

Children, Adults & Housing Adult Services

(A) Statutory and Nationally Agreed Charges

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
ADULT SOCIAL CARE (A):				
Respite Care (weekly charges**)				
Age over woman's pension age	113.85	TBC**	06/04/15	Increases in line with minimum benefit & pension entitlement for financial year less DoH set Personal Expense allowance.
Age 25 up to woman's pension age	80.45	TBC**	06/04/15	
Age 18 to 24	65.25	TBC**	06/04/15	
Annual increase subject to DWP minimum income allowance Net of CRAG personal expense allowance set by DOH				
* *These charges will be set in Jan/Feb 2016 when new benefit and pension rates are announced.				

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Children, Adults & Housing Adult Services

(B) Charges determined by Committee

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ADULT SOCIAL CARE (B):				
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>	14.94	14.94	06/04/15	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	462.26	01/04/15	C/L
Residential Dementia	534.76	534.76	01/04/15	C/L
Nursing Frail	492.73	492.73	01/04/15	C/L
Nursing Dementia	508.49	508.49	01/04/15	C/L
Nursing Higher Rate	517.95	517.95	01/04/15	C/L
<p style="text-align: center;"><i>* A consultation regarding the usual care home rates for 2016/17 will run from 3rd November to 3rd December 2015. The outcome of this review is expected to be announced before 31 March 2016.</i></p>				

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3. Day Centre				
Day care delivery to Service Users	40.00	40.00	07/04/14	C/L
Transport to Day Centre (inclusive of return journey)	10.00	10.00	07/04/14	C/L
4. Extra Care Housing (hourly rates)				
Dreywood Court	17.97	17.97	06/04/15	C/L
St Ethelburga Court	12.45	12.45	06/04/15	C/L
Paines Brook Court	14.80	14.80	06/04/15	C/L
5. Deferred Payment Admin fees				
Initial set-up fee	658.00	658.00	01/04/15	C/L
Annual review charge	89.00	89.00	01/04/15	C/L

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Regulatory Services**

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BEREAVEMENT SERVICES:				
Interments				
Cemeteries (fees doubled for non-residents of LBH)				
Over 16 years	906.00	1,178.00	01/04/16	D/L
2 simultaneous full body interments aged over 16 years	1,359.00	1,767.00	01/04/16	D/L
Cremated remains	172.00	224.00	01/04/16	D/L
Surcharge for cremated remains in full coffin	0.00	200.00	01/04/16	New Charge
Extra depth (each interment over two) or casket/walled grave per depth	163.00	212.00	01/04/16	D/L
Resident child not over 16 Years	No Charge	No Charge	01/04/16	D/L
Non resident stillborn to 1 month in child's grave or public grave	163.00	212.00	01/04/16	D/L
2 simultaneous non resident stillborn/to 1 month in child's or public grave	244.00	318.00	01/04/16	D/L
Non resident child not over 10 years in child's grave or public grave	252.00	328.00	01/04/16	D/L
Non resident child not over 16 years in child's grave	1,709.00	2,222.00	01/04/16	D/L
Use of chapel including organist at Upminster cemetery (subject to availability)	60.00	78.00	01/04/16	D/L
Hospital Contract NVB burials	163.00	212.00	01/04/16	D/L
Exclusive Right of Burial (50 years with option of further 10 years)				
Lawn Section grave	1,418.00	1,843.00	01/04/16	D/L
Traditional Grave	2,199.00	2,859.00	01/04/16	D/L
Children's section (under 10)	347.00	382.00	01/04/16	D/L
Children's section (under 16)	693.00	762.00	01/04/16	D/L

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Surcharges				
Saturday full burial surcharge	453.00	589.00	01/04/16	D/L
Sunday full burial surcharge	906.00	1,178.00	01/04/16	D/L
Weekend cremated remains surcharge	172.00	224.00	01/04/16	D/L
Funeral After Published Time or 48 hours of booking	211.00	274.00	01/04/16	D/L
Booking cancelled after 48 hours of booking	211.00	274.00	01/04/16	D/L
Booking cancelled within 48 hours of burial	Full interment Fee			
Extension of Right of Burial for 10 years				
Lawn Section Grave	350.00	455.00	01/04/16	D/L
Traditional Grave	439.00	570.00	01/04/16	D/L
Children's Section (under 10)	76.00	99.00	01/04/16	D/L
Children's Section (under 16)	157.00	204.00	01/04/16	D/L
Walled graves	831.00	1,080.00	01/04/16	D/L
Other Charges				
Transfer of Exclusive Rights by Will, Letters of Administration or Assignment	40.00	44.00	01/04/16	D/L
Transfer of Exclusive Rights by Statutory Declaration or combination of methods	74.00	81.00	01/04/16	D/L
Certified extract from Burial Register	41.00	53.00	01/04/16	D/L
Staff attendance to select a new grave by appointment	33.00	43.00	01/04/16	D/L
Exhumation of cremated remains resident	173.00	224.00	01/04/16	D/L
Exhumation of cremated remains non-resident	346.00	448.00	01/04/16	D/L

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Permit Charge				
Clean and Renovate/ NAMM fixing	No Charge	No Charge	01/04/16	
Lawn (Standard) Headstone & kerb/Additional Memorial	114.00	125.00	01/04/16	D/L
Additional Inscription on headstone or permit for a vase only/ Lawn kerb	76.00	84.00	01/04/16	D/L
Full kerb Traditional Grave	293.00	322.00	01/04/16	D/L
Grave Maintenance Fees				
Bi annual Spring and Summer planting Service	178.00 *	231.00 *	01/04/16	D/L
Annual maintenance clean and tidy Service	110.00 *	143.00 *	01/04/16	D/L
Turfing (Winter months only after grave has settled)	71.00	92.00	01/04/16	D/L
Cremated Remains Burial Plots				
Purchase of exclusive rights (25 year term)	413.00	536.00	01/04/16	D/L
Extension of exclusive rights of burial for 10 years flat stone cremated remains plot	242.00	314.00	01/04/16	D/L
Tablet with First inscription	390.00	409.00	01/04/16	D/L
Additional / subsequent inscriptions	127.00	133.00	01/04/16	D/L
Blank stone	296.00	310.00	01/04/16	D/L
Photograph fixed to memorial	253.00	266.00	01/04/16	D/L
Granite memorial vases for use with cremated remains tablets (includes 45 letters)	356.00	374.00	01/04/16	D/L
Regilding or additional letter on granite vase	2.75	3.00	01/04/16	D/L

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South Essex Crematorium				
Cremation includes organ/organist/polytainer or biodegradable casket:				
Over 16 years	660.00	730.00	01/04/16	D/L
Resident child not exceeding 16 years	No Charge	No Charge		
Non resident to 6 years but not exceeding 16 yrs	176.00	194.00	01/04/16	D/L
Non resident up to 6 years	89.00	98.00	01/04/16	D/L
Hospital Contract Non-viable foetus cremation	53.00	59.00	01/04/16	D/L
Saturday Cremation (subject to availability)	990.00	1,095.00	01/04/16	D/L
Sunday Cremation (subject to availability)	1,320.00	1,460.00	01/04/16	D/L
Additional Services and Surcharges				
Bookings cancelled after 10am one working day before reserved time	211.00	233.00	01/04/16	D/L
Surcharge for services over-running	220.00	243.00	01/04/16	D/L
Surcharge for Cremation after 4pm	211.00	233.00	01/04/16	D/L
Use of chapel for private memorial service or extra time	211.00	233.00	01/04/16	D/L
CD recording of service	69.00 *	72.00 *	01/04/16	D/L
CD discs 2-10	19.00 *	20.00 *	01/04/16	D/L
DVD recording of service	86.00 *	90.00 *	01/04/16	D/L
DVD discs 2-10	25.00 *	26.00 *	01/04/16	D/L
Webcast of service	87.00 *	91.00 *	01/04/16	D/L

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Additional Services and Surcharges (continued)				
Visual Tributes 10 photographs	37.00 *	39.00 *	01/04/16	D/L
Visual Tributes per additional 5 photographs	13.00 *	14.00 *	01/04/16	D/L
Per minute of video used	9.00 *	10.00 *	01/04/16	D/L
Tributes embedded into DVD recording of the service	93.00 *	98.00 *	01/04/16	D/L
Strewing (burial) of cremated remains from elsewhere	88.00	92.00	01/04/16	D/L
Witness Committal	40.00	44.00	01/04/16	D/L
Weekend Witness committal	81.00	88.00	01/04/16	D/L
Storage of cremated remains after one month per quarter	45.00 *	50.00 *	01/04/16	D/L
Storage of cremated remains after one month per year	105.00 *	116.00 *	01/04/16	D/L
Genealogy Searches per search not through Deceased Online	22.00 *	24.00 *	01/04/16	D/L
Containers				
Bronzed metal urns	57.00 *	60.00 *	01/04/16	D/L
Standard wooden or metal casket	72.00 *	75.00 *	01/04/16	D/L
Juvenile caskets	30.00 *	31.00 *	01/04/16	D/L
Various Decorative urns/caskets (new charge)	RRP *	RRP *		
Dedicated Hymn Book	66.00 *	69.00 *	01/04/16	D/L
Various keepsake memorials made from or to contain cremated remains including diamonds, paperweights, jewellery	RRP *	RRP *		

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Memorials				
Kerb Plaques				
Perspex Plaque only	97.00 *	102.00 *	01/04/16	D/L
Bronze Plaque only	197.00 *	207.00 *	01/04/16	D/L
Rights to second dedication (plus cost of plaque)	96.00	101.00	01/04/16	D/L
Kerb plaque Rights or Renewal	199.00	209.00	01/04/16	D/L
Bronze Wall Plaque				
Bronze wall plaque only	197.00 *	207.00 *	01/04/16	D/L
Bronze wall plaque renewal	199.00	209.00	01/04/16	D/L
Large Wall Plaques				
Single Slate or Large Bronze Wall Plaques				
Single plaque only (slate or bronze tablet)	269.00 *	282.00 *	01/04/16	D/L
Single plaque - Rights or Renewal fee for 10 years	199.00	209.00	01/04/16	D/L
Double Slate Wall Plaque single inscription	404.00 *	424.00 *	01/04/16	D/L
Double Slate Wall Plaque double inscription	642.00 *	674.00 *	01/04/16	D/L
Double Slate Wall Plaque second inscription within 1 year of original dedication	144.00 *	151.00 *	01/04/16	D/L
Double Plaque - Rights or Renewal 10 year renewal	398.00	418.00	01/04/16	D/L

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Wall Niche for 10 years				
Renewal or Pre-purchase for Single Niche for 10 years	712.00	748.00	01/04/16	D/L
Renewal for Single Niche for 5 years	432.00	454.00	01/04/16	D/L
Replacement single plaque	473.00 *	497.00 *	01/04/16	D/L
Renewal Rights or Pre-purchase for Double Niche for 10 years	1,426.00	1,497.00	01/04/16	D/L
Renewal for Double Niche for 5 years	789.00	828.00	01/04/16	D/L
Replacement double plaque	731.00 *	768.00 *	01/04/16	D/L
Wall Niche rights for second inscription	120.00	126.00	01/04/15	D/L
Wall Niche Additional Items:				
Motif (optional)	75.00 *	79.00	01/04/16	D/L
Additional Bud Vase	25.00 *	26.00	01/04/16	D/L
Additional Inscription	216.00 *	227.00	01/04/16	D/L
Casket including nameplate	75.00 *	79.00	01/04/16	D/L
Photograph	253.00 *	266.00	01/04/16	D/L

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Sanctum ii Vaults for 10 years				
Second Interment	133.00	138.00	01/04/16	D/L
Sanctum Second inscription	447.00 *	469.00 *	01/04/16	D/L
Sanctum Plaque	351.00 *	368.00 *	01/04/16	D/L
10 Year Rights or Renewal	907.00	952.00	01/04/16	D/L
5 Year Renewal	529.00	555.00	01/04/16	D/L
Regilding (Inc. postage)	96.00 *	100.00 *	01/04/16	D/L
Replacement vase	14.00 *	15.00 *	01/04/16	D/L
Vase Blocks and Tablets (includes Scented Garden Memorials)				
Vaseblock tablet	210.00	220.00	01/04/16	D/L
Vaseblock Rights or Renewal for 10 years	466.00	489.00	01/04/16	D/L
Memorials				
Summer House Memorial				
Floris plaque only	132.00 *	139.00 *	01/04/16	D/L
Floris Plaque Renewal Rights for 10 years	199.00	209.00	01/04/16	D/L
Posy Holder rights or Renewal for 10 years	137.00	144.00	01/04/16	D/L
Posy Holder Memorial	15.00 *	16.00 *	01/04/16	D/L

