



Planning

Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
		£	£	

MISC DEVELOPMENT MANAGEMENT CHARGES

Copies of any documents		per black & white A4 side	0.15	0.16	n/a
Copies of any documents		per colour A4 side	0.03	0.33	n/a
Copies of any documents		per black & white A3 side	0.03	0.33	n/a
Copies of any documents		per colour A3 side	0.06	0.66	n/a
Copies of documents provided on an electronic disc		per disc provided	19.00	19.95	n/a
Historical Research (where records available)		per hour (or part)	96.00	100.80	n/a
Legal obligation agreements - confirmation of compliance by third parties or where the monitoring fee has not been paid		for first two hours, then per hour or part of hour after first two hours	94.00	98.70	n/a
Retrieval of externally stored microfilmed records		per hour (or part of) after first hour	5.00	45 per hour (or p	n/a



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MINOR PRE-APPLICATION ADVICE

Householder proposals (written advice only)	Per request	208.33	218.75	S
Householder and Listed building advice (written advice only)	Per request	350.00	218.75	
Heritage advice only (minor scheme where site is within curtilage of Listed Building)	Per request		450.00	S
Small Commercial (written advice only)	Per request	416.67	454.80	S
Medium commercial (includes discretionary meeting)	Per request	833.33	909.59	S
Other commercial or simple change of use (written advice only)	Per request	250.00	272.88	S
Simple Adverts (written advice only)	Per request	166.67	181.92	S
10 or more adverts (written advice only)	Per request	583.33	636.71	S
Other non-residential not covered by the above (written advice only)	Per request	250.00	272.88	S
Creation of new residential unit (written advice only)	Per request	458.33	481.25	S
2-5 new residential units (includes meeting)	Per request	833.33	960.49	S
6-9 new residential units Includes meeting)	Per request	1,000.00	1,152.59	S

MAJOR PRE-APPLICATION ADVICE

Written advice & meeting

Residential 10-25 units	Per request	3,333.33	3,605.39	S
Residential 26-50 units	Per request	5,000.00	5,408.09	S
Residential 50 -100 units	Per request	7,500.00	8,112.13	S
Residential 100-200 units	Per request	12,500.00	13,520.22	S
Residential 200 units +	Per request	price on application	POA	S
Commercial scheme 1,000 - 5000m2	Per request	5,000.00	5,250.00	S
Commercial scheme 5,000 - 10,000m2	Per request	7,500.00	7,875.00	S
Commercial scheme 10,000m2	Per request	10,000.00	10,500.00	S
Commercial COU	Per request	2,000.00	2,100.00	S
Other non-residential advice on major applications not covered by the above	Per request	4,166.67	4,375.00	S
Other non-residential advice on major applications not covered by the above (no floor area)	Per request	500.00	525.00	S

MISCELLAENEOUS

High Hedges (Part 8 of the Anti-social Behaviour Act 2003)	Per request	515	700	
Withdrawal of notice from Enforcement Register	Per request		450	
Discretionary Meeting	Additional to o		200	
Handling Fee for long-term invalid applications	Per application		62	



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SELF-BUILD AND CUSTOM HOUSEBUILDING REGISTER

Entry onto Part 1 of the Register (Individuals)		per request	0.00	150.00	S
Entry onto Part 2 of the Register (Individuals)		per request	133.00	150.00	S
Entry onto Part 1 of the Register (Groups and Associations)		per request	265.00 + 62.00 per individual	150 + 75 per individual	S
Entry onto Part 2 of the Register (Groups and Associations)		per request	105.00 + 62.00 per individual	150 + 75 per individual	S



