



## **Fees and Charges Schedule**

**2021/22**

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**Key to VAT**

- S - Standard Rate - 20%
- Z - Zero Rate - 0%
- E - Exempt from VAT
- O - Outside the scope of VAT

**Key to Fee**

- S - Statutory
- D - Discretionary

## **ENVIRONMENT, ENFORCEMENT AND HOUSING**

**ENVIRONMENT, ENFORCEMENT AND HOUSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2020-March 2021	April 2021-March 2022	April 2021-March 2022	April 2021-March 2022
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: CEMETERIES**

**CHARGING AREA: CEMETERIES**

*A Brentwood resident is anyone currently living in the Borough or someone who spent 75% of their life in the Borough.*

**Purchase of Exclusive Rights of Burial for 50 years**

All full burial graves	E	D	£ 1,244.00	£ 1,244.00	£ 1,268.00	£ 1,268.00
Cremated remains grass plot	E	D	448.00	448.00	457.00	457.00
Non-Brentwood resident - all full burial graves	E	D	2,489.00	2,489.00	2,537.00	2,537.00
Non-Brentwood resident - cremated remains grass plot	E	D	896.00	896.00	914.00	914.00

**Purchase of Exclusive Rights of Burial for 25 years (Vaults and Niches Only)**

Granite vaults	E	D	916.00	916.00	934.00	934.00
Niches In granite columbarium	E	D	616.00	616.00	628.00	628.00
Non- Brentwood resident - granite vaults	E	D	1,832.00	1,832.00	1,867.00	1,867.00
Non-Brentwood resident - niches in granite Columbarium	E	D	1,232.00	1,232.00	1,256.00	1,256.00

**Interment Fees**

Graves dug down for one or two	O	D	900.00	900.00	918.00	918.00
Additional charge for dig down to 9ft	O	D	222.00	222.00	227.00	227.00
Cremated remains grass plot	O	D	193.00	193.00	197.00	197.00
Granite vault	O	D	340.00	340.00	347.00	347.00
Niche In granite Columbarium	O	D	340.00	340.00	347.00	347.00
Child under 12 years	O	D	0.00	0.00	0.00	0.00
Non-Brentwood resident-graves dug down for one or two	O	D	1,800.00	1,800.00	1,835.00	1,835.00
Non-Brentwood resident -additional charge for dig down to 9ft	O	D	445.00	445.00	454.00	454.00
Non-Brentwood resident-cremated remains grass plot	O	D	386.00	386.00	394.00	394.00
Non-Brentwood resident -granite vault	O	D	680.00	680.00	693.00	693.00
Non-Brentwood resident -Niche In granite Columbarium	O	D	680.00	680.00	693.00	693.00
Non-Brentwood resident -Child under 12 years	O	D	0.00	0.00	0.00	0.00

**Option to Extend Exclusive Rights of Burial for a further 25 years**

All full burial graves	E	D	208.00	208.00	212.00	212.00
Cremated remains plot	E	D	104.00	104.00	106.00	106.00
Premium plots - NEW	E	D	N/A	N/A	TBC	TBC
Non-Brentwood resident -all full burial graves	E	D	416.00	416.00	424.00	424.00
Non-Brentwood resident -cremated remains plot	E	D	208.00	208.00	212.00	212.00

**Option to Extend Exclusive Rights of Burial for a further 10 years (Vaults and Niches Only)**

Granite vaults	E	D	366.00	366.00	373.00	373.00
Niches In granite Columbarium	E	D	246.00	246.00	251.00	251.00
Non-Brentwood resident - granite vaults	E	D	732.00	732.00	746.00	746.00
Non-Brentwood resident -Niches In granite Columbarium	E	D	492.00	492.00	502.00	502.00

**Monuments**

Monument/Inscription approval fee	O	D	140.00	140.00	143.00	143.00
Additional approval fee charge for kerbed monuments	O	D	140.00	140.00	143.00	143.00
Inscription on a vault or niche	S	D	207.50	249.00	211.67	254.00

**Other Charges**

Deed Transfer	O	D	61.00	61.00	63.00	63.00
Search of Burial Records	O	D	0.00	0.00	25.00	25.00
Chapel hire - Woodman Road Cemetery	E	D	58.00	58.00	60.00	60.00

**ENVIRONMENT, ENFORCEMENT AND HOUSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FE E	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: WASTE MANAGEMENT**

**CHARGING AREA: REFUSE**

**Dog waste and litter bin emptying**

Empty dog waste/litter bins

Per Empty	S	D	£	£	£	£
			3.33	4.00	3.75	4.50

**Domestic Refuse Collection**

Bulky Household Collections - Charge per item

Min 2 Items	O	D	11.00	11.00	11.50	11.50
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Biodegradable sacks for garden waste per wrap of 10\*

	O	D	3.30	3.30	3.40	3.40
--	---	---	------	------	------	------

Biodegradable sacks for garden waste per wrap of 100 (Wholesale)

	S	D	245.00	294.00	250.00	300.00
--	---	---	--------	--------	--------	--------

Garden Waste Bin hire per annum - including fortnightly emptying

	O	D	53.00	53.00	55.00	55.00
--	---	---	-------	-------	-------	-------

Garden Waste Bin - Replacement if lost/stolen

	O	D	20.00	20.00	21.00	21.00
--	---	---	-------	-------	-------	-------

Hire of 1280 litre container

	S	D	107.50	129.00	107.50	129.00
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Hire of 770, 940 and 1100 litre Container

	S	D	102.50	123.00	102.50	123.00
--	---	---	--------	--------	--------	--------

Hire of 240 litre container

	S	D	32.50	39.00	32.50	39.00
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Hire of 360 litre container

	S	D	43.33	52.00	43.33	52.00
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\* Please note there was a typing mistake in the approved F&C schedule for 2020/21.

Price should have been £3.30 but was incorrectly stated as £3.00

**Residual Trade Waste Collection & Disposal**

1280 litre Container

Per Lift

O D

1100 litre Container

O D

940 litre Container

O D

770 litre Container

O D

360 litre Container

O D

240 litre Container

O D

Prepaid Residual Sacks (25)

Per roll

O D

Extra collection

O D

Collection/delivery ( T&Cs S.14 )

O D

Amendment ( T&Cs S.14)

O D

Exempt for publication - please contact the Council for prices

**Residual Waste - Collection only**

1280 litre Container

Per Lift

O D

1100 litre Container

O D

940 litre Container

O D

770 litre Container

O D

360 litre Container

O D

240 litre Container

O D

Exempt for publication - please contact the Council for prices

**Trade Glass Collection**

1100 litre Container

O D

360 litre Container

O D

240 litre Container

O D

Exempt for publication - please contact the Council for prices

**Trade Dry Recycling Collection**

1280 litre Container

Per Lift

O D

1100 litre Container

O D

940 litre Container

O D

770 litre Container

O D

360 litre Container

O D

240 litre Container

O D

Prepaid Recycling Sacks (25)

Per roll

O D

Exempt for publication - please contact the Council for prices

**School Dry Recycling Collection**

One off charge

O D

Exempt for publication - please contact the Council for prices

**Trade Dry Recycling Sacks for Use in Containers Only**

Purple sacks - 400 sacks per box.

Box

O D

Exempt for publication - please contact the Council for prices

**Trade Food Waste**

140 litre bin

Per Lift

O D

Exempt for publication - please contact the Council for prices

**Events - Residual Waste ( Maximum hire 5 days - one collection)**

1100 litre Container

Per Lift

O D

770 litre Container

O D

360 litre Container

O D

240 litre Container

O D

Exempt for publication - please contact the Council for prices

**Events - Dry Recycling ( Maximum hire 5 days)**

1100 litre Container

Per Lift

O D

770 litre Container

O D

360 litre Container

O D

240 litre Container

O D

Exempt for publication - please contact the Council for prices

**Events - Glass ( Maximum hire 5 days)**

1100 litre Bin

Per Lift

O D

360 litre bin

O D

240 litre Bin

O D

Exempt for publication - please contact the Council for prices

**ENVIRONMENT, ENFORCEMENT AND HOUSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: OTHER ENVIRONMENTAL HEALTH SERVICES & CORPORATE ENFORCEMENT**

**SERVICE AREA: OTHER ENVIRONMENTAL HEALTH SERVICES & CORPORATE ENFORCEMENT**

**Dog Control**

Statutory Seizure Fee	O	S	25.00	25.00	25.00	25.00
Dog Warden Collection Costs	O	D	72.00	72.00	72.00	72.00
Kennelling Costs (per day charged by Kennel)	O	D	15.00	15.00	15.00	15.00

**Other charges**

Contaminated Land Search Enquiries	O	D	117.00	117.00	117.00	117.00
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**Pollution Prevention and Control Act 1999\***

\* Note these fees are set by DEFRA and are usually published after 1 April. Therefore fees from 1 April 2021 are subject to change

Standard Process	O	S	1,650.00	1,650.00	1,650.00	1,650.00
Reduced fee activities	O	S	99.00	99.00	99.00	99.00
Mobile screening and crushing plant	O	S	1,650.00	1,650.00	1,650.00	1,650.00

**Annual Subsistence Charge\***

\* Note these fees are set by DEFRA and are usually published after 1 April. Therefore fees from 1 April 2021 are subject to change

Standard process Low Risk	O	S	772.00	772.00	772.00	772.00
Standard process Medium Risk	O	S	1,161.00	1,161.00	1,161.00	1,161.00
Standard process High Risk	O	S	1,747.00	1,747.00	1,747.00	1,747.00
Reduced fee activities Low Risk	O	S	79.00	79.00	79.00	79.00
PVR I & II combined	O	S	113.00	113.00	113.00	113.00
Mobile screening and crushing plants	O	S	646.00	646.00	646.00	646.00

**Fixed Penalty Notices - Statutory Charge (Fee Range - S represents Upper Limit)**

**ASB, Crime and Policing Act 2014**

<b>Breach of Community Protection Notice</b>	O	S	100.00	100.00	100.00	100.00
Early payment	O	S/D	75.00	75.00	75.00	75.00
<b>Breach of Public Spaces Protection Order</b>	O	S	100.00	100.00	100.00	100.00
Early payment	O	S	75.00	75.00	75.00	75.00

**Environmental Protection Act 1990/ Clean Neighbourhoods & Env Act 2005**

<b>Failure to provide a waste transfer note</b>	O	S	300.00	300.00	300.00	300.00
Littering						
* Full penalty	O	S	150.00	150.00	150.00	150.00
* Early payment	O	S	75.00	75.00	75.00	75.00
<b>Unauthorised distribution of free literature</b>						
* Full penalty	O	S	150.00	150.00	150.00	150.00
* Early payment	O	S	50.00	50.00	50.00	50.00
<b>Domestic waste receptacle offences</b>						
* Full penalty	O	S	80.00	80.00	80.00	80.00
* Early payment	O	S	60.00	60.00	60.00	60.00
* <b>Dog control offences</b>	O	S	80.00	80.00	80.00	80.00
<b>Alarm noise - failure to nominate key-holder or to notify local authority key-holder's details</b>	O	S	80.00	80.00	80.00	80.00
<b>Nuisance parking</b>						
* Full penalty	O	S	100.00	100.00	100.00	100.00
* Early payment	O	S	60.00	60.00	60.00	60.00
<b>Abandoning a vehicle</b>						
* Full penalty	O	S	200.00	200.00	200.00	200.00
* Early payment	O	S	120.00	120.00	120.00	120.00
<b>Industrial and commercial waste receptacle offences</b>						
* Full penalty	O	S	110.00	110.00	110.00	110.00
* Early payment	O	S	75.00	75.00	75.00	75.00
<b>Fly-tipping</b>	O	S	400.00	400.00	400.00	400.00
<b>Littering from vehicles</b>						
* Full penalty	O	S/D	150.00	150.00	150.00	150.00
* Early payment	O	S/D	75.00	75.00	75.00	75.00
<b>Abandoned shopping trolleys</b>						
Seizure fee	O	S/D	40.00	40.00	40.00	40.00
Storage fee (per week or part thereof)	O	S/D	10.00	10.00	10.00	10.00
Delivery fee	O	S/D	30.00	30.00	30.00	30.00

