

CABINET SUPPLEMENTARY AGENDA

8 February 2017

The following reports are attached for consideration regarding Agenda item 5 as they were not available for publication with the main Agenda.

5 THE COUNCIL'S BUDGET 2017/18 (Pages 1 - 132)

Appendices E and L are now attached together with a note from the Overview and Scrutiny Board which convened on 3rd February, 2017. With leave of the Chair, Cabinet are asked to consider these documents together with the main Agenda published on 31st January, 2017.

Andrew Beesley
Head of Democratic Services

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COUNCIL TAX STATEMENT AND SUPPORTING INFORMATION

1. Collection Fund

The Council Tax regime covers eight bands of property. Each band has an arithmetic relationship with the other - and all bands are related to Band D for charge purposes as follows:

Band	Proportion of Band D Charge	
A	$\frac{6}{9}$	of Band D
B	$\frac{7}{9}$	of Band D
C	$\frac{8}{9}$	of Band D
D	$\frac{9}{9}$	of Band D
E	$\frac{11}{9}$	times Band D
F	$\frac{13}{9}$	times Band D
G	$\frac{15}{9}$	times Band D
H	$\frac{18}{9}$	times Band D

It is therefore, possible to work out a tax base by multiplying the number of properties in each of the bands by the relevant proportion (see Annexe A). Known single person discount properties and student properties are also taken into account in arriving at this figure.

Certain other factors also have to be taken into account. These are:

- Number of properties that are yet to be listed in the appropriate band for all or part of the coming year.
- Properties Eligible for the Long Term empty Premium
- A reduction for the number of properties that attract disabled relief, which for Bands B-H receive a charge relating to one band lower than the band allocated to the property. Properties in Band A are also entitled to disabled relief, thereby reducing the charge to 5/9ths of a Band D property charge.
- A reduction for the estimated number of successful appeals against the banding allocated for individual properties.
- A reduction for the estimated number of properties becoming subject to single person discount, and student discount during the year.
- A reduction for the estimated number of properties eligible for Council Tax Support

The net effect of these adjustments is incorporated in a single figure called the Band D equivalent figure. Thereafter, the estimated effect of possible non collection also has to be considered, the effect of which is to reduce the equated number of properties taken into account in setting the Council Tax and this final figure is the "Council Tax base".

1. Assessed Level of Non Collection

The estimated non collection level for 2016/17 was 1.5%. A review has shown that the provision should be decreased to 1.25% in 2017/18 due to higher collection of Council Tax arrears.

2. Detail of the Calculation of the Council Tax Base

Section 33 of the Local Government Finance Act 1992 has been expanded via an amendment to the Act to accommodate the changes to the taxbase in calculating the final taxbase figure - item T.

The manner of calculation of the Council Tax base is set out in the local Authorities (Calculation of Council Tax Base) (England) Regulations 2012

'T' is determined by the formula:

$$A \times B$$

Where: -

A is the total of the relevant amounts for that year for each of the valuation bands which is shown or is likely to be shown for any day in that year in the Council's valuation list as applicable to one of more dwellings situated in its area (i.e. the Band D equivalent).

B is the Council's estimate of its collection rate for that year.

The regulations lay down a formula for the calculation of A and these are attached at Annexe A.

The calculations are as follows: -

$$\begin{aligned} A &= 87,920 \\ B &= 98.75\% \\ T &= 86,821 \end{aligned}$$

3. Calculation of the Council Tax Base for 2017/18 for Part of the Area

A further calculation is needed to deal with the levies in respect of the Anglian and Thames Regions of the Environment Agency affecting part of the Council's area for Land Drainage purposes. These are derived from the above figures. The formula is shown on Annexe B.

TP is the amount of the Council Tax base for the relevant part of its area.

The calculations shown on Annexe B give rise to the following figures for TP for each of the Environment Agency regions:

Thames	80,651
Anglia	6,170

**COUNCIL TAX BASE CALCULATION 2017/18
THE BAND D EQUIVALENT**

Item A is found by applying the formula $((H-Q+J+E)-Z)F/G$ to each of the Council Tax bands and totalling the amounts calculated

Where	A1*	A	B	C	D	E	F	G	H	Total
H is the number of properties in the valuation list - Regulation 4(2) as at 30th November	0	5,447	10,877	27,434	35,746	15,171	6,364	3,033	316	104,388
Less										
the number of properties exempt from a charge - Regulation 4(2) Property Base - Item H	0	-98	-149	-299	-331	-164	-50	-18	0	-1,109
Q Is the factor to take account of discounts	-1	-765	-1,503	-2,339	-2,247	-817	-266	-103	-12	-8,053
J is the expected change to the property tax base during the year Regulations 4(6) to 4(8)										
E Is the factor to take account of premiums, if any, calculated in accordance with regulation 4 (5)	0	0	0	0	0	0	0	0	0	0
Additions	7	68	205	399	343	155	73	33	3	1,286
Reductions	0	-57	-45	-173	-282	-149	-75	-44	-17	-842
Z Is the estimate reduction in relation to claimants receiving Council Tax Support	-1	-1,470	-2,496	-3,435	-2,471	-609	-120	-29	-2	-10,633
Total tax base adjustment	6	-1,459	-2,336	-3,209	-2,410	-603	-122	-40	-16	-10,189
Total projection per band	4	3,125	6,889	21,587	30,758	13,587	5,926	2,873	288	85,037
F Is the proportion of each band in relation to band D	5	6	7	8	9	11	13	15	18	
G Is the proportion specified for band D	9	9	9	9	9	9	9	9	9	
$((H-Q+J) - Z) \times F/G =$	3	2,083	5,358	19,188	30,758	16,607	8,560	4,788	575	87,920
The Band D equivalent item A is therefore										87,920
* Band A Disability Adjustment										

Item TP for each levy affected is calculated as follows:

$$TP = M \times \frac{N}{M + O}$$

where

	<u>Thames</u>	<u>Anglian</u>
M is the unscaled Council Tax base for a part of the authority's area, calculated according to the number of dwellings situated in that part of the authority's area (in total that is the band D equivalent figures for the Council, 87,920)	81,673	6,247
N is the authority's Council Tax base (86,821) (1.25%)	86,821	86,821
O is the unscaled Council Tax base for the remaining part of the authority's area	6,247	81,673

Thus the calculation for each region is:

Thames	81,673 x	$\frac{86,821}{6,247 + 81,673}$	=	80,651
Anglian	6,247 x	$\frac{86,821}{6,247 + 81,673}$	=	6,170
				86,821

Thus, the total for both regions (86,821) equates to the Council's tax base.

**LONDON BOROUGH OF HAVERING
PROVISIONAL COUNCIL TAX STATEMENT – 2017/18 BUDGET**

2016/17			Estimate 2017/18
£			£
156,965,072	Havering's Expenditure		153,578,849
2,000,000	Service Expenditure		2,000,000
158,965,072	Havering's Own Expenditure		a 155,578,849
	Levies		
13,670,000	East London Waste Authority		15,101,000 Provisional
180,403	Environment Agency (Thames)		183,993 Provisional
19,520	Environment Agency (Anglia)		20,496 Estimated
244,208	Lee Valley Regional Park Authority		239,324 Provisional
313,461	London Pensions Fund Authority (LPFA)		313,461 Provisional
14,427,592	Sub Total – Levies		b 15,858,274
(10,247,850)	Unringfenced Grant		c (9,669,228) Provisional
163,144,814	Sub Total – Total Expenditure		d=a+b-c 161,767,895
	External Finance		
(20,889,741)	Revenue Support Grant		(12,283,528) Provisional
(9,462,167)	Business Rates Top-up		(9,231,836) Provisional
(22,513,105)	National Non Domestic Rate		(23,500,000) Provisional
(52,865,013)	Sub Total – External Finance		e (45,015,364)
(3,793,000)	Council Tax Deficit/(Surplus)		f (2,201,000) Provisional
1,863,460	Business Rates Deficit/(Surplus)		g (146,631) Provisional
108,350,261	Havering's Precept on the Collection Fund		h=d+e+f+g 114,404,900

2016/17		<u>The Collection Fund</u>		Estimate 2017/18	
£	£ p	Expenditure	£	£ p	
106,266,405	1,243.26	Precepts			
2,083,856	24.38	London Borough of Havering	110,087,792	1,267.98	
108,350,261	1,267.64	Adult Social Care	4,317,608	49.73	
23,590,824	276.00	Total London Borough of Havering	h 114,404,900	1,317.71	
22,513,105	263.39	Greater London Authority (Provisional)	24,311,616	280.02	
15,008,737	175.39	London Borough of Havering Retained Business Rates (not updated yet)	22,513,105	259.30	
37,521,841	438.99	Greater London Authority - Retained Business Rates (not updated yet)	15,008,737	172.87	
270,688	3.17	Central Government - Retained Business Rates (not updated yet)	37,521,841	432.17	
207,255,456	2,424.78	Cost of NNDR collection	268,121	3.09	
		Total Expenditure	i 214,028,320	2,465.17	
		Total Income			
(75,314,371)	(881.14)	National Non-Domestic Rate	j (75,311,804)	(867.44)	
131,941,085	1,543.64	NNDR receivable (not updated yet)	k=i-j 138,716,516	1,597.73	
85,474		COUNCIL TAX per Band D property			
		Council Tax Base	86,821		
			Council Tax percentage change 3.5%		

Valuation as at 1/4/91		Council Taxes Per Property Band		Change	
£	p	£	p	£	p
Under £40,000	1,029.09	Band A	1,065.15	36.06	
£40,000 - £52,000	1,200.61	Band B	1,242.68	42.07	
£52,001 - £68,000	1,372.12	Band C	1,420.21	48.09	
£68,001 - £88,000	1,543.64	Band D	1,597.73	54.09	
£88,001 - £120,000	1,886.67	Band E	1,952.77	66.10	
£120,001 - £160,000	2,229.71	Band F	2,307.83	78.12	
£160,001 - £320,000	2,572.73	Band G	2,662.88	90.15	
Over £320,000	3,087.28	Band H	3,195.46	108.18	

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SCHEDULE OF FEES AND CHARGES
(as detailed below)

**Adults & Public Health
Adult Services**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
1 Respite Care Weekly charges* Age over woman's pension age Age 25 up to woman's pension age Age 18 to 24 Annual increase subject to DWP minimum income allowance Net of personal expense allowance set by DOH * These charges will change in Jan/Feb 2017 when new benefit & pension, and Personal Expense Allowance, rates are announced.	116.90 79.55 64.35	TBC TBC TBC	11/04/16 11/04/16 11/04/16	T/L T/L T/L

Basis of Increase:

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- T - Subject to Benefit & Pension, Personal Expense Allowance Rate

Basis for setting charge increase above complies with either:

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

**Adults & Public Health
Adult Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
1. Personal care and Support Provision of homecare delivery to Service Users Homecare rate - hourly charge; per minute of actual care <i>The individual contribution is subject to the individual means test assessment</i>	16.43	TBC	02/05/16	C/L
2. Care home Provision of care home delivery to Service Users Care home rate based on authority's 'usual costs' -weekly charge				
Residential Frail	462.26	TBC	01/04/16	U/L
Residential Dementia	534.76	TBC	01/04/16	U/L
Nursing Frail	492.73	TBC	01/04/16	U/L
Nursing Dementia	508.49	TBC	01/04/16	U/L
Nursing Higher Rate	517.95	TBC	01/04/16	U/L
3. Day Centre				
Day care delivery to Service Users	40.00	40.00	07/04/14	C/L
Day Centre daily rate	10.00	10.00	07/04/14	C/L
Transport to Day Centre (inclusive of return journey)				

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- U - Subject to consultation with providers 30th January 2017 and ED will follow

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**Adults & Public Health
Adult Services**

(B) Charges determined by Committee

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
4. Extra Care Housing				
Dreywood Court - hourly rate	17.97	TBC	11/04/16	U/L
St Ethelburga Court - hourly rate	12.45	TBC	11/04/16	U/L
Paines Brook Court - hourly rate	14.80	TBC	11/04/16	U/L
5. Deferred Payment Admin fees				
Initial set-up fee	658.00	658.00	11/04/16	C/L
Annual review charge	89.00	89.00	11/04/16	C/L

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**Chief Operating Officer
Culture and Customer Access**

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
FAIRKYTES				
Off Peak: Mon-Fri** up to 6pm*** (per hour unless otherwise stated)				
Main Room	17.50	18.00	01/04/17	S/N/L
<i>Three hour hire discounted rate</i>	38.00	39.00	01/04/17	S/N/L
Room 12	14.00	14.50	01/04/17	S/N/L
<i>Three hour hire discounted rate</i>	30.50	31.20	01/04/17	S/N/L
Room 13	10.50	11.00	01/04/17	S/N/L
<i>Three hour hire discounted rate</i>	23.00	24.00	01/04/17	S/N/L
Room 9	10.50	11.00	01/04/17	S/N/L
<i>Three hour hire discounted rate</i>	22.00	23.00	01/04/17	S/N/L
Art Room	12.50	13.50	01/04/17	S/N/L
<i>Three hour hire discounted rate</i>	26.00	28.00	01/04/17	S/N/L
Sculpture (includes access to Kiln Room when available)	10.50	11.00	01/04/17	S/N/L
<i>Three hour hire discounted rate</i>	22.00	23.00	01/04/17	S/N/L
Studio 1	25.50	26.00	01/04/17	S/N/L
<i>Three hour hire discounted rate</i>	55.00	56.10	01/04/17	S/N/L
<p>* *Excludes public holidays</p> <p>*** A three-hour hire that begins before 6pm and crosses into the Peak time period will be subject to the peak rate discount</p> <p>N.B: The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.</p>				

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Off Peak: Mon-Fri** up to 6pm*** (per hour unless otherwise stated) (continued)				
Studio 2	17.00	17.50	01/04/17	S/N/L
<i>Three hour hire discounted rate</i>	37.00	38.00	01/04/17	S/N/L
Studio 3	10.50	11.00	01/04/17	S/N/L
<i>Three hour hire discounted rate</i>	22.50	23.00	01/04/17	S/N/L
Billet Studio 1	17.00	17.50	01/04/17	S/N/L
<i>Three hour hire discounted rate</i>	37.00	38.00	01/04/17	S/N/L
Billet Studio 2	10.50	11.00	01/04/17	S/N/L
<i>Three hour hire discounted rate</i>	22.50	23.00	01/04/17	S/N/L
Main Room (Peak Rate Starts Here)	20.50	21.00	01/04/17	S/N/L
<i>Three hour hire discounted rate</i>	45.00	46.00	01/04/17	S/N/L
Room 12	17.50	18.00	01/04/17	S/N/L
<i>Three hour hire discounted rate</i>	37.00	38.00	01/04/17	S/N/L
Room 13	14.00	14.50	01/04/17	S/N/L
<i>Three hour hire discounted rate</i>	30.50	31.20	01/04/17	S/N/L
Room 9	12.00	13.00	01/04/17	S/N/L
<i>Three hour hire discounted rate</i>	26.00	28.00	01/04/17	S/N/L
<p>* *Excludes public holidays</p> <p>*** A three-hour hire that begins before 6pm and crosses into the Peak time period will be subject to the peak rate discount</p> <p>N.B: The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.</p>				

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Peak rate: Mon-Fri 6pm*** to close, all day Sat, Sun & public holidays (per hour unless otherwise stated)				
Art Room	17.50	18.00	01/04/17	S/N/L
<i>Three hour hire discounted rate</i>	37.00	38.00	01/04/17	S/N/L
Sculpture (includes access to Kiln Room when available)	11.00	12.00	01/04/17	S/N/L
<i>Three hour hire discounted rate</i>	24.00	25.00	01/04/17	S/N/L
Studio 1 ****	34.00	35.00	01/04/17	S/N/L
<i>Three hour hire discounted rate</i>	72.00	73.50	01/04/17	S/N/L
Studio 2	19.50	20.00	01/04/17	S/N/L
<i>Three hour hire discounted rate</i>	43.00	44.00	01/04/17	S/N/L
Studio 3	12.50	13.00	01/04/17	S/N/L
<i>Three hour hire discounted rate</i>	27.50	28.10	01/04/17	S/N/L
Billet Studio 1	19.50	20.00	01/04/17	S/N/L
<i>Three hour hire discounted rate</i>	43.00	44.00	01/04/17	S/N/L
Billet Studio 2	12.50	13.50	01/04/17	S/N/L
<i>Three hour hire discounted rate</i>	27.50	28.50	01/04/17	S/N/L
<p>* *Excludes public holidays</p> <p>*** A three-hour hire that begins before 6pm and crosses into the Peak time period will be subject to the peak rate discount</p> <p>N.B: The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.</p>				

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Peak rate: Mon-Fri 6pm*** to close, all day Sat, Sun & public holidays (per hour unless otherwise stated)				
Private Studio/Workshop/Office (flat rate per calendar month)	185.00	189.00	01/04/17	S/N/L
Private/Commercial Function Rates in Studio 1 (Main Hall)**** (The below charged at a flat rate per hire including staffing charge)				
Saturday 6.00pm - 11pm †	265.00	271.00	01/04/17	S/N/L
Sunday & Public Holidays 6.00pm - 10.30pm †	235.00	240.00	01/04/17	S/N/L
Friday 6.00-10.30pm †	185.00	190.00	01/04/17	S/N/L
<p>**** Includes use of an adjoining room on request (subject to availability)</p> <p>† Out of hours bookings accepted subject to availability of staff</p> <p>Other out of hours bookings will include a £25 per hour staffing charge in addition to the Peak rate.</p> <p>N.B: The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of</p>				

