

**Fees and Charges
Schedule
2022/23**

Adults

Adult Services

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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.	 139.75 87.90 69.40 	 tbc tbc tbc 	 01/04/20 01/04/20 01/04/20 	 L L L

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2 Court of Protection				
Annual charges - Fixed Costs as directed by Court of Protection*				
1 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 for the first year:	775.00	775.00	01/04/17	Court Direction
2b for the second and subsequent years: 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	650.00	650.00	01/04/17	Court Direction
3 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

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2 Court of Protection (cont)				
4 Preparation of Annual Report from the Public Guardian	216.00	216.00	01/04/17	Court Direction
5 Preparing basic HMRC tax return	70.00	70.00	01/04/17	Court Direction
6 Preparing complex HMRC tax return	140.00	140.00	01/04/17	Court Direction
7 Travel time £40 per hour in units of £10/15 mins	40/hour	40/hour	01/04/17	Court Direction
8 Recoup of Application fee paid from HMRC Account	365.00	365.00	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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Burials & Cremations (Public Health Act 1984 Section 46)				
1 Administration of arrangements to Bury/Cremate -Liaison with Hospital Bereavement Team -Investigation to trace next of kin -Liaison with various friends of the deceased, regarding funeral arrangements -Death Registration and purchase of certificates -Liaison with Funeral Directors and Travel -Liaison with the Local Authority Housing Department, regarding termination of tenancy and property clearance -Referral to Treasury Solicitor -Investigation of assets and liaison with financial institutions by post and in person	745.00	745.00	01/04/17	Section 46 of the Public Health Act (Point 5)
2 Forensic searches of property with 2 staff	300.00	300.00	01/04/17	Section 46 of the Public Health Act (Point 5)

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<u>1. Personal care and Support</u>				
Provision of homecare delivery to Service Users				
Homecare rate - hourly charge; per minute of actual care	18.58	tbc	01/04/21	D/L
<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				
<u>2. Care home</u>				
Provision of care home delivery to Service Users				
Care home rate based on authority's 'usual costs' -weekly charge				
Residential Standard Rate	584.00	tbc	01/04/21	L
Residential Enhanced Rate	656.00	tbc	01/04/21	L
Nursing Standard Rate	596.00	tbc	01/04/21	L
Nursing Enhanced Rate	640.00	tbc	01/04/21	L
Care home rates are currently subject to review and may change following the publishing of these fees and charges				
<u>3. Day Centre - Avelon Road & Yew Tree</u>				
Day care delivery to Service Users				
Day Centre daily rate	40.00	tbc	01/04/14	L
Transport to Day Centre (inclusive of return journey)	10.00	tbc	01/04/14	L

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<u>4. Day Centre - HOPWA & Paines Brook</u>				
Day care delivery to Service Users				
Day Centre daily rate	55.00	55.00	01/04/14	L
Transport to Day Centre (inclusive of return journey)	20.00	20.00	01/04/14	L
<u>5. Extra Care Housing</u>				
Dreywood Court - hourly rate	16.64	tbc	01/04/21	I/L
St Ethelburga Court - hourly rate	16.64	tbc	01/04/21	I/L
Paines Brook Court - hourly rate	16.64	tbc	01/04/21	I/L
<u>6. Deferred Payment Admin fees</u>				
Initial set-up fee	658.00	658.00	11/04/16	L
Annual review charge	89.00	89.00	11/04/16	L
<u>7. Court of Protection Filing Fee</u>		tbc	01/04/22	NEW

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Culture and Customer Access**

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LIBRARY SERVICES:				
Fines (per item, per day)				
Adults	0.41	0.41	01/04/21	L
Children	No Charge	No Charge	01/04/14	L
Spoken Words	0.41	0.41	01/04/21	L
Lost Tickets	4.50	4.50	01/04/21	D/I/P
Lost Items - Replacement Cost (Minimum charge £10 + fines)	Cost + fines	Cost + fines	01/04/14	I/L
Pre Overdue by email	Cost + fines	Cost + fines	01/04/14	I/L
Overdue notifications				
1st Overdue (E-Mail)	No Charge	No Charge	01/04/14	L
1st Overdue (Text/Telephone)	No Charge	No Charge	01/04/19	L
Reservations- Internal				
Adult (E-mail)	No Charge	No Charge	01/04/19	L
Adult (Text/Telephone)	No Charge	No Charge	01/04/19	L
Children	No Charge	No Charge	01/04/14	L

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Items not held within borough				
Adult - Items within the London Library Consortium (LLC)	1.50	1.50	01/04/21	L
British Library Loans (plus postage)	Quoted	Quoted	01/04/20	I/L
Children	No Charge	No Charge	01/04/14	L
CDs N/A We no longer have CD's for hire.				
Per week:				
Singles	1.55	Borough's Rate*	01/04/21	L
Sets	2.60	Borough's Rate*	01/04/21	L
Per 3 weeks:				
Spoken Word	No Charge	No Charge	01/04/19	L
DVDs (per week)	N/A	N/A	01/04/21	L
Music Scores (3 Months)				
Cost to be agreed with customer before progressing order	Quoted	Quoted	01/04/15	D/L
Computer Use				
IT Hub - reservation fee per computer, per hour	No Charge	No Charge	01/04/15	D/L
*At the rate of the borough the CD's have been hired from				

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Photo Copies				
B/W A4	0.36	0.37	01/04/22	D/P
B/W A3	0.45	0.46	01/04/22	D/P
Colour A3	2.30	2.36	01/04/22	D/P
Colour A4	0.36	0.50	01/04/22	D/L
Photocopying single sided	0.36	0.37	01/04/22	D/P
Photocopying double sided	0.55	0.56	01/04/22	D/P
People's Network - Printing				
B/W A4 (Printout per page)	0.36	0.37	01/04/22	D/P
Colour A4 (Printout per page)	0.36	0.50	01/04/22	D/L
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	16.00	17.00	01/04/22	D/P
Office Space in libraries	16.00	17.00	01/04/22	D/P

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Community Group Room Hire	20% discount		01/04/17	D/P
Elm Park Library				
Elm Park Meeting Room per hour (Equiv. Hornchurch CR2)	19.00	20.00	01/04/22	D/P
Harold Hill Library				
Harold Hill Meeting Room per hour	24.00	25.00	01/04/22	D/P
Harold Hill Office Space per hour	17.00	18.00	01/04/22	D/P
Hornchurch Library				
Hornchurch Large meeting room - First Hour	29.00	30.00	01/04/22	D/P
Hornchurch Large meeting room - Additional Hours	24.00	25.00	01/04/22	D/P
Hornchurch - After 10pm, locking up fees	30.00	40.00	01/04/22	D/P
Hornchurch Class Room One, per hour	24.00	25.00	01/04/22	D/P
Hornchurch Class Room Two, per hour	19.00	20.00	01/04/22	D/P
Hornchurch Office Space per hour	15.00	16.00	01/04/22	D/P

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Rainham Library				
Rainham Library Meeting Room 1 (large room) First Hour	29.00	30.00	01/04/22	D/P
Rainham Library Meeting Room 1 (large room) Additional Hours	24.00	25.00	01/04/22	D/P
Rainham Library Meeting Room 2 per hour	24.00	25.00	01/04/22	D/P
Rainham Library Meeting Room 3 per hour	24.00	25.00	01/04/22	D/P
Rainham Library Meeting Room 4 per hour	18.50	20.00	01/04/22	D/P
Rainham Library Meeting Room 5 per hour	18.50	20.00	01/04/22	D/P
Rainham - After closing time, locking up fees	30.00	40.00	01/04/22	D/P
Nursery Room	24.00	25.00	01/04/22	D/P
South Hornchurch Library				
South Hornchurch Library Room 1 per hour	15.00	16.00	01/04/22	D/P
South Hornchurch Library Room 2 per hour	15.00	16.00	01/04/22	D/P
South Hornchurch Library Room 3 per hour	18.50	20.00	01/04/22	D/P
Harold Wood Library				
Harold Wood Library Meeting Room per hour	18.00	19.00	01/04/22	D/P

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Room Hire Cancellation				
Notice of cancellation of room hire under 24 hours	75% of room hire	75% of room hire	01/04/14	L
Notice of cancellation of room hire 1-3 days	50% of room hire	50% of room hire	01/04/15	L
Notice of cancellation of room hire 3-7 days	25% of room hire	25% of room hire	01/04/15	L

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Exhibitions (per week)				
Upminster at exhibitors liability for one week	No Charge	No Charge	01/04/12	L
Hornchurch at exhibitors liability for one week	No Charge	No Charge	01/04/12	L
Cost of Digital images				
Image on disc (including disc)	4.50	4.65	01/04/22	D/P
Image on USB (excluding USB)	4.50	4.65	01/04/22	D/P
Image on Paper price on application plus postage	No Charge	No Charge	01/04/20	L
Commercial Reproduction price on application	No Charge	No Charge	01/04/20	L
Hourly rate for project work +	20.00	30.00	01/04/22	D/L

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MUSIC SCHOOL:				
Peripatetic tuition in schools and colleges (per hour pro rata)				
Academies and non-LA				
Basic	45.50	47.00	01/04/22	L
Over 15 hours per week	44.50	No Charge	01/04/22	
Whole class instrumental	38.50	40.00	01/04/22	L
LA schools in Havering				
Basic	45.50	47.00	01/04/22	L
Over 15 hours per week	44.50	No Charge	01/04/22	
Over 25 hours per week	43.50	No Charge	01/04/22	
Whole class instrumental	38.50	40.00	01/04/22	L
NCC A-Level Tuition				
Basic	45.00	46.50	01/04/22	L

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MUSIC SCHOOL:				
Direct Debit (weekly cost, charged monthly over 52.14 weeks)				
Bronze (36 shared 20mn lessons, Musicianship & 30mn Ensemble)				
First instrument	7.20	7.50	01/04/22	L
Second instrument	5.77	6.00	01/04/22	L
Third instrument	5.25	6.00	01/04/22	L
Silver (36 shared 15min lessons, including Musicianship & Ensemble & Summer School)				
First instrument	12.00	12.50	01/04/22	L
Second instrument	9.12	9.50	01/04/22	L
Third instrument	6.92	7.50	01/04/22	L
Adult: First instrument	9.12	9.50	01/04/22	L
Gold (36 shared 30min lessons, including Musicianship & Ensemble & Summer School)				
First instrument	19.27	20.00	01/04/22	L
Second instrument	15.12	16.00	01/04/22	L
Third instrument	13.21	13.50	01/04/22	L
Adult: Second instrument	15.50	16.00	01/04/22	L
Summer School (individual purchase)	180.00	185.50	01/04/22	L

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<u>MUSIC SCHOOL:</u>				
Direct Debit (continued)				
Kindergarten	3.58	No Charge	01/04/22	L
Reception Pupils - Saturdays per month per pupil	15.50	16.00	01/04/22	L
One Ensemble only	3.58	No Charge	01/04/22	
One Ensemble only - per month per pupil	15.50	16.00	01/04/22	L
Unlimited Ensembles only	6.46	No Charge	01/04/22	
Unlimited Ensembles - per month per pupil	28.50	29.50	01/04/22	L
Note: DDs are charged monthly and the weekly DD amounts are set to make the monthly figures rational.				

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<u>MUSIC SCHOOL:</u>				
Remissions Scheme charges (reduced fees)				
Pupil Premium students:				
Bronze first instrument	2.65	No Charge	01/04/22	L
Silver first instrument	4.32	No Charge	01/04/22	L
Gold first instrument	6.92	No Charge	01/04/22	L
Kindergarten	1.62	No Charge	01/04/22	L
One Ensemble only	1.62	No Charge	01/04/22	L
Unlimited Ensembles only	2.65	No Charge	01/04/22	L
Instrument Hire (annual charge)	10.00	No Charge	01/04/22	L
Looked After Children (all services in scope of Remissions Scheme)	No Charge	No Charge	01/04/22	L
Eligibility for reduced fees for children aged 5-18:				
Students school receive pupil premium for child or child is LAC				
Current Free School Meals eligibility or similar				
One package fee remitted but Music School Manager retains discretion, e.g. where existing multi-instrumentalist becomes eligible for remission.				

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<u>MUSIC SCHOOL:</u>				
Associate Ensemble Membership (termly charge) Associate Member (Adult)	52.50	No Charge	01/04/22	
Sounds Company Choir/Adult Music Groups - per term	51.00	53.00	01/04/22	L
Hire of Instruments (annual charge)	41.00	42.50	01/04/22	L
Administration fees				
Examination entries	2.00	2.50	01/04/22	L
Assisted Instrument Purchase Scheme	6.50	7.00	01/04/22	L
Timetable changes	20.00	21.00	01/04/22	L
Exam fees Including piano accompaniment as required (most instruments except piano/guitar/percussion) collected on a cost recovery basis	Cost recovery	No Charge	01/04/17	L

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
FAIRKYTES				
Off Peak: Mon-Fri** up to 6pm*** (per hour unless otherwise stated)				
Main Room	21.00	22.00	01/04/22	I/N/P
Three hour hire discounted rate	44.50	46.00	01/04/22	I/N/P
Room 12	16.50	17.00	01/04/22	I/N/P
Three hour hire discounted rate	35.00	36.00	01/04/22	I/N/P
Room 13	13.00	13.50	01/04/22	I/N/P
Three hour hire discounted rate	27.50	28.50	01/04/22	I/N/P
Room 9	13.00	13.50	01/04/22	I/N/P
Three hour hire discounted rate	27.50	28.50	01/04/22	I/N/P
Art Room	16.50	17.00	01/04/22	I/N/P
Three hour hire discounted rate	34.00	35.50	01/04/22	I/N/P
Sculpture (includes access to Kiln Room when available)	13.00	13.50	01/04/22	I/N/P
Three hour hire discounted rate	27.50	28.50	01/04/22	I/N/P
Studio 1	30.00	31.00	01/04/22	I/N/P
Three hour hire discounted rate	64.00	66.00	01/04/22	I/N/P
Studio 2	20.00	21.00	01/04/22	I/N/P
Three hour hire discounted rate	43.50	45.00	01/04/22	I/N/P

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Culture and Customer Access**

