



**Hertsmere
Borough
Council**

REGISTER OF

FEES AND CHARGES

2019/2020

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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	
Traffic Regulation Orders	£11		£5.50	
Road Closure	Local Organisations		Commercial Organisations	
Temporary Road Closure for Large Event under TPCA Act (Admin Fee)	£50		£100	
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	£160	£70	£70	£30
Category H	£85	£40	£40	£20
Disabled Parking Bay (Admin Fee)	£10			
Publications	Cost to local residents and local groups		Cost to professionals and non-local residents	
Hertsmere Local Plan 2003	£22	+ £3.50 p&p	£33	+ £3.50 p&p
Hertsmere Core Strategy 2013	£11.20	+ £2.50 p&p	£11.50	+ £2.50 p&p
Elstree Way Corridor AAP 2015	£15	+ £2.50 p&p	£20	+ £2.50 p&p
Site Allocations and Development Management Policies Plan	£15	+ £2.50 p&p	£20	+ £2.50 p&p
Parking Management Strategy	£22	+ £3.50 p&p	£33	+ £3.50 p&p
Economic Study	£22	+ £3.50 p&p	£33	+ £3.50 p&p
Strategic Housing Land Availability Assessment	£22	+ £3.50 p&p	£33	+ £3.50 p&p
Strategic Housing Market Assessment	£22	+ £3.50 p&p	£33	+ £3.50 p&p
Gypsies and Traveller Accommodation Assessment	£22	+ £3.50 p&p	£33	+ £3.50 p&p
Other Technical Studies	£22	+ £3.50 p&p	£33	+ £3.50 p&p

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

Note: Electronic copies of the above publications are available free of charge on the Hertsmere website.

Development Management		
Item	Paper copy	Electronic copy
General photocopying*	£2 incl. VAT	n/a
Plus for each subsequent sheet	£0.20 incl. VAT	n/a
Note - Residents are charged half of the above for general photocopying only		
Plans larger than A3*	£22 incl. VAT	£11 incl. VAT
Planning decision notice*	£11	£5.50
Appeal decisions*	£11	£5.50
Delegated or Committee Report*	£11	£5.50
Section 106 Agreements*	£16.50	£11
Enforcement Notices*	£11	£5.50
Research (each ½ hour or part thereof)	£44 incl. VAT	£44 incl. VAT
If site visit required, add	£44 incl. VAT	£44 incl. VAT
Weekly list (by post)	£235 incl. VAT	£65 incl. VAT

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

Pre-Application Discussions		
	excl. VAT	incl. VAT
Category A	£9,000	£10,800
Category B	£6,000	£7,200
Category C	£4,000	£4,800
Category D	£3,000	£3,600
Category E	£1,250	£1,500
Category F	£400	£480
Category G	£500	£600
Householder Applications (including Lawful Development Certificates)	£150	£180
Minor Planning Proposals (outside categories above)	£250	£300
Additional advice	See Hertsmere website for fee schedule	

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)	£800 up to 5 people Plus £70 per additional person
Variation of HMO Licence	£200
Renew HMO Licence	£800 Plus £70 per additional person

Mobile Home Site Annual Fees					
	Band 1	Band 2	Band 3	Band 4	Band 5
Annual fees	1 – 6 pitches	7 – 57 pitches	58 – 108 pitches	109 – 159 pitches	160 + pitches
	£130	£261	£367	£415	£435
New site licence application - fee charges					
Charge to site owner	£545	£620	£775	£930	£1,120
Application to transfer a site licence – fee charges					
Charge to site owner	£290				
Application to amend a site licence – fee charges					
Charge to site owner	£290				

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

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	£225
Hourly rate re-visits or advice	£82
Second visit (over 12 weeks)	£225
Hourly rate re-visits or advice (over 12 weeks)	£82

