**Appendix E**



**Hertsmere**

**Borough**

**Council**

REGISTER OF

FEES AND CHARGES

2023/24

**Introduction to the Register of Fees and Charges**

The fees and charges included in this document include statutory fees and charges set by Central Government and discretionary fees and charges set by the Council. All discretionary fees are reviewed annually by officers taking into account cost recovery including the effect of inflation and, where available, benchmarking against other nearby authorities.

The following changes have been applied subject to agreement by full Council:

Fees and charges for Environmental Health have been extensively updated following a cost accounting review of the first couple of years of the new licensing regime for animal activities, and to include more comprehensive street trading fees following the expansion of activities during the pandemic.

For 2023/24 fee setting, RPI inflation measures have been applied to both Asset Management and Parks fees.

Trade Waste collection fees have been assessed on an estimate of likely increases in the Hertfordshire County Council waste disposal costs (8%) but with regard to market viability.

An increase of 5% has been made to major development pre-planning application discussions whilst other applications have remained at 2022/23 levels following extensive revision to fees last year. The statutory planning fees have not changed for many years but are expected to be increased for 2023/24 so an estimated increase of 10% has been applied in the budget.

An increase of 5% has been made to Housing fees and Charges to reflect the increased cost of delivering these services.

A small flat rate increase has been added to room hire at the Civic Offices alongside an additional charge for hybrid meeting room support.

|  |  |
| --- | --- |
| Contents | |
|  | Page |
| [Index](#Index) | 3 |
| [Planning & Economic Development](#Planning) | 4 |
| [Housing Services](#Housing) | 5-6 |
| [Environmental Health](#EnvHealth) | 7-17 |
| [Street Scene Services](#StreetScene) | 18-25 |
| [Asset Management](#AssetManage) | 26 |
| [Legal and Democratic Services](#LegalDem) | 27-30 |
| [Human Resources & Customer Services](#HR) | 31 |
| Photocopying | 31 |

|  |  |
| --- | --- |
| Index | |
| Page | |
| [Allotments](#Allotments) | 25 |
| [Cemeteries](#Cemeteries) | 25 |
| [Civic Office – Room Hire](#CivicOffice) | 31 |
| [Clinical Waste](#ClinicalWaste) | 19 |
| [Garages](#Garages) | 26 |
| [Housing Licences, Notices & Enforcement](#Housing) | 5-6 |
| [Land Charges](#LegalDem) | 27 |
| [Legal Fees](#LegalFees) | 29 |
| [Licensing](#Licencing) | 7-14 |
| [Mobile Homes](#MobileHome) | 5 |
| [Parking](#Parking) | 22-24 |
| [Parks & Open Spaces](#Parks) | 25 |
| [Pest Control](#PestControl) | 21 |
| [Planning Fees](#Planning) | 4 |
| [Private Water Supplies](#WaterSupplies) | 17 |
| [Property Fees](#AssetManage) | 29 |
| [Register of Electors](#ElectoralRegister) | 30 |
| [Street Name & Numbering](#Streets) | 28 |
| [Street Trading](#Street) | 15-16 |
| [Trade Waste](#StreetScene) | 18-19 |

|  |
| --- |
| 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 | £11,527.95 | £13,833.54 |
| Category B – Small Major | £7,942.72 | £9,531.27 |
| Category C - Minor Development (1) | £3,677.00 | 4,412.40 |
| Category D - Minor Development (2) | £1,576.00 | £1,891.20 |
| 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 (with meeting) | £180 (without meeting)  £300 (with meeting) |
| Additional advice | See Hertsmere website for fee schedule[[1]](#footnote-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.***

|  |
| --- |
| Housing Services |

|  |  |
| --- | --- |
| **Houses in Multiple Occupancy** | **Fees** |
| HMO Mandatory Licence Application (Valid for 5 years) | £882 up to 5 people  Plus £78 per additional person |
| Variation of HMO Licence | £220 |
| Renew HMO Licence | £882  Plus £78 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 |
| £144 | £288 | £404 | £458 | £480 |
| **New site licence application - fee charges** | | | | | |
| Charge to site owner | £601 | £683 | £855 | £1026 | £1,235 |
| **Application to transfer a site licence – fee charges** | | | | | |
| Charge to site owner | £320 | | | | |
| **Application to amend a site licence – fee charges** | | | | | |
| Charge to site owner | £320 | | | | |
| **Fit and Proper Person Application fee** | | | | | |
| Charge per person | £273 | | | | |
| **Lodging site rules** | | | | | |
| Fee per site | £105 | | | | |