Parking

Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
		£	£	

PARKING

Off Street Resident Season Ticket - Port Vale			325.44	341.71	S
Off Street Resident Season Ticket - Crown Terrace			1,462.86	1,536.00	S
Off Street Resident Season Ticket - Baldock Street - Ware			1,143.82	1,201.01	S
On Street Resident Season Ticket - 1st Permit			75.00	75.00	OS
On Street Resident Season Ticket - 2nd Permit			150.00	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))			150.00	150.00	OS
On Street Resident Season Ticket - Motorcycle permit			26.00	27.00	OS
On Street Resident Season Ticket - Contractor permit		per week	25.00	26.00	OS
On Street Resident Season Ticket - Business permit		per annum	424.00	424.00	OS
On Street Resident Season Ticket - Carers/ Special permits (discretionary)			43.00	45.00	OS
On Street Resident Season Ticket - Vistors Vouchers		per hour	0.16	0.17	OS
On Street Resident Season Ticket - Vistors Vouchers		per hour pensioners	0.08	0.08	OS
On Street Resident Season Ticket - Vistors Vouchers		Per Day	1.50	1.60	OS
On Street Resident Season Ticket - Vistors Vouchers		Per day pensioners	0.75	0.80	OS
On Street Resident Season Ticket - Vistors Vouchers		Per Week	3.20	3.40	OS
On Street Resident Season Ticket - Vistors Vouchers		Per week pensioners	1.60	1.70	OS
On Street Resident Season Ticket - Charge for Temporary Dispensation from Parking Restrictions			25.00	26.00	OS
On Street Residents Parking Permits - Folly Island - 2nd Permit			75.00	75.00	OS
Parking Northgate House		Per space per annum	1,000.00	1,050.00	OS
Bishop's Stortford market traders' tariff - Link Road		per Thursday or Saturday	4.60	4.80	S
Bishop's Stortford market traders' tariff - Apton Road		per Thursday or Saturday	4.60	4.80	S
Old London Road - Hertford - Coach / Lorry tariff		per visit	15.00	16.00	S

ELECTRIC VEHICLE CHARGING

Fast chargers (up to 22 kWh)	Cost Recovery	per kWh	0.44	0.44	S
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Markets

Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
		£	£	

MARKETS

Street Trading Enhanced (Commercial Markets)	Annual	437.00	437.00	OS
Street Trading Enhanced (Commercial Markets)	Quarterly		150.00	OS
Street Trading: Enhanced (Farmers Market)	Annual	437.00	437.00	OS
Additional stall: Enhanced (Farmers Market)		120.00	120.00	OS
Electricity - Cooking per trading day	per trading day	7.50	9.00	OS
Electricity - Lighting/tills only	per trading day	4.50	5.40	S
Electricity - Lighting/tills only	monthly trader	46.00	0.00	S
Electricity - Lighting/tills only	weekly trader	185.00	0.00	S

VAT Key:

S - Standard (20%)

Z - Zero (0%)

E - Exempt

OS - Outside Scope of VAT



Housing and Health

Basis of Charge	Unit of Charge	2024/25		2025/26		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	507.00	532	OS
Animal licences - Grant or renewal cost per additional licensable activity	Cost Recovery	Every 1 to 3 years	267.00	280	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	243.00	255	OS
Animal Licences - Hiring of horses additional charge per horse	Cost Recovery	Every 1 to 3 years	14.00	15	OS
Animal licences - Minor variation of a current licence (no site visit)	Cost Recovery	per variation	121.00	127	OS
Animal licences - Variation of a current licence (involving site visit) (plus vet fees)	Cost Recovery	per variation	274.00	288	OS
Animal licences - Re-evaluation of a licenced premises star rating (plus vet fees)	Cost Recovery	per inspection	375.00	394	OS
Animal Licences - 'arrangers fee' for one licensable activity	Cost Recovery	Every 1 to 3 years	507.00	558	OS
Zoos - New Licence (plus vet fees)	Cost Recovery	per 4 year registration	2,773.00	2912	OS
Zoos - Year 3 periodical inspection (plus vet fees)	Cost Recovery	per inspection	2,520.00	2646	OS
Zoos - Year 6 renewal licence inspection (plus vet fees)	Cost Recovery	per 6 years	2,554.00	2682	OS
Zoos - Transfer of Licence (plus vet fees)	Cost Recovery	per transfer	1,005.00	1055	OS
Dangerous Wild Animals (plus vet fees)	Cost Recovery	per 2 years	421.00	442	OS
Registration for Skin Piercing (Premises)	Cost Recovery	per business	252.00	265	OS
Registration for Skin Piercing (Person) - when registered at the time of premises registration	Cost Recovery	per person	14.00	15	OS
Registration for Skin Piercing (Person) - when registered after/independently of premises registration	Cost Recovery	per person or premises	181.50	191	OS
Registration for Peripatetic Skin Piercing	Cost Recovery	per business	264.00	277	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	88.00	92	OS
Replacement of any environmental health licence, FHRS sticker or registration certificate	Cost Recovery	per licence	28.50	30	OS
Mobile homes sites - fit and proper person checks (excluding DBS costs)	Cost Recovery	Per check	180.00	198	OS

