



Housing and Health

Basis of Charge	Unit of Charge	2022/23 Charge Ex. VAT	2023/24 Charge Ex. VAT	VAT
		£	£	

Environmental Health Licences

Animal licences - Grant or renewal cost of one licensable activity	Cost Recovery	Every 1 to 3 years	382.00		OS
Animal licences - Grant or renewal cost per additional licensable activity	Cost Recovery	Every 1 to 3 years	243.00		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	211.00		OS
Animal licences - Minor variation of a current licence (no site visit)	Cost Recovery	per variation	35.00		OS
Animal licences - Variation of a current licence (involving site visit)	Cost Recovery	per variation	211.00		OS
Animal licences - Re-evaluation of a licenced premises star rating	Cost Recovery	per inspection	211.00		OS
Animal licences - Re-evaluation of a licenced premises star rating per additional licensable activity	Cost Recovery	per inspection	211.00		OS
Animal licences - Additional charge for businesses found to be operating without a valid licence	Cost Recovery	per premises	52.00		OS
Zoos - New Licence (excl. vet fees)	Cost Recovery	per 4 year registration	2,442.00		OS
Zoos - Year 3 renewal licence inspection (excl. vet fees)	Cost Recovery	per inspection	1,888.00		OS
Zoos - Year 6 renewal licence inspection (excl. vet fees)	Cost Recovery	per 6 years	1,888.00		OS
Zoos - Transfer of Licence	Cost Recovery	per transfer	959.00		OS
Dangerous Wild Animals (excl. vet fees)	Cost Recovery	per 2 years	300.00		OS
Registration for Skin Piercing (Static/Home Business)	Cost Recovery	per business	240.00		OS
Registration for Skin Piercing (Person)	Cost Recovery	per person or premises	150.00		OS
Registration for Peripatetic Skin Piercing	Cost Recovery	per business	240.00		OS
Update to an existing Skin Piercing registration	Cost Recovery	per update	150.00		OS
Street Trading: Occasional Registered Charity (up to one month)	Cost Recovery	per month	69.00		OS
Street Trading: Occasional (up to one month)	Cost Recovery	per month	135.00		OS
Street Trading: Peripatatic (e.g. ice cream van)	Cost Recovery	per annum	391.00		OS
Street Trading: Static (e.g. burger van)	Cost Recovery	per annum	397.00		OS
Street Trading: Occasional (up to one month)	Cost Recovery	per month	28.00		OS
Street Trading: Annual	Cost Recovery	per annum	305.00		OS
Transfer of street trading consent	Cost Recovery	per transfer	27.00		OS
Variation of street trading consent	Cost Recovery	Per variation	27.00		OS
Street trading consent refund - greater than 6 months left on consent	Cost Recovery	per consent	25% of fee paid		OS
Street trading consent refund - between 3 and 6 months left on consent	Cost Recovery	per consent	10% of fee paid		OS



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Additional Licence fee for second reminder letter	Cost Recovery	per letter	28.00		OS
Additional Licence fee for chasing applications after the expiry of current licence	Cost Recovery	per licence	61.00		OS
Replacement of any environmental health licence, FHRS sticker or registration certificate	Cost Recovery	per licence	23.00		OS

Training Courses

Foundation Level Food Safety Training	Cost Recovery	per person	45.00		OS
Foundation Level Food Safety Training (Online Course)	Cost Recovery	per person, per course	17.00		OS
Foundation Level Food Safety Training (up to 10 places at customer's premises)	Cost Recovery	per course	408.00		OS
Cancellation Fee (less than 10 working days before course)	Cost Recovery	per person, per course	100% of fee paid		OS

Food Hygiene and Safety

Food register	Cost Recovery	per single entry	16.00		OS
Food register	Cost Recovery	per category	33.00		OS
Food register	Cost Recovery	per full copy	96.00		OS
Issue of certificate following surrender of food (excl. disposal costs)	Cost Recovery	per hour or part	61.00		OS
Food export health certificate	Cost Recovery	per hour or part	61.00		OS
Replacement Food Hygiene Rating certificate	Cost Recovery	per certificate	23.00		OS
Letter confirming food premises registration	Cost Recovery	per letter	23.00		OS
Food Hygiene Rating Scheme Rescoring Visit	Cost Recovery	per visit	180.00		OS
Safer Food, Better Business Coaching Visit	Cost Recovery	per visit	180.00		S
Cancellation Fee for SFBB Coaching Visit (less than 10 working days before course)	Cost Recovery	per visit	100% of fee paid		S

