



**Hertsmere
Borough
Council**

REGISTER OF

FEES AND CHARGES

2021/22

Contents

	<u>Page</u>
Index	2
<hr/>	
Planning & Economic Development	3
<hr/>	
Housing Services	4-5
<hr/>	
Environmental Health	6-10
<hr/>	
Street Scene Services	11-17
<hr/>	
Asset Management	18
<hr/>	
Legal and Democratic Services	19-22
<hr/>	
Human Resources & Customer Services	23
<hr/>	
Photocopying	23
<hr/>	

Index

	<u>Page</u>
Allotments	17
Cemeteries	17
Civic Office – Room Hire	23
Clinical Waste	12
Garages	18
Housing Licences, Notices & Enforcement	4-5
Land Charges	19
Legal Fees	21
Licencing	6-9
Mobile Homes	4
Parking	14-16
Parks & Open Spaces	17
Pest Control	13
Planning Fees	3
Private Water Supplies	10
Property Fees	18
Register of Electors	22
Street Name & Numbering	20
Trade Waste	11-12

Planning & Economic Development

Strategic Planning		
Item	Paper copy	Electronic copy
Tree Preservation Orders*	£11	£5.50
Article 4 Directions*	£11	£5.50
Listed Building Register extract*	£11	£5.50
Conservation Area map*	£11	£5.50
Publications	Paper copy	Electronic copy
Policy documents, technical studies, monitoring reports	Price on application based on an 'at cost' copying and postage charge for local residents and groups, with a £10 surcharge to professionals and non-residents.	Electronic copies of all publications are available free of charge on the Hertsmere website.

Development Management		
Item	excl. VAT	incl. VAT
Research (each ½ hour or part thereof)	£36.67	£44
If site visit required, add	£36.67	£44

Pre-Application Discussions		
	excl. VAT	incl. VAT
Category A – Large Major	£10,450	£12,540
Category B – Small Major	£7,200	£8,640
Category C - Minor Development (1)	£3,500	£4,200
Category D - Minor Development (2)	£1,500	£1,800
Category E – Single Dwelling	£400 (without meeting) £550 (with meeting)	£480 (without meeting) £660 (with meeting)
Category F – Other	£400 (without meeting) £550 (with meeting)	£480 (without meeting) £660 (with meeting)
Category G – Householder	£150 (without meeting) £250 (without meeting)	£180 (with meeting) £300 (with meeting)
Additional advice	See Hertsmere website for fee schedule ¹	
Planning Performance Agreements (PPA)		
PPAs are a bespoke service and the cost of this service will be discussed on an individual basis tailored to the specific requirements of the application and the parties entering into the agreement. However, if the agreement covers pre-application advice, it will never be lower than the initial cost of that service.		

Note: Planning application fees are set by Central Government

A breakdown of all categories for PPAs, planning applications and planning, trees and listed building pre-applications and any other charges can be found on the Hertsmere website.

¹ <https://www.hertsmere.gov.uk/Documents/09-Planning--Building-Control/Planning/Development-Management/Pre-application-advice-and-planning-performance-agreement-service-2020.pdf>

Housing Services

Houses in Multiple Occupancy	Fees
HMO Mandatory Licence Application (Valid for 5 years)	£840 up to 5 people Plus £74 per additional person
Variation of HMO Licence	£210
Renew HMO Licence	£840 Plus £74 per additional person

Mobile Home Site Annual Fees					
Annual fees	Band 1	Band 2	Band 3	Band 4	Band 5
	1 – 6 pitches	7 – 57 pitches	58 – 108 pitches	109 – 159 pitches	160 + pitches
	£137	£274	£385	£436	£457
New site licence application - fee charges					
Charge to site owner	£572	£651	£814	£977	£1,176
Application to transfer a site licence – fee charges					
Charge to site owner	£305				
Application to amend a site licence – fee charges					
Charge to site owner	£305				

Smoke and Carbon Monoxide Alarm Regulations		
Penalty charge	£5,000	50% reduction if paid within 14 days

Letting Agent and Property Management Redress Scheme
Where a letting agent or property manager does not register on a recognised scheme, the council can, by notice, require the person or agent to pay a fine up to a maximum of £5,000

Enforcement Notices	Housing Act 2004
• Improvement/Suspended Improvement Notice (S11/12)	£350
• Prohibition/Suspended Prohibition Order (S20/21)	£350
• Emergency Remedial Action (S40)	£350
• Emergency Prohibition Order (S41)	£350
Demolition Order	£350