FOOD HYGIENE & SAFETY

Issue of certificate following surrender of food - first hour (plus disposal costs)	Cost Recovery	per hour or part	84.50	89	OS
Issue of certificate following surrender of food - additional hours (plus disposal costs)	Cost Recovery	per hour or part	56.00	59	OS
Food export health certificate (first hour)	Cost Recovery	per hour or part	87.00	91	OS
Food export health certificate (additional hours)	Cost Recovery	per hour or part	56.00	59	OS
Letter confirming food premises registration	Cost Recovery	per certificate	33.00	35	OS
Food Hygiene Rating Scheme Rescoring Visit	Cost Recovery	per visit	203.50	214	OS



Housing and Health

Basis of Charge	Unit of Charge	2024/25		2025/26		VAT
		Charge	Ex. VAT	Charge	Ex. VAT	
		£		£		

MISCELLANEOUS FEES & CHARGES

Contaminated Land/ additional land charge enquiry (simple land search)	Cost Recovery	per enquiry	82.50	87	OS
Contaminated Land/ additional land charge enquiry (detailed land search)	Cost Recovery	per enquiry	219.00	230	OS
Statement of fact for civil cases (first hour)	Cost Recovery	First hour or part	89.00	93	S
Statement of fact for civil cases (additional hour)	Cost Recovery	per hour or part	56.00	59	S
Processing Section 61 notice application	Cost Recovery	per enquiry	82.50	91	OS
Attendance at Exhumations (first hour)	Cost Recovery	First hour or part	89.00	93	OS
Attendance at Exhumations (additional hours)	Cost Recovery	per hour or part	56.00	59	OS
Public health burials (first hour)	Cost Recovery	First hour or part	87.00	91	OS
Public health burials (additional hour)	Cost Recovery	per hour or part	56.00	59	OS

PRIVATE WATER SUPPLIES

Risk Assessment (first hour) (plus costs incurred by specialist inspector)	Cost Recovery	First hour or part	84.50	89	S
Risk Assessment (additional hour) (plus costs incurred by specialist inspector)	Cost Recovery	per hour or part	49.50	52	S
Risk Assessment (Desktop) - first hour	Cost Recovery	First hour or part	84.50	89	S
Risk Assessment (Desktop) - additional hours	Cost Recovery	per hour or part	49.50	52	S
Sampling Visit - first hour (plus analysis costs)	Cost Recovery	First hour or part	78.00	82	S
Sampling Visit - additional hours (plus analysis costs)	Cost Recovery	per hour or part	49.50	52	S
Sampling - Desktop review of results (first hour)	Cost Recovery	First hour or part	78.00	82	OS
Sampling - Desktop review of results (additional hours)	Cost Recovery	per hour or part	49.50	52	OS
Investigation - first hour (plus analysis costs)	Cost Recovery	First hour or part	78.00	82	OS
Investigation - additional hours (plus analysis costs)	Cost Recovery	per hour or part	49.50	52	OS
Granting of Authorisation -first hour	Cost Recovery	First hour or part	115.50	121	OS
Granting of Authorisation - additional hours	Cost Recovery	per hour or part	64.00	67	OS

PRIVATE SECTOR HOUSING

Standards inspection for immigration	Cost Recovery	per inspection	191.00	201	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	429.00	450	OS
Housing Notices Recovery of cost to arrange for professional reports (plus professional costs)	Cost Recovery	per professional report	81.00	85	OS
Fixed penalty for failure to belong to an approved redress scheme		fixed charge	5,000.00	5000	OS



Housing and Health

	Basis of Charge	Unit of Charge	2024/25		2025/26		VAT
			Charge	Ex. VAT	Charge	Ex. VAT	
			£		£		
Licence for a HMO with no more than 5 bedrooms - full fee upon application	Cost Recovery	per licence	1,311.00		1377		OS
Licence for a HMO with no more than 5 bedrooms - Part 1 Fee	Cost Recovery	per licence	1,059.00		1112		OS
Licence for an HMO - Part 2 Fee	Cost Recovery	per licence - final before issuing licence	279.50		293		OS
Additional bedrooms	Cost Recovery	each	27.50		29		OS
Renewal of HMO Licence - Full fee upfront.	Cost Recovery	per licence	1,090.00		1145		OS
Renewal of HMO Licence - Two-part fee - Part 1	Cost Recovery	per licence - initial at application	838.00		880		OS
Renewal of HMO Licence - Two-part fee - Part 2	Cost Recovery	per licence - final before issuing licence	279.50		293		OS
HMO Confirmation Letters for licensable HMOs after application has been received	Cost Recovery	per letter	33.00		35		OS
Housing Advice Visit	Cost Recovery	per visit	369.50		388		S