|  |  |  |
| --- | --- | --- |
| **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) | £368 |
| • Prohibition/Suspended Prohibition Order (S20/21) | £368 |
| • Emergency Remedial Action (S40) | £368 |
| • Emergency Prohibition Order (S41) | £368 |
| Demolition Order | £368 |

|  |  |
| --- | --- |
| **Service of second and subsequent Statutory Notice under Housing Act 2004 (at the same time)** | |
| • Improvement/Suspended Improvement Notice (S11/12) | £79 |
| • Prohibition/Suspended Prohibition Order (S20/21) | £79 |
| • Emergency Remedial Action (S40) | £79 |
| • Emergency Prohibition Order (S41) | £79 |

|  |  |
| --- | --- |
| **Review of suspended Statutory Notices under the Housing Act 2004** | |
| • Suspended Improvement Notices (S11/12) | £79 |
| • Suspended Prohibition Orders (S20/21) | £79 |

|  |
| --- |
| **Immigration Inspections** |

|  |  |
| --- | --- |
| First application | £248 |
| Hourly rate re-visits or advice | £90 |
| Second visit (over 12 weeks) | £248 |
| Hourly rate re-visits or advice (over 12 weeks) | £90 |

|  |
| --- |
| **Civil Penalties** |
| 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:   * 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  £50 Transport & Admin  £15 per night Kennelling |
| Environmental Search | £120 per enquiry |
| Basic Food Hygiene  Level 2 Course | £65 per candidate |

|  |  |
| --- | --- |
| **Miscellaneous Licences** | |
| **Licence** | **Fee** |
| Dangerous Wild Animals Act 1976 | £850 Commercial + veterinary fees  £200 Domestic + veterinary fees  £75 Variations plus £40 per hour if visit is required |
| Zoo Licensing Act 1981  *Where dispensations have been granted, reduced fees may be levied* | Initial (4 years) £4,300 + veterinary fees  Renewal (6 years) £2,000 + veterinary fees  Transfer £600 |
| Scrap Metal Dealer | |  |  |  |  | | --- | --- | --- | --- | |  | App Fee | Grant | Total | | New site | £312 | £228 | £540 | | New collector | £106 | £120 | £226 | | Renew site | £205 | £228 | £433 | | Renew collector | £106 | £120 | £226 |   Variation change name £35  Variation to site £158  Additional site £108  Removal of site £35  Variation site manager £89 |
| Sex Shops  Sexual Entertainment Venues | £750 application fee  £3,250 licensing fee  £2,500 |
| Skin Piercing:  Premises  Operatives  Variation  Administrative Variation | £200  £200  (£185 Acupuncture and Gun ear piercing)  £80  £25 |
| Pavement Licence  (The Business and Planning Act 2020) | £100\* |

