

**Fees and Charges
Schedule
2024/25**

People Childrens Services

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
MY PLACE: (All charges are for 1hr unless stated otherwise)				
Off Peak (Mon - Fri 9am - 6pm)				
Performance Hall	27.00	28.70	01/04/24	C
Performance Hall with sound and lighting:	35.00	37.10	01/04/24	C
Performance Hall with staging			01/04/24	
4 hrs (if stage erected by myplace staff)	158.00	167.70	01/04/24	C
Music Studio			01/04/24	
1 hr	14.00	14.90	01/04/24	C
Technician	27.00	28.70	01/04/24	C
Games Room	22.00	23.40	01/04/24	C
Art Room	12.00	12.80	01/04/24	C
Health Room	11.00	11.70	01/04/24	C
IAG Room	10.00	10.60	01/04/24	C
Counselling Room	10.00	10.60	01/04/24	C
Large Meeting Room	18.00	19.10	01/04/24	C
 N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**People
Childrens Services**

(B) Charges determined by Cabinet

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Off Peak (Mon - Fri 9am - 6pm)				
Small Meeting Room	12.00	12.80	01/04/24	C
Youth Wing	16.50	17.50	01/04/24	C
IT Hub - reservation fee per computer	No charge	no charge		N/A
Bike Shed	13.50	14.30	01/04/24	C
Peak (Mon - Fri after 6pm)				
Performance Hall	33.00	35.00	01/04/24	C
Performance Hall with sound and lighting:	48.00	51.00	01/04/24	C
Performance Hall with staging 4 hrs (if stage erected by myplace staff)	221.00	234.50	01/04/24	C
Music Studio				
1 hr	18.00	19.10	01/04/24	C
Technician	27.00	28.70	01/04/24	C
Games Room	28.50	30.30	01/04/24	C
Art Room	16.50	17.50	01/04/24	C
Health Room	14.00	14.90	01/04/24	C
IAG Room	13.50	14.30	01/04/24	C
N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

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Peak (Mon - Fri after 6pm)				
Counselling Room	13.50	14.30	01/04/24	C
Large Meeting Room	21.00	22.30	01/04/24	C
Small Meeting Room	15.00	15.90	01/04/24	C
Youth Wing	20.00	21.20	01/04/24	C
IT Hub - reservation fee per computer	No charge	no charge		N/A
Bike Shed	15.50	16.50	01/04/24	C
N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Saturday and Sunday				
Performance Hall	85.00	90.20	01/04/24	C
Performance Hall with sound and lighting:	110.00	116.70	01/04/24	C
Performance Hall with staging 4 hrs (if stage erected by myplace staff)	490.00	520.00	01/04/24	C
Music Studio 1 hr	55.00	58.40	01/04/24	C
Technician	33.00	35.00	01/04/24	C
Games Room	83.00	88.00	01/04/24	C
Art Room	61.00	64.70	01/04/24	C
Health Room	57.00	60.50	01/04/24	C
IAG Room	55.00	58.40	01/04/24	C
Counselling Room	57.00	58.40	01/04/24	D
Large Meeting Room	70.00	74.30	01/04/24	C
Small Meeting Room	59.00	62.60	01/04/24	C
Youth Wing	67.00	71.10	01/04/24	C
IT Hub - reservation fee per computer	No charge	no charge		N/A
Bike Shed	64.00	68.00	01/04/24	C
N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

Basis of Increase:

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**People
Childrens Services**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Weekly Charges Storage Charge for Hirers (per week)	6.25	6.25	01/04/24	C
One off Event Charges Stall Hire for Events	£10 Per Hour	10.00	01/04/24	C
Hirer indemnity insurance for 1 off bookings/parties etc where they would not have their own public liability insurance New charge on top of room fee per hour		1.50	01/04/24	NEW

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People Catering

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
1 Schools Meals				
1a Primary School Meal**	2.45	TBC	01/04/23	N/A
1b Secondary School Meal	2.70	2.79	01/04/24	D
1c Special Infant	2.45	TBC	01/04/23	N/A
Special Junior	2.45	TBC	01/04/23	N/A
1d Adult	3.63	3.85	01/04/24	C
<p>** Key Stage 1 and 2 school meals are fully grant funded until August 2024. Charges will be reviewed with effect from 01/09/2024</p>				

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People Education

(A) Statutory and Nationally Agreed Charges

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
1 Non Attendance and Holiday Fines				
1a Penalty Notices				
Penalty Notice paid within 21 days	60.00	60.00	01.09.12	A
Penalty Notice paid after 21 days	120.00	120.00	01.09.12	A
Charges are per child, per parent				
Fines must be paid within 28 days to avoid prosecution				

Basis of Increase:

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C - Inflationary and rounding increases

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

People Adult Services

(A) Statutory and Nationally Agreed Charges

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
1 Respite Care Weekly charges* Age over Pension Credit age Age 25 up to Pension Credit age Age 18 to 24 Annual increase subject to DWP minimum income allowance Net of personal expense allowance set by DOH * These charges will change in Jan/Feb 2024 when the new benefit, pension, and personal expense allowance rates are announced.	158.75 92.50 76.10	TBC TBC TBC	01/04/22 01/04/22 01/04/22	N/A N/A N/A

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People Adult Services

(A) Statutory and Nationally Agreed Charges

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
2 Court of Protection				
Annual charges - Fixed Costs as directed by Court of Protection*				
1 Work up to and including the date upon which the court makes an order appointing a deputy for property and affairs	745.00	745.00	01/04/17	A
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	A
2b for the second and subsequent years:	650.00	650.00	01/04/17	A
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	A

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**People
Adult Services**

(A) Statutory and Nationally Agreed Charges

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
2 Court of Protection (cont)				
4 Preparation of Annual Report for the Public Guardian	216.00	216.00	01/04/17	A
5 Preparing basic HMRC tax return	70.00	70.00	01/04/17	A
6 Preparing complex HMRC tax return	140.00	140.00	01/04/17	A
7 Travel time £40 per hour in units of £10/15 mins	40/hour	40/hour	01/04/17	A
8 Recoup of Application fee paid from HMRC Account	365.00	365.00	24/07/18	A
9 Court of protection Filing Fee	371.00	371.00	21/09/21	A
Increase subject to Court of Protection/Direction and the 2017 Rate is the 1st increase since 2011				

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People Adult Services

(A) Statutory and Nationally Agreed Charges

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
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	A
2 Forensic searches of property with 2 staff	300.00	300.00	01/04/17	A

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
1. Personal care and Support				
Provision of homecare delivery to Service Users Homecare rate - hourly charge; per minute of actual care <i>The individual contribution is subject to the individual means test assessment</i> Homecare rates are currently subject to review and may change following the publishing of these fees and charges	21.84	TBC	01/04/23	N/A
2. Care home				
Provision of care home delivery to Service Users Care home rate based on authority's 'usual costs' -weekly charge				
Residential Standard Rate	700.60	TBC	01/04/23	N/A
Residential Enhanced Rate	771.45	TBC	01/04/23	N/A
Nursing Standard Rate	714.16	TBC	01/04/23	N/A
Nursing Enhanced Rate	752.58	TBC	01/04/23	N/A
Care home rates are currently subject to review and may change following the publishing of these fees and charges				
3. Day Centre - Avelon Road & Yew Tree				
Day care delivery to Service Users				
Day Centre daily rate	55.00	TBC	01/04/23	N/A
Transport to Day Centre (inclusive of return journey)	20.00	TBC	01/04/23	N/A

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<u>4. Day Centre - HOPWA & Paines Brook</u>				
Day care delivery to Service Users				
Day Centre daily rate	61.00	TBC	01/04/23	N/A
Transport to Day Centre (inclusive of return journey)	22.00	TBC	01/04/23	N/A
<u>5. Extra Care Housing</u>				
Dreywood Court - hourly rate	16.36	TBC	01/12/23	N/A
St Ethelburga Court - hourly rate	16.36	TBC	01/12/23	N/A
Paines Brook Court - hourly rate	16.36	TBC	01/12/23	N/A
<u>6. Deferred Payment Admin fees</u>				
Initial set-up fee	658.00	TBC	11/04/16	N/A
Annual review charge	89.00	TBC	11/04/16	N/A
<u>8. Brokerage Fee</u>				
Charge for Care Packages brokered by the Council	210.98	TBC	26/06/23	N/A

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**People
Culture and Heritage**

(B) Charges determined by Cabinet

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
FAIRKYTES				
Off Peak: Mon-Fri up to 6pm (per hour unless otherwise stated)				
Main Room	23.00	24.50	01/04/24	C
Three hour hire discounted rate	47.50	50.50	01/04/24	C
Room 12	17.50	18.50	01/04/24	C
Three hour hire discounted rate	37.00	39.00	01/04/24	C
Room 13	14.00	15.00	01/04/24	C
Three hour hire discounted rate	29.50	31.50	01/04/24	C
Room 9	14.00	15.00	01/04/24	C
Three hour hire discounted rate	29.50	31.50	01/04/24	C
Art Room	17.50	18.50	01/04/24	C
Three hour hire discounted rate	37.00	39.00	01/04/24	C
Sculpture (includes access to Kiln Room when available)	14.00	15.00	01/04/24	C
Three hour hire discounted rate	29.50	31.50	01/04/24	C
Studio 1	32.00	34.00	01/04/24	C
Three hour hire discounted rate	68.00	72.00	01/04/24	C
Studio 2	22.00	23.50	01/04/24	C
Three hour hire discounted rate	46.00	49.00	01/04/24	C

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Culture and Heritage**

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Off Peak: Mon-Fri up to 6pm (continued) (per hour unless otherwise stated)				
Studio 3	14.00	15.00	01/04/24	C
<i>Three hour hire discounted rate</i>	29.50	31.50	01/04/24	C
Billet Studio 1	22.00	23.50	01/04/24	C
<i>Three hour hire discounted rate</i>	46.00	49.00	01/04/24	C
Billet Studio 2	15.00	16.00	01/04/24	C
<i>Three hour hire discounted rate</i>	31.00	33.00	01/04/24	C
Gallery Studio	20.00	21.00	01/04/24	C
<i>Three hour hire discounted rate</i>	41.50	44.00	01/04/24	C
Peak rate: Mon-Fri 6pm to close; All day Sat, Sun & public holidays (per hour unless otherwise stated)				
Main Room	27.00	28.50	01/04/24	C
<i>Three hour hire discounted rate</i>	55.50	58.50	01/04/24	C
Room 12	22.00	23.50	01/04/24	C
<i>Three hour hire discounted rate</i>	46.00	48.50	01/04/24	C
Room 13	17.00	18.00	01/04/24	C
<i>Three hour hire discounted rate</i>	36.50	38.50	01/04/24	C
Room 9	17.00	18.00	01/04/24	C
<i>Three hour hire discounted rate</i>	36.50	38.50	01/04/24	C

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Culture and Heritage**

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Peak rate: Mon-Fri 6pm to close; All day Sat, Sun & public holidays (per hour unless otherwise stated)				
Art Room	22.00	23.50	01/04/24	C
<i>Three hour hire discounted rate</i>	46.00	48.50	01/04/24	C
Sculpture (includes access to Kiln Room when available)	15.50	16.50	01/04/24	C
<i>Three hour hire discounted rate</i>	32.00	34.00	01/04/24	C
Studio 1 ****	41.50	44.00	01/04/24	C
<i>Three hour hire discounted rate</i>	87.00	92.00	01/04/24	C
Studio 2	25.00	26.50	01/04/24	C
<i>Three hour hire discounted rate</i>	53.00	56.00	01/04/24	C
Studio 3	16.00	17.00	01/04/24	C
<i>Three hour hire discounted rate</i>	34.00	36.00	01/04/24	C
Billet Studio 1	25.00	26.50	01/04/24	C
<i>Three hour hire discounted rate</i>	53.00	56.00	01/04/24	C
Billet Studio 2	18.00	19.00	01/04/24	C
<i>Three hour hire discounted rate</i>	37.00	39.50	01/04/24	C
Gallery Studio	24.00	25.50	01/04/24	C
<i>Three hour hire discounted rate</i>	51.00	54.00	01/04/24	C

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Culture and Heritage**

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Peak rate: Mon-Fri 6pm to close; All day Sat, Sun & public holidays (per hour unless otherwise stated)				
Private Studio/Workshop/Office (flat rate per calendar month)	235.00	250.00	01/04/24	C
Private Studio/Workshop/Office larger space (flat rate pcm)		315.00	01/04/24	NEW
Private/Commercial Function Rates in Studio 1 (Main Hall) (The below charged at a flat rate per hire including staffing charge)				
Saturday 6.00pm - 11pm †	330.00	350.00	01/04/24	C
Sunday & Public Holidays 6.00pm - 10.30pm †	300.00	320.00	01/04/24	C
Friday 6.00-10.30pm †	240.00	255.00	01/04/24	C

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People Culture and Heritage

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HORNCHURCH STADIUM				
Weekday Use by Athletics Clubs (excluding training session)*				
Half Day*	97.60	103.55	01/04/24	C
Full Day*	184.65	195.90	01/04/24	C
Saturday Use by Athletics Clubs (excluding training session)*				
Half Day*	123.00	130.50	01/04/24	C
Full Day*	227.10	240.95	01/04/24	C
Sunday Use by Athletics Clubs (excluding training session)*				
Half Day*	161.20	171.00	01/04/24	C
Full Day*	308.00	326.80	01/04/24	C
Use by Schools (excluding training session)**				
Half Day**	116.90	124.00	01/04/24	C
Full Day**	241.00	255.70	01/04/24	C
Schools Training Sessions (per hour Inc. equipment)**	43.50	46.15	01/04/24	C
Occasional use - Football - without lights Seniors (3 hours)**	227.10	240.95	01/04/24	C
Occasional use - Football - without lights Juniors (2.5 hours)**	125.15	132.80	01/04/24	C
Occasional use - Football - with lights Seniors (3 hours)**	356.40	378.15	01/04/24	C
Occasional use - Football - with lights Juniors (2.5 hours)**	158.10	167.75	01/04/24	C
* VATable unless block (10 or more) booking				
** VATable unless block (10 or more) booking or Havering schools				

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People Culture and Heritage

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Marketing Advertising in Fairkytes and other culture publications				
Full page (A4)	290.50	308.20	01/04/24	C
Full page (A5) or Half page (A4)	145.20	154.00	01/04/24	C
Half page (A5) or Quarter page (A4)	74.70	79.25	01/04/24	C
Quarter page (A5) or Eighth page (A4)	40.70	43.20	01/04/24	C
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	C

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People Education

(B) Charges determined by Cabinet

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
MUSIC SCHOOL:				
Peripatetic tuition in schools and colleges (per hour pro rata)				
Academies and non-LA				
Basic	48.41	50.10	01/04/24	D
Whole class instrumental	41.20	42.65	01/04/24	D
LA schools in Havering				
Basic	48.41	50.10	01/04/24	D
Over 15 hours per week	No charge	No charge	01/04/22	N/A
Over 25 hours per week	No charge	No charge	01/04/22	N/A
Whole class instrumental	41.20	42.65	01/04/24	D
NCC A-Level Tuition				
Basic	47.90	49.60	01/04/24	D

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People Education

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MUSIC SCHOOL:				
Direct Debit (weekly cost, charged monthly over 52.14 weeks)				
Bronze (36 shared 20mn lessons, Musicianship & 30mn Ensemble)				
First instrument	7.75	8.05	01/04/24	D
Second instrument	6.20	6.40	01/04/24	D
Third instrument	6.20	6.40	01/04/24	D
Silver (36 shared 15min lessons, including Musicianship & Ensemble & Summer School)				
First instrument	12.90	13.35	01/04/24	D
Second instrument	9.80	10.15	01/04/24	D
Third instrument	7.75	8.05	01/04/24	D
Adult Second instrument	9.80	10.15	01/04/24	D
Gold (36 shared 30min lessons, including Musicianship & Ensemble & Summer School)				
First instrument	20.60	21.35	01/04/24	D
Second instrument	16.50	17.10	01/04/24	D
Third instrument	13.90	14.40	01/04/24	D
Adult Second instrument	16.50	17.10	01/04/24	D
Summer School (individual purchase)	190.50	197.50	01/04/24	D

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

People Education

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
<u>MUSIC SCHOOL:</u>				
Direct Debit (continued)				
Kindergarten	No charge	No charge	01/04/22	N/A
Reception Pupils - Saturdays per month per pupil	16.50	17.10	01/04/24	D
One Ensemble only	No charge	No charge	01/04/22	N/A
One Ensemble only - per month per pupil	16.50	17.10	01/04/24	D
Unlimited Ensembles only	No charge	No charge	01/04/22	N/A
Unlimited Ensembles - per month per pupil	30.40	31.50	01/04/24	D
Note: DDs are charged monthly and the weekly DD amounts are set to make the monthly figures rational.				

