

**Fees and Charges  
Schedule  
2023/24**

## Adults Adult Services

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>1 Respite Care</b> 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.	   144.10 90.20 71.60	   TBC TBC TBC	   01/04/22 01/04/22 01/04/22	   L L L

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<b>2 Court of Protection</b> 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				
2a for the first year:	775.00	775.00	01/04/17	Court Direction
2b for the second and subsequent years:	650.00	650.00	01/04/17	Court Direction
Where the net assets are below £16,000, an annual management fee not exceeding 3.5% of net assets on the anniversary of the court order appointing the local authority as deputy				
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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<b>2 Court of Protection (cont)</b>				
4 Preparation of Annual Report for 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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<b><u>1. Personal care and Support</u></b>				
Provision of homecare delivery to Service Users				
Homecare rate - hourly charge; per minute of actual care <i>The individual contribution is subject to the individual means test assessment</i>	19.68	TBC	01/04/22	L
Homecare rates are currently subject to review and may change following the publishing of these fees and charges				
<b><u>2. Care home</u></b>				
Provision of care home delivery to Service Users				
Care home rate based on authority's 'usual costs' -weekly charge				
Residential Standard Rate	620.00	TBC	01/04/22	L
Residential Enhanced Rate	695.00	TBC	01/04/22	L
Nursing Standard Rate	632.00	TBC	01/04/22	L
Nursing Enhanced Rate	678.00	TBC	01/04/22	L
Care home rates are currently subject to review and may change following the publishing of these fees and charges				
<b><u>3. Day Centre - Avelon Road &amp; Yew Tree</u></b>				
Day care delivery to Service Users				
Day Centre daily rate	45.00	55.00	01/04/23	C/L
Transport to Day Centre (inclusive of return journey)	15.00	20.00	01/04/23	C/L

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

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Culture and Customer Access**

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<b>LIBRARY SERVICES:</b>				
<b>Fines (per item, per day)</b>				
Adults	0.41	0.42	01/04/23	D/P
Children	No charge	No charge	01/04/14	L
Spoken Words	0.41	0.42	01/04/23	D/P
Lost Tickets	4.50	4.60	01/04/23	D/P
Lost Items - Replacement Cost (Minimum charge £10 + fines)	Cost + fines	Cost + fines	01/04/14	L
Pre Overdue by email - no longer applicable.	Cost + fines	No charge	01/04/14	L
<b>Overdue notifications</b>				
1st Overdue (E-Mail)	No charge	No charge	01/04/14	L
1st Overdue (Text/Telephone)	No charge	No charge	01/04/19	L
<b>Reservations- internal</b>				
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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<b>Items not held within borough</b>				
Adult - Items within the London Library Consortium (LLC)	1.50	No charge	01/04/23	L
British Library Loans (plus postage)	Quoted	Quoted	01/04/20	L
Children	No charge	No charge	01/04/14	L
<b>CDs</b> N/A We no longer have CD's for hire.				
Per week:				
Singles	Items not held in the borough will be charged at lending Boroughs rate.	As before	01/04/21	L
Sets		As before	01/04/21	L
Per 3 weeks:				
Spoken Word	No charge	No charge	01/04/19	L
<b>DVDs (per week)</b>	N/A	N/A	01/04/21	L
<b>Music Scores (3 Months)</b>				
Cost to be agreed with customer before progressing order	Quoted	Quoted	01/04/15	L
<b>Computer Use</b>				
IT Hub - reservation fee per computer, per hour	No charge	No charge	01/04/15	L

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<b>Photo Copies</b>				
B/W A4	0.37	0.38	01/04/23	D/P
B/W A3	0.46	0.47	01/04/23	D/P
Colour A3	2.36	2.43	01/04/23	D/P
Colour A4	0.50	0.50	01/04/23	D/L
Photocopying single sided	0.37	0.38	01/04/23	D/P
Photocopying double sided	0.56	0.57	01/04/23	D/P
<b>People's Network - Printing</b>				
B/W A4 (Printout per page)	0.37	0.38	01/04/23	D/P
Colour A4 (Printout per page)	0.50	0.50	01/04/22	L
<b>Library Space</b>				
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	17.00	18.00	01/04/23	D/P
Office Space in libraries	17.00	18.00	01/04/23	D/P

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<b>Community Group Room Hire</b>	20% Discount	20% Discount	01/04/17	P
<b>Elm Park Library</b>				
Elm Park Meeting Room per hour (Equiv. Hornchurch CR2)	20.00	21.00	01/04/23	D/P
<b>Harold Hill Library</b>				
Harold Hill Meeting Room per hour	25.00	26.00	01/04/23	D/P
Harold Hill Office Space per hour	18.00	19.00	01/04/23	D/P
<b>Hornchurch Library</b>				
Hornchurch Large meeting room - First Hour	30.00	31.00	01/04/23	D/P
Hornchurch Large meeting room - Additional Hours	25.00	25.00	01/04/22	P
Hornchurch - <b>After 10pm, locking up fees</b>	40.00	No charge	01/04/23	D/L
Hornchurch Class Room One, per hour	25.00	26.00	01/04/23	D/P
Hornchurch Class Room Two, per hour	20.00	21.00	01/04/23	D/P
Hornchurch Office Space per hour	16.00	17.00	01/04/23	D/P

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<b>Rainham Library</b>				
Rainham Library Meeting Room 1 (large room) First Hour	30.00	31.00	01/04/23	D/P
Rainham Library Meeting Room 1 (large room) Additional Hours	25.00	26.00	01/04/23	D/P
Rainham Library Meeting Room 2 per hour	25.00	26.00	01/04/23	D/P
Rainham Library Meeting Room 3 per hour	25.00	26.00	01/04/23	D/P
Rainham Library Meeting Room 4 per hour	20.00	21.00	01/04/23	D/P
Rainham Library Meeting Room 5 per hour	20.00	21.00	01/04/23	D/P
Rainham - After closing time, locking up fees	40.00	41.00	01/04/23	D/P
Nursery Room	25.00	26.00	01/04/23	D/P
<b>South Hornchurch Library</b>				
South Hornchurch Library Room 1 per hour	16.00	17.00	01/04/23	D/P
South Hornchurch Library Room 2 per hour	16.00	17.00	01/04/23	D/P
South Hornchurch Library Room 3 per hour	20.00	21.00	01/04/23	D/P
<b>Harold Wood Library</b>				
Harold Wood Library Meeting Room per hour	19.00	20.00	01/04/23	D/P

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

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<b>Exhibitions</b> (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
<b>Cost of Digital images</b>				
Image on disc (including disc)	4.65	4.70	01/04/23	D/P
Image on USB (excluding USB)	4.65	4.70	01/04/23	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 +	30.00	30.00	01/04/22	L

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<b>MUSIC SCHOOL:</b>				
<b>Peripatetic tuition in schools and colleges (per hour pro rata)</b>				
<b>Academies and non-LA</b>				
Basic	47.00	48.41	01/04/23	D/L
Over 15 hours per week	No charge	No charge	01/04/22	L
Whole class instrumental	40.00	41.20	01/04/23	D/L
<b>LA schools in Havering</b>				
Basic	47.00	48.41	01/04/23	D/L
Over 15 hours per week	No charge	No charge	01/04/22	L
Over 25 hours per week	No charge	No charge	01/04/22	L
Whole class instrumental	40.00	41.20	01/04/23	D/L
<b>NCC A-Level Tuition</b>				
Basic	46.50	47.90	01/04/23	D/L
The new fees are with a 3% increase because of VAT				

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<b>MUSIC SCHOOL:</b>				
<b>Direct Debit (weekly cost, charged monthly over 52.14 weeks)</b>				
<b>Bronze (36 shared 20mn lessons, Musicianship &amp; 30mn Ensemble)</b>				
First instrument	7.50	7.75	01/04/23	D/L
Second instrument	6.00	6.20	01/04/23	D/L
Third instrument	6.00	6.20	01/04/23	D/L
<b>Silver (36 shared 15min lessons, including Musicianship &amp; Ensemble &amp; Summer School)</b>				
First instrument	12.50	12.90	01/04/23	D/L
Second instrument	9.50	9.80	01/04/23	D/L
Third instrument	7.50	7.75	01/04/23	D/L
Adu Second instrument	9.50	9.80	01/04/23	D/L
<b>Gold (36 shared 30min lessons, including Musicianship &amp; Ensemble &amp; Summer School)</b>				
First instrument	20.00	20.60	01/04/23	D/L
Second instrument	16.00	16.50	01/04/23	D/L
Third instrument	13.50	13.90	01/04/23	D/L
Adu Second instrument	16.00	16.50	01/04/23	D/L
<b>Summer School (individual purchase)</b>	185.50	190.50	01/04/23	D/L

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<b><u>MUSIC SCHOOL:</u></b>				
<b>Direct Debit (continued)</b>				
Kindergarten	No charge	No charge	01/04/22	L
Reception Pupils - Saturdays per month per pupil	16.00	16.50	01/04/23	D/L
One Ensemble only	No charge	No charge	01/04/22	L
One Ensemble only - per month per pupil	16.00	16.50	01/04/23	D/L
Unlimited Ensembles only	No charge	No charge	01/04/22	L
Unlimited Ensembles - per month per pupil	29.50	30.40	01/04/23	D/L
<p><b>Note:</b> DDs are charged monthly and the weekly DD amounts are set to make the monthly figures rational.</p> <p>The new fees are with a 3% increase because of VAT</p>				

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<b><u>MUSIC SCHOOL</u></b>				
<b>Remissions Scheme charges (reduced fees)</b>				
<b>Pupil Premium students:</b>				
Bronze first instrument	No charge	No charge	01/04/22	L
Silver first instrument	No charge	No charge	01/04/22	L
Gold first instrument	No charge	No charge	01/04/22	L
Kindergarten	No charge	No charge	01/04/22	L
One Ensemble only	No charge	No charge	01/04/22	L
Unlimited Ensembles only	No charge	No charge	01/04/22	L
Instrument Hire (annual charge)	No charge	No charge	01/04/22	L
Looked After Children (all services in scope of Remissions Scheme)	No charge	No charge	01/04/22	L
<b>Eligibility for reduced fees for children aged 5-18:</b>				
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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(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b><u>MUSIC SCHOOL:</u></b>				
<b>Associate Ensemble Membership (termly charge)</b> Associate Member (Adult)	No charge	No charge	01/04/22	L
<b>Sounds Company Choir/Adult Music Groups - per term</b>	53.00	54.50	01/04/23	D/L
<b>Hire of Instruments (annual charge)</b>	42.50	43.80	01/04/23	D/L
<b>Administration fees</b>				
Examination entries	2.50	2.60	01/04/23	D/L
Assisted Instrument Purchase Scheme	7.00	7.20	01/04/23	D/L
Timetable changes	21.00	21.60	01/04/23	D/L
<b>Exam fees</b>				
Including piano accompaniment as required (most instruments except piano/guitar/percussion) collected on a cost recovery basis	No charge	No charge	01/04/17	L

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<b>FAIRKYTES</b>				
Off Peak: Mon-Fri** up to 6pm*** (per hour unless otherwise stated)				
Main Room	22.00	23.00	01/04/23	I/N/P
Three hour hire discounted rate	46.00	47.50	01/04/23	I/N/P
Room 12	17.00	17.50	01/04/23	I/N/P
Three hour hire discounted rate	36.00	37.00	01/04/23	I/N/P
Room 13	13.50	14.00	01/04/23	I/N/P
Three hour hire discounted rate	28.50	29.50	01/04/23	I/N/P
Room 9	13.50	14.00	01/04/23	I/N/P
Three hour hire discounted rate	28.50	29.50	01/04/23	I/N/P
Art Room	17.00	17.50	01/04/23	I/N/P
Three hour hire discounted rate	35.50	37.00	01/04/23	I/N/P
Sculpture (includes access to Kiln Room when available)	13.50	14.00	01/04/23	I/N/P
Three hour hire discounted rate	28.50	29.50	01/04/23	I/N/P
Studio 1	31.00	32.00	01/04/23	I/N/P
Three hour hire discounted rate	66.00	68.00	01/04/23	I/N/P
Studio 2	21.00	22.00	01/04/23	I/N/P
Three hour hire discounted rate	45.00	46.00	01/04/23	I/N/P

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<b>Off Peak: Mon-Fri** up to 6pm*** (continued)</b> (per hour unless otherwise stated)				
Studio 3	13.50	14.00	01/04/23	I/N/P
Three hour hire discounted rate	28.50	29.50	01/04/23	I/N/P
Billet Studio 1	21.00	22.00	01/04/23	I/N/P
Three hour hire discounted rate	45.00	46.00	01/04/23	I/N/P
Billet Studio 2	14.50	15.00	01/04/23	I/N/P
Three hour hire discounted rate	30.00	31.00	01/04/23	I/N/P
Gallery Studio	19.00	20.00	01/04/23	I/N/P
Three hour hire discounted rate	40.00	41.50	01/04/23	I/N/P
<b>Peak rate: Mon-Fri 6pm*** to close, all day Sat,Sun,public holidays</b> (per hour unless otherwise stated)				
Main Room	26.00	27.00	01/04/23	I/N/P
Three hour hire discounted rate	54.00	55.50	01/04/23	I/N/P
Room 12	21.00	22.00	01/04/23	I/N/P
Three hour hire discounted rate	45.00	46.00	01/04/23	I/N/P
Room 13	16.50	17.00	01/04/23	I/N/P
Three hour hire discounted rate	35.50	36.50	01/04/23	I/N/P
Room 9	16.50	17.00	01/04/23	I/N/P
Three hour hire discounted rate	35.50	36.50	01/04/23	I/N/P

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<b>Peak rate: Mon-Fri 6pm*** to close, all day Sat,Sun,public holidays</b> (per hour unless otherwise stated)				
Art Room	21.00	22.00	01/04/23	I/N/P
<i>Three hour hire discounted rate</i>	45.00	46.00	01/04/23	I/N/P
Sculpture (includes access to Kiln Room when available)	14.50	15.50	01/04/23	I/N/P
<i>Three hour hire discounted rate</i>	30.00	32.00	01/04/23	I/N/P
Studio 1 ****	40.00	41.50	01/04/23	I/N/P
<i>Three hour hire discounted rate</i>	84.50	87.00	01/04/23	I/N/P
Studio 2	24.00	25.00	01/04/23	I/N/P
<i>Three hour hire discounted rate</i>	51.50	53.00	01/04/23	I/N/P
Studio 3	15.50	16.00	01/04/23	I/N/P
<i>Three hour hire discounted rate</i>	33.00	34.00	01/04/23	I/N/P
Billet Studio 1	24.00	25.00	01/04/23	I/N/P
<i>Three hour hire discounted rate</i>	51.50	53.00	01/04/23	I/N/P
Billet Studio 2	17.00	18.00	01/04/23	I/N/P
<i>Three hour hire discounted rate</i>	35.50	37.00	01/04/23	I/N/P
Gallery Studio	23.00	24.00	01/04/23	I/N/P
<i>Three hour hire discounted rate</i>	49.50	51.00	01/04/23	I/N/P

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<b>Peak rate: Mon-Fri 6pm*** to close, all day Sat,Sun,public holidays</b> (per hour unless otherwise stated) Private Studio/Workshop/Office (flat rate per calendar month)	225.00	235.00	01/04/23	I/N/P
<b>Private/Commercial Function Rates in Studio 1 (Main Hall)****</b> (The below charged at a flat rate per hire including staffing charge)				
Saturday 6.00pm - 11pm †	320.00	330.00	01/04/23	I/N/P
Sunday & Public Holidays 6.00pm - 10.30pm †	290.00	300.00	01/04/23	I/N/P
Friday 6.00-10.30pm †	230.00	240.00	01/04/23	I/N/P

