

**Fees and Charges  
Schedule  
2025/26**

**People  
Children's Social Care**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>MY PLACE:</b> (All charges are for 1hr unless stated otherwise)				
<b>Off Peak (Mon - Fri 9am - 6pm)</b>				
Performance Hall	28.70	29.50	01/04/25	C
Performance Hall with sound and lighting:	37.10	38.10	01/04/25	C
Performance Hall with staging 4 hrs (if stage erected by myplace staff)	167.70	172.20	01/04/25	C
Music Studio 1 hr	14.90	15.30	01/04/25	C
Technician	28.70	29.50	01/04/25	C
Games Room	23.40	24.00	01/04/25	C
Art Room	12.80	13.10	01/04/25	C
Health Room	11.70	12.00	01/04/25	C
IAG Room	10.60	10.90	01/04/25	C
Counselling Room	10.60	10.90	01/04/25	C
Large Meeting Room	19.10	19.60	01/04/25	C
<b>N.B</b> The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**People  
Children's Social Care**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>MY PLACE:</b> (All charges are for 1hr unless stated otherwise)				
<b>Off Peak (Mon - Fri 9am - 6pm)</b>				
Small Meeting Room	12.80	13.10	01/04/25	C
Youth Wing	17.50	18.00	01/04/25	C
IT Hub - reservation fee per computer	No charge	No charge		N/A
Bike Shed	14.30	14.70	01/04/25	C
<b>Peak (Mon - Fri after 6pm)</b>				
Performance Hall	35.00	36.00	01/04/25	C
Performance Hall with sound and lighting:	51.00	52.40	01/04/25	C
Performance Hall with staging 4 hrs (if stage erected by myplace staff)	234.50	240.80	01/04/25	C
Music Studio 1 hr	19.10	19.60	01/04/25	C
Technician	28.70	29.50	01/04/25	C
Games Room	30.30	31.10	01/04/25	C
Art Room	17.50	18.00	01/04/25	C
Health Room	14.90	15.30	01/04/25	C
IAG Room	14.30	14.70	01/04/25	C
<b>N.B</b> The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**People  
Children's Social Care**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>MY PLACE:</b> (All charges are for 1hr unless stated otherwise)				
<b>Peak (Mon - Fri after 6pm)</b>				
Counselling Room	14.30	14.70	01/04/25	C
Large Meeting Room	22.30	22.90	01/04/25	C
Small Meeting Room	15.90	16.30	01/04/25	C
Youth Wing	21.20	21.80	01/04/25	C
IT Hub - reservation fee per computer	No charge	No charge		N/A
Bike Shed	16.50	17.00	01/04/25	C
<b>N.B</b> The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**People  
Children's Social Care**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>MY PLACE:</b> (All charges are for 1hr unless stated otherwise)				
<b>Saturday and Sunday</b>				
Performance Hall	90.20	92.60	01/04/25	C
Performance Hall with sound and lighting:	116.70	119.90	01/04/25	C
Performance Hall with staging 4 hrs (if stage erected by myplace staff)	520.00	534.00	01/04/25	C
Music Studio 1 hr	58.40	60.00	01/04/25	C
Technician	35.00	36.00	01/04/25	C
Games Room	88.00	90.40	01/04/25	C
Art Room	64.70	66.40	01/04/25	C
Health Room	60.50	62.10	01/04/25	C
IAG Room	58.40	60.00	01/04/25	C
Counselling Room	58.40	60.00	01/04/25	D
Large Meeting Room	74.30	76.30	01/04/25	C
Small Meeting Room	62.60	64.30	01/04/25	C
Youth Wing	71.10	73.00	01/04/25	C
IT Hub - reservation fee per computer	No charge	No charge		N/A
Bike Shed	68.00	69.80	01/04/25	C
<b>N.B</b> The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**People  
Children's Social Care**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>MY PLACE:</b> (All charges are for 1hr unless stated otherwise)				
Weekly Charges Storage Charge for Hirers (per week)	6.25	6.40	01/04/25	C
One off Event Charges Stall Hire for Events	10.00	10.30	01/04/25	C
Hirer indemnity insurance for 1 off bookings/parties etc where they would not have their own public liability insurance Charge on top of room fee per hour	1.50	1.55	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## People Education

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
1 Schools Meals				
1a Primary School Meal**	TBC	TBC	01/04/23	N/A
1b Secondary School Meal	2.79	3.15	01/04/25	D
1c Special Infant	TBC	TBC	01/04/23	N/A
Special Junior	TBC	TBC	01/04/23	N/A
1d Adult	3.85	4.25	01/04/25	D
<p style="margin-left: 40px;">** Key Stage 1 and 2 school meals are fully grant funded until August 2025. Charges will be reviewed with effect from 01/09/2025</p>				

**Basis of Increase:**

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

## People Education

(A) Statutory and Nationally Agreed Charges

*VAT inclusive
----------------

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<p><b>1 Non Attendance and Holiday Fines</b></p> <p>1a Penalty Notices</p> <p style="padding-left: 20px;">Penalty Notice paid within 21 days</p> <p style="padding-left: 20px;">Penalty Notice paid after 21 days</p> <p style="padding-left: 20px;">Charges are per child, per parent</p> <p style="padding-left: 20px;">Fines must be paid within 28 days to avoid prosecution</p>				
	60.00	80.00	01.09.24	A
	120.00	160.00	01.09.24	A

**Basis of Increase:**

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



## People Adult Services

(A) Statutory and Nationally Agreed Charges

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<p><b>1 Respite Care</b></p> <p>Weekly charges*</p> <p>Age over Pension Credit age</p> <p>Age 25 up to Pension Credit age</p> <p>Age 18 to 24</p> <p>Annual increase subject to DWP minimum income allowance</p> <p>Net of personal expense allowance set by DOH</p> <p style="margin-left: 40px;">* These charges will change in Jan/Feb 2024 when the new benefit, pension, and personal expense allowance rates are announced.</p>	<p style="text-align: right;">169.12</p> <p style="text-align: right;">116.85</p> <p style="text-align: right;">98.05</p>	<p style="text-align: center;">TBC</p> <p style="text-align: center;">TBC</p> <p style="text-align: center;">TBC</p>	<p style="text-align: center;">01/04/24</p> <p style="text-align: center;">01/04/24</p> <p style="text-align: center;">01/04/24</p>	<p style="text-align: center;">N/A</p> <p style="text-align: center;">N/A</p> <p style="text-align: center;">N/A</p>

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## People Adult Services

(A) Statutory and Nationally Agreed Charges

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>2 Court of Protection</b>				
Annual charges - Fixed Costs as directed by Court of Protection*				
1 Work up to and including the date upon which the court makes an order appointing a deputy for property and affairs	745.00	745.00	01/04/17	A
Annual management fee where the court appoints a local authority deputy for property and affairs, payable on the anniversary of the court				
2a for the first year:	775.00	775.00	01/04/17	A
2b for the second and subsequent years:	650.00	650.00	01/04/17	A
Where the net assets are below £16,000, an annual management fee not exceeding 3.5% of net assets on the anniversary of the court order appointing the local authority as deputy				
3 Annual property management fee to include work involved in preparing property for sale, instructing agents, conveyancers, etc or the ongoing maintenance of property including management and letting of a rental property	300.00	300.00	01/04/17	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**People  
Adult Services**

(A) Statutory and Nationally Agreed Charges

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>2 Court of Protection (cont)</b>				
4 Preparation of Annual Report for the Public Guardian	216.00	216.00	01/04/17	A
5 Preparing basic HMRC tax return	70.00	70.00	01/04/17	A
6 Preparing complex HMRC tax return	140.00	140.00	01/04/17	A
7 Travel time £40 per hour in units of £10/15 mins	40/hour	40/hour	01/04/17	A
8 Recoup of Application fee paid from HMRC Account	365.00	365.00	24/07/18	A
9 Court of protection Filing Fee	371.00	371.00	21/09/21	A
Increase subject to Court of Protection/Direction and the 2017 Rate is the 1st increase since 2011				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## People Adult Services

(A) Statutory and Nationally Agreed Charges

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
Burials & Cremations (Public Health Act 1984 Section 46)				
1 Administration of arrangements to Bury/Cremate -Liaison with Hospital Bereavement Team -Investigation to trace next of kin -Liaison with various friends of the deceased, regarding funeral arrangements -Death Registration and purchase of certificates -Liaison with Funeral Directors and Travel -Liaison with the Local Authority Housing Department, regarding termination of tenancy and property clearance -Referral to Treasury Solicitor -Investigation of assets and liaison with financial institutions by post and in person	745.00	745.00	01/04/17	A
2 Forensic searches of property with 2 staff	300.00	300.00	01/04/17	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## People Adult Services

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b><u>1. Personal care and Support</u></b>				
Provision of homecare delivery to Service Users Homecare rate - hourly charge; per minute of actual care <i>The individual contribution is subject to the individual means test assessment</i> Homecare rates are currently subject to review and may change following the publishing of these fees and charges	23.37	TBC	01/04/24	N/A
<b><u>2. Care home</u></b>				
Provision of care home delivery to Service Users Care home rate based on authority's 'usual costs' -weekly charge				
Residential Standard Rate	860.00	TBC	01/04/24	N/A
Residential Enhanced Rate	1,000.00	TBC	01/04/24	N/A
Nursing Standard Rate	880.00	TBC	01/04/24	N/A
Nursing Enhanced Rate	1,100.00	TBC	01/04/24	N/A
Care home rates are currently subject to review and may change following the publishing of these fees and charges				
<b><u>3. Day Centre - Avelon Road &amp; Yew Tree</u></b>				
Day care delivery to Service Users				
Day Centre daily rate	55.00	TBC	01/04/24	N/A
Transport to Day Centre (inclusive of return journey)	20.00	TBC	01/04/24	N/A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## People Adult Services

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b><u>4. Day Centre - HOPWA &amp; Paines Brook</u></b>				
Day care delivery to Service Users	64.00	TBC	01/04/24	N/A
Day Centre daily rate	23.00	TBC	01/04/24	N/A
Transport to Day Centre (inclusive of return journey)				
<b><u>5. Extra Care Housing</u></b>				
Dreywood Court - hourly rate	17.02	TBC	01/12/24	N/A
St Ethelburga Court - hourly rate	17.02	TBC	01/12/24	N/A
Paines Brook Court - hourly rate	17.02	TBC	01/12/24	N/A
<b><u>6. Deferred Payment Admin fees</u></b>				
Initial set-up fee	658.00	TBC	11/04/16	N/A
Annual review charge	89.00	TBC	11/04/16	N/A
<b><u>8. Brokerage Fee</u></b>				
Charge for Care Packages brokered by the Council	210.98	TBC	26/06/23	N/A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**People  
Culture and Heritage**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>FAIRKYTES</b>				
Off Peak: Mon-Fri up to 6pm (per hour unless otherwise stated)				
Main Room	24.50	25.50	01/04/25	C
Three hour hire discounted rate	50.50	52.00	01/04/25	C
Room 12	18.50	19.00	01/04/25	C
Three hour hire discounted rate	39.00	40.00	01/04/25	C
Room 13	15.00	N/A	01/04/25	C
Three hour hire discounted rate	31.50	N/A	01/04/25	C
Room 9	15.00	15.50	01/04/25	C
Three hour hire discounted rate	31.50	32.50	01/04/25	C
Art Room	18.50	19.00	01/04/25	C
Three hour hire discounted rate	39.00	40.00	01/04/25	C
Sculpture (includes access to Kiln Room when available)	15.00	15.50	01/04/25	C
Three hour hire discounted rate	31.50	32.50	01/04/25	C
Studio 1	34.00	35.00	01/04/25	C
Three hour hire discounted rate	72.00	74.00	01/04/25	C
Studio 2	23.50	24.00	01/04/25	C
Three hour hire discounted rate	49.00	50.00	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**People  
Culture and Heritage**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Off Peak: Mon-Fri up to 6pm (continued)</b> (per hour unless otherwise stated)				
Studio 3	15.00	15.50	01/04/25	C
<i>Three hour hire discounted rate</i>	31.50	32.50	01/04/25	C
Billet Studio 1	23.50	24.00	01/04/25	C
<i>Three hour hire discounted rate</i>	49.00	50.00	01/04/25	C
Billet Studio 2	16.00	16.50	01/04/25	C
<i>Three hour hire discounted rate</i>	33.00	34.00	01/04/25	C
Gallery Studio	21.00	21.50	01/04/25	C
<i>Three hour hire discounted rate</i>	44.00	45.00	01/04/25	C
<b>Peak rate: Mon-Fri 6pm to close; All day Sat, Sun &amp; public holidays</b> (per hour unless otherwise stated)				
Main Room	28.50	29.50	01/04/25	C
<i>Three hour hire discounted rate</i>	58.50	60.00	01/04/25	C
Room 12	23.50	24.00	01/04/25	C
<i>Three hour hire discounted rate</i>	48.50	49.50	01/04/25	C
Room 13	18.00	N/A	01/04/25	C
<i>Three hour hire discounted rate</i>	38.50	N/A	01/04/25	C
Room 9	18.00	18.50	01/04/25	C
<i>Three hour hire discounted rate</i>	38.50	39.50	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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



**People  
Culture and Heritage**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Peak rate: Mon-Fri 6pm to close; All day Sat, Sun &amp; public holidays</b> (per hour unless otherwise stated)				
Art Room	23.50	24.00	01/04/25	C
Three hour hire discounted rate	48.50	50.00	01/04/25	C
Sculpture (includes access to Kiln Room when available)	16.50	17.00	01/04/25	C
Three hour hire discounted rate	34.00	35.00	01/04/25	C
Studio 1 ****	44.00	45.00	01/04/25	C
Three hour hire discounted rate	92.00	94.00	01/04/25	C
Studio 2	26.50	27.50	01/04/25	C
Three hour hire discounted rate	56.00	57.50	01/04/25	C
Studio 3	17.00	17.00	01/04/25	C
Three hour hire discounted rate	36.00	37.00	01/04/25	C
Billet Studio 1	26.50	27.50	01/04/25	C
Three hour hire discounted rate	56.00	57.50	01/04/25	C
Billet Studio 2	19.00	19.50	01/04/25	C
Three hour hire discounted rate	39.50	41.00	01/04/25	C
Gallery Studio	25.50	26.50	01/04/25	C
Three hour hire discounted rate	54.00	55.50	01/04/25	C

Basis of Increase:

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

**People  
Culture and Heritage**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Peak rate: Mon-Fri 6pm to close; All day Sat, Sun &amp; public holidays</b> (per hour unless otherwise stated)				
Private Studio/Workshop/Office (flat rate per calendar month)	250.00	260.00	01/04/25	C
Private Studio/Workshop/Office larger space (flat rate pcm)	315.00	325.00	01/04/25	C
<b>Private/Commercial Function Rates in Studio 1 (Main Hall)</b> (The below charged at a flat rate per hire including staffing charge)				
Saturday 6.00pm - 11pm †	350.00	365.00	01/04/25	C
Sunday & Public Holidays 6.00pm - 10.30pm †	320.00	335.00	01/04/25	C
Friday 6.00-10.30pm †	255.00	265.00	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## People Culture and Heritage

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>HORNCHURCH STADIUM</b>				
Weekday Use by Athletics Clubs (excluding training session)*				
Half Day*	103.55	106.35	01/04/25	C
Full Day*	195.90	201.20	01/04/25	C
Saturday Use by Athletics Clubs (excluding training session)*				
Half Day*	130.50	134.00	01/04/25	C
Full Day*	240.95	247.45	01/04/25	C
Sunday Use by Athletics Clubs (excluding training session)*				
Half Day*	171.00	175.60	01/04/25	C
Full Day*	326.80	335.60	01/04/25	C
Use by Schools (excluding training session)**				
Half Day**	124.00	127.35	01/04/25	C
Full Day**	255.70	262.60	01/04/25	C
Schools Training Sessions (per hour Inc. equipment)**	46.15	47.40	01/04/25	C
Occasional use - Football - without lights Seniors (3 hours)**	240.95	247.45	01/04/25	C
Occasional use - Football - without lights Juniors (2.5 hours)**	132.80	136.40	01/04/25	C
Occasional use - Football - with lights Seniors (3 hours)**	378.15	388.40	01/04/25	C
Occasional use - Football - with lights Juniors (2.5 hours)**	167.75	172.30	01/04/25	C
* VATable unless block (10 or more) booking				
** VATable unless block (10 or more) booking or Havering schools				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## People Culture and Heritage

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Marketing Advertising in Fairkytes and other culture publications</b>				
Full page (A4)	308.20	316.50	01/04/25	C
Full page (A5) or Half page (A4)	154.00	158.20	01/04/25	C
Half page (A5) or Quarter page (A4)	79.25	81.40	01/04/25	C
Quarter page (A5) or Eighth page (A4)	43.20	44.40	01/04/25	C
Online ticket sales				
10% of ticket price to be added to the charge for Culture Events when sold on-line	10% of ticket price	10% of ticket price	01/04/16	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## People Education

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>MUSIC SCHOOL:</b>				
<b>Peripatetic tuition in schools and colleges (per hour pro rata)</b>				
<b>Academies and non-LA</b>				
Basic	50.10	52.65	01/04/25	D
Whole class instrumental	42.65	44.80	01/04/25	D
<b>LA schools in Havering</b>				
Basic	50.10	52.65	01/04/25	D
Over 15 hours per week	No charge	No charge	01/04/22	N/A
Over 25 hours per week	No charge	No charge	01/04/22	N/A
Whole class instrumental	42.65	44.80	01/04/25	D
<b>NCC A-Level Tuition</b>				
Basic	49.60	52.10	01/04/25	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## People Education

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b><u>MUSIC SCHOOL:</u></b>				
<b>Direct Debit (weekly cost, charged monthly over 52.14 weeks)</b>				
<b>Bronze (36 shared 20mn lessons, Musicianship &amp; 30mn Ensemble)</b>				
First instrument	8.05	8.45	01/04/25	D
Second instrument	6.40	6.70	01/04/25	D
Third instrument	6.40	6.70	01/04/25	D
<b>Silver (36 shared 15min lessons, including Musicianship &amp; Ensemble &amp; Summer School)</b>				
First instrument	13.35	14.00	01/04/25	D
Second instrument	10.15	10.70	01/04/25	D
Third instrument	8.05	8.45	01/04/25	D
Adult Second instrument	10.15	10.70	01/04/25	D
<b>Gold (36 shared 30min lessons, including Musicianship &amp; Ensemble &amp; Summer School)</b>				
First instrument	21.35	22.40	01/04/25	D
Second instrument	17.10	18.00	01/04/25	D
Third instrument	14.40	15.10	01/04/25	D
Adult Second instrument	17.10	18.00	01/04/25	D
<b>Summer School (individual purchase)</b>	<b>197.50</b>	<b>207.40</b>	<b>01/04/25</b>	<b>D</b>

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## People Education

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b><u>MUSIC SCHOOL:</u></b>				
<b>Direct Debit (continued)</b>				
Kindergarten	No charge	No charge	01/04/22	N/A
Reception Pupils - Saturdays per month per pupil	17.10	18.00	01/04/25	D
One Ensemble only	No charge	No charge	01/04/22	N/A
One Ensemble only - per month per pupil	17.10	18.00	01/04/25	D
Unlimited Ensembles only	No charge	No charge	01/04/22	N/A
Unlimited Ensembles - per month per pupil	31.50	33.10	01/04/25	D
<b>Note:</b> DDs are charged monthly and the weekly DD amounts are set to make the monthly figures rational.				

