



**Hertsmere
Borough
Council**

REGISTER OF

FEEES AND CHARGES

2017-2018

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Planning & Building Control

Planning Policy

Item	Paper copy		Electronic copy	VAT
Tree Preservation Orders*	£11		£5.50	Exempt
Article 4 Directions*	£11		£5.50	Exempt
Listed Building Register extract*	£11		£5.50	Exempt
Conservation Area map*	£11		£5.50	Exempt
Traffic Regulation Orders	£11		£5.50	Exempt
Road Closure	Local Organisations		Commercial Organisations	VAT
Temporary Road Closure for Large Event under TPCA Act (Admin Fee)	£50		£100	Exempt
Listed Buildings and Tree Pre-application Advice	Initial cost including written advice and meeting	Charge for any site visit undertaken	Charge per additional meeting	Charge per additional written advice
Category I (VAT included)	£160	£70	£70	£30
Category H (VAT included)	£85	£40	£40	£20
Disabled Parking Bay (admin fee – Incl VAT)	£10			
Publications	Cost to local residents and local groups		Cost to professionals and non-local residents	VAT
Hertsmere Local Plan 2003	£22 + £3.50 p&p		£33 + £3.50 p&p	Exempt
Hertsmere Core Strategy 2013	£11.50 + £2.50 p&p		£11.20 + £2.50 p&p	Exempt
Elstree Way Corridor AAP 2015	£15 + £2.50 p&p		£20 + £2.50 p&p	Exempt
Site Allocations and Development Management Policies Plan	£15		£20 + £2.50 p&p	Exempt
Parking Management Strategy	£22 + £3.50 p&p		£33 + £3.50 p&p	Exempt
SW Herts Economy Study	£22 + £3.50 p&p		£33 + £3.50 p&p	Exempt
Strategic Housing Land Availability Assessment	£22 + £3.50 p&p		£33 + £3.50 p&p	Exempt
SW Herts Strategic Housing Market Assessment	£22 + £3.50 p&p		£33 + £3.50 p&p	Exempt
Gypsies and Traveller Accommodation Assessment	£22 + £3.50 p&p		£33 + £3.50 p&p	Exempt
Other Technical Studies	£22 + £3.50 p&p		£33 + £3.50 p&p	Exempt

Publications	Cost to local residents and local groups	Cost to professionals and non-local residents	VAT
Watling Chase Community Forest SPG	£2.50	£2.50	Exempt
Warren Estate (Bushey Heath) Design Guide SPG	£2.50	£5.50 + £1.50 p&p	Exempt
Elstree Village Conservation Area Appraisal	£2.50	£5.50 + £1.50 p&p	Exempt
Bushey Heath High Road Conservation Area Appraisal	£2.50	£5.50 + £1.50 p&p	Exempt
Bushey High Street (Village) Conservation Area Appraisal	£2.50	£5.50 + £1.50 p&p	Exempt
Radlett North Conservation Area Appraisal	£2.50	£5.50 + £1.50 p&p	Exempt
Radlett South Conservation Area Appraisal	£2.50	£5.50 + £1.50 p&p	Exempt
Shenley Conservation Area Appraisal	£2.50	£5.50 + £1.50 p&p	Exempt
Royds Conservation Area Appraisal	£2.50	£5.50 + £1.50 p&p	Exempt
Royds Design Guide	£2.50	£5.50 + £1.50 p&p	Exempt
Affordable Housing SPD	£3.50 + £1.50 p&p	£5.50 + £1.50 p&p	Exempt
Car parking Standards SPD	£3.50 + £1.50 p&p	£5.50 + £1.50 p&p	Exempt
Bhaktivendanta Manor Planning Brief SPD	£3.50 + £1.50 p&p	£5.50 + £1.50 p&p	Exempt
Radlett Key Sites Planning Brief SPD	£3.50 + £1.50 p&p	£5.50 + £1.50 p&p	Exempt
Biodiversity and Trees SPD (Parts A-D)	£11 + £2.50 p&p	£15 + £2.50 p&p	Exempt
Individual Parts	£3.50 + £1.50 p&p	£5.50 + £1.50 p&p	Exempt
Planning and Design Guide			
Whole document	£11.50 + £2.50 p&p	£15 + £2.50 p&p	Exempt
Parts B and E	£3.50 + £1.50 p&p	£5.50 + £1.50 p&p	
Statement of Community Involvement	£5.50 + £2.50 p&p	£5.50 + £2.50 p&p	Exempt
Core Strategy		Free	Exempt
Annual Authority Monitoring Reports	£5.50 + £2.50 p&p	£11 + £2.50 p&p	Exempt