**Anti-social Behaviour Act 2003**

<b>Graffiti</b>						
* Full penalty	O	S/D	150.00	150.00	150.00	150.00
* Early payment	O	S/D	50.00	50.00	50.00	50.00
<b>Fly posting</b>						
* Full penalty	O	S/D	150.00	150.00	150.00	150.00
* Early payment	O	S/D	50.00	50.00	50.00	50.00
<b>High Hedge Complaint</b>	O	S	500.00	500.00	500.00	500.00

**Noise Act 1996**

<b>Noise exceeding permitted level - domestic premises</b>						
* Full penalty	O	S/D	110.00	110.00	110.00	110.00
* Early payment	O	S/D	75.00	75.00	75.00	75.00
<b>Noise exceeding permitted level - licensed premises</b>						
* Full penalty	O	S/D	500.00	500.00	500.00	500.00

\* Levels set by Environment and Enforcement Committee July 2018

**ENVIRONMENT, ENFORCEMENT AND HOUSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: OTHER ENVIRONMENTAL HEALTH SERVICES**

**CHARGING AREA: HOUSES IN MULTIPLE OCCUPATION AND HOUSING ACT NOTICES**

**Houses in Multiple Occupation**

New licence - 5 years	O	D	857.00	857.00	873.00	873.00
Renewal of licence - 5 years	O	D	581.00	581.00	592.00	592.00

**Housing Act Notices**

Issuing notices under Housing Acts	O	D	235.00	235.00	239.00	239.00
Immigration Survey checks	O	D	82.00	82.00	84.00	84.00



**ENVIRONMENT, ENFORCEMENT AND HOUSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: STREET SERVICES**

**CHARGING AREA: STREET NAMING & NUMBERING**

**Address Change Charges**

Renaming/renumbering of domestic dwelling	OS	D	31.00	31.00	N/A	N/A
Industrial/Retail renumbering/rename	OS	D	61.00	61.00	N/A	N/A
Renaming/renumbering per property	OS	D	N/A	N/A	62.00	62.00

**Developer Charges**

Naming of street – per street	OS	D	102.00	102.00	104.00	104.00
Numbering of development plots	OS	D	77.00	77.00	78.00	78.00
Numbering of development plots 2-10 units	OS	D	148.00	148.00	151.00	151.00
Numbering of development plots over 10 units	OS	D	148.00 + £31 per extra unit			
					151.00 + £32 per extra unit	

**ENVIRONMENT, ENFORCEMENT AND HOUSING  
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DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022	
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**SERVICE AREA: COMMUNITY ALARMS**

**CHARGING AREA: COMMUNITY ALARMS**

*Note - VAT indicator should be zero if recipient is chronically sick or disabled and provides a certificate confirming this*

**Community Alarms**

Main Unit and Pendant (Rental)	Per week	S	D	1.90	2.28	1.90	2.28
Monitoring Fee for alarm plus up to five sensors per week	Per week	S	D	3.50	4.20	3.50	4.20
Monitoring Fee for alarm plus up to five sensors per week (if in receipt of full HB / Pension credit)	Per week	S	D	3.00	3.60	3.00	3.60
Annual Alarm Check (Review)	Per Visit	S	D	18.55	22.26	18.55	22.26

**Other Charges**

Extra 2nd pendant (Rental)	Per Week	S	D	1.50	1.80	1.50	1.80
Lost Pendant	Per Unit	S	D	41.22	49.46	41.22	49.46
Smoke Detector (Purchase only - Rental no longer available)	Per Unit	S	D	44.88	53.86	44.88	53.86
Key Safe - (Purchase only - Rental no longer available)	Per Unit	S	D	49.46	53.35	49.46	53.35
Bogus Caller Button/Panic Button (Purchase only - Rental no longer available)	Per Unit	S	D	43.75	52.50	43.75	52.50
Temperature extreme sensor (Purchase only - Rental no longer available)	Per Unit	S	D	60.78	72.94	60.78	72.94
CO2 Detectors (Purchase only - Rental no longer available)	Per Unit	S	D	88.83	106.60	88.83	106.60
Fall Detector (Purchase only - Rental no longer available)	Per Unit	S	D	82.50	99.00	82.50	99.00
Flood Detector (Purchase only - Rental no longer available)	Per Unit	S	D	74.80	89.76	74.80	89.76
Bed sensor (Purchase only - Rental no longer available)	Per Unit	S	D	44.00	52.80	44.00	52.80
Chair sensor (Purchase only)	Per Unit	S	D	36.30	43.56	36.30	43.56
Medication Dispenser (Purchase only - Rental no longer available)	Per Unit	S	D	165.00	198.00	165.00	198.00
Jewellery Pendant	Per Unit	S	D	41.25	49.50	41.25	49.50
Replacement cord	Per Unit	S	D	0.77	0.92	0.77	0.92
No Fault call out charge or adhoc site visits charge	Per Visit	S	D	18.55	22.26	18.55	22.26
Postage & Packing	Per Item	E	D	At Cost	At Cost	At Cost	At Cost

**ENVIRONMENT, ENFORCEMENT AND HOUSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022	
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**SERVICE AREA: HOMELESSNESS**

**CHARGING AREA: RECHARGES TO TENANTS**

**Recharges to Tenants**

Daily Bed and Breakfast Room Charge	O	D	£25 - £85	£25 - £85	£25 - £85	£25 - £85
Amenity Charge 1 person household per day	O	D	2.89	2.89	2.89	2.89
Amenity Charge 2 person household per day	O	D	3.37	3.37	3.37	3.37
Amenity Charge 3 person household per day	O	D	3.84	3.84	3.84	3.84
Amenity Charge 4 person household per day	O	D	4.31	4.31	4.31	4.31
Amenity Charge 5 person household per day	O	D	4.78	4.78	4.78	4.78
Amenity Charge Additional persons per day	O	D	0.48	0.48	0.48	0.48
Removals						
Minimum	S	D	Cost Price	Cost Price	Cost Price	Cost Price
Furniture	S	D	Cost Price	Cost Price	Cost Price	Cost Price
Storage - Homeless						
per square foot	S	D	Cost Price	Cost Price	Cost Price	Cost Price

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**SERVICE AREA: HOUSING REVENUE ACCOUNT**

**CHARGING AREA: ESTATES & SHELTERED**

**Housing Estates**

Storage - Evictions	Per week	O	D	11.74	11.74	12.00	12.00
Copying of Housefile		O	D	10.00	10.00	10.00	10.00
Copying of Tenancy Agreement		O	D	10.00	10.00	10.00	10.00
Garage Clearance		S	D	125.00	150.00	205.00	246.00
Property Clearance 1 or 2 Beds		S	D	At Cost	At Cost	205.00	246.00
Property Clearance 3 or 4 Beds		S	D	At Cost	At Cost	409.17	491.00
Bulk Waste Removal per item	Min 2 items	O	D	11.00	11.00	11.50	11.50

**Tenancy Management**

Court Costs	Average	O	D	376.00	376.00	376.00	376.00
Gas Servicing Warrant Fee		O	D	20.00	20.00	20.00	20.00
Gas Servicing Warrant Enforcement		S	D	35.00	42.00	35.00	42.00
Forced entry		S	D	65.00	78.00	98.33	118.00
Administration Charge		S	D	10.00	12.00	10.00	12.00
Non-return of Gas/Electric Keys and Cards	New Fee 21/22	O	D	N/A	N/A	186.00	186.00

**Garage Rental Fees Per Week**

<b>Car spaces &amp; Car Ports</b>							
Car Space Council Tenant		O	D	1.89	1.89	1.90	1.90
Car Space Private (NCT)		O	D	2.52	2.52	2.60	2.60
Car Space Leaseholder		O	D	2.18	2.18	2.20	2.20
<b>Garages</b>							
Garage Council Tenant		O	D	8.73	8.73	8.90	8.90
Garage Private (NCT)		S	D	11.74	14.00	12.00	14.40
Garage Charities		O	D	11.74	11.74	12.00	12.00
Garage Leasehold		E	D	10.23	10.23	10.40	10.40
Garage Commercial		S	D	21.79	26.15	22.20	26.60

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**SERVICE AREA: HOUSING REVENUE ACCOUNT**

**CHARGING AREA: REPAIRS**

*Note: Pricing Mechanism: Cost Price - 10% rounded to the nearest £5 the % reduction will reduce by 5% each year until the full cost is recovered (2022 - 2023)*

Rechargeable Repairs

Replacement Key/Key Fob	S	D	10.00	12.00	10.00	12.00
Lock Change	S	D	65.00	78.00	105.83	127.00
Single Glaze Window Replacement upto 1 Square Metre	S	D	77.00	92.40	76.67	92.00
Single Glaze Window Replacement over 1 Square Metre	S	D	85.00	102.00	119.17	143.00
Double Glazed Window Replacement upto 1 Square Metre	S	D	125.00	150.00	175.00	210.00
Double Glazed Window Replacement over 1 Square Metre	S	D	125.00	150.00	175.00	210.00
Internal Fire door Replacement	S	D	180.00	216.00	251.67	302.00
External Door Replacement	S	D	600.00	720.00	840.00	1,008.00
Paint Pack	S	D	70.00	84.00	98.33	118.00
Correction of Unauthorised Alterations (Where Tenants have conducted works without the permission of the Council and retrospective permission can not be granted)	S	D	Cost Price	Cost Price	Cost Price	Cost Price
			Cost Price	Cost Price	Cost Price	Cost Price
Any other repair deemed re-chargeable	S	D	Less 10%	Less 10%	Less 5%	Less 5%

**ENVIRONMENT, ENFORCEMENT AND HOUSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2020-March 2021		April 2021-March 2022	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: HOUSING REVENUE ACCOUNT**

**CHARGING AREA: LEASEHOLDERS**

**Leaseholders**

Leasehold Information Pack (LPE1)	S	D	127.50	153.00	130.00	156.00
Leasehold Alterations Consent	S	D	127.50	153.00	130.00	156.00
Leasehold property valuations (request for amendment)	S	D	Cost Price	Cost Price	Cost Price	Cost Price
Registration of Notices	O	D	56.00	56.00	57.00	57.00
Lease Extension or Enfranchisement	S	D	770.00	924.00	785.00	942.00
Lease Variation	S	D	375.00	450.00	383.33	460.00
Registration Fee for Charge (If lease rate is different this will be charged instead of the standard fee)	S	D	35.00	42.00	35.83	43.00
Letter of Postponement of Discount Charge to enable further borrowing	S	D	123.33	148.00	125.00	150.00

**Sheltered Schemes**

Rental of Guest Room Per Night*	S	D	8.33	10.00	8.33	10.00
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\*There has been a temporary VAT rate change to reduced rate from 8 July 2020 to 31 March 2021  
At this stage, it is expected that VAT will revert to standard rate from 1st April 2021