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VEHICLE PARKING - WITHIN PARKS AND OPEN SPACES ONLY				
Release of vehicles that have been locked in a car park	78.00	78.00	01/04/16	I/N/P
Fee for vehicle left in car park overnight	104.10	104.10	01/04/16	I/N/P
HORNCHURCH STADIUM				
Weekday Use by Athletics Clubs (excluding training session)*				
Half Day*	80.00	82.00	01/04/17	I/N/P
Full Day*	150.00	154.00	01/04/17	I/N/P
Saturday Use by Athletics Clubs (excluding training session)*				
Half Day*	100.50	102.50	01/04/17	I/N/P
Full Day*	185.85	190.00	01/04/17	I/N/P
Sunday Use by Athletics Clubs (excluding training session)*				
Half Day*	132.30	135.00	01/04/17	I/N/P
Full Day*	252.25	258.00	01/04/17	I/N/P
Use by Schools (excluding training session)**				
Half Day**	96.00	98.00	01/04/17	I/N/P
Full Day**	198.00	202.00	01/04/17	I/N/P
Schools Training Sessions (per hour Inc. equipment)**	36.00	37.00	01/04/17	I/N/P
Occasional use - Football - without lights Seniors (3 hours)**	185.85	190.00	01/04/17	I/N/P
Occasional use - Football - without lights Juniors (2.5 hours)**	102.20	105.00	01/04/17	I/N/P
Occasional use - Football - with lights Seniors (3 hours)**	291.90	298.00	01/04/17	I/N/P
Occasional use - Football - with lights Juniors (2.5 hours)**	128.60	132.00	01/04/17	I/N/P
* VATable unless block (10 or more) booking				
** VATable unless block (10 or more) booking or Havering schools				

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
POLICY, MARKETING AND ADMINISTRATION				
Advertising in Culture and Leisure Marketing Materials				
Full page (A4)	240.00 *	245.00 *	01/04/17	G/L
Full page (A5) or Half page (A4)	120.00 *	122.50 *	01/04/17	G/L
Half page (A5) or Quarter page (A4)	60.00 *	61.50 *	01/04/17	G/L
Quarter page (A5) or Eighth page (A4)	30.00 *	31.00 *	01/04/17	G/L
Online ticket sales				
10% of ticket price to be added to the charge for Culture and Leisure Events when sold on-line	10% of ticket price	10% of ticket price	01/04/16	G/L

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- D - Increase recommended by Head of Service

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MUSIC SCHOOL:				
(A) Saturday and Weekday Music Centre (32 sessions per year including 2 concerts)				
Young Musicians Registration Fee	57.10	Withdrawn	01/04/17	
Young Musicians Instrumental Class (group of 4)	54.10	Withdrawn	01/04/17	
(B) Associate Ensemble Membership				
Associate Member (Adult)	47.00	48.00	01/04/17	I/N/P
(C) Hire of Instruments (Annual Charge)				
	33.20	34.00	01/04/17	I/N/P

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(D) Scholarships Secondary - Individual Lesson (30 minutes) (Direct Debit fees now apply) <i>Please note: Scholarships are no longer offered to primary age children. Those that are still running are all 30mn lessons and the charge is based on the Gold 3rd Instrument rate.</i>	See (H)	Withdrawn	01/04/17	
	11.30	11.45	01/04/17	I/N/P
(E) Administration fees Examination entries Assisted Instrument Purchase Scheme	1.50 5.00	2.00 5.50	01/04/17 01/04/17	C/L I/P
(F) Exam fees Including any required piano accompaniment are collected on a cost recovery basis (accompaniment required for most instruments except piano/ guitar/ percussion).				

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
(G) Peripatetic tuition in schools and colleges (per hour pro rata)				
Academies and non-LA				
Basic	42.00	42.50	01/04/17	C/L
Over 15 hours per week	41.00	41.50	01/04/17	C/L
Over 25 hours per week	40.00	Withdrawn	01/04/17	
LA schools in Havering				
Basic	40.50	41.50	01/04/17	C/L
Over 15 hours per week	39.50	40.50	01/04/17	C/L
Over 25 hours per week	38.50	39.50	01/04/17	C/L
(H) Direct Debit (weekly cost, charged over 52 weeks)				
Bronze (36 shared 20mn lessons, Theory & 30mn Ensemble)				
First instrument	6.50	6.60	01/04/17	I/N/P
Second instrument	5.10	5.15	01/04/17	I/N/P
Third instrument	3.85	3.90	01/04/17	I/N/P
Silver (36 shared 30mn lessons, Theory, 60mn Ensemble & Summer School)				
First instrument	10.75	10.90	01/04/17	I/N/P
Second instrument	8.20	8.30	01/04/17	I/N/P
Third instrument	5.65	5.75	01/04/17	I/N/P

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
(H) Direct Debit (continued)				
Gold (36 individual lessons, Theory, unlimited Ensembles & Summer School)				
First instrument	16.40	16.60	01/04/17	I/N/P
Second instrument	13.30	13.45	01/04/17	I/N/P
Third instrument	11.30	11.45	01/04/17	I/N/P
Kindergarten	3.00	3.00	01/04/16	I/P
One ensemble only	3.00	3.00	01/04/16	I/P
Unlimited ensembles only	5.90	5.95	01/04/17	I/N/P
(I) Remissions Scheme charges (reduced fees)				
Bronze (36 shared 20mn lessons, Theory & 30mn Ensemble)				
First instrument (Pupil Premium students)	2.31	2.34	01/04/17	I/N/P
First instrument (Looked After Children)	No Charge	No Charge	01/04/16	
Silver (36 shared 30mn lessons, Theory, 60mn Ensemble & Summer School)				
First instrument (Pupil Premium students)	3.82	3.87	01/04/17	I/N/P
First instrument (Looked After Children)	No Charge	No Charge	01/04/16	
Gold (36 individual lessons, Theory, unlimited Ensembles & Summer School)				
First instrument (Pupil Premium students)	5.82	5.89	01/04/17	I/N/P
First instrument (Looked After Children)	No Charge	No Charge	01/04/16	

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LIBRARY SERVICES:				
Fines (per item, per day)				
Adults	0.36	0.37	01/04/17	N/S/L
Children	0.18	0.18 *	01/04/15	G/L
Spoken Words	0.36	0.37	01/04/17	N/S/L
Lost Tickets	4.00	4.10	01/04/17	I/N/L
Lost Items - Replacement Cost (Minimum charge £10)	0.00	0.00	01/04/14	G/L
Pre Overdue by email	0.00	0.00	01/04/14	G/L
Overdue notifications				
1st Overdue (E-Mail)	0.00	0.00	01/04/14	G/L
1st Overdue (Text/Telephone)	0.20	0.20 *	01/04/15	G/L
1st Overdue (Post)	1.15	1.17	01/04/17	N/S/L
Reservations				
Adult (E-mail)	1.20	1.22	01/04/17	N/S/L
Adult (Text/Telephone)	1.40	1.42	01/04/17	N/S/L
Adult (Post)	1.80	1.83	01/04/17	S/L
Children	0.00	0.00	01/04/14	G/L
Items not held within borough				
Adult	2.70	2.75	01/04/17	S/L
British Library Loans (plus postage)	12.55	12.80	01/04/17	S/L
Children	0.00	0.00	01/04/14	G/L

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CDs				
Per week:				
Singles	1.25	1.30	01/04/17	I/N/L
Sets	2.25	2.30	01/04/17	N/S/L
Per 3 weeks:				
Spoken Word (registered blind exempt)	1.20	1.22	01/04/17	N/S/L
DVDs (per week)	3.10	3.15	01/04/17	G/N/L
Music Scores (3 Months)				
Cost to be agreed with customer before progressing order			01/04/15	L
Photo Copies				
B/W A4	0.32 *	0.33 *	01/04/17	N/S/L
B/W A3	0.37 *	0.38 *	01/04/17	N/S/L
Colour A3	2.06 *	2.10 *	01/04/17	N/S/L
Colour A4	1.44 *	1.45 *	01/04/17	G/N/L
Photocopying single sided	0.32 *	0.33 *	01/04/17	N/S/L
Photocopying double sided	0.48 *	0.50 *	01/04/17	I/N/L
Computer Use				
IT Hub - reservation fee per computer, per hour	0.00	0.00		L

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People's Network - Printing				
B/W A4 (Printout per page)	0.32 *	0.33 *	01/04/17	S/L
Colour A4 (Printout per page)	1.44 *	1.45 *	01/04/17	N/L
People's Network - Usage				
Elect Equipment i.e. Laptop charging per day etc.	1.00 *	1.00 *	01/04/12	G/L
Elect Equipment i.e. Mobile Phone charging per day etc.	1.00 *	1.00 *	01/04/12	G/L
All other elect appliances	1.00 *	1.00 *	01/04/12	G/L
Library Space				
2hrs for sole & guaranteed use of specific space, to include use of a desk/table & chair(s) to organisations for activities that benefit their members or participants, or where "drop in" services are being offered.	10.00	10.00	08/06/2016	G/L
Office Space in libraries	0.00	10.00	01/04/17	New charge
Community Group Room Hire	25% discount	20% discount	01/04/16	G/L
Elm Park Library				
Elm Park Meeting Room per hour	20.00	15.50	01/04/17	G/L
Harold Hill Library				
Harold Hill Meeting Room per hour	0.00	20.50	01/04/17	New charge

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Hornchurch Library				
Hornchurch Large meeting room - First Hour	25.00	25.50	01/04/17	I/L
Hornchurch Large meeting room - Additional Hours	20.00	20.50	01/04/17	I/N/L
Hornchurch - After 10pm £25 locking up fees	25.00	25.50	01/04/17	I/L
Hornchurch Class Room One, per hour	20.00	25.50	01/04/17	I/N/L
Hornchurch Class Room Two, per hour	15.00	15.50	01/04/17	I/N/L
Upminster Library				
Upminster, per hour	20.00	20.50	01/04/17	I/N/L
Upminster - After closing time £25 locking up fees	25.00	25.50	01/04/17	I/L

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Rainham Library				
Rainham Library Meeting Room 1 (large room) First Hour	25.00	25.50	01/04/17	I/L
Rainham Library Meeting Room 1 (large room) Additional Hours	20.00	20.50	01/04/17	I/N/L
Rainham Library Meeting Room 2 per hour	20.00	20.50	01/04/17	I/N/L
Rainham Library Meeting Room 3 per hour	20.00	20.50	01/04/17	I/N/L
Rainham Library Meeting Room 4 per hour	15.00	15.50	01/04/17	I/N/L
Rainham - After closing time £25 locking up fees				
Romford Library				
Romford Large meeting room - First Hour	25.00	25.50	01/04/17	I/L
Romford Large meeting room - Additional Hours	20.00	20.50	01/04/17	I/N/L
Romford second meeting room per hour	0.00	20.50	01/04/17	New charge
Romford - After closing time £25 locking up fees	25.00	25.50	01/04/17	I/L
South Hornchurch Library				
South Hornchurch Library Room 3 per hour	0.00	15.50	01/04/17	New charge
Harold Wood Library				
Harold Wood Library Meeting Room per hour	0.00	15.50	01/04/17	New charge

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Room Hire Cancellation Notice of cancellation of room hire under 24 hours Notice of cancellation of room hire 1-3 days Notice of cancellation of room hire 3-7 days	75% of room hire fee 50% of room hire fee 25% of room hire fee	75% of room hire fee 50% of room hire fee 25% of room hire fee	01/04/14 01/04/15 01/04/15	G/L G/L G/L
<p>N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer commits to a long term hire, with such discounts to be agreed by the Head of Service. All rooms should be left tidy and in the format they were found i.e. tables and chairs stacked away. If this is not complied with the hirer will be charged for an additional hour.</p>				

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Exhibitions (per week)				
Upminster at exhibitors liability for one week	0.00	0.00	01/04/12	G/L
Hornchurch at exhibitors liability for one week	0.00	0.00	01/04/12	G/L
Cost of Recovery				
Accounts owing up to £99.00	10.00	10.00	01/04/14	G/L
Accounts owing £100 plus	20.00	20.00	01/04/14	G/L
Cost of Digital images				
Image on disc (including disc)	3.60 *	3.65 *	01/04/17	G/P
Image on USB (excluding USB)	3.60 *	3.65 *	01/04/17	G/P
Image on Paper price on application plus postage	0.00 *	0.00 *	01/04/14	G/L
Commercial Reproduction price on application	0.00 *	0.00 *	01/04/14	G/L

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MY PLACE: (All charges are for 1hr unless stated otherwise)				
N.B. The proposed myplace fees and charges for 2017/18 introduce a one tier charging structure, replacing what was previously a three tier charging structure.				
Off Peak (Mon - Fri 9am - 6pm)				
Performance Hall	21.00	23.00	01/04/16	S/N/L
Performance Hall with sound and lighting:	26.00	28.50		S/N/L
Performance Hall with staging				
4 hrs (if stage erected by hirer)	104.00	Deleted Charge	01/04/16	Deleted Charge
4 hrs (if stage erected by myplace staff)	124.80 *	137.00 *	01/04/16	S/N/L
Music Studio				
1 hr	10.50 *	10.75 *	01/04/16	S/N/L
4 hrs	Deleted Charge *	Deleted Charge *	01/04/16	Deleted Charge
Technician	22.80 *	23.20 *	01/04/16	S/N/L
Games Room	16.50	18.00	01/04/16	S/N/L
Art Room	9.50	9.70	01/04/16	S/N/L
Health Room	8.00	8.20	01/04/16	S/N/L
IAG Room	7.50	7.65	01/04/16	S/N/L
Counselling Room	7.50	7.65	01/04/16	S/N/L
Large Meeting Room	14.00	14.30	01/04/16	S/N/L
N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

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Off Peak (Mon - Fri 9am - 6pm)				
Small Meeting Room	9.00	10.00	01/04/16	S/N/L
Bike Workshop	12.70	12.95	01/04/16	S/N/L
IT Hub - reservation fee per computer	0.00	Delete	01/04/13	
Peak (Mon - Fri after 6pm)				
Performance Hall	25.50	28.00	01/04/16	S/N/L
Party Bookings (Weekend)	34.00	Deleted Charge	01/04/16	Deleted Charge
Performance Hall with sound and lighting:	36.25	40.00		
Performance Hall with staging				
4 hrs (if stage erected by hirer)	145.00	Delete	01/04/16	S/N/L
4 hrs (if stage erected by myplace staff)	174.00 *	191.50 *	01/04/16	S/N/L
Music Studio				
1 hr	13.50 *	13.80 *	01/04/16	S/N/L
4 hrs	Deleted Charge *	Deleted Charge *	01/04/16	Deleted Charge
Technician	22.80 *	23.20 *	01/04/16	S/N/L
Games Room	22.00	24.00	01/04/16	S/N/L
Art Room	12.60	13.00	01/04/16	S/N/L
Health Room	10.50	10.75	01/04/16	S/N/L
IAG Room	10.00	10.20	01/04/16	S/N/L
N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

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Peak (Mon - Fri after 6pm)				
Counselling Room	10.00	10.20	01/04/16	S/N/L
Large Meeting Room	17.40	17.75	01/04/16	S/N/L
Small Meeting Room	11.50	12.50	01/04/16	S/N/L
Bike Workshop	15.80	16.20	01/04/16	S/N/L
IT Hub - reservation fee per computer	0.00	0.00	01/04/13	L
<p>N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.</p>				

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Saturday and Sunday				
Performance Hall	70.00	71.40	01/04/16	S/N/L
Performance Hall with sound and lighting:	92.50	94.40		
Performance Hall with staging				
4 hrs (if stage erected by hirer)	270.00	Deleted Charge	01/04/16	S/N/L
4 hrs (if stage erected by myplace staff)	324.00 *	424.00 *	01/04/16	S/N/L
Music Studio				
1 hr	21.00 *	46.95 *	01/04/16	S/N/L
4 hrs	Deleted Charge *	Deleted Charge *	01/04/16	Deleted Charge
Technician	28.00 *	28.00 *	01/04/15	G/L
Games Room	45.00	71.40	01/04/16	S/N/L
Art Room	26.30	52.40	01/04/16	S/N/L
Health Room	23.00	49.00	01/04/16	S/N/L
IAG Room	21.60	47.60	01/04/16	S/N/L
Counselling Room	21.60	49.00	01/04/16	S/N/L
Large Meeting Room	34.00	60.20	01/04/16	S/N/L
Small Meeting Room	25.00	51.00	01/04/16	S/N/L
Bike Workshop	31.50	57.70	01/04/16	S/N/L
<p>N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with discounts to be agreed by the Head of Service.</p>				

Basis of Increase:

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Charges for Small Businesses (continued)				
Peak (Mon - Fri after 6pm and at weekends)				
Performance Hall	35.25	Deleted Charge	01/04/16	Deleted Charge
Performance Hall with staging, sound and lighting: 4 hrs (if done by hirer)	207.50	Deleted Charge	01/04/16	Deleted Charge
4 hrs (if done by myplace staff)	249.00 *	Deleted Charge *	01/04/16	Deleted Charge
Technician	22.80 *	Deleted Charge *	01/04/16	Deleted Charge
Games Room	33.50	Deleted Charge	01/04/16	Deleted Charge
Art Room	19.45	Deleted Charge	01/04/16	Deleted Charge
Health Room	16.75	Deleted Charge	01/04/16	Deleted Charge
IAG Room	15.80	Deleted Charge	01/04/16	Deleted Charge
Counselling Room	15.80	Deleted Charge	01/04/16	Deleted Charge
Large Meeting Room	25.70	Deleted Charge	01/04/16	Deleted Charge
Small Meeting Room	18.25	Deleted Charge	01/04/16	Deleted Charge
Bike Workshop	23.65	Deleted Charge	01/04/16	Deleted Charge
<p>N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.</p>				