Service of second and subsequent Statutory Notice under Housing Act 2004 (at the same time)	
• Improvement/Suspended Improvement Notice (S11/12)	£75
• Prohibition/Suspended Prohibition Order (S20/21)	£75
• Emergency Remedial Action (S40)	£75
• Emergency Prohibition Order (S41)	£75

Review of suspended Statutory Notices under the Housing Act 2004	
• Suspended Improvement Notices (S11/12)	£75
• Suspended Prohibition Orders (S20/21)	£75

Immigration Inspections	
First application	£236
Hourly rate re-visits or advice	£86
Second visit (over 12 weeks)	£236
Hourly rate re-visits or advice (over 12 weeks)	£86

Civil Penalties
<p>The Housing and Planning Act 2016 has enabled the council to issue Civil Penalty Notices of up to £30,000 per offence for certain breaches of the Housing Act 2004 as an alternative to a prosecution. The level of civil penalty will be calculated using a matrix based on:</p> <ul style="list-style-type: none"> • the severity and seriousness of the offence • the culpability and past history of the offender • the harm, or potential harm, caused to the tenant.

Environmental Health

Charges	
Stray Dogs	£25 (Statutory) Seizure Fee £40 Transport & Admin £15 per night Kennelling
Environmental Search	£95 per enquiry
Basic Food Hygiene Level 2 Course	£58 per candidate

Miscellaneous Licences	
Licence	Fee
Dangerous Wild Animals Act 1976	£850 Commercial + veterinary fees £200 Domestic + veterinary fees
Zoo Licensing Act 1981 <i>Where dispensations have been granted, reduced fees may be levied</i>	Initial (4 years) £4,300 + vet fees Renewal (6 years) £2,000 + vet fees Transfer £600
Scrap Metal Dealer	£350 Site £260 Collector
Sex Shops Sexual Entertainment Venues	£750 application fee £3,250 licensing fee £2,500
Skin Piercing: Premises Operatives Variation	£185 £185 £75
Pavement Licence (The Business and Planning Act 2020)	£100

Small Scale Lotteries		
Licence	Type	Fee
Lotteries and Gaming statutory	New application	£40
	Renewal	£20
Gaming machines statutory		£50 valid for 3 years

Animal Licensing Activities														
	New Licence Application			Renewal Part A			2 Year Licence		3 Year licence					
Activity	Application	Grant – Part B	Total	Application	1 Year Grant – Part B	Total	Grant – Part B	Total	Grant – Part B	Total	Variation and transfer fee (no inspection)	Variation and transfer fee (with inspection)	Re-inspection (cost per hour)	Additional costs to application
Training/keeping animals for exhibit or encounters 1 - 5 6 or more	£150	£225	£405	£130					£255	£385	£20	£100	£40	All costs relating to any Appeal. Vet / expert fees, if necessary, for inspections and throughout duration of licence
	£210	£435	£645	£190					£435	£625	£20	£100	£40	
Animal Exhibitors / Trainers / Encounters from outside England – Application to Exhibit	£100										£20	£100	£40	All costs relating to any Appeal
Pet Vending (selling animals as pets) Retail unit Residential / small unit	£210	£47	£257	£190	£49	£239	£242	£432	£435	£625	£20	£100	£40	All costs relating to any Appeal. Vet / expert fees, if necessary, for inspections and throughout duration of licence
	£170	£27	£197	£150	£29	£179	£162	£312	£295	£445	£20	£100	£40	
Hire of Horse(s)	£116	£47	£163	£96	£49	£145	£147	£243	£246	£342	£20	£100	£40	All costs relating to any Appeal. Inspector costs at hourly rate for duration of inspections. Vet fees for inspections and throughout duration of licence
Dog Day Care Commercial	£190	£47	£237	£170	£49	£219	£222	£392	£395	£565	£20	£100	£40	All costs relating to any Appeal
Breeding Dogs Residential Commercial	£159	£27	£186	£139	£29	£168	£150	£289	£271	£410	£20	£100	£40	All costs relating to any Appeal. Vet fees on application and throughout duration of licence
	£239	£47	£286	£219	£49	£268	£270	£489	£491	£710	£20	£100	£40	
Home boarding for Dogs	£150	£27	£177	£130	£29	£159	£142	£272	£255	£385	£20	£100	£40	All costs relating to any Appeal
Kennels	£210	£47	£257	£190	£49	£239	£242	£432	£435	£625	£20	£100	£40	All costs relating to any Appeal
Cattery	£210	£47	£257	£190	£49	£239	£242	£432	£435	£625	£20	£100	£40	All costs relating to any Appeal
Combination Kennels and Cattery (1 application fee + 2 activity fees)	£253	£94	£347	£233	£98	£331	£334	£567	£569	£802	£20	£100	£40	All costs relating to any Appeal
Franchises: Arranging provision of Home Boarding for Dogs and /or Dog Day Care with hosts*	£77 plus grants below			£77 plus grants below							£20	£100	£40	All costs relating to any Appeal
Franchises: Grant per host		£142			£121		£185		£247		£20	£100	£40	All costs relating to any Appeal
*If arranger is providing Home Boarding or Dog Day Care themselves, they will need to apply for a Home Boarding and / or Dog Day Care licence separately from their Home Authority. If located in Three Rivers, the appropriate fees in the table above are payable.														

