



Housing and Health

Basis of Charge	Unit of Charge	2023/24		2024/25		VAT
		Charge	Ex. VAT	Charge	Ex. VAT	
		£		£		

ENVIRONMENTAL HEALTH LICENCES

Animal licences - Grant or renewal cost of one licensable activity	Cost Recovery	Every 1 to 3 years	461.00	507.00	OS
Animal licences - Grant or renewal cost per additional licensable activity	Cost Recovery	Every 1 to 3 years	243.00	267.00	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	221.00	243.00	OS
Animal Licences - Hiring of horses additional charge per horse	Cost Recovery	Every 1 to 3 years	13.00	14.00	OS
Animal licences - Minor variation of a current licence (no site visit)	Cost Recovery	per variation	110.00	121.00	OS
Animal licences - Variation of a current licence (involving site visit) (plus vet fees)	Cost Recovery	per variation	249.00	274.00	OS
Animal licences - Re-evaluation of a licenced premises star rating (plus vet fees)	Cost Recovery	per inspection	341.00	375.00	OS
Animal Licences - 'arrangers fee' for one licensable activity	Cost Recovery	Every 1 to 3 years	-	507.00	OS
Zoos - New Licence (plus vet fees)	Cost Recovery	per 4 year registration	2,521.00	2,773.00	OS
Zoos - Year 3 periodical inspection (plus vet fees)	Cost Recovery	per inspection	2,291.00	2,520.00	OS
Zoos - Year 6 renewal licence inspection (plus vet fees)	Cost Recovery	per 6 years	2,322.00	2,554.00	OS
Zoos - Transfer of Licence (plus vet fees)	Cost Recovery	per transfer	914.00	1,005.00	OS
Dangerous Wild Animals (plus vet fees)	Cost Recovery	per 2 years	383.00	421.00	OS
Registration for Skin Piercing (Premises)	Cost Recovery	per business	229.00	252.00	OS
Registration for Skin Piercing (Person) - when registered at the time of premises registration	Cost Recovery	per person	13.00	14.00	OS
Registration for Skin Piercing (Person) - when registered after/independently of premises registration	Cost Recovery	per person or premises	165.00	181.50	OS
Registration for Peripatetic Skin Piercing	Cost Recovery	per business	240.00	264.00	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	Cost Recovery	per update	80.00	88.00	OS
Replacement of any environmental health licence, FHRS sticker or registration certificate	Cost Recovery	per licence	26.00	28.50	OS

FOOD HYGIENE & SAFETY

Issue of certificate following surrender of food - first hour (plus disposal costs)	Cost Recovery	per hour or part	77.00	84.50	OS
Issue of certificate following surrender of food - additional hours (plus disposal costs)	Cost Recovery	per hour or part	51.00	56.00	OS
Food export health certificate (first hour)	Cost Recovery	per hour or part	79.00	87.00	OS
Food export health certificate (additional hours)	Cost Recovery	per hour or part	51.00	56.00	OS
Letter confirming food premises registration	Cost Recovery	per certificate	30.00	33.00	OS
Food Hygiene Rating Scheme Rescoring Visit	Cost Recovery	per visit	185.00	203.50	OS



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MISCELLANEOUS FEES & CHARGES

Contaminated Land/ additional land charge enquiry (simple land search)	Cost Recovery	per enquiry	75.00	82.50	OS
Contaminated Land/ additional land charge enquiry (detailed land search)	Cost Recovery	per enquiry	199.00	219.00	OS
Statement of fact for civil cases (first hour)	Cost Recovery	First hour or part	81.00	89.00	S
Statement of fact for civil cases (additional hour)	Cost Recovery	per hour or part	51.00	56.00	S
Processing Section 61 notice application	Cost Recovery	per enquiry	-	82.50	OS
Attendance at Exhumations (first hour)	Cost Recovery	First hour or part	81.00	89.00	OS
Attendance at Exhumations (additional hours)	Cost Recovery	per hour or part	51.00	56.00	OS
Public health burials (first hour)	Cost Recovery	First hour or part	79.00	87.00	OS
Public health burials (additional hour)	Cost Recovery	per hour or part	51.00	56.00	OS