\*statutory fee may increase

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Animal Activity Licensing Fees** | | | | |  |  | | |  |  | |  |  |  |  |
| **Part A - Application Fees** | | | | |  | **Part B - Grant Fees** | | |  | **Total Payable** | |  |  |  |  |
| **Activity** | **NEW** | **RENEW** | **Part A additional application fee** | |  | **Grant 1 year** | **Grant 2 year** | **Grant 3 year** |  | **New**  **1 year** | **New**  **2 year** | **New**  **3 year** | **Renewal 1 Year** | **Renewal 2 year** | **Renewal 3 year** |
| Dog Day Care Commercial | £227 | £203 | Per Dog | £14 |  | £185 | £264 | £343 |  | £412 | £491 | £570 | £388 | £467 | £546 |
| Breeding Dogs (1 dog) | £236 | £211 | Each bitch | £22 |  | £193 | £272 | £351 |  | £429 | £508 | £587 | £404 | £483 | £562 |
| Home Boarding for Dogs | £233 | £208 | Per Dog | £19 |  | £190 | £269 | £348 |  | £423 | £502 | £581 | £399 | £478 | £557 |
| Kennels (5 dogs or less) | £238 | £214 | Every 5 dogs | £20 |  | £196 | £275 | £354 |  | £434 | £513 | £592 | £410 | £489 | £568 |
| Cattery (1-20 cats) | £238 | £214 | Every 20 Cats | £20 |  | £196 | £275 | £354 |  | £434 | £513 | £592 | £410 | £489 | £568 |
| Hiring of Horse(s) | £213 | £189 | Grant fee includes annual inspection fee cost. | |  | £190 | £381 | £571 |  | £404 | £594 | £784 | £379 | £570 | £760 |
| **Pet Shops** | Fee based on size/the number of species stated in 5.3 to 5.18 of the application form. | | | | | | | | | | | | | | |
| Small (3 species) | £325 | £300 | Canines Kittens | £100 |  | £171 | £250 | £329 |  | £495 | £574 | £654 | £470 | £549 | £629 |
| Medium (4-6 species) | £402 | £377 | Canines Kittens | £100 |  | £204 | £283 | £362 |  | £607 | £686 | £765 | £582 | £661 | £740 |
| Large (7 or more species) | £480 | £455 | Canines Kittens | £100 |  | £238 | £317 | £396 |  | £718 | £797 | £876 | £693 | £772 | £851 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Training or Keeping Animals for Exhibit or Encounters** | | | Three year licence only. Fee based on the number of animals to be trained or kept. | | | | | | | | | | | | |
|  | New | Renew |  | |  | Grant | | |  | Total New | | | Total Renewal | | |
| 1-4 animals | £301 | £277 |  | |  | £367 | | |  | £668 | | | £644 | | |
| 5-10 animals | £376 | £352 |  | |  | £367 | | |  | £743 | | | £719 | | |
| 10 animals or more | £501 | £477 |  | |  | £367 | | |  | £868 | | | £844 | | |
| **Combination** | Applicable only to boarding, day care, kennelling and catteries | | | | | | | | | | | | | | |
| For Day Care / Boarding | £298 | £273 |  |  |  | £225 | £338 | £410 |  | £523 | £636 | £708 | £498 | £611 | £683 |
| **Franchises** | Arranging the provision of home boarding/day care at a third parties home | | | | | | | | | | | | | | |
| Franchise/Arranger | £80 | £56 |  |  |  | £79 | £158 | £237 |  | £159 | £238 | £237 | £135 | £214 | £293 |
| Per host | £92 | £92 |  |  |  | £0 | £45 | £92 |  | £92 | £137 | £184 | £92 | £137 | £184 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OTHER FEES** | | | | |
| Pre-Application Inspection (advisory)(1 hour) | £200 |  |  | **VET FEES**  Where any licence requires the attendance of a Vet at any time, the applicant/ licence holder will be responsible for full payment of the Vet’s professional charges plus VAT.  **NO REFUNDS**  No refunds will be given of the Part A (application fee) where an application is refused or rejected as being incomplete. No refunds will be given of the Part B (grant fee) where a licence is suspended, surrendered or revoked.  **APPEALS**  Appeals against a star rating to the Council will attract a fee of £50.00. This will be refunded if the Council upholds the appeal.  All additional work will be charged at an hourly rate of £40.00 an 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** | Annual Charge | £70 | £180 | £295 | £320\* | £350\* |
| New Licence | £100 | £190 | £315 | £450\* | £635\* |
| Future Variation | £100 | £190 | £315 | £450\* | £635\* |
| Personal licence | | | | | £37 | |
| Minor variation | | | | | £89 | |
| Temporary event notice | | | | | £21 | |
| Transfer | | | | | £23 | |
| Variation of designated premises supervisor | | | | | £23 | |
| Copy of licence | | | | | £10.50 | |
| Change of name / address | | | | | £10.50 | |
| Change of club rules | | | | | £10.50 | |
| Application for Provisional Statement | | | | | £315 | |
| Interim Authority Notice | | | | | £23 | |
| Theft or loss, etc of a licence | | | | | £10.50 | |
| Notice of interest | | | | | £21 | |
| Requests for additional information / copies of documents | | | | | £10 | |
| Request for copy of annual fee invoice | | | | | £10 | |
| Request for annual fee invoices to be sent to an address other than the premises licence holders | | | | | £10 | |

