

APPENDIX C

Schedule of Fees and Charges

Adults
Adult Services

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
1 Respite Care Weekly charges* Age over Pension Credit age Age 25 up to Pension Credit age Age 18 to 24 Annual increase subject to DWP minimum income allowance Net of personal expense allowance set by DOH * These charges will change in Jan/Feb 2019 when the new benefit, pension, and personal expense allowance rates are announced.	 125.65 81.75 66.55 	 TBC TBC TBC 	 09/02/18 09/02/18 09/02/18 	 L L L

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N - A nominal adjustment e.g. due to rounding of charge

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D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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Adults Adult Services

(A) Statutory and Nationally Agreed Charges -

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
2 Court of Protection				
Annual charges - Fixed Costs as directed by Court of Protection* Work up to and including the date upon which the court makes an order appointing a deputy for property and affairs	745.00	745.00	01/04/17	Court Direction
Annual management fee where the court appoints a local authority deputy for property and affairs, payable on the anniversary of the court order				
(a) for the first year:	775.00	775.00	01/04/17	Court Direction
(b) for the second and subsequent years:	650.00	650.00	01/04/17	Court Direction
Where the net assets are below £16,000, an annual management fee not exceeding 3.5% of net assets on the anniversary of the court order appointing the local authority as deputy				
Annual property management fee to include work involved in preparing property for sale, instructing agents, conveyancers, etc				
or the ongoing maintenance of property including management and letting of a rental property	300.00	300.00	01/04/17	Court Direction
Preparation of Annual Report for the Public Guardian	216.00	216.00	01/04/17	Court Direction
Preparing basic HMRC tax return	70.00	70.00	01/04/17	Court Direction
Preparing complex HMRC tax return	140.00	140.00	01/04/17	Court Direction
Travel time £40 per hour in units of £10/15 mins	40/hour	40/hour	01/04/17	Court Direction
Recoup of Application fee paid from HMRC Account	400.00	385.00	24/07/18	Court Direction
Increase subject to Court of Protection/Direction and the 2017 Rate is the 1st increase since 2011				

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Adults Adult Services

(B) Charges determined by Committee

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
1. Personal care and Support Provision of homecare delivery to Service Users Homecare rate - hourly charge; per minute of actual care <i>The individual contribution is subject to the individual means test assessment</i> Homecare rates are currently subject to review and may change following the publishing of these fees and charges	16.92	16.92	01/04/17	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	516.00	TBC	01/04/18	L
Residential Dementia	579.00	TBC	01/04/18	L
Nursing Frail	528.00	TBC	01/04/18	L
Nursing Dementia	565.00	TBC	01/04/18	L
Nursing Higher Rate	565.00	TBC	01/04/18	L
3. Day Centre Day care delivery to Service Users	40.00	40.00	07/04/14	L
Day Centre daily rate	10.00	10.00	07/04/14	L
Transport to Day Centre (inclusive of return journey)				

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4. Extra Care Housing				
Dreywood Court - hourly rate	15.00	15.28	01/04/18	L
St Ethelburga Court - hourly rate	15.00	15.28	01/04/18	L
Paines Brook Court - hourly rate	15.00	15.28	01/04/18	L
5. Deferred Payment Admin fees				
Initial set-up fee	658.00	658.00	11/04/16	L
Annual review charge	89.00	89.00	11/04/16	L

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Culture and Customer Access**

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LIBRARY SERVICES:				
Fines (per item, per day)				
Adults	0.38	0.39	01/04/19	I/N/P
Children	no charge	no charge	01/04/14	D/L
Spoken Words	0.38	0.39	01/04/19	I/N/P
Lost Tickets	4.20	4.30	01/04/19	I/N/P
Lost Items - Replacement Cost (Minimum charge £10 + fines)	Cost + fines	Cost + fines	01/04/14	D/P
Pre Overdue by email	Cost + fines	Cost + fines	01/04/14	D/P
Overdue notifications				
1st Overdue (E-Mail)	No Charge	No Charge	01/04/14	D/P
1st Overdue (Text/Telephone)	0.21	0.22	01/04/19	I/N/P
Reservations				
Adult (E-mail)	1.26	1.30	01/04/19	I/N/P
Adult (Text/Telephone)	1.46	1.50	01/04/19	I/N/P
Adult (Post)	1.89	1.95	01/04/19	I/N/P
Children	No Charge	No Charge	01/04/14	D/P

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Items not held within borough				
Adult	2.85	2.94	01/04/19	I/N/P
British Library Loans (plus postage)	13.20	13.60	01/04/19	I/N/P
Children	No Charge	No Charge	01/04/14	D/P
CDs				
Per week:				
Singles	1.35	1.40	01/04/19	I/N/P
Sets	2.35	2.40	01/04/19	I/N/P
Per 3 weeks:				
Spoken Word (registered blind exempt)	1.26	1.30	01/04/19	I/N/P
DVDs (per week)	3.25	3.35	01/04/19	I/N/P
Music Scores (3 Months)				
Cost to be agreed with customer before progressing order	Quoted	Quoted	01/04/15	D/P
Computer Use				
IT Hub - reservation fee per computer, per hour	No Charge	No Charge	01/04/15	D/P

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Photo Copies				
B/W A4	0.34	0.35	01/04/19	I/N/P
B/W A3	0.39	0.40	01/04/19	I/N/P
Colour A3	2.16	2.20	01/04/19	I/N/P
Colour A4	1.50	1.55	01/04/19	I/N/P
Photocopying single sided	0.34	0.35	01/04/19	I/N/P
Photocopying double sided	0.52	0.54	01/04/19	I/N/P
People's Network - Printing				
B/W A4 (Printout per page)	0.34	0.35	01/04/19	I/N/P
Colour A4 (Printout per page)	1.50	1.55	01/04/19	I/N/P
Library Space				
2 hours for sole & guaranteed use of specific space, to include use of a desk/table & chair(s) to organisations for activities that benefit their members or participants, or where "drop in" services are being offered	10.30	11.00	01/04/19	I/N/P
Office Space in libraries	10.30	11.00	01/04/19	I/N/P

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Community Group Room Hire	20% discount	20% discount	01/04/17	D/P
Elm Park Library				
Elm Park Meeting Room per hour (Equiv. Hornchurch CR2)	16.00	17.00	01/04/19	I/N/P
Harold Hill Library				
Harold Hill Meeting Room per hour	21.10	22.00	01/04/19	I/N/P
Harold Hill Office Space per hour	15.50	16.00	01/04/19	I/N/P
Hornchurch Library				
Hornchurch Large meeting room - First Hour	26.25	27.00	01/04/19	I/N/P
Hornchurch Large meeting room - Additional Hours	21.10	22.00	01/04/19	I/N/P
Hornchurch - After 10pm £26.25 locking up fees	26.25	27.00	01/04/19	I/N/P
Hornchurch Class Room One, per hour	21.10	22.00	01/04/19	I/N/P
Hornchurch Class Room Two, per hour	16.00	17.00	01/04/19	I/N/P
Hornchurch Office Space per hour	10.30	11.00	01/04/19	I/N/P
Upminster Library				
Upminster Meeting Room per hour	21.10	22.00	01/04/19	I/N/P
Upminster - After closing time £26.25 locking up fees	26.25	27.00	01/04/19	I/N/P

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Rainham Library				
Rainham Library Meeting Room 1 (large room) First Hour	26.25	27.00	01/04/19	I/N/P
Rainham Library Meeting Room 1 (large room) Additional Hours	21.10	22.00	01/04/19	I/N/P
Rainham Library Meeting Room 2 per hour	21.10	22.00	01/04/19	I/N/P
Rainham Library Meeting Room 3 per hour	21.10	22.00	01/04/19	I/N/P
Rainham Library Meeting Room 4 per hour	16.00	16.50	01/04/19	I/N/P
Rainham Library Meeting Room 5 per hour	16.00	16.50	01/04/19	I/N/P
Rainham - After closing time £26.25 locking up fees	26.25	27.00	01/04/19	I/N/P
Nursery Room	21.10	22.00	01/04/19	I/N/P
Romford Library				
Romford Large meeting room - First Hour	26.25	27.00	01/04/19	I/N/P
Romford Large meeting room - Additional Hours	21.10	22.00	01/04/19	I/N/P
Romford second meeting room per hour	21.10	22.00	01/04/19	I/N/P
Romford - After closing time £26.25 locking up fees	26.25	27.00	01/04/19	I/N/P
South Hornchurch Library				
South Hornchurch Library Room 1 per hour	10.30	11.00	01/04/19	I/N/P
South Hornchurch Library Room 2 per hour	10.30	11.00	01/04/19	I/N/P
South Hornchurch Library Room 3 per hour	16.00	16.50	01/04/19	I/N/P
Harold Wood Library				
Harold Wood Library Meeting Room per hour	16.00	16.50	01/04/19	I/N/P

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Room Hire Cancellation Notice of cancellation of room hire under 24 hours Notice of cancellation of room hire 1-3 days Notice of cancellation of room hire 3-7 days	75% of room hire fee 50% of room hire fee 25% of room hire fee	75% of room hire fee 50% of room hire fee 25% of room hire fee	01/04/14 01/04/15 01/04/15	D/P D/P D/P

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Exhibitions (per week)				
Upminster at exhibitors liability for one week	No Charge	No Charge	01/04/12	D/P
Hornchurch at exhibitors liability for one week	No Charge	No Charge	01/04/12	D/P
Cost of Recovery				
Accounts owing up to £99.00	10.30	10.61	01/04/19	I/N/P
Accounts owing £100.00 plus	20.60	21.22	01/04/19	I/N/P
Cost of Digital images				
Image on disc (including disc)	3.75	3.85	01/04/18	I/N/P
Image on USB (excluding USB)	3.75	3.85	01/04/18	I/N/P
Image on Paper price on application plus postage	Quoted	Quoted	01/04/14	D/P
Commercial Reproduction price on application	Quoted	Quoted	01/04/14	D/P

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FAIRKYTES				
Off Peak: Mon-Fri** up to 6pm*** (per hour unless otherwise stated)				
Main Room	18.50	19.00	01/04/19	I/N/P
Three hour hire discounted rate	40.50	42.00	01/04/19	I/N/P
Room 12	15.00	15.50	01/04/19	I/N/P
Three hour hire discounted rate	32.00	33.00	01/04/19	I/N/P
Room 13	11.50	12.00	01/04/19	I/N/P
Three hour hire discounted rate	25.00	26.00	01/04/19	I/N/P
Room 9	11.50	12.00	01/04/19	I/N/P
Three hour hire discounted rate	25.00	26.00	01/04/19	I/N/P
Art Room	14.00	15.00	01/04/19	I/N/P
Three hour hire discounted rate	29.50	31.00	01/04/19	I/N/P
Sculpture (includes access to Kiln Room when available)	11.50	12.00	01/04/19	I/N/P
Three hour hire discounted rate	24.00	25.00	01/04/19	I/N/P
Studio 1	27.00	28.00	01/04/19	I/N/P
Three hour hire discounted rate	58.00	60.00	01/04/19	I/N/P
Studio 2	18.00	18.50	01/04/19	I/N/P
Three hour hire discounted rate	40.00	41.00	01/04/19	I/N/P

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Off Peak: Mon-Fri** up to 6pm*** (continued) (per hour unless otherwise stated)				
Studio 3	11.50	12.00	01/04/19	I/N/P
Three hour hire discounted rate	24.00	25.00	01/04/19	I/N/P
Billet Studio 1	18.00	18.50	01/04/19	I/N/P
Three hour hire discounted rate	40.00	41.00	01/04/19	I/N/P
Billet Studio 2	12.00	13.00	01/04/19	I/N/P
Three hour hire discounted rate	25.00	26.50	01/04/19	I/N/P
Gallery Studio	15.50	16.00	01/04/19	I/N/P
Three hour hire discounted rate	35.00	36.00	01/04/19	I/N/P
Peak rate: Mon-Fri 6pm*** to close, all day Sat,Sun,public holidays (per hour unless otherwise stated)				
Main Room	22.00	23.00	01/04/19	I/N/P
Three hour hire discounted rate	48.00	49.50	01/04/19	I/N/P
Room 12	18.50	19.00	01/04/19	I/N/P
Three hour hire discounted rate	40.00	41.00	01/04/19	I/N/P
Room 13	15.00	15.50	01/04/19	I/N/P
Three hour hire discounted rate	32.00	33.00	01/04/19	I/N/P
Room 9	14.00	15.00	01/04/19	I/N/P
Three hour hire discounted rate	29.50	31.00	01/04/19	I/N/P

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Peak rate: Mon-Fri 6pm*** to close, all day Sat,Sun,public holidays (per hour unless otherwise stated)				
Art Room	18.50	19.00	01/04/19	I/N/P
<i>Three hour hire discounted rate</i>	40.00	41.00	01/04/19	I/N/P
Sculpture (includes access to Kiln Room when available)	12.50	13.00	01/04/19	I/N/P
<i>Three hour hire discounted rate</i>	26.00	27.00	01/04/19	I/N/P
Studio 1 ****	36.00	37.00	01/04/19	I/N/P
<i>Three hour hire discounted rate</i>	75.50	78.00	01/04/19	I/N/P
Studio 2	21.00	21.50	01/04/19	I/N/P
<i>Three hour hire discounted rate</i>	45.50	47.00	01/04/19	I/N/P
Studio 3	13.50	14.00	01/04/19	I/N/P
<i>Three hour hire discounted rate</i>	29.00	30.00	01/04/19	I/N/P
Billet Studio 1	21.00	21.50	01/04/19	I/N/P
<i>Three hour hire discounted rate</i>	45.50	47.00	01/04/19	I/N/P
Billet Studio 2	14.50	15.50	01/04/19	I/N/P
<i>Three hour hire discounted rate</i>	30.50	32.00	01/04/19	I/N/P
Gallery Studio	19.50	20.00	01/04/19	I/N/P
<i>Three hour hire discounted rate</i>	43.50	45.00	01/04/19	I/N/P

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Peak rate: Mon-Fri 6pm*** to close, all day Sat,Sun,public holidays (per hour unless otherwise stated) Private Studio/Workshop/Office (flat rate per calendar month)	195.00	201.00	01/04/19	I/N/P
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 †	280.00	290.00	01/04/19	I/N/P
Sunday & Public Holidays 6.00pm - 10.30pm †	250.00	260.00	01/04/19	I/N/P
Friday 6.00-10.30pm †	195.00	201.00	01/04/19	I/N/P

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HORNCHURCH STADIUM				
Weekday Use by Athletics Clubs (excluding training session)*				
Half Day*	84.50	87.00	01/04/19	I/N/P
Full Day*	159.00	164.00	01/04/19	I/N/P
Saturday Use by Athletics Clubs (excluding training session)*				
Half Day*	105.60	109.00	01/04/19	I/N/P
Full Day*	196.00	202.00	01/04/19	I/N/P
Sunday Use by Athletics Clubs (excluding training session)*				
Half Day*	139.00	143.00	01/04/19	I/N/P
Full Day*	266.00	274.00	01/04/19	I/N/P
Use by Schools (excluding training session)**				
Half Day**	101.00	104.00	01/04/19	I/N/P
Full Day**	208.00	214.00	01/04/19	I/N/P
Schools Training Sessions (per hour Inc. equipment)**	38.10	39.00	01/04/19	I/N/P
Occasional use - Football - without lights Seniors (3 hours)**	196.00	202.00	01/04/19	I/N/P
Occasional use - Football - without lights Juniors (2.5 hours)**	108.10	111.00	01/04/19	I/N/P
Occasional use - Football - with lights Seniors (3 hours)**	307.00	316.00	01/04/19	I/N/P
Occasional use - Football - with lights Juniors (2.5 hours)**	136.00	140.00	01/04/19	I/N/P
* VATable unless block (10 or more) booking				
** VATable unless block (10 or more) booking or Havering schools				

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Marketing Advertising in Fairkytes and other culture publications				
Full page (A4)	250.00	258.00	01/04/19	I/N/P
Full page (A5) or Half page (A4)	125.00	129.00	01/04/19	I/N/P
Half page (A5) or Quarter page (A4)	65.00	67.00	01/04/19	I/N/P
Quarter page (A5) or Eighth page (A4)	35.00	36.00	01/04/19	I/N/P
Online ticket sales				
10% of ticket price to be added to the charge for Culture Events when sold on-line	10% of ticket price	10% of ticket price	01/04/16	D/L

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
MUSIC SCHOOL:				
Associate Ensemble Membership Associate Member (Adult)	49.45	51.00	01/04/19	I/N/P
Hire of Instruments (Annual Charge)	35.00	40.00	01/04/19	S/L

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(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Scholarships Secondary - Individual Lesson (30 minutes) (Direct Debit fees now Please note: Scholarships are no longer offered to primary age children. <i>Those that are still running are all 30mn lessons and the charge is based on the Gold 3rd Instrument rate.</i>	Deleted	Deleted	01/04/17	
	Withdrawn	Withdrawn	01/04/18	
	2.00	2.00	01/04/17	D/L
	5.50	6.00	01/04/19	C/L
		20.00	01/04/19	P
Administration fees Examination entries Assisted Instrument Purchase Scheme Timetable changes (new charge 2019)				
Exam fees Including any required piano accompaniment are collected on a cost recovery basis (accompaniment required for most instruments except piano/ guitar/ percussion).	Cost Recovery	Cost Recovery	01/04/17	D/L

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Childrens Services Learning and Achievement

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
1 Non Attendance and Holiday Fines				
1a Penalty Notices				
Penalty Notice paid within 21 days	60.00	60.00	01.09.12	
Penalty Notice paid after 21 days	120.00	120.00	01.09.12	
Charges are per child, per parent				
Fines must be paid within 28 days to avoid prosecution				