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<b>HORNCHURCH STADIUM</b>				
Weekday Use by Athletics Clubs (excluding training session)*				
Half Day*	94.75	97.60	01/04/23	I/N/P
Full Day*	179.25	184.65	01/04/23	I/N/P
Saturday Use by Athletics Clubs (excluding training session)*				
Half Day*	119.50	123.00	01/04/23	I/N/P
Full Day*	220.50	227.10	01/04/23	I/N/P
Sunday Use by Athletics Clubs (excluding training session)*				
Half Day*	156.50	161.20	01/04/23	I/N/P
Full Day*	299.00	308.00	01/04/23	I/N/P
Use by Schools (excluding training session)**				
Half Day**	113.50	116.90	01/04/23	I/N/P
Full Day**	234.00	241.00	01/04/23	I/N/P
Schools Training Sessions (per hour Inc. equipment)**	42.25	43.50	01/04/23	I/N/P
Occasional use - Football - without lights Seniors (3 hours)**	220.50	227.10	01/04/23	I/N/P
Occasional use - Football - without lights Juniors (2.5 hours)**	121.50	125.15	01/04/23	I/N/P
Occasional use - Football - with lights Seniors (3 hours)**	346.00	356.40	01/04/23	I/N/P
Occasional use - Football - with lights Juniors (2.5 hours)**	153.50	158.10	01/04/23	I/N/P
* VATable unless block (10 or more) booking				
** VATable unless block (10 or more) booking or Havering schools				

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<b>Marketing Advertising in Fairkytes and other culture publications</b>				
Full page (A4)	282.00	290.50	01/04/23	I/N/P
Full page (A5) or Half page (A4)	141.00	145.20	01/04/23	I/N/P
Half page (A5) or Quarter page (A4)	72.50	74.70	01/04/23	I/N/P
Quarter page (A5) or Eighth page (A4)	39.50	40.70	01/04/23	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

(B) Charges determined by Committee

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Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>BEREAVEMENT SERVICES:</b>				
<b>Interments - Cemeteries (fees doubled for non-residents of LBH)</b>				
Over 16 years	1,420.00	1,462.00	01/04/23	C/L
2 simultaneous full body interments aged over 16 years	2,120.00	2,183.00	01/04/23	C/L
Cremated remains	268.00	276.00	01/04/23	C/L
2 simultaneous cremated remains burials	480.00	497.00	01/04/23	C/L
2 simultaneous cremated remains burials (one of which is non resident)		745.00	01/04/23	NEW
Surcharge for cremated remains in full coffin	247.00	254.00	01/04/23	C/L
Non resident child cremated remains not over 16 years in any grave type	118.00	121.00	01/04/23	C/L
Extra depth (each interment over two) or casket/walled grave per depth	260.00	267.00	01/04/23	C/L
Surcharge for casket in walled grave	260.00	267.00	01/04/23	C/L
Resident child not over 16 Years	No charge	No charge	01/04/20	L
Non resident stillborn to 1 month in child's grave or public grave	260.00	267.00	01/04/23	C/L
2 simultaneous non resident stillborn/to 1 month in child's or public grave	390.00	400.00	01/04/23	C/L
Non resident child not over 10 years in child's grave or public grave	402.00	414.00	01/04/23	C/L
Non resident child not over 16 years in child's grave	2,725.00	2,806.00	01/04/23	C/L
Use of chapel without organist	170.00	175.00	01/04/23	C/L
Hospital contract NVB (Non Viable baby) burials	262.00	270.00	01/04/23	C/L

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<b>Exclusive Right of Burial (50 years with option of further 10 years)</b>				
Lawn section Grave	2,200.00	2,266.00	01/04/23	C/L
Traditional Grave	3,420.00	3,522.00	01/04/23	C/L
Walled Grave for two		7,578.00	01/04/23	NEW
Memorial Headstone for Lawn Grave		1,300.00	01/04/23	NEW
Children's section (under 10)	468.00	482.00	01/04/23	C/L
Children's section (under 16)	938.00	966.00	01/04/23	C/L
<b>Surcharges</b>				
Child (under 16) Week-end full burial surcharge	710.00	731.00	01/04/23	C/L
Child (under 16) Week-end cremated remains burial surcharge	267.00	275.00	01/04/23	C/L
Adult Week-end full burial surcharge	1,066.00	1,097.00	01/04/23	C/L
Adult Week-end cremated remains surcharge	268.00	276.00	01/04/23	C/L
Adult Week-end cremated remains surcharge for 2 simultaneous		497.00	01/04/23	NEW
Adult Week-end cremated remains surcharge for 2 simultaneous where one is non resident		745.00	01/04/23	NEW
Funeral after published time or 48 hours of booking	340.00	350.00	01/04/23	C/L
Booking cancelled after 48 hours of booking	340.00	350.00	01/04/23	C/L
Booking cancelled within 48 hours of burial	340.00	350.00	01/04/23	C/L

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<b>Extension of Right of Burial for 10 years</b>				
Lawn section Grave	545.00 *	560.00 *	01/04/23	C/L
Traditional Grave	700.00 *	720.00 *	01/04/23	C/L
Children's section (under 10)	124.00 *	127.00 *	01/04/23	C/L
Children's section (under 16)	254.00 *	261.00 *	01/04/23	C/L
Walled graves	1,337.00 *	1,377.00 *	01/04/23	C/L
<b>Other Charges</b>				
Transfer of Exclusive Rights by Will, Letters of administration or assignment	56.00	57.00	01/04/23	C/L
Transfer of Exclusive Rights by statutory declaration/combination of methods	101.00	104.00	01/04/23	C/L
Certified extract from Burial Register	66.00 *	67.00 *	01/04/23	C/L
Staff attendance to select a new grave by appointment	52.00	Withdrawn	01/04/23	C/L
Exhumation of cremated remains resident	268.00	276.00	01/04/23	C/L
Exhumation of cremated remains non-resident	536.00	552.00	01/04/23	C/L

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<b>Permit Charge</b>				
Clean and renovate/National Association of Memorial Massons(NAMM) fixing Lawn (standard) headstone & small garden kerb / additional memorial (heart or book if fixed) and up to 3ft wide	No charge 135.00	No charge 175.00	01/04/20 01/04/23	L C/L
Lawn (standard) headstone & small garden kerb over 3ft wide and up to 7ft 6"		263.00	01/04/23	NEW
Lawn (standard) headstone & small garden kerb over 7ft 6" and up to 12ft		350.00	01/04/23	NEW
Additional inscription on headstone or permit for a vase only / Lawn kerb/ heart or book if not fixed	90.00	92.00	01/04/23	C/L
Full kerb traditional grave up to 3ft wide	347.00	347.00	01/04/20	L
Full kerb traditional grave over 3ft wide and up to 7ft 6"		520.00	01/04/23	NEW
Full kerb traditional grave over 7ft wide and up to 12ft.		694.00	01/04/23	NEW
Child Grave Memorial	135.00	175.00	01/04/23	C/L
Lawn memorial on a traditional grave		175.00	01/04/23	NEW

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<b>Grave Maintenance Fees</b>				
Biannual Spring and Summer planting service	285.00 *	293.00 *	01/04/23	C/L
Annual maintenance clean and tidy service	178.00 *	183.00 *	01/04/23	C/L
Turfing (winter months only after grave has settled)	115.00	118.00	01/04/23	C/L
<b>Cremated Remains Burial Plots</b>				
Purchase of exclusive rights (25 year term)	649.00	668.00	01/04/23	C/L
Extension of exclusive rights of burial for 10 years flat stone cremated remains plot	387.00	398.00	01/04/23	C/L
Tablet with first inscription	494.00	508.00	01/04/23	C/L
Additional / subsequent inscriptions	160.00	189.00	01/04/23	C/L
First inscription on a pre-purchased tablet		259.00	01/04/23	NEW
Reguild/repaint per letter		2.20 *	01/04/23	NEW
Admin fee for reguild/repaint		25.00	01/04/23	NEW
Blank stone	378.00	389.00	01/04/23	C/L
Photograph fixed to memorial	318.00	327.00	01/04/23	C/L
Granite memorial vases for use with cremated remains tablets	362.00	103.00	01/04/23	C/L
Additional letter on granite vase	3.80	3.90	01/04/23	C/L

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<b>South Essex Crematorium</b> <b>Cremation includes organ/organist/polytainer or biodegradable casket:</b> 1 Hospital Contract Non-viable foetus cremation 2 Resident child not exceeding 16 years 3 Non resident up to 6 years 4 Non resident from 6 years but not exceeding 16 years 5 Unattended Cremation (adult) 6 Early morning adult cremation 15 minute service 7 Over 16 years in the East Chapel 40 min slot 8 Week-end cremation (Subject to availability) in South Chapel 1 hour slot 9 Two adult cremations in the East Chapel using same 40 min slot 10 Over 16 years in the South Chapel one hour slot 11 Two adult cremations in the South Chapel using same one hour slot	  			

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<b>Additional Services and Surcharges</b>				
Bookings cancelled after 10am one working day before reserved time	284.00	292.00	01/04/23	C/L
Surcharge for services over-running	284.00	292.00	01/04/23	C/L
Surcharge for cremation after 4pm	284.00	292.00	01/04/23	C/L
Surcharge for unattended cremation and use of either chapel at a different time	140.00	144.00	01/04/23	C/L
Use of East chapel for private memorial service or extra time	285.00	285.00	01/04/21	L
Use of South Chapel for private memorial service or extra time		530.00	01/04/23	NEW
Use of East chapel for private memorial service for cremated remains from away		293.00	01/04/23	NEW
Strewing (burial) of cremated remains from elsewhere	119.00	122.00	01/04/23	C/L
Witness committal	58.00	60.00	01/04/23	C/L
Week-end witness committal	116.00	119.00	01/04/23	C/L
Witness committal week-end child resident	58.00	60.00	01/04/23	C/L
Witness committal weekday child non-resident	58.00	60.00	01/04/23	C/L
Witness committal week-end child non-resident	116.00	119.00	01/04/23	C/L
2 Simultaneous week-end witness committals	200.00	206.00	01/04/23	C/L
2 Simultaneous weekday witness committals	100.00	103.00	01/04/23	C/L

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

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

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



## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Additional Services and Surcharges</b>				
Live webcast (price provided upon request)	30.00 *	RRP *	01/04/23	D/L
Live webcast plus watch again & downloadable link (price provided upon request)	45.00 *	RRP *	01/04/23	D/L
Keepsake copy of service including pro-tribute if ordered (price provided upon request)	50.00 *	RRP *	01/04/23	D/L
Visual tribute (VT) slideshow (price provided upon request)	38.00 *	RRP *	01/04/23	D/L
Pro-tribute (price provided upon request)	70.00 *	RRP *	01/04/23	D/L
Family made VT with Video (price provided upon request)	18.00 *	RRP *	01/04/23	D/L
Keepsake copy of tribute (price provided upon request)	25.00 *	RRP *	01/04/23	D/L
Downloadable copy of VT (price provided upon request)	10.00 *	RRP *	01/04/23	D/L
Additional keepsake copies (price provided upon request)	25.00 *	RRP *	01/04/23	D/L
Extra 25 photos (price provided upon request)	21.00 *	RRP *	01/04/23	D/L
Extra work (price provided upon request)	21.00 *	RRP *	01/04/23	D/L
Webcast surcharge to include watch again and downloadable link (price provided upon request)	15.00 *	RRP *	01/04/23	D/L
Storage of cremated remains after one month per quarter	60.00	62.00	01/04/23	I/N/L
Storage of cremated remains after one month per year	140.00	144.00	01/04/23	I/N/L
Genealogy searches per search not through deceased online	29.00	30.00 *	01/04/23	I/N/L

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## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Containers</b>				
Bronzed metal urns	80.00 *	82.00 *	01/04/23	C/L
Standard wooden or metal casket	92.00 *	95.00 *	01/04/23	C/L
Juvenile caskets	37.00 *	38.00 *	01/04/23	C/L
Various decorative urns/caskets (price provided upon request)	RRP *	RRP *	01/04/20	L
Dedicated hymn book	90.00 *	93.00 *	01/04/23	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	L
<b>Memorials</b>				
<b>Kerb Plaques</b>				
Perspex plaque only	130.00 *	133.00 *	01/04/23	C/L
Bronze plaque only	257.00 *	264.00 *	01/04/23	C/L
Rights to second dedication (plus cost of plaque)	123.00	127.00	01/04/23	C/L
Kerb plaque - Rights or Renewal	255.00	262.00	01/04/23	C/L
Single motif on a perspex or bronze plaque	31.00 *	32.00 *	01/04/23	C/L
Two motifs on a perspex or bronze plaque	58.00 *	60.00 *	01/04/23	C/L
<b>Bronze Wall Plaque</b>				
Bronze wall plaque only	257.00 *	264.00 *	01/04/23	C/L
Bronze wall plaque renewal	255.00	262.00	01/04/23	C/L
Supplier refurbishment of a Bronze plaque	75.00 *	77.00 *	01/04/23	C/L

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

D - Increase recommended by Head of Service

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P - The Corporate Charging Policy

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

## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Large Wall Plaques</b>				
<b>Single Slate or Large Bronze Wall Plaques</b>				
Single plaque only	344.00 *	354.00 *	01/04/23	C/L
Single plaque - Rights for ten years	255.00	262.00	01/04/23	C/L
Single plaque - Renewal for ten years	255.00	262.00	01/04/23	C/L
Double Slate Wall Plaque single inscription	516.00 *	531.00 *	01/04/23	C/L
Double Slate Wall Plaque double inscription	834.00 *	859.00 *	01/04/23	C/L
Double Slate Wall Plaque second inscription within 1 year of original dedication	185.00 *	190.00 *	01/04/23	C/L
Double Plaque - Rights for 10 years	510.00	525.00	01/04/23	C/L
Double Plaque - 10 year renewal	510.00	525.00	01/04/23	C/L
<b>Wall Niche for 10 years</b>				
Purchase of Single Niche for 10 years	880.00	905.00	01/04/23	I/L
Renewal of Single Niche for 10 years	880.00	905.00	01/04/23	I/L
Renewal for Single Niche for 5 years	536.00	552.00	01/04/23	I/L
Replacement single plaque	590.00 *	607.00 *	01/04/23	I/L
Purchase for Double Niche for 10 years	1,780.00	1,833.00	01/04/23	I/L
Renewal of Double Niche for 10 years	1,780.00	1,833.00	01/04/23	I/L
Renewal for Double Niche for 5 years	981.00	1,010.00	01/04/23	I/L
Replacement double plaque	912.00 *	939.00 *	01/04/23	I/L
Wall Niche rights for second inscription	151.00	155.00	01/04/23	I/L

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

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

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

## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Wall Niche Additional Items:</b>				
Motif (optional)	98.00 *	100.00 *	01/04/23	C/L
2 simultaneous Wall Niche interments		324.00 *	01/04/23	NEW
Additional bud vase	34.00 *	35.00 *	01/04/23	C/L
Additional inscription	288.00 *	296.00 *	01/04/23	C/L
Casket including nameplate	98.00 *	100.00 *	01/04/23	C/L
Photograph	316.00 *	327.00 *	01/04/23	C/L
<b>Sanctum ii Vaults for 10 years</b>				
Second interment	175.00	180.00	01/04/23	C/L
2 simultaneous Sanctum interments	300.00	309.00	01/04/23	C/L
Sanctum second inscription	590.00 *	607.00 *	01/04/23	C/L
Sanctum plaque	470.00 *	484.00 *	01/04/23	C/L
10 year Rights	1,164.00	1,198.00	01/04/23	C/L
10 year Renewal	1,164.00	1,198.00	01/04/23	C/L
5 year Rights	677.00	697.00	01/04/23	C/L
5 year Renewal	677.00	697.00	01/04/23	C/L
Regilding (Inc. postage)	126.00 *	129.00 *	01/04/23	C/L
Replacement vase	21.00 *	22.00 *	01/04/23	C/L