Basis of Increase:

- A - Statutory/National
- B - To be agreed by Cabinet and/or subject to corporate savings plan
- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

**People
Education**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
<u>MUSIC SCHOOL</u>				
Remissions Scheme charges (reduced fees)				
Pupil Premium students:				
Bronze first instrument	No charge	No charge	01/04/22	N/A
Silver first instrument	No charge	No charge	01/04/22	N/A
Gold first instrument	No charge	No charge	01/04/22	N/A
Kindergarten	No charge	No charge	01/04/22	N/A
One Ensemble only	No charge	No charge	01/04/22	N/A
Unlimited Ensembles only	No charge	No charge	01/04/22	N/A
Instrument Hire (annual charge)	No charge	No charge	01/04/22	N/A
Looked After Children (all services in scope of Remissions Scheme)	No charge	No charge	01/04/22	N/A
Eligibility for reduced fees for children aged 5-18:				
Students school receive pupil premium for child or child is LAC				
Current Free School Meals eligibility or similar				
One package fee remitted but Music School Manager retains discretion, e.g. where existing multi-instrumentalist becomes eligible for remission.				

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

People Education

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
<u>MUSIC SCHOOL:</u>				
Associate Ensemble Membership (termly charge) Associate Member (Adult)	No charge	No charge	01/04/22	N/A
Sounds Company Choir/Adult Music Groups - per term	54.50	56.45	01/04/24	D
Hire of Instruments (annual charge)	43.80	45.50	01/04/24	D
Administration fees				
Examination entries	2.60	2.70	01/04/24	D
Assisted Instrument Purchase Scheme	7.20	7.45	01/04/24	D
Timetable changes	21.60	22.50	01/04/24	D
Exam fees				
Including piano accompaniment as required (most instruments except piano/guitar/percussion) collected on a cost recovery basis	No charge	No charge	01/04/17	N/A

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

oneSource
Legal & Governance

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Electoral Registration				
Sale of Electoral Registers				
Data format	20.00	20.00	01/02/01	A
Additional charge per 1000 entries	1.50	1.50	01/02/01	A
Paper format	10.00	10.00	01/02/01	A
Additional charge per 1000 entries	5.00	5.00	01/02/01	A

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

oneSource
Legal & Governance

(A) Statutory and Nationally Agreed Charges

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Electoral Registration				
Registration Certificate	No charge	No charge	01/04/19	A
Charge for each additional year checked	No charge	No charge	01/04/18	A
Ward Map	4.20	4.20	01/04/20	A
Photocopying:				
First page	2.40	2.40	01/04/20	A
Cost per	0.36	0.36	01/04/20	A

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

oneSource
Legal & Governance

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Legal & Democratic Services				
Licences to Assign (Seal)	929.00	987.00	01/04/24	C
Licence to Alter	929.00	987.00	01/04/24	C
Sale of Council Houses - Mortgage Fees	172.00	182.00	01/04/24	C
Mortgage Redemption Fees:				
Early redemption	155.00	164.00	01/04/24	C
Complete term	184.00	195.00	01/04/24	C
Deeds of release for pre-emption discount repayment	182.00	193.00	01/04/24	C
Release from Mortgage Covenant	121.00	128.00	01/04/24	C
Second Charge Questionnaire	123.00	131.00	01/04/24	C
Enquiries re: Discount repayment from Commercial sources	88.00	93.00	01/04/24	C
Administration fee re:enquiries from commercial sources on 2nd charges	66.00	70.00	01/04/24	C

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**oneSource
Legal & Governance**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Reserve/Access Licences:				
Single payment	70.00	74.00	01/04/24	C
Annual payment	23.00	24.00	01/04/24	C
Lease of shops/offices:				
Town centre	1,804.00	1,914.00	01/04/24	C
Other	1,202.00	1,275.00	01/04/24	C
Complex Commercial Leases				
(fees dependent on complexity, urgency and time)				
Sale of surplus land/property				
N.B. All other conveyancing costs where Council can charge when terms so provide are by agreement in terms of solicitors Remuneration Order 1972.				

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

oneSource
Legal & Governance

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Planning Agreements (Section 106 Town & Country Planning act 1990)	£173-£284ph	£200 - £350ph	01/04/24	D
Unilateral Undertaking	£173-£284ph	£200 - £350ph	01/04/24	D
Legal Charges				
S38 Highways Act 1980 Supervision	£173-£284ph	£5,500 fixed fee	01/04/24	D
Section 278 Highways Act 1980	£173-£284ph	£5,500 fixed fee	01/04/24	D
Highway Agreements (Minimum Fee)	602.00	5,500.00	01/04/24	D

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**oneSource
Legal & Governance**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Use of Council Chamber and Committee Rooms – Town Hall				
Council Chamber				
Monday to Friday - per whole day	402.00	402.00	01/04/22	D
Monday to Friday - per half day	202.00	202.00	01/04/22	D
Weekends - per whole day	556.00	556.00	01/04/22	D
Weekends - per half day	280.00	280.00	01/04/22	D
Evenings - after 6pm (Fridays and weekends only)	243.00	243.00	01/04/22	D
Committee Room 3				
Monday to Friday - per whole day	250.00	250.00	01/04/22	D
Monday to Friday - per half day	125.00	125.00	01/04/22	D
Monday to Friday - per 2 hour session	96.00	96.00	01/04/22	D
Evening - after 6pm (Fridays and weekends only)	125.00	125.00	01/04/22	D
Other Committee Rooms - per hour (daytime & evening)				
Room 1	38.00	38.00	01/04/22	D
Room 2	38.00	38.00	01/04/22	D
Room 4	38.00	38.00	01/04/22	D
Lettings to Charities and Voluntary Organisations				
Lettings to charities and voluntary organisations will usually attract a 50% discount.				

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**oneSource
Legal & Governance**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Land and Property Services Various charges for services to private sector				
Democratic Services Copies of the Constitution	34.00	34.00	01/04/22	D
All Departments Local Government (Access to Information) Act 1985 Inspection of papers in background paper list				
Copying				
Supply of photocopies of background papers				
First page	2.06	2.06	01/04/22	D
Cost per additional page	0.21	0.21	01/04/22	D

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**oneSource
Legal & Governance**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Applications to correct the Registers of Common Land and Town and				
Declaration of entitlement to exercise a right of common	41.00	44.00	01/04/24	C
Creation of a right of common resulting in the registration of new common land	No charge	No charge		N/A
Creation of a right of common over existing common land	160.00	170.00	01/04/24	C
Variation of a right of a common	160.00	170.00	01/04/24	C
Apportionment of a right of common	160.00	170.00	01/04/24	C
Attachment of a right of common	No charge	No charge		N/A
Re-allocation of attached rights	160.00	170.00	01/04/24	C
Transfer of a right in gross	66.00	70.00	01/04/24	C

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

D - 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 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Legal Fees				
Recovery of Rates/Community Charge/Council tax				
Summons Council Tax (inc £3 paid to the court)	105.00	105.00	01/04/11	A
Liability Order	10.00	10.00	01/04/10	A
Summons NNDR (inc £3 paid to the court)	180.00	180.00	01/04/11	A
Liability Order NNDR	47.00	47.00	01/04/11	A
Means Enquiry Summonses Council Tax (£245.00 paid to the court)	305.00	305.00	22/04/14	A
Arrest Warrants with Bail Council Tax (inc. £75 paid to the court)	145.00	145.00	22/04/14	A
Arrest Warrants without Bail Council Tax (inc. £75 paid to the court)	130.00	130.00	22/04/14	A

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**Place
Asset Management**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Licenced Trader Market Charges				
Monthly Charges (Includes Weds, Fri, Sat & Sun Markets)				
Market - All Locations				
Ground space/6ft frontage	176.00	194.00	01/04/24	B
Electricity Charge per Ground Space/6ft frontage <i>(Electricity Charges will be applied to all licences other than to</i>	12.00	13.00	01/04/24	B
<i>Extra Land (Daily Charge)</i>	6.00	6.50	01/04/24	B
Other one-off charges				
Nomination of Licence	263.00	289.00	01/04/24	B
Nomination of Licence to member of Family	191.00	210.00	01/04/24	B
Other alterations to Licences	44.00	48.00	01/04/24	B
Casual Trader Market Charges				
Daily Charges				
Saturday and Sunday Market – Ground Space/6ft frontage including electricity	28.00	31.00	01/04/24	B
Wed or Friday Market – Ground Space/6ft frontage including electricity	20.00	22.00	01/04/24	B
Extra Land (Daily Charge)	6.00	6.50	01/04/24	B

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**Place
Asset Management**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Extra Market Days – At Christmas/Banks Holidays				
Daily Charges				
Market - All Locations				
Licenced Traders - Ground space/6ft frontage including electricity (Must have held a Licence for at least 2 mths to qualify for this rate)	19.00	21.00	01/04/24	B
Casual Traders - Ground space/6ft frontage including electricity	25.00	27.50	01/04/24	B
Extra Land (Daily Charge)	6.00	6.50	01/04/24	B

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

Resources Library

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
LIBRARY SERVICES:				
Fines (per item, per day)				
Adults	0.42	0.42	01/04/23	D
Children	No charge	No charge	01/04/14	N/A
Spoken Words	0.42	0.42	01/04/23	D
Lost Tickets	4.60	4.60	01/04/23	D
Lost Items - Replacement Cost (Minimum charge £10 + fines)	Cost + fines	Cost + fines	01/04/14	D
Pre Overdue by email - no longer applicable.	No charge	No charge	01/04/14	N/A
Overdue notifications				
1st Overdue (E-Mail)	No charge	No charge	01/04/14	N/A
1st Overdue (Text/Telephone)	No charge	No charge	01/04/19	N/A
Reservations- internal				
Adult (E-mail)	No charge	No charge	01/04/19	N/A
Adult (Text/Telephone)	No charge	No charge	01/04/19	N/A
Children	No charge	No charge	01/04/14	N/A

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

Resources Library

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Items not held within borough				
Adult - Items within the London Library Consortium (LLC)	No charge	No charge	01/04/23	N/A
British Library Loans (plus postage)	Quoted	Quoted	01/04/20	D
Children	No charge	No charge	01/04/14	N/A
CDs N/A We no longer have CD's for hire.				
Per week:				
Singles	As before	As before	01/04/21	D
Sets	As before	As before	01/04/21	D
Per 3 weeks:				
Spoken Word	No charge	No charge	01/04/19	N/A
Music Scores (3 Months)				
Cost to be agreed with customer before progressing order	Quoted	Quoted	01/04/15	D
Computer Use				
IT Hub - reservation fee per computer, per hour	No charge	No charge	01/04/15	N/A

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

Resources Library

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Photo Copies				
B/W A4	0.38	0.38	01/04/23	D
B/W A3	0.47	0.47	01/04/23	D
Colour A3	2.43	2.43	01/04/23	D
Colour A4	0.50	0.50	01/04/23	D
Photocopying single sided	0.38	0.38	01/04/23	D
Photocopying double sided	0.57	0.57	01/04/23	D
People's Network - Printing				
B/W A4 (Printout per page)	0.38	0.38	01/04/23	D
Colour A4 (Printout per page)	0.50	0.50	01/04/22	D
Library Space				
2 hours for sole & guaranteed use of specific space, to include use of a desk/table & chair(s) to organisations for activities that benefit their members or participants, or where "drop in" services are being offered	18.00	18.00	01/04/23	D
Office Space in libraries	18.00	18.00	01/04/23	D

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

Resources Library

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Community Group Room Hire	20% Discount	20% Discount	01/04/17	D
Elm Park Library Elm Park Meeting Room per hour (Equiv. Hornchurch CR2)	21.00	22.00	01/04/24	D
Harold Hill Library Harold Hill Meeting Room per hour	26.00	27.00	01/04/24	D
Harold Hill Office Space per hour	19.00	20.00	01/04/24	D
Hornchurch Library Hornchurch Large meeting room - First Hour	31.00	32.00	01/04/24	D
Hornchurch Large meeting room - Additional Hours	25.00	26.00	01/04/24	D
Hornchurch - After 10pm, locking up fees	No charge	No charge	01/04/23	N/A
Hornchurch Class Room One, per hour	26.00	27.00	01/04/24	D
Hornchurch Class Room Two, per hour	21.00	22.00	01/04/24	D
Hornchurch Office Space per hour	17.00	18.00	01/04/24	D

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

Resources Library

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Rainham Library				
Rainham Library Meeting Room 1 (large room) First Hour	31.00	32.00	01/04/24	D
Rainham Library Meeting Room 1 (large room) Additional Hours	26.00	27.00	01/04/24	D
Rainham Library Meeting Room 2 per hour	26.00	27.00	01/04/24	D
Rainham Library Meeting Room 3 per hour	26.00	27.00	01/04/24	D
Rainham Library Meeting Room 4 per hour	21.00	22.00	01/04/24	D
Rainham Library Meeting Room 5 per hour	21.00	22.00	01/04/24	D
Rainham - After closing time, locking up fees	41.00	43.00	01/04/24	D
Nursery Room	26.00	27.00	01/04/24	D
South Hornchurch Library				
South Hornchurch Library Room 1 per hour	17.00	18.00	01/04/24	D
South Hornchurch Library Room 2 per hour	17.00	18.00	01/04/24	D
South Hornchurch Library Room 3 per hour	21.00	22.00	01/04/24	D
Harold Wood Library				
Harold Wood Library Meeting Room per hour	20.00	21.00	01/04/24	D

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

Resources Library

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Room Hire Cancellation				
Notice of cancellation of room hire under 24 hours	75% of room hire fee	75% of room hire fee	01/04/14	D
Notice of cancellation of room hire 1-3 days	50% of room hire fee	50% of room hire fee	01/04/15	D
Notice of cancellation of room hire 3-7 days	25% of room hire fee	25% of room hire fee	01/04/15	D

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

Resources Library

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Exhibitions (per week)				
Upminster at exhibitors liability for one week	No charge	No charge	01/04/12	N/A
Hornchurch at exhibitors liability for one week	No charge	No charge	01/04/12	N/A
Cost of Digital images				
Image on disc (including disc)	4.70	5.00	01/04/24	C
Image on USB (excluding USB)	4.70	4.80	01/04/24	D
Image on Paper price on application plus postage	No charge	No charge	01/04/20	N/A
Commercial Reproduction price on application	No charge	No charge	01/04/20	N/A
Hourly rate for project work +	30.00	32.00	01/04/24	C

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

Resources Bereavement Services

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
BEREAVEMENT SERVICES:				
Interments - Cemeteries (fees doubled for non-residents of LBH)				
Over 16 years	1,462.00	1,462.00	01/04/23	D
2 simultaneous full body interments aged over 16 years	2,183.00	2,183.00	01/04/23	D
Cremated remains	276.00	276.00	01/04/23	D
2 simultaneous cremated remains burials	497.00	497.00	01/04/23	D
2 simultaneous cremated remains burials (one of which is non resident)	745.00	745.00	01/04/23	D
Surcharge for cremated remains in full coffin	254.00	254.00	01/04/23	D
Non resident child cremated remains not over 16 years in any grave type	121.00	121.00	01/04/23	D
Extra depth (each interment over two) or casket/walled grave per depth	267.00	267.00	01/04/23	D
Surcharge for casket in walled grave	267.00	267.00	01/04/23	D
Resident child not over 16 Years	No charge	No charge	01/04/20	N/A
Non resident stillborn to 1 month in child's grave or public grave	267.00	267.00	01/04/23	D
2 simultaneous non resident stillborn/to 1 month in child's or public grave	400.00	400.00	01/04/23	D
Non resident child not over 10 years in child's grave or public grave	414.00	414.00	01/04/23	D
Non resident child not over 16 years in child's grave	2,806.00	2,806.00	01/04/23	D
Use of chapel without organist	175.00	175.00	01/04/23	D
Hospital contract NVB (Non Viable baby) burials	270.00	270.00	01/04/23	D