Applications returned to applicants due to insufficient information supplied or incomplete application forms will incur an additional fee charged at the hourly rate (minimum 1 hour).

Alcohol & Entertainment Licensing						
Band*		A	B	C	D	E
Personal Licence		£37				
Temporary Event Notice		£21				
Non-domestic rateable value		None-£4,300	£4,301 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 +
Premises Licence & Club Premises Certificate	Conversion (incl. variation); new application; variation	£100	£190	£315	£450*	£635*
	Conversion + Variation	£20	£60	£80	£100	£120
	Annual Charge	£70	£180	£295	£320*	£350*
	New Licence	£100	£190	£315	£450*	£635*
	Future Variation	£100	£190	£315	£450*	£635*

*There will be separate scale for large events (5,000+ people)

Taxi Licensing	
Driver:	£105 (1 year) £235 (3 years)
Vehicle: Standard Low emission/wheelchair accessible vehicle	£245 (1 year) £190 (1 year)
Operator	£320 + £30 per vehicle (5 years)
Transfer	£55
Replacement Badges	£25
Replacement Vehicle Licence Plate	£55
Knowledge Test	£44
Partial re-take of Knowledge Test	£22
Photocopying/ Paperwork	£10 per document

Gambling Licences								
Classes Premises licence	Conversion application fee for non- fast track application	Non- conversion application fee with respect to provisional statement premises	Non- conversion application fee with respect to other premises	Annual fee	Fee for application to vary licence	Fee for application to transfer a premises licence	Fee for application for reinstatement of a licence	Fee for application for provisional statement
Regional Casino		£8,000	£15,000	£15,000	£7,500	£6,500	£6,500	£15,000
Large Casino		£4,400	£8,400	£8,420	£4,400	£2,100	£2,100	£8,500
Small Casino		£2,900	£7,300	£4,200	£3,675	£1,575	£1,575	£7,300
Converted Casino	£2,000			£3,000	£2,000	£1,350	£1,350	
Bingo	£1,600	£1,100	£3,200	£975	£1,565	£1,100	£1,100	£3,200
Adult Gaming Centre	£925	£1,150	£1,925	£975	£975	£1,150	£1,150	£1,925
Betting (track)	£1,150	£915	£2,300	£945	£1,155	£915	£915	£2,300
Family Entertainment Centre	£945	£915	£1,925	£730	£945	£915	£915	£1,925
Betting (Other)	£1,400	£1,125	£2,800	£575	£1,400	£1,125	£1,125	£2,925
Copy of Licence	£20							
Change of Circumstances	£40							
Fast Track Applications	£300							

Private Water Supplies		
Regulatory Activity	Fees and Charges	Comments
A Risk Assessment (for each assessment)	Hourly Rate	Will cover the time spent at the site, completion of a risk assessment and a final report sent to the relevant person.
A Sampling Visit (for each assessment)	Hourly Rate	Charge for per sampling visit. (ii)
An Investigation (for each investigation)	Hourly Rate	Visit carried out in the event of a test failure.
Granting of an authorisation (for each authorisation)	Hourly Rate	Application by the relevant person to supply water to a lower standard on a temporary basis while remedial action is taken as part of an agreed and timed programme of work.
Analysis of a sample taken under Regulation 10	Recover full laboratory analysis costs.	Where a domestic supply provides < 10m ³ per day or serves < 50 people.
Analysis of a sample taken under Regulation 11	Recover full laboratory analysis costs.	Monitoring will be undertaken if radioactivity is found, or the risk assessment indicates it is likely to be detected.
Analysis of a sample taken during monitoring for Group A parameters	Recover full laboratory analysis costs.	Monitoring for Group A parameters as determined by the risk assessment to ensure that the water complies with the standard.
Analysis of a sample taken during monitoring for Group B parameters	Recover full laboratory analysis costs.	Additional parameters sampled less often to ensure the water complies with all standards (usually carried out alongside monitoring for Group A parameters).