PRIVATE WATER SUPPLIES

Risk Assessment (first hour) (plus costs incurred by specialist inspector)	Cost Recovery	First hour or part	77.00	84.50	S
Risk Assessment (additional hour) (plus costs incurred by specialist inspector)	Cost Recovery	per hour or part	45.00	49.50	S
Risk Assessment (Desktop) - first hour	Cost Recovery	First hour or part	77.00	84.50	S
Risk Assessment (Desktop) - additional hours	Cost Recovery	per hour or part	45.00	49.50	S
Sampling Visit - first hour (plus analysis costs)	Cost Recovery	First hour or part	71.00	78.00	S
Sampling Visit - additional hours (plus analysis costs)	Cost Recovery	per hour or part	45.00	49.50	S
Sampling - Desktop review of results (first hour)	Cost Recovery	First hour or part	71.00	78.00	OS
Sampling - Desktop review of results (additional hours)	Cost Recovery	per hour or part	45.00	49.50	OS
Investigation - first hour (plus analysis costs)	Cost Recovery	First hour or part	71.00	78.00	OS
Investigation - additional hours (plus analysis costs)	Cost Recovery	per hour or part	45.00	49.50	OS
Granting of Authorisation -first hour	Cost Recovery	First hour or part	105.00	115.50	OS
Granting of Authorisation - additional hours	Cost Recovery	per hour or part	58.00	64.00	OS

PRIVATE SECTOR HOUSING

Standards inspection for immigration	Cost Recovery	per inspection	174.00	191.00	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	390.00	429.00	OS
Housing Notices Recovery of cost to arrange for professional reports (plus professional costs)	Cost Recovery	per professional report	74.00	81.00	OS
Fixed penalty for failure to belong to an approved redress scheme		fixed charge	5,000.00	5,000.00	OS



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			Charge	Ex. VAT	Charge	Ex. VAT	
			£		£		
Licence for a HMO with no more than 5 bedrooms - full fee upon application	Cost Recovery	per licence	1,192.00		1,311.00		OS
Licence for a HMO with no more than 5 bedrooms - Part 1 Fee	Cost Recovery	per licence	963.00		1,059.00		OS
Licence for an HMO - Part 2 Fee	Cost Recovery	per licence - final before issuing licence	254.00		279.50		OS
Additional bedrooms	Cost Recovery	each	25.00		27.50		OS
Renewal of HMO Licence - Full fee upfront.	Cost Recovery	per licence	991.00		1,090.00		OS
Renewal of HMO Licence - Two-part fee - Part 1	Cost Recovery	per licence - initial at application	762.00		838.00		OS
Renewal of HMO Licence - Two-part fee - Part 2	Cost Recovery	per licence - final before issuing licence	254.00		279.50		OS
HMO Confirmation Letters for licensable HMOs after application has been received	Cost Recovery	per letter	30.00		33.00		OS
Housing Advice Visit	Cost Recovery	per visit	336.00		369.50		S

OTHER LICENCES

Sex Establishments		per annum	3,418.00		3,760.00		OS
Sex Establishments		per renewal	3,027.00		3,330.00		OS
Sex Establishments		transfer	98.00		108.00		OS
Hypnotism Act 1952 - Occasional licensed premises			188.00		207.00		OS
Hypnotism Act 1952 - Occasional unlicensed premises			723.00		795.00		OS
Scrap Metal Site Licence		per licence granted	321.00		353.00		OS
Scrap Metal Site Licence		per licence renewed	239.00		263.00		OS
Scrap Metal Site Licence - Variation, Name Change, Change of Site		per change	57.00		63.00		OS
Scrap Metal Collectors Licence		per licence granted	291.00		320.00		OS
Scrap Metal Collectors Licence		per licence renewed	208.00		229.00		OS
Scrap Metal Collectors Licence - Variation, Name Change		per change	57.00		62.50		OS