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Charges for Commercial Organisations				
Off Peak (Mon - Fri 9am - 6pm)				
Performance Hall	34.50	Deleted Charge	01/04/16	Deleted Charge
Performance Hall with staging, sound and lighting: 4 hrs (if stage erected by hirer)	180.00	Deleted Charge	01/04/16	Deleted Charge
4 hrs (if stage erected by myplace staff)	0.00 *	Deleted Charge *	01/04/16	Deleted Charge
Music Studio				
1 hr	15.75 *	Deleted Charge *	01/04/16	Deleted Charge
4 hrs	Deleted Charge *	Deleted Charge *	01/04/16	Deleted Charge
Technician	28.00 *	Deleted Charge *	01/04/15	Deleted Charge
Games Room	33.00	Deleted Charge	01/04/16	Deleted Charge
Art Room	21.00	Deleted Charge	01/04/16	Deleted Charge
Health Room	18.50	Deleted Charge	01/04/16	Deleted Charge
IAG Room	17.00	Deleted Charge	01/04/16	Deleted Charge
Counselling Room	17.00	Deleted Charge	01/04/16	Deleted Charge
Large Meeting Room	28.00	Deleted Charge	01/04/16	Deleted Charge
Small Meeting Room	22.50	Deleted Charge	01/04/16	Deleted Charge
Bike Workshop	26.50	Deleted Charge	01/04/16	Deleted Charge
IT Hub - reservation fee per computer	0.00	Deleted Charge	01/04/13	Deleted Charge
<p>N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with discounts to be agreed by the Head of Service.</p>				

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Charges for Commercial Organisations				
Peak (Mon - Fri after 6pm and at weekends)				
Performance Hall	45.00	Deleted Charge	01/04/16	Deleted Charge
Performance Hall with staging, sound and lighting: 4 hrs (if done by hirer)	270.00	Deleted Charge	01/04/16	Deleted Charge
4 hrs (if done by myplace staff)	324.00 *	Deleted Charge *	01/04/16	Deleted Charge
Music Studio				
1 hr	21.00 *	Deleted Charge *	01/04/16	Deleted Charge
4 hrs	Deleted Charge *	Deleted Charge *	01/04/16	Deleted Charge
Technician	28.00 *	Deleted Charge *	01/04/15	Deleted Charge
Games Room	45.00	Deleted Charge	01/04/16	Deleted Charge
Art Room	26.30	Deleted Charge	01/04/16	Deleted Charge
Health Room	23.00	Deleted Charge	01/04/16	Deleted Charge
IAG Room	21.60	Deleted Charge	01/04/16	Deleted Charge
Counselling Room	21.60	Deleted Charge	01/04/16	Deleted Charge
Large Meeting Room	34.00	Deleted Charge	01/04/16	Deleted Charge
Small Meeting Room	25.00	Deleted Charge	01/04/16	Deleted Charge
Bike Workshop	31.50	Deleted Charge	01/04/16	Deleted Charge
IT Hub - reservation fee per computer	0.00	0.00	01/04/13	L
<p>N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with discounts to be agreed by the Head of Service.</p>				

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Additional Services:				
Rigging (per person per hour)	20.00 *	Deleted Charge *	01/04/16	Deleted Charge
De-rigging (per person per hour)	26.00 *	Deleted Charge *	01/04/15	Deleted Charge
<p>† Out of hours bookings accepted subject to availability of staff Out of hours bookings will include a £25 per hour staffing charge in addition to the Peak Commercial rate.</p>				

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**Children's & Education
Learning & Achievement**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from Sept 2016) £	Charges 2017/18 (from Sept 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
1 School Meals				
1a Primary school meal	2.20	2.20	01/09/16	C/L
1b Secondary meal	2.50	2.50	01/09/16	C/L
1c Special infant	2.20	2.20	01/09/16	C/L
Special Junior	2.20	2.20	01/09/16	C/L
Adult	3.35	3.35	01/09/16	C/L

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Refuse Collection:				
(i) Bulky Household Refuse				
1 to 3 items	30.00	40.00	01/04/17	I/N/L
Each additional item	10.00	10.00	01/04/16	L
(ii) Compostable garden refuse sacks (Year's supply of 5 rolls of 10 sacks per roll)				
Standard	35.00	45.00	01/04/17	I/N/L
Top up roll (10 sacks)	7.00	9.00	01/04/17	I/N/L
Top up roll delivery	4.00	4.00	01/04/16	L
(iii) Green Waste Collection Service (per annum) (Wheeled bin hire included)				
Full year	35.00	45.00	01/04/17	I/N/L
Late payment charge	5.00	5.00	01/04/16	L
Late payment charge after bin collection	10.00	10.00	01/04/16	L
Replacement bin charge	27.00	27.00	01/04/16	L

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Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
(iv) Trade Refuse Collection Service				
From 1st April 2015 this service will be independently operated by Serco. These charges will only apply if a business within the borough exercises its legal right to require the Council to undertake the collection.				
Trade refuse sacks (pack of 26)	145.00	148.00	01/04/17	D/L
Trade refuse sacks (pack of 26) for Charity shops	113.00	115.50	01/04/17	D/L
Cardboard Collection	3.00	4.00	01/04/17	I/N/P
Container emptying and disposal:				
1100 / Pal / 660 litre bin -1st bin per visit	31.00	32.00	01/04/17	I/N/P
2nd & subsequent bins	30.00	31.00	01/04/17	I/N/P
360 litre wheeled bin	25.00	26.00	01/04/17	D/L

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
(iv) Trade Refuse Collection Service (continued)				
Container emptying:				
Charity shops	25.00	26.00	01/04/17	D/L
LBH Schools	25.00	26.00	01/04/17	D/L
2nd collection from residential blocks per bin	7.00	8.00	01/04/17	D/L
 Container hire (per annum):				
Eurobins:				
1100 litres	215.00	219.50	01/04/17	D/L
660 litres	160.00	163.50	01/04/17	D/L
Chamberlains:				
940 litres	160.00	163.50	01/04/17	D/L
Palladin:				
940 litres	145.00	148.00	01/04/17	D/L
(v) Collection & disposal of trade clinical waste (per bag / box)	11.00	12.00	01/04/17	I/N/P
(vi) Special clearances of rubbish:				
Up to 30 minutes on site	100.00	102.00	01/04/17	D/L
Up to 1 hour on site	200.00	204.00	01/04/17	D/L
Each 15 minute thereafter	50.00	51.00	01/04/17	I/N/P

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
FOOTBALL AT PARKS WITH CRICKET (28 WEEKS)				
Pavilion with washing facilities				
Adult				
Each Saturday or Sunday during Season**	1,580.00	1,612.00	01/04/17	I/N/P
Each alternate Saturday or Sunday during Season**	797.40	814.00	01/04/17	I/N/P
Additional Matches during Season	56.70	58.00 *	01/04/17	I/N/P
Junior (under 18)				
Each Saturday or Sunday during Season**	774.40	790.00	01/04/17	I/N/P
Each alternate Saturday or Sunday during Season**	360.70	368.00	01/04/17	I/N/P
Additional Matches during Season	27.80	29.00 *	01/04/17	I/N/P
Pavilion without washing facilities Each Saturday or Sunday during Season				
Adult				
Each Saturday or Sunday during Season**	1,309.60	1,336.00	01/04/17	I/N/P
Each alternate Saturday or Sunday during Season**	642.10	655.00	01/04/17	I/N/P
Additional Matches during Season	45.50	46.50 *	01/04/17	I/N/P
**VATable unless block booking (10 or more)				

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Neighbourhoods Environment

(B) Charges determined by Committee

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FOOTBALL AT PARKS WITH CRICKET (28 WEEKS) (continued)				
Junior (under 18)				
Each Saturday or Sunday during Season**	592.60	605.00	01/04/17	I/N/P
Each alternate Saturday or Sunday during Season**	296.30	302.50	01/04/17	I/N/P
Additional Matches during Season No Pavilion Facilities	21.10	22.00 *	01/04/17	I/N/P
No Pavilion Facilities				
Adult				
Each Saturday or Sunday during Season**	950.10	970.00	01/04/17	I/N/P
Each alternate Saturday or Sunday during Season**	480.60	490.50	01/04/17	I/N/P
Additional Matches during Season	34.50	35.50 *	01/04/17	I/N/P
Junior (under 18)				
Each Saturday or Sunday during Season**	440.70	450.00	01/04/17	I/N/P
Each alternate Saturday or Sunday during Season**	220.00	224.50	01/04/17	I/N/P
Additional Matches during Season	14.90	16.00 *	01/04/17	I/N/P
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Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
FOOTBALL AT PARKS WITH CRICKET (32 WEEKS)				
Pavilion with washing facilities				
Adult				
Each Saturday or Sunday during Season**	1,835.00	1,872.00	01/04/17	I/N/P
Each alternate Saturday or Sunday during Season**	918.00	936.50	01/04/17	I/N/P
Additional Matches during Season	58.00	59.50 *	01/04/17	I/N/P
Junior (under 18)				
Each Saturday or Sunday during Season**	833.00	850.00	01/04/17	I/N/P
Each alternate Saturday or Sunday during Season**	416.80	425.50	01/04/17	I/N/P
Additional Matches during Season	25.70	26.50 *	01/04/17	I/N/P
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Neighbourhoods Environment

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FOOTBALL AT PARKS WITH NO CRICKET (32 WEEKS)				
Pavilion without washing facilities				
Adult				
Each Saturday or Sunday during Season**	1,453.40	1,482.50	01/04/17	I/N/P
Each alternate Saturday or Sunday during Season**	726.10	741.00	01/04/17	I/N/P
Additional matches during Season	45.50	46.50 *	01/04/17	I/N/P
Junior (under 18)				
Each Saturday or Sunday during Season**	671.00	684.50	01/04/17	I/N/P
Each alternate Saturday or Sunday during Season**	335.40	342.50	01/04/17	I/N/P
Additional Matches during Season	21.10	22.00 *	01/04/17	I/N/P
No Pavilion Facilities				
Adult				
Each Saturday or Sunday during Season**	1,095.90	1,118.00	01/04/17	I/N/P
Each alternate Saturday or Sunday during Season**	548.20	559.50	01/04/17	I/N/P
Junior (under 18)				
Each Saturday or Sunday during Season**	502.30	512.50	01/04/17	I/N/P
Each alternate Saturday or Sunday during Season**	251.00	256.00	01/04/17	I/N/P
**VATable unless block booking (10 or more)				

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
MINI SOCCER				
1 Hour Slots (during season)				
Each Saturday or Sunday**	336.40	343.50	01/04/17	I/N/P
Alternate Saturday or Sunday**	167.60	171.00	01/04/17	I/N/P
RUGBY (per game)**	11.10	12.00	01/04/17	I/N/P
CRICKET				
No Pavilion Facilities				
Adults Each Saturday or Sunday during Season**	1,360.60	1,388.00	01/04/17	I/N/P
Colts (under 18) Teams Each Saturday or Sunday during Season**	680.40	694.00	01/04/17	I/N/P
Occasional Matches Adults	75.70	77.50 *	01/04/17	I/N/P
Occasional Matches Colts Team	37.80	39.00 *	01/04/17	I/N/P
Pitches with Pavilions				
Adults Each Saturday or Sunday during Season**	2,443.80	2,493.00	01/04/17	I/N/P
Adults Additional Bank Holiday Mondays 3 per season**	814.40	831.00	01/04/17	I/N/P
Adults Alternate Saturday or Sunday**	1,221.90	1,247.00	01/04/17	I/N/P
Colts (under 18) Teams Each Saturday or Sunday during Season**	1,221.90	1,247.00	01/04/17	I/N/P
Colts (under 18) Teams Additional Bank Holiday Mondays (per game)**	407.25	415.50	01/04/17	I/N/P
Colts (under 18) Teams Alternate Saturday or Sunday**	611.10	623.50	01/04/17	I/N/P
Occasional Matches Adults	135.70	138.50 *	01/04/17	I/N/P
Occasional Matches Colts (under 18) Team	67.80	69.50 *	01/04/17	I/N/P
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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
CRICKET (continued)				
Boot camps & Personal Training (2 hour session)				
1 - 6 people	6.30	7.00	01/04/17	I/N/P
6 - 12 people	12.50	13.00	01/04/17	I/N/P
12 - 20 people	20.80	22.00	01/04/17	I/N/P
20 - 30 people	31.20	32.00	01/04/17	I/N/P
ALLOTMENTS				
Land charge per acre	185.20	189.00	01/04/17	I/N/P
Plot Rent (This fee is set by the Allotment Society and therefore is not published in the Councils fees and charges)				
WEDDING PHOTOGRAPHY				
Exclusive use of area of a park for wedding photography	50.00	51.00	01/04/17	I/N/P
FUNFAIRS & CIRCUSES (Circuses were charged a flat rate in 2014/15)				
Ground rent per day of operation - self standing	463.90	473.50	01/04/17	I/N/P
part of larger event	621.50	634.00	01/04/17	I/N/P
Returnable deposit per visit.	Negotiated			I/N/P
	according to the		01/04/17	
	size of the event		01/04/17	
Additional ground rent for extra non-operational days spent on site	149.30	152.50	01/04/17	I/N/P

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Neighbourhoods Environment

(B) Charges determined by Committee

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TENNIS				
Licence fee per court per day for Coach/Club** **VATable unless block booking (10 or more)	5.10	6.00	01/04/17	I/N/P
PARKS				
Minimum charge for hire of park & open space for charitable organisation	83.30	85.00	01/04/17	I/N/P
Raphael Park Meeting Room (Charge per hour)	15.00	16.00	01/04/17	I/N/P
Refreshment's (per booking)	6.00 *	7.00 *	01/04/17	I/N/P
CHARGES FOR NON SCHEDULED WORKS				
Week day rates				
18 tonne grab lorry and driver per hour	150.50 *	153.50 *	01/04/17	I/N/P
2 staff & a van (includes tools & machinery) per hour	71.75 *	73.50 *	01/04/17	I/N/P
1 staff & a van (includes tools & machinery) per hour	41.40 *	42.50 *	01/04/17	I/N/P
Tractor & implement, or trailer with operator per hour	46.00 *	47.00 *	01/04/17	I/N/P
Ride on mower & operator per hour	41.40 *	42.50 *	01/04/17	I/N/P
Member of staff per hour (standard hours)	30.35 *	31.00 *	01/04/17	I/N/P
Charge hand per hour (standard hours)	37.55 *	38.50 *	01/04/17	I/N/P
Supply & plant memorial tree (up to 2metre football Inc. stakes & ties)	288.85 *	295.00 *	01/04/17	I/N/P
Initial mark - rugby pitch per pitch per occasion	118.45 *	121.00 *	01/04/17	I/N/P

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- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
CHARGES FOR NON SCHEDULED WORKS (continued)				
Week day rates				
Re-mark - rugby pitch per pitch per occasion	41.65 *	43.00 *	01/04/17	I/N/P
Initial mark – football pitch per pitch per occasion	107.65 *	110.00 *	01/04/17	I/N/P
Re-mark football pitch per pitch per occasion	35.90 *	37.00 *	01/04/17	I/N/P
Initial mark six lane 400 metre running track per occasion	472.20 *	482.00 *	01/04/17	I/N/P
Re-mark six lane 400 metre running track per occasion	107.65 *	110.00 *	01/04/17	I/N/P
Initial mark hockey pitch per occasion	71.75 *	73.50 *	01/04/17	I/N/P
Re-mark hockey pitch per occasion	23.90 *	25.00 *	01/04/17	I/N/P
Remove or install goal post socket each (excludes socket)	71.75 *	73.50 *	01/04/17	I/N/P
Preparation of new or renovation of shrub beds per m2	48.95 *	50.00 *	01/04/17	I/N/P
Shrub bed planting (five 3 litre container grown shrubs) per m2	44.05 *	45.00 *	01/04/17	I/N/P
Shrub bed mulching (using composted whole tree mulch) per m2	2.50 *	3.00 *	01/04/17	I/N/P
Hedge cutting per linear metre	7.10 *	8.00 *	01/04/17	I/N/P
Prepare ground, supply & lay turf per m2	7.90 *	8.00 *	01/04/17	I/N/P
Prepare ground, supply and sow grass seed per m2	4.70 *	5.00 *	01/04/17	I/N/P
Saturday rates				
1 staff & a van (includes tools & machinery) per hour	56.50 *	58.00 *	01/04/17	I/N/P
2 staff & a van (includes tools & machinery) per hour	102.10 *	104.50 *	01/04/17	I/N/P
Member of staff per hour (standard hours)	45.60 *	47.00 *	01/04/17	I/N/P
Charge hand per hour (standard hours)	56.30 *	57.50 *	01/04/17	I/N/P

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Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Borough Roads:				
Note: Unlicensed Skips/Materials will be on the spot fined & removed @ £550	500.00	550.00	01/04/17	I/L
Each Skip / Builders materials on public highway				
Up to first 14 days	70.00	70.00	01/04/17	D/P
Each additional period of up to 7 days	60.00	60.00	01/04/17	D/P
Structures / Hoardings / Scaffolds				
Bond				
£100 per linear metre - Minimum 6 Metres	62per mtr = 306.50	600.00	01/04/17	D/L
Licence				
Each additional period of up to 28 days/occasion				
£75.00 per linear metre - minimum 6 metres upto 28 days	25.00 mtr = 124.00	450.00	01/04/17	D/L
£150 for 3 x NRSWA inspections @ £50 each as per TM Act 2004		150.00	01/04/17	New Charge
Minimum charge length 6 mtrs & combined inspection = Total £600.00 min Charge		Above total 600		
(ii) Vehicle Crossovers (per square metre)	123.00	125.50	01/04/17	D/L
Non refundable charge for providing a quotation	50.00		01/04/17	I/N/P
(iii) Road Closures	1,450.00	1,500.00	01/04/17	D/L/I
(iv) Clearance of Blocked Drains	120.00	122.50 *	01/04/17	D/L
(VATable unless working under Statutory power)				