Miscellaneous Fees & Charges

Contaminated Land/ additional land charge enquiry (simple land search)	Cost Recovery	per enquiry	76.00		OS
Contaminated Land/ additional land charge enquiry (detailed land search)	Cost Recovery	per enquiry	188.00		OS
Statement of fact for civil cases	Cost Recovery	per hour or part	61.00		S
Attendance at Exhumations	Cost Recovery	per hour or part	61.00		OS
Costs associated with public health burials	Cost Recovery	per hour or part	61.00		OS

Private Water Supplies

Risk Assessment (smaller supplies - Regulation 10)	Cost Recovery	per hour or part	61.00		OS
Risk Assessment (larger supplies - Regulation 9)	Cost Recovery	per hour or part	61.00		OS
Risk Assessment (Desktop)	Cost Recovery	per hour or part	61.00		OS



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Sampling Visit (excl. analysis costs)	Cost Recovery	per hour or part	61.00		OS
Investigation (excl. analysis costs)	Cost Recovery	per hour or part	61.00		OS
Granting of Authorisation	Cost Recovery	per authorisation	110.00		OS
Granting of Authorisation	Cost Recovery	per hour or part	61.00		OS
Analysis Costs (Regulation 10)	Cost Recovery	per set of samples	full cost charged by laboratory		OS
Analysis Costs (Check Monitoring)	Cost Recovery	per set of samples	full cost charged by laboratory		OS
Analysis Costs (Audit Monitoring)	Cost Recovery	per set of samples	full cost charged by laboratory		OS

Private Sector Housing

Standards inspection for immigration	Cost Recovery	per inspection	183.00		S
Housing Notices (excluding any costs incurred for additional reports required to support notice service eg EICR, Structural Engineering Report, Damp Survey which will be charged separately)	Cost Recovery	fixed charge	410.00		OS
Fixed penalty for failure to belong to an approved redress scheme		fixed charge	5,250.00		OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant without LA intervention)	Cost Recovery	per licence	-		OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant with LA intervention)	Cost Recovery	per licence	-		OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant without LA intervention) - Full fee upon application.	Cost Recovery	per licence	997.00		OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant without LA intervention)	Cost Recovery	per licence - initial at application	809.00		OS
	Cost Recovery	per licence - final before issuing licence	242.00		OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant with LA intervention) - Full fee upon application	Cost Recovery	per licence	1,365.00		OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant with LA intervention)	Cost Recovery	per licence - initial at application	11,769.00		OS
	Cost Recovery	per licence - final before issuing licence	242.00		OS
Additional bedrooms	Cost Recovery	each	19.00		OS
Variation of licence	Cost Recovery	per variation	-		OS
Renewal of HMO Licence	Cost Recovery	per licence	834.00		OS
Renewal of HMO Licence - Full fee upfront.	Cost Recovery	per licence	834.00		OS
Renewal of HMO Licence - Two-part fee	Cost Recovery	per licence - initial at application	645.00		OS



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	Basis of Charge	Unit of Charge	2022/23 Charge Ex. VAT	2023/24 Charge Ex. VAT	VAT
			£	£	
	Cost Recovery	per licence - final before issuing licence	242.00		OS
Confirmation of empty home status for VAT reduction	Cost Recovery	per letter	-		OS
HMO Confirmation Letters for licensable HMOs after application has been received	Cost Recovery	per letter	22.00		OS
Housing Advice Visit	Cost Recovery	per visit	315.00		S

Miscellaneous Engineering Fees

Sewer Records/Plans		per item	33.00		OS
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OTHER LICENCES