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Childrens Learning & Achievement

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
1 Schools Meals				
1a Primary School Meal	2.20	2.20	01.09.16	C/L
1b Secondary School Meal	2.50	2.50	01.09.16	C/L
1c Special Infant	2.20	2.20	01.09.16	C/L
Special Junior	2.20	2.20	01.09.16	C/L
Adult	3.35	3.35	01.09.16	C/L

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Childrens Childrens Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
MY PLACE: (All charges are for 1hr unless stated otherwise)				
Off Peak (Mon - Fri 9am - 6pm)				
Performance Hall	23.00	23.00	01/04/17	D/L
Performance Hall with sound and lighting:	28.50	29.50	01/04/17	I/N
Performance Hall with staging 4 hrs (if stage erected by myplace staff)	137.00 *	141.00 *	01/04/19	I/N
Music Studio				
1 hr	11.00 *	11.50 *	01/04/19	I/N
Technician	23.75 *	23.75 *	01/04/18	D/L
Games Room	18.00	18.00	01/04/17	D/L
Art Room	9.90	10.00	01/04/19	I/N
Health Room	8.30	8.50	01/04/19	I/N
IAG Room	7.80	8.00	01/04/19	I/N
Counselling Room	7.80	8.00	01/04/19	I/N
Large Meeting Room	14.60	15.00	01/04/19	I/N
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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Childrens Childrens Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Off Peak (Mon - Fri 9am - 6pm)				
Small Meeting Room	10.00	10.50	01/04/19	I/N
Bike Workshop	13.20	13.50	01/04/19	I/N
IT Hub - reservation fee per computer	No charge	No charge	01/04/13	D/L
Peak (Mon - Fri after 6pm)				
Performance Hall	28.00	28.00	01/04/17	D/L
Performance Hall with sound and lighting:	40.00	41.00	01/04/18	I/N
Performance Hall with staging				
4 hrs (if stage erected by myplace staff)	191.50 *	197.00 *	01/04/19	I/N
Music Studio				
1 hr	14.00 *	14.50 *	01/04/19	I/N
Technician	23.75 *	23.75 *	01/04/18	D/L
Games Room	24.00	24.50	01/04/19	I/N
Art Room	13.10	13.50	01/04/19	I/N
Health Room	11.00	11.50	01/04/19	I/N
IAG Room	10.50	11.00	01/04/19	I/N
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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Childrens Childrens Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Peak (Mon - Fri after 6pm)				
Counselling Room	10.40	11.00	01/04/19	D/L
Large Meeting Room	18.00	18.50	01/04/19	I/N
Small Meeting Room	12.50	13.00	01/04/19	I/N
Bike Workshop	16.50	17.00	01/04/19	I/N
IT Hub - reservation fee per computer	No charge	No charge	01/04/13	D/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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Childrens Childrens Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Saturday and Sunday				
Performance Hall	72.50	74.50	01/04/19	I/N
Performance Hall with sound and lighting:	94.40	97.00	01/04/19	I/N
Performance Hall with staging 4 hrs (if stage erected by myplace staff)	424.00 *	437.00 *	01/04/19	I/N
Music Studio				
1 hr	46.95 *	48.50 *	01/04/19	I/N
Technician	29.00 *	29.00 *	01/04/15	D/L
Games Room	71.40	73.50	01/04/19	I/N
Art Room	52.40	54.00	01/04/19	I/N
Health Room	49.00	50.50	01/04/19	I/N
IAG Room	47.60	49.00	01/04/19	I/N
Counselling Room	49.00	50.50	01/04/19	I/N
Large Meeting Room	60.20	62.00	01/04/19	I/N
Small Meeting Room	51.00	52.50	01/04/19	I/N
Bike Workshop	57.70	59.50	01/04/19	I/N
IT Hub - reservation fee per computer	No charge	No charge	01/04/13	D/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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Childrens Childrens Services

(B) Charges determined by Committee

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Weekly Charges Storage Charge for Hirers (per week)	No Charge	5.00	01/04/19	D
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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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
BEREAVEMENT SERVICES:				
Interments				
Cemeteries (fees doubled for non-residents of LBH)				
Over 16 years	1,320.00	1,360.00	01/04/19	I/N/P
2 simultaneous full body interments aged over 16 years	1,980.00	2,040.00	01/04/19	I/N/P
Cremated remains	250.00	258.00	01/04/19	I/N/P
Surcharge for cremated remains in full coffin	224.00	230.00	01/04/19	I/N/P
Extra depth (each interment over two) or casket/walled grave per depth	238.00	245.00	01/04/19	I/N/P
Resident child not over 16 Years	No Charge	No Charge	01/04/19	
Non resident stillborn to 1 month in child's grave or public grave	238.00	245.00	01/04/19	I/N/P
2 simultaneous non resident stillborn/to 1 month in child's or public grave	357.00	368.00	01/04/19	I/N/P
Non resident child not over 10 years in child's grave or public grave	367.00	378.00	01/04/19	I/N/P
Non resident child not over 16 years in child's grave	2,492.00	2,567.00	01/04/19	I/N/P
Use of chapel including organist at Upminster cemetery (subject to availability)	92.00	95.00	01/04/19	I/N/P
Hospital Contract NVB burials	240.00	248.00	01/04/19	I/N/P
Exclusive Right of Burial (50 years with option of further 10 years)				
Lawn Section grave	2,070.00	2,132.00	01/04/19	I/N/P
Traditional Grave	3,210.00	3,306.00	01/04/19	I/N/P
Children's section (under 10)	428.00	440.00	01/04/19	I/N/P
Children's section (under 16)	855.00	880.00	01/04/19	I/N/P

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Surcharges				
Saturday full burial surcharge	660.00	680.00	01/04/19	I/N/P
Sunday full burial surcharge	1,320.00	1,360.00	01/04/19	I/N/P
Weekend cremated remains surcharge	250.00	258.00	01/04/19	I/N/P
Funeral After Published Time or 48 hours of booking	310.00	320.00	01/04/19	I/N/P
Booking cancelled after 48 hours of booking	310.00	320.00	01/04/19	I/N/P
Booking cancelled within 48 hours of burial	310.00	320.00	01/04/19	I/N/P
Extension of Right of Burial for 10 years				
Lawn Section Grave	510.00	526.00	01/04/19	I/N/P
Traditional Grave	640.00	660.00	01/04/19	I/N/P
Children's Section (under 10)	112.00	115.00	01/04/19	I/N/P
Children's Section (under 16)	230.00	237.00	01/04/19	I/N/P
Walled graves	1,224.00	1,260.00	01/04/19	I/N/P
Other Charges				
Transfer of Exclusive Rights by Will, Letters of Administration or Assignment	50.00	52.00	01/04/19	I/N/P
Transfer of Exclusive Rights by Statutory Declaration or combination of methods	92.00	95.00	01/04/19	I/N/P
Certified extract from Burial Register	60.00	62.00	01/04/19	I/N/P

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Other Charges (continued)				
Staff attendance to select a new grave by appointment	48.00	49.00	01/04/19	I/N/P
Exhumation of cremated remains resident	250.00	258.00	01/04/19	I/N/P
Exhumation of cremated remains non-resident	500.00	516.00	01/04/19	I/N/P
Permit Charge				
Clean and Renovate/ NAMM fixing	No Charge	No Charge	01/04/19	
Lawn (Standard) Headstone & kerb/Additional Memorial	128.00	131.00	01/04/19	I/N/P
Additional Inscription on headstone or permit for a vase only/ Lawn kerb	86.00	88.00	01/04/19	I/N/P
Full kerb Traditional Grave	328.00	337.00	01/04/19	I/N/P
Grave Maintenance Fees				
Bi annual Spring and Summer planting Service	261.00 *	268.00 *	01/04/19	I/N/P
Annual maintenance clean and tidy Service	162.00 *	167.00 *	01/04/19	I/N/P
Turfing (Winter months only after grave has settled)	105.00	108.00	01/04/19	I/N/P
Cremated Remains Burial Plots				
Purchase of exclusive rights (25 year term)	602.00	620.00	01/04/19	I/N/P
Extension of exclusive rights of burial for 10 years flat stone cremated remains plot	355.00	366.00	01/04/19	I/N/P
Tablet with First inscription	459.00	473.00	01/04/19	I/N/P

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Cremated Remains Burial Plots (continued)				
Additional / subsequent inscriptions	148.00	152.00	01/04/19	I/N/P
Blank stone	347.00	357.00	01/04/19	I/N/P
Photograph fixed to memorial	305.00	315.00	01/04/19	I/N/P
Granite memorial vases for use with cremated remains tablets (includes 45 letters)	350.00	360.00	01/04/19	I/N/P
Regilding or additional letter on granite vase	3.50	3.60	01/04/19	I/N/P
South Essex Crematorium				
Cremation includes organ/organist/polytainer or biodegradable casket:				
Over 16 years	875.00	905.00	01/04/19	D/I/P
Resident child not exceeding 16 years	No Charge	No Charge	01/04/19	
Non resident to 6 years but not exceeding 16 yrs	210.00	216.00	01/04/19	I/N/P
Non resident up to 6 years	106.00	110.00	01/04/19	I/N/P
Hospital Contract Non-viable foetus cremation	75.00	78.00	01/04/19	I/N/P
Saturday Cremation (subject to availability)	1,312.00	1,358.00	01/04/19	D/L
Sunday Cremation (subject to availability)	1,750.00	1,810.00	01/04/19	D/L
Unattended Cremation (adult)	499.00	550.00	01/04/19	D/L
Early Adult Cremation 15 minute service	700.00	725.00	01/04/19	D/L

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Additional Services and Surcharges				
Bookings cancelled after 10am one working day before reserved time	258.00	266.00	01/04/19	I/N/P
Surcharge for services over-running	258.00	266.00	01/04/19	I/N/P
Surcharge for Cremation after 4pm	258.00	266.00	01/04/19	I/N/P
Surcharge for unattended cremation and use of chapel at a different time - NEW		100.00	01/04/19	L
Use of chapel for private memorial service or extra time	258.00	266.00	01/04/19	I/N/P
CD recording of service	84.00 *	87.00 *	01/04/19	I/N/P
CD discs 2-10	24.00 *	25.00 *	01/04/19	I/N/P
DVD recording of service	103.00 *	106.00 *	01/04/19	I/N/P
DVD discs 2-10	31.00 *	32.00 *	01/04/19	I/N/P
Webcast of service	108.00 *	112.00 *	01/04/19	I/N/P
Visual Tributes 10 photographs	46.00 *	48.00 *	01/04/19	I/N/P
Visual Tributes per additional 5 photographs	17.00 *	18.00 *	01/04/19	I/N/P
Per minute of video used plus set up cost	13.00 *	14.00 *	01/04/19	I/N/P
Tributes embedded into DVD recording of the service	116.00 *	120.00 *	01/04/19	I/N/P
DVD or USB of Visual Tribute only (first disc) - NEW	*	62.00 *	01/04/19	L
DVD or USB of Visual Tribute only (disc 2 -10) - NEW	*	42.00 *	01/04/19	L
Strewing (burial) of cremated remains from elsewhere	110.00	113.00	01/04/19	I/N/P
Witness Committal	52.00	54.00	01/04/19	I/N/P
Weekend Witness committal	104.00	108.00	01/04/19	I/N/P

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Additional Services and Surcharges (continued)				
Storage of cremated remains after one month per quarter	54.00 *	56.00 *	01/04/19	I/N/P
Storage of cremated remains after one month per year	125.00 *	130.00 *	01/04/19	I/N/P
Genealogy Searches per search not through Deceased Online	26.00 *	27.00 *	01/04/19	I/N/P
Containers				
Bronzed metal urns	71.00 *	73.00 *	01/04/19	I/N/P
Standard wooden or metal casket	88.00 *	90.00 *	01/04/19	I/N/P
Juvenile caskets	34.00 *	35.00 *	01/04/19	I/N/P
Various Decorative urns/caskets (new charge)	RRP *	RRP *	01/04/19	
Dedicated Hymn Book	82.00 *	85.00 *	01/04/19	I/N/P
Various keepsake memorials made from or to contain cremated remains including diamonds, paperweights, jewellery	RRP *	RRP *	01/04/19	
Memorials				
Kerb Plaques				
Perspex Plaque only	120.00 *	124.00 *	01/04/19	I/N/P
Bronze Plaque only	242.00 *	249.00 *	01/04/19	I/N/P
Rights to second dedication (plus cost of plaque)	115.00	118.00	01/04/19	I/N/P
Kerb plaque Rights or Renewal	240.00	247.00	01/04/19	I/N/P

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Memorials (continued)				
Bronze Wall Plaque				
Bronze wall plaque only	242.00 *	249.00 *	01/04/19	I/N/P
Bronze wall plaque renewal	240.00	247.00	01/04/19	I/N/P
Large Wall Plaques				
Single Slate or Large Bronze Wall Plaques				
Single plaque only (slate or bronze tablet)	324.00 *	333.00 *	01/04/19	I/N/P
Single plaque - Rights or Renewal fee for 10 years	240.00	247.00	01/04/19	I/N/P
Double Slate Wall Plaque single inscription	487.00 *	500.00 *	01/04/19	I/N/P
Double Slate Wall Plaque double inscription	783.00 *	806.00 *	01/04/19	I/N/P
Double Slate Wall Plaque second inscription within 1 year of original dedication	174.00 *	179.00 *	01/04/19	I/N/P
Double Plaque - Rights or Renewal 10 year renewal	480.00	495.00	01/04/19	I/N/P
Wall Niche for 10 years				
Renewal or Pre-purchase for Single Niche for 10 years	850.00	876.00	01/04/19	I/N/P
Renewal for Single Niche for 5 years	520.00	535.00	01/04/19	I/N/P
Replacement single plaque	572.00 *	589.00 *	01/04/19	I/N/P
Renewal Rights or Pre-purchase for Double Niche for 10 years	1,721.00	1,772.00	01/04/19	I/N/P

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Wall Niche for 10 years (continued)				
Renewal for Double Niche for 5 years	952.00	980.00	01/04/19	I/N/P
Replacement double plaque	883.00 *	910.00 *	01/04/19	I/N/P
Wall Niche rights for second inscription	145.00	150.00	01/04/19	I/N/P
Wall Niche Additional Items:				
Motif (optional)	90.00	93.00	01/04/19	I/N/P
Additional Bud Vase	31.00	32.00	01/04/19	I/N/P
Additional Inscription	265.00	272.00	01/04/19	I/N/P
Casket including nameplate	92.00	95.00	01/04/19	I/N/P
Photograph	305.00	315.00	01/04/19	I/N/P
Sanctum ii Vaults for 10 years				
Second Interment	160.00	165.00	01/04/19	I/N/P
Sanctum Second inscription	540.00 *	556.00 *	01/04/19	I/N/P
Sanctum Plaque	431.00 *	444.00 *	01/04/19	I/N/P
10 Year Rights or Renewal	1,095.00	1,128.00	01/04/19	I/N/P
5 Year Renewal	638.00	657.00	01/04/19	I/N/P
Regilding (Inc. postage)	117.00 *	120.00 *	01/04/19	I/N/P
Replacement vase	18.00 *	19.00 *	01/04/19	I/N/P

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Vase Blocks and Tablets (includes Scented Garden Memorials)				
Vaseblock tablet	258.00	266.00	01/04/19	I/N/P
Vaseblock Rights or Renewal for 10 years	562.00	579.00	01/04/19	I/N/P
Memorials				
Summer House Memorial				
Floris plaque only	160.00 *	165.00 *	01/04/19	I/N/P
Floris plaque Renewal Rights for 10 years	240.00	247.00	01/04/19	I/N/P
Posy Holder rights or Renewal for 10 years	150.00	154.00	01/04/19	I/N/P
Posy Holder Memorial	19.00 *	20.00 *	01/04/19	I/N/P
Shrub, Rose or Tree with 10 Year dedication				
Shrub or Rose (including Bronze Stem Plaque)	242.00 *	250.00 *	01/04/19	I/N/P
Shrub 10 Year Rights or Renewal (also applies to vase block with rose)	644.00	663.00	01/04/19	I/N/P
Shrub 5 Year Renewal Rights (also applies to vase block with rose)	415.00	427.00	01/04/19	I/N/P
Tree (including bronze Stem or Strap plaque)	242.00 *	249.00 *	01/04/19	I/N/P
Tree 10 Year Rights or Renewal	776.00	800.00	01/04/19	I/N/P
Tree 5 Year Renewal Rights	480.00	495.00	01/04/19	I/N/P

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Benches and Chairs - 10 Year dedications				
Bench / Replacement Bench	1,200.00 *	1,236.00 *	01/04/19	I/N/P
Chair / Replacement Chair	700.00 *	721.00 *	01/04/19	I/N/P
Bench 10 Year Rights or Renewal	1,094.00	1,127.00	01/04/19	I/N/P
Chair 10 Year Rights or Renewal	966.00	995.00	01/04/19	I/N/P
Regular maintenance (per 2 years of remaining lease if not purchased or renewed since 1/1/2001)	47.00 *	49.00 *	01/04/19	I/N/P
Renovation of Bench	210.00 *	216.00 *	01/04/19	I/N/P
Renovation of Chair	134.00 *	138.00 *	01/04/19	I/N/P
Replacement Summerhouse Chair	690.00 *	710.00 *	01/04/19	I/N/P
Summerhouse Chair Renewal Rights	460.00	474.00	01/04/19	I/N/P
Bench, Tree & Shrub Additional dedications				
Rights to second dedication within 1 year of original (plus cost of plaque)	115.00	118.00	01/04/19	I/N/P
Rights to second dedication after 1 year of original or renewal per remaining year of lease (plus cost of plaque)	21.00	22.00	01/04/19	I/N/P
Rights to 2nd Dedication Life time of item (plus cost of plaque)	459.00	475.00	01/04/19	I/N/P
Replacement bronze plaque	242.00 *	249.00 *	01/04/19	I/N/P
Replacement Perspex plaque	120.00 *	124.00 *	01/04/19	I/N/P