## **COMMUNITY & HEALTH**

COMMUNITY AND HEALTH FEES & CHARGES SCHEDULE FROM 1 APRIL 2021							
DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022		
			Excl VAT	Inc VAT	Excl VAT	Inc VAT	
SERVICE AREA: COMMUNITY INITIATIVES AND PARTNERSHIPS							
CHARGING AREA: COMMUNITY EVENTS							
Stallholder Pitch fees per 3 x 3m pitch							
<u>Lighting Up Brentwood - £30 street trading licence is included with the fees</u>							
Catering Unit - serving food e.g burgers, hot dogs etc.	E	D	160.00	160.00	163.00	163.00	
Catering Unit - serving alcohol	E	D	160.00	160.00	163.00	163.00	
Large Business - more than 10 employees	E	D	130.00	130.00	132.00	132.00	
Catering unit - buying food e.g. Bread, cakes, doughnuts, sweets, fruit and vegetables	E	D	90.00	90.00	92.00	92.00	
Small business - less than 10 employees	E	D	85.00	85.00	85.00	85.00	
Crafters and Artists - all hand made by the seller	E	D	55.00	55.00	55.00	55.00	
Registered charity	E	D	45.00	45.00	45.00	45.00	
<u>Strawberry Fair and other Community Events</u>							
Catering Unit - serving food e.g. Burgers, hot dogs etc.	E	D	130.00	130.00	132.00	132.00	
Catering Unit - serving alcohol	E	D	130.00	130.00	132.00	132.00	
Large business - more than 10 employees	E	D	100.00	100.00	102.00	102.00	
Catering unit - buying food e.g. Bread, cakes, doughnuts, sweets, fruit and vegetables	E	D	65.00	65.00	66.00	66.00	
Small business - less than 10 employees	E	D	60.00	60.00	60.00	60.00	
Crafters and Artists - all handmade by the seller	E	D	35.00	35.00	35.00	35.00	
Registered charity	E	D	35.00	35.00	35.00	35.00	
Ice Cream Van (Exclusive) - Strawberry Fair	E	D	430.00	430.00	430.00	430.00	
Ice Cream Van (Exclusive) - Family Fun Days	E	D	160.00	160.00	163.00	163.00	
Face Painters (large community events)	E	D	70.00	70.00	70.00	70.00	
<u>Family Fun Days</u>							
Wristbands - Rides and Bouncy castles	Per Child	E	D	4.00	4.00	4.00	4.00
Stalls - selling children's pocket money gifts and toys (new category)		E	D	20.00	20.00	20.00	20.00
Sole Catering unit by tender							
Face painters (per face painter)		E	D	n/a	n/a	20.00	20.00
<u>Sponsorship packages - any bespoke packages can be discussed with the Community Services team</u>							
<u>Strawberry Fair</u>							
Bronze Sponsor - non exclusive (logo on event programme, acknowledgement in press release, social media postings & logo in promotional materials and banners)		S	D	500.00	600.00	500.00	600.00
Silver Sponsor - non exclusive (logo in event programme, acknowledgement in press release and social media postings, logo in promotional materials and banners, sponsor inked to Coucil website, live acknowledgement throughout the event & business banner displayed at event)		S	D	750.00	900.00	750.00	900.00
<u>Family Fun Day</u>							
Bronze Sponsor - non exclusive (logo on event flyer each week, acknowledgement in press release, social media postings & logo in promotional materials and banners)		S	D	300.00	360.00	300.00	360.00
Wristbands - logo on 3,000 wristbands		S	D	550.00	660.00	550.00	660.00
Summer Events Gold Package - non exclusive (all the benefits of the Strawberry Fair and Family Fun Days Silver packages)		S	D	1,100.00	1320.00	1,100.00	1320.00
<u>Lighting Up Brentwood</u>							
Bronze Sponsor - non exclusive (Full page advert in event programme , acknowledgement in press release, social media postings & logo in promotional materials and banners)		S	D	500.00	600.00	500.00	600.00
Silver Sponsor - non exclusive (Full page advert in event programme, acknowledgement in press release and social media postings, logo in promotional materials and banners, sponsor linked to Coucil website, stallholder pitch, business banner displayed around the stage)		S	D	750.00	900.00	750.00	900.00
Christmas trees (business banner around one Christmas tree for six weeks from November - January, hyperlink to business from Council website)		S	D	850.00	1020.00	850.00	1020.00
<u>Shenfield Christmas Fayre</u>							
Bronze Sponsor - non exclusive (Full page advert in event programme , acknowledgement in press release, social media postings & logo in promotional materials and banners)		S	D	500.00	600.00	500.00	600.00
Silver Sponsor - non exclusive (Full page advert in event programme, acknowledgement in press release and social media postings, logo in promotional materials and banners, sponsor linked to Coucil website, stallholder pitch, business banner displayed around the stage.)		S	D	750.00	900.00	750.00	900.00
Winter Events Gold package All the benefits of the Lighting Up Brentwood and Shenfield Christmas Fayre Silver packages		S	D	1300.00	1560.00	1300.00	1560.00
Community Sponsor non exclusive (logo on promotional materials for three community projects, acknowledgements in press releases and social media, logo on all sports awards, invitation to present a sports award, invitation to attend project showcase events, sponsor linked to Council website)		S	D	1000.00	1200.00	1000.00	1200.00
Platinum Package - non -exclusive All annual events (excluding Brentwood Business Showcase) and community development projects. All the benefits of the Summer and Christmas events Gold Packages, plus the benefit of the Community Sponsor Package)		S	D	3200.00	3840.00	3200.00	3840.00
Estate Agent Boards - (Exclusive to each event) - Display of boards, mention in press release and social media and business link to Council website		S	D	300.00	360.00	300.00	360.00



**COMMUNITY AND HEALTH  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: COMMUNITY INITIATIVES AND PARTNERSHIPS**

**CHARGING AREA: BRENTWOOD CENTRE**

**BRENTWOOD CENTRE - CONTRACTED SERVICES**

**Fitness**

Direct Debit Inclusive Membership per month - includes gym, swim and group exercise classes	E	D			24.99	24.99
Concession (those in receipt of state pension/students, corporate or emergency services)	E	D			22.50	22.50
Gym only membership	E	D			19.99	19.99
Concession (those in receipt of state pension/students, corporate or emergency services)	E	D			18.00	18.00
Pay as you go gym sessions adult	E	D			7.00	7.00
Pay as you go group exercise class adult	E	D			7.00	7.00
Concession (those in receipt of state pension/students, corporate or emergency services)	E	D			4.90	4.90

**Swimming**

Swimming only membership	E	D			19.99	19.99
Concession (those in receipt of state pension/students, corporate or emergency services)	E	D			18.00	18.00
Swimming Session Adult	E	D			5.50	5.50
Swimming Session Junior	E	D			4.00	4.00
Swimming Lesson Adult (per half hour)	E	D			6.24	6.24
Swimming Lesson Junior (per half hour)	E	D			6.24	6.24

**Court Hire**

Badminton Court	E	D			12.80	12.80
Indoor Five a side football (equivalent of 4 badminton courts)	E	D			51.20	51.20
Table tennis	E	D			12.80	12.80
Concession (those in receipt of state pension/students, corporate or emergency services)	E	D			11.52	11.52

**COMMUNITY AND HEALTH  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: COMMUNITY INITIATIVES AND PARTNERSHIPS**

**CHARGING AREA: BRENTWOOD CENTRE**

**BRENTWOOD CENTRE - HIRE CHARGES**

**3G Football Pitch**

Full pitch - peak Adult	E	D	90.00	90.00
Full pitch - peak Junior	E	D	90.00	90.00
Full pitch - off-peak Adult	E	D	45.00	45.00
Full pitch - off peak Junior	E	D	45.00	45.00
Full pitch - weekends Adult	E	D	80.00	80.00
Full pitch - weekends Junior	E	D	70.00	70.00
Half pitch - peak Adult	E	D	45.00	45.00
Half pitch - peak Junior	E	D	45.00	45.00
Half pitch - off-peak Adult	E	D	22.50	22.50
Half pitch - off peak Junior	E	D	20.00	20.00
Half pitch - weekends Adult	E	D	40.00	40.00
Half pitch - weekends Junior	E	D	35.00	35.00

All other charges will be by negotiation and consultation with the Chair of Community and Health Committee

**COMMUNITY AND HEALTH  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: GOLF COURSE**

**CHARGING AREA: GOLF COURSE**

*The Council applied the Sports VAT Exemption with effect 01/10/2018. Prior to this, fees would have included VAT at the standard rate.*

**Annual Season Ticket**

7 day Adult	E	D	737.00	737.00	752.00	752.00
7 day Junior (under 17)	E	D	54.00	54.00	56.00	56.00
7 day Intermediate (under 25)	E	D	550.00	550.00	561.00	561.00
5 day Adult	Mon - Fri	E	D	621.00	621.00	633.00
5 day Concessionary	Mon - Fri	E	D	503.00	503.00	513.00

**Weekday**

Per Round - 18 holes - Adult	E	D	19.00	19.00	20.00	20.00
Per Round - 18 holes - Junior (under 17) & OAPs	E	D	16.00	16.00	17.00	17.00

**Weekends and Public Holidays**

Per Round - 18 holes - Adult	E	D	25.00	25.00	26.00	26.00
Juniors (under 17) & OAP's	After 1pm	E	D	16.00	16.00	17.00

**Other Charges**

Twilight Play - Weekday	E	D	10.00	10.00	11.00	11.00
Twilight Play - Weekends and Public Holidays	E	D	11.00	11.00	12.00	12.00

**Group Bookings Offer.** For group bookings of 20 people or more, each person receives 25% off green fees. Please note this offer is not available in conjunction with any other offer and can be withdrawn at any time.

**Corporate Offer.** Receive 25% discount on green fees and 10% discount on season tickets when you produce a valid employee ID from the following companies

**Armed Service Discount.** 50% discount on green fees and 10% discount on memberships for current and past serving members of the armed forces during November.

**COMMUNITY AND HEALTH  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: OPEN SPACES**

**CHARGING AREA: SPORTS FACILITIES AND OPEN SPACES**

*The Council applied the Sports VAT Exemption with effect 01/10/2018. Prior to this, fees not meeting the block booking requirements would have included VAT at the standard rate.*

**Football & Rugby**

King George's Playing Field & Warley Playing Fields (with Changing Facilities)

Pitch & Pavilion - Fortnightly - Adult - Season	Sunday/Bank Holidays	E	D	1,059.00	1,059.00	1,080.00	1,080.00
Pitch & Pavilion - Fortnightly - Adult - Season	Other Days	E	D	1,035.00	1,035.00	1,055.00	1,055.00

Pitch & Pavilion - Weekly - Adult - Season	Sunday/Bank Holidays	E	D	2,117.00	2,117.00	2,158.00	2,158.00
Pitch & Pavilion - Weekly - Adult - Season	Other Days	E	D	2,066.00	2,066.00	2,106.00	2,106.00

Occasional Matches - Adult	Any Day	E	D	104.00	104.00	106.00	106.00
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Other Playing Fields (No Changing Facilities)

Pitch - Fortnightly - Adult - Season	Any Day	E	D	672.00	672.00	685.00	685.00
Pitch - Weekly - Adult - Season	Any Day	E	D	1,339.00	1,339.00	1,365.00	1,365.00

Junior Matches All Sites (No Changing Facilities)

Pitch - Fortnightly - Junior - Season	Any Day	E	D	368.00	368.00	375.00	375.00
Pitch - Weekly - Junior - Season	Any Day	E	D	733.00	733.00	747.00	747.00

Occasional Matches (No Changing Facilities)

Adult	Any Day	E	D	65.00	65.00	67.00	67.00
Juniors (under17)	Any Day	E	D	40.00	40.00	41.00	41.00

Mini Soccer - All Sites (No Changing Facilities)

Seasonal Booking every week	Weekly	E	D	389.00	389.00	397.00	397.00
Occasional	Any Day	E	D	34.00	34.00	35.00	35.00

**Bowling Greens**

Bowls - Season	Adult	E	D	160.00	160.00	164.00	164.00
Bowls - Season	Juniors/OAP's	E	D	101.00	101.00	103.00	103.00
Match Reservations + per rink (inclusive of visitors fees non returnable)	Club Charges	E	D	6.00	6.00	7.00	7.00
Other Reservations (not inclusive of visitors fees non returnable)	Club Charges	E	D	4.00	4.00	5.00	5.00

**Large Open spaces with facilities (The Brentwood Centre)**

Large Events - more than 1/2 Field with £5 or more admission fee		E	D	2,275.00	2,275.00	2,319.00	2,319.00
Medium Events - less than 1/2 field and less than £5 admission fee		E	D	937.00	937.00	955.00	955.00
Small Events - less than 1/4 field		E	D	402.00	402.00	410.00	410.00
Set up and take down for events				25% of day rate		25% of day rate	
Keep Fit sessions - No cordoning off of field (max 20)	Single	S	D	16.67	20.00	17.00	21.00
Non commercial or charitable events (following approval by ward members) 50% discount							