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Resources Bereavement Services

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Exclusive Right of Burial (50 years with option of further 10 years)				
Lawn section Grave	2,266.00	2,266.00	01/04/23	D
Traditional Grave	3,522.00	3,522.00	01/04/23	D
Walled Grave for two	7,578.00	7,578.00	01/04/23	D
Memorial Headstone for Lawn Grave	1,300.00	1,300.00	01/04/23	D
Children's section (under 10)	482.00	482.00	01/04/23	D
Children's section (under 16)	966.00	966.00	01/04/23	D
Surcharges				
Child (under 16) Week-end full burial surcharge	731.00	731.00	01/04/23	D
Child (under 16) Week-end cremated remains burial surcharge	275.00	275.00	01/04/23	D
Adult Week-end full burial surcharge	1,097.00	1,097.00	01/04/23	D
Adult Week-end cremated remains surcharge	276.00	276.00	01/04/23	D
Adult Week-end cremated remains surcharge for 2 simultaneous	497.00	497.00	01/04/23	D
Adult Week-end cremated remains surcharge for 2 simultaneous where one is non resident	745.00	745.00	01/04/23	D
Funeral after published time or 48 hours of booking	350.00	350.00	01/04/23	D
Booking cancelled after 48 hours of booking	350.00	350.00	01/04/23	D
Booking cancelled within 48 hours of burial	350.00	350.00	01/04/23	D

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Resources Bereavement Services

(B) Charges determined by Cabinet

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Extension of Right of Burial for 10 years				
Lawn section Grave	560.00 *	560.00 *	01/04/23	D
Traditional Grave	720.00 *	720.00 *	01/04/23	D
Children's section (under 10)	127.00 *	127.00 *	01/04/23	D
Children's section (under 16)	261.00 *	261.00 *	01/04/23	D
Walled graves	1,377.00 *	1,377.00 *	01/04/23	D
Other Charges				
Transfer of Exclusive Rights by Will, Letters of administration or assignment	57.00	57.00	01/04/23	D
Transfer of Exclusive Rights by statutory declaration/combination of methods	104.00	104.00	01/04/23	D
Certified extract from Burial Register	67.00 *	67.00 *	01/04/23	D
Exhumation of cremated remains resident	276.00	276.00	01/04/23	D
Exhumation of cremated remains non-resident	552.00	552.00	01/04/23	D

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Resources Bereavement Services

(B) Charges determined by Cabinet

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Permit Charge				
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 175.00	No charge 175.00	01/04/20 01/04/23	N/A D
Lawn (standard) headstone & small garden kerb over 3ft wide and up to 7ft 6"	263.00	263.00	01/04/23	D
Lawn (standard) headstone & small garden kerb over 7ft 6" and up to 12ft	350.00	350.00	01/04/23	D
Additional inscription on headstone or permit for a vase only / Lawn kerb/ heart or book if not fixed	92.00	92.00	01/04/23	D
Full kerb traditional grave up to 3ft wide	347.00	347.00	01/04/20	D
Full kerb traditional grave over 3ft wide and up to 7ft 6"	520.00	520.00	01/04/23	D
Full kerb traditional grave over 7ft wide and up to 12ft.	694.00	694.00	01/04/23	D
Child Grave Memorial	175.00	175.00	01/04/23	D
Lawn memorial on a traditional grave	175.00	175.00	01/04/23	D

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Resources Bereavement Services

(B) Charges determined by Cabinet

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Grave Maintenance Fees				
Biannual Spring and Summer planting service	293.00 *	293.00 *	01/04/23	D
Annual maintenance clean and tidy service	183.00 *	183.00 *	01/04/23	D
Turfing (winter months only after grave has settled)	118.00	118.00	01/04/23	D
Cremated Remains Burial Plots				
Purchase of exclusive rights (25 year term)	668.00	668.00	01/04/23	D
Extension of exclusive rights of burial for 10 years flat stone cremated remains plot	398.00	398.00	01/04/23	D
Tablet with first inscription	508.00	508.00	01/04/23	D
Additional / subsequent inscriptions	189.00	199.00	01/04/24	D
First inscription on a pre-purchased tablet	259.00	259.00	01/04/23	D
Reguild/repaint per letter	2.20 *	2.25 *	01/04/24	D
Admin fee for reguild/repaint	25.00	30.00	01/04/24	D
Blank stone	389.00	389.00	01/04/23	D
Photograph fixed to memorial	327.00	327.00	01/04/23	D
Granite memorial vases for use with cremated remains tablets	103.00	103.00	01/04/23	D
Additional letter on granite vase	3.90	3.99	01/04/24	D

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Resources Bereavement Services

(B) Charges determined by Cabinet

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
South Essex Crematorium				
Cremation includes organ/organist/polytainer or biodegradable casket:				
1 Hospital Contract Non-viable foetus cremation	85.00	90.00	01/04/24	D
2 Resident child not exceeding 16 years	No charge	No charge	01/04/20	N/A
3 Non resident up to 6 years	123.00	129.00	01/04/24	D
4 Non resident from 6 years but not exceeding 16 years	242.00	254.00	01/04/24	D
5 Unattended Cremation (adult)	580.00	580.00	01/04/21	D
6 Early morning adult cremation 15 minute service	780.00	780.00	01/04/21	D
7 Over 16 years in the East Chapel 40 min slot	1,060.00	1,060.00	01/12/23	D
8 Week-end cremation (Subject to availability) in South Chapel 1 hour slot	1,855.00	1,855.00	01/04/23	D
9 Two adult cremations in the East Chapel using same 40 min slot	1,575.00	1,671.00	01/04/24	C
10 Over 16 years in the South Chapel one hour slot	1,115.00	1,115.00	01/12/23	D
11 Two adult cremations in the South Chapel using same one hour slot	1,640.00	1,740.00	01/04/24	C
12 Non-resident unattended non-viable baby up to 23 weeks and 6 days	73.00	76.00	01/04/24	D

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Resources Bereavement Services

(B) Charges determined by Cabinet

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Additional Services and Surcharges				
Bookings cancelled after 10am one working day before reserved time	292.00	307.00	01/04/24	D
Surcharge for services over-running	292.00	307.00	01/04/24	D
Surcharge for cremation after 4pm	292.00	307.00	01/04/24	D
Surcharge for unattended cremation and use of either chapel at a different time	144.00	151.00	01/04/24	D
Use of East chapel for private memorial service or extra time	285.00	302.00	01/04/24	D
Use of South Chapel for private memorial service or extra time	530.00	575.00	01/04/24	D
Use of East chapel for private memorial service for cremated remains from away	293.00	310.00	01/04/24	D
Strewing (burial) of cremated remains from elsewhere	122.00	128.00	01/04/24	D
Witness committal	60.00	63.00	01/04/24	D
Week-end witness committal	119.00	125.00	01/04/24	D
Witness committal week-end child resident	60.00	63.00	01/04/24	D
Witness committal weekday child non-resident	60.00	63.00	01/04/24	D
Witness committal week-end child non-resident	119.00	125.00	01/04/24	D
2 Simultaneous week-end witness committals	206.00	216.00	01/04/24	D
2 Simultaneous weekday witness committals	103.00	108.00	01/04/24	D

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Resources Bereavement Services

(B) Charges determined by Cabinet

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Additional Services and Surcharges				
Live webcast (price provided upon request)	RRP *	RRP *	01/04/24	D
Live webcast plus watch again & downloadable link (price provided upon request)	RRP *	RRP *	01/04/24	D
Keepsake copy of service including pro-tribute if ordered (price provided upon request)	RRP *	RRP *	01/04/24	D
Visual tribute (VT) slideshow (price provided upon request)	RRP *	RRP *	01/04/24	D
Pro-tribute (price provided upon request)	RRP *	RRP *	01/04/24	D
Family made VT with Video (price provided upon request)	RRP *	RRP *	01/04/24	D
Keepsake copy of tribute (price provided upon request)	RRP *	RRP *	01/04/24	D
Downloadable copy of VT (price provided upon request)	RRP *	RRP *	01/04/24	D
Additional keepsake copies (price provided upon request)	RRP *	RRP *	01/04/24	D
Extra 25 photos (price provided upon request)	RRP *	RRP *	01/04/24	D
Extra work (price provided upon request)	RRP *	RRP *	01/04/24	D
Webcast surcharge to include watch again and downloadable link (price provided upon request)	RRP *	RRP *	01/04/24	D
Storage of cremated remains after one month per quarter	62.00	65.00	01/04/24	D
Storage of cremated remains after one month per year	144.00	151.00	01/04/24	D
Genealogy searches per search not through deceased online	30.00 *	31.00 *	01/04/24	D

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Resources Bereavement Services

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Containers				
Bronzed metal urns	82.00 *	86.00 *	01/04/24	D
Standard wooden or metal casket	95.00 *	95.00 *	01/04/23	D
Juvenile caskets	38.00 *	38.00 *	01/04/23	D
Various decorative urns/caskets (price provided upon request)	RRP *	RRP* *	01/04/24	D
Dedicated hymn book	93.00 *	93.00 *	01/04/23	D
Various keepsake memorials made from or to contain cremated remains including diamonds, paperweights, jewellery (price provided upon request)	RRP *	RRP* *	01/04/24	D
Memorials				
Kerb Plaques				
Perspex plaque only	133.00 *	133.00 *	01/04/23	D
Bronze plaque only	264.00 *	324.00 *	01/04/24	D
Rights to second dedication (plus cost of plaque)	127.00	129.00	01/04/24	D
Kerb plaque - Rights or Renewal	262.00	265.00	01/04/24	D
Single motif on a perspex or bronze plaque	32.00 *	33.00 *	01/04/24	D
Two motifs on a perspex or bronze plaque	60.00 *	62.00 *	01/04/24	D
Bronze Wall Plaque				
Bronze wall plaque only	264.00 *	324.00 *	01/04/24	D
Bronze wall plaque renewal	262.00	265.00	01/04/24	D
Supplier refurbishment of a Bronze plaque	77.00 *	79.00 *	01/04/24	D

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Resources Bereavement Services

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Large Wall Plaques				
Single Slate or Large Bronze Wall Plaques				
Single plaque only	354.00 *	368.00 *	01/04/24	D
Single plaque - Rights for ten years	262.00	265.00	01/04/24	D
Single plaque - Renewal for ten years	262.00	265.00	01/04/24	D
Double Slate Wall Plaque single inscription	531.00 *	552.00 *	01/04/24	D
Double Slate Wall Plaque double inscription	859.00 *	893.00 *	01/04/24	D
Double Slate Wall Plaque second inscription within 1 year of original dedication	190.00 *	192.00 *	01/04/24	D
Double Plaque - Rights for 10 years	525.00	530.00	01/04/24	D
Double Plaque - 10 year renewal	525.00	530.00	01/04/24	D
Wall Niche for 10 years				
Purchase of Single Niche for 10 years	905.00	914.00	01/04/24	D
Renewal of Single Niche for 10 years	905.00	914.00	01/04/24	D
Renewal for Single Niche for 5 years	552.00	557.00	01/04/24	D
Replacement single plaque	607.00 *	625.00 *	01/04/24	D
Purchase for Double Niche for 10 years	1,833.00	1,851.00	01/04/24	D
Renewal of Double Niche for 10 years	1,833.00	1,851.00	01/04/24	D
Renewal for Double Niche for 5 years	1,010.00	1,020.00	01/04/24	D
Replacement double plaque	939.00 *	967.00 *	01/04/24	D
Wall Niche rights for second inscription	155.00	157.00	01/04/24	D

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Resources Bereavement Services

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Wall Niche Additional Items:				
Motif (optional)	100.00 *	101.00 *	01/04/24	D
2 simultaneous Wall Niche interments	324.00 *	337.00 *	01/04/24	D
Additional bud vase	35.00 *	36.00 *	01/04/24	D
Additional inscription	296.00 *	302.00 *	01/04/24	D
Casket including nameplate	100.00 *	101.00 *	01/04/24	D
Photograph	327.00 *	330.00 *	01/04/24	D
Sanctum ii Vaults for 10 years				
Second interment	180.00	187.00	01/04/24	D
2 simultaneous Sanctum interments	309.00	321.00	01/04/24	D
Sanctum second inscription	607.00 *	734.00 *	01/04/24	D
Sanctum plaque	484.00 *	593.00 *	01/04/24	D
10 year Rights	1,198.00	1,209.00	01/04/24	D
10 year Renewal	1,198.00	1,209.00	01/04/24	D
5 year Rights	697.00	704.00	01/04/24	D
5 year Renewal	697.00	704.00	01/04/24	D
Regilding (Inc. postage)	129.00 *	134.00 *	01/04/24	D
Replacement vase	22.00 *	23.50 *	01/04/24	D

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Vase Blocks and Tablets (includes Scented Garden Memorials)				
Vaseblock tablet	288.00 *	345.00 *	01/04/24	D
Vaseblock Rights for 10 years	608.00	614.00	01/04/24	D
Vaseblock Renewal for 10 years	608.00	614.00	01/04/24	D
Memorials				
Summer House Memorial				
Floris plaque only	180.00 *	182.00 *	01/04/24	D
Floris plaque Rights for 10 years	265.00	268.00	01/04/24	D
Floris plaque Renewal for 10 years	265.00	268.00	01/04/24	D
Posy holder rights for 10 years	165.00	165.00	01/04/23	D
Posy holder Renewal for 10 years	165.00	165.00	01/04/23	D
Posy holder memorial	23.00 *	23.00 *	01/04/23	D

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Shrub, Rose or Tree with 10 Year dedication				
Shrub or Rose (including Bronze stem plaque)	265.00 *	324.00 *	01/04/24	D
Shrub 10 year Rights (also applies to vase block with rose)	705.00	712.00	01/04/24	D
Shrub 10 year Renewal (also applies to vase block with rose)	705.00	712.00	01/04/24	D
Shrub 5 year Renewal (also applies to vase block with rose)	456.00	461.00	01/04/24	D
Tree (including bronze stem or Strap plaque)	265.00 *	281.00 *	01/04/24	D
Tree 10 year Rights	860.00	869.00	01/04/24	D
Tree 10 year Renewal	860.00	869.00	01/04/24	D
Tree 5 year Renewal	530.00	535.00	01/04/24	D
Benches and Chairs - 10 Year dedications				
Bench / Replacement bench	1,315.00 *	1,367.00 *	01/04/24	D
Chair / Replacement chair	768.00 *	799.00 *	01/04/24	D
Bench 10 year Rights	1,194.00	1,206.00	01/04/24	D
Bench 10 year Renewal	1,194.00	1,206.00	01/04/24	D
Chair 10 year Rights	1,060.00	1,071.00	01/04/24	D
Chair 10 year Renewal	1,060.00	1,071.00	01/04/24	D

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Benches and Chairs - 10 year dedications (continued)				
Regular maintenance (per 2 years of remaining lease if not purchased or renewed since 1/1/2001)	55.00 *	58.00 *	01/04/24	D
Renovation of bench	237.00 *	250.00 *	01/04/24	D
Renovation of chair	150.00 *	158.00 *	01/04/24	D
Replacement summerhouse chair	775.00 *	818.00 *	01/04/24	D
Summerhouse chair - Renewal Rights	517.00	522.00	01/04/24	D
Bench, Tree & Shrub additional dedications				
Rights to second dedication within 1 year of original (plus cost of plaque)	128.00	130.00	01/04/24	D
Rights to second dedication after 1 year of original or renewal per remaining year of lease (plus cost of plaque)	25.00	26.00	01/04/24	D
Rights to second dedication life time of item (plus cost of plaque)	519.00	524.00	01/04/24	D
Replacement bronze plaque	265.00 *	324.00 *	01/04/24	D
Replacement perspex plaque	134.00 *	133.00 *	01/04/24	D

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Resources Bereavement Services