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
(v) Crane license (charges based on TMA 2004 permitted charges)				
Minimum	250.00	275.00	01/04/17	I/N/L
Maximum	430.00	500.00	01/04/17	I/N/L

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges - London Councils

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
TRAFFIC & PARKING CONTROL:				
Parking Facilities				
Penalty Charge Notices				
(Levels set by London Councils and agreed by the Mayor of London and endorsed by the Secretary of State)				
Less Serious Contravention Band A	80.00	80.00	01/04/11	L
Less Serious Contravention Band A if paid within 14 days	40.00	40.00	01/04/11	L
Serious Contravention Band A	130.00	130.00	15/04/11	L
Serious Contravention Band A paid within 14 days	65.00	65.00	15/04/11	L
Less Serious Band B	60.00	60.00	01/04/11	L
Less Serious paid within 14 days	30.00	30.00	01/04/11	L
Serious Band B	110.00	110.00	15/04/11	L
Serious Band B if paid within 14 days	55.00	55.00	15/04/11	L
Vehicle Clamping and Removal				
Vehicle Immobilisation release fee	70.00	70.00	01/04/11	L
Vehicle Pound release fee (if clamped)	200.00	200.00	01/04/11	L
Disposal Fee	70.00	70.00	01/04/11	L
Vehicle Pound storage fee (per day)	40.00	40.00	01/04/11	L

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
TRAFFIC & PARKING CONTROL:				
PARKING FACILITIES				
Romford Area Car Parks - Mixed Tariff				
Monday to Friday (Period Hours)				
0 - 1	0.60 *	0.60 *	04/06/07	G/L
1 - 2	1.20 *	1.20 *	04/06/07	G/L
2 - 3	2.40 *	2.40 *	04/06/07	G/L
3 - 4	3.00 *	3.00 *	04/06/07	G/L
4 - 5	6.00 *	6.00 *	04/06/07	G/L
5 - 6	7.00 *	7.00 *	04/06/07	G/L
6 - 7	8.00 *	8.00 *	04/06/07	G/L
7 - 8	9.00 *	9.00 *	04/06/07	G/L
over 8	10.00 *	10.00 *	04/06/07	G/L
Lost Ticket	10.00 *	10.00 *	04/06/07	G/L
Solo Motorcycle	No Charge *	No Charge *	04/06/07	G/L
Saturday (Period Hours)				
0 - 1	1.20 *	1.20 *	04/06/07	G/L
1 - 2	2.40 *	2.40 *	04/06/07	G/L
2 - 3	2.60 *	2.60 *	04/06/07	G/L
3 - 4	3.00 *	3.00 *	04/06/07	G/L
4 - 5	6.00 *	6.00 *	04/06/07	G/L

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Romford Area Car Parks - Mixed Tariff (continued)				
Saturday (Period Hours)				
5 - 6	7.00 *	7.00 *	04/06/07	G/L
6 - 7	8.00 *	8.00 *	04/06/07	G/L
7 - 8	9.00 *	9.00 *	04/06/07	G/L
over 8	10.00 *	10.00 *	04/06/07	G/L
Lost Ticket	10.00 *	10.00 *	04/06/07	G/L
Solo Motorcycle	No Charge	No Charge	04/06/07	G/L
Front of Town Hall - First 20mins (Then variable as above)	0.20 *	0.20 *	04/06/07	G/L
Market Place (Non-market days)				
0 - 1	0.60 *	0.60 *	04/06/07	G/L
1 - 2	1.20 *	1.20 *	04/06/07	G/L
*1Pay by Phone Convenience Fee for transactions £1.00 and under £0.05	0.00 *	0.00 *	01/04/16	
*1Pay by Phone Convenience Fee for transactions over £1.00 £0.10	0.00 *	0.00 *	01/04/16	
¹ Pay by Phone Text Messages £0.10	0.00 *	0.00 *	01/04/11	
Pay by Phone Convenience Fee 2015-16 was £0.20				
¹ This charge is levied by an external supplier and is not received by the Council. It is an independent service fee included here for transparency				

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Car Parks excluding Romford Area Car Parks - Mixed Tariff				
Monday to Friday (Period Hours)				
0 - 30 minutes	No Charge *	No Charge *	27/04/15	G/L
0 - 2	1.00 *	1.50 *	03/04/17	C/L
2 - 3	2.00 *	2.00 *	01/04/15	G/L
3 - 4	3.00 *	3.00 *	01/04/15	G/L
4 - 5	4.00 *	4.00 *	07/02/10	G/L
5 - 6	5.00 *	5.00 *	07/02/10	G/L
6 - 7	6.00 *	6.00 *	07/02/10	G/L
7 - 8	7.00 *	7.00 *	07/02/10	G/L
8 - 12	8.00 *	8.00 *	07/02/10	G/L
Solo Motorcycles	No Charge	No Charge	07/02/10	G/L
6pm to 7am	No Charge	No Charge	07/02/10	G/L

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Long Stay Car Parks				
Marshalls				
Weekdays (All day)	6.00 *	6.00 *	04/06/07	G/L
Saturdays (All day)	6.00 *	6.00 *	04/06/07	G/L
*1Pay by Phone Convenience Fee for transactions £1.00 and under £0.05	No Charge *	No Charge *	01/04/16	
*1Pay by Phone Convenience Fee for transactions over £1.00 £0.10	No Charge *	No Charge *	01/04/16	
1Pay by Phone Text Messages £0.10	No Charge *	No Charge *	01/04/11	
*Pay by Phone Convenience Fee currently is £0.05 for tariff less than £1.00 and £0.10 for tariffs above £1.00 (this will be paid by the council in year 1)				
1This charge is levied by an external supplier and is not received by the Council. It is an independent service fee included here for transparency				
Season Tickets				
Romford Central Area				
All car parks:				
Per quarter	200.00 *	200.00 *	01/02/12	G/L
Per month	70.00 *	70.00 *	01/02/12	G/L

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Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Season Tickets (continued)				
Outside Romford Central Area				
5 Day season – Balgores Square:				
per quarter	200.00 *	200.00 *	04/06/08	G/L
per month	70.00 *	70.00 *	07/02/11	G/L
All other car parks:				
per quarter	155.00 *	155.00 *	01/04/16	G/L
per month	60.00 *	60.00 *	01/04/16	G/L
The Overnighter' (07:00 - 10:00 Mon-Fri/All day Sat-Sun) per month	30.00 *	30.00 *	01/02/12	G/L
On Street Parking Meters and High Street Pay and Display				
Romford Town Centre (Maximum Stay 2 hours)				
0 - 12 mins	0.20	0.20	07/02/11	G/L
12 mins - 30 mins	0.60	0.60	07/02/11	G/L
30 mins - 1 hour	1.00	1.00	07/02/11	G/L
1 hour - 1 hour 30 mins	1.60	1.60	07/02/11	G/L
1 hour 30 mins - 2 hours	2.00	2.00	07/02/11	G/L
Outside Romford Town Centre (Maximum Stay 3 hours)				
0 - 30 mins	No Charge	No Charge	06/04/15	G/L
0 - 2 hours	1.00	1.50	03/04/17	C/L
2 - 3 hours	2.00	2.00	06/04/15	G/L

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Controlled Parking Zones				
Resident's parking permit (per annum)				
1st Permit per household	25.00	35.00	03/04/17	C/L
2nd Permit per household	50.00	60.00	03/04/17	C/L
3rd Permit per household	75.00	85.00	03/04/17	C/L
Resident's visitor permits (book of 10)	12.50	12.50	06/04/15	G/L
Casual permit per 2 hours	5.25	5.25	07/02/11	G/L
Business parking permits (per annum)	200.00	200.00	01/04/16	G/L
Commuter Bays (per annum)	500.00	500.00	01/04/16	G/L
Domestic Carer Permit (per annum)	40.00	40.00	01/04/16	G/L
Amendment to existing permit	25.50	25.50	01/04/16	G/L
Cancellation of permit	15.00	15.00	07/02/11	G/L
Disc Parking Scheme and Other Miscellaneous Charges				
Purchase of Disc (per annum)	36.00	36.00	07/02/11	G/L
Waiver	20.00	20.00	06/04/15	G/L
Health and Homecare Permit (per annum)				
Amendment to existing permit	22.50	22.50	06/04/15	G/L
Cancellation of permit	15.00	15.00	07/02/11	G/L
License Holder Car Parks (per annum)	86.30 *	86.30 *	01/04/10	G/L

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Disabled Blue Badge (per 3 years)	10.00	10.00	01/01/2012	G/L
Car Parking in Parks and Open Spaces Effective 01/04/2015 Maximum Stay 5 hours				
Mon - Friday 8.00am to 6.30pm.				
0 - 3 hours	0.20 *	0.20 *	01/04/2014	G/L
3 - 5 hours	0.50 *	0.50 *	01/04/2014	G/L
Saturdays, Sundays & Bank Holidays	No Charge	No Charge		
Blue Badge holders (for up to 5 hours)	No Charge	No Charge		

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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
BEREAVEMENT SERVICES:				
Interments				
Cemeteries (fees doubled for non-residents of LBH)				
Over 16 years	1,178.00	1,296.00	01/04/17	S/L
2 simultaneous full body interments aged over 16 years	1,767.00	1,944.00	01/04/17	S/L
Cremated remains	224.00	246.00	01/04/17	S/L
Surcharge for cremated remains in full coffin	200.00	220.00	01/04/17	S/L
Extra depth (each interment over two) or casket/walled grave per depth	212.00	233.00	01/04/17	S/L
Resident child not over 16 Years	No Charge		01/04/17	S/L
Non resident stillborn to 1 month in child's grave or public grave	212.00	233.00	01/04/17	S/L
2 simultaneous non resident stillborn/to 1 month in child's or public grave	318.00	350.00	01/04/17	S/L
Non resident child not over 10 years in child's grave or public grave	328.00	360.00	01/04/17	S/L
Non resident child not over 16 years in child's grave	2,222.00	2,444.00	01/04/17	S/L
Use of chapel including organist at Upminster cemetery (subject to availability)	78.00	90.00	01/04/17	S/L
Hospital Contract NVB burials	212.00	233.00	01/04/17	S/L
Exclusive Right of Burial (50 years with option of further 10 years)				
Lawn Section grave	1,843.00	2,027.00	01/04/17	S/L
Traditional Grave	2,859.00	3,145.00	01/04/17	S/L
Children's section (under 10)	382.00	420.00	01/04/17	S/L
Children's section (under 16)	762.00	838.00	01/04/17	S/L

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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Surcharges				
Saturday full burial surcharge	589.00	648.00	01/04/17	S/L
Sunday full burial surcharge	1,178.00	1,296.00	01/04/17	S/L
Weekend cremated remains surcharge	224.00	246.00	01/04/17	S/L
Funeral After Published Time or 48 hours of booking	274.00	300.00	01/04/17	S/L
Booking cancelled after 48 hours of booking	274.00	300.00	01/04/17	S/L
Booking cancelled within 48 hours of burial				
Extension of Right of Burial for 10 years				
Lawn Section Grave	455.00	500.00	01/04/17	S/L
Traditional Grave	570.00	627.00	01/04/17	S/L
Children's Section (under 10)	99.00	109.00	01/04/17	S/L
Children's Section (under 16)	204.00	224.00	01/04/17	S/L
Walled graves	1,080.00	1,188.00	01/04/17	S/L
Other Charges				
Transfer of Exclusive Rights by Will, Letters of Administration or Assignment	44.00	48.00	01/04/17	S/L
Transfer of Exclusive Rights by Statutory Declaration or combination of methods	81.00	90.00	01/04/17	S/L
Certified extract from Burial Register	53.00	58.00	01/04/17	S/L
Staff attendance to select a new grave by appointment	43.00	47.00	01/04/17	S/L
Exhumation of cremated remains resident	224.00	246.00	01/04/17	S/L
Exhumation of cremated remains non-resident	448.00	492.00	01/04/17	S/L

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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Permit Charge				
Clean and Renovate/ NAMM fixing	No Charge	No Charge		
Lawn (Standard) Headstone & kerb/Additional Memorial	125.00	128.00	01/04/17	S/L
Additional Inscription on headstone or permit for a vase only/ Lawn kerb	84.00	86.00	01/04/17	S/L
Full kerb Traditional Grave	322.00	328.00	01/04/17	S/L
Grave Maintenance Fees				
Bi annual Spring and Summer planting Service	231.00 *	254.00 *	01/04/17	S/L
Annual maintenance clean and tidy Service	143.00 *	157.00 *	01/04/17	S/L
Turfing (Winter months only after grave has settled)	92.00	101.00	01/04/17	S/L
Cremated Remains Burial Plots				
Purchase of exclusive rights (25 year term)	536.00	590.00	01/04/17	S/L
Extension of exclusive rights of burial for 10 years flat stone cremated remains plot	314.00	345.00	01/04/17	S/L
Tablet with First inscription	409.00	450.00	01/04/17	S/L
Additional / subsequent inscriptions	133.00	146.00	01/04/17	S/L
Blank stone	310.00	341.00	01/04/17	S/L
Photograph fixed to memorial	266.00	305.00	01/04/17	S/L
Granite memorial vases for use with cremated remains tablets (includes 45 letters)	374.00	411.00	01/04/17	S/L
Regilding or additional letter on granite vase	3.00	3.50	01/04/17	S/L

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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

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South Essex Crematorium				
Cremation includes organ/organist/polytainer or biodegradable casket:				
Over 16 years	730.00	850.00	01/04/17	S/L
Resident child not exceeding 16 years	No Charge	No Charge		
Non resident to 6 years but not exceeding 16 yrs	194.00	204.00	01/04/17	S/L
Non resident up to 6 years	98.00	103.00	01/04/17	S/L
Hospital Contract Non-viable foetus cremation	59.00	70.00	01/04/17	S/L
Saturday Cremation (subject to availability)	1,095.00	1,275.00	01/04/17	S/L
Sunday Cremation (subject to availability)	1,460.00	1,700.00	01/04/17	S/L
Unattended Cremation (adult)		450.00	01/04/17	New Charge
Additional Services and Surcharges				
Bookings cancelled after 10am one working day before reserved time	233.00	250.00	01/04/17	S/L
Surcharge for services over-running	243.00	250.00	01/04/17	S/L
Surcharge for Cremation after 4pm	233.00	250.00	01/04/17	S/L
Use of chapel for private memorial service or extra time	233.00	250.00	01/04/17	S/L
CD recording of service	72.00 *	82.00 *	01/04/17	S/L
CD discs 2-10	20.00 *	23.00 *	01/04/17	S/L
DVD recording of service	90.00 *	100.00 *	01/04/17	S/L
DVD discs 2-10	26.00 *	30.00 *	01/04/17	S/L
Webcast of service	91.00 *	105.00 *	01/04/17	S/L

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Additional Services and Surcharges (continued)				
Visual Tributes 10 photographs	39.00 *	45.00 *	01/04/17	S/L
Visual Tributes per additional 5 photographs	14.00 *	16.00 *	01/04/17	S/L
Per minute of video used plus set up cost	10.00 *	12.00 *	01/04/17	S/L
Tributes embedded into DVD recording of the service	98.00 *	113.00 *	01/04/17	S/L
Strewing (burial) of cremated remains from elsewhere	92.00	106.00	01/04/17	S/L
Witness Committal	44.00	50.00	01/04/17	S/L
Weekend Witness committal	88.00	100.00	01/04/17	S/L
Storage of cremated remains after one month per quarter	50.00 *	52.00 *	01/04/17	S/L
Storage of cremated remains after one month per year	116.00 *	122.00 *	01/04/17	S/L
Genealogy Searches per search not through Deceased Online	24.00 *	25.00 *	01/04/17	S/L
Containers				
Bronzed metal urns	60.00 *	69.00 *	01/04/17	S/L
Standard wooden or metal casket	75.00 *	86.00 *	01/04/17	S/L
Juvenile caskets	31.00 *	33.00 *	01/04/17	S/L
Various Decorative urns/caskets (new charge)	RRP *	RRP *		
Dedicated Hymn Book	69.00 *	80.00 *	01/04/17	S/L
Various keepsake memorials made from or to contain cremated remains including diamonds, paperweights, jewellery	RRP *	RRP *		

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Memorials				
Kerb Plaques				
Perspex Plaque only	102.00 *	118.00 *	01/04/17	S/L
Bronze Plaque only	207.00 *	238.00 *	01/04/17	S/L
Rights to second dedication (plus cost of plaque)	101.00	115.00	01/04/17	S/L
Kerb plaque Rights or Renewal	209.00	240.00	01/04/17	S/L
 Bronze Wall Plaque				
Bronze wall plaque only	207.00 *	238.00 *	01/04/17	S/L
Bronze wall plaque renewal	209.00	240.00	01/04/17	S/L
 Large Wall Plaques				
Single Slate or Large Bronze Wall Plaques				
Single plaque only (slate or bronze tablet)	282.00 *	324.00 *	01/04/17	S/L
Single plaque - Rights or Renewal fee for 10 years	209.00	240.00	01/04/17	S/L
Double Slate Wall Plaque single inscription	424.00 *	487.00 *	01/04/17	S/L
Double Slate Wall Plaque double inscription	674.00 *	783.00 *	01/04/17	S/L
Double Slate Wall Plaque second inscription within 1 year of original dedication	151.00 *	174.00 *	01/04/17	S/L
Double Plaque - Rights or Renewal 10 year renewal	418.00	480.00	01/04/17	S/L