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Shrub, Rose or Tree with 10 Year dedication				
Shrub or Rose (including Bronze Stem Plaque)	197.00 *	207.00 *	01/04/16	D/L
Shrub 10 Year Rights or Renewal (also applies to vase block with rose)	533.00	560.00	01/04/16	D/L
Shrub 5 Year Renewal Rights (also applies to vase block with rose)	342.00	359.00	01/04/16	D/L
Tree (including bronze Stem or Strap plaque)	197.00 *	207.00 *	01/04/16	D/L
Tree 10 Year Rights or Renewal	643.00	675.00	01/04/16	D/L
Tree 5 Year Renewal Rights	398.00	418.00	01/04/16	D/L
Benches and Chairs - 10 Year dedications				
Bench / Replacement Bench	993.00 *	1,043.00 *	01/04/16	D/L
Chair / Replacement Chair	580.00 *	609.00 *	01/04/16	D/L
Bench 10 Year Rights or Renewal	906.00	951.00	01/04/16	D/L
Chair 10 Year Rights or Renewal	800.00	840.00	01/04/16	D/L
Regular maintenance (per 2 years of remaining lease if not purchased or renewed since 1/1/2001)	38.00 *	40.00 *	01/04/16	D/L
Renovation of Bench	169.00 *	177.00 *	01/04/16	D/L
Renovation of Chair	108.00 *	113.00 *	01/04/16	D/L
Summerhouse Chair	0.00 *	1,000.00 *	01/04/16	New Charge
Replacement Summerhouse Chair	0.00 *	600.00 *	01/04/16	New Charge
Summerhouse Chair Renewal Rights	0.00	400.00	01/04/16	New Charge

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Bench, Tree & Shrub Additional dedications				
Rights to second dedication within 1 year of original (plus cost of plaque)	96.00	101.00	01/04/16	D/L
Rights to second dedication after 1 year of original or renewal per remaining year of lease (plus cost of plaque)	17.00	18.00	01/04/16	D/L
Rights to 2nd Dedication Life time of item (plus cost of plaque)	374.00	392.00	01/04/16	D/L
Replacement bronze plaque	197.00 *	207.00 *	01/04/16	D/L
Replacement Perspex plaque	97.00 *	102.00 *	01/04/16	D/L
Miscellaneous Memorials				
Mallard Bridge	263.00 *	276.00 *	01/04/16	D/L
Admin Fee for private purchase of plaque (plus cost of plaque)	14.00 *	15.00 *	01/04/16	D/L
Replacement metal vase	14.00 *	15.00 *	01/04/16	D/L
Floral arrangements stand - plus cost of flowers	25.00 *	26.00 *	01/04/16	D/L
Hanging baskets (per year)	106.00 *	111.00 *	01/04/16	D/L
Books of Remembrance				
2 line entry	86.00 *	90.00 *	01/04/16	D/L
3 - 5 lines	124.00 *	130.00 *	01/04/16	D/L
6 - 8 lines	179.00 *	188.00 *	01/04/16	D/L

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Cards of Remembrance & Additional Entries in existing miniature books				
2 line entry	30.00 *	32.00 *	01/04/16	D/L
3 - 5 lines	53.00 *	56.00 *	01/04/16	D/L
6 - 8 lines	83.00 *	87.00 *	01/04/16	D/L
Miniature Triptych of Remembrance/Book of Remembrance				
2 line entry	61.00 *	64.00 *	01/04/16	D/L
3 - 5 lines	86.00 *	90.00 *	01/04/16	D/L
6 - 8 lines	112.00 *	118.00 *	01/04/16	D/L
Book of Remembrance Sundries				
Motif	65.00 *	68.00 *	01/04/16	D/L
Triptych photograph	65.00 *	68.00 *	01/04/16	D/L
Mini Headstone Cremated Remains Burial Plots				
Purchase of exclusive rights (25 year term)	696.00	905.00	01/04/16	D/L
Extension of exclusive rights of burial for 10 years mini headstone cremated remains plot	303.00	394.00	01/04/16	D/L
Memorial and installation with first 60 characters	965.00	1,013.00	01/04/16	D/L
Additional inscription rate per letter	2.75	3.00	01/04/16	D/L
Blank headstone only	240.00	252.00	01/04/16	D/L
Photograph fixed to memorial	252.50	266.00	01/04/16	D/L

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- D - Increase recommended by Head of Service

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**Communities and Resources
Regulatory Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Mini Headstone Cremated Remains Burial Plots (continued)				
Replacement Granite memorial vase only for Mini Headstone Only	60.00	63.00	01/04/16	D/L
Inscription first 60 characters on a pre purchased memorial	212.00	223.00	01/04/16	D/L
Blank memorial headstone only	710.00	745.00	01/04/16	D/L
Stone chippings per bag	48.00	50.00	01/04/16	D/L
Flower Holder	16.00	17.00	01/04/16	D/L
Book of Remembrance Memorial Tree				
Memorial Tree leaf 10 Year Rights or Renewal	0.00	199.00	01/04/16	New Charge
Memorial Tree leaf plaque	0.00 *	131.00 *	01/04/16	New Charge
Rights for 2nd inscription - Rights remain the same (plus cost of plaque)	0.00	98.00	01/04/16	New Charge

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Communities and Resources Regulatory Service

(B) Charges determined by Committee

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Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
PLANNING AND BUILDING CONTROL:				
Photocopying per A4 sheet (minimum charge £1)	0.20 *	0.20 *	01/04/14	D/L
Photocopying of plans (per sheet)	18.20 *	18.50 *	01/04/16	N/I/P
Other Planning requests - per hour (minimum 1/2 hour)	70.00	71.00	01/04/16	N/I/P
Other Building Control requests - per hour	70.00	71.00	01/04/16	N/I/P
[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)	205.00	210.00	01/04/16	D/L
Building Control - Dangerous Structure charge				
8am - 5pm - per hour	69.30	70.00	01/04/16	N/I/P
5pm - 8am - per hour	104.30	105.50	01/04/16	N/I/P
(Travelling costs will also be charged as appropriate as well as Dangerous Structures Consortium Contractors Costs)				

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**Communities and Resources
Regulatory Service**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Pre-Application advice				
Pre-Application advice				
Householder/Small Business - Face to Face	50.00	50.50	01/04/16	N/I/P
Householder/Small Business - Written Response	80.00	81.00	01/04/16	N/I/P
Change of Business Premises up to 99 sq.m	150.00	151.50	01/04/16	N/I/P
Pre-Application advice - Residential units				
1 residential unit	150.00	151.50	01/04/16	N/I/P
2-3 residential/100-499sq m floor space	300.00	303.00	01/04/16	N/I/P
4-9 residential/500-999 sq. m floor space	800.00	808.00	01/04/16	N/I/P
10-24 residential/1000-1999 sq.m floor spc/telecoms	1,500.00	1,515.00	01/04/16	N/I/P
25-49 residential/2000-4999 sq. m floor space	1,750.00	1,767.50	01/04/16	N/I/P
50-99 residential/5000-9999 sq. m floor space	2,000.00	2,020.00	01/04/16	N/I/P
100+ residential/10000+ sq. m floor space	2,500.00	2,525.00	01/04/16	N/I/P
Retrieval fee and copy of one document	34.00	34.50	01/04/16	N/I/P
Additional documents	17.00	17.25	01/04/16	N/I/P
Planning Condition History Search (30 minutes)	34.00	34.50	01/04/16	N/I/P
Additional research time (per 15 minutes)	17.00	17.25	01/04/16	N/I/P
Supply of letter detailing inspections (where no completion certificate exists) per hour	70.00	71.00	01/04/16	N/I/P

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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	£900.00
2	£1,200.00
3	£1,400.00
4	£1,700.00
5	£1,900.00
6	£2,200.00
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.	£465.00
2. Garage Conversions where the total floor area does not exceed 30m ² , including means of access and work in connection with that extension.	£465.00
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.	£595.00
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.	£820.00
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.	£975.00
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 works not covered in Tables 1 or 2

Estimated Cost of Work	Total
£0-2,000	£215.00
£2,000-5,000	£320.00
£5,000-10,000	£465.00
£10,000-20,000	£610.00
£20,000-30,000	£740.00
£30,000-40,000	£850.00
£40,000-50,000	£960.00
£50,000-60,000	£1,040.00
£60,000-70,000	£1,120.00
£70,000-80,000	£1,200.00
£80,000-90,000	£1,290.00
£90,000-100,000	£1,380.00
£100,000-120,000	£1,475.00
£120,000-140,000	£1,595.00
£140,000-160,000	£1,690.00
£160,000-180,000	£1,785.00
£180,000-200,000	£1,885.00
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
E-mail: buildingcontrol@havering.gov.uk

Further information on submitting a Building Control application is available on our website at:
www.havering.gov.uk/buildingcontrol

Children, Adults & Housing Learning & Achievement

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from Sept 2015) £	Charges 2016/17 (from Sept 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
CATERING:				
1 School Meals				
1a Primary school meal	2.15	2.20	01.09.15	C/L
1b Secondary meal	2.45	2.50	01.09.15	C/L
1c Special infant	2.15	2.20	01.09.15	C/L
Special Junior	2.15	2.20	01.09.15	C/L
Adult	3.30	3.35	01.09.15	C/L
2 Meals on Wheels				
Charge per meal	5.25	5.25	11.04.13	L

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Basis for setting charge increase above complies with either:

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**Communities and Resources
Culture & Leisure Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	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	17.00	17.50	01/04/16	S/N/L
<i>Three hour hire discounted rate</i>	37.00	38.00	01/04/16	S/N/L
Room 12	14.00	14.00	01/04/15	G/L
<i>Three hour hire discounted rate</i>	30.50	30.50	01/04/15	G/L
Room 13	10.00	10.50	01/04/16	S/N/L
<i>Three hour hire discounted rate</i>	22.60	23.00	01/04/16	S/N/L
Room 9	10.00	10.50	01/04/16	S/N/L
<i>Three hour hire discounted rate</i>	21.50	22.00	01/04/16	S/N/L
Art Room	12.00	12.50	01/04/16	S/N/L
<i>Three hour hire discounted rate</i>	25.00	26.00	01/04/16	S/N/L
Sculpture (includes access to Kiln Room when available)	9.00	10.50	01/04/16	S/N/L
<i>Three hour hire discounted rate</i>	20.00	22.00	01/04/16	S/N/L
Pottery	7.00	WITHDRAWN	N/A	N/A
<i>Three hour hire discounted rate</i>	14.50	WITHDRAWN	N/A	N/A
Studio 1	25.00	25.50	01/04/16	S/N/L
<i>Three hour hire discounted rate</i>	54.00	55.00	01/04/16	S/N/L
* *excludes public holidays				
*** A three-hour hire that begins before 6pm and crosses into the Peak time period will be subject to the peak rate discount				
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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**Communities and Resources
Culture & Leisure Services**

(B) Charges determined by Committee

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Off Peak: Mon-Fri** up to 6pm*** (per hour unless otherwise stated) (continued)				
Studio 2	16.50	17.00	01/04/16	S/N/L
<i>Three hour hire discounted rate</i>	36.00	37.00	01/04/16	S/N/L
Studio 3	10.00	10.50	01/04/16	S/N/L
<i>Three hour hire discounted rate</i>	22.00	22.50	01/04/16	S/N/L
Billet Studio 1	16.50	17.00	01/04/16	S/N/L
<i>Three hour hire discounted rate</i>	36.00	37.00	01/04/16	S/N/L
Billet Studio 2	10.00	10.50	01/04/16	S/N/L
<i>Three hour hire discounted rate</i>	22.00	22.50	01/04/16	S/N/L
Main Room	20.00	20.50	01/04/16	
<i>Three hour hire discounted rate</i>	44.00	45.00	01/04/16	S/N/L
Room 12	17.00	17.50	01/04/16	S/N/L
<i>Three hour hire discounted rate</i>	36.60	37.00	01/04/16	S/N/L
Room 13	14.00	14.00	01/04/15	S/N/L
<i>Three hour hire discounted rate</i>	30.50	30.50	01/04/15	G/L
Room 9	11.00	12.00	01/04/16	G/L
<i>Three hour hire discounted rate</i>	25.00	26.00	01/04/16	S/N/L
* *excludes public holidays				
*** A three-hour hire that begins before 6pm and crosses into the Peak time period will be subject to the peak rate discount				
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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**Communities and Resources
Culture & Leisure Services**