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D - Increase recommended by Head of Service

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## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Vase Blocks and Tablets (includes Scented Garden Memorials)</b>				
Vaseblock tablet	280.00 *	288.00 *	01/04/23	C/L
Vaseblock Rights for 10 years	590.00	608.00	01/04/23	C/L
Vaseblock Renewal for 10 years	590.00	608.00	01/04/23	C/L
<b>Memorials</b>				
Summer House Memorial				
Floris plaque only	175.00 *	180.00 *	01/04/23	C/L
Floris plaque Rights for 10 years	257.00	265.00	01/04/23	C/L
Floris plaque Renewal for 10 years	257.00	265.00	01/04/23	C/L
Posy holder rights for 10 years	160.00	165.00	01/04/23	C/L
Posy holder Renewal for 10 years	160.00	165.00	01/04/23	C/L
Posy holder memorial	22.00 *	23.00 *	01/04/23	C/L

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## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Shrub, Rose or Tree with 10 Year dedication</b>				
Shrub or Rose (including Bronze stem plaque)	257.00 *	265.00 *	01/04/23	C/L
Shrub 10 year Rights (also applies to vase block with rose)	685.00	705.00	01/04/23	C/L
Shrub 10 year Renewal (also applies to vase block with rose)	685.00	705.00	01/04/23	C/L
Shrub 5 year Renewal (also applies to vase block with rose)	443.00	456.00	01/04/23	C/L
 Tree (including bronze stem or Strap plaque)	 257.00 *	 265.00 *	 01/04/23	 C/L
Tree 10 year Rights	835.00	860.00	01/04/23	C/L
Tree 10 year Renewal	835.00	860.00	01/04/23	C/L
Tree 5 year Renewal	515.00	530.00	01/04/23	C/L
<b>Benches and Chairs - 10 Year dedications</b>				
Bench / Replacement bench	1,277.00 *	1,315.00 *	01/04/23	C/L
Chair / Replacement chair	746.00 *	768.00 *	01/04/23	C/L
Bench 10 year Rights	1,160.00	1,194.00	01/04/23	C/L
Bench 10 year Renewal	1,160.00	1,194.00	01/04/23	C/L
Chair 10 year Rights	1,030.00	1,060.00	01/04/23	C/L
Chair 10 year Renewal	1,030.00	1,060.00	01/04/23	C/L

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## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Benches and Chairs - 10 year dedications (continued)</b>				
Regular maintenance (per 2 years of remaining lease if not purchased or renewed since 1/1/2001)	53.00 *	55.00 *	01/04/23	C/L
Renovation of bench	230.00 *	237.00 *	01/04/23	C/L
Renovation of chair	146.00 *	150.00 *	01/04/23	C/L
Replacement summerhouse chair	753.00 *	775.00 *	01/04/23	C/L
Summerhouse chair - Renewal Rights	502.00	517.00	01/04/23	C/L
<b>Bench, Tree &amp; Shrub additional dedications</b>				
Rights to second dedication within 1 year of original (plus cost of plaque)	124.00	128.00	01/04/23	C/L
Rights to second dedication after 1 year of original or renewal per remaining year of lease (plus cost of plaque)	24.00	25.00	01/04/23	C/L
Rights to second dedication life time of item (plus cost of plaque)	504.00	519.00	01/04/23	C/L
Replacement bronze plaque	257.00 *	265.00 *	01/04/23	C/L
Replacement perspex plaque	130.00 *	134.00 *	01/04/23	C/L

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## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

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Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Miscellaneous Memorials</b>				
Mallard bridge	356.00 *	366.00 *	01/04/23	C/L
Administration fee for private purchase of plaque (plus cost of plaque)	52.00 *	53.00 *	01/04/23	C/L
Replacement metal vase	21.00 *	22.00 *	01/04/23	C/L
Floral arrangements stand - plus cost of flowers	35.00 *	36.00 *	01/04/23	C/L
Hanging baskets (per year)	142.00 *	146.00 *	01/04/23	C/L
Sculpture garden memorial	280.00 *	264.00 *	01/04/23	C/L
Sculpture garden rights	590.00	608.00	01/04/23	C/L
Sculpture Renewal	590.00	608.00	01/04/23	C/L
Birdbath rights	590.00	608.00	01/04/23	C/L
Birdbath Renewal	590.00	608.00	01/04/23	C/L
<b>Books of Remembrance</b>				
2 line entry	117.00 *	80.00 *	01/04/23	C/L
3 - 5 lines	167.00 *	172.00 *	01/04/23	C/L
6 - 8 lines	242.00 *	249.00 *	01/04/23	C/L
Additional line	26.00 *	27.00 *	01/04/23	C/L
<b>Cards of Remembrance &amp; additional entries in existing miniature books</b>				
2 line entry	42.00 *	43.00 *	01/04/23	C/L
3 - 5 lines	72.00 *	74.00 *	01/04/23	C/L
6 - 8 lines	112.00 *	115.00 *	01/04/23	C/L

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## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

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Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Miniature Triptych of Remembrance/Book of Remembrance</b>				
2 line entry	83.00 *	85.00 *	01/04/23	C/L
3 - 5 lines	117.00 *	120.00 *	01/04/23	C/L
6 - 8 lines	153.00 *	157.00 *	01/04/23	C/L
<b>Book of Remembrance Sundries</b>				
Motif	87.00 *	90.00 *	01/04/23	C/L
Triptych photograph	87.00 *	90.00 *	01/04/23	C/L
<b>Mini Headstone Cremated Remains Burial Plots</b>				
Purchase of exclusive rights (25 year term)	1,133.00	1,166.00	01/04/23	C/L
Extension of exclusive rights of burial for 10 years mini headstone cremated remains plot	475.00	490.00	01/04/23	C/L
Memorial and installation with first 60 characters	1,205.00	1,240.00	01/04/23	C/L
Additional inscription rate per letter	3.80	3.90	01/04/23	C/L
Reguild/repaint per letter		2.20	01/04/23	NEW
Admin fee for reguild/repaint		25.00	01/04/23	NEW
Blank headstone only	305.00	314.00	01/04/23	C/L
Photograph fixed to memorial	318.00	327.00	01/04/23	C/L
Replacement Granite memorial vase only for Mini headstone	100.00	103.00	01/04/23	C/L
Inscription first 60 characters on a pre purchased memorial	270.00	278.00	01/04/23	C/L
Blank memorial headstone only	876.00	900.00	01/04/23	C/L

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## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

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Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Mini Headstone Cremated Remains Burial Plots (continued)</b>				
Stone chippings per bag	62.00	64.00	01/04/23	C/L
Flower holder	22.00	23.00	01/04/23	C/L
<b>Book of Remembrance Memorial Tree</b>				
Memorial Tree leaf 10 year Rights	255.00	165.00	01/04/23	C/L
Memorial Tree leaf 10 year Renewal	255.00	165.00	01/04/23	C/L
Memorial Tree leaf plaque	163.00 *	90.00 *	01/04/23	C/L
Rights for second inscription - Rights remain the same (plus cost of plaque)	123.00	127.00	01/04/23	C/L
<b>Advertising Fees - Pre Funeral Brochure</b>				
Display Advertisement quarter A4 page	660.00 *	680.00 *	01/04/23	C/L
Display and Directory entry quarter A4 page	855.00 *	880.00 *	01/04/23	C/L
Display Advertisement half A4 page	876.00 *	902.00 *	01/04/23	C/L
Display and Directory entry half A4 page	1,040.00 *	1,070.00 *	01/04/23	C/L
Display Advertisement full A4 page	1,072.00 *	1,104.00 *	01/04/23	C/L
Display and Directory entry full A4 page	1,231.00 *	1,268.00 *	01/04/23	C/L
Display Advertisement full inside back A4 page	1,316.00 *	1,355.00 *	01/04/23	C/L
Display and Directory entry full inside back A4 page	1,475.00 *	1,519.00 *	01/04/23	C/L
Copy design simple half page	54.00 *	56.00 *	01/04/23	C/L

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## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Advertising Fees - Pre Funeral Brochure (continued)</b>				
Copy design complex full page All fees discounted by 10% for repeat customers	80.00 *	82.00 *	01/04/23	C/L
<b>Arboria Plaques</b>				
Arboria Plaque with text only	190.00 *	195.00 *	01/04/23	C/L
Arboria Plaque with text and engraved motif	221.00 *	227.00 *	01/04/23	C/L
Arboria Plaque with text; engraved and painted motif	252.00 *	260.00 *	01/04/23	C/L
Arboria Plaque with text and ceramic photo	304.00 *	313.00 *	01/04/23	C/L
Arboria Plaque Rights for 10 years	255.00	263.00	01/04/23	C/L
Arboria Plaque Renewal for 10 years	255.00	263.00	01/04/23	C/L

**Basis of Increase:**

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

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## Neighbourhoods Public Realm

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Borough Roads:</b>				
Note: Unlicensed Skips/Materials will be on the spot fined & removed	677.00	745.00	01/04/23	I/N/P
(i) <b>Each Skip / Builders materials on public highway</b>				
Up to first 14 days	82.00	90.00	01/04/23	I/N/P
Each additional period of up to 7 days	72.00	80.00	01/04/23	I/N/P
(ii) <b>Structures / Hoardings / Scaffolds</b>				
<b>Bond</b>				
£164.50 per linear metre - Minimum 6 Metres	897.00	987.00	01/04/23	I/N/P
<b>Licence</b>				
Minimum charge length 6 metres & combined inspection	718.00	790.00	01/04/23	I/N/P
(iii) Vehicle Crossovers (per square metre)	240.00	270.00	01/04/23	I/N/P
Non refundable charge for assessing applications	210.00	230.00	01/04/23	I/N/P
Waste disposal surcharge	27.00	30.00	01/04/23	I/N/P
(iv) Road Closures (per road) for Utility companies	3,138.00 *	2,500.00 *	01/04/23	D/L
(v) Clearance of Blocked Drains (VAT will be added unless working under Statutory power)	159.00	175.00	01/04/23	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

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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 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
(vi) Crane license				
Minimum	344.00	378.00	01/04/23	I/N/P
Maximum	623.00	685.00	01/04/23	I/N/P
(vii) Section 50 Licence (private individual to place/maintain apparatus in highway)				
Major works permit	1,426.00	1,426.00	01/04/22	P
Standard works permit	1,214.00	1,214.00	01/04/22	P
Minor works permit	1,055.00	1,055.00	01/04/22	P
(viii) Building materials licenses				
Up to first 14 days	95.00	105.00	01/04/23	I/N/P
Each additional period of up to 7 days (renewal)	83.00	91.00	01/04/23	I/N/P
(ix) Compound / welfare unit				
Up to first 14 days	257.00	283.00	01/04/23	I/N/P
Each additional period up to 7 days (renewal)	69.00	76.00	01/04/23	I/N/P
(x) Over sail license				
Base fee	396.00	436.00	01/04/23	I/N/P
Fee per month	88.00	97.00	01/04/23	I/N/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 Public Realm

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Refuse Collection:</b>				
<b>(i) Bulky Household Refuse</b>				
1 to 3 items	45.50	55.00	01/04/23	D/L
Each additional item	11.50	14.00	01/04/23	D/L
<b>(ii) Compostable garden refuse sacks (Year's supply of 5 rolls of 10 sacks per roll)</b>				
Standard	60.00	70.00	01/04/23	D/L
Top up roll (10 sacks)	11.00	13.00	01/04/23	D/L
Top up roll delivery	5.00	5.00	01/04/23	D/L
<b>(iii) Green Waste Collection Service (per annum) (Wheeled bin hire included)</b>				
Full year	60.00	70.00	01/04/23	D/L
Late payment charge	5.00	6.00	01/04/23	D/L
Late payment charge after bin collection	11.50	12.00	01/04/23	I/N/P
Replacement bin charge	30.00	31.00	01/04/23	I/N/P

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## Neighbourhoods Public Realm

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>(iv) Trade Refuse Collection Service</b>				
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)	172.00	178.00	01/04/23	I/N/P
Trade refuse sacks (pack of 26) for Charity shops	135.00	140.00	01/04/23	I/N/P
Cardboard Collection	6.50	7.00	01/04/23	I/N/P
<b>Container emptying and disposal:</b>				
1100 / Palladin / 660 litre bin -1st bin per visit	37.00	39.00	01/04/23	I/N/P
2nd & subsequent bins	36.00	38.00	01/04/23	I/N/P
360 litre wheeled bin	31.00	32.00	01/04/23	I/N/P
Charity shops	31.00	32.00	01/04/23	I/N/P
LBH Schools	31.00	32.00	01/04/23	I/N/P
2nd collection from residential blocks per bin	10.50	11.00	01/04/23	I/N/P

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## Neighbourhoods Public Realm

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>(iv) Trade Refuse Collection Service (continued)</b>				
Container hire (per annum):				
Eurobins:				
1100 litres	255.00	263.00	01/04/23	I/N/P
660 litres	189.50	196.00	01/04/23	I/N/P
Chamberlains:				
940 litres	189.50	196.00	01/04/23	I/N/P
Palladin:				
940 litres	189.50	196.00	01/04/23	I/N/P
Container Sale				
360 litres recycling	90.00	93.00	01/04/23	I/N/P
<b>(v) Clinical Waste</b>				
Contracted collection service	14.50	15.00	01/04/23	I/N/P
Ad hoc collections	20.00	21.00	01/04/23	I/N/P
<b>(vi) Special clearances of rubbish:</b>				
Up to 30 minutes on site	118.50	123.00	01/04/23	I/N/P
Up to 1 hour on site	237.50	245.00	01/04/23	I/N/P
Each 15 minute thereafter	60.50	62.00	01/04/23	I/N/P

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## Neighbourhoods Public Realm

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>FOOTBALL AT PARKS WITH CRICKET (28 WEEKS)</b>				
<b>Adult</b>				
Pavilion with washing facilities				
Each Saturday or Sunday during Season**	1,886.00	2,348.00	01/04/23	D/L
Each alternate Saturday or Sunday during Season**	943.00	1,174.00	01/04/23	D/L
No Pavilion Facilities				
Each Saturday or Sunday during Season**		1,832.00	01/04/23	NEW
Each alternate Saturday or Sunday during Season**		916.00	01/04/23	NEW
<b>Junior (under 18) 7v7 &amp; 9v9</b>				
Each Saturday or Sunday during Season**	546.50	851.00	01/04/23	D/L
Each alternate Saturday or Sunday during Season**	312.00	425.00	01/04/23	D/L
<b>Junior (under 18) 11v11</b>				
Each Saturday or Sunday during Season**		909.00	01/04/23	NEW
Each alternate Saturday or Sunday during Season**		454.00	01/04/23	NEW
**Bookings of less than 10, will attract a VAT charge.				