OTHER LICENCES

Sex Establishments		per annum	3,760.00		3760		OS
Sex Establishments		per renewal	3,330.00		3330		OS
Sex Establishments		transfer	108.00		108		OS
Hypnotism Act 1952 - Occasional licensed premises			207.00		217		OS
Hypnotism Act 1952 - Occasional unlicensed premises			795.00		835		OS
Scrap Metal Site Licence		per licence granted	353.00		353		OS
Scrap Metal Site Licence		per licence renewed	263.00		263		OS
Scrap Metal Site Licence - Variation, Name Change, Change of Site		per change	63.00		63		OS
Scrap Metal Collectors Licence		per licence granted	320.00		320		OS
Scrap Metal Collectors Licence		per licence renewed	229.00		229		OS
Scrap Metal Collectors Licence - Variation, Name Change		per change	62.50		63		OS

TAXI LICENSING

Private Hire vehicle (new) - 1 year		per new licence	307.50		308		OS
Private Hire vehicle (renewal) - 1 year		per renewal	287.00		287		OS
Vehicle - either Hackney Carriage or Private Hire (new) only - 1 year	HC	per new licence	400.00		400		OS
Vehicle - either Hackney Carriage or Private Hire (renewal) HC only - 1 year		per renewal	318.00		318		OS
Dual Driver or Private Hire Driver (new) - 3 year			393.50		394		OS



Housing and Health

	Basis of Charge	Unit of Charge	2024/25		2025/26		VAT
			Charge	Ex. VAT	Charge	Ex. VAT	
			£		£		
Dual Driver or Private Hire Driver (renewal) - 3 year			284.00		284		OS
Dual Driver or Private Hire Driver (new) - 1 year			343.00		343		OS
Dual Driver or Private Hire Driver (renewal) - 1 year			233.70		234		OS
Private Hire Operator - 5 year (new)			302.00		302		OS
Private Hire Operator - 5 year (renewal)			296.00		296		OS
Private Hire Operator - 1 year (new)			266.50		267		OS
Private Hire Operator - 1 year (renewal)			266.50		267		OS
Each additional vehicle above 6			-		0		OS
Change of vehicle (new vehicle on old plate number)			59.00		62		OS
Change of vehicle (courtesy car)			91.00		96		OS
Vehicle Inspection (5 year check)			36.00		38		OS
Private Hire Driver converted to Dual Driver	Cost Recovery	Per driver	30.00		32		OS
Private Hire Driver converted to Hackney Carriage vehicle			108.00		113		OS
Change of vehicle proprietor			41.00		43		OS
Change of DVLA details (registration number etc.)			61.00		64		OS
Change of Drivers address			12.00		13		OS
Knowledge test and training day (all new applicants)			98.00		103		OS
Resit of both routes and rules & regulations tests			52.00		55		OS
Resit of routes test only			34.00		36		OS
Update training for existing drivers			62.00		65		OS
Enhanced DBS Online	Cost Recovery	Per person	94.00		99		OS
English Competency testing (in our offices)	Cost Recovery		97.00		102		OS
English Competency testing (remote)	Cost Recovery		78.00		82		OS
Roof light (complete)	Cost Recovery	per light	65.00		68		S
Roof light (top cover only)	Cost Recovery	per light	45.00		47		S
Roof Light (base)			30.00		32		S
Replacement drivers badges	Cost Recovery	Each	19.00		20		S
Hackney Carriage Replacement plate (or additional for a trailer)	Cost Recovery	Each	20.00		21		S
Private Hire Vehicle replacement plate	Cost Recovery	Each	22.00		23		S