**Large Open spaces with facilities (King Georges Playing Field)**

Area A (Prev Area B) Open space opposite old paddling pool area		E	D	402.00	402.00	410.00	410.00
Area B (Prev Area C) Overflow car park/pitch one. Outside football season only		E	D	402.00	402.00	410.00	410.00
Keep Fit sessions - No cordoning off of field (max 20)		S	D	16.67	20.00	17.00	21.00
Non commercial or charitable events (following approval by ward members) 50% discount							

**Other Open Spaces**

Open Space (following approval by Ward members)	Daily Charge	E	D	402.00	402.00	410.00	410.00
Keep Fit sessions - No defined area (max 20 people)	Single session	S	D	16.67	20.00	17.00	21.00

**All Open Spaces**

Filming Location Fee (subject to conditions & credits)	Open Space only	S	D	By negotiation and 1% of original fee	By negotiation and 1% of original fee		
Repeat Fee							

**COMMUNITY AND HEALTH  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: OTHER ENVIRONMENTAL HEALTH SERVICES**

**SERVICE AREA: FOOD & HEALTH SAFETY**

**Skin Piercing**

Premises Registration	O	D	257.50	257.50	262.00	262.00
Practitioner Registration	O	D	91.50	91.50	93.00	93.00

**Other Charges**

Level 2 CIEH Food Hygiene/Health & safety	E	D	67.00	67.00	67.00	67.00
Food Hygiene Rating Score Re-inspection (FHRS)	O	D	180.00	180.00	180.00	180.00

## **POLICY, RESOURCES & ECONOMIC DEVELOPMENT**

**POLICY, RESOURCES AND ECONOMIC DEVELOPMENT  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: PARKING**

**CHARGING AREA: Offstreet Parking**

**Chatham Way**

**Monday to Saturday - 6:00am to 7:00pm**

30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.83	1.00
2 hours	S	D	1.67	2.00	1.67	2.00
2 hours with discount card	S	D	1.17	1.40	1.17	1.40
3 hours	S	D	2.50	3.00	2.50	3.00
4 hours	S	D	3.33	4.00	3.33	4.00
5 hours	S	D	4.17	5.00	4.17	5.00
6 hours	S	D	5.00	6.00	5.00	6.00
24 hours	S	D	6.67	8.00	6.67	8.00

**Monday to Saturday - 7:00pm to 6:00am**

Overnight Charge	S	D	1.67	2.00	1.67	2.00
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**Sunday Charge**

All day	S	D	0.00	0.00	0.00	0.00
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**Coptfold Road**

**Monday to Saturday - 6:00am to 7:00pm**

30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.83	1.00
2 hours	S	D	1.67	2.00	1.67	2.00
2 hours with discount card	S	D	1.17	1.40	1.17	1.40
3 hours	S	D	2.50	3.00	2.50	3.00
4 hours	S	D	3.33	4.00	3.33	4.00
5 hours	S	D	4.17	5.00	4.17	5.00
6 hours	S	D	5.00	6.00	5.00	6.00
6 hours+ to close	S	D	6.67	8.00	6.67	8.00

**Monday to Saturday - 7:00pm to 10:00pm**

Overnight Charge	S	D	1.67	2.00	1.67	2.00
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**Sunday Charge - 6:00am to 10:00pm**

Flat Charge	S	D	0.83	1.00	0.83	1.00
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Lost Ticket	S	D	8.33	10.00	8.33	10.00
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Exit charge after 10:00pm	S	D	41.67	50.00	41.67	50.00
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**William Hunter Way**

**Monday to Saturday - 6:00am to 7:00pm**

30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.83	1.00
2 hours	S	D	1.67	2.00	1.67	2.00
2 hours with discount card	S	D	1.17	1.40	1.17	1.40
3 hours	S	D	2.50	3.00	2.50	3.00
4 hours	S	D	3.33	4.00	3.33	4.00
5 hours	S	D	4.17	5.00	4.17	5.00
6 hours	S	D	5.00	6.00	5.00	6.00
24 hours	S	D	6.67	8.00	6.67	8.00
Overnight Charge	S	D	1.67	2.00	1.67	2.00

**Sunday Charge**

All day	S	D	0.83	1.00	0.83	1.00
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**POLICY, RESOURCES AND ECONOMIC DEVELOPMENT  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: PARKING**

**CHARGING AREA: Offstreet Parking**

**Town Hall**

**Monday to Saturday - 6:00am to 7:00pm**

30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.83	1.00
2 hours	S	D	1.67	2.00	1.67	2.00
2 hours with discount card	S	D	1.17	1.40	1.17	1.40
3 hours	S	D	2.50	3.00	2.50	3.00
4 hours	S	D	3.33	4.00	3.33	4.00
5 hours	S	D	4.17	5.00	4.17	5.00
6 hours	S	D	5.00	6.00	5.00	6.00
24 hours	S	D	6.67	8.00	6.67	8.00
Overnight Charge	S	D	1.67	2.00	1.67	2.00
<b>Sunday Charge</b>						
All day	S	D	0.00	0.00	0.00	0.00

**Westbury Road**

Saturday - all day	S	D	3.33	4.00	3.33	4.00
Sunday - all day	S	D	0.83	1.00	0.83	1.00
Overnight Charge	S	D	1.67	2.00	1.67	2.00

**King George's Playing Field**

4 Hours	S	D	0.00	0.00	0.00	0.00
Over 4 Hours	S	D	4.17	5.00	4.17	5.00
Coaches	S	D	12.50	15.00	12.50	15.00

**Monday to Friday 09:00am - 6:00pm**

**Ingatestone**

Maximum stay 2 hours no return for 4 hours	S	D	0.00	0.00	0.00	0.00
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**Note - This is for Bellmead and Market Square Monday to Saturday 8:00am - 6:00pm**

**Friars Avenue**

Maximum stay 2 hours no return for 4 hours	S	D	N/A	N/A	N/A	N/A
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**Monday to Saturday - 6:00am to 7:00pm**

30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.83	1.00
2 hours	S	D	1.67	2.00	1.67	2.00
2 hours with discount card	S	D	1.17	1.40	1.17	1.40
3 hours	S	D	2.50	3.00	2.50	3.00
Overnight Charge	S	D	1.67	2.00	1.67	2.00
<b>Sunday Charge</b>						
All day	S	D	0.83	1.00	0.83	1.00

**Hunters Avenue**

Maximum stay 2 hours no return for 4 hours	S	D	N/A	N/A	N/A	N/A
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**Monday to Saturday - 6:00am to 7:00pm**

30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	8.93	1.00	8.93	1.00
2 hours	S	D	1.67	2.00	1.67	2.00
2 hours with discount card	S	D	1.17	1.40	1.17	1.40
3 hours	S	D	2.50	3.00	2.50	3.00
Overnight Charge	S	D	1.67	2.00	1.67	2.00
<b>Sunday Charge</b>						
All day	S	D	0.83	1.00	0.83	1.00



**POLICY, RESOURCES AND ECONOMIC DEVELOPMENT  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: PARKING**

**CHARGING AREA: Offstreet Parking - Season Tickets and Penalty Charge Notices**

**Season Tickets - Standard Charge**

7 days	S	D	30.00	36.00	30.00	36.00
1 month	S	D	93.33	112.00	93.33	112.00
3 months	S	D	271.67	326.00	271.67	326.00
6 months	S	D	518.33	622.00	518.33	622.00
12 months	S	D	935.00	1,122.00	935.00	1,122.00

Note - For Coptfold Road, Sir Francis Way, Westbury Road and William Hunter Way car parks

**Penalty Charge Notice**

Higher Level Penalty Charge Notice	O	S	70.00	70.00	70.00	70.00
Higher Level Penalty Charge Notice (if paid within 14 days)	O	S	35.00	35.00	35.00	35.00
Lower Level Penalty Charge Notice	O	S	50.00	50.00	50.00	50.00
Lower Level Penalty Charge Notice (if paid within 14 days)	O	S	25.00	25.00	25.00	25.00

**DESIGN AND PRINT SERVICES**  
**FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: DESIGN AND PRINT SERVICES**

**CHARGING AREA: DESIGN AND PRINT SERVICES**

**External Printing**

Provision of design and print services - per hour	S	D	£	£	£	£
			16.67	20.00	17.00	20.40
Price per black and white copy	S	D	£	£	£	£
			0.01	0.01	0.01	0.01
Price per colour copy	S	D	£	£	£	£
			0.03	0.04	0.03	0.04
Provision of printing materials	S	D	As per job spec		As per job spec	

**Policy, Resources & Economic Development**  
**FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2020-March 2021		April 2021-March 2022	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: OFFICE ACCOMMODATION**

**CHARGING AREA: WEDDINGS & ROOM HIRE**

**Committee Room Hire (Town Hall)**

Council Chamber Half Day*	S	D	358.33	430.00	370.00	444.00
Council Chamber Full Day*	S	D	612.50	735.00	625.00	750.00
Committee Rooms 1 Half Day*	S	D	154.17	185.00	158.33	190.00
Committee Rooms 1 Full Day*	S	D	255.00	306.00	258.33	310.00
Committee Rooms 2 Half Day*	S	D	62.50	75.00	63.33	76.00
Committee Rooms 2 Full Day*	S	D	102.50	123.00	104.17	125.00
Civic Foyer Half Day	S	D	102.50	123.00	104.17	125.00
Civic Foyer Full Day	S	D	179.17	215.00	183.33	220.00
Leader's room Half Day	S	D	76.67	92.00	78.33	94.00
Leader's room Full Day	S	D	143.33	172.00	145.83	175.00

\* 50% Discount applicable for booking made by Charities and Community Groups

**Weddings (Town Hall - From August 2019)**

Council Chamber Monday - Thursday	S	D	358.33	430.00	358.33	430.00
Council Chamber Friday	S	D	358.33	430.00	358.33	430.00
Council Chamber Saturday	S	D	358.33	430.00	358.33	430.00

\* Please note fees for wedding ceremonies in the Council Chamber are administered by BBC and does not include registrar fee

Committee Rooms Monday - Thursday	E/S	D	190.00	209.00	191.00	210.00
Committee Rooms Friday	E/S	D	255.00	282.00	250.00	300.00
Committee Rooms Saturday	E/S	D	310.00	349.00	308.33	370.00

Please note the above charges do not include the fee for the certificate. £11 will need to be paid in addition to the charges above.