TAXI LICENSING

Private Hire vehicle (new) - 1 year		per new licence	293.00		307.50		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		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			393.50		393.50		OS



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			Charge	Ex. VAT	Charge	Ex. VAT	
			£		£		
Dual Driver or Private Hire Driver (renewal) - 3 year			284.00		284.00		OS
Dual Driver or Private Hire Driver (new) - 1 year			343.00		343.00		OS
Dual Driver or Private Hire Driver (renewal) - 1 year			233.70		233.70		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)			266.50		266.50		OS
Private Hire Operator - 1 year (renewal)			266.50		266.50		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	30.00		30.00		OS
Private Hire Driver converted to Hackney Carriage vehicle			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		97.00		OS
English Competency testing (remote)	Cost Recovery		78.00		78.00		OS
Roof light (complete)	Cost Recovery	per light	65.00		65.00		S
Roof light (top cover only)	Cost Recovery	per light	45.00		45.00		S
Roof Light (base)			30.00		30.00		S
Replacement drivers badges	Cost Recovery	Each	19.00		19.00		S
Hackney Carriage Replacement plate (or additional for a trailer)	Cost Recovery	Each	20.00		20.00		S
Private Hire Vehicle replacement plate	Cost Recovery	Each	22.00		22.00		S



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			Charge	Ex. VAT	Charge	Ex. VAT	
			£		£		
Roof light bulbs				3.23		3.23	S
Magnets (sold as a pair)	Cost Recovery	Per pair		18.00		18.00	S
Executive Disc (private hire vehicles only)	Cost Recovery	Each		13.00		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



Housing and Health

	Basis of Charge	Unit of Charge	2023/24		2024/25		VAT
			Charge	Ex. VAT	Charge	Ex. VAT	
			£		£		
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		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



Housing and Health

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			Charge	VAT	Charge	VAT	
			£		£		
Adult Gaming Centre Premises		per transfer	1,095.00		1,095.00		OS
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	500.00		500.00		OS
Temporary Use Notices		per copy	25.00		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	76.00		83.50		OS
Street Trading: Occasional (up to one month)	Cost Recovery	per month	149.00		164.00		OS
Street Trading: Peripatatic (e.g. ice cream van)	Cost Recovery	per annum	430.00		473.00		OS
Street Trading: Static (e.g. burger van)	Cost Recovery	per annum	437.00		481.00		OS



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			Charge	Ex. VAT	Charge	Ex. VAT	
			£		£		
Transfer of street trading consent	Cost Recovery	per transfer	60.00		66.00		OS
Variation of street trading consent	Cost Recovery	Per variation	60.00		66.00		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 & Hillcrest Hostels Single room (exc. Service charges)		per week	250.00		250.00		Z
Rectory & Hillcrest Hostels Double room (exc. Service charges)		per week	330.00		330.00		Z
Rectory & Hillcrest Hostels Family room (exc. Service charges)		per week	375.00		375.00		Z
Cedar Cottage Support Hostel Self Contained Unit		per week	377.00		377.00		Z
Bed & Breakfast - Single person		per week	129.33		129.33		Z
Bed & Breakfast - Single person		per day	15.80		15.80		Z
Bed & Breakfast - Single person and one child		per week	146.40		146.40		Z
Bed & Breakfast - Single person and one child		per day	20.90		20.90		Z
Bed & Breakfast - Single person and two children		per week	159.00		159.00		Z
Bed & Breakfast - Single person and two children		per day	22.80		22.80		Z
Bed & Breakfast - Couple		per week	146.40		146.40		Z
Bed & Breakfast - Couple		per day	20.90		20.90		Z
Bed & Breakfast - Couple and one child		per week	171.80		171.80		Z
Bed & Breakfast - Couple and one child		per day	24.50		24.50		Z
Bed & Breakfast - Couple and two children		per week	181.10		181.10		Z
Bed & Breakfast - Couple and two children		per day	26.60		26.60		Z
Bed & Breakfast - Additional children up to 16		per week	15.10		15.10		Z
Bed & Breakfast - Additional children up to 16		per day	2.10		2.10		Z