(i) Hourly rate will be charged at £47 per hour.

(ii) No fee is payable where a sample is taken and analysed solely to confirm or clarify the results of the analysis of a previous sample.

Street Scene Services

Trade Waste

1100 Litre Eurobin	Fee
Annual Rental Charge	£73.95
Annual Collection & Disposal Charge	£712.34
Landfill Tax	£374.30
Total Charge (excl. VAT)	£1,160.59
660 Litre Eurobin	
Annual Rental Charge	£72.38
Annual Collection & Disposal Charge	£419.44
Landfill Tax	£224.59
Total Charge (excl. VAT)	£716.41
240 Litre Wheelie Eurobin	
Annual Rental Charge (new customers)	£32.74
Annual Collection & Disposal Charge	£152.72
Landfill Tax	£84.31
Total Charge (excl. VAT)	£269.77
240 Litre Wheelie Eurobin Purchased prior to 1 April 2016	
Annual Collection & Disposal Charge	£152.72
Landfill Tax	£84.31
Total Charge (excl. VAT)	£237.03

£10.00 Admin fee applied to all annual / new customer invoices

Reduced rate for Schools - no landfill tax charged (existing customers only)

1100 Litre Eurobin	Fee
Annual Rental Charge	£73.95
Annual Collection & Disposal Charge	£712.34
Total Charge (excl. VAT)	£786.29
660 Litre Eurobin	
Annual Rental Charge	£72.38
Annual Collection & Disposal Charge	£419.44
Total Charge (excl. VAT)	£491.82
240 Litre Wheelie Eurobin	
Annual Rental Charge (new customers)	£32.74
Annual Collection & Disposal Charge	£152.72
Total Charge (excl. VAT)	£185.46

Charge for School recycling bins (per bin above the free allocation of 6 bins)

240 / 360 Litre Brown bin	£69.00
---------------------------	--------

Price Discount for Multiple Bins

Bins	01-04	05-09	10-14	15-19	Over 20
1100L	Nil	3%	20%	30%	40%
660L	Nil	3%	20%	30%	40%
240L	No discounts applied				

Special Collection of Trade Waste	Fee
Usual Collection Day	
1100 Litre Eurobin or Equivalent	
Usual Weekly Collection (less rental fee)	£20.90
Additional collection charge	£44.00
Total Charge (excl. VAT)	£64.90
660 Litre Eurobin or Equivalent	
Usual Weekly Collection (less rental fee)	£12.39
Additional collection charge	£42.00
Total Charge (excl. VAT)	£54.39
240 Litre Eurobin or Equivalent	
Usual Weekly Collection (less rental fee)	£4.56
Additional collection charge	£15.00
Total Charge (excl. VAT)	£19.56
Outside Usual Collection Day	
1100 Litre Eurobin or Equivalent	
As per charge above	£64.90
Additional call out fee	£44.35
Total Charge (excl. VAT)	£109.25
660 Litre Eurobin or Equivalent	
As per charge above	£54.39
Additional call out fee	£44.35
Total Charge (excl. VAT)	£98.74
240 Litre Eurobin or Equivalent	
As per charge above	£19.56
Additional call out fee	£44.35
Total Charge (excl. VAT)	£63.91
Overfilled Trade Bins / Return Charge	
1100 Litre	£80.00
660 Litre	£75.00
240 Litre	£65.00
Clinical Waste Disposal: (Excl. vat)	Fee
0.5L box	£13.73
1L box	£14.21
5L box	£14.78
11L box	£15.81
22L sharps box	N/A
Clinical Waste Sacks	£20.82
Clinical Waste Pads	£22.00

£10.00 Admin fee applied to all invoices

Trade Waste Sacks: (Excl. VAT)	Fee (£3.99 per sack)
50	£193.50
100	£387.00
150	£580.50
200	£774.00
250	£967.50
300	£1,161.00

Note: The above trade charges have been set on estimated landfill costs and may be subject to change once Herts County Council confirms its charges for 2021/22.

