

POLICY, RESOURCES & ECONOMIC DEVELOPMENT

FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2022/23 ONWARDS

Committee: Policy, Resources & Economic Development
Service Area: Parking

Objectives/rationale of the fee/charge (e.g. Full cost recovery)

The primary objective of the charge is cost recovery. The level of charge also helps maintain the high level of service provision for the Borough.

Proposed change in fee/charge from previous year (%)

It is proposed no change to parking fees this year pending the outcome of the review which is taking place and the strategy that will be produced.

Justification for revised charge (compared to previous year)

No Change to charges

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

No benchmarking undertaken this year as this will be undertaken as part of the strategy work

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income

£1,353,700

**POLICY, RESOURCES AND ECONOMIC DEVELOPMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2022**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2021-March 2022		CHARGES April 2022-March 2023	
			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 2022**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2021-March 2022 Excl VAT	Inc VAT	April 2022-March 2023 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

Sunday Charge

All day	S	D	0.00	0.00	0.00	0.00
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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

Sunday Charge

All day	S	D	0.83	1.00	0.83	1.00
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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

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 2022**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2021-March 2022		CHARGES April 2022-March 2023	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PARKING

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

Season Tickets - Flexi Charge

7 days	S	D	20.00	24.00	20.00	24.00
1 month	S	D	62.50	75.00	62.50	75.00
3 months	S	D	175.00	210.00	175.00	210.00
6 months	S	D	332.50	399.00	332.50	399.00
12 months	S	D	590.00	708.00	590.00	708.00

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

FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2022/23 ONWARDS

Committee: PRED
Service Area: Design & Print

Objectives/rationale of the fee/charge (e.g. Full cost recovery)

The primary objective of the charge is cost recovery. The level of charge also helps maintain the high level of service provision for the Borough.

Proposed change in fee/charge from previous year (%)

The increase proposed to round to nearest whole number .

Justification for revised charge (compared to previous year)

Increase reflects the increase to costs for supplying the service

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

None, charges to cover costs.

If significant change in charge, what consultation was undertaken with the general public?

£0 - charges generate minimal income, charges there to cover costs if needed.

Expected budgeted income

£0

**DESIGN AND PRINT SERVICES
FEES & CHARGES SCHEDULE FROM 1 APRIL 2022**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2021-March 2022 Excl VAT	Inc VAT	April 2022-March 2023 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	17.00	20.40	17.50	21.00
Price per black and white copy	S	D	0.01	0.01	0.02	0.02
Price per colour copy	S	D	0.03	0.04	0.04	0.05
Provision of printing materials	S	D	As per job spec		As per job spec	

FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2022/23 ONWARDS

Committee: PRED
Service Area: Facilities Management

Objectives/rationale of the fee/charge (e.g. Full cost recovery)

The primary objective of the charge is cost recovery. The level of charge also helps maintain the high level of service provision for the Borough.

Proposed change in fee/charge from previous year (%)

The increase proposed is 5% and rounded to nearest number to keep with inflation. This is based on the forecast CPI inflation increase for 22/23. Essex set the wedding fees, increased by 2.4 to 3.4%.

Justification for revised charge (compared to previous year)

Increase reflects the increase to costs for supplying the service

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Fees have been benchmarked against chelmsford when opened. The proposed Fees and charges are deemed average within the benchmarking exercise. Haven't undertook another benchmarking exercise as there hasn't been much uptake on room hire. Potentially due to COVID.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income

£500, extra from weddings. No extra expected income from room hire. Total budget £17.5k

**Policy, Resources & Economic Development
FEES & CHARGES SCHEDULE FROM 1 APRIL 2022**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2021-March 2022		CHARGES April 2022-March 2023	
			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	370.00	444.00	383.33	460.00
Council Chamber Full Day*	S	D	625.00	750.00	650.00	780.00
Committee Rooms 1 Half Day*	S	D	158.33	190.00	166.67	200.00
Committee Rooms 1 Full Day*	S	D	258.33	310.00	266.67	320.00
Committee Rooms 2 Half Day*	S	D	63.33	76.00	66.67	80.00
Committee Rooms 2 Full Day*	S	D	104.17	125.00	108.33	130.00
Civic Foyer Half Day	S	D	104.17	125.00	108.33	130.00
Civic Foyer Full Day	S	D	183.33	220.00	191.67	230.00
Leader's room Half Day	S	D	78.33	94.00	83.33	100.00
Leader's room Full Day	S	D	145.83	175.00	154.17	185.00