Development Management

Item	Paper copy	Electronic copy	VAT
General photocopying*	£2	£2	Included
Plus for each subsequent sheet	£0.20	£0.20	Included
Note - Residents are charged half of the above for general photocopying only			
Plans larger than A3*	£22	£11	Included
Planning decision notice*	£11	£5.50	Exempt
Appeal decisions*	£11	£5.50	Exempt
Delegated or Committee Report*	£11	£5.50	Exempt
Section 106 Agreements*	£16.50	£11	Exempt
Enforcement Notices*	£11	£5.50	Exempt
Research (each ½ hour or part thereof)	£44	£44	Included
If site visit required add	£44	£44	Included
Weekly list (by post)	£235	£65	Included
Planning Performance Agreements (PPA)			
Categories	Set up, Planning Performance Agreement and Project Timeframes	Meetings will be charged at:	Charge for additional written advice/review
More than 20 residential units or more than 2000sq.m of commercial floor space (inc. change of use)	£4,000 + VAT £4,800	£2,000 +VAT £2,400	£1,200+VAT £1,440
10 to 20 residential units and up to 1,999sq.m of commercial floor space (inc. change of use)	£2,600 + VAT £3,120	£1,200+VAT £1,440	£800+VAT £960
More than 20 residential units or more than 2000sq.m of commercial floor space (inc. change of use)	£4,000 + VAT £4,800	£2,000 +VAT £2,400	

Pre Application Discussions		
Category A	£4,800	VAT Included
Category B	£3,600	VAT Included
Category C	£2,400	VAT Included
Category D	£1,800	VAT Included
Category E	£900	VAT Included
Category F	£600	VAT Included
Householder Applications	£144	VAT Included
Follow up charges	£48	VAT Included
Historic Asset Advice		
- No meeting	£240	VAT Included
- With site meeting	£435	VAT Included
Follow up charges	£312	VAT Included
Additional charges for meeting and follow up and charge for additional written advice:		
Category's A-E - £600+VAT		
Category F - £350+VAT		
Householder - £40+VAT		
Note: Planning application fees set by Central Government		
<i>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.</i>		

***Note:** charges include the administration cost of providing the requested information.

Housing Services

Houses in Multiple Occupancy	Fees
HMO Mandatory Licence Application	£542 up to 5 people Plus £66 per additional person
Variation of HMO Licence	£115
Renew HMO Licence	£542

Mobile Homes						
Table 1 Number of pitches	Band Z	Formula	A (Admin time mins)	B (Inspection time mins)	Option	Fee approx..
1-6	1	$=((A1+B1)/60) \times C$ (reduced by half)	120	120	Officers discretion & excluding non- commercial sites	£130.00 or free
7-57	2	$=((A2+B2)/60) \times C$	120	150		£261.00
58-108	3	$=((A3+B3)/60) \times C$	180	200		£367.00
109-159	4	$=((A4+B4)/60) \times C$	180	250		£415.00
160+	5	$=((A5+B5)/60) \times C$	180	300		£435.00

New Site Licence Application		Transfers and amendments fees.			
Table 2	Band 5	Band 4	Band 3	Band 2	Band 1
	More than 200 pitches	100 – 199 pitches	25 – 99 pitches	6 – 24 pitches	1 – 5 pitches
	£	£	£	£	£
New site licence application - fee charges					
Charge to site owner	1,120	930	775	620	545
Application to transfer a site licence – fee charges					
Charge to site owner	290	290	290	290	290
Application to amend a site licence – fee charges					
Charge to site owner	290	290	290	290	290

Smoke and Carbon Monoxide Alarm Regulations

The penalty charge of £5,000 was agreed. It is proposed to charge the full amount with a 50% reduction if paid within 14 days.