Other Charges	
Collection of up to 3 bulky waste items from domestic properties	£45.00
- Additional items	£10.00
Hazardous waste (TV/batteries, etc.)	£45.00
One-off replacement 240l wheeled bin (residents) Non Vatable	£40.00
Biobags	£2.60(Public) £1.70(Outlets)
Garden Waste Sacks	£0.50(Public) £0.35(Outlets)
Cardboard Recycling Tape (minimum order 10 rolls)	£3.00
Bins for New Developments - £10.00 Admin fee applied to all invoices	
1100L General Refuse	£334.97
660L General Refuse	£323.08
240L General Refuse	£45.00
1100L Brown	£303.88
660L Brown	£299.82
360L Brown (Flats)	£55.50
660L Paper	£281.21
240L Green/Brown/Paper	£45.00
Flats - Contamination Charges	
Flat fee (charged once for return visit) plus:	£44.35+
240L	£15.00
360L	£20.00
660L	£25.00
1100L	£30.00

Pest Control		
Rats/Mice (Domestic)	£85	up to 3 visits
Squirrels/ Glis Glis (edible dormouse)	£180	up to 3 visits
House Infestation - Cockroaches	£160 (for 3 bed property) additional £30 per extra bedroom	2 visits
House Infestation – Fleas / Moths / Carpet beetles	£140 (for 3 bed property) additional £30 per extra bedroom	2 visits
House Infestation – Bed bugs	£200.00	2 visits
House Infestation – Silver fish/Ladybirds	£70.00	2 visits
House Infestation – Spiders	£80.00	2 visits
House Infestation – Flies	£75.00	2 visits
Wasp Nest Treatment	£70 +£30 for additional nest within same visit	1 visit
Wasp Nest Removal (Domestic)	£40 +£30 for additional nest within same visit	1 visit
Ants	£110	2 visits
Exotic Ants	£200	2 visits
Call Out Advice	£60	
Bookings cancelled after 10am the day before a visit will incur a charge of £40.00		
Customers not present at the appointment time will incur charge of £40.00 which must be paid prior to rebooking.		
Commercial Pest Control Charges - Inspection for commercial premises /land Pest control contract charges dependent on inspection. One-off visit - charges as per domestic charge above.		£60.00

Parking Services

Permits		
First Residential Parking Permits	£30	Additional Residential Permits: 2 nd - £50 3 rd - £80 4 th - £110
Special Permits	£30	
Annual Visitor Parking Permit	£50	
Visitor Books	20 permits per book	£10
Business Permits	3 months 6 months 12 months 3 day @ week permit a.m. or p.m. weekly permit refunds admin charge	£140 £268 £467 £254 £212 £15
Commuter Permits	3 months 6 months 12 months	£140 £268 £467
School Permits	12 months	£20
Parking Dispensation	1 day 1 week (7 days)	£5 £15

On Street Pay & Display Parking

Potters Bar

Restriction	Location	Fees
1 Hour Parking Bays Total = 234	High Street = 107 Bays Hatfield Road = 6 Bays Southgate Road = 4 Bays Barnet Road = 28 Bays Darkes Lane & The Broadway = 62 Bays Mutton Lane = 14 Bays Kemble Parade = 13 Bays	First 30 mins – No Charge 1 Hour – £1.00
All Day Total = 101	The Walk = 28 Bays Cotton Road = 4 Bays St Johns Close = 7 Bays Byng Drive = 4 Bays Baker Street = 8 Bays The Drive = 5 Bays Whaley Road = 3 Bays Parkside = 13 Bays Daleside Drive = 4 Bays Heather Way = 4 Bays Wylllyotts Place = 9 Bays Billy Lows Lane = 12 Bays	First 30 mins – No Charge 1 Hour – £1.00 1-2 Hours - £2.00 2-3 Hours - £3.00 3-4 Hours - £4.00 4-5 Hours - £5.00 Over 5 Hours - £6.50
	Byng Drive = 35 Bays	Up to 1 Hour – £1.00 1-2 Hours - £2.00 2-3 Hours - £3.00 3-4 Hours - £4.00 4-5 Hours - £5.00 Over 5 Hours - £6.50