Sex Establishments		per annum	3,104.00		OS
Sex Establishments		per renewal	2,749.00		OS
Sex Establishments		transfer	89.00		OS
Hypnotism Act 1952 - Occasional licensed premises			171.00		OS
Hypnotism Act 1952 - Occasional unlicensed premises			657.00		OS
Scrap Metal Site Licence		per licence granted	292.00		OS
Scrap Metal Site Licence		per licence renewed	217.00		OS
Scrap Metal Site Licence - Variation, Name Change, Change of Site		per change	52.00		OS
Scrap Metal Collectors Licence		per licence granted	264.00		OS
Scrap Metal Collectors Licence		per licence renewed	189.00		OS
Scrap Metal Collectors Licence - Variation, Name Change		per change	52.00		OS

TAXI LICENSING

Private Hire vehicle (new) - 1 year		per new licence	308.00		OS
Private Hire vehicle (renewal) - 1 year		per renewal	301.00		OS
Vehicle - either Hackney Carriage or Private Hire (new) HC only - 1 year	HC	per new licence	420.00		OS
Vehicle - either Hackney Carriage or Private Hire (renewal) HC only - 1 year		per renewal	334.00		OS
Dual Driver or Private Hire Driver (new) - 3 year PH			413.00		OS
Dual Driver or Private Hire Driver (renewal) - 3 year PH			298.00		OS
Dual Driver or Private Hire Driver (new) - 1 year			360.00		OS
Dual Driver or Private Hire Driver (renewal) - 1 year			245.00		OS
Private Hire Operator - 5 year (new)			317.00		OS



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			£	£	
Private Hire Operator - 5 year (renewal)			310.00		OS
Private Hire Operator - 1 year (new)			283.00		OS
Private Hire Operator - 1 year (renewal)			283.00		OS
Each additional vehicle above 6			-		OS
Change of vehicle (new vehicle on old plate number)			59.00		OS
Change of vehicle (courtesy car)			91.00		OS
Vehicle Inspection (5 year check)			36.00		OS
Private Hire Driver converted to Dual Driver			55.00		OS
Private Hire Driver converted to Hackney Carriage			108.00		OS
Change of vehicle proprietor			41.00		OS
Change of DVLA details (registration number etc.)			61.00		OS
Change of Drivers address			12.00		OS
Knowledge test and training day (all new applicants)			103.00		OS
Resit of both routes and rules & regulations tests			55.00		OS
Resit of routes test only			36.00		OS
Update training for existing drivers			62.00		OS
Enhanced DBS Online			61.00		OS
Basic Disclosure Online			43.00		OS
Roof light (complete)		per light	80.00		S
Roof light (top cover or base plate)(new cost for top cover only)		per light	40.00		S
Roof Light (base)			30.00		S
Replacement badges			27.00		S
Replacement plate (or additional for a trailer)			44.00		S
Roof light bulbs			3.23		S
Magnets (sold as a pair)			6.47		S
Executive Disc (private hire vehicles only)			11.81		S
Refund per full calendar month of unexpired drivers licence PH (new)			2.10		OS
Refund per full calendar month of unexpired drivers licence PH (renewal)			1.00		OS
Refund per full calendar month of unexpired drivers licence HC (new)			2.10		OS



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			£	£	
Refund per full calendar month of unexpired drivers licence HC (renewal)			1.00		OS
Refund per full calendar month of unexpired vehicle licence PH (new)			4.20		OS
Refund per full calendar month of unexpired vehicle licence PH (renewal)			4.20		OS
Refund per full calendar month of unexpired vehicle licence HC (new)			4.20		OS
Refund per full calendar month of unexpired vehicle licence HC (renewal)			4.20		OS
Refund per full calendar year of unexpired operators licence (new)			11.50		OS
Refund per full calendar year of unexpired operators licence (renewal)			11.50		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
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	Statutory Fee	per licence	37.00	37.00	OS

OTHER FEES AND CHARGES

Supply of copies of information contained in register		per black & white A4 sheet	0.15		S
Supply of copies of information contained in register		per black & white A3 sheet	0.30		S



