



Housing & 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 (plus vet fees)	Cost Recovery	Every 1 to 3 years	382.00	461.00	OS
Animal licences - Grant or renewal cost per additional licensable activity	Cost Recovery	Every 1 to 3 years	243.00	243.00	OS
Animal licences - Hiring of horses annual inspection fee (plus hiring of horses additional charge below) (invoiced after each annual inspection)	Cost Recovery	Every 1 to 3 years	211.00	221.00	OS
Animal licences - Hiring of horses additional charge per horse - NEW CHARGE	Cost Recovery	Every 1 to 3 years	-	13.00	OS
Animal licences - Minor variation of a current licence (no site visit)	Cost Recovery	per variation	35.00	110.00	OS
Animal licences - Variation of a current licence (involving site visit) (plus vet fees)	Cost Recovery	per variation	211.00	249.00	OS
Animal licences - Re-evaluation of a licenced premises star rating (plus vet fees)	Cost Recovery	per inspection	211.00	461.00	OS
Zoos - New Licence (plus vet fees)	Cost Recovery	per 4 year registration	2,442.00	2,521.00	OS
Zoos - Year 3 periodical inspection (plus vet fees)	Cost Recovery	per inspection	1,888.00	2,291.00	OS
Zoos - Year 6 renewal licence inspection (plus vet fees)	Cost Recovery	per 6 years	1,888.00	2,322.00	OS
Zoos - Transfer of Licence (plus vet fees)	Cost Recovery	per transfer	959.00	959.00	OS
Dangerous Wild Animals (plus vet fees)	Cost Recovery	per 2 years	300.00	383.00	OS
Registration for Skin Piercing (Premises)	Cost Recovery	per business	240.00	240.00	OS
Registration for Skin Piercing (Person) - When registered at the time of premises registration - NEW CHARGE	Cost Recovery	per person	-	13.00	OS
Registration for Skin Piercing (Person) - When registered after / independently of premises registration	Cost Recovery	per person	150.00	165.00	OS
Registration for Peripatetic Skin Piercing	Cost Recovery	per business	240.00	240.00	OS
Update to an existing Skin Piercing registration (minor update not needing site visit). If visit needed see registration of premises and/or person cost - AMENDED SCOPE	Cost Recovery	per update	150.00	80.00	OS
Replacement of any environmental health licence, FHRS sticker or registration certificate	Cost Recovery	per licence	23.00	26.00	OS

Food Hygiene and Safety

Issue of certificate following surrender of food - first hour (plus disposal costs)	Cost Recovery	per hour or part	61.00	77.00	OS
Issue of certificate following surrender of food - additional hours (plus disposal costs)	Cost Recovery	per hour or part	-	51.00	OS
Food export health certificate (first hour)	Cost Recovery	per hour or part	61.00	79.00	OS
Food export health certificate (additional hours)	Cost Recovery	per hour or part	-	51.00	OS
Letter confirming food premises registration	Cost Recovery	per letter	23.00	30.00	OS
Food Hygiene Rating Scheme Rescoring Visit	Cost Recovery	per visit	180.00	185.00	OS

Miscellaneous Fees & Charges



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	Basis of Charge	Unit of Charge	2022/23 Charge Ex. VAT £	2023/24 Charge Ex. VAT £	VAT
Contaminated Land/ additional land charge enquiry (simple land search)	Cost Recovery	per enquiry	76.00	84.00	OS
Contaminated Land/ additional land charge enquiry (detailed land search)	Cost Recovery	per enquiry	188.00	199.00	OS
Statement of fact for civil cases (first hour)	Cost Recovery	First hour or part	61.00	81.00	S
Statement of fact for civil cases (additional hours)	Cost Recovery	per hour or part	-	51.00	S
Exhumations (first hour)	Cost Recovery	First hour or part	61.00	81.00	OS
Exhumations (additional hours)	Cost Recovery	per hour or part	-	51.00	OS
Public health burials (first hour)	Cost Recovery	First hour or part	61.00	79.00	OS
Public health burials (additional hours)	Cost Recovery	per hour or part	-	51.00	OS