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Off Peak: Mon-Fri** up to 6pm*** (continued) (per hour unless otherwise stated)				
Studio 3	13.00	13.50	01/04/22	I/N/P
Three hour hire discounted rate	27.50	28.50	01/04/22	I/N/P
Billet Studio 1	20.50	21.00	01/04/22	I/N/P
Three hour hire discounted rate	43.50	45.00	01/04/22	I/N/P
Billet Studio 2	14.00	14.50	01/04/22	I/N/P
Three hour hire discounted rate	29.00	30.00	01/04/22	I/N/P
Gallery Studio	18.00	19.00	01/04/22	I/N/P
Three hour hire discounted rate	39.00	40.00	01/04/22	I/N/P
Peak rate: Mon-Fri 6pm*** to close, all day Sat,Sun,public holidays (per hour unless otherwise stated)				
Main Room	25.00	26.00	01/04/22	I/N/P
Three hour hire discounted rate	52.50	54.00	01/04/22	I/N/P
Room 12	20.50	21.00	01/04/22	I/N/P
Three hour hire discounted rate	44.00	45.00	01/04/22	I/N/P
Room 13	16.00	16.50	01/04/22	I/N/P
Three hour hire discounted rate	34.50	35.50	01/04/22	I/N/P
Room 9	16.00	16.50	01/04/22	I/N/P
Three hour hire discounted rate	34.00	35.50	01/04/22	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	20.50	21.00	01/04/22	I/N/P
<i>Three hour hire discounted rate</i>	44.00	45.00	01/04/22	I/N/P
Sculpture (includes access to Kiln Room when available)	14.00	14.50	01/04/22	I/N/P
<i>Three hour hire discounted rate</i>	29.00	30.00	01/04/22	I/N/P
Studio 1 ****	39.00	40.00	01/04/22	I/N/P
<i>Three hour hire discounted rate</i>	82.00	84.50	01/04/22	I/N/P
Studio 2	23.50	24.00	01/04/22	I/N/P
<i>Three hour hire discounted rate</i>	50.00	51.50	01/04/22	I/N/P
Studio 3	15.00	15.50	01/04/22	I/N/P
<i>Three hour hire discounted rate</i>	32.00	33.00	01/04/22	I/N/P
Billet Studio 1	23.50	24.00	01/04/22	I/N/P
<i>Three hour hire discounted rate</i>	50.00	51.50	01/04/22	I/N/P
Billet Studio 2	16.50	17.00	01/04/22	I/N/P
<i>Three hour hire discounted rate</i>	34.50	35.50	01/04/22	I/N/P
Gallery Studio	22.00	23.00	01/04/22	I/N/P
<i>Three hour hire discounted rate</i>	48.00	49.50	01/04/22	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)	215.00	225.00	01/04/22	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 †	310.00	320.00	01/04/22	I/N/P
Sunday & Public Holidays 6.00pm - 10.30pm †	280.00	290.00	01/04/22	I/N/P
Friday 6.00-10.30pm †	220.00	230.00	01/04/22	I/N/P

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HORNCHURCH STADIUM				
Weekday Use by Athletics Clubs (excluding training session)*				
Half Day*	92.00	94.75	01/04/22	I/N/P
Full Day*	174.00	179.25	01/04/22	I/N/P
Saturday Use by Athletics Clubs (excluding training session)*				
Half Day*	116.00	119.50	01/04/22	I/N/P
Full Day*	214.00	220.50	01/04/22	I/N/P
Sunday Use by Athletics Clubs (excluding training session)*				
Half Day*	152.00	156.50	01/04/22	I/N/P
Full Day*	290.00	299.00	01/04/22	I/N/P
Use by Schools (excluding training session)**				
Half Day**	110.00	113.50	01/04/22	I/N/P
Full Day**	227.00	234.00	01/04/22	I/N/P
Schools Training Sessions (per hour Inc. equipment)**	41.00	42.25	01/04/22	I/N/P
Occasional use - Football - without lights Seniors (3 hours)**	214.00	220.50	01/04/22	I/N/P
Occasional use - Football - without lights Juniors (2.5 hours)**	118.00	121.50	01/04/22	I/N/P
Occasional use - Football - with lights Seniors (3 hours)**	336.00	346.00	01/04/22	I/N/P
Occasional use - Football - with lights Juniors (2.5 hours)**	149.00	153.50	01/04/22	I/N/P
* VATable unless block (10 or more) booking				
** VATable unless block (10 or more) booking or Havering schools				

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Marketing Advertising in Fairkytes and other culture publications				
Full page (A4)	273.00	282.00	01/04/22	I/N/P
Full page (A5) or Half page (A4)	137.00	141.00	01/04/22	I/N/P
Half page (A5) or Quarter page (A4)	71.00	72.50	01/04/22	I/N/P
Quarter page (A5) or Eighth page (A4)	38.50	39.50	01/04/22	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	L

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Neighbourhoods Bereavement Services

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BEREAVEMENT SERVICES:				
Interments - Cemeteries (fees doubled for non-residents of LBH)				
Over 16 years	1,420.00	1,420.00	01/04/21	C/L
2 simultaneous full body interments aged over 16 years	2,120.00	2,120.00	01/04/21	C/L
Cremated remains	268.00	268.00	01/04/21	C/L
2 simultaneous cremated remains burials	480.00	480.00	01/04/21	C/L
Surcharge for cremated remains in full coffin	247.00	247.00	01/04/21	C/L
Non resident child cremated remains not over 16 years in any grave type	118.00	118.00	01/04/21	C/L
Extra depth (each interment over two) or casket/walled grave per depth	260.00	260.00	01/04/21	C/L
Resident child not over 16 Years	No Charge	No Charge	01/04/20	
Non resident stillborn to 1 month in child's grave or public grave	260.00	260.00	01/04/21	C/L
2 simultaneous non resident stillborn/to 1 month in child's or public grave	390.00	390.00	01/04/21	C/L
Non resident child not over 10 years in child's grave or public grave	402.00	402.00	01/04/21	C/L
Non resident child not over 16 years in child's grave	2,725.00	2,725.00	01/04/21	C/L
Use of chapel without organist	170.00	170.00	01/04/21	C/L
Hospital contract NVB (Non Viable baby) burials	262.00	262.00	01/04/21	C/L
Exclusive Right of Burial (50 years with option of further 10 years)				
Lawn section Grave	2,200.00	2,200.00	01/04/21	C/L
Traditional Grave	3,420.00	3,420.00	01/04/21	C/L
Children's section (under 10)	468.00	468.00	01/04/21	C/L
Children's section (under 16)	938.00	938.00	01/04/21	C/L

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Surcharges				
Child (under 16) Week-end full burial surcharge	710.00	710.00	01/04/21	C/L
Child (under 16) Week-end cremated remains burial surcharge	267.00	267.00	01/04/21	C/L
Adult Week-end full burial surcharge	1,066.00	1,066.00	01/04/21	C/L
Adult Week-end cremated remains surcharge	268.00	268.00	01/04/21	C/L
Funeral after published time or 48 hours of booking	340.00	340.00	01/04/21	C/L
Booking cancelled after 48 hours of booking	340.00	340.00	01/04/21	C/L
Booking cancelled within 48 hours of burial	340.00	340.00	01/04/21	C/L
Extension of Right of Burial for 10 years				
Lawn section Grave	545.00	545.00	01/04/21	C/L
Traditional Grave	700.00	700.00	01/04/21	C/L
Children's section (under 10)	124.00	124.00	01/04/21	C/L
Children's section (under 16)	254.00	254.00	01/04/21	C/L
Walled graves	1,337.00	1,337.00	01/04/21	C/L
Other Charges				
Transfer of Exclusive Rights by Will, Letters of administration or assignment	56.00	56.00	01/04/21	C/L
Transfer of Exclusive Rights by statutory declaration/combination of methods	101.00	101.00	01/04/21	C/L
Certified extract from Burial Register	66.00	66.00	01/04/21	C/L

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Other Charges (continued)				
Staff attendance to select a new grave by appointment	52.00	52.00	01/04/21	C/L
Exhumation of cremated remains resident	268.00	268.00	01/04/21	C/L
Exhumation of cremated remains non-resident	536.00	536.00	01/04/21	C/L
Permit Charge				
Clean and renovate/National Association of Memorial Massons(NAMM) fixing	No Charge	No Charge	01/04/20	
Lawn (standard) headstone & kerb / additional memorial	135.00	135.00	01/04/20	C/L
Additional inscription on headstone or permit for a vase only / Lawn kerb	90.00	90.00	01/04/20	C/L
Full kerb traditional grave	347.00	347.00	01/04/20	C/L
Child Grave Memorial	135.00	135.00	01/04/20	C/L
Grave Maintenance Fees				
Biannual Spring and Summer planting service	285.00 *	285.00 *	01/04/21	C/L
Annual maintenance clean and tidy service	178.00 *	178.00 *	01/04/21	C/L
Turfing (winter months only after grave has settled)	115.00	115.00	01/04/21	C/L
Cremated Remains Burial Plots				
Purchase of exclusive rights (25 year term)	649.00	649.00	01/04/21	C/L
Extension of exclusive rights of burial for 10 years flat stone cremated remains plot	387.00	387.00	01/04/21	C/L
Tablet with first inscription	494.00	494.00	01/04/21	C/L

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Cremated Remains Burial Plots (continued)				
Additional / subsequent inscriptions	160.00	160.00	01/04/21	C/L
Blank stone	378.00	378.00	01/04/21	C/L
Photograph fixed to memorial	318.00	318.00	01/04/21	C/L
Granite memorial vases for use with cremated remains tablets (includes 45 letters)	362.00	362.00	01/04/21	C/L
Regilding or additional letter on granite vase	3.80	3.80	01/04/21	C/L
South Essex Crematorium				
Cremation includes organ/organist/polytainer or biodegradable casket:				
1 Hospital Contract Non-viable foetus cremation	83.00	83.00	01/04/21	C/L
2 Resident child not exceeding 16 years	No Charge	No Charge	01/04/20	
3 Non resident up to 6 years	120.00	120.00	01/04/21	C/L
4 Non resident from 6 years but not exceeding 16 yrs	235.00	235.00	01/04/21	C/L
5 Unattended Cremation (adult)	580.00	580.00	01/04/21	C/L
6 Early morning adult cremation 15 minute service	780.00	780.00	01/04/21	C/L
7 Over 16 years	995.00	995.00	01/04/21	C/L
8 Week-end cremation (Subject to availability)	1,742.00	1,742.00	01/04/21	C/L

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Additional Services and Surcharges				
Bookings cancelled after 10am one working day before reserved time	284.00	284.00	01/04/21	C/L
Surcharge for services over-running	284.00	284.00	01/04/21	C/L
Surcharge for cremation after 4pm	284.00	284.00	01/04/21	C/L
Surcharge for unattended cremation and use of chapel at a different time	140.00	140.00	01/04/21	C/L
Use of chapel for private memorial service or extra time	285.00	285.00	01/04/21	C/L
Strewing (burial) of cremated remains from elsewhere	Withdrawn	119.00	01/04/22	C/L
Witness committal	58.00	58.00	01/04/21	C/L
Week-end witness committal	116.00	116.00	01/04/21	C/L
Witness committal week-end child resident	58.00	58.00	01/04/21	C/L
Witness committal weekday child non-resident	58.00	58.00	01/04/21	C/L
Witness committal week-end child non-resident	116.00	116.00	01/04/21	C/L
2 Simultaneous week-end witness committals	200.00	200.00	01/04/21	C/L
2 Simultaneous weekday witness committals	100.00	100.00	01/04/21	C/L

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Additional Services and Surcharges				
CD audio recording of service	65.00	Withdrawn	01/04/22	C/L
CD audio recording additional copy	24.00	Withdrawn	01/04/22	C/L
DVD recording of service	65.00	Withdrawn	01/04/22	C/L
DVD recording of service additional copy	24.00	Withdrawn	01/04/22	C/L
Webcast of service	60.00	Withdrawn	01/04/22	C/L
Initial visual tribute set up and 1 photo	32.00	Withdrawn	01/04/22	C/L
Subsequent visual tribute per segment and 1 photo	16.00	Withdrawn	01/04/22	C/L
Visual tributes per additional 1 photograph	2.20	Withdrawn	01/04/22	C/L
Visual tribute video set up and 1 minute of video used	27.00	Withdrawn	01/04/22	C/L
Visual tribute per additional 1 minute of video used	6.00	Withdrawn	01/04/22	C/L
Tribute embedded into DVD recording of the service	75.00	Withdrawn	01/04/22	C/L
DVD or USB of visual tribute only (first disc)	45.00	Withdrawn	01/04/22	C/L
DVD or USB of visual tribute only, additional copy	24.00	Withdrawn	01/04/22	C/L
Download link of service only	60.00	Withdrawn	01/04/22	C/L
Download link of service and visual tribute	70.00	Withdrawn	01/04/22	C/L
Download link of visual tribute only	40.00	Withdrawn	01/04/22	C/L

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Additional Services and Surcharges				
Live webcast	30.00 *	30.00 *	28/04/21	C/L
Live webcast plus watch again and downloadable link	45.00 *	45.00 *	28/04/21	C/L
Keepsake copy of service including pro-tribute if ordered	50.00 *	50.00 *	28/04/21	C/L
Visual tribute (VT) slideshow	38.00 *	38.00 *	28/04/21	C/L
Pro-tribute	70.00 *	70.00 *	28/04/21	C/L
Family made VT with Video	18.00 *	18.00 *	28/04/21	C/L
Keepsake copy of tribute	25.00 *	25.00 *	28/04/21	C/L
Downloadable copy of VT	10.00 *	10.00 *	28/04/21	C/L
Additional keepsake copies	25.00 *	25.00 *	28/04/21	C/L
Extra 25 photos	21.00 *	21.00 *	28/04/21	C/L
Extra work	21.00 *	21.00 *	28/04/21	C/L
Webcast surcharge to include watch again and downloadable link	15.00 *	15.00 *	28/04/21	C/L
Storage of cremated remains after one month per quarter	60.00 *	60.00 *	01/04/21	C/L
Storage of cremated remains after one month per year	140.00 *	140.00 *	01/04/21	C/L
Genealogy searches per search not through deceased online	29.00 *	29.00 *	01/04/21	C/L

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Containers				
Bronzed metal urns	80.00 *	80.00 *	01/04/21	C/L
Standard wooden or metal casket	92.00 *	92.00 *	01/04/21	C/L
Juvenile caskets	37.00 *	37.00 *	01/04/21	C/L
Various decorative urns/caskets (price provided upon request)	RRP *	RRP *	01/04/20	-
Dedicated hymn book	90.00 *	90.00 *	01/04/21	C/L
Various keepsake memorials made from or to contain cremated remains including diamonds, paperweights, jewellery (price provided upon request)	RRP *	RRP *	01/04/20	-
Memorials				
Kerb Plaques				
Perspex plaque only	130.00 *	130.00 *	01/04/21	C/L
Bronze plaque only	257.00 *	257.00 *	01/04/21	C/L
Rights to second dedication (plus cost of plaque)	123.00	123.00	01/04/21	C/L
	255.00	255.00	01/04/21	C/L
Single motif on a perspex or bronze plaque	31.00 *	31.00 *	01/04/21	C/L
Two motifs on a perspex or bronze plaque	58.00 *	58.00 *	01/04/21	C/L
Bronze Wall Plaque				
Bronze wall plaque only	257.00 *	257.00 *	01/04/21	C/L
Bronze wall plaque renewal	255.00	255.00	01/04/21	C/L
Supplier refurbishment of a Bronze plaque	75.00	75.00	01/04/21	C/L

