



Basis of Charge	Unit of Charge
-----------------	----------------

2025/26 Charge Ex. VAT £

2026/27 Charge Ex. VAT £	VAT
-----------------------------	-----

Environmental Health Charges

Animal licences - Grant or renewal cost of one licensable activity	Cost Recovery	Every 1 to 3 years	532.00	554.00	OS
Animal licences - Grant or renewal cost per additional licensable activity	Cost Recovery	Every 1 to 3 years	280.00	292.00	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	255.00	265.00	OS
Animal Licences - Hiring of horses additional charge per horse	Cost Recovery	Every 1 to 3 years	15.00	17.00	OS
Animal licences - Minor variation of a current licence (no site visit)	Cost Recovery	per variation	127.00	132.00	OS
Animal licences - Variation of a current licence (involving site visit) (plus vet fees)	Cost Recovery	per variation	288.00	300.00	OS
Animal licences - Re-evaluation of a licenced premises star rating (plus vet fees)	Cost Recovery	per inspection	394.00	410.00	OS
Animal Licences - 'arrangers fee' for one licensable activity	Cost Recovery	Every 1 to 3 years	558.00	580.00	OS
Zoos - New Licence (plus vet fees)	Cost Recovery	per 4 year registration	2,912.00	3,030.00	OS
Zoos - Year 3 periodical inspection (plus vet fees)	Cost Recovery	per inspection	2,646.00	2,790.00	OS
Zoos - Year 6 renewal licence inspection (plus vet fees)	Cost Recovery	per 6 years	2,682.00	2,790.00	OS
Zoos - Transfer of Licence (plus vet fees)	Cost Recovery	per transfer	1,055.00	1,100.00	OS
Dangerous Wild Animals (plus vet fees)	Cost Recovery	per 2 years	442.00	460.00	OS
Registration for Skin Piercing (Premises)	Cost Recovery	per business	265.00	276.00	OS
Registration for Skin Piercing (Person) - when registered at the time of premises registration	Cost Recovery	per person	15.00	16.00	OS
Registration for Skin Piercing (Person) - when registered after/independently of premises registration	Cost Recovery	per person or premises	191.00	200.00	OS
Registration for Peripatetic Skin Piercing	Cost Recovery	per business	277.00	290.00	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	92.00	96.00	OS
Replacement of any environmental health licence, FHRS sticker or registration certificate	Cost Recovery	per licence	30.00	32.00	OS
Mobile homes sites - fit and proper person checks (exc DBS costs)	Cost Recovery	Per check	198.00	210.00	OS
	Cost Recovery	per hour or part	89.00	93.00	OS

532.00	554.00	OS
280.00	292.00	OS
255.00	265.00	OS
15.00	17.00	OS
127.00	132.00	OS
288.00	300.00	OS
394.00	410.00	OS
558.00	580.00	OS
2,912.00	3,030.00	OS
2,646.00	2,790.00	OS
2,682.00	2,790.00	OS
1,055.00	1,100.00	OS
442.00	460.00	OS
265.00	276.00	OS
15.00	16.00	OS
191.00	200.00	OS
277.00	290.00	OS
92.00	96.00	OS
30.00	32.00	OS
198.00	210.00	OS
89.00	93.00	OS

Food Hygiene & Safety

Issue of certificate following surrender of food - first hour (plus disposal costs)	Cost Recovery	per hour or part
Issue of certificate following surrender of food - additional hours (plus disposal costs)	Cost Recovery	per hour or part
Food export health certificate (first hour)	Cost Recovery	per hour or part
Food export health certificate (additional hours)	Cost Recovery	per hour or part
Letter confirming food premises registration	Cost Recovery	per certificate
Food Hygiene Rating Scheme Rescoring Visit	Cost Recovery	per visit

89.00	93.00	OS
59.00	62.00	OS
91.00	95.00	OS
59.00	62.00	OS
35.00	37.00	OS
214.00	223.00	OS



Basis of Charge	Unit of Charge
-----------------	----------------

2025/26 Charge Ex. VAT £

2026/27 Charge Ex. VAT £	VAT
--------------------------------	-----

Miscellaneous Fees & Charges

Contaminated Land/ additional land charge enquiry (simple land search)	Cost Recovery	per enquiry
Contaminated Land/ additional land charge enquiry (detailed land search)	Cost Recovery	per enquiry
Statement of fact for civil cases (first hour)	Cost Recovery	First hour or part
Statement of fact for civil cases (additional hour)	Cost Recovery	per hour or part
Processing Section 61 notice application	Cost Recovery	per enquiry
Attendance at Exhumations (first hour)	Cost Recovery	First hour or part
Attendance at Exhumations (additional hours)	Cost Recovery	per hour or part
Public health burials (first hour)	Cost Recovery	First hour or part
Public health burials (additional hour)	Cost Recovery	per hour or part

87.00	91.00	OS
230.00	240.00	OS
93.00	97.00	S
59.00	62.00	S
91.00	95.00	OS
93.00	97.00	OS
59.00	62.00	OS
91.00	95.00	OS
59.00	62.00	OS