* 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	375.00	450.00
Council Chamber Friday	S	D	358.33	430.00	375.00	450.00
Council Chamber Saturday	S	D	358.33	430.00	375.00	450.00

* 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	191.00	210.00	191.00	210.00
Committee Rooms Friday	E/S	D	250.00	300.00	250.00	300.00
Committee Rooms Saturday	E/S	D	308.33	370.00	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.

FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2022/23 ONWARDS

Committee: PRED
Service Area: Economic Development

Objectives/rationale of the fee/charge (e.g. Full cost recovery)

The primary objective of the charge is cost recovery for the Brentwood Business Showcase

Proposed change in fee/charge from previous year (%)

Charges have not been increased by a set percentage, instead charges have been increased based on the cost of delivering the service to ensure full cost recovery

Justification for revised charge (compared to previous year)

Increase reflects the increase to costs for supplying the service

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Fees have been benchmarked against sponsorship for other large business expos. The proposed Fees and Charges are deemed average within the benchmarking exercise.

If significant change in charge, what consultation was undertaken with the general public?

There has been no significant change in charge

Expected budgeted income

The expected income for the Brentwood Business Showcase is £25,000, generated through sponsorship and exhibitor fees

**COMMUNITY AND HEALTH
FEES & CHARGES SCHEDULE FROM 1 APRIL 2022**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2021-March 2022		CHARGES April 2022-March 2023	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PLANNING & ECONOMY

CHARGING AREA: Economic Development

For more information about sponsorship packages, contact the Economic Development team on business@brentwood.gov.uk

FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2022/23 ONWARDS

Committee: Policy, Resources & Economic Development
Service Area: Legal Services

Objectives/rationale of the fee/charge (e.g. Full cost recovery)

The primary objective of the charge is cost recovery. The level of charge also helps maintain the high level of service provision for the Borough.

Proposed change in fee/charge from previous year (%)

Introduction of New Charges

Justification for revised charge (compared to previous year)

Introduction of New Charges

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Fees have been benchmarked. The proposed Fees and charges are deemed average within the benchmarking exercise

If significant change in charge, what consultation was undertaken with the general public?

No required

Expected budgeted income

£25k

LEGAL SERVICES
FEES & CHARGES SCHEDULE FROM 1 APRIL 2022

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES	
			April 2022-March 2023 Excl VAT	Inc VAT

SERVICE AREA: LEGAL SERVICES

CHARGING AREA: LEGAL SERVICES

*New fees introduced with effect 1st April 2022

Administation

			£	£
Certified Copy Lease	S	D	18.33	22.00
Copy Transfer	S	D	15.00	18.00
General Enquiries (see below for pre contract and RTB enquiries) Minimum of 2 hours, hourly rate thereafter	S	D	75.00	90.00
Sealing Costs (e.g. s.106 Agreements)	S	D	25.00	30.00
Single document copy	S	D	10.00	12.00
RTB pre sale land enquiries	S	D	See above	See above

Commercial Portfolio

Grant of Commerical Lease - Minimum for 7 hours, thereafter houly rate	S	D	750.00	900.00
Licence for Works/Changes of Use Commerical Lease - Minimum for 7 hours, thereafter hourly rate	S	D	500.00	600.00
License to Assign Commercial Lease - Minimum for 7 hours, thereafter hourly rate	S	D	350.00	420.00
Licence to Underlet Commerical Lease - Minimum for 7 hours, thereafter hourly rate	S	D	500.00	600.00
Guarantor Agreement - Minimum for 7 hours, thereafter hourly rate	S	D	500.00	600.00
Rent Deposit Deed - Minimum for 7 hours, thereafter hourly rate	S	D	130.00	156.00
	S	D	750.00	900.00