**Basis of Increase:**

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

## People Education

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b><u>MUSIC SCHOOL</u></b>				
<b>Remissions Scheme charges (reduced fees)</b>				
<b>Pupil Premium students:</b>				
Bronze first instrument	No charge	No charge	01/04/22	N/A
Silver first instrument	No charge	No charge	01/04/22	N/A
Gold first instrument	No charge	No charge	01/04/22	N/A
Kindergarten	No charge	No charge	01/04/22	N/A
One Ensemble only	No charge	No charge	01/04/22	N/A
Unlimited Ensembles only	No charge	No charge	01/04/22	N/A
Instrument Hire (annual charge)	No charge	No charge	01/04/22	N/A
Looked After Children (all services in scope of Remissions Scheme)	No charge	No charge	01/04/22	N/A
<b>Eligibility for reduced fees for children aged 5-18:</b>				
Students school receive pupil premium for child or child is LAC				
Current Free School Meals eligibility or similar				
One package fee remitted but Music School Manager retains discretion, e.g. where existing multi-instrumentalist becomes eligible for remission.				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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



## People Education

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b><u>MUSIC SCHOOL:</u></b>				
<b>Associate Ensemble Membership (termly charge)</b> Associate Member (Adult)	No charge	No charge	01/04/22	N/A
<b>Sounds Company Choir/Adult Music Groups - per term</b>	56.45	59.30	01/04/25	D
<b>Hire of Instruments (annual charge)</b>	45.50	47.80	01/04/25	D
<b>Administration fees</b>				
Examination Admin including certificate (Note - previous charge did not include a certificate)	2.70	5.80	01/04/25	D
Assisted Instrument Purchase Scheme	7.45	7.80	01/04/25	D
Timetable changes	22.50	23.60	01/04/25	D
<b>Exam fees</b>				
Including piano accompaniment as required (most instruments except piano/guitar/percussion) collected on a cost recovery basis	No charge	No charge	01/04/17	N/A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**oneSource  
Legal & Governance**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Electoral Registration</b>				
<b>Sale of Electoral Registers</b>				
Data format	20.00	20.00	01/02/01	A
Additional charge per 1000 entries	1.50	1.50	01/02/01	A
Paper format	10.00	10.00	01/02/01	A
Additional charge per 1000 entries	5.00	5.00	01/02/01	A

**Basis of Increase:**

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

**oneSource**  
**Legal & Governance**

(A) Statutory and Nationally Agreed Charges

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Electoral Registration</b>				
<b>Registration Certificate</b>	No charge	No charge	01/04/19	A
Charge for each additional year checked	No charge	No charge	01/04/18	A
Ward Map	4.20	4.20	01/04/20	A
Photocopying:				
First page	2.40	2.40	01/04/20	A
Cost per additional page	0.36	0.36	01/04/20	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**oneSource**  
**Legal & Governance**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Legal &amp; Democratic Services</b>				
Licences to Assign (Seal)	987.00	1,014.00	01/04/25	C
Licence to Alter	987.00	1,014.00	01/04/25	C
Sale of Council Houses - Mortgage Fees	182.00	187.00	01/04/25	C
Mortgage Redemption Fees:				
Early redemption	164.00	168.00	01/04/25	C
Complete term	195.00	200.00	01/04/25	C
Deeds of release for pre-emption discount repayment	193.00	198.00	01/04/25	C
Release from Mortgage Covenant	128.00	131.00	01/04/25	C
Second Charge Questionnaire	131.00	135.00	01/04/25	C
Enquiries re: Discount repayment from Commercial sources	93.00	95.00	01/04/25	C
Administration fee re:enquiries from commercial sources on 2nd charges	70.00	72.00	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**oneSource**  
**Legal & Governance**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
Reserve/Access Licences:				
Single payment	74.00	76.00	01/04/25	C
Annual payment	24.00	25.00	01/04/25	C
Lease of shops/offices:				
Town centre	1,914.00	1,966.00	01/04/25	C
Other	1,275.00	1,309.00	01/04/25	C
Complex Commercial Leases				
(fees dependent on complexity, urgency and time)				
Sale of surplus land/property				
N.B. All other conveyancing costs where Council can charge when terms so provide are by agreement in terms of solicitors Remuneration Order 1972.				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**oneSource**  
**Legal & Governance**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
Planning Agreements (Section 106 Town & Country Planning act 1990)	£200 - £350ph	£300 - £400ph	01/04/25	D
Unilateral Undertaking	£200 - £350ph	£300 - £400ph	01/04/25	D
<b>Legal Charges</b>				
S38 Highways Act 1980 Supervision	£5,500 fixed fee	£5,500 fixed fee	01/04/25	D
Section 278 Highways Act 1980	£5,500 fixed fee	£5,500 fixed fee	01/04/25	D
Highway Agreements (Minimum Fee)	5,500.00	5,500.00	01/04/25	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**oneSource**  
**Legal & Governance**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Land and Property Services</b> Various charges for services to private sector				
<b>Democratic Services</b> Copies of the Constitution	34.00	34.00	01/04/22	D
<b>All Departments</b> <b>Local Government (Access to Information) Act 1985</b> Inspection of papers in background paper list				
Copying Supply of photocopies of background papers				
First page	2.06	2.06	01/04/22	D
Cost per additional page	0.21	0.21	01/04/22	D

**Basis of Increase:**

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

**oneSource  
Legal & Governance**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Applications to correct the Registers of Common Land and Town and</b>				
Declaration of entitlement to exercise a right of common	44.00	45.00	01/04/25	C
Creation of a right of common resulting in the registration of new common land	No charge	No charge		N/A
Creation of a right of common over existing common land	170.00	174.00	01/04/25	C
Variation of a right of a common	170.00	174.00	01/04/25	C
Apportionment of a right of common	170.00	174.00	01/04/25	C
Attachment of a right of common	No charge	No charge		N/A
Re-allocation of attached rights	170.00	174.00	01/04/25	C
Transfer of a right in gross	70.00	72.00	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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



**oneSource**  
**Exchequer and Transactional Services**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Legal Fees</b>				
Recovery of Rates/Community Charge/Council tax				
Summons Council Tax (inc £3 paid to the court)	105.00	105.00	01/04/11	A
Liability Order	10.00	10.00	01/04/10	A
Summons NNDR (inc £3 paid to the court)	180.00	180.00	01/04/11	A
Liability Order NNDR	47.00	47.00	01/04/11	A
Means Enquiry Summonses Council Tax (£245.00 paid to the court)	305.00	305.00	22/04/14	A
Arrest Warrants with Bail Council Tax (inc. £75 paid to the court)	145.00	145.00	22/04/14	A
Arrest Warrants without Bail Council Tax (inc. £75 paid to the court)	130.00	130.00	22/04/14	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Asset Management**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Licenced Trader Market Charges</b>				
<b>Monthly Charges (Includes Weds, Fri, Sat &amp; Sun Markets)</b>				
<b>Market - All Locations</b>				
Ground space/6ft frontage	194.00	200.00	01/04/25	C
Electricity Charge per Ground Space/6ft frontage <i>(Electricity Charges will be applied to all licences other than to</i>	13.00	13.50	01/04/25	C
Extra Land (Daily Charge)	6.50	7.00	01/04/25	C
<b>Other one-off charges</b>				
Nomination of Licence	289.00	298.00	01/04/25	C
Nomination of Licence to member of Family	210.00	216.50	01/04/25	C
Other alterations to Licences	48.00	49.50	01/04/25	C
<b>Casual Trader Market Charges</b>				
<b>Daily Charges</b>				
Saturday and Sunday Market – Ground Space/6ft frontage including electricity	31.00	32.00	01/04/25	C
Wed or Friday Market – Ground Space/6ft frontage including electricity	22.00	23.00	01/04/25	C
Extra Land (Daily Charge)	6.50	7.00	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Asset Management**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Extra Market Days – At Christmas/Banks Holidays</b>				
<b>Daily Charges</b>				
<b>Market - All Locations</b>				
Licenced Traders - Ground space/6ft frontage including electricity (Must have held a Licence for at least 2 mths to qualify for this rate)	21.00	22.00	01/04/25	C
<b>Casual Traders</b> - Ground space/6ft frontage including electricity	27.50	28.50	01/04/25	C
<b>Extra Land</b> (Daily Charge)	6.50	7.00	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Asset Management**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>TOWN HALL ROOM HIRE</b>				
<b>Council Chamber</b>				
Monday to Friday - per whole day (9am to 5pm)	506.40 *	532.80 *	01/04/25	C
Monday to Friday - per half day (9am to 1pm/1pm to 5pm)	254.40 *	266.40 *	01/04/25	C
Monday to Friday Evenings - after 6pm up to 10pm	306.00 *	321.60 *	01/04/25	C
Saturday - per whole day (8am to 4pm)	700.80 *	736.80 *	01/04/25	C
Saturday - per half day (8am to 12pm/12pm to 4pm)	350.40 *	368.40 *	01/04/25	C
<b>Committee Room 3A, 3B (can be joined to make a large room)</b>				
Monday to Friday - per whole day (9am to 5pm)	316.80 *	331.20 *	01/04/25	C
Monday to Friday - per half day (9am to 1pm/1pm to 5pm)	158.40 *	168.00 *	01/04/25	C
Monday to Friday - per 2 hour session	79.20 *	84.00 *	01/04/25	C
Monday to Friday Evenings - after 6pm	158.40 *	165.60 *	01/04/25	C
<b>Other Committee Rooms (CR1, CR2, CR4)</b>				
Monday to Friday - per hour (before 5pm)	48.00 *	50.40 *	01/04/25	C
Monday to Friday - per hour (between 5pm & 7pm)	60.00 *	63.60 *	01/04/25	C
Monday to Friday - per hour (between 7pm & 10pm)	78.00 *	81.60 *	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Library

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>LIBRARY SERVICES:</b>				
<b>Fines (per item, per day)</b>				
Adults	0.42	0.42	01/04/23	D
Children	No charge	No charge	01/04/14	N/A
Spoken Words	0.42	0.42	01/04/23	D
Lost Tickets	4.60	4.60	01/04/23	D
Lost Items - Replacement Cost (Minimum charge £10 + fines)	Cost + fines	Cost + fines	01/04/14	D
Pre Overdue by email - no longer applicable.	No charge	No charge	01/04/14	N/A
<b>Overdue notifications</b>				
1st Overdue (E-Mail)	No charge	No charge	01/04/14	N/A
1st Overdue (Text/Telephone)	No charge	No charge	01/04/19	N/A
<b>Reservations- internal</b>				
Adult (E-mail)	No charge	No charge	01/04/19	N/A
Adult (Text/Telephone)	No charge	No charge	01/04/19	N/A
Children	No charge	No charge	01/04/14	N/A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Library

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Items not held within borough</b>				
Adult - Items within the London Library Consortium (LLC)	No charge	No charge	01/04/23	N/A
British Library Loans (plus postage)	Quoted	Quoted	01/04/20	D
Children	No charge	No charge	01/04/14	N/A
<b>CDs</b> N/A We no longer have CD's for hire.				
Per week:				
Singles	As before	As before	01/04/21	D
Sets	As before	As before	01/04/21	D
Per 3 weeks:				
Spoken Word	No charge	No charge	01/04/19	N/A
<b>Music Scores (3 Months)</b>				
Cost to be agreed with customer before progressing order	Quoted	Quoted	01/04/15	D
<b>Computer Use</b>				
IT Hub - reservation fee per computer, per hour	No charge	No charge	01/04/15	N/A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Library

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Photo Copies</b>				
B/W A4	0.38	0.38	01/04/23	D
B/W A3	0.47	0.47	01/04/23	D
Colour A3	2.43	2.43	01/04/23	D
Colour A4	0.50	0.50	01/04/23	D
Photocopying single sided	0.38	0.38	01/04/23	D
Photocopying double sided	0.57	0.57	01/04/23	D
<b>People's Network - Printing</b>				
B/W A4 (Printout per page)	0.38	0.38	01/04/23	D
Colour A4 (Printout per page)	0.50	0.50	01/04/22	D
<b>Library Space</b>				
2 hours for sole & guaranteed use of specific space, to include use of a desk/table & chair(s) to organisations for activities that benefit their members or participants, or where "drop in" services are being offered	18.00	18.00	01/04/23	D
Office Space in libraries	18.00	18.00	01/04/23	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Library

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Community Group Room Hire</b>	20% Discount	20% Discount	01/04/17	D
<b>Elm Park Library</b> Elm Park Meeting Room per hour (Equiv. Hornchurch CR2)	22.00	22.00	01/04/24	D
<b>Harold Hill Library</b> Harold Hill Meeting Room per hour	27.00	27.00	01/04/24	D
Harold Hill Office Space per hour	20.00	20.00	01/04/24	D
<b>Hornchurch Library</b> Hornchurch Large meeting room - First Hour	32.00	32.00	01/04/24	D
Hornchurch Large meeting room - Additional Hours	26.00	26.00	01/04/24	D
Hornchurch - <b>After 10pm, locking up fees</b>	No charge	No charge	01/04/23	N/A
Hornchurch Class Room One, per hour	27.00	27.00	01/04/24	D
Hornchurch Class Room Two, per hour	22.00	22.00	01/04/24	D
Hornchurch Office Space per hour	18.00	18.00	01/04/24	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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



## Resources Library

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Rainham Library</b>				
Rainham Library Meeting Room 1 (large room) First Hour	32.00	32.00	01/04/24	D
Rainham Library Meeting Room 1 (large room) Additional Hours	27.00	27.00	01/04/24	D
Rainham Library Meeting Room 2 per hour	27.00	27.00	01/04/24	D
Rainham Library Meeting Room 3 per hour	27.00	27.00	01/04/24	D
Rainham Library Meeting Room 4 per hour	22.00	22.00	01/04/24	D
Rainham Library Meeting Room 5 per hour	22.00	22.00	01/04/24	D
Rainham - After closing time, locking up fees	43.00	43.00	01/04/24	D
Nursery Room	27.00	27.00	01/04/24	D
<b>South Hornchurch Library</b>				
South Hornchurch Library Room 1 per hour	18.00	18.00	01/04/24	D
South Hornchurch Library Room 2 per hour	18.00	18.00	01/04/24	D
South Hornchurch Library Room 3 per hour	22.00	22.00	01/04/24	D
<b>Harold Wood Library</b>				
Harold Wood Library Meeting Room per hour	21.00	21.00	01/04/24	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Library

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Room Hire Cancellation</b>				
Notice of cancellation of room hire under 24 hours	75% of room hire fee	75% of room hire fee	01/04/14	D
Notice of cancellation of room hire 1-3 days	50% of room hire fee	50% of room hire fee	01/04/15	D
Notice of cancellation of room hire 3-7 days	25% of room hire fee	25% of room hire fee	01/04/15	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Library

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Exhibitions</b> (per week)				
Upminster at exhibitors liability for one week	No charge	No charge	01/04/12	N/A
Hornchurch at exhibitors liability for one week	No charge	No charge	01/04/12	N/A
<b>Cost of Digital images</b>				
Image on disc (including disc)	5.00	5.00	01/04/24	C
Image on USB (excluding USB)	4.80	4.80	01/04/24	D
Image on Paper price on application plus postage	No charge	No charge	01/04/20	N/A
Commercial Reproduction price on application	No charge	No charge	01/04/20	N/A
Hourly rate for project work +	32.00	32.00	01/04/24	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Bereavement Services

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>BEREAVEMENT SERVICES:</b>				
<b>Interments - Cemeteries (fees doubled for non-residents of LBH)</b>				
Over 16 years	1,462.00	1,462.00	01/04/23	D
2 simultaneous full body interments aged over 16 years	2,183.00	2,183.00	01/04/23	D
Cremated remains	276.00	276.00	01/04/23	D
2 simultaneous cremated remains burials	497.00	497.00	01/04/23	D
2 simultaneous cremated remains burials (one of which is non resident)	745.00	745.00	01/04/23	D
Surcharge for cremated remains in full coffin	254.00	254.00	01/04/23	D
Non resident child cremated remains not over 16 years in any grave type	121.00	121.00	01/04/23	D
Extra depth (each interment over two) or casket/walled grave per depth	267.00	267.00	01/04/23	D
Surcharge for casket in walled grave	267.00	267.00	01/04/23	D
Resident child not over 16 Years	No charge	No charge	01/04/20	N/A
Non resident stillborn to 1 month in child's grave or public grave	267.00	276.00	01/04/25	D
2 simultaneous non resident stillborn/to 1 month in child's or public grave	400.00	400.00	01/04/23	D
Non resident child not over 10 years in child's grave or public grave	414.00	414.00	01/04/23	D
Non resident child not over 16 years in child's grave	2,806.00	2,806.00	01/04/23	D
Use of chapel without organist	175.00	180.00	01/04/25	D
Use of East Chapel for burial service	302.00	302.00	01/04/23	D
Use of South Chapel for burial service	575.00	575.00	01/04/23	D
Hospital contract NVB (Non Viable baby) burials	270.00	270.00	01/04/23	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Bereavement Services