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Supply of copies of information contained in register		per black & white A0 sheet	2.00		S
Supply of copies of information contained in register		per colour A4 sheet	0.30		S
Supply of copies of information contained in register		per colour A3 sheet	0.60		S
Supply of copies of information contained in register		per colour A0 sheet	2.30		S
Application for copy of licence or summary on theft, loss etc. of premises licence or summary	Statutory Fee	per application	10.50		OS
Notification of change of name or address (holder of premises licence)	Statutory Fee	per change	10.50		OS
Application to vary or to specify individual as premises supervisor	Statutory Fee	per application	23.00		OS
Application to transfer premises licence	Statutory Fee	per application	23.00		OS
Interim authority notice	Statutory Fee	per notice	23.00		OS
Application for making of a provisional statement	Statutory Fee	per statement	315.00		OS
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	Statutory Fee	per copy	10.50		OS
Notification of change of name or alteration of club rules	Statutory Fee	per change	10.50		OS
Change of relevant registration address of club	Statutory Fee	per change	10.50		OS
Temporary event notice	Statutory Fee	per notice	21.00		OS
Application of copy of notice on theft, loss etc. of temporary event notice	Statutory Fee	per copy	10.50		OS
Application of copy of licence on theft, loss etc. of personal licence	Statutory Fee	per copy	10.50		OS
Notification of change of name or address (personal licence)	Statutory Fee	per change	10.50		OS
Notice of interest in any premises	Statutory Fee	per notice	21.00		OS

Gambling Act 2005

Bingo Premises		per licence	3,258.00		OS
Bingo Premises		per variation	1,629.50		OS
Bingo Premises		per transfer	1,117.00		OS
Bingo Premises		Annual Fee	931.00		OS
Adult Gaming Centre Premises		per licence	1,883.00		OS
Adult Gaming Centre Premises		per variation	931.00		OS
Adult Gaming Centre Premises		per transfer	1,095.00		OS
Adult Gaming Centre Premises		Annual Fee	931.00		OS
Betting Premises (Track)		per licence	2,328.00		OS
Betting Premises (Track)		per variation	1,165.00		OS



Housing and Health

	Basis of Charge	Unit of Charge	2022/23 Charge Ex. VAT	2023/24 Charge Ex. VAT	VAT
			£	£	
Betting Premises (Track)		per transfer	885.00		OS
Betting Premises (Track)		Annual Fee	931.00		OS
Betting Premises (Other)		per licence	2,799.00		OS
Betting Premises (Other)		per variation	1,397.00		OS
Betting Premises (Other)		per transfer	1,117.00		OS
Betting Premises (Other)		Annual Fee	365.00		OS
Family Entertainment Centre Premises		per licence	1,862.00		OS
Family Entertainment Centre Premises		per variation	931.00		OS
Family Entertainment Centre Premises		per transfer	885.00		OS
Family Entertainment Centre Premises		Annual Fee	698.00		OS
Temporary Use Notices		per notice	608.00		OS
Temporary Use Notices		per copy	30.00		OS
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per permit	150.00		OS
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per variation	100.00		OS
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per transfer	25.00		OS
Notification 2 gaming machines	Statutory Fee	per notice	50.00		OS
Club Gaming Machine Permit 5 years (Up to 3 machines)	Statutory Fee	per permit	102.50		OS
Club Gaming Machine Permit	Statutory Fee	Annual Fee	51.20		OS
Small Lotteries	Statutory Fee	per setup	42.00		OS
Small Lotteries	Statutory Fee	per renewal	20.50		OS

CCTV Cameras

Ware Town Council		per annum	12,285.70		OS
Hertford Town Council		per annum	24,772.00		OS
Bishop's Stortford Town Council		per annum	25,266.00		OS

HOSTELS

Hostel Single Room (excl. service charges)		per week	200.00		Z
Hostel Double Room (excl. service charges)		per week	225.50		Z
Hostel Family Room (excl. service charges)		per week	235.80		Z
Bed & Breakfast - Single person		per week	129.33		Z



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			£	£	
Bed & Breakfast - Single person		per day	15.80		Z
Bed & Breakfast - Single person and one child		per week	146.40		Z
Bed & Breakfast - Single person and one child		per day	20.90		Z
Bed & Breakfast - Single person and two children		per week	159.00		Z
Bed & Breakfast - Single person and two children		per day	22.80		Z
Bed & Breakfast - Couple		per week	146.40		Z
Bed & Breakfast - Couple		per day	20.90		Z
Bed & Breakfast - Couple and one child		per week	171.80		Z
Bed & Breakfast - Couple and one child		per day	24.50		Z
Bed & Breakfast - Couple and two children		per week	181.10		Z
Bed & Breakfast - Couple and two children		per day	26.60		Z
Bed & Breakfast - Additional children up to 16		per week	15.10		Z
Bed & Breakfast - Additional children up to 16		per day	2.10		Z