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

Service of second and subsequent Statutory Notice under the 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
£74 for each Notice reviewed	

Immigration Inspections	
First application	£225.00
Hourly rate re-visits or advice	£82.00
Second visit (over 12 weeks)	£225.00
Hourly rate re-visits or advice (over 12 weeks)	£82.00

NB licence fees are not subject to VAT

Environmental Health

Note: All Licence fees are not subject to VAT

Charges	From 1st April 2016	From 1st April 2017
Stray Dogs	£25 (statutory) Seizure fee £30 transport/admin £15 per night kennelling	£25 (statutory) Seizure fee £30 transport/admin £15 per night kennelling
Environmental Search	£75 per enquiry	£75 per enquiry
Basic Food Hygiene Level 2 Course	£55 per candidate	£58 per candidate

Miscellaneous Licences	Fee from 1st April 2016	Fee from 1st April 2017
Fee Riding Establishment Act 1964 and 1970	£385 + veterinary fees	£385 + veterinary fees
Dangerous Wild Animals Act 1976	£850 Commercial + veterinary fees £150 Domestic + veterinary fees	£850 Commercial + veterinary fees £150 Domestic + veterinary fees
Zoo Licensing Act 1981 *Where dispensations have been granted reduced fees may be levied	Initial (4 year) £4,300 + vet fees Renewal (6 years) £2,000 + vet fees Transfer £600	Initial (4 year) £4,300 + vet fees Renewal (6 years) £2,000 + vet fees Transfer £600
Pet Animals Act 1951	£195	£195
Animal Boarding Establishments Act 1960	£195 (£50 domestic)	£195 (£50 domestic)
Breeding of Dogs Act 1973	£195	£195
Scrap Metal Dealer	£350 Site £260 Collector	£350 Site £260 Collector
Sex Shops Sexual Entertainment venues	£750 application fee £3,250 licensing fee £2,500	£750 application fee £3,250 licensing fee £2,500

Licence	Type	Fee from 1st April 2016	Fee from 1st April 2017
Lotteries and Gaming	New application	£40 on application	£40 on application
	Renewal	£20 renewal statutory	£20 renewal statutory
Gaming machines		£50 valid for 3 years statutory	£50 valid for 3 years statutory
Skin Piercing	Premises	£185	£185
	Operatives	£185	£185
	Variation	£75	£75

Licencing Act 2003		A	B	C	D	E
Band*						
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 (inc 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*
Personal Licence		£37		Temporary event notice		£21

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

Taxi Licencing	Fee from 1st April 2016	Fee from 1st April 2017
Driver	£95 1 year £225 3 years	£95 1 year £225 3 years
Vehicle	£230	£230
Low emission	£175	£175
Operator	£300 £30 per vehicle	£300 £30 per vehicle
Transfer		£55
Replacement Badges	£25	£25
Replacement Vehicle Licence Plate	£55	£55
Knowledge Test	£40/£20 non geo	£40/£20 non geo
Photocopying/paperwork	£10 (each)	£10 (each)

Gambling Licences

Classes Premise licence	Conversion application fee for non- fast track application	Non-conversion application fee for in respect provisional statement premises	Non-conversion application fee for in respect to other premises	Annual fee	Fee for application to vary licence	Fee for application to transfer a premise 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 Fast Track applications	£40 £300							

Private Water Supplies (including VAT)