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
First interment in Upminster Brick Grave (Three interment fees plus two - surcharges extra depth )		4,920.00	01/04/25	NEW
Reopen Upminster Brick Grave		1,462.00	01/04/25	NEW
<b>Exclusive Right of Burial (50 years with option of further 10 years)</b>				
Lawn section Grave	2,266.00	2,266.00	01/04/23	D
Traditional Grave	3,522.00	3,522.00	01/04/23	D
Walled Grave for two in Romford (two trads and two x 267)	7,578.00	7,578.00	01/04/23	D
Memorial Headstone for Lawn Grave	1,300.00	1,300.00	01/04/23	D
Children's section (under 10)	482.00	482.00	01/04/23	D
Children's section (under 16)	966.00	966.00	01/04/23	D
Woodland Section Grave		2,266.00	01/04/25	NEW
Woodland Memorial (Grave Marker)		597.00	01/04/25	NEW
Brick Grave Upminster (Buried at single depth. Takes up three trad spaces - and incl three inter fees paid at time of purchase)		10,566.00	01/04/25	NEW
Family Grave Upminster (two graves covering 10ftx 9ft)		14,088.00	01/04/25	NEW
<b>Surcharges</b>				
Child (under 16) Week-end full burial surcharge	731.00	731.00	01/04/23	D
Child (under 16) Week-end cremated remains burial surcharge	275.00	275.00	01/04/23	D
Adult Week-end full burial surcharge	1,097.00	1,097.00	01/04/23	D
Adult Week-end cremated remains surcharge	276.00	276.00	01/04/23	D
Adult Week-end cremated remains surcharge for 2 simultaneous	497.00	497.00	01/04/23	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Bereavement Services

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Surcharges (continued)</b>				
Adult Week-end cremated remains surcharge for 2 simultaneous where - one is non resident	745.00	745.00	01/04/23	D
Funeral after published time or 48 hours of booking	350.00	350.00	01/04/23	D
Booking cancelled after 48 hours of booking	350.00	350.00	01/04/23	D
Booking cancelled within 48 hours of burial	350.00	350.00	01/04/23	D
<b>Extension of Right of Burial for 10 years</b>				
Lawn section Grave	560.00 *	560.00 *	01/04/23	D
Traditional Grave	720.00 *	720.00 *	01/04/23	D
Children's section (under 10)	127.00 *	127.00 *	01/04/23	D
Children's section (under 16)	261.00 *	261.00 *	01/04/23	D
Walled graves	1,377.00 *	1,377.00 *	01/04/23	D
<b>Other Charges</b>				
Transfer of Exclusive Rights by Will, Letters of administration - or assignment	57.00	59.00	01/04/25	D
Transfer of Exclusive Rights for two graves by Will letters of administration or assignment		86.00	01/04/25	NEW
Transfer of Exclusive Rights by statutory declaration/combination of - methods	104.00	107.00	01/04/25	D
Certified extract from Burial Register	67.00 *	69.00 *	01/04/25	D
Exhumation of cremated remains resident	276.00	276.00	01/04/23	D
Exhumation of cremated remains non-resident	552.00	552.00	01/04/23	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Bereavement Services

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Permit Charge</b>				
Clean and renovate/National Association of Memorial Massons(NAMM) - fixing	No charge	No charge	01/04/20	N/A
Lawn (Up to 3ft 6" in height) headstone & small garden kerb / additional - memorial (heart or book if fixed) and up to 3ft wide	175.00	179.00	01/04/25	D
Lawn (Up to 3ft 6" in height) headstone & small garden kerb over 3ft wide - and up to 7ft 6"	263.00	269.00	01/04/25	D
Lawn (Up to 3ft 6" in height) headstone & small garden kerb over 7ft 6" - and up to 12ft	350.00	358.00	01/04/25	D
Additional inscription on headstone or permit for a vase only / Lawn kerb/ heart or book if not fixed	92.00	94.00	01/04/25	D
Lawn (over 3ft 6" and up to 5ft in height) headstone & small garden kerb / additional memorial		279.00	01/04/25	NEW
Lawn (over 3ft 6" and up to 5ft in height) headstone & small garden kerb over 3ft wide and		369.00	01/04/25	NEW
Lawn (over 3ft 6" and up to 5ft in height) headstone & small garden kerb over 7ft 6" - and up to 12ft		458.00	01/04/25	NEW
Full kerb traditional grave up to 3ft wide	347.00	355.00	01/04/25	D
Full kerb traditional grave over 3ft wide and up to 7ft 6"	520.00	532.00	01/04/25	D
Full kerb traditional grave over 7ft wide and up to 12ft.	694.00	710.00	01/04/25	D
Child Grave Memorial	175.00	179.00	01/04/25	D
Lawn memorial on a traditional grave	175.00	179.00	01/04/25	D
Traditional kerbs added at a later date		176.00	01/04/25	NEW
Family Grave Memorials 6ft h x 9ft w x 10ft l		810.00	01/04/25	NEW
Brick Grave Memorial 5ft h from concrete lid 12ft w by 10ft l		620.00	01/04/25	NEW

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Bereavement Services

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Grave Maintenance Fees</b>				
Biannual Spring and Summer planting service	293.00 *	Withdrawn	01/04/25	D
Annual maintenance clean and tidy service	183.00 *	Withdrawn	01/04/25	D
Turfing (winter months only after grave has settled)	118.00	Withdrawn	01/04/25	D
<b>Cremated Remains Burial Plots</b>				
Purchase of exclusive rights (25 year term)	668.00	668.00	01/04/23	D
Extension of exclusive rights of burial for 10 years flat stone cremated remains plot	398.00	398.00	01/04/23	D
Tablet with first inscription	508.00	520.00	01/04/25	D
Additional / subsequent inscriptions	199.00	204.00	01/04/25	D
First inscription on a pre-purchased tablet	259.00	265.00	01/04/25	D
Reguild/repaint per letter	2.25 *	2.30 *	01/04/25	D
Admin fee for reguild/repaint	30.00	31.00	01/04/25	D
Blank stone	389.00	399.00	01/04/25	D
Photograph fixed to memorial	327.00	335.00	01/04/25	D
Granite memorial vases for use with cremated remains tablets	103.00	106.00	01/04/25	D
Additional letter on granite vase	3.99	4.10	01/04/25	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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



## Resources Bereavement Services

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>South Essex Crematorium</b>				
<b>Cremation includes organ/organist/polytainer or biodegradable casket:</b>				
1 Hospital Contract Non-viable foetus cremation	90.00	94.00	01/04/25	D
2 Resident child not exceeding 16 years	No charge	No charge	01/04/20	N/A
3 Non resident up to 6 years	129.00	132.00	01/04/25	D
4 Non resident from 6 years but not exceeding 16 years	254.00	260.00	01/04/25	D
5 Unattended Cremation (adult)	580.00	324.00	01/04/25	D
6 Early morning adult cremation 15 minute service	780.00	780.00	01/04/21	D
7 Over 16 years in the East Chapel 40 min slot	1,060.00	1,175.00	01/04/25	D
8 Week-end cremation (Subject to availability) in South Chapel 1 hour slot	1,855.00	1,855.00	01/04/23	D
9 Two adult cremations in the East Chapel using same 40 min slot	1,671.00	1,852.00	01/04/25	D
10 Over 16 years in the South Chapel one hour slot	1,115.00	1,220.00	01/04/25	D
11 Two adult cremations in the South Chapel using same one hour slot	1,740.00	1,903.00	01/04/25	D
12 Non-resident unattended non-viable baby up to 23 weeks and 6 days	76.00	78.00	01/04/25	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Bereavement Services

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Additional Services and Surcharges</b>				
Bookings cancelled after 10am one working day before reserved time	307.00	315.00	01/04/25	D
Surcharge for services over-running	307.00	315.00	01/04/25	D
Surcharge for cremation after 4pm	307.00	315.00	01/04/25	D
Surcharge for unattended cremation and use of East chapel at a different - time	151.00	541.00	01/04/25	D
Surcharge for unattended cremation and use of South chapel at a different time		306.00	01/04/25	NEW
Use of East chapel for private memorial service or extra time	302.00	310.00	01/04/25	D
Use of South Chapel for private memorial service or extra time	575.00	590.00	01/04/25	D
Use of East chapel for private memorial service for cremated remains from away	310.00	310.00	01/04/24	D
Strewing (burial) of cremated remains from elsewhere	128.00	132.00	01/04/25	D
Witness committal	63.00	65.00	01/04/25	D
Week-end witness committal	125.00	129.00	01/04/25	D
Witness committal week-end child resident	63.00	65.00	01/04/25	D
Witness committal weekday child non-resident	63.00	65.00	01/04/25	D
Witness committal week-end child non-resident	125.00	129.00	01/04/25	D
2 Simultaneous week-end witness committals	216.00	223.00	01/04/25	D
2 Simultaneous weekday witness committals	108.00	111.00	01/04/25	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Bereavement Services

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Additional Services and Surcharges</b>				
Live webcast (price provided upon request)	RRP *	RRP *	01/04/25	D
Live webcast plus watch again & downloadable link (price provided upon request)	RRP *	RRP *	01/04/25	D
Keepsake copy of service including pro-tribute if ordered (price provided upon request)	RRP *	RRP *	01/04/25	D
Visual tribute (VT) slideshow (price provided upon request)	RRP *	RRP *	01/04/25	D
Pro-tribute (price provided upon request)	RRP *	RRP *	01/04/25	D
Family made VT with Video (price provided upon request)	RRP *	RRP *	01/04/25	D
Keepsake copy of tribute (price provided upon request)	RRP *	RRP *	01/04/25	D
Downloadable copy of VT (price provided upon request)	RRP *	RRP *	01/04/25	D
Additional keepsake copies (price provided upon request)	RRP *	RRP *	01/04/25	D
Extra 25 photos (price provided upon request)	RRP *	RRP *	01/04/25	D
Extra work (price provided upon request)	RRP *	RRP *	01/04/25	D
Webcast surcharge to include watch again and downloadable link (price provided upon request)	RRP *	RRP *	01/04/25	D
Storage of cremated remains after one month per quarter	65.00	67.00	01/04/25	D
Storage of cremated remains after one month per year	151.00	155.00	01/04/25	D
Genealogy searches per search not through deceased online	31.00 *	32.00 *	01/04/25	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Bereavement Services

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Containers</b>				
Bronzed metal urns	86.00 *	89.00 *	01/04/25	D
Standard wooden or metal casket	95.00 *	97.00 *	01/04/25	D
Juvenile caskets	38.00 *	39.00 *	01/04/25	D
Various decorative urns/caskets (price provided upon request)	RRP* *	RRP* *	01/04/25	D
Dedicated hymn book	93.00 *	93.00 *	01/04/23	D
Various keepsake memorials made from or to contain cremated remains including diamonds, paperweights, jewellery (price provided upon request)	RRP* *	RRP* *	01/04/25	D
<b>Memorials</b>				
<b>Kerb Plaques</b>				
Perspex plaque only	133.00 *	133.00 *	01/04/23	D
Bronze plaque only	324.00 *	326.00 *	01/04/25	D
Rights to second dedication (plus cost of plaque)	129.00	129.00	01/04/24	D
Kerb plaque - Rights or Renewal	265.00	269.00	01/04/25	D
Single motif on a perspex or bronze plaque	33.00 *	34.00 *	01/04/25	D
Two motifs on a perspex or bronze plaque	62.00 *	63.00 *	01/04/25	D
<b>Bronze Wall Plaque</b>				
Bronze wall plaque only	324.00 *	326.00 *	01/04/25	D
Bronze wall plaque renewal	265.00	269.00	01/04/25	D
Supplier refurbishment of a Bronze plaque	79.00 *	81.00 *	01/04/25	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Bereavement Services

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Large Wall Plaques</b>				
<b>Single Slate or Large Bronze Wall Plaques</b>				
Single plaque only	368.00 *	378.00 *	01/04/25	D
Single plaque - Rights for ten years	265.00	269.00	01/04/25	D
Single plaque - Renewal for ten years	265.00	269.00	01/04/25	D
Double Slate Wall Plaque single inscription	552.00 *	567.00 *	01/04/25	D
Double Slate Wall Plaque double inscription	893.00 *	899.00 *	01/04/25	D
Double Slate Wall Plaque second inscription within 1 year of original dedication	192.00 *	197.00 *	01/04/25	D
Double Plaque - Rights for 10 years	530.00	538.00	01/04/25	D
Double Plaque - 10 year renewal	530.00	538.00	01/04/25	D
<b>Wall Niche for 10 years</b>				
Purchase of Single Niche for 10 years	914.00	939.00	01/04/25	D
Renewal of Single Niche for 10 years	914.00	927.00	01/04/25	D
Renewal for Single Niche for 5 years	557.00	565.00	01/04/25	D
Replacement single plaque	625.00 *	642.00 *	01/04/25	D
Purchase for Double Niche for 10 years	1,851.00	1,890.00	01/04/25	D
Renewal of Double Niche for 10 years	1,851.00	1,890.00	01/04/25	D
Renewal for Double Niche for 5 years	1,020.00	1,036.00	01/04/25	D
Replacement double plaque	967.00 *	993.00 *	01/04/25	D
Wall Niche rights for second inscription	157.00	160.00	01/04/25	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Bereavement Services

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Wall Niche Additional Items:</b>				
Motif (optional)	101.00 *	104.00 *	01/04/25	D
2 simultaneous Wall Niche interments	337.00 *	346.00 *	01/04/25	D
Additional bud vase	36.00 *	36.00 *	01/04/24	D
Additional inscription	302.00 *	310.00 *	01/04/25	D
Casket including nameplate	101.00 *	103.00 *	01/04/25	D
Photograph	330.00 *	339.00 *	01/04/25	D
<b>Sanctum ii Vaults for 10 years</b>				
Second interment	187.00	190.00	01/04/25	D
2 simultaneous Sanctum interments	321.00	326.00	01/04/25	D
Sanctum second inscription	734.00 *	754.00 *	01/04/25	D
Sanctum plaque	593.00 *	610.00 *	01/04/25	D
10 year Rights	1,209.00	1,228.00	01/04/25	D
10 year Renewal	1,209.00	1,228.00	01/04/25	D
5 year Rights	704.00	715.00	01/04/25	D
5 year Renewal	704.00	715.00	01/04/25	D
Regilding (Inc. postage)	134.00 *	138.00 *	01/04/25	D
Replacement vase	23.50 *	24.00 *	01/04/25	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Bereavement Services

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Vase Blocks and Tablets (includes Scented Garden Memorials)</b>				
Vaseblock tablet	345.00 *	354.00 *	01/04/25	D
Vaseblock Rights for 10 years	614.00	624.00	01/04/25	D
Vaseblock Renewal for 10 years	614.00	624.00	01/04/25	D
<b>Memorials</b>				
Summer House Memorial				
Floris plaque only	182.00 *	182.00 *	01/04/24	D
Floris plaque Rights for 10 years	268.00	272.00	01/04/25	D
Floris plaque Renewal for 10 years	268.00	272.00	01/04/25	D
Posy holder rights for 10 years	165.00	167.50	01/04/25	D
Posy holder Renewal for 10 years	165.00	167.50	01/04/25	D
Posy holder memorial	23.00 *	23.50 *	01/04/25	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Bereavement Services

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Shrub, Rose or Tree with 10 Year dedication</b>				
Shrub or Rose (including Bronze stem plaque)	324.00 *	326.00 *	01/04/25	D
Shrub 10 year Rights (also applies to vase block with rose)	712.00	723.00	01/04/25	D
Shrub 10 year Renewal (also applies to vase block with rose)	712.00	723.00	01/04/25	D
Shrub 5 year Renewal (also applies to vase block with rose)	461.00	468.00	01/04/25	D
Tree (including bronze stem or Strap plaque)	281.00 *	326.00 *	01/04/25	D
Tree 10 year Rights	869.00	882.00	01/04/25	D
Tree 10 year Renewal	869.00	882.00	01/04/25	D
Tree 5 year Renewal	535.00	543.00	01/04/25	D
<b>Benches and Chairs - 10 Year dedications</b>				
Bench / Replacement bench	1,367.00 *	1,387.00 *	01/04/25	D
Chair / Replacement chair	799.00 *	811.00 *	01/04/25	D
Bench 10 year Rights	1,206.00	1,224.00	01/04/25	D
Bench 10 year Renewal	1,206.00	1,224.00	01/04/25	D
Chair 10 year Rights	1,071.00	1,087.00	01/04/25	D
Chair 10 year Renewal	1,071.00	1,087.00	01/04/25	D
<b>Cemetery Benches 25 Year Dedication (Recycled benches only)</b>				
Bench 25 year Rights		1,224.00	01/04/25	NEW
Bench 25 year Renewals		1,224.00	01/04/25	NEW

A - Statutory/National

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

C - Inflationary and rounding increases

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



## Resources Bereavement Services

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Benches and Chairs - 10 year dedications (continued)</b>				
Regular maintenance (per 2 years of remaining lease if not purchased or renewed since 1/1/2001)	58.00 *	58.00 *	01/04/24	D
Renovation of bench	250.00 *	254.00 *	01/04/25	D
Renovation of chair	158.00 *	160.00 *	01/04/25	D
Replacement summerhouse chair	818.00 *	818.00 *	01/04/24	D
Summerhouse chair - Renewal Rights	522.00	522.00	01/04/24	D
<b>Bench, Tree &amp; Shrub additional dedications</b>				
Rights to second dedication within 1 year of original (plus cost of plaque)	130.00	132.00	01/04/25	D
Rights to second dedication after 1 year of original or renewal per remaining year of lease (plus cost of plaque)	26.00	26.50	01/04/25	D
Rights to second dedication life time of item (plus cost of plaque)	524.00	532.00	01/04/25	D
Replacement bronze plaque	324.00 *	326.00 *	01/04/25	D
Replacement perspex plaque	133.00 *	133.00 *	01/04/24	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Bereavement Services