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*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	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	17.00	17.50	01/04/16	S/N/L
<i>Three hour hire discounted rate</i>	36.00	37.00	01/04/16	S/N/L
Sculpture (includes access to Kiln Room when available)	10.00	11.00	01/04/16	S/N/L
<i>Three hour hire discounted rate</i>	22.50	24.00	01/04/16	S/N/L
Pottery	8.00	WITHDRAWN	N/A	N/A
<i>Three hour hire discounted rate</i>	17.00	WITHDRAWN	N/A	N/A
Studio 1 ****	33.00	34.00	01/04/16	S/N/L
<i>Three hour hire discounted rate</i>	70.00	72.00	01/04/16	S/N/L
Studio 2	19.00	19.50	01/04/16	S/N/L
<i>Three hour hire discounted rate</i>	42.00	43.00	01/04/16	S/N/L
Studio 3	12.00	12.50	01/04/16	S/N/L
<i>Three hour hire discounted rate</i>	27.00	27.50	01/04/16	S/N/L
Billet Studio 1	19.00	19.50	01/04/16	S/N/L
<i>Three hour hire discounted rate</i>	42.00	43.00	01/04/16	S/N/L
Billet Studio 2	12.00	12.50	01/04/16	S/N/L
<i>Three hour hire discounted rate</i>	26.50	27.50	01/04/16	S/N/L
* *excludes public holidays				
*** A three-hour hire that begins before 6pm and crosses into the Peak time period will be subject to the peak rate discount				
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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**Communities and Resources
Culture & Leisure Services**

(B) Charges determined by Committee

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Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	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)				
Private Studio/Workshop/Office (flat rate per calendar month)	180.00	185.00	01/04/16	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 †	260.00	265.00	01/04/16	S/N/L
Sunday & Public Holidays 6.00pm - 10.30pm †	230.00	235.00	01/04/16	S/N/L
Friday 6.00-10.30pm †	180.00	185.00	01/04/16	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 Service.</p>				

Basis of Increase:

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**Communities and Resources
Culture & Leisure Services**

(B) Charges determined by Committee

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Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	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	1,564.40	1,580.00	01/04/16	I/N/P
Each alternate Saturday or Sunday during Season	789.50	797.40	01/04/16	I/N/P
Additional Matches during Season	56.10	56.70	01/04/16	I/N/P
Junior (under 18)				
Each Saturday or Sunday during Season	766.75	774.40	01/04/16	I/N/P
Each alternate Saturday or Sunday during Season	357.15	360.70	01/04/16	I/N/P
Additional Matches during Season	27.50	27.80	01/04/16	I/N/P
Pavilion without washing facilities Each Saturday or Sunday during Season				
Adult				
Each Saturday or Sunday during Season	1,296.65	1,309.60	01/04/16	I/N/P
Each alternate Saturday or Sunday during Season	635.70	642.10	01/04/16	I/N/P
Additional Matches during Season	45.05	45.50	01/04/16	I/N/P
Junior (under 18)				
Each Saturday or Sunday during Season	586.75	592.60	01/04/16	I/N/P
Each alternate Saturday or Sunday during Season	293.30	296.30	01/04/16	I/N/P
Additional Matches during Season No Pavilion Facilities	20.90	21.10	01/04/16	I/N/P

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**Communities and Resources
Culture & Leisure Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
FOOTBALL AT PARKS WITH CRICKET (28 WEEKS) (continued)				
No Pavilion Facilities				
Adult				
Each Saturday or Sunday during Season	940.70	950.10	01/04/16	I/N/P
Each alternate Saturday or Sunday during Season	475.80	480.60	01/04/16	I/N/P
Additional Matches during Season	34.15	34.50	01/04/16	I/N/P
Junior (under 18)				
Each Saturday or Sunday during Season	436.30	440.70	01/04/16	I/N/P
Each alternate Saturday or Sunday during Season	217.85	220.00	01/04/16	I/N/P
Additional Matches during Season	14.75	14.90	01/04/16	I/N/P
FOOTBALL AT PARKS WITH CRICKET (32 WEEKS)				
Pavilion with washing facilities				
Adult				
Each Saturday or Sunday during Season	1,816.40	1,835.00	01/04/16	I/N/P
Each alternate Saturday or Sunday during Season	908.75	918.00	01/04/16	I/N/P
Additional Matches during Season	57.15	58.00	01/04/16	I/N/P
Junior (under 18)				
Each Saturday or Sunday during Season	824.70	833.00	01/04/16	I/N/P
Each alternate Saturday or Sunday during Season	412.60	416.80	01/04/16	I/N/P
Additional Matches during Season	25.45	25.70	01/04/16	I/N/P

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**Communities and Resources
Culture & Leisure Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
FOOTBALL AT PARKS WITH NO CRICKET (32 WEEKS)				
Pavilion without washing facilities				
Adult				
Each Saturday or Sunday during Season	1,439.00	1,453.40	01/04/16	I/N/P
Each alternate Saturday or Sunday during Season	718.85	726.10	01/04/16	I/N/P
Additional matches during Season	45.05	45.50	01/04/16	I/N/P
Junior (under 18)				
Each Saturday or Sunday during Season	664.30	671.00	01/04/16	I/N/P
Each alternate Saturday or Sunday during Season	332.10	335.40	01/04/16	I/N/P
Additional Matches during Season	20.90	21.10	01/04/16	I/N/P
No Pavilion Facilities				
Adult				
Each Saturday or Sunday during Season	1,085.05	1,095.90	01/04/16	I/N/P
Each alternate Saturday or Sunday during Season	542.75	548.20	01/04/16	I/N/P
Junior (under 18)				
Each Saturday or Sunday during Season	497.25	502.30	01/04/16	I/N/P
Each alternate Saturday or Sunday during Season	248.45	251.00	01/04/16	I/N/P

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MINI SOCCER				
1 Hour Slots (during season)				
Each Saturday or Sunday	333.00	336.40	01/04/16	I/N/P
Alternate Saturday or Sunday	165.95	167.60	01/04/16	I/N/P
RUGBY (per game)	11.00	11.10	01/04/16	I/N/P
CRICKET				
No Pavilion Facilities				
Adults Each Saturday or Sunday during Season	1,347.15	1,360.60	01/04/16	I/N/P
Colts (under 18) Teams Each Saturday or Sunday during Season	673.60	680.40	01/04/16	I/N/P
Occasional Matches Adults	74.90	75.70	01/04/16	I/N/P
Occasional Matches Colts Team	37.40	37.80	01/04/16	I/N/P
Pitches with Pavilions				
Adults Each Saturday or Sunday during Season	2,419.55	2,443.80	01/04/16	I/N/P
Adults Additional Bank Holiday Mondays 3 per season	806.35	814.40	01/04/16	I/N/P
Adults Alternate Saturday or Sunday	1,209.80	1,221.90	01/04/16	I/N/P
Colts (under 18) Teams Each Saturday or Sunday during Season	1,209.80	1,221.90	01/04/16	I/N/P
Colts (under 18) Teams Additional Bank Holiday Mondays (per game)	403.20	407.25	01/04/16	I/N/P
Colts (under 18) Teams Alternate Saturday or Sunday	605.00	611.10	01/04/16	I/N/P
Occasional Matches Adults	134.35	135.70	01/04/16	I/N/P
Occasional Matches Colts (under 18) Team	67.15	67.80	01/04/16	I/N/P

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CRICKET (continued)				
Boot camps & Personal Training (2 hour session)				
1 - 6 people	6.20	6.30	01/04/16	I/N/P
6 - 12 people	12.40	12.50	01/04/16	I/N/P
12 - 20 people	20.60	20.80	01/04/16	I/N/P
20 - 30 people	30.90	31.20	01/04/16	I/N/P
HORNCHURCH STADIUM				
Weekday Use by Athletics Clubs (excluding training session)				
Half Day	New charge	80.00	01/04/16	New charge
Full Day	New charge	150.00	01/04/16	New charge
Saturday Use by Athletics Clubs (excluding training session)				
Half Day	99.50	100.50	01/04/16	I/N/P
Full Day	184.00	185.85	01/04/16	I/N/P
Sunday Use by Athletics Clubs (excluding training session)				
Half Day	131.00	132.30	01/04/16	I/N/P
Full Day	249.75	252.25	01/04/16	I/N/P
Use by Schools (excluding training session)				
Half Day	92.00	96.00	01/04/16	S/L
Full Day	195.00	198.00	01/04/16	S/L

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HORNCHURCH STADIUM (continued)				
Schools Training Sessions (per hour Inc. equipment)	33.00	36.00	01/04/16	S/L
Occasional use - Football - without lights Seniors (3 hours)	184.00	185.85	01/04/16	I/N/P
Occasional use - Football - without lights Juniors (2.5 hours)	101.20	102.20	01/04/16	I/N/P
Occasional use - Football - with lights Seniors (3 hours)	289.00	291.90	01/04/16	I/N/P
Occasional use - Football - with lights Juniors (2.5 hours)	127.30	128.60	01/04/16	I/N/P
BOWLS				
Annual hire fee for bowling greens	5,775.20	5,833.00	01/04/16	I/N/P
ALLOTMENTS				
Land charge per acre	183.30	185.20	01/04/16	I/N/P
Plot Rent (This fee is set by the Allotment Society and therefore is not published in the Councils fees and charges)	0.00	0.00	01/04/16	
WEDDING PHOTOGRAPHY				
Exclusive use of area of a park for wedding photography	New charge	50.00	01/04/16	New charge
FUNFAIRS & CIRCUSES (Circuses were charged a flat rate in 2014/15)				
Ground rent per day of operation - self standing	459.30	463.90	01/04/16	I/N/P
part of larger event	615.35	621.50	01/04/16	I/N/P
Returnable deposit per visit.	1,412.00	Negotiated according to the size of the event	01/04/16	I/N/L
Additional ground rent for extra non-operational days spent on site	147.75	149.30	01/04/16	I/N/P

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**Communities and Resources
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(B) Charges determined by Committee

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TENNIS				
Licence fee per court per day for Coach/Club	5.00	5.10	01/04/16	I/N/P
PARKS				
Minimum charge for hire of park & open space for charitable organisation	82.45	83.30	01/04/16	I/N/P
Raphael Park Meeting Room (Charge per hour)	12.65	15.00	01/04/16	C/L
Refreshment's (per booking)	0.00	6.00 *	01/04/16	New Charge
VEHICLE PARKING - WITHIN PARKS AND OPEN SPACES ONLY				
Release of vehicles that have been locked in a car park	77.25	78.00	01/04/16	I/N/P
Fee for vehicle left in car park overnight	103.00	104.10	01/04/16	I/N/P
CHARGES FOR NON SCHEDULED WORKS				
Week day rates				
18 tonne grab lorry and driver per hour	124.15	150.50 *	01/04/16	I/N/P
2 staff & a van (includes tools & machinery) per hour	59.20	71.75 *	01/04/16	I/N/P
1 staff & a van (includes tools & machinery) per hour	34.15	41.40 *	01/04/16	I/N/P
Tractor & implement, or trailer with operator per hour	36.75	46.00 *	01/04/16	I/N/P
Ride on mower & operator per hour	34.15	41.40 *	01/04/16	I/N/P
Member of staff per hour (standard hours)	25.05	30.35 *	01/04/16	I/N/P
Charge hand per hour (standard hours)	31.00	37.55 *	01/04/16	I/N/P
Supply & plant memorial tree (up to 2metre rootball Inc. stakes & ties)	238.25	288.85 *	01/04/16	I/N/P
Initial mark - rugby pitch per pitch per occasion	97.65	118.45 *	01/04/16	I/N/P

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CHARGES FOR NON SCHEDULED WORKS (continued)				
Week day rates				
Re-mark - rugby pitch per pitch per occasion	34.30	41.65 *	01/04/16	I/N/P
Initial mark – football pitch per pitch per occasion	88.80	107.65 *	01/04/16	I/N/P
Re-mark football pitch per pitch per occasion	29.60	35.90 *	01/04/16	I/N/P
Initial mark six lane 400 metre running track per occasion	389.55	472.20 *	01/04/16	I/N/P
Re-mark six lane 400 metre running track per occasion	88.80	107.65 *	01/04/16	I/N/P
Initial mark hockey pitch per occasion	59.20	71.75 *	01/04/16	I/N/P
Re-mark hockey pitch per occasion	19.70	23.90 *	01/04/16	I/N/P
Remove or install goal post socket each (excludes socket)	59.20	71.75 *	01/04/16	I/N/P
Preparation of new or renovation of shrub beds per m ²	40.40	48.95 *	01/04/16	I/N/P
Shrub bed planting (five 3 litre container grown shrubs) per m ²	36.35	44.05 *	01/04/16	I/N/P
Shrub bed mulching (using composted whole tree mulch) per m ²	2.00	2.50 *	01/04/16	I/N/P
Hedge cutting per linear metre	5.85	7.10 *	01/04/16	I/N/P
Prepare ground, supply & lay turf per m ²	6.55	7.90 *	01/04/16	I/N/P
Prepare ground, supply and sow grass seed per m ²	3.85	4.70 *	01/04/16	I/N/P
Saturday rates				
1 staff & a van (includes tools & machinery) per hour	46.60	56.50 *	01/04/16	I/N/P
2 staff & a van (includes tools & machinery) per hour	84.20	102.10 *	01/04/16	I/N/P
Member of staff per hour (standard hours)	37.60	45.60 *	01/04/16	I/N/P
Charge hand per hour (standard hours)	46.45	56.30 *	01/04/16	I/N/P