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

|  |  |
| --- | --- |
| **Private Hire and Hackney Carriage Licences** | |
| **Driver Licences** | |
| |  | | --- | | NEW (1 year) | | NEW (3 Years) | | RENEWAL (1 Year) | | RENEWAL (3 Year) | | Assessment Interview  (Includes knowledge test/ID check) | | Replacement of Badge | | Temporary Badge (pending completion of renewal). | | |  | | --- | | £189 | | £273 | | £158 | | £242 | | £30.00 | | £25.00 | | £35.00 | |
| **Vehicle Licences** | |
| |  | | --- | |  | | New Vehicle | |  | | Renewal Vehicle | |  | | Age Policy exemption request | | NOTE: Total cost of new vehicles over 6 years of age or renewal vehicles over 8 years of age (if approved) | |  | | Transfer:  (Change of ownership of an existing licensed vehicle) | | Change of Plate number  (where permissible at discretion of Council) | |  | | Change of Vehicle Registration Number | |  | | Replacement Plate | |  | | Change of vehicle | | |  | | --- | |  | | £248 | |  | | £248 | |  | | £35 | | £283 | |  | | £55 | | £30 | |  | | £30 | |  | | £30 | |  | | £248 less £11 for each month remaining on previous licence (see below). | |
| Licences are granted in respect to a physical vehicle. The law does not allow the licence to be varied so as to relate to another vehicle. Where a proprietor wishes to cease using the vehicle they hold a licence for and instead use a new vehicle for licensed work they must apply for a new vehicle licence for the new vehicle. If they surrender the licence applicable to the old vehicle at the same time they will receive a refund of £11 for each unused calendar month remaining on the existing licence. | |