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Large Wall Plaques				
Single Slate or Large Bronze Wall Plaques				
Single plaque only (slate or bronze tablet)	344.00 *	344.00 *	01/04/21	C/L
Single plaque - Rights or Renewal fee for 10 years	255.00	255.00	01/04/21	C/L
Double Slate Wall Plaque single inscription	516.00 *	516.00 *	01/04/21	C/L
Double Slate Wall Plaque double inscription	834.00 *	834.00 *	01/04/21	C/L
Double Slate Wall Plaque second inscription within 1 year of original dedication	185.00 *	185.00 *	01/04/21	C/L
Double Plaque - Rights or Renewal 10 year renewal	510.00	510.00	01/04/21	C/L
Wall Niche for 10 years				
Renewal or Pre-purchase for Single Niche for 10 years	880.00	880.00	01/04/20	L
Renewal for Single Niche for 5 years	536.00	536.00	01/04/20	L
Replacement single plaque	590.00 *	590.00 *	01/04/20	L
Renewal rights or Pre-purchase for Double Niche for 10 years	1,780.00	1,780.00	01/04/20	L
Renewal for Double Niche for 5 years	981.00	981.00	01/04/20	L
Replacement double plaque	912.00 *	912.00 *	01/04/20	L
Wall Niche rights for second inscription	151.00	151.00	01/04/20	L

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Wall Niche Additional Items:				
Motif (optional)	98.00	98.00	01/04/21	C/L
Additional bud vase	34.00	34.00	01/04/21	C/L
Additional inscription	288.00	288.00	01/04/21	C/L
Casket including nameplate	98.00	98.00	01/04/20	C/L
Photograph	316.00	316.00	01/04/20	C/L
Sanctum ii Vaults for 10 years				
Second interment	175.00	175.00	01/04/21	C/L
2 simultaneous Sanctum interments	300.00	300.00	01/04/21	C/L
Sanctum second inscription	590.00 *	590.00 *	01/04/21	C/L
Sanctum plaque	470.00 *	470.00 *	01/04/21	C/L
10 year Rights or Renewal	1,164.00	1,164.00	01/04/21	C/L
5 year Renewal	677.00	677.00	01/04/21	C/L
Regilding (Inc. postage)	126.00 *	126.00 *	01/04/21	C/L
Replacement vase	21.00 *	21.00 *	01/04/21	C/L
Vase Blocks and Tablets (includes Scented Garden Memorials)				
Vaseblock tablet	280.00	280.00	01/04/21	C/L
Vaseblock Rights or Renewal for 10 years	590.00	590.00	01/04/21	C/L

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Memorials				
Summer House Memorial				
Floris plaque only	175.00 *	175.00 *	01/04/21	C/L
Floris plaque Renewal Rights for 10 years	257.00	257.00	01/04/21	C/L
Posy holder rights or Renewal for 10 years	160.00	160.00	01/04/21	C/L
Posy holder memorial	22.00 *	22.00 *	01/04/21	C/L
Shrub, Rose or Tree with 10 Year dedication				
Shrub or Rose (including Bronze stem plaque)	257.00 *	257.00 *	01/04/20	C/L
Shrub 10 year Rights or Renewal (also applies to vase block with rose)	685.00	685.00	01/04/21	C/L
Shrub 5 year Renewal Rights (also applies to vase block with rose)	443.00	443.00	01/04/21	C/L
Tree (including bronze stem or Strap plaque)	257.00 *	257.00 *	01/04/21	C/L
Tree 10 year Rights or Renewal	835.00	835.00	01/04/21	C/L
Tree 5 year Renewal Rights	515.00	515.00	01/04/21	C/L
Benches and Chairs - 10 Year dedications				
Bench / Replacement bench	1,277.00 *	1,277.00 *	01/04/21	C/L
Chair / Replacement chair	746.00 *	746.00 *	01/04/21	C/L
Bench 10 year Rights or Renewal	1,160.00	1,160.00	01/04/21	C/L
Chair 10 year Rights or Renewal	1,030.00	1,030.00	01/04/21	C/L

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Benches and Chairs - 10 year dedications (continued)				
Regular maintenance (per 2 years of remaining lease if not purchased or renewed since 1/1/2001)	53.00 *	53.00 *	01/04/21	C/L
Renovation of bench	230.00 *	230.00 *	01/04/21	C/L
Renovation of chair	146.00 *	146.00 *	01/04/21	C/L
Replacement summerhouse chair	753.00 *	753.00 *	01/04/21	C/L
Summerhouse chair - Renewal Rights	502.00	502.00	01/04/21	C/L
Bench, Tree & Shrub additional dedications				
Rights to second dedication within 1 year of original (plus cost of plaque)	124.00	124.00	01/04/21	C/L
Rights to second dedication after 1 year of original or renewal per remaining year of lease (plus cost of plaque)	24.00	24.00	01/04/21	C/L
Rights to second dedication life time of item (plus cost of plaque)	504.00	504.00	01/04/21	C/L
Replacement bronze plaque	257.00 *	257.00 *	01/04/21	C/L
Replacement perspex plaque	130.00 *	130.00 *	01/04/21	C/L

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Neighbourhoods Bereavement Services

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Miscellaneous Memorials				
Mallard bridge	356.00 *	356.00 *	01/04/21	C/L
Administration fee for private purchase of plaque (plus cost of plaque)	52.00 *	52.00 *	01/04/21	C/L
Replacement metal vase	21.00 *	21.00 *	01/04/21	C/L
Floral arrangements stand - plus cost of flowers	35.00 *	35.00 *	01/04/21	C/L
Hanging baskets (per year)	142.00 *	142.00 *	01/04/21	C/L
Sculpture garden memorial	280.00	280.00	01/04/21	C/L
Sculpture garden rights	590.00	590.00	01/04/21	C/L
Birdbath rights	590.00	590.00	01/04/21	C/L
Books of Remembrance				
2 line entry	117.00 *	117.00 *	01/04/21	C/L
3 - 5 lines	167.00 *	167.00 *	01/04/21	C/L
6 - 8 lines	242.00 *	242.00 *	01/04/21	C/L
Additional line	26.00 *	26.00 *	01/04/21	C/L
Cards of Remembrance & additional entries in existing miniature books				
2 line entry	42.00 *	42.00 *	01/04/21	C/L
3 - 5 lines	72.00 *	72.00 *	01/04/21	C/L
6 - 8 lines	112.00 *	112.00 *	01/04/21	C/L

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Miniature Triptych of Remembrance/Book of Remembrance				
2 line entry	83.00 *	83.00 *	01/04/21	C/L
3 - 5 lines	117.00 *	117.00 *	01/04/21	C/L
6 - 8 lines	153.00 *	153.00 *	01/04/21	C/L
Book of Remembrance Sundries				
Motif	87.00 *	87.00 *	01/04/21	C/L
Triptych photograph	87.00 *	87.00 *	01/04/21	C/L
Mini Headstone Cremated Remains Burial Plots				
Purchase of exclusive rights (25 year term)	1,133.00	1,133.00	01/04/21	C/L
Extension of exclusive rights of burial for 10 years mini headstone cremated remains plot	475.00	475.00	01/04/21	C/L
Memorial and installation with first 60 characters	1,205.00	1,205.00	01/04/21	C/L
Additional inscription rate per letter	3.80	3.80	01/04/21	C/L
Blank headstone only	305.00	305.00	01/04/21	C/L
Photograph fixed to memorial	318.00	318.00	01/04/21	C/L
Replacement Granite memorial vase only for Mini headstone	100.00	100.00	01/04/21	C/L
Inscription first 60 characters on a pre purchased memorial	270.00	270.00	01/04/21	C/L
Blank memorial headstone only	876.00	876.00	01/04/21	C/L

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Mini Headstone Cremated Remains Burial Plots (continued)				
Stone chippings per bag	62.00	62.00	01/04/21	C/L
Flower holder	22.00	22.00	01/04/21	C/L
Book of Remembrance Memorial Tree				
Memorial Tree leaf 10 year Rights or Renewal	255.00	255.00	01/04/21	C/L
Memorial Tree leaf plaque	163.00 *	163.00 *	01/04/21	C/L
Rights for second inscription - Rights remain the same (plus cost of plaque)	123.00	123.00	01/04/21	C/L
Advertising Fees - Pre Funeral Brochure				
Display Advertisement quarter A4 page	660.00 *	660.00 *	01/04/21	C/L
Display and Directory entry quarter A4 page	855.00 *	855.00 *	01/04/21	C/L
Display Advertisement half A4 page	876.00 *	876.00 *	01/04/21	C/L
Display and Directory entry half A4 page	1,040.00 *	1,040.00 *	01/04/21	C/L
Display Advertisement full A4 page	1,072.00 *	1,072.00 *	01/04/21	C/L
Display and Directory entry full A4 page	1,231.00 *	1,231.00 *	01/04/21	C/L
Display Advertisement full inside back A4 page	1,316.00 *	1,316.00 *	01/04/21	C/L
Display and Directory entry full inside back A4 page	1,475.00 *	1,475.00 *	01/04/21	C/L
Copy design simple half page	54.00 *	54.00 *	01/04/21	C/L
Copy design complex full page	80.00 *	80.00 *	01/04/21	C/L
All fees discounted by 10% for repeat customers				

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Arboria Plaques				
Arboria Plaque with text only	190.00 *	190.00 *	01/04/21	C/L
Arboria Plaque with text and engraved motif	221.00 *	221.00 *	01/04/21	C/L
Arboria Plaque with text; engraved and painted motif	252.00 *	252.00 *	01/04/21	C/L
Arboria Plaque with text and ceramic photo	304.00 *	304.00 *	01/04/21	C/L
Arboria Plaque Rights or Renewal for 10 years	255.00	255.00	01/04/21	C/L

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Neighbourhoods Public Realm

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Borough Roads:				
Note: Unlicensed Skips/Materials will be on the spot fined & removed	658.00	677.00	01/04/22	I/N/P
(i) Each Skip / Builders materials on public highway				
Up to first 14 days	80.00	82.00	01/04/22	I/N/P
Each additional period of up to 7 days	70.00	72.00	01/04/22	I/N/P
(ii) Structures / Hoardings / Scaffolds				
Bond				
£149.50 per linear metre - Minimum 6 Metres	871.00	897.00	01/04/22	I/N/P
Licence				
Minimum charge length 6 mtrs & combined inspection	698.00	718.00	01/04/22	I/N/P
(iii) Vehicle Crossovers (per square metre)	233.00	240.00	01/04/22	I/N/P
Non refundable charge for assessing applications	204.00	210.00	01/04/22	I/N/P
Waste disposal surcharge	26.00	27.00	01/04/22	I/N/P
(iv) Road Closures (per road)	3,047.00	3,138.00	01/04/22	I/N/P
(v) Clearance of Blocked Drains				
(VAT will be added unless working under Statutory power)	155.00	159.00	01/04/22	I/N/P

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(vi) Crane license (charges based on TMA 2004 permitted charges)				
Minimum	334.00	344.00	01/04/22	I/N/P
Maximum	605.00	623.00	01/04/22	I/N/P
(vii) Section 50 Licence (private individual to place/maintain apparatus in highway)				
Major works permit	1,385.00	1,426.00	01/04/22	I/N/P
Standard works permit	1,179.00	1,214.00	01/04/22	I/N/P
Minor works permit	1,025.00	1,055.00	01/04/22	I/N/P
(viii) Building materials licenses				
Up to first 14 days	93.00	95.00	01/04/22	I/N/P
Each additional period of up to 7 days (renewal)	81.00	83.00	01/04/22	I/N/P
(ix) Compound / welfare unit				
Up to first 14 days	250.00	257.00	01/04/22	I/N/P
Each additional period up to 7 days (renewal)	67.00	69.00	01/04/22	I/N/P
(x) Over sail license				
Base fee	385.00	396.00	01/04/22	I/N/P
Fee per month	86.00	88.00	01/04/22	I/N/P

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Refuse Collection:				
(i) Bulky Household Refuse				
1 to 3 items	44.50	45.50	01/04/22	I/N/P
Each additional item	11.50	11.50	01/04/21	I/N/P
(ii) Compostable garden refuse sacks (Year's supply of 5 rolls of 10 sacks per roll)				
Standard	55.00	60.00	01/04/22	S/L
Top up roll (10 sacks)	11.00	11.00	01/04/20	L
Top up roll delivery	5.00	5.00	01/04/20	L
(iii) Green Waste Collection Service (per annum) (Wheeled bin hire included)				
Full year	55.00	60.00	01/04/22	S/L
Late payment charge	5.00	5.00	01/04/20	L
Late payment charge after bin collection	11.50	11.50	01/04/21	I/N/P
Replacement bin charge	30.00	30.00	01/04/21	I/N/P

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(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)	167.00	172.00	01/04/22	I/N/P
Trade refuse sacks (pack of 26) for Charity shops	131.00	135.00	01/04/22	I/N/P
Cardboard Collection	6.50	6.50	01/04/21	I/N/P
Container emptying and disposal:				
1100 / Palladin / 660 litre bin -1st bin per visit	36.00	37.00	01/04/22	I/N/P
2nd & subsequent bins	35.00	36.00	01/04/22	I/N/P
360 litre wheeled bin	30.00	31.00	01/04/22	I/N/P
Charity shops	30.00	31.00	01/04/22	I/N/P
LBH Schools	30.00	31.00	01/04/22	I/N/P
2nd collection from residential blocks per bin	10.50	10.50	01/04/21	I/N/P

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Neighbourhoods Public Realm

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	248.00	255.00	01/04/22	I/N/P
660 litres	184.00	189.50	01/04/22	I/N/P
Chamberlains:				
940 litres	184.00	189.50	01/04/22	I/N/P
Palladin:				
940 litres	184.00	189.50	01/04/22	I/N/P
Container Sale				
360 litres recycling	87.50	90.00	01/04/22	I/N/P
(v) Clinical Waste				
Contracted collection service	14.50	14.50	01/04/21	I/N/P
Ad hoc collections	-	20.00	01/04/22	NEW/P
(vi) Special clearances of rubbish:				
Up to 30 minutes on site	115.50	118.50	01/04/22	I/N/P
Up to 1 hour on site	231.00	237.50	01/04/22	I/N/P
Each 15 minute thereafter	59.00	60.50	01/04/22	I/N/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:

P - The Corporate Charging Policy

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

Neighbourhoods Public Realm

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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**	1,831.34	1,886.00	01/04/22	I/N/P
Each alternate Saturday or Sunday during Season**	915.67	943.00	01/04/22	I/N/P
No Pavilion Facilities				
Junior (under 18)				
Each Saturday or Sunday during Season**	530.45	546.50	01/04/22	I/N/P
Each alternate Saturday or Sunday during Season**	302.82	312.00	01/04/22	I/N/P
**Bookings of less than 10, will attract a VAT charge.				