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Miscellaneous Memorials</b>				
Mallard bridge	381.00 *	387.00 *	01/04/25	D
Administration fee for private purchase of plaque (plus cost of plaque)	75.00 *	77.00 *	01/04/25	D
Replacement metal vase	23.50 *	24.00 *	01/04/25	D
Floral arrangements stand - plus cost of flowers	36.00 *	37.00 *	01/04/25	D
Hanging baskets (per year)	148.00 *	150.00 *	01/04/25	D
Sculpture garden memorial	264.00 *	271.00 *	01/04/25	D
Sculpture garden rights	614.00	623.00	01/04/25	D
Sculpture Renewal	614.00	623.00	01/04/25	D
Birdbath rights	614.00	623.00	01/04/25	D
Birdbath Renewal	614.00	623.00	01/04/25	D
<b>Books of Remembrance</b>				
2 line entry	80.00 *	80.00 *	01/04/23	D
3 - 5 lines	174.00 *	178.00 *	01/04/25	D
6 - 8 lines	251.00 *	258.00 *	01/04/25	D
Additional line	30.00 *	30.50 *	01/04/25	D
<b>Cards of Remembrance &amp; additional entries in existing miniature books</b>				
2 line entry	44.00 *	44.00 *	01/04/24	D
3 - 5 lines	75.00 *	77.00 *	01/04/25	D
6 - 8 lines	116.00 *	119.00 *	01/04/25	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Bereavement Services

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Miniature Triptych of Remembrance/Book of Remembrance</b>				
2 line entry	86.00 *	86.00 *	01/04/24	D
3 - 5 lines	121.00 *	124.00 *	01/04/25	D
6 - 8 lines	159.00 *	163.00 *	01/04/25	D
<b>Book of Remembrance Sundries</b>				
Motif	95.00 *	97.00 *	01/04/25	D
Triptych photograph	95.00 *	97.00 *	01/04/25	D
<b>Mini Headstone Cremated Remains Burial Plots</b>				
Purchase of exclusive rights (25 year term)	1,166.00	1,166.00	01/04/23	D
Extension of exclusive rights of burial for 10 years mini headstone cremated remains plot	490.00	490.00	01/04/23	D
Memorial and installation with first 60 characters	1,240.00	1,268.00	01/04/25	D
Additional inscription rate per letter	3.99	4.10	01/04/25	D
Reguild/repaint per letter	2.25	2.30	01/04/25	D
Admin fee for reguild/repaint	40.00	41.00	01/04/25	D
Blank headstone only	314.00	322.00	01/04/25	D
Photograph fixed to memorial	327.00	335.00	01/04/25	D
Replacement Granite memorial vase only for Mini headstone	103.00	106.00	01/04/25	D
Inscription first 60 characters on a pre purchased memorial	340.00	348.00	01/04/25	D
Blank memorial headstone only	900.00	925.00	01/04/25	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Bereavement Services

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Mini Headstone Cremated Remains Burial Plots (continued)</b>				
Stone chippings per bag	65.00	66.00	01/04/25	D
Flower holder	23.00	23.50	01/04/25	D
<b>Book of Remembrance Memorial Tree</b>				
Memorial Tree leaf 10 year Rights	167.00	169.00	01/04/25	D
Memorial Tree leaf 10 year Renewal	167.00	169.00	01/04/25	D
Memorial Tree leaf plaque	91.00 *	93.00 *	01/04/25	D
Rights for second inscription - Rights remain the same (plus cost of - plaque)	128.00	130.00	01/04/25	D
<b>Advertising Fees - Pre Funeral Brochure</b>				
Display Advertisement quarter A4 page	680.00 *	690.00 *	01/04/25	D
Display and Directory entry quarter A4 page	880.00 *	893.00 *	01/04/25	D
Display Advertisement half A4 page	902.00 *	915.00 *	01/04/25	D
Display and Directory entry half A4 page	1,070.00 *	1,086.00 *	01/04/25	D
Display Advertisement full A4 page	1,104.00 *	1,120.00 *	01/04/25	D
Display and Directory entry full A4 page	1,268.00 *	1,287.00 *	01/04/25	D
Display Advertisement full inside back A4 page	1,355.00 *	1,375.00 *	01/04/25	D
Display and Directory entry full inside back A4 page	1,519.00 *	1,542.00 *	01/04/25	D
Copy design simple half page	56.00 *	58.00 *	01/04/25	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Bereavement Services

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Advertising Fees - Pre Funeral Brochure (continued)</b>				
Copy design complex full page All fees discounted by 10% for repeat customers	82.00 *	84.00 *	01/04/25	D
<b>Arboria Plaques</b>				
Arboria Plaque with text only	195.00 *	199.00 *	01/04/25	D
Arboria Plaque with text and engraved motif	227.00 *	233.00 *	01/04/25	D
Arboria Plaque with text; engraved and painted motif	260.00 *	267.00 *	01/04/25	D
Arboria Plaque with text and ceramic photo	313.00 *	321.00 *	01/04/25	D
Arboria Plaque Rights for 10 years	263.00	270.00	01/04/25	D
Arboria Plaque Renewal for 10 years	263.00	270.00	01/04/25	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Registrars

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Registrar of Births, Deaths and Marriages and Civil Partnerships:</b>				
<b>Places of Worship Registration Act 1855 Section 5</b>				
Certification of place of meeting for religious worship	29.00	32.00	28/04/25	A
Application for registration of a building for the solemnization of marriages between a man and a woman-				
(a) where the building is already registered under the Marriage Act	64.00	71.00	28/04/25	A
(b) where the building is not already registered under the Marriage Act	123.00	136.00	28/04/25	A
Application for registration of a building for the solemnization of marriages of same sex couples-				
(a) where the building is already registered under the Marriage Act	64.00	71.00	28/04/25	A
(b) where the building is not already registered under the Marriage Act	123.00	136.00	28/04/25	A
Joint application for the registration of a building for the solemnization of marriages between a man and a woman and of same sex couples	123.00	136.00	28/04/25	A
<b>Marriage Act 1949:</b>				
Section 27 (6) Entering a notice of marriage in a marriage notice book				
(a) Where both parties to the proposed marriage are exempt persons within the meaning of Section 49 Immigration Act 2014	35.00	42.00	28/04/25	A
(b) In any other case	47.00	57.00	28/04/25	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Registrars

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
Attendance of Superintendent Registrar other than at Superintendent Registrar's Office for the purpose of giving notice of marriage/civil partnership -				
(a) of a house bound person	47.00	57.00	28/04/25	A
(b) of a detained person	68.00	82.00	28/04/25	A
Giving the required notice to Superintendent Registrar for a Certificate of no impediment	35.00	42.00	28/04/25	A
Section 51 Fee of registrar for attending marriage/civil partnership:				
(i) At a register office	46.00	56.00	28/04/25	A
(ii) At a registered building	86.00	104.00	28/04/25	A
(iii) At the place where the house-bound person or persons usually resides	81.00	98.00	28/04/25	A
(iv) At the place where the detained person or persons usually resides	88.00	106.00	28/04/25	A
(v) Fee of Superintendent Registrar for attending marriage/civil partnership at the place where:				
a) Housebound or	84.00	101.00	28/04/25	A
b) Detained person usually resides	94.00	113.00	28/04/25	A
Entry of a notice to be solemnized on the authority of the Registrar General licence	3.00	4.00	28/04/25	A
Issue of Registrar Generals Licence	15.00	18.00	28/04/25	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Registrars

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Immigration Act 2016 :</b>				
Consideration by a Superintendent Registrar of a divorce/civil partnership dissolution obtained outside of the British Isles	50.00	55.00	28/04/25	A
Consideration by the Registrar General of a divorce/civil partnership dissolution obtained outside of the British Isles	75.00	83.00	28/04/25	A
Consideration of a reduction in the 28 day notice to marry or form a civil partnership	60.00	66.00	28/04/25	A
<b>Marriage Act 1949 (continued):</b>				
Section 64(1)				
Certified copy of entry issued under the subsection:				
(i) When application is made at the time of registering	11.00	12.50	28/04/25	A
(ii) After the time of registration	11.00	12.50	28/04/25	A
Certified copy of entry for Civil Partnerships:				
(i) At the time of registration	11.00	12.50	28/04/25	A
(ii) After the time of registration	11.00	12.50	28/04/25	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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



## Resources Registrars

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Marriage Act 1949</b> (continued):				
Section 64(2) General search of indexes of register of books kept by superintendent registrars	18.00	20.00	28/04/25	A
Certified copy of entry issued under that sub-section	11.00	12.50	28/04/25	A
Section 65(2) Certified copy of entry, following search of indexes kept at General Register Office	11.00	12.50	28/04/25	A
<b>Births, Deaths Registration Act 1953:</b>				
At the time of registration	11.00	12.50	28/04/25	A
After the time of registration	11.00	12.50	28/04/25	A
Section 30(2) certified copy of entry following search of indexes kept at General Register Office	11.00	12.50	28/04/25	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Registrars

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Registrar of births, deaths, marriages and civil partnerships:</b>				
<b>Off site attendance to officiate at an approved premise wedding/civil partnership:</b>				
Monday to Friday	700.00	720.00	01/04/25	D
Saturday	830.00	852.00	01/04/25	D
Sunday/ Bank Holiday	860.00	880.00	01/04/25	C
<b>On site attendance to officiate at a CEREMONY held in Langtons Hall &amp; Orangery - HIGH SEASON</b>				
Monday to Thursday	700.00	720.00	01/04/25	D
Friday	900.00	925.00	01/04/25	D
Saturday	1,100.00	1,130.00	01/04/25	D
Sunday/ Bank Holiday	1,400.00	1,440.00	01/04/25	D
<b>On site attendance to officiate at a CEREMONY held in Langtons Hall - LOW SEASON</b>				
Monday to Thursday	580.00	595.00	01/04/25	D
Friday	730.00	750.00	01/04/25	D
Saturday	850.00	875.00	01/04/25	D
Sunday/ Bank Holiday	960.00	985.00	01/04/25	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Registrars

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>On site attendance to officiate at a CEREMONY held at Langtons House - HIGH SEASON</b>				
Monday to Thursday	450.00	460.00	01/04/25	D
Friday	650.00	670.00	01/04/25	D
Saturday	825.00	850.00	01/04/25	C
Sunday	980.00	990.00	01/04/25	D
<b>On site attendance to officiate at a CEREMONY held at Langtons House - LOW SEASON</b>				
Monday to Thursday	380.00	390.00	01/04/25	D
Friday	550.00	565.00	01/04/25	C
Saturday	675.00	695.00	01/04/25	D
Sunday	820.00	845.00	01/04/25	D
(An additional amount is charged if any ceremony falls on the following three days: Valentine's Day, Christmas Eve or New Year's Eve and the whole of December)	150.00	150.00	01/04/23	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Registrars

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
On Site attendance to officiate at a small ceremony held in the East or West room				
LOW season	250.00	255.00	01/04/25	D
HIGH season	300.00	310.00	01/04/25	D
Individual Citizenship Ceremony	200.00	205.00	01/04/25	D
Wedding Rehearsal fee (per half hour)	65.00	65.00	01/04/24	D
<b>Ceremony Options</b>				
Silver Friday Celebration - LOW SEASON	2,000.00	2,000.00	01/04/24	D
Silver Friday Celebration - HIGH SEASON	2,500.00	2,500.00	01/04/24	D
Gold Sunday Celebration - LOW SEASON	2,700.00	2,700.00	01/04/24	D
Gold Sunday Celebration - HIGH SEASON	3,500.00	3,500.00	01/04/24	D
Non Refundable deposit payable for Gold & Silver Celebrations.	500.00	500.00	01/04/20	D
Surcharge Evening Wedding (after 5pm) ALL YEAR 1 Mar - 31 Oct	225.00	225.00	01/04/23	D
Surcharge Evening Twilight Wedding (5pm) 1 Nov - 28 Feb	260.00	260.00	01/04/23	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Registrars

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
Payment in advance of a non-refundable booking fee for Register Office <b>Weddings only - consists of statutory fee of £56 for ceremony and statutory fee of £12.50 for marriage cert.</b> (in line with statutory fee for Register Office wedding)	57.00	68.50	01/04/25	D
Change of ceremony appointment fee	65.00	65.00	01/04/24	D
PRIORITY Appointment Service - non refundable (additional casual registrars used to cover up to one hour)	35.00	35.00	01/04/24	D
ENHANCED FEE Ceremony choices & use of the Hall for 2 hours	85.00	Withdrawn	01/04/24	
Late payment fee - Ceremonies if payment not received within 3 months of Ceremony	50.00	50.00	01/04/24	D
24 hr Copy Certificate requests (is now a statutory fee - included in 'A')	38.50	Now Statutory	01/04/24	D
Non-Refundable appointment fee (now removed see above)	35.00	Withdrawn	01/04/20	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Registrars

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Langtons Hall Hire (Hourly)</b>				
Monday - Friday 9.00-17.00	50.00	70.00	01/04/25	D
Monday - Thursday 17.00-24.00	65.00	100.00	01/04/25	D
Friday 9.00 - 17.00	100.00	150.00	01/04/25	D
Friday Evening, Saturday and Sunday	100.00	150.00	01/04/25	D
Damage deposit for Langton's Hall function bookings	500.00	500.00	01/04/24	D
Change of Name Fee (includes one certificate)	65.00	65.00	01/04/24	D
Additional copies purchased on same day of appointment	11.00	11.00	01/04/22	D
Additional copies purchased after the day of appointment	20.00	20.00	01/04/23	D
Certificate of Existence	35.00	35.00	01/04/24	D
Sale of birth wallets to other Local Authorities (sale per wallet)	1.55	Withdrawn	01/12/22	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Resources Registrars

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Langtons Room Hire (Hourly Minimum 2 hours)</b>				
Room Hire Monday - Sunday 09.00 - 21.00	50.00	50.00	01/04/24	D
Charity Room Hire Monday - Thursday 09.00 - 21.00 (A discount of 40% applies for Charity/Community groups by application for Hall & room hire)	30.00	30.00	01/04/24	D
<b>Langtons Meeting Room Hire (Top Floor)</b>				
Room hire Monday - Friday 09.00 - 21.00	30.00	30.00	01/04/24	D
Advertising Langtons Ceremony Brochure				
Index entry	100.00	100.00	01/04/20	D
Whole Page landscape	650.00	650.00	01/04/23	D
Half Page Portrait	400.00	400.00	01/04/23	D
Index Listing	100.00	100.00	01/04/23	D
Website Only advertising	100.00	100.00	01/04/23	D
Postage Costs:				
Copy certificates by 1st class recorded delivery	5.00	5.00	01/04/20	D
Special guaranteed next day delivery	8.00	8.00	01/04/22	D
Wedding Fair Exhibitor Space in Langtons House	200.00	200.00	01/04/24	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Communication Events

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>FUNFAIRS &amp; CIRCUSES</b>				
Ground rent per day of operation (up to 7 rides, adult & juvenile / 500 seating capacity)	640.00	657.30	01/04/25	C
Ground rent per day of operation (more than 7 rides, adult & juvenile /500 seating capacity)	1,292.30	1,327.20	01/04/25	C
Non Operational Day Up to 7 rides, adult & juvenile / 500 seating capacity	192.00	197.20	01/04/25	C
More than 7 rides, adult & juvenile / 500 seating capacity	390.00	400.50	01/04/25	C
A returnable deposit for ground damage will be charged based on the size and impact on site	-	<i>To be quantified per event dependent on the size and impact on site</i>		
<b>INFLATABLE FUNDAYS (per item)</b>				
Busier sites (based on footfall)	27.60	28.35	01/04/25	C
Quieter sites (based on footfall)	11.15	11.45	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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



## Events

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>COMMUNITY/CHARITY EVENTS</b>				
<p>London Borough of Havering charities - a 20% discount can be applied (only if the charity is raising funds/providing entertainment/information which directly benefits the residents of Havering).                      The charity must be located in Havering and benefit all the community.                      Private/Religious Schools are exempt from this discount.                      The London Borough of Havering objective for charging large commercial events is to cover the cost of impact on residents and services</p>				
Small event (free entry/non-profit) max capacity - 300	164.50	169.00	01/04/25	C
Community/charity fundraising event (income generating)				
max capacity - 1000	546.50	561.30	01/04/25	C
max capacity - 2000	1,093.00	1,122.50	01/04/25	C
max capacity - 6000	3,278.50	3,367.00	01/04/25	C
max capacity - 8000	4,371.30	4,489.40	01/04/25	C
Non-operational day	164.50	169.00	01/04/25	C
<b>COMMERCIAL EVENTS</b>				
<p>The fees will be negotiated on application, taking into account size, impact on the site and site operators, impact on the borough and surrounding environs. Minimum charge at least double the rate charged for charities/community hires</p>				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**0**  
**Events**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>TOWN CENTRE EVENTS</b>				
<i>London Borough of Havering charities - a 20% discount can be applied (only if the charity is raising funds/providing entertainment/information which directly benefits the residents of Havering). The charity must be located in Havering and benefit all the community. Private/Religious Schools are exempt from this discount. The London Borough of Havering objective for charging large commercial events is to cover the cost of impact on residents and services</i>				
Small event (free entry/non-profit) max capacity - 300		169.00	01/04/25	NEW
Community/charity fundraising event (income generating)				
max capacity - 1000		561.30	01/04/25	NEW
max capacity - 2000		1,122.50	01/04/25	NEW
max capacity - 6000		3,367.00	01/04/25	NEW
max capacity - 8000		4,489.40	01/04/25	NEW
Non-operational day		169.00	01/04/25	NEW
<b>COMMERCIAL EVENTS</b>				
The fees will be negotiated on application, taking into account size, impact on the site and site operators, impact on the borough and surrounding environs. Minimum charge at least double the rate charged for charities/community hires				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Place Environment

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Borough Roads:</b>				
(i) <b>Each Skip / Builders materials on public highway</b>				
Up to first 14 days	150.00	155.00	01/04/25	B
Each additional period of up to 7 days	100.00	105.00	01/04/25	B
(ii) <b>Structures / Hoardings / Scaffolds</b>				
<b>Bond</b>				
£170 per linear metre - Minimum 6 Metres	987.00	1,020.00	01/04/25	D
<b>Licence</b>				
Per 6m. Minimum charge length 6 metres & combined inspection	870.00	895.00	01/04/25	B
(iii) Vehicle Crossovers (per square metre)^	286.50	295.00	01/04/25	C
Non refundable charge for assessing applications^	244.00	250.00	01/04/25	C
Waste disposal surcharge	31.80	33.00	01/04/25	C
^In year adjustments to be approved by Director of Environment				
(iv) Road Closures (per road) for Utility companies	2,750.00 *	2,825.00 *	01/04/25	C
(v) Clearance of Blocked Drains (VAT will be added unless working under Statutory power)	185.70	191.00	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Place Environment