Legal and Democratic Services

Basis of Charge	Unit of Charge	2023/24		2024/25		VAT
		Charge	Ex. VAT	Charge	Ex. 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) VAT inclusive price	Cost Recovery	Per search	£131.15	£131.15	S
Extra parcel fee with standard search	Cost Recovery	Per search	£152.60	£152.60	S
Standard search including all CON290 questions	Cost Recovery	Per search	£311.03	£311.03	S
LLC1	Cost Recovery	Per search	£28.25	£28.25	Z
CON29	Cost Recovery	Per search	£85.75	£82.75	S
Con290 Qu.4 -21	Cost Recovery	Per search	£6.50	£6.50	S
Con29o Qu.22	Cost Recovery	Per search	£32.90	£32.90	S
Extra parcel fee (LLC1)	Cost Recovery	Per search	£9.75	£9.75	Z
Extra parcel fee (Con29)	Cost Recovery	Per search	£9.75	£9.75	S

LEGAL CHARGES

External legal advice (Non Public Law Partnership member)	Discretionary	Per hour	255.00	255.00	S
Authorised Guarantee Agreement	Discretionary	Fixed	628.00	628.00	S
Commercial lease assignment	Discretionary	Fixed	850.00	850.00	S
Leases	Discretionary	Fixed	981.00	981.00	S
Licences	Discretionary	Fixed	459.00	459.00	S
Deed of covenants	Discretionary	Fixed	£511.66 PLUS 3%	£511.66 PLUS 3%	S
Landlord licence	Discretionary	Fixed	717.00	717.00	S
Deed of variation (complex)	Discretionary	Fixed	1,307.00	1,307.00	S
Easements	Discretionary	Fixed	1,307.00	1,307.00	S
Drafting Rent Reviews	Discretionary	Fixed	327.00	327.00	S
s.106 TCPA 1990 – simple	Discretionary	Fixed	255.00	255.00	S
s.106 TCPA – complex	Discretionary	Per Hour	255.00	255.00	S
Deed of Surrender	Discretionary	Fixed	784.00	784.00	S
Transfer of Open Space	Discretionary	Fixed	1,046.00	1,046.00	S



Legal and Democratic Services

	Basis of Charge	Unit of Charge	2023/24	Ex.	2024/25	Ex.	VAT
			Charge	VAT	Charge	VAT	
			£		£		
Licence of alterations	Discretionary	Fixed	915.00		915.00		S
Licence to assign leasehold premises	Discretionary	Fixed	915.00		915.00		S
Notice of Assignment	Discretionary	Fixed	107.00		107.00		S
Nomination Agreement	Discretionary	Fixed	826.00		826.00		S
Leasehold Enquiry Forms	Discretionary	Fixed	193.00		193.00		S
Letter and Consent	Discretionary	Fixed	39.00		39.00		S
Residential Lease Extension	Discretionary	Fixed	551.00		551.00		S
Notice of charge	Discretionary	Fixed	107.00		118.00		S
Postponement of Charge	Discretionary	Fixed	107.00		118.00		S
Sale of land	Discretionary	Fixed	980.00		1,080.00		S
Footpath/Bridleway Creation or Diversion Agreement	Discretionary	Fixed	1,961.00		2,155.00		S