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D - Increase recommended by Head of Service

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Neighbourhoods Public Realm

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
FOOTBALL AT PARKS WITH CRICKET (32 WEEKS)				
Pavilion with washing facilities				
Adult				
Each Saturday or Sunday during Season**	2,107.38	2,170.50	01/04/22	I/N/P
Each alternate Saturday or Sunday during Season**	1,054.72	1,086.50	01/04/22	I/N/P
Junior (under 18) 7v7 & 9v9				
Each Saturday or Sunday during Season**	692.16	713.00	01/04/22	I/N/P
Each alternate Saturday or Sunday during Season**	346.08	356.50	01/04/22	I/N/P
Junior (under 18) 11v11				
Each Saturday or Sunday during Season**	628.30	647.00	01/04/22	I/N/P
Each alternate Saturday or Sunday during Season**	314.15	323.50	01/04/22	I/N/P

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D - Increase recommended by Head of Service

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Neighbourhoods Public Realm

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
FOOTBALL AT WESTLANDS FIELD				
Pavilion with washing facilities				
Adult				
Each Saturday or Sunday during Season**	2,472.00	2,546.00	01/04/22	I/N/P
Each alternate Saturday or Sunday during Season**	1,236.00	1,273.00	01/04/22	I/N/P
MINI SOCCER				
1 Hour Slots (during season)				
Each Saturday or Sunday**	401.70	414.00	01/04/22	I/N/P
Alternate Saturday or Sunday**	200.85	207.00	01/04/22	I/N/P
CRICKET				
No Pavilion Facilities				
Adults Each Saturday or Sunday during Season**	1,668.60	1,719.00	01/04/22	I/N/P
Pitches with Pavilions				
Adults Each Saturday or Sunday during Season**	2,996.27	3,086.00	01/04/22	I/N/P

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D - Increase recommended by Head of Service

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Neighbourhoods Public Realm

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
BOOT CAMPS, PERSONAL TRAINING, SPORTS & FITNESS GROUPS (annual licence)				
1-5 clients 1- 3 sessions per week	610.79	Withdrawn	01/04/22	NEW/P
1-5 clients 4 - 7 sessions per week	1,683.02	Withdrawn	01/04/22	
6-20 clients 1 - 3 sessions per week	1,136.09	Withdrawn	01/04/22	
6-20 clients 4 - 7 sessions per week	3,125.02	Withdrawn	01/04/22	
Up to 20 clients (details to be agreed with service)	-	500.00	01/04/22	
ALLOTMENTS				
Land charge per acre	213.21	220.00	01/04/22	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 (except Langtons Gardens)	58.71	60.50	01/04/22	I/N/P
FUNFAIRS & CIRCUSES				
Ground rent per day of operation (up to 7 rides, adult & juvenile / 500 seating capacity)	566.50	583.50	01/04/22	I/N/P
Ground rent per day of operation (more than 7 rides, adult & juvenile / 500 seating capacity)	1,148.45	1,183.00	01/04/22	I/N/P
Returnable deposit per visit	Negotiated according to size of event			

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Neighbourhoods Public Realm

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
FUNFAIRS & CIRCUSES (continued)				
Additional ground rent for extra non-operational days spent on site	393.46	Withdrawn	01/04/22	
Up to 7 rides, adult & juvenile / 500 seating capacity	-	175.00	01/04/22	NEW/P
More than 7 rides, adult & juvenile / 500 seating capacity	-	354.00	01/04/22	NEW/P
COMMUNITY/CHARITY EVENTS				
London Borough of Havering charities - a 20% discount can be applied (only if the charity is raising funds/providing entertainment/information which directly benefits the residents of Havering). The charity must be located in Havering and benefit all the community. Private/Religious Schools are exempt from this discount. The London Borough of Havering objective for charging large commercial events is to cover the cost of impact on residents and services				
Small event (free entry/non-profit) max capacity - 300	-	150.00	01/04/22	NEW/L
Community/charity fundraising event (income generating)				
max capacity - 1000	-	500.00	01/04/22	NEW/L
max capacity - 2000	-	1,000.00	01/04/22	NEW/L
max capacity - 6000	-	3,000.00	01/04/22	NEW/L
max capacity - 8000	-	4,000.00	01/04/22	NEW/L
Non-operational day	-	150.00	01/04/22	NEW/L

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Neighbourhoods Public Realm

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
COMMERCIAL EVENTS The fees will be negotiated on application, taking into account size, impact on the site and site operators, impact on the borough and surrounding environs. Minimum charge at least double the rate charged for charities/community hires		By Negotiation		
INFLATABLE FUNDAYS (per item)				
Busier sites (based on footfall)	-	25.00	01/04/22	NEW/L
Quieter sites (based on footfall)	-	10.00	01/04/22	NEW/L
Memorial Tree				
Supply and planting of tree	-	350.00	01/04/22	NEW/L
Plaque	-	100.00	01/04/22	NEW/L
Memorial Bench				
Supply and installation of bench	-	1,200.00	01/04/22	NEW/L
Plaque	-	100.00	01/04/22	NEW/L
PARKS (all events and activities are subject to appropriate licence fees at a separate charge)				
Minimum charge for the hire of park & open space (private/commercial)	97.00	Withdrawn	01/04/22	
MISCELLANEOUS CHARGES				
Mobile catering unit (per month)	273.98	282.00	01/04/22	I/N/P
Raphael Park Meeting Room (charge per hour)	22.66	23.50	01/04/22	I/N/P
Westlands Pavilion hire (charge per hour)	22.66	Withdrawn	01/04/22	
Tennis courts (fee per court per day for Coach/Club)	20.00	20.50	01/04/22	I/N/P

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Neighbourhoods Public Realm

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
CHARGES FOR NON SCHEDULED WORKS				
Week day rates				
18 tonne grab lorry and driver per hour	173.00 *	178.00 *	01/04/22	I/N/P
2 staff & a van (includes tools & machinery) per hour	83.50 *	86.00 *	01/04/22	I/N/P
1 staff & a van (includes tools & machinery) per hour	48.50 *	49.50 *	01/04/22	I/N/P
Tractor & implement, or trailer with operator per hour	54.00 *	55.50 *	01/04/22	I/N/P
Ride on mower & operator per hour	48.50 *	49.50 *	01/04/22	I/N/P
Member of staff per hour (standard hours)	35.00 *	36.00 *	01/04/22	I/N/P
Charge hand per hour (standard hours)	44.50 *	45.50 *	01/04/22	I/N/P
Supply & plant memorial tree (up to 2metre football Inc. stakes & ties)	333.00 *	Withdrawn *	01/04/22	I/N/P
Initial mark - rugby pitch per pitch per occasion	137.00 *	Withdrawn *	01/04/22	I/N/P
Re-mark - rugby pitch per pitch per occasion	48.50 *	Withdrawn *	01/04/22	I/N/P
Initial mark – football pitch per pitch per occasion	125.00 *	Withdrawn *	01/04/22	I/N/P
Re-mark football pitch per pitch per occasion	42.50 *	Withdrawn *	01/04/22	I/N/P
Initial mark six lane 400 metre running track per occasion	542.00 *	Withdrawn *	01/04/22	I/N/P
Re-mark six lane 400 metre running track per occasion	125.00 *	Withdrawn *	01/04/22	I/N/P
Initial mark hockey pitch per occasion	83.50 *	Withdrawn *	01/04/22	I/N/P
Re-mark hockey pitch per occasion	29.00 *	Withdrawn *	01/04/22	I/N/P
Remove or install goal post socket each (excludes socket)	83.50 *	Withdrawn *	01/04/22	I/N/P

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Neighbourhoods Public Realm

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	58.00 *	Withdrawn *	01/04/22	
Shrub bed planting (five 3 litre container grown shrubs) per m2	50.50 *	Withdrawn *	01/04/22	
Shrub bed mulching (using composted whole tree mulch) per m2	4.00 *	4.00 *	01/04/20	P
Hedge cutting per linear metre	9.50 *	Withdrawn *	01/04/22	
Prepare ground, supply & lay turf per m2	9.50 *	Withdrawn *	01/04/22	
Prepare ground, supply and sow grass seed per m2	6.00 *	Withdrawn *	01/04/22	
Saturday rates				
1 staff & a van (includes tools & machinery) per hour	66.00 *	67.50 *	01/04/22	I/N/P
2 staff & a van (includes tools & machinery) per hour	118.50 *	122.00 *	01/04/22	I/N/P
Member of staff per hour (standard hours)	53.50 *	55.00 *	01/04/22	I/N/P
Charge hand per hour (standard hours)	65.00 *	66.50 *	01/04/22	I/N/P

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Neighbourhoods Public Realm

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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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Basis for setting charge increase above complies with either:

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Neighbourhoods Public Realm

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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 Saturday (Period Hours)				
0 - 1	1.50 *	1.50 *	01/04/21	C/L
1 - 2	2.50 *	2.50 *	01/04/21	C/L
2 - 3	3.50 *	3.50 *	01/04/21	C/L
3 - 4	4.50 *	4.50 *	01/04/21	C/L
4 - 5	5.50 *	5.50 *	01/04/21	C/L
5 - 6	6.50 *	6.50 *	01/04/21	C/L
6 - 7	10.50 *	10.50 *	01/04/21	C/L
7 - 8	11.50 *	11.50 *	01/04/21	C/L
over 8	12.50 *	12.50 *	01/04/21	C/L
Lost Ticket	12.50 *	12.50 *	01/04/21	C/L
Solo Motorcycle	No Charge *	No Charge *	01/04/21	C/L
Overnight (Period Hours)	1.50 *	1.50 *	01/04/21	C/L

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Neighbourhoods Public Realm

(B) Charges determined by Committee

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Market Place (Non-market days)				
0 - 1	1.50 *	1.50 *	01/04/21	C/L
1 - 2	2.50 *	2.50 *	01/04/21	C/L
Overnight (Non-market days & Period Hours)	1.50 *	1.50 *	01/04/21	C/L
<div> <p><i>Reminder and extention texts from the supplier are charges directly to the customer. These are optional charges and not charged by the Council</i></p> <p><i>A 20% discount is applied to car parking charges in carparks for all customers</i></p> </div>				

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Neighbourhoods Public Realm

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Hornchurch & Upminster Area Car Parks				
Monday to Saturday (Period Hours)				
0 - 1	1.50 *	1.50 *	01/04/21	C/L
1 - 2	2.50 *	2.50 *	01/04/21	C/L
2 - 3	3.50 *	3.50 *	01/04/21	C/L
3 - 4	4.50 *	4.50 *	01/04/21	C/L
4 - 5	5.50 *	5.50 *	01/04/21	C/L
5 - 6	6.50 *	6.50 *	01/04/21	C/L
6 - 7	10.50 *	10.50 *	01/04/21	C/L
7 - 8	11.50 *	11.50 *	01/04/21	C/L
8 - 12	12.50 *	12.50 *	01/04/21	C/L
Solo Motorcycles	No Charge *	No Charge *	01/04/21	C/L
Overnight (Period Hours)	1.50 *	1.50 *	01/04/21	C/L

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Neighbourhoods Public Realm

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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 *	01/04/21	C/L
30 min - 1	1.50 *	1.50 *	01/04/21	C/L
1 - 2	2.50 *	2.50 *	01/04/21	C/L
2 - 3	3.50 *	3.50 *	01/04/21	C/L
3 - 4	4.50 *	4.50 *	01/04/21	C/L
4 - 5	5.50 *	5.50 *	01/04/21	C/L
5 - 6	6.50 *	6.50 *	01/04/21	C/L
6 - 7	10.50 *	10.50 *	01/04/21	C/L
7 - 8	11.50 *	11.50 *	01/04/21	C/L
8 - 12	12.50 *	12.50 *	01/04/21	C/L
Solo Motorcycles	No Charge *	No Charge *	01/04/21	C/L
Sunday				
0 - 30 mins	No Charge *	No Charge *	01/04/19	C/L
Overnight (Period Hours)	1.50 *	1.50 *	01/04/19	C/L

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Neighbourhoods Public Realm

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Season Tickets				
Romford Central Area				
All car parks:				
Per quarter	210.00 *	210.00 *	01/04/21	I/N/P
Per month	75.00 *	75.00 *	01/04/21	I/N/P
Outside Romford Central Area				
5 Day season – Balgores Square:				
per quarter	210.00 *	210.00 *	01/04/21	I/N/P
per month	75.00 *	75.00 *	01/04/21	I/N/P
All other car parks:				
per quarter	170.00 *	170.00 *	01/04/21	I/N/P
per month	65.00 *	65.00 *	01/04/21	I/N/P

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Neighbourhoods Public Realm

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
On Street Pay and Display				
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	No Charge	No Charge	01/04/21	L
Sunday				
0 - 30 mins	No Charge	No Charge	01/04/19	C/L
Overnight (Period Hours)	No Charge	No Charge	01/04/19	C/L
 Romford, Hornchurch & Upminster Town Centres. Monday to Saturday (Maximum Stay 3 hours)				
0 - 1	No Charge	No Charge	01/04/21	C/L
1 - 2	2.50	2.50	01/04/21	C/L
2 - 3	3.50	3.50	01/04/21	C/L
Overnight (Period Hours)	No Charge	No Charge	01/04/19	C/L

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Neighbourhoods Public Realm

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*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
On Street Pay and Display (continued)				
Ardleigh Green, Collier Row, Cranham, Elm Park, Gidea Park, Harold Hill, Harold Wood & Rainham Monday to Saturday (Maximum Stay 3 hours)				
0 - 30 mins	No Charge	No Charge	01/04/19	C/L
30 min -1 hour	No Charge	No Charge	01/04/21	C/L
1 - 2 hours	2.50	2.50	01/04/21	C/L
2 - 3 hours	3.50	3.50	01/04/21	C/L
Sunday				
0 - 30 mins	No Charge	No Charge	01/04/19	C/L
Overnight (Period Hours)	No Charge	No Charge	01/04/19	C/L

Basis of Increase:

C - An increase dependent on committee approval

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Basis for setting charge increase above complies with either:

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Neighbourhoods Public Realm

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	01/04/21	L
2nd Permit per household	60.00	60.00	01/04/21	L
3rd Permit per household	85.00	85.00	01/04/21	L
Resident's visitor permits (book of 10)	13.00	13.00	01/04/21	L
Resident's All Day visitor permits (book of 10)	39.00	39.00	01/04/21	L
Resident's Hourly visitor permits (book of 10)	10.00	10.00	01/04/21	L
Business parking permits (per annum)	200.00	200.00	01/04/21	L
Commuter Bays (per annum)	500.00	500.00	01/04/21	L
Domestic Carer Permit (per annum)	40.00	40.00	01/04/21	L
Amendment to existing permit	25.50	25.50	01/04/21	L
Cancellation of permit	15.00	15.00	01/04/21	L
Other Miscellaneous Charges				
Waiver	20.00	20.00	01/04/21	L
Health and Homecare Permit (per annum)	60.00	60.00	01/04/21	L
Amendment to existing permit	22.50	22.50	01/04/21	L
Cancellation of permit	15.00	15.00	01/04/21	L
License Holder Car Parks (per annum)	200.00 *	200.00 *	01/04/21	D/L

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Neighbourhoods Public Realm

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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 - Saturday 8.00am to 6.30pm.				
0 - 1	1.50	1.50	01/04/21	C/L
1 - 2	2.50	2.50	01/04/21	C/L
2 - 3	3.50	3.50	01/04/21	C/L
3 - 4	4.50	4.50	01/04/21	C/L
4 - 5	5.50	5.50	01/04/21	C/L
Blue Badge holders (for up to 5 hours)	No Charge	No Charge	01/04/21	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	01/04/21	L
Fee for vehicle left in car park overnight	107.00	107.00	01/04/21	L