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Culture & Leisure Services**

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POLICY, MARKETING AND ADMINISTRATION				
Advertising in Culture and Leisure Marketing Materials				
Full page (A4)	240.00 *	240.00 *	01/04/15	G/L
Full page (A5) or Half page (A4)	120.00 *	120.00 *	01/04/15	G/L
Half page (A5) or Quarter page (A4)	60.00 *	60.00 *	01/04/15	G/L
Quarter page (A5) or Eighth page (A4)	30.00 *	30.00 *	01/04/15	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	01/04/15	G/L

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oneSource
Legal & Governance

(A) Statutory and Nationally Agreed Charges

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
ELECTION SERVICES (A):				
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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ELECTION SERVICES (B):				
Registration Certificate	17.00	17.20	42461	I/N/P
Charge for each additional year checked	5.40	5.45	01/04/16	I/N/P
Ward Map	3.60	3.70	01/04/16	I/N/P
Photocopying:				
First page	2.00 *	2.10 *	01/04/16	I/N/P
Cost per additional page	0.20 *	0.25 *	01/04/16	I/N/P

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Regulatory Services**

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

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ENVIRONMENTAL HEALTH (A):				
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 Notification of change	25.00 50.00	25.00 50.00	01/10/06 01/10/06	
Betting shop - Dept. of Culture and Media and Sport Copy licence Notification of change	25.00 50.00	25.00 50.00	01/10/06 01/10/06	
Betting premises tracks - Dept. of Culture and Media and Sport Copy licence Notification of change	25.00 50.00	25.00 50.00	01/10/06 01/10/06	
Family entertainment centres - Dept. of Culture and Media and Sport Application to vary Copy licence Notification of change	1000.00 25.00 50.00	1000.00 25.00 50.00	01/10/06 01/10/06 01/10/06	

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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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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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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	739 (+99)	739 (+99)	01/05/12	
Standard process MEDIUM	1111 (+149)	1111 (+149)	01/05/12	
Standard process HIGH	1672 (+198)	1672 (+198)	01/05/12	
<i>(+) to be added where the above is for combined part B and waste site</i>				
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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Environment Protection Act (Defra) (continued)				
Service station PVRI and II combined			01/05/12	
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/ medium /high	618 / 989 / 1484	618 / 989 / 1484	01/05/12	
For the third to seventh applications low /medium/high	368 / 590 / 884	368 / 590 / 884	01/05/12	
For the eighth and subsequent applications low/medium/ high	189 / 302 / 453	189 / 302 / 453	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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**Communities and Resources
Regulatory Services**

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

*VAT inclusive

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Transfer and Surrender (continued)				
Surrender	0.00	0.00	01/05/12	
Transfer : Service Stations and Waste Oil burners <0.4MW	0.00	0.00	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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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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Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	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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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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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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Communities and Resources 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	
Explosives Act 1874: Set by BIS				
Registration (Unlimited)	525.00	525.00	01/06/10	
Registration (Limited)				
New Application	105.00	105.00	01/06/10	
Renewal	52.00	52.00	01/06/10	
Licence				
New Application	178.00	178.00	01/06/10	
Renewal	83.00	83.00	01/06/10	

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(B) Charges determined by Committee

*VAT inclusive

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ENVIRONMENTAL HEALTH (B):				
Annual Licences				
Animal boarding establishments (Animal Boarding Establishments Act 1963)				
New application	272.20	315.50	01/04/16	D/L
Renewal	202.80	258.00	01/04/16	D/L
Breeding establishments for dogs (Breeding of dogs act 1973 and 1991)				
New application	202.80	315.50	01/04/16	D/L
Renewal	202.80	258.00	01/04/16	D/L
Keeping of dangerous wild animals (Dangerous Wild Animals Act 1976)				
New application	202.80	338.60	01/04/16	D/L
Renewal (no change)	202.80	258.00	01/04/16	D/L
Special treatment establishments (London Local Authority Act 1991)				
Single treatment	242.70	245.00	01/04/16	N/I/P
Multiple treatment	354.10	358.00	01/04/16	N/I/P
If paid before the licence expiry date plus 10 working days reduced to				
Single treatment	190.20	192.00	01/04/16	N/I/P
Multiple treatment	291.00	294.00	01/04/16	N/I/P

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Annual Licences (continued)				
Special treatment establishments (London Local Authority Act 1991)				
Variation of licence	71.50	72.25	01/04/16	N/I/P
Transfer of licence	70.40	71.10	01/04/16	N/I/P
One day licence	63.00	63.65	01/04/16	N/I/P
Performing Animals				
Performing Animals (Regulations) Act 1925				
Registration	101.90	103.00	01/04/16	N/I/P
Application to vary registration	49.40	50.00	01/04/16	N/I/P
Certificate	27.30	27.60	01/04/16	N/I/P
Pet Animals Act 1951				
Pet Shops new application (plus vet fees if applicable)	202.80	315.50	01/04/16	D/L
Renewal	202.89	258.00	01/04/16	D/L
Riding Establishments (Riding Establishments Acts 1964-1970)				
New application (plus vet fees if applicable)	330.00	334.00	01/04/16	N/I/P
Application to change licence (plus vet fees if applicable)	49.40	50.00	01/04/16	N/I/P

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Zoo Licensing Act 1981				
Notification to operate a Zoo	164.90	168.00	01/04/16	D/L
New application (plus vet fees if applicable)	549.65	560.65	01/04/16	D/L
Application to change (plus vet fees if applicable)	306.85	313.00	01/04/16	D/L
Sex Establishment Licensing				
New application	2,060.40	2,102.00	01/04/16	D/L
Application to change licence	1,030.20	1,050.80	01/04/16	D/L
Hypnotism consent (Hypnotism Act 1952)	119.80	121.00	01/04/16	N/I/P
Street Trading Licences				
Subject to review and a separate consultation for proposed street trading protocol				
Trading between 05:00 - 20:00				
Seven days per week	1,980.80	2,000.60	01/04/16	N/I/P
Six days per week	1,698.10	1,715.00	01/04/16	N/I/P
Five days per week	1,419.75	1,434.00	01/04/16	N/I/P
Four days per week	1,132.80	1,144.00	01/04/16	N/I/P
Three days per week	851.15	860.00	01/04/16	N/I/P
Two days per week	566.40	572.00	01/04/16	N/I/P
One day per week	284.70	287.50	01/04/16	N/I/P

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Street Trading Licences (Continued)				
Trading between 20:00 - 02:00				
Seven days per week	2,451.60	2,476.00	01/04/16	N/I/P
Six days per week	2,102.60	2,123.60	01/04/16	N/I/P
Five days per week	1,751.65	1,769.20	01/04/16	N/I/P
Four days per week	1,401.80	1,415.80	01/04/16	N/I/P
Three days per week	1,050.80	1,061.30	01/04/16	N/I/P
Two days per week	701.55	702.25	01/04/16	D/L
One day per week	351.00	351.35	01/04/16	D/L
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	990.90	1,000.80	01/04/16	N/I/P
Six days per week	850.10	858.60	01/04/16	N/I/P
Five days per week	710.35	717.45	01/04/16	N/I/P
Four days per week	566.40	572.00	01/04/16	N/I/P
Three days per week	425.60	430.10	01/04/16	N/I/P
Two days per week	283.70	286.50	01/04/16	N/I/P
One day per week	142.90	144.30	01/04/16	N/I/P

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Temporary Street Trading Licences (up to 6 months) (continued)				
Trading between 20.00 and 02.00				
Seven days per week	1,226.25	1,238.50	01/04/16	N/I/P
Six days per week	1,051.80	1,063.30	01/04/16	N/I/P
Five days per week	876.40	885.15	01/04/16	N/I/P
Four days per week	700.85	707.85	01/04/16	N/I/P
Three days per week	525.40	530.65	01/04/16	N/I/P
Two days per week	351.00	354.50	01/04/16	N/I/P
One day per week	176.55	184.30	01/04/16	D/L
Daily Temporary Licence for special events	41.00	41.40	01/04/16	N/I/P
Duplicate Licence	44.15	44.60	01/04/16	N/I/P
Variations to existing Licences	93.55	93.85	01/04/16	D/L
Stray Dog Service				
Administration Fee	10.00	10.00	01/04/12	D/L
Weekdays 09.00 - 16.59	50.00	50.00	01/04/12	D/L
Weekdays 17.00 - 21.59	60.00	60.00	01/04/12	D/L
Weekdays 22.00 - 08.59	70.00	70.00	01/04/12	D/L
Weekends 09.00 - 16.59	60.00	60.00	01/04/12	D/L
Weekends 17.00 - 08.59	70.00	70.00	01/04/12	D/L
Bank Holidays	70.00	70.00	01/04/12	D/L
Charge per day per dog/part day	11.00	11.00	01/04/12	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)	442.70 *	500.00 *	01/04/16	D/L
b) 20 working day response	223.20 *	275.00 *	01/04/16	D/L
For every hour over 2 hours	77.00 *	80.00 *	01/04/16	D/L
5 – Year Licence				
HMO Licensing				
New licences:				
Up to 5 lettings	0.00	1,060.00	01/04/16	D/L
6 - 9 lettings	0.00	1,220.00	01/04/16	D/L
10 - 14 lettings	0.00	1,400.00	01/04/16	D/L
15 - 19 lettings	0.00	1,550.00	01/04/16	D/L
20 lettings and above	0.00	1,700.00	01/04/16	D/L
Changes to a licence:				
Single dwelling is re-let as a House in Multiple Occupation	0.00	860.00	01/04/16	D/L
House in Multiple Occupation is re-let as a single dwelling	0.00	155.00	01/04/16	D/L
<p>2015-16 charges are available for reference on the 'Council's Spending Plan Section' of the website https://www.havering.gov.uk/Pages/Services/Council-spending-plans-consultation.aspx</p>				

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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	465.95	500.00	01/04/16	D/L
Fee per visit for Housing Inspection and Assessments for Immigration	126.10	130.00	01/04/16	D/L
Caravan site licence	362.50	370.00	01/04/16	D/L
Gambling Act 2005 Bingo Club premises				
Fees set by LA (subject to maxima set by Govt.)				
New premises application	3,248.15	3,280.65	01/04/16	N/I/P
Annual fee	635.70	642.05	01/04/16	N/I/P
Application to vary	1,066.55	1,077.20	01/04/16	N/I/P
Application to transfer	533.90	539.25	01/04/16	N/I/P
Gambling Act 2005 Bingo Club premises (continued)				
Fees set by LA (subject to maxima set by Govt.)				
Application for reinstatement	828.10	836.40	01/04/16	N/I/P
Application for a provisional statement	1,104.45	1,115.50	01/04/16	N/I/P
License application (provisional statement holders)	828.10	836.40	01/04/16	N/I/P

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*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Betting shop				
New premises application	1,082.30	1,093.10	01/04/16	N/I/P
Annual fee	600.00	600.00	01/04/14	D/L
Application to vary	810.20	818.30	01/04/16	N/I/P
Application to transfer	533.90	539.25	01/04/16	N/I/P
Application for reinstatement	828.10	836.40	01/04/16	N/I/P
Application for a provisional statement	1,104.45	1,115.50	01/04/16	N/I/P
License application (provisional statement holders)	828.10	836.40	01/04/16	N/I/P
Betting premises tracks				
New premises application	2,575.50	2,500.00	01/04/16	D/L
Annual fee	835.40	843.75	01/04/16	N/I/P
Application to vary	1,066.55	1,077.20	01/04/16	N/I/P
Application to transfer	533.90	539.25	01/04/16	N/I/P
Application for reinstatement	799.70	807.70	01/04/16	N/I/P
Application for a provisional statement	2,559.85	2,500.00	01/04/16	D/L
License application (provisional statement holders)	799.70	807.80	01/04/16	N/I/P

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- D - Increase recommended by Head of Service

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**Communities and Resources
Regulatory Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Family Entertainment centres				
New premises application	1,450.15	1,464.65	01/04/16	N/I/P
Annual fee	635.70	642.05	01/04/16	N/I/P
Application to vary	1,000.00	1,000.00	01/04/16	D/L
Application to transfer	533.90	539.25	01/04/16	N/I/P
Application for reinstatement	799.70	807.70	01/04/16	N/I/P
Application for a provisional statement	1,482.80	1,497.60	01/04/16	N/I/P
License application (provisional statement holders)	832.30	840.60	01/04/16	N/I/P
Adult gaming centres				
New premises application	1,472.30	1,486.75	01/04/16	N/I/P
Annual fee	635.70	642.05	01/04/16	N/I/P
Application to vary	1,000.00	1,000.00	01/04/16	D/L
Application to transfer	533.90	539.25	01/04/16	N/I/P
Application for reinstatement	799.70	807.70	01/04/16	N/I/P
Application for a provisional statement	1,429.00	1,443.30	01/04/16	N/I/P
License application (provisional statement holders)	799.70	807.70	01/04/16	N/I/P