STREET NAMING & NUMBERING

Change of house name or adding alias name	Cost Recovery	Per address	95.00		104.50		Z
Registering 1 plot	Cost Recovery	Per address	95.00		104.50		Z
Registering 2-24 plots	Cost Recovery	Per address	64.00		70.00		Z
Registering 25-49 plots	Cost Recovery	Per address	51.00		56.00		Z
Registering 50-74 plots	Cost Recovery	Per address	39.00		43.00		Z
Registering 75-99 plots	Cost Recovery	Per address	32.00		35.00		Z
Registering 100+ Plots	Cost Recovery	Per address	20.00		22.00		Z
Naming a new street/block where the Council Chooses a Name	Cost Recovery	Per road name	250.00		275.00		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	350.00		385.00		Z
Renaming of street where requested by residents and/or the Town/Parish Council	Discretionary	Per address	95.00		104.50		Z
Change to new addresses due to development changing after the schedule has been issued (applies to all amended plots)	Discretionary	Per address	64.00		70.00		Z



Legal and Democratic Services

Basis of Charge	Unit of Charge	2023/24		2024/25		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	Free	Z



Basis of Charge	Unit of Charge	2023/24		2024/25		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	2023/24 Charge Ex. VAT	2024/25 Charge Ex. VAT	VAT
		£	£	

LETTING OF COUNCIL OFFICES

Council Chamber - Hertford	Cost Recovery	per hour	90.00	100.00	n/a
Lea Room - Hertford	Cost Recovery	per hour	75.00	82.50	n/a
Other Rooms - Hertford	Cost Recovery	per hour	55.00	61.00	n/a



Markets

Basis of Charge	Unit of Charge	2023/24 Charge Ex. VAT	2024/25 Charge Ex. VAT	VAT
		£	£	

MARKETS

Street Trading Consent (Commercial Markets)			437.00	437.00	OS
Street Trading: Enhanced (Farmers Market)			437.00	437.00	OS
Additional stall: Enhanced (Farmers Market)			120.00	120.00	OS
Electricity - Cooking per trading day	per trading day		6.27	7.50	OS
Electricity - Lighting/tills only	per trading day		3.25	4.50	S
Electricity - Lighting/tills only	monthly trader		42.00	46.00	S
Electricity - Lighting/tills only	weekly trader		168.00	185.00	S

VAT Key:

S - Standard (20%)

Z - Zero (0%)

E - Exempt

OS - Outside Scope of VAT



Operations

Basis of Charge	Unit of Charge	2023/24 Charge Ex. VAT	2024/25 Charge Ex. VAT	VAT
		£	£	

ANIMAL CONTROL

Stray dog with ID chip (unless first offence and dog is collected the same day)		per dog	29.00	32.00	n/a
Stray dog without ID chip	Statutory		28.00	31.00	n/a
Stray dog collected			25.00	27.50	n/a
Kennel Charges		per night	18.00	20.00	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	59.00	65.00	S
Dog Fouling Sign		per sign	Price on application	Price on application	S

ALLOTMENTS

Allotments (25.3m ²)		per annum	4.50	5.00	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	22.00	24.00	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 Operations 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			1,645.00	1,810.00	n/a
Personal Trainers - per trainer			620.00	680.00	n/a



Parking

Basis of Charge	Unit of Charge	2023/24 Charge Ex. VAT	2024/25 Charge Ex. VAT	VAT
		£	£	