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Neighbourhoods Public Realm

(B) Charges determined by Committee

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Events Charging For Traffic Management and Parking				
0 - 50 attendees	107.00 *	110.00 *	01/04/22	I/N/P
51 - 100 attendees	213.00 *	219.00 *	01/04/22	I/N/P
101 - 1000 attendees	531.00 *	546.00 *	01/04/22	I/N/P
1001+ attendees	1,061.00 *	1,092.00 *	01/04/22	I/N/P
plus hourly rate of £72 per hour	70.00 *	72.00 *	01/04/22	I/N/P
NRSW (Mayrise) fees and charges apply				
Road closure per road	3,047.00 *	3,138.00 *	01/04/22	I/N/P
 (i) Parking Bay suspensions				
Price per parking space per day (1 - 7 days)	50.00	51.00	01/04/22	I/N/P
Price per parking space per day (8 - 14 days)	100.00	103.00	01/04/22	I/N/P
Price per parking space per day (15 days +)	150.00	154.00	01/04/22	I/N/P

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Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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 Civil Protection

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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 Civil Protection

(A) Statutory and Nationally Agreed Charges -

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
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

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(A) Statutory and Nationally Agreed Charges -

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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)	155.00	155.00	01/04/19	P
Vehicle refinisher	362.00	362.00	01/04/18	P
Service station PVR I & II combined	257.00	257.00	01/04/18	P
Reduced fee activities: Additional fee for operating without a permit.	71.00	71.00	01/04/19	P

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Environment Protection Act (Defra) (continued)				
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 waste application, add an extra £310 to the above amounts			01/04/18	P
Annual subsistence charge				
Standard process Low (+£103)	772.00	772.00	01/04/18	P
Standard process Medium (+£156)	1,161.00	1,161.00	01/04/18	P
Standard process High (+£207)	1,747.00	1,747.00	01/04/18	P
(+) to be added when the above standard process is for combined part B and waste site				
Service stations PVR l/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

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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
Odourising of natural gas				
Low	79.00	79.00	01/04/19	P
Medium	158.00	158.00	01/04/19	P
High	237.00	237.00	01/04/19	P
Mobile screening and crushing plant For the first and second plants				
Low	626.00	626.00	01/04/19	P
Medium	1,034.00	1,034.00	01/04/18	P
High	1,551.00	1,551.00	01/04/19	P

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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
For the eighth and subsequent applications				
Low	198.00	198.00	01/04/18	P
Medium	316.00	316.00	01/04/19	P
High	473.00	473.00	01/04/18	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
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

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Transfer and Surrender of a permit (continued)				
Temporary				
First transfer	53.00	53.00	01/04/19	P
Transfer for mobiles				
Repeat transfer	11.00	11.00	01/04/19	P
Repeat following enforcement or warning	53.00	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				

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	646.00	646.00	01/04/19	P
1 Medium	1,034.00	1,034.00	01/04/19	P
1 High	1,506.00	1,506.00	01/04/19	P
2 Low	646.00	646.00	01/04/19	P
2 Medium	1,034.00	1,034.00	01/04/19	P
2 High	1,506.00	1,506.00	01/04/19	P
3 Low	385.00	385.00	01/04/19	P
3 Medium	617.00	617.00	01/04/19	P
3 High	924.00	924.00	01/04/19	P
4 Low	385.00	385.00	01/04/19	P
4 Medium	617.00	617.00	01/04/19	P
4 High	924.00	924.00	01/04/19	P
5 Low	385.00	385.00	01/04/19	P
5 Medium	617.00	617.00	01/04/19	P
5 High	924.00	924.00	01/04/19	P
6 Low	385.00	385.00	01/04/19	P
6 Medium	617.00	617.00	01/04/19	P
6 High	924.00	924.00	01/04/19	P

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Environmental Protection Act (DEFRA): LAPPC mobile plant charges (continued)				
7 Low	385.00	385.00	01/04/19	P
7 Medium	617.00	617.00	01/04/19	P
7 High	924.00	924.00	01/04/19	P
8 and over Low	198.00	198.00	01/04/19	P
8 and over Medium	316.00	316.00	01/04/19	P
8 and over High	473.00	473.00	01/04/19	P
<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.</p>				

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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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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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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.				

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 Civil Protection

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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:

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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 Civil Protection

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	N/P
10,000 - 14,999	1,000.00	1,000.00	01/11/05	N/P
15,000 - 19,999	2,000.00	2,000.00	01/11/05	N/P
20,000 - 29,999	4,000.00	4,000.00	01/11/05	N/P
30,000 - 39,999	8,000.00	8,000.00	01/11/05	N/P
40,000 - 49,999	12,000.00	12,000.00	01/11/05	N/P
50,000 - 59,999	16,000.00	16,000.00	01/11/05	N/P
60,000 - 69,999	20,000.00	20,000.00	01/11/05	N/P
70,000 - 79,999	24,000.00	24,000.00	01/11/05	N/P
80,000 - 89,999	28,000.00	28,000.00	01/11/05	N/P
90,000 and over	32,000.00	32,000.00	01/11/05	N/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:

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Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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

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:

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Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Explosives Regulations 2014 (set by HSE)				
Registration (Unlimited) initial application	500	500	01/04/17	P
Fireworks Explosives Regulations Health & Safety and Nuclear (Fees) Regulations 2016 Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, no minimum separation distance or a 0 metres separation distance is prescribed: (Storage of up to 250kg NEQ)				
New				
New application 1 year	109.00	111.00	01/04/22	P
New application 2 years	141.00	144.00	01/04/22	P
New application 3 years	173.00	177.00	01/04/22	P
New application 4 years	206.00	211.00	01/04/22	P
New application 5 years	238.00	243.00	01/04/22	P
Renewals				P
Renewal 1 year	54.00	55.00	01/04/22	P
Renewal 2 years	86.00	88.00	01/04/22	P
Renewal 3 years	120.00	123.00	01/04/22	P
Renewal 4 years	152.00	155.00	01/04/22	P
Renewal 5 years	185.00	189.00	01/04/22	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 Civil Protection

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Explosives Regulations 2014 (set by HSE) continued				
Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is required: (Storage between 250kg and 2,000kg NEQ)				
New				
New application 1 year	185.00	189.00	01/04/22	P
New application 2 years	243.00	248.00	01/04/22	P
New application 3 years	304.00	311.00	01/04/22	P
New application 4 years	374.00	382.00	01/04/22	P
New application 5 years	423.00	432.00	01/04/22	P
Renewals				
Renewal 1 year	86.00	88.00	01/04/22	P
Renewal 2 years	147.00	150.00	01/04/22	P
Renewal 3 years	206.00	211.00	01/04/22	P
Renewal 4 years	266.00	272.00	01/04/22	P
Renewal 5 years	326.00	333.00	01/04/22	P
Varying a licence (For any other variation-the reasonable cost to the licensing authority of having the work carried out)				
Varying the name of licensee or address of site	36.00	37.00	01/04/22	P
Transfer of licence	36.00	37.00	01/04/22	P
Replacement of licence if lost	36.00	37.00	01/04/22	P

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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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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
ENVIRONMENTAL HEALTH:				
Keeping of dangerous wild animals (Dangerous Wild Animals Act 1976)				
New application Part A	361.00	372.00	01/04/22	I/N/P
New application Part B	109.00	112.00	01/04/22	I/N/P
Note: total fee for new application £484				
Renewal Part A	361.00	372.00	01/04/22	I/N/P
Renewal Part B	109.00	112.00	01/04/22	I/N/P
Note: total fee for renewal £484				
Replacement or Copy of Keeping of dangerous wild animals Application/Renewal	47.00	48.00	01/04/22	D/L/N

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:

- P - The Corporate Charging Policy
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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	371.00	382.00	01/04/22	L/N
New Application Part B (Issue Fee)	185.00	191.00	01/04/22	L/N
Note: total fee for new application £573				
Renewal Part A (Application Fee)	340.00	350.00	01/04/22	L/N
Renewal Part B (Issue Fee)	124.00	128.00	01/04/22	L/N
Note: total fee for renewal application £478				
Dog Daycare				
Dog Daycare Part A (Application Fee)	371.00	382.00	01/04/22	L/N
Dog Daycare Part 3 (Issue Fee)	185.00	191.00	01/04/22	L/N
Note: total fee for new application £573				
Renewal Part A (Application Fee)	340.00	350.00	01/04/22	L/N
Renewal Part B (Issue Fee)	124.00	128.00	01/04/22	L/N
Note: total fee for renewal application £478				

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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

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Basis for setting charge increase above complies with either:

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Animal Welfare Licences (continued)				
Dog Breeding				
Dog Breeding Part A (Application Fee) (plus vet visit fee)	402.00	414.00	01/04/22	L/N
Dog Breeding Part B (Issue Fee)	185.00	191.00	01/04/22	L/N
Note: total fee for new application £605				
Renewal Part A (Application Fee)(plus vet fee visit fee)	371.00	382.00	01/04/22	L/N
Renewal Part B (Issue Fee)	124.00	128.00	01/04/22	L/N
Note: total fee for renewal application £510				
Pet Shop Operation				
Pet Shop Operation Part A (Application Fee)	371.00	382.00	01/04/22	L/N
Pet Shop Operation Part B (Issue Fee)	185.00	191.00	01/04/22	L/N
Note: total fee for Pet Shop Operation £573				
Renewal Part A (Application Fee)	340.00	350.00	01/04/22	L/N
Renewal Part B (Issue Fee)	124.00	128.00	01/04/22	L/N
Note: total fee for renewal application £478				

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:

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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) (plus vet visit fee)	402.00	414.00	01/04/22	L/N
Hiring of Horses (riding and/or instruction) Part B (Issue Fee)	185.00	191.00	01/04/22	L/N
Note: total fee for Hiring of Horses £605				
Renewal Part A (Application Fee)(plus vet fee visit fee)	371.00	382.00	01/04/22	L/N
Renewal Part B (Issue Fee)	124.00	128.00	01/04/22	L/N
Note: total fee for renewal application £510				
Keeping or Training of Animals for Exhibitions				
Keeping or training of animals for exhibition Part A (Application Fee)	371.00	382.00	01/04/22	L/N
Keeping or training of animals for exhibition Part B (Issue Fee)	185.00	191.00	01/04/22	L/N
Note: total fee for Keeping or training of animals for exhibition £573				
Renewal Part A (Application Fee)	340.00	350.00	01/04/22	L/N
Renewal Part B (Issue Fee)	124.00	128.00	01/04/22	L/N
Note: total fee for renewal application £478				
Variation of Licence	309.00	318.00	01/04/22	L/N
Re-rating of Premises	278.00	286.00	01/04/22	L/N
Amendment Fee/Replacement Licence for a lost or defaced Licence	47.00	48.00	01/04/22	L/N
Transfer Fee	185.00	191.00	01/04/22	L/N

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Special treatment establishments (London Local Authority Act 1991)				
High risk single treatment New Part A	557.00	574.00	01/04/22	I/N/P
High risk single treatment New Part B	165.00	170.00	01/04/22	I/N/P
Note: total fee for new application £744				
High risk Multiple treatment New Part A	688.00	709.00	01/04/22	I/N/P
High risk Multiple treatment New Part B	165.00	170.00	01/04/22	I/N/P
Note: total fee for new application £879				
High risk renewal single treatment Part A	165.00	170.00	01/04/22	I/N/P
High risk renewal single treatment Part B	165.00	170.00	01/04/22	I/N/P
Note: total fee for renewal £340				
High risk Renewal multiple treatment Part A	229.00	236.00	01/04/22	I/N/P
High risk Renewal multiple treatment Part B	165.00	170.00	01/04/22	I/N/P
Note: total fee for renewal £406				
Variation (additional treatment High risk)	328.00	338.00	01/04/22	I/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:

P - The Corporate Charging Policy

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

Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Special treatment establishments (Cont)				
<p>**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.</p>				
low risk single treatment New Part A	361.00	372.00	01/04/22	I/N/P
low risk single treatment New Part B	165.00	170.00	01/04/22	I/N/P
Note: total fee for new application £542				
low risk multiple treatment New Part A	492.00	507.00	01/04/22	I/N/P
low risk multiple treatment New Part B	165.00	170.00	01/04/22	I/N/P
Note: total fee for new application £677				

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

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

Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Special treatment establishments (Cont)				
Low risk renewal single treatment Part A	109.00	112.00	01/04/22	I/N/P
Low risk renewal single treatment Part B	165.00	170.00	01/04/22	I/N/P
Note: total fee for renewal £282				
Low risk renewal multiple treatment Part A	165.00	170.00	01/04/22	I/N/P
Low risk renewal multiple treatment Part B	165.00	170.00	01/04/22	I/N/P
Note: total fee for renewal £340				
Variation (additional treatment low risk)~	165.00	170.00	01/04/22	I/N/P
Change of details/transfer	109.00	112.00	01/04/22	I/N/P
Late renewal surcharge	43.00	44.00	01/04/22	I/N/P
Change of Therapist	31.00	32.00	01/04/22	I/N/P
Duplicate Special treatment establishments licence	47.00	48.00	01/04/22	D/L/N
~ if the additional treatment is high risk the higher fee must be paid.				