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

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 Licencing						
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 Licencing	
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	£73.22
Annual Collection & Disposal Charge	£684.94
Landfill Tax	£359.90
Total Charge (excl. VAT)	£1,118.06
660 Litre Eurobin	
Annual Rental Charge	£71.66
Annual Collection & Disposal Charge	£403.31
Landfill Tax	£215.95
Total Charge (excl. VAT)	£690.92
240 Litre Wheelie Eurobin	
Annual Rental Charge (new customers)	£32.42
Annual Collection & Disposal Charge	£146.85
Landfill Tax	£81.07
Total Charge (excl. VAT)	£260.34
240 Litre Wheelie Eurobin Purchased prior to 1 April 2016	
Annual Collection & Disposal Charge	£146.85
Landfill Tax	£81.07
Total Charge (excl. VAT)	£227.92

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

Reduce rate for Schools (existing customers only)

1100 Litre Eurobin	Fee
Annual Rental Charge	£73.22
Annual Collection & Disposal Charge	£684.94
Landfill Tax	£0.00
Total Charge (excl. VAT)	£758.16
660 Litre Eurobin	
Annual Rental Charge	£71.66
Annual Collection & Disposal Charge	£403.31
Landfill Tax	£0.00
Total Charge (excl. VAT)	£474.97
240 Litre Wheelie Eurobin	
Annual Rental Charge (new customers)	£32.42
Annual Collection & Disposal Charge	£146.85
Landfill Tax	£0.00
Total Charge (excl. VAT)	£179.27

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	Nil				

Special Collection of Trade Waste	Fee
Usual Collection Day	
1100 Litre Eurobin or Equivalent Usual Weekly Collection (less rental fee) Additional collection charge Total Charge (excl. VAT)	 £20.09 £44.00 £64.09
660 Litre Eurobin or Equivalent Usual Weekly Collection (less rental fee) Additional collection charge Total Charge (excl. VAT)	 £11.90 £42.00 £53.90
240 Litre Eurobin or Equivalent Usual Weekly Collection (less rental fee) Additional collection charge Total Charge (excl. VAT)	 £4.38 £15.00 £19.38
Outside Usual Collection Day	
1100 Litre Eurobin or Equivalent As per charge above Additional call out fee Total Charge (excl. VAT)	 £64.09 £42.64 £106.73
660 Litre Eurobin or Equivalent As per charge above Additional call out fee Total Charge (excl. VAT)	 £53.90 £42.64 £96.54
240 Litre Eurobin or Equivalent As per charge above Additional call out fee Total Charge (excl. VAT)	 £19.38 £42.64 £62.02
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	£13.20
1L box	£13.66
5L box	£14.21
11L box	£15.20
22L sharps box	N/A
Clinical Waste Sacks	£20.02
Clinical Waste Pads	£15.00

£10.00 Admin fee applied to all invoices

Trade Waste Sacks: (Excl. VAT)	Fee (£3.79 per sack)
50	£189.50
100	£379.00
150	£568.50
200	£758.00
250	£947.50
300	£1,137.00

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 2019/20.

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) incl. VAT	£48.00
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	
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	£274.29
240L Green/Brown/Paper	£45.00
Flats - Contamination Charges	
Flat fee (charged once for return visit) plus:	£42.00+
240L	£15.00
360L	£20.00
660L	£25.00
1100L	£30.00

Pest Control		
Rats/Mice (Domestic)	£75	up to 3 visits
Squirrels/ Glis Glis (edible dormouse)	£175	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	1 visit
House Infestation – Bed bugs	£200.00	1 visit
House Infestation – Silver fish/Ladybirds	£70.00	1 visit
House Infestation – Spiders	£80.00	1 visit
House Infestation – Flies	£75.00	1 visit
Wasp Nest Treatment	£70 +£30 for additional nest within same visit	1 visit
Wasp Nest Removal (Domestic)	£35 +£30 for additional nest within same visit	1 visit
Ants	£110	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 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	£25	Additional Residential Permits: 2 nd - £40 3 rd - £70 4 th - £100
Special Permits	£25	
Annual Visitor Parking Permit	£40	
Business Permits	3mths	£132
	6mths	£253
	12mths	£440
Commuter Permits	3mths	£132
	6mths	£253
	12mths	£440
School Permits	12mths	£15
Parking Dispensation	1 day	£5
	1 week (7 days)	£15