Borehamwood		
Restriction	Location	Fees
1 Hour Parking Bays	Shenley Road = 67 Bays	First 30 mins – No Charge 1 Hour – £1.00
2 Hour Parking Bays Total = 38	Whitehouse Ave = 5 Bays Cardinal Ave = 4 Bays Drayton Road = 10 Bays Glenhaven Ave = 8 Bays Clarendon Road = 7 Bays Grosvenor Road = 4 Bays	First 30 mins – No Charge 1 Hour – £1.00 1-2 Hours - £2.00
All Day Total = 12	Maxwell Road = 6 Bays Station Road = 6 Bays	First 30 mins – No Charge 1 Hour – £1.00 1-2 Hours - £2.00 2-3 Hours - £3.00 3-4 Hours - £4.00 4-5 Hours - £5.00 Over 5 Hours - £6.50
Radlett		
Restriction	Location	Fees
1 Hour Parking Bays Total = 14	Aldenham Road = 3 Bays Oakway Parade = 11 Bays	No Charge
2 Hour Parking Bays Total = 66	Newberries Parade = 35 Bays Watling Street = 15 Bays Aldenham Ave = 10 Bays Station Road = 6 Bays	First 30 mins – No Charge 1 Hour – £1.00 1-2 Hours - £2.00
Bushey Heath		
Restriction	Location	Fees
1 Hour Parking Bays Total = 63	High Road = 51 Bays High Road Service Road = 9 Bays Elstree Road = 3 Bays	First 30 mins – No Charge 1 Hour – £1.00
Bushey		
Restriction	Location	Fees
20 Min Parking Bays	Bushey Hall Road = 7 Bays	No Charge
30 Min Parking Bays Total = 13	Rudolph Road = 7 Bays Falconer Road = 3 Bays Aldenham Road = 3 Bays	No Charge
1 Hour Parking Bays Total = 32	Elstree Road = 1 Bay	No charge
	High Street = 31 Bays	First 30 mins – No Charge 1 hour – 70p
2 Hour Parking Bays	Greatham Road = 8 Bays	First 30 mins – No Charge 1 Hour – £1.00 1-2 Hours - £2.00

Off Street Pay & Display Parking		
Potters Bar		
Car Park	Bays	Fees
Wylllyotts Place	100	Up to 1 Hour – £1.00
Manor Road	123	1-2 Hours - £2.00
Salisbury Close	58	2-3 Hours - £3.00
Highview Close	48	3-4 Hours - £4.00
Barnet Road	31	4-5 Hours - £5.00
		Over 5 Hours - £6.50
Borehamwood		
Car Park	Bays	Fees
Civic Offices	400	Up to 1 Hour – £1.00
Furzehill Road	208	1-2 Hours - £2.00
Clarendon Road	50	2-3 Hours - £3.00
Brook Road	143	3-4 Hours - £4.00
		4-5 Hours - £5.00
		Over 5 Hours - £6.50
Radlett		
Car Park	Bays	Fees
Newberries	212	Up to 1 Hour – No charge
		1-2 Hours - £2.00
		2-3 Hours - £3.00
		3-4 Hours - £4.00
		4-5 Hours - £5.00
		Over 5 Hours - £6.50
Bushey		
Car Park	Bays	Fees
High Road (Opposite St Peters Church)	50	Up to 1 Hour – £1.00
High Road (The Rutts)	51	1-2 Hours - £2.00
		2-3 Hours - £3.00
		3-4 Hours - £4.00
		4-5 Hours - £5.00
		Over 5 Hours - £6.50
Bushey Country Club	223	Up to 2 Hours – No Charge
		2-3 Hours - £3.00
		3-4 Hours - £4.00
		4-5 Hours - £5.00
		Over 5 Hours - £6.50
Kemp Place	120	Up to 2 Hours – No Charge
		2-3 Hours - £2.20
		3-4 Hours - £3.20
		4-5 Hours - £4.20
		Over 5 Hours - £5.20

