl. analysis costs)	Cost Recovery	per visit	100.00	N/A	OS
Sampling Visit (excl. analysis costs)		per hour or part	N/A	55.17	OS
Investigation (excl. analysis costs)	Cost Recovery	per investigation	100.00	N/A	OS
Investigation (excl. analysis costs)		per hour or part	N/A	55.17	OS
Granting of Authorisation	Cost Recovery	per authorisation	100.00	100.00	OS
Granting of Authorisation		per hour or part	N/A	55.17	OS
Analysis Costs (Regulation 10)	Cost Recovery	per set of samples	up to £25	full cost charged by laboratory	OS
Analysis Costs (Check Monitoring)	Cost Recovery	per set of samples	up to £100	full cost charged by laboratory	OS
Analysis Costs (Audit Monitoring)	Cost Recovery	per set of samples	up to £500	full cost charged by laboratory	OS

Private Sector Housing

Standards inspection for immigration	Cost Recovery	per inspection	161.50	165.50	S
Housing Notices	Cost Recovery	fixed charge	371.30	380.60	OS
Fixed penalty for failure to belong to an approved redress scheme		fixed charge	5,000.00	5,000.00	OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant without LA intervention)	Cost Recovery	per licence	887.90	910.00	OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant with LA intervention)	Cost Recovery	per licence	1,205.00	1,235.00	OS
Additional bedrooms	Cost Recovery	each	16.20	16.60	OS
Variation of licence	Cost Recovery	per variation	134.50	137.90	OS
Renewal of HMO Licence	Cost Recovery	per licence	737.20	755.60	OS
Confirmation of empty home status for VAT reduction	Cost Recovery	per letter	82.90	85.00	OS
HMO Confirmation Letters	Cost Recovery	per letter	20.00	20.00	OS
Housing Advice Visit	Cost Recovery	per inspection	159.00	159.00	S

Miscellaneous Engineering Fees

Sewer Records/Plans		per item	29.00	30.00	OS
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OTHER LICENCES

Sex Establishments		per annum	2,814.00	2,884.40	OS
Sex Establishments		per renewal	2,491.50	2,553.80	OS
Sex Establishments		transfer	80.75	82.75	OS



DRAFT 2019/20 FEES & CHARGES

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
Hypnotism Act 1952 - Occasional licensed premises			150.70	154.50	OS
Hypnotism Act 1952 - Occasional unlicensed premises			581.00	595.50	OS
Scrap Metal Site Licence		per licence granted	264.80	271.42	OS
Scrap Metal Site Licence		per licence renewed	197.00	201.90	OS
Scrap Metal Site Licence - Variation, Name Change, Change of Site		per change	46.80	48.00	OS
Scrap Metal Collectors Licence		per licence granted	239.50	245.50	OS
Scrap Metal Collectors Licence		per licence renewed	171.40	175.70	OS
Scrap Metal Collectors Licence - Variation, Name Change		per change	46.80	48.00	OS

TAXI LICENSING

Private Hire vehicle (new) - 1 year		per new licence	290.00	290.00	OS
Private Hire vehicle (renewal) - 1 year		per renewal	280.00	280.00	OS
Vehicle - either Hackney Carriage or Private Hire (new) only - 1 year	HC	per new licence	376.00	376.00	OS
Vehicle - either Hackney Carriage or Private Hire (renewal) HC only - 1 year		per renewal	290.00	290.00	OS
Dual Driver or Private Hire Driver (new) - 3 year PH			391.00	391.00	OS
Dual Driver or Private Hire Driver (renewal) - 3 year PH			289.00	289.00	OS
Dual Driver (new) - 3 year			391.00	391.00	OS
Dual Driver (renewal) - 3 year			281.00	281.00	OS
Private Hire Operator - 5 year (new & renewal) (new only)			284.00	284.00	OS
Private Hire Operator - 5 year (new & renewal)			268.00	268.00	OS
Each additional vehicle above 6			-	-	OS
Change of vehicle (new vehicle on old plate number)			54.00	54.00	OS
Change of vehicle (courtesy car)			83.00	83.00	OS
Private Hire Driver converted to Dual Driver			50.00	50.00	OS
Private Hire Driver converted to Hackney Carriage			99.00	99.00	OS
Change of vehicle proprietor			37.00	37.00	OS
Change of DVLA details (registration number etc)			56.00	56.00	OS
Change of Drivers address			11.00	11.00	OS
Knowledge test and training day (all new applicants)			97.50	97.50	OS
Resit of both routes and rules & regulations tests			52.00	52.00	OS