Activity	Statutory Maximum Fee	Hertsmere Borough Council	Comments
Risk Assessment (each assessment)	£500	Hourly rate (i) x officer time	Will cover the time spent at the site, completion of a risk assessment and a final report sent to the owner.
Sampling Visit (each visit)(ii)	£100	Hourly rate (i) x officer time	Charge for per sampling visit.
Investigation (each investigation)	£100	Hourly rate (i) x officer time	Visit carried out in the event of a test failure.
Granting of an authorisation (each authorisation)	£100	Hourly rate (i) x officer time	Application by the owner of the supply for temporary permission to breach a standard.
Analysis of a sample taken under Regulation 10	£25	£25	Where a domestic supply provides < 10m ³ per day or serves < 50 people.
Analysis of a sample taken during Check Monitoring	£100	Recover full analysis cost up to the statutory maximum	Check monitoring as determined by the risk assessment to ensure that the water complies with the standard.
Analysis of a sample taken during Audit Monitoring	£500	Recover full analysis cost up to the statutory maximum.	Additional parameters sampled less often to ensure the water complies with all standards (usually carried out alongside check monitoring).

(i) Hourly rate will be charged at £41 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	2016-2017	2017-2018
Annual Rental Charge	67.67	69.02
Annual Collection & Disposal Charge	633.02	645.69
Landfill Tax	307.69	323.09
Total Charge (excl VAT)	1,008.38	1,037.80
660 Litre Eurobin		
Annual Rental Charge	66.29	67.62
Annual Collection & Disposal Charge	380.20	387.81
Landfill Tax	184.62	193.86
Total Charge (excl VAT)	631.11	649.29
240 Litre Wheelie Eurobin (New Customers)		
Annual Rental Charge	30.00	30.60
Annual Collection & Disposal Charge	138.43	141.21
Landfill Tax	67.15	70.51
Total Charge (excl VAT)	235.58	242.32
240 Litre Wheelie Eurobin (Existing)		
Annual Rental Charge	n/a	n/a
Annual Collection & Disposal Charge	138.43	141.21
Landfill Tax	67.15	70.51
Total Charge (excl VAT)	205.58	211.72

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%

Special Collection of Trade Waste		
Normal Collection Day	2016-2017	2017-2018
1100 Litre Eurobin or Equivalent	62.01	62.63
660 Litre Eurobin or Equivalent	51.86	53.18
240 Litre or Equivalent	n/a	19.07
Outside Normal Collection Day		
1100 Litre Eurobin or Equivalent	98.82	103.63
660 Litre Eurobin or Equivalent	93.53	94.18
240 Litre or Equivalent	n/a	60.07

Trade Waste Sacks: (Excl VAT)	2016-2017	2017-2018
50	169.83	173.23
100	339.64	346.43
150	509.46	519.65
200	679.28	692.87
250	849.12	866.10
300	1,018.94	1,039.32
350	1,188.76	1,212.54
400	1,358.58	1,385.75
450	1,528.40	1,558.97
500	1,859.95	1,897.15

Clinical Waste Disposal: (Excl vat)	2016-2016	2017-2018
0.5L Box	11.85	12.09
1L	12.25	12.50
5L box	12.75	13.01
11L box	13.65	13.92
22L sharps box	14.65	14.94
Clinical Waste Sacks	9.30	9.53
Clinical Waste Pads	n/a	15.00
The above prices include collection and replacement		
240l bin	60.00	60.00
Purchase of yellow sack (roll 25)	5.78	n/a
Purchase of yellow sack (roll 200)	50.00	50.00

Other Charges	2016-2017	2017-2018
Collection of up to 3 bulky waste items from domestic properties	£45.00	£45.00
Additional Items	£10.00	£10.00
Hazardous waste (TV/batteries etc)	£45.00	£45.00
One-off replacement 240l wheeled bin (residents) excl VAT	£37.00	£38.00
Bins for new developments		
1100L	£308.00	£332.64
660L	£299.00	£332.92
240L	£45.00	£45.00

*Please note an admin charge of £10 is applied to all invoices.