Legal and Democratic Services

Basis of Charge	Unit of Charge	2022/23	2023/24	VAT
		Charge Ex. VAT	Charge Ex. VAT	
		£	£	

LAND CHARGES

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

LEGAL CHARGES

External legal advice (Non Public Law Partnership member)	Discretionary	Per hour	201.00		S
Authorised Guarantee Agreement	Discretionary	Fixed	570.00		S
Commercial lease assignment	Discretionary	Fixed	772.00		S
Leases	Discretionary	Fixed	891.00		S
Licences	Discretionary	Fixed	416.00		S
Deed of covenants	Discretionary	Fixed	£511.66 PLUS 3%		S
Landlord licence	Discretionary	Fixed	651.00		S
Deed of variation (complex)	Discretionary	Fixed	1,187.00		S
Easements	Discretionary	Fixed	1,187.00		S
Drafting Rent Reviews	Discretionary	Fixed	297.00		S
s.106 TCPA 1990 – simple	Discretionary	Fixed	1,187.00		S
s.106 TCPA – complex	Discretionary	Per Hour	220.00		S
Deed of Surrender	Discretionary	Fixed	712.00		S
Transfer of Open Space	Discretionary	Fixed	950.00		S



Legal and Democratic Services

	Basis of Charge	Unit of Charge	2022/23	Ex.	2023/24	Ex.	VAT
			Charge	VAT	Charge	VAT	
			£		£		
Licence of alterations	Discretionary	Fixed	831.00				S
Licence to assign leasehold premises	Discretionary	Fixed	831.00				S
Notice of Assignment	Discretionary	Fixed	97.00				S
Nomination Agreement	Discretionary	Fixed	750.00				S
Leasehold Enquiry Forms	Discretionary	Fixed	175.00				S
Letter and Consent	Discretionary	Fixed	35.00				S
Residential Lease Extension	Discretionary	Fixed	500.00				S
Notice of charge	Discretionary	Fixed	97.00				S
Postponement of Charge	Discretionary	Fixed	97.00				S
Sale of land	Discretionary	Fixed	890.00				S
Footpath/Bridleway Creation or Diversion Agreement	Discretionary	Fixed	1,781.00				S

Street Name & Numbering

Change/addition of house name	Discretionary	Per property	87.00				Z
Registering 1 plot	Discretionary	Single properties	87.00				Z
Registering 2-24 plots	Discretionary	Per plot	58.00				Z
Registering 25-49 plots	Discretionary	Per plot	46.00				Z
Registering 50-74 plots	Discretionary	Per Plot	35.00				Z
Registering 75-99 plots	Discretionary	Per Plot	29.00				Z
Registering 100+ Plots	Discretionary	Per Plot	17.00				Z
Naming a new street/block where the Council Chooses a Name	Discretionary	Per road name	231.00				Z
Naming a new street/block where the developer chooses a name (Subject to consultation**)	Discretionary	Per road name	289.00				Z
Renaming of street where requested by residents and/or the Town/Parish Council	Discretionary	Per address	87.00				Z
Change to new addresses due to development changing after the schedule has been issued (applies to all amended plots)	Discretionary	Per plot	58.00				Z



Legal and Democratic Services

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		Charge	Ex. VAT	Charge	Ex. VAT	
		£		£		

Electoral Registration Fees

Fee for sale of the full register and notices of alteration	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 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	£22.00				Z



Basis of Charge	Unit of Charge	2022/23		2023/24		VAT
		Charge	Ex. VAT	Charge	Ex. VAT	
		£		£		

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

FOI Request	Statutory	Under 18 hours of staff time	No charge for email response. Other responses are charged disbursements only	No charge for email response. Other responses are charged disbursements only	
FOI Request	Statutory	In excess 18 hours of staff time	The Council will not provide information above the statutory requirements	The Council will not provide information above the statutory requirements	

- However, where possible, we will assist the applicant to refine the request and determine what might be achieved within the £450 limit.