Private Water Supplies

Risk Assessment (first hour) (plus costs incurred by specialist inspector)	Cost Recovery	First hour or part
Risk Assessment (additional hour) (plus costs incurred by specialist inspector)	Cost Recovery	per hour or part
Risk Assessment (Desktop) - first hour	Cost Recovery	First hour or part
Risk Assessment (Desktop) - additional hours	Cost Recovery	per hour or part
Sampling Visit - first hour (plus analysis costs)	Cost Recovery	First hour or part
Sampling Visit - additional hours (plus analysis costs)	Cost Recovery	per hour or part
Sampling - Desktop review of results (first hour)	Cost Recovery	First hour or part
Sampling - Desktop review of results (additional hours)	Cost Recovery	per hour or part
Investigation - first hour (plus analysis costs)	Cost Recovery	First hour or part
Investigation - additional hours (plus analysis costs)	Cost Recovery	per hour or part
Granting of Authorisation - first hour	Cost Recovery	First hour or part
Granting of Authorisation - additional hours	Cost Recovery	per hour or part

89.00	93.00	S
52.00	55.00	S
89.00	93.00	S
52.00	55.00	S
82.00	86.00	S
52.00	55.00	S
82.00	86.00	OS
52.00	55.00	OS
82.00	86.00	OS
52.00	55.00	OS
121.00	126.00	OS
67.00	70.00	OS



Basis of Charge	Unit of Charge	2025/26 Charge Ex. VAT £	2026/27 Charge Ex. VAT £	VAT
-----------------	----------------	--------------------------------	--------------------------------	-----

Private Sector Housing

Standards inspection for immigration	Cost Recovery	per inspection	201.00	210.00	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	450.00	470.00	OS
Housing Notices Recovery of cost to arrange for professional reports (plus professional costs)	Cost Recovery	per professional report	85.00	89.00	OS
Fixed penalty for failure to belong to an approved redress scheme	Cost Recovery	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	1,377.00	1,432.00	OS
Licence for a HMO with no more than 5 bedrooms - Part 1 Fee	Cost Recovery	per licence	1,112.00	1,157.00	OS
Licence for an HMO - Part 2 Fee	Cost Recovery	per licence - final before issuing licence	293.00	305.00	OS
Additional bedrooms	Cost Recovery	each	29.00	31.00	OS
Renewal of HMO Licence - Full fee upfront.	Cost Recovery	per licence	1,145.00	1,191.00	OS
Renewal of HMO Licence - Two-part fee - Part 1	Cost Recovery	per licence - initial at application	880.00	916.00	OS
Renewal of HMO Licence - Two-part fee - Part 2	Cost Recovery	per licence - final before issuing licence	293.00	305.00	OS
HMO Confirmation Letters for licensable HMOs after application has been received	Cost Recovery	per letter	35.00	37.00	OS
Housing Advice Visit	Cost Recovery	per visit	388.00	404.00	S

Other Licenses

Sex Establishments		per annum	3,760.00	3,910.00	OS
Sex Establishments		per renewal	3,330.00	3,460.00	OS
Sex Establishments		transfer	108.00	112.00	OS
Hypnotism Act 1952 - Occasional licensed premises			217.00	226.00	OS
Hypnotism Act 1952 - Occasional unlicensed premises			835.00	870.00	OS
Scrap Metal Site Licence		per licence granted	353.00	370.00	OS
Scrap Metal Site Licence		per licence renewed	263.00	275.00	OS
Scrap Metal Site Licence - Variation, Name Change, Change of Site		per change	63.00	65.00	OS
Scrap Metal Collectors Licence		per licence granted	320.00	332.00	OS
Scrap Metal Collectors Licence		per licence renewed	229.00	240.00	OS
Scrap Metal Collectors Licence - Variation, Name Change		per change	63.00	65.00	OS

3,760.00	3,910.00	OS
3,330.00	3,460.00	OS
108.00	112.00	OS
217.00	226.00	OS
835.00	870.00	OS
353.00	370.00	OS
263.00	275.00	OS
63.00	65.00	OS
320.00	332.00	OS
229.00	240.00	OS
63.00	65.00	OS