On Street Pay & Display Parking

Potters Bar		
Restriction	Location	Charge 2018-2019
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 - £1.70 2-3 Hours - £2.20 3-4 Hours - £3.20 4-5 Hours - £4.20 Over 5 Hours - £5.20
	Byng Drive = 35 Bays	Up to 1 Hour – 90p 1-2 Hours - £1.70 2-3 Hours - £2.20 3-4 Hours - £3.20 4-5 Hours - £4.20 Over 5 Hours - £5.20

Borehamwood		
Restriction	Location	Charges
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 - £1.70
All Day	Maxwell Road = 6 Bays Station Road = 6 Bays Total = 12	First 30mins – No Charge 1 Hour – 70p 1-2 Hours - £1.70 2-3 Hours - £2.20 3-4 Hours - £3.20 4-5 Hours - £4.20 Over 5 Hours - £5.20
Radlett		
Restriction	Location	Charges
1 Hour Parking Bays	Aldenham Road = 3 Bays Oakway Parade = 11 Bays Total = 14	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 - £1.70
Bushey Heath		
Restriction	Location	Charges
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	Charges
20 Min Parking Bays	Bushey Hall Road = 7 Bays	No Charge
30 Min Parking Bays	High Street = 31 Bays Rudolph Road = 7 Bays Falconer Road = 3 Bays Aldenham Road = 3 Bays	No Charge
1 Hour Parking Bays	Elstree Road = 1 Bay Total = 52	No Charge
2 Hour Parking Bays	Greatham Road = 8 Bays	First 30mins – No Charge 1 Hour – 70p 1-2 Hours - £1.70

Off Street Pay & Display Parking		
Potters Bar		
Car Park	Bays	Charges
Wyllyotts Place	100	Up to 1 Hour – 90p
Manor Road	123	1-2 Hours - £1.70
Salisbury Close	58	2-3 Hours - £2.20
Highview Close	48	3-4 Hours - £3.20
Barnet Road	31	4-5 Hours - £4.20
		Over 5 Hours - £5.20
Borehamwood		
Car Park	Bays	Charges
Civic Offices	400	Up to 1 Hour – 90p
Furzehill Road	208	1-2 Hours - £1.70
Clarendon Road	50	2-3 Hours - £2.20
Brook Road	143	3-4 Hours - £3.20
		4-5 Hours - £4.20
		Over 5 Hours - £5.20
Radlett		
Car Park	Bays	Charges
Newberries	212	Up to 1 Hour – Free
		1-2 Hours - £1.70
		2-3 Hours - £2.20
		3-4 Hours - £3.20
		4-5 Hours - £4.20
		Over 5 Hours - £5.20
Bushey		
Car Park	Bays	Charges
High Road (Opposite St Peters Church)	50	Up to 1 Hour – 90p
High Road (The Rutts)	51	1-2 Hours - £1.70
		2-3 Hours - £2.20
		3-4 Hours - £3.20
		4-5 Hours - £4.20
		Over 5 Hours - £5.20
Kemp Place	120	No Charge

Parks	
Allotments	
Per half plot (5 poles)	£38
Per full plot (10 pole)	£60
Cemeteries	
New grave for 1	£970
New grave for 2	£1040
New grave for 3	£1110
Reopen grave for 2/2nd internment	£470
Reopen grave for 3/2nd internment	£540
Reopen grave for 3/3rd internment	£470
New ashes plot	£350
Reopen ashes plot	£190
Common Graves	£540
Child under 2 years	£230
Scattering of ashes	£60
Scattering of ashes around a rose (new)	£70
Mason permit application (excl. VAT)	£50
(incl. VAT)	£60
Admin Fee for Funerals arranged without Funeral Director	£30
Note: Non Resident – outside Borough less than 2 years	Rate x2
Non Resident – outside Borough more than 2 years	Rate x3
Cemetery Memorial Garden	
Bench (7 years)	£1000
Wall Plaque (12 years)	£170
Rose Plaque	£100
Tree (quote dependent on size and type of tree)	See Note
Hedges	
High hedge complaint form	£500
Football	
Charges to be reviewed prior to 2019-20 season	
Senior with Changing Facilities / Game (32 week season) (cost dependent on changing facilities)	£55 - £82
Senior one-off game (as above + VAT)	
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
Junior one-off game (as above + VAT)	
Tennis	
Pre-booked or when charged for normal use	£3
Pre-booked or when charged for coaching	£6
Netball / Basketball	
Netball / Basketball per court per hour	£15
Changing Rooms	
Per session per room	£20
Events and Hires	
Commercial filming (per day)	£500