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
(vi) Crane license				
Minimum	415.00	430.00	01/04/25	B
Maximum	755.00	780.00	01/04/25	B
(vii) Section 50 Licence (private individual to place/maintain apparatus in highway)				
Major works permit	1,569.00	1,615.00	01/04/25	B
Standard works permit	1,335.00	1,375.00	01/04/25	B
Minor works permit	1,161.00	1,195.00	01/04/25	B
(viii) Building materials licenses per 4 sq.m				
Up to first 14 days	115.00	120.00	01/04/25	B
Each additional period of up to 7 days (renewal)	100.00	103.00	01/04/25	B
(ix) Compound / welfare unit				
Up to first 14 days	700.00	720.00	01/04/25	C
Each additional period up to 7 days (renewal)	350.00	360.00	01/04/25	B
(x) Oversail license (temporary)				
Base fee	462.60	475.00	01/04/25	C
Fee per month	103.00	106.00	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Place Environment

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Refuse Collection:</b>				
<b>(i) Bulky Household Refuse</b>				
1 to 3 items	66.00	68.00	01/04/25	B
Each additional item	17.00	17.50	01/04/25	B
<b>(ii) Compostable garden refuse sacks (Year's supply of 5 rolls of 10 sacks per roll)</b>				
Standard	84.00	87.00	01/04/25	B
Top up roll (10 sacks)	14.00	15.00	01/04/25	C
Top up roll delivery	6.00	7.00	01/04/25	C
<b>(iii) Green Waste Collection Service (per annum) (Wheeled bin hire included)</b>				
Full year	84.00	87.00	01/04/25	B
Late payment charge	6.50	7.00	01/04/25	C
Late payment charge after bin collection	13.00	14.00	01/04/25	C
Replacement bin charge	40.00	42.00	01/04/25	B

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Place Environment

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>(iv) Trade Refuse Collection Service</b>				
These charges will only apply if a business within the borough exercises its legal right to require the Council to undertake the collection rather than a private contractor.				
Trade refuse sacks (pack of 26)	189.00	194.50	01/04/25	C
Trade refuse sacks (pack of 26) for Charity shops	149.00	158.10	01/04/25	D
Cardboard Collection	7.50	8.00	01/04/25	C
<b>Container emptying and disposal (with contract only):</b>				
1100 / Palladin / 660 litre bin -1st bin per visit	41.00	42.50	01/04/25	C
2nd & subsequent bins	40.00	41.50	01/04/25	C
360 litre wheeled bin	34.00	35.00	01/04/25	C
Charity shops (Excluding disposal)	34.00	35.00	01/04/25	C
LBH Schools (Excluding disposal)	34.00	35.00	01/04/25	C
2nd collection from residential blocks per bin (Excluding disposal)	12.00	12.50	01/04/25	C
<b>Per bin store: one-off clearance of loose and bulky waste</b>	N/A	250.00	01/04/25	NEW

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Environment**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>(iv) Trade Refuse Collection Service (continued)</b>				
Container provision (per annum unless otherwise stated)				
Hire of 1100 litre Eurobin	279.00	287.00	01/04/25	C
Hire of 660 litre Eurobin	208.00	214.00	01/04/25	C
Hire of 940 litre Chamberlain	208.00	214.00	01/04/25	C
Hire of 940 litre paladin	208.00	214.00	01/04/25	C
One-off purchase of 360 litre recycling bin	99.00	102.00	01/04/25	C
<b>(v) Clinical Waste (charge per collection)</b>				
Contracted collection service	16.00	17.00	01/04/25	C
Ad hoc collections	22.00	23.00	01/04/25	C
<b>(vi) Special clearances of rubbish</b>				
Per hour or part hour (labour and vehicle only):				
Mon-Fri 05:00 to 18:00	N/A	160.00	01/04/25	NEW
Weekdays between 18:00 and 05:00, weekends, bank holidays	N/A	244.00	01/04/25	NEW
materials removed for disposal / recycling Per Tonne	N/A	175.00	01/04/25	NEW
Up to 30 minutes on site	131.00	Withdrawn	01/04/25	N/A
Each 15 minute thereafter	66.00	Withdrawn	01/04/25	N/A
Up to 1 hour on site	260.00	Withdrawn	01/04/25	N/A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Place Environment

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>FOOTBALL AT PARKS WITH CRICKET (28 WEEKS)</b>				
<b>Adult</b>				
Pavilion with washing facilities				
Each Saturday or Sunday during Season**	2,491.00	2,641.00	01/04/25	B
Each alternate Saturday or Sunday during Season**	1,246.00	1,321.00	01/04/25	B
No Pavilion Facilities				
Each Saturday or Sunday during Season**	1,944.00	2,061.00	01/04/25	B
Each alternate Saturday or Sunday during Season**	972.00	1,031.00	01/04/25	B
<b>Junior (under 18) 7v7 &amp; 9v9</b>				
Each Saturday or Sunday during Season**	903.00	958.00	01/04/25	B
Each alternate Saturday or Sunday during Season**	451.00	479.00	01/04/25	B
<b>Junior (under 18) 11v11</b>				
Each Saturday or Sunday during Season**	964.00	1,022.00	01/04/25	B
Each alternate Saturday or Sunday during Season**	482.00	511.00	01/04/25	B
**Bookings of less than 10, will attract a VAT charge.				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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



## Place Environment

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>FOOTBALL AT PARKS WITH CRICKET (32 WEEKS)</b>				
<b>Adult</b>				
Pavilion with washing facilities				
Each Saturday or Sunday during Season**	2,848.00	3,019.00	01/04/25	B
Each alternate Saturday or Sunday during Season**	1,424.00	1,510.00	01/04/25	B
No Pavilion Facilities				
Each Saturday or Sunday during Season**	2,222.00	2,356.00	01/04/25	B
Each alternate Saturday or Sunday during Season**	1,111.00	1,178.00	01/04/25	B
<b>Junior (under 18) 7v7 &amp; 9v9</b>				
Each Saturday or Sunday during Season**	1,032.00	1,094.00	01/04/25	B
Each alternate Saturday or Sunday during Season**	516.00	547.00	01/04/25	B
<b>Junior (under 18) 11v11</b>				
Each Saturday or Sunday during Season**	1,102.00	1,169.00	01/04/25	B
Each alternate Saturday or Sunday during Season**	551.00	585.00	01/04/25	B
**Bookings of less than 10, will attract a VAT charge.				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Place Environment

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>FOOTBALL AT WESTLANDS FIELD</b>				
Pavilion with washing facilities				
Adult				
Each Saturday or Sunday during Season**	3,272.00	3,469.00	01/04/25	B
Each alternate Saturday or Sunday during Season**	1,636.00	1,735.00	01/04/25	B
<b>MINI SOCCER</b>				
1 Hour Slots (during season)				
Each Saturday or Sunday**	452.00	480.00	01/04/25	B
Alternate Saturday or Sunday**	226.00	240.00	01/04/25	B
<b>CRICKET</b>				
Pitches with Pavilions				
Central Park	3,373.00	3,650.00	01/04/25	B
Raphael Park	3,373.00	4,851.00	01/04/25	B
Spring Farm Park	3,373.00	5,806.00	01/04/25	B

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Environment**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>BOOT CAMPS, PERSONAL TRAINING, SPORTS &amp; FITNESS GROUPS</b> At a separate charge Up to 20 clients (details to be agreed with service)	550.00	565.00	01/04/25	C
<b>ALLOTMENTS</b> Land charge per acre	340.50	350.00	01/04/25	D
<b>WEDDING PHOTOGRAPHY</b> Exclusive use of area of a park for wedding photography (except Langtons Gardens)	66.50	68.00	01/04/25	C
<b>Memorial Tree</b> <i>Supply and planting of tree</i>	660.00	678.00	01/04/25	C
<i>Plaque</i>	109.30	112.00	01/04/25	C
<b>Memorial Bench</b> Supply and installation of bench	1,889.00	1,940.00	01/04/25	C
Plaque	109.30	112.00	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Place Environment

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>PARKS (all events and activities are subject to appropriate licence fees at a separate charge)</b>				
<b>MISCELLANEOUS CHARGES</b>				
Mobile catering unit (per month)	307.70	316.00	01/04/25	C
Raphael Park Meeting Room (charge per hour)	25.50	26.50	01/04/25	C
Tennis courts (fee per hour peak)	6.00	6.00	01/04/24	D
Tennis courts (fee per hour off-peak)	3.00	3.00	01/04/24	D
<b>CHARGES FOR NON SCHEDULED WORKS</b>				
<b>Week day rates</b>				
2 staff & a van (includes tools & machinery) per hour	91.25 *	94.00 *	01/04/25	C
1 staff & a van (includes tools & machinery) per hour	52.50 *	54.00 *	01/04/25	C
Tractor & implement, or trailer with operator per hour	58.90 *	61.00 *	01/04/25	C
Ride on mower & operator per hour	52.50 *	54.00 *	01/04/25	C
Member of staff per hour (standard hours)	38.20 *	40.00 *	01/04/25	C
Charge hand per hour (standard hours)	48.30 *	50.00 *	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Environment**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>CHARGES FOR NON SCHEDULED WORKS Continued</b>				
<b>Saturday rates</b>				
1 staff & a van (includes tools & machinery) per hour	74.30 *	77.00 *	01/04/25	C
2 staff & a van (includes tools & machinery) per hour	133.70 *	138.00 *	01/04/25	C
Member of staff per hour (standard hours)	60.50 *	63.00 *	01/04/25	C
Charge hand per hour (standard hours)	72.70 *	75.00 *	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Environment**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>TRAFFIC &amp; PARKING CONTROL:</b>				
<b>Parking Facilities</b>				
<b>Penalty Charge Notices</b>				
(Levels set by London Councils and agreed by the Mayor of London and endorsed by the Secretary of State)				
Less Serious Contravention Band A	80.00	110.00	07/04/25	A
Less Serious Contravention Band A if paid within 14 days	40.00	55.00	07/04/25	A
Serious Contravention Band A	130.00	160.00	07/04/25	A
Serious Contravention Band A paid within 14 days	65.00	80.00	07/04/25	A
Less Serious Band B	60.00	90.00	07/04/25	A
Less Serious paid within 14 days	30.00	45.00	07/04/25	A
Serious Band B	110.00	140.00	07/04/25	A
Serious Band B if paid within 14 days	55.00	70.00	07/04/25	A
Bus Lane and Moving Traffic contraventions	130.00	160.00	07/04/25	A
<b>Vehicle Clamping and Removal</b>				
Vehicle Immobilisation release fee	70.00	100.00	07/04/25	A
Vehicle Pound release fee (if clamped)	200.00	280.00	07/04/25	A
Disposal Fee	70.00	100.00	07/04/25	A
Vehicle Pound storage fee (per day)	40.00	55.00	07/04/25	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Place Environment

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<i>For all paid for and free half hour parking sessions/charges on the following pages, optional reminder and extension text messages will be charged directly to the customer by the cashless parking application provider. Customers may opt in or out of this additional service. The associated charge per message is not levied by the Council. Where indicated free 30 minute parking sessions are limited to one per vehicle per day.</i>				
<b>TRAFFIC &amp; PARKING CONTROL: PARKING FACILITIES</b>				
<b>Romford Area Car Parks - Mixed Tariff</b>				
<b>Monday to Saturday (Period Hours)</b>				
0 - 1	2.60 *	2.60 *	01/04/24	B
1 - 2	4.40 *	4.40 *	01/04/24	B
2 - 3	6.20 *	6.20 *	01/04/24	B
3 - 4	8.00 *	8.00 *	01/04/24	B
4 - 5	10.00 *	10.00 *	01/04/24	B
5 - 6	12.00 *	12.00 *	01/04/24	B
6 - 7	14.00 *	14.00 *	01/04/24	B
7 - 8	15.00 *	15.00 *	01/04/24	B
over 8	15.00 *	15.00 *	01/04/24	B
Solo Motorcycle	2.50 *	2.50 *	01/04/24	B
<b>Overnight (applies to hours as advertised on site)</b>	2.00 *	2.00 *	01/04/24	B

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Place Environment

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Market Place</b> (Non-market days)				
0 - 1	2.60 *	2.60 *	01/04/24	B
1 - 2	4.40 *	4.40 *	01/04/24	B
2 - 3	6.20 *	6.20 *	01/04/24	B
3 - 4	8.00 *	8.00 *	01/04/24	B
<b>Overnight (Non-market days &amp; applies to hours as advertised on site)</b>	2.00 *	2.00 *	01/04/24	B
Solo Motorcycle	2.50 *	2.50 *	01/04/24	B

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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



## Place Environment

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>All Car Parks Excluding Romford (Hornchurch, Upminster, Collier Row, Cranham, Elm Park, Gidea Park &amp; Rainham Area Car parks)</b>				
<b>Monday to Saturday</b> (Period Hours)				
0 - 30 mins (1 boroughwide session per day)	No Charge *	No Charge *	01/04/21	B
0 - 1	2.60 *	2.60 *	01/04/24	B
1 - 2	4.40 *	4.40 *	01/04/24	B
2 - 3	6.20 *	6.20 *	01/04/24	B
3 - 4	8.00 *	8.00 *	01/04/24	B
4 - 5	10.00 *	10.00 *	01/04/24	B
5 - 6	12.00 *	12.00 *	01/04/24	B
6 - 7	14.00 *	14.00 *	01/04/24	B
7 - 8	15.00 *	15.00 *	01/04/24	B
Over 8	15.00 *	15.00 *	01/04/24	B
Solo Motorcycles	2.50 *	2.50 *	01/04/24	B
<b>Overnight</b> (applies to hours as advertised on site)	2.00 *	2.00 *	01/04/24	B

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Environment**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Season Tickets</b>				
<b>Romford Central Area</b>				
All car parks:				
Annual	1,610.00 *	1,610.00 *	01/04/24	B
Per quarter	400.00 *	405.00 *	01/04/25	B
Per month	140.00 *	140.00 *	01/04/24	B
<b>Outside Romford Central Area</b>				
5 Day season – Balgores Square:				
Annual	1,610.00 *	1,610.00 *	01/04/24	B
per quarter	400.00 *	405.00 *	01/04/25	B
per month	140.00 *	140.00 *	01/04/24	B
<b>All other car parks:</b>				
Annual	1,400.00 *	1,400.00 *	01/04/24	B
per quarter	350.00 *	350.00 *	01/04/24	B
per month	125.00 *	125.00 *	01/04/24	B

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Place Environment

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>On Street Pay and Display</b>				
<b>Upminster Road South Monday to Saturday</b> (Maximum Stay 1 hour)				
0 - 30 mins (1 boroughwide session per day)	No Charge	No Charge	06/04/15	N/A
0 - 1 hour	2.60	2.60	01/04/24	B
Solo Motorcycle	2.50	2.50	01/04/24	B
<b>Romford</b>				
<b>Monday to Saturday</b> (Maximum Stay 3 hours)				
0 mins - 1 hour	2.60	2.60	01/04/24	B
1 - 2	4.40	4.40	01/04/24	B
2 - 3	6.20	6.20	01/04/24	B
Solo Motorcycle	2.50	2.50	01/04/24	B

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Environment**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>On Street Pay and Display (continued)</b>				
<b>Ardleigh Green, Collier Row, Cranham, Elm Park, Gidea Park, Harold Hill, Harold Wood &amp; Rainham, Honchurch &amp; Upminster Town Centres</b>				
<b>Monday to Saturday (Maximum Stay 3 Hours)</b>				
0 - 30 mins (1 borough wide session per day)	No Charge	No Charge	01/04/19	N/A
0 -1 hour	2.60	2.60	01/04/24	B
1 - 2 hours	4.40	4.40	01/04/24	B
2 - 3 hours	6.20	6.20	01/04/24	B
Solo Motorcycle	2.50	2.50	01/04/24	B

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Place Environment

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Controlled Parking Zones</b>				
Resident's parking permit (per annum)				
1st Permit per household	45.00	45.00	01/04/24	B
2nd Permit per household	90.00	90.00	01/04/24	B
3rd Permit per household	140.00	140.00	01/04/24	B
Resident's visitor permits (book of 10)	28.00	28.00	01/04/24	B
Resident's All Day visitor permits (book of 10)	70.00	70.00	01/04/24	B
Domestic Carer Permit (per annum)	40.00	40.00	01/04/21	B
<b>Business Parking</b>				
Business parking permits (per annum)	420.00	420.00	01/04/24	B
Business visitor permits (book of 10)	45.00	45.00	01/04/24	B
<b>Commuter Bays (per annum)</b>	1,400.00	1,400.00	01/04/24	B
<b>Other Miscellaneous Charges</b>				
CPZ Trade person waiver	21.25	21.25	01/04/24	B
<b>Health and Homecare Permit (per annum)</b>	80.00	80.00	01/04/23	B
<b>Resident Season Ticket Car Parks (per annum)</b>	212.00 *	212.00 *	01/04/24	B

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Environment**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Events Charging For Traffic Management and Parking</b>				
Traffic Management per road closure if no diversion required An additional charge to be applied to the above charge for complex Traffic Management, costed on application.	407.42 *	420.00 *	01/04/25	C
Special Event Road closure	1,320.00 *	1,360.00 *	01/04/25	B
(i) Parking Bay suspensions				
Price per parking space per day (1 - 7 days)	64.00	70.00	01/04/25	B
Price per parking space per day (8 - 14 days)	122.00	130.00	01/04/25	B
Price per parking space per day (15 days +)	181.00	195.00	01/04/25	B