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:

P - The Corporate Charging Policy

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Zoo Licensing (Zoo Licensing Act 1981)				
New Application Part A (Part B no charge) (plus vet visit fee)	688.00	709.00	01/04/22	I/N/P
Renewal (no change) Part A fee plus vet inspection fee	492.00	507.00	01/04/22	I/N/P
Alteration Part A plus vet inspection fee	602.00	620.00	01/04/22	I/N/P
Sex Establishment Licensing (Local Govt. Miscellaneous Provisions Act 1982)				
New application Part A (Part B no charge)	2,229.00	2,296.00	01/04/22	I/N/P
Renewal Part A fee	328.00	338.00	01/04/22	I/N/P
Renewal Part B fee	109.00	112.00	01/04/22	I/N/P
Note: total fee for renewal £450				
Hypnotism consent (Hypnotism Act 1952)				
New application Part A	328.00	338.00	01/04/22	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:

- P - The Corporate Charging Policy
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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	2,297.00	2,366.00	01/04/22	I/N/P
Six days per week	1,969.00	2,028.00	01/04/22	I/N/P
Five days per week	1,646.00	1,695.00	01/04/22	I/N/P
Four days per week	1,313.00	1,352.00	01/04/22	I/N/P
Three days per week	988.00	1,018.00	01/04/22	I/N/P
Two days per week	657.00	677.00	01/04/22	I/N/P
One day per week	330.00	340.00	01/04/22	I/N/P
Trading between 20:00 - 02:00				
Seven days per week	2,843.00	2,928.00	01/04/22	I/N/P
Six days per week	2,438.00	2,511.00	01/04/22	I/N/P
Five days per week	2,031.00	2,092.00	01/04/22	I/N/P
Four days per week	1,626.00	1,675.00	01/04/22	I/N/P
Three days per week	1,217.00	1,254.00	01/04/22	I/N/P
Two days per week	806.00	830.00	01/04/22	I/N/P
One day per week	404.00	416.00	01/04/22	I/N/P
These can be paid annually in advance				

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:

P - The Corporate Charging Policy

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	1,151.00	1,186.00	01/04/22	I/N/P
Six days per week	987.00	1,017.00	01/04/22	I/N/P
Five days per week	809.00	833.00	01/04/22	I/N/P
Four days per week	657.00	677.00	01/04/22	I/N/P
Three days per week	494.00	509.00	01/04/22	I/N/P
Two days per week	329.00	339.00	01/04/22	I/N/P
One day per week	167.00	172.00	01/04/22	I/N/P
Temporary Street Trading Licences (up to 6 months) (continued)				
Trading between 20:00 and 02:00				
Seven days per week	1,422.00	1,465.00	01/04/22	I/N/P
Six days per week	1,223.00	1,260.00	01/04/22	I/N/P
Five days per week	1,018.00	1,049.00	01/04/22	I/N/P
Four days per week	813.00	837.00	01/04/22	I/N/P
Three days per week	610.00	628.00	01/04/22	I/N/P
Two days per week	408.00	420.00	01/04/22	I/N/P
One day per week	212.00	218.00	01/04/22	I/N/P

Basis of Increase:

C - An increase dependent on committee approval

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Daily Temporary Licence for special events	47.00	48.00	01/04/22	I/N/P
Duplicate Licence	50.00	52.00	01/04/22	I/N/P
Variations to existing Licences	108.15	111.00	01/04/22	I/N/P
Pavement Licence (Business and Planning Act 2020) Until 30th September 2022	100.00	100.00	01/04/21	L
Stray Dog Service				
Administration Fee	11.00	11.00	01/04/20	L
<i>The below Stray Dog Service fees are charged by the supplier directly to the customer.</i>				
Weekdays 08:00 - 16:59	50.00	50.00	01/04/20	L
Weekdays 17:00 - 23:59	65.00	65.00	01/04/20	L
Weekends	70.00	70.00	01/04/20	L
Bank Holidays	70.00	70.00	01/04/20	L
Kennelling boarding charge per day per dog/part day	14.00	14.00	01/04/20	L

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Land Quality Reports				
Written report that takes less than 2 hours to complete:				
a) 5 working day response (where available and on request)	575.00 *	592.00 *	01/04/22	I/N/P
b) 20 working day response	317.00 *	327.00 *	01/04/22	I/N/P
For every hour over 2 hours	94.00 *	97.00 *	01/04/22	I/N/P
To respond to specific questions on land quality hourly rate	94.00 *	97.00 *	01/04/22	I/N/P
5 – Year Licence				
Mandatory HMO Licensing (Housing Act 2004)				
Additional HMO Licence has a fixed fee of £900 and its usually valid for 5 years				
Part A	550.00	550.00	01/04/20	L
Part B	350.00	350.00	01/04/20	L
Note: If landlord is accredited by a recognised body there is a discount of £35 off the Part B fee				

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5 – Year Licence				
Mandatory HMO Licensing (Housing Act 2004)				
New licences:				
Up to 5 lettings	1,149.00	1,183.00	01/04/22	I/N/P
6 - 9 lettings	1,323.00	1,363.00	01/04/22	I/N/P
10 - 14 lettings	1,517.00	1,563.00	01/04/22	I/N/P
15 - 19 lettings	1,679.00	1,729.00	01/04/22	I/N/P
20 lettings and above	1,842.00	1,897.00	01/04/22	I/N/P
Additional fee for processing paper applications (discretionary)	100.00	103.00	01/04/22	L
Caravan site licence (Caravan Sites and Control of Development Act 1960)	413.00	425.00	01/04/22	I/N/P
Selective Licensing for Privately Rented Homes				
New licence Application (Part A application fee)	450.00	450.00	01/04/20	L
New licence Application (Part B enforcement fee)	450.00	450.00	01/04/20	L
Additional fee for processing paper applications (discretionary)	100.00	103.00	01/04/22	L

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Miscellaneous housing-related fees				
Fee for each type of statutory Notice served under Housing Act 2004 with the ability to add the cost of any report required from external experts such as Gas, Electricity or Structural Surveyors	525.00	541.00	01/04/22	I/L
Gambling Act 2005 Bingo Club premises Fees set by LA (subject to maxima set by Govt.)				
New premises application	3,500.00	3,500.00	01/04/20	I/N/P
Annual fee	737.00	759.00	01/04/22	I/N/P
Application to vary	1,226.00	1,262.00	01/04/22	I/N/P
Application to transfer	620.00	639.00	01/04/22	I/N/P
Application for reinstatement	960.00	989.00	01/04/22	I/N/P
Application for a provisional statement	1,281.00	1,319.00	01/04/22	I/N/P
License application (provisional statement holders)	960.00	989.00	01/04/22	I/N/P

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Betting shop				
New premises application	1,258.00	1,296.00	01/04/22	I/N/P
Annual fee	600.00	600.00	01/04/20	P
Application to vary	941.00	969.00	01/04/22	I/N/P
Application to transfer	620.00	639.00	01/04/22	I/N/P
Application for reinstatement	961.00	990.00	01/04/22	I/N/P
Application for a provisional statement	1,282.00	1,320.00	01/04/22	I/N/P
License application (provisional statement holders)	961.00	990.00	01/04/22	I/N/P
Betting premises tracks				
New premises application	2,500.00	2,500.00	01/04/20	I/N/P
Annual fee	970.00	999.00	01/04/22	I/N/P
Application to vary	1,238.00	1,250.00	01/04/22	I/N/P
Application to transfer	620.00	639.00	01/04/22	I/N/P
Application for reinstatement	929.00	950.00	01/04/22	I/N/P
Application for a provisional statement	2,500.00	2,500.00	01/04/20	I/N/P
License application (provisional statement holders)	929.00	950.00	01/04/22	I/N/P

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Family Entertainment centres				
New premises application	1,684.00	1,735.00	01/04/22	I/N/P
Annual fee	739.00	750.00	01/04/22	I/N/P
Application to vary	1,000.00	1,000.00	01/04/20	I/P
Application to transfer	620.00	639.00	01/04/22	I/N/P
Application for reinstatement	929.00	950.00	01/04/22	I/N/P
Application for a provisional statement	1,721.00	1,773.00	01/04/22	I/N/P
License application (provisional statement holders)	950.00	950.00	01/04/21	I/N/P
Adult gaming centres				
New premises application	1,708.00	1,759.00	01/04/22	I/N/P
Annual fee	739.00	761.00	01/04/22	I/N/P
Application to vary	1,000.00	1,000.00	01/04/20	I/N/P
Application to transfer	620.00	639.00	01/04/22	I/N/P
Application for reinstatement	929.00	957.00	01/04/22	I/N/P
Application for a provisional statement	1,705.00	1,756.00	01/04/22	I/N/P
License application (provisional statement holders)	929.00	957.00	01/04/22	I/N/P

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(B) Charges determined by Committee

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	935.00	963.00	01/04/22	I/N/P
Application for a new scrap metal collectors licence	302.00	311.00	01/04/22	I/N/P
Application for a variation of an existing site licence to a collectors licence	151.00	156.00	01/04/22	I/N/P
Application for a variation of an existing collectors licence to a site licence	789.00	813.00	01/04/22	I/N/P
Application for a variation of an existing licence not listed above	209.00	215.00	01/04/22	I/N/P
Renewal application for a site licence under Scrap Metal Dealers Act 2013	935.00	963.00	01/04/22	I/N/P
Renewal application for a collectors licence under Scrap Metal Dealers Act 2013	282.00	290.00	01/04/22	I/N/P
Lost licence replacement	28.00	29.00	01/04/22	I/N/P
Marriage Act 1949				
Wedding Registration				
New application Part A fee	737.00	759.00	01/04/22	I/N/P
New Application Part B fee	197.00	203.00	01/04/22	I/N/P
Note: Total fee parts A and B £962				
Renewal of Premises Licensing				
Renewal Part A fee	213.00	219.00	01/04/22	I/N/P
Renewal Part B fee	197.00	203.00	01/04/22	I/N/P
Note: Total fee parts A and B £422				

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Primary Authority				
Annual Fee, pays for 20 hours work (Enterprise and Regulatory Reform Act)	1,350.00	1,391.00	01/04/22	I/N/P
Hourly rate, agreed in advance for work beyond 20 hours.	68.00	70.00	01/04/22	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).	58.00	60.00	01/04/22	I/N/P
Food Hygiene Rating Requested rerating inspection, New charge for 2017. Can only be supplied by the local authority by the Enterprise Act. No Vat applicable	220.00	227.00	01/04/22	I/N/P

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Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
ENVIRONMENTAL ENFORCEMENT				
Environmental offences				
Fixed penalty notices				
Levels are set by legislation and London Councils Transport and Environment Committee Guidelines.				
Fly Tipping	400.00	400.00	01/04/20	P
Householder Duty of Care	-	400.00	01/04/22	NEW/P
Fail to produce Waste Transfer Notes	300.00	300.00	01/04/20	P
Litter	150.00	150.00	01/04/20	P
Fail to comply requirement or condition in Abatement Notice	110.00	110.00	01/04/20	P
Fail to comply Community Protection Notice	100.00	100.00	01/04/20	P
Fail to comply Public Space Protection Order	100.00	100.00	01/04/20	P
Fail to produce authority to carry waste	300.00	300.00	01/04/20	P
Fail to comply with receptables notice (Commercial)	110.00	110.00	01/04/20	P
Unlicensed Street Trading	150.00	150.00	01/04/20	P
Fail to comply conditions Street Trading License / temp License	100.00	100.00	01/04/20	P
Fail to produce a Street Trading Licence / Temp Licence on demand	100.00	100.00	01/04/20	P
Making a false statement to obtain a Street Trading Licence	125.00	125.00	01/04/20	P
Resisting or obstructing an authorised officer	250.00	250.00	01/04/20	P
Nuisance Vehicles exposed for sale Unlicensed Trade	150.00	150.00	01/04/20	P

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Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Fixed penalty notices (Continue)				
Abandoned Vehicles	200.00	200.00	01/04/20	P
Fail to comply dog control / CPN	80.00	Withdrawn	01/04/22	
Unauthorised distribution of printed matter	75.00	75.00	01/04/20	P
Fly Posting	150.00	150.00	01/04/20	P
Display advertisement in contravention of regs	75.00	75.00	01/04/20	P
Graffiti	150.00	150.00	01/04/20	P
Marks / picture/ sign on highway or highway furniture	100.00	100.00	01/04/20	P
Wilful obstruction	100.00	100.00	01/04/20	P
Erect building / fence / hedge on highway	100.00	100.00	01/04/20	P
Deposit skip on highway without authority	100.00	100.00	01/04/20	P
Deposit skip on highway failure to light or sign	100.00	100.00	01/04/20	P
Deposit skip on highway failure to display name and address	100.00	100.00	01/04/20	P
Deposit skip on highway fail to remove	100.00	100.00	01/04/20	P
Deposit skip on highway fail to comply conditions / permit	100.00	100.00	01/04/20	P
Deposit skip on highway fail to remove / reposition	100.00	100.00	01/04/20	P
Deposit material on made up carriageway	100.00	100.00	01/04/20	P
Deposit material within 15 feet of centre carriageway	100.00	100.00	01/04/20	P
Deposit material on highway to interruption of user	100.00	100.00	01/04/20	P
Pitching booths / stalls / stands / camp on highway	100.00	100.00	01/04/20	P

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Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Fixed penalty notices (Continue)				
Fail to prevent soil / mud / refuse escape to sewer / road	100.00	100.00	01/04/20	P
Fail to remove projection	100.00	100.00	01/04/20	P
Fail to prevent door etc, opening onto street	100.00	100.00	01/04/20	P
Deposit things on highway which cause injury or danger	100.00	100.00	01/04/20	P
Erect scaffold or structure on highway w/o licence ftc condition	100.00	100.00	01/04/20	P

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TRADING STANDARDS:				
<p>Trading Standards NE London Metrology Partnership Income Income is credited to the joint trading account</p> <p>Section 11 (4) of the Weights and Measures Act 1985</p>				
Measuring Instruments:				
(a) Linear (with or without divisions/sub divisions)				
First Tape	13.00 *	13.00 *	01/04/20	I/N/P
(b) Capacity (without divisions, not exceeding 1 litre) - each measure	11.00 *	11.00 *	01/04/20	I/N/P
(c) Cubic ballast				
Other than brim (each measure)	232.00 *	239.00 *	01/04/22	I/N/P
Brim/bucket type (each measure)	102.00 *	105.00 *	01/04/22	I/N/P
1. Liquid capacity measures for making and checking average quantity purchases each measure	36.00 *	37.00 *	01/04/22	I/N/P

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Measuring Instruments (continued):				
2. Templates (per scale)				
First item	64.00 *	66.00 *	01/04/22	I/N/P
Second and subsequent items	26.00 *	27.00 *	01/04/22	I/N/P
(d) Liquid fuel, Lubricants etc. (each instrument)				
1. Container type (not sub-divided)	118.00 *	122.00 *	01/04/22	I/N/P
2. Other types (multi-outlets)				
1 meter tested	153.00 *	158.00 *	01/04/22	I/N/P
Each additional meter tested	95.00 *	98.00 *	01/04/22	I/N/P
3. Test of peripheral equipment on separate visit	118.00 *	122.00 *	01/04/22	I/N/P
4. Test of credit card acceptor	118.00 *	122.00 *	01/04/22	I/N/P
5. MID verification				
1 meter tested	193.00 *	199.00 *	01/04/22	I/N/P
Each additional meter	118.00 *	122.00 *	01/04/22	I/N/P

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Measuring Instruments (continued):				
(e) Intoxicating liquor (each instrument)				
Not exceeding 150ml (individual submissions)	24.00 *	25.00 *	01/04/22	I/N/P
Other	28.00 *	29.00 *	01/04/22	I/N/P
(f) Each weight (stamping)				
1. Weights exceeding 5kg or not exceeding 500mg, 2cm	12.00 *	12.00 *	01/04/20	I/N/P
2. Other weights	9.00 *	9.00 *	01/04/20	I/N/P
3. Other weights (more than one submitted)	8.00 *	8.00 *	01/04/20	I/N/P
4. Adjusting weights (per hour)	119.00 *	123.00 *	01/04/22	I/N/P
(g) Verification - Weighing Machines / Weighing Equipment				
1. Calibrated to weigh only metric:				
Not exceeding 15kg	39.00 *	40.00 *	01/04/22	I/N/P
Exceeding 15kg to 100kg	57.00 *	59.00 *	01/04/22	I/N/P
Exceeding 100kg to 250kg	94.00 *	97.00 *	01/04/22	I/N/P
Exceeding 250kg to 1 tonne	135.00 *	139.00 *	01/04/22	I/N/P
Exceeding 1 tonne to 10 tonne	216.00 *	222.00 *	01/04/22	I/N/P
Exceeding 10 tonnes to 30 tonnes	453.00 *	467.00 *	01/04/22	I/N/P
Exceeding 30 tonnes to 60 tonnes	676.00 *	696.00 *	01/04/22	I/N/P