Asset Management

Property Surveyors Fees	Notes	Fee
Deed/Grant of Easement	Straightforward matters where no more than 2 hours work is required	£204
Granting of Commercial Leases (Excluding lease renewals)	Straightforward matters where no more than 3 hours work is required	£306
Hourly rate if the above hours are exceeded and for other matters		£102 per hour
Licences (Including access licences)	Depending on type of licence required	£102 - £306
Deed of Variation		£102
Provision of Management Information, Accounts, copies of leases, etc.		£51

Garages	Fee excl. VAT	Fee incl. VAT
Garage Rental (premium)	£48.34	£58
Garage Rental (Standard)	£43.50	£52.20

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	£60	£72
Total Residential Search	£78	£90
Search Requests : Residential (post/DX)		
Official Certificate of Search Form LLC1	£23	£23
Replies to Con29R Enquiries	£70	£84
Total Residential Search	£93	£107
Search Requests : Commercial (electronic)		
Official Certificate of Search Form LLC1	£18	£18
Replies to Con29R Enquiries	£93	£111.60
Total Commercial Search	£111	£129.60
Search Requests : Commercial (post/DX)		
Official Certificate of Search Form LLC1	£23	£23
Replies to Con29R Enquiries	£103	£123.60
Total Commercial Search	£126	£146.60
Personal Searches:		
Inspection of register Online	Free £5	Free £5
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	£100 per address
New Postal Addresses: 6-10 addresses	£95 per address
New Postal Addresses: 11+ addresses*	£90 per address for the first 11 addresses plus £75 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	£90
Conversions and Change of Use	
Conversion of existing property into dwellings:	£250 plus £65 per dwelling/address
Change of use – Residential / Commercial	£90
New Streets	
Naming of a street(s)	£275 per street
Residential Renaming and Numbering Existing Properties and Streets	
Renaming/number existing street (excl. street name plate – see below)	£450 plus £50 per dwelling/address
Renaming existing named property	£90
Adding an alias name to a numbered property	£90
Removal of alias name	£30
Change of address (where policy permits)	£90
Commercial Units	
New Postal Address for 4 or less units	£195 per unit
New Postal Address for 5 or more units	£175 per unit
Numbering / renumbering of a commercial unit	£100
Naming / renaming of a commercial unit	£100
Change of Business Name	£90
Unnamed Access Roads	
Naming an existing unnamed street or access road (excluding name plates – see below)	£500
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.	£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
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
Deed/Grant of Easement	Straightforward matters where no more than 2 hours work is required	£300
Commercial Leases	Straightforward matters where no more than 3 hours work is required	£450
Hourly rate if the above hours are exceeded		£150 per hr
Licences (Including access licences)	Depending on type of licence required	£100-£300
Deed of Variation		£150
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 excl. VAT £60 incl. VAT
Provision of Management Information, Accounts etc		£25
Retrospective Consent		£50 excl. VAT £60 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	£17	£20.40	£20	£24
Chamber	£30	£36	£35	£42
Any room - Saturday	£100	£120	£100	£120
Room set up charge*	£20	£24	£20	£24
Commercial				
Committee Rooms A B C D	£35	£42	£40	£48
Chamber	£60	£72	£70	£84
Any room - Saturday	£100	£120	£100	£120
Room set up charge*	£25	£30	£25	£30
Extras	excl. VAT		incl. VAT	
Flipchart, pad and pens	£25		£30	
Microphones	£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 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.