

# **POLICY, RESOURCES & ECONOMIC DEVELOPMENT**

## FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2020/21 ONWARDS

**Committee:** POLICY, RESOURCES AND 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.

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

Fees and Charges for parking are to remain at current rates. Season tickets increase proposed is 2% in line with the council's corporate increase regarding fees & charges. This is based on the average CPI inflation increase. Town centre charges will be applicable to KGPF car park.

### Justification for revised charge (compared to previous year)

Increase reflects the increase to costs for supplying the service and keeping the rates commercially competitive. Charges implemented for KGPF supports the approval of the business case the charge for parking on the redeveloped site to support the financing costs of development. No other changes have been made to other car parking charges in the borough

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

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?

Not applicable

### Expected budgeted income

Season Ticket Income: £530,000  
Pay and Display Fees & Charges: £1,200,000

**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 2020**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2019-March 2020 Excl VAT	Inc VAT	April 2020-March 2021 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	N/A	N/A
Over 4 Hours	S	D	4.17	5.00	N/A	N/A
Coaches	S	D	12.50	15.00	N/A	N/A

**Monday to Sunday**

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

**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	1.00	1.00	1.00	1.00
2 hours	S	D	2.00	2.00	2.00	2.00
2 hours with discount card	S	D	1.40	1.40	1.40	1.40
3 hours	S	D	3.00	3.00	3.00	3.00
Overnight Charge	S	D	2.00	2.00	2.00	2.00

**Sunday Charge**

All day	S	D	1.00	1.00	1.00	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](mailto: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**

	VAT	FEE	£	£
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