Pest Control (including VAT)

Domestic Premises

Rats/Mice	£70, up to 3 visits
Squirrels	£150, up to 3 visits
Cockroaches	£200 (for 3 bed property) additional £30 per extra bedroom, 3 visits
House Infestation (Other)	£200 (for 3 bed property) additional £30 per extra bedroom
Wasp Nest Treatment	£70 plus £30 for additional nest within same visit
Wasp Nest Removal	£35 plus £30 for additional nest within same visit
Ants	£110, 1 visit
Call Out Advice	£60

Commercial Premises

Rats/Mice (Commercial)	£180, up to 3 visits
Squirrels	£150, up to 3 visits
Cockroaches	£200 (for 3 bed property) additional £30 per extra bedroom, 3 visits
House Infestation (Other)	£200 (for 3 bed property) additional £30 per extra bedroom
Wasp Nest Treatment	£70 plus £30 for additional nest within same visit
Wasp Nest Removal	£40 plus £30 for additional nest within same visit
Ants	£130, 1 visit
Call Out Advice	£60

Parking Services

Permits

First Residential Parking Permits	£25	Additional Residential Permits: 2 nd - £40 3 rd - £70 4 th - £100
Special Permits	£25	
Annual Visitor Parking Permit	£40	
Business Permits	3 months - £132 6 months - £253 12 months - £440	
Commuter Permits	3 months - £132 6 months - £253 12 months - £440	
School Permits	12months - £15	
Parking Dispensation	1 day - £5 1 week (7 days) - £15	

On Street Pay & Display Parking

Potters Bar

Restriction	Location	Charge 2017-2018
1 Hour Parking Bays	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 Total = 234	First 30mins – No Charge 1 Hour – 70p
All Day	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 Total = 101	First 30mins – No Charge 1 Hour – 70p 1-2 Hours £1.50 2-3 Hours - £2 3-4 Hours - £3 4-5 Hours - £4 Over 5 Hours - £5
	Byng Drive On – St Area = 35 Bays	Up to 1 Hour – 70p 1-2 Hours £1.50 2-3 Hours - £2 3-4 Hours - £3 4-5 Hours - £4 Over 5 Hours - £5

Borehamwood

Restriction	Location	Charge 2017-2018
1 Hour Parking Bays	Shenley Road = 67 Bays	First 30mins – No Charge 1 Hour – 70p
2 Hour Parking Bays	Whitehouse Ave = 5 Bays Cardinal Ave = 4 Bays Drayton Road = 10 Bays Glenhaven Ave = 8 Bays Clarendon Road = 7 Bays Grosvenor Road = 4 Bays Total = 38	First 30mins – No Charge 1 Hour – 70p 1-2 Hours - £1.50
All Day	Maxwell Road = 6 Bays Station Road = 6 Bays Total = 12	First 30mins – No Charge 1 Hour – 70p 1-2 Hours £1.50 2-3 Hours - £2 3-4 Hours - £3 4-5 Hours - £4 Over 5 Hours - £5

Radlett

Restriction	Location	Charge 2017-2018
1 Hour Parking Bays	Aldenham Road = 3 Bays Oakway Parade = 11	No Charge
2 Hour Parking Bays	Newberries Parade = 35 Bays Watling Street = 15 Bays Aldenham Ave = 10 Bays Station Road = 6 Bays Total = 66	First 30mins – No Charge 1 Hour – 70p 1-2 Hours - £1.50

Bushey Heath

Restriction	Location	Charge 2017-2018
1 Hour Parking Bays	High Road = 51 Bays High Road Service Road = 9 Bays Elstree Road = 3 Bays Total = 63	First 30mins – No Charge 1 Hour – 70p

Bushey

Restriction	Location	Charge 2017-2018
20 Min Parking Bays	Bushey Hall Road = 7 Bays High Street = 31 Bays Rudolph Road = 7 Bays	First 30mins – No Charge
30 Min Parking Bays	Falconer Road = 3 Bays Aldenham Road = 3 Bays Bushey Hall Road = 7 Bays Total = 51	
2 Hour Parking Bays	Greatham Road = 8 Bays	First 30mins – No Charge 1 Hour – 70p 1-2 Hours - £1.50