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Wall Niche for 10 years				
Renewal or Pre-purchase for Single Niche for 10 years	748.00	860.00	01/04/17	S/L
Renewal for Single Niche for 5 years	454.00	522.00	01/04/17	S/L
Replacement single plaque	497.00 *	572.00 *	01/04/17	S/L
Renewal Rights or Pre-purchase for Double Niche for 10 years	1,497.00	1,721.00	01/04/17	S/L
Renewal for Double Niche for 5 years	828.00	952.00	01/04/17	S/L
Replacement double plaque	768.00 *	883.00 *	01/04/17	S/L
Wall Niche rights for second inscription	126.00	145.00	01/04/17	S/L
Wall Niche Additional Items:				
Motif (optional)	79.00	90.00	01/04/17	S/L
Additional Bud Vase	26.00	30.00	01/04/17	S/L
Additional Inscription	227.00	260.00	01/04/17	S/L
Casket including nameplate	79.00	90.00	01/04/17	S/L
Photograph	266.00	305.00	01/04/17	S/L

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Sanctum ii Vaults for 10 years				
Second Interment	138.00	158.00	01/04/17	S/L
Sanctum Second inscription	469.00 *	538.00 *	01/04/17	S/L
Sanctum Plaque	368.00 *	423.00 *	01/04/17	S/L
10 Year Rights or Renewal	952.00	1,095.00	01/04/17	S/L
5 Year Renewal	555.00	638.00	01/04/17	S/L
Regilding (Inc. postage)	100.00 *	115.00 *	01/04/17	S/L
Replacement vase	15.00 *	17.00 *	01/04/17	S/L
Vase Blocks and Tablets (includes Scented Garden Memorials)				
Vaseblock tablet	220.00	253.00	01/04/17	S/L
Vaseblock Rights or Renewal for 10 years	489.00	562.00	01/04/17	S/L
Memorials				
Summer House Memorial				
Floris plaque only	139.00 *	160.00 *	01/04/17	S/L
Floris Plaque Renewal Rights for 10 years	209.00	240.00	01/04/17	S/L
Posy Holder rights or Renewal for 10 years	144.00	150.00	01/04/17	S/L
Posy Holder Memorial	16.00 *	18.00 *	01/04/17	S/L

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Shrub, Rose or Tree with 10 Year dedication				
Shrub or Rose (including Bronze Stem Plaque)	207.00 *	238.00 *	01/04/17	S/L
Shrub 10 Year Rights or Renewal (also applies to vase block with rose)	560.00	644.00	01/04/17	S/L
Shrub 5 Year Renewal Rights (also applies to vase block with rose)	359.00	415.00	01/04/17	S/L
Tree (including bronze Stem or Strap plaque)	207.00 *	238.00 *	01/04/17	S/L
Tree 10 Year Rights or Renewal	675.00	776.00	01/04/17	S/L
Tree 5 Year Renewal Rights	418.00	480.00	01/04/17	S/L
Benches and Chairs - 10 Year dedications				
Bench / Replacement Bench	1,043.00 *	1,200.00 *	01/04/17	S/L
Chair / Replacement Chair	609.00 *	700.00 *	01/04/17	S/L
Bench 10 Year Rights or Renewal	951.00	1,094.00	01/04/17	S/L
Chair 10 Year Rights or Renewal	840.00	966.00	01/04/17	S/L
Regular maintenance (per 2 years of remaining lease if not purchased or renewed since 1/1/2001)	40.00 *	46.00 *	01/04/17	S/L
Renovation of Bench	177.00 *	204.00 *	01/04/17	S/L
Renovation of Chair	113.00 *	130.00 *	01/04/17	S/L
Summerhouse Chair	1,000.00 *	1,150.00 *	01/04/17	S/L
Replacement Summerhouse Chair	600.00 *	690.00 *	01/04/17	S/L
Summerhouse Chair Renewal Rights	400.00	460.00	01/04/17	S/L

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Bench, Tree & Shrub Additional dedications				
Rights to second dedication within 1 year of original (plus cost of plaque)	101.00	115.00	01/04/17	S/L
Rights to second dedication after 1 year of original or renewal per remaining year of lease (plus cost of plaque)	18.00	20.00	01/04/17	S/L
Rights to 2nd Dedication Life time of item (plus cost of plaque)	392.00	450.00	01/04/17	S/L
Replacement bronze plaque	207.00 *	238.00 *	01/04/17	S/L
Replacement Perspex plaque	102.00 *	118.00 *	01/04/17	S/L
Miscellaneous Memorials				
Mallard Bridge	276.00 *	317.00 *	01/04/17	S/L
Admin Fee for private purchase of plaque (plus cost of plaque)	15.00 *	25.00 *	01/04/17	S/L
Replacement metal vase	15.00 *	17.00 *	01/04/17	S/L
Floral arrangements stand - plus cost of flowers	26.00 *	30.00 *	01/04/17	S/L
Hanging baskets (per year)	111.00 *	128.00 *	01/04/17	S/L
Sculpture Garden Memorial		253.00	01/04/17	New Charge
Sculpture Garden Rights		562.00	01/04/17	New Charge
Birdbath Rights		562.00	01/04/17	New Charge
Books of Remembrance				
2 line entry	90.00 *	104.00 *	01/04/17	S/L
3 - 5 lines	130.00 *	150.00 *	01/04/17	S/L
6 - 8 lines	188.00 *	216.00 *	01/04/17	S/L

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Cards of Remembrance & Additional Entries in existing miniature books				
2 line entry	32.00 *	37.00 *	01/04/17	S/L
3 - 5 lines	56.00 *	64.00 *	01/04/17	S/L
6 - 8 lines	87.00 *	100.00 *	01/04/17	S/L
Miniature Triptych of Remembrance/Book of Remembrance				
2 line entry	64.00 *	74.00 *	01/04/17	S/L
3 - 5 lines	90.00 *	104.00 *	01/04/17	S/L
6 - 8 lines	118.00 *	136.00 *	01/04/17	S/L
Book of Remembrance Sundries				
Motif	68.00 *	78.00 *	01/04/17	S/L
Triptych photograph	68.00 *	78.00 *	01/04/17	S/L
Mini Headstone Cremated Remains Burial Plots				
Purchase of exclusive rights (25 year term)	905.00	1,040.00	01/04/17	S/L
Extension of exclusive rights of burial for 10 years mini headstone cremated remains plot	394.00	433.00	01/04/17	S/L
Memorial and installation with first 60 characters	1,013.00	1,114.00	01/04/17	S/L
Additional inscription rate per letter	3.00	3.50	01/04/17	S/L
Blank headstone only	252.00	277.00	01/04/17	S/L
Photograph fixed to memorial	266.00	305.00	01/04/17	S/L

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Mini Headstone Cremated Remains Burial Plots (continued)				
Replacement Granite memorial vase only for Mini Headstone Only	63.00	70.00	01/04/17	S/L
Inscription first 60 characters on a pre purchased memorial	223.00	245.00	01/04/17	S/L
Blank memorial headstone only	745.00	819.00	01/04/17	S/L
Stone chippings per bag	50.00	55.00	01/04/17	S/L
Flower Holder	17.00	18.00	01/04/17	S/L
Book of Remembrance Memorial Tree				
Memorial Tree leaf 10 Year Rights or Renewal	199.00	228.00	01/04/17	S/L
Memorial Tree leaf plaque	131.00 *	150.00 *	01/04/17	S/L
Rights for 2nd inscription - Rights remain the same (plus cost of plaque)	98.00	112.00	01/04/17	S/L

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LOCAL LAND CHARGES:				
Certain fees are laid down in regulations made under the Local Land Charges Act 1975.				
Fees for Official Local Land Charge Certificates				
Registration of a charge in Part II of the registers	70.75	85.00	01/04/17	S/L
Filing a definitive certificate of the Lands Tribunal under Rule 10(3)	2.50	Withdrawn	01/04/17	D/L
Filing a judgement order or application for the variation or cancellation of an entry in Part II on the Register	7.25	Withdrawn	01/04/17	D/L
Registration of any other charge	8.25	Withdrawn	01/04/17	D/L

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Official search (including issue of official certificate of search)				
a) in only part of the register (one parcel)	4.00	8.00	01/04/17	S/L
b) in only part of register (each additional parcel thereafter),		2.00	01/04/17	New Charge
c) in the whole of the register - post or fax (one parcel)	15.25	20.00	01/04/17	S/L
d) in the whole of the register - post of fax (each additional parcel thereafter)		5.00	01/04/17	New Charge
e) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (one parcel)	15.25	20.00	01/04/17	S/L
f) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (each additional parcel thereafter)		5.00	01/04/17	New Charge
Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)	1.50	1.50	01/04/10	
Office copy of any plan or other document filed pursuant to these rules:				
Personal Searches in whole or part of the Register	No Charge	No Charge	01/07/10	
Extract of register in place of personal search	15.25	Withdrawn	01/04/17	D/L
First Page		2.00	01/04/17	New Charge
Subsequent pages		0.20	01/04/17	New Charge
CON29(R) Enquiries				
One parcel of land	85 *	102 *	01/04/17	S/L
Several parcels of land				
Each additional (fees that exceed 100 to be fixed by arrangement)	36.50 *	44.00 *	01/04/17	S/L
Update Search Fee	60.50 *	73.00 *	01/04/17	S/L

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Part 2 Enquiries				
Each printed enquiry	20.50 *	21.00 *	01/04/17	S/L
With exception to Question 4	32.75 *	33.50 *	01/04/17	S/L
Each additional enquiry	35.25 *	Withdrawn	01/04/17	D/L
With exception of surrounding area enquiries	51.00 *	36.00 *	01/04/17	D/L
 Provision of access data to external body to answer CON29(R) and (O) questions Data for CON 29(R) questions	 No Charge	 No charge	 01/07/10	
Copying Charges - Legal Documents				
Certified Copy of Land Search - Paper Copy	11.25	15.00	01/04/17	S/L
First Page	2.00	2.00	01/04/11	D/L
Subsequent pages	0.20	0.20	01/04/11	D/L
Certified copy of extract of Highways Register	28.25	30.00	01/04/17	S/L

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Street Naming & Numbering 1 new property/ house or premise name change (to include property conversions up to 4 units)	56.75 *	Withdrawn	01/04/17	D/L
New Residential Addresses - (building names included) in an existing road				
1 dwelling	56.75	60.00	01/04/17	S/L
2 - 5 dwellings		80.00	01/04/17	New Charge
6 - 25 dwellings	77.75	95.00	01/04/17	S/L
26 - 45 dwellings	166.75	195.00	01/04/17	S/L
46 - 100 dwellings	217.25	415.00	01/04/17	S/L
100+ plots (plus an extra fee of £95 for each additional 10 dwellings (of part thereof))	333.50	700.00	01/04/17	S/L
		95.00	01/04/17	New Charge
New Residential Addresses (building names included) plus single road name				
1 - 5 dwellings	106.00	135.00	01/04/17	S/L
6 - 25 dwellings	146.50	155.00	01/04/17	S/L
26 - 45 dwellings	308.25	250.00	01/04/17	S/L
46 - 100 dwellings	414.25	470.00	01/04/17	S/L
100+ plots (plus an extra fee of £155 for each additional 10 dwellings (or part thereof))	621.25	755.00	01/04/17	S/L
		155.00	01/04/17	New Charge
For each additional road name		65.00	01/04/17	New Charge

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- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

Neighbourhoods Regulatory Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
New Commercial/Industrial Addresses (building name included) in an existing road				
1 unit		60.00	01/04/17	New Charge
2 - 5 units		80.00	01/04/17	New Charge
6 - 10 units		95.00	01/04/17	New Charge
11 units plus		135.00	01/04/17	New Charge
New Commercial/Industrial Addresses (building name included) plus a single road name				
1 unit		80.00	01/04/17	New Charge
2 - 5 units		95.00	01/04/17	New Charge
6 - 10 units		115.00	01/04/17	New Charge
11 units plus		155.00	01/04/17	New Charge
For each additional road name		65.00	01/04/17	New Charge
New street name without any new dwellings or units		65.00	01/04/17	New Charge
Naming of land parcel		65.00	01/04/17	New Charge
Renaming of existing road or building (residential, commercial or industrial) (plus an extra fee of £20 for each additional dwelling or building affected)		65.00	01/04/17	New Charge
Research time: flat fee for research into possible street names		20.00	01/04/17	New Charge
Non-refundable in the event that the suggested name(s) are not selected		40.00	01/04/17	New Charge

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
ENVIRONMENTAL HEALTH:				
Defra				
Stray Dog Service - Environmental Protection (Stray Dogs) Regulation 1992				
Impounding fee per dog	25.00	25.00	01/04/92	
Gambling Act 2005				
Bingo club - Gambling Act 2005 Dept. of Culture and Media and Sport				
Copy licence	25.00	25.00	01/10/06	
Notification of change	50.00	50.00	01/10/06	
Betting shop - Dept. of Culture and Media and Sport				
Copy licence	25.00	25.00	01/10/06	
Notification of change	50.00	50.00	01/10/06	
Betting premises tracks - Dept. of Culture and Media and Sport				
Copy licence	25.00	25.00	01/10/06	
Notification of change	50.00	50.00	01/10/06	
Family entertainment centres - Dept. of Culture and Media and Sport				
Application to vary	1,000.00	1,000.00	01/10/06	
Copy licence	25.00	25.00	01/10/06	
Notification of change	50.00	50.00	01/10/06	

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Adult gaming centres - Dept. of Culture and Media and Sport				
Application to vary	1,000.00	1,000.00	01/10/06	
Copy licence	25.00	25.00	01/10/06	
Notification of change	50.00	50.00	01/10/06	
Lottery - Dept. of Culture and Media and Sport				
New registration	40.00	40.00	01/10/06	
Annual re registration	20.00	20.00	01/10/06	
Permit fees - Dept. of Culture and Media and Sport				
Notification of right of licensed premises to have 2 gaming machines	50.00	50.00	01/10/06	
Family entertainment centre - Dept. of Culture and Media and Sport				
New application	300.00	300.00	01/10/06	
Change of name	25.00	25.00	01/10/06	
Copy of permit	15.00	15.00	01/10/06	
Prize Gaming permit (S 16) Dept. of Culture and Media and Sport				
New application	300.00	300.00	31/03/05	
Change of name	25.00	25.00	31/03/05	
Copy of permit	15.00	15.00	31/03/05	

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Licensed premises gaming machine permit - Dept. of Culture and Media and Sport				
New application (new operator)	150.00	150.00	31/03/05	
New application (existing operator)	100.00	100.00	31/03/05	
Vary a permit	100.00	100.00	31/03/05	
Transfer application	25.00	25.00	31/03/05	
Annual fee (1st fee payable within 30 days of issue)	50.00	50.00	31/03/05	
Change of name	25.00	25.00	31/03/05	
Copy of permit	15.00	15.00	31/03/05	
Club gaming machine permit - Dept. of Culture and Media and Sport				
New application	200.00	200.00	31/03/05	
Renewal	100.00	100.00	31/03/05	
New application (existing operator)	100.00	100.00	31/03/05	
Vary a permit	100.00	100.00	31/03/05	
Copy of permit	15.00	15.00	31/03/05	
Annual fee (1st fee payable within 30 days of issue)	50.00	50.00	31/03/05	
Environment Protection Act (Defra)				
Application Fee				
Standard Process	1,579.00	1,579.00	01/05/12	
Additional fee for operating without a permit	1,137.00	1,137.00	01/05/12	
Service stations PVR I/dry cleaner/ waste oil burner <0.4MW	246.00	246.00	01/05/12	
Vehicle refinisher	346.00	346.00	01/05/12	

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Environment Protection Act (Defra) (continued)				
Service station PVR I& II combined	246.00	246.00	01/05/12	
Additional fee for operating without a permit	68.00	68.00	01/05/12	
Mobile screening and crushing plant	1,579.00	1,579.00	01/05/12	
For the third to seventh applications	943.00	943.00	01/05/12	
For the eight and subsequent applications	477.00	477.00	01/05/12	
where the above is for a combined part B and waste site, add £297	297.00	297.00	01/05/12	
Annual subsistence charge				
Standard process Low (+£99.00)	739.00	739.00	01/05/12	
Standard process Medium (+£149.00)	1,111.00	1,111.00	01/05/12	
Standard process High (+£198.00)	1,672.00	1,672.00	01/05/12	
(+) to be added when the above standard process is for combined part B and waste site				
Service stations PVR I/dry cleaner/ waste oil burner <0.4MW				
Low	76.00	76.00	01/05/12	
Medium	151.00	151.00	01/05/12	
High	227.00	227.00	01/05/12	
Vehicle refinisher				
Low	218.00	218.00	01/05/12	
Medium	349.00	349.00	01/05/12	
High	524.00	524.00	01/05/12	

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Environment Protection Act (Defra) (continued)				
Service station PVRI and II combined				
Low	108.00	108.00	01/05/12	
Medium	216.00	216.00	01/05/12	
High	326.00	326.00	01/05/12	
Mobile screening and crushing plant				
For the first and second plants				
Low	618.00	618.00	01/05/12	
Medium	989.00	989.00	01/05/12	
High	1,484.00	1,484.00	01/05/12	
For the third to seventh applications			01/05/12	
Low	368.00	368.00	01/05/12	
Medium	590.00	590.00	01/05/12	
High	884.00	884.00	01/05/12	