Private Water Supplies

Risk Assessment (first hour) (plus costs incurred by specialist inspector)	Cost Recovery	per hour or part	61.00	77.00	S
Risk Assessment (additional hours) (plus costs incurred by specialist inspector)	Cost Recovery	per hour or part	-	45.00	S
Risk Assessment - Desktop (first hour)	Cost Recovery	per hour or part	61.00	77.00	S
Risk Assessment - Desktop (additional hours)	Cost Recovery	per hour or part	-	45.00	S
Sampling Visit - first hour (plus analysis costs)	Cost Recovery	per hour or part	61.00	71.00	S
Sampling Visit - additional hours (plus analysis costs)	Cost Recovery	per hour or part	-	45.00	S
Sampling - Desktop review of results (first hour)	Cost Recovery	per hour or part	-	71.00	OS
Sampling - Desktop review of results (additional hours)	Cost Recovery	per hour or part	-	45.00	OS
Investigation - first hour (plus analysis costs)	Cost Recovery	per hour or part	61.00	71.00	OS
Investigation - additional hours (plus analysis costs)	Cost Recovery	per hour or part	-	45.00	OS
Granting of Authorisation (first hour)	Cost Recovery	per hour or part	110.00	110.00	OS
Granting of Authorisation (additional hours)	Cost Recovery	per hour or part	61.00	61.00	OS

Private Sector Housing

Standards inspection for immigration	Cost Recovery	per inspection	183.00	183.00	S
Housing Notices (Plus 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	410.00	OS
Housing Notices recovery of cost to arrange for professional reports (plus professional's costs)	Cost Recovery	per professional report	-	74.00	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 - Full fee upon application.	Cost Recovery	per licence	997.00	1,192.00	OS
Licence for a HMO with no more than 5 bedrooms - Part 1 Fee	Cost Recovery	per licence - initial at application	809.00	963.00	OS



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Licence for a HMO - Part 2 Fee	Cost Recovery	per licence - final before issuing licence	242.00	254.00	OS
Additional bedrooms	Cost Recovery	each	19.00	25.00	OS
Renewal of HMO Licence - Full fee upfront.	Cost Recovery	per licence	834.00	991.00	OS
Renewal of HMO Licence - Two-part fee - Pt 1	Cost Recovery	per licence - initial at application	645.00	762.00	OS
Renewal of HMO Licence - Two-part fee - Pt 2	Cost Recovery	per licence - final before issuing licence	242.00	254.00	OS
HMO Confirmation Letters for licensable HMOs after application has been received	Cost Recovery	per letter	22.00	30.00	OS
Housing Advice Visit	Cost Recovery	per visit	315.00	336.00	S

OTHER LICENCES

Sex Establishments		per annum	3,104.00	3,418.00	OS
Sex Establishments		per renewal	2,749.00	3,027.00	OS
Sex Establishments		transfer	89.00	98.00	OS
Hypnotism Act 1952 - Occasional licensed premises			171.00	188.00	OS
Hypnotism Act 1952 - Occasional unlicensed premises			657.00	723.00	OS
Scrap Metal Site Licence		per licence granted	292.00	321.00	OS
Scrap Metal Site Licence		per licence renewed	217.00	349.00	OS
Scrap Metal Site Licence - Variation, Name Change, Change of Site		per change	52.00	57.00	OS
Scrap Metal Collectors Licence		per licence granted	264.00	291.00	OS
Scrap Metal Collectors Licence		per licence renewed	189.00	208.00	OS
Scrap Metal Collectors Licence - Variation, Name Change		per change	52.00	57.00	OS