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Miscellaneous Memorials				
Mallard bridge	366.00 *	381.00 *	01/04/24	D
Administration fee for private purchase of plaque (plus cost of plaque)	53.00 *	75.00 *	01/04/24	D
Replacement metal vase	22.00 *	23.50 *	01/04/24	D
Floral arrangements stand - plus cost of flowers	36.00 *	36.00 *	01/04/23	D
Hanging baskets (per year)	146.00 *	148.00 *	01/04/24	D
Sculpture garden memorial	264.00 *	264.00 *	01/04/23	D
Sculpture garden rights	608.00	614.00	01/04/24	D
Sculpture Renewal	608.00	614.00	01/04/24	D
Birdbath rights	608.00	614.00	01/04/24	D
Birdbath Renewal	608.00	614.00	01/04/24	D
Books of Remembrance				
2 line entry	80.00 *	80.00 *	01/04/23	D
3 - 5 lines	172.00 *	174.00 *	01/04/24	D
6 - 8 lines	249.00 *	251.00 *	01/04/24	D
Additional line	27.00 *	30.00 *	01/04/24	D
Cards of Remembrance & additional entries in existing miniature books				
2 line entry	43.00 *	44.00 *	01/04/24	D
3 - 5 lines	74.00 *	75.00 *	01/04/24	D
6 - 8 lines	115.00 *	116.00 *	01/04/24	D

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Miniature Triptych of Remembrance/Book of Remembrance				
2 line entry	85.00 *	86.00 *	01/04/24	D
3 - 5 lines	120.00 *	121.00 *	01/04/24	D
6 - 8 lines	157.00 *	159.00 *	01/04/24	D
Book of Remembrance Sundries				
Motif	90.00 *	95.00 *	01/04/24	D
Triptych photograph	90.00 *	95.00 *	01/04/24	D
Mini Headstone Cremated Remains Burial Plots				
Purchase of exclusive rights (25 year term)	1,166.00	1,166.00	01/04/23	D
Extension of exclusive rights of burial for 10 years mini headstone cremated remains plot	490.00	490.00	01/04/23	D
Memorial and installation with first 60 characters	1,240.00	1,240.00	01/04/23	D
Additional inscription rate per letter	3.90	3.99	01/04/24	D
Reguild/repaint per letter	2.20	2.25	01/04/24	D
Admin fee for reguild/repaint	25.00	40.00	01/04/24	D
Blank headstone only	314.00	314.00	01/04/23	D
Photograph fixed to memorial	327.00	327.00	01/04/23	D
Replacement Granite memorial vase only for Mini headstone	103.00	103.00	01/04/23	D
Inscription first 60 characters on a pre purchased memorial	278.00	340.00	01/04/24	D
Blank memorial headstone only	900.00	900.00	01/04/23	D

Basis of Increase:

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

Resources Bereavement Services

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Mini Headstone Cremated Remains Burial Plots (continued)				
Stone chippings per bag	64.00	65.00	01/04/24	D
Flower holder	23.00	23.00	01/04/23	D
Book of Remembrance Memorial Tree				
Memorial Tree leaf 10 year Rights	165.00	167.00	01/04/24	D
Memorial Tree leaf 10 year Renewal	165.00	167.00	01/04/24	D
Memorial Tree leaf plaque	90.00 *	91.00 *	01/04/24	D
Rights for second inscription - Rights remain the same (plus cost of plaque)	127.00	128.00	01/04/24	D
Advertising Fees - Pre Funeral Brochure				
Display Advertisement quarter A4 page	680.00 *	680.00 *	01/04/23	D
Display and Directory entry quarter A4 page	880.00 *	880.00 *	01/04/23	D
Display Advertisement half A4 page	902.00 *	902.00 *	01/04/23	D
Display and Directory entry half A4 page	1,070.00 *	1,070.00 *	01/04/23	D
Display Advertisement full A4 page	1,104.00 *	1,104.00 *	01/04/23	D
Display and Directory entry full A4 page	1,268.00 *	1,268.00 *	01/04/23	D
Display Advertisement full inside back A4 page	1,355.00 *	1,355.00 *	01/04/23	D
Display and Directory entry full inside back A4 page	1,519.00 *	1,519.00 *	01/04/23	D
Copy design simple half page	56.00 *	56.00 *	01/04/23	D

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Resources Bereavement Services

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Advertising Fees - Pre Funeral Brochure (continued)				
Copy design complex full page All fees discounted by 10% for repeat customers	82.00 *	82.00 *	01/04/23	D
Arboria Plaques				
Arboria Plaque with text only	195.00 *	195.00 *	01/04/23	D
Arboria Plaque with text and engraved motif	227.00 *	227.00 *	01/04/23	D
Arboria Plaque with text; engraved and painted motif	260.00 *	260.00 *	01/04/23	D
Arboria Plaque with text and ceramic photo	313.00 *	313.00 *	01/04/23	D
Arboria Plaque Rights for 10 years	263.00	263.00	01/04/23	D
Arboria Plaque Renewal for 10 years	263.00	263.00	01/04/23	D

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Resources Registrars

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Registrar of Births, Deaths and Marriages and Civil Partnerships:				
Places of Worship Registration Act 1855 Section 5				
Certification of place of meeting for religious worship	29.00	29.00	01/09/14	A
Marriage Act 1949:				
Section 27 (6) Entering a notice of marriage in a marriage notice book				
(A) Where both parties to the proposed marriage are exempt persons within the meaning of section 49 Immigration act 2014	35.00	35.00	01/04/12	A
(B) In any other cases from 2nd March 2014	47.00	47.00	02/03/15	A
Section 41 (6) Registration of building for solemnization of marriages				
Section 51 Fee of registrar for attending marriage/civil partnership:				
(i) At a register office	46.00	46.00	01/04/12	A
(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	A
(iii) Fee of Superintendent Registrar for attending marriage/civil partnership at the place where:				
a) Housebound or	84.00	84.00	01/09/14	A
b) Detained person usually resides	94.00	94.00	01/09/14	A

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Resources Registrars

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Immigration Act 2016 :				
Consideration by a Superintendent Registrar of a divorce/civil partnership dissolution obtained outside of the British Isles (from 01/11/17)	50.00	50.00	01/04/18	A
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	A
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	A
Marriage Act 1949 (continued):				
Section 64(1)				
Certified copy of entry issued under the subsection:				
(i) When application is made at the time of registering	11.00	11.00	16/02/19	A
(ii) After the time of registration	11.00	11.00	16/02/19	A
Certified copy of entry for Civil Partnerships:				
(i) At the time of registration	11.00	11.00	16/02/19	A
(ii) After the time of registration	11.00	11.00	16/02/19	A

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Resources Registrars

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Marriage Act 1949 (continued):				
Section 64(2) General search of indexes of register of books kept by superintendent registrars	18.00	18.00	01/04/04	A
Certified copy of entry issued under that sub-section	11.00	11.00	16/02/19	A
Section 65(2) Certified copy of entry, following search of indexes kept at General Register Office	11.00	11.00	16/02/19	A
Births, Deaths Registration Act 1953:				
At the time of registration	11.00	11.00	16/02/19	A
After the time of registration	11.00	11.00	16/02/19	A
Section 30(2) certified copy of entry following search of indexes kept at General Register Office	11.00	11.00	16/02/19	A

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Resources Registrars

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Immigration Act 2016 :				
Fees for corrections to Initial Registration				
Forename added within 12 months of birth registration	40.00	40.00	01/11/17	A
Consideration by Registrar/Superintendent Registrar of a correction application (from 01/11/17)	75.00	75.00	01/11/17	A
Consideration by Registrar General of a correction application	90.00	90.00	01/11/17	A
Priority Certificate Fee 24 hr service	35.00	35.00	16/02/19	A
Fees for conversion of a Civil Partnership into Marriage				
Conversion of a civil partnership into marriage at the register office	45.00	45.00	01/11/17	A
Two stage procedure on other premises				
Completing the declaration	27.00	27.00	01/11/17	A
Signing the declaration in a religious building registered for the marriage of same sex couples	91.00	91.00	01/11/17	A

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Resources Registrars

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Registrar of births, deaths, marriages and civil partnerships:				
Off site attendance to officiate at an approved premise wedding/civil partnership:				
Monday to Friday	675.00	700.00	01/04/24	D
Saturday	795.00	830.00	01/04/24	D
Sunday/ Bank Holiday	810.00	860.00	01/04/24	C
On site attendance to officiate at a CEREMONY held in Langtons Hall & Orangery - HIGH SEASON				
Monday to Thursday	670.00	700.00	01/04/24	D
Friday (Inc. red carpet)	800.00	900.00	01/04/24	D
Saturday (Inc. red carpet)	930.00	1,100.00	01/04/24	D
Sunday/ Bank Holiday (Inc. red carpet)	1,200.00	1,400.00	01/04/24	D
On site attendance to officiate at a CEREMONY held in Langtons Hall - LOW SEASON				
Monday to Thursday	565.00	580.00	01/04/24	D
Friday	700.00	730.00	01/04/24	D
Saturday	825.00	850.00	01/04/24	D
Sunday/ Bank Holiday	930.00	960.00	01/04/24	D

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Resources Registrars

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
On site attendance to officiate at a CEREMONY held at Langtons House - HIGH SEASON				
Monday to Thursday	425.00	450.00	01/04/24	D
Friday	620.00	650.00	01/04/24	D
Saturday	775.00	825.00	01/04/24	C
Sunday	945.00	980.00	01/04/24	D
On site attendance to officiate at a CEREMONY held at Langtons House - LOW SEASON				
Monday to Thursday	350.00	380.00	01/04/24	D
Friday	515.00	550.00	01/04/24	C
Saturday	645.00	675.00	01/04/24	D
Sunday	790.00	820.00	01/04/24	D
(An additional amount is charged if any ceremony falls on the following three days: Valentine's Day, Christmas Eve or New Year's Eve and the whole of December)	125.00	150.00	01/04/24	D

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Resources Registrars

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
On Site attendance to officiate at a small ceremony held in the East or West room				
LOW season	200.00	250.00	01/04/24	D
HIGH season		300.00	01/04/24	NEW
Individual Citizenship Ceremony	195.00	200.00	01/04/24	D
Wedding Rehearsal fee (per half hour)	60.00	65.00	01/04/24	C
Wedding Packages				
Friday Silver Package (exc. linen) - LOW SEASON	1,800.00	2,000.00	01/04/24	D
Friday Silver Package (exc. linen) - HIGH SEASON	2,315.00	2,500.00	01/04/24	C
Sunday Gold Package (exc. linen) - LOW SEASON	2,575.00	2,700.00	01/04/24	C
Sunday Gold Package (exc. Linen) - HIGH SEASON	3,300.00	3,500.00	01/04/24	C
Non Refundable deposit payable for packages	500.00	500.00	01/04/20	D
Surcharge Evening Wedding (after 5pm) ALL YEAR 1 Mar - 31 Oct	225.00	225.00	01/04/24	D
Surcharge Evening Twilight Wedding (5pm) 1 Nov - 28 Feb	260.00	300.00	01/04/24	D

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Resources Registrars

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Payment in advance of a non-refundable booking fee for Register Office Weddings only - consists of statutory fee of £46 for ceremony and statutory fee of £11 for marriage cert. (in line with statutory fee for Register Office wedding)	57.00	57.00	01/04/20	D
Change of ceremony appointment fee	60.00	65.00	01/04/24	C
PRIORITY Appointment Service (additional casual registrars used to cover up to one hour)	30.00	35.00	01/04/24	D
ENHANCED FEE Ceremony choices & use of the Hall for 2 hours		85.00	01/04/24	NEW
Late payment fee - Ceremonies if payment not received within 3 months of Ceremony		50.00	01/04/24	NEW
24 hr Copy Certificate requests	25.00	25.00	01/04/23	D
Non-Refundable appointment fee	35.00	35.00	01/04/20	D

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Resources Registrars

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Langtons Hall Hire (Hourly)				
Monday - Friday 9.00-17.00	45.00	50.00	01/04/24	C
Monday - Thursday 17.00-24.00	60.00	65.00	01/04/24	C
Friday 9.00 - 17.00	95.00	100.00	01/04/24	C
Friday Evening, Saturday and Sunday	95.00	100.00	01/04/24	C
Damage deposit for Langton's Hall function bookings	500.00	500.00	01/04/24	D
Change of Name Fee (includes one certificate)	60.00	65.00	01/04/24	C
Additional copies purchased on same day of appointment	11.00	11.00	01/04/22	D
Additional copies purchased after the day of appointment	20.00	20.00	01/04/23	D
Certificate of Existence	30.00	35.00	01/04/24	D
Sale of birth wallets to other Local Authorities (sale per wallet)	1.55	1.55	01/12/22	D

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Resources Registrars

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Langtons Room Hire (Hourly Minimum 2 hours)				
Room Hire Monday - Sunday 09.00 - 21.00	45.00	50.00	01/04/24	C
Charity Room Hire Monday - Thursday 09.00 - 21.00 (A discount of 40% applies for Charity/Community groups by application)	27.00	30.00	01/04/24	C
Langtons Meeting Room Hire (Top Floor)				
Room hire Monday - Friday 09.00 - 21.00	25.00	30.00	01/04/24	D
Sponsorship for Langtons Ceremony Brochure				
Index entry	100.00	100.00	01/04/20	D
Whole Page landscape	650.00	650.00	01/04/23	D
Half Page Portrait	400.00	400.00	01/04/23	D
Index Listing	100.00	100.00	01/04/23	D
Website Only advertising	100.00	100.00	01/04/23	D
Postage Costs:				
Copy certificates by 1st class recorded delivery	5.00	5.00	01/04/20	D
Special guaranteed next day delivery	8.00	8.00	01/04/22	D
Wedding Fair Exhibitor Space in Langtons House	260.00	200.00	01/04/24	D

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Borough Roads:				
(i) Each Skip / Builders materials on public highway				
Up to first 14 days	90.00	150.00	01/04/24	B
Each additional period of up to 7 days	80.00	100.00	01/04/24	B
(ii) Structures / Hoardings / Scaffolds				
Bond				
£164.50 per linear metre - Minimum 6 Metres	987.00	987.00	01/04/23	D
Licence				
Per 6m. Minimum charge length 6 metres & combined inspection	790.00	870.00	01/04/24	B
(iii) Vehicle Crossovers (per square metre)	270.00	286.50	01/04/24	C
Non refundable charge for assessing applications	230.00	244.00	01/04/24	C
Waste disposal surcharge	30.00	31.80	01/04/24	C
(iv) Road Closures (per road) for Utility companies	2,500.00 *	2,750.00 *	01/04/24	D
(v) Clearance of Blocked Drains				
(VAT will be added unless working under Statutory power)	175.00	185.70	01/04/24	C

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Place Environment

(B) Charges determined by Cabinet

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
(vi) Crane license				
Minimum	378.00	415.00	01/04/24	B
Maximum	685.00	755.00	01/04/24	B
(vii) Section 50 Licence (private individual to place/maintain apparatus in highway)				
Major works permit	1,426.00	1569.00	01/04/24	B
Standard works permit	1,214.00	1335.00	01/04/24	B
Minor works permit	1,055.00	1161.00	01/04/24	B
(viii) Building materials licenses				
Up to first 14 days	105.00	115.00	01/04/24	B
Each additional period of up to 7 days (renewal)	91.00	100.00	01/04/23	B
(ix) Compound / welfare unit				
Up to first 14 days	283.00	700.00	01/04/24	B
Each additional period up to 7 days (renewal)	76.00	350.00	01/04/24	B
(x) Over sail license (temporary)				
Base fee	436.00	462.60	01/04/24	C
Fee per month	97.00	103.00	01/04/24	C

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Refuse Collection:				
(i) Bulky Household Refuse				
1 to 3 items	55.00	66.00	01/04/24	B
Each additional item	14.00	17.00	01/04/24	B
(ii) Compostable garden refuse sacks (Year's supply of 5 rolls of 10 sacks per roll)				
Standard	70.00	84.00	01/04/24	B
Top up roll (10 sacks)	13.00	14.00	01/04/24	C
Top up roll delivery	5.00	6.00	01/04/24	B
(iii) Green Waste Collection Service (per annum) (Wheeled bin hire included)				
Full year	70.00	84.00	01/04/24	B
Late payment charge	6.00	6.50	01/04/24	C
Late payment charge after bin collection	12.00	13.00	01/04/24	C
Replacement bin charge	31.00	40.00	01/04/24	B

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
(iv) Trade Refuse Collection Service				
These charges will only apply if a business within the borough exercises its legal right to require the Council to undertake the collection rather than a private contractor.				
Trade refuse sacks (pack of 26)	178.00	189.00	01/04/24	C
Trade refuse sacks (pack of 26) for Charity shops	140.00	149.00	01/04/24	C
Cardboard Collection	7.00	7.50	01/04/24	C
Container emptying and disposal:				
1100 / Palladin / 660 litre bin -1st bin per visit	39.00	41.00	01/04/24	C
2nd & subsequent bins	38.00	40.00	01/04/24	C
360 litre wheeled bin	32.00	34.00	01/04/24	C
Charity shops	32.00	34.00	01/04/24	C
LBH Schools	32.00	34.00	01/04/24	C
2nd collection from residential blocks per bin	11.00	12.00	01/04/24	C

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
(iv) Trade Refuse Collection Service (continued)				
Container hire (per annum):				
Eurobins:				
1100 litres	263.00	279.00	01/04/24	C
660 litres	196.00	208.00	01/04/24	C
Chamberlains:				
940 litres	196.00	208.00	01/04/24	C
Palladin:				
940 litres	196.00	208.00	01/04/24	C
Container Sale				
360 litres recycling	93.00	99.00	01/04/24	C
(v) Clinical Waste				
Contracted collection service	15.00	16.00	01/04/24	C
Ad hoc collections	21.00	22.00	01/04/24	C
(vi) Special clearances of rubbish:				
Up to 30 minutes on site	123.00	131.00	01/04/24	C
Up to 1 hour on site	245.00	260.00	01/04/24	C
Each 15 minute thereafter	62.00	66.00	01/04/24	C

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
FOOTBALL AT PARKS WITH CRICKET (28 WEEKS)				
Adult				
Pavilion with washing facilities				
Each Saturday or Sunday during Season**	2,348.00	2,491.00	01/04/24	C
Each alternate Saturday or Sunday during Season**	1,174.00	1,246.00	01/04/24	C
No Pavilion Facilities				
Each Saturday or Sunday during Season**	1,832.00	1,944.00	01/04/24	C
Each alternate Saturday or Sunday during Season**	916.00	972.00	01/04/24	C
Junior (under 18) 7v7 & 9v9				
Each Saturday or Sunday during Season**	851.00	903.00	01/04/24	C
Each alternate Saturday or Sunday during Season**	425.00	451.00	01/04/24	C
Junior (under 18) 11v11				
Each Saturday or Sunday during Season**	909.00	964.00	01/04/24	C
Each alternate Saturday or Sunday during Season**	454.00	482.00	01/04/24	C
**Bookings of less than 10, will attract a VAT charge.				