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## Neighbourhoods Public Realm

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>FOOTBALL AT PARKS WITH CRICKET (32 WEEKS)</b>				
<b>Adult</b>				
Pavilion with washing facilities				
Each Saturday or Sunday during Season**	2,170.50	2,684.00	01/04/23	D/L
Each alternate Saturday or Sunday during Season**	1,086.50	1,342.00	01/04/23	D/L
No Pavilion Facilities				
Each Saturday or Sunday during Season**		2,094.00	01/04/23	NEW
Each alternate Saturday or Sunday during Season**		1,047.00	01/04/23	NEW
<b>Junior (under 18) 7v7 &amp; 9v9</b>				
Each Saturday or Sunday during Season**	713.00	973.00	01/04/23	D/L
Each alternate Saturday or Sunday during Season**	356.50	486.00	01/04/23	D/L
<b>Junior (under 18) 11v11</b>				
Each Saturday or Sunday during Season**	647.00	1,039.00	01/04/23	D/L
Each alternate Saturday or Sunday during Season**	323.50	519.00	01/04/23	D/L
**Bookings of less than 10, will attract a VAT charge.				

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## Neighbourhoods Public Realm

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>FOOTBALL AT WESTLANDS FIELD</b>				
Pavilion with washing facilities				
Adult				
Each Saturday or Sunday during Season**	2,546.00	3,084.00	01/04/23	D/L
Each alternate Saturday or Sunday during Season**	1,273.00	1,542.00	01/04/23	D/L
<b>MINI SOCCER</b>				
1 Hour Slots (during season)				
Each Saturday or Sunday**	414.00	426.00	01/04/23	I/N/P
Alternate Saturday or Sunday**	207.00	213.00	01/04/23	I/N/P
<b>CRICKET</b>				
<b>No Pavilion Facilities</b>				
Adults Each Saturday or Sunday during Season**	1,719.00	1,771.00	01/04/23	I/N/P
<b>Pitches with Pavilions</b>				
Adults Each Saturday or Sunday during Season**	3,086.00	3,179.00	01/04/23	I/N/P
**Bookings of less than 10, will attract a VAT charge.				

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## Neighbourhoods Public Realm

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>BOOT CAMPS, PERSONAL TRAINING, SPORTS &amp; FITNESS GROUPS</b> at a separate charge) Up to 20 clients (details to be agreed with service)	500.00	515.00	01/04/23	I/P
<b>ALLOTMENTS</b> Land charge per acre Plot Rent (This fee is set by the Allotment Society and therefore is not published in the Councils fees and charges)	220.00	227.00	01/04/23	I/N/P
<b>WEDDING PHOTOGRAPHY</b> Exclusive use of area of a park for wedding photography (except Langtons Gardens)	60.50	62.50	01/04/23	I/N/P
<b>FUNFAIRS &amp; CIRCUSES</b> Ground rent per day of operation (up to 7 rides, adult & juvenile / 500 seating capacity)	583.50	601.00	01/04/23	I/P
Ground rent per day of operation (more than 7 rides, adult & juvenile /500 seating capacity)	1,183.00	1,218.00	01/04/23	I/N/P
Returnable deposit per visit. Up to 7 rides, adult & juvenile / 500 seating capacity	175.00	180.00	01/04/23	I/N/P
More than 7 rides, adult & juvenile / 500 seating capacity	354.00	365.00	01/04/23	I/N/P

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## Neighbourhoods Public Realm

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>COMMUNITY/CHARITY EVENTS</b>				
<i>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</i>				
Small event (free entry/non-profit) max capacity - 300	150.00	155.00	01/04/23	I/N/P
Community/charity fundraising event (income generating)				
max capacity - 1000	500.00	515.00	01/04/23	I/P
max capacity - 2000	1,000.00	1,030.00	01/04/23	I/P
max capacity - 6000	3,000.00	3,090.00	01/04/23	I/P
max capacity - 8000	4,000.00	4,120.00	01/04/23	I/P
Non-operational day	150.00	155.00	01/04/23	I/N/P
<b>COMMERCIAL EVENTS</b>				
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			

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## Neighbourhoods Public Realm

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>INFLATABLE FUNDAYS (per item)</b>				
Busier sites (based on footfall)	25.00	26.00	01/04/23	I/N/P
Quieter sites (based on footfall)	10.00	10.50	01/04/23	I/N/P
<b>Memorial Tree</b>				
Supply and planting of tree	350.00	361.00	01/04/23	I/N/P
Plaque	100.00	103.00	01/04/23	I/N/P
<b>Memorial Bench</b>				
Supply and installation of bench	1,200.00	1,608.00	01/04/23	D/L
Plaque	100.00	103.00	01/04/23	I/P
<b>PARKS (all events and activities are subject to appropriate licence fees at a separate charge)</b>				
<b>MISCELLANEOUS CHARGES</b>				
Mobile catering unit (per month)	282.00	290.00	01/04/23	I/N/P
Raphael Park Meeting Room (charge per hour)	23.50	24.00	01/04/23	I/N/P
Tennis courts (fee per court per day for Coach/Club)	20.50	21.00	01/04/23	I/N/P

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# Neighbourhoods Public Realm

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of	Basis of Increase
<b>CHARGES FOR NON SCHEDULED WORKS</b>				
<b>Week day rates</b>				
18 tonne grab lorry and driver per hour	178.00 *	178.00 *	01/04/22	P
2 staff & a van (includes tools & machinery) per hour	86.00 *	86.00 *	01/04/22	P
1 staff & a van (includes tools & machinery) per hour	49.50 *	49.50 *	01/04/22	P
Tractor & implement, or trailer with operator per hour	55.50 *	55.50 *	01/04/22	P
Ride on mower & operator per hour	49.50 *	49.50 *	01/04/22	P
Member of staff per hour (standard hours)	36.00 *	36.00 *	01/04/22	P
Charge hand per hour (standard hours)	45.50 *	45.50 *	01/04/22	P
Shrub bed mulching (using composted whole tree mulch) per m2	4.00 *	4.50 *	01/04/23	I/P
<b>Saturday rates</b>				
1 staff & a van (includes tools & machinery) per hour	67.50 *	70.00 *	01/04/23	I/P
2 staff & a van (includes tools & machinery) per hour	122.00 *	126.00 *	01/04/23	I/P
Member of staff per hour (standard hours)	55.00 *	57.00 *	01/04/23	I/P
Charge hand per hour (standard hours)	66.50 *	68.50 *	01/04/23	I/P

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## Neighbourhoods Public Realm

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>TRAFFIC &amp; PARKING CONTROL:</b>				
<b>Parking Facilities</b>				
<b>Penalty Charge Notices</b>				
(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
<b>Vehicle Clamping and Removal</b>				
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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## Neighbourhoods Public Realm

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>TRAFFIC &amp; PARKING CONTROL:</b>				
<b>PARKING FACILITIES</b>				
<b>Romford Area Car Parks - Mixed Tariff</b>				
<b>Monday to Saturday (Period Hours)</b>				
0 - 1	1.50 *	2.10 *	01/04/23	C/L
1 - 2	2.50 *	3.60 *	01/04/23	C/L
2 - 3	3.50 *	5.10 *	01/04/23	C/L
3 - 4	4.50 *	6.60 *	01/04/23	C/L
4 - 5	5.50 *	8.10 *	01/04/23	C/L
5 - 6	6.50 *	9.60 *	01/04/23	C/L
6 - 7	10.50 *	11.50 *	01/04/23	C/L
7 - 8	11.50 *	13.00 *	01/04/23	C/L
over 8	12.50 *	14.50 *	01/04/23	C/L
Lost Ticket	12.50 *	14.50 *	01/04/23	C/L
Solo Motorcycle	No charge *	2.10 *	01/04/23	C/L
<b>Overnight (Period Hours)</b>	1.50 *	1.50 *	01/04/21	L

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## Neighbourhoods Public Realm

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Market Place</b> (Non-market days)				
0 - 1	1.50 *	2.10 *	01/04/23	C/L
1 - 2	2.50 *	3.60 *	01/04/23	C/L
<b>Overnight</b> (Non-market days & Period Hours)	1.50 *	1.50 *	01/04/21	L
<div> <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> </div>				

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## Neighbourhoods Public Realm

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Hornchurch &amp; Upminster Area Car Parks</b>				
<b>Monday to Saturday</b> (Period Hours)				
0 - 1	1.50 *	Withdrawn *	01/04/23	L
0 - 30 Mins	*	No charge *	01/04/23	L
30 Mins - 1	*	2.10 *	01/04/23	NEW
1 - 2	2.50 *	3.60 *	01/04/23	C/L
2 - 3	3.50 *	5.10 *	01/04/23	C/L
3 - 4	4.50 *	6.60 *	01/04/23	C/L
4 - 5	5.50 *	8.10 *	01/04/23	C/L
5 - 6	6.50 *	9.60 *	01/04/23	C/L
6 - 7	10.50 *	11.50 *	01/04/23	C/L
7 - 8	11.50 *	13.00 *	01/04/23	C/L
8 - 12	12.50 *	14.50 *	01/04/23	C/L
Solo Motorcycles	No charge *	2.10 *	01/04/23	C/L
<b>Overnight</b> (Period Hours)	1.50 *	1.50 *	01/04/21	L

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## Neighbourhoods Public Realm

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>All Car Parks Excluding Romford (Hornchurch, Upminster, Collier Row, Cranham, Elm Park, Gidea Park &amp; Rainham Area Car parks)</b>				
<b>Monday to Saturday</b> (Period Hours)				
0 - 30 mins	No charge *	No charge *	01/04/21	L
30 min - 1	1.50 *	2.10 *	01/04/23	C/L
1 - 2	2.50 *	3.60 *	01/04/23	C/L
2 - 3	3.50 *	5.10 *	01/04/23	C/L
3 - 4	4.50 *	6.60 *	01/04/23	C/L
4 - 5	5.50 *	8.10 *	01/04/23	C/L
5 - 6	6.50 *	9.60 *	01/04/23	C/L
6 - 7	10.50 *	11.50 *	01/04/23	C/L
7 - 8	11.50 *	13.00 *	01/04/23	C/L
8 - 12	12.50 *	14.50 *	01/04/23	C/L
Solo Motorcycles	No charge *	2.10 *	01/04/23	C/L
<b>Overnight</b> (Period Hours)	1.50 *	1.50 *	01/04/19	L
<b>Sunday</b>	No charge *	No charge *	01/04/19	L

### Basis of Increase:

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D - Increase recommended by Head of Service

### 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 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Season Tickets</b>				
<b>Romford Central Area</b>				
All car parks:				
Per quarter	210.00 *	336.00 *	01/04/23	C/L
Per month	75.00 *	120.00 *	01/04/23	C/L
<b>Outside Romford Central Area</b>				
5 Day season – Balgores Square:				
per quarter	210.00 *	336.00 *	01/04/23	C/L
per month	75.00 *	120.00 *	01/04/23	C/L
<b>All other car parks:</b>				
per quarter	170.00 *	291.20 *	01/04/23	C/L
per month	65.00 *	104.00 *	01/04/23	C/L

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## Neighbourhoods Public Realm

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>On Street Pay and Display</b> <b>Upminster Road South Monday to Saturday</b> (Maximum Stay 1 hour) 0 - 30 mins 30 min - 1 hour <b>Overnight</b> (Period Hours)  <b>Sunday</b>   <b>Romford</b> <b>Monday to Saturday</b> (Maximum Stay 3 hours)  0 mins - 1 hour 1 - 2 2 - 3 <b>Overnight</b> (Period Hours)	   No charge 2.10 No charge  No charge    No Charge 2.50 3.50 No charge	   No charge 2.10 No charge  No charge    2.10 3.60 5.10 No charge	   06/04/15 14/11/22 01/04/19  01/04/19    01/04/23 01/04/23 01/04/23 01/04/19	   L L L  L    NEW C/L C/L L

**Basis of Increase:**

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## Neighbourhoods Public Realm

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>On Street Pay and Display</b> (continued)				
<b>Ardleigh Green, Collier Row, Cranham, Elm Park, Gidea Park, Harold Hill, Harold Wood &amp; Rainham, Honchurch &amp; Upminster Town Centres (Monday to Saturday (Maximum Stay 3 Hours))</b>				
0 - 30 mins	No charge	No charge	01/04/19	L
30 min -1 hour	1.50	2.10	01/04/23	C/L
1 - 2 hours	2.50	3.60	01/04/23	C/L
2 - 3 hours	3.50	5.10	01/04/23	C/L
<b>Sunday</b>	No charge	No charge	01/04/19	L
<b>Overnight</b> (Period Hours)	No charge	No charge	01/04/19	L

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## Neighbourhoods Public Realm

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Controlled Parking Zones</b>				
Resident's parking permit (per annum)				
1st Permit per household	35.00	70.00	01/04/23	C/L
2nd Permit per household	60.00	140.00	01/04/23	C/L
3rd Permit per household	85.00	210.00	01/04/23	C/L
Resident's visitor permits (book of 10)	13.00	25.00	01/04/23	C/L
Resident's All Day visitor permits (book of 10)	39.00	50.00	01/04/23	C/L
Resident's Hourly visitor permits (book of 10)	10.00	Withdrawn	01/04/23	C/L
Business parking permits (per annum)	200.00	400.00	01/04/23	C/L
Business parking permits (book of 10)		32.00	01/04/23	NEW
Commuter Bays (per annum)	500.00	980.00	01/04/23	C/L
Domestic Carer Permit (per annum)	40.00	40.00	01/04/21	L
Amendment to existing permit	25.50	Withdrawn	01/04/23	C/L
Cancellation of permit	15.00	Withdrawn	01/04/23	C/L
<b>Other Miscellaneous Charges</b>				
Waiver	20.00	20.00	01/04/21	L
<b>Health and Homecare Permit (per annum)</b>	60.00	95.00	01/04/23	C/L
Amendment to existing permit	22.50	Withdrawn	01/04/23	C/L
Cancellation of permit	15.00	Withdrawn	01/04/23	C/L
<b>Resident Season Ticket Car Parks (per annum)</b>	200.00 *	200.00 *	01/04/21	L

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## Neighbourhoods Public Realm

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Disabled Blue Badge</b> (per 3 years)	10.00	10.00	01/01/12	L
<b>Car Parking in Parks and Open Spaces</b> Effective 01/04/2019 Maximum Stay 3 hours <b>Mon - Saturday 8.00am to 6.30pm.</b>				
0 - 1	1.50 *	No charge	01/04/23	C/L
1 - 2	2.50 *	No charge	01/04/23	C/L
2 - 3	3.50 *	No charge	01/04/23	C/L
3 - 4	4.50 *	Withdrawn	01/04/23	C/L
4 - 5	5.50 *	Withdrawn	01/04/23	C/L
Blue Badge holders (for up to 3 hours)	No charge *	No charge	01/04/21	L
<b>VEHICLE PARKING - WITHIN PARKS AND OPEN SPACES ONLY</b>				
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

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Events Charging For Traffic Management and Parking</b>				
0 - 50 attendees	110.00 *	Withdrawn *	01/04/23	C/P
51 - 100 attendees	219.00 *	Withdrawn *	01/04/23	C/P
101 - 1000 attendees	546.00 *	Withdrawn *	01/04/23	C/P
1001+ attendees	1,092.00 *	Withdrawn *	01/04/23	C/P
plus hourly rate of £72 per hour	72.00 *	Withdrawn *	01/04/23	C/P
Traffic Management per road closure if no diversion required		384.00 *	01/04/23	NEW
An additional charge to be applied to the above charge for complex Traffic Management costed on application		Bespoke Rate	01/04/23	NEW
Special Event Road closure		1,200.00 *	01/04/23	NEW
 (i) Parking Bay suspensions				
Price per parking space per day (1 - 7 days)	51.00	60.00	01/04/23	C/L
Price per parking space per day (8 - 14 days)	103.00	115.00	01/04/23	C/L
Price per parking space per day (15 days +)	154.00	170.00	01/04/23	C/L