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**Communities and Resources
Regulatory Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	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	908.00	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	132.00	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	180.00	184.50	01/04/16	D/L
Renewal application for a site licence under Scrap Metal Dealers Act 2013	728.00	830.00	01/04/16	D/L
Renewal application for a collectors licence under Scrap Metal Dealers Act 2013	224.00	250.00	01/04/16	N/I/P
Lost licence replacement	51.00	52.00	01/04/16	D/L
Marriage Act 1949				
Wedding Registration	715.10	785.00	01/04/16	N/I/P

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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 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
EXCHEQUER SERVICES:				
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

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
LEGAL & DEMOCRATIC SERVICES:				
Licences to Assign (Seal)	434.00	439.00	01/04/16	I/P
Licence to Alter	434.00	439.00	01/04/16	I/P
Sale of Council Houses - Mortgage Fees	131.00	132.00	01/04/16	I/P
Mortgage Redemption Fees:				
Early redemption	119.00	120.00	01/04/16	I/P
Complete term	62.00	63.00	01/04/16	I/P
Deeds of release for pre-emption discount repayment	139.00	140.00	01/04/16	I/P
Release from Mortgage Covenant	89.00	90.00	01/04/16	I/P
Second Charge Questionnaire	93.00	94.00	01/04/16	I/P
Enquiries re: Discount repayment from Commercial sources	67.00	68.00	01/04/16	I/P
Administration fee re:enquiries from commercial sources on 2nd charges	48.00 *	49.00 *	01/04/16	I/P
Reserve/Access Licences:				
Single payment	52.00	53.00	01/04/16	I/P
Annual payment	21.00	21.00	01/04/14	I/P
Lease of shops/offices:				
Town centre	636.00	642.00	01/04/16	I/P
Other	475.00	480.00	01/04/16	I/P

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<p>Complex Commercial Leases (fees dependent on complexity, urgency and time costs to be capped at £2,000 ex vat)</p> <p>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.</p> <p>Planning Agreements (Section 106 Town & Country Planning act 1990) Unilateral Undertaking</p> <p>Legal Charges S38 Highways Act 1980 Supervision Section 278 Highways Act 1980 Highway Agreements (Minimum Fee)</p>	500.00	505.00	01/04/16	I/P

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	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	336.00	340.00	01/04/16	I/P
Per half day	169.00	171.00	01/04/16	I/P
Weekends - per whole day				
Per whole day	467.00	471.00	01/04/16	I/P
Per half day	234.00	237.00	01/04/16	I/P
Evenings - after 6pm (Fridays and weekends only)	204.00	206.00	01/04/16	I/P
Committee Room 3				
Monday to Friday				
Per 2 hour session	79.00	80.00	01/04/16	I/P
Per whole day	210.00	212.00	01/04/16	I/P
Per half day	105.00	106.00	01/04/16	I/P
Evening - after 6pm (Fridays and weekends only)	105.00	106.00	01/04/16	I/P
Other Committee Rooms - per hour (daytime & evening)				
Room 1	31.00	32.00	01/04/16	I/P
Room 2	31.00	32.00	01/04/16	I/P
Room 4	31.00	32.00	01/04/16	I/P
Lettings to Charities and Voluntary Organisations				
Lettings to charities and voluntary organisations will usually attract a 50% discount.				

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oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	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				
	27.00	28.00	01/04/16	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
Admission appeals				
Per appeal withdrawn before processing				
	No charge	No charge	01/04/14	
Per processed appeal withdrawn less than three weeks before hearing				
	140.00	141.00	01/04/16	I/P
Per appeal withdrawn once papers for hearing have been distributed				
	168.00	170.00	01/04/16	I/P
Per appeal heard				
	223.00	225.00	01/04/16	I/P
Per appeal 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 £45 per hour	01/04/16	I/P
Per appeal subject to judicial review proceedings				
	Charge to be agreed on basis of work required at £44 per hour	Charge to be agreed on basis of work required at £45 per hour	01/04/16	I/P

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oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Exclusion reviews:				
Per review withdrawn before processing	No charge	No charge		
Per processed review withdrawn less than three weeks before hearing	138.00	140.00	01/04/16	I/P
Per review withdrawn once papers for hearing have been distributed	164.00	166.00	01/04/16	I/P
Education Appeals:				
Per review heard				
For first hour of hearing and up to four hours of the clerk's time after the hearing; plus	278.00	281.00	01/04/16	I/P
For each subsequent hour or part of an hour of hearing; plus	63.00	64.00	01/04/16	I/P
For each subsequent hour or part of an hour of clerk's time	44.00	45.00	01/04/16	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 £45 per hour	01/04/16	I/P
Per review subject to judicial review proceedings			01/04/16	I/P

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Legal & Governance

(B) Charges determined by Committee

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Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
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	31.25	32.00	01/04/16	I/P
Creation of a right of common resulting in the registration of new common land	No Fee	No Fee	01/04/16	
Creation of a right of common over existing common land	125.00	126.00	01/04/16	I/P
Variation of a right of a common	125.00	126.00	01/04/16	I/P
Apportionment of a right of common	125.00	126.00	01/04/16	I/P
Attachment of a right of common	No Fee	No Fee		
Re-allocation of attached rights	125.00	126.00	01/04/16	I/P
Transfer of a right in gross	50.00	51.00	01/04/16	I/P
Surrender or extinguishment of a right of common	100.00	100.00	15/12/14	
Statutory disposition pursuant to section 14 of the 2006 Act (including the exchange of land for land subject to a statutory disposition)	187.50	189.00	01/04/16	I/P
Registration of a new town or village green other than by owner	No Fee	No Fee	15/12/14	
Registration of a new town or village green by the owner	No Fee	No Fee	15/12/14	

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**Communities and Resources
Culture & Leisure Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
LIBRARY SERVICES:				
Fines (per item, per day)				
Adults	0.36	0.36	01/04/15	G/L
Children	0.18	0.18	01/04/15	G/L
Spoken Words	0.36	0.36	01/04/15	G/L
Lost Tickets	4.00	4.00	01/04/14	G/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	1.15	01/04/15	G/L
Reservations				
Adult (E-mail)	1.20	1.20	01/04/15	G/L
Adult (Text/Telephone)	1.40	1.40	01/04/15	G/L
Adult (Post)	1.80	1.80	01/04/15	G/L
Children	0.00	0.00	01/04/14	G/L
Items not held within borough				
Adult	2.70	2.70	01/04/14	G/L
British Library Loans (plus postage)	12.55	12.55	01/04/14	G/L
Children	0.00	0.00	01/04/14	G/L

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**Communities and Resources
Culture & Leisure Services**

(B) Charges determined by Committee

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Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
CDs				
Per week:				
Singles	1.25	1.25	01/04/15	G/L
Sets	2.25	2.25	01/04/15	G/L
Per 3 weeks:				
Spoken Word (registered blind exempt)	1.20	1.20	01/04/14	G/L
DVDs (per week)	3.10	3.10	01/04/15	G/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 *	0.32 *	01/04/15	G/L
B/W A3	0.37 *	0.37 *	01/04/15	G/L
Colour A3	2.06 *	2.06 *	01/04/15	G/L
Colour A4	1.44 *	1.44 *	01/04/15	G/L
Photocopying single sided	0.32 *	0.32 *	01/04/15	G/L
Photocopying double sided	0.48 *	0.48 *	01/04/15	G/L
Computer Use				
IT Hub - reservation fee per computer, per hour	0.00	0.00		G/L

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**Communities and Resources
Culture & Leisure Services**

(B) Charges determined by Committee

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People's Network - Printing				
B/W A4 (Printout per page)	0.32 *	0.32 *	01/04/15	G/L
Colour A4 (Printout per page)	1.44 *	1.44 *	01/04/15	G/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
Community Group Room Hire - 25% discount on all Library Room hire rates	New	25% discount	01/04/16	G/L
Elm Park Library				
Elm Park Meeting Room per hour	20.00	20.00	01/04/12	G/L
Hornchurch Library				
Hornchurch Large meeting room - First Hour	25.00	25.00	01/04/12	G/L
Hornchurch Large meeting room - Additional Hours	20.00	20.00	01/04/12	G/L
Hornchurch - After 10pm £25 locking up fees	25.00	25.00	01/04/12	G/L
Hornchurch Class Room One, per hour	20.00	20.00	01/04/12	G/L
Hornchurch Class Room Two, per hour	15.00	15.00	01/04/12	G/L
Upminster Library				
Upminster, per hour	20.00	20.00	01/04/12	G/L
Upminster - After 8pm £25 locking up fees	25.00	25.00	01/04/12	G/L

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**Communities and Resources
Culture & Leisure Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Rainham Library				
Rainham Library Meeting Room 1 (large room) First Hour	25.00	25.00	01/04/15	G/L
Rainham Library Meeting Room 1 (large room) Additional Hours	20.00	20.00	01/04/14	G/L
Rainham Library Meeting Room 2	20.00	20.00	01/04/15	G/L
Rainham Library Meeting Room 3	20.00	20.00	01/04/15	G/L
Rainham Library Meeting Room 4 (smallest room)	15.00	15.00	01/04/14	G/L
Romford Library				
Romford Large meeting room - First Hour	25.00	25.00	01/04/12	G/L
Romford Large meeting room - Additional Hours	20.00	20.00	01/04/12	G/L
Romford - After 8pm £25 locking up fees	25.00	25.00	01/04/12	G/L
Room Hire Cancellation				
Notice of cancellation of room hire under 24 hours	75% of room hire fee	75% of room hire fee	01/04/14	G/L
Notice of cancellation of room hire 1-3 days	50% of room hire fee	50% of room hire fee	01/04/15	G/L
Notice of cancellation of room hire 3-7 days	25% of room hire fee	25% of room hire fee	01/04/15	G/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 commits to a long term hire, with such discounts to be agreed by the Head of Service.

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**Communities and Resources
Culture & Leisure Services**

(B) Charges determined by Committee

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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)	3.50 *	3.60 *	01/04/16	I/N/P
Image on USB (excluding USB)	3.50 *	3.60 *	01/04/16	I/N/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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**Communities and Resources
Regulatory Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
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	70.00	70.75	01/04/16	N/I/P
Filing a definitive certificate of the Lands Tribunal under Rule 10(3)	2.50	2.50	01/04/09	
Filing a judgement order or application for the variation or cancellation of an entry in Part II on the Register	7.00	7.25	01/04/16	D/L
Registration of any other charge	8.00	8.25	01/04/16	D/L
Inspection of documents filed under Rule 10 in respect of each parcel of land	nil	nil	01/04/09	
And in addition in respect of each parcel of land one where rule 11 (3) of the search extends to more than one parcel, subject to a maximum of 16	nil	nil	01/04/09	

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Official search (including issue of official certificate of search)				
a) in only part of the register	4.00	4.00	01/04/10	D/L
b) in the whole of the register - post or fax	15.00	15.25	01/04/16	D/L
c) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16	15.00	15.25	01/04/16	D/L
 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	nil	nil	01/07/10	
Extract of register in place of personal search	15.00	15.25	01/04/16	D/L
CON29(R) Enquiries				
One parcel of land	84.00 *	85.00 *	01/04/16	N/I/P
Several parcels of land				
First extra parcel				
Each addition (fees that exceed 100 to be fixed by arrangement)	36.00 *	36.50 *	01/04/16	N/I/P
Update Search Fee	60.00 *	60.50 *	01/04/16	N/I/P

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(B) Charges determined by Committee

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Part 2 Enquiries				
Each printed enquiry	20.40 *	20.50 *	01/04/16	D/L
With exception to Question 4	32.40 *	32.75 *	01/04/16	N/I/P
Each additional enquiry	34.80 *	35.25 *	01/04/16	N/I/P
With exception of surrounding area enquiries	50.40 *	51.00 *	01/04/16	N/I/P
 Provision of access data to external body to answer CON29(R) and (O) questions Data for CON 29(R) questions	nil	nil	01/07/10	
Copying Charges - Legal Documents				
Certified Copy of Land Search	11.00	11.25	01/04/16	D/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	28.00	28.25	01/04/16	N/I/P

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(B) Charges determined by Committee