Basis of Charge	Unit of Charge
-----------------	----------------

2025/26 Charge
Ex. VAT £

2026/27 Charge
Ex. VAT £

Taxi Licensing

Private Hire vehicle (new) - 1 year	Cost Recovery	per new licence
Private Hire vehicle (renewal) - 1 year	Cost Recovery	per renewal
Vehicle - either Hackney Carriage or Private Hire (new) HC only - 1 year	Cost Recovery	per new licence
Vehicle - either Hackney Carriage or Private Hire (renewal) HC only - 1 year	Cost Recovery	per renewal
Dual Driver or Private Hire Driver (new) - 3 year	Cost Recovery	per new licence
Dual Driver or Private Hire Driver (renewal) - 3 year	Cost Recovery	per renewal
Dual Driver or Private Hire Driver (new) - 1 year	Cost Recovery	per new licence
Dual Driver or Private Hire Driver (renewal) - 1 year	Cost Recovery	per renewal
Private Hire Operator - 5 year (new)	Cost Recovery	per new licence
Private Hire Operator - 5 year (renewal)	Cost Recovery	per renewal
Private Hire Operator - 1 year (new)	Cost Recovery	per new licence
Private Hire Operator - 1 year (renewal)	Cost Recovery	per renewal
Change of vehicle (new vehicle on old plate number)	Cost Recovery	Per vehicle
Change of vehicle (courtesy car)	Cost Recovery	Per vehicle
Vehicle Inspection (5 year check)	Cost Recovery	Per vehicle
Private Hire Driver converted to Dual Driver	Cost Recovery	Per driver
Private Hire Driver converted to Hackney Carriage vehicle	Cost Recovery	Per driver
Change of vehicle proprietor	Cost Recovery	Per vehicle
Change of DVLA details (registration number etc.)	Cost Recovery	Per vehicle
Change of Drivers address	Cost Recovery	Per driver
Knowledge test and training day (all new applicants)	Cost Recovery	Per driver
Resit of both routes and rules & regulations tests	Cost Recovery	Per driver
Resit of routes test only	Cost Recovery	Per driver
Update training for existing drivers	Cost Recovery	Per driver
Enhanced DBS Online	Cost Recovery	Per person
English Competency testing (in our offices)	Cost Recovery	Per person
English Competency testing (remote)	Cost Recovery	Per person
Roof light (complete)	Cost Recovery	per light
Roof light (top cover only)	Cost Recovery	per light
Roof Light (base)	Cost Recovery	per light
Replacement drivers badges	Cost Recovery	Each
Hackney Carriage Replacement plate (or additional for a trailer)	Cost Recovery	Each
Private Hire Vehicle replacement plate	Cost Recovery	Each
Roof light bulbs	Cost Recovery	Each
Magnets (sold as a pair)	Cost Recovery	Per pair
Executive Disc (private hire vehicles only)	Cost Recovery	Each

308.00	308.00	OS
287.00	287.00	OS
400.00	400.00	OS
318.00	318.00	OS
394.00	394.00	OS
284.00	284.00	OS
343.00	343.00	OS
234.00	243.00	OS
302.00	302.00	OS
296.00	296.00	OS
267.00	267.00	OS
267.00	267.00	OS
62.00	65.00	OS
96.00	100.00	OS
38.00	40.00	OS
32.00	33.00	OS
113.00	118.00	OS
43.00	45.00	OS
64.00	67.00	OS
13.00	14.00	OS
103.00	108.00	OS
55.00	57.00	OS
36.00	38.00	OS
65.00	68.00	OS
99.00	103.00	OS
102.00	106.00	OS
82.00	85.00	OS
68.00	71.00	S
47.00	49.00	S
32.00	33.00	S
20.00	21.00	S
21.00	22.00	S
23.00	24.00	S
3.00	3.00	S
19.00	20.00	S
14.00	15.00	S



Basis of Charge	Unit of Charge	2025/26 Charge Ex. VAT £	2026/27 Charge Ex. VAT £	VAT
-----------------	----------------	--------------------------------	--------------------------------	-----

Premises Licenses

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	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	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	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	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	350.00	350.00 OS
PERSONAL LICENCE	Statutory Fee	per licence	37.00	37.00 OS
Supply of copies of information contained in register		per black & white A4 sheet	0.16	0.17 S
Supply of copies of information contained in register		per black & white A3 sheet	0.32	0.33 S
Supply of copies of information contained in register		per black & white A0 sheet	2.10	2.18 S
Supply of copies of information contained in register		per colour A4 sheet	0.32	0.33 S
Supply of copies of information contained in register		per colour A3 sheet	0.63	0.66 S
Supply of copies of information contained in register		per colour A0 sheet	2.42	2.52 S
Application for copy of licence or summary on theft, loss etc. of premises licence	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	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
Application of copy of notice on theft, loss etc. of temporary event notice	Statutory Fee	per copy
Application of copy of licence on theft, loss etc. of personal licence	Statutory Fee	per copy
Notification of change of name or address (personal licence)	Statutory Fee	per change
Notice of interest in any premises	Statutory Fee	per notice

21.00	21.00	OS
10.50	10.50	OS
10.50	10.50	OS
10.50	10.50	OS
21.00	21.00	OS



Basis of Charge	Unit of Charge

2025/26 Charge	Ex. VAT £

2026/27 Charge	VAT

Gambling Act

Bingo Premises		per licence
Bingo Premises		per variation
Bingo Premises		per transfer
Bingo Premises		Annual Fee
Adult Gaming Centre Premises		per licence
Adult Gaming Centre Premises		per variation
Adult Gaming Centre Premises		per transfer
Adult Gaming Centre Premises		Annual Fee
Betting Premises (Track)		per licence
Betting Premises (Track)		per variation
Betting Premises (Track)		per transfer
Betting Premises (Track)		Annual Fee
Betting Premises (Other)		per licence
Betting Premises (Other)		per variation
Betting Premises (Other)		per transfer
Betting Premises (Other)		Annual Fee
Family Entertainment Centre Premises		per licence
Family Entertainment Centre Premises		per variation
Family Entertainment Centre Premises		per transfer
Family Entertainment Centre Premises		Annual Fee
Temporary Use Notices		per notice
Temporary Use Notices		per copy
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per permit
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per variation
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per transfer
Notification 2 gaming machines	Statutory Fee	per notice
Club Gaming Machine Permit 5 years (Up to 3 machines)	Statutory Fee	per permit
Club Gaming Machine Permit	Statutory Fee	Annual Fee
Small Lotteries	Statutory Fee	per setup
Small Lotteries	Statutory Fee	per renewal