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Neighbourhoods Bereavement Services

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Miscellaneous Memorials				
Mallard Bridge	326.00 *	336.00 *	01/04/19	I/N/P
Admin Fee for private purchase of plaque (plus cost of plaque)	26.00 *	27.00 *	01/04/19	I/N/P
Replacement metal vase	18.00 *	19.00 *	01/04/19	I/N/P
Floral arrangements stand - plus cost of flowers	31.00 *	32.00 *	01/04/19	I/N/P
Hanging baskets (per year)	130.00 *	134.00 *	01/04/19	I/N/P
Sculpture Garden Memorial	258.00	266.00	01/04/19	I/N/P
Sculpture Garden Rights	562.00	579.00	01/04/19	I/N/P
Birdbath Rights	562.00	579.00	01/04/19	I/N/P
Books of Remembrance				
2 line entry	107.00 *	110.00 *	01/04/19	I/N/P
3 - 5 lines	154.00 *	158.00 *	01/04/19	I/N/P
6 - 8 lines	222.00 *	228.00 *	01/04/19	I/N/P
Cards of Remembrance & Additional Entries in existing miniature books				
2 line entry	38.00 *	39.00 *	01/04/19	I/N/P
3 - 5 lines	66.00 *	68.00 *	01/04/19	I/N/P
6 - 8 lines	103.00 *	106.00 *	01/04/19	I/N/P

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Miniature Triptych of Remembrance/Book of Remembrance				
2 line entry	76.00 *	78.00 *	01/04/19	I/N/P
3 - 5 lines	107.00 *	110.00 *	01/04/19	I/N/P
6 - 8 lines	140.00 *	144.00 *	01/04/19	I/N/P
Book of Remembrance Sundries				
Motif	80.00 *	82.00 *	01/04/19	I/N/P
Triptych photograph	80.00 *	82.00 *	01/04/19	I/N/P
Mini Headstone Cremated Remains Burial Plots				
Purchase of exclusive rights (25 year term)	1,050.00	1,080.00	01/04/19	I/N/P
Extension of exclusive rights of burial for 10 years mini headstone cremated remains plot	445.00	458.00	01/04/19	I/N/P
Memorial and installation with first 60 characters	1,125.00	1,158.00	01/04/19	I/N/P
Additional inscription rate per letter	3.50	3.60	01/04/19	I/N/P
Blank headstone only	280.00	288.00	01/04/19	I/N/P
Photograph fixed to memorial	305.00	315.00	01/04/19	I/N/P
Replacement Granite memorial vase only for Mini Headstone Only	72.00	74.00	01/04/19	I/N/P
Inscription first 60 characters on a pre purchased memorial	249.00	256.00	01/04/19	I/N/P
Blank memorial headstone only	820.00	844.00	01/04/19	I/N/P

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Mini Headstone Cremated Remains Burial Plots (continued)				
Stone chippings per bag	56.00	58.00	01/04/19	I/N/P
Flower Holder	19.00	20.00	01/04/19	I/N/P
Book of Remembrance Memorial Tree				
Memorial Tree leaf 10 Year Rights or Renewal	232.00	239.00	01/04/19	I/N/P
Memorial Tree leaf plaque	150.00 *	154.00 *	01/04/19	I/N/P
Rights for 2nd inscription - Rights remain the same (plus cost of plaque)	112.00	115.00	01/04/19	I/N/P
Advertising fees - pre funeral brochure				
Display Advertisement Quarter A4 page	620.00 *	639.00 *	01/04/19	I/N/P
Display and Directory Entry Quarter A4 page and directory entry	775.00 *	798.00 *	01/04/19	I/N/P
Display Advertisement half A4 page	825.00 *	850.00 *	01/04/19	I/N/P
Display and Directory Entry half A4 page and directory entry	980.00 *	1,009.00 *	01/04/19	I/N/P
Display Advertisement Full A4 page	1,010.00 *	1,040.00 *	01/04/19	I/N/P
Display and Directory Entry Full A4 page and directory entry	1,160.00 *	1,195.00 *	01/04/19	I/N/P
Display Advertisement Full inside back A4 page	1,240.00 *	1,277.00 *	01/04/19	I/N/P
Display and Directory Entry Full inside back A4 page and directory entry	1,390.00 *	1,432.00 *	01/04/19	I/N/P
Copy design simple half page	50.00 *	52.00 *	01/04/19	I/N/P
Copy design complex full page	75.00 *	77.00 *	01/04/19	I/N/P
All fees discounted by 10% for repeat customers				

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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	£1,012.00
2	£1,350.00
3	£1,574.00
4	£1,911.00
5	£2,136.00
6	£2,472.00
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. Detached non-habitable building having a floor area not exceeding 40m ² in total	£524.00
2. Garage Conversions where the total floor area does not exceed 30m ² , including means of access and work in connection with that extension.	£524.00
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.	£670.00
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.	£922.00
5. Any extension or Loft Conversion where the total floor area of which exceeds 60m ² but does not exceed 100m ² , including means of access and work in connection with that extension.	£1,096.00
6. Extension etc >100m ² - Please refer to Table 3 otherwise contact Building Control for Individually assessed charges	

Table 3:**Charges for other work**

For all other work not covered in Tables 1 or 2

Estimated Cost of Work	Total
£0-2,000	£242.00
£2,000-5,000	£361.00
£5,000-10,000	£524.00
£10,000-20,000	£685.00
£20,000-30,000	£833.00
£30,000-40,000	£956.00
£40,000-50,000	£1,079.00
£50,000-60,000	£1,169.00
£60,000-70,000	£1,259.00
£70,000-80,000	£1,349.00
£80,000-90,000	£1,451.00
£90,000-100,000	£1,551.00
£100,000-120,000	£1,658.00
£120,000-140,000	£1,793.00
£140,000-170,000	£1,900.00
£170,000-200,000	£2,119.00
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 and a Reversion Certificate are 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. Excluding dwellings with a basement level for basements and any other case, Table 3 applies.

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

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

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

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

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

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

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

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

www.havering.gov.uk/buildingcontrol

Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Borough Roads:				
Note: Unlicensed Skips/Materials will be on the spot fined & removed @ £620	600.00	620.00	01/04/19	I/N/P
Each Skip / Builders materials on public highway				
Up to first 14 days	70.00	75.00	01/04/19	I/N/P
Each additional period of up to 7 days	60.00	65.00	01/04/19	I/N/P
Structures / Hoardings / Scaffolds				
Bond				
£105 per linear metre - Minimum 6 Metres	600.00	630.00	01/04/19	L
Licence				
Each additional period of up to 28 days/occasion				
£78.00 per linear metre - minimum 6 metres up to 28 days	450.00	468.00	01/04/19	L
£195 for 3 x NRSWA inspections @ £65 each inspection	195.00	195.00	01/04/19	D/L
Minimum charge length 6 mtrs & combined inspection = Total £663.00 min	645.00	663.00		
(ii) Vehicle Crossovers (per square metre)	140.00	145.00	01/04/19	I/N/P
Non refundable charge for assessing applications	50.00	100.00	01/04/19	D/L
Waste disposal surcharge	10.00 per sq.m	18.50 per sq.m	01/04/19	D/L

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Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
(iii) Road Closures (per road)	2,050.00	2,150.00	01/04/19	I/N/P
(iv) Clearance of Blocked Drains (Vatable unless working under Statutory power)	122.50	126.00	01/04/19	I/N/P
(v) Parking Bay suspensions				
price per parking space per day (1 - 14 days)	35.00	35.00	01/04/18	L
price per parking space per day (15th and subsequent days)	40.00	40.00	01/04/18	L
(vi) Crane license (charges based on TMA 2004 permitted charges)				
Minimum	300.00	315.00	01/04/19	D/L
Maximum	550.00	570.00	01/04/19	I/N/P
(vii) Section 50 Licence (private individual to place/maintain apparatus in highway)	745.00	775.00	01/04/19	D/L
(£195 for 3 x NRSWA inspections @ £65 each inspection)	150.00	195.00	01/04/19	D/L
Total of Section 50 licence and inspections	895.00	970.00		

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Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Refuse Collection:				
(i) Bulky Household Refuse 1 to 3 items Each additional item	40.00	42.00	01/04/19	I/N/P
	10.00	11.00	01/04/19	I/N/P
(ii) Compostable garden refuse sacks (Year's supply of 5 rolls of 10 sacks per roll) Standard Top up roll (10 sacks) Top up roll delivery	55.00	55.00	01/04/18	L
	11.00	11.00	01/04/18	L
	4.50	5.00	01/04/19	I/N/P
(iii) Green Waste Collection Service (per annum) (Wheeled bin hire included) Full year Late payment charge Late payment charge after bin collection Replacement bin charge	55.00	55.00	01/04/18	L
	5.00	5.00	01/04/16	L
	11.00	11.00	01/04/18	L
	28.00	28.00	01/04/18	L

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D - Increase recommended by Head of Service

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
(iv) Trade Refuse Collection Service				
From 1st April 2015 this service has been 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)	152.44	157.00	01/04/19	I/N/P
Trade refuse sacks (pack of 26) for Charity shops	118.97	123.00	01/04/19	I/N/P
Cardboard Collection	5.00	6.00	01/04/19	I/N/P
Container emptying and disposal:				
1100 / Palladin / 660 litre bin -1st bin per visit	33.00	34.00	01/04/19	I/N/P
2nd & subsequent bins	32.00	33.00	01/04/19	I/N/P
360 litre wheeled bin	27.00	28.00	01/04/19	I/N/P
Charity shops	27.00	28.00	01/04/19	I/N/P
LBH Schools	27.00	28.00	01/04/19	I/N/P
2nd collection from residential blocks per bin	9.00	10.00	01/04/19	I/N/P

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Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
(iv) Trade Refuse Collection Service (continued)				
Container hire (per annum):				
Eurobins:				
1100 litres	226.50	234.00	01/04/19	I/N/P
660 litres	168.50	174.00	01/04/19	I/N/P
Chamberlains:				
940 litres	168.50	174.00	01/04/19	I/N/P
Palladin:				
940 litres	152.50	174.00	01/04/19	I/N/P
Container Sale				
360 litres recycling	80.00	83.00	01/04/19	I/N/P
(v) Collection & disposal of trade clinical waste (per bag / box)	13.00	14.00	01/04/19	I/N/P
(vi) Special clearances of rubbish:				
Up to 30 minutes on site	105.06	109.00	01/04/19	I/N/P
Up to 1 hour on site	210.12	217.00	01/04/19	I/N/P
Each 15 minute thereafter	53.00	55.00	01/04/19	I/N/P

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Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	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**	1,660.00	Withdrawn	01/04/19	L
Each alternate Saturday or Sunday during Season**	838.00	863.00	01/04/19	I/N/P
Additional Matches during Season	60.00 *	Withdrawn *	01/04/19	L
Junior (under 18)				
Each Saturday or Sunday during Season**	814.00	Withdrawn	01/04/19	L
Each alternate Saturday or Sunday during Season**	312.00	321.00	01/04/19	I/N/P
Additional Matches during Season	30.00 *	Withdrawn *	01/04/19	L
Pavilion without washing facilities Each Saturday or Sunday during Season				
Adult				
Each Saturday or Sunday during Season**	1,376.00	Withdrawn	01/04/19	L
Each alternate Saturday or Sunday during Season**	675.00	Withdrawn	01/04/19	L
Additional Matches during Season	48.00 *	Withdrawn *	01/04/19	L
**Bookings of less than 10, will attract a VAT charge.				

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

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FOOTBALL AT PARKS WITH CRICKET (28 WEEKS) (continued)				
Junior (under 18)				
Each Saturday or Sunday during Season**	623.00	Withdrawn	01/04/19	L
Each alternate Saturday or Sunday during Season**	312.00	Withdrawn	01/04/19	L
Additional Matches during Season No Pavilion Facilities	23.00 *	Withdrawn *	01/04/19	L
No Pavilion Facilities				
Adult				
Each Saturday or Sunday during Season**	999.00	Withdrawn	01/04/19	L
Each alternate Saturday or Sunday during Season**	505.00	Withdrawn	01/04/19	L
Additional Matches during Season	37.00 *	Withdrawn *	01/04/19	L
Junior (under 18)				
Each Saturday or Sunday during Season**	464.00	478.00	01/04/19	I/N/P
Each alternate Saturday or Sunday during Season**	231.00	Withdrawn	01/04/19	L
Additional Matches during Season	16.00 *	Withdrawn *	01/04/19	L
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Neighbourhoods Environment

(B) Charges determined by Committee

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FOOTBALL AT PARKS WITH CRICKET (32 WEEKS)				
Pavilion with washing facilities				
Adult				
Each Saturday or Sunday during Season**	1,928.00	1,986.00	01/04/19	I/N/P
Each alternate Saturday or Sunday during Season**	965.00	994.00	01/04/19	I/N/P
Additional Matches during Season	61.00 *	Withdrawn *	01/04/19	L
Junior (under 18)				
Each Saturday or Sunday during Season**	876.00	Withdrawn	01/04/19	L
Each alternate Saturday or Sunday during Season**	438.00	Withdrawn	01/04/19	L
Additional Matches during Season	27.00 *	Withdrawn *	01/04/19	L
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Neighbourhoods Environment

(B) Charges determined by Committee

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FOOTBALL AT PARKS WITH NO CRICKET (32 WEEKS)				
Pavilion without washing facilities				
Adult				
Each Saturday or Sunday during Season**	1,527.00	Withdrawn	01/04/19	L
Each alternate Saturday or Sunday during Season**	763.00	Withdrawn	01/04/19	L
Additional matches during Season	48.00 *	Withdrawn *	01/04/19	L
Junior (under 18)				
Each Saturday or Sunday during Season**	705.00	Withdrawn	01/04/19	L
Each alternate Saturday or Sunday during Season**	353.00	Withdrawn	01/04/19	L
Additional Matches during Season	23.00 *	Withdrawn *	01/04/19	L
No Pavilion Facilities				
Adult				
Each Saturday or Sunday during Season**	1,152.00	Withdrawn	01/04/19	L
Each alternate Saturday or Sunday during Season**	576.00	Withdrawn	01/04/19	L

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

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No Pavilion Facilities (continued)				
Junior (under 18)				
Each Saturday or Sunday during Season**	528.00	544.00	01/04/19	I/N/P
Each alternate Saturday or Sunday during Season**	264.00	Withdrawn	01/04/19	L
FOOTBALL AT WESTLANDS FIELD				
Pavilion with washing facilities				
Adult				
Each Saturday or Sunday during Season**	2018.00	2,079.00	01/04/19	I/N/P
Each alternate Saturday or Sunday during Season**	1055.00	1,087.00	01/04/19	I/N/P
Additional Matches during Season	151.00 *	Withdrawn *	01/04/19	L
MINI SOCCER				
1 Hour Slots (during season)				
Each Saturday or Sunday**	354.00	365.00	01/04/19	I/N/P
Alternate Saturday or Sunday**	176.00	181.00	01/04/19	I/N/P
RUGBY (per game)**	12.00	Withdrawn	01/04/19	L

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(B) Charges determined by Committee

*VAT inclusive

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CRICKET				
No Pavilion Facilities				
Adults Each Saturday or Sunday during Season**	1,527.00	1,573.00	01/04/19	I/N/P
Colts (under 18) Teams Each Saturday or Sunday during Season**	763.00	Withdrawn	01/04/19	L
Occasional Matches Adults	85.00 *	Withdrawn *	01/04/19	L
Occasional Matches Colts Team	43.00 *	Withdrawn *	01/04/19	L
Pitches with Pavilions				
Adults Each Saturday or Sunday during Season**	2,742.00	2,824.00	01/04/19	I/N/P
Adults Additional Bank Holiday Mondays 3 per season**	914.00	Withdrawn	01/04/19	L
Adults Alternate Saturday or Sunday**	1,372.00	Withdrawn	01/04/19	L
Colts (under 18) Teams Each Saturday or Sunday during Season**	1,372.00	Withdrawn	01/04/19	L
Colts (under 18) Teams Additional Bank Holiday Mondays (per game)**	457.00	Withdrawn	01/04/19	L
Colts (under 18) Teams Alternate Saturday or Sunday**	686.00	Withdrawn	01/04/19	L
Occasional Matches Adults	152.00 *	Withdrawn *	01/04/19	L
Occasional Matches Colts (under 18) Team	76.00 *	Withdrawn *	01/04/19	L
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Neighbourhoods Environment

(B) Charges determined by Committee

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BOOT CAMPS & PERSONAL TRAINING (annual licence)				
1-5 clients 1- 3 sessions per week	560.00	576.00	01/04/19	I/N/P
1-5 clients 4 - 7 sessions per week	1,540.00	1586.00	01/04/19	I/N/P
6-20 clients 1-3 sessions per week	1,040.00	1071.00	01/04/19	I/N/P
6-20 clients 4-7 sessions per week	2,860.00	2946.00	01/04/19	I/N/P
<i>charges based on previous year's fee x median no. sessions x 40(weeks)</i>				
ALLOTMENTS				
Land charge per acre	195.00	201.00	01/04/19	I/N/P
Plot Rent (This fee is set by the Allotment Society and therefore is not published in the Councils fees and charges)				
WEDDING PHOTOGRAPHY				
Exclusive use of area of a park for wedding photography	53.00	55.00	01/04/19	I/N/P
FUNFAIRS & CIRCUSES (Circuses were charged a flat rate in 2014/15)				
Ground rent per day of operation - self standing	1,200.00	Withdrawn	01/04/19	L
part of larger event	1,500.00	Withdrawn	01/04/19	L
Ground rent per day of operation (up to 7 rides / 500 seating capacity)	New Charge	500.00	01/04/19	L
Ground rent per day of operation (more than 7 rides /500 seating capacity)	New Charge	1000.00	01/04/19	L