DRAFT 2019/20 FEES & CHARGES

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
Resit of routes test only			35.00	35.00	OS
Update training for existing drivers			58.75	58.75	OS
Enhanced DBS Online			62.00	62.00	OS
Basic Disclosure Online			43.00	43.00	OS
Roof light (complete)		per light	75.00	75.00	S
Roof light (top cover or base plate)(new cost for top cover only)		per light	37.00	37.00	S
Roof Light (base)			29.00	29.00	S
2nd hand top or base			-	-	S
Replacement badges			24.00	24.00	S
Replacement plate (or additional for a trailer)			41.00	41.00	S
Roof light bulbs			3.00	3.00	S
Magnets (sold as a pair)			6.00	6.00	S
Executive Disc (private hire vehicles only)			11.00	11.00	S
Refund per full calendar month of unexpired drivers licence PH (new)			1.60	1.60	OS
Refund per full calendar month of unexpired drivers licence PH (renewal)			1.30	1.30	OS
Refund per full calendar month of unexpired drivers licence HC (new)			1.60	1.60	OS
Refund per full calendar month of unexpired drivers licence HC (renewal)			1.30	1.30	OS
Refund per full calendar month of unexpired vehicle licence PH (new)			3.70	3.70	OS
Refund per full calendar month of unexpired vehicle licence PH (renewal)			3.70	3.70	OS
Refund per full calendar month of unexpired vehicle licence HC (new)			3.70	3.70	OS
Refund per full calendar month of unexpired vehicle licence HC (renewal)			3.70	3.70	OS
Refund per full calendar month of unexpired operators licence (new)			10.40	10.40	OS
Refund per full calendar month of unexpired operators licence (renewal)			10.40	10.40	OS

PREMISES LICENCES

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	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band B - rateable value £4,301-33,000	Statutory Fee	per band B premises	190.00	190.00	OS



DRAFT 2019/20 FEES & CHARGES

	Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
			£	£	
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	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band D - rateable value £87,001-£125,000	Statutory Fee	per band D premises	450.00	450.00	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band E - rateable value £125,000 and over	Statutory Fee	per band E premises	635.00	635.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band A - rateable value £0-£4,300	Statutory Fee	per band A premises per annum	70.00	70.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band B - rateable value £4,301-33,000	Statutory Fee	per band B premises per annum	180.00	180.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band C - rateable value £33,001-£87,000	Statutory Fee	per band C premises per annum	295.00	295.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band D - rateable value £87,001-£125,000	Statutory Fee	per band D premises per annum	320.00	320.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band E - rateable value £125,000 and over	Statutory Fee	per band E premises per annum	350.00	350.00	OS
PERSONAL LICENCE		per licence	39.83	40.83	OS

OTHER FEES AND CHARGES

Supply of copies of information contained in register		per black & white A4 sheet	0.11	0.11	S
Supply of copies of information contained in register		per black & white A3 sheet	0.22	0.22	S
Supply of copies of information contained in register		per black & white A0 sheet	1.19	1.22	S
Supply of copies of information contained in register		per colour A4 sheet	0.22	0.22	S
Supply of copies of information contained in register		per colour A3 sheet	0.54	0.55	S
Supply of copies of information contained in register		per colour A0 sheet	1.83	1.87	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	OS
Notification of change of name or address (holder of premises licence)	Statutory Fee	per change	10.50	10.50	OS
Application to vary or to specify individual as premises supervisor	Statutory Fee	per application	23.00	23.00	OS
Application to transfer premises licence	Statutory Fee	per application	23.00	23.00	OS
Interim authority notice	Statutory Fee	per notice	23.00	23.00	OS
Application for making of a provisional statement	Statutory Fee	per statement	315.00	315.00	OS
Application for copy of certificate or summary on theft, loss etc of certificate or summary	Statutory Fee	per copy	10.50	10.50	OS