Parks	
Allotments	Fees
Per half plot (5 poles)	£45+VAT
Per full plot (10 poles)	£70+VAT
Cemeteries	
New grave for 1/2/3	£1550
Reopen grave for 2/2nd interment	£720
Reopen grave for 3/2nd or 3rd interment	£720
Caskets additional fee	£300
New ashes plot	£550
Reopen ashes plot	£275
Common Graves	£720
Child under 2 years	FREE
Child 2-18	Dependent on age
Scattering of ashes	£80
Scattering of ashes under headstone as final interment	£110
Mason permit application	£70+VAT
Transfer of Deeds at time of death of owner	FREE
Transfer of Deeds at any other time	£110+VAT
Note: Non Resident – outside Borough	Rate x3
Cemetery Memorial Garden	
Bench – supply and installation only (7 years)	£1350+VAT
- Bench plaque	£40+VAT
- Inscription on bench plaque per character	£1.50+VAT
- Additional Bench plaque and inscriptions	As above +10% admin fee
Wall Plaque including inscription (12 years)	£150+VAT
Rose Plaque including inscription	£135+VAT
Hedges	
High hedge complaint form	£500+VAT
Football	Charges excl.VAT to be reviewed prior to 2021-22 season
Senior with Changing Facilities per Game (32 week season) (cost dependent on changing facilities)	£56.40 - £98.40
11-a-side Junior with/without changing (32 week season)	£30
9-a-side Junior with/without changing (32 week season)	£27
7-a-side Junior with/without changing (32 week season)	£24
Note: VAT will be added to one-off games on all sizes of pitch	
Tennis	
Dependent on facilities, booking registration and residency	Varies
Netball / Basketball	
Netball / Basketball per court per hour	£15
Changing Rooms	
Per session per room	£20
Events and Hires	
Fitness coach licensing per hour	£5+VAT
Commercial filming (per day)	£600+VAT

Asset Management

Property Surveyors Fees	Notes	Fee
N.B Excludes associated Legal fees, subject to separate schedule.		
Deed/Grant of Easement	Straightforward matters where no more than 2 hours work is required	£300
Granting of Commercial Leases (Excluding lease renewals)	Straightforward matters where no more than 3 hours work is required	£450
Hourly rate if the above hours are exceeded and for other matters		£150 per hour
Licences (Including access licences)	Depending on type of licence required	£200 - £250
Deed of Variation		£450
Provision of Management Information, Accounts, copies of leases, etc.		£75-£100

Garages	Fee excl. VAT	Fee incl. VAT
Garage Rental (Premium)	£49.88	£59.86
Garage Rental (Standard)	£44.81	£53.77

Legal & Democratic Services

Land Charges - Property Searches		
Search Requests : Residential (electronic)	Fee excl. VAT	Fee incl. VAT
Official Certificate of Search Form LLC1	£18	£18
Replies to Con29R Enquiries	£62	£74.40
Total Residential Search	£80	£92.40
Search Requests : Residential (post/DX)		
Official Certificate of Search Form LLC1	£23	£23
Replies to Con29R Enquiries	£72	£86.40
Total Residential Search	£95	£109.40
Search Requests : Commercial (electronic)		
Official Certificate of Search Form LLC1	£18	£18
Replies to Con29R Enquiries	£122	£146.40
Total Commercial Search	£140	£164.40
Search Requests : Commercial (post/DX)		
Official Certificate of Search Form LLC1	£23	£23
Replies to Con29R Enquiries	£127	£152.40
Total Commercial Search	£150	£175.40
Personal Searches:		
Inspection of register	Free	Free
Online	£8	£8
Miscellaneous:		
Additional Parcel LLC1	£5	£5
CON29R	£15	£18
Q4-21 when submitted with CON29R (per inquiry)	£10	£12
Q22 when submitted with CON29R	£22	£26.40
Component data:		
Residential - 1.1a-3.13	£3	£3.60
Commercial - 1.1a-3.13	£4	£4.80
Copy Documents:		
Copy search (incl. LLC1 and view of the register)	£10	£10

Note: VAT is applicable on all non-statutory land charge fees from 4 July 2016 onwards

Street Name & Numbering	
New Builds	
New Postal Addresses: 1-5 addresses	£110 per address
New Postal Addresses: 6-10 addresses	£100 per address
New Postal Addresses: 11+ addresses*	£95 per address for the first 11 addresses plus £80 for each subsequent address
Change of development layout after notification	New application fee as above
Reinstating postal address following demolition of property and construction of new	£100
Conversions and Change of Use	
Conversion of existing property into dwellings:	£275 plus £75 per dwelling/address
Change of use – Residential / Commercial	£100
New Streets	
Naming of a street(s)	£300 per street
Residential Renaming and Numbering Existing Properties and Streets	
Renaming/number existing street (excl. street name plate – see below)	£500 plus £75 per dwelling/address
Renaming existing named property	£90
Adding an alias name to a numbered property	£90
Removal of alias name	£50
Change of address (where policy permits)	£90
Commercial Units	
New Postal Address for 4 or less units	£200 per unit
New Postal Address for 5 or more units	£185 per unit
Numbering / renumbering of a commercial unit	£110
Naming / renaming of a commercial unit	£110
Change of Business Name	£100
Unnamed Access Roads	
Naming an existing unnamed street or access road (excluding name plates – see below)	£550
Copies and Other Documents	
Land Registry Official Copies (Register and Plan)	£10
Re Issue of Notice of Official Address and Location Plan	£10
Street Name Plates	
Street Name Plates are made to the Council's specification with a special coat of arms Please contact Engineering Services engineering.services@hertsmere.gov.uk for a quote or speak to the Local Land and Address Management Team.	