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## Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>ENVIRONMENTAL HEALTH:</b>				
<b>Defra</b>				
<b>Stray Dog Service - Environmental Protection (Stray Dogs) Regulation 1992</b>				
Impounding fee per dog	25.00	25.00	01/04/92	P
<b>Gambling Act 2005</b>				
<b>Bingo club - Gambling Act 2005 Dept. of Culture and Media and Sport</b>				
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
<b>Betting shop - Dept. of Culture and Media and Sport</b>				
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
<b>Betting premises tracks - Dept. of Culture and Media and Sport</b>				
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 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Family entertainment centres - Dept. of Culture and Media and Sport</b>				
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
<b>Adult gaming centres - Dept. of Culture and Media and Sport</b>				
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
<b>Lottery - Dept. of Culture and Media and Sport</b>				
New registration	40.00	40.00	01/10/06	P
Annual re registration	20.00	20.00	01/10/06	P
<b>Permit fees - Dept. of Culture and Media and Sport</b>				
Notification of right of licensed premises to have 2 gaming machines	50.00	50.00	01/10/06	P
<b>Family entertainment centre - Dept. of Culture and Media and Sport</b>				
New application	300.00	2,000.00	01/04/23	D/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 -

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Prize Gaming permit (S 16) Dept. of Culture and Media and Sport</b>				
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
<b>Licensed premises gaming machine permit - Dept. of Culture Media and Sport</b>				
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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## Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Club gaming machine permit - Dept. of Culture and Media and Sport</b>				
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
<b>Environment Protection Act (Defra)</b>				
<b>Application Fee</b>				
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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(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

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<b>Environment Protection Act (Defra) (continued)</b>				
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
<b>Note:</b> 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				
<b>Annual subsistence charge</b>				
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
<i>(+) to be added when the above standard process is for combined part B and waste site</i>				
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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(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

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<b>Environment Protection Act (Defra) (continued)</b>				
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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(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Environment Protection Act (Defra) (continued)</b>				
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
<b>Transfer and Surrender of a permit</b>				
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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Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Transfer and Surrender of a permit</b> (continued)				
<b>Temporary</b>				
First transfer	53.00	53.00	01/04/19	P
<b>Transfer for mobiles</b>				
Repeat transfer	11.00	11.00	01/04/19	P
Repeat following enforcement or warning	53.00	53.00	01/04/19	P
<b>Substantial changes to s10 and s11</b>				
<b>One off annual payment</b>				
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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<b>Environmental Protection Act (DEFRA): LAPPC mobile plant charges</b>				
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

**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

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 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Environmental Protection Act (DEFRA): LAPPC mobile plant charges (continued)</b>				
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
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.				

**Basis of Increase:**

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

D - Increase recommended by Head of Service

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## Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Licensing Act 2003 fees set by Home Office</b>				
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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## Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Main Fee Levels</b>				
<b>Based on non domestic rateable value:</b>				
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				
<b>Premises Licences</b>				
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

**Basis of Increase:**

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## Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Premises Licences (continued)</b>				
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
<b>Additional Fees</b>				
<b>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.</b>				

**Basis of Increase:**

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

**Basis for setting charge increase above complies with either:**

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## Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Additional Premises licence fee</b>				
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

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I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

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## Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Additional annual maintenance fee payable (if applicable)</b>				
Numbers in attendance at any one time				
5,000 - 9,999	500.00	500.00	01/11/05	P
10,000 - 14,999	1,000.00	1,000.00	01/11/05	P
15,000 - 19,999	2,000.00	2,000.00	01/11/05	P
20,000 - 29,999	4,000.00	4,000.00	01/11/05	P
30,000 - 39,999	8,000.00	8,000.00	01/11/05	P
40,000 - 49,999	12,000.00	12,000.00	01/11/05	P
50,000 - 59,999	16,000.00	16,000.00	01/11/05	P
60,000 - 69,999	20,000.00	20,000.00	01/11/05	P
70,000 - 79,999	24,000.00	24,000.00	01/11/05	P
80,000 - 89,999	28,000.00	28,000.00	01/11/05	P
90,000 and over	32,000.00	32,000.00	01/11/05	P

**Basis of Increase:**

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I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

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## Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Club premises certificates</b>				
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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G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

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## Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Explosives Regulations 2014 (set by HSE)</b> Registration (Unlimited) initial application	500.00	500.00	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	111.00	111.00	01/04/22	P
New application 2 years	144.00	144.00	01/04/22	P
New application 3 years	177.00	177.00	01/04/22	P
New application 4 years	211.00	211.00	01/04/22	P
New application 5 years	243.00	243.00	01/04/22	P
Renewals				
Renewal 1 year	55.00	55.00	01/04/22	P
Renewal 2 years	88.00	88.00	01/04/22	P
Renewal 3 years	123.00	123.00	01/04/22	P
Renewal 4 years	155.00	155.00	01/04/22	P
Renewal 5 years	189.00	189.00	01/04/22	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

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## Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Explosives Regulations 2014 (set by HSE) continued</b>				
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)				
<b>New</b>				
New application 1 year	189.00	189.00	01/04/22	P
New application 2 years	248.00	248.00	01/04/22	P
New application 3 years	311.00	311.00	01/04/22	P
New application 4 years	382.00	382.00	01/04/22	P
New application 5 years	432.00	432.00	01/04/22	P
<b>Renewals</b>				
Renewal 1 year	88.00	88.00	01/04/22	P
Renewal 2 years	150.00	150.00	01/04/22	P
Renewal 3 years	211.00	211.00	01/04/22	P
Renewal 4 years	272.00	272.00	01/04/22	P
Renewal 5 years	333.00	333.00	01/04/22	P
<b>Varying a licence</b> (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	37.00	37.00	01/04/22	P
Transfer of licence	37.00	37.00	01/04/22	P
Replacement of licence if lost	37.00	37.00	01/04/22	P

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

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## Neighbourhoods Civil Protection

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>ENVIRONMENTAL HEALTH:</b>				
Keeping of dangerous wild animals (Dangerous Wild Animals Act 1976)				
New application Part A	372.00	384.00	01/04/23	I/N/P
New application Part B	112.00	116.00	01/04/23	I/N/P
Note: total fee for new application £500				
Renewal Part A	372.00	384.00	01/04/23	I/N/P
Renewal Part B	112.00	116.00	01/04/23	I/N/P
Note: total fee for renewal £500				
Replacement or Copy of Keeping of dangerous wild animals Application/Renewal	48.00	50.00	01/04/23	N/D/L

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## Neighbourhoods Civil Protection

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>ENVIRONMENTAL HEALTH:</b>				
<b>Animal Welfare Licences (The Animal welfare (Licensing of Activities Involving Animals) England) Regulations 2018</b>				
<b>Providing and arranging boarding for cat/dog kennels, home boarding for dogs</b>	382.00	394.00	01/04/23	N/L
New Application Part B (Issue Fee)	191.00	197.00	01/04/23	N/L
Note: total fee for new application £591				
Renewal Part A (Application Fee)	350.00	361.00	01/04/23	N/L
Renewal Part B (Issue Fee)	128.00	132.00	01/04/23	N/L
Note: total fee for renewal application £493				
<b>Dog Daycare</b>				
Dog Daycare Part A (Application Fee)	382.00	394.00	01/04/23	N/L
Dog Daycare Part 3 (Issue Fee)	191.00	197.00	01/04/23	N/L
Note: total fee for new application £591				
Renewal Part A (Application Fee)	350.00	361.00	01/04/23	N/L
Renewal Part B (Issue Fee)	128.00	132.00	01/04/23	N/L
Note: total fee for renewal application £493				

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

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

D - Increase recommended by Head of Service

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## Neighbourhoods Civil Protection

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Animal Welfare Licences (continued)</b>				
<b>Dog Breeding</b>				
Dog Breeding Part A (Application Fee) (plus vet visit fee)	414.00	427.00	01/04/23	N/L
Dog Breeding Part B (Issue Fee)	191.00	197.00	01/04/23	N/L
Note: total fee for new application £624				
Renewal Part A (Application Fee)(plus vet fee visit fee)	382.00	394.00	01/04/23	N/L
Renewal Part B (Issue Fee)	128.00	132.00	01/04/23	N/L
Note: total fee for renewal application £526				
<b>Pet Shop Operation</b>				
Pet Shop Operation Part A (Application Fee)	382.00	394.00	01/04/23	N/L
Pet Shop Operation Part B (Issue Fee)	191.00	197.00	01/04/23	N/L
Note: total fee for Pet Shop Operation £591				
Renewal Part A (Application Fee)	350.00	361.00	01/04/23	N/L
Renewal Part B (Issue Fee)	128.00	132.00	01/04/23	N/L
Note: total fee for renewal application £493				

**Basis of Increase:**

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

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## Neighbourhoods Civil Protection

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Animal Welfare Licences (continued)</b>				
<b>Hiring of Horses</b>				
Hiring of Horses (riding and/or instruction) Part A (Application Fee) (plus vet visit fee)	414.00	427.00	01/04/23	N/L
Hiring of Horses (riding and/or instruction) Part B (Issue Fee)	191.00	197.00	01/04/23	N/L
Note: total fee for Hiring of Horses £624				
Renewal Part A (Application Fee)(plus vet fee visit fee)	382.00	394.00	01/04/23	N/L
Renewal Part B (Issue Fee)	128.00	132.00	01/04/23	N/L
Note: total fee for renewal application £526				
<b>Keeping or Training of Animals for Exhibitions</b>				
Keeping or training of animals for exhibition Part A (Application Fee)	382.00	394.00	01/04/23	N/L
Keeping or training of animals for exhibition Part B (Issue Fee)	191.00	197.00	01/04/23	N/L
Note: total fee for Keeping or training of animals for exhibition £591				
Renewal Part A (Application Fee)	350.00	361.00	01/04/23	N/L
Renewal Part B (Issue Fee)	128.00	132.00	01/04/23	N/L
Note: total fee for renewal application £493				
Variation of Licence	318.00	328.00	01/04/23	N/L
Re-rating of Premises	286.00	295.00	01/04/23	N/L
Amendment Fee/Replacement Licence for a lost or defaced Licence	48.00	50.00	01/04/23	N/L
Transfer Fee	191.00	197.00	01/04/23	N/L

**Basis of Increase:**

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

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

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

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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 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Special treatment establishments (London Local Authority Act 1991)</b>				
High risk single treatment New Part A	574.00	592.00	01/04/23	I/N/P
High risk single treatment New Part B	170.00	176.00	01/04/23	I/N/P
Note: total fee for new application £768				
High risk Multiple treatment New Part A	709.00	731.00	01/04/23	I/N/P
High risk Multiple treatment New Part B	170.00	176.00	01/04/23	I/N/P
Note: total fee for new application £907				
High risk renewal single treatment Part A	170.00	176.00	01/04/23	I/N/P
High risk renewal single treatment Part B	170.00	176.00	01/04/23	I/N/P
Note: total fee for renewal £352				
High risk Renewal multiple treatment Part A	236.00	244.00	01/04/23	I/N/P
High risk Renewal multiple treatment Part B	170.00	176.00	01/04/23	I/N/P
Note: total fee for renewal £420				
Variation (additional treatment High risk)	338.00	349.00	01/04/23	I/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

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 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Special treatment establishments (Cont.)</b>				
<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	372.00	384.00	01/04/23	I/N/P
low risk single treatment New Part B	170.00	176.00	01/04/23	I/N/P
Note: total fee for new application £560				
low risk multiple treatment New Part A	507.00	523.00	01/04/23	I/N/P
low risk multiple treatment New Part B	170.00	176.00	01/04/23	I/N/P
Note: total fee for new application £699				

**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

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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 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Special treatment establishments (Cont.)</b>				
Low risk renewal single treatment Part A	112.00	116.00	01/04/23	I/N/P
Low risk renewal single treatment Part B	170.00	176.00	01/04/23	I/N/P
Note: total fee for renewal £292				
Low risk renewal multiple treatment Part A	170.00	176.00	01/04/23	I/N/P
Low risk renewal multiple treatment Part B	170.00	176.00	01/04/23	I/N/P
Note: total fee for renewal £352				
Variation (additional treatment low risk)~	170.00	176.00	01/04/23	I/N/P
Change of details/transfer	112.00	116.00	01/04/23	I/N/P
Late renewal surcharge	44.00	46.00	01/04/23	I/N/P
Change of Therapist	32.00	33.00	01/04/23	I/N/P
Duplicate Special treatment establishments licence	48.00	50.00	01/04/23	N/D/L
~ if the additional treatment is high risk the higher fee must be paid.				

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## Neighbourhoods Civil Protection

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Zoo Licensing (Zoo Licensing Act 1981)</b>				
New Application Part A (Part B no charge) (plus vet visit fee)	709.00	731.00	01/04/23	I/N/P
Renewal (no change) Part A fee plus vet inspection fee	507.00	523.00	01/04/23	I/N/P
Alteration Part A plus vet inspection fee	620.00	639.00	01/04/23	I/N/P
<b>Sex Establishment Licensing (Local Govt. Miscellaneous Provisions Act 1982)</b>				
New application Part A (Part B no charge)	2,296.00	2,365.00	01/04/23	I/N/P
Renewal Part A fee	338.00	349.00	01/04/23	I/N/P
Renewal Part B fee	112.00	116.00	01/04/23	I/N/P
Note: total fee for renewal £465				
<b>Hypnotism consent (Hypnotism Act 1952)</b>				
New application Part A	338.00	349.00	01/04/23	I/N/P

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## Neighbourhoods Civil Protection

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Street Trading Licences (London Local Authorities Act 1990)</b>				
Subject to review and a separate consultation for proposed street trading protocol				
<b>Trading between 05:00 - 20:00</b>				
Seven days per week	2,366.00	2,437.00	01/04/23	I/N/P
Six days per week	2,028.00	2,089.00	01/04/23	I/N/P
Five days per week	1,695.00	1,746.00	01/04/23	I/N/P
Four days per week	1,352.00	1,393.00	01/04/23	I/N/P
Three days per week	1,018.00	1,049.00	01/04/23	I/N/P
Two days per week	677.00	698.00	01/04/23	I/N/P
One day per week	340.00	351.00	01/04/23	I/N/P
<b>Trading between 20:00 - 02:00</b>				
Seven days per week	2,928.00	3,016.00	01/04/23	I/N/P
Six days per week	2,511.00	2,587.00	01/04/23	I/N/P
Five days per week	2,092.00	2,155.00	01/04/23	I/N/P
Four days per week	1,675.00	1,726.00	01/04/23	I/N/P
Three days per week	1,254.00	1,292.00	01/04/23	I/N/P
Two days per week	830.00	855.00	01/04/23	I/N/P
One day per week	416.00	429.00	01/04/23	I/N/P
<b>These can be paid annually in advance</b>				

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## Neighbourhoods Civil Protection

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Temporary Street Trading Licences (up to 6 months)</b>				
<b>Trading between 05:00 and 20:00</b>				
Seven days per week	1,186.00	1,222.00	01/04/23	I/N/P
Six days per week	1,017.00	1,048.00	01/04/23	I/N/P
Five days per week	833.00	858.00	01/04/23	I/N/P
Four days per week	677.00	698.00	01/04/23	I/N/P
Three days per week	509.00	525.00	01/04/23	I/N/P
Two days per week	339.00	350.00	01/04/23	I/N/P
One day per week	172.00	178.00	01/04/23	I/N/P
<b>Temporary Street Trading Licences (up to 6 months) (continued)</b>				
<b>Trading between 20:00 and 02:00</b>				
Seven days per week	1,465.00	1,509.00	01/04/23	I/N/P
Six days per week	1,260.00	1,298.00	01/04/23	I/N/P
Five days per week	1,049.00	1,081.00	01/04/23	I/N/P
Four days per week	837.00	863.00	01/04/23	I/N/P
Three days per week	628.00	647.00	01/04/23	I/N/P
Two days per week	420.00	433.00	01/04/23	I/N/P
One day per week	218.00	225.00	01/04/23	I/N/P