## **PLANNING AND LICENSING**

**PLANNING AND LICENSING**  
**FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: LAND CHARGES**

**CHARGING AREA: Land Charges**

**Search Fees**

LLC1	O	S	20.00	20.00	20.00	20.00
CON 29R	S	S	100.00	120.00	101.67	122.00
CON 29R including LLC1	S/O	S	130.00	140.00	119.17	143.00
CON 290 optional enquiries, except Q22	S	S	12.50	15.00	12.50	15.00
CON 290 optional enquiries, Q22 only	S	S	14.00	16.80	14.17	17.00
Any other additional enquiries	O	S	30.00	30.00	31.00	31.00
Additional parcels of Land	S	S	35.50	42.96	36.67	44.00

# In relation to CON 290, Q.22 only, additional parcels of land are processed at £1 per parcel, subject to maximum of 6 parcels of land, there being a £20 maximum fee payable in this regard

Personal Searches - Self Service	Free	Free	Free	Free
New Assisted Personal Search - upon application with the Thurrock Council Land	POA	POA	POA	POA

**PLANNING AND LICENSING**  
**FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
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**SERVICE AREA: LICENSING**

**CHARGING AREA: Licence Fees**

**Street Trading**

Independent Permanent Stall - Annual	O	D	400.00	400.00	400.00	400.00
Independent 'One Off Stalls'	O	D	90.00	90.00	90.00	90.00
Lighting Up Brentwood	O	D	30.00	30.00	30.00	30.00

**Scrap Metal**

Site Application - New - 3 years	O	D	495.00	495.00	495.00	495.00
Collector Application - New - 3 years	O	D	280.00	280.00	280.00	280.00
Variation	O	D	89.00	89.00	89.00	89.00
Site Renewal Application - 3 years	O	D	445.00	445.00	445.00	445.00
Collector Renewal Application - 3 years	O	D	230.00	230.00	230.00	230.00

**Skin Piercing**

Premises Registration	O	D	257.50	257.50	257.50	257.50
Practitioner Registration	O	D	91.50	91.50	91.50	91.50

**Animals**

*\* Please note vet costs are in addition to these fees where vet required*

Animal Boarding - Application Fee	O	D	300.00	300.00	300.00	300.00
Animal Boarding - Grant Fee	O	D	100.00	100.00	100.00	100.00
Selling Animals As Pets - Application Fee	O	D	300.00	300.00	300.00	300.00
Selling Animals As Pets - Grant Fee	O	D	100.00	100.00	100.00	100.00
Dog Breeding - Application Fee	O	D	300.00	300.00	300.00	300.00
Dog Breeding - Grant Fee	O	D	100.00	100.00	100.00	100.00
Hiring Out Horses - Application Fee	O	D	300.00	300.00	300.00	300.00
Hiring Out Horses - Grant Fee	O	D	100.00	100.00	100.00	100.00
Keeping Animals for Exhibition - Application Fee	O	D	300.00	300.00	300.00	300.00
Keeping Animals for Exhibition - Grant Fee	O	D	100.00	100.00	100.00	100.00
Combination Of Activities - Application Fee (for each additional activity)	O	D	150.00	150.00	150.00	150.00
Combination Of Activities - Grant Fee (for each additional activity)	O	D	75.00	75.00	75.00	75.00
Variation to licence/re-evaluation or rating	O	D	222.00	222.00	222.00	222.00
Appeal (All Licences)	O	D	137.00	137.00	137.00	137.00
Variation to reduce the licenable activities or number of animals	O	D	85.00	85.00	85.00	85.00
Dangerous Wild Animals - 2 years	O	D	300.00	300.00	300.00	300.00
Zoo Premises New - 6 years	O	D	927.00	927.00	927.00	927.00
Zoo Premises Renewal - 4 years	O	D	566.50	566.50	566.50	566.50

**Sex Establishment Licensing**

Premises Application	O	D	2,330.00	2,330.00	2,330.00	2,330.00
Premises Renewal	O	D	1,590.00	1,590.00	1,590.00	1,590.00
Premises Variation	O	D	530.00	530.00	530.00	530.00

**Pavement Permit**

New application Tables and Chairs 1-2 tables	O	D	260.00	260.00	260.00	260.00
New Application Tables and Chairs 3-6 tables	O	D	470.00	470.00	470.00	470.00
New Application Tables and Chairs over 6 tables.	O	D	675.00	675.00	675.00	675.00
Renewal application Tables and Chairs 1-2 tables	O	D	160.00	160.00	160.00	160.00
Renewal Application Tables and Chairs 3-6 tables	O	D	370.00	370.00	370.00	370.00
Renewal Application Tables and Chairs over 6 tables.	O	D	575.00	575.00	575.00	575.00

**Road Closure**

Application to close road with 0 - 499 people attending	O	D	200.00	200.00	200.00	200.00
Application to close road with 500 - 1999 people attending	O	D	360.00	360.00	360.00	360.00
Application to close road with 2000+ people attending	O	D	680.00	680.00	680.00	680.00

**PLANNING AND LICENSING**  
**FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

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			April 2020-March 2021	April 2021-March 2022	April 2021-March 2022	April 2021-March 2022
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**SERVICE AREA: LICENSING**

**CHARGING AREA: Licence Fees**

**Gambling Act 2005**

Bingo Clubs

New Application	O	D	3,500.00	3,500.00	3,500.00	3,500.00
Annual Fee	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Vary	O	D	1,750.00	1,750.00	1,750.00	1,750.00
Application to Transfer	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application to Re-instatement	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application for Provisional Statement	O	D	3,500.00	3,500.00	3,500.00	3,500.00
Licence Application (Provisional Statement Holders)	O	D	1,200.00	1,200.00	1,200.00	1,200.00

Betting Premises

New Application	O	D	3,000.00	3,000.00	3,000.00	3,000.00
Annual Fee	O	D	600.00	600.00	600.00	600.00
Application to Vary	O	D	1,500.00	1,500.00	1,500.00	1,500.00
Application to Transfer	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application to Re-instatement	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application for Provisional Statement	O	D	3,000.00	3,000.00	3,000.00	3,000.00
Licence Application (Provisional Statement Holders)	O	D	1,200.00	1,200.00	1,200.00	1,200.00

Tracks

New Application	O	D	2,500.00	2,500.00	2,500.00	2,500.00
Annual Fee	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Vary	O	D	1,250.00	1,250.00	1,250.00	1,250.00
Application to Transfer	O	D	950.00	950.00	950.00	950.00
Application to Re-instatement	O	D	950.00	950.00	950.00	950.00
Application for Provisional Statement	O	D	2,500.00	2,500.00	2,500.00	2,500.00
Licence Application (Provisional Statement Holders)	O	D	950.00	950.00	950.00	950.00

Family Entertainment Centres

New Application	O	D	2,000.00	2,000.00	2,000.00	2,000.00
Annual Fee	O	D	750.00	750.00	750.00	750.00
Application to Vary	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Transfer	O	D	950.00	950.00	950.00	950.00
Application to Re-instatement	O	D	950.00	950.00	950.00	950.00
Application for Provisional Statement	O	D	2,500.00	2,500.00	2,500.00	2,500.00
Licence Application (Provisional Statement Holders)	O	D	950.00	950.00	950.00	950.00

Adult Gaming Centres

New Application	O	D	2,000.00	2,000.00	2,000.00	2,000.00
Annual Fee	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Vary	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Transfer	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application to Re-instatement	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application for Provisional Statement	O	D	2,000.00	2,000.00	2,000.00	2,000.00
Licence Application (Provisional Statement Holders)	O	D	1,200.00	1,200.00	1,200.00	1,200.00

Prize Gaming Permit and Family Entertainment Centre Gaming Machine Permit

Permit Application (New)	O	S	300.00	300.00	300.00	300.00
Permit Application (Existing Operator)	O	S	100.00	100.00	100.00	100.00
Renewal of Permit	O	S	300.00	300.00	300.00	300.00
Change of Name on Permit	O	S	25.00	25.00	25.00	25.00
Copy of Permit	O	S	15.00	15.00	15.00	15.00

Club Gaming or Machine Permit

Permit Application (New)	O	S	200.00	200.00	200.00	200.00
Permit Application (Existing Holder)	O	S	100.00	100.00	100.00	100.00
Permit Application (Holder of club premises certificate under Licensing Act 2003)	O	S	100.00	100.00	100.00	100.00
Renewal of Permit	O	S	200.00	200.00	200.00	200.00
Annual Fee for Permit	O	S	50.00	50.00	50.00	50.00
Application to Vary Club Permit	O	S	100.00	100.00	100.00	100.00
Copy of Permit	O	S	15.00	15.00	15.00	15.00

Other

Temporary Use Notice (TUN)	O	S	500.00	500.00	500.00	500.00
Occasional Use Notice (OUN)	O	S	0.00	0.00	0.00	0.00
Copy of Premises Licence	O	D	25.00	25.00	25.00	25.00
Notification of Change of Circumstances for Premises Licence	O	D	50.00	50.00	50.00	50.00
Copy of Notice	O	S	25.00	25.00	25.00	25.00

**PLANNING AND LICENSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

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**SERVICE AREA: LICENSING**

**CHARGING AREA: Licence Fees**

Licensing Act 2003

Premises - Band A (None to £4,300)

Premises Licences - New Application and Variation	O	S	100.00	100.00	100.00	100.00
Premises Licences - Annual Charge	O	S	70.00	70.00	70.00	70.00
Club Premises Certificates - New Application and Variation	O	S	100.00	100.00	100.00	100.00
Club Premises Certificates - Annual Charge	O	S	70.00	70.00	70.00	70.00

Premises - Band B (£4,301 to £33,000)

Premises Licences - New Application and Variation	O	S	190.00	190.00	190.00	190.00
Premises Licences - Annual Charge	O	S	180.00	180.00	180.00	180.00
Club Premises Certificates - New Application and Variation	O	S	190.00	190.00	190.00	190.00
Club Premises Certificates - Annual Charge	O	S	180.00	180.00	180.00	180.00

Premises - Band C (£33,001 to £87,000)

Premises Licences - New Application and Variation	O	S	315.00	315.00	315.00	315.00
Premises Licences - Annual Charge	O	S	295.00	295.00	295.00	295.00
Club Premises Certificates - New Application and Variation	O	S	315.00	315.00	315.00	315.00
Club Premises Certificates - Annual Charge	O	S	295.00	295.00	295.00	295.00

Premises - Band D (£87,001 to £125,000)

Premises Licences - New Application and Variation	O	S	450.00	450.00	450.00	450.00
Premises Licences - Annual Charge	O	S	320.00	320.00	320.00	320.00
Club Premises Certificates - New Application and Variation	O	S	450.00	450.00	450.00	450.00
Club Premises Certificates - Annual Charge	O	S	320.00	320.00	320.00	320.00

Premises - Band E (£125,001 plus)

Premises Licences - New Application and Variation	O	S	635.00	635.00	635.00	635.00
Premises Licences - Annual Charge	O	S	350.00	350.00	350.00	350.00
Club Premises Certificates - New Application and Variation	O	S	635.00	635.00	635.00	635.00
Club Premises Certificates - Annual Charge	O	S	350.00	350.00	350.00	350.00

Additional Fees (based on number in attendance at any one time)

Additional Premises Licence Fee:

5,000 to 9,999	O	S	1,000.00	1,000.00	1,000.00	1,000.00
10,000 to 14,999	O	S	2,000.00	2,000.00	2,000.00	2,000.00
15,000 to 19,999	O	S	4,000.00	4,000.00	4,000.00	4,000.00
20,000 to 29,999	O	S	8,000.00	8,000.00	8,000.00	8,000.00
30,000 to 39,999	O	S	16,000.00	16,000.00	16,000.00	16,000.00
40,000 to 49,999	O	S	24,000.00	24,000.00	24,000.00	24,000.00
50,000 to 59,999	O	S	32,000.00	32,000.00	32,000.00	32,000.00
60,000 to 69,999	O	S	40,000.00	40,000.00	40,000.00	40,000.00
70,000 to 79,999	O	S	48,000.00	48,000.00	48,000.00	48,000.00
80,000 to 89,999	O	S	56,000.00	56,000.00	56,000.00	56,000.00
90,000 and over	O	S	64,000.00	64,000.00	64,000.00	64,000.00

Additional Annual Fee Payable (if applicable):

5,000 to 9,999	O	S	500.00	500.00	500.00	500.00
10,000 to 14,999	O	S	1,000.00	1,000.00	1,000.00	1,000.00
15,000 to 19,999	O	S	2,000.00	2,000.00	2,000.00	2,000.00
20,000 to 29,999	O	S	4,000.00	4,000.00	4,000.00	4,000.00
30,000 to 39,999	O	S	8,000.00	8,000.00	8,000.00	8,000.00
40,000 to 49,999	O	S	12,000.00	12,000.00	12,000.00	12,000.00
50,000 to 59,999	O	S	16,000.00	16,000.00	16,000.00	16,000.00
60,000 to 69,999	O	S	20,000.00	20,000.00	20,000.00	20,000.00
70,000 to 79,999	O	S	24,000.00	24,000.00	24,000.00	24,000.00
80,000 to 89,999	O	S	28,000.00	28,000.00	28,000.00	28,000.00
90,000 and over	O	S	32,000.00	32,000.00	32,000.00	32,000.00



**PLANNING AND LICENSING**  
**FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

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**SERVICE AREA: LICENSING**

**CHARGING AREA: Licence Fees**

Licensing Act 2003 (cont.)