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Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Street Naming & Numbering 1 new property/ house or premise name change (to include property conversions up to 4 units)	56.00 *	56.75 *	01/04/16	N/I/P
New Addresses - (Block names included) in an existing road 1 - 5 plots 6 - 25 plots 26 - 45 plots 46 - 100 plots 100+ plots	56.00 *	56.75 *	01/04/16	N/I/P
	77.00 *	77.75 *	01/04/16	N/I/P
	165.00 *	166.75 *	01/04/16	N/I/P
	215.00 *	217.25 *	01/04/16	N/I/P
	330.00 *	333.50 *	01/04/16	N/I/P
New Addresses plus new road names 1 - 5 plots 6 - 25 plots 26 - 45 plots 46 - 100 plots 100+ plots	105.00 *	106.00 *	01/04/16	N/I/P
	145.00 *	146.50 *	01/04/16	N/I/P
	305.00 *	308.25 *	01/04/16	N/I/P
	410.00 *	414.25 *	01/04/16	N/I/P
	615.00 *	621.25 *	01/04/16	N/I/P

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(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
MUSIC SCHOOL:				
(A) Saturday and Weekday Music Centre (32 sessions per year including 2 concerts)				
Registration Fee (Direct Debit fees now apply)	see (H)	see (H)	01/04/15	N/A
Individual Lesson (Direct Debit fees now apply)	see (H)	see (H)	01/04/15	N/A
Group Lesson - 2 pupils (Direct Debit fees now apply)	see (H)	see (H)	01/04/15	N/A
Group Lesson - 3 pupils (Direct Debit fees now apply)	see (H)	see (H)	01/04/15	N/A
Music Kindergarten (Direct Debit fees now apply)	44.00	see (H)	01/04/15	N/A
Young Musicians Registration Fee	56.00	57.10	01/04/16	I/N/P
Young Musicians Instrumental Class (group of 4)	53.00	54.10	01/04/16	I/N/P
(B) Associate Ensemble Membership				
Associate Member (Primary) (Direct Debit fees now apply)	see (H)	see (H)	01/04/15	N/A
Associate Member (Secondary) (Direct Debit fees now apply)	see (H)	see (H)	01/04/15	N/A
Associate Member (Adult)	46.00	47.00	01/04/16	I/N/P
(C) Hire of Instruments (Annual Charge)				
	32.50	33.20	01/04/16	I/N/P

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(D) Scholarships Secondary - Individual Lesson (15 minutes) 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>	N/A 143.00 11.00	Deleted Charge see (H) 11.30	01/04/15 01/04/15 01/04/16	Deleted Charge Deleted Charge I/N/P
(E) Administration fees Examination entries Assisted Instrument Purchase Scheme Late payment fee (SWMC) Late cancellation fee (SWMC)	1.50 5.00 5.00 1/3 of tuition fees	1.50 5.00 5.00	01/04/14 01/04/14 01/04/14 01/04/14	G/L G/L G/L G/L
(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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(G) Peripatetic tuition in schools and colleges (per hour pro rata)				
Academies and non-LA				
Basic	41.00	42.00	01/04/16	I/N/P
Over 15 hours per week	40.00	41.00	01/04/16	I/N/P
Over 25 hours per week	39.00	40.00	01/04/16	I/N/P
LA schools in Havering				
Basic	39.50	40.50	01/04/16	I/N/P
Over 10 hours per week - now charged at Basic rate	39.50	N/A	01/04/16	
Over 15 hours per week	38.50	39.50	01/04/16	I/N/P
Over 25 hours per week	37.50	38.50	01/04/16	I/N/P
(H) Direct Debit (weekly cost, charged over 52 weeks)				
<i>Charges approved for pilot scheme in Autumn Term 2013</i>				
Bronze (36 shared 20mn lessons, Theory & 30mn Ensemble)				
First instrument	6.50	6.50	01/04/14	G/L
Second instrument	5.00	5.10	01/04/16	I/N/P
Third instrument	3.75	3.85	01/04/16	I/N/P
Silver (36 shared 30mn lessons, Theory, 60mn Ensemble & Summer School)				
First instrument	10.50	10.75	01/04/16	I/N/P
Second instrument	8.00	8.20	01/04/16	I/N/P
Third instrument	5.50	5.65	01/04/16	I/N/P

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(H) Direct Debit (continued)				
Gold (36 individual lessons, Theory, unlimited Ensembles & Summer School)				
First instrument	16.00	16.40	01/04/16	I/N/P
Second instrument	13.00	13.30	01/04/16	I/N/P
Third instrument	11.00	11.30	01/04/16	I/N/P
Kindergarten	3.00	3.00	01/04/14	G/L
One ensemble only	3.00	3.00	01/04/14	G/L
Unlimited ensembles only	5.75	5.90	01/04/16	I/N/P
(I) Remissions Scheme charges (reduced fees)				
Bronze (36 shared 20mn lessons, Theory & 30mn Ensemble)				
First instrument (Pupil Premium students)	N/A	2.31	01/04/16	New Charge
First instrument (Looked After Children)	N/A	0.00	01/04/16	New Charge
Silver (36 shared 30mn lessons, Theory, 60mn Ensemble & Summer School)				
First instrument (Pupil Premium students)	N/A	3.82	01/04/16	New Charge
First instrument (Looked After Children)	N/A	0.00	01/04/16	New Charge
Gold (36 individual lessons, Theory, unlimited Ensembles & Summer School)				
First instrument (Pupil Premium students)	N/A	5.82	01/04/16	New Charge
First instrument (Looked After Children)	N/A	0.00	01/04/16	New Charge

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<p>(I) Remissions Scheme charges (reduced fees)</p> <p>Kindergarten or One ensemble only:</p> <p> Pupil Premium students</p> <p> Looked After Children</p> <p>Unlimited ensembles only:</p> <p> Pupil Premium students</p> <p> Looked After Children</p> <p>Instrument Hire (per annum):</p> <p> Pupil Premium students</p> <p> Looked After Children</p> <p>Eligibility for reduced fees based on children (age 5-18):</p> <p>1. Student's school in receipt of Pupil Premium for the pupil</p> <p>2. Looked After Child</p> <p>3. Current Free School Meals eligibility or similar at Music School Manager's discretion</p> <p>New students usually eligible for one remission but Music School Manager to retain discretion to allow additional instruments, e.g. in cases where an existing multi-instrumentalist learning with HMS becomes eligible for a remission.</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>1.07</p> <p>0.00</p> <p>2.10</p> <p>0.00</p> <p>10.00</p> <p>0.00</p>	<p>01/04/16</p> <p>01/04/16</p> <p>01/04/16</p> <p>01/04/16</p> <p>01/04/16</p> <p>01/04/16</p>	<p>New Charge</p> <p>New Charge</p> <p>New Charge</p> <p>New Charge</p> <p>New Charge</p> <p>New Charge</p>

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MY PLACE: (All charges are for 1hr unless stated otherwise)				
Charges for Community Organisations and Non Profit Organisations				
Off Peak (Mon - Fri 9am - 6pm)				
Performance Hall	18.60	21.00	01/04/16	S/N/L
Performance Hall with staging, sound and lighting:				
4 hrs (if done by hirer)	93.00	104.00	01/04/16	S/N/L
4 hrs (if done by myplace staff)	New Charge *	124.80 *	01/04/16	New Charge
Music Studio				
1 hr	New Charge *	10.50 *	01/04/16	New Charge
4 hrs	41.20 *	Deleted Charge *	01/04/16	Deleted Charge
Technician	18.60 *	22.80 *	01/04/16	S/N/L
Games Room	15.50	16.50	01/04/16	S/N/L
Art Room	9.30	9.50	01/04/16	S/N/L
Health Room	7.20	8.00	01/04/16	S/N/L
IAG Room	7.20	7.50	01/04/16	S/N/L
Counselling Room	7.20	7.50	01/04/16	S/N/L
Large Meeting Room	12.50	14.00	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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Charges for Community Organisations and Non Profit Organisations (continued):				
Off Peak (Mon - Fri 9am - 6pm)				
Small Meeting Room	8.30	9.00	01/04/16	S/N/L
Bike Workshop	12.40	12.70	01/04/16	S/N/L
IT Hub - reservation fee per computer	0.00	0.00	01/04/13	
Peak (Mon - Fri after 6pm and at weekends)				
Performance Hall	23.00	25.50	01/04/16	S/N/L
Party Bookings (Weekend)	32.00	34.00	01/04/16	S/N/L
Performance Hall with staging, sound and lighting:				
4 hrs (if done by hirer)	135.00	145.00	01/04/16	S/N/L
4 hrs (if done by myplace staff)	New Charge *	174.00 *	01/04/16	New Charge
Music Studio				
1 hr	New Charge *	13.50 *	01/04/16	New Charge
4 hrs	52.00 *	Deleted Charge *	01/04/16	Deleted Charge
Technician	18.60 *	22.80 *	01/04/16	S/N/L
Games Room	20.70	22.00	01/04/16	S/N/L
Art Room	12.40	12.60	01/04/16	S/N/L
Health Room	9.30	10.50	01/04/16	S/N/L
IAG Room	9.30	10.00	01/04/16	S/N/L
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Charges for Community Organisations and Non Profit Organisations (continued):				
Peak (Mon - Fri after 6pm and at weekends)				
Counselling Room	9.30	10.00	01/04/16	S/N/L
Large Meeting Room	15.50	17.40	01/04/16	S/N/L
Small Meeting Room	10.30	11.50	01/04/16	S/N/L
Bike Workshop	15.50	15.80	01/04/16	S/N/L
IT Hub - reservation fee per computer	0.00	0.00	01/04/13	
<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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Charges for Small Businesses (All charges are for 1hr unless stated otherwise)				
<i>(A small business is defined as a business that employs fewer than 50 people)</i>				
Off Peak (Mon - Fri 9am - 6pm)				
Performance Hall	New Charge	27.75	01/04/16	New Charge
Performance Hall with staging, sound and lighting:				
4 hrs (if done by hirer)	New Charge	142.00	01/04/16	New Charge
4 hrs (if done by myplace staff)	New Charge *	170.40 *	01/04/16	New Charge
Technician	New Charge *	22.80 *	01/04/16	New Charge
Games Room	New Charge	24.75	01/04/16	New Charge
Art Room	New Charge	15.25	01/04/16	New Charge
Health Room	New Charge	13.25	01/04/16	New Charge
IAG Room	New Charge	12.25	01/04/16	New Charge
Counselling Room	New Charge	12.25	01/04/16	New Charge
Large Meeting Room	New Charge	21.00	01/04/16	New Charge
Small Meeting Room	New Charge	15.75	01/04/16	New Charge
Bike Workshop	New Charge	19.60	01/04/16	New Charge
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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Charges for Small Businesses (continued)				
Peak (Mon - Fri after 6pm and at weekends)				
Performance Hall	New Charge	35.25	01/04/16	New Charge
Performance Hall with staging, sound and lighting:				
4 hrs (if done by hirer)	New Charge	207.50	01/04/16	New Charge
4 hrs (if done by myplace staff)	New Charge *	249.00 *	01/04/16	New Charge
Technician	New Charge *	22.80 *	01/04/16	New Charge
Games Room	New Charge	33.50	01/04/16	New Charge
Art Room	New Charge	19.45	01/04/16	New Charge
Health Room	New Charge	16.75	01/04/16	New Charge
IAG Room	New Charge	15.80	01/04/16	New Charge
Counselling Room	New Charge	15.80	01/04/16	New Charge
Large Meeting Room	New Charge	25.70	01/04/16	New Charge
Small Meeting Room	New Charge	18.25	01/04/16	New Charge
Bike Workshop	New Charge	23.65	01/04/16	New Charge
 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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Charges for Commercial Organisations				
Off Peak (Mon - Fri 9am - 6pm)				
Performance Hall	31.00	34.50	01/04/16	S/N/L
Performance Hall with staging, sound and lighting:				
4 hrs (if done by hirer)	165.50	180.00	01/04/16	S/N/L
4 hrs (if done by myplace staff)	New Charge *	0.00 *	01/04/16	New Charge
Music Studio				
1 hr	New Charge *	15.75 *	01/04/16	New Charge
4 hrs	62.00 *	Deleted Charge *	01/04/16	Deleted Charge
Technician	28.00 *	28.00 *	01/04/15	G/L
Games Room	31.00	33.00	01/04/16	S/N/L
Art Room	20.60	21.00	01/04/16	S/N/L
Health Room	16.50	18.50	01/04/16	S/N/L
IAG Room	16.50	17.00	01/04/16	S/N/L
Counselling Room	16.50	17.00	01/04/16	S/N/L
Large Meeting Room	26.00	28.00	01/04/16	S/N/L
Small Meeting Room	20.60	22.50	01/04/16	S/N/L
Bike Workshop	26.00	26.50	01/04/16	S/N/L
IT Hub - reservation fee per computer	0.00	0.00	01/04/13	
<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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Basis for setting charge increase above complies with either:

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**Communities and Resources
Culture & Leisure Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	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	41.20	45.00	01/04/16	S/N/L
Performance Hall with staging, sound and lighting:				
4 hrs (if done by hirer)	250.00	270.00	01/04/16	S/N/L
4 hrs (if done by myplace staff)	New Charge *	324.00 *	01/04/16	New Charge
Music Studio				
1 hr	New Charge *	21.00 *	01/04/16	New Charge
4 hrs	82.50 *	Deleted Charge *	01/04/16	Deleted Charge
Technician	28.00 *	28.00 *	01/04/15	G/L
Games Room	41.20	45.00	01/04/16	S/N/L
Art Room	25.80	26.30	01/04/16	S/N/L
Health Room	20.60	23.00	01/04/16	S/N/L
IAG Room	20.60	21.60	01/04/16	S/N/L
Counselling Room	20.60	21.60	01/04/16	S/N/L
Large Meeting Room	30.90	34.00	01/04/16	S/N/L
Small Meeting Room	23.00	25.00	01/04/16	S/N/L
Bike Workshop	31.00	31.50	01/04/16	S/N/L
IT Hub - reservation fee per computer	0.00	0.00	01/04/13	
<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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**Communities and Resources
Culture & Leisure Services**

(B) Charges determined by Committee

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	*VAT inclusive Basis of Increase and Charging Policy
Additional Services: Rigging (per person per hour) De-rigging (per person per hour) † 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.	18.60 * 26.00 *	20.00 * 26.00 *	01/04/16 01/04/15	S/N/L G/L

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**Communities and Resources
Regulatory Services**

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

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Registrar of Births, Deaths and Marriages and Civil Partnerships (A):				
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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**Communities and Resources
Regulatory Services**

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

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	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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**Communities and Resources
Regulatory Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
REGISTRAR OF BIRTHS, DEATHS, MARRIAGES AND CIVIL PARTNERSHIPS (B):				
Off site attendance to officiate at an approved premise wedding/civil partnership:				
Monday to Friday	400.00	500.00	01/04/16	D/L
Saturday	485.00	600.00	01/04/16	D/L
Sunday/ Bank Holiday	600.00	700.00	01/04/16	D/L
On site attendance to officiate at a wedding/civil partnership held in Langtons Hall:				
Removing high and low season - just one price				
Monday to Thursday	0.00	450.00	01/04/16	D/L
Friday (Inc. red carpet)	0.00	550.00	01/04/16	D/L
Saturday (Inc. red carpet)	0.00	750.00	01/04/16	D/L
Sunday/ Bank Holiday (Inc. red carpet)	0.00	800.00	01/04/16	D/L
<p>2015-16 charges are available for reference on the 'Council's Spending Plan Section' of the website https://www.haverling.gov.uk/Pages/Services/Council-spending-plans-consultation.aspx</p>				

Basis of Increase:

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**Communities and Resources
Regulatory Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	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: Removing high/low season - just one price Monday to Thursday Friday Saturday Sunday/ Bank Holiday 2015-16 charges are available for reference on the 'Council's Spending Plan Section' of the website https://www.havering.gov.uk/Pages/Services/Council-spending-plans-consultation.aspx				
Other Civil Ceremonies Welcoming Ceremonies / Re-affirmation of vows (* prices include VAT) Held in Langtons Wedding Rooms Removing high/low season - just one price Monday to Thursday Friday Saturday Sunday 2015-16 charges are available for reference on the 'Council's Spending Plan Section' of the website https://www.havering.gov.uk/Pages/Services/Council-spending-plans-consultation.aspx				

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**Communities and Resources
Regulatory Services**

(B) Charges determined by Committee

Income Source	Charges 2015/16	Charges 2016/17	Operative Date of Latest Notified Charge	*VAT inclusive
	(from April 2015) £	(from April 2016) £		Basis of Increase and Charging Policy
Welcoming Ceremonies / Re-affirmation of vows (* prices include VAT)				
Held in Langtons Hall				
Removing high/low season - just one price				
Monday to Thursday	0.00 *	400.00 *	01/04/16	D/L
Friday	0.00 *	550.00 *	01/04/16	D/L
Saturday	0.00 *	750.00 *	01/04/16	D/L
Sunday	0.00 *	800.00 *	01/04/16	D/L
2015-16 charges are available for reference on the 'Council's Spending Plan Section' of the website				
https://www.havering.gov.uk/Pages/Services/Council-spending-plans-consultation.aspx				
(An additional £100 is charged if any ceremony falls on the following three days: Valentine's Day, Christmas Eve or New Year's Eve)	0.00	100.00	01/04/16	New Charge
Individual Citizenship Ceremony	140.00	150.00	01/04/16	D/L
Wedding Rehearsal fee (per half hour)	40.00	50.00	01/04/16	D/L
Wedding Packages				
Silver Wedding Package/Civil Partnership Package (Friday)	1,200.00 *	2,400.00 *	01/04/16	D/L
Gold Wedding Package/Civil Partnership Package	2,200.00 *	3,600.00 *	01/04/16	D/L
Saturday Winter Wedding Package	0.00 *	4,800.00 *	01/04/16	New Charge
Surcharge for evening weddings at 5pm & 6pm on Thursdays & Fridays (includes Langton's House and Approved Premises)	100.00 *	180.00 *	01/04/16	D/L

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**Communities and Resources
Regulatory Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Surcharge for candlelit weddings between October-March in addition to evening wedding option	150.00 *	180.00 *	01/04/16	D/L
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	30.00	50.00	01/04/16	D/L
Hire of Round tables	30.00 *	50.00 *	01/04/16	D/L
Extra linen requirement above standard 50 people on packages (price per person)	0.00 *	10.00 *	01/04/16	New Charge
Premium Appointment Service (additional casual registrars used to cover up to one hour)	0.00	40.00	01/01/16	New Charge
Non-Refundable booking fee for Notice of Marriage (Saturdays) (applies to non-attendees only)	35.00	40.00	01/04/16	D/L
Langtons Hall Hire (Hourly)				
Monday - Friday 9.00-17.00	30.00	40.00	01/04/16	D/L
Monday - Thursday 17.00-24.00	40.00	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	90.00	01/04/16	D/L

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**Communities and Resources
Regulatory Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Langtons Room Hire at all times (Hourly) (A discount of 40% applies for Charity/Community groups by application)	30.00	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	560.00 *	720.00 *	01/04/16	D/L
Half A5 Page - Landscape	305.00 *	384.00 *	01/04/16	D/L
Quarter A5 Page - Portrait	180.00 *	240.00 *	01/04/16	D/L
Back Cover - Whole A5 Page - Portrait	1,120.00 *	1440.00 *	01/04/16	D/L
Inside Front and Back Cover - Whole A5 Page - Portrait	840.00 *	1080.00 *	01/04/16	D/L
Nationality Checking Service				
Single Adult	60.00	60.00	01/04/12	D/L
Child	35.00	35.00	01/04/12	D/L
Copy Certificate fast-track service				
Within 24 hours+	15.00	20.00	01/04/16	D/L
While you wait+	30.00	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	5.00	6.00	01/04/16	D/L
Copy certificates by 1st class recorded delivery	4.00	5.00	01/04/16	D/L

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oneSource
Asset Management

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	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	L
Electricity Charge per Ground Space/6ft frontage <i>(Electricity Charges will be applied to all licences other than to Traders with a Council approved personal metered supply)</i>	11.70	11.70	01/04/15	L
Extra Land (Daily Charge)	5.35	5.35	01/04/15	L
Other one-off charges				
Nomination of Licence	255.00	255.00	01/04/15	L
Nomintation of Licence to member of Family	185.00	185.00	01/04/15	L
Other alterations to Licences	42.50	42.50	01/04/15	L
Casual Trader Market Charges				
Daily Charges				
Saturday Market – Ground Space/6ft frontage including electricity	27.00	27.00	01/04/15	L
Wed or Friday Market – Ground Space/6ft frontage including electricity	19.00	19.00	01/04/15	L
Extra Land (Daily Charge)	5.35	5.35	01/04/15	L

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Asset Management**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	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	L
Casual Traders - Ground space/6ft frontage including electricity	24.00	24.00	01/04/15	L
Extra Land (Daily Charge)	5.35	5.35	01/04/15	L

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**Communities and Resources
Streetcare Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
STREETCARE:				
Borough Roads:				
(i) Licences				
To place skip/builders materials on highway/footway				
Up to first 14 days	45.50	70.00	01/04/16	D/L
Each additional period of up to 7 days	25.25	60.00	01/04/16	D/L
Hoardings / Scaffolds				
Deposit (refundable subject to no damage to highway/footway)	61.25	62.00	01/04/16	I/N/P
2014/15 per linear metre min 302.50				
2015/16 per linear metre min 306.00				
Up to first 28 days/each occasion	25.00	25.50	01/04/16	I/N/P
2014/15 per linear metre min 122.50				
2015/16 per linear metre min 124.00				
Each additional period of up to 28 days/occasion	25.00	25.50	01/04/16	I/N/P
(ii) Vehicle Crossovers (per square metre)				
Non refundable charge for providing a quotation	116.50	123.00	01/04/16	D/L
	New Charge	50.00	01/04/16	New Charge
(iii) Road Closures				
	1,414.00 *	1,450.00 *	01/04/16	D/L
(iv) Clearance of Blocked Drains				
	108.00	120.00	01/04/16	D/L

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**Communities and Resources
Streetcare Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
(v) Crane license (charges based on TMA 2004 permitted charges) Minimum Maximum	247.50 422.50	250.00 430.00	01/04/16 01/04/16	I/N/P I/N/P
Refuse Collection:				
(i) Bulky Household Refuse				
1 to 10 points	24.20	WITHDRAWN	01/04/15	D/L
1 to 10 points concessionary	18.15	WITHDRAWN	01/04/15	D/L
11 to 20 points	45.68	WITHDRAWN	01/04/15	D/L
11 to 20 points concessionary	34.65	WITHDRAWN	01/04/15	D/L
21 to 30 points	67.73	WITHDRAWN	01/04/15	D/L
21 to 30 points concessionary	51.45	WITHDRAWN	01/04/15	D/L
1 to 3 items	New Charge	30.00	01/04/16	New/L
Each additional item	New Charge	10.00	01/04/16	New/L
(ii) Compostable garden refuse sacks				
(Year's supply of 5 rolls of 10 sacks per roll)				
Standard	35.50	35.00	01/04/16	D/L
Concession	28.50	WITHDRAWN	01/04/15	D/L
Top up roll (10 sacks)	7.00	7.00	01/04/15	D/L
Top up roll delivery	4.00	4.00	01/04/15	D/L

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**Communities and Resources
Streetcare Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
(iii) Green Waste Collection Service (per annum) (Wheeled bin hire included)				
Full year	35.50	35.00	01/04/16	D/L
Full year – concession	28.50	WITHDRAWN	01/04/15	D/L
6 months – starting October	21.50	WITHDRAWN	01/04/15	D/L
6 months – starting October concession	17.50	WITHDRAWN	01/04/15	D/L
Late payment charge	5.00	5.00	01/04/12	No change/L
Late payment charge after bin collection	10.00	10.00	01/04/12	No change/L
Replacement bin charge	26.00	27.00	01/04/16	I/N/P
(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)	144.50	145.00	01/04/16	D/L
Trade refuse sacks (pack of 26) for Charity shops	112.35	113.00	01/04/16	D/L
Cardboard Collection	2.90	3.00	01/04/16	I/N/P
Container emptying and disposal:				
1100 / Pal / 660 litre bin -1st bin per visit	30.65	31.00	01/04/16	I/N/P
2nd & subsequent bins	29.55	30.00	01/04/16	I/N/P
360 litre wheeled bin	24.05	25.00	01/04/16	D/L

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**Communities and Resources
Streetcare Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
(iv) Trade Refuse Collection Service (continued)				
Container emptying:				
Charity shops	21.85	25.00	01/04/16	D/L
LBH Schools	22.95	25.00	01/04/16	D/L
2nd collection from residential blocks per bin	5.00	7.00	01/04/16	D/L
Container hire (per annum):				
Eurobins:				
1100 litres	214.00	215.00	01/04/16	D/L
660 litres	159.00	160.00	01/04/16	D/L
Chamberlains:				
940 litres	159.00	160.00	01/04/16	D/L
Palladin:				
940 litres	140.00	145.00	01/04/16	D/L
(v) Collection & disposal of trade clinical waste (per bag / box)	10.88	11.00	01/04/16	I/N/P
(vi) Special clearances of rubbish:				
Up to 30 minutes on site	99.50	100.00	01/04/16	D/L
Up to 1 hour on site	199.00	200.00	01/04/16	D/L
Each 15 minute thereafter	49.50	50.00	01/04/16	I/N/P

Basis of Increase:

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- D - Recommendation of Head of Service
- 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