TAXI LICENSING

Private Hire vehicle (new) - 1 year		per new licence	293.00	308.00	OS
Private Hire vehicle (renewal) - 1 year		per renewal	287.00	287.00	OS
Vehicle - either Hackney Carriage or Private Hire (new) HC only - 1 year	HC	per new licence	400.00	400.00	OS
Vehicle - either Hackney Carriage or Private Hire (renewal) HC only - 1 year		per renewal	318.00	318.00	OS
Dual Driver or Private Hire Driver (new) - 3 year PH			394.00	394.00	OS
Dual Driver or Private Hire Driver (renewal) - 3 year PH			284.00	284.00	OS
Dual Driver or Private Hire Driver (new) - 1 year			343.00	343.00	OS



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Dual Driver or Private Hire Driver (renewal) - 1 year			234.00	234.00	OS
Private Hire Operator - 5 year (new)			302.00	302.00	OS
Private Hire Operator - 5 year (renewal)			296.00	296.00	OS
Private Hire Operator - 1 year (new)			266.00	266.00	OS
Private Hire Operator - 1 year (renewal)			266.00	266.00	OS
Each additional vehicle above 6			-	-	OS
Change of vehicle (new vehicle on old plate number)			59.00	59.00	OS
Change of vehicle (courtesy car)			91.00	91.00	OS
Vehicle Inspection (5 year check)			36.00	36.00	OS
Private Hire Driver converted to Dual Driver	Cost Recovery	Per driver	55.00	30.00	OS
Private Hire Driver converted to Hackney Carriage			108.00	108.00	OS
Change of vehicle proprietor			41.00	41.00	OS
Change of DVLA details (registration number etc.)			61.00	61.00	OS
Change of Drivers address			12.00	12.00	OS
Knowledge test and training day (all new applicants)			98.00	98.00	OS
Resit of both routes and rules & regulations tests			52.00	52.00	OS
Resit of routes test only			34.00	34.00	OS
Update training for existing drivers			62.00	62.00	OS
Enhanced DBS Online	Cost Recovery	Per person	94.00	94.00	OS
English Competency testing (in our offices)	Cost Recovery		-	97.00	OS
English Competency testing (remote)	Cost Recovery		-	78.00	OS
Roof light (complete)	Cost Recovery	per light	80.00	65.00	S
Roof light (top cover only)	Cost Recovery	per light	40.00	45.00	S
Roof Light (base)			30.00	30.00	S
Replacement driver's badges	Cost Recovery	Each	27.00	19.00	S
Hackney Carriage Replacement plate (or additional for a trailer)	Cost Recovery	Each	44.00	20.00	S
Private Hire Vehicle replacement plate	Cost Recovery	Each	44.00	22.00	S
Roof light bulbs			3.23	3.23	S



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Magnets (sold as a pair)	Cost Recovery	Per pair	6.47	18.00	S
Executive Disc (private hire vehicles only)	Cost Recovery	Each	11.81	13.00	S
Refund per full calendar month of unexpired drivers licence PH (new)			2.10	2.10	OS
Refund per full calendar month of unexpired drivers licence PH (renewal)			1.00	1.00	OS
Refund per full calendar month of unexpired drivers licence HC (new)			2.10	2.10	OS
Refund per full calendar month of unexpired drivers licence HC (renewal)			1.00	1.00	OS
Refund per full calendar month of unexpired vehicle licence PH (new)			4.20	4.20	OS
Refund per full calendar month of unexpired vehicle licence PH (renewal)			4.20	4.20	OS
Refund per full calendar month of unexpired vehicle licence HC (new)			4.20	4.20	OS
Refund per full calendar month of unexpired vehicle licence HC (renewal)			4.20	4.20	OS
Refund per full calendar year of unexpired operators licence (new)			11.50	11.50	OS
Refund per full calendar year of unexpired operators licence (renewal)			11.50	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