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FUNFAIRS & CIRCUSES (continued)				
Returnable deposit per visit.	Negotiated according to the size of the event	Negotiated according to the size of the event	01/04/19	D/L
Additional ground rent for extra non-operational days spent on site	360.00	371.00	01/04/19	D/L
TENNIS				
Licence fee per court per day for Coach/Club**	6.00	Withdrawn	01/04/19	L
**Bookings of less than 10, will attract a VAT charge.				
PARKS (all events and activities are subject to appropriate licence fees at a separate charge)				
Minimum charge for the hire of park & open space	88.00	91.00	01/04/19	I/N/P
<i>Charges to be negotiated with organiser based on details of event provided on the application . Factors to be considered are the type of organisation/individual, park and area being used, is it exclusive use of the space, time of usage, and scale of the event</i>				
Inflatables (per item)	By Negotiation 75.00	By Negotiation Withdrawn	01/04/19 01/04/19	I/N/P I/N/P
Mobile catering unit (per month)	250.00	258.00	01/04/19	I/N/P
Raphael Park Meeting Room (charge per hour)	16.00	16.00	01/04/19	I/N/P
Westlands Pavilion hire (charge per hour)	20.00	21.00	01/04/19	I/N/P

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CHARGES FOR NON SCHEDULED WORKS				
Week day rates				
18 tonne grab lorry and driver per hour	158.00 *	163.00 *	01/04/19	I/N/P
2 staff & a van (includes tools & machinery) per hour	76.00 *	79.00 *	01/04/19	I/N/P
1 staff & a van (includes tools & machinery) per hour	44.00 *	46.00 *	01/04/19	I/N/P
Tractor & implement, or trailer with operator per hour	48.00 *	50.00 *	01/04/19	I/N/P
Ride on mower & operator per hour	44.00 *	46.00 *	01/04/19	I/N/P
Member of staff per hour (standard hours)	32.00 *	33.00 *	01/04/19	I/N/P
Charge hand per hour (standard hours)	40.00 *	42.00 *	01/04/19	I/N/P
Supply & plant memorial tree (up to 2metre football Inc. stakes & ties)	304.00 *	314.00 *	01/04/19	I/N/P
Initial mark - rugby pitch per pitch per occasion	125.00 *	129.00 *	01/04/19	I/N/P
Re-mark - rugby pitch per pitch per occasion	44.00 *	46.00 *	01/04/19	I/N/P
Initial mark – football pitch per pitch per occasion	113.00 *	117.00 *	01/04/19	I/N/P
Re-mark football pitch per pitch per occasion	38.00 *	40.00 *	01/04/19	I/N/P
Initial mark six lane 400 metre running track per occasion	496.00 *	511.00 *	01/04/19	I/N/P
Re-mark six lane 400 metre running track per occasion	113.00 *	117.00 *	01/04/19	I/N/P
Initial mark hockey pitch per occasion	76.00 *	79.00 *	01/04/19	I/N/P
Re-mark hockey pitch per occasion	26.00 *	27.00 *	01/04/19	I/N/P
Remove or install goal post socket each (excludes socket)	76.00 *	79.00 *	01/04/19	I/N/P

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Week day rates (continued)				
Preparation of new or renovation of shrub beds per m2	52.00 *	54.00 *	01/04/19	I/N/P
Shrub bed planting (five 3 litre container grown shrubs) per m2	46.30 *	48.00 *	01/04/19	I/N/P
Shrub bed mulching (using composted whole tree mulch) per m2	3.00 *	4.00 *	01/04/19	P
Hedge cutting per linear metre	8.00 *	9.00 *	01/04/19	P
Prepare ground, supply & lay turf per m2	8.00 *	9.00 *	01/04/19	P
Prepare ground, supply and sow grass seed per m2	5.00 *	6.00 *	01/04/19	P
Saturday rates				
1 staff & a van (includes tools & machinery) per hour	60.00 *	62.00 *	01/04/19	I/N/P
2 staff & a van (includes tools & machinery) per hour	108.00 *	112.00 *	01/04/19	I/N/P
Member of staff per hour (standard hours)	48.00 *	50.00 *	01/04/19	I/N/P
Charge hand per hour (standard hours)	59.00 *	61.00 *	01/04/19	I/N/P

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
ENVIRONMENTAL HEALTH:				
Defra				
Stray Dog Service - Environmental Protection (Stray Dogs) Regulation 1992				
Impounding fee per dog	25.00	25.00	01/04/92	P
Gambling Act 2005				
Bingo club - Gambling Act 2005 Dept. of Culture and Media and Sport				
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
Betting shop - Dept. of Culture and Media and Sport				
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
Betting premises tracks - Dept. of Culture and Media and Sport				
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Family entertainment centres - Dept. of Culture and Media and Sport				
Application to vary	1,000.00	1,000.00	01/10/06	P
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
Adult gaming centres - Dept. of Culture and Media and Sport				
Application to vary	1,000.00	1,000.00	01/10/06	P
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
Lottery - Dept. of Culture and Media and Sport				
New registration	40.00	40.00	01/10/06	P
Annual re registration	20.00	20.00	01/10/06	P
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	P
Family entertainment centre - Dept. of Culture and Media and Sport				
New application	300.00	300.00	01/10/06	P
Change of name	25.00	25.00	01/10/06	P
Copy of permit	15.00	15.00	01/10/06	P

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

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Prize Gaming permit (S 16) Dept. of Culture and Media and Sport				
New application	300.00	300.00	31/03/05	P
Change of name	25.00	25.00	31/03/05	P
Copy of permit	15.00	15.00	31/03/05	P
Licensed premises gaming machine permit - Dept. of Culture Media and Sport				
New application (new operator)	150.00	150.00	31/03/05	P
New application (existing operator)	100.00	100.00	31/03/05	P
Vary a permit	100.00	100.00	31/03/05	P
Transfer application	25.00	25.00	31/03/05	P
Annual fee (1st fee payable within 30 days of issue)	50.00	50.00	31/03/05	P
Change of name	25.00	25.00	31/03/05	P
Copy of permit	15.00	15.00	31/03/05	P

Basis of Increase:

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
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- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

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

Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Club gaming machine permit - Dept. of Culture and Media and Sport				
New application	200.00	200.00	31/03/05	P
Renewal	100.00	100.00	31/03/05	P
New application (existing operator)	100.00	100.00	31/03/05	P
Vary a permit	100.00	100.00	31/03/05	P
Copy of permit	15.00	15.00	31/03/05	P
Annual fee (1st fee payable within 30 days of issue)	50.00	50.00	31/03/05	P
Environment Protection Act (Defra)				
Application Fee				
Standard Process	1,650.00	1,650.00	01/04/18	P
Additional fee for operating without a permit	1,188.00	1,188.00	01/04/18	P
Reduced fee activities (except VRs)	New Charge	155.00	01/04/19	P
Service stations PVR I/dry cleaner/ waste oil burner <0.4MW	257.00	Withdrawn	01/04/18	P
Vehicle refinisher	362.00	362.00	01/04/18	P
Reduced fee activities: Additional fee for operating without a permit.	New Charge	99.00	01/04/19	P

Basis of Increase:

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- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

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

Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Environment Protection Act (Defra) (continued)				
Service station PVR I& II combined	257.00	257.00	01/04/18	P
Additional fee for operating without a permit	71.00	Withdrawn	01/04/19	P
Mobile screening and crushing plant	1,650.00	1,650.00	01/04/18	P
For the third to seventh applications	985.00	985.00	01/04/18	P
For the eight and subsequent applications	498.00	498.00	01/04/18	P
Note: Where an application for any of the above is for a combined Part B and	No Charge	No Charge	01/04/18	P
Annual subsistence charge				
Standard process Low (+£103*)	772.00	772.00	01/04/18	P
Standard process Medium (+£156.00*)	1,161.00	1,161.00	01/04/18	P
Standard process High (+£207*)	1,747.00	1,747.00	01/04/18	P
<i>(+) to be added when the above standard process is for combined part B and waste site</i>				
Service stations PVR I/dry cleaner/ waste oil burner <0.4MW				
Low	79.00	79.00	01/04/18	P
Medium	158.00	158.00	01/04/18	P
High	237.00	237.00	01/04/18	P

Basis of Increase:

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

Basis for setting charge increase above complies with either:

- P - The Corporate Charging Policy
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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Environment Protection Act (Defra) (continued)				
Vehicle refinisher				
Low	228.00	228.00	01/04/18	P
Medium	365.00	365.00	01/04/18	P
High	548.00	548.00	01/04/18	P
Service station PVRI and II combined				
Low	113.00	113.00	01/04/18	P
Medium	226.00	226.00	01/04/18	P
High	341.00	341.00	01/04/18	P
Odorising of natural gas				
Low	New Charge	79.00	01/04/19	P
Medium	New Charge	158.00	01/04/19	P
High	New Charge	237.00	01/04/19	P
Mobile screening and crushing plant				
For the first and second plants				
Low	626.00	646.00	01/04/19	P
Medium	1,034.00	1,034.00	01/04/18	P
High	1,551.00	1,506.00	01/04/19	P

Basis of Increase:

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- 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
- D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

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

Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Environment Protection Act (Defra) (continued)				
For the third to seventh applications				
Low	385.00	385.00	01/04/18	P
Medium	617.00	617.00	01/04/18	P
High	924.00	924.00	01/04/18	P
Subsistence Charge under Reg 33 for Part B solvent waste & solvents				
Low	104.00	Withdrawn	01/04/19	P
Medium	156.00	Withdrawn	01/04/19	P
High	207.00	Withdrawn	01/04/19	P
For the eighth and subsequent applications				
Low	198.00	198.00	01/04/18	P
Medium	314.00	316.00	01/04/19	P
High	473.00	473.00	01/04/18	P
Where a part B is subject to E-PRTR Regulations reporting, add £104 to above	104.00	Withdrawn	01/04/19	P
Late payment fee	52.00	Withdrawn	01/04/19	P
Transfer and Surrender of a permit				
Standard process transfer	169.00	169.00	01/04/18	P
Standard process partial transfer	497.00	497.00	01/04/18	P
New operator at low risk reduced fee activity	78.00	78.00	01/04/18	P

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- S - An increase above inflation in line with a corporate saving plan
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Basis for setting charge increase above complies with either:

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Transfer and Surrender of a permit (continued)				
Surrender: all Part B activities	No Charge	No Charge	01/05/12	P
Transfer : Service Stations and Waste Oil burners <0.4MW	No Charge	No Charge	01/05/12	P
Reduced fee activities: Transfer	No Charge	No Charge	01/05/12	P
Reduced fee activities: partial transfer	47.00	47.00	01/04/18	P
Temporary				
First transfer	New Charge	53.00	01/04/19	P
Transfer for mobiles				
Repeat transfer	New Charge	11.00	01/04/19	P
Repeat following enforcement or warning	New Charge	53.00	01/04/19	P
Substantial changes to s10 and s11				
One off annual payment				
Standard process	1,050.00	1,050.00	01/04/18	P
Standard process where the substantial change results in a new PPC activity	1,650.00	1,650.00	01/04/18	P
Reduced fee activities	102.00	102.00	01/04/18	P
Note: Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil burners under 0.4MW				

Basis of Increase:

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- 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
- D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Environmental Protection Act (DEFRA): LAPPC mobile plant charges				
Number of Permits				
1 Low	New Charge	646.00	01/04/19	P
1 Medium	New Charge	1,034.00	01/04/19	P
1 High	New Charge	1,506.00	01/04/19	P
2 Low	New Charge	646.00	01/04/19	P
2 Medium	New Charge	1,034.00	01/04/19	P
2 High	New Charge	1,506.00	01/04/19	P
3 Low	New Charge	385.00	01/04/19	P
3 Medium	New Charge	617.00	01/04/19	P
3 High	New Charge	924.00	01/04/19	P
4 Low	New Charge	385.00	01/04/19	P
4 Medium	New Charge	617.00	01/04/19	P
4 High	New Charge	924.00	01/04/19	P
5 Low	New Charge	385.00	01/04/19	P
5 Medium	New Charge	617.00	01/04/19	P
5 High	New Charge	924.00	01/04/19	P
6 Low	New Charge	385.00	01/04/19	P
6 Medium	New Charge	617.00	01/04/19	P
6 High	New Charge	924.00	01/04/19	P

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

D - Increase recommended by Head of Service

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Environmental Protection Act (DEFRA): LAPPC mobile plant charges (continued)				
7 Low	New Charge	385.00	01/04/19	P
7 Medium	New Charge	617.00	01/04/19	P
7 High	New Charge	924.00	01/04/19	P
8 and over Low	New Charge	198.00	01/04/19	P
8 and over Medium	New Charge	316.00	01/04/19	P
8 and over High	New Charge	473.00	01/04/19	P
Note: Subsistence charges can be paid in four equal quarterly 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.				
Payment in 4 equal instalments (1st April, 1st July, 1st October, 1st January)				
Standard process	1,088.00	Withdrawn	01/04/19	P
Standard process where the substantial change results in a new PPC activity	1,688.00	Withdrawn	01/04/19	P
Service stations/Dry cleaners /waste oil burner <0.4MW/ vehicle re-sprayers	140.00	Withdrawn	01/04/19	P

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Basis for setting charge increase above complies with either:

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
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	P
Temporary event notice	21.00	21.00	01/11/05	P
Theft, loss, etc. of premises licence or summary	21.00	21.00	01/11/05	P
Application for a provisional statement where premises being built etc.	10.50	10.50	01/11/05	P
Notification of change of name or address	10.50	10.50	01/11/05	P
Application to vary licence to specify individual as premises supervisor	23.00	23.00	01/11/05	P
Application for transfer of premises licence	23.00	23.00	01/11/05	P
Interim authority notice following death etc. of licence holder	10.50	10.50	01/11/05	P
Theft, loss etc. of certificate or summary	23.00	23.00	01/11/05	P
Notification of change of name or alteration of rules of club	23.00	23.00	01/11/05	P
Change of relevant registered address of club	23.00	23.00	01/11/05	P
Theft, loss etc. of temporary event notice	10.50	10.50	01/11/05	P
Theft, loss etc. of personal licence	10.50	10.50	01/11/05	P
Duty to notify change of name or address	10.50	10.50	01/11/05	P
Right of freeholder etc. to be notified of licensing matters	10.50	10.50	01/11/05	P

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

D - Increase recommended by Head of Service

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Main Fee Levels				
Based on non domestic rateable value:				
Band A £0 - £4,300				
Band B £4,301 - £33,000				
Band C £33,001 - £87,000				
Band D £87,001 - £125,000				
Band E £125,001 and over				
Premises Licences				
New Applications and variation				
Band A	100.00	100.00	01/11/05	P
Band B	190.00	190.00	01/11/05	P
Band C	315.00	315.00	01/11/05	P
Band D	450.00	450.00	01/11/05	P
Band E	635.00	635.00	01/11/05	P
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	P
Band E x 3	1,905.00	1,905.00	01/11/05	P

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

D - Increase recommended by Head of Service

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Premises Licences (continued)				
Annual maintenance fee to keep premises licence current.				
Band A	70.00	70.00	01/11/05	P
Band B	180.00	180.00	01/11/05	P
Band C	295.00	295.00	01/11/05	P
Band D	320.00	320.00	01/11/05	P
Band E	350.00	350.00	01/11/05	P
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	P
Band E x 3	1,050.00	1,050.00	01/11/05	P
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.				