|  |  |
| --- | --- |
| **Operator Licences** | |
| |  | | --- | | Number of Vehicles operated | | 1 Vehicle | | 2-5 Vehicles | | 6-10 Vehicles | | 10-20 Vehicles | | Over 20 Vehicles | | |  |  | | --- | --- | | 5 Year Licence | Annual (on request) | | £348 | £272 | | £491 | £348 | | £730 | £444 | | £968 | £539 | | £1047 | £730 | |
| **Miscellaneous** | |
| Appointment to assist completing application forms; | £30 (max one hour). |
| Administration charge if refund given following a refusal or surrender | £15 |
| Copy of any licence | £10 |
| Photocopy of any document requested that is held by the Council (subject to any relevant legal requirements). | £10 |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Gambling Act 2005 Fees** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Premises Licences** | | | | | | | | | | |
| **Licence Type** | **New Application** | **Annual Fee** | **Variation** | **Transfer** | **Reinstatement** | **Provisional Statement** | **New application subsequent to provisional** | **Copy of Licence** | **Change of circumstance** | **Annual fee invoice surcharge\*** |
| Regional Casino | £15,000 | £15,000 | £7,500 | £6,500 | £6,500 | £15,000 | £8,000 | £25 | £50 | £10 |
| Large Casino | £1,000 | £1,000 | £5,000 | £2,100 | £2,100 | £10,000 | £5,000 | £25 | £50 | £10 |
| Small Casino | £8,000 | £5,000 | £4,000 | £1,800 | £1,800 | £5,000 | £3,000 | £25 | £50 | £10 |
| Bingo | £3,500 | £1,000 | £1,750 | £950 | £950 | £3,500 | £1,200 | £25 | £50 | £10 |
| Adult Gaming Centre | £2,000 | £1,000 | £1,000 | £1,200 | £1,200 | £2,000 | £1,200 | £25 | £50 | £10 |
| Betting (track) | £2,500 | £1,000 | £1,250 | £950 | £950 | £2,500 | £950 | £25 | £50 | £10 |
| Betting (other) | £3,000 | £600 | £1,500 | £1,200 | £1,200 | £3,000 | £1,200 | £25 | £50 | £10 |
| Family entertainment Centre | £2,000 | £750 | £1,000 | £950 | £950 | £2,000 | £950 | £25 | £50 | £10 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Club Permits** | | | | | | | | |
| **Permit type** | **New application** | **New application with Club Premises Certificate** | **Annual fee** | **Variation** | **Transfer** | **Confirmation of receipt** | **Copy of Licence** | **Change of name** |
| Club Machine Permit | £200 | £100 | £50 | £100 | Not permitted | N/A | £15 | N/A |
| Club Gaming Permit | £200 | £100 | £50 | £100 | Not permitted | N/A | £15 | N/A |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Other Permits, notices and registrations** | | | | | | | | |
| **Permit type** | **New application** | **Renewal** | **Annual fee** | **Variation** | **Transfer** | **Confirmation of receipt** | **Copy of Licence** | **Change of name** |
| Alcohol Licensed premises notice entitlement notice | £50 | N/A | N/A | Not permitted | Not permitted | £10.00 | N/A | N/A |
| Alcohol Licensed premises machine permit | £150 | N/A | £50.00 | £100.00 | £25.00 | N/A | £15.00 | £25.00 |
| Family entertainment centre permit | £300.00 | N/A | N/A | Not permitted | Not permitted | N/A | £15.00 | £25.00 |
| Prize gaming permit | £300.00 | N/A | N/A | Not permitted | Not permitted | N/A | £15.00 | £25.00 |
| Small society lottery | £40.00 | £20.00 | Not permitted | Not permitted | Not permitted | N/A | £15.00 | £25.00 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Street Trading** | | | | | | |
|  | | | | | | |
| **Fixed Location Consents – any “High Street” within the Borough** | | | | | | |
| **Consent Length** | **Application Fee** | | **Grant Fee** | | **Total** | |
| 12 months  6 months  Monthly  1 Day | £190  £190  £142  £100 | | £223  £112  £19  N/A | | £413  £302  £160  N/A | |
| **Fixed Location Consents – Other areas** | | | | | | |
| **Consent Length** | **Application Fee** | | **Grant Fee** | | **Total** | |
| 12 months  6 months  Monthly | £155  £155  £106 | | £140  £70  £12 | | £295  £225  £118 | |
| **Mobile Trading Consents** | | | | | | |
| **Consent Length** | **Application Fee** | | **Grant Fee** | | **Total** | |
| 12 months  6 months  Monthly | £98  £98  £98 | | £130  £65  £11 | | £228  £163  £109 | |
| **Events, Occasional and Seasonal Trading and Markets** | | | | | | |
| **Type** | **Duration** | **Application Fee** | | **Grant Fee** | | **Total** |
| Single Event Consent | Length of Event | £75 | | - | | £75 |
| Single Event Consent (if Council consent is already held) | Length of Event | £20 | | - | | £20 |
| Annual Event Consent | 12 months | £155 | | - | | £155 |
| Umbrella Consent | 1 event / occasion | £200 | | - | | £200 |
| Umbrella Consent | 12 months | £200 | | £140 + £50 per trader | | Dependent on numbers |

|  |  |
| --- | --- |
| **Miscellaneous and additional fees** | |
| Lifting of Suspension | £50 |
| Request Hearing | £97 |
| Change of Name | £20 |
| Change of Articles | £20 |
| Request for interim consideration of / food hygiene check where trader does not have a star rating or star rating has fallen below 3 | £200 |
| Request for food hygiene inspection revisits (to improve hygiene ratings) new fee to be brought in April 2023 subject to Council approval | To be agreed |

|  |  |  |
| --- | --- | --- |
| **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 < 10m3 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). |