Litigation

Prep of s.146 Notice	S	D	175.00	210.00
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Post Completion

Deed of Postponement - non refundable, including if not all requested information is provided	S	D	155.00	186.00
Deed of Rectification - Minimum for 7 hours, thereafter hourly rate	S	D	500.00	600.00

Residential

Approval Deed of Covenant	S	D	100.00	120.00
Covenant Modification/Release - Minimum for 7 hours, thereafter hourly rate	S	D	750.00	900.00
Equity Share Transfers - Minimum for 7 hours, thereafter hourly rate	S	D	500.00	600.00
Grant of Easement -	S	D	750.00	900.00
Leaseholders Enquiries (e.g. Brocklesmead, Sibneys, LPE1's)	S	D	150.00	180.00
Notice of Charge/Assignment	S	D	50.00	60.00
Redemption Fee - Repayment of Discount	S	D	150.00	180.00
Redemption Fee - Repayment of Service Charge Loan	S	D	100.00	120.00
Savoy Wood Maintenance Agreements	S	D	200.00	240.00
Savoy Wood Cerificate of Discharge	S	D	40.00	48.00
Service Charge Loan Interest Free/Deferred	S	D	100.00	120.00
Service Charge Loan - Traditional	S	D	87.50	105.00
Variation Deed (Residential) - Minimum for 7 hours, thereafter hourly rate	S	D	350.00	420.00
Variation to Lease Plans - Minimum for 7 hours, thereafter hourly rate	S	D	350.00	420.00
Licence to Alter (Residential Lease) - Minimum for 7 hours, thereafter hourly rate	S	D	350.00	420.00
Consent to Second Mortgage	S	D	40.00	48.00
Boundary/Plan Enquiries - Minimum for 7 hours, thereafter hourly rate	S	D	130.00	156.00

Transaction

Additional Land Sale - Minimum for 7 hours, thereafter hourly rate	S	D	350.00	420.00
Additional Land Sale (betterment) - Minimum for 7 hours, thereafter hourly rate	S	D	400.00	480.00
Land Sale - Minimum for 10 hours, thereafter hourly rate	S	D	250.00-1750.00	300.00-2100.00
Footpath stopping up - Minimum for 7 hours, thereafter hourly rate	S	D	350.00	420.00
Freehold Reversion Sale - Minimum for 7 hours, thereafter hourly rate	S	D	350.00	420.00
Roundabout Agreements	S	D	250.00	300.00
Sale of Residential Garage - Minimum for 7 hours, thereafter hourly rate	S	D	350.00	420.00
Lease Extension - Minimum for 7 hours, thereafter hourly rate	S	D	750.00	900.00
Licence for land - Minimum for 7 hours, thereafter hourly rate	S	D	350.00	420.00
Renewal of Licence - Minimum for 7 hours, thereafter hourly rate	S	D	130.00	156.00
Wayleaves - Minimum for 7 hours, thereafter hourly rate	S	D	130.00	156.00
Deed of Dedication - Minimum for 7 hours, thereafter hourly rate	S	D	350.00	420.00
Reports on Title - Minimum for 7 hours, thereafter hourly rate	S	D	200.00	240.00

External Hourly Rates

Hourly Rate Solicitor 8 years plus PQE	S	D	190.00	228.00
Hourly Rate Solicitor 4 years plus PQE	S	D	165.00	198.00
Hourly Rate Solicitors Legal Execs and FE equivalent	S	D	135.00	162.00
Hourly Rate Trainee Solicitors, Paralegals, FE equivalent	S	D	100.00	120.00
DPA work	S	D	250.00	300.00

Parish Councils

Hourly Rate Solicitor 8 years plus PQE	S	D	125.00	150.00
Hourly Rate Solicitor 4 years plus PQE	S	D	110.00	132.00
Hourly Rate Solicitors Legal Execs and FE equivalent	S	D	90.00	108.00
Hourly Rate Trainee Solicitors, Paralegals, FE equivalent	S	D	85.00	102.00
DPA work	S	D	250.00	300.00