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>ENVIRONMENTAL HEALTH:</b>				
<b>Defra</b>				
<b>Stray Dog Service - Environmental Protection (Stray Dogs) Regulation 1992</b>				
Impounding fee per dog	25.00	25.00	01/04/92	A
<b>Gambling Act 2005</b>				
<b>Bingo club - Gambling Act 2005 Dept. of Culture and Media and Sport</b>				
Copy licence	25.00	25.00	01/10/06	A
Notification of change	50.00	50.00	01/10/06	A
<b>Betting shop - Dept. of Culture and Media and Sport</b>				
Copy licence	25.00	25.00	01/10/06	A
Notification of change	50.00	50.00	01/10/06	A
<b>Betting premises tracks - Dept. of Culture and Media and Sport</b>				
Copy licence	25.00	25.00	01/10/06	A
Notification of change	50.00	50.00	01/10/06	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Family entertainment centres - Dept. of Culture and Media and Sport</b>				
Application to vary	1,000.00	1,000.00	01/10/06	A
Copy licence	25.00	25.00	01/10/06	A
Notification of change	50.00	50.00	01/10/06	A
<b>Adult gaming centres - Dept. of Culture and Media and Sport</b>				
Application to vary	1,000.00	1,000.00	01/10/06	A
Copy licence	25.00	25.00	01/10/06	A
Notification of change	50.00	50.00	01/10/06	A
<b>Lottery - Dept. of Culture and Media and Sport</b>				
New registration	40.00	40.00	01/10/06	A
Annual re registration	20.00	20.00	01/10/06	A
<b>Permit fees - Dept. of Culture and Media and Sport</b>				
Notification of right of licensed premises to have 2 gaming machines	50.00	50.00	01/10/06	A
<b>Family entertainment centre - Dept. of Culture and Media and Sport</b>				
New application	2,000.00	2,000.00	01/04/23	A
Change of name	25.00	25.00	01/10/06	A
Copy of permit	15.00	15.00	01/10/06	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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



**Place  
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Prize Gaming permit (S 16) Dept. of Culture and Media and Sport</b>				
New application	300.00	300.00	31/03/05	A
Change of name	25.00	25.00	31/03/05	A
Copy of permit	15.00	15.00	31/03/05	A
<b>Licensed premises gaming machine permit - Dept. of Culture Media and Sport</b>				
New application (new operator)	150.00	150.00	31/03/05	A
New application (existing operator)	100.00	100.00	31/03/05	A
Vary a permit	100.00	100.00	31/03/05	A
Transfer application	25.00	25.00	31/03/05	A
Annual fee (1st fee payable within 30 days of issue)	50.00	50.00	31/03/05	A
Change of name	25.00	25.00	31/03/05	A
Copy of permit	15.00	15.00	31/03/05	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Club gaming machine permit - Dept. of Culture and Media and Sport</b>				
New application	200.00	200.00	31/03/05	A
Renewal	100.00	100.00	31/03/05	A
New application (existing operator)	100.00	100.00	31/03/05	A
Vary a permit	100.00	100.00	31/03/05	A
Copy of permit	15.00	15.00	31/03/05	A
Annual fee (1st fee payable within 30 days of issue)	50.00	50.00	31/03/05	A
<b>Environment Protection Act (Defra)</b>				
<b>Application Fee</b>				
Standard Process	1,650.00	1,650.00	01/04/18	A
Additional fee for operating without a permit	1,188.00	1,188.00	01/04/18	A
Reduced fee activities (except VRs)	155.00	155.00	01/04/19	A
Vehicle refinisher	362.00	362.00	01/04/18	A
Service station PVR I & II combined	257.00	257.00	01/04/18	A
Reduced fee activities: Additional fee for operating without a permit.	71.00	71.00	01/04/19	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Environment Protection Act (Defra) (continued)</b>				
Mobile screening and crushing plant	1,650.00	1,650.00	01/04/18	A
For the third to seventh applications	985.00	985.00	01/04/18	A
For the eight and subsequent applications	498.00	498.00	01/04/18	A
<b>Note:</b> Where an application for any of the above is for a combined Part B and waste application, add an extra £310 to the above amounts				
<b>Annual subsistence charge</b>				
Standard process Low (+£103)	772.00	772.00	01/04/18	A
Standard process Medium (+£156)	1,161.00	1,161.00	01/04/18	A
Standard process High (+£207)	1,747.00	1,747.00	01/04/18	A
<i>(+) to be added when the above standard process is for combined part B and waste site</i>				
Service stations PVR l/dry cleaner/ waste oil burner <0.4MW				
Low	79.00	79.00	01/04/18	A
Medium	158.00	158.00	01/04/18	A
High	237.00	237.00	01/04/18	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Environment Protection Act (Defra) (continued)</b>				
Vehicle refinisher				
Low	228.00	228.00	01/04/18	A
Medium	365.00	365.00	01/04/18	A
High	548.00	548.00	01/04/18	A
Service station PVRI and II combined				
Low	113.00	113.00	01/04/18	A
Medium	226.00	226.00	01/04/18	A
High	341.00	341.00	01/04/18	A
Odourising of natural gas				
Low	79.00	79.00	01/04/19	A
Medium	158.00	158.00	01/04/19	A
High	237.00	237.00	01/04/19	A
Mobile screening and crushing plant For the first and second plants				
Low	626.00	626.00	01/04/19	A
Medium	1,034.00	1,034.00	01/04/18	A
High	1,551.00	1,551.00	01/04/19	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Environment Protection Act (Defra) (continued)</b>				
For the third to seventh applications				
Low	385.00	385.00	01/04/18	A
Medium	617.00	617.00	01/04/18	A
High	924.00	924.00	01/04/18	A
For the eighth and subsequent applications				
Low	198.00	198.00	01/04/18	A
Medium	316.00	316.00	01/04/19	A
High	473.00	473.00	01/04/18	A
<b>Transfer and Surrender of a permit</b>				
Standard process transfer	169.00	169.00	01/04/18	A
Standard process partial transfer	497.00	497.00	01/04/18	A
New operator at low risk reduced fee activity	78.00	78.00	01/04/18	A
Surrender: all Part B activities	No charge	No charge	01/05/12	A
Transfer: Service Stations and Waste Oil burners <0.4MW	No charge	No charge	01/05/12	A
Reduced fee activities: Transfer	No charge	No charge	01/05/12	A
Reduced fee activities: partial transfer	47.00	47.00	01/04/18	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Transfer and Surrender of a permit (continued)</b>				
<b>Temporary</b>				
First transfer	53.00	53.00	01/04/19	A
<b>Transfer for mobiles</b>				
Repeat transfer	11.00	11.00	01/04/19	A
Repeat following enforcement or warning	53.00	53.00	01/04/19	A
<b>Substantial changes to s10 and s11</b>				
<b>One off annual payment</b>				
Standard process	1,050.00	1,050.00	01/04/18	A
Standard process where the substantial change results in a new PPC activity	1,650.00	1,650.00	01/04/18	A
Reduced fee activities	102.00	102.00	01/04/18	A
Note: Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil burners under 0.4MW				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Environmental Protection Act (DEFRA): LAPPC mobile plant charges</b>				
Number of Permits				
1      Low	646.00	646.00	01/04/19	A
1      Medium	1,034.00	1,034.00	01/04/19	A
1      High	1,506.00	1,506.00	01/04/19	A
2      Low	646.00	646.00	01/04/19	A
2      Medium	1,034.00	1,034.00	01/04/19	A
2      High	1,506.00	1,506.00	01/04/19	A
3      Low	385.00	385.00	01/04/19	A
3      Medium	617.00	617.00	01/04/19	A
3      High	924.00	924.00	01/04/19	A
4      Low	385.00	385.00	01/04/19	A
4      Medium	617.00	617.00	01/04/19	A
4      High	924.00	924.00	01/04/19	A
5      Low	385.00	385.00	01/04/19	A
5      Medium	617.00	617.00	01/04/19	A
5      High	924.00	924.00	01/04/19	A
6      Low	385.00	385.00	01/04/19	A
6      Medium	617.00	617.00	01/04/19	A
6      High	924.00	924.00	01/04/19	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Environmental Protection Act (DEFRA): LAPPC mobile plant charges (continued)</b>				
7            Low	385.00	385.00	01/04/19	A
7            Medium	617.00	617.00	01/04/19	A
7            High	924.00	924.00	01/04/19	A
8 and over Low	198.00	198.00	01/04/19	A
8 and over Medium	316.00	316.00	01/04/19	A
8 and over High	473.00	473.00	01/04/19	A
<p>Note: Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £36.</p>				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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



**Place  
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Licensing Act 2003 fees set by Home Office</b>				
Application for the grant or renewal of a personal licence	37.00	37.00	01/11/05	A
Temporary event notice	21.00	21.00	01/11/05	A
Theft, loss, etc. of premises licence or summary	21.00	21.00	01/11/05	A
Application for a provisional statement where premises being built etc.	10.50	10.50	01/11/05	A
Notification of change of name or address	10.50	10.50	01/11/05	A
Application to vary licence to specify individual as premises supervisor	23.00	23.00	01/11/05	A
Application for transfer of premises licence	23.00	23.00	01/11/05	A
Interim authority notice following death etc. of licence holder	10.50	10.50	01/11/05	A
Theft, loss etc. of certificate or summary	23.00	23.00	01/11/05	A
Notification of change of name or alteration of rules of club	23.00	23.00	01/11/05	A
Change of relevant registered address of club	23.00	23.00	01/11/05	A
Theft, loss etc. of temporary event notice	10.50	10.50	01/11/05	A
Theft, loss etc. of personal licence	10.50	10.50	01/11/05	A
Duty to notify change of name or address	10.50	10.50	01/11/05	A
Right of freeholder etc. to be notified of licensing matters	10.50	10.50	01/11/05	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Main Fee Levels</b>				
<b>Based on non domestic rateable value:</b>				
Band A           £0 -       £4,300				
Band B         £4,301 -   £33,000				
Band C         £33,001 -  £87,000				
Band D         £87,001 -  £125,000				
Band E         £125,001 and over				
<b>Premises Licences</b>				
New Applications and variation				
Band A	100.00	100.00	01/11/05	A
Band B	190.00	190.00	01/11/05	A
Band C	315.00	315.00	01/11/05	A
Band D	450.00	450.00	01/11/05	A
Band E	635.00	635.00	01/11/05	A
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (bands D & E only)				
Band D x 2	900.00	900.00	01/11/05	A
Band E x 3	1,905.00	1,905.00	01/11/05	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Premises Licences (continued)</b>				
Annual maintenance fee to keep premises licence current.				
Band A	70.00	70.00	01/11/05	A
Band B	180.00	180.00	01/11/05	A
Band C	295.00	295.00	01/11/05	A
Band D	320.00	320.00	01/11/05	A
Band E	350.00	350.00	01/11/05	A
Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (bands D & E only)				
Band D x 2	640.00	640.00	01/11/05	A
Band E x 3	1,050.00	1,050.00	01/11/05	A
<b>Additional Fees</b>				
<b>There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5000+), unless certain conditions apply. Please read Regulation 4(4) and 4(5) of the licensing Act (Fees) Regulations 2005.</b>				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Additional Premises licence fee</b>				
Numbers in attendance at any one time				
5,000 - 9,999	1,000.00	1,000.00	01/11/05	A
10,000 - 14,999	2,000.00	2,000.00	01/11/05	A
15,000 - 19,999	4,000.00	4,000.00	01/11/05	A
20,000 - 29,999	8,000.00	8,000.00	01/11/05	A
30,000 - 39,999	16,000.00	16,000.00	01/11/05	A
40,000 - 49,999	24,000.00	24,000.00	01/11/05	A
50,000 - 59,999	32,000.00	32,000.00	01/11/05	A
60,000 - 69,999	40,000.00	40,000.00	01/11/05	A
70,000 - 79,999	48,000.00	48,000.00	01/11/05	A
80,000 - 89,999	56,000.00	56,000.00	01/11/05	A
90,000 and over	64,000.00	64,000.00	01/11/05	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Additional annual maintenance fee payable (if applicable)</b>				
Numbers in attendance at any one time				
5,000 - 9,999	500.00	500.00	01/11/05	A
10,000 - 14,999	1,000.00	1,000.00	01/11/05	A
15,000 - 19,999	2,000.00	2,000.00	01/11/05	A
20,000 - 29,999	4,000.00	4,000.00	01/11/05	A
30,000 - 39,999	8,000.00	8,000.00	01/11/05	A
40,000 - 49,999	12,000.00	12,000.00	01/11/05	A
50,000 - 59,999	16,000.00	16,000.00	01/11/05	A
60,000 - 69,999	20,000.00	20,000.00	01/11/05	A
70,000 - 79,999	24,000.00	24,000.00	01/11/05	A
80,000 - 89,999	28,000.00	28,000.00	01/11/05	A
90,000 and over	32,000.00	32,000.00	01/11/05	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Club premises certificates</b>				
New application variation				
Band A	100.00	100.00	01/11/05	A
Band B	190.00	190.00	01/11/05	A
Band C	315.00	315.00	01/11/05	A
Band D	450.00	450.00	01/11/05	A
Band E	635.00	635.00	01/11/05	A
Annual maintenance fee				
Band A	70.00	70.00	01/11/05	A
Band B	180.00	180.00	01/11/05	A
Band C	295.00	295.00	01/11/05	A
Band D	320.00	320.00	01/11/05	A
Band E	350.00	350.00	01/11/05	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Explosives Regulations 2014 (set by HSE)</b> Registration (Unlimited) initial application	500.00	500.00	01/04/17	A
Fireworks Explosives Regulations Health & Safety and Nuclear (Fees) Regulations 2016 Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, no minimum separation distance or a 0 metres separation distance is prescribed: (Storage of up to 250kg NEQ)				
<b>New</b>				
New application 1 year	111.00	119.00	01/04/25	A
New application 2 years	144.00	154.00	01/04/25	A
New application 3 years	177.00	190.00	01/04/25	A
New application 4 years	211.00	226.00	01/04/25	A
New application 5 years	243.00	260.00	01/04/25	A
<b>Renewals</b>				
Renewal 1 year	55.00	59.00	01/04/25	A
Renewal 2 years	88.00	94.00	01/04/25	A
Renewal 3 years	123.00	132.00	01/04/25	A
Renewal 4 years	155.00	166.00	01/04/25	A
Renewal 5 years	189.00	202.00	01/04/25	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Explosives Regulations 2014 (set by HSE) continued</b>				
Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is required: (Storage between 250kg and 2,000kg NEQ)				
<b>New</b>				
New application 1 year	189.00	202.00	01/04/25	A
New application 2 years	248.00	266.00	01/04/25	A
New application 3 years	311.00	333.00	01/04/25	A
New application 4 years	382.00	409.00	01/04/25	A
New application 5 years	432.00	463.00	01/04/25	A
<b>Renewals</b>				
Renewal 1 year	88.00	94.00	01/04/25	A
Renewal 2 years	150.00	161.00	01/04/25	A
Renewal 3 years	211.00	226.00	01/04/25	A
Renewal 4 years	272.00	291.00	01/04/25	A
Renewal 5 years	333.00	357.00	01/04/25	A
<b>Varying a licence</b> (For any other variation-the reasonable cost to the licensing authority of having the work carried out)				
Varying the name of licensee or address of site	37.00	40.00	01/04/25	A
Transfer of licence	37.00	40.00	01/04/25	A
Replacement of licence if lost	37.00	40.00	01/04/25	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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