Off Street Pay & Display Parking

Potters Bar

Car Park	Bays	Charge 2017-2018
Wyllyotts Place	100	Up to 1 Hour – 90p
Manor Road	123	1-2 Hours £1.50
Salisbury Close	58	2-3 Hours - £2
Highview Close	48	3-4 Hours - £3
Barnet Road	31	4-5 Hours - £4
		Over 5 Hours - £5

Borehamwood

Car Park	Bays	Charge 2017-2018
Civic Offices	400	Up to 1 Hour – 90p
Furzehill Road	208	1-2 Hours £1.50
Clarendon Road	50	2-3 Hours - £2
Brook Road	143	3-4 Hours - £3
		4-5 Hours - £4
		Over 5 Hours - £5

Radlett

Car Park	Bays	Charge 2017-2018
Newberries	212	Up to 1 Hour – Free
		1-2 Hours £1.50
		2-3 Hours - £2
		3-4 Hours - £3
		4-5 Hours - £4
		Over 5 Hours - £5

Bushey

Car Park	Bays	Charge 2017-2018
High Road (Opp St Peters Church)	50	Up to 1 Hour – 90p
High Road (The Rutts)	51	1-2 Hours £1.50
		2-3 Hours - £2
		3-4 Hours - £3
		4-5 Hours - £4
		Over 5 Hours - £5
Kemp Place	120	No Charge

	Charge 2017-2018
Evening Parking	£1 all evening (where charged)
Sunday Parking	£1 all day (where charged)

Note: the proposed fees are subject to consultation and will be implemented during 17-18

Parks & Open Spaces	2016-17	2017-18
Activity	£	£
Allotments		
Per half plot (5 poles)	30.00	35.00
Per full plot (10 pole)	50.00	55.00
Cemetery		
New grave for 1	910.00	930.00
New grave for 2	980.00	1000.00
New grave for 3	1,050.00	1070.00
Reopen grave for 2/2nd internment	440.00	450.00
Reopen grave for 3/2nd internment	510.00	520.00
Reopen grave for 3/3rd internment	440.00	450.00
New ashes plot	310.00	320.00
Reopen ashes plot	170.00	175.00
Common Graves	510.00	520.00
Child under 2 years	220.00	225.00
Scattering of ashes	50.00	50.00
Scattering of ashes around a rose (new)	60.00	60.00
Mason permit application (exclusive of VAT)	37.50	41.67
Admin Fee for Funerals arranged without Funeral Director	25.00	30.00
Note: Non Resident – outside Borough less than 2 years	Rate x2	Rate x2
Non Resident – outside Borough more than 2 years	Rate x 3	Rate x3
Cemetery Memorial Garden		
Bench (7 years)	900.00	900.00
Wall Plaque (12 years)	150.00	150.00
Rose Plaque	80.00	80.00
Tree (quote dependant on size and type of tree)	See note	See Note
Football		
Senior with "New" Changing Facilities / Game (32 week season)	82.00	82.00
Senior with "Standard" Changing Facilities / Game (32 week season)	75.00	75.00
Senior with "Poor" Changing Facilities / Game (32 week season)	55.00	55.00
Senior one-off game (as above + VAT)		
11 a side Junior with/without changing (32 week season)	25.00	25.00
9 a side Junior with/without changing (32 week season)	22.50	22.50
7 a side Junior with/without changing (32 week season)	20.00	20.00
Junior one-off game (as above + VAT)		
Tennis		
Pre Booked or When Charged for Normal Use	3.00	3.00
Pre Booked or When Charged for Coaching	6.00	6.00
Netball / Basketball		
Netball / Basketball per court per hour	15.00	15.00
Changing Rooms		
Per session per room	20.00	20.00
Events and Hires		
Commercial filming (per day) the basis of requirements	400.00	500.00