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Environment Protection Act (Defra) (continued)				
For the eighth and subsequent applications			01/05/12	
Low	189.00	189.00	01/05/12	
Medium	302.00	302.00	01/05/12	
High	453.00	453.00	01/05/12	
Where a part B is subject to E-PRTR Regulations reporting, add £99 to above	99.00	99.00	01/05/12	
Late payment fee	50.00	50.00	01/05/12	
Transfer and Surrender				
Standard process transfer	162.00	162.00	01/05/12	
Standard process partial transfer	476.00	476.00	01/05/12	
New operator at low risk reduced fee activity	75.00	75.00	01/05/12	

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Transfer and Surrender (continued)				
Surrender	No Charge	No Charge	01/05/12	
Transfer : Service Stations and Waste Oil burners <0.4MW	No Charge	No Charge	01/05/12	
Partial Transfer : Service Stations and Waste Oil burners <0.4MW	45.00	45.00	01/05/12	
Substantial changes to s10 and s11				
Standard process	1,005.00	1,005.00	01/05/12	
Standard process where the substantial change results in a new PPC activity	1,579.00	1,579.00	01/05/12	
Service stations/Dry cleaners /waste oil burner <0.4MW/ vehicle re-sprayers	98.00	98.00	01/05/12	
Subsistence charges can be paid in 4 equal instalments paid on 1st April, 1st July, 1st October and 1st January.				
Where paid quarterly the total amount payable to the local authority will be increased by £36.				
Licensing Act 2003 fees set by Home Office				
Application for the grant or renewal of a personal licence	37.00	37.00	01/11/05	
Temporary event notice	21.00	21.00	01/11/05	
Theft, loss, etc. of premises licence or summary	21.00	21.00	01/11/05	
Application for a provisional statement where premises being built etc.	10.50	10.50	01/11/05	
Notification of change of name or address	10.50	10.50	01/11/05	
Application to vary licence to specify individual as premises supervisor	23.00	23.00	01/11/05	

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Licensing Act 2003 fees set by Home Office (continued)				
Application for transfer of premises licence	23.00	23.00	01/11/05	
Interim authority notice following death etc. of licence holder	10.50	10.50	01/11/05	
Theft, loss etc. of certificate or summary	23.00	23.00	01/11/05	
Notification of change of name or alteration of rules of club	23.00	23.00	01/11/05	
Licensing Act 2003 fees set by Home Office (continued)				
Change of relevant registered address of club	23.00	23.00	01/11/05	
Theft, loss etc. of temporary event notice	10.50	10.50	01/11/05	
Theft, loss etc. of personal licence	10.50	10.50	01/11/05	
Duty to notify change of name or address	10.50	10.50	01/11/05	
Right of freeholder etc. to be notified of licensing matters	10.50	10.50	01/11/05	
Main Fee Levels				
Based on non domestic rateable value:				
Band A	£0	-	£4300	
Band B	£4301	-	£33000	
Band C	£33001	-	£87000	
Band D	£87001	-	£125000	
Band E	£125001	and over		

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Premises Licences				
New Applications and variation				
Band A	100.00	100.00	01/11/05	
Band B	190.00	190.00	01/11/05	
Band C	315.00	315.00	01/11/05	
Band D	450.00	450.00	01/11/05	
Band E	635.00	635.00	01/11/05	
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (bands D & E only)				
Band D x 2	900.00	900.00	01/11/05	
Band E x 3	1,905.00	1,905.00	01/11/05	
Annual maintenance fee to keep premises licence current.				
Band A	70.00	70.00	01/11/05	
Band B	180.00	180.00	01/11/05	
Band C	295.00	295.00	01/11/05	
Band D	320.00	320.00	01/11/05	
Band E	350.00	350.00	01/11/05	

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

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Premises Licences (continued)				
Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (bands D & E only)				
Band D x 2	640.00	640.00	01/11/05	
Band E x 3	1,050.00	1,050.00	01/11/05	
Additional Fees				
There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5000+), unless certain conditions apply. Please read Regulation 4(4) and 4(5) of the licensing Act (Fees) Regulations 2005.				
Additional Premises licence fee				
Numbers in attendance at any one time				
5,000 - 9,999	1,000.00	1,000.00	01/11/05	
10,000 - 14,999	2,000.00	2,000.00	01/11/05	
15,000 - 19,999	4,000.00	4,000.00	01/11/05	
20,000 - 29,999	8,000.00	8,000.00	01/11/05	
30,000 - 39,999	16,000.00	16,000.00	01/11/05	
40,000 - 49,999	24,000.00	24,000.00	01/11/05	
50,000 - 59,999	32,000.00	32,000.00	01/11/05	
60,000 - 69,999	40,000.00	40,000.00	01/11/05	

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Additional Premises licence fee (continued)				
70,000 - 79,999	48,000.00	48,000.00	01/11/05	
80,000 - 89,999	56,000.00	56,000.00	01/11/05	
90,000 and over	64,000.00	64,000.00	01/11/05	
Additional annual maintenance fee payable (if applicable)				
Numbers in attendance at any one time				
5,000 - 9,999	500.00	500.00	01/11/05	
10,000 - 14,999	1,000.00	1,000.00	01/11/05	
15,000 - 19,999	2,000.00	2,000.00	01/11/05	
20,000 - 29,999	4,000.00	4,000.00	01/11/05	
30,000 - 39,999	8,000.00	8,000.00	01/11/05	
40,000 - 49,999	12,000.00	12,000.00	01/11/05	
50,000 - 59,999	16,000.00	16,000.00	01/11/05	
60,000 - 69,999	20,000.00	20,000.00	01/11/05	
70,000 - 79,999	24,000.00	24,000.00	01/11/05	
80,000 - 89,999	28,000.00	28,000.00	01/11/05	
90,000 and over	32,000.00	32,000.00	01/11/05	

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Neighbourhoods Regulatory Services

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Club premises certificates				
New application variation				
Band A	100.00	100.00	01/11/05	
Band B	190.00	190.00	01/11/05	
Band C	315.00	315.00	01/11/05	
Band D	450.00	450.00	01/11/05	
Band E	635.00	635.00	01/11/05	
Annual maintenance fee				
Band A	70.00	70.00	01/11/05	
Band B	180.00	180.00	01/11/05	
Band C	295.00	295.00	01/11/05	
Band D	320.00	320.00	01/11/05	
Band E	350.00	350.00	01/11/05	
FireWorks Explosives Regulations 2014 (set by HSE)				
Registration (Unlimited) initial application	525.00	500.00	01/04/17	
Renewal	0.00	552.00	01/04/17	New Charge
Licence (limited) to store explosives (fireworks)				
New Application 1 year	105.00	109.00	01/04/17	
Renewal 1 year	52.00	52.00	06/04/16	
Renewal 3 year	0.00	120.00	01/04/17	New Charge

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Neighbourhoods Regulatory Services

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
FireWorks Explosives Regulations 2014 (set by HSE) - Continued				
Licence to store explosives where a minimum separation distance is prescribed				
new application 1 year	185.00	185.00	06/04/16	
Renewal 1 year	86.00	86.00	06/04/16	
renewal 3 years	206.00	206.00	06/04/16	
Varying a licence				
Varying the name of licensee or address of site	36.00	36.00	06/04/16	
Transfer of licence	36.00	36.00	06/04/16	
Replacement of licence if lost	36.00	36.00	06/04/16	

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- S - An increase above inflation in line with a corporate saving plan
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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
ENVIRONMENTAL HEALTH:				
Annual Licences				
Animal boarding establishments (Animal Boarding Establishments Act 1963)				
New application	315.50	322.00	01/04/17	N/I/P
Renewal	258.00	263.50	01/04/17	N/I/P
Breeding establishments for dogs (Breeding of dogs act 1973 and 1991)				
New application	315.50	322.00	01/04/17	N/I/P
Renewal	258.00	263.50	01/04/17	N/I/P
Keeping of dangerous wild animals (Dangerous Wild Animals Act 1976)				
New application	338.60	345.50	01/04/17	N/I/P
Renewal (no change)	258.00	263.50	01/04/17	D/L
Special treatment establishments (London Local Authority Act 1991)				
Single treatment	245.00	247.50	01/04/17	N/I/P
Multiple treatment	358.00	362.00	01/04/17	N/I/P
If paid before the licence expiry date plus 10 working days fee reduced to				
Single treatment	192.00	196.00	01/04/17	N/I/P
Multiple treatment	294.00	300.00	01/04/17	N/I/P

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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Annual Licences (continued)				
Special treatment establishments (London Local Authority Act 1991)				
Variation of licence	72.25	74.00	01/04/17	N/I/P
Transfer of licence	71.10	72.50	01/04/17	N/I/P
One day licence	63.65	65.00	01/04/17	N/I/P
Performing Animals				
Performing Animals (Regulations) Act 1925				
Registration	103.00	105.00	01/04/17	N/I/P
Application to vary registration	50.00	51.00	01/04/17	N/I/P
Certificate	27.60	28.25	01/04/17	N/I/P
Pet Animals				
Pet Animals Act 1951				
Pet Shops new application (plus vet fees if applicable)	315.50	322.00	01/04/17	N/I/P
Renewal (no change)	258.00	263.50	01/04/17	N/I/P
Riding Establishments (Riding Establishments Acts 1964-1970)				
New application (plus vet fees if applicable)	334.00	340.75	01/04/17	N/I/P
Application to change licence (plus vet fees if applicable)	50.00	51.00	01/04/17	N/I/P

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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Zoo Licensing (Zoo Licensing Act 1981)				
Notification to operate a Zoo	168.00	171.50	01/04/17	N/I/P
New application (plus vet fees if applicable)	560.65	572.00	01/04/17	N/I/P
Application to change (plus vet fees if applicable)	313.00	319.25	01/04/17	N/I/P
Sex Establishment Licensing (Local Govt. Miscellaneous Provisions Act 1982)				
New application	2,102.00	2,144.00	01/04/17	N/I/P
Application to change licence	1,050.80	1,072.00	01/04/17	N/I/P
Hypnotism consent (Hypnotism Act 1952)				
	121.00	123.50	01/04/17	N/I/P
Street Trading Licences (London Local Authorities Act 1990)				
Subject to review and a separate consultation for proposed street trading protocol				
Trading between 05:00 - 20:00				
Seven days per week	2,000.60	2,040.75	01/04/17	N/I/P
Six days per week	1,715.00	1,749.50	01/04/17	N/I/P
Five days per week	1,434.00	1,462.75	01/04/17	N/I/P
Four days per week	1,144.00	1,167.00	01/04/17	N/I/P
Three days per week	860.00	877.25	01/04/17	N/I/P
Two days per week	572.00	583.50	01/04/17	N/I/P
One day per week	287.50	293.25	01/04/17	N/I/P

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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Street Trading Licences (Continued)				
Trading between 20:00 - 02:00				
Seven days per week	2,476.00	2,525.50	01/04/17	N/I/P
Six days per week	2,123.60	2,166.00	01/04/17	N/I/P
Five days per week	1,769.20	1,804.75	01/04/17	N/I/P
Four days per week	1,415.80	1,444.00	01/04/17	N/I/P
Three days per week	1,061.30	1,082.50	01/04/17	N/I/P
Two days per week	702.25	716.50	01/04/17	N/I/P
One day per week	351.35	358.50	01/04/17	N/I/P
These can be paid annually in advance				
Temporary Street Trading Licences (up to 6 months)				
Trading between 05.00 and 20.00				
Seven days per week	1,000.80	1,021.00	01/04/17	N/I/P
Six days per week	858.60	876.00	01/04/17	N/I/P
Five days per week	717.45	732.00	01/04/17	N/I/P
Four days per week	572.00	583.50	01/04/17	N/I/P
Three days per week	430.10	438.75	01/04/17	N/I/P
Two days per week	286.50	292.25	01/04/17	N/I/P
One day per week	144.30	147.25	01/04/17	N/I/P

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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Advertisement A Boards				
Removal cost	110.00	112.20	01/04/17	N/I/P
Storage cost per week	10.00	10.20	01/04/17	N/I/P
Disposal cost	30.00	30.60	01/04/17	N/I/P
Return cost (collection only)	55.00	56.10	01/04/17	N/I/P
Total cost if not collected within 14 days	200.00	204.00	01/04/17	N/I/P
Abandoned Shopping Trolleys				
Collection fee	25.00	30.00	01/04/17	N/I/P
Storage fee per week/part week	12.50	20.00	01/04/17	N/I/P
Administration fee	20.00	25.00	01/04/17	N/I/P
Disposal of unwanted trolleys	20.00	25.00	01/04/17	N/I/P

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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Temporary Street Trading Licences (up to 6 months) (continued)				
Trading between 20.00 and 02.00				
Seven days per week	1,238.50	1,263.50	01/04/17	N/I/P
Six days per week	1,063.30	1,084.75	01/04/17	N/I/P
Five days per week	885.15	903.00	01/04/17	N/I/P
Four days per week	707.85	722.00	01/04/17	N/I/P
Three days per week	530.65	541.25	01/04/17	N/I/P
Two days per week	354.50	361.75	01/04/17	N/I/P
One day per week	184.30	188.00	01/04/17	N/I/P
Daily Temporary Licence for special events	41.40	42.25	01/04/17	N/I/P
Duplicate Licence	44.60	45.50	01/04/17	N/I/P
Variations to existing Licences	93.85	95.75	01/04/17	N/I/P
Stray Dog Service				
Administration Fee	10.00	10.00	01/04/16	D/L
Weekdays 09.00 - 16.59	50.00	50.00	01/04/16	D/L
Weekdays 17.00 - 21.59	60.00	65.00	01/04/17	D/L
Weekdays 22.00 - 08.59	70.00	70.00	01/04/16	D/L
Weekends 09.00 - 16.59	60.00	70.00	01/04/17	D/L
Weekends 17.00 - 08.59	70.00	70.00	01/04/16	D/L
Bank Holidays	70.00	70.00	01/04/16	D/L
Charge per day per dog/part day	11.00	14.00	01/04/17	D/L

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Land Quality Reports				
Written report that takes less than 2 hours to complete:				
a) 5 working day response (where available and on request)	500.00 *	510.00 *	01/04/17	D/L
b) 20 working day response	275.00 *	280.50 *	01/04/17	D/L
For every hour over 2 hours	80.00 *	81.75 *	01/04/17	D/L
5 – Year Licence				
HMO Licensing (Housing Act 2004)				
New licences:				
Up to 5 lettings	1,060.00	1,081.25	01/04/17	D/L
6 - 9 lettings	1,220.00	1,245.00	01/04/17	D/L
10 - 14 lettings	1,400.00	1,428.00	01/04/17	D/L
15 - 19 lettings	1,550.00	1,581.00	01/04/17	D/L
20 lettings and above	1,700.00	1,734.00	01/04/17	D/L
Changes to a licence:				
Single dwelling is re-let as a House in Multiple Occupation	860.00	877.25	01/04/17	D/L
House in Multiple Occupation is re-let as a single dwelling	155.00	158.25	01/04/17	D/L

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Miscellaneous housing-related fees				
Fee for each type of Statutory Notice served under the Housing Act 2004 with the ability to add the cost of any report required from external experts such as Gas, Electricity or Structural surveyors	500.00	510.00	01/04/17	D/L
Fee per visit for Housing Inspection and Assessments for Immigration	130.00	132.75	01/04/17	D/L
Caravan site licence (Caravan Sites and Control of Development Act 1960)	370.00	377.50	01/04/17	D/L
Gambling Act 2005 Bingo Club premises				
Fees set by LA (subject to maxima set by Govt.)				
New premises application	3,280.65	3,346.25	01/04/17	N/I/P
Annual fee	642.05	655.00	01/04/17	N/I/P
Application to vary	1,077.20	1,088.00	01/04/17	N/I/P
Application to transfer	539.25	550.00	01/04/17	N/I/P
Gambling Act 2005 Bingo Club premises (continued)				
Fees set by LA (subject to maxima set by Govt.)				
Application for reinstatement	836.40	853.25	01/04/17	N/I/P
Application for a provisional statement	1,115.50	1,138.00	01/04/17	N/I/P
License application (provisional statement holders)	836.40	853.25	01/04/17	N/I/P

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Betting shop				
New premises application	1,093.10	1,115.00	01/04/17	N/I/P
Annual fee	600.00	600.00	01/04/16	D/L
Application to vary	818.30	834.75	01/04/17	N/I/P
Application to transfer	539.25	550.00	01/04/17	N/I/P
Application for reinstatement	836.40	853.25	01/04/17	N/I/P
Application for a provisional statement	1,115.50	1,138.00	01/04/17	N/I/P
License application (provisional statement holders)	836.40	853.25	01/04/17	N/I/P
Betting premises tracks				
New premises application	2,500.00	2,500.00	01/04/16	D/L
Annual fee	843.75	860.75	01/04/17	N/I/P
Application to vary	1,077.20	1,098.75	01/04/17	N/I/P
Application to transfer	539.25	550.00	01/04/17	N/I/P
Application for reinstatement	807.70	824.00	01/04/17	N/I/P
Application for a provisional statement	2,500.00	2,500.00	01/04/16	D/L
License application (provisional statement holders)	807.80	824.00	01/04/17	N/I/P

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Family Entertainment centres				
New premises application	1,464.65	1,494.00	01/04/17	N/I/P
Annual fee	642.05	655.00	01/04/17	N/I/P
Application to vary	1,000.00	1,000.00	01/04/16	D/L
Application to transfer	539.25	550.00	01/04/17	N/I/P
Application for reinstatement	807.70	824.00	01/04/17	N/I/P
Application for a provisional statement	1,497.60	1,527.75	01/04/17	N/I/P
License application (provisional statement holders)	840.60	857.50	01/04/17	N/I/P
Adult gaming centres				
New premises application	1,486.75	1,515.50	01/04/17	N/I/P
Annual fee	642.05	655.00	01/04/17	N/I/P
Application to vary	1,000.00	1,000.00	01/04/16	D/L
Application to transfer	539.25	550.00	01/04/17	N/I/P
Application for reinstatement	807.70	824.00	01/04/17	N/I/P
Application for a provisional statement	1,443.30	1,472.25	01/04/17	N/I/P
License application (provisional statement holders)	807.70	824.00	01/04/17	N/I/P