1. **Hourly rate will be charged at £47 per hour**.
2. **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 | £76.94 |
| Annual Collection & Disposal Charge | £792.69 |
| Landfill Tax | £432.54 |
| **Total Charge (excl. VAT)** | £1,302.17 |
| **660 Litre Eurobin** |  |
| Annual Rental Charge | £75.31 |
| Annual Collection & Disposal Charge | £466.76 |
| Landfill Tax | £259.53 |
| **Total Charge (excl. VAT)** | £801.60 |
| **240 Litre Wheelie Eurobin** |  |
| Annual Rental Charge (new customers) | £34.06 |
| Annual Collection & Disposal Charge | £169.95 |
| Landfill Tax | £97.43 |
| **Total Charge (excl. VAT)** | £301.44 |
| **240 Litre Wheelie Eurobin**  **Purchased prior to 1 April 2016** |  |
| Annual Collection & Disposal Charge | £169.95 |
| Landfill Tax | £97.43 |
| **Total Charge (excl. VAT)** | £267.38 |

**£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 | £76.94 |
| Annual Collection & Disposal Charge | £792.69 |
| **Total Charge (excl. VAT)** | £869.63 |
| **660 Litre Eurobin** |  |
| Annual Rental Charge | £75.31 |
| Annual Collection & Disposal Charge | £466.76 |
| **Total Charge (excl. VAT)** | £542.07 |
| **240 Litre Wheelie Eurobin (Purchased)** |  |
| Annual Rental | £0.00 |
| Annual Collection & Disposal Charge | £169.95 |
| **Total Charge (excl. VAT)** | £169.95 |
| **240 Litre Wheelie Eurobin** |  |
| Annual Rental Charge (new customers) | £34.06 |
| Annual Collection & Disposal Charge | £169.95 |
| **Total Charge (excl. VAT)** | £204.01 |

|  |  |
| --- | --- |
| **Charge for School recycling bins (per bin above the free allocation of 6 bins)** | |
| 240 / 360 Litre Brown bin | £80.00 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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)  Additional collection charge | | | £23.56  £45.32 | | | |
| **Total Charge (excl. VAT)** | | | £68.88 | | | |
| 660 Litre Eurobin or Equivalent  Usual Weekly Collection (less rental fee)  Additional collection charge | | | £13.97  £13.40 | | | |
| **Total Charge (excl. VAT)** | | | £27.37 | | | |
| 240 Litre Eurobin or Equivalent  Usual Weekly Collection (less rental fee)  Additional collection charge | | | £5.14  £15.45 | | | |
| **Total Charge (excl. VAT)** | | | **£20.59** | | | |
| **Outside Usual Collection Day** | | | | | | |
| 1100 Litre Eurobin or Equivalent  As per charge above  Additional call out fee | | | £68.88  £56.10 | | | |
| **Total Charge (excl. VAT)** | | | £124.98 | | | |
| 660 Litre Eurobin or Equivalent  As per charge above  Additional call out fee | | | £27.37  £56.10 | | | |
| **Total Charge (excl. VAT)** | | | £83.47 | | | |
| 240 Litre Eurobin or Equivalent  As per charge above  Additional call out fee | | | £20.59  £56.10 | | | |
| **Total Charge (excl. VAT)** | | | **£76.69** | | | |
| **Overfilled Trade Bins / Return Charge** | | | | | | |
| **1100 Litre** | | | £85.00 | | | |
| **660 Litre** | | | £80.00 | | | |
| **240 Litre** | | | £70.00 | | | |
| **Clinical Waste Disposal: (Excl. vat)** | | | **Fee** | | | |
| 0.5L box | | | £15.14 | | | |
| 1L box | | | £15.67 | | | |
| 5L box | | | £16.30 | | | |
| 11L box | | | £17.43 | | | |
| 22L sharps box | | | N/A | | | |
| Clinical Waste Sacks | | | £22.73 | | | |
| Clinical Waste Pads | | | £25.00 | | | |

**£10.00 Admin fee applied to all invoices**

|  |  |
| --- | --- |
| **Trade Waste Sacks: (Excl. VAT)** | **Fee (£4.27 per sack)** |
| 100 | £427.00 |
| 150 | £640.50 |
| 200 | £854.00 |
| 250 | £1,067.00 |
| 300 | £1,281.00 |