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OTHER FEES AND CHARGES

Supply of copies of information contained in register		per black & white A4 sheet	0.15	0.15	S
Supply of copies of information contained in register		per black & white A3 sheet	0.30	0.30	S
Supply of copies of information contained in register		per black & white A0 sheet	2.00	2.00	S
Supply of copies of information contained in register		per colour A4 sheet	0.30	0.30	S
Supply of copies of information contained in register		per colour A3 sheet	0.60	0.60	S
Supply of copies of information contained in register		per colour A0 sheet	2.30	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	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
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	3,258.00	3,258.00	OS
Bingo Premises		per variation	1,629.50	1,629.50	OS
Bingo Premises		per transfer	1,117.00	1,117.00	OS
Bingo Premises		Annual Fee	931.00	931.00	OS
Adult Gaming Centre Premises		per licence	1,883.00	1,883.00	OS
Adult Gaming Centre Premises		per variation	931.00	931.00	OS
Adult Gaming Centre Premises		per transfer	1,095.00	1,095.00	OS



Housing & Health

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Adult Gaming Centre Premises		Annual Fee	931.00	931.00	OS
Betting Premises (Track)		per licence	2,328.00	2,328.00	OS
Betting Premises (Track)		per variation	1,165.00	1,165.00	OS
Betting Premises (Track)		per transfer	885.00	885.00	OS
Betting Premises (Track)		Annual Fee	931.00	931.00	OS
Betting Premises (Other)		per licence	2,799.00	2,799.00	OS
Betting Premises (Other)		per variation	1,397.00	1,397.00	OS
Betting Premises (Other)		per transfer	1,117.00	1,117.00	OS
Betting Premises (Other)		Annual Fee	365.00	365.00	OS
Family Entertainment Centre Premises		per licence	1,862.00	1,862.00	OS
Family Entertainment Centre Premises		per variation	931.00	931.00	OS
Family Entertainment Centre Premises		per transfer	885.00	885.00	OS
Family Entertainment Centre Premises		Annual Fee	698.00	698.00	OS
Temporary Use Notices		per notice	608.00	500.00	OS
Temporary Use Notices		per copy	30.00	25.00	OS
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per permit	150.00	150.00	OS
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per variation	100.00	100.00	OS
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per transfer	25.00	25.00	OS
Notification 2 gaming machines	Statutory Fee	per notice	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	Statutory Fee	per setup	40.00	40.00	OS
Small Lotteries	Statutory Fee	per renewal	20.00	20.00	OS

Street Trading

Street Trading: Occasional Registered Charity (up to one month)	Cost Recovery	per month	69.00	76.00	OS
Street Trading: Occasional (up to one month)	Cost Recovery	per month	135.00	149.00	OS
Street Trading: Peripatatic (e.g. ice cream van)	Cost Recovery	per annum	391.00	430.00	OS
Street Trading: Static (e.g. burger van)	Cost Recovery	per annum	397.00	437.00	OS



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Street Trading: Occasional (up to one month)	Cost Recovery	per month	28.00	31.00	OS
Street Trading: Annual	Cost Recovery	per annum	305.00	336.00	OS
Transfer of street trading consent	Cost Recovery	per transfer	27.00	30.00	OS
Variation of street trading consent	Cost Recovery	Per variation	27.00	30.00	OS
Street trading consent refund - greater than 6 months left on consent	Cost Recovery	per consent	25% of fee paid	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	10% of fee paid	OS