Other Fees

Application for the grant or renewal of a personal licence	O	S	37.00	37.00	37.00	37.00
Temporary event notice	O	S	21.00	21.00	21.00	21.00
Theft, loss etc of premises licence or summary	O	S	10.50	10.50	10.50	10.50
Application for a provisional statement where premises being built etc	O	S	315.00	315.00	315.00	315.00
Notification of change of name or address	O	S	10.50	10.50	10.50	10.50
Application to vary licence to specify individual as premises supervisor	O	S	23.00	23.00	23.00	23.00
Application for transfer of premises licence	O	S	23.00	23.00	23.00	23.00
Interim authority notice following death etc.of licence holder	O	S	23.00	23.00	23.00	23.00
Theft, loss etc.of certificate or summary	O	S	10.50	10.50	10.50	10.50
Notification of change of name or alteration of rules of club	O	S	10.50	10.50	10.50	10.50
Change of relevant registered address of club	O	S	10.50	10.50	10.50	10.50
Theft, loss etc.of temporary event notice	O	S	10.50	10.50	10.50	10.50
Theft, loss etc.of personal licence	O	S	10.50	10.50	10.50	10.50
Duty to notify change of name or address	O	S	10.50	10.50	10.50	10.50
Right of freeholder etc.to be notified of licensing matters	O	S	21.00	21.00	21.00	21.00
Application to vary premises licence at community premises to include alternative licence condition	O	S	23.00	23.00	23.00	23.00
Application for minor variation	O	S	89.00	89.00	89.00	89.00

**PLANNING AND LICENSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

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**SERVICE AREA: LICENSING**

**CHARGING AREA: Licence Fees**

**Taxi**

Vehicle Licence - Hackney Carriage

Vehicle Licence - including Plate	O	S	243.00	243.00	243.00	243.00
Vehicle Replacement	O	S	75.00	75.00	75.00	75.00

Vehicle Licence - Private Hire

Vehicle Licence - including Plate	O	S	225.00	225.00	225.00	225.00
Vehicle Replacement	O	S	75.00	75.00	75.00	75.00

Vehicle Inspections - Hackney Carriage and Private Hire

Vehicle Inspection	O	S	47.00	47.00	47.00	47.00
Trailer Inspections - Non Braked	O	S	15.00	15.00	15.00	15.00
Trailer Inspections - Braked	O	S	23.00	23.00	23.00	23.00
Re-Inspection	O	S	12.50	12.50	12.50	12.50
Re-Inspection 2	O	S	47.00	47.00	47.00	47.00

Drivers Licence - Hackney Carriage and Private Hire

Combined Driver New - 1 year (Includes DBS and DVLA Checks)	O	S	162.00	162.00	N/A	N/A
Combined Driver New - 1 year (Excludes DBS)	O	S	N/A	N/A	145.00	145.00
Combined Driver Renewal - 1 year (Includes DBS and DVLA Checks)	O	S	145.00	145.00	N/A	N/A
Combined Driver Renewal - 1 year (Excludes DBS )	O	S	N/A	N/A	128.00	128.00
Combined Driver New - 3 years (Includes DBS and DVLA Checks)	O	S	456.00	456.00	N/A	N/A
Combined Driver New - 3 years (Excludes DBS)	O	S	N/A	N/A	404.00	404.00
Combined Driver Renewal - 3 years (Includes DBS and DVLA Checks)	O	S	406.00	406.00	N/A	N/A
Combined Driver Renewal - 3 years (Excludes DBS)	O	S	N/A	N/A	354.00	354.00
Disclosure and Barring Service (DBS) Check (new to update service)	O	S	52.00	52.00	52.00	52.00
Disclosure and Barring Service (DBS) Check (update service lapsed)	O	S	N/A	N/A	85.00	85.00
Driver and Vehicle Licensing Agency (DVLA) Check outside of an application	O	S	5.00	5.00	5.00	5.00
Re-Test - Knowledge Test	O	S	35.00	35.00	35.00	35.00

Replacements

ID	O	S	6.00	6.00	6.00	6.00
PHV Cards	O	S	6.00	6.00	6.00	6.00
Tariff Cards	O	S	6.00	6.00	6.00	6.00
Replacement Plates	O	S	12.00	12.00	12.00	12.00
Replacement Door Signs (pair)	O	S	15.00	15.00	15.00	15.00
Plate Platforms	O	S	6.00	6.00	6.00	6.00

Private Hire Operators

Single Vehicle Operators Licence - 5 years	O	S	325.00	325.00	325.00	325.00
Operator Licence - 2 to 5 Vehicles - 5 years	O	S	1,085.00	1,085.00	1,085.00	1,085.00
Operator Licence - more than 5 Vehicles - 5 years	O	S	1,345.00	1,345.00	1,345.00	1,345.00

**PLANNING AND LICENSING**  
**FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2020-March 2021	April 2021-March 2022	April 2021-March 2022	April 2021-March 2022
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: BUILDING CONTROL**

**CHARGING AREA: NEW DWELLINGS NOT EXCEEDING 300m2**

<b>HO1</b>						
Houses Bungalows less than 4 storeys 1 plot Plan and Inspection	S	D	647.50	777.00	647.50	777.00
Houses Bungalows less than 4 storeys 1 plot Building Notice	S	D	747.50	897.00	747.50	897.00
Houses Bungalows less than 4 storeys 1 plot Regularisation	O	D	1,080.00	1,080.00	1,080.00	1,080.00
<b>HO2</b>						
Houses Bungalows less than 4 storeys 2 plot Plan and Inspection	S	D	958.33	1,150.00	958.33	1,150.00
Houses Bungalows less than 4 storeys 2 plot Building Notice	S	D	1,055.83	1,267.00	1,055.83	1,267.00
Houses Bungalows less than 4 storeys 2 plot Regularisation	O	D	1,526.00	1,526.00	1,526.00	1,526.00
<b>HO3</b>						
Houses Bungalows less than 4 storeys 3 plot Plan and Inspection	S	D	1,279.17	1,535.00	1,279.17	1,535.00
Houses Bungalows less than 4 storeys 3 plot Building Notice	S	D	1,477.50	1,773.00	1,477.50	1,773.00
Houses Bungalows less than 4 storeys 3 plot Regularisation	O	D	2,136.00	2,136.00	2,136.00	2,136.00
<b>HO4</b>						
Houses Bungalows less than 4 storeys 4 plot Plan and Inspection	S	D	1,616.67	1,940.00	1,616.67	1,940.00
Houses Bungalows less than 4 storeys 4 plot Building Notice	S	D	1,725.00	2,070.00	1,725.00	2,070.00
Houses Bungalows less than 4 storeys 4 plot Regularisation	O	D	2,494.00	2,494.00	2,494.00	2,494.00
<b>HO5</b>						
Houses Bungalows less than 4 storeys 5 plot Plan and Inspection	S	D	1,950.00	2,340.00	1,950.00	2,340.00
Houses Bungalows less than 4 storeys 5 plot Building Notice	S	D	2,047.50	2,457.00	2,047.50	2,457.00
Houses Bungalows less than 4 storeys 5 plot Regularisation	O	D	2,960.00	2,960.00	2,960.00	2,960.00
<b>FO1</b>						
Houses Bungalows less than 4 storeys 1 flat Plan and Inspection	S	D	647.50	777.00	647.50	777.00
Houses Bungalows less than 4 storeys 1 flat Building Notice	S	D	747.50	897.00	747.50	897.00
Houses Bungalows less than 4 storeys 1 flat Regularisation	O	D	1,080.00	1,080.00	1,080.00	1,080.00
<b>FO2</b>						
Houses Bungalows less than 4 storeys 2 flat Plan and Inspection	S	D	958.33	1,150.00	958.33	1,150.00
Houses Bungalows less than 4 storeys 2 flat Building Notice	S	D	1,055.83	1,267.00	1,055.83	1,267.00
Houses Bungalows less than 4 storeys 2 flat Regularisation	O	D	1,526.00	1,526.00	1,526.00	1,526.00
<b>FO3</b>						
Houses Bungalows less than 4 storeys 3 flat Plan and Inspection	S	D	1,279.17	1,535.00	1,279.17	1,535.00
Houses Bungalows less than 4 storeys 3 flat Building Notice	S	D	1,477.50	1,773.00	1,477.50	1,773.00
Houses Bungalows less than 4 storeys 3 flat Regularisation	O	D	2,136.00	2,136.00	2,136.00	2,136.00
<b>FO4</b>						
Houses Bungalows less than 4 storeys 4 flat Plan and Inspection	S	D	1,616.67	1,940.00	1,616.67	1,940.00
Houses Bungalows less than 4 storeys 4 flat Building Notice	S	D	1,725.00	2,070.00	1,725.00	2,070.00
Houses Bungalows less than 4 storeys 4 flat Regularisation	O	D	2,494.00	2,494.00	2,494.00	2,494.00
<b>FO5</b>						
Houses Bungalows less than 4 storeys 5 flat Plan and Inspection	S	D	1,950.00	2,340.00	1,950.00	2,340.00
Houses Bungalows less than 4 storeys 5 flat Building Notice	S	D	2,047.50	2,457.00	2,047.50	2,457.00
Houses Bungalows less than 4 storeys 5 flat Regularisation	O	D	2,960.00	2,960.00	2,960.00	2,960.00
<b>CV01</b>						
Conversion to a Single Dwelling House Plan and Inspection	S	D	715.83	859.00	715.83	859.00
Conversion to a Single Dwelling House Building Notice	S	D	787.50	945.00	787.50	945.00
Conversion to a Single Dwelling House Regularisation	O	D	1,087.00	1,087.00	1,087.00	1,087.00
<b>CV02</b>						
Conversion to a Single Flat Plan and Inspection	S	D	645.83	775.00	645.83	775.00
Conversion to a Single Flat Building Notice	S	D	710.83	853.00	710.83	853.00
Conversion to a Single Flat Regularisation	O	D	1,034.00	1,034.00	1,034.00	1,034.00
<b>ED</b>						
Notifiable Electrical Work where a satisfactory certificate will not be issued by a Part P registered electrician.	S	D	346.67	416.00	346.67	416.00