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## Neighbourhoods Civil Protection

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Daily Temporary Licence for special events	48.00	50.00	01/04/23	I/N/P
Duplicate Licence	52.00	54.00	01/04/23	I/N/P
Variations to existing Licences	111.00	115.00	01/04/23	I/N/P
<b>Pavement Licence (Business and Planning Act 2020) Until 30th September 2022</b>	100.00	100.00	01/04/21	L
<b>Stray Dog Service</b>				
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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## Neighbourhoods Civil Protection

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Land Quality Reports</b>				
Written report that takes less than 2 hours to complete:				
a) 5 working day response (where available and on request)	592.00 *	610.00 *	01/04/23	I/N/P
b) 20 working day response	327.00 *	337.00 *	01/04/23	I/N/P
For every hour over 2 hours	97.00 *	100.00 *	01/04/23	I/N/P
To respond to specific questions on land quality hourly rate	97.00 *	100.00 *	01/04/23	I/N/P
<b>Mandatory HMO Licensing (Housing Act 2004)</b>				
Licences usually valid for 5 years				
Up to 5 lettings	1,183.00	1,219.00	01/04/23	I/N/P
6 - 9 lettings	1,363.00	1,404.00	01/04/23	I/N/P
10 - 14 lettings	1,563.00	1,610.00	01/04/23	I/N/P
15 - 19 lettings	1,729.00	1,781.00	01/04/23	I/N/P
20 lettings and above	1,897.00	1,954.00	01/04/23	I/N/P
Additional fee for processing paper applications	103.00	107.00	01/04/23	I/N/P

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## Neighbourhoods Civil Protection

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Additional HMO Licence (usually valid for 5 years)</b> Additional licence fees are split into two payments Part A (application fee) Part B (licensing fee)	550.00 350.00	550.00 350.00	01/04/20 01/04/20	L L
<b>Selective Licensing for Privately Rented Homes (usually valid for 5 years)</b> Selective licence fees are split into two payments Part A (application fee) Part B (licensing fee) <b>Additional fee for processing paper applications</b> Charge for assisted applications	450.00 450.00 103.00	450.00 450.00 107.00 107.00	01/04/20 01/04/20 01/04/23 01/04/23	L L D/L NEW
<b>Discounts available*</b> Landlord accreditation scheme: <b>A £35 discount on the Part B fee only is available to accredited landlords.</b>  <b>Multi property discount:</b> *A discount of £100 per dwelling in the same building, after the first licence, providing each of the dwellings have common ownership and management control **Discounts will not be applicable where the LA has served a warning letter for failure to licence the property.				

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## Neighbourhoods Civil Protection

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Caravan site licence (Caravan Sites and Control of Development Act 1960)	425.00	438.00	01/04/23	I/N/P
<b>Miscellaneous housing-related fees</b>				
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	541.00	558.00	01/04/23	I/L
<b>Gambling Act 2005 Bingo Club premises</b>				
Fees set by LA (subject to maxima set by Govt.)				
New premises application	3,500.00	3,500.00	01/04/20	P
Annual fee	759.00	782.00	01/04/23	I/N/P
Application to vary	1,262.00	1,300.00	01/04/23	I/N/P
Application to transfer	639.00	659.00	01/04/23	I/N/P
Application for reinstatement	989.00	1,019.00	01/04/23	I/N/P
Application for a provisional statement	1,319.00	1,359.00	01/04/23	I/N/P
License application (provisional statement holders)	989.00	1,019.00	01/04/23	I/N/P

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## Neighbourhoods Civil Protection

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Betting shop</b>				
New premises application	1,296.00	1,335.00	01/04/23	I/N/P
Annual fee	600.00	600.00	01/04/20	P
Application to vary	969.00	999.00	01/04/23	I/N/P
Application to transfer	639.00	659.00	01/04/23	I/N/P
Application for reinstatement	990.00	1,020.00	01/04/23	I/N/P
Application for a provisional statement	1,320.00	1,360.00	01/04/23	I/N/P
License application (provisional statement holders)	990.00	1,020.00	01/04/23	I/N/P
<b>Betting premises tracks</b>				
New premises application	2,500.00	2,500.00	01/04/20	P
Annual fee	999.00	999.00	01/04/22	P
Application to vary	1,250.00	1,250.00	01/04/22	P
Application to transfer	639.00	658.00	01/04/23	I/N/P
Application for reinstatement	950.00	950.00	01/04/22	P
Application for a provisional statement	2,500.00	2,500.00	01/04/20	P
License application (provisional statement holders)	950.00	950.00	01/04/22	P

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## Neighbourhoods Civil Protection

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Family Entertainment centres</b>				
New premises application	1,735.00	1,788.00	01/04/23	I/N/P
Annual fee	750.00	750.00	01/04/22	P
Application to vary	1,000.00	1,000.00	01/04/20	P
Application to transfer	639.00	659.00	01/04/23	I/N/P
Application for reinstatement	950.00	950.00	01/04/22	P
Application for a provisional statement	1,773.00	1,827.00	01/04/23	I/N/P
License application (provisional statement holders)	950.00	950.00	01/04/21	P
<b>Adult gaming centres</b>				
New premises application	1,759.00	1,812.00	01/04/23	I/N/P
Annual fee	761.00	784.00	01/04/23	I/N/P
Application to vary	1,000.00	1,000.00	01/04/20	P
Application to transfer	639.00	659.00	01/04/23	I/N/P
Application for reinstatement	957.00	986.00	01/04/23	I/N/P
Application for a provisional statement	1,756.00	1,809.00	01/04/23	I/N/P
License application (provisional statement holders)	957.00	986.00	01/04/23	I/N/P

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## Neighbourhoods Civil Protection

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Scrap Metal Dealers Act 2013</b>				
Application for a new scrap metal site licence	963.00	992.00	01/04/23	I/N/P
Application for a new scrap metal collectors licence	311.00	321.00	01/04/23	I/N/P
Application for a variation of an existing site licence to a collectors licence	156.00	161.00	01/04/23	I/N/P
Application for a variation of an existing collectors licence to a site licence	813.00	838.00	01/04/23	I/N/P
Application for a variation of an existing licence not listed above	215.00	222.00	01/04/23	I/N/P
Renewal application for a site licence under Scrap Metal Dealers Act 2013	963.00	992.00	01/04/23	I/N/P
Renewal application for a collectors licence under Scrap Metal Dealers Act 2013	290.00	299.00	01/04/23	I/N/P
Lost licence replacement	29.00	30.00	01/04/23	I/N/P
<b>Marriage Act 1949</b>				
Wedding Registration				
New application Part A fee	759.00	782.00	01/04/23	I/N/P
New Application Part B fee	203.00	210.00	01/04/23	I/N/P
Note: Total fee parts A and B £992				
Renewal of Premises Licensing				
Renewal Part A fee	219.00	226.00	01/04/23	I/N/P
Renewal Part B fee	203.00	210.00	01/04/23	I/N/P
Note: Total fee parts A and B £436				

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## Neighbourhoods Civil Protection

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Primary Authority</b>				
Annual Fee, pays for 20 hours work (Enterprise and Regulatory Reform Act)	1,391.00	1,433.00	01/04/23	I/N/P
Hourly rate, agreed in advance for work beyond 20 hours.	70.00	73.00	01/04/23	I/N/P
<b>Food</b>				
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).	60.00	62.00	01/04/23	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	227.00	275.00	01/04/23	I/N/P

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## Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>ENVIRONMENTAL ENFORCEMENT</b>				
<b>Environmental offences</b>				
<b>Fixed penalty notices</b>				
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	400.00	01/04/22	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 receptacles 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 -

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Fixed penalty notices (Continue)</b>				
Abandoned Vehicles	200.00	200.00	01/04/20	P
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 regulations	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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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

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Fixed penalty notices (Continue)</b>				
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 without licence (fail to comply condition)	100.00	100.00	01/04/20	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

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## Neighbourhoods Civil Protection

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>TRADING STANDARDS:</b>				
<b>Trading Standards NE London Metrology Partnership Income</b> <b>Income is credited to the joint trading account</b>				
<b>Section 11 (4) of the Weights and Measures Act 1985</b>				
<b>Measuring Instruments:</b>				
<b>(a) Linear (with or without divisions/sub divisions)</b>				
First Tape	13.00 *	26.12 *	01/04/23	I/N/P
<b>(b) Capacity (without divisions, not exceeding 1 litre) - each measure</b>				
	11.00 *	25.74 *	01/04/23	I/N/P
<b>(c) Cubic ballast</b>				
Other than brim (each measure)	239.00 *	247.00 *	01/04/23	I/N/P
Brim/bucket type (each measure)	105.00 *	247.00 *	01/04/23	I/N/P
1. Liquid capacity measures for making and checking average quantity purchases each measure	37.00 *	50.00 *	01/04/23	I/N/P

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## Neighbourhoods Civil Protection

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Measuring Instruments (continued):</b>				
2. Templates (per scale)				
First item	66.00 *	87.90 *	01/04/23	I/N/P
Second and subsequent items	27.00 *	42.80 *	01/04/23	I/N/P
<b>(d) Liquid fuel, Lubricants etc. (each instrument)</b>				
1. Container type (not sub-divided)	122.00 *	150.00 *	01/04/23	I/N/P
2. Other types (multi-outlets)				
1 meter tested	158.00 *	207.28 *	01/04/23	I/N/P
Each additional meter tested	98.00 *	122.35 *	01/04/23	I/N/P
3. Test of peripheral equipment on separate visit (per hour)	122.00 *	146.40 *	01/04/23	I/N/P
4. Test of credit card acceptor (per hour)	122.00 *	146.40 *	01/04/23	I/N/P
5. MID verification				
1 meter tested	199.00 *	248.84 *	01/04/23	I/N/P
Each additional meter	122.00 *	151.20 *	01/04/23	I/N/P

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## Neighbourhoods Civil Protection

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Measuring Instruments (continued):</b>				
<b>(e) Intoxicating liquor (each instrument)</b>				
Not exceeding 150ml (individual submissions)	25.00 *	31.20 *	01/04/23	I/N/P
Other	29.00 *	34.80 *	01/04/23	I/N/P
<b>(f) Each weight (stamping)</b>				
1. Weights exceeding 5kg or not exceeding 500mg, 2cm	12.00 *	19.26 *	01/04/23	I/N/P
2. Other weights	9.00 *	14.45 *	01/04/23	I/N/P
3. Other weights (more than one submitted)	8.00 *	13.00 *	01/04/23	I/N/P
4. Adjusting weights (per hour)	123.00 *	152.40 *	01/04/23	I/N/P
<b>(g) Verification - Weighing Machines / Weighing Equipment</b>				
1. Calibrated to weigh only metric:				
Not exceeding 15kg	40.00 *	149.10 *	01/04/23	I/N/P
Exceeding 15kg to 100kg	59.00 *	155.10 *	01/04/23	I/N/P
Exceeding 100kg to 250kg	97.00 *	177.78 *	01/04/23	I/N/P
Exceeding 250kg to 1 tonne	139.00 *	186.58 *	01/04/23	I/N/P
Exceeding 1 tonne to 10 tonnes	222.00 *	229.00 *	01/04/23	I/N/P
Exceeding 10 tonnes to 30 tonnes	467.00 *	482.00 *	01/04/23	I/N/P
Exceeding 30 tonnes to 60 tonnes	696.00 *	717.00 *	01/04/23	I/N/P

**Basis of Increase:**

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## Neighbourhoods Civil Protection

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Measuring Instruments (continued):</b>				
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:	125.00 *	150.68 *	01/04/23	I/N/P
3. Medical weighing scales (per hour)				
Not exceeding 15kg	40.00 *	134.80 *	01/04/23	I/N/P
Exceeding 15kg to 100kg	59.00 *	134.80 *	01/04/23	I/N/P
Exceeding 100kg to 250kg	97.00 *	149.20 *	01/04/23	I/N/P
Exceeding 250kg to 1 tonne	139.00 *	149.20 *	01/04/23	I/N/P
<b>Certificate of errors</b>				
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)	56.00 *	69.60 *	01/04/23	I/N/P
<b>Measuring Instrument Directive</b>				
Measuring Instruments for liquid fuel and lubricants (No VAT will be charged for initial verification, re-verification will attract VAT) (surcharge over fee listed above)	10% Surcharge *	20% Surcharge *	01/04/23	D/L

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## Neighbourhoods Civil Protection

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Measuring Instruments (continued):</b>				
<b>Other Weighing or Measuring Equipment</b>				
Brake tester/spring balance type	66.00 *	88.97 *	01/04/23	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)	125.00 *	134.80 *	01/04/23	I/N/P
<b>Standards Services provided to Other Local Authorities</b>				
Testing and Associated Services (per hour)	104.00	125.57	01/04/23	I/N/P
Collection Delivery charge (price shown is per mile) return trip + congestion charge where applicable	1.00	1.00	01/04/20	P
Inspections during standard office hours, including travelling time	104.00	125.57	01/04/23	I/N/P
Block Booked and Pre-paid Inspections totalling more than £5,000 (per hour)	71.00	87.90	01/04/23	I/N/P

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## Neighbourhoods Civil Protection

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Section 76 of the 1985 Act</b>				
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)	104.00	125.57	01/04/23	I/N/P
<b>GLC (General Powers) Act 1985</b>				
Competitive Bidding - Licence Registration fee	400.00	412.00	01/04/23	I/N/P
<b>Financial Investigation by Accredited Financial Investigator (LA)</b>				
Where no individual agreement exists, per hour spent by AFI	76.00	79.00	01/04/23	I/N/P
'PASS' Alcohol awareness retailer training fee (per delegate - Inc. VAT)	74.00 *	77.00 *	01/04/23	I/N/P

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## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Planning Performance Agreements</b>				
Strategic Applications Early Principles/Introductory Meeting	1,090.00	Withdrawn	01/04/23	I/P
<b>S106 Monitoring Fees</b>				
Key non-financial obligations (per obligation)	1,000.00	1,030.00	01/04/23	I/P
Fixed Financial Obligations				
5% of the value of the total contributions				
minimum fee	1,000.00	1,030.00	01/04/23	I/P
maximum fee	40,000.00	41,200.00	01/04/23	I/P
Financial Obligations with future calculation				
Per Obligation	1,000.00	1,030.00	01/04/23	I/P
Additional 5% of value of total contribution with a:				
minimum fee	1,000.00	1,030.00	01/04/23	I/P
maximum fee	40,000.00	41,200.00	01/04/23	I/P
<b>Other S106 Fees</b>				
Confirmation as to whether S106 obligations have been discharged	150.00	155.00	01/04/23	I/P
Fee for Request to vary S106 obligations less than 5 years old (does not include monitoring fee if S106 DoV approved)	500.00	520.00	01/04/23	I/N/P

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## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Invalid Planning Applications</b>				
Fee for submission of invalid planning application - Full		120.00	01/04/23	NEW
Fee for submission of invalid planning application - Householder		60.00	01/04/23	NEW