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- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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

Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Additional Premises licence fee				
Numbers in attendance at any one time				
5,000 - 9,999	1,000.00	1,000.00	01/11/05	P
10,000 - 14,999	2,000.00	2,000.00	01/11/05	P
15,000 - 19,999	4,000.00	4,000.00	01/11/05	P
20,000 - 29,999	8,000.00	8,000.00	01/11/05	P
30,000 - 39,999	16,000.00	16,000.00	01/11/05	P
40,000 - 49,999	24,000.00	24,000.00	01/11/05	P
50,000 - 59,999	32,000.00	32,000.00	01/11/05	P
60,000 - 69,999	40,000.00	40,000.00	01/11/05	P
70,000 - 79,999	48,000.00	48,000.00	01/11/05	P
80,000 - 89,999	56,000.00	56,000.00	01/11/05	P
90,000 and over	64,000.00	64,000.00	01/11/05	P

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
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	P
10,000 - 14,999	1,000.00	1,000.00	01/11/05	P
15,000 - 19,999	2,000.00	2,000.00	01/11/05	P
20,000 - 29,999	4,000.00	4,000.00	01/11/05	P
30,000 - 39,999	8,000.00	8,000.00	01/11/05	P
40,000 - 49,999	12,000.00	12,000.00	01/11/05	P
50,000 - 59,999	16,000.00	16,000.00	01/11/05	P
60,000 - 69,999	20,000.00	20,000.00	01/11/05	P
70,000 - 79,999	24,000.00	24,000.00	01/11/05	P
80,000 - 89,999	28,000.00	28,000.00	01/11/05	P
90,000 and over	32,000.00	32,000.00	01/11/05	P

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Club premises certificates				
New application variation				
Band A	100.00	100.00	01/11/05	P
Band B	190.00	190.00	01/11/05	P
Band C	315.00	315.00	01/11/05	P
Band D	450.00	450.00	01/11/05	P
Band E	635.00	635.00	01/11/05	P
Annual maintenance fee				
Band A	70.00	70.00	01/11/05	P
Band B	180.00	180.00	01/11/05	P
Band C	295.00	295.00	01/11/05	P
Band D	320.00	320.00	01/11/05	P
Band E	350.00	350.00	01/11/05	P
Fireworks Explosives Regulations 2014 (set by HSE)				
Registration (Unlimited) initial application	500.00	500.00	01/04/17	P
Renewal	552.00	552.00	01/04/17	P
Licence (limited) to store explosives (fireworks)				
New Application 1 year	109.00	109.00	01/04/17	P
Renewal 1 year	52.00	52.00	06/04/16	P
Renewal 3 year	120.00	120.00	01/04/17	P

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Fireworks Explosives Regulations 2014 (set by HSE) - Continued				
Licence to store explosives where a minimum separation distance is prescribed				
New application 1 year	185.00	185.00	06/04/16	P
Renewal 1 year	86.00	86.00	06/04/16	P
Renewal 3 years	206.00	206.00	06/04/16	P
Varying a licence				
Varying the name of licensee or address of site	36.00	36.00	06/04/16	P
Transfer of licence	36.00	36.00	06/04/16	P
Replacement of licence if lost	36.00	36.00	06/04/16	P

Basis of Increase:

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- 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
- D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

- P - The Corporate Charging Policy
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Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	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	88.00	91.00	01/04/19	I/N/P
Official search (including issue of official certificate of search)				
a) in only part of the register (one parcel)	8.50	9.00	01/04/19	I/N/P
b) in only part of register (each additional parcel thereafter),	2.25	2.50	01/04/19	I/N/P
c) in the whole of the register - post or fax (one parcel)	21.00	21.50	01/04/19	I/N/P
d) in the whole of the register - post or fax (each additional parcel thereafter)	5.25	5.50	01/04/19	I/N/P
e) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (one parcel)	21.00	21.50	01/04/19	I/N/P
f) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (each additional parcel thereafter)	5.25	5.50	01/04/19	I/N/P
Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)	1.75	1.80	01/04/19	I/N/P

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

Basis for setting charge increase above complies with either:

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

Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Office copy of any plan or other document filed pursuant to these rules:				
Personal Searches in whole or part of the Register	No Charge	No Charge	01/07/10	L
Extract of register in place of personal search				
First Page	2.25	2.30	01/04/19	I/N/P
Subsequent pages	0.25	0.30	01/04/19	I/N/P
CON29(R) Enquiries				
One parcel of land	106.00 *	109.00 *	01/04/19	I/N/P
Several parcels of land				
Each additional (fees that exceed 100 to be fixed by arrangement)	45.50 *	47.00 *	01/04/19	I/N/P
Update Search Fee	75.25 *	77.50 *	01/04/19	I/N/P
Part 2 Enquiries				
Each printed enquiry	21.75 *	22.50 *	01/04/19	I/N/P
With exception to Question 4	33.50 *	34.50 *	01/04/19	I/N/P
With exception of surrounding area enquiries	37.25 *	38.50 *	01/04/19	I/N/P
 Provision of access data to external body to answer CON29(R) and (O) questions Data for CON 29(R) questions	No charge	No charge	01/07/10	L

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Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Copying Charges - Legal Documents				
Certified Copy of Land Search - Paper Copy	15.50	16.00	01/04/19	I/N/P
First Page	2.25	2.50	01/04/19	I/N/P
Subsequent pages	0.25	0.30	01/04/19	I/N/P
Certified copy of extract of Highways Register (letter and extract)	31.00	32.00	01/04/19	I/N/P
Certified copy of extract of Highways Register (extract only and collection only)	15.50	16.00	01/04/19	I/N/P
New Residential Addresses - (building names included) in an existing road				
1 dwelling	62.00	64.00	01/04/19	I/N/P
2 - 5 dwellings	82.50	85.00	01/04/19	I/N/P
6 - 25 dwellings	98.00	101.00	01/04/19	I/N/P
26 - 45 dwellings	201.00	207.00	01/04/19	I/N/P
46 - 100 dwellings	428.00	441.00	01/04/19	I/N/P
100+ plots (plus an extra fee of £95 for each additional 10 dwellings (or part thereof))	721.00	743.00	01/04/19	I/N/P
	98.00	101.00	01/04/19	I/N/P

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Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
New Residential Addresses (building names included) plus single road name				
1 - 5 dwellings	139.00	144.00	01/04/19	I/N/P
6 - 25 dwellings	160.00	165.00	01/04/19	I/N/P
26 - 45 dwellings	257.50	265.00	01/04/19	I/N/P
46 - 100 dwellings	484.50	499.00	01/04/19	I/N/P
100+ plots (plus an extra fee of £155 for each additional 10 dwellings (or part thereof)	777.50	801.00	01/04/19	I/N/P
	160.00	165.00	01/04/19	I/N/P
For each additional road name	67.00	69.00	01/04/19	I/N/P
New Commercial/Industrial Addresses (building name included) in an existing road				
1 unit	62.00	64.00	01/04/19	I/N/P
2 - 5 units	82.50	85.00	01/04/19	I/N/P
6 - 10 units	98.00	101.00	01/04/19	I/N/P
11 units plus	139.00	143.00	01/04/19	I/N/P

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N - A nominal adjustment e.g. due to rounding of charge

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

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Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
New Commercial/Industrial Addresses (building name included) plus a single road name				
1 unit	82.50	85.00	01/04/19	I/N/P
2 - 5 units	98.00	101.00	01/04/19	I/N/P
6 - 10 units	118.50	122.00	01/04/19	I/N/P
11 units plus	160.00	165.00	01/04/19	I/N/P
For each additional road name	67.00	69.00	01/04/19	I/N/P
New street name without any new dwellings or units	67.00	69.00	01/04/19	I/N/P
Naming of land parcel	67.00	69.00	01/04/19	I/N/P
Renaming of existing road or building (residential, commercial or industrial)	67.00	69.00	01/04/19	I/N/P
(plus an extra fee of £21.50 for each additional dwelling or building affected)	20.75	21.50	01/04/19	I/N/P
Research time: flat fee for research into possible street names	41.25	42.50	01/04/19	I/N/P
Non-refundable in the event that the suggested name(s) are not selected. One set of research to be undertaken.				

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Neighbourhoods Registrars (A) - Statutory

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Registrar of Births, Deaths and Marriages and Civil Partnerships:				
Places of Worship Registration Act 1855 Section 5 Certification of place of meeting for religious worship	29.00	29.00	01/09/14	P
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	P
(B) In any other cases from 2nd March 2014	47.00	47.00	02/03/15	P
Section 41 (6) Registration of building for solemnization of marriages	123.00	123.00	01/09/14	P
Section 51 Fee of registrar for attending marriage/civil partnership:				
(i) At a register office	46.00	46.00	01/04/12	P
(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	P
(iii) Fee of Superintendent Registrar for attending marriage/civil partnership at the place where:				
a) Housebound or	84.00	84.00	01/09/14	P
b) Detained person usually resides	94.00	94.00	01/09/14	P

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

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Neighbourhoods Registrars (A) - Statutory

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Immigration Act 2016 : Consideration by a Superintendent Registrar of a divorce/civil partnership dissolution obtained outside of the British Isles (from 01/11/17)	50.00	50.00	01/04/18	P
Consideration by the Registrar General of a divorce/civil partnership dissolution obtained outside of the British Isles (from 01/11/17)	75.00	75.00	01/04/18	P
Consideration of a reduction in the 28 day notice to marry or form a civil partnership (from 01/11/17)	60.00	60.00	01/04/18	P
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	11.00	16/02/19	P
(ii) After the time of registration	7.00	11.00	16/02/19	P
Certified copy of entry for Civil Partnerships:				
(i) At the time of registration	4.00	11.00	16/02/19	P
(ii) After the time of registration	10.00	11.00	16/02/19	P

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Neighbourhoods Registrars (A) - Statutory

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Marriage Act 1949 (continued): Section 64(2) General search of indexes of register of books kept by superintendent registrars Certified copy of entry issued under that sub-section Section 65(2) Certified copy of entry ,following search of indexes kept at General Register Office Births, Deaths Registration Act 1953: At the time of registration After the time of registration Section 30(2) certified copy of entry following search of indexes kept at General Register Office	18.00	18.00	01/04/04	P
	10.00	11.00	16/02/19	P
	10.00	11.00	16/02/19	P
	New Charge	11.00	16/02/19	P
	New Charge	11.00	16/02/19	P
	10.00	11.00	16/02/19	P

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Neighbourhoods Registrars (A) - Statutory

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Immigration Act 2016 :				
Fees for corrections to Initial Registration				
Forename added within 12 months of birth registration	40.00	40.00	01/11/17	P
Consideration by Registrar/Superintendent Registrar of a correction application (from 01/11/17)	75.00	75.00	01/11/17	P
Consideration by Registrar General of a correction application	90.00	90.00	01/11/17	P
Priority Certificate Fee 24 hr service	New Charge	35.00	16/02/19	P
Fees for conversion of a Civil Partnership into Marriage				
Conversion of a civil partnership into marriage				
At the Register Office	45.00	45.00	01/11/17	P
Two stage procedure on other premises				
Completing the declaration	27.00	27.00	01/11/17	P
Signing the declaration in a religious building registered for the marriage of same sex couples	91.00	91.00	01/11/17	P

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Neighbourhoods Registrars - Non Statutory

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
REGISTRAR OF BIRTHS, DEATHS, MARRIAGES AND CIVIL PARTNERSHIPS:				
Off site attendance to officiate at an approved premise wedding/civil partnership:				
Monday to Friday	585.00	605.00	01/04/19	I/N/P
Saturday	700.00	720.00	01/04/19	I/N/P
Sunday/ Bank Holiday	715.00	735.00	01/04/19	I/N/P
On site attendance to officiate at a wedding/civil partnership held in Langtons Hall:				
Monday to Thursday	530.00	545.00	01/04/19	I/N/P
Friday (Inc. red carpet)	640.00	660.00	01/04/19	I/N/P
Saturday (Inc. red carpet)	880.00	905.00	01/04/19	I/N/P
Sunday/ Bank Holiday (Inc. red carpet)	815.00	840.00	01/04/19	I/N/P
On site attendance to officiate at a wedding/civil partnership at Langtons House/Orangery				
Monday to Thursday	290.00	300.00	01/04/19	I/N/P
Friday	470.00	485.00	01/04/19	I/N/P
Saturday	585.00	600.00	01/04/19	I/N/P
Sunday/ Bank Holiday	715.00	735.00	01/04/19	I/N/P

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Neighbourhoods Registrars - Non Statutory

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Other Civil Ceremonies				
Welcoming Ceremonies / Re-affirmation of vows (* prices include VAT) Held in Langtons Wedding Rooms				
Monday to Thursday	290.00 *	300.00 *	01/04/19	I/N/P
Friday	470.00 *	485.00 *	01/04/19	I/N/P
Saturday	585.00 *	600.00 *	01/04/19	I/N/P
Sunday	715.00 *	735.00 *	01/04/19	I/N/P
Welcoming Ceremonies / Re-affirmation of vows (* prices include VAT) Held in Langtons Hall				
Monday to Thursday	530.00 *	545.00 *	01/04/19	I/N/P
Friday	640.00 *	660.00 *	01/04/19	I/N/P
Saturday	880.00 *	905.00 *	01/04/19	I/N/P
Sunday	815.00 *	840.00 *	01/04/19	I/N/P
(An additional amount is charged if any ceremony falls on the following three days: Valentine's Day, Christmas Eve or New Year's Eve)	115.00	118.00	01/04/19	I/N/P

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Neighbourhoods Registrars - Non Statutory

(B) Charges determined by Committee

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Welcoming Ceremonies / Re-affirmation of vows (* prices include VAT) Held in Langtons Hall (continued)				
Individual Citizenship Ceremony	175.00	180.00	01/04/19	I/N/P
Wedding Rehearsal fee (per half hour)	55.00	57.00	01/04/19	I/N/P
Wedding Packages				
Silver Wedding Package/Civil Partnership Package (Friday)	2,000.00	2,000.00	01/04/17	L
Gold Wedding Package/Civil Partnership Package (Sunday)	3,000.00	3,000.00	01/04/17	L
Saturday Winter Wedding Package	4,000.00	Withdrawn	01/04/19	L
Surcharge for evening weddings at 5pm & 6pm on Thursdays & Fridays (includes Langton's House and Approved Premises)	200.00	205.00	01/04/19	I/N/P
Surcharge for candlelit weddings between October-March in addition to an evening wedding option	200.00	205.00	01/04/19	I/N/P
Payment in advance of a non-refundable booking fee for Register Office Weddings only	50.00	57.00	01/04/19	
Change of ceremony appointment fee	55.00	57.00	01/04/19	I/N/P

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Neighbourhoods Registrars - Non Statutory

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Premium Appointment Service (additional casual registrars used to cover up to one hour)	46.00	47.00	01/04/19	I/N/P
Non-Refundable booking fee for Notice of Marriage (applies to non-attendees only - in line with statutory fee for notice of marriage)	35.00	35.00	01/04/19	L
Langtons Hall Hire (Hourly)				
Monday - Friday 9.00-17.00	40.00	41.00	01/04/19	I/N/P
Monday - Thursday 17.00-24.00	50.00	52.00	01/04/19	I/N/P
Friday Evening, Saturday and Sunday (A discount of 20% applies for bookings of more than 6 hours for Friday evening and the weekend)	95.00	95.00	01/04/17	L
Damage deposit for Langton's Hall function bookings	250.00	250.00	01/04/16	L
Langtons Room Hire (Hourly Minimum 2 hours)				
Room Hire Monday - Sunday 09.00 - 21.00	40.00	41.00	01/04/19	I/N/P
Charity Room Hire Monday - Thursday 09.00 - 21.00 (A discount of 40% applies for Charity/Community groups by application)	24.00	24.60	01/04/19	I/N/P

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- S - An increase above inflation in line with a corporate saving plan
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Neighbourhoods Registers - Non Statutory

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Sponsorship for Langtons Ceremony Brochure				
Whole A5 page - Portrait	750.00 *	770.00 *	01/04/19	I/N/P
Half A5 Page - Landscape	420.00 *	432.00 *	01/04/19	I/N/P
Quarter A5 Page - Portrait	260.00 *	267.00 *	01/04/19	I/N/P
Back Cover - Whole A5 Page - Portrait	1,468.00 *	1,200.00 *	01/04/19	L
Inside Front and Back Cover - Whole A5 Page - Portrait	1,101.00 *	1,134.00 *	01/04/19	P
Nationality Document Return Service				
Per person	45.00 *	Withdrawn *	01/04/19	L
Passport Checking Service				
Per Person	15.00 *	Withdrawn *	01/04/19	L
Copy Certificate fast-track service				
Within 24 hours+	25.00	Withdrawn	01/04/19	L
While you wait+	45.00	Withdrawn	01/04/19	L
+(above charges are in addition to statutory fee for actual certificate)				
Postage Costs:				
Marriage Authorities to other Districts by 1st class recorded delivery	6.00	Withdrawn	01/04/19	L
Copy certificates by 1st class recorded delivery	5.00	5.00	01/04/16	L

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
TRADING STANDARDS:				
Trading Standards NE London Metrology Partnership Income Income is credited to the joint trading account				
Section 11 (4) of the Weights and Measures Act 1985				
Measuring Instruments:				
(a) Linear (with or without divisions/sub divisions)				
First Tape	12.80 *	13.00 *	01/04/19	I/N/P
(b) Capacity (without divisions, not exceeding 1 litre) - each measure				
	10.50 *	11.00 *	01/04/19	I/N/P
(c) Cubic ballast				
Other than brim (each measure)	211.80 *	218.00 *	01/04/19	I/N/P
Brim/bucket type (each measure)	93.50 *	96.00 *	01/04/19	I/N/P
1. Liquid capacity measures for making and checking average quantity purchases each measure	33.20 *	34.00 *	01/04/19	I/N/P

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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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Measuring Instruments (continued):				
2. Templates (per scale)	58.10 *	60.00 *	01/04/19	I/N/P
First item	23.65 *	24.00 *	01/04/19	I/N/P
Second and subsequent items				
(d) Liquid fuel, Lubricants etc. (each instrument)				
1. Container type (not sub-divided)	108.25 *	112.00 *	01/04/19	I/N/P
2. Other types (multi-outlets)				
1 meter tested	140.80 *	145.00 *	01/04/19	I/N/P
Each additional meter tested	86.67 *	89.00 *	01/04/19	I/N/P
3. Test of peripheral equipment on separate visit	108.25 *	112.00 *	01/04/19	I/N/P
4. Test of credit card acceptor	108.25 *	112.00 *	01/04/19	I/N/P
5. MID verification				
1 meter tested	176.85 *	182.00 *	01/04/19	I/N/P
Each additional meter	108.25 *	112.00 *	01/04/19	I/N/P

Basis of Increase:

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G - An increase below inflation in line with a corporate growth plan