PLANNING AND LICENSING FEES & CHARGES SCHEDULE FROM 1 APRIL 2021							
DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022		
			Excl VAT	Inc VAT	Excl VAT	Inc VAT	
SERVICE AREA: BUILDING CONTROL							
CHARGING AREA: WORK TO A SINGLE DWELLING (NOT MORE THAN 3 STOREYS HIGH ABOVE GROUND LEVEL)							
DW00							
Single Storey extension not exceeding 10 sq m Plan and Inspection Charge	S	D	295.00	354.00	295.00	354.00	
Single Storey extension not exceeding 10 sq m Building Notice	S	D	324.17	389.00	324.17	389.00	
Single Storey extension not exceeding 10 sq m Regularisation Charge	O	D	448.00	448.00	448.00	448.00	
DW01							
Single Storey extension not exceeding 40 sq m Plan and Inspection Charge	S	D	556.67	668.00	556.67	668.00	
Single Storey extension not exceeding 40 sq m Building Notice	S	D	612.50	735.00	612.50	735.00	
Single Storey extension not exceeding 40 sq m Regularisation Charge	O	D	845.00	845.00	845.00	845.00	
DW02							
Single Storey extension not exceeding 100 sq m Plan and Inspection Charge	S	D	695.83	835.00	695.83	835.00	
Single Storey extension not exceeding 100 sq m Building Notice	S	D	765.00	918.00	765.00	918.00	
Single Storey extension not exceeding 100 sq m Regularisation Charge	O	D	1,056.00	1,056.00	1,056.00	1,056.00	
DW03							
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Plan and Inspection Charge	S	D	648.33	778.00	648.33	778.00	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Building Notice	S	D	713.33	856.00	713.33	856.00	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Regularisation Charge	O	D	984.00	984.00	984.00	984.00	
DW04							
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Plan and Inspection Charge	S	D	721.67	866.00	721.67	866.00	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Building Notice	S	D	793.33	952.00	793.33	952.00	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Regularisation Charge	O	D	1,095.00	1,095.00	1,095.00	1,095.00	
DW05							
Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Plan and Inspection Charge	S	D	355.00	426.00	355.00	426.00	
Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Building Notice	S	D	390.83	469.00	390.83	469.00	
Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Regularisation Charge	O	D	539.00	539.00	539.00	539.00	
DW06							
Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Plan and Inspection Charge	S	D	456.67	548.00	456.67	548.00	
Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Building Notice	S	D	501.67	602.00	501.67	602.00	
Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Regularisation Charge	O	D	693.00	693.00	693.00	693.00	
DW07							
First Floor & Second Floor loft conversion Plan and Inspection Charge	S	D	535.83	643.00	535.83	643.00	
First Floor & Second Floor loft conversion Building Notice	S	D	589.17	707.00	589.17	707.00	
First Floor & Second Floor loft conversion Regularisation Charge	O	D	813.00	813.00	813.00	813.00	
DW08							
Other Works Plan and Inspection Charge	S	D	318.33	382.00	318.33	382.00	
Other Works Building Notice	S	D	350.00	420.00	350.00	420.00	
Other Works Regularisation Charge	O	D	483.00	483.00	483.00	483.00	
DW09							
Re-roofing, installation of solar panels or photovoltaic cells Plan and Inspection Charge	S	D	195.00	234.00	195.00	234.00	
Re-roofing, installation of solar panels or photovoltaic cells Building Notice	S	D	214.17	257.00	214.17	257.00	
Re-roofing, installation of solar panels or photovoltaic cells Regularisation Charge	O	D	296.00	296.00	296.00	296.00	
DW10							
Replacement of windows, roof lights, roof windows or external glazed doors Plan and Inspection Charge	S	D	175.00	210.00	175.00	210.00	
Replacement of windows, roof lights, roof windows or external glazed doors Building Notice	S	D	192.50	231.00	192.50	231.00	
Replacement of windows, roof lights, roof windows or external glazed doors Regularisation Charge	O	D	265.00	265.00	265.00	265.00	
DW11							
Cost of work not exceeding £5,000 Plan and Inspection Charge	S	D	233.33	280.00	233.33	280.00	
Cost of work not exceeding £5,000 Building Notice	S	D	256.67	308.00	256.67	308.00	
Cost of work not exceeding £5,000 Regularisation Charge	O	D	354.00	354.00	354.00	354.00	
DW12							
Cost of work exceeding £5,000 but not exceeding £25,000 Plan and Inspection Charge	S	D	451.67	542.00	451.67	542.00	
Cost of work exceeding £5,000 but not exceeding £25,000 Building Notice	S	D	497.50	597.00	497.50	597.00	
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	686.00	686.00	686.00	686.00	
DW13							
Cost of work exceeding £25,000 but not exceeding £100,000 Plan and Inspection Charge	S	D	746.67	896.00	746.67	896.00	
Cost of work exceeding £25,000 but not exceeding £100,000 Building Notice	S	D	820.83	985.00	820.83	985.00	
Cost of work exceeding £25,000 but not exceeding £100,000 Regularisation Charge	O	D	1,133.00	1,133.00	1,133.00	1,133.00	
ED							
Notifiable electrical work where a satisfactory certificate will not be issued by a Part P registered electrician	S	D	346.67	416.00	346.67	416.00	

**PLANNING AND LICENSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: BUILDING CONTROL**

**CHARGING AREA: ALL OTHER NON-DOMESTIC WORK (NOT MORE THAN 3 STOREYS ABOVE GROUND LEVEL)**

**Extensions and New Builds**

**ND01**

Single Storey extension not exceeding 40 sq m Plan and Inspection Charge	S	D	550.00	660.00	550.00	660.00
Single Storey extension not exceeding 40 sq m Regularisation Charge	O	D	845.00	845.00	845.00	845.00

**ND02**

Single Storey extension not exceeding 100 sq m Plan and Inspection Charge	S	D	628.33	754.00	628.33	754.00
Single Storey extension not exceeding 100 sq m Regularisation Charge	O	D	953.00	953.00	953.00	953.00

**ND03**

Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Plan and Inspection Charge	S	D	687.50	825.00	687.50	825.00
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Regularisation Charge	O	D	1,041.00	1,041.00	1,041.00	1,041.00

**ND04**

Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Plan and Inspection Charge	S	D	746.67	896.00	746.67	896.00
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Regularisation Charge	O	D	1,129.00	1,129.00	1,129.00	1,129.00

**Alterations**

**ND05**

Cost of work not exceeding £5,000 Plan and Inspection Charge	S	D	295.00	354.00	295.00	354.00
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	442.00	442.00	442.00	442.00
Replacement of windows, roof lights, roof windows or external glazed doors Plan and Inspection Charge	S	D	255.83	307.00	255.83	307.00
Replacement of windows, roof lights, roof windows or external glazed doors Regularisation Charge	O	D	374.00	374.00	374.00	374.00
Renewable energy systems not exceeding £20,000 Planning and Inspection Charge	S	D	275.00	330.00	275.00	330.00
Renewable energy systems not exceeding £20,000 Regularisation Charge	O	D	393.00	393.00	393.00	393.00
Installation of new shop front and work not exceeding £5,000 Plan and Inspection Charge	S	D	275.00	330.00	275.00	330.00
Installation of new shop front and work not exceeding £5,000 Regularisation Charge	O	D	393.00	393.00	393.00	393.00

**ND06**

Cost of work exceeding £5,000 but not exceeding £25,000 Plan and Inspection Charge	S	D	451.67	542.00	451.67	542.00
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	688.00	688.00	688.00	688.00
Replacement of windows, rooflights, roof windows or external glazed doors (exceeding 20 units) Plan and Inspection Charge	S	D	354.17	425.00	354.17	425.00
Replacement of windows, rooflights, roof windows or external glazed doors (exceeding 20 units) Regularisation Charge	O	D	550.00	550.00	550.00	550.00
Installation of raised storage platform not exceeding 250 sqm within an existing building Plan and Inspection Charge	S	D	432.50	519.00	432.50	519.00
Installation of raised storage platform not exceeding 250 sqm within an existing building Regularisation Charge	O	D	609.00	609.00	609.00	609.00

**ND07**

Cost of work exceeding £25,000 and not exceeding £100,000 Plan and Inspection Charge	S	D	785.83	943.00	785.83	943.00
Cost of work exceeding £25,000 and not exceeding £100,000 Regularisation Charge	O	D	1,198.00	1,198.00	1,198.00	1,198.00
Fit out of building up to 100 sq m Plan and Inspection Charge	S	D	530.83	637.00	530.83	637.00
Fit out of building up to 100 sq m Regularisation Charge	O	D	737.00	737.00	737.00	737.00

**PLANNING AND LICENSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT**

**CHARGING AREA: Planning Application Fees**

**All Outline Applications**

Up to 2.5 hectare, per 0.1 hectare	O	S	462.00	462.00	462.00	462.00
More than 2.5 hectares	O	S	11,432.00	11,432.00	11,432.00	11,432.00
Each 0.1 hectare in excess of 2.5 hectares to a maximum of £125,000	O	S	138.00	138.00	138.00	138.00

**Householder Applications**

Alterations/extensions to a single dwelling	O	S	206.00	206.00	206.00	206.00
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**Full Applications**

Alterations/extensions two or more dwellings	O	S	407.00	407.00	407.00	407.00
New Dwellings (up to 50) per dwelling	O	S	462.00	462.00	462.00	462.00
New Dwellings more than 50	O	S	22,859.00	22,859.00	22,859.00	22,859.00
Each dwelling in excess of 50 to a maximum of £250,000	O	S	138.00	138.00	138.00	138.00

**Erection of buildings (not dwellings, agricultural, glasshouses, plant nor machinery)**

Gross Floor up to 40sq m	O	S	234.00	234.00	234.00	234.00
Gross Floor 40 sq m to 75 sq m	O	S	462.00	462.00	462.00	462.00
Gross Floor 75sq m to 3750 sq m each 75 sq m or part thereof	O	S	462.00	462.00	462.00	462.00
Gross Floor more than 3750 sq m	O	S	22,859.00	22,859.00	22,859.00	22,859.00
Each additional 75 sq m in excess of 3750 sq m to a maximum of £250,000	O	S	138.00	138.00	138.00	138.00

**Erection of building (on land used for agriculture for agricultural purposes)**

Gross Floor Space up to 465 sq m	O	S	96.00	96.00	96.00	96.00
Gross Floor 465 sq m to 540 sq m	O	S	462.00	462.00	462.00	462.00
Gross Floor 540 sq m to 4215 sq m each 75 sq m in excess of 540 sq m	O	S	462.00	462.00	462.00	462.00
Gross Floor more than 4215 sq m	O	S	22,859.00	22,859.00	22,859.00	22,859.00
Each additional 75 sq m in excess of 4215 sq m to a maximum of £250,000	O	S	138.00	138.00	138.00	138.00

**Erection of glasshouses**

Gross Floor no more than 465 sq m	O	S	96.00	96.00	96.00	96.00
Gross Floor more than 465 sq m	O	S	2,580.00	2,580.00	2,580.00	2,580.00

**Erection/Alterations/Replacement of Plant and Machinery**

Site Area not more than 5 hectares - per 0.1 hectare or part thereof	O	S	462.00	462.00	462.00	462.00
Site Area more than 5 hectares	O	S	22,859.00	22,859.00	22,859.00	22,859.00
Each additional 0.1 hectare in excess of 5 hectares up to a maximum of £250,000	O	S	138.00	138.00	138.00	138.00

**Applications other than Building Works**

Car parks, Service Roads or other accesses	O	S	234.00	234.00	234.00	234.00
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**Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage minerals)**

Site Area no more than 15 hectares per 0.1 hectare	O	S	234.00	234.00	234.00	234.00
Site Area more than 15 hectares	O	S	34,934.00	34,934.00	34,934.00	34,934.00
Each 0.1 hectare in excess of 15 hectares up to a maximum of £65,000	O	S	138.00	138.00	138.00	138.00

**Operations connected with exploratory drilling for oil or natural gas**

Site area not more than 7.5 hectares each 0.1 hectare	O	S	508.00	508.00	508.00	508.00
Site area more than 7.5 hectares	O	S	38,070.00	38,070.00	38,070.00	38,070.00
Each 0.1 hectare in excess of 7.5 hectares up to a maximum of £250,000	O	S	151.00	151.00	151.00	151.00

**Operations (other than exploratory drilling) for the winning and working of oil or natural gas**

Site area not more than 15 hectares each 0.1 hectares	O	S	257.00	257.00	257.00	257.00
Site area more than 15 hectares	O	S	38,520.00	38,520.00	38,520.00	38,520.00
Each 0.1 hectare in excess of 15 hectares up to a maximum of £65,000	O	S	151.00	151.00	151.00	151.00

**Operations (winning and working of minerals) excluding oil or natural gas**

Site area not more than 15 hectares each 0.1 hectares	O	S	234.00	234.00	234.00	234.00
Site area more than 15 hectares	O	S	34,934.00	34,934.00	34,934.00	34,934.00
Each 0.1 hectare in excess of 15 hectares up to a maximum of £65,000	O	S	138.00	138.00	138.00	138.00

**Other operations (not coming within any of the above categories)**

Any site area per 0.1 hectares up to a maximum of £1690	O	S	234.00	234.00	234.00	234.00
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**Lawful Development Certificate**

Existing Use or operation	O	S	Same As Full	Same As Full	Same As Full	Same As Full
Existing use or operation - lawful not to comply with any condition or limitation	O	S	234.00	234.00	234.00	234.00
Proposed use or operation	O	S	Half normal planning fee	Half normal planning fee	Half normal planning fee	Half normal planning fee

For further clarification on the planning fees please refer to the The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 and (Amendment) Regulations 2017

**PLANNING AND LICENSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2020-March 2021	April 2021-March 2022	April 2021-March 2022	April 2021-March 2022
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT**