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Scrap Metal Dealers Act 2013				
Application for a new scrap metal site licence	830.00	830.00	01/04/16	D/L
Application for a new scrap metal collectors licence	250.00	250.00	01/04/16	D/L
Application for a variation of an existing licence	134.00	134.00	01/04/16	D/L
Site licence to a collectors licence				
Application for a variation of an existing licence	700.00	700.00	01/04/16	D/L
Scrap Metal Dealers Act 2013 (continued)				
Collectors licence to a site licence				
Application for a variation of an existing licence not listed above	184.50	184.50	01/04/16	D/L
Renewal application for a site licence under Scrap Metal Dealers Act 2013	830.00	830.00	01/04/16	D/L
Renewal application for a collectors licence under Scrap Metal Dealers Act 2013	250.00	250.00	01/04/16	D/L
Lost licence replacement	52.00	52.00	01/04/16	D/L
Marriage Act 1949				
Wedding Registration	785.00	800.75	01/04/17	N/I/P
Primary Authority				
Annual Fee, pays for 20 hours work (Enterprise and Regulatory Reform Act) No Vat as s	0.00	1,200.00	01/01/17	New Charge
Hourly rate, agreed in advance for work beyond 20 hours.	0.00	60.00	01/01/17	New Charge
Food				
Health Export Certificates				
(these are issued on request to food businesses who wish to export foodstuff				
outside the EU. They are provided to assist local exporters in meeting the food				
safety requirements. Only the local authority can provide them.)	50.00	50.00	01/04/16	D/L
Food Hygiene Rating Requested rerating inspection , New charge for 2017. Can only be				
supplied by the local authority by the Enterprise Act. No Vat applicable	0.00	195.00	23/01/17	New Charge

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - **GRO (General Register Office)**

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Registrar of Births, Deaths and Marriages and Civil Partnerships:				
Places of Worship Registration Act 1855 Section 5 Certification of place of meeting for religious worship	29.00	29.00	01/09/14	
Marriage Act 1949:				
Section 27 (6) Entering a notice of marriage in a marriage notice book				
(A) Where both parties to the proposed marriage are exempt persons within the meaning of section 49 Immigration act 2014	35.00	35.00	01/04/12	
(B) In any other cases from 2nd March 2014	47.00	47.00	02/03/15	
Section 41 (6) Registration of building for solemnization of marriages	123.00	123.00	01/09/14	
Section 51 Fee of registrar for attending marriage/civil partnership:				
(i) At a register office	46.00	46.00	01/04/12	
(ii) At a registered building or at a place where the house hold or detained person usually resides	86.00	86.00	01/09/14	
(iii) Fee of Superintendent Registrar for attending marriage/civil partnership at the place where:				
a) Housebound or	84.00	84.00	01/09/14	
b) Detained person usually resides	94.00	94.00	01/09/14	

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - **GRO (General Register Office)**

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Marriage Act 1949 (continued):				
Section 64(1)				
Certified copy of entry issued under the subsection:				
(i) When application is made at the time of registering	4.00	4.00	01/04/12	
(ii) After the time of registration	7.00	7.00	01/04/10	
Certified copy of entry for Civil Partnerships:				
(i) At the time of registration	4.00	4.00	01/04/12	
(ii) After the time of registration	10.00	10.00	01/04/10	
Section 64(2) General search of indexes of register of books kept by superintendent registrars				
	18.00	18.00	01/04/04	
Certified copy of entry issued under that sub-section				
	10.00	10.00	01/04/12	
Section 65(2) Certified copy of entry ,following search of indexes kept at General Register Office				
	10.00	10.00	01/04/10	
Births, Deaths Registration Act 1953:				
Section 30(2) certified copy of entry following search of indexes kept at General Register Office				
	10.00	10.00	01/04/10	

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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

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REGISTRAR OF BIRTHS, DEATHS, MARRIAGES AND CIVIL PARTNERSHIPS:				
Off site attendance to officiate at an approved premise wedding/civil partnership:				
Monday to Friday	500.00	510.00	01/04/17	I/P
Saturday	600.00	610.00	01/04/17	I/N/P
Sunday/ Bank Holiday	700.00	715.00	01/04/17	I/N/P
On site attendance to officiate at a wedding/civil partnership held in Langtons Hall:				
Monday to Thursday	450.00	460.00	01/04/17	I/N/P
Friday (Inc. red carpet)	550.00	560.00	01/04/17	I/N/P
Saturday (Inc. red carpet)	750.00	765.00	01/04/17	I/N/P
Sunday/ Bank Holiday (Inc. red carpet)	800.00	815.00	01/04/17	I/N/P

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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
On site attendance to officiate at a wedding/civil partnership at Langtons House:				
Monday to Thursday	250.00	255.00	01/04/17	D/L
Friday	400.00	410.00	01/04/17	I/N/P
Saturday	500.00	510.00	01/04/17	I/P
Sunday/ Bank Holiday	700.00	715.00	01/04/17	I/N/P
Other Civil Ceremonies				
Welcoming Ceremonies / Re-affirmation of vows (* prices include VAT)				
Held in Langtons Wedding Rooms				
Monday to Thursday	250.00 *	255.00 *	01/04/17	D/L
Friday	400.00 *	410.00 *	01/04/17	I/N/P
Saturday	500.00 *	510.00 *	01/04/17	I/P
Sunday	700.00 *	715.00 *	01/04/17	I/N/P

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Welcoming Ceremonies / Re-affirmation of vows (* prices include VAT) Held in Langtons Hall				
Monday to Thursday	450.00 *	460.00 *	01/04/17	I/N/P
Friday	550.00 *	560.00 *	01/04/17	I/N/P
Saturday	750.00 *	765.00 *	01/04/17	I/N/P
Sunday	800.00 *	815.00 *	01/04/17	I/N/P
(An additional amount is charged if any ceremony falls on the following three days: Valentine's Day, Christmas Eve or New Year's Eve)	100.00	102.00	01/04/17	I/P
Individual Citizenship Ceremony	150.00	155.00	01/04/17	I/N/P
Wedding Rehearsal fee (per half hour)	50.00	50.00	01/04/16	D/L
Wedding Packages (see footnote below)				
Silver Wedding Package/Civil Partnership Package (Friday)	2,400.00 *	2,000.00	01/04/17	D/L
Gold Wedding Package/Civil Partnership Package	3,600.00 *	3,000.00	01/04/17	D/L
Saturday Winter Wedding Package	4,800.00 *	4,000.00	01/04/17	D/L
Surcharge for evening weddings at 5pm & 6pm on Thursdays & Fridays (includes Langton's House and Approved Premises)	180.00 *	182.00	01/04/17	I/N/P

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Surcharge for candlelit weddings between October-March in addition to evening wedding option	180.00 *	182.00	01/04/17	I/N/P
Payment in advance of a non-refundable booking fee for Register Office Weddings only	50.00	50.00	01/04/16	D/L
Change of ceremony appointment fee	50.00	50.00	01/04/16	D/L
Hire of Round tables	50.00 *	Withdrawn	01/04/17	D/L
Extra linen requirement above standard 50 people on packages (price per person)	10.00 *	Withdrawn	01/04/17	D/L
Premium Appointment Service (additional casual registrars used to cover up to one hour)	40.00	40.00	01/04/16	D/L
Non-Refundable booking fee for Notice of Marriage (applies to non-attendees only - in line with statutory fee for notice of marriage)	40.00	35.00	01/04/17	D/L
Langtons Hall Hire (Hourly)				
Monday - Friday 9.00-17.00	40.00	40.00	01/04/16	D/L
Monday - Thursday 17.00-24.00	50.00	50.00	01/04/16	D/L
Friday Evening, Saturday and Sunday (A discount of 20% applies for bookings of more than 6 hours for Friday evening and the weekend)	90.00	95.00	01/04/17	D/L

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Langtons Room Hire at all times (Hourly) (A discount of 40% applies for Charity/Community groups by application)	40.00	40.00	01/04/16	D/L
Damage deposit for Langton's Hall function bookings	250.00	250.00	01/04/16	D/L
Sponsorship for Langtons Ceremony Brochure				
Whole A5 page - Portrait	720.00 *	735.00 *	01/04/17	I/N/P
Half A5 Page - Landscape	384.00 *	390.00 *	01/04/17	I/N/P
Quarter A5 Page - Portrait	240.00 *	245.00 *	01/04/17	I/N/P
Back Cover - Whole A5 Page - Portrait	1,440.00 *	1,468.00 *	01/04/17	I/N/P
Inside Front and Back Cover - Whole A5 Page - Portrait	1,080.00 *	1,101.00 *	01/04/17	I/N/P
Nationality Checking Service				
Single Adult	60.00 *	72.00 *	01/04/17	D/L
Child	35.00 *	42.00 *	01/04/17	D/L
Passport Checking Service				
Per Person	0.00	10.00 *	01/04/17	New Fee
Copy Certificate fast-track service				
Within 24 hours+	20.00	20.00	01/04/16	D/L
While you wait+	40.00	40.00	01/04/16	D/L
(+charges in addition to statutory fee for charge of actual certificate)				
Postage Costs:				
Marriage Authorities to other Districts by 1st class recorded delivery	6.00	6.00	01/04/16	D/L
Copy certificates by 1st class recorded delivery	5.00	5.00	01/04/16	D/L

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
TRADING STANDARDS:				
Trading Standards NE London Metrology Partnership Income Income is credited to the joint trading account				
Section 11 (4) of the Weights and Measures Act 1985				
Measuring Instruments:				
(a) Linear (with or without divisions/sub divisions, scale not exceeding 3m) - each scale	12.15 *	12.40 *	01/04/17	D/L
(b) Capacity (without divisions, not exceeding 1 litre) - each measure	10.00 *	10.20 *	01/04/17	D/L
(c) Cubic ballast				
Other than brim (each measure)	201.50 *	205.60 *	01/04/17	D/L
Brim/bucket type (each measure)	89.00 *	90.80 *	01/04/17	D/L
1. Liquid capacity measures for making and checking average quantity purchases each measure	31.50 *	32.20 *	01/04/17	D/L
2. Templates (per scale)				
First item	55.25 *	56.40 *	01/04/17	D/L
Second and subsequent items	22.50 *	22.95 *	01/04/17	D/L

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Measuring Instruments (continued):				
(d) Liquid fuel, Lubricants etc. (each instrument)				
1. Container type (not sub-divided)	103.00 *	105.10 *	01/04/17	D/L
2. Other types (multi-outlets)				
1 meter tested	134.00 *	136.70 *	01/04/17	D/L
Each additional meter tested	82.50 *	84.15 *	01/04/17	D/L
3. Test of peripheral equipment on separate visit	103.00 *	105.10 *	01/04/17	D/L
4. Test of credit card acceptor	103.00 *	105.10 *	01/04/17	D/L
5. MID verification				
1 meter tested	168.25 *	171.70 *	01/04/17	D/L
Each additional meter	102.90 *	105.10 *	01/04/17	D/L
(e) Intoxicating liquor (each instrument)				
Not exceeding 150ml (individual submissions)	20.00 *	20.40 *	01/04/17	D/L
Other	24.00 *	24.50 *	01/04/17	D/L

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Measuring Instruments (continued):				
(f) Each weight (stamping)				
1. Weights exceeding 5kg or not exceeding 500mg, 2cm	11.00 *	11.25 *	01/04/17	D/L
2. Other weights	8.40 *	8.60 *	01/04/17	D/L
3. Other weights (more than one submitted)	7.05 *	7.20 *	01/04/17	D/L
4. Adjusting weights (per hour)	105.00 *	107.10 *	01/04/17	D/L
(g)				
1. Calibrated to weigh only metric:				
Not exceeding 15kg	34.20 *	34.90 *	01/04/17	D/L
Exceeding 15kg to 100kg	48.90 *	49.90 *	01/04/17	D/L
Exceeding 100kg to 250kg	81.00 *	82.70 *	01/04/17	D/L
Exceeding 250kg to 1 tonne	117.60 *	120.00 *	01/04/17	D/L
Exceeding 1 tonne to 10 tonne	188.00 *	191.80 *	01/04/17	D/L
Exceeding 10 tonnes to 30 tonnes	395.00 *	402.90 *	01/04/17	D/L
Exceeding 30 tonnes to 60 tonnes	588.50 *	600.30 *	01/04/17	D/L
2. When testing instruments incorporate peripherals such as remote display or printing facilities, and where completion of the test requires a second person or a second series of tests by the same person, an additional fee may be charged at the standard hourly rate:	105.00 *	107.10 *	01/04/17	D/L

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Measuring Instruments (continued):				
3. Medical weighing scales				
Not exceeding 15kg	34.00 *	34.70 *	01/04/17	D/L
Exceeding 15kg to 100kg	49.25 *	50.25 *	01/04/17	D/L
Exceeding 100kg to 250kg	81.00 *	82.70 *	01/04/17	D/L
Exceeding 250kg to 1 tonne	117.50 *	120.00 *	01/04/17	D/L
Certificate of errors				
For supplying a certificate containing results of errors found on testing (cert supplied upon request of the submitter, fee applies when no other fee is payable)	45.80 *	46.72 *	01/04/17	D/L
Measuring Instrument Directive				
Measuring Instruments for liquid fuel and lubricants (initial verification not re-verification) (surcharge over fee listed above)	10% Surcharge *	10% Surcharge *	01/04/17	
Other Weighing or Measuring Equipment				
Brake tester/spring balance type	55.30 *	56.45 *	01/04/17	D/L
For equipment other than the categories specifically described above, or equipment submitted for testing by means of statistical sampling techniques, or in pursuance of a Community obligation other than EEC. Initial or partial verification per man hour spent at place of submission of equipment etc. (pro rata for one quarter hour periods)	105.00 *	107.10 *	01/04/17	D/L

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Standards Services provided to Other Local Authorities				
Testing and Associated Services (per hour)	87.60	89.40	01/04/17	D/L
Collection Delivery charge (price shown is per mile) return trip + congestion charge where applicable	0.70	0.72	01/04/17	I/N/L
Inspections during standard office hours, including travelling time	87.60	89.40	01/04/17	D/L
Block Booked and Pre-paid Inspections totalling more than £5000 (per hour)	0.00	61.30	01/04/17	New Charge
Section 76 of the 1985 Act				
For other services or facilities provided, or for authorisation, certificates or other documents issued in pursuance of a community obligation				
Per man hour spent at place of providing the service, facility etc. (pro rata of one quarter hour periods)	87.55	89.35	01/04/17	D/L
UKAS Laboratory				
Charge for calibration to M1 level 25kg - 1mg (Incl. cert where total order over £100)				
One weight submitted	19.00 *	19.40 *	01/04/17	D/L
Certificate where total order is less than 100	30.05 *	30.70 *	01/04/17	D/L

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UKAS Laboratory (continued):				
Charge for calibration to F2 level 20kg - 1mg (Incl. cert where total order over £100)				
One weight submitted	46.55 *	47.50 *	01/04/17	D/L
Certificate where total order is less than £100	30.05 *	30.70 *	01/04/17	D/L
(Where multiple weights are submitted of the same nomination a 10% reduction may apply).				
GLC (General Powers) Act 1985				
Competitive Bidding - Licence Registration fee	337.65	344.50	01/04/17	D/L
Financial Investigation by Accredited Financial Investigator (LA)				
Where no individual agreement exists, per hour spent by AFI	65.00	66.30	01/04/17	D/L
'PASS' Alcohol awareness retailer training fee (per delegate - Inc. VAT)	63.20 *	64.50 *	01/04/17	D/L

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PLANNING AND BUILDING CONTROL:				
Photocopying per A4 and A3 sheet (minimum charge £1)	0.20 *	0.20 *	01/04/14	D/L
Photocopying of plans (per sheet)	18.50 *	19.00 *	01/04/17	N/I/P
Other Planning requests - per hour (minimum 1/2 hour)	71.00	72.50	01/04/17	D/L
Other Building Control requests - per hour	71.00	72.50	01/04/17	D/L
[The Building (Local Authority Charges) Regulations 2010] Committee reports (available from website for free)				
Section 106 Monitoring - A percentage of the total tariff payment required under the Council's Planning Obligations Supplementary Planning Document. For further details please contact the Planning service.				
Demolition Notices (Per Site) (larger sites will be assessed separately, customers are invited to contact Building control for a bespoke price)	210.00	225.00	01/04/17	D/L
Building Control - Dangerous Structure charge				
8am - 5pm - per hour	70.00	75.00	01/04/17	D/L
5pm - 8am - per hour	105.50	112.50	01/04/17	D/L
(Travelling costs will also be charged as appropriate as well as Dangerous Structures Consortium Contractors Costs)				