Asset Management

Property Surveyors Fees	Notes	Fee
Deed/Grant of Easement	Straightforward matters where no more than 2 hours work is required	£200.00
Granting of Commercial Leases (Excluding lease renewals)	Straightforward matters where no more than 3 hours work is required	£300.00
Hourly rate if the above hours are exceeded and for other matters		£100 per hour
Licences (Including access licences)	Depending on type of licence required	£100 - £300
Deed of Variation		£100.00
Provision of Management Information, Accounts, copies of leases etc		£50.00

Garages 2017-2018	Net	Total (including VAT)
Garage Rental (premium)	£46.00	£55.20
Garage Rental (Standard)	£41.50	£49.80

Legal & Democratic Services

Land Charges & Property Searches

Search Requests: Residential	Received Electronically (Excluding VAT)	Received by Post / Email (Excluding VAT)
Official Certificate of Search Form LLC1	£18.00	£23.00
Replies to Con29R Enquiries *	£57.00	£67.00
Total Residential Search	£75.00	£90.00
Search Requests: Commercial	Received Electronically (Excluding VAT)	Received by Post / Email (Excluding VAT)
Official Certificate of Search Form LLC1	£18.00	£23.00
Replies to Con29R Enquiries *	£90.00	£100.00
Total Commercial Search	£108.00	£123.00
Personal Searches:	Online View	Additional Parcel/Property
Inspection of register	£5.00	£1.00
Miscellaneous:	Fee	+ VAT
Additional Parcel LLC1	£5.00	£1.00
CON29R	£15.00	£3.00
Q4 - 21 - when submitted with CON29R (per inquiry)	£10.00	£2.00
Q22 - when submitted with CON29R	£20.00	£4.00
Q22: If not submitted with CON29R	£30.00	£6.00
Component Data:	Residential	Commercial
1.1a – 3.13	£3.00 per question	£4.00 per question

* VAT is applicable on all non-statutory land charge fees from 1 April 2017 onwards

Street Name & Numbering

Postal Numbers for a New Development on Existing Street (incl conversions)	
1-5 Plots	£110 per plot
6-10 Plots	£100 per plot
11+	£95 per plot for first 11 plots Plus £10 per additional plot
Re-Numbering of a new development at developers Request	Fees as per above
Naming New Streets	
Additional charge where a numbering application includes naming of Street:	
Council chooses name	£150
Developer chooses name (subject to consultation)	£200
Other Naming	
Naming an existing unnamed street or access Road	£500
Re-Naming of a street at residents request	£500 per property
Change of house name or adding an Alias	£90

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.	£450
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.	£750
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	£450
Hourly rate if more than the estimated time above is required.		£150.00

Legal Fees

Document /Matter	Notes	Fee
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	£300.00
Deed/Grant of Easement	Straightforward matters where no more than 2 hours work is required	£300.00
Commercial Leases	Straightforward matters where no more than 3 hours work is required	£450.00
Hourly rate if the above hours are exceeded		£150.00 per hr
Licences (Including access licences)	Depending on type of licence required	£100.00 - £300.00
Deed of Variation		£150.00
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.	£50.00 + VAT
Provision of Management Information, Accounts etc		£25.00
Retrospective Consent		£50.00 + 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 Charges

Partners	Daytime hourly rate	Evening hourly rate
Committee Rooms A B C D	£12.50	£15
Chamber	£17.50	£20
Room set up charge*	£10	£10

*A room set up charge will always apply to the committee rooms. A room set up charge will apply to the chamber if microphones are required.

Commercial	Daytime hourly rate	Evening hourly rate
Committee Rooms A B C D	£25	£30
Chamber	£35	£40
Room set up charge*	£20	£20

*A room set up charge will always apply to the committee rooms. A room set up charge will apply to the chamber if microphones are required.

- In addition to the above, any rooms required on a Saturday will be chargeable at £80 per hour regardless of who is booking
- 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.

Extras

Flipchart, pad and pens	£20
Microphones	£40

All charges are plus VAT