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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:	121.00 *	125.00 *	01/04/22	I/N/P
3. Medical weighing scales				
Not exceeding 15kg	39.00 *	40.00 *	01/04/22	I/N/P
Exceeding 15kg to 100kg	57.00 *	59.00 *	01/04/22	I/N/P
Exceeding 100kg to 250kg	94.00 *	97.00 *	01/04/22	I/N/P
Exceeding 250kg to 1 tonne	135.00 *	139.00 *	01/04/22	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)	54.00 *	56.00 *	01/04/22	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 *	01/04/20	L

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	64.00 *	66.00 *	01/04/22	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)	121.00 *	125.00 *	01/04/22	I/N/P
Standards Services provided to Other Local Authorities				
Testing and Associated Services (per hour)	101.00	104.00	01/04/22	I/N/P
Collection Delivery charge (price shown is per mile) return trip + congestion charge where applicable	1.00	1.00	01/04/20	I/N/P
Inspections during standard office hours, including travelling time	101.00	104.00	01/04/22	I/N/P
Block Booked and Pre-paid Inspections totalling more than £5,000 (per hour)	69.00	71.00	01/04/22	I/N/P

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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)	101.00	104.00	01/04/22	I/N/P
UKAS Laboratory				
Charge for calibration to M1 level 25kg - 1mg (Incl. cert where total order over £100)				
One weight submitted	23.00 *	Withdrawn *	01/04/22	I/N/P
Certificate where total order is less than 100	35.00 *	Withdrawn *	01/04/22	I/N/P
Charge for calibration to F2 level 20kg - 1mg (Incl. cert where total order over £100)				
One weight submitted	54.00 *	Withdrawn *	01/04/22	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)	35.00 *	Withdrawn *	01/04/22	I/N/P

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

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GLC (General Powers) Act 1985				
Competitive Bidding - Licence Registration fee	388.00	400.00	01/04/22	I/N/P
Financial Investigation by Accredited Financial Investigator (LA)				
Where no individual agreement exists, per hour spent by AFI	74.00	76.00	01/04/22	I/N/P
'PASS' Alcohol awareness retailer training fee (per delegate - Inc. VAT)	72.00 *	74.00 *	01/04/22	I/N/P

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Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Planning Performance Agreements				
Strategic Applications Early Principles/Introductory Meeting	1,060.00	1,090.00	01/04/22	I/P
S106 Monitoring Fees				
Key non-financial obligations (per obligation)	-	1,000.00	01/04/22	NEW/P
Fixed Financial Obligations				
5% of the value of the total contributions				
minimum fee	-	1,000.00	01/04/22	NEW/P
maximum fee	-	40,000.00	01/04/22	NEW/P
Financial Obligations with future calculation				
Per Obligation	-	1,000.00	01/04/22	NEW/P
Additional 5% of value of total contribution with a:				
minimum fee	-	1,000.00	01/04/22	NEW/P
maximum fee	-	40,000.00	01/04/22	NEW/P
Other S106 Fees				
Confirmation as to whether S106 obligations have been discharged	-	150.00	01/04/22	NEW/P
Fee for Request to vary S106 obligations less than 5 years old (does not include monitoring fee if S106 DoV approved)	-	500.00	01/04/22	NEW/P

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(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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)	0.31 *	0.32 *	01/04/22	I/P
Photocopying of plans (per sheet)	22.00 *	23.00 *	01/04/22	I/P
Other Planning requests - per hour (minimum 1/2 hour)	81.00	83.00	01/04/22	I/N/P
Other Building Control requests - per hour	81.00	83.00	01/04/22	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.		Withdrawn	01/04/22	
Demolition Notices (Per Site) (larger sites will be assessed separately, customers are invited to contact Building control for a bespoke price)	256.00	264.00	01/04/22	I/P
Building Control - Dangerous Structure charge				
8am - 5pm - per hour	85.00	88.00	01/04/22	I/N/P
5pm - 8am - per hour	85.00	88.00	01/04/22	I/N/P
(Travelling costs will also be charged as appropriate as well as Dangerous Structures Consortium Contractors Costs)				

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Neighbourhoods Planning

(B) Charges determined by Committee

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Pre-Application advice				
Pre-Application advice				
Householder/Small Business - Face to Face	59.00 *	61.00 *	01/04/22	I/P
Householder/Small Business - Written Response	94.00 *	97.00 *	01/04/22	I/P
Change of Business Premises up to 99 sq.m	174.00 *	179.00 *	01/04/22	I/N/P
Pre-Application advice - Residential units/Commercial or Industrial Floor space				
1 residential unit	174.00 *	179.00 *	01/04/22	I/N/P
1 residential unit - Follow up advice	35.00 *	36.00 *	01/04/22	I/P
2-3 residential/100-499sq m floor space	348.00 *	358.00 *	01/04/22	I/P
2-3 residential/100-499sq m floor space - Follow up advice	69.50 *	71.50 *	01/04/22	I/P
4-9 residential/500-999 sq. m floor space	928.00 *	956.00 *	01/04/22	I/P
4-9 residential/500-999 sq. m floor space - Follow up advice	230.00 *	237.00 *	01/04/22	I/P
10-24 residential/1000-1999 sq.m floor spc/telecoms	1,740.00 *	1,792.00 *	01/04/22	I/P
10-24 residential/1000-1999 sq.m floor spc/telecoms - Follow up advice	345.00 *	355.00 *	01/04/22	I/P

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(B) Charges determined by Committee

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Planning Performance Agreements (PPA)				
Initiation Fee	5,300.00	5,500.00	01/04/22	I/P
Residential 25-49 Dwellings, Non-residential Up to 3000 sq m	21,200.00	21,850.00	01/04/22	I/P
Residential 50-100 dwellings, Non-residential Up to 3001 - 5000 sq m, Mineral extraction up to 10 hectares	31,800.00	32,800.00	01/04/22	I/P
Residential 101-150 dwellings, Non-residential 5001-10000 sq m, Mineral extraction 10.1- 20 hectares	42,400.00	43,700.00	01/04/22	I/P
Residential 151-300 dwellings, Non-residential Up to 20,000 sq m, Mineral extraction 20.1 – 30 hectares	53,000.00	54,600.00	01/04/22	I/P
Residential 301-600 dwellings, Mineral extraction more than 30 hectares	74,300.00	76,500.00	01/04/22	I/P
Residential 601-900 dwellings	95,500.00	98,400.00	01/04/22	I/P
Residential 901+ dwellings	106,000.00	109,000.00	01/04/22	I/P
Research, retrieval and copy of one document for domestic properties	45.00	46.35	01/04/22	I/P
Research, retrieval and copy of one document for non-domestic properties	68.00	70.00	01/04/22	I/P
For each additional document	21.75	22.40	01/04/22	I/P
Planning Condition History Search (30 minutes)	40.75	42.00	01/04/22	I/P
Additional research time (per 15 minutes)	20.25	21.00	01/04/22	I/P

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Supply of letter detailing inspections (where no completion certificate exists) per hour	127.00	131.00	01/04/22	I/P
Request for written confirmation that Enforcement Notice complied with or of no effect	157.50	162.00	01/04/22	I/P
Request to withdraw Enforcement Notice where no longer of effect	900.00	927.00	01/04/22	I/P
High Hedge Complaint	546.50	950.00	01/04/22	I/P

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Table 1:**Charges for New Dwellings <150m²****New Houses and Blocks of Flats on the same site constructed at the sametime**

Number of Dwellings	Total
1	£1,105.00
2	£1,474.00
3	£1,720.00
4	£2,088.00
5	£2,334.00
6	£2,701.00
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 sametime may be aggregated together**

Type of work	Total
1. Detached non-habitable building having a floor area not exceeding 40m ² in total	£573.00
2. Garage Conversions where the total floor area does not exceed 30m ² , including means of access and work in connection with that extension.	£573.00
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.	£732.00
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.	£1,008.00
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.	£1,198.00
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	£264.00
£2,000-5,000	£394.00
£5,000-10,000	£573.00
£10,000-20,000	£749.00
£20,000-30,000	£911.00
£30,000-40,000	£1,045.00
£40,000-50,000	£1,178.00
£50,000-60,000	£1,277.00
£60,000-70,000	£1,376.00
£70,000-80,000	£1,474.00
£80,000-90,000	£1,586.00
£90,000-100,000	£1,695.00
£100,000-120,000	£1,812.00
£120,000-140,000	£1,959.00
£140,000-170,000	£2,076.00
£170,000-200,000	£2,315.00
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. **Refunds** will be calculated in accordance with the Charge Regulations and any costs incurred will be deducted. Breakdown of costs can be provided upon request.

8. **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.

9. **Break Down of Costs:** can be provided upon request. 10.

Making a Payment: Payment can be made by credit/debit card by telephoning 01708 432700.

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

Further information is available on our website at: www.havering.gov.uk/buildingcontrol

Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	97.00	100.00	01/04/22	I/P
Official search (including issue of official certificate of search)				
a) in only part of the register (one parcel)	10.00	10.30	01/04/22	I/P
b) in only part of register (each additional parcel thereafter),	3.00	3.20	01/04/22	I/N/P
c) in the whole of the register - post or fax (one parcel)	24.00	24.70	01/04/22	I/P
d) in the whole of the register - post or fax (each additional parcel thereafter)	6.00	6.40	01/04/22	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)	24.00	24.70	01/04/22	I/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)	6.00	6.40	01/04/22	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)	2.00	2.10	01/04/22	I/N/P

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Office copy of any plan or other document filed pursuant to these rules:				
Extract of register in place of personal search				
First Page	3.00	3.20	01/04/22	I/N/P
Subsequent pages	1.00	1.00	01/04/21	I/P
CON29(R) Enquiries				
One parcel of land	115.00	118.00	01/04/22	I/P
Several parcels of land				
Each additional (fees that exceed 100 to be fixed by arrangement)	49.00	50.50	01/04/22	I/P
Part 2 Enquiries				
Each printed enquiry	24.00	24.70	01/04/22	I/P
With exception to Question 4	37.00	38.00	01/04/22	I/P
With exception of surrounding area enquiries	41.00	42.00	01/04/22	I/N/P

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Copying Charges - Legal Documents				
Certified Copy of Land Search - Paper Copy	17.00	17.50	01/04/22	I/P
First Page	3.00	3.20	01/04/22	I/N/P
Subsequent pages	0.50	0.60	01/04/22	I/N/P
Certified copy of extract of Highways Register (letter and extract)	34.00	35.00	01/04/22	I/P
Certified copy of extract of Highways Register (extract only and collection only)	17.00	17.50	01/04/22	I/P
New Residential Addresses - (building names included) in an existing road				
1 dwelling	68.00	75.00	01/04/22	I/P
2 - 5 dwellings	90.00	93.00	01/04/22	I/P
6 - 25 dwellings	107.00	110.00	01/04/22	I/P
26 - 45 dwellings	219.00	226.00	01/04/22	I/P
46 - 100 dwellings	468.00	482.00	01/04/22	I/P
100+ plots (plus an extra fee of £95 for each additional 10 dwellings (or part thereof))	788.00	812.00	01/04/22	I/P
	107.00	110.00	01/04/22	I/P

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New Residential Addresses (building names included) plus single road name				
1 - 5 dwellings	152.00	157.00	01/04/22	I/P
6 - 25 dwellings	175.00	180.00	01/04/22	I/P
26 - 45 dwellings	281.00	289.00	01/04/22	I/P
46 - 100 dwellings	529.42	545.00	01/04/22	I/P
100+ plots (plus an extra fee of £155 for each additional 10 dwellings (or part thereof)	850.00	876.00	01/04/22	I/P
	175.00	180.00	01/04/22	I/P
For each additional road name	73.00	75.00	01/04/22	I/P
New Commercial/Industrial Addresses (building name included) in an existing road				
1 unit	68.00	75.00	01/04/22	I/N/P
2 - 5 units	90.00	93.00	01/04/22	I/P
6 - 10 units	107.00	110.00	01/04/22	I/P
11 units plus	151.00	156.00	01/04/22	I/P

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New Commercial/Industrial Addresses (building name included) plus a single road name				
1 unit	90.00	93.00	01/04/22	I/P
2 - 5 units	107.00	110.00	01/04/22	I/P
6 - 10 units	129.00	133.00	01/04/22	I/P
11 units plus	175.00	180.00	01/04/22	I/P
For each additional road name	73.00	75.00	01/04/22	I/P
New street name without any new dwellings or units	73.00	75.00	01/04/22	I/P
Naming of land parcel	73.00	75.00	01/04/22	I/P
Renaming of existing road or building (residential, commercial or industrial)	73.00	75.00	01/04/22	I/P
(plus an extra fee of £21.50 for each additional dwelling or building affected)	23.00	24.00	01/04/22	I/N/P
Research time: flat fee for 2 hour research into possible building/street names	140.00	144.00	01/04/22	D
Non-refundable in the event that the suggested name(s) are not selected. One set of research to be undertaken on each application site only.				