HOSTELS

Rectory and Hillside Hostels Single Room (excl. service charges)	Cost recovery	per week	200.00	250.00	Z
Rectory and Hillside Hostels Double Room (excl. service charges)	Cost recovery	per week	225.50	330.00	Z
Rectory and Hillside Hostels Family Room (excl. service charges)	Cost recovery	per week	235.80	375.00	Z
Cedar Cottage Support Hostel Self Contained Unit	Cost recovery	per week	200.00	377.00	Z
Bed & Breakfast - Single person	Benefit Cap	per week	129.33	129.33	Z
Bed & Breakfast - Single person	Benefit Cap	per day	15.80	15.80	Z
Bed & Breakfast - Single person and one child	Benefit Cap	per week	146.40	146.40	Z
Bed & Breakfast - Single person and one child	Benefit Cap	per day	20.90	20.90	Z
Bed & Breakfast - Single person and two children	Benefit Cap	per week	159.00	159.00	Z
Bed & Breakfast - Single person and two children	Benefit Cap	per day	22.80	22.80	Z
Bed & Breakfast - Couple	Benefit Cap	per week	146.40	146.40	Z
Bed & Breakfast - Couple	Benefit Cap	per day	20.90	20.90	Z
Bed & Breakfast - Couple and one child	Benefit Cap	per week	171.80	171.80	Z
Bed & Breakfast - Couple and one child	Benefit Cap	per day	24.50	24.50	Z
Bed & Breakfast - Couple and two children	Benefit Cap	per week	181.10	181.10	Z
Bed & Breakfast - Couple and two children	Benefit Cap	per day	26.60	26.60	Z
Bed & Breakfast - Additional children up to 16	Benefit Cap	per week	15.10	15.10	Z
Bed & Breakfast - Additional children up to 16	Benefit Cap	per day	2.10	2.10	Z



Legal and Democratic Services

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		£	£	

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 VAT inclusive price	Cost Recovery	Per search	135.21	131.15	I
Extra parcel fee with standard search	Cost Recovery	Per search	159.36	152.60	I
Standard search including all CON290 questions	Cost Recovery	Per search	432.57	311.03	I
LLC1	Cost Recovery	Per search	22.05	28.25	Z
CON29	Cost Recovery	Per search	94.30	85.75	S
Con290 Qu.4 -21	Cost Recovery	Per search	12.60	6.50	S
Con29o Qu.22	Cost Recovery	Per search	21.00	32.90	S
Extra parcel fee (LLC1)	Cost Recovery	Per search	5.25	9.75	Z
Extra parcel fee (Con29)	Cost Recovery	Per search	15.75	9.75	S

LEGAL CHARGES

External legal advice (Non Public Law Partnership member)	Discretionary	Per hour	201.00	255.00	S
Authorised Guarantee Agreement	Discretionary	Fixed	570.00	628.00	S
Commercial lease assignment	Discretionary	Fixed	772.00	850.00	S
Leases	Discretionary	Fixed	891.00	981.00	S
Licences	Discretionary	Fixed	416.00	459.00	S
Deed of covenants	Discretionary	Fixed	£511.66 PLUS 3%	£511.66 PLUS 3%	S
Landlord licence	Discretionary	Fixed	651.00	717.00	S
Deed of variation (complex)	Discretionary	Fixed	1,187.00	1,307.00	S
Easements	Discretionary	Fixed	1,187.00	1,307.00	S
Drafting Rent Reviews	Discretionary	Fixed	297.00	327.00	S
s.106 TCPA 1990 – simple	Discretionary	Per Hour	1,187.00	255.00	S
s.106 TCPA – complex	Discretionary	Per Hour	220.00	255.00	S



Legal and Democratic Services

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Deed of Surrender	Discretionary	Fixed	712.00	784.00	S
Transfer of Open Space	Discretionary	Fixed	950.00	1,046.00	S
Licence of alterations	Discretionary	Fixed	831.00	915.00	S
Licence to assign leasehold premises	Discretionary	Fixed	831.00	915.00	S
Notice of Assignment	Discretionary	Fixed	97.00	107.00	S
Nomination Agreement	Discretionary	Fixed	750.00	826.00	S
Leasehold Enquiry Forms	Discretionary	Fixed	175.00	193.00	S
Letter and Consent	Discretionary	Fixed	35.00	39.00	S
Residential Lease Extension	Discretionary	Fixed	500.00	551.00	S
Notice of charge	Discretionary	Fixed	97.00	107.00	S
Postponement of Charge	Discretionary	Fixed	97.00	107.00	S
Sale of land	Discretionary	Fixed	890.00	980.00	S
Footpath/Bridleway Creation or Diversion Agreement	Discretionary	Fixed	1,781.00	1,961.00	S