**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>ENVIRONMENTAL HEALTH:</b>				
Keeping of dangerous wild animals (Dangerous Wild Animals Act 1976)				
New application Part A	407.00	418.00	01/04/25	C
New application Part B	124.00	128.00	01/04/25	C
Note: total fee for new application £546				
Renewal Part A	407.00	418.00	01/04/25	C
Renewal Part B	124.00	128.00	01/04/25	C
Note: total fee for renewal £546				
Replacement or Copy of Keeping of dangerous wild animals Application/Renewal	53.00	55.00	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>ENVIRONMENTAL HEALTH:</b>				
<b>Animal Welfare Licences (The Animal Welfare (Licensing of Activities Involving Animals) England) Regulations 2018</b>				
<b>Providing and arranging boarding for cat/dog kennels, home boarding for dogs</b>				
New Application Part B (Issue Fee)	418.00	430.00	01/04/25	C
Note: total fee for new application £645	209.00	215.00	01/04/25	C
Renewal Part A (Application Fee)	383.00	394.00	01/04/25	C
Renewal Part B (Issue Fee)	140.00	144.00	01/04/25	C
Note: total fee for renewal application £538				
<b>Dog Daycare</b>				
Dog Daycare Part A (Application Fee)	418.00	430.00	01/04/25	C
Dog Daycare Part 3 (Issue Fee)	209.00	215.00	01/04/25	C
Note: total fee for new application £645				
Renewal Part A (Application Fee)	383.00	394.00	01/04/25	C
Renewal Part B (Issue Fee)	140.00	144.00	01/04/25	C
Note: total fee for renewal application £543				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Animal Welfare Licences (continued)</b>				
<b>Dog Breeding</b>				
Dog Breeding Part A (Application Fee) (plus vet visit fee)	453.00	466.00	01/04/25	C
Dog Breeding Part B (Issue Fee)	209.00	215.00	01/04/25	C
Note: total fee for new application £681				
Renewal Part A (Application Fee)(plus vet fee visit fee)	418.00	430.00	01/04/25	C
Renewal Part B (Issue Fee)	140.00	144.00	01/04/25	C
Note: total fee for renewal application £547				
<b>Pet Shop Operation</b>				
Pet Shop Operation Part A (Application Fee)	418.00	430.00	01/04/25	C
Pet Shop Operation Part B (Issue Fee)	209.00	215.00	01/04/25	C
Note: total fee for Pet Shop Operation £645				
Renewal Part A (Application Fee)	383.00	394.00	01/04/25	C
Renewal Part B (Issue Fee)	140.00	144.00	01/04/25	C
Note: total fee for renewal application £538				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Animal Welfare Licences (continued)</b>				
<b>Hiring of Horses</b>				
Hiring of Horses (riding and/or instruction) Part A (Application Fee) (plus vet visit fee)	453.00	466.00	01/04/25	C
Hiring of Horses (riding and/or instruction) Part B (Issue Fee)	209.00	215.00	01/04/25	C
Note: total fee for Hiring of Horses £681				
Renewal Part A (Application Fee)(plus vet fee visit fee)	418.00	430.00	01/04/25	C
Renewal Part B (Issue Fee)	140.00	144.00	01/04/25	C
Note: total fee for renewal application £574				
<b>Keeping or Training of Animals for Exhibitions</b>				
Keeping or training of animals for exhibition Part A (Application Fee)	418.00	430.00	01/04/25	C
Keeping or training of animals for exhibition Part B (Issue Fee)	209.00	215.00	01/04/25	C
Note: total fee for Keeping or training of animals for exhibition £645				
Renewal Part A (Application Fee)	383.00	394.00	01/04/25	C
Renewal Part B (Issue Fee)	140.00	144.00	01/04/25	C
Note: total fee for renewal application £538				
Variation of Licence	348.00	358.00	01/04/25	C
Re-rating of Premises	313.00	322.00	01/04/25	C
Amendment Fee/Replacement Licence for a lost or defaced Licence	53.00	55.00	01/04/25	C
Transfer Fee	209.00	215.00	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Special treatment establishments (London Local Authority Act 1991)</b>				
High risk single treatment New Part A	628.00	645.00	01/04/25	C
High risk single treatment New Part B	187.00	193.00	01/04/25	C
Note: total fee for new application £838				
High risk Multiple treatment New Part A	776.00	797.00	01/04/25	C
High risk Multiple treatment New Part B	187.00	193.00	01/04/25	C
Note: total fee for new application £990				
High risk renewal single treatment Part A	187.00	193.00	01/04/25	C
High risk renewal single treatment Part B	187.00	193.00	01/04/25	C
Note: total fee for renewal £386				
High risk Renewal multiple treatment Part A	259.00	266.00	01/04/25	C
High risk Renewal multiple treatment Part B	187.00	193.00	01/04/25	C
Note: total fee for renewal £459				
Variation (additional treatment High risk)	370.00	380.00	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Special treatment establishments (Cont.)</b>				
**surcharge to be paid for renewal applications that are received within 30 days from the date the licence lapsed. Any renewal applications received after that period will not be accepted and a new application and associated fee will be required.				
low risk single treatment New Part A	407.00	418.00	01/04/25	C
low risk single treatment New Part B	187.00	193.00	01/04/25	C
Note: total fee for new application £611				
low risk multiple treatment New Part A	555.00	570.00	01/04/25	C
low risk multiple treatment New Part B	187.00	193.00	01/04/25	C
Note: total fee for new application £763				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Special treatment establishments (Cont.)</b>				
Low risk renewal single treatment Part A	124.00	128.00	01/04/25	C
Low risk renewal single treatment Part B	187.00	193.00	01/04/25	C
Note: total fee for renewal £321				
Low risk renewal multiple treatment Part A	187.00	193.00	01/04/25	C
Low risk renewal multiple treatment Part B	187.00	193.00	01/04/25	C
Note: total fee for renewal £386				
Variation (additional treatment low risk)~	187.00	193.00	01/04/25	C
Change of details/transfer	124.00	128.00	01/04/25	C
Late renewal surcharge	49.00	51.00	01/04/25	C
Change of Therapist	35.00	36.00	01/04/25	C
Duplicate Special treatment establishments licence	53.00	55.00	01/04/25	C
~ if the additional treatment is high risk the higher fee must be paid.				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Zoo Licensing (Zoo Licensing Act 1981)</b>				
New Application Part A (Part B no charge) (plus vet visit fee)	776.00	797.00	01/04/25	C
Renewal (no change) Part A fee plus vet inspection fee	555.00	570.00	01/04/25	C
Alteration Part A plus vet inspection fee	678.00	697.00	01/04/25	C
<b>Sex Establishment Licensing (Local Govt. Miscellaneous Provisions Act 1982)</b>				
New application Part A (Part B no charge)	2,509.00	2,577.00	01/04/25	C
Renewal Part A fee	370.00	380.00	01/04/25	C
Renewal Part B fee	124.00	128.00	01/04/25	C
Note: total fee for renewal £508				
<b>Hypnotism consent (Hypnotism Act 1952)</b>				
New application Part A	370.00	380.00	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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



**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Street Trading Licences (London Local Authorities Act 1990)</b>				
Subject to review and a separate consultation for proposed street trading protocol				
<b>Trading between 05:00 - 20:00</b>				
Seven days per week	2,586.00	2,656.00	01/04/25	C
Six days per week	2,216.00	2,276.00	01/04/25	C
Five days per week	1,853.00	1,904.00	01/04/25	C
Four days per week	1,478.00	1,518.00	01/04/25	C
Three days per week	1,113.00	1,144.00	01/04/25	C
Two days per week	741.00	762.00	01/04/25	C
One day per week	372.00	383.00	01/04/25	C
<b>Trading between 20:00 - 02:00</b>				
Seven days per week	3,200.00	3,287.00	01/04/25	C
Six days per week	2,745.00	2,829.00	01/04/25	C
Five days per week	2,286.00	2,348.00	01/04/25	C
Four days per week	1,831.00	1,881.00	01/04/25	C
Three days per week	1,371.00	1,409.00	01/04/25	C
Two days per week	907.00	932.00	01/04/25	C
One day per week	455.00	468.00	01/04/25	C
<b>These can be paid annually in advance</b>				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Temporary Street Trading Licences (up to 6 months)</b>				
<b>Trading between 05:00 and 20:00</b>				
Seven days per week	1,297.00	1,333.00	01/04/25	C
Six days per week	1,112.00	1,143.00	01/04/25	C
Five days per week	910.00	935.00	01/04/25	C
Four days per week	741.00	762.00	01/04/25	C
Three days per week	557.00	573.00	01/04/25	C
Two days per week	371.00	382.00	01/04/25	C
One day per week	189.00	195.00	01/04/25	C
<b>Temporary Street Trading Licences (up to 6 months)</b>				
<b>Trading between 20:00 and 02:00</b>				
Seven days per week	1,602.00	1,646.00	01/04/25	C
Six days per week	1,377.00	1,415.00	01/04/25	C
Five days per week	1,147.00	1,178.00	01/04/25	C
Four days per week	916.00	941.00	01/04/25	C
Three days per week	686.00	705.00	01/04/25	C
Two days per week	459.00	472.00	01/04/25	C
One day per week	239.00	246.00	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
Daily Temporary Licence for special events	53.00	55.00	01/04/25	C
Duplicate Licence	57.00	59.00	01/04/25	C
Variations to existing Licences	122.00	126.00	01/04/25	C
<b>Pavement Licence (Business and Planning Act 2020)</b>				
New Application (Two-year Licence)	500.00	500.00	22/07/24	D
Renewal Application (Two-year Licence)	350.00	350.00	22/07/24	D
Removal of unlicensed Tables and Chairs		499.00	01/04/25	NEW
Storage of furniture per week up to 752ft of floor space		66.00	01/04/25	NEW

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Land Quality Reports</b>				
Written report that takes less than 2 hours to complete:				
a) 5 working day response (where available and on request)	648.00 *	666.00 *	01/04/25	C
b) 20 working day response	358.00 *	368.00 *	01/04/25	C
For every hour over 2 hours	107.00 *	110.00 *	01/04/25	C
To respond to specific questions on land quality hourly rate	107.00 *	110.00 *	01/04/25	C
 <b>Mandatory HMO Licensing (Housing Act 2004)</b>				
Licences usually valid for 5 years				
Up to 5 lettings	1,294.00	1,329.00	01/04/25	C
6 - 9 lettings	1,490.00	1,530.30	01/04/25	C
10 - 14 lettings	1,709.00	1,755.20	01/04/25	C
15 - 19 lettings	1,890.00	1,941.10	01/04/25	C
20 lettings and above	2,074.00	2,130.00	01/04/25	C
 Additional fee for processing paper applications	 114.00	 117.10	 01/04/25	 C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Additional HMO Licence (usually valid for 5 years)</b>				
Additional licence fees are split into two payments				
Part A (application fee)	550.00	550.00	01/04/20	D
Part B (licensing fee)	350.00	350.00	01/04/20	D
<b>Selective Licensing for Privately Rented Homes (usually valid for 5 years)</b>				
Selective licence fees are split into two payments				
Part A (application fee)	450.00	450.00	01/04/20	D
Part B (licensing fee)	450.00	450.00	01/04/20	D
<b>Additional fee for processing paper applications</b>	107.00	107.00	01/04/23	D
Charge for assisted applications	107.00	107.00	01/04/23	D
<b>Discounts available*</b>				
Landlord accreditation scheme:				
<b>A £35 discount on the Part B fee only is available to accredited landlords</b>				
<b>Multi property discount:</b>				
*A discount of £100 per dwelling in the same building, after the first licence, providing each of the dwellings have common ownership and management control				
**Discounts will not be applicable where the LA has served a warning letter for failure to licence the property.				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
Caravan site licence (Caravan Sites and Control of Development Act 1960)	465.00	477.60	01/04/25	C
<b>Miscellaneous housing-related fees</b>				
Fee for each type of statutory Notice served under Housing Act 2004 with the ability to add the cost of any report required from external experts such as Gas, Electricity or Structural Surveyors	593.00	609.00	01/04/25	C
<b>Gambling Act 2005 Bingo Club premises</b>				
Fees set by LA (subject to maxima set by Govt.)				
New premises application	3,500.00	3,500.00	01/04/20	D
Annual fee	830.00	853.00	01/04/25	C
Application to vary	1,380.00	1,418.00	01/04/25	C
Application to transfer	699.00	718.00	01/04/25	C
Application for reinstatement	1,082.00	1,112.00	01/04/25	C
Application for a provisional statement	1,442.00	1,481.00	01/04/25	C
License application (provisional statement holders)	1,082.00	1,112.00	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Betting shop</b>				
New premises application	1,416.00	1,455.00	01/04/25	C
Annual fee	600.00	600.00	01/04/20	D
Application to vary	1,060.00	1,089.00	01/04/25	C
Application to transfer	700.00	719.00	01/04/25	C
Application for reinstatement	1,082.00	1,112.00	01/04/25	C
Application for a provisional statement	1,443.00	1,482.00	01/04/25	C
License application (provisional statement holders)	1,082.00	1,112.00	01/04/25	C
<b>Betting premises tracks</b>				
New premises application	2,500.00	2,500.00	01/04/20	D
Annual fee	1,000.00	1,000.00	01/04/22	D
Application to vary	1,250.00	1,250.00	01/04/22	D
Application to transfer	698.00	717.00	01/04/25	C
Application for reinstatement	950.00	950.00	01/04/22	D
Application for a provisional statement	2,500.00	2,500.00	01/04/20	D
License application (provisional statement holders)	950.00	950.00	01/04/22	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Family Entertainment centres</b>				
New premises application	1,897.00	1,949.00	01/04/25	C
Annual fee	750.00	750.00	01/04/22	D
Application to vary	1,000.00	1,000.00	01/04/20	D
Application to transfer	699.00	718.00	01/04/25	C
Application for reinstatement	950.00	950.00	01/04/22	D
Application for a provisional statement	1,938.00	2,000.00	01/04/25	C
License application (provisional statement holders)	950.00	950.00	01/04/21	D
<b>Adult gaming centres</b>				
New premises application	1,923.00	2,000.00	01/04/25	C
Annual fee	832.00	855.00	01/04/25	C
Application to vary	1,000.00	1,000.00	01/04/20	D
Application to transfer	699.00	718.00	01/04/25	C
Application for reinstatement	986.00	1,013.00	01/04/25	C
Application for a provisional statement	1,919.00	2,000.00	01/04/25	C
License application (provisional statement holders)	1,046.00	1,075.00	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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



**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Scrap Metal Dealers Act 2013</b>				
Application for a new scrap metal site licence	1,053.00	1,082.00	01/04/25	C
Application for a new scrap metal collectors licence	341.00	351.00	01/04/25	C
Application for a variation of an existing site licence to a collectors licence	171.00	176.00	01/04/25	C
Application for a variation of an existing collectors licence to a site licence	889.00	914.00	01/04/25	C
Application for a variation of an existing licence not listed above	236.00	243.00	01/04/25	C
Renewal application for a site licence under Scrap Metal Dealers Act 2013	1,053.00	1,082.00	01/04/25	C
Renewal application for a collectors licence under Scrap Metal Dealers Act 2013	317.00	326.00	01/04/25	C
Lost licence replacement	32.00	33.00	01/04/25	C
<b>Marriage Act 1949</b>				
Wedding Registration				
New application Part A fee	830.00	853.00	01/04/25	C
New Application Part B fee	223.00	230.00	01/04/25	C
Note: Total fee parts A and B £1083				
Renewal of Premises Licensing				
Renewal Part A fee	240.00	247.00	01/04/25	C
Renewal Part B fee	223.00	230.00	01/04/25	C
Note: Total fee parts A and B £477				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Primary Authority</b>				
Annual Fee, pays for 20 hours work (Enterprise and Regulatory Reform Act)	1,521.00	1,563.00	01/04/25	C
Hourly rate, agreed in advance for work beyond 20 hours.	78.00	81.00	01/04/25	C
<b>Food</b>				
Health Export Certificates (these are issued on request to food businesses who wish to export foodstuff outside the EU. They are provided to assist local exporters in meeting the food safety requirements. Only the local authority can provide them).	66.00	68.00	01/04/25	C
Food Hygiene Rating Requested rerating inspection, New charge for 2017. Can only be supplied by the local authority by the Enterprise Act. No Vat applicable	292.00	300.00	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>ENVIRONMENTAL ENFORCEMENT</b>				
<b>Environmental offences</b>				
<b>Fixed penalty notices</b>				
Levels are set by legislation and London Councils Transport and Environment Committee Guidelines.				
Fly Tipping	400.00	400.00	01/04/20	A
Householder Duty of Care	400.00	400.00	01/04/22	A
Fail to produce Waste Transfer Notes	300.00	300.00	01/04/20	A
Litter	150.00	150.00	01/04/20	A
Fail to comply requirement or condition in Abatement Notice	110.00	110.00	01/04/20	A
Fail to comply Community Protection Notice	100.00	100.00	01/04/20	A
Fail to comply Public Space Protection Order	100.00	100.00	01/04/20	A
Fail to produce authority to carry waste	300.00	300.00	01/04/20	A
Fail to comply with receptacles notice (Commercial)	110.00	110.00	01/04/20	A
Unlicensed Street Trading	150.00	150.00	01/04/20	A
Fail to comply conditions Street Trading License / temp License	100.00	100.00	01/04/20	A
Fail to produce a Street Trading Licence / Temp Licence on demand	100.00	100.00	01/04/20	A
Making a false statement to obtain a Street Trading Licence	125.00	125.00	01/04/20	A
Resisting or obstructing an authorised officer	250.00	250.00	01/04/20	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Fixed penalty notices (Continue)</b>				
Nuisance Vehicles exposed for sale Unlicensed Trade	150.00	150.00	01/04/20	A
Abandoned Vehicles	200.00	200.00	01/04/20	A
Unauthorised distribution of printed matter	75.00	75.00	01/04/20	A
Fly Posting	150.00	150.00	01/04/20	A
Display advertisement in contravention of regulations	75.00	75.00	01/04/20	A
Graffiti	150.00	150.00	01/04/20	A
Marks / picture/ sign on highway or highway furniture	100.00	100.00	01/04/20	A
Wilful obstruction	100.00	100.00	01/04/20	A
Erect building / fence / hedge on highway	100.00	100.00	01/04/20	A
Deposit skip on highway without authority	100.00	100.00	01/04/20	A
Deposit skip on highway failure to light or sign	100.00	100.00	01/04/20	A
Deposit skip on highway failure to display name and address	100.00	100.00	01/04/20	A
Deposit skip on highway fail to remove	100.00	100.00	01/04/20	A
Deposit skip on highway fail to comply conditions / permit	100.00	100.00	01/04/20	A
Deposit skip on highway fail to remove / reposition	100.00	100.00	01/04/20	A
Deposit material on made up carriageway	100.00	100.00	01/04/20	A
Deposit material within 15 feet of centre carriageway	100.00	100.00	01/04/20	A
Deposit material on highway to interruption of user	100.00	100.00	01/04/20	A

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Fixed penalty notices (Continue)</b>				
Pitching booths / stalls / stands / camp on highway	100.00	100.00	01/04/20	A
Fail to prevent soil / mud / refuse escape to sewer / road	100.00	100.00	01/04/20	A
Fail to remove projection	100.00	100.00	01/04/20	A
Fail to prevent door etc, opening onto street	100.00	100.00	01/04/20	A
Deposit things on highway which cause injury or danger	100.00	100.00	01/04/20	A
Erect scaffold or structure on highway without licence (fail to comply condition)	100.00	100.00	01/04/20	A

**Basis of Increase:**

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

**Place  
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Letting Agency and Tenant Fees Enforcement Work (Fixed Penalty Notices)</b>				
Requirement breach to belong to a Redress Scheme for Letting Agency/Property Management Work.	Up to £5,000	Up to £5,000	01/04/24	A
Failure to publish/display : (a) Letting agency /property management fees. (b) Statement of client money protection membership. (c) Statement of property Redress Scheme Membership.	Up to £5,000	Up to £5,000	01/04/24	A
Failure to meet/breach of the Tenant's Fees Act 2019 requirements	Up to £30,000	Up to £30,000	01/04/24	A
Breach of requirement to belong to a client money protection Scheme	Up to £30,000	Up to £30,000	01/04/24	A
Failure to display/publish Client Money Protection Membership Certificate or give a copy of certificate free of charge	Up to £5,000	Up to £5,000	01/04/24	A
Maximum Penalty can be applied for each of the above breach/offence				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Place Trading Standards

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>TRADING STANDARDS:</b>				
Trading Standards NE London Metrology Partnership Income Income is credited to the joint trading account				
Section 11 (4) of the Weights and Measures Act 1985				
<b>Measuring Instruments:</b>				
<b>(a) Linear (with or without divisions/sub divisions)</b>				
First Tape	27.70 *	28.50 *	01/04/25	C
<b>(b) Capacity (without divisions, not exceeding 1 litre) - each measure</b>				
	27.30 *	28.10 *	01/04/25	C
<b>(c) Cubic ballast</b>				
Other than brim (each measure)	262.10 *	269.20 *	01/04/25	C
Brim/bucket type (each measure)	262.10 *	269.20 *	01/04/25	C
1. Liquid capacity measures for making and checking average quantity purchases each measure	53.10 *	54.60 *	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Place Trading Standards