***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 2023/24.***

|  |  |
| --- | --- |
| **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 | £42.00 |
| Biobags | £2.80(Public) £1.90(Outlets) |
| Garden Waste Sacks | £0.70(Public) £0.55(Outlets) |
| Cardboard Recycling Tape (minimum order 10 rolls) | £5.00 |
| **Bins for New Developments - £10.00 Admin fee applied to all invoices** | |
| 1100L General Refuse  660L General Refuse  240L General Refuse | £448.58  £408.59  £55.00 |
| 1100L Brown  660L Brown  360L Brown (Flats) | £412.98  £381.21  £52.00 |
| 660L Paper | unavailable |
| 240L Green/Brown | £52.00 |
| **Flats - Contamination Charges** |  |
| Flat fee (charged once for return visit) plus:  240L  360L  660L  1100L | £56.10+  £22.00  £27.00  £32.00  £37.00 |

|  |  |  |
| --- | --- | --- |
| **Pest Control** | | |
|  | | |
| **Residential** | | |
| Rats/Mice (domestic) | £110 | up to 3 visits |
| Squirrels | £180 | up to 3 visits |
| Glis Glis (edible dormouse) | £180 | up to 3 visits |
| House Infestation - cockroaches | £170 (for 3 bed property)  additional £30 per extra bedroom | 2 visits |
| House Infestation – fleas/moths/ carpet beetles | £150 (for 3 bed property)  additional £30 per extra bedroom | 1 visit |
| House Infestation – bed bugs | £210.00 | 1 visit |
| House Infestation – silver fish/ladybirds | £80.00 | 1 visit |
| House Infestation – spiders | £90.00 | 1 visit |
| House Infestation – flies | £85.00 | 1 visit |
| Wasp Nest Treatment | £80  +£30 for additional nest within same visit | 1 visit |
| Wasp Nest Removal (domestic) | £50  +£40 for additional nest within same visit | 1 visit |
| Ants | £120 | 1 visit |
| 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** | | |
| **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: 2nd - £60  3rd - £120  4th - £160 |
| Special Permits | £30 |
| Annual Visitor Parking Permit | £60 |
| 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 | £145  £275  £480  £275  £275  £15 |
| Commuter Permits | 3 months  6 months  12 months | £145  £275  £480 |
| 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  Wyllyotts 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 - £3.50  3-4 Hours - £4.50  4-5 Hours - £5.50  Over 5 Hours - £7.00 |
| Byng Drive = 35 Bays | Up to 1 Hour – £1.00  1-2 Hours - £2.00  2-3 Hours - £3.50  3-4 Hours - £4.50  4-5 Hours - £5.50  Over 5 Hours - £7.00 |
| **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 - £3.50  3-4 Hours - £4.50  4-5 Hours - £5.50  Over 5 Hours - £7.00 |
| **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 – £1.00 |
| 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** |
| Wyllyotts Place  Manor Road  Salisbury Close  Highview Close  Barnet Road | 100  123  58  48  31 | 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** | | |
| **Car Park** | **Bays** | **Fees** |
| Civic Offices  Furzehill Road  Clarendon Road  Brook Road | 400  208  50  143 | 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 |
| **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)  High Road (The Rutts)  Bushey Country Club  Kemp Place | 50  51  223  120 | 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  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  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 |