Street Name & Numbering

Change of house name or adding alias name	Cost Recovery	Per address	87.00	95.00	Z
Registering 1 plot	Cost Recovery	Per address	87.00	95.00	Z
Registering 2-24 plots	Cost Recovery	Per address	58.00	64.00	Z
Registering 25-49 plots	Cost Recovery	Per address	46.00	51.00	Z
Registering 50-74 plots	Cost Recovery	Per address	35.00	39.00	Z
Registering 75-99 plots	Cost Recovery	Per address	29.00	32.00	Z
Registering 100+ Plots	Cost Recovery	Per address	17.00	20.00	Z
Naming a new street/block where the Council Chooses a Name	Cost Recovery	Per road name	231.00	250.00	Z
Naming a new street/block where the developer chooses a name (Three names to be submitted with local connection and must conform to policy)	Discretionary	Per road name	289.00	350.00	Z
Renaming of street where requested by residents and/or the Town/Parish Council	Discretionary	Per address	87.00	95.00	Z
Change to new addresses due to development changing after the schedule has been issued (applies to all amended plots)	Discretionary	Per address	58.00	64.00	Z



Legal and Democratic Services

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		£	£	



Legal and Democratic Services

Basis of Charge	Unit of Charge	2022/23		2023/24		VAT
		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		22.00		Z
Voter Authority Certificate	Statutory	per elector per year	-		Free		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	Cost recovery	per hour	70.00	90.00	n/a
Lea Room - Hertford	Cost recovery	per hour	-	75.00	n/a
Other Rooms - Hertford	Cost recovery	per hour	50.00	55.00	n/a

Miscellaneous Engineering Fees

Sewer Records/Plans	Cost recovery	per item	33.00	50.00	OS
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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	427.00	OS
Street Trading Consent (Static) (registered charity)			193.60	214.00	OS
Street Trading Occasional			132.20	146.00	OS
Street Trading Occasional (registered charity)			67.20	74.00	OS
Street Trading Occasional for one day only			33.00	37.00	OS
Street Food Market - up to 10 stalls	per event (includes electricity / promotion)		205.00	226.00	OS
Group consent - Commercial - up to 10 stalls	per event (excludes electricity / promotion)		36.20	40.00	OS
Group consent - up to 11 - 30 stalls	per event (excludes electricity / promotion)		60.60	67.00	OS
Group consent - up to 31plus stalls	per event (excludes electricity / promotion)		126.00	139.00	OS
Group consent - Charity market	per event (excludes electricity / promotion)		25.00	28.00	OS
Electricity - Cooking per trading day			5.70	7.00	OS
Electricity - Lighting/tills only	per trading day		2.95	4.00	S
Electricity - Lighting/tills only	monthly trader		38.10	42.00	S
Electricity - Lighting/tills only	weekly trader		152.50	168.00	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	29.00	n/a
Stray dog without ID chip	Statutory		25.00	28.00	n/a
Stray dog collected			22.00	25.00	n/a
Kennel Charges		per night	16.00	18.00	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	59.00	S
Dog Fouling Sign		per sign	Price on application	Price on application	S