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## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>PLANNING AND BUILDING CONTROL:</b>				
Photocopying per A4 and A3 sheet (minimum charge £2)	0.32 *	0.35 *	01/04/23	I/N/P
Photocopying of plans (per sheet)	23.00 *	24.00 *	01/04/23	I/N/P
Other Planning requests - per hour (minimum 1/2 hour)	83.00	85.50	01/04/23	I/N/P
Other Building Control requests - per hour (minimum 1/2 hour)	83.00	85.50	01/04/23	I/N/P
[The Building (Local Authority Charges) Regulations 2010] Committee reports (available from website for free)				
Demolition Notices (Per Site) (larger sites will be assessed separately, customers are invited to contact Building control for a bespoke price)	264.00	300.00	01/04/23	D/L
Building Control - Dangerous Structure charge				
8am - 5pm - per hour	88.00	100.00	01/04/23	D/L
5pm - 8am - per hour	88.00	120.00	01/04/23	D/L
(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

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Pre-Application advice</b>				
Pre-Application advice				
Householder/Small Business - Face to Face	61.00 *	120.00 *	01/04/23	D/L
Householder/Small Business - Written Response	97.00 *	200.00 *	01/04/23	D/L
Change of Business Premises up to 99 sq.m	179.00 *	360.00 *	01/04/23	D/L
<b>Pre-Application advice - Residential units/Commercial or Industrial Floor space</b>				
1 residential unit	179.00 *	360.00 *	01/04/23	D/L
1 residential unit - Follow up advice	36.00 *	180.00 *	01/04/23	D/L
2-3 residential/100-499sq m floor space	358.00 *	700.00 *	01/04/23	D/L
2-3 residential/100-499sq m floor space - Follow up advice	71.50 *	250.00 *	01/04/23	D/L
4-9 residential/500-999 sq. m floor space	956.00 *	1,800.00 *	01/04/23	D/L
4-9 residential/500-999 sq. m floor space - Follow up advice	237.00 *	600.00 *	01/04/23	D/L
10-24 residential/1000-1999 sq.m floor space/telecoms	1,792.00 *	4,000.00 *	01/04/23	D/L
10-24 residential/1000-1999 sq.m floor space/telecoms - Follow up advice	355.00 *	1,000.00 *	01/04/23	D/L

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## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Planning Performance Agreements (PPA)</b>				
Initiation Fee	5,500.00	5,700.00	01/04/23	I/N/P
Premium Initiation		6,900.00	01/04/23	NEW
Residential 25-49 Dwellings, Non-residential Up to 3000 sq m	21,850.00	22,500.00	01/04/23	I/N/P
Residential 50-100 dwellings, Non-residential Up to 3001 - 5000 sq m, Mineral extraction up to 10 hectares	32,800.00	33,800.00	01/04/23	I/N/P
Residential 101-150 dwellings, Non-residential 5001-10000 sq m, Mineral extraction 10.1- 20 hectares	43,700.00	45,000.00	01/04/23	I/N/P
Residential 151-300 dwellings, Non-residential Up to 20,000 sq m, Mineral extraction 20.1 – 30 hectares	54,600.00	56,300.00	01/04/23	I/N/P
Residential 301-600 dwellings, Mineral extraction more than 30 hectares	76,500.00	78,800.00	01/04/23	I/N/P
Residential 601-900 dwellings	98,400.00	101,400.00	01/04/23	I/N/P
Residential 901+ dwellings	109,000.00	112,300.00	01/04/23	I/N/P
 Research, retrieval and copy of one document for domestic properties	 46.35	 47.80	 01/04/23	 I/N/P
Research, retrieval and copy of one document for non-domestic properties	70.00	72.10	01/04/23	I/P
For each additional document	22.40	23.10	01/04/23	I/N/P
Planning Condition History Search (30 minutes)	42.00	43.25	01/04/23	I/N/P
Additional research time (per 15 minutes)	21.00	21.65	01/04/23	I/N/P

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## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Supply of letter detailing inspections (where no completion certificate exists) per hour	131.00	135.00	01/04/23	I/N/P
Request for written confirmation that an Enforcement Notice has been complied with or is no longer of effect	162.00	167.00	01/04/23	I/N/P
Request to withdraw Enforcement Notice where the notice is no longer of effect	927.00	955.00	01/04/23	I/N/P
High Hedge Complaint	950.00	980.00	01/04/23	I/N/P

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**Table 1:****Charges for New Dwellings <150m<sup>2</sup>**

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

Number of Dwellings	Total
1	£1,216.00
2	£1,622.00
3	£1,892.00
4	£2,297.00
5	£2,568.00
6	£2,972.00
More than 6 - Please contact Building Control for individually assessed charges	

**Table 2:****Charges for: Extensions, Garage Conversions and Loft Conversions**

Separate Extensions constructed at the same time may be aggregated together

Type of work	Total	Total Fee for fast track*
1. Detached non-habitable building having a floor area not exceeding 40m <sup>2</sup> in total	£591.00	£651.00
2. Garage Conversions where the total floor area does not exceed 30m <sup>2</sup> , including means of access and work in connection with that extension.	£591.00	£651.00
3. Any extension or Loft Conversion where the total floor area of which does not exceed 30m <sup>2</sup> , including means of access and work in connection with that extension.	£754.00	£830.00
4. Any extension or Loft Conversion where the total floor area of which exceeds 30m <sup>2</sup> but does not exceed 60m <sup>2</sup> , including means of access and work in connection with that extension.	£1,039.00	£1,143.00
5. Any extension or Loft Conversion where the total floor area of which exceeds 60m <sup>2</sup> but does not exceed 100m <sup>2</sup> , including means of access and work in connection with that extension.	£1,234.00	£1,358.00
6. Extension etc >100m <sup>2</sup> - 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	£300.00
£2,000-5,000	£450.00
£5,000-10,000	£591.00
£10,000-20,000	£772.00
£20,000-30,000	£939.00
£30,000-40,000	£1,077.00
£40,000-50,000	£1,214.00
£50,000-60,000	£1,316.00
£60,000-70,000	£1,418.00
£70,000-80,000	£1,519.00
£80,000-90,000	£1,634.00
£90,000-100,000	£1,746.00
£100,000-120,000	£1,867.00
£120,000-140,000	£2,018.00
£140,000-170,000	£2,139.00
£170,000-200,000	£2,385.00
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 inclusive of 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 150m<sup>2</sup> 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 100m<sup>2</sup> 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](mailto:buildingcontrol@havering.gov.uk)

Further information is available on our website at: [www.havering.gov.uk/buildingcontrol](http://www.havering.gov.uk/buildingcontrol)

## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>LOCAL LAND CHARGES:</b>				
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	100.00	103.00	01/04/23	I/P
<b>Official search (including issue of official certificate of search)</b>				
a) in only part of the register (one parcel)	10.30	10.60	01/04/23	I/N/P
b) in only part of register (each additional parcel thereafter)	3.20	3.30	01/04/23	I/N/P
c) in the whole of the register - post or fax (one parcel)	24.70	25.40	01/04/23	I/N/P
d) in the whole of the register - post or fax (each additional parcel thereafter)	6.40	6.60	01/04/23	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)	24.70	25.40	01/04/23	I/N/P
f) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (each additional parcel thereafter)	6.40	6.60	01/04/23	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)	2.10	2.20	01/04/23	I/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:**

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



## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Office copy of any plan or other document filed pursuant to these rules:</b>				
Extract of register in place of personal search				
First Page	3.20	3.30	01/04/23	I/N/P
Subsequent pages	1.00	1.05	01/04/23	I/N/P
<b>CON29(R) Enquiries</b>				
One parcel of land	118.00	121.50	01/04/23	I/N/P
Several parcels of land				
Each additional (fees that exceed 100 to be fixed by arrangement)	50.50	52.00	01/04/23	I/N/P
<b>Part 2 Enquiries</b>				
Each printed enquiry	24.70	25.50	01/04/23	I/N/P
With exception to Question 4	38.00	39.10	01/04/23	I/N/P
With exception of surrounding area enquiries	42.00	43.30	01/04/23	I/N/P

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## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Copying Charges - Legal Documents</b>				
Certified Copy of Land Search - Paper Copy	17.50	18.00	01/04/23	I/N/P
First Page	3.20	3.30	01/04/23	I/N/P
Subsequent pages	0.60	0.65	01/04/23	I/N/P
Certified copy of extract of Highways Register (letter and extract)	35.00	36.00	01/04/23	I/N/P
Certified copy of extract of Highways Register (extract only and collection only)	17.50	18.00	01/04/23	I/N/P
<b>New Residential Addresses - (building names included) in an existing road</b>				
1 dwelling	75.00	77.00	01/04/23	I/N/P
2 - 5 dwellings	93.00	96.00	01/04/23	I/N/P
6 - 25 dwellings	110.00	113.00	01/04/23	I/N/P
26 - 45 dwellings	226.00	233.00	01/04/23	I/N/P
46 - 100 dwellings	482.00	496.00	01/04/23	I/N/P
100+ plots	812.00	836.00	01/04/23	I/N/P
Plus an extra fee for each additional 10 dwellings (or part thereof)	110.00	113.00	01/04/23	I/N/P

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## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>New Residential Addresses (building names included) plus single road name</b>				
1 - 5 dwellings	157.00	162.00	01/04/23	I/N/P
6 - 25 dwellings	180.00	185.00	01/04/23	I/N/P
26 - 45 dwellings	289.00	298.00	01/04/23	I/N/P
46 - 100 dwellings	545.00	561.00	01/04/23	I/N/P
100+ plots	876.00	902.00	01/04/23	I/N/P
Plus an extra fee for each additional 10 dwellings (or part thereof)	180.00	185.00	01/04/23	I/N/P
For each additional road name	75.00	77.00	01/04/23	I/N/P
<b>New Commercial/Industrial Addresses (building name included) in an existing road</b>				
1 unit	75.00	77.00	01/04/23	I/N/P
2 - 5 units	93.00	96.00	01/04/23	I/N/P
6 - 10 units	110.00	113.00	01/04/23	I/N/P
11+ units	156.00	161.00	01/04/23	I/N/P

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## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>New Commercial/Industrial Addresses (building name included) plus a single road name</b>				
1 unit	93.00	96.00	01/04/23	I/N/P
2 - 5 units	110.00	113.00	01/04/23	I/N/P
6 - 10 units	133.00	137.00	01/04/23	I/N/P
11+ units	180.00	185.00	01/04/23	I/N/P
For each additional road name	75.00	77.00	01/04/23	I/N/P
New street name without any new dwellings or units	75.00	77.00	01/04/23	I/N/P
Naming of land parcel	75.00	77.00	01/04/23	I/N/P
Renaming of existing road or building (residential, commercial or industrial)	75.00	77.00	01/04/23	I/N/P
(plus an extra fee of £25.00 for each additional dwelling or building affected)	24.00	25.00	01/04/23	I/N/P
Research time: flat fee for 2 hour research into possible building/street names	144.00	148.00	01/04/23	I/N/P
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.				

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## Neighbourhoods Registrars (A) - Statutory

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Registrar of Births, Deaths and Marriages and Civil Partnerships:</b>				
<b>Places of Worship Registration Act 1855 Section 5</b> Certification of place of meeting for religious worship	29.00	29.00	01/09/14	P
<b>Marriage Act 1949:</b>				
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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## Neighbourhoods Registrars (A) - Statutory

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Immigration Act 2016 :</b>				
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
<b>Marriage Act 1949 (continued):</b>				
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 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Marriage Act 1949</b> (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
<b>Births, Deaths Registration Act 1953:</b>				
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 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Immigration Act 2016 :</b>				
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
<b>Fees for conversion of a Civil Partnership into Marriage</b>				
Conversion of a civil partnership into marriage at the register office	45.00	45.00	01/11/17	P
<b>Two stage procedure on other premises</b>				
Completing the declaration	27.00	27.00	01/11/17	P
Signing the declaration in a religious building registered for the marriage of same sex couples	91.00	91.00	01/11/17	P

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# Neighbourhoods Registrars - Non Statutory

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Registrar of births, deaths, marriages and civil partnerships:</b>				
<b>Off site attendance to officiate at an approved premise wedding/civil partnership:</b>				
Monday to Friday	655.00	675.00	01/04/23	I/N/P
Saturday	772.00	795.00	01/04/23	I/N/P
Sunday/ Bank Holiday	788.00	810.00	01/04/23	I/N/P
<b>On site attendance to officiate at a CEREMONY held in Langtons Hall &amp; Orangery - HIGH SEASON</b>				
Monday to Thursday	650.00	670.00	01/04/23	I/N/P
Friday (Inc. red carpet)	780.00	800.00	01/04/23	I/N/P
Saturday (Inc. red carpet)	900.00	930.00	01/04/23	D/L
Sunday/ Bank Holiday (Inc. red carpet)	1,100.00	1,200.00	01/04/23	D/L
<b>On site attendance to officiate at a CEREMONY held in Langtons Hall - LOW SEASON</b>				
Monday to Thursday	550.00	565.00	01/04/23	I/N/P
Friday	680.00	700.00	01/04/23	I/N/P
Saturday	800.00	825.00	01/04/23	I/N/P
Sunday/ Bank Holiday	900.00	930.00	01/04/23	D/L

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## Neighbourhoods Registrars - Non Statutory

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>On site attendance to officiate at a CEREMONY held at Langtons House - HIGH SEASON</b>				
Monday to Thursday	400.00	425.00	01/04/23	D/L
Friday	600.00	620.00	01/04/23	I/N/P
Saturday	750.00	775.00	01/04/23	D/L
Sunday	920.00	945.00	01/04/23	I/N/P
<b>On site attendance to officiate at a CEREMONY held at Langtons House - LOW SEASON</b>				
Monday to Thursday	330.00	350.00	01/04/23	D/L
Friday	500.00	515.00	01/04/23	I/N/P
Saturday	625.00	645.00	01/04/23	I/N/P
Sunday	770.00	790.00	01/04/23	I/N/P
(An additional amount is charged if any ceremony falls on the following three days: Valentine's Day, Christmas Eve or New Year's Eve)	120.00	125.00	01/04/23	I/N/P
On Site attendance to officiate at a small ceremony held in the East room Tuesday (all year )	200.00	200.00	01/12/22	L

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## Neighbourhoods Registrars - Non Statutory

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Individual Citizenship Ceremony	195.00	195.00	01/04/21	L
Wedding Rehearsal fee (per half hour)	60.00	60.00	01/04/21	L
<b>Wedding Packages</b>				
Friday Silver Package (exc. linen) - LOW SEASON	1,750.00	1,800.00	01/04/23	I/N/P
Friday Silver Package (exc. linen) - HIGH SEASON	2,250.00	2,315.00	01/04/23	I/N/P
Sunday Gold Package (inc. linen) - LOW SEASON	2,500.00	2,575.00	01/04/23	I/N/P
Sunday Gold Package (inc. linen) - HIGH SEASON	3,250.00	3,300.00	01/04/23	I/N/P
Non Refundable deposit payable for packages	500.00	500.00	01/04/20	L
Surcharge Evening Wedding (after 5pm) ALL YEAR 1 Mar - 31 Oct	220.00	225.00	01/04/23	I/N/P
Surcharge Evening Twilight Wedding (5pm) 1 Nov - 28 Feb	250.00	260.00	01/04/23	I/N/P

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(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	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	L
Change of ceremony appointment fee	60.00	60.00	01/04/22	L
Premium Appointment Service (additional casual registrars used to cover up to one hour)	60.00	30.00	01/04/22	D/L
Fast Track Certificate fee for same day Marriage Certificates only		25.00	01/04/23	NEW
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	L
<b>Langtons Hall Hire (Hourly)</b>				
Monday - Friday 9.00-17.00	45.00	45.00	01/04/20	L
Monday - Thursday 17.00-24.00	60.00	60.00	01/04/20	L
Friday 9.00 - 17.00		95.00	01/04/23	NEW
Friday Evening, Saturday and Sunday	95.00	95.00	01/04/20	L
Damage deposit for Langton's Hall function bookings	250.00	250.00	01/04/20	L