Housing and Health

	Basis of Charge	Unit of Charge	2024/25		2025/26		VAT
			Charge	Ex. VAT	Charge	Ex. VAT	
			£		£		
Roof light bulbs			3.23		3		S
Magnets (sold as a pair)	Cost Recovery	Per pair	18.00		19		S
Executive Disc (private hire vehicles only)	Cost Recovery	Each	13.00		14		S
Refund per full calendar month of unexpired drivers licence PH (new)			2.10		2		OS
Refund per full calendar month of unexpired drivers licence PH (renewal)			1.00		1		OS
Refund per full calendar month of unexpired drivers licence HC (new)			2.10		2		OS
Refund per full calendar month of unexpired drivers licence HC (renewal)			1.00		1		OS
Refund per full calendar month of unexpired vehicle licence PH (new)			4.20		4		OS
Refund per full calendar month of unexpired vehicle licence PH (renewal)			4.20		4		OS
Refund per full calendar month of unexpired vehicle licence HC (new)			4.20		4		OS
Refund per full calendar month of unexpired vehicle licence HC (renewal)			4.20		4		OS
Refund per full calendar year of unexpired operators licence (new)			11.50		12		OS
Refund per full calendar year of unexpired operators licence (renewal)			11.50		12		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		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		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		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		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		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		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		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		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		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		OS



Housing and Health

	Basis of Charge	Unit of Charge	2024/25		2025/26		VAT
			Charge	Ex. VAT	Charge	Ex. VAT	
			£		£		
PERSONAL LICENCE	Statutory Fee	per licence		37.00		37	OS

OTHER FEES AND CHARGES

Supply of copies of information contained in register		per black & white A4 sheet		0.15		0.16	S
Supply of copies of information contained in register		per black & white A3 sheet		0.30		0.32	S
Supply of copies of information contained in register		per black & white A0 sheet		2.00		2.10	S
Supply of copies of information contained in register		per colour A4 sheet		0.30		0.32	S
Supply of copies of information contained in register		per colour A3 sheet		0.60		0.63	S
Supply of copies of information contained in register		per colour A0 sheet		2.30		2.42	S
Application for copy of licence or summary on theft, loss etc. of premises licence or summary	Statutory Fee	per application		10.50		10.5	OS
Notification of change of name or address (holder of premises licence)	Statutory Fee	per change		10.50		10.5	OS
Application to vary or to specify individual as premises supervisor	Statutory Fee	per application		23.00		23	OS
Application to transfer premises licence	Statutory Fee	per application		23.00		23	OS
Interim authority notice	Statutory Fee	per notice		23.00		23	OS
Application for making of a provisional statement	Statutory Fee	per statement		315.00		315	OS
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	Statutory Fee	per copy		10.50		10.5	OS
Notification of change of name or alteration of club rules	Statutory Fee	per change		10.50		10.5	OS
Change of relevant registration address of club	Statutory Fee	per change		10.50		10.5	OS
Temporary event notice	Statutory Fee	per notice		21.00		21	OS
Application of copy of notice on theft, loss etc. of temporary event notice	Statutory Fee	per copy		10.50		10.5	OS
Application of copy of licence on theft, loss etc. of personal licence	Statutory Fee	per copy		10.50		10.5	OS
Notification of change of name or address (personal licence)	Statutory Fee	per change		10.50		10.5	OS
Notice of interest in any premises	Statutory Fee	per notice		21.00		21	OS

GAMBLING ACT 2005

Bingo Premises		per licence		3,258.00		3421	OS
Bingo Premises		per variation		1,629.50		1711	OS
Bingo Premises		per transfer		1,117.00		1173	OS
Bingo Premises		Annual Fee		931.00		978	OS
Adult Gaming Centre Premises		per licence		1,883.00		1977	OS
Adult Gaming Centre Premises		per variation		931.00		978	OS