**Communities and Resources
Regulatory Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
TRADING STANDARDS:				
<p align="center">Trading Standards NE London Metrology Partnership Income Income is credited to the joint trading account</p>				
<p align="center">Section 11 (4) of the Weights and Measures Act 1985</p>				
Measuring Instruments:				
(a) Linear (with or without divisions/sub divisions, scale not exceeding 3m) - each scale	11.90 *	12.15 *	01/04/16	D/L
(b) Capacity (without divisions, not exceeding 1 litre) - each measure	9.50 *	10.00 *	01/04/16	D/L
(c) Cubic ballast				
Other than brim (each measure)	197.50 *	201.50 *	01/04/16	D/L
Brim/bucket type (each measure)	87.10 *	89.00 *	01/04/16	D/L
1. Liquid capacity measures for making and checking average quantity purchases each measure	30.90 *	31.50 *	01/04/16	D/L
2. Templates (per scale)				
First item	54.25 *	55.25 *	01/04/16	D/L
Second and subsequent items	22.00 *	22.50 *	01/04/16	D/L

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**Communities and Resources
Regulatory Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Measuring Instruments (continued):				
(d) Liquid fuel, Lubricants etc. (each instrument)				
1. Container type (not sub-divided)	102.80 *	103.00 *	01/04/16	D/L
2. Other types (multi-outlets)	102.80 *	103.00 *	01/04/16	D/L
1 meter tested	131.80 *	134.00 *	01/04/16	D/L
Each additional meter tested	80.70 *	82.50 *	01/04/16	D/L
3. Test of peripheral equipment on separate visit	102.80 *	103.00 *	01/04/16	D/L
4. Test of credit card acceptor	102.80 *	103.00 *	01/04/16	D/L
5. MID verification	102.80 *	103.00 *	01/04/16	D/L
1 meter tested	165.15 *	168.25 *	01/04/16	D/L
Each additional meter	100.90 *	102.90 *	01/04/16	D/L
(e) Intoxication liquor (each instrument)				
Not exceeding 150ml (individual submissions)	19.60 *	20.00 *	01/04/16	D/L
Other	23.45 *	24.00 *	01/04/16	D/L

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**Communities and Resources
Regulatory Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Measuring Instruments (continued):				
(f) Each weight (stamping)				
1. Weights exceeding 5kg or not exceeding 500mg, 2cm	10.70 *	11.00 *	01/04/16	D/L
2. Other weights	8.30 *	8.40 *	01/04/16	N/I/P
3. Other weights (more than one submitted)	6.90 *	7.05 *	01/04/16	D/L
4. Adjusting weights (per hour)	102.80 *	105.00 *	01/04/16	D/L
(g)				
1. Calibrated to weigh only metric:				
Not exceeding 15kg	33.50 *	34.20 *	01/04/16	D/L
Exceeding 15kg to 100kg	47.90 *	48.90 *	01/04/16	D/L
Exceeding 100kg to 250kg	79.40 *	81.00 *	01/04/16	D/L
Exceeding 250kg to 1 tonne	115.30 *	117.60 *	01/04/16	D/L
Exceeding 1 tonne to 10 tonne	186.00 *	188.00 *	01/04/16	N/I/P
Exceeding 10 tonnes to 30 tonnes	387.75 *	395.00 *	01/04/16	D/L
Exceeding 30 tonnes to 60 tonnes	577.50 *	588.50 *	01/04/16	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:	102.80 *	105.00 *	01/04/16	D/L

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**Communities and Resources
Regulatory Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Measuring Instruments (continued):				
3. Medical weighing scales				
Not exceeding 15kg	33.30 *	34.00 *	01/04/16	D/L
Exceeding 15kg to 100kg	47.30 *	49.25 *	01/04/16	D/L
Exceeding 100kg to 250kg	79.40 *	81.00 *	01/04/16	D/L
Exceeding 250kg to 1 tonne	115.35 *	117.50 *	01/04/16	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)	44.85 *	45.80 *	01/04/16	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 *	01/04/16	
Other Weighing or Measuring Equipment				
Brake tester/spring balance type	54.25 *	55.30 *	01/04/16	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)	102.80 *	105.00 *	01/04/16	D/L

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**Communities and Resources
Regulatory Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Standards Services provided to Other Local Authorities				
Testing and Associated Services (per hour)	85.65	87.60	01/04/16	D/L
Collection Delivery charge (price shown is per mile) return trip + congestion charge where applicable	0.67	0.70	01/04/16	D/L
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)	85.65	87.55	01/04/16	D/L
UKAS Laboratory				
Charge for calibration to M1 level 25kg - 1mg (Incl. cert where total order over £100):				
One weight submitted	15.75 *	19.00 *	01/04/16	D/L/N
Certificate where total order is less than 100	24.65 *	30.05 *	01/04/16	D/L/N

Basis of Increase:

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- S - An increase above inflation in line with a corporate saving plan
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**Communities and Resources
Regulatory Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
UKAS Laboratory (continued): Charge for calibration to F2 level 20kg - 1mg (Incl. cert where total order over £100): One weight submitted Certificate where total order is less than £100 (Where multiple weights are submitted of the same nomination a 10% reduction may apply).	38.40 * 24.65 *	46.55 * 30.05 *	01/04/16 01/04/16	D/L/N D/L/N
GLC (General Powers) Act 1985 Competitive Bidding - Licence Registration fee	331.30	337.65	01/04/16	D/L
Financial Investigation by Accredited Financial Investigator (LA) Where no individual agreement exists, per hour spent by AFI	60.00	65.00	01/04/16	D/L
'PASS' Alcohol awareness retailer training fee (per delegate - Inc. VAT)	61.80 *	63.20 *	01/04/16	D/L

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**Communities and Resources
Streetcare Services**

(A) Statutory and Nationally Agreed Charges - London Councils

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
TRAFFIC & PARKING CONTROL (A):				
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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**Communities and Resources
Streetcare Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
TRAFFIC & PARKING CONTROL (B):				
PARKING FACILITIES				
Romford Area Car Parks - Mixed Tariff				
Monday to Friday (Period Hours)				
0 - 1	0.60 *	0.60 *	04/06/07	No Change/L
1 - 2	1.20 *	1.20 *	04/06/07	No Change/L
2 - 3	2.40 *	2.40 *	04/06/07	No Change/L
3 - 4	3.00 *	3.00 *	04/06/07	No Change/L
4 - 5	6.00 *	6.00 *	04/06/07	No Change/L
5 - 6	7.00 *	7.00 *	04/06/07	No Change/L
6 - 7	8.00 *	8.00 *	04/06/07	No Change/L
7 - 8	9.00 *	9.00 *	04/06/07	No Change/L
over 8	10.00 *	10.00 *	04/06/07	No Change/L
Lost Ticket	10.00 *	10.00 *	04/06/07	No Change/L
Solo Motorcycle	No Charge *	No Charge *	04/06/07	No Change/L
Saturday (Period Hours)				
0 - 1	1.20 *	1.20 *	04/06/07	No Change/L
1 - 2	2.40 *	2.40 *	04/06/07	No Change/L
2 - 3	2.60 *	2.60 *	04/06/07	No Change/L
3 - 4	3.00 *	3.00 *	04/06/07	No Change/L
4 - 5	6.00 *	6.00 *	04/06/07	No Change/L

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**Communities and Resources
Streetcare Services**

(B) Charges determined by Committee

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Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	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	No Change/L
6 - 7	8.00 *	8.00 *	04/06/07	No Change/L
7 - 8	9.00 *	9.00 *	04/06/07	No Change/L
over 8	10.00 *	10.00 *	04/06/07	No Change/L
Lost Ticket	10.00 *	10.00 *	04/06/07	No Change/L
Solo Motorcycle	No Charge	No Charge	04/06/07	No Change/L
Front of Town Hall - First 20mins (Then variable as above)	0.20 *	0.20 *	04/06/07	No Change/L
Market Place (Non-market days)				
0 - 1	0.60 *	0.60 *	04/06/07	No Change/L
1 - 2	1.20 *	1.20 *	04/06/07	No Change/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	
1Pay by Phone Text Messages £0.10	0.00 *	0.00 *	01/04/11	
*Pay by Phone Convenience Fee 2015-16 was £0.20				
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				

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**Communities and Resources
Streetcare Services**

(B) Charges determined by Committee

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Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	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 0 - 2 2 - 3 3 - 4 4 - 5 5 - 6 6 - 7 7 - 8 8 - 12 Solo Motorcycles 6pm to 7am	No Charge * 1.00 * 2.00 * 3.00 * 4.00 * 5.00 * 6.00 * 7.00 * 8.00 * No Charge No Charge	No Charge * 1.00 * 2.00 * 3.00 * 4.00 * 5.00 * 6.00 * 7.00 * 8.00 * No Charge No Charge	27/04/15 27/04/15 01/04/15 01/04/15 07/02/10 07/02/10 07/02/10 07/02/10 07/02/10 07/02/10 07/02/10	No Change/L No Change/L No Change/L No Change/L No Change/L No Change/L No Change/L No Change/L No Change/L No Change/L No Change/L

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Streetcare Services**

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Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<p>Long Stay Car Parks Marshalls Weekdays (All day) Saturdays (All day)</p> <p>*1Pay by Phone Convenience Fee for transactions £1.00 and under £0.05 *1Pay by Phone Convenience Fee for transactions over £1.00 £0.10 *1Pay by Phone Text Messages £0.10</p> <p>*Pay by Phone Convenience Fee 2015-16 was £0.20 *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</p> <p>Season Tickets Romford Central Area All car parks: Per quarter Per month</p>	<p>6.00 * 6.00 * 0.00 * 0.00 * 0.00 *</p> <p>200.00 * 70.00 *</p>	<p>6.00 * 6.00 * 0.00 * 0.00 * 0.00 *</p> <p>200.00 * 70.00 *</p>	<p>04/06/07 04/06/07 01/04/16 01/04/16 01/04/11</p> <p>01/02/12 01/02/12</p>	<p>No Change/L No Change/L</p> <p>No Change/L No Change/L</p>

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**Communities and Resources
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Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	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	No Change/L
per month	70.00 *	70.00 *	07/02/11	No Change/L
All other car parks:				
per quarter	150.00 *	155.00 *	01/04/16	S/L
per month	50.00 *	60.00 *	01/04/16	S/L
The Overnighter' (07:00 - 10:00 Mon-Fri/All day Sat-Sun) per month	30.00 *	30.00 *	01/02/12	No Change/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	No Change/L
12 mins - 30 mins	0.60	0.60	07/02/11	No Change/L
30 mins - 1 hour	1.00	1.00	07/02/11	No Change/L
1 hour - 1 hour 30 mins	1.60	1.60	07/02/11	No Change/L
1 hour 30 mins - 2 hours	2.00	2.00	07/02/11	No Change/L
Outside Romford Town Centre (Maximum Stay 3 hours)				
0 - 30 mins	No Charge	No Charge	06/04/15	No Change/L
0 - 2 hours	1.00	1.00	27/04/15	No Change/L
2 - 3 hours	2.00	2.00	06/04/15	No Change/L

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**Communities and Resources
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(B) Charges determined by Committee

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Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	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	25.00	06/04/15	No Change/L
2nd Permit per household	50.00	50.00	06/04/15	No Change/L
3rd Permit per household	75.00	75.00	06/04/15	No Change/L
Resident's visitor permits (book of 10)	12.50	12.50	06/04/15	No Change/L
Casual permit per 2 hours	5.25	5.25	07/02/11	No Change/L
Business parking permits (per annum)	106.58	200.00	01/04/16	S/L
Commuter Bays (per annum)	450.00	500.00	01/04/16	S/L
Domestic Carer Permit (per annum)	36.00	40.00	01/04/16	S/L
Amendment to existing permit	22.50	25.50	01/04/16	S/L
Cancellation of permit	15.00	15.00	07/02/11	No Change/L
Disc Parking Scheme and Other Miscellaneous Charges				
Purchase of Disc (per annum)	36.00	36.00	07/02/11	No Change/L
Waiver	20.00	20.00	06/04/15	No Change/L
Health and Homecare Permit (per annum)				
Amendment to existing permit	22.50	22.50	06/04/15	No Change/L
Cancellation of permit	15.00	15.00	07/02/11	No Change/L
License Holder Car Parks (per annum)	86.30 *	86.30 *	01/04/10	No Change/L

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**Communities and Resources
Streetcare Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2015/16 (from April 2015) £	Charges 2016/17 (from April 2016) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Disabled Blue Badge (per 3 years)	10.00	10.00	01/01/2012	No Change/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 3 - 5 hours Saturdays, Sundays & Bank Holidays Blue Badge holders (for up to 5 hours)	0.20 *	0.20 *	01/04/2014	No Change/L
	0.50 *	0.50 *	01/04/2014	No Change/L
		Free		
		Free		

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