3,421.00	3,500.00	OS
1,711.00	1,750.00	OS
1,173.00	1,200.00	OS
978.00	1,000.00	OS
1,977.00	2,000.00	OS
978.00	1,000.00	OS
1,150.00	1,200.00	OS
978.00	1,000.00	OS
2,444.00	2,500.00	OS
1,223.00	1,250.00	OS
929.00	950.00	OS
978.00	1,000.00	OS
2,939.00	3,000.00	OS
1,467.00	1,500.00	OS
1,173.00	1,200.00	OS
383.00	400.00	OS
1,955.00	2,000.00	OS
978.00	1,000.00	OS
929.00	950.00	OS
733.00	750.00	OS
525.00	525.00	OS
26.00	26.00	OS
150.00	150.00	OS
100.00	100.00	OS
25.00	25.00	OS
50.00	50.00	OS
100.00	100.00	OS
50.00	50.00	OS
40.00	40.00	OS
20.00	20.00	OS

Business & Planning Act 2024

Pavement License New (2 Years)		2 years
Pavement License Renewal (2 years)		2 Years
Removal of unauthorised Furniture		Per notice
Storage per week		Per notice
Disposal of furniture		per notice
Distribution of free literature - 1 year		Per license

500.00	500.00	OS
350.00	350.00	OS
210.00	210.00	OS
175.00	175.00	OS
295.00	295.00	OS
34.00	36.00	S



Basis of Charge	Unit of Charge	2025/26 Charge Ex. VAT £	2026/27 Charge Ex. VAT £	VAT
-----------------	----------------	--------------------------------	--------------------------------	-----

Street Trading

Street Trading: Occasional Registered Charity (up to one month)	Cost Recovery	per month
Street Trading: Occasional (up to one month)	Cost Recovery	per month
Street Trading: Peripatetic (e.g. ice cream van)	Cost Recovery	per annum
Street Trading: Static (e.g. burger van)	Cost Recovery	per annum
Transfer of street trading consent	Cost Recovery	per transfer
Variation of street trading consent	Cost Recovery	Per variation
Street trading consent refund - greater than 6 months left on consent	Cost Recovery	per consent
Street trading consent refund - between 3 and 6 months left on consent	Cost Recovery	per consent

88.00	92.00	OS
172.00	180.00	OS
497.00	517.00	OS
505.00	526.00	OS
69.00	72.00	OS
69.00	72.00	OS
25% of fee paid	-	OS
10% of fee paid	-	OS

Markets

Hertford commercial (Friday or Saturday)		Annual
Hertford commercial (Friday or Saturday)		6 Months
Hertford commercial (Friday or Saturday)		Quarterly
Ware commercial (Friday or Saturday)		Annual
Ware commercial (Friday or Saturday)		6 Months
Ware commercial (Friday or Saturday)		Quarterly
Commercial Markets (Any two) note 1		Annual
Commercial Markets (Any two)		6 Months
Commercial Markets (Any two)		Quarterly
Commercial Markets (All three) note 2		Annual
Commercial Markets (All three)		6 Months
Commercial Markets (All three)		Quarterly
Hertford Farmers Market note 3		Annual
Hertford Farmers Market		6 Months
Hertford Farmers Market		Quarterly
Hertford Farmers Market (additional stall)		Daily
Electricity (lights & till only)		Per day
Electricity (lights & till & cooking)		Per day
Comercial Market Incentive Discount		Annual
Comercial Market Incentive Discount		6 Months
Comercial Market Incentive Discount		Quarterly

-	460.00	OS
-	240.00	OS
-	150.00	OS
-	460.00	OS
-	240.00	OS
-	150.00	OS
-	880.00	OS
-	460.00	OS
-	275.00	OS
-	1,260.00	OS
-	660.00	OS
-	400.00	OS
-	360.00	OS
-	190.00	OS
-	100.00	OS
-	11.00	OS
4.50	4.50	S
7.50	7.50	S
-	26.00	
-	13.00	
-	6.50	

Note 1 - Can be any two from Hertford Commercial Saturday, Hertford Commercial Friday and Ware Commercial

Note 2 - Hertford Commercial Saturday, Hertford Commercial Friday and Ware Commercial.

Note 3 - One market per month but includes stall and table.



Basis of Charge	Unit of Charge
-----------------	----------------

2025/26 Charge
Ex. VAT £

2026/27 Charge
Ex. VAT £

Hostels

Rectory & Hillcrest Hostels Single room (exc. Service charges)		per week
Rectory & Hillcrest Hostels Double room (exc. Service charges)		per week
Rectory & Hillcrest Hostels Family room (exc. Service charges)		per week
Cedar Cottage Support Hostel Self Contained Unit		per week
Bed & Breakfast - Single person		per week
Bed & Breakfast - Single person		per day
Bed & Breakfast - Single person and one child		per week
Bed & Breakfast - Single person and one child		per day
Bed & Breakfast - Single person and two children		per week
Bed & Breakfast - Single person and two children		per day
Bed & Breakfast - Couple		per week
Bed & Breakfast - Couple		per day
Bed & Breakfast - Couple and one child		per week
Bed & Breakfast - Couple and one child		per day
Bed & Breakfast - Couple and two children		per week
Bed & Breakfast - Couple and two children		per day
Bed & Breakfast - Additional children up to 16		per week
Bed & Breakfast - Additional children up to 16		per day