**CHARGING AREA: Planning Application Fees**

**Prior Approval**

Agricultural and Forestry buildings & operations or demolition of buildings	O	S	96.00	96.00	96.00	96.00
Telecommunications Code Systems Operators	O	S	462.00	462.00	462.00	462.00
Proposed Change of Use to State Funded School or Registered Nursery	O	S	96.00	96.00	96.00	96.00
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	O	S	96.00	96.00	96.00	96.00
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure	O	S	96.00	96.00	96.00	96.00
Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouse)	O	S	96.00	96.00	96.00	96.00
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	O	S	96.00	96.00	96.00	96.00
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	O	S	206.00	206.00	206.00	206.00
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), where there are no Associated Building Operations	O	S	96.00	96.00	96.00	96.00
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations	O	S	206.00	206.00	206.00	206.00
Notification for a Prior Approval for a Change of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to dwellinghouses (Class C3)	O	S	96.00	96.00	96.00	96.00
Notification for prior Approval for Change of Use from Amusements Arcades/Centres and Casinos (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)	O	S	96.00	96.00	96.00	96.00
Notification for prior Approval for Change of Use from Amusements Arcades/Centres and Casinos (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3) and Associated Building Operations	O	S	206.00	206.00	206.00	206.00
Notification for Prior Approval for a Change of Use from Shops (Class A1) Financial and Professional Services (Class A2) Betting Offices and Payday Loan Shops and Casinos (Sui Generis Uses) to restaurants and cafes (Class A3)	O	S	96.00	96.00	96.00	96.00
Notification for Prior Approval for a Change of Use from Shops (Class A1) Financial and Professional Services (Class A2) Betting Offices and Payday Loan Shops and Casinos (Sui Generis Uses) to restaurants and cafes (Class A3) and Associated Building Operations	O	S	206.00	206.00	206.00	206.00
Notification for Prior Approval for a Change of Use from Shops (Class A1) Financial and Professional Services (Class A2) Betting Offices and Payday Loan Shops and Casinos (Sui Generis Uses) to restaurants and cafes (Class A3) to Assembly and Leisure Use (Class D2)	O	S	96.00	96.00	96.00	96.00

**Reserved Matters**

Application for approval of reserved matters following outline approval

O	S	Full Fee due or if paid £462	Full Fee due or if paid £462	Full Fee due or if paid £462	Full Fee due or if paid £462
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**Approval/Variation/Discharge of condition**

Application for removal or variation of a condition following grant of planning permission	O	S	234.00	234.00	234.00	234.00
Request for confirmation that one or more planning conditions have been complied with - Householder	O	S	34.00	34.00	34.00	34.00
Request for confirmation that one or more planning conditions have been complied with - Other	O	S	116.00	116.00	116.00	116.00

**Change of Use of a building to use as one or more separate dwellings houses or other cases**

Not more than 50 dwellings - each dwelling	O	S	462.00	462.00	462.00	462.00
More than 50 dwellings	O	S	22,859.00	22,859.00	22,859.00	22,859.00
Each dwelling in excess of 50 up to a maximum of £250,000	O	S	138.00	138.00	138.00	138.00
Other Changes of use of a building or land	O	S	462.00	462.00	462.00	462.00

**Advertising**

Relating to the business on the premises	O	S	132.00	132.00	132.00	132.00
business	O	S	132.00	132.00	132.00	132.00
Other advertisements	O	S	462.00	462.00	462.00	462.00

**Application for a New Planning Permission to replace an Extant Planning Permission**

Applications in respect of major developments	O	S	690.00	690.00	690.00	690.00
Applications in respect of householder developments	O	S	68.00	68.00	68.00	68.00
Applications in respect of other developments	O	S	234.00	234.00	234.00	234.00

**Application for a Non-material Amendment following a grant of Planning Permission**

Applications in respect of householder development	O	S	34.00	34.00	34.00	34.00
Applications in respect of other developments	O	S	234.00	234.00	234.00	234.00

**Application for Permission in Principle**

For each 0.1 hectare of the site area	O	S	402.00	402.00	402.00	402.00
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For further clarification on the planning fees please refer to the The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 and (Amendment) Regulations 2017

PLANNING AND LICENSING FEES & CHARGES SCHEDULE FROM 1 APRIL 2021					
DESCRIPTION OF CHARGE		VAT	FEE	CHARGES April 2020-March 2021 Excl VAT Inc VAT	CHARGES April 2021-March 2022 Excl VAT Inc VAT
<b>SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT</b>					
<b>CHARGING AREA: Pre-Application Advice</b>					
<b>Pre-Application Advice</b>					
1	Householder				
2	Householder - written response only	S	D	58.33	70.00
3	Up to 1-hour meeting and written summary / with specialist advice (Where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a residential listed building)	S	D	141.67 / 266.67	170 / 320
4	Follow up comments per additional set of drawings (within 3 months timescale)	S	D	29.17	35.00
5	Express Householder Advice - e.g. week turnaround	S	D	416.67	500.00
<b>Change of Use of a Building or Land where the proposal does not constitute Minor or Major development</b>					
NB this would include a change of use of the land to additional residential garden, paddocks; and buildings to non-residential use					
6	Up to 1-hour inhouse meeting and written summary/ with specialist advice (Where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a residential listed building)	S	D	350 / 483.33	420 / 580
7	Up to 1-hour onsite meeting and written summary/ with specialist advice (where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a residential listed building)	S	D	375 / 508.33	450 / 610
8	Follow up comments upon per additional set of drawings			150.00	180.00
<b>Creation of a singular: dwellinghouse; replacement dwellinghouse; or residential annexe</b>					
Note: in excess of 1 but below 10 units constitutes Minor development					
9	Up to 1-hour inhouse meeting and written summary/ with specialist advice (Where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a listed building, specialist advice is required and is charged as follows.	S	D	350 / 483.33	420 / 580
10	Up to 1-hour onsite meeting and written summary/ with specialist advice (Where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a listed building, specialist advice is required and is charged as follows.	S	D	375 / 508.33	450 / 610
11	Follow up comments upon per additional set of drawings	S	D	150.00	180.00
<b>Minor Development</b>					
12	Written summary only/ with specialist advice	S	D	350 / 483.33	420 / 580
13	Up to 1-hour inhouse meeting and written summary/ with specialist advice	S	D	716.67 / 850	860 / 1020
14	Up to 1-hour onsite meeting and written summary/with specialist advice	S	D	741.67 / 850	890 / 1050
15	Additional 1-hour inhouse meetings and written summaries/ with specialist	S	D	458.33 / 591.67	550 / 710
16	Follow up comments per additional set of drawings	S	D	166.67	200.00
<b>Small major development (includes Heritage Assets/ Urban Design)</b>					
new building has between 1000 and 2499 sqm of floor space					
Or the site is between 0.5 and 1.99 hectares (where you don't know the floor space).					
17	Up to 1-hour inhouse meeting and written summary	S	D	2,083.33	2,500.00
18	Up to 1-hour onsite meeting and written summary set	S	D	2,108.33	2,530.00
Subsequent follow up advice – if you have: already received advice about a similar development on the same site in the last three months or Received a refusal of planning permission for a similar development on the same site in the					
19	Written advice	S	D	250.00	300.00
20	A subsequent meeting with a planning officer	S	D	1,500.00	1,800.00
<b>Large major development (includes Heritage Assets/ Urban Design)</b>					
If your new building has between 2500 and 4999 sqm of floor space					
Or The site area is up between 2.0 and 4.99 hectares (where you don't know the floorspace)					
21	Up to 1-hour inhouse meeting and written summary	S	D	2,500.00	3,000.00
22	Up to 1-hour onsite meeting and written summary set	S	D	2,525.00	3,030.00
Subsequent follow up advice – if you have: already received advice about a similar development on the same site in the last three months or Received a refusal of planning permission for a similar development on the same site in the					
23	A subsequent meeting with a planning officer	S	D	1,916.67	2,300.00
<b>Strategic Development (Principal Planner)</b>					
Your new building has 5000 or more sqm of floor space					
The site area is 5 or more hectares (where you don't now the floorspace)					
24	Up to 1-hour inhouse meeting and written summary	S	D	2,833.33	3,400.00
25	Up to 1-hour onsite meeting and written summary	S	D	2,858.33	3,430.00
26	A reduced fee for follow up meetings if you have: already had a meeting in relation to the same site in the last three months or received a refusal of planning permission for a similar development on the same site in the last three months	S	D	2,250.00	2,700.00
<b>Planning Performance Agreement - Separate set of Fees</b>					
BBC can offer a tailored service to developers in regard to the above advice types. These can include meetings with elected members including ward members and members of the Planning Committee. We can negotiate compliance with conditions during the course of construction and through the redevelopment and conversion of listed buildings with the appropriate specialist advisors offering direct and timely contact with Officer's.					
<b>Post-Application Conditions Advice</b>					
Some developments may result in conditions which you may wish to discuss in more detail with the Planning Officer to consider your options. Particularly where there are requirements for particular materials. Officers can advise on the requirements in consultation with specialist advisors where applicable.					
Note: Developers are reminded of the provisions of the NPPF with particular regard to paragraph 130.					
27	Written summary only	S	D	125.00	150.00
28	Up to 1-hour inhouse meeting and written summary	S	D	208.33	250.00
29	Up to 1-hour onsite meeting and written summary	S	D	233.33	280.00
Advice from Officers specialising in the Heritage Assets, Urban Design or Landscaping may also be required and is charged separately.					



**PLANNING AND LICENSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT**

**CHARGING AREA: Pre-Application Advice**

**Pre-Application Advice**

1	Householder - written response only	S	D	50.00	60.00	N/A	N/A
2	Householder – written advice and half-hour meeting with planning officer	S	D	100.00	120.00	N/A	N/A
3	Householder, proposals in a conservation area or works to listed building – written advice and 1 hour meeting with planning officer and conservation Officer	S	D	233.33	280.00	N/A	N/A
4	Change of use of Building or Land	S	D	150.00	180.00	N/A	N/A
5	Single dwelling, replacement or residential annexe – written advice and 1 hour meeting with planning officer	S	D	150.00	180.00	N/A	N/A
6	If the work for option 3, 4 or 5 above is in a conservation area or for a listed building – specialist advice is needed.	S	D	POA	POA	N/A	N/A

**Minor Development**

Minor development – written advice and 1 hour meeting	S	D	358.33	430.00	N/A	N/A
Additional 1-hour meetings	S	D	125.00	150.00	N/A	N/A
Change of scheme, further comments	S	D	125.00	150.00	N/A	N/A

**Major Development**

Major development – written advice and 1 hour meeting	S	D	1,500.00	1,800.00	N/A	N/A
Additional meetings charged per hour	S	D	358.33	430.00	N/A	N/A
Change of scheme, further comments	S	D	358.33	430.00	N/A	N/A

**Planning Performance Agreement**

50 - 100 Homes or 5000 - 9,999 sqm commercial floorspace	S	D	8,250.00	9900	N/A	N/A
101 - 199 homes or 10,000 - 19,999 sqm commercial floorspace	S	D	16,500.00	19800	N/A	N/A
200 homes plus / 20,000 sqm commercial floorspace	S	D	33000	39600	N/A	N/A

In addition, to these costs, the applicant shall commit to cover the following:

1. The Council's reasonable costs in the appointment of external consultants (such as independent Viability Consultants) to progress the application shall be agreed by the applicant on a case by case basis. All appointments whose costs are covered by the applicant will be by mutual agreement, with the council obtaining quotes and issuing these to the applicant prior to appointment.

2. The council's reasonable legal costs incurred in association with the preparation of any S106 Agreement that may commence at pre-application stage

NOTE: The Council will use its discretion to seek to enter a PPA for developments of between 10 and 49 homes and commercial floor space of between 1,000 and 4,499 sqm commercial floorspace, where the proposals are of a complex nature and raise issues which would lend themselves to being dealt with through a PPA.

**PLANNING AND LICENSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: PLANNING POLICY**

**CHARGING AREA: Design Panel Review**

**Design Panel Review**

Panel review session, tailored to reflect the proposal

S D

negotiable

negotiable