DRAFT 2019/20 FEES & CHARGES

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
Notification of change of name or alteration of club rules	Statutory Fee	per change	10.50	10.50	OS
Change of relevant registration address of club	Statutory Fee	per change	10.50	10.50	OS
Temporary event notice	Statutory Fee	per notice	21.00	21.00	OS
Application of copy of notice on theft, loss etc of temporary event notice	Statutory Fee	per copy	10.50	10.50	OS
Application of copy of licence on theft, loss etc of personal licence	Statutory Fee	per copy	10.50	10.50	OS
Notification of change of name or address (personal licence)	Statutory Fee	per change	10.50	10.50	OS
Notice of interest in any premises	Statutory Fee	per notice	21.00	21.00	OS

Gambling Act 2005

Bingo Premises		per licence	2,881.66	2,953.70	OS
Bingo Premises		per variation	1,441.10	1,477.13	OS
Bingo Premises		per transfer	988.00	1,012.70	OS
Bingo Premises		Annual Fee	823.34	843.92	OS
Adult Gaming Centre Premises		per licence	1,665.56	1,707.20	OS
Adult Gaming Centre Premises		per variation	823.34	843.92	OS
Adult Gaming Centre Premises		per transfer	968.00	992.20	OS
Adult Gaming Centre Premises		Annual Fee	823.34	843.92	OS
Betting Premises (Track)		per licence	2,058.87	2,110.34	OS
Betting Premises (Track)		per variation	1,029.98	1,055.73	OS
Betting Premises (Track)		per transfer	782.44	802.00	OS
Betting Premises (Track)		Annual Fee	823.34	843.92	OS
Betting Premises (Other)		per licence	2,475.38	2,537.26	OS
Betting Premises (Other)		per variation	1,235.54	1,266.43	OS
Betting Premises (Other)		per transfer	988.00	1,012.70	OS
Betting Premises (Other)		Annual Fee	322.88	330.95	OS
Family Entertainment Centre Premises		per licence	1,646.66	1,687.83	OS
Family Entertainment Centre Premises		per variation	823.34	843.92	OS
Family Entertainment Centre Premises		per transfer	782.44	802.00	OS
Family Entertainment Centre Premises		Annual Fee	617.77	633.21	OS
Temporary Use Notices		per notice	538.13	551.58	OS



DRAFT 2019/20 FEES & CHARGES

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
Temporary Use Notices		per copy	26.91	27.58	OS
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per permit	50.00	50.00	OS
Club Gaming Machine Permit 5 years (Up to 3 machines)	Statutory Fee	per permit	100.00	100.00	OS
Club Gaming Machine Permit	Statutory Fee	Annual Fee	50.00	50.00	OS
Small Lotteries		per setup	43.00	43.00	OS
Small Lotteries	Statutory Fee	per renewal	20.00	20.00	OS

CCTV Cameras

Ware Town Council		per annum	11,408.25	11,693.50	OS
Hertford Town Council		per annum	22,956.41	23,530.30	OS
Bishop's Stortford Town Council		per annum	23,462.25	24,048.80	OS