Disbursements (photocopying, copying to different media, postage etc)			Photocopying monochrome 15p per side. Photocopying colour 30p per side. Postage actual cost incurred	Photocopying monochrome 15p per side. Photocopying colour 30p per side. Postage actual cost incurred	
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	The Council will not provide information above the statutory requirements	The Council will not provide information above the statutory requirements	



Finance & Support Services

Basis of Charge	Unit of Charge	2022/23 Charge Ex. VAT	2023/24 Charge Ex. VAT	VAT
		£	£	

Letting of Council Offices

Council Chamber - Hertford	per hour	70.00	90.00	n/a
Lea Room - Hertford	per hour	-	75.00	n/a
Other Rooms - Hertford	per hour	50.00	55.00	n/a



Markets

Basis of Charge	Unit of Charge	2022/23 Charge Ex. VAT	2023/24 Charge Ex. VAT	VAT
		£	£	

Markets

Street Trading Consent (Static)			387.15		OS
Street Trading Consent (Static) (registered charity)			193.60		OS
Street Trading Occasional			132.20		OS
Street Trading Occasional (registered charity)			67.20		OS
Street Trading Occasional for one day only			33.00		OS
Street Food Market - up to 10 stalls	per event (includes electricity / promotion)		205.00		OS
Group consent - Commercial - up to 10 stalls	per event (excludes electricity / promotion)		36.20		OS
Group consent - up to 11 - 30 stalls	per event (excludes electricity / promotion)		60.60		OS
Group consent - up to 31plus stalls	per event (excludes electricity / promotion)		126.00		OS
Group consent - Charity market	per event (excludes electricity / promotion)		25.00		OS
Electricity - Cooking per trading day			5.70		OS
Electricity - Lighting/tills only	per trading day		2.95		S
Electricity - Lighting/tills only	monthly trader		38.10		S
Electricity - Lighting/tills only	weekly trader		152.50		S

VAT Key:

S - Standard (20%)

Z - Zero (0%)

E - Exempt

OS - Outside Scope of VAT



Operations

Basis of Charge	Unit of Charge	2022/23 Charge Ex. VAT	2023/24 Charge Ex. VAT	VAT
		£	£	

ANIMAL CONTROL

Stray dog with ID chip (unless first offence and dog is collected the same day)		per dog	26.00		n/a
Stray dog without ID chip	Statutory		25.00		n/a
Stray dog collected			22.00		n/a
Kennel Charges		per night	16.00		n/a
Assistance to third party organisations		per hour	Price on application	Price on application	S
Provision of dog waste bag		per box of 5000	53.00		S
Dog Fouling Sign		per sign	Price on application	Price on application	S

Allotments

Allotments (25.3m ²)		per annum	4.10		n/a
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Pest Control

Concessionary fee for residents in receipt of income related benefit - waived in cases of hardship at the discretion of the Head of Environmental Services		per job	20.00		S
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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			1,496.00		n/a
Personal Trainers - per trainer			564.00		n/a



Parking

Basis of Charge	Unit of Charge	2022/23 Charge Ex. VAT	2023/24 Charge Ex. VAT	VAT
		£	£	

Parking

Off Street Resident Season Ticket - Port Vale			277.00		S
Off Street Resident Season Ticket - Crown Terrace			1,245.00		S
Off Street Resident Season Ticket - Baldock Street - Ware			973.00		S
Off Street Business Permit - Charrington's House BS Long Stay			1,255.00		S
On Street Resident Season Ticket - 1st Permit			72.00		OS
On Street Resident Season Ticket - 2nd Permit			144.00		OS
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))			144.00		OS
On Street Resident Season Ticket - Motorcycle permit			21.00		OS
On Street Resident Season Ticket - Contractor permit		per week	16.50		OS
On Street Resident Season Ticket - Business permit		per annum	360.00		OS
On Street Resident Season Ticket - Carers/ Special permits (discretionary)			36.00		OS
On Street Resident Season Ticket - Vistors Vouchers		per hour	0.11		OS
On Street Resident Season Ticket - Vistors Vouchers		per hour pensioners	0.06		OS
On Street Resident Season Ticket - Charge for Temporary Dispensation from Parking Restrictions			16.50		OS
On Street Residents Parking Permits - Folly Island - 2nd Permit			72.00		OS
Bishop's Stortford market traders' tariff - Link Road		per Thursday or Saturday	3.20		S
Bishop's Stortford market traders' tariff - Apton Road		per Thursday or Saturday	3.20		S
Old London Road - Hertford - Coach / Lorry tariff		per visit	15.00		S