|  |  |
| --- | --- |
| **Parks** | |
| **Allotments** | **Fees** |
| Per half plot (5 poles) | £55 |
| Per full plot (10 poles) | £85 |
| **Cemeteries** |  |
| New grave for 1/2/3 | £1,835 |
| Reopen grave for 2/2nd interment | £850 |
| Reopen grave for 3/2nd or 3rd interment | £850 |
| Caskets additional fee | £350 |
| New ashes plot | £650 |
| Reopen ashes plot | £325 |
| Common Graves | £850 |
| Child under 2 years | FREE |
| Child 2-18 | Dependent on age |
| Scattering of ashes | £115 |
| Scattering of ashes under headstone as final interment | £115 |
| Mason permit application | £85+VAT |
| Transfer of Deeds at time of death of owner | FREE |
| Transfer of Deeds at any other time | £125+VAT |
| Note: Non Resident – outside Borough | Rate x3 |
| **Cemetery Memorial Garden** |  |
| Bench – supply and installation only (7 years) | £1,600+VAT |
| * Bench plaque | £60+VAT |
| * Inscription on bench plaque per character * Additional Bench plaque and inscriptions | £2.25+VAT  As above +10% admin fee |
| Wall Plaque including inscription (12 years) | £170+VAT |
| Rose Plaque including inscription | £170+VAT |
| **Hedges** |  |
| High hedge complaint form | £700 |
| **Football** | Charges exclude VAT\* |
| Senior with Changing Facilities per Game (32 week season) | £55 - £82 |
| (cost dependent on changing facilities) |  |
| 11-a-side Junior with/without changing (32 week season) | £25 |
| 9-a-side Junior with/without changing (32 week season) | £22.50 |
| 7-a-side Junior with/without changing (32 week season) | £20 |
| \*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 | £6+VAT |
| Commercial filming (per day) | £700+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 | £330 |
| Granting of Commercial Leases (Excluding lease renewals) | Straightforward matters where no more than 3 hours work is required | £495 |
| Hourly rate if the above hours are exceeded and for other matters |  | £165 per hour |
| Licences  (Including access licences) | Depending on type of licence required | £220 ‐ £275 |
| Deed of Variation |  | £495 |
| Provision of Management Information, Accounts, copies of leases, etc. |  | £83 - £110 |
|  |  |  |
| **Garages** | **Fee**  **excl. VAT** | **Fee**  **incl. VAT** |
| Garage Rental (Standard) | £49.17 | £59.00 |
| Garage Rental (Premium) | £55.00 | £66.00 |

|  |
| --- |
| Legal & Democratic Services |

|  |  |  |
| --- | --- | --- |
| **Land Charges - Property Searches (electronic)** | | |
| **Search Requests : Residential** | **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 : Commercial** |  |  |
| Official Certificate of Search Form LLC1 | £36 | £36 |
| Replies to Con29R Enquiries | £122 | £146.40 |
| **Total Commercial Search** | **£158** | **£182.40** |
| **Personal Searches:** |  |  |
| Inspection of register  Online | Free  £8 | Free  £8 |
| **Miscellaneous:** |  |  |
| Additional Property **Residential** LLC1 | £5 | £5 |
| Additional Property **Residential** CON29R | £10 | £12 |
| Q4-21 when submitted with CON29R  (per inquiry) **Residential** | Max £10 | Max £12 |
| Q22 when submitted with CON29R **Residential** | £22 | £26.40 |
| Additional Property **Commercial** LLC1 | £10 | £10 |
| Additional Property **Commercial** CON29R | £19 | £22.80 |
| Q4-21 when submitted with CON29R  (per inquiry) **Commercial** | Max £10 | Max £12 |
| Q22 when submitted with CON29R **Commercial** | £22 | £26.40 |
| **Component data:** |  |  |
| Q1.1a-3.13 (per inquiry) | Max £12.50 | Max £15 |
| **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](mailto: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. | £495 |
| 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. | £825 |
| 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 | £495 |
| Hourly rate if more than the estimated time above is required. | | £165 |
| **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 |  | £165 per hr |
| Licences (Including access licences) | Depending on type of licence required | £150-£350 |
| Deed of Variation |  | £165 |
| 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 | £28 | £33.60 | £31 | £37.20 |
| Chamber | £41 | £49.20 | £54 | £64.80 |
| Any room - Saturday | £113 | £135.60 | £113 | £135.60 |
| Room set up charge\* | £31 | £37.20 | £31 | £37.20 |
| **Commercial** |  |  |  |  |
| Committee Rooms  A B C D | £46 | £55.20 | £51 | £61.20 |
| Chamber | £71 | £85.20 | £81 | £97.20 |
| Any room - Saturday | £113 | £135.60 | £113 | £135.60 |
| Room set up charge\* | £36 | £43.20 | £36 | £43.20 |
| **Extras** | **excl. VAT** | | **incl. VAT** | |
| Flipchart, pad and pens | £33 | | £39.60 | |
| Microphones | £59 | | £70.80 | |
| Hybrid meeting room support | £50 | | £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 / hybrid meetings 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.*

1. https://www.hertsmere.gov.uk/Planning--Building-Control/Planning-Advice/Pre-application-advice.aspx [↑](#footnote-ref-1)