*Developments requiring more than 100 postal addresses may be assessed on an individual basis.

Fees include:

Official creation of new addresses and streets in the Local Land and Property Gazetteer (LLPG) by a Council Officer; all checks and communication with Royal Mail (including storing of addresses and release of addresses); an official street naming and numbering schedule and plot to postal plan; email notification to all relevant bodies and services of new addresses (including emergency services and Royal Mail); and a Decision Notice on completion which should be kept with deeds. We will also initiate any discussions/consultations required with internal and external departments.

Legal Fees		
Document /Matter	Notes	Fee
Planning		
Preparation/Negotiation/Completion of Agreements or Unilateral Undertakings under S106 of the Town and Country Planning Act 1990	Straightforward matters where no more than an estimate of 3 hours work is required.	£480
Preparation/Negotiation/Completion of Agreements or Unilateral Undertakings under S106 of the Town and Country Planning Act 1990	Matters where no more than an estimate of 5 hours work is required.	£800
Preparation/Completion of a Deed of Variation under S106 of the Town and Country Planning Act 1990	Straightforward matters where no more than 3 hours work is required	£480
Hourly rate if more than the estimated time above is required.		£160
Property		
Contracts for sale	As practice is usually for the buyer and seller to bear their own costs in connection with the purchase and sale of property	No charge
Deed of Assignment	Straightforward matters where no more than 2 hours work is required	£330
Deed/Grant of Easement	Straightforward matters where no more than 2 hours work is required	£400
Commercial Leases	Straightforward matters where no more than 3 hours work is required	£550
Hourly rate if the above hours are exceeded		£160 per hr
Licences (Including access licences)	Depending on type of licence required	£150-£350
Deed of Variation		£160
Notice of Devolution/ Assignment (required to be served on Council under terms of a lease)	Provided the lease does not provide for a lesser sum.	£75 excl. VAT £90 incl. VAT
Provision of Management Information, Accounts etc.		£25
Retrospective Consent		£100 excl. VAT £120 incl. VAT

Register of Electors	
Sale of Copies of the Open Register of Electors	
Data Form	£20 plus £1.50 per 1000 electors or part
Printed Form	£10 plus £5 per 1000 electors or part
Sale of Copies of the Marked Register of Electors	
Data Form	£10 plus £1.00 per 1000 entries or part
Printed Form	£10 plus £5 per 1000 entries or part
List of Overseas Electors	
Data Form	£20 plus £1.00 per 1000 electors or part
Printed Form	£10 plus £5 per 1000 electors or part
Other Fees	
Certificate of Entry	£20 per Certificate

Human Resources & Customer Services

Civic Offices - Room Hire				
	Daytime hourly rate		Evening hourly rate	
Partners	excl. VAT	incl. VAT	excl. VAT	incl. VAT
Committee Rooms A B C D	£22	£26.40	£25	£30
Chamber	£35	£42	£48	£57.60
Any room - Saturday	£108	£129.60	£108	£129.60
Room set up charge*	£25	£30	£25	£30
Commercial				
Committee Rooms A B C D	£40	£48	£45	£54
Chamber	£65	£78	£75	£90
Any room - Saturday	£108	£129.60	£108	£129.60
Room set up charge*	£30	£36	£30	£36
Extras	excl. VAT		incl. VAT	
Flipchart, pad and pens	£28		£33.60	
Microphones	£53		£63.60	

*A room set up charge will always apply to the committee rooms.

A room set up charge will apply to the chamber only if microphones are required.

In all cases, bookings cancelled giving 14 days or more notice, will be charged 50% of original invoice.

Bookings cancelled with less than 14 days' notice will be charged the full original invoice price.

Photocopying

Photocopying (Any department)		
Item	Paper copy	Electronic copy
General photocopying (A4)	£2 incl. VAT	n/a
Plus for each subsequent sheet	£0.20 incl. VAT	n/a

**Charges include the administration cost of providing the requested information.*