Allotments

Allotments (25.3m ²)		per annum	4.10	4.50	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	22.00	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	1,645.00	n/a
Personal Trainers - per trainer			564.00	620.00	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	305.00	S
Off Street Resident Season Ticket - Crown Terrace			1,245.00	1,371.00	S
Off Street Resident Season Ticket - Baldock Street - Ware			973.00	1,072.00	S
Off Street Business Permit - Charrington's House BS Long Stay			1,255.00	1,382.00	S
On Street Resident Season Ticket - 1st Permit			72.00	72.00	OS
On Street Resident Season Ticket - 2nd Permit			144.00	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	144.00	OS
On Street Resident Season Ticket - Motorcycle permit			21.00	24.00	OS
On Street Resident Season Ticket - Contractor permit		per week	16.50	19.00	OS
On Street Resident Season Ticket - Business permit		per annum	360.00	397.00	OS
On Street Resident Season Ticket - Carers/ Special permits (discretionary)			36.00	40.00	OS
On Street Resident Season Ticket - Vistors Vouchers		per hour	0.11	0.14	OS
On Street Resident Season Ticket - Vistors Vouchers		per hour pensioners	0.06	0.07	OS
On Street Resident Season Ticket - Charge for Temporary Dispensation from Parking Restrictions			16.50	19.00	OS
On Street Residents Parking Permits - Folly Island - 2nd Permit			72.00	72.00	OS
Parking Northgate House		Per space per annum	-	1,000.00	OS
Bishop's Stortford market traders' tariff - Link Road		per Thursday or Saturday	3.20	4.30	S
Bishop's Stortford market traders' tariff - Apton Road		per Thursday or Saturday	3.20	4.30	S
Old London Road - Hertford - Coach / Lorry tariff		per visit	15.00	17.00	S

Electric Vehicle Charging

Fast chargers (up to 22 kWh)	Cost Recovery	per kWh	0.25	0.44	I
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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	0.15	n/a
Copies of any documents		per colour A4 side	0.30	0.30	n/a
Copies of any documents		per black & white A3 side	0.30	0.30	n/a
Copies of any documents		per colour A3 side	0.60	0.60	n/a
Copies of any documents		per black & white A2 side	1.00	1.00	n/a
Copies of any documents		per colour A2 side	2.00	2.00	n/a
Copies of any documents		per black & white A1 side	1.50	1.50	n/a
Copies of any documents		per colour A1 side	3.00	3.00	n/a
Copies of any documents		per black & white A0 side	2.00	2.00	n/a
Copies of any documents		per colour A0 side	4.60	4.60	n/a
Copies of documents provided on an electronic disc		per disc provided	19.00	19.00	n/a
Historical Research (where records available)		per hour (or part)	96.00	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	94.00	n/a
Retrieval of externally stored microfilmed records		per microfilmed record	5.00	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 (Includes meeting)	Initial Fee	140.00	168.00	S
	Secondary Fee	64.50	84.00	S
Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)	Per request	130.00	168.00	S
Minor Development (single new or replacement dwellings and other development of less than 50sqm floorspace) (includes meeting)	Initial Fee	350.00	360.00	S
	Secondary Fee	-	-	S
Minor Development (all other minor development) (includes meeting)	Initial Fee	434.00	450.00	S
	Secondary Fee	-	-	S
Applications 10-19 dwellings, 1000- 1999m2 commercial floorspace or change of use (excluding retail)	Per meeting	Individually Quoted Price	Individually Quoted Price	S
	Written advice	Individually Quoted Price	Individually Quoted Price	S
Applications 20-99 dwellings, 2000- 4999m2 commercial floorspace or change of use (excluding retail)	Per meeting	Individually Quoted Price	Individually Quoted Price	S
	Written advice	Individually Quoted Price	Individually Quoted Price	S
Applications 100+ dwellings, 5000m2 + commercial floorspace (excluding retail)	Per meeting	Individually Quoted Price	Individually Quoted Price	S
	Written advice	Individually Quoted Price	Individually Quoted Price	S
Application for retail stores 500 – 1499 m2	Per meeting	Individually Quoted Price	Individually Quoted Price	S
	Written advice	Individually Quoted Price	Individually Quoted Price	S
Application for retail stores 1500 – 2999 m2	Per meeting	Individually Quoted Price	Individually Quoted Price	S
	Written advice	Individually Quoted Price	Individually Quoted Price	S
Application for retail stores 3000+ m2	Per meeting	Individually Quoted Price	Individually Quoted Price	S
	Written advice	Individually Quoted Price	Individually Quoted Price	S
Meetings - all other development types	Per hour	41.16	45.00	S
Other Development (meeting extra)	Initial Fee	115.58	135.00	S
	Secondary Fee	57.83	67.50	S
Advertsiement Proposals (meeting extra)	Initial Fee	96.33	112.50	S
	Secondary Fee	-	-	S
Heritage advice (meeting extra)	Initial Fee	125.25	180.00	S
	Secondary Fee	63.00	90.00	S
Provision of urgent advice	within 5 working days	2 X quoted fee	2 X quoted fee	S