250.00	260.00	Z
330.00	343.00	Z
375.00	390.00	Z
377.00	392.00	Z
129.33	134.50	Z
15.80	16.43	Z
146.40	152.26	Z
20.90	21.74	Z
159.00	165.36	Z
22.80	23.71	Z
146.40	152.26	Z
20.90	21.74	Z
171.80	178.67	Z
24.50	25.48	Z
181.10	188.34	Z
26.60	27.66	Z
15.10	15.70	Z
2.10	2.18	Z

Landcharges

Registration of a charge in Part II of the register	Statutory Fee	per charge
Filing a definite certificate of the Lands Tribunal under rule 10 (3)	Statutory Fee	per certificate
Filing a judgement or order, or written request for the variation or cancellation of any entry in Part 11 of the register	Statutory Fee	per item
Inspection of documents filed in the register under rule 10, in respect of each parcel of land	Statutory Fee	per parcel of land
Office copy of any plan or other document filed pursuant to the rules	Statutory Fee	per copy
Standard search fee (CON29) VAT inclusive price	Cost Recovery	Per search
Extra parcel fee with standard search (CON29)	Cost Recovery	Per search
Standard search including all CON290 questions	Cost Recovery	Per search
CON29	Cost Recovery	Per search
Con290 Qu.4 -21	Cost Recovery	Per search
Con290 Qu.22	Cost Recovery	Per search
Extra parcel fee (Con29)	Cost Recovery	Per search
Expedited search fee	Cost Recovery	Per search

67.00	67.00	OS
2.50	2.50	OS
7.00	7.00	OS
2.50	2.50	OS
Individual Charge		OS
140.00	117.50	S
20.50	11.00	S
305.25	287.40	S
105.00	117.50	S
7.00	7.25	S
39.25	39.40	S
10.25	11.00	S
40.00	41.00	S



Basis of Charge	Unit of Charge
-----------------	----------------

2025/26 Charge
Ex. VAT £

2026/27 Charge
Ex. VAT £

Legal Charges

External legal advice (Non Public Law Partnership member)	Discretionary	Per hour	255.00	265.00	S
Authorised Guarantee Agreement	Discretionary	Fixed	628.00	653.00	S
Commercial lease assignment	Discretionary	Fixed	850.00	884.00	S
Leases	Discretionary	Fixed	981.00	1,020.00	S
Licences	Discretionary	Fixed	459.00	477.00	S
Deed of covenants	Discretionary	Fixed	511.66	532.00	S
Landlord licence	Discretionary	Fixed	717.00	746.00	S
Deed of variation (complex)	Discretionary	Fixed	1,307.00	1,359.00	S
Easements	Discretionary	Fixed	1,307.00	1,359.00	S
Drafting Rent Reviews	Discretionary	Fixed	327.00	340.00	S
s.106 TCPA 1990 – simple	Discretionary	Fixed	255.00	265.00	S
s.106 TCPA – complex	Discretionary	Per Hour	255.00	265.00	S

255.00	265.00	S
628.00	653.00	S
850.00	884.00	S
981.00	1,020.00	S
459.00	477.00	S
511.66	532.00	S
717.00	746.00	S
1,307.00	1,359.00	S
1,307.00	1,359.00	S
327.00	340.00	S
255.00	265.00	S
255.00	265.00	S

Legal Charges continued

Deed of Surrender	Discretionary	Fixed	784.00	815.00	S
Transfer of Open Space	Discretionary	Fixed	1,046.00	1,088.00	S
Licence of alterations	Discretionary	Fixed	915.00	952.00	S
Licence to assign leasehold premises	Discretionary	Fixed	915.00	952.00	S
Notice of Assignment	Discretionary	Fixed	107.00	111.00	S
Nomination Agreement	Discretionary	Fixed	826.00	859.00	S
Leasehold Enquiry Forms	Discretionary	Fixed	193.00	201.00	S
Letter and Consent	Discretionary	Fixed	39.00	41.00	S
Residential Lease Extension	Discretionary	Fixed	551.00	573.00	S
Notice of charge	Discretionary	Fixed	130.00	135.00	S
Postponement of Charge	Discretionary	Fixed	130.00	135.00	S
Sale of land	Discretionary	Fixed	1,190.00	1,238.00	S
Footpath/Bridleway Creation or Diversion Agreement	Discretionary	Fixed	2,368.00	2,463.00	S

784.00	815.00	S
1,046.00	1,088.00	S
915.00	952.00	S
915.00	952.00	S
107.00	111.00	S
826.00	859.00	S
193.00	201.00	S
39.00	41.00	S
551.00	573.00	S
130.00	135.00	S
130.00	135.00	S
1,190.00	1,238.00	S
2,368.00	2,463.00	S