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Measuring Instruments (continued):</b>				
2. Templates (per scale)				
First item	93.30 *	95.90 *	01/04/25	C
Second and subsequent items	45.10 *	46.40 *	01/04/25	C
<b>(d) Liquid fuel, Lubricants etc. (each instrument)</b>				
1. Container type (not sub-divided)	159.20 *	163.50 *	01/04/25	C
2. Other types (multi-outlets)				
1 meter tested	219.90 *	225.50 *	01/04/25	C
Each additional meter tested	129.80 *	133.30 *	01/04/25	C
3. Test of peripheral equipment on separate visit (per hour)	155.30 *	159.50 *	01/04/25	C
4. Test of credit card acceptor (per hour)	155.30 *	159.50 *	01/04/25	C
5. MID verification				
1 meter tested	264.00 *	271.20 *	01/04/25	C
Each additional meter	160.40 *	164.80 *	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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



## Place Trading Standards

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Measuring Instruments (continued):</b>				
<b>(e) Intoxicating liquor (each instrument)</b>				
Not exceeding 150ml (individual submissions)	33.10 *	34.00 *	01/04/25	C
Other	36.90 *	37.90 *	01/04/25	C
<b>(f) Each weight (stamping)</b>				
1. Weights exceeding 5kg or not exceeding 500mg, 2cm	20.40 *	21.00 *	01/04/25	C
2. Other weights	15.30 *	15.80 *	01/04/25	C
3. Other weights (more than one submitted)	13.80 *	14.20 *	01/04/25	C
4. Adjusting weights (per hour)	161.70 *	166.10 *	01/04/25	C
<b>(g) Verification - Weighing Machines / Weighing Equipment</b>				
1. Calibrated to weigh only metric:				
Not exceeding 15kg	158.20 *	162.50 *	01/04/25	C
Exceeding 15kg to 100kg	164.60 *	169.10 *	01/04/25	C
Exceeding 100kg to 250kg	188.60 *	193.70 *	01/04/25	C
Exceeding 250kg to 1 tonne	198.00 *	203.40 *	01/04/25	C
Exceeding 1 tonne to 10 tonne	243.00 *	249.60 *	01/04/25	C
Exceeding 10 tonnes to 30 tonnes	511.40 *	525.30 *	01/04/25	C
Exceeding 30 tonnes to 60 tonnes	760.70 *	781.30 *	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Place Trading Standards

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Measuring Instruments (continued):</b>				
2. When testing instruments incorporate peripherals such as remote display or printing facilities, and where completion of the test requires a second person or a second series of tests by the same person, an additional fee may be charged at the standard hourly rate:	159.90 *	164.30 *	01/04/25	C
3. Medical weighing scales (per hour)				
Not exceeding 15kg	143.00 *	146.90 *	01/04/25	C
Exceeding 15kg to 100kg	143.00 *	146.90 *	01/04/25	C
Exceeding 100kg to 250kg	158.30 *	162.60 *	01/04/25	C
Exceeding 250kg to 1 tonne	158.30 *	162.60 *	01/04/25	C
<b>Certificate of errors</b>				
For supplying a certificate containing results of errors found on testing (certificate supplied upon request of the submitter, fee applies when no other fee is payable)	73.90 *	75.90 *	01/04/25	C
<b>Measuring Instrument Directive</b>				
Measuring Instruments for liquid fuel and lubricants (No VAT will be charged for initial verification, re-verification will attract VAT) (surcharge over fee listed above)	20% Surcharge *	20% Surcharge *	01/04/24	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Place Trading Standards

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Measuring Instruments (continued):</b>				
<b>Other Weighing or Measuring Equipment</b>				
Brake tester/spring balance type	94.40 *	97.00 *	01/04/25	C
For equipment other than the categories specifically described above, or equipment submitted for testing by means of statistical sampling techniques, or in pursuance of a Community obligation other than EEC. Initial or partial verification per man hour spent at place of submission of equipment etc. (pro rata for one quarter hour periods)	143.00 *	146.90 *	01/04/25	C
<b>Standards Services provided to Other Local Authorities</b>				
Testing and Associated Services (per hour)	133.20	136.80	01/04/25	C
Collection Delivery charge (price shown is per mile) return trip + congestion charge where applicable	1.00	1.00	01/04/20	D
Inspections during standard office hours, including travelling time	133.20	136.80	01/04/25	C
Block Booked and Pre-paid Inspections totalling more than £5,000 (per hour)	93.30	95.90	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

## Place Trading Standards

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Section 76 of the 1985 Act</b>				
For other services or facilities provided, or for authorisation, certificates or other documents issued in pursuance of a community obligation				
Per man hour spent at place of providing the service, facility etc. (pro rata of one quarter hour periods)	133.20	136.80	01/04/25	C
<b>GLC (General Powers) Act 1985</b>				
Competitive Bidding - Licence Registration fee	437.00	437.00	01/04/23	D
<b>Financial Investigation by Accredited Financial Investigator (LA)</b>				
Where no individual agreement exists, per hour spent by AFI	81.00	81.00	01/04/24	D

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>S106 Monitoring Fees</b>				
Key non-financial obligations (per obligation)	1,093.00	1,123.00	01/04/25	C
Fixed Financial Obligations				
5% of the value of the total contributions				
minimum fee	1,093.00	1,123.00	01/04/25	C
maximum fee	43,720.00	44,920.00	01/04/25	C
Financial Obligations with future calculation				
Per Obligation	1,093.00	1,123.00	01/04/25	C
Additonal 5% of value of total contribution with a:				
minimum fee	1,093.00	1,123.00	01/04/25	C
maximum fee	43,720.00	44,920.00	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Other S106 Fees</b>				
Confirmation as to whether S106 obligations have been discharged	165.00	170.00	01/04/25	C
Fee for Request to vary S106 obligations less than 5 years old (does not include monitoring fee if S106 DoV approved)	552.00	567.00	01/04/25	C
<b>Invalid Planning Applications</b>				
Fee for submission of invalid planning application - Full	128.00	132.00	01/04/25	C
Fee for submission of invalid planning application - Householder	64.00	66.00	01/04/25	C
<b>Self Build Register</b>				
Entry onto Self Build register Part 1	100.00	103.00	01/04/25	C
Entry onto Self Build register Part 2	80.00	83.00	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Building**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>PLANNING AND BUILDING CONTROL:</b>				
Other Planning requests - per hour (minimum 1/2 hour)	91.00	94.00	01/04/25	C
Other Building Control requests - per hour (minimum 1/2 hour)	91.00	94.00	01/04/25	C
[The Building (Local Authority Charges) Regulations 2010] Committee reports (available from website for free)				
Scanning/Printing Cost per A4 and A3 sheet (minimum charge £2.50)	0.40	0.50	01/04/25	C
Scanning/Printing of plans (per sheet)	25.50	26.20	01/04/25	C
Demolition Notices (Per Site) (larger sites will be assessed separately, customers are invited to contact Building control for a bespoke price)	319.00	328.00	01/04/25	C
Building Control - Dangerous Structure charge				
8am - 5pm - per hour	107.00	110.00	01/04/25	C
5pm - 8am - per hour	128.00	132.00	01/04/25	C
(Travelling costs will also be charged as appropriate as well as Dangerous Structures Consortium Contractors Costs)				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Building**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Pre-Application advice</b>				
Pre-Application advice				
Householder/Small Business - Face to Face	128.00 *	132.00 *	01/04/25	C
Householder/Small Business - Written Response	213.00 *	219.00 *	01/04/25	C
Change of Business Premises up to 99 sq.m	382.00 *	393.00 *	01/04/25	C
Pre-Application advice - Residential units/Commercial or Industrial Floor space				
1 residential unit	382.00 *	393.00 *	01/04/25	C
1 residential unit - Follow up advice	191.00 *	197.00 *	01/04/25	C
2-3 residential/100-499sq m floor space	743.00 *	763.00 *	01/04/25	C
2-3 residential/100-499sq m floor space - Follow up advice	266.00 *	274.00 *	01/04/25	C
4-9 residential/500-999 sq. m floor space	1,910.00 *	1,962.00 *	01/04/25	C
4-9 residential/500-999 sq. m floor space - Follow up advice	637.00 *	655.00 *	01/04/25	C
10-24 residential/1000-1999 sq.m floor space/telecoms	4,244.00 *	4,359.00 *	01/04/25	C
10-24 residential/1000-1999 sq.m floor space/telecoms - Follow up advice	1,061.00 *	1,090.00 *	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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



**Place  
Planning & Building**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Planning Performance Agreements (PPA)</b>				
Initiation Fee	6,048.00	6,212.00	01/04/25	C
Premium Initiation	7,321.00	7,519.00	01/04/25	C
Residential 25-49 Dwellings, Non-residential Up to 3000 sq m	23,900.00	24,600.00	01/04/25	C
Residential 50-100 dwellings, Non-residential Up to 3001 - 5000 sq m, Mineral extraction up to 10 hectares	35,900.00	36,900.00	01/04/25	C
Residential 101-150 dwellings, Non-residential 5001-10000 sq m, Mineral extraction 10.1- 20 hectares	47,800.00	49,100.00	01/04/25	C
Residential 151-300 dwellings, Non-residential Up to 20,000 sq m, Mineral extraction 20.1 – 30 hectares	59,800.00	61,500.00	01/04/25	C
Residential 301-600 dwellings, Mineral extraction more than 30 hectares	83,600.00	85,900.00	01/04/25	C
Residential 601-900 dwellings	107,600.00	110,600.00	01/04/25	C
Residential 901+ dwellings	119,200.00	122,500.00	01/04/25	C
Research, retrieval and copy of one document for domestic properties	50.70	52.10	01/04/25	C
Research, retrieval and copy of one document for non-domestic properties	76.50	78.60	01/04/25	C
For each additional document	24.50	25.20	01/04/25	C
Planning Condition History Search (30 minutes)	46.00	47.30	01/04/25	C
Additional research time (per 15 minutes)	23.00	23.70	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Building**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
Supply of letter detailing inspections (where no completion certificate exists) per hour	144.00	148.00	01/04/25	C
Request for written confirmation that an Enforcement Notice has been complied with or is no longer of effect	178.00	183.00	01/04/25	C
Request to withdraw Enforcement Notice where the notice is no longer of effect	1,013.00	1,040.00	01/04/25	C
High Hedge Complaint	1,200.00	1,235.00	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>LOCAL LAND CHARGES:</b>				
Certain fees are laid down in regulations made under the Local Land Charges Act 1975.				
Fees for Official Local Land Charge Certificates				
Registration of a charge in Part II of the registers	110.00	113.00	01/04/25	C
<b>Official search (including issue of official certificate of search)</b>				
a) in only part of the register (one parcel)	11.30	11.60	01/04/25	C
b) in only part of register (each additional parcel thereafter)	3.50	3.60	01/04/25	C
c) in the whole of the register - post or fax (one parcel)	27.00	27.80	01/04/25	C
d) in the whole of the register - post or fax (each additional parcel thereafter)	7.00	7.20	01/04/25	C
e) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (one parcel)	27.00	27.80	01/04/25	C
f) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (each additional parcel thereafter)	7.00	7.20	01/04/25	C
Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)	2.35	2.40	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Office copy of any plan or other document filed pursuant to these rules:</b>				
Extract of register in place of personal search				
First Page	3.50	3.60	01/04/25	C
Subsequent pages	1.15	1.20	01/04/25	C
<b>CON29(R) Enquiries</b>				
One parcel of land	129.00	132.00	01/04/25	C
Several parcels of land				
Each additional (fees that exceed 100 to be fixed by arrangement)	55.50	57.00	01/04/25	C
<b>Part 2 Enquiries</b>				
Each printed enquiry	27.50	28.20	01/04/25	C
With exception to Question 4	41.50	42.70	01/04/25	C
With exception of surrounding area enquiries	46.00	47.30	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Copying Charges - Legal Documents</b>				
Certified Copy of Land Search - Paper Copy	19.10	19.60	01/04/25	C
First Page	3.50	3.60	01/04/25	C
Subsequent pages	0.70	0.80	01/04/25	C
Certified copy of extract of Highways Register (letter and extract)	38.50	39.60	01/04/25	C
Certified copy of extract of Highways Register (extract only and collection only)	19.10	19.70	01/04/25	C
<b>New Residential Addresses - (building names included) in an existing road</b>				
1 dwelling	82.00	84.30	01/04/25	C
2 - 5 dwellings	102.00	105.00	01/04/25	C
6 - 25 dwellings	120.00	123.00	01/04/25	C
26 - 45 dwellings	247.00	254.00	01/04/25	C
46 - 100 dwellings	526.00	540.00	01/04/25	C
100+ plots	887.00	911.00	01/04/25	C
Plus an extra fee for each additional 10 dwellings (or part thereof)	120.00	123.00	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>New Residential Addresses (building names included) plus single road name</b>				
1 - 5 dwellings	172.00	176.60	01/04/25	C
6 - 25 dwellings	197.00	202.50	01/04/25	C
26 - 45 dwellings	316.00	324.50	01/04/25	C
46 - 100 dwellings	595.00	611.00	01/04/25	C
100+ plots	957.00	983.00	01/04/25	C
Plus an extra fee for each additional 10 dwellings (or part thereof)	197.00	202.50	01/04/25	C
 For each additional road name	 82.00	 84.30	 01/04/25	 C
<b>New Commercial/Industrial Addresses (building name included) in an existing road</b>				
1 unit	82.00	84.30	01/04/25	C
2 - 5 units	102.00	105.00	01/04/25	C
6 - 10 units	120.00	123.00	01/04/25	C
11+ units	171.00	175.60	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>New Commercial/Industrial Addresses (building name included) plus a single road name</b>				
1 unit	102.00	105.00	01/04/25	C
2 - 5 units	120.00	123.00	01/04/25	C
6 - 10 units	146.00	150.00	01/04/25	C
11+ units	197.00	202.50	01/04/25	C
For each additional road name	82.00	84.30	01/04/25	C
New street name without any new dwellings or units	82.00	84.30	01/04/25	C
Naming of land parcel	82.00	84.30	01/04/25	C
Renaming of existing road or building (residential, commercial or industrial)	82.00	84.30	01/04/25	C
Plus an extra fee of £27.00 for each additional dwelling or building affected.	27.00	27.80	01/04/25	C
Research time: flat fee for 2 hour research into possible building/street names Non-refundable in the event that the suggested name(s) are not selected. One set of research to be undertaken on each application site only.	157.00	161.50	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Building Control Fees</b>				
New Dwellings less than 150m <sup>2</sup> Number				
1	1,290.00 *	1,325.00 *	01/04/25	C
2	1,721.00 *	1,765.00 *	01/04/25	C
3	2,007.00 *	2,205.00 *	01/04/25	B
4	2,437.00 *	2,645.00 *	01/04/25	B
5	2,725.00 *	3,085.00 *	01/04/25	B
6	3,153.00 *	3,525.00 *	01/04/25	B
For more than 6 dwellings, charges will be assessed individually				

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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



**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
Extensions, garage conversions and loft conversions Separate extensions constructed at the same time may be aggregated together				
Detached non-habitable building having a floor area not exceeding 40m <sup>2</sup> in total				
Fee	627.00 *	644.00 *	01/04/25	C
Fast Track	690.00 *	708.00 *	01/04/25	C
Garage conversions where the total floor area does not exceed 30m <sup>2</sup> including means of access and work in connection with that extension.				
Fee	627 *	644.00 *	01/04/25	C
Fast Track	690.00 *	708.00 *	01/04/25	C
Any extension of loft conversion where the total floor area of which does not exceed 30m <sup>2</sup> including means of access and work in connection with that extension				
Fee	800.00 *	822.00 *	01/04/25	C
Fast Track	880.00 *	904.00 *	01/04/25	C
Any extension or loft conversion where the total floor area of which exceeds 30m <sup>2</sup> , but does not exceed 60m <sup>2</sup> including means of access and work in connection with that extension.				
Fee	1,102.00 *	1,132.00 *	01/04/25	C
Fast Track	1,212.00 *	1,245.00 *	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
Any extension or loft conversion where the total floor area of which exceeds 60m <sup>2</sup> , but does not exceed 100m <sup>2</sup> including means of access and work in connection with that extension				
Fee	1,309.00 *	1,345.00 *	01/04/25	C
Fast Track	1,440.00 *	1,480.00 *	01/04/25	C
Extension or loft conversion or garage conversion of more than 100m <sup>2</sup> , please refer to charges for other works, otherwise contact building control for individually assessed charges				
For estimated cost of works exceeding £200,000, please contact building control for individually assessed charges.				
Building Safety Regulator work (per hour)	114.54	118.00	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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

**Place  
Planning & Public Protection**

(B) Charges determined by Cabinet

\*VAT inclusive

Income Source	Charges 2024/25 (from April 2024) £	Charges 2025/26 (from April 2025) £	Operative Date of Latest Notified Charge	Basis of Increase
Charges for other works				
Estimated Cost of Work				
£0 - £2,000	318.00 *	Withdrawn *	01/04/25	C
£2,000 - £5,000	477.00 *	Withdrawn *	01/04/25	C
£0 - £5,000		490.00 *	01/04/25	NEW
£5,000 - £10,000	627.00 *	644.00 *	01/04/25	C
£10,000 - £20,000	819.00 *	841.00 *	01/04/25	C
£20,000 - £30,000	996.00 *	1,023.00 *	01/04/25	C
£30,000 - £40,000	1,143.00 *	1,174.00 *	01/04/25	C
£40,000 - £50,000	1,288.00 *	1,323.00 *	01/04/25	C
£50,000 - £60,000	1,396.00 *	1,434.00 *	01/04/25	C
£60,000 - £70,000	1,504.00 *	1,545.00 *	01/04/25	C
£70,000 - £80,000	1,612.00 *	1,656.00 *	01/04/25	C
£80,000 - £90,000	1,734.00 *	1,781.00 *	01/04/25	C
£90,000 - £100,000	1,853.00 *	1,903.00 *	01/04/25	C
£100,000 - £120,000	1,981.00 *	2,034.00 *	01/04/25	C
£120,000 - £140,000	2,141.00 *	2,199.00 *	01/04/25	C
£140,000 - £170,000	2,269.00 *	2,330.00 *	01/04/25	C
£170,000 - £200,000	2,530.00 *	2,598.00 *	01/04/25	C

**Basis of Increase:**

A - Statutory/National

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

C - Inflationary and rounding increases

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