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Measuring Instruments (continued):				
(e) Intoxicating liquor (each instrument)				
Not exceeding 150ml (individual submissions)	21.00 *	22.00 *	01/04/19	I/N/P
Other	25.25 *	26.00 *	01/04/19	I/N/P
(g) Each weight (stamping)				
1. Weights exceeding 5kg or not exceeding 500mg, 2cm	11.60 *	12.00 *	01/04/19	I/N/P
2. Other weights	8.90 *	9.00 *	01/04/19	I/N/P
3. Other weights (more than one submitted)	7.45 *	8.00 *	01/04/19	I/N/P
4. Adjusting weights (per hour)	110.00 *	113.00 *	01/04/19	I/N/P
(h) Verification - Weighing Machines / Weighing Equipment				
1. Calibrated to weigh only metric:				
Not exceeding 15kg	36.00 *	37.00 *	01/04/19	I/N/P
Exceeding 15kg to 100kg	51.50 *	53.00 *	01/04/19	I/N/P
Exceeding 100kg to 250kg	85.20 *	88.00 *	01/04/19	I/N/P
Exceeding 250kg to 1 tonne	120.00 *	127.00 *	01/04/19	I/N/P
Exceeding 1 tonne to 10 tonne	197.60 *	204.00 *	01/04/19	I/N/P
Exceeding 10 tonnes to 30 tonnes	415.00 *	427.00 *	01/04/19	I/N/P
Exceeding 30 tonnes to 60 tonnes	618.30 *	637.00 *	01/04/19	I/N/P

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Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Measuring Instruments (continued):				
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:	110.30 *	114.00 *	01/04/19	I/N/P
3. Medical weighing scales				
Not exceeding 15kg	35.75 *	37.00 *	01/04/19	I/N/P
Exceeding 15kg to 100kg	51.75 *	53.00 *	01/04/19	I/N/P
Exceeding 100kg to 250kg	85.20 *	88.00 *	01/04/19	I/N/P
Exceeding 250kg to 1 tonne	123.60 *	127.00 *	01/04/19	I/N/P
Certificate of errors				
For supplying a certificate containing results of errors found on testing (certificate supplied upon request of the submitter, fee applies when no other fee is payable)	48.12 *	50.00 *	01/04/19	I/N/P
Measuring Instrument Directive				
Measuring Instruments for liquid fuel and lubricants (initial verification not re-verification) (surcharge over fee listed above)	10% Surcharge *	10% Surcharge *	01/04/17	L

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Measuring Instruments (continued):				
Other Weighing or Measuring Equipment				
Brake tester/spring balance type	58.15 *	60.00 *	01/04/19	I/N/P
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)	110.30 *	114.00 *	01/04/19	I/N/P
Standards Services provided to Other Local Authorities				
Testing and Associated Services (per hour)	92.10	95.00	01/04/19	I/N/P
Collection Delivery charge (price shown is per mile) return trip + congestion charge where applicable	0.74	0.76	01/04/19	I/N/P
Inspections during standard office hours, including travelling time	92.10	95.00	01/04/19	I/N/P
Block Booked and Pre-paid Inspections totalling more than £5,000 (per hour)	63.15	65.00	01/04/19	I/N/P

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
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)	92.00	95.00	01/04/19	I/N/P
UKAS Laboratory				
Charge for calibration to M1 level 25kg - 1mg (Incl. cert where total order over £100)				
One weight submitted	20.00 *	21.00 *	01/04/19	I/N/P
Certificate where total order is less than 100	31.70 *	33.00 *	01/04/19	I/N/P
Charge for calibration to F2 level 20kg - 1mg (Incl. cert where total order over £100)				
One weight submitted	48.95 *	50.00 *	01/04/19	I/N/P
Certificate where total order is less than £100 (Where multiple weights are submitted of the same nomination a 10% reduction may apply)	31.65 *	33.00 *	01/04/19	I/N/P

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
GLC (General Powers) Act 1985				
Competitive Bidding - Licence Registration fee	354.85	366.00	01/04/19	I/N/P
Financial Investigation by Accredited Financial Investigator (LA)				
Where no individual agreement exists, per hour spent by AFI	68.30	70.00	01/04/19	I/N/P
'PASS' Alcohol awareness retailer training fee (per delegate - Inc. VAT)	66.45 *	68.00 *	01/04/19	I/N/P

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

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
TRAFFIC & PARKING CONTROL:				
Parking Facilities				
Penalty Charge Notices				
(Levels set by London Councils and agreed by the Mayor of London and endorsed by the Secretary of State)				
Less Serious Contravention Band A	80.00	80.00	01/04/11	P
Less Serious Contravention Band A if paid within 14 days	40.00	40.00	01/04/11	P
Serious Contravention Band A	130.00	130.00	15/04/11	P
Serious Contravention Band A paid within 14 days	65.00	65.00	15/04/11	P
Less Serious Band B	60.00	60.00	01/04/11	P
Less Serious paid within 14 days	30.00	30.00	01/04/11	P
Serious Band B	110.00	110.00	15/04/11	P
Serious Band B if paid within 14 days	55.00	55.00	15/04/11	P
Vehicle Clamping and Removal				
Vehicle Immobilisation release fee	70.00	70.00	01/04/11	P
Vehicle Pound release fee (if clamped)	200.00	200.00	01/04/11	P
Disposal Fee	70.00	70.00	01/04/11	P
Vehicle Pound storage fee (per day)	40.00	40.00	01/04/11	P

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

D - Increase recommended by Head of Service

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
TRAFFIC & PARKING CONTROL:				
PARKING FACILITIES				
Romford Area Car Parks - Mixed Tariff				
Monday to Friday (Period Hours)				
0 - 1	0.60 *	Withdrawn *	01/04/19	L
1 - 2	1.20 *	Withdrawn *	01/04/19	L
2 - 3	2.40 *	Withdrawn *	01/04/19	L
3 - 4	3.00 *	Withdrawn *	01/04/19	L
4 - 5	6.00 *	Withdrawn *	01/04/19	L
5 - 6	7.00 *	Withdrawn *	01/04/19	L
6 - 7	8.00 *	Withdrawn *	01/04/19	L
7 - 8	9.00 *	Withdrawn *	01/04/19	L
over 8	10.00 *	Withdrawn *	01/04/19	L
Lost Ticket	10.00 *	Withdrawn *	01/04/19	L
Solo Motorcycle	No Charge *	Withdrawn *	01/04/19	L
Saturday (Period Hours)				
0 - 1	1.20 *	Withdrawn *	01/04/19	L
1 - 2	2.40 *	Withdrawn *	01/04/19	L

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Romford Area Car Parks - Mixed Tariff (continued)				
Saturday (Period Hours)				
2 - 3	2.60 *	Withdrawn *	01/04/19	L
3 - 4	3.00 *	Withdrawn *	01/04/19	L
4 - 5	6.00 *	Withdrawn *	01/04/19	L
5 - 6	7.00 *	Withdrawn *	01/04/19	L
6 - 7	8.00 *	Withdrawn *	01/04/19	L
7 - 8	9.00 *	Withdrawn *	01/04/19	L
over 8	10.00 *	Withdrawn *	01/04/19	L
Lost Ticket	10.00 *	Withdrawn *	01/04/19	L
Solo Motorcycle	No Charge *	Withdrawn *	01/04/19	L
Romford Area Car Parks - Mixed Tariff				
Monday to Saturday (Period Hours)				
0 - 1	New Charge *	1.50 *	01/04/19	C/L
1 - 2	New Charge *	2.50 *	01/04/19	C/L
2 - 3	New Charge *	3.50 *	01/04/19	C/L
3 - 4	New Charge *	4.50 *	01/04/19	C/L
4 - 5	New Charge *	5.50 *	01/04/19	C/L
5 - 6	New Charge *	6.50 *	01/04/19	C/L
6 - 7	New Charge *	10.50 *	01/04/19	C/L

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(B) Charges determined by Committee

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Romford Area Car Parks - Mixed Tariff (continued)				
Monday to Saturday (Period Hours)				
7 - 8	New Charge *	11.50 *	01/04/19	C/L
over 8	New Charge *	12.50 *	01/04/19	C/L
Lost Ticket	New Charge *	12.50 *	01/04/19	C/L
Solo Motorcycle	No Charge *	No Charge *	01/04/19	C/L
Sunday (Flat Fee)	New Charge *	1.50 *	01/04/19	C/L
Overnight (Period Hours)	New Charge *	1.50 *	01/04/19	C/L

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Market Place (Non-market days)				
0 - 1	0.60 *	1.50 *	01/04/19	L
1 - 2	1.20 *	2.50 *	01/04/19	L
Sunday (Flat Fee)	New Charge *	1.50 *	01/04/19	C/L
Overnight (Non-market days & Period Hours)	New Charge *	1.50 *	01/04/19	C/L
¹ Pay by Phone Convenience Fee for transactions £1.00 and under £0.05	0.00 *	0.00 *	01/04/17	L
¹ Pay by Phone Convenience Fee for transactions over £1.00 £0.10	0.00 *	0.00 *	01/04/17	L
¹ Pay by Phone Text Messages £0.10	0.00 *	0.00 *	01/04/11	L
Pay by Phone Convenience Fee is currently £0.05 for tariff less than £1.00 and £0.10 for tariff above £1.00				
¹ This charge is levied by an external supplier and is not received by the the Council. It is an independent service fee included here for transparency.				

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Car Parks excluding Romford Area Car Parks - Mixed Tariff				
Monday to Friday (Period Hours)				
0 - 30 minutes	No Charge *	Withdrawn *	01/04/19	L
30min - 2	1.50 *	Withdrawn *	01/04/19	L
2 - 3	2.00 *	Withdrawn *	01/04/19	L
3 - 4	3.00 *	Withdrawn *	01/04/19	L
4 - 5	4.00 *	Withdrawn *	01/04/19	L
5 - 6	5.00 *	Withdrawn *	01/04/19	L
6 - 7	6.00 *	Withdrawn *	01/04/19	L
7 - 8	7.00 *	Withdrawn *	01/04/19	L
8 - 12	8.00 *	Withdrawn *	01/04/19	L
Solo Motorcycles	No Charge	Withdrawn	01/04/19	L
6pm to 7am	No Charge	Withdrawn	01/04/19	L

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Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Hornchurch & Upminster Area Car Parks				
Monday to Saturday (Period Hours)				
0 - 1	New Charge *	1.50 *	01/04/19	C/L
1 - 2	New Charge *	2.50 *	01/04/19	C/L
2 - 3	New Charge *	3.50 *	01/04/19	C/L
3 - 4	New Charge *	4.50 *	01/04/19	C/L
4 - 5	New Charge *	5.50 *	01/04/19	C/L
5 - 6	New Charge *	6.50 *	01/04/19	C/L
6 - 7	New Charge *	10.50 *	01/04/19	C/L
7 - 8	New Charge *	11.50 *	01/04/19	C/L
8 - 12	New Charge *	12.50 *	01/04/19	C/L
Solo Motorcycles	No Charge *	No Charge *	01/04/19	C/L
Sunday (Flat Fee)	New Charge *	1.50 *	01/04/19	C/L
Overnight (Period Hours)	New Charge *	1.50 *	01/04/19	C/L

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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

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(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Collier Row, Cranham, Elm Park, Gidea Park & Rainham Area Car Parks				
Monday to Saturday (Period Hours)				
0 - 30 mins	No Charge *	No Charge *	01/04/19	C/L
30 min - 1	New Charge *	1.50 *	01/04/19	C/L
1 - 2	New Charge *	2.50 *	01/04/19	C/L
2 - 3	New Charge *	3.50 *	01/04/19	C/L
3 - 4	New Charge *	4.50 *	01/04/19	C/L
4 - 5	New Charge *	5.50 *	01/04/19	C/L
5 - 6	New Charge *	6.50 *	01/04/19	C/L
6 - 7	New Charge *	10.50 *	01/04/19	C/L
7 - 8	New Charge *	11.50 *	01/04/19	C/L
8 - 12	New Charge *	12.50 *	01/04/19	C/L
Solo Motorcycles	No Charge *	No Charge *	01/04/19	C/L
Sunday				
0 - 30 mins	No Charge *	No Charge *	01/04/19	C/L
Over 30 Mins	New Charge *	1.50 *	01/04/19	C/L
Overnight (Period Hours)	New Charge *	1.50 *	01/04/19	C/L

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Season Tickets Romford Central Area All car parks: Per quarter Per month Outside Romford Central Area 5 Day season – Balgores Square: per quarter per month All other car parks: per quarter per month	 200.00 * 70.00 * 200.00 * 70.00 * 160.00 * 60.00 *	 210.00 * 75.00 * 210.00 * 75.00 * 170.00 * 65.00 *	 01/04/19 01/04/19 01/04/19 01/04/19 01/04/19 01/04/19	 I/N/P I/N/P I/N/P I/N/P I/N/P I/N/P

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
On Street Pay and Display				
Romford Town Centre (Maximum Stay 2 hours)				
0 - 12 mins	0.20	Withdrawn	01/04/19	L
12 mins - 30 mins	0.60	Withdrawn	01/04/19	L
30 mins - 1 hour	1.00	Withdrawn	01/04/19	L
1 hour - 1 hour 30 mins	1.60	Withdrawn	01/04/19	L
1 hour 30 mins - 2 hours	2.00	Withdrawn	01/04/19	L
Outside Romford Town Centre (Maximum Stay 3 hours)				
0 - 30 mins	No Charge	Withdrawn	01/04/19	L
30 min - 2 hours	1.50	Withdrawn	01/04/19	L
2 - 3 hours	2.00	Withdrawn	01/04/19	L
Upminster Road South Monday to Saturday (Maximum Stay 1 hour)				
0 - 30 mins	No Charge	No Charge	06/04/15	L
30 min - 1 hour	1.50	1.50	01/04/19	L
Sunday				
0 - 30 mins	No Charge	No Charge	01/04/19	C/L
Over 30 mins	New Charge	1.50		
Overnight (Period Hours)	No Charge	No Charge	01/04/19	C/L

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I - Based on relevant inflationary change

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D - Increase recommended by Head of Service

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
On Street Pay and Display (continued)				
Romford, Hornchurch & Upminster Town Centres. Monday to Saturday				
(Maximum Stay 3 hours)				
0 - 1	New Charge	1.50	01/04/19	C/L
1 - 2	New Charge	2.50	01/04/19	C/L
2 - 3	New Charge	3.50	01/04/19	C/L
Sunday (Flat Fee)	New Charge	1.50	01/04/19	C/L
Overnight (Period Hours)	No Charge	No Charge	01/04/19	C/L
Ardleigh Green, Collier Row, Cranham, Elm Park, Gidea Park, Harold Hill, Harold Wood & Rainham Monday to Saturday (Maximum Stay 3				
0 - 30 mins	No Charge	No Charge	01/04/19	C/L
30 min -1 hour	New Charge	1.50	01/04/19	C/L
1 - 2 hours	New Charge	2.50	01/04/19	C/L
2 - 3 hours	New Charge	3.50	01/04/19	C/L
Sunday				
0 - 30 mins	No Charge	No Charge	01/04/19	C/L
Over 30 mins	New Charge	1.50	01/04/19	C/L
Overnight (Period Hours)	No Charge	No Charge	01/04/19	C/L

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- 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
- D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

- P - The Corporate Charging Policy
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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	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	35.00	35.00	03/04/17	L
2nd Permit per household	60.00	60.00	03/04/17	L
3rd Permit per household	85.00	85.00	03/04/17	L
Resident's visitor permits (book of 10)	13.00	13.00	01/04/18	L
Resident's All Day visitor permits (book of 10)	39.00	39.00	01/02/18	L
Resident's Hourly visitor permits (book of 10)	10.00	10.00	01/04/18	L
Business parking permits (per annum)	200.00	200.00	01/04/16	L
Commuter Bays (per annum)	500.00	500.00	01/04/16	L
Domestic Carer Permit (per annum)	40.00	40.00	01/04/16	L
Amendment to existing permit	25.50	25.50	01/04/16	L
Cancellation of permit	15.00	15.00	07/02/11	L
Other Miscellaneous Charges				
Waiver	20.00	20.00	06/04/15	L
Health and Homecare Permit (per annum)	60.00	60.00	01/04/16	L
Amendment to existing permit	22.50	22.50	06/04/15	L
Cancellation of permit	15.00	15.00	07/02/11	L
License Holder Car Parks (per annum)	90.00 *	200.00 *	01/04/19	D/L

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Disabled Blue Badge (per 3 years)	10.00	10.00	01/01/12	L
Car Parking in Parks and Open Spaces Effective 01/04/2015 Maximum Stay 5 hours				
Mon - Friday 8.00am to 6.30pm.				
0 - 3 hours	0.20 *	Withdrawn *	01/04/19	L
3 - 5 hours	0.50 *	Withdrawn *	01/04/19	L
Mon - Saturday 8.00am to 6.30pm.				
0 - 1	New Charge	1.50	01/04/19	C/L
1 - 2	New Charge	2.50	01/04/19	C/L
2 - 3	New Charge	3.50	01/04/19	C/L
3 - 4	New Charge	4.50	01/04/19	C/L
4 - 5	New Charge	5.50	01/04/19	C/L
Sundays	No Charge	1.50	01/04/19	C/L
Blue Badge holders (for up to 5 hours)	No Charge	No Charge	01/04/19	C/L
VEHICLE PARKING - WITHIN PARKS AND OPEN SPACES ONLY				
Release of vehicles that have been locked in a car park	80.00	80.00	01/04/18	L
Fee for vehicle left in car park overnight	107.00	107.00	01/04/18	L

Basis of Increase:

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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

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Events Charging For Traffic Management and Parking				
0 - 50 attendees	100.00 *	103.00 *	01/04/19	I/N/P
51 - 100 attendees	200.00 *	206.00 *	01/04/19	I/N/P
101 - 1000 attendees	500.00 *	515.00 *	01/04/19	I/N/P
1001+ attendees	1,000.00 *	1,030.00 *	01/04/19	I/N/P
plus hourly rate of £67 per hour	65.00 *	67.00 *	01/04/19	I/N/P
NRSW (Mayrise) fees and charges apply				
Road closure per road	2,050.00 *	2,150.00 *	01/04/19	I/N/P