Street Name & Numbering

Change of house name or adding alias name	Discretionary	Per address	100.00	104.00	Z
Registering 1 plot	Discretionary	Per address	100.00	104.00	Z
Registering 2-24 plots	Discretionary	Per address	75.00	78.00	Z
Registering 25-49 plots	Discretionary	Per address	65.00	68.00	Z
Registering 50-74 plots	Discretionary	Per address	55.00	57.00	Z
Registering 75-99 plots	Discretionary	Per address	45.00	47.00	Z
Registering 100+ Plots	Discretionary	Per address	35.00	36.00	Z
Naming a new street/block where the Council Chooses a Name	Discretionary	Per road name	300.00	310.00	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	400.00	425.00	Z
Renaming of street where requested by residents and/or the Town/Parish Council	Discretionary	Per address	100.00	104.00	Z
Change to new addresses due to development changing after the schedule has been issued (applies to all amended plots)	Discretionary	Per address	100.00	104.00	Z

100.00	104.00	Z
100.00	104.00	Z
75.00	78.00	Z
65.00	68.00	Z
55.00	57.00	Z
45.00	47.00	Z
35.00	36.00	Z
300.00	310.00	Z
400.00	425.00	Z
100.00	104.00	Z
100.00	104.00	Z



Basis of Charge	Unit of Charge
-----------------	----------------

2025/26 Charge
Ex. VAT
£

2026/27 Charge
Ex. VAT
£

Electoral Registration Fees

Fee for sale of the full register and notices of alteration	Statutory Fee	per sale provided electronically	20.00	20.80	Z
and an additional	Statutory Fee	per thousand or part thousand entries	1.50	1.56	Z
Fee for sale of the full register and notices of alteration	Statutory Fee	per sale printed	10.00	10.40	Z
and an additional	Statutory Fee	per thousand or part thousand entries	5.00	5.20	Z
Fee for sale of the open Register	Statutory Fee	per sale provided electronically	20.00	20.80	Z
and an additional	Statutory Fee	per thousand or part thousand entries	1.50	1.56	Z
Fee for sale of the open Register	Statutory Fee	per sale printed	10.00	10.40	Z
and an additional	Statutory Fee	per thousand or part thousand entries	5.00	5.20	Z
Fee for sale of the list of overseas electors	Statutory Fee	per sale provided electronically	20.00	20.80	Z
and an additional	Statutory Fee	per hundred or part hundred entries	1.50	1.56	Z
Fee for sale of the list of overseas electors	Statutory Fee	per sale printed	10.00	10.40	Z
and an additional	Statutory Fee	per hundred or part hundred entries	5.00	5.20	Z
Fee for sale of the marked document (register or absent voters list)	Statutory Fee	per sale provided electronically	10.00	10.40	Z



Basis of Charge	Unit of Charge	2025/26 Charge Ex. VAT £	2026/27 Charge Ex. VAT £	VAT
-----------------	----------------	-----------------------------	-----------------------------	-----

Electoral Registration Fees - continued

and an additional	Statutory Fee	per thousand or part thousand entries
Fee for sale of the marked document (register or absent voters list)	Statutory Fee	per sale printed
and an additional	Statutory Fee	per thousand or part thousand entries
Photocopies of Election expense returns	Statutory Fee	Per side copied
Certificate of Registration	Discretionary	per elector per year
Voter Authority Certificate	Statutory Fee	per elector per year

1.00	1.04	Z
10.00	10.40	Z
2.00	2.08	Z
0.20	0.21	Z
22.00	22.88	Z
Free		Z

Animal Control

Stray dog with ID chip (unless first offence and dog is collected the same day)		per dog
Stray dog without ID chip	Statutory Fee	
Stray dog collected		
Kennel Charges		per night
Assistance to third party organisations		per hour
Provision of dog waste bag		per box of 5000
Dog Fouling Sign		per sign

35.00	36.40	n/a
60.00	60.00	n/a
25.00	26.00	n/a
27.50	28.60	n/a
Price on application	-	S
68.50	71.00	S
Price on application	-	S

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
		25.00

25.00	26.00	S
-------	-------	---

Outdoor Exercise Group Activities

Organisations - per site		per site
Personal Trainers - per trainer		per trainer

1,995.00	2,075.00	S
745.00	775.00	S



Basis of Charge	Unit of Charge	2025/26 Charge Ex. VAT £	2026/27 Charge Ex. VAT £	VAT
-----------------	----------------	--------------------------------	--------------------------------	-----

Waste Service Fees

Garden Waste - residential

Garden Waste Bin	Per bin per year	59.00	61.00	OS
------------------	------------------	-------	-------	----

Trade Refuse - Commercial Customers

120 litre bin	Commercial charge	Per bin per year	7.35	7.64	OS
240 litre bin	Commercial charge	Per bin per year	11.91	12.39	OS
360 litre bin	Commercial charge	Per bin per year	13.24	13.77	OS
660 litre bin	Commercial charge	Per bin per year	22.43	23.33	OS
1100 litre bin	Commercial charge	Per bin per year	28.16	29.29	OS
EH Sacks - per 50 sacks	Commercial charge	Per 50 sacks	158.05	164.37	OS

Trade Refuse - Charities

240 litre bin	Commercial charge	Per bin per year	10.47	10.90	OS
360 litre bin	Commercial charge	Per bin per year	11.58	12.00	OS
660 litre bin	Commercial charge	Per bin per year	18.67	19.40	OS
1100 litre bin	Commercial charge	Per bin per year	22.93	23.80	OS
EH Sacks - per 50 sacks	Commercial charge	Per 50 sacks	146.44	152.00	OS