Planning

Basis of Charge	Unit of Charge	2022/23		2023/24		VAT
		Charge	Ex. VAT	Charge	Ex. VAT	
		£		£		

Misc Development Management Charges

Copies of any documents		per black & white A4 side	0.15		n/a
Copies of any documents		per colour A4 side	0.30		n/a
Copies of any documents		per black & white A3 side	0.30		n/a
Copies of any documents		per colour A3 side	0.60		n/a
Copies of any documents		per black & white A2 side	1.00		n/a
Copies of any documents		per colour A2 side	2.00		n/a
Copies of any documents		per black & white A1 side	1.50		n/a
Copies of any documents		per colour A1 side	3.00		n/a
Copies of any documents		per black & white A0 side	2.00		n/a
Copies of any documents		per colour A0 side	4.60		n/a
Copies of documents provided on an electronic disc		per disc provided	19.00		n/a
Historical Research (where records available)		per hour (or part)	96.00		n/a
Legal obligation agreements - confirmation of compliance by third parties or where the monitoring fee has not been paid		per hour (or part of) after first hour	94.00		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	36.00		n/a
Fee for discharge of or compliance with a condition		per request (any number of conditions) all other developments	122.00		n/a
Retrieval of externally stored microfilmed records		per microfilmed record	5.00		n/a



Planning

Basis of Charge	Unit of Charge	2022/23		2023/24		VAT
		Charge	Ex. VAT	Charge	Ex. VAT	
		£		£		

PRE-APPLICATION ADVICE

Householder proposals	Per meeting	140.00		S
	Written advice	140.00		S
Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)	Per request	130.00		S
Applications 1 dwelling or equivalent, 100-499m2 commercial floorspace including retail and change of use up to 499m2	Per meeting	350.00		S
	Written advice	350.00		S
Applications 2-9 dwellings or equivalent, 500-999m2 commercial floorspace or change of use (excluding retail)	Per meeting	485.00		S
	Written advice	485.00		S
Applications 10-19 dwellings, 1000- 1999m2 commercial floorspace or change of use (excluding retail)	Per meeting	Individually Quoted Price		S
	Written advice	Individually Quoted Price		S
Applications 20-99 dwellings, 2000- 4999m2 commercial floorspace or change of use (excluding retail)	Per meeting	Individually Quoted Price		S
	Written advice	Individually Quoted Price		S
Applications 100+ dwellings, 5000m2 + commercial floorspace (excluding retail)	Per meeting	Individually Quoted Price		S
	Written advice	Individually Quoted Price		S
Application for retail stores 500 – 1499 m2	Per meeting	Individually Quoted Price		S
	Written advice	Individually Quoted Price		S
Application for retail stores 1500 – 2999 m2	Per meeting	Individually Quoted Price		S
	Written advice	Individually Quoted Price		S
Application for retail stores 3000+ m2	Per meeting	Individually Quoted Price		S
	Written advice	Individually Quoted Price		S
Heritage advice	Per hour	270.00		S
Heritage advice	Site Visit	470.00		S
Provision of urgent advice	within 5 working days	2 X quoted fee		S



Planning

Basis of Charge	Unit of Charge	2022/23		2023/24		VAT
		Charge	Ex. VAT	Charge	Ex. VAT	
				£	£	

Self-build and Custom Housebuilding Register

Entry onto Part 1 of the Register (Individuals)		per officer rate	260.00		S
Entry onto Part 2 of the Register (Individuals)		per officer rate	120.00		S
Entry onto Part 1 of the Register (Groups and Associations)		per officer rate	240.00 + 56.00 per individual		S
Entry onto Part 2 of the Register (Groups and Associations)		per officer rate	95.00 + 56.00 per individual		S