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
FOOTBALL AT PARKS WITH CRICKET (32 WEEKS)				
Adult				
Pavilion with washing facilities				
Each Saturday or Sunday during Season**	2,684.00	2,848.00	01/04/24	C
Each alternate Saturday or Sunday during Season**	1,342.00	1,424.00	01/04/24	C
No Pavilion Facilities				
Each Saturday or Sunday during Season**	2,094.00	2,222.00	01/04/24	C
Each alternate Saturday or Sunday during Season**	1,047.00	1,111.00	01/04/24	C
Junior (under 18) 7v7 & 9v9				
Each Saturday or Sunday during Season**	973.00	1,032.00	01/04/24	C
Each alternate Saturday or Sunday during Season**	486.00	516.00	01/04/24	C
Junior (under 18) 11v11				
Each Saturday or Sunday during Season**	1,039.00	1,102.00	01/04/24	C
Each alternate Saturday or Sunday during Season**	519.00	551.00	01/04/24	C
**Bookings of less than 10, will attract a VAT charge.				

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

Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
FOOTBALL AT WESTLANDS FIELD				
Pavilion with washing facilities				
Adult				
Each Saturday or Sunday during Season**	3,084.00	3,272.00	01/04/24	C
Each alternate Saturday or Sunday during Season**	1,542.00	1,636.00	01/04/24	C
MINI SOCCER				
1 Hour Slots (during season)				
Each Saturday or Sunday**	426.00	452.00	01/04/24	C
Alternate Saturday or Sunday**	213.00	226.00	01/04/24	C
CRICKET				
 No Pavilion Facilities				
Adults Each Saturday or Sunday during Season**	1,771.00	1,879.00	01/04/24	C
 Pitches with Pavilions				
Adults Each Saturday or Sunday during Season**	3,179.00	3,373.00	01/04/24	C
**Bookings of less than 10, will attract a VAT charge.				

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
BOOT CAMPS, PERSONAL TRAINING, SPORTS & FITNESS GROUPS at a separate charge) Up to 20 clients (details to be agreed with service)	515.00	550.00	01/04/24	C
ALLOTMENTS Land charge per acre	227.00	340.50	01/04/24	D
WEDDING PHOTOGRAPHY Exclusive use of area of a park for wedding photography (except Langtons Gardens)	62.50	66.50	01/04/24	C
FUNFAIRS & CIRCUSES Ground rent per day of operation (up to 7 rides, adult & juvenile / 500 seating capacity)	601.00	640.00	01/04/24	C
Ground rent per day of operation (more than 7 rides, adult & juvenile /500 seating capacity)	1,218.00	1292.30	01/04/24	C
Returnable deposit per visit. Up to 7 rides, adult & juvenile / 500 seating capacity	180.00	192.00	01/04/24	C
More than 7 rides, adult & juvenile / 500 seating capacity	365.00	390.00	01/04/24	C

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
COMMUNITY/CHARITY EVENTS				
<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	155.00	164.50	01/04/24	C
Community/charity fundraising event (income generating)				
max capacity - 1000	515.00	546.50	01/04/24	C
max capacity - 2000	1,030.00	1093.00	01/04/24	C
max capacity - 6000	3,090.00	3278.50	01/04/24	C
max capacity - 8000	4,120.00	4371.30	01/04/24	C
Non-operational day	155.00	164.50	01/04/24	C
COMMERCIAL EVENTS				
The fees will be negotiated on application, taking into account size, impact on the site and site operators, impact on the borough and surrounding environs. Minimum charge at least double the rate charged for charities/community hires				

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
INFLATABLE FUNDAYS (per item)				
Busier sites (based on footfall)	26.00	27.60	01/04/24	C
Quieter sites (based on footfall)	10.50	11.15	01/04/24	C
Memorial Tree				
<i>Supply and planting of tree</i>	361.00	660.00	01/04/24	D
<i>Plaque</i>	103.00	109.30	01/04/24	C
Memorial Bench				
Supply and installation of bench	1,608.00	1,889.00	01/04/24	D
Plaque	103.00	109.30	01/04/24	C
PARKS (all events and activities are subject to appropriate licence fees at a separate charge)				
MISCELLANEOUS CHARGES				
Mobile catering unit (per month)	290.00	307.70	01/04/24	C
Raphael Park Meeting Room (charge per hour)	24.00	25.50	01/04/24	C
Tennis courts (fee per hour peak)		6.00	01/04/24	NEW
Tennis courts (fee per hour off-peak)		3.00	01/04/24	NEW

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of	Basis of Increase
CHARGES FOR NON SCHEDULED WORKS				
Week day rates				
18 tonne grab lorry and driver per hour	178.00 *	190.00 *	01/04/24	C
2 staff & a van (includes tools & machinery) per hour	86.00 *	91.25 *	01/04/24	C
1 staff & a van (includes tools & machinery) per hour	49.50 *	52.50 *	01/04/24	C
Tractor & implement, or trailer with operator per hour	55.50 *	58.90 *	01/04/24	C
Ride on mower & operator per hour	49.50 *	52.50 *	01/04/24	C
Member of staff per hour (standard hours)	36.00 *	38.20 *	01/04/24	C
Charge hand per hour (standard hours)	45.50 *	48.30 *	01/04/24	C
Shrub bed mulching (using composted whole tree mulch) per m2	4.50 *	Withdrawn *	01/04/24	D
Saturday rates				
1 staff & a van (includes tools & machinery) per hour	70.00 *	74.30 *	01/04/24	C
2 staff & a van (includes tools & machinery) per hour	126.00 *	133.70 *	01/04/24	C
Member of staff per hour (standard hours)	57.00 *	60.50 *	01/04/24	C
Charge hand per hour (standard hours)	68.50 *	72.70 *	01/04/24	C

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Place Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
TRAFFIC & PARKING CONTROL:				
Parking Facilities				
Penalty Charge Notices				
(Levels set by London Councils and agreed by the Mayor of London and endorsed by the Secretary of State)				
Less Serious Contravention Band A	80.00	80.00	01/04/11	A
Less Serious Contravention Band A if paid within 14 days	40.00	40.00	01/04/11	A
Serious Contravention Band A	130.00	130.00	15/04/11	A
Serious Contravention Band A paid within 14 days	65.00	65.00	15/04/11	A
Less Serious Band B	60.00	60.00	01/04/11	A
Less Serious paid within 14 days	30.00	30.00	01/04/11	A
Serious Band B	110.00	110.00	15/04/11	A
Serious Band B if paid within 14 days	55.00	55.00	15/04/11	A
Vehicle Clamping and Removal				
Vehicle Immobilisation release fee	70.00	70.00	01/04/11	A
Vehicle Pound release fee (if clamped)	200.00	200.00	01/04/11	A
Disposal Fee	70.00	70.00	01/04/11	A
Vehicle Pound storage fee (per day)	40.00	40.00	01/04/11	A

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
<i>For all paid for and free half hour parking sessions/charges on the following pages, optional reminder and extension text messages will be charged directly to the customer by the cashless parking application provider. Customers may opt in or out of this additional service. The associated charge per message is not levied by the Council. Where indicated free 30 minute parking sessions are limited to one per vehicle per day.</i>				
TRAFFIC & PARKING CONTROL: PARKING FACILITIES				
Romford Area Car Parks - Mixed Tariff				
Monday to Sunday (Period Hours)				
0 - 1	2.10 *	3.00 *	01/04/24	B
1 - 2	3.60 *	5.00 *	01/04/24	B
2 - 3	5.10 *	7.00 *	01/04/24	B
3 - 4	6.60 *	9.00 *	01/04/24	B
4 - 5	8.10 *	11.00 *	01/04/24	B
5 - 6	9.60 *	13.00 *	01/04/24	B
6 - 7	11.50 *	14.00 *	01/04/24	B
7 - 8	13.00 *	15.00 *	01/04/24	B
over 8	14.50 *	15.00 *	01/04/24	B
Lost Ticket	14.50 *	Withdrawn *	01/04/24	B
Solo Motorcycle	2.10 *	3.00 *	01/04/24	B
Overnight (applies to hours as advertised on site)	1.50 *	2.10 *	01/04/24	B

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Market Place (Non-market days)				
0 - 1	2.10 *	3.00 *	01/04/24	B
1 - 2	3.60 *	5.00 *	01/04/24	B
Overnight (Non-market days & applies to hours as advertised on site)	1.50 *	2.10 *	01/04/24	B
Solo Motorcycle	2.10 *	3.00 *	01/04/24	B

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
All Car Parks Excluding Romford (Hornchurch, Upminster, Collier Row, Cranham, Elm Park, Gidea Park & Rainham Area Car parks)				
Monday to Sunday (Period Hours)				
0 - 30 mins (1 boroughwide session per day)	No Charge *	No Charge *	01/04/21	B
0 - 1	2.10 *	3.00 *	01/04/24	B
1 - 2	3.60 *	5.00 *	01/04/24	B
2 - 3	5.10 *	7.00 *	01/04/24	B
3 - 4	6.60 *	9.00 *	01/04/24	B
4 - 5	8.10 *	11.00 *	01/04/24	B
5 - 6	9.60 *	13.00 *	01/04/24	B
6 - 7	11.50 *	14.00 *	01/04/24	B
7 - 8	13.00 *	15.00 *	01/04/24	B
Over 8	14.50 *	15.00 *	01/04/24	B
Solo Motorcycles	2.10 *	3.00 *	01/04/24	B
Overnight (applies to hours as advertised on site)	1.50 *	2.10 *	01/04/24	B

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Season Tickets				
Romford Central Area				
All car parks:				
Annual	1,344.00 *	1,880.00 *	01/04/24	B
Per quarter	336.00 *	470.00 *	01/04/24	B
Per month	120.00 *	168.00 *	01/04/24	B
Outside Romford Central Area				
5 Day season – Balgores Square:				
Annual	1,344.00 *	1,880.00 *	01/04/24	B
per quarter	336.00 *	470.00 *	01/04/24	B
per month	120.00 *	168.00 *	01/04/24	B
All other car parks:				
Annual	1,165.00 *	1,631.00 *	01/04/24	B
per quarter	291.00 *	408.00 *	01/04/24	B
per month	104.00 *	146.00 *	01/04/24	B

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
On Street Pay and Display				
Upminster Road South Monday to Sunday (Maximum Stay 1 hour)				
0 - 30 mins (1 boroughwide session per day)	No Charge	No Charge	06/04/15	N/A
0 - 1 hour	2.10	3.00	01/04/24	B
Solo Motorcycle	2.10	3.00	01/04/24	B
Romford				
Monday to Sunday (Maximum Stay 3 hours)				
0 mins - 1 hour	2.10	3.00	01/04/24	B
1 - 2	3.60	5.00	01/04/24	B
2 - 3	5.10	7.00	01/04/24	B
Solo Motorcycle	2.10	3.00	01/04/24	B

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
On Street Pay and Display (continued)				
Ardleigh Green, Collier Row, Cranham, Elm Park, Gidea Park, Harold Hill, Harold Wood & Rainham, Honchurch & Upminster Town Centres				
Monday to Sunday (Maximum Stay 3 Hours)				
0 - 30 mins (1 borough wide session per day)	No Charge	No Charge	01/04/19	N/A
0 -1 hour	2.10	3.00	01/04/24	B
1 - 2 hours	3.60	5.00	01/04/24	B
2 - 3 hours	5.10	7.00	01/04/24	B
Solo Motorcycle	2.10	3.00	01/04/24	B

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Place Environment

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Controlled Parking Zones				
Resident's parking permit (per annum)				
1st Permit per household	40.00	45.00	01/04/24	B
2nd Permit per household	80.00	90.00	01/04/24	B
3rd Permit per household	120.00	140.00	01/04/24	B
Resident's visitor permits (book of 10)	20.00	28.00	01/04/24	B
Resident's All Day visitor permits (book of 10)	50.00	70.00	01/04/24	B
Domestic Carer Permit (per annum)	40.00	40.00	01/04/21	B
Business Parking				
Business parking permits (per annum)	300.00	420.00	01/04/24	B
Business visitor permits (book of 10)	32.00	45.00	01/04/24	B
Commuter Bays (per annum)	952.00	1,400.00	01/04/24	B
Other Miscellaneous Charges				
CPZ Trade person waiver	20.00	21.25	01/04/24	C
Health and Homecare Permit (per annum)	80.00	80.00	01/04/23	D
Resident Season Ticket Car Parks (per annum)	200.00 *	212.00 *	01/04/24	C

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Disabled Blue Badge (per 3 years)	10.00	10.00	01/01/12	A
Car Parking in Parks and Open Spaces				
Monday to Friday				
0 - 30 mins (1 boroughwide session per day)	No Charge	No Charge	01/04/24	B
0 min -1 hour	No Charge	1.50 *	01/04/24	B
1 - 2 hours	No Charge	2.50 *	01/04/24	B
2 - 3 hours	No Charge	3.50 *	01/04/24	B
3hours + (maximum stay varies)	No Charge	5.00 *	01/04/24	B
Blue Badge holders (for up to maximum stay)	No Charge	No Charge	01/04/21	B
Saturday and Sunday				
0 - 30 mins (1 boroughwide session per day)		No charge	01/04/24	B
0 min to maximum stay (maximum stay varies)		1.50 *	01/04/24	B
Blue Badge holders (up to maximum stay)		No Charge	01/04/24	B
VEHICLE PARKING - WITHIN PARKS AND OPEN SPACES ONLY				
Release of vehicles that have been locked in a car park	80.00	120.00	01/04/24	D
Fee for vehicle left in car park overnight	107.00	Withdrawn	01/04/24	D

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Place Environment

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Events Charging For Traffic Management and Parking				
Traffic Management per road closure if no diversion required An additional charge to be applied to the above charge for complex Traffic Management, costed on application.	384.00 *	407.42 *	01/04/24	C
Special Event Road closure	1,200.00 *	1,320.00 *	01/04/24	B
(i) Parking Bay suspensions				
Price per parking space per day (1 - 7 days)	60.00	64.00	01/04/24	C
Price per parking space per day (8 - 14 days)	115.00	122.00	01/04/24	C
Price per parking space per day (15 days +)	170.00	181.00	01/04/24	C