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

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
ENVIRONMENTAL HEALTH:				
Annual Licences				
Animal boarding establishments (Animal Boarding Establishments Act 1963)				
New application	0.00	Withdrawn	01/04/19	L
Renewal	0.00	Withdrawn	01/04/19	L
New application Part A	270.00	Withdrawn	01/04/19	L
New application Part B	100.00	Withdrawn	01/04/19	L
Renewal Part A	150.00	Withdrawn	01/04/19	L
Renewal Part B	150.00	Withdrawn	01/04/19	L
Duplicate	25.00	Withdrawn	01/04/19	L
Breeding establishments for dogs (Breeding of dogs act 1973 and 1991)				
New application	0.00	Withdrawn	01/04/19	L
Renewal	0.00	Withdrawn	01/04/19	L
New application Part A (Plus vet fees if applicable)	270.00	Withdrawn	01/04/19	L
New application Part B (Plus vet fees if applicable)	100.00	Withdrawn	01/04/19	L

Basis of Increase:

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

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Annual Licences (continued)				
Breeding establishments for dogs (Breeding of dogs act 1973 and 1991)				
Renewal Part A	150.00	Withdrawn	01/04/19	L
Renewal Part B	150.00	Withdrawn	01/04/19	L
Duplicate	25.00	Withdrawn	01/04/19	L
Keeping of dangerous wild animals (Dangerous Wild Animals Act 1976)				
New application	0.00	Withdrawn	01/04/19	L
Renewal (no change)	0.00	Withdrawn	01/04/19	L
New application Part A	330.00	340.00	01/04/19	I/N/P
New application Part B	100.00	103.00	01/04/19	I/P
Note: total fee for new application £443				
Renewal Part A	330.00	340.00	01/04/19	I/N/P
Renewal Part B	100.00	103.00	01/04/19	I/P
Note: total fee for renewal £443				
Duplicate	25.00	45.00	01/04/19	D/L

Basis of Increase:

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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

D - Increase recommended by Head of Service

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
ENVIRONMENTAL HEALTH: Animal Welfare Licences (The Animal welfare (Licensing of Activities Involving Animals) England) Regulations 2018 Providing and arranging boarding for cat/dog kennels, home boarding for dogs New Application Part B (Issue Fee) Note: total fee for new application £750 Renewal Part A (Application Fee) Renewal Part B (Issue Fee) Note: total fee for renewal application £430 Dog Daycare Dog Daycare Part A (Application Fee) Dog Daycare Part 3 (Issue Fee) Note: total fee for new application £750 Renewal Part A (Application Fee) Renewal Part B (Issue Fee) Note: total fee for renewal application £430	New Charge	570.00	01/04/19	L
	New Charge	180.00	01/04/19	L
	New Charge	330.00	01/04/19	L
	New Charge	100.00	01/04/19	L
	New Charge	570.00	01/04/19	L
	New Charge	180.00	01/04/19	L
	New Charge	330.00	01/04/19	L
	New Charge	100.00	01/04/19	L

Basis of Increase:

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

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Animal Welfare Licences (continued)				
Dog Breeding				
Dog Breeding Part A (Application Fee) (inc vet visit fee)	New Charge	600.00	01/04/19	L
Dog Breeding Part B (Issue Fee)	New Charge	180.00	01/04/19	L
Note: total fee for new application £780				
Renewal Part A (Application Fee)	New Charge	330.00	01/04/19	L
Renewal Part B (Issue Fee)	New Charge	100.00	01/04/19	L
Note: total fee for renewal application £430				
Pet Shop Operation				
Pet Shop Operation Part A (Application Fee)	New Charge	570.00	01/04/19	L
Pet Shop Operation Part B (Issue Fee)	New Charge	180.00	01/04/19	L
Note: total fee for Pet Shop Operation £750				
Renewal Part A (Application Fee)	New Charge	330.00	01/04/19	L
Renewal Part B (Issue Fee)	New Charge	100.00	01/04/19	L
Note: total fee for renewal application £430				

Basis of Increase:

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- 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
- D - Increase recommended by Head of Service

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(B) Charges determined by Committee

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Animal Welfare Licences (continued)				
Hiring of Horses				
Hiring of Horses (riding and/or instruction) Part A (Application Fee) (inc vet visit fee)	New Charge	600.00	01/04/19	L
Hiring of Horses (riding and/or instruction) Part B (Issue Fee)	New Charge	180.00	01/04/19	L
Note: total fee for Hiring of Horses £780				
Renewal Part A (Application Fee)	New Charge	330.00	01/04/19	L
Renewal Part B (Issue Fee)	New Charge	100.00	01/04/19	L
Note: total fee for renewal application £430				
Keeping or Training of Animals for Exhibitions				
Keeping or training of animals for exhibition Part A (Application Fee)	New Charge	570.00	01/04/19	L
Keeping or training of animals for exhibition Part B (Issue Fee)	New Charge	180.00	01/04/19	L
Note: total fee for Keeping or training of animals for exhibition £750				
Renewal Part A (Application Fee)	New Charge	330.00	01/04/19	L
Renewal Part B (Issue Fee)	New Charge	100.00	01/04/19	L
Note: total fee for renewal application £430				
Variation of Licence	New Charge	570.00	01/04/19	L
Re-rating of Premises	New Charge	270.00	01/04/19	L
Replacement Licence for a lost or defaced Licence	New Charge	45.00	01/04/19	L

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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

D - Increase recommended by Head of Service

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Special treatment establishments (London Local Authority Act 1991)				
Single treatment	0.00	Withdrawn	01/04/19	L
Multiple treatment	0.00	Withdrawn	01/04/19	L
If paid before the licence expiry date plus 10 working days fee reduced to				
Single treatment	0.00	Withdrawn	01/04/19	L
Multiple treatment	0.00	Withdrawn	01/04/19	L
Variation of licence				
High risk single treatment New	510.00	525.00	01/04/19	I/N/P
High risk single treatment New	150.00	155.00	01/04/19	I/N/P
Note: total fee for new application £680				
High risk Multiple treatment New	630.00	649.00	01/04/19	I/N/P
High risk Multiple treatment New	150.00	155.00	01/04/19	I/N/P
Note: total fee for new application £804				
High risk renewal single treatment	150.00	155.00	01/04/19	I/N/P
High risk renewal single treatment	150.00	155.00	01/04/19	I/N/P
Note: total fee for renewal £310				
High risk Renewal multiple treatment	210.00	216.00	01/04/19	I/N/P
High risk Renewal multiple treatment	150.00	155.00	01/04/19	I/N/P
Note: total fee for renewal £371				

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N - A nominal adjustment e.g. due to rounding of charge

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D - Increase recommended by Head of Service

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Neighbourhoods Environment

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*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Annual Licences (continued)				
Variation (additional treatment High risk)	300.00	309.00	01/04/19	I/P
Variation (additional treatment High risk)	0.00	Withdrawn	01/04/19	L
Change of details	100.00	Withdrawn	01/04/19	L
Late renewal surcharge**	40.00	Withdrawn	01/04/19	L
Duplicate	25.00	Withdrawn	01/04/19	L
**surcharge to be paid for renewal applications that are received within 30 days from the date the licence lapsed. Any renewal applications received after that period will not be accepted and a new application and associated fee will be required.				
low risk single treatment New	330.00	340.00	01/04/19	I/N/P
low risk single treatment New	150.00	155.00	01/04/19	I/N/P
Note: total fee for new application £495				
low risk multiple treatment New	450.00	464.00	01/04/19	I/N/P
low risk multiple treatment New	150.00	155.00	01/04/19	I/N/P
Note: total fee for new application £619				

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Neighbourhoods Environment

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Annual Licences (continued)				
Low risk renewal single treatment	100.00	103.00	01/04/19	I/N/P
Low risk renewal single treatment	150.00	155.00	01/04/19	I/N/P
Note: total fee for renewal £258				
Low risk renewal multiple treatment	150.00	155.00	01/04/19	I/N/P
Low risk renewal multiple treatment	150.00	155.00	01/04/19	I/N/P
Note: total fee for renewal £310				
Variation (additional treatment low risk)*	150.00	155.00	01/04/19	I/N/P
Change of details	25.00	103.00	01/04/19	I/N/P
Late renewal surcharge**	40.00	41.00	01/04/19	I/N/P
Duplicate	25.00	45.00	01/04/19	D/L
* if the additional treatment is high risk the higher fee must be paid.				

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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

D - Increase recommended by Head of Service

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Annual Licences (continued)				
Performing Animals				
Performing Animals (Regulations) Act 1925				
Registration	0.00	Withdrawn	01/04/19	L
Certificate	29.00	Withdrawn	01/04/19	L
New application Part A	270.00	Withdrawn	01/04/19	L
New application Part B	50.00	Withdrawn	01/04/19	L
Renewal Part A	90.00	Withdrawn	01/04/19	L
Renewal Part B	No Charge	Withdrawn	01/04/19	L
Duplicate	25.00	Withdrawn	01/04/19	L
Pet Animals				
Pet Animals Act 1951				
Pet Shops new application (plus vet fees if applicable)	0.00	Withdrawn	01/04/19	L
Renewal (no change)	0.00	Withdrawn	01/04/19	L
Pet Shops New application Part A (plus vet fees if applicable)	315.00	Withdrawn	01/04/19	L
Pet Shops New application Part B	100.00	Withdrawn	01/04/19	L
Renewal Part A	120.00	Withdrawn	01/04/19	L+K403
Renewal Part B	150.00	Withdrawn	01/04/19	L
Duplicate	25.00	Withdrawn	01/04/19	L

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

D - Increase recommended by Head of Service

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Riding Establishments (Riding Establishments Acts 1964-1970)				
New application (plus vet fees if applicable)	0.00	Withdrawn	01/04/19	L
New application Part A (plus vet fees if applicable)	315.00	Withdrawn	01/04/19	L
New application Part B	50.00	Withdrawn	01/04/19	L
Renewal Part A plus vet inspection fee	90.00	Withdrawn	01/04/19	L
Renewal Part B	50.00	Withdrawn	01/04/19	L
Duplicate	25.00	Withdrawn	01/04/19	L
Zoo Licensing (Zoo Licensing Act 1981)				
New application (plus vet fees if applicable)	0.00	Withdrawn	01/04/19	L
Application to change (plus vet fees if applicable)	0.00	Withdrawn	01/04/19	L
New Application Part A (Part B no charge) (inc vet visit fee)	630.00	649.00	01/04/19	I/N/P
New application Part B fee	No Charge	Withdrawn	01/04/19	L
Note: total fee for application £649				
Renewal (no change) Part A fee plus vet inspection fee	450.00	464.00	01/04/19	I/N/P
Renewal Part B fee	No Charge	Withdrawn	01/04/19	L
Alteration Part A plus vet inspection fee	550.00	567.00	01/04/19	I/N/P
Alteration Part B plus vet inspection fee	No Charge	Withdrawn	01/04/19	L

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Neighbourhoods Environment

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Sex Establishment Licensing (Local Govt. Miscellaneous Provisions Act 1982)	0.00	Withdrawn	01/04/19	L
Application to change licence	Withdrawn	Withdrawn	01/04/19	L
New application Part A (Part B no charge)	2,040.00	2,101.00	01/04/19	I/N/P
New application Part B fee	No Charge	Withdrawn	01/04/19	L
Renewal Part A fee	300.00	309.00	01/04/19	I/P
Renewal Part B fee	100.00	103.00	01/04/19	I/P
Note: total fee for renewal £412				
Hypnotism consent (Hypnotism Act 1952)				
New application Part A	300.00	309.00	01/04/19	I/P
New application Part B	No Charge	Withdrawn	01/04/19	L

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Street Trading Licences (London Local Authorities Act 1990)				
Subject to review and a separate consultation for proposed street trading protocol				
Trading between 05:00 - 20:00				
Seven days per week	2,102.00	2,165.00	01/04/19	I/N/P
Six days per week	1,802.00	1,856.00	01/04/19	I/N/P
Five days per week	1,507.00	1,552.00	01/04/19	I/N/P
Four days per week	1,202.00	1,238.00	01/04/19	I/N/P
Three days per week	904.00	931.00	01/04/19	I/N/P
Two days per week	601.00	619.00	01/04/19	I/N/P
One day per week	302.00	311.00	01/04/19	I/N/P
Trading between 20:00 - 02:00				
Seven days per week	2,602.00	2,680.00	01/04/19	I/N/P
Six days per week	2,231.00	2,298.00	01/04/19	I/N/P
Five days per week	1,859.00	1,915.00	01/04/19	I/N/P
Four days per week	1,488.00	1,533.00	01/04/19	I/N/P
Three days per week	1,115.00	1,148.00	01/04/19	I/N/P
Two days per week	738.00	760.00	01/04/19	I/N/P
One day per week	370.00	381.00	01/04/19	I/N/P
These can be paid annually in advance				

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(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Temporary Street Trading Licences (up to 6 months)				
Trading between 05.00 and 20.00				
Seven days per week	1,052.00	1,084.00	01/04/19	I/N/P
Six days per week	903.00	930.00	01/04/19	I/N/P
Five days per week	740.00	762.00	01/04/19	I/N/P
Four days per week	601.00	619.00	01/04/19	I/N/P
Three days per week	452.00	466.00	01/04/19	I/N/P
Two days per week	301.00	310.00	01/04/19	I/N/P
One day per week	152.00	157.00	01/04/19	I/N/P
Temporary Street Trading Licences (up to 6 months) (continued)				
Trading between 20.00 and 02.00				
Seven days per week	1,302.00	1,341.00	01/04/19	I/N/P
Six days per week	1,118.00	1,152.00	01/04/19	I/N/P
Five days per week	931.00	959.00	01/04/19	I/N/P
Four days per week	744.00	766.00	01/04/19	I/N/P
Three days per week	558.00	575.00	01/04/19	I/N/P
Two days per week	373.00	384.00	01/04/19	I/N/P
One day per week	194.00	200.00	01/04/19	I/N/P

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Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Daily Temporary Licence for special events	44.00	45.00	01/04/19	I/N/P
Duplicate Licence	47.00	48.00	01/04/19	I/N/P
Variations to existing Licences	99.00	102.00	01/04/19	I/N/P
Advertisement A Boards				
Removal cost	116.00	119.00	01/04/19	I/N/P
Storage cost per week	11.00	11.00	01/04/19	L
Disposal cost	32.00	33.00	01/04/19	I/N/P
Return cost (collection only)	58.00	60.00	01/04/19	I/N/P
Total cost if not collected within 14 days	211.00	217.00	01/04/19	I/N/P
Abandoned Shopping Trolleys				
Collection fee	31.00	32.00	01/04/19	I/N/P
Storage fee per week/part week	21.00	22.00	01/04/19	I/N/P
Administration fee	26.00	27.00	01/04/19	I/N/P
Disposal of unwanted trolleys	26.00	27.00	01/04/19	I/N/P

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Stray Dog Service				
Administration Fee	11.00	11.00	01/04/19	L
Weekdays 09:00 - 16:59	52.00	54.00	01/04/19	I/N/P
Weekdays 17:00 - 21:59	67.00	69.00	01/04/19	I/N/P
Weekdays 22:00 - 08:59	73.00	75.00	01/04/19	I/N/P
Weekends 09:00 - 16:59	73.00	75.00	01/04/19	I/N/P
Weekends 17:00 - 08:59	73.00	75.00	01/04/19	I/N/P
Bank Holidays	73.00	75.00	01/04/19	I/N/P
Charge per day per dog/part day	15.00	15.00	01/04/19	L
Land Quality Reports				
Written report that takes less than 2 hours to complete:				
a) 5 working day response (where available and on request)	526.00 *	542.00 *	01/04/19	I/N/P
b) 20 working day response	290.00 *	299.00 *	01/04/19	I/N/P
For every hour over 2 hours	85.00 *	88.00 *	01/04/19	I/N/P
To respond to specific questions on land quality hourly rate	85.00 *	88.00 *	01/04/19	I/N/P

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
5 – Year Licence				
Mandatory HMO Licensing (Housing Act 2004)				
New licences:				
Up to 5 lettings	1,115.00	Withdrawn	01/04/19	L
6 - 9 lettings	1,284.00	Withdrawn	01/04/19	L
10 - 14 lettings	1,473.00	Withdrawn	01/04/19	L
15 - 19 lettings	1,630.00	Withdrawn	01/04/19	L
20 lettings and above	1,788.00	Withdrawn	01/04/19	L
 Additional HMO Licence	 900.00	 Withdrawn	 01/04/19	 L
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	510.00	Withdrawn	01/04/19	L
 Fee per visit for Housing Inspection and Assessments for Immigration	 133.00	 Withdrawn	 01/04/19	 L

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(B) Charges determined by Committee

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Housing Act 2004: Mandatory Housing of Multiple Occupation (HMO) Licensing				
New Licence Application up to 5 rooms/units Part A	New Charge	650.00	01/04/19	L
New Licence Application up to 5 rooms/units Part B	New Charge	500.00	01/04/19	L
Note: Total fee for new application is £1,150				
New Licence Application for each room above 5 Part A	New Charge	50.00	01/04/19	L
New Licence Application for all rooms above 5 Part B	New Charge	50.00	01/04/19	L
Additional Licensing for Housing of Multiple Occupation (HMO) Licensing				
New Licence Application Part A	New Charge	566.00	01/04/19	L
New Licence Application Part B	New Charge	361.00	01/04/19	L
Note: Total Fee for new application is £927				
Note: If Landlord is accredited by a recognised body there is a discount of £35 off the Part B fee. Additional HMO Licence for all rooms above 5 Part B				
	New Charge	36.00	01/04/19	L
Caravan site licence (Caravan Sites and Control of Development Act 1960)	378.00	389.00	01/04/19	I/N/P