PARKING

Off Street Resident Season Ticket - Port Vale			305.00	325.44	S
Off Street Resident Season Ticket - Crown Terrace			1,371.00	1,462.86	S
Off Street Resident Season Ticket - Baldock Street - Ware			1,072.00	1,143.82	S
On Street Resident Season Ticket - 1st Permit			72.00	75.00	OS
On Street Resident Season Ticket - 2nd Permit			144.00	150.00	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	150.00	OS
On Street Resident Season Ticket - Motorcycle permit			24.00	26.00	OS
On Street Resident Season Ticket - Contractor permit		per week	19.00	25.00	OS
On Street Resident Season Ticket - Business permit		per annum	397.00	424.00	OS
On Street Resident Season Ticket - Carers/ Special permits (discretionary)			40.00	43.00	OS
On Street Resident Season Ticket - Vistors Vouchers		per hour	0.14	0.16	OS
On Street Resident Season Ticket - Vistors Vouchers		per hour pensioners	0.07	0.08	OS
On Street Resident Season Ticket - Vistors Vouchers		Per Day	1.40	1.60	OS
On Street Resident Season Ticket - Vistors Vouchers		Per day pensioners	0.70	0.80	OS
On Street Resident Season Ticket - Vistors Vouchers		Per Week	3.00	5.60	OS
On Street Resident Season Ticket - Vistors Vouchers		Per week pensioners	1.50	2.80	OS
On Street Resident Season Ticket - Charge for Temporary Dispensation from Parking Restrictions			19.00	25.00	OS
On Street Residents Parking Permits - Folly Island - 2nd Permit			72.00	75.00	OS
Parking Northgate House		Per space per annum	1,000.00	1,000.00	OS
Bishop's Stortford market traders' tariff - Link Road		per Thursday or Saturday	4.30	4.60	S
Bishop's Stortford market traders' tariff - Apton Road		per Thursday or Saturday	4.30	4.60	S
Old London Road - Hertford - Coach / Lorry tariff		per visit	15.00	15.00	S



Planning

Basis of Charge	Unit of Charge	2023/24		2024/25		VAT
		Charge VAT	Ex. VAT	Charge Ex. VAT	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		0.03	n/a
Copies of any documents		per black & white A3 side	0.30		0.03	n/a
Copies of any documents		per colour A3 side	0.60		0.06	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	2023/24		2024/25		VAT
		Charge	Ex. VAT	Charge	Ex. VAT	
		£		£		

MINOR PRE-APPLICATION ADVICE

Householder proposals (written advice only)	Per request	168.00		208.33	S
Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)	Per request	168.00		208.33	S
Minor development (single new or replacement dwellings and other development of less than 50sqm floorspace)	Per request	360.00		416.67	S
Minor development (all other minor development) includes meeting	Per request	450.00		416.67	S
Small Commercial (written advice only)	Per request	360.00		416.67	S
Medium commercial (includes discretionary meeting)	Per request	bespoke		833.33	S
Other commercial or simple change of use (written advice only)	Per request	135.00		250.00	S
Simple Adverts (written advice only)	Per request	112.50		166.67	S
10 or more adverts (written advice only)	Per request	n/a		583.33	S
Other non-residential not covered by the above (written advice only)	Per request	135.00		250.00	S
Creation of new residential unit (written advice only)	Per request	360.00		458.33	S
2-5 new residential units (includes meeting)	Per request	450.00		833.33	S
6-9 new residential units Includes meeting)	Per request	450.00		1,000.00	S

MAJOR PRE-APPLICATION ADVICE

Written advice & meeting					
Residential 10-25 units	Per request	bespoke		3,333.33	S
Residential 26-50 units	Per request	bespoke		5,000.00	S
Residential 50 -100 units	Per request	bespoke		7,500.00	S
Residential 100-200 units	Per request	bespoke		12,500.00	S
Residential 200 units +	Per request	bespoke		price on application	S
Commercial scheme 1,000 - 5000m2	Per request	bespoke		5,000.00	S
Commercial scheme 5,000 - 10,000m2	Per request	bespoke		7,500.00	S
Commercial scheme 10,000m2	Per request	bespoke		10,000.00	S
Commercial COU	Per request	bespoke		2,000.00	S
Other non-residential advice on major applications not covered by the above	Per request	bespoke		4,166.67	S
Other non-residential advice on major applications not covered by the above (no floor area)	Per request	bespoke		500	S



Planning

Basis of Charge	Unit of Charge	2023/24	2024/25	VAT
		Charge Ex. VAT	Charge Ex. VAT	
		£	£	

SELF-BUILD AND CUSTOM HOUSEBUILDING REGISTER

Entry onto Part 1 of the Register (Individuals)		per officer rate	287.00	0.00	S
Entry onto Part 2 of the Register (Individuals)		per officer rate	133.00	133.00	S
Entry onto Part 1 of the Register (Groups and Associations)		per officer rate	265.00 + 62.00 per individual	265.00 + 62.00 per individual	S
Entry onto Part 2 of the Register (Groups and Associations)		per officer rate	105.00 + 62.00 per individual	105.00 + 62.00 per individual	S