Basis of Increase:

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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

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

Neighbourhoods Registrars (A) - Statutory

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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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(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	11.00	11.00	16/02/19	P
(ii) After the time of registration	11.00	11.00	16/02/19	P
Certified copy of entry for Civil Partnerships:				
(i) At the time of registration	11.00	11.00	16/02/19	P
(ii) After the time of registration	11.00	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 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	18.00	18.00	01/04/04	P
Certified copy of entry issued under that sub-section	11.00	11.00	16/02/19	P
Section 65(2) Certified copy of entry ,following search of indexes kept at General Register Office	11.00	11.00	16/02/19	P
Births, Deaths Registration Act 1953:				
At the time of registration	11.00	11.00	16/02/19	P
After the time of registration	11.00	11.00	16/02/19	P
Section 30(2) certified copy of entry following search of indexes kept at General Register Office	11.00	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 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	35.00	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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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 Registrars (B) - Non Statutory

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	655.00	655.00	01/04/21	C/L
Saturday	772.00	772.00	01/04/21	C/L
Sunday/ Bank Holiday	788.00	788.00	01/04/21	C/L
On site attendance to officiate at a CEREMONY held in Langtons Hall & Orangery - HIGH SEASON				
Monday to Thursday	625.00	650.00	01/04/22	I/N/L
Friday (Inc. red carpet)	760.00	780.00	01/04/22	I/N/L
Saturday (Inc. red carpet)	1,040.00	900.00	01/04/22	C/L
Sunday/ Bank Holiday (Inc. red carpet)	1,090.00	1,100.00	01/04/22	I/N/L
On site attendance to officiate at a CEREMONY held in Langtons Hall - LOW SEASON				
Monday to Thursday	545.00	550.00	01/04/22	I/N/L
Friday	660.00	680.00	01/04/22	I/N/L
Saturday	905.00	800.00	01/04/22	C/L
Sunday/ Bank Holiday	915.00	900.00	01/04/22	C/L

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Neighbourhoods Registrars (B) - Non Statutory

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
On site attendance to officiate at a CEREMONY held at Langtons House - HIGH SEASON				
Monday to Thursday	375.00	400.00	01/04/22	I/N/L
Friday	610.00	600.00	01/04/22	C/L
Saturday	750.00	750.00	01/04/20	C/L
Sunday	920.00	920.00	01/04/20	C/L
On site attendance to officiate at a CEREMONY held at Langtons House - LOW SEASON				
Monday to Thursday	300.00	330.00	01/04/22	I/N/L
Friday	485.00	500.00	01/04/22	I/N/L
Saturday	600.00	625.00	01/04/22	C/L
Sunday	735.00	770.00	01/04/22	I/N/L
(An additional amount is charged if any ceremony falls on the following three days: Valentine's Day, Christmas Eve or New Year's Eve)	120.00	120.00	01/04/20	C/L

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Neighbourhoods Registrars (B) - Non Statutory

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Individual Citizenship Ceremony	195.00	195.00	01/04/21	C/L
Wedding Rehearsal fee (per half hour)	60.00	60.00	01/04/21	C/L
Wedding Packages				
Friday Silver Package (exc.linen) - LOW SEASON	1,750.00	1,750.00	01/04/20	C/L
Friday Silver Package (exc.linen) - HIGH SEASON	2,250.00	2,250.00	01/04/20	C/L
Sunday Gold Package (inc. linen) - LOW SEASON	2,500.00	2,500.00	01/04/20	C/L
Sunday Gold Package (inc.linen) - HIGH SEASON	3,250.00	3,250.00	01/04/20	C/L
Non Refundable deposit payable for packages	500.00	500.00	01/04/20	C/L
Surcharge Evening Wedding (after 5pm) ALL YEAR	210.00	220.00	01/04/22	I/N/L
Surcharge Evening Candlelight Wedding (5pm) 1 Nov - 28 Feb	210.00	250.00	01/04/22	I/N/L

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Neighbourhoods Registrars (B) - Non Statutory

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Payment in advance of a non-refundable booking fee for Register Office Weddings only (in line with statutory fee for Register Office wedding)	57.00	57.00	01/04/20	C/L
Change of ceremony appointment fee	57.00	60.00	01/04/22	I/N/L
Premium Appointment Service (additional casual registrars used to cover up to one hour)	57.00	60.00	01/04/22	I/N/L
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	01/04/20	C/L
Langtons Hall Hire (Hourly)				
Monday - Friday 9.00-17.00	45.00	45.00	01/04/20	C/L
Monday - Thursday 17.00-24.00	60.00	60.00	01/04/20	C/L
Friday Evening, Saturday and Sunday	95.00	95.00	01/04/20	C/L
Damage deposit for Langton's Hall function bookings	250.00	250.00	01/04/20	C/L
Change of Name Fee (includes one certificate)	-	60.00	01/04/22	NEW/L
Additional copies purchased on same day of appointment	-	11.00	01/04/22	NEW/L

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Neighbourhoods Registrars (B) - Non Statutory

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Langtons Room Hire (Hourly Minimum 2 hours)				
Room Hire Monday - Sunday 09.00 - 21.00	42.00	42.00	01/04/20	C/L
Charity Room Hire Monday - Thursday 09.00 - 21.00 (A discount of 40% applies for Charity/Community groups by application)	16.80	16.80	01/04/20	C/L
Sponsorship for Langtons Ceremony Brochure				
Whole A5 page - Portrait	770.00 *	650.00 *	01/04/22	C/L
Half A5 Page - Landscape	432.00 *	400.00 *	01/04/22	C/L
Quarter A5 Page - Portrait	267.00 *	267.00 *	01/04/20	C/L
Back Cover - Whole A5 Page - Portrait	1,200.00 *	1,200.00 *	01/04/20	C/L
Inside Front and Back Cover - Whole A5 Page - Portrait	1,134.00 *	1,134.00 *	01/04/20	C/L
Postage Costs:				
Copy certificates by 1st class recorded delivery	5.00	5.00	01/04/20	C/L
Special guaranteed next day delivery	-	8.00	01/04/22	NEW/L

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**oneSource
Asset Management**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Licenced Trader Market Charges				
Monthly Charges (Includes Weds, Fri & Sat Markets)				
Market - All Locations				
Ground space/6ft frontage	171.00	171.00	01/04/15	L
Electricity Charge per Ground Space/6ft frontage <i>(Electricity Charges will be applied to all licences other than to</i>	11.70	11.70	01/04/15	L
<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
Nomination of Licence to member of Family	185.00	185.00	01/04/15	L
Other alterations to Licences	42.50	42.50	01/04/15	L
Casual Trader Market Charges				
Daily Charges				
Saturday Market – Ground Space/6ft frontage including electricity	27.00	27.00	01/04/15	L
Wed or Friday Market – Ground Space/6ft frontage including electricity	19.00	19.00	01/04/15	L
Extra Land (Daily Charge)	5.35	5.35	01/04/15	L

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**oneSource
Asset Management**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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) Casual Traders - Ground space/6ft frontage including electricity Extra Land (Daily Charge)				
	18.00	18.00	01/04/15	L
	24.00	24.00	01/04/15	L
	5.35	5.35	01/04/15	L

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Basis for setting charge increase above complies with either:

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oneSource
Exchequer and Transactional Services

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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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D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

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oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Legal & Democratic Services				
Licences to Assign (Seal)	876.00	902.00	01/04/22	D/L
Licence to Alter	876.00	902.00	01/04/22	D/L
Sale of Council Houses - Mortgage Fees	162.00	167.00	01/04/22	D/L
Mortgage Redemption Fees:				
Early redemption	147.00	151.00	01/04/22	D/L
Complete term	77.00	79.00	01/04/22	D/L
Deeds of release for pre-emption discount repayment	172.00	177.00	01/04/22	D/L
Release from Mortgage Covenant	114.00	117.00	01/04/22	D/L
Second Charge Questionnaire	116.00	119.00	01/04/22	D/L
Enquiries re: Discount repayment from Commercial sources	83.00	85.00	01/04/22	D/L
Administration fee re:enquiries from commercial sources on 2nd charges	62.00	64.00	01/04/22	D/L

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D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

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oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Reserve/Access Licences: Single payment Annual payment	66.00 21.00	68.00 22.00	01/04/22 01/04/22	D/L P
Lease of shops/offices: Town centre Other	1,700.00 1,133.00	1,751.00 1,167.00	01/04/22 01/04/22	D/L D/L
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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- 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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oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Planning Agreements (Section 106 Town & Country Planning act 1990)	£163-£268 ph	£168 - £276 ph	01/04/22	D/L
Unilateral Undertaking	£163-£268 ph	£168 - £276 ph	01/04/22	D/L
Legal Charges				
S38 Highways Act 1980 Supervision	£163-£268 ph	£168 - £276 ph	01/04/22	D/L
Section 278 Highways Act 1980	£163-£268 ph	£168 - £276 ph	01/04/22	D/L
Highway Agreements (Minimum Fee)	567.00	584.00	01/04/22	D/L

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oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	390.00	402.00	01/04/22	I/N/P
Monday to Friday - per half day	196.00	202.00	01/04/22	I/N/P
Weekends - per whole day	540.00	556.00	01/04/22	I/N/P
Weekends - per half day	272.00	280.00	01/04/22	I/N/P
Evenings - after 6pm (Fridays and weekends only)	236.00	243.00	01/04/22	I/N/P
Committee Room 3				
Monday to Friday - per whole day	243.00	250.00	01/04/22	I/N/P
Monday to Friday - per half day	121.00	125.00	01/04/22	I/N/P
Monday to Friday - per 2 hour session	93.00	96.00	01/04/22	I/N/P
Evening - after 6pm (Fridays and weekends only)	121.00	125.00	01/04/22	I/N/P
Other Committee Rooms - per hour (daytime & evening)				
Room 1	37.00	38.00	01/04/22	I/N/P
Room 2	37.00	38.00	01/04/22	I/N/P
Room 4	37.00	38.00	01/04/22	I/N/P
Lettings to Charities and Voluntary Organisations				
Lettings to charities and voluntary organisations will usually attract a 50%				

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oneSource
Legal & Governance

(B) Charges determined by Committee

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Land and Property Services Various charges for services to private sector				
Democratic Services Copies of the Constitution	33.00	34.00	01/04/22	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	2.06	01/04/22	I/N/P
Cost per additional page	0.20	0.21	01/04/22	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

oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	I/N/P
Per processed appeal withdrawn less than three weeks before hearing	170.00	175.00	01/04/22	I/N/P
Per appeal withdrawn once papers for hearing have been distributed	206.00	212.00	01/04/22	I/N/P
Per appeal heard	274.00	282.00	01/04/22	I/N/P
Per appeal referred to the Secretary of State alleging maladministration	Charge to be agreed on per appeal basis	Charge to be agreed on per appeal basis	01/04/20	I/N/P
Per appeal subject to judicial review proceedings			01/04/20	I/N/P
Fixed Term Contract (min 2 yrs) per appeal	216.00	222.00	01/04/22	I/N/P
Exclusion reviews				
Per review withdrawn before processing	No Charge	No Charge		
Per processed review withdrawn less than three weeks before hearing	166.00	171.00	01/04/22	I/N/P
Per review withdrawn once papers for hearing have been distributed	197.00	203.00	01/04/22	I/N/P

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(B) Charges determined by Committee

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Education Appeals:				
Per review heard				
For first hour of hearing and up to four hours of the clerk's time after the	323.00	333.00	01/04/22	I/N/P
For each subsequent hour or part of an hour of hearing; plus	73.00	75.00	01/04/22	I/N/P
For each subsequent hour or part of an hour of clerk's time	50.00	52.00	01/04/22	I/N/P
Per review referred to the Secretary of State alleging maladministration	Charge to be	Charge to be	01/04/20	I/N/P
Per review subject to judicial review proceedings	agreed on per appeal basis	agreed on per appeal basis	01/04/20	I/N/P
Applications to correct the Registers of Common Land and Town and				
Declaration of entitlement to exercise a right of common	40.00	40.00	01/04/20	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	155.00	155.00	01/04/20	I/N/P
Variation of a right of a common	155.00	155.00	01/04/20	I/N/P
Apportionment of a right of common	155.00	155.00	01/04/20	I/N/P
Attachment of a right of common	No Charge	No Charge		
Re-allocation of attached rights	155.00	155.00	01/04/20	I/N/P
Transfer of a right in gross	64.00	64.00	01/04/20	I/N/P

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(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Surrender or extinguishment of a right of common	100.00	103.00	01/04/22	P
Statutory disposition pursuant to section 14 of the 2006 Act (including the exchange of land for land subject to a statutory disposition)	230.00	236.00	01/04/22	D/L
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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oneSource
Legal & Governance

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Electoral Registration				
Registration Certificate	0.00	0.00	01/04/19	P
Charge for each additional year checked	0.00	0.00	01/04/18	P
Ward Map	4.20	4.20	01/04/20	P
Photocopying:				
First page	2.40	2.40	01/04/20	P
Cost per additional page	0.36	0.36	01/04/20	P

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Childrens Childrens Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	24.50	25.25	01/04/22	I/N/P
Performance Hall with sound and lighting:	31.50	32.45	01/04/22	I/N/P
Performance Hall with staging			01/04/22	
4 hrs (if stage erected by myplace staff)	149.25	153.75	01/04/22	I/N/P
Music Studio			01/04/22	
1 hr	12.00	12.50	01/04/22	I/N/P
Technician	25.25	26.00	01/04/22	I/N/P
Games Room	19.00	19.50	01/04/22	I/N/P
Art Room	10.75	11.00	01/04/22	I/N/P
Health Room	9.00	9.25	01/04/22	I/N/P
IAG Room	8.50	8.75	01/04/22	I/N/P
Counselling Room	8.50	8.75	01/04/22	I/N/P
Large Meeting Room	16.00	16.50	01/04/22	I/N/P
N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

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

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D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

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Childrens Childrens Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Off Peak (Mon - Fri 9am - 6pm)				
Small Meeting Room	11.00	11.50	01/04/22	I/N/P
Bike Workshop	14.50	15.00	01/04/22	I/N/P
IT Hub - reservation fee per computer	No Charge	No charge		
Peak (Mon - Fri after 6pm)				
Performance Hall	29.50	30.50	01/04/22	I/N/P
Performance Hall with sound and lighting:	43.50	45.00	01/04/22	I/N/P
Performance Hall with staging				
4 hrs (if stage erected by myplace staff)	209.00	215.00	01/04/22	I/N/P
Music Studio				
1 hr	15.50	16.00	01/04/22	I/N/P
Technician	25.25	26.00	01/04/22	I/N/P
Games Room	26.00	27.00	01/04/22	I/N/P
Art Room	14.50	15.00	01/04/22	I/N/P
Health Room	12.00	12.50	01/04/22	I/N/P
IAG Room	11.50	12.00	01/04/22	I/N/P
N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

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:

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Childrens Childrens Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Peak (Mon - Fri after 6pm)				
Counselling Room	11.50	11.85	01/04/22	I/N/P
Large Meeting Room	19.50	20.00	01/04/22	I/N/P
Small Meeting Room	14.00	14.50	01/04/22	I/N/P
Bike Workshop	18.00	18.50	01/04/22	I/N/P
IT Hub - reservation fee per computer	No Charge	No charge		
N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

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

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Childrens Childrens Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Saturday and Sunday				
Performance Hall	79.00	81.50	01/04/22	I/N/P
Performance Hall with sound and lighting:	103.00	106.00	01/04/22	I/N/P
Performance Hall with staging 4 hrs (if stage erected by myplace staff)	463.50	477.50	01/04/22	I/N/P
Music Studio				
1 hr	51.50	53.00	01/04/22	I/N/P
Technician	31.00	32.00	01/04/22	I/N/P
Games Room	78.00	80.00	01/04/22	I/N/P
Art Room	57.25	59.00	01/04/22	I/N/P
Health Room	53.50	55.00	01/04/22	I/N/P
IAG Room	52.00	53.50	01/04/22	I/N/P
Counselling Room	53.50	55.00	01/04/22	I/N/P
Large Meeting Room	66.00	68.00	01/04/22	I/N/P
Small Meeting Room	55.50	57.00	01/04/22	I/N/P
Bike Workshop	63.00	65.00	01/04/22	I/N/P
IT Hub - reservation fee per computer	No Charge	No charge		
N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

Basis of Increase:

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I - Based on relevant inflationary change

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Childrens Childrens Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Weekly Charges Storage Charge for Hirers (per week)	5.50	5.70	01/04/22	I/N/P
<p>N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.</p>				

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Childrens Learning & Achievement

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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 Penalty Notice paid after 21 days Charges are per child, per parent Fines must be paid within 28 days to avoid prosecution				
	60.00	60.00	01/09/12	P
	120.00	120.00	01/09/12	P

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Childrens Learning & Achievement

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
1 Schools Meals				
1a Primary School Meal	2.30	2.37	01/04/22	I/P
1b Secondary School Meal	2.55	2.63	01/04/22	I/P
1c Special Infant	2.30	2.37	01/04/22	I/P
Special Junior	2.30	2.37	01/04/22	I/P
Adult	3.40	3.50	01/04/22	I/P

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