TRADE REFUSE - SCHOOLS

140 litre bin	Commercial charge	Per bin per year	7.31	7.60	OS
240 litre bin	Commercial charge	Per bin per year	8.64	9.00	OS
360 litre bin	Commercial charge	Per bin per year	10.86	11.30	OS
660 litre bin	Commercial charge	Per bin per year	15.84	16.50	OS
1100 litre bin	Commercial charge	Per bin per year	19.61	20.40	OS
EH Sacks - per 50 sacks	Commercial charge	Per 50 sacks	146.44	152.00	OS



Basis of Charge	Unit of Charge	2025/26 Charge Ex. VAT £	2026/27 Charge Ex. VAT £	VAT
-----------------	----------------	--------------------------------	--------------------------------	-----

TRADE RECYCLING - CO-MINGLED RECYCLING

Box	Commercial charge	Per box per year	3.15	3.30	OS
140 litre bin	Commercial charge	Per bin per year	3.15	3.30	OS
240 litre bin	Commercial charge	Per bin per year	4.50	4.70	OS
360 litre bin	Commercial charge	Per bin per year	6.19	6.50	OS
660 litre bin	Commercial charge	Per bin per year	9.91	10.30	OS
1100 litre bin	Commercial charge	Per bin per year	12.38	12.90	OS

3.15	3.30	OS
3.15	3.30	OS
4.50	4.70	OS
6.19	6.50	OS
9.91	10.30	OS
12.38	12.90	OS

TRADE RECYCLING - PAPER RECYCLING

Box	Commercial charge	Per box per year	3.15	3.30	OS
140 litre bin	Commercial charge	Per bin per year	3.15	3.30	OS
240 litre bin	Commercial charge	Per bin per year	4.50	4.70	OS
360 litre bin	Commercial charge	Per bin per year	6.19	6.50	OS

3.15	3.30	OS
3.15	3.30	OS
4.50	4.70	OS
6.19	6.50	OS

TRADE CLINICAL WASTE

Site visit	Commercial charge	Per box per year	21.32	22.17	OS
Sharps container	Commercial charge	Per bin per year	13.63	14.18	OS
Clinical Waste Sacks - infectious	Commercial charge	Per bin per year	8.42	8.76	OS
Clinical Waste Sacks - offensive	Commercial charge	Per bin per year	5.10	5.30	OS
Extra sacks delivery	Commercial charge	Per bin per year	37.44	38.94	OS

21.32	22.17	OS
13.63	14.18	OS
8.42	8.76	OS
5.10	5.30	OS
37.44	38.94	OS

BULKY WASTE COLLECTION

Basic collection of 1 - 6 items	Cost Recovery	Per collection of 1 - 6 items	58.90	61.20	OS
Additional items - non electrical	Cost Recovery	Per item	16.30	17.00	OS
Additional items - electrical	Cost Recovery	Per item	54.30	56.50	OS
Additional items - Persistant Organic Pollutants	Cost Recovery	Per item	58.60	61.00	OS
Cancellation fee	Cost Recovery	Per cancellation	14.40	15.00	OS

58.90	61.20	OS
16.30	17.00	OS
54.30	56.50	OS
58.60	61.00	OS
14.40	15.00	OS



Basis of Charge	Unit of Charge
-----------------	----------------

2025/26 Charge
Ex. VAT £

2026/27 Charge
Ex. VAT £

Planning Fees

MISC DEVELOPMENT MANAGEMENT CHARGES

Copies of any documents	per black & white A4 side
Copies of any documents	per colour A4 side
Copies of any documents	per black & white A3 side
Copies of any documents	per colour A3 side
Copies of documents provided on an electronic disc	per disc provided
Historical Research (where records available)	per hour (or part)
Legal obligation agreements - confirmation of compliance by third parties or where the monitoring	per hour (or part of) after first hour
Retrieval of externally stored microfilmed records	per microfilmed record

0.16	0.17	n/a
0.33	0.34	n/a
0.33	0.34	n/a
0.66	0.69	n/a
19.95	20.75	n/a
100.80	104.83	n/a
98.70	102.65	n/a
45.00 per hour	47.00 per hour	n/a

MINOR PRE-APPLICATION ADVICE

Householder proposals (written advice only)	Per request
Heritage advice only (minor scheme where site is within curtilage of Listed Building)	Per request
Small Commercial (written advice only)	Per request
Small Commercial (written advice and meeting)	Per request
Medium commercial (written advice only)	Per request
Medium commercial (written advice and meeting)	Per request
Other commercial or simple change of use (written advice only)	Per request
Other commercial or simple change of use (written advice, with meeting)	Per request
Simple Adverts (written advice only)	Per request
Simple Adverts (written advice with meeting)	Per request
10 or more adverts (written advice only)	Per request
11 or more adverts (written advice with meeting)	Per request
Other non-residential not covered by the above (written advice only)	Per request
Other non-residential not covered by the above (written advice and meeting)	Per request
Creation of new residential unit (written advice only)	Per request
Creation of new residential unit (written advice and meeting)	Per request
2-5 new residential units (includes meeting)	Per request
6-9 new residential units (written advice only)	Per request
6-9 new residential units (written advice and meeting)	Per request