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			Charge	Ex. VAT	Charge	Ex. VAT	
			£		£		
Adult Gaming Centre Premises		per transfer	1,095.00		1150		OS
Adult Gaming Centre Premises		Annual Fee	931.00		978		OS
Betting Premises (Track)		per licence	2,328.00		2444		OS
Betting Premises (Track)		per variation	1,165.00		1223		OS
Betting Premises (Track)		per transfer	885.00		929		OS
Betting Premises (Track)		Annual Fee	931.00		978		OS
Betting Premises (Other)		per licence	2,799.00		2939		OS
Betting Premises (Other)		per variation	1,397.00		1467		OS
Betting Premises (Other)		per transfer	1,117.00		1173		OS
Betting Premises (Other)		Annual Fee	365.00		383		OS
Family Entertainment Centre Premises		per licence	1,862.00		1955		OS
Family Entertainment Centre Premises		per variation	931.00		978		OS
Family Entertainment Centre Premises		per transfer	885.00		929		OS
Family Entertainment Centre Premises		Annual Fee	698.00		733		OS
Temporary Use Notices		per notice	500.00		525		OS
Temporary Use Notices		per copy	25.00		26		OS
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per permit	150.00		150		OS
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per variation	100.00		100		OS
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per transfer	25.00		25		OS
Notification 2 gaming machines	Statutory Fee	per notice	50.00		50		OS
Club Gaming Machine Permit 5 years (Up to 3 machines)	Statutory Fee	per permit	100.00		100		OS
Club Gaming Machine Permit	Statutory Fee	Annual Fee	50.00		50		OS
Small Lotteries	Statutory Fee	per setup	40.00		40		OS
Small Lotteries	Statutory Fee	per renewal	20.00		20		OS

STREET TRADING

Street Trading: Occasional Registered Charity (up to one month)	Cost Recovery	per month	83.50		88		OS
Street Trading: Occasional (up to one month)	Cost Recovery	per month	164.00		172		OS
Street Trading: Peripatatic (e.g. ice cream van)	Cost Recovery	per annum	473.00		497		OS
Street Trading: Static (e.g. burger van)	Cost Recovery	per annum	481.00		505		OS



Housing and Health

	Basis of Charge	Unit of Charge	2024/25		2025/26		VAT
			Charge	Ex. VAT	Charge	Ex. VAT	
			£		£		
Transfer of street trading consent	Cost Recovery	per transfer	66.00		69		OS
Variation of street trading consent	Cost Recovery	Per variation	66.00		69		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	2024/25		2025/26		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



Legal and Democratic Services

Basis of Charge	Unit of Charge	2024/25	2025/26	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	£141.60	161.00	S
Extra parcel fee with standard search	Cost Recovery	Per search	£164.70	183.55	S
Standard search including all CON290 questions	Cost Recovery	Per search	£338.64	359.30	S
LLC1	Cost Recovery	Per search	£30.00	35.00	Z
CON29	Cost Recovery	Per search	£111.60	126.00	S
Con290 Qu.4 -21	Cost Recovery	Per search	£8.40	8.40	S
Con29o Qu.22	Cost Recovery	Per search	£45.84	47.10	S
Extra parcel fee (LLC1)	Cost Recovery	Per search	£10.50	10.25	Z
Extra parcel fee (Con29)	Cost Recovery	Per search	£12.60	12.30	S
Expedited search fee (subject to availability)	Cost Recovery	Per search	-	48.00	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



Legal and Democratic Services

	Basis of Charge	Unit of Charge	2024/25		2025/26		VAT
			Charge	Ex. VAT	Charge	Ex. VAT	
			£		£		
Transfer of Open Space	Discretionary	Fixed	1,046.00		1,046.00		S
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	118.00		130		S
Postponement of Charge	Discretionary	Fixed	118.00		130		S
Sale of land	Discretionary	Fixed	1,080.00		1,190.20		S
Footpath/Bridleway Creation or Diversion Agreement	Discretionary	Fixed	2,155.00		2,368		S

STREET NAMING & NUMBERING

Change of house name or adding alias name	Cost Recovery	Per address	100.00		100		Z
Registering 1 plot	Cost Recovery	Per address	104.50		100		Z
Registering 2-24 plots	Cost Recovery	Per address	70.00		75		Z
Registering 25-49 plots	Cost Recovery	Per address	60.00		65		Z
Registering 50-74 plots	Cost Recovery	Per address	50.00		55		Z
Registering 75-149 plots	Cost Recovery	Per address	40.00		45		Z
Registering 150+ Plots	Cost Recovery	Per address	30.00		35		Z
Naming a new street/block where the Council Chooses a Name	Cost Recovery	Per road name	275.00		300		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	375.00		400		Z
Renaming of street where requested by residents and/or the Town/Parish Council	Discretionary	Per address	100.00		100		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		100		Z