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## Neighbourhoods Registrars - Non Statutory

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Change of Name Fee (includes one certificate)	60.00	60.00	01/04/22	L
Additional copies purchased on same day of appointment	11.00	11.00	01/04/22	L
Additional copies purchased after the day of appointment		20.00	01/04/23	NEW
Certificate of Existence	30.00	30.00	01/12/22	L
Sale of birth wallets to other Local Authorities (sale per wallet)	1.55	1.55	01/12/22	L
<b>Langtons Room Hire (Hourly Minimum 2 hours)</b>				
<b>Langtons Room Hire (Hourly Minimum 2 hours)</b>				
Room Hire Monday - Sunday 09.00 - 21.00	42.00	45.00	01/04/23	I/N/P
Charity Room Hire Monday - Thursday 09.00 - 21.00 (A discount of 40% applies for Charity/Community groups by application)	16.80	27.00	01/04/23	C/L
<b>Langtons Meeting Room Hire (Top Floor)</b>				
Room hire Monday - Friday 09.00 - 21.00		25.00	01/04/23	NEW

**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 Registrars - Non Statutory

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Sponsorship for Langtons Ceremony Brochure</b>				
Whole A5 page - Portrait	650.00 *	Withdrawn *	01/04/23	C/L
Half A5 Page - Landscape	400.00 *	Withdrawn *	01/04/23	C/L
Quarter A5 Page - Portrait	267.00 *	Withdrawn *	01/04/23	C/L
Back Cover - Whole A5 Page - Portrait	1,200.00 *	Withdrawn *	01/04/23	C/L
Inside Front and Back Cover - Whole A5 Page - Portrait	1,134.00 *	Withdrawn *	01/04/23	C/L
Index entry	100.00	100.00	01/04/20	L
 Whole Page landscape		650.00	01/04/23	NEW
Half Page Portrait		400.00	01/04/23	NEW
Index Listing		100.00	01/04/23	NEW
Website Only advertising		100.00	01/04/23	NEW
<b>Postage Costs:</b>				
Copy certificates by 1st class recorded delivery	5.00	5.00	01/04/20	L
Special guaranteed next day delivery	8.00	8.00	01/04/22	L
 Wedding Fair Exhibitor Space in Langtons House		260.00	01/04/23	NEW

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I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

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P - The Corporate Charging Policy

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

**oneSource  
Asset Management**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Licenced Trader Market Charges</b>				
<b>Monthly Charges (Includes Weds, Fri, Sat &amp; Sun Markets)</b>				
<b>Market - All Locations</b>				
Ground space/6ft frontage	171.00	176.00	01/04/23	I/N/P
Electricity Charge per Ground Space/6ft frontage	11.70	12.00	01/04/23	I/N/P
<i>(Electricity Charges will be applied to all licences other than to</i>				
Extra Land (Daily Charge)	5.35	6.00	01/04/23	I/N/P
<b>Other one-off charges</b>				
Nomination of Licence	255.00	263.00	01/04/23	I/N/P
Nomination of Licence to member of Family	185.00	191.00	01/04/23	I/N/P
Other alterations to Licences	42.50	44.00	01/04/23	I/N/P
<b>Casual Trader Market Charges</b>				
<b>Daily Charges</b>				
Saturday and Sunday Market – Ground Space/6ft frontage including electricity	27.00	28.00	01/04/23	I/N/P
Wed or Friday Market – Ground Space/6ft frontage including electricity	19.00	20.00	01/04/23	I/N/P
Extra Land (Daily Charge)	5.35	6.00	01/04/23	I/N/P

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**oneSource**  
**Asset Management**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Extra Market Days – At Christmas/Banks Holidays</b>				
<b>Daily Charges</b>				
<b>Market - All Locations</b>				
Licenced Traders - Ground space/6ft frontage including electricity (Must have held a Licence for at least 2 mths to qualify for this rate)	18.00	19.00	01/04/23	I/N/P
<b>Casual Traders</b> - Ground space/6ft frontage including electricity	24.00	25.00	01/04/23	I/N/P
<b>Extra Land</b> (Daily Charge)	5.35	6.00	01/04/23	I/N/P

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I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

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



**oneSource**  
**Exchequer and Transactional Services**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Legal Fees</b>				
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

**Basis of Increase:**

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I - Based on relevant inflationary change

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

D - Increase recommended by Head of Service

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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 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Legal &amp; Democratic Services</b>				
Licences to Assign (Seal)	902.00	929.00	01/04/23	D/L
Licence to Alter	902.00	929.00	01/04/23	D/L
Sale of Council Houses - Mortgage Fees	167.00	172.00	01/04/23	D/L
Mortgage Redemption Fees:				
Early redemption	151.00	155.00	01/04/23	D/L
Complete term	79.00	184.00	01/04/23	D/L
Deeds of release for pre-emption discount repayment	177.00	182.00	01/04/23	D/L
Release from Mortgage Covenant	117.00	121.00	01/04/23	D/L
Second Charge Questionnaire	119.00	123.00	01/04/23	D/L
Enquiries re: Discount repayment from Commercial sources	85.00	88.00	01/04/23	D/L
Administration fee re:enquiries from commercial sources on 2nd charges	64.00	66.00	01/04/23	D/L

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**oneSource**  
**Legal & Governance**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Reserve/Access Licences:				
Single payment	68.00	70.00	01/04/23	D/L
Annual payment	22.00	23.00	01/04/23	N/P
Lease of shops/offices:				
Town centre	1,751.00	1,804.00	01/04/23	D/L
Other	1,167.00	1,202.00	01/04/23	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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**oneSource**  
**Legal & Governance**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Planning Agreements (Section 106 Town & Country Planning act 1990)	£168 - £276 ph	£173-£284ph	01/04/23	D/L
Unilateral Undertaking	£168 - £276 ph	£173-£284ph	01/04/23	D/L
<b>Legal Charges</b>				
S38 Highways Act 1980 Supervision	£168 - £276 ph	£173-£284ph	01/04/23	D/L
Section 278 Highways Act 1980	£168 - £276 ph	£173-£284ph	01/04/23	D/L
Highway Agreements (Minimum Fee)	584.00	602.00	01/04/23	D/L

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**oneSource**  
**Legal & Governance**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Use of Council Chamber and Committee Rooms – Town Hall</b>				
Council Chamber				
Monday to Friday - per whole day	402.00	402.00	01/04/22	P
Monday to Friday - per half day	202.00	202.00	01/04/22	P
Weekends - per whole day	556.00	556.00	01/04/22	P
Weekends - per half day	280.00	280.00	01/04/22	P
Evenings - after 6pm (Fridays and weekends only)	243.00	243.00	01/04/22	P
Committee Room 3				
Monday to Friday - per whole day	250.00	250.00	01/04/22	P
Monday to Friday - per half day	125.00	125.00	01/04/22	P
Monday to Friday - per 2 hour session	96.00	96.00	01/04/22	P
Evening - after 6pm (Fridays and weekends only)	125.00	125.00	01/04/22	P
Other Committee Rooms - per hour (daytime & evening)				
Room 1	38.00	38.00	01/04/22	P
Room 2	38.00	38.00	01/04/22	P
Room 4	38.00	38.00	01/04/22	P
Lettings to Charities and Voluntary Organisations				
Lettings to charities and voluntary organisations will usually attract a 50%				

**Basis of Increase:**

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**oneSource**  
**Legal & Governance**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Land and Property Services</b> Various charges for services to private sector				
<b>Democratic Services</b> Copies of the Constitution	34.00	34.00	01/04/22	P
<b>All Departments</b> <b>Local Government (Access to Information) Act 1985</b> Inspection of papers in background paper list				
Copying				
Supply of photocopies of background papers				
First page	2.06	2.06	01/04/22	P
Cost per additional page	0.21	0.21	01/04/22	P

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**oneSource**  
**Legal & Governance**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Admission appeals</b>				
Per appeal withdrawn before processing	No charge	No charge	01/04/14	P
Per processed appeal withdrawn less than three weeks before hearing	175.00	<b>Service is no longer provided</b>	01/04/23	D/P
Per appeal withdrawn once papers for hearing have been distributed	212.00		01/04/23	D/P
Per appeal heard	282.00		01/04/23	D/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	P
Per appeal subject to judicial review proceedings			01/04/20	P
 Fixed Term Contract( min 2 yrs)	 222 per appeal	<b>Service is no longer provided</b>	 01/04/23	 D/P
<b>Exclusion reviews</b>				
Per review withdrawn before processing	No charge	No charge		
Per processed review withdrawn less than three weeks before hearing	171.00	<b>Service is no longer provided</b>	01/04/23	D/P
Per review withdrawn once papers for hearing have been distributed	203.00		01/04/23	D/P

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**oneSource**  
**Legal & Governance**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Education Appeals:</b>				
<b>Per review heard</b>				
For first hour of hearing and up to four hours of the clerk's time after the	333.00	<b>Service is no</b>	01/04/23	D/P
For each subsequent hour or part of an hour of hearing; plus	75.00	<b>longer provided</b>	01/04/23	D/P
For each subsequent hour or part of an hour of clerk's time	52.00		01/04/23	D/P
Per review referred to the Secretary of State alleging maladministration	Charge to be	Charge to be	01/04/20	P
Per review subject to judicial review proceedings	agreed on per appeal basis	agreed on per appeal basis	01/04/20	P
<b>Applications to correct the Registers of Common Land and Town and</b>				
Declaration of entitlement to exercise a right of common	40.00	41.00	01/04/23	I/N/P
Creation of a right of common resulting in the registration of new common	No charge	No charge		L
Creation of a right of common over existing common land	155.00	160.00	01/04/23	I/N/P
Variation of a right of a common	155.00	160.00	01/04/23	I/N/P
Apportionment of a right of common	155.00	160.00	01/04/23	I/N/P
Attachment of a right of common	No charge	No charge		L
Re-allocation of attached rights	155.00	160.00	01/04/23	I/N/P
Transfer of a right in gross	64.00	66.00	01/04/23	I/N/P

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**oneSource**  
**Legal & Governance**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Surrender or extinguishment of a right of common	103.00	106.00	01/04/23	N/P
Statutory disposition pursuant to section 14 of the 2006 Act (including the exchange of land for land subject to a statutory disposition)	236.00	243.00	01/04/23	D/L
Registration of a new town or village green other than by owner	No charge	No charge	15/12/14	L
Registration of a new town or village green by the owner	No charge	No charge	15/12/14	L

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**oneSource**  
**Legal & Governance**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Electoral Registration</b>				
<b>Sale of Electoral Registers</b>				
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 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Electoral Registration</b>				
<b>Registration Certificate</b>	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	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 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>MY PLACE:</b> (All charges are for 1hr unless stated otherwise)				
<b>Off Peak (Mon - Fri 9am - 6pm)</b>				
Performance Hall	25.25	27.00	01/04/23	I/N/P
Performance Hall with sound and lighting:	32.45	35.00	01/04/23	I/N/P
Performance Hall with staging				
4 hrs (if stage erected by myplace staff)	153.75	158.00	01/04/23	I/N/P
Music Studio				
1 hr	12.50	14.00	01/04/23	I/N/P
Technician	26.00	27.00	01/04/23	I/N/P
Games Room	19.50	22.00	01/04/23	I/N/P
Art Room	11.00	12.00	01/04/23	I/N/P
Health Room	9.25	11.00	01/04/23	I/N/P
IAG Room	8.75	10.00	01/04/23	I/N/P
Counselling Room	8.75	10.00	01/04/23	I/N/P
Large Meeting Room	16.50	18.00	01/04/23	I/N/P
<b>N.B</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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## Childrens Childrens Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Off Peak (Mon - Fri 9am - 6pm)</b>				
Small Meeting Room	11.50	12.00	01/04/23	I/N/P
Youth Wing	15.00	16.50	01/04/23	I/N/P
IT Hub - reservation fee per computer	No charge	No charge		L
Bike Shed		13.50	01/04/23	NEW
<b>Peak (Mon - Fri after 6pm)</b>				
Performance Hall	30.50	33.00	01/04/23	I/N/P
Performance Hall with sound and lighting:	45.00	48.00	01/04/23	I/N/P
Performance Hall with staging				
4 hrs (if stage erected by myplace staff)	215.00	221.00	01/04/23	I/N/P
Music Studio				
1 hr	16.00	18.00	01/04/23	I/N/P
Technician	26.00	27.00	01/04/23	I/N/P
Games Room	27.00	28.50	01/04/23	I/N/P
Art Room	15.00	16.50	01/04/23	I/N/P
Health Room	12.50	14.00	01/04/23	I/N/P
IAG Room	12.00	13.50	01/04/23	I/N/P
<b>N.B</b> The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

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## Childrens Childrens Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Peak (Mon - Fri after 6pm)</b>				
Counselling Room	11.85	13.50	01/04/23	I/N/P
Large Meeting Room	20.00	21.00	01/04/23	I/N/P
Small Meeting Room	14.50	15.00	01/04/23	I/N/P
Youth Wing	18.50	20.00	01/04/23	I/N/P
IT Hub - reservation fee per computer	No charge	No charge		L
Bike Shed		15.50	01/04/23	NEW
<p><b>N.B</b> The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.</p>				

**Basis of Increase:**

- 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

## Childrens Childrens Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Saturday and Sunday</b>				
Performance Hall	81.50	85.00	01/04/23	I/N/P
Performance Hall with sound and lighting:	106.00	110.00	01/04/23	I/N/P
Performance Hall with staging 4 hrs (if stage erected by myplace staff)	477.50	490.00	01/04/23	I/N/P
Music Studio				
1 hr	53.00	55.00	01/04/23	I/N/P
Technician	32.00	33.00	01/04/23	I/N/P
Games Room	80.00	83.00	01/04/23	I/N/P
Art Room	59.00	61.00	01/04/23	I/N/P
Health Room	55.00	57.00	01/04/23	I/N/P
IAG Room	53.50	55.00	01/04/23	I/N/P
Counselling Room	55.00	57.00	01/04/23	I/N/P
Large Meeting Room	68.00	70.00	01/04/23	I/N/P
Small Meeting Room	57.00	59.00	01/04/23	I/N/P
Youth Wing	65.00	67.00	01/04/23	I/N/P
IT Hub - reservation fee per computer	No charge	No charge		L
Bike Shed		64.00	01/04/23	NEW
<b>N.B</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:**

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

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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

## Childrens Childrens Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Weekly Charges Storage Charge for Hirers (per week)	5.70	6.25	01/04/23	I/N/P
One off Event Charges Stall Hire for Events		£10 Per Hour	01/04/23	NEW

**Basis of Increase:**

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

**Basis for setting charge increase above complies with either:**

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



## Childrens Learning & Achievement

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>1 Non Attendance and Holiday Fines</b>				
1a Penalty Notices				
Penalty Notice paid within 21 days	60.00	60.00	01.09.12	P
Penalty Notice paid after 21 days	120.00	120.00	01.09.12	P
Charges are per child, per parent				
Fines must be paid within 28 days to avoid prosecution				

**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

## Childrens Learning & Achievement

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2022/23 (from April 2022) £	Charges 2023/24 (from April 2023) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
1 Schools Meals				
1a Primary School Meal	2.37	2.45	01/04/21	P
1b Secondary School Meal	2.63	2.70	01/04/21	P
1c Special Infant	2.37	2.45	01/04/21	P
Special Junior	2.37	2.45	01/04/21	P
Adult	3.50	3.63	01/04/21	P

**Basis of Increase:**

C - An increase dependent on committee approval

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

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