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Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Gambling Act 2005 Bingo Club premises				
Fees set by LA (subject to maxima set by Govt.)				
New premises application	3,347.00	3,447.00	01/04/19	I/N/P
Annual fee	675.00	695.00	01/04/19	I/N/P
Application to vary	1,121.00	1,155.00	01/04/19	I/N/P
Application to transfer	567.00	584.00	01/04/19	I/N/P
Gambling Act 2005 Bingo Club premises (continued)				
Fees set by LA (subject to maxima set by Govt.)				
Application for reinstatement	879.00	905.00	01/04/19	I/N/P
Application for a provisional statement	1,173.00	1,208.00	01/04/19	I/N/P
License application (provisional statement holders)	879.00	905.00	01/04/19	I/N/P

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Betting shop				
New premises application	1,150.00	1,185.00	01/04/19	I/N/P
Annual fee	600.00	618.00	01/04/19	P
Application to vary	861.00	887.00	01/04/19	I/N/P
Application to transfer	567.00	584.00	01/04/19	I/N/P
Application for reinstatement	880.00	906.00	01/04/19	I/N/P
Application for a provisional statement	1,174.00	1,209.00	01/04/19	I/N/P
License application (provisional statement holders)	880.00	906.00	01/04/19	I/N/P
Betting premises tracks				
New premises application	2,578.00	2,655.00	01/04/19	I/N/P
Annual fee	888.00	915.00	01/04/19	I/N/P
Application to vary	1,133.00	1,167.00	01/04/19	I/N/P
Application to transfer	567.00	584.00	01/04/19	I/N/P
Application for reinstatement	850.00	876.00	01/04/19	I/N/P
Application for a provisional statement	2,578.00	2,655.00	01/04/19	I/N/P
License application (provisional statement holders)	850.00	876.00	01/04/19	I/N/P

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Family Entertainment centres				
New premises application	1,541.00	1,587.00	01/04/19	I/N/P
Annual fee	676.00	696.00	01/04/19	I/N/P
Application to vary	1,000.00	1,030.00	01/04/19	I/P
Application to transfer	567.00	584.00	01/04/19	I/N/P
Application for reinstatement	850.00	876.00	01/04/19	I/N/P
Application for a provisional statement	1,575.00	1,622.00	01/04/19	I/N/P
License application (provisional statement holders)	884.00	911.00	01/04/19	I/N/P
Adult gaming centres				
New premises application	1,563.00	1,610.00	01/04/19	I/N/P
Annual fee	676.00	696.00	01/04/19	I/N/P
Application to vary	1,031.00	1,062.00	01/04/19	I/N/P
Application to transfer	567.00	584.00	01/04/19	I/N/P
Application for reinstatement	850.00	876.00	01/04/19	I/N/P
Application for a provisional statement	1,560.00	1,607.00	01/04/19	I/N/P
License application (provisional statement holders)	850.00	876.00	01/04/19	I/N/P

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	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	856.00	882.00	01/04/19	I/N/P
Application for a new scrap metal collectors licence	276.00	284.00	01/04/19	I/N/P
Application for a variation of an existing licence	139.00	143.00	01/04/19	I/N/P
Site licence to a collectors licence				
Application for a variation of an existing licence	722.00	744.00	01/04/19	I/N/P
Scrap Metal Dealers Act 2013 (continued)				
Collectors licence to a site licence				
Application for a variation of an existing licence not listed above	191.00	197.00	01/04/19	I/N/P
Renewal application for a site licence under Scrap Metal Dealers Act 2013	856.00	882.00	01/04/19	I/N/P
Renewal application for a collectors licence under Scrap Metal Dealers Act 2013	258.00	266.00	01/04/19	I/N/P
Lost licence replacement	25.00	26.00	01/04/19	I/N/P

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Marriage Act 1949				
Wedding Registration				
New application Part A fee	675.00	695.00	01/04/19	I/N/P
New Application Part B fee	180.00	185.00	01/04/19	I/N/P
Note: Total fee parts A and B £880				
Renewal of Premises Licensing				
Renewal Part A fee	195.00	201.00	01/04/19	I/N/P
Renewal Part B fee	180.00	185.00	01/04/19	I/N/P
Note: Total fee parts A and B £386				
Primary Authority				
Annual Fee, pays for 20 hours work (Enterprise and Regulatory Reform Act)	1,236.00	1,273.00	01/04/19	I/N/P
Hourly rate, agreed in advance for work beyond 20 hours.	62.00	64.00	01/04/19	I/N/P
Food				
Health Export Certificates				
(these are issued on request to food businesses who wish to export foodstuff outside the EU. They are provided to assist local exporters in meeting the food safety requirements. Only the local authority can provide them). Food Hygiene Rating Requested rerating inspection,	52.00	54.00	01/04/19	I/N/P
New charge for 2017. Can only be supplied by the local authority by the Enterprise Act. No Vat applicable	202.00	208.00	01/04/19	I/N/P

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
PLANNING AND BUILDING CONTROL:				
Photocopying per A4 and A3 sheet (minimum charge £1)	0.25 *	0.30 *	01/04/19	I/N/P
Photocopying of plans (per sheet)	19.75 *	20.25 *	01/04/19	I/N/P
Other Planning requests - per hour (minimum 1/2 hour)	74.75	77.00	01/04/19	I/N/P
Other Building Control requests - per hour	74.75	77.00	01/04/19	I/N/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)	235.00	242.00	01/04/19	I/N/P
Building Control - Dangerous Structure charge				
8am - 5pm - per hour	77.50	80.00	01/04/19	I/N/P
5pm - 8am - per hour	77.50	80.00	01/04/19	I/N/P
(Travelling costs will also be charged as appropriate as well as Dangerous Structures Consortium Contractors Costs)				

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Pre-Application advice				
Pre-Application advice				
Householder/Small Business - Face to Face	53.25 *	55.00 *	01/04/19	I/N/P
Householder/Small Business - Written Response	85.50 *	88.00 *	01/04/19	I/N/P
Change of Business Premises up to 99 sq.m	159.25 *	164.00 *	01/04/19	I/N/P
Pre-Application advice - Residential units/Commercial or Industrial Floor space				
1 residential unit	159.25 *	164.00 *	01/04/19	I/N/P
1 residential unit - Follow up advice	32.00 *	33.00 *	01/04/19	I/N/P
2-3 residential/100-499sq m floor space	318.25 *	328.00 *	01/04/19	I/N/P
2-3 residential/100-499sq m floor space - Follow up advice	63.50 *	65.50 *	01/04/19	I/N/P
4-9 residential/500-999 sq. m floor space	848.75 *	874.25 *	01/04/19	I/N/P
4-9 residential/500-999 sq. m floor space - Follow up advice	210.25 *	216.50 *	01/04/19	I/N/P
10-24 residential/1000-1999 sq.m floor spc/telecoms	1,592.00 *	1,640.00 *	01/04/19	I/N/P
10-24 residential/1000-1999 sq.m floor spc/telecoms - Follow up advice	315.25 *	325.00 *	01/04/19	I/N/P
25-49 residential/2000-4999 sq. m floor space	1,857.25 *	Withdrawn *	01/04/19	L
25-49 residential/2000-4999 sq. m floor space - Follow up advice	367.75 *	Withdrawn *	01/04/19	L
50-99 residential/5000-9999 sq. m floor space	2,122.50 *	Withdrawn *	01/04/19	L
50-99 residential/5000-9999 sq. m floor space - Follow up advice	420.25 *	Withdrawn *	01/04/19	L
100+ residential/10000+ sq. m floor space	2,652.75 *	Withdrawn *	01/04/19	L
100+ residential/10000+ sq. m floor space	525.50 *	Withdrawn *	01/04/19	L

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Neighbourhoods Planning

(B) Charges determined by Committee

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Planning Performance Agreements (PPA)				
Initiation Fee	New Charge	5,000.00	01/04/19	L
Residential 25-49 Dwellings, Non-residential Up to 3000 sq m	New Charge	20,000.00	01/04/19	L
Residential 50-100 dwellings, Non-residential Up to 3001 - 5000 sq m, Mineral extraction up to 10 hectares	New Charge	30,000.00	01/04/19	L
Residential 101-150 dwellings, Non-residential 5001-10000 sq m, Mineral extraction 10.1- 20 hectares	New Charge	40,000.00	01/04/19	L
Residential 151-300 dwellings, Non-residential Up to 20,000 sq m, Mineral extraction 20.1 – 30 hectares	New Charge	50,000.00	01/04/19	L
Residential 301-600 dwellings, Mineral extraction more than 30 hectares	New Charge	70,000.00	01/04/19	L
Residential 601-900 dwellings	New Charge	90,000.00	01/04/19	L
Residential 901+ dwellings	New Charge	100,000.00	01/04/19	L
Research, retrieval and copy of one document for domestic properties	41.25	42.50	01/04/19	I/N/P
Research, retrieval and copy of one document for non-domestic properties	62.00	64.00	01/04/19	I/N/P
For each additional document	19.75	20.50	01/04/19	I/N/P
Planning Condition History Search (30 minutes)	37.25	38.50	01/04/19	I/N/P
Additional research time (per 15 minutes)	18.75	19.25	01/04/19	I/N/P

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Neighbourhoods Planning

(B) Charges determined by Committee

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Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Supply of letter detailing inspections (where no completion certificate exists) per hour	116.25	120.00	01/04/19	I/N/P
Request for written confirmation that Enforcement Notice complied with or of no effect	144.25	148.50	01/04/19	I/N/P
Request to withdraw Enforcement Notice where no longer of effect	824.00	848.72	01/04/19	I/N/P
High Hedge Complaint	500.00	515.00	01/04/19	I/N/P

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Asset Management**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	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	11.70	11.70	01/04/15	L
<i>(Electricity Charges will be applied to all licences other than to</i>				
<i>Extra Land (Daily Charge)</i>	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

Basis of Increase:

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N - A nominal adjustment e.g. due to rounding of charge

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

oneSource
Asset Management

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	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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oneSource
Exchequer and Transactional Services

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Legal Fees				
Recovery of Rates/Community Charge/Council tax				
Summons Council Tax (inc £3 paid to the court)	105.00	105.00	01/04/11	P
Liability Order	10.00	10.00	01/04/10	P
Summons NNDR (inc £3 paid to the court)	180.00	180.00	01/04/11	P
Liability Order NNDR	47.00	47.00	01/04/11	P
Means Enquiry Summonses Council Tax (£245.00 paid to the court)	305.00	305.00	22/04/14	P
Arrest Warrants with Bail Council Tax (inc. £75 paid to the court)	145.00	145.00	22/04/14	P
Arrest Warrants without Bail Council Tax (inc. £75 paid to the court)	130.00	130.00	22/04/14	P

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oneSource
Legal & Governance

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Electoral Registration				
Sale of Electoral Registers				
Data format	20.00	20.00	01/02/01	P
Additional charge per 1000 entries	1.50	1.50	01/02/01	P
Paper format	10.00	10.00	01/02/01	P
Additional charge per 1000 entries	5.00	5.00	01/02/01	P

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oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Electoral Registration				
Registration Certificate	17.90	0.00	01/04/19	P
Charge for each additional year checked	0.00	0.00	01/04/18	P
Ward Map	3.85	4.10	01/04/19	I/N/P
Photocopying:				
First page	2.20	2.35	01/04/19	I/N/P
Cost per additional page	0.30	0.35	01/04/19	I/N/P

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Legal & Democratic Services				
Licences to Assign (Seal)	750.00	773.00	01/04/19	I/N/P
Licence to Alter	750.00	773.00	01/04/19	I/N/P
Sale of Council Houses - Mortgage Fees	139.00	143.00	01/04/19	I/N/P
Mortgage Redemption Fees:				
Early redemption	126.00	130.00	01/04/19	I/N/P
Complete term	66.00	68.00	01/04/19	I/N/P
Deeds of release for pre-emption discount repayment	147.00	151.00	01/04/19	I/N/P
Release from Mortgage Covenant	95.00	98.00	01/04/19	I/N/P
Second Charge Questionnaire	99.00	102.00	01/04/19	I/N/P
Enquiries re: Discount repayment from Commercial sources	71.00	73.00	01/04/19	I/N/P
Administration fee re:enquiries from commercial sources on 2nd charges	52.00	54.00	01/04/19	I/N/P

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Reserve/Access Licences: Single payment Annual payment	56.00 21.00	58.00 21.00	01/04/19 01/04/14	I/N/P P
Lease of shops/offices: Town centre Other	750.00 505.00	1,500.00 1,000.00	01/04/19 01/04/19	C/P C/P
Complex Commercial Leases (fees dependent on complexity, urgency and time)				
Sale of surplus land/property N.B. All other conveyancing costs where Council can charge when terms so provide are by agreement in terms of solicitors Remuneration Order 1972.				

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Planning Agreements (Section 106 Town & Country Planning act 1990)	£140 - £230 ph	£144 - £237 ph	01/04/19	I/N/P
Unilateral Undertaking	£140 - £230 ph	£144 - £237 ph	01/04/19	I/N/P
Legal Charges				
S38 Highways Act 1980 Supervision	£140 - £230 ph	£144 - £237 ph	01/04/19	I/N/P
Section 278 Highways Act 1980	£140 - £230 ph	£144 - £237 ph	01/04/19	I/N/P
Highway Agreements (Minimum Fee)	530.00	546.00	01/04/19	I/N/P

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	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	357.00	368.00	01/04/19	I/N/P
Monday to Friday - per half day	179.00	184.00	01/04/19	I/N/P
Weekends - per whole day	494.00	509.00	01/04/19	I/N/P
Weekends - per half day	249.00	256.00	01/04/19	I/N/P
Evenings - after 6pm (Fridays and weekends only)	216.00	222.00	01/04/19	I/N/P
Committee Room 3				
Monday to Friday - per whole day	222.00	229.00	01/04/19	I/N/P
Monday to Friday - per half day	111.00	114.00	01/04/19	I/N/P
Monday to Friday - per 2 hour session	84.00	87.00	01/04/19	I/N/P
Evening - after 6pm (Fridays and weekends only)	111.00	114.00	01/04/19	I/N/P
Other Committee Rooms - per hour (daytime & evening)				
Room 1	34.00	35.00	01/04/19	I/N/P
Room 2	34.00	35.00	01/04/19	I/N/P
Room 4	34.00	35.00	01/04/19	I/N/P
Lettings to Charities and Voluntary Organisations				
Lettings to charities and voluntary organisations will usually attract a				

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

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Land and Property Services Various charges for services to private sector				
Democratic Services Copies of the Constitution	30.00	31.00	01/04/19	I/N/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	L
Cost per additional page	0.20	0.20	01/04/15	L

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Admission appeals				
Per appeal withdrawn before processing	No charge	No charge	01/04/14	
Per processed appeal withdrawn less than three weeks before hearing	155.00	160.00	01/04/19	I/N/P
Per appeal withdrawn once papers for hearing have been distributed	188.00	194.00	01/04/19	I/N/P
Per appeal heard	250.00	258.00	01/04/19	I/N/P
Per appeal referred to the Secretary of State alleging maladministration	Charge to be	Charge to be	01/04/19	I/N/P
Per appeal subject to judicial review proceedings	agreed on basis	agreed on basis	01/04/19	I/N/P
Fixed Term Contract(min 2 yrs)		210 per appeal	01/04/19	C/P
Exclusion reviews				
Per review withdrawn before processing	No charge	No charge		
Per processed review withdrawn less than three weeks before hearing	151.00	156.00	01/04/19	I/N/P
Per review withdrawn once papers for hearing have been distributed	179.00	185.00	01/04/19	I/N/P

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

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Education Appeals:				
Per review heard				
For first hour of hearing and up to four hours of the clerk's time after the	296.00	305.00	01/04/19	I/N/P
For each subsequent hour or part of an hour of hearing; plus	67.00	69.00	01/04/19	I/N/P
For each subsequent hour or part of an hour of clerk's time	47.00	48.00	01/04/19	I/N/P
Per review referred to the Secretary of State alleging maladministration	Charge to be	Charge to be	01/04/19	I/N/P
Per review subject to judicial review proceedings	agreed on basis of work required	agreed on basis of work required	01/04/19	I/N/P
Applications to correct the Registers of Common Land and Town and				
Declaration of entitlement to exercise a right of common	34.00	35.00	01/04/19	I/N/P
Creation of a right of common resulting in the registration of new common	No charge	No charge		
Creation of a right of common over existing common land	133.00	137.00	01/04/19	I/N/P
Variation of a right of a common	133.00	137.00	01/04/19	I/N/P
Apportionment of a right of common	133.00	137.00	01/04/19	I/N/P
Attachment of a right of common	No Fee	No Fee		
Re-allocation of attached rights	133.00	137.00	01/04/19	I/N/P
Transfer of a right in gross	54.00	56.00	01/04/19	I/N/P

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oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

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Surrender or extinguishment of a right of common	100.00	100.00	15/12/14	I/N/P
Statutory disposition pursuant to section 14 of the 2006 Act (including the exchange of land for land subject to a statutory disposition)	199.00	205.00	01/04/19	
Registration of a new town or village green other than by owner	No charge	No charge	15/12/14	
Registration of a new town or village green by the owner	No charge	No charge	15/12/14	

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