218.75	227.50	S
450.00	468.00	S
454.80	478.00	S
-	728.00	S
909.59	955.00	S
	1,205.00	S
272.88	287.00	S
-	537.00	
181.92	191.00	S
-	441.00	
636.71	669.00	S
-	919.00	
272.88	287.00	S
-	537.00	
481.25	505.00	S
-	755.00	
960.49	1,009.00	S
1,152.59	1,210.00	S
-	1,610.00	S



Basis of Charge	Unit of Charge	2025/26 Charge Ex. VAT £	2026/27 Charge Ex. VAT £	VAT
-----------------	----------------	--------------------------------	--------------------------------	-----

MAJOR PRE-APPLICATION ADVICE

Residential 10-24 units		Per request
Residential 25-49 units		Per request
Residential 50 - 99 units		Per request
Residential 100-200 units		Per request
Residential 200 units +		Per request
Small major commercial scheme		Per request
Medium major commercial scheme		Per request
Large major commercial scheme		Per request
Commercial chang of use		Per request
Other non-residential advice on major applications not covered by the above		Per request
Other non-residential advice on major applications not covered by the above (no floor area)		Per request

3,605.39	3,786.00	S
5,408.09	5,678.00	S
8,112.13	8,518.00	S
13,520.22	14,196.00	S
price on application	price on application	S
5,250.00	5,513.00	S
7,875.00	8,269.00	S
10,500.00	11,025.00	S
2,100.00	2,205.00	S
4,375.00	4,594.00	S
525.00	551.00	S

Planning Miscellaneous

High Hedges (Part 8 of the Anti-social Behaviour Act 2003)		Per request
Withdrawal of notice from Enforcement Register		Per request
Discretionary Meeting		Per request
Handling Fee for long-term invalid applications		Per request
Discussion of provision of habitat bank for Biodiversity Net Gain		Per request
Chargeable amendments to applications under consideration		Per request

700.00	735.00	S
450.00	473.00	S
200.00	210.00	S
62.00	65.00	S
-	2,500.00	S
-	204.17	S

SELF-BUILD AND CUSTOM HOUSEBUILDING REGISTER

Entry onto Part 1 of the Register (Individuals)		per officer rate
Entry onto Part 2 of the Register (Individuals)		per officer rate
Entry onto Part 1 of the Register (Groups and Associations)		per officer rate
Entry onto Part 2 of the Register (Groups and Associations)		per officer rate

150.00	25.00	S
150.00	25.00	S
150.00 + 75.00 per individual	25.00	S
150.00 + 75.00 per individual	25.00	S

Surrendering Vehicle for scrapping

Motorcycle - no storage	Cost Recovery	per vehicle
Vehicle less than 3.5 tonnes - no storage	Cost Recovery	per vehicle
Touring Caravan - no storage	Cost Recovery	per vehicle
Motorcycle - storage 7 days	Cost Recovery	per vehicle
Vehicle less than 3.5 tonnes - storage 7 days	Cost Recovery	per vehicle
Touring Caravan - storage 7 days	Cost Recovery	per vehicle

-	59.50	S
-	259.50	S
-	161.00	S
-	231.00	S
-	466.00	S



Basis of Charge	Unit of Charge	2025/26 Charge Ex. VAT £	2026/27 Charge Ex. VAT £	VAT
-----------------	----------------	-----------------------------	-----------------------------	-----

Parking permits

Off Street Resident Season Ticket - Port Vale			341.71	S
Off Street Resident Season Ticket - Crown Terrace			1,536.00	S
Off Street Resident Season Ticket - Baldock Street - Ware			1,201.01	S
On Street Resident Season Ticket - 1st Permit			75.00	OS
On Street Resident Season Ticket - 2nd Permit			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))			156.25	OS
On Street Resident Season Ticket - Motorcycle permit			27.00	OS
On Street Resident Season Ticket - Contractor permit	per week		26.00	OS
On Street Resident Season Ticket - Business permit	per annum		424.00	OS
On Street Resident Season Ticket - Carers/ Special permits (discretionary)			45.00	OS
On Street Resident Season Ticket - Charge for Temporary Dispensation from Parking Restrictions			26.00	OS
On Street Residents Parking Permits - Folly Island - 2nd Permit			75.00	OS
On Street Resident Season Ticket - Vistors Vouchers	per hour		0.17	OS
On Street Resident Season Ticket - Vistors Vouchers	per hour pensioners		0.08	OS
On Street Resident Season Ticket - Vistors Vouchers	Per Day		1.60	OS
On Street Resident Season Ticket - Vistors Vouchers	Per day pensioners		0.80	OS
On Street Resident Season Ticket - Vistors Vouchers	Per Week		3.40	OS
On Street Resident Season Ticket - Vistors Vouchers	Per week pensioners		1.70	OS
Parking Northgate House	Per space per annum		1,050.00	OS
Bishop's Stortford market traders' tariff - Link Road	per Thursday or Saturday		4.80	S
Bishop's Stortford market traders' tariff - Apton Road	per Thursday or Saturday		4.80	S
Old London Road - Hertford - Coach / Lorry tarriff	per visit		16.00	S
Fast chargers (up to 22 kWh)			0.44	I