HOSTELS

Hillcrest Hostel Single Room (excl. service charges)		per week	195.00	195.00	Z
Hillcrest Hostel Double Room (excl. service charges)		per week	220.00	220.00	Z
Hillcrest Hostel Family Room (excl. service charges)		per week	230.00	230.00	Z
Bed & Breakfast - Single person		per week	107.75	107.75	Z
Bed & Breakfast - Single person		per day	15.40	15.40	Z
Bed & Breakfast - Single person and one child		per week	142.80	142.80	Z
Bed & Breakfast - Single person and one child		per day	20.40	20.40	Z
Bed & Breakfast - Single person and two children		per week	155.20	155.20	Z
Bed & Breakfast - Single person and two children		per day	22.20	22.20	Z
Bed & Breakfast - Couple		per week	142.80	142.80	Z
Bed & Breakfast - Couple		per day	20.40	20.40	Z
Bed & Breakfast - Couple and one child		per week	167.60	167.60	Z
Bed & Breakfast - Couple and one child		per day	23.90	23.90	Z
Bed & Breakfast - Couple and two children		per week	176.70	176.70	Z
Bed & Breakfast - Couple and two children		per day	25.90	25.90	Z
Bed & Breakfast - Additional children up to 16		per week	14.70	14.70	Z
Bed & Breakfast - Additional children up to 16		per day	2.10	2.10	Z



DRAFT 2019/20 FEES & CHARGES

Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
		£	£	

REFUSE COLLECTION - Commercial Refuse Collection

Paid Collections (excl. HCC disposal costs)	medium	79.84	81.67	S
Paid Collections (excl. HCC disposal costs)	large	164.83	169.17	S
Mixed Heriditaments - charged according to the proportion of trade waste collected.		Individual charge	Individual charge	
Commercial Events - Cleansing / Refuse Collection	per hour	82.42	84.17	S

REFUSE COLLECTION - Domestic Refuse Collection

Bulky Waste Collection - 1 Item	per collection	27.50	28.00	n/a
Bulky Waste Collection - 2 Items	per collection	38.00	39.00	n/a
Bulky Waste Collection - 3 Items	per collection	48.00	49.00	n/a
Bulky Waste Collection - 4 Items	per collection	59.00	60.00	n/a
Bulky Waste Collection - Load - small	per collection	69.00	71.00	n/a
Bulky Waste Collection - Load - medium	per collection	102.00	104.00	n/a
Bulky Waste Collection - Load - large	per collection	152.00	156.00	n/a
Bulky Collection Cancellation Fee	per cancellation	10.50	11.00	n/a

REFUSE COLLECTION - Other

Cleansing private land (Performance area - regular schedule)	per linear metre per annum	25.21	25.83	S
Cleansing private land - ad hoc litter picking	per hour	79.25	81.25	S
Abandoned Vehicles (end of life vehicles) surrendered and removed by LA	per vehicle	44.17	45.00	S
Abandoned Vehicles (end of life vehicles) surrendered and removed by LA	per caravan	68.33	70.00	S
Cleaning graffiti on private land (chemical cleaning only. Subject to damage waiver from land owner and site survey. Graffiti removal from private land is at the discretion of the Head of Environmental Services and will not be undertaken where there is a risk of damaging surfaces, traffic management requirements or significant health and safety implications. Individual charges may be waived at the discretion of the Head of Environmental Services as part of campaigns or in the interests of preventing or discouraging significant levels of crime and disorder)	per m ²	58.00	59.00	n/a
Cleaning graffiti - small items	per item	35.00	36.00	n/a

REFUSE COLLECTION - Clinical

Charge per site	per visit (max 26)	15.83	15.83	S
Sharps containers	per container	9.46	10.00	S
Sacks - trade (infectious waste)	per sack	6.04	6.25	S