Waste & Recycling

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

Trade Refuse - Commercial customers

140 Litre Bin	Commercial charge	Per bin per year	6.00	6.60	OS
240 Litre Bin	Commercial charge	Per bin per year	9.70	10.70	OS
360Litre Bin	Commercial charge	Per bin per year	10.80	11.90	OS
660 Litre Bin	Commercial charge	Per bin per year	18.30	20.15	OS
1100 Litre Bin	Commercial charge	Per bin per year	23.00	25.30	OS
EH Sacks - per 50 sacks	Commercial charge	Per 50 sacks	129.00	142.00	OS

Trade Refuse - Charities

240 Litre Bin	Commercial charge	Per bin per year	8.60	9.45	OS
360Litre Bin	Commercial charge	Per bin per year	9.50	10.45	OS
660 Litre Bin	Commercial charge	Per bin per year	15.30	16.85	OS
1100 Litre Bin	Commercial charge	Per bin per year	18.80	20.70	OS
EH Sacks - per 50 sacks	Commercial charge	Per 50 sacks	120.20	132.20	OS

Trade Refuse - Schools

140 Litre Bin	Commercial charge	Per bin per year	6.00	6.60	OS
240 Litre Bin	Commercial charge	Per bin per year	7.10	7.80	OS
360Litre Bin	Commercial charge	Per bin per year	8.90	9.80	OS
660 Litre Bin	Commercial charge	Per bin per year	13.00	14.30	OS
1100 Litre Bin	Commercial charge	Per bin per year	16.10	17.70	OS
EH Sacks - per 50 sacks	Commercial charge	Per 50 sacks	120.20	132.20	OS

Trade Recycling - Co-mingled recycling

Box	Commercial charge	Per box per year	2.50	2.80	OS
140 Litre Bin	Commercial charge	Per bin per year	2.50	2.80	OS
240 Litre Bin	Commercial charge	Per bin per year	3.60	4.00	OS
360Litre Bin	Commercial charge	Per bin per year	5.00	5.50	OS
660 Litre Bin	Commercial charge	Per bin per year	8.00	8.80	OS
1100 Litre Bin	Commercial charge	Per bin per year	10.00	11.00	OS



Waste & Recycling

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

Trade Recycling - Paper recycling

Box	Commercial charge	Per box per year	2.50	2.80	OS
140 Litre Bin	Commercial charge	Per bin per year	2.50	2.80	OS
240 Litre Bin	Commercial charge	Per bin per year	3.60	4.00	OS
360Litre Bin	Commercial charge	Per bin per year	5.00	5.50	OS

Trade Clinical Waste

Site visit	Commercial charge	Per site visit	17.50	19.25	OS
Sharps container	Commercial charge	Per container	11.20	12.30	OS
Climical Waste Sacks - infectious	Commercial charge	Per set of sacks	6.90	7.60	OS
Climical Waste Sacks - offensive	Commercial charge	Per set of sacks	4.20	4.60	OS
Extra sacks delivery	Commercial charge	Per delivery	30.70	33.80	OS

Bulky Waste Collection

Basic collection of 1 - 6 items	Cost recovery	Per collection of 1-6 items	48.30	53.20	OS
Additonal items - non-electrical	Cost recovery	Per item	13.40	14.75	OS
Additonal items - electrical	Cost recovery	Per item	44.60	49.10	OS
Cancellation fee	Cost recovery	Per cancellation	11.80	13.00	OS