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**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
ENVIRONMENTAL HEALTH:				
Defra				
Stray Dog Service - Environmental Protection (Stray Dogs) Regulation 1992				
Impounding fee per dog	25.00	25.00	01/04/92	A
Gambling Act 2005				
Bingo club - Gambling Act 2005 Dept. of Culture and Media and Sport				
Copy licence	25.00	25.00	01/10/06	A
Notification of change	50.00	50.00	01/10/06	A
Betting shop - Dept. of Culture and Media and Sport				
Copy licence	25.00	25.00	01/10/06	A
Notification of change	50.00	50.00	01/10/06	A
Betting premises tracks - Dept. of Culture and Media and Sport				
Copy licence	25.00	25.00	01/10/06	A
Notification of change	50.00	50.00	01/10/06	A

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**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Family entertainment centres - Dept. of Culture and Media and Sport				
Application to vary	1,000.00	1,000.00	01/10/06	A
Copy licence	25.00	25.00	01/10/06	A
Notification of change	50.00	50.00	01/10/06	A
Adult gaming centres - Dept. of Culture and Media and Sport				
Application to vary	1,000.00	1,000.00	01/10/06	A
Copy licence	25.00	25.00	01/10/06	A
Notification of change	50.00	50.00	01/10/06	A
Lottery - Dept. of Culture and Media and Sport				
New registration	40.00	40.00	01/10/06	A
Annual re registration	20.00	20.00	01/10/06	A
Permit fees - Dept. of Culture and Media and Sport				
Notification of right of licensed premises to have 2 gaming machines	50.00	50.00	01/10/06	A
Family entertainment centre - Dept. of Culture and Media and Sport				
New application	2,000.00	2,000.00	01/04/23	A
Change of name	25.00	25.00	01/10/06	A
Copy of permit	15.00	15.00	01/10/06	A

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**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Prize Gaming permit (S 16) Dept. of Culture and Media and Sport				
New application	300.00	300.00	31/03/05	A
Change of name	25.00	25.00	31/03/05	A
Copy of permit	15.00	15.00	31/03/05	A
Licensed premises gaming machine permit - Dept. of Culture Media and Sport				
New application (new operator)	150.00	150.00	31/03/05	A
New application (existing operator)	100.00	100.00	31/03/05	A
Vary a permit	100.00	100.00	31/03/05	A
Transfer application	25.00	25.00	31/03/05	A
Annual fee (1st fee payable within 30 days of issue)	50.00	50.00	31/03/05	A
Change of name	25.00	25.00	31/03/05	A
Copy of permit	15.00	15.00	31/03/05	A

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**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Club gaming machine permit - Dept. of Culture and Media and Sport				
New application	200.00	200.00	31/03/05	A
Renewal	100.00	100.00	31/03/05	A
New application (existing operator)	100.00	100.00	31/03/05	A
Vary a permit	100.00	100.00	31/03/05	A
Copy of permit	15.00	15.00	31/03/05	A
Annual fee (1st fee payable within 30 days of issue)	50.00	50.00	31/03/05	A
Environment Protection Act (Defra)				
Application Fee				
Standard Process	1,650.00	1,650.00	01/04/18	A
Additional fee for operating without a permit	1,188.00	1,188.00	01/04/18	A
Reduced fee activities (except VRs)	155.00	155.00	01/04/19	A
Vehicle refinisher	362.00	362.00	01/04/18	A
Service station PVR I & II combined	257.00	257.00	01/04/18	A
Reduced fee activities: Additional fee for operating without a permit.	71.00	71.00	01/04/19	A

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Environment Protection Act (Defra) (continued)				
Mobile screening and crushing plant	1,650.00	1,650.00	01/04/18	A
For the third to seventh applications	985.00	985.00	01/04/18	A
For the eight and subsequent applications	498.00	498.00	01/04/18	A
Note: Where an application for any of the above is for a combined Part B and waste application, add an extra £310 to the above amounts				
Annual subsistence charge				
Standard process Low (+£103)	772.00	772.00	01/04/18	A
Standard process Medium (+£156)	1,161.00	1,161.00	01/04/18	A
Standard process High (+£207)	1,747.00	1,747.00	01/04/18	A
<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	A
Medium	158.00	158.00	01/04/18	A
High	237.00	237.00	01/04/18	A

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

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Environment Protection Act (Defra) (continued)				
Vehicle refinisher				
Low	228.00	228.00	01/04/18	A
Medium	365.00	365.00	01/04/18	A
High	548.00	548.00	01/04/18	A
Service station PVRI and II combined				
Low	113.00	113.00	01/04/18	A
Medium	226.00	226.00	01/04/18	A
High	341.00	341.00	01/04/18	A
Odourising of natural gas				
Low	79.00	79.00	01/04/19	A
Medium	158.00	158.00	01/04/19	A
High	237.00	237.00	01/04/19	A
Mobile screening and crushing plant For the first and second plants				
Low	626.00	626.00	01/04/19	A
Medium	1,034.00	1,034.00	01/04/18	A
High	1,551.00	1,551.00	01/04/19	A

Basis of Increase:

A - Statutory/National

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C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Environment Protection Act (Defra) (continued)				
For the third to seventh applications				
Low	385.00	385.00	01/04/18	A
Medium	617.00	617.00	01/04/18	A
High	924.00	924.00	01/04/18	A
For the eighth and subsequent applications				
Low	198.00	198.00	01/04/18	A
Medium	316.00	316.00	01/04/19	A
High	473.00	473.00	01/04/18	A
Transfer and Surrender of a permit				
Standard process transfer	169.00	169.00	01/04/18	A
Standard process partial transfer	497.00	497.00	01/04/18	A
New operator at low risk reduced fee activity	78.00	78.00	01/04/18	A
Surrender: all Part B activities	No charge	No charge	01/05/12	A
Transfer : Service Stations and Waste Oil burners <0.4MW	No charge	No charge	01/05/12	A
Reduced fee activities: Transfer	No charge	No charge	01/05/12	A
Reduced fee activities: partial transfer	47.00	47.00	01/04/18	A

Basis of Increase:

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C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Transfer and Surrender of a permit (continued)				
Temporary				
First transfer	53.00	53.00	01/04/19	A
Transfer for mobiles				
Repeat transfer	11.00	11.00	01/04/19	A
Repeat following enforcement or warning	53.00	53.00	01/04/19	A
Substantial changes to s10 and s11				
One off annual payment				
Standard process	1,050.00	1,050.00	01/04/18	A
Standard process where the substantial change results in a new PPC activity	1,650.00	1,650.00	01/04/18	A
Reduced fee activities	102.00	102.00	01/04/18	A
Note: Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil burners under 0.4MW				

Basis of Increase:

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B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Environmental Protection Act (DEFRA): LAPPC mobile plant charges				
Number of Permits				
1 Low	646.00	646.00	01/04/19	A
1 Medium	1,034.00	1,034.00	01/04/19	A
1 High	1,506.00	1,506.00	01/04/19	A
2 Low	646.00	646.00	01/04/19	A
2 Medium	1,034.00	1,034.00	01/04/19	A
2 High	1,506.00	1,506.00	01/04/19	A
3 Low	385.00	385.00	01/04/19	A
3 Medium	617.00	617.00	01/04/19	A
3 High	924.00	924.00	01/04/19	A
4 Low	385.00	385.00	01/04/19	A
4 Medium	617.00	617.00	01/04/19	A
4 High	924.00	924.00	01/04/19	A
5 Low	385.00	385.00	01/04/19	A
5 Medium	617.00	617.00	01/04/19	A
5 High	924.00	924.00	01/04/19	A
6 Low	385.00	385.00	01/04/19	A
6 Medium	617.00	617.00	01/04/19	A
6 High	924.00	924.00	01/04/19	A

Basis of Increase:

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C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Environmental Protection Act (DEFRA): LAPPC mobile plant charges (continued)				
7 Low	385.00	385.00	01/04/19	A
7 Medium	617.00	617.00	01/04/19	A
7 High	924.00	924.00	01/04/19	A
8 and over Low	198.00	198.00	01/04/19	A
8 and over Medium	316.00	316.00	01/04/19	A
8 and over High	473.00	473.00	01/04/19	A
<p>Note: Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £36.</p>				

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

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Licensing Act 2003 fees set by Home Office				
Application for the grant or renewal of a personal licence	37.00	37.00	01/11/05	A
Temporary event notice	21.00	21.00	01/11/05	A
Theft, loss, etc. of premises licence or summary	21.00	21.00	01/11/05	A
Application for a provisional statement where premises being built etc.	10.50	10.50	01/11/05	A
Notification of change of name or address	10.50	10.50	01/11/05	A
Application to vary licence to specify individual as premises supervisor	23.00	23.00	01/11/05	A
Application for transfer of premises licence	23.00	23.00	01/11/05	A
Interim authority notice following death etc. of licence holder	10.50	10.50	01/11/05	A
Theft, loss etc. of certificate or summary	23.00	23.00	01/11/05	A
Notification of change of name or alteration of rules of club	23.00	23.00	01/11/05	A
Change of relevant registered address of club	23.00	23.00	01/11/05	A
Theft, loss etc. of temporary event notice	10.50	10.50	01/11/05	A
Theft, loss etc. of personal licence	10.50	10.50	01/11/05	A
Duty to notify change of name or address	10.50	10.50	01/11/05	A
Right of freeholder etc. to be notified of licensing matters	10.50	10.50	01/11/05	A

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**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Main Fee Levels				
Based on non domestic rateable value:				
Band A £0 - £4,300				
Band B £4,301 - £33,000				
Band C £33,001 - £87,000				
Band D £87,001 - £125,000				
Band E £125,001 and over				
Premises Licences				
New Applications and variation				
Band A	100.00	100.00	01/11/05	A
Band B	190.00	190.00	01/11/05	A
Band C	315.00	315.00	01/11/05	A
Band D	450.00	450.00	01/11/05	A
Band E	635.00	635.00	01/11/05	A
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	A
Band E x 3	1,905.00	1,905.00	01/11/05	A

Basis of Increase:

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C - Inflationary and rounding increases

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**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Premises Licences (continued)				
Annual maintenance fee to keep premises licence current.				
Band A	70.00	70.00	01/11/05	A
Band B	180.00	180.00	01/11/05	A
Band C	295.00	295.00	01/11/05	A
Band D	320.00	320.00	01/11/05	A
Band E	350.00	350.00	01/11/05	A
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	A
Band E x 3	1,050.00	1,050.00	01/11/05	A
Additional Fees				
There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5000+), unless certain conditions apply. Please read Regulation 4(4) and 4(5) of the licensing Act (Fees) Regulations 2005.				

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C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Additional Premises licence fee				
Numbers in attendance at any one time				
5,000 - 9,999	1,000.00	1,000.00	01/11/05	A
10,000 - 14,999	2,000.00	2,000.00	01/11/05	A
15,000 - 19,999	4,000.00	4,000.00	01/11/05	A
20,000 - 29,999	8,000.00	8,000.00	01/11/05	A
30,000 - 39,999	16,000.00	16,000.00	01/11/05	A
40,000 - 49,999	24,000.00	24,000.00	01/11/05	A
50,000 - 59,999	32,000.00	32,000.00	01/11/05	A
60,000 - 69,999	40,000.00	40,000.00	01/11/05	A
70,000 - 79,999	48,000.00	48,000.00	01/11/05	A
80,000 - 89,999	56,000.00	56,000.00	01/11/05	A
90,000 and over	64,000.00	64,000.00	01/11/05	A

Basis of Increase:

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C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Additional annual maintenance fee payable (if applicable)				
Numbers in attendance at any one time				
5,000 - 9,999	500.00	500.00	01/11/05	A
10,000 - 14,999	1,000.00	1,000.00	01/11/05	A
15,000 - 19,999	2,000.00	2,000.00	01/11/05	A
20,000 - 29,999	4,000.00	4,000.00	01/11/05	A
30,000 - 39,999	8,000.00	8,000.00	01/11/05	A
40,000 - 49,999	12,000.00	12,000.00	01/11/05	A
50,000 - 59,999	16,000.00	16,000.00	01/11/05	A
60,000 - 69,999	20,000.00	20,000.00	01/11/05	A
70,000 - 79,999	24,000.00	24,000.00	01/11/05	A
80,000 - 89,999	28,000.00	28,000.00	01/11/05	A
90,000 and over	32,000.00	32,000.00	01/11/05	A

Basis of Increase:

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

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Club premises certificates				
New application variation				
Band A	100.00	100.00	01/11/05	A
Band B	190.00	190.00	01/11/05	A
Band C	315.00	315.00	01/11/05	A
Band D	450.00	450.00	01/11/05	A
Band E	635.00	635.00	01/11/05	A
Annual maintenance fee				
Band A	70.00	70.00	01/11/05	A
Band B	180.00	180.00	01/11/05	A
Band C	295.00	295.00	01/11/05	A
Band D	320.00	320.00	01/11/05	A
Band E	350.00	350.00	01/11/05	A

Basis of Increase:

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C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Explosives Regulations 2014 (set by HSE) Registration (Unlimited) initial application	500.00	500.00	01/04/17	A
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	113.00	01/04/24	A
New application 2 years	144.00	147.00	01/04/24	A
New application 3 years	177.00	181.00	01/04/24	A
New application 4 years	211.00	215.00	01/04/24	A
New application 5 years	243.00	248.00	01/04/24	A
Renewals				
Renewal 1 year	55.00	56.00	01/04/24	A
Renewal 2 years	88.00	90.00	01/04/24	A
Renewal 3 years	123.00	125.00	01/04/24	A
Renewal 4 years	155.00	158.00	01/04/24	A
Renewal 5 years	189.00	193.00	01/04/24	A

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Explosives Regulations 2014 (set by HSE) continued				
Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is required: (Storage between 250kg and 2,000kg NEQ)				
New				
New application 1 year	189.00	193.00	01/04/24	A
New application 2 years	248.00	253.00	01/04/24	A
New application 3 years	311.00	317.00	01/04/24	A
New application 4 years	382.00	390.00	01/04/24	A
New application 5 years	432.00	441.00	01/04/24	A
Renewals				
Renewal 1 year	88.00	90.00	01/04/24	A
Renewal 2 years	150.00	153.00	01/04/24	A
Renewal 3 years	211.00	215.00	01/04/24	A
Renewal 4 years	272.00	277.00	01/04/24	A
Renewal 5 years	333.00	340.00	01/04/24	A
Varying a licence (For any other variation-the reasonable cost to the licensing authority of having the work carried out)				
Varying the name of licensee or address of site	37.00	38.00	01/04/24	A
Transfer of licence	37.00	38.00	01/04/24	A
Replacement of licence if lost	37.00	38.00	01/04/24	A

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
ENVIRONMENTAL HEALTH:				
Keeping of dangerous wild animals (Dangerous Wild Animals Act 1976)				
New application Part A	384.00	407.00	01/04/24	C
New application Part B	116.00	124.00	01/04/24	C
Note: total fee for new application £531				
Renewal Part A	384.00	407.00	01/04/24	C
Renewal Part B	116.00	124.00	01/04/24	C
Note: total fee for renewal £531				
Replacement or Copy of Keeping of dangerous wild animals Application/Renewal	50.00	53.00	01/04/24	C

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
ENVIRONMENTAL HEALTH:				
Animal Welfare Licences (The Animal Welfare (Licensing of Activities Involving Animals) England) Regulations 2018				
Providing and arranging boarding for cat/dog kennels, home boarding for dogs				
New Application Part B (Issue Fee)	394.00	418.00	01/04/24	C
Note: total fee for new application £627	197.00	209.00	01/04/24	C
Renewal Part A (Application Fee)	361.00	383.00	01/04/24	C
Renewal Part B (Issue Fee)	132.00	140.00	01/04/24	C
Note: total fee for renewal application £523				
Dog Daycare				
Dog Daycare Part A (Application Fee)	394.00	418.00	01/04/24	C
Dog Daycare Part 3 (Issue Fee)	197.00	209.00	01/04/24	C
Note: total fee for new application £627				
Renewal Part A (Application Fee)	361.00	383.00	01/04/24	C
Renewal Part B (Issue Fee)	132.00	140.00	01/04/24	C
Note: total fee for renewal application £523				