DRAFT 2019/20 FEES & CHARGES

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
Sacks - domestic (infectious waste)		per sack	1.30	1.29	n/a
Sacks - trade (Offensive waste)		per sack	3.70	3.75	S
Sacks - domestic (Offensive waste)		per sack	1.30	1.29	n/a
Extra Sacks delivery charge		per occasion	27.30	27.92	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		per 50	95.00	97.00	n/a
Commercial Waste Collection Services - 240 litres		per bin per annum	430.00	441.00	n/a
Commercial Waste Collection Services - 340 litres		per bin per annum	490.00	502.00	n/a
Commercial Waste Collection Services - 660 litres		per bin per annum	841.00	862.00	n/a
Commercial Waste Collection Services - 1,100 litres		per bin per annum	1,054.00	1,080.00	n/a
Prescribed Waste Collection Service - Sacks		per 50	55.00	56.00	n/a
Prescribed Waste Collection Service - 240 litres		per bin per annum	319.00	327.00	n/a
Prescribed Waste Collection Service - 340 litres		per bin per annum	341.00	349.00	n/a
Prescribed Waste Collection Service - 660 litres		per bin per annum	571.00	585.00	n/a
Prescribed Waste Collection Service - 1,100 litres		per bin per annum	618.00	633.00	n/a
Prescribed Waste for Educational Establishments - Sacks		per 50	55.00	56.00	n/a
Prescribed Waste for Educational Establishments - 240 litres		per bin per annum	290.00	297.00	n/a
Prescribed Waste for Educational Establishments - 340 litres		per bin per annum	323.00	331.00	n/a
Prescribed Waste for Educational Establishments - 660 litres		per bin per annum	528.00	542.00	n/a
Prescribed Waste for Educational Establishments - 1,100 litres		per bin per annum	571.00	585.00	n/a
Bin removal & re-delivery charge following non-payment		per occasion	27.30	28.00	n/a
Extra sacks delivery charge		per occasion	27.30	28.00	n/a



DRAFT 2019/20 FEES & CHARGES

Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
		£	£	

Parking

Off Street Resident Season Ticket - Port Vale		234.17	240.00	S
Off Street Resident Season Ticket - Crown Terrace		1,051.65	1,077.50	S
Off Street Resident Season Ticket - Baldock Street - Ware		820.84	841.25	S
Off Street Business Permit - Charrington's House BS Long Stay		1,060.00	1,086.66	S
On Street Resident Season Ticket - 1st Permit		40.00	41.00	n/a
On Street Resident Season Ticket - 2nd Permit		80.00	82.00	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))		80.00	82.00	n/a
On Street Resident Season Ticket - Motorcycle permit		19.00	19.00	n/a
On Street Resident Season Ticket - Contractor permit	per week	15.00	15.00	n/a
On Street Resident Season Ticket - Business permit	per annum	315.00	320.00	n/a
On Street Resident Season Ticket - Carers/ Special permits (discretionary)		36.00	36.00	n/a
On Street Resident Season Ticket - Vistors Vouchers	per hour	0.10	0.10	n/a
On Street Resident Season Ticket - Vistors Vouchers	per hour pensioners	0.05	0.05	n/a
On Street Resident Season Ticket - Charge for Temporary Dispensation from Parking Restrictions		15.00	15.00	n/a
On Street Residents Parking Permits - Folly Island - 2nd Permit		55.00	56.00	n/a
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid within 21 days	per PCN	35.00	35.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid after 21 days	per PCN	70.00	70.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid after service of charge certificate	per PCN	105.00	105.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid within 21 days	per PCN	25.00	25.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid after 21 days	per PCN	50.00	50.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid after service of charge certificate	per PCN	75.00	75.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid within 21 days	per PCN	35.00	35.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid after 21 days	per PCN	70.00	70.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid after service of charge certificate	per PCN	105.00	105.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid within 21 days	per PCN	25.00	25.00	OS



DRAFT 2019/20 FEES & CHARGES

	Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
			£	£	
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid after 21 days		per PCN	50.00	50.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid after service of charge certificate		per PCN	75.00	75.00	OS
Bishop's Stortford market traders' tariff - Link Road		per Thursday or Saturday	3.00	3.00	S
Bishop's Stortford market traders' tariff - Northgate End		per Thursday or Saturday	3.00	3.00	S
Bishop's Stortford market traders' tariff - Apton Road		per Thursday or Saturday	3.00	3.00	S
Old London Road - Hertford - Market Traders		per day	3.00	3.00	S
Old London Road - Hertford - Coach / Lorry tariff		per visit	12.50	12.50	S