Waste & Recycling

Basis of Charge	Unit of Charge	2023/24 Charge Ex. VAT	2024/25 Charge Ex. VAT	VAT
		£	£	

TRADE REFUSE - COMMERCIAL CUSTOMERS

120 litre bin	Commercial charge	Per bin per year	6.60	6.93	OS
240 litre bin	Commercial charge	Per bin per year	10.70	11.24	OS
360 litre bin	Commercial charge	Per bin per year	11.90	12.50	OS
660 litre bin	Commercial charge	Per bin per year	20.15	21.16	OS
1100 litre bin	Commercial charge	Per bin per year	25.30	26.57	OS
EH Sacks - per 50 sacks	Commercial charge	Per 50 sacks	142.00	149.10	OS

TRADE REFUSE - CHARITIES

240 litre bin	Commercial charge	Per bin per year	9.45	9.92	OS
360 litre bin	Commercial charge	Per bin per year	10.45	10.97	OS
660 litre bin	Commercial charge	Per bin per year	16.85	17.69	OS
1100 litre bin	Commercial charge	Per bin per year	20.70	21.74	OS
EH Sacks - per 50 sacks	Commercial charge	Per 50 sacks	132.20	138.81	OS

TRADE REFUSE - SCHOOLS

140 litre bin	Commercial charge	Per bin per year	6.60	6.93	OS
240 litre bin	Commercial charge	Per bin per year	7.80	8.19	OS
360 litre bin	Commercial charge	Per bin per year	9.80	10.29	OS
660 litre bin	Commercial charge	Per bin per year	14.30	15.02	OS
1100 litre bin	Commercial charge	Per bin per year	17.70	18.59	OS
EH Sacks - per 50 sacks	Commercial charge	Per 50 sacks	132.20	138.81	OS

TRADE RECYCLING - CO-MINGLED RECYCLING

Box	Commercial charge	Per box per year	2.80	2.99	OS
140 litre bin	Commercial charge	Per bin per year	2.80	2.99	OS
240 litre bin	Commercial charge	Per bin per year	4.00	4.27	OS
360 litre bin	Commercial charge	Per bin per year	5.50	5.87	OS
660 litre bin	Commercial charge	Per bin per year	8.80	9.39	OS
1100 litre bin	Commercial charge	Per bin per year	11.00	11.74	OS

TRADE RECYCLING - PAPER RECYCLING

Box	Commercial charge	Per box per year	2.80	2.99	OS
140 litre bin	Commercial charge	Per bin per year	2.80	2.99	OS
240 litre bin	Commercial charge	Per bin per year	4.00	4.27	OS
360 litre bin	Commercial charge	Per bin per year	5.50	5.87	OS

TRADE CLINICAL WASTE

Site visit	Commercial charge	Per box per year	19.25	20.21	OS
Sharps container	Commercial charge	Per bin per year	12.30	12.92	OS
Clinical Waste Sacks - infectious	Commercial charge	Per bin per year	7.60	7.98	OS
Clinical Waste Sacks - offensive	Commercial charge	Per bin per year	4.60	4.83	OS
Extra sacks delivery	Commercial charge	Per bin per year	33.80	35.49	OS

BULKY WASTE COLLECTION

Basic collection of 1 - 6 items	Cost Recovery	Per collection of 1 - 6 items	53.20	55.86	OS
Additional items - non electrical	Cost Recovery	Per item	14.75	15.49	OS
Additional items - electrical	Cost Recovery	Per item	49.10	51.56	OS
Additional items - Persistent Organic Pollutants	Cost Recovery	Per item	-	55.86	OS
Cancellation fee	Cost Recovery	Per cancellation	13.00	13.65	OS