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Animal Welfare Licences (continued)				
Dog Breeding				
Dog Breeding Part A (Application Fee) (plus vet visit fee)	427.00	453.00	01/04/24	C
Dog Breeding Part B (Issue Fee)	197.00	209.00	01/04/24	C
Note: total fee for new application £662				
Renewal Part A (Application Fee)(plus vet fee visit fee)	394.00	418.00	01/04/24	C
Renewal Part B (Issue Fee)	132.00	140.00	01/04/24	C
Note: total fee for renewal application £558				
Pet Shop Operation				
Pet Shop Operation Part A (Application Fee)	394.00	418.00	01/04/24	C
Pet Shop Operation Part B (Issue Fee)	197.00	209.00	01/04/24	C
Note: total fee for Pet Shop Operation £627				
Renewal Part A (Application Fee)	361.00	383.00	01/04/24	C
Renewal Part B (Issue Fee)	132.00	140.00	01/04/24	C
Note: total fee for renewal application £523				

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Animal Welfare Licences (continued)				
Hiring of Horses				
Hiring of Horses (riding and/or instruction) Part A (Application Fee) (plus vet visit fee)	427.00	453.00	01/04/24	C
Hiring of Horses (riding and/or instruction) Part B (Issue Fee)	197.00	209.00	01/04/24	C
Note: total fee for Hiring of Horses £662				
Renewal Part A (Application Fee)(plus vet fee visit fee)	394.00	418.00	01/04/24	C
Renewal Part B (Issue Fee)	132.00	140.00	01/04/24	C
Note: total fee for renewal application £558				
Keeping or Training of Animals for Exhibitions				
Keeping or training of animals for exhibition Part A (Application Fee)	394.00	418.00	01/04/24	C
Keeping or training of animals for exhibition Part B (Issue Fee)	197.00	209.00	01/04/24	C
Note: total fee for Keeping or training of animals for exhibition £627				
Renewal Part A (Application Fee)	361.00	383.00	01/04/24	C
Renewal Part B (Issue Fee)	132.00	140.00	01/04/24	C
Note: total fee for renewal application £523				
Variation of Licence	328.00	348.00	01/04/24	C
Re-rating of Premises	295.00	313.00	01/04/24	C
Amendment Fee/Replacement Licence for a lost or defaced Licence	50.00	53.00	01/04/24	C
Transfer Fee	197.00	209.00	01/04/24	C

Basis of Increase:

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

**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Special treatment establishments (London Local Authority Act 1991)				
High risk single treatment New Part A	592.00	628.00	01/04/24	C
High risk single treatment New Part B	176.00	187.00	01/04/24	C
Note: total fee for new application £815				
High risk Multiple treatment New Part A	731.00	776.00	01/04/24	C
High risk Multiple treatment New Part B	176.00	187.00	01/04/24	C
Note: total fee for new application £963				
High risk renewal single treatment Part A	176.00	187.00	01/04/24	C
High risk renewal single treatment Part B	176.00	187.00	01/04/24	C
Note: total fee for renewal £374				
High risk Renewal multiple treatment Part A	244.00	259.00	01/04/24	C
High risk Renewal multiple treatment Part B	176.00	187.00	01/04/24	C
Note: total fee for renewal £446				
Variation (additional treatment High risk)	349.00	370.00	01/04/24	C

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Special treatment establishments (Cont.)				
<p>**surcharge to be paid for renewal applications that are received within 30 days from the date the licence lapsed. Any renewal applications received after that period will not be accepted and a new application and associated fee will be required.</p>				
low risk single treatment New Part A	384.00	407.00	01/04/24	C
low risk single treatment New Part B	176.00	187.00	01/04/24	C
Note: total fee for new application £594				
low risk multiple treatment New Part A	523.00	555.00	01/04/24	C
low risk multiple treatment New Part B	176.00	187.00	01/04/24	C
Note: total fee for new application £742				

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Special treatment establishments (Cont.)				
Low risk renewal single treatment Part A	116.00	124.00	01/04/24	C
Low risk renewal single treatment Part B	176.00	187.00	01/04/24	C
Note: total fee for renewal £311				
Low risk renewal multiple treatment Part A	176.00	187.00	01/04/24	C
Low risk renewal multiple treatment Part B	176.00	187.00	01/04/24	C
Note: total fee for renewal £374				
Variation (additional treatment low risk)~	176.00	187.00	01/04/24	C
Change of details/transfer	116.00	124.00	01/04/24	C
Late renewal surcharge	46.00	49.00	01/04/24	C
Change of Therapist	33.00	35.00	01/04/24	C
Duplicate Special treatment establishments licence	50.00	53.00	01/04/24	C
~ if the additional treatment is high risk the higher fee must be paid.				

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Zoo Licensing (Zoo Licensing Act 1981)				
New Application Part A (Part B no charge) (plus vet visit fee)	731.00	776.00	01/04/24	C
Renewal (no change) Part A fee plus vet inspection fee	523.00	555.00	01/04/24	C
Alteration Part A plus vet inspection fee	639.00	678.00	01/04/24	C
Sex Establishment Licensing (Local Govt. Miscellaneous Provisions Act 1982)				
New application Part A (Part B no charge)	2,365.00	2,509.00	01/04/24	C
Renewal Part A fee	349.00	370.00	01/04/24	C
Renewal Part B fee	116.00	124.00	01/04/24	C
Note: total fee for renewal £494				
Hypnotism consent (Hypnotism Act 1952)				
New application Part A	349.00	370.00	01/04/24	C

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Street Trading Licences (London Local Authorities Act 1990)				
Subject to review and a separate consultation for proposed street trading protocol				
Trading between 05:00 - 20:00				
Seven days per week	2,437.00	2,586.00	01/04/24	C
Six days per week	2,089.00	2,216.00	01/04/24	C
Five days per week	1,746.00	1,853.00	01/04/24	C
Four days per week	1,393.00	1,478.00	01/04/24	C
Three days per week	1,049.00	1,113.00	01/04/24	C
Two days per week	698.00	741.00	01/04/24	C
One day per week	351.00	372.00	01/04/24	C
Trading between 20:00 - 02:00				
Seven days per week	3,016.00	3,200.00	01/04/24	C
Six days per week	2,587.00	2,745.00	01/04/24	C
Five days per week	2,155.00	2,286.00	01/04/24	C
Four days per week	1,726.00	1,831.00	01/04/24	C
Three days per week	1,292.00	1,371.00	01/04/24	C
Two days per week	855.00	907.00	01/04/24	C
One day per week	429.00	455.00	01/04/24	C
These can be paid annually in advance				

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Temporary Street Trading Licences (up to 6 months)				
Trading between 05:00 and 20:00				
Seven days per week	1,222.00	1,297.00	01/04/24	C
Six days per week	1,048.00	1,112.00	01/04/24	C
Five days per week	858.00	910.00	01/04/24	C
Four days per week	698.00	741.00	01/04/24	C
Three days per week	525.00	557.00	01/04/24	C
Two days per week	350.00	371.00	01/04/24	C
One day per week	178.00	189.00	01/04/24	C
Temporary Street Trading Licences (up to 6 months) (continued)				
Trading between 20:00 and 02:00				
Seven days per week	1,509.00	1,602.00	01/04/24	C
Six days per week	1,298.00	1,377.00	01/04/24	C
Five days per week	1,081.00	1,147.00	01/04/24	C
Four days per week	863.00	916.00	01/04/24	C
Three days per week	647.00	686.00	01/04/24	C
Two days per week	433.00	459.00	01/04/24	C
One day per week	225.00	239.00	01/04/24	C

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Daily Temporary Licence for special events	50.00	53.00	01/04/23	C
Duplicate Licence	54.00	57.00	01/04/23	C
Variations to existing Licences	115.00	122.00	01/04/23	C
Pavement Licence (Business and Planning Act 2020)	100.00	100.00	01/03/23	D

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Land Quality Reports				
Written report that takes less than 2 hours to complete:				
a) 5 working day response (where available and on request)	610.00 *	648.00 *	01/04/24	C
b) 20 working day response	337.00 *	358.00 *	01/04/24	C
For every hour over 2 hours	100.00 *	107.00 *	01/04/24	C
To respond to specific questions on land quality hourly rate	100.00 *	107.00 *	01/04/24	C
Mandatory HMO Licensing (Housing Act 2004)				
Licences usually valid for 5 years				
Up to 5 lettings	1,219.00	1,294.00	01/04/24	C
6 - 9 lettings	1,404.00	1,490.00	01/04/24	C
10 - 14 lettings	1,610.00	1,709.00	01/04/24	C
15 - 19 lettings	1,781.00	1,890.00	01/04/24	C
20 lettings and above	1,954.00	2,074.00	01/04/24	C
Additional fee for processing paper applications	107.00	114.00	01/04/24	C

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Planning & Public Protection**

(B) Charges determined by Cabinet

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Additional HMO Licence (usually valid for 5 years)				
Additional licence fees are split into two payments				
Part A (application fee)	550.00	550.00	01/04/20	D
Part B (licensing fee)	350.00	350.00	01/04/20	D
Selective Licensing for Privately Rented Homes (usually valid for 5 years)				
Selective licence fees are split into two payments				
Part A (application fee)	450.00	450.00	01/04/20	D
Part B (licensing fee)	450.00	450.00	01/04/20	D
Additional fee for processing paper applications	107.00	107.00	01/04/23	D
Charge for assisted applications	107.00	107.00	01/04/23	D
Discounts available*				
Landlord accreditation scheme:				
A £35 discount on the Part B fee only is available to accredited landlords				
Multi property discount:				
*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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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Caravan site licence (Caravan Sites and Control of Development Act 1960)	438.00	465.00	01/04/23	C
Miscellaneous housing-related fees				
Fee for each type of statutory Notice served under Housing Act 2004 with the ability to add the cost of any report required from external experts such as Gas, Electricity or Structural Surveyors	558.00	593.00	01/04/23	C
Gambling Act 2005 Bingo Club premises				
Fees set by LA (subject to maxima set by Govt.)				
New premises application	3,500.00	3,500.00	01/04/20	D
Annual fee	782.00	830.00	01/04/24	C
Application to vary	1,300.00	1,380.00	01/04/24	C
Application to transfer	659.00	699.00	01/04/24	C
Application for reinstatement	1,019.00	1,082.00	01/04/24	C
Application for a provisional statement	1,359.00	1,442.00	01/04/24	C
License application (provisional statement holders)	1,019.00	1,082.00	01/04/24	C

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Betting shop				
New premises application	1,335.00	1,416.00	01/04/24	C
Annual fee	600.00	600.00	01/04/20	D
Application to vary	999.00	1,060.00	01/04/24	C
Application to transfer	659.00	700.00	01/04/24	C
Application for reinstatement	1,020.00	1,082.00	01/04/24	C
Application for a provisional statement	1,360.00	1,443.00	01/04/24	C
License application (provisional statement holders)	1,020.00	1,082.00	01/04/24	C
Betting premises tracks				
New premises application	2,500.00	2,500.00	01/04/20	D
Annual fee	999.00	1,000.00	01/04/22	D
Application to vary	1,250.00	1,250.00	01/04/22	D
Application to transfer	658.00	698.00	01/04/23	C
Application for reinstatement	950.00	950.00	01/04/22	D
Application for a provisional statement	2,500.00	2,500.00	01/04/20	D
License application (provisional statement holders)	950.00	950.00	01/04/22	D

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Family Entertainment centres				
New premises application	1,788.00	1,897.00	01/04/24	C
Annual fee	750.00	750.00	01/04/22	D
Application to vary	1,000.00	1,000.00	01/04/20	D
Application to transfer	659.00	699.00	01/04/23	C
Application for reinstatement	950.00	950.00	01/04/22	D
Application for a provisional statement	1,827.00	1,938.00	01/04/23	C
License application (provisional statement holders)	950.00	950.00	01/04/21	D
Adult gaming centres				
New premises application	1,812.00	1,923.00	01/04/23	C
Annual fee	784.00	832.00	01/04/23	C
Application to vary	1,000.00	1,000.00	01/04/20	D
Application to transfer	659.00	699.00	01/04/23	C
Application for reinstatement	986.00	986.00	01/04/23	D
Application for a provisional statement	1,809.00	1,919.00	01/04/23	C
License application (provisional statement holders)	986.00	1,046.00	01/04/23	C

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Scrap Metal Dealers Act 2013				
Application for a new scrap metal site licence	992.00	1,053.00	01/04/24	C
Application for a new scrap metal collectors licence	321.00	341.00	01/04/24	C
Application for a variation of an existing site licence to a collectors licence	161.00	171.00	01/04/24	C
Application for a variation of an existing collectors licence to a site licence	838.00	889.00	01/04/24	C
Application for a variation of an existing licence not listed above	222.00	236.00	01/04/24	C
Renewal application for a site licence under Scrap Metal Dealers Act 2013	992.00	1,053.00	01/04/24	C
Renewal application for a collectors licence under Scrap Metal Dealers Act 2013	299.00	317.00	01/04/24	C
Lost licence replacement	30.00	32.00	01/04/24	C
Marriage Act 1949				
Wedding Registration				
New application Part A fee	782.00	830.00	01/04/24	C
New Application Part B fee	210.00	223.00	01/04/24	C
Note: Total fee parts A and B £1053				
Renewal of Premises Licensing				
Renewal Part A fee	226.00	240.00	01/04/24	C
Renewal Part B fee	210.00	223.00	01/04/24	C
Note: Total fee parts A and B £463				

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Primary Authority				
Annual Fee, pays for 20 hours work (Enterprise and Regulatory Reform Act)	1,433.00	1,521.00	01/04/24	C
Hourly rate, agreed in advance for work beyond 20 hours.	73.00	78.00	01/04/24	C
Food				
Health Export Certificates (these are issued on request to food businesses who wish to export foodstuff outside the EU. They are provided to assist local exporters in meeting the food safety requirements. Only the local authority can provide them).	62.00	66.00	01/04/24	C
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	275.00	292.00	01/04/24	C

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**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
ENVIRONMENTAL ENFORCEMENT				
Environmental offences				
Fixed penalty notices				
Levels are set by legislation and London Councils Transport and Environment Committee Guidelines.				
Fly Tipping	400.00	400.00	01/04/20	A
Householder Duty of Care	400.00	400.00	01/04/22	A
Fail to produce Waste Transfer Notes	300.00	300.00	01/04/20	A
Litter	150.00	150.00	01/04/20	A
Fail to comply requirement or condition in Abatement Notice	110.00	110.00	01/04/20	A
Fail to comply Community Protection Notice	100.00	100.00	01/04/20	A
Fail to comply Public Space Protection Order	100.00	100.00	01/04/20	A
Fail to produce authority to carry waste	300.00	300.00	01/04/20	A
Fail to comply with receptacles notice (Commercial)	110.00	110.00	01/04/20	A
Unlicensed Street Trading	150.00	150.00	01/04/20	A
Fail to comply conditions Street Trading License / temp License	100.00	100.00	01/04/20	A
Fail to produce a Street Trading Licence / Temp Licence on demand	100.00	100.00	01/04/20	A
Making a false statement to obtain a Street Trading Licence	125.00	125.00	01/04/20	A
Resisting or obstructing an authorised officer	250.00	250.00	01/04/20	A

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**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Fixed penalty notices (Continue)				
Nuisance Vehicles exposed for sale Unlicensed Trade	150.00	150.00	01/04/20	A
Abandoned Vehicles	200.00	200.00	01/04/20	A
Unauthorised distribution of printed matter	75.00	75.00	01/04/20	A
Fly Posting	150.00	150.00	01/04/20	A
Display advertisement in contravention of regulations	75.00	75.00	01/04/20	A
Graffiti	150.00	150.00	01/04/20	A
Marks / picture/ sign on highway or highway furniture	100.00	100.00	01/04/20	A
Wilful obstruction	100.00	100.00	01/04/20	A
Erect building / fence / hedge on highway	100.00	100.00	01/04/20	A
Deposit skip on highway without authority	100.00	100.00	01/04/20	A
Deposit skip on highway failure to light or sign	100.00	100.00	01/04/20	A
Deposit skip on highway failure to display name and address	100.00	100.00	01/04/20	A
Deposit skip on highway fail to remove	100.00	100.00	01/04/20	A
Deposit skip on highway fail to comply conditions / permit	100.00	100.00	01/04/20	A
Deposit skip on highway fail to remove / reposition	100.00	100.00	01/04/20	A
Deposit material on made up carriageway	100.00	100.00	01/04/20	A
Deposit material within 15 feet of centre carriageway	100.00	100.00	01/04/20	A
Deposit material on highway to interruption of user	100.00	100.00	01/04/20	A