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Pre-Application advice				
Pre-Application advice				
Householder/Small Business - Face to Face	50.50 *	51.50 *	01/04/17	N/I/P
Householder/Small Business - Written Response	81.00 *	83.00 *	01/04/17	N/I/P
Change of Business Premises up to 99 sq.m	151.50 *	154.50 *	01/04/17	N/I/P
Pre-Application advice - Residential units/Commercial or Industrial Floor space				
1 residential unit	151.50 *	154.50 *	01/04/17	N/I/P
1 residential unit - Follow up advice	30.00 *	31.00 *	01/04/17	N/I/P
2-3 residential/100-499sq m floor space	303.00 *	309.00 *	01/04/17	N/I/P
2-3 residential/100-499sq m floor space - Follow up advice	60.00 *	61.50 *	01/04/17	N/I/P
4-9 residential/500-999 sq. m floor space	808.00 *	824.00 *	01/04/17	N/I/P
4-9 residential/500-999 sq. m floor space - Follow up advice	200.00 *	204.00 *	11/04/17	N/I/P
10-24 residential/1000-1999 sq.m floor spc/telecoms	1,515.00 *	1,545.50 *	01/04/17	N/I/P
10-24 residential/1000-1999 sq.m floor spc/telecoms - Follow up advice	300.00 *	306.00 *	01/04/17	N/I/P
25-49 residential/2000-4999 sq. m floor space	1,767.50 *	1,803.00 *	01/04/17	N/I/P
25-49 residential/2000-4999 sq. m floor space - Follow up advice	350.00 *	357.00 *	01/04/17	N/I/P
50-99 residential/5000-9999 sq. m floor space	2,020.00 *	2,060.50 *	01/04/17	N/I/P
50-99 residential/5000-9999 sq. m floor space - Follow up advice	400.00 *	408.00 *	01/04/17	N/I/P
100+ residential/10000+ sq. m floor space	2,525.00 *	2,575.50 *	01/04/17	N/I/P
100+ residential/10000+ sq. m floor space	500.00 *	510.00 *	01/04/17	N/I/P

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Research, retrieval and copy of one document for domestic properties	34.50	40.00	01/04/17	D/I/P
Research, retrieval and copy of one document for non-domestic properties	0.00	60.00	01/04/17	New Charge
For each additional document	17.25	19.00	01/04/17	D/L
Planning Condition History Search (30 minutes)	34.50	36.00	01/04/17	D/L
Additional research time (per 15 minutes)	17.25	18.00	01/04/17	N/I/P
Supply of letter detailing inspections (where no completion certificate exists) per hour	71.00	105.00	01/04/17	D/L
Request for written confirmation that Enforcement Notice complied with or of no effect	0.00	140.00	01/04/17	New Charge
Request to withdraw Enforcement Notice where no longer of effect	0.00	800.00	01/04/17	New Charge
High Hedge Complaint	300.00	310.00	01/04/17	D/L

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Table 1:
Charges for New Dwellings <150m2

New Houses and Blocks of Flats on the same site constructed at the same time

Number of Dwellings	Total
1	£953.00
2	£1,271.00
3	£1,483.00
4	£1,801.00
5	£2,013.00
6	£2,331.00
More than 6 - Please contact Building Control for individually assessed charges	

Table 2:

Charges for: Extensions, Garage Conversions and Loft Conversions

Separate Extensions constructed at the same time may be aggregated together

Type of work	Total
1. Erection of a detached building which consists of a garage or carport or both having a floor area not exceeding 40m ² in total and intended to be used in common with an existing building and which is not an exempt building.	£493.00
2. Garage Conversions where the total floor area does not exceed 30m ² , including means of access and work in connection with that extension.	£493.00
3. Any extension or Loft Conversion where the total floor area of which does not exceed 30m ² , including means of access and work in connection with that extension.	£630.00
4. Any extension or Loft Conversion where the total floor area of which exceeds 30m ² but does not exceed 60m ² , including means of access and work in connection with that extension.	£869.00
5. Any extension or Loft Conversion where the total floor area of which exceeds 60m ² but does not exceed 100m ² , including means of access and work in connection with that extension.	£1,033.00
6. Extension etc. >100m ² - Please refer to Table 3 otherwise contact Building Control for Individually assessed charges	

Table 3:
Charges for other work

For all other work not covered in Tables 1 or 2

Estimated Cost of Work	Total
£0-2,000	£228.00
£2,000-5,000	£339.00
£5,000-10,000	£493.00
£10,000-20,000	£646.00
£20,000-30,000	£784.00
£30,000-40,000	£901.00
£40,000-50,000	£1,017.00
£50,000-60,000	£1,102.00
£60,000-70,000	£1,187.00
£70,000-80,000	£1,271.00
£80,000-90,000	£1,367.00
£90,000-100,000	£1,462.00
£100,000-120,000	£1,563.00
£120,000-140,000	£1,690.00
£140,000-160,000	£1,790.00
£160,000-180,000	£1,891.00
£180,000-200,000	£1,997.00
Over £200,000 - Please contact Building Control for individually assessed charges.	

The Building Regulation charges are the same for corresponding building work for a: Full Plans Application; Building Notice; Regularisation Application; and, Reversion Application (refer to note 7 for Partnership Applications). All charges are shown with VAT at 20%. Only a charge for a Regularisation Certificate is exempt VAT however it is subject to a 20% uplift therefore the total fee is equivalent to all other Building Control Charges for corresponding building work.

Explanatory Notes

1. Before you build, extend or convert, you or your Agent must advise your Local Authority either by submitting Full Plans or a Building Notice. The Charge payable depends on the type of work, the number of dwellings in a building and/or the total floor area. The following tables (which are an integral part of this Schedule) may be used in conjunction with the current Charge Scheme to calculate the Charges. If you have any difficulties calculating the Charges please consult building control.

2. **Table 1:** Charges for new dwellings e.g. certain houses and flats - applicable where the total internal floor area of each dwelling, does not exceed 150m² and the building has no more than three storeys, each basement level being counted as one storey. In any other case, Table 3 applies.

3. **Table 2:** Loft conversion – For the purpose of calculating charges a reference to an extension includes a room or rooms in the roof space (including access) of an existing building not exceeding three storeys in height. Where work comprises more than one extension which is to be constructed at the same time (including rooms in roofs and associated access in buildings of three storeys or less) the total internal floor areas of all storeys of all the extensions shown on the application may be added together to determine the relevant Charge. If the extension(s) exceed 100m² or three storeys in height then Table 3 applies. All work contained within the footprint of an extensions or loft conversion is included in the fee but does not include work outside the footprint of the extension or loft conversion. For additional internal or external alterations Table 3 should be used. For multiple work that is to be carried out at the same time and falls into Table 3 as well as Table 2 the Table 3 fee may be discounted by 25%.

4. **Table 3:** Applicable to all other building work not covered by Tables 1 or 2. Total estimated cost means an estimate accepted by the local authority of a reasonable cost that would be charged by a person in business to carry out the work shown or described in the application, excluding VAT, and any professional fees paid to an architect, engineer or surveyor etc., and also exc

5. Disabled Persons: Building works to provide access and/or facilities for disabled people to existing dwellings and buildings to which the public have access may be exempt from Charges.

6. Supplementary Charges: The Building (Local Authority Charges) Regulations 2010 allow a local authority to make supplementary charges if additional costs arise as a result of confirming compliance with the Building Regulations. Such supplementary charges may be considered if costs result from: consultant costs; inaccurate/incomplete plans; revised schemes; work not being ready for inspection or additional site inspection; and, non compliant work etc.

7. Partnership Applications: Proposed building work outside the boundaries of the London Borough of Havering will be subject to a plan fee equating to 25% of the full plans application charge. Partnership Applications for building work checked by a Partnering Authority will be subject to an inspection fee equating to 75% of the full plans application charge.

8. Making a Payment: Payment can be made by credit/debit card by telephoning 01708 432700 (please note there is a 1.5% surcharge for credit card payments) or by cheque, made payable to - The London Borough of Havering.

Building Control may be contacted by telephone: 01708 432700 or by e-mail at: buildingcontrol@havering.gov.uk

Further information on submitting a Building Control application is available on our website at:

www.havering.gov.uk/buildingcontrol

**oneSource
Asset Management**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Licenced Trader Market Charges				
Monthly Charges (Includes Weds, Fri & Sat Markets)				
Market - All Locations				
Ground space/6ft frontage	171.00	171.00	01/04/15	G/L
Electricity Charge per Ground Space/6ft frontage <i>(Electricity Charges will be applied to all licences other than to</i>	11.70	11.70	01/04/15	G/L
<i>Extra Land (Daily Charge)</i>	5.35	5.35	01/04/15	G/L
Other one-off charges				
Nomination of Licence	255.00	255.00	01/04/15	G/L
Nomintation of Licence to member of Family	185.00	185.00	01/04/15	G/L
Other alterations to Licences	42.50	42.50	01/04/15	G/L
Casual Trader Market Charges				
Daily Charges				
Saturday Market – Ground Space/6ft frontage including electricity	27.00	27.00	01/04/15	G/L
Wed or Friday Market – Ground Space/6ft frontage including electricity	19.00	19.00	01/04/15	G/L
Extra Land (Daily Charge)	5.35	5.35	01/04/15	G/L

Basis of Increase:

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan

Basis for setting charge increase above complies with either:

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

**oneSource
Asset Management**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Extra Market Days – At Christmas/Sundays/Banks Holidays				
Daily Charges				
Market - All Locations				
Licenced Traders - Ground space/6ft frontage including electricity (Must have held a Licence for at least 2 mths to qualify for this rate)	18.00	18.00	01/04/15	G/L
Casual Traders - Ground space/6ft frontage including electricity	24.00	24.00	01/04/15	G/L
Extra Land (Daily Charge)	5.35	5.35	01/04/15	G/L

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oneSource
Exchequer and Transactional Services

(A) Statutory and Nationally Agreed Charges as set by Havering & The Magistrates Courts

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Legal Fees				
Recovery of Rates/Community Charge/Council tax				
Summons Council Tax (inc £3 paid to the court)	105.00	105.00	01/04/11	
Liability Order	10.00	10.00	01/04/10	
Summons NNDR (inc £3 paid to the court)	180.00	180.00	01/04/11	
Liability Order NNDR	47.00	47.00	01/04/11	
Means Enquiry Summonses Council Tax (£245.00 paid to the court)	305.00	305.00	22/04/14	
Arrest Warrants with Bail Council Tax (inc. £75 paid to the court)	145.00	145.00	22/04/14	
Arrest Warrants without Bail Council Tax (inc. £75 paid to the court)	130.00	130.00	22/04/14	

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oneSource
Legal & Governance

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Electoral Registration				
Sale of Electoral Registers				
Data format	20.00	20.00	01/02/01	
Additional charge per 1000 entries	1.50	1.50	01/02/01	
Paper format	10.00	10.00	01/02/01	
Additional charge per 1000 entries	5.00	5.00	01/02/01	

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Electoral Registration				
Registration Certificate	17.20	17.40	01/04/17	I/N/P
Charge for each additional year checked	5.45	5.50	01/04/17	I/N/P
Ward Map	3.70	3.75	01/04/17	I/N/P
Photocopying:				
First page	2.10 *	2.15 *	01/04/17	I/N/P
Cost per additional page	0.25 *	0.30 *	01/04/17	I/N/P

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(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Legal & Democratic Services				
Licences to Assign (Seal)	439.00	448.00	01/04/17	I/P
Licence to Alter	439.00	448.00	01/04/17	I/P
Sale of Council Houses - Mortgage Fees	132.00	135.00	01/04/17	I/P
Mortgage Redemption Fees:				
Early redemption	120.00	122.00	01/04/17	I/P
Complete term	63.00	64.00	01/04/17	I/P
Deeds of release for pre-emption discount repayment	140.00	143.00	01/04/17	I/P
Release from Mortgage Covenant	90.00	92.00	01/04/17	I/P
Second Charge Questionnaire	94.00	96.00	01/04/17	I/P
Enquiries re: Discount repayment from Commercial sources	68.00	69.00	01/04/17	I/P
Administration fee re:enquiries from commercial sources on 2nd charges	49.00 *	50.00 *	01/04/17	I/P

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Reserve/Access Licences:				
Single payment	53.00	54.00	01/04/17	I/P
Annual payment	21.00	21.00	01/04/14	I/P
Lease of shops/offices:				
Town centre	642.00	655.00	01/04/17	I/P
Other	480.00	490.00	01/04/17	I/P
Complex Commercial Leases				
(fees dependent on complexity, urgency and time)				
Sale of surplus land/property				
N.B. All other conveyancing costs where Council can charge when terms so provide are by agreement in terms of solicitors Remuneration Order 1972.				

Basis of Increase:

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Planning Agreements (Section 106 Town & Country Planning act 1990) Unilateral Undertaking Legal Charges S38 Highways Act 1980 Supervision Section 278 Highways Act 1980 Highway Agreements (Minimum Fee)	505.00	515.00	01/04/17	I/P

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Use of Council Chamber and Committee Rooms – Town Hall				
Council Chamber				
Monday to Friday - per whole day	340.00	347.00	01/04/17	I/P
Monday to Friday - per half day	171.00	174.00	01/04/17	I/P
Weekends - per whole day	471.00	480.00	01/04/17	I/P
Weekends - per half day	237.00	242.00	01/04/17	I/P
Evenings - after 6pm (Fridays and weekends only)	206.00	210.00	01/04/17	I/P
Committee Room 3				
Monday to Friday - per whole day	212.00	216.00	01/04/17	I/P
Monday to Friday - per half day	106.00	108.00	01/04/17	I/P
Monday to Friday - per 2 hour session	80.00	82.00	01/04/17	I/P
Evening - after 6pm (Fridays and weekends only)	106.00	108.00	01/04/17	I/P
Other Committee Rooms - per hour (daytime & evening)				
Room 1	32.00	33.00	01/04/17	I/P
Room 2	32.00	33.00	01/04/17	I/P
Room 4	32.00	33.00	01/04/17	I/P
Lettings to Charities and Voluntary Organisations				
Lettings to charities and voluntary organisations will usually attract a 50% discount.				

Basis of Increase:

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oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Land and Property Services Various charges for services to private sector				
Democratic Services Copies of the Constitution	28.00	29.00	01/04/17	I/P
All Departments Local Government (Access to Information) Act 1985 Inspection of papers in background paper list				
Copying				
Supply of photocopies of background papers				
First page	2.00 *	2.00 *	01/04/15	I/P
Cost per additional page	0.20 *	0.20 *	01/04/15	I/P

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(B) Charges determined by Committee

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Admission appeals				
Per appeal withdrawn before processing	No charge	No charge	01/04/14	
Per processed appeal withdrawn less than three weeks before hearing	141.00	144.00	01/04/17	I/P
Per appeal withdrawn once papers for hearing have been distributed	170.00	173.00	01/04/17	I/P
Per appeal heard	225.00	230.00	01/04/17	I/P
Per appeal referred to the Secretary of State alleging maladministration	Charge to be agreed on basis of work required	Charge to be agreed on basis of work required	01/04/17	I/P
Per appeal subject to judicial review proceedings			01/04/17	I/P
Exclusion reviews				
Per review withdrawn before processing	No charge	No charge		
Per processed review withdrawn less than three weeks before hearing	140.00	143.00	01/04/17	I/P
Per review withdrawn once papers for hearing have been distributed	166.00	169.00	01/04/17	I/P

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**oneSource
Legal & Governance**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Education Appeals:				
Per review heard				
For first hour of hearing and up to four hours of the clerk's time after the hearing; plus	281.00	287.00	01/04/17	I/P
For each subsequent hour or part of an hour of hearing; plus	64.00	65.00	01/04/17	I/P
For each subsequent hour or part of an hour of clerk's time	45.00	46.00	01/04/17	I/P
Per review referred to the Secretary of State alleging maladministration	Charge to be agreed on basis of work required at £44 per hour	Charge to be agreed on basis of work required at £46 per hour	01/04/17	I/P
Per review subject to judicial review proceedings			01/04/17	I/P
Applications to correct the Registers of Common Land and Town and Village Greens under the Commons Act 2006				
Declaration of entitlement to exercise a right of common	32.00	33.00	01/04/17	I/P/N
Creation of a right of common resulting in the registration of new common land	No Fee	No Fee	01/04/17	
Creation of a right of common over existing common land	126.00	129.00	01/04/17	I/P
Variation of a right of a common	126.00	129.00	01/04/17	I/P
Apportionment of a right of common	126.00	129.00	01/04/17	I/P
Attachment of a right of common	No Fee	No Fee		
Re-allocation of attached rights	126.00	129.00	01/04/17	I/P
Transfer of a right in gross	51.00	52.00	01/04/17	I/P

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(B) Charges determined by Committee

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Income Source	Charges 2016/17 (from April 2016) £	Charges 2017/18 (from April 2017) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Surrender or extinguishment of a right of common Statutory disposition pursuant to section 14 of the 2006 Act (including the exchange of land for land subject to a statutory disposition)	100.00 189.00	100.00 193.00	15/12/14 01/04/17	I/P
Registration of a new town or village green other than by owner Registration of a new town or village green by the owner	No Fee No Fee	No Fee No Fee	15/12/14 15/12/14	

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Overview and Scrutiny Board Note to Cabinet

Following the presentation Members asked and received answers to several questions from the Chief Executive and other senior officers. However, Members had the following specific comments regarding the budget strategy and its demand impacts that they wished to put before Cabinet at its meeting on 8 February 2017.

In relation to the future collection of Business Rates Members asked that consideration be given to investigating the use of alternative premises for small/start up businesses to help attract/keep these businesses within the borough.

In relation to the introduction of a commercial vehicle tariff Members asked that thorough consultation with residents be undertaken to assess the suitability of such a proposal and that the Council should be seen by residents to be keeping its own house in order by introducing the tariff for its own employees who take Council vehicles home and use resident's parking. Suggestions were also made as to whether the tariff could be based on the vehicle's GVWR (gross vehicle weight rating).

Members also requested that the proposed swimming pool at the new Hornchurch Leisure Centre be a full size 50m competition pool which would attract additional users and provide revenue opportunities going forward.

3rd February, 2017

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