Operations

Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
		£	£	

ANIMAL CONTROL

Collection and release of stray dog to owner - that are micro chipped with the correct chip details	Service charge	per dog	33.00	35.00	n/a
Service Charge for collection and release of stray dog to owner - that are not micro chipped with the correct chip details		per dog	-	57.50	n/a
Stray dog without ID chip	Service charge		57.50	60.00	n/a
Stray dog collected	Statutory		25.00	25.00	n/a
Kennel Charges		per night	20.00	27.50	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	65.00	68.50	S
Dog Fouling Sign		per sign	Price on application	Price on application	S

ALLOTMENTS

Allotments (25.3m ²)		per annum	5.00	5.25	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	24.00	25.00	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			1,810.00	1,995.00	n/a
Personal Trainers - per trainer			680.00	745.00	n/a



Waste & Recycling

Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
		£	£	

TRADE REFUSE - COMMERCIAL CUSTOMERS

120 litre bin	Commercial charge	Per bin per year	6.93	7.35	OS
240 litre bin	Commercial charge	Per bin per year	11.24	11.91	OS
360 litre bin	Commercial charge	Per bin per year	12.50	13.24	OS
660 litre bin	Commercial charge	Per bin per year	21.16	22.43	OS
1100 litre bin	Commercial charge	Per bin per year	26.57	28.16	OS
EH Sacks - per 50 sacks	Commercial charge	Per 50 sacks	149.10	158.05	OS

TRADE REFUSE - CHARITIES

240 litre bin	Commercial charge	Per bin per year	9.92	10.47	OS
360 litre bin	Commercial charge	Per bin per year	10.97	11.58	OS
660 litre bin	Commercial charge	Per bin per year	17.69	18.67	OS
1100 litre bin	Commercial charge	Per bin per year	21.74	22.93	OS
EH Sacks - per 50 sacks	Commercial charge	Per 50 sacks	138.81	146.44	OS

TRADE REFUSE - SCHOOLS

140 litre bin	Commercial charge	Per bin per year	6.93	7.31	OS
240 litre bin	Commercial charge	Per bin per year	8.19	8.64	OS
360 litre bin	Commercial charge	Per bin per year	10.29	10.86	OS
660 litre bin	Commercial charge	Per bin per year	15.02	15.84	OS
1100 litre bin	Commercial charge	Per bin per year	18.59	19.61	OS
EH Sacks - per 50 sacks	Commercial charge	Per 50 sacks	138.81	146.44	OS

TRADE RECYCLING - CO-MINGLED RECYCLING

Box	Commercial charge	Per box per year	2.80	3.15	OS
140 litre bin	Commercial charge	Per bin per year	2.80	3.15	OS
240 litre bin	Commercial charge	Per bin per year	4.00	4.50	OS
360 litre bin	Commercial charge	Per bin per year	5.50	6.19	OS
660 litre bin	Commercial charge	Per bin per year	8.80	9.91	OS
1100 litre bin	Commercial charge	Per bin per year	11.00	12.38	OS

TRADE RECYCLING - PAPER RECYCLING

Box	Commercial charge	Per box per year	2.99	3.15	OS
140 litre bin	Commercial charge	Per bin per year	2.99	3.15	OS
240 litre bin	Commercial charge	Per bin per year	4.27	4.50	OS
360 litre bin	Commercial charge	Per bin per year	5.87	6.19	OS

TRADE CLINICAL WASTE

Site visit	Commercial charge	Per box per year	20.21	21.32	OS
Sharps container	Commercial charge	Per bin per year	12.92	13.63	OS
Clinical Waste Sacks - infectious	Commercial charge	Per bin per year	7.98	8.42	OS
Clinical Waste Sacks - offensive	Commercial charge	Per bin per year	4.83	5.10	OS
Extra sacks delivery	Commercial charge	Per bin per year	35.49	37.44	OS

BULKY WASTE COLLECTION

Basic collection of 1 - 6 items	Cost Recovery	Per collection of 1 - 6 items	55.86	58.90	OS
Additional items - non electrical	Cost Recovery	Per item	15.49	16.30	OS
Additional items - electrical	Cost Recovery	Per item	51.56	54.30	OS
Additional items - Persistent Organic Pollutants	Cost Recovery	Per item	55.86	58.90	OS
Cancellation fee	Cost Recovery	Per cancellation	13.65	14.40	OS