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**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Fixed penalty notices (Continue)				
Pitching booths / stalls / stands / camp on highway	100.00	100.00	01/04/20	A
Fail to prevent soil / mud / refuse escape to sewer / road	100.00	100.00	01/04/20	A
Fail to remove projection	100.00	100.00	01/04/20	A
Fail to prevent door etc, opening onto street	100.00	100.00	01/04/20	A
Deposit things on highway which cause injury or danger	100.00	100.00	01/04/20	A
Erect scaffold or structure on highway without licence (fail to comply condition)	100.00	100.00	01/04/20	A
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p><i>The above fines are subject to early repayment discounts in line with issued Terms and Conditions.</i></p> </div>				

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**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Letting Agency and Tenant Fees Enforcement Work (Fixed Penalty Notices)				
Requirement breach to belong to a Redress Scheme for Letting Agency/Property Management Work.		Up to £5,000	01/04/24	NEW
Failure to publish/display : (a) Letting agency /property management fees. (b) Statement of client money protection membership. (c) Statement of property Redress Scheme Membership.		Up to £5,000	01/04/24	NEW
Failure to meet/breach of the Tenant's Fees Act 2019 requirements		Up to £30,000	01/04/24	NEW
Breach of requirement to belong to a client money protection Scheme		Up to £30,000	01/04/24	NEW
Failure to display/publish Client Money Protection Membership Certificate or give a copy of certificate free of charge		Up to £5,000	01/04/24	NEW
Maximum Penalty can be applied for each of the above breach/offence				

Basis of Increase:

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

**Place
Trading Standards**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
TRADING STANDARDS:				
Trading Standards NE London Metrology Partnership Income Income is credited to the joint trading account				
Section 11 (4) of the Weights and Measures Act 1985				
Measuring Instruments:				
(a) Linear (with or without divisions/sub divisions)				
First Tape	26.12 *	27.70 *	01/04/24	C
(b) Capacity (without divisions, not exceeding 1 litre) - each measure				
	25.74 *	27.30 *	01/04/24	C
(c) Cubic ballast				
Other than brim (each measure)	247.00 *	262.10 *	01/04/24	C
Brim/bucket type (each measure)	247.00 *	262.10 *	01/04/24	C
1. Liquid capacity measures for making and checking average quantity purchases each measure	50.00 *	53.10 *	01/04/24	C

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**Place
Trading Standards**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Measuring Instruments (continued):				
2. Templates (per scale)				
First item	87.90 *	93.30 *	01/04/24	C
Second and subsequent items	42.80 *	45.10 *	01/04/24	C
(d) Liquid fuel, Lubricants etc. (each instrument)				
1. Container type (not sub-divided)	150.00 *	159.20 *	01/04/24	C
2. Other types (multi-outlets)				
1 meter tested	207.28 *	219.90 *	01/04/24	C
Each additional meter tested	122.35 *	129.80 *	01/04/24	C
3. Test of peripheral equipment on separate visit (per hour)	146.40 *	155.30 *	01/04/24	C
4. Test of credit card acceptor (per hour)	146.40 *	155.30 *	01/04/24	C
5. MID verification				
1 meter tested	248.84 *	264.00 *	01/04/24	C
Each additional meter	151.20 *	160.40 *	01/04/24	C

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**Place
Trading Standards**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Measuring Instruments (continued):				
(e) Intoxicating liquor (each instrument)				
Not exceeding 150ml (individual submissions)	31.20 *	33.10 *	01/04/24	C
Other	34.80 *	36.90 *	01/04/24	C
(f) Each weight (stamping)				
1. Weights exceeding 5kg or not exceeding 500mg, 2cm	19.26 *	20.40 *	01/04/24	C
2. Other weights	14.45 *	15.30 *	01/04/24	C
3. Other weights (more than one submitted)	13.00 *	13.80 *	01/04/24	C
4. Adjusting weights (per hour)	152.40 *	161.70 *	01/04/24	C
(g) Verification - Weighing Machines / Weighing Equipment				
1. Calibrated to weigh only metric:				
Not exceeding 15kg	149.10 *	158.20 *	01/04/24	C
Exceeding 15kg to 100kg	155.10 *	164.60 *	01/04/24	C
Exceeding 100kg to 250kg	177.78 *	188.60 *	01/04/24	C
Exceeding 250kg to 1 tonne	186.58 *	198.00 *	01/04/24	C
Exceeding 1 tonne to 10 tonne	229.00 *	243.00 *	01/04/24	C
Exceeding 10 tonnes to 30 tonnes	482.00 *	511.40 *	01/04/24	C
Exceeding 30 tonnes to 60 tonnes	717.00 *	760.70 *	01/04/24	C

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Place Trading Standards

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Measuring Instruments (continued):				
2. When testing instruments incorporate peripherals such as remote display or printing facilities, and where completion of the test requires a second person or a second series of tests by the same person, an additional fee may be charged at the standard hourly rate:	150.68 *	159.90 *	01/04/24	C
3. Medical weighing scales (per hour)				
Not exceeding 15kg	134.80 *	143.00 *	01/04/24	C
Exceeding 15kg to 100kg	134.80 *	143.00 *	01/04/24	C
Exceeding 100kg to 250kg	149.20 *	158.30 *	01/04/24	C
Exceeding 250kg to 1 tonne	149.20 *	158.30 *	01/04/24	C
Certificate of errors				
For supplying a certificate containing results of errors found on testing (certificate supplied upon request of the submitter, fee applies when no other fee is payable)	69.60 *	73.90 *	01/04/24	C
Measuring Instrument Directive				
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)	20% Surcharge *	20% Surcharge *	01/04/24	C

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Place Trading Standards

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Measuring Instruments (continued):				
Other Weighing or Measuring Equipment				
Brake tester/spring balance type	88.97 *	94.40 *	01/04/24	C
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)	134.80 *	143.00 *	01/04/24	C
Standards Services provided to Other Local Authorities				
Testing and Associated Services (per hour)	125.57	133.20	01/04/24	C
Collection Delivery charge (price shown is per mile) return trip + congestion charge where applicable	1.00	1.00	01/04/20	D
Inspections during standard office hours, including travelling time	125.57	133.20	01/04/24	C
Block Booked and Pre-paid Inspections totalling more than £5,000 (per hour)	87.90	93.30	01/04/24	C

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Place Trading Standards

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Section 76 of the 1985 Act				
For other services or facilities provided, or for authorisation, certificates or other documents issued in pursuance of a community obligation				
Per man hour spent at place of providing the service, facility etc. (pro rata of one quarter hour periods)	125.57	133.20	01/04/24	C
GLC (General Powers) Act 1985				
Competitive Bidding - Licence Registration fee	412.00	437.00	01/04/23	C
Financial Investigation by Accredited Financial Investigator (LA)				
Where no individual agreement exists, per hour spent by AFI	79.00	81.00	01/04/24	D
'PASS' Alcohol awareness retailer training fee (per delegate - Inc. VAT)	77.00 *	Withdrawn *	01/04/23	N/A

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
S106 Monitoring Fees				
Key non-financial obligations (per obligation)	1,030.00	1,093.00	01/04/24	C
Fixed Financial Obligations				
5% of the value of the total contributions				
minimum fee	1,030.00	1,093.00	01/04/24	C
maximum fee	41,200.00	43,720.00	01/04/24	C
Financial Obligations with future calculation				
Per Obligation	1,030.00	1,093.00	01/04/24	C
Additional 5% of value of total contribution with a:				
minimum fee	1,030.00	1,093.00	01/04/24	C
maximum fee	41,200.00	43,720.00	01/04/24	C

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Other S106 Fees				
Confirmation as to whether S106 obligations have been discharged	155.00	165.00	01/04/24	C
Fee for Request to vary S106 obligations less than 5 years old (does not include monitoring fee if S106 DoV approved)	520.00	552.00	01/04/24	C
Invalid Planning Applications				
Fee for submission of invalid planning application - Full	120.00	128.00	01/04/24	C
Fee for submission of invalid planning application - Householder	60.00	64.00	01/04/24	C

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**Place
Planning & Building**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
PLANNING AND BUILDING CONTROL:				
Photocopying per A4 and A3 sheet (minimum charge £2)	0.35	* service withdrawn *	01/04/24	N/A
Photocopying of plans (per sheet)	24.00	* service withdrawn *	01/04/24	N/A
Other Planning requests - per hour (minimum 1/2 hour)	85.50	91.00	01/04/24	C
Other Building Control requests - per hour (minimum 1/2 hour)	85.50	91.00	01/04/24	C
[The Building (Local Authority Charges) Regulations 2010] Committee reports (available from website for free)				
Scanning/Printing Cost per A4 and A3 sheet (minimum charge £2.50)		0.40	01/04/24	NEW
Scanning/Printing of plans (per sheet)		25.50	01/04/24	NEW
Demolition Notices (Per Site) (larger sites will be assessed separately, customers are invited to contact Building control for a bespoke price)	300.00	319.00	01/04/24	C
Building Control - Dangerous Structure charge				
8am - 5pm - per hour	100.00	107.00	01/04/24	C
5pm - 8am - per hour	120.00	128.00	01/04/24	C
(Travelling costs will also be charged as appropriate as well as Dangerous Structures Consortium Contractors Costs)				

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**Place
Planning & Building**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Pre-Application advice				
Pre-Application advice				
Householder/Small Business - Face to Face	120.00 *	128.00 *	01/04/24	C
Householder/Small Business - Written Response	200.00 *	213.00 *	01/04/24	C
Change of Business Premises up to 99 sq.m	360.00 *	382.00 *	01/04/24	C
Pre-Application advice - Residential units/Commercial or Industrial Floor space				
1 residential unit	360.00 *	382.00 *	01/04/24	C
1 residential unit - Follow up advice	180.00 *	191.00 *	01/04/24	C
2-3 residential/100-499sq m floor space	700.00 *	743.00 *	01/04/24	C
2-3 residential/100-499sq m floor space - Follow up advice	250.00 *	266.00 *	01/04/24	C
4-9 residential/500-999 sq. m floor space	1,800.00 *	1,910.00 *	01/04/24	C
4-9 residential/500-999 sq. m floor space - Follow up advice	600.00 *	637.00 *	01/04/24	C
10-24 residential/1000-1999 sq.m floor space/telecoms	4,000.00 *	4,244.00 *	01/04/24	C
10-24 residential/1000-1999 sq.m floor space/telecoms - Follow up advice	1,000.00 *	1,061.00 *	01/04/24	C

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Place Planning & Building

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Planning Performance Agreements (PPA)				
Initiation Fee	5,700.00	6,048.00	01/04/24	C
Premium Initiation	6,900.00	7,321.00	01/04/24	C
Residential 25-49 Dwellings, Non-residential Up to 3000 sq m	22,500.00	23,900.00	01/04/24	C
Residential 50-100 dwellings, Non-residential Up to 3001 - 5000 sq m, Mineral extraction up to 10 hectares	33,800.00	35,900.00	01/04/24	C
Residential 101-150 dwellings, Non-residential 5001-10000 sq m, Mineral extraction 10.1- 20 hectares	45,000.00	47,800.00	01/04/24	C
Residential 151-300 dwellings, Non-residential Up to 20,000 sq m, Mineral extraction 20.1 – 30 hectares	56,300.00	59,800.00	01/04/24	C
Residential 301-600 dwellings, Mineral extraction more than 30 hectares	78,800.00	83,600.00	01/04/24	C
Residential 601-900 dwellings	101,400.00	107,600.00	01/04/24	C
Residential 901+ dwellings	112,300.00	119,200.00	01/04/24	C
Research, retrieval and copy of one document for domestic properties	47.80	50.70	01/04/24	C
Research, retrieval and copy of one document for non-domestic properties	72.10	76.50	01/04/24	C
For each additional document	23.10	24.50	01/04/24	C
Planning Condition History Search (30 minutes)	43.25	46.00	01/04/24	C
Additional research time (per 15 minutes)	21.65	23.00	01/04/24	C

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**Place
Planning & Building**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Supply of letter detailing inspections (where no completion certificate exists) per hour	135.00	144.00	01/04/24	C
Request for written confirmation that an Enforcement Notice has been complied with or is no longer of effect	167.00	178.00	01/04/24	C
Request to withdraw Enforcement Notice where the notice is no longer of effect	955.00	1,013.00	01/04/24	C
High Hedge Complaint	980.00	1,200.00	01/04/24	D

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
LOCAL LAND CHARGES:				
Certain fees are laid down in regulations made under the Local Land Charges Act 1975.				
Fees for Official Local Land Charge Certificates				
Registration of a charge in Part II of the registers	103.00	110.00	01/04/24	C
Official search (including issue of official certificate of search)				
a) in only part of the register (one parcel)	10.60	11.30	01/04/24	C
b) in only part of register (each additional parcel thereafter)	3.30	3.50	01/04/24	C
c) in the whole of the register - post or fax (one parcel)	25.40	27.00	01/04/24	C
d) in the whole of the register - post or fax (each additional parcel thereafter)	6.60	7.00	01/04/24	C
e) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (one parcel)	25.40	27.00	01/04/24	C
f) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (each additional parcel thereafter)	6.60	7.00	01/04/24	C
Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)	2.20	2.35	01/04/24	C

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Office copy of any plan or other document filed pursuant to these rules:				
Extract of register in place of personal search				
First Page	3.30	3.50	01/04/24	C
Subsequent pages	1.05	1.15	01/04/24	C
CON29(R) Enquiries				
One parcel of land	121.50	129.00	01/04/24	C
Several parcels of land				
Each additional (fees that exceed 100 to be fixed by arrangement)	52.00	55.50	01/04/24	C
Part 2 Enquiries				
Each printed enquiry	25.50	27.50	01/04/24	C
With exception to Question 4	39.10	41.50	01/04/24	C
With exception of surrounding area enquiries	43.30	46.00	01/04/24	C

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Copying Charges - Legal Documents				
Certified Copy of Land Search - Paper Copy	18.00	19.10	01/04/24	C
First Page	3.30	3.50	01/04/24	C
Subsequent pages	0.65	0.70	01/04/24	C
Certified copy of extract of Highways Register (letter and extract)	36.00	38.50	01/04/24	C
Certified copy of extract of Highways Register (extract only and collection only)	18.00	19.10	01/04/24	C
New Residential Addresses - (building names included) in an existing road				
1 dwelling	77.00	82.00	01/04/24	C
2 - 5 dwellings	96.00	102.00	01/04/24	C
6 - 25 dwellings	113.00	120.00	01/04/24	C
26 - 45 dwellings	233.00	247.00	01/04/24	C
46 - 100 dwellings	496.00	526.00	01/04/24	C
100+ plots	836.00	887.00	01/04/24	C
Plus an extra fee for each additional 10 dwellings (or part thereof)	113.00	120.00	01/04/24	C

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
New Residential Addresses (building names included) plus single road name				
1 - 5 dwellings	162.00	172.00	01/04/24	C
6 - 25 dwellings	185.00	197.00	01/04/24	C
26 - 45 dwellings	298.00	316.00	01/04/24	C
46 - 100 dwellings	561.00	595.00	01/04/24	C
100+ plots	902.00	957.00	01/04/24	C
Plus an extra fee for each additional 10 dwellings (or part thereof)	185.00	197.00	01/04/24	C
 For each additional road name	 77.00	 82.00	 01/04/24	 C
New Commercial/Industrial Addresses (building name included) in an existing road				
1 unit	77.00	82.00	01/04/24	C
2 - 5 units	96.00	102.00	01/04/24	C
6 - 10 units	113.00	120.00	01/04/24	C
11+ units	161.00	171.00	01/04/24	C

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
New Commercial/Industrial Addresses (building name included) plus a single road name				
1 unit	96.00	102.00	01/04/24	C
2 - 5 units	113.00	120.00	01/04/24	C
6 - 10 units	137.00	146.00	01/04/24	C
11+ units	185.00	197.00	01/04/24	C
For each additional road name	77.00	82.00	01/04/24	C
New street name without any new dwellings or units	77.00	82.00	01/04/24	C
Naming of land parcel	77.00	82.00	01/04/24	C
Renaming of existing road or building (residential, commercial or industrial)	77.00	82.00	01/04/24	C
(plus an extra fee of £25.00 for each additional dwelling or building affected)	25.00	27.00	01/04/24	C
Research time: flat fee for 2 hour research into possible building/street names 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.